DRMS Instruction 4160.14
May 12, 2008

DRMS-B / J-3/4

Operating Instructions for Disposition Management

A. REFERENCES:

1. DRMS-I 4160.14, Operating Instructions for Disposition Management, dated February 22, 2006.

2. DRMS-I 4160.14, Section 1, Administrative Processing.

3. DRMS-I 4160.14, Section 2, General Processing

4. DRMS-I 4160.14, Section 3, Special Processing

5. DRMS-I 4160.14, Section 4, Supplements

6. Other references pertaining to this are located at Section 1, Chapter 1 of this Instruction.

B. PURPOSE: This instruction provides procedures for Disposition Management and is located on the DRMS Web Site. The provisions of this publication apply to all non-A-76 DRMO sites and Government Residual Forces at A-76 sites. This publication may be mandatory or advisory to Performing Activities (Contractor/MEO), as stipulated in the Performance Work Statement.

C. APPLICABILITY AND SCOPE. This instruction is applicable to DRMS and all
DRMOs.

D. DEFINITIONS. Specific definitions/acronyms are located at Section 4, Supplement

1., Enclosure 2 to this instruction.

E. PROCEDURES. Specific procedures/instructions for disposition management are outlined throughout this instruction.

F. RESPONSIBILITIES. Specific responsibilities for disposition management are
outlined in this instruction in the supplements or enclosures.

G. EFFECTIVE DATE AND IMPLEMENTATION. This instruction is effective and shall
be implemented upon signature by the DRMS Executive Assistant.

H. INFORMATION REQUIREMENTS. This instruction is not available in hard copy. It
is strictly found on the DRMS Web site.

I. INFORMATION REQUIREMENTS. This instruction is a living document and portions of it are updated monthly and the OPR updates their areas of responsibility on an as needed basis.

BY ORDER OF THE DIRECTOR
//signed//
ROBYNE TUCKER
Executive Assistant

SECTION 1 - ADMINISTRATIVE PROCESSING

C1. GENERAL

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SECTION 1 - ADMINISTRATIVE PROCESSING

C1. GENERAL

C1.1. **This is a searchable publication.**

NOTE: How To Notify The Disposition Services Director About Urgent Incidents. <https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf>

The memorandum describes examples of urgent incidents that may occur and how to notify the Disposition Services Director.

NOTE: The first 3 functions will not be available until the document is converted to a PDF format.

C1.1.1. Search Icon.

C1.1.1.1. To locate a specific word/subject in this ".pdf" Adobe publication, use the *"Search"* icon. Type the word or phrase and click on *Search*. All items in the search criteria will appear. Select from the listed items, which will take the reader to the page in which the search is found.

C1.1.2. Destination.

C1.1.2.1. Click on bordered words or phrases to go to another destination. Click on that phrase to return to the original text.

C1.1.3. Bookmarks.

C1.1.3.1. Use Bookmark section to the left of the text to move to another topic within a section.

C1.1.4. Web Links.

C1.1.4.1. Links outside the Disposition Services internet and intranet sites will be kept to a minimum, as Disposition Services has no control of these „urls." Rather, information on how to locate the link will be the preferred method of inclusion.

C1.1.4.2. Links to files and documents on the Disposition Services Intranet are prohibited by DLA. Unauthorized viewers/browsers will receive an error message when attempting to follow these links. Content providers have been informed to rewrite their content and include it within this publication or move the files to locations on the Disposition Services Internet site.

C1.1.4.3. All plain language links are being converted to HTML format thereby ensuring they are recognized by the Adobe software as clickable links.

C1.2. **Calendar Days.**

All References To Days Are To Calendar Days Unless Otherwise Specified.

C1.3. **Central/Satellite.**

NOTE: If a process affects both a Central/Satellite DRMO, it will be referred to in the instruction as "DRMO". If a process is performed only by the Central DRMO, it will be referred to as "DRMO Central" or "the Central DRMO". Also if a process is performed only at the satellite, it will be referred to as "DRMO Satellite" or "Satellite DRMO". OCONUS DRMOs should refer to themselves as “DRMO” or “Central DRMO.” Receipt in-place Locations (RIPLs) will be referred to as satellites when the term “satellite” is used. Unless otherwise specified, the use of DRMO will be understood to encompass all terms above.

C1.4. **Deleted. Jan 2012**

C1.5. **Contingency Planning and Operations.**

NOTE: DISPOSITION SERVICES-J9 coordinates with HQ DLA to provide planning services, planning oversight, plans execution, and oversight services to ensure effective and efficient disposal support for Contingencies and Exercises of the Combatant Commander; develops the Emergency Essential position program per DODD 1404.10; DLAD 3020.6; provides the implementation policy of worldwide EE positions; and, provides the administrative support for the Disposal Remediation Team (DRT). DISPOSITION SERVICES -O obtains, reviews and updates disposal support in the Operating Plans of the Combatant Commands, DLA Support Plans and specific Exercise plans. Disposition Services-O identifies a number of positions worldwide to support deployments with qualified Emergency Essential persons.
Disposition Services-O will maximize the involvement of DRTs and Active Duty personnel to ensure their readiness and qualifications to meet our disposal support role.

C1.6. **Changes to and Conflicts to this publication.**

NOTE: Where conflicts within these procedures or higher publications exist, the guidance in DOD/DLA directives apply. Please notify Disposition Services-J321 with changes/conflicts to this publication via 4160publications@dla.mil.

C1.7. **Publication References.**

C1.7.1. Not all referenced publications are listed in this paragraph.

C1.7.1.1. Publication references not listed in this paragraph are contained in specific areas of this publication.

C1.7.1.2. DOD/DLA/Disposition Services publications are accessible through World Wide Web (WWW). Disposition Services sites must maintain hardcopy publications only if required by local authority or Host Country or when a pub is not accessible on the World Wide Web. The Disposition Services publications website is at <http://www.drms.dla.mil/publications/index.html>. This website contains links to the DLA website (DLAPS) and the DOD website, Washington Headquarters Service (WHS) website. .

C1.7.2. Federal Regulations.

C1.7.2.1. 29 CFR 1910, OSHA General Industry Standards.

C1.7.2.2. 41 CFR, Part 101-1.102 Federal Property Management Regulation.

C1.7.2.3. 40 CFR - recommend DRMOs keep hard copies of 40 CFR Parts 260-299.

C1.7.2.4. 49 CFR - recommend DRMOs keep hard copies of 49 CFR Parts 100-185.

C1.7.3. DOD Publications.

C1.7.3.1. DOD I 4000.19, Interservice and Intragovernmental Support, 9 Aug 95.

C1.7.3.2. DOD 4000.25, Defense Logistics Management Series (includes MILSTRIP, MILSTRAP, DODAAD, etc..

C1.7.3.2.1. DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures, November 2000.

C1.7.3.2.2. DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), September 01.

C1.7.3.2.3. DOD 4000.25-6-M, Department of Defense Activity Address Directory, Parts I - III, various dates.

C1.7.3.3. DOD 4100.39-M, Federal Logistics Information System (FLIS) Procedures Manuals, various dates.

C1.7.3.4. DODD 4140.1, Materiel Management Policy, 8 Dec 95.

C1.7.3.5. DOD 4140.1-R, DOD Supply Chain Materiel Management Regulation, May 03.

C1.7.3.6. DOD 4140.27-M, Shelf Life Item Management Manual, 24 Jul 01.

C1.7.3.7. DOD 4160.21-H, Defense Scrap Yard Handbook, 12 Dec 86.

C1.7.3.8. DOD 4160.21-M, Defense Materiel Disposition Manual, August 97.

C1.7.3.9. DOD 4160.28-M, Defense Demilitarization Manual, April 11.

C1.7.3.10. DOD 4525.8-M, Official Mail Manual, December 01.

C1.7.3.11. DODI 4715.4, Pollution Prevention, 6 Jul 98.

C1.7.3.12. DODD 4715.1, Environmental Security, 24 Feb 86.

C1.7.3.13. DODI 4715.6, Environmental Compliance, 24 Apr 96.

C1.7.3.14. DOD 6050.5-L, Hazardous Material Information Resource System (HMIRS), April 2002.

C1.7.3.15. DOD 6050.5-H, Hazardous Chemical Warning Labeling System, 11 Dec 89.

C1.7.3.16. DODI 6050.5, DOD Hazard Communication Program, 6 May 96.

C1.7.3.17. DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, August 2000.

C1.7.3.18. DOD 5200.1-R, Information Security Program, January 1997.

C1.7.3.19. DOD D 5200.8, Security of DOD Installations and Resources, April 25, 1991.

C1.7.3.20. DOD 5200.8-R, Physical Security Program, May 1991.

C1.7.3.21. DOD 5500.7-R, DOD Joint Ethics Regulation, 06 Aug 98.

C1.7.3.22. DOD 7000.14-R, Financial Management Regulation, Volume 11a, November 2002.

C1.7.3.23. Unified Facilities Criteria (UFC) 4-010-01. (Edited Oct 2012)

C1.7.3.24. DTR 4500.9-R Defense Transportation Regulation Part II Cargo Movement (Edited Oct 2012)

C1.7.4. Managing FEPP .

C1.7.4.1. The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal.

C1.7.4.2. UN Recommendations on the Transport of Dangerous Goods (also known as the UN Orange Book).

C1.7.4.3. European Agreement Concerning the International Carriage of Dangerous

Goods by Road (ADR).

C1.7.4.4. International Maritime Dangerous Goods (IMDG Code).

C1.7.4.5. International Air Transport Association (IATA) Regulations for Dangerous Goods.

C1.7.4.6. Status of Forces Agreements (SOFAs) and other applicable international standards.

C1.7.4.7. DOD Environmental Executive Agent Final Governing Standards (FGS) for respective host nation.

C1.7.4.8. DOD 4715.5-G, Overseas Environmental Baseline Guidance Document (OEBGD), March 2000.

C1.7.4.9. DODI 4715.5, Management of Environmental Compliance at Overseas Installations, 22 Apr 96.

C1.7.4.10. DODD 6050.16, DOD Policy for Establishing and Implementing Environmental Standards at Overseas Installations, 20 Sep 91.

C1.7.5. DLA Publications.

C1.7.5.1. *DLAD 5025.30, DLA One Book* - DLA One Book <https://today.dla.mil/onebook/>.

C1.7.5.1.1. Support Equipment Acquisition Process (supersedes DLAD 4500.36, Management, Acquisition and Use of DLA Operating Equipment).

C1.7.5.1.2. DLA Records Schedule can be found at: https://www.drms.dla.mil/drms/intranet/receiving/documents/dla%20records%20schedule%20Apr%2006.pdf Supersedes DLAI 5015.1, Files Maintenance and Disposition.

C1.7.5.1.3. Forms Management (supersedes DLAI 5330.1, Forms Management).

C1.7.5.1.4. Environmental Quality Reporting & Environmental Compliance (supersedes DLAM 6050.1, DLA Environmental Protection Manual).

NOTE: As Processes are finalized and incorporated into the DLAD 5025.30, the DLA publications cited below will be cancelled.

C1.7.5.2. DLAD 4105.3, DLA Government-wide Commercial Purchase Card Program, 16 Jun 99.

C1.7.5.3. DLAI 4140.55, Reporting Supply Discrepancies, 6 Aug 01.

C1.7.5.4. DLAI 4145.8, Material Management for Radioactive Items in the DOD, 15 Feb 00.

C1.7.5.5. DLAD 4145.41, Packaging of Hazardous Material, 14 Jan 00.

C1.7.5.6. DLAI 4145.11, Storage and Handling of Hazardous Material, 13 Jan 99.

C1.7.5.7. DLAR 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders, 16 Jun 00.

C1.7.5.8. DLAR 4155.31, DLA Participation in the Government-Industry Data Exchange Program, 5 Aug 86.

C1.7.5.9. DLAD 4160.9, DLA Retail Supply and Property Accountability, 13 Aug 96.

C1.7.5.10. DLAR 5325.1, Official Mail, 18 Aug 83.

C1.7.5.11. DLAM 5335.1, Base Supply Procedures for Non-Boss Activities, 20 Apr 98.

C1.7.5.12. DLA Physical Security Guidebook, <https://www.drms.dla.mil/drms/intranet/suppservices/DLAPhysicalSecurityGuidebook.pdf>, Undated.

C1.7.5.13. DLAR 7500.1, Accountability and Responsibility for Government Property in the Possession of the Defense Logistics Agency, 26 Aug 93.

C1.7.5.14. DLAR 7510.3, Control of Small Arms by Serial Number, 8 Apr 88.

C1.7.6. DRMS Publications

C1.7.6.1. Disposition Services 3020.01, Situation Reporting, 4 Aug 09, & Ch-1; 22 Feb 10

C1.7.6.2. DRMS-I 4105.3, Cancelled October 2003

C1.7.6.3. DRMS-I 4155.01, Compliance Assistance Programs, 6 Jan 10

C1.7.6.4. DRMS-D 5000.6, Compliance with Environmental Laws and Regulations, 2 Nov 00. Cancelled by Cancellation Notice 16 Nov 2007

C1.7.6.5. DRMS-I 6000.1, Hazardous Waste Operations and Instructions for the Third Party Site Program, 16 Oct 96. Cancelled by Cancellation Notice 3 Jan 2005.

C1.7.6.6. DLIS-I 7600.1, Support of External Inspections/Audits Within Disposition Services, 20 Jun 08

C1.7.7. Additional references for DRMOs handling Hazardous Property.

C1.7.7.1. Copy of Disposition Services RCRA permit application or overseas equivalent.

C1.7.7.2. DRMO Hazard Communication Standard Plan.

C1.7.7.3. At least two hard copy environmental/safety references.

C1.7.7.4. NFPA Fire Protection Guide on Hazardous Materials.

C1.7.7.5. Chemical Dictionary.

C1.7.7.6. NIOSH/OSHA Pocket Guide to Chemical Hazards.

C1.7.7.7. DOT Chemical Hazard Response Information System (CHRIS).

C1.7.7.8. Federal Facilities Compliance Strategy (Yellow Book).

C1.7.7.9. Recommend Disposition Services sites maintain a copy of host"s Military component's environmental regulations.

C1.7.7.10. DOT 1996 North American Emergency Response Guide (published every 3 years).

C1.7.8. Other References.

C1.7.8.1. DLIS-D 4640.1 Cancelled.

C1.7.8.2. DES-I 5000.1, Forms/Visual Information/Publications/Forms Procedures.

C1.7.8.3. Other Disposition Services publications found on the Disposition

Services web site.

C1.8. **Purpose and Scope of this Internal Operating Procedure.**

C1.8.1. Purpose and Scope

C1.8.1.1. Provides uniform application of DOD/DLA policies. This publication is not intended to change or replace existing DOD/DLA regulatory publications governing the operation of Disposition Services.

C1.8.1.2. Provides guidance on handling, processing, and disposing of DOD excess and surplus property, which may be hazardous to human health and the environment. These types of property are normally regulated under Federal or state environmental and safety laws, or applicable laws and regulations, and overseas, by the DOD Executive Agent‟s Final Governing Standard (FGS), for the host nation, or the DOD Overseas Environmental Baseline Guidance Document (OEBGD), where no FGS exists. In cases of inconsistency between this instruction and the OEBGD/FGS, the latter takes precedence.

C1.8.1.3. Applies to Disposition Services worldwide operations. When a procedure for overseas is included, it may be referred to "*DRMOs receiving Foreign Excess Personal Property (FEPP,)"* or "International Requirements." DRMOs receiving FEPP may be referred to as international DRMOs.

C1.8.1.4. Establishes uniform procedures and assigns responsibilities for the receipt and disposal of excess, surplus and foreign excess personal property. It is applicable to the Disposition Services Sites and Receipt-In-Place Locations (RIPL). It also applies to Disposition Services contractors as specified in the contract.

C1.8.1.4.1. Where a Standard Operating Procedure (SOP) is identified or linked, via the Disposition Services web, to this publication, the SOP becomes "incorporated by reference" and is therefore considered regulatory in nature and compliance is required. This includes the pocket reference DAISY CAT Book (Codes And Terms).

C1.8.1.5. Provides procedures to support an orderly flow of work. Property throughput is the key to success. Advantages include good support to generating activities, best and most efficient use of facilities; and inventory accuracy.

C1.8.1.6. Includes expanded instructions for disposal operations that take place at Disposition Services Battle Creek, e.g. FMS, Exchange or Sale, Cashier Functions, Recycling Control Point, Procurement, etc.

C1.8.1.7. Reflects DLA and DRMS goals, strategies and measurements.

C1.8.1.8. Does not contain Procurement Contracting Functions that, although operational, are outside the scope of this publication.

C1.8.1.9. Facilitates Disposition Services‟ goal to be DOD‟s Provider of Choice for worldwide reuse, recycling and disposal solutions. Emphasis will be placed on moving information, not property.

C1.9. **Waivers**

C1.9.1. <u>General</u>

C1.9.1.1. Waivers to established disposal operating procedures may be granted on a case-by-case basis. Waivers will be processed by e-mail to speed the decision process.

C1.9.1.1.1. Disposition Services Battle Creek is the official point of contact for

processing and monitoring all waivers. If the waiver request results in an operational change, the appropriate DRMS-I 4160.14 Section(s) will be updated. Disposition Services Battle Creek-J32 will also serve as liaison for all waiver requests that impact higher headquarters directives (e.g.,DLA One Book, joint DLARs, DLAIs, DOD Manuals, Handbooks etc.)..

C1.9.1.1.2. If a waiver request results in an operational deviation for all DRMOs, a contracting officer will work the details (any required contract modifications) with the contractor(s) at A-76 sites.

C1.9.1.1.3. Procedures for waiver request.

C1.9.1.1.3.1 The Waiver Form DRMS 2017 will be filled our and forwarded to the Disposition Services Area Manager. The area manager will review and forward to the appropriate Disposal Service Director for review, comments (Block 10) and e-mail to: Disposition Services Waivers, in the DLA GAL.
NOTE: Waivers requests, not submitted on this form, will be returned un-processed.

C1.9.1.1.4. Procedures for Disposition Services Approval/Disapproval.

C1.9.1.1.4.1 Disposition Services will forward valid requests to Disposition Services Subject Matter experts.

C1.9.1.1.4.2 Within three (3) working days, the appropriate office(s) will review, request further clarification/information, if necessary, and provide an approval/disapproval recommendation to DRMS-J3.

C1.9.1.1.4.3 Disposition Services-J32 will forward the information to the appropriate approving office.

C1.9.1.1.4.4 Within three (3) workdays, the appropriate office will approve or disapprove the waiver, coordinating their response with Disposition Services-J3.

C1.9.1.1.4.5 Justification for the decision will be provided to Disposition Services-J321.

C1.9.1.1.4.6 Disposition Services-J321 will prepare the decision to the requester and make across the board notifications, if appropriate.

C1.9.1.1.4.7 Deleted. Jan 2012

NOTE: Disposition Services Offices reviewing and/or transferring the individual waiver to another office will provide comments on page 2 & 3 of the waiver form.

C1.9.1.1.5. Valid waivers requiring DLA or higher headquarters approval will be processed as follows:

C1.9.1.1.5.1 Disposition Services-J321 will staff the waiver for command approval and forward to DLA J33 for consideration.

C1.9.1.1.5.2 Disposition Services-J321 will ensure all prior background information and/or recommendations are provided to DLA. If possible, Disposition Services may grant an interim approval, pending DLA formal approval.

C1.9.1.1.5.3 Disposition Services-J321 will disseminate the approving agency‟s decision to the requester.

C1.9.1.1.5.4 Deleted. Jan 2012

C1.9.1.1.5.5 Disposition Services-J321 will maintain the official files in accordance with the DLA One Book Process Chapter, Files Maintenance and Disposition.

C1.9.1.1.5.6 Electronic versions of approved/disapproved or pending waivers can be viewed in the spreadsheet found on the Disposition Services Waivers Web Page <https://www.drms.dla.mil/drms/intranet/policypubs/waivers.htm>.

NOTE: Requests for Expedited Screening Processing are not considered operational "waivers". They will be processed in accordance with Section 1, Chapter 2, General Operations Guidance, this instruction.

NOTE: Disposition Services will not process waivers on behalf of the services that waive the DOD 4160.21M policy. Generators should be directed to their Disposal Policy Working group point of contact to request waivers.

C1.10. **Frequently Used Terms, Systems Definitions and Acronyms**

See Section 4, Supplement 1, General Administration, Enclosures 1 & 2.

C1.11. **Records Maintenance**

C1.11.1. General

C1.11.1.1. Disposition Services POC is Disposition Services-DD, Command Executive Office.

C1.11.1.2. Records and files are necessary to support the operation and audibility of the office and are statutorily required. Files and files plans shall be maintained on a calendar year bases. Information on records and files maintenance and disposition is found at the DLA One Book web site: DLA One Book <https://today.dla.mil/onebook/>. From the home page, search using "Records Management." In the process chapter, scroll down to 3.0, Policy, and click on the url at 3.1.4. In the schedule, the Reutilization and Marketing series is "600." Or, use the following instructions: From https://today.dla.mil/j-6/records/ , click on "The DLA Records Schedule." Sub-files can be listed/identified under the main brief description), but the disposition remains the same as the main file. All files required the correct disposition.

C1.11.1.3. Maintain DAISY accountable records. These records, as well as supporting approval documentation such as DRMS Form 39-3, DD Form 200, DRMS Form 1983 and completed documentation for: DEMIL certification, downgrade to scrap certification, abandonment and destruction certification, etc., must be maintained to assure a clear and concise audit trail.

C1.11.1.4. Recordkeeping requirements for hazardous property are provided in Section 2, Chapter 8, Environmental Program, starting at C8.2.21.1.1.

C1.11.1.5. Administrative appointments (APO, RPO, etc.,) should be filed in file number 110.16, Policy and Precedent Files.

C1.11.1.6. Document Imaging, Web DOCS, provides Disposition Services a means of searching and retrieving documentation using key indexing fields or data elements such as DTID, requisition, Supply Discrepancy Reports (SDR), or GSA control number. Web DOCS maintains images of documentation for turn-ins, requisitions, including GSA SF Form 122/123, SDR, 917's, related supplemental pages and correction changes. When documents contain multiple reference numbers, i.e. Delivery Orders, Task orders, etc., DRMOs will maintain these in a hard copy filing system in accordance with the DLA Record Schedule found in the DLA ONE Book.

C1.11.1.6.1. Web DOCS use is mandatory. Documents with or related to a DTID number will be uploaded into Web DOCS. Documents not in Web DOCS will be filed in accordance with the DLA Record Schedule.

C1.11.1.6.2. Documents uploaded into Web DOCS are considered as an original and the hard copy documents may be discarded after 90 days as long as the verification process (described below) is complete and accurate. Prior to discarding any document, verification must be conducted to ensure the image is readable and data is accurate. Unreadable images have information cut off sides, top or bottom of document, light or faint text, skewed, upside down, or in any way unreadable. Data accuracy requires the entry of the correct DTID, NSN and

retention timeframe. All documents found to be in error must be corrected by reprocessing the paperwork into the application.

C1.11.1.6.2.1 DRMOs will conduct a random sample of all documents loaded to Web DOCS each month (or more frequently). One percent (1%) of the documents uploaded during the month must be retrieved and examined for readability and accuracy. For example: If 400 documents were uploaded during the month, then randomly select 4 documents and perform a search for those to ensure successful retention.

C1.11.1.6.2.2 Any document that is unreadable or inaccurate must be corrected. During verification, if any document is found to be in error, an additional 1% of documents must be reviewed. For example, if 400 documents were uploaded during the month, and 1 of the 4 documents randomly selected for review is not readable, an additional 4 documents must be retrieved and verified. Continue the verification until 1% reviewed in Web DOCS returns with no errors. All errors will be corrected before discarding any documents.

C1.11.1.6.3. Each DRMO RIC will have assigned a Web DOCS users and a Web DOCS Administrator responsible to insure compliance, perform the 1% checks, and make corrections in Web DOCS.

NOTE: User can also be an Administrator**.**

C1.11.1.6.4. When the back of a document contains pertinent information (Example: extended descriptive information on critical FSG/FSC that are LSNs), then the back of the document must also be imaged. The images are uploaded to the system and indexed as a supplemental page.

C1.11.1.6.5. Supplemental page option shall be used to add documents to the primary referenced document number. Multiple page scans are not authorized. (These are scans that have multiple pages under one file name).

C1.11.1.6.6. Image documents on a daily or weekly basis to minimize unprocessed receipts and provide customers the ability to retrieve their copies in a timely manner.

C1.11.1.6.6.1 Multiple requisitions with the same supporting documents (email, LOA, etc…) will be Web Doc'd to maximize paper savings and free up computer storage space. Select one requisition to be the lead document from that removal. Image this requisition with all supporting documents into Web Doc's. All additional requisitions will be annotated, “To review supporting documents, see requisition number (list the 14 character number on each requisition)" before being Web Doc'd separately.

C1.11.1.6.6.2 For efficient sorting of document types, collect documents in separate folders/boxes for scanning for Web DOCS. Examples include: turn-in, issues, SDR, and SF122 & 123 documents.

C1.11.1.6.6.3 When scanning, use correct document sizing for width and length. The scanning application contains settings that allow users to adjust the scan to fit the document size. Half sheet documents such as the DD1348 must be scanned using a half-page

setting. Wider documents must be scanned at the setting for 9” that allows all data on the page to be imaged. Refer to the Web DOCS user’s manual for detailed instructions.

C1.11.1.6.6.4 During the upload process, users should review the imaged document on the screen and compare it with the original to ensure readability and accuracy. During upload if the system freezes, the user must validate the last document uploaded before proceeding. Ensure the last document was accepted by doing a document image retrieval in Web DOCS.

NOTE: Web DOCS reads the first readable barcode, when the first (DTID) barcode is unreadable web DOCS will read the NSN and populate the DTID field first and the DTID will need to be typed in.

C1.11.1.6.7. When scanning, use file names containing the type of document (turning) to assist and prevent uploading documents under the wrong file location in Web DOCS. Examples:

Turn In Documents	TurnIn0001.tif
Requisition Documents	Req0001.tif
SDR (Supply Discrepancy Report)	SDR0001.tif
SF122 &123	SF1230001.tif

C1.11.1.6.8. Disposal Turn-In Documents (DTID) DD Form 1348-1/2 to include Scrap and supplemental documents are filed using the key indexing field of DTID number and NSN or LSN. These fields are mandatory! Batch lot cover documents are required to be imaged while documents within the batch lot are not required to be imaged.

C1.11.1.6.9. Issue documents, DD Form 1348-1/2 and supplemental documents are imaged and filed using key indexing fields of requisition, DTID, and NSN data.

C1.11.1.6.10. Image and upload the following types of documentation to Web DOCS: All R/T/D Issue Documents DD Form 1348-1/2a and supporting documents. FMS documents (uploaded as an Issue). Standard Form 122/123 and supplemental documents (filed using GSA control number). Supply Discrepancy Reports (SDR) (filed using the WebSDR number)

C1.11.1.6.11. All DEMIL documents are uploaded into Web DOCS and are also required to be maintained per DLA Record schedules. DD 1348s for DEMIL required property must be scanned into Web DOCS After DEMIL is completed the certification/verification document will be scanned into Web DOCS. If the certification document is a listing with multiple DTIDs, DRMOs will manually file it in hard copy file system. After 90 days, 1% of the documents are verified in Web DOCS and then file all DEMIL documents from the 90 day folders into an official file box, labeled respectively for the documents and time frame. Files are kept "as is” and not re-sorted by DTID # for the required time frame DEMIL 4 years and Small Arms 5 years.

C1.11.1.6.12. Imaging Environmental HW/HM DTIDs is optional when the Part B permit requires hard copy document to be maintained, the DTID information is received

electronically from the Generator (e.g., Gen Comm, ETID, etc.), and the information can be readily retrieved during an inspection.

C1.11.1.6.13. Property Accounting Requirements for DEMIL Required Property Processed to a HW Contract. Annotate the 1348-1 with HW contract number, Delivery Order number and hazardous identification number (HIN). Upload 1348-1 into Web DOCS. Suspend 1348-1 documents in a 90 day folder. Once certificate of destruction is received from the HW contactor, upload into Web DOCS and file with the original 1348-1.

C1.11.1.6.14. Sales documentation is not filed in Web DOCS. It is filed in DRMO filing system per DLA Record Schedule. No future enhancements are projected to included data searches for Sales information retrieval.

C1.11.1.6.15. DRMOs are encouraged to work with their turn in customers and DoD components to use the electronic listing reports and Web DOCS images to retrieve documents in lieu of hard copy, come back copy or mail backs.

C1.11.2. Accountable Record Files.

C1.11.2.1. Retain accountable record files such as DAISY listings specified in this chapter and source documents with supporting approval documents for audit and reference purposes until eligible for disposal as prescribed in Part 3, DLA One Book Records Management Chapter, paragraph 3.1.7. Use file number 630.55, Accounts Maintenance, for source documents. Maintain accountable record files for 3 years on a calendar year basis with a yearly cutoff on 31 December. At the cutoff date (e.g. 31 December 2003) carry forward all active files/records to the current file. DLA Records Schedule, section 610.10, "Item Case Files," April 2004, states that the item release/receipt documents can be destroyed after 2 years. However, the Disposition Services requirement for keeping release/receipt documents is for 3 years. The year of receipt date determines the “C” filing date. Documents in Web DOCS (restricted to receipt documents - DTIDs and attachments) will be destroyed when superseded, obsolete or no longer needed for reference.

An example of the 3 year concept is as follows:

Figure 1 - Accountable Records Maintenance Requirements

CALENDAR YEAR	ACTION REQUIRED/FILES MAINTAINED
C 2001	1. Destroy C 2000 files in December 2003. 2. Maintain C 2000, 2001, 2002 and 2003 files.

NOTE: Demilitarization certificates for small arms, which require control under the DOD Small Arms Serialization Program (SASP) will be retained indefinitely in a permanent file by the DOD activity responsible for the Demilitarization of the small arms weapons and

receivers. This applies to DOD generators and Disposition Services Sites that perform the Demilitarization of small arms. DRMOs will keep, indefinitely, DEMIL certifications for small arms, whether performed by Disposition Services or the Generator. File number 620.90 can be used with an indefinite destruction date. The files can be retired to records holding after the normal 5 year retention.

C1.11.2.2. Dispositions.

C1.11.2.2.1. Issues/MROs.

C1.11.2.2.1.1 This file contains the original documents on which issue transactions are based (e.g., DD Form 1348-1A/2, SF 122/123.) Maintain this file by the date and/or the date and serial number, which follow the DODAAC or FEDSTRIP in the document number.

C1.11.2.2.1.2 As an option especially for larger DRMOs, this file may be maintained by the DODAAC/AAC and by date and serial number for each DODAAC.

C1.11.2.2.1.3 Disposition Services sites may elect to file all R/T/D transactions by NSN.

C1.11.2.2.2. Sales. Maintain the files for local sales at the DRMOs receiving FEPP. A transitory file for CONUS sales must be maintained by the DRMO. Since the file for CONUS sales is a transitory file, the DRMO is not required to maintain that file. Disposition Services-J422 will maintain the official files for CONUS DNSP/CV/EOS sales. A cross-reference paper may be prepared and placed in the 110.19, Transitory files. See Section 2, Chapter 6, Sales.

C1.12. Resource Management Information and Reporting**.**

C1.12.1. Questions.

C1.12.1.1. Direct questions relating to resource management information to Disposition Services-J3. Issues related to Accounting & Finance procedures, rules and regulations should be directed to Disposition Services-J8.

C1.12.2. Reporting.

C1.12.2.1. Disposition Services employees must report labor hours according to the most recently published Activity Based Costing (ABC) Dictionary and the associated DLA Subsidiary Cost Codes (SCCs) and Job Order Numbers (JONs). Any issues related to ABC reporting (for both labor and non-labor) should be directed to Disposition Services-J8.

C1.12.2.1.1. Disposition Services contract personnel are exempt from

ABC reporting. C1.12.2.1.2. Local CONUS personnel are exempt from

ABC reporting.

C1.13. **Reports Control.**

C1.13.1. Management.

C1.13.1.1. The Reports Control Program is managed by Disposition Services-J8, who oversees reporting requirements to include establishing new and deleting old reports required by higher authority, such as DLA, OSD, DOD, or within Disposition Services. See DRMS-I 5000.5, Listing Of Disposition Services Recurring Information Requirements. Disposition Services-J8 assigns a Report Control Symbol (RCS) when data is needed on a recurring basis.

C1.13.1.1.1. Each DRMO will respond to the necessary reporting requirements on an as needed basis, forwarding to the appropriate recipient when due. All RCS reports have an associated Directive or Regulation that mandates this reporting and the timeframes from which to report (Monthly, Quarterly, Annually, etc.).

C1.14. **Statistical Quality Control (SQC).**

SQC is a program for evaluating the efficiency of management for Disposition Services and its field activities. Disposition Services goals are established through analysis of statistical quality control key indicators. Information pertaining to this program can be obtained from Disposition Services-J5 at DSN 661-5795.

C1.15. **Visitors.**

NOTE: How To Notify The Disposition Services Director About Urgent Incidents.

https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

C1.15.1. General Public Visits.

C1.15.1.1. Disposition Services field activity personnel will refer to DRMS-I 4160.14, Section 1, Chapter 4 (Security and Force Protection), Paragraph C4.6.2.2 for basic visitor and vehicle control policy.

C1.15.1.2. For the purposes of this paragraph, the "public" is defined as consisting of civic and business organizations and their representatives, and all citizens including military and Federal employees, their dependents, families, and friends who are not employed by the Disposition Services contractors are exempt from this definition.

C1.15.1.3. Children under the age of 18 must be accompanied and under the control of an adult at all times when in a DRMO (e.g., warehouse, recyclable materials yard, loading areas, etc.). Post a sign of this requirement. Ask visitors to leave the area if the requirements are not met.

C1.15.1.4. On occasion, installation commanders may order certain individuals to be excluded from military installations under their command pursuant to the provisions of 18 U.S.C. 1382. 18 U.S.C. is a criminal statute. Disposition Services Offices/Directorates do not have

the authority to approve influencing the "imposition or lifting" of any installation commander's restrictions. If there is a significant issue involving a Disposition Services visitor, the matter should be referred through the appropriate channels to the Disposition Services Office of the Director.

C1.15.1.5. Visitors who enter designated and posted hazard areas must wear the required protective clothing/equipment. Deny anyone declining or refusing to wear the required protective devices access to the area.

C1.15.1.6. All visitors, including those visiting the Sales Partner, will register legibly on DLA Form 584. A single entry point and single DLA Form 584 is most desirable, and should be enforced if possible and practical. DRMO employees or Disposition Services contract employees are responsible for issuing badges.

C1.15.1.6.1. All visitors will produce an authorized/valid identification, i.e., Drivers License, Military ID, etc..

C1.15.1.6.2. For DRMOs where the Sales Partner is not within the DRMO Controlled Compound, the Sales Contractor will assume the responsibility of maintaining the DLA Form 584 and issuance of visitor badges to customers.

C1.15.1.6.3. The Sales Partner will provide badge requirements (quantity) to the DRMO and it is the DRMO‟s responsibility to provide the DLA Form 584s and the Orange colored badges to the Sales Partner. The Sales Partner will provide the DRMO the completed DLA Form 584s at the end of each month.

C1.15.1.7. OCONUS - During sales inspection and during the conduct of sale, visitors entering the DRMO will register the first time on the Visitor/Vehicle Register or DRMS Form 1581, Bidder Registration. Any subsequent visits during this time require them to register on the DLA Form 584. All visitors are to be positively identified by valid identification.

C1.15.1.8. All visitors, at Disposition Services field locations, after signing in on the DLA Form 584 will be given a badge, which will be returned prior to their departure. Badges will signify type of visitor by the color coding and Official DRMS Form number: Sales customers (1960): background color = Orange; RTD customers (1961): background color = green; Turn-In customers (1962): background color = sky blue; Other/Special visitors (1965): background color = purple.

C1.15.1.8.1. Badges will be 4 W X 3 H. Disposition Services Field activities may elect to use the Avery Laser Tag Kit #5384; use the template Disposition Services provided and purchase name stock from pcnametag.com; or purchase stock from a suitable local or on-line source that satisfies the specified template requirements.

C1.15.1.8.2. Badges will be attached to customers clothing and must include the following information:

C1.15.1.8.2.1 DRMO NAME

C1.15.1.8.2.2 BADGE NUMBER

C1.15.1.8.2.3 COLOR CODED BY TYPE OF CUSTOMER

C1.15.1.8.2.4 INCLUSION OF ***PROVES*** or SIMILAR CUSTOMER SERVICES/MISSION OPTIONAL

C1.15.1.8.3. DLA Form 584 will be fully completed**, as appropriate**. Updated Jan 2012

C1.15.1.8.4. Block titled "**Badge Information &** Purpose of Entry" will be annotated with the badge number issued to customer at time of sign-in. Edited 14 Jul 2008.

C1.15.1.8.5. DLA Form 584 will be annotated by DRMO or Contractor personnel when the customer exits.

C1.15.1.8.6. Block titled "Time of Entry **&** Exit" will be annotated in the "Out" box with the initials of the DRMO employee or Contractor employee collecting the badge. Updated Jan 2012.

C1.15.1.8.7. If a customer/visitor does not return a badge, DRMO or Contractor responsible for customer sign-in will contact the customer to require that the badge be retrieved and returned.

C1.15.2. Security and Investigative Visits.

NOTE: How To Notify The Disposition Services Director About Urgent Incidents. <https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf>

C1.15.2.1. Security visits: DRMO Area Managers or their representatives will notify the DES Battle Creek Public Safety Branch in a timely manner regarding visits by Anti-Terrorism Officers (ATO) and physical security personnel.

C1.15.2.2. Investigative visits: DRMO Area Managers or their representatives will notify Disposition Services investigators (Disposition Services Office of Transformation) in a timely manner regarding visits by non-Disposition Services investigators and law enforcement personnel. Notifications will be e-mailed using the Disposition Services Investigative Notification address found in the Global Address List.

C1.15.2.3. Prepare a SITREP for each type of visit.

C1.15.3. DOD/IG Auditors.

C1.15.3.1. Notify Disposition

Services-Q. C1.15.3.2.

Prepare a SITREP.

C1.15.4. News Media.

NOTE: How To Notify The Disposition Services Director About Urgent Incidents.

https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

C1.15.4.1. Public Affairs Office.

C1.15.4.1.1. Contact HQ Disposition Services Public Affairs Officer (PAO) prior to the visit or upon arrival by media.

C1.15.4.1.2. Contact the host PAO.

C1.15.4.2. Escort the media at all times. Do not allow the media to interfere with normal operations of the DRMO. Video and photography of sales activities is generally permitted to accompany an article. Anyone may decline photographs and videotaping.

C1.15.4.3. Requests for interviews with DRMO personnel must be approved by Disposition Services PAO.

C1.15.4.4. At no time may media have access to the DEMIL, hazardous waste or other restricted areas of the DRMO without specific authorization by Disposition Services Battle Creek.

C1.15.4.5. Advise employees and contractors of these procedures.

C1.15.5. Visits From VIPs.

NOTE: How To Notify The Disposition Services Director About Urgent Incidents.

https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

C1.15.5.1. DRMOs will submit a visitor notice by accessing the visitor Program software located on the internal Command web site. A password is required.

C1.15.5.2. Submit a SITREP when the visit results in information that is of command interest, particularly if the visitor was in any way displeased with any operational aspect of the mission/organization. Notify the Forward Support Team who will notify the Disposition Services Command Section when, in their judgment, the results of the visit should receive command attention. EXCEPTION: When the DLA Director or Deputy visit a DRMO, call the FST and notify of the visit and outcome. The FST will notify the Disposition Services Command Section.

C1.15.5.3. Disposition Services-DD will notify DRMOs of impending visits, unless such notification would impede the mission of the visitors. When the head of a visited activity is notified in advance of an important visit (higher headquarters personnel and other VIPs, military

0-6/GS-14 above).

C1.16. **Customer Service and Assistance.**

C1.16.1. Goals.

C1.16.1.1. Exercise care and assist customers.

C1.16.1.2. Establish a professional reputation with all generating activities and RTDS customers.

C1.16.1.3. Review customer inquiries to obtain additional information, curtail instances in which customers must expend time and money to physically inspect property, and discourage complaints and claims against the Government.

C1.16.1.4. Explore all methods available to pass on appropriate information to potential customers.

C1.17. **Personnel Administration.**

NOTE: Information/Points of Contact are located at the HROC web site.

C1.18. **Standards Of Conduct And Irregularities.**

NOTE: Contact DRMS-G, Office of Counsel for questions and specific situations.

C1.19. **Disposition Services Senior Leaders Conference.**

C1.19.1. Purpose.

C1.19.1.1. The purpose of Disposition Services Senior Leaders Conference is to exchange views, develop and promote understanding among the participants; discuss problem areas, their causes, effects, and avoidance in the best interests of the Government; and to promote improved disposal solutions for the agency. The conference will focus on the State of the Command and new and ongoing initiatives to improve the agency.

C1.19.1.2. Date and Location.

C1.19.1.2.1. Disposition Services-DD will establish the date and location for the Senior Leaders Conference.

C1.19.1.2.2. At least 60 days before the Senior Leaders Conference, Disposition Services-DD notifies all subordinate field activities with location; dates; attendee list; a tentative schedule of topics and events, a request to submit items of interest, questions or problem areas.

C1.19.1.2.2.1 Do not schedule tours (on military installations or at industrial sites) in connection with the Operational Planning Offsite, unless it is directly connected with the

disposal program and is approved by the Commander of that installation.

C1.20. **Processing Inspector General Reports.**

C1.20.1. Steps.

C1.20.1.1. Receive pertinent IG observations (see DRMS-D 7600.1).

C1.20.1.2. Develop a comment for each recommendation within each observation. Each comment will include:

C1.20.1.3. A statement of concurrence, partial concurrence or non-concurrence.

C1.20.1.4. Reason for partial or non-concurrence.

C1.20.1.5. Corrective action taken and date of completion, or action planned and an estimated completion date.

C1.20.1.6. Forward observation comments to DRMS-O within 15 workdays after receipt.

C1.20.1.7. File one copy of each observation and comments, and establish suspense system for reporting requirements.

C1.20.1.8. Continue to report status of each recommendation to DRMS-O.

C1.20.1.9. Every 6 months, or within 5 days after estimated completion date, or upon completion of corrective action, whichever is sooner.

C1.20.1.10. Review the inspection report periodically to ensure corrective actions have remained effective.

C1.21. **Processing Congressional Inquiries.**

C1.21.1. Steps.

C1.21.1.1. Document receipt of congressional inquiry.

C1.21.1.2. Within 1 workday, notify Disposition Services-DD by telephone (DSN 661-5980) in CONUS (elsewhere, by facsimile (269) 961-5907) and provide the following information:

C1.21.1.3. Name, address and telephone number of the Member of Congress.

C1.21.1.4. Date, subject and short explanation of inquiry; including constituent's name, if available.

C1.21.1.5. Forward acknowledgment to Member of Congress within 2 days of receipt of inquiry. Explain that this request was forwarded to Disposition Services Battle Creek for reply (see DRMS-I5000.3). See Section 4, Supplement 1, General Operations

Guidance, Enclosure 7, Attachments 1& 2 for sample letters.

C1.21.1.6. Forward, by facsimile, all telephone conversations, records of inquiries and/or written correspondence. Include any related documents by transmittal letter to Disposition Services-DD (DSN 661-5907 or commercial (269) 961-5907) within 2 workdays of receipt. Also see Section 4, Supplement 1, General Operations Guidance, Enclosure 7, Attachments 1& 2 for sample letters.

C1.21.1.7. Receive information copy of final reply to Member of Congress from Disposition Services-D.

C1.21.1.8. Review final reply and implement actions as required then file.

C1.21.1.9. When the substance of correspondence and electrical messages addresses non-Disposition Services activities is likely to be escalated to HQ DLA, furnish an information copy of the correspondence or electrical message to DSS-CC.

C1.22. **Processing Freedom of Information Act (FOIA) Requests.**

C1.22.1. Steps.

C1.22.1.1. Forward FOIA requests to DLIS-VSS by facsimile to DSN 661-7607/4143, or cover letter with the request attached.

C1.22.1.2. Questions may be directed to DLIS-VSS, DSN 661-5023-4701.

C1.23. **Disposition Services WEB.**

C1.23.1. Information.

C1.23.1.1. For content comments and/or questions regarding a specific web page, look for subject Point of Contact (POC) or a POC identified at the bottom of the page.

C1.23.1.2. For technical or connectivity problems, contact the Disposition Services Helpdesk. Provide the following:

NOTE: The exact web address (URL) being used at the time that the problem was experienced, e.g., http://www.drms.dla.mil/rtd03/DODpropsearch.htm

C1.23.1.2.1. The date and time that the problem occurred.

C1.23.1.2.2. Any error messages that were provided.

C1.23.1.2.3. A description of what was being attempted at the time that the problem occurred and a description of the problem.

C1.23.1.2.4. Go to the following web address (URL) to find out the machine's Internet Protocol (IP) address: http://www.drms.dla.mil/asset/ip.jsp. This information helps in

determining the exact cause of the problem being experienced.

C1.23.1.2.5. Make note of the type of Internet connection, especially if using dial-up to access the Disposition Services web site.

C1.23.1.2.6. If problems are experienced with a link outside of Disposition Services (such as: http://aeps.ria.army.mil/ or http://www.dlaps.hq.dla.mil/) please contact their site administrator.

C1.24. **Technical Support.**

C1.24.1. Help Desk.

C1.24.1.1. The Information Technology Helpdesk is the initial point of contact for all user problems, reports and system status checks for local and remote users. User problem reports may include application-related problems. Commonly known as the Help Desk, technicians assist Disposition Services and Performing Activity with software, hardware and applications support.
Contact the Help Desk at:

C1.24.1.1.1. Commercial (269) 961-4999.

C1.24.1.1.2. DSN 661-4999.

C1.24.1.1.3. E-mail address J6B IT Helpdesk (J6B), available in the Global Address List (GAL).

C1.25. **Customer Virtual Contact Center Toll-Free Number**

NOTE: 1-877-DLA-CALL (352-2255)

C1.25.1. Information By Phone.

C1.25.1.1. The Battle Creek Customer Contact Center is staffed 24 hours a day, 7 days a week to meet the needs of Disposition Services customers worldwide. DOD customers may also call DSN
661-4725 to contact the center.

C1.26. **Disposition Services Staff Duty Officer (SDO) 24/7.**

NOTE: How To Notify The Disposition Services Director About Urgent Incidents.
<https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf>

C1.26.1.1. Disposition Services is responsive to the demands of official business on a 24-hour basis. This demand is met outside normal duty hours by DLIS Directorate of Technology Management, Telecommunications Division (DLIS-TC), shift supervisor, as the single staff duty officer (SDO). The SDO is the point of contact for calls, visits, messages, and incidents, as required by the personal representative of the Commander. The SDO system is

supplemented by the LRC for

emergency plans exercise traffic. The SDO may call upon any staff member of Disposition Services at any time, if required, for the solution of a problem.

C1.26.1.2. Telephone numbers and hours for the SDOs (hours are Eastern Time) 1630 - 0745, Monday through Friday, and 1630 Friday to 0745 Monday and holidays - Commercial (Area Code) 269-**961-4233**; DSN **661-4233.**

VISITOR REGISTER						POST/BUILDING			
DATE		TIME		PRINTED NAME	SIGNATURE	BADGE OR PASS NUMBER	ORGANIZATION OFFICE, COMPANY, OR DoDAAC	DESTINATION OR PURPOSE OF VISIT	PRINTED NAME OF GOVERNMENT POC ENTRY CONTROL OFF
MONTH	DAY	IN	OUT						

DLA FORM 584, JUN 2011 PREVIOUS EDITION MAY BE USED UNTIL EXHAUSTED PDF

DLA FORM 584

SECTION 1 - ADMINISTRATIVE PROCESSING

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SECTION 1 - ADMINISTRATIVE PROCESSING

C2. GENERAL OPERATIONS GUIDANCE

C2.1. **Duties of Key Personnel.**

NOTE: How To Notify The DRMS Director About Urgent Incidents.

https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

Personnel assigned these key positions will perform duties within their Position Description.

C2.1.1. Forward Support Team (FST) Chief.

C2.1.1.1. Maintain administrative, operational and environmental control of DRMOs within the FST.

C2.1.1.2. Formulate FST Budget, as required.

C2.1.1.3. Resource DRMOs within the FST.

C2.1.1.4. Report to DRMS Command, as appropriate.

C2.1.1.5. Customer assistance, problem solving/and feedback.

C2.1.1.6. Roll out of specific initiatives.

C2.1.1.7. Audit participation for Government-wide Purchase Card (GPC), Compliance Assistance Visits/Self Assessments, (CAV/SA), Financial Liability Investigation of Property Loss (FLIPL), and Precious Metals Recovery Program (PMRP) review.

C2.1.2. Resource Analyst.

C2.1.2.1. Provide operational oversight of the FST operating budget. Maintains records, which thoroughly and accurately reflect expenditure of funds enabling easy audit and verification of claims for reimbursement of cost.

C2.1.2.2. Prepare cost estimates and justifications for annual resource requirements.

C2.1.2.3. Review all funding documents prior to processing (MIPRs, PR, travel orders, training etc.)

C2.1.2.4. Certify payments to vendors.

C2.1.2.5. Balance Automated Accounting System (AAS) targets with documents.

C2.1.2.6. Maintain annual budget authority for the FST.

C2.1.2.7. Prepare unfunded requirements.

C2.1.2.8. Resolve payment problems with DFAS.

C2.1.2.9. Interservice Support Agreements (ISA) coordinator, prepare personnel actions, training coordinator, TEAMS/ATTAPS coordinator.

C2.1.2.10. Coordinate with Forward Support Team on Staffing Plans and provide execution plans as well as justification to DRMS.

C2.1.2.11. Prepare various management reports used by upper management (Overtime reports, unprocessed receipts and Significant Activity Reports (SAR)).

C2.1.3. DRMO Chief/Area Manager.

C2.1.3.1. Accept property accountable record or request a wall-to-wall inventory to resolve any discrepancies within 30 days of report date.

C2.1.3.2. Approve adjustments to the accountable record. See Section 2, Chapter 2, Property Accounting.

C2.1.3.3. Deleted. Jan 2012

C2.1.3.4. Locate, review and maintain personnel records.

C2.1.3.5. Ensure Chain of Command pictures are current. (See this Section, Chapter 2 - General Operations Guidance).

C2.1.3.6. Submit requests for all appropriate automated systems, for example, DAISY, BOSS, etc.

C2.1.3.7. Review and update DRMO Briefing charts.

C2.1.3.8. Review Interservice Support Agreement (ISA), Memorandum of Agreement (MOA), Memorandum of Understanding (MOU); update as appropriate.

C2.1.3.9. Ensure required inspections are performed.

C2.1.3.10. Ensure official DRMS files are established and properly maintained.

C2.1.3.11. Ensure Key Control is in accordance with Physical Security Requirements.

C2.1.3.12. Complete/update mandatory written appointments at Central/Satellite sites as required.

C2.1.3.13. Act as Accountable Property Officer Representative (APOR) and reviews DRMO-Hand Receipt and DRMO assigned property. This cannot be delegated.

C2.1.3.14. Review DRMS-I 4155.1, DRMS Compliance Assistance Program. Review schedule of Self-Assessment and required inventory reports.

C2.1.3.15. Ensure receiving coordinator function is present at each DRMO.

C2.1.3.16. Responsible for providing:

C2.1.3.16.1. Accident prevention.

C2.1.3.16.2. Fire prevention and protection.

C2.1.3.16.3. Industrial and environmental protection.

C2.1.3.16.4. Mishap reporting.

C2.1.3.16.5. Minimum safety standards.

C2.1.3.16.6. Occupational health services.

C2.1.3.16.7. Prompt corrective action for any and all spills or leaks.

C2.1.3.16.8. Safety training.

C2.1.3.16.9. Safe personal protection clothing and equipment.

C2.1.3.16.10. Approve appropriate transportation charges.

C2.1.3.17. The DRMO Central Chief has command responsibility and ensures that adjustments are properly documented, approved or submitted for approval.

C2.1.3.17.1. The DLA Disposition Services Area Manager cannot be the APO or the RPO. The Area Manager must appoint an APO, RPO and alternates in writing. ~~At sites that are operating under an A-76 PWS, the PA will appoint an RPO. RPO duties are to be performed by the PA pursuant to the PWS~~. Appointment letters for all APOs and RPOs must be in writing and retained on file. ~~Send a copy of APO appointment letters to DRMS-BLP (DRMS-J322).~~ Appointment of APO also requires completion of Certificate of Transfer. Refer to this section, paragraph C2.1.4.17.1.3. (Edited Sep 2012)

C2.1.3.17.1.1 The Central DRMO Chief can designate the Site Manager or Leader to approve adjustments only if the Manager/Leader is not the RPO. For impacted sites that do not have an RPO assigned, the Central DRMO Chief (or Area Manager) may designate the Site Leader to sign block 12 of the DD Form 200, FLIPL. Refer to Section 4, Supplement 2, Chapter 2 Property Accounting, Enclosure 1 - Adjustments and Corrections to Accountable Records for additional information about adjustments and corrections to the accountable record.

C2.1.3.17.1.2 If the Central DRMO Chief delegates authority as Acting Chief to the RPO during absences, an alternate RPO must be appointed by the Central DRMO Chief for that time, if one has not already appointed.

C2.1.3.17.1.3 When appointing a new APO, the DLA Disposition Services Area Manager or Site Leader/Manager (when the signatory is not area manager) must ensure the transfer of accounts between the losing and gaining APOs. The Area Manager or Site Leader will prepare an appointment letter designating the new APO and complete the Certificate of Transfer. The Certificate of Transfer must be signed by the gaining APO, losing APO, and DLA Disposition Services Area Manager or Site Leader and retained on file. ~~The appointment letter and signed Certificate must be forwarded through the FST to DRMS-OP within 10 days of APO assignment.~~ See Section 4, Supplement 2, Property Accounting, Enclosure 2, for the Certificate of Transfer. (Edited Sep 2012)

C2.1.3.17.1.4 Personnel appointed as APOs and RPOs must be Government employees. Contractors are prohibited from performing the duties of APO or RPO. Appointments for Foreign Nationals to act as an APO must be approved by the Disposition Services Area Manager and Disposition Service Director (DSD). Area managers will forward requests to the Disposition Service Director (DSD) for approval. ~~Send a copy of the APO appointment letters to DRMS-BLP (DRMS-J322).~~ Edited Apr 2012.

C2.1.3.17.2. At A-76 sites: The PA leader will provide the DRMS Contracting Officer (CO) or Designee with an official document designating the RPO and alternate RPO names and signatures.

C2.1.4. Site Manager.

C2.1.4.1. Supervises employees at the Satellite.

C2.1.4.2. Reports to the DRMO Chief.

C2.1.5. Site Leader.

C2.1.5.1. Is Non-supervisory.

C2.1.5.2. Reports to the DRMO Chief.

C2.1.6. Property Disposal/Environmental Operations Monitor.

C2.1.6.1. Maintains a close rapport with all generating activities at the Supply and Environmental (Engineer) Command level at each generating activity at sites with no DRMO within the assigned geographical area.

C2.1.6.2. Visits the Base/Installation Commanders as often as needed to maintain a solid working relationship.

C2.1.6.3. Takes a "pulse" of individual customers on the ground level periodically to ensure DRMS/individual Forward Support Teams are meeting their needs. Assistance or changes requested will be initiated upon request if within the scope of the Operation Monitor's control or hands off to the DRMO, or elevates immediately for action.

C2.1.6.4. Treats Reutilization, Transfer and Donation (RTD) customers along and sales partner(s) with equal concern and enthusiasm.

C2.1.6.5. Provides advice and guidance to agencies and/or holding activities on the interpretation and use of disposal policies.

C2.1.6.6. Provides generating activities with consistent, value added service and advice without adversely impacting operational capabilities.

C2.1.6.7. Reviews disposal of hazardous material/hazardous waste and ensures it is always in compliance with the laws and within the desires of the customer (if legally possible). Sensitizes DRMO employees and the Forward Support Team Manager to the unique constraints, concerns or needs of various Military Commands or customers that are offsite from the DRMO.

C2.1.6.8. Validates Material Potentially Presenting an Explosive Hazard (MPPEH) and DEMIL requirements are strictly complied with, at the request of the Forward Support Team Manager, DRMO Chief or customer.

C2.1.6.9. Keeps a high degree of safety awareness and security control throughout the disposal process across the Forward Support Team.

C2.1.6.10. Negotiates arrangements and alliances (in tune with the command vision) with customers having specific needs as "virtual DRMO" operations unfold.

C2.1.6.11. Prepares or demonstrates capabilities of this newly automated disposal method and the operational processes and technicalities.

C2.1.6.12. Assists the Forward Support Team Manager in human resource and fiscal management. Analyzes business based performance measures and

the quality of the customer service provided. Develops solution-based recommendations to enhance both. Ensures maintenance of high quality and critical disposal and customer programs.

C2.1.6.13. Assists the Forward Support Team Manager in the strategic planning process to align DRMS/DLA/DOD objectives. Helps develop method/means of accomplishing objectives/improvements. Actively involved in the development of the customer/client relationship; leadership assessment; regulatory/statutory compliance; customer satisfaction; application of new information technology; disposal process improvement/training; and, disposal transportation solutions for Forward Support Team wide operations.

C2.1.6.14. Assesses individual DRMO customer effectiveness. Provides Forward Support Team Manager with data/ information to evaluate operations and customer service quality overall. Recommends customer process improvements and assists in the implementation. Provides information to DRMO Chiefs on customer issues.

C2.1.6.15. Acts as a Command Report of Survey Officer (CRSO) as assigned to validate reports of survey and credibility of the disposal inventory; and, acts as a DRMS catalyst for change in the field. Understands current DRMS/DLIS/DOD strategic plan and any directional changes that occur to ensure all DRMOs in their service area adhere to these changes. Constantly studies the latest changes within DRMS and helps implement these changes at the DRMOs they service.

C2.1.7. Customer Support Specialist (CSS).

C2.1.7.1. The CSS manage Service Level broad issues, MAJCOM and above level.

C2.1.7.2. Attend customer meetings and conferences to advise on disposal issues.

C2.1.7.3. Provide technical advice, liaison, and customer assistance to assigned customer group.

C2.1.7.4. Conduct customer training on DRMS systems/programs.

C2.1.7.5. Team with field activities to resolve customer issues.

C2.1.7.6. Develop lines of communication with customers.

C2.1.7.7. Analyze customer disposal and R/T/D activates to assess customer needs and requirements.

C2.1.8. Disposal Service Representative (DSR).

C2.1.8.1. Face of DRMS to the transactional customer.

C2.1.8.2. Assist the customer by making disposal decisions regarding property at the customer's location, sending property directly to its ultimate location whenever possible, thereby reducing the number of times it has to be handled.

C2.1.8.3. Act as the customer's advocate in the solution of both common and unique disposal issues.

C2.1.8.4. Enhance the position of the DRMS as a part of the supply chain by helping the customer with Reutilization issues and assisting with the process.

C2.1.8.5. Facilitate disposal services and make disposal decisions at a customer's generating location. This includes assisting customers in turning in property to a performing activity (PA) cross-docking site; making disposal decisions on property at the customer's location, to include downgrade on receipt to a co-located scrap accumulation, direct shipments to demilitarization (DEMIL) centers, coordinating direct shipments to the demanufacturing and precious metals contractors (assisting with delivery order requests, etc); assisting customers with receipt in place and facilitating the removal of this property; assisting customers in requisitioning property.

C2.1.8.6. Promote maximum reuse of property through contact with potential customers.

C2.1.8.7. Promote the DOD Precious Metals Recovery Program (PMRP) to DOD activities and other Federal agencies.

C2.1.8.8. Resolve, through close coordination with local GSA Area Utilization Officer and GSA Region, any question involving the priority between civil agency redistribution requests and/or donation requests.

C2.1.8.9. Administer the advertising and promotional aspects of DRMS redistribution operations.

C2.1.8.10. Provide marketing technical assistance and guidance to property generators for sale/property removal requirements and establishes generator responsibilities for the sale of property not in physical custody of DRMS.

C2.1.8.11. Receive and process property in place at the generator's location per the terms and conditions of a MOA between the generator and the Area Manager.

C2.1.8.12. Downgrade usable property to scrap according to applicable regulations.

C2.1.8.13. Maintain liaison with generating activities to establish turn-in schedules.

C2.1.8.14. Contact local technically qualified DOD representatives to obtain clarification/additional information needed to resolve questionable DEMIL codes.

C2.1.8.15. Recommend the most cost effective manner of accomplishing DEMIL.

C2.1.9. Responsible Property Officer.

C2.1.9.1. Responsible for exercising care, physical custody and safekeeping of property entrusted in his/her possession or under his/her supervision.

C2.1.9.2. Cannot approve adjustments.

C2.1.9.3. If required, complete receiving responsibilities.

C2.1.9.4. Cannot be the APO.

C2.1.10. Accountable Property Officer.

C2.1.10.1. Maintain the DRMS Automated Systems Information (DAISY) accountable record for the Government, to ensure its accuracy.

C2.1.10.2. Cannot approve adjustments.

C2.1.10.3. Correct errors in the DRMO inventory, as authorized.

C2.1.10.4. Input gains/losses and DTID Restarts (except as the result of a partial issue), as appropriate.

C2.1.10.5. Review all placards, certificates and adjustment vouchers for correct authorizations and certifications.

C2.1.10.6. Guard against irregularities and discrepancies by reviewing daily transactions against source documents. Take action to notify DRMO Chief when discrepancies reach 5%.

C2.1.10.7. If required, complete receiving responsibilities.

C2.1.10.8. Deleted Jan 2012.

C2.1.10.9. Cannot be the RPO.

C2.1.11. Contracting Officer (CO).

C2.1.11.1. Contracting Officers appoint Contracting Officer's Representative (COR)/Contracting Officer Technical Representative (COTR).

C2.1.11.2. COR/COTR perform duties as stipulated in writing by Contracting Officer.

C2.1.12. Financial Liability Officer.

C2.1.12.1. Selected/appointed in writing by the Appointing Authority on an as needed basis. Is not required to be listed on the Centralized listing, as an appointment is indicated on an as-needed basis for discrepancy research.

C2.1.12.1.1. Should be senior in grade to the APO and RPO.

C2.1.12.1.2. Should not have direct interest in the property.

C2.1.13. HQ DRMS Property Book Officer.

C2.1.13.1. Appoints DRMO Accountable DRMO-Equipment Officer.

C2.2. **Written Appointments.**

C2.2.1. Authority and Accountability.

C2.2.1.1. DRMO Chiefs/DEMIL Center Chiefs assign specific DRMO responsibilities that require individual accountability. These assignments are normally required by a higher authoritative document such as the Federal Management Regulation (FMR), the Financial Management Regulation, DOD 4160.21-M, DOD 4160.28-M, etc. These documents call for designations to be made periodically; e.g., annually, as employees rotate, when management changes occur, when new requirements are received, etc. Assignments must be confirmed by an appointee's original signature.

NOTE: The selection of chiefs at OCONUS and Central DRMOs are not written appointments. The stipulations for overseas DRMO Chief selection are that personnel assigned to these positions will be U.S. citizens, either military or civilian, unless exception is provided by DLA.

C2.2.2. Centralized Appointment Listing.

C2.2.2.1. The preferred method used for DLA Disposition Services implementation is a Centralized Appointment Listing containing a signature column next to each appointment for each appointee to sign or they may sign and date a separate "signature" page, or attach signed Letter of Appointment behind a Centralized Appointment Listing (eliminating the need for duplicate signatures) which will become part of the Centralized Appointment Listing. New appointments are made as necessary or are extended on an annual basis (preferably in January of each calendar year). The DLA Disposition Services Site Chief will validate appointments by signing and dating the spreadsheet/listing. The site can then scan copies of an original signature page and e-mail in order to maintain a centralized file. Edited May 2012

C2.2.2.2. Appoint primary and alternate positions, to the greatest extent possible, to ensure adequate coverage for absences. Consider appointments that best suit the employee. Additionally, do not appoint duties that would be in conflict with one another.

C2.2.2.3. Scan the Centralized Appointment Listing and all attached documents to include the "signature" page and provide internally to DLA Disposition Services. ~~and to organizations having requirements to verify appointments/signatures.~~ Edited May 2012

C2.2.2.3.1. For internal controls a scanned copy of the Letter of Appointment ~~appointment letter~~ must be maintained by the DLA Disposition Services Site Chiefs at their Hubs. A copy should also be maintained at the Offsite Branch locations for individuals appointed at those sites. A copy will also be maintained by the Training Coordinator for verifying appointment and signature authorizations.
Edited May 2012

C2.2.2.4. Update throughout the year as personnel rotate, assignments/duties change or a new employee is assigned a written appointment. As changes occur update the spreadsheet, rescan and redistribute.

C2.2.2.5. Minor changes can be annotated on the spreadsheet/listing; however, when the signature of the newly appointed personnel is required, the listing must be updated to include the signature.

NOTE: Contracting Officer, COR/COTR, Sales Contracting Officer, and Delivery Officer appointments are handled separately. Contracting Officers appoint Contracting Officer's Representative/Contracting Officer Technical Representative. Sales

Contracting Officers are appointed by the Director, DLA Disposition Services J4. The base commander appoints the Delivery Officer when property is released by other than DRMO personnel. They are completed in official letter format, and not annotated on the listing/spreadsheet. See Section 2, Chapter 6, Sales Program. Edited May 2012

C2.2.3. Spreadsheet.(Centralized Appointment Listing) Edited May 2012

Figure 1 - Written Appointment Spreadsheet Set-Up

Name	Primary or Alternate P/A	Authoritative Document	Appointment Date	Appointee's Signature	Chief „s Initials

C2.2.3.1. Supplemental Instructions.

Use of a spreadsheet in lieu of individual appointment letters is authorized, however a separate Written Appointment Spreadsheet for APO and RPO ~~Demil Certifier, Verifier, and Coordinator (DRMS Form 2041),~~ must be used to document ~~demil~~ those appointments (see paragraph C2.1.3.17.1). ~~A sample can be found in Section 4, Supplement 2, Chapter 4, Enclosure 3. Copies may be made locally so long as they contain the same information.~~ Edited Nov 2012/Jan 2013

C2.2.4. Mandatory appointments (All require Letters of Appointment) Edited May 2012

C2.2.4.1. Abandonment or Destruction Officer (See DOD 4160.21-M, Chapter 8, paragraph B1a and DRMS-I 4160.14, Section 2, Chapter 7, Scrap).

C2.2.4.2. Accountable Property Officer (APO)/Alternate APO. See Section 2, Chapter 2, Paragraph C2.4.2.3

C2.2.4.3. Cashier. Primarily in overseas and HQ locations. See Section 2, Chapter 6, Sales Program.

C2.2.4.4. Commercial Venture Coordinator. See Section 2, Chapter 6, Sales.

C2.2.4.5. DEMIL Coordinator. See Section 2, Chapter 4, DEMIL.

C2.2.4.6. DEMIL Certifier/Verifier. See Section 2, Chapter 4, DEMIL.

C2.2.4.7. Downgrade Designee. Cannot be APO or RPO. See Section 2, Chapter 2, Property Accounting.

C2.2.4.8. DRMO Security Coordinator. See this Section, Chapter 4 - Security.

C2.2.4.9. Fire Marshall. See this Section, Chapter 3 - Safety.

C2.2.4.10. Hand-Receipt Holder. Responsible for property on their hand receipt account, i.e., operating equipment/supplies used to perform daily disposal mission. See DRMO Operating Equipment Procedures under "Comptroller" for SOP <https://www.drms.dla.mil/drms/intranet/suppservices/desktopref.pdf>.

C2.2.4.11. Key Control Officer. See this Section, Chapter 4 - Security.

C2.2.4.12. Mail Pick Up and Receipt. See this chapter - paragraph C2.5.

C2.2.4.13. Organizational Requirements Clerk (ORC) Duties include maintaining and updating the DRMO publication library for those publications required by local authority or Host Country or that cannot be found on the World Wide Web. See this Section, Chapter 1 - Administration.

C2.2.4.14. Precious Metals Monitor. See Section 2, Chapter 7, Scrap Programs.

C2.2.4.15. Recycling Control Point (RCP) Liaison. See Section 2, Chapter 9, RCP Program. Also see home page "RCP Roles" <https://www.drms.dla.mil/rtd03/documents/RCP/sop/rcp-roles.pdf>.

C2.2.4.16. Releasing Personnel. Where personnel resources permit, DRMO individuals responsible for signing release documents for sold property will not be the same as those responsible for signing receipt documents for property received in the DRMO. In those instances where it is not feasible to adhere to this policy, the DRMO Chief/Site Manager will document the reason for deviating from it and place it in the official administrative files. Do not consider the APO for this appointment. (Non A76 sites only).

C2.2.4.17. Responsible Property Officer (RPO). The RPO cannot be the same person as the APO and cannot approve adjustments. See this chapter, paragraph C2.1.18.

C2.2.4.18. Safety Monitor. See this Section, Chapter 3 - Safety.

C2.2.4.19. Weigh Master. See Section 2, Chapter 7, Scrap Programs.

C2.2.4.20. Mutilation certifier/verifier. See Section 2, Chapter 4. Demilitarization Program.

C2.2.4.21. Classified Incident Officer. Responsible for handling any classified incidents at the DRMO/DEMIL Center/Controlled Property Center. Individual will be responsible for following requirements for handling and reporting classified incidents. Refer to the following references in DRMS 4160.14:

C2.2.4.21.1. Section 1, Paragraph C2.2.4.

C2.2.4.21.2. Section 1, Paragraph C2.3.2.

C2.2.4.21.3. Section 1, Paragraph C4.6.8

C2.2.4.21.4. Section 2, Paragraph C1.4.3

C2.2.4.21.5. Section 2, Paragraph C1.2.1.7.8.1

C2.2.4.21.6. Section 2, Paragraph C1.2.1.7.8.2

C2.2.4.21.7. Section 2, Paragraph C1.2.1.7.8.3

C2.2.4.21.8. Section 2, Paragraph C1.4.5.1

C2.2.4.21.9. Section 2, Paragraph C1.4.6.4

C2.3. **Situation Reporting (SITREP).**

NOTE: How To Notify The DRMS Director About Urgent Incidents.

https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

C2.3.1. Significant Events.

C2.3.1.1. Situation reporting is the medium that is used to inform DRMS officials of emergencies or urgent incidents around the clock. A SITREP is to be provided for a significant event, which has a negative impact on mission accomplishment, may require headquarters assistance, or may cause embarrassment to the Agency. DRMS Instruction 3020.1 sets forth reporting criteria.

C2.3.2. When Required.

C2.3.2.1. The DRMO is required to submit a SITREP, within 8 hours of the incident, for the following:

C2.3.2.1.1. ADP/System Failure.

C2.3.2.1.2. Adverse Publicity.

C2.3.2.1.3. MPPEH/MLI.

C2.3.2.1.4. Break-In/Theft/Bomb Threat.

C2.3.2.1.5. Classified.

C2.3.2.1.6. Facility/Equipment/Fire/Natural Disaster.

C2.3.2.1.7. Hazardous/Discovery of HM.

C2.3.2.1.8. Injury/Death (includes Government contract employees).

C2.3.2.1.9. Radioactivity.

C2.3.2.1.10. Special Situation.

C2.3.2.1.11. Temporary Closure.

C2.3.2.1.12. Utility Outage.

C2.3.2.1.13. Visitors/Environmental Inspection.

C2.3.2.2. Users will access the new system, which is web based, at https://drmsweb.drms.dla.mil/sitrep/MainMenu.asp. A password is required. Edited URL 18 Feb 2008.

C2.3.2.3. If a DRMO is unable to submit a SITREP, elevate through the Central DRMO to the FST. If the SITREP program is not available, e-mail the SITREP Program Manager at: DRMS SITREP Prog Mgr.

C2.3.2.4. Matters such as questions, requests to reopen CLOSED SITREP(s) and input problems should be e-mailed to the Program Manager.

C2.4. **Real and Personal Property Distinction.**

C2.4.1. Disposition Restriction.

C2.4.1.1. DRMS does not have authority to sell or otherwise dispose of real property. Real property is defined as any land, buildings, structures, utilities systems, improvements and appurtenances thereto. This includes equipment attached to and made part of buildings and structures (such as heating systems), but not movable equipment (such as plant equipment).

C2.4.1.2. All improvements, structures and fixtures, when designated for disposition with the underlying land, are real property and must be handled as such. Any installation custodian requesting assistance in the disposition improvements, structures, or fixtures should be advised to either use the authority contained in ASPR 16-404 or elevate the issue/disposition through service channels to Assistant Secretary of Defense (ASD) level. If questions arise that cannot be answered at the local level, they should be referred to DRMS

Operations for final determination(s).

C2.4.2. Personal Property Disposition.

C2.4.2.1. When real property is designated for disposition without the underlying land, prefabricated movable structures such as Butler-type storage warehouses, Quonset huts and house trailers (with or without undercarriages), it may be disposed of as personal property. Residue from the demolition or dismantling of real property, such as scrap lumber, fuel tanks, etc., which is determined by the owning agency to be personal property, may be disposed of through sales.

C2.4.2.2. DRMOs receiving requests to dispose of real property through sale will obtain a written statement from the installation custodian stating that the residue is personal property and should be processed as such through the local DRMOs.

C2.5. **Processing Incoming Mail, Correspondence and Outgoing Mail.**

C2.5.1. Procedures.

C2.5.1.1. Generally, the DRMO must pick up mail in person versus postal delivery. Designate, by letter, the appropriate names of personnel authorized to pick up mail. To ensure prompt delivery, two regular mail pickups should be made daily. Send the designation letter to the postmaster of that post office, (superintendent of the substation) servicing the activity. This is required to identify the persons authorized to sign for registered, certified, or insured mail. Satellite DRMOs will forward controlled mail to DRMO Central for processing.

C2.5.1.2. Overseas DRMOs - In addition to the above, make arrangements and establish procedures in overseas liaison offices for delivery or pickup of US and host country mail. (Use an acceptable form for registering certified, insured, or registered mail.)

C2.5.1.3. Guidelines on Suspicious Mail. US Mail/packages are currently being screened by the United States Postal Service.

C2.5.1.3.1. The following could be considered “suspicious”.

C2.5.1.3.1.1 Mail that has protruding wires, strange odors or stains.

C2.5.1.3.1.2 Mail that appears to contain any kind of “powder-like” substance.

C2.5.1.3.1.3 Mail with no return address.

C2.5.1.3.1.4 Oddly shaped packages or mail of an unusual size.

C2.5.1.3.1.5 Mail marked “personal” or “confidential”.

C2.5.1.3.1.6 Mail addressed to a “title” but not a name.

C2.5.1.3.1.7 Mail that simply does not seem legitimate or is suspect.

C2.5.1.3.1.8 Mail with excessive postage.

C2.5.1.3.2. Isolate the parcel in a sealed plastic bag, if possible.

C2.5.1.3.3. Contact Security.

C2.5.1.3.4. Keep others away.

C2.5.1.3.5. Keep calm.

C2.5.1.3.6. Wash hands with soap and hot water immediately if an item has been handled that contains any “suspicious substances.”

C2.5.1.4. Processing Mail.

C2.5.1.4.1. Receive all incoming mail. Refuse to accept classified mail or documents unless directed to do so by DRMS-O.

C2.5.1.4.2. Record certified, registered, and insured mail on a spreadsheet.

C2.5.1.4.3. Date stamp, on a selective basis, mail on which the time of receipt and/or dispatch may have a legal or monetary significance, e.g., bids, claims, contracts, etc.

C2.5.1.4.4. Sort and suspense mail filed in due date sequence for communications requiring an answer as follows (file suspense copies in due date sequence)

C2.5.1.4.4.1 Controlled mail (mail requiring action from a higher authority, containing suspense date, or requiring other action/information by a specified time).

C2.5.1.4.4.1.1 At a minimum, route all controlled mail through the Central DRMO Chief. The Chief may require all mail to be routed through his/her office.

C2.5.1.4.4.2 Uncontrolled mail

C2.5.1.4.4.2.1 Action Officer must request extension of due date from originator, if suspense cannot be met.

C2.5.1.4.4.2.2 Prepare response on official letterhead; accomplish appropriate coordination and obtain signature. Completed correspondence may be scanned and e-mailed

to the recipient.

C2.5.1.4.5. Mail Designee.

C2.5.1.4.5.1 Date stamp; make official file copies.

C2.5.1.4.5.2 Mail official response unless requestor advises electronic response is adequate.

C2.6. **Publications and Forms.**

C2.6.1. Requisitioning Host and Hard-Copy DRMS Publications.

C2.6.1.1. The Organizational Requirements Clerk (ORC).

C2.6.1.1.1. Must determine the need for local host publications or host country publications.

C2.6.1.1.2. ORC requests publication according to Inter-service Support Agreement (ISA) and maintain suspense until filled.

C2.6.1.1.3. The DAISY C-A-T (Codes and Terms) Pocket Reference can be ordered by e-mailing DRMS 4160 Publications. It can also be found online at **CAT Book** <https://www.drms.dla.mil/gov/publications/index.shtml>.

C2.6.2. Requisitioning Forms.

C2.6.2.1. Numbered forms that cannot be accessed on Adobe Forms must be ordered from stock.

C2.6.2.2. An index of stocked forms (including placards, certificates, labels, etc.) that can be obtained through formsodr@dlis.dla.mil can be found at <**https://www.drms.dla.mil/gov/publications/suppdocs/stockedforms.pdf**>.

C2.6.2.2.1. According to DLIS-I 5000.1, DRMS field activities will not contract for, or request from the host activity, any commercial printing or procurement of commercial forms. DRMOs are required to use existing numbered forms, including overprinting of existing forms, to the maximum extent possible. This includes use of local installation forms when appropriate.

C2.6.2.2.2. Order serialized forms (such as the Standard Form 97) by e-mail through: formsordr@dlis.dla.mil. RTD Colored Stickers can also be ordered at this address. E-mail messages must include Publication Account Number (PAN), DRMO name and address, and the form number, title, NSN and quantities required. Furnish courtesy copy of the e-mail to the requester.

C2.6.2.2.2.1 Place one copy of e-mail message in a suspense file pending receipt of the order.

C2.6.2.2.2.2 DD Form 1348, Issue Release/Receipt Document, will be shipped with the forms ordered to include any information of back orders, partial orders or if the complete order has been filled. Forward forms to requester and discard any suspense copies.

C2.6.2.2.2.3 Emergency requests are processed by DLIS-RW, DSN 661-5934 or 661-4975 FAX: 661-4237.

C2.6.2.2.2.4 The majority of the forms used by DRMS/DRMO are located in Adobe Forms or on DRMS internal web page, under "tech support."

C2.6.2.2.2.5 Problems encountered with the forms program should be e-mailed to forms@dlis.dla.mil or call DSN 661-4867.

C2.6.2.2.3. Templates of the Official Visitor badges can be obtained through DRMS Disposition Process Management Business Support Office. The templates will not be posted on DRMS Web pages for security purposes. The templates represent source information for the following forms.

DRMS Form 1960 - Sales Badge; Mar 2007.
DRMS Form 1961 - RTD Badge; Mar 2007.
DRMS Form 1962 - Turn In Customer Badge; Mar 2007.
DRMS Form 1965 - Other - Special; Mar 2007.

C2.6.2.2.3.1 Future requests for the Visitor Badge templates must be sent to DRMS 4160 Publications <4160Publications@dla.mil> from Area Managers in encrypted e-mail format to help prevent impersonation and tampering.

C2.6.3. Standard Form 97, Control and Usage.

C2.6.3.1. The Central DRMO will designate a responsible individual to order SF 97s and ensure DLA Form 595; Receipt for Accountable Property by DLA Recipients (or similar form used by Host) is completed and returned to the source of supply. Due to the sensitivity of this form, store unused SF 97s in a locked container at all times until issued. For RCP transactions that require issue of an SF 97, RCP liaisons will electronically submit a DRMS Form 200 to DRMS-O which contains the information for completion and issue of the SF 97. The form will be mailed to the recipient from DRMS-O.

C2.6.3.1.1. Numbering. The SF 97 is pre-numbered and cannot be duplicated.

C2.6.3.2. Preparation. The SF 97 is self-explanatory and will be prepared by distribution personnel. If mailed, the form will be released through a traceable system (registered, return receipt requested, certified, etc.) See below for

guidance on preparing ahead of time and handing to customer when transaction is complete. (This is the preferred approach for sales transactions.)

C2.6.3.3. For donation actions provide/forward SF 97s to the screener at time of pickup/transport.

C2.6.3.4. Any vehicle that is to be transferred does not require a SF 97.

C2.6.3.5. When a vehicle is donated to a state, issue a SF 97 to the state for furnishing to the subsequent donee, as required. The accountable forms control will show the issue to a state.

C2.6.3.6. Mixed-Ownership Government Corporations. Mixed-ownership Government corporations, such as the National Railroad Passenger Corporation (AMTRAK), are not eligible to carry U.S. Government license tags on their vehicles. These vehicles must be registered under applicable state laws by the Mixed-ownership Government corporations. Therefore, the corporations require the issuance of a SF 97 as evidence of title for use by state motor vehicle registration officials. Furnish a SF 97 when a vehicle is transferred to any of the following mixed ownership Government corporations:

C2.6.3.6.1. AMTRAK.

C2.6.3.6.2. Central Bank for Cooperatives and Regional Banks for Cooperatives.

C2.6.3.6.3. Federal Land Banks.

C2.6.3.6.4. Federal Intermediate Credit Banks.

C2.6.3.6.5. Federal Home Loan Banks.

C2.6.3.6.6. Federal Deposit Insurance Corporation.

C2.6.3.6.7. The Rural Telephone Bank.

C2.6.3.7. Sales.

C2.6.3.7.1. Prior to the actual sale, complete and file the vehicular information required on the SF 97, including the odometer disclosure statement.

C2.6.3.7.2. Issuance of Standard Forms (SF) 97. Headquarters, Defense Reutilization and Marketing Service, J-362, will issue required SF 97 to the sales commercial venture contractor. HQ DRMS, J-362, will not issue a SF 97 to any agent or sub-purchaser of any purchaser. DRMS' legal relationship is solely with our original purchaser. Complete the transferee block of the SF 97 using information in Block 6 of DRMS Form 1427.

C2.6.3.8. There are two items that must be hand printed, not typed. The first is the "Transferor's Name (Seller)", after "I" and the second is the "Transferor"s (Seller) signature and title" box, at the very bottom of the form. The original copy of the form goes to the transferee (Buyer).

C2.6.3.9. Log or Register. A log or register for each SF 97 is required to account for all SF 97s. The log must show all blank SF 97s received by the DRMO/DRMS-O (RCP) and the action taken to cause the use of each SF 97 on the log.

C2.6.3.9.1. If the SF 97 is lost and cannot be traced within 30 days from release, the log will be annotated accordingly, a new form prepared and appropriate actions taken to ensure it reaches the proper destination.

C2.6.3.10. Keep a folder with the SF 97s filed in numerical sequence, in accordance with "DRMS 4160.14, Section 2, Chapter 2, Property Accounting" 630.65, SF 97, cut off at end of calendar year. Hold 2 years and retire to records holding area for 2 years and destroy." (This guidance does not pertain to other 630.65 files used at the DRMO.)

C2.6.3.11. Attach a copy of the form to the record copy of the credit document, e.g., DRMS Form 1427, SF 123, etc.

C2.6.3.12. If requested, prepare a SF 97 for a salvage/scrap vehicle; however, do not issue subsequent SF 97s regardless of whether the vehicle is repaired. The following statement must be <u>stamped or typed</u> on the top of the form: *"For ownership only - no license is to be issued."*

NOTE: A rubberized stamp may be purchased and used for the above statement.

C2.6.4. <u>DLA Form 1822, End Use Certificate (EUC).</u>

C2.6.4.1. The EUC is required to be completed by each potential recipient of Government surplus of Munitions List Items (MLI) or Commerce Controlled List Items (CCLI) and for all types of foreign excess personal property. The potential recipient must provide personal and business information and details of the final disposition and end-use of the property. The form also contains notification of the applicable laws, licensing and export requirements as well as certification statements signed by the potential recipient. Information provided is validated by the Government. If approved for the transfer, the recipient is notified of the approval.

C2.6.4.1.1. Sale bidders and other prospective barter/trade/exchange sale, demanufacturing or Return to Manufacturer potential recipients shall be required to complete and sign a EUC when desiring to receive surplus and Foreign Excess Personal Property (FEPP) that is identified as a military munitions list (MLI) or Commerce Controlled-Listed Items (CCLI)

item.

C2.6.5. DRMS Inspection Log CAMS Version

C2.6.5.1. The DRMS Inspection Log is required to be completed at all DRMS Field Activities (FA) to ensure timely and consistent oversight of the overall operational programs at the DRMOs, Centralized DEMIL Centers (CDC) , Controlled Property Centers (CPCs), and DRMS off-site storage locations (i.e., Scrap Venture locations, DRMS receipt in place locations (RIPLs), but not "generator" receipt in place sites).

C2.6.5.1.1. The DRMS Inspection Log consists of six (6) sections/areas: Safety and Emergency, Non-permitted HW Storage Area, Scrap, Usable Storage, Security and Facilities. The revised DRMS Inspection Log may be found in the Compliance Assessment Management System (CAMS).

C2.6.5.1.2. The DRMS Inspection Log can be separated by sections/process areas, when more than one employee will be performing the inspection. The CAMS is designed to generate a report based on the required frequencies (i.e., weekly, monthly, etc.).

C2.6.5.1.3. The questions are assigned to each site based on their overall operational program. If the DRMO"s operational program should change, the questions will be adjusted to accommodate the changes.

C2.6.5.2. The following DRMS Inspection Log areas/sections apply to and are mandatory for all DRMS Field Activities:

C2.6.5.2.1. Safety and Emergency

C2.6.5.2.2. Security

C2.6.5.2.3. Facilities

C2.6.5.3. Completion of the following DRMS Inspection Log areas applies only if this type of storage exists at the DRMS FA. The CAMS is designed to provide the site with the correct set of questions as they apply to their operational program.

C2.6.5.3.1. Non Permitted HW Storage Area

C2.6.5.3.2. Scrap

C2.6.5.3.3. Usable Storage Area. For example, DRMS cross-docking sites

usually do not have usable storage area(s).

C2.6.5.4. The CAMS will apply the date each report is created and electronically certified.

C2.6.5.5. Once the DRMS facility inspections have been completed, the DRMO Area Managers/Site Leaders or designees are required to:

C2.6.5.5.1. Report exactly what is found during the facility inspections by recording results into the CAMS.

C2.6.5.5.2. In order to determine if the site is in compliance, the DRMO will respond with one of three numeric responses:

C2.6.5.5.2.1 If the DRMO/site has met all requirements, respond with a “5”.

C2.6.5.5.2.2 If there are issues discovered during your inspection (not meeting one or more observation requirements) respond with a “2”.

C2.6.5.5.2.3 Respond with a “0” if the tasking doesn’t apply to the DRMO/site (not applicable to the site at the time of the report was completed.)

C2.6.5.6. If a deficiency is discovered, you will be required to:

C2.6.5.6.1. Describe the issues and record them in CAMS.

C2.6.5.6.2. Develop and implement a plan of action to resolve the problems. A plan of action will include how, when the issue was resolved and a point of contact if questions should arise.

C2.6.5.6.3. Assign a “root cause” selecting them from a pre-identified drop down list located in CAMS, i.e,. if a work order is required/submitted, select “Work Order Submitted”. If the DRMO is unable to resolve the issue prior to when the electronic certification is performed by the Area Manager or designee, the action will be carried over to the next week and the DRMO is required to provide a status update (reference the work order number) until the deficiency is resolved.

Note: The requirement to record a deficiency into CAMS is for the initial report only.

C2.6.5.6.4. Select the appropriate Office of Primary Interest (OPI) if the DRMO is unable to resolve their issues (using the drop down listing located in CAMS). Not all issues require an OPI.

C2.6.5.6.5. The DRMO Area Manager or designee will electronically certify their “weekly” and “monthly” facility inspections. The DRMO will no longer be required to maintain a hard copy of the completed DRMS Inspection Log. Copies may be obtained

from the CAMS at any time.

C2.6.5.6.6. The DRMO Area Manager/Site Lead will ensure that all corrective action plans are recorded in CAMS.

C2.6.5.6.7. The DSDs will accomplish the final review of all DRMS facility inspections. The DSD Chiefs are responsible to ensure appropriate actions are being executed to address the deficiencies identified during the facility inspections, to include elevating actions to HQ DRMS, as appropriate.

C2.6.5.6.8. DRMS J-53 will support this effort by maintaining the automated system and resolve any issues related to the changes to the CAMS version of the DRMS Facility Inspection checklist questions and processing any AURA which is submitted to gain access to the CAMS. If your employees currently have access in CAMS to perform the quarterly self-assessment no other AURA will be required. If not, then the DRMO Area Manager will need to submit an AURA (DBAPP CAMS MGR (will be allowed to electronically certify the completed report in CAMS) or DBAPP CAMS General User (to record results into the CAMS).

C2.6.6. Forms Enclosure.

C2.6.6.1. See Section 4, Supplement 1, Enclosure 4 for forms used throughout this publication. The enclosures are sorted by Form Source, e.g., “DD,” Form Number, e.g., “3,” and Title “Claims Register.”

C2.7. **Compliance Program (See DRMS-I 4155.1.)**

The Compliance Assistance Program (CAP) and Self-Assessment are command-wide programs to assess field activity operational compliance with all DOD/DRMS regulatory and procedural guidance. Direct questions relating to the CAP to DRMS-O. Findings resulting from compliance reviews will be resolved immediately.

C2.8. **Managing Workload Increases.**

DRMS will when necessary, implement expedited instructions when property must move faster through the disposal system due to base closure; insufficient covered storage, workload increases, etc. The DRMO Chief will notify the respective Forward Support Team (FST), who will notify DRMS-O of those methods used and the estimated completion date.

C2.8.1. Management Techniques.

C2.8.1.1. Use compensation/overtime according to prescribed personnel policy and procedures. Work weekends.

C2.8.1.2. Split the workforce into early and late shifts, allowing for more uninterrupted work time before and after customer hours.

C2.8.1.3. Reduce relocations - warehouse large commodity quantities directly from the truck to its warehouse/outside storage location (do not locate in CV area).

C2.8.1.4. Request help from Central Chief/Forward Support Team.

C2.8.1.5. Hire temporary/intermittent labor, keeping cost in mind and for short- term only, 30-60 days, NTE 1 year.

C2.8.1.6. CONUS.

C2.8.1.6.1.1 Contact DRMS Operations Support Branch (DRMS-OLF) whether they include a request for funds or are budgeted within the FST at DSN 661-5776 with the following information.

C2.8.1.6.1.1.1 Reason for the requirement, i.e., vacancies (include personnel request action number and date of recruitment), workload surges, special projects.

C2.8.1.6.1.1.2 Anticipated number of employees, hours and duration of the requirement

C2.8.1.6.1.2 Once approved, funds will be transferred to the FST. DLIS will enter info into the BOSS.

C2.8.1.6.1.3 DRMS-POB will issue the task order.

C2.8.1.6.1.4 The Forward Support Team must notify DRMS-OLF when status of temporary positions changes, i.e., date of termination of temporary hire and date of filling permanent hire. Include in Significant Activity Report.

NOTE: Disapprovals by DRMS-OLF will contain an explanation.

C2.8.1.6.2. DRMOs Managing FEPP. For temporary/intermittent labor requests, contact the host contracting office. If the host contracting office will not provide support, contact DRMS-POB.

C2.8.1.7. Request loaned labor from host.

C2.8.1.7.1. Request loan of personnel, equipment and facilities augmentation from generating activities.

C2.8.1.7.2. When necessary, advise and/or assist generators in diverting property to a less impacted DRMO. For diverted property, the generating activity is responsible for ensuring that the proper documentation accompanies the property.

C2.8.2. Receiving Unprocessed Receipts

C2.8.2.1. All property at a DRMS field activities must be on the accountable record (DAISY) within 5 working days of receipt. Items not entered into the accountable record will be considered unprocessed receipts. The site will designate a separate area for unprocessed items to preclude commingling of items on the DRMO accountable record or referred to CV contract. This area should be posted with appropriate signage identified as "UNPROCESSED RECEIPTS" to discourage property from being screened. Items awaiting a NIIN characteristics search for receipt processing into DAISY must be counted as DRMO unprocessed receipts. All unprocessed receipts will be worked by "first in first out" system starting with the oldest date on the DRMS Form 355. When necessary, sites are allowed to process bulk items, sensitive/pilferable or special processing type items as they are received. For information on filling out DRMS Form 355, see Section 2, Chapter 1, Logistics Program.

C2.8.2.2. Reporting: Unprocessed data may be required to be reported to HQ DRMS. Specific instructions on methodology and reporting due dates will be provided as needed.

C2.8.3 Managing Deliveries. Property that has been signed for by the receiving organization on a carrier delivery documentation system (i.e. MRO, FEDEX receipt, GBL) will be considered property of the gaining site with or without SLI/XR1 confirmation after sufficient time has been given to process the receipt and confirm quantity, condition and content. This time period will be 30 calendar days from date of receipt (NOT from the sending site's SLH date). In accordance with Defense Travel Regulation (DTR), Part II, Para G-3 and DOD 4160.21M, the receipt signature constitutes proof of delivery and constitutes conditional acceptance of the property pending inspection and verification. After 30 calendar days, the shipment receipt documentation will establish accountable custody for the gaining site. This includes accountability for missing items, count discrepancies or damage and the resulting adjustment actions (i.e. FLIPL or 39-3 initiation).

C2.8.3.1 Discrepancies: Discrepancies discovered after this period (Day 31 or later) will be accounted for IAW Chapter 2, Section 4, Supplement 2 of this regulation through a DD 200 (FLIPL) or 39-3 to be completed by the receiver. If discrepancies are identified by the receiver prior to Day 31, the sending site is required to complete any adjustment actions. Sites must establish and enforce procedures to ensure shipping documentation is accurate and shipments are received by appropriate personnel, inspected in a timely manner and that discrepancies are identified within the 30 day time frame. Disputes will be referred to Disposition Services J322 (Property Accounting) for resolution. At this time, this policy applies only to DLA Disposition Service internal shipments to include field locations, LTS and CDCs.

NOTE: When necessary, advise and/or assist generators in diverting property to a less impacted DRMO. Diverting property will be a last resort. Encourage the generating activity to retain property in-place for disposal processing. For diverted property, the generating activity is responsible for ensuring that the property documentation is changed to reflect the physical location receiving the property.

C2.9. **Memorandums and Interservice Support Agreements (ISAs).**

Memorandums consist of Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs).

C2.9.1. Receipt-In-Place Memorandums.

NOTE: The term Receipt-In-Place MOU has replaced Receipt-In-Place MOA based on DRMS interpretation of the terminology in DOD I 4000.19. Existing MOAs need not be reissued as a Memorandum of Understanding.

C2.9.1.1. A MOU between the DRMO and the generating activity is required for receipt of property in-place when the DRMO is physically unable to accept the receipt or if a special circumstance creates a requirement. The MOU is executed with the Military Service/Defense Agency or with a Federal Civil Agency (FCA).

NOTE: Prior to executing a receipt-in-place MOU with a FCA, the FCA and DLA Disposition Services Battle Creek must have executed a Memorandum of Agreement for reimbursable services to dispose of the FCA property. Please check the DRMS External Page and choose *"Military/Government Usable Property Turn-Ins/Special Property Disposal."* Click on FCA MOA Information (http://www.drms.dla.mil/turn-in/usable/special-property-disposal-process.shtml#FCA) to see whether a MOA for total disposition management (except PMRP) between DLA Disposition Services Battle Creek and the FCA has been completed. See C.2.9.6., Federal Civil Agencies below. (Updated Jan 2012)

C2.9.1.2. The MOU for receipt-in-place is a template. See Section 4, Supplement 1, Chapter 2, Enclosure 2. It may be changed by adding or deleting pertinent parts, i.e., specific property receipt responsibilities. It is important to ensure legal sufficiency remains with any additions or deletions made to the document.

C2.9.1.3. Signatures and Effective Dates: Signature authority for MOA/MOU documents has been delegated to the DLA Disposition Services Director, Deputy Director, DSDs, and J Code Directors only. Edited March 2012

C2.9.1.3.1. The generating activity (DOD Component/Federal Civil Agency) signs and dates the memorandum first.

C2.9.2. Receipt-In-Place Memorandums (Environmental).

See Section 4, Supplement 1, Chapter 2, Enclosure 3.

C2.9.3. Exchange or Sale Memorandums.

C2.9.3.1. When a military service is interested in an exchange or sale under the authority of the Federal Management Regulation, 41 CFR, Part 102-39, notify the DRMS Sales Branch (DRMS-BBS). DRMS-BBS prepares a Memorandum of Agreement tailored to the Military Service needs. The MOA identifies the responsibilities of each party, the cost or fee for conducting the service, and how the net sales proceeds will be transferred. The property sold under this authority is not declared excess and is not reported to the DRMO for processing through the accountable record. Generally, the DRMO is not involved in these transactions.

C2.9.4. Range Residue Memorandums.

See Template MOU, Section 4, Supplement 1, Chapter 2, Enclosures 1,2 and 3.

C2.9.5. Service Delivery Model Memorandums - Reserved.

C2.9.6. Federal Civil Agency (FCA) Memorandums of Agreement.

C2.9.6.1. Although Federal Civil Agencies can receive excess personal property for free, (except that property that is reimbursable to the generating activity), through the XcessXpress transfer program, they are not entitled to turn-in property to DLA Disposition Services unless they agree to pay for those services, through the execution of a DLA Disposition Services/FCA Memorandum of Agreement, which is executed at DLA Disposition Services Battle Creek. Information to provide to Federal Civil Agencies on this program is located on the *Military/Government Usable Property Turn-Ins/Special Property Disposal* page. It contains samples of the MOA template, DD Form 1144, and Economy Act Order. Click on FCA MOA Information under the *Military/Government Usable Property Turn-Ins/Special Property Disposal* web page. (updated Jan 2012)

NOTE: The Memorandum of Understanding (MOU) between DLA and GSA, dated January 23, 1998, authorizing receipt and processing of any Federal Civil Agency property, has expired. DRMS can no longer process FCA property under this “blanket” agreement. Each FCA must establish a separate MOA with HQ DRMS.

C2.9.6.2. The authority for DRMS to receive and process FCA property, on a reimbursable basis, is stipulated in DOD 4160.21-M, Defense Materiel Disposition Manual, Chapter 1, Scope and Applicability. Individual MOAs must be in-place before DRMOs can accept and process FCA property. If a MOU has not been established for an agency at large (e.g., Department of Labor, Forestry Department, Veteran’s Administration, etc.), refer the FCA to the web site mentioned above or contact DRMS-S.

C2.9.6.2.1. When a FCA contacts the DRMO office to turn-in property, check either

the Generator/Installation site or the DRMS Internal web page, under Business Operations. Click on "FCA MOA Status" to see if the FCA is listed on the spreadsheet. Next, check the specific AAC (equivalent to the DODAAC) that the FCA wants to use (or is on the DTID). If it is listed, property may be accepted. If not listed, refer the FCA to the DRMS home page. Have them click on "Generator/Installation." Then, click on FCA MOA Information. This will give them an e-mail address to work directly with DRMS-S.

NOTE: Do not accept property for disposition if there is no MOA or if there is an MOA, but the AAC is not a listed AAC.

C2.9.6.3. DRMS-S will coordinate with the FCA and prepare the MOA for command signature. Once the MOA is signed, DRMS-S will add the information to the web page spreadsheet.

C2.9.6.4. Operational issues will be resolved by DRMS-O and DRMS-RF will resolve funding issues.

C2.9.6.5. DRMS-S will maintain the official MOAs and initiate any modifications.

C2.9.6.6. DRMS-RF maintains the funding arrangements.

C2.9.6.6.1. DRMS-RF will bill the FCA for services rendered through the Intra-governmental Payment and Collections (IPAC) system, according to the Transaction Activity Billing (TAB) and other rates published on the DRMS Web Site *"Generator/Installation".*

C2.9.6.7. Turn-in requirements.

C2.9.6.7.1. FCAs will use DOD standard procedures (see DOD 4000.25-M-1 Chapter 5 and App 3.49 and DOD 4160.21-M, Chapter 3) for turn-in, receipt and handling of FCA excess property, utilizing the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID).

C2.9.6.7.2. In-Transit Control requirements, DOD 4000.25-M-1 are not applicable to FCA turn-ins.

C2.9.6.7.3. If property is received in-place, receipt-in-place MOAs are required the same as for DOD activities. See this chapter, C2.9.1 above.

C2.9.6.7.4. FCAs are required to schedule turn-ins and are responsible for delivering the property to DRMOs, both usable and scrap.

C2.9.6.7.5. FCA Hazardous property will always be received in-place.

C2.9.6.7.6. FCA property will be identified by the officially assigned Agency Address Code (AAC), the equivalent of a DODAAC. The first position of the AAC begins with 1 - 9. To verify an AAC see: web site, a For System Access Request must first be obtained at https://www.daas.dla.mil/sar/daasinq_sar.html. Validate DODAACs/AACs at http://www.drms.dla.mil/drms/comptroller/html/interfund.htm.

C2.9.6.7.7. Special arrangements can be made with the FCA for large quantities of like items or large items with small dollar amounts.

C2.9.6.7.8. DRMOs will refuse FCA turn-ins using the same criteria for rejecting DOD property.

C2.9.6.7.9. DRMOs will not accept and the FCA will not turn in property exempt from turn-in by DOD activities according to DOD 4160.21-M, Chapter 3.

C2.9.6.8. Receipt Processing

C2.9.6.8.1. The DTID must be filled out according to DOD 4160.21-M and will contain Disposal Authority Code (DAC) of "F" in position 64. FCA property must always be coded "1," as it is reimbursable, if sold, even though proceeds are not returned to the FCA directly. Marketing personnel must load the General Treasury Receipt fund cite 97R2651 in the marketing menu in advance of receipts of FCA property. The property accounting receipt must reflect the 97R2651 fund cite.

NOTE: EXCEPTION: Do not code receipts of SCL P- and V-coded scrap as DAC F. Reimbursement Code = 0.

C2.9.6.8.2. An automated XS6 will be generated for Commercial Venture (CV) property to roll to Record Status Code K at End of Screening Date (ESD).

C2.9.6.8.3. Hazardous property receipts must have the required turn in document information found in DOD 4160.21-M, Chapter 3, including the funding code of "XP" in blocks 52 and 53, and additional hazardous property identification information as required in Chapter 10 of DOD 4160.21-M.

C2.9.6.9. Reutilization, Transfer or Donation.

C2.9.6.9.1. All FCA property will be screened, including hazardous property eligible for RTD, with the following exception: FCA property will not be made available to those special program organizations, who, because of enabling legislation, may only obtain DOD excess (e.g. HAP, Law Enforcement Support Office, Educational Activities, Regional Equipment, etc.).

C2.9.6.9.2. Property previously requisitioned by an FCA may be processed through the DRMS disposal system, at the turn-in rates.

NOTE: FCAs are not required to return DOD property after use - title belongs to the FCA.

C2.9.6.9.3. FCAs are required to comply with DOD DEMIL requirements.

C2.9.6.9.3.1 FCAs should be referred to the General Services Agency (GSA) for guidance.

NOTE: Property previously transferred on a SF 122 that contains a certification that the property must be returned to DRMS can be accepted, without an MOA. The FCA must provide a copy of the SF 122 with the certification. Use the DRMO DODAAC and input "Found on Post" transaction.

C2.9.6.10. Sales

C2.9.6.10.1. Proceeds from the sale of any FCA property will be transferred to the general treasury under fund cite 97R2651, unless otherwise specified by law (40 U.S.C. 485). No reimbursement of proceeds will be made directly to the FCA. See Section 4, Supplement 1, Chapter 2, Enclosure 5.

NOTE: DOD lacks statutory authority to retain fees out of sales proceeds, so DRMS must recover its costs elsewhere. The established fee structure accommodates that requirement and negates a need to negotiate such fees with each participating agency. Therefore, all sales proceeds MUST be deposited to Miscellaneous Receipts of the Treasury (97R2651 S033181) and DRMS will bill the FCA for services rendered.

C2.9.6.10.2. Sales Contract claims. FCAs are subject to costs associated with substantiated contract claims if their negligence or fault is established.

C2.9.6.11. Hazardous Property Disposal.

C2.9.6.11.1. The FCA will retain physical custody of hazardous property.

The FCA will identify their hazardous property generations according to established policies contained in DOD 4160.21-M, Chapters 3 and 10 and laws and regulations governing hazardous property.

C2.9.6.11.2. In the event of an inventory discrepancy, the FCA will research the discrepancy and provide a report according to the guidance contained in Section 2, Chapter 2, Property Accounting.

NOTE: FCAs may be financially responsible. Section 2, Chapter 2, Property Accounting.

C2.9.6.12. Hazardous Waste Service Contracts - Ultimate Disposal (UD).

C2.9.6.12.1. The FCA will define their disposal service requirements and provide a yearly estimate of hazardous waste streams that they foresee placing on DRMS HW disposal service contracts.

C2.9.6.12.2. DRMS will provide the CLIN listings to the FCA.

C2.9.6.12.3. FCA Hazardous material that fails, or is not eligible for RTDS, will be discarded as a waste and placed on a service contract for disposal.

C2.9.6.12.4. FCAs will review contract changes and modifications.

C2.9.6.12.5. The FCA is considered the "generator" for RCRA reporting purposes. DRMS will provide the FCA generator the HW data residing in the DRMS HW contract database, as needed for RCRA reporting.

C2.9.6.12.6. FCAs shall provide a designated FCA employee to act as a Contract Officer Technical Representative (COTR) during pickup of hazardous property. The COTR will be appropriately trained and will release FCA property for shipment, including signing shipping documents. (See DOT 49 CFR 172 Subpart H, Training).

C2.9.6.12.7. Abandonment and Destruction (A&D) support. Where property is not disposed by methods outlined above, property may require disposal as outlined in DOD 4160.21-M, Chapter 8.

C2.9.6.13. Demanufacturing Support. DRMS will provide contract services at the established CLIN rates in the service contract. In the event the property contains any hazardous components not covered under the demanufacturing contractor's hazardous waste disposal authority, the components will be disposed and the FCA will be billed at the UD CLIN rate.

C2.9.6.14. Demilitarization/Mutilation Support. Demilitarization-required property and property which may require export controls will be processed in accordance with DOD 4160.28-M, Defense Demilitarization Manual. DRMS will provide this service at the established TAB rate. Property requiring Demilitarization may be shipped either by DRMS or the FCA to an alternate location.

C2.9.6.15. DOD Precious Metals Recovery Program (PMRP). This FCA MOA excludes Precious Metals Recovery. FCAs execute Interservice Support Agreements (ISAs). PM will continue to be accepted by the DRMOs with no charge, in support of the DOD Precious Metals Recovery Program, when an ISA is in place.

C2.9.7. MOA with the US Coast Guard.

C2.9.7.1. Although US Coast Guard is an agency under Department of Homeland Security, they are not required to have an FCA MOA. DRMS processes their property under a MOA that has been in place for many years. The guidelines for accepting Coast Guard property and issuing Coast Guard requisitions are contained in DOD 4160.21-M.

C2.9.8. Interservice Support Agreements (ISA). (Edited Nov 2012)

C2.9.8.1. Base Operating Supplies. Generally, an ISA or a MOA for services from the host is established at the time a disposal activity is established. ISAs define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement. Some Satellites and RIPLs operate under MOA/MOU and funds are not normally involved, but mutual agreements between the parties are created to help offset the cost of the service each provides to the other.

C2.9.8.2. In addition to utilities, two important services are security/force protection and safety/occupational health support.

C2.9.8.3. Obtain support for operating supplies from the host activity under ISA, or if more feasible or cost effective, acquire materials in the most cost- effective manner available.

C2.9.8.4. DLA Disposition Services field activities that have entered into Interservice and Intrgovernmental Support Agreements (ISAs) with other United States Federal Government activities are required to conduct annual reviews with those agencies providing support. Although most agreements are negotiated for an indefinite expiration term, an annual review will ensure continued accuracy of estimated reimbursement charges. This annual review will coincide with the annual budget development process and will be accomplished prior to the end of each FY.

C2.9.8.4.1. Upon the completion of the annual review a memorandum for record must be completed. The memorandum must include the following information: date annual review was conducted, support agreement number, and name of person that conducted the annual review. DSDs must sign the memorandum and a signed copy forwarded to J-321 for upload into the eWorkplace Agreements repository.

C2.9.9. Receipt In-Place Location (RIPL) or Satellite Memorandums.

C2.9.9.1. These Memorandums are similar in nature to the Interservice Support Service Agreements, and are executed at the FST level. They outline host and RIPL responsibilities for operating a disposal activity and processing excess personal property.

C2.9.10. Precious Metals Recovery Program ISAs.

C2.9.10.1. DOD generating activities normally turn in all precious metals and precious metals bearing property to their servicing DRMO.

C2.9.10.2. Participating Federal civil agencies (FCA) are also allowed to turn in PM bearing scrap/property at no charge. The ISA allows the FCA to participate in the DOD PMRP and receive silver recovery equipment/supplies at no cost, with the agreement that any generated silver and precious metals bearing scrap is then turned into their servicing DRMOs. Participating FCAs do not get reimbursed, nor do any DOD activities get reimbursed for their participation in the DOD PMRP. The FCA"s ISA agreements with DRMS are indefinite, with a 5 year review date that is performed by DRMS and the Agency. The following FCAs
have Interservice Support Agreements (ISA) with DRMS:

C2.9.10.2.1. Department of Transportation.

C2.9.10.2.2. Library of Congress.

C2.9.10.2.3. NASA.

C2.9.10.2.4. Department of Energy.

C2.9.10.2.5. Department of Treasury.

C2.9.10.2.6. Department of Justice.

C2.9.10.2.7. Department of Health & Human Services.

C2.9.10.2.8. Department of Agriculture.

C2.9.10.2.9. Department of the Interior.

C2.9.10.2.10. Department of Labor.

C2.9.10.2.11. Indian Health Services.

C2.9.10.3. Questions from generators about their ISA"s can be referred to Hazardous and Scrap Policy Branch (DRMS-BCP), who will forward related questions to DRMS-C, if required. Neither FSTs nor DRMS-BCP provide copies of the ISA"s to the FCA. If any requests come from FCAs for copies of their ISA"s, refer them to their Agency Headquarters.

C2.10. **Minute Samples.**

C2.10.1. Customer Examination.

C2.10.1.1. There may be occasions, when customers may be allowed to examine items more comprehensively than can be accomplished by mere on-site inspection or through the written description.

C2.10.2. Approval Required.

C2.10.2.1. On a case-by-case basis, and at no expense to the Government, DRMS-O in conjunction with DES Battle Creek DRMS-WS and DRMS-BCP (and BCD when property is assigned other that DEMIL Code A) will evaluate and provide concurrence/non-concurrence on any proposed sampling of hazardous property. The FST Facilitator will provide DES Battle Creek DRMS-WS and DRMS-BCP/BCD with the information identified below.

NOTE: Care should be exercised to determine what constitutes "minute." Sample quantity will be the minimum volume required to adequately determine the characteristics of the property and will be based on the total quantity available.

C2.10.2.2. DRMOs will submit the following information to the FST Facilitator.

C2.10.2.2.1. DTID.

C2.10.2.2.2. NSN.

C2.10.2.2.3. Unit of Issue.

C2.10.2.2.4. Quantity on Hand.

C2.10.2.2.5. Condition Code and judgment of true condition.

C2.10.2.2.6. DEMIL Code.

C2.10.2.2.7. HM/HW.

C2.10.2.2.8. Electronic Pictures.

C2.10.2.2.9. Type Disposition (Sales, RTM, etc).

C2.10.2.2.10. Customer name.

C2.10.2.2.11. If applicable, who draws the sample.

C2.10.2.2.12. Transportation Arrangements.

C2.10.2.2.13. Written concurrence from the Host Health or Industrial Hygiene Office.

C2.10.3. Transportation.

C2.10.3.1. If approved, DRMOs can utilize transportation, through the host, of a sample when the customer provides his/her account number for FEDEX, UPS or other overnight express or the sample can be shipped C.O.D.

C2.10.4. Hazardous Property.

C2.10.4.1. Samples of chemicals, oils or other hazardous property must be handled according to applicable local, state and federal and international laws and shipped/physically transported according to Department of Transportation (DOT) or international standards. DRMOs do not open containers containing HP; however, pre-packaged samples may be given, if approved. If a customer wants a sample from an unopened container, the customer is responsible for taking the sample with his/her own adequately trained personnel. The customer is responsible for taking the samples using adequate sampling protocols (e.g., proper PPE, SW846 or equivalent sampling methods, etc.).

C2.10.4.2. The DRMO must provide a Material Safety Data Sheet (MSDS) for hazardous materials. If the sample is a hazardous waste, a waste profile sheet must be provided. Samples of DEMIL-required or B or Q property will only be provided with the approval of DRMS-O in coordination with DRMS-BCD. Sales

stipulation: Whenever a sample is furnished to a prospective sales customer, the DRMO must advise that the property is not being sold by sample in accordance with Sale by Reference, Part 1, Condition 2, Condition, and Location of Property, last sentence.

C2.10.5. Certification.

C2.10.5.1. All customers (i.e. sale, recycler, etc.) physically taking or receiving a sample must sign the following certification:

Figure 2 - Certification for Taking or Receiving a Sample

"I _____ (print name) am taking this sample at my own risk and expense. This sample will be handled in accordance with all local, state, federal and/or international laws. "

_____

Nomenclature NSN, if applicable Qty IFB and Item Number (if applicable)

_____

Signature and Date

C2.10.5.2. This information must be kept in an official file (i.e. Sales IFB folder with the Form 103, recycling folder, etc.).

C2.11. **Testing Electrical Items.**

C2.11.1. Restrictions.

C2.11.1.1. Electrical items, regardless of condition, will be tested only by using a device that totally isolates the operator from the equipment and the electrical source. The testing area must be dry and protected from the elements. Before any testing is done, an area should be approved by DES Battle Creek DRMS-W. The following procedures will permit DRMO employees and customers to safely test items:

C2.11.1.2. Limit functional testing of property to common type items such as vehicles, office machines, household/kitchen appliances, hand tools, floor polishers, vacuum cleaners, etc.

C2.11.1.3. Items with Supply Condition Code F or better, and Disposal Code 9 or better may be tested. Items with codes less than these will not be tested. All testing of electrical items must be performed with an approved ground fault circuit interrupter (GFCI), regardless of coding. For installation and use of the GFCI contact, the host/DES Battle Creek DRMS-WH safety specialist.

C2.11.1.4. Neither customers nor DRMO employees will otherwise modify an item so it becomes dangerous to test or operate.

C2.11.1.5. DRMO personnel will be present when customers are conducting the tests to ensure the safety standards are followed.

C2.12. **Testing Vehicles.**

C2.12.1. Restrictions.

C2.12.1.1. Let customers attempt to start vehicles that can be safely started; however, vehicles may not be test-driven. To avoid pilferage, maintain strict key control. DRMO personnel should accompany customers when possible; otherwise keys may be loaned to customers in return for their valid driver license.

C2.13. **Chain Of Command Photos and DRMS Logos.**

C2.13.1. Photos.

C2.13.1.1. Each Central DRMO/Satellite/RIPL will prominently display chain of command at the public entrance, inside the Central DRMO/Satellite/RIPL.

C2.13.1.2. The DLA/DRMS logo will also be displayed in this area. (Color 8x10 photos of the DRMS logo are available from the DRMS Public Affairs Office).

C2.13.1.3. Protocol for display is highest to lowest, left to right. Each photo will be an 8x10 head shot and displayed in identical frames. Contents of display are as follows, no additional pictures are to be included.

C2.13.1.3.1. President of the United States.

C2.13.1.3.2. Secretary of Defense.

C2.13.1.3.3. Director, Defense Logistics Agency.

C2.13.1.3.4. Commander, Defense Reutilization and Marketing Service.

C2.13.1.3.5. Director/Commander, DRMS-O.

C2.13.1.3.6. Forward Support Team.

C2.13.1.3.7. DRMO Chief.

C2.13.1.3.8. Site Manager (as appropriate).

C2.13.1.4. Forward Support Team and DRMO Chiefs are responsible for providing their own photos.

C2.13.2. The DLA/DRMS Logo.

C2.13.2.1. The logo will also be displayed in this area. (Color 8x10 photos

of the DRMS logo are available from the DRMS Public Affairs Office).

C2.14. **Telecommunications Support.**

C2.14.1. Requirements.

C2.14.1.1. DRMS Telecommunications management specialists will provide DRMO technical assistance to evaluate telecommunications for regular and special requirements such as:

C2.14.1.1.1. Public Address Systems.

C2.14.1.1.2. Administrative Radio Systems.

C2.14.1.1.3. Radio Frequencies.

C2.14.1.1.4. Paging Systems.

C2.14.1.1.5. DSN service.

C2.14.1.1.6. Cell Phone equipment and service.

C2.14.1.1.7. Calling Cards.

C2.14.1.1.8. Video Conferencing.

C2.14.1.1.9. Net meeting service.

C2.14.1.1.10. ETN/NIPR Lease circuit requirements.

C2.14.1.1.11. Hardware infrastructure - initial and upgrades.

C2.14.2. Administrative Visits.

C2.14.2.1. Telecommunications management specialists will periodically visit DRMOs for the purpose of reviewing telecommunications costs and upgrading equipment.

C2.14.3. Long Distance Telephone Service.

C2.14.3.1. Use of distance telephone services is outlined in the DLIS-D 4640.1.

C2.14.3.2. Make most long distance telephone calls to all DOD activities using the DSN system. Make most calls to non-DOD and other activities not having DSN service using Federal Telephone System (FTS). If the DSN and FTS long distance telephone services are not available, or when urgent conditions preclude their use, make long distance commercial toll calls. Make such calls

direct-distance-dialed station-to-station if possible.

C2.14.3.2.1. The DRMS Telecommunications Control Officer validates FTS and cell phone charges.

C2.14.3.2.2. The DTS Approving Officer is to require the traveler to provide a telephone report with his/her travel voucher, if/when charging local/long distance charges to his voucher.

C2.14.4. DRMOs are responsible for:

C2.14.4.1. Ensuring that only authorized official telephone calls are made using Government telephone facilities that the duration of all telephone calls is kept to a minimum, and that commercial toll calls are made only under conditions listed in paragraph C2.14.3.2. above.

C2.14.4.2. Maintaining a record on DLA Form 633 of all commercial long distance toll calls to reconcile charges and confirm necessity.

C2.15. **Facilities, Equipment and Supplies.**

C2.15.1. Physical Facilities.

C2.15.1.1. The provisions of physical facilities, their maintenance and improvement, and their layout are integral parts of operations and management of the DES Battle Creek Engineering/Equipment Services (DRMS-WRI). Program for facility deficiencies (see DRMS-I 4270.1, Facilities Improvement Programs, 16 Jan 97 and DRMS-I 4270.2, Facilities Management, 16 Jan 97, for specific guidance). DRMS-WRI will ensure that the management, including maintenance and repair, of facilities occupied by their field activities under Inter Service Agreements (ISAs) is according to applicable directives.

C2.15.1.2. The DRMS Field Activity Area Manager, DEMIL Center, or Controlled Property Center (CPC) Chief, or designee(s), will conduct monthly walk around facility inspections. Inspection results of the Buildings, Exterior Surfaces (e.g., storage areas, parking lots, scrap areas, etc.) and Supporting Facilities (e.g., fencing, scales, docks, etc.) shall be recorded. Facility repairs not performed by the Host or Disposal Service Director (DSD) /DRMO should be elevated through the DSD to their respective HQ DRMS component office as a potential facility project. HQ DRMS will forward to DES-WRI as a viable facility project for inclusion into the DLA Sustainment, Restoration and Modernization (SRM) database and subject to DRMS Command approval and funding.

C2.15.1.3. Report facilities identified as being inconsistent with Occupational Safety and Health Act (OSHA) Standards (see DLAD 5025.30, DLA One Book, Safety).

C2.15.1.4. DRMS will not plan for the construction of storage tanks as part of the conforming storage program. Further, DRMS activities will not be involved with operation of storage tanks that hold material for disposal. DRMS will provide "in place" processing of contents of storage tanks, as has been done historically, when the contents are a DRMS responsibility (see DOD 4160.21-M, Chapter 10, for specific guidance).

C2.15.1.5. DRMO Central will plan its and the assigned Satellites layout to facilitate safe, systematic and orderly flow of property (e.g., individual workstations, and placing material at a working height off the floor). Adapt the facilities and equipment to best suit the physical layout based on the types of property received (e.g., portable receiving stations, holding areas for receiving, trouble items). See DRMO Model Layout, Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 1.

C2.15.2. Facilities Planograph.

C2.15.2.1. Planographs are scale drawings of storage areas (open and covered). DRMO Central will prepare a floor plan for its facility and its assigned Satellite DRMOs. Indicate all permanently allocated space (e.g., support columns, offices and washrooms). This plan will be developed into a warehouse planograph and displayed prominently. Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 2.

C2.15.2.2. Prepare the planograph to store property by considering and identifying the following areas:

C2.15.2.2.1. Receiving.

C2.15.2.2.2. Processing.

C2.15.2.2.3. Unprocessed Receipts.

C2.15.2.2.4. Batchlotting.

C2.15.2.2.5. Trouble Items/Rejected Items awaiting pick-up.

C2.15.2.2.6. Storage.

C2.15.2.2.7. RTD.

C2.15.2.2.8. Sales/Commercial Venture, when appropriate.

C2.15.2.2.9. Hazardous.

C2.15.2.2.10. Demanufacturing.

C2.15.2.2.11. Pilferable/Sensitive.

C2.15.2.2.12. Demilitarization Challenges.

C2.15.2.2.13. Property requiring Demilitarization.

C2.15.2.2.14. Special Interest Programs.

C2.15.2.2.15. Foreign Military Sales.

C2.15.2.2.16. Scrap.

C2.15.2.2.16.1 Bin.

C2.15.2.2.16.2 Bulk.

C2.15.3. Location Numbering System.

C2.15.3.1. The Site Location code is a two-position field. The first position should be the DRMO"s Property Location RIC (PLR) suffix, e.g., C as in SVKC. The second position should be # for property/scrap received in place, otherwise use an alpha or a numeric in the second position. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 11 - Site Location Code Example.

C2.15.3.2. The Storage Location code is a combination of nine alpha numeric characters that identifies the location of property within the boundaries of the site, i.e., C020426B4. Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 7.

C2.15.3.3. Inside location numbering system. Determine the storage aid requirements at the DRMO prior to the final drawing of a planograph. Property will normally be placed in racks permitting two or three levels of storage, if load-bearing capacity of floors, environmental concerns and safety regulations permit. Adjust the requirements any time increased space use can be achieved. Make every effort to assure adequate visibility of property. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachments 3-6.

C2.15.3.3.1. All nine characters of the storage location may not be required for certain types of property. One example is a machine stored in the bulk storage area. The location is identified by the first seven characters (building, bay, aisle and stack) of the location number. The remaining two characters (level and compartment) are not needed for bulk storage.

NOTE: Warehouseman: note the location of the property being placed into storage, with the exception of property being placed in a batchlot in block 10 of the DD Form 1348-1A. That storage location is subsequently input to the property accounting system. The location is reflected in various output products.

C2.15.3.4. Outside location number system.

C2.15.3.4.1. Striping and Numbering Techniques. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 7.

C2.15.3.4.2. Alternative Striping Technique. T-shaped grid perimeter markings may be utilized in bulk storage areas where justifiable by local conditions and approved by the FST manager. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 8.

C2.15.3.5. Place barcode storage location label on each location. For each location, use a pattern that permits immediate recognition of the specific storage site.

C2.15.3.6. Mark the warehouse and open storage areas to identify storage locations, as shown on the planograph. Identify the locations by striping and numbering the storage areas (warehouse floor or improved open storage) as reflected on the planograph. See Section 4, Supplement 1, Chapter 2, Enclosure 6, Attachment 7 for techniques for striping improved (surfaced) storage areas and numbering both improved and unimproved storage areas. Make all warehouse floor markings according to this chapter and DLAD 5025.30.

C2.15.3.7. Each storage location must have a description pattern that will permit immediate recognition of the specific site. As the planographs are drawn, establish the location numbering pattern.

C2.15.3.8. The following storage location numbering identification pattern will be drawn on the planographs.

C2.15.3.8.1. Identify each building within the DRMO facility's layout with an alpha character "A" through "K" as needed. The letter “L” may not be used for identifying a building or area.

C2.15.3.8.2. Identify all outside storage areas with an alpha character "M" through "Z" as needed.

C2.15.3.8.3. Identify each bay of a building and each section of an outside area with a numerical character "01" through "99" as needed. Begin numbering the bays of a building or sections of an outside area left to right, or bottom to top, in consecutive order.

C2.15.3.8.4. Identify each working (cross) aisle within each bay or section with a numerical character "01" through "99." Working aisles are those from where material is placed

into and removed from storage. Working aisles are of two types" transportation aisles, running the length of the building; and cross aisles, running across the building. Begin numbering "01" each cross aisle in each bay or section, and continue in consecutive order left to right or bottom to top of the planograph.

NOTE: Main aisles are not numbered unless they are also working aisles.

C2.15.3.8.5. Identify each stack on a working aisle with a numerical character, "01" through "99" as needed. All odd stack numbers, i.e., "01, 03, 05" will be on the right side of the aisle. All even stack numbers, i.e., "02, 04, 06" will be on the left side of the aisle. Begin numbering stacks left to right or bottom to top, as shown in the drawing on the following pages.

C2.15.4. Signage.

C2.15.4.1. Visual identification of the DRMOs is very important to customers. Faded, peeling, and sloppy signs should be repaired or replaced. Assure that subject signs are as follows:

C2.15.4.1.1. Compatible with the architecture (i.e. size, color, configuration) of the host installation signage system. The idea is that our signage should not look any different than the hosts'. Many installations no longer use emblems on their signage due to cost considerations and to reduce confusion to the passing motorist during the brief time they have to assimilate the information while driving past signs.

C2.15.4.1.2. If the host no longer uses emblems, then we shouldn't use any either. If host signage still uses emblems, then ascertain what height in inches their standard allows.

C2.15.4.2. Elements for subject sign are DRMO name, DRMS emblem, and building number.

C2.15.4.3. For DRMOs located on a DLA installation, the DRMO name is predominate in size on the sign.

C2.15.4.4. Locate the sign adjacent to or in the vicinity of the DRMO Administration office.

C2.15.4.5. Only one sign per site. Identification signs of this size and detail are not to be located at remote areas. Smaller size signs, without the DRMS emblem, could be considered in those cases.

NOTE: If a DRMS emblem is required for subject sign, request it via e-mail addressed to DRMS EMBLEMS. Include the quantity as well as the height in inches, required by the host standard. The emblems are centrally ordered and distributed by DES Battle Creek, DRMS-W.

C2.15.5. Weigh Scales.

C2.15.5.1. Truck Scales.

C2.15.5.1.1. DRMOs will arrange inspections of platform, truck, and railroad scales at a frequency not less than annually and more often if required by State and local laws. A record shall be maintained of visits by qualified inspectors showing the date of the visit, and where appropriate, action taken to correct the accuracy of the scales. DRMOs will initiate the action to obtain the services of a qualified scale inspector, and to request repair action when needed.

C2.15.5.1.2. Weighing Scrap at Receipt. Weigh scrap at time of physical receipt in the DRMO using DRMS Form 146, an electronic weigh ticket or the DTID.

C2.15.5.1.3. Estimated weights may be used. The official direction for estimating scrap weights, when scales are unavailable is located in DOD 4160.21-M, Chapter 3, Scrap Accounting. If scales are not available for weighing receipts of scrap, notify the Forward Support Team of the situation. The FST should notify the DRMS-O Facilitator of the problem, who will determine, in conjunction with the FST, whether to involve the DRMS-W in considering procurement of a weigh scale.

C2.15.5.1.4. Dispositions of scrap for sale, demanufacturing, etc. Scrap must be weighed to provide accurate accounting and reconciliation with the accountable record.

C2.15.5.1.5. Variations should not exceed 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and underages will be processed in accordance with Section 4, Supplement 2, Chapter 2. Property Accounting, Enclosure 1 - Adjustments and Corrections to Accountable Records.

C2.15.5.1.6. To reduce potential for compromise of tonnage/pounds weighed, do not accept contractor-provided weight tickets. Request weight tickets be mailed or faxed directly from the commercial scale house to the DRMO.

C2.15.6. <u>Precious Metals Scales.</u>

C2.15.6.1. Obtain calibration of gram scales used to weigh V-coded SCLs from a certifying authority whenever the scale is suspected of not weighing correctly. Calibrate scales at least once every 12 months. For the purposes of this paragraph, calibration is defined as any method or technique utilized by a certifying authority to check a scale's accuracy. Maintain records of the calibration in the DRMO files.

C2.15.6.2. Accomplish calibration of the Ohaus Scale Corporation Model 1119D in use at most DRMOs as follows:

C2.15.6.2.1. Test the accuracy of scale operation by verification of zero-balance capability and comparison of scale counterweights to manufacturer's specified weights on a quarterly basis. Conduct and document this test with use of DRMS Form 1727, Ohaus Scale

Testing Verification (Model 1119 D).

C2.15.6.2.2. Include as a minimum, calibration certification of the scale counterweights by a certifying authority.

C2.15.6.2.3. Coordinate the method or technique acceptable for calibration of other gram scales in use at DRMOs with DRMS-W equipment specialist.

C2.15.6.2.4. Certify and calibrate scales and weights according to state and/or local regulations.

C2.15.7. Vehicles.

C2.15.7.1. DRMS-O and their field activities are users of administrative use motor vehicles on an "as required" basis under inter-service or inter-agency agreement and allowances will not be established. Authority for rental on a continuing basis is not delegated to DRMS-O; however, they may authorize rental of vehicles on a one-trip basis.

C2.15.7.2. Basic policies and procedures to be followed by DRMS-O are prescribed in Joint Travel Regulation (JTR), Volume 2, and DOD 4500.36-R, Management, Acquisition and Use of Motor Vehicles. See the following JTR paragraphs: C6l0l Temporary Duty Status; C6l57 Use of Privately Owned Automobile in Lieu of Government-Owned Automobile for Temporary Duty Travel; and C8200 Mileage Allowances (see DLAR 5000.1, Travel, 6 Dec 88).

C2.15.7.3. Establish approved requirements according to this instruction for host activity motor vehicle services on recurring dispatch (full-time use) when negotiating or reviewing administrative and logistic support agreements. DRMS-O contacts with GSA are restricted to obtaining rates and determining availability of vehicles until such time as rental has been approved by the DES Battle Creek DRMS-W. Full-time-use vehicles are considered only after all criteria established in DOD 4500.36-R fail to satisfy transportation requirements. When it has been determined that rental authority is necessary to provide adequate and economical transportation, submit requests to DES Battle Creek DRMS-W for approval.

C2.15.7.4. Work to home/home to work use of Government owned vehicles, including situations immediately before or after temporary duty, is not authorized for DLA employees without the approval of the Secretary of Defense (see DOD 4500.36-R, Chapter 4).

C2.15.8. Property Accountability and Responsibility (DRMS-Owned Property).

C2.15.8.1. Each DRMS field activity is responsible for the safeguarding and proper use of accountable property within their control.

C2.15.8.2. There are two types of inventory listings. These include the DPAS Hand Receipt listing and the DRMO local inventory listing.

C2.15.8.2.1. The DRMS Property Book is the entire collection of all the accountable property for DRMS combined. The hand receipts are just portions of what makes up the entire property book. The DRMS Property Book will consist of all property valued at $5,000 and over (including cameras).

C2.15.8.2.2. Individual assets, including those that were acquired as part of a bulk purchase, and those that do not meet the current accountable property threshold of $5,000 or more, shall not be recorded in DPAS. This includes information technology (IT) equipment. Exceptions are assets considered pilferable, classified, controlled, or sensitive as defined by other regulatory guidance.

C2.15.8.2.3. The DRMS Property Book also consists of all facilities. These facilities are identified in the following categories:

C2.15.8.2.3.1 General warehouse.

C2.15.8.2.3.2 Conforming storage.

C2.15.8.2.3.3 Administrative.

C2.15.8.2.3.4 MHE shed.

C2.15.8.2.3.5 Open unpaved storage.

C2.15.8.2.3.6 Open paved storage.

C2.15.8.2.3.7 Open covered storage.

C2.15.8.2.3.8 Security fencing.

C2.15.8.2.3.9 Security lighting.

C2.15.8.2.3.10 Parking lots.

C2.15.8.2.3.11 Liquid storage.

C2.15.8.2.3.12 Scrap bins, etc.

C2.15.8.3. The DRMO local inventory will consist of all government owned assets that are in the DRMO possession valued below $5,000, which is not listed on the DRMS Hand Receipt Listing. Any equipment may be listed in quantity vs. individually, i.e. 23 each 2 cu yd hoppers, 23 desk chairs, 28 modems, 4 microwaves, 7 refrigerators. This inventory listing must be presented to the APOR

who is conducting an on-site inventory, or returned with annual inventory validation.

C2.15.8.4. In compliance with DLAM 5335.1 and DLAD 4160.9, the DRMS Property Book Officer (PBO) is delegated to appoint each DRMO Central Chief as the Accountable Property Officer Representative (APOR) for their assigned DRMO, Satellites and RIPLs. This authority cannot be delegated.

C2.15.8.4.1. The Central DRMO Chief in turn will appoint a Hand Receipt Holder (HRH) and alternate (AHRH), and forward a copy of the Memorandum for Record and signature card (DD Form 577) to:

DES Battle Creek, WRF
ATTN: DRMS APO
74 Washington Avenue North
Battle Creek, Michigan 49037-3084

A signature card is also required for the Central DRMO Chief. The DRMO APOR has restricted authority to approve equipment transactions affecting his/her local internal inventory listing only. The DRMO APOR may only approve pickup, turn-in and transfer of equipment on his/her local inventory list and this list must be maintained with complete accuracy and audit trail (document register). This authority does not include major Information Technology (IT) hardware.

C2.15.8.4.2. DRMO Chiefs wanting to requisition property for DRMO use, that has been received onto a DRMOs inventory are to prepare and send written request to the DES Branch for approval/disapproval from the Accountable Property Officer via e-mail at DESBCAPO which is on the DRMS Global e-mail address. For IT and MHE Equipment, request must go through prior approval with the directorates described below.

NOTE: DRMOs are not required to provide other DRMOs a Letter of Authorization. The approval from the DRMO APOR is sufficient verification.

C2.15.8.4.2.1 IT asset request must be e-mailed to J6Basset which is on the DRMS Global e-mail address, for approval prior to contacting the DES Branch for approval/disapproval from the Accountable Property Officer.

C2.15.8.4.2.1.1 Once the DRMO receives the requisition number from the APO, documentation must be sent back to the DESBCAPO mailgroup. Ensure that the serial number, make, model and manufacture's date information is included.

C2.15.8.4.2.2 All request to withdraw MHE from the DRMO must include a DD Form 1348-1A, DLA Form 1475 for equipment over $100,000 or DRMS 2025 for equipment under $100,000, and a copy of the original DD Form 1348-1A turn in document where the generator originally turned the item in to the DRMO. All required documents are to be provided to the DES-WRI Equipment Manager. If the transaction is approved, the 1348-1A along with the other backup documentation will be forwarded to the DRMS Accountable Property Officer.

C2.15.8.4.2.2.1 The DRMS APO will issue a document number and return to the DRMO point of contact. If the transaction is not approved the Equipment Manager will contact the requesting DRMO.

C2.15.9. Hand Receipt Holder (HRH).

C2.15.9.1. Sign the hand receipt and assume responsibility for property on their hand receipt account.

C2.15.9.2. Maintain a record (hand receipt file) and supporting documentation of all property assigned to the activity.

C2.15.9.3. Maintain a local DRMO property listing with supporting documentation for all minor-non-expendable assets that is not accountable for on the hand receipt.

C2.15.9.4. Maintain a copy of the last signed inventory and an audit trail of addition and deletion transactions affecting the hand receipt file.

C2.15.9.5. Conduct a 100 percent joint physical inventory of DRMS-owned property annually or as requested by the PBO. Validate, sign and return the annual inventory received from the DRMS PBO.

C2.15.9.6. Conduct a 100 percent physical inventory of DRMS-owned property when there is a change of hand receipt holder or alternate. Validate, sign and return the annual inventory received from the DRMS PBO.

C2.15.9.7. Do not transfer accountable property between hand receipt holds without prior approval of the DRMS PBO.

C2.15.9.8. Ensure all assets are listed on the DRMS Hand Receipt and that the information is correct.

C2.15.9.9. Use the DRMO DODAAC to withdraw and turn-in equipment not controlled by the DRMO PBO. Do not, at any time, withdraw or turn-in accountable property from the disposal account without prior approval of the PBO.

C2.15.9.10. Submit requests for credit card purchases over and above the authorized limit, in memorandum format for approval. Document authorization number of the PBO. Send the PBO confirmation receipt/information within 3 business days of purchase.

C2.15.9.11. Do not exchange/replace or sell any DRMS/DRMO property without prior notification and approval of the PBO. This must be done in accordance with public law, Title 41, Public Contracts and Property Management,

Chapter 101.

C2.15.9.12. Submit requests (DD Form 1349-1A/2) to the DRMS PBO for approval to withdraw equipment from the disposal account, and ensure it is added to the hand receipt account.

C2.15.9.13. Submit for approval of the DRMS PBO DD Form 1348-1A/2 for turn-in of excess and unserviceable equipment.

C2.15.9.14. Establish and maintain a control register and a suspense file of all equipment transactions (requests, turn-ins, inventory adjustments and investigations).

C2.15.9.15. Maintain locator records for effective control of equipment.

C2.15.9.16. Ensure that all property is properly identified.

C2.15.9.17. Report any loss or damage of accountable property to the DRMS PBO according to DLAR 7500.1. Use DD Form 200.

C2.15.9.18. Safeguard property and report missing items to the DRMS PBO.

C2.15.9.19. Report all MHE that is excess to operational needs to DES Battle Creek DRMS-W.

NOTE: For detailed instructions of DRMS-owned equipment accountability, refer to Property Accountability Procedures for DRMS/DRMS Overhead Operating Equipment Desk Top Reference, located on the DRMS internal Comptroller website.

C2.15.10. Equipment Management.

C2.15.10.1. DLAD 5025.30, DLA One Book, Support Equipment Acquisition Process, provides guidance for the effective management of all DRMS operating equipment, as implemented. Equipment data is reported monthly through the EMAC system.

C2.15.10.2. Do not transfer property that is in a DRMO Disposal Inventory account to the DRMO operating account using a hand receipt. A requisition (DD Form 1348-1A/2) must be processed by the DRMS PBO. The DRMS PBO will obtain DRMS-O, DRMS-RB and DES Battle Creek DRMS-W concurrence prior to approval.

C2.15.10.3. Do not issue property on either the inventory or operating account of the DRMO for personal use by any DRMO employee.

C2.15.10.4. Submit operating equipment requirements (with justifications) to DES Battle Creek DRMS-W for review and authorization.

C2.15.10.5. Submit equipment requiring HQ DLA approval and/or funding requirements according to DLAD 4500.36 and DLAI 4500.36. Report equipment required by OSHA Standards and equipment on hand, not in conformance with OSHA Standards, according to DLAD 5025.30.

C2.15.10.6. Submit PMRP equipment requirements (with justifications) to DRMS-O according to Section 2, Chapter 7 - Scrap.

C2.15.10.7. Provide a written estimate to DES Battle Creek DRMS-W of MHE repairs in excess of $2,500. A fund citation will be provided with approvals. The DRMO is required to provide the DES Battle Creek DRMS-W Resource Analyst a copy of the repair invoice within 3 days of purchase.

C2.15.10.8. For repairs $2,500 and below, the DRMO is authorized to utilize the GPC card. See this chapter, C2.16.

NOTE: DRMOs must supply DES Battle Creek DRMS-W with a detailed list of repairs and costs for minor repairs ($2,500 and below) for input into EMACs.

C2.15.10.9. Requests for unfunded repair requirements must be coordinated with DES Battle Creek DRMS-W for payment consideration.

C2.15.11. <u>Requisitioning and Disposing of Minor (non-controlled) Equipment.</u>

C2.15.11.1. DRMO Central will determine the need for additional/replacement of non-controlled equipment or identify equipment excess to the DRMO requirement (see DLAD 4500.36 and DLAI 4500.36). If additional/replacement equipment is required:

C2.15.11.2. Prepare 3 copies of DLA Form 1312; submit one copy of the request to DRMS-R (Office of Comptroller), and one copy along with other documentation to DRMS-RB.

C2.15.11.2.1. File copy in suspense pending receipt of approval/disapproval.

C2.15.11.2.2. If equipment is identified as excess to DRMO needs --

C2.15.11.2.2.1 Prepare DD Form 1348-1A and forward to DRMS-RB.

C2.15.11.2.3. File a suspense copy pending receipt of approval/disapproval.

C2.15.11.3. If GPC card is to be used, use established procedures or call the DRMS Accountable Property Manager, DSN 661-7222.

C2.15.12. Requisitioning Minor Equipment through Host Base Supply Officer.

C2.15.12.1. DRMO Central will coordinate with host base supply to determine local ordering procedures and to ascertain availability and access to GSA catalogs and Federal Supply Schedule.

C2.15.12.2. Coordinate with host finance and accounting office to determine procedures for local fund certification on order documents.

C2.15.12.3. Negotiate applicable ISAs.

C2.15.12.4. Research GSA catalogs and Federal Supply Schedule for required equipment and request minor equipment, with a line item value of less than $5,000, according to host base supply office procedures.

C2.15.12.5. Review and consolidate equipment requirements including any unfunded equipment requests from previous year.

C2.15.12.6. Develop DRMO funding authorization levels.

C2.15.12.7. Provide funding levels to DRMS-RB for inclusion in budget data call and distribution for the following fiscal year.

C2.15.12.8. Provide funding authority, to include appropriate object class (see DLAD 4500.36) to host finance office.

C2.15.12.9. Host will forward info copy of fund certification to DRMO Chief.

C2.15.12.10. Requisition minor equipment/supplies using fund certification provided.

C2.15.12.11. Submit a copy of all equipment receiving documentation to base supply office upon receipt to clear their document requester and a copy to the DRMS Accountable Property Manager/Accountable Property Officer.

C2.15.12.12. Maintain accountability of the equipment according to DRMS-RB policies.

C2.15.12.13. Confirm charges with 500E ISA report and submit a monthly funds status report to DRMS-R no later than the 5th working day of the month.

C2.15.12.14. Forward information copy of funds status report, submitted by the DRMO to DRMS-R.

C2.15.12.15. Review monthly information copy of Funds Status Report

from DRMS-R to ensure that minor equipment requests are within the guidelines established by this procedure.

C2.15.12.15.1. Do not exceed funding authority without prior coordination and approval from DRMS-R.

C2.16. **Government-wide Purchase Card (GPC).**

C2.16.1. Primary Method.

C2.16.1.1. Government-wide Purchase cards are the primary method for purchasing supplies, equipment, furniture and other items needed at the DRMO and at HQ DRMS. These cards are issued through US Bank. See DLAD 5025.30 (DLA Government Purchase Card Program in the One Book).

C2.16.1.2. Only approved employees are allowed to become Government Purchase cardholders. The DRMO Chief or supervisor nominates the candidates to HQ and the employees are required to successfully complete testing requirements before it becomes official.

C2.16.1.3. Types of purchases that can be made with the Government Purchase card:

C2.16.1.3.1. Paper, pens, toner, mouse pads.

C2.16.1.3.2. Refrigerators, microwaves, coffee pots (with prior approval).

C2.16.1.3.3. Office furniture and equipment (chairs, fax machines).

C2.16.1.3.4. Promotional Items (kept at a certain dollar limit).

C2.16.1.3.5. Safety shoes, safety glasses.

C2.16.1.4. There are many benefits of using a Government Purchase card:

C2.16.1.4.1. On-line purchases.

C2.16.1.4.2. Purchase items by telephone or over the counter.

C2.16.1.4.3. Quick payment produces quarterly rebates.

C2.16.1.4.4. Cap on spending limits, which limits cardholder's authority.

NOTE: Government Purchase card procurement of non-expendable equipment must have an authorization/requisition document number assigned by the DRMS APO before procurement can be made.

C2.16.1.5. Purchases other than routine office supplies must have written pre-approval one level above the individual requesting the supply/service. If the purchase is for the first line supervisor, the individual does not require higher approval.

C2.16.1.6. Web sites associated with the GPC card: https://www.drms.dla.mil/drms/intranet/index.htm - Click on Yellow "Training" Tab, then choose "Procurement" under Training.

C2.17. **Packaging, Crating and Handling (PC&H)**

C2.17.1. Procedures.

C2.17.1.1. PC&H will be completed by the DRMO as required in most cases. If PC&H cannot be completed by the DRMO, for example, when property is received in-place, payments will be made in accordance with established ISA or by DRMS MIPRs. In those cases, Central/Satellite DRMOs should contact DRMS-RB to arrange for issuance of a MIPR.

C2.17.1.2. Central/Satellite DRMO personnel are encouraged to pack, crate and load authorized DOD requisitioners property at no charge, when they possess the proper equipment, are properly trained for the task and can accomplish the task safely. However, Central/Satellite DRMO personnel should not block, brace, tie-down or otherwise secure the load to the vehicle.

C2.17.1.3. While DRMS is authorized to recover packing, crating and loading costs from requisitioner's not authorized to use the DRMS fund citation, common sense in billing customers should prevail. If the administrative cost of billing the requisitioner is likely to exceed the recovery, do not bill the requisitioner.

C2.18. Transportation.

C2.18.1. **Fund Cites**.

C2.18.1.1. DRMS funds transportation for the following types of property; reutilization, CV sales, precious metals, DRMO-2-DRMO, Humanitarian Assistance Program, Demil, Controlled Property (JSNBC), National Guard Excess Equipment Program, and Controlled Property Centers.

C2.18.1.2. Disposition Services sites are responsible to ensure the correct fund cite is used for the billing of transportation charges and listed on the documents used/turned in for transportation. Operational questions should be addressed to DRMS-J411.

NOTE: The use of the centralized fund citation relieves the Central/Satellite DRMO from assuming the cost of transportation as an operating expense. Any other payment form will most likely result in the Central/Satellite DRMO account being charged for transportation.

C2.18.1.3. Special attention should be focused on the probable usable life of property shipped. Generally, the condition code annotated at turn-in is a benchmark indicator; but Central/Satellite DRMO personnel should rely on experience and common sense to determine if the listed condition code is accurate and render transportation funding decisions accordingly.

C2.18.1.4. All DRMS property will be shipped surface, using the most cost effective mode of transportation. If reutilization property is required to be shipped by air or expedited, the DRMS activity will request customer prepare and forward a statement that property is required as mission essential. All other property (i.e. Demil/PM/JSNBC) will be shipped surface. No DRMS property will be shipped by air or expedited without the DRMS J-30‟s approval on a DRMS Form 1836. All arrangements for transportation will be accomplished by the defense depot or local transportation office.

C2.18.1.5. When property is requisitioned through a military service ASO, DRMS is responsible for payment of transportation costs. This includes Army, Navy, Marine, Air Force, all Defense agencies, MARS, CAP, DOD contractors and MWRA.

NOTE: When a MWRA submits a requisition through a military accountable property officer, DRMS must pay transportation cost. However, if the MWRA requisitions property directly from a Central/Satellite DRMO, the MWRA is responsible for payment of transportation costs and must provide a fund citation prior to shipment of the property.

C2.18.1.6. Transportation for property requiring shipment by organizations not authorized use of the DRMS fund citation (federal agencies and donees) and must be funded by the receiving agency or unit. When an organization not authorized DRMS transportation funding requests shipment of property, Central/Satellite DRMOs should secure the agency or unit's fund citation. Complete the „ship to‟ and „bill to‟ addresses on the requisition and forward a cost of the requisition with the property to the host's transportation office. Inform the transportation office to follow billing instructions provided by DRMS.

C2.18.1.7. LESO customers are responsible for removing or making arrangements for shipment. Provide a copy of the DD Form 1348-1A and GBL information to the applicable LESO when shipment is complete.

C2.18.1.8. For property received in place, not stored at the DRMO, arrange transportation from the property's location not the DRMO. Notify the property custodian of the shipment details to include shipping date, carrier, and required

documentation. The property custodian will ensure that all documents are attached to the property and sign for release to carrier for shipment.

C2.18.1.9. For Small Arms Serialized Weapons and/or parts, DLA Disposition Services sites will provide instructions and shipment location to CDC Anniston to generating activities.
http://www.drms.dla.mil/turn-in/usable/sasp-turnin-process.pdf

C2.18.1.10. DRMOs overseas may use the APO/FPO system if it meets their requirements.

C2.18.1.11. DRMOs should attempt to arrange for no cost or low cost transportation whenever possible. Examples of no cost or low cost transportation are organic (in-house) transportation services provided by National Guard or reserve units and unit pick-up. Walk-in customers should pick-up their property. Customer must sign as having received the requisition. See Section 2, Chapter 5 for detailed instructions.

C2.18.1.12. DRMOs may deliver the property to the local transportation office for shipment or arrange for pick-up. This depends on the capabilities of the DRMO, size of the property, type of property (HP), amount of property and location of property.

C2.18.1.13. DRMS-BA will review all transportation billings monthly to ensure that all transportation charges are billed to the correct fund citation. Discrepancies will be corrected by DRMS-BA. Transportation billing for air shipments will be forwarded to the Region Directors to verify approval was received by the DRMO Area Manager.

C2.18.2. Reutilization.

C2.18.2.1. Prudence in ordering transportation services benefits both DRMS and our customers. While DRMS directly funds transportation costs associated with reutilized property, reutilization customers should be reminded that yearly Service Level Billings (SLB) recoup these costs. In other words, while individual units do not pay for reutilization transportation, their Service is billed.

C2.18.2.2. Procedures

C2.18.2.2.1. Locate property and match it against the requisition. See Section 2, Chapter 5.

C2.18.2.2.2. DRMOs shall interrogate DAISY to ensure that like property in like or better condition is not available closer to the requisitioner. See Section 2, Chapter 5 - Reutilization (RTD).

C2.18.2.2.3. Transportation costs that exceed $**500 and property to be shipped by air or expedited require approval by the DRMO Area Manager. Document approvals on the DRMS Form 1836.**

C2.18.2.2.4. Approvals for shipments over 10,000 pounds, property to be used as target practice, transportation cost exceeds present value, or property requires special handling will be approved by the DRMS-Transportation Officer. Document and obtain approvals on the DRMS Form 1836.

C2.18.2.2.5. Transport property or arrange for the transportation. Provide the required number of copies of the requisition to the transportation office. Ensure the correct fund citation is listed on the Requisition.

C2.18.3. Sales Shipments.

C2.18.3.1. All surplus RCP sales property will be transported to the Commercial Venture contractor's locations at DRMS expense. Materiel will be turned over to the local transportation office or defense depot for shipment.

C2.18.3.2. RCPs will only ship to one of the two CV contractors" warehouses as directed by the Sales Contracting Officer.

C2.18.3.3. RCPs will ensure that the correct line of accounting is annotated on the DD Form 1348-1A/2 for RCP property.

C2.18.4. Precious Metals.

Also see Section 4, Supplement 2, Chapter 7. Scrap Program, Enclosures 1 through 6.

C2.18.4.1. The Precious Metals Recovery Program reimburses DRMS for costs incurred to recover precious metals. All transportation costs, including expedited parcel post shipments are funded by DRMS.

C2.18.4.2. Precious metals will be held on site for PM contractor pick-up as directed by DRMS-BCP. Requests for PM shipments must be forwarded to DRMS-BCP for approval.

C2.18.4.2.1. All PM in Europe will be shipped to DRMO Jacksonville, FL., as directed by precious metals shipping matrix in Section 4, Supplement 2, Chapter 7, Enclosure 5 - *Shipping Instruction for Precious Metals Bearing SCLs.*

C2.18.4.2.2. All PM in the Pacific Theatre will be shipped to DRMO Lewis, WA., as directed by the precious metals shipping matrix in Section 4, Supplement 2 - Enclosure 5 - *Shipping Instruction for Precious Metals Bearing SCLs.*

C2.18.4.2.3. Generating Activities may be requested to ship PM directly to a designated collection site or DRMO and a fund cite will be provided (as directed by DRMS-BCP).

C2.18.4.3. Property approved for shipment will have transportation cost charged to the PM fund cite. The DRMS PM fund cite is monitored by DRMS-BA.

C2.18.4.4. Forward copies (signed for by the transportation office) of all DD Forms 13481A/2 and shipment documents to the destination DRMO.

C2.18.4.4.1. For shipment receipt validation, the SLH/SLI procedures apply.

C2.18.5. Hazardous Property.

C2.18.5.1. If a requisition for hazardous property/waste is received, DRMS may fund transportation if the cost of the shipment is equal to, or less than, the cost of ultimate disposal. All cost comparisons should be documented on the DRMS Form 1836, regardless of the weight or intended use.

C2.18.5.2. If a request for HP is communicated to the DRMO by a donee or a transferee, but a requisition is never submitted, DRMS may consider paying transportation costs if the sale is unsuccessful and the cost of transportation is equal to or less than the disposal cost.

C2.18.5.2.1. Procedure for non-DOD customers:

C2.18.5.2.1.1 After reutilization and sale attempts are unsuccessful Central/Satellite DRMOs may contact potential customers to see if they are still interested, can provide their own transportation, and if so, offer the hazardous property to them.

C2.18.5.2.1.2 If the customer cannot provide transportation, DRMOs must contact DRMS-O and provide written cost/benefit information. DRMS-O must approve the shipment at DRMS cost.

C2.18.5.2.1.3 If the customer can provide transportation but requests reimbursement, the DRMO must obtain prior approval from DRMS-O.

C2.18.5.2.1.4 The billing charges must be submitted to the Central/Satellite DRMO. The Central DRMO Chief should forward the bill, with the justifications attached, to DRMS-RF for payment. If required, verification will be made with the Transportation Officer, DRMS-BA.

C2.18.6. Shipments to DEMIL Centers.

C2.18.6.1. DRMS funds transportation costs for the shipment of DEMIL property to DEMIL Centers. The DEMIL fund citation will be used for

transportation charges.

C2.18.6.2. DRMOs will contact the local transportation office to coordinate shipment of DEMIL property to DEMIL Centers. This includes property located at the DRMO and property received in-place.

C2.18.6.2.1. For oversized property, i.e., aircraft, tanks, etc., DRMOs will obtain prior approval for shipment from DRMS-BA.

C2.18.6.2.2. In accordance with DTR 4500.9-R, "Defense Transportation Regulation Part II Cargo Movement, " all truckload shipments of DEMIL property will be secured with a seal (DOD approved) prior to departing from the DLA Disposition Services site/shipping location. Seal number should be annotated on the CBL. Both the CBL number as well as the seal number should be passed on to the receiving DEMIL Center. Upon arrival at the DEMIL Center, DLA Disposition Services employees will verify the seal number on the truck with the one listed on the CBL. If the seal number is different, the DEMIL Center will contact the DLA Disposition Services Transportation Officer with the CBL number, carrier, and seal number on the truck. Carriers may remove seal in case of emergency, only if authorized by the TO who issued the CBL. The carrier should ensure a replacement seal (DOD approved) is placed on the truck and the new seal number is listed on the CBL, a date/time replaced, and the reason for replacement. Missing, broken, or improper seals are a failure by the carrier to provide correct equipment. A carrier non-performance report will be completed by the TO who issued the CBL, with a copy to the DLA Disposition Services TO. Seal application by the shipper does not constitute a request for Exclusive Use of the Trailer. All Less-than-truckloads of DEMIL property shipped will not require seals. (Edited Oct 2012)

C2.18.7. Medical Items.

C2.18.7.1. Property will be prepared and turned over for movement as requested.

C2.18.7.2. Central/Satellite DRMO should use the HAP line of accounting for payment of all transportation charges unless directed differently by DRMS-O.

C2.18.7.3. For shipments of property located in DRMS Operations (DRMS-O) the GSA signature on the SF 122/123, required by the 41 CFR, Chapter 101, will serve as authorization to release medical devices to transfer and donations customers.

C2.18.7.4. GSA has no authority for OCONUS DRMOs receiving FEPP.

C2.18.8. Shipments from DRMO to DRMO.

C2.18.8.1. RIPLs and Satellites shipping to Central Satellites will use the correct program cost code. See Section 2, Chapter 1 - Logistics Program. This cost code will also be used for special projects (i.e., DRMS or higher directed issues, such as IR Property) and consolidation shipments (i.e., non-BRAC storage

impacts, etc).

C2.18.8.1.1. DRMO Equipment Movement

C2.18.8.1.1.1 When a requirement exists to ship DRMS operating equipment/property from one DRMO to another, the DRMO shipping the equipment/property will contact the local Traffic Management Office (TMO) and request a transportation cost estimate. Submit a written request for transportation funding along with the estimated cost to transport to DES Battle Creek DRMS-W. Take the written authorization, the appropriate fund citation and the dollar amount allocated for that shipment provided by DES Battle Creek DRMS-W to the servicing TMO with the shipment request.

C2.18.8.1.1.2 The DRMO will file a copy of the DD Form 1348-1/1A and the Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL).

C2.18.9. Misshipments.

C2.18.9.1. Occasionally, unique transportation requests arise for which DRMS may fund transportation. An example would be rectifying a mistake that occurred during **the shipment process. Once the facts of the discrepancy have been obtained, reviewed and approved by the appropriate office, forward the information to DRMS-BA for action. These requests for transportation funding must be approved by DRMS-BA.**

C2.18.9.1.1. DRMS-BA will provide the shipping or disposition instructions and line of accounting.

C2.18.9.1.1.1 Once the instructions for re-shipment have been obtained, the DRMO will contact the local transportation office to arrange movement.

C2.18.9.1.1.2 Validation for shipment may be obtained, if required.

C2.18.10. Foreign Military Sales (FMS).

C2.18.10.1. FMS customers are responsible for most transportation costs and FMS shipments are sent out on a collect payment basis. Transportation arrangements will be made by the DRMO or by the supporting Transportation Office.

C2.18.10.2. DRMS-BBR (Reutilization Branch/Foreign Military Sales) will identify exceptions to this rule as they arise. Transportation of sensitive and other critical FMS shipments will be coordinated between DRMS-BBR and the purchasing country. For these shipments DRMS-BBR will provide separate instructions and funds citations. In case of doubt, contact DRMS-BBR for instructions. Transportation arrangements will be made with the depot or local transportation office.

C2.18.10.2.1. Send small items on collect basis via FedEx or other parcel service to designated freight Forwarder, unless otherwise directed by DRMS-BBR.

C2.18.10.2.2. Send less than truckload shipments on collect basis via common carrier to designated freight Forwarder, unless otherwise directed by DRMS-BBR.

C2.18.10.2.3. For larger than truck load shipments fax Notice of Availability (NOA), DD Form 1348-5, to freight forwarder or other designated address, unless otherwise directed by DRMS-BBR. NOA recipient will provide shipping instructions or advise of pick-up date.

NOTE: If shipping instructions are not received within 15 days after NOA is faxed, follow up with freight forwarder and notify DRMS-BBR.

C2.18.10.2.4. For sensitive (DTC 8) property and hazardous material (HAZMAT) property, DRMO must ensure that property is released in accordance with all applicable regulatory requirements. Preferred option is to let the supporting Transportation Office accomplish Notice of Availability and property shipment processes.

C2.18.10.3. Arrange shipment with the Transportation Office. Ensure a copy of the DD Form 1348-1A and the 1348-5, if appropriate, is included with the property when it leaves the DRMO for inclusion with the shipment. The “Ship To” block on the DD Form 1348-1A will normally provide shipping instructions, unless otherwise provided by DRMS-BBR via e-mail.

C2.18.10.4. Receive copy of the DD Form 1348-1A signed and dated by the transportation office.

C2.18.10.5. Receive copy of completed shipping documents (DD Form 1348-1A) plus a copy of the Bill of Lading from Transportation Office. Distribute copies as follows:

C2.18.10.5.1. One copy to DRMS-BBR (fax to DSN 661-4213).

C2.18.10.5.2. One copy for source document.

C2.18.10.6. On rare occasions, property may be transferred on a no-fee basis. DRMS-BBR will provide appropriate instructions on a case-by-case basis

C2.18.11. <u>FedEx Option.</u>

C2.18.11.1. The DRMO may use FedEx ground services for the movement of certain property. This is only an option of service, and not a requirement for DRMOs to use. After the establishment of a FedEx Ground account number, DRMOs can input shipment data, arrange for the pickup, and trace the property if required.

C2.18.11.1.1. The following guidelines must be followed when using FedEx ground service:

C2.18.11.1.1.1 DRMS-BA will liaison with the FedEx government representative and establish account numbers for DRMOs who have requested to use FedEx ground service.

C2.18.11.1.1.2 DRMS-BA will provide procedures to ship, track, and review reports using FedEx ground. As this system is web based, the instructions are also listed on the FedEx web site, which is: <http://www.fedex.com/us/>.

C2.18.11.1.1.2.1 DRMOs can only use FedEx ground services and not any other express services (i.e., Overnight, Standard Express).

C2.18.11.1.1.2.2 The use of the FedEx Ground service is restricted to reutilization property only.

C2.18.11.1.1.2.3 The weight cannot exceed 150 pounds per package.

C2.18.11.1.1.2.4 The condition codes of the property are limited to A through D.

C2.18.11.1.1.2.5 The priority of the property are limited to 1 through 8.

C2.18.11.1.1.2.6 There can be no hazardous material shipped.

C2.18.11.1.1.2.7 The DRMO must prepare, package, and label the shipment.

C2.18.11.1.2. All FedEx invoices for service will be forwarded to DRMS-BA. DRMS-BA will manage the FedEx billing for all DRMOs. All DRMOs using FedEx ground will forward to DRMS-BA shipment data for each piece of property shipped. This data will include requisition number, weight, destination, and estimated shipping cost. Reports are due weekly. Forward the information NLT the Monday following the reporting period (Monday through Friday). Transportation issues, concerns, and discrepancies can be forwarded to the e-mail address group: DRMS Transportation Issues

C2.18.12. **Shipments to DRMS Hubs**

C2.18.12.1. The DRMS Transportation Office (TO) coordinates the transportation for the movement of property from impacted sites to DRMS hubs; movement of MUT property to the contractor in Bicknell, IN; movement of B&Q property to LTS Columbus; movement of the cammo nets/body armor to CDC Tucson; movement of rolling stock vehicles (frozen FMS) to the staging areas; and other property as required.

C2.18.12.2. DRMS Transportation Office will forward the Commercial Bills

of Lading (CBL) and shipment instructions NLT 48 hours to customers and DSRs prior to truck's arrival at pick up destination. However, CBL's may be forwarded to the customers/DSRs within the 48hrs due to specific circumstances. The DRMS Transportation Assistant will communicate with the DSR and customer to ensure all parties are updated on delays/issues.

C2.18.12.3. The loading activity will verify the load with the CBL to ensure accuracy of all property being loaded and shipped to destination. The loading activity will verify the driver's CDL and company identification prior to loading property. Driver must have a copy of the CBL with him/her upon arrival.

C2.18.12.4. After completion of property being loaded onto conveyance, both the loading activity and driver will sign CBL. The loading activity will put a seal on trailer (van) if required and will annotate the serial number of the seal on the CBL. A signed CBL copy will be provided to the driver and the original CBL will be retained at the loading activity. Receiving DRMS hubs will forward at least on a weekly basis signed copies of the CBLs for their hubs to DRMS J-30 Transportation. CBLs are legal transportation documents that obligate DRMS funds and must be maintained IAW DLA file regulations.

C2.18.12.5. Receiving DRMS hubs will annotate on the CBL, the driver time-in/time-out at the DRMO and not just on base. Verification of the number of pieces unloaded will be conducted by the receiving DRMS personnel and will sign the CBL accepting the property. DRMS hubs will accept all shipments inbound. Any shortages/damages will be annotated on the CBL by DRMS receiving personnel. Any issues with the unloading (i.e., safety) DRMS J-30 Transportation will be notified.

C2.18.12.6. In accordance with DTR 4500.9-R, “Defense Transportation Regulation Part II Cargo Movement all truckload shipments of DLA Disposition Services property will be secured with a seal (DOD approved) prior to departing from the DLA Disposition Services site/shipping location. Seal number should be annotated on the CBL. Both the CBL number as well as the seal number should be passed on to the receiving DLA Disposition Services field activity. Upon arrival, DLA Disposition Services employees will verify the seal number on the truck with the one listed on the CBL. If the seal number is different, DLA Disposition Services personnel will contact the DLA Disposition Services Transportation Officer with the CBL number, carrier, and seal number on the truck. Carriers may remove seal in case of emergency, only if authorized by the TO who issued the CBL. The carrier should ensure a replacement seal (DOD approved) is placed on the truck and the new seal number is listed on the CBL, a date/time replaced, and the reason for replacement. Missing, broken, or improper seals are a failure by the carrier to provide correct equipment. A carrier non-performance report will be completed by the TO who issued the CBL, with a copy to the DLA Disposition Services TO. Seal application by the shipper does not constitute a request for Exclusive Use of the Trailer. (Edited Oct 2012)

SECTION 1 - ADMINISTRATIVE PROCESSING

C3. SAFETY

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C3.1. **References.**

C3.1.1. List of references.

C3.1.1.1. DLAD 5025.30, DLA One Book, Safety.

C3.1.1.2. DLAD 4100.5, DLA Fire and Emergency Services Program, 13 Oct 95.

C3.1.1.3. DRMS Safety & Health website <https://www.drms.dla.mil/drms/intranet/suppservices/safetyhealth.htm>.

C3.1.1.4. 29 CFR 1910.180, Subpart N, Crawler, Locomotive, and Truck Cranes.

C3.1.1.5. American National Standards Institute, (ANSI) Standards Z87.1-1989.

C3.1.1.6. ANSI Standards Z41.1.

C3.1.1.7. 29 CFR 1910.29.

C3.1.1.8. DRMS 4160.14, Section 2, Chapter 8 - Environmental.

C3.1.1.9. DOD 4160.28-M, Defense Demilitarization Manual.

C3.1.1.10. MIL-STD-101, Color Code for Pipelines and for Compressed Gas Cylinders.

C3.1.1.11. DLAI 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders.

C3.1.1.12. DLAM 6055.1, Defense Logistics Agency, Safety and Health Manual, August 1985.

C3.2. **Reporting Mishaps/Accidents.**

NOTE: How To Notify The DRMS Director About Urgent Incidents.

https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

C3.2.1. Supervisory /Employee Responsibilities.

C3.2.1.1. Employees are to report all mishaps to their immediate supervisor, whether they result in injuries, illnesses, or property damage. Reporting the mishap allows the cause of the accident to be found, and when causes are removed, additional accidents are prevented.

To only consider serious lost-time injuries when reporting accidents is not taking full responsibility for accident prevention.

C3.2.1.2. Supervisors will all record and certify accidents/mishaps on a DLA Form 1591, "Supervisory Mishap Report". The DLA Form 1591 will be forwarded electronically to DES-WRH (Safety and Occupational Health Office), to desbattlecreeksafetyandhealth@dla.mil,within 1working day of receiving information relative to the accident. Questions can be addressed to Safety and Health staff personnel at the same e-mail address, or contact any safety specialists located on the Safety & Health POCs web page.

C3.2.2. Types of Accidents/Mishaps & DLA Form 1591.

DLA Form 1591 must be completed for the following types of mishaps:

C3.2.2.1. Personal Injury Accidents - There are four categories of personal injury accidents:

C3.2.2.1.1. Occupational injury/illness cases involving days of restricted work activity and/or lost workdays.

C3.2.2.1.2. First aid or non-fatal cases without lost time workdays. This usually involves going to the first aid clinic and returning to work the same day.

C3.2.2.1.3. Exposure/possible exposure to hazardous items or environmental conditions.

C3.2.2.1.4. Fatalities.

C3.2.2.2. The following steps shall be taken for a personal injury accident:.

C3.2.2.2.1. Individuals at the accident scene shall only remove the injured person if conditions exist for further injury.

C3.2.2.2.2. The accident shall be reported as soon as possible to the injured employee's immediate supervisor/DRMO Chief. All accidents resulting in serious, fatal, or multiple injuries, should be reported immediately to the host safety office, FST and the DRMS Safety and Health Office at (269) 961-5866 or (DSN) 661-5866. After duty hours, emergencies maybe directed to the Battle Creek Staff Duty Officer at (DSN) 661-4233, or (269) 961-4233.

C3.2.2.2.3. The supervisor/DRMO Chief shall make sure that the injured person receives the needed medical care.

C3.2.2.2.4. The supervisor/DRMO Chief shall investigate the accident and record the findings on the Mishap Report.

C3.2.2.2.5. The supervisor/DRMO Chief shall then remove all hazards or conditions

that caused the accident.

C3.2.2.2.6. The supervisor/DRMO Chief shall complete the remainder of the Mishap Report and electronically forward it, to the Disposal Service Director (DSD). The DSD will review the mishap and electronically forward to DES-WRH at DES Battle Creek Safety and Health.

C3.2.2.3. Personal Injury Involving a Contract Employee:

C3.2.2.3.1. DRMO employees discovering a downed or injured contract employee are to contact the nearest medical facility by dialing their respective emergency response numbers.

C3.2.2.3.2. If a Government employee, facility or equipment is a potentially causative factor in the injury, the Supervisor/DRMO Chief, COR or Contract Officer shall request a copy of the contract employee's accident report and forward to DRMS Headquarters, Battle Creek, Safety and Health Office.

C3.2.2.4. Property Damage Accidents. There are three categories of property damage accidents:

C3.2.2.4.1. Property damage caused by DRMS personnel regardless of to whom the property belongs.

C3.2.2.4.2. Property damage to a DRMS facility/equipment.

C3.2.2.4.3. Motor Vehicle accidents.

C3.2.2.5. Accidents/mishaps involving Government employees, equipment or vehicles:

C3.2.2.5.1. The accident shall be reported to the employee's immediate supervisor/DRMO Chief as soon as possible (and to emergency services personnel, if appropriate).

C3.2.2.5.2. Accidents involving property damage more than $1,000. Property damage less than $1,000 does not require a mishap report.

C3.2.2.5.3. The supervisor/DRMO Chief shall investigate the accident and record the findings on the Mishap Report.

C3.2.2.5.4. The supervisor/DRMO Chief shall then remove all hazards or conditions that caused the accident.

C3.2.2.5.5. The supervisor/DRMO Chief shall complete the remainder of the Mishap Report, including actual/estimated cost of property damage, and electronically forward it to either their DRMO Chief or Forward Support Team for review. The FST then electronically forwards it to DRMS-WH, safety@mail.drms.dla.mil.

C3.2.2.6. Accidents/mishaps involving Contractors. (In addition to the above):

C3.2.2.6.1. The Supervisor/DRMO Chief or COR shall investigate any property damage mishaps with the contractor supervisor.

C3.2.2.6.2. The Supervisor/DRMO Chief, COR or Contract Officer shall obtain and forward the contractor's mishap report to DRMS Headquarters, Battle Creek, Safety & Health Office.

C3.2.2.6.3. The Supervisor/DRMO Chief or COR shall identify the name of the contract employee on Line 6 of the DLA form 1591.

C3.3. **Accident Investigation.**

C3.3.1. Responsibilities of Investigation and Reporting.

C3.3.1.1. The occurrence of an accident may mean prevention was inadequate; a failure by management, the employee, or within the design of a machine, a process, or the working conditions. The purpose of accident investigation or reporting is to discover the point of failure, the causative factors, and the hazardous conditions or practices bringing about the accident, so to illicit proper action to take preventing a reoccurrence. There are many causes of accidents and usually several contributing factors, per incident. Learning where, when, how, and to whom accidents are happen is vital to learning how to avoid them.

C3.3.1.2. Accidents should be reported and investigated immediately. When a person is injured, the supervisor first obtains medical help for the employee, protects additional employees from injury (if a hazard still exists) and then takes immediate action to correct the hazard. The supervisor should complete the Mishap Report at the time of the initial event. He or she should look for both unsafe conditions and unsafe acts, which may have caused or contributed to the accident. Also remember that the purpose of the accident investigation is to prevent future accidents. Fixing blame is not the intent of the accident report; moreover, removing the causal factors of the accident is the main objective.

C3.3.2. Interviewing Witnesses.

C3.3.2.1. Witnesses should be interviewed promptly after the accident while memories are fresh and still unaffected by other's opinions. In addition, for that reason witnesses should be separately interviewed.

C3.3.2.2. Reassure witnesses of the investigation's purpose. Supervisors should explain that ascertaining the facts is important in preventing future accidents. Emphasis should be placed on the important service the witness is providing by giving honest responses. If municipal policy permits, they should reassure witnesses that their testimony would not result in disciplinary action against the injured employee.

C3.3.2.3. Obtain the witnesses' version with minimal interruption. Witnesses should be interviewed at the scene of the accident whenever possible. Supervisors should ask witnesses to recount the accident or incident in their own words and should not interrupt them unless a question is needed for clarity.

C3.3.2.4. Direct specific questions to clarify or amplify the witness's account. Supervisors should avoid leading questions and should maintain a friendly attitude to help the witness feel comfortable about answering the questions.

C3.3.2.5. Summarize witness statements. Clarify any questionable areas, to assure that the witness's account and the supervisor's understanding of it are in agreement.

C3.3.3. Establishing Accident Facts.

C3.3.3.1. Gather basic facts. In accident investigations, the first facts to be established are the identities of those directly involved and the time the accident occurred (date and exact time). These facts permit identification of possible witnesses; specify the shift, weather conditions, supervisors in charge and other factors that may be important.

C3.3.3.2. Check the scene. Begin where the accident occurred and reconstruct as much as possible without producing a reoccurrence.

C3.3.3.3. Collect the evidence. If an injury or near accident occurred because structures, equipment or machinery parts failed, it is essential to examine the failed parts to determine why the failure happened.

C3.3.3.4. Determining the location of the accident. The location is important, as it can be used in identifying high-risk areas. This information might also raise questions about the safety of other employees in the area.

C3.3.3.5. Identifying the employee's job description. The injured employee's position, occupation or job title should be determined so that the risk hazard by job or occupation can eventually be evaluated.

C3.3.3.6. Determining physical capabilities of the employee for performing the job. Determine whether the employee had sufficient experience to perform the task.

C3.3.3.7. Identify the task that was being performed when the accident occurred. This information will address specific duties within a job or occupation, such as changing a tire, demilling weapons, or lifting material. The task involved can be used to identify specific hazardous job task, equipment and/or procedures, as well as employee capability and the need for additional training.

C3.3.3.8. Determine a precise account of the accident. This should be a detailed account of the accident or incident and a description of the events leading to it. The following information is needed:

C3.3.3.8.1. Accident location description.

C3.3.3.8.2. Conditions at the time of the accident (Also other general information that may be considered as possible contributing factors.)

C3.3.3.8.3. Ascertain the injured employee's physical position in terms of the surroundings.

C3.3.3.8.4. Determine the employee's actions immediately preceding the accident.

C3.3.3.8.5. Describe the circumstances that might have precipitated the accident.

C3.3.3.8.6. Describe the accident or incident using specifics. Use descriptive words; for example: struck by, caught between, over exerted, rubbed against, abraded against, contact temperature extremes, or contacted caustics.

C3.3.3.8.7. Specifically describe the injury(s) or property/equipment damage. Injuries should specify the body part injured and the type of injury, such as low back strain, cut on forehead, crushed finger. Property/equipment damage should include an actual or estimated cost, and if not currently available, follow-up information should be forwarded when it becomes available.

C3.3.3.9. Accident prevention plans. An accident investigation is not completed until corrective action has been determined. Action to prevent recurrences should be identified on the basis of the direct and the indirect causes of the accident under study.

C3.3.4. Completing the Accident Mishap Form (DLA Form 1591).

C3.3.4.1. DLA Form 1591 must be completed in full.

C3.3.4.2. Line 2. Type in the day, month and year the mishap took place.

C3.3.4.3. Line 3. Place military or ZULU time in this space.

C3.3.4.4. Line 4. Mishap Organization. DRMO _____, (RIC Code).

C3.3.4.5. Line 5. Mishap Location. Type in the exact location of the Mishap, i.e., Southeast side of the scrap yard, Building 4c, Hazardous Storage location, etc. Use primary and secondary locations, if necessary. Draw a picture or diagram if necessary.

C3.3.4.6. Line 6. Mishap Description. Be specific and fully describe all circumstances. A notation of "tripped over forklift wheels" is not an adequate statement. There are causal factors to every accident and it is up to the investigator to determine all factors surrounding the incident, in order to seek their correction. This is vital in preventing future accidents. Continue to investigate until the root cause is found. See questions in table below as examples.

Figure 1 - Investigative Questions

Examples of Questions for Accident Investigations:

Was forklift parked or moving? Identify the operator, if machine/.vehicle was in motion.
In what direction was the employee walking when the accident occurred (or were they stationary)?
What was the employee doing prior to the accident occurrence?
Were there any witnesses? (Name them and get a statement from each.)
What did the witnesses observe?
Was the lighting sufficient? What was the time of day? If applicable, was the sun in the eyes of either the injured employee or the forklift operator?
Describe the surface the employee was walking on at the time of the accident.
Is the employee handicapped?
Does the injured employee wear corrective eyewear and were they wearing it at the time of the accident?

C3.3.4.7. Line 7. Mishaps involving Contractors. Information must include contractor's name, contract number, employee's name.

C3.3.4.8. Line 8. Motor Vehicle Information. Note all appropriate information, i.e. year, make, type of the vehicle, license number, VIN, permits, seat belts. Complete line 9, if two vehicles were involved in the mishap.

C3.3.4.9. Lines 9-12. Additional Vehicle Information. Use these spaces if two or more vehicles were involved in the mishap.

C3.3.4.10. Description of Property Damage. Describe all damage in detail. Attach pictures, if available. Note the vehicle number, the type of vehicle, etc. Write down the location of property damage, and the extent.

C3.3.4.11. Line 14. Equipment/Property/Motor Vehicle Damage Description. Be specific and describe the damage in detail. Complete information will assist the reviewer to provide a more accurate total estimate.

C3.3.4.12. Line 15. Provide Information about each person involved in the mishap and/or damage incident. Print the information clearly. Write the organization and the RIC code clearly. Check the boxes indicating whether the person involved is military or civilian, etc. As this section is extremely important, be sure all boxes are completed. Include specifics as to the injured area(s) of the body. If a person received a cut on the hand, note the exact location and description of the injury, etc.

C3.3.4.13. Line 16. Supervisor's Information. Print legibly; there is plenty of space. The supervisor should clearly write his/her phone number and e-mail address, along with the DRMO and the RIC identification information. This applies to Headquarters/HDI Federal Center staff supervisors of the injured employee, as well. The corrective actions should include all causal

factors and describe how the DRMO/facility has eliminated the mishap from reoccurring. Examples of notes regarding preventive measures: *"Painted aisle markers"*, *"Placed in a work order to fill in the holes"*, *"called equipment people to put a guard on the machine"*, *"contacted GSA".*

C3.3.4.14. Line 17. Reviewer's Information. The next person in the DRMO or Headquarters/HDI Federal Center Chain of Command will review the mishap information for completeness and comment. This person may be the DRMO Chief, the Central DRMO Chief, or the FST. He/She would review to ensure that all causal factors have been properly eliminated. Headquarters/HDI Federal Center Staff Division Chiefs/Deputies will also review and sign this section. The accident or Mishap Report does not place blame, it is used to investigate and eliminate causal factors of accidents/incidents for prevention actions. Continue to review accident information and statements from the employee/witnesses involved to arrive at a full and more accurate account of the occurrence. Upon noting information, do not write, *"the employee received refresher training."* Note when the employee had his last refresher training and what was covered during this training, etc. Include whether or not the equipment was new and if the supervisor provided training prior to the employee doing the task.

C3.4. **Medical Services.**

C3.4.1. Right to Choice of Physician and Forms to be Used.

C3.4.1.1. An employee is entitled to choice of physician for treatment of an injury. He or she may choose any licensed physician in private practice who is not excluded, or he or she may choose to be treated at a government facility. Should the employee desire to see their private physician for any work related injuries or if the employee can no longer work, the following forms are necessary:

C3.4.1.2. CA-1. Federal employee's Notice of Traumatic Injury and Claim for Continuation or Pay/Compensation (on Adobe Forms under Miscellaneous). Complete the employee portion, attach all medical back up and make sure that the supervisor/DRMO Chief completes and signs the form. See paragraph 5 for additional filing information.

C3.4.1.3. CA-16. If medical attention is required outside the facility, and within 48 hours of the incident, a Form CA-16 (on Adobe Forms under Miscellaneous) must be completed. The supervisor/DRMO Chief or medical personnel will complete the front page. The form should then be taken to the employee's medical provider, who must complete the back page and forward it directly to the address noted on the form.

C3.4.1.4. CA-7, CA-7a, and CA-20. If the employee has lost time at work and is not receiving pay, file a Form CA-7. A CA-7a or CA-7b may also be needed, depending on circumstances. The employee's physician must fill in a Form CA-20. HROC will assist if any of these forms must be filed (on Adobe Forms under Miscellaneous).

C3.4.2. Processing of CA Forms and Medical Bills and Employee Responsibility.

C3.4.2.1. Mail all CA forms (except CA-16, which has a unique address on the form) to the following address:

DLA-HROC, Workers Compensation
Attn: DRMS Claims POC, P.O. Box 13919
Columbus, Ohio 43213-0919

C3.4.2.2. Forms may be faxed to (614) 692-0265. For a speedy routing, be sure to show the above address on a cover page.

C3.4.2.3. Within Approximately 10 days the employee should receive a Form CA-801 showing their OWCP claim number. This number must be entered on all medical bills. Forward all bills to:

U.S. Department of Labor
Office of Workers Compensation, Room 851
1240 East Ninth Street, Cleveland, Ohio 44199

C3.4.2.4. The employee must keep the supervisor/DRMO Chief informed of their condition, if the employee is unable to work due to the work-related injury or illness.

C3.4.2.5. Any questions can be directed to the DRMS Claims POC (DLA-HROC) at (614) 692-0200 or DRMS-WH (269) 961-5866 or (DSN) 661-5866.

NOTE: If the proper paper work is not completed or submitted on time, medical bills may become the employee's responsibility.

C3.5. **Inspections.**

In order to manage a Safety and Occupational Health Program, it is essential to have management and employees observe the conditions, equipment, and situations in which the workforce must deal with, during all job tasks. Self-inspections are is an excellent method of assessment in the workplace. The following are the required self-inspections for DRMS employees.

C3.5.1. Types of Self-Inspections.

Types of self-inspection required at DRMS Field Activities (i.e., DRMOs, DEMIL Centers, and Controlled Property Centers (CPCs), and DRMS off–site storage locations (i.e., Scrap Venture locations, DRMS receipt in place locations (RIPLs), but not "generator" receipt in place sites)) to mitigate industrial accidents and assure a safe workplace are:

C3.5.1.1. Inside and Outside Storage Areas:

C3.5.1.1.1. DRMS Field Activities (See C3.5.1 for description of DRMS Field Activities) - inside and outside storage areas.

C3.5.1.1.2. Non-permitted hazardous waste (HW) storage facilities.

C3.5.1.1.3. General Safety Conditions - Inside/Outside.

NOTE: Paragraphs C3.5.1.1.3.1 thru .5 were revised, moved and re-numbered as C2.6.5.1. thru 4. Remaining paragraphs have been renumbered.

NOTE: These inspections utilize the DRMS Inspection Log CAMS Version. See C2.6.5 DRMS Inspection Log CAMS Version for additional guidance. DRMS Inspection Log CAMS Version has replaced the DRMS Form 2000 Sep 2007, DRMS Forms 352, 1840 and the unnumbered DRMO Usable/Scrap yard Inspection Checklist.

C3.5.1.2. Part B Permit DRMOs.

C3.5.1.2.1. Inspections utilizing DRMS Form 1713 for DRMOs operating a Part B permit.

C3.5.1.2.2. DRMOs operating under a Part B permit must follow the inspection procedures in their permit. The regulations in 40 CFR Parts 264 and 265.15 are essentially identical and specify criteria for determining what to inspect and how often to inspect it.

C3.5.1.2.3. Equipment and areas that must be inspected include:

C3.5.1.2.3.1 Personal protective equipment.

C3.5.1.2.3.2 Material handling equipment.

C3.5.1.2.3.3 Emergency equipment.

C3.5.1.2.3.4 Security equipment.

C3.5.1.2.3.5 Building.

C3.5.1.2.3.6 Container storage areas.

C3.5.1.2.3.6.1 Inspections of container storage areas must be conducted at least weekly. Areas subject to spills, such as loading and unloading areas, will be inspected daily when in use.

C3.5.1.2.3.7 Mobile equipment.

C3.5.1.2.4. It is very important to document in the log any problems found and when, the date and nature of corrective action, the date and time of inspection, and the name of the inspector.

C3.5.1.2.5. The DRMO is required to retain a written record of the inspection procedures and results for a minimum of 3 years.

C3.6. **Radiation Program.**

C3.6.1. Radiation Program.

The Defense Reutilization and Marketing Service (DRMS) Radiation Protection Policy is centered on Prevention. DRMS policy is not to physically accept any items or material containing any level of radioactivity. DoD 4160-21.M and DLA.I 4145.8 has policy and procedure for the Reutilization, Transfer, Donation, and Sales of Low Level Radioactive Material (LLR). Detection of LLR starts by visual inspection of receipts. Gate Monitors and hand held radiation meters alert the possible presence of LLR. NSN numbers have been programmed into DAISY as SALD (Safety Alert Latent Defect) items, alerting DRMO receivers to potential LLR material.

C3.6.2. Description-Radiation.

Radiation is an energy given off by an unstable atom as it decays. Many radioactive materials, such as radium, uranium, and others, occur naturally and are found in the ground. These and other sources of naturally occurring radiation make up what is commonly referred to as background radiation. This is low level radiation that is always present, and varies by geographic region or area. The Radiation Gate Detector System is primarily designed for Scrap metal. It can detect some radioactive materials in containerized receipts. The most important factors to consider when using gate monitors to detect radioactive materials is:

C3.6.2.1. Background radiation is not constant. It is continually changing due to cosmic events, weather, and other influences.

C3.6.2.2. The farther away from the source of radiation, the less it can be detected.

C3.6.2.3. The longer the time that the detectors have to look at the source, the better the reading will be. For this reason, the slower the vehicle passes through the system, the better the chance for detecting a potential source.

C3.6.2.4. The amount of scrap and its density play a large part in the detector's ability to detect a potential source. The more material between the sources, the more difficult for the instrument to detect.

C3.6.2.5. The larger the detector (Sodium Iodide), the more sensitive it will be.

C3.6.2.6. The more shielded the detector is, the more sensitive the detector will become.

C3.6.2.7. Considering all the above circumstances, the most effective way to monitor loads is to have large detectors as close to the receipts as possible, and moving past the system as slow as possible. Another factor is to monitor the system, making adjustments to the

detector in order to keep the alarm as close to background as possible without causing “false alarms”.

C3.6.3. Radiation Gate Monitors.

Most Radiation Gate Monitors or Radiation Detector Systems purchased by DRMS are manufactured by Ludlum Industries. The company is located in Sweetwater, Texas, their phone number is 1-800-622-0828. The Radiation Detector is designed to detect low levels of radiation in scrap passing through the system. Hand held detectors can also help to locate LLR material when processing material. When the Gate Monitor System detects a radioactive commodity, the alarm circuit will automatically activate and warn the user. Some systems are equipped with printers, which detail the time and date of the warning.

C3.6.4. Calibration.

Radiation Detectors should be calibrated every other year, and immediately if the detector is involved in a mishap. Calibration is done by using the Cesium Calibration source, which was provided with the gate monitor. Your Gate Monitor Manual illustrates and explains how to calibrate your monitor. The Disposition Services Site should also have a video which would also clarify the calibration procedure. Some host Radiation Protection Officers will calibrate the Gate Monitor. If your RPO is unable to provide this service, contact the DLA Disposition Services Battle Creek Safety and Health Office for assistance. If the Disposition Services Site does not have a copy of this service manual, another can be obtained by contacting the Disposition Services Site/DLA Installation Support Safety and Occupational Health Branch. It is important that you store your calibration chip in a safe and secure place, as it is the only tool (source) recommended for calibration. Ask your host Radiation Protection Officer for storage assistance, to ensure it will not be misplaced. Check your equipment daily, or prior to use, whichever is less, to ensure it is operational. You can “walk” your Calibration chip through the monitor to ensure the alarm and system is operational. Edited May 2012

C3.6.5. Maintenance.

Consult your operator’s manual or trouble shooting guide, if your detector is experiencing any problems. If the detector was accidentally bumped or damaged, you are encouraged to contact the DES Battle Creek Safety Office or DES Battle Creek Facility Office for assistance. A SITREP report should be filed. The Ludlum Company does have a repair/calibration department and can be reached at 1-800-622-0828. To ensure your gate monitor gets serviced, follow these procedures:

C3.6.5.1. Contact DES Battle Creek Safety or DES Battle Creek Facilities to ensure funding is available.

C3.6.5.2. Call 1-800-622-0828, talk with a Ludlum technician to determine what needs to be repaired.

C3.6.5.3. Confirm with the Ludlum technician if a local electrician or host electrician can perform the repair. Provide Facilities/Safety with a repair estimate to include parts and labor (for

approval).

C3.6.5.4. Most repairs can be paid for using the IMPAC card.

C3.6.5.5. If the repair exceeds the limits of the IMPAC card DES Battle Creek Facilities will fund accordingly.

C3.6.5.6. Remember to follow all applicable procedures for the use of the IMPAC Card.

C3.6.5.7. You are advised to consult your operator's manual or trouble shooting guide, if your detector is experiencing any problems.

C3.6.6. Procurement.

Some DRMO's receive a higher amount of radioactive material (receipts) than others. DRMOs that are located on Military installations where there is a higher receipt rate of LLR are candidates for Gate Monitors. The following is the criteria for consideration:

C3.6.6.1. SITREPs indicating a high traffic of radioactive items through the DRMO.

C3.6.6.2. ~~Quarterly~~ Radiation Surveys indicating high item discovery. (Edited Sep 2012)

C3.6.6.3. Host Radiation Protection Officer Support.

C3.6.6.4. Volume of Scrap Metal.

C3.6.6.5. Headquarter Approval.

C3.6.6.6. Fund Availability.

C3.6.7. Procurement Procedures.

C3.6.7.1. DES Battle Creek determines, in coordination with DRMS Operations/DEMIL, where Radiation Detectors should be located, what type, and prioritizes.

C3.6.7.2. DES Battle Creek Facilities coordinates with DRMO personnel to have the DRMO submit a work order based on the arrival of the equipment, to the host, and obtain a cost estimate.

C3.6.7.3. DRMO will forward the Host work order cost estimate, to DES Battle Creek Facilities.

C3.6.7.4. DES Battle Creek Safety purchases the proper Radiation Detector(s) and has them shipped to the designated location(s).

C3.6.7.5. DES Battle Creek Facilities transfers funds to the appropriate FST to forward a

MIPR to the host. This transfer ensures the appropriate funding for the pre-installation of the detector. This includes engineering, laying of concrete, power, etc.

C3.6.7.6. The host installs the necessary equipment support elements: posts, power, communication, etc.

C3.6.7.7. DES Battle Creek Facilities will track the status of the equipment installation funds/projects and coordinate with DES Battle Creek Safety when the pre-installation is complete.

C3.6.7.8. DES Battle Creek Safety arranges for equipment installation, hook-up, calibration, and training for the detector.

C3.6.8. Hand-Held Radiation Meters.

If funds are available, and the DRMO has a need for a Radiation Meter (per recommendation from their host Radiation Protection Officer), DRMS Safety and Health and/or Facilities/Equipment can purchase one for you.

C3.6.8.1. All Radiac meters will be calibrated annually. Radiac Meters should be used for the receipt, transfer, storage, removal and transport of material back to the generator. Your host RPO can advise you regarding calibration of the Radiac Meter.

C3.6.8.2. Radiac Meters are very sensitive and can be placed closer to the source, especially during the receipt process. It is not necessary that the user become proficient in the use of the Radiac Meter, only to use it as a means of detection. Should the DRMO discover a potential source, the host Radiation Protection Officer can be summoned to assist with removal, storage, and transport back to the generator. The Radiac Meter can also be used to check out-going shipments of material prior to release.

C3.6.9. Inter-Service Support Agreements (ISSA). In lieu of ISSA, sites can get radiation/industrial hygiene survey support by another means(e.g., contractor performance or DLA Installation support) as long as that support is documented and filed in the site administrative file. If your DRMO has a history of inadvertently receiving Low Level Radioactive items (LLR), then the DRMO should ensure that their ISSA complements their operation. A copy of an Inter Service Support Agreement is attached (Enclosure 7). At a minimum, the ISSA should have the following support from the host:

C3.6.9.1. Ensure at least an annual ~~4 quarterly~~ radiation survey~~s~~ ~~are~~ is conducted at the ~~DRMO~~ DLA Disposition Services field activity (Edited Sep 2012).

C3.6.9.2. Ensure the host RPO will respond to assess materials identified as potentially containing radioactive material.

C3.6.9.3. Ensure the host has the capability to remove the radioactive source.

C3.6.9.4. Ensure the host could provide radioactive training if requested.

C3.6.9.5. Ensure the host can provide assistance in removal efforts by packaging,

labeling and storage. If the DRMO does not have this support, the DRMO should contact DES-Battle Creek (DES-WRH) (DES-WRH) Safety and Health Office.

C3.6.9.6. Ensure the host can assist the DRMO with calibration, training and usage of hand held Radiac Meters or the Radiation Detector.

C3.6.10. Training.

As part of the installation contract, a Ludlum Technician will provide training on the gate monitor, as well as the hand held Radiac Meter. The DRMO should allow at least three employees to participate in the training session. The training will consist of Start-up, calibration and troubleshooting. Each operator should become thoroughly familiar with the set up and operation of the monitor. The DRMO should advise the host Radiation Protection Office of the training and request their attendance. DES Battle Creek Safety and Health Office also have training films pertaining to your Gate Monitor, and are available upon request.

C3.6.11. Employee Awareness.

Radioactive materials arrive at the DRMO in many ways. It could be through improper identification of receipts, or material misplaced or mixed in a container. In any case, detection at the early stage of receipt is very important, because the identity of the generator is easier to determine. Every effort should be made to return the material to the generator as it is very expensive to dispose of radioactive materials. If generator identity is lost, DRMS then has the burden for disposal. It is important that the receiver opens enough packages to feel confident the remaining items are free of radioactive items. This is especially true for material being transshipped to outside contractors. If LLR is discovered, and the generator wishes to dispose of the radioactive items, DES Battle Creek, Safety and Health Office will offer assistance.

C3.6.12. Low Level Radiation.

Materials containing low level radiation may inadvertently be transported to our contractor facilities, such as our Demanufacturing Contractors. In some cases, these items have visible radioactive emblems. An even larger problem results when radioactive materials are shipped to a contractor scrap yard or smelter. Additional procedures that can be taken are:

C3.6.12.1. Review receiving documents closely for any labels, signs, etc., which may indicate low level radioactive material. Insure the turn in documents are certified.

C3.6.12.2. Return any material to the generator flagged by DAISY that indicates the material may contain a radioactive source.

C3.6.12.3. File a Situation Report (SITREP) for any radioactive material entering the DRMO. This includes those items returned to the generator. Be able to provide an NSN number, a copy of the DD Form 1348-1A, the emission source level, and a copy of the 917 (Return to Generator Document).

C3.6.12.4. Follow all guidance pertaining to R/T/D and Sales of Radioactive commodities according to DLAM 4160.21M.

C3.6.13. Radioactive Materiel at the contractor site.

The following procedures will be taken when Radioactive Material is discovered at the contractor's facility:

C3.6.13.1. The demanufacturing contractor notifies the COR/COTR immediately.

C3.6.13.2. The COR will contact DES Battle Creek Safety and Health Office and the Contracting Officer for assistance regarding the safety and health risks of the material. The COR will provide the safety office with the NSN, item description, and the level of radioactivity. The COR will advise DES-Battle Creek (DES-WRH) (DES-WRH) Safety and Health Office the location from which the material was shipped. A SITREP will be prepared and forwarded.

C3.6.13.3. Should radioactive material be discovered, the contractor (e.g., procurement and demanufacturing contractor) shall take appropriate steps to protect personnel and property. The contractor shall notify the COR/COTR and the CO immediately and the government will arrange to have the material removed.

C3.6.13.4. The DES-Battle Creek (DES-WRH) Safety and Health Office, in conjunction with the COR/COTR, will determine whether the material is to be returned to the generator or processed. DES-Battle Creek (DES-WRH) Safety and Health Office will coordinate with a Disposal Facility if the material has been determined Rad Waste. Any special handling requirements will be advised to the COR.

C3.6.13.5. If the material is to be returned, the COR will make arrangements with the shipping DRMO.

C3.6.13.6. The DRMO will contact the generator to make transportation arrangements.

C3.6.13.7. Every effort must be made to quickly remove radioactive items at contractor facilities, as it could result in fines or adverse publicity.

C3.6.14. Customer Receipts.

Oftentimes, the generator is unaware that radioactive material can be properly disposed of or stored by their respective services. This could be because they are unaware of who to contact. The below numbers can offer customer assistance:

C3.6.14.1. United States Army. Rock Island Radiation Retrieval. Phone number is (309) 782-0338.

C3.6.14.2. United States Navy. Navy Rad Office. (757) 887-4692.

C3.6.14.3. United States Air Force. Brooks Air Force Base. (210) 536-6029.

NOTE: Rock Island Radiation Retrieval is the Chartered Department of Defense Agency. They have Health Physicists on Staff which will assist towards labeling, handling, shipping, storage, and disposal of radioactive items.

DO NOT ACCEPT, HANDLE OR STORE RADIOACTIVE ITEMS.
DO NOT SELL RADIOACTIVE ITEMS.
DO NOT SELL RADIOACTIVE ITEMS ON THE INTERNET.
RAD ITEMS THAT HAVE HAD THE ISOTOPE REMOVED MUST BE CERTIFIED.
WHEN ITEMS HAVE BEEN CERTIFIED, LABELS MUST BE REMOVED.

C3.7. **Safety and Occupational Health Instruction.**

C3.7.1. References.

C3.7.1.1. 29 CFR 1910.180, Subpart N, Crawler, Locomotive, and Truck Cranes. American National Standards Institute, (ANSI) Standards Z87.1-1989.

C3.7.1.2. ANSI Standards Z41.1.

C3.7.1.3. 29 CFR 1910.29.

C3.7.1.4. Section 2, Chapter 8 - Environmental Program, this instruction.

C3.7.1.5. DOD 4160.28-M, Defense Demilitarization Manual.

C3.7.1.6. MIL-STD-101, Color Code for Pipelines and for Compressed Gas Cylinders.

C3.7.1.7. DLAI 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders.

C3.7.1.8. DLAM 6055.1, Defense Logistics Agency, Safety and Health Manual, August 1985.

C3.7.2. General.

C3.7.2.1. The types of property that flow through the disposal system, the condition of this property, and its containers, present a variety of hazards that are unique to property disposal operations. The mitigation procedures in this instruction cover some of the disposal aspects that have either caused mishaps or have high mishap potential.

C3.7.3. Personal Protective Equipment.

C3.7.3.1. *Personal Protective Equipment* (PPE) is required for all job hazards that cannot be removed by engineering methods or otherwise controlled administratively. The

DRMO Chief or Supervisor is responsible to assure that the host industrial hygienist and/or safety office assist in making this determination. The employee's immediate supervisor is required to document that this hazard assessment was accomplished before the employee begins work, using a PPE Certification Form. If the hazard assessment determines that PPE is necessary, the DRMO is responsible to assure that the employee(s) receive training in the selection and proper use of the PPE. If there is a change in the equipment or process requiring PPE or a significant change in the PPE itself, new PPE Certification Forms and training will be accomplished.

C3.7.3.2. *Training will consist of*:

C3.7.3.2.1. when PPE is necessary.

C3.7.3.2.2. what PPE is necessary.

C3.7.3.2.3. how to properly don, doff, adjust, and wear the PPE.

C3.7.3.2.4. the limitations of the PPE.

C3.7.3.2.5. the proper care, maintenance, useful life, and disposal of the PPE.

C3.7.3.2.5.1 The employee must physically demonstrate their understanding of this training and the DRMO supervisor must attest to their demonstration of proficiency. A written certification will be prepared by the employee's supervisor to verify that the employee has received and understood the required training. The certification forms for the hazard assessment and the PPE proficiency demonstration may be found in Section 4, Supplement 1, Chapter 3, Enclosure 5, <http://www.drms.dla.mil/publications/4160.14/section4/s4s1.pdf>

C3.7.3.3. *Protective Eyewear*:

C3.7.3.3.1. Eyesight can be lost in a split second. This loss does not have to be the result of a heavy or severe blow. Eyesight can be lost from a very small object, such as a piece of flying metal from a grinder, a defective hand tool, or even debris blown by the wind.

C3.7.3.3.2. Only approved (ANSI Z 87.1, 1989) eye protection will be worn when operations pose the potential for eye injuries. When the hazard is from flying objects, side shields should be worn as attachments to the frames. Full time wear of eye protection is not considered excessive.

C3.7.3.3.3. Industrial Safety Glasses, Plano or prescription, will be issued at no cost if an individual is working in an eye hazard area. Casual employees or employees walking through hazard eye areas (intermittingly) should utilize eyeglass shields or goggles, which fit over their non-industrial eyewear.

C3.7.3.3.4. Eye examinations required for prescription safety glasses will be provided

at government expense, if the employee previously has not worn prescription safety glasses or where a vision screening discloses that the present prescription (or glasses) is inadequate. Eye examinations may be obtained at a nearby military installation, contract or by the employee's personal physician. An employee may obtain and be reimbursed for an eye examination provided their own private eye doctor only if it is impractical to obtain such services from a military installation. Prescriptions written by an employee's own doctor may be used provided that the prescription is less than 1 year old and the vision screening detects no change. Examinations other than those authorized are not reimbursed.

C3.7.3.3.5. The issuance of prescription industrial safety glasses will be recorded.

C3.7.3.3.6. The use of the goggles, full-face protection, or absorptive lenses will be required when indicated by the work involved.

C3.7.3.3.7. The government except where the FST has approved their use normally will not provide prescription sunglasses. Tinted glasses should not be worn unless called for by nature of particular occupations or when prescribed by the doctor.

C3.7.3.3.8. Photo-chromatic, phototropic variable tint or tinted lenses for safety glasses normally will not be issued. Such safety glasses meeting the impact, thickness, and optical requirements of ANSI Z87.1-1987 may be issued in those rare and unusual cases where the employee's doctor understands the intended on the job use of the glasses and certifies that the employee has a visual handicap that requires these lenses. In addition, the FST must determine that the employee will not be a hazard to himself or other employees. Individuals with such a visual handicap and their supervisors must be made aware of the fact that, while wearing variable tinted lenses, visual acuity is reduced when entering buildings and that these lenses are darkened by near ultra-violet radiation; therefore, they will become perceptibly darkened by many types of fluorescent lams at normal working distances. Phototropic lenses are not allowed for indoor application and are only allowable for outdoor task, which do not involve hazardous ultraviolet or infrared radiation, or both.

C3.7.3.3.9. Employees shall be reimbursed for eye examinations, frames and lenses. Current reimbursement costs are located in the DRMS Safety and Health Reimbursement Web Page <https://www.drms.dla.mil/drms/intranet/suppservices/glassshoes.pdf>.

C3.7.3.4. *Eye Wash Requirements*:

C3.7.3.4.1. An emergency eyewash or deluge shower is needed where the eye or body may be exposed to hazardous materials. The showerhead should be capable of delivering 113.l6 liters per minute (30 gallons per minute) of water at a velocity low enough not to be injurious to the user. The eyewash must be capable of opening (and staying open) within one second and deliver a minimum of 1.5 liters per minute (0.4 gallons per minute), with the flushing streams rising to the same height, flushing both eyes simultaneously, with a velocity low enough not to be injurious to the user. Eye/face wash units and emergency deluge showers both must be located within 100 feet of unimpeded travel distance from the hazard or, in the alternative, within the distance recommended by an industrial hygienist or safety manager. It is

recommended that showers and eyewashes be activated daily prior to the start of work. The receptacles of the eyewash must be protected form any airborne contaminants. Whatever means is used for this protection, its removal shall not require a separate motion by the operator upon activation. There shall be no sharp projections anywhere in the operating area of the unit. It is recommended all shower an eyewash units be flushed as often as needed to keep the water clean and clear.

C3.7.3.4.2. Other types of eyewashes include the pressurized eyewash, the non-pressurized eyewash, and the small personal eyewash units. The requirements for flushing these are dictated by the local requirements. DRMOs will contact their host safety and industrial hygiene departments for flushing time requirements. Many of these units use a bactericide to prolong life.

NOTE: Due to varying local and climactic conditions, DRMOs will request assistance from their host industrial hygienist for the frequency of water change, and whether or not a biocide would be advantageous. Using the space around eyewashes/deluge showers for storage, forklift-parking areas and lunch areas not only violates OSHA, but places the facility and its employees in an extremely dangerous situation. It is everyone's responsibility to ensure that the tools and the equipment needed to do the job are available, working properly, and that access to them is not blocked or littered.

C3.7.3.5. *Protective Footwear*:

C3.7.3.5.1. Protective footwear (such as leather work boots with or without steel toes) is required to prevent injuries to the feet resulting from punctures, pinching, or crushing caused by falling or rolling objects. Employees shall wear safety shoes with leather upper construction, when the PPE assessment requires them for personal protection. Employees working in the scrap yard shall wear steel toe work boots. Foot protection will meet ANSI Z 41.1 class 75 standards.

C3.7.3.5.2. Canvas steel-toed shoes can be worn in warehouses or in designated areas with the approval of the DRMO Chief, Forward Support Team or host safety manager.

C3.7.3.5.3. Steel-toed shoes will be purchased by the government when needed. The DRMO Chief or Forward Support Team will determine the frequency of purchase. The cost of shoes will be inherent on the geographic location of the DRMO, the DRMO Chief, and the FST. The government charge card (GPC) card will be used for procurement whenever possible.

C3.7.3.6. Personal Hearing Devices.

C3.7.3.6.1. Employees working in or entering a designated noise hazard area must have hearing protection available. When hazardous noise sources are operating, employees shall wear protective hearing devices.

C3.7.3.6.2. Noise hazards in the DRMO workplace are identified by the installation industrial hygienist.

C3.7.3.6.3. Personal hearing devices will be issued at no cost to personnel operating noise hazardous equipment or working in designated noise hazardous areas. Personnel working in or entering designated noise hazardous areas must have hearing protective devices in their possession at all times In accordance with 29 CFR 1910.95, and when noise hazardous sources are operating, personnel shall wear their hearing protective devices regardless of exposure time.

C3.7.3.6.4. Supervisors will ensure that these protective devices are worn wherever personnel are exposed to noise levels at or greater than the standard prescribed in 29 CFR 1910.95

C3.7.3.6.5. Earplugs or muffs available through the Federal supply system that are listed in TB MED 501 will be supplied. Personnel will be permitted freedom of choice of various hearing protective devices (e.g., single or triple flange plugs or muffs) unless medically contraindicated or inappropriate for the noise hazardous area or operation.

C3.7.3.6.6. Pre-formed ear lugs shall be fitted only under medical supervision and will be issued with a carrying case. Insertion, seating, and cleaning techniques will be explained when earplugs are issued.

C3.7.3.6.7. Dry cotton provides essentially no noise attenuation and will not be used as hearing protective device.

C3.7.3.6.8. Employees will wear their hearing protective devices as instructed and maintain them in a sanitary condition as prescribed in 29 CFR 1910.95.

C3.7.3.7. *Respirators*:

C3.7.3.7.1. Our cutting operations involve oxygen-acetylene, plasma arc, burning bar, and “chop” saws. Every method of cutting involves a different gas, a different rod or bar, and most importantly, a different metal or alloy. This generates a variety of fumes, particulates and gases emitted at different concentrations, which will vary from DRMO to DRMO. As a result, supervisors are required to follow several steps to protect our employees and to comply with OSHA. The first step is to contact the host industrial hygienist for a hazard assessment. The host industrial hygienist will study the particular cutting operation, and perform air sampling to determine the need for a respirator, or engineering controls. If a respirator is required, the second step is to consult with the host industrial hygienist to arrange for a medical evaluation and to determine the best type of respirator for the operation. The host industrial hygienist will advise on the different types suitable. The third step is to have the host industrial hygienist fit test and train our employees. This training must include the discussion of the specific hazards of the chemicals/by-products generated from cutting; in addition to the testing, cleaning and caring for respirators. The fourth step is to complete a *“Personal Protective Equipment Hazard Assessment Certification”* form for every employee performing metal cutting. See Section 4, Supplement 1, Safety, Enclosure 1, for sample.

C3.7.3.7.2. Remember, if training is not documented, it has not been performed. Each supervisor will ensure the following is current and kept on file:

C3.7.3.7.2.1 A Personal Protective Equipment Hazard Assessment Certification Form for each metal cutter. See Section 4, Supplement 1, Safety, Enclosure 1.

C3.7.3.7.2.2 A log of all metal cutters attending hazard communication training.

C3.7.3.7.2.3 A written copy of the respirator program that includes the following:

C3.7.3.7.2.3.1 Standard operating procedures governing the selection and use of respirators.

C3.7.3.7.3. Respirators shall be selected based on the host industrial hygienist's hazard assessment.

C3.7.3.7.4. Training outline detailing the proper use of respirators and their limitations.

C3.7.3.7.4.1 An explanation of the engineering controls that are not in place or inadequate and what efforts are underway to reduce or eliminate respirator use.

C3.7.3.7.4.2 Cleaning and maintenance schedule approved by the host industrial hygienist. Respirators used by more than one worker shall be thoroughly cleaned and disinfected after each use.

C3.7.3.7.4.3 Respirators shall be stored in a convenient, clean, and sanitary location.

C3.7.3.7.4.4 Respirators used routinely shall be inspected during cleaning. Work or deteriorated parts shall be replaced.

C3.7.3.7.4.5 Surveillance of work conditions and degree of employee exposure or stress shall be maintained.

C3.7.3.7.4.6 There shall be regular inspection and evaluation to determine the continued effectiveness of the program.

C3.7.3.7.4.7 Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

C3.7.3.7.4.8 Respirators shall be selected from among those approved by the national Institute for Occupational Safety and Health under the provisions of 30 CFR Part 11.

C3.7.3.7.4.9 Written certification of respirator fit testing.

C3.7.3.7.4.10 Written certification of respirator training.

C3.7.3.7.4.11 Copies of a written examination for each employee trained. Each employee receiving metal cutting training will be tested and copies of the test till be filed by the supervisor. The test will be composed of job hazards, hazardous communication, and metal cutting safety. Each supervisor will keep a copy of this examination in his or her files.

C3.7.3.7.4.12 Records of annual refresher training for each employee.

C3.7.3.7.5. DRMOs will follow all the steps as above, when any new changes occur in the employee's operation. These changes may include different metals or different equipment.

C3.7.3.7.5.1 Baseline physicals for all employees metal cutting any heavy metals.

C3.7.3.8. *Protective Headgear*:

C3.7.3.8.1. All employees and visitors, in hardhat areas or operations designated by the DRMO Chief or the host Safety Manager, will wear protective headwear.

C3.7.3.8.2. Bump caps will not be worn as a substitute for hard hats. C3.7.3.8.3.

Drilling ventilation holes or trimming brims will not alter hard hats. C3.7.3.8.4.

Protective headwear should be inspected by the employee daily and the first line supervisor monthly to assure that the suspension is properly installed and the hats fits properly and is free of cracks, holes, or other imperfections which will negate its protective qualities.

C3.7.3.9. *Protective Clothing*:

C3.7.3.9.1. Protective clothing will be provided for the prevention of injury and disease; e.g., protection against hazardous and toxic chemicals, heat and hot metal cryogens, impact and cuts, and other hazards identified by the Safety and Health office.

C3.7.3.9.2. Rain gear is not considered PPE. Employees should provide their own rain gear for the performance of their normal duties during periods of poor to mildly inclement weather. If the weather does become a health factor, the host industrial hygienist or safety manager and the Forward Support Team can approve a waiver for government purchase. The rain gear will then be retained at the DRMO.

C3.7.3.9.3. Employees will be issued foul weather gear only when duties require working in harsh or severe weather. These items will not be issued for personal use, but will be retained at the DRMO. As with rain gear, the host industrial hygienist and/or safety manager and the FST must approve and a waiver be obtained from the Battle Creek Headquarters Safety

Office.

C3.7.3.10. Other PPE Clothing

C3.7.3.10.1. Work clothes can be the cause of mishaps and could be avoided by following a few simple rules:

C3.7.3.10.1.1 No loose sleeves, torn pants, neckties, or scarves.

C3.7.3.10.1.2 No rings or wrist bracelets.

C3.7.3.10.1.3 No grease, oil, or gasoline stained clothing.

C3.7.3.10.1.4 Do wear close fitting clothes, with long sleeves.

C3.7.3.10.1.5 Do wear the PPE.

C3.7.3.10.1.6 Short pants, cut-off shirts and tees are only worn when the supervisor or DRMO Chief gives permission. Short pants are not to be worn when working around scrap operations.

C3.7.3.10.2. Other PPE shall be furnished when required by the DRMO. These include face shields, protective creams, protective gloves, welding aprons, welding pants, or material deemed necessary by the host safety manager.

C3.7.3.11. *Personal Protective Equipment Certification Forms*.

C3.7.3.11.1. Personal Protective Equipment and Hazard Assessment forms are to be completed for all employees working at the DRMO. These forms are to be completed by the supervisor. Copies of these forms are located on the DRMS Safety web site and are required for this purpose.

NOTE: The purpose of the Personal Protective Equipment Certification Form is to ensure that all employees are properly trained and instructed on how to perform the job, the hazards pertaining to performing the job, and the correct personal protective equipment to wear when doing the job. See Section 4, Supplement 1, Safety, Enclosure 5, Attachments 1&2.

C3.7.4. <u>Material Handling Equipment.</u>

C3.7.4.1. *Conveyers*. Conveyors are an important part of the overall DRMO warehousing operation. Conveyors help move property quickly without the risk of having to manually move that property; but conveyors also pose a mishap potential. The following procedures and rules, when followed, will greatly reduce that mishap potential:

C3.7.4.1.1. The conveyor will be inspected to determine if any hazards are present

before starting options.

C3.7.4.1.2. Do not climb over or crawl under conveyors. Climbing devices, access ladders or elevated walkways will be used to get over conveyors.

C3.7.4.1.3. All exposed edges or conveyor areas near designated travel ways will be guarded, roped off, or barricaded.

C3.7.4.2. *Crane Operations*. The following is provided as guidance to be used in crane operating procedures. It is not all-inclusive; facility shall add precautions based on the requirements of the Host and the local area.

C3.7.4.2.1. *Operator Qualifications*:

C3.7.4.2.1.1 Only certified and licensed personnel will be allowed to operate a crane. Operators will be familiar with the requirements of subpart N, 29 CFR 1910.180, Crawler, Locomotive, and Truck Cranes.

C3.7.4.2.1.2 The operator's manual for each crane will be immediately available to the operator.

C3.7.4.2.2. *Testing*:

C3.7.4.2.2.1 All cranes will comply with the manufacturer's specifications. When manufacturer's specifications are not available, a qualified professional will establish operational limits. These limits will be documented locally in the master equipment file and copy sent to the DRMS-W equipment section.

C3.7.4.2.2.2 New, reinstalled, altered, repaired, and modified cranes shall be inspected by a designated person before initial use to verify compliance with applicable provisions of OSHA rules. For certification of cranes, please contact the DRMS Equipment or Safety Office.

C3.7.4.2.3. *Load Chart*. A rating chart or Serial Data Plate with clear legible letters and figures shall be provided for each crane. It will be securely fixed to the crane cab, clearly visible to the operator while seated at the control station.

C3.7.4.2.4. *Inspections*:

C3.7.4.2.4.1 The operator using DRMS Form 1655, Crane Operator Daily Checklist, shall inspect all cranes prior to use. Deficiencies noted will be carefully examined to determine whether they constitute a safety hazard and require immediate corrective action. Inspection records must be maintained for a minimum of 6 months.

C3.7.4.2.4.2 A trained and certified crane operator will perform complete inspection of all cranes and associated lifting devices monthly. This inspection will include the

following items and a written, dated, signed, report and record of condition will be maintained for 3 years. This report will be maintained in the master equipment file.

C3.7.4.2.4.2.1 Crane structure and hardware.

C3.7.4.2.4.2.2 Running wire ropes.

C3.7.4.2.4.2.3 Other wire ropes.

C3.7.4.2.4.2.4 Wire ropes termination and fittings.

C3.7.4.2.5. *Operating Requirements for Cranes*:

C3.7.4.2.5.1 Only qualified operators will operate a crane.

C3.7.4.2.5.2 Loads must not be carried over the heads of people.

C3.7.4.2.5.3 The operator will not leave his position at the controls while the load is suspended or while the crane is running.

C3.7.4.2.5.4 All cranes using a lifting magnet must have a switch in the magnet circuit to lock the switch in the open position.

C3.7.4.2.5.5 When the hook is in its lowest position and the boom is at its maximum elevation, at least two complete wraps of cable must remain on the drum and the ends must be securely attached to the drum.

C3.7.4.2.5.6 Hand signal charts will be posted so they are clearly visible to the operator.

C3.7.4.2.5.7 The minimum clearance of 15 feet must be maintained between any part of a crane and energized wires. If the status of the wires cannot be determined they will be treated as energized.

C3.7.4.2.5.8 Cranes shall not be used to lift personnel without approval from the host safety or DRMS Occupational Health Manager.

C3.7.4.2.6. *Slings*:

C3.7.4.2.6.1 Prior to use, slings and all fastenings and attachments will be inspected.

C3.7.4.2.6.2 The following practices are mandatory when using a sling:

C3.7.4.2.6.2.1 Damaged or effective slings will not be used.

C3.7.4.2.6.2.2 Slings will not be shortened with knots, bolts, or makeshift devices.

C3.7.4.2.6.2.3 Sling legs will not be kinked.

C3.7.4.2.6.2.4 Slings will be padded or protected from the sharp edges of their loads.

C3.7.4.2.7. *Wedge Sockets*. Wedge sockets must be properly rigged or the lifting capability will be affected. Never clip the dead end of the wire rope to the load end.

C3.7.4.2.8. *Rigging Magnets*. Power supply cables to a magnet must be supported n a vertical position to prevent cable damage. Power supply cables will not be clamped to the wire rope.

C3.7.4.3. *Forklifts*:

C3.7.4.3.1. *Modifications or Additions*. Forklifts are not permitted to have any modifications or additions without an approval of the DRMS Safety and Health Manager and the manufacturer of the equipment.

C3.7.4.3.2. *Overhead and Mast Screens*. Forklifts used in scrap yard operations will have a wire mesh screen, polycarbonate sheeting, or suitable material attached to the overhead guard, and mast. This does not replace or eliminate the need for hard hats and safe lifting practices. These guards will be attached without drilling or welding of the mast, lifting components, or over heard guards.

C3.7.4.3.3. *Speed Limits*. Recommended safe forklift speed limit inside a warehouse is 5 miles per hour. The DRMO Chief will establish speed limits inside and outside a warehouse.

C3.7.4.3.4. *Inspections*. All forklifts will be inspected prior to usage. Use DLA Form 1731, Operator's Inspection Guide and Trouble Report. Deficiencies noted will be examined to determine whether they affect the safety or operability of the forklift and require immediate corrective action. Inspection records will be maintained for a minimum of 6 months. Operators working in a contractor shared equipment environment will inspect the MHE every time it is turned back to their control. The contractor will inspect and record every time an MHE is turned over to their control.

C3.7.4.3.5. *Forklift Operation*:

C3.7.4.3.5.1 Only trained, certified operators will operate forklifts.

C3.7.4.3.5.2 No person shall be allowed to stand or pass under any elevated portion of a forklift.

C3.7.4.3.5.3 No riders shall be permitted on forklifts.

C3.7.4.3.5.4 When a forklift is left unattended, forks will be fully lowered, controls neutralized, power turned off, and brakes set. The wheels shall be chocked if the forklift is parked on an incline. The keys will be removed from the ignition.

C3.7.4.3.5.5 When ascending or descending grades in excess of 10 degrees, loaded forklifts will be driven with the load upgrade. Unloaded forklifts will operate on all grades with the forks downgrade.

C3.7.4.3.5.6 If any lifting components are repaired or replaced the forklift will be load tested prior to being place back into service.

C3.7.4.3.5.7 If the load obstructs the driver's view, the driver will travel with the load trailing.

C3.7.4.3.6. *Electric Forklifts*:

C3.7.4.3.6.1 All electric forklift operators will know the location and use of the emergency override (panic) controls. These panic controls will be function checked prior to use. Any power-operated industrial truck not in safe condition will be removed from service and repaired.

C3.7.4.3.6.2 Battery Charging Operations:

C3.7.4.3.6.2.1 Crane structure and hardware.

C3.7.4.3.6.2.2 Running wire ropes.

C3.7.4.3.6.2.3 Other wire ropes.

C3.7.4.3.6.2.4 Wire ropes termination and fittings.

C3.7.4.3.6.3 Deficiencies identified will be analyzed to determine if the crane should be taken out of operation until repairs are accomplished. Final determination of the operability of any crane rests with the operator.

C3.7.4.3.7. *Operating Requirements for Cranes*:

C3.7.4.3.7.1 Only qualified operators will operate a crane.

C3.7.4.3.7.2 Loads must not be carried over the heads of people.

C3.7.4.3.7.3 The operator will not leave his position at the controls while the load is suspended or while the crane is running.

C3.7.4.3.7.4 All cranes using a lifting magnet must have a switch in the magnet circuit to lock the switch in the open position.

C3.7.4.3.7.5 When the hook is in its lowest position and the boom is at its maximum elevation, at least two complete wraps of cable must remain on the drum and the ends must be securely attached to the drum.

C3.7.4.3.7.6 Hand signal charts will be posted so they are clearly visible to the operator.

C3.7.4.3.7.7 The minimum clearance of 15 feet must be maintained between any part of a crane and energized wires. If the status of the wires cannot be determined they will be treated as energized.

C3.7.4.3.7.8 Cranes shall not be used to lift personnel without approval from the host safety or DRMS Occupational Health Manager.

C3.7.4.3.8. *Slings*:

C3.7.4.3.8.1 Prior to use, slings and all fastenings and attachments will be inspected.

C3.7.4.3.8.2 The following practices are mandatory when using a sling:

C3.7.4.3.8.2.1 Damaged or effective slings will not be used.

C3.7.4.3.8.2.2 Slings will not be shortened with knots, bolts, or makeshift devices.

C3.7.4.3.8.2.3 Sling legs will not be kinked.

C3.7.4.3.8.2.4 Slings will be padded or protected from the sharp edges of their loads.

C3.7.4.3.9. *Wedge Sockets*. Wedge sockets must be properly rigged or the lifting capability will be affected. Never clip the dead end of the wire rope to the load end.

C3.7.4.3.10. *Rigging Magnets*. Power supply cables to a magnet must be supported n a vertical position to prevent cable damage. Power supply cables will not be clamped to the wire rope.

C3.7.4.3.10.1 Battery Charging Operations:

C3.7.4.3.10.1.1 Battery charging installations shall be located in well ventilated designated areas. No warehouse material, tools, etc, will be stored inside of the battery charging area.

C3.7.4.3.10.1.2 Equipment will be provided for flushing and neutralizing spilled electrolyte, fire protection, protecting charging apparatus from damage, and ventilation.

C3.7.4.3.10.1.3 Trucks shall be properly positioned and the brake applied prior to charging batteries.

C3.7.4.3.10.1.4 When charging batteries, the manufacturer's supplied procedures will be followed.

C3.7.4.3.10.1.5 Smoking shall be prohibited in the charging area.

C3.7.4.3.10.1.6 Precautions will be taken to prevent open flames, sparks, or electric arcs in battery charging areas. Consult the local fire department for guidance.

C3.7.4.3.10.1.7 Tools and other metallic objects will be kept away from the battery terminals. Personal Protective Equipment will be available within the battery charging area, and consist of no less than face shield, rubber aprons and rubber gloves.

C3.7.4.3.10.2 Battery installation and removal is not the responsibility of the DRMO. Maintenance personnel will accomplish these tasks.

C3.7.4.4. *Pallets*. Pallets are a part of the material handling operation. To ensure proper usage and condition, the following elements must be considered:

C3.7.4.4.1. No material must be stored on broken pallets.

C3.7.4.4.2. All pallets will be of sound construction.

C3.7.4.4.3. Loads must fit securely on the pallet.

C3.7.4.4.4. Loads must be distributed evenly on the pallet.

C3.7.4.5. Warehouse Tractors and Trailers:

C3.7.4.5.1. Warehouse tractors are designed to pull a train of warehouse trailers. When used with forklift trucks, the warehouse tractor-trailer train operation must:

C3.7.4.5.1.1 Comply with traffic regulations.

C3.7.4.5.1.2 Proper trailer coupling.

C3.7.4.5.1.3 Not exceed the maximum number of trailers.

C3.7.4.5.1.4 Latch loads being transported.

C3.7.4.5.1.5 Position the load in a manner, which will not block the

operators view.

C3.7.4.5.1.6 Comply with the maximum speed limit of 5 miles per hour, inside a warehouse. The DRMO Chief or supervisor will establish speed limits, for tractor-trailer combination, outside the warehouse.

C3.7.4.5.1.7 Come to a complete stop, sound horn, and proceed only when the way is clear, when entering or leaving a warehouse.

C3.7.4.5.1.8 Reduce speed when crossing railroad tracks and unleveled roadways and cross at an angle, when possible.

C3.7.4.5.1.9 Maintain trailers in a safe condition. Deck planking must be complete and in good condition.

C3.7.4.6. *MHE Training*:

C3.7.4.6.1. Operators will be trained by their host or installation offices whenever possible.

C3.7.4.6.2. In addition, all MHE operators will receive supplemental training, addressing specific conditions and situations at their DRMO, by the FST MHE trainer.

C3.7.4.6.3. All training shall be in accordance with the rules and regulations pertaining to the host installation, and 29 CFR 1910.178 (1).

C3.7.4.6.3.1 Operators are required to have annual refresher training and whenever the following conditions occur:

C3.7.4.6.3.2 The operator has been involved in a mishap.

C3.7.4.6.3.3 The operator is assigned to operate a different type of MHE.

C3.7.4.6.3.4 The workplace conditions or environment changes in a manner that could affect the safe operation of the truck.

C3.7.4.6.3.5 Crane Training will consist of 40-hour initial crane training at a commercial training facility. Every third, crane operator will refresh their crane training at the same or comparable training facility. Videos are available, online on the Safety Web Site for DRMS (https://www.drms.dla.mil/drms/intranet/suppservices/safetyhealth.htm), for crane operators to view during the off years. If the host installation requires annual crane training, the operator will abide by this regulation.

C3.7.5. Machinery and Support Equipment.

C3.7.5.1. *Balers (Metal and Paper)*. All balers must be guarded to ensure the ram or

compacting device cannot be activated until workers are out of the danger area. On balers where scrap is put into a pit prior to compression, an interlocking device, which allows operation of a ram only after the loading gates are closed and in place, must be used. Check the operating manual for any specific safety instructions. The employee should also contact the host Industrial Hygienist to ensure proper ventilation and dust screening.

C3.7.5.2. *Fire Extinguishers*. The type of fire extinguisher provided depends on the type of exposure (fire). The location of fire extinguishers must be clearly identified. Regardless of the owner, extinguishers will be visually inspected monthly and a log maintained. This log may be a sticker, card, or computer generated log. All employees must be trained in the proper use of all firefighting equipment in their work area. This training should be performed annually. The DRMO Chief or supervisor should contact the host fire marshal or safety office to determine host policy for fire control. If the policy for the host is evacuation and fire control is accomplished entirely by the host, then training would not be required. All fire extinguishers should be serviced annually. A monthly inspection should consist of checking the seal (if one is provided), pressure gauges, hose and general condition of the extinguisher. Additionally, it allows the inspector to ensure the extinguisher is found at the proper location and its access is clear. A fire extinguisher is a tool; just as all tools are checked before beginning work for the day, all fire extinguishers are to be checked and inspected regularly to verify they are in working order. This daily check will aid the person tasked with the monthly check in catching and preventing problems. As a part of the annual training, the host fire marshal will provide information on the types, care, and rules and regulations pertaining to the DRMOs fire extinguishers.

C3.7.5.3. *First Aid Kit/CPR*:

C3.7.5.3.1. The decision to place a first aid kit in any vehicle is based upon local policy and/or requirements. DRMOs are to seek advice on policy from their host safety and Industrial Hygiene departments regarding rules and regulations for first aid kits in their government or GSA vehicles. The types of first aid kits, contents, etc., are to be determined by the host.

C3.7.5.3.2. Recently, the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) issued citations to a Navy activity for noncompliance with the blood-borne pathogen standard. These citations were written for: (1) failure to have a written exposure control plan; (2) failure to provide blood-borne pathogen training; (3) and failure to offer Hepatitis B vaccinations to first aid responders. The standards for this subject are written on the Safety and Health Web Page <https://www.drms.dla.mil/drms/intranet/suppservices/safetyhealth.htm>, under "Blood-borne Pathogens".

C3.7.5.3.3. In order to comply with the blood-borne pathogen standard, all DRMO Chiefs must offer Hepatitis-B vaccinations and blood-borne pathogen training to all employees trained in CPR and First Aid. The vaccinations are available on some bases, at local health departments, Red Cross, local colleges or medical providers. The host industrial hygiene/safety department will assist and direct the employee in obtaining a source. It is the responsibility of the DRMOs to fund for all safety expenses for individual employees.

C3.7.5.3.4. A minimum of one person for every 25 employees must be trained in CPR and First Aid. There must be enough trained people at a DRMO so a trained person is present at all times. A waiver will be issued, provided the DRMO can obtain written proof that a medical responder can provide emergency treatment within 5 minutes or less.

C3.7.5.3.5. To determine who is covered under the DRMS Occupational Health Program Exposure Control Plan, it is required that all personnel be categorized by ***always exposed, never exposed, and sometimes exposed.***

C3.7.5.3.6. Most positions or classifications in DRMS are never exposed. Personnel trained to perform First Aid/CPR, housekeeping, recreation specialists, firefighter, physical security specialist are considered *sometimes exposed* and are covered under this standard. Positions such as nurse, doctor, or paramedic are considered *always exposed* and are covered under this standard. No matter what the classification, a person may be (never exposed, sometimes exposed, or always exposed.) Exposure can occur to anyone. Determination of an exposure should be made by a medical professional and a mishap form and CA-2 form should be completed.

C3.7.5.3.7. It is imperative that all CPR and First Aid designated personnel be trained in Blood-borne Pathogens requirements and receive the Hepatitis-B vaccination series, or sign a declination statement. DRMOs must make this available free of charge and at a reasonable time and place to all employees. The host safety/industrial hygiene department should be able to provide these requirements under the ISA or it may be obtained by them from a community source.

C3.7.5.3.8. For CPR/First Aid, below is a list of items all activities should have readily available for use and all items can be purchased local, if necessary:

C3.7.5.3.8.1 Latex gloves, NSN 6515-01-342-3002, Description: Package of 50 pair of disposal and non-sterile rubber latex, contaminated fluid protective gloves. Roll beaded cuff, size 8 ½ large; protects medical personnel from contamination in trauma situations where bleeding and/or other bodily fluids are present.

C3.7.5.3.8.2 Red bags, NSN 8105-01-361-1746l; Description: High density 3-ply material, puncture resistant; holds infectious wastes for ultimate processing within an autoclave oven; fits any container round; square; oblong, etc./ 8, micron; 45 gallon capacity; 40 x 46; printed with the warning message and biohazard symbol, 100 per package.

C3.7.5.3.8.3 One-way valve CPR mask, NSN 6515-01-354-1082, Description: Facemask, cardiopulmonary resuscitation; clear plastic disposable, used to prevent cross contamination during CPR.

C3.7.5.4. *Grinders*:

C3.7.5.4.1. All grinders will be equipped with a work tool rest, adjusted to no more

than one-eighth inch from the grinding wheel. The adjustable tongue or guard on the top of the peripheral member shall never exceed one-fourth inch from the grinding wheel. An end guard must be placed on all grinding wheels. Eye and face protection will be worn at all times when using grinders. The host industrial hygienist should be contacted to conduct a noise hazard assessment and determine if hearing protection will be required.

C3.7.5.4.2. All new grinding wheels will be “ring tested” prior to use. The bursting of a grinding wheel may cause serious or fatal injuries to personnel working in the near vicinity of the unit. Despite precautionary measures taken by manufacturers, occasional wheel bursts or breaks still may occur.

C3.7.5.4.3. Ring testing: A new wheel will be checked for cracks by tapping it with a wooden mallet. A faultless, vitrified wheel will give a clear ring; an organic, bonded wheel makes a less ringing tone. Both can be differentiated from the cracked sound of a defective wheel. When in doubt, do not use the wheel without having it checked by the supplier or other knowledgeable person.

C3.7.5.4.4. Testing: Prior to putting a new wheel into service, check to ensure that the rating of the wheel is the same or greater than the rating of the grinder. All new wheels are marked with the maximum operating RPM. If the wheel does not have a rating label attached, or the maximum operating RPM of the grinder is not known, do not use it. The wheel will be tested at maximum operating speed while exercising due caution.

C3.7.5.5. *Hand and Portable Power Tools*:

C3.7.5.5.1. Each employer is responsible for the safe condition of the tools and equipment used by employees, including tools and equipment which may be furnished by employees.

C3.7.5.5.2. It is important to have on hand only those tools and equipment that will be needed to do the job. It is even more important to ensure that tools and equipment are in serviceable condition. Common problems to look for when using hand tools are:

C3.7.5.5.2.1 Hammers with broken or cracked handles.

C3.7.5.5.2.2 Chisels and punches with mushroomed heads.

C3.7.5.5.2.3 Bent or broken wrenches.

C3.7.5.5.2.4 Inoperative automatic shutoff on hand-held power tools; usually a device, dead-man or quick release control, so that the power is automatically shut off whenever the operator releases the control.

C3.7.5.5.2.5 Improperly grounded or single insulated portable electrical equipment.

C3.7.5.6. *Ladders*:

C3.7.5.6.1. Ladders must be inspected on a set schedule. Any ladder that cannot be repaired must be replaced. All unserviceable ladders will be disposed of following the local installation's instructions.

C3.7.5.6.2. Some suggested ladder inspection items to look for:

C3.7.5.6.2.1 Loose rungs, nails, screws, bolts, or other metal parts.

C3.7.5.6.2.2 Cracked or split uprights and rungs.

C3.7.5.6.2.3 Wooden ladders that are painted.

C3.7.5.6.2.4 Broken or missing locks or defective rope on extension ladders.

C3.7.5.6.2.5 Broken or missing hinge spreaders on stepladders.

C3.7.5.6.2.6 Missing or inoperative safety feet on the base of a ladder.

C3.7.5.6.3. When using the ladder:

C3.7.5.6.3.1 Never use a metal ladder near electrical equipment or circuits.

C3.7.5.6.3.2 Never place a ladder in front of a door without locking or guarding the door.

C3.7.5.6.3.3 Place the ladder with the base one-fourth the length of the ladder away from the building or structure.

C3.7.5.6.3.4 Place the ladder on a level, substantial and non-moveable base.

C3.7.5.6.3.5 When climbing or descending, face the ladder and use both hands. Wear shoes with heels. Do not carry material up or down ladders.

C3.7.5.6.3.6 When working from a portable ladder, do not reach out too far; instead move the ladder.

C3.7.5.6.3.7 Never climb to the top step of a portable ladder or place feet on the brace portion.

C3.7.5.7. Shears. All shears will have a guard that prevents the operator from having any part of his/her body in the danger zone during the operating cycle. The employee will also have a hold down device(s) to keep the material from moving during the operating cycle. Do not use shears without these safeguards.

C3.7.5.8. *Fire Watch*:

C3.7.5.8.1. Fire watchers shall be required to be in attendance, by the individual responsible for authorizing cutting and welding, whenever cutting and welding is performed in a location where other than a minor fire might develop, or where/when any of the following conditions exist:

C3.7.5.8.1.1 Appreciable combustible material in building construction or contents closer than 35 ft (11-m) to the point of operation.

C3.7.5.8.1.2 Appreciable combustibles are more than 35 ft (11-m) away, but are easily ignited by sparks.

C3.7.5.8.1.3 Wall or floor openings within a 35-ft (11-m) radius expose combustible material in adjacent areas, including concealed spaces in walls or floors.

C3.7.5.8.1.4 Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.

C3.7.5.8.2. Fire watchers shall have fire-extinguishing equipment readily available and be trained in its use, including practice on test fires.

C3.7.5.8.3. Fire watchers must be familiar with facilities and procedures for sounding an alarm in the event of a fire.

C3.7.5.8.4. Fire watchers shall watch for fires in all exposed areas and try to extinguish them first; <u>only when it is recognized as being within the capacity of the equipment available</u>. Otherwise, sound the alarm immediately.

C3.7.5.8.5. A fire watch shall be maintained for at least a half hour after completion of cutting or welding operations to detect and extinguish smoldering tires.

C3.7.5.9. Hot Tapping. "Hot tapping" or other cutting and welding on a flammable gas or liquid transmission or distribution utility pipeline shall be performed by a crew qualified to make hot taps.

C3.7.5.10. *Torch Cutting*:

C3.7.5.10.1. When cutting involves coating, fluxes, or base metals containing elements such as zinc, flouring, beryllium, lead or cadmium, and their compounds, breathing the vapors and fumes generated can be hazardous. Therefore, the area must be adequately ventilated. Outdoor cutting involving lead, mercury, and cadmium requires the workers to wear respiratory protective equipment. An appropriate respirator will be provided, based upon the industrial hygiene survey. Whenever a respirator is used, the DRMO must also have a written respiratory SOP and must assure that training is provided to the affected employees. See Section 4, Supplement 1, Safety, Enclosures 1 & 2. For torch cutting operations a written fire

safety SOP is required.

C3.7.5.11. *Video Display Terminals*. When installing a VDT keep in mind the following points:

C3.7.5.11.1. Keyboard should be elbow high. A ledge under the key guard will provide support.

C3.7.5.11.2. Copyholders should be placed near the screen to reduce visual search.

C3.7.5.11.3. Leg-room should be sufficient to allow feet to be flat on the floor with the knees at a 90-degree angle. Footrests should be provided, if needed.

C3.7.5.11.4. Chairs should have adjustable seat height, arm rest and back rest to support the lumbar region (lower back).

C3.7.5.11.5. Eliminate high contrast variation between screen and hard copy. Generally, use the lowest lighting that allows the operator to comfortably read the hard copy. Screen luminance should be kept low to minimize reflected glare. Do not place the VDT in front of a window. VDT Screens should be cleaned frequently to reduce dust accumulation that causes glare.

C3.7.5.11.6. The top of the VDT should be at or below the operator's eye level, at a seated position.

C3.7.6. <u>DRMS Operations:</u>

C3.7.6.1. *Carbon Monoxide*. Carbon monoxide is an extremely toxic colorless and odorless gas. Its principal source is from internal combustion, engine exhausts, e.g., coal, or oil space heaters. Since its threshold limit value is 50 parts per million (PPM), and this is only measurable with safety engineering detection equipment, the following precautions will be employed:

C3.7.6.1.1. When powered material handling equipment (MHE) is used inside warehouses and storage buildings, the host industrial hygienist should be contacted to air sample for same operating parameters. These samplings should be done in both warm and cold weather operations.

C3.7.6.1.2. If carbon monoxide in excess of 50 PPM is detected in any building, the building must be evacuated. DRMO personnel will not be permitted back until the source of carbon monoxide is found and corrected.

C3.7.6.2. *Cold Weather Work*. Exposure to cold weather can cause the following:

C3.7.6.2.1. Frostbite - Crystallization of tissue fluids in the skin or subcutaneous tissues. Cause is prolonged exposure to cold, and usually wetness, in temperatures just above

freezing to about 50 degrees F. Edema, tingling, itching, and severe pain may occur, followed by blistering and ulceration.

C3.7.6.2.2. Chilblains - An inflammatory swelling or sore produced by exposure of the feet or hands to the cold.

C3.7.6.2.3. Raynaud's disease - repeated exposure to cold and prolonged vibrating (as in the use of hand tools) resulting in numbness and blanching of the fingers with loss of muscular control.

C3.7.6.2.4. Dry skin - conditions resulting from repeated exposures to dry cold.

C3.7.6.2.5. Hypothermia - Rapid, progressive mental and physical collapse that accompanies the chilling of the inner core of the body. First symptom is generally shivering.

C3.7.6.3. *Functional Testing of Excess/Surplus Property*:

C3.7.6.3.1. Functional testing of property is limited to common type items such as vehicles office machines, household/kitchen appliances, hand tools, floor polishers, vacuum cleaners, etc.

C3.7.6.3.2. Items with Supply Condition Code "F" and Disposal Code "9" or better may be tested. Items with Supply Code G, H, or S or disposal Code S or X will not be tested. Refer to C2.11. - Testing Electrical Equipment this chapter.

C3.7.6.3.3. Items with obvious defects such as broken or grayed wires, loose attachments, broken or cracked guards will not be tested.

C3.7.6.3.4. No one will alter an item to allow it to be tested. This includes DRMO EMPLOYEES AND CUSTOMERS.

C3.7.6.3.5. DRMO escort personnel will be present when customers are conducting the tests to ensure safety procedures are followed.

C3.7.6.3.6. DRMS and/or host activity safety personnel must adhere to the appropriate safety precautions pertaining to the items being tested.

C3.7.6.3.7. Electrical items are allowed to be plugged into a 15 amp GFCI equipped circuit only.

C3.7.6.4. *Housekeeping:*

C3.7.6.4.1. Good housekeeping is important to mishap prevention. It is proven that good housekeeping accompanies low mishap rates. Good housekeeping also improves morale.

C3.7.6.4.2. These are examples of poor housekeeping and their mishap potential:

C3.7.6.4.2.1 Loose objects on the floor and stairs - tripping hazards.

C3.7.6.4.2.2 Slippery material on the floor and stairs - slips and falls.

C3.7.6.4.2.3 Loose objects overhead - falling objects.

C3.7.6.4.2.4 Large objects out of place - may strike employees.

C3.7.6.4.2.5 Protruding nails - punctures, scratch.

C3.7.6.4.2.6 Rubbish, trash, hazardous materials - fire.

C3.7.6.5. Good housekeeping must be a part of any plan of operation and must be part of an individual's job responsibility.

C3.7.6.6. *Manual Handling of Equipment*:

C3.7.6.6.1. The preferred method for the manual movement of large, heavy cumbersome, or rough material is by MHE. Using two or more employees to lift heavy objects is to be considered <u>only as a last resort</u>.

C3.7.6.6.2. Any property, which exceeds 50 pounds, or is not easily handled by one person, will be moved or lifted by means of MHE or by two or more employees. The maximum lifting limit per person is 50 pounds.

C3.7.6.7. *Out-Loading and Off-Loading of Property*:

C3.7.6.7.1. It is a DRMS policy that DRMOs will out-load property for customers as a condition of sale when the following conditions are met:

C3.7.6.7.1.1 Availability of MHE of the right type and size to safely lift and load the property onto the customer's vehicle.

C3.7.6.7.1.2 Availability of trained and licensed MHE operators.

C3.7.6.7.1.3 Availability of proper terrain at the out-loading locations.

C3.7.6.7.2. The DRMS shall have the Personal Protective Equipment, and personnel certified in its use when required to handle hazardous or toxic materials.

C3.7.6.7.3. DRMO employees will not climb or stand on customer's vehicles during out-loading or off-loading operations. Forklifts may be driven onto vehicles provided the floor of the vehicle is smooth, free of debris, and strong enough to support the weight of the forklift and its load. During all loading operations, the wheels of the vehicle must be chocked.

C3.7.6.7.4. During off-loading and out-loading, vehicles will have the motor off, parking brake set, wheels chocked and personnel will not be allowed in or on the vehicles.

C3.7.6.7.5. During the tailgate loading process, an observer/spotter must be used to ensure that no damage results in the process. The observer/spotter should be a government employee.

C3.7.6.8. Property Stored Above Eye Level:

C3.7.6.8.1. It is frequently necessary at DRMOs to store and stack property through the use of approved storage racks or storage aids, sometimes three or four pallets high.

C3.7.6.8.2. 29 CFR 1910.29 requires the use of mobile work platforms or mobile ladder stands in these situations. This equipment is usually made of tubular welded frames with wheels or casters for ease or movement.

C3.7.6.8.3. Extension ladders are not authorized for access to property stored above eye level.

C3.7.6.9. Recontainerization and Over packing of Chemicals, Pesticides, or other Hazardous Materials:

C3.7.6.9.1. Generally, DRMO personnel will not perform recontainerization/over packing of chemicals. Host installation or service contractor personnel who have the equipment necessary to perform the work and have been specially trained to perform these tasks in a safe manner, may accomplish such work.

C3.7.6.9.2. Should it become necessary for a DRMO to perform a recontainerization or over pack pesticides, chemicals or other dangerous material, the DRMS Safety and Health office shall be contacted. PPE requirements will be determined on a case-by-case basis by the DRMS Safety and Health officer.

C3.7.6.9.3. Additional guidance on over packing and spill procedures are contained in DRMS-I 6050.2, Instructions for Environmental Compliance for the DRMS Hazardous Property Program.

C3.7.6.10. Remote Operations:

C3.7.6.10.1. Precautionary measures and procedures will be instituted for remote operations in order to prevent and prepare for medical emergencies and injuries requiring immediate medical attention. Operations in any of the following work environments are included:

C3.7.6.10.1.1 DRMO facility having remote or isolated work areas.

C3.7.6.10.1.2 RIPL work site occupied full or part-time by DRMS personnel.

C3.7.6.10.1.3 One person operations

C3.7.6.10.1.4 Remote or work alone cross-docking

C3.7.6.10.1.5 Remote hazardous waste pick-up points/generators/storage areas

C3.7.6.10.1.6 Multiple person sites when one person is left to work alone (leave, TDY, remote warehouses without telephone contact, etc.)

C3.7.6.10.2. When workload permits, two or more employees will be dispatched to these work-sites. When two or more employees cannot be sent together, at least one of the following control mechanisms must be implemented, in order to protect the single employee/worker:

C3.7.6.10.2.1 The employee will contact his/her supervisor upon arrival at the remote work-site, and hourly thereafter. This may be accomplished by telephone or portable communication equipment.

C3.7.6.10.2.2 A procedure shall be established by the supervisor to ensure the employee's whereabouts are checked hourly throughout the day. This may be accomplished with the assistance of the host installation or portable communication equipment.

C3.7.6.10.2.3 The employee working alone will be provided a cell phone, at government's expense, to make contact IAW (1) and (2) above.

C3.7.6.10.3. Under most circumstances, a single employee shall not be permitted to perform any work considered hazardous or dangerous. Such operations include, but are not limited to, the use of MHE, cranes, shears, balers, shredders, strippers, torch cutting and sites that have physical custody of hazardous property. Only in the case of adverse mission impact can a single employee be permitted to perform basic loading and unloading of a customer's conveyance. In this instance, the following conditions must be met prior to commencement of work:

C3.7.6.10.3.1 A second DOD employee (designated host installation personnel, etc.) agrees to act as the "2nd man" or "spotter". This requires the single DRMS employee to provide the DOD employee local orientation training, including locating and operating emergency communication equipment and a general review of contingency procedures. Additionally, the DOD employee must commit to remain visibly present and remain an active observer.

C3.7.6.11. *Thermal Stress*:

C3.7.6.11.1. Prolonged exposure to working environments in a high temperature atmosphere can produce the following adverse conditions:

C3.7.6.11.1.1 Heat cramps usually occur in employees who are exposed to prolonged high temperature and who drink great amounts of water. Excessive sweating occurs, depleting the body of its normal salt supply. Heat cramps in a person produce severe muscle cramps in the abdomen and legs, faintness, dizziness, and exhaustion.

C3.7.6.11.1.2 Heat exhaustion is characterized by excessive pooling of blood in the vessels of the skin from the body's effort to reduce its temperature. In case of heat exhaustion, the employee may feel weak and nauseated; with the skin becoming pale and clammy. These symptoms are usually accompanied by considerable perspiration and faintness. The body temperature is usually normal, or slightly above normal. Vomiting may occur, but unconsciousness is rare.

C3.7.6.11.1.3 Heat stroke (sun stroke), the most severe of the heat related conditions, is not necessarily the result of exposure to the sun. However, it does occur more frequently on hot humid days. Physical exertion is a contributing factor. Heat stroke results from a disturbance of the body's temperature regulation, with fever and often collapse occurring. The body temperature will often rise to 105 or 106 degrees F. This factor alone makes heat stroke a dangerous situation. Other symptoms may include: dry or red and hot skin and rapid strong pulse; convulsions or unconsciousness.

C3.7.6.11.2. Control of the physical working environment is the first consideration to be given to control employee exposure to excessive heat. This control is best accomplished by improved ventilation, more effective cooling systems and a possible modification of employee work patterns during periods of excessive heat. For example, work normally accomplished in the afternoon in areas of excessive heat will be scheduled in the morning, when the temperature is cooler. In areas where there are normally extended period of time of high temperatures the DRMO may provide their employees with ice and chilled drinking water.

C3.7.6.12. Warehouse Markings. Guidance for floor markings is found in OSHA, EPA, and DRMS manuals (Environmental). When floor markings become worn or deteriorated or are no longer readily identifiable, they will be repainted following OSHA and environmental guidance.

C3.7.6.13. Facility Inspections. DRMOs are required to schedule the following safety and industrial hygiene inspections as stipulated in their Interservice Support Agreement (ISA) with their host:

C3.7.6.13.1. Safety inspections. A comprehensive safety inspection of the DRMO must be conducted annually.

C3.7.6.13.2. Industrial Hygiene Inspections. A comprehensive industrial hygiene inspection of the DRMO must be conducted annually. If the host industrial hygiene department determines an annual inspection is not required, the DRMO may submit a waiver to DRMS-WS (Section 4, Supplement 1, Safety, Enclosure 3). The Industrial Hygienist must indicate the frequency of surveys and the reasons for determining or classifying the DRMO as requiring an inspection other than annually. The Industrial Hygienist and the DRMO Chief/Site Manager/Supervisor must sign the waiver indicating that the Industrial Hygienist will immediately review any personnel change, equipment change or process change.

C3.7.6.13.3. DRMOs must ensure that annual ~~quarterly~~ radiation surveys are conducted by the host Radiation Protection Officer, a contractor, or DLA Installation Support Safety and Occupational Health. ~~or designate~~. These surveys are to include shipping and receiving areas; DEMIL areas; and the scrap yard. Any radioactive materials identified during these surveys are to be immediately returned to the generator. (Edited Sep 2012)

C3.7.6.13.4. DRMS Field Activities (See C3.5.1 for description of DRMS Field Activities) are required to conduct weekly/monthly walk-around safety self-assessments and record the results on the DRMS Inspection Log Checklist CAMS Version.

C3.7.6.13.5. Copies of the host inspections are to be forwarded to the Safety and Health Office, DRMS, headquarters, DES-WRH, for review. The DRMS Field Activity is responsible to correct all deficiencies identified during the inspections.

C3.7.6.14. *Contractors*. Many different contract partners assist DRMS in providing disposal services. The contractor is responsible for the safety and health of their employees and protection of the public at contractor facilities. This paragraph is applicable to those DRMS contractors directly supporting, receiving, storage, RTDS and disposal functions and not support services contractors such as janitorial and copier maintenance. Contracts where the contractor operates on-site may have provisions that provide government furnished equipment (GFE) and facilities (GFF). Additionally, DRMS personnel work at contractor facilities while performing COR/COTR surveillance, inspections, etc. When managing or monitoring our contracted partner's performance, follow these DRMS Safety and Occupational health (SOH) Program guidelines:

C3.7.6.14.1. Contractors performing on a DOD installation. Generally, each contract has provisions that require the contractor to comply with all Federal, State, Local, host nation, and installation safety and health regulations. During the transition or phase-in period of a new contract, it is important to provide the contractor's management team with a DRMS SOH overview. The COR/COTR shall provide the overview. Other personnel such as the DRMO safety Monitor may assist, as necessary. The overview should include a review of the SOH related contract clauses; sites-specific contingency and emergency procedures; local GFE and GFF storage, operational and host installation Safety Program. The contractor is to provide the COR/COTR with a copy of the contractor's Safety Program, to include all aspects of safety, at a minimum:

C3.7.6.14.1.1 MHE program.

C3.7.6.14.1.2 Safety inspections.

C3.7.6.14.1.3 Industrial hygiene program.

C3.7.6.14.1.4 Noise control program.

C3.7.6.14.1.5 Hazardous Communication Program.

C3.7.6.14.1.6 Emergency response program.

C3.7.6.14.1.7 Training Program.

C3.7.6.14.1.8 Fire extinguisher program/Training.

C3.7.6.14.1.9 Accident Prevention Program (Mishap Reports, Mishap Investigation reports, etc).

C3.7.6.14.1.10 Personal Protective Equipment Program.

C3.7.6.14.2. The COR/COTR is to conduct with the contractor a reciprocal review of the DRMO/RIPLs Safety program and Hazardous Communication Program.

NOTE: The contractor is required to have a written HCP if they manage any DOD chemical, or introduce ***any*** of their own chemicals into the workplace.)

C3.7.6.14.3. The COR/COTR shall document the reciprocal overviews by preparing a memorandum for record (MFR) for the COR/COTR file. The contracting officer shall be notified immediately if there are any issues that cannot be addressed at the local level. During the course of the contract, DRMS personnel shall monitor the contractor's safety performance as directed by the contracting officer. A reference sheet is provided at See Section 4, Supplement 1, Safety, Enclosure 4.

C3.7.6.14.4. DRMS personnel working at contractor facilities. Again, each contract has provisions that require the contractor to comply with all Federal, State, local and host nation safety and health regulations. DRMS personnel that are at the contractor's demilitarization, demanufacturing, HW/HM recycling and disposal, etc., are not to assume the role of an OSHA inspector. The focus of this portion of the DRMS SHO Program is to protect the safety and health of the DRMS personnel entering the contractor's facility. Accordingly, DRMS personnel should anticipate the contractor providing a safety overview if there are any hazards present. If the contractor declines to provide a safety overview and the COR/COTR feels there are hazards present, the matter shall be elevated to the contracting officer. The overview should include a review of the hazards present; site-specific contingency and emergency procedures; personal protective equipment (PPE) availability and usage; and the contractor's HCP, if applicable. Generally, the contractor would be required to have a written HCP if they have employees and any chemicals present in the workplace. The COR/COTR shall document the overview by

preparing a MFR for the COR/COTR file. The MFR shall identify the workplace(s) evaluated, date, DRMS employees present, name and title of contractor representative providing overview and a summary of the overview content.

NOTE: OCONUS DRMS personnel shall coordinate with the DLA Europe and Pacific safety office to determine what host nation requirements are applicable and for translation assistance, where necessary.

C3.7.6.14.5. The supervisor or site leader of an employee working at a contractor facility shall provide for the employee's safety just the same as at a DRMO/RIPL worksite:

C3.7.6.14.5.1 Ensure that the pertinent aspects of the safety overview at the contractor's facility are documented.

C3.7.6.14.5.2 Ensure that when PPE is required, it is provided at DRMS expense. Additionally, employees shall be trained on the proper use and care of PPE. The supervisor or site leader will certify in writing that the employee received and understood the required training, with the name of each employee trained, the date of the training, and the subject of the certification.

NOTE: PPE and Hazard Assessment certification forms can be found on the DRMS Safety and Health web page at <https://www.drms.dla.mil/drms/intranet/suppservices/certificationofppehazardassessment.pdf>.

C3.7.7. Storage and Handling.

C3.7.7.1. *Material Potentially Presenting an Explosive Hazard (MPPEH).* Although physical custody of MPPEH by a DRMO is prohibited, occasionally items of this nature are mixed with items turned in for disposal. The DEMIL safety and reporting procedures of Section 2, General Processing, Chapter 4, Demilitarization Program, should be reviewed prior to and complied with during any DEMIL operation. Some DRMOs have used ammunition and artillery items as office displays, paperweights and doorstops. The use of munitions list items 9MLIs) for these purposes is not permitted. Even categories III, IV, and V items that have been certified as "inert" must be demilitarized according to the provision of DOD 4160.28-M.

C3.7.7.2. Batteries.

C3.7.7.2.1. As of April 3 2009, 49 CFR 172.101 required insulating all batteries to prevent short circuit, sparks, or a dangerous evolution of heat with non-conductive caps, non-conductive tape, or by other appropriate means. DOT has since revised their guidance and certain dry batteries of a specific type and voltage are exempted from the insulation and co-mingling requirements.(PHMSA 09-0295, January 8, 2010). See Section 3 Pg S3-45 for guidance. DRMO personnel handling batteries shall wear proper PPE to include splash-proof goggles, face shield, acid proof gloves, aprons, boots, and use battery carriers. Emergency eyewash and showers will be available near the battery storage areas.

C3.7.7.2.2. MHE batteries will be charged while remaining on the equipment. Proper charging areas will be designated; marked and appropriate battery charging equipment will be used. Barriers will be placed around the battery charging equipment to prevent damage by the MHE. Personal Protective equipment will include all in (C3.6.7.2.1. above) and be placed neatly in the immediate area of the battery chargers. DRMO personnel will never remove and replace MHE batteries.

C3.7.7.3. *Chemical Compatibility*. Extreme care must be exercised in the storage, and/or handling of chemicals. For DRMS policy on storage compatibility, refer to Section 2, General Processing, Chapter 1, Logistics Program (C1.12.2.2.2.).

C3.7.7.4. Compressed Gas Cylinders

C3.7.7.4.1. DRMO personnel will not have owner markings obliterated, or torch cut, mutilate, or crush compressed gas cylinders. Residual amounts of gas could remain in these cylinders and can be very dangerous.

C3.7.7.4.2. Although compressed gas cylinders may be listed as being “empty” when they are received at the DRMO, they must be handled and stored as “full” cylinders. Valve protection caps, where cylinders are designed to accept caps, must be in place. If the cylinder(s) have been devalved or have visible hoses they can be considered empty. Oxygen cylinders in storage must be separated from fuel cylinders.

C3.7.7.4.3. Consult MIL-STD-101, Color Code for Pipelines and for Compressed Gas Cylinders and DLAI 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders, for additional information.

C3.7.7.5. Organic/Inorganic Peroxide and Ether Chemicals:

C3.7.7.5.1. Organic and inorganic peroxide are strong oxidizers and will cause spontaneous combustion when brought into contact with combustible and metallic substances. Organics peroxides are also heat and shock sensitive. Even the more commonly known hydrogen peroxide (obtainable at most drug stores in weak concentrations) exhibits these same characteristics.

C3.7.7.5.2. As these peroxide chemicals age, many decompose into substances that are heat and shock sensitive and can explode. Additionally, most ethers such as ethyl, benzyl, isopropyl, and butyl ether, dioxane and tetrahydrofuran will, upon exposure to air, combine with oxygen to form peroxides that can detonate.

C3.7.7.5.3. This family of chemicals can become very dangerous to handle and must be treated with great care and caution. Explosive Ordnance Disposal (EOD) personnel, due to age and the danger of explosion, will destroy organic peroxides, ether, and partially used containers of ether.

C3.7.7.5.4. DRMS will not accept custody of these items because of their high

potential for spontaneous combustion and explosion. However, if through error such items are received, the above listed cautions will be observed. If assistance is needed, call the host or DRMO Industrial Hygienists.

C3.7.7.5.5. Organic peroxides are considered to be carbon-based chemicals that contain the characteristic peroxide oxygen-oxygen bond. The primary types of peroxides that could be stored at some DRMOs are hydro peroxides (R-O-O-H) and dialkyl peroxides (R1-O-O-R2), where the R1 and the R2 are alkyl moieties. There are some other types of peroxides that have been identified, such as ackyl peroxides, poly peroxides, peroxyesters, alkylidene peroxides, peroxyacids, and cyclic peroxides.

C3.7.7.5.6. Some organic chemicals, that spontaneously form peroxides by free radical reactions of the hydrocarbon with molecular oxygen during autoxidation, can be initiated by light or contaminants. Some of the most notorious peroxide formers are: acetyls, certain allylic alkenes, chloro and flouroalkenes, dienes, aldehydes, amides, lactams, urea's, some alkylarenes, ketones, vinyl monomers, and some alcohols. The rate of peroxidation is considered to be a function of the parent chemical. The risk of hazardous peroxidation is generally decreased with an increase of the molecular weight of the chemical. Peroxidation can be accelerated by exposure to heat, light, and oxygen or air.

C3.7.7.5.7. A recommended guidance for the minimum concentration of peroxides in solution on organic chemicals is in the range of 0.005-1.0% as hydrogen peroxide. In most industrial hygiene peroxide programs, a concentration of 100 ppm of peroxides is used as a control point. It has been proposed, from a theoretical perspective, that it should be impossible for most solutions of <1% peroxides to explode. Normally, dilute solutions of peroxidizable chemicals do not usually use a peroxide hazard. Recommendations:

C3.7.7.5.7.1 If any ether or other volatile peroxide formers are being stored in a refrigerator, it must be spark proof.

C3.7.7.5.7.2 If there are any questions concerning suspicious organic chemicals or chemicals, in general, the host industrial hygienist must be contacted first.

C3.7.7.5.7.3 Sealed containers of hazardous materials that have failed the RTDS within the appropriate time, should be disposed as soon as possible, unless assurance that the hazardous material contains no peroxide forming ingredients.

C3.7.7.5.7.4 If any peroxidizable organic chemicals are received by the DRMO, the containers must be dated when they were received.

C3.7.7.5.7.5 All peroxide formers (peroxidizable organic chemicals) should be stored in sealed, air-impermeable containers.

C3.7.7.5.7.6 Diethyl ether should be stored in steel containers because the iron tends to neutralize peroxides.

C3.7.7.5.7.7 A responsible person should maintain an inventory of peroxidizable chemicals or establish a general chemical inventory to indicate which chemicals are subject to peroxidation.

C3.7.7.5.7.8 Any chemical with peroxide content of >= 100 ppm should be disposed of.

C3.7.7.5.7.9 Before the DRMO receives physical custody and accountability of any hazardous material that could be peroxidizable, the receiver must ensure that the host industrial hygienist has certified through any valid peroxide detection method (i.e., iodine detection, ferrous thiocyanate, or redox dip strips), the containers are peroxide free or less than the recommended value.

C3.7.7.6. Radioactive Property.

C3.7.7.6.1. Materials containing low level radioactive materials are mistakenly being transported to our DRMOs and consequently, transported to our demanufacturing facilities. In most cases, the outer shipping containers have visible radioactive emblems indicating they contain radioactive sources. The problem becomes even more difficult should any of these items contaminate a smelter. DRMO personnel are neither trained nor qualified to handle low-level radioactive commodities. The following procedures are to be taken when radioactive material is discovered at the DRMO or accidentally shipped to a contractor:

C3.7.7.6.1.1 Ensure the Inter-services Support Agreement includes quarterly radiation inspections by a qualified person from the host. This can be a Radiation Protection Officer, safety professional, or an industrial hygienist.

C3.7.7.6.1.2 Ensure the DRMO receives these quarterly inspections. This may prevent a small piece of radioactive material from becoming a large pile of radioactive scrap.

C3.7.7.6.1.3 Look at the receiving documents closely for any labels, signs, etc., which may indicate low-level radioactive material. Insure the turn-in documents are properly certified.

C3.7.7.6.1.4 Return any material to the generator flagged by DAISY (or detected) that indicates the material contains a radioactive source.

C3.7.7.6.1.5 File a Situation Report (SITREP) for any radioactive material inadvertently entering the DRMO. This includes those items returned to the generator. Be able to provide an NSN number, a copy of the DTID and if possible, any test results taken by the Radiation Protection Officer.

C3.7.7.6.1.6 Follow all guidance pertaining to R/T/D and S of radioactive commodities, written in DOD 4160.21M.

C3.7.7.7. Should Low Level Radioactive Material (LLR) inadvertently be shipped to a

contractor facility:

C3.7.7.7.1. Have the COR/COTR of the contractor notify DRMS Safety and Health Office within 24 hours of discovery.

C3.7.7.7.2. The COR/COTR will contact the DRMS Safety and Health Office and the SCO for assistance towards determining the health risks of the material. The COR will provide the safety office with the NSN, item description, generating DRMO, and the level of radioactivity.

C3.7.7.7.3. The DRMS Safety and Health Office, in conjunction with the contractor, will determine whether the material is to be returned to the generator, processed or shipped to a disposal site. Any special handling requirements will be determined.

C3.7.7.7.4. If the material is to be returned to the DRMO, the COR will contact the DRMO to determine the correct shipping and labeling instructions. The DRMO will contact the generator to make transportation arrangements.

C3.7.7.8. *Monthly Safety Meetings*:

C3.7.7.8.1. DRMOs will conduct and document monthly safety meetings.

C3.7.7.8.2. Topics of discussion will be the responsibility of the DRMO Chief and the Safety Monitor.

C3.7.7.8.3. Safety meetings may be held in conjunction with monthly (or weekly) staff meetings.

C3.7.7.8.4. All safety meetings will be documented using attendance rosters, which include the safety meeting topic.

C3.7.7.8.5. It will be the DRMO Chief's responsibility to ensure attendance of all employees working at the DRMO and their offsite branches.

C3.7.7.8.6. Monthly Safety meetings are mandatory. It provides the DRMO an opportunity to discuss any safety related matters in an open forum manner. It should also allow the DRMO Chief or the Safety Monitor to discuss host related requirements or issues presented at the host safety meetings.

C3.7.7.8.7. Topics for good safety meetings are located on the DRMS Safety and Health Web page (Safety Smart). Other matters, which would provide good conversation, would be discussion over job performance (hazard assessments), PPE, and even away from work topics (hiking, biking, etc.).

C3.7.7.9. Walk Around Safety Inspections:

C3.7.7.9.1. The Safety Monitor or Field Activity Area Manager, DEMIL Center,

Controlled Property Center (CPC) Chief or designee will conduct weekly/monthly, as required, facility walk around inspections**. The DRMS Inspection Log CAMS Version Checklist is** a very good reminder as to what to look for. The DRMS Field Activity Manager must certify these inspections. Offsite storage locations (i.e., Receipt in Place Locations (RIPLs), etc.) will be included. The safety monitor or Field Activity Manager or designee does not have to be a professional to observe and report unsafe working conditions or unsafe acts. These should be written down, reported, and corrected.

C3.7.7.10. CPR Training.

C3.7.7.10.1. The DRMO will ensure that there is at least one person for every 25 employees trained in Cardio Pulmonary Resuscitation (CPR). Additional employees will be trained as alternatives because of vacations, TDY, etc. CPR responders will be provided Hepatitis vaccinations at government expense. Please refer to the section on First Aid on the DRMS Web Site <https://www.drms.dla.mil/internal/Support/Safehealth/safehealth.html> for additional information on CPR requirements.

C3.7.8. Industrial Hygiene.

C3.7.8.1. General.

C3.7.8.1.1. Industrial Hygiene is that science devoted to the recognition, evaluation, and control of those environmental factors or stresses arising in or from the workplace which may cause sickness, impaired health, and well-being, or significant discomfort and inefficiency among workers or among the citizens of the nearby community.

C3.7.8.1.2. The environmental stress in the workplace that influence the health of the worker are chemicals in the forms of liquids, dusts, fumes, mists, vapors, and gases; physical agents, such as ionizing radiation, lasers, microwaves, noise, vibration, extremes of temperature and illumination, biological agents, such as insects, molds, fungi, and bacteria; and ergonomic factors including monotony, repetitive motion, and fatigue.

C3.7.8.2. Industrial Hygiene Principles.

C3.7.8.2.1. Everyone at the DRMO should be alert to the potential health hazards in day-to-day operations. If something is observed which could become a health hazard, employees are urged to immediately contact their host safety and industrial hygiene departments.

C3.7.8.2.2. The host industrial hygiene department should conduct comprehensive annual evaluations of all potential workplaces. These evaluations may be conducted on other intervals, provided the industrial hygiene department stipulates the reasons, and the DRMO submits an Industrial Hygiene waiver to DRMS Safety and Health Department.

C3.7.8.2.3. The industrial hygienist will investigate all industrial operations, chemicals being used, and provide a professional judgment as to the health hazard associated with that

chemical. Any potential physical or biological exposures shall be evaluated in accordance with applicable DOD and OSH standards. These results will be used as a baseline assessment to determine possible abatement or required Personal Protective Equipment.

C3.7.8.2.4. Problems of a technical nature or associated with Industrial Hygiene shall be referred to the host industrial hygienist or to DRMS Safety and Health Manager.

C3.7.8.3. Industrial Hygiene Records.

C3.7.8.3.1. The DRMO will maintain all records associated with annual inspections, and personal monitoring. Industrial Hygiene monitoring and survey data will be forwarded to DRMS Headquarters in the event of closures or reassignment.

C3.7.8.4. *Health Hazard Inventory*.

C3.7.8.4.1. A Local Health Hazard inventory or similar to (LOHHI) must be developed to ensure an effective occupational health program. The inventory should consist of the name of the installation, activity, directorate, work location, date the information was collected, name of the evaluator, name of the operation, potential exposures, controls, name of people involved, and relevant follow-up actions and recommendations. This information should be compiled from onsite inventories. The information obtained is used to establish medical surveillance, health education, and personal protective equipment.

C3.7.8.5. Medical Surveillance. Employees will be considered for medical surveillance if exposed to chemicals or environmental factors which are one half of the OSHA PEL.

C3.7.8.5.1. Hearing Conservation. Engineering controls will be considered the primary means to protect personnel from the hazards of noise. Engineering controls of noise should be assessed and implemented where the technology exists and where economically feasible.

C3.7.8.5.1.1 Any new equipment purchased should have the lowest noise emission levels technologically and economically feasible.

C3.7.8.5.1.2 Acoustics shall be included in developing criteria from which plans and specifications for all new facilities are developed.

C3.7.8.5.1.3 The proper use of hearing protective devices will be purchased and worn in accordance with the industrial hygiene recommendations.

C3.7.8.6. *Vision*. Occupational eyewear has been discussed. Further instruction is given in the Safety and Health Web site.

C3.7.8.7. *Ionizing Radiation*. The DRMO will not accept physical custody of any radioactive materials. Should any radioactive materials inadvertently arrive at the DRMO, the DRMO Chief should immediately contact the host Radiation Protection Officer. If radioactive

material is shipped from another DRMO, the radioactive material is to be returned to the shipper. While awaiting shipping or waiting shipping instructions, the material is to be placed in an isolated area of the DRMO (if the host Radiation Protection Officer does not have the storage space). Any questions pertaining to shipping, storage, etc., should at first be directed towards the host Radiation Protection Officer. DRMS Safety and Health should be immediately notified.

C3.7.8.7.1.1 DRMOs should obtain an ISA with their host Radiation Protective Officer to ensure that at least 4 radiation surveys of the DRMO are performed per year. These radiation surveys are to be performed as quality control, only.

C3.7.8.7.1.2 Some DRMOs have radiation gate monitors to detect radioactive materials in their scrap. The purpose of these monitors is to ensure any scrap shipments to a foundry or commercial scrap yard are free of radioactive materials. These monitors are the same used in commercial scrap yard facilities and smelters. Should any problems occur with the gate monitor, contact the DRMS Safety and Health Office.

C3.7.9. Occupational Medicine Service.

C3.7.9.1. *Purpose.* DRMS will ensure that occupational medicine services are available or provided for employees at risk of health effects due to workplace exposures, or for employees being placed in positions requiring medical fitness determinations.

C3.7.9.2. *Scope*. The Safety and Occupation Health Officer (SOHO) will assist commanders and directors in arranging for occupational medicine services to be provided by DRMS health staff and by ISA or MOU with host military health staff. Overseas organizations will follow contract or Host Nation rules regarding Local National Employees. Employee wellness programs and services not related to workplace exposures are not part of occupational medicine services and are not covered in this program.

C3.7.9.3. *Confidentiality.* Confidentiality of medical data will be maintained at all times in accordance with DOD Directive 5400.11, "Department of Defense Privacy Program," (reference 28), and DOD Instruction 6055.5, “DOD Industrial Hygiene and Occupational Health”. An EMFS (Employee Medical File System) Manager will be appointed in accordance with DOD 6055.5. In DRMS the EMFS is the lead Occupational Health Nurse. The EMFS Manager may authorize medical data access to other members of the Occupational Health Program staff as necessary to perform his/her duties.

C3.7.9.4. Examinations.

C3.7.9.4.1. Medical Surveillance for Workplace Exposures. Medical examinations will be provided where the industrial hygiene evaluations have found the potential for work-related adverse health effects, or where required by OSHA standard (DODI 6055.5, reference 7). The protocol for each medical examination will be based on DOD 6055.5-M, Occupational Medical Surveillance Manual (reference 8), in consultation with the health staff providing the examination. At no time will Shoos make medical determinations concerning the actual exam protocols to be utilized nor evaluate the results medically.

C3.7.9.4.1.1 Baseline examinations will be performed to provide baseline measurement for comparison to periodic measurements in the detection of early or sub-clinical health effects.

C3.7.9.4.1.2 Periodic occupational medical examinations will be offered to detect early or sub-clinical health effects. Abnormal findings will be used to evaluate and treat the individual employee, and will be provided to industrial hygiene for workplace evaluations to prevent further workplace exposures to this or other employees.

C3.7.9.4.1.3 Termination of exposure examinations will be offered when the employee's exposure to a specific hazard has ceased due to employee reassignment, changes in existing work processes, or termination of employment. DOD 6055.5-M (reference 8) identifies required termination of exposure examinations.

C3.7.9.4.1.4 Termination of employment examinations is required by OSHA standards for more chronic exposures to document employee's health condition upon leaving the current employer (e.g., 29 CFR 1910.1001, Asbestos [reference 18]). These examinations will be offered at termination of employment to all employees who have previously been offered periodic examinations. When the most recent periodic examination is less than one year old (at the effective termination date), it may serve as the termination examination.

C3.7.9.4.2. Fitness and Risk Determination. Fitness medical examinations are provided to ensure an employee is capable, from a medical standpoint, of performing specific tasks with or without reasonable accommodation, without placing the individual or someone else at risk of significant harm. The content of pre-placement and periodic examinations will be determined for each position by the workplace supervisor and the Human Resources office, with the assistance of the occupational medicine staff. Supervisors and Human Resources will review the results of the fitness and risk determination prior to placing an employee in a position with medical requirements.

C3.7.9.4.3. Certified Temporary Medical Condition. Employees should notify the occupational medicine staff about their certified temporary medical condition (e.g., pregnancy, broken arm, etc.) as early as possible so an initial assessment of their work environment and assignment can be made. Where necessary and justified, specific job limitations should be recommended after coordination with the employee's private physician.

C3.7.9.4.4. Administrative examinations or evaluations will be offered as necessary and in accordance with appropriate regulations. Such examinations will be requested and justified in writing by management officials through Human Resources channels. Human Resources officials and the SOHO will ensure that such examinations are not used abusively.

C3.7.9.4.5. Employee Participation. Employees may decline to participate in any medical examination offered however; their nonparticipation may result in reassignment or personnel action if they are otherwise unable to demonstrate that they are medically fit for the hazards, exposures, and duties of their position. The SOHO may require declining employees

to sign a statement that a medical examination was offered but the employee declined.

C3.7.9.5. Medical Treatment.

C3.7.9.5.1. Emergency medical treatment. Supervisors will ensure that immediate first aid and medical care are provided to an injured employee.

C3.7.9.5.1.1 At locations with medical treatment capability, emergency treatment will be provided for all DRMS employees, contractors, and visitors in accordance with locally developed procedures.

C3.7.9.5.1.2 At locations without medical treatment capabilities, emergency treatment will be provided by outside sources (e.g., contract, local emergency medical services).

C3.7.9.5.1.3 At contractor-operated facilities, first time emergency medical treatment of injuries may be provided by the contractor.

C3.7.9.5.2. CPR and first aid training.

C3.7.9.5.2.1 All DRMS workplaces regardless of distance from an infirmary, clinic or hospital, will provide CPR and first aid training and response for employees. For those workplaces, 1 in 25 must be trained in first aid and a sufficient number must be trained in CPR. The determination of sufficiency is up to the DRMS commander.

C3.7.9.5.2.2 Non-emergency medical treatment. DRMS will offer medical diagnosis and treatment to employees for occupationally related health conditions. Employees will be advised that they have the option of selecting health care provided by DRMS or their own private provider.

C3.7.9.5.3. Medical Treatment Evaluations:

C3.7.9.5.3.1 Supervisors may encourage, but not require, employees to report injury/illness to DRMS-provided medical services before seeking medical care from their own health care provider.

C3.7.9.5.3.2 Employees who become injured or ill because of an occupational incident or exposure are expected to report to DRMS-provided medical service facility, as soon as possible, for evaluation and documentation in the employee's medical folder of the event. The necessary treatment is offered appropriate to the problem, but the worker has the option of receiving treatment at the facility of his or her choice.

C3.7.9.5.3.3 Employees returning to a duty status from work related injury/illness should clear through the DRMS-provided medical service facility with documentation from his/her health care provider. This will help ensure it is safe for the employee to return to a specific work setting in order to avoid premature return to work and risk of aggravation of the injury/illness or re-injury to the employee.

C3.7.9.5.4. Treatment of non-occupational medical conditions. The occupational medicine physician, staff, or supervisor will refer employees to their private health care provider for definitive diagnosis and treatment of non-occupational medical conditions. The staff may provide, to the extent possible, any treatments requested in writing by the employee's private physician. Such written authorization must be renewed every 3 months. The occupational medicine physician must approve any exceptions to the above.

C3.7.9.5.5. Flu immunizations may be offered to employees.

C3.7.9.5.6. Travel immunizations. DRMS employees will receive appropriate immunizations at DRMS expense prior to official travel outside the United States. The Centers for Disease Control are the federal authority for recommending immunizations for each country visited (DOD Instruction 6205.2, “Immunization Requirements” [reference 29]). Current immunization recommendations are posted to the CDC web site at http://www.cdc.gov.

C3.7.10. Blood-borne Pathogens Program:

C3.7.10.1. *Purpose*: DRMS will protect employees who could be "reasonably anticipated," as a result of performing their job duties to face contact with blood and other infectious materials. DRMS will follow the requirements of 29 CFR 1910.1030, “Blood-borne Pathogens” (reference 21), as outlined in this enclosure.

C3.7.10.2. Scope.

C3.7.10.2.1. OSHA's blood-borne pathogen rule applies to those people who are trained in CPR and first aid and are expected to provide assistance in an emergency, and any other employees who may be exposed to blood-borne pathogens as part of their job duties (such as, but not limited to: nurses, EMTs, ambulance drivers). See Safety Toolbox. <https://www.drms.dla.mil/drms/intranet/suppservices/safetyhealth.htm>. At the screen, scroll down to the Safety Toolbox. Open Blood borne Pathogens.

C3.7.10.2.2. Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. They also include any unfixed tissue or organ other than intact skin from a human (living or dead) and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures and HIV or hepatitis B (HBV)-containing culture medium or other solutions as well as blood, organs or other tissues from experimental animals infected with HIV or HBV.

C3.7.10.3. *Exposure Control Plan*. DRMS’ plan identifies tasks and procedures as well as job classifications where occupational exposure to blood or other infectious material occurs without regard to personal protective clothing and equipment. This plan also specifies the procedure for evaluating circumstances surrounding exposure incidents. This plan is accessible to employees and available to OSHA. This plan is reviewed and updated at least annually and

as necessary to accommodate workplace changes.

C3.7.10.3.1. Exposure Determination by Job Classification.

C3.7.10.3.1.1 *ALWAYS EXPOSED* - General Position Titles:

C3.7.10.3.1.1.1 Nurse.

C3.7.10.3.1.1.2 Contract Physician.

C3.7.10.3.1.1.3 Emergency Response Team Members.

C3.7.10.3.1.2 *SOMETIMES EXPOSED* - General Position Titles:

C3.7.10.3.1.2.1 Recreation Specialist.

C3.7.10.3.1.2.2 Designated First Aid/CPR Personnel.

C3.7.10.3.1.2.3 Firefighter.

C3.7.10.3.1.2.4 Contract Physical Security Specialist.

C3.7.10.3.1.2.5 Housekeeping.

C3.7.10.3.1.3 *NOT EXPOSED* - General Position Titles.

C3.7.10.3.1.3.1 All other employees.

NOTE: Occupational exposure may occur to *"sometimes exposed"* employees when administering first aid, under *"Good Samaritan"* or *"Volunteer"* status.

C3.7.10.3.2. Exposure Control. DRMS activities will practice universal precautions, (treating body fluids/materials as if infectious) emphasizing engineering and work practice controls. 29 CFR 1910.1030 (reference 21) identifies specific exposure control procedures.

C3.7.10.3.3. Protective Equipment. DRMS activities will provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, gowns, masks, mouthpieces and resuscitation bags and must clean, repair and replace these when necessary. DRMS will provide non-latex gloves at no cost to employees with latex allergies. Gloves are now required for routine phlebotomies in volunteer blood donation centers.

C3.7.10.3.3.1 The employer must ensure that the employees observe the following precautions for handling and using personal protective equipment.

C3.7.10.3.3.1.1 Employees wear appropriate gloves when there is a potential for hand contact with blood, or other body fluids; or touching any object that is contaminated

with fluids.

C3.7.10.3.3.1.2 Disposable (single use) gloves shall be replaced a soon as possible when contaminated or torn, punctured. They shall not be reused, or washed, but disposed.

C3.7.10.3.3.1.3 Utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised. They must be discarded if they are ripped, cracked, peeling, punctured or show any signs of deterioration.

C3.7.10.3.3.1.4 Employees are not to wear at work or go home in clothing that is penetrated with blood or other body fluids.

C3.7.10.3.3.1.5 Eyewear should be worn to protect against exposure, such devices are: goggles, glasses with solid side shields or chin-length face shields.

C3.7.10.3.4. Cleaning procedures:

C3.7.10.3.4.1 DRMS has a written schedule for routine cleaning at headquarters and all off sites will keep a record when clean-ups are done.

C3.7.10.3.4.2 Supervisors will insure that contaminated work surfaces be decontaminated with a disinfectant when splashes, spills, or any contact with blood or other body fluids occur.

C3.7.10.3.4.3 Off sites should notify their host to accomplish the cleanup. At Headquarters clean up will be with approved solutions. Gloves must be used in all clean ups.

C3.7.10.3.4.4 Protective equipment should be handled with gloves. Contaminated equipment should be bagged and cleaned at the expense of the work place.

C3.7.10.3.5. Hepatitis B Vaccination. Vaccinations will be made available to all employees who have occupational exposure to blood or other infectious material within 10 working days of assignment, if in an Exposed or Potential to be Exposed classification, at no cost, at a reasonable time and place, under the supervision of licensed physician/licensed healthcare professional, and according to the latest recommendations of the U.S. Public Health Service (USPHS) or CDC. Vaccinations are not required to be provided where the employee has previously received the complete Hepatitis B vaccination series, where antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Employee participation in prescreening will not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. Should booster doses later be recommended by the USPHS, employees must be offered to them. See CDC Hepatitis B Guidelines at Center for Disease Control <http://www.cdc.gov>.

C3.7.10.3.6. Post-Exposure Evaluation and Follow-Up. DRMS activities will refer to

medical facility for evaluation suspected exposures to blood-borne pathogens to determine appropriate follow-up and treatment. Supervisors are required to report all incidents to the Safety Manager within 24 hours of the suspected exposure. Follow-up (by clinic and Safety) must include a confidential medical evaluation documenting the circumstances of exposure; identifying and testing the source individual if feasible; testing the exposed employee's blood if he/she consents; post-exposure prophylaxis if recommended by a licensed health-care provider; counseling and evaluation of reported illnesses. Healthcare professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for hepatitis B vaccination following the exposure. Information such as the employee's ability to receive the hepatitis B vaccine must be supplied to the employer. All medical diagnoses must remain confidential.

C3.7.10.3.7. Hazard Communication. Containers of regulated waste, refrigerators and freezers and other containers, which are used to store or transport blood or other potentially infectious materials will be affixed with warning labels including the orange or orange-red biohazard symbol. Red bags or containers may be used instead of labeling. Signs must be used to identify restricted areas with the potential of exposure to HIV and HBV, such as treatment rooms.

C3.7.10.3.8. Information and Training. Employees at risk of exposure to blood-borne pathogens will be trained in program requirements initially upon assignment and annually. Training must include making accessible a copy of the regulatory text of the standard and explanation of its contents, general discussion on blood-borne diseases and their transmission, exposure control plan, engineering and work practice controls, personal protective equipment, hepatitis B vaccine, response to emergencies involving blood and infectious materials, how to handle exposure incidents, the post-exposure evaluation and follow-up program, and signs/labels/color-coding. There must be opportunity for questions and answers, and the trainer must be knowledgeable in the subject matter. Laboratory and production facility workers must receive additional specialized initial training.

C3.7.10.3.9. Recordkeeping.

C3.7.10.3.9.1 Medical records will be kept for each employee with occupational exposure for the duration of employment plus 30 years (DODI 6055.5, reference 7; 29 CFR 1910.1020, reference 21), must be confidential and must include name and social security number; hepatitis B vaccination status (including dates); results of any examinations, medical testing and follow-up procedures; a copy of the healthcare professional's written opinion; and a copy of information provided to the healthcare professional. Medical records must be made available to the subject employee, anyone with written consent of the employee, OSHA, and NIOSH. Medical records will not be made available to the employer except as approved by the employee. Disposal of records must be in accordance with OSHA's standard covering access to records.

C3.7.10.3.9.2 Training records must be maintained for 3 years and must include dates, content of the training program or a summary, trainer's name and qualifications, names and job titles of all persons attending the sessions.

C3.7.10.3.9.3 Where sharps are used a Sharps Injury Log must be maintained. All percutaneous injuries from sharps must be recorded and in a manner that assures confidentially of the person is maintained at all times. The log will include: the type and brand of device involved in the incident, the department or work area where the exposure incident occurred, and an explanation of how the incident occurred.

C3.7.10.3.10. Declination Statement.

Figure 2 - Declination Statement - Example

DECLINATION STATEMENT

The following statement of declination of hepatitis B vaccination must be signed by an employee who chooses not to accept the vaccine. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and the availability of the vaccine and vaccination free of charge to the employee. The statement is not a **waiver**; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

_____

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ _____
Employee Signature Date

C3.7.11. Tuberculosis Policy.

C3.7.11.1. *References*.

C3.7.11.1.1. Mandatory TB Guidelines Workshop. Pathfinder Associates, Inc. (1994).

C3.7.11.1.2. Tuberculosis [online]. Please see OSHA Tuberculosis Information <http://www.osha.gov/SLTC/tuberculosis/index.html>.

C3.7.11.1.3. The Tuberculosis Detection and Control Program. Reg. 48-115 (Air Force 1994).

C3.7.11.1.4. Medical Services: Preventive Medicine. Reg. 40-5 (Army 1990).

C3.7.11.1.5. Tuberculosis Control Program. BUMEDINST 6224.8 (Navy 1993).

C3.7.11.2. Purpose.

C3.7.11.2.1.1 To provide policy and responsibilities in the event that an employee is exposed to or develops tuberculosis.

C3.7.11.2.1.2 In 1993, OSHA released a new report and set of guidelines for employees who work in high-risk areas such as health care, correctional and long-term facilities, homeless shelters, and drug treatment centers. This report was released in response to the re-emergence of TB in the mid 1980's (OSHA, 2000). TB is responsible for about three million deaths each year (OSHA, 2000). Contributing to the recent outbreaks are new drug resistant strains of Mycobacterium tuberculosis. Individuals particularly at risk have weakened immune systems.

C3.7.11.2.1.3 It is not mandated that DRMS, DLIS, DSIO have such a policy, however, OSHA policy nonspecifically refers to *"Federal agencies"* as being covered by the policy. The HDI Federal Center has nurses on staff to provide health care to the employees at these agencies; therefore, it is in the best interest of the agencies to have a general written policy on TB.

C3.7.11.2.1.4 The Army (Reg. 40-5), Air Force (Reg. 48-115), and Navy (BUMEDINST 6224.8) have detailed written policies regarding Tuberculosis. Depending upon the site location, these policies may be more appropriate.

C3.7.11.3. *Applicability and Scope*. This directive is applicable to all employees (military, civilian, contract, student and volunteer) at the HDI Federal Center and all DRMS activities.

C3.7.11.4. Definitions.

C3.7.11.4.1. *TB* - Tuberculosis.

C3.7.11.4.2. *OSHA* - Occupational Safety and Health Administration.

C3.7.11.4.3. *Mycobacterium tuberculosis* - A bacterium that causes the infection known as tuberculosis, spread in the air by droplet nuclei when a person coughs, sneezes, talks, or spits (Mandatory Tuberculosis Guidelines Workshop, 1994). When an individual is infected with TB, symptoms may be either latent or active. During a latent stage infection, the individual shows no signs or symptoms of TB, as the immune system keeps the bacteria in check (Mandatory Tuberculosis Guidelines Workshop, 1994); however, 5-10% affected will develop into clinical or active TB. The CDC defines symptoms of active TB as *"sputum-producing cough, coughing up blood, weight loss, loss of appetite, lethargy/weakness, night sweats, [and] or fever."* (OSHA, 2000).

C3.7.11.5. Policy.

C3.7.11.5.1. When an employee presents with symptoms of active TB, as identified by the nurse on staff or by any other health care provider, that employee will not be allowed to work until given a physician's approval.

C3.7.11.5.2. The diagnosing physician will report the incidence of tuberculosis to the local health department or community agency. The State or local health department decides on the necessary course of action, based upon their policies, for follow up.

C3.7.11.5.3. When an employee has a positive Mantoux skin test, but not active symptoms, a physician determines eligibility to work, based on diagnostic test results (chest x-ray and sputum culture).

NOTE: If the test results are positive and there are no symptoms, expect prophylaxis medication (Isoniazid) for about 6 months, blood tests, and chest X rays. These tests are necessary to prevent against the appearance of active symptoms.

C3.7.11.5.4. As the HDI Federal Center and off-site work areas are not health care facilities, the OSHA regulations for the provision of air masks, annual skin tests, and air filters required to control droplet nuclei do not apply at this time.

C3.7.11.5.5. If an employee suspects they have been exposed to TB, the facility nurse or health care staff should request a skin test. The nurse / health care staff will refer the employee to an agency, such as a local Health Department that provides the Mantoux skin test.

C3.7.11.6. Responsibilities.

C3.7.11.6.1. Employee will:

C3.7.11.6.1.1 Report symptoms of, or exposure to, TB to health care provider.

C3.7.11.6.1.2 Cooperate with health care provider and local health department officials with required testing, treatment, and information gathering. DRMO employees must comply with local or host national health requirements.

C3.7.11.6.1.3 Comply with entire recommended treatment regime.

C3.7.11.6.1.4 Request sick leave and provide employer with written recommendations from health care provider or local health department.

C3.7.11.6.2. Employer will:

C3.7.11.6.2.1 Require employee provide written recommendations from health care provider or local health department.

C3.7.11.6.2.2 Cooperate with local health department with any required testing, treatment or information gathering. DRMOs must comply with local or host national health requirements.

C3.7.11.6.3. The Safety and Occupational Health Office (DRMS-WH) will:

C3.7.11.6.3.1 Maintain this directive in a current status and review it biennially.

C3.7.11.6.3.2 Provide guidance and medical expertise to employee and employer.

C4. SECURITY AND FORCE PROTECTION

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SECTION 1 - ADMINISTRATIVE PROCESSING

C4. SECURITY AND FORCE PROTECTION

C4.1. **General.**

NOTE: How To Notify The DLA Disposition Services Director About Urgent Incidents.
<~~https://www.drms.dla.mil/gov/publications/suppdocs/urgentincidepdf~~>

https://dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

C4.1.1. Purpose.

C4.1.1.1. The purpose of this instruction is to establish policy; assign responsibility and accountability for the implementation of minimum mandatory physical security standards for the physical protection of personnel, facilities, operations for DLA Disposition Services Field Activities worldwide.

C4.1.1.2. Compliance with the provisions set forth herein is mandatory. The terms "shall" "will" and "must" are mandatory terms and any deviation from the standards, specifications, or requirements set forth in this chapter will be accompanied by an appropriate request for waiver or exception as required. The terms "should" and "may" are discretionary in scope and may reflect the best judgment of the responsible or accountable official.

C4.1.1.3. Promulgation of this chapter is in accordance with and incorporates provisions of DOD Directive 5200.8, Security of DOD Installations and Resources; DOD Directive 2000.12, DOD Antiterrorism/Force Protection (AT/FP) Program; DOD O-2000.12-H, DoD Antiterrorism Handbook; DOD Instruction 2000.16, DOD Antiterrorism Standards; applicable DLA Combating Terrorism directives, and the most current DLA Physical Security ~~Guidebook~~ Manual, ~~undated~~. It applies to all DLA Disposition Services Field Activities and assigned employees and supersedes DRMS-I 4160.14, Section 1, Chapter 4, updated October, 2010. In case of conflicts with this chapter and higher headquarters (JCS/DoD/DLA) security policy, the higher headquarters policy will apply. To the greatest extent possible, DLA Disposition Services sites in contingency areas will meet the requirements of this manual. However, field activity directors/site chiefs/supervisors in contingency areas must ensure that their facilities/operations are integrated into the host base' defense and force protection plans. In situations where the base command force protection or base defense guidance differ or contradict the DRMS-I 4160.14, the local security/force protection guidance will supersede DRMS-I 4160.14. In case of conflicts between this chapter and military service policy, notify the DLA Installation Support at Battle Creek, Security and Emergency Services Branch for assistance in resolution.

C4.1.1.4. The DLA Physical Security ~~Guidebook~~ Manual is the guiding directive for physical security at DLA Field Activities. DLA Disposition Services field activities will comply with the applicable requirements of that ~~instruction~~ manual. This chapter is intended to support the requirements outlined in that ~~instruction~~ manual wherever possible. ~~This chapter serves as the~~

~~DRMS field activity's basic physical security plan as outlined in DLA Physical Security Guidebook, Paragraph D2c DRMS Field Activities may supplement this directive as needed~~.

C4.1.1.5. Although procedures and protocols may need to vary from location to location based upon unique operating environments, the standards in this chapter must be applied

appropriately to each DLA Disposition Services field activity wherever DLA Disposition Services maintains physical custody of excess/surplus property or has personnel (government employees or contract employees) physically present. This may include locations where the operations is by~~1~~ OCONUS DLA Disposition Services sites or Receipt-In-Place locations (RIPLs), as well as Centralized Demilitarization ~~Centers~~ Divisions or Controlled Property ~~Centers~~ Branches and Cross Docks.

C4.2. **Definitions.**

See ~~Section 4, Supplement 1, Security, Enclosure 1~~ DLA Physical Security Manual Appendix B for Security Definitions.

C4.3. **Responsibilities.**

C4.3.1. ~~Commander, DRMS~~Director, DLA Disposition Services:

C4.3.1.1. Has command responsibility for the safety of personnel and protection of Federal property under his/her control.

C4.3.1.2. Has overall responsibility for implementing DoD Combating Terrorism programs at all DLA Disposition Services activities worldwide. Ensures compliance by subordinate activities with applicable physical security directives.

C4.3.1.3. Assumes all risks involved with disapproval of all recommendations identified during Antiterrorism Vulnerability Assessments.

C4.3.1.4. Is responsible for the implementation of physical security measures designed to minimize the loss of supplies and equipment by natural or manmade hazards.

C4.3.1.5. Implements the DoD/DLA Combating Terrorism Program as outlined in DoD D 2000.12 at all CONUS and OCONUS subordinate activities.

C4.3.1.6. Ensures that all personnel under his/her control receive required Antiterrorism Awareness Training and Travel Briefings.

C4.3.1.7. Ensures that all personnel under his/her control who are duty-stationed OCONUS are provided adequate workplace and residential security that addresses the terrorist threat, in accordance with Combatant Command (COCOM) standards.

C4.3.1.8. Ensures that funding or FTE shortfalls for all ~~DRMS and DRMS field activities~~

DLA Disposition Services are appropriately addressed at the HQ, and if necessary, forwarded to HQ DLA.

C4.3.1.9. Ensures that all disputes with facility hosts, the General Services Administration (GSA), the Chief of Mission, or the COCOM, or other entities, regarding protection from terrorism for DLA Disposition Services personnel, are appropriately addressed at the HQ level and, if necessary, forwarded to HQ DLA for resolution.

C4.3.2. Site Director, DLA Installation Support at Battle Creek.

C4.3.2.1. Ensures that the functional organization of the activity includes a Security Manager and that the organizational placement of the Security Manager does not hinder accomplishments of the security mission.

C4.3.2.2. Appoints an Antiterrorism/Force Protection Officer who meets the qualifications outlined in DLA Combating Terrorism directives and ensure that the AT/FP Officer has the tools, resources, and training necessary to successfully implement the DLA Combating Terrorism Program as outlined in this document.

C4.3.2.3. Administers the DoD Antiterrorism Program on behalf of the DLA Disposition Services Director.

C4.3.3. Chief, Security and Emergency Services, DLA Installation Support at Battle Creek.

C4.3.3.1. Functions as the technical subject matter expert and principal advisor to the ~~Commander~~ Site Director on all matters pertaining to physical security, antiterrorism, and force protection (AT/FP) issues.

C4.3.3.2. Provides oversight and management of the overall command security program; to include physical security, ~~information security, personnel security~~, and other duties as required.

C4.3.3.3. Conducts periodic reviews and inspections of DLA Disposition Services field activities to ensure compliance with applicable regulations, directives, and instructions.

C4.3.3.4. Identifies shortfalls in the AT/FP program. Monitors budgetary needs to ensure compliance with applicable physical security and AT/FP goals. Submits and revises operating budget as needs arise.

C4.3.3.5. Serves as DLA Disposition Services, Security and Emergency Services ~~DES Public Safety Division~~ Representative on various boards and committees.

C4.3.3.6. Implements the DLA Loss Prevention Program.

C4.3.3.7. Provides security education and training material to DLA Disposition Services field activities. Develops training modules for usage in security education program.

C4.3.3.8. Provides analysis of DLA Disposition Services security deficiencies and recommendations.

~~C4.3.3.9. Formulates and administers security education and training programs for all DRMS employees~~.

C4.3.3.9. Reviews all portions of this instruction at least annually.

C4.3.4. AT/FP Officers DLA Installation Support at Battle Creek, Security and Emergency Services Branch: ~~(assigned to DES Battle Creek, Public Safety Branch~~):

C4.3.4.1. Implements the Combating Terrorism Program at HQ DLA Disposition Services and DLA Disposition Services field activities as outlined in applicable Combating Terrorism directives.

C4.3.4.2. Provides oversight in the implementation of approved antiterrorism measures at HQ DLA Disposition Services and DLA Disposition Services field activities to include, where applicable, negotiation with facility hosts, the General Services Administration (GSA), or Chief of Mission to implement recommended Antiterrorism measures.

C4.3.4.3. Conducts Security Program Reviews ~~Vulnerability Assessments~~ at all DLA Disposition Services CONUS field activities. ~~Where responsibility for vulnerability assessments is assigned to another headquarters, will accompany the assigned assessment team and~~ Upon completion will provide oversight of and coordinate corrective action through close contact with the respective DSD ~~FST and facility heads~~.

C4.3.5. DLA Disposition Services Area Manager/Field Activity Leaders:

C4.3.5.1. Take responsibility for implementing security measures designed to minimize loss of supplies, equipment and material and to eliminate fraud, waste and mismanagement within their facilities.

C4.3.5.2. Ensure compliance with this chapter within their facilities.

C4.3.5.3. Ensure that individual employees safeguard government property in their charge and comply with the provisions of this chapter.

C4.3.5.4. Have responsibility for the safety of employees and protection of Federal property, to include subordinate operating locations.

C4.3.5.5. Execute the DLA Loss Prevention Program.

C4.3.5.6. Ensure security requirements are identified in the activity budget.

C4.3.5.7. Implement physical security measures designed to minimize the loss of supplies and equipment by natural or manmade hazards.

C4.3.5.8. Act as incumbent or appoints a Security Coordinator (in writing).

C4.3.5.9. Provide DLA Installation Support at Battle Creek ~~Public Safety Branch~~ immediate notification of any terrorist incident discovered within or reported to the DLA Disposition Services field activity.

C4.3.5.10. Ensure that the DLA Disposition Services field activity is integrated into host security, antiterrorism and emergency reaction plans.

C4.3.5.11. Submit a DLA Disposition Services situation report (SITREP) when host or other investigative agencies initiate security or criminal incidents, criminal investigations, and security surveys involving the DLA Disposition Services field activity or any requests for information by any law enforcement agency.

C4.3.5.12. Be knowledgeable of installation resources and procedures as they relate to Workplace Violence issues. This will include procedures to respond to incidents or situations which fall short of criminal acts (i.e. assault, etc.).

C4.3.5.13. Maintain installation plans for antiterrorism, force protection, and emergency response/disaster preparedness. Be knowledgeable of DLA Disposition Services taskings outlined in these plans.

C4.3.5.14. At sites where a contractor is present, any inspection or findings resulting from the inspection or corrective action required by the contractor will be forwarded to the contractor through the Contracting Officer's Technical Representative (COTR).

C4.3.5.15. Ensure DLA Disposition Services Inspection Log CAMS Version is completed as required.

C4.3.6. DLA Disposition Services Field Activity Security Representatives ~~Coordinators:~~

C4.3.6.1. Administer the activity's antiterrorism and physical security programs, in accordance with this chapter, and other appropriate directives. Reports directly to DLA Disposition Services Area Manager/field activity leader for all security/antiterrorism matters.

C4.3.6.2. Assist the DLA Disposition Services Area Manager/field activity leader in discharging their security responsibilities by analyzing security deficiencies and hazards and making recommendations for appropriate corrective action.

C4.3.6.3. Maintain and supplement (as necessary) host physical security, antiterrorism and emergency plans. When the DLA Disposition Services field activity is a not a tenant facility on a DoD installation and has no interservice support agreement for police services or force protection, the security coordinator will develop appropriate security and antiterrorism plans. Contact the DLA Installation Support at Battle Creek, Security and Emergency Services Branch for assistance as needed.

C4.3.6.4. Develop and maintain a security file composed of copies of all documents of

security interest to the DLA Disposition Services field activity. Maintain the security file as an individual information file or incorporated into an existing DLA Disposition Services ~~field activity~~ file system. It is recommended that a single file or binder be maintained. As a minimum, the security file must contain the following:

C4.3.6.4.1. Most recent physical security assessments conducted by DLA Installation Support at Battle Creek, Security and Emergency Services Branch and host security agency, with report of corrective actions and supporting documents.

C4.3.6.4.2. Approved security waivers and exceptions.

C4.3.6.4.3. Security Representative ~~coordinator~~ and key control officer and other Security related appointments, as applicable.

C4.3.6.4.4. Host security/antiterrorism plan, supplemented as necessary.

NOTE: If host plans have been classified (Top Secret/Secret/Confidential), then maintain only appropriate unclassified portions or versions of the plans. The DLA Disposition Services field activity only requires those portions of host plans that outline DLA Disposition Services field activity taskings when the plan is implemented.

C4.3.6.4.5. Host emergency response/disaster preparedness/consequence management plan, supplemented as necessary.

C4.3.6.4.6. Training documentation and material.

C4.3.6.4.7. Documentation of emergency and security exercises.

C4.3.6.4.8. Miscellaneous other security correspondence.

C4.3.6.5. Provide and document initial security indoctrination for all employees at the time of their assignment or employment and periodic security training more directly related to individual duties, at intervals not to exceed 1 year. Maintain a training folder reflecting dates of training, subject matter, and employees attending. Contact the host security office or DLA Installation Support at Battle Creek, Security and Emergency Services Branch for assistance.

C4.3.6.6. Participate in, and communicate security-related information and concerns during DLA Disposition Services field activity staff meetings.

C4.3.6.7. Disseminate crime prevention information and encourage active participation by all DLA Disposition Services field activity employees in observing and reporting criminal activities, and security deficiencies.

C4.4. **Security Administration.**

C4.4.1. Security Exceptions and Waivers.

C4.4.1.1. See DLA Physical Security Manual, Chapter 16.

C4.4.1.2. ~~Established by this procedure and the DLA Physical Security Guide,~~ Unusual conditions or circumstances may exist at a DLA Disposition Services field activity, which necessitate deviation from meeting regulatory security ~~these~~ requirements. Compliance with a particular requirement may be impractical considering such factors as host mission and resources available to the activity. Each PLFA will use the DLA Form 1885 (May 2008) "Request for Deviation from Security Criteria" IAW with the DLA Physical Security Manual. This form is available on eWorkplace and is a .pdf, fillable form. http://www.dla.mil/dss/forms/fillables/DL1885.pdf

C4.4.1.2.1. Requests will be submitted to DLA Installation Support at Battle Creek, Security and Emergency Services Branch (DS-FBS) which will coordinate the request with DLA Disposition Services Command Office and DLA Installation Support via the PLFA Area Manager and Regional Disposition Services Director. Send completed requests to BattleCreekForceProtection@dla.mil.

C4.4.2. Loss Prevention Program.

See DLA Physical Security ~~Guide~~ Manual, Chapter 4.

~~C4.4.2.1. Methods of Obtaining Data:~~

C4.4.2.1.~~1~~. The DLA Disposition Services field activity leader and/or Security Coordinator will ensure that all activity employees are periodically instructed in reporting requirements for thefts or suspicious losses of material. All suspected thefts or losses of items requiring the submission of DD Form 200 are to be immediately reported via the new system, which is web based, at http://drmsweb.drms.dla.mil/SitRep

C4.4.2.~~1~~.2. DD Forms 200 that is forwarded to DLA Disposition Services HQ for closure will undergo review by DLA Disposition Services J322.

C4.4.3. Security Awareness Training Program. See DLA Physical Security ~~Guide~~ Manual, Chapter 18.

C4.4.3.1. The DLA Disposition Services Area Manager/field activity Leader/Security Coordinator will maintain records of security awareness training sessions for 2 years. The DLA Installation Support at Battle Creek, Security and Emergency Services Branch during ~~physical~~ security program reviews ~~surveys~~ and assessments will review these records.

C4.4.3.2. Training materials and information are available from a variety of sources. Host security offices, public affairs offices, audiovisual libraries, the DLA Installation Support at Battle Creek, Security and Emergency Services Branch and the Internet are good places to look.

C4.4.4. Security Support Requirements for Interservice Support Agreements (ISA).

C4.4.4.1. The ISA with the host installation will set forth the specific police services and

other security related support to be provided for the DLA Disposition Services field activity. Each activity will try to secure the following services. In case the host declines to provide such service, contact the DLA Installation Support at Battle Creek, Security and Emergency Services Branch for guidance. Refer to Section 4 – Supplements, Supplement 1-Administrative Processing, Enclosure 8 MOA for Disposal Services section of the instruction for ISA Security Support Requirements following services are to be requested, consistent with the activity mission.

~~C4.4.4.2. Non-reimbursable: The following security support should be requested on a non-reimbursable basis for all DLA Disposition Services field activities as standard requirements at the time Inter- service Support Agreements with host military installations are initiated or renewed:~~

~~C4.4.4.2.1. Police Patrol:~~

~~C4.4.4.2.1.1 Supplier will: Provide routine patrol services to maintain law and order on the same basis as support provided other host activities. Make at least one or more patrol checks per day~~

~~during non-duty hours to ensure activity facilities are properly secured. Maintain a record such as a building checklist, radio log, etc, to document the checks. Protect and secure activity assets found unsecured and notify the designated activity personnel immediately upon discovery of any security incident or breach of security.~~

~~C4.4.4.2.1.2 Receiver will: Secure activity facilities when not attended. Promptly secure and inspect facilities when notified if found unsecured. Comply with host external security criteria.~~

~~C4.4.4.2.2. Traffic Enforcement:~~

~~C4.4.4.2.2.1 Supplier will: Provide traffic supervision and enforcement to include investigation of traffic mishaps/accidents.~~

~~C4.4.4.2.2.2 Receiver will: Comply with host criteria.~~

~~C4.4.4.2.3. Investigations:~~

~~C4.4.4.2.3.1 Supplier will: Investigate all security/criminal incidents involving DLA Disposition Services field activity personnel, facilities, or assets not referred for investigation to a major DoD Investigative Organization, i.e., DCIS, AFOSI, USACIDC, NCIS. Secure evidence, document results of inquiry and provide copies of investigative reports to the DLA Disposition Services Office of Compliance upon their completion.~~

~~C4.4.4.2.3.2 Receiver will: Promptly report all security/criminal incidents to host security/military police. Protect crime scene and evidence until host security/military police respond to the scene.~~

~~C4.4.4.2.4. Identification:~~

~~C4.4.4.2.4.1. Supplier will: Provide DLA Disposition Services field activity employees with security badges, ID cards, and/or vehicle decals required to access the activity work site(s).~~

~~C4.4.4.2.4.2. Receiver will: Comply with host requirements.~~

~~C4.4.4.2.5. Funds Escort:~~

~~C4.4.4.2.5.1. Supplier will: Provide police escort to the designated financial activities for activity personnel to deposit sales proceeds as required. Escorts are requested for amounts in excess of $10,000 in negotiable instruments, such as cashier checks, money orders, travelers' checks, etc., including cash.~~

~~C4.4.4.2.5.2. Receiver will: Request escorts and coordinate request in advance if possible. Comply with host criteria on movement of funds.~~

~~C4.4.4.2.6. Weapons Storage:~~

~~C4.4.4.2.6.1. Supplier will: Provide in transit security for weapons and major small arms subparts received or shipped by DLA Disposition Services field activity or host installation and provide custody for weapons on DLA Disposition Services activity accountable records in approved small arms storage facilities. Provide activity with monthly inventories of all weapons stored in host facilities. Provide armed security vigilance during demilitarization of weapons on the host installation.~~

~~C4.4.4.2.6.2. Receiver will: Request support and coordinate all such requests with the host installation in advance, if possible.~~

~~C4.4.4.2.7. Key Control:~~

~~C4.4.4.2.7.1. Supplier will: allow tenant DLA Disposition Services field activity autonomous control of all keys and locks used to secure activity facilities and assets.~~

~~C4.4.4.2.7.2. Receiver will: Maintain positive control of all keys and locks in accordance with DLA Disposition Services security criteria.~~

~~C4.4.4.2.8. Information Security:~~

~~C4.4.4.2.8.1. Supplier will:~~

~~C4.4.4.2.8.1.1. Provide tenant DLA Disposition Services field activity personnel with security awareness training.~~

~~C4.4.4.2.8.1.2. Secure any uncontrolled classified material discovered in DLA Disposition Services field activity assets and ensure that appropriate inquiries/investigations of all known and suspected security violations are conducted in accordance with DoD 5200.1-R.~~

~~C4.4.4.2.8.1.3 As needed, ship (at DLA Disposition Services cost) back to the generating activity. C4.4.4.2.8.2 Receiver will:~~

~~C4.4.4.2.8.2.1 Receiver will comply with DoD/DLA/host criteria.~~

~~C4.4.4.2.8.2.2 Assist host agency by providing all information needed for required inquiries/investigations.~~

~~C4.4.4.2.9. Force Protection:~~

~~C4.4.4.2.9.1 Supplier will:~~

~~C4.4.4.2.9.1.1 Provide a standard level of support for Force Protection (FP) in accordance with DoD D 2000.12, DoD I 2000.14, DoD I 2000.16, DoD I 2000.18 and O-DoD 2000.12-H. Responsibility to apply FP will be proactive and reactive to include the following:~~

~~C4.4.4.2.9.1.2 Provide timely unclassified threat intelligence and information sharing.~~

~~C4.4.4.2.9.1.3 Incorporate the receiver into the installation physical security, resource protection and emergency preparedness plans.~~

~~C4.4.4.2.9.1.4 Incorporate the receiver into the installation's AT/FP plan/directives.~~

~~C4.4.4.2.9.1.5 Provide with copies of applicable installation plans and directives.~~

~~C4.4.4.2.9.1.6 Advise of changes in FPCON in a timely manner.~~

~~C4.4.4.2.9.1.7 Provide annual Antiterrorism/Force Protection Awareness Training, and Level I travel briefings.~~

~~C4.4.4.2.9.2 Receiver will:~~

~~C4.4.4.2.9.2.1 Comply with host regulations, guidelines and directed actions.~~

~~C4.4.4.2.9.2.2 Provide the host FP officer with DLA Disposition Services field activity points of contact, telephone numbers, and e-mail addresses.~~

~~Reimburse the host for FP above and beyond the standard level.~~

~~C4.4.4.3. Reimbursable: The following security support should be requested for DLA Disposition Services field activities on a reimbursable basis at the time the Interservice Support Agreements are initiated or renewed:~~

~~C4.4.4.3.1. Security Reviews and Inspection.~~

~~C4.4.4.3.1.1 Supplier will: Conduct physical security inspections of DLA Disposition Services field activity facilities and operations as requested by the activity or DES Battle Creek Public Safety Branch using as a minimum, DLA Disposition Services security criteria.~~

~~C4.4.4.3.1.2 Receiver will: Schedule the inspection at a convenient time. Promptly respond to all findings noted.~~

C4.4.4.2. Additional Reimbursable ISA requirements not contained in Section 4-Supplements; Supplement 1-Administrative Processing, Enclosure 8-MOA for Disposal Services section are:

C4.4.4.2.1. Alarm Monitoring/Armed Response: (for activities with IDS or duress alarms).

C4.4.4.2.1.1. Supplier will: Include DLA Disposition Services field activity protected areas under an alarm monitoring system. Provide armed response within service-prescribed timeframes. Test alarms weekly.

C4.4.4.2.1.2. Receiver will: Provide Supplier with names of employees authorized to activate/deactivate/test alarms. Comply with Supplier alarm activation and testing criteria.

C4.4.4.2.2. Security Lighting:

C4.4.4.2.2.1. Supplier will: Provide such area and exterior lighting commensurate with energy conservation measures and with environmental risk factors. Lighting will not be reduced to where activity security posture is in jeopardy.

C4.4.4.2.2.2. Receiver will: Request installation and maintenance of lighting fixtures as required. Ensure lighting is extinguished during hours of daylight.

C4.4.4.2.3. Emergency Repairs:

C4.4.4.2.3.1. Supplier will: Provide priority emergency repairs as required to maintain a satisfactory activity security posture, i.e., repair of cut/damages security barriers, re-keying compromised and defective locks, etc.

C4.4.4.2.3.2. Receiver will: Request support promptly when defect/deficiency is identified.

C4.4.4.3. Contract Security Service. When adequate security service cannot be

provided by the host installation, DLA Disposition Services Area Managers/field activity leaders may, through DLA Installation Support at Battle Creek, Security and Emergency Services Branch coordination, contract protective services from commercial sources.

C4.4.4.4. Receipt in place locations (RIPL). Physical Security and Force Protection Support at these locations will be requested based upon the "operating environment" at each location. Specific responsibilities for security and force protection must be specified in the Memorandum of Agreement. Support must be provided to DLA Disposition Services activities

and personnel, consistent with support provided to other DoD service providers and other DoD tenants on the installation. Refer to Section 4-Supplements, Supplement 1-Administrative

Processing, Enclosure 8-MOA for Disposal Services section of this instruction or contact the DLA Installation Support at Battle Creek, Security and Emergency Services Branch for assistance with verbiage.

NOTE: At RIPL sites where a contractor is present, any inspection or findings resulting from the inspection or corrective action required by the contractor will be forwarded to the contractor through the COTR.

C4.5. **Physical Security.**

C4.5.1. Discussion.

C4.5.1.1. In order to protect and secure DLA Disposition Services field activity property, uniform standards or criteria have been developed. Variations in physical layout of activity yards and in physical condition and configuration of buildings and display areas affect the degree of compliance obtainable at each individual yard. When full compliance with criteria set forth below cannot be achieved, the activity will request either an exception or a waiver for those specific areas of noncompliance. Exceptions and waivers are detailed in Section 1, Chapter 1 – Administration, this instruction. Commercial Venture partners who operate out of DLA Disposition Services activity locations will comply with the requirements of this instruction and chapter.

C4.5.2. Barriers.

C4.5.2.1. See DLA Physical Security ~~Guide~~, Manual, Chapter 3.

~~C4.5.2.2. Physical barriers may deter accidental or deliberate encroachment on DLA Disposition Services field activity property. In addition to traditional fencing, masonry, pierced steel planking (PSP), and the walls of scrap bins and buildings at least seven feet high can serve as barriers. Certain barriers, such as those surrounding a pilferable storage area, and outside storage areas are required. Determine the need for other barriers by the DES Battle Creek Public Safety Branch based upon recommendation of the activity chief and local environmental risk factors.~~

~~C4.5.2.3. General Requirements.~~

~~C4.5.2.3.1. Inspect barriers for damage and effectiveness at the beginning of each workday. Upon discovery of damage or evidence of forced entry, notify host security and submit a DLA Disposition Services SITREP immediately. In between discovery and arrival of responding host security force, detail an activity employee to secure and preserve the scene by denying access to all pedestrian, vehicle and equipment traffic. Make permanent repairs only after approval is received from the responding security force. Damage weaknesses or deficiencies must be promptly reported to the host facility engineer for correction.~~

~~C4.5.2.3.2. Maintain existing barriers until they are beyond economic repair and do not alter or destroy merely to conform to standards identified in this publication. When existing barriers are no longer serviceable, initiate actions to have a new barrier erected.~~

~~C4.5.2.4. Barrier Openings.~~

~~C4.5.2.4.1. Keep the number of vehicle and pedestrian gates in barriers at a minimum, consistent with operational requirements and safety. Gates will be structurally comparable and provide the same penetration resistance as the adjacent fence. Remote- controlled vehicle gates may be required in order to provide positive control of vehicles entering and exiting the DLA Disposition Services field activity. Gates will be designed so that all transiting traffic, vehicle or pedestrian inbound and outbound, will be monitored and controlled by activity employees. Gates will not be left open and unattended or unmonitored by activity employees.~~

C4.5.3. Clear Zones.

See DLA Physical Security Manual, Chapter 3. ~~Guide, Paragraph D3a(8).~~

C4.5.3.1. ~~An exterior clear zone of at least 20 feet will exist from the exterior barrier. A minimum five-foot internal clear zone will be maintained, a 20-foot clear zone is desired. For parking restrictions see paragraphs C4.6.2.3.1.1 and C4.7.4.3.1.1 below.~~ An unobstructed area or clear zone will be maintained on both sides of the perimeter barrier to provide an unobstructed view of the barrier and the adjacent ground. As a minimum, the clear zone shall extend 20 feet on the outside and ~~between 5 and~~ 30 feet on the inside of the perimeter barrier.

C4.5.3.1.1. Trash receptacles located within the clear zone shall be a minimum of 12 feet from buildings and storage areas to provide a low level of protection. Standoff distances will be met based on the conventional construction standoff distance (Table B-2-UFC 4-010-01) based on the specific construction of the walls and whether they are load bearing or not of the facility.

C4.5.3.2. Exemptions.

C4.5.3.2.1. Interior clear zones are not required at locations where the sides of

permanent structures or permanent scrap bins within the activity area constitute the perimeter barrier.

C4.5.3.2.2. If located within a clear zone, fire hydrants, power, telephone, light poles and any supporting cables need not be removed. Foot rungs on poles and tree branches above a height of nine feet are permitted; remove rungs and branches below that level.

C4.5.3.2.3. DLA Disposition Services field activities may request exemptions for permanent structures within the exterior clear zone by submitting photographs ~~upon request and submission of photographs~~; facility plans or sketches to the DLA Installation Support at Battle Creek, Security and Emergency Services Branch documenting the degree of encroachment on the clear zone. See this chapter; paragraph C4.4.1 for procedures pertaining to waiver submission.

C4.5.3.2.4. It is the responsibility of the Area Manager/field activity leader to convey clear zone requirements to appropriate host authorities to ensure that those requirements are considered prior to any new construction within the designated activity exterior clear zones. Similarly, the Area Manager/field activity leader must ensure that any proposed construction within the yard does not violate field activity interior clear zone requirements.

C4.5.4. Warning Signs.

Refer to DLA Physical Security Manual, Chapter 10, Paragraph G.

C4.5.4.1. Warning Signs are necessary but costly security devices requiring continual replacement because of theft, damage, or deterioration. Color schemes and print styles will comply with host policies. In addition to the requirements identified in the DLA Physical Security Manual, the following standards apply:

C4.5.4.2. Display:

C4.5.4.2.1. Displayed at active entrances, and around perimeter boundaries, with at least one sign every 500 feet. Place at least one sign per boundary side, if the side is less than 500 feet in length.

C4.5.4.2.2. Employee and visitor parking lots, entrances to ~~retail stores and~~ administrative buildings, outside perimeter barriers, and administrative offices with entrance on the perimeter barrier are excluded from warning sign requirements.

C4.5.4.2.3. Used in conjunction with tapes, ropes, chains or other cordon material to delineate areas within DLA Disposition Services field activity boundaries where access is temporarily or permanently denied to all except DLA Disposition Services field activity employees.

C4.5.4.2.4. Affixed to the perimeter barrier or staked in the ground if no barrier exists. When host installation perimeter coincides with a portion of DLA Disposition Services field

activity boundary, use host warning signs on that portion of the DLA Disposition Services field activity perimeter.

C4.5.4.3. Wording and construction:

~~**NOTE:** Wording applies when purchase of replacement signs is required and after other potential sources of supply have been examined and found unproductive.~~

~~C4.5.4.3.1. Worded as "WARNING - AUTHORIZED PERSONNEL ONLY"~~

~~C4.5.4.3.2. Lettered to be easily readable from 50 feet. Use light reflective materials if available.~~

~~C4.5.4.3.3. Constructed of weather resistant materials. A uniform size of 12 inches high and 24 inches wide (12"x24") is recommended. Interior signs may be fabricated of wood, metal, plastic or cardboard.~~

C4.5.4.3.1. Worded bilingually where required by local laws in the U.S. and by international agreements in foreign countries. If bilingual signs are to be used, consider including locally accepted and understood danger-warning symbols on the signs. Do not post signs where a low profile of U.S. presence is preferred.

~~C4.5.4.3.5. DRMS Form 1988, DRMO Warning Sign, is suitable for this purpose.~~

~~C4.5.4.4. When DLA Disposition Services field activity boundaries form part of a military installation perimeter, installation-warning signs must be posted in accordance with service and host policy.~~

C4.5.4.3.2. For areas officially designated by an installation commander as “restricted” or “controlled”, refer to the DLA Physical Security Manual ~~Guide~~, Paragraph ~~D3b~~ G for proper signage requirements.

C4.5.5. Pilferable Storage.

Refer to DLA Physical Security Manual, Chapter 4.

C4.5.5.1. Each DLA Disposition Services field activity must set aside a room, locked enclosure, wire or steel mesh "cage", container, or building located inside the activity boundary, providing pilferable or sensitive property, additional protection against theft. This area must provide a delay factor requiring use of burglary tools by a potential intruder to gain entry. These areas are not mandatory if normal receipts of property requiring special safeguard do not exceed the volume that can be stored in a safe. In such situations, the safe itself becomes the pilferable area and access requirements identified in this chapter, apply. Similarly, if additional security for unusually high value or extremely pilferable items is necessary, safes, lockable cabinets, or conex containers may be placed inside these

areas. Again, access requirements of this chapter, apply. ~~Do not place any signs on the doors of such areas, which may draw attention to the fact that special access requirements apply, or sensitive assets are contained therein.~~

C4.5.5.2. Construction Criteria.

C4.5.5.2.1. Commercially procured prefabricated security cages constructed of not less than 10 gauge chain link material with a mesh of two inches or less (or its expanded steel equivalent) is recommended. When local commercial construction is preferred, identical strength requirements apply. When using chain link mesh material, the construction criteria outlined above will apply.

C4.5.5.2.2. Cage panel mounting hardware (screws, nuts, bolts, etc.) should not be exposed to the exterior of the facility. If mounting hardware is exposed and/or accessible, they will be security hardware which requires special tools, spot welded, peened, covered, or filled with

material in a way to prevent easy removal and provide a delay factor requiring use of special burglary tools.

C4.5.5.2.3. Cover windows and vents with a material that provides a deterrent equal to or greater than the rest of the structure.

C4.5.5.2.4. Install mortised deadbolts in doors where appropriate and lock whenever unattended. Door materials and locks must provide a delay factor equal to or greater than the rest of the structure.

C4.5.5.2.5. Only one active entrance/exit is permitted. When additional emergency exit doors are required by DLA Disposition Services or host installation safety and health directives, they will open only from the inside and be equipped with audible alarms which sound when the doors are opened.

C4.5.5.2.6. Glass display cases are not suitable for protecting pilferable items.

C4.5.5.2.7. In the event the area is not topped with a ceiling panel, extend the walls to the ceiling of the room or roof of the building in which it is located. In such cases, pay particular attention to those overhead areas to ensure that crawl spaces, ducts and dropped ceilings do not provide unseen access into the area. Inspect the floor to ensure that similar access is not provided under the area. If either ceiling or floor fail to provide required security, e.g., "delay factor requiring use of burglary tools", they must be reinforced to the point that the deficiency is corrected.

C4.5.5.3. Access.

C4.5.5.3.1. Only employees designated by the activity leader, as access authorized will enter this area.

C4.5.5.3.2. List names of access authorized employees in lock and key accountability records on DLA Form 1610b. Separate access lists are not required.

C4.5.5.3.3. Activity or Security Representative ~~coordinator~~: Notify ~~access-~~ and appoint in writing ~~authorized~~ employees that have been identified as having authorized access and brief immediately regarding their responsibilities involving the area.

C4.5.5.3.4. Restrict the number of ~~access-authorized~~ authorized access employees to a minimum commensurate with operational necessity.

C4.5.5.3.5. ~~Access-authorized~~ Employees with authorized access must escort visitors within the area at all times. While the number of escort employees required depends on the control capability of the escort, the behavior of the visitor, and the physical layout of the area, the primary concern is to ensure that visitor activities are monitored. If escort employees feel they cannot adequately perform this duty, additional escorts must be detailed or the number of visitors allowed entry curtailed. In situations where numerous visitors require entry,

either routinely or because special interest items are being safeguarded, give consideration to use of portable closed circuit television (CCTV) cameras to augment escort employee surveillance. Upon visitor entry into a these areas, responsibility for the safeguard of items stored within, passes from the protection provided by the barrier, gate and locks to the awareness of the escort employee. Visitor registers are not required.

C4.5.5.3.6. Visitors are not permitted to enter the pilferable storage area with items such as purses, backpacks, etc. which could be used to conceal pilferable items.

C4.5.6. Locking Devices.

Refer to DLA Physical Security Manual, Chapter 8, Paragraph E.

C4.5.6.1. Care must be taken to select locks that are designed to provide the appropriate

level of security, (i.e., delay factor equal to the barrier on which it is used) and that are constructed to withstand environmental conditions existing at the intended use site. Locks identified specifically for indoor use may not be suitable to be exposed to the elements and their continued use in outdoor applications will result in failure of the lock. When selection or serviceability of a particular locking device is in question, request assistance from DLA Installation Support at Battle Creek, Security and Emergency Services Branch.

C4.5.6.1.1. Key Operated Locks.

C4.5.6.1.1.1. The cost and complexity of locks varies widely according to the level of security provided. While any of the following pin-tumbler locking devices are suitable for DLA Disposition Services field activity use, the indoor padlocks identified below are inadequate for prolonged use outdoors; but any such serviceability becomes questionable. At that time they must be replaced with the outdoor use padlocks also identified below. Those padlocks are also suitable for pilferable area use. Padlocks selected for use indoors or outdoors should be with case hardened bodies. Shackles should also be case hardened, and a minimum of 5/16" wide.

NOTE: Padlocks listed here may no longer be available through military installation supply channels. For assistance and recommendations on locking devices, contact the DLA Installation Support at Battle Creek, Security and Emergency Services Branch.

C4.5.6.1.1.2. 5340-00-158-3805 - low security indoor use padlock, (MILSPEC MI P-17802).

C4.5.6.1.1.3. 5340-00-1595340-3807 - same as above with chain, (MILSPEC MIL-P-17802C).

C4.5.6.1.1.4. 5340-00-241-3670 - medium security outdoors use padlock, (MILSPEC MIL-P-43951).

C4.5.6.1.1.5 Mortise locks with minimum one inch throw deadbolts not visible or accessible in locked position.

C4.5.6.1.2. Combination Locks.

C4.5.6.1.2.1. If combination locks are required, GSA approved; three-position changeable combination padlocks are adequate for activity use in either indoor or outdoor applications. Padlocks selected for indoor and outdoor use should be with case-hardened bodies. Shackles should also be case-hardened, and a minimum of 5/16” wide.

C4.5.6.1.2.2. 5340-00-285-6522, 5340-01-119-3981 or 5340-00-285-6523 - combination padlock, (MILSPEC MIL-P-17257).

C4.5.6.1.2.3. Conventional three position "dial type" combination locks using numbers or other reference points to align tumblers into an unlocked position are not recommended for activity use.

C4.5.6.1.3. Hasps and Staples.

C4.5.6.1.3.1. Heavy steel hasps and staples are suitable for secondary locks when they are securely fastened to the structure with smooth headed bolts or rivets, or peened or welded to prevent removal.

C4.5.6.1.3.2. Use high security hasps, described in Amendment 1, MIL-P-43605 (CL), only in applications where lock of similar protection level are required.

C4.5.6.1.4. Cipher Locks.

C4.5.6.1.4.1. This type of digital combination door lock is recommended for installation on high pedestrian traffic doors accessing areas limited to employees only. Cipher locks are not recommended for securing activity property.

C4.5.6.1.5. Numerous sophisticated locking systems and automated access control systems are available which use neither keys nor combinations. Included are locks that open

when a magnetic or punched card is inserted; others open when a fingerprint previously registered in computer memory is placed on a glass plate; still others open when a previously registered voice speaks into a microphone. Such systems may be suitable for activity use. Their intended use and installation must be coordinated with the DLA Installation Support at Battle Creek, Security and Emergency Services Branch.

C4.5.7. Protective Systems/Factors.

Refer to the DLA Physical Security Manual ~~Guide~~, Chapter 6.

C4.5.7.1. Intrusion Detection Systems (IDS) provide an added degree of security, which may be cost effective in some facilities. IDS is designed to detect and announce an intrusion but is unable to prevent the intrusion or apprehend the intruder. Its use will enhance the efficiency of security forces. When used, IDS are usually installed on one or more warehouses where high value and highly pilferable items are stored. Do not enter into agreements for lease, purchase, or installation of IDS without written approval of the host security agency and coordination with DLA Installation Support at Battle Creek, Security and Emergency Services Branch.

~~C4.5.7.1.1. The use of leased or purchased commercial security equipment may be authorized. Leasing arrangements will include a provision for government retention of all wiring and cabling associated with the IDS after termination of the lease.~~

~~C4.5.7.1.2. It is important for planners to remember that any warning system is valueless unless it is supported by prompt security force action. IDS alarms must prompt a security response. IDS alarms must provide direct and immediate alert to host security forces or commercial alarm monitoring facilities indicating that an unauthorized intrusion has been made into an area under alarm protection.~~

C4.5.7.1.1. In case of alarm system failure, the DLA Disposition Services field activity alarmed area must be manned until the system is repaired or other appropriate compensatory measures applied. Notify the DLA Installation Support at Battle Creek, Security and Emergency Services Branch whenever there is a catastrophic or complete alarm system failure.

C4.5.7.2. Communications.

C4.5.7.2.1. Each DLA Disposition Services field activity will have at least one means of communication with host security. The regular telephone system (local exchange or commercial service) is adequate for this purpose. Alternate means of communication are not normally required but may be considered under unique circumstances.

C4.5.7.2.2. Each DLA Disposition Services field activity must possess an adequate system of internal communication, in order to notify all employees and visitors of emergencies. This could be a public address system, cell phones, or some other suitable means.

C4.6. **Procedures.**

C4.6.1. Lock and Key Control.

C4.6.1.1. See the DLA Physical Security Manual, Chapter 7. ~~Guide, paragraph D3f~~.

C4.6.1.2. Locking systems provide added security at DLA Disposition Services field activity entry and exit points and on specialized cabinets, safes, rooms and areas used to store property. The effectiveness and adequacy of locking devices is only as good as the controls placed over it. Accomplish tight access control over all such systems through uniform lock and key control systems of accountability. The Area Manager/field activity leader will determine what areas and containers are to be locked and which keys, if any will be issued for personal retention and/or removal from the facility. Keep issue of such keys to a minimum consistent with operational needs. Keys may not be duplicated without written approval of the Area Manager/field activity leader.

C4.6.1.3. The Area Manager/field activity leader is the key custodian unless he/she delegates the authority to another employee in writing. The primary function of the key custodian is to implement and maintain the key control procedures outlined in this chapter. Alternate key custodians may be appointed by the DLA Disposition Services field activity as required. These designees will be concerned with the supply of locks and how they are stored, the handling of keys, record files, investigation of lost keys, maintenance and operation of key repositories, and the overall supervision of the Key and Lock Control Program.

C4.6.1.4. Depending on activity size and complexity, more than one key and lock control system may be required. Each system will have a designated key custodian and alternate, an active key repository with a listing of employees authorized to draw keys, and an additional repository, if required, for reserve locks and keys.

C4.6.1.5. On buildings or areas with several entrances, consideration should be given to securing all but one or two entrances from the inside. This effectively reduces the number of locks required to totally secure the building or area from unauthorized outside access.

C4.6.1.6. Do not include keys of activity vehicles and material handling equipment (MHE) in the key control system. Do not leave keys in vehicles when unattended. Immobilize MHE without key ignition when not in use. Park MHE inside during non-duty hours, unless the size of the MHE makes that prohibitive.

C4.6.1.6.1. Field Activity sites using automated key security systems (key watch, key tracer, etc.) may co-locate keys within the same system provided that there is a 100% accountability of facility keys through automated reports provided by the system.

C4.6.1.7. Do not provide keys to the host installation without the DLA Installation Support at Battle Creek, Security and Emergency Services Branch approval based on receipt of a written request from host authorities.

C4.6.1.8. Change keyed locks immediately when compromise of the lock is known or suspected. Key theft, loss, breakage, or unauthorized duplication is the most common causes of lock compromise.

C4.6.1.9. To prevent theft or possible substitution, relock padlocks, which have been unlocked to afford entry to an entrance or container on their staples immediately after opening. Do not leave keys in locks.

C4.6.1.10. Standard Form 700, Security Container Information, and Standard Form 702, Security Container Check Sheet, will be used in conjunction with each combination lock or security container.

NOTE: This requirement only applies to safes that are used to store funds or fine precious metals.

C4.6.1.11. Key and Lock Records and Accountability. Maintain control records for key control systems.

C4.6.1.12. Use of master key systems is prohibited.

C4.6.1.12.1. Operating keys to pilferable storage areas fine precious metals

containers, and to cashier areas will not be issued for personal retention or removed from the DLA Disposition Services field activity. Keys that unlock key repositories may be permanently issued, but must no leave the activity. Securing of key repositories with combinations locks is encouraged.

C4.6.1.12.2. Keep all keys within the key and lock system under continuous accountability at all times. Accomplish as follows:

C4.6.1.12.2.1. The number of individuals authorized to draw keys will be kept to the absolute minimum commensurate with security and operational requirements. Flexi time will not be the sole justification for key issuance.

C4.6.1.12.2.2. Master keys and operating keys to security areas will not be issued for personal retention or removal from the activity. This restriction also applies to keys that unlock repositories that contain keys to security areas.

C4.6.1.12.2.3. When keys are not in use, they will be secured in containers of at least 20-gauge steel or material of equivalent strength. Key repositories will be attached to the structure to prevent easy removal and located in buildings or rooms with structural features that forestall illegal entry. During off duty hours, the building will be locked with an approved locking device. Key repositories will be so located that they are under the surveillance of operating personnel during duty hours. Repositories will be kept locked except to issue or return keys or to conduct inventories. Separate key repositories will be maintained for operating and duplicate keys.

C4.6.1.12.2.4. Operating and duplicate keys that control access to repositories containing keys to security areas (less utility areas), will be controlled from, and when not in use, stored in central key repositories under 24 hour control of the activity.

C4.6.1.12.2.5. DLA Form 1610 *Key Repository Index*, will be maintained for each repository within the key and lock control system. The Index will be kept inside the repository to which it pertains and will be used as the basis for inventories of keys and controlled from the repository by individual key serial number.

C4.6.1.12.2.6. Use DLA Form 1610a *Key Repository Accountability Record*, will be used to maintain accountability of the keys in each repository to maintain accountability of each repository and its keys.

C4.6.1.12.2.6.1. Two inventories will be conducted each duty day. The key custodian will inventory the repository at the beginning and end of the day using the DLA Form 1610. Results of the inventory will be annotated on the DLA Form 1610a by completing the date and time blocks, indicating the number of keys in the repository in the "TOTAL NUMBER OF KEYS" block; stating "All keys accounted for" or annotating missing keys and actions taken in the block entitled "PRINTED NAME AND SIGNATURE OF INDIVIDUAL ASSUMING RESPONSIBILITY"; and signing in the block reserved for the signature of the individual receiving keys. All other blocks will be left blank. At the end of the day, the same procedures will be followed for the closing inventory. In the "REMARKS" blocks reflect keys that have been added, removed, or lost/stolen. Report losses or thefts immediately to the Area Manager/field activity leader.

C4.6.1.12.2.7. DLA Form 1610b *Delegation of Authority-Key Control*, will be used to authorize personnel to sign for keys. Designations of individuals authorized to sign for repository keys will be signed by an individual at the division level or higher. Several individuals may be listed on the same form provided they are all authorized to sign for all keys listed on the form. The DLA Form 1610b will expire one year from signature date.

C4.6.1.12.2.8. DLA Form 1610c. *Key Control Register*, will be used by all repository custodians to record the issue and turn-in of keys. A separate DLA Form 1610c will be maintained for each repository. When not in use, DLA Form 1610c will be locked inside the repository to which it pertains. All keys removed from the repository will be recorded on the DLA Form 1610c.

C4.6.1.12.2.8.1. Keeping DLA Form 1610 current, with accurate inventories reflected on DLA Form 1610a achieves continuing accountability for operating keys, and all authorized key issues and returns properly reflected on DLA Form 1610c.

C4.6.1.12.2.8.2. All keys and padlocks within the key control system, to included keys issued for personal retention, will be physically inventoried by serial number, at least once every six months. A record of the inventory will be maintained by the Key Control Officer until completion of the next scheduled inventory.

C4.6.1.12.2.8.3. Retain key control forms in accordance with the DLA Records Schedule.

C4.6.1.12.3. Change combinations at least annually, or when compromise is known or suspected, or when a person knowing the combination no longer requires that knowledge. Do not use anniversary dates, birth dates, multiples of 5 or 10 (e.g., 5-10-15; 20-30-40) or sequential numbers (e.g. 23-45-67; 98-76-54). Memorize combinations. Do not record for personal convenience and do not annotate in activity records. Recording of container combinations is optional at the Area Manager/field activity Leader's discretion. If recording the combination is desired, annotate the combination on part 2a and enclose within Part 2 of Standard Form 700, Security Container Information, then forward to the DLA Disposition Services DSD ~~Forward Support Team~~ or his/her designee. Use certified mail for container combinations. Secure safe combinations in a locked drawer or container.

C4.6.2. Entry and Movement Control

C4.6.2.1. Control of visitors, vehicles and property moving in and out of an activity is a significant part of a total security program for any DLA Disposition Services field activity. While standard or uniform procedures to affect this program are most desirable, variations in facility design influence the type of system needed that is best in terms of control, cost and convenience. The following are standard required procedures for entry and movement control.

C.4.6.2.1.1. The DLA Disposition Services field activity will develop local standard operating procedures for entry and movement control operations to include processes, procedures, and/or checklists outlining visitor control and identification protocols.

NOTE: Requirements of the Logistics Partner are to maintain a Visitor Control Program, consistent with the standards in this chapter and with local DLA protocols. The sales partner must use the same type of visitor badges and registration logs as the DLA Disposition Services field activity.

C4.6.2.2. Visitor Control. See DLA Physical Security Manual, Chapter 2, subparagraph G. The ability to enter a yard or building unchallenged and uncontrolled constitutes a serious breach of security resulting in increased pilferage and fraud. Therefore, continuous monitoring of visitors from entry through departure is required. Use the following practices:

C4.6.2.2.1. Registration. Legibly register all persons, vehicle drivers included, desiring access to DLA Disposition Services field activity for inspection, CV sales, screening, or property pick up, or property turn-in on DLA Form 584. Required visitor registration procedures are as follows:

C4.6.2.2.1.1. Maintain DLA Form 584 for visitor registration. If the activity has self-contained sites geographically separated from its central registration point, maintain separate registers at those sites. Retain visitor registers in accordance with the DLA Records Schedule. A single entry point and single DLA Form 584 is most desirable, and should be enforced if possible and practical.

C4.6.2.2.1.2. Required information on the DLA Form 584: Date; Time; Printed Name of visitor; Signature; Badge or Pass number; Their organization office, company or DoDAAC; Destination or Purpose of visit; and Printed Name of Government POC or Entry control officer. The Area Manager/field activity leader (or designated representative) will conduct periodic spot checks of the register to verify accuracy and completeness of entries made by visitors and to check their personal identification. (updated Feb 2012)

~~C4.6.2.2.1.2.1 Visitors must complete each applicable section of the DLA Form 584 completely and legibly at the time of entry into the DRMO.~~

~~C4.6.2.2.1.2.1.1 Printed Name, Signature, DODAAC , Company Name.~~

~~C4.6.2.2.1.2.1.2 Purpose of Visit (i.e. screening, etc.).~~

For Visitors: A legible rendering of the visitor's printed name, DODAAC, organization/firm/unit represented, including address (city and state- minimum) if not from the host installation; reason for accessing activity property, include the site location if it is geographically separated and a site register is not maintained.

For Transporters: A legible rendering of the visitor's printed name, license number, DODAAC, organization/firm/unit represented, including address (city and state- minimum) if not from the host installation; reason for accessing activity (either picking up or dropping property off), type of conveyance (tractor trailer, panel truck, van, etc.) and license plate.

~~NOTE: This information is required only when the vehicle physically enters a DLA Disposition Services yard or warehouse. It is not required for vehicles parked on public streets or in designated visitor parking areas.~~

C4.6.2.2.1.3. The DLA Disposition Services or Sales Partner employee will physically check the visitor's identification, compare the identification data and features listed on the identification media, with those of the visitor, and legibly complete the appropriate sections of the DLA Form 584.

~~C4.6.2.2.1.2.2.1 Badge Number and Type (i.e. Badge #3, DRMS Form 1961/RTD).~~

~~C4.6.2.2.1.2.2.2 Date of Entry.~~

~~C4.6.2.2.1.2.2.3 Time of Entry.~~

~~C4.6.2.2.1.2.2.4 ID Verification. Print legibly and sign.~~

C4.6.2.2.1.4. Visitors required to register need do so only once each day on their initial entry to the activity, or to any geographically separated site where a DLA Form 584 is maintained. A requirement to sign out on the register at time of departure is mandatory.

When the visitor leaves the DLA Disposition Services field activity, the DLA Disposition Services or Sales partner employee will physically retrieve the visitor badge and annotate the time of departure on the DLA Form 584.

C4.6.2.2.1.5. Ensure visitors screening property are so authorized by verifying the individual's possession of valid identification. A picture ID is required, e.g., military/civilian ID, current driver's license, etc. In the case of direct removal by DoD or other transferee, review the appropriate authority designation document or letter of authorization (see Section 2, Chapter 5) for specific guidance for direct removal of property and Section ~~1~~ 2, Chapter ~~1~~ 5 for specific guidance on visitor identification.).

C4.6.2.2.1.6. Debarment. In the event an individual known or suspected to be debarred from participation in surplus sales is identified within the activity, the Area Manager/field activity leader or representative will escort that person from the sale area and immediately contact the assigned counsel for guidance. If confirmation is received that debarment is current, remind the individual of the restrictions imposed by debarment and request the individual leave the facility. Should the individual fail to comply, contact installation security, brief on the situation, and request security to remove the person from the activity. Document the entire incident with signed statements by all activity employees having first-hand knowledge of the events. Clip the statements, together with all pertinent disposal forms identifiable with the individual (i.e., DLA Form 584, 1581, etc.), and a photocopy, if obtained, of the identification used to gain entry. Forward to assigned counsel for consideration of debarment extension.

C4.6.2.2.1.7. If the sales partner is not within the main DLA Disposition Services compound, the sales partner will be responsible for maintaining the DLA Form 584, and for issuance of visitor badges. The Sales Partner is responsible for securing all unused or unissued visitor badges.

C4.6.2.2.1.8. Exemptions to Visitor Registration.

~~C4.6.2.2.1.8.1. Official visitors, such as personnel from HQ DLA, DLA Disposition Services Battle Creek, or DLA Enterprise Support (DES), are exempt from registration based upon orders or other official credentials.~~

C4.6.2.2.1.8.1. Visitors who enter only the DLA Disposition Services field activity administrative area or otherwise have no access to DLA Disposition Services field activity property.

C4.6.2.2.1.8.2. Security, safety, medical and fire protection personnel responding to emergencies.

C4.6.2.2.1.8.3. Contractor personnel ~~(such as CV)~~ with whom DLA Disposition Services or the DLA Disposition Services field activity have a contractual agreement, may be exempt from daily registration, provided the contractor agency has provided an official listing of personnel that will be doing business on the premises on a regular and continuing basis.

C4.6.2.2.2. Visitor Badges.

C4.6.2.2.2.1. Visitor badges are to be issued to all DLA Disposition Services visitors (except as reflected in paragraph C4.6.2.2.1.7 above) using DRMS Forms 1960 (Sales), 1961 (RTD), 1962 (Turn-In), and 1965 (Other – Special). The activity Area Manager will inform the workforce of badging requirements.

C4.6.2.2.2.2. The Sales Partner will provide badge requirements (quantity) to the DLA Disposition Services field activity. The DLA Disposition Services field activity will provide a sufficient number of blank DLA Form 584 and 1960 to the Sales partner. The Sales partner will provide completed DLA Form 584 to the DLA Disposition Services field activity for filing when the form has been completely filled out.

C4.6.2.2.2.3. Visitor badges will be issued to visitors after they register. The DLA Disposition Services personnel will retrieve these badges prior to visitor departure. The DLA Disposition Services field activity leader will take steps to retrieve visitor badges from visitors who depart the premises without returning their visitor badges.

C4.6.2.2.2.4. Unissued visitor badges will be secured at all times.

C4.6.2.2.2.5. Templates of official visitor badges can be obtained through DLA Disposition Services, J-321. The template will not be posted on the Internal Web Page for security purposes.

C4.6.2.2.2.6. Future requests for the Visitor Badges template must be made by Area Managers in encrypted email format to help prevent impersonation and tampering.

C4.6.2.3. Vehicle and Property Control.

C4.6.2.3.1. Vehicle Control. Procedures used to control the movement of vehicles will be as follows:

C4.6.2.3.1.1. Vehicles will enter and exit through a single designated gate that is under continual visual observation by DLA Disposition Services field activity employees. Employee and visitor parking within 50 feet of warehouse entrances or open storage areas or within the confines of the activity are prohibited. Area Managers/field activity leaders will ensure appropriate signage and barriers are in place to enforce this restriction.

C4.6.2.3.1.2. After registration and inspection, drivers will proceed to and from appropriate receiving or shipping areas by designated routes. These vehicles will be escorted or monitored at all times, unless the Disposition Services regional Director determines that the facility has gate and other security to prevent pilferage of property. The provided security must include the inspection of trucks prior to departure from the Disposition Services site. This determination must be approved by the Regional Disposition Services Director. This exception and determination may apply to any Disposition Services field activity, worldwide. When business is completed, drivers will allow their vehicles to be inspected for unauthorized

removal of property and will complete the sign out portion of the DLA Form 584. (Updated Feb 2012)

C4.6.2.3.1.3. Government, commercial and privately owned vehicles may enter the DLA Disposition Services field activity only for the specific purpose of picking up or delivering property. Parking for extended periods of time is prohibited. Other government or commercial vehicles conducting official business may enter for that express purpose, by which the use of the vehicle is required, provided they comply with registration requirements.

C4.6.2.3.2. Inspection/Weighing Procedures.

C4.6.2.3.2.1. Inspect vehicles entering a DLA Disposition Services field activity for the purpose of removing property by weight for extraneous cargo or suspicious items that could be used to inflate their weight. Re-inspect on departure, to ensure that all cargo and personnel in the vehicle at the time of weigh in are present on weigh out.

C4.6.2.3.2.2. Inspect each vehicle that accessed activity property prior to leaving the activity facility for unauthorized removal of property. Supplement the review of driver documents verifying removal authority by visual inspection of loaded material. Inspect vehicles that should be empty.

C4.6.2.3.2.3. Strictly enforce scale inspection requirements outlined in DoD 4160.21-M, Chapter 7, paragraph K3a, and activity weighing policy (also see paragraph C2.15.5.1.3. ~~above.~~). ~~Discussed previously above in scales.~~

C4.6.2.3.2.4. The DLA Disposition Services field activity is responsible for the inspections of platform, truck, and railroad scales at a frequency not less than annually and more often if required by State or local laws. A record shall be maintained of visits by qualified inspectors showing the date of the visit, and where appropriate, action taken to correct the accuracy of the scales. It is the responsibility of the DLA Disposition Services field activity to initiate the action to obtain the services of a qualified scale inspector, and to request repair action when needed.

C4.6.2.3.3. Property Control. Use procedures to control the movement of property, material and packages as follows:

C4.6.2.3.3.1. Use activity employees and/or closed circuit TV to escort/monitor visitors to preclude pilferage or improper handling of property.

C4.6.2.3.3.2. Establish single point entry/exit controls for each display location to preclude unauthorized movement of property.

C4.6.2.3.3.3. Do not remove Government property from the activity for personal use.

C4.6.2.3.3.4. Area Manager/field activity leader: Establish procedures to prevent employees and visitors from entering display areas with personal property items such as lunch

boxes, handbags, briefcases and other similar items which may be used to conceal pilferable property.

C4.6.2.3.3.5. Use Optional Form 7 or similar form used by the host installation, prepared in duplicate and signed by the Area Manager/field activity leader or his authorized representative, to authorize activity employees to remove property from facilities. Retain the original (by the activity leader) and annotate when the property is returned. Use the pass for the following types of property:

C4.6.2.3.3.5.1. Government property not covered by normal shipping documentation (DD Form 1348-1 and DRMS Form 1427).

C4.6.2.3.3.5.2. Personal property not accompanied by a sales document and not readily identifiable as personal property.

C4.6.2.3.3.6. All property covered by a property pass is subject to inspection upon entry or departure from the activity.

C4.6.2.3.3.7. Property pick-up procedures for customers are fully discussed in Chapter 2 – General Operations, this instruction.

C4.6.2.3.4. Railroad Car Control.

C4.6.2.3.4.1. Locally developed procedures for the control of railroad cars will, at a minimum, include the following requirements.

~~C4.6.2.3.4.1. Monitor movement of railroad cars in and out of DLA Disposition Services field activity facilities by designated employees.~~

C4.6.2.3.4.1.1. The movement of railroad cars in and out of DLA Disposition Services Field Activities (as applicable) will be supervised by field activity personnel and observed by security forces.

C4.6.2.3.4.1.2. All railroad entrances will be secured when not in use. Field activity employees and security forces will provide access control during passage of railroad cars.

C4.6.2.3.4.1.3. Keys to active railroad gates will be controlled by host security forces.

C4.6.2.3.4.1.4. Security personnel will inspect the cargo seals on all incoming and outgoing railroad cars at the entry control point. Empty railroad cars will be inspected for contraband, hazardous items, and unauthorized personnel. Local procedures will be established which provide guidance to security force personnel when discrepancies are found during this inspection. Whenever railroad cars are staged at warehouse locations, partially loaded cars will be sealed at the close of loading operations and will be checked by security patrols.

C4.6.2.3.4.1.5. Railroad seals will be affixed and verified in the same manner as that prescribed for truck control.

~~C4.6.2.3.4.2. Control railroad entrances by locked gates when not in use. Activity employees will man gates, which are opened for passage of railroad cars.~~

~~C4.6.2.3.4.3. Control keys to railroad gates by the activity or provided to host security under proper receipt.~~

C4.6.2.3.5. Tamper Seals. Refer to DLA Physical Security Manual, Chapter 4, Paragraph E.

C4.6.3. Pilferable Items.

C4.6.3.1. The designation of specific items or materials as pilferable or sensitive property is primarily by assigned Controlled Item Inventory Codes (CIIC) codes or pilferage codes. These codes may be reflected on turn-in documents and in DAISY or the FLIS. Activities are required to ensure that mandated protective requirements based on CIIC codes as reflected in DoD 4100.39-M, are met. Activities are required to effectively protect sensitive/pilferable assets by making effective use of available secure storage. Employees must declare "sensitive/pilferable" designations to certain categories of property that may not reflect a CIIC or pilferable code (i.e. property turned in under a local stock number). Conversely, items may be designated pilferable by NSN when condition, obsolescence, etc. may negate the designation. These designations should be consistent with military and commercial usage. Variables to be considered include quantity, size, weight, condition, and available storage facilities versus property on hand and current market conditions in the geographical area of the DLA Disposition Services field activity.

C4.6.3.2. As a minimum, store the following items within the designated pilferable storage area:

C4.6.3.2.1. Small arms (1005 stock class) undemilitarized bolts, barrels and trigger assemblies.

NOTE: This policy pertains only to items within the 1005 stock class, and only refers to bolts, barrels and trigger assemblies. For further guidance on the storage of weapons parts, refer to paragraph C4.6.3.2.5.

C4.6.3.2.2. Inherently dangerous items such as knives, bayonets, and swords.

C4.6.3.2.3. Crowbars, bolt cutters and other similar cutting devices.

C4.6.3.2.4. Smaller musical instruments.

C4.6.3.2.5. All of the following items as identified by the Controlled Item Inventory Code (CIIC).

C4.6.3.2.5.1. 0 – Naval nuclear propulsion items.

C4.6.3.2.5.2. 2 – High Sensitivity (Category II) arms, ammunition and explosives (parts only – do not store complete weapons).

C4.6.3.2.5.3. 3 – Moderate Sensitivity (Category III) arms, ammunition and explosives (parts only – do not store complete weapons).

C4.6.3.2.5.4. 4 – Low Sensitivity (Category IV) arms, ammunition and explosives (parts only – do not store complete weapons).

C4.6.3.2.5.5. N – Firearms (parts only – do not store complete weapons).

~~C4.6.3.2.5.6. R – Precious Metals~~.

C4.6.3.2.5.6. J – Pilferable (smaller items – one cubic foot or less)

C4.6.3.2.5.7. R - ~~Precious metals in SCLs PSC, P8A, P8B, P8C, P81, P83, P84 and P87, and~~ (all "V" coded SCLs).

C4.6.3.3. Consider items in the following CIIC codes. Store in the designated pilferable storage area consistent with size of item and with available secured storage space. As a minimum, all items in these CIIC codes must be stored within locked warehouses (rolling stock excluded).

C4.6.3.3.1. I – Aircraft engine equipment and parts.

C4.6.3.3.2. M - Hand tools and shop equipment.

C4.6.3.3.3. V- Individual Clothing and Equipment.

C4.6.3.3.4. W – Office Machines.

C4.6.3.3.5. X – Photographic equipment and supplies.

C4.6.3.3.6. Y – Communications/Electronic equipment and parts.

C4.6.3.3.7. Z – Vehicular equipment and parts.

C4.6.3.4. Store pilferable items in a safe or within the designated pilferable storage area. If this is not possible due to storage constraints or limitations, then use the next most secure available display location. The DLA Installation Support at Battle Creek, Security and Emergency Services Branch will provide guidance at any time an appropriate display area appears to be unavailable. DLA Disposition Services field activity will ensure that:

C4.6.3.4.1. Employees are trained to recognize sensitive or "pilferable" property.

C4.6.3.4.2. DD Forms 1348-1A/2 accurately identifies pilferable items at time of receipt. (See Section 2, Chapter 2 – Property Accounting or Section 2, Chapter 3 – Process Disposition, batches for additional guidance.)

C4.6.3.4.3. Pilferable property is immediately processed and secured in the designated pilferable storage area on receipt.

C4.6.3.4.4. Movement of pilferable items is controlled to, from and within the most secure display location in the DLA Disposition Services field activity.

C4.6.3.4.5. Status changes of pilferable items are processed on accountable records in a timely manner.

C4.6.4. Safeguarding Funds.

See DLA Physical Security Manual, Chapter 11. ~~Guide, Paragraph D3p(6)~~. (Currently applicable only in OCONUS locations as DLA Disposition Services does not conduct sales directly in CONUS).

C4.6.4.1. The following minimum physical security practices for funds protection are required at all DLA Disposition Services field activities where funds are collected; for specific cashier responsibilities in this area see Section 2, Chapter 2 – Property Accounting or Chapter 3 – Process Disposition. References to "cashier" in this section pertain equally to both primary and alternate cashiers.

C4.6.4.2. Safes. When negotiable instruments are retained overnight, a cashier safe independent of the activity safe must be furnished for exclusive use and access by the cashier. Place the funds into the cashier's cash box; lock the box then place in the safe. Safes must be GSA approved or be a UL certified burglary resistant safe, with a minimum protection factor of TL-15. Contact host security or the DLA Installation Support at Battle Creek, Security and Emergency Services Branch for guidance. Safes will, when possible, be located so that it may NOT be seen from outside the building.

C4.6.4.2.1. Cash Boxes. When the safe storing funds do not contain lockable compartments, issue each cashier a cash box for their exclusive use. Keep boxes closed and locked except when funds transactions are being made. Do not leave cash boxes or funds unattended. During cashier operations, position money drawers and cash boxes out of public view and reach, placed so as to deny funds access to anyone but the cashier. Most commercial cash boxes are little more than temporary funds containers equipped with cash drawers from which to make change and are not intended to be used as security containers or strongboxes. They are typically constructed of extremely light metal, which can be easily distorted or damaged in order to access their contents. Under attack, their locking devices provide insignificant protection.

C4.6.4.2.2. Cash Box Modification. The activity leader should examine all cashier cash boxes for the inherent defects identified above. Modify those containers having weaknesses by riveting a hasp and staple to the box. When locked with a padlock, cash boxes so modified are generally immune to undetected pilferage or tampering of funds stored therein. Secure hinges on cash box covers by peening, crimping, or reinforcing with rivets. When heavy duty, entry-resistant, industrial cash boxes are utilized, the foregoing modifications are not required.

C4.6.4.2.3. Cash Box Padlocks. Issue each cashier a new cash box padlock and, in order to maintain exclusive access to cashier funds, issue all keys for that lock. Retain one key permanently for daily use; maintain duplicates outside the facility or destroy duplicate keys and record such destruction. Replace cash box padlocks when cashiers are changed.

C4.6.4.2.4. Initiate Standard Form 700 and affix Part 1 to an interior wall or drawer of the container. Recording of container combinations will be at the activity leader's discretion. If recording is desired, forward Parts 2 and 2a to the Disposition Service Director by certified mail. Under this arrangement should a lock out occur, the Disposition Service Director will provide the cashier, or if circumstances warrant, the sales or activity leader, the combination by telephone. Once the safe is opened, change the compromised combination and re-accomplish the Standard Form 700. Change the safe combination at least annually or whenever persons with access to the combination no longer have or require access, or when compromise of the combination is known or suspected. Protect container combinations in a secure container.

C4.6.4.2.5. Affix Standard Form 702 to the exterior of each safe. Each time the safe is opened or closed, complete entries in the “Opened By" and "Closed By" columns. A disinterested person other than the individual who closed the safe must complete the "Checked By" column at the close of business daily. Each duty day that the safe is not opened, check the safe with time and initials of the person checking the safe entered in the "Checked By" column and "not opened" annotated through the "Opened By" and "Closed By" columns. Retain these forms for 90 days. When the safe is empty, daily checks and subsequent documentation are not required.

C4.6.4.3. Funds Storage Limitations: DLA Disposition Services field activities will not store negotiable instruments overnight in excess of the authorized change fund, or as limited by host officials, whichever is the lesser amount. Under no circumstances will over $2000 be stored. If deposit in a designated night depository is not possible, one time overnight storage of funds for exigent purposes may be authorized by the Disposition Service Director ~~Forward Support Team (FST) Operations Chief~~, provided there is a suitable container (GSA Class 5, or equivalent) available, and coordination is obtained from host security. Cash reconciliation and verification as outlined in Section 2, Chapter 2 or Chapter 3 must be accomplished before the end of the duty, and a cash count and verification must also be performed immediately after the safe is opened on the next duty day.

C4.6.4.4. Permanent Cashier Facilities. Activities need not have a permanent "cage" for cashier use. If construction is desired, cashier cages will conform to requirements defined in this chapter ~~and in the DLA Physical Security Guide, Paragraph D3n(6)(f),~~ with the following addition: limit access to the cashier cage to the primary/alternate cashier, cashier supervisors, cash verifiers and auditors, and disinterested witnesses for purposes of locking the safe. Visitors, other than official visitors in the conduct of their duties, are not authorized in cashier cages. List names of all access authorized employees in lock and key accountability records on DLA Form 1610b.

C4.6.4.5. Temporary Cashier Areas. At activities that do not have permanent cashier cages, set aside a temporary room or otherwise enclosed area for the exclusive use of the cashier. Since the cashier operation should be observable to management and co-workers at

all times, take care in selection of the site. It should be sufficiently removed from the noise and commotion of the sales area to allow business to be conducted accurately and efficiently; it cannot be so remote as to encourage a robbery attempt. Ideally, the room or selected area will have only a single entrance. If such location is unavailable, lock all windows and doors providing access to the site from the cashier's side of the wall or barrier. An office table or desk moved into the doorway of the room bars public entry and normally provides both adequate customer-to-funds distance as well as a convenient work surface on which to conduct business. When rooms are unavailable, construct a makeshift area by moving furniture and files to create the necessary customer barrier.

C4.6.4.6. Duress Alarms. Duress alarms are required at activities where their installation is prescribed by host directive or unique and specific local threats. Duress alarms must provide direct and immediate alert to host security forces or a commercial alarm monitoring facilities indicating that a cashier is undergoing, or has just experienced, a robbery or other threatening situation.

C4.6.4.6.1. Locate activating controls to allow covert operation by cashiers.

C4.6.4.6.2. Test the alarm weekly or as prescribed by host asset control/crime prevention authorities and also, in coordination with those authorities, prior to each sale date. Document all duress alarm tests and retain that documentation for two (2) years.

C4.6.4.6.3. Govern activation of direct duress, local, or radio alarms by local installation security procedures. On most installations, cashiers are instructed not to activate robbery alarms until after the robber has left the facility. This procedure reduces the potential for cashier, employee, or customer injury and greatly decreases the possibility of having the robbery escalate into a hostage situation.

C4.6.4.6.4. Do not enter into agreements for lease, purchase, or installation of duress alarms without written approval of the host security office and coordination with the DLA Installation Support at Battle Creek, Security and Emergency Services Branch.

C4.6.4.7. Funds Escort. See DLA Physical Security Manual, Chapter 11, Paragraph D. ~~Guide, Paragraph D3o(6)(h)~~. Request armed escort from the host for amounts of greater than $10,000 in negotiable instruments, including cashier's checks, money orders and cash. Host and military service thresholds may differ than this amount. Fund escort requirements for DLA Disposition Services field activities tenant on military installations will be in accordance with the criteria established by the host.

C4.6.4.7.1. At locations where the movement of funds through an area is not under military jurisdiction, request host security support with armed escort. Request armed escort by the host based upon local threat, and upon host support to other installation funds handling activities. Coordinate with local security or investigative agencies for information on threat assessment. Should the host be unable to provide the funds escort support due to jurisdictional constraints, other armed escort service may be appropriate. Contract armed courier service for funds escort will be determined in coordination with the DLA Installation Support at Battle Creek, Security and Emergency Services Branch on a case by case basis.

C4.6.5. Precious Metals.

C4.6.5.1. Display. Provide security for precious metals bearing materials consistent with the value of the expected precious metals recovery. See Precious Metals in Section 2, Chapter 1 – Logistics and Chapter 7 - Scrap for requirements for storage of specific precious metals SCLs. Whenever possible, store all precious metals in inside display areas. Store all fine precious metals in a pilferable storage area within a safe, locked metal container, or locked conex container. All prescribed key control procedures apply to safe combinations; combination and/or key operated locks used to secure precious metals containers.

C4.6.5.2. Employee Access. Limit entry to the locked container where fine precious metals are stored to the precious metals monitors (primary and alternate) designated by the DLA Disposition Services Area Manager/field activity leader. List monitor names as such in lock and key accountability records and on Standard Form 700 if a safe is used. Restrict entry to precious metals processing areas to employees with assigned duties in that area.

C4.6.5.3. Fine Precious Metals. Weigh all fine precious metals (V-coded SCLs) on receipt in the presence of the generating activity's representative. Annotate the receiving document with the date, printed names and signatures of the parties involved. Accomplish all further handling of fine precious metals by the precious metals monitors in the presence of one witness. Annotate any additional documentation with the date, printed names and signatures of all parties involved.

C4.6.5.4. Reports of Discrepancy (RODs). If the activity receives a ROD concerning a precious metals shipment of any kind, respond within 21 calendar days. Information copies of the activity response will be provided to the DLA Disposition Services J311 ~~Office of Compliance.~~

C4.6.6. Small Arms.

C4.6.6.1. Store complete weapons, weapon receivers, and barrels when attached to receiver assemblies, which contain the weapon's serial number in approved arms room facilities according to DoD 5100.76-M, Chapter 4. These facilities require the designation of "Restricted Area" by the host installation commander. Refer to the DLA Physical Security Manual, Chapter 10, Paragraph C ~~Guide Paragraph D3n(1)(e)~~ for security procedural guidance.

C4.6.6.2. Inventory. If the DLA Disposition Services field activity has accountability of small arms conduct a monthly inventory, by serial number, of all small arms not in bulk or crated display. Inventory weapons, which remain in inventory in bulk display for more than 1 year annually by type and number based on count of sealed containers. Open five percent of the bulk stored containers annually and check 100 percent of the arms stored in the opened containers by serial number. Both monthly and annual inventories may be accomplished by the host activity, if stored in host activity facilities, when such inventory requirements are included in the ISA or other local agreements. Any evidence of tampering or attempted entry into the sealed container is cause for a complete serial number verification of weapons in that container and notification of the DLA Disposition Services Office of Compliance. A written record of the most recent monthly or annual inventory will be maintained by the DLA Disposition Services field activity for a minimum of 2 years. Military Assistance Program (MAP) small arms not stored on an U.S. installation are exempt from the provisions of this paragraph.

C4.6.6.3. Small Arms Parts. All undemilitarized bolts, trigger assemblies, and barrels not attached to a receiver assembly, which contains a weapon's serial number, will be stored in the DLA Disposition Services site security cage. In addition, items with a CIIC of 2, 3, 4, and N (parts only – not complete weapons) will be stored in the DLA Disposition Services sites pilferable storage area. When a DLA Disposition Services security cage is inadequate, the host will store those parts.

C4.6.6.4. Demilitarization Security. Transportation of small arms and subparts will be in accordance with DoD 5100.76M, Chapter 7. Similarly, the DLA Disposition Services Area Manager/field activity Leader is responsible for assurance that small arms parts removed from the DLA Disposition Services security cage are under constant DLA Disposition Services surveillance until DEMILLED and any UNDEMILLED parts are returned to the DLA Disposition Services security cage at the close of the business day.

~~C4.6.7. Periodic Security Review (PSR)/Vulnerability Assessments.~~

~~C4.6.7.1. Purpose of the PSR is to evaluate compliance with the minimum physical security standards identified in this chapter, to identify conditions in DLA Disposition Services field activity operations potentially subject to criminal exploitation, and to observe existing crime prevention practices utilized by the DLA Disposition Services field activity staff. DES Battle Creek Public Safety Branch personnel will conduct PSRs once every 3 years. When funding, scheduling, or other operational problems preclude accomplishment of the mandatory 3-year visits, DES Battle Creek Public Safety Branch personnel will request the assistance of host asset protection officials in conducting physical security reviews of the affected facilities. To ensure uniformity in the reviews, DES Battle Creek Public Safety Branch personnel will provide reviewing officials with checklists identifying the minimum physical security requirements of this chapter. DES Battle Creek Public Safety Branch personnel will perform antiterrorism vulnerability assessments (VAs) of the DLA Disposition Services field activity in conjunction with the PSR.~~

C4.6.7. Classified Materials.

C4.6.7.1. DLA Disposition Services field activities are not authorized to receive, process, or store classified material. Discovery of classified documents, usable property, or scrap in activity custody creates a security incident because of the potential for compromise of classified information/technology once the document or item left authorized channels. Consequently, each security incident requires immediate attention and continued follow-up until custody is regained by properly cleared authority and the material is removed from the DLA Disposition Services field activity. Corrective action is initiated by protecting further potential for compromise and concluded by return of the material to the generator or to the temporary control of the host installation security manager.

C4.6.7.2. For detailed procedures to be followed when classified or possible classified material is identified or discovered within the disposal system are found see Section 2, Chapter 1 – Logistics (C1.4.3.).

C4.6.8. ADP (Information Technology) Security.

C4.6.8.1. DLA Disposition Services Field activities will ensure that all ADP and information systems receive proper protection. Comply with the provisions of DLAR 5200.17, DRMS-D 5210.1, and other DRMS 5200/5210 series publications.

C4.6.9. Security of Hazardous Material / Hazardous Waste.

C4.6.9.1. DLA Disposition Services Field Activities storing hazardous waste and / or hazardous materials will comply with as a minimum the following Security directives:

C4.6.9.1.1. DOT Security Regulation (HM-232).

C4.6.9.1.2. 67 FR 6963.

C4.6.9.1.3. 40 CFR Parts 262/264/265.

C4.6.9.1.4. 49 CFR Par 172.

C4.6.9.2. DLA Disposition Services Field Activities storing hazardous waste and /or hazardous materials must have a DOT Security Plan as required by DLA Disposition Services policy.

C4.6.9.3. DLA Disposition Services Field Activities with a conforming storage facility (Part B permit) must submit to the host security agency for “Controlled Area” designation. Should the host decline to make such designation, retain such declination in writing. Comply with host directives and instructions on “controlled area” management.

C4.7. **Force Protection.**

C4.7.1. Scope.

C4.7.1.1. Department of Defense (DoD) employees, military and civilian, physical assets, and facilities have been attacked before, and will continue to be targeted by terrorists and criminals. During the past 30 years, over 600 DoD personnel have been killed, and many more injured as the result of terrorist activities. Terrorists have used a wide variety of tactics in order to achieve their goals; tactics that have proven to kill, maim, intimidate. The events of September 11, 2001 indicate that terrorists can and will aggressively attack U.S. commercial and military targets, with high “body counts” as their goal. Non-traditional methods or attack such as chemical-biological or cyber-attacks are also likely in the future. Terrorists attack targets of opportunity as well as "soft" targets. They do not always target critical military or government assets to achieve their goals. DLA and DLA Disposition Services field activity employees and assets are not immune from terrorist activity, either domestic or foreign.

C4.7.1.2. DLA Disposition Services activities tenant on DoD facilities, in GSA-leased spaces, or in other facilities not under their control, whether CONUS or OCONUS, receive their antiterrorism protection from their host. DLA Disposition Services field activities that are tenants must meet the requirements outlined in this instruction to the maximum extent possible and activity leader remain responsible for ensuring that the support provided by their host is

adequate to protect the personnel, facilities, and resources under his/her control from acts of terrorism. Activities that are not a tenant on military installations will receive necessary support in coordination with the DES Battle Creek Public Safety Branch. All disputes with the host must be promptly elevated up the chain of command for resolution.

C4.7.2. DLA Disposition Services Area Manager/Field Activity Leader Responsibilities.

C4.7.2.1. In order to carry out these responsibilities, Area Managers/field activity leaders will as a minimum, accomplish the following:

C4.7.2.1.1. Ensure employees are informed of current threats. Maintain most current host threat statement/threat assessment ~~and any appropriate threat statements provided by the host~~. A briefing by host investigative or force protection personnel may satisfy this requirement.

C4.7.2.1.2. Establish and maintain a close liaison with host officials to ensure timely receipt of intelligence information as it applies to the protection of the DLA Disposition Services field activity. When information is received, take appropriate measures in coordination with host force protection officials and the DLA Installation Support at Battle Creek, Security and Emergency Services Branch.

NOTE: Normally, only unclassified intelligence information may be provided to the activity. Refer providers of classified intelligence information to the DLA Installation Support at Battle Creek, Security and Emergency Services Branch. Ensure that the DLA Disposition Services field activity is incorporated in the installation FPCON notification

matrix and that DLA Disposition Services field activity employees are aware of actions mandated by host installation FPCON protocols. Should the host wish to provide classified intelligence information to the DLA Disposition Services field activity, contact the DLA Installation Support at Battle Creek, Security and Emergency Services Branch for assistance and guidance.

C4.7.2.1.3. Continually identify activity assets, and vulnerabilities of those assets against terrorist tactics. This is accomplished by close communication with host antiterrorism/force protection (AT/FP) officials, review of previously conducted vulnerability assessments, and emergency drills and exercises.

C4.7.2.1.4. Ensure that AT/FP needs and requirements are addressed in the activity budget.

C4.7.2.1.5. Maintain necessary physical protective measures for activity infrastructure and facilities.

C4.7.2.1.6. Ensure appropriate emergency reaction plans are in place. These normally are host installation plans; however, they may be supplemented as necessary by the activity.

C4.7.2.1.7. Train activity employees on responsibilities during emergencies. Exercise emergency plans ~~routinely~~ annually or as dictated by host emergency plans and procedures and/or the Learning Management System (LMS).

C4.7.2.1.8. Ensure the DLA Disposition Services field activity is integrated in host antiterrorism plans. Train employees on activity and owner/user responsibilities as outlined in the plan.

C4.7.2.1.9. Participate in host antiterrorism working groups, committees, and other formal activities. Provide the host AT/FP officer with the name of an activity point of contact for antiterrorism matters.

C4.7.2.1.10. Ensure that formal agreements are in effect with the host for all required AT/FP support. Notify the DLA Installation Support at Battle Creek, Security and Emergency Services Branch promptly of shortfalls or disputes with host over requirements or activity needs.

C4.7.2.1.11. Submit DRMS Form 2030 (DRMO Security Project Management) for funding in support of identified antiterrorism / physical security needs at the DLA Disposition Services field activity site.

C4.7.3. Emergency Plans and Exercises.

C4.7.3.1. Each DLA Disposition Services field activity must possess current working plans (usually host plans) that address at a minimum, the following scenarios:

C4.7.3.1.1. Fire.

C4.7.3.1.2. Armed Assault (robbery, workplace violence, etc.).

C4.7.3.1.3. Bomb Threats.

C4.7.3.1.4. Bomb Detonation.

C4.7.3.1.5. Hostage Situations.

C4.7.3.1.6. Chemical/Biological agent dispersal.

C4.7.3.1.7. Mass Casualty.

C4.7.3.1.8. Natural Disasters (common to the locality).

C4.7.3.1.9. Country Noncombatant Evacuations (OCONUS Only).

C4.7.3.2. Plans should provide for:

C4.7.3.2.1. Notification of emergency response personnel.

C4.7.3.2.2. Notification of activity employees and visitors.

C4.7.3.2.3. Evacuation procedures. Gathering/Rally Points.

C4.7.3.2.4. Response to incident by security and emergency personnel.

C4.7.3.2.5. Employee roles and responsibilities.

C4.7.3.2.6. Isolation of incident.

C4.7.3.2.7. Reporting requirements.

C4.7.3.3. Plans do little good if they are not effectively and routinely exercised. Activities must exercise their fire plan and two other scenarios yearly. Mass-casualty exercises and response to terrorist activity are highly recommended. Make every effort to get involved in the planning and conduct of exercises that are the purview of the host installation. It is not necessary to always have an "installation-wide" exercise involving the activity. Smaller scale exercises involving host security fire response, and medical services are in many ways just as effective. Involve all employees in exercises.

C4.7.3.4. Exercises should be as realistic as possible. It is not always possible to have 100% response and participation from all host agencies tasked under the variety of plans; however, observers and controllers from those agencies may be available to assist in the conduct of activity emergency exercises and in documenting lessons to be learned. DLA Form 1827 is available for this purpose. Records of exercises must be maintained for a minimum of 3 years. Safety must be a primary concern. When exercising, do nothing to jeopardize the safety of activity employees or visitors. A strict element of control must be present over all exercises.

C4.7.3.5. Actual (real-world) activation of any emergency plan requires SITREP initiation as soon as time allows. If computer information systems are affected, telephonic or facsimile reporting is mandated.

C4.7.4. Antiterrorism Prescriptive Standards.

C4.7.4.1. In addition to security standards as listed previously in this chapter and in DLA Physical Security Manual ~~Guide~~, the following prescriptive standards are established to specifically address the threat of terrorism at DLA and DLA Disposition Services activities.

C4.7.4.2. Maintain positive access control measures to prevent intrusion by unauthorized personnel.

C4.7.4.3. Compliance with Unified Facilities Criteria (UFC 4-010-01), DoD Minimum Antiterrorism Standards for Buildings. This document applies to inhabited buildings. Inhabited buildings are officially defined as buildings routinely occupied by 11 or more personnel, and with a population density of more than one person per 430 gross square feet. Most DLA Disposition Services field activity buildings do not meet this threshold. However, field activities should

comply with this document to the maximum extent possible, and apply compensatory measures when compliance is not practical or cost-effective. For buildings that meet or exceed the "inhabited building" definition, compliance is mandatory. Requests for waivers to antiterrorism standards for buildings are to be submitted in accordance with instructions in Section 1, Chapter 1,

Waivers, Exceptions and Deviations. The more common standards within the UFC that apply to most DLA Disposition Services field activities are:

C4.7.4.3.1. Standard 1 – Minimum Standoff Distances.

C4.7.4.3.1.1. Restrict parking within ~~33~~ 12 feet of inhabited buildings for a very low level of protection. Standoff distances will be met based on the conventional construction standoff distance (Table B-2-UFC 4-010-01) based on the specific construction of the walls and whether they are load bearing or not of the facility. ~~DRMS Form 2031, No Parking Signs are available to assist activities in restricting parking.~~

C4.7.4.3.1.2. Keep all unsearched vehicles at a minimum distance as prescribed by the design-based threat.

NOTE: This will normally be determined during the vulnerability assessment performed at the DLA Disposition Services field activity. If this distance is not possible due to a wide variety of factors, apply appropriate and reasonable compensatory measures.

C4.7.4.3.1.3. Activities unable to meet standoff distance requirements due to facility location, adjacent streets, parking areas not under their control, etc., will implement compensatory measures to mitigate the threat of a vehicle bomb. Some actions include:

C4.7.4.3.1.3.1. Conduct random searches of vehicles entering the area or conduct searches in accordance with AT/FP guidelines on the installation.

C4.7.4.3.1.3.2. Monitoring of the standoff zone via CCTV.

C4.7.4.3.1.4. Negotiate with host officials to achieve the appropriate standoff zone around DLA Disposition Services buildings/areas. Unresolved disputes will be elevated to HQ DLA Public Safety Office through command channels.

C4.7.4.3.1.5. Restrict the placement of trash containers (which may be used to conceal an explosive device) within ~~33~~ 12 feet of inhabited buildings.

C4.7.4.3.2. Standard 2 – Unobstructed Space.

C4.7.4.3.2.1. Maintain an "unobstructed space" free of obstructions ~~within 33 feet~~ of inhabited buildings based on specific construction of the walls and whether they are load bearing or not of the facility. There should be nothing in this space that would allow the concealment of an object or device of 150mm (6 inches) greater in height.

C4.7.4.3.2.2. Ensure that gutters, windowsills, doorways, sewer grates, etc. are considered and modified to prevent concealment of a device.

C4.7.4.3.2.3. Train employees to be alert for suspicious items, conditions, persons, vehicles, and what to do if they encounter something.

C4.7.4.3.3. Standard 3 – Drive-Up/Drop-Off Areas.

C4.7.4.3.3.1. Limit parking at areas designed to drop off or pickup property.

C4.7.4.3.3.2. Do not allow unattended vehicles in or near receiving areas.

C4.7.4.3.4. Standard 8 - Building Overhangs.

C4.7.4.3.4.1. Avoid building overhangs with inhabited spaces above them where people could gain access under the overhang.

C4.7.4.3.5. Standard 10 – Windows, Skylights and Glazed Doors.

C4.7.4.3.5.1. Install a minimum of 6-mm (1/4 inch) nominal laminated glass for all exterior windows, skylights and glazed doors, or a suitable substitute such as 6-mm fragmentation film (See US Army Corps of Engineers United Facilities Guide Specification 08850) ~~<https://www.drms.dla.mil/drms/intranet/suppservices/fragfilmspecs.pdf>.~~

C4.7.4.3.5.2. Ensure frames are of sufficient strength and construction to support ultimate yield stresses consistent with the glazing material.

C4.7.4.3.5.3. Ensure that newly installed windows and glazed doors meet the prescribed standard in the UFC.

C4.7.4.3.6. Standard 12 – Exterior Doors.

C4.7.4.3.6.1. Ensure that all exterior doors into inhabited areas open outwards.

C4.7.4.3.7. Standard 14 – Roof Access.

C4.7.4.3.7.1. Eliminate external access where possible or secure internal ladders or stairways with locked cages or similar mechanisms.

C4.7.4.3.8. Standard 18 - Emergency Air Distribution Shutoff.

C4.7.4.3.8.1. Provide an emergency shutoff in the HVAC control system that can immediately shut down air distribution throughout the building. Locate the switches for easy access to building occupants.

C4.7.4.3.9. Standard 22 – Mass Notification.

C4.7.4.3.9.1. All inhabited buildings must have a timely means to notify occupants of threats and instruct them what to do in response to those threats.

C4.7.4.4. Train employees who receive mail and packages to recognize characteristics of mail bombs. Training should be conducted annually. Host mailroom or US Postal Service officials are available to provide this training. Posting of FBI, ATF or host placards / guides is encouraged. Video training materials are available from the DLA Installation Support at Battle Creek, Security and Emergency Services Branch.

C4.7.4.5. Develop procedures covering the visual inspections of mail and package. Discourage or prohibit the receipt of personal mail.

C4.7.4.6. A primary and at least one alternate gathering area/rally point will be established. These points must be alternately used in order to reduce the vulnerability to secondary explosions.

C4.7.5. New Construction/Renovations/Relocation.

C4.7.5.1. New construction and renovation plans must be reviewed for antiterrorism concerns. DoD directives and HQ DLA policy requires a security review of all such plans at all design phases. The DLA Installation Support at Battle Creek, Security and Emergency Services Branch will review such plans ~~by preparing a threat assessment~~ in accordance with the Army TM 5-853 Volumes 1 and 2 and Unified Facilities Criteria (UFC) 4-010-01 and 4-010-02 (FOUO); determining appropriate construction standards to deter and prevent damage from a terrorist attack. Recommendations will be made in writing. DLA Installation Support at Battle Creek, Engineering and Environmental Services Branch ~~will secure~~ and DLA Installation Support at Battle Creek. Security and Emergency Services Branch will coordinate on all construction projects.

C4.7.5.2. The DLA Installation Support at Battle Creek, Security and Emergency Services AT/FP Officer will develop a prioritized list of AT/FP criteria to be considered by site-selection teams prior to the relocation of any DLA Disposition Services activity. A baseline assessment in coordination with the U.S. Army Corps of Engineers will be conducted prior to any relocation of a DLA Disposition Services site to ensure that prescriptive protection measures are met. The site-selection team will use the criteria to determine if the proposed facility provides adequate protection against terrorist attacks.

C4.7.6. Training.

C4.7.6.1. Employees must be trained on a regular basis concerning self-protective measures against terrorists.

C4.7.6.2. Employees must receive Level I Antiterrorism Awareness Training from a qualified AT/FP officer, at the intervals and the content as prescribed in DoD Instruction 2000.16, DoD Standard 22. For those employees assigned outside the continental United States, Level I training will also include Area of Responsibility (AOR) specific training requirements established by the Combatant Command (COCOM) commander Web-based

training at https://atlevel1.dtic.mil/at/ meets this requirement. Contact the DLA Installation Support at Battle Creek, Security and Emergency Services Branch ~~/Force Protection Team~~ for additional information and assistance.

C4.7.6.3. In addition to the requirement listed in the previous paragraph, employees selected for OCONUS duty (TDY or PCS) must receive an AOR-specific update from qualified host AT/FP or intelligence officials within three (3) months prior to travel. Adult family members accompanying employees PCS must also receive this briefing. The briefing must meet the content requirements as outlined in DoD Instruction 2000.16, DoD Standard 22.

C4.7.6.4. Employees must also be trained on local antiterrorism and emergency policies and procedures.

C4.7.6.5. Provisions for the above training must be included within the ISA or MOU/MOAs with host installations.

C4.7.7. Force Protection Conditions (FPCONS).

C4.7.7.1. The DoD Force Protection Condition (FPCON) System describes the progressive level of protective measures implemented by all DoD components in response to terrorist threats. The local installation commander or higher headquarters direct the implementation of specific FPCONS in response to intelligence or information received, indicating a threat against installation facilities or personnel. The DLA Disposition Services field activity will comply with all tasked host installation FPCON measures, when responding to threats against installation facilities, assets and personnel. Notify DLA Disposition Services HQ via SITREP of FPCON elevation. When FPCON is reduced by order of installation commander or other authority, make a follow- up SITREP.

C4.7.7.2. FPCON NORMAL: This FPCON exists when a general threat of terrorist activity exists, but warrants only a routine security posture. These are measures taken on a normal, day-to-day basis, and provide the necessary foundation for expanding into increased threat conditions.

C4.7.7.3. FPCON ALPHA: This FPCON applies when there is a general threat of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable, and circumstances do not warrant full implementation of FPCON BRAVO measures. The measures in this FPCON must be capable of being maintained indefinitely.

C4.7.7.4. FPCON BRAVO: This FPCON is implemented when an increased and more predictable threat of terrorist activities exists. These measures must be capable of being maintained for weeks without causing undue hardships, without affecting operational capability, and without aggravating relations with local authorities.

C4.7.7.5. FPCON CHARLIE: This FPCON is declared when an incident occurs or intelligence is received indicating that some form of terrorist action against installations or personnel is imminent. Implementation of this FPCON for more than a short period of time will

probably cause hardships and affect the peacetime activities of the organization and its personnel.

C4.7.7.6. FPCON DELTA: This condition applies in the immediate area when a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely. Normally, this condition is declared as a localized condition.

C4.7.8. ~~Vulnerability Assessment Protocols.~~Security Program Review (SPR)/Vulnerability Assessments

~~C4.7.8.1. Each DLA Disposition Services field activity will receive an antiterrorism vulnerability assessment (VA) at least once every three years. Representatives from the DLA or DES Battle Creek Public Safety Branch will conduct the VA. Normally, the DES-DLA Public Safety Office will conduct assessments for all OCONUS sites, and DES Battle Creek Public Safety Branch will assess CONUS sites. The DES Battle Creek Public Safety Branch will conduct a compliance-oriented security review in conjunction with the VA. Public Safety personnel performing assessments will use as a minimum, this instruction, the DLA Physical Security Guidebook, Unified Facilities Criteria (UFC 4-010-01), and appropriate Joint Service Integrated Vulnerability Assessment (JSIVA) benchmarks in conducting the assessment.~~

C4.7.8.1. The purpose of the SPR is to evaluate compliance with the minimum physical security standards identified in this chapter, to identify conditions in DLA Disposition Services field activity operations potentially subject to criminal exploitation, and to observe existing crime prevention practices utilized by the DLA Disposition Services field activity staff. DLA Installation Support at Battle Creek, Security and Emergency Services personnel will conduct SPRs once every three years. When funding, scheduling, or other operational problems preclude accomplishment of the mandatory three year visits, DLA Installation Support at Battle Creek, Security and Emergency Services personnel will request the assistance of host asset officials in conducting physical security reviews of the affected facilities. To ensure uniformity in the reviews, DLA Installation Support at Battle Creek, Security and Emergency Services personnel will provide reviewing officials with checklists identifying the minimum physical security requirements of this chapter.

C4.7.9. Security Program Reviews/Vulnerability Assessment Protocols

C4.7.9.1. Each DLA Disposition Services field activity will receive a SPR/VA at least once every three years. Representatives from the DLA Installation Support at Battle Creek, Security and Emergency Services Branch will conduct the SPR/VA. Normally, the DLA HQ Installation Support Office will conduct assessments for all OCONUS sites, and DLA Installation Support at Battle Creek, Security and Emergency Services Branch will assess CONUS sites. The DLA Installation Support at Battle Creek, Security and Emergency Services Branch will conduct a compliance-oriented security review. Security and Emergency Services personnel performing assessments will use as a minimum, this instruction, the DLA Physical Security Manual, UFC 4-010-01, DOD Minimum Antiterrorism Standards for Buildings, and appropriate Joint Service Integrated Vulnerability Assessment (JSIVA) benchmarks in conducting the assessment.

C4.7.9.2. The SPR/VAs will review the following areas:

C4.7.9.2.1. Physical Security.

C4.7.9.2.2. Electronic Security Systems, as applicable.

C4.7.9.2.3. Law Enforcement Liaison and Intelligence Support.

C4.7.9.2.4. Disaster Preparedness and Vulnerability to a Threat.

C4.7.9.2.5. Force Protection Plans and Programs.

C4.7.9.2.6. Plans and Support.

C4.7.9.2.7. Resources.

C4.7.9.2.8. Training.

C4.7.9.2.9. Site-Specific Issues and Concerns.

C4.7.9.3. The DLA Disposition Services Area Manager/field activity leader will be required to assemble pertinent documents and/or obtain information necessary to conduct the SPR/VA. The following tasks should be completed prior to the arrival of the SPR/VA Team.

C4.7.9.4. Develop a Prioritized Asset List, with a brief description of each asset. Prioritization should be based upon critically to the military mission and activity's mission. Generally, this list will include activity employees and information systems.

C4.7.9.4.1. Assemble or create the following documents:

C4.7.9.4.1.1. Activity budget.

C4.7.9.4.1.2. Mail and Package screening procedures.

C4.7.9.4.1.3. Current installation threat statement(s) (unclassified).

C4.7.9.4.1.4. Procedures for vehicle and pedestrian access control procedures for gaining access to the DLA Disposition Services field activity and installation.

C4.7.9.4.1.5. Host procedures for Intelligence information dissemination to the activity.

C4.7.9.4.1.6. Procedures for activity and/or host response to emergencies.

C4.7.9.4.1.7. As applicable, listing of internal guard posts and security patrols for each shift. (Activity internal only).

C4.7.9.4.1.8. Host AT/FP Plan, as supplemented.

C4.7.9.4.1.9. Host Security Plan, as supplemented.

C4.7.9.4.1.10. Host Emergency/Disaster Preparedness Plan, as supplemented.

C4.7.9.4.1.11. Copies of all ISAs, MOAs and/or MOUs with the host. ~~agreements for police services, force protection, fire protection, emergency services, and civil engineering/public works~~.

C4.7.9.4.1.12. Records of exercises of emergency procedures for the past three years.

C4.7.9.4.1.13. Records of funding levels and requests for funding for the past two years.

C4.7.9.4.1.14. Records of staffing levels and requests for additional staffing for the past two years.

C4.7.9.4.1.15. Current activity COOP, as prescribed by DLA Disposition Services ~~Operations (DLA Disposition Services-O~~) (CONUS sites only).

C4.7.9.4.1.16. Three copies of the following engineer documents: (Available through public works/civil engineering):

C4.7.9.4.1.16.1. Vicinity map showing the location of the activity with respect to the surrounding area.

C4.7.9.4.1.16.2. Scalable site plan of the installation or activity buildings, roads, parking, entrances, etc.

C4.7.9.4.1.16.3. Aerial photos (if available).

C4.7.9.4.1.16.4. Architectural floor plans showing space utilization, elevations, and sections of buildings housing assets.

C4.7.9.4.1.16.5. Structural floor plans, elevations, and sections of buildings housing assets showing typical construction.

C4.7.9.4.1.16.6. Drawings showing any electronic security systems (IDS, CCTV, access control, duress alarms, monitoring stations, etc.) related to the identified assets.

C4.7.9.4.1.16.7. Drawings showing any alternate power sources for security related equipment (UPS).

C4.7.9.4.1.17. Names/phone numbers of key individuals:

C4.7.9.4.1.17.1. Installation AT/FP Officer.

C4.7.9.4.1.17.2. Installation Law Enforcement Officer.

C4.7.9.4.1.17.3. Installation Officer responsible for providing intelligence information concerning terrorist threats.

C4.7.9.4.1.17.4. Installation Disaster Preparedness/Emergency Services Officer.

C4.7.9.4.1.17.5. Installation Physical Security/Resource Protection Program Manager.

C4.7.9.4.1.17.6. Installation Information Security Program Manager (person responsible for the protection of classified information).

C4.7.9.5. Identify points of contact in the responsible civil engineering or public works organization that can provide additional engineering information.

C4.7.9.6. Make all appropriate courtesy notifications to host and tenant agencies, (Installation Commander, AFOSI, USACIDC, NCIS, Security Forces/Security Police/Military Police, etc.).

C4.7.9.7. Arrange for any necessary camera, vehicle or security passes for each VA team member.

C4.7.10. Assessment Report Processing.

C4.7.10.1. The respective force protection officer will provide the activity leader with a written and oral out brief at the conclusion of the assessment.

C4.7.10.2. Upon finalization of the report, it will be transmitted electronically in a secure means (PKI) to DLA Disposition Services ~~Operations~~, with a 45 ~~30~~-day suspense. Findings concerning DLA Disposition Services ~~MEO, RGO~~, Centralized Demilitarization Divisions ~~Centers~~ or Controlled Property Branches ~~Centers~~ will be provided to the appropriate HQ DLA Disposition Services staff office. Reports on DLA Disposition Services overseas activities will be provided in hardcopy.

C4.7.10.3. ~~Activity chiefs will completely justify any non-acceptance of an assessment recommendation, with the understanding that the DLA Disposition Services Commander will decide whether or not the risk of non-acceptance will be taken.~~ Activity leaders will respond to each finding using the DRMS Form 2029, December 2008, DRMS Vulnerability Assessment Report Worksheet, through their respective DLA Disposition Services Staff office, completely justifying a non-acceptance of an assessment recommendation within 90 days of receipt of the final report, with the understanding that the DLA Disposition Services Director will decide whether or not the risk of a non-acceptance will be taken.

C4.7.10.3.1. Directions for completing the DRMS Form 2029 are included in the report Appendix D.

C4.7.10.4. For findings that require funding to correct or mitigate, the Area Manager/field activity leader must prepare and submit DRMS Form 2030, DRMO Security Project Management to the Security and Emergency Services at Battle Creek, Force Protection with all supporting cost estimates from the host installation.

C.4.7.10.4.1. The Area Manager/field activity leader should query the Host Installation as to the possibility of the Host funding some or all of the assessment recommendations.

C4.7.10.5. At sites where a contractor is present, any findings resulting from the SPR/VA or corrective action required by the contractor will be forwarded to the contractor through the COTR. The SPR/VA will be coordinated with the contractor management through the COR.

SECTION 2 - GENERAL PROCESSING

C1. LOGISTICS PROGRAM

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SECTION 2 - GENERAL PROCESSING

C1. LOGISTICS PROGRAMS

C1.1. Working With Generators and Customers.

C1.1.1. Generator Liaison Responsibilities.

C1.1.1.1. DRMS personnel, Operations Monitors and DRMOs, will maintain close liaison with generating activities, making periodic contact and visits to ensure that disposal needs and services are satisfactorily provided.

C1.1.1.2. Inform and educate generators about the DRMS Web site at http://www.drms.dla.mil/ and show them disposal service information available to assist them in identifying and managing their disposal needs.

C1.1.1.3. Provide assistance to facilitate the appropriate method of turning property into DRMS; i.e., physical turn-in, receipt in place, Electronic Turn-In Document (ETID), or Recycling Control Point (RCP).

C1.1.1.3.1. Provide assistance to customers in defining special handling or processing requirements including, but not limited to:

C1.1.1.3.2. Property in critical FSCs, etc. (see C1.7.2. and 1.8.7.) C1.1.1.3.3.

Batchlotting low dollar value property (see C1.8.1. - 1.8.4.) C1.1.1.3.4.

Munitions List Items/Commercial Control List Items (MLI/CCLI) (see C1.13.4. - 1.13.5.)

C1.1.1.3.5. Hazardous Property (see C1.12.).

C1.1.1.4. DRMOs will direct generating activities to the customer assistance handbook. This handbook contains instructions and information about turning in property to the DRMO including hazardous property. *Automated Customer Assistance Handbook* <https://www.drms.dla.mil/drms/intranet/receiving/info/handbook.pdf> or go to (https://www.drms.dla.mil/drms/intranet), select Receiving, then select Customer Assistance, the the Complete Handbook.

C1.1.1.5. DRMOs will coordinate and schedule turn-in of property with the generating activities. Predetermined scheduling with generators is encouraged to assist in managing property throughout. The turn-in request will be required before an actual schedule can take place. Either the generator will have to go out to the website and fill out the request, or they will call and the Local Scheduler will have to fill out the request when they open the appointment on the Calendar. The request form has been split up into five separate pages: the Generator Information Screen, the Contact Information Screen, the Load Information Screen,

the Review Screen, and the Confirmation Screen - click https://www.drms.dla.mil/scheduling/generator/turn-in.

C1.1.1.6. Central DRMOs will coordinate and work with generators and RTD and sales customers to arrange for pickup of property received in-place from generating activities.

C1.1.2. ETID Deployment.

C1.1.2.1. Operations Monitors will take the lead in introducing and training ETID to generating activities. They will work with generators as necessary to help them obtain access and become familiar with the ETID program. Operations Monitors will be responsible for follow-on visits and reports of status/problems as required.

C1.1.2.2. DRMOs will help identify potential ETID customers to Operations Monitors and participate in ETID deployment efforts as necessary.

C1.1.2.3. DRMOs will identify an ETID point of contact(s) for their generators and assist in the use of ETID.

C1.1.3. Managing Generator Workload Projections.

C1.1.3.1. When an Operations Monitor or DRMO learns that larger than normal amounts of property will be turned in, they will request an advance listing of the types of property and quantity be furnished to the receiving Central DRMO as appropriate.

C1.1.3.2. When the advance list is received, begin prescreening of these assets against DOD want list requirements prior to receipt. Also begin validating DEMIL codes. It is recommended that an advanced listing by NSN be provided to the DRMO in advance of the receipt in order that the DRMO may provide assistance in determining the correct DEMIL code.

C1.1.3.3. Simultaneously, the Central DRMO will forward the advance list of property to the local GSA Area Utilization Officer (AUO). AUOs will identify requirements. The Central DRMO will take action to accept accountability and/or physical custody of the excess property. If appropriate, excess property will be issued from the generator site.

C1.2. **Acceptable/Unacceptable Property.**

C1.2.1. DRMO Responsibilities for Accepting and Processing Property.

C1.2.1.1. The DRMO will physically accept and process all property for which it has disposal responsibility.

C1.2.1.2. All property will be received unless prohibited by DOD 4160.21-M, the generators" higher headquarters directives/instructions, or the Safe Alert Latent Defect (SALD) link, found on the *"Generator/Installation"* area on the DRMS web page.

C1.2.1.3. DRMOs may identify specific categories of property that they may not accept physically because of conforming storage, special handling or regulatory requirements. See Section 3, Special Processing, for special handling instructions.

C1.2.1.4. The following types of property may not be physically accepted by any DRMO regardless of its resources or technical expertise. DRMOs will not accept physical custody or accountability, except on a wash-post basis for purposes of final disposition of the following:

C1.2.1.4.1. Live animals.

C1.2.1.4.2. ~~Ammunitions, explosives and dangerous articles (AEDA)~~ Material Potentially Presenting an Explosive Hazard (MPPEH) (includes incendiary products). (Edited Jan 2013)

C1.2.1.4.3. Drugs, biological and controlled substances.

C1.2.1.4.4. Nitrate base film.

C1.2.1.4.5. Used psycho diagnostic test sets.

C1.2.1.4.6. Radioactive Material that meet the following:

C1.2.1.4.6.1 With a Memorandum of Understanding (MOU), DRMOs may accept accountability of serviceable radioactive items/materials, including radioactive electron tubes for RTD and sales only. If RTD or Sales is not successful, accountability must be returned to the generating activity for disposal as radioactive waste.

C1.2.1.4.6.2 Loose items, except electron tubes that are NRC license exempt, can be accepted in place and can be screened for reutilization and transfer (but not for donation, sale or abandonment/destruction). If reutilization or transfer fails, accountability must be returned to the generating activity for disposal as radioactive waste.

NOTE: Do not perform DEMIL for any radioactive material or dispose of any radioactive material without the prior concurrence of DRMS-O and DES-Battle Creek Public Safety Division. References: DOD 4160.21-M, Chapter VIII. DLAM 4145.8, Radioactive Commodities in the DOD Supply System.

C1.2.1.4.7. Explosive and Acid Contaminated Property. The DRMO may provide a sales service with the appropriate sale clauses.

C1.2.1.4.8. Some refuse and trash, when properly segregated, may possess reutilization, transfer, donation or sales (RTDS) potential. The DRMO is available to assist the host installation by advising the Commander, designee or the installation Qualified Recycling Program (QRP) coordinator of any known methods to dispose of segregated property through DRMS channels, including the established RRRP/QRP. Proper segregation action shall be

performed and monitored by personnel of the host installation, prior to turn-in.

C1.2.1.5. If such property is mistakenly accepted, the generator must be contacted and advised to return the property to their activity.

C1.2.1.6. Acceptance of physical custody of hazardous property shall be determined based upon the guidelines in DRMS 4160.21-M, Chapter 10.

C1.2.1.7. DRMOs will not accept accountability or custody for the following items:

C1.2.1.7.1. Property containing obsolete DEMIL Codes H, J, K. L, M, N, and X.

C1.2.1.7.2. Property containing information covered by the Privacy Act.

C1.2.1.7.3. Refuse and trash; that is, post consumer waste material such as litter and rubbish. The collection of refuse and trash is the responsibility of the installation engineer.

C1.2.1.7.4. Gas masks, shelters, vehicles, etc. with filters, canisters or filter systems attached. Send filters, canisters and filtering systems directly to ultimate disposal by hazardous waste disposal contract (see Section 3, Special Processing, CDE, for input guidance to the system). Unused filters in factory sealed foil packets may be received by the DRMO; but the DTID must be accompanied by a fund cite. If the filters survive screening, they will go directly to hazardous waste disposal.

C1.2.1.7.5. Microwave receiver protective tubes, marine navigation devices containing tritium gas, or other items containing radium; if the radium contained in the item is used for purposes other than self-illumination. The owning Military Service will accomplish disposal of such items.

C1.2.1.7.6. Hazardous property designated for disposal by the Military Services as stated in DOD 4160.21-M Chapter 4, Special Processing and Chapter 10, Environmentally Regulated and Hazardous Property.

C1.2.1.7.6.1 Radioactive Waste, including:

C1.2.1.7.6.1.1 Nuclear Reactor material - DRMOs may not accept property in FSC 4470.

C1.2.1.7.6.1.2 Non-serviceable items that contain radioactive components.

C1.2.1.7.7. Un-salable material of a non-hazardous nature. This category includes, but is not limited to DOD inspection stamps, devices, consecrated religious items, and classified cryptographic equipment.

C1.2.1.7.8. Classified material, classified property; classified and unclassified systems security materiel.

C1.2.1.7.8.1 DRMS field activities are not authorized to receive, process, or store classified material. Discovery of classified documents, usable property, or scrap in DRMS custody creates a security incident because of the potential for compromise of classified information/technology once the document or item left authorized channels. Consequently, each security incident requires immediate attention and continued follow-up until custody is regained by properly cleared authority and the material is removed from the DRMS field activity. Corrective action is initiated by protecting further potential for compromise and concluded by return of the material to the generator or to the temporary control of the host installation information security manager.

C1.2.1.7.8.2 Any material bearing the classification markings "*CONFIDENTIAL (C)", "SECRET (S)*" or "*TOP SECRET (TS)*" is considered classified regardless of any generator prepared declassification certificates that accompanied the turn in. Declassification procedures for all levels of classification (C, S, or TS) require that all classification markings be removed or entirely obliterated as part of the declassification procedure. Once classified material is discovered, the DRMO Chief is responsible for its safeguard, protection from loss, and proper removal from the DRMO.

C1.2.1.7.8.3 DRMOs will follow procedures in C1.4.3 - Discovery of Classified or Suspected Classified Material During Receiving by DRMO Employees.

C1.3. **Receiving Process.**

C1.3.1. Responsible Property Officer (RPO).

C1.3.1.1. The Central DRMO Chief will appoint a Responsible Property Officer (RPO) at each DRMO site. The RPO is responsible for exercising care, physical custody, and safekeeping of property entrusted in his/her possession or under his/her supervision. The RPO cannot approve adjustments, and cannot be the APO. If required, the RPO can complete receiving responsibilities.

C1.3.1.1.1. The Central DRMO Chief cannot be the RPO and so appoints the RPO and alternates in writing; however at sites operating under an A-76 PWS, the Service Provider will appoint the RPO and RPO duties are to be performed by the Service Provider pursuant to the PWS.

C1.3.1.1.1.1 At A-76 sites: The Service Provider will provide the DRMS Contracting Officer or Designee with an official document designating the RPO and alternate RPO names and signatures and will update this as necessary.

C1.3.1.1.2. If the Central DRMO Chief delegates authority as Acting Chief to the Government RPO during absences, an alternate RPO must be appointed by the Central DRMO Chief for that time, if one has not already been appointed.

C1.3.2. General.

C1.3.2.1. DRMOs will ensure a receiving coordinator function is present at each DRMO. This position will ensure receipts are appropriate and establish appropriate shipment and delivery schedules for turn-in.

C1.3.2.2. Generators may turn property in manually or electronically via ETID.

C1.3.2.3. The generator will provide a completed Disposal Turn-In Document (DTID/DD Form 1348-1A/2) with each turn-in with the exception of scrap or furniture. The DTID may be manually generated or prepared by any automated program provided it matches the prescribed format. The DTID must be legible.

C1.3.2.4. The DTID will be prepared in accordance with guidance contained in DOD 4160.21-M, Chapter 3. The generator will provide the required number of legible copies to the DRMO. For manual turn-ins, this normally consists of one original and three copies (see DOD 4000.25-1-M). But the number of copies required may vary depending on the method being used and whether a return copy is needed. DRMOs may make additional copies as necessary.

C1.3.2.5. DRMS personnel should work with generating activities in an effort to eliminate hard copy return receipts by encouraging their generators to use Web DOCS or MIDAS. Record customer info and provide to Operations Monitors to contact the generating activity and request that the customer provides written notification that electronic receipt confirmation is acceptable. This return copy policy does not apply with RCP DTIDS (DoDAACs SC4401 or SC4402). CONUS and OCONUS sites will distribute copies of the DTID as follows:

C1.3.2.5.1. Provide a receipt copy to the generator upon receipt.

NOTE: DRMOs are not required to send copies of 1348s to the Recycling Control Point (RCP) office in Battle Creek (DODAAC SC4401 or SC4402).

C1.3.2.5.2. File one copy in accordance with Section 1, C1.11., Records Maintenance.

C1.3.2.5.3. Keep one copy of the 1348-1A/2 with the property being turned in. This includes providing a copy with CPUs and laptops being downgraded to scrap and/or being sent to demanufacturing (e.g., Scrap Venture, DEMAN, and Federal Prison Industries).

C1.3.2.5.3.1 For all CPUs and laptops, in addition to keeping one copy of the DD Form 1348-1A/2 with the property, affix a bar code label to each CPU and laptop. Example: Receipt of a DTID with 22 laptops requires 22 bar code labels and one DD Form 1348-1A/2. Place one bar code label on each laptop and keep a single copy of the DD Form 1348-1A/2 with the property.

NOTE: For CONUS, no bar code label is required for computers in F, G, and H condition that are downgraded to scrap upon receipt and/or being sent to demanufacturing (e.g. Scrap Venture, DEMAN, and Federal Prison Industries).

There is also no bar code label requirement for scrap CPU/laptops in Asia/Pacific, Europe and SWA. A copy of the DD Form 1348-1A/2 will remain with the property in addition to the label (DLIS Form 1867) the generator attached to each CPU/laptop or hard drive.

C1.3.2.5.4. A copy of each DTID that is placed in a batch lot must be both affixed to the property going into the batch and affixed to the batch lot tri-wall or container. Affix a bar code label to the batch lot cover DTID.

C1.3.2.6. If the receipt involves a manually prepared DD Form 1348-1A, record all required receipt entries on the original DTID with a ballpoint pen to ensure that information is recorded on any carbon copies. The "original" is normally the top or first copy containing the receipt processors" original (ballpoint pen) annotations and signature.

C1.3.2.7. Particular attention must be given to DTIDs accompanying hazardous material. Fully identify the hazardous nature of the property on the DTID before acceptance. (See this chapter, C1.12.4. for hazardous receiving for additional guidance on processing hazardous property.)

C1.3.2.7.1. Known Hazards. Generators are responsible for identifying known hazards in property, regardless of condition, that meet the definition of hazardous material (such as mercury switches, polychlorinated biphenyl (PCB) capacitors, batteries, asbestos, radioactive components, etc.), and contained fluids (such as oils, cooling fluids, etc.), that could create conditions that are hazardous to human health and the environment. Generators are responsible for disposing of radioactive components.

NOTE: Digital devices may be turned in that contain removable batteries, providing the batteries are in a non-leaking condition. The batteries may be left in the device in order to facilitate reutilization, donation, sales.

C1.3.3. <u>Receipt Processing.</u>

C1.3.3.1. Determine property acceptability and any special handling requirements (see Section 3, Special Handling) for each turn-in. Verification of property and validation of the documentation will be performed as part of the receipt process in accordance with the turn-in method being used (i.e., physical receipt, RIP, RCP).

C1.3.3.2. Validation of the DTID will incorporate the procedures in C1.5. of this chapter. DRMOs will validate property at time of turn-in to the maximum extent feasible but not later than 5 workdays after physical receipt.

C1.3.3.3. The DRMO assumes custody for property when the property is physically turned in to the DRMO.

C1.3.3.4. Acceptance of Accountability. The DRMO assumes accountability for the property when the property is received and inspected, the turn-in documentation verified, and blocks 22 and 23 of DD Form 1348-1A as a minimum are signed and dated by an authorized representative. Additional data entries for receipt may be added at the direction of the DRMO Chief.

NOTE: Manual or digital signature is acceptable for all applicable documentation.

C1.3.3.4.1. For turn-ins involving a DTID, the DRMO will provide a receipt copy to the generator/representative at the time of delivery for on-site turn-ins. For property delivered by common carrier, the DRMO will provide an official receipt copy to the generator within 5 workdays after the property is delivered. This return copy policy does not apply with RCP DTIDS (DoDAACs SC4401 or SC4402).

C1.3.3.4.2. The copy of the DTID provided to the generating activity when the property is turned in constitutes the official receipt document, unless rejected within 5 workdays.

C1.3.3.4.3. The return copy requirement may be eliminated for non-batched both electronic and hard copy receipts when, the generating activity provides notification in writing that that one of the following is acceptable:

C1.3.3.4.3.1 Computer generated listings of property received may be delivered to the generator in lieu of DTID copies.

C1.3.3.4.3.2 Generators may elect to create a listing of all turn-in items except batched items that were under $800. Generators may access the report titled “DD Form 1348 turn-in Report” located on the Midas preformatted reports <https://www.drms.dla.mil/discoverer/viewer?cn=cf_a105 >.

C1.3.3.4.3.3 Generators may also refer to Web DOCS at http://www.drms.dla.mil/web_docs/ to obtain document images of processed receipts of DD Form 1348-1a.

C1.3.3.5. Conditional Acceptance. If it is not possible to complete the receiving process at the time of turn-in, initial and date (Block 23) of the DD Form 1348-1A. Later when a final review of the turn-in documentation and property is completed, and the receipt becomes final, go back and sign the DD Form 1348-1A.

C1.3.3.5.1. When the DTID is not readily accessible; e.g., turn-in documentation is in CONEXes, MILVANs, railcars or other modes of consolidated shipments, the DRMO will not be able to provide a receipt copy at the time of turn in. Nevertheless, a receipt copy will be provided within 5 workdays back to the generator after the receipt has been processed.

C1.3.3.5.2. Place individual shipments together label and mark the property with the truck information it came from using/keeping a copy of the BL or CLB. This will

enable you to keep a clear paper trail for any discrepancies that may need to be reported as the property is actually being received.

C1.3.3.5.3. For turn-ins accompanied by a generator representative, a conditional copy will be provided at the time of delivery. For property physically turned-in by other than the generator or not accompanied by a representative of the generator, mail a copy of the conditional acceptance. This constitutes conditional acceptance and this copy becomes the official receipt copy unless property is rejected on a DRMS form 917.

C1.3.3.6. For physical turn-in, after property/documentation verification, direct the driver to unloading site and to the office to sign-out when transaction is complete.

C1.3.3.7. The receiver will apply a full information barcode label to the property for each DTID as deemed appropriate. Discretion should be used to determine the appropriate number of bar code labels needed. At a minimum, each pallet/box/container or large item of a turn-in should have a barcode label. Bar code labels should be applied as necessary to ensure that property/containers can be identified and traced to the DTID in the event it is separated from the rest of the turn-in. The same concept applies to property received in place. Additionally, for all CPUs and laptops (including those being downgraded to scrap and/or being sent to demanufacturing (e.g., Scrap Venture, DEMAN, and Federal Prison Industries), refer to paragraph C1.3.2.5.3.1. Edited May 2012

C1.3.3.8. Automated Information Technology (AIT)/Inventory Management Barcoding System. DRMOs are required to use DRMS Sys-Tec Barcoding Technology to perform the following functions:

C1.3.3.8.1. WAREHOUSING/MARKETING.

C1.3.3.8.1.1 Add Storage Location.

C1.3.3.8.1.2 Relocate Property.

C1.3.3.8.1.3 Receipt labels.

C1.3.3.8.1.4 PMR - Pre-Receipts.

C1.3.3.8.1.5 Downgrade.

C1.3.3.8.1.6 DEMIL Performed.

C1.3.3.8.1.7 Issue Property to another DRMO (temporarily unavailable).

C1.3.3.8.1.8 XS5/XS6 .

C1.3.3.8.1.9 DWR Downgrade Referrals.

C1.3.3.8.1.10 Labels: Inventory and Location.

C1.3.3.8.2. INVENTORY: Inventories: Complete, by Location, and Random Sample (PIT data).

C1.3.3.8.3. RTD: Automation of the RTD Requisition 103 Form.

C1.3.3.8.4. The following equipment is used:

C1.3.3.8.4.1 JANUS 2020 Pit.

C1.3.3.8.4.2 JANUS D2020 Communications Doc.

C1.3.3.8.4.3 Intermec Desktop Bar Code printer 4100 and 3400.

C1.3.3.8.4.4 Intermec 1545 Hand Held Scanner and D Visible.

C1.3.3.8.4.5 Intermec Wedge 9710 and 9730.

C1.3.3.8.4.6 Intermec 4 slot battery charger.

C1.3.3.8.4.7 Portable printer Code writer 4102 and Zebra PT 400.

C1.3.3.8.5. Additional Bar Coding information can be found at the AIT web page: <https://www.drms.dla.mil/drms/intranet/receiving/AIT.htm>.

C1.3.3.8.6. SOP for procedures on using Bar Coding equipment is also available on the AIT Web site.

C1.3.3.9. As part of the receipt process, on the DTID, annotate the Site/Storage Location Codes in Block 27, develop local stock numbers using the applicable FSC, NCBC, and description, annotate the DAISY unique control number (UCN) and assign the appropriate Disposal Condition Code.

C1.3.3.10. DRMOs will enter descriptive data and take pictures in FLIS Plus in the following classes that qualify for a single line item DAISY input ($800 or over) in condition F7 or better:

C1.3.3.10.1. 1925 - Special Service Vessels.

C1.3.3.10.2. 1940 - Small craft.

C1.3.3.10.3. 2320 - Trucks and Truck Tractors, Wheeled.

C1.3.3.10.4. 38 - Construction, Mining, Excavating, and Highway Maintenance Equipment.

C1.3.3.10.5. 6515 – Medical and Surgical Instruments, Equipment, and Supplies.

C1.3.3.10.6. Commercially available items, in A or B condition, $50,000 Acquisition Value and over, with DEMIL code A, B or Q.

C1.3.3.11. Exceptions: At the DRMO Chief"s discretion, property that is hard to move or property that has good reutilization potential may be added.

C1.3.3.12. DRMOs will enter descriptive data and take pictures in FLIS Plus **for property in** the following classes that qualify for a single line item DAISY input ($800 or over) and are in A-F Condition or Usable H Condition.

C1.3.3.12.1. Group 19 – Ships, Small Craft, Pontoons, and Floating Docks.

C1.3.3.12.2. Group 23 and 24 – Motor vehicles, trailers, cycles.

C1.3.3.12.2.1 Exception - Like Items: There are 74 lines of electric carts at site. Recommend taking one photo of like items or make individual photographs available upon request.

C1.3.3.12.2.2 Exception - <u>DRMOs receiving a large number (30 or more) of Vehicles at one time i.e. K-Town, Kastel, Germersheim, and Okinawa</u>. Work with established customer base. Make photographs available if no known customer for the vehicles exists.

C1.3.3.12.3. Group 34 – Upon customer request through FLIS Plus Application- Large size Metalworking Machinery (welders, presses, and lathes).

C1.3.3.12.4. Group 38 – Construction, Mining, Excavating, Highway Maintenance Equip, (Bull Dozers, Front End Loaders, Backhoes, Rollers, Sweepers, Snow removal vehicles).

C1.3.3.12.5. Group 39 – Materials Handling Equipment.

C1.3.3.12.6. Group 42 – Fire Fighting, Rescue, and Safety Equipment; and Environmental Protection Equipment and Materials.

C1.3.3.12.7. Group 54 – Prefabricated Structures and Scaffolding (including mobile homes).

C1.3.3.12.8. FSC 5420 – Bridges, fixed and floating.

C1.3.3.12.9. FSC 6115 – Generators and Generator Sets, Electrical Gasoline and Diesel.

C1.3.3.12.10. FSC 6515 – Upon customer request through FLIS Plus Application - Medical and Surgical Instruments, Equipment, and Supplies.

C1.3.3.12.11. Commercially available items over $50,000 in A or B Condition with a DEMIL code of A, (various Integrity codes) or a DEMIL code of Q (integrity code of 6 only).

C1.3.3.12.12. Other unique items that historically have been reutilized to include DEMIL required items.

C1.3.3.12.13. „H" Condition other than Serviceable. RTD Customers may request photographs and additional information for the above listed FSGs and FSCs through FLIS Plus. This process will be done through FLIS Plus Question & Answer format in the majority of cases; however, a customer may occasionally request the information through email or telephonic means.

C1.3.3.12.14. There is no requirement for cannibalized items, residue, and scrap photographs.

C1.3.3.12.15. FLIS Plus is located on the WWW at: http://www.drms.dla.mil/drms/flisplus.

C1.3.3.12.16. FLIS Plus database for adding photos and additional descriptions, you will need a password to access. Once your aura request has been approved by the data owner, your TASO will contact you with your initial password and instructions. It is recommended that you change your password as soon as you get it by going to https://www.drms.dla.mil/UserAdmin/.

C1.3.3.12.17. The MIDAS "Photo Report", found at the following link, will be used to track DRMO compliance: https://www.drms.dla.mil/drms/flisplus/photreq.html. (Go to the DRMS Intranet, select "Reports / Statistics", then choose "Receiving", then select "Photo Report".

C1.3.3.12.18. If DRMO Representative does not have access to FLIS Plus, please submit an AURA request to your TASO to establish an account.

C1.3.3.13. Maintain an accurate inventory by processing all property into the accountable record at the time of receipt to maximum extent possible. All property will be input into the accountable record within 5 workdays from date of physical custody.

C1.3.3.14. All property at a DRMO facility must be on the accountable record (DAISY) within 5 working days of receipt. Property physically received at a DRMO and not entered into the accountable record will be considered unprocessed receipts. For more information on manging unprocessed receipts, see Section 1, Chapter 2 , General Operations Guidance.

C1.3.3.15. There are two categories of unprocessed receipts:

C1.3.3.16. Generator - Property available for turn-in that the DRMO cannot accept due to scheduling, lack of storage, etc.

C1.3.3.16.1. DRMO - Property within a DRMO"s yard that has not been entered into DAISY. The DRMO will provide a separate area for unprocessed receipts to preclude commingling of items on the DRMO accountable record or referred to CV contract.

C1.3.3.17. Do not allow screening, tagging, or removing of property in unprocessed receipts. Place all property on the accountable record before allowing any disposal action (RTDS).

C1.3.4. Rejecting Property/ Return to Generator.

C1.3.4.1. When property for turn-in must be rejected, complete and provide a DRMS Form 917 to the generator within 5 calendar days of the attempted turn in. The receipt refusal (**CLR**) should be input to DAISY within 5 workdays to clear the Intransit Control System (see Section 2, Chapter 2).

C1.3.4.1.1. Trouble items will be moved to a holding area with one copy of DRMS Form 917. The holding area should be properly identified.

C1.3.4.1.2. Have the Generator sign the DRMS Form 917 as acknowledgement of receipt. This may require faxing the form to the generator and awaiting reply. Coordinate with generator on resolution of problem(s) causing rejection or return of the property.

C1.3.4.1.3. One copy of the DRMS Form 917 will be retained for files.

NOTE: If the property has been added to the accountable record, see Section 2, Chapter 2, Property Accounting, Paragraph C2.6.6., for guidance.

C1.3.4.2. Property erroneously issued to the DRMO by RCP will be returned to RCP using the Return to Generator Process. http://www.drms.dla.mil/rtd03/rcp.htm.

C1.4. **Receiving via ETID.**

C1.4.1. General.

C1.4.1.1. ETID is a Web-based Electronic Disposal Turn-in Document (DD Form 1348-1a) program. Generators may use ETID to prepare, submit, and print turn-in documentation (DD Form 1348-1A/certifications) and label(s) electronically. The production site for ETID can be found at: www.drms.dla.mil/etid.html <http://www.drms.dla.mil/etid.html>. ETID can also be accessed through links from the DRMS web site.

C1.4.1.2. ETID should not be used by Generators who use an automated system that already produces their AS3/DD1348-1A turn in documentation. ETID accommodates Generators that do not have automated capabilities and eliminates the hand scribed/typewritten documents. Generators who manually prepare the DD Form 1348-1A should be encouraged to use ETID. ETID will simplify and reduce Generator time processing items for turn-in. (Exception: Hazardous generators using GenComm should be encouraged to use ETID for special service requests.)

NOTE: Generators who turn-in infrequently (i.e., less that once a quarter) may consider using the DRMS DISPOSAL TURN-IN DOCUMENT **PROGRAM instead of ETID;**
Short Form at http://www.drms.dla.mil/turn-in/1348sf304.xls or
Long Form at http://www.drms.dla.mil/turn-in/1348lf304.xls.

C1.4.1.3. ETID turn-in information will be electronically reviewed and accepted/rejected by the DRMO before property is received. This enables DRMOs to identify potential receipt problems, project incoming workload, and identify property that could be re-directed to another DRMO. If necessary, the DRMO will pre-inspect prior to accepting the ETID. If needed, the DRMO will contact the generator to resolve any discrepancies prior to turn-in or reject the ETID back to the generator to be revised or deleted.

C1.4.1.4. Additional information about the ETID program can be found on **the DRMS Generator Turn-ins Page on the DRMS web site** <http://www.drms.dla.mil/turn-in>. DRMOs may refer to the ETID Training Briefings for additional instruction on using the ETID program for property turn-ins. These Training Briefings can also be found at the ETID Welcome Page.

C1.4.1.5. DRMOs should contact their Operations Monitors/DSRs for questions or assistance in using ETID. If further assistance is needed, DRMOs will contact the headquarters operations ETID point of contacts.

C1.4.1.6. ETID Login ID and Password Requirement:

C1.4.1.6.1. For access to ETID, a system login ID and password are required.

C1.4.1.6.2. Forward Support Teams and Area Managers/DRMO Chiefs will identify DRMO employees requiring ETID access. The DRMS MEO will identify the names of personnel who will need ETID access. DRMS personnel (both U.S. Citizen and local nationals) will use the AURA system to request access to ETID. Coordinate with the TASO to request an AURA for ETID. Access to ETID as a DRMO user provides the capability to review ETIDs submitted by generators. A DRMO user may have access in ETID for more than one DRMO.

C1.4.1.6.3. Procedures for generators to obtain a login ID and password are provided in the "Account Request" section of ETID. Generator access to ETID is contingent upon completing the appropriate access request documentation and satisfying system security requirements. Generator access to ETID provides the capability to create and submit an ETID to a DRMO.

C1.4.1.7. Additional guidance for using ETID for hazardous property turn in can be found in C.1.12.2.8.

C1.4.2. <u>ETID Receiving Specific.</u>

C1.4.2.1. ETID can be used for either physical turn-in or receipt in place.

C1.4.2.2. Generators will establish turn-in DoDAAC - turn-in DRMO DoDAAC relationships through their ETID User Profile. These profiles identify which DoDAACs a generator will use for turn in and which DRMOs their ETIDs will be sent to. Generators using ETID must use an authorized valid DoDAAC.

C1.4.2.3. Generators will use ETID for only legitimate turn-ins of property for disposal through DRMS. *NOTE: Using ETID for any other reason may adversely affect the Intransit Control System.*

C1.4.2.4. The DRMO will access ETID daily to determine incoming workload, review ETIDs, and identify potential problems with property destined for turn-in. All ETIDs in "pending" and/or "pending redirect" status must be reviewed. If necessary, DRMOs may keep an ETID in "Pending Status" while awaiting a pre receipt inspection or in coordination with the timing of the turn in with a generator.

C1.4.2.4.1. DRMOs will "accept" ETIDs before receiving property into DAISY. DRMOs will use ETID and e-mail/phone to communicate with the generator about the turn-in. ETIDs can be accepted, rejected or redirected during review.

C1.4.2.4.2. If the property is acceptable for turn-in and the ETID information appears correct, the DRMO will "accept" the ETID and coordinate turn-in. Once an ETID has been accepted by a DRMO, it can no longer be rejected, edited, or deleted in ETID. Approving an ETID will generate an AS3 transaction. Receipt information will be electronically sent to the Pre Material Receipt (PMR) database and Intransit Control System (if the property meets Intransit criteria) on behalf of the Generator.

NOTE: If the ETID must be rejected or canceled after it has been accepted by the DRMO (for example, the Generating Activity advises the DRMO they will not be turning in the property), the DRMO must clear the Intransit record by using the Receipt Refusal DAISY process in addition to the DRMS 917, Disposal Turn-In Document Reject Form.

C1.4.2.4.3. If an ETID cannot be “accepted”, the DRMO will "reject" the ETID back to the generator and provide a reject reason. The generator may edit and resubmit the ETID or can delete the ETID. Rejecting the ETID will preclude the data from entering the PMR. No input has to be done in DAISY at this time. Rejected ETIDs will produce notification to the Generating Activity through a change in status or a message. A generator can edit and resubmit or delete an ETID in Reject status.

C1.4.2.4.4. A Generator may also edit and resubmit an ETID in Pending status. The Generator can edit any field that they were currently able to input. Pre-populated NSN characteristics cannot be edited. The Generator can also delete an ETID in Pending status.

C1.4.2.4.5. DRMO users cannot edit or delete a Pending ETID.

C1.4.2.5. The creation of the receipt, (XR1 or XR3), in DAISY will update the status of the ETID from “Approved” to “processed into DAISY” in ETID. This will assist in managing “Approved” ETIDs that have been processed and those awaiting receipt. *NOTE: ETIDs received as part of a batch receipt will not reflect a “Processed into DAISY” status change.*

C1.4.2.6. DRMOs will follow up with the generating activity on ETIDs that have been approved but have not been turned-in within 60 days and reject as necessary (ETIDs that have been approved but will not be turned-in) to clear the Intransit record using the CLR transaction.

C1.4.2.7. The generator will use ETID to print a Disposal Turn-In Document with bar codes, labels with bar codes, certifications, and shipping manifests as needed prior to turn-in. The DRMO will accept as documentation the generator Electronic Turn-in document and associated certifications as applicable. The Generator is required to provide all required hard copies of the DD Form 1348-1A upon physical receipt. But the DRMO may choose to print or make copies of additional ETIDs as necessary.

C1.4.2.8. During the review of an ETID, the DRMO may "redirect" an ETID to another DRMO (i.e., redirect DEMIL required property to a DEMIL Center). DRMOs will coordinate with the Generator and receiving DRMO as necessary regarding the redirecting of an ETID. If a DRMO rejects an ETID that was redirected to them from another DRMO then before further action can be taken the DRMO who rejects needs to call and discuss with the other DRMO and generator why this ETID has been rejected.

C1.4.2.9. The DRMO will access DAISY to input the XRI/XR3 transaction. For acceptable (XR1/XR3) receipt documents, the DRMO may scan the barcode on the label or DTID to begin the receipt process.

C1.4.2.10. ETID Message System. The ETID message system provides a central location to view/process ETIDs based on actions taken or in need of an action rather than by status code (i.e., pending, approved, rejected). DRMOs will receive messages when ETIDs are submitted for review, redirected to them, edited/deleted by the Generator, and if ETIDs are in pending status over 30 days. Use of the message center is optional. Messages will

stay in the system for 60 days and will automatically be deleted after that date.

C1.4.3. Discovery of Classified or Suspected Classified Materials During Receiving by DRMS Field Activity Employees.

C1.4.3.1. DRMS Field Activity receiver will immediately locate all documentation relating to the questioned material.

C1.4.3.2. DRMS Field Activity will notify the generating activity of the discovery by the quickest means available and request retrieval of the material or alternate instructions, e.g., release to host installation security prior to the end of the business day. DRMS Field Activity will advise the host security manager and DES-Battle Creek Public Safety Office of the discovery and retrieval arrangements made. DRMS Field Activity will also comply with the SITREP procedures. If the generating activity indicates inability to retrieve prior to close of business, the DRMS Field Activity will inform the installation information security manager of the generator‟s decision and make arrangements for retrieval, storage, and safeguard within host facilities. If the installation information security manager is reluctant to provide support, contact DES-Battle Creek Public Safety Office immediately for further instructions. DRMS Field Activity must notify host installation information security manager promptly of all classified incidents. DRMS employees, both government and contractor, will cooperate fully with investigative efforts by host installation agencies, to include the prompt identification of the generating activity.

NOTE: The most desirable solution is the prompt and secure return of the suspected classified material to the generating activity. However, if the generating activity cannot retrieve the property, the host installation must secure the property until resolution is reached. DRMO personnel will not ship classified or suspected classified materiel.

C1.4.3.3. If the installation information security manager or other installation security officials decline to assist the DRMS Field Activity in removing the classified material from the DRMS Field Activity, then the DRMS Field Activity field activity leader will prepare a letter to the installation commander (See DRMS I 4160.14, Section 4, Supplement 2, Chapter 1, Enclosure 7, Attachment 2, Letter To Installation Commanders Concerning Possible Compromise of Classified Material / Information). This letter will be hand-delivered as soon as possible, but no later than the end of the next duty day, following the discovery of the suspected classified material.

C1.4.3.4. If the installation still fails to assist in the removal of the property, the DRMS Field Activity will contact the installation COMSEC (Communications Security) Officer, and request assistance in the destruction of the suspected classified material. Installation COMSEC activities have the tools and procedures in place for the destruction of classified COMSEC material. If the installation COMSEC officer can assist the DRMS Field Activity in destroying the material, obtain copies of destruction certificates in accordance with service or installation policy. Attach these certificates to the SITREP.

C1.4.3.5. If support cannot be obtained from installation COMSEC officials, then the DRMS Field Activity must take steps to promptly and effectively destroy the suspected classified material.

The following tools should be available to accomplish this task (DOD 5220.22-S, COMSEC Supplement to the DoD Industrial Security program).

C1.4.3.5.1. Hammer, 3-lb, ball or cross peen.

C1.4.3.5.2. Cold Chisel, 5-3/4 inches long, ½ inch wide tip.

C1.4.3.5.3. Stubby Screwdriver, 1 inch blade, 7/32 inch wide tip.

C1.4.3.5.4. Screwdriver, 1-1/2 inch blade, 5/32 inch wide tip.

C1.4.3.5.5. Screwdriver, 6 inch blade, 5/16 tip.

C1.4.3.5.6. Phillips screwdriver, number 0.

C1.4.3.5.7. Phillips screwdriver, number 2.

C1.4.3.5.8. Wrench, 5/16, box and open end combination.

C1.4.3.5.9. Pliers, 5 inch, diagonal cutting.

C1.4.3.5.10. Pliers, heavy duty, linemans.

C1.4.3.5.11. Fire axe, or sledge hammer.

C1.4.3.5.12. Asbestos gloves

C1.4.3.5.13. Gloves

C1.4.3.5.14. Tongs

C1.4.3.5.15. Eye protection

C1.4.3.5.16. Electric drill

C1.4.3.5.17. Electric saw

In addition to the above hand tools, DRMS field activities should have a metal container in which to burn classified documents and material.

C1.4.3.6. DRMS field activities should use DRMS I 4160.14, Section 4, Supplement 2, Chapter 1, Enclosure 6 - Procedures for the Emergency Destruction of Classified Material as a guide for physically destroying classified material / information. Destruction must be witnessed by one other person, preferably another DRMS government employee, another DOD civilian not employed with DRMS, or military personnel from the host. A DRMS contractor employee may be used as a last resort. The DRMS field activity will prepare DLA Form 27, “Classified Document

Receipt (DRMS I 4160.14, Section 4, Supplement 2, Chapter 1, Enclosure 8) to document the destruction of the material. Forward the DLA Form 27 to DES-Battle Creek Public Safety (ATTN: Personnel Security) by mail or by email to DES-Battle Creek Personnel Security as a scanned attachment with reference to the SITREP number.

C1.4.4. Declassification Documentation.

C1.4.4.1. If the generating activity asserts the material is unclassified, the generating activity must present authoritative declassification documentation to that effect. DRMS Field Activities will examine the document carefully to insure that it pertains to the item in question. Examine also the material to insure that all actions specified in the declassification document have been complied with, to include removal or obliteration of all classification markings. If the documentation appears to verify the generating activity's declassification claim, custody of the property may be assumed.

NOTE: Such documents may consist of an official notice from the item manager, a change or supplement to a departmental manual, or a major command or controlling agency order. The notice identifies the declassified item by NSN and noun name and also provides a specific date of declassification. It may also include DEMIL and turn-in instructions.

C1.4.4.2. On receipt of the above documentation, DRMS Field Activities will forward a complete copy to DES-Battle Creek Public Safety Office by the most expeditious means, i.e., facsimile transmission, electrical message containing complete verbatim quote of the document, or express mail service. DES-Battle Creek Public Safety Office will respond to the DRMS Field Activity within 1 duty day of receipt with instructions for retention or return of the property in question.

C1.4.4.3. The DRMS Field Activity will telephonically notify the host security manager of the discovery, the declassification claim, and all safeguarding actions taken.

C1.4.4.4. DRMS Field Activity will submit SITREP and DRMS Form 2013, DRMS Classified Material Checklist. Submit form to DES-Battle Creek Public Safety Office.

C1.4.5. Property Without Documentation.

C1.4.5.1. If the generating activity cannot provide documentation evidence of declassification or acknowledges that the property is classified, telephonically notify the host installation information security manager and DES-Battle Creek Public Safety Division of the discovery as well as all safeguarding actions taken.

C1.4.6. Handling of Material.

C1.4.6.1. If material is an item of property or scrap, cover and place in the secure area. If size or other factors preclude placement in the secure area, segregate from all other property and detail a DRMS Field Activity employee to restrict coworker and visitor access to the item.

C1.4.6.2. If material consists of a document or documents, cover and place into an envelope or box. Seal and mark the highest classification of the document(s) in bold letters on all sides, e.g., "*CONFIDENTIAL", "SECRET"*, etc. Ideally, the DRMS Field Activity employee who discovered the document(s) should retain possession of the sealed envelope or box to limit custody transfers prior to retrieval by the generating activity or other authorized officials.

C1.4.6.3. DRMS Field Activities will release the material only to the generating activity or to the host installation information security officials after identity and security clearance of the person to whom the material is to be released is verified. Verification can be made through personal recognition, by confirmation of identity by host or generator security managers, or through the assistance of the DES-Battle Creek Public Safety Office. The DRMO will request the activity personnel retrieving the classified item to sign a hand-receipt (DLA Form 27, Classified Document Receipt). See DRMS-I 4160.14, Section 4, Supplement 2, Enclosure 8. DRMS Area Managers will designate individuals to handle classified incidents.

C1.4.6.4. If an RTD or sales customer finds classified material packed with or contained in legitimately issued or purchased property:

C1.4.6.4.1. If a customer reports discovery of classified material in a DRMS Field Activity facility, take actions outlined above.

C1.4.6.4.2. If a customer reports discovery of classified material after removal from the DRMS Field Activity, the DRMS Field Activity receiving the information will:

C1.4.6.4.2.1 Determine if the customer will voluntarily return the material in question. If the customer agrees to return material to the DRMS Field Activity, initiate actions outlined ABOVE upon receipt of the material. Advise the host security manager and DES-Battle Creek Public Safety Office of the discovery and of retrieval arrangements made with the customer. Regardless of the customer‟s decision to return/not return the material, request the customer to safeguard the material.

C1.4.6.4.2.2 Should the customer decline or be unable to return the material to the DRMS Field Activity, contact the host security manager and/or supporting military investigative organization (AFOSI, NCIS, USACIDC) and request assistance in retrieving the material. In the event those attempts are unsuccessful, contact DES-Battle Creek Public Safety Office for resolution of the problem.

C1.4.7. <u>After action requirements.</u>

C1.4.7.1. DRMS Field Activities will complete and forward any required after action reports to the DRMS DEMIL Office with copy to DES-Battle Creek Public Safety Office.

C1.4.7.2. The DRMS Field Activity will provide a brief telephonic after action report to DES-Battle Creek Public Safety Office. Report should include date and method of discovery, retrieval date, identities of generating and retrieval activities, and any host installation or generating activity tasking of DRMS Field Activities as a result of the security incident.

C1.4.7.3. The DRMS Field Activity will take prompt steps to identify the generating activity. If the identity of the generating activity can be determined, attempt to identify the name, address, and phone number of that activity‟s commanding officer. Provide that information to the responsible HQ DRMS directorate (DRMS-O or DRMS-B). The responsible HQ DRMS directorate will prepare a formal letter, under the signature of the DRMS Director / Commander (See DRMS I 4160.14, Section 4, Supplement 2, Chapter 1, Enclosure 7, Attachment 1 – Letter to Generating Activities Concerning Possible Compromise of Classified Material / Information). This letter will be prepared and staffed, and ready for command signature by the responsible HQ DRMS directorate within five working days after the incident is initially reported.

C1.4.8. Receipt of Non-Returnable Property.

C1.4.8.1. When improperly identified, segregated or packaged property is delivered from off-site generators and the generator is not identifiable; property cannot be returned for reasons, such as the site being closed or the location being too far away to return (e.g., from Saudi Arabia to DRMO Livorno), take the following actions:

C1.4.8.1.1. Complete an overview to determine that nothing is imminently dangerous.

C1.4.8.1.2. Separate all known HP and place in an appropriate location. Do not place the HP on accountable records at this time. Prior to processing the HP, advise the local base commander that HP has been wrongly shipped to the DRMO and cannot be returned to the generating activity. Stress that because it does not contain proper documentation, including disposal-funding information, steps will be required through their chain of command to obtain the necessary documents and funding obligations. Do not process the HP until the proper documentation is received. Follow-up with the service will be necessary until the required information is obtained. If generators or component service cannot be determined within 45 days, process as found on post.

C1.4.8.1.3. Separate any known DEMIL-required property and store appropriately. If the property is DEMIL coded B, Q, etc., MLI/CCLI - no DEMIL required - continue standard processing. If special handling requirements cannot be readily identified, such as DEMIL, look for any type of identification such as data plates, part numbers, manufacturer‟s name, etc. Use this data combined with available resources, starting with WebFLIS, which is most current to attempt to find a NSN or assign LSN, if necessary. If needed information cannot be found in WebFLIS, use FED LOG. Work with the local command for obtaining appropriate DEMIL codes, if necessary. If DEMIL code cannot be determined use a worst-case scenario.

C1.4.8.1.4. Separate non-hazardous, non-DEMIL-required property contained in a shipment by creating a DTID designating the property as *“found on post.”*

C1.4.8.1.5. Any non-hazardous, non-salable property that requires abandonment and/or destruction will require DRMO funding.

C1.4.8.2. When property cannot be returned as a result of distance, as a minimum, prepare a letter to the generator stating the problem and the corrective action taken by the DRMO. Prepare a SITREP if offense occurs more than twice in a relatively short time, elevating through DRMS to the generating activity commander.

C1.4.8.3. DRMS-O will provide an advice letter to the MACOM commander when these SITREPS are received and return the documents to the ASO that services the unit turning in the property. This should be accomplished at least once a week. If the ASO authorizes generating activity pickup, hold the documents for the generator‟s courier.

C1.4.9. Use of WebFLIS and FEDLOG.

C1.4.9.1. Each DRMO will have employees who are trained and have access to WebFLIS. This should be the first source used for research as it is the closest to “real time” (less than 6 hours old) information. If accessing WebFLIS is not feasible, or information in WebFLIS does not completely answer the need, the next product to use is FED LOG. Each DRMO should be on distribution for FED LOG and/or have access to LOGRUN. FED LOG and LOGRUN are products of the Defense Logistics Information Service (DLIS), Battle Creek, Michigan. These programs shall be used to research stock numbers, DEMIL codes, etc. Prior to accepting accountability, inspect the material and related disposal turn-in documents (DTIDS) and other required documentation.

C1.4.10. Subdividing on Receipt.

C1.4.10.1. Use the Subdividing Receipts in DAISY if needed:

C1.4.10.1.1. Receive property when more than one Disposal Condition code applies. Extreme care must be taken when receiving property with more than one Disposal Condition code.

C1.4.10.1.2. Process supply condition "H" property received on a single DTID consisting of usable property and usable property that will be downgraded to scrap upon receipt.

C1.4.10.1.3. Streamline the receipt process of large quantities of small arms at Disposition Services CDD, Anniston.

C1.4.10.1.4. Process a partial quantity on a DTID as retail sales, while the remainder is processed by other means.

C1.4.10.1.5. Satisfy merchandising requirements.

C1.4.10.1.6. Improve RTDS potential.

NOTE: Do not subdivide receipts of Hazardous Property.

C1.5. **DD Form 1348-1A (DTID) Information and Review.**

C1.5.1. DTID Review.

C1.5.1.1. Property Acceptability. To begin physical receipt, match the DTID/ETID against the property being turned in. Determine property acceptability and any special handling or documentation requirements. Review and verify, if necessary, the information on the DTID. To determine property acceptability, review the DTID for completeness. (DOD 4160.21-M, Chapter 3).

C1.5.2. DTID Number.

C1.5.2.1. Each DTID must contain a unique DTID number. If the DTID does not contain a complete document number, (DODAAC, Julian Date, Serial number, Suffix, if applicable) the DRMO will obtain a document number from the generating activity and enter it on the DTID. Do not make any entries into DAISY until all the necessary information is provided by the generator. If the required DTID information cannot be provided at time of receiving, prepare DRMS Form 917 and forward it to the generating activity. See Section 2, Chapter 2, Property Accounting, Receipt Refusal Process, this instruction, for the Notice of Receipt Refusal for Intransit Accountability.

C1.5.3. Generator's DODAAC.

C1.5.3.1. The DODAAC/FEDSTRIP code on the DTID (electronic or hard copy) must be listed in the official DOD Activity Address File on the DAASC web site: (http://www.daas.dla.mil.) Reject Turn-in Documents without a valid DODAAC.

C1.5.3.1.1. DAISY will only accept DODAACs that have a valid TAC 1 and TAC 3 address.

C1.5.3.1.2. If the DODACC has no TAC 1 address, reject the turn-in.

C1.5.3.1.3. If there is a valid TAC 1 address, but no TAC 3 address associated with the DODAAC on the DAASC web site, do not reject the turn in back to the generating activity. The TAC 3 address is to be considered the same as the TAC 1. As DAISY will not process without a TAC 3 address, DRMOs are to contact DRMS-RF for a special load into DAISY. Special loads are also required for FMS/HAP organizations and in BOSS for hazardous waste disposals. For the most expedient response, these requests should be e-mailed to DRMS DODAAC@dla.mil with an appropriate comment, e.g., this DODAAC needs a TAC 3 in the DAISY system.

NOTE: AF activities using DODAACs beginning with “FY” are required to establish accountability through the base/depot accountable supply officer. These DODAACs have been established as “ship to” addresses only and are not authorized for receiving or requisitioning property.

C1.5.4. National Stock Number (NSN) or Local Stock Number (LSN).

C1.5.4.1. The DTID must include a NSN or LSN. An NSN will consist of a valid FSC, NATO Codification Bureau (NCB) Code, and a NIIN. NSNs may not be changed to LSNs unless approved by the Logistics Chief or the DRMO Chief. Only on rare occasions should this change be made, such as when the NSN on the DTID does not appear in DAISY or other acceptable situations. A statement or reason as to why the NSN was changed to a LSN should be annotated on the DTID and initiated by the approving supervisor.

C1.5.4.2. Property may be turned in under a LSN when the material cannot be identified to a valid NSN in FEDLOG (i.e., locally purchased property). An LSN will consist of a valid FSC, NCB Code (if available) and noun/nomenclature and/or part number.

C1.5.4.3 **The inspection of property decides the course for further processing. Review the assigned Federal Supply Classification (FSC) during inspection. Property turned in with incorrect FSC, DLA Disposition Services locations are authorized to change IAW with the Federal Item Identification System Catalog H-2. DLA Disposition Services locations will notify the generator of the change, and annotate the correct FSC on the DTID. (Jan 2012, NW)**

NOTE: Some generators will turn-in LSN property with a part number right after the FSC and without an NCB Code. DRMOs will process these turn-ins without changing the LSN because DAISY will accept an LSN without a valid NCB Code. Changing LSNs to include a valid NCB Code could make it difficult for generators to internally track their turn-ins.

C1.5.5. Unit of Issue.

C1.5.5.1. Review proper unit of issue for the property being turned-in for appropriateness.

C1.5.6. Total Quantity.

C1.5.6.1. If the DTID quantity agrees with the actual quantity received, ~~underline the quantity on the DTID and~~ enter the quantity in block 10 of DD Form 1348-1A. For usable receipts to be downgraded to scrap, enter the appropriate SCL code and estimated weight. For scrap receipts the appropriate SCL Code and weight can be entered in Block 27, if more area on the 1348-1A is needed. Edited May 2012

C1.5.6.2. If the DTID quantity does not agree with the actual quantity received, attempt local resolution between the generator and the DRMO for a discrepancy over $800, pilferable/sensitive, hazardous, or DEMIL required property. If local resolution is unsuccessful, circle the incorrect quantity on the DTID and enter the actual quantity in block 10 of DD Form 1348-1A. Resolve all quantity discrepancies for pilferable/sensitive, hazardous, and DEMIL required property before accepting accountability.

C1.5.6.3. Any item placed on record with a unit of issue other than "lot" must be counted. For items received in unopened original packaging it is permissible to multiply the stated number of items in the container by the number of containers to determine actual count. Updated Jan2012.

C1.5.6.3.1. If quantity does not match, attempt to resolve with the generator. Discrepancies over $800 or any discrepancy of pilferable/sensitive, hazardous or MLI/CCLI property that impact the Intransit Control System (ICS) will create a discrepancy report to the generator, so it is important to resolve these whenever possible.

C1.5.6.3.2. Circle the incorrect quantity and enter actual quantity in Block 10."

C1.5.6.3.3. For in-place receipts, DRMS will accept generator counts in accordance with the established MOU between the DRMO and Generator.

C1.5.7. Two Man Rule Inventory Process.

C1.5.7.1. When a quantity discrepancy is identified during the receipt (either upon original receipt, or at receipt at a Demil Center, CPC, Long-Term Storage, or other DRMO), inventory, storage, or preparation for shipment processes of DEMIL required property, a second person will verify the count. Both personnel will sign and date the applicable documentation when both personnel obtain the same count.

C1.5.7.1.1. Example: A quantity discrepancy is discovered with demil required property (DEMIL codes C, D, E, and F) during the receipt, inventory, storage, or preparation for shipment processes. The next level supervisor will be notified of the quantity discrepancy. A second person will be assigned to physically count the item in question. The two personnel will perform individual recounts until the same total is achieved by both personnel. “Both personnel” will sign and date the applicable documentation notify the supervisor and initiate corrective action to resolve the discrepancies.

C1.5.7.2. When a quantity discrepancy is discovered upon receipt of an item shipped to a location from another DRMO, the receiving location will contact the POC and Area Manager from the shipping location, and identify the discrepancy. Coordination will be made by personnel from both sites to resolve the discrepancy.

C1.5.8. DEMIL code.

C1.5.8.1. The DTID must include the correct DEMIL code or clear-text statement for each item. The generating activity is expected to obtain the correct DEMIL code from the ICP or IM (or by its normal supply channels) and enter that code on the DTID for each item. See Section 4, Supplement 2, DEMIL Codes.

C1.5.8.2. DRMOs will insure the DEMIL code on the DTID is valid.

C1.5.8.2.1. When you suspect that the DEMIL code on the DTID is wrong, ask the generating activity to validate the code through the activity's source DEMIL codes. You may refer to the latest issue of the DRMS DEMIL (CD ROM) to verify the DEMIL code accuracy.

C1.5.8.2.2. If DEMIL code is missing/invalid, place item secured Trouble Area and contact Generator Activity for resolution/rejection.

C1.5.8.2.3. Review the validity of DEMIL coding and challenge coding suspected to

be incorrect. Challenge in accordance with Section 2, Chapter 4, Demilitarization Program.

C1.5.8.3. DEMIL codes DRMOs are authorized to accept accountability and physical custody are: A, B, C, D, E, F, & Q.

C1.5.8.3.1. Written DEMIL F instructions must be provided by the Military Service and/or Generating activity accompanying or as an attachment to the 1348-1 Disposal Turn In document. DEMIL F property will not be accepted unless accompanied by specific written DEMIL instructions. Edited 28 Jan 2008, Added 31 Mar 2008 & Edited 15 AUG 2008.

NOTE: DRMOs/Performing Activities that have received DEMIL F property without instructions should attempt to obtain DEMIL F instructions from the Generating Activity. If the Generator fails to provide DEMIL F instructions the DRMO/Performing Acitivity will process a DRMS form 917 and follow established procedures.

C1.5.8.3.2. Items coded DEMIL F must have a valid verifiable NSN. LSNs are unacceptable.

C1.5.8.3.3. If the DRMO/Performing Activity is unable to return rejected DEMIL F property the following sources are available to obtain DEMIL F instructions:

C1.5.8.3.3.1 AEPS website is available to assist in obtaining DEMIL 'F' instructions at: <https://aeps2.ria.army.mil/commodity/demil/codefmain.cfm>.

C1.5.8.3.3.2 Contact the DLIS Interaction Center at toll free number: 1-877-352-2255 to obtain DEMIL F instructions.

C1.5.8.3.3.3 Item Manager contact information may be obtained through a search of WebFLIS, FED LOG or FLIS Plus applications to obtain the source of the supply (SOS) for branch of service and information for DEMIL F instructions.

C1.5.8.3.4. After all other attempts fail to obtain DEMIL F instructions, contact the DRMS DEMIL Program Office, DRMS-BCD.

C1.5.8.4. DEMIL G property can only be received in place. DRMOs will not receive in-place until and approved MOU is in place. Ensure that an MOU or MOA advises the generator that the property is to be kept intact - no cannibalization, painting, etc. while it goes through screening.

C1.5.8.5. DEMIL P indicates that the property is classified and DRMOs <u>will not</u> <u>accept</u> accountability or physical custody. Notify the generator, DRMO Chief, and host security immediately when this type of property is discovered. See C1.4.3. for additional guidance.

C1.5.8.6. *Key Point DEMIL:* For property received with DEMIL Code “C”, the best time to determine the “key point” DEMIL requirement is to ask the generating activity at time of receipt.

C1.5.8.6.1. Request the generating activity assistance to identify "key point(s)" requiring DEMIL and annotate the DD Form 1348-1A. Generating activities are not required to identify "key point(s)". If the generator cannot help identify the "key point", and DRMO personnel cannot determine from Appendix 4 of DOD 4160.28-M, contact the DRMS DEMIL Office for additional guidance.

C1.5.9. DEMIL/~~AEDA~~ MPPEH Certifications. (Edited Jan 2013)

C1.5.9.1. Determine if an ~~AEDA~~ MPPEH Inert Certificate or DEMIL certificate is required. If a certificate is required, ensure that it is contained on the original DTID, and the two signatures correspond to the list provided by the generator. The required inert certification is contained in DOD 4160.21-M, Chapter 4. The inert certification will be contained on or appended to the DTID that accompanies the material.

C1.5.9.1.1. The inert certificate requires two signatures, a certifier and a verifier. DRMOs will confirm the validity of the inert certificate by comparing the signatures to the list of individuals authorized to sign inert certifications that has been provided by the generator. The signatures may be digital. Care must be exercised to preserve the integrity of the inert certification. Opening sealed/banded containers invalidates the inert certification that has been provided by the generator.

C1.5.9.1.2. Care must be exercised to preserve the integrity of the inert certification. Opening sealed/banded containers invalidates the inert certification that has been provided by the generator.

C1.5.9.2. If there is no certificate, reject property.

C1.5.9.3. If DEMIL has been performed by the generating activity prior to turn-in and the result is scrap residue, no DEMIL certificate is required.

C1.5.9.4. If DEMIL has been performed by the generating activity prior to turn-in and the result is the turn-in of usable components, a DEMIL certificate is required. If a DEMIL certificate is not provided, reject the property.

C1.5.9.5. Input DEMIL required property received with DEMIL certification from the generating activity to the system with the appropriate DEMIL performed code. See DAISY C-A-T Pocket Reference.

C1.5.9.6. Material Potentially Presenting an Explosive Hazard (MPPEH). When these containers are turned in to a DRMO, the generating activity shall provide an MPPEH inert certification. This applies to all non-hazardous shipping and storage containers for or having previously contained MPPEH in FSCs 8140/8145. Also included are bandoleers, ammo pouches, and similar items. Containers of this type generated from DDC distribution depot stocks and/or in original and undamaged factory packaging, contractor packaging, or preservation packaging are exempt from certification requirements.

C1.5.9.7. Shipping containers that previously contained Material Potentially Presenting an Explosive Hazard (MPPEH) approved procedures for turn-in will be as follows:

C1.5.9.7.1. The turn-in activity will remove lids from containers, visually inspect for MPPEH and certify/verify as being MPPEH free in accordance with DOD certification procedures and:

C1.5.9.7.2. Containers will be placed upside down on a pallet with lids placed on the bottom or:

C1.5.9.7.3. Containers will be placed on and banded to pallets in a manner which will allow visual inspection of all containers at the time of turn-in.

C1.5.9.8. Accept accountability of ~~AEDA~~ MPPEH or ~~AEDA~~ MPPEH residue, Range Residue or Explosive Contaminated Property (ECP) only if it has been certified inert by qualified representatives of the generating activity. Do not accept physical custody.

C1.5.9.9. Do not accept accountability or custody of ~~AEDA~~ MPPEH or ~~AEDA~~ MPPEH residue, Range Residue, or Explosive Contaminated Property (ECP) unless it has been certified inert by qualified representatives of the generating activity.

C1.5.10. Supply Condition Code (SCC).

See DAISY C-A-T Pocket Reference.

C1.5.10.1. Supply Condition Code (SCC) Challenge/Changes. The inspection of property decides the course for further processing. Review the assigned SCC during inspection. If the SCC appears suspicious challenge the code with the generating activity.

C1.5.10.2. Use discretionary authority to change for specified categories and sound rationale to challenge SCCs (consumer type property, i.e., general hardware, clothing, tools, furniture, and other "nontechnical" type FSCs), DRMOs are authorized to use their best knowledge, judgment, and discretion to change and assign the appropriate SCC when it is determined, through physical inspection and examination, an obvious error in condition coding exists. DRMOS are responsible for any SCC changes made upon turn-in of property and will document the change on the DTID.

C1.5.10.2.1. For specialized items such as avionics, or items that require test, measurement, or diagnostic to determine serviceability, DRMOs should challenge the SCC back to the generating activity if the assigned SCC appears incorrect. Items in their original pack and unopened containers that are coded “condemned” or “unserviceable” upon turn-in, should be viewed with guarded skepticism and challenged back to the generating activity.

C1.5.10.3. View items in their original pack and unopened containers coded “condemned” or “unserviceable” upon turn-in with doubt and challenge the generator.

C1.5.10.4. Include hazardous property receipts in the challenge process.

C1.5.10.5. Document any changes to SCC at time of turn-in on the DTID. If the generating activity considers the code to be invalid, the generator (or DRMS receiver) should annotate the 1348-1a with the name, title, phone number, and organization of the individual who changed the code and the reason for changing the SCC on the documentation.

NOTE: If the generator is repeatedly turning in property with incorrect codes, challenge the SCC or refuse the turn-ins.

C1.5.11. Disposal Condition Code (DCC).

C1.5.11.1. Determine and assign the appropriate Disposal Condition Code (DCC) found in the DAISY C-A-T Pocket Reference and enter it on the DTID.

C1.5.12. Disposal Authority Code.

C1.5.12.1. This code indicates that the item(s) being turned-in are authorized to be transferred to disposal because of instructions the IMM/ICP relayed through the Material Returns Program (MRP) or other property authority. See below:

C1.5.12.1.1. F- Federal Civil Agency turn-ins (includes turn-ins from GSA).

C1.5.12.1.2. M- IMM/ICP stocks approved for disposal by Inventory Manager.

C1.5.12.1.3. N- Items not reportable by virtue of exclusion to the MRP or other specific criteria such as extended dollar value or condition limitations on excess reporting and are duly authorized to be transferred to disposal.

C1.5.12.1.4. R- Items on this transaction have been reported to the IMM/ICP under MILSTRIP MRP procedures and are considered excess to that IMM/ICP's authorized retention levels and instructions.

C1.5.12.2. *Unit price* - The price per unit of the item being turned-in.

C1.5.12.3. *Item Name* - Proper descriptive name of the item being turned-in.

C1.5.13. Reimbursement data.

C1.5.13.1. If the DTID/ETID has a reimbursement fund cite, receivers are to determine if the property is truly reimbursable (see Section 4, Supplement 2, Proceeds Disposition - Usable Property, Enclosure 2). If reimbursement is suspect, discuss with the Site Management. If the decision is that the proceeds are not reimbursable contact the generating activity and annotate on the DTID/ ETID and on the return DTID/ETID or electronic listing of property back to the generator that reimbursements are not authorized. Reimbursement eligibility is spelled out in DOD 7000.14-

R, Financial Management Regulation, Volume 11a, Chapter 5.

C1.5.13.2. Conversely, if at time of receipt, it is obvious the property is applicable for reimbursement, the generator should be contacted to obtain the appropriate fund cite. The generator should also be instructed, at that time, to place the fund cite on future DTID/ETIDs, to ensure future reimbursements are completed.

C1.5.13.3. For reimbursable property, attach an adhesive backed stick-on label, DRMS Form 1981, Reimbursement Data to the property next to the barcode label.

NOTE: RCP receipts are not reimbursable. Defense Working Capital Fund (DWCF) activity property formerly Industrial Funded Property is **not** reimbursable.

C1.5.14. Reclamation Code.

C1.5.14.1. This code identifies items that require reclamation as part of the disposal process. The reclamation code identifies property flagged by ICPs/IMMs that require serviceable and economically repairable components be removed prior to release of the property as excess or surplus. This code identifies whether reclamation was performed prior to turn in, reclamation is required after turn-in (part of the disposal process), or if reclamation is not required.

C1.5.15. Precious metals indicator code (PMIC).

C1.5.15.1. See DAISY C-A-T Pocket Reference for codes. (https://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf) This code will identify if the turn-in contains precious metals for recovery. Perform visual identification of precious metals contents, if necessary.

C1.5.16. Controlled Inventory Item Code (CIIC) - Block 9.

C1.5.16.1. This code identifies items that are classified pilferable or sensitive and have more stringent processing requirements. See DAISY C-A-T Pocket Reference for additional guidance pertaining to acceptance of property based on this code.

C1.5.16.2. A classified item is an item which must be protected from unauthorized disclosure in the interest of national security. Items of this nature are assigned a security classification. Any material bearing the classification markings "*CONFIDENTIAL*" (C), *SECRET* (S), or *TOP SECRET* (TS) is considered classified. Do not accept property with classified item codes A through L or codes S or T.

C1.5.16.3. Pilferable & Sensitive Items.

C1.5.16.3.1. Pilferable items are those which by virtue of its condition, intrinsic value, ready illicit market or resale potential, or widespread non-DOD usage, is highly desirable and therefore a primary target for theft.

C1.5.16.3.2. Sensitive items are property that requires a high degree of protection and control due to statutory or regulatory requirements, such as drug abuse items, stock numbered precious metals, hazardous property, items which are of high value, and small arms parts.

C1.5.16.3.3. The designation of specific items or materials as pilferable or sensitive property is primarily by assigned Controlled Item Inventory Codes (CIIC) codes or pilferage codes.

C1.5.16.3.4. Generators must declare *"sensitive/pilferable"* designations to certain categories of property that may not reflect a CIIC or pilferable code (i.e. property turned in under a local stock number).

C1.5.16.3.5. Conversely, items may be designated pilferable by NSN; but condition, obsolescence, etc. may negate the designation. Any designation of an item no longer considered pilferable should be consistent with military and commercial usage. Variables to be considered include: quantity, size, weight, condition, and available storage facilities versus property on hand and current market conditions in the geographical area of the DRMS field activity. Special consideration must be given to the following types of items:

C1.5.16.3.5.1 Aircraft engines equipment and parts.

C1.5.16.3.5.2 Communications and electronic equipment and parts.

C1.5.16.3.5.3 Vehicular equipment and parts.

C1.5.16.3.5.4 Photographic supplies and equipment.

C1.5.16.3.5.5 Office machines, individual clothing and equipment.

C1.5.16.3.5.6 Hand tools and shop equipment.

C1.5.16.4. Protect sensitive/pilferable assets by making effective use of available secure storage. Inherently dangerous materials, i.e. swords, knives, police batons etc., will be placed in the designated pilferable storage area.

C1.5.17. <u>Certifications.</u>

C1.5.17.1. Depending upon the property being turned in, some property must be accompanied by a certification. Ensure proper certification is provided with the turn-in document. See Section 2, Chapter 4, Demilitarization Program and Section 3 for additional information regarding required certifications.

C1.5.17.2. See Section 4, Supplement 2, Logistics Program, Enclosure 1, Certification References and Descriptions, to link to list of examples of certification descriptions and references.

C1.5.18. <u>After Review Of The DTID, Determine Further Receipt Actions.</u>

C1.5.18.1. Determine value and list of missing components (if available). When parts/components are removed from an end item before turn-in to the DRMO, process the end item at its full value.

C1.5.18.2. Small Arms acceptability - see Small Arms this chapter, C1.8.10.

C1.5.18.3. Potential for Batchlot - see C1.8.1. through 1.8.4., this chapter.

C1.5.18.4. Potential for Downgrade - see C1.9.5.

C1.5.18.5. Potential for sales/CV referral. Coordinate with the CV partner or determine potential for Government/local sales (e.g. hazardous material, cylinders, etc.)

C1.5.18.6. Defective Property/Safety Alert/Latent Defect (SALD) - see C1.8.15.

C1.5.18.7. Any additional Special Handling (see Section 3).

C1.5.18.8. Determine appropriate storage:

C1.5.18.8.1. Store in appropriately marked location by categories.

C1.5.18.8.2. Batchlots.

C1.5.18.8.3. MIL/CCLI - based on processing state (DEMIL required, challenged, inert, ~~AEDA~~ MPPEH, etc.).

C1.5.18.8.4. Demanufacturing.

C1.5.18.8.5. Commodities.

C1.5.19. <u>Final Receipt Actions.</u>

C1.5.19.1. Complete DTID. Enter data required to complete the receipt, special handling code action/accounting codes, site/location code, reimbursement code, material screening code. Initiate a full information barcode label. "*DEMIL REQUIRED*" will automatically print on the label when an appropriate DEMIL Code is entered.

C1.5.19.1.1. Print and attach sufficient number of labels (if it will not obscure information, place one copy on the Source document; otherwise place on back lower right corner and one copy on the property.)

C1.6. **Receipt-In- Place.**

C1.6.1. <u>Processing Property.</u>

C1.6.1.1. Property will be processed as “receipt in place” when the generator elects to hold property in lieu of physically turning it in, or the DRMO is physically unable to accept property either by regulation or other restrictions. DRMOs will accept accountability of the property, just not physical custody.

C1.6.2. Receipt-In-Place Memorandum of Understanding (MOU).

C1.6.2.1. A DRMO prepared Memorandum of Understanding (MOU) between the DRMO and the generating activity is required for receipt of property in-place. The MOU is executed with any generating activity where property will be retained by the generator.

C1.6.2.2. Receipt-In-Place Process.

C1.6.2.2.1. Prior to accepting property in place, prepare a MOU between the DRMO and the appropriate generating activity. The MOU should cover such issues as length of time, physical custody, special handling, physical security, accountability, vehicles, loading, maintenance of vehicle keys, etc. Ensure that the wording of the MOU fits the situation agreed to by both parties. (See Section 1, Chapter 2, Property Accounting, for more receipt in place information.) The MOU must be signed by the DRMO and generating activity. For more information on MOU requirements, see Section 1, Chapter 1, Administrative Processing.

C1.6.2.2.2. DRMO will accept accountability only.

C1.6.2.2.3. The Generator will:

C1.6.2.2.3.1 Label property.

C1.6.2.2.3.2 Attach a copy of the DTID to the property.

C1.6.2.2.3.3 Mark DRMO property.

C1.6.2.2.4. Pre-Inspect as necessary prior to accepting accountability. If the generator has a history of accuracy, pre-inspection may be waived by the Central Chief.

C1.6.2.2.5. Ensure documentation is correct. Follow standard receipt process. If accountability cannot be accepted, coordinate refusal with generator. If a DTID has been received, prepare an original and two copies of DRMS Form 917 and CLR transaction noting the reason for property refusal in the remark block. Attach one copy to property, forward one copy to the generating activity and retain one copy.

C1.7. **Recycling Control Point (RCP).**

For additional information and procedures for the RCP program, see RCP link on the DRMS Web Site - http://www.drms.dla.mil/rtd03/rcp.htm

C1.7.1. Turn-In Procedures

C1.7.1.1. Property turned into RCP DAISY is assigned a DTID number with DODAAC SC4402 upon receipt. As a result of DAISY front end edits, property is either accepted or rejected at time of receipt. RCP property will be validated after it enters the DRMO RCP accountable record. RCP property and other receipt-in-place property verification will be performed in accordance with the specific requirements associated with these turn-in methods.

C1.7.1.2. RCP property will not be received as reimbursable.

C1.7.1.3. For RCP receipts, the property goes through RTD screening while the property is physically located at the Depot. If the property is not requisitioned by the end of the screening period, the property is shipped to the co-located DRMO, designated DEMIL Center, or the CV partner for disposal processing.

C1.7.2. Unacceptable Property in RCP.

C1.7.2.1. Property Not Eligible For RCP - If the property is not accepted by RCP, it is transferred from the Depot directly to the co-located DRMO/CDC for disposal processing. Property received with discrepancies (overages or shortages) upon receipt at the DRMO, should be
validated by checking the RCP shipment tracking address at**:**
http://wegal.ogden.disa.mil/mrostatus/#, to ensure that the property is not included in another shipment. Upon access, input the DTID number and click on “Search”. This tracking system will notify the user of multiple shipments. Review the information to determine the shipment‟s status. Note: The DD Form 1348-1A should indicate „partial shipment(s)‟ in the body of the form, if there are multiple shipments to be verified.

C1.7.2.2. If after the DRMO has validated that there are no partial shipments pending, the DRMO shall request HQ DRMS-OPR to process a Shipping Discrepancy Report (SDR). The RCP office will initiate the SDR action and the DRMO may adjust the accountable records (quantity and condition code only), upon receipt. Items reflecting discrepancies other than Qty and CC will be placed in a holding area, until further notice by the HQ RCP office. Once the depot responds to the SDR, the DRMS-OPR SDR POC will notify the DRMO by email and include a copy of the SDR.

NOTE: Since the loss occurred prior to shipment to the DRMO/CDC, a FLIPL shall not be processed by the DRMO.

C1.7.2.2.1 DTIDs sent by commercial carrier (FEDEX, UPS, etc.) to the Field Office/CDD (Centralized Demilitarization Division) that have been signed for on the commercial carrier delivery documentation system by the receiving organization will be considered **property of the gaining Field Office/CDD** after sufficient time has been given to process the receipt and confirm quantity and content**.** In accordance with Defense Travel Regulation (DTR), Part II, Para G-3, the signature constitutes proof of delivery. IAW DOD 4160.21M, receipt constitutes conditional acceptance of the property pending inspection and verification.

C1.7.2.2.2 After 30 calendar days, the signed receipt will serve as the document establishing accountable custody of the gaining site. This includes accountability for discrepancies and damage (i.e. FLIPL initiation). Sites must establish and enforce procedures IAW DTR – II, Para D. and this manual to ensure deliveries are received by appropriate personnel, inspected in a timely manner and that SDR discrepancies are identified (see C1.7.2.2) within the 30 day time frame. Discrepancies discovered by the gaining site after this period will be accounted for IAW Chapter 2, Section 4, Supplement 2 of this regulation.

C1.7.2.3. If accountability of RCP property turned into the DRMO/CDC is not acceptable, prepare an original and two copies of DRMS Form 917, document the DLA Depot‟s DTID Number, followed by the originating generator‟s DTID Number, within the “To” column, and attach one copy to the property, forward one copy to the generating activity and retain one copy. Return the property back to the DLA Depot as soon as possible.

See Table below for Codes and Types of Unacceptable FSCs/FSGs in RCP:

Figure 1 - Codes for Unacceptable Property - RCP

FSGs	FSCs
10 - Weapons	2350 - Combat, Assault & Tactical Vehicles, Tracked
11 - Nuclear Ordnance	3690 - Specialized Ammunition & Ordnance Machinery & Related Equipment
12 - Fire Control Equipment	4470 - Nuclear Reactors
13 - Ammunition and Explosives	4927 - Rocket Maintenance & Repair & Check out Specialized Equipment
14 - Guided Missiles	5810 – Communications Security Equipment and Components
18 - Space Vehicles	5811 – Other Cryptologic Equipment
26 - Tires and Tubes	6505 - Drugs and Biological
68 - Chemicals and Chemical Products	6508 - Medicated Cosmetics & Toiletries
80 - Brushes, Paints, Sealers and Adhesives	6750 - Photographic Supplies
87 - Agricultural Supplies	8120 - Commercial and Industrial Gas Cylinders
88 - Live Animals	**Also:** Property in Condition Codes G & H
89 - Subsistence	FSCAP
91 - Fuels, Lubricants, Oils & Waxes	DEMIL F, G, or P
94 - Non-Metallic Crude Materials	

C1.7.3. RCP Input Requirements.

For additional information see DRMS 4160.21-M Chapter 3, Attachment 1. Also see Section 2, Chapter 9, RCP Program.

C1.8. **Usable Receiving.**

C1.8.1. Batchlotting.

C1.8.1.1. Batchlotting is the physical grouping together of individual receipts of low dollar value property. The physical grouping consolidates multiple DTIDs (whether NSN or LSN) under a single "cover" DTID. The objective of batchlotting is to reduce the time and costs related to physical

handling and administrative processes required for receiving items individually. The cover DTID establishes accountability in the accountable record and individual line items lose their identity.

C1.8.2. Batchlotting Requirements.

C1.8.2.1. Do not commingle Shelf-life Codes.

C1.8.2.2. Batchlot non-appropriated fund (NAF) property or abandoned privately owned property by generator/owner. Identify the fund to which proceeds are to be deposited and comply with other requirements for this type of property.

C1.8.2.3. The commingling of DEMIL Codes in batchlots by the generator or DRMO is NOT ALLOWED.

C1.8.2.4. Property assigned DEMIL Code "A" (non-MLI/non-CCLI), including that in the critical FSGs/FSCs (except for FSCs 5985, 5998 and 5999), may be batchlotted consistent with batchlotting criteria defined in this instruction. Any question as to the validity of the DEMIL Code "A" designation, batchlotting will be deferred pending validation of the DEMIL coding.

C1.8.2.4.2. FSG 65, Medical Equipment, will only be batched by FSC.

C1.8.2.4.3. Iranian assets (IA) must be batchlotted separately.

C1.8.2.4.4. IT receipts, with total acquisition value of $800 or less and where the DTID does not contain a Pilferable/Sensitive code in Block 9, may be batchlotted. All IT receipts with total acquisition value greater than $800 must be received individually as either XR1s or XR3s.

C1.8.2.4.5. Generating Activities may batchlot clothing and textile products (IR/SR) with a DEMIL Code of “A”, but the batchlots require the following certification on the DTID:

Figure 2 – Certification of DEMIL A, Clothing and Textile items

“I certify that the clothing and textile items within this batchlot do not contain any items that have been designated as Chemical/Biological Protective Clothing or Masks.”

Signature _____ Date_____

Name (Print/Type)_____ Title_____

Activity/Unit_____ Grade/Rank_____

C1.8.3. Exclusions/Exceptions to Batchlotting.

C1.8.3.1. Do not batchlot property as defined DOD 4160.21-M, Chapter 4 and Chapter 10 that requires special receipt/handling requirements that cannot be met at time of receipt.

C1.8.3.2. The following items will not be batched:

C1.8.3.2.1. DEMIL required items identified in DOD 4160.28-M, 22 CFR.

C1.8.3.2.2. Property with DEMIL codes of B, C, D, E, F, G, P.and Q.

NOTE: Property in FSCs 5985, 5998 and 5999 WILL NOT be batchlotted regardless of DEMIL Code.

C1.8.3.2.3. Property requiring inert certification.

C1.8.3.2.4. Small arms.

C1.8.3.2.5. Lasers.

C1.8.3.2.6. Radioactive materials (e.g., gauges, meters, watches).

C1.8.3.2.7. Nuclear, Biological and Chemical (NBC) defense equipment.

C1.8.3.2.8. Item with a Controlled Inventory Item Code (CIIC). Items determined to be pilferable or sensitive in accordance with DOD 4100.39-M, Federal Logistics Information System Procedures Manual, Volume 10, Chapter 4, Table 61 and Table 104; and Joint Regulation on Safeguarding of DLA Sensitive Inventory Items, controlled Substances, and Pilferable Items of Supply, DLAR 4145.11/AR 740-7 NAVSUPINST 4440.146L/MCO 4450.11.

C1.8.3.2.9. Hazardous property.

C1.8.3.2.10. Metalworking Machinery (MM) formerly Industrial Plant Equipment (IPE).

C1.8.3.2.11. Grade 8 Fasteners and machine bolts in FSCs 5305 and 5306. Do not batchlot these items if they appear on the Safe Alert Latent Defect (SALD) List.

C1.8.3.2.12. Property in Supply Condition code A with a total extended value, per DTID, of $50 or more in the following FSCs:

Figure 3 - FSCs in SCC A = or > $50 Excluded from Batchlotting

FSC	Description
2910	Engine Fuel System Component, Non-Aircraft

2920	Engine Electrical System Components, Non-Aircraft
2940	Engine Air and Oil Filters, Strainers and Cleaners, Non-Aircraft
2990	Miscellaneous Engine Accessories, Non-Aircraft
3030	Belting, Drive Belts, Fan Belts, and Accessories
4730	Fittings and Specialties; Hose, Pipe, and Tube
5660	Fencing, Fences and Gates and Components
5895	Miscellaneous Communication Equipment
5910	Capacitors
5935	Connectors, Electrical
5940	Lugs, Terminals and Terminal Strips
5961	Semi-Conductor Devices and Associated Hardware
6530	Hospital Furniture, Equipment, Utensils and Supplies
6680	Liquid/Gas Flow, Liquid Level/Mechanical Motion Measuring Instruments
7105	Household Furniture
7195	Miscellaneous Furniture and Fixtures
9999	Miscellaneous Items (cannot conceivably be classified anywhere else)

C1.8.3.2.13. Items designated as critical by a wholesale inventory manager.

C1.8.4. Types of Batchlots.

C1.8.4.1. Batchlotting may be done by the DRMO or generating activity including U.S. Navy Supply Operations Assistance Program (SOAP) and Intrafleet Supply Support Operations Team (ISSOT). The methods are explained in the following paragraphs.

C1.8.4.2. *DRMO prepared Batchlots.*

C1.8.4.2.1. Batchlot qualifying property by appropriate commodity groupings in quantities that would appeal to R/T/D and/or sales customers. Property turned in on DTIDs with an extended dollar value less than $800 in Supply Condition Codes A through H may be batchlotted. Property with high potential for R/T/D/S or small volumes that do not warrant batchlotting may be excluded from batchlotting. (See DOD 4160.21-M, chapter 3) As batchlot accumulations are not on the accountable inventory record, batchlots should be closed no later than monthly.

C1.8.4.2.2. Display each batchlot in the location from which the appropriate disposal action can be taken (R/T/D/s) to the extent possible.

C1.8.4.2.3. During the building phase the DRMO will:

C1.8.4.2.3.1 Review property and documentation and sign in block 22 and date in block 23. Provide generating activity a signed copy of the DTID unless they have agreed in writing that a copy is not required. Additional annotations to the individual DTIDs may be added at the direction of the DRMO chief.

C1.8.4.2.3.2 Determine appropriate Accumulation (coordinate with Local/National sales/CV Partner.)

C1.8.4.2.3.3 Place one copy of the individual DTIDs, fastened with paper prong fasteners, in a plastic pouch, or in an envelope or folder and retain with the property for reutilization or sales review. Retain the original copy in the central receiving area to become the basis for the required summary/cover DTID. Should the batchlotted property exceed one pallet, attach the DTID to the first pallet. Insure that all related pallets/containers are identified to the batchlotted item.

C1.8.4.2.3.4 Based on the accumulation timeframe (no longer than 1 month), close the batchlots and prepare a cover DTID. The cover DTID must have complete annotations. For a manually completed cover DTID, complete a blank DTID with the information entered in DAISY. For an automated DTID attach a screen print of the data entries to a blank DTID. File one copy of the cover DTID in the source document file with a copy of each individual DTID. Place a second copy of the cover DTID in the folder/holder with the other DTIDs kept with the batchlot. Additional copies of the cover DTID may be kept with the batchlot.

C1.8.4.2.3.5 Use cover DTID as source document.

C1.8.4.3. *Cover DTID Preparation.*

C1.8.4.3.1. DTID Number. Use predominate DODAAC of the turn-ins for the batch, Julian date and serial number.

C1.8.4.3.2. LSN. Use predominant FSC of the property being batched and provide description of property, if possible (e.g. 00computer).

C1.8.4.3.3. Determine Unit Price. The following table provides a guide for determining unit price. The extended price equals the unit price multiplied by the number of DTIDs contained in the batchlot.

Figure 4 - Guide to Determine Unit Price

FOR BATCHLOTS CONTAINING ONLY DTIDs WITH AN EXTENDED DOLLAR VALUE OF:	**THE AVERAGE UNIT PRICE WILL BE:**
$.01 - $ 10.00	$ 4.00
$.01 - $ 20.00	$ 8.00
$.01 - $ 35.00	**$ 12.00**
$.01 - $ 50.00	**$ 18.00**
$.01 - $100.00	$ 34.00
$.01 - $500.00	$ 100.00
$.01 - $800.00	$150.00

C1.8.4.3.4. If the table above does not cover a specific transaction accurately,

compute the actual average unit price. This can be done by adding the total number of items in the batchlot and dividing that figure into the total dollar value of items in the batchlot.

C1.8.4.3.5. Other Cover DTID information: (See C1.5. - DTID review for additional information.)

C1.8.4.3.5.1 Include quantity of batch on cover document. (total number of documents (DTIDs) constituting the batchlot).

C1.8.4.3.5.2 Item Name. Provide proper description of batch.

C1.8.4.3.5.3 Determine supply condition code.

C1.8.4.3.5.4 Determine Disposal Condition Code.

C1.8.4.3.5.5 Assign DEMIL code.

C1.8.4.3.5.6 Annotate FSC or batch number in Block 26 or 27 of the DTID and initial.

C1.8.4.3.6. Initiate a full information barcode label. Enter data required to complete the DTID, special handling code action/accounting codes, site/location code, batchlot identification, reimbursement code, material screening code and where property is to be located. A barcoded planograph (template) may be used in assigning locations.

C1.8.4.3.7. Print sufficient number of labels. When it will not obscure information, place one copy on the source document; otherwise place on back lower right corner with one copy on the property.

C1.8.4.3.8. Distribute copies as follows:

C1.8.4.3.8.1 According to agreement with generating activities.

C1.8.4.3.8.2 Forward one copy to the Central Files area.

C1.8.4.3.8.3 Attach a copy of individual DTIDs to summary document and forward to central file area.

C1.8.5. <u>Generator Prepared batchlots.</u>

C1.8.5.1. Generating Activities will follow criteria found in DOD 4160.21-M, Chapter 3.

C1.8.5.2. Upon receipt of batchlots prepared by generating activities, including SOAP/ISSOT, make an inspection for obvious violations. When unauthorized property is found in the lot, request the generating activity to retrieve the unauthorized items. Keep a memorandum for record (MFR) of this action on file. If a generating activity does not remove unauthorized items,

reject the turn-in using DRMS Form 917. If a generator persistently violates the established criteria (based on documented MFRs), DRMOs may refuse to accept these generator prepared batchlots until the procedures used by the generator are corrected.

C1.8.5.2.1. Where appropriate, determine whether the batchlot should be downgraded.

C1.8.5.3. After input, file the summary DTID and the individual DTIDs of the batchlotted items in the source document file according to the following options:

C1.8.5.3.1. Option 1 - File the summary DTID (with attachments) in a separate source document file established solely for batchlotted property. Sequence this file by date and serial number of the summary DTID.

C1.8.5.3.2. Option 2 - File the summary DTID (with attachments) in the normal source document file. Use of this option does not relieve the DRMO of its responsibility to provide requested information on batched items to inquiring generating activities.

C1.8.6. Furniture.

C1.8.6.1. Since the potential exists to have massive quantities of furniture turned-in at one time and since no specific handling requirements are required, a receipt exemption has been authorized that allows the use of a “Furniture Tally-in Sheet.”

C1.8.6.2. Furniture may be received with or without a DTID. For generators electing to use DTIDs, the DRMO will still sign or initial for receipt and provide a copy back to the generating activity.

C1.8.6.3. For turn-in of usable furniture without a DTID, furniture receipts may be annotated on a DRMS Form 18a, "Furniture Tally-in Sheet." Accumulate and enter into DAISY by using a generic DTID with the DRMOs DODAAC as the turn-in activity. DRMS Form 18b, "Disposable Tally-in Sheet" can be used for scrap to include furniture. Furniture received without a DTID would not be eligible for reimbursement.

NOTE: The Tally-in Sheets can be found in Adobe Forms, DRMS Form 18a (Furniture Tally-in Sheet and DRMS Form 18b - Disposable Tally-in Sheet [Can be used for scrap or Furniture]). The number of the forms on the Adobe Forms index is DRMS018a and DRMS018b.

C1.8.6.4. Furniture will be received under a Local Stock Number (LSN), with a DRMO generated turn-in document number, for the appropriate quantity. To construct an LSN the following entries are required: Federal Supply Class (FSC-a four-position numeric to be determined from Federal Item Identification System Catalog H-2; one to seven positions (Section 4, Supplement 2, Logistics Program, Enclosure 3, Abbreviations for LSNs). The DRMO generic DTID will be constructed as follows from the information in the Tables below. (Example only, some entries could change, i.e., supply condition code, unit price, etc.)

Figure 5 - DTID Codes - Furniture/LSNs

FIELD LEGEND	RECORD POSITION (S)	ENTRY AND INSTRUCTIONS
Document identifier	1-3	XR1
Unit of issue	23-24	EA (each)
Quantity	25-29	Number of items turned-in
Disposal Authority Code	64	N
DEMIL Code	65	A
Supply Condition Code	71	Actual SCC
Unit Price	74-80	Acquisition Cost of each item

Figure 6 - DTID Codes Table

	BLOCKS	ENTRIES
1	Extended $ value	Quantity times unit price
3	DODAAC	Receiving DRMO DODAAC-6 position
17	Item nomenclature	E.g., Chairs, wooden: Desks, metal
22	Received by	Signature or initials of receiver
23	Date Received	Julian Date
24	Document Number	DRMO DODAAC (6 position); Julian date (4 digits); Serial # (4 digits)
25	Stock Number	LSN (e.g., 7110-00-CHAIR or DESKS, etc.)
27	Additional Data	As appropriate-at DRMO's discretion more descriptive info for RTDS customers; storage location, etc.

C1.8.7. Critical/Sensitive FSCs.

Also see Section 3 for additional information specific to property within Critical/Sensitive FSCs.

C1.8.7.1. Due to national security concerns, the following FSGs/FSCs require a higher degree of documentation. All usable material in the Table below regarding critical/sensitive FSGs/FSCs must be turned in to the DRMO with its assigned, valid NSN when available:

NOTE: Exception: the FSC 2330 trailer population *not* identified as MLI/CCLI items, such as commercial type cargo trailer, house trailer, boat trailer, etc., are exempt from this detailed disposal turn-in reporting requirement.

NOTE: 5810 and 5811 equipment that is classified or designated CCLI (CIIC 9) is the responsibility of the owning military service.

Figure 7 - Critical /Sensitive FSGs/FSCs

FSGs:	10	11	12	13	14		
FSCs:	1560	1670	1710	1720	1810	1820	1830
	1840	1905	2305	2330	2350	2840	2845
	2915	3690	4230	4470	4921	4923	4925
	4927	4931	4933	4935	4960	5820	5821
	5825	5826	5840	5841	5845	5850	5855
	5860	5865	5963	5985	5998	5999	6615
	6920	6930	6940	8470	8475		

C1.8.7.2. A Local Stock Number (LSN) may be accepted only when the material cannot be identified to a valid NSN in WebFLIS or FEDLOG. When critical items are not assigned an NSN, the DTID must include:

C1.8.7.2.1. the appropriate FSC.

C1.8.7.2.2. the valid part number and manufacturer‟s name.

C1.8.7.2.3. nomenclature that accurately describes the item to include declassification.

C1.8.7.2.4. the end item application.

C1.8.7.2.5. a clear-text statement explaining why the NSN is not included.

C1.8.7.2.6. The DTID for any property turned in with a LSN without an assigned DEMIL code must include a clear-text DEMIL statement.

C1.8.7.3. This information may be annotated directly on the DTID or securely attached to the DTID.

C1.8.7.4. Generating activities may request assistance of the DRMO, DRMS, DLA or the item manager for the FSG/FSC to determine the appropriate statement that is required. DRMOs will assist generating activities in developing the clear-text statement and assignment of the appropriate DEMIL code upon request.

C1.8.7.5. Refer to DRMS Poster (DRMS Form 1995-1) Listing of Critical FSCs. Post in receiving area for reference.

C1.8.8. <u>Receipt Of Usable Property Requiring Mutilation.</u>

C1.8.8.1. Many items requiring mutilation will be assigned a SALD code. DRMOs will check with the SALD program to assist in the identification of items requiring mutilation. Also, an item listed in SALD will be identified after receipt into DAISY.

C1.8.8.2. Receive property requiring mutilation as a usable receipt (XR1).

C1.8.8.3. Screen property as a usable item.

C1.8.8.4. Perform mutilation after property screening. Mutilation is defined as the act of making material unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.

C1.8.8.5. See Section 2, Chapter 4, Demilitarization Program, for additional information on property requiring mutilation.

C1.8.9. Receipt Of Usable Property Eligible For Downgrade To Scrap.

C1.8.9.1. Usable property generally requires screening. But there are instances where the condition or other criteria indicate it should be downgraded directly to scrap upon receipt.

C1.8.9.2. Property turned in with Supply Condition Codes **F, G or H**, regardless of dollar value and/or reimbursable requirements, may be downgraded to scrap provided it meets the following requirements:

C1.8.9.2.1. It was turned in under an identifiable NSN or LSN, does not require special handling, is not hazardous or DEMIL required.

C1.8.9.2.2. it is either obsolete or printed material having no utilization or donation potential and has value **only** as scrap.

C1.8.9.3. Property turned in with Supply Condition Code Q, regardless of dollar value, will be downgraded to scrap upon receipt (XR3) using SCL/SCT CSI and will be mutilated.

C1.8.9.4. Exclusions to downgrades with the exception of damaged property:

barbed wire, concertina wire, water and gas cans and fencing materiel.

C1.8.9.5. Receive property requiring mutilation (e.g., M151s, gamma goats, some FSCAP, Category 1 of Defective Property) on an XR1, allow it to be screened, and then downgrade as appropriate only after mutilation is complete. If property will be shipped to a CDC, the CDC will complete downgrade. If sold in place, complete downgrade after mutilation has been performed by purchaser.

C1.8.9.6. Special emphasis will be placed on managing property eligible for downgrade to scrap but contain hazardous fluids/substances; e.g., PCBs that may become a hazard when scrapped. Dependent on the type of property and disposition DRMOs will arrange for the components to be removed when necessary. DRMOs/DRMS will fund the disposal of the hazardous components when removal is accomplished by other than the DEMAN Contractor.

C1.8.9.7. Use the following steps to downgrade property upon receipt:

C1.8.9.7.1. Determine that usable property turned in to a DRMO is eligible for downgrade to scrap upon receipt and does not require DEMIL (i.e., is Supply Condition Code F, G, or H, does not require DEMIL, or is not considered hazardous).

C1.8.9.7.2. Coordinate downgrade decision with the Distribution Branch and CV Contractors/Sales Office if doubt concerning reutilization and sales potential exists or to determine marketability.

C1.8.9.7.3. Obtain approval for downgrade action in accordance with Section 4, Supplement 2, Chapter 2, Property Accounting, Enclosure 6.

C1.8.9.7.3.1 DRMO Chief or DRMO Chief's designates, if extended value is $50,000 or less.

C1.8.9.7.3.2 DRMO Chief, if extended value does not exceed $100,000 and the SCC is F, G or H or DCC is X.

C1.8.9.7.4. If disapproved, process as usable property.

C1.8.9.7.5. If approved, determine scrap site location, SCL, weight and action accounting codes.

C1.8.9.7.6. Sign and date block 22 and 23 of the DTID upon completion of downgrade action.

C1.8.9.8. Batch Processing DTIDs for Property Eligible For Downgrade On Receipt, XR3:

NOTE: Batching of downgrades (XR3) is authorized provided the item is DEMIL A and appears on the Safe FSC List. This includes items such as furniture, office supplies, construction equipment, hardware, plumbing equipment, or similar type items. The Safe FSC list is maintained by the DRMS Controlled Property Division. It is a list of Federal Stock Groups (FSG) and Federal Stock Classes (FSC) that are considered safe to sell. The list of FSG and FSC items is contained in the Controlled Property Center (CPC) Standard Operating Procedures located on the DRMS internal web page.

C1.8.10. Small Arms Program (Edited May 2012)

See DOD 4000.25-2-M, Chapter 12, DOD 4160.28-M-V2, DOD 4160.21-M, Chapter IV, Paragraph B63, DLA Disposition Services Instruction 4160.14, Section 2, CH 10, Small Arms Program, Section 4, Supplement 2, CH 10, Small Arms Program.

C1.8.10.1. Deviations from MILSTRAP requirements by DOD activities with small static inventories require concurrence of the Joint Small Arms Light Weapons Committee Group (JSA/LWCG) and approval of the DOD MILSTRAP System Administrator. SASP Program Manager will submit requests for deviations, to include appropriate justification, via electronic mail to: DLMSO@dla.mil (when using electronic mail, include “ATTN: JSA/LWCG Chair” in the subject line)

C.1.8.10.2. Classification

C1.8.10.2.1. According to general classification guidelines furnished by the DOD program manager, the reporting of small arms data is considered classified only during the record reconciliation phase between the DOD and Military Service/Agency registries. Therefore, all small arms transaction reporting and record reconciliation within DLA and between DLA and DOD central agencies will be unclassified.

C1.8.10.3. General

C1.8.10.3.1. The Small Arms Serialization Program (SASP) is a DLA-wide system for the disposition. Only authorized users will be granted access to the SASP, upon receipt of the manager's request. Managers must notify the SASP PM immediately when personnel no longer require access. SASP user access will be reviewed annually by the SASP PM.

NOTE: Refer to 4160.14, Section 2, CH 10, Small Arms Serialization Program, Section 4, Supplement 2, CH 10, Small Arms Program and Section 3, Special Processing, Small Arms Weapons and Related Parts, Components and accessories.

C1.8.10.4. Responsibilities

C1.8.10.4.1. DLA Disposition Services serves as the DLA program manager. The DLA Small Arms Registry operates according to the DLAR 7510.3, Control of Small Arms by Serial Number. DLA Disposition Services processes actions to update the DOD Central Registry. DLA Disposition Services provides DLA representation to the Joint Small Arms Coordinating Committee to participate in the resolution of systems problems. DLA Disposition Services ensures that DLA Disposition Services, Field Offices comply with the provisions of this instruction. The Defense Logistics Services Center (DLSC) provides the required automatic data processing systems support to maintain the DLA Small Arms Registry.

C1.8.10.5. SASP Accounting

C1.8.10.5.1. Register small arms that are under the control of a DLA activity by individual serial number in the DOD and DLA Registries. The DLA Small Arms Registry is maintained by DLA Disposition Services, Battle Creek, MI.

C1.8.10.5.2. Registration will not be done for any small arm that is demilled before receipt, or for those weapons in Military Assistance Program (MAP) accounts. Demilled weapons are turned in as scrap; no serial number identification.

C1.8.10.5.3. Perform annual reconciliation of weapons inventory. Reference DOD 5105.22, DLAR 7510.3, and DOD 4000.25-2-M.

C1.8.10.5.4. Respond to queries for investigation of the last accountable activity in DLA for small arms within 72 hours, as prescribed by the DOD Central Registry.

C1.8.10.6. Non-serialized Small Arms Storage

C1.8.10.6.1. Store complete weapons, weapon receivers, and barrels when attached to receiver assemblies, which contain the weapon's serial number in approved arms room facilities according to DOD 5100.76-M, Chapter 3. These facilities require the designation of "Restricted Area" by the host installation commander. Refer to the DLA Physical Security Guide Paragraph D3n(1)(e) for security procedural guidance.

C1.8.10.7. Non-demilitarized Small Arms Parts

C1.8.10.7.1. All non-demilitarized bolts, trigger assemblies, and barrels not attached to a receiver assembly will be stored in the DLA Disposition Services, Field Office secure area/building. In addition, items with a CIIC of 2, 3, 4, and N (parts only – not complete weapons) will be stored in the DLA Disposition Services, Field Office pilferable storage area. When a DLA Disposition Services, Field Office secure area/building is inadequate, the host will store those parts.

C1.8.10.8. Security

C1.8.10.8.1. Transportation of small arms and subparts will be in accordance with DOD 5100.76-M, Chapter 6. Similarly, the DLA Disposition Services Field Office Chief is responsible for assurance that small arms parts removed from the DLA Disposition Services Field Office secure area/building are under constant DLA Disposition Services Field Office surveillance until demilled, and any non-demilled parts are returned to the DLA Disposition Services Field Office secure area/building at the close of the business day

C1.8.10.9. Small Arms/Light Weapons SA/LW For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 Caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

C1.8.11. Non Appropriated Fund Property (NAF).

C1.8.11.1. Property purchased with non-appropriated funds, requires reimbursement to the generator. Documentation certifying the NAF property must be submitted with the DTID. The DTID must state that the property is reimbursable. The NAF activity must also provide a current mailing address on the DTID. NAF property is not donateable. NAF property may be downgraded to scrap.

NOTE: Prorated proceeds must be determined by weight, if NAF property downgraded to scrap is mixed with non-NAF scrap.

C1.8.12. Reclamation Property.

C1.8.12.1. Some property requires reclamation by a military service as part of its disposal

requirements. Property requiring reclamation will be identified by a reclamation code. The code will identify whether reclamation was performed prior to turn in, reclamation is required after turn-in (part of the disposal process), or if reclamation is not required. Property identified for reclamation will be reported to the DRMO with a Supply Condition Code (SCC) of G. The unit price on property subject to reclamation cannot be changed in the system. The SCC of G will advise screeners that the item is not complete. Requisitions are treated in the normal manner.

C1.8.13. Shelf Life Property.

(Including Shelf Life Expired, Which Should Be Turned In Under Supply Condition Code H).

C1.8.13.1. Some property contains a 1-character code that identifies the length of time a usable turn-in item may be stored before it is declared as unusable. Shelf life expired property should be turned-in under supply condition code H. But the shelf life expiration date can sometimes be extended for certain types of property. In addition, a shelf life expiration date may be based on the original intended use by DOD of that item and may still be usable in a non-DOD application. When receiving shelf life expired property, DRMOs should determine through contact with the generator, item manager, or manufacturer whether the shelf life can be extended or if there is a legitimate non-DOD use for the property and manage accordingly (i.e., refer to CV contract/sale).

C1.8.13.2. See DOD 4160.21-M, Chapter 4, for additional information. The Special Handling Codes for Shelf Life Property are provided in the DAISY C-A-T Pocket Reference . Refer to Receiving Defective Property.

C1.8.13.3. Defective property is property not meeting military, Federal or commercial specifications as required by military procurement contracts. Identification of defective property is a service intended primarily for DLA customers, as DLA does not have a maintenance activity that can mutilate defective property. Defective property has two categories, Category 1 (CAT 1) and Category 2 (CAT 2).

C1.8.13.3.1. Category 1 (CAT 1) Defective Property:

C1.8.13.3.1.1 Identified as military/Federal Government specification property intended for use in safety critical areas of systems, as determined by the user, and reported to the item manager.

C1.8.13.3.1.2 Does not meet commercial specifications.

C1.8.13.3.1.3 If used, would create a public health and/or safety concern; RTDS as usable property is prohibited.

C1.8.13.3.1.4 Must be mutilated by the generating activity, according to specific instructions provided by the item manager.

C1.8.13.3.2. Category 2 (CAT 2) Defective Property:

C1.8.13.3.2.1 Does not meet military/Federal Government specifications, but may meet commercial specifications.

C1.8.13.3.2.2 Cannot be used for its intended military purpose and must not be redistributed within the Department of Defense, as directed by the item manager.

C1.8.13.3.2.3 May be used for commercial purposes and may be transferred, donated, or sold as usable property.

C1.8.13.4. Store CAT 1 and CAT 2 property in a separate location from other property and store separate from each other. Mark CAT 1 and CAT 2 property clearly to indicate the category of defective property sorted therein. Indicate *"MUST BE MUTILATED"* on CAT 1 signs. Indicate "*CANNOT BE REUTILIZED BY ORDER OF ITEM MANAGER"* on CAT 2 signs.

C1.8.14. Safety Alert Latent Defect (SALD).

C1.8.14.1. DRMS manages defective property through the SALD program. Determine if property is included in the SALD program. Items in the SALD program are items determined to be unsafe dependent upon the potential defect. SALD notifications are received through the GIDEP. NSNs entered into DAISY are checked against NIINs in the SALD program to identify defective items. When a match is made, a SALD code appears on the computer screen, alerting the DRMO to locate the NIIN in the SALD listing and to process the item according to the applicable instructions. DRMOs are responsible for locally reproducing the SALD list as required. The SALD code listing is now located/accessible through the DRMS Web Site at the new URL: http://www.drms.dla.mil/servlet/SaldForm.

C1.8.14.2. Examples of the type of information the SALD listing will include, but not be limited to, are RTD constraints, sales precautions, whether the GIDEP Safe-Alert affects all items with the same NSN regardless of manufacturer and date, NSN of the major end item (if the unsafe item is a component part), and procedures for ultimate disposal of the items in the DRMO inventory. This may be disseminated through correspondence or special handling procedure as well as the SALD listing.

C1.8.14.3. If DRMOs become aware of defective property not on SALD, they are to submit the specific NSN and relevant information through DRMS-O, who will then obtain specific disposal guidance and disseminate appropriately.

C1.8.15. Property Found In DRMO.

C1.8.15.1. Property "Found in DRMO" is either not identifiable to any DTID number, or has NSN/DTID identity but is not listed in the current inventory. If this type property is acceptable for turn in to the DRMO, investigate to find the origin of the property and to determine what previous actions were recorded in the accountable record, e.g., screening, adjustments, etc. To assist in the investigation, DRMS Form 1841 may be used to record information. Process the items as follows:

C1.8.15.2. Item not identifiable to any DTID or DTID number. If research fails to determine an accountable activity, prepare a DD Form 1348-1A. Process the item as a new receipt. Input the receipt, except that DAISY assigns the DTID number.

C1.8.15.3. Item with NSN/DTID identity, but not listed in current accountable record. Research the accountable record to determine if the item previously received required screening.

C1.8.15.3.1. If research reveals the item did not receive required screening or was never processed into the inventory, process it as a new receipt and give full screening time. Input the receipt.

C1.8.15.3.2. If research reveals the item previously received the required screening, process it directly to sales. Do this by processing an XR1 with the following exception: MSC Field - Enter Material Screening Code X.

C1.8.15.4. When the DEMIL Code is not known, request the DRMO's host activity or a nearby generating activity to assist in assigning the proper DEMIL Code. For all "*Found in DRMO Property*", prepare DTID and include the statement "*Found in DRMO*" and related circumstances in the remarks section of the DD Form 1348-1 series document.

NOTE: If the type property is not suitable for turn in to a DRMO, notify the host activity to take possession of the property.

C1.9. **Scrap Turn-In.**

C1.9.1. Receipt Of Scrap.

C1.9.1.1. Inspection, Classification and Segregation. Ensure that all scrap material turned in is accompanied by proper turn-in documentation; however small quantities of scrap turn-ins should not be refused for the lack of a DTID.

C1.9.1.2. When a DTID is used for turn-in, verify DTID number, type of scrap, DEMIL code, weight and reimbursable fund cite.

C1.9.2. Scrap Tally In.

C1.9.2.1. Process scrap property such as small quantities of waste paper, cardboard, cartons, ferrous metals and nonferrous metals received without documentation into the DRMO inventory using a DRMS Form 18, Scrap Tally In. Use a separate DRMS Form 18 for each SCL, site location, DEMIL Code and reimbursement fund cite. Obtain a DAISY assigned DTID number (UCN) for each DRMS Form 18.

C1.9.2.2. Use DRMS Form 18 to tally in scrap received with DTIDs when there are numerous receipts to the same SCL Code. Assign a DAISY DTID number (UCN). Assemble each DTID to the DRMS Form 18 and file in Web DOCS.

C1.9.2.3. Use the DAISY assigned DTID number (UCN) for preparation of XR2(s) as quantities warrant, or at the close of each week regardless of quantity. The DRMS Form 18 need not be signed in the *"RECEIVED BY"* block until the form is completed showing "Total Pounds," either during the week indicated or at the close of the week. The "Date Received" is the date the DRMS Form 18 is signed.

C1.9.3. Segregation of Scrap.

C1.9.3.1. Segregation of Scrap will be in agreement with the Standard Waste and

Classification List (SCL) codes (DAISY C-A-T Pocket Reference). Assign scrap sparingly to SCL H24 or T24 and segregate physically within 20 workdays from date of receipt. Scrap locations will be established and signs posted, providing information on the SCL/SCT, DEMIL code, and sales information, as appropriate. If an appropriate SCL has not been established for scrap received, a location must be designated and a corresponding inventory record established, i.e., LF01A0A. Transfer the segregated quantities to the appropriate SCL.

C1.9.3.2. Take appropriate storage precautions for Higher Value Metallic Scrap including Precious Metals.

C1.9.3.3. *Boxed Scrap.* When it is not economically feasible to unbox the contents, ensure that the basic material content of the items is properly identified.

C1.9.3.4. *Nonmetallic Scrap*. Store cloth and other nonmetallic scrap inside a warehouse or container to protect it from the weather.

C1.9.3.5. *FSCAP Items*. FSCAP items received as usable that have been mutilated prior to turn-in are an exception and will not be downgraded upon receipt, but will be processed as scrap (XR2). See Section 2, Chapter 1, Scrap Turn-In.

C1.9.3.6. *COMSEC/CRYPTO Scrap*. See Section 2, Chapter 1, Scrap Turn-In.

C1.9.3.7. MLI requiring demilitarization may not be received as or downgraded to scrap unless required demilitarization has been performed.

C1.9.3.7.1. When MLI/CCLI not requiring DEMIL or mutilation are received as scrap or are downgraded to scrap by the DRMO upon or after receipt; the scrap must be placed in a DEMIL Code B scrap accumulation or a DEMIL Code B accumulation must be established.

NOTE: DEMIL Code A may be co-mingled with a DEMIL Code B scrap but MLI/CCLI not requiring DEMIL cannot be placed in a DEMIL A scrap accumulation.

NOTE: For FEPP property, if mutilation is performed/completed and requires no other special processing, it may be placed in a DEMIL A pile.

C1.9.3.7.2. When MLIs requiring DEMIL are demilitarized and usable MLI components/component parts remain intact, continue to identify the items as MLI regardless of whether disposed of as usable property or as scrap. When disposed of as scrap, the items may be commingled with non-MLI scrap provided DEMIL Code B is applied to the entire accumulation.

C1.9.3.8. For each individual pile or bin of scrap, prepare a sign or placard showing the scrap record under which that particular pile of scrap is recorded in the accountable record (e.g., SCL: D1D - Scrap Classification; A1 - Site/Location Code; A - DEMIL Code).

C1.9.3.9. Weighing Scrap at Receipt.

C1.9.3.9.1. Weigh scrap at time of physical receipt in the DRMO using DRMS Form

146 or an electronic weigh ticket. When scrap is weighed upon receipt, attach either the stamped weight ticket or DRMS Form 146 - Weight Ticket, to the source document (DD Form 1348-1 series document). Record the vehicle registration number instead of the license number. If the scale does not produce weight tickets, weight may be recorded on the DTID.

C1.9.3.9.2. A witness is not required when weighing scrap on receipt, except for those SCLs specified in precious metals section in C1.11, this chapter and Section 2, Chapter 7, Scrap Programs.

C1.9.3.9.3. Scales. DRMOs will arrange inspections of platform, truck, and railroad scales at a frequency not less than annually, and more often if required by State and local laws. A record shall be maintained of visits by qualified inspectors showing the date of the visit, and where appropriate, action taken to correct the accuracy of the scales. DRMOs will initiate the action to obtain the services of a qualified scale inspector and to request repair action when needed.

C1.9.3.9.4. Estimated weights may be used in situations where it is unavoidable, impractical, or uneconomical to obtain an actual weight. The official direction for estimating scrap weights, when scales are unavailable is located in DOD 4160.21-M, Defense Materiel Disposition Manual, Chapter 3, Para F4, Scrap Accounting.

C1.9.3.9.5. For precious metals weighing requirements, see Precious Metals, C1.11, this chapter and Section 2, Chapter 7, Scrap Programs.

C1.9.4. Reclassifying Scrap.

C1.9.4.1. When reclassifying scrap from one SCL to another (for example, segregation/reconciliation), scrap being moved will be weighed at the discretion of the DRMO Chief or designee.

C1.9.5. Scrap Downgrade After Receipt.

C1.9.5.1. Downgrade actions are taken at ESD if there is no sales potential, after an unsuccessful sales attempt, or upon rejection by the CV partner. Downgrade actions will be kept to a minimum or used as a last resort.

C1.9.5.2. The DRMO Central Chief is responsible for ensuring that downgrades are accomplished in accordance with Section 4, Supplement 2, Chapter 2, Property Accounting.

C1.9.5.3. The following types of property are frequent candidates for downgrades after receipt:

C1.9.5.3.1. For property destined for A&D, downgrade to scrap using an appropriate SCL Code that identifies material content, i.e., FO1 Wood, GO1, GO2, & GO3 Rubber, HO8 Plastic. Establish a scrap inventory record with the first downgrade of property destined for A&D to accommodate the later referral to A&D for each commodity. Limit the use of SCL code B00 to use for rubbish, a scrap commodity that is never sold.

C1.9.5.3.2. If unsalable scrap property is already on the inventory record, use DAISY procedures to refer the appropriate quantity to A&D.

C1.9.5.3.3. Property not authorized for downgrade to scrap will not be added to a scrap pile until after the required DEMIL, mutilation, or removal of hazardous/dangerous components have been removed and the appropriate certifications are completed. All A&D actions will be recorded in DAISY by weight; no A&D actions by line items are authorized. The actual downgrade and A&D issue transaction may occur only after the disposal action or the end of the line item accountability requirement.

C1.9.5.3.4. For property destined for mutilation including critical FSG/FSC/SALD use SCL Code MUT.

C1.9.5.3.5. FSCAP property downgraded to scrap use SCL Code MFS.

C1.9.5.3.6. For property other than DEMIL A that is downgraded to scrap and is either sold or disposed of via service contract, Trade Security Controls clearance and an End Use Certificate are required.

C1.9.5.3.7. *BATCHLOT DOWNGRADES*: A batchlot may be downgraded provided:

C1.9.5.3.7.1 It was prepared by the DRMO and contains only items in Federal Condition Codes **FS, GS or HS**.

C1.9.5.3.7.2 It was prepared by the generating activity and contains only items in Supply Condition Codes **F, G or H**.

C1.9.6. Demanufacturing.

See Section 2, Chapter 7, Scrap Programs.

C1.9.7. Property Not Segregated/Classified at Time of Downgrading Action (XR3).

C1.9.7.1. Process items being expended to scrap that have not been segregated/classified at the time of receipt, or downgrade into the account under SCL H24 or T24 at the discretion of the DRMO Chief. Route these items to the scrap segregation area to be sorted and properly classified.

C1.9.7.2. When segregation of SCL H24 or T24 is completed and the resulting segregated property is moved to the proper storage area, determine the weight and record it using the SCRAP BREAK DOWN Screen.

C1.9.8. Receiving Resource, Recovery And Recycling Program (RRRP) Eligible Property.

C1.9.8.1. RRRP is designed to reduce waste streams, prevent pollution and conserve natural resources (10 U.S.C. 2577, Public Law 97-214). Definitions of terms used in 10 U.S.C. 2577 follow:

C1.9.8.1.1. Qualifying Recycling Program. Organized operations that require concerted efforts to divert or recover scrap or waste from the waste streams, as well as efforts to identify, segregate, and maintain the integrity of the recyclable material in order to maintain or enhance the marketability of the materials, are qualifying recycling programs.

C1.9.8.1.2. Recyclable Material. Includes materials diverted from the solid waste stream and the beneficial use of such materials.

C1.9.8.1.2.1 Recycling is further defined as the result of a series of activities by which materials that would become or otherwise remain waste, are diverted from the solid waste stream by collection, separation, and processing and are used as raw material in the manufacture of goods sold or distributed in commerce or the reuse of such materials as substitutes for goods made of virgin materials.

C1.9.8.1.2.2 The term also includes, for purposes of the RRRP policy document, scrap (including ferrous and nonferrous scrap) and specifically, firing range expended brass and mixed metals gleaned from firing range cleanup which do not require DEMIL.

NOTE: DOD 4715.4 authorizes QRPs to recycle firing-range scrap consisting of expended brass and mixed metals gleaned from firing range clearance through direct sales or consignment to DRMS. Mixed metals gleaned from firing range clean up are defined as material (e.g., shrapnel) which is in a form that is unrecognizable from its original configuration and does not require further DEMIL. For information, the DOD Instruction requires that generators in CONUS who choose to sell expended brass through direct sale must mutilate it by crushing, shredding, cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc., or otherwise destroy it prior to sale. If generators sell expended brass through DRMS there is no mutilation requirement. The rule for OCONUS is different. OCONUS QRPs can recycle expended brass through the DRMO. In order to qualify for reimbursement, the generator must demilitarize it prior to turning accountability over to the DRMO.

C1.9.8.2. Eligible recyclable materials include (but is not limited to): paper, food waste, plastic, glass, all cardboard and other packing materials, newspaper, empty food and beverage containers, and ferrous and non-ferrous scrap.

C1.9.8.3. The following types of property are ineligible for reimbursement to a QRP (these types of items may not be offered for sale by a QRP):

C1.9.8.3.1. Precious metals.

C1.9.8.3.2. Government furnished materials.

C1.9.8.3.3. Hazardous wastes.

C1.9.8.3.4. Unopened containers of used oil.

C1.9.8.3.5. Solvents or paints.

C1.9.8.3.6. Usable items.

C1.9.8.4. MLI/CCLI are also ineligible for reimbursement to a QRP, regardless of who serves as the sales agent (DRMS or generator). This includes:

C1.9.8.4.1. MLI requiring DEMIL both DEMILED and UNDEMILED. This also includes property that has been DEMILED by the generator prior to turn-in.

C1.9.8.4.2. Scrap resulting from the residue of DEMIL, regardless of who performed the DEMIL.

C1.9.9. Receipt and Disposition of Recyclable Materials.

C1.9.9.1. General. DOD RRRP provides 100 percent reimbursement of the proceeds from the sale of recyclable material to generating activities (military department of defense agencies) that establish and operate qualifying recycling program (QRP).

C1.9.9.2. If the property requires reimbursement, ensure DTID includes an appropriate fund cite.

C1.9.9.3. DRMOs must ensure that only one QRP account is established on each installation that the DRMO services.

C1.9.9.4. QRP designated coordinators must certify on the turn-in document that material turned in under the auspices of the DOD RRRP meets all applicable qualifications. QRP coordinators must also certify that materials being turned in *for* reimbursement are not MLI requiring DEMIL. Validate and/or challenge this certification at the time of turn-in.

C1.9.9.5. Insure that eligible RRRP proceeds are credited to the single F3875 budget clearing account for the QRP. All materials not turned in as part of the QRP to the DRMS DWCF account.

C1.9.9.6. Any amount received for QRP sale item requires reimbursement to the generator(s).

C1.9.9.7. Reimbursement of proceeds from the sale of usable property downgraded to scrap is ***not*** authorized.

C1.9.9.8. Procedures. Process RRRP property in the same manner as other types of scrap. Provide generating activities with current market information, sales service, guidance and training in scrap identification and segregation, and proper turn-in methods. Furnish initial storage containers for more valuable type of recyclable materials.

C1.10. **Customer Returned Property.**

C1.10.1. General.

C1.10.1.1. Property that is eligible for return to DRMOs due to misidentification will be handled as a new receipt using the „*Found on Post/DRMO*" process. Prior to return, DRMOs will verify through MIDAS that the property was actually previously requisitioned. All customer returns will be accomplished using standard scheduling policies and procedures for new turn-ins. This includes property from Donees, FCAs, State agencies, as outlined below:

C1.10.1.1.1. For additional information on property returns from Commercial Venture (CV), see Section 4, Supplement 2, Chapter 6, Sales, Enclosure 2, for additional guidance.

C1.10.1.1.2. For additional information on the return of property from a sales action, see Section 2, Chapter 6, Sales.

C1.10.1.1.3. To manage Reutilization/Transfer/Donation returns.

C1.10.1.1.3.1 At one time, the vehicle certification that was signed by a Federal Civil Agency (FCA) at the time of issue required the FCA to return the property to the DRMO when they no longer needed or wanted the property. DRMS shall accept

receipt of vehicles where the statement is provided by the FCA and verified by the DRMO. If the statement requires the FCA to return the vehicle(s), the DRMO shall accept the vehicle as a new turn-in.

C1.10.1.1.3.1.1 A DRMS transfer document that states the vehicles must be turned back to DRMS after use negates the requirement for an MOA and any disposal fees. To ensure the FCA is not charged for the receipt, receive the property as a “Found on Post” transaction. Do NOT receive as a standard usable receipt.

C1.10.1.1.4. For additional guidance, see Section 2, Chapter 5, Reutilization, Transfer & Donation (RTD) Program, for additional guidance for the return of property.

C1.10.1.2. Hazardous Property.

C1.10.1.2.1. Hazardous material received as a result of a return due to DRMO misidentification at release or "known donee's" inability to accept, will be brought back into the DRMO inventory in accordance with this chapter and established HM receipt requirements. If a return request is received after 30 days from the date issued, coordinate with DRMS-O. These requests will be handled on a case-by-case basis. Additionally, the DRMOs must ensure the hazardous material has not been opened or otherwise tampered with prior to accepting the return.

C1.10.2. <u>State Agency Property.</u>

C1.10.2.1. DRMOs may accept property for return from state agencies if the property was previously obtained from a DRMO with a later determination (within 30 days) that it was misidentified. For other than misidentified property, states must handle in accordance with GSA requirements and property cannot be returned to DRMS. Addresses (DODAACs) for state
agencies have been added to DAISY and will not be rejected if they do not match the DAASC file.

C1.10.2.2. State agencies are required to dispose of property previously requisitioned from DRMOs in accordance with the direction outlined in 41 CFR. The 1982 Memorandum of Understanding (MOU) between DOD and GSA that allowed State Agencies to turn-in “un-donate able" surplus property to DRMOs for disposal no longer applies.

C1.10.2.2.1. For non-DEMIL required property, 41 CFR, Subpart 101-44.202(4) requires donees to return donate able property to the state agency, if while it is still usable, the property has not been placed in use for the reason it was donated or ceases to be used by the donee.

C1.10.2.2.2. For DEMIL required property, 41 CFR, Subpart 101-42.1102-8(c) State Agencies are not to return property requiring demilitarization but are to comply with the appropriate requirements in the Defense Demilitarization Manual (DOD 4160.28-M).

C1.10.2.2.3. State agency Recycle Control Point (RCP) customers with

qualified returns will work with the nearest DRMO.

C1.10.3. RCP Property Returned By The Customer (RTD, CV Partner).

C1.10.3.1. Property returned by an RTD customer or CV Partner will be recorded in the inventory as a new receipt.

C1.10.3.2. RCP property cannot be returned to the RCP depot.

C1.10.3.3. For property returned by non-government customers, see Section 2, Chapter 5, Reutilization, Transfer & Donation (RTD) Program and Section 4, Supplement 2, Chapter 6, Sales Program, Enclosure 2 for more information.

C1.10.3.4. For property returned by government customers see Section 2, Chapter 5, Reutilization, Transfer & Donation (RTD) Program for additional information.

C1.10.4. Return Of LESO Property.

C1.10.4.1. With the exception of gas masks filters and Night Vision Equipment (NVE) containing radioactive components, all DEMIL required property that has been requisitioned by the LESO will be returned to the DRMO. Standard disposal turn-in procedures (DD Form 1348-1A requirements) are applicable for this property. The HW disposal for the chromium filters constitutes demilitarization. NVE that contains radioactive components will be disposed of by the user in accordance with federal, state, and local requirements.

C1.10.4.2. Physical turn-in of Night Vision Equipment (NVE) **must** be accompanied by a letter of certification from the pertinent "State EPA Radiological Health Department" giving the following information:

Figure 8 - Certification Statement for Night Vision Equipment (NVE)

Printed Name and Title of Certifier *"I certify that Night Vision Equipment, NSN: _____,* *Serial Number: _____has been inspected and found not to* *contain any radioactive components."* Signatures and Date

C1.11. **Precious Metals.**

For additional information on Managing Precious Metals Bearing Property, see Section 2, Chapter 7, Scrap Programs, Precious Metals.

C1.11.1. Receipt Of Precious Metals Bearing Property.

C1.11.1.1. Accept accountability for precious metals bearing property/scrap turned in or reported by DOD and participating Federal agencies, except where acceptance is precluded by law or regulation. If appropriate storage or security facilities are not available at the DRMO, arrangements should be made with the generating activity to retain custody, or with the host

installation to accept custody, until such time as appropriate disposition can be offered.

C1.11.1.2. DRMS has developed Interservice Support Agreements (ISA) with eleven (11) different Federal agencies. The purpose of the agreement established policies, principles, and procedures under which DRMS agreed to provide support to the Federal agencies to affect the recovery of precious metals (silver) from hypo solutions and receive the turn-ins of scrap film, electronic equipment, and other precious metals bearing scrap/material. Those agencies are allowed to turn in to their servicing DRMOs precious metals bearing scrap at no cost to the agencies. Those agencies with current, indefinite ISA‟s with DRMS are as follows:

C1.11.1.2.1. Department of

Transportation. C1.11.1.2.2. Library of

Congress.

C1.11.1.2.3. National Aeronautics and Space

Administration. C1.11.1.2.4. Department of Energy.

C1.11.1.2.5. Department of

Treasury. C1.11.1.2.6.

Department of Justice.

C1.11.1.2.7. Department of Health & Human

Services. C1.11.1.2.8. Department of Agriculture.

C1.11.1.2.9. Department of the

Interior. C1.11.1.2.10. Department

of Labor. C1.11.1.2.11. Indian

Health Services.

C1.11.1.3. Use standard receipt processing for Precious Metals (PM) bearing property along with ensuring the following:

C1.11.1.3.1. DRMOs receiving precious metals property from another DRMO must process the property as a receipt. An interface between different PLRs has been developed to track property. See Section 2, Chapter 2 for processing details and reports.

C1.11.1.3.2. Receive precious metals bearing material/scrap material turned in to a DRMO under the appropriate precious metals Scrap Classification List (SCL) code

identified in the DAISY C-A-T Pocket Reference and process for precious metals recovery. If upon receipt or at any time during processing, it is determined that material is not precious metals bearing, it may be processed as normal excess or surplus property. For more detailed information/ specific guidance see Section 2, Chapter 7, Scrap Programs.

C1.11.1.4. NSN / LSN:

C1.11.1.4.1. Precious metals containing property *not eligible* for downgrade will be maintained as NSN/LSN items.

C1.11.1.4.2. If the NSN property has been shipped by a feeder site to the collection DRMO, the SLH Transactions Report (UDWB5810.01) will be included in the shipment and a copy faxed to the collection DRMO. SLH Property Due-In Report (udwb5910.001) can be used to scan the DTID (the Requisition Number) from that report. This will pre-populate some fields of the XR1 transaction. Successful input of this transaction will clear the record of the losing organization. See Section 2, C2.14, Screen Sequence 1.3.5.1., for complete information of the transaction process and for reports.

C1.11.1.4.3. See the DAISY C-A-T Pocket Reference for a definition of PMIC codes. The PMIC codes identify the precious metals content of an item. These codes have been approved for use in DOD 4000.25-1-M and must appear on the DTIDs.

C1.11.1.5. At ESD, downgrade in accordance with the referral from the Distribution Branch.

C1.11.1.5.1. Downgrade items to scrap that contain precious metals and those for which sale is determined not to be in the Government's best interest. (This does not apply to property requiring DEMIL.)

C1.11.1.6. DEMIL requirements take precedence over precious metals recovery. In some situations, DEMIL and precious metals recovery can occur by simultaneous processes. Normally, precious metals bearing items/material requiring DEMIL will be demilitarized prior to any release by the DRMO. When smaller quantities are involved, performing the demilitarization processes in-house is the most effective and efficient manner to certify and verify DEMIL accomplishment. Precious metals bearing items categorized as DEMIL A, B or Q may be downgraded directly to the appropriate precious metals SCL Code for precious metals recovery, without further controls, following sales and/or recovery analysis.

C1.11.1.7. The hazardous nature of property must be considered when effecting precious metals recovery. For some material, e.g., silver nitrate, consideration must be given to requirements for conforming storage, DOT regulations, and other applicable laws and regulations. Consider material/scrap which is both precious metals bearing and hazardous/toxic in nature for combined precious metals recovery and hazardous/toxic disposal. If a combined effort is determined by DRMS to be neither economical nor feasible, precious metals recovery will no longer be required as a consideration in disposal processing. Handle disposition of precious

metals bearing hazardous material on a case-by-case basis.

C1.11.1.7.1. If any precious metals bearing commodities are received, stored, and handled as NSNs/LSNs due to environmental requirements, then the DRMO should also keep a tally of the items by net pounds for the purpose of reporting for the recovery contracts.

C1.11.1.8. *Classified Material*. Do not accept classified film and other classified material/scrap which is precious metals bearing unless the material meets service declassification criteria and the generating activity has annotated such on the DTID. Accept the residue resulting from burning or other destruction.

C1.11.1.9. DRMOs receiving property from another DRMO will process the precious metals bearing property using accounting code F (Receipts from other DRMOs).

C1.11.2. Weighing of Precious Metals Scrap.

NOTE: For additional guidance for weighing precious metals property, see Section 2, Chapter 7, Scrap Programs.

C1.11.3. Special Processing Requirements for Precious Metals Property.

NOTE: See Section 2, Chapter 7, Scrap Programs, for additional information.

C1.11.4. Storage/Security Requirements For Precious Metals Bearing Material.

C1.11.4.1. According to physical security criteria identified in Section 1, Chapter 4, Security and Force Protection, store precious metals bearing scrap in regard to the value of recoverable precious metals. Locations should not be identified as containing precious metals. The requirements set forth below have been determined the minimum acceptable to preclude loss of precious metals bearing scrap:

C1.11.4.1.1. Store all V-coded SCLs in a safe or comparable container within the DRMO secured area.

C1.11.4.1.2. Store SCLs PSC, P8A, P8B, P8C, P81, P83, P84 and P87 in the DRMO secured area.

C1.11.4.1.3. Store SCLs P07 and P08 in the designated area for hazardous/toxic material; this may be either DRMO or host display depending on which has been designated as having most conforming storage.

C1.11.4.1.4. Store SCLs P04, P05, P12, PB4, PB5 and PB6 inside.

C1.11.4.1.5. Store SCLs P13, PB1, PB2, P24 and P8E outside if inside storage is not available. Locate storage within the fenced area of the DRMO and, if practical, within view of property management personnel. Store SCL P8E in covered and banded containers.

C1.11.4.1.6. Hazardous Precious Metal Storage. SCL P06 exhausted chemical recovery cartridges (steel wool cartridges) are considered hazardous by some states. Materials that are to be recycled for precious metals recovery that are classified as hazardous wastes do not have to be stored in conforming storage, no permit is required and accumulation is not limited to 90 days. Records must be kept that indicate annual beginning and ending inventories as well as generations. Records must indicate at least 75 percent of the annual accumulation has been recycled. If not, then speculative accumulation is occurring and the exemptions regarding permits/time frames no longer apply. State/local regulations may differ from Federal EPA and, if so, must be adhered to. In any case, proper security should be afforded these items. (See Section 1,Chapter 4, Security and Force Protection, Procedures, Precious Metals).

C1.12. **Hazardous Property.**

C1.12.1. Introduction.

C1.12.1.1. It is a DLA (DRMS) responsibility to receive hazardous property from Department of Defense (DOD) in accordance with DOD 4160.21-M, Defense Materiel Disposition Manual.

C1.12.1.2. In the receipt, storage, and handling of hazardous/dangerous property DRMOs should consider the following:

C1.12.1.2.1. Adequacy of facilities to safely store hazardous property, or to separate incompatible chemicals or flammables.

C1.12.1.2.2. Adequacy of materials handling equipment (MHE) for the safe unloading, movement, stacking, or out-loading of hazardous materials.

C1.12.1.2.3. Level of training or experience of DRMO/Contractor personnel.

C1.12.1.2.4. On-hand availability of specialized protective clothing and emergency equipment.

C1.12.2. Turn-In Requirements.

C1.12.2.1. DRMOs will accept hazardous materials (HM) and hazardous waste (HW) in accordance with the turn-in requirements in DOD 4160.21-M, Chapters 4 and 10. See also Section 2, Chapter 2, Property Accounting.

C1.12.2.2. *Material Safety Data Sheet and OSHA Compliant Labels* (29 CFR 1910.1200).

C1.12.2.2.1. DOD policy requires DOD installations to use MSDS and OSHA

compliant labels for the turn-in of hazardous materials (HM) to the DRMOs. The requirements are as follows:

C1.12.2.2.1.1 The serial number (5 digit alpha code) of the MSDS as listed in the
Hazardous Materials Information System (HMIS) and can be found in Block BB-CC of DD Form
1348-1A, or Block 24 of DD Form 1348-1A, or the hard copy MSDS, to accompany the turn-in or in the SHIP Due-In report for automated turn-in.

NOTE: If the manufacturer on the MSDS does not match the manufacturer on the product label, the generating activity must provide the correct MSDS or MSDS serial number.

C1.12.2.2.2. An OSHA compliant chemical label will be attached to the individual package (unit container) for hazardous material. Where the hazard label information is missing or damaged, the DOD installation will provide a completed DOD Hazardous Chemical Warning Label (DD Form 2521or 2522), as specified in DOD 6050.5-H. Also see C1.12.2.2.4. below.

NOTE: There is no compliant label published by OSHA. To comply with the OSHA Hazard Communication Standard, a “label” could be a tag, marking, or stenciling on a container which shows three items of information: (1) identifies the hazardous chemicals, (2) provides appropriate hazard warnings (including target organ effects), and (3) provides the name and address of the manufacturer, importer, or other responsible party.

C1.12.2.2.3. HM that does not have an MSDS or an OSHA compliant label will be received as waste, and the generating activity must provide enough information to the DRMO to properly store and manage the property.

C1.12.2.2.4. OSHA compliant labels are not required on the exterior container, if the inside containers are properly labeled with an OSHA compliant label.

C1.12.2.2.4.1 OSHA considers the “actual vessel” (box, tube, drum, bottle, etc.) that contains the chemical to be “the container” requiring the label.

C1.12.2.2.4.2 OSHA has stated that if an outside shipping container holds more than one type of chemical container, then many labels would be confusing.

C1.12.2.2.4.3 OSHA leaves enforcement authority for labeling outside shipping containers to the Department of Transportation.

C1.12.2.2.5. The DRMS hazardous property sales policy applicable to MSDS and OSHA labels is found at Section 2, Chapter 6, Sales Program.

C1.12.2.3. *Hazardous Waste Profile Sheet (HWPS).*

C1.12.2.3.1. The generating activity shall provide the following information upon turn-in of all HW and used HM that meets the 40 CFR 261 definition of a HW when discarded:

C1.12.2.3.1.1 Valid NSN and noun name as cataloged in the supply system.

C1.12.2.3.1.2 LSN/FSC and chemical name of hazardous components, if the waste is not identified by NSN.

C1.12.2.3.1.3 Hazardous Waste Profile Sheet (HWPS). Use of the Hazardous Waste Profile Sheet, DRMS Form 1930, is not mandatory. But an alternate format including automated data transfer, may be developed and used, provided it contains all information required to profile the waste for disposal. The generating activity shall complete the DRMS Form 1930, or any substitute form, and address each item either by providing information or by entering "*Not Applicable or N/A.*" The information may be based on user's knowledge; provided user's knowledge is based on the criteria described in paragraph C1.12.2.3.1.5 below. Laboratory chemicals processed in accordance with DOD 4160.21-M, are exempt from waste profile requirements; but all other identification requirements apply.

C1.12.2.3.1.4 For subsequent turn-ins of an identical waste stream, put the approved reference number assigned by the DRMO or generating activity in Block 27 of the DD Form 1348-1A or in electronic turn-in field. A DRMO assigned reference number will consist of the generating activity DODAAC and a sequential 4-digit number to be determined by the DRMO. A generator assigned reference number must not be longer than **twenty** characters and can be in any format agreed to by both the DRMO and the generating activity, so long as it is consistent and identifies both the profile for disposal and the generating activity. A profile sheet is not required when the DRMO-provided reference number is entered on the DD Form 1348-1A. Edited 15 AUG 2008.

C1.12.2.3.1.5 If the DRMO takes physical custody, chemical analysis is required, unless the required information based on user's knowledge is provided on the profile sheet and supporting documentation is attached. Chemical analysis and supporting documentation will NOT be required for profile sheets where the DRMO only accepts accountability and not physical custody (receipt in place). Examples of supporting documentation are descriptions of waste production processes, including raw materials, end products, and other intermittent sources of waste or historical/published information on the waste. If documentation is not attached in support of user's knowledge, chemical analysis and attached test results are required. In addition, chemical analysis (and test results) will be required if the DRMO verification program indicates that the generating activity's profile sheet is incorrect.

C1.12.2.3.1.6 The generating activity shall certify each HWPS annually by either providing to the DRMO a new signed and dated HWPS (or electronically transmitted HWPS, with the printed name of the generator"s representative and date of certification) for each waste which will be generated during the following year; or by providing a letter listing the profile number and the name of the corresponding waste stream for each profile which the generator wishes to remain active for another year. If the generating activity chooses to provide a letter, that letter must be signed and dated and include the following statement:

"The undersigned certifies that the hazardous waste profile(s) listed in this letter

have been carefully reviewed. Any changes to the processes generating these wastes have been considered. New regulations affecting hazardous waste identification and disposal have been applied. Neither the waste streams nor the identification of the waste streams has changed in a manner that would warrant a change in the data previously provided on these waste profiles."

C1.12.2.3.1.7 The DRMO shall:

C1.12.2.3.1.7.1 Provide blank HWPS, to the generating activity.

C1.12.2.3.1.7.2 Assist generating activity in determining proper identification, as capabilities permit. This may include providing analytical laboratory services, when possible, through the DRMO disposal service contract.

C1.12.2.3.1.7.3 Assign (or facilitate an agreement on the format for the generating activities use) a reference number to each HWPS and maintain a file of approved HWPS hard copy or electronic. This file will be part of the DRMO"s operating records. (See Section 2, Chapter 8, Environmental Program, Recordkeeping.)

C1.12.2.3.1.7.3.1 HWPS for each type of waste generated (may be met by maintaining a profile sheet database in SHIP or generating activity system.)

C1.12.2.3.1.7.3.2 MSDS or HMIS output for each hazardous supply item in the waste stream.

C1.12.2.3.1.7.3.3 Correctly completed sample DD Form 1348-1A.

C1.12.2.3.1.7.3.4 Container labeling procedures.

C1.12.2.3.1.7.3.5 Copies of available analytical test results.

C1.12.2.3.1.7.4 Enter the assigned reference number in the “Additional Information” section (Block 27) of the initial DTID copy to be returned to the generating activity or by automated format.

C1.12.2.3.1.7.5 Accept accountability of HW and used HM identified in the above manner.

C1.12.2.3.1.7.6 Accept physical custody in accordance with paragraph C1.12.4.3.1., this chapter.

C1.12.2.3.1.7.7 Maintain a copy of all completed profile sheets and any corresponding waste analysis results for 3 years from the date the waste was disposed, or until closure.

C1.12.2.3.1.7.8 Reject turn-in when proper identification is not provided; while every effort shall be made to resolve discrepancies prior to rejection. If the DRMO and generating activity cannot reach agreement, the problem will be elevated through their chain of command by both parties for dispute resolution.

C1.12.2.3.1.7.9 The applicable HWPS or MSDS serial number must be entered as the first data element in the noun description field when initiating a delivery order request (DOR) for disposal of hazardous items through BOSS. This is a mandatory requirement for all data submissions to BOSS. **Do not** preface the number with "*Waste Profile*", "*WPS*", "*MSDS*", "*HMIS*" or any other preface; just enter the number. Example:

CORRECT:	W25G1V0001
INCORRECT:	WPS:W25G1V0001

SHIP will automatically put all items into the BOSS noun description in the proper order, if DAISY HW screen and SHIP HWPS data is complete. (See Section 4, Supplement 2, Chapter 1, Logistics, Enclosure 2, Noun Description Pulled into BOSS through SHIP.)

C1.12.2.3.1.7.10 Assist generating activity in getting Generator Communication (GenComm) logins to DRMO DAISY. DRMO will assist the generator in completion of the GenComm login request to DES-Battle Creek Public Safety Division. (See Section 4, Supplement 2, Chapter 1, Logistics, Enclosure 4, DRMO GenComm Login Request Form.) After DES-Battle Creek Public Safety Division review, the DRMO Chief will approve the login as the DRMO HP data owner, then forward to the DRMO TASO, who will provide the login and password to the Generator. The DRMO TASO will also assist the generator in the initial changing of the GenComm password in DAISY. The DRMO will provide their RIC, RIC Suffix, and DRMO DAISY IP address to the generator and assist the generator in changing their password when required. DRMOs will assist *and encourage* their generators to perform electronic turn-in of hazardous waste.

C1.12.2.3.1.7.11 Assist the generator in proper assignment of LSNs for HW. The only way to identify many items in database searches is by FSC (examples: batteries, POLs, paints). Generators should be strongly discouraged from using FSC 9999 for anything other than special services. FSCs 6810 and 6850 are recommended instead of FSC 9999 for hazardous waste items that appear to not match any other category. Spill residues should use the most predominant FSC and "00 SPILL", e.g. "9140 00 SPILL". Unused and expired shelf life items should be given the original FSC and NIIN, even when going directly for disposal as a HW with no RTD/S/RTM value. It is acceptable to use a LSN for HM where it makes sense to consolidate like HMs for turn-in, or expedited removals where a DAISY NIIN search would be detrimental. The military services are increasingly interested in HW disposal data on NSN items.

C1.12.2.4. DRMOs should not reject new DTIDs due to FSC 9999 being used. Please notify the generator to change to the more descriptive FSC for this and future turn-ins.

C1.12.2.5. The rest of the LSN can be used to identify the profile number, the waste codes, or other format including the one below:

Figure 9 - LSN Profile Number Information

LSN Profile #:	Item:		LSN Profile #:	Item:
5910 00CAPACIT	Capacitors		8040 00ADHESIV	Adhesives
6120 00TRANS	Transformers		9110 00FUEL	Fuels, solid
6135 00BATTERY	Non-Rechargeable Batteries		9130 00FUEL	Liquid Propellants and Fuels, Petroleum Based
6140 00BATTERY	Rechargeable Batteries		9135 00FUEL	Liquid Propellant Fuels and Oxidizers, Chemical Base
6250 00BALLAST	Ballasts, Lamp holders, and Starters		9140 00FUEL	Fuel Oils
6750 00PHOTO	Photographic		9150 00POLS	Oils and Greases; Cutting, Lubricating, and Hydraulic
6810 00WASTE	Chemicals		9160 00WASTE	Miscellaneous Waxes, Oils and Fuels
6840 00PEST	Pesticides		9999 00SPECSVS	Special Services
6850 00WASTE	Miscellaneous Chemical Specialties		8040 00ADHESIV	Adhesives
7910 00CLEAN	Cleaning and Polishing Compounds & Preparations		9110 00FUEL	Fuels, solid
8010 00PAINT	Paints, Dopes, Varnishes, and Related Products			
8030 00PRESERV	Preservative and Sealing Compounds			

C1.12.2.6. Exceptions to the identification turn-in requirements may be granted only where substantial economics can be realized. DRMOs and generating activities may develop alternative identification procedures; <u>but they must be approved by DRMS</u>. Alternative identification procedures must meet regulatory and disposal contract requirements. Remember, DRMS does not accept third-party liability for waste that is incorrectly identified by the Generator.

C1.12.2.7. Weighing of hazardous property.

C1.12.2.7.1. Hazardous waste will be weighed by the generating activity.

C1.12.2.7.2. The <u>actual weight</u>, <u>not the estimated weight</u>, will be annotated on the DD Form 1348-1A or automated format.

C1.12.2.7.3. Weights will be in pounds or kilograms overseas.

C1.12.2.7.4. The container is considered as part of the waste and will be included in the weight.

C1.12.2.7.5. If a warehousing aid (i.e., pallet, box) is to be included in the property released to the contractor, its weight will also be included. For large containers (i.e., 55-gallon drums) where the pallet is not to be released to the contractor, but removal for weighing would be labor-intensive, use of a standard weight for the pallet tare (approximately 50 lbs) is authorized. Remember to subtract the pallet weight prior to delivery order preparation.

C1.12.2.7.6. For items or for locations where scales are not available, use a verifiable unit of measure (i.e., quantity count - drum(s), box(es), can(s), etc.). Gallons are not to be used unless they can be accurately determined by verifiable means (i.e., flow meter, dip stick, etc.).

C1.12.2.7.7. Hazardous material that survives RTDS will be weighed prior to delivery order preparation.

C1.12.2.8. ETID.

C1.12.2.8.1. General ETID guidance can be found in C1.1.2 and C1.4.

C1.12.2.8.2. Generators may turn in hazardous material, hazardous waste, and submit special services requests through ETID. DRMO personnel will review and approve hazardous waste and material ETIDs. Special services requests do not require a DRMO review. Special Service data is transferred directly to BOSS for pre-population of delivery order requests in the HXH screen.

C1.12.2.8.3. Generators without their own automated system capable of using the GenComm interface are encouraged to use ETID. However, if that is not a viable route, manual turn-in is acceptable. Generators using manual turn-in of hazardous material are responsible for generating an AS3 transaction into the Intransit Control System (MILSTRIP DoD 4000.25-1-M) if applicable.

C1.12.2.8.4. Hazardous Waste Profile Sheets (HWPS) can be created in ETID to support a hazardous waste turn-in. The HWPS must be associated with an ETID. Hazardous Waste Profile Sheets (HWPS, DRMS Form 1930) may not be submitted by a Generator in ETID until associated with an ETID submission.

C1.12.2.8.5. HWPS data in ETID may not be updated by the DRMO (only accepted or rejected with comments). HWPS data in ETID may not be updated by the Generator while under review by a DRMO user or once approved. DRMO rejected HWPS may be edited by the Generator and resubmitted. Note: DRMO should review and approve immediately to prevent generator changes between review and later approval.

C1.12.2.8.6. A Generator may also attach a scanned copy of a Hazardous Waste Profile Sheet into ETID for a specific turn-in or certify that they will provide a hard copy at the time of turn-in.

C1.12.2.8.7. An approved HWPS is only valid to characterize waste for the identified Generator to turn in at the DRMO which approved the HWPS. ETID identifies a HWPS record by a combination of the record number, the Generator DoDAAC, and DRMO DoDAAC. If the same waste will be turned in to another DRMO, a new HWPS must be developed to describe that turn-in.

C1.12.2.8.8. Generator recertification of a HWPS (required annually) cannot be done within ETID. The DRMO may accept hard copy documentation from the Generator to substantiate recertification of an existing HWPS.

C1.12.2.8.9. ETID validates an HWPS number to SHIP and does not permit a Generator to submit a duplicate HWPS number in SHIP. The DRMO may reject in ETID, a pending HWPS which violates numbering procedures between a DRMO and the Generator.

C1.12.2.8.10. Multiple HW ETID records may be referenced to a HWPS, even if the HWPS is still pending approval. These ETID records are immediately updated when the HWPS is approved by the DRMO, or edited by the Generator (i.e., add/change an EPA waste code). However, updates are not displayed on the ETID records until the changes are saved to the HWPS.

C1.12.2.8.11. An ETID may remain in pending status even when a HWPS is approved or rejected. The DRMO should establish a procedure with the Generator whether to reject a pending ETID solely for a rejected HWPS or to hold as pending while the Generator corrects the HWPS. DRMO users and Generators will use the filter capabilities within ETID to check the review status of submitted HWPS and ETIDs.

C1.12.2.8.12. The Generator may submit a hazardous material ETID with MSDS information by reference to a MSDS number in HMIRS. ETID will interface with HMIRS and enter available MSDS data in the ETID. The DRMO reviewer will receive a message whether HMIRS was available and whether data was entered in the ETID by HMIRS. The Generator may also attach a scanned copy of a manufacturer's MSDS into ETID for a specific turn-in or certify that they will provide a hard copy at the time of turn-in. The DRMO reviewer is cautioned to review this data carefully and avoid assumptions applicable only to ETID data obtained electronically from HMIRS.

C1.12.2.8.13. No review/approval process is required for hazardous special service requests. Special services request will reflect a "submitted" status. Special services submitted through ETID will automatically load into BOSS.

C1.12.3. Accountability.

C1.12.3.1. The DRMOs will accept accountability of all hazardous property except for those exclusion categories that are the responsibility of the Military Services as listed in DOD 4160.21-M, Chapter 10.

C1.12.4. Receiving HM/HW.

C1.12.4.1. Do not downgrade hazardous property. Process through the disposal cycle all hazardous material within a 180-day timeframe. The 180-day timeframe may be extended if additional time is required to sell hazardous property on national sale, provided appropriate hazardous class compatibility storage exists and containers are in good condition.

C1.12.4.2. Do NOT batchlot hazardous property or downgrade to scrap. Exception: Used oil and large volumes of lead-acid batteries may be downgraded to scrap.

C1.12.4.3. Property can be received physically or in-place. Operating Instructions for receiving HM/HW are at Section 4, Supplement 2, Chapter 1, Logistics, Enclosure 5, Attachments 1-4. DRMO personnel will, at no time, or under any circumstances or conditions, open containers. DRMS should work with their generating activities to resolve differences. If turn-in requirements are not met, reject the property on a DRMS Form 917.

C1.12.4.3.1. ***Physical custody*** will be taken when:

C1.12.4.3.1.1 DRMOs have appropriate facilities.

C1.12.4.3.1.2 Installation Commander approves storage.

C1.12.4.3.1.3 Storage is necessary to provide service to the customer.

C1.12.4.3.1.4 DRMOs manned by only one employee will not accept physical custody of hazardous materials and wastes due to safety considerations as discussed in Section 1, Chapter 3, Safety, this instruction.

C1.12.4.3.1.5 DRMOs having RCRA permitted storage facilities will accept physical custody of hazardous materials and wastes from serviced activities until allowable storage capacity is reached. Hazardous waste will receive priority for storage space. Hazardous material may be stored only when there are no immediate HW storage requirements and in strict compliance with the facility permit. In order to store property not listed on the facility permit, a modification must be requested through the host.

C1.12.4.3.1.6 DRMOs with RCRA permitted storage facilities will accept physical

custody of only those hazardous wastes that are listed in their current RCRA permit.

C1.12.4.3.2. **Receipt in Place** will be used when agreed upon by all parties and done in accordance with C1.6. When hazardous property is received in place, the activity having physical custody will be responsible for the required periodic inspections, care, issue, and protection of this property until it is disposed of by the DRMO.

C1.12.5. Receiving Radioactive Property.

C1.12.5.1. Radioactive materials are unacceptable for physical custody because of Nuclear Regulatory Commission (NRC) Licenses or controls. DLAM 4145.8, Radioactive Commodities in the DOD Supply System, paragraph 5-15, prescribes the types of property and methods of disposal. The following summarizes what may not be physically accepted by a DRMO:

C1.12.5.1.1. Physical custody **NOT PERMITTED**:

C1.12.5.1.1.1 Items containing radioactive material.

C1.12.5.1.1.2 Property that contains radioactive material requiring a NRC License.

C1.12.5.1.1.3 Radioactive waste.

C1.12.5.1.1.4 Items that cannot be decontaminated or repaired, or leaking items.

C1.12.5.1.1.5 Surplus/foreign excess radioactive material whose sales, transfer or donation is prohibited.

C1.12.5.1.1.6 Surplus/foreign excess radioactive material that is determined to be unwanted after having been advertised as being surplus.

C1.12.5.1.1.7 Waste that is radioactive resulting from production, possession, or use.

C1.12.5.1.1.8 Contaminated clothing and other protective equipment marked with radiation warning symbols.

C1.12.5.1.1.9 Loose items containing license-exempt radioactive material, which are normally installed in major-end items. This excludes from custody such items as self-luminous gauges, meters, switches, etc., except those that have 0.01 micro curies or less of radium.

C1.12.5.1.1.10 Microwave receiver protector tubes and other electron tubes that have radioactive materiel requiring a NRC license.

C1.12.5.1.1.11 Marine navigation devices containing tritium gas.

C1.12.5.1.1.12 Items containing radium sources other than for the production of light, i.e., self-luminous dials, or those exceeding 0.01 micro curies.

C1.12.5.2. DRMOs should contact DES-Battle Creek Public Safety Division, (DSN) 661-5866 whenever questions are encountered regarding radioactive material. In some instances, DRMS may arrange for disposal of RCRA waste contaminated with Naturally Occurring Radioactive Material (NORM), such as used sandblast materials. In those instances, DRMS-BCE will require permission from Rock Island Arsenal and will be responsible for coordination between all parties.

C1.12.6. Pre-Inspection.

C1.12.6.1. Pre-inspections are not mandatory. But if conditions warrant, the environmental specialist may determine a pre-inspection is warranted when:

C1.12.6.1.1. Receiving HP in place. C1.12.6.1.2.

requested by the generator. C1.12.6.1.3. turn-ins

of unique HP are expected.

C1.12.6.1.4. it is deemed to be good management action by the DRMO Chief.

C1.12.6.2. The purpose of the pre-inspection is to ensure that regulatory compliance and DOD turn-in requirements can be met by the generator prior to physical receipt of the property at the DRMO. Once a generator has shown the capability to meet the requirements, pre-inspections should not be needed. If the generator continues to fail to meet the requirements after several attempts by the DRMO to resolve turn-in issues, the DRMO receiver should elevate the problem to the next level of DRMO authority.

NOTE: DRMOs may use the checklists at Section 4, Supplement 2, Chapter 1, Logistics, Enclosure 5, Attachments 2 & 4 when completing pre-inspections.

C1.12.6.3. To ensure that pre-inspected HP is the same HP that was turned in to the DRMO and is being stored by the generator, pre-inspected containers should be marked. One method of marking is to spray paint a small dot on each container.

C1.12.6.4. Identification of hazardous property is a generator responsibility. If the DRMO believes that a generator has misidentified an item as HM when it should be HW, or vice versa, the DRMO will resolve this issue during pre-inspection or, at the latest, during the receiving process. If the issue cannot be resolved between the DRMO and the generator, it should be elevated to the Forward Support Team (FST). If necessary it can then be elevated to DRMS-BCE. Every effort will be made to resolve the issue before acceptance of the property.

C1.12.6.5. If an item is received and/or input into an automated system as HM and it is later discovered to be HW, the DRMO will immediately manage the item as HW for purposes of storage

(even though the designation is not changed in the automated systems).

C1.12.7. Retrogrades.

C1.12.7.1. *Retrograde Policy*. Retrograde is defined, as the process of transferring DOD owned property from U.S. overseas facilities to CONUS. Pursue this type of disposal action when host country disposal or third country disposal is not possible, environmentally unsound, or prohibited. In general, retrogrades are used for returning HM/HW to CONUS for ultimate disposal. All types of DOD owned property can be retrograded (except for foreign-made PCBs.) Accomplish this by using the criteria outlined on DRMS Form 1944. Any property accepted by the DRMO and destined for return to CONUS is at the generator‟s expense.

C1.12.7.2. DRMOs will use the Retrograde Procedures at Section 3, Special Processing , PCBs and Section 2, Chapter 8, Environmental Program.

C1.12.7.3. Military Interdepartmental Purchase Requests (MIPRs). Prior to movement of retrograde property, generators will furnish DRMS-R with MIPRs. Issue MIPRs with sufficient balances to fund packing, crating, handling, transportation, and disposal of retrograded property.

C1.12.7.4. Authorization. Unless authorized by DRMS, use the Defense Transportation System (DTS) to transport retrogrades to CONUS. Move retrogrades intact (i.e., all property identified by the same unique retrograde number). Where practical, use dedicated standard size shipping containers. In some cases DRMS will arrange for the use of military containers. These containers will be spotted for loading of retrograde property and movement. Coordination will be made with the customer, military services, and vendors as required prior to execution.

C1.12.7.5. DRMS Transportation Specialist will coordinate with local Traffic Management Office (TMO), Military Sealift Command (MSC), and the Surface Deployment & Distribution Command (SDDC) to ensure the timely, safe, and compliant transport of retrogrades. This office will provide DRMS and customers with ship schedules, estimated time(s) of arrival, routing, and other pertinent scheduling information.

C1.12.7.6. Requirement of 40 CFR 262.60. DRMS will use their own EPA Identification Number to satisfy the requirements of 40 CFR 262.60.

C1.12.8. International Requirements.

C1.12.8.1. OCONUS DRMOs will reference DODI 4715.5-G, Overseas Environmental Baseline Guidance Document (OEGBD), or the applicable Final Governing Standards (FGS), Chapters 5 and 6, for additional requirements for the receipt of hazardous property.

C1.12.8.2. OEBGD/FGS requires that an MSDS and labeling of hazardous materials must be in the host nation, or predominate language in the workplace, in addition to English. Additionally, labeling of hazardous property must conform to host national law.

C1.12.8.3. OCONUS DRMOs shall reference Chapter 6 (Hazardous Waste) of the OEBGD

and the applicable FGS. When hazardous wastes cannot be disposed of in accordance with the FGS within the host nation, it will be either retrograded to the U.S. or, if permissible under international agreements, transferred to another country outside the U.S. where it can be disposed of in an environmentally sound manner. Transshipment of hazardous wastes to another country other than the U.S. for disposal must be approved by, at a minimum, the Deputy Under Secretary of Defense for Environmental Security (DUSD(ES)).

C1.12.9. Hazardous Property Returned To A Manufacturer, Recycler, Reuser In Lieu Of Ultimate Disposal.

C1.12.9.1. All hazardous property determined by the DRMO as not saleable (based on historical trends) and not referred to sale, should be evaluated for the Return to Manufacturer/Recycler/Reuser procedure in lieu of ultimate disposal.

C1.12.9.2. The DRMO may hold hazardous material for an additional 60 calendar days after the property has failed the sales process to pursue return to a manufacturer in lieu of ultimate disposal. Since the intent of DRMS is to offer this property as a commercial chemical product, the property is excluded from RCRA as a solid waste by 40 CFR 261.2(e). Therefore, the DRMO does not need to manage this property as a hazardous waste until the intent is to discard. But if the state has more stringent requirements, the materials may be considered a hazardous waste.

C1.12.9.2.1. See Section 4, Supplement 2, Environmental Program, Enclosure 4, Operating Instructions, Attachment 1, Manufacturer/Recycler/Resuser for detailed information on returning hazardous property to the manufacturer/recycler/reuser in lieu of ultimate disposal.

C1.12.10. Lab Packs.

C1.12.10.1. *Receiving:*

C1.12.10.1.1. Since lab packs are prepared at the generating activity site, this property will require a "*Receipt-in-Place*" MOA between the DRMO and the generating activity.

C1.12.10.1.2. Generating activities will coordinate their request for lab pack services with a DRMO for a determination on whether or not the items are appropriate for lab packing. The generating activity will provide a list of the property to be turned in as a part of the pre-coordination process. The list, which will include the chemical name, weight, and volume of each item, may be provided on a blank sheet of paper.

C1.12.10.1.3. After coordination and as each lab pack is filled, the generating activity will prepare an individual DD Form1348-1A for each lab pack (based on the hazardous class), with a list of chemicals attached.

C1.12.10.1.4. In filling out the DD Form 1348-1/1A, the generating activity will use a Local Stock Number (LSN), which will consist of the Federal Supply Classification (FSC), National Codification Bureau Code (NCB), and the hazard class. The DRMO and the generating activity will assure that the hazard class matches a Contract Line Item Number

(CLIN), e.g., 6810.00 ACIDORG (acid organic). The chemical name on the DD Form 1348-1A will be "lab pack"; unit of issue will be "DR" drum, and the quantity "1" (one). See Section 2, Chapter 8, Environmental Program, for guidance on hazardous classes and CLINs. Also see Section 4, Supplement 2, Environmental Program, Enclosure 6, CLINs.

C1.12.10.1.5. This will significantly reduce the documentation and transportation efforts for both the generating activity and the DRMO.

C1.12.10.1.6. Generating activities will not complete a lab pack for turn-in.

C1.12.10.1.7. Lab packing will be performed by DRMS commercial contractors.

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs).

C1.12.10.2. *Warehousing/Storage*: Not applicable. Property will be received in place. Lab packs will be removed on a "wash post" basis since the contractor will be lab packing these on the same day he removes the lab packs (see instructions above). In those cases when the lab packs have to be held in storage, the items should be stored in a conforming storage facility or area where it is safe to store them (e.g., laboratory) until picked up for disposal.

C1.13. **DEMIL Property.**

C1.13.1. DEMIL Processing:

C1.13.1.1. Minimum guidance will be supplied in this chapter. For more detailed guidance governing the identification and processing of DEMIL and U.S. Munitions List Item (MLI) or Commerce Control List Item (CCLI) (MLI/CCLI). See reference in the DOD 4160.28-M and Section 2, Chapter 4, Demilitarization Program.

C1.13.1.2. DEMIL "Buzz Words". (https://www.drms.dla.mil/turn-in/CriticalBuzzKeyPt.pdf) This list highlights property that is potentially a MLI/CCLI and could be DEMIL required. The "Buzz Word" list was developed to assist in the identification of critical items that require DEMIL.

C1.13.1.3. Critical Groups and Classes. Usable material in these FSGs/FSCs must be turned in to the DRMO with its assigned, valid NSN. DRMOs have the authority to reject turn-in of material that does not meet this criterion.

C1.13.1.4. DEMIL codes (https://www.drms.dla.mil/turn-in/demilcodes.pdf) are identified in RP 65 on DD Form 1348-1A. DTIDs must include the correct DEMIL code or clear-text statement for each item.

C1.13.1.4.1. The generating activity is expected to obtain the correct DEMIL code from the ICP or IM (or by its normal supply channels) and enter it on the DTID for each item.

C1.13.1.5. DTIDs for property turned in by a LSN without an assigned DEMIL code must

include a clear-text DEMIL statement. Clear text statements such as "Non-MLI, no demilitarization required", "MLI, no demilitarization required", "MLI, demilitarization required", or "CCLI"; and a correct and corresponding demilitarization code may be used by the generating activity. The generating activity will provide written DEMIL instructions with the turn-in document (see DOD 4160.28-M).

C1.13.1.5.1. Generating activities may request assistance of the DRMO, DRMS, DLIS-DCMO, or the Item Manager for the FSG/FSC to determine the appropriate statement that is required. DRMOs will assist generating activities in developing the clear-text statement and assignment of the appropriate DEMIL code, upon request. It is recommended that a listing by NSN be provided to the DRMO in advance of the receipt in order that the DRMO may provide assistance in determining the correct DEMIL code.

C1.13.1.6. DRMOs will insure the DEMIL code on the DTID is valid. If the DEMIL code is missing or invalid, place the item aside and contact the generating activity for resolution or rejection. Ask the generating activity to validate the code through the activity's source. Also refer to the latest issue of the DRMS DEMIL compact disk (CD ROM) obtained from the DLIS to verify the DEMIL code accuracy.

C1.13.1.7. It is not intended that the accuracy of DEMIL codes be verified on every DTID. DEMIL coding is a judgment factor and should be based primarily on those items that appear to be incorrect.

C1.13.1.8. *DEMIL Code Challenge Processing*: Section 2, Chapter 4, Demilitarization Program provides detailed guidance for initiating DAISY DEMIL code challenges.

C1.13.1.9. DRMOs may accept physical custody of material if refusal and return of the property to generating activities would be impractical or not economically feasible. In such instances, the following instructions apply:

C1.13.1.9.1. Contact the generating activity and inform them of the missing or suspect DEMIL codes. Recommend the action to be taken and ask whether the material and/or the DTIDs should be returned.

C1.13.1.9.2. If the generating activity requests that the material and/or the DTID(s) be returned, arrange for the return.

C1.13.1.9.3. If return of the material or the DTID(s) would be impractical or not economically feasible, with the concurrence of the generating activity, enter/change the DEMIL codes on the DTID(s) only if the generating activity provides the specific DEMIL code or clear text statement as required by DOD 4160.28-M. Generators should be encouraged to contact the managing control activity for the item or the service/agency DEMIL coordinator for assistance.

C1.13.1.9.4. Repeated instances of this nature may be cause for rejecting turn-ins. Use ~~DRMS~~ DLA Disposition Services Form 917 when turn-ins are rejected (see Section 2, Chapter 2, Property Accounting to reference rejecting property.)

NOTE: This authorization to accept physical custody is not applicable for classified material, or ~~AEDA~~ MPPEH (DEMIL codes "G" and "P"), nor do they apply to material listed in the Property Accounting Hazardous Property Notification List as being not acceptable by ~~DRMOs~~ DLA Disposition Services. In all such instances, take immediate action to return the material and related DTID(s) to the generating activity. See Section 2, Chapter 4, Demilitarization Program.

C1.13.1.10. Input DEMIL required property received with DEMIL certification from the generating activity to the system with the appropriate DEMIL performed code. See DAISY C-A-T Pocket Reference.

C1.13.1.11. DEMIL requirements take precedence over precious metals recovery. See Precious Metals this instruction and Section 2, Chapter 7, Scrap Program.

C1.13.2. DEMIL Codes.

- See DAISY C-A-T Pocket Reference and Section 2, Chapter 4, Demilitarization Program.

C1.13.3. INERT.

- See Section 2, Chapter 4, Demilitarization Program.

C1.13.4. Receiving MLI/CCLI.

C1.13.4.1. Munitions List Items/Commerce Control List Items (MLI/CCLI), whether turned in as usable items or as scrap, must be accompanied by a properly prepared DTID. Refer to 4160.28-M and page 1 in the Customer Assistance Handbook.

C1.13.4.2. MLI/CCLIs will retain their identity as MLI/CCLIs throughout the disposal process.

C1.13.4.3. All MLI/CCLI is subject to RTD screening unless an alternate screening timeframe has been approved by DRMS-BBR. Property received by the DEMIL centers from feeder DRMO sites and RCP that has completed RTD screening is authorized to go directly to record status code „W”.

C1.13.4.4. Small arms brass (.50 caliber and below). DRMOs will inspect what is readily visible (for example, open boxes and drums) to ascertain the presence of contaminants such as live rounds. No other level of inspection is required.

C1.13.4.5. When MLIs requiring DEMIL are demilitarized and still usable (MLI components/component parts remain intact), continue to identify the items as MLI (DEMIL B) regardless of whether disposed of as useable property or as scrap. When disposed of as scrap the items may be commingled with non-MLI scrap, provided DEMIL code B is applied to the entire accumulation.

C1.13.4.6. MLI/CCLI not requiring DEMIL may be received as scrap or downgraded to scrap by the DRMO, upon or after receipt and placed in a DEMIL code B scrap accumulation.

C1.13.4.7. Munitions List Items (MLI) requiring demilitarization must be demilitarized before downgrading.

C1.13.5. Storage Of Munitions List (MLI).

C1.13.5.1. If the DEMIL code is C, D, or E; place in a separate level, stack, bay/section or area aisle, bay/section, or area. Install identification placards at display location designated for DEMIL. Attach "*DEMIL Required*" placard or conspicuously mark larger items that are located outside the designated "*DEMIL Required*" display area. Ensure the storage location has an *"Escort Required For Screening of Property"* sign.

C1.13.5.2. Place MLI requiring DEMIL in the designated display location.

C1.13.5.3. Store DEMIL code challenged items in a separate hold location until challenge is resolved. Attach "*DEMIL Code Challenged*" placard or conspicuously mark larger items that are located outside the designated "*DEMIL Code Challenged*" display area.

C1.13.5.4. If a DEMIL Code change occurs after the property has been received, relocate property. DRMOs must accomplish relocation changes within **2 work days** of receipt of the DEMIL code change. Edited 30 Apr 2010.

NOTE: May require movement to a different accumulation.

C1.13.5.4.1. Any time a DEMIL code changes, prepare a new barcode label to reflect the correct DEMIL code, Storage Location as required, and/or Sales Referral. If the DEMIL Code changes from DEMIL required to non-DEMIL required, either a new barcode label or a pen and ink correction on the existing label is acceptable. The DAISY TTC history (or DSS equivalent) will serve as evidence of the DEMIL code change should verification be required. (Jan 2012)

C1.13.5.4.2. Place barcode on property and move property to proper storage location.

NOTE: DEMIL posters (DRMS Form 333, "*DEMIL REQUIRED*" and 334, "*DEMIL CODE CHALLENGED*") should be prominently displayed in receiving areas to facilitate receipt processing of MLI/CCLI. Pocket cards that contain the list of critical FSGs/FSCs/DEMIL Buzz Words are also available as tools for receiving personnel; these cards are DRMS Form 1995-1. These items can be ordered via e-mail at Forms@dlis.dla.mil.

C1.13.5.5. Usable DEMIL B and sensitive Q will be stored separate from non-MLI and DEMIL Q (with Integrity Code 6) during accumulation.

C1.13.5.5.1. . Inside the United States, Puerto Rico, Virgin Islands, American Somoa, Guam, or the Trust Territory of the Pacific Islands, DEMIL codes A and Q (with Integrity Code 6) may be stored in the same sales display area.

C1.13.5.5.2. Outside the United States, Puerto Rico, Virgin Islands, American Somoa, Guam, or the Trust Territory of the Pacific Islands, DEMIL Code B and Q will not be placed in the sales display area.

C1.13.6. Reporting Incidents Involving DEMIL Operations.

C1.13.6.1. All DRMS subordinate activities will report all fires, explosions, accidents, and other significant incidents through appropriate reporting channels. See DRMS-I 3020.1, DRMS SITREP and Section 1, Safety, C3.2.

C1.14. **Controlled Property.**

C1.14.1. Controlled Property by DEMIL Bulletin.

C1.14.1.1. Controlled Property is that property identified by DRMS-BCD as Controlled via a Demil bulletin or other notice.

C1.14.2. Storage of Controlled Property.

C1.14.2.1. If the property is identified as Controlled Property by DRMS-BCD; place in a separate level, stack, bay/section or area. Install identification placards at display locations designated as CONTROLLED. Attach “CONTROLLED PROPERTY Escort Required for Screening of Property” sign/placard or conspicuously mark larger items that are located outside the designated CONTROLLED PROPERTY display area.

C1.15. **Storage.**

NOTE: See Section 1, Safety, C3.6, for more information on storage.

C1.15.1. Storing Property.

C1.15.1.1. Move property from receiving to designated storage area.

C1.15.1.2. Forward barcoded source document to the central files area.

C1.15.1.3. Ensure storage of property to maximize RTDS of DRMO assets and to provide optimum visibility. Decisions should be made at the time of receipt as to the extent of display that is most appropriate for final disposition, i.e. sales method, Local Sale, Centralized DEMIL, DEMAN.

C1.15.1.4. A DRMS Form 1981 will be used to identify property that is not available for free issue (i.e., reimbursable property).

C1.15.2. Add Storage Locations using PIT.

C1.15.2.1. User may add storage locations for property that was located in suspense (SSSSSSSSS) location or record multiple locations for an item by selecting the following menu options:

C1.15.2.1.1. Select F1 Warehousing from main menu.

C1.15.2.1.2. Select F1 Add Storage Loc.

C1.15.2.1.3. Scan DTID number.

C1.15.2.1.4. Scan site/storage label for the location where the property is to be stored.

C1.15.2.1.5. Place property in location.

C1.15.2.1.6. Save transaction by pressing F1 key.

C1.15.3. Upload collected data to Bar Code Program.

C1.15.3.1. Unload Pit data to Bar Code Program using Com Dock.

C1.15.3.2. Prior to uploading the data into DAISY, ensure the IP address of the HP or Dial-Up modem number is configured.

C1.15.3.3. Click on PROCESS, Click on DAISY interface (PIT Update). Program will lead the user to SYS-TEC interface program and the system is then ready to upload data from SYS-TEC program to DAISY HP.

C1.15.3.4. Click on connect and logon to DAISY by entering login ID and password.

C1.15.3.5. Click on the update button.

C1.15.3.6. Log out of DAISY once all the data is uploaded to the DRMO HP by clicking on the exit button.

C1.15.3.7. When action is complete forward documents to the Central Files Area.

C1.15.3.7.1. Receive request to relocate property.

C1.15.3.7.2. Receive and review annotated items DEMIL Challenge listing and determine items needing relocation.

C1.15.3.7.3. Receive approved Downgrade Placard from the Distribution Branch to relocate downgraded property to the scrap yard.

C1.15.3.7.4. Receive and review DEMIL placard for DEMIL property requiring relocation.

C1.15.3.8. Move property into new location.

C1.15.3.9. Process Location change as follows:

C1.15.3.9.1. Enter new location. Depending on which document is used, sign/date the document. (Go to Section 2, Chapter 2, Property Accounting for input) Route completed documentation to the central files area by close of business, the same day.

C1.15.3.9.2. Enter new location on DEMIL Challenge List and forward to the Documentation Branch for file. Go to Section 2, Chapter 2, Property Accounting for systems input.

C1.15.3.9.3. When downgraded material is delivered to the scrap yard, forward downgrade placard to the Scrap Section for processing. See Section 2, Chapter 4, Demilitarization Program for processing of downgraded DEMIL property.

C1.15.4. Trouble Property.

C1.15.4.1. Property that cannot go to appropriate storage area (i.e., assigned sales/DEMIL challenge/erroneous condition code) will be placed in a designated, clearly marked trouble area for follow up and resolution.

C1.15.4.2. For property that cannot be located after storage has been accomplished, see inventory management/property accounting chapter - Section 2, Chapter 2, Property Accounting.

C1.15.5. Relocate Property.

C1.15.5.1. Keep relocation of property to a minimum. The normal process of property through the system is to place it in one storage location, where the property will remain throughout the entire disposal process.

C1.15.5.1.1. If property must be relocated:

C1.15.5.1.1.1 Utilize the Bar Coding Program and the Portable Input Terminal (PIT) to accomplish Add Storage Locations and Relocate functions. When using the Bar Code Program and Pits for these functions, it is not necessary to accomplish a DRMS Form 152-153.

C1.15.5.1.1.2 If the Bar Code Program and PITs are not used to Add Storage Locations and to Relocate property using the following:

C1.15.5.1.1.2.1 Select F1 Warehousing from main menus.

C1.15.5.1.1.2.2 Select F2 Relocate Property.

C1.15.5.1.1.2.3 Scan DTID number.

C1.15.5.1.1.2.4 Press F2 to answer no.

C1.15.5.1.1.2.5 Place property in new location.

C1.15.5.1.1.2.6 Scan location label.

C1.15.5.1.1.2.7 Save transaction by pressing F1 key.

C1.15.5.1.1.2.8 Follow upload guidance at C1.14.3. above.

C1.15.5.2. For property accounting direction - see Section 2, Chapter 2, Property Accounting.

C1.16. **Special Processing.**

See Section 3, Special Processing, for all Special Processing information.

C1.17. **Releasing Property.**

C1.17.1. General.

C1.17.1.1. Where personnel resources permit, DRMO individuals responsible for signing release documents will not be the same as those responsible for signing receipt documents for property received in the DRMO. In those instances where it is not feasible to adhere to this policy, the DRMO Chief/Site Manager will document the reasons for deviating from it and place the documentation in the official office administrative files. The DRMO Chief/Site Manager will review and update this documentation annually or when personnel changes impact this policy. Do not consider the Accountable Property Officer for this deviation.

C1.17.2. Releasing/Outloading Reutilized, Transferred or Donated Property.

C1.17.2.1. Receive issue documents from the DRMO Central Distribution Branch, DTID (DD Form 1348-1A) for reutilization, SF 122 for transfer and SF 123 for donation.

C1.17.2.2. Pull/combine material from storage. Match NSN/LSN and document number from the items with document. Compare quantity and condition of material to issue document. If no errors are found, continue to next step. If errors are detected, do the following:

C1.17.2.2.1. If the material (NSN/LSN and document number) to be issued is not found, annotate "*Not in location*" on issue document.

C1.17.2.2.2. For partial denial, if quantity requested is not available, place a circle around positions 25-29 of the DD Form 1348-1A and enter the quantity being shipped in block Q. In addition to the DD Form 1348-1A, place a circle around quantity in block 13e of the SF 122 (block 12f of SF 123), and enter the quantity being shipped.

C1.17.2.2.3. For total denial, circle the blocks indicated above.

C1.17.2.3. When condition code of the material differs from that listed on issue document, place a circle around positions 71-72 of the DD Form 1348-1A and annotate the current condition above the columns. Use appropriate/available space on the SF 122/123. Discuss with the customer if they will accept in current condition.

C1.17.2.3.1. If no, annotate "*customer refused*" on issue document and notify the DRMO Central Distribution Branch.

C1.17.2.3.2. If yes, annotate "*customer accepts in changed condition.*"

C1.17.2.3.3. For MRO shipment: return issue document to DRMO Central Distribution Branch for determination of whether to ship or to cancel action.

C1.17.2.4. If a physical pick-up, make initial placement on customer's conveyance if property

can be placed using equipment assigned to the DRMO. The customer is responsible for securing/final placement of the load and funding the cost of non-DRMS personnel and/or equipment required to load the property.

C1.17.2.4.1. If an MRO:

C1.17.2.4.1.1 Load on conveyance and deliver to the transportation office, or

C1.17.2.4.1.2 load on conveyance provided by transportation office,

C1.17.2.4.1.3 load on Transferee or Donee provided conveyance.

C1.17.2.5. Process issue document as follows:

C1.17.2.5.1. Annotate block Q of the MRO, DD Form 1348-1A, (block 13 of the SF 122 or block 12 of the SF 123 if honoring either standard from without an electronic MRO) with the quantity removed (total or partial).

NOTE: During a partial issue ensure the DTID is removed and attached to the remaining property.

C1.17.2.6. Print, legibly, customer/agent's name on issue document. Obtain signature of customer/agent and date on issue document. Use block 22 of DD Form 1348-1A/2 or use DLA form 1367.

C1.17.2.7. Obtain signature and date of PMB person who out-loaded the material.

C1.17.2.8. Route issue document to/coordinate with the DRMO Central Distribution Branch/Service Provider.

C1.17.3. <u>Releasing/Outloading Sold Property at the DRMO by the Government in lieu of the CV Partner.</u>

C1.17.3.1. Receive notification from Central DRMO Distribution Branch of pending sales delivery.

C1.17.3.2. Receive DLA Form 1367 or DRMS Form 1427 from purchaser or Central DRMO Distribution Branch. (A copy of the IFB should accompany the form unless PMB already has a copy or the issue is Commercial Venture (CV).)

C1.17.3.3. Refer to IFB for terms and conditions and loading table to determine MHE needed to out-load.

C1.17.3.4. Determine storage location from IFB.

C1.17.3.5. For property to be sold by quantity or by lot, verify that the items and quantities on the DRMS Form 1427/IFB match the property being delivered. Refer discrepancies to the PMB chief/or on site manager and Sales Contracting Officer for resolution.

C1.17.3.6. For property received in place that is to be sold by weight, at the generating point, receive documents or weight tickets from the generating activity by courier or mail. Under no circumstances will the purchaser or his agent be permitted to return the Government's copies of the weight tickets to the DRMO.

C1.17.3.7. If DEMIL must be accomplished by purchaser prior to removal, move property to DEMIL location and notify DEMIL coordinator.

C1.17.3.8. Out-load property according to loading table in IFB.

C1.17.3.9. If Government will load:

C1.17.3.9.1. Instruct purchaser to remain with conveyance (purchaser is not to be unescorted in the display area at any time.)

C1.17.3.9.2. Select property from location and place it on the purchaser's conveyance.

C1.17.3.9.3. Purchaser is responsible for securing the load to the conveyance.

C1.17.3.10. If purchaser will load:

C1.17.3.10.1. Ensure that purchaser is escorted at all times while in the display area.

C1.17.3.10.2. Assist purchaser in locating and identifying property.

C1.17.3.10.3. Provide surveillance to protect Government interests.

C1.17.3.10.3.1 Provide that the Purchaser is able to safely load the property.

C1.17.3.10.3.2 Insure that Government equipment or resources are not used and that the purchaser is following the correct loading legend.

C1.17.3.11. Upon completion of out-loading:

C1.17.3.11.1. Enter the quantity out-loaded and initial in column 8 of DLA Form 1367 or column 10g of DRMS Form 1427.

C1.17.3.11.2. Keep a copy of release document to return to marketing.

C1.17.3.11.3. Return release document to purchaser.

C1.17.3.11.4. Escort purchaser to the Distribution Branch/Section for final processing.

C1.17.3.11.4.1 If property being removed is hazardous, see Releasing/Outloading Hazardous Property paragraph C1.16.5., below.

C1.17.3.11.4.2 If property being removed is DEMIL, DEMIL Coordinator will insure that MLI requiring DEMIL is properly identified, that ~~AEDA~~ MPPEH/range residue, inert certifications and small arms certifications are available and that the release documentation for Sales reflects required statements.

C1.17.4. Releasing/Outloading Scrap Property.

C1.17.4.1. Dispositions of scrap, i.e., via sale, demanufacturing, etc., must be weighed to provide accurate accounting. Variations should not exceed 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and underages will be processed in accordance with Section 4, Supplement 2, Property Accounting, Enclosure 1, Criteria, Documentation and Approval Levels for Adjustments and Corrections to the Accountable Record.

C1.17.4.2. To reduce potential for compromise of tonnage/pounds weighed, do not accept contractor-provided weight tickets. Request weight tickets be mailed or faxed directly from the commercial scale house to the DRMO.

C1.17.5. Releasing/Outloading Hazardous Property.

C1.17.5.1. *Hazardous Material.*

C1.17.5.1.1. If property being removed is hazardous, assigned DRMO Central Environmentalist must ensure that::

C1.17.5.1.1.1 All shipping papers accompanying the property are complete see Section 2, Chapter 6, Sales and Chapter 8, Environmental Program.

C1.17.5.1.1.2 Emergency response information is provided to transporters.

C1.17.5.1.1.3 Ensure that the transporter has a copy of the Emergency Response Guide (ERG) or applicable pages, in the cab of the vehicle. In addition, ensure the property is properly packaged, marked, and labeled according to DOT (49 CFR).

C1.17.5.1.1.4 Overseas DRMOs, will ensure that all applicable host country and international transportation requirements are being followed for each mode of transport (ADR, IMDG, IATA, etc.).

C1.17.5.1.1.5 See Section 2, Chapter 8, Environmental Program, Transportation and Section 4, Supplement 2, Environmental Program, Enclosure 19, Sample Warning Labels for additional guidance on marking, labeling, packaging and placarding.

C1.17.5.2. The DRMO must provide a Material Safety Data Sheet (MSDS), if applicable, for each hazardous material being removed, even if the purchaser does not request one.

C1.17.5.3. Labeling/Marking/Tags. Hazardous property must contain all appropriate/required labels, tags, or markings in order to be released for sale. There are several different regulations that have specific labeling requirements that need to be considered. Assistance in determining labeling requirements can be obtained by contacting DRMS-O. The

most common labeling regulations/requirements for DOD property includes, but is not limited to:

C1.17.5.3.1. OSHA-OSHA hazard communication label is required for hazardous commodities used in the workplace unless exempted from OSHA requirements in 29 CFR 1910.1200. The labeling requirement can be satisfied either by use of the manufacturer‟s/distributor‟s label/tag/mark or a DOD label (DOD Form 2521 or 2522).

C1.17.5.4. The following items do not require OSHA labeling or an MSDS:

C1.17.5.4.1. Wood or wood products.

C1.17.5.4.2. Food, drugs, or cosmetics (medical items) as defined by 29 CFR 1910.1200.

C1.17.5.4.3. Articles. Articles are products that have shape or form and are designed to be used for a specific purpose (for example, batteries, compressed gas cylinders, asbestos gloves, and most scrap).

C1.17.5.4.4. Bulk mixed items, such as petroleum products, spent solvents, etc.

C1.17.5.4.5. EPA hazardous waste.

C1.17.5.4.6. PCB waste.

C1.17.5.5. The DRMO must ensure that the property is still packaged in at least DOT standard packaging or host country equivalent. If the packaging is substandard or has deteriorated to the point that the packaging is substandard to DOT requirements, or host country equivalent, then it must not be released. The purchaser may elect to repackage the property to meet DOT specifications of host country equivalent.

C1.17.5.6. The purchaser is required to prepare and sign the DOT Emergency Response Guidebook and verify that the shipping papers are accurate and complete before releasing the property.

C1.17.5.7. The DRMO must ensure that the purchaser either has a DOT Emergency Response Guidebook and that the shipping paper correctly references the guide page or that such emergency response information is on the shipping paper itself.

C1.17.5.8. Provide the host‟s 24-hour emergency response telephone number and ensure that the number is included on the shipping property.

C1.17.5.9. The Hazardous Property Release Checklist (DRMS Form 1943) must be completed and signed prior to the release of any regulated hazardous property.

C1.17.5.10. After removal of the hazardous property, attach a copy of each applicable DD Form 1348-1A, a copy of the applicable DRMS Form 1943, and a copy of the applicable shipping paper to the DRMS Form 1427 and forward to the SCO administering the contract for inclusion in the contract file.

C1.17.6. Hazardous Waste.

C1.17.6.1. DRMO personnel responsible for monitoring DRMS HW disposal contracts, must be qualified Contracting Officer's Representatives (COR/COTR), and be appointed as such by the responsible Contracting Officer. Guidance is found at Section 2, Chapter 8, Environmental Program, Disposal Contracts.

C1.17.6.2. Before removal of hazardous waste, DRMO personnel must verify the transporter‟s EPA identification number and treatment, storage, and disposal facility (TSDF) EPA permit number on the manifest as being the same as those on the Statement of Intent. Additionally, verify that the manifest is complete according to Section 2, Chapter 8, Environmental Program, Disposal Cycle for Hazardous Property. Attempt to resolve discrepancies with the transporter. If they cannot be resolved, contact the SCO. Do not release the waste without a properly completed manifest.

C1.17.6.3. Verify that the property being loaded out is as described on the applicable uniform hazardous waste manifest.

C1.17.6.4. Process the uniform hazardous waste manifest as follows:

C1.17.6.4.1. Sign the manifest as generator.

C1.17.6.4.2. Obtain the handwritten signature of the initial transporter and date of acceptance.

C1.17.6.4.3. Retain the generator‟s copy.

C1.17.6.4.4. Give the remaining copies to the transporter.

C1.17.6.4.5. Process retained copy.

C1.17.6.5. DRMO personnel are not required to sign any type of certification that a drum/container is empty.

C1.17.6.6. The releasing official must ensure that the transport vehicle of freight containers are placarded, marked, labeled, and loaded according to Section 2, Chapter 8, Environmental Program.

C1.17.6.7. After removal, attach a copy of the manifest to the DRMS Form 1427 and forward to the SCO for inclusion in the contract file.

C1.17.6.8. Upon receipt of a signed copy of the manifest from the transporter of the treatment/storage/disposal facility, make a photocopy and forward to the SCO. This copy should be annotated with the contract number. If no copy is received by the DRMO within 35 days (or sooner depending on state requirements) after removal, the procedures outlined in Section 2, Chapter 8, Environmental Program, Manifest File, must be initiated.

C1.17.7. Outloading / Shipping DRMO Property To Centralized DEMIL Centers.

Refer to Section 2, Chapter 4, Demilitarization Program, paragraph C4.11.3.4.

C1.17.8. Releasing Property to CV Contract.

C1.17.8.1. All referrals: Compliance responsibility falls to both the DRMO and DRMS to ensure that only DEMIL A, (various integrity codes) and DEMIL Q (integrity code of 6 only). property is referred to the CV contractor. The DRMO will validate DEMIL coding assigned to items that are being referred/released to the CV contractor. DRMS-BBS will review all referrals, other than batches, prior to release to the contractor. If this validation results in a requirement for a DEMIL code change, the DRMO will process DEMIL code change for action, before releasing the property to the CV contractor. DEMIL coding suspected to be incorrect will be challenged according to Section 2, Chapter 4, Demilitarization Program, this manual.

C1.17.8.2. *Batchlots*: The DRMO Chief or designee is responsible for the initial review and verification of items offered to the CV contractor. Use the Consolidated DTID Inquiry and run a report by CV accumulation number to get a list of future items to be referred to the CV contractor. For batchlots, review each individual document within the lot. The query will be made on the list of Critical FSGs/FSCs in the contract, found in Table 1 of this instruction. Ensure all DEMIL codes assigned to items that are being referred/released to the CV contractor are valid.

C1.17.8.3. *Certifications*: All property going to the CV contractor including batchlots must be verified and certified. The certification must be signed and dated by the DRMO Chief or designee for batchlots or HQ DRMS for usable items and indicate the CV accumulation number or other method of identifying the list prior to referral. The following is what the certification must say:

C1.17.8.3.1. Critical FSC/DEMIL Review for Commercial Venture - Accumulation Number __ .

C1.17.8.3.2. *I (or my designee) have physically inspected this property, reviewed the Consolidated DTID listing, reviewed the daily DAISY Access Reports (named DEMIL Code Change Notice) and taken appropriate action to ensure management of the property is consistent with the nature of the change. I certify to the best of my knowledge these items contain no DEMIL required property.*

C1.17.8.3.3. (NAME AND DATE)_____

C1.17.8.4. Place the report and certifications in the CV file.

C1.17.9. Abandonment And Destruction.

C1.17.9.1. Detailed instructions on abandonment or destruction are in DOD 4160.21-M, Chapter 8. Use DRMS Form 240, Economy Formula Worksheet, to calculate required economy formula computations. This form can be found in Adobe Forms.

C1.17.9.2. Signature Exceptions. When required to receive non-salable items that cannot be disposed of otherwise and the only landfill available is a commercial landfill, both signers of the

abandonment or destruction certificates may be DRMO employees if:

C1.17.9.2.1. The DRMO has received physical custody of the property, and

C1.17.9.2.2. The property is not subject to special handling.

C1.17.9.3. Public Notification Requirements. Public notification of abandoning or destroying surplus property is no longer required. Maintain records of all abandonment and destruction actions for future verification of action taken. Foreign excess property may also be abandoned or destroyed without public notification, if this course of action is not in conflict with existing country-to-country agreements, DOD 5105.38-M and Unified Command Supplement.

C1.17.9.4. Abandonment or Destruction Alternatives (A or D). Use the following suggested methods to avoid A or D costs for property that has failed R/T/D/S:

C1.17.9.4.1. Ensure that shelf life standards are appropriate, as standards may have changed and property could be salable.

C1.17.9.4.2. Shred wood scrap for maximum space in packing roll offs for disposal in landfills.

C1.17.9.4.3. Attempt to sell scrap materials that have failed R/T/D. (Materials such as wood can be sold for mulch; scrap rubber tires can be used in road aggregate projects; agricultural and for Tire derived fuel.

C1.17.9.4.4. Make every effort to identify and utilize government owned and approved landfills, specifically in the local area.

C1.17.9.4.5. Determine if any A or D property may be appropriate for disposal in a host operated construction/demolition landfill.

C1.17.9.4.6. Work with state to identify approved lists of EPA/state landfills for solid waste and asbestos items.

C1.17.9.4.7. Make every effort to recycle or donate in lieu of A & D. (See Section 2, Chapter 7, Scrap Program).

C1.17.9.4.8. If one DRMO. does not have a market for some types of property normally requiring A or D but another one does, determine if transfer of accountability is covered by proceeds and negotiate forwarding to the DRMO able to process without A or D.

C1.17.9.4.9. Burial. Burial and deep water dumping are authorized demilitarization alternatives. These methods of DEMIL must be authorized by the DOD DEMIL Program Management Office.

C1.17.9.4.10. Overseas. DRMOs are authorized to abandon MAP property requiring DEMIL to the possessing country when there is no market value. The possessing country must agree to accomplish the DEMIL, and apply Trade Security Controls required. Accomplish

DEMIL certification, surveillance and any other necessary agreements/arrangements through MAP or the U.S. Embassy in the country possessing the property.

SECTION 2 - GENERAL PROCESSING

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SECTION 2 - GENERAL PROCESSING

C2. PROPERTY ACCOUNTING

C2.1. **General**

Property Accounting is a set of defined policies and procedures for the control of DOD Excess, Surplus, and Foreign Excess Personal Property (FEPP). It provides audit ability from receipt to final disposition.

The Defense Reutilization and Marketing Automated Information System (DAISY) is the mechanism used by DRMS as an automated property accounting and inventory management system designed to process personal property through the disposal steps. It provides visibility of property for internal and external customers.

This instruction provides guidance for property accounting procedures and the DAISY screen sequence by numerical sequence that mirrors the sequence in the system.

Property requiring special processing or special handling shall be processed using the guidance found in Section 3, Special Processing.

C2.1.1. Property Accounting System

C2.1.1.1. The system accounts for usable property by National Stock Number (NSN) or Local Stock Number (LSN) using the Federal Supply Class (FSC) plus a locally assigned number/noun name, Disposal Turn-In Document (DTID) number. The automated system will not accept duplicate DTIDs on the same database/account without assigning a Unique Control Number (UCN).

If a duplicate DTID is assigned to an HM/HW item, it will reject in BOSS. Accordingly, the Environmental Specialist must contact the generator and request a new DTID number.

C2.1.1.2. The system accounts for scrap by Standard Waste and Classification List (SCL) Code and weight.

C2.1.1.3. The system establishes and controls the accountable record for usable property by the Disposal Turn-in Document (DTID) number. The system uses the SCL Code, Site Code and Demilitarization (DEMIL) Code to establish the accountable record for scrap.

C2.1.1.4. The system does not include a complete financial accounting system and does not provide statements of account. It does not record interest, storage or liquidation charges on sales actions, only the actual proceeds from sale; however, it does maintain property disposal records in sufficient detail to support reimbursement.

C2.1.1.5. Custodial responsibility is different than accountable responsibility because DRMS does not have to have physical custody of property to account for it. Property can be

received –in-place‖ but accountability of the property rests with DRMS.

C2.1.1.5.1. Accountability of property is assumed when authorized personnel in the DRMO sign and date block 8 of DD Form 1348-1 or blocks 22 and 23 of the DD Form 1348-1A or DD Form 1348-2 as receiving the material. For property physically received at the DRMO, Accountability must be determined within 5 working days after property is off-loaded at the DRMO. See Section 2, Chapter 1, Logistics.

C2.1.1.6. System/Menu Changes. In FY 2003, the DAISY database was converted from UNIFY to ORACLE and made the system WEB enabled. Therefore, if using the WEB to access DAISY, use the function keys or mouse to click on the appropriate buttons.

C2.1.2. DAISY Processing

C2.1.2.1. DRMO databases update the Corporate Asset File daily. Transactions to the accountable record are transmitted electronically. In order to ensure accurate updated records, timely input of transactions is required.

C2.1.2.1.1. Receipts must be input to the accountable record within 5 working days after property is off-loaded at the DRMO. For example, if the property is received anytime on Tuesday, the receipt transaction must be input to accountable record by close of business the following Tuesday.

C2.1.2.1.2. For property received in-place, the receipt must be input to DAISY 5 workdays from the date the DTID/ETID is received/accepted.

C2.1.2.1.3. Once the DTID is on the accountable record, any transactions thereafter e.g., relocations, issues, etc., must be processed within 3 workdays from the date of the change in status of the property.

C2.1.2.1.4. Property record remains on the database 150 days from the date the record status code (RSC) is changed to Z. On Day 151, transaction history can only be researched in MIDAS.

C2.1.2.2. DRMS activities have each been assigned a three-position Routing Identifier Code (RIC), a fourth-position Property Location RIC and a Department of Defense Activity Address Code (DoDAAC). Each DRMO inventory record will be maintained separately within the system (within the Property Location RIC (PLR)) to permit input from all the DRMOs to be processed daily. A listing containing these codes is provided at the Intranet: Organization/RIC Code Listing. <http://www.drms.dla.mil/publications/suppdocs/orgricinfo.pdf>

C2.1.2.3. The system automatically processes property information through the disposal cycle based on approved timeframes for the accomplishment of each disposal phase.

C2.1.2.4. DRMOs and/or customers initiate all actions that affect the accountability of property in the system. The system will not automatically adjust records for a gain or loss without input of a transaction.

C2.1.2.5. The system posts transactions to the accountable record based on DRMO input or scheduled automated system processing.

C2.1.2.6. The system provides for management and accountable record data in the form of reports, placards and listings. These outputs provide DRMS activities with the information required to maintain accountable records and manage the DRMO's inventory.

C2.1.3. Special Processing

C2.1.3.1. The system provides visibility of items requiring special processing, such as Abandoned Privately Owned Property, Metalworking Machinery (MM) and other property requiring special handling. See Section 3, Special Processing.

C2.1.4. E. Codes

C2.1.4.1. The system operates on input from each DRMO containing coded data that affects the accountable record at the DRMO. The codes represent significant items of information in a concise form. Exercise care when making inputs to prevent or reduce errors to the accountable records.

C2.1.4.2. If errors are made, the system has programmed error messages to advise the user when unacceptable code combinations are used.

C2.1.4.3. The Wildcard in DAISY is the Percent Sign (%).

C2.1.4.4. CTRL U moves the cursor back one field.

C2.1.4.5. CTRL Y clears the field.

C2.1.4.6. Each PC or terminal must be key mapped to utilize the Function Key commands. See the DRMO Systems Monitor (SYSMON).

C2.1.4.7. There is information in both black bars at the top and bottom on each DAISY screen, e.g. after hitting <F3>, the top black bar will show –Finding.‖ Once the find has finished, the top black bar will show the number of records found.

C2.1.4.8. The Codes and Terms (CAT) book, contains an alphabetical listing of the types of codes and definitions used for system transactions. See CAT Book at <https://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf> or go to the DRMS web, scroll to Publications; click on Publications. The CAT Book is located at the top of the page: DRMS Publications <http://www.drms.dla.mil/publications/index.html>. Additional codes and definitions used for system transactions are found at Section 4, Supplement 2, Chapter 2, Enclosure 12.

C2.1.5. Problem Tracking Report

C2.1.5.1. For systems issues and problems with DAISY or other IT systems, call the DRMS Help Desk at DSN 661-4999, Commercial 269 961-4999 or send an email to the DRMS Helpdesk to report the problem. Identify the specific program, the screen/report/inquiry in which the problem is occurring and as much information as will help identify the situation. The problem will be input for the appropriate systems personnel to correct the situation.

C2.2. **Prelotting**

C2.2.1. Background

C2.2.1.1. The use of the term Prelot is NOT currently applicable in DAISY. As background information, pre-lots were designed for merchandising sales items. A prelot number assignment was utilized and all DTIDs against the pre-lot were input individually.

C2.2.1.2. The pre-lot number was recorded in the storage location field. Prelot number s consisted of a Lot Designator (2 characters), an FSC or FSG plus two zeroes, (4 characters), and a serial number (3 characters), e.g., LS5105U01. Lot designators used were LA (abandoned property; LD (); LM (MLI/CCLI - no DEMIL required); LN (non-appropriated fund property); and LS (property requiring no special handling). The first position of the serial number would begin with N (unused) U (used); or M (mixed condition).

C2.2.1.3. The same prelot number would be utilized for each DTID within the prelot. Upon the input of the Site/Location field and Storage Location (Prelot Number assignment) the user would Press <Enter> and the system would display the number of items in the prelot at the top of the screen. The prelot listing could be printed from Access reports.

C2.2.1.4. When updating the records, e.g., downgrade, DEMIL performed, A&D, sales release, individual transactions would be input for each DTID within the prelot.

C2.2.2. Restoration of Prelotting

C2.2.2.1. Should DRMS desire to re-engage the use of prelotting, coordination with systems personnel and review of current processes must be fully examined.

Some screens still show the terminology Prelot even though their use is currently unauthorized.

C2.3. Use of WebFLIS and **FED LOG.**

C2.3.1. Use of WebFLIS.

C2.3.1.1. Each DRMO will have employees who are trained and have access to WebFLIS. Access should be readily available using any Personal Computer. The WebFLIS reference guide is no longer distributed in hard copy format. It is available on- line from our WebFLIS home page. If the user wants a hard copy, it will be up to them to print it off.

C2.3.2. Use of FED LOG

C2.3.2.1. All DRMOs should receive FED LOG for National Stock Numbers and related information. FED LOG is provided monthly via a compact disc CD-ROM set or a single DVD-ROM disc. To initiate or change a subscription, contact DLIS at:

DLIS-VSS Customer Contact Center	DSN: 661-7766
Defense Logistics Information Service	Comm: 269-961-7766 or 1-877-352-2255
74 Washington Ave N Ste 7	FAX: 661-5305/4201 or 269-961-5305/4201
Battle Creek MI 49037-3084	Email: dlis-support@dlis.dla.mil

C2.4. **Accountable Records Administration**

C2.4.1. General

C2.4.1.1. This chapter contains appointment criteria for key personnel managing the accountable records of the physical inventory and in-place receipt of excess, surplus and foreign excess personal property; discovering and processing procedures for discrepancies; determination of responsibility for lost, damaged or destroyed property on the DRMO DAISY accountable record. It also provides the procedure for ensuring the transfer of accounts. This instruction does not apply to record book property, e.g., MHE, operating equipment, or personal equipment. See DLAD 5025.30, Support Equipment Operations Processing, Process 303, for guidance for record book property.

C2.4.1.2. A discrepancy exists at the point of discovery when there is a difference between the DAISY record and the related personal property in physical custody of either

DRMS or a third party in one of the following characteristics:

Figure 1 - Discrepancy Characteristics

Types of Discrepancies
NSN (National Stock Number) or LSN (FSC plus local extension)
DTID (Disposal Turn In Document) Number
Quantity
DEMIL Code
Storage Location
Unit of Issue
Hazardous Material/Hazardous Waste Code

C2.4.1.3. For the purpose of measuring inventory accuracy a discrepancy exists only after any actions that would have otherwise corrected the error have been input to DAISY. Transactions that were in the —pipelinell up to the beginning of the physical inventory will be considered sufficient to discount the discrepancy from the final accuracy results. To eliminate confusion it is recommended that all transactions affecting accountability, e.g. location changes, issue documents, etc., be current at the beginning of the inventory. If this is not possible the pending source documents will be noted and clearly annotated before the physical inventory is started.

C2.4.1.4. Transfers of Account. DRMO Chief will approve the transfer of accounts between Accountable Property Officers (APOs) of respective DRMOs.

C2.4.2. Appointments & Responsibilities

C2.4.2.1. *Approving Officer*. This appointee approves adjustments affecting the Accountable Record. The DRMO Chief, FST Chief, DRMS-OP Chief or the DRMS Executive Officer are designated as Approving Officers per the DOD 7000.14-R, Volume 12. This authority, when delegated must be in writing. The approving officer may also be the Appointing Officer or designate an appointing authority in writing.

C2.4.2.2. *Appointing Officer*. The Appointing Officer is the DRMS-OPD Chief. Responsibilities are listed in the DOD 7000.14-R, Volume 12, Chapter 7. This authority may be delegated in writing. The Appointing Officer appoints the Financial Liability Officer (FLO) as needed.

C2.4.2.3. *Accountable Property Officer (APO).* The APO maintains and ensures item and/or financial record accuracy and control of government property. See Section 4, Supplement 2, Property Accounting, Enclosure 6, for detailed information on duties.

C2.4.2.3.1. The DRMO Chief has the ultimate responsibility for the account and the property and therefore cannot be the APO or the Responsible Party Officer (RPO). The Chief appoints the APO, RPO and alternates in writing; however, at sites that are operating under an A-76 PWS, the Performing Activity (PA) will appoint the RPO and RPO duties are to be

performed by the PA pursuant to the PWS.

C2.4.2.3.1.1 The DRMO Chief can designate the Site Manager or Leader to approve DRMO adjustments only if the Manager/Leader is not the Responsible Property Officer (RPO).

C2.4.2.3.1.2 If the DRMO Chief delegates authority as Acting Chief to the RPO during absences, an alternate RPO must be appointed by the DRMO Chief for that time, if one has not already appointed.

C2.4.2.3.1.3 The DRMO Chief also initiates the transfer of accounts between APOs. See Section 4, Supplement 2, Property Accounting, Enclosure 2, for the Certificate of Transfer.

C2.4.2.3.1.4 Personnel appointed as APOs and RPOs must be Government employees. Contractors are prohibited from performing the duties of APO or RPO. Appointments for Foreign Nationals to act as an APO must be approved by the DRMO Area Manager and FST Chief/Disposal Service Director (DSD). This is not a waiver request. Area Managers will forward requests through the FST/DSD to DRMS-OP.

C2.4.2.3.2. At A-76 sites: The PA leader will provide the DRMS Contracting Officer/Equivalent or designee with an official document designating the RPO and alternate RPO names and signatures.

C2.4.2.4. *Financial Liability Officer (FLO)*.

C2.4.2.4.1. A FLO (appointed by DRMS-OPD), investigates independently and objectively the circumstances surrounding a discrepancy to determine potential financial liability property loss/damage in cases of suspected fraud, theft, negligence, deliberate unauthorized use or willful misconduct. The assigned FLO should have no direct interest in the property, and be a senior in grade to the APO. The FLO reviews the Financial Liability Investigation of Property Loss (FLIPL) DD Form 200 information to determine whether the facts and circumstances support the findings and recommendation. Any Security Reports should be obtained by contacting DES Force Protection, Battle Creek.

C2.4.2.4.2. An inquiry will be initiated immediately after discovery of a discrepancy. This inquiry will be an informal proceeding designed to determine the facts and circumstances leading to the loss, damage, or destruction.

C2.4.2.4.3. The approving authority is responsible for establishing procedures and designating a person to initiate and conduct the inquiry. A financial liability officer‘s findings and recommendations are administrative, not judicial. Therefore, the reports are purely advisory, the opinions do not constitute final determinations or legal judgments, and the recommendations are not binding upon appointing and approving authorities.

C2.4.2.5. DRMS Adjustment Control Officer (ACO)/System Administrator (SA) monitors

the FLIPL Automated Program (FAP) for correct and timely processing, advises the appropriate personnel when timelines and procedures are not followed. DRMS ACO/SA also forwards the FLIPL via the FAP to Security and Legal, when applicable, provides monthly, quarterly and yearly reports (via the FAP) as required by DRMS and provides a yearly report to DLA according to the DLAR 7500.1.

C2.4.3. Responsibilities and Limitations of the APO

C2.4.3.1. The APO and/or alternate maintain and ensure item and/or financial record accuracy and control of government property. See Section 4, Supplement 2, Property Accounting, Enclosure 6, for detailed information on APO duties.)

C2.4.3.2. The APO and/or alternate needs access to the Special Function screens requiring input to the accountable record to correct the discrepancy. e.g., gains, losses, DTID Restarts, etc., once the research and approval have been completed. No other employee should have access granted.

C2.4.3.3. The APO can not be appointed approving authority for adjustments. The responsible property officer (RPO) is responsible for exercising care, physical custody and safekeeping of property entrusted in his/her possession or under his/her supervision. The APO and the RPO cannot be the same person. Also, neither the APO nor the RPO will approve adjustments. See Section 1, Chapter 2, General Operations Guidance, Records Maintenance, (C.1.11.) for filing instructions for administrative records, e.g., APO appointments, Certificates of Transfer, etc.

C2.4.4. Physical Inventories

C2.4.4.1. Inventories are an essential tool in measuring the effectiveness of inventory accuracy. Inventory is divided into 3 categories:

C2.4.4.1.1. Controlled Sensitive Property: property that requires a high degree of protection and control due to statutory requirements or regulations, such as drug abuse items; stock numbered or -V‖ coded precious metals; MLI/CCLI; and pilferable items. Property, other than Precious Metals is brought on record as a NSN or a LSN and is considered usable property.

C2.4.4.1.2. Remaining Usable Property: property not falling within the designation of Controlled Sensitive Property. Property received on the accountable record as a NSN or an LSN is considered usable property.

C2.4.4.1.3. Scrap: materiel that has little or no value, as a usable item, but is valued

for its base raw material. Material is categorized by a Scrap Classification List designation on the accountable record. Scrap is exempt from –inventoryingǁ under the barcoding criteria; it is –reconciledǁ under different procedures. See Section 2, Chapter 7, Scrap Programs.

C2.4.4.2. In addition to the cyclical and CAV inventories DRMS-OP authorizes assigned personnel to conduct a statistical sample inventory of a DRMO when:

C2.4.4.2.1. The DRMO Chief or APO is replaced and one or more of the following conditions is/are present:

C2.4.4.2.1.1 The DRMO Chief or APO is reassigned or leaves under an adverse action, resignation or other less than favorable circumstance.

C2.4.4.2.1.2 The Resolution B List equals 2% or more of the total usable inventory for 3 consecutive months.

C2.4.4.2.1.3 There are recurring losses of property over the preceding 6 month period where the acquisition value of items lost exceeds 1% of the average monthly dispositions acquisition value.

C2.4.4.2.2. The DRMO Chief requests an inventory during Corporate Assessment Visits or another type of review, when accountable property that is not on inventory is discovered in the storage area and when one or more of the conditions stated above is present. DRMS-OP may direct a DRMO to conduct a wall-to-wall inventory if less than 90% accuracy is achieved in a statistical sample inventory or if a DRMO's accuracy rating under the self-assessment program fails to meet the required accuracy rate two consecutive times for sensitive categories. An incoming DRMO Chief and/or a newly appointed APO can request a wall-to-wall inventory prior to the transfer of account.

C2.4.4.3. DRMOs directed to conduct a wall-to-wall inventory will provide a —Report of Corrective Actionsǁ to DRMS-OP every 30 days until all discrepancies identified during the wall-to-wall are resolved. The first –Report of Corrective Actionsǁ is due 30 days after the completion of the wall-to-wall. In the event that this is an A-76 Site, the PA will perform quarterly inventories as indicated below or according to the Performance Work Statement (PWS).

C2.4.5. <u>Discovering, Researching and Reporting Missing/Trouble Property</u>

C2.4.5.1. The Discoverer of the discrepancy is normally the person responsible for initial research and reporting of inventory discrepancies.

C2.4.5.1.1. See Inventory SOP <https://www.drms.dla.mil/drms/intranet/ops/padiv/inventorysop.pdf> for assistance in researching discrepancies. On the DRMS Intranet, scroll down and click on Receiving. Under Related Regulations, click on Inventory SOP.

C2.4.5.1.2. The discoverer shall input the discrepancy in DAISY From the DAISY Main Menu; select the Warehousing menu (1). Select Special Functions (5) and then select Record Discrepancy (1). Input the quantity lost or damaged;

C2.4.5.1.3. All discrepancies requiring or that may potentially require approval will be brought to the attention of the APO and the RPO.

C2.4.5.2. The APO will:

C2.4.5.2.1. Search transaction table to determine employee identification number (EIN) of the most recent transaction against the DTID and request the employee provide a statement.

C2.4.5.2.2. Screen-print the transactions related to the DTID(s) in question, attach statements and route the package to employees, requesting search/statements, as appropriate.

C2.4.5.2.3. Determine, when all employees have been queried the approval authority level required.

C2.4.5.2.4. Ensure the loss transaction has been input. From the Main Menu, select Warehousing (1), select Special Functions (5) and finally, select Gains and Losses (2) to input the gain or loss usable, controlled sensitive or scrap loss or gain. This input will suspend the item until the approval has been input.

C2.4.5.2.5. Ensure the appropriate documentation is used for all corrections and adjustments. For step by step procedures on the DRMS 39-3 and DD Form 200, see Section 4, Supplement 2, Property Accounting, Enclosures 3 & 4, for processing inventory adjustments requiring approval.

C2.4.5.2.6. Present the package to the authority for approval/elevation to the next higher level. If the adjustment is processed in the FAP (DD Form 200 or DRMS Form 39-3, the system notifies the next level and no –package‖ must be provided in hard copy.

The APO can NOT approve adjustments to the accountable record, but will input the transactions based upon that approval, if it resides at the DRMO level.

C2.4.5.2.7. Use the FLIPL Automated Program (FAP) to input each occurrence.

C2.4.5.3. The RPO will ensure any damaged property is relocated at the point of discovery, and identified as –Under Investigation‖ until such time as the approval has been granted.

The RPO can NOT approve adjustments.

C2.4.5.4. The DRMO Chief determines the degree of research conducted depending

upon circumstances. The DOD Financial Management Regulation, 7000.14, Vol. 12, Chap. 7 provides detailed requirements in accounting for lost, damaged, or destroyed Government Property.

When the approval is at DRMS, the Approval Authority must gain access to the DRMO account so the approval can be made in the DRMO account. Access to the account must be submitted by the DRMO TASO and granted by the DRMO Chief.

C2.4.6. Control Registers

C2.4.6.1. DLA From 1151, Control Register for DD Forms 200 and DRMS 39-3. The DRMO will maintain this form or a data base equivalent with all the required report elements. The DRMO will maintain a separate form or a database equivalent, to record the DRMS Form 39-3.

C2.4.7. Damaged Property

C2.4.7.1. When an investigation is required, leave damaged property in its damaged state until the investigation results determine it is no longer needed for investigative purposes. DRMS freezes property under Freeze Code 8. After investigation and approval of the adjustment, cancel the freeze; process property through the system as either a usable item or as scrap, with supporting justification for the downgrade. At the point of discovery, relocate property in an area and identify it as –Under Investigation.‖ Input a DAISY relocation transaction.

C2.4.8. FLIPL Automated Program (FAP)

C2.4.8.1. The FAP was developed to track inventory discrepancies and provide for reviews and electronic signature approvals. It provides over-age transactions as well as provides management data. Use of the FAP is mandatory for all discrepancies requiring the use of the DD Form 200, regardless of the dollar value. Based on the information input, the system notifies the appropriate signatory individual to review and/or sign or approve the FLIPL.

C2.4.8.2. The program is optional when use of the DRMS Form 39-3 is required.

C2.4.8.3. Management data can be obtained from the FAP at the DRMO, FST or DRMS level. DRMOs are limited to viewing or printing information relative only within the DRMO PLR (Property Location RIC). This information replaces the need to provide a hard copy of the quarterly report.

C2.4.8.3.1. The FAP has a filtering screen that allows sorting of the data by most fields. Reports can be run by RIC plus one digit of the 4th position of the PLR; however the entire PLR cannot be obtained in one report.

C2.4.8.3.2. Examples of —sortable‖ fields include DTID, NSN, Loss Reason Code, Property Type Code, Approval Level, Acquisition Value parameter, date parameter; opened or

closed transactions. The exception is a sort by DEMIL Code.

C2.4.8.4. The FAP is a database and does not interface with DAISY.

C2.4.8.5. To locate the Users Guide and the Program, access the DRMS Intranet, Click on Receiving, and scroll down to Property Accounting and choose, FLIPL User Manual, or FLIPL Installation Instructions. See Receiving Home Page <https://www.drms.dla.mil/drms/intranet/receiving/receiving.htm>

C2.4.8.6. The TASO must request system access. The DRMS FAP System Administrator grants access based on the area of responsibility.

C2.4.8.7. The hard copy DD Form 200 can be used as a working copy until input to the FAP is made. Another reason the hard copy version of the DD Form 200 is required, is when a discrepancy is observed by the Generating Activity when property is on the accountable record, but is received in-place by the DRMO. Under the MOU (and the DOD Financial Management Regulation), the Generating Activity is required to fill out the form and provide it to the DRMO. This can be done more easily by the use of the DD Form 200. The Generating Activity fills out through Block 12. The DD Form 200 provided by the Generating Activity must be scanned into the FAP, as it contains the signature of the responsible custodian of the property.

C2.4.8.8. The Performing Activity will, as RPO, be granted access to the FAP for the purpose of completing the DD Form 200 through Block 12.

C2.4.8.9. The hard copy form can also be used as a suspense copy, if desired.

C2.4.8.9.1. DTIDs will not be subdivided to reduce the approval level.

C2.4.8.9.2. Where a DD Form 200 is required, a separate DD Form 200 is used per line item discrepancy.

C2.4.8.9.2.1 A separate FLIPL (DD Form 200) must be input for each line item of Hazardous property reported. The DRMO/FST environmentalist must certify if the HM/HW is on the DRMS list of hazardous property approved for sales. If the items are not approved for sale, the DD Form 200 will be reviewed under the approval criteria for sensitive items.

C2.4.8.9.2.2 Input an individual line item of MLI/CCLI.

C2.4.8.9.2.3 Any discrepancy where there is an indication of fraud, theft, negligence, deliberate unauthorized use or willful misconduct requires a separate input for each occurrence.

C2.4.8.10. DRMOs may be granted prior approval from DRMS-OPD to report multiple property losses as one transaction based upon the type of property being reported and the level of approval required. Provide pertinent document, including the DEMIL Code.

C2.4.9. Documentation

C2.4.9.1. DRMS Form 39-3, Inventory Adjustment Request/Voucher is used for gains and losses.

C2.4.9.2. DLA Disposition Services Form 1983, DTID Restart Form is used to document corrections. When processing corrections to suffix the multiple DTIDs for the purpose of adding a "V and "CPCV" to the line item to place it back onto a delivery order for sales, it is acceptable to use on DLA Disposition Services Form 1983 and attach a listing of DTIDs to the form. When using a listing of DTIDs, the DLA Disposition Services Form 1983 and listing must be filed hard-copy in the DLA Disposition Services source document file instead of eDocs. Corrections may require input to one or more of the following screens: DTID Restart; Basic Accountable Record Adjustment/Correction; DTID Number Correction; Change to Quantity Available; Change to Record Status Code "Z"; XR3 Data Correction or an approval screen.

C2.4.9.3. DD 200, Financial Liability Investigation of Property Loss, is used for more serious discrepancies. This form is incorporated into the FLIPL Automated Program (FAP). Use the form only when access to the FAP is not available and/or authorized.

C2.4.9.3.1. Notify the holding activity of the requirement to prepare the DD Form 200 and to conduct investigations on DRMO accountable property in their custody, according to DOD 7000.14-R, Volume 12, Chapter 7 and DOD 4160.21-M, Chapter 3. They must provide the hard copy DD 200 for inclusion into the FAP

C2.4.9.4. DRMS Form 1978, Scrap Breakdown and SLC consolidation.

C2.4.9.5. DD Form 1348 series documents

C2.4.9.6. DRMS Form 222, Downgrade to Scrap after Receipt

C2.4.9.7. DAISY Sales Placard is used for Downgrades upon End of Screening Date (ESD).

C2.4.9.8. DAISY A&D Placard is used for Abandonment and Destruction adjustments.

C2.4.10. Inventory Discrepancies Reported by DAISY

C2.4.10.1. When an XS7 is input for a quantity that is less than the quantity recorded in the system, a screen message will appear for verification on the quantity to be issued. If the person making the input responds stating that the issue is a final, then the system automatically refers the missing quantity to the *DRMO APPROVE ADJUSTMENTS* File to await approval.

DTID or scrap records that have pending adjustments as a result of an Interim Marketing XS7 transaction cannot be deleted from the inventory with this process. (Submit a Problem Tracking Report - PTR, if the shipment was, in fact, a partial issue and not a final issue.)

C2.4.11. Data Entry of Approved Adjustments to the Accountable Record

C2.4.11.1. Once the approval has been made, the accountable record must be updated to release the DTID from ―suspense.‖

C2.4.11.1.1. For those adjustments the DRMO has the authority to approve, the steps to process these are found under the Screen Sequence in this chapter. From the Main Menu, select Inventory Adjustments; then select DRMO APPROVE to finalize adjustments within the purview of the DRMO authority. The Resolution Office code is ―0.‖ This approval releases the item from ―suspense.‖

C2.4.11.1.2. The DRMO can also view pending DRMS and FST adjustments.

C2.4.11.2. See Section 4, Supplement 2, Property Accounting, Enclosure 1, for approval levels. Access DRMO account. Select the WAREHOUSING MENU. Next select WHSNG SPECIAL FUNCTIONS. Finally, select DRMS APPROVE ADJUSTMENTS. Press F2 to view the records pending approval (including FST or DRMS records) . Press F4 to select the record. When the correct record is displayed, press F2. Press F9 to record approval and to update the record.

C2.4.12. Processing Time Frames.

Figure 2 - FST Mgr APPROVAL TIMEFRAME (44 DAYS)

	LOSS DISCOVERY	INITIATE 200	COMPLETED 200 PACKAGE TO FST Mgr	FST Mgr APPROVE
DAYS	1	5	30	44

Figure 3 - DRMS HQ APPROVAL TIMEFRAME WITH FLO (109 DAYS)

LOSS DISCOVERY	INIT 200	COMP 200	REVIEW FST Mgr	REVIEW DRMS HQ	REVIEW SECURITY	APPOINT FLO DRMS HQ	REVIEW FLO	ACTION/ APPROVE DRMS HQ

DAYS	1	5	30	44	51	56	70	85	109

Figure 4 - DRMS DD APPROVAL TIMEFRAME WITH FLO (163 DAYS)

	LOSS DISCOVERY	INIT 200	COMP 200	REVIEW FST Mgr	REVIEW DRMS HQ	REVIEW SECURITY	APPOINT FLO DRMS HQ	FLO REVIEW	REVIEW DRMS HQ	REVIEW LEGAL	IMPLMT ACTION DRMS HQ	APPROVE DRMS DD
DAYS	1	5	30	44	51	56	70	85	109	114	149	163

C2.4.13. Establishment of Financial Liability.

C2.4.13.1. When pecuniary liability is established, the approving officer will provide the pertinent information to the finance officer/comptroller through Legal to initiate collection action. See DOD 7000.14-R, Volume 12, Chapter 7.

C2.4.14. Prohibited Adjustments, Corrections or Other Transactions.

C2.4.14.1. Do not process Price or lotting changes, adjustments, corrections or other transactions when property has been reported as lost, damaged or destroyed.

C2.4.14.2. Do not downgrade property that has been damaged or destroyed until the appropriate adjustment transaction has been processed into the accountable record. Using downgrade authority as a means of correcting inventory variances is prohibited.

Property referred for downgrade by personnel, must have the approval at the appropriate level in writing or according to Section 4, Supplement 2, Property Accounting, Enclosure 1.

C2.4.15. Quarterly Annual Report.

C2.4.15.1. The information that was provided in hard copy on a quarterly basis is now available in the FAP. No hard copy reporting requirement is required.

DRMS provides an annual report and a control register report to DLA.

C2.4.15.2. DTID restart.

C2.5. **Overage Property (Resolution (RESI) Functions).**

C2.5.1. RESI B and RESI I.

NOTE: The URLs for ‗usersrvr‘ do not work when executed from Word or Adobe. Therefore, users should select and copy the network path <between the angle brackets>, open your web browser or My Computer window, paste the network path into the address box and click on Go. This process should open a window to the DRMS LAN drive directory named if the viewer‘s PC has ‗.dla.mil‘ in their Internet Protocol (IP) address.

C2.5.1.1. RESI B consists of property within the PLR that has been in the inventory for 6 months (180 days) or more based upon the date received, not the date entered inventory. DRMOs must review and manage the property on their RESI B lists weekly, to include input and/or update of a RESI B code to indicate the correct and current status of the property. A list of RESI B codes is located in Section 4, Supplement 3.

C2.5.1.1.1. There are three parts to the RESI B:

C2.5.1.1.1.1 Part 1 shows property that requires management action by the DRMO. Input of the appropriate RESI B code moves the record to Part 2. The first time property appears on the RESI B listing it will be displayed with a code of –Z‖ (First time on RESI B). Property with a code of –X‖ has been on RESI B for more than eight days with no action taken by DRMO to input the RESI B code.

C2.5.1.1.1.2 **Part 2 shows all property on RESI B with an assigned RESI B code by the DRMO.** Part 2 allows making a change to the RESI B code if necessary **to reflect the correct/current status**.

C2.5.1.1.1.3 Part 3 **shows** a summary of line items on Part 1 and Part 2.

C2.5.1.1.2. When an item qualifies for RESI B, a RESI B Inventory placard is produced and provided in Access Reports. This placard can be used as a tool for performing an inventory or research on a RESI B item but is not required to be printed or maintained.

C2.5.1.1.3. The DAISY screens require review and management on a weekly basis and whenever an output card is produced in Access Reports. Examples of the DAISY screens are located at Paragraph C2.14. DRMO DAISY MENU SCREENS, section –1.6 – RESI B FUNCTIONS‖, Figures 113 through 119.

C2.5.1.1.4. All Area Managers and Chiefs of Centralized DEMIL Centers (CDCs)/Controlled Property Centers (CPCs) must review and manage the RESI B, Part 1 and 2 listings, on a weekly basis. The listings will be annotated with the status and action taken. The APO will maintain the listings in the DRMO source document file (reference Section 4, Supplement 2, Chapter 2 (Property Accounting), Enclosure 6, Attachment 7, SOP for Filing of Source Documents).

C2.5.1.1.4.1 All Area Managers and Chiefs of CDCs/CPCs must certify the first RESI B (both Parts 1 and 2) of the current month for their hub/site and any feeder sites by manually signing and dating the listing. For feeder sites, they must appoint an individual at the site to perform the actual review and ensure property is still in location. A copy of the signed and dated listing must be scanned and saved per instructions in C2.5.1.1.4.5. Maintain the original completed listings in the DRMO source document file. The review/certification process is as follows:

C2.5.1.1.4.2 Conduct a physical inventory of all RESI B items on a monthly basis. Annotate the listing with status, action taken, and ensure the correct RESI B code has been assigned/updated. Initiate the input of the RESI B code to DAISY.

C2.5.1.1.4.3 The Area Manager and Chiefs of CDCs/CPCs will sign and date the first listing of the current month.

C2.5.1.1.4.4 Maintain signed copy of the completed RESI B listing in the DRMO source document file.

C2.5.1.1.4.5 A Copy of the signed page of the RESI B must be scanned and placed on the DRMS Local Area Network drive by the 15th of each month.

C2.5.1.1.4.5.1 Scan the signed page of Part 1 and Part 2 in Adobe format (.pdf). Make sure the scanned copies are legible: scanned right side up and no data cut

off at top, bottom, or sides. All pages must be scanned to one .pdf file and named as outlined in paragraph C2.5.1.1.4.5.3 (below). Note: do not scan the whole RESI B listing; only scan the signed pages for Part 1 and 2.

C2.5.1.1.4.5.2 If there are no items on Part 1 or Part 2, scan the summary (Part 3) that shows zero for this part of the RESI B. The summary (Part 3) must be uploaded in place of any blank Part 1 and/or Part 2. Note: Part 3 (summary) does not require the area manager's signature as there are no items on the report to certify. Added 21 Jul 2009.

C2.5.1.1.4.5.3 The scanned copies must be uploaded to the individual folder for the DRMO and named by using RESI B, the DRMO RIC and suffix, and date (mmddyy). The following is an example of the format: ―RESI B Part 1 ST1A 021508‖. Below are the instructions for uploading the scanned document:

Create a folder on the local computer to store scanned copies of the RESI B.
No later than the 15th of each month, scan both pages of the signed listing into one .pdf file. Note: for any blank Part 1 or 2, the summary (Part 3 must be uploaded in place of the signed page).

Name the file using the RESI B, the DRMO RIC and suffix, and date mmddyy. For example: ―RESI B Part 3 SXGA 011508‖.

Go to DRMS shared network drive
―<\\usersrvr\data\DRMS Special Projects\RESI LISTINGS>‖.
Select folder named ―DRMS Special Projects‖.
Select folder named ―RESI LISTINGS‖.
Select folder for your region and site (DSD, CDC, CPC, Contingency).
Locate the folder titled ―RESI B- 2008‖ and select. Note that each FY the folder name will change to reflect the current FY. Scanned copies must be stored in the folder that corresponds to the current year (i.e., Oct 2007-Sep 2008 go in the RESI B- 2008 folder; Oct 2008 – Sep 2009 go in RESI B- 2009, etc.)
Copy RESI B listing from the sub folders on the local computer to appropriate subfolder on the DRMS drive. Note: Every DRMO will have a report for each month on the DRMS drive.

C2.5.1.2. RESI I consists of property within the PLR pending DEMIL for 35 days or more in Record Status Code W. This report is produced in Access Reports. Per Section 2, Paragraph C4.6.1.1.1, the RESI I report (items to be demilitarized over 35 days since ESD) is generated weekly in DRMO Reports. The DEMIL Coordinator will take action to correct any items on the RESI I report and inform the DRMO Chief of actions taken. Note: the following paragraphs on posting RESI I only apply to sites that receive demil required property. Sites that do not receive demil required property are exempt from this requirement. Added 21 Jul 2009.

C2.5.1.2.1. All Area Managers and Chiefs of CDCs/CPCs must certify the first RESI I of the month for their hub/site and any feeder sites. For feeder sites, they must

appoint an individual at the site to perform the actual review and ensure property is still in place. A copy of the signed listing must be scanned and saved per instructions in Paragraph C2.5.1.2.1.8. Maintain completed listings in the DRMO source document file.

C2.5.1.2.1.1 The review/certification process is as follows:

C2.5.1.2.1.2 Conduct a physical inventory of all RESI I items on a monthly basis. Annotate the listing with status, action taken and if the item was shipped more than 30 days prior, annotate what follow up action was taken. Ensure the correct RESI I code has been assigned/updated. Initiate the input of the RESI I code to DAISY. Examples of the DAISY screens are located at section –1.7 – RESI I FUNCTIONS‖, Figures 120 and 121.

C2.5.1.2.1.3 The Area Manager and Chiefs of CDCs and CPCs will certify the first listing of the month by signing and dating the RESI I.

C2.5.1.2.1.4 Maintain the completed, signed copy of the RESI I listing in the DRMO source document file.

C2.5.1.2.1.5 Copies of the signed RESI I must be scanned and placed on the DRMS Local Area Network drive by the 15th of each month.

C2.5.1.2.1.6 Scan the signed page of RESI I in Adobe format (.pdf). Note: do not scan the whole RESI I listing.

C2.5.1.2.1.7 If there are no items on RESI I, the DRMO will create a report in DAISY showing there are no records. The report will be scanned and uploaded in place of any blank RESI I listing. To create the DAISY report showing zero records:

Navigate to DAISY and access Warehousing Menu.
Next select –7. RESI I Functions‖.
Input DRMO 4 digit RIC and press enter.
This will cause the system to display message —No RESI I records found for RIC and SFX‖.

Screen print this message, scan and upload this page to the RESI I folder.

C2.5.1.2.1.8 The scanned copy must be uploaded to the individual folder for the DRMO and named by using RESI I, the DRMO RIC and suffix, and date (mmddyy). The following is an example of the format: —RESI I ST1A 121508‖. Here are the instructions for uploading the scanned document:

Create a folder on the local computer to store scanned copies of the RESI I signature pages.

No later than the 15th of each month, scan the signed listing into one .pdf file. Note: for any blank RESI I listing, the DAISY report described in paragraph C2.5.1.2.1.7, above must be uploaded in place of the signed page.

Name the file using RESI I, the DRMO RIC and suffix plus mmddyy. For example: ―RESI I SXGA 010508‖.

Go to DRMS shared network drive ―<\\usersrvr\data\DRMS Special Projects\RESI LISTINGS>‖.
Select folder named ―DRMS Special Projects‖.
Select folder named ―RESI LISTINGS‖.
Select folder for your region and site (DSD, CDC, CPC, Contingency).
Locate the folder titled ―RESI I- 2008‖ and select. Note that each FY the folder name will change to reflect the current FY. Scanned copies must be stored in the folder that corresponds to the current year (i.e., Oct 2007-Sep 2008 go in the RESI I- 2008 folder; Oct 2008 – Sep 2009 go in RESI I- 2009, etc.).
Copy RESI I listing from the sub folder on the local computer to appropriate subfolder on the DRMS drive. Note: Every DRMO will have a report for RESI I for each month on the DRMS drive.

C2.5.1.3. The DRMO may opt to execute a consolidated report of Items on RESI B and RESI I and import to Excel to print/work/annotate. The advantage to using a consolidated report is more fields can be selected and the report can be sorted as desired to assist in working and assigning RESI codes. This report can be used versus annotating the DAISY RESI reports, must be annotated with the action taken as stated above and RESI B and I codes assigned/updated, must match the number of items/DTIDs on the DAISY RESI reports and will be attached to the DAISY RESI reports that are filed in the source document file. The DAISY RESI signature page will be signed by the Area Manger and uploaded to the DRMS drive as stated above.

C2.6. **Inventory Management**

C2.6.1. General

C2.6.1.1. Use the following procedures to maintain the DRMO inventory and to improve efficiency. Except for Receipts, process all transactions on the accountable record within 3 working days following any action that affects the DRMO inventory. The list of examples is not all inclusive:

C2.6.1.1.1. Freeze actions to hold and release property for screeners.

C2.6.1.1.2. Issues.

C2.6.1.1.3. Relocations.

C2.6.1.1.4. Sales Removals.

C2.6.1.1.5. Approved Downgrades after receipt.

C2.6.1.1.6. Upgrading of scrap to usable property.

C2.6.1.1.7. Subdividing quantities on a DTID.

C2.6.1.1.8. Extending time frames for hazardous property.

C2.6.1.1.9. Processing components/parts removal from M151 vehicles and other end items.

C2.6.1.1.10. Property Returns.

C2.6.1.1.11. Data Corrections.

C2.6.1.1.12. On-line system rejects on downgrades for incorrect DEMIL Code.

C2.6.1.1.13. Property management for realignment and/or closure.

C2.6.2. Processing Freeze Actions

C2.6.2.1. Conditions that apply to freezes:

C2.6.2.1.1. A freeze has an indefinite time frame. The Freeze Codes do not expire. The freeze remains unless it is cancelled.

C2.6.2.1.2. Property in Record Status C cannot be frozen.

C2.6.2.1.3. Only usable property can be frozen.

C2.6.2.1.4. Property may be frozen immediately upon receipt.

C2.6.2.1.5. Property frozen in a particular Record Status Code (RSC) will stay in that RSC until the property is issued or the freeze is removed.

C2.6.2.2. When the freeze is removed, a DTID restart is required if the property is to continue processing through the disposal time frames. A restart is not required for the processing of an RTD issue.

C2.6.3. Upgrading Property From Scrap

C2.6.3.1. Property may be upgraded, for example, when a walk-in unit sees something in the scrap pile that is needed and provides a requisition. To upgrade scrap to an item select "WAREHOUSING MENU" from the DRMO System Menu. Next select "RECEIPT FUNCTIONS". Finally select the "UPGRADE FROM SCRAP" screen. The sequential serial number begins with "U" for upgrade. More information is provided in the screen sequence in

this chapter.

C2.6.4. Subdividing Quantities On A DTID

C2.6.4.1. If the DRMO determines that a quantity of usable property received on a single DTID should be accounted for in lesser quantities, the record may be subdivided, e.g., differing condition codes.

C2.6.5. Property Returns

C2.6.5.1. Misidentified Property Returned to the DRMO by a Requisitioner

C2.6.5.1.1. When property is returned to the DRMO by the requisitioner because it was misidentified, process the return of the item as a new turn-in. If the original DTID has Inventory on hand, The DRMO should process the items as a duplicate of the original DTID making the necessary corrections.

C2.6.6. Property Returned to the Generator

C2.6.6.1. All Return to Generator property transactions must be approved by the DRMO Chief, regardless of dollar value prior to taking action to return the property or update the accountable record. See Section 4, Supplement 2, Property Accounting, Enclosure 1.

If the property has been entered into BOSS for ultimate disposal, ensure that it is canceled from the delivery order and removed from BOSS by notifying the Contract Administration Office.

C2.6.6.2. Annotate the DTID in the source document file with the date and the reason for returning the property to the generator.

C2.6.6.3. Have the Generator sign the DRMS Form 917 for the source document file. Attach a copy to the DTID in the source document file and arrange for the property return.

C2.6.7. Data Corrections - For APO Data Entry

C2.6.7.1. General - (See S4, Supp 2, Property Accounting, Enclosure 1).

C2.6.7.2. Eight screens are available to the APO on the INVENTORY ADJUSTMENTS Menu. Seven of those screens provide for corrections by the APO. Those screens can be accessed by the APO by selecting INVENTORY ADJUSTMENTS from the APO Menu. Those screens are as follows: 1) DTID Restart 2) Basic Accountable Record Adjustment 3) DRMO Approve 4) DTID Number Correction 5) Change Quantity Available 6) Change Record Status Code To –Z‖ 7) Event History Comment; and 8) XR3 Data Correction.

C2.6.8. Process For Incorrect DEMIL Code on Downgrades

C2.6.8.1. When a data entry is rejected because of an incorrect DEMIL Code, the DRMO

should immediately attempt to recover the DEMIL required property from the scrap accumulation. See Section 2, Chapter 4, Demilitarization Programs.

C2.6.8.2. Complete processing for DEMIL required property that rejected because of an incorrect DEMIL Code.

C2.6.8.2.1. Item is recovered.

C2.6.8.2.1.1 Input a receipt transaction with the following exceptions

C2.6.8.2.1.2 DEMIL Field - Enter the correct code.

C2.6.8.2.1.3 SHC Field – 2

C2.6.8.2.1.4 MSC Field – X

C2.6.8.2.1.5 Action Field - Action Code A

C2.6.8.2.1.6 Accounting Field - Accounting Code A

When the receipt transaction is input, the system generates a DEMIL Placard. Process the item to DEMIL Center, Deman or PM as appropriate. Annotate the DEMIL Placard and update the inventory.

C2.6.8.2.1.7 To update the inventory, select WAREHOUSING MENU from the DRMO DAISY Menu. Next select INVENTORY MAINTENANCE FUNCTIONS. And then select DEMIL PERFORMED AFTER ESD. Follow the screen prompts and press F9 to complete the update.

C2.6.8.2.2. Item is not recovered.

C2.6.8.2.2.1 Input the receipt transaction. When the DEMIL Placard is received, annotate it, "Transaction rejected. DEMIL required item could not be recovered from scrap." Sign and date the placard. This is required to verify that the DRMO tried to retrieve the miscoded item, but did not succeed. Next update the inventory by following the procedure above with one exception in the DEMIL PERFORMED Field. Input the DEMIL Performed Code (DPC) of 9 in the DEMIL PERFORMED Field.

C2.7. **Inventory Control**

C2.7.1. General

C2.7.1.1. This guidance contains procedures for conducting inventories of property at a DRMO. These procedures supersede any previously documented sampling procedures issued in any DRMS disposal operating publications. The guidance on inventory control is applicable to all property recorded on the DRMO account. Completing inventories within the required

timeframes requires advance planning by the DRMO Chief.

C2.7.1.2. This complements inventory requirements outlined in the self-assessment section of DRMS-I 4155.1. All DRMOs will perform three (3) inventories per year on four (4) —controlled sensitive‖ categories of property and once annually on the category for -remaining usable property.‖ The inventories will be accomplished as part of the DRMS Corporate Assessment Program and the results of the inventories will be put into the Corporate Assessment Management System (CAMS), DRMO Self-Assessment /Inventory Accuracy section. Inventories will be performed using the barcode program, equipment and labels which provide random system sampling. (See Bar Coding Operations Manual Located at: AIT Home Page <https://www.drms.dla.mil/drms/intranet/receiving/AIT.htm>)

C2.7.1.3. The scheduled inventories will be conducted prior to the following DRMO Self-Assessment Access Periods. DRMOs will have an access period of 15 days to input the results of the inventory into the CAMS. The CAMS database will be available for DRMO use beginning the first day of the access period. All inventory accuracy results must be input and completed by the last day of the access period. The categories of property to be inventoried are as follows.

Figure 5 Self-Assessment Access Periods

DRMO Self-Assessment Access Periods	**Property Categories**
Period 1: No inventory required	1) Controlled Sensitive Property 2) Remaining Usable Property.
Period 2: March31-April15 (Complete inventory)	
Period 3: June 30 - July 15 (Partial inventory)	
Period 4: September 30 - October 15 (Partial inventory)	

C2.7.2. Partial inventories

C2.7.2.1. When accomplishing the scheduled inventories for hazardous material and hazardous waste, DEMIL required, V-Coded precious metals and pilferable type property (Controlled Sensitive property), inventory all items in the sample. The expected accuracy rate is 100 percent.

C2.7.2.1.1. If the accuracy rate of the initial inventory is less than 100 percent, document the results, resolve discrepancies, update CAMS and file the report until the next scheduled inventory.

C2.7.2.1.2. If the next inventory meets the requirements, document the results and continue with the scheduled inventories. If two consecutive inventories result in accuracy rate of less than 100 percent, these conditions must be reported to the appropriate FST. The Chief and DRMS-OL personnel will collectively determine if a wall-to-wall inventory should be conducted at the DRMO. If the determination is to conduct a wall-to-wall inventory, it must be conducted within 45 days of the second reported non-compliance. Members of the inventory team must

not be from the DRMO where the wall-to-wall inventory will be conducted.

C2.7.3. Complete Inventory (Random Sampling)

C2.7.3.1. When accomplishing the annual inventory for the Remaining Usable Property, the inventory will be conducted prior to the second reporting period. The expected accuracy rate is 95 percent.

C2.7.3.1.1. If the accuracy rate of the initial inventory is less than 95 percent, document the results and file the report. Perform another inventory of the Remaining Usable Property during Self-Assessment Period 3.

C2.7.3.1.2. If the next inventory meets the requirements, document the results and file the report. If two consecutive inventories result in accuracy rate less than 95 percent, these conditions must be reported to the FST Chiefs, DRMS-OL and DRMS-OP as appropriate.

Aside from the scheduled inventory, the FST Manager or DRMS-OP can determine if a wall-to-wall inventory should be conducted at the DRMOs.

C2.7.4. Results of Inventories

C2.7.4.1. The results of all inventories will be documented, approved by the DRMO Chief, and forwarded to the FST Manager, appropriate DRMS-OL, DRMS-OP personnel, via the Self-Assessment Program. The results of inventory requirements may be reviewed as part of the DRMS Corporate Assessment Visit (CAV) Program.

C2.7.5. Discrepancies

C2.7.5.1. All discrepancies discovered during the inventories shall be researched and reported in accordance with the following two-part procedure.

C2.7.5.2. CAMS has (2) two checklists available. Checklist 1 is to be used for the results of the initial inventory check and checklist 2 is to be used only if there‘s a reconciliation of discrepancies to report as a result of the initial inventory. Use the Inventory SOP <https://www.drms.dla.mil/drms/intranet/receiving/receiving.htm>.

C2.8. Reports Requiring Certification

Reports Requiring Certification: DD 1143 Feeder Report and the Report on Generations with Extended Acquisition Value Over $100,000.

C2.8.1. DD 1143 and $100,000 Report

C2.8.1.1. The DD 1143 Feeder Report reflects the inventory on hand at the beginning of the period, adjustments, generations and dispositions that occur during the period and the inventory on hand at the end of the period. This report is available from accessing the Main

DAISY screen, choosing 5, Inquiries, and choosing 9, DD Form 1143 and is generated for each DRMO on a monthly basis.

Quarterly and year-to-date reports may be generated through the ***Request Process***. *Retention of hardcopy is at the discretion of the DRMO Chief*.

C2.8.1.2. The manual providing guidance on the DD 1143 is found at: DD 1143 Manual. From the DRMS Intranet, select Receiving, scroll down to Property Accounting. Under Related Regulations, select –New! 1143 Manual 10/24/05.‖
<https://www.drms.dla.mil/drms/intranet/ops/padiv/1143%20Manual.pdf>

C2.8.1.3. The report titled, "Generations with Extended Acquisition Value Over $100,000" or the "$100,000 Report" reflects all receipts with an extended acquisition value of $100,000 or greater. This report was created to provide the DRMO Chief a tool to monitor the previous day's receipts for significant data entry errors.

C2.8.2. Production

C2.8.2.1. The DD Form 1143 Feeder Report is produced on the host store HP and is available on-line the first workday after the end of the month processing has been completed.

C2.8.2.2. The $100,000 Report is produced on a daily basis and is available on-line for those high value receipts that processed the previous workday and that equaled or exceeded $100,000.

C2.8.3. Review

C2.8.3.1. The DRMO Chief, or the designee, reviews the DD 1143 Reports for all sites within the activity to identify obvious errors in addition to those pointed out by the –out-of-balance‖ condition shown on the –reconciliation line‖ at the end of each section and summarized in Section J. The review of the on-line DAISY DD Form 1143 Feeder Report does not require each DRMO to maintain a separate manual accounting record.

C2.8.3.2. The DRMO Chief or the designee reviews the $100,000 Report daily to determine if the generation entries of the previous day are correct.

C2.8.3.3. To view both reports, select **DRMO REPORTS MENU** from the DRMO Main Menu. Then select "*wide/management*" for the DD Form 1143 Feeder Report; and "*narrow/management*" for the Generations with Extended Acquisition Value Over $100,000 Report.

C2.8.4. Deleted.

C2.8.5. Corrections

C2.8.5.1. Major corrections are considered those having a dollar value of $100,000 or more and sales proceeds of $10,000 or more. It is at the discretion of the DLA DISPOSITION SERVICE Chief to report other corrections; such as obvious errors in the line items, tonnage, etc.

C2.8.5.2. Errors identified in the $100,000 Report should be corrected immediately. When the error and corrective action occur in the same month, the DD 1143 Report will be self-correcting. However, errors that occur on the last day of the month require manual corrective action to the DD 1143 Report. Advise DRMS-OPD by email of the discrepancy and Prepare and send an email to dlisdaisygroup@dla.mil providing the specific line, the TTCs involved that need correcting with a courtesy copy to DRMS-OPD.

C2.8.6. Request Process

C2.8.6.1. To access the report, select the DAISY 1143 Options Menu from the DRMO DAISY Inquiries Menu. Next, select the 1143 REPORT REQUEST option and make the following entries noted below.

C2.8.6.1.1. Enter the beginning fiscal report period in the CCYYMM format. The system will not accept a date that is more than 13 months prior to the current report date.

C2.8.6.1.2. Enter the ending fiscal report period in the CCYYMM format. The beginning and ending dates must be part of the same fiscal year. The ending date must be equal to or greater than the beginning date.

C2.8.6.1.3. The Property Location RIC (PLR) is automatically entered by the system. If the PLR displayed on the screen is not correct, input the correct PLR.

C2.8.7. Standardization of Non-Standard Locations.

C2.8.7.1. This guidance is used to identify the location of property on record that does not fit into the location guidance in current regulations. The ultimate goal is visibility and accountability of inventory while an item is out of an assigned standard location or in transit. The following provide specific direction on locating property in several conditions:

C2.8.7.2. Property Processed for Transfer to the Centralized DEMIL Center (CDC):

C2.8.7.2.1. As property is pulled with the DEMIL placards/listings, process a location change to the exact warehouse location where the property has been moved.

C2.8.7.2.2. Prior to the time the items(s) are shipped to the CDC, process the SLH transaction(s) are processed against the accountable record. The SLH must be performed 1-3 days before the property is shipped to create the report to accompany the shipment. A report of all SLH transactions will be available the next day following the evening batch. The DRMO will need to include that report with the shipment and must email/fax the report to the gaining DRMO/Demil Center.

C2.8.7.2.3. After the property has been shipped, process a relocate transaction and use a storage location of: SLH mm/dd/yy, with the last six being the last six numbers of the calendar date that the property was shipped. The relocation action must be performed within three days of when the property was actually shipped. The following will be an example only, using the date shipped of March 8, 2007: C0 SLH030807. Location changes will be processed and the site location will not include the # sign after it is shipped unless it was originally received in place. Do not change the site location to include the # sign just to indicate the property is shipped.

C2.8.7.3. RTD Items Moved to the Packing, Crating and Handling (PCH) Area:

C2.8.7.3.1. As property is pulled for RTD and moved to the area assigned for packing and crating, allocation change will be processed if the items cannot be shipped and removed from the record the same day.

C2.8.7.3.2. The storage location should consist of the following, PCH MMDDYY, the last six being the last six numbers of the calendar date that the property was staged. The following will be an example only, C0 PCH102504.

C2.8.7.3.3. If the DRMO has assigned standard locations for this property, they will not use the PCH_____location.

C2.8.7.4. DEMIL Property Shipped to the Demanufacturing (DEMAN) Contractor

C2.8.7.4.1. As property is pulled with the DEMIL placards/listing, process a location change to the exact warehouse location where the property has been moved.

C2.8.7.4.2. At the time the DEMAN DEMIL items are shipped, location changes will be processed, as these items will remain on the DRMO's inventory until confirmation of DEMIL certification is received from the COTR (Government Contracting Officer Technical Representative). The storage location must consist of the following: DEMmmddyy, the last six being the date that the DEMAN Task Order was shipped. The following will be an example only, C0 DEM030807. The site location will not include the # sign as an indicator that the item is shipped.

C2.8.7.5. Property Processed for Transfer to the Controlled Processing Center (CPC):

C2.8.7.5.1. As property is pulled with the DEMIL placards/listings, process a location change to the exact warehouse location where the property has been moved.

C2.8.7.5.2. Prior to the time the items(s) are shipped to the CPC, process the SLH transaction(s) are processed against the accountable record. The SLH must be performed 1-3 days before the property is shipped to create the report to accompany the shipment.

C2.8.7.5.3. After the property has been shipped, process a relocate transaction and use a storage location of: SLH mm/dd/yy, with the last six being the last six numbers of the

calendar date that the property was shipped. The relocation action must be performed within three days of when the property was actually shipped. The following will be an example only, using the date shipped of March 8, 2007: C0 CPC030807. Location changes will be processed and the site location will not include the # sign after it is shipped unless it was originally received in place. Do not change the site location to include the # sign just to indicate the property is shipped.

C2.8.7.6. CPC Property in the Contractor's work area being processed:

C2.8.7.6.1. As property is removed from the warehouse location where it was placed awaiting inspection and verification to the contractor's work area, a location change may be processed to show it is being worked. The purpose of the location change is to keep the inventory accurate in the event an inventory is conducted while the property is not in a warehouse location.

C2.8.7.6.2. The Non-Standard location will be –COWORKING‖. Once the property has been worked, and is returned to the warehouse location awaiting removal, another location change will be processed to move it back to a standard warehouse location.

C2.9. **Reimbursements**

C2.9.1. DRMS Reimbursement Tracking Program

C2.9.1.1. The DRMS Reimbursement Tracking Program is designed to help track the quantity of material each DOD generator contributes to a sale item by DoDAAC. By recording the contribution each generator makes, the system will have a record of how much each generator or general fund should receive when the property is paid for and removed by the purchaser. The procedure for using this system is provided at see Section 4, Supplement 2, Property Accounting, Enclosure 7.

C2.10. Systems Interfaces

Systems Interfaces of Receipt Transactions Affecting DAISY.

C2.10.1. General Receipts

C2.10.1.1. Generating Activities process two different Document Identifier Code (DIC) transactions to move property to disposal (excluding scrap).

C2.10.1.2. DIC AE1 is processed to the ICP when activities intend to declare property excess. AE1 provides visibility to the Generator. The AE1 transactions flow to the Pre-Receipt application.

C2.10.1.2.1. DIC AS3 flows into the Pre-positioned Material Receipt (PMR) file.

C2.10.2. Systems

C2.10.2.1. Pre-Materiel Receipts (PMR). The PMR is a repository from which several

systems, excluding RCP and SASP, provide data. It is a subset of DAISY containing pre-receipt information. From this file, DAISY extracts and pre-populates receipt data.

Figure 6 Data Fields Available in PMR

DTID	UI CD
PROP LOC RIC	SITE ID
QTY	STORAGE LOC CD
PRGM IND	DISPSL AUTH CD
POC NM	SUPLY COND CD
PHONE NBR	DISPSL COND CD
SMALL ARM CD	MATRL SCRNG CD
PILFERABLE SENSITIVE CD	ACTION CD
ITEM NAME	ACTNG CD

FSC	TRANS CD
NIIN LSN CHAR	LSNG PROP LOC RIC
NIIN ADD DATA TX	ORIG DTID
RCVD DT	EXTNL SYS INRFC CD
HAZ MATRL HAZ WASTE CD	DUE IN RPT CD IND

Figure 7 Additional Information for Data Fields in PMR

PMIC CD
ADPE CD
PROJ CD
FSCAP CD
HMIC
HAZ MATRL CD
SPCL CNTROL ITM CD
SHLF LIFE CD

C2.10.2.1.1. When the XR1/XR3 is processed, the transaction extracts information from the PMR. Concurrently, the XRI/XR3 bumps against the FLIS Plus to obtain additional NSN characteristics. The complete XR1/XR3 flows though MIDAS to clear the Intransit Control System (ICS). It also provides due-in notification to the Pre-Receipt Application of receipt or cancellation. At Day 366, the transaction drops from the record.

C2.10.2.1.2. Pre-Receipt Application. This is a DRMS web based application. Military Services/Defense agencies can research actual and potential receipts, print DD Form 1348s, and activate automated want lists for a specified time period and expand/restrict or delete the list using the following parameters:

Figure 8 - Parameters for Expanding/Restricting Pre-Receipt Application List

NIIN
FSC
Product Name
DTID
Supply Condition Code
$ Value
Location

C2.10.2.1.3. The Customer is notified by email when a transaction matches data in The PMR.
There is no guarantee that the item will be received in DAISY.

C2.10.2.1.4. Pre-Receipt data flows to the PMR.

C2.10.2.2. The Defense Property Accounting System (DPAS). DPAS is a DoD Windows-based system that provides on-line capability to support all functions that are associated with DoD property accountability and equipment management. Systems users include the Accountable Supply Officer and the Equipment Management Specialist. The primary system functions include all actions associated with property management, accounting, equipment utilization, and preventive maintenance schedules. The system interfaces to DoD migratory accounting systems.

C2.10.2.2.1. The system provides the accountable officer with the capability to update item authorizations, cataloging actions, accountable record processing (e.g., receipts, turn-in, and inventory tracking/status), accounting depreciation data, serial number tracking, component visibility, and an automated document register. It provides general ledger control and depreciation schedule information to accounting systems, as well as documenting the physical control of installation equipment.

C2.10.2.2.2. The system provides the equipment manager or responsible officer the ability to manage all actions associated with maintenance and equipment utilization. Work orders are automatically generated. The user can create and print trip tickets for all mobile equipment. Warranty information for equipment is tracked.

C2.10.2.2.3. DoD Equipment management data includes statistics developed for under and over utilized equipment and parts and repair costs for equipment maintenance. Data is also provided to support oil analysis programs.

C2.10.2.2.4. DLA is building DPAS functionality into Business Systems Modernization (BSM).

C2.10.2.2.5. All AS3 and certain AE1 transactions flow to the Pre-Receipt Application.

C2.10.2.3. AFEMS. The US Air Force system from which AE1 and AS3 transactions flow into Pre-Receipt Application. From the Pre-Receipt Application, AFEMS is notified of receipt. No other military service transmits directly to the Pre-Receipt Application.

C2.10.2.4. Intransit Control System (ICS). In accordance with the DoD 4000.25-1-M, MILSTRIP Manual, Chapter 3, Generating Activities must submit shipment confirmation (AS3) for property intransit to disposal. The ICS tracks materiel to a DRMO based on the total acquisition value of $800 or greater; and/or pilferable/sensitive coding, regardless of dollar value.

C2.10.2.4.1. The AS3 provides pre-positioned materiel receipt (PMR) information to DAISY. This information aids in the receiving process by populating receipt data fields. The programming for ICS is separate from DAISY; however, receipts (XR1/XR3) and Notice of Receipt Refusal or Clear (CLR) transactions are input through DAISY. These transactions are transmitted to reconcile the ICS processing. A paper trail utilizing the DRMS Form 917 is used in conjunction with the automated system.

C2.10.2.5. Electronic Turn-in Document (ETID) Application. Generating Activities may use the DRMS web-based program, Electronic Turn-In Document (ETID), for submitting the AS3 transaction electronically. ETID accommodates generators that do not have —service-unique" automated capabilities and it eliminates the hand scribed/typewritten documents. ETID access and guidance are located on the DRMS Web Site. A password is required.

C2.10.2.5.1. If the ETD is -accepted‖ by DRMS it can no longer be rejected, edited or deleted. It flows to the PMR file. Rejected ETIDs will not flow to the PMR but will produce notification to the Generating Activity.

If the ETID must be rejected after it has been accepted in ETID (for example, the Generating Activity advises the DRMO they will not be turning in the property), the DRMO must clear the intransit and PMR files by using the Receipt Refusal DAISY process in addition to the DRMS 917, Disposal Turn-In Document Reject Form.

C2.10.2.5.2. When property is received at the DRMO, it should be accompanied by the printed copy of the ETID. The DRMO will access DAISY to input the XRI/XR3 transaction. For acceptable (XR1/XR3) receipt documents, the DRMO may scan the barcode on the label or DTID and then input remaining information (i.e., disposal condition code, accumulation number, location number).

C2.10.2.5.3. DRMOs will utilize status flags in ETID to manage ETID turn-ins. The creation of the receipt (XR1 or XR3) in DAISY will update the status of the ETID from —Approved‖ to —Processed into DAISY‖ in ETID. This will assist in managing —Approved‖ ETIDs that have been processed and those awaiting receipt. DRMOs will follow up with the generating activity on ETIDs that have been approved but have not been turned-in within 60 days of acceptance and reject as necessary (ETIDs that have been approved but will not be turned-in) to clear the Intransit record using the CLR transaction.

C2.10.2.6. Generator Communication (GENCOMM). The Generator Communication server loads differing hazardous data file information into the PMR, HW information and SHIP

data.

C2.10.2.7. Computers for Learning (CFL) Generally, the Generating Activities declare their excess IT through their service related Property Accounting System, i.e., Army DPAS. This information is transmitted electronically to the Pre-Receipt application as a _due-in‘ and resides there until the Generating Activity provides the turn-in document (DD 1348-1A) to the DRMO. The DRMO then inputs the XR1, which is pre-populated with the Pre-Receipt information. No special coding is needed.

C2.10.2.7.1. Prior to transmission to FEDs, a CFL MRO will be generated from the CORP DAISY to the DAILY MILSTRIP Report and is treated as any other requisition.

C2.10.2.8. Recycling Control Point (RCP). Eighteen ICPs transmit D6A1B, D8A1B transactions of qualifying property to the RCP virtual DRMO account. The following FSGs, FSCs, and Supply Condition Codes and DEMIL Codes are ineligible:

Figure 9 - Ineligible Codes for Property to Qualifying to RCP

FSGs	10, 11, 12, 13, 14, 18, 26, 68, 80, 87, 88, 89, 91, 94
FSCs	2350, 3690, 4470, 4927, 5810, 5820, 6505, 6508, 6750, 8120
Supply Condition Codes	G thru X
DEMIL Codes*	F, G and P

* Details regarding RCP Processing can be found at the DRMS Web Site <https://www.drms.dla.mil/rtd03/documents/RCP/sop/rcp-roles.pdf>.

C2.10.2.8.1. These transmissions create receipts automatically and by pass the PMR and flow into RCP.

C2.10.2.8.2. Ineligible property that rejects, as listed above, creates a PMR record for DAISY receiving.

C2.10.2.8.3. Once received, the assets are visible for normal reutilization transfer and donation processing. If these assets are not RTD‘d, the assets roll to sales. DEMIL-required property is then shipped to one of four DEMIL Centers. The remaining property rolls to sales.

C2.10.2.9. MILSTRIP - RESERVED

C2.10.2.10. Business Systems Modernization (BSM)

C2.10.2.10.1. Once implemented, DRMS/DRMO –Use equipment‖ excesses will be reported through BSM to DRMS.

C2.10.2.11. SASP - RESERVED

C2.10.2.12. BOSS (SHIP/DAISY) - RESERVED

C2.11. **DAISY/BOSS/SHIP Procedures**

C2.11.1. General

C2.11.1.1. Hazardous property data flow describes information processes to document disposal of hazardous property turned into DRMS by any authorized generator. These information processes are designed to assure effective controls over that property and provide a permanent record of disposal. The hazardous process has been designed to allow electronic flow of data within external and internal systems to DRMS. External data coming in electronically flows through GenComm and ETID, while paper documentation starts with DAISY. The flow of data throughout this process will includes pre-receipt, receipt, inventory control, contracted disposal, manifest tracking and financial processes.

C2.11.1.2. For a flowchart showing the hazardous data process, refer to Section 4, Supplement 2, Property Accounting, Enclosure 9.

C2.11.1.3. A separate attachment is also provided detailing hazardous Record Status Codes. See Section 4, Supplement 2, Property Accounting, Enclosure 11.

C2.11.2. Definitions

C2.11.2.1. *BOSS*. The Base Operations Support System (BOSS) is a DLA-wide system used to requisition goods and services. The specific application for BOSS in the disposal program is for the disposal of hazardous property. This includes contracting, financing and manifest tracking functions.

C2.11.2.2. *GENCOMM*. The Generator Communication is an interface allowing data to be uploaded from the Generating Activities system to DRMS. Data includes DTID and Waste Profile Information.

C2.11.2.3. *SHIP*. Single Hazardous Input Program has been integrated into DAISY. SHIP facilitates the transfer of data from DAISY to BOSS, from BOSS to the SHIP database, provides a data repository for the Hazardous Waste Profile Sheets and facilitates the pickup manifest return date process by updating BOSS.

C2.11.2.4. *DRMOGEN*. DRMO to Generator Communications is an interface allowing data to be transferred from DRMS Systems to Generating Activities. This data includes contract and pickup manifest tracking information.

C2.11.2.5. *ETID (Electronic Turn-In Document)*. The Electronic Turn-In Document is a web accessible program to replace paper turn-in documents for generators without access to GenComm.

C2.11.2.6. *BOSS/DAISY Interface*. A system interface designed to provide automatic updates to the record status code(s) for property in DAISY. This is a one-way interface from BOSS to DAISY.

C2.11.2.7. *Delivery Order/Task Order*. A BOSS generated delivery order for supplies or

services. The DO is printed on DD Form 1155, Order for Supplies or Services.

C2.11.2.8. *Delivery Order Line Request (DO)*. A request for performance of hazardous waste disposal services against a specific hazardous contract and hazardous item number (HIN) as described in the contract.

C2.11.2.9. *Uniform Hazardous Waste Manifest*. A special shipping document, required by EPA (40 CFR) and DOT (49 CFR), to maintain a controlled tracking system for the movement of hazardous waste, with a defined point of origin (generator) and destination (Treatment, Storage, Disposal Facility.)

C2.11.2.10. *Modification (Mod)*. Changes to a contract or delivery order. Modifications are printed on Standard Form 30, Amendment of Solicitation/Modification of Contract.

C2.11.2.11. *RCP.* Recycling Control Point is a virtual DRMO, which processes data received from DLA Depots.

C2.11.2.12. *RSC*. Record Status Code is used to indicate the current stage of processing and/or can reflect certain special conditions imposed on property.

C2.11.2.13. *RMF*. Return Manifest - used when property is physically returned to the contracted pickup location (not to be confused with the comeback copy of the pickup manifest).

C2.11.3. Data Processing Steps

C2.11.3.1. STEP 1 - Pre-Receipt.

Electronic transmittal is the preferred method of data receipt. There are three electronic processes and one manual process for data receipt.

C2.11.3.1.1. GenComm. Generator Communications is an interface. Further information is available on the DRMS Environmental Web Page, under Automation. Data processes to the server, is validated and transferred to DAISY pre-receipt and SHIP Pre-DTID. The DRMO validates the data using the Due In Report.

C2.11.3.1.2. ETID. Generators input turn-in data (special services, hazardous material and hazardous waste) on the DRMS web application. DRMO personnel review and approve the transactions. Special Service data is transferred directly to BOSS. Hazardous material and waste data is transferred directly to DAISY.

C2.11.3.1.3. RCP. RCP processes hazardous material only directly to DAISY.

C2.11.3.1.4. MANUAL. Generators without their own automated system capable of using the GenComm interface are encouraged to use ETID. However, if that is not a viable route, manual turn-in is acceptable. Generators using manual turn-in are responsible for generating an AS3 transaction into the Intransit Control System (MILSTRIP DoD 4000.25-1-M).

C2.11.3.2. STEP 2 - DAISY Receipt Process

C2.11.3.2.1. DRMO personnel review pre-receipt data, to make a determination of the reutilization, transfer, donation, sales potential. This determination defines the path for the property: to the screening cycle or to the ultimate disposal cycle.

C2.11.3.2.2. Data received electronically pre-populates the DAISY receipt screens; however, that data can be edited/corrected by the DRMO receiver.

C2.11.3.2.3. DAISY Hazardous Material Receipt Instructions are available at: Section 4, Supplement 2, Logistics Program, Chapter 1, Enclosure 5 <http://www.drms.dla.mil/publications/4160.14/section4/s4s2.pdf>.

GENCOMM - As the receipt processes in DAISY, the DTID is dropped from the SHIP Due In Report.

C2.11.3.2.4. DAISY Unique Control Numbers (UCNs). DAISY assigns UCNs for DTIDs identified at receipt as duplicates and for DTIDs, which are subdivided. If a duplicate is assigned to a HM/HW item, the Environmental Specialist must contact the generator and request a new DTID number.

DAISY receipt process should not be used for 1348-1As created for contracted Special Services (examples include: sampling, over packing, expedited removal, tank cleaning, etc. A service is involved, not physical property).

C2.11.3.3. STEP 3 - Property Processes through the Screening/Sales Cycles

For procedures to issue hazardous property within the screening cycles refer to: RTD Screen Sequence for Issues.

For sales procedures for hazardous property refer to: Sales Screen Sequences for Sales.

C2.11.3.4. STEP 4 - Refer to Ultimate Disposal in DAISY

C2.11.3.4.1. Hazardous material, which fails R/T/D/S and does not meet the criteria for Return to Manufacturer, must be referred to the ultimate disposal cycle within DAISY.

C2.11.3.4.2. Take the following steps:

C2.11.3.4.2.1 Select the **MARKETING MENU** from DAISY;

C2.11.3.4.2.2 Select the **REFERRAL PROCESSES**;

C2.11.3.4.2.3 Select **REFER FOR ULTIMATE DISPOSAL** and follow the screen prompts. Finally, press <F9>. The property should now be in RSC –DII.

C2.11.3.5. It is critical that material be referred to the ultimate disposal cycle in DAISY prior to being input into BOSS, in order to populate the SHIP Hazardous Waste Log fields.

C2.11.3.5.1. Hazardous waste processed directly to the ultimate disposal cycle upon receipt has the Record Status Code set as –D‖ and does not require this step.

C2.11.3.5.2. Referring the property to ultimate disposal in DAISY causes the RSC to change to –D‖. As a result of this change, the data will be automatically pre-positioned in the BOSS/SHIP Interface tables within BOSS, to minimize input of the HXH Record (which establishes the BOSS document number). SHIP transfers the data to the BOSS/SHIP interface, once an hour.

Data is captured in SHIP and populates the hazardous waste log (RCRA waste only). Additional information on the SHIP hazardous waste log is provided at: SHIP Instructions <https://www.drms.dla.mil/drms/intranet/environmental/Instructions/SHIPInstructions.pdf>.

Information on RCRA requirements for the waste log is provided at 40 CFR Subpart 264/265.7.

C2.11.3.5.3. For information on RSC changes generated by DAISY and BOSS refer to Section 4, Supplement 2, Property Accounting, Enclosure 10.

C2.11.3.6. STEP 5 - Verify Property Status & Consolidate Documentation for Preparation of Delivery Order Request

C2.11.3.6.1. Run a Consolidated Inquiry for all HM/HW by –M‖ and -W‖ and an additional report for RSC -D‖ (Inquiry, Consolidated Inquiry, DTID inquiry).

C2.11.3.6.1.1 Special Service requirements should not show up on the DAISY inquiry. Pull the Special Service documentation and Delivery Order file to prepare for BOSS input.

If the generator used ETID, pull the ETID report.

C2.11.3.7. **STEP 6** - Ultimate Disposal Cycle - Processing Hazardous Waste into BOSS for Contracted Disposal. **AURA request is needed to access BOSS. BOSS is CAC accessible.** Edited 30 Apr 2010.

C2.11.3.7.1. Go to the HXH screen in BOSS (instructions are provided at the Help Button in BOSS Production). Input DTID and Like Item Code (LIC) and click the DTID button. If DTID is not found, refer to Step 4.

C2.11.3.7.1.1 Data will pre-populate the fields, review data for accuracy, correct data as needed, input the customer Identification (a number designating the group of items to go on the delivery order number, this should be coordinated with the Contracting Officer), then click the process button and a popup box will display the BOSS Document Number.

C2.11.3.7.2. Proceed to next record.

C2.11.3.7.3. Manual input of data to the HXH screen is required for data not processed into DAISY or through ETID Special Services (paper 1348-1a for special services).

Special Service items input into the HXH screen require a DRMS Type Code of –S‖ or -T‖.

T: DRMS funded services
S: Generator funded services

These codes will trigger pre-populated fields in the BOSS PMF screen. Using these codes correctly on the HXH screen will prevent BOSS/DAISY Interface Reject Notices.

It is critical that the DTID button is selected after inputting a new DTID, or the data from the previous DTID will remain on screen and will be saved to the record if the process button is pressed.

RSC changes to –E‖.

C2.11.3.8. STEP 7 - Review and Correct Delivery Order Request Data

C2.11.3.8.1. Go to the BOSS Inquiry screen, Hazardous Buyers Worksheet (HBW), review delivery order request data. This screen should be queried using the LIC and customer identification. A list of all records associated with the delivery order is provided. The screen provides amount totals for minimum or maximum delivery order requirements. A query by date range may also be selected. Clicking on the DTID in the HBW provides complete delivery order request data for that DTID. Clicking on –reprint all‖ will provide a report containing delivery order data for all DTIDs meeting the query parameters.

C2.11.3.8.2. To correct delivery order request data, prior to the delivery order being released, use the BOSS Hazardous Process Change (HPC) screen.

C2.11.3.8.3. The Contracting Officer must make changes after the delivery order has been released.

Report any/all modifications to the quantity that are needed after the delivery order is issued to the Contracting Office (CO) so that a quantity change can be made to the delivery order line by the CO before input to the PMF screen by the DRMO.

C2.11.3.9. STEP 8 - Contact CO/KO - Delivery Order Request Available for Release

C2.11.3.9.1. Delivery Order request is consolidated by contracting. The consolidation uses the customer identification and the LIC.

C2.11.3.10. STEP 9 - Contracting Office Issues Delivery Order Request

C2.11.3.10.1. A copy of the delivery order and continuation sheets is provided to the DRMO and the contractor via e-mail.

C2.11.3.10.2. The updated status in BOSS causes a BSC to be generated in DAISY changing the RSC from –E‖ to –G‖.

C2.11.3.11. STEP 10 - Contractor Provides Draft Manifest for Review by COR & Schedules Pickup Date.

C2.11.3.11.1. Additional information on this step can be accessed at Section 2,

Chapter 8, Disposal Contracts, C8.5.5.

C2.11.3.12. STEP 11 - Hazardous Property Pickup

C2.11.3.12.1. Hazardous property pickup is performed by the contractor under supervision of the COR and documented on a copy of the delivery order.

C2.11.3.12.2. COR also prepares the Collection Summary Report in accordance with Section 2, Chapter 8, Disposal Contracts, C8.5.5.10.2.1.

Report any/all modifications to the quantity that are needed after the delivery order is issued to the Contracting Office (CO) so that a quantity change can be made to the delivery order line by the CO before input to the PMF screen by the DRMO.

C2.11.3.13. STEP 12 - Input of Pickup Manifest to BOSS.

C2.11.3.13.1. Pickup Manifest is input to BOSS. Detailed instructions available at: Section 2, Chapter 8, Disposal Contracts, C8.5.5.11, or go to the BOSS Production Help Screen.

BOSS does not change quantities in DAISY.

When the quantity input on the PMF screen does not match the quantity on the delivery order, BOSS issues a partial pickup. The interface generates a DAISY transaction, BSC, and puts the item in M record status. A modification is needed by CO/KO, if the total quantity of the item delivered does not match the delivery order quantity. When the PMF is entered and the quantity matches the delivery order quantity, BOSS shows a total pickup and the interface generates a MUD transaction and puts the property in Z Record Status regardless of the DAISY quantity.

A special Service requirement, DRMS Type Code –S‖ or -T‖ pre-populates all fields on the PMF screen except the quantity. If special services were not coded –S‖ or -T‖, the data including the dates must be manually entered into the PMF screen.

Items in –Z‖ status will remain on the SHIP Out of Date Report, until the date the return copy of the manifest was received is input.

For items received via GenComm, the PMF data will populate the DRMO Gen file, thereby providing up to date status to the generating activity.

C2.11.3.14. STEP 13 - Track Due Date for the Return Copy of the Manifest.

C2.11.3.14.1. Use the SHIP Out of Date Report to track the Due Date for the return copy of the manifest. Additional information on the SHIP Out of Date Report and set up of the

defaults for that report are available on page 45 at: SHIP Instructions <https://www.drms.dla.mil/drms/intranet/environmental/Instructions/SHIPInstructions.pdf>.

C2.11.3.14.2. The DAISY Aging Report, Hazardous Inventory and HW on Hand over 90 Day Report, can also be used for tracking purposes. Additional information on the DAISY reports is available on page 30 at: SHIP Instructions <https://www.drms.dla.mil/drms/intranet/environmental/Instructions/SHIPInstructions.pdf>.

C2.11.3.15. STEP 14 - Return Date Input for the Pickup Manifest.

C2.11.3.15.1. Use SHIP for the PMF update function (TSDF Receipt Date and Manifest Return Date). Detailed Instructions on SHIP input available on page 26 at: SHIP Instructions <https://www.drms.dla.mil/drms/intranet/environmental/Instructions/SHIPInstructions.pdf>.

C2.11.3.15.2. Query the BOSS Manifest Payment Authorization (MPA), to review and validate pickup information for a complete delivery order. In accordance with the return copy of the manifest, validate the following: manifest number, TSDF and TSDF receipt date. Verify any quantity changes as noted at pickup.

Items in –Z‖ status will remain on the SHIP Out of Date Report, until the date the return copy of the manifest was received is input.

C2.11.3.16. STEP 15 - Return of Hazardous Property from the Contractor to the Pickup site.

C2.11.3.16.1. Enter a RMF Record to BOSS. RMF instructions available at the BOSS Production Help Screen.

All available alternatives should be explored to avoid receiving property back from the contractor.

If hazardous property is returned to the DRMO by the disposal contractor before 150 days have passed from the date of issue, the DRMO will enter an RMF in BOSS for each line item. Contact the Contracting Office (CO) and advise them of the return. The CO takes the necessary action, according to the contract, i.e., re-issues a new delivery order, etc. The DRMO initiates a DTID restart in DAISY and changes the property to RSC D. The change to D record status must be done manually.

C2.11.3.17. Record Maintenance

C2.11.3.17.1. Record keeping and reporting of hazardous property must comply with Federal and state hazardous waste record-keeping and reporting requirements. Accomplish according to Section 2, Chapter 8, Environmental Program.

C2.11.3.17.2. Record reconciliation. Ensure that the hazardous property on the accountable record in DAISY and the records in BOSS are reconciled on a weekly basis.

C2.11.3.18. Processing Timeframes

C2.11.3.18.1. Receipt transactions post to the inventory in DAISY at time of input. Information on the transactions is available through system inquiries immediately. Receipts done directly to the ultimate disposal cycle are moved to the BOSS/SHIP Interface every hour by a batch.

C2.11.3.18.2. BOSS transactions to change the record status of HM/HW, process in the morning batch in DAISY. BOSS transactions that do not find the matching DTID in DAISY are held in a system suspense file for 2 workdays before the transactions reject.

C2.11.3.18.3. BOSS transactions including PMF data, process into SHIP every hour.

C2.11.3.18.4. GenComm data processes into DAISY in the morning batch.

C2.11.3.18.5. GenComm data processes into SHIP every hour.

GenComm files which fail to pass validation (reject), must be corrected by the generating activity and resubmitted.

C2.11.3.19. Single Hazardous Input Program (SHIP)

C2.11.3.19.1. Information on data, reports, defaults, etc for SHIP is available at: SHIP Instructions <https://www.drms.dla.mil/drms/intranet/environmental/Instructions/SHIPInstructions.pdf>.

C2.12. **Management Information Distribution and Access System (MIDAS)**

C2.12.1. Introduction

C2.12.1.1.1. MIDAS was developed to provide a single access point to the complete DAISY inventory and to the key transactions providing an audit trail of the property/scrap movement. Users, internal DRMS and external customers can access the pre-defined reports. In many cases users can select parameters, sort data and export the results to a spreadsheet for further analysis and refinement. At this writing, several workbooks (over 40, containing over 270 reports at this writing) are available. Pre-defined reports can be established upon request.

C2.12.1.1.2. To access the workbooks, go to the DRMS Intranet site, click on **–**Reports/Statistics**||** <https://www.drms.dla.mil/drms/intranet/reportstats/reportstats.htm> and click on **–**RTD**||,** or click on DAISY/MIDAS Reports by Special Listing <https://www.drms.dla.mil/discoverer/viewer?cn=cf_a105> or DAISY/MIDAS Reports by Business Unit <https://www.drms.dla.mil/drms/intranet/General/Reports/midasreports/>.

C2.12.1.1.3. As a general –rule of thumb||, the MIDAS database is current as of –close of business|| the previous workday. The data flows from each DRMO Accountable Record in their evening batch, loading into MIDAS during typical non-production hours. The database starts with FY95 data, or a transaction date of October 1, 1994.

C2.12.1.1.4. MIDAS utilizes an Oracle Discoverer 3i Viewer.

C2.12.1.1.5. To use MIDAS to create reports, a TASO request must be submitted. The training manual can be found at **MIDAS Training Manual** <https://www.drms.dla.mil/special/combined-viewer-training-manual.pdf>.

C2.13. **Other Web Reports, by Function**

C2.13.1. Reutilization, Transfer and Donation

C2.13.1.1. Queries:

C2.13.1.1.1. *DTID History* - Provides History of property by DTID. Requires two parameters: DTID and DRMO RIC.

C2.13.1.1.2. *Ultimate MILSTRIP Search* - Where a DRMO finds out the POC for a requisition; to view how much property a particular customer has ordered from a DRMO over a defined period of time; and other historical data associated with a DTID.

C2.13.1.1.3. *MILSTRIP History Search with TCN* - A MILSTRIP History Query. Enter one or more Requisition Numbers, DTIDs or TCNs.

C2.13.1.1.4. *DoDAAC Verification* - Use to verify Department of Defense Activity Address Codes. This links into DAASC database.

C2.13.1.1.5. *Inventory Search and MILSTRIP Requisition* - Used to search for DTIDs in RSC A and option to input a MILSTRIP on behalf of the customer located at the DRMO.

C2.13.1.2. Reports:

C2.13.1.2.1. *Information Accuracy* - Required daily report. Used to determine how many Reutilization customers have submitted requests for additional information about items listed for RTD. Matches for the DRMO required action and feedback to the customer.

C2.13.1.2.2. *Automated Want Lists (Pre-Receipt)* - Required daily report. Used to determine the numbers of automated Want Lists submitted for items due in to the DRMO/RCP or currently on the inventory. Want Lists posted against Due-Ins required DRMO/RCP action.

C2.13.1.2.3. *DAISY/MIDAS Reports by function* - Various reports posted the DRMS-BBR in reference to RTD function.

C2.13.1.2.4. *MILSTRIP Reports* - Used to view specific DRMO MILSTRIPs processed and scanned into an electronic file.

C2.13.1.2.4.1 Questionnaire Query

C2.13.1.2.4.2 MILSTRIP Query

C2.13.1.2.4.3 MILSTRIP History Application/MILSTRIP Cancellation Form with TCN.

C2.14. DRMO DAISY MENU SCREENS

Figure 10 - DRMO DAISY Menu Screen

```
                                ACCELL/SQL
[udom11m]                       DRMO DAISY                    Menu Item 1 of 10

                  1.  WAREHOUSING MENU

                  2.  RTD MENU

                  3.  HAZARDOUS MENU

                  4.  MARKETING MENU

                  5.  INQUIRIES MENU

                  6.  DRMO REPORTS MENU

                  7.  INVENTORY ADJUSTMENTS MENU

                  8.  UPLOAD MENU

                  9.  LOCAL SALES/FINANCIAL

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prev Menu|F2-Select   |F3-Prev Item|F4-Next Item|F5-Item Help|F10-More Key
```

This is the opening screen for DAISY. Most employees will have a screen that does NOT include Number 7, Inventory Adjustments Menu, or the Financial Screens included with the Local Sales Menu (Number 9). The financial screens within Number 9 are reserved for personnel that have been granted special access. From this menu, all DAISY transactions can be input to the accountable record and access reports, inquiries and placards obtained.

Select the choice by inputting the corresponding number at the –Selection‖ prompt or scroll up or down and Press <Enter> at the highlighted menu choice.

In addition to the Reports and Inquiries available in DAISY, there are other pre-formatted reports and inquiries available at **Reports and Statistics** <https://www.drms.dla.mil/drms/intranet/reportstats/reportstats.htm>.

For DAISY field codes and their complete data name, see Section 4, Supplement 2, Property Accounting, Enclosure 12.

1.—WAREHOUSING MENU

Figure 11 - Warehouse Menu

```
ACCELL/SQL
[udwa70go]                WAREHOUSING MENU                Menu Item 1 of 7

                1.  RECEIPT FUNCTIONS

                2.  PRE-RECEIPT FUNCTIONS

                3.  INVENTORY MAINTENANCE FUNCTIONS

                4.  STORAGE FUNCTIONS

                5.  SPECIAL FUNCTIONS

                6.  RESI B FUNCTIONS

                7.  RESI I FUNCTIONS

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

Upon selection of 1 from the menu above, this is the screen that will appear.

1.1.—RECEIPT FUNCTIONS

Figure 12 - Receipt Selection

```
replace  not stored       update        record     1 of     1
UDWA70.008                    RECEIPT SELECTION                    02/21/04
EIN s9d3890  PLR: SVXA : DRMO COLUMBUS                                 08:25

 DDDDDD┐                                                  RECEIPTS   NSNC
 DD    DD
 DD    DD                1. USABLE RECEIPTS               1:     0      0
 DD  AADDAAA             2. SCRAP RECEIPTS                2:     0
 DDDDDD┘  AA             3. DOWNGRADES UPON RECEIPT       3:     0      0
     AAAAAAA             4. UPGRADE FROM SCRAP            4:     0      0
     AA   AA             5. DRMO BATCH LOTS- USABLE       5:     0
     AA IIAA             6. DRMO BATCH LOTS- DOWNGRADE    6:     0
        II               7. SUBDIVIDES UPON RECEIPT       7:     0      0
      ┌SIISSS             8. RECEIPT REFUSALS              8:     0
      S II
      └SIIS┐  YY          <F1> EXIT                      TOT:     0      0
         YYS YY
     SSSSSS┘YY                SELECTION: 1 :
           YY
           YY
           ┘└
ENTER RECEIPT SELECTION
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Upon selection of 1 from the menu above, this is the screen that will appear.

1.1.1.—USABLE RECEIPTS

Figure 13 - Usable Receipts

```
replace  not stored        update        record     1 of     1
udwa7020.091                      USABLE RECEIPTS                    02/21/04
EIN s9d3890  PLR: SVXA : GENERATOR:                                    08:31

     DTID_NBR          |        STOCK ID        | DT_REC | S/P | HM/HW | REIMB
[redacted]-[redacted]-[redacted]-[redacted]

                                  *** BASIC RECEIPT ***
                                    FSC DESCRIPTION
  SWUC:    :                                                   SALD:    :
FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT

              QTY    UI |              ITEM NAME              | UNIT PRICE

DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC |      DUP      | MGT_CD | DESC
                                                                          N
     DRMO COLUMBUS      PRELOT:            :  SITE:     : LOCATION:            :
ENTER GENERATOR DoDAAC OR CTRL Y TO CLEAR OR <CR> WHEN CLEAR TO CREATE UCN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Upon selection of 1 from the menu above, this is the screen that will appear.

Standard Usable Receipt:

This is the screen where receipts of usable property are input. The type transaction code is XR1. The basic information on the fields is identified below. Property requiring special handling may require additional coding. Provide questions that the user must answer before proceeding. Other screens will be generated as a result of input by the user.

DTID_NBR: Only valid DoDAACs, in the DTID_NBR field, are allowed for entry. ~~Do not suffix~~ the generator's DTID. If DoDAAC is invalid, contact the Generating Activity for resolution. (Edited Oct 2012)

STOCK ID: The Stock ID Field includes the FSC (a four-position numeric) followed by the National Item Identification Number (NIIN). The NIIN includes the NATO Codification Bureau (NCB) Code (a two-position numeric) in the first two characters of the NIIN. This field is used for Local Stock Numbers (either created by the DRMO or found on the Disposal Turn-in Document.) Scrap receipts are not included in this process.

After inputting the Stock Identification Number, a pound sign (#) may appear. This occurs when certain NSN characteristics are incomplete or missing. Input the required information as needed. Do not change an NSN to an LSN unless the reason is annotated on the DTID, approved and initialed by the Logistics Chief or the DRMO Chief.

To construct an LSN, make the following entries: (1) FSC (a four-position numeric); (2) NATO Codification Bureau (NCB) Code (a two-position numeric; and (3) abbreviated descriptive data (descriptive data can use one to seven characters) i.e., 711000CHAIR. The DTID may not contain a numeric NCB. Alpha characters are acceptable. See Section 4, Supplement 2, Logistics Program, Enclosure 3.

DT_REC: Date of Receipt, (from block 23 of DD Form 1348-1A), i.e., 3/1/04 (March 1, 2004). This is NOT the date of input, unless the date on the DD Form 1348 series forms is the same date as the input.

S/P: Special Processing Code, as applicable. Press <F5> to view choices.

HM/HW: Hazardous Material/Hazardous Waste Code, for HM Destination, HW Destination.

REIMB: Reimbursement Code input 1, if property is considered reimbursable.

SWUC: System Wide Unacceptable Code, leave this field blank.

Fund citations must be input in the Marketing menu. If the fund cite on the DTID does not appear on the drop down list, contact the Distribution Branch for input of the fund cite before proceeding.

FIIG CD: Federal Item Identification Guide Code, this is a field that pre-populates based on NSN characteristics.

DAC: Disposal Authority Code, this is a field that pre-populates based on NSN characteristics.

Disposal Authority Code F is for property turned in by other Federal Agencies. A Memorandum of Understanding must be executed prior to receiving property. Address Activity Codes (AAC) for federal (non DOD) activities begin with a numeric character. To determine whether DRMS can accept property, see **MOAs of Acceptable Federal Agencies** <http://www.drms.dla.mil/turn-in/fcamoa71305.pdf>. Check the AAC and expiration date of the MOA. If the AAC is not on this list, or the MOA is expired, contact DRMS Customer Service Directorate for assistance.

FCC: Federal Condition Code, (comprised of the Supply Condition Code and the Disposal Condition Code) **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

For property with a LSN (Local Stock Number) complete the following entries as applicable:

PMIC: Precious Metals Indicator Code (PMIC), this is a field that pre-populates based on NSN characteristics.

SHLF: Shelf Life, this is a field that pre-populates based on NSN characteristics.

PIL/SEN: Pilferable/Sensitive Code (Not entered on an LSN. Automatically entered on NSNs using the Controlled Item Inventory Code (CIIC) from FLIS.)

HAZ /CHLG: Hazardous Challenge, leave this field blank.

SAIC: Small Arms Indicator Code (SAIC), this is a field that pre-populates based on NSN characteristics.

ADPE: Automation Resources/Information Technology, this is a field that pre-populates based on NSN characteristics.

DML INT: DEMIL Integrity Code, this is a field that pre-populates based on NSN characteristics, if undergoing a challenge.

QTY: Quantity, user or PMR inputs the amount.

UI: Unit of Issue, this is a field that pre-populates based on NSN characteristics.

ITEM NAME: Item Name, this is a field that pre-populates based on NSN characteristics.

UNIT PRICE: Unit Price, this is a field that pre-populate based on NSN characteristics.

DEMIL: DEMIL Code, this is a field that pre-populates based on NSN characteristics. If the DEMIL Code in DAISY differs from the DTID, use the DAISY DEMIL Code.

DEMIL G property can only be received in place. Use # in the second position of the site location to indicate that the property was received in place. Ensure that an MOU or MOA advises the generator that the property is to be kept intact - no cannibalization, painting, etc. The property can be physically received by the DRMO, if DEMIL has been performed by the Generating Activity. Enter the correct DEMIL-performed code.

DEMIL P indicates that the property is classified and cannot be processed for disposal. Notify the DRMO Chief and host information security immediately. See DEMIL Codes **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>. The property can be physically received by the DRMO, if the Generating Activity has performed declassification/DEMIL. Input the correct DEMIL-performed code - **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

CHLG - DEMIL Challenge: Initiate a DEMIL challenge, if appropriate. This is a two-position field; (1) the first position is the DAISY DEMIL Code of Record; (2) the second position is the proposed DEMIL code. See Section 2, Chapter 4, Demilitarization Program.

When a challenge is input from a non-DEMIL-Required to a DEMIL-required code, the system will generate a Freeze-Added (FAD) TTC using a Freeze Code of X on all items in the DRMS inventory with the same NSN. This Freeze Code will also be applied to new receipts with the same NSN. A Freeze Notice will be generated in Access Reports for the affected DTIDs. When a freeze-release notice and a freeze-release transaction (FXC) are received, a DTID Restart must be processed to remove the item from the MSC Q report or Quantity Imbalance Report. See the Accountable Property Officer to have the DTID Restart input.

PERF: DEMIL Performed Code, enter appropriate code.

SHC: Special Handling Code, input appropriate code.

MSC: Material Screening Code, use MSC –J if the property is for retail sale. Use MSC –L if the property is for local sale. Use MSC –N if the property is for national sale. If the FSC is eligible for Commercial Venture (CV) accumulation, the system will prompt the user with the following question: -*Qualifies as CV Property Receive as CV? Y/N?* If yes, Code –V is systems-assigned. Use MSC –X if bypassing screening only when authorized.

ACTN: Action Code, -N or -R is automatically entered for NSNs. Input –A to bypass screening.

ACCT: Accounting Code, –A.

UDJC: Ultimate Disposal Justification Code, if it's hazardous waste, input appropriate code.

DUP: Depreciated Unit Price, this is a field that pre-populates based on NSN characteristics (Automatic System Calculation).

MGT_CD: Management Code, leave this field blank.

PRELOT: Leave this field blank.

DESC: Optional Description Field, Y or N, Y to input a description, N if no description required. If Y is selected, input all available descriptive data in the space provided.

SITE: The site is a two-position field. The second position must be a pound sign (#) for property received in place, otherwise use an alpha or a numeric based on the facility Planograph.

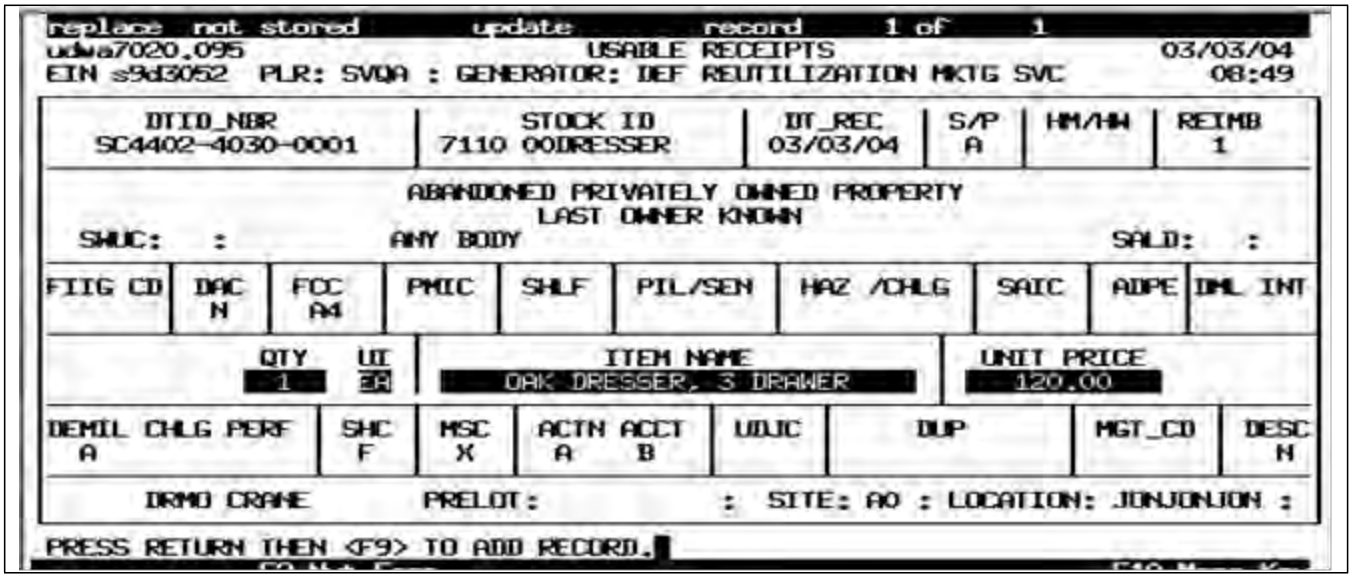
LOCATION: Storage Location is a nine-position entry, e.g., C010402C1 (Bldg – C; Bay – 01; Aisle - 04; Row – 02; Stack – C; Level – 1) which is based on the facility Planograph.

If special processing requirements, other than the standard receipt, are required, DAISY may require additional data entries before the item is added to the inventory. Additional guidance on special handling items is found below in alphabetical order.

This completes the standard usable receipt process. User must save the receipt in the system.

Abandoned, Privately Owned Property (Usable Property Receipts)

Figure 14 - Lost Abandoned Privately Owned Property



Use the Abandoned Privately Owned Property window (Special Processing code A) to receive abandoned property. This screen will be used to record the receipt of property when the property owner is unknown. If the owner is known, and if a certificate of release was obtained from the owner, process the property as routine service/agency excess. To record the receipt of usable abandoned privately owned property, complete the following steps.

DAISY changes the name of the window to the Abandoned Privately Owned Property window. The LAST OWNER KNOWN field appears directly below the field label.

DAISY pre-populates the following fields:

S/P (when the owner is unknown): A
ACTN: A
ACCT: B
LAST OWNER KNOWN: Blank
SHC: F
REIMB: 1

Figure 15 - Usable Receipts - Reimbursement

```
udwc2416 014                    USABLE RECEIPTS                          03/03/04
EIN s9d3052  PLR: SVQA : GENERATOR: DEF REUTILIZATION MKTG SVC           08:49

| DTID_NBR          | STOCK ID          | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-4030-0001  | 7110 00DRESSER    | 03/03/04 | A   |       | 1     |

                        LOCAL DODAAC FUND CITATION

REIMBURSEMENT CODE:

FUND CITATION:
[redacted]

CHECK MAILING ADDRESS:

PRESS <F20> TO VIEW FUND CITES FOR GENERATOR OR <CTRL><C> TO ABORT RCPT

ENTER FUND CITE, PRESS <F9> TO UPDATE, OR <CTRL Y> <RETURN> TO ENTER ADDRESS
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

Complete the reimbursement screen.

Aircraft Complete (see also FSCAP) (Usable Property Receipts)

Figure 16 - Aircraft Receipt

```
replace  not stored        update        record     3 of     3
udwa7020.095                    USABLE RECEIPTS                          03/03/04
EIN s9d3052  PLR: SVQA : GENERATOR: DEF REUTILIZATION MKTG SVC           12:29

| DTID_NBR          | STOCK ID          | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-4311-2222  | 1520 00CHOPPER    | 03/03/04 | I   |       |       |

                        DESCRIPTION SCREEN

SHUC:    :                                                    SALD:    :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
|         | N   | GX  |      |      |         |           |      |      |         |

| QTY | UI | ITEM NAME | UNIT PRICE |
| 1   | EA | CHOPPER   | 150000.00  |

| DEMIL | CHLG | PERF | SHC | MSC | ACTN | ACCT | UDJC | DUP | MGT_CD | DESC |
| D     |      |      |     | X   | A    | A    |      |     |        | Y    |

DRMO CRANE        PRELOT:          :  SITE: A#  : LOCATION: AIRPORT  :

ENTER LOCATION
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

Complete usable screen with the following exceptions:

STOCK ID: Input the NSN/LSN. To create an LSN use either FSC 1510 or 1520 (e.g., 1510-00-B52B).

1510. Aircraft, Fixed Wing. This class includes only complete aircraft. End items, assemblies, parts, attachments, or accessories for use in or on fixed wing aircraft are classified in classes other than this class.
1520. Aircraft, Rotary Wing. This class includes only complete aircraft. End items, assemblies, parts attachments, or accessories for use in or on rotary wing aircraft are classified in classes other than this class.

DAISY pre-populates the following fields:

S/P: I
DESC: Y

After pressing <F9> to save and update the inventory, a small pop-up screen appears. This screen contains fields for the entry of the CAGE Code and the part number.

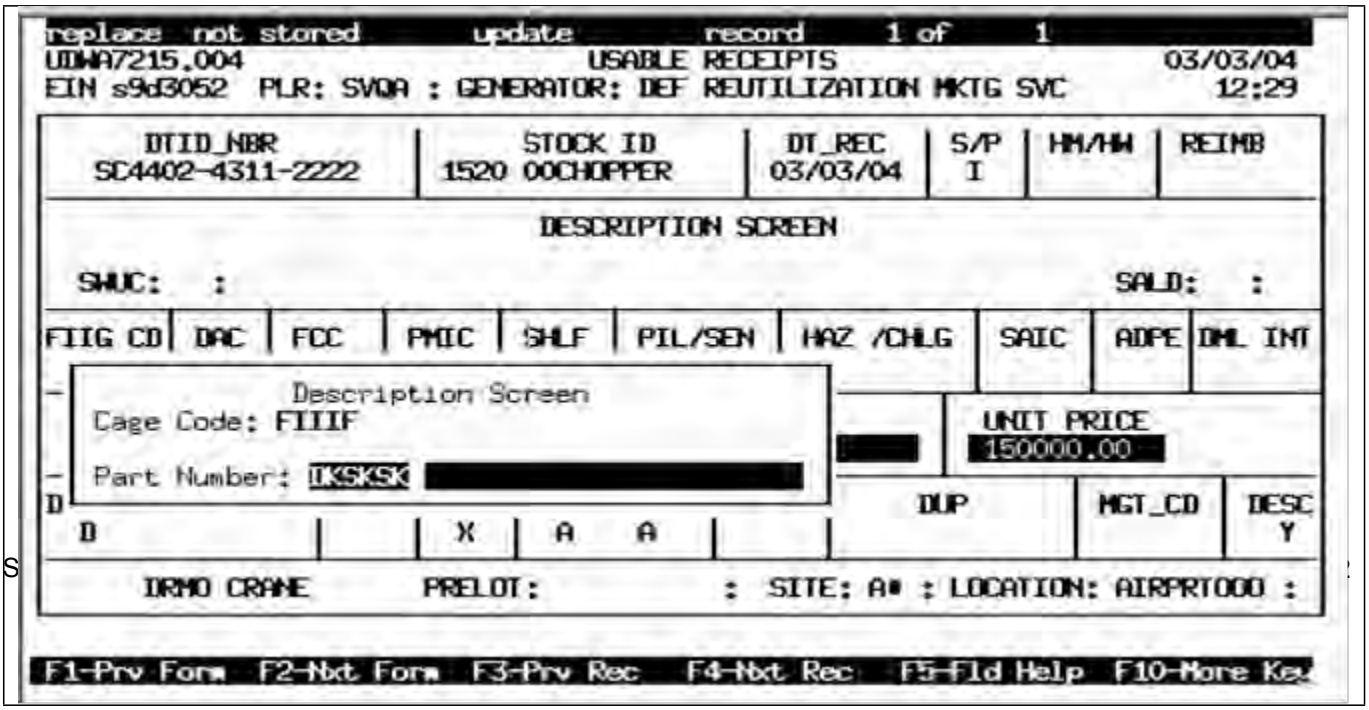
CAGE: The Commercial and Government Entity (CAGE) code, is usually a five digit number assigned to the manufacturer of an item. WebFLIS allows two (2) CAGE inquiries - (1) Enter the CAGE Code and click on the "Company only" box and the Company information is displayed through the Business Identification Number Cross-Reference System (BINCS), or (2) Enter the CAGE Code and don't click on the "Company only" box to retrieve associated Part Number(s), Item Name(s), and National Stock Number(s).

Each DRMO is **also** sent a monthly update of Federal Logistics Data (FED LOG) that contains the CAGE Codes, which cross references data two ways: by the manufacturer's name to the code and by the code to the manufacturer's name.

Part Number: Input the part number or tail number if recorded on the DTID. For additional information or assistance, contact DRMO Tucson.

Since the military services screen aircraft, the screen pre-populates with MSC -X‖ and Action/Accounting Codes of –AA‖. The system allows bypass of the screening cycle.

Figure 17 - Additional Information for Aircraft



Chemical Defense Equipment (CDE) (No Screen Provided)

Declared hazardous, scheduled for ultimate disposal (US) and having DEMIL requirements. (See 4160.21-M, Chapter 10 <http://www.dla.mil/dlaps/dod/416021m/Chap10.pdf>.)

DAISY pre-populates the following fields:

HM/HW: W
DEMIL CHLG PERF: D
SHC: Bypass this field
MSC: X
ACTN: A
ACCT: A

Do not DEMIL.

When the contractor has removed the property for UD, input the issue transaction with the following exceptions:

PERF: 4
ACTN: P
ACCT: Q

Declared hazardous, scheduled for UD with no DEMIL requirements. Input the receipt transaction, with the following exceptions:

SHC: D
MSC: P
ACTN: P
ACCT: Q

Non-hazardous and no DEMIL required. Input the XR1 as a standard usable receipt.

Captured (Enemy) Property (Usable Property Receipts) (No Screen Provided)

Create a Local Stock Number LSN using the most appropriate FSC. Coordinate with turn-in activity to assign a proper DEMIL code.

S/P: _____(to be determined once systems change request is complete)

DTID should contain statement: –Captured Property‖

Appropriate certifications, inert, declassification, radiological, etc.

Coalition (Allied) Property (Usable Property Receipts) (Reserved)

If a legal determination has been made that the coalition property can be taken by DRMS, use the NSN, as one may have been assigned. For a list of countries that participate in NATO, go to **NATO Sponsorship** <http://www.dlis.dla.mil/nato/sponsorship.asp>. If one has not been assigned, create a Local Stock Number, using the NATO Codification Bureau Code (NCBC) in the 5th and 6th positions, if the country is a participating NATO-sponsored country. The FLIS Manual, Volume 10, Table 9, has a list of countries by NCB code (characters 5-6 of NSNs).

S/P: _____(to be determined once systems change request is complete)

Component Parts Removal from Vehicles and Other End Items (No Screen Provided)

Input an XR1 with the original DTID number to generate a UCN to link the two records for the component/part removed from the end item.

If more than one type component/part is removed from the end item, use the combined value of the removed items to reduce the acquisition value of the end item. However, process a separate XR1 for each different type component/part removed. The total acquisition value of all the XR1s must equal the acquisition value of the loss recorded on the adjustment transaction. No approval of the DRMS Form 39-3 is required to support the adjustment transaction. In the comment portion of the DRMS Form 39-3, input "Components/parts removal from vehicle/end item.‖

If a reutilization customer requests a component from an end item that may create a potential environmental problem, e.g., removal of a vehicle oil pan, the DRMO will require a requisition from the generator for the item. The DRMO may then issue the end item to the customer who will remove it from the DRMO. After the generator has removed the desired items, the end item may be returned. The DTID will be turned in with a list of the parts removed. The item should be input in the system with an NSN. Input –Y", for yes, when the screen prompt is on the DESCRIPTION Field. A one line pop-up screen appears to input the "parts missing" data.

Critical FSGs/FSCs (Buzzwords) (No Screen Provided)

For information on this type property and the information required to be present on the DD Form 1348 series document, see Section 2, Chapter 1, Logistics Program, to determine if the FSG/FSC is -critical.‖ Information required to be placed by the Generating Activity on the DTID is found at C1.8.7.2. Both MLI/CCLI or non-MLI/CCLI qualifies as critical FSGs/FSCs.

Coast Guard Property (Usable Property Receipts) (No Screen Provided)

SHC: J

DWCF Fund Property (Usable Property Receipt) (No Screen Provided)

Proceeds from the sale of this property are not considered ―reimbursable.‖

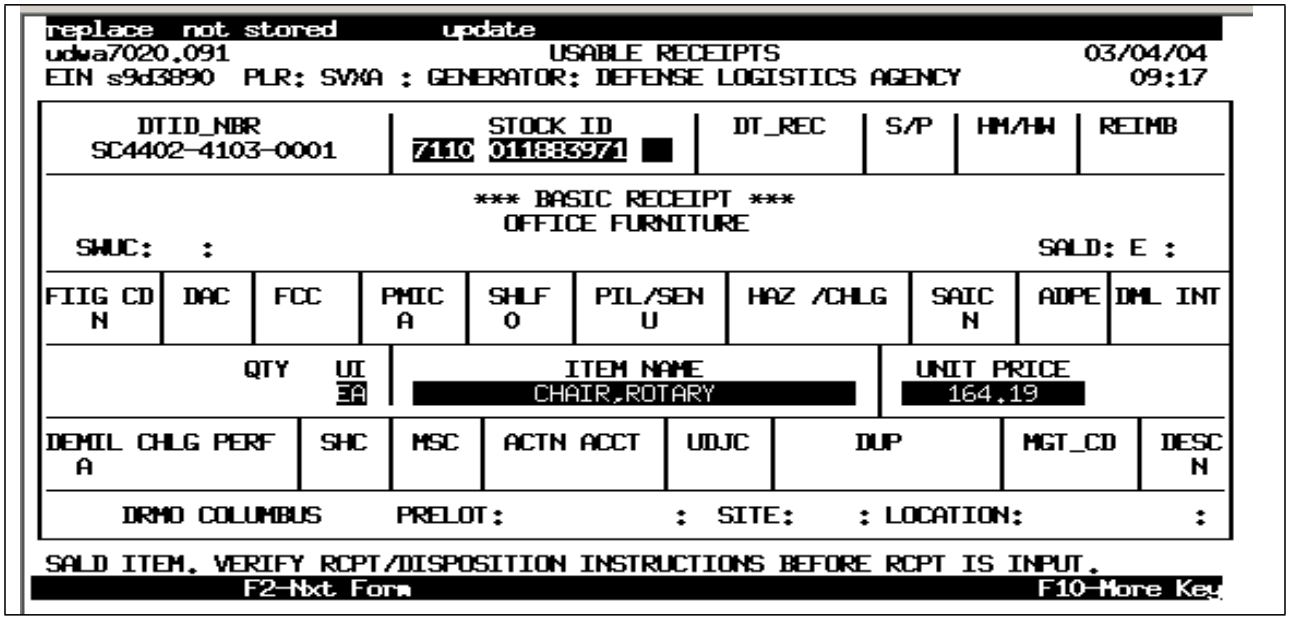
REIMB: 1

Dangerous Items (Usable Property Receipts) (No Screen Provided)

Use basic Usable Receipt and input a Special Handling Code of W.

Defective Property (Usable Property Receipts) is generally identified with a Safety Alert Latent Defect (SALD) Code.

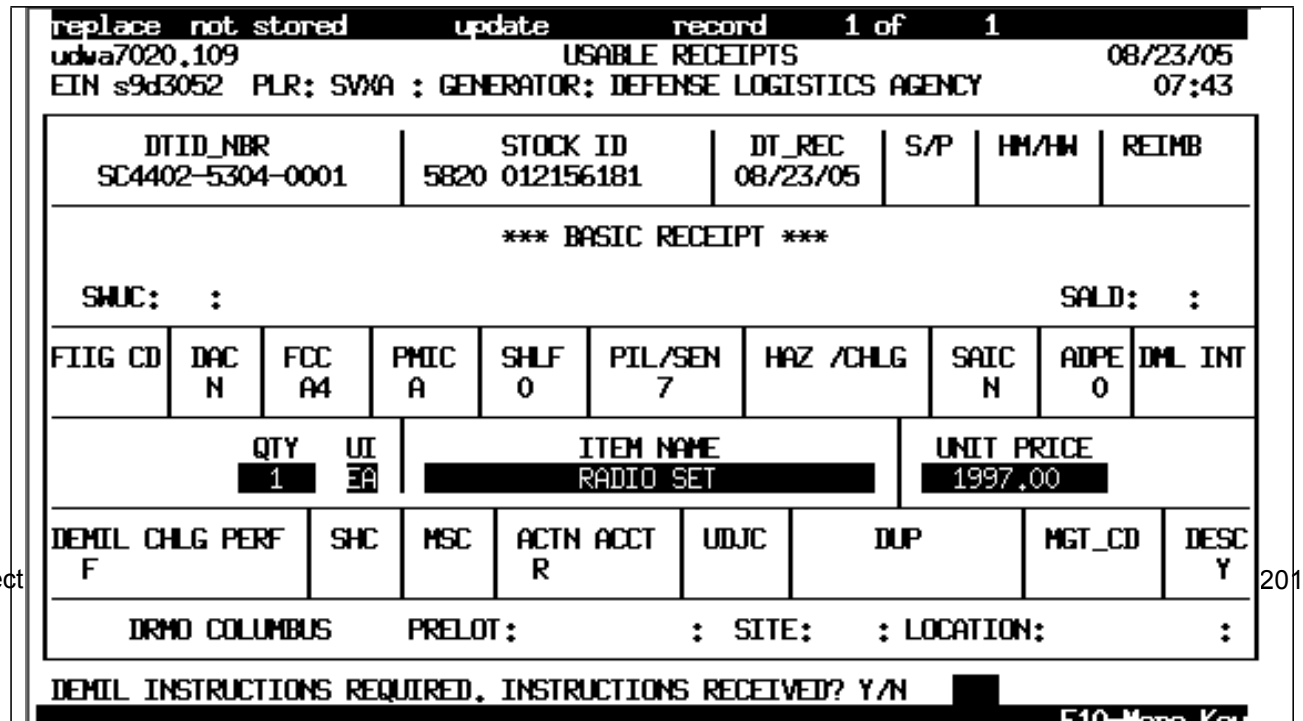
Figure 18 - Usable Receipts - SALD ITEM RCPT



Note the notification at the bottom of the screen. A list of SALD codes can be found in the **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

DEMIL Property (Usable Property Receipts)

Figure 19 - DEMIL F Property



Munitions List Items must be received as usable property.

DEMIL Code F property requires DEMIL instructions to be accompanied by the turn-in activity. The system prompts the user with the following message questioning the receipt of instructions for DEMIL. The receiver must answer the question. If the receiver answers ‘YES‘, they are allowed to continue the receipt. If the answer is ‘NO‘, the receipt cannot be completed.

See Section 2, Chapter 4, Demilitarization Program.

Figure 20 - DEMIL Code G

```
replace  not stored        update        record     1 of     1
udwa7020.109                      USABLE RECEIPTS                    08/11/05
EIN s9d3052  PLR: SVXA : GENERATOR: DEFENSE LOGISTICS AGENCY           12:42

| DTID_NBR        | STOCK ID        | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-5203-0001| 1325 009356187  | 08/11/05 |     |       |       |

                          *** BASIC RECEIPT ***

 SWUC:   :                                                  SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
| N       | N   | A4  | A    |      | 7       |           | N    | 0    |         |

| QTY | UI | ITEM NAME                | UNIT PRICE |
| 1   | EA | ADAPTER-BOOSTER,BOM      | 30.72      |

| DEMIL CHLG PERF | SHC | MSC | ACTN | ACCT | UDJC | DUP | MGT_CD | DESC |
| G               | 3   | X   | A    | A    |      |     |        | N    |

     DRMO COLUMBUS     PRELOT:          : SITE: SS : LOCATION: SSSSSSSSS :

PHYSICAL ACCEPTANCE OF DEMIL G IS NOT AUTHORIZED - CONTINUE? Y/N  YES
                                                                F10-More Key
```

DEMIL Code G property can only be received in-place (with a # in the second position of the site location field). Use the appropriate DEMIL Performed Code. See the screens below. The system also prompts the user with a question regarding the inert certificate. If there is no inert certificate, the property cannot be processed further. See Section 2, Chapter 4, Demilitarization Program. Edited 23 Jul 2009.

Figure 21 - DEMIL G Property - DEMIL Performed

```
replace  not stored        update        record     1 of     1
udwa7020.109                        USABLE RECEIPTS                        08/11/05
EIN s9d3052  PLR: SVXA : GENERATOR: DEFENSE LOGISTICS AGENCY               12:42

| DTID_NBR        | STOCK ID        | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-5203-0001| 1325 009356187  | 08/11/05 |     |       |       |

                          *** BASIC RECEIPT ***

 SWUC:   :                                                    SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
| N       | N   | A4  | A    |      | 7       |           | N    | 0    |         |

| QTY | UI | ITEM NAME                | UNIT PRICE |
| 1   | EA | ADAPTER-BOOSTER,BOM      | 30.72      |

| DEMIL CHLG PERF | SHC | MSC | ACTN | ACCT | UDJC | DUP | MGT_CD | DESC |
| G               | 3   | X   | A    | A    |      |     |        | N    |

   DRMO COLUMBUS     PRELOT:          :  SITE: A#  : LOCATION: JONJONJON :

PRESS RETURN THEN <F9> TO ADD RECORD.
          F2-Nxt Form                                          F10-More Key
```

DEMIL Code P indicates that the property is classified and cannot be processed for disposal.

CHLG: Initiate a DEMIL challenge, if appropriate. When a challenge is input, the system will generate a Freeze Code of X on all items in the DRMS inventory with the same NSN. This Freeze Code will also be applied to new receipts with the same NSN. See Section 2, Chapter 4, Demilitarization Program.

System rejects for incorrect DEMIL codes on Downgrades. If the item is recovered, input a XR1 with the following exceptions:

DEMIL: input the correct code
SHC: 2
MSC: X
ACTN: A
ACCT: A

When the receipt transaction is input, the system generates a DEMIL placard. Process the item to DEMIL Center, Deman or PM as appropriate. Annotate the DEMIL Placard and update the inventory.

If the item is not recovered, input the receipt transaction. When the DEMIL Placard is received, annotate it -Transaction rejected. DEMIL required item could not be recovered from scrap.‖ Sign and date the placard. Use DEMIL Performed Code –9.‖

Declassified Property (Usable Property Receipts)

Figure 22 - Usable Receipts - Declassified Property

```
replace  not stored        update
udwa7020.095                    USABLE RECEIPTS                    03/03/04
EIN s9d3052  PLR: SVQA : GENERATOR: DEF REUTILIZATION MKTG SVC        09:07

| DTID_NBR          | STOCK ID              | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-4133-1111  | 7025 00COMPUTE R      | 03/03/04 | B   |       |       |

                          DECLASSIFIED PROPERTY

SWUC:   :                                                    SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
|         | N   | B4  |      |      |         |           |      |      |         |

| QTY | UI | ITEM NAME | UNIT PRICE |
| 3   | EA | LAPTOP    | 750.00     |

| DEMIL | CHLG | PERF | SHC | MSC | ACTN | ACCT | UDJC | DUP | MGT_CD | DESC |
| P     |      | 6    |     | Z   | N    | A    |      |     |        | N    |

DRMO CRANE        PRELOT:          : SITE: AO : LOCATION: JONJONJON :

PRESS RETURN THEN <F9> TO ADD RECORD.
F2-Next Form                                                  F10-More Key
```

Use the Declassified Property window (Special Processing code B) to receive declassified property. To accept declassified property, a certificate of declassification must be attached to the property. If a certificate of declassification is not attached, the property cannot be accepted. Contact the generator and secure a certificate or return the property. To record the receipt of usable declassified property, complete the following:

S/P: B
DEMIL: Code from DTID
PERF: 6 or 7

DAISY changes the name of the window to the Declassified Property window.

DAISY pre-populates the following fields:

ACTN: N
ACCT: A
MSC: Z
SHC: Blank

Complete receipt.

Federal Civil Agency (FCA) Property (Usable Property Receipts) (No Screen Provided)

When receiving property from a Federal Civil Agency, go to: **FCA MOA Status Spreadsheet** <http://www.drms.dla.mil/turn-in/fcamoa6105.pdf> to determine whether the property can be received (i.e., is listed on the MOA Spreadsheet with a valid Activity Address Code (AAC) and an expiration date greater than the date of receipt. If the property can be received, proceed. If not, contact the DRMS Customer Service Directorate for assistance.

FCA property is coded as reimbursable to the General Treasury Receipts (97R2651). The fund citation must be loaded into the Marketing Menu screen Reimbursement Tracking System.

To process the receipt into the DRMO inventory:

DTID_NBR: Activity Address Code (AAC) provided by the FCA
REIMB: 1
DAC: F

The DTID must contain an –XP‖ in Blocks 52/53. There is no input required in DAISY.

Flight Safety Critical Aircraft Parts (FSCAP) (Also see Aircraft, Complete) (Usable Receipts).

Figure 23 - Usable Receipts - FSCAP Unused

```
replace  not stored        update        record     4 of     4
udwa7020.095                      USABLE RECEIPTS                    03/03/04
EIN s9d3052  PLR: SVQA : GENERATOR: DEF REUTILIZATION MKTG SVC         13:06

| DTID_NBR        | STOCK ID          | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-4333-1111| 1560 OOTRANSMS N  | 03/03/04 |     |       |       |

                          *** BASIC RECEIPT ***

 SWUC:   :                                                   SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
|         |  N  | A1  |      |      |         |           |      |      |         |

| QTY | UI | ITEM NAME          | UNIT PRICE |
| 1   | EA | ACFT TRANSMISSION  | 3000.00    |

| DEMIL | CHLG | PERF | SHC | MSC | ACTN | ACCT | UDJC | DUP | MGT_CD | DESC |
|  B    |      |      |     |  X  |  A   |  A   |      |     |        |  N   |

     DRMO CRANE        PRELOT:          :  SITE: AO : LOCATION: JONJONJON :

PRESS RETURN THEN <F9> TO ADD RECORD.
F2-Nxt Form                                                  F10-More Key
```

FSCAP turned in by the generator must contain the letters FSCAP in Block 27 of the DTID. The DTID must also contain one of two FSCAP Codes in Block 27, E or F.

For an easy table description of the types of FSCAP categories see Section 3, Special Processing.

FSCAP - Unused: FSCAP is considered unused if it is sealed when it is received at the DRMO.

DEMIL Required: This type property may be received for disposal processing if received in its original, sealed, undamaged packaging and the NSN, contract number, CAGE Code(s) and part number are provided. Input standard receipt transaction. No historical documents are required since the item has not been in service.

A pop-up screen will ask, "Did generator submit a Historical Use Record or Maintenance Record/Form with turn-in?" Select Y (Yes) even though there are no historical records. This is the only way the system will continue to process the receipt.

Non-DEMIL Required: This type property may be received for disposal processing if received in its original, sealed, undamaged packaging and the NSN, contract number, CAGE Code(s) and part number are provided. Input standard receipt transaction. No historical documents are required since the item has not been in service.

A pop-up screen will ask, "Did generator submit a Historical Use Record or Maintenance Record/Form with turn-in?" Select Y (Yes) even though there are no historical records. This is the only way the system will continue to process the receipt.

FSCAP - Used and Documented

DEMIL - Required: Serviceable or reparable FSCAP may be reutilized, transferred, donated or sold, subject to DEMIL requirements, provided the historical records and documentation are furnished with the parts at turn-in.

A pop-up screen will ask, "Did generator submit a Historical Use Record or Maintenance Record/Form with turn-in?" Select Y (Yes).

Non-DEMIL - Required: Can be RTD and sold without demilitarization. If the historical records and documentation are furnished with the parts at the time of turn-in, input the basic receipt.

A pop-up screen will ask, "Did generator submit a Historical Use Record or Maintenance Record/Form with turn-in?" Select Y (Yes).

Figure 24 - Usable Receipts - FSCAP

```
replace  stored          update        record    1          records found
udwa7020.095                    USABLE RECEIPTS                    03/03/04
EIN s9d3052  PLR: SVQA : GENERATOR: DEF REUTILIZATION MKTG SVC        14:08

 DTID_NBR          STOCK ID          DT_REC   S/P   HM/HW   REIMB
 SC4402-3104-0001  1615 010146008 ■

                        *** BASIC RECEIPT ***
        HELICOPTER ROTOR B
 SWUC:   :
 FIIG CD  DAC   FCC   PMIC   S
   F
            QTY   UI
 DEMIL CHLG PERF   SHC   MSC
                                This item is a Flight Safety Critical Aircraft
                                Part (FSCAP).  It must be accompanied by a
                                DA2410 Form (Historical Usage Record), AFTO
                                Form 95 OR OTHER MILSVC maintenance or
                                historical use record/form.  If a record/form
                                is missing, reject the turn-in and ask the
                                generator to obtain the required information
                                from the Managing MILSVC.
                                Did generator submit a Historical Use Record
                                or Maintenance Record/Form with turn-in?
     DRMO CRANE      PRELOT:          :  SITE:    : LOCATION:          :

ENTER Y/N
                                                                F10-More Key
```

FSCAP - Used and Undocumented

Non-DEMIL: Must be mutilated and downgraded to SCL MFS.

Select the *DOWNGRADE TO SCRAP* Screen from the DAISY Menu and input the NSN.

A pop-up screen will ask, "Did generator submit a Historical Use Record or Maintenance Record/Form with turn-in?" Select "N" for No.

Another pop-up screen will appear requiring a response. "If downgrade to scrap is done, DRMO must mutilate property for FSCAP purposes." At the bottom of the *DOWNGRADES TO SCRAP* Screen a question asks, "Do you wish to continue with receipts? Y/N." Select "Y" for Yes.

The *DOWNGRADE TO SCRAP* Screen will now display. Input the appropriate data and input Y in the DESC Field. A pop-up screen will appear with the wording -*OPTIONAL DESCRIPTION"*. Input the following description, –Undocumented FSCAP item requiring mutilation‖.

Complete the XR3 transaction using SCL MFS. FSCAP in this SCL will be kept separate until mutilation is completed. The residue will then be placed in the appropriate SCL based on basic material content.

DRMOs are authorized to assign SCC H to undocumented FSCAP and downgrade upon receipt without further approval.

DEMIL Required:

For FSCAP requiring DEMIL that has been demilitarized by the generator, process the property to the appropriate scrap accumulation. See Section 3, Special Processing.

For FSCAP that has not been demilitarized by the generator, the property will be processed as an XR1. Property must be demilitarized by the DEMIL Center or as a condition of sale.

When the FSCAP NSN is input on the *DAISY USABLE RECEIPTS* Screen, a pop-up screen will appear and ask, –Did generator submit a Historical Record or Maintenance Record/Form with turn-in?‖ Select No.

Input the receipt transaction with the following exception: input MSC X and Action/Accounting Codes A/A.

Generator-Prepared Batchlots

STOCK ID: Input in the FSC, the word "BATCH", and the serial number. For example: "3030BATCH0001". After inputting the complete STOCK ID number and press <Enter>, "LB" will appear in the unit of issue (UI) field. (Lbs can be estimated or actual). Complete the receipt, and input the number of pounds for the (generator-prepared) batchlot in the quantity field.

The total acquisition value of an entire generator batchlot may not exceed $2500.

Option 1: This is the most desirable method of batching. Collect by FSC, unit price of $100 or less. Each container shall have only items of the same FSC.

STOCK ID: Predominant FSC/FSG followed by the word BATCH
UI: LB
QTY: # of Lbs. (Estimated or Actual)

Total value of the lot (not to exceed $2500)

Option 2: This option is less desirable than Option 1 because the mixing of FSCs may reduce RTDS potential. Collect by FSG, unit price of $50 or less. Each container shall have only items of the same FSG.

STOCK ID: Predominant FSC/FSG followed by the word BATCH
UI: LB
QTY: # of Lbs. (Estimated or Actual)

Total value of the lot (not to exceed $2500)

Option 3: This is the least desirable option because the mixing of FSGs/commodities further reduces the potential for RTDS. Collect without regard to FSC or FSG, unit price of $35 or less. Turn-in Activities may use this option when storage problems or processing constraints override RTDS considerations.

STOCK ID: FSC —9999" followed by the word BATCH
UI: LB
QTY: # of Lbs. (Estimated or Actual)

Total value of the lot (not to exceed $2500)

Due to special processing needs, eligible Navy Supply Operations Assistance Program (SOAP) and Intra-Fleet Supply Support Operation Team (ISSOT) items shall be batched under this option in individual ship lots regardless of the number of containers/pallets involved.

A listing of property in the batchlot, including NSN, if assigned, quantity, unit price, and unit of issue, will be attached to the DTID for generator batchlots. If the value is unknown, generating activities will use $10 per item up to $2,500.

Hazardous Material (Usable Property Receipts)

Figure 25 - Usable Receipts - Hazardous Material Screen

```
replace  not stored        update        record     1 of     1 added
UDWA7081.015                      USABLE RECEIPTS                    03/02/04
EIN s9d3845  PLR: SXGA : GENERATOR:  NAME NOT FOUND                   08:26

   D                          Hazardous Material                      IMB
  M000   DTID Number          Special Criteria Cd  State Waste Code
         M0001240580001
         Hazardous Material Description:

  SWUC:                                                                 :
FIIG CD                                                                 ML INT
         PCB/PPM Con     Lab Annl     Appox Gal      Appox Gr Wt
          Serial No      Dimensions HxWxL       KVA          MSDS

DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC |      DUP      | MGT_CD | DESC
  A             |     |  X  |  A    A  |     |               |        |  N

   DRMO JACKSONVILLE   PRELOT:          :  SITE: OZ : LOCATION: A010101A0 :

Enter Special Criteria Code
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Hazardous material may not be received direct to UD. Material with no RTDS potential should be received as HW.

Special Criteria Cd : Insert code or leave blank. Codes are found at: **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.
State Waste Code: Leave Blank.

Hazardous Material Description: Four lines of 80 characters each line; Line one is mandatory (use description from the DD 1358-1A Add Proper Shipping Name from 49 CFR - US only).

If this item is referred to UD, the HM material description will be transferred to BOSS and goes into the descriptive area of the Hazardous contract DO.

If material is not a PCB Transformer, skip to MSDS.

Input the appropriate information and codes for the following fields:

PCB/PPM Con:
Lab Annl: Y/N. Must be less that 50 PPM to be received as HM
Appox Gal:
Appox Gr Wt:
Serial No:
Dimensions HxWxL:
KVA:
MSD: Required field for all HM

Press <F9> to save/update.

Hazardous Wastes

Figure 26 - Usable Receipts - Receiving Hazardous Wastes Screen

```
replace  not stored        update        record     3 of     3
udwa7020.095                      USABLE RECEIPTS                    03/02/04
EIN s9d3845  PLR: SXGA : GENERATOR:  NAME NOT FOUND                   09:31

| DTID_NBR        | STOCK ID        | DT_REC   | S/P | HM/HW | REIMB |
| M00012-4123-0001| 8010 00WSTPNT   | 03/02/04 |     |   W   |       |

                          *** BASIC RECEIPT ***

 SWUC:   :                                                  SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
|         |  N  | HX  |      |      |         |           |      |      |         |

| QTY | UI | ITEM NAME        | UNIT PRICE |
| 400 | LB | WASTE PAINT      | 0.01       |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC |
|  A              |  D  |  P  |  P    Q   |  Z   |     |        |  N   |

 DRMO JACKSONVILLE   PRELOT:          :  SITE: OZ : LOCATION: C010101A0 :

PRESS RETURN THEN <F9> TO ADD RECORD.
F2-Nxt Form                                                  F10-More Key
```

Special Criteria Cd : Insert Code or Leave Blank. Codes are found at: **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

REC MANIFEST NUMBER: Only used for Receipt at a CSF
WT/VOL: Required Field
M/V: <F5> for codes
STORAGE CODE: Required Field

Figure 27 - Usable Receipts - EPA Hazardous Waste Screen

```
UDWA7084.001                    USABLE RECEIPTS                    03/02/04
EIN s9d3845  PLR: SXGA : GENERATOR:  NAME NOT FOUND                 09:31

                          HAZARDOUS WASTE                          Storage

                      EPA HAZARDOUS WASTE NUMBERS
                    EPA Haz Wst No     Sequence Nbr
                         D001              1
  S                      D035              2
FII                                                                  T

DEM                                                                  C
  A

ENTER SEQUENCE NUMBER, THEN PRESS <F9>
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

EPA Haz Wst No: Input EPA Waste Code, or Input –NONE‖, if non-RCRA or outside US.

Multiple waste codes may be entered.

Press <F9> to save/update.

Press <F1> to exit.

Figure 28 - Usable Receipts - State Waste Numbers

```
replace  not stored        update        record     1 of     1
UDWA7086.002                      USABLE RECEIPTS                    03/02/04
EIN s9d3845  PLR: SXGA : GENERATOR:  NAME NOT FOUND                    09:31

                          HAZARDOUS WASTE                          Storage

                          STATE WASTE NUMBERS
                   State Waste Number    Sequence Number
                          CA141                 1
  S
FII                                                                      T

DEM
  A                                                                      C

ENTER SEQUENCE NUMBER, THEN PRESS <F9> TO ADD        /UPDATE
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

State Waste Number: Optional field, but mandatory in states where required.

Press Shift + <F10>, to zoom.

Multiple waste codes may be entered.

Figure 29 - Usable Receipts - Hazardous Container Information

```
replace  not stored        update        record     3 of     3 records found
UDWA7088.002                      USABLE RECEIPTS                    03/02/04
EIN s9d3845  PLR: SXGA : GENERATOR:  NAME NOT FOUND                    10:00

                          HAZARDOUS WASTE                          Storage

                       HAZARDOUS CONTAINER INFORMATION
   Container Number   Cntnr Storage    Cntnr Wt/Vol  Cntnr Accumulation
                      Location Cd                     Start Date
  S 001                A010101A0          200          02/14/04
    002                A010101A2          200          01/17/04
FII                                                                      T

DEM
  A                                                                      C

<F3>/<F4> TO SELECT RCD;<F9> TO UPDT;<F18> TO DELETE;<F7> TO ADD;<F1> TO EXI
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Optional: Press Shift + <F10> to zoom for container screen when Generating Activity provides data.

Multiple containers may be entered.

Container Number:
Cntnr Storage Location Cd:
Cntinr Wt/Vol:
Cntnr Accumulation Start Date:

Press <F9> to save/update. Press <F1> to exit to previous screen for additional input.

*Waste Profil*e #: Required.
Accum Start Date: Required.

Use oldest ASD when DTID has multiple containers

ORG: Generating Activity
BLDG:
GENER DATA TYPE OPER: Must be consistent with HW Log Description
NAME:
PHONE:
CONTENTS DESCRIPTION: Required. Must be consistent with HW Log Description
CONTAINER DESCRIPTION: Must be consistent with HW Log Description

Press <F9> to save/update.

Figure 30 - Usable Receipts - Hazardous Waste

```
replace  not stored        update        record     1 of     1
UDWA7082.026                      USABLE RECEIPTS                    03/02/04
EIN s9d3845  PLR: SXGA : GENERATOR:  NAME NOT FOUND                     10:00

                              HAZARDOUS WASTE                          Storage
 Dtid Number      Spcl Crit    Rec Manifest Number  Wt/Vol  M/V      Code
 M0001241230001       [ ]                            400     P       S01
     EPA          State        Container            Waste        Accum
 Haz Wst Cd   Waste Code        Number            Profile #    Start Date
 S                                                M000124106    01/17/04

FII  ORG     BLDG  Gener Data Type Oper     Name              Phone        T
 MALS12 300     AIRCRAFT MAINTENANCE SGT HASSAN
 Contents Description:                            269-555-1212
 WASTE PAINT, 3, UN1263, III

DEM                                                                        C
 A  Container Description:
 2 55-GL DRUMS

Enter Special Criteria Code
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Information Technology (IT Formerly Automation Resources (AR)) (Usable Property Receipts) (No Screen Provided)

This is no longer a special processing item because DRMS assumed the mission from DISA. Process as a standard usable receipt.

Metalworking Machinery (MM) (Formerly Industrial Plant Equipment) (Usable Property Receipts)

S/P: C. The system changes the name of the window to the Industrial Plant Equipment window.

For MM with an acquisition cost less than $5,000 in any Supply Condition Code

Zero-fill the DIPEC Report Number field.

Property must undergo RTD screening.

For MM with an acquisition cost of $5,000 or greater with a Supply Condition Code of H or S,

Zero-fill the DIPEC Report Number field.

Property must undergo complete RTD screening.

For MM with an acquisition cost of $5,000 or greater with a Supply Condition Code of A - G, property in FSC 3400 has been screened by DSCR.

Complete DIPEC Report Number field

Property must undergo Transfer and Donation screening.

Figure 31 - Usable Receipts - Metalworking Machinery

```
replace  not stored        update        record     1 of     1
udwa7020.095                      USABLE RECEIPTS                      03/03/04
EIN s9d3052  PLR: SVQA : GENERATOR: DEF REUTILIZATION MKTG SVC          09:23

| DTID_NBR          | STOCK ID          | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-4311-1114  | 3405 OOLATHE      | 03/03/04 | C   |       |       |

                    INDUSTRIAL PLANT EQUIPMENT
                    SAWS AND FILING MACHINES
SWUC:   :         DIPEC REPORT NUMBER SE430043015888          SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
|         | N   | C4  |      |      |         |           |      |      |         |

| QTY | UI | ITEM NAME | UNIT PRICE |
| 1   | EA | LATHE     | 25000.00   |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC |
| A               | Q   | 5   | R    A    |      |     |        | Y    |

DRMO CRANE        PRELOT:          :  SITE: AO : LOCATION: C010101AO :

PRESS RETURN THEN <F9> TO ADD RECORD.
F2-Nxt Form                                                F10-More Key
```

Figure 32 - Usable Receipts - MM - with Manufacturer's Serial Number

```
replace  not stored        update        record     1 of     1
udwa7077 001                      USABLE RECEIPTS                      03/03/04
EIN s9d3052  PLR: SVQA : GENERATOR: DEF REUTILIZATION MKTG SVC          09:23

| DTID_NBR          | STOCK ID          | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-4311-1114  | 3405 OOLATHE      | 03/03/04 | C   |       |       |

                    INDUSTRIAL PLANT EQUIPMENT
                    SAWS AND FILING MACHINES
SWUC:   :         DIPEC REPORT NUMBER SE430043015888          SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
|         | N   | C4  |      |      |         |           |      |      |         |

INFORMATION FOR METALWORKING MACHINERY

YEAR OF MANUFACTURE:     1977
NAME OF MANUFACTURER:    JOHNSON & JOHNSON
MODEL NUMBER:            M3690
SERIAL NUMBER:           34VK44444LL

SC
Y
:

ENTER MANUFACTURER'S SERIAL NUMBER, THEN <F9> TO UPDATE,  <F1> TO EXIT
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

Military Assistance Property (MAP) (No Screen Provided)

MAP is reimbursable.

The DoDAAC will begin with a B, D, K, P, or T. This designates the property as MAP. The Special Handling, MSC, Action, and Accounting Codes are automatically populated by the system.

R*EIMB*: 1. The fund cite should be provided on the DTID. See Section 4, Supplement 2, Proceeds Disposition, Enclosure 2 for fund cite information.

Mutilation Required Property (No Screen Provided)

S/P: X

NASA Property (No Screen Provided)

S/P: L

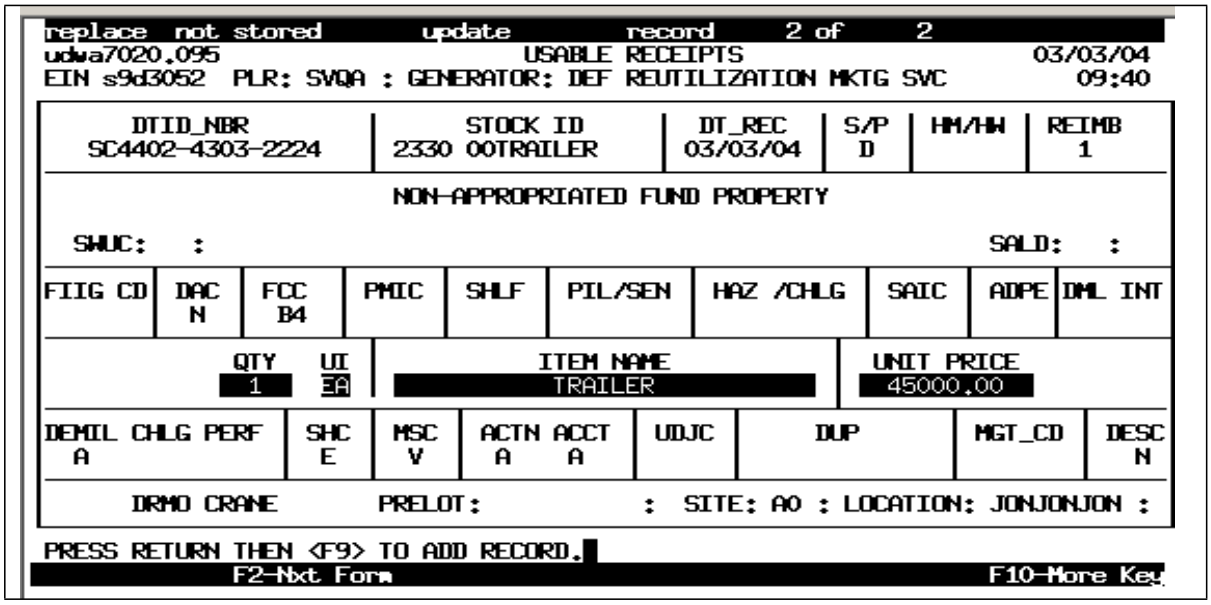
Non-Appropriated Fund Property (Usable Property Receipts)

Any proceeds resulting from sale are reimbursable to the generator. If the DTID does not contain the fund cite or check mailing address, process as routine service/agency excess. To record the receipt of usable non-appropriated fund property, complete the following steps.

S/P: D.

DAISY places a 1 in the REIMB field and changes the name of the window to the Non-Appropriated Fund Property window.

Figure 33 - Usable Receipts - Non-Appropriated Fund Property



Press <F9> to save/update.

The following screen appears if the property qualifies for CV.

Figure 34 - Usable Receipts - Commercial Venture - Accumulation Number

```
replace  stored/modified  update        record     1 of     1
udwa7403.002                      USABLE RECEIPTS                      03/03/04
EIN s9d3052  PLR: SVQA : GENERATOR: DEF REUTILIZATION MKTG SVC           11:52

     DTID_NBR          |      STOCK ID      | DT_REC | S/P | HM/HW | REIMB |
  SC4402-3104-0001     | 7110 00LSN         | 03/03/04 |     |       |       |

                                   *** BASI |  SINGLE CYCLE - COMMERCIAL VENTURE

  SHUC:   :                                 |  ACCUMMULATION NBR:  SVQA4V01

FIIG CD | DAC | FCC | PMIC | SHLF | P      |      SALES IFB NBR:  990001
        |  N  | A4  |      |      |        |  SALES IFB ITEM NBR:  0002

            QTY   UI |          ITE
             1    EA |        TABLE        |  12.00

DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC |      DUP      | MGT_CD | DESC
  A             |     |  V  |  A    A   |      |               |        |  N

     DRMO CRANE        PRELOT:          :  SITE: A9 : LOCATION: JONJONJON :

ENTER ACCUMMULATION SERIAL NBR.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

If the answer to –Do you want to process this property to CV? Y/N? If answer is -N,‖ DAISY automatically fills in the Accounting code of –B.‖

Nuclear Ordnance Property (No Screen Provided)

Use standard receipt with the following exception:

SHC: D

Possible MSC, Action and Accounting Code Combinations: XAA or PPQ for sale or UD.

If the property is DEMIL-required, it must be DEMILED prior to turn in. Use DML Performed code of 6 or 7.

Property Found in DRMO (also known as Found on Post) (Usable Property Receipts)

Figure 35 - Usable Receipts - Found on Post

```
replace  not stored        update
udwa7020.091                    USABLE RECEIPTS                    03/04/04
EIN s9d3890  PLR: SVXA : GENERATOR:                                 09:29

| DTID_NBR | STOCK ID | DT_REC | S/P | HM/HW | REIMB |

                    *** BASIC RECEIPT ***
                      FSC DESCRIPTION
 SWUC:   :                                                  SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |

| QTY  UI | ITEM NAME | UNIT PRICE |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC N |

 DRMO COLUMBUS     PRELOT:          :  SITE:    : LOCATION:          :

GENERATE UCN FOR PROPERTY FOUND AT DRMO? Y/N
                                                          F10-More Key
```

When processing the receipt, the DRMO DoDAAC will be used by creating a Unique Control Number (UCN). This is accomplished by pressing <Enter> in the DoDAAC field. Responding yes will create a UCN, which is used as the DTID Number for the accountable record. The DRMO DoDAAC cannot be input without using this process.

Reclamation Property (Usable Property Receipts) (No Screen Provided)

Receive property to be held for reclamation after screening is complete. To record the receipt of usable reclamation property, complete the following steps. (See DoD 4160.21-M for types of reclamation property.)

S/P: E

DAISY changes the name of the window to the Reclamation Property window.

DAISY pre-populates the following fields:

ACCT: A
SHC: 1
S/I: E
ACTN: A

If property requires DEMIL, input the code from the DTID.

Property Returned to the DRMO by a Requisitioner (No Screen Provided)

When property is returned to the DRMO by the Requisitioner because it was misidentified, search DAISY (all Record Status Codes, including RSC Z) using the

Consolidated Inquiry, or Record Status and History to find the DTID. If the DTID is found in the system, process the XR1 using the original DTID, which will create a UCN, tying the new receipt to the original DTID.

Service Peculiar Property (Usable Property Receipts) (No Screen Provided)

Use the Service Peculiar Property window (Special Processing code F) to receive property peculiar to a particular branch of service. To record the receipt of usable service peculiar property, complete the following steps. (Examples of service peculiar property might be Marine Corps sabers or Navy Bosun's whistle.) Do not screen this type property.

S/P: E

DAISY changes the name of the window to the Service Peculiar Property window.

Complete receipt.

Shelf Life Property (Usable Property Receipts)

Figure 36 - Usable Receipts - Shelf-Life Property

```
replace  not stored        update        record     1 of     1
udwa7020.111                    USABLE RECEIPTS                    09/06/05
EIN s9d3343  PLR: SXGA : GENERATOR:  NAME NOT FOUND                 16:26

| DTID_NBR | STOCK ID | DT_REC | S/P | HM/HW | REIMB |
| N00104-5023-CAR7 | 8010 00PAINT | 09/06/05 | G | | |

                         SHELF LIFE PROPERTY

SHUC:   :                                                  SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
|         | N   | F7  |      |      |         |           |      |      |         |

| QTY | UI | ITEM NAME | UNIT PRICE |
| 10  | EA | PAINT     | 100.00     |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC |
| A               | C   | X   | A    A    |      |     |        | N    |

DRMO JACKSONVILLE   PRELOT:          :  SITE: AO : LOCATION: JONJONJON :
```

Receive property with a limited shelf life. Use this screen to receive property with a shelf life code from NSN characteristics or LSN property identified by the generator as Shelf Life Property. To record the receipt of usable shelf life property, complete the following steps.

S/P: G
SHC: A,B or C
A: Shelf life property, more than 6 months before expiration.
B: Shelf life property, 3 to 6 months before expiration.

C: Shelf life property, expired or less than 3 months before expiration.

Complete the receipt.

Transfer of Usable Property from Another DRMO - DRMOs within the Same RIC or Property Location RIC (PLR)

Figure 37 - Property Transfer Within PLR

```
replace | not stored | update |
udwb5051.024                    DAISY                          03/04/04
s9d3890          Property Transfer within PLR                  08:47

                 Losing Property Ric      SVXA

                 Gaining Property Ric     SVXS

                 Dtid/SCL-SCT/Prelot Nbr  FB20673251B310

                 Stock Nbr                6625BATCH03168N
                 Item Demil Cd            A
                 Item Unit of Issue       EA
                 Item Unit Price          20.00
                 Qty Available            250
                 Qty on Hand              250

ITEM HAS AN ACCUMULATION NUMBER ASSIGNED - CANNOT BE TRANSFERRED
            | F2-Nxt Form |                                | F10-More Key
```

When the losing DRMO is transferring property to a DRMO within the same RIC, the losing inputs the receipt and the property is automatically added to the gaining DRMO account.

If the item has an accumulation associated with it, a DTID Restart is required to remove the accumulation number prior to executing the transaction.

Receipt of Property from Another DRMO - Not the same RIC:

Figure 38 - Usable Receipts - When Property is received at DEMIL Feeder Site

```
replace  not stored        update        record     1 of     1
udwa7020.091                    USABLE RECEIPTS                    03/04/04
EIN s9d3890  PLR: SVXA : GENERATOR: DEFENSE LOGISTICS AGENCY          08:59

| DTID_NBR        | STOCK ID          | DT_REC   | S/P | HM/HW | REIMB |
| SC4402-4102-0001| 1560 001447130    | 03/04/04 |     |       |       |

                          *** BASIC RECEIPT ***

 SHUC:   :                                                  SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
|   N     |  N  | A4  |  U   |  O   |   U     |           |  N   |      |         |

| QTY | UI | ITEM NAME              | UNIT PRICE |
|  1  | EA | DISK,POINTER,TAB CO    |  27.18     |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC |
|      B          |     |  X  |  A    F   |      |     |        |  N   |

     DRMO COLUMBUS     PRELOT:          :  SITE: AO : LOCATION: JONJONJON :

PRESS RETURN THEN <F9> TO ADD RECORD.
F2-Nxt Form                                                  F10-More Key
```

When property is received from a DRMO that does not have the same RIC, an XR1 is required and the Accounting Code of F is used to reflect that this is from another DRMO.

For example, when property is received at a DEMIL feeder site, it is transferred to the DEMIL Center using the Issue Property to Another DRMO process. The gaining site will process the receipt as above. Generally, the screening is performed at the feeder site prior to the transfer.

Radioactive Items:

Use standard usable receipt with the following exception:

SHC: 5.

Small Arms

Figure 39 - Usable Receipts - Small Arms

```
replace  not stored        update        record     1 of     1
udwa7020.091                      USABLE RECEIPTS                    03/04/04
EIN s9d3890  PLR: SVXA : GENERATOR: DEFENSE LOGISTICS AGENCY           10:31

   DTID_NBR          STOCK ID          DT_REC   S/P   HM/HW   REIMB
SC4402-3003-1112   1005 000878998

SWUC:
FIIG CD  D   COMPLETE WEAPONS, WEAPONS RECEIVERS, AND BARRELS ATTACHED TO A
  N          RECEIVER ASSEMBLY WHICH CONTAINS THE WEAPON'S SERIAL NUMBER
             MUST BE STORED IN AN ARMS STORAGE FACILITY IN ACCORDANCE WITH
             DoD 5100.76-M, Chapter 4  OR RECEIVED IN PLACE.
             ALL OTHER WEAPONS PARTS MAY BE RECEIVED, BUT STORED IN A
             SECURED STORAGE AREA (SECURITY CAGE).
DEMIL CHLG
  D
   DRMO

WAS AN INERT CERTIFICATE TURNED IN WITH THIS PROPERTY? Y/N
                                                          F10-More Key
```

Use standard usable receipt with the following exception:

SAIC: S

If a valid NSN is used, SAIC –S‖ will be system generated. If an LSN is used, user must input SAIC of –S.‖

MSC: S
ACTN: N
ACCT: A

Use of XR3 transaction for demilitarized small arms is prohibited.

Figure 40 - Usable Receipts - Small Arms

```
replace  not stored        update        record     1 of     1
udwa7020.091                      USABLE RECEIPTS                    03/04/04
EIN s9d3890  PLR: SVXA : GENERATOR: DEFENSE LOGISTICS AGENCY           10:31

   DTID_NBR          STOCK ID          DT_REC   S/P   HM/HW   REIMB
SC4402-3003-1112   1005 000878998    03/04/04

                    *** BASIC RECEIPT ***

SWUC:   :                                                  SALD:   :
FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT
  N     |  N  | HX  |  A   |  O   |   N     |           |  N   |  O   |
          QTY   UI   ITEM NAME                    UNIT PRICE
           1    EA   RING,SLIP,HAND GUAR            6.92
DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC
  D             |     |  S  |  N    A   |     |     |        |  N
   DRMO COLUMBUS     PRELOT:          :  SITE: AP : LOCATION: JONJONJON :

PRESS RETURN THEN <F9> TO ADD RECORD.
F2-Nxt Form                                                F10-More Key
```

Term Contract of Usable Property:

Use the standard receipt. Do not bypass screening.

1.1.2.—SCRAP RECEIPTS

Figure 41 - Scrap Receipts Screen

```
replace  not stored        update        record     1 of     1
udwa7030.013                      SCRAP RECEIPTS                    02/21/04
EIN s9d3890  PLR: SVXA : GENERATOR:                                   08:31

                              SCL DESCRIPTION

| DTID_NBR | SCL/SCT NBR | DT_REC | SCRAP WEIGHT | REIMB |
| [redacted] | | | | |

| HAZ | DEMIL  /PERF | SHC | ACTN_CD  ACCT_CD |
|                |  |  | K        D |

DRMO COLUMBUS     SITE:     : LOCATION:          :

ENTER GENERATOR DoDAAC OR CTRL Y TO CLEAR OR <CR> WHEN CLEAR TO CREATE UCN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Use the scrap receipt screen to process the XR2 transaction. This process may also be used to receive property that the CV Partner has returned. See the CV SOP for further guidance.

If high value scrap is being received, Titanium, Brass, Stainless Steel, etc., it must be weighed and the weight annotated on the appropriate document.

Scrap Classification List (SCL) –VII is accounted for in grams. All other scrap is accounted for as pounds.

Scrap Classification Term (SCT): scrap destined for a Term Sale scrap pile. When processing scrap, the SCL/SCT Number consists of:

(Position 1)	The SCL/SCT Prefix (–LII or –TII),
(Positions 2-4)	The SCL)
(Positions 5 and 6)	The SCL/SCT site code and the
(Position 7)	Scrap DEML Code

Examples:

TE1KA0A.

LD4RA0A
LCSIA0B

If a SCL/SCT has not been previously established, the system will prompt the user to verify if it should be established. See system prompt in the following screen.

Figure 42 - Scrap Receipts

```
replace  not stored        update  zoom
udwa7030.013                    SCRAP RECEIPTS                          03/04/04
EIN s9d3890  PLR: SVXA : GENERATOR: DEFENSE LOGISTICS AGENCY             11:04

                STAINLESS STEEL ALLOY GROUP 1, 7-13% NI, 17-19% CR

| DTID_NBR          | SCL/SCT NBR | DT_REC | SCRAP WEIGHT | REIMB |
| SC4402-4313-1114  | LS01A0A     |        |              |       |

| HAZ | DEMIL  /PERF | SHC | ACTN_CD  ACCT_CD |
|                |                |     |  K       D       |

| DRMO COLUMBUS  SITE:  : LOCATION:  :

SCL/SCT Number Not Found - Do You Wish To Continue? Y/N
                                                                F10-More Key
```

DTID_NBR: DTID number.

SCL/SCT NBR:

Input L or T.
Input the three-position SCL/T Code. Must be a valid SCL/SCT Code.
Input the two-position Site Code.
Input the DEMIL Code.

DT_REC: eight-position date of receipt

SCRAP WEIGHT: Input the weight using up to eight positions.

REIMB: 1, if the property is reimbursable. If it is not reimbursable, bypass the entry by pressing <Enter>.

DEMIL /PERF: DEMIL Code from the DTID, except for the following property: (See DoD 4160.28-M for additional information.)

Input expended artillery cartridge cases as DEMIL B.
Input expended small arms cartridge cases as DEMIL E.

CONUS activities are authorized to use DEMIL Performed Code 9 for small arms cartridge cases (DEMIL E). Overseas activities are required to DEMIL small arms cartridge cases.

If the DRMO desires to commingle scrap in one SCL Code accumulation that is both DEMIL Code B - MLI, DEMIL not required and DEMIL Code A - non-MLI - then the XR2(s) for the non-MLI must be identified as DEMIL Code B.

SHC: Input the code as needed. If no SHC applies, press <Enter> to bypass this field.

ACTN_CD: K

ACCT_CD: Normally D, however input F if receipts are from another DRMO, or G, gain to inventory, if receipt is for VSF from recovery of SCL P06, hypo solution.

SITE: Two-position entry.

LOCATION: If not already displayed, input up to nine positions.

REIMB: 1, if the property requires reimbursement, which will display a *FUND CITE* screen. Make the following entries:

FUND CITATION: input either the fund citation provided by the generator, or input the check mailing address for the generator in the following *CHECK MAILING ADDRESS* field.

After the system has accepted all the data entries, the scrap moves directly to sales. For each individual pile or bin of scrap, prepare a sign or placard showing the scrap record under which that particular pile of scrap is recorded in the accountable record (e.g., SCL: D1D - Scrap Classification; **A1** - Site/Location Code; **A** - DEMIL Code).

Ensure that all scrap material turned in is accompanied by proper turn-in documentation; however, the Scrap Tally-In can be used for small quantities of salable scrap turn-ins. See Section 2, Chapter 1, Logistics Program.

1.1.3.—DOWNGRADES UPON RECEIPT

Figure 43 - Downgrades to Scrap

```
replace  not stored        update        record     1 of     1
udwa7020.091                    DOWNGRADES TO SCRAP                  02/21/04
EIN s9d3890  PLR: SVXA : GENERATOR:                                     08:32

 DTID_NBR          |      STOCK ID      | DT_REC | S/P | HM/HW | REIMB
 [redacted]-[redacted]-[redacted]-[redacted]

                          BASIC DOWNGRADE
                         FSC DESCRIPTION
 SWUC:   :                                                   SALD:   :

FIIG CD | DAC | FCC S | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT

          QTY   UI |          ITEM NAME          | UNIT PRICE

DEMIL CHLG PERF | SHC | MSC | ACTN E | ACCT C | UDJC | DUP | MGT_CD | DESC N

   DRMO COLUMBUS     PRELOT:          :  SITE:    : LOCATION:          :

ENTER GENERATOR DoDAAC OR CTRL Y TO CLEAR OR <CR> WHEN CLEAR TO CREATE UCN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

The downgrade upon receipt must be approved at the level commensurate with the value of the property. Section 4, Supplement 2, Property Accounting, Enclosure 6, Attachments 2 & 3.

Property turned in with Supply Condition Code –Q‖, regardless of dollar value, will be downgraded to scrap upon receipt (XR3) using SCL/SCT CSI and will be mutilated.

Utilize this process for property returned by the CV Partner when the original DTID is known. For more information, see the CV SOP.

Property turned in with Supply Condition Codes -F‖, -G‖, or -H‖, regardless of dollar value, may be downgraded to scrap provided it meets the following requirements:

> It was turned in under an identifiable NSN or LSN;
> It does not require special handling e.g., hazardous or DEMIL, not selected for HAP and,
> It is either obsolete or printed material having no utilization or donation potential and has value **only** as scrap.

Figure 44 - Downgrades to Scrap

```
replace  stored/modified  update        record     1 of     1
udwa7031.011                    DOWNGRADES TO SCRAP                    03/04/04
EIN s9d3890  PLR: SVXA : GENERATOR: DEFENSE LOGISTICS AGENCY             11:23

| DTID_NBR | STOCK ID | DT_REC | S/P | HM/HW | REIMB |
| SC4402-4303-3333 | 7110 00DESK | 03/03/04 | | | |

                          BASIC DOWNGRADE
                            WOOD SCRAP
SWUC:   :                                                   SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
| | N | FS | | | | | | | |

| QTY | UI | ITEM NAME | UNIT PRICE |
| 5 | EA | COMPUTER DESK | 700.00 |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC |
| A | | | E  C | | | | N |

SCL/SCT NBR: 1F01A0A : SITE: A0 : LOCATION: S01111111 :  WEIGHT: 2800  :

ENTER SCRAP WEIGHT AND PRESS <F9> TO UPDATE.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

1.1.4.—UPGRADE FROM SCRAP

Figure 45 - Upgrade From Scrap

```
replace  not stored       update  zoom  record     1 of     1
udwa7020.091                    UPGRADE FROM SCRAP                     02/21/04
EIN s9d3890  PLR: SVXA : GENERATOR:                                       08:32

| DTID_NBR | STOCK ID | DT_REC | S/P | HM/HW | REIMB |
| SX1465-4052-U384 | [redacted] | | | | |

                      *** BASIC RECEIPT ***
                        FSC DESCRIPTION
SWUC:   :                                                   SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
| | | | | | | | | | |

| QTY | UI | ITEM NAME | UNIT PRICE |
| | | | |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC |
| | | | | | | | N |

DRMO COLUMBUS     PRELOT:          :  SITE:     : LOCATION:          :

ENTER FEDERAL SUPPLY CLASS
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

This process is typically used when a –walk-in‖ screener sees some material in a scrap pile that appears to have value as a usable item. Prepare a DTID for the source document file.

The system automatically assigns a DTID Number with the DRMO's DoDAAC, the Julian date and a sequential serial number. The sequential serial number begins with "U" for upgrade.

Make the following entries to the UPGRADE FROM SCRAP Screen:

Input the appropriate information and codes for the following fields:

STOCK ID: As appropriate.

FSC: Input the appropriate FSC and then displays a noun name for the item.

NIIN or LSN: Input as appropriate. If a valid NIIN is entered, the system displays data in the following fields: (2)(e) through (2)(h) and (2)(j) through (2)(n). However, if an LSN is entered, the following fields may require entries by the DRMO: (2)(a) through (2)(s).

HM/HW	ITEM NAME	
REIMB	UNIT PRICE	
DAC		DEMIL PERF
FCC		SHC
PMIC		MSC
SHLF		ACTN
SAIC		ACCT
ADPE		DUP
QTY		DESC
UI	SITE	

LOCATION: As appropriate. After this entry is made, press <F9> to save/update. The system then displays the following fields:

SCL/SCT NBR: L or T

DEMIL Code:

WEIGHT: As appropriate. After this entry, press <F9> to upgrade transaction.

Additional windows may be displayed depending upon the entries to the system. Windows for additional data entry are:

Unique Reportability Item Description and/or DEMIL Instructions window, or
Serial Number Window, or
DTID Reimbursement Window, or
Hazardous Material or Hazardous Waste Window, or
Description Window. When all required data entries are made, press <F9> to complete the upgrade transaction.

1.1.5.—DRMO BATCH LOTS - USABLE

Figure 46 - DRMO Batch Lots - Usable

```
replace  not stored        update        record     1 of     1
udwa7021.034                 DRMO BATCH LOTS- USABLE                 02/21/04
EIN s9d3890  PLR: SVXA : GENERATOR:                                    08:32

| DTID_NBR | STOCK ID BATCH | DT_REC | S/P | HM/HW | REIMB |
| [redacted] | | | | | |

                    *** BASIC RECEIPT ***
                      FSC DESCRIPTION
SWUC:    :                                                  SALD:    :

| | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | |

| QTY | UI EA | ITEM NAME | UNIT PRICE |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | DUP | MGT_CD | DESC N |

DRMO COLUMBUS     PRELOT:          :  SITE:    : LOCATION:          :

ENTER GENERATOR DoDAAC OR CTRL Y TO CLEAR OR <CR> WHEN CLEAR TO CREATE UCN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

This process is used ONLY for DRMO-prepared batchlots. Generator-prepared batchlots must be received in Usable Receipts, 1.1.1.

DRMO-Prepared Batchlots: DRMOs may batchlot property upon receipt, in accordance with DRMS operating guidance.

Normally, property with an extended line-item value of $800 or less, in Supply Condition Codes A - H, or property that does not contain a Pilferable/Sensitive, or a Controlled Item Inventory Code (CIIC), may be batchlotted.

UI: EA
QTY: 1 per DTID

1.1.6.—DRMO BATCH LOTS - DOWNGRADE

Figure 47 - DRMO Batch Lots - Downgrade

```
replace  not stored        update        record     1 of     1
udwa7021.034                DRMO BATCH LOTS- DOWNGRADE                 02/21/04
EIN s9d3890  PLR: SVXA : GENERATOR:                                      08:33

| DTID_NBR | STOCK ID BATCH | DT_REC | S/P | HM/HW | REIMB |
| [redacted]-[redacted]-[redacted] |

BASIC DOWNGRADE
FSC DESCRIPTION
SWUC:   :                                                    SALD:   :

| | DAC | FCC S | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | |

| QTY UI EA | ITEM NAME | UNIT PRICE |

| DEMIL CHLG PERF | SHC | MSC | ACTN E | ACCT C | DUP | MGT_CD | DESC N |

DRMO COLUMBUS     PRELOT:          :  SITE:    : LOCATION:          :

ENTER GENERATOR DoDAAC OR CTRL Y TO CLEAR OR <CR> WHEN CLEAR TO CREATE UCN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Property that is eligible for batchlotting, <$800, but has only scrap value (Supply Condition Codes F, G or H), can be batched and the batch downgraded upon receipt.

Completing XR3 transactions using batchlot does not relieve the receiver of obtaining the down grade authority/approval. The DRMO Chief or designee must sign the cover document.

1.1.7.—SUBDIVIDES UPON RECEIPT

Figure 48 - Subdivides Upon Receipt

```
replace  not stored        update        record     1 of     1
udwa7b22.003                 SUBDIVIDES UPON RECEIPT                 02/21/04
EIN s9d3890  PLR: SVXA : DRMO COLUMBUS                                08:33

                    *** SUBDIVISIONS REQUESTED ***

                       RECEIPTS REQUESTED: 0 :

          DIVIDE ORIGINAL RECEIPT INTO THE NUMBER REQUESTED ABOVE
                                - OR -
                 PRESS <F1> TO RETURN TO RECEIPT MENU

ENTER AMOUNT OF SUBDIVISIONS REQUIRED.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Subdividing can be used to streamline the receipt process of large quantities of small arms at CDD Anniston.

If property is to be sold by DRMS, subdividing may be necessary to satisfy merchandising requirements. Use the Subdivide After Receipt in the Marketing Menu.

Do not subdivide when it will reduce the potential for RTD.

The DTID must have a Record Status Code of –AII, –FII, –HII, –LII, –NII, –PII, –Q - or -WII. A DTID can be subdivided as many times as necessary.

Input the number of subdivides needed and press <Enter>. The system then displays the data entry screen for subdivides. This screen will not allow changing of the Supply Condition Code (SCC). Receive the total quantity in the SSC provided by the generator. Downgrade or upgrade the items with the incorrect code, after receipt, as appropriate. Make the following entries to subdivide on receipt:

If the generator is repeatedly turning in property with incorrect codes, the DRMO may challenge the SCC or refuse the turn-ins.

DTID_NBR: DTID number

Make the additional data entries as appropriate. After these data fields are completed, the system displays, "*Please Wait*." The systems may then request additional information or go to the *SUBDIVIDE USABLE PROPERTY* Screen.

Make the following entries to the *SUBDIVIDE USABLE PROPERTY* Screen:

Make entries as appropriate. All fields may not require entries.

FCC: Input the DCC
SHC: As appropriate
MSC: As appropriate
QTY: Of this subdivision, then press <Enter>
DMP: Input the DEMIL Performed Code, as appropriate
DUP: If pressing <Enter>, the system calculates the adjusted unit price (AUP)
ACTN: Change, if needed
ACCT: As appropriate
MGT: Bypass
DESC: If not required, input N. If required, input Y.
SITE: As appropriate
STOR LOC: As appropriate

Press <F9> to save/update.

Repeat data entries b1 through b11 until the subdivision is complete.

When the Unique Control Numbers (UCNs) are generated for the subdivided quantities, linking them to the original DTD, record them on all copies of the DTID.

1.1.8.—RECEIPT REFUSALS

Figure 49 - Receipt Refusal

```
replace  not stored        update        record     1
udwa7104.009                      RECEIPT REFUSAL                    02/21/04
EIN s9d3890  PLR: SVXA : GENERATOR:                                     08:34


        DTID NUMBER: [redacted] :

        STOCK ID:                    :

                  FSC DESCRIPTION

        DATE REFUSED          QTY            PROP LOC SITE
                                             DRMO COLUMBUS



ENTER DTID NUMBER.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

This process is used to input the CLR transaction when property scheduled for turn-in is not received (ETID). This transaction transmits the AS3 to clear Intransit Control System.

1.2.—PRE-RECEIPT FUNCTIONS

Figure 50 - Pre-Receipt Functions

```
ACCELL/SQL
[udwd30go]                PRE-RECEIPT FUNCTIONS                Menu Item 1 of 8

                1.  VIEW/UPDATE PROPERTY ESTIMATES
                2.  PRE-RECEIPT IN PMR BY PLR
                3.  OFFSITE INSPECTIONS
                4.  MAP PROPERTY PENDING INSPECTIONS
                5.  PRE-RECEIPTS IN PMR BY GEN. DODAAC
                6.  GENERATE INSPECTION REPORT
                7.  DELETE MAP PROPERTY
                8.  REQUEST NIIN CHARACTERISTICS

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

This menu appears after inputting 2 from the Warehousing menu.

1.2.1.—VIEW/UPDATE PROPERTY ESTIMATES

Figure 51 - Unprocessed Property Estimates - View/Update Property Estimates

```
replace |not stored      |update |      |                      |
UDWD3001.002   Unprocessed Property Estimates            02/21/04 - 09:24

                 Property Location RIC: SVXA
                        Input or View:

Enter ric suffix for input/view or enter blank to view all rics.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

1.2.2.—PRE-RECEIPT IN PMR BY PLR

Figure 52- Unprocessed Receipts in PMR by PLR

```
replace | stored          | update |      | record     1 of  1872 | records
UDWD0201 005   Unprocessed Receipts by PLR in PMR          02/21/04 -

In-place unprocessed line items ---      0
Map pending line items ------------      7
AS3 line items --------------------   1819
NSN Searched line items -----------     32

Total PMR line items --------------   1858
Generators in PMR -----------------    685

Press <Prv Form> to return to menu
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-
```

C2.14.1.1.1.

1.2.3.—OFFSITE INSPECTIONS

Figure 53 - In Place Unprocessed Property - Off Site Inspections

```
replace | not stored      | update |
udwd1001.012   In Place Unprocessed Property          02/21/04 - 09:30

      DTID        Rect Dt  HMHW      Stock ID

   Qty       UI  Pil/Sen  DMIL

    UP        SAIC   Item Name

Daisy Poc              Dsy Poc Tele Number

Site Loc  Stor Loc
    #

Enter DTID Number
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

1.2.4.—MAP PROPERTY PENDING INSPECTIONS

- This is not working in DAISY.

Figure 54 - Map Pending Inspection

```
replace | not stored | update |
udwd1101.012   Map Pending Inspection Screen                02/21/04 - 09:38

      DTID              Stock ID          Dt Rcvd   HMHW

   Qty       UI    Item Name                          DMIL

    UP          SAIC     Pil/Sen

 Site Loc  Stor Loc     Daisy Poc              Tele Number
    #

Enter DTID Number
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

1.2.5.—PRE-RECEIPTS IN PMR BY GEN. DODAAC

Figure 55 - Unprocessed Receipts by Generator

```
replace | not stored | update |
UDWD0101 001   Unprocessed Receipts by Generator           02/21/04 - 09:40

Generator DoDAAC:

Generator Name  :

Total line items: 0

ENTER GENERATOR DODAAC AND PRESS <ENTER> TO CONTINUE
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This process was developed as a planning tool, but has become outdated with the advent of the Pre-Receipt Application.

1.2.6.—GENERATE INSPECTION REPORT

Figure 56 - Pending Inspection Report

```
replace | not stored | update |
UDWD2001 008   Pending Inspection Report                    02/21/04 -

        RIC                Option

    Available Options
A= Map Pending and In-Place Unprocessed
B= Map Pending Only
C= In-Place Unprocessed Only

Enter Property Location RIC or Region RIC
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-
```

C2.14.1.1.2.
C2.14.1.1.3.

1.2.7.—DELETE MAP PROPERTY

Figure 57 - Delete Map Pending

```
replace | not stored | update |
UDWD1201.004   Delete Map Pending Screen                    02/21/04 - 09:45

      DTID                Map Receipt Denial Code

                     1 Property Not Physically at Location
                     2 Misidentified Property
                     3 Unacceptable Property

Enter DTID Number
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

1.2.8.—REQUEST NIIN CHARACTERISTICS

Figure 58 - Request for NIIN Characteristics

```
replace  not stored        update
udwd40   003     REQUEST FOR NIIN CHARACTERISTICS              02/21/04   09:46

                 Select one of the following items

                 1. Enter NIIN manually.
                 2. Scan NSN with bar code reader.
                 3. Exit the application.

                    ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can  F2-Menu Sel                                        F10-More Key
```

1.2.8.1.—INPUT THE NIIIN MANUALLY

Figure 59 - Request for NIIN Characteristics - Input NIIN Manually

```
replace  not stored        update
UDWD4001.009     REQUEST FOR NIIN CHARACTERISTICS              02/21/04   09:54

                 NIIN:

Enter NIIN for which characteristics are needed.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

This process can be used to request NIIN Characteristics, if the NSN is not resident in the NSN Characteristics file. This process can also be performed in the receipt process.

1.2.8.2.—SCAN NSN WITH BAR CODE READER.

Figure 60 - Request for NIIN Characteristics Search

```
replace | not stored | update |
UDWD4002.008    REQUEST FOR NIIN CHARACTERISTICS          02/21/04   09:54

                    FSC/NIIN
                 NSN:

Scan NSN for which characteristics are needed.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

If the DTID has the NSN bar coded, a portable input device may be used to scan the NSN to request characteristic search.

1.3.—INVENTORY MAINTENANCE FUNCTIONS

Figure 61 - Inventory Maintenance Functions

```
                          ACCELL/SQL
[udwb20go]          INVENTORY MAINTENANCE FUNCTIONS      Menu Item 1 of 6

                  1.  DEMIL PERFORMED AFTER ESD
                  2.  DOWNGRADE AFTER RECEIPT
                  3.  ABANDONMENT & DESTRUCTION
                  4.  TRANSFER PROPERTY
                  5.  ISSUE PROPERTY MENU
                  6.  RETURN OF PROPERTY

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

1.3.1.—DEMIL PERFORMED AFTER ESD

Figure 62 - DEMIL Performed After ESD

```
replace  not stored        update
udwb2052.010                          DAISY                          02/21/04
s9d3890                     DEMIL PERFORMED AFTER ESD                 10:03

                 DTID/SCL-SCT/PRELOT NBR [                    ]

ENTER DTID/SCL/SCT NUMBER
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

Figure 63 - DEMIL Performed After ESD - Screen 1

```
replace  not stored        update
udwb20aa.040                          DAISY                          0
s9d3890                     DEMIL PERFORMED AFTER ESD                 1

              DTID/SCL-SCT/PRELOT NBR FB606131361000

                        CIRCUIT CARD ASSEMB
QTY AVAILABLE 1                                   FIIG CD X

STOCK IDENTIFICATION     DEMIL     DEMIL PERFORMED    PMIC
 5998 004383317            D             1              A

    SCL/SCT   DEMIL QTY   DEMIL WT   SITE/STORAGE LOCATION
    LE1KAOB     1          1           AO      SATOSATOO

ARE ALL ENTRIES CORRECT? Y/N
                                                                  F10-
```

C2.14.1.1.4.

The item must be in RSC -W.‖ Use the appropriate DEMIL Performed Code - see **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

For DEMIL-Required Circuit Boards, when the 1348-1 is returned from the refiner, input DTID Number and DEMIL Performed Code 4, appropriate scrap site, weight, qty. etc. Use SCL –P8E‖ as collection pile for downgrade action after DEMIL performed. (The site location for the P8E-DEMIL will be different than the site location for the scrap P8E). Then go to Issue Precious Metals to Contractors and input the information from the delivery order.

Figure 64 - DEMIL Performed After ESD - Screen 2

```
replace | not stored | update |
udwb20ac.012                          DAISY                          03/08/04
s9d3890                     DEMIL PERFORMED AFTER ESD                14:19

          DTID/SCL-SCT/PRELOT NBR FB606131362000
                          ENGINE,DIESEL
QTY AVAILABLE 1                                          N
                                SITE/STORAGE LOCATION
STOCK IDENTIFICATION     DEM    10    JONJONJON          PMIC
 2815 013354579            C                               A
    SCL/SCT   DEMIL QTY   DEM                             ATION
                 1

ENTER SITE LOCATION CODE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

When the remaining property, after the demilitarization has been performed, is still usable, follow the instructions below to maintain visibility of the item.

SCL/SCT: L or T, or press <F10> to zoom to Site/Storage Location

1.3.2.—DOWNGRADE AFTER RECEIPT

Figure 65 - Downgrade After Receipt

```
replace | not stored | update |
udwb6055.049                          DAISY                          02/21/04
s9d3890                     DOWNGRADE AFTER RECEIPT                  10:05

  DTID/PRELOT NO: [redacted]

  STOCK IDENTIFICATION  QUANTITY  UI  HM/HW  PMIC  DEMIL  DEMIL PERFORMED

  DOWNGRADE JUSTIFICATION:     ITEM NAME:

  SCL/SCT    DWNGRD WT    DWNGRD QTY    SITE/STRG LOCATION    FIIG CD

ENTER DISPOSAL TURN-IN DOCUMENT NUMBER (DTID NO)
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The downgrade placard is used in conjunction with this screen. The Employee Identification Number (EIN) of the person authorizing or requesting the downgrade is located in the top-right corner of the placard. If the EIN is NOT the approving authority or designee, the approving authority or designee must initial the placard.

Prior to taking this action, ensure that the downgrade was appropriately approved. Approval is either the EIN or the initials of the approving authority or his/her designee.

Figure 66 - Downgrade After Receipt

C2.14.1.1.5.

```
replace | not stored | update |
udwb6055.049                                DAISY                                  03/
s9d3890                          DOWNGRADE AFTER RECEIPT                          14:

  DTID/PRELOT NO: FB206720301231

  STOCK IDENTIFICATION  QUANTITY  UI  HM/HW  PMIC  DEMIL  DEMIL PERFO
  7110 00FURN            100      EA                  A

  DOWNGRADE JUSTIFICATION: A   ITEM NAME: CHAIR

  SCL/SCT    DWNGRD WT    DWNGRD QTY     SITE/STRG LOCATION    FIIG C
  LE1KA0A     92000         100           A0    JONJONJON

PRESS <F9> TO ADD/UPDATE
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-M
```

1.3.3.—ABANDONMENT/DESTRUCTION

Figure 67 - Abandonment/Destruction

```
replace | not stored | update |
udwb8053.006                    DAISY                          02/21/04
SVXA                   ABANDONMENT/DESTRUCTION                 10:06

              DTID/SCL-SCT/PRELOT NO

ENTER DTID OR SCL/SCT NO.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 68 - Abandonment/Destruction

```
replace | stored | update | zoom | record    1 of    1 |
udwb80aa.014                    DAISY                          03/0
SVXA                   ABANDONMENT/DESTRUCTION                 14:3

              DTID/SCL-SCT/PRELOT NO   FB20671296L059

STOCK IDENTIFICATION  QUANTITY  UI  DEMIL  DEMIL PERFORMED
  8010013055550         1       KT    A

SITE/STRG LOCATION
 A0     B01234567

A&D QTY/WT  A&D REASON  SERVICE CONTRACT
  1            CA

PRESS RETURN AND THEN F9 TO ADD/UPDATE
             | F2-Nxt Form |                |              | F10-M
```

C2.14.1.1.6.

This process is used to refer property for Downgrade. These actions require approval prior to input. The codes are listed in the **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

1.3.4.—TRANSFER PROPERTY

Figure 69 - Transfer Property

```
replace | not stored | update |
udwb5051.024                    DAISY                    02/21/04
s9d3890          Property Transfer within PLR            10:07

                 Losing Property Ric      SVXA

                 Gaining Property Ric     SVX

                 Dtid/SCL-SCT/Prelot Nbr

                 Stock Nbr
                 Item Demil Cd
                 Item Unit of Issue
                 Item Unit Price
                 Qty Available
                 Qty on Hand

Enter the new property location ric suffix.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 70 - Property Transfer within PLR

```
replace | not stored | update |
udwb50aa.018                    DAISY                    03/08/04
s9d3890          Property Transfer within PLR            14:42

                 Losing Property Ric      SVXA

                 Gaining Property Ric     SVXS

                 Dtid/SCL-SCT/Prelot Nbr  FB20673168NH04

                 Stock Nbr                340500LATHE
                 Item Demil Cd            A
                 Item Unit of Issue       EA
                 Item Unit Price          5431.50
                 Qty Available            1
                 Qty on Hand              1

PRESS F9 TO ADD/UPDATE
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to transfer property within the same database (same three-digit RIC). If there is an accumulation number associated with the DTID, it must be removed by performing a DTID Restart prior to executing this action.

1.3.5.—ISSUE PROPERTY MENU

Figure 71 - Issue Property Menu

```
ACCELL/SQL
[udwb51go]                ISSUE PROPERTY MENU                Menu Item 1 of 2

                  1.  ISSUE PROP>ANOTHER DRMO/PM SHIPMENT

                  2.  ISSUE PRECIOUS METAL TO CONTRACTORS

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

1.3.5.1.—ISSUE PROP>ANOTHER DRMO/ PM SHIPMENT

Figure 72 - Issue Prop>Another DRMO/PM Shipment

```
replace |not stored      |update |
udwb5154.031                          DAISY                          02/21/04
s9d3890          ISSUE PROPERTY TO ANOTHER DRMO / PM SHIPMENTS       10:11

 DTID/SCL-SCT/PRLT   QTY/WT ISSUED    REQUISITION NO    GAINING PROP RIC
                      0

 INV ITEM NAME / SCRAP NAME

 QTY/WEIGHT ON HAND 0
            NSN/LSN

ENTER DTID OR SCL/SCT NO.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Figure 73 - Issue Property to Another DRMO/PM Shipments

```
replace | not stored | update |
udwb5154.031                          DAISY                          03/09/04
s9d3890        ISSUE PROPERTY TO ANOTHER DRMO / PM SHIPMENTS         09:48

 DTID/SCL-SCT/PRLT   QTY/WT ISSUED    REQUISITION NO    GAINING PROP RIC
 FB63213012B699       21               SG401043090010          SLF

 INV ITEM NAME / SCRAP NAME
   BLDG CONST MATERIALS

 QTY/WEIGHT ON HAND 21
            NSN/LSN 5340 BATCH0301

ENTER GAINING PROP RIC AND PRESS F9 (ADD)
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used for shipments of property to another DRMO that does not have the same three-position RIC (outside the PLR). The same screen can be used to ―issue‖ scrap to another DRMO.

This DAISY process tracks DEMIL and mutilation-required property (and scrap) and usable precious metal property shipped from one DRMO to another DRMO. Resulting TTCs are SLH and SLI. New DAISY screens and reports have been developed. Property shipped does not automatically drop off of the losing organization's records (RSC Z) until the property has been received at the gaining organization and an XR1 successfully processes in DAISY.

This process is not for shipments within the same RIC and outside of DRMS, e.g., demanufacturing contractor, PM contractor, etc.

Losing DRMO: The losing DRMO will now have two methods to issue property to another DRMO - (1) by a single issue or (2) bulk issue. Procedures for the losing DRMO to use when preparing property to ship to a DEMIL Center are as follows:

The "W" Status listing can still be used to inventory the items. Once the property has been inventoried and packed for shipment, the DRMO will input the SLH transaction 1-3 days prior to shipment. When the SLH is input, DAISY will automatically generate a requisition number. A report of all SLH transactions will be available the next day following the evening batch. The DRMO must include that report with the shipment and must email/fax the report to the gaining DRMO/DEMIL Center. The items will remain on the losing DRMO inventory until the gaining DRMO processes the XR1 Transaction.

Reports include (1) a listing of all "issued" transactions that were generated daily; (2) any SLH rejects; and (3) a report of any SLH transactions without an XR1 Over 30 Days.

It is extremely important that the losing DRMO provide the Property Issued by SLH Transactions Report to the gaining DRMO. This is the only report available that lists both the original DTID number and the associated requisition number.

A new Reason Code "V‖ (awaiting verification of receipt of property at the DEMIL center) will appear in the RESI I listing.

Gaining DRMO/DEMIL Center: When the property is received by the gaining DRMO/DEMIL Center, the receiver will inventory the items by utilizing the SLH Property Due In Report (screen #udwb5910.001) from the web to scan the DTID for input of the XR1s. The screen will pre-populate the screen with the associated data except storage location and quantity. The receiver will also need to print and attach a new barcode label for each of these items. DEMIL Centers will apply a new barcode label that will distinguish this property from the barcode label of the losing organization, e.g. different color label, etc.

Input of the XR1 will generate a TTC/SLI transaction to the losing organization. If the XR1 is not input within 30 days, SLHs Without XR1s Over 30 Days Report (UDAC7510.001) will be generated at both the losing (UDAC7510.001) and gaining (UDAC7520.001) organization. Utilize SLH Property Due In Report (screen #udwb5910.001) from the web to scan the DTID for input of the XR1s.

Any property not listed on the accompanying SLH Transaction Report, must not be input into DAISY until resolved with the losing DRMO.

Procedure: When the user inputs the DTID Number for the record being issued, the —Qty/Wt Issued‖ is displayed. Also being displayed is the –Inventory Item Name‖, —Qty/Weight on Hand‖, —Qty/Weight On Hand‖, and the —NSN/LSN‖. The user can press <Enter> on the –Qty/Wt Issued‖ field to accept the shown quantity or it can be changed. Once the user presses <Enter> on the –Qty/Wt Issued‖ field and the cursor moves to the –Requisition Number‖, the —Requisition Number‖ is automatically generated. This –Requisition Number‖ is made up of the DRMOs DoDAAC, current Julian date and the next available serial number. The cursor then moves on to the —Gaining Prop RIC‖ for the user to input. After the user inputs the –Gaining Prop RIC‖, the cursor moves to the –Reason Code‖ field. To view the allowable -Reason Codes‖, press <F20>. Select the desirable –Reason Code‖ and press <F1>. This will bring the —Reason Code‖ back to the input screen along with the —Reason for Issue‖.

If the —Reason Code‖ needed is known, it can be typed in, rather than pressing the <F20>. After the —Reason Code‖ has been input and <Enter> has been pressed, press <F9> to add/update the record.

The Requisition Number is automatically generated so each number will be unique. This SLHB data is then sent daily to the corporate database. When the Gaining DRMO does a Useable Receipt (XR1) using the Requisition Number as the DTID Number, the asset is pulled in the evening batch and sent to Corporate. A Corporate process will then match the XR1 asset with the SLHB data and create the SLI data which is sent to the losing DRMO. When the morning

batch runs, it will process this SLI data and produce the SLI TTC. When the record has been updated, a TTC –SLHB‖ will write to the losing DRMO.

Figure 74 - Request For Bulk Issue Of Property To Another DRMO

```
replace |stored          |update |      |record     1 of     4|records found
udwb5310.005                          DAISY                          08/27/04
nfa2054         REQUEST BULK ISSUE OF PROPERTY TO ANOTHER DRMO        13:34

    DTID NUMBER: W24L9M4170NM05                        DRMO RIC: SXG
        NSN/LSN: 3110009910913                      DRMO RIC SFX: A
           NAME: BEARING,BALL,ANNULA               RECORD ISSUED:

         IFB NO:             DEMIL CD: C            SITE LOCATION: NM
    IFB ITEM NO:       DEMIL PRFMD CD:           STORAGE LOCATION: NMNM04170
   SALES REF NO: SXGA            MOEC:           RECORD STATUS CD: W
 SLS REF ITM NO:                  MMC:          DATE ENTERED STAT: 06/18/04
  BID OPEN DATE:                 UDJC:      PREV RECORD STATUS CD:
 DT DWNGRD RQST:                  FCC: D7         DWNGRD JUSTN CD:
   QTY RECEIVED: 50             HM/HW:              DATE RECEIVED: 06/18/04
      QTY AVAIL: 50                 UI: EA          DATE ENTER INV: 06/18/04
    QTY ON HAND: 50                MSC: X                  END FES: 06/18/04
     UNIT PRICE: 37.00             SHC:                      MPD: 06/18/04
   ACTN/ACCT CD: M/A         REIMB CD:                    TO GSA:
    GAINING RIC:            REASON CD:                      ARD: 06/18/04
RSN:                                                        ESD: 06/18/04

DO YOU WANT TO ISSUE ALL SELECTED RECORDS (4)? Y/N
                                                        F10-More Key
```

Above, is the new screen for -Bulk‖ Issues, where the user can input search criteria that will find all matching records. The following data elements can be queried:

DRMO RIC (mandatory)	RIC SFX (mandatory)
DTID NUMBER (optional)	NSN/LSN (optional)
INV ITEM NAME (optional)	IFB NO (optional)
SALES REF NO (optional)	BID OPEN DATE (optional)
UNIT PRICE (optional)	DEMIL CD (optional)
FCC (optional)	HM/HW (optional)
UI (optional)	MSC (optional)
SHC (optional)	RECORD STATUS CD (default NOT Z, do NOT allow Z)
DATE RECEIVED (optional)	PREV RECORD STATUS CD (optional)
DATE ENTER INV (optional)	ESD (optional)

A forthcoming change will be to allow the user to query by site location and storage location.

Once the records are found, the system will allow the user to issue all the records at one time or singly. If the user chooses to issue all the records at once, the bulk issue transactions will be processed in the DAISY evening batch.

Figure 75 - Daily Report of Issued Transactions

```
^&l1O^&l8D^&k2S^(s0P^(s13H
udwb5810.01                                                    DAISY
                                        PAGE  1
SXGA                                     PROPERTY ISSUED BY SLH TRANSACTIONS REPOR
T - DRMO   DRMO JACKSONVILLE            DATE  08/27/04

         GAINING DRMO RIC/SFX: SVQE    GAINING DRMO NAME:  DRMO CRANE DEMIL

    DTID NO       NSN/LSN     REQUISITION NO   DML   QUANTITY  ACQ VALUE  HM/  S
ITE  STORAGE          NOUN NAME
                                                                           HW
CD   LOCATION

W24L9M4170NM20 4920011820405  SY231442400001    D           3   14730.00
NM   NMNM04170   CABLE,SPECIAL,ASSEM
W24L9M4170NM07 1005013819513  SY231442400002    C           4    3810.00
NM   NMNM04170   ROTOR,BASE END

TOTAL RECORDS FOR SVQE  :         2

Select      PRESS <ENTER> TO CONTINUE, P FOR PREVIOUS SCREEN
            [+|-]n FOR [+|-]n SCREENS, Q TO QUIT DISPLAY.
Selection:
Number of Pages 1 Screen 1 of 3
```

At the Issuing DRMO, an evening batch report will be generated that will show all the —Issued Transactions‖ generated for that day. This report is found in DRMO Access Wide Reports. Above is a sample of that report.

Figure 76 - Report of Rejected Property

```
UDWB5521.002                          DAISY                        PAGE:    1
                                   SLH REJECTS                     DATE:  08/31/04

  DRMO   DTID NUMBER     RSC  QTY   DML  DTID   RSN FOR   USER-ID  REJECT
RIC/SFX                     AVAIL  CD   HM/HW  ISSUE CD             CD

 S9WE                          0                          st1a321     4
 S9WE                          0                          st1a321     4

TOTAL REJECTED SLHs FOR S9WE:              2


 S9WL    SC440241890085   B      0   B             A      s9d3051     2

TOTAL REJECTED SLHs FOR S9WL:              1



Select      PRESS <ENTER> TO CONTINUE, P FOR PREVIOUS SCREEN
            [+|-]n FOR [+|-]n SCREENS, Q TO QUIT DISPLAY.
Selection:
Number of Pages 1 Screen 1 of 3
```

The report above is generated for records that do not process in the Issue Bulk Property to Another DRMO.

Each record contains a reject code and the user can check the legend at the end of the report, which identifies the problem that the program encountered.

Figure 77 - Reject Code Key

```
TOTAL REJECTED SLHs FOR ALL SITES:          3 ^



                          REJECT CODE KEY

REJECT CODE     REJECT CODE DESCRIPTION

      1         RECORD IS IN Z STATUS
      2         QUANTITY AVAILABLE = 0
      3         ERROR ON THE INPUT RECORD
      4         SEQ NBR ON THE TYPE 2 RECORD DOES NOT MATCH THE TYPE 1 RECORD
      5         DTID NUMBER NOT FOUND
      6         ERROR IN ACCESSING DTID NUMBER RECORD
      7         REQUIRED RECORD NOT FOUND ON udwrzrdt
      8         UPDATE OF udwrdtid WAS UNSUCCESSFUL
      9         ERROR WHILE WRITING THE TTC
      10        UPDATE OF udwrslhr WAS UNSUCCESSFUL
Select      PRESS <ENTER> TO CONTINUE, P FOR PREVIOUS SCREEN
            [+|-]n FOR [+|-]n SCREENS, Q TO QUIT DISPLAY.
Selection:
Number of Pages 1 Screen 2 of 3
```

Figure 78 - SLH Property Due-In Report

```
udwb5910.001                DAISY                                          PAGE: 1
SVQE           SLH PROPERTY DUE IN REPORT DRMO CRANE DEMIL                 DATE: 07/19/05

LOSING DRMO RIC/SFX: S9WE        LOSING DRMO NAME: DRMS NORFOLK

 BAR CODE DTID NO    DTID NO      NSN/LSN   DML   HM/   QUANTITY    ORIG DTID NO     NOUN NAME
                                            CD    HW


~&bcS<SC44025196600B >~&bcE


 SC44025196600B    5841004431535         D         1    SC440251100023  SWITCH DRVR
                                                                          ASSY


TOTAL RECORDS FOR S9WE  :         1
```

At the gaining DRMO, a SLH Property Due In Report (udwb5910) will be produced every day to show the SLH property that is due in. This report is available on web reports. The DTID Number will be bar-coded, so this report can be used during the receipt process to scan in the DTID Number on the receipt screen.

A forthcoming change will be to remove the Acquisition Value and add the Original DTID Number (the DTID Number at the Losing/Issuing DRMO).

Figure 79 - SLI Transactions Property Issued To Another DRMO

```
UDPR90SLI.003                          DAISY                          PAGE:    1
                                  SLI TRANSACTIONS                    DATE:  08/30/04
                           PROPERTY ISSUED TO ANOTHER DRMO

 DRMO      DTID NUMBER         REQUISITION          TRX          GAINING
RIC/SFX                          NUMBER          QUANTITY         RIC

 SXGA      W24L9M4170NM04      SY231442360001               2     SVQA
 SXGA      W24L9M4170NM10      SY231442360002               3     SVQA

TOTAL DTIDs ISSUED FOR  SXGA:                 2



Select      PRESS <ENTER> TO CONTINUE, P FOR PREVIOUS SCREEN
            [+|-]n FOR [+|-]n SCREENS, Q TO QUIT DISPLAY.
Selection:
Number of Pages 1 Screen 1 of 3
```

When this XR1 asset goes to Corporate in the Evening Batch, it is matched with the SLHB record that was sent by the Issuing (Losing) DRMO, then the SLI data is created and sent down to the Losing DRMO. In the morning batch, the SLI data is processed. The accountable record is updated and a SLI TTC written. A report (udpr90SLI, SLI Transactions Property Issued to Another DRMO) is created to show all the records that were processed successfully. This report is found in DRMO Access Narrow Reports. Below is a sample of the report::

Figure 80 - DAISY Rejected SLI‘s

udpr9001 DATE
DAISY TIME

REJECTED SLI‘s

DRMO RIC/SFX	TTC	DTID NO	REQUISITION NO	TRX QUANTITY	GAINING RIC	REJ CD
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X
XXXX	XXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXX	XXXX	X

TOTAL DTIDS REJECTED FOR XXXX: 16

Reject Code Key:

REJECT CODE	REJECT CODE DESCRIPTION
1	RECORD IS IN Z STATUS
2	QUANTITY AVAILABLE: 0
3	ERROR ON THE INPUT RECORD
4	SEQ NBR ON THE TYPE 2 RECORD DOES NOT MATCH THE TYPE 1 RECO
5	DTID NUMBER NOT FOUND
6	ERROR IN ACCESSING DTID NUMBER RECORD
7	REQUIRED RECORD NOT FOUND ON udwrzrdt
8	UPDATE OF udwrdtid WAS UNSUCCESSFUL
9	ERROR WHILE WRITING THE TTC
10	UPDATE OF udwrslhr WAS UNSUCCESSFUL

If for some reason the SLI data cannot process, a report (udpr9001, Rejected SLI‘s) is created showing that records did not process successfully. Above, is a sample of that report.

Figure 81 - SLHs Without XR1's Over 30 Days (for Losing DRMO)

```
^&l1O^&l8D^&k2S^(s0P^(s13H
UDAC7510.001                                                    DAISY
                                Page:   1
DRMO RIC/SFX SXGA                SLHs WITHOUT XR1s OVER    30 DAYS -- DRMO JAC
KSONVILLE                       DATE  08/29/2004

    GAINING DRMO RIC/SFX:SVQA     GAINING DRMOS NAME DRMO CRANE

    DTID NO          NSN/LSN            NOUN NAME      DML  HM/   QUANTITY
 ACQ VALUE       SITE   STORAGE     DAYS NO XR1
                                                       CD   HW
                  CD    LOCATION

FB200641600001   5820010362760    RECEIVER,RADIO       C                   2
     12,263.18    SS    SSSSSSSSS          38
FB200641600003   5821011665016    RECEIVING SET,RADIO  D                   1
     30,320.00    SS    SSSSSSSSS          38
FB200641620001   5996008325285    AMPLIFIER SUBASSEMB  C                   5
      5,030.60    SS    SSSSSSSSS          40
FB200641620002   5895006320854    RECORDER,VIDEO       D                   1
Select      PRESS <ENTER> TO CONTINUE, P FOR PREVIOUS SCREEN
            [+|-]n FOR [+|-]n SCREENS, Q TO QUIT DISPLAY.
Selection:
Number of Pages 5 Screen 1 of 29
```

A weekly report (UDAC7510, SLHs Without XR1's Over 30 Days) generated for the **Losing** DRMO. It displays items issued that do not have a XR1 transaction matching the SLHB data at Corporate. This report is found in DRMO Access Wide Reports. Above is a sample of that report.

Figure 82 - SLHs Without XR1's Over 30 Days (for Gaining DRMO)

```
^&l1O^&l8D^&k2S^(s0P^(s13H
UDAC7520.001                                                    DAISY
                                Page:   1
DRMO RIC/SFX SVQE                SLHs WITHOUT XR1s OVER    30 DAYS -- DRMO CRA
NE DEMIL                        DATE  08/29/2004

    LOSING DRMO RIC/SFX: S9WM     LOSING DRMO NAME   DRMS MECHANICSBURG

    DTID NO          NSN/LSN            NOUN NAME      DML  HM/   QUANTITY
 ACQ VALUE       SITE   STORAGE     DAYS NO XR1
                                                       CD   HW
                  CD    LOCATION

SC440241660001   4140001039314    SHIRT,WOMAN'S        C                 101
      1,004.95    A#    SW3100SAC          75
SC440241660002   5895001039387    FREQUENCY MULTIPLIE  D                 102
    164,016.00    A#    SW3100SAC          75
SC440241660003   5998001039425    CIRCUIT CARD ASSEMB  D                 103
     10,403.00    A#    SW3100SAC          75
SC440241660004   5998001039431    CIRCUIT CARD ASSEMB  D                 104
Select      PRESS <ENTER> TO CONTINUE, P FOR PREVIOUS SCREEN
            [+|-]n FOR [+|-]n SCREENS, Q TO QUIT DISPLAY.
Selection:
Number of Pages 2 Screen 1 of 8
```

The weekly report (UDAC7520, SLHs Without XR1's Over 30 Days) shown above, is generated for the **Gaining** DRMO. It displays items issued to the gaining DRMO that have not had an XR1 transaction accomplished that matches the SLHB data at Corporate. This report is found in DRMO Access Wide Reports.

1.3.5.2.—ISSUE PRECIOUS METAL TO CONTRACTORS

Figure 83 - Issue Precious Metal to Contractors

```
replace  not stored        update
  UDRM0100.003                          DAISY                          02/23/04
  s9d3890              ISSUE PRECIOUS METAL TO CONTRACTORS             10:13

                    Select one of the following items

                   1. Issue Usable Precious Metal
                   2. Issue Scrap Precious Metal
                   3. Exit the application.

                     ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can  F2-Menu Sel                                        F10-More Key
```

1.3.5.2.1.—ISSUE USABLE PRECIOUS METAL

Figure 84 - Issue Usable Precious Metal

```
replace | not stored | update |
  udrm0111.003                    DAISY                          02/23/04
  s9d3890        ISSUE USABLE PRECIOUS METAL TO A CONTRACTOR     10:13

                 DTID NO:

ENTER DTID_NO
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 85 - Issue Usable Precious Metal to a Contractor - Reclamation of PM

```
replace | stored | update | record    1 of    1 |
  udrm0101.007                    DAISY                          03/09/04
  s9d3890        ISSUE USABLE PRECIOUS METAL TO A CONTRACTOR     09:57

                 DTID NO: SC440241030001

               NIIN/LSN: 010690298
              ITEM NAME: CONNECTOR,PLUG,ELEC
    QUANTITY AVAILIBLE: 12
      QUANTITY ON HAND: 12

       QUANTITY ISSUED: 12

    REQUISITION NUMBER: SC440343082228

       CONTRACT NUMBER: SC4400-04-D-0301

 DELIVERY ORDER NUMBER: 0001

                  CLIN: 0001

Enter Contract Line Number.  Then F9 to update
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to issue property to a Precious Metals Contractor for the reclamation of precious metals. The Precious Metals Program Manager at HQ DRMS will provide the Requisition Number, Contract Number DO, and CLIN.

1.3.5.2.2.—ISSUE SCRAP PRECIOUS METAL

Figure 86 - Issue Scrap Precious Metal to a Contractor

```
replace  not stored        update
  udrm0112.003                          DAISY                          02/23/04
  s9d3890          ISSUE SCRAP PRECIOUS METAL TO A CONTRACTOR          10:13

              SCRAP ID: SVX

ENTER RIC SUFFIX
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Figure 87 - Issue Scrap Precious Metal to a Contractor

```
replace  not stored        update
  udrm0112.003                          DAISY                          02/23/04
  s9d3890          ISSUE SCRAP PRECIOUS METAL TO A CONTRACTOR          10:13

              SCRAP ID: SVX

ENTER RIC SUFFIX
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Figure 88 - Issue Scrap Precious Metal to a Contractor

```
replace | stored          | update |      | record     1 of     1 |
  udrm0102.007                          DAISY                          03/09/04
  s9d3890          ISSUE SCRAP PRECIOUS METAL TO A CONTRACTOR          09:57

              SCRAP ID: SVXALP8EA1B

            SCRAP NAME: SORTED ELC./ELECTRONIC SCRAP CONTAINING PREC. MET COP
          SCRAP WEIGHT: 323

        WEIGHT ISSUED: 323

   REQUISITION NUMBER: SC440343082229

      CONTRACT NUMBER: SC4400-04-D-0301

 DELIVERY ORDER NUMBER: 0001

                 CLIN: 0002

PRESS <F9> TO UPDATE OR <F1> TO EXIT WITHOUT UPDATING.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to issue scrap to a Precious Metals Contractor for the reclamation of precious metals. The Precious Metals Program Manager at HQ DRMS will provide the Requisition Number, Contract Number DO, and CLIN.

Figure 89 - Return of Property

```
replace | not stored      | update |      |                |
udwb70.005                          DAISY                          03/09/04
s9d3890                       RETURN OF PROPERTY                   10:05

                    1.  Return to Generator

                    2.  Return to Manufacturer

                         Option:  1

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Option 1 is available to allow the user to return the property to the Generating Activity, for example, if the Generating Activity advises that they transferred the property to the DRMO in error. Do not use Option 2 to Return to Manufacturer. Use Referral for

Abandon/Destroy Screen and the A or D Reason Code –MCⅡ for Return to Manufacturer. Option 2 is currently under construction and not for use.

1.3.6.—RETURN OF PROPERTY TO THE GENERATOR

When you have a Return to Generator (RUG), enter this DAISY transaction for rejects and record/report rejects in the DRMS 917 database. RCP discrepancies to include rejects require you to input an SDR. Process the 917/SDR then print off the system generated reports. Web DOC the 917/SDR information printed as supplements to the source document/DTID.

Figure 90 - Return of Property to the Generator

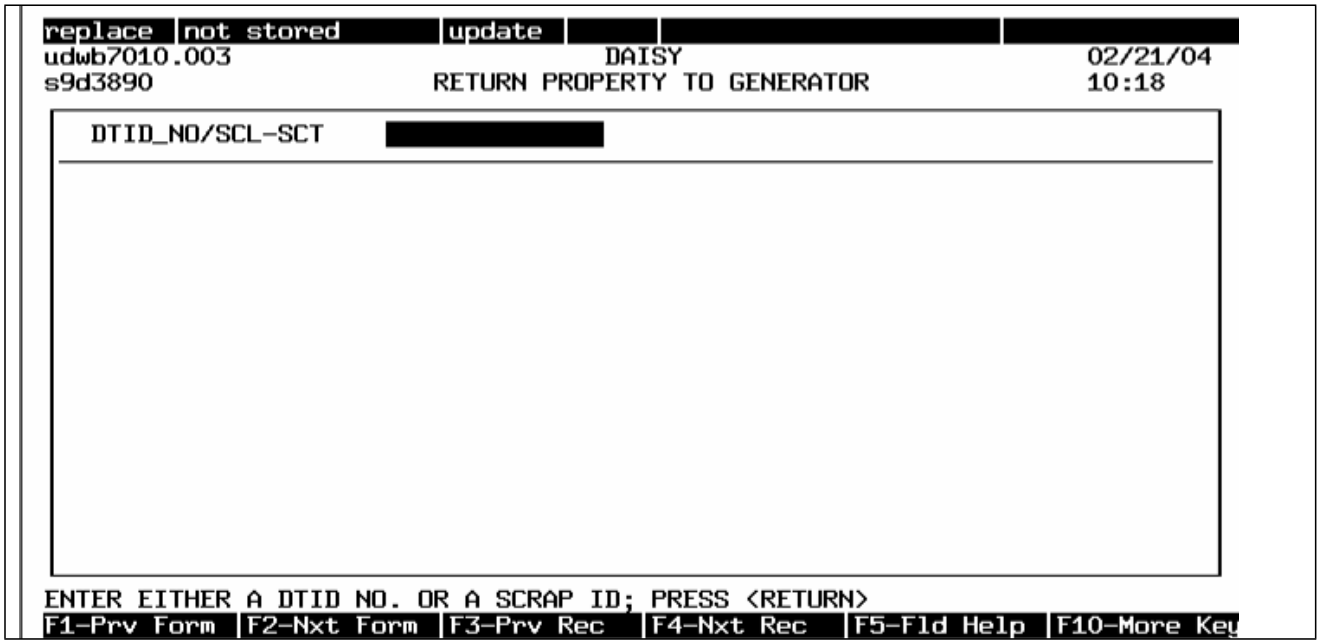


Figure 91 - Return Property to Generator

```
replace | stored | update |  | record  1 of  1 |
udwb7020.006                    DAISY                          03/09/04
s9d3890                RETURN PROPERTY TO GENERATOR           10:05

  DTID_NO/SCL-SCT   FB634130735985

  QUANTITY RETURNED:  897                NSN/LSN          : 8030 00WD00694
  DATE RETURNED    :  03/09/04           HM/HW CODE       : W
  GENERATOR DODAAC :  FB6341             QUANTITY ON HAND : 897
  ITEM NAME        :  AG3024 WATER,PARTS WASHER WST

PRESS <F9> TO ADD/UPDATE
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This procedure will also be used to return property (including RCP) that was erroneously turned in to the DRMO or where property has failed RTDS and there is an in-place receipt MOU that allows return. This screen may be used to return usable or scrap to the Generating Activity.

In the first screen, input the DTID_NO/SCL-SCT.

On the second screen, basic information about the record appears. Verify that the correct record is being processed. If the wrong DTID, SCL or SCT is entered, press <F1> to back out immediately. If the correct record appears, input the quantity returned and Press <Enter>. Next, input the date the property was returned by using the following format - mm/dd/yy and press <Enter>. Press <F9> to complete the entry and update the inventory.

If the property is hazardous waste, a manifest screen appears. The manifest screen must be filled out before the transaction is accepted by the system. When the data entry is complete, press <F9>, to update the inventory.

If the property has been input into BOSS for ultimate disposal, ensure that it is canceled off the delivery order and cancelled out of BOSS by notifying the Contract Administration Office.

Annotate the DTID in the source document file with the date and the reason for returning the property to the generator. Have the generator sign the DRMS Form 917 to acknowledge receipt. WEBDOC the DTID/917 and arrange for the property return.

MIDAS RUG Report can be located under this hyperlink <http://www.drms.dla.mil/discoverer/viewer?&cn=tm4i_connection1&us=%7E27DISWEB%7E27&db=midas.prod.drms&lm=discoverer&eul=EUL51&nlsl=en-us&wbk=ELEMENT6&wsk=113> and used as a management tool to review Return to

Generator transactions. Additionally, the WEBDOC DTID can be viewed for validation by management.

When property is not received, a CLR transaction in DAISY must be entered into the system in order to maintain the Pre-positioned data in (PMR), ETIDs or Gen Com systems. Complete the DRMS 917, make sure the reason for reject is annotated, have the generator sign and date the 917 for acknowledgement of receipt. When there is an RCP discrepancy to include rejects, shipping, overage, shortage, non-receipts or mis-shipments, refer to the RCP SDR process and input an SDR accordingly. Web Doc the 1348-1a as source document and make the DRMS 917/SDR a supplement.

MIDAS Return to Generator transactions (RUG) Report can be located on the MIDAS preformatted reports page <https://www.drms.dla.mil/discoverer/viewer?cn=cf_a105>, GAO then under GET RUG'S. Additionally, the DRMS Form 917 can be viewed on Web DOCS by DTID number for validation by management.

1.4.—STORAGE FUNCTIONS

Figure 92 - Storage Functions

```
                              ACCELL/SQL
[udwb91go]                STORAGE FUNCTIONS                Menu Item 1 of 3

                  1.  ADD STORAGE LOCATION

                  2.  RELOCATE PROPERTY

                  3.  SCRAP BREAKDOWN

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

This screen appears after inputting –4‖ on the Warehousing Menu.

1.4.1.—ADD STORAGE LOCATION

Figure 93 - Add Storage Location Scree

```
replace                    find
udwb9113.017                          DAISY                          02/21/04
s9d3890                 Add Storage Location Screen                   10:24

        PLR: SVXA   SITE NAME:

            DTID              STOCK ID          QTY    PROCESS DT

Enter DTID and Press <Find> or Press <Find> for All
F1-Prv Form |F2-Nxt Form |F3-Find       |            |F5-Fld Help |F10-More Key
```

Figure 94 - Add Storage Location Screen

```
replace | not stored | update |  | record  1 of  1 |
udwb91ah.014                    DAISY                          03/09/04
s9d3890                 Add Storage Location Screen            10:14

PLR: SVXA   SITE NAME: DRMO COLUMBUS

     DTID              STOCK ID          QTY    PROCESS DT
FB230030300001                                  04/17/03
                 DTID NO: FB230030300001
                      Site Storage
                      Loc  Location
                       AO  JONJONJON

PRESS <F9> TO ADD/UPDATE
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to record the storage location if one was not assigned at the time of receipt and was placed in a suspense location –SS SSSSSSSSS.‖

1.4.2.—RELOCATE PROPERTY

Figure 95 - Relocate Property

```
replace | not stored | update |  | record  1 of  1 |
udwb1041.009                    DAISY                          02/21/04
s9d3890                 RELOCATE PROPERTY SCREEN               10:25

Dtid/Scl/Sct/Prelot Number
   Qty On Hand
Inv. Item Name
      Stock ID

ENTER DTID OR SCL/SCT OR PRELOT NUMBER
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 96 - Relocate Property Screen

```
replace | stored | update |  | record  1 of  1 |
udwb10aa.027                    DAISY                          03/09/04
s9d3890                 RELOCATE PROPERTY SCREEN               10:20

        Dtid/Scl/Sct/Prelot Number FB606130680001
           Qty On Hand  1
        Inv. Item Name  TEST STORAGE LOCATION
              Stock ID  518000LSN

                Site/Storage Location
                 AO  BMBMBMBMB

PRESS <F9> TO UPDATE
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to relocate from its current location to a new location. It can also be used to record multiple locations for one DTID; however, in Consolidated Inquiries the first location is the only location visible. Input the new location in place of the existing location. If multiple locations are listed for a record in error, highlight the erroneous record locations and press <F18> to delete them.

1.4.3.—SCRAP BREAKDOWN

Figure 97 - Scrap Breakdown

```
replace | not stored | update |  |  |  |
UDWCB081 010                SCRAP BREAKDOWN              02/21/04  10:26

        SCL/SCT NUMBER        CURRENT WEIGHT       LOSING WEIGHT
                                                        0

Please enter SCL/SCT Prefix <L or T>.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 98 - Scrap Breakdown - Segregate Scrap Accumulation

```
replace | not stored | update |
UDWCBOAA 016                SCRAP BREAKDOWN                03/09/04  10:51

        SCL/SCT NUMBER        CURRENT WEIGHT        LOSING WEIGHT
           LE1KA0A                286                   100

   GAINING SCL/SCT  SITE/STRG LOC   GAINING WEIGHT    TOT WGHT  REMAINING
       LD1DA0A      A0 BMBMBMBMB      10                 0

Enter Gaining Weight; Then press <F9> to update
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to segregate scrap accumulation into the appropriate SCL ID. These examples show segregation of brass and irony aluminum found in the E1K accumulation. User inputs the losing weight from the existing accumulation and distributes the weight to the appropriate scrap ID. These are most commonly used for H24 and P24 un-segregated scrap piles.

Figure 99 - Scrap Breakdown

```
replace | not stored | update |
UDWCBOAA 016                SCRAP BREAKDOWN                03/09/04  10:51

        SCL/SCT NUMBER        CURRENT WEIGHT        LOSING WEIGHT
           LE1KA0A                276                   100

   GAINING SCL/SCT  SITE/STRG LOC   GAINING WEIGHT    TOT WGHT  REMAINING
       LD2EA0A      A0 BZBZBZBZB      90                 10        90

Enter Gaining Weight; Then press <F9> to update
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This screen displays the subsequent distributions for the remaining weight.

1.5.—SPECIAL FUNCTIONS

Figure 100 - Special Functions

```
ACCELL/SQL
[udwc30go]                    SPECIAL FUNCTIONS                Menu Item 1 of 7

                    1.  RECORD DISCREPANCY

                    2.  GAINS & LOSSES

                    3.  VIEW RPLD

                    4.  VIEW DRMR/DRMS ADJUSTMENTS

                    5.  LOCAL DODAAC ADDRESSES

                    6.  INITIATE DEMIL CHALLENGE

                    7.  PROCESS RCP CUSTOMER SHIPMENTS

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

1.5.1.—RECORD DISCREPANCY

Figure 101 - Record Discrepancy

```
replace |not stored      |update |      |                      |
udwc30aa 003                RECORD DISCREPANCY                 02/21/04  10:34

          PLR          DTID - SCL/SCT
          SVXA

Enter Property Location Ric
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Figure 102 - Record Discrepancy - Quantity Shortage/Overage

```
replace | not stored | update |
udwc3010 006                RECORD DISCREPANCY                 03/02/04  14:25

        PLR          DTID - SCL/SCT
        SVQA         FB613132199000

  QTY AVAIL      QTY ON HAND    OBSERVED QTY    DISCOVERY DT
  4              4              [      ]

ENTER OBSERVED QUANTITY
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The Record Discrepancy Process is used by whoever discovers that there is a quantity shortage/overage. This process must be performed whenever a discrepancy is observed and further research is required. Immediately contact the Accountable Property Officer (APO) for further guidance.

1.5.2.—GAIN AND LOSS ADJUSTMENTS

Figure 103 - Gain and Loss Adjustments

```
replace | not stored | update |
udwc5370 006             GAIN AND LOSS ADJUSTMENTS            02/21/04  10:35

     PROPERTY LOCATION RIC  ADJUSTMENT CODE
             SVXA

ENTER PROPERTY LOCATION RIC
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

When the system displays the *Property Location RIC* (PLR), press <Enter>. After the system displays *ADJUSTMENT CODE,* input -*G*‖ or -L‖, as appropriate.

At this time, the system will display a pop-up screen on the right, *DTID - SCL/SCT* window for records that are pending acceptance for a quantity or weight difference (see Figure 99).

Use this screen to delete a record that has been reported in error by pressing <F18>. The user can also add by pressing <F7>, viewing by pressing <F2>, or updating by pressing <F2>, those records where an inventory discrepancy has been discovered. Follow the screen prompts as appropriate.

When a record is deleted, an event history transaction will be written.

For adjustments reported automatically by an Interim XS7 Marketing transaction, use the following procedure for each individual record:

Press <F2> to view the record(s) and press <F9> to move the record(s) to the *DRMO APPROVED AJUSTMENTS* File.

Press <F7> and input the following entries:

DTID - SCL/SC: Input the DTID or the SCL/SCT for the property record that needs to be reported. If the system cannot locate the record, it states, -*Not found, press <Enter> to continue*‖ or -*Not on file for this property location RIC*‖. If the record is on file, the system will ask for additional information.

ADJ QTY/W: Input the quantity to be added to the record, if the error was a gain, or, if the error was a loss, input the amount to be subtracted from the record (7 characters). The system adds or subtracts that quantity and displays the result in the *NEW QTY/WT Field*. The system also calculates the adjusted value for gains/losses and displays it in the *ADJ VALUE Field*.

DISCOVERY D: If the record does not show a discovery date, input the date the discrepancy was known as mm/dd/yy (8 characters).

CIRCUMSTANCES: Input the reason for the gain or the loss (3 lines of 60 characters each).

Press <F9> to complete the addition of a record.

Discovery dates are after research has been performed by the APO and NIL confirmed. 30 days is the maximum time allowed for research between observed discrepancy and discovery date. The records requiring approval will now appear in the DRMO APPROVE ADJUSTMENTS File to await input of approval.

Figure 104 - Gain and Loss Adjustments - Select RCD

```
replace | stored | update |  | record  1 of  1 | records found
udwc53aa 012          GAIN AND LOSS ADJUSTMENTS          03/02/04  14:35

     PROPERTY LOCATION RIC  ADJUSTMENT CODE
             SVQA                  L

                                   DTID - SCL/SCT      DESC
                                   FB613132199000  - DLU
                                                   -
                                                   -
                                                   -
                                                   -
                                                   -
                                                   -
                                                   -
                                                   -
                                                   -

PRESS <F4> TO SELECT RCD, THEN <F18> TO DELT, <F2> TO CONT, <F7> TO ADD RCD
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 105 - Gain and Loss Adjustments - Used by APO for Verified Discrepancy

```
replace | stored/modified | update |  | record  1 of  1 |
UDWC5330 027          GAIN AND LOSS ADJUSTMENTS          03/02/04  14:35

     PROPERTY LOCATION RIC  ADJUSTMENT CODE

                                   QTY/WT       ADJ        NEW
DTID - SCL/SCT     DISCOVERY DT    ON HAND      QTY        QTY/WT
FB613132199000      03/02/04       4            2          2

 UNIT PRICE        ADJUST VAL
 100.00           200.00

STOCK ID:           INV ITEM NAME:
7110 00BOOKCAS      BOOK CASE

CIRCUMSTANCES:
WHILE LOCATING PROPERTY FOR ISSUE, THE LOSS WAS DISCOVERED

ENTER CIRCUMSTANCES, THEN <F9> TO UPDATE
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The Gain and Loss Adjustment Process is used by the APO when the discrepancy has been verified and the appropriate paperwork has been completed. This process places the record in suspense until final approval is granted.

Figure 106 - View Adjustments - Select Record and Obtain Approval APO

```
replace | stored | update | record 2 of 2
UDWC6020 022                VIEW ADJUSTMENTS                03/02/04  14:49

PROP LOC RIC SVQA

                    ADJ  ADJUST
  DTID/SCL-SCT     TYPE  QTY/WT   UNIT PRICE     ADJ VALUE   DISCOVERY DATE
FB613132199000      L    2        100.00        200.00        03/02/04

STOCK ID            INV ITEM NAME
7110 00BOOKCAS      BOOK CASE

CIRCUMSTANCES: WHILE LOCATING PROPERTY FOR ISSUE, THE LOSS WAS DISCOVERED

PRESS <F4> TO SELECT RECORD; THEN <F2> TO APPROVE OR <F18> TO DELETE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The Approving Official, depending on the level of approval, e.g. DRMO Chief/DRMO Designee, DRMS Commander/Designee, etc., will use this process to finalize the adjustment to the accountable record.

Figure 107 - Approve Adjustments - Update

```
replace | stored/modified | update | record 1 of 1
UDWC6030 034                APPROVE ADJUSTMENTS             03/02/04  14:49

PROP LOC RIC SVQA

                    ADJ  ADJUST
  DTID/SCL-SCT     TYPE  QTY/WT   UNIT PRICE     ADJ VALUE   DISCOVERY DATE
FB613132199000      L    2        100.00        200.00        03/02/04

STOCK ID            INV ITEM NAME
7110 00BOOKCAS      BOOK CASE

CIRCUMSTANCES: WHILE LOCATING PROPERTY FOR ISSUE, THE LOSS WAS DISCOVERED

                              APPROVE LOSS
                         APPROVING        DISPOSITION  RESOLUTION    GPLD/ROS
TPC  LRC  NEG          EIN      DATE        CODE       OFFICE CODE     DATE
 A    G    N         s9d3052 03/02/04        L             0          3/2/04

ENTER DATE, OR LEAVE BLANK IF NO GPLD OR ROS; PRESS <F9> TO UPDATE
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The appropriate Type Property, Loss Reason, and Resolution Office Codes must be entered by the approving authority/designee.

Resolution Office Codes (ROC)and Approval Authorities are as follows:

O: Approval by DRMO or Designee, FST Chief, Area Manager or Designee
R: Approval by HQ DRMS Operations Director or Designee
S: Approval by HQ DRMS Command or Designee

1.5.3.—VIEW RPLD

Figure 108 - GPLD/ROS - View RPLD

```
replace | not stored | update |
UDWC6476 1.3                    GPLD/ROS                    02/21/04  10:40

  PROP LOC RIC

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used by DRMO/FST/DRMS to view unapproved adjustments. The data elements include DTID, Number, NSN, Quantity, Level of Approval, etc.

RPLD: Report Property Lost or Damaged. GPLD: Government Property Lost or Damaged. ROS: Report of Survey.

1.5.4.—VIEW DRMS ADJUSTMENTS

Figure 109 - View DRMS Adjustments

```
replace                    find                          no records foun
UDWC6520 003          VIEW DRMR/DRMS ADJUSTMENTS          02/21/04  10:42

  DTID/SCL-SCT      QTY/WT      UNIT PRICE    LOSS VALUE    DISCOVERY DATE

CIRCUMSTANCES:

                          DRMO RVU  DISPOSITION  RESOLUTION    GPLD/ROS
TPC  LRC  NEG    EIN        DATE       CODE      OFFICE CODE     DATE
                                                       R

PRESS <F4> FOR NEXT RECORD, <F3> FOR PREVIOUS RECORD, <F1> TO EXIT
F1-Prv Form |F2-Nxt Form |F3-Find          |F5-Fld Help |F10-More Key
```

1.5.5.—LOCAL DODAAC ADDRESSES

Figure 110 - Local DoDAAC Activity Addresses

```
replace |not stored      |update      |record     1 of     1
udwe3001.002   Local DoDAAC Address                    02/21/04 - 10:43

                DODAAC:
                Address of Generator
                Name:
                Street:

                City, State,Country
                ZIP/APO/FPO Code          -

Enter DoD Activity Address Code
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This process is used when a receipt refusal (CLR) is processed and the message –Invalid DoDAAC‖ appears. This screen must be completed to provide the DoDAAC information.

1.5.6.—INITIATE DEMIL CHALLENGE

Figure 111 - Initiate DEMIL Code Challenge (Stand-Alone)

```
replace                    find
udpd2010.009                          DAISY                          02/21/04
s9d3890            INITIATE DEMIL CODE CHALLENGE (STAND-ALONE)        10:44

 PLR:        FSC/NIIN: 0000-                NOUN NAME:

 PROPERTY DEMIL CD:      DEMIL CD (recorded):      PROPOSED DEMIL CD:

 DEMIL CHALLENGE JUSTIFICATION:                   DEMIL INTEGRITY CD:

Enter Niin and <F3> to Find.
F1-Prv Form | F2-Nxt Form | F3-Find | | F5-Fld Help | F10-More Key
```

Figure 112 - Initiate DEMIL Code Challenge - Stand-Alone Justification

```
replace | not stored | update | | record    1 of    1 |
udpd2010.009                          DAISY                          03/09/04
s9d3890            INITIATE DEMIL CODE CHALLENGE (STAND-ALONE)        11:00

 PLR: SVXA   FSC/NIIN: 1680-010248736    NOUN NAME: AMPLIFIER,SIGNAL

 PROPERTY DEMIL CD:      DEMIL CD (recorded): D    PROPOSED DEMIL CD: A

 DEMIL CHALLENGE JUSTIFICATION:                   DEMIL INTEGRITY CD:
 COMMERCIALLY AVAILABLE.

Enter Demil Challenge Justification and <F9> to Add.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

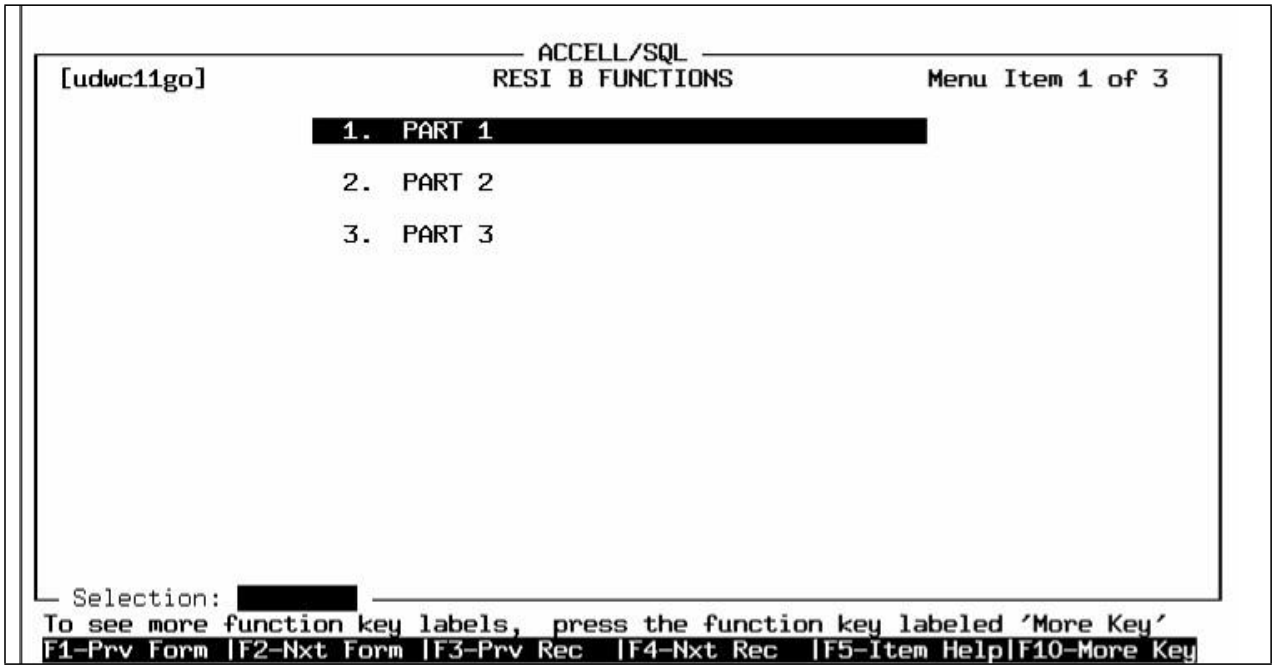
This process is used to process a DEMIL Challenge. If the DEMIL Code assigned is questionable, the DRMO must initiate a DEMIL Challenge. The Property DEMIL Code is the DEMIL Code from the turn in document, and the proposed DEMIL Code is the code that the DRMO has researched and believes to be correct. It is critical that a good justification be provided to aid the DLIS DEMIL Coding Office in their decision. Items

undergoing DEMIL Challenge from a non-DEMIL required to a DEMIL Required Code will be frozen worldwide until the Challenge has been completed. The DEMIL Challenge System is resident in CORP DAISY and may be accessed to view items undergoing challenge and their status. When a challenge is processed at CORP, all of the necessary changes to records and NSN Characteristics will be processed in the batches as well as notifications generated in Access Reports worldwide.

Challenges may also be initiated from the receipt process or from CORP DAISY.

1.6.—RESI B FUNCTIONS

Figure 113 - RESI B Functions



When an item qualifies for RESI B, a RESI B Inventory placard is produced and provided in Access Reports. For more information, see Resolution Listings, this chapter. Go to this menu to initiate inputs.

1.6.1.—PART 1

Figure 114 - RESI B Part 1

```
replace | not stored | update |  | record  1 of  1 |
UDWC1161 1.1                RESI B PART 1                02/21/04 - 10:47

  PROP LOC RIC [    ]

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 115 - RESI B Part 1 - Inventory

```
replace | stored | update |  | record  17 of  20 |
udwc1101 001                RESI B PART 1                06/16/08 - 22:55

    DTID            STOCK ID        RCVD DT   RSC RESI B
FB523271571006  7240001600440   12/12/07    C    Z
FB528472600096  5331005421365SX 12/12/07    A    Z
FB528472610185  5331007027062SX 12/12/07    A    Z
FB528472610187  5331005822133SX 12/12/07    A    Z
FB528472610189  5331005841840SX 12/12/07    A    Z

PRESS <F1> TO RETRIEVE VALUES.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The RESI B reports property that has been on the inventory for 6 months (180 days) or more. There are three parts to the RESI B. Part 1, reflected above, shows property that requires management action by DRMO. Once research has been accomplished, annotate the appropriate reason code to move the record to Part 2.

NOTE: To display complete listing of Resi B codes, hit F20. Since more codes have been added, only the first four are shown. Use the down arrow key to view remaining codes. Below are the codes used and what is shown when using the up/down arrow keys.

Figure 116 - RESI B Part 1 - Status Codes Example

```
                    RESI B STATUS CODES
CODE  DESCRIPTION
  ?   HM/HW AWAITING CONTRACT
  B   MORATORIUM
  C   SPECIAL FREEZE
  D   HM/HW PENDING RETROGRADE
```

```
                    RESI B STATUS CODES
CODE  DESCRIPTION
  E   MAP
  F   PCB
  G   WEAPONS
  H   SALES LITIGATION
```

```
                    RESI B STATUS CODES
CODE  DESCRIPTION
  J   SALES REOFFER
  K   OTHER
  L   FMS
  M   DEMIL UNDERGOING CHALLENGE
```

1.6.2.—PART 2

Figure 117 - RESI B Part 2

```
replace | not stored | update |
UDWC1262 002                RESI B PART 2                02/21/04    10:48

  PROP LOC RIC

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 118 - RESI B Part 2 - Change Reason Code

```
replace | stored | update | record    1 of   188 |
udwc12aa 013                RESI B PART 2                03/09/04    11:17

  PROP LOC RIC SVXA

      DTID            STOCK ID        RCVD DT     RSC  RESI B  QUANTITY
  36550801400003   7025 00MONITOR    01/17/03     K     H       3

  INVENTORY ITEM NAME  MONITOR

  A HM/HW AWAITING CONTRACT                    H SALES LITIGATION
  B MORATORIUM                                 J SALES REOFFER
  C SPECIAL FREEZE                             K OTHER
  D HM/HW PENDING RETROGRADE                   W ITEM PENDING DEMIL/DEMIL
  E MAP                                        X ON RESI B FOR MORE THAN 8
  F PCB                                        Z FIRST TIME ON RESI B
  G WEAPONS

Enter Resi B Code, then <F9> to update
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

RESI B Part 2 allows the user to change the reason code, if required.

1.6.3.—PART 3

Figure 119 - RESI B Data Part 3 Summary

```
replace  stored          update        record     1 of     3 records found
udwc1363 004          RESI B DATA PART 3 SUMMARY          02/21/04   10:51

                 DRMO/OSB
        PROPERTY LOCATION RIC   PART 1 TOTAL   PART 2 TOTAL
                 SVXA              4020           185
                 SVXP              1494           101
                 SVXS              1159           1

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 120 - RESI B Data Part 3 Summary

```
replace  stored          update        record     1 of     3 records found
udwc1363 004          RESI B DATA PART 3 SUMMARY          03/09/04   11:19

                 DRMO/OSB
        PROPERTY LOCATION RIC   PART 1 TOTAL   PART 2 TOTAL
                 SVXA              4008           188
                 SVXP              1494           101
                 SVXS              1159           1

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

RESI B Part 3 is a summary of line items on Part 1 and Part 2 by PLR.

1.7.—RESI I FUNCTIONS

Figure 121 - RESI I Visibility of Status

```
replace | not stored | update |          | of    1 |
UDWC1501.002          RESI I VISIBILITY OF STATUS        02/21/04 - 10:53

  PROP LOC RIC  [   ]

ENTER RIC AND SFX OR <F1> TO EXIT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 122 - RESI I Visibility of Status

```
replace | stored | update |      | record    1 of    12 | records found
UDWC1503.002          RESI I VISIBILITY OF STATUS        03/09/04 - 11:23

  PROP LOC RIC  SVXA

      DTID            STOCK ID        RCVD DT    RESI I
  FB440721630054    8405000011551     11/12/03     B
  FB606130650003    4240011060485     03/03/03     A
  FB606131361000    5998004383317     05/15/03     B
  FB606131362000    2815013354579     05/15/03     R
  FB606131363000    100500GUN         05/15/03     R

                    RESI I STATUS CODES
  CODE    DESCRIPTION
    A     ABANDONMENT AND DESTRUCTION
    B     AWAITING SHIPMENT TO DEMAN CONTRACTOR
    C     HQ DRMS FREEZE/HOLD
    D     AWAITING SHIPMENT TO ANOTHER DRMO FOR DEMIL

PRESS <F1> TO RETRIEVE VALUES.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

RESI I are items that require DEMIL that have been in RSC W greater than 35 days. This reflects property that requires management action by the DRMO. Once research has been accomplished, annotate the appropriate reason code. The reason codes are displayed after pressing <F20>. After a reason code is selected, <F9> must be pressed to save the change for that record.

2.—RTD MENU

Figure 123 - RTD Menu

```
ACCELL/SQL
[udri10go]                    RTD MENU                    Menu Item 1 of 7

        1. DTID INTERROGATION REQUEST
        2. NSN INTERROGATION BY DRMO
        3. DRMO MILSTRIP TRANSACTIONS
        4. MILSTRIP DAILY WORKLIST
        5. ADD, MODIFY, AND CANCEL FREEZES
        6. CHANGE AUTOMATIC RELEASE DATE
        7. DTID SCREENING MODIFICATIONS

Selection:
To see more function key labels, press the function key labeled "More Key"
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

New selection within the RTD Menu: Selection #7, DTID SCREENING MODIFICATIONS.

2.1.—DTID INTERROGATION REQUEST

Figure 124 - DTID Interrogation Request

```
replace |                |find |     |                        |
udri1001.015                    DAISY                                02/21/04
s9d3890                DTID INTERROGATION REQUEST                     10:56

NSN                          DRMO DODAAC            PROPERTY LOC DODAAC
DTID                     INTERROGATOR RIC SVXA
     M R S                        D
SITE S S H   QTY   QTY   UI FD R M   DEI      ESD     W/LOC         UNIT
     C C C   RCVD AVAIL     CC C L                   LOT/NO        PRICE

END FES  EPPL#  MPD       TO GSA    ARD      REFD   IFB   ITEM   INSP     BOD

PLEASE ENTER DTID and press <F3> FIND
F1-Prv Form |F2-Nxt Form |F3-Find       |          |F5-Fld Help |F10-More Key
```

This process is used to find information about a particular DTID at the DRMO.

2.2.—NSN INTERROGATION BY DRMO

Figure 125 - NSN Interrogation by DRMO

```
replace                    find
udri2001.014                      DAISY                                  02/21/04
s9d3890                NSN INTERROGATION BY DRMO                          10:57

    NSN                      DRMO RIC  SVX
S
I  M R          F                                                          D
T  S S  QTY     C  FZ      UNIT       RMB                                  M
E  C C AVAIL UI C  CD      PRICE      CD       DTID        STORAGE    ESD   L

ENTER THE FSC OF THE NSN, PRESS <RETURN>.
F1-Prv Form |F2-Nxt Form |F3-Find        |            |F5-Fld Help |F10-More Key
```

This process is used to find information about a particular NSN at the DRMO.

2.3.—DRMO MILSTRIP TRANSACTIONS

Figure 126 - DRMO MILSTRIP Transactions

```
replace |not stored      |update |      |record     1 of     1|
udrp7100.018                      DAISY                                  02/23/04
s9d3890                DRMO MILSTRIP TRANSACTIONS                         10:58

            Select one of the following items

             1. TRANSPORTATION  (AE6 W/HY)
             2. GENERATE NEW 1348-1 (AE6 W/BF)
             3. SHIPMENTS - REGULAR  (ARO)
             4. SHIPMENTS - POST POST - USABLE  (ARO WALK-IN)
             5. SHIPMENTS - POST POST - SCRAP
             6. DENIALS  (A6A)
             7. SUPPLY STATUS (AE6)
             8. RESPOND TO DAILY TRANSACTIONS
             9. MANIFEST RETURN DATE ENTRY

                      ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can |F2-Menu Sel |          |          |          |F10-More Key
```

This menu contains processes related to MILSTRIP.

2.3.1.—TRANSPORTATION (AE6 W/HY)

Figure 127 - DRMO PCH&T MILSTRIP Transactions - Transportation (AE6 W/HY)

```
replace |                | find |      |                        |
udrp7110.020                          DAISY                          02/23/04
s9d3890                 DRMO PCH&T MILSTRIP TRANSACTIONS               10:59

   REQUISITION NUMBER                    SUFFIX CODE          DIC   AE6

 MEDIA/STATUS                          STOCK-ID
 UNIT OF ISSUE                         QUANTITY
 SUPPR ADDRESS                         SIGNAL CODE
 FUND CODE                             DISTRIBUTION CODE
 PROJECT CODE                          PRIORITY CODE
 FL/CAN/DLVY DATE                      SPLY/STAT/ADVC
 ITM-UP                0.00            DATE TRANS PROCSD

 DATE TO PCH&T                         TCN/GBL/DTID/SHP#
 EST. SHIPPING DATE                    QUANTITY RELEASED

REQUISITION NUMBER <F3 FIND> OR RETURN TO ENTER SUFFIX
F1-Prv Form |F2-Nxt Form |F3-Find      |            |F5-Fld Help |F10-More Key
```

Use this process to notify the customer (using an AE6 transaction) and the system, that property has been released to the transportation office.

REQUISITION NUMBER: 14 characters, then press <Enter>.

SUFFIX: 1 character, if available.

Press <F3>. DAISY displays the Document Identifier Code of AE6 and MILSTRIP A0A information in the center box.

TCN/GBL/SHP #: 17 characters, if a Transportation Control Number (TCN) or Government Bill of Lading (GBL) number are available. If none of the above is available, press <Enter>. The system will populate the field with the requisition number.

DATE TO PCH&T: 3 characters, input the Julian date that the material was sent to Packing, Crating, Handling and Transportation.

EST, SHIPPING DATE: 4 characters, input a four-digit Julian date for the estimated date of shipping.

QUANTITY RELEASED: 5 characters, verify this.

The quantity released must match, or be less than, the quantity on the Materiel Release Order. DAISY displays the amount shown on the requisition.

If the quantity released matches the amount requisitioned, press <Enter> to skip this field.
If the quantity released does not match, type the quantity actually released, if less than that posted on the MRO and press <Enter>.
DRMO personnel are not authorized to release a quantity greater than that posted on the MRO.

Press <*F9*>. This adds this transaction to the DAISY system. The message -*Transaction Added*‖ is displayed on the message line.

2.3.2.—GENERATE NEW 1348-1 (AE6 W/BF)

Figure 128 - DRMO MILSTRIP Generate New 1348

```
replace | not stored        | update |       | record     1 of     1 |
udrp7112.009                          DAISY                          02/23/04
s9d3890                   DRMO MILSTRIP GENERATE NEW 1348              11:01

   REQUISITION NUMBER      [              ]      SUFFIX CODE

ENTER REQUISITION NUMBER.  RETURN TO ENTER SUFFIX OR F9 TO ADD/UPDATE.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This process is used to request a hard copy of an existing requisition /DD FORM 1348-1A. Use this process to replace a lost or destroyed 1348-1A. (If the DD Form 1348-1A was received through DAISY DRMO reports.)

REQUISITION NUMBER: 14 characters, then press <Enter>.

SUFFIX: 1 character.

Press <F9>. To print the new 1348-1A the next day, use the Access Reports process for Special Forms for printing MILSTRIP requisitions.

2.3.3.—SHIPMENTS - REGULAR (ARO)

Figure 129 - DRMO MILSTRIP Materiel Release Confirmations

```
replace                    find
udrp7120.053                          DAISY                          02/23/04
s9d3890          DRMO MILSTRIP MATERIEL RELEASE CONFIRMATIONS          11:02

    REQUISITION NUMBER                    SUFFIX CODE          DIC

   MEDIA/STATUS                          STOCK-ID (NSN)
   UNIT OF ISSUE                         DTID NUMBER
   SUPPR ADDRESS                         HOLD/SIGNAL CD
   FUND CODE                             REIMBURSEMENT CD
   ACTION CODE                           ACCOUNTING CODE
   QUANTITY SHIPPED     0                PORT OF EMBRKTN
   DATE SHIPPED                          TCN/GBL/DTID/SHP#
   MODE OF SHIP                          PROCEEDS AMOUNT      0.00


   QTY AVAILABLE FOR SHIPMENT

REQUISITION NUMBER <F3 FIND> OR RETURN TO ENTER SUFFIX.
F1-Prv Form |F2-Nxt Form |F3-Find        |F5-Fld Help |F10-More Key
```

This process is used to post issues of reutilization, transfer and donation received through automated MILSTRIP. This essentially drops the record from the inventory.

Do not use this screen to process walk-in requisitions.

REQUISITION NUMBER: 14 characters, then press <Enter>.

SUFFIX CODE: 1 character.

Press <F3>. DAISY displays the Document Identifier Code of ARO and information from the A0A requisition in the remaining fields.

TCN/GBL/SHP #: 17 characters, if a Transportation Control Number (TCN) or Government Bill of Lading (GBL) number are available. If none of the above is available, press <Enter>. The system will populate the field with the requisition number.

QUANTITY SHIPPED: 5 characters.

PORT OF EMBRKTN: 3 characters, fill with Xs, if not being shipped by vessel. Embarkation is the port from which the property is being shipped.

DATE SHIPPED: 5 characters, use the Julian date the shipment was made.

MODE OF SHIP: 1 character, input the code for the mode of shipment. Use the zoom feature, <F20>, to view available codes.

Press <F9>. The record of this shipment is added to *DAISY*. The *QTY AVAILABLE FOR SHIPMENT* field is reduced by the amount input in the *QUANTITY SHIPPED* field.

2.3.4.—SHIPMENTS - POST POST - USABLE (AR0 WALK- IN)

Figure 130 - DRMO MILSTRIP Walk-In Shipments

```
replace                    find
udrp7130.045                          DAISY                          07/21/05
s9d3477                 DRMO MILSTRIP WALK-IN SHIPMENTS                16:21

      REQUISITION NUMBER                    SUFFIX CODE
 For Donations the first character must be numeric & the 11th one a 'D'
 For Transfers the first character must be numeric & the 11th one a 'T'

                      DTID NUMBER

   STOCK-ID (NSN)
   ------INVENTORY ITEM NAME------        UNIT OF ISSUE
                                         QUANTITY AVAILABLE   0
   REIMBURSEMENT CODE                    MODE OF SHIPMENT     X

   ACTION CODE                           ACCOUNTING CODE
   SIGNAL CODE                           SUPPR ADDRESS
   MEDIA/STATUS                          FUND CODE
   QUANTITY SHIPPED     0                DATE SHIPPED
   PROCEEDS AMOUNT      0.00

ENTER RQN_NO <F3 FIND> OR RETURN TO ENTER SUFFIX
F1-Prv Form  F2-Nxt Form  F3-Find                  F5-Fld Help  F10-More Key
```

To process requests and create a record for property released to, and picked up by, the customer.

Do not use this screen for issues received through automated MILSTRIP.

Figure 131 - DRMO MILSTRIP Walk-In Shipments

```
replace | not stored | update |  | record  1 of  1 |
udrp7130.044                          DAISY                          03/09/04
s9d3052                 DRMO MILSTRIP WALK-IN SHIPMENTS                 11:49

        REQUISITION NUMBER   SC440242010001     SUFFIX CODE

                      DTID NUMBER   FB452830719261

    STOCK-ID (NSN)      8010-00-WD0019101
    ------INVENTORY ITEM NAME------          UNIT OF ISSUE        LB
    MW3071 PAINT,PRIMER COAT               QUANTITY AVAILABLE   20
    REIMBURSEMENT CODE                     MODE OF SHIPMENT     X

    ACTION CODE         U                  ACCOUNTING CODE      U
    SIGNAL CODE         D                  SUPPR ADDRESS
    MEDIA/STATUS                           FUND CODE
    QUANTITY SHIPPED    20                 DATE SHIPPED         04061
    PROCEEDS AMOUNT     0.00

HIT <F9> ADD/UPDATE TO UPDATE OR <RETURN> TO CONTINUE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

REQUISITION NUMBER: 14 characters, then press <Enter>.

SUFFIX CODE: 1 character, if available, then press <F3>.

DTID NUMBER: 14 characters, then press <Enter>. DAISY displays information relating to the DTID and specific requisition number. Some fields display information to be verified or changed. Other fields are left blank to input information. The cursor moves to the *ACCOUNTING CODE* field.

ACCOUNTING CODE: 1 character, an accounting code of –U is the default code for this process.

SUPPR ADDRESS: 6 characters, if available, input the code for the Supplementary Address and press <Enter>. If not available, press <Enter>.

MEDIA/STATUS: 1 character, use <F20>, zoom, to see available Media/Status codes.

SIGNAL CODE: 1 character, the signal code most frequently used is –D, use <F20>, zoom, to view other available Signal Codes. Use –M when shipped to RP45-50 (Supplementary Address).

FUND CODE: 2 characters, if available, type the code for the account to be charged. If not available, press <Enter>.

QUANTITY SHIPPED: 1-5 characters, use the amount of materiel the customer removed.

DATE SHIPPED: 5 characters, use the Julian date the customer removed the materiel.

PROCEEDS AMOUNT: 1-10 characters, the cursor stops at the Proceeds Amount field when the item has a Reimbursement Code or the DODAAC indicates a FMS.

When cursor stops at Proceeds Amount, input the dollar amount of the proceeds.

Press <F9>. DAISY updates the system with the information entered. If the DTID number entered is not hazardous waste, the record is complete.

Figure 132 - Hazardous Manifest

```
replace                    find
udrp7135.010                          DAISY                          03/09/04
s9d3052                 DRMO MILSTRIP WALK-IN SHIPMENTS                11:55

 REQUISITION NO     SC440241030001     SUFFIX          A
 ACTN/ACCT CD       U / U              DTID NO         FB452830719261
 REIMBURSEMENT                         PROCEEDS        0.00
 QUANTITY SHIPPED   20                 DATE SHIPPED

  MANIFEST DOCUMENT NUMBER
  US EPA TRANSPORTER ID NO.
  ADDL US EPA TRANSPORTER ID NOS.
  TSDF STATE PERMIT NO.
  EPA HAZARDOUS WASTE NO.
  DESIGNATED FAC. US EPA ID NO.

  DESIGNATED FACILITY NAME
  ADDITIONAL DATA
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES

MANIFEST DOCUMENT NUMBER
F1-Prv Form  F2-Nxt Form  F3-Find                 F5-Fld Help  F10-More Key
```

This process is used to post a shipment of hazardous waste and the corresponding HW manifest, if one is required, and will appear before the system will allow the user to save the record.

This process is not to be used for HW contract deliveries.

To complete the manifest the following entries are required:

MANIFEST DOCUMENT NUMBER: 17 characters.

US EPA TRANSPORTER ID NO.: 12 characters, input the identification number of the transporter of the hazardous property.

ADDL US EPA TRANSPORTER ID NO.: 12 characters, if additional transporters are identified on the manifest (up to two), list the identification numbers. If no additional transporters are indicated, press <Enter>.

TSDF STATE PERMIT NO.: 12 characters, input the identification number issued by the state indicating the facility handling the waste is properly licensed.

EPA HAZARDOUS WASTE NO.: 4 characters, this code identifies the type of waste by applying EPA criteria.

DESIGNATED FACILITY US EPA ID NO: 12 characters, input the identification number of the facility permitted to handle the hazardous waste indicated on the manifest.

If DAISY completes the remaining four fields with information and displays the message -*PRESS <F9> ADD/UPDATE*‖, verify the information is correct.

If the Designated Facility US EPA ID number is a new number, DAISY displays the message -*MANIFEST DESIGNATED FACILITY US EPA ID NUMBER. TO ADD OR UPDATE, PRESS <F20>, ZOOM."*

Press <F20> to display an additional information entry screen for inputting the facility number information.

DAISY displays the *DESIGNATED FAC. US EPA ID NO* entered with the cursor at the beginning of the *DESIGNATED FACILITY NAME* field. Only type information about the Designated Facility US EPA ID number displayed at the top of this screen. This screen cannot be used for more than one Designated Facility US EPA ID number.

Complete the following steps to input information in the fields indicated below:

DESIGNATED FACILITY NAME: 1-35, characters.

ADDITIONAL DATA: 1-35 characters, facility address information.

SPECIFIC LOCATION: 1-35 characters, facility address information.

GENERAL LOCATION/ZIP CODES: 1-26 characters/5-9 characters, City, State, ZIP code information.

To add the information input into DAISY and return to the DRMO MILSTRIP Transactions - Manifest Entry screen, press <F9>, DAISY adds the information inputted for this requisition.

Creating a Dummy Manifest for RTD

An actual manifest is not required by the EPA if hazardous waste (HW) is not transported over a public road. (This may occur if the customer is located on the same installation as the DRMO.) However, DAISY requires that a manifest screen be filled out for every RTD shipment of HW. When there is no actual manifest, DRMO personnel should input into DAISY a dummy manifest.

Figure 133 - DRMO Manifest Sample

```
replace | not stored | update |  | record  1 of  1 |
udrp7130.045                          DAISY                          07/22/05
s9d3477                  DRMO MILSTRIP WALK-IN SHIPMENTS                16:50

        REQUISITION NUMBER   SC440052020002     SUFFIX CODE

                      DTID NUMBER   W45N7V5070A001

    STOCK-ID (NSN)       8010-00-WSTPNT
    ------INVENTORY ITEM NAME------          UNIT OF ISSUE          DR
    WASTE PAINT                            QUANTITY AVAILABLE     5
    REIMBURSEMENT CODE                     MODE OF SHIPMENT       X

    ACTION CODE          U                 ACCOUNTING CODE        U
    SIGNAL CODE          D                 SUPPR ADDRESS
    MEDIA/STATUS                           FUND CODE
    QUANTITY SHIPPED     1                 DATE SHIPPED           05202
    PROCEEDS AMOUNT      0.00

HIT <F9> ADD/UPDATE TO UPDATE OR <RETURN> TO CONTINUE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

When all of the fields of the MILSTRIP Walk-In Shipment Screen are filled and <F9> is pressed, the RTD Manifest Screen will automatically appear. The DAISY shipment transaction cannot be completed until the manifest information is input.

Figure 134 - DRMO MILSTRIP Sample

```
replace | not stored | update | zoom | record  1 of  1 |
udrp7135.010                          DAISY                          07/22/05
s9d3477                  DRMO MILSTRIP WALK-IN SHIPMENTS                16:57

  REQUISITION NO      SC440052020002     SUFFIX
  ACTN/ACCT CD        U / U              DTID NO        W45N7V5070A001
  REIMBURSEMENT                          PROCEEDS       0.00
  QUANTITY SHIPPED    1                  DATE SHIPPED

   MANIFEST DOCUMENT NUMBER             DUMMYSXGA52020001
   US EPA TRANSPORTER ID NO.            XXX999999999
   ADDL US EPA TRANSPORTER ID NOS.
   TSDF STATE PERMIT NO.                XXX999999999
   EPA HAZARDOUS WASTE NO.              X999
   DESIGNATED FAC. US EPA ID NO.        SXGA52020001

   DESIGNATED FACILITY NAME
   ADDITIONAL DATA
   SPECIFIC LOCATION
   GENERAL LOCATION/ZIP CODES

MANIFEST DESIGNATED TSDF EPA ID NUMBER. TO ADD OR UPDATE, PRESS <F20> ZOOM.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

MANIFEST DOCUMENT NUMBER: 17 characters, as shown below:

Positions 1-5: The word –DUMMY‖

Positions 6-9: DRMO RIC
Positions 10-13: Julian Date
Positions 14-17: Serial Number

Input the above Dummy Manifest Number and press <F3> to find.

US EPA TRANSPORTER ID NO.: 12 characters, input -XXX999999999‖ and press <Enter>.

ADDL US EPA TRANSPORTER ID NOS.: This field is skipped over.

TSDF STATE PERMIT NO.: 12 characters, input –XXX999999999‖ and press <Enter>.

EPA HAZAROUS WASTE NO.: 12 characters, input –X99999999999‖ and press <Enter>.

DESIGNATED FAC US EPA ID NO.: Input the Dummy Manifest Number *without* the word —DUMMY‖, and press <F20>, zoom.

Another screen will automatically appear, and the DESIGNATED FAC US EPA ID NO will be shown at the top.

Figure 135 - DESIGNATED FAC US

```
replace | not stored | update |  | record  1 of  1 |
udrp7126.003                          DAISY                          07/22/05
s9d3477                 DRMO MILSTRIP WALK-IN SHIPMENTS                16:58

DESIGNATED FAC. US EPA ID NO   SXGA52020001
  DESIGNATED FACILITY NAME           PWC JACKSONVILLE
  ADDITIONAL DATA                    N00207
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES
DESIGNATED FAC. US EPA ID NO
  DESIGNATED FACILITY NAME
  ADDITIONAL DATA
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES
DESIGNATED FAC. US EPA ID NO
  DESIGNATED FACILITY NAME
  ADDITIONAL DATA
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES

  GENERAL LOCATION/ZIP CODES

ADDITIONAL DATA
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Input the name and DoDAAC of the customer (requisitioner), and press <F9>.

The previous screen will reappear with the customer‘s name and DoDAAC shown at the bottom.

Press <F9>, and the original Walk-In Shipment Screen will reappear.

Press <F9> again to complete the shipment in DAISY.

Exit the screen and the program will return to the DRMO MILSTRIP Transactions Menu.

Figure 136 - Manifest Return Date

```
replace |not stored      |update |zoom |record     1 of     1|added
udrp7135.010                          DAISY                          07/22/05
s9d3477                 DRMO MILSTRIP WALK-IN SHIPMENTS                17:00

 REQUISITION NO     SC440052020002     SUFFIX
 ACTN/ACCT CD       U / U              DTID NO        W45N7V5070A001
 REIMBURSEMENT                         PROCEEDS       0.00
 QUANTITY SHIPPED   1                  DATE SHIPPED

  MANIFEST DOCUMENT NUMBER            DUMMYSXGA52020001
  US EPA TRANSPORTER ID NO.           XXX999999999
  ADDL US EPA TRANSPORTER ID NOS.
  TSDF STATE PERMIT NO.               XXX999999999
  EPA HAZARDOUS WASTE NO.             X999
  DESIGNATED FAC. US EPA ID NO.       SXGA52020001

  DESIGNATED FACILITY NAME            PWC JACKSONVILLE
  ADDITIONAL DATA                     N00207
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES

MANIFEST DESIGNATED TSDF EPA ID NUMBER. TO ADD OR UPDATE, PRESS <F20> ZOOM.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

On the DRMO MILSTRIP Transactions Menu, select #9. *MANIFEST RETURN DATE ENTRY*.

Input the Dummy Manifest Number, and press<F3> to find.

> *MANIFEST RETURN DATE:* Input the date the customer removed the DTID from the DRMO, and press <F9>.

This will complete all of the DAISY requirements for a dummy manifest.

Figure 137 - DRMO MILSTRIP Walk-In Shipment Manifest

```
replace                    find
udrp7126.003                          DAISY                          03/09/04
s9d3052                 DRMO MILSTRIP WALK-IN SHIPMENTS                11:56

DESIGNATED FAC. US EPA ID NO
  DESIGNATED FACILITY NAME
  ADDITIONAL DATA
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES
DESIGNATED FAC. US EPA ID NO
  DESIGNATED FACILITY NAME
  ADDITIONAL DATA
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES
DESIGNATED FAC. US EPA ID NO
  DESIGNATED FACILITY NAME
  ADDITIONAL DATA
  SPECIFIC LOCATION
  GENERAL LOCATION/ZIP CODES

  GENERAL LOCATION/ZIP CODES

MANIFEST DESIGNATED TSDF EPA ID NUMBER. ENTER <F3> TO FIND.
F1-Prv Form | F2-Nxt Form | F3-Find | F5-Fld Help | F10-More Key
```

2.3.5.—SHIPMENTS - POST POST - SCRAP

Figure 138 - DRMO MILSTRIP Scrap Shipments

```
replace                    find
udrp7140.028                          DAISY                          02/23/04
s9d3890                 DRMO MILSTRIP SCRAP SHIPMENTS                  11:05

        REQUISITION NUMBER                    SUFFIX CODE
                        SCRAP IDENTIFIER

    SCRAP WEIGHT        0                 REIMBURSEMENT CODE
    MODE OF SHIPMENT    X

    ACTION CODE                           ACCOUNTING CODE      H
    MEDIA/STATUS                          SUPPR ADDRESS
    SIGNAL CODE                           FUND CODE
    WEIGHT SHIPPED      0                 DATE SHIPPED
    PROCEEDS AMOUNT     0.00

REQUISITION NUMBER  <RETURN>
F1-Prv Form | F2-Nxt Form | F3-Find | F5-Fld Help | F10-More Key
```

This process is used to create a record of scrap property to a Reutilization, Transfer or Donation customer. This process is rarely utilized. Follow the steps below:

REQUISITION NUMBER: 14 characters, press <Enter>.

SUFFIX: 1 character, if available.

SCRAP IDENTIFIER: 11 characters, DAISY displays information relating to the Scrap Identifier and specific requisition number. Some fields are displayed with information to be verified or changed. Other fields are left blank to input information. The cursor moves to the *ACTION CODE* field.

ACTION CODE: 1 character, to use –U‖, press <Enter>. If not, input the appropriate code and press <Enter>.

MEDIA/STATUS: 1 character, use <F20>, zoom, to view available Media/Status codes.

SUPPR ADDRESS: 6 characters, if available, input the code for the Supplementary Address and press <Enter>. If not available, press <Enter>.

SIGNAL CODE: 1 character, to use –D‖, press <Enter>. If not, input the appropriate code and press <Enter>. Use <F20>, zoom, to view other available Signal Codes.

FUND CODE: 2 characters, if available, input the code for the account to be charged. If not available, press <Enter>.

WEIGHT SHIPPED: 1-5 characters, use the weight of the materiel.

DATE SHIPPED: 5 characters, use the Julian date the customer removed the materiel.

PROCEEDS AMOUNT: 1-10 characters, if reimbursement is not required, the cursor skips the field.

Press <F9>. DAISY updates the system with the information entered.

If the Scrap Identifier input is not hazardous waste, the record is complete.

In the event hazardous waste is issued to the generator, see the information/instructions on the Hazardous Waste screen, DRMO MILSTRIP Scrap Shipments - Manifest Entry.

2.3.6.—DENIALS (A6A)

Figure 139 - DRMO MILSTRIP Denials

```
replace                    find
udrp7150.041                          DAISY                          02/23/04
s9d3890                     DRMO MILSTRIP DENIALS                       11:06

   REQUISITION NUMBER                 SUFFIX CODE          DIC   A6A

   MEDIA/STATUS                       STOCK-ID (NSN)
   UNIT OF ISSUE                      QUANTITY
   SUPPR ADDRESS                      SIGNAL CODE
   FUND CODE                          DISTRIBUTION CODE
   PROJECT CODE                       PRIORITY CODE
   SUPPLY CONDITION

   MANAGEMENT CODE                    RQN QTY DENIED

REQUISITION NUMBER <F3 FIND> OR RETURN TO ENTER SUFFIX
F1-Prv Form  F2-Nxt Form  F3-Find                  F5-Fld Help  F10-More Key
```

This process is used to when property is no longer available or to deny the release of all or part of the materiel requisitioned.

When a customer fails to pick up, telephone the customer and ask them to submit a cancellation.

Do not use denials when a customer fails to pick up within the removal time period. Do not co n fu se th is w ith "Cance lla tio n s."

If a denial is processed, no other automated requisition against the DTID can be processed.

REQUISITION NUMBER: 14 characters, press <Enter>.

SUFFIX: 1 character, then press <F3>.

DAISY displays the Document Identifier Code of A6A and MILSTRIP A0A information in the center box.

MANAGEMENT CODE: 1 character, use <F20>, zoom, to view a list of management codes.

Use caution when selecting the Management Code so that the Quantity Available for the asset is not mistakenly reduced. Management Code 1 does not restore the quantity denied to the Quantity Available. Improper use of Management Code 1 will create a permanent inventory imbalance for the asset. The Quantity Available and the Quantity On Hand will never match.

Use Management Code 1 only if the property is definitely not in the DRMO inventory. Management Codes 2 through 9 will restore the quantity denied to the Quantity On Hand. If the Quantity Available for an asset has been reduced as a result of the mistaken use of Management Code 1, the mistake may be corrected by using the Change Quantity Available application located under Adjustments on the DRMO Accountable Property Officer (APO) Menu.

Use caution when selecting the Management Code so that the Quantity Available for the asset is not mistakenly reduced. Management Code 1 does not restore the quantity denied to the Quantity Available. Improper use of Management Code 1 will create a permanent inventory imbalance for the asset. The Quantity Available and the Quantity On Hand will never match. Use Management Code 1 only if the property is definitely not in the DRMO inventory. Management Codes 2 through 9 will restore the quantity denied to the Quantity On Hand. If the Quantity Available for an asset has been reduced as a result of the mistaken use of Management Code 1, the mistake may be corrected by using the Change Quantity Available application located under Adjustments on the DRMO Accountable Property Officer (APO) Menu.

> *RQN QTY DENIED:* 1-5 characters, DAISY displays the quantity shown on Materiel Release Order. To deny the amount displayed, press <Enter>. To deny a lesser amount, type the quantity.

Press <F9>.

2.3.7.—SUPPLY STATUS (AE6)

Figure 140 - DRMO MILSTRIP Supply Status

```
replace                    find
udrp7160.032                          DAISY                          02/23/04
s9d3890                  DRMO MILSTRIP SUPPLY STATUS                   11:07

   REQUISITION NUMBER                 SUFFIX CODE          DIC

   MEDIA/STATUS                       STOCK-ID (NSN)
   UNIT OF ISSUE                      QUANTITY
   SUPPR ADDRESS                      SIGNAL CODE
   FUND CODE                          DISTRIBUTION CODE
   PROJECT CODE                       PRIORITY CODE
   FL/CAN/DLVY DATE                   SPLY/STAT/ADVC
   ITEM UNIT PRICE      0.00          DATE TRANS PROCSD

   STATUS CODE

REQUISITION NUMBER <F3 FIND> OR RETURN TO ENTER SUFFIX.
F1-Prv Form |F2-Nxt Form |F3-Find      |F5-Fld Help |F10-More Key
```

This process informs the customer of the status of the requisition. This screen provides for an individual requisition number to populate.

When a customer provides notification through MILSTRIP that a requisition is modified or cancelled or requests a follow-up notification, use this process to acknowledge the request.

REQUISITION NUMBER: 14 characters, press <Enter>.

SUFFIX: 1 character, then press <F3>.

DAISY displays the information about the changed requisition in the center of the screen. The cursor displays at the *STATUS CODE* field to acknowledge the change request.

STATUS CODE: 2 characters, <F20>, zoom, to view a list of Status codes.

Press <F9>. Notify the requestor, if appropriate.

2.3.8.—RESPOND TO DAILY TRANSACTIONS

Figure 141 - DRMO MILSTRIP Transactions - Respond to Daily Transactions

```
replace |stored          |update |zoom |record     1 of   162|records found
udrp7170.039                          DAISY                        02/23/04
s9d3890                    DRMO MILSTRIP TRANSACTIONS                 11:09

    REQUISITION NUMBER   W64M5V62640510     SUFFIX CODE         DIC   AF6
  ------------------------------------------------------------------------
   MEDIA/STATUS         M              STOCK-ID (NSN)       6645-00-530-3342
   UNIT OF ISSUE        EA             QUANTITY             8
   SUPPR ADDRESS                       SIGNAL CODE          D
   FUND CODE                           DISTRIBUTION CODE
   PROJECT CODE                        PRIORITY CODE        15
   FL/CAN/DLVY DATE                    SPLY/STAT/ADVC       AR
   ITM-UP               0.00           DATE TRANS PROCSD    307

   STATUS CODE          ■

RESPONSE SUPPLY STATUS CODE.  ZOOM FOR VALID VALUES
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This process informs the customer of the status of the requisition similar to the above process. This screen provides multiple records and the user can scroll through the records found. The *MILSTRIP DAILY Worklist* provides the same data; only it creates a listing instead of screens with individual MILSTRIP information.

When a customer provides notification through MILSTRIP that a requisition is modified or cancelled or requests a follow-up notification, use this process to acknowledge the request.

If the MRO was pending at the end of the DoD screening period, a DTID restart will be required in order to ensure that the DTID is sent to GSAXcess®.

Requisitions are presented in order by date, the oldest displayed first. Requisitions available here are also listed on the *MILSTRIP Daily Worklist.* After receipt of request to modify, cancel or follow-up:

Press <F2> as many times as necessary to locate the requisition to acknowledge. DAISY displays information about the oldest requisition requiring action in the center of the screen. The cursor displays at the *STATUS CODE* field to acknowledge the change request.

STATUS CODE: 2 characters, <F20>, zoom, to view a list of Status codes.

Press <F9>. Pull any suspended documentation and annotate accordingly. Notify requester as necessary.

2.3.9.—MANIFEST RETURN DATE ENTRY

Figure 142 - DRMO MILSTRIP Transactions - Manifest Return Date Entry

```
replace                    find
udrp7180.010                          DAISY                          02/23/04
s9d3890                    DRMO MILSTRIP TRANSACTIONS                   11:12

    MANIFEST DOCUMENT NUMBER          :
    MANIFEST RETURN DATE              :

    TRANSFER ORDER NO.   :                    TRANSFER ORDER LINE NO :
    REQUISITION NO.      :                    REQUISITION NO. SUFFIX :

    US EPA TRANSPORTER ID NO.         :
    ADDL US EPA TRANSPORTER ID NOS.   :
    TSDF STATE PERMIT NO.             :
    EPA HAZARDOUS WASTE NO.           :
    DESIGNATED FAC. US EPA ID NO.     :

    DESIGNATED FACILITY NAME          :
    ADDITIONAL DATA                   :
    SPECIFIC LOCATION                 :
    GENERAL LOCATION/ZIP CODES        :

ENTER MANIFEST DOCUMENT NUMBER; THEN FIND <F3>
F1-Prv Form |F2-Nxt Form |F3-Find      |            |F5-Fld Help |F10-More Key
```

This process is used to record the return copy of the HW manifest when HW is issued to RTD customer. When a manifest is returned to the DRMO, the date of return is recorded in DAISY.

MANIFEST DOCUMENT NUMBER: 11 characters, press <F3>. DAISY displays the information about the Manifest Document Number.

MANIFEST RETURN DATE: 6 characters, input the date the manifest was returned as MMDDYY and then press <F9>.

2.4.—MILSTRIP DAILY WORKLIST

Figure 143- MILSTRIP Daily Worklist Screen

```
udrp6800.005                          DAISY                                    07/28/05
                 MILSTRIP DRMO DAILY TRANSACTIONS LISTING                       16:20
                                                                                Page     1
DIC      NSN          UI   QTY      RQN NO          DTID          DTE        UP
AF6 3110000879881 EA     33 W81YR530940192  W803Y921710009A 03126       26.93
AF6 231000SUBURBAMEA      1 M0120331330001  N6675430247394  03164    16000.00
AF6 3110014579711 EA      1 W81YR531690071  W9046W309046T8  03202     6163.88
AF6 7710002675367 EA      1 N632303174R094  WF3MN730160001A 03205      576.00
AF6 1730000613663*EA      1 69429431891D582  FB481431380002  03220     7500.00
AF6 2320011236827 EA      1 47F31W3195D551  W90YRT31480001  03226    15751.00
AF6 232000PICKUP  EA      1 47F31W3199D012  N39236317500032 03231     1200.00
AF6 8415010350848 EA     38 H9DEB131994660  M5380031741190  03231       16.35
AF6 1095010558923 EA      1 N0038332215025  N0038932020010  03254     4590.00
AF6 1095010558923 EA      1 N0038332215026  N0038932020011  03254     4590.00
AF6 1095010537225 EA      1 N0038332215012  N0038932020021  03254     8610.00
AF6 1095010537225 EA      1 N0038332215009  N0038932020018  03254     8610.00
AF6 1095010558923 EA      1 N0038332215021  N0038932020006  03254     4590.00
AF6 1095010537225 EA      1 N0038332215008  N0038932020017  03254     8610.00
AF6 1095010537225 EA      1 N0038332215010  N0038932020019  03254     8610.00
"/tmp/abin190924881" 1061 lines, 36148 characters
```

This process creates a list of requisitions that the user can view on the screen or print out (including modifications, follow-ups and cancellations) and that require response by DRMO. The printed list is useful in the warehouse to match requisitions against the listing.

The Respond to Daily Transactions Screen provides the same transactions. However, it allows the user to input a response.

DAISY displays the Prepare Daily Transaction List Screen with the message *"PREPARING LIST. PLEASE WAIT…"* while it is assembling the list of MILSTRIP items for acknowledgement.

When the list is ready, DAISY displays a question and waits for a response.

To display the list, input -T‖.

To print the list, input -S‖ and press <Enter>. DAISY either displays or prints the *MILSTRIP DRMO Daily Transactions Listing.*

To leave the listing, input –Q‖ and DAISY displays a message, -*TO EXIT PRESS <Enter>.*‖

Press <Enter>.

2.5.—ADD, MODIFY, AND CANCEL FREEZES

Figure 144 - Add, Modify, & Cancel Freezes

```
replace                    find
  udrf2001.035                    DAISY                          02/23/04
  s9d3890              ADD, MODIFY & CANCEL FREEZES               11:34

          | CUSTOMER IDENTIFIER
FREEZE ID |
          | DTID NUMBER

FREEZE CODE                                INPUT RIC

QUANTITY REQUESTED                         DATE OF FREEZE REQUEST

EXTEND FREEZE CODE?                        FREEZE RELEASE DATE

QUANTITY AVAILABLE
NSN / LSN
ITEM NAME
MILITARY PRIORITY DATE
AUTOMATIC RELEASE DATE
END OF SCREENING DATE

THE CUSTOMER ID WHO IS FREEZING THE PROPERTY, PRESS <RETURN>
F1-Prv Form |F2-Nxt Form |F3-Find        |            |F5-Fld Help |F10-More Key
```

This process is used to keep the DTID (or a portion of a DTID) from passing to FEDS (excludes FEPP) or the sales cycle. For example, an item requested by LESO on the last day of DoD screening can be frozen so it will not transmit to FEDS. This process can also be used to modify (reduce) the quantity. Cancellation must be for the total quantity frozen. Once a freeze is input, it can be cancelled for any of the following reasons: when a customer no longer wants the item; the 14 day hold period has expired; or for Foreign Military Sales at the request of DRMS HQ FMS Staff.

If a DTID is frozen, no automated MRO processes; therefore, use this process sparingly, i.e. when it is expected that the customer will contact the DRMO prior to submitting the requisition, to allow cancellation of the freeze.

A freeze may be modified or cancelled when the DTID is in the FEDS system. Accordingly, a notification to FEDS is automatically processed to that system. If an SF 122 or 123 is received without a corresponding MRO, go to **MILSTRIP History** on the DRMS internet <https://www.drms.dla.mil/milstrip.html> to determine why an MRO has not been received.

If removal of the freeze is input when the property should have been in FEDS, it will not automatically transmit to FEDS. Accordingly, a DTID Restart is required to ensure the property is transmitted to FEDS with the accumulation and a complete FEDS screening is accomplished.

Freeze codes are located in the **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>. Freeze code ‘7‘ is used for Reutilization customers and Freeze Code ‘9‘ is used for FMS. Freeze code ‘8‘ is directed by higher headquarters and applied for other than reutilization.

Adding a Freeze (DAISY):

Input a new freeze for the customer to keep the item from passing any further through the RTD process. To input a new freeze, complete the following steps:

CUSTOMER IDENTIFIER: 6 characters, FMS customers will have an ID. For non-FMS customers, use the DoDAAC, AAC or customer name and then press <Enter>.

DTID NUMBER: 14-15 characters, press <F3>. DAISY verifies the DTID Number is valid and displays information about the item from the DTID.

FREEZE CODE: 1 character, -7‖ for standard Reutilization or -9‖ for FMS.

INPUT RIC: 3 characters, input the DRMO RIC.

QUANTITY REQUESTED: 1 - 5 characters, then press <F9>. This adds the freeze and subtracts the amount frozen from the *QUANTITY AVAILABLE* field.

Modifying an Existing Freeze (DAISY):

CUSTOMER IDENTIFIER: 6 characters, FMS Customer ID, when performing a freeze for FMS. Input the revised quantity and press <Enter>.

Requestor's DoDAAC or AAC for non-FMS customers:

DTID NUMBER: 14-15 characters, press <F3>. Input new information in the following fields as required. Press <Enter> to pass fields requiring no entry.

FREEZE CODE: 1 character.

INPUT RIC: 3 characters.

QUANTITY REQUESTED: Must be less than the original quantity frozen and is 1-5 characters.

Press <F9> to update the freeze data.

To Cancel an Existing Freeze (DAISY).

Cancel a freeze at the request of the customer or DRMS. Frozen DTIDs continue to process through the DAISY screening cycle until they reach ESD. If a DTID is frozen in the DoD screening cycle, it will not transmit to FEDS. If the freeze is released and the property is not issued to a customer, perform a DTID restart. Prior to ESD, the APO must perform this function. After ESD, the system will provide the user with the DTID restart screen automatically. Use the restart function to place the DTID into a new accumulation. A physical and systems relocation must also be processed.

To cancel a freeze, complete the following steps:

CUSTOMER IDENTIFIER: 6 characters, press <Enter>.

DTID NUMBER: 14-15 characters, press <F3>. This finds the freeze to be changed and displays the current information. Check this information to verify that this is the correct record to cancel.

If so, press <F18>. The question is displayed, *-DO YOU WANT TO CANCEL THIS FREEZE?"* on the message line. To cancel the freeze, input -Y‖. To stop the delete process, input -N‖.

Press <Enter>.

The system displays the DTID Restart Screen and the cursor is positioned at the FSC field. *If the property is to continue processing through the disposal timeframes, the restart is required.* If there are changes needed (remaining balance), move the cursor through the fields and add/correct, as appropriate.

The system displays the following: Are all entries correct? Y or N?

After inputting a response, and no further entries for freezes are needed, press <F1> to exit.

2.6.—CHANGE AUTOMATIC RELEASE DATE

Figure 145 - Change Automatic Release Date

```
replace                    find
udrf1501.002                        DAISY                          02/23/04
                        CHANGE AUTOMATIC RELEASE DATE              12:00

DISPOSAL TURN-IN DOCUMENT NUMBER

REQUESTED AUTOMATIC RELEASE DATE

REQUESTOR (D = DRMS OR G = GSA)

NSN / LSN

ITEM NAME

MILITARY PRIORITY DATE

AUTOMATIC RELEASE DATE

END OF SCREENING DATE

THE DTID NUMBER WHICH NEEDS AN ARD CHANGE. PRESS <F3> FIND.
F1-Prv Form |F2-Nxt Form |F3-Find        |            |F5-Fld Help |F10-More Key
```

This screen is not currently available for use.

2.7.—DTID SCREENING MODIFICATIONS

Figure 146 - DTID Screening Modifications

```
replace                    find
udrs5210.001          DTID SCREENING MODIFICATIONS          11/30/05  10:47
EIN s9d3477

 DTID NUMBER:                          CLOSED ACCUMULATION NO:  SXGA

                 NSN/LSN:
               ITEM NAME:
                     FCC:
        DATE ENTERED INV:                      RECORD STATUS CODE:
                   HM/HW:                      SITE LOCATION CODE:
              REIMB CODE:                        STORAGE LOCATION:
              DEMIL CODE:                         ACCUMULATION NO:
              UNIT PRICE:                      SALES RFRL ITEM NO:
       QUANTITY ON HAND:                                  IFB NO:
     QUANTITY AVAILABLE:                             IFB ITEM NO:
 MATERIAL SCREENING CODE:

ENTER DTID NUMBER; PRESS <F3> TO FIND
F1-Prv Form |F2-Nxt Form |F3-Find        |            |F5-Fld Help |F10-More Key
```

Enter DTID to be placed into a closed accumulation.

Figure 147 - Closed Accumulation Fiscal Year

```
replace | stored          | update |       | record     1 of      1 | records found
udrs5210.001          DTID SCREENING MODIFICATIONS          11/30/05  10:54
EIN s9d3477

 DTID NUMBER:  FB303053070012              CLOSED ACCUMULATION NO:  SXGA

                 NSN/LSN:  991000LSN
               ITEM NAME:  TEST
                     FCC:  F7
        DATE ENTERED INV:  11/04/05            RECORD STATUS CODE:  H
                  HM/HW:                       SITE LOCATION CODE:  SS
             REIMB CODE:                         STORAGE LOCATION:  SSSSSSSSS
             DEMIL CODE:  A                       ACCUMULATION NO:  SXGA6V50
             UNIT PRICE:  90.00                 SALES RFRL ITEM NO:  0000
        QUANTITY ON HAND:  33                              IFB NO:  990001
      QUANTITY AVAILABLE:  33                         IFB ITEM NO:  0001
 MATERIAL SCREENING CODE:  V

ENTER CLOSED ACCUMULATION FISCAL YEAR
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Once the DTID is entered, the cursor will move to the Closed Accumulation No., which begins with the DRMO RIC.

Enter the Fiscal Year of the accumulation to be used.

Figure 148 - Complete Closed Accumulation Serial Number

```
replace | stored/modified | update |       | record     1 of      1 |
udrs5210.001          DTID SCREENING MODIFICATIONS          11/30/05  10:54
EIN s9d3477

 DTID NUMBER:  FB303053070012              CLOSED ACCUMULATION NO:  SXGA6V

                 NSN/LSN:  991000LSN
               ITEM NAME:  TEST
                     FCC:  F7
        DATE ENTERED INV:  11/04/05            RECORD STATUS CODE:  H
                  HM/HW:                       SITE LOCATION CODE:  SS
             REIMB CODE:                         STORAGE LOCATION:  SSSSSSSSS
             DEMIL CODE:  A                       ACCUMULATION NO:  SXGA6V50
             UNIT PRICE:  90.00                 SALES RFRL ITEM NO:  0000
        QUANTITY ON HAND:  33                              IFB NO:  990001
      QUANTITY AVAILABLE:  33                         IFB ITEM NO:  0001
 MATERIAL SCREENING CODE:  V

COMPLETE CLOSED ACCUMULATION SERIAL NUMBER
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Once the Fiscal Year (in this example, 6 for FY06) is entered, the material screening code (in this example, V) will pre-populate.

Enter the serial number of the closed accumulation.

Figure 149 - Complete Screening Modification

```
replace | stored/modified | update |       | record     1 of     1 |
udrs5210.001          DTID SCREENING MODIFICATIONS          11/30/05  10:54
EIN s9d3477

DTID NUMBER:  FB303053070012              CLOSED ACCUMULATION NO:  SXGA6V52

                 NSN/LSN:  991000LSN
               ITEM NAME:  TEST
                     FCC:  F7
       DATE ENTERED INV:  11/04/05            RECORD STATUS CODE:  L
                  HM/HW:                     SITE LOCATION CODE:  SS
              REIMB CODE:                       STORAGE LOCATION:  SSSSSSSSS
              DEMIL CODE:  A                      ACCUMULATION NO:  SXGA6V52
              UNIT PRICE:  90.00             SALES RFRL ITEM NO:  0000
       QUANTITY ON HAND:  33                            IFB NO:  990001
     QUANTITY AVAILABLE:  33                       IFB ITEM NO:  0001
MATERIAL SCREENING CODE:  V

DO YOU WISH TO COMPLETE THIS SCREENING MODIFICATION? Y/N YES
                                                              F10-More Key
```

Verify the completion of the modification.

Figure 150 - Event History

```
replace | stored          | update |       | record     1 of     5 | records found
udwc2998 020                EVENT HISTORY                 11/30/05  10:59

                    HIST ID   FB303053070012

        VIEW ID       TRX DT        EIN       TRX QTY        DTID_NO
        XR1         11/04/05     nfa1996                 FB303053070012
        XS6         11/04/05     nfa1996                 FB303053070012
        ART         11/04/05     pmbatch                 FB303053070012
        RSC         11/25/05     pmbatch                 FB303053070012
        SMD         11/30/05     s9d3477                 FB303053070012

Press <F4> to select rcd, then <F2> to view TTC; <F20> for pre-rcpt/toa trx
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

DTID screening modifications are represented by a Type Transaction Code (TTC) of **SMD**.

3.—HAZARDOUS MENU

Figure 151 - Hazardous Menu

```
ACCELL/SQL
[udaz70go]                    HAZARDOUS MENU                    Menu Item 1 of 2

                 1.  CHANGE RECORD STATUS CD

                 2.  HAZARDOUS ULTIMATE DISPOSAL

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

This menu appears after input of 3 on the Main DAISY screen.

3.1.—CHANGE RECORD STATUS CODE

Figure 152 - Change Record Status Codes - Haz/DTID/Scrap Property

```
replace |not stored      |update |      |record     1 of     1|
udaz70.007                          DAISY                          02/21/04
s9d3890     CHANGE RECORD STATUS CODES- HAZ/DTID/SCRAP PROPERTY  12:03

            Select one of the following items

            1. Hazardous Record Status Code Change
            2. Dtid Record Status Code Change
            3. Scrap Record Status Code Change
            4. Exit the application.

                ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can |F2-Menu Sel |            |            |            |F10-More Key
```

3.1.1.—HAZARDOUS RECORD STATUS CODE CHANGE

Figure 153 - Hazardous Record Status Code Change

```
replace | stored          | update |      | record     1 of     1 | records found
udaz7001.016                          DAISY                          03/02/04
s9d3845     CHANGE RECORD STATUS CODES- HAZ/DTID/SCRAP PROPERTY  10:49

    DTID-NO          NSN/LSN     RIC  STAT ON-HAND AVAIL  UI  UDJC  STATUS
                                                                   ENTRY DT
M00001240480002  8010 00WSTPNT          I  1      1      DR   Z   02/17/04

ENTER NEW RECORD STATUS CODE AND PRESS <F9> TO UPDATE
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

DAISY RSC is normally updated from BOSS; however, status can be updated manually using this screen.

> *DTID No.:* Input number and press <F3>. Update the RSC accordingly. Record Status Codes are in the **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

Use this process to change a record status to –E,‖ -G,‖ or –M.‖ In order to change the RSC to –Z,‖ go to Hazardous Ultimate Disposal.

Press <F9> to save/update and <F1> to exit.

3.1.2.—DTID RECORD STATUS CODE CHANGE

Figure 154 - DTID Record Status Code Change

```
replace                    find
udaz7003.013                          DAISY                          02/21/04
s9d3890     CHANGE RECORD STATUS CODES- HAZ/DTID/SCRAP PROPERTY  12:03

                     DTID RECORD STATUS CODE CHANGE

                DTID NUMBER:

                        NSN:
                       NAME:
         RECORD STATUS CODE:
              UNIT OF ISSUE:

      PROPERTY LOCATION RIC:
        DATE ENTERED STATUS:
           QUANTITY ON HAND:
         QUANTITY AVAILABLE:
PREVIOUS RECORD STATUS CODE:
     NEW RECORD STATUS CODE:


'ENTER DTID NO. PRESS <F3> TO FIND, <F1> TO EXIT.'
F1-Prv Form |F2-Nxt Form |F3-Find       |            |F5-Fld Help |F10-More Key
```

3.1.3.—SCRAP RECORD STATUS CODE CHANGE

Figure 155 - Change Record Status Codes

```
replace |not stored      |update |      |record     1 of     1|
udaz7004.012                          DAISY                          02/21/04
s9d3890     CHANGE RECORD STATUS CODES- HAZ/DTID/SCRAP PROPERTY  12:03


                     SCRAP RECORD STATUS CODE CHANGE

      PROPERTY LOCATION RIC: SVXA

                   SCRAP ID:

  SCRAP CLASSIFICATION NAME:

         RECORD STATUS CODE:
        DATE ENTERED STATUS:
PREVIOUS RECORD STATUS CODE:
     NEW RECORD STATUS CODE:


'ENTER SCRAP ID'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Haz/DTID/Scrap Property - Code Change.

3.2.—HAZARDOUS ULTIMATE DISPOSAL

Figure 156 - Hazardous Ultimate Disposal

```
replace | not stored | update |
udaz8053.019  HAZARDOUS ULTIMATE DISPOSAL                    02/21/04 - 12:07
                DTID  NUMBER

ENTER DTID NUMBER, THEN PRESS <RETURN> TO CONTINUE OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This screen is used to manually remove property from the DRMO inventory. Input *DTID Number* and press <F3>.

DTID must be in RSC -MII to accomplish this function.

The screen below will populate with pertinent information.

Figure 157 - Hazardous Ultimate Disposal

```
replace | stored | update |  | record  1 of  1 |
udaz80AA 021  HAZARDOUS ULTIMATE DISPOSAL                    03/02/04 - 11:00
                DTID  NUMBER    M0001240480002

STOCK IDENTIFICATION  QUANTITY  UI  DEMIL  DEMIL PERFORMED
  801000WSTPNT          1       DR    A

SITE     STORAGE
LOC      LOCATION
 OZ      A010101A0

 UD QTY/WT   UD REASON  SERVICE CONTRACT
  1          CE         03D000102930010

ENTER QUANTITY OR WEIGHT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

UD QTY/WT: Quantity must be equal to, or less than, Quantity Available. This field is required.

SERVICE CONTRACT: Alphanumeric field. Example: Contract number minus the first six characters, followed by Task Order (DO) Number, followed by the Item Number (no special characters). This field is also required. Press <F9> to save/update.

4.—MARKETING MENU

Figure 158- Marketing Menu

```
ACCELL/SQL
[udom1801]                    MARKETING MENU                    Menu Item 1 of 10

                  1.  DAISY REFERRAL PROCESSES

                  2.  DNSP REFERRAL PROCESSES

                  3.  SALES IFB PROCESS

                  4.  SALE/SHIPMENT PROCESS

                  5.  SALES REVERSAL PROCESS

                  6.  SALES ROLLBACK PROCESS

                  7.  SALES INQUIRY PROCESS

                  8.  REIMBURSEMENT PROCESS

                  9.  SUBDIVIDE AFTER RECEIPT

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.1.—DAISY REFERRAL PROCESSES

Figure 159 - DAISY Referral Processes

```
ACCELL/SQL
[udaz12go]                DAISY REFERRAL PROCESSES              Menu Item 1 of 9

                  1.  ESTABLISH/DELETE REFERRAL NUMBERS

                  2.  USABLE (DTID) SALES REFERRAL

                  3.  SCRAP SALES REFERRAL

                  4.  SITE/STORAGE LOCATION REFERRAL

                  5.  REFER FOR ABANDON/DESTROY (DTID)

                  6.  REFER FOR ABANDON/DESTROY (SCRAP)

                  7.  REFER FOR ABANDON/DESTROY (IFB)

                  8.  REFER FOR DOWNGRADE

                  9.  REFER FOR ULTIMATE DISPOSAL

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.1.1.—ESTABLISH/DELETE REFERRAL NUMBERS

Figure 160 - Establish/Delete Referral Numbers

```
replace | not stored | update | record 1 of 1
UDAZ1201.008                    DAISY                    08/11/05
s9d3052                                                  12:26

        Select one of the following items

        1. ESTABLISH A SALES REFERRAL NUMBER
        2. DELETE A SALES REFERRAL NUMBER
        3. Exit the application.

         ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can | F2-Menu Sel | | | | F10-More Key
```

4.1.1.1.—ESTABLISH SALES REFERRAL NUMBER

Figure 161 - Establish Sales Referral Number

```
replace | not stored | update | record 1 of 1
UDAZ1201.008                    DAISY                    03/04/04
s9d3890                                                  12:23

        ESTABLISH SALES REFERRAL NUMBER: SVXA4V01

      ESTIMATED ACCUMULATION CLOSE DATE: 03/05/04

ENTER LAST DIGIT OF CURRENT FISCAL YEAR, OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to establish an accumulation number, for receipt of property or a sales referral number.

Accumulation Number construction: e.g., SVXA4V01

3 digit RIC
1 digit RIC Suffix
Last digit of the FY‘
One of the following codes:
N (National Sale), L (Local Sale), J (Retail Sale), or V (Commercial Venture)
2 digit sequence number

Accumulations Numbers are used to assign property to an appropriate accumulation. Once an accumulation has been closed, no further property can be received to the accumulation.

Sales Referral Number construction: e.g., SVXA7701

3 digit RIC
1 digit RIC Suffix
Last digit of the FY
Last digit of the FY (repeat)
2 digit sequence number

Sales Referral Number is constructed the same as an accumulation for the purpose of referring property to a national sale, except for the last three positions. The DNSP contains referrals from 1994 and does not permit duplicate referral numbers. It will reject a referral that matches an existing record, such as may have been used ten or twelve years ago.

Referral Numbers are not required for local or retail sales.

The Accumulation Close date must be a Friday.

4.1.1.2.—DELETE SALES REFERRAL NUMBER

Figure 162 - Delete Sales Referral Number

```
replace | not stored | update |  | record  1 of  1 |

UDAZ1205.008                    DAISY                    02/21/04
s9d3890                                                   12:17

              DELETE SALES REFERRAL NUMBER :  SVXA

ENTER LAST DIGIT OF CURRENT FISCAL YEAR, OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.1.2.—USABLE (DTID) SALES REFERRAL

Figure 163 - Usable (DTID) Sales Referral

```
replace | stored/modified | update |  | record  1 of  1 |

udaz1101.057                    DAISY                    03/04/04
                  USABLE (DTID) SALES REFERRAL             12:41

            DTID NUMBER: FB635522960256

                       NSN : 5340006085057SX
                 ITEM NAME : PLUNGER,DETENT
       RECORD STATUS CODE : W
            UNIT OF ISSUE : EA
       QUANTITY AVAILABLE : 14
     PROPERTY LOCATION RIC : SVXA
           DEMIL/PERF CODE : D

     SALES REFERRAL NUMBER : SVXA-4-N11
 SALES REFERRAL ITEM NUMBER :
     SITE/STORAGE LOCATION : AD A050151BA

ENTER REFERRAL SERIAL NUMBER.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Usable DTID Sales Referral:

Once DTID is entered, the pre-populated screen above appears with pertinent information. The following information can be changed or added: Sales Referral Number, Item Number, and Site/Storage Location.

4.1.3.—SCRAP SALES REFERRAL

Figure 164 - Scrap Sales Referral

```
replace | not stored | update |

udaz1000.037.a                    DAISY                          02/21/04
                            SCRAP SALES REFERRAL                  12:21

    PROPERTY LOCATION RIC: SVXA
                  SCRAP ID:
SCRAP CLASSIFICATION NAME:

       RECORD STATUS CODE:
         SALE REFERRAL NO:
    SALE REFERRAL ITEM NO:
    SITE/STORAGE LOCATION:

ENTER SCRAP ID OR <F1> TO EXIT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 165 - Scrap Sales Referral

```
replace | stored/modified | update |      | record     1 of     1 |

udaz1000.037.a                    DAISY                          03/04/04
                            SCRAP SALES REFERRAL                  12:52

    PROPERTY LOCATION RIC: SVXA
                  SCRAP ID: LF01A0A
SCRAP CLASSIFICATION NAME:
 WOOD SCRAP
       RECORD STATUS CODE: A
         SALE REFERRAL NO: SVXA4N99
    SALE REFERRAL ITEM NO: 1
    SITE/STORAGE LOCATION: A0 S01111111

ENTER SALE REFERRAL ITEM NO. PRESS <F9> TO UPDT, OR <RETURN> TO CONTINUE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Scrap Sales Referral.

This process is used to refer scrap for sale.

Once the SCRAP ID number is entered, the pre-populated screen above appears with pertinent information. The following information can be changed or added: SALE REFERRAL NO., SALE REFERRAL ITEM NO., AND SITE/STORAGE LOCATION.

4.1.4.—SITE/STORAGE LOCATION REFERRAL

Figure 166 - Site/Storage Location Referral

```
replace | not stored | update |

                          DAISY                          02/21/04
udaz0900.027        SITE/STORAGE LOCATION REFERRAL       12:25

  SITE LOCATION CODE:  ■   STORAGE LOCATION CODE:

  ONLY RECORDS FOR SVXA WILL BE PROCESSED.

PLEASE ENTER SITE LOCATION CODE OR PRESS <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.1.5.—REFERRAL FOR ABANDONMENT OR DESTRUCTION (DTID)

Figure 167 - Referral for Abandonment or Destruction (DTID)

```
replace | stored | update | record 1 of 1 | records found

udaz1401.016                                          03/04/04
                          DAISY                       13:07
            REFERRAL FOR ABANDONMENT OR DESTRUCTION (DTID)

            DTID NUMBER: FB303030710003

                ITEM NAME: TEST
                     NSN: 991000LSN
        QUANTITY AVAILABLE: 12
             UNIT OF ISSUE: EA
           DEMIL/PERF CODE: A:
        RECORD STATUS CODE: A
     SALES REFERRAL NUMBER: SVXA
 SALES REFERRAL ITEM NUMBER:

PRESS <F9> TO UPDATE, <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Referral for Abandonment and/or Destruction/Usable:

This process is used to refer property for Abandonment and/or Destruction and must be done prior to performing an actual A & D transaction.

This process changes the Record Status Code to –S.

To remove hazardous property returned to the manufacturer/recycler/re-user from the DRMO accountable records, use the following procedures:

Select the MARKETING Menu from the DAISY Menu. Next, select the DAISY REFERRAL PROCESS. Select the REFER FOR A & D screen. Follow the screen prompts.

Select the WAREHOUSING Menu from the DAISY Menu. Next, select the A & D screen. Follow the screen prompts. Input the applicable A & D Reason Code. Input –C for the Method Code. Press <F9> and complete the transaction.

Use the following A or D Reason Codes for specified dispositions:

EE: Demanufacturing - Service Contract
RE: Service Contract (UD) Overseas Category 1 CLINs
MC: Return to Manufacturer

4.1.6.—REFERRAL FOR ABANDONMENT OR DESTRUCTION (SCRAP)

Figure 168 - Abandonment or Destruction (SCRAP)

```
replace | stored/modified | update |      | record     1 of     1 | records found

 udaz1500.016                                                      03/04/04
                                  DAISY                            13:13
              REFERRAL FOR ABANDONMENT OR DESTRUCTION (SCRAP)

    PROPERTY LOCATION RIC : SVXA
                 SCRAP ID : 1E1LAOA
 SCRAP CLASSIFICATION NAME:
 IRON AND STEEL SCRAP, MIXED WITH FOREIGN ATTACHMENTS

       RECORD STATUS CODE: A
    SALES REFERRAL NUMBER: SVXA
SALES REFERRAL ITEM NUMBER:



ENTER SCRAP ID, THEN PRESS <F9> TO UPDATE OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Referral for Abandonment or Destruction (Scrap):

This process is used to refer scrap for Abandonment and/or Destruction and must be done before an actual A & D transaction can be performed.

This process changes the Record Status Code to –S.

4.1.7.—REFERRAL FOR ABANDONMENT OR DESTRUCTION (IFB)

Figure 169 - Referral for Abandonment or Destruction (IFB)

```
replace                    find

udaz1600.016                                   02/21/04
                          DAISY                12:30
     REFERRAL FOR ABANDONMENT OR DESTRUCTION (IFB)

     YOU WILL ONLY PROCESS DATA FOR YOUR RIC: SVXA

                    SALES IFB NUMBER :
               SALES IFB ITEM NUMBER :

ENTER IFB NUMBER. PRESS <RETURN> TO CONTINUE OR  <F1> TO  EXIT
F1-Prv Form  F2-Nxt Form  F3-Find                F5-Fld Help  F10-More Key
```

Referral for Abandonment or Destruction (IFB) Item Number

This process is used to refer an item number for A & D (all DTIDs in the item).

4.1.8.—REFERRAL FOR DOWNGRADE

Figure 170 - Referral for Downgrade

```
replace | not stored | update |      | record    1 of    1 |
udaz1300.034                                                  02/21/04
                              DAISY                           12:31
                   REFERRAL TO SCRAP/RETAIL SALE

          DTID NUMBER :

ENTER DTID NUMBER.  PRESS <RETURN> TO FIND, OR <F1> TO EXIT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec  | F4-Nxt Rec  | F5-Fld Help | F10-More Key
```

Referral for Downgrade

This process is used to refer an item number for A & D (all DTIDs in the item) and produces the Downgrade Placard.

This process *must only be taken after the appropriate authority has granted approval* for downgrade. See Section 4, Supplement 2, Property Accounting, Enclosure 6, Attachment 4. The approving authority can approve the downgrade by written signature on the downgrade placard **or** by inputting the transaction using his/her Employee Identification Number (EIN). For example, if the Approval Designee is an employee in the Distribution Branch, that employee can input this transaction. Once the appropriate authority has approved the downgrade, use this process.

If the EIN of the approval authority is within the Distribution Branch, for example, and inputs the transaction, prior approval is not necessary. The EIN suffices for -approval‖ and is used in lieu of the signature on the resulting Downgrade Placard.

Once the DTID number is selected, the Downgrade Justification Code must be input.

The Downgrade Placard will be processed to *ACCESS REPORTS*. This placard contains the scrap classification list/term one-digit code, the scrap classification list code, site location and DEMIL Code. It also contains a signature block. This block should be used by the person physically performing the actual downgrade. This employee must initial the Placard to show the action has been completed.

To input the downgrade referral transaction, first select *MARKETING* from the DAISY Menu. Then select *REFERRAL PROCESSES*. Finally select *REFER FOR DOWNGRADE*. Process the referral as follows:

DTID NUMBER: Input the DTID NUMBER. After it has been input, the system displays a screen with the basic data on that item.

JUSTIFICATION CODE: Input the Downgrade Justification Code. After this is entered and the transaction is saved, the system generates a Downgrade Request Transaction (DWR). The DTID is held in the pending file ("pend" file) until the downgrade has been completed and then the system generates a Gain from Downgrade (DWD).

The DWR transaction generates a downgrade placard during the evening batch.

4.1.9.—REFERRAL FOR ULTIMATE DISPOSAL

Figure 171 - Referral for Ultimate Disposal

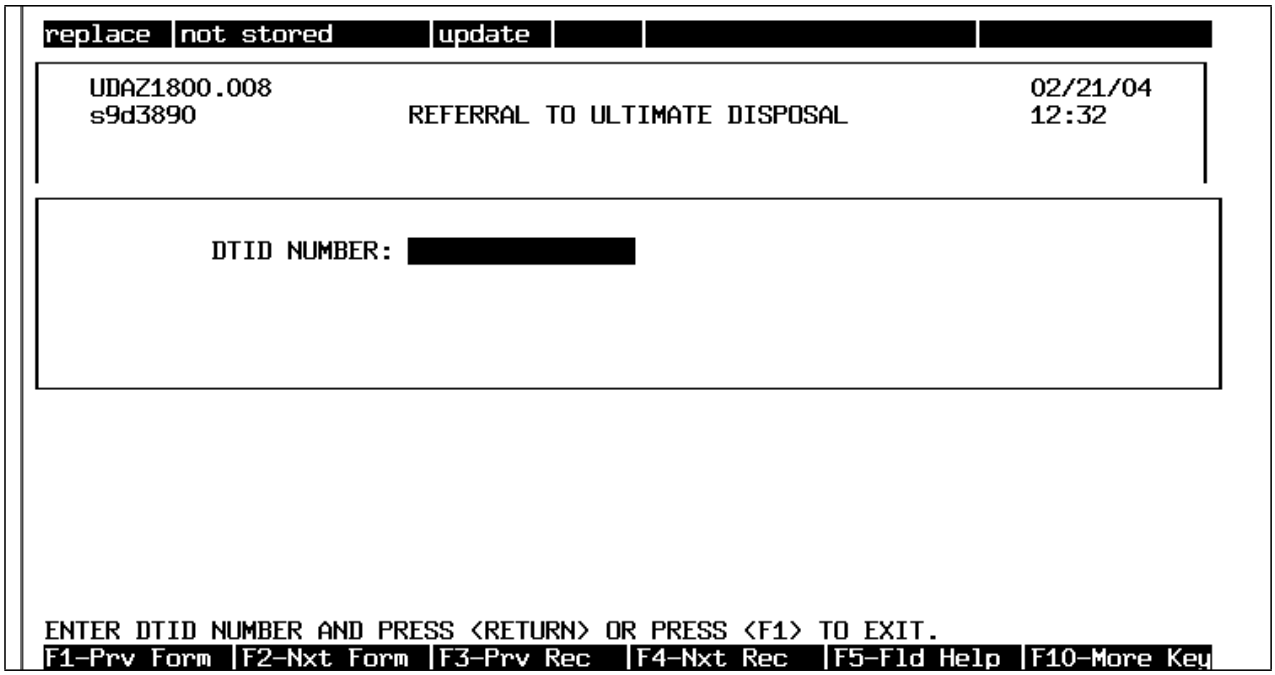


Figure 172 - Hazardous Material for Ultimate Disposal

```
replace | stored | update | record 1 of 1 | records found

udaz1801.019                                              03/02/04
s9d3845            REFERRAL TO ULTIMATE DISPOSAL          11:18

        DTID NUMBER: M0001240500001

         ITEM NAME : PAINT
               NSN : 801000PAINT
QUANTITY AVAILABLE : 1
     UNIT OF ISSUE : DR
RECORD STATUS CODE : A
        HM/HW CODE : M
              UDJC :

ENTER ULTIMATE DISPLOSAL JUSTIFICATION CODE
F1-Pre Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Use the above screen to refer Hazardous Material to Ultimate Disposal. This will pre-populate the noun description in Base Operating Supply System (BOSS), thereby reducing data entry.

UDJC: This field is required. See

Do not perform a DTID Restart to change the code –M to -W.

Press <F9> to save/update.

Figure 173 - Hazardous Waste for Ultimate Disposal

```
replace | stored | update | zoom | record 1 of 1 | records found

udaz1802.007                                              03/02/04
s9d3845            REFERRAL TO ULTIMATE DISPOSAL          13:09

  EPA HAZARDOUS    STORAGE    CONT       TOTAL     M/V
 WASTE ID NUMBERS    CODE      NO        WT/VOL    CODE     ORG

 BLDG   GENER DATA TYPE OPER          NAME                PHONE

 CONTAINER DESCRIPTION:

PRESS <ZOOM> FOR EPA HAZARDOUS WASTE NUMBER SCREEN
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

See Hazardous Waste Receipt Process for Information on filling out these fields. See Section 4, Supplement 2, Logistics Program, Enclosure 5. Press <F9> to save/update when fields are completed.

4.2.—DNSP REFERRAL PROCESSES

Refer to the CORALS (Conversion of Referral and Local Sales) Manual at: CORALS SOP. for all DAISY DNSP referral processes.

Figure 174 - DNSP Referral Processes

```
                              ACCELL/SQL
[udsa10go]                DNSP REFERRAL PROCESSES          Menu Item 1 of 6

                  1.  ADD/EDIT/DEL DRMO POINT OF CONTACT

                  2.  SALES REFERRAL MENU

                  3.  ADD/EDIT/DEL PROPERTY DESCRIPTION

                  4.  PROCESS ADDITIONAL PROP DESCRIPTION

                  5.  SALES REFERRALS TO DNSP

                  6.  DRMO SALES REFERRAL REPORT REQUEST

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.2.1.—ADD/EDIT/DEL DRMO POINT OF CONTACT

Figure 175 - DAISY Add/Edit/Delete DRMO Point of Contact

```
replace                    find

udsa1000.001                          DAISY                          02/21/04
s9d3890                       ADD/EDIT/DELETE DRMO                     12:35
                                POINT OF CONTACT

    EMPLOYEE NO: s9d3890

    REFERRAL POC:

      POC DCN NO:  -  /

     POC COMM NO:  -  -  /

ENTER EMPLOYEE ID and <F3> TO FIND or <F7> TO ADD.
F1-Prv Form |F2-Nxt Form |F3-Find        |            |F5-Fld Help |F10-More Key
```

4.2.2.—SALES REFERRAL MENU

Figure 176 - Sales Referral Menu

```
                                ACCELL/SQL
[udaz12go]                 SALES REFERRAL MENU            Menu Item 1 of 5

                  1.  ESTABLISH/DELETE REFERRAL NUMBERS

                  2.  SITE/STORAGE LOCATION REFERRAL

                  3.  SINGLE DTID SALES REFERRAL

                  4.  MULTIPLE DTID SALES REFERRAL

                  5.  SCRAP SALES REFERRAL

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.2.2.1.—ESTABLISH/DELETE SALES REFERRAL NUMBERS

Figure 177 - Establish/Delete Sales Referral Number

```
replace | not stored | update |  | record  1 of  1 |

UDAZ1201.008                    DAISY                    02/21/04
s9d3890                                                   12:42

        Select one of the following items

 1. ESTABLISH A SALES REFERRAL NUMBER
 2. DELETE A SALES REFERRAL NUMBER
 3. Exit the application.

        ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can | F2-Menu Sel |  |  |  | F10-More Key
```

4.2.2.1.1.—ESTABLISH SALES REFERRAL NUMBER

Figure 178 - Establish Sales Referral Number

```
replace | not stored | update |  | record  1 of  1 |

UDAZ1201.008                    DAISY                    02/21/04
s9d3890                                                   12:42

          ESTABLISH SALES REFERRAL NUMBER: SVXA

        ESTIMATED ACCUMULATION CLOSE DATE:

ENTER LAST DIGIT OF CURRENT FISCAL YEAR, OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.2.2.1.2.—DELETE SALES REFERRAL NUMBER

Figure 179 - Delete Sales Referral Number

```
replace | not stored | update |  | record  1 of  1 |
UDAZ1205.008                    DAISY                    02/21/04
s9d3890                                                  12:42

            DELETE SALES REFERRAL NUMBER :  SVXA

ENTER LAST DIGIT OF CURRENT FISCAL YEAR, OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to delete a Sales Referral Number.

4.2.2.2.—SITE/STORAGE LOCATION REFERRAL

Figure 180 - Site/Storage Location Referral

```
replace | stored | update |  | record  1 of  1 |
                          DAISY                          03/04/04
udaz0901.027        SITE/STORAGE LOCATION REFERRAL       13:47

SITE LOCATION CODE:  AO   STORAGE LOCATION CODE:  BMBMBMBMB

ONLY RECORDS FOR SVXA WILL BE PROCESSED.

          SALES REFERRAL NUMBER :  SVXA4N99
     SALES REFERRAL ITEM NUMBER :  416

PLEASE ENTER REFERRAL ITEM NUMBER PRESS <RETURN> OR <F9> TO UPDATE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Use this process to refer an entire Site/Storage Location for sale. All DTIDs in that location will be referred.

4.2.2.3.—SINGLE DTID SALES REFERRAL

Figure 181 - Single DTID Sales Referral

```
replace | not stored | update |

udaz1100.016                    DAISY                          02/21/04
                     USABLE (DTID) SALES REFERRAL              12:47

          DTID NUMBER:

ENTER DTID NUMBER AND PRESS <ENTER> OR PRESS <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.2.2.4.—MULTIPLE DTID SALES REFERRAL

Figure 182 - Multiple DTID Sales Referral

```
replace | not stored | update |

udsa0600.003                    DAISY                          02/21/04
s9d3890             CREATE MULTIPLE DTID SALES REFERRAL         12:48

  DAISY SALES ACCUMULATION NO: SVXA- -      SORT ORDER:

  DNSP SALES REFERRAL NO:     - -         NEW SITE/STG CD:
                                          (enter only for Mass Site/Stg Chg)

ENTER ACCUMULATION NUMBER OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 183 - Multiple DTID Sales Referral

```
replace | not stored | update |

udsa0601.011                          DAISY                          03/04/04
s9d3890                CREATE MULTIPLE DTID SALES REFERRAL           13:57

  DAISY SALES ACCUMULATION NO: SVXA-4-N33      SORT ORDER: I

  DNSP SALES REFERRAL NO: SVXA-[redacted]      NEW SITE/STG CD: [redacted]
                                               (enter only for mass Site/Stg Chg)

ITEM NO    DTID NUMBER        NSN        SITE/STG LOC CD QTY AVAIL    RSC
[redacted]  [redacted]        [redacted]  [redacted]      [redacted]    [redacted]

ENTER DNSP SALES REFERRAL NUMBER OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to refer multiple items from a sales accumulation to a Sales Referral Number. All DTID within the accumulation will be listed.

4.2.2.5. SCRAP SALES REFERRAL

Figure 184 - Scrap Sales Referral

```
replace | not stored | update |

udaz1000.037.a                        DAISY                          02/21/04
                                 SCRAP SALES REFERRAL                 12:49

    PROPERTY LOCATION RIC: SVXA
                SCRAP ID: [redacted]
SCRAP CLASSIFICATION NAME:

       RECORD STATUS CODE:
          SALE REFERRAL NO:
    SALE REFERRAL ITEM NO:
    SITE/STORAGE LOCATION:

ENTER SCRAP ID OR <F1> TO EXIT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.2.3.-ADD/UPDATE/DEL PROPERTY DESCRIP110N DATA

Figure 185 - AddiUpdateiDelete Property Description Data

```
not stored

udsa:1.503.045                DAISY ADD/UPDATE/DELETE                02/2:1./04
 s9d3890                    PROPERTY DESCRIPTION DATA                :1.2:5:1.

          SALES REFERRAL NUMBER: SVXA-1-

     SALES REFERRAL ITEM NUMBER:

ENTER A FISCAL YEAR
F1-Prv Form |F2-Nxt
```

4.2.4.—PROCESS ADDITIONAL PROP DESCRIPTION

Figure 186 - Process Additional Prop Description

```
ACCELL/SQL
[udsa23go]        PROCESS ADDITIONAL PROP DESCRIPTION    Menu Item 1 of 10

                  1.  ADD/EDIT/DELETE PACKING NOTES

                  2.  ADD/EDIT/DELETE DESCRIPTION NOTES

                  3.  ADD/EDIT/DELETE INSPECTION NOTES

                  4.  ADD/EDIT/DELETE LOADING NOTES

                  5.  ADD/EDIT/DELETE REMARKS TO ISO

                  6.  ADD/EDIT/DELETE CATALOG CODES

                  7.  ADD/EDIT/DELETE INCREMENTS

                  8.  ADD/EDIT/DELETE SUB ITEM DATA

                  9.  CHANGE INSPECTION/LOADING DATA

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.2.4.1.—ADD/EDIT/DELETE PACKING NOTES

Figure 187 - Add/Edit/Delete Packing Notes

```
replace                    find

UDSA2300.006                    DAISY                          02/21/04
s9d3890                   ADD/EDIT/DELETE                       12:53
                           PACKING NOTES

 SALES REFERRAL NO:  SVXA-  -          SALES REFERRAL ITEM NO:

          PACKING NOTES:

ENTER REFERRAL FISCAL YEAR, PRESS <RETURN> TO CONTINUE.
F1-Prv Form  F2-Nxt Form  F3-Find                  F5-Fld Help  F10-More Key
```

4.2.4.2.—ADD/EDIT/DELETE DESCRIPTION NOTES

Figure 188 - Add/Edit/Delete Description Notes

```
replace                    find

UDSA2000.008                    DAISY                          02/21/04
s9d3890                   ADD/EDIT/DELETE                        12:54
                         DESCRIPTION NOTES

SALES REFERRAL NO:  SVXA- -              SALES REFERRAL ITEM NO:

          DESCRIPTION NOTES:

ENTER REFERRAL FISCAL YEAR, PRESS <RETURN> TO CONTINUE.
F1-Prv Form  F2-Nxt Form  F3-Find                F5-Fld Help  F10-More Key
```

4.2.4.3.—ADD/EDIT/DELETE INSPECTION NOTES

Figure 189 - Add/Edit/Delete Inspection Notes

```
replace                    find

UDSA2200.006                    DAISY                          02/21/04
s9d3890                   ADD/EDIT/DELETE                        12:55
                         INSPECTION  NOTES

 SALES REFERRAL NO:  SVXA- -              SALES REFERRAL ITEM NO:

 INSPECTION NOTES:

ENTER REFERRAL FISCAL YEAR, PRESS <RETURN> TO CONTINUE.
F1-Prv Form  F2-Nxt Form  F3-Find                F5-Fld Help  F10-More Key
```

4.2.4.4.—ADD/EDIT/DELETE LOADING NOTES

Figure 190 - Add/Edit/Delete Loading Notes

```
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key

replace                  find

UDSA2100.006                        DAISY                          02/21/04
s9d3890                        ADD/EDIT/DELETE                      12:56
                                LOADING NOTES

 SALES REFERRAL NO:  SVXA-_-              SALES REFERRAL ITEM NO:

 LOADING NOTES:

ENTER REFERRAL FISCAL YEAR  PRESS <RETURN> TO CONTINUE
```

4.2.4.5.—ADD/EDIT/DELETE REMARKS TO ISO

Figure 191 - Add/Edit/Delete Remarks to ISO

```
replace                  find

UDSA2900.009                        DAISY                          02/21/04
s9d3890                        ADD/EDIT/DELETE                      12:58
                                REMARKS TO ISO

 SALES REFERRAL NO:  SVXA-_-              SALES REFERRAL ITEM NO:

 ISO REMARKS:

ENTER REFERRAL FISCAL YEAR, PRESS <RETURN> TO CONTINUE.
F1-Prv Form F2-Nxt Form F3-Find            F5-Fld Help F10-More Key
```

4.2.4.6.—ADD/EDIT/DELETE CATALOG CODES

Figure 192 - Add/Edit/Delete Catalog Codes

```
replace                    find

udsa2400.001                    DAISY                          02/21/04
s9d3890                   ADD/EDIT/DELETE                       12:59
                           CATALOG CODES

SALES REFERRAL NO: SVXA-[redacted]-[redacted]        SALES REFERRAL ITEM NO: [redacted]

ENTER REFERRAL FISCAL YEAR DIGIT AND PRESS RETURN.
F1-Prv Form | F2-Nxt Form | F3-Find | F5-Fld Help | F10-More Key
```

4.2.4.7.—ADD/EDIT/DELETE INCREMENTS

Figure 193 - Add/Edit/Delete Increments

```
replace                    find

udsa2500.001                    DAISY                          02/21/04
s9d3890                   ADD/EDIT/DELETE                       13:00
                          INCREMENT DATA

SALES REFERRAL NO: SVXA-[redacted]-[redacted]        SALES REFERRAL ITEM NO: [redacted]

ITEM QUANTITY: [redacted]

          INC NO:          NO OF INCR:        INC QTY:
           [redacted]          [redacted]          [redacted]

ENTER SALES REFERRAL YEAR AND PRESS <RETURN>.
F1-Prv Form | F2-Nxt Form | F3-Find | F5-Fld Help | F10-More Key
```

4.2.4.8.—ADD/EDIT/DELETE SUB-ITEM DATA

Figure 194 - Add/Edit/Delete Sub-Item Data

```
replace | not stored | update |  | record   1 of   1 |

udsa2710.004                DAISY ADD/EDIT/DELETE                 02/21/04
 s9d3890                        SUB-ITEM DATA                     13:01

        SALES REFERRAL NUMBER: SVXA-[redacted]-

   SALES REFERRAL ITEM NUMBER:

              SUB ITEM NUMBER:

ENTER THE FSCL YEAR.
F1-Prv Form | F2-Nxt Form |  | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.2.4.9.—CHANGE INSPECTION/LOADING DATA

Figure 195 - Change Inspection/Loading Data

```
replace |  | find |  |  |  |

udsa2600.001                     DAISY                          02/21/04
s9d3890                          CHANGE                          13:02
                          INSPECTION/LOADING DATA

   SALES REFERRAL NO: SVXA- -[redacted]        SALES REFERRAL ITEM NO: [redacted]

   INSPECTION DAYS: SMTWTFS
                    [redacted]

   INSPECTION HOURS1: [redacted]
   INSPECTION HOURS2:

   LOADING DAYS: SMTWTFS
                 [redacted]

   LOADING HOURS1: [redacted]
   LOADING HOURS2:

ENTER FISCAL YEAR and PRESS <RETURN>. EX: '5' for 1995.
F1-Prv Form | F2-Nxt Form | F3-Find |  | F5-Fld Help | F10-More Key
```

4.2.5.—SALES REFERRALS TO DNSP

Figure 196 - Sales Referrals to DNSP Main

```
replace  not stored        update        record     1 of     1

UDSA0401.004                      DAISY                          02/21/04
s9d3890                  SALES REFERRALS TO DNSP                  13:04

  1.  SEND A SINGLE REFERRAL TO DNSP

  2.  SEND A RANGE OF REFERRAL ITEM NUMBERS TO DNSP

  SELECTION: 

ENTER OPTION NUMBER OF 1 OR 2
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

4.2.5.1.—SEND A SINGLE REFERRAL TO DNSP

Figure 197 - Send a Single Referral DNSP

```
replace  not stored        update

UDSA0401.004                      DAISY                          02/21/04
s9d3890                  SALES REFERRALS TO DNSP                  13:07

  1.  SEND A SINGLE REFERRAL TO DNSP
      ENTER A SALES REFERRAL NUMBER AND A SALES REFERRAL ITEM NO.

      SVXA- -

  2.  SEND A RANGE OF REFERRAL ITEM NUMBERS TO DNSP

  SELECTION: 1

THIS IS A REQUIRED FIELD
             F2-Nxt Form                                  F10-More Key
```

4.2.5.2.—SEND A RANGE OF REFERRAL ITEM NUMBERS TO DNSP

Figure 198 - Send a Single Referral to DNSP

```
replace  not stored        update

UDSA0401.004                      DAISY                          02/21/04
s9d3890                 SALES REFERRALS TO DNSP                   13:08

  1.  SEND A SINGLE REFERRAL TO DNSP

  2.  SEND A RANGE OF REFERRAL ITEM NUMBERS TO DNSP
      ENTER A SALES REFERRAL NUMBER AND A RANGE
      OF BEGINNING AND ENDING ITEM NUMBERS:

      SVXA- -          THRU

  SELECTION: 2

ENTER A SALES REFERRAL NUMBER.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

4.2.6.—DRMO SALES REFERRAL REPORT REQUEST

Figure 199 - DRMO Sales Referral Report Request

```
replace  not stored        update
udsa0500.001                      DAISY                          02/21/04
s9d3890                    DRMO SALES REFERRAL                   13:10
                             REPORT REQUEST

         ENTER THE OPTION: [ ]

 1.  DATE:

 2.  DATE RANGE:                TO

 3.  SALES REFERRAL NUMBER:       - -

 4.  SALES REFERRAL NUMBER AND ITEM NUMBER:       - -

 5.  SALES REFERRAL NUMBER AND ITEM NUMBER RANGE:       - -         TO

            VERIFY SCREEN: Y

ENTER 1 - 5 FOR THE REPORT OPTION YOU DESIRE.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

4.3.—SALES IFB PROCESS

Figure 200 - Sales IFB Process

```
ACCELL/SQL
[udaz20go]                    SALES IFB PROCESS                Menu Item 1 of 7

                    1.  ESTABLISH IFB NUMBER

                    2.  RELATE IFB ITEM TO DTID

                    3.  RELATE IFB ITEM TO SCRAP

                    4.  RELATE IFB ITEM TO REFERRAL NO.

                    5.  RELATE IFB ITEM TO ACCUMULATION

                    6.  CHANGE IFB/IFB ITEM ON DTID/SCRAP

                    7.  IFB NUMBER DATA INQUIRY

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.3.1.—ESTABLISH IFB NUMBER

Figure 201 - Establish IFB Number

```
replace |not stored      |update |

udaz2000.037                    DAISY                          02/21/04
s9d3890                   ESTABLISH IFB NUMBER                 13:13

                    SALES IFB NUMBER:

                    BID OPENING DATE:

                    TYPE SALES CODE:

                 LOCAL SALE DRMO RIC: SVX

ENTER IFB NUMBER (VERIFY ACCURACY). PRESS <RETURN> or <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This process is used to establish an IFB Number. The last field will not be filled in for National Sales. Type Sale Codes can be located in the **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

Figure 202 - Establish Sales IFB Number

```
replace | not stored | update |

udaz2000.037                    DAISY                          03/04/04
s9d3890                 ESTABLISH IFB NUMBER                   14:06

                    SALES IFB NUMBER: 314004

                    BID OPENING DATE: 03/20/04

                    TYPE SALES CODE:  5

                LOCAL SALE DRMO RIC:

ENTER IFB NUMBER (VERIFY ACCURACY). PRESS <RETURN> or <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.3.2.—RELATE IFB TO DTID

Figure 203 - Relate IFB to DTID

```
replace | not stored | update |

UDAZ2200.034                    DAISY                          02/21/04
s9d3890                 RELATE IFB TO DTID                     13:14

          DTID NUMBER:

Enter the DTID number and press <Enter> or <F1> to exit.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to place a DTID on a specific IFB and IFB Item Number.

Figure 204 - Relate IFB to DTID

```
replace | stored/modified | update |        | record     1 of     1 |

UDAZ2201.043                          DAISY                          03/04/04
s9d3890                       RELATE IFB TO DTID                     14:13

            DTID NUMBER:  FB63553078B998

                     NSN:  7110BATCH03078M
               ITEM NAME:  CHAIRS
           UNIT OF ISSUE:  EA
      QUANTITY AVAILABLE:  300
   SPECIAL HANDLING CODE:
 ITEM DEMIL/DEMIL PERFORMED:  A

        SALES IFB NUMBER:  314004
   SALES IFB ITEM NUMBER:  0004
        TYPE SALES CODE:  5
      RECORD STATUS CODE:  B
  SITE/STOR LOCATION CODE:  A0 JONJONJON

ENTER STORAGE LOCATION CODE, PRESS <F9> TO UPDATE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.3.3.—RELATE IFB TO SCRAP

Figure 205 - Relate IFB to Scrap

```
replace | not stored | update |        |                |

udaz2300.028                          DAISY                          02/21/04
s9d3890                       RELATE IFB TO SCRAP                    13:15

PROPERTY LOCATION CODE :  SVXA

               SCRAP ID:

SCRAP CLASSIFICATION NAME:

        TYPE SALES CODE:
       SALES IFB NUMBER:
  SALES IFB ITEM NUMBER:
     RECORD STATUS CODE:
  SITE/STORAGE LOCATION:

ENTER SCRAP ID.  PRESS <RETURN> TO CONTINUE OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 206 - Relate IFB to Scrap

```
replace | stored/modified | update |

udaz2300.028                    DAISY                    03/04/04
s9d3890                 RELATE IFB TO SCRAP              14:14

 PROPERTY LOCATION CODE :  SVXA

                SCRAP ID:  LE1KA0A

SCRAP CLASSIFICATION NAME:
   UNPREPARED LIGHT MELTING STEEL SUITABLE FOR COMM. INTO NO 2 BUNDLES

         TYPE SALES CODE:  5
        SALES IFB NUMBER:  314004
   SALES IFB ITEM NUMBER:  0005
      RECORD STATUS CODE:  A
   SITE/STORAGE LOCATION:  XX JONJONJON

ENTER SITE LOCATION CODE. PRESS <RETURN> OR <F9> TO UPDATE, <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to relate a specific scrap pile to an IFB and IFB Item Number.

4.3.4.—RELATE IFB TO REFERRAL NO.

Figure 207 - Relate IFB to Referral No.

```
replace | not stored | update |

udaz2100.047                    DAISY                    02/21/04
s9d3890                 RELATE IFB TO REFERRAL NO.       13:16

SALES REFERRAL NUMBER: SVXA

SALES REFERRAL ITEM NO:

SALES IFB NUMBER:

SALES IFB ITEM NO:

TYPE SALES CODE:

SITE/STORAGE LOCATION CODE:

Enter last digit of fiscal year.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process takes all DTIDs in a Sales Referral Item Number and relates them to an IFB and IFB Item Number.

Figure 208 - Relate IFB to Referral No.

```
replace  not stored  update

udaz2100.047                    DAISY                          03/04/04
s9d3890              RELATE IFB TO REFERRAL NO.                 14:20

SALES REFERRAL NUMBER: SVXA4N98

SALES REFERRAL ITEM NO: 0004

SALES IFB NUMBER: 314004

SALES IFB ITEM NO: 0004

TYPE SALES CODE:  5

SITE/STORAGE LOCATION CODE: AN JONJONJON

Enter storage location code. Press <F9> to update, <F1> to exit.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

4.3.5.—RELATE IFB TO DTID BY ACCUMULATION

Figure 209 - Relate IFB to DTID by Accumulation

```
replace  not stored  update

udsl2100.002                    DAISY                          02/21/04
s9d3890          RELATE IFB TO DTID BY ACCUMULATION             13:17

  DAISY SALES ACCUMULATION NO: SVXA-[ ]-        SORT ORDER:

  RELATE THE DTIDS SELECTED BELOW TO IFB NUMBER:

ENTER ACCUMULATION NUMBER OR <F1> TO EXIT.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

Figure 210 - Relate IFB Item to DTID by Accumulation

```
replace | stored/modified | update |        | record     1 of     1 |

udsl2101.004                          DAISY                          03/04/04
s9d3890                RELATE IFB TO DTID BY ACCUMULATION             14:34

  DAISY SALES ACCUMULATION NO: SVXA-4-N99      SORT ORDER: N

  RELATE THE DTIDS SELECTED BELOW TO IFB NUMBER: 314004

  MASS RELOCATION:                (USE ONLY TO CHANGE ALL DTIDS UPDATED)

ITEM NO    DTID NUMBER        NSN        SITE/STG LOC CD QTY AVAIL    RSC
 0004    SC440241060001   711000CHAIR     AO  JONJONJON  12           Q

ENTER NEW LOCATION THEN <F9> OR <F1> TO EXIT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to relate DTIDs in a specific Accumulation Number to an IFB and IFB Item Number. Generally, there are multiple DTIDs in the accumulation.

4.2.6.—CHANGE IFB/IFB ITEM NUMBER ON DTID/SCRAP ID

Figure 211 - Change IFB/IFB Item Number on DTID/Scrap Id

```
replace | not stored |        | update |      |                |

udaz24:004                            DAISY                          03/04/04
s9d3890          CHANGE IFB/IFB ITEM NUMBER ON DTID/SCRAP ID         14:35

            SALES IFB NUMBER: 314004 . . . . . Mandatory
       SALES IFB ITEM NUMBER: 0004 . . . . . . Mandatory
             TYPE SALES CODE: 5

        NEW SALES IFB NUMBER: 314004 . . . . . Mandatory
   NEW SALES IFB ITEM NUMBER: 0015 . . . . . . Mandatory
         NEW TYPE SALES CODE: 5

   SITE/STORAGE LOCATION CODE: [ ]            . . Optional.  Enter if Site
                                                  / Storage Location has
                                                  changed.

 Usable
 Scrap

Site Location Code optional. Press<ENTER> to continue, F9 to UPDATE, F1 EXIT.
F1-Prv Form |          | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to change Sales IFB Number and/or Sales IFB Item Number; for example, if an item does not sell on another sale, the whole item number can be referred to another sale.

4.3.7.—IFB NUMBER DATA INQUIRY

Figure 212 - IFB Number Data Consolidated Inquiry

```
replace                    find

udsl1200.003                        DAISY                          02/21/04
s9d3890                IFB NUMBER CONSOLIDATED INQUIRY             13:19

   IFB NUMBER:        TYPE SALE CODE:    BID OPENING DATE:

    SALES LOCATION:
         SALE TIME:
 REGISTRATION TIME:
 INSPECTION PERIOD:          TO
   INSPECTION TIME:                 AND
  INSPECTION NOTES:


     SALE POC NAME:
    SALE POC PHONE:
      REMOVAL DATE:
     LOADING HOURS:                 AND
     LOADING NOTES:

ENTER IFB NUMBER AND PRESS <ENTER>, <F3> TO FIND, <F1> TO EXIT.
F1-Prv Form  F2-Nxt Form  F3-Find                  F5-Fld Help  F10-More Key
```

Figure 213 - IFB Number Data Consolidated Inquiry

```
replace  stored          update        record     1 of     1

udsl1200.003                        DAISY                          03/04/04
s9d3890                IFB NUMBER CONSOLIDATED INQUIRY             14:36

   IFB NUMBER: 314004   TYPE SALE CODE: 5  BID OPENING DATE: 03/20/04

    SALES LOCATION:
         SALE TIME:
 REGISTRATION TIME:
 INSPECTION PERIOD:          TO
   INSPECTION TIME:                 AND
  INSPECTION NOTES:


     SALE POC NAME:
    SALE POC PHONE:
      REMOVAL DATE:
     LOADING HOURS:                 AND
     LOADING NOTES:

ENTER IFB NUMBER AND PRESS <ENTER>, <F3> TO FIND, <F1> TO EXIT.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

This shows the front-page offerings of the IFB. This is not commonly used.

4.4.—SALE/SHIPMENT PROCESS

Figure 214 - Sale/Shipment Process

```
ACCELL/SQL
[udaz30go]                SALE/SHIPMENT PROCESS          Menu Item 1 of 4

                  1.  SALE/SHIPMENT (DTID)

                  2.  SALE/SHIPMENT (SCRAP)

                  3.  SALE/SHIPMENT (IFB NUMBER)

                  4.  SALE/SHIPMENT (CONTRACT)

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.4.1.—SALE/SHIPMENT (DTID)

Figure 215 - Sale/Shipment (DTID)

```
replace |not stored      |update |      |record     1 of     1|

UDAZ3000.018                DAISY                          02/21/04
s9d3890               SALE/SHIPMENT (DTID)                  13:22

                DTID NUMBER:

ENTER DTID NUMBER AND PRESS <ENTER> OR PRESS <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Figure 216 - Sale/Shipment (DTID)

```
replace | stored/modified | update |        | record     1 of     1 |

UDAZ3010.055                    DAISY                          03/04/04
s9d3890                 SALE/SHIPMENT (DTID)                    14:41

                DTID NUMBER: FB230030020005

             STOCK ID (LSN):  6010-00-CABLES
                  ITEM NAME:  CABLE
              UNIT OF ISSUE:  EA
  TOTAL DTID SALES PROCEEDS:  0.00
  TOTAL ITEM SALES PROCEEDS:                          BID AMOUNT:
        RECORD STATUS CODE:  C                     SALES IFB NO: 313333
        QUANTITY AVAILABLE:  5                SALES IFB ITEM NO: 0407

          QUANTITY REMOVED:  5
            SALES PROCEEDS:  100.00
           DATE OF REMOVAL:  03/04/04
 BIDDER REGISTRATION NUMBER: 0034
          BIDDER ID NUMBER:  3001453000

ENTER BIDDER IDENTIFICATION NUMBER.  PRESS <F9> TO UPDATE OR <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This process is used to record the sales proceeds and removal date for an individual DTID.

Local sales proceeds are automatically recorded from the award process.

4.4.2.—SALE/SHIPMENT (SCRAP)

Figure 217 - Sale/Shipment (Scrap)

```
replace | not stored      | update |        |                |

UDAZ3100 015                    DAISY                          02/21/04
s9d3890                 SALE/SHIPMENT (SCRAP)                   13:22

PROPERTY LOCATION RIC:  SVXA
             SCRAP ID:  [      ]

ENTER SCRAP ID.  PRESS <RETURN> TO CONTINUE OR  <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Figure 218 - Sale/Shipment (Scrap) - Sales Proceeds & Removal Dates

```
replace | stored/modified | update |        | record     1 of     1 |

 UDAZ3101 054                    DAISY                          03/04/04
 s9d3890                 SALE/SHIPMENT (SCRAP)                   14:44

PROPERTY LOCATION RIC:  SVXA
             SCRAP ID:  LE1KA7B

  CLASSIFICATION NAME:
   UNPREPARED LIGHT MELTING STEEL SUITABLE FOR COMM. INTO NO 2 BUNDLES
   RECORD STATUS CODE:  C
   QUANTITY AVAILABLE:  3357                      SALES IFB NO: 313886
                                            SALES IFB ITEM NO: 0031
     QUANTITY REMOVED:  2000
 TOTAL SALES PROCEEDS:  400.00
             PROCEEDS:  400.00
      DATE OF REMOVAL:  03/04/04
  BID REGISTRATION NO:  0035              TOTAL WEIGHT REMOVED: 2000
     BIDDER ID NUMBER:  3003456001

ENTER BIDDER IDENTIFICATION NUMBER. PRESS <F9> TO UPDATE OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to record sales proceeds and removal dates for sale of scrap property.

For Scrap Venture, the DRMO receiving the SCT inputs the removal information. Use initial proceeds calculation of $0.001 times the number of pounds. If the total proceeds are less than $.01, input $.01.

Figure 219 - Sale/Shipment (Scrap) - Qty Less Than Available

```
replace | stored          | update |        | record     1 of     1 | records found

 UDAZ3101 054                    DAISY                          03/04/04
 s9d3890                 SALE/SHIPMENT (SCRAP)                   14:52

PROPERTY LOCATION RIC:  SVXA
             SCRAP ID:  LE1KA7B

  CLASSIFICATION NAME:
   UNPREPARED LIGHT MELTING STEEL SUITA
   RECORD STATUS CODE:  C              QTY SOLD IS LESS THAN AVAILABLE
   QUANTITY AVAILABLE:  157            IS THIS A PARTIAL QUANTITY SALE?

     QUANTITY REMOVED:  10
 TOTAL SALES PROCEEDS:  600.00
             PROCEEDS:  0.00
      DATE OF REMOVAL:
  BID REGISTRATION NO:                    TOTAL WEIGHT REMOVED: 3210
     BIDDER ID NUMBER:

PLEASE ENTER Y OR N:  NO
                                                                F10-More Key
```

C2.14.1.1.7.

When a quantity removed is different from the quantity available, the message on the above screen is displayed. If this is the correct quantity, answer yes, otherwise no. If the response is yes, the following screen will appear:

Figure 220 - Sale/Shipment (Scrap) - Not a Partial Shipment

```
replace | stored | update |  | record  1 of  1 | records found

UDAZ3101 054                DAISY                          03/04/04
s9d3890              SALE/SHIPMENT (SCRAP)                  14:52

PROPERTY LOCATION RIC:  SVXA
             SCRAP ID:  LE1KA7B

  CLASSIFICATION NAME:
   UNPREPARED LIGHT MELTING STEEL SUITA
   RECORD STATUS CODE:  C
   QUANTITY AVAILABLE:  157

     QUANTITY REMOVED:  10
 TOTAL SALES PROCEEDS:  600.00
             PROCEEDS:  0.00
      DATE OF REMOVAL:
  BID REGISTRATION NO:
     BIDDER ID NUMBER:

QUANTITY SOLD IS LESS THAN
QUANTITY AVAILABLE!
IS THE QUANTITY SOLD VALID?

TOTAL WEIGHT REMOVED: 3210

PLEASE ENTER Y OR N:  YES
                                                  F10-More Key
```

If it was reflected previously that this is not a partial shipment, the message above appears. If yes is answered, an Interim Marketing XS7 (see the screen below) will be applied to the accountable record and a Suspense Record is created reflecting the gain/loss. The loss can be processed in accordance with the gain/loss procedures in this manual. This adjustment cannot be deleted. A data correction is required to correct this if this was not a final shipment, follow Problem Tracking Report procedures.

Figure 221 - Sale/Shipment (Scrap) - Marketing XS7 Gain/Loss Record

```
replace | stored          | update |      | record     1 of     1 | records found
                    udwrsusp DEFAULT DATA VIEW
suspense_key:     SVXALE1KA7B          adjust_val:
loss_qty_wt:                           neglnc_flg:
var_qty_wt:       157                  aprvng_indv:
review_dt:                             drmo_ric:      SVX
adjust_up:                             ric_sfx:       A
ty_trans_cd:      VFG
mploye_id_no:
circmsts_1:       INTERM MARKETING XS7
circmsts_2:
circmsts_3:
dscvry_dt:        03/04/04
dspsn_cd:         L
rslutn_ofcr_cd:
drmo_rvu_dt:
drmr_rvu_dt:
drms_rvu_dt:
loss_rsn_cd:
ty_propty_cd:
gpld_ros_dt:

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This is the suspense record created to reflect the Interim Marketing XS7.

Figure 222 - Sale/Shipment (Scrap) - Gain/Loss Adjustment for Final Shipment

```
replace | stored          | update |      | record     1 of     1 | records found
udwc53aa 012          GAIN AND LOSS ADJUSTMENTS          03/04/04  14:57

      PROPERTY LOCATION RIC  ADJUSTMENT CODE
              SVXA                  L
                                          DTID - SCL/SCT      DESC
                                          LE1KA7B           - VFG
                                                            -
                                                            -
                                                            -
                                                            -
                                                            -
                                                            -
                                                            -
                                                            -

PRESS <F4> TO SELECT RCD, THEN <F18> TO DELT, <F2> TO CONT, <F7> TO ADD RCD
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This is the adjustment record awaiting processing if this was a final shipment.

4.4.3.—SALE/SHIPMENT (IFB ITEM NO.)

Figure 223 - Sale/Shipment (IFB Item No.)

```
replace                    find

UDAZ3200.055                    DAISY                          02/21/04
s9d3890            SALE/SHIPMENT (IFB ITEM NO.)                13:24

     SALES IFB NUMBER:
SALES IFB ITEM NUMBER:

       SALES PROCEEDS:
      DATE OF REMOVAL:
    BIDDER REG NUMBER:
     BIDDER ID NUMBER:

ENTER SALES IFB NUMBER.  PRESS <RETURN> TO CONTINUE OR PRESS <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Find        |            |F5-Fld Help |F10-More Key
```

Figure 224 - Sale/Shipment (IFB Item No.) Commercial Venture

```
replace |stored          |update |      |record     1 of     1|

UDAZ3200.055                    DAISY                          03/04/04
s9d3890            SALE/SHIPMENT (IFB ITEM NO.)                15:41

     SALES IFB NUMBER:  990001
SALES IFB ITEM NUMBER:  0002
  ACCUMULATION NUMBER:  SVXA3V17
       SALES PROCEEDS:      120.00
      DATE OF REMOVAL:  03/04/04
    BIDDER REG NUMBER:  0034
     BIDDER ID NUMBER:  3001000028

ONLY DTIDs BELONGING TO RIC SVXA WILL BE PROCESSED

ENTER BIDDER IDENTIFICATION NUMBER.  PRESS <F9> TO UPDATE OR <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

IFB Item Number uses this process to reflect the sale shipment. The above screen shows a Commercial Venture (CV) removal, which includes the accumulation number, in addition to the IFB Number. The accumulation number will not be displayed on non-CV records.

Figure 225- Sale/Shipment (IFB Item No.) -Non-Commercial Venture

```
UDAZ3200.055                    DUSY                                  03104104
SR..£/SHif't£HT <IFB ITel ttl.>                                       1.5;00

      SALES FB NUMBER : 314004
SALES FB ITEM NUMBER : 0004

        SALES PROCEEDS :      1.20.00
      DATE OF REMOVAL : 03/04104
     BIDDER REG NUMBER : 3434
      BIDDER ID NUMBER : ØIU e§!:\$!

!H..Y IDIDs lIEI..l:IGIHi TO RIC SVXA WILl. IE [redacted]

ENTER BIDDER IDEHTIFICATI!Il ti.HIIER.   PRESS <F9> TO l.PD'ITE ffi <F1> TO EXIT.
1-Prv Fono  [redacted] Fono   F.3-Prv Rec   F4-ltxt. Rec   F5-Fld Hel   F1(rflore K
```

4.4.4.—SALE/SHIPMENT (CONTRACT) (OBSOLETE)

Figure 226 - Sale/Shipment (Contract) - Obsolete

```
udsl33go ******** APOCASHIER/

The application selected is obsolete and has been removed.
=============Press RETURN to continue=============

Reply:

F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

4.4.5.—EDIT CV DELIVERY ORDER NUMBER

Figure 227 - Edit CV Delivery Order Number

```
replace |                |find |     |                |
UDAZ3400.005                DAISY                          08/11/05
s9d3052          EDIT DELIVERY ORDER NUMBER                12:28

        CV DELIVERY ORDER NUMBER:

                    DTID NUMBER:

       NEW DELIVERY ORDER NUMBER:

TO CHANGE THE ENTIRE D.O. TO A NEW D.O., ENTER THE D.O. NUMBER AND PRESS <F3>
TO CHANGE A SINGLE DTID ON A D.O., SKIP THE D.O. FIELD, ENTER THE DTID AND
PRESS <F3>.

ENTER DEL ORD NO AND <F3> or <ENTER>
F1-Prv Form |F2-Nxt Form |F3-Find |          |F5-Fld Help |F10-More Key
```

4.5.—SALES REVERSAL PROCESS

Figure 228 - Sales Reversal Process

```
ACCELL/SQL
[udaz40go]                SALES REVERSAL PROCESS          Menu Item 1 of 4

                  1.  IFB ITEM NO. REVERSAL

                  2.  SALE/SHIPMENT REVERSAL (DTID)

                  3.  SALE/SHIPMENT REVERSAL (SCRAP)

                  4.  REVERSAL OF DOWNGRADE

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.5.1.—IFB ITEM NUMBER REVERSAL

Figure 229 - IFB Item Number Reversal

```
replace |not stored      |update |      |record     1 of     1|
udaz4000.037                                                    02/21/04
s9d3890                 IFB ITEM NUMBER REVERSAL                 13:27

        SALES IFB NUMBER:
       SALES ITEM NUMBER:
         TYPE SALES CODE:
SITE/STORAGE LOCATION:

          PROCESSING SVXA RECORD(S) ONLY!

SALES IFB NUMBER. PRESS <RETURN> TO CONTINUE OR <F1> TO EXIT
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Figure 230 - IFB Item Number Reversal

```
replace | not stored | update |  | record  1 of  1 |

udaz4000.037                                                  03/04/04
s9d3890                 IFB ITEM NUMBER REVERSAL              15:47

        SALES IFB NUMBER: 990001
       SALES ITEM NUMBER: 0002
         TYPE SALES CODE: 1
   SITE/STORAGE LOCATION: AO JONJONJON

          PROCESSING SVXA RECORD(S) ONLY!

SALES IFB NUMBER, PRESS <RETURN> TO CONTINUE OR <F1> TO EXIT
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
```

C2.14.1.1.8.

IFB Item Number uses this process to reverse a sale shipment, whether partial or final. For example, the wrong item had a Sales Shipment processed against it. The affected DTIDs will be placed previous Record Status Code (i.e., Z to C, Z to K, or C to C).

WARNING: DO NOT use this process when reversing CV IFB Item Numbers. As the same IFB Number and IFB Item number, used repeatedly, all records still on the database will reverse.

4.5.2.—SALE/SHIPMENT REVERSAL (DTID)

Figure 231 - Sale/Shipment Reversal (DTID)

```
replace | not stored | update |

UDAZ4100.019                    DAISY                          02/21/04
s9d3890            SALE/SHIPMENT REVERSAL (DTID)               13:28

                YOU WILL ONLY PROCESS DATA FOR YOUR RIC: SVXA

        DTID NUMBER:

ENTER DTID NO. AND PRESS <RETURN> TO CONTINUE OR PRESS <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 232 - Sale/Shipment Reversal (DTID)

```
replace | stored | update | record    1 of    1 | records found

udaz4102.005
s9d3890            SALE

                YOU WILL

        DTID NUMBER:  F

                NSN:  6
          ITEM NAME:  C
 RECORD STATUS CODE:  Z

QUANTITY TO RESTORE:  0
     SALES PROCEEDS:                    CURRENT AVAILABLE QTY:  0
       DATE REMOVED:  03/04/04
 BIDDER REG. NUMBER:                         NEW ON HAND QTY:
 SITE/STOR LOCATION:  SS SSSSSSSSS         NEW AVAILABLE QTY:

      Sale/Shipment Records Previously Processed:

 QUANTITY  SALES        DATE OF   BIDDER   BIDDER ID
 REMOVED   PROCEEDS     REMOVAL   REG NO   NUMBER

        5        100    03/04/04  0034     3001453000

<F4> TO SELECT; <F2> TO REVERSE; <F19> FOR PRE-TOA TRANX; <F1> TO CANCEL.
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
```

This process is used to reverse sale shipment. Once the DTID Number is input, the Sales Shipments associated with the DTID are displayed. Select the one to be reversed by pressing <F2>.

Figure 233 - Sale/Shipment Reversal (DTID)

```
replace | stored/modified | update |        | record     1 of     1 |

udaz4101.039                    DAISY                          03/04/04
s9d3890            SALE/SHIPMENT REVERSAL (DTID)                16:00

              YOU WILL ONLY PROCESS DATA FOR YOUR RIC: SVXA

        DTID NUMBER:  FB2300300020005

                NSN:  6010
          ITEM NAME:  CABLE
 RECORD STATUS CODE:  Z
                                          TOTAL SALES PROCEEDS:  0.00
QUANTITY TO RESTORE:  5                    CURRENT ON HAND QTY:  0
     SALES PROCEEDS:      100.00         CURRENT AVAILABLE QTY:  0
      DATE REMOVED:  03/04/04
 BIDDER REG. NUMBER:  0034                      NEW ON HAND QTY:  5
 SITE/STOR LOCATION:  A0 JONJONJON            NEW AVAILABLE QTY:  5

ENTER STORAGE LOCATION. PRESS <F9> TO UPDATE OR <F1> TO EXIT.
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
```

Once the selection is made, the data is displayed. Complete the transaction.

4.5.3.—SALE/SHIPMENT REVERSAL (SCRAP)

Figure 234 - Sale/Shipment Reversal (Scrap)

```
replace | not stored | update |
UDAZ4400 031                    DAISY                          02/21/04
s9d3890            SALE/SHIPMENT REVERSAL (SCRAP)               13:29

 PROPERTY LOCATION RIC :  SVXA
              SCRAP ID :  [redacted]

  SCRAP CLASSIFICATION NAME :

    RECORD STATUS CODE :
 SITE/STORAGE LOCATION :
     WEIGHT TO RESTORE :
  TOTAL SALES PROCEEDS :
        SALES PROCEEDS :
          DATE REMOVED :
     BIDDER REG NUMBER :
  TOTAL WEIGHT REMOVED :

ENTER SCRAP ID.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 235 - Sale/Shipment Reversal (Scrap)

```
replace | stored          | update |      | record     1 of     2 | records found
UDAZ4401 004
s9d3890                SALE

                                   Sale/Shipment Records Previously Processed:

                                 QUANTITY  SALES        DATE OF   BIDDER   BIDDER ID
                                 REMOVED   PROCEEDS     REMOVAL   REG NO   NUMBER

 PROPERTY LOCATION RIC :
              SCRAP ID :           2000         400    03/04/04   0035    3003456001
                                   1200         200    03/04/04   0043    3003456001
  SCRAP CLASSIFICATION N
  UNPREPARED LIGHT MELTI
    RECORD STATUS CODE :
 SITE/STORAGE LOCATION :
     WEIGHT TO RESTORE :
  TOTAL SALES PROCEEDS :
        SALES PROCEEDS :
          DATE REMOVED :
     BIDDER REG NUMBER :
  TOTAL WEIGHT REMOVED :  3200

<F4> TO SELECT; <F2> TO REVERSE; <F19> FOR PRE-TOA TRANX; <F1> TO CANCEL.
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
```

This process is used to reverse sale shipment of scrap. Once the Scrap ID is input, the Sales Shipments associated with the scrap record are displayed. Select the one to be reversed by pressing <F2>.

Figure 236 - Sale/Shipment Reversal (Scrap)

```
replace | stored/modified | update |      | record     1 of     1 | no records foun
UDAZ4400 031                    DAISY                                  03/04/04
s9d3890                SALE/SHIPMENT REVERSAL (SCRAP)                  16:01

 PROPERTY LOCATION RIC :  SVXA
              SCRAP ID :  LE1KA7B

  SCRAP CLASSIFICATION NAME :
  UNPREPARED LIGHT MELTING STEEL SUITABLE FOR COMM. INTO NO 2 BUNDLES
    RECORD STATUS CODE :  C
 SITE/STORAGE LOCATION :  Z2 ASFDSFFDF
     WEIGHT TO RESTORE :  2000
  TOTAL SALES PROCEEDS :  600.00
        SALES PROCEEDS :  400.00
          DATE REMOVED :  03/04/04
     BIDDER REG NUMBER :  0035
  TOTAL WEIGHT REMOVED :  3200

ENTER SITE LOCATION CODE. PRESS <RETURN> OR <F9> TO UPDATE OR <F1> TO EXIT.
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
```

Once the selection is made, the data is displayed. Complete the transaction.

4.5.4.—REVERSAL OF REFERRAL TO SCRAP/RETAIL SALE (DOWNGRADE)

Figure 237 - Reversal of Referral to Scrap/Retail Sale (Downgrade)

```
replace | not stored | update |

udaz4600.004                                                    02/21/04
                                DAISY                           13:30
              REVERSAL OF REFERRAL TO SCRAP/RETAIL SALE

          DTID NUMBER :

ENTER DTID NUMBER.  PRESS <RETURN> TO FIND, OR <F1> TO EXIT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 238 - Reversal of Downgrade/Retail Sale

```
replace | stored | update | record    1 of    1 | records found

udaz4601.007                                                    03/04/04
                                DAISY                           16:04
              REVERSAL OF REFERRAL TO SCRAP/RETAIL SALE

          DTID NUMBER : FB20673168NH02

   INVENTORY ITEM NAME : BIKE
                   NSN : 783000BIKE
    QUANTITY AVAILABLE : 1                 DEMIL/PERF CODE : A:
         UNIT OF ISSUE : EA               SALES IFB NUMBER :
    RECORD STATUS CODE : A                SALES IFB ITM NO :
            HM/HW CODE :                  SALES REF NUMBER : SVXA3L49
    JUSTIFICATION CODE : C                SALES REF ITM NO : 0000

TO REMOVE JUSTIFICATION CODE, PRESS <F9> TO UPDATE OR <F1> TO EXIT.
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
```

This process is used to reverse a referral for downgrade. It will remove the downgrade justification code. If the Downgrade (DWN) action has been completed, this cannot be accomplished.

4.6.—SALES ROLLBACK PROCESS

Figure 239 - Sales Rollback Process

```
ACCELL/SQL
[udaz42go]                SALES ROLLBACK PROCESS          Menu Item 1 of 3

                  1.  ROLLBACK DTID NO. TO RSC A

                  2.  ROLLBACK IFB NO. TO RSC A

                  3.  ROLLBACK SCRAP TO RSC A

  Selection:
To see more function key labels, press the function ke labeled "More Ke "
                          orm |F3-Prv Re
```

4.6.1.—ROLLBACK DTID NO. TO RSC A

Figure 240 - Rollback DTID No. to RSC A

```
replace | not stored | update |

UDAZ4200.012                    DAISY                          02/23/04
s9d3890              ROLL DTID NUMBER TO STATUS A              15:08

        DTID NUMBER:

ENTER DTID NUMBER AND PRESS RETURN OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 241 - Roll DTID No. to RSC A

```
replace | stored/modified | update | record    1 of    1 |

udaz4201.035                    DAISY                          03/04/04
s9d3890              ROLL DTID NUMBER TO STATUS A              16:20

        DTID NUMBER: FB230030020005

                NSN: 6010-00-CABLES          SALES REFERRAL NO: SVXA
QUANTITY AVAILABLE:     5               SALES REFERRAL ITEM NO:
     UNIT OF ISSUE: EA                     SALES IFB NUMBER: 313333
RECORD STATUS CODE: C                   SALES IFB ITEM NUMBER: 0407
 BIDDER REG NUMBER: 0034
SITE/STOR LOCATION: AO JONJONJON

STATUS CHANGED TO A.  PRESS <RETURN>.
F6-Help Mnu |                                                | F10-More Key
```

This is used to remove the IFB Information from the DTID. It is no longer associated to that sale.

4.6.2.—ROLL IFB ITEM TO STATUS A

Figure 242 - Roll IFB Item to Status A

```
replace | not stored | update |

udaz4300.027                    DAISY                          02/23/04
s9d3890                ROLL IFB ITEM TO STATUS A              14:51

   SALES IFB NUMBER:                  SALES IFB ITEM NUMBER:

                    SITE/STORAGE LOCATION:

                  ONLY SVXA RECORDS WILL BE PROCESSED

ENTER SALES IFB NUMBER.  PRESS <RETURN>
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 243 - Roll IFB Item to Status A

```
replace | not stored | update |

udaz4300.027                    DAISY                          03/04/04
s9d3890                ROLL IFB ITEM TO STATUS A              16:23

   SALES IFB NUMBER:  314004          SALES IFB ITEM NUMBER:   0004

                    SITE/STORAGE LOCATION:  A JONJONJON

ANY ENTRY WILL CHANGE DTIDs AND SCRAP THAT MATCH THIS IFB/IFB ITEM NUMBER.

                  ONLY SVXA RECORDS WILL BE PROCESSED

ENTER SITE LOCATION CODE, PRESS <RETURN> TO CONTINUE; <F9> TO UPDATE,<F1> EXI
F6-Help Mnu | F7-Clr-Add | F8-Rep/Ins | F9-Add/Upd | F11-Rcll Fld | F10-More Key
```

This process is used to remove all Sales IFB information from all DTIDs associated with the IFB and IFB Item Number.

WARNING: DO NOT use this process when rolling back CV IFB Item Numbers. Since the same IFB Number and IFB Item Number are used repeatedly, all records still on the database will roll back.

4.6.3.—ROLL SCRAP ID TO STATUS A

Figure 244 - Roll Scrap Id to Status A

```
replace | not stored | update |

udaz4500.014                    DAISY                          02/23/04
s9d3890                ROLL SCRAP ID TO STATUS A                15:10

     PROPERTY LOCATION RIC:  SVXA
                  SCRAP ID:

ENTER SCRAP ID. OR PRESS <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 245 - Roll Scrap Id to Status A

```
replace | stored | update | record    1 of    1 |

udaz4501.023                    DAISY                          03/04/04
s9d3890                ROLL SCRAP ID TO STATUS A                16:29

     PROPERTY LOCATION RIC:  SVXA
                  SCRAP ID:  LE1KA0A

  SCRAP CLASSIFICATION NAME:
     UNPREPARED LIGHT MELTING STEEL SUITABLE FOR COMM. INTO NO 2 BUNDLES

  SITE/STOR LOCATION:  A0 JONJONJON        SALES REFERRAL NO: SVXA

  QUANTITY AVAILABLE:  286                 SALES REFERRAL ITEM NO:

  RECORD STATUS CODE:  B                   IFB NUMBER:  314004

  BIDDER REGISTRATION NO:                  IFB ITEM NUMBER:  0005

ENTER BIDDER REGISTRATION NUMBER. PRESS <F9> TO UPDATE. <F1> TO EXIT.
F12-Expl Err | F13-Clr-Find | F14-Prv Set | F15-Nxt Set | F16-Frst Rec | F10-More Key
```

This process is used to remove Sales IFB information associated to a Scrap ID.

4.7.—SALES INQUIRY PROCESS

Figure 246 - Sales Inquiry Process

```
ACCELL/SQL
[udaz50go]                SALES INQUIRY PROCESS                Menu Item 1 of 3

                  1.  DTID INQUIRY

                  2.  SCRAP INQUIRY

                  3.  SALES EXTRACT REPORT PROCESS

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.7.1.—DTID INQUIRY

Figure 247 - DTID Inquiry

```
replace |                |find |     |                        |
UDAZ5010.031                      DAISY                          02/23/04
s9d3890                         DTID INQUIRY                      15:13

  DTID NUMBER:                                PROPERTY LOCATION RIC: SVX
         NAME:                                PROPERTY LOCATION RIC SFX:

       IFB NO:            TYPE SALE CD:      BID OPENING DATE:
  IFB ITEM NO:                                   RCD STAT CD:
 SALES REF NO:
 SLS REF ITEM:                  NEXT FORM to search on SITE/STG LOCATION
 TOTAL SALES PROCEEDS:
          NSN:                                      DEMIL CD:
    QTY AVAIL:                                         HM/HW:
   UNIT PRICE:                                          UDJC:
 SPCL HDLG CD:                                           MSC:
    ACCT CODE:                                            UI:
                                                         FCC:

ENTER DTID NUMBER. PRESS <F3> TO FIND OR <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Find      |            |F5-Fld Help |F10-More Key
```

This process is used for finding information on usable property DTIDs.

4.7.2.—SCRAP INQUIRY

Figure 248 - Scrap Inquiry

```
replace                    find
UDAZ5100.018                    DAISY                                02/23/04
s9d3890                   SCRAP ID INQUIRY                           15:14

   * * * PROP LOC RIC * * *
            RIC:  SVX                          UNIT OF ISSUE:
            SFX:                          SITE STORAGE LOC CD:
                                                  HM/HW CODE:
                                                 STATUS CODE:
   * * * SCRAP ID * * *                     WEIGHT AVAILABLE:
    SCL/SCT PREFIX:
          SCL CODE:                                   IFB NR:
 SCL/SCT SITE CODE:                               IFB ITEM NR:
        DEMIL CODE:                              SALES REF NR:
    TYPE SALE CODE:                         SALES REF ITEM NR:
                                             BID OPENING DATE:
                                         TOTAL SALES PROCEEDS:
 SCRAP CLASSIFICATION NAME:

'ENTER LOCATION SUFFIX PRESS RETURN. F1 TO EXIT'
F1-Prv Form |F2-Nxt Form |F3-Find        |            |F5-Fld Help |F10-More Key
```

This process is used to find information on scrap IDs.

4.7.3.—SALES EXTRACT REPORT PROCESS

Figure 249 - Sales Extract Report Process

```
                                ACCELL/SQL
[udaz60go]              SALES EXTRACT REPORT PROCESS       Menu Item 1 of 2

                   1.  DTID EXTRACT REPORT

                   2.  SCRAP EXTRACT REPORT

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

4.7.3.1.—DTID EXTRACT REPORT

Figure 250 - DTID Extract Report

```
replace  not stored        update        record     1 of     1

UDAZ6010 027                        DAISY                          02/23/04

              PROPERTY LOCATION RIC:   SVX
              ENTER THE OPTION:

              1.  RECORD STATUS CODE:    OR   OR   OR

                  MATERIAL SCREENING CODE:    OR   OR   OR

              2.  RECORD STATUS CODE Z WITH PREVIOUS RECORD
                  STATUS OTHER THAN Z (HAZARDOUS M/W/ONLY)

              NUMBER OF DAYS IN RECORD STATUS CODE:  0
              IN RECORD STATUS CODE FROM          TO

  REPORT SEQUENCE:    (by Stock ID = 1, by Site/Storage Location = 2)

    VERIFY SCREEN:      (NEXT REPORT SEQUENCE NUMBER IS      )

ENTER DRMO RIC SUFFIX OR PRESS <F1> TO RETURN TO MENU.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

This inquiry is used to create resolution listings. For example, items over 60 days in RSC A, items in RESI B, etc., by selecting any combination of choices.

Option 1: A very useful tool and can be used to create an HM/HW report.

Option 2: Will create a report providing all HM/HW DTIDs in RSCs.

Figure 251 - DTID Extract Report

```
replace  not stored        update        record     1 of     1

UDAZ6010 027                        DAISY                          03/05/04

              PROPERTY LOCATION RIC:   SVXA
              ENTER THE OPTION:        1

              1.  RECORD STATUS CODE:  A OR C OR B OR W

                  MATERIAL SCREENING CODE:    OR   OR   OR

              2.  RECORD STATUS CODE Z WITH PREVIOUS RECORD
                  STATUS OTHER THAN Z (HAZARDOUS M/W/ONLY)

              NUMBER OF DAYS IN RECORD STATUS CODE:  60
              IN RECORD STATUS CODE FROM          TO

  REPORT SEQUENCE: 2  (by Stock ID = 1, by Site/Storage Location = 2)

    VERIFY SCREEN:  Y   (NEXT REPORT SEQUENCE NUMBER IS 0055 )

PRESS <RETURN> TO START THE BACKGROUND REPORT
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

Once the selection has been made and the information has been verified, answer -Y –to initiate query. The report can be found in Access Reports.

Figure 252 - DTID Extract Report - Final Screen

```
UDAZ6040.001  EIN s9d3890            DTID EXTRACT REPORT          03/05/04
PROPERTY LOCATION RIC: SVXA          DRMO COLUMBUS                13:06
DTID RECORDS IN RSC STATUS ACBW 60   DAY(S) OR MORE   SORT = LOCATION CODE
DTID RECORDS IN MSC                  DATE RANGE          -



DTID: SX146532545349    NSN: 7110  OOFURN          ITEM DEMIL/DEMIL PRFMD CD: A
DT RCVD: 09/11/03  DT ENT RSC: 05/30/03     DAYS IN RSC: 280   QTY O/H: 50
RSC: A U/I: EA    SITE CD: 50  STG CD: 022334455    REF/IFB NO:
REF/IFB ITEM:                     ITEM NAME: CHAIR

DTID: SX146532545339    NSN: 7025  OOTABLE         ITEM DEMIL/DEMIL PRFMD CD: A
DT RCVD: 01/23/03  DT ENT RSC: 12/26/03     DAYS IN RSC: 70    QTY O/H: 15
RSC: A U/I: EA    SITE CD: A0  STG CD: 123456789    REF/IFB NO:
REF/IFB ITEM:                     ITEM NAME: TABLE METAL

DTID: FB2067302200001    NSN: 7025  OOTABLE         ITEM DEMIL/DEMIL PRFMD CD: A
DT RCVD: 01/23/03  DT ENT RSC: 05/30/03     DAYS IN RSC: 280   QTY O/H: 50
Select      PRESS <ENTER> TO CONTINUE, P FOR PREVIOUS SCREEN
            [+|-]n FOR [+|-]n SCREENS, Q TO QUIT DISPLAY.
Selection: f
Number of Pages 368 Screen 1 of 1214
```

An example of the Report Results is shown above.

4.7.3.2.—SCRAP EXTRACT REPORT

Figure 253 - Scrap Extract Report - Resolution Listings

```
replace | not stored      | update |

UDAZ6110 020                        DAISY                          02/23/04
s9d3890                       SCRAP EXTRACT LIST                    15:18

     PROPERTY LOCATION RIC:   SVX

     ENTER THE OPTION FOR ONE OF THE FOLLOWING:
         1.  RECORD STATUS CODE  A
         2.  RECORD STATUS CODE  B
         3.  RECORD STATUS CODE  C
         4.  RECORD STATUS CODE  A OR B OR C
         5.  RECORD STATUS CODE  D OR E OF G OR H
         6.  RECORD STATUS CODE  K
     OPTION:

     NUMBER OF DAYS IN RECORD STATUS CODE:  60

  REPORT SEQUENCE:    (by SCRAP ID = 1, by SITE/STORAGE LOCATION CD = 2)

     VERIFY SCREEN:      (NEXT REPORT SEQUENCE NUMBER IS      )

ENTER DRMO RIC SUFFIX OR PRESS <F1> TO RETURN TO MENU
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This extract is used to create resolution listings for scrap using the options listed above for a certain period of time.

Figure 254 - Scrap Extract Report - Initiate Report Screen

```
replace | not stored | update |

UDAZ6110 020                          DAISY                          03/05/04
s9d3890                        SCRAP EXTRACT LIST                     13:23

     PROPERTY LOCATION RIC:   SVXA

     ENTER THE OPTION FOR ONE OF THE FOLLOWING:
         1.  RECORD STATUS CODE  A
         2.  RECORD STATUS CODE  B
         3.  RECORD STATUS CODE  C
         4.  RECORD STATUS CODE  A OR B OR C
         5.  RECORD STATUS CODE  D OR E OF G OR H
         6.  RECORD STATUS CODE  K
     OPTION:  3

     NUMBER OF DAYS IN RECORD STATUS CODE:  90

  REPORT SEQUENCE: 1  (by SCRAP ID = 1, by SITE/STORAGE LOCATION CD = 2)

     VERIFY SCREEN:  Y   (NEXT REPORT SEQUENCE NUMBER IS 0938 )

PRESS <RETURN> TO START THE BACKGROUND REPORT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 255 - Scrap Extract Report - Final Screen

```
UDAZ6120.016    EIN s9d3890       SCRAP RESI REPORT                 03/05/04
PROPERTY LOCATION RIC: SVXA       DRMO COLUMBUS                     13:25
SCRAP RECORDS IN STATUS [C]    90  DAY(S) OR MORE   SORT = BY SCRAP ID


SCRAP ID: L B00 A9 B     SCL NAME: RUBBISH, TRASH OR ANY TYPE OF
RSC: C    DT ENT RSC: 03/14/03    DAYS IN RSC: 357     QTY O/H: 4467
U/I: LB    SITE/STG CD:  SVXAB5ABCDEFG1R       REF/IFB NO: 313886
REF/IFB ITEM: 0032


SCRAP ID: L B00 BM A     SCL NAME: RUBBISH, TRASH OR ANY TYPE OF
RSC: C    DT ENT RSC: 03/13/03    DAYS IN RSC: 358     QTY O/H: 3
U/I: LB    SITE/STG CD:  SVXAJKAOB012345       REF/IFB NO: 2730XZ
REF/IFB ITEM: 0002


SCRAP ID: L C01 A0 A     SCL NAME: BURLAP, INCLUDES OSNABURG
RSC: C    DT ENT RSC: 05/07/03    DAYS IN RSC: 303     QTY O/H: 135
Select      PRESS <ENTER> TO CONTINUE, P FOR PREVIOUS SCREEN
            [+|-]n FOR [+|-]n SCREENS, Q TO QUIT DISPLAY.
Selection:
Number of Pages 2 Screen 1 of 5
```

Results are shown above.

4.8.—REIMBURSEMENT PROCESS

Figure 256 - Reimbursement Process

```
ACCELL/SQL
[udmr30go]                REIMBURSEMENT PROCESS          Menu Item 1 of 3

                  1.  UPDATE GENERATOR REIMBURSEMENT FILE

                  2.  GENERATOR REIMBURSEMENT FILE INQUIR

                  3.  SPECIAL FUND REPORTS PROCESS

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

Option 1: Should be used to load Generator Reimbursement (fund citation).

Option 2: Used for an inquiry.

Option 3: Used for a report.

4.8.1.—UPDATE GENERATOR REIMBURSEMENT FILE

Figure 257 - Update Generator Reimbursement File

```
replace -not stored      -update -     -                    -

udmr3010.15          REIMBURSEMENT TRACKING SYSTEM              02/23/04
s9d3890       UPDATE GENERATOR FUND CITE/MAILING ADDRESS        15:21

  LOCAL SALE SPECIAL FUNDING CODE:
                            DODAAC:
                REIMBURSEMENT CODE:
          PERCENT OF REIMBURSEMENT:
          DIRECT DEPOSIT INDICATOR: N
                          FUND CITE:



  To add a new record:            Enter data, press <F9>.
  To update an existing record:   Press <F13>, <F3>.
                                  Select record for update using <F3>, <F4>.
                                  Make changes and press <F9>.
  To update the local dodaac mailing address data: Press <F2>.
  To exit:                        Press <F1>.

ENTER LOCAL SALE SPECIAL FUNDING CODE
F1-Prv Form -F2-Nxt Form -F3-Prv Rec  -F4-Nxt Rec  -F5-Fld Help -F10-More Key
```

The fields above are explained as follows:

LOCAL SALE SPECIAL FUNDING CODE: A two-digit code that ties back to the Generating Activity for reimbursable reports and adding reimbursement data to the IFB. These codes are established by the DRMO.

DODAAC: Use DoDAAC from DTID, if there is a fund cite on the DTID.

REIMBURSEMENT CODE: A one-digit code that relates to the type of property considered reimbursable, RRRP. These are listed in the **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.

PERCENT OF REIMBURSEMENT: Generally, this will be 100% because DNSP, or the local sale program, will manage further breakdown of proceeds distribution.

DIRECT DEPOSIT INDICATOR: Input –Y‖ or -N‖ depending on the following conditions:

Use N if the Generating Activity is not serviced by DFAS. User must manually input the fund citation. The check mailing address will be entered on the next screen.

Use Y if the Generating Activity is serviced by DFAS. After inputting –Y‖, a pop-up screen will appear and the direct deposit fund cite may be selected.

FUND CITE: Input the applicable fund citation (appropriations) that appears on the DTID.

Figure 258 - Update Generator Reimbursement File

```
...-r3010.15          REIHII.R:iEJ£HT TRA:Kitli  SYSTEH          03/05104
s9d3890        I..POOTE mERAT(J;! F1..tiD CITEIKUL.Itli ADIJ<ESS   13:48

I...II:I'I.. SI4..E  SPEI:IAI...  FI.HIIItli COIE: M
                                  WD+L:  ...,....;.+g'\1
                REIHII.R:iEJ£HT  COIE: C
        PERCENT (F REIH   II.R:iEJ£HT:
        100 illRECT I£f1J51T  IHDICAT(J;!:
        Y
                                F1..tiD CITE:
97)(8164.6400 4601 962  533181

To add a fIleIII 1 eco1d:          Enter data, press <F9>.
To ...,date an existing 0 ecoo d:  Press <F13>, <F3>.
                                   Se1ect •eco1d 'for ...,date t..:Sang <F3>, <F4>.
                                   Hake changes and press <F9>-
To ...,date the local •h'e= •ailing acXIo data:Press <F2>.
To exit:                           Press <F1>.

ENTER LOCAL DODAAC
F1-Prv Form -F2-Nx
```

4.8.2.—GENERATOR REIMBURSEMENT FILE INQUIRY

Figure 259 - Generator Reimbursement File Inquiry - Results

```
replace -not stored      -update -     -                    -

udmr3100.1            REIMBURSEMENT TRACKING SYSTEM              02/23/04
s9d3890       INQUIRY ON REIMBURSEMENT FUND CITES/ADDRESSES      15:22

INQUIRY PARAMETERS:
    DODAAC:
    REIMBURSEMENT CODE:
    FUND CITE:

    CHECK MAILING ADDRESS LINE 1:


TYPE OF OUTPUT DESIRED:

*************************************************************************
*     NOTE: ENTER INQUIRY PARAMETERS AND TYPE OF OUTPUT DESIRED,        *
*           THEN PRESS <ENTER>                                          *
*************************************************************************

LEAVE BLANK, ENTER '%', PARTIAL DODAAC PLUS '%', OR  VALID LOCAL DODAAC
F1-Prv Form -F2-Nxt Form -F3-Prv Rec  -F4-Nxt Rec  -F5-Fld Help -F10-More Key
```

This is a query to identify specific Generating Activity and reimbursement information. This same information can be obtained from the screen above.

4.8.3.—SPECIAL FUND REPORTS PROCESS

Figure 260 - Special Fund Reports Process

```
                              ACCELL/SQL
[udmr32go]            SPECIAL FUND REPORTS PROCESS       Menu Item 1 of 3

                  1.  SCRAP REFERRAL SPECIAL FUNDING SHEE

                  2.  SCRAP IFB SPECIAL FUNDING SHEET

                  3.  SCRAP REIMBURSEMENT SUMMARY REPORT

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

Figure 261 - Special Funding Report by Referral Number

```
replace | not stored | update |  | record  1 of  1 |

udmr3210.6          REIMBURSEMENT TRACKING SYSTEM          03/05/04
s9d3890       REQUEST 1709 REFERRAL SPECIAL FUNDING REPORT  14:28

 SALES REFERRAL NUMBER:

ENTER SALES REFERRAL NUMBER
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process captures the reimbursement information by Referral Number and is used in the contract folder as a tool to ensure all reimbursement vouchers have been processed correctly. This will create a report. To view and/or print this report, go to Access Reports.

4.8.3.1.—SCRAP REFERRAL SPECIAL FUNDING SHEET

Figure 262 - Referral Special Funding Report by IFB Number

```
replace | not stored | update |  |  |  |

udmr3410.6          REIMBURSEMENT TRACKING SYSTEM          02/23/04
s9d3890       REQUEST 1709 IFB SPECIAL FUNDING REPORT       15:25

 SALES IFB NUMBER:

ENTER SALES IFB NUMBER
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process captures the reimbursement information by IFB Number and is used in the contract folder as a tool to ensure all reimbursement vouchers have been processed correctly. This will create a report. To view and/or print this report, go to Access Reports

4.8.3.2.—SCRAP IFB SPECIAL FUNDING SHEET

Figure 263 - Scrap IFB Special Funding Sheet

```
replace | not stored | update |  | record  1 of  1 |

udmr3410.6          REIMBURSEMENT TRACKING SYSTEM          08/11/05
s9d3052       REQUEST 1709 IFB SPECIAL FUNDING REPORT      12:30

 SALES IFB NUMBER:  [redacted]

ENTER SALES IFB NUMBER
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

4.8.3.3.—SCRAP REIMBURSEMENT FUNDING SHEET

Figure 264 - Scrap Reimbursement Funding Summary Report by Scrap ID

```
replace | not stored | update |

udmr3610.4          REIMBURSEMENT TRACKING SYSTEM          02/23/04
s9d3890             REIMBURSEMENT SUMMARY REPORT           15:27

 SCRAP ID:  [redacted]

 DATE RANGE:          TO

ENTER SCRAP ID
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This is used to create a report reflecting the summary of reimbursement by Scrap ID. To view and/or print this report, go to Access Reports.

4.9.—SUBDIVIDE AFTER RECEIPT

Figure 265 - Subdivide After Receipt

```
replace | not stored | update |

udaz9000.2.1                    Daisy                    02/23/04
  s9d3890                SUBDIVIDE AFTER RECEIPT          15:29

                                  Current Location
Dtid no:                Qty:  0

Enter a dtid number to subdivide. Press Enter.  (Press <F1> to exit)
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This process is used to subdivide a large quantity into smaller groups. An example of this would be items that were damaged in the warehouse. The damaged items can be subdivided from the original, and then downgraded to scrap using the appropriate processes. The usable property would continue through to disposition.

The following entries should be made:

Dtid no: 14-15 characters, input the DTID. If a 14- digit DTID is input, press <Enter> and this will display the "Subdivision entry window". If a 15-digit DTID is input, the system will automatically display the "Subdivision entry window." The system displays the quantity and storage location from the DTID.

Qty: 1-5 characters, input the quantity to be removed/subdivided from the original DTID and press <Enter>.

New Location: 1-11 characters, if the subdivided quantity is stored at a new location, input the new storage location and press <Enter>. The system displays the message, "Input the site/storage location for a relocation or press <Enter>."

(1) If a new storage location is entered, the system adds the location to the file, displays a UCN, and moves the cursor to a new line for another subdivided quantity to be added. The system displays the message, "Enter additional subdivided quantity or press <F9> to create the subdivision."

(2) If a new storage location should not be added to the Site/Storage Location file, press <Enter>. The system displays a UCN for the subdivided quantity and moves the cursor to a new line to add another subdivided quantity. The DTID may be subdivided until the quantity is zero.

Each subdivision has a UCN assigned by the system. After the second subdivision, the system asks, "Add the Site/Storage Location? Y or N?‖.

When finished with the subdivisions for the DTID record, press <F9>. Annotate new locations on the DTID in the source document file.

When relocating property as the result of a subdivision, downgrade, DEMIL, or for a different reason, update the new location on the DTID in the source document file. This may be done by annotating the DTID, or by attaching documentation (placards) with the new location(s) to the DTID.

Figure 266 - Subdivide After Receipt

```
replace | stored | update |  | record  1 of  4 | records found

udaz9001.1.13                Daisy                        03/05/04
  s9d3890              SUBDIVIDE AFTER RECEIPT              14:35

                                  Current Location  SSSSSSSSSSS
Dtid no:  FB230031110002    Qty:  1

                    New Location              UCN
  0                 AOJONJONJON
  3                 AOJONJONJON         udaz927909TMP01
  4                 BMAOBMBMBMB         udaz927909TMP02
  2                 AOC012SGGHG         udaz927909TMP03
  10                AOJONJONJON         udaz927909TMP04

Enter additional subdivided qty or Press F9 to create the subdivision.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

After the DTID Number is entered, the above screen is displayed. The divisions cannot exceed the quantity displayed. At a minimum, one each must remain on the original DTID. The subdivided records are assigned a Unique Control Number (UCN). These UCNs are permanently tied to the Original DTID.

Figure 267 - Inquire By DTID Number - Record Status & History

```
replace | stored          | update | zoom | record     1 of     1 |
udwc2164 021            INQUIRE BY DTID NUMBER              03/05/04  14:41

 PLR: SVXA DT RCVD: 03/21/03  RSC: A  DEMIL/PRFMD: A  HM/HW CD:    REIM-CD: R

ORIG DTID:                 RELATED DTID:SX146540655388  SLS RFRL:

      DTID          STORAGE LOCATION   SCL/SCT NBR   FSC  NIIN
  FB230031110002      SS SSSSSSSSS                   7210 000CHIARS

PRESS <F2> TO VIEW HISTORY DATA FOR THIS DTID;  <F20> FOR ACCOUNTABLE RCD
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

By inputting the Original DTID Number in Record Status and History, the Inquiries Menus, the association, and the transactions that are created, may be viewed.

Figure 268 - Event History

```
replace | stored          | update |      | record     3 of     6 |
udwc2998 020                EVENT HISTORY                     03/05/04  14:41

                    HIST ID   FB230031110002

        VIEW ID       TRX DT        EIN       TRX QTY        DTID_NO
        XR1          03/25/03     s9d3518                  FB230031110002
        UFC          03/25/03     s9d3518                  FB230031110002
        MDS          03/05/04     s9d3890                  FB230031110002
        MDS          03/05/04     s9d3890                  FB230031110002
        MDS          03/05/04     s9d3890                  FB230031110002
        MDS          03/05/04     s9d3890                  FB230031110002

Press <F4> to select rcd, then <F2> to view TTC; <F20> for pre-rcpt/toa trx
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The MDS TTC is the record creating the Subdivided DTID.

4.10.—SINGLE-CYCLE TRANSACTIONS

Figure 269 - Marketing Menu - Single Cycle Transactions

```
ACCELL/SQL
[udom1809]                    MARKETING MENU                Menu Item 10 of 10

                  2.  DNSP REFERRAL PROCESSES

                  3.  SALES IFB PROCESS

                  4.  SALE/SHIPMENT PROCESS

                  5.  SALES REVERSAL PROCESS

                  6.  SALES ROLLBACK PROCESS

                  7.  SALES INQUIRY PROCESS

                  8.  REIMBURSEMENT PROCESS

                  9.  SUBDIVIDE AFTER RECEIPT

                 10.  SINGLE CYCLE TRANSACTIONS

Selection:
To see more function key labels,  press the function key labeled "More Key"
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

Under the Marketing Menu, there is a hidden menu selection for *SINGLE CYCLE TRANSACTIONS*. Notice on the screen above, it states Menu Item 10 of 10. Number 10 does not display when the Menu is first displayed. *The user must input a "10" or arrow down the menu to the "10".*

Figure 270 - Single Cycle Transactions

```
ACCELL/SQL
[udwg10go]              SINGLE CYCLE TRANSACTIONS           Menu Item 1 of 2

                  1.  ACCUMULATION RELEASE TRANSACTION

                  2.  CHANGE MSC

Selection:
To see more function key labels,  press the function key labeled "More Key"
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

There are two processes under this menu selection.

4.10.1.—ACCUMULATION RELEASE TRANSACTION

Figure 271 - Update Accumulation Release Date

```
replace | stored          | update | zoom | record     1 of     1 | records found
udwg1001.014        UPDATE ACCUMULATION RELEASE DATE          03/05/04  14:57

                    ACCUMULATION NUMBER:       SVXA4N99
                    ACCUMULATION CLOSE DATE:   03/12/04

Enter cycle date accumulation will close (MM/DD/YY) (zoom-F20). Press (F9)
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The Update Accumulation Release Date is used to change the accumulation close date. The date must be a Friday in the future. This must be done prior to the accumulation closing.

4.10.2.—CHANGE MSC

Figure 272 - Change MSC

```
replace | not stored      | update |
                              DAISY
  udaz7200.004              CHANGE MSC                    03/05/04
                                                            14:58

          DTID NUMBER:                        MSC:

ENTER DTID NUMBER.  PRESS <RETURN> TO CONTINUE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.—INQUIRIES MENU

Figure 273 - Inquiries Menu

```
                              ACCELL/SQL
[udaz50go]                  INQUIRIES MENU                Menu Item 1 of 9

                  1.  DTID INQUIRY

                  2.  SCRAP INQUIRY

                  3.  RECORD STATUS AND HISTORY

                  4.  DTID INTERROGATION REQUEST

                  5.  NSN INTERROGATION BY DRMO

                  6.  VIEW DRMO TABLES

                  7.  CONSOLIDATED INQUIRIES MENU

                  8.  INTERACTIVE REPORTS

                  9.  1143 OPTIONS MENU

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

The DAISY Inquiries Menu is a valuable tool for anyone that uses DAISY. The information derived from the queries can be used to see the audit trail, check status, and provide management information on the accountable record.

5.1.—DTID INQUIRY

Figure 274 - DTID Inquiry

```
replace |                |find |     |                        |
UDAZ5010.031                      DAISY                          02/23/04
s9d3890                        DTID INQUIRY                       15:32

  DTID NUMBER:                                PROPERTY LOCATION RIC: SVX
         NAME:                                PROPERTY LOCATION RIC SFX:

       IFB NO:            TYPE SALE CD:       BID OPENING DATE:
  IFB ITEM NO:                                     RCD STAT CD:
 SALES REF NO:
 SLS REF ITEM:                  NEXT FORM to search on SITE/STG LOCATION
 TOTAL SALES PROCEEDS:
          NSN:                                        DEMIL CD:
    QTY AVAIL:                                           HM/HW:
   UNIT PRICE:                                            UDJC:
 SPCL HDLG CD:                                             MSC:
    ACCT CODE:                                              UI:
                                                            FCC:

ENTER DTID NUMBER. PRESS <F3> TO FIND OR <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Find      |            |F5-Fld Help |F10-More Key
```

Figure 275 - DTID Inquiry

```
replace | stored/modified | update |        | record     1 of     1 | records found

UDAZ5010.031                          DAISY                          03/05/04
s9d3890                            DTID INQUIRY                       15:18

  DTID NUMBER:  FB632120870052                PROPERTY LOCATION RIC: SVX
         NAME:  AMPLIFIER,SIGNAL              PROPERTY LOCATION RIC SFX: A

      IFB NO:  314004    TYPE SALE CD:  5    BID OPENING DATE:  03/20/04
  IFB ITEM NO:  0004                              RCD STAT CD:  B
 SALES REF NO:  SVXA                         STORAGE LOCATION:  A050150AA
 SLS REF ITEM:                                  SITE LOCATION:  AD
 TOTAL SALES PROCEEDS:
          NSN:  1680010248736SX                      DEMIL CD:  D
    QTY AVAIL:  1                                       HM/HW:
   UNIT PRICE:  2280.52                                  UDJC:
 SPCL HDLG CD:                                            MSC:  L
    ACCT CODE:  A                                          UI:  EA
                                                          FCC:  HX

ENTER DTID NUMBER. PRESS <F3> TO FIND OR <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The DTID Inquiry is used to display the accountable record information reflected above.

5.2.—SCRAP ID INQUIRY

Figure 276 - Scrap ID Inquiry

```
replace |                | find |      |                |
UDAZ5100.018                          DAISY                          02/23/04
s9d3890                            SCRAP ID INQUIRY                   15:34

  * * * PROP LOC RIC * * *
            RIC:  SVX                          UNIT OF ISSUE:
            SFX:                          SITE STORAGE LOC CD:
                                                 HM/HW CODE:
                                                STATUS CODE:
  * * * SCRAP ID * * *                     WEIGHT AVAILABLE:
   SCL/SCT PREFIX:
          SCL CODE:                                  IFB NR:
SCL/SCT SITE CODE:                              IFB ITEM NR:
        DEMIL CODE:                             SALES REF NR:
   TYPE SALE CODE:                         SALES REF ITEM NR:
                                            BID OPENING DATE:
                                         TOTAL SALES PROCEEDS:
SCRAP CLASSIFICATION NAME:

'ENTER LOCATION SUFFIX PRESS RETURN. F1 TO EXIT'
F1-Prv Form | F2-Nxt Form | F3-Find |          | F5-Fld Help | F10-More Key
```

Figure 277 - Scrap ID Inquiry

```
replace | stored/modified | update |      | record     1 of     1 | records found
UDAZ5100.018                    DAISY                                  03/05/04
s9d3890                   SCRAP ID INQUIRY                             15:19

  * * * PROP LOC RIC * * *
          RIC:  SVX                          UNIT OF ISSUE:  LB
          SFX:  A                      SITE STORAGE LOC CD:      Z2ASFDSFFDF
                                                HM/HW CODE:
                                               STATUS CODE:  C
  * * * SCRAP ID * * *                     WEIGHT AVAILABLE:  2157
   SCL/SCT PREFIX:  L
         SCL CODE:  E1K                              IFB NR:  313886
SCL/SCT SITE CODE:  A7                          IFB ITEM NR:  0031
       DEMIL CODE:  B                          SALES REF NR:  SVXA3RRR
   TYPE SALE CODE:  5                     SALES REF ITEM NR:  0031
                                           BID OPENING DATE:  03/03/03
                                       TOTAL SALES PROCEEDS:  200.00
SCRAP CLASSIFICATION NAME:
    UNPREPARED LIGHT MELTING STEEL SUITABLE FOR COMM. INTO NO 2 BUNDLES

"ENTER SCRAP ID PREFIX PRESS RETURN. F1 TO EXIT."
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Scrap ID Inquiry is used to display information pertinent to the scrap pile. The data selected is limited in accordance with the choices input. Only one record will be displayed at a time if multiple records are selected.

5.3.—RECORD STATUS AND HISTORY

Figure 278 - Inquire Status Screen

```
replace | not stored      | update |      | record     1 of     1 |
udwc21   023              INQUIRE STATUS SCREEN            02/23/04  15:35


    PROPERTY LOCATION RIC:   SVXA

    INQUIRE BY ONE OF THE FOLLOWING SELECTIONS:

         DTID NBR:
    -OR-
         STORAGE LOCATION:
    -OR-
         SCL/SCT NBR:
    -OR-
         HISTORY ID:
    -OR-
         PRELOT NBR:
    -OR-
         CONTRACT NBR:      -

ENTER DRMO RIC AND SUFFIX TO INQUIRE ON.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 279 - Inquire by DTID Number - Record Status & History

```
replace | stored          | update | zoom | record     1 of     1 | records found
udwc2164 021          INQUIRE BY DTID NUMBER              03/05/04   15:20

 PLR: SVXA DT RCVD: 03/06/03  RSC: A  DEMIL/PRFMD: A  HM/HW CD: M  REIM-CD:

ORIG DTID:                RELATED DTID:                SLS RFRL:

      DTID          STORAGE LOCATION   SCL/SCT NBR   FSC  NIIN
  FB635530650001      JR ROBERTSON                  9999 00LSN

PRESS <F2> TO VIEW HISTORY DATA FOR THIS DTID;  <F20> FOR ACCOUNTABLE RCD
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Record Status and History is a very valuable tool. It displays all transactions that have been processed against a DTID or Scrap Record.

Figure 280 - Record Event History

```
replace | stored          | update |      | record     1 of     8 | records found
udwc2998 020                EVENT HISTORY                     03/05/04   15:20

                    HIST ID   FB635530650001

          VIEW ID      TRX DT        EIN       TRX QTY        DTID_NO
          XR1          03/06/03      nfa1762                  FB635530650001
          FAD          03/10/03      daisy                    FB635530650001
          FAD          03/10/03      ambatch                  FB635530650001
          XAZ          04/07/03      nfa2054                  FB635530650001
          XRZ          04/07/03      nfa2054                  FB635530650001
          HM3          04/07/03      nfa2054                  FB635530650001
          HMT          04/07/03      nfa2054                  FB635530650001
          XDH          04/07/03      nfa2054                  FB635530650001

Press <F4> to select rcd, then <F2> to view TTC; <F20> for pre-rcpt/toa trx
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Once the desired record is selected, the Type Transaction Codes (TTC) recorded for that asset is displayed. It includes the Employee Identification Number (EIN) of the person executing the transaction, the date of the transaction, and the TTC. TTCs are defined in the **CAT Book** <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>. After selecting the specific TTC (by pressing <F2>), the detailed information for that transaction is displayed.

5.4.—DTID INTERROGATION REQUEST

Figure 281 - DTID Interrogation Request

```
replace                    find

udri1001.015                    DAISY                                  02/23/04
s9d3890                DTID INTERROGATION REQUEST                        15:36

NSN                          DRMO DODAAC            PROPERTY LOC DODAAC
DTID                    INTERROGATOR RIC SVXA
     M R S                          D
SITE S S H   QTY   QTY   UI FD R M   DEI      ESD     W/LOC         UNIT
     C C C   RCVD AVAIL     CC C L                   LOT/NO        PRICE

END FES  EPPL#  MPD       TO GSA    ARD      REFD   IFB   ITEM   INSP     BOD

PLEASE ENTER DTID and press <F3> FIND
F1-Prv Form |F2-Nxt Form |F3-Find          |F5-Fld Help |F10-More Key
```

Figure 282 - DTID Interrogation Request

```
replace |stored          |update |      |record     1 of     1|records found

udri1001.015                    DAISY                                  03/05/04
s9d3890                DTID INTERROGATION REQUEST                        15:22

NSN  999900HAZMAT            DRMO DODAAC SX1465     PROPERTY LOC DODAAC SX1465
DTID FB63553098NM01     INTERROGATOR RIC SVXA     HAZ MAT
     M R S                          D
SITE S S H   QTY   QTY   UI FD R M   DEI      ESD     W/LOC         UNIT
     C C C   RCVD AVAIL     CC C L                   LOT/NO        PRICE
 SS  X A       10    10  EA HX   A  03098    03101   SSSSSSSSS 50.00

END FES  EPPL#  MPD       TO GSA    ARD      REFD   IFB   ITEM   INSP     BOD
                03101               03101    *****                        *****

Press <F2> NEXT FORM for FREEZE/TRANSFER ORDER info; Clear to Find to Contin
F1-Prv Form |F2-Nxt Form |F3-Prv Rec |F4-Nxt Rec |F5-Fld Help |F10-More Key
```

The DTID Interrogation provides the above information.

5.5.—NSN INTERROGATION BY DRMO

Figure 283 - NSN Interrogation by DRMO

```
replace                    find
udri2001.014                          DAISY                                  02/23/04
s9d3890                 NSN INTERROGATION BY DRMO                            15:37

    NSN    [redacted]-[redacted]-[redacted]      DRMO RIC  SVX
S
I  M R          F                                                            D
T  S S  QTY     C  FZ      UNIT       RMB                                    M
E  C C AVAIL UI C  CD      PRICE      CD       DTID        STORAGE    ESD     L

ENTER THE FSC OF THE NSN, PRESS <RETURN>.
F1-Prv Form | F2-Nxt Form | F3-Find | | F5-Fld Help | F10-More Key
```

Figure 284 - NSN Interrogation by DRMO

```
replace | stored | update | | record    1 of    2 | records found
udri2001.014                          DAISY                                  03/05/04
s9d3890                 NSN INTERROGATION BY DRMO                            15:23

    NSN  1680-010248736-SX      DRMO RIC  SVX
S
I  M R          F                                                            D
T  S S  QTY     C  FZ      UNIT       RMB                                    M
E  C C AVAIL UI C  CD      PRICE      CD       DTID        STORAGE    ESD     L

AD L B     1 EA HX          $2,280.52     FB6321208700052  A050150AA  03080 D
AD N W     1 EA HX          $2,280.52     FB632121140024   A050150BA  03066 D

PRESS <F14> PREV SET, <F15> NEXT SET OR <F13> CLEAR TO FIND TO CONTINUE.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The NSN Interrogation provides the above information. All DTIDs with the specified NSN will be reflected.

5.6.—VIEW DRMO TABLES

Figure 285 - View DRMO Tables

```
                              ACCELL/SQL
[uddt10go]                  VIEW DRMO TABLES              Menu Item 1 of 4

                  1.  VIEW DRMO TABLES PART 1

                  2.  VIEW DRMO TABLES PART 2

                  3.  VIEW DRMO TABLES PART 3

                  4.  VIEW DRMO DTID TABLE

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

VIEW DRMO TABLES provides a variety of information concerning the entire disposal process. Much of the information is used to drive the business rule decisions made by the system. Information is in the form of inquiries, tables and files. Information in these tables cannot be altered or deleted from these screens.

5.6.1.—VIEW DRMO TABLE PART 1

Figure 286 - View DRMO Tables Part 1

```
replace |not stored      |update |      |record     1 of     1|
 uddt1000.007                        DAISY                          02/23/04

                     Select one of the following items

 1. Adjusted Unit Price Calculation  12. LSN Characteristics
 2. Cycle Date Table                 13. Program Sequence/Serial Number
 3. DTID Freezes                     14. Reportable Description
 4. DTID Pending Downgrade           15. Record Status Codes
 5. DTID Storage Location            16. RIC/DoDAAC Table Values
 6. Duplicate DTID                   17. Scrap Records
 7. Optional Description             18. Storage Locations
 8. Effective Dates                  19. Suspense Data
 9. Event History                    20. UCN Control Table
10. Federal Supply Classification    21. Validation Table
11. NSN Characteristics              22. Variance Flag Definition

                       ENTER SELECTION:

 s9d3890                  DEFAULT DATA VIEW SCREENS                 15:39

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can |F2-Menu Sel |            |            |            |F10-More Key
```

The most commonly used selections on Table 1 are 4, 6, 9, 11 and 19.

5.6.2.—VIEW DRMO TABLE PART 2

Figure 287 - Default View DRMO Table Part 2

```
replace | not stored | update |
uddt1200.002                    DAISY                    08/11/05
s9d3052              DEFAULT DATA VIEW SCREENS              12:31

                 Select one of the following items

 1. Valid DoDAAC                 11. Hazardous Waste PMR
 2. Requisition Number           12. PMR EPA Waste Nbrs
 3. Requisition Response         13. PMR State Waste Nbrs
 4. Requisition To               14. PMR Cntnr No Info
 5. EPA HW Code                  15. Manifest Document Number
 6. State Waste Codes            16. Manifest Address
 7. Container Number Info        17. Serial Numbers
 8. HM/HW Information            18. TCN/GBL
 9. Hazardous Description        19. Transfer Order Number
10. PMR                          20. Transfer Order Line Number

                    ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can | F2-Menu Sel |                                  | F10-More Key
```

5.6.3.—VIEW DRMO TABLE PART 3

Figure 288 - Default View DRMO Table Part 3

```
replace | not stored | update |
uddt1400.002                    DAISY                    08/11/05
s9d3052              DEFAULT DATA VIEW SCREENS              12:32

                 Select one of the following items

 1. DTID Sales Contract          10. Check Mailing Address
 2. Sales Referral Number        11. DoDAAC Mailing Address
 3. Sales Referral Item Number   12. Reimb Scrap Mailing Address
 4. Sales IFB Number             13. Local Sale Item Reimbursement
 5. Sales IFB Item Number        14. Currency on Local Sale
 6. Contract Data                15. Foreign Currency Contract
 7. Direct Deposit Fund Cites    16. Foreign Currency Sales Item
 8. Reimbursement Fund Cites     17. Articles on Local Sale IFB
 9. Reimbursement Scrap Fund Cites 18. Articles on Local Sale Item

                    ENTER SELECTION:  [cursor]

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can | F2-Menu Sel |                                  | F10-More Key
```

5.6.4.—VIEW DRMO DTID TABLE

Figure 289 - DRMO DTID Table

```
replace                    find

DTID NO:                          DATES:          CODES:

itm_wt:          itm_ui:      inv_itm_name:

 Fields that require        prop_loc_ric:        stk_id:
     referential             locl_dodaac:          niin:
      integrity              rcd_stat_cd:        scrp_id:

AMOUNTS & QUANTITIES
      itm_up:            deprctd_unit_prc:          tot_sls_prcds:
adjust_itm_up:             adjust_dol_val:           tot_qty_rmvd:
    qty_avail:                   qty_rcvd:           qty_rfrd_fas:
  qty_on_hand:             qty_pasd_to_gsa:          qty_rfrd_fes:
                           no_ard_chns_gsa:        no_ard_chns_drms:
OTHER
    lsn_itm_id:              dipec_xcs_rpt_no:
    sls_ifb_no:                   sls_rfrl_no:                cntnr_id:
sls_ifb_itm_no:               sls_rfrl_itm_no:            xcs_list_no:
 rimbt_fd_ct:

dtid number
F1-Prv Form                F3-Find                F5-Fld Help  F10-More Key
```

Figure 290 - DRMO DTID Table

```
replace  stored            update        record     1 of     1 records found

DTID NO: FB632120870052           DATES:          CODES:

itm_wt:          itm_ui: EA   inv_itm_name: AMPLIFIER,SIGNAL

 Fields that require        prop_loc_ric: SVXA   stk_id: 1680010248736SX
     referential             locl_dodaac: FB6321   niin:     010248736
      integrity              rcd_stat_cd: B     scrp_id:

AMOUNTS & QUANTITIES
      itm_up: 2280.52    deprctd_unit_prc:          tot_sls_prcds:
adjust_itm_up: 114.03      adjust_dol_val:           tot_qty_rmvd:
    qty_avail: 1                 qty_rcvd: 1         qty_rfrd_fas:
  qty_on_hand: 1           qty_pasd_to_gsa:          qty_rfrd_fes:
                           no_ard_chns_gsa:        no_ard_chns_drms:
OTHER
    lsn_itm_id:              dipec_xcs_rpt_no:
    sls_ifb_no: 314004            sls_rfrl_no:                cntnr_id:
sls_ifb_itm_no: 0004          sls_rfrl_itm_no:            xcs_list_no:
 rimbt_fd_ct:

dtid number
F1-Prv Form                F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

C2.14.1.1.9.

This is a display of the accountable record. Only the data shown above is available through this process.

5.7.—CONSOLIDATED INQUIRIES MENU

Figure 291 - Consolidated Inquiries Menu

```
ACCELL/SQL
[udic10go]          CONSOLIDATED INQUIRIES MENU        Menu Item 1 of 2

                 1.  INTERACTIVE CONSOLIDATED INQUIRY

                 2.  SCHEDULED CONSOLIDATED INQUIRY

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

5.7.1.—INTERACTIVE CONSOLIDATED INQUIRY

Figure 292 - Interactive Consolidated Inquiry Menu

```
replace |not stored      |update |
udic10.016                      DAISY                          02/23/04
s9d3890                 CONSOLIDATED INQUIRIES MENU             16:55

          Select one of the following items

          1. CONSOLIDATED DTID INQUIRY
          2. CONSOLIDATED SCRAP INQUIRY
          3. FIIG CRITICALITY INQUIRY
          4. Exit the application.

            ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can |F2-Menu Sel |              |              |              |F10-More Key
```

5.7.1.1.—CONSOLIDATED DTID INQUIRY

Figure 293 - Consolidated DTID Inquiry

```
replace                    find
 udic1010.016                          DAISY                                  02/23/04
 s9d3890                     CONSOLIDATED DTID INQUIRY                          16:51

     DTID NUMBER:                                                   DRMO RIC: SVX
         NSN/LSN:                                             DRMO RIC SFX:
            NAME:                                           MULTIPLE LOCATIONS:
                                                             SITE LOCATION:
          IFB NO:                                          STORAGE LOCATION:
    IFB ITEM NO:            FIIG CRIT CD:                  RECORD STATUS CD:
   SALES REF NO:                    MOEC:                 DATE ENTERED STAT:
 SLS REF ITM NO:                     MMC:          PREV RECORD STATUS CD:
  BID OPEN DATE:                    UDJC:                        PRELOT NO:
 DT DWNGRD RQST:                     FCC:                 DWNGRD JUSTN CD:
   QTY RECEIVED:                   HM/HW:                   DATE RECEIVED:
      QTY AVAIL:                       UI:                 DATE ENTER INV:
    QTY ON HAND:                      MSC:                        END FES:
     UNIT PRICE:                      SHC:                            MPD:
   ACTN/ACCT CD:  /            REIMB CD:                           TO GSA:
       DEMIL CD:          FRZ/T.O./MILS:                              ARD:
DEMIL PERFMD CD:          TOT SLS PRCDS:                              ESD:

Enter query data then press <F3> to execute it.  <F1> to exit.
F1-Prv Form  F2-Nxt Form  F3-Find                  F5-Fld Help  F10-More Key
```

Figure 294 - Consolidated DTID Inquiry

```
replace  stored            update        record     1 of     19 records found
 udic1010.016                          DAISY                                  03/05/04
 s9d3890                     CONSOLIDATED DTID INQUIRY                          15:28

     DTID NUMBER: FB230020010001                                    DRMO RIC: SVX
         NSN/LSN: 601000CABLE                                 DRMO RIC SFX: A
            NAME: CABLES                                    MULTIPLE LOCATIONS: NO
                                                             SITE LOCATION: A1
          IFB NO:                                          STORAGE LOCATION: 010101001
    IFB ITEM NO:            FIIG CRIT CD:                  RECORD STATUS CD: D
   SALES REF NO: SVXA               MOEC:                 DATE ENTERED STAT: 03/14/03
 SLS REF ITM NO:                     MMC:          PREV RECORD STATUS CD: A
  BID OPEN DATE:                    UDJC: Z                       PRELOT NO:
 DT DWNGRD RQST:                     FCC: A1                 DWNGRD JUSTN CD:
   QTY RECEIVED: 10                 HM/HW: W                   DATE RECEIVED: 03/14/03
      QTY AVAIL: 10                    UI: EA                 DATE ENTER INV: 03/14/03
    QTY ON HAND: 10                   MSC: P                          END FES: 03/14/03
     UNIT PRICE: 10.00                SHC: D                              MPD: 03/14/03
   ACTN/ACCT CD: P/Q            REIMB CD:                           TO GSA:
       DEMIL CD: A          FRZ/T.O./MILS: NO                           ARD: 03/14/03
DEMIL PERFMD CD:          TOT SLS PRCDS:                              ESD: 03/14/03

<F1> to exit or create report, <F13> to prepare another query.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

Consolidated Inquiry is used to extract data on accountable records in DAISY. Any of the above data elements may be queried on, except Site and Storage Location. Design the query by inputting the desired data elements. RIC is pre-populated and the RIC Suffix must be input. The <Enter> or <Tab> key may be used to navigate. Once the data elements have been selected, press <F3> to find the desired records.

When performing an inventory using the inventory barcode system, the Consolidated Inquiry will be the data source. See Creating an Inventory Base from Consolidated Inquiry.

Detailed instructions on the use of the Consolidated Inquiry, Special Characters, creating reports, etc. can be found at: Section 4, Supplement 2, Property Accounting, Enclosure 13.

5.7.1.2.—CONSOLIDATED SCRAP INQUIRY

Figure 295 - Consolidated Scrap Inquiry

```
replace                    find
udic1020.016                          DAISY                                02/23/04
s9d3890                   CONSOLIDATED SCRAP INQUIRY                        16:51

   **SCRAP ID**                                              DRMO RIC: SVX
                                                         DRMO RIC SFX:
   SCL/SCT PREFIX: [ ]
          SCL CODE:                                      UNIT OF ISSUE:
 SCL/SCT SITE CODE:                                      SITE LOCATION:
        DEMIL CODE:                                    STORAGE LOCATION:

            IFB NO:                                    WEIGHT AVAILABLE:
       IFB ITEM NO:                                    RECORD STATUS CD:
      SALES REF NO:                                 PREV RECORD STATUS CD:
   SLS REF ITEM NO:                                  DATE ENTERED STAT:
     BID OPEN DATE:                                  DATE RECORD ESTAB:
     TOT SLS PRCDS:                                BEGINNING INSP DATE:
                                                            HM/HW CODE:
   SCRAP CLASSIFICATION NAME:

Enter query data then press <F3> to execute it.  <F1> to exit.
F1-Prv Form | F2-Nxt Form | F3-Find | | F5-Fld Help | F10-More Key
```

Figure 296 - Consolidated Scrap Inquiry

```
replace | stored | update |  | record  1 of  109 | records found
udic1020.016                    DAISY                          03/05/04
s9d3890                CONSOLIDATED SCRAP INQUIRY                15:30

   **SCRAP ID**                                      DRMO RIC: SVX
                                                  DRMO RIC SFX: A
   SCL/SCT PREFIX: 1
         SCL CODE: B00                             UNIT OF ISSUE: LB
 SCL/SCT SITE CODE: A1                              SITE LOCATION: A0
        DEMIL CODE: B                            STORAGE LOCATION: A0B012345

            IFB NO: 000000                       WEIGHT AVAILABLE: 8
       IFB ITEM NO: 0000                         RECORD STATUS CD: S
      SALES REF NO: SVXA0000                 PREV RECORD STATUS CD: C
   SLS REF ITEM NO: 0000                        DATE ENTERED STAT: 03/19/03
     BID OPEN DATE:                             DATE RECORD ESTAB: 03/07/03
     TOT SLS PRCDS: 100.00                    BEGINNING INSP DATE:
                                                      HM/HW CODE:
   SCRAP CLASSIFICATION NAME:
            RUBBISH, TRASH OR ANY TYPE OF DEBRIS SCHEDULED FOR A/D

<F1> to exit or create report, <F13> to prepare another query.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.7.1.3.—FIIG CRITICALITY INQUIRY

Figure 297 - FIIG Criticality Inquiry

```
replace |  | find |  |  |  |
udic1071.016                    DAISY                          02/23/04
s9d3890                 FIIG CRITICALITY INQUIRY                  16:51

    FIIG CRITLY CD: 1                                DRMO RIC:     SVX
    DTID NUMBER:                                     DRMO RIC SFX:

Enter query data then press <F3> to execute it.  <F1> to exit.
F1-Prv Form | F2-Nxt Form | F3-Find |  | F5-Fld Help | F10-More Key
```

Figure 298 - FIIG Criticality Inquiry

```
replace | stored          | update |      | record     1 of    13 | records found
udic1071.016                          DAISY                                03/09/04
s9d3890                     FIIG CRITICALITY INQUIRY                         13:52

    FIIG CRITLY CD: E                                  DRMO RIC:     SVX
    DTID NUMBER:    FB63553127NM16                     DRMO RIC SFX: A

<F1> to exit or create report, <F13> to prepare another query.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

This process is used to query what DTIDs, in the current inventory, have Flight Safety Critical Aircraft Parts (FSCAP) by inputting –E‖ or -F‖ in the FIIG Criticality Code field. Any FIIG Criticality Code can be entered to query.

Figure 299 - FIIG Criticality Inquiry - Final Screen

```
replace | stored | update | | record 1 of 13 | records found
udic1071.016                    DAISY                          03/05/04
s9d3890                 FIIG CRITICALITY INQUIRY                15:30

   FIIG CRITLY CD: F                          DRMO RIC:     SVX
   DTID NUMBER:    FB63553127NM16             DRMO RIC SFX: A

<F1> to exit or create report, <F13> to prepare another query.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.7.2.—CONSOLIDATED INQUIRY SCHEDULER

Figure 300 - Consolidated Inquiry Scheduler

```
replace | not stored | update | | | |
udic3000.007                    DAISY                          02/23/04
s9d3890             CONSOLIDATED INQUIRY SCHEDULER              16:56

        Select one of the following items

  1. Add Consolidated Inquiry to Scheduler
  2. Modify Consolidated Inquiry Scheduler
  3. Delete Consolidated Inquiry Scheduler
  4. Exit the application.

        ENTER SELECTION:  [ ]

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can | F2-Menu Sel | | | | F10-More Key
```

5.7.2.1.—ADD CONSOLIDATED INQUIRY TO SCHEDULER

Figure 301 - Consolidated Inquiry Scheduler Frequency

```
replace | not stored | update |
udic3002.002                    DAISY                          02/23/04
s9d3890              CONSOLIDATED INQUIRY SCHEDULER             16:58

        Consolidated Inquiry Scheduler Frequency

              1. Execute Report Weekly
              2. Execute Report Monthly
              3. Execute Report Quarterly

                 ENTER SELECTION: [cursor]

Enter 1, 2, or 3 and <ENTER> to make selection OR <F1> to Exit
F1-Prv Form |                |              |              |F5-Fld Help |F10-More Key
```

Consolidated Queries can be scheduled to run in the overnight batches on a weekly, monthly or quarterly basis. If the user requires the same report to produce each day, the user must schedule five weekly reports, one for each day. Once the day is selected, the consolidated inquiry screen appears and the user then inputs the data elements required. These queries continue to run until the requirement is modified or deleted.

5.7.2.2.—MODIFY CONSOLIDATED INQUIRY SCHEDULER

Figure 302 - Consolidated Inquiry Scheduler Modify

```
replace |                | find |                | no records foun
udic3005.003                    DAISY                          02/23/04
s9d3890              CONSOLIDATED INQUIRY SCHEDULER             16:58

        Consolidated Inquiry Scheduler Modify

              ** No Requests Found **

              TYPE OF MODIFICATION:

Press <ENTER> to continue[cursor]
             |F2-Nxt Form |              |              |              |F10-More Key
```

This process allows modification of scheduled consolidated inquiries.

5.7.2.3.—DELETE CONSOLIDATED INQUIRY TO SCHEDULER

Figure 303 - Consolidated Inquiry Scheduler Delete

```
replace                    find                                  no records foun
udic3006.002                          DAISY                              02/23/04
s9d3890                 CONSOLIDATED INQUIRY SCHEDULER                    16:58

          Consolidated Inquiry Scheduler Delete

                ** No Requests Found **

Press <ENTER> to continue
            |F2-Nxt Form |            |            |            |F10-More Key
```

This process allows the user to delete the scheduled consolidated inquiries.

5.8.—INTERACTIVE REPORTS

Figure 304 - Interactive Reports

```
                              ACCELL/SQL
[udom1501]                INTERACTIVE REPORTS            Menu Item 1 of 6

                  1.  WAREHOUSING INQUIRIES

                  2.  RTD INQUIRIES

                  3.  MARKETING INQUIRIES

                  4.  HAZARDOUS INQUIRIES

                  5.  GENERATOR INQUIRIES

                  6.  DEMIL CHALLENGE IND CD INQUIRIES

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

5.8.1.—WAREHOUSING INQUIRIES

Figure 305 - Warehousing Inquiries

```
ACCELL/SQL
[udic51go]                WAREHOUSING INQUIRIES          Menu Item 1 of 5

                  1.  GENERATE DODAAC REPORT

                  2.  SITE STORAGE LOCATION RPT,W RSC Z

                  3.  SITE STORAGE LOCATION RPT,W/O RSC Z

                  4.  NON SMALL ARMS SERIAL NUMBER REPORT

                  5.  SMALL ARMS SERIAL NUMBER REPORT

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

5.8.1.1.—GENERATE DODAAC REPORT

Figure 306 - Generate DoDAAC Report

```
                    udic51go ******** APOCASHIER/
PLEASE ENTER THE LOCAL DODAAC FOR THE REPORTING ACTIVITY

        PLEASE ENTER THE LOCAL DODAAC FOR THE REPORTING ACTIVITY
        Reply:

F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Fields required for the Generator DoDAAC Report are the Generator DoDAAC, DRMO RIC, the acknowledgement of receipt DIC (which should be supplied by the Generator), and the Julian date of the receipt. This report will compile a listing of all the receipt documents whose date entered inventory matches the entered date and generator DoDAAC. The files used to extract this information are retained in the system for 14 working days.

When the Generator DoDAAC Report is completed it will display the report name; example: N0/0/383.140. This is the generator DoDAAC Report for DoDAAC N/0/0/0383 for day 140. The results of this report will be sent to DRMO Reports (also called Access Reports). The report can then be downloaded to a disk, (if using a PC and not a -dumb‖ terminal or 605), viewed on the screen, or printed from Access Reports and sent to the generator.

When going to ACCESS REPORTS to print/view/download the newly generated generator DODAAC Report, a complete collection of reports must be done.

When the Generator DoDAAC Report Menu is selected, the following prompts appear:

ENTER THE LOCAL DODAAC FOR THE REPORTING ACTIVITY (Input the Generator DoDAAC).

INPUT THE THREE-POSITION RIC FOR (Generator DoDAAC will be displayed - Input the DRMO RIC).

INPUT THE THREE-POSITION DOCUMENT IDENTIFIER THAT YOU WANT IN THE OUTPUT RECORDS (This acknowledgement of receipt DIC should be supplied by the generator. When a DIC is not needed press <Enter>).

INPUT THREE-DIGIT JULIAN DATE FOR THE DATA. FOR EXAMPLE, 2 FEBRUARY WOULD BE ENTERED AS 033. (This is the Julian date for the file in the backup directory of the day chosen for the program to extract the receipt information for the specified generator.). The program will extract the receipt data from the backup directory and send the output to Access Reports. The output can be downloaded, viewed or printed from Access Reports. The program will only create a report for the generator DoDAAC and date specified. To create a report for a generator DoDAAC for a weekly or monthly timeframe, submit a separate request for each day.

The files used for this report will remain on the system for 14 working days.

5.8.1.2.-SITEISTORAGE LOCATION REPORT, W RSC Z

Figure 307 -Site/Storage Location Report, W RSC Z Screen

```
                    udic63go ******** APOCASHIER/
Type m to return to menu; type <enter> to continue:

Type m to return to menu; type <enter> to continue:
```

5.8.1.3.—SITE/STORAGE LOCATION REPORT, W/O RSC Z

Figure 308 - Site/Storage Location Report, W/O RSC Z

```
                    udic64go ******** APOCASHIER/

Type m to return to menu; type <enter> to continue:

        Type m to return to menu; type <enter> to continue:

        Reply:

 F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

5.8.1.4.—NON SMALL ARMS SERIAL NUMBER REPORT

Figure 309 - Non Small Arms Serial Number Report

```
replace |not stored      |update |
 udic6500.1.4                    DAISY                          02/23/04
 s9d3890            Non Small Arms Serial Number Report            17:11

                              DRMO RIC: SVX
                            RIC SUFFIX:
        Do you Wish to enter a date range?
                            Begin Date:
                              End Date:

 Enter DRMO RIC
 F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

5.8.1.5.—SMALL ARMS SERIAL NUMBER REPORT

Figure 310 - Small Arms Serial Number Report

```
replace | not stored | update |
udic6600.1.5                    DAISY                          02/23/04
s9d3890              Small Arms Serial Number Report            17:12

                                 DRMO RIC: SVX
                               RIC SUFFIX:
          Do you Wish to enter a date range?
                               Begin Date:
                                 End Date:

Enter DRMO RIC
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

5.8.2.—RTD INQUIRIES

Figure 311 - RTD Inquiries

```
                          ACCELL/SQL
[udic60go]                RTD INQUIRIES                Menu Item 1 of 5

                 1.  INVENTORY IN MSC 'Q' REPORT

                 2.  SITE STORAGE LOCATION RPT,W RSC Z

                 3.  INVENTORY QUANTITY IMBALANCE REPORT

                 4.  SITE STORAGE LOCATION RPT,W/O RSC Z

                 5.  ACCUMULATION NUMBER REPORT

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

5.8.2.1.—INVENTORY IN MSC Q REPORT

Figure 312 - Inventory in MSC Q Report

```
replace | not stored | update |
UDIC6010 001                INVENTORY in MSC Q REPORT                02/23/04
                                                                     17:15

  ENTER DRMO RIC:

  ENTER RIC SUFFIX:

  SELECT SORT SEQUENCE:
       1 = SITE/STORAGE LOCATION
       2 = DTID NUMBER

  ARE THESE VALUES CORRECT? Y/N

ENTER DRMO RIC
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Fields used for the INVENTORY in MSC Q REPORT are DRMO RIC and RIC Suffix. This report will have two sort sequences available; by DTID Number or Site/Storage Location. The report will list the Site/Storage Location, NSN/LSN, DTID Number, Unit of Issue, Quantity Available, Federal Condition Code, Site/Storage, Freeze Code and HM/HW Code. This report is a wide report to be printed on wide paper.

5.8.2.2.—SITE/STORAGE LOCATION REPORT, W RSC Z

Figure 313 - Site/Storage Location Report, W/ RSC Z

```
                    udic63go ******** APOCASHIER/

Type m to return to menu; type <enter> to continue:

        Type m to return to menu; type <enter> to continue:

        Reply:

 F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

5.8.2.3.—INVENTORY QUANTITY IMBALANCE REPORT

Figure 314 - Inventory Quantity Imbalance Report

```
 replace |not stored      |update |
 UDIC6710 001            INVENTORY QUANTITY IMBALANCE REPORT        02/23/04
                                                                    17:19

   ENTER DRMO RIC:

   ENTER RIC SUFFIX:

   SELECT SORT SEQUENCE:
        1 = SITE/STORAGE LOCATION
        2 = DTID NUMBER

   ARE THESE VALUES CORRECT? Y/N

 ENTER DRMO RIC
 F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Fields required for the Inventory Quantity Imbalance Report are DRMO RIC, RIC SUFFIX. This report will have 2 sort sequences available, by DTID Number or Site/Storage Location. The report will list the Site/Storage Location, NSN/LSN, DTID Number, Unit of Issue, Quantity Available, Federal Condition Code, Site/Storage, Freeze Code and HM/HW Code. This report is a wide report to be printed on wide paper.

5.8.2.4.-SITE/STORAGE LOCA110N RPT, W/0 RSC Z

Figure 315- Site/storage Location Report,*W/O* RSC Z

```
                    udic64go ******** APOCASHIER/
Type r0 to return to roenu; type <enter> to continue:

Type r0 to return to roenu; type <enter> to continue:
```

5.8.2.5.—ACCUMULATION NUMBER REPORT

Figure 316 - Accumulation Number Report

```
                    udic52go ******** APOCASHIER/
Type m to return to menu; type <enter> to continue:

        Type m to return to menu; type <enter> to continue:
        Reply:

 F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Fields required for the Accumulation Number Report are DRMO RIC and RIC suffix, and an eight-character accumulation with the Site/Storage Location, NSN/LSN, quantity-on-hand, unit of issue, Federal Condition Code Number (e.g. svxa2l09), and DEMIL Code. This report will list all the DTIDS in the accumulation. This report can be printed on narrow paper or viewed on the screen.

This report can be run at any time. The accumulation does not need to be closed.

Complete the following steps:

Select the report; input the data at the prompt. All data entries must be valid and in –UPPER CASE". After inputting a value for each prompt, press <Enter>. The values entered at the prompts will be used as search criteria in the database. These values are not edited against the database and all prompts must be given a value. The wildcard options (%) cannot be used in Interactive Reports unless otherwise specified in the prompter.

When the system asks if all values are correct, answer -Y‖ for yes or –N‖ for no. –Y‖ will continue this process and –N‖ will display each of the values to make the necessary corrections. When the values have been corrected/accepted, press <Enter>.

If different sort sequences are available for the report selected, a submenu will appear. Input the desired option number and press <Enter>.

EXAMPLE: For the IFB Number Report, the following sorts of sequences are available:

Option 0: EXIT

Option 1: SALES IFB ITEM NUMBER ORDER

Option 2: IFB REPORT IN NSN/LSN ORDER

To exit from the interactive report submenu, input ‖0‖ (zero) and press <Enter>. This will take the user to the menu which lists the various interactive reports. If selecting any option other than –0‖, the system prompts the user to input a sequence number. The sequence number will be assigned to the output file (1-5 characters (alpha/numeric)). Assign a separate sequence number for each of the multiple interactive reports.

The following message will be visible until the report appears: "Collecting data and formatting report...‖

TO DISPLAY REPORT RESULTS ON THE SCREEN AND SEND THE REPORT TO THE LINE PRINTER, USE THE RESPONSES INDICATED FOR THE FOLLOWING SCREEN PROMPTS:

Send output to screen? [Y/N] (Select) Y

Send output to printer? [Y/N] (Select) Y

WHEN NO RECORDS ARE SELECTED, THE SYSTEM WILL DISPLAY THE FOLLOWING MESSAGES:

"There were no rows selected" and "There are input records."

The interactive Report Submenu then appears.

These messages are displayed when Interactive Reports cannot find the data specified by the criteria or the parameters that were entered. This may be due to the absence of the requested data in the database or it may be due to criteria that were entered incorrectly.

5.8.3.—MARKETING INQUIRIES

Figure 317 - Marketing Inquiries

```
ACCELL/SQL
[udic52go]                MARKETING INQUIRIES                Menu Item 1 of 6

                  1.  ACCUMULATION NUMBER REPORT

                  2.  IFB NUMBER REPORT

                  3.  IFB ITEM NUMBER REPORT

                  4.  IFB NUMBER REPORT WITH MFR PART NO.

                  5.  INVENTORY IN MSC 'Q' REPORT

                  6.  INVENTORY QUANTITY IMBALANCE REPORT

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

5.8.3.1.—ACCUMULATION NUMBER REPORT

Figure 318 - Accumulation Number Report

```
                    udic52go ******** APOCASHIER/

Type m to return to menu; type <enter> to continue:

        Type m to return to menu; type <enter> to continue:
        Reply:

F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

5.8.3.2.—IFB NUMBER REPORT

Figure 319 - IFB Number Report

```
                    udic53go ******** APOCASHIER/
Type m to return to menu; type <enter> to continue:

        Type m to return to menu; type <enter> to continue:
        Reply:

 F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Fields used to obtain the IFB Number report are DRMO RIC, RIC Suffix and a six-character IFB Number. This report has two sort sequences available; Item Number order or NSN/LSN order. This report will list all the IFB Item Numbers in the IFB with the NSN/LSN, Quantity on Hand, Unit of Issue, Federal Condition Code, Unit Price, DEMIL Code, Item Name and Record Status Code. This report can be printed on narrow paper or viewed on the screen.

5.8.3.3.—IFB ITEM NUMBER REPORT

Figure 320 - IFB Item Number Report

```
                    udic54go ******** APOCASHIER/
Type m to return to menu; type <enter> to continue:

        Type m to return to menu; type <enter> to continue:
        Reply:

 F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Fields used in the IFB Number report are DRMO RIC, RIC Suffix and a six-character IFB Number. The IFB Item Number must be filled (e.g., 0010). This report will list all the IFB Item Numbers in the IFB with the NSN/LSN, Quantity on Hand, Unit of Issue, Federal

Condition Code, Unit Price, DEMIL Code, Item Name and Record Status Code. This report can be printed on narrow paper or viewed on the screen.

5.8.3.4.—IFB NUMBER REPORT WITH MFR PART NO.

Figure 321 - IFB Number Report with MFR Part No.

```
                    udic55go ******** APOCASHIER/
Type m to return to menu; type <enter> to continue:

        Type m to return to menu; type <enter> to continue:
        Reply:

F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Fields for the IFB Number with MFR Part Number Report are DRMO RIC, RIC Suffix and a six-character IFB Number. This report has two sort sequences available; by Item Number order or NSN/LSN order. This report will list all the IFB Item Numbers in the IFB with the NSN/LSN, Quantity on Hand, Unit of Issue, Federal Condition Code, Unit Price, DEMIL Code, Item Name and Record Status Code, Manufacturer's Part Number and CAGE Code. The Manufacturer's Part Number and CAGE Code is retrieved from the Manufacturer's Part Number Table, not from NSN characteristics. This report can be printed on narrow paper or viewed on the screen.

5.8.3.5.—INVENTORY IN MSC Q REPORT

Figure 322 - Inventory in MSC Q Report

```
replace | not stored | update |
UDIC6010 001                INVENTORY in MSC Q REPORT                02/23/04
                                                                     17:34

  ENTER DRMO RIC:

  ENTER RIC SUFFIX:

  SELECT SORT SEQUENCE:
       1 = SITE/STORAGE LOCATION
       2 = DTID NUMBER

  ARE THESE VALUES CORRECT? Y/N

ENTER DRMO RIC
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.8.3.6. INVENTORY QUANTITY IMBALANCE REPORT

Figure 323 - Inventory Quantity Imbalance Report

```
replace | not stored | update |
UDIC6710 001            INVENTORY QUANTITY IMBALANCE REPORT          02/23/04
                                                                     17:35

  ENTER DRMO RIC:

  ENTER RIC SUFFIX:

  SELECT SORT SEQUENCE:
       1 = SITE/STORAGE LOCATION
       2 = DTID NUMBER

  ARE THESE VALUES CORRECT? Y/N

ENTER DRMO RIC
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.8.4.—HAZARDOUS INQUIRIES

Figure 324 - Hazardous Inquiries

```
ACCELL/SQL
[udic61go]                HAZARDOUS INQUIRIES                Menu Item 1 of 2

                  1.  HM/HW INVENTORY ON HAND REPORT

                  2.  HW INVENTORY ON HAND OVER 90 DAYS

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

5.8.4.1.—HM/HW INVENTORY ON HAND REPORT

Figure 325 - HM/HW Inventory On Hand Report

```
udic61go ******** APOCASHIER/
Type m to return to menu; type <enter> to continue:

Type m to return to menu; type <enter> to continue:
Reply:

F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Fields used for the HM/HW Inventory on Hand Report are DRMO RIC, RIC Suffix and either for HM or HW or both. This report will have two sort sequences available; by DTID Number or Site/Storage Location. This report will list the Date Received, DTID Number, NSN/LSN, Item Name, Unit of Issue, Quantity Available, Federal Condition Code, Site/Storage, Freeze Code and HM/HW Code. This report is a wide report to be printed on wide paper.

5.8.4.2.—HW INVENTORY ON HAND OVER 90 DAYS

Figure 326 - HW Inventory On Hand Over 90 Days

```
                    udic62go ******** APOCASHIER/

Type m to return to menu; type <enter> to continue:

        Type m to return to menu; type <enter> to continue:
        Reply:

F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Fields required for the HW Inventory On Hand Over 90 Days Report are DRMO RIC, RIC Suffix. This report will list the Date Received, DTID Number, NSN/LSN, Item Name, Unit of Issue, Quantity Available, Federal Condition Code, Site/Storage Location, Record Status Code and Freeze Code.

5.8.5.—GENERATOR INQUIRIES

Figure 327 - Generator Inquiries

```
                          ACCELL/SQL
[udic51go]              GENERATOR INQUIRIES            Menu Item 1 of 2

                 1.  GENERATE DODAAC REPORT

                 2.  GENERATOR MAILING LABEL/REPORT

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

5.8.5.1.—GENERATE DODAAC REPORT

Figure 328 - Generate DoDAAC Report

```
                    udic51go ******** APOCASHIER/

PLEASE ENTER THE LOCAL DODAAC FOR THE REPORTING ACTIVITY

        PLEASE ENTER THE LOCAL DODAAC FOR THE REPORTING ACTIVITY
        Reply:

F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

5.8.5.2.—GENERATOR MAILING LABELS/REPORT

Figure 329 - Generator Mailing Labels/Report Menu

```
replace |not stored      |update |

UDWD03.001                  DAISY                          02/23/04
s9d3890          GENERATOR MAILING LABELS/REPORT            17:44

          Select one of the following items

           1. Labels Only
           2. Report Only
           3. Labels and Report

             ENTER SELECTION:

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can |F2-Menu Sel |             |             |             |F10-More Key
```

5.8.5.2.1.—LABELS ONLY

Figure 330 - Generator Mailing Labels/Report

```
replace | not stored | update |

UDWD0310.001                    DAISY                          02/23/04
s9d3890            GENERATOR MAILING LABELS/REPORT             17:44

                        GENERATOR DODAAC:

Enter dodaac, or partial dodaac + '*', or '*'.  Press <return>.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.8.5.2.2.—REPORT

Figure 331 - Generator Mailing Labels/Report

```
replace | not stored | update |

UDWD0320.001                    DAISY                          02/23/04
s9d3890            GENERATOR MAILING LABELS/REPORT             17:46

                        GENERATOR DODAAC:

Enter dodaac, or partial dodaac and *, or *.  Press  <return>.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.8.5.2.3.—LABELS & REPORT

Figure 332 - Generator Mailing Labels/Report

```
replace | not stored | update |
UDWD0330.001                    DAISY                          02/23/04
s9d3890            GENERATOR MAILING LABELS/REPORT             17:47

                    GENERATOR DODAAC:

Enter dodaac, or partial dodaac and *, or *.  Press  <return>.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.8.6.—DEMIL CHALLENGE INTERACTIVE REPORT REQUEST

Figure 333 - DEMIL Challenge Interactive Report Request

```
replace | not stored | update |
udpd5500.001                    DAISY                          02/23/04
s9d3890          DEMIL CHALLENGE INTERACTIVE REPORT REQUEST       17:48

                 DRMO RIC              SVX

                 RIC SFX               A

                 RCD STAT CD

                 CHALLENGE IND CD

      SORT BY:    (1=SITE/STORAGE, 2=FSC/NIIN, 3=DTID)

PRESS <ENTER> TO ACCEPT VALUE OR * + <ENTER> FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

5.9.—1143 OPTIONS MENU

Figure 334 - 1143 Options Menu

```
ACCELL/SQL
[udig15go]                    1143 OPTIONS MENU                Menu Item 1 of 2

                    1.  1143 REPORT REQUEST

                    2.  1143 CERTIFICATION

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

The DD Form 1143 is automatically generated monthly, on the last day of the month. The DRMO Chief must certify this report within 5 working days.

5.9.1.—DAISY 1143 REPORT REQUEST SCREEN

Figure 335 - DAISY 1143 Report Request Screen

```
replace |not stored      |update |

UDIG1500.006   RPT OF EXCESS/SURPLUS MAT. AT DISPOSAL ACTY(1143) 02/23/04
s9d3890                DAISY 1143 REPORT REQUEST SCREEN          17:52

   REPORT PERIOD:                          EXAMPLE:  199401  199401 = OCT
                  CCYYMM  CCYYMM                     199401  199403 = OCT, NOV,
                                                                      DEC (QTR)
    PROP LOC RIC:  SVXA    Sxxx = DRMO

    EXAMPLE:
             SVXA = DRMO COLUMBUS
             SVXP = DRMO II WRIGHT PATT
             SVXS = DRMO II SELFRIDGE


                           D  D = DETAIL 1143 FOR DRMO


     REPORT SEQUENCE NUMBER:

ENTER BEGINNING FISCAL REPORT PERIOD OR <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Figure 336 - DAISY 1143 Report Request Screen

```
replace | not stored | update |  | record  1 of  1 |

UDIG1500.006   RPT OF EXCESS/SURPLUS MAT. AT DISPOSAL ACTY(1143) 03/09/04
s9d3890                DAISY 1143 REPORT REQUEST SCREEN          13:06

   REPORT PERIOD:  200401  200403    EXAMPLE:  199401  199401 = OCT
                   CCYYMM  CCYYMM              199401  199403 = OCT, NOV,
                                                                DEC (QTR)
    PROP LOC RIC:  SVXA    Sxxx = DRMO

    EXAMPLE:
            SVXA = DRMO COLUMBUS
            SVXP = DRMO II WRIGHT PATT
            SVXS = DRMO II SELFRIDGE


     DETAIL ONLY:           D  D = DETAIL 1143 FOR DRMO SVX


     REPORT SEQUENCE NUMBER: 691

SEQUENCE NUMBER IS DISPLAYED ON SCREEN, PRESS RETURN TO CONTINUE
          | F2-Nxt Form |                          | F10-More Key
```

This process is used to request the DD 1143 Report for past months, as indicated above. The example above shows October - December 2003.

5.9.2.—Deleted

6.—DRMO REPORTS MENU.

Figure 339 - Access All Current Narrow Reports

```
udor20_24.002                    DAISY                          02/24/04
USERID s9d3890        ACCESS ALL CURRENT NARROW REPORTS            15:20
                                                                   04055

        REPORT STATUS        REPORT TYPE          INCREMENT

           Current              Narrow               All
           Seen                 Wide                 Rtd
                                Special              Whsng
                                                     Mktng
                                                     mGmt
                                                     Idms
                                                     Dnsp
                                                     Sales

                                  MAIN MENU
Select    [S]tatus  [T]ype  [I]ncrement  Begin [C]ollection [Q]uit
SELECTION:  ▌
```

Access Reports - is the repository of all reports that are created in DAISY, whether it is produced in the batch or user defined. These reports stay in -*CURRENT*‖ for 14 days unless they are moved to -*SEEN*‖ by a user. The reports remain in -*SEEN*‖ for an additional 14 days.

DRMO Reports are subdivided by Report Status (*CURRENT* or *SEEN*).

When a report is viewed for the first time (it is in *CURRENT* Status), it is marked to move to "*SEEN*" status. The move to *SEEN* status will occur during the midnight batch process. These reports can be "unmarked" to keep them in *CURRENT* status, or they can be left "marked" to move to *SEEN* status.

At that time, these reports are subdivided by Report Type (*NARROW*, *WIDE*, *SPECIAL* or *AUDIT*). *AUDIT* reports are not available to all users. Access to *AUDIT* reports at the DRMO is restricted. The remaining reports are available to users at HQ DRMS or at the DRMO.

The last subdivision in the screen display is by INCREMENT (*All, Rtd, Whsng, Mktng, Mgmt, Idms, Dnsp and Sales*) The reports are categorized in DESTINATION, by the basic aspects of the disposal program. Those categories include: **DEMIL; DNSP; Hazardous Waste Management; IDMS; Management; Marketing; RCP; RTD; Scrap; Warehousing and Workload.**

The Report Types are described as follows.

> *Audit Reports* are identified as –AUDII. Access to these reports is restricted. also referred to as Narrow Reports.
>
> *Special form reports* are identified as –SPCFRMII. These special forms can include placards, labels, DD 1348-1s, certificates, etc.

The following placards may be used as source documents for disposal processing, as appropriate, when all the necessary signature blocks are included on the document and completed by the authorized personnel:

> Abandonment/Destruction Placard. This placard may be used in lieu of DD Form 1348-1 or DD Form 1348-1A.
>
> DEMIL Certificate Placard. This placard may be used in lieu of DRMS Form 145.
>
> Downgrade Placard. This placard may be used in lieu of DRMS Form 222 or DRMS Form 63. This placard must have a signature and date for the review and a signature and date for the approval. If the Downgrade Justification Code is I, the processor must record the reason on the form.
>
> Sale Placard. This placard may be used; however, consolidated inquiries and screening listings are available at any time prior to ESD and therefore, are a more useful tool.
>
> *Wide reports* (14 1/2" x 11") are identified as WIDE**.**

To request DRMO Reports from the system, select the *DRMO REPORTS MENU* from the main menu. Use the following steps to select specific reports for collection:

Input –SII to select the *REPORT STATUS*. Then input –CII or –SII for *CURRENT* or *SEEN*.

Press <Enter>.

Input –T to select the *REPORT TYPE*. Then input –N, -W or -S for *NARROW*, *WIDE* or *SPECIAL*. Press <Enter>.

Input –I to select *INCREMENT*. Then input -A for All Reports, –R for RTD, -W for Warehousing, –M for Marketing, –G for Management, –I for IDMS or -D for DNSP. Press <Enter>.

Input –C to begin collection. Press <Enter>.

Input the RIC suffix as requested by the system to request reports for a specific activity or press <Enter> to collect the requested report(s) for all RIC suffixes.

Input –C for complete collection or -F for fast collection, then press <Enter>. (A request for a complete collection will cause the system to reformat the index and add any reports to the index that have been received since the last complete collection for that RIC. See Attachment 3 for a sample page of a Report Index. A request for a fast collection will not include reports that were generated after the last complete collection for that RIC. The system monitor usually does a complete collection daily.)

During the collection process, the process can be ended or aborted by pressing <CTRL+C>. This may be necessary if the wrong reports were selected, or if the system is needed for another project.

To scroll through the available reports, press –F for forward and press –B for backward.

To print reports from DRMO Reports, after the collection process is completed, the system will display a *MAIN OPTION BAR*. Select –P or -p from the options to indicate *PRINT*. Follow the screen prompts and select the report(s) to be printed. Then select the device from the *DEVICE OPTION* Bar to print the report(s). The *MAIN OPTION* Bar is redisplayed after the system has processed the request.

7.—INVENTORY ADJUSTMENTS MENU

Figure 340 - Inventory Adjustments Menu

```
ACCELL/SQL
[udwc50go]          INVENTORY ADJUSTMENTS MENU        Menu Item 1 of 8

                 1.  DTID RESTART
                 2.  BASIC ACCOUNTABLE RECORD ADJUSTMENT
                 3.  DRMO APPROVE
                 4.  DTID NUMBER CORRECTION
                 5.  CHANGE QUANTITY AVAILABLE
                 6.  CHANGE RECORD STATUS CODE TO "Z"
                 7.  EVENT HISTORY COMMENT
                 8.  XR3 DATA CORRECTION

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

These screens are used for the purpose of making changes and adjustments to the accountable record. These menu options are restricted and specific authorization must be granted in order to access them. Generally, the Accountable Property Officer (APO) has access to these menu options.

See Section 4, Supplement 2, Property Accounting, Enclosure 15, for data fields that can be changed within each screen. Screen 7, Event History Comment, does not allow changes to data fields.

7.1.—DTID RESTART

Figure 341 - DTID Restart

```
replace | not stored | update |
udwc5070 009                    DTID RESTART                    02/24/04  15:28

      PROPERTY LOCATION RIC                          DTID
            [redacted]

ENTER PROPERTY LOCATION RIC
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

After inputting the Property Location RIC and the DTID, the following screen appears:

Figure 342 - DTID Restart

```
replace | stored/modified | update |      | record     1 of     1 | records found
udwc5771 110                    DTID RESTART                    03/02/04  13:25

                              DTID RESTART
      DTID            STOCK ID       DAC FCC    RCVD DT    HM/HW  REMI-CODE
  FB60123274TQTYP  452001TESTQTYPM   N   A4    12/12/03

    FIIG CD   UI  PMIC  SHLF CD  PIL/SEN  HAZ  HAZ CHLG  DMIL  DMIL CHLG
              EA                                         A

        UP         SAIC  ADPE IN            ITEM NAME            SALD
  12.00                            TEST

   PRELOT              DIPEC RPT NO                  QTY ON HAND 14

 SHC  MSC  A/CD  ACC/CD UDJC DMIL PERF  MGT        DUP              AUP
       X    A      A                                          4.80

  A/D RSN  DJC  RESI B  RSC DML INTEG        SITE/STG LOC.  SLS REFRL NO.
                         A                    A0 JONJONJON

Enter Federal Stock Class or <RETURN>
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

DTID RESTART is performed to accommodate the following changes: FSC, NBCB and LSN, NIIN, Disposal Authority Code, Supply Condition Code, Disposal Condition Code, HM/HW Code*, Reimbursement Code, Precious Metals Indicator Code*, Pilferable/Sensitive Code*, DEMIL Code*, Small Arms Indicator Code, Unit

Price*, Automation Resources/IT, Item Name*, DIPEC Report Number, Special Handling Code, Material Screening Code, Action Code, Accounting Code, DEMIL Performed Code, and Depreciated Unit Price.

(*) Can only be changed for LSN property.

There are two types of restarts:

True Restarts, using this screen.

Reutilization Restarts when a quantity on hand remains. Only Restarts using this screen are true restarts, and require documentation using DRMS Form 1983.

DRMS Form 1983 must be properly prepared before any changes can be made using these processes to correct the accountable record.

DTID Restarts are performed for the following:

When items are released from Freeze, whether from RTD or DEMIL Challenge, a DTID Restart must be performed to allow property to continue through the disposal cycles.

When an item has been assigned MSC Q and the quantity on hand and the quantity available do not match

To correct any of the above data elements

To correct the following hazardous material fields: Special Criteria Code, State Waste Code, Hazardous Material Description, PCB/PPM Concentration, Lab Analysis, Approximate Gallons, Approximate Gross Weight, Serial Number, Dimensions, KVA, and MSDS Number.

To correct the following hazardous waste fields: Special Criteria Code, Receipt Manifest, Weight/Volume, Measure of Weight Volume, Storage Code, EPA Waste Code, State Waste Code, Container Number, Container Storage Location, Container Weight/Volume, Container Accumulation Storage Date, Waste Profile Number, Accumulation Start Date, Organization Code, Building Code, Generator Type Operations, Name, Phone, Contents Description and Container Description.

DO NOT use the DTID Restart process to change the Record Status Code to D or to change the HM code to HW. HM that has failed R/T/D/S does not need to be changed to HW to be referred for ultimate disposal.

If the DEMIL code in DAISY has been changed, process a –Duplicate DTID Restart‖. This is performed by doing two DTID restarts. In the first DTID restart, change the NSN to a LSN. In the second DTID restart, change the LSN back to a NSN. This process pulls any/all updated NSN characteristics.

PROPERTY LOCATION RIC: Enter the four-position RIC.

DTID : Enter the DTID number for the property record that needs to be corrected. If the record is available, the system displays the DTID RECORD ADJUSTMENT Screen. To change *data on the screen, press F2 or Enter. The following fields can be corrected:*
STOCK ID
FCC
HM/HW
REMI - CODE
UI
PMIC
PIL/SEN
DMIL
UP
SAIC ADPE
IN ITEM
NAME
DIPEC REPORT NUMBER
SHC
MSC
SALES REFERRAL NUMBER

When the corrections are completed, press <F9> to update the record.

7.2.—BASIC ACCOUNTABLE RECORD ADJUSTMENT

Figure 343 - Initial Screen to Request Basic Accountable Record Adjustment

```
replace | not stored | update |
udwc5070 009                DTID RESTART                    02/24/04  15:28

      PROPERTY LOCATION RIC                        DTID
              ____

ENTER PROPERTY LOCATION RIC
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 344 - Basic Accountable Record Adjustment

```
replace | stored/modified | update |      | record     1 of     1 | records found
UDWC5171 030       BASIC ACCOUNTABLE RECORD ADJUSTMENT       03/02/04  13:52

                         DTID RECORD ADJUSTMENT
        DTID            STOCK ID       DAC FCC    RCVD DT    HM/HW  REMI-CODE
   FB613132199000   711000BOOKCASE    N   A4     08/11/03

        UI  PMIC  SHLF CD  PIL/SEN  HAZ  HAZ CHLG  DMIL  DMIL CHLG
        EA                                          A

         UP          SAIC  ADPE IN            ITEM NAME            SALD
    100.00                            BOOK CASE

    PRELOT              DIPEC RPT NO                  QTY ON HAND 4

 SHC  MSC  A/CD  ACC/CD  DMIL PERF  MGT        DUP              AUP
       X    A      A                                     40.00

 A/D RSN  DJC  RESI B  RSC       UPDATE DESCR?       UPDATE SERVICE CNTRCT?
                        A

ENTER ADDITIONAL DATA
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Basic Accountable Record Adjustment is performed to accommodate the following changes: Additional Data, Received Date, Unit of Issue*, Item Name*, Management Code (MGT), Record Status Code, and Update Description.

(*) Can only be changed for LSN property.

DAC: To correct the Last Known Owner, CAGE Code and/or Manufacturer‘s Part Number, press <F2>.

DRMS Form 1983 must be properly prepared before any changes can be made using these processes to correct the accountable record.

Field: Description of information to be input.

PROPERTY LOCATION RIC: Input the four-position RIC.

DTID: Input the DTID number for the property record to be corrected. If THE SYSTEM cannot locate the record, it states, "Not found, press "enter" to continue or "Not on file for this property location RIC". If the record for that DTID is currently on the accountable record, THE SYSTEM then displays the "BASIC ACCOUNTABLE RECORD ADJUSTMENT" Screen. To change data on the screen, press <F2> or <Enter>. The cursor moves to the Additional Data portion of the Stock ID Field.

The following fields can be corrected or completed:

STOCK ID: Suffix.

DAC: Disposal Authority Field.

RCVD DT: Input the date the property was received.

REMI Code: Reimbursement Code Field.

ITEM NAME: Input item name.

MGT: Management Code.

UPDATE DESCR: Optional Description Window Field. To change the description, input –Y‖. The window accepts up to 60 characters. When the description is complete, press <F9>.

To correct the LAST KNOWN OWNER, CAGE CODE and/or MANUFACTURER'S PART NO., when the cursor is on the DAC Field, press <F2>.

When the corrections are completed, press <F9> to update/save the record.

7.3.—DRMO APPROVE

Figure 345 - DRMO Approve - View Adjustments

```
replace  not stored        update
UDWC6010 003               VIEW ADJUSTMENTS                    02/24/04  15:30

  PROP LOC RIC SVXA

ENTER PROPERTY LOCATION RIC OR <F1> TO EXIT
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

This is the process used by the –approval authority‖ at the DRMO level for adjustments to the accountable record. The screen also allows the DRMO to view approvals at the FST or DRMS level, but input at the DRMO level cannot be saved for those adjustments requiring higher approval. Neither the APO, nor the RPO, can approve these transactions. Accordingly, the screen is used by the DRMO Chief or his/her designee.

Make the following entries:

PROP LOC RIC: Automatically entered by the system. If there are records awaiting DRMO approval, the system then displays the first record. To proceed with approval, press <F2>. Whether the record is for a gain or a loss, the system requires verification of the record (to allow for records put in the file by error). Input "Y" or "N". To eliminate a record, referred by mistake, enter "N". To proceed with the approval, enter "Y". To view succeeding records, press <F4>. To view a previous record, press < F3>. To delete a record, press <F18>.

Select the appropriate Loss Reason Code.

The Resolution Office Code for DRMO Approvals is -O.‖

CIRCUMSTANCES: If blank, input the reason for the loss, or input the Inquiry Investigation Number from Block 2 of the DD 200.

Press <F9> to update/save the record.

7.4.—DTID NO. CORRECTION

Figure 346 - DTID No. Correction Screen

```
replace | not stored | update |
UDWCD0aa 018          DTID NO. CORRECTION SCREEN          02/24/04  15:31

                 PROPERTY LOCATION RIC       DTID

        STOCK ID      QUANTITY  RSC  ACCTG/ACT  MSC  SHC  RECEIPT DATE

                              NEW DTID

ENTER PROPERTY LOCATION RIC
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

Figure 347 - DTID No. Correction

```
replace | not stored | update |
UDWCD0aa 019          DTID NO. CORRECTION SCREEN          03/02/04  14:12

                 PROPERTY LOCATION RIC       DTID
                         SVQA            FB613132199002

        STOCK ID      QUANTITY  RSC  ACCTG/ACT  MSC  SHC  RECEIPT DATE
     712500FILECAB      1        A      UU       X         08/11/03

                              NEW DTID
                           FB613132199010

ENTER CORRECT DTID NUMBER
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

The DTID Number Correction Process is used to correct the DTID Number, if any of the components of the DTID are input incorrectly. A DRMS Form 1983 must be completed prior to changing the accountable record. The original DTID Number that was input is permanently associated to the new DTID Number.

Field: Input description.

PROPERTY LOCATION RIC: Input the four-position property location RIC.

DTID: Input the DTID number, 14 positions, plus one position for a suffix, (if provided). Press <Enter>. The system searches for the DTID. If the DTID is not found, the system displays –DTID Not On File‖. If this occurs, press <Enter> and type another DTID. If the DTID is found, the system displays the values, if available from the following fields:

STOCK ID:
QUANTITY:
RSC:
ACCTG/ACT:
MSC:
SHC:
RECEIPT DATE:

NEW DTID: Enter the correct DTID. The system will display, –Update completed; Press <Enter> to continue.‖ Press <Enter> to process additional corrections or press <F1> to exit.

The original DTID number is cross-referenced to the new number in the Record Status and History Menu. An XAR (DTID number correction) is listed in Event History. An RSC (Record Status Code change) is listed in Event History on the original DTID number.

Change Quantity Available:

The screen for this correction may be used when the quantity available and the quantity on hand are out of balance. To correct the quantity available, select —INVENTORY x‖.

If the DTID is found and there is no discrepancy between the quantity available and the quantity on hand, the system will display a message at the bottom of the screen. If the DTID is found and there is a discrepancy between the quantity available and the quantity on hand, the system will display information regarding the DTID on the screen.

If the DTID is not found, a message appears at the bottom of the screen to that effect. Double check the DTID on the screen to determine if it was keyed in wrong. Press <Enter> to clear the error message.

If the DTID is found, but there is a pending MILSTRIP requisition, transfer order, pending loss, or freeze against the DTID, the system will display an error message describing which condition fits the DTID. Press <Enter> to clear the message and follow-up on the pending transaction to restore the quantity difference.

If the DTID was found and there are no pending transactions, proceed with the data corrections by pressing <Enter>. The quantity available may only be changed to match the quantity on hand.

Input the quantity available.

Press <Enter> to move the cursor to the circumstances block. Input he reason a data correction was required (e.g., quantity discrepancy was caused by a MILSTRIP denial).

Press <F9> to update/save the record and verify the data correction is complete.

If an error message is received stating there is a pending MILSTRIP requisition, transfer order or freeze against the DTID, locate the requisition, transfer order number or the freeze code through the INQUIRIES Menu. This information can be found using the VIEW DRMO TABLES PART 2 Menu. Select one of the following: DTID Freeze Table; Requisition Table; or Transfer Order Line Number Table. If the transfer order number, requisition number, or freeze ID is not known, a search of the tables can be done by DTID. Searching by DTID may bring up multiple records for a single DTID. Locate the DTID number field, input the DTID number and press <F3>. As the information is found it is displayed on the screen.

Once the additional information from the INQUIRIES Menu is obtained, go into the RTD Menu to complete the required transactions. If transfer order or freeze transactions are canceled, the quantity will be restored on the DTID. If the MILSTRIP requisition is denied, use Management Code 2 through 9 to restore the quantity. Management Code 1 does not restore the quantity. Verify that the record is in MSC Q. See Chapter 5, this instruction, for property in MSC Q.

7.5.—CHANGE QUANTITY AVAILABLE

Figure 348 - Change Quantity Available

```
replace                    find
udwg2010.009          CHANGE QUANTITY AVAILABLE                 02/24/04
s9d3890                                                         15:33

DTID NO :                          NEW QUANTITY AVAILABLE :

DRMO RIC :                         STOCK NO :     -          -
QTY AVAILABLE :                    RECORD STATUS CODE       :
QTY ON HAND   :                    PREV RECORD STATUS CODE  :
QTY RECEIVED  :                    DATE ENTERED STATUS      :
                                   END OF SCREENING DATE    :
CIRCUMSTANCES :

Enter DTID_NO and Press <F3>
F1-Prv Form |F2-Nxt Form |F3-Find          |F5-Fld Help |F10-More Key
```

This process is used when the quantity available, and the quantity on hand, is out of balance. This usually occurs when the TTCs of the DRMO database do not match the

CORP database and manual intervention is necessary to balance the DRMO and CORP inventory.

If the DTID is found, but there is a pending MILSTRIP requisition, pending loss or freeze against the DTID, an error message will appear, based on the condition above. Press <Enter> to clear the message and follow up on the pending transaction to restore the quantity difference.

If the DTID is found, and there are no pending transactions, proceed with the data corrections by pressing <Enter>. The quantity on hand may only be changed to match the quantity on hand. Input the quantity available.

CIRCUMSTANCES: Input the reason a data correction was required, e.g., quantity discrepancy caused by a MILSTRIP denial, etc.

Press <F9> to update/save.

If there is an error message indicating there is a pending MILSTRIP requisition, transfer order or freeze against the DTID; locate the requisition, transfer order number or the freeze code through the INQUIRIES Menu. This information can be found using the VIEW DRMO TABLES PART 2 Menu. Select one of the following: DTID Freeze Table; Requisition Table; or Transfer Order Line Number Table.

If the transfer order number, requisition number, or freeze ID is not known, search these tables by DTID. Searching by DTID may bring up multiple records for a single DTID. Locate the DTID number field, input the DTID number and press <F3>. As the information is found, it is displayed on the screen.

Once the additional information from the INQUIRIES Menu is obtained, go into the RTD Menu to complete the required transactions. If transfer order or freeze transactions are cancelled, the quantity will be restored on the DTID. If the MILSTRIP requisition is denied, use Management Code 2 through 9 to restore the quantity. Management Code 1 does not restore the quantity. Check to see if the record is in MSC Q.

7.6.—CHANGE RECORD STATUS CODE TO "Z"

Figure 349 - Change Record Status Code

```
replace                    find
udwg3010.006            CHANGE RECORD STATUS CODE                 02/24/04
s9d3890                                                           15:34

 DTID NO :                          NEW RECORD STATUS CODE :

 DRMO RIC :                         STOCK NO :     -          -
 QTY AVAILABLE :                    RECORD STATUS CODE       :
 QTY ON HAND   :                    PREV RECORD STATUS CODE  :
 QTY RECEIVED  :                    DATE ENTERED STATUS      :
                                    END OF SCREENING DATE    :
 CIRCUMSTANCES :

Enter DTID_NO and Press <F3>
F1-Prv Form |F2-Nxt Form |F3-Find          |F5-Fld Help |F10-More Key
```

This process is used when the quantity on hand and the quantity available are 0, but the RSC did not move to -Z.‖ This process is used as a result and a Problem Tracking Report (PTR). If the DTID is found and the RSC is not –Z‖, the system will display a message at the bottom of the screen.

Input the DTID and press <F3>.

If the DTID is found, and the quantity available and/or the quantity on hand are not equal to zero, the system will display a message at the bottom of the screen. If the DTID is found, and the quantity available and/or the quantity on hand are equal to zero, the system will display information regarding the DTID on the screen.

Input RSC Z, then press <F9> to update/save the inventory.

7.7.—EVENT HISTORY COMMENT

Figure 350 - Event History Comment

```
replace | not stored | update |      | record    1 of    1 |
udwce010.001                      DAISY                          02/24/04
s9d3890                     EVENT HISTORY COMMENT                15:35

        DTID/SCL-SCT/PRELOT NO

        COMMENT:

ENTER DTID OR SCL/SCT NO.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

This process is used to explain why a particular transaction was processed. For example, the DTID Restart or DEMIL Performed Code comment which does not contain a field to explain or capture the reason for the transaction.

7.8.—XR3 DATA CORRECTIONS

Figure 351 - XR3 Data Corrections

```
replace |                 | find |     |                      |
udwc4010.015                      DAISY                          02/24/04
s9d3890                     XR3 DATA CORRECTIONS                 15:36

  DTID_NO:                      STOCK ID:

        DATA CURRENTLY ON RECORD              CORRECTED DATA
  QTY RECEIVED:
  ITEM UNIT PRICE:
  ADJ UNIT PRICE:
  DEP UNIT PRICE:

  CIRCUMSTANCES:

ENTER DTID NO; PRESS <F3> TO FIND.
F1-Prv Form |F2-Nxt Form |F3-Find     |            |F5-Fld Help |F10-More Key
```

This process is used to correct XR3 downgrade transactions when the Record Status of the DTID does not move to –Z status.

Data correction entries to the to the accountable record will send a notice to the approval screen. The DRMO designee may approve corrections not affecting quantity.

Input DTID and press <F3>.

If the DTID is found, and the Record Status Code (RSC) is not Z, the system will display a message at the bottom of the screen. If the DTID is found, and the RSC is Z, the system will display information regarding the DTID on the screen.

Input the appropriate corrections to include circumstances, then press <F9> to update.

For any problems encountered with the data correction programs, please submit a problem report . For concerns, please contact the appropriate Account Monitor/DRMS-OPD. J6B researches the problem reports. When the problem reports are researched, J6B will provide any instances in which the data must be corrected.

Problem reports describing possible programming errors should always be submitted. If a quantity discrepancy resulted because of a possible programming error, a problem report should be submitted even if the discrepancy can be fixed by the DRMO. Programming errors need to be identified and corrected to prevent future discrepancies or other problems.

It is important to limit the number of individuals doing the data corrections. The data corrections should only be done by the Accountable Property Officer (APO) and/or the appointed alternate.

Data correction entries to the accountable record will send a notice to the approval screen. The DRMO Designee may approve corrections not affecting quantity.

8.—UPLOAD MENU

Figure 352 - Upload Menu

```
ACCELL/SQL
[udns10go]                    UPLOAD MENU                    Menu Item 1 of 4

                  1.  DNSP UPLOAD MENU

                  2.  RETAIL SALES UPLOAD

                  3.  P.C. UPLOAD

                  4.  LOAD NIINS INTO DATABASE

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

This menu is currently not being used.

8.1.—DNSP UPLOAD MENU

Figure 353 - DNSP Upload Menu

```
ACCELL/SQL
[udns10go]                    UPLOAD MENU                    Menu Item 1 of 4

                  1.  DNSP UPLOAD MENU

                  2.  RETAIL SALES UPLOAD

                  3.  P.C. UPLOAD

                  4.  LOAD NIINS INTO DATABASE

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

8.2.—RETAIL SALES UPLOAD

Figure 354 - Retail Sales Upload

```
                    udma05go ******** APOCASHIER/

To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

8.3.—P.C. UPLOAD

Figure 355 - P.C. Upload Screen

```
                    udas10go ******** APOCASHIER/

To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

8.4.—LOAD NIINS INTO DATABASE

Figure 356 - Load NIINS Into Database

```
udpn50go ******** APOCASHIER/

To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.—LOCAL SALES/FINANCIAL

Figure 357 - Local Sales/Financial

```
                          ACCELL/SQL
[udom1811]            LOCAL SALES/FINANCIAL          Menu Item 1 of 2

                 1.  LOCAL SALES

                 2.  FINANCIAL

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

For *LOCAL SALES* procedures see Section 4, Chapter 6, Sales Program. For the corresponding *FINANCIAL TRACKING SYSTEM* (FTS) procedures see Section 4, Chapter 3, Proceeds Disposition.

9.1.—LOCAL SALES

Figure 358 - Local Sales

```
ACCELL/SQL
[udom1812]                    LOCAL SALES                    Menu Item 1 of 6

                1.  BIDDER PROCESSING

                2.  LOCAL SALE CATALOG

                3.  SALE PROCESSING

                4.  SALE OUTPUT PRODUCTS/REPORTS

                5.  LOCAL SALE STATIC DATA

                6.  IFB NUMBER DATA INQUIRY

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.1.1.—BIDDER PROCESSING

Figure 359 - Bidder Processing

```
ACCELL/SQL
[udsl02go]                  BIDDER PROCESSING                Menu Item 1 of 5

                1.  BIDDER MAINTENANCE

                2.  PRINT LOCAL SALE BIDDER LIST

                3.  BIDDER REGISTRATION

                4.  BIDDER PURGE

                5.  PRINT REGISTERED BIDDERS LIST

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.1.1.1.—BIDDER MAINTENANCE

Figure 360 - Bidder Maintenance

```
ACCELL/SQL
[udsl02go]                    BIDDER PROCESSING                Menu Item 1 of 5

                  1.  BIDDER MAINTENANCE

                  2.  PRINT LOCAL SALE BIDDER LIST

                  3.  BIDDER REGISTRATION

                  4.  BIDDER PURGE

                  5.  PRINT REGISTERED BIDDERS LIST

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.1.1.2.—PRINT LOCAL SALE BIDDER LIST

Figure 361 - Local Sale Master Bidder File Print Request

```
replace |not stored      |update |

udsl0305.007                        DAISY                          02/24/04
s9d3890        LOCAL SALE MASTER BIDDER FILE PRINT REQUEST         16:01

FORM TYPE:  (L = LISTING)
            (M = MAILING LABELS)

ZIP CODE RANGE:       THRU
(DEFAULT IS ALL)

COMMODITY CLASSES:
(DEFAULT IS ALL)

RIC SUFFIX:
(DEFAULT IS ALL)

SORT BY:   ('Z' - SORT BY ZIP CODE  'B' - SORT BY BIDDER)

ENTER THE TYPE OF FORM DESIRED, OR PRESS <F1> TO EXIT.
F1-Prv Form |            |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.1.1.3.—BIDDER REGISTRATION SCREEN

Figure 362 - Bidder Registration Screen

```
replace                    find

udsl2400.017                        DAISY                          02/24/04
s9d3890                 BIDDER REGISTRATION SCREEN                 16:02
     SALES IFB NUMBER:                 BIDDER REGISTRATION NUMBER:
 BIDDER IDENTIFICATION NUMBER:                BAD CHECK?:
 BIDDER LAST NAME:                            INDEBTED?:
 BIDDER FIRST NAME:                           DEBARRED?:
 BIDDER MIDDLE NAME:                          DEFAULTED?:
 COMPANY NAME:
 ATTENTION LINE:
 STREET ADDRESS:
 CITY:                                          STATE:    ZIP:
 PROVINCE:      COUNTRY:      DATE LAST SALE ATTENDED:
 MAILING ADDRESS TXT:
 MAILING CITY:                            MAILING STATE:    ZIP:
 MAILING PROVINCE:                MAILING COUNTRY:
 COMMERCIAL PHONE:                      FAX NUMBER:
 ADD CLASS(ES) OF INTEREST:
 ADD SITES OF INTEREST: SVX                          STATUS CODE:

ENTER BIN FROM NSO AND PRESS <ENTER>, OR PRESS <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Find        |          |F5-Fld Help |F10-More Key
```

9.1.1.4.—PURGE BIDDER FILE

Figure 363 - Purge Bidder File

```
replace |not stored      |update |      |record     1 of     1|

udsl0405.005                        DAISY                          02/24/04
s9d3890                        PURGE BIDDER FILE                   16:03

                        PURGE DATE:

 OPTION:                          ACTION

  1 CHANGE BIDDER STATUS CODES FROM 'A' TO 'I' WHEN THE DATE ENTERED
    IS GREATER THAN THE DATE LAST SALE ATTENDED.

  2 PURGE BIDDERS WITH STATUS CODE OF 'I' WHEN THE DATE ENTERED
    IS GREATER THAN THE DATE LAST SALE ATTENDED.

  3 PURGE BIDDERS WITH STATUS CODES OF 'A' OR 'I' WHEN THE DATE ENTERED
    IS GREATER THAN THE DATE LAST SALE ATTENDED.

ENTER PURGE DATE AND (ENTER) OR PRESS (F1) TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.1.1.5.—PRINT REGISTERED BIDDER LIST

Figure 364 - Registered Bidder List/Mailing Label Request

```
replace | not stored | update |

udsl2500.002                    DAISY                          02/24/04
s9d3890       REGISTERED BIDDER LIST/MAILING LABEL REQUEST     16:04

        SALES IFB NUMBER:        -

      LISTING OR MAILING LABELS:

ENTER SALES IFB NUMBER OR PRESS <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.2.—LOCAL SALE CATALOG

Figure 365 - Local Sale Catalog

```
                          ACCELL/SQL
[udom1815]              LOCAL SALE CATALOG          Menu Item 1 of 3

                 1.  BUILD LOCAL SALE CATALOG

                 2.  PRODUCE LOCAL SALE CATALOG

                 3.  PRINT LOCAL SALE CATALOG

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.2.1.—BUILD LOCAL SALE CATALOG

Figure 366 - Build Local Sale Catalog

```
ACCELL/SQL
[udaz2ago]                BUILD LOCAL SALE CATALOG          Menu Item 1 of 6

                    1.  FRONT PAGE/OFFERINGS

                    2.  FRONT AND BACK PAGE NOTES

                    3.  ITEM MAINTENANCE

                    4.  BACK PAGE

                    5.  ITEM LOCATION-LOADING DATA

                    6.  ADVERTISING DATA

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.2.1.1.—FRONT PAGE/OFFERINGS

Figure 367 - Front Page/Offerings

```
replace |not stored       |update |

udaz2000.037                      DAISY                          02/24/04
s9d3890                   ESTABLISH IFB NUMBER                   16:08

                    SALES IFB NUMBER:

                    BID OPENING DATE:

                    TYPE SALES CODE:

                LOCAL SALE DRMO RIC: SVX

ENTER IFB NUMBER (VERIFY ACCURACY). PRESS <RETURN> or <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.2.1.2.—LOCAL SALE CATALOG NOTES PROCESS (FRONT AND BACK PAGE)

Figure 368 - Front & Back Page Notes

```
replace                    find
UDSL0700.002                          DAISY                          02/24/04
s9d3890              LOCAL SALE CATALOG NOTES PROCESS                  16:09

   SALE NUMBER:

   WHICH NOTES?:   (1=Front, 2=Back, 3=Both{Only for Inquiry})

   (COPY DATA FROM IFB#):

MUST ENTER SALE ID NUMBER TO SEARCH; THEN PRESS <F3> TO LOCATE THE RECORD.
F1-Prv Form  F2-Nxt Form  F3-Find                  F5-Fld Help  F10-More Key
```

9.2.1.3.—ITEM MAINTENANCE

Figure 369 - Item Maintenance - Item Data/Description

```
                              ACCELL/SQL
[udsl13go]                  ITEM MAINTENANCE              Menu Item 1 of 6

                  1.  ITEM DATA/DESCRIPTION

                  2.  CHANGE ITEM NUMBER

                  3.  DELETE/WITHDRAW ITEM

                  4.  MAINTAIN ITEM REIMB PERCENT

                  5.  ITEM REIMB PERCENT INQUIRY

                  6.  IFB ITEM NUMBER DATA INQUIRY

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.2.1.3.1.—ESTABLISH IFB ITEM NUMBER (DATA/DESCRIPTION)

Figure 370 - Establish IFB Item Number

```
replace | not stored | update |  | record    1 of    1 |

 udsl1310.025                          DAISY                          02/24/04
 s9d3890                    ESTABLISH IFB ITEM NUMBER                 16:14

 DRMO RIC: SVX        DRMO RIC SUFFIX: C
 IFB NUMBER:          IFB ITEM NUMBER:
 PROPERTY TYPE:       REIMBURSABLE?:     FUNDING CODE:

 ITEM UI:        ITEM QUANTITY:             FREE REMOVAL DATE:
 ITEM LOCATION:
 CMA:                  ACQUISITION COST:            .00
 ARTICLES:


           TO ADD A NEW RECORD PRESS <F7>
           TO MODIFY RECORD(S):
              ENTER IFB NUMBER AND IFB ITEM NUMBER,
              OR <F13>, IFB NUMBER AND <F3> FOR ALL ITEMS.


CHANGE SUFFIX OR <RETURN> TO ACCEPT CURRENT ENTRY.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.3.2.—CHANGE IFB ITEM NUMBER

Figure 371 - Change IFB Item Number

```
replace | not stored | update |  |  |  |
udsl1400.005                          DAISY                          02/24/04
s9d3890                    CHANGE IFB ITEM NUMBER                       16:16



                           SALE NUMBER:  [redacted]

               CURRENT SALE ITEM NUMBER:

                   NEW SALE ITEM NUMBER:









ENTER THE SALES IFB NUMBER.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.3.3.—CHANGE IFB ITEM NUMBER (DELETE/WITHDRAW ITEM)

Figure 372 - Change IFB Item Number - Delete/Withdraw Item

```
replace | not stored | update |
udsl1400.005                          DAISY                          02/24/04
s9d3890                    CHANGE IFB ITEM NUMBER                      16:16


                           SALE NUMBER:

               CURRENT SALE ITEM NUMBER:

                   NEW SALE ITEM NUMBER:



ENTER THE SALES IFB NUMBER.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.3.4.—ASSIGN SALES ITEM REIMBURSABLE PERCENTAGE

Figure 373 - Assign Sales Item Reimbursable Percentage

```
replace | not stored | update |
UDSL3510.002                          DAISY                          02/24/04
 s9d3890          ASSIGN SALES ITEM REIMBURSABLE PERCENTAGE            16:18
 SALE NUMBER:      SALE ITEM NUMBER:        PERCENT UNASSIGNED:



ENTER THE SALES IFB NUMBER OR PRESS <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.3.5.—LOCAL SALE ITEM REIMBURSEMENT PERCENT INQUIRY

Figure 374 - LS Item Reimbursement Percent Inquiry

```
replace | not stored | update |

udsl3605.005                    DAISY                          02/24/04
s9d3890          LS ITEM REIMBURSEMENT PERCENT INQUIRY         16:20

          SALE NUMBER:                SALE ITEM NUMBER:

          OUTPUT TYPE:

ENTER THE SALES IFB NUMBER OR PRESS (F1) TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.3.6.—SALES IFB ITEM NUMBER INTERACTIVE INQUIRY

Figure 375 - Sales IFB Item Number Interactive Inquiry

```
replace | not stored | update |

udsl1801.002                    DAISY                          02/24/04
s9d3890        SALES IFB ITEM NUMBER INTERACTIVE INQUIRY        16:21

                    IFB NUMBER:
               IFB ITEM NUMBER:
                      DRMO RIC:     ( )

ENTER IFB NO AND <F3> FOR ALL OR <ENTER> FOR SPECIFIC ITEM SEARCH.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.4.—LOCAL SALE CATALOG BACK PAGE DATA

Figure 376 - Local Sale Catalog Back Page Data

```
replace | not stored | update |

udsl0900.004                    DAISY                          02/24/04
s9d3890          LOCAL SALE CATALOG BACK PAGE DATA             16:22
                            SALE NUMBER:

        PROPERTY REMOVAL DATE:

        LOADING HOURS:                  AND
        LOADING NOTES:

ENTER IFB NUMBER AND PRESS <ENTER>.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.5.—LOCAL SALE ITEM LOCATION-LOADING DATA

Figure 377 - Local Sale Item Location - Loading Data

```
replace | not stored | update |

udsl1000.002                    DAISY                          02/24/04
s9d3890          LOCAL SALE ITEM LOCATION-LOADING DATA         16:23
                            SALE NUMBER:

ENTER IFB NUMBER AND PRESS <ENTER>.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.6.—SALE ADVERTISING/PROMOTION

Figure 378 - Sale Advertising/Promotion

```
replace | not stored | update |

udsl1101.001                    DAISY                          02/24/04
s9d3890              SALE ADVERTISING/PROMOTION                16:25

                     SALE NUMBER:

                     ADVERTISING/PROMOTION:

               CODE    PROVIDER                 AMOUNT

ENTER SALE IFB NUMBER AND PRESS <RETURN>
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.6.1.—PRODUCE LOCAL SALES CATALOG

Figure 379 - Produce Local Sales Catalog

```
replace | not stored | update |

UDSL40.029                      DAISY                          02/24/04
s9d3890              PRODUCE LOCAL SALES CATALOG               16:26

                        Sale Number:

                            Printer: LASER
            Print Front Page (Y/N):
                  Print Body (Y/N):

ENTER THE IFB NUMBER FOR THE CATALOG YOU WISH TO PRINT. <F1> TO EXIT
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.2.1.6.2.—PRINT LOCAL SALES CATALOG

Figure 380 - Print Local Sales Catalog

```
udmf77go ******** APOCASHIER/

PRESS RETURN TO CONTINUE

Reply:

FOR SPECIFIC INSTRUCTIONS ON THE USE OF THE BROWSER
TO PRINT THE CATALOG, REFER TO THE INSTRUCTIONS

F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.3.—SALE PROCESSING

Figure 381 - Sale Processing

```
                          ACCELL/SQL
[udsl29go]              SALE PROCESSING              Menu Item 1 of 6

                 1.  FOREIGN CURRENCY EXCHANGE RATE

                 2.  RECORD SUCCESSFUL BID (AWARD)

                 3.  PRINT CONTRACT (1427)

                 4.  PRINT SUCCESSFUL BID LISTING

                 5.  PRINT HIGH BID DATA SHEET

                 6.  RECORD SALE DURATION/AUCTIONEER

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.3.1.—FOREIGN CURRENCY EXCHANGE RATE

Figure 382 - Update Current Exchange Rate

```
replace | not stored | update |

udsl2905.008                          DAISY                          02/24/04
s9d3890                  UPDATE CURRENT EXCHANGE RATE                16:30


                    DATE OF RATE    =  02/24/04

                    1 U.S. DOLLAR   =

                    CURRENCY TYPE   =


THIS DRMO CANNOT ACCEPT FOREIGN CURRENCY, PRESS <ENTER> TO CONTINUE
            | F2-Nxt Form |            |            |            | F10-More Key
```

9.3.2.—BID AWARD/CORRECTED AWARD SCREEN

Figure 383 - Bid Award/Corrected Award Screen

```
UDSL2610.004                          DAISY                          02/24/04
s9d3890                BID AWARD/CORRECTED AWARD SCREEN               16:32

              SALES IFB NUMBER              -

              ITEM NUMBER


ENTER SALES IFB NUMBER.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.3.3.—LOCAL SALES CONTRACT REQUEST (1427)

Figure 384 - Local Sales Contract Request

```
udsl2810.019                          DAISY                          02/24/04
s9d3890                  LOCAL SALES CONTRACT REQUEST                16:33

                    SALES IFB NUMBER:                 -

                    BIDDER REGISTRATION NUMBER:

ENTER THE SALES IFB NUMBER OR PRESS <F1> TO EXIT.
F1-Prv Form |            |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.3.4.—SUCCESSFUL BIDDER/NO BID LISTINGS (PRINT)

Figure 385 - Print Successful Bidder/No Bid Listings

```
replace |not stored      |update |
udsl5110.016                          DAISY                          02/24/04
s9d3890            PRINT SUCCESSFUL BIDDER/NO BID LISTINGS            16:34

                 DRMO RIC:          SVX ( )

                 IFB NUMBER:

                 ENTER CURRENCY TYPE:

                 ENTER TYPE REPORT:

                 ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.3.5.—HIGH BID DATA SHEET REQUEST (PRINT)

Figure 386 - High Bid Data Sheet Request

```
replace | not stored | update |

udsl2705.010                          DAISY                          02/24/04
s9d3890                   HIGH BID DATA SHEET REQUEST                16:47


                    SALES IFB NUMBER: ■-
                    CURRENCY TYPE:
                    SORT BY:                (B = BIDDER REGISTRATION #)
                                            (I = ITEM NUMBER - DEFAULT)

ENTER THE SALES IFB NUMBER OR PRESS <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.3.6.—AUCTIONEER AND SALE DURATION UPDATE

Figure 387 - Record Sale Duration/Auctioneer

```
replace | not stored | update |
 UDSL3710.002                         DAISY                          02/24/04
 s9d3890               AUCTIONEER AND SALE DURATION UPDATE           16:49

SALE NUMBER: ■

AUCTIONEER:    ID NO                          NAME



SALE DURATION:        HOURS         MINUTES



ENTER THE SALES IFB NUMBER OR PRESS <F1> TO EXIT.
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.—SALE OUTPUT PRODUCTS/REPORTS

Figure 388 - Sale Output Products/Reports

```
ACCELL/SQL
[udom1819]          SALE OUTPUT PRODUCTS/REPORTS        Menu Item 1 of 7

                 1.  LOCAL SALE ITEM LISTINGS

                 2.  HIGH BID CARDS

                 3.  SALE SUMMARY (542)

                 4.  DELINQUENT BIDDER LISTING

                 5.  REIMBURSABLE ITEM REPORTS

                 6.  SPECIAL TAXES REPORT

                 7.  PRINT CONTRACT ARTICLES

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.4.1.—LOCAL SALE ITEM LISTINGS

Figure 389 - Local Sale Item Listings

```
ACCELL/SQL
[udsl48go]          LOCAL SALE ITEM LISTINGS            Menu Item 1 of 6

                 1.  ITEM PLACARDS

                 2.  ITEM LISTING

                 3.  ITEM SALE PRICE LISTING

                 4.  SUCCESSFUL BIDDER/NO BID LISTING

                 5.  ITEMS NOT REMOVED LISTING

                 6.  ITEMS REMOVED LISTINGS

Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.4.1.1.—ITEM PLACARDS

Figure 390 - Print Local Sale Placards

```
replace | not stored | update |

udsl4810.005                    DAISY                          02/24/04
s9d3890                 PRINT LOCAL SALE PLACARDS              16:54

                DRMO RIC:          SVX (  )

                IFB NUMBER:

                ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.4.1.2.—LOCAL SALE ITEM LISTING

Figure 391 - Local Sale Item Listing

```
replace | not stored | update |

udsl4710.007                    DAISY                          02/24/04
s9d3890                  LOCAL SALE ITEM LISTING               16:55

                DRMO RIC:          SVX ( )

                IFB NUMBER:

                SORT BY:

                ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.4.1.3.—PRINT LOCAL SALE ITEM SALE PRICE LISTING

Figure 392 - Print Local Sale Item Sale Price Listing

```
replace | not stored | update

udsl5010.005                    DAISY                          02/24/04
s9d3890        PRINT LOCAL SALE ITEM SALE PRICE LISTING        16:56

                DRMO RIC:          SVX ( )

                IFB NUMBER:

                ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.1.4.—PRINT SUCCESSFUL BIDDER/NO BID LISTING

Figure 393 - Print Successful Bidder/No Bid Listings

```
replace | not stored | update

udsl5110.016                    DAISY                          02/24/04
s9d3890        PRINT SUCCESSFUL BIDDER/NO BID LISTINGS         16:57

                DRMO RIC:          SVX ( )

                IFB NUMBER:

                ENTER CURRENCY TYPE:

                ENTER TYPE REPORT:

                ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.1.5.—ITEMS NOT REMOVED LISTING/SUMMARY

Figure 394 - Items Not Removed Listing/Summary

```
replace | not stored | update |

udsl5210.006                    DAISY                          02/24/04
s9d3890            ITEMS NOT REMOVED LISTING/SUMMARY           16:59

            DRMO RIC:          SVX ( )

            IFB NUMBER:

            ENTER TYPE REPORT:

            ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.1.6.—PRINT ITEMS REMOVED LISTING/SUMMARY

Figure 395 - Print Items Removed Listing/Summary

```
replace | not stored | update |

udsl5310.005                    DAISY                          02/24/04
s9d3890          PRINT ITEMS REMOVED LISTING/SUMMARY           17:00

            DRMO RIC:          SVX (■)

            IFB NUMBER:

            ENTER TYPE REPORT:

            ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.2.—PRINT LOCAL SALE HIGH BID CARDS

Figure 396 - Print Local Sale High Bid Card

```
replace | not stored | update |

udsl4910.003                    DAISY                          02/24/04
s9d3890            PRINT LOCAL SALE HIGH BID CARD              17:01

                DRMO RIC:          SVX ( )

                IFB NUMBER:

                ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.3.—PRINT LOCAL SALE SUMMARY (542) REPORT

Figure 397 - Print Local Sale Summary (542) Report

```
replace | not stored | update |

udsl5410.020                    DAISY                          02/24/04
s9d3890          PRINT LOCAL SALE SUMMARY (542) REPORT         17:02

                DRMO RIC:          SVX (■)

                IFB NUMBER:

                ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.4.—PRINT LOCAL SALE DELINQUENT BIDDERS LISTING

Figure 398 - Print Local Sale Delinquent Bidders Listing

```
replace | not stored | update |

udsl3810.007                    DAISY                          02/24/04
s9d3890        PRINT LOCAL SALE DELINQUENT BIDDERS LISTING     17:03

                IFB NUMBER:
                ENTER OUTPUT TYPE:

ENTER IFB NUMBER OR BLANK FOR ALL.  PRESS <ENTER>. <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.4.5.—REIMBURSABLE ITEM REPORTS

Figure 399 - Reimbursable Item Reports

```
                          ACCELL/SQL
[udsl56go]            REIMBURSABLE ITEM REPORTS        Menu Item 1 of 2

                 1.  REIMBURSABLE ITEM LISTING (1709)

                 2.  REIMBURSABLE ITEMS REMOVED

 Selection:
To see more function key labels,  press the function key labeled 'More Key'
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Item Help|F10-More Key
```

9.4.5.1.—PRINT LS REIMBURSABLE ITEM LISTING (1709)

Figure 400 - Print LS Reimbursable Item Listing (1709)

```
replace | not stored | update |

udsl5610.014                    DAISY                          02/24/04
s9d3890        PRINT LS REIMBURSABLE ITEM LISTING (1709)       17:05

                DRMO RIC:          SVX (  )

                IFB NUMBER:

                ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.5.2.—PRINT REIMBURSABLE ITEMS REMOVED LISTING

Figure 401 - Print Reimbursable Items Removed Listing

```
replace | not stored | update |

udsl5710.008                    DAISY                          02/24/04
s9d3890        PRINT REIMBURSABLE ITEMS REMOVED LISTING        17:06

                DRMO RIC:          SVX ( )

                IFB NUMBER:

                ENTER OUTPUT TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

9.4.6.—PRINT SPECIAL TAXES SUMMARYREPORT

Figure 402 - Print Special Taxes Summary Report

```
replace | not stored | update |
udsl5510.007                    DAISY                          02/24/04
s9d3890          PRINT SPECIAL TAXES SUMMARY REPORT            17:08

                DRMO RIC:          SVX ( )

                IFB NUMBER:

                ENTER OUTPUT TYPE:

                CURRENCY TYPE:

ENTER RIC SUFFIX, OR LEAVE BLANK FOR ALL
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.4.7.—CONTRACT ARTICLES PRINT REQUEST

Figure 403 - Contract Articles Print Request

```
replace | not stored | update |
udsl0600.004                    DAISY                          02/24/04
s9d3890              CONTRACT ARTICLES PRINT REQUEST              17:09

  CONTRACT ARTICLE NUMBER

  SALES IFB NUMBER

  SALES IFB ITEM NUMBER

ENTER ARTICLE # AND <ENTER> OR 'ALL' AND <ENTER> OR <ENTER> OR <F1> TO EXIT.
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

9.5.—DRMO STATIC INFORMATION SCREEN

Figure 404 - DRMO Static Information Screen

```
replace  not stored        update

UDSL0100.001                      DAISY                          02/24/04
s9d3890              DRMO STATIC INFORMATION SCREEN                17:10

DRMO RIC & SFX  SVX                          DRMO NAME

ADDRESS

ENTER CONTRACT STATEMENT:

 MULTIPLE LOCATIONS? (Y)/N

ENTER RIC SUFFIX AND PRESS <RETURN>, OR PRESS <F1> TO EXIT
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
```

9.6.—IFB NUMBER CONSOLIDATED INQUIRY

Figure 405 - IFB Number Consolidated Inquiry

```
replace                find

udsl1200.003                      DAISY                          02/24/04
s9d3890              IFB NUMBER CONSOLIDATED INQUIRY                17:11

   IFB NUMBER:      TYPE SALE CODE:    BID OPENING DATE:

    SALES LOCATION:
         SALE TIME:
 REGISTRATION TIME:
 INSPECTION PERIOD:          TO
   INSPECTION TIME:                 AND
  INSPECTION NOTES:


     SALE POC NAME:
    SALE POC PHONE:
      REMOVAL DATE:
     LOADING HOURS:                 AND
     LOADING NOTES:

ENTER IFB NUMBER AND PRESS <ENTER>, <F3> TO FIND, <F1> TO EXIT.
F1-Prv Form  F2-Nxt Form  F3-Find          F5-Fld Help  F10-More Key
```

SECTION 2 - GENERAL PROCESSING

C3. PROCEEDS DISPOSITION

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SECTION 2 - GENERAL PROCESSING

C3. PROCEEDS DISPOSITION

C3.1. **Cashier Duties and Money Handling**

C3.1.1. Duties of Cashiers

C3.1.1.1. Receive payments, including storage charges and other miscellaneous funds (e.g., photograph costs, research costs, etc.).

C3.1.1.2. Secure all bid sheets prior to bid openings.

C3.1.1.3. Return all unsuccessful bids and make appropriate notations on DRMS Form 1458 (e.g., date deposited, date returned).

C3.1.1.4. Maintain DRMS Form 1578 or electronic DAISY Blotter for Cashier, so funds on hand, including change fund, can be reconciled.

C3.1.1.5. Maintain cash change fund when applicable. *Foreign currency cash funds will be maintained separately from US dollar cash funds.*

NOTE: Where a bank or finance office is not conveniently available to buyers, DRMOs will maintain a cash change fund from $25 to $250 (U.S. or equivalent foreign currency). Arrange the control and accounting with DFAS-CO-ADPB/CA and DRMS-RF to include posting of balance on DRMS Form 1578 Financial Record. The primary cashier normally administers the fund. Do not use this change fund for any purpose other than to make change for bidders, when necessary, for payments. Refunds are not to be issued from the change fund.

C3.1.1.6. Process credit card transactions.

C3.1.1.7. Receive funds and complete DRMS Form 51 for each payment. Deposit funds using SF 215, and prepare DD Form 1131.

C3.1.1.8. Prepare in detail, all Refund, Transfer, and Payment Vouchers (SF 1049, SF 1080 and SF 1081). Include *description* of the action on all vouchers.

C3.1.1.9. Maintain the DRMO serial or voucher number control for the DFAS-CO-ADPB/CA validated copy of all financial documents (DD Form 1131, SF 1049, SF 1080, and SF 1081) including the *description* of the action.

C3.1.1.10. Balance and then transfer the financial folder to the SCO for merging with the IFB and contract files upon completion of all financial transactions, including authorized refunds and reimbursement of proceeds to turn•in/generating activity.

NOTE: ***NOTE:*** Cashiers may verify sales proceeds of all contracts by running DAISY Consolidated Inquiries after all the sales shipment transactions have been entered.

NOTE: ***NOTE:*** Persons authorized to sign disbursing documents cannot be cashiers. The Sales Contracting Officer (SCO) is authorized to sign disbursement documents.

C3.1.2. Persons Authorized to Collect.

NOTE: If the DRMO is experiencing difficulty with procedures for the collection and disposition of funds, notify DRMS•RF in writing, with justification for any deviation to established procedures.

C3.1.2.1. The Chief DRMO will appoint or terminate appointments of individuals to serve as cashiers. An employee must first pass the "Cashier Correspondence Course" in order to serve as cashier. Appointments and terminations must be made in writing and retained in the Internal Management File as a permanent record. Place the following statement in the memorandum appointing individuals to serve as cashiers:

> *"(Name of individual) is appointed to serve as (primary or alternate) cashier for (NAME OF DRMO) and has successfully passed (minimum score of 76) the "Cashier Correspondence Course" and received all other necessary training pertinent to the required duties of this position."*

C3.1.2.2. Two types of appointments may be made:

C3.1.2.2.1. *Permanent (Primary or Alternate)*. Indicate the effective date on this type of appointment.

C3.1.2.2.2. *Temporary.* In the absence of a permanent cashier for any reason or for any length of time, the DRMO Store Manager may appoint a temporary cashier to ensure continuity of operations. Do not exceed 30 calendar days for these appointments.

C3.1.3. Banking Facility

C3.1.3.1. Each DRMO Store will be assigned an authorized commercial banking institution, which will serve as a depository for sales proceeds. These banks are approved by the Department of Treasury and are categorized as Treasury General Account (TGA) banks. All check/cash sales proceeds will be deposited at the designated TGA bank.

C3.2. **Security**

C3.2.1. Safeguarding Funds

C3.2.1.1. Cashier Facility. Each cashier will be issued his or her own cash box or drawer. These should remain locked whenever they are not in use.

C3.2.1.1.1. Never leave funds unattended, even if they are in a locked cash box or drawer.

C3.2.2. Anti•Robbery/Actual Robbery Instructions

C3.2.2.1. *Training.* DRMO Central will train all personnel authorized to handle funds in these procedures before they are certified to handle funds. Training will be in accordance with host security procedures.

C3.2.2.2. *Anti-Robbery Plans*. The DRMO Chief will develop a comprehensive plan to activate in case of robbery at the DRMO. This plan will be coordinated with host physical security for adherence to host installation anti-robbery plans.

C3.2.3. Key Control

C3.2.3.1. DRMOs will ensure compliance.

C3.2.4. Security of Safe within the Cashier Facil

C3.2.4.1. DRMOs will ensure compliance of security for safes.

C3.2.4.2. Limit access to the cashier facility to authorized personnel only. This list includes: primary and alternate cashier, cashier supervisors, cash verifiers and auditors, disinterested witnesses for purposes of locking the safe, and official DLA/DRMS visitors.

C3.3. **Reimbursements**

NOTE: These instructions provide procedures for manual processing of reimbursements. Follow systems guidance for processing reimbursement of amounts collected and entered in the Financial Tracking System (FTS) and Daisy National Sales Program (DNSP).

C3.3.1. Disbursements to Reimbursable Activities

C3.3.1.1. Annotate the contract number in block 8 on DRMS Form 1709.

NOTE: All sale items requiring reimbursement must have the information input to DNSP in lieu of submitting a DRMS Form 1709. DNSP will automatically generate the appropriate reimbursement data based on input.

C3.3.1.2. Forward annotated DRMS Form 1709, along with sales package to cashier.

C3.3.1.3. Verify information is correct (i.e., the abbreviated letter code(s) in column 2 corresponds with the applicable generator fund cite code(s) in column 3.)

C3.3.1.4. Prepare DD Forms 1131 for bid deposits (if applicable):

C3.3.1.4.1. *Usable sales* • Type fund account code in block 3 of the DRMS Form 1709 (under accounting classification of DD Form 1131).

NOTE: If there is a split of proceeds or a percentage to be reimbursed, bid deposits will be split on that basis.

C3.3.1.4.2. Annotate the amount and date of reimbursement onto the DRMS Form 1709.

C3.3.1.4.3. Receive payment for balance due.

NOTE: If a document is coded reimbursable, input balances due the reimbursable activity into the appropriate fund cite code for the amount that is reimbursable.

C3.3.1.4.4. Receive payment from customers billed for overages.

C3.3.1.4.5. Using DD Form 1131, deposit proceeds into the appropriate account.

C3.3.1.4.6. Receive delivery document.

C3.3.1.4.7. Process adjustments (if applicable) to reimbursable activity using SF 1080. *Use SF 1081 to move funds for GOSFEE from the suspense account into the DWCF account.*

C3.3.1.4.8. If funds have not been deposited to the appropriate reimbursable fund accounts, prepare SF 1080 for the total amount deposited to the appropriate reimbursable activity (Office Billed section of the SF 1080).

C3.3.1.4.9. When funds are reimbursed to activities erroneously or for a miss described claim, risk of loss, or any contractual circumstance encountered, notify the cashier to adjust reimbursable proceeds account(s).

C3.3.1.4.10. Adjust reimbursable proceeds account(s) as follows:

C3.3.1.4.10.1 If funds are due to the same reimbursable activity or a frequent customer on a different contract or items:

C3.3.1.4.10.1.1 Deduct the amount over reimbursed from that contract by making an adjustment on SF 1080, indicating in the detailed description column the amount currently reimbursed, less the amount overly reimbursed. The amount showing in the "amount column" is the net adjustment.

C3.3.1.4.10.1.2 Enter the amount over reimbursed as a separate line entry on SF 1081 and credit it to the correct account.

C3.3.1.4.10.1.3 Forward an information copy to the reimbursable activity.

C3.3.1.4.10.2 If the activity is an infrequent customer and was not previously reimbursed by check:

C3.3.1.4.10.2.1 Process SF 1081 to debit the account previously credited on DD Form 1131 and credit the suspense account.

C3.3.1.4.10.2.2 Process another SF 1080 to debit the suspense account and credit the account of the activity due the reimbursement.

C3.3.1.4.11. Forward a letter to the activity requesting a return of erroneous reimbursement(s).

C3.3.1.4.12. Forward a copy of the letter to the cashier.

C3.3.1.4.13. Receive funds from activity(ies) that were erroneously reimbursed.

C3.3.1.4.14. Ensure suspense accounts are cleared within 60 days.

C3.4. **Reports/Transactions**

C3.4.1. Financial Record (DRMS 1578)

C3.4.1.1. Maintain electronic DAISY Blotter. The electronic DAISY Blotter will automatically prepare voucher for sales proceeds collections and refunds/reimbursements and eventually will electronically transmit this information to DFAS-CO for processing. This will feed data to a corporate database that will track financial information, such as accounts receivable, collections, and contact status.

C3.5. **Proceeds**

C3.5.1. Collection of Proceeds

C3.5.1.1. Payments

NOTE: CONUS DRMOs are no longer authorized to take payments; all payments must be made at DRMS HQ, unless specific waiver is granted.

C3.5.1.1.1. Payments in the following forms are authorized:

C3.5.1.1.1.1 *Cash* (United States currency, except where IFB authorizes foreign currency.) When foreign currency is deposited it is converted to U.S. currency when credited to the DRMS account. **DRMS HQ does not accept cash payments.**

C3.5.1.1.1.2 *Guaranteed negotiable instruments made payable to or endorsed to*

the U.S. Treasury in any form (e.g., cashier's check, certified check, traveler's check, bank draft and/or postal or telegraphic money order).

C3.5.1.1.1.3 *Canadian postal money orders* designed for payment in the United States must state specifically that they are payable in U.S. Dollars in the United States.

C3.5.1.1.1.4 *Wire transfer or electronic funds transfer* (CV and Exchange Sales Only).

C3.5.1.1.1.5 *The U.S. Treasury has approved the use of American Express, Discover Card, Master Card, and VISA.* Accept approved credit cards for payment if the DRMO is equipped to accept them.

C3.5.1.1.1.5.1 If a credit card is used and authorization is declined, allow the bidder to replace the credit card with another acceptable means according to the terms of the sale. *Annotate the date and time the credit card transaction was declined.*

C3.5.1.1.1.5.2 If a DRMS IFB provides for a credit card instead of other forms of payment, obtain the following information:

C3.5.1.1.1.5.2.1 Credit Card Account Number.

C3.5.1.1.1.5.2.2 Bidder's name as it appears on the credit card.

C3.5.1.1.1.5.2.3 Bidder's address.

C3.5.1.1.1.5.2.4 Credit Card Account Expiration Date.

C3.5.1.1.1.5.2.5 Name of Issuing Bank.

C3.5.1.1.1.5.2.6 Type of Card (e.g., VISA, Discover, MasterCard, etc.).

C3.5.1.1.1.5.2.7 IFB, Bidder ID or Sales Contract Number and Item Number.

C3.5.1.1.1.5.2.8 Dollar amount to be charged.

C3.5.1.1.1.5.2.9 Credit Card holder's signature (forwarded by facsimile or mail to HQ DRMS Cashier).

C3.5.1.1.1.5.2.10 Combinations of the above are acceptable as payment.

C3.5.1.1.2. Other acceptable forms of payment:

C3.5.1.1.2.1 Uncertified personal and/or a company check for amounts over $25.00, properly accompanied by an acceptable security. See Acceptable Forms of Security

(C3.5.1.1.4), this chapter.

C3.5.1.1.2.2 Uncertified personal and/or company checks in the amount of $25.00 or less, when submitted for ancillary charges (e.g., debt payment, storage charge, liquidated damages, interest, etc.).

C3.5.1.1.2.3 Payments received from non-appropriated fund instrumentality, state or local governments.

C3.5.1.1.3. Acceptance of Foreign Currency

C3.5.1.1.3.1 Buyers of Foreign Excess Personal Property (FEPP) shall pay in U.S. dollars or the equivalent in foreign currency, which is readily convertible into U.S. dollars. Where U.S. dollars are not available, the acceptance of foreign currency is authorized subject to the following conditions:

C3.5.1.1.3.1.1 Payments exceeding the equivalent of 5,000 U.S. dollars in individual sale transactions (that is, total of all items offered in a single sale, not for individual items included in a sale) may be accepted only after obtaining prior approval from the Defense Finance and Accounting Service (DFAS). When required, DFAS will submit the requests through their chain of command to the Department of State (DoS) and Treasury Department (TD) for approval. In countries where a considerable amount of FEPP may be available for sale and where it is expected it may be necessary to accept foreign currency; DRMS shall submit a request to DFAS for an annual authorization, on a calendar year basis, for the acceptance of foreign currency.

C3.5.1.1.3.1.2 Payments of up to the equivalent of 5,000 U.S. dollars for individual transactions, at the rate of exchange applicable to the U.S. Government, may be accepted without further consultation if:

C3.5.1.1.3.1.2.1 Assurance has been obtained through the local DoS representative that such currency may be used in payment of any or all U.S. Government expenditures in the country whose currency is accepted. This provision is applicable only when annual authorizations have not been received.

C3.5.1.1.3.1.2.2 It is not feasible to sell for U.S. dollars or to ship the property to a country (other than the United States, except where property is a type authorized for return) where it may be sold for U.S. dollars, or a freely convertible foreign currency.

C3.5.1.1.3.1.2.3 The currency is not that of a country whose assets in the U.S. are blocked by TD regulations.

C3.5.1.1.3.1.2.4 The currency is that of a country with which the United States maintains diplomatic relations.

C3.5.1.1.3.1.3 Foreign currency accepted need not be the currency of the

country of sale, if the currency offered is otherwise acceptable to the DoS and TD, and can be accepted under the U.S. and host governments' agreements governing the sale of U.S. FEPP. In this connection, the sale solicitation shall indicate the foreign currencies, which shall be accepted for a particular sale.

C3.5.1.1.4. Acceptable forms of securities are as follows:

C3.5.1.1.4.1 Standard Form 150, Deposit Bond - Individual Invitation, Sale of Government Personal Property may be used as security for uncertified personal and/or company checks, subject to the approval of the Chief, Operations Branch (provided that person is not the SCO) or the SCO for sales conducted at DRMOs. SF 150 is executed by surety companies appearing on the U.S. Treasury Department list of acceptable sureties and by individual sureties. Personal and/or company checks are limited to the penal sum of the bond. SF 150 will be returned in kind, with the accompanying personal and/or company check, to the unsuccessful bidder according to Processing Collections, this chapter. In the case of successful bidders, SF 150 will be held and become part of the contract file.

C3.5.1.1.4.2 Standard Form 151, Deposit Bond - Annual, Sale of Government Personal Property. Annual bid bonds may be used as security for uncertified personal and/or company checks. Personal and/or company checks are limited to the penal sum of the bond. DRMS, in coordination with legal counsel, is responsible for review and approval of requests, maintenance of central management control and dissemination of information to field activities. Return the personal and/or company check of the unsuccessful bidder according to Processing Collections topic, this chapter (C3.5.1.2.1).

C3.5.1.1.4.3 Irrevocable Commercial Letter of Credit (see Section 4, Supplement 2, Chapter 3, Proceeds Disposition, Enclosure 1, Attachments 1, 2 & 3). A letter of credit may be used as security for uncertified personal and/or company checks up to the maximum amount of the letter of credit. The personal and/or company check of the unsuccessful bidder will be returned in kind according to Processing Collections (3.5.1.2.1), this chapter. In the case of the successful bidder, the personal and/or company check will be deposited according to Disposition of Payments Following Award of Contract, (3.5.1.2.2.), this chapter.

C3.5.1.1.4.3.1 Each letter of credit must be clearly irrevocable. If an expiration date is specified, the letter of credit is not acceptable if the expiration date is less than 30 days from the end of the contract period. In addition, the following minimum criterion is required for acceptance of letters of credit. The document must:

C3.5.1.1.4.3.1.1 State clearly that it is a "Commercial Letter of Credit." (It need not say it is irrevocable, but it <u>cannot say it is revocable.</u>)

C3.5.1.1.4.3.1.2 Be an original or clearly state on its face that reproductions of the original document may be considered as an original document.

C3.5.1.1.4.3.1.3 Be on bank stationery.

C3.5.1.1.4.3.1.4 State the maximum amount.

C3.5.1.1.4.3.1.5 State the name and address of the company/individual submitting the bid.

C3.5.1.1.4.3.1.6 State the IFB number and opening date.

C3.5.1.1.4.3.1.7 Be signed by the issuer (authorized signature of bank official).

C3.5.1.1.5. Bank Guarantees submitted as security for uncertified personal and/or company checks by bidders purchasing property in CONUS are not acceptable. European bank guarantees used by bidders purchasing Foreign Excess Personal Property (FEPP) are acceptable. European bank guarantees will be handled by DRMS-O.

C3.5.1.2. Processing Collections

C3.5.1.2.1. Process receipt of Bid Deposits and pre-payments on Term Contracts as follows:

C3.5.1.2.1.1 Deposit cash no later than the close of business the first workday after receipt for deposit to the proper account.

C3.5.1.2.1.2 Process credit card transactions through the network bank and receive acceptance or denial. Credit card printer will provide transaction slip.

C3.5.1.2.2. Disposition of Payments Following Award of Contract (including pre-payments on Term Contracts).

C3.5.1.2.2.1 Deposit any payments of the successful bidder on contracts where refunds may be required immediately, to suspense account. Use these accounts to pay approved refunds.

C3.5.1.2.2.2 Deposit any payments of the successful bidder on contracts where refunds are not required immediately, to the appropriate account (e.g., industrial funds, Instrumentality (NAFI), General Receipts of the Treasury, etc.). Use SF 215 to make the deposit.

C3.5.1.2.2.3 Deposit and apply all authorized and acceptable forms of payments from successful bidders to the total contract price no later than the first workday following property award. Do not complete refunds and/or transfers until sufficient time has passed to allow the uncertified check to clear the financial institution upon which it is drawn.

C3.5.1.2.3. Withholding and Offset. When funds are received from an individual or organization indebted to the government or a refund is due a bidder indebted to the Government, regardless of the type of instrument see Claims Against Contractors, C3.7.1.1. this

instruction, for further guidance.

C3.5.1.2.4. Payments on Contract by Successful Bidder

C3.5.1.2.4.1 Collect payment. (See “Payments in the following forms are authorized…” (3.5.1.1.1), this chapter, for authorized form of payment.)

C3.5.1.2.4.2 Deposit payment immediately to the appropriate accounts. (See Disposition of Proceeds (3.5.1.4), this chapter, and Section 4, Supplement 2, Chapter 3, Proceeds Disposition, Enclosures 2 & 3).

C3.5.1.2.4.3 Use SF 215 to deposit the payment.

C3.5.1.2.4.4 Guarantee all other payments received in check or credit card • no exceptions (e.g., storage, liquidated damages, interest, and user charges).

C3.5.1.3. Accounting For Proceeds

C3.5.1.3.1. A Financial Record, DRMS Form 1578, commonly referred to as the blotter, covering all sales must be maintained (systems generated or manually, where automation is not available) by the appointed cashiers of DRMS/DRMOs.

C3.5.1.3.2. Change fund transfers between cashiers must be reflected on the financial records.

C3.5.1.4. Disposition of Proceeds, Refunds and Transfers

C3.5.1.4.1. *Cash Collection Voucher.*

C3.5.1.4.1.1 Action by the DRMO. Deposit all funds received by cashiers in the approved Treasury General Account (TGA) at the specified financial institution. Forward DD Form 1131and SF 215, for ultimate deposit to the appropriate account, via facsimile to DFAS-ADPB/CA. Cashiers will prepare a separate voucher for each IFB concerned and a separate voucher for credit card sales.

C3.5.1.4.1.2 Vouchers transmitting funds. List the bidder's name, appropriate accounting classification, date funds were collected, the purpose (e.g., storage charge, etc.), registration/contract number and individual amount.

C3.5.1.4.1.3 Vouchers that include a setoff from an indebted bidder. Show the contractor's name, contract number(s) of the setoff, principal and interest of the setoff, and the appropriate accounting classification, the bidder registration number, and the sale number from which the funds became available.

C3.5.1.4.2. *Depositing of Proceeds:*

C3.5.1.4.2.1 Sales proceeds shall be credited to the accounting classification for the type property cited on the DD Form 1348-1, Disposal Turn-in Document.

C3.5.1.4.2.2 DRMS will retain sales proceeds for all categories of property (including those from former industrial funded activities) up to the amount necessary to recover its disposal operating costs. Sales proceeds from sale of *Resource, Recovery, and Recycling Program (RRRP) material are excluded from the application of disposal operating costs.*

C3.5.1.4.2.3 The disposition of proceeds for sale of Surplus Personal and foreign excess property falls within three specific categories. See Section 4, Supplement 2, Chapter 3, Proceeds Disposition, Enclosure 5, Attachment 2, for more information.

C3.5.1.4.2.3.1 Property designated as not reimbursable to a generating activity. Unless a law specifically requires reimbursement of sales proceeds, DRMS will retain all proceeds for credit to the Defense Working Capital Fund Account, 97X4930.***5NR0***. When directed by Under Secretary of Defense (Comptroller) (USD(C)), 25 percent of gross proceeds will be deposited to the U.S. Treasury miscellaneous receipt account. This category of property includes:

C3.5.1.4.2.3.1.1 *Scrap and Usable Personal Property* that does not fall in any of the other two categories.

C3.5.1.4.2.3.1.2 *Bones, Fats, and Meat Trimmings* generated by commissary stores.

C3.5.1.4.2.3.1.3 *DWCF Supply Management Excess Inventory Items*

C3.5.1.4.2.3.2 Property designated as reimbursable to the generator. DRMS will retain proceeds up to the amount necessary to recover all disposal-operating costs. Net proceeds (gross proceeds less disposal operating costs) will be reimbursed to the generator. This category of property includes:

C3.5.1.4.2.3.2.1 *Automatic Data Processing Equipment* owned by GSA and leased to DOD.

C3.5.1.4.2.3.2.2 Property purchased with funds from *the Surcharge Collections, Sales of Commissary Stores (Equipment Only).*

C3.5.1.4.2.3.2.3 *Contractor Inventory* (includes government-furnished material/equipment in the possession of contractors).

C3.5.1.4.2.3.2.4 *Property owned by a non-appropriated fund instrumentality,* excluding garbage suitable for animal consumption that is disposed of under a multiple-pickup contract (e.g., Morale, Welfare, and Recreation Activities, or Army-Air Force Exchange Service).

C3.5.1.4.2.3.2.5 *Lost, Abandoned, or Unclaimed Privately Owned* Personal Property turned in to DRMS. *The installation (generator) is responsible for complying with 10 U.S.C. 2575.*

C3.5.1.4.2.3.2.6 *Military Assistance Program (MAP) financed equipment and equipment belonging to Security Assistance Organizations (SAO)* (22 U.S.C. 2355).

C3.5.1.4.2.3.2.7 *General Gifts (Title 10, U.S.C. Section 2601)* bequest of real or personal property.

C3.5.1.4.2.3.2.8 *General Gifts (Title 10 U.S C. Section 2605*) DOD department's education system.

C3.5.1.4.2.3.2.9 *Real or Personal Property (Title 10 U.S.C., Section 2608).*

C3.5.1.4.2.3.2.10 *Usable U.S. Coast Guard property under the physical control of the Coast Guard at the time of sale (14 U.S.C., 641).*

C3.5.1.4.2.3.2.11 *U.S. Army Corps of Engineers (COE) property under the physical control of the U.S. Army COE at the time of sale (33 U.S.C., 558).*

C3.5.1.4.2.3.3 Property that, by law or agreement, DRMS must reimburse gross proceeds, but then may bill for disposal costs. DRMS must reimburse gross proceeds where the law requires proceeds returned or deposited to a revolving fund, trust fund, non-appropriated fund, or other appropriation, fund or account. *DRMS will bill an amount equal to the actual cost associated with property disposal and sale*. This category of property includes:

C3.5.1.4.2.3.3.1 *Federal Civil Agencies,* where an MOA who have Memorandum of Agreements will have gross proceeds deposited to Miscellaneous Receipts of the Treasury and DRMS will bill for the disposal fee quarterly.

C3.5.1.4.2.3.4 *Resource Recovery and Recycling Program Property (RRRP)* is classified as net reimbursable in the Financial Management Regulation; however, DLA has exempted this special property from DRMS' fees. Therefore, RRRP property is reimbursed gross proceeds.

C3.5.1.4.2.4 *Unless specified above,* deposit proceeds received from the sale of DOD surplus and foreign excess personal property directly to the General Fund Receipt Account *the DRMS Working Capital Fund (97X4930.5NR0 001 532.01 JHH2 [contract #] S033181)*. This includes charges for *storage, loading, or wharfage fees* when the property is stored at DOD installations. Where the property sold is stored at a non•DOD installation, deposit fees received for storage, loading and wharfage to the same appropriation account to which sales proceeds are assigned.

C3.5.1.4.2.5 Sales proceeds for *Federal Civil Agency (FCA) Property* will be credited to the General Fund Receipt Account, 97R2651.

C3.5.1.4.2.6 *Liquidated Damages* received as a result of contractor default will be deposited to the *DRMS Working Capital Fund (97X4930.5NR0 001 532.01 JHH2 [contract #] S033181).*

C3.5.1.4.2.7 *Freedom of Information Act (FOIA) fees will be deposited to 97R3210.0004 S033181 APC: 00CPX0.*

C3.5.1.4.2.8 *Interest* received as a result of contractor indebtedness shall be deposited to the General Fund Receipt Account, 97R3210.0013.

C3.5.1.4.3. *Refunds and Transfers*. Process all authorized refunds and transfers as soon as possible, especially at the end of the fiscal year. Process adjustment or refund to purchaser, due to variation in quantity or weight or as a result of approved claim, as follows:

C3.5.1.4.3.1 As each contract is completed (i.e., paid for and removed) the DRMO will forward a copy of the DRMS Form 1427 and the validated DD Form 1131 to the SCO. When there is a discrepancy, the successful bidder must pay the amount shown on the contract. Do not make refunds until after the SCO reviews the contract file (see Section 2, Chapter 6, Sales, Contract Administration) *and provides a signed DRMS Form 915, Statement of Account.* When the SCO determines a refund is due, the cashier will prepare an SF 1049, to pay the refund to the customer. The SF 1049 must also cite the contract number. *There should be only one contract per refund voucher.* DFAS-ADPB/CA will post to the appropriate account and issue a check. A report of the refund will be returned to the cashier and *filed in the financial folder.*

C3.5.1.4.3.2 Within 60 days after final payment is made, clear the suspense account for each contract by transfer to the appropriate account *(e.g., NAF, DeCA,* General Receipts of the Treasury, etc.). At the discretion of the SCO pre-payments for term contracts can be held in suspense account until the last month's deliveries. At that time the deposit can be used to cover any refunds or adjustments. Deposit subsequent payments to the appropriate account(s). Deposit the final payment received prior to, and for the last month's delivery, to the suspense account to cover any refunds or adjustments. Based on the SCO's review, transfer these funds from suspense, in total or in part, to the appropriate accounts and/or refund to the customer. If the funds in suspense are insufficient to cover the amount due the Government, bill the customer the final balance due.

C3.5.1.4.3.3 Complete refunds against cash and guaranteed negotiable instruments promptly. In the case of a cash refund for misdescribed items prior to deposit of days proceeds, the cashier may refund the money after validation by the SCO that the claim has merit, the same day payment is made by annotating the amount refunded on the DRMS Form 1427 and having the purchaser/agent initial as receiving the refund.

C3.5.1.4.3.4 Process credits against credit cards promptly through the network bank.

C3.5.1.4.3.5 Do not make refunds against personal checks until at least 15 workdays after deposit; but the amount of refund and distance involved to timely clear the deposit check must be considered to minimize the Government's issuing a refund against a dishonored check. Use good judgment (e.g., if the total award was $150 and the purchaser submitted four $100 checks, two should be deposited and two should be returned along with a refund and an explanation.)

C3.5.1.4.3.6 The cashier will prepare and forward an authorized financial document such as a SF 1080, to DFAS-ADPB/CA upon determination of the proper disposition of proceeds.

C3.5.1.4.3.7 Make transfer of funds *by Intra-Government Payment and Collection (IPAC) system* to DFAS-ADPB/CA when the reimbursable fund is not administered by DFAS-ADPB/CA. HQs. (DRMS only.) Contact DRMS-RF cashiers for instructions and assistance.

C3.5.1.4.4. Waiving of Payments of Refunds

C3.5.1.4.4.1 When amounts of less than one dollar are waived for payment or refund according to the appropriate conditions of sale, account for the funds (increased or decreased) as follows:

C3.5.1.4.4.1.1 Administratively increase or decrease the contract price to the limit of ninety-nine cents ($0.99), as appropriate, to preclude any further bookkeeping transactions or adjustments.

C3.5.1.4.4.1.2 When the contract price is increased, deposit the amount increased to the account that received the proceeds of sale.

C3.5.1.4.4.1.3 SCO will indicate on authorized financial document, such as SF 1080, that the contract price has been increased or decreased by $____, according to the appropriate conditions of sale. If the DRMO experiences difficulty with procedures for the collection and disposition of funds contact DRMS•RP in writing, with justification for any deviation to established procedures.

C3.5.1.4.4.2 *If the amount owed/due is less than $10 but greater than $1, do the refund/bill only if the SCO approves after a customer asks for it in writing. For amounts less than $1 under no circumstance should the refund/bill be processed.*

C3.6. **Checks, Charges and Receipts**

C3.6.1. Miscellaneous Charges and Receipts

C3.6.1.1. User Charges. This paragraph supplements DOD 7000.14-R, Chapter 4, 31 U.S.C. 9701, and OMB Circular A-25.

C3.6.1.2. Requests for Sales Records. Process all requests for sales records under

DOD 7000.14-R.

C3.6.2. Collection Receipt

C3.6.2.1. DRMS Form 51 (see Section 4, Supplement 2, Chapter 3, Proceeds Disposition, Enclosure 4, for a sample DRMS Form 51) is authorized for use in issuing receipts to purchasers in person for cash or negotiable instruments when required. Collection Receipt form is not required in those instances where receipt is acknowledged on DRMS Form 1427 or for receipts other than cash, unless a receipt is requested in person by a purchaser or his agent for a negotiable instrument.

C3.6.2.2. Explanation and Use. Prepare DRMS Form 51 in carbon-interleaved sets of three. Separate and use individually for collection receipts. Its original use was for Spot Bid and Auction Sales where issue of numerous receipts was necessary. The DRMS Form 51 can be used for all collections where payment cannot be confirmed on a DRMS Form 1427 or can be used to substantiate financial vouchers.

C3.7. **Claims Against Contractors**

C3.7.1. General

C3.7.1.1. Action required of the SCO when money is received from a bidder indebted to the Government. (See Processing Collections, Withholding Offset, C3.5.1.1.4.1, this chapter.)

C3.7.1.1.1. Research *the status of* indebtedness *by verifying the data in DNSP* and call or e-mail DRMS-RF by telephone *or e-mail for OCONUS* to determine if the debt still exists and the amount of the indebtedness. The e-mail address is DRMSCashiers@mail.drms.dla.mil.

C3.7.1.1.2. Notify the cashier so that money may be deposited to the appropriate account, no later than the close of the following business day after receipt, and forward a copy to DRMS-RF via facsimile. If the bidder has submitted an uncertified personal or company check, allow sufficient time (normally 15 days) for the check to have been returned by the bank upon which it was drawn.

C3.7.1.1.3. Notify the debtor by letter (see Section 4, Supplement 2, Chapter 3, Proceeds Disposition, Enclosure 5, for a Sample Deposit Letter).

C3.7.1.1.3.1 Allow the individual 30 calendar days in which to respond to the charges of indebtedness.

C3.7.1.1.3.1.1 If the individual is an unsuccessful bidder, explain that the bid deposit is being withheld for possible set•off action.

C3.7.1.1.3.1.2 If the individual is a successful bidder, explain that the bid deposit is being deposited to offset the debt. Any excess portion of the bid deposit may be applied to awards on those items that will be in the best interest of the Government.

C3.7.1.1.3.1.3 If a refund is due the bidder, explain that the refund is being withheld for offset action.

C3.7.1.1.3.2 If, after receipt of the individual's response, it is determined that funds were held in error, notify the individual in writing. A refund will be forwarded under separate cover if individual was an unsuccessful bidder. The payment will be applied toward the bid or contract being held in abeyance, if the individual is a successful bidder.

C3.7.1.1.4. If the debtor has submitted/referenced a letter of credit or an approved bid deposit bond in support of a personal and/or company check to satisfy the bid deposit requirement, a copy of all correspondence to the bidder to cure the debt should be sent to the surety.

C3.7.1.1.5. If the debt is legitimate or unchallenged, process the debt according to paragraphs below.

C3.7.1.2. No Awards. Do not make any awards if the bidder is indebted to the Government as a result of prior purchases of surplus property. Process all debts as set forth in this volume. In unusual cases, the interests of the Government may dictate that award should be made to an indebted bidder and a determination to do so may be made on an individual case•by•case basis by assigned counsel. The DRMS Commander will make such decisions and document the reasons and provide a copy of his determination for the contract file.

C3.7.1.3. Action required of the SCO

C3.7.1.3.1. If the balance due is not paid within 30 calendar days from the date the statement of account or statement of account for liquidated damages is mailed, the amount will become a debt. The Sales Officer must prepare a DRMS Form 826. Such should be accomplished within 2 workdays following the suspense date established (i.e., default cure, as stated in Block 6 of DRMS Form 433).

C3.7.1.3.2. Simultaneously, where a purchaser cites an approved bid deposit bond or letter of credit in support of his bid, the SCO will make written demand for payment to the surety for that bid bond or letter of credit. The demand will be for the total amount due (up to a maximum of 20 percent of the original total contract price if security was a bid deposit bond.) If the surety pays the entire debt amount, forward a copy of the DD Form 1131 to DRMS-RF. If a debt remains after surety's payment of the amount to which they are obligated, process the remaining debt as indicated below. If the surety refuses demand for payment, include the SCO's written demand and surety's written refusal in the file and process the debt as indicted below.

C3.7.1.3.3. Transfer all debts not paid within the notice period. Systematically or manually prepare the DRMS Form 826, Debt Transfer Report and forward it to DRMS-RF, 74 N Washington Avenue, Battle Creek MI 49037-3092, for further collection action.

C3.7.1.3.3.1 Accomplish transfers on DRMS Form 826 with all the supporting documents that make up debt amount (on Term Sales include all DRMS Form 915 as supporting documents.) The remarks section of DRMS Form 826 should contain such current credit data as is readily available to the DRMO. This section should also contain a recommendation (affirmative or negative) to compromise, discontinue, or terminate the claim along with the basis for this recommendation. Include any other information that may assist DRMS in determining the validity of the claim or in collecting the debt. Claims determined by DRMS-RF to be invalid will be returned to the Sales Contracting Officer.

NOTE: The sales contract and item number, tax identification number (or social security number), name, address, and telephone number of the debtor must be included in supporting documentation.

C3.7.1.3.3.2 List these debts by the respective DRMO Name. This list should contain substantially the same information as in DNSP/FTS. The cashier will use this data for possible offset in future transactions.

C3.7.1.3.3.3 Refer protests or objections by the debtor to assigned counsel for resolution.

C3.7.1.3.3.4 *Under no circumstances can the SCO relieve a contract debt. This determination must be made by DRMS-RF or higher of Legal approval.*

C3.7.1.4. Special Situations

C3.7.1.4.1. Not withstanding the procedures outlined above, should it appear to the contracting officer that a debt was incurred in such a manner as to indicate possible fraud, report the debt immediately to assigned counsel by telephone, *or by e-mail if in OCONUS,* for guidance.

C3.7.1.4.2. If at any stage during the processing of a debt the contractor disputes the amount due or otherwise contests the debt, obtain assigned counsel guidance prior to making further demands for payment.

C3.7.1.4.3. If at any time after documentation of a debt, the debtor requests permission to make payments through a deferred payment plan, obtain guidance from DRMS-RF.

C3.7.1.4.4. Should an indebted bidder be the high bidder for any item, the SCO will contact DRMS-RF for guidance as to whether award can be made.

C3.7.1.4.5. Anyone attempting to register at a local or national sale, whose name appears as a DRMS debtor or upon a local indebtedness list, will be registered but no contract awards will be made if the individual is the high bidder until DRMS-RF is contacted to validate or determine the current status of the indebtedness. DRMS-RF will refer to DRMS•G for guidance when necessary. Should the bidder pay the debts in total (principal and interest) allow the

individual to register to bid. *If anyone attempting to register at a local or national shows up as "debarred" in DNSP, the individual will not be registered and should be escorted off the premises.*

C3.7.1.5. Procedures for Withholding and Offset of Funds. DRMOs will withhold funds up to the appropriate total amount of the debt (i.e., interest plus principal). Deduct all of the interest computed to the date of the offset or up to the total amount of the offset available first, and apply any remaining funds to the principal.

NOTE: The application of interest is explained in Application of Interest, (3.8.1.), this chapter, and contains examples of processing debt offsets. Based on information debt, DRMOs will withhold any available funds for possible offset against debtor. DRMOs will make preliminary calculations of the offset based on the listing and contact DRMS-RF by telephone to coordinate the offset. This is necessary to ensure that the principal amount(s) and interest date(s) listed are still current. Number the offsetting financial document in the voucher number series and file in the financial folder of the IFB that generated the money for the offset action. Furnish a vouchered copy of the offsetting document containing the name of the debtor to DRMS-RF. This will be a manual transaction and must be annotated on the electronic 1578.

C3.7.1.6. Voluntary Debt Payments. When a bidder voluntarily submits a payment of a previous debt where the financial folder has been closed out and/or the debt has been forwarded to DFAS-CO, or it is for a debt incurred on a sales contract, contact DRMS-RF by telephone to coordinate the collection. Prepare a numbered voucher and file in a Collection Voucher • Voluntary Debt Payments Folder. Furnish DRMS-RF a vouchered copy of the collection voucher.

C3.7.1.7. Administrative Offset of Debts. An administrative offset is withholding money of a person or company to satisfy a debt owed the Government by that person or company. Administrative offset applies to cases wherein money submitted to DRMS by a bidder is subsequently applied against the indebtedness to satisfy the bidder's debt. Administrative offset of debts also applies to affiliated (cross-referenced) persons or companies incurring debts or local indebtedness listing and to the withholding of a bidder's funds (i.e., bid deposit). Voluntary debt payments by the indebted party are not considered administrative offsets. Treat as normal debt collections (see Payment Forms, 3.5.1.1.1.5.2. above).

C3.7.1.7.1. Whenever it has been determined that a possible affiliation may exist between a bidder and an indebted entity, the SCO will take the following action:

C3.7.1.7.1.1 Telephonically or by e-mail if in OCONUS advise assigned counsel of the suspected affiliation.

C3.7.1.7.1.2 Deposit bid-deposit money received according to "Depositing of Proceeds," (3.5.1.4.2.) this chapter, regardless of whether guaranteed or non-guaranteed instruments.

C3.7.1.7.1.3 If the allegedly affiliated bidder is not high on any items, proceed with the award process to the high bidder(s). But, if said bidder is in line for an award, defer such action pending establishment of non•affiliation. Ensure that the bid acceptance periods of any affected bidders will not expire; request extensions as necessary but only from bidders who have allowed the full 60•day period for the consideration of their bids.

C3.7.1.7.1.4 If funds deposited were in guaranteed instrument, immediately issue a letter (see Section 4, Supplement 2, Chapter 3, Proceeds Disposition, Enclosure 5, Attachment 2, for a sample letter) to the allegedly affiliated bidder. If monies were not in guaranteed instrument, wait for the check to clear the banking institution prior to issuing said letter. In those instances when the check does not clear, proceed with established bad check reporting procedures.

C3.7.1.7.1.5 Telephonically, or by e-mail if in OCONUS, advise assigned counsel of response, or lack thereof, to the SCO's request for proof of non•affiliation and issue the offset letter (see Section 4, Supplement 2, Chapter 3, Proceeds Distribution, Enclosure 1, Attachments 1, 2 & 3, for sample letters) when appropriate.

C3.7.1.7.2. When withholding a bidder's funds (i.e., bid deposit or refund) to satisfy or apply directly against a bidder's debt, the SCO should:

C3.7.1.7.2.1 Deposit these funds regardless of whether a guaranteed or non•guaranteed instrument. The procedure as described in (C3.5.1.4.2) above should be followed with the appropriate letter issued (see Section 4, Supplement 2, Chapter 3, Proceeds Distribution, Enclosure 5, Attachment 2 for a sample letter.)

C3.7.1.7.2.2 Whenever an offset is to be made directly against the bidder's funds in the Government's possession, telephonically or by e-mail if in OCONUS advise assigned counsel of the response, or lack thereof, to the SCO's request to show cause why an offset should not be made.

C3.8. **Application of Interest**

C3.8.1. Determination of the Beginning Date of Interest

C3.8.1.1. Interest on any unpaid partial payment or interest on the unpaid balance of the purchase price commences on the due date specified in the billing (DRMS Form 915 or DRMS Form 433).

C3.8.1.2. Interest accrues from the payment due date for any personal and/or company check that is not honored and returned by the bank against which it is drawn and is not redeemed within 30 days after notice.

C3.8.2. Determination of the Interest To Be Paid

C3.8.2.1. The interest period, i.e., the actual number of days the principal has been outstanding, is computed as follows:

C3.8.2.1.1. *Debt Payments*. The interest period is figured from the beginning date of interest to the day preceding the postmark date on the envelope containing the payment, or the actual date the payment is made if the contractor pays in person. This is computed by subtracting the Julian date of the interest from the Julian date of the postmark on the envelope or date of payment.

NOTE: This results in the interest period being figured to the day preceding the postmark date. Retain the envelope with the postmark in the debt file.

C3.8.2.1.2. *Offsets from Bid Deposits of Successful Bidders Whereby the Deposits Exceed the Total Award Amount.* The interest period is figured from the beginning date of interest to the date preceding award. This is computed by subtracting the Julian date of award from the beginning date of interest.

C3.8.2.1.3. *Offsets from Bid Deposits of Unsuccessful Bidders*. The interest period is figured from the beginning date of interest to the date that the bidder is determined to be unsuccessful. This is computed by subtracting the Julian date of determination from the beginning date of interest.

C3.8.2.1.4. *Offsets Resulting from Under Delivery of Property.* The interest period is figured from the beginning date of interest to the date preceding the final delivery date. This is computed by subtracting the Julian date of interest from the Julian date of final delivery.

C3.8.2.1.5. *Offsets Resulting from Amounts in Excess of Liquidated Damages.* The interest period is figured from the beginning date of interest to the day preceding the final cure date. This is computed by subtracting the Julian date of interest from the Julian date of the final cure date.

***EXCEPTION*:** If the contractor voluntarily defaults prior to the final cure date, use the date preceding the postmarked date on the envelope.

C3.8.2.1.6. *Insufficient Funds Available to Cover the Entire Debt.* Apply payments to the principal first and the interest second.

C3.8.2.1.6.1 If payment is sufficient to cover the entire principal amount, but not the entire interest due, remaining interest of less than $25.00 can be written off and further collection actions ceased. DRMS-RF will determine if amount is to be written off.

C3.8.2.1.6.2 If payment is insufficient to cover entire principal amount, debt remains open and interest is computed on the unpaid balance (i.e., compute interest on full principal from interest start date to date of partial payment and then compute additional interest on remaining principal from partial pay date to date of final payment.

C3.8.2.1.6.3 At any time that unpaid balance (principal + interest) is less than $25.00, write off the unpaid balance and inactivate the debt.

NOTE: If interest period crosses calendar years, the number of days will have to be computed from interest start day to the end of the calendar year, then add that to the number of days from start of the next calendar year to payment date. Round any fractional remainder to the next higher number. This number is then added to the Julian date of interest to establish the interest period covered by the offset or payment.

C3.8.3. Determination of the Daily Interest Rate

C3.8.3.1. Multiply the principal amount of the debt by the applicable interest rate established by the Treasury Secretary and published in the Federal Register every 6 months to determine the interest charge for 1 year; carry to two decimal places (cents) and do not round off. Divide this charge by 365 or 366 as applicable to determine the daily interest rate. Carry the result to three decimal places and do not round off.

C3.8.4. Determination of the Interest Charge

C3.8.4.1. Determine the interest charge by multiplying the daily interest rate by the number of days the principal was outstanding (i.e., interest period), see Debt Payments, 3.8.2.1.1., above, carry to two decimal places (cents) and do not round off. If this charge exceeds the funds available, see Debt Payments, 3.8.2.1.5. above.

C3.9. **Retail Sales**

C3.9.1. Procedures for the Control of Retail Sales Proceeds by Cashiers

C3.9.1.1. *Retail Sales.* Receive and deposit retail sale proceeds using the following procedures:

C3.9.1.1.1. Forms of payment for retail sales include cash, US Treasury approved credit cards, guaranteed negotiable instruments made payable to or endorsed to the US Treasury in any form (e.g., cashier's check, certified check, traveler's check, bank draft and/or postal or telegraphic money order). When accepting checks, money orders, etc., they should be for the amount of purchase. To ensure that the authorized amount of cash in the change fund is maintained, accept checks/money orders over the amount of purchase only if furnishing change will not cause the change fund to go below the amount authorized otherwise do a manual refund SF-1049.

C3.9.1.1.2. Cashiers will allow returns and/or refunds of retail sale property on the day of the sale only (during retail sales hours of operation). Any refunds will be in the same manner as the original purchase (i.e., cash to cash, credit to credit card). If the return, and subsequent refund, is for the exact amount of the check, the check will be returned to the customer. If a customer pays for more than one item with a check and returns less than all the items, the Cashier will refund cash only if the refund does not deplete the cash change fund below the authorized amount. If this does happen, the Cashier will obtain the customer's name and address, prepare a SF 1049 and advise the customer that a check will be sent to them for

the amount of refund from DFAS-CO in approximately 2-4 weeks.

C3.9.1.1.3. Deposit proceeds from retail sales with the designated financial institution, in assigned Treasury General Account (TGA), the same day as the sale (or the next business day for those conducting a retail sale during the weekend). Forward the DD Form 1131 to DFAS-CO-FPDRC via facsimile the same day as the deposit (or the next working day for those conducting retail sales over the weekend). Use reference control numbers to identify the series of transactions under the system in use. Cite the appropriate deposit fund account on DD Form 1131 (see Disposition of Proceeds, 3.5.1.4., this instruction).

C3.9.1.2. Reconciliation of Proceeds

C3.9.1.2.1. *Cash Register.* Authorized cash registers for use in retail sales are those that contain a continuous tape and produce customer's receipts stamped with the name of the installation and date of sale. Itemized price of each article sold will be recorded on the tape. The total amount of proceeds recorded on the tape should equal the total amount of money collected by the cashier (i.e., tape total equals cash on hand less change fund). Use the continuous tapes as supporting documentation to DD Form 1131 and retain for a period of 3 years.

C3.9.1.2.2. *Retail Sales Tag, DRMS Form 198 or retail data sales price tag.* Attach a DRMS Form 198 to each retail sale item as specified in Section 2, Chapter 6, Sales. Total dollar value of tags should equal total amount of money collected by the cashier for the sale. The cashier prepares supporting documents to the DD Form 1131 and retains for a period of 3 years.

C3.10. **Collection of Fund/Cash Irregularities**

C3.10.1. Collection of Funds at DRMOs

C3.10.1.1. If the DRMO is experiencing difficulties with procedures for the collection and disposition of funds, submit a request in writing to DRMS-RF with justification for any deviation to established procedures.

C3.10.2. Reporting of Cash Irregularities in Property Sales

C3.10.2.1. *Cash Shortage.* When it has been determined that a cash shortage exists, the cashier will prepare a separate DD Form 1131 showing the actual amount of the deposit and including a statement as to the amount and application of the cash shortage. Make an entry on the DRMS Form 1578 to show the amount of the DD Form 1131 and the cash shortage (shown in brackets).

C3.10.2.2. *Cash Overage.* Whenever a cash overage exists, regardless of the amount, a separate DD Form 1131 will be prepared in the amount of the unexplained balance. Treat the DD Form 1131 as a collection for credit to deposit fund account 97X6501, Suspense. Make an entry on the DRMS Form 1578 to show the amount of the DD Form 1131 and the cash overage.

C3.10.2.3. *Formal Report.* When irregularities or deficiencies are disclosed by cash verification, prepare a formal report and submit (NLT 10 workdays after discovery of the irregularity) in accordance with DOD 7000.14-R, Financial Management Regulation. Furnish a formal report covering irregularities or deficiencies disclosed by the cash verification to DRMS-RF for review and necessary corrective action. DRMS-RF is responsible for review and necessary corrective action for formal reports submitted by DRMO Central. The DRMO Chief is responsible for the timeliness and completeness of all administrative reports submitted to DRMS•RF. If applicable, furnish a copy of this report to the appropriate accountable officer for property adjustments. If no response or request for additional information is received from DRMS-RF within 60 days from the date the report was forwarded, the Sales Contracting Officer can close out the sale. But a copy of the report of cash irregularity and a memorandum for record (MFR) stating that no follow-up from DRMS-RF has been received is to be included in the sales file. The closing of a sale in this manner in no way relieves the parties involved of financial responsibility. The administrative report will include:

C3.10.2.3.1. A detailed statement of facts, including the type of irregularity/deficiency, date, amount and names of individuals involved.

C3.10.2.3.2. A citation to pertinent supporting documents such as, contracts and vouchers (i.e., DD Form 1131, DRMS Form 1578, and DRMS Form 1427).

C3.10.2.3.3. A description of how the irregularity/deficiency occurred.

C3.10.2.3.4. Significant information on procedural deficiencies, if known, and the corrective action to be taken.

C3.10.2.3.5. A statement that the loss occurred in the line of duty, and with or without fault or negligence on the part of person(s) responsible.

C3.10.2.4. *Adjustment*. Accomplish the adjustment of discovered irregularities (overages) in the following manner:

C3.10.2.4.1. If it is determined that the amount should not have been accounted for as a collection, prepare a SF 1049, made payable to adjustments. This action reverses the erroneous collection and accounts for the funds in the proper manner.

C3.10.2.4.2. If it is discovered that the amount should have been reported as a collection for credit to an accounting classification other than 97X6501, make the adjustment by use of an SF 1080 charging account 97X6501 and crediting the proper appropriation or fund account.

C3.10.2.4.3. After every reasonable effort to discover the source and disposition of the balance has proven unsuccessful, remove the amount from suspense to Deposit Fund (Miscellaneous) Receipt Account 1060, Forfeitures of Unclaimed Money and Property.

SECTION 2 - GENERAL PROCESSING

C4. DEMILITARIZATION PROGRAM

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C4. DEMILITARIZATION PROGRAM

C4.1. DEMIL Challenge Program.

C4.1.1. Assignment of DEMIL Codes.

C4.1.1.1. The assignment of DEMIL codes to supply systems material is a primary responsibility of the Item Manager for that material. But it is the responsibility of the DEMIL Coordinators to scrutinize assigned DEMIL codes and to challenge those invalid or suspected to be in error.

C4.1.1.2. To assist DEMIL Coordinators in determining proper DEMIL codes, the DRMS DEMIL CD ROM is distributed to all facilities and used for prescreening. It combines information from DLIS FLIS and DEMIL Master Files providing comprehensive information in one source. DRMOs can search for DEMIL codes and correct stock numbers, etc., using various query capabilities. When a DRMO looks up a National Stock Number (NSN), if the DEMIL Integrity Code (DEMIL INTG) is a “1”, this item was previously validated by the DEMIL Coding Management Office and does not need challenging. If the DEMIL Coordinator suspects it to be in error, a challenge may be input.

C4.1.1.2.1. Each DRMO should be on automatic distribution to receive at least one copy of the DRMS DEMIL CD ROM. DLIS maintains a current distribution list for each office. Refer any changes (e.g., address or distribution) to the DLIS Subscription Office (DSN) 661-4459, (FAX 661-4962).

C4.1.1.2.2. Non-DRMS activities having requirements for the DRMS DEMIL CD ROM should FAX requests directly to the DLIS Subscription Office (DSN) 661-4962.

C4.1.1.2.3. Notify the DLIS Subscription Office (DSN) 661-4459 (FAX 661-4962) of problems involving distribution or defective DEMIL CDs.

C4.1.1.2.4. Address comments/questions regarding the validity of DEMIL codes published in the DRMS DEMIL CD-ROM disc direct to DRMS-O.

C4.1.1.3. NSN Items.

C4.1.1.3.1. Validate the DEMIL code in DAISY. DRMOs will not accept any items with an obsolete DEMIL code shown on the DTID. Obsolete DEMIL codes are H, J, K, L, M, N, and X. If the code on the DTID is different from the code in DAISY, annotate the DAISY DEMIL code on the DTID and process accordingly. If DEMIL codes are the same but obsolete, submit a DEMIL code challenge through DAISY and place the item(s) in the DEMIL code challenge area pending resolution of the challenge. For example, a pistol grip is received with a DEMIL code “J” on the DTID, research in DOD 4160.28-M and determine the correct code is “B”. Continue with the receipt process and if DAISY reflects a DEMIL code “B”, annotate “B” on the DTID and continue to process. If DAISY reflects other than DEMIL code “B”, submit a DEMIL code challenge. If the DEMIL codes are the same for other than the obsolete codes and the DAISY/DTID code is acceptable, continue to process the item. If the DEMIL code is questionable, submit a DAISY challenge. Property challenged upon receipt should be stored in

the DEMIL code challenge area. A DAISY DEMIL Code Change Notice is generated at the end of the challenge process.

C4.1.1.3.1.1 If verification, as described above, is not completed upon receipt for items currently on record, perform the following process prior to initiating any disposal action.

C4.1.1.3.1.1.1 Access DAISY NSN Characteristics and check DEMIL code. Go into *"Inquiries"* at the main menu, then to *"DRMO Tables, Part 1."* Select number 17 on the menu, *"NSN Characteristics."* Check DEMIL code and DEMIL challenge code by entering NIIN in the NIIN field, then press F3 to find.

C4.1.1.3.1.1.2 If DEMIL code in DAISY has been changed, process a "*Duplicate DTID Restart.*" Perform by doing two DTID restarts. In the first DTID restart, change NSN to a LSN. In the second DTID restart, change LSN back to a NSN. This process pulls any/all updated NSN characteristics. Items may then be processed for disposal (i.e., R/T/D/S).

C4.1.1.3.1.1.3 If NSN characteristics still reflect an obsolete code and there is no code in the Challenge field, submit a DEMIL code challenge. If a code appears in the challenge field and code is acceptable, wait for DEMIL Code Change Notice before processing further. In lieu of physically relocating property being challenged (to a non-DEMIL required code) to the DEMIL code challenge area, tag it in place with the words, "***UNDERGOING DEMIL CHALLENGE.***" The tag should be a different color than the screening tags and noticeable when viewing the item. Items under challenge going to a DEMIL required code still need to be physically moved to DEMIL code challenge area. A DAISY DEMIL Code Change Notice will indicate the challenge is resolved.

C4.1.1.3.1.1.4 If DEMIL codes are the same and assigned DEMIL code is acceptable, process property accordingly. If not, submit a challenge through DAISY and relocate/tag the property undergoing DEMIL challenge.

C4.1.1.3.1.1.5 As a result of DEMIL Change Notices, DEMIL coordinators shall attempt to retrieve property from RTD customers not permitted to have DEMIL required property. DEMIL Coordinators shall attempt to retrieve property from sales customers based on authority granted by the SCO or other proper authority. Documentation for the property accountability files must include specific the DEMIL change notice which initiated the retrieval actions, name of person making contact, name of customer, telephone number, addresses (for letters sent), date contacted, any messages left, and corresponding results.

C4.1.1.4. LSN Items.

C4.1.1.4.1. DEMIL codes assigned to LSNs are not verified through DAISY. Accordingly, receipt of LSN items require special review to insure validity of DEMIL code. Coordination with generating activity is essential to resolve questionable DEMIL codes. In the event that resolution is NOT affected, elevate the problem to DRMS-O for resolution.

C4.1.1.5. DEMIL Coordinators will pull DEMIL Code Change Notices out of DAISY Access Reports on a daily basis and <u>take action</u> consistent with the nature of the change. Additionally, if the challenge result is the property requires DEMIL, insure DTID in DAISY is

relocated and property is moved to the DEMIL required area or marked appropriately. Also, if desired, mark or stamp the DTID "*DEMIL REQUIRED*." DEMIL Coordinators will also attempt to retrieve property from customers that are not permitted to have DEMIL required property. DEMIL Coordinators will annotate the DEMIL change notice with the action taken to recover the property. Annotation will include: name of person making contact, name of customer, date contacted or left message, telephone number, address (if sending letter), and result.

C4.1.1.6. Processing Challenges in DAISY.

C4.1.1.6.1. DRMO users should initially review Corporate DAISY to query NIINs in DEMIL Challenge to determine if a challenge has been initiated. If one exists, another challenge is not necessary unless the DEMIL challenge code and justification is disputed, as it will be entered at DRMO level. If not, a challenge may be initiated. Challenges must be submitted with proper and complete justification. Those challenges not in accordance with this requirement will be returned to the DRMO. Identification of rationale for the challenge facilitates processing. Should mechanized descriptive data not be available, it is still critical this input be provided to minimize DRMS research. The description process is NOT intended to be time intensive. Information such as end item application will facilitate DRMS review process.

C4.1.1.6.2. DRMO Processing Upon Receipt.

C4.1.1.6.2.1 On XR1 or XR3 receipt screens a DEMIL challenge can be processed by entering current DEMIL code and challenge code to the CHLG field.

NOTE: When the DEMIL code is blank or 'X', DAISY forces an entry of a DEMIL challenge. Use DEMIL code entered for the receipt as the challenge code and the blank or 'X" is perpetuated in the first position of the CHLG field on the receipt screen.

C4.1.1.6.2.2 Once receipt data is completed and F9 is pressed to add the record, the Initiate DEMIL Challenge Screen appears. The FSC/NIIN, Noun Name, DEMIL Code (recorded) and Proposed DEMIL Code Fields are filled in from the receipt screen. Enter DEMIL code of property from DD Form 1348-1A. Cursor will move to the justification field.

C4.1.1.6.2.3 At DEMIL Challenge Justification block, enter rationale for changing DEMIL code and applicable references including appendices, category, and paragraph from DEMIL instruction. Include other information or research to justify the proposed code. The justification block is a 'clear text' field and capable of handling as much information as needed to justify the proposed code.

C4.1.1.6.2.4 After all entries are made and justification is completed, press F9 to add. The message "*DEMIL Challenge Initiated for NIIN*" appears and the NIIN being challenged displays. DEMIL challenges previously input cannot be viewed or updated once F9 is pressed to add/update. Press Return to clear message and the screen will be refreshed for entry of next receipt.

C4.1.1.6.3. DRMO Processing Stand-Alone.

C4.1.1.6.3.1 Select number 1, *"Warehousing"* on Main Menu.

C4.1.1.6.3.2 Select 5, *"Special Functions,"* on Warehousing Menu.

C4.1.1.6.3.3 Select 6, *"Initiate DEMIL Challenge"* on Special Functions Menu.

C4.1.1.6.3.4 On *"Initiate DEMIL Code Challenge"* (Stand-Alone) screen, input NIIN to be challenged and press F3 to find.

C4.1.1.6.3.5 FSC and Noun Name will fill in from characteristics. (If a noun is not presented, cursor will reside on the Noun Name field and a noun name will need to be entered. Press Enter to move cursor to Property DEMIL Code field.)

C4.1.1.6.3.6 If property has a DEMIL code, enter DEMIL code of property and cursor will move to the Proposed DEMIL Code field, otherwise leave Property DEMIL Code field blank and press Enter to move cursor to the Proposed DEMIL Code field, the DEMIL Code (recorded) field will be filled in from characteristics.

C4.1.1.6.3.7 Enter proposed DEMIL code for NIIN being challenged. Cursor will move to Justification field.

C4.1.1.6.3.8 At DEMIL Challenge Justification block enter rationale for changing the DEMIL code and references that apply, including appendices, category and paragraph. Include other information or research to justify proposed code.

C4.1.1.6.3.9 After all entries are made and justification is complete press F9 to add. Message "*DEMIL Challenge Initiated for NIIN . . ."* and the NIIN being challenged is displayed. Press return to clear the message and the screen will be refreshed for the next challenge. The justification block is a 'clear text' field and is capable of handling as much information as needed to justify the proposed code. Continue to input, then press F9 to add/update. DEMIL challenges cannot be viewed or updated input once F9 is pressed to add/update.

C4.1.1.6.3.10 After all the DEMIL Challenges are completed on the Stand-Alone screen, press F1 to exit.

C4.1.1.6.4. Actions Resulting from Challenges.

C4.1.1.6.4.1 Upon receipt of challenges, the Coding Office researches item/material involved for accuracy of descriptive/identifying data, duplication (i.e., the same item/material may already be undergoing challenge) and identification of the responsible Item Manager. The Coding Office also consolidates and forwards recommended challenge code changes to the responsible Item Manager for confirmation.

C4.1.1.6.4.2 Identification of Challenged Items.

C4.1.1.6.4.2.1 The Coding Office will identify challenged items at the time challenges are submitted to Item Managers.

C4.1.1.6.4.2.2 The Inventory On-Hand Status at End of Month listing identifies items in the DRMO"s inventories that are in suspended processing. Such items are identified on this listing by a pound sign (#). At receipt, a challenged item is identified by a two-character code in the *CHAL* part of the *DEML CHAL PERF* block on the receipt. The first character represents the current DEMIL code and the second character represents the code to which the item is being challenged.

C4.1.1.6.4.3 Disposal Processing Restriction. Restricts challenged items pending resolution action by DRMS.

C4.1.1.6.4.4 Screening and Hold Actions. Normal screening and hold actions may continue on challenged items until they reach record status code "A" (merchandising cycle) or "W" (hold for DEMIL).

C4.1.1.6.4.5 DEMIL Code Change.

C4.1.1.6.4.5.1 *Approved*. DRMOs are notified daily of changes in their DAISY Access Report Menu titled "*DEMIL Code Change Notice.*" A DEMIL Code Change Notice is produced whenever a change to the DEMIL Code is made.

C4.1.1.6.4.5.2 *Denied*. DRMOs are notified daily of changes in their DAISY Access Report Menu titled "*DEMIL Challenge Denial Notice*". This notice is generated only at the initiating DRMO. If the Item Manager subsequently denies the challenge, the Coding Office initiates action to remove the challenged DEMIL code from the accounting system. If the DEMIL Code has been changed in the system for processing, the Coding Office initiates a change to the system to revert the DEMIL Code to its original code. Notification of this action is sent by a DEMIL Code Change Notice.

C4.1.1.6.4.5.3 DRMO Challenge Reports in the System. Reports are generated daily and need to be collected and passed to the DRMO DEMIL Coordinator (DC) for action.

C4.1.1.6.4.5.3.1 At Main Menu Select 5, "*DRMO Reports."*

C4.1.1.6.4.5.3.2 In "DRMO Reports" select "***Current***, ***Narrow*** and ***Warehousing."***

C4.1.1.6.4.5.3.3 Reports are generated as a result of DEMIL challenges. It is imperative that the following reports be collected, reviewed and processed on a <u>DAILY</u> basis:

C4.1.1.6.4.5.3.3.1 ***DEMIL Challenge Change Notice*** - Notifies the initiating DRMO of challenges submitted that were approved and the new code, in NIIN sequence.

C4.1.1.6.4.5.3.3.2 ***DEMIL Code Change Notice*** - Notifies DRMOs of challenges submitted that were approved and all DTID or scrap records affected, in NIIN and DTID sequence, including any NIINs affected without an associated DTID record.

NOTE: In-line changes (updates the NSN Characteristics File, accountable records and writes event history) will be automatically posted to all items on DRMS inventory at the time the change notice is generated.

C4.1.1.6.4.5.3.3.3 ***OSB DEMIL Code Change Notice*** - Notifies DRMOs by PLR suffix (other than) of challenges submitted that were approved and all DTID or scrap records affected, in NIIN and DTID sequence.

C4.1.1.6.4.5.3.3.4 ***DEMIL Challenge Denial Notice*** - Notifies the initiating DRMO of challenges submitted that were denied.

C4.1.1.6.4.5.3.3.5 ***DTID Freeze Notice*** - Notifies DRMOs of items on inventory with DEMIL codes A, B, or Q being challenged to a DEMIL required code. A corporate NSN freeze (Freeze Code "X") is placed on items worldwide. Frozen items on inventory go to "MSC Q" with "Available Quantity of zero", which makes the inventory **out of balance**. This requires a DTID restart to be performed to return to a normal processing cycle.

C4.1.1.6.4.5.3.3.6 ***NSN Freeze Release Notice*** - Notifies DRMOs of items when the corporate NSN freeze has been cancelled. The cancellation is generated upon DRMS"s decision to ***approve*** or ***deny*** the challenge. Once the freeze has been lifted, a DTID restart is required to correct the **out of balance condition**.

C4.1.1.6.4.5.3.3.7 ***NSN Overridden Freeze Notice*** - Notifies DRMOs of items frozen, then released, that DEMIL freeze is now in affect. Items released are re-frozen due to a DEMIL challenge.

C4.1.1.6.4.5.3.3.8 ***DEMIL Code Changes Due to Changes In FLIS*** - Notifies DRMOs when an Item Manager makes a change to the FLIS. In-line changes are automatically posted to all items on DRMS accountable records.

NOTE: The above are also applicable to RCP. DRMOs are to continue following procedures for recordkeeping outlined in Section 2, Chapter 2, Property Accounting.

C4.1.1.6.4.5.4 Viewing DEMIL Challenges at Corporate DAISY.

NOTE: DRMO users should initially review Corporate DAISY to query NIINs in DEMIL Challenge to determine whether a challenge was previously initiated. If one already exists, another challenge is not necessary unless the DEMIL challenge code and justification is disputed. If so, enter at the DRMO level. If not, a challenge may be initiated.

C4.1.1.6.4.5.4.1 Sign on to Corporate DAISY using Telnet options in DAISY (A login is required to enter the DRMS DAISY system.)

C4.1.1.6.4.5.4.2 Once connection is made, select "Warehousing" option.

C4.1.1.6.4.5.4.3 In Warehousing Menu, select "DEMIL Challenge."

C4.1.1.6.4.5.4.4 Type NIIN of the NSN to be reviewed and press F3 to find (or type in DRMO RIC or PLR, if status information is needed for DEMIL challenges.)

C4.1.1.6.4.5.4.5 If the NIIN has not been challenged, the message „No Records Found‟ will appear. Press F13 to clear to find another NIIN or F1 to exit.

C4.1.1.6.4.5.4.6 If NIIN was challenged the record(s) appear on the screen. To view information pertaining to the NIIN, press F2 for Next Form. View capability only, is available. No updates are allowed.

C4.1.1.6.4.5.4.7 To view actual status of challenged NIINs, there are six screens (forms) to view. These screens depict the following general information:

C4.1.1.6.4.5.4.7.1 Characteristic data.

C4.1.1.6.4.5.4.7.2 Management data.

C4.1.1.6.4.5.4.7.3 DRMS‟ recommendation and justification.

C4.1.1.6.4.5.4.7.4 DRMS‟ decision.

C4.1.1.6.4.5.4.7.5 Item Manager notification.

C4.1.1.6.4.5.4.7.6 DAISY overlay.

C4.1.1.6.4.5.4.8 The challenge Status code changes as NIIN updates occur. To determine what the DEMIL Code is changing to by viewing the first screen only, look at the Status code. If the status is “C” with no Item Manager DEMIL code, then the DEMIL code will not change from the “Current DEMIL code”, meaning the challenge was denied. If the status is “C” with an Item Manager DEMIL code, then the DEMIL code will be the Item Manager’s DEMIL code. If the status is “D” with no “Recommended Code” then the code will be the “Proposed DEMIL Code”. If the status is “D” with a Recommended DEMIL Code, then the code will be the ”Recommended DEMIL Code”. Items in “D” status mean that DRMS made a decision and the DAISY overlay occurred while awaiting the IM‟s decision.

C4.1.1.6.4.5.4.8.1 The first screen (form) reflects various DEMIL codes and general information pertaining to the NIIN. The Current DEMIL Code reflects the FLIS code (after DRMO initiates the challenge, the code changes from the DRMO‟s NSN characteristic DEMIL code to the FLIS DEMIL code during the evening batch to CORP); the Property DEMIL Code reflects the DTID DEMIL Code; the Proposed DEMIL Code reflects the initiating DRMO DEMIL Code; the Recommended DEMIL Code reflects that DRMS agrees that a change is necessary, but does not agree with the proposed code. This code will be the DRMS DAISY overlay code. At the receipt of the initial challenge, the challenge status code will be “I”.

C4.1.1.6.4.5.4.8.2 The second screen (form) indicates the NIIN‟s Characteristics Data was received. Once this occurs, the Challenge status Code will be “J” or “M”.

C4.1.1.6.4.5.4.8.3 The third screen (form) indicates that the NIIN‟s Management Data was received. When this occurs, the Challenge Status Code will be “F”.

C4.1.1.6.4.5.4.8.4 The fourth screen (form) is the reviewer’s input depicting DRMS‟ initial recommendation to approve, change or deny the proposed DEMIL code. When this occurs, the Challenge Status Code will be “R”.

C4.1.1.6.4.5.4.8.5 The fifth screen (form) is the approvers input depicting DRMS‟ final decision to approve or deny the challenge. When this occurs, the Challenge Status Code will be “C” or “D”. If the code is “D”, the DAISY overlay occurs with the new DEMIL Code.

C4.1.1.6.4.5.4.8.6 The sixth screen (form) identifies the Item Manager Notification and DAISY overlay dates.

C4.1.1.6.4.5.4.9 Once all data is reviewed, press F2 to return to the initial challenge screen or press F1 to go back to the previous screen. If more than one challenge was submitted on the same NIIN from different DRMOs, press F4 to go to the next record of the challenged NIIN. Once all NIINs and data are reviewed, continue to press F1 to exit until returning to the DRMO DAISY menu.

C4.2. **DEMIL Code “F”.**

C4.2.1. In struc tion s f o r Use of DEMIL co de “F”.

C4.2.1.1. Generating activities are responsible to provide the DRMO with DEMIL instructions at the time of turn-in.

C4.2.1.2. DRMOs may need to contact Item Managers to ask questions about demilitarization procedures or to obtain instructions for property assigned DEMIL code “F”. The following process may be used to identify Item Managers.

C4.2.1.2.1. Log onto *“LOGRUN”* or *“FEDLOG”* and go to the Management Data Screen for the NIIN.

C4.2.1.2.2. The MOE (Branch of Service), the SOS (Source of Supply), and the USC (either an I-Initiator or L-Lead).

C4.2.1.2.3. Go to DOD 4100.39-M, Volume X, Federal Logistics Information System (FLIS) procedures manual. This information may also be found in Appendix C to the DRMS ABC‟s of DEMIL textbook, Table 103 (Source of Supply Codes).

C4.2.1.2.3.1 First, look up the table to determine the branch of service.

C4.2.1.2.3.2 Second (under that branch of service) look for the SOS.

C4.2.1.2.3.3 The last step is to log onto the DOD Demilitarization and Trade Security Controls website at https://demil.osd.mil. As this site is password restricted, a login and

password request should be submitted first. Choose the appropriate branch of service and find the SOS. Identification of DEMIL coordinators is provided. The coordinators can assist in identifying the Item Manager. Edited URL 15 Dec 2008.

C4.2.1.3. In order to prevent unauthorized release of hazardous contaminants, make every effort to identify and remove all hazardous components prior to accomplishing DEMIL. Dispose of hazardous components according to guidance in reference. Chemical Defense Equipment kits assigned DEMIL "F" are an exception to this policy (see Section 3, Special Processing or Section 2, Chapter 8, Environmental Program).

C4.3. **DEMIL Code "G" -- MPPEH Inert Certification.**

C4.3.1. Guidance for (MPPEH) Inert Certifications. (Edited Oct 2012)

C4.3.1.1. The generating activity shall dispose of Material Potentially Presenting an Explosive Hazard (MPPEH), MPPEH residue, Range Residue, and ECP in accordance with 40 CFR 266, Military Munitions Rule (MMR). ~~Range residue shall be processed in accordance with **DEMIL Program Management Bulletin 99-005**~~ ~~https://www.drms.dla.mil/drms/intranet/demil/Containers_plus_alt.pdf~~. DLA Disposition Services field activities may not accept physical custody or accountability, except on a wash-post basis, of MPPEH, MPPEH residue, Range Residue, or ECP for purposes of final disposition.

C4.3.1.2. DOD 4160.21-M, Chapter 4, provides guidance for MPPEH Inert Certifications. This reference defines when MPPEH inert certifications are required. Levies a two-person signature inspection and certification process, and states how the certification is configured.

The certification reads:

~~**Figure 1 - MPPEH Inert Certification Statement**~~

~~***This certifies and verifies*** *that the MPPEH **R**esidue, **R**ange **R**esidue, and/or **E**xplosive **C**ontaminated property listed has been 100 percent properly inspected and to the best of our knowledge and belief, are inert and/or free of explosives or **related** materials.*~~

Figure 1A - MPPEH Inert Certification Statement (Edited Jan 2013)

Types of Property includes but is not limited to: Small Arms and Light Weapons (complete weapon); barrel assembly and upper receiver; ammunition pouches/tactical vests/MOLLE; ammunition magazines and clips; bandoleers and ammunition belts; and dummy munitions – see paragraph S2 C10.12.2.1. (Edited Jan 2013)

The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of material potentially presenting an explosive hazard (MPPEH).

C4.3.1.2.1. Inert certifications require dual signatures. The first signature (certifier) may be either qualified DOD personnel or qualified contractor personnel. The second signature (verifier) must be a technically qualified DOD person, as well as a U.S. citizen.

C4.3.1.2.2. The certification and verification signatures must be directly above the typed or clearly stamped or legibly printed full name, rank/rate, complete organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection. Each generating activity shall ensure that its servicing Disposition Services site has a current list of the personnel and their sample signatures, who are qualified and authorized to inspect, certify and verify MPPEH residue, range residue and explosives-contaminated property (ECP.) These Signatures may be digital.

C4.3.1.2.3. Inert certification is not required for serviceable clothing or equipment, designed to carry ammunition, that is unused and still in the original unopened packaging.

C4.3.1.2.4. The generating activity will provide for quality assurance inspection, certification/verification and, where appropriate, venting of individual ordnance items by Military Service Explosive Ordnance Disposal (EOD) personnel. Link removed – Edited May 2012

C4.4. **DEMIL Certification.**

C4.4.1. DEMIL Certification Procedures.

C4.4.1.1. A certificate, substantially as quoted below, will be signed and dated by a technically qualified Government representative who actually witnesses the demilitarization of the material, whether performed by Government or contractor personnel. In cases where witnessing of demilitarization would unnecessarily subject the witness to hazardous conditions or when the demilitarized material can be laid out to clearly display the residue from each item demilitarized, demilitarization may be certified through inspection of the residue. In cases where multiple visits may be necessary, procedures must be established to insure the residue presented for certification has not been presented previously and cannot be presented again later. This can be accomplished by marking and storage with a final piece count, etc. This certificate must be countersigned and dated by a technically qualified U.S. Government representative (American citizen), designated by the responsible commander who actually witnessed the demilitarization of the material or inspected the residue as provided above. The certificate will be executed for all items demilitarized and will read as follows:

Figure 2 - DEMIL Certification Statement Edited May 2012

"*I certify that the item(s) listed hereon has/have been demilitarized in accordance with DOD 4160.28, Volume 3 "Demilitarization Procedural Guidance," Category_____, Paragraph and/or the following applicable regulation_____.*"

C4.4.1.2. Certification must be accomplished for all material requiring DEMIL regardless of whether it occurs before or after acceptance of accountability by DRMOs. If generator DEMIL is performed and the result is scrap residue, no certification is required upon turn-in. If

generator DEMIL results in the turn-in of usable components, the generator is required to provide the DEMIL certificate. Certification by the DRMO requires the signatures of both a DEMIL certifier and verifier, each of whom must have been appointed in writing by the DRMO Chief and are technically qualified to perform this function. The appointment of DEMIL certifiers/verifiers requires sample signatures for quality control checks of DEMIL certificates. Digital Signatures and dates of technically qualified certifier / verifier are acceptable where the capability is available. Employees using the digital signatures must ensure the

DEMIL Certification Statement (Figure 2 DEMIL Certification Statement) is include on their documentation. If digital signatures are used samples of the digital signatures are required to be maintained at the DRMO in a file or electronic folder. Additionally, by virtue of an approved waiver, trained contract labor, such as ISSOT employees, may perform the duties of DEMIL certification.

C4.4.1.2.1. DEMIL Certifier - A technically qualified Government representative (U.S. or foreign) who actually performed or supervised the required DEMIL.

C4.4.1.2.2. DEMIL Verifier - A technically qualified Government representative (American citizen only) who actually witnessed the DEMIL or inspected the residue and who has the expertise to determine adequacy of the DEMIL. The individual who countersigns should be, at least, in the next higher management level to the initial certifying individual.

C4.4.1.3. Required certification of completed DEMIL may be accomplished as described below:

C4.4.1.3.1. Accomplish DEMIL certification on the systems generated certificate, DTID, DRMS Form 145, DRMS Form 1427 or DLA Form 1367, or DAISY generated inventory list, whichever is most appropriate.

C4.4.1.3.2. Normally, DEMIL certification is accomplished as soon as the required DEMIL is complete; however, certification <u>must</u> be accomplished within 48 hours of DEMIL completion.

C4.4.1.3.3. Digital signatures for DEMIL Certification/Verification are authorized as follows: Digital signatures are permissible as enabled by the DOD Common Access Card (CSC) system. (Appointment requirements remain the same). The certifier will sign an electronic version of DRMS Form 145 and forward it to the verifier who will digitally countersign. If either the certifier or verifier is unable to sign digitally then both must sign manually. (Requirements for processing and maintaining DEMIL Certification remain the same).

C4.5. **DEMIL Training.**

C4.5.1. <u>Mandatory Training Requirements.</u>

C4.5.1.1. Personnel in the following job roles: CDC/CPC Chief, EE Contingency Operations, DRMS DEMIL Coordinator, DOD DEMIL Certifier/Verifier, DEMIL COR/COTR, DEMIL Receiver/Processor, Disposal Advisor, Disposal Service Representative (DSR), Disposal Remediation Team (DRT), Operations Monitor (Service Manager), and Property Receiver will have:

C4.5.1.1.1. Initial.

C4.5.1.1.1.1 DRMS DEMIL Introduction Computer Based Training (CBT).

C4.5.1.1.1.2 DRMS DEMIL classroom training, every three years.

C4.5.1.1.2. Refresher. DRMS DEMIL Refresher (CBT) every year when DRMS DEMIL Classroom training is not attended.

C4.5.1.2. Personnel in the following job roles: Accountable Property Officer/Responsible Property Officer, Area Manager/Site Lead, Auditor, Compliance Assessment, Customer Support Specialist, Quality Assurance Evaluator (QAE), Environmental DRMS DEMIL Coordinator, Environmental DoD DEMIL Certifier/Verifier, RCP Liaison/Specialist, RTD Specialist, Scrap/Abandonment/Destruction, Scrap/Precious Metals COR/COTR, Sales Contracting Officer will have:

C4.5.1.2.1. Initial.

C4.5.1.2.1.1 DRMS DEMIL Introduction Computer Based Training (CBT).

C4.5.1.2.1.2 DRMS DEMIL classroom training, every three years. Supervisors may waive the requirement for classroom training, after initial attendance by completing the DRMS Training Waiver Form.

C4.5.1.2.2. Refresher. DRMS DEMIL Refresher (CBT) every year when DRMS DEMIL Classroom training is not attended.

C4.5.1.3. Personnel in all other assigned roles, not identified above, require the DRMS DEMIL Introduction CBT only.

C4.6. **Inventory Management.**

C4.6.1. Inventory Management and Control Reporting.

C4.6.1.1. Review, at least monthly, all systems output management products relating to MLI items for inventory management and control. Refer to Section 2, Chapter 2, Property Accounting for additional information on systems output management products and their uses.

C4.6.1.1.1. The RESI I report (items to be demilitarized over 35 days since ESD) is generated weekly in DRMO Reports. The DEMIL Coordinator will take action to correct any items on the RESI I report and inform the DRMO Chief of actions taken.

C4.6.1.1.2. Property in record status code (RCS) “W” (DEMIL item pending disposition - screening completed) should be reviewed by using the Consolidated Inquiry.

C4.6.2. Two Man Rule Inventory Process.

C4.6.2.1. When a quantity discrepancy is identified during the receipt (either upon original receipt, or at receipt at a Demil Center, CPC, Long-Term Storage, or other DRMO), inventory, storage, or preparation for shipment processes of DEMIL required property, a second person will verify the count. Both personnel will sign and date the applicable documentation when both personnel obtain the same count.

C4.6.2.1.1. Example: A quantity discrepancy is discovered with demil required property (DEMIL codes C, D, E, and F) during the receipt, inventory, storage, or preparation for shipment processes. The next level supervisor will be notified of the quantity discrepancy. A second person will be assigned to physically count the item in question. The two personnel will perform individual recounts until the same total is achieved by both personnel. “Both personnel” will sign and date the applicable documentation, notify the supervisor and initiate corrective action to resolve the discrepancies.

C4.6.2.2. When a quantity discrepancy is discovered upon receipt of an item shipped to a location from another DRMO, the receiving location will contact the POC and Area Manager from the shipping location, and identify the discrepancy. Coordination will be made by personnel from both sites to resolve the discrepancy.

C4.7. **Disposition of Munitions List Items Requiring DEMIL.**

C4.7.1. Reviewing Items for DEMIL.

C4.7.1.1. The DEMIL Coordinator will review DAISY Items Requiring DEMIL listing/DEMIL cards and material in DEMIL area. Identify DEMIL requirements for all items in record status "W" (see DOD 4160.28-M). If required, obtain/review Military Service publications and technical instructions and/or contact the DEMIL Center or DRMS-O. Insure written approval is obtained from DRMS-BCD for DEMIL of small arms (see Chapter 3, paragraph N). This applies to DRMS DEMIL Centers only. DEMIL Coordinators will determine the best method of DEMIL. (See also Small Arms Serialization, C.4.17. this chapter.)

C4.7.2. DEMIL Center.

C4.7.2.1. The DEMIL Coordinator (DC) will:

C4.7.2.1.1. Schedule DEMIL performance.

C4.7.2.1.2. Obtain and reconcile DAISY DEMIL cards.

C4.7.2.1.3. Inspect material and identify any safety considerations, such as pressure cylinders/chambers, springs, explosive devices, etc.

C4.7.2.1.4. Review DTID to insure the inert certification is contained on or attached to the DTID or that the DTID is annotated "inert certification on file" (see DOD 4160.28-M).

C4.7.2.1.5. Select and pre-position safety, personal protective equipment, and performance equipment.

C4.7.2.1.6. Direct movement of MLI to DEMIL performance area.

C4.7.2.1.7. Review written local DEMIL procedures with personnel selected to perform DEMIL. Instruct personnel on required performance (see DOD 4160.28-M) or specified military/agency directives, and on proper safety considerations. Provide DEMIL cards/DAISY Items Requiring DEMIL listing and copies of DTIDs.

C4.7.2.1.8. Monitor DEMIL performance.

C4.7.2.1.9. Upon completion of the DEMIL performance, annotate DEMIL cards as follows:

C4.7.2.1.9.1 New scrap code.

C4.7.2.1.9.2 Residue weight.

C4.7.2.1.9.3 If item retains identity for sales (key point DEMIL) or for donation purposes after DEMIL, see Section 2, Chapter 2, Property Accounting.

C4.7.2.1.9.4 New location code.

C4.7.2.1.10. Annotate DEMIL performance on "DAISY Items Requiring DEMIL listing".

C4.7.2.1.11. Coordinate movement of residue as follows:

C4.7.2.1.11.1 MLI and non-MLI scrap residue to scrap yard.

C4.7.2.1.11.2 MLI usable residue to sales area or store in site location designated for mutilation, if further mutilation is required.

C4.7.2.1.12. Insure any DEMIL required property not demilitarized during the workday is returned to a suitable storage area.

C4.7.2.1.13. Forward annotated DEMIL cards and completed DEMIL certification with all backup documentation to the Accountable Records Area.

C4.7.2.2. The DEMIL Certifier will perform DEMIL (see DOD 4160.28-M) Will certify quantity demilitarized and sign DEMIL card.

C4.7.2.3. The DEMIL Verifier will verify quantity to be demilitarized. Witness or inspect residue from DEMIL performance (as directed by DEMIL coordinator). Will verify quantity demilitarized and countersign DEMIL card.

C4.7.3. <u>Generator, Host or Military Support Activity.</u>

C4.7.3.1. The DEMIL Coordinator (DC) will:

C4.7.3.1.1. Verify capability and determine if the activity can perform DEMIL. Ensure a Memorandum of Understanding (MOU) or Interservice Support Agreement (ISSA) is in place. Ensure that the following items are included in the agreement:

C4.7.3.1.1.1 Description and cost of reimbursement, performance requirements (include method and degree of DEMIL for all items, period of performance, cost of operation and DEMIL site.)

C4.7.3.1.1.2 Obtain names (with authorized signatures) of DEMIL certifier/verifier from service provider.

C4.7.3.1.2. Verify availability of funds.

C4.7.3.1.3. Complete block 9 of DLA Form 1365, Service Order and forward original and one copy to activity designated to perform DEMIL for formal acceptance.

C4.7.3.1.4. Receive acceptance of service order from activity designated to perform DEMIL and forward acceptance copy to DRMS.

C4.7.3.1.5. Make visit to activity performing DEMIL and discuss importance of proper performance; i.e., method and degree, DEMIL certificates with those appointed as certifier/verifier, safety and security precautions.

C4.7.3.1.6. Transfer MLI to be demilitarized to the activity designated to perform DEMIL.

C4.7.3.1.7. Verify quantity to be demilitarized with activity designee(s). As a minimum, involve the DEMIL verifier.

C4.7.3.1.8. Insure inert certification has been obtained.

C4.7.3.1.9. Monitor DEMIL performance periodically.

C4.7.3.1.10. Obtain completed DEMIL certificate (verified/certified by activity performing DEMIL).

C4.7.3.1.11. Annotate DEMIL cards for items downgraded to scrap.

C4.7.3.1.12. Annotate DEMIL performance on DAISY Items Requiring DEMIL listing.

C4.7.3.1.13. Receive residue and coordinate disposition as follows:

C4.7.3.1.13.1 Non-MLI and MLI residue to scrap yard.

C4.7.3.1.13.2 MLI usable residue to sales area or store in site location designated for mutilation if further mutilation is required.

C4.7.3.1.14. Forward annotated documentation and completed DEMIL cards to the accountable records area.

C4.7.3.2. Prepare DLA Form 1365, Service Order or other locally authorized form. Incorporate performance requirements into block 5 of DLA Form 1365, Service Order. Request DLA Form 1365, Service Order approval from Forward Support Team Resource Office and fax DLA Form 1365 to DRMS to commit funds. Receive approved DLA Form 1365, Service Order from DRMS resource manager. Complete block 9 of the DLA Form 1365, Service Order and forward to installation/servicing contracting officer.

C4.7.3.3. The DEMIL Certifier will perform DEMIL (see DOD 4160.28-M) and will certify quantity demilitarized and sign DEMIL card.

C4.7.3.4. The DEMIL Verifier will verify quantity to be demilitarized. Witness or inspect residue from DEMIL performance (as directed by DEMIL coordinator). Will verify quantity demilitarized and countersign DEMIL card.

C4.7.4. Condition of Sale.

C4.7.4.1. The DEMIL Coordinator (DC) will:

C4.7.4.1.1. Process referral according to Section 2, Chapter 6, Sales.

C4.7.4.1.2. Coordinate general/specific DEMIL instructions, terms and conditions input to sales referral. The terms and conditions must state the hours DEMIL can be performed and that no DEMIL can be performed unless the certifier and verifier are present.

C4.7.4.1.3. Coordinate all on-site/off-site DEMIL and prepare a supporting DEMIL Surveillance Plan with the method and degree of DEMIL to be performed. Forward a copy of the proposed DEMIL Surveillance Plan to DRMS-O for review and approval.

C4.7.4.1.4. Receive approved DEMIL Surveillance Plan.

C4.7.4.1.5. Review repro copy of IFB; verify all DEMIL requirements, and provide appropriate comments.

C4.7.4.1.6. Receive IFB.

C4.7.4.1.7. Identify the work site for purchasers DEMIL.

C4.7.4.1.8. Brief purchaser on DEMIL requirements.

C4.7.4.1.9. Establish a schedule for performance of DEMIL.

C4.7.4.1.10. Provide Letter of Appointment for DEMIL certifier/verifier.

C4.7.4.1.11. Brief DEMIL certifier and verifier on certification and verification process.

C4.7.4.1.12. Verify quantity to be demilitarized.

C4.7.4.1.13. Transfer material to work site, if required.

C4.7.4.1.14. Annotate DEMIL performance on DAISY Items Requiring DEMIL listing.

C4.7.4.1.15. Forward a copy of the DEMIL certificate to the Sales Contracting Officer.

C4.7.4.1.16. Forward original DEMIL certificate and any remaining documentation to accountable records area.

C4.7.4.2. The DEMIL Certifier will perform DEMIL (see DOD 4160.28-M) and w ill certify quantity demilitarized and sign DEMIL card.

C4.7.4.3. The DEMIL Verifier will verify quantity to be demilitarized. Witness or inspect residue from DEMIL performance (as directed by DEMIL coordinator). Will verify quantity demilitarized and countersign DEMIL card.

C4.7.5. Service Contract.

C4.7.5.1. The DEMIL Coordinator will forward request to DRMS-O will coordinate with DRMS-BCD. Provide the following with the request:

C4.7.5.1.1. Proposed DEMIL Surveillance Plan.

C4.7.5.1.2. Pictures/illustrations of required DEMIL performance.

C4.7.5.1.3. Justification if deviating from normal activity performing DEMIL.

C4.7.5.1.4. Request for off-site DEMIL (if nature of the item requires a contractor's facility processing.)

C4.7.5.1.5. If the property is MPPEH, a Military Service surveillance agreement and a stability inspection report, i.e., report by generating activity indicating the condition and current stability of the explosive at the time of turn in is required.

C4.7.5.2. If approved the DEMIL Coordinator will:

C4.7.5.2.1. Provide requirement to installation/service contracting officer and obtain estimate for DEMIL performance.

C4.7.5.2.2. Determine if contract can be established and request verification of funds. Prepare DLA Form 1365, Service Order or other locally authorized form. Incorporate performance requirements into block 5 of DLA Form 1365, Service Order. Request DLA Form 1365, Service Order approval from FST Resource Office and fax DLA Form 1365 to DRMS to commit funds. Receive approved DLA Form 1365, Service Order from DRMS resource

manager. Complete block 9 of the DLA Form 1365, Service Order and forward to installation/servicing contracting officer.

C4.7.5.2.3. Prepare DLA Form 1365, Service Order or other local authorized form. Incorporate performance requirements into block 5 of DLA Form 1365, Service Order. Request DLA Form 1365, Service Order approval from Forward Support Team Resource Office and fax DLA Form 1365 to DRMS to commit funds. Receive approved DLA Form 1365, Service Order from DRMS resource manager. Complete block 9 of the DLA Form 1365, Service Order and forward to installation/servicing contracting officer.

C4.7.5.2.4. Appoint DEMIL certifier/verifier. Provide briefing on responsibilities and importance of proper DEMIL performance. Review DEMIL Surveillance Plan.

C4.7.5.2.5. Coordinate and schedule performance with contractor.

C4.7.5.2.6. Transfer material to site designated in contract.

C4.7.5.2.7. Review DEMIL requirements with contractor.

C4.7.5.2.8. Verify quantity to be demilitarized.

C4.7.5.2.9. Review safety considerations. Insure inertness.

C4.7.5.2.10. Monitor DEMIL performance periodically.

C4.7.5.2.11. Annotate DEMIL cards.

C4.7.5.2.12. Coordinate disposition of residue as follows:

C4.7.5.2.12.1 Scrap residue to scrap yard.

C4.7.5.2.12.2 Usable residue to sales area.

C4.7.5.2.13. Forward documentation with completed DEMIL certificates to the accountable records area.

C4.7.5.3. The DEMIL Certifier will witness DEMIL (see DOD 4160.28-M) and will certify adequacy of performance, quantity demilitarized, and sign DEMIL card.

C4.7.5.4. The DEMIL Verifier will witness DEMIL or inspect residue and verify adequacy of performance and quantity demilitarized. Will verify quantity demilitarized and countersign DEMIL card.

C4.7.6. Demanufacturing Contractor.

C4.7.6.1. Refer to DRMS demanufacturing work instructions - obtain at the DRMS Intranet, DEMIL Page

~~<https://www.drms.dla.mil/drms/intranet/demil/deman/demanworkinstruction.pdf>.~~

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Demilitarization/Deman/DEMAN%20Work%20Instructions%209%20Apr%2012.pdf (Edited Oct 2012)

C4.8. **Surveillance of Contractor Performing DEMIL.**

C4.8.1. Procedures To Check Contractor Compliance.

C4.8.1.1. Upon appointment to perform surveillance of a contractor performing DEMIL, the certifier and verifier will receive a briefing from the DEMIL Coordinator, to become familiar with the terms and conditions of the contract and DEMIL methods authorized.

C4.8.1.2. Research items requiring DEMIL to determine and locate key points to be rendered ineffective. (Review DOD 4160.28-M, Service/Agency regulations and, if necessary, contact the generating activity and/or DRMS-O).

C4.8.1.3. If off-site:

C4.8.1.3.1. Review approved DEMIL Surveillance Plan.

C4.8.1.3.2. Prepare travel orders if DEMIL is to be performed outside commuting area. When travel orders are approved make necessary travel arrangements.

C4.8.1.4. Inventory all property requiring DEMIL. Brief the contractor regarding DEMIL requirements and methods. Insure that the contractor is aware of any safety and security requirements listed in the contract.

NOTE: If property was shipped in sealed conveyance, insure seals are still intact and seal numbers are the same. If missing or broken seals are discovered, notify the DRMS Transportation office at e-mail address "**DRMS Transportation Issues**", as soon as possible.

C4.8.1.5. Insure that the contractor demilitarizes the property according to the terms and conditions of the contract.

C4.8.1.6. Provide periodic reports to DRMS-O and the SCO if a sales contract, to identify progress of DEMIL operations, any problems encountered, and changes in completion dates, etc.

C4.8.1.7. When the contractor completes the required DEMIL, finalize and sign the necessary DEMIL certificates and provide a copy to the contractor, if requested. Forward the original copy of all DEMIL certificates to the SCO, and original to accountable records area.

C4.8.1.8. Upon return from surveillance assignment, prepare and submit travel vouchers to the finance office. Prepare a trip report and attach appropriate DEMIL certificates and photos.

C4.9. **DEMIL Policy and Timing.**

C4.9.1. DRMO Determination of DEMIL and Methods.

C4.9.1.1. DRMO Determination of DEMIL. Determine the most appropriate and economical means to properly DEMIL Munitions List Items (MLIs). It is imperative that DEMIL, including necessary controls and surveillance for the protection of national security, be accomplished in the most cost-effective manner consistent with safety and security requirements.

C4.9.1.2. DEMIL Methods. Accomplish DEMIL as soon as feasible after the End of Screening Date (ESD).

C4.9.1.2.1. *As a condition of sale*. Refer the material for sale within 30 days after the ESD. Referrals must include complete DEMIL instructions, e.g., method and degree, in the item description.

C4.9.1.2.2. *The DRMS DEMIL Center*. Feeder sites will refer material to be demilitarized at the DRMS DEMIL centers no later than 3 days following the ESD.

C4.9.1.2.3. *The generating activity, host or other military support activity*. When DEMIL is to be performed by the generator, host or other military support activity, complete all preliminary actions (negotiations, preparation/submission of DLA Form 1365, Service Order, release of material to generator, or designated Military Service for DEMIL, etc.) within 30 days following the ESD. Forward requests to DRMS-O with coordination with DEMIL office. To meet this requirement, specify on DLA Forms 1365 that the generating host or other military support activity will complete DEMIL within 30 days following receipt of the items.

C4.9.1.2.4. *A service contract.* Forward requests for accomplishment of DEMIL under a service contract to DRMS-O with coordination with DEMIL office. Provide justification with each request (i.e., rationale or circumstances involved) and a proposed surveillance plan.

C4.9.1.2.5. *Demanufacturing.* Refer to DRMS Demanufacturing contract work instructions (obtain at the DRMS Intranet, DEMIL Page <https://www.drms.dla.mil/drms/intranet/demil/deman/demanworkinstruction.pdf>.

C4.10. **DEMIL and Mutilation as a Condition of Sale.**

C4.10.1. Procedures for Sale Condition.

C4.10.1.1. DRMOs will e-mail or fax requests for approval to DRMS-O to offer property proposed to be sold at a feeder site with DEMIL as a condition of sale or critical FSG/FSC item(s) and FSCAP items to be sold with mutilation as a condition of sale. Requests will include the NSN, nomenclature, quantity, DEMIL code, DEMIL, or mutilation instructions and where DEMIL or mutilation is proposed to be performed (DRMO or off-site). DRMS-O will coordinate with DRMS-BCD, the DRMS DEMIL center to determine the best method of DEMIL or mutilation performance.

C4.10.1.1.1. DEMIL By Sales Contracts. Include the following information in the sales referral when DEMIL is to be performed as a condition of sale.

C4.10.1.1.1.1 Noun name of item/material requiring DEMIL.

C4.10.1.1.1.2 NSN, if applicable.

C4.10.1.1.1.3 Manufacturer and manufacturer's part/drawing number(s), if available.

C4.10.1.1.1.4 Serial number(s), if applicable/available.

C4.10.1.1.1.5 Quantity (include estimated weight of residue expected to result from DEMIL).

C4.10.1.1.1.6 Unit of issue.

C4.10.1.1.1.7 Method and degree of DEMIL required. The following prohibition will be included:

Figure 3 - Prohibition Statement for Tools Used for DEMIL

"The use of precision torch fixtures, precision cutting saws, or precision tools of any kind to minimize mutilation is forbidden."

C4.10.1.1.2. General/Special Instructions, Terms and Conditions. All appropriate general/special instructions, terms and conditions applicable to DEMIL as a condition of sale MUST BE contained in IFBs. IFBs should contain pictures/diagrams depicting where cuts are to be made for DEMIL purposes. Locations at which cuts are to be made should be marked, on the items/materials to be demilitarized, with a grease pencil or tape to serve as a guide to personnel performing DEMIL.

C4.10.1.1.3. Control/Surveillance. There must be appropriate controls and surveillance for the sales action.

C4.10.1.1.4. On-Site/Off-Site. DEMIL, except for combatant ships and conventional ammunition, will normally be performed on military installations unless otherwise authorized. For example, unless off-site DEMIL is insisted upon by the host government (overseas areas only), use on-site DEMIL.

C4.10.1.1.4.1 On-site: Proposed DEMIL surveillance plans for on-site demilitarization will be forwarded to DRMS-O (thru the Forward Support Team - Europe (FST-OS) or FST Ops - Pacific (FST-OA)) for approval and coordination with DRMS-WS, DES-Battle Creek Public Safety Division. On-site: Proposed DEMIL surveillance plans for on-site demilitarization will be forwarded to DRMS-O (thru the Forward Support Team (FST) Europe or Pacific) for approval and coordination with DRMS-DDS. OFF-SITE: Proposed off-site

demilitarization surveillance plans will be forwarded to DRMS-O for review and approval and coordination with DRMS-DDS.

C4.10.1.1.4.2 Off-site: Proposed off-site demilitarization surveillance plans will be forwarded to DRMS-O for review and approval and coordination with DRMS-WS, DES-Battle Creek Public Safety Division.

C4.10.1.1.4.3 DRMS-OS Europe and DRMS-OA Pacific DEMIL coordinators are authorized to approve on-site DEMIL surveillance plans for specific commodities such as: fired brass and cartridge cases, aluminum cartridge cases with steel links, and tank track. Asia and Pacific FST DRMOs will forward copies of their surveillance plans for the commodities listed above to the DRMS-OA Asia area office, DEMIL coordinator for review and approval. DRMS-OS Europe DRMOs will forward copies of their surveillance plans for the commodities listed above to the DRMS-OS Europe DEMIL coordinator for review and approval. The coordinators will be responsible for insuring that the plans include all the security responsibilities and that they are reviewed for accuracy.

C4.10.1.1.5. Accomplishment of DEMIL requires that DRMO DEMIL Coordinators identify general/specific DEMIL instructions, terms and conditions input as a part of the sales referral. Requirements must be written in a clear, concise manner to insure that DEMIL requirements are clearly communicated to the bidder. These requirements should be accompanied with illustrations/pictures that depict specific cut marks, whenever possible. This is essential to insure that the bidder has a clear understanding of the DEMIL requirement and can take these requirements into consideration when submitting his/her bid; and certifier/verifier can match the DEMIL performance of the purchaser against the DEMIL requirements in the IFB sales terms and conditions. This information will be submitted by memorandum and signed by the DRMO Chief (see DEMIL as a Condition of Sale, C4.7.4., this chapter).

C4.10.1.1.6. In the event a DEMIL code changes from non-DEMIL to DEMIL required coding after an item has been sold and removed, the following actions will be taken:

C4.10.1.1.6.1 The purchaser will be notified of the change, advised of the prohibition to export DEMIL required property, and requested to return the property.

C4.10.1.1.6.2 Attempts will only be made to retrieve property that was removed within the past 90 days.

C4.10.1.1.6.3 The DLA TSCRO (DLA Trade Security Control Resident Office) will be provided courtesy copies of all correspondence pertaining to each case.

C4.10.1.1.6.4 If property is returned, appropriate DEMIL actions will be accomplished and any reimbursements or compensation agreements with the buyer will be finalized.

C4.10.1.1.6.5 If not returned with the time agreed upon on a case-by-case basis, the DLA TSCRO will notify the Department of Customs and Commerce, who will follow through on any additional requirements. The DLA TSCRO will work with these organizations as appropriate.

C4.10.1.1.6.6 Documentation of unsuccessful attempts and DLA TSCRO notifications/acceptance of retrieval responsibility will be placed in the source document file.

C4.11. **DEMIL and Mutilation by DEMIL Centers.**

C4.11.1. DEMIL Centers.

C4.11.1.1. CONUS DEMIL centers are located at DRMOs Anniston, Crane, McAlester, and Tucson. OCONUS DEMIL center is located at DRMO Kaiserslautern.

NOTE: The following sites (Okinawa, Sagami, Bupyong, and Hawaii) ship their property to CONUS or perform demil as a condition of sale.

C4.11.1.2. Exceptions to centralized DEMIL. The following types of property will not be shipped to or processed by the DEMIL centers unless prior approval is received from the DEMIL centers and DRMS-O:

C4.11.1.2.1. In accordance with DTR 4500.9-R, "Defense Transportation Regulation Part II Cargo Movement," all DEMIL required and critical/sensitive electronic equipment will be sent to the appropriate Demanufacturing contractor. Any DEMIL required electronic item verified as not containing a hazardous component should be shipped to the appropriate DEMIL center. Those Disposition Services Site's that do not accumulate the minimum quantity of electronic equipment may consolidate their shipment with another Disposition Services site or CDD center with prior approval by that Disposition Services Site or CDD center. Any questions regarding whether certain electronic property qualifies for the demanufacturing contract should be forwarded to Disposition Services Battle Creek, Demil Office. (Edited Oct 2012)

C4.11.1.2.2. DEMIL precious metals bearing circuit cards via the precious metals recovery contract. These circuit cards will be accumulated separately from non-DEMIL required circuit cards and must remain on inventory until the return copy of the shipping document has been received from the contractor.

C4.11.1.2.3. Item(s) containing hazardous components.

C4.11.1.2.4. Property proposed to be sold at a feeder site with DEMIL as a condition of sale or critical FSG/FSC item(s) and FSCAP items to be sold with mutilation as a condition of sale. DRMOs will e-mail or fax requests for approval to DRMS-O. The request will include the NSN, nomenclature, quantity, DEMIL code or mutilation instructions and where DEMIL or mutilation is proposed to be performed (DRMO or off-site). DRMS-O will coordinate with the DEMIL center and the DEMIL office, DRMS-BCD, to determine the best method of DEMIL or mutilation performance - either by the DEMIL center or as a condition of sale in place at the feeder site DRMO.

C4.11.1.3. Processing Property to DEMIL Centers. DRMOs that are feeder sites to DEMIL centers will accomplish the following responsibilities for processing the categories of property:

C4.11.1.3.1. CATEGORY 1: DEMIL required items.

C4.11.1.3.1.1 Receipt Processing: The receipt will be processed onto their inventory. All items will be identified by a DTID attached to the item and by the barcode label with any required certifications (i.e., inert, radioactive, etc).

C4.11.1.3.1.2 Storage. DEMIL required items will be physically stored at the feeder site DRMO until the ESD.

C4.11.1.3.1.3 R/T/D Processing: All valid requests for issue will be processed by the DRMO.

C4.11.1.3.1.4 In accordance with DTR 4500.9-R, "Defense Transportation Regulation Part II Cargo Movement," Prepare for Shipment. At ESD DEMIL required property will be prepared for shipment to the DEMIL center. DLA Disposition Services sites will ship DEMIL required property to the DEMIL center on at least a monthly basis, or sooner, if a full truck load is accumulated. Full truckloads require seals. DLA Disposition Services sites should coordinate a monthly shipping schedule with the DEMIL center so all DLA Disposition Services sites are not sending shipments on the same date. (Edited Oct 2012)

C4.11.1.3.1.5 DRMS DEMIL property shall be shipped using covered conveyance except when the size of the property does not allow this. For all oversized property, material will be loaded on a flat bed trailer or flatrack container. Protective tarp service (PTS) will be requested for all DRMS DEMIL property shipped on a flat bed trailer or flatrack container. The DRMO will request this additional service with their request to TMO for transportation service. PTS should be indicated on the CBL as well as the documents turned over to TMO. Charges for this service will be included in the transportation charges, billed to the DRMS DEMIL fund cite. Questions or concerns should be directed to the DRMS Transportation office at e-mail address DRMS_Transportation Issues."

C4.11.1.3.1.5.1 Items will be palletized, banded, shrink-wrapped or placed in tri-wall containers. Each pallet, box and tri-wall container will be assigned a container number. Location changes in DAISY must be completed within 24 hours. As an option, DRMOs can place a brightly colored self-adhesive placard/sticker on DEMIL required property for better and easier identification. Trucks containing partials loads of Demil required property with items that are palletized/ placed in tri-wal containers, banded and shrink-wrapped do not require seals.

C4.11.1.3.1.5.2 A listing will be prepared of the contents of each container identifying each line item and quantity by container number. Employee(s) preparing the shipment will verify the items and quantity being shipped. Once verified, the employee will sign the listing stating all items in the container or on the pallet have been accounted for. All discrepancies will be corrected prior to shipment.

C4.11.1.3.1.5.3 Forward (by fax or e-mail) a copy of the verified listing to the DEMIL center. Include a copy of the listing with the shipment. Another copy will be placed in a packing slip and attached to each container or pallet.

C4.11.1.3.1.5.4 Arrange for shipment of the property through the servicing TMO using the current fiscal year fund cite. The DEMIL center will provide their shipping addresses to all feeder sites.

NOTE: DO NOT SHIP TO TRANSPORTATION OFFICER OR "CENTRAL RECEIVING."

C4.11.1.3.1.5.5 If shipping DEMIL required property in the same shipment, as non-DEMIL required FSCAP and non-DEMIL required critical FSGs/FSCs, each container or pallet must be identified as DEMIL required or non-DEMIL required.

C4.11.1.3.1.5.6 Prior to the time the items(s) are shipped to the CDC, process the SLH transaction(s) against the accountable record. The SLH must be performed 1-3 days

before the property is shipped to create the report to accompany the shipment. After the property has been shipped (but no later than 3 days following the shipment), the feeder site will process a relocate transaction and use a storage location of: SLH mm/dd/yy, with the last six being the last six numbers of the calendar date that the property was shipped. Also refer to transfer procedures listed under C2.8.7.2.1, C2.8.7.2.2. and C2.8.7.2.3.

C4.11.1.3.1.5.7 In accordance with DTR 4500.9-R, "Defense Transportation Regulation Part II Cargo Movement," all truckload shipments of DEMIL property will be secured with a seal (DOD approved) prior to departing from the DLA Disposition Services site/shipping location. Seal number should be annotated on the CBL. Both the CBL number as well as the seal number should be passed on to the receiving DEMIL Center. Upon arrival at the DEMIL Center, DLA Disposition Services employees will verify the seal number on the truck with the one listed on the CBL. If the seal number is different, the DEMIL Center will contact the DLA Disposition Services Transportation Officer with the CBL number, carrier, and seal number on the truck. Carriers may remove seal in case of emergency, only if authorized by the TO who issued the CBL. The carrier should ensure a replacement seal (DOD approved) is placed on the truck and the new seal number is listed on the CBL, a date/time replaced, and the reason for replacement. Missing, broken, or improper seals are a failure by the carrier to provide correct equipment. A carrier non-performance report will be completed by the TO who issued the CBL, with a copy to the DLA Disposition Services TO. Seal application by the shipper does not constitute a request for Exclusive Use of the Trailer. All Less-than-truckloads of DEMIL property shipped will not require seals. (Edited Oct 2012)

C4.11.1.3.2. CATEGORY 2: Non-DEMIL required critical FSGs/FSCs requiring mutilation.

C4.11.1.3.2.1 Mutilation of the property will be performed at the DEMIL center or as a condition of sale at the feeder site.

C4.11.1.3.2.2 Receipt Processing. The feeder site will process the receipt of critical FSGs/FSCs onto their inventory.

C4.11.1.3.2.3 Storage and R/T/D Screening. These line items will be stored, screened, and issued as usual.

C4.11.1.3.2.4 Downgrade to Scrap. When this property is eligible for downgrade, the items will be downgraded to SCL MUT.

C4.11.1.3.2.5 Storage of SCL MUT. This specific scrap accumulation will be stored separately from other scrap accumulations.

C4.11.1.3.2.6 Prepare for Shipment. Once a truckload quantity is reached, close that SCL accumulation and arrange for shipment to the DEMIL center. For those sites that do not reach truckload quantities in a timely manner, arrange to ship whatever is generated monthly. The accumulation will be weighed and any adjustments to the weight will be input prior to shipment. Prepare a consolidated listing of all downgrades to that accumulation and attach the listing to the DTID being shipped.

C4.11.1.3.2.6.1 Provide the DEMIL center the DTID (XR2) showing the weight

C4.11.1.3.2.6.2 Items requiring mutilation may be placed on the same shipment as DEMIL required items, but each container or pallet must be identified as DEMIL required or SCL MUT.

C4.11.1.3.2.6.3 The DEMIL center will weigh the property on receipt and notify the feeder site of the weight received.

C4.11.1.3.2.7 DAISY Transaction. This SCL MUT accumulation will be input into DAISY by the feeder site as a transfer/issue to another DRMO. The DEMIL center will process an XR2 transaction showing the weight of the SCL MUT received.

C4.11.1.3.3. CATEGORY 3: UNDOCUMENTED FSCAP.

C4.11.1.3.3.1 Undocumented FSCAP, DEMIL required. DEMIL these items either as a condition of sale or by the DEMIL center.

C4.11.1.3.3.1.1 Receipt Processing. Items turned in without historical or maintenance documents will be processed directly to sales status (to preclude those items going through screening). The receipts will be processed onto their inventory.

C4.11.1.3.3.1.2 Storage. Undocumented, DEMIL required FSCAP items will be stored in a DEMIL required storage area.

C4.11.1.3.3.1.3 R/T/D Processing. Undocumented, DEMIL required FSCAP items will not be processed for R/T/D.

C4.11.1.3.3.1.4 Prepare for Shipment. Undocumented, DEMIL required FSCAP items will be prepared for shipment and shipped to the DEMIL center following the instructions for CATEGORY 1, DEMIL Required Items. The feeder site will insure the container/pallet is marked to indicate the items are FSCAP, DEMIL required.

C4.11.1.3.3.2 Undocumented FSCAP, Non-DEMIL Required. These items will be mutilated either as a condition of sale or by the DEMIL center.

C4.11.1.3.3.2.1 Receipt Processing. Items that are turned in without historical or maintenance documents will be downgraded to SCL MFS. SCL MFS is a specific SCL and site code designated for FSCAP property requiring mutilation to be processed by the DEMIL center.

C4.11.1.3.3.2.2 Storage. Undocumented, non-DEMIL required FSCAP items in a scrap accumulation will be stored separately from other scrap accumulations.

C4.11.1.3.3.2.3 Prepare for Shipment. Once a truckload quantity is reached, close that SCL accumulation and arrange for shipment to the DEMIL center. For those sites that do not reach truckload quantities in a timely manner, arrange to ship whatever is generated monthly. The accumulation will be weighed and any adjustments to the weight will be input prior to shipment.

C4.11.1.3.3.2.3.1 Provide the DEMIL center the DTID (XR2) showing the weight being shipped.

C4.11.1.3.3.2.3.2 Items requiring mutilation may be placed on the same shipment as DEMIL required items, but each container or pallet must be identified as DEMIL required or SCL MFS.

C4.11.1.3.3.2.3.3 The DEMIL center will weigh the property on receipt and notify the feeder site of the weight received.

C4.11.1.3.3.2.4 DAISY Transaction. This SCL MFS accumulation will be input into DAISY by the feeder site as a transfer/issue to another DRMO. The DEMIL center will process an XR2 transaction showing the weight of the SCL MFS received.

C4.11.1.4. Further instructions are provided below:

C4.11.1.4.1. DEMIL “F” items, critical FSGs/FSCs, and FSCAP items generated at Recycling Control Point (RCP) sites will be turned in to the co-located/servicing DRMO to insure that the excepted items identified are not shipped to the DEMIL center.

C4.11.1.4.2. DRMOs are reminded to insure items are challenged upon receipt (or whenever a DEMIL code is suspected to be in error.) Feeder sites are not to ship items that are undergoing a DEMIL challenge until the challenge is resolved.

C4.11.1.4.3. Instructions for DEMIL “F” property must be forwarded with the property.

C4.11.1.4.4. DEMIL “E” items that do not require DEMIL in CONUS will not be shipped to the DEMIL center unless the item is a critical FSG/FSC requiring mutilation.

C4.11.1.4.5. Feeder sites will maintain copies of current letters of personnel authorized to certify and verify MPPEH inert certificates for the DEMIL centers on the (Data on 'usersrvr') DRMS Special Projects\MPPEH Verification letters. Including Julian date and DODAAC(s) in .pdf file type name. Insure that the generator letters with sample signatures are

kept current. Two signatures are required in accordance with DOD 4160.21-M, Chapter 4.

C4.11.1.4.6. Any direct shipments to the DEMIL center from a generator must be coordinated with the DEMIL center prior to shipment.

C4.11.1.4.7. Generator requests for the turn-in and disposal of weapons will be coordinated with DRMS-O.

C4.11.1.4.8. Insure proper time reporting is captured through Activity Based Costing (ABC).

C4.11.1.4.9. Feeder site chiefs will respond to the DEMIL center, DRMS-O or the DEMIL office to assist in resolving any discrepancies.

C4.11.1.5. DEMIL Center Responsibilities.

C4.11.1.5.1. If property arrives in sealed conveyance, insure seals are intact and seal numbers are the same as notated on the manifest. If missing or broken seals are discovered, notify the DRMS Transportation office at e-mail address "**DRMS Transportation Issues**", as soon as possible.

C4.11.1.5.2. Once a shipment is received, the DRMS DEMIL center will inventory all DEMIL-required items against the SLH report and validate the DTIDS and quantities. Once validated, the DEMIL center will input an xr1 transaction using the accounting code "f" in accordance with DRMS 4160.14, Section 2, Chapter 2, Figures 37 & 38. The DEMIL center will weigh the scrap property requiring mutilation upon receipt and notify the feeder site of the weight received. The DEMIL center will process an XR2 transaction for the scrap property requiring mutilation using the accounting code "F".

C4.11.1.5.3. Any discrepancies in quantity will be immediately reported via e-mail to the feeder site with a copy to the affected FST chief and the chief of the DEMIL centers. The DRMS DEMIL center will input the xr1 with the quantity actually received. If there is a quantity/item variance, the DRMS DEMIL center will follow a two-person rule in certifying/verifying the count. Following the immediate e-mail notification, a corresponding DRMS Form 917 will be completed and faxed/e-mailed to the originating DRMO chief identifying the discrepancy with copies of any applicable documentation. Established SITREP procedures will also be followed.

C4.11.1.5.4. Any other discrepancies with items found by the DEMIL center (i.e., MPPEH property with no inert certification or incomplete certification, classified property, radioactive property, etc) will require immediate notification via e-mail to the affected FST chief and the chief of the DEMIL centers. Established SITREP procedures will be followed.

C4.11.1.5.5. Insure DEMIL/mutilation certifications are completed and retained in the source document file.

C4.11.1.5.6. Input DEMIL accomplished and downgrade transactions into DAISY.

C4.11.1.5.7. File DEMIL certifications in appropriate 4-year files maintenance file except for small arms documents, which are kept indefinitely.

C4.12. **DEMIL Center - RCP Property.**

C4.12.1. General.

C4.12.1.1. RCP DEMIL required property will be sent to DEMIL Center from the Depot with the DODAAC “SC4402”.

C4.12.1.2. RCP is not a generator; therefore, if there is a need to locate the original generator, the DRMO RCP Liaison or DEMIL POC will furnish that information from DAISY ROSE or DEPOT system.

C4.12.1.3. RCP property will be received onto the DEMIL Center’s inventory using Accounting Code F (to indicate a receipt from another DRMO) and Action Code A so that the items will not go through screening again.

C4.12.1.4. At time of receipt at the DEMIL Center, if there is a discrepancy (quantity shortage or gain, wrong material, etc.) DEMIL Center Receiver will initiate a Report of Discrepancy (ROD) SF364 and fax to DRMS Battle Creek (269-961-7287).

C4.12.1.5. Property will be placed in a “HOLDING AREA” at the DEMIL Center until a response to the ROD is received.

EXCEPTION: RODS submitted with quantity discrepancy may be input into DAISY, with Additional Data "DESC" field stating 'ROD submitted quantity short/over. Once DEPOT response is received back in Battle Creek and the DEMIL Spreadsheet updated, TOD will be forwarded to DEMIL Center for their records.

C4.12.1.6. If DEPOT responds to ROD as bookkeeping error a comment will be added to the RCP DAISY history record by HQ RCP Production personnel.

C4.12.1.7. HQ DRMS RCP Production personnel will maintain spreadsheet with status of property and will follow-up with DEPOT on ROD responses and close actions as appropriate.

~~C4.12.1.8. Problem resolution will be coordinated through the RCP Program manager and the DEMIL office.~~ (Edited Nov 2012)

C4.12.2. Completing the Report of Discrepancy.

- Block 1 - Date prepared
- Block 2 - Report number - DTID Number
- Block 3 - Depot name and address
- Block 4 - Demil Center name and address
- Block 9 - NSN, unit of issue, quantity shipped, quantity received

- Block 10 - Discrepancy data information and discrepancy data code
- Block 11 - Action Code
- Block 12 - Describe discrepancy
- Block 14 - The Preparers Name, phone, fax, and signature
- Block 15 - Defense Reutilization and Marketing Service.

C4.13. **DEMIL by the Generator, Host or Other Military Support Activity.**

C4.13.1. Memorandum of Understanding (MOU).

C4.13.1.1. When DEMIL is to be performed by the generator, host or other military activity, define the terms for performance in a Memorandum of Understanding (MOU) that both parties will sign.

C4.14. **Abandonment.**

C4.14.1. Burial and Overseas Procedures.

C4.14.1.1. *Burial*. Burial and deep water dumping are authorized DEMILITARIZATION alternatives. These methods of DEMIL must be authorized by the DOD DEMIL Program Management Office, through the DRMS-BCD and DRMS-O.

C4.14.1.2. *Overseas*. DRMOs are authorized to abandon MAP property requiring DEMIL to the possessing country when there is no market value. The possessing country must agree to accomplish the DEMIL, and apply Trade Security Controls required. Accomplish DEMIL certification, surveillance and any other necessary agreements/arrangements through MAP or the U.S. Embassy in the country possessing the property.

C4.15. **Manhour Reporting.**

C4.15.1. Manhour Reporting in ABC System.

C4.15.1.1. DEMIL/mutilation and associated functions are time consuming and usually performed as an "extra duty" outside of assigned duties. For this reason, it is imperative that all personnel involved in DEMIL/mutilation functions (e.g., actual performance, surveillance, meetings, etc.) accurately report their manhours to the Activity Based Costing (ABC) system.

C4.16. Controlled Property/Demilitarization. (Replaced May 2012)

Controlled Property/DEMIL Division is responsible for validation, accountability and distribution of DEMIL policy and special processing procedures throughout DLA Disposition Services. This Division supports the warfighter mission by coordinating long-term management solutions with DOD counterparts, and ensuring compliant processing of controlled and DEMIL required property worldwide.

C4.16.1. CONTROLLED PROPERTY VERIFICATION OFFICE (CPVO)

Analyze All Sales Delivery Orders for Controlled Property, Evaluate Accuracy of the Demilitarization (DEMIL) Code and Submit DEMIL Challenges as Required, and Assist HQ and Field Activities with Local Stock Number (LSN) Research.

Workstreams: Review at Receipt. CV Sales Deliver Orders, PAC/Europe Sales Delivery Orders, and Government Liquidation (GL), Quarantine Tool and web page review, SWA Sales review, Term sales review, Exchange or Sale review, Hazardous Sales review, and Special Projects as required.

C4.16.1.1. CONTROLLED PROPERTY BRANCH (CPB)

This process will mitigate the release of unauthorized property to the public that is received as an LSN or processed in a batchlot. The CPB is the resolution for 100% item review of batch lots and LSNs not cleared for release from hub locations. CPBs receive specified LSNs and batchlots from designated hub and feeder sites. All property is reviewed locally or through the electronic verification process. After review/research, the property will go through the appropriate disposition channel.

C4.16.1.2 CENTRALIZED DEMIL DIVISION (CDD)

Tucson, AZ Contractor Hammermills, Mix: Main Demil Site, and AMARC aircraft. Anniston, AL Contractor Shreds / Torches / Mills, Mix: Vehicles & parts, Small Arms (weapons and parts). McAlester, OK demil performed by McAlester Army Ammunition Plant (AAP), Mix: Vehicle, helicopter & aircraft parts. Kaiserslautern, Germany demil performed as part of Germany scrap contract. Pacific region ships small items to Tucson, sells large items as Demil as a condition of sale.

C4.16.1.3. DEMIL

C4.16.1.3.1. DEMIL BULLETINS. Created to communicate interim guidance for procedures and policy. Bulletins are a short-term alert posted until the DLA Disposition Services 4160.14 instruction is updated, or until the guidance is superseded or cancelled.

C4.16.1.3.2. DEMIL CHALLENGE. DLA Disposition Services field activities electing to challenge a Demil Code listed on a National Stock Number (NSN) or challenge an item as being sensitive/non-sensitive to National Security may use the on line web form to submit a Challenge request. The submitter shall complete the form as completely and as accurately as possible. All mandatory blocks on the DEMIL Challenge Request must have an entry. Failure to provide required information in the mandatory fields will prevent the user from submitting the form electronically via the web, and could significantly delay a timely response.

In addition to providing the mandatory information the submitter shall provide as much supporting rationale and documentation (technical data, drawings) or other industry standards to substantiate their cited justification. A clear text field is provided for the inclusion of any narrative data such as identification of the next higher assembly, end items identification, associated

contract numbers, or other pertinent information.

C4.16.1.3.3. DEMIL SOPS. Standard Operating Procedures are developed to aide in processing property requiring unique disposal requirements.

C4.16.1.3.4. DEMIL SURVEILLANCE PLANS. Surveillance Plans are created when property has unique requirements for demilitarization or mutilation as a condition of sale. The plans provide very detailed information covering safety, training, and demil.

C4.16.1.4. OTHER PROGRAMS

C4.16.1.4.1. DEMANUFACTURING AND FEDERAL PRISON INDUSTRIES (FPI)

Program objectives support Compliance Disposition of DOD Military Electronic Equipment. Ensuring national security, environmental compliance, and health and safety. Service Contract provides services located at Demil site Tampa, FL. Non-DEMIL sites are located at Salley, SC, Reno, NV, and Tucson, AZ. Benefits of this electronic recycling partnership include several removal options allowing for more efficiency.

C4.16.1.4.2. JOINT EQUIPMENT AND ASSESSEMENT PROGRAM (JEAP)

Establish processes to improve control of Chemical Biological Nuclear Defense (CBRN-D) Equipment. Return usable items to supply system, use suitable shelf life expired items for training, assure complete and correct disposal of obsolete items, and provides disposal cost avoidance for reissued training gear.

Reduced risk of improper turn-ins ("SME oversight") and double handling of property. DARD screening determines if Generators ship items directly to DARD or Requesting Activity.

C4.16.1.4.3. NUCLEAR WEAPONS RELATED MATERIAL PROGRAM (NWRM)

Disposition Services NWRM-related activity (receiving and demilitarization) occurs primarily at CDD Tucson and Field Offices at Tinker AFB and Hill AFB. By Joint MOA, NWRM is to be stored and handled solely by US Air Force personnel.

NWRM items are DOD designated classified or unclassified NSNs that comprise or could comprise a standardized war reserve nuclear weapon. DLA NWRM policy and procedures apply in the event that the NWRM NSN list changes, NWRM is shipped to Distribution Service Depots or Disposition Service Field Offices, CDDs or CPBs, NWRM items are identified or discovered at a Disposition Services site.

C4.16.1.4.4. PRECIOUS METALS RECOVERY PROGRAM

Headquarters DLA Disposition Services Demil Branch, in Battle Creek, MI, operates and has the management and administrative responsibility for the Federally Mandated DOD Precious Metals Recovery Program (FPMR 41.101-45.10). Recovery of precious metals and the return as pure

Gold, Silver, Platinum (Platinum family metals), and Palladium to DLA Troop Support storage account at no cost to the organization. Through this program precious metals are made available to the war fighter for the future issue on DOD procurement contracts.

Precious metals bearing property (usable, scrap, hazardous or DEMIL required) that are received, stocked and stored at DLA Disposition Sites are shipped to the precious metals contractor for refining.

C4.16.1.4.5. SAFE ALERT AND LATENT DEFECTS (SALD)

Safe Alert Latent Defect (SALD) is a pivotal demil alert code system in DAISY. Property is identified as defective and/or non-conforming items requiring special handling. The alert notifies DISPOSITION SERVICES FIELD ACTIVITY receivers with alert message.

The SALD database provides queries by National Item Identification Number *(NIIN)* with 21 distinct defect codes, contains over 390K National Stock Numbers (NSNs) that include F-14 Aircraft parts and components and provides "EASY ACCESS" for field activities and customers to recognize SALD coded property.

NOTE: SALD is being replaced by business rules that are working jointly in EBS and DSS

C4.16.1.4.6. SMALL ARMS SERIALIZATION PROGRAM

Small Arms Serialization Program (SASP) is a DLA wide system for the control/accounting for small arms. DLA Disposition Services serves as DLA program manager for the DLA Central Registry receives small arms at the CDD Anniston and does include other DLA activities with small arms inventory. DOD Central Registry tracks data down to military service and DLA level *(U.S. Army Material Command, Redstone Arsenal, AL.)* See Chapter 10 this instruction for SASP guidance.

C4.16.1.5. PUBLICATIONS/FORMS

C4.16.1.5.1. DODM 4160.28-M DOD DEMILITARIZATION MANUAL

C4.16.1.5.2. DLA DISPOSITION SERVICES INSTRUCTION 4160.14

C4.16.1.5.3. DODI 4140.62 DOD INSTRUCTIONS FOR MATERIAL POTENTIALLY PRESENTING EXPLOSIVE HAZARD (MPPEH)

C4.16.1.5.4. CERTIFICATES

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C4.16.1.5.4.2. INERT

C4.16.1.5.4.3. RADIOACTIVE

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C4.16.1.7.2. CPR TOOL (RCP VERSION)

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C4.16.1.7.4. F-14 AIRCRAFT PARTS

C4.16.1.7.5. NUCLEAR BIOLOGICAL CHEMICAL WARFARE EQUIPMENT

C4.16.1.7.6. SALD

C4.16.1.7.7. WEB FLIS

C4.17. **Mutilation.**

C4.17.1. Definition.

C4.17.1.1. Mutilation is defined as the act of making material unfit for its originally-intended purpose by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc. Safety issues generally drive the mutilation requirements with a corresponding Safety Alert/Latent Defect Code frequently associated with this mutilation. Additionally, property may be mutilated at the request of the Military Service based on the Military uniqueness or the need to prevent the property from entering the commercial market. The demilitarization code does not drive the required mutilation, even though the “act” is an industrial breakdown of the property. Accordingly, the DOD 4160.28-M does not address mutilation.

C4.17.2. Process Requirements.

C4.17.2.1. Usable property assigned critical FSGs/FSCs (see Section 2, Chapter 1, Logistics Program, Figure 2) when eligible to be downgraded to scrap requires mutilation and will be assigned SCL MUT and mutilated. Mutilation is not required for critical FSCs/FSGs assigned DEMIL Code “A” when verified at time of downgrade. DEMIL “A” property will be physically segregated from scrap accumulations assigned other DEMIL codes and be built as a DEMIL “A” only scrap pile.

C4.17.2.2. To prevent an inadvertent and unauthorized release of critical FSGs/FSCs that become DEMIL-required after the time of receipt of scrap or downgrade action, mutilation of this property is required.

C4.17.2.3. Ensure mutilation of safety alert and latent defect (SALD) items to prevent reuse for their originally intended purposes. The appropriate performance method(s) and certification and verification requirements will be used.

C4.17.2.4. Circuit cards containing precious metals with critical FSCs that have DEMIL Codes “B” or “Q” will not be mutilated prior to downgrade to P8E. They will be handled separately from non-critical FSCs (for retaining identity). The precious metals recovery will complete the mutilation requirements.

C4.17.3. Certifier/Verifier.

C4.17.3.1. Training and United States citizenship requirements for certifiers and verifiers are the same as those used for DEMIL-required property (see C4.5.1. this instruction).

C4.17.4. Mutilation Certificate.

C4.17.4.1. For mutilated property, the following statement will be written/typed on or attached to the DTID and filed with the source document, unless exempt for DEMAN processing:

Figure 5 -Mutilation Certificate Statement

"I certify mutilation was accomplished in accordance with direction in DRMS-I 4160.14.”
_____ _____ _____ _____ CERTIFIER DATE VERIFIER DATE

C4.17.5. Performance.

C4.17.5.1. Mutilation may be performed at a DEMIL Center, under a demanufacturing contract or as a condition of sale. When mutilation is performed it must be certified, verified and dated the same day as performance, following the requirements for DEMIL-required property (see C4.10 & C4.11. this instruction).

C4.17.6. Demanufacturing.

C4.17.6.1. Property that is eligible for demanufacturing (DEMAN), and sent to a DEMAN contractor, is exempt from the required techniques and certifications. These items are to be processed according to the procedures for the DEMAN contract. The DEMAN process will accomplish the required mutilation.

C4.17.7. Sales.

C4.17.7.1. If a decision is made to use mutilation as a condition of sale and depending on the specific property, the sales terms and conditions must be incorporated into the Invitation for Bids.

C4.17.7.2. In addition to the appropriate clauses, the Sale by Reference Pamphlet Part 6 clauses are required, including but not limited to the Method and Degree of Mutilation and the Mutilation Plan.

C4.17.7.3. The following prohibition will be included in sales contracts as a General Information and Instruction:

Figure 6 - Prohibition Statement for Sales Contracts - Use of Tools for Mutilation

"The use of precision torch fixtures, precision cutting saws, or precision tools of any kind to minimize mutilation is forbidden."

C4.17.8. Filing Requirements.

C4.17.8.1. The mutilation certificate will be document imaged.

SECTION 2 - GENERAL PROCESSING

C5. REUTILIZATION, TRANSFER & DONATION (RTD) PROGRAM

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SECTION 2 - GENERAL PROCESSING

C5. REUTILIZATION, TRANSFER & DONATION (RTD) PROGRAM

C5.1. RTD Program Mission

C5.1.1. Central/RIPL DRMO/Contracted Personnel Mission Directive

C5.1.1.1. Reutilization, Transfer and Donation (RTD) are our first mission responsibility. Encourage reutilization, transfer or donation of excess, surplus and foreign excess personal property; especially those items requiring demilitarization (DEMIL), to satisfy requirements. The goal of RTD is to redistribute goods bought with taxpayer money to defray the cost of federal, state and local government. Another RTD goal is to benefit other authorized donees. Seek to satisfy requirements, which provide these benefits.

C5.1.1.2. RTD Screening. All DEMIL required property must go through RTD screening, unless approval to reduce the screening timeframe has been approved by DRMS-BBR. Only property received by the DEMIL centers from the feeder site DRMOs and RCP that have previously completed RTD screening is authorized to go direct to record status code "W".

C5.1.1.3. Means of RTD promotion:

C5.1.1.3.1. Use customer visits.

C5.1.1.3.2. Use flyers or other e-mail communication.

C5.1.1.3.3. Use of Internet (users with access to worldwide Web can access Internet through the DRMS Web Site.) See RTD Web Page <http://www.drms.dla.mil/drms/intranet/rtd/rtd.htm>. Click on *Property Search*.

C5.1.1.3.4. Use special screening events.

C5.1.1.3.5. Schedule briefings for DOD supply personnel.

C5.1.1.3.6. Encourage use of automated wish/want lists.

C5.1.1.3.6.1 DRMO personnel shall use the DRMO Pre-Receipt Data Application to help match property with a known RTD customer prior to Receipt. Customers submit electronic Want Lists, which are matched against electronic Pre-Receipt notifications. Customers determine if they want the items or not. If yes, the DRMO RTD specialist will be notified. RTD Specialist must coordinate the receipt and redistribution efforts with their DRMO‟s Receiving Section. From the RTD Web Page click on the RTD Customer Want List Pre-Receipt Guide <http://www.drms.dla.mil/rtd03/documents/PreReceiptWantListGuidancehelp.pdf>

C5.1.1.4. Authorization Use of Rubber Stamp (Signature Block Only). When entering

signature data on RTD Issue Documents, RTD customers, as well as DLA employees, will complete a signature block that includes a typed/printed name as well as signature to authenticate RTD transactions. Rubber stamp may be used to satisfy typed/printed name requirement only. Stamps may not be used for signature requirements.

C5.1.1.5. Customer Information Request:

C5.1.1.5.1. Each respective DRMO will conduct a daily review of the RTD Intranet site for customer's questions regarding property located at their DRMO by accomplishing the following steps. The Web site is located under the title "System/Applications" then "FLIS+" at: <https://www.drms.dla.mil/drms/flisplus/>

C5.1.1.5.2. Select Customer Information Requests and Reports on Info Requests options.

NOTE: Step-by-step procedures are also provided at the FLIS+ Intranet Site.

C5.1.1.5.2.1 DRMO representative will enter their RIC.

C5.1.1.5.2.2 DRMO Representative will select a DTID (doing so will take the reviewer to the FLIS+ application).

NOTE: If DRMO Representative does not have access to FLIS+ please submit an AURA request to your TASO to establish an account.

C5.1.1.5.2.3 Conduct research and update FLIS+ with response(s) to customer's question(s). For guidance on filling in responses, select help.

C5.1.1.5.2.3.1 When answer completed, select "Respond to Request" button.

C5.1.1.5.2.3.2 Review confirmation page.

C5.1.1.5.2.3.3 Select "Save All" button.

C5.1.1.5.2.4 Updating and saving of responses in FLIS + will automatically forward responses to customers, make updates to the informational web pages, and change the status to closed.

C5.1.1.5.2.5 All customer questions should be answered within three working days.

C5.1.1.5.2.6 Open questions will be followed up after five (5) working days by HQ DRMS staff, with the applicable DRMO staff. In addition, an e-mail will be sent to the respective DRMO Chief.

C5.2. **DRMO RTD / Operations**

C5.2.1. Screening, ESD (End of Screening Date) and Operational Issues

C5.2.1.1. While the specialized RTD methods listed above are used, the practice of screening by the customer remains the major method for RTD. Screening is a continuing process from the receipt of property into the accumulation cycle until End of Screening Date (ESD). Do not downgrade property until after ESD. In the receipt process, the property is placed within a current accumulation to ensure it receives the same screening

NOTE: No RTD function involved; this is a receiving function on the front end and a distribution function after ESD.

C5.2.1.2. Under the Central/RIPL concept, the Chief determines if a satellite or the central site performs the RTD administrative duties, i.e. issuance of SF 97s, processing requisitions/transfer orders, etc. Screening and requisitions operations will be covered in detail throughout this chapter of instruction. DRMS Operations will work with the Chief should problems arise.

C5.2.1.2.1. DRMO personnel should work issues/problems through their chain of command. DRMS HQ points of contact for day-to-day related DRMO operational issues are:

C5.2.1.2.1.1 CONUS - DRMS Operations

C5.2.1.2.1.2 RCI - DRMS RCI Operations Reps

C5.2.1.2.2. The DRMS Reutilization Branch - DRMS-BBR is responsible for new RTD initiatives, analyzing and making recommendations on the RTD program, and coordinating changes to policy and procedures through the DRMS Business Operations (DRMS-BA).

C5.3. **RTD Instructions**

C5.3.1. Sequence of This Instruction

C5.3.1.1. Throughout this section, you will be provided detailed instruction on the RTD program. This revision is broken out into paragraphs on:

C5.3.1.1.1. General Screening for Property

C5.3.1.1.2. Allocations

C5.3.1.1.3. Reutilization to DOD Programs

C5.3.1.1.4. Special DOD Programs

C5.3.1.1.5. Transfer and Donation Program

C5.3.1.1.6. DAISY/Web MILSTRIP Functions

C5.3.1.1.7. DAISY Transfer Order Functions

C5.4. **Screening, Tagging and Freezing**

C5.4.1. Utilizing Excess and Surplus Property Policy

C5.4.1.1. It is DOD policy to utilize excess and surplus property to the maximum extent possible to fill existing needs. DRMO personnel will encourage maximum authorized redistribution or transfer of excess, surplus, and foreign equity property to satisfy valid requirements.

C5.4.1.2. DRMO Reutilization personnel will furnish screener orientation and assistance as necessary to create good customer relations and to enhance timely and accurate screening, freezing, and issue transactions.

C5.4.1.3. Allow screening of all excess property located at the DRMO (to include RCP and Contracted Sites) upon DAISY entry and until items are reutilized, transferred, donated, or until expiration of the end of screening (ESD).

C5.4.1.4. At ESD, the property systemically passes to the merchandising cycle.

C5.4.1.5. After ESD, the DRMO Chief makes the determination whether or not to fill a high priority request or Not Mission Capable Supply (NMCS) request.

C5.4.1.6. If Bar Coding is in use (electronic DRMS Form 103) a consolidation inquiry should be done daily. Refer to the AIT manual if needed.

C5.4.2. DRMO Physical Screening

C5.4.2.1. The following applies to walk-in/on-site screening:

C5.4.2.1.1. Layout of property will be by Accumulation Cycles to the maximum extent feasible.

C5.4.2.1.2. Personnel will be available to give advice in screening procedures. Post days/hours of operation.

C5.4.2.1.3. RTD customers must sign-in to screen.

C5.4.2.1.4. DLA Form 584, Visitors Register.

C5.4.2.1.4.1 Include DODAAC or individual DOD Unit's name, in the clear address, and vehicle plate number.

C5.4.2.1.5. RTD customer must have proper identification:

C5.4.2.1.5.1 LESO customers must have an approved screeners Letter signed by the DLA Disposition Services LESO.

C5.4.2.1.5.2 Federal Employee ID card

C5.4.2.1.5.3 Donation - Suitable identification approved by GSA or Letter of Authorization.

C5.4.2.1.6. Provide Bar Coding equipment or blank copy of DRMS Form 103 to customers.

C5.4.2.1.6.1 Instruct customers on proper use of barcode equipment.

C5.4.2.1.6.2 Once DRMS Form 103 is completed by the customer:

C5.4.2.1.6.2.1 Check for completeness, accuracy, and availability through a consolidated inquiry.

C5.4.2.1.6.2.2 Make one copy of completed form and provide to customer for processing

C5.4.2.1.6.2.3 Maintain original on file at DRMO.

C5.4.2.1.6.2.4 For an example of DRMS Form 103, go to Adobe Forms.

C5.4.2.1.7. Customers will no longer be provided tags, as tags are no longer considered for "holding purposes."

C5.4.2.1.8. Advise customer of DEMIL and/or Hazardous Material requirements.

C5.4.2.1.9. Check DOD Special Program and Donation Form 103 against their authorization lists if applicable.

C5.4.2.1.10. How and where requisitions are to be submitted.

C5.4.2.1.10.1 LESO customer must receive approval from their State Coordinator and LESO. LESO will provide the State Coordinator and the DLA Disposition Service Site with a copy of the DD-1349-1A. Federal LESO customers receive approval direction from LESO.

C5.4.2.1.10.2 Federal and Donation through GSA FEDS.

C5.4.3. Electronic Screening

C5.4.3.1. Customers are to access the DRMS Web Page (www.drms.dla.mil) for items

located at:

C5.4.3.1.1. a DRMO or Off-Site

C5.4.3.1.2. a Recycling Control Point (RCP) site

C5.4.3.2. Queries may be done by DOD customers accessing the Reutilization option:

C5.4.3.2.1. by National Stock Number (NSN)

C5.4.3.2.2. National Identification Number (NIIN)

C5.4.3.2.3. Federal Supply Class (FSC)

C5.4.3.2.4. Commodity

C5.4.3.2.5. and queries may be further defined by location of property, condition code and time entered inventory.

C5.4.3.3. CONUS DRMO DOD Customers will find items in their screening cycles under "DOD" and "DOD2" or FEPP options.

C5.4.3.4. CONUS DRMO DOD Customers may contact the General Services Administration for items in "GSA" cycle through FEDS.

C5.4.3.5. The following Special DOD program may not freeze items in GSA"s FEDS:

C5.4.3.5.1. LESO

C5.4.3.5.2. HAP

C5.4.3.5.3. FMS

C5.4.3.6. Federal Agencies and donees may screen items from the DRMS RTD Web site, but may not tag or requisition an item before it is received by GSA, for the 21-day GSA formal screening cycle.

NOTE: The DRMS Inventory can be accessed through other web sites, i.e. Web Link, Log Tool Box, etc.

C5.4.4. <u>Reutilization Screening</u>

C5.4.4.1. All excess and Foreign Excess Personal Property (FEPP) shall be made available for screening before becoming surplus for donation, sale, or other disposal unless specially underlined in DOD 4160.21-M, Chapter 4, Property Requiring Special Handling; Chapter 9, Disposal of FEPP; and Chapter 10, Environmentally Regulated and Hazardous Property.

C5.4.4.2. Reutilization Screening is accomplished by:

C5.4.4.2.1. Electronically through use of the Disposition Services Home Web Site **http://www.dispositionservices.dla.mil/** under Property Search for Military, Federal, State & Special Programs or through another DOD web site.

C5.4.4.2.2. Through automated Want List matched against the DRMS inventory.

C5.4.4.2.3. Through visual inspection/walk through at the DRMO site where the items are located.

C5.4.4.2.4. CONUS DRMO employees should encourage DOD customers to access GSA"s FEDS once items rolled into the GSA Screening Cycle.

C5.4.4.3. Army customers often get billed internally within the Army; therefore, remind this group of customers to check with their Accountable Supply Officer prior to screening.

C5.4.4.4. CONUS Screening Cycle guidance: (See Section 4, Supplement 2, RTD Program, Enclosure 2).

C5.4.4.4.1. Accumulation 7 days.

C5.4.4.4.1.1 DOD customers, **U.S. Military Services to include National Guard and Reserves**, may screen items. Edited 12 January 2012.

C5.4.4.4.1.2 CONUS Accumulation instructions apply to electronic and walk-in screening and ordering

C5.4.4.4.1.3 Exceptions:

C5.4.4.4.1.3.1 Expedited processing items are available to DOD and DOD Special programs during the Accumulation

C5.4.4.4.1.3.2 Wash Post of furniture to DOD and DOD Special Programs is authorized during the Accumulation.

C5.4.4.4.1.3.3 Issue items in support of Disaster relief to Humanitarian Assistance Program and States under Federal Disaster declaration

C5.4.4.4.1.3.4 Unusual issues to DOD Special programs will be considered by the DRMS Reutilization Battle Creek Office on a case-by-case basis. Requests may be sent to: DRMSRTD@dla.mil

C5.4.4.4.1.4 Walk-ins: Walk-in requests from true DOD customers will be honored. Walk-in requests from DOD Special programs customers will be held until the 14 Day Formal Screening Period. Note: Do not freeze or hold items for DOD Special Programs during the Accumulation unless the requests fall under the Exceptions listed in C5.4.4.4.1.3 (above).

C5.4.4.4.2. DOD 14 day screening.

C5.4.4.4.2.1 All DOD customers to include those listed as DOD Special Programs may screen items.

C5.4.4.4.3. GSA Screening Cycle 21 days.

C5.4.4.4.3.1 DRMO will honor high priority requests.

C5.4.4.4.3.1.1 Notify GSA immediately so items are not screened by Federal and Donation customers.

C5.4.4.4.3.2 All DOD type activities may screen in the GSA screening cycle with the exception of the following:

C5.4.4.4.3.2.1 LESO

C5.4.4.4.3.2.2 FMS

C5.4.4.4.3.2.3 HAP

C5.4.4.4.3.3 DOD Customers using GSA‟s FEDS. Department of Defense (DOD) requests for "Freeze Access" must be from an Accountable Property Officer. The letter/e-mail must state that the author is an Accountable Property Officer, requesting access for other individuals, and must be submitted on Activity letterhead or from a "mil" e-mail address. Requests for "Freeze Access" should also include address, phone number, e-mail address and DODAAC. DOD customers' "Screen Only" generic access codes have been established and available for each Military Service. Requests may be submitted to the FEDS Access Coordinator by e-mail (fedsaccess@gsa.gov) or by fax to (703) 305-7728 or by telephone to (703) 305-6923.

C5.4.4.4.4. Donation Allocation 5 Days

C5.4.4.4.4.1 For Donees only

C5.4.4.4.5. RTD 2 days

C5.4.4.4.5.1 All RTD customers may screen items

C5.4.4.4.6. Removal period for customers desiring to pick up their property. DOD/Special Program customers have 14 days, GSA customers have 21 days to remove property (starting day after date in the requisition).

C5.4.4.5. OCONUS Screening Cycle guidance: See Section 4, Supplement 2, RTD Program, Enclosure 2.

C5.4.4.5.1. Accumulation 1 to 4 Weeks

C5.4.4.5.1.1 DOD and Federal Civil agencies may screen, tag, and remove

C5.4.4.5.2. DOD/GSA 21 Day Excess Screening

C5.4.4.5.3. DOD and Federal Civil agencies may screen, tag, and remove

C5.4.4.5.4. Donation 21 Day Surplus Screening

C5.4.4.5.4.1 Donation customers take priority. DOD and FCA customers may screen, tag and remove; however, they cannot override donees.

C5.4.4.5.5. DOD customers have 14 days to remove property (starting day after date in the requisition).

C5.4.5. Tagging - Customers Placing Items on Hold

C5.4.5.1. Tagging is a manual process which is no longer used. DRMO employees will honor the first MILSTRIP in, unless the item requires a freeze action, i.e. FMS and special circumstances, such as support for Disaster Relief or Freeze to keep them from rolling to another Screening Cycle.

C5.4.6. Use of Want Lists

C5.4.6.1. DRMO employees are no longer required to maintain and manage manual DOD "Want List" of known customer requirements. Customers are responsible for maintaining their own automated Want Lists.

C5.4.6.1.1. Automated Want Lists are available by some DOD customers to match their needs against our inventory.

C5.4.7. Screening Cycles

C5.4.7.1. CONUS DRMOs (includes RCP)

C5.4.7.1.1. Using the RTD Internal and the GSA Xcess Xpress cycle

C5.4.7.1.2. Items enter a one (1) week Accumulation

C5.4.7.1.3. Fourteen (14) day DOD Internal Screening

C5.4.7.1.4. Twenty One (21) day GSA Screening for T/D

C5.4.7.1.5. Five (5) day Donation Removal period

C5.4.7.1.5.1 Two (2) days for RTD final screening. See Section 4, Supplement 2, RTD Program, Enclosure 2 for Screening Cycle Timeframe Chart.

C5.4.7.2. OCONUS DRMOs

C5.4.7.2.1. Using Single Cycle

C5.4.7.2.1.1 OCONUS sites determine Accumulation week(s) based upon workload. (Jan 2012)

C5.4.7.2.1.2 21 Day Formal DOD and Federal Screening

C5.4.7.2.1.3 21 Day Donation Screening (See Section 4, Supplement 2, RTD Program, Enclosure 3, for Single Cycle time frames.)

C5.4.8. Expedited Processing

C5.4.8.1. Expedited Processing (EP). Use EP (except for property qualifying for International Sales) when all other options for handling increased workloads have been exhausted. EP is done on a case-by-case basis and only after prior coordination with and approval of the DRMS Reutilization Branch and the applicable GSA regional office for CONUS.

C5.4.8.1.1. DRMS must carefully consider each request since GSA does not have oversight of certain legislative mandated programs (i.e. Law Enforcement Support Office).

C5.4.8.1.2. A clear definition of excess and surplus shall be maintained.

C5.4.8.1.3. DRMOs are to prepare and send written request to the DRMS Reutilization Branch for approval/disapproval via e-mail at: DRMS Expedited Processing@dla.mil, which is on the DRMS Global e-mail address.

C5.4.8.1.3.1 DRMOs request will include and define in this request, the following: impact, (i.e. storage, influx of turn-ins, resource constraints), FSC/FSG (specific or all property required to go on OP) and period of time planned to use EP, not to exceed six (6) months.

C5.4.8.1.4. Any request forwarded to DRMS Reutilization Branch for approval with verbiage "*Direct To Sale*" will not be approved. Processing excess property direct to sale is not authorized.

C5.4.8.1.5. Upon written approval from GSA Region, implement EP, inform all RTD customers of the change in the screening timeframes, the period of time under EP and the types/classes of property included in the approval.

C5.4.8.1.5.1 If for any reason the GSA Region does not approve/concur with the request, DRMS-BBR will be responsible for elevating the issue to GSA for resolution.

C5.4.8.1.5.2 OCONUS request for expedited processing will need to receive written approval from DRMS-BBR

C5.4.8.1.6. DRMS-BBR will receive courtesy copy of approval/disapproval from GSA Regional Office.

C5.4.8.1.7. DRMS-BBR will maintain a master list of all DRMOs who are using EP for use in on-going management decisions.

C5.4.8.2. Expedited Processing Procedures.

C5.4.8.2.1. Accumulate, screen and prepare for sale concurrently. There must be a minimum amount of Federal/donation screening and delineation made between excess and surplus property while it undergoes EP. Therefore, EP will consist of a shortened accumulation period; 14 calendar days for DOD/Special Programs/FCAs and 14 calendar days for donation screening will be allowed. The requesting activity is responsible for notifying the Performing Activity of the EP request.

C5.4.8.2.2. Process all receipts directly to the sales cycle for screening and sales preparation, using an Action code „A", Accounting code „A", and a Material Screening code of „X".

C5.4.8.2.3. All property will undergo the defined Federal and donation screening time frames as agreed upon by GSA. Under EP there is no "RTD2" period.

C5.4.8.2.4. Issue property on a "first come, first serve" basis, with respect for the customers appropriate screening cycle. Under EP, all issues to Federal and Donation customers will be on manually prepared SF122/123"s.C5.4.8.2.5. Under EP, all property must be manually added to the proper delivery order.

C5.4.9. <u>Recycling Control Point (RCP) Depot Screening and Tagging</u>

C5.4.9.1. Reutilization, Transfer, and Donation customers fall under the same time frames applicable to the CONUS DRMOs for DOD Internal and Xcess Xpress.

C5.4.9.1.1. Federal and Donation customers must have a Letter of Authorization on file in the RCP Office.

C5.4.9.1.2. All RCP screening is done electronically.

C5.4.9.1.3. Customers who do not have on-line capability should telephone the RCP Reutilization Specialist for assistance.

C5.4.9.1.4. The RCP program does not recognize tags.

C5.4.9.1.5. Federal and Donation customers must use GSA"s FEDS for their internal tagging.

C5.4.10. Submit Freezes in DAISY

C5.4.10.1. A DAISY System Freeze is used to hold property for a customer until the requisition is received and to prevent another customer from submitting a MILSTRIP for items previously identified by DOD customers.

C5.4.10.2. The following freeze codes are used for DOD customers.

C5.4.10.2.1. Freeze Code 7 by DTID for quantity desired for all DOD customers except FMS.

C5.4.10.2.2. Freeze Code 9 by DTID for quantity desired for FMS.

C5.4.10.3. For lines with a quantity available greater than 1, multiple freezes can be applied.

C5.4.10.4. Items may only be frozen for customers only during their official screening cycles.

C5.4.10.5. CONUS Federal and Donation customer may freeze items in GSA‟s FEDS only.

C5.4.10.6. Lifting and canceling freezes is covered this section under Order/MILSTRIPs.

NOTE: System freezes prevent the electronic receipt of the requisition that the freeze was input against. Use freezes judiciously and encourage electronic requisitioning. If you freeze the property, request the customer fax, bring the requisition so the freeze can be cancelled.

C5.5. **Allocation and Approvals.**

C5.5.1. Guidance for Allocation.

NOTE: Allocation is the process that takes place between screening and the actual input of an order (MILSTRIP). Allocation is when the Accountable Supply Officer approves or disapproves the requested items from a screener. The APO has the authority to disapprove one customer's request and issue to another customer under his/her control. Allocation means the customer has been given the go ahead to submit a requisition for the items. Guidance in this chapter will be broken down into Reutilization, Transfer, and Donation for CONUS, OCONUS, and RCP.

C5.5.2. DRMO CONUS and OCONUS Reutilization/DOD, Transfer and Donation Customers. If there is any question as to whether or not the individual/transporter is in fact authorized to requisition and/or remove the property, the requisitioning customer must be contacted and the information verified prior to release. If verification cannot be made and/or the DRMO feels this customer to be suspicious, the DRMO is required to report suspicious letters and individuals to the DRMS Fraud Counsel or the DLA Hotline.

C5.5.2.1. The following procedures are applicable for all Worldwide DRMS operations

with the exception of the CENTCOM AOR. CENTCOM AOR procedures are found in paragraph C5.5.2.8..All exemptions(For Worldwide, including CENTCOM) will be given by DRMS Headquarters via e-mail through the DRMS Centralized File e-mail in global.

NOTE: In the event an answer is not received in a timely manner (e.g. due to time zone differences or other extenuating circumstances) from DRMS Headquarters, the DRMO Chief or Area Manager can make the decision to approve their request for exemption, based on their determination of conformance with regulatory guidance.

C5.5.2.2. These procedures will be enforced for all direct removals of DRMO property worldwide, to include DOD and the following special programs:

C5.5.2.2.1. DOD Humanitarian Assistance Program (HAP).

C5.5.2.2.2. DOD or Service Museums.

C5.5.2.2.3. National Guard Units.

C5.5.2.2.4. Senior Reserve Officer Training Corps (ROTC) Units,

C5.5.2.2.5. Morale, Welfare and Recreation (MWR) Activities/Services.

C5.5.2.2.6. Military Affiliate Radio System (MARS).

C5.5.2.2.7. Civil Air Patrol (CAP) and DOD Contractors.

C5.5.2.3. Allocating and approval authority resides with the Accountable Supply Officer.

C5.5.2.3.1. Letter of Authorization required in the Centralized File (https://www.drms.dla.mil/drms/intranet/rtd/documents/centralizedfile.xls) in standard letter format (see Section 4, Supplement 2, Chapter 5, Enclosure 1). The signed hardcopy original must be maintained at DRMS Headquarters. In accordance with the DLA Records Schedule, file number 630.45, the original copies will be maintained for a period of two years after the authority expires. DRMOs are not required to keep a copy of any letters of authorization, but may if they deem necessary. Customers should be directed to mail any updated or new letters to:

DRMS Headquarters-BBR
Letter of Authorization-Centralized File
74 N. Washington Ave
Battle Creek, MI 49037

C5.5.2.3.1.1 The letter shall include, if applicable, the full name, activity, DODAAC, telephone number, address, and signature of supply officer and designees authorized to sign requisitions (for direct removal) on behalf of the accountable supply officer.

NOTE: DRMS Headquarters will contact activities they receive letters from not meeting these criteria.

C5.5.2.3.1.2 The letter MUST be on file in the Centralized File prior to the arrival of the person picking up the property and be dated less than one year from the current date. The person picking up the property may not hand carry the letter to the DRMO.

C5.5.2.3.1.2.1 If a customer chooses to bring their letter in to the DRMO rather than mail them to DRMS Headquarters, the DRMO will scan a copy and email it to DRMS Centralized File.

C5.5.2.3.1.2.2 The DRMO will receive an Approved or Disapproved email in return. If an approved email is received, the letter will be loaded into the centralized file and the original should be mailed to the above stated address. At the time the customer is approved they are able to make direct removal arrangements. If the letter is disapproved, a return email will provide detailed instructions on how the customer can correct their letter. No removals will be authorized until an approved letter is provided for the customer.

NOTE: In the event an answer is not received in a timely manner (e.g. due to time zone differences or other extenuating circumstances) from DRMS Headquarters, the DRMO Chief or Area Manager can make the decision to approve/disapprove the letter based on their determination of conformance with regulatory guidance. A copy of the letter must then be scanned and emailed to DRMS Centralized File and the original letter will be mailed to DRMS Headquarters.

C5.5.2.3.1.1.2.1 When mailing letters to Disposition Services Battle Creek, Disposition Services sites are to use a mail service that provides a type of tracking. Send a copy of the tracking number to Disposition Services Centralized File. Letters of Authorization should be consolidated and mailed to Disposition Services Battle Creek no later than on a biweekly basis.

C5.5.2.3.1.3 The accountable officer designation shall be updated annually or as changes to the original designation are made, whichever occurs first. After a walk-in customer has physically screened items, he/she will take a copy of the DRMS Form 103 to his/her Accountable Supply Officer for review (allocation) and approval.

C5.5.2.3.1.3.1 The DOD walk-in customer may also access the DRMS RTD Web page, enter the items identified under MILSTRIP, and e-mail the request to their APO electronically.

C5.5.2.3.1.4 Direct pickup for allocated property, may be made by an individual with a valid identification and a DD Form 1348-1A and signed by the Accountable Supply Officer or authorized individuals listed in the letter. Note: Temporary base security ID cards are not acceptable.

C5.5.2.3.1.5 Before release of the property, the following actions must occur for each removal:

C5.5.2.3.1.5.1 DRMO will contact POC number from the Letter of

Authorization and request an email unless the individual removing property is the Accountable Supply Officer or one of their designees from the Letter of Authorization, in that case ID verification will be sufficient.

C5.5.2.3.1.5.1.1 To the DRMO address

C5.5.2.3.1.5.1.2 From an appropriate .mil, .gov, or other appropriate non-commercial email address

C5.5.2.3.1.5.1.3 With a cc: to the Accountable Officer who signed the authorization letter) unless the confirming email is from that individual).

C5.5.2.3.1.5.1.3.1 If the Accountable Officer declines to be copied on future confirmation emails, a Letter of Declination must be sent to DRMSCentralizedFile@dla.mil for approval, and to be maintained with their Letter of Authorization in the Centralized File.

C5.5.2.3.1.5.2 This email must authorize the person picking up the property to remove the specific items(s) requisitioned.

C5.5.2.3.1.5.3 Item will not be released until confirming email arrives.

C5.5.2.3.1.5.4 Printed copy of email (if applicable) and the Letter of Authorization from the Centralized File will be retained with the requisition document in WEB DOCs.

C5.5.2.3.2. The Accountable Officer will remove lines from the list if the customer does not meet internal criteria or is not authorized to have the items.

C5.5.2.3.3. The customer has 14 days to return to the DRMO with approved requisitions/DD Form 1348-1As for items identified on the DRMS Form 103; however, encourage customers to notify the DRMO of transportation plans prior to the 14 day expiration.

C5.5.2.3.4. Should the customer fail to produce requisitions within the given time period, the item becomes available to another DOD customer, as long as it has not rolled into another screening cycle. This is done on a first-come (MILSTRIP or freeze), first-served basis.

C5.5.2.4. The following procedures will be enforced for all direct removals of DRMO property worldwide, by Law Enforcement Agencies, Firefighters, and Computers for Learning (CFL) customers .

C5.5.2.4.1. CFL will only have electronic requisitions – no walk-ins allowed.
C5.5.2.4.2. LESO may have electronic or manual requisitions. LESO customers must physically screen and remain at the site and wait for the DRMS form 103 to be processed. (Updated January, 2012)

C5.5.2.4.2.1 For manual requisitions the DRMO will receive an email directly from LESO Headquarters containing a scanned copy of the DD Form 1348-1A with authenticating

signature.

C5.5.2.4.3. Customers must schedule pickups. When scheduling a pickup, the MEO or RGO employee will request information on who is authorized to pickup the property for the requisitioner.

C5.5.2.4.4. The requisitioner must provide the information in writing via a "Letter of Authorization to Remove Property" (see Section 4, Supplement 2, Chapter 5, Enclosure 8) from their office email address or via facsimile to the DRMO.

C5.5.2.4.5. The DRMO will attach a copy of the Letter of Authorization to Remove Property to the DD 1348.

C5.5.2.4.6. Property will only be released to those authorized individuals and/or transporters once proper identification has been furnished. Proper identification includes a driver's license or government/company issued ID card.

NOTE: Temporary base security ID cards are not acceptable. If there is any question as to whether or not the individual/transporter is in fact authorized to remove the property, the requisitioning customer must be contacted and the information verified prior to release.

C5.5.2.5. Foreign Military Sales (FMS).

C5.5.2.5.1. Property is typically shipped to a pre-designated freight forwarder. There are two exceptions to this rule for FMS:

C5.5.2.5.1.1 The first is when an FMS customer is accompanied by one of the FMS Program Managers from HQ in Battle Creek. In those rare cases, the FMS Program Manager may approve the removal of property by the customer.

C5.5.2.5.1.2 Second, if the Program Manager is not physically present and an FMS customer wishes to pick-up property, the DRMO must call the FMS office in Battle Creek (DSN 661-5927 or DSN 661-7532). The Program Manager will send an e-mail with approval for direct removal by a designated individual. The DRMO may release the property to the customer once they have verified the customer's ID matches the designated individual in the email.

C5.5.2.6. Transfer and Donation customers.

C5.5.2.6.1. Release of Property:

C5.5.2.6.1.1 No release of property to Transfer or Donation customers is authorized unless the DRMO receives a faxed or email copy of the approved SF 122/123 directly from GSA. The DRMO may or may not receive an automated DD1348-1A (CONUS).

C5.5.2.6.1.2 The SF 122/123 must be signed by an authorized GSA regional representative, received independently via fax or e-mail from an identifiable GSA source (from a "gsa.gov" e-mail address or sent from a GSA fax machine).

C5.5.2.6.1.3 If there is any question about the validity of the SF 122/123, the DRMO is to contact the authorizing GSA representative for confirmation.

C5.5.2.6.1.4 DRMOs will not issue property to customers who hand carry a signed SF 122/123 with them unless there is an independent copy of the SF 122/123 received via fax or e-mail directly from GSA or the DRMO has an automated DD 1348-1A for the property.

C5.5.2.6.2. Scheduling pickups:

C5.5.2.6.2.1 When scheduling a pickup, the MEO or RGO employee will request information on who is authorized to pickup the property for the requisitioner.

C5.5.2.6.2.2 The requisitioner must provide the information in writing via a "Letter of Authorization to Remove Property" (see Section 4, Supplement 2, Chapter 5, Enclosure 8) from their office email address or via facsimile to the DRMO.

C5.5.2.6.2.3 The DRMO will attach a copy of the Letter of Authorization to Remove Property to the SF122/123.

C5.5.2.6.2.4 Property will only be released to those authorized individuals and/or transporters once proper identification has been furnished.

C5.5.2.6.2.5 Proper identification includes a driver's license or government/company issued ID card.

NOTE: Temporary base security ID cards are not acceptable. If there is any question as to whether or not the individual/transporter is in fact authorized to remove the property, the requisitioning customer must be contacted and the information verified prior to release.

C5.5.2.6.3. Walk-Ins:

C5.5.2.6.3.1 Customers may screen property, send a requisition to GSA for approval and remove in one visit but only after the DRMO receives the approved 122/123 fax or e-mail directly from GSA.

C5.5.2.6.3.2 Person picking up property must be an authorized screener with a Federal Agency or screener identification card.

C5.5.2.7. Property Release Report.

C5.5.2.7.1. The Property Release Report is required to record transactions where a customer attempts to physically remove property from the DRMO, and is turned away by the DRMO. This report is not required for customers that are just screening property or for shipments sent out via the TMO, nor for customers who are in compliance with our direct removal procedures. Submittal of a Property Release Report is mandatory only for each occurrence of a customer attempting to pick up property and is turned away!

C5.5.2.7.1.1 From your web browser, go to https://www.drms.dla.mil/prr/prrform.

C5.5.2.7.1.2 Select your DRMO.

C5.5.2.7.1.3 Enter Customer's DODAAC.

C5.5.2.7.1.4 Enter Customer's Name.

C5.5.2.7.1.4.1 Customer's name is for the individual physically present, that the DRMO is validating.

C5.5.2.7.1.5 Select Customer Type.

C5.5.2.7.1.6 Enter your name.

C5.5.2.7.1.7 Select "Yes, this customer was APPROVED" or "No, this customer was REJECTED".

C5.5.2.7.1.8 In the event that you reject a customer, you must select a reason for denial from the choices provided.

C5.5.2.7.1.9 If you would like to add comments regarding the transaction, you may do so in the comments box. Your comments are limited to 500 characters.

C5.5.2.8. The following procedures will be enforced for all direct removals of DRMO property located in CENTCOM AOR.

C5.5.2.8.1. Customer must be properly identified with current military service identification.

C5.5.2.8.2. The customer must sign the DRMS Visitor/Vehicle Register, and indicate on the register the DODAAC represented.

C5.5.2.8.3. The unit must provide one of the DRMOs located in CENTCOM an original Letter of Authorization in standard letter format . The letter shall include the following information: the full name, activity, DODAAC, long line address, telephone number, and signature of supply officer and designees authorized to sign requisitions on behalf of the accountable supply officer.

C5.5.2.8.3.1 The DRMO that the customer provides their original Letter of Authorization to is required to verify all of the information mentioned in paragraph C5.5.2.8.3 and paragraphs C5.5.2.8.3.4 through C5.5.2.8.3.6.3. They are also required to maintain a centralized hard copy file. This file will be maintained for 2 years after the authorization letter has expired, or been replaced. If the customer visits another DRMO located in CENTCOM, the DRMO that is maintaining the hard copy original will be allowed to scan or fax a copy to the DRMO where the customer is requesting property. This DRMO would not be required to perform any of the checks stated above, as they would have already been performed at the original DRMO, however, they would be required to annotate on the Letter of Authorization that

the letter was received via fax or scanned and from which DRMO.

C5.5.2.8.3.2 On a case by case bases a DRMO will be allowed to accept a scanned copy (via email from a valid .mil address) of a Letter of Authorization from a customer. The DRMO will be required to send the customer an email, providing them a mailing address in which they must provide the original within 30 days. If the original has not been received within these 30 days the letter is to be marked expired and property can no longer be released to this customer until an original is received.

C5.5.2.8.3.3 The accountable officer designation shall be updated annually or as changes to the original designation are made, whichever occurs first.

C5.5.2.8.3.4 DRMO will verify the DODAAC on the letter against the DAASC Inquiry System (https://www.daas.dla.mil/daasinq) to ensure it is a deployable DODAAC. Deployable DODAAC defined as a DODAAC that contains an address located in CENTCOM, and/or contains the words “Operation Enduring Freedom” , “Operation Iraqi Freedom” etc.

C5.5.2.8.3.4.1 Marine DODAACs will begin with M94 (example M94XXX).

C5.5.2.8.3.4.2 FORSCOM DODAACs will be one of the following: W91UVM, W91W42, W91WBY, W81CJK, W91RH2, W91DXY, W9117G, W91PPJ, W91XDJ, W91TG1, W91T1F, W91ZKW, W91T2E, W91X8J, W91175, W913KX, W9117P, W91047, W9118B, W9118P, W910M2, W9158A, W91RXD, W91J6S, W91Y3B, W91XGF, W91XPB, W91YZ7, W91P9H, W91K61, W91P9C, W91QSL, W91QSU, W91PAM, W91YSX, W912Y2, W918AR.

C5.5.2.8.3.5 DRMO will verify the DODAAC against the list of DODAACs that are blocked in our system from doing business with us. The DRMO can either verify the DODAAC using the “DODAAC Milstrip Exclusion Search” located at: https://www.drms.dla.mil/asset/milstrip/dodaacck.html or work from a hard copy listing that will be provided by DRMS Headquarters, Reutilization Branch on a monthly basis to the following distribution list: drmsoif@dla.mil and drmsoef@dla.mil.

C5.5.2.8.3.6 Direct pick up may be made by an individual with a valid identification and a DD Form 1348-1-A for specific property signed by the accountable officer or authorized individual(s) listed in the letter.

C5.5.2.8.3.6.1 If the person picking up the property is not the Accountable Supply Officer or one of their designees from the Letter of Authorization, the DRMO will contact one of the above mentioned people via phone or email and verify they have authorized the person at the DRMO to pick up property for them. Added 01 Feb 2010

C5.5.2.8.3.6.2 Item will not be released until confirmation has been made. Added 01 Feb 2010

C5.5.2.8.3.6.3 Printed copy of email (if applicable) or note of phone

conversation and a copy of the Letter of Authorization will be retained with the requisition document in WEB DOCs. Added 01 Feb 2010 by Steve Marsh

C5.5.3. CONUS Transfer/Federal and Donation/State Agencies for Surplus Property

C5.5.3.1. All Federal and Donation customers are to use the GSA program called FEDS to identify items needed.

C5.5.3.2. GSA will in turn allocate items to customers. GSA notifies the customers of the property allocation. GSA allocating Regions are as follows:

C5.5.3.2.1. Centralized allocation at GSA Regions 4, 7, and 9.

C5.5.3.2.2. Region 4 will do allocations for Regions 1, 2, 3, and NCR.

C5.5.3.2.3. Region 7 will do allocations for Regions 5 and 6.

C5.5.3.2.4. Region 9 will do allocations for Regions 8 and 10.

C5.5.3.2.5. Overseas allocations for donees by Regions 3, 7, and 9

C5.5.3.2.6. Specialized Commodities:

C5.5.3.2.6.1 Aircraft at Region 9

C5.5.3.2.6.2 Vessels at Regions 3 and 4

C5.5.3.2.6.3 Firearms at Region 8.

NOTE: DRMS/DRMO will not T&D the specialized commodities listed. Simply refer T&D customers to the appropriate GSA Region.

C5.5.3.3. Allocations will result in an approved SF 122 for Federal customers and a SF 123 for donees with signatures.

C5.5.3.4. The customers have 7 calendar days to return the authorized SF 122/123 to GSA.

C5.5.3.5. A requisition/MILSTRIP (DD 1348-1A) will be transmitted from FEDS to DAISY.

C5.5.4. OCONUS Transfer/Federal and Donation/State Agency for Surplus Property

C5.5.4.1. GSA has no overseas allocation authority; therefore, Federal Civil Agencies do not require approval from GSA on their SF 122s.

C5.5.4.2. Donation customers (State Agencies for Surplus Property) are represented by designated screeners, which are listed on a Letter of Authorization. They require allocation signatures from appropriate GSA Regional Offices.

C5.5.4.3. Customers have 14 days from screening to get allocation approval and provide SF 122/123.

C5.5.5. RCP (CONUS)

C5.5.5.1. The same rules apply to RCP as it does to CONUS DRMOs with one exception, Federal and Donation customers have 4 calendar days to return an authorized SF 122/123 to GSA.

C5.5.6. Allocation Quantities

C5.5.6.1. Is the quantity of items approved by the Accountable Supply Officer on the DD Form 1348-1A, SF 122 and SF 123.

C5.5.6.2. DRMO personnel are not authorized to increase this quantity without approval from the Accountable Supply Officer responsible for the document.

C5.5.6.3. Sometimes it is necessary to request an increase to the allocated quantity due to unit of issue per package or how items are palletized. In this case, the DRMO representative must do the following:

C5.5.6.3.1. Telephone the ASO responsible for the requisitioning document.

C5.5.6.3.2. If approved, write on the DD Form 1348-1A, SF 122, or SF 123, “Approved by, Name of ASO and the date.”

NOTE: Many ASOs will not approve an increase in quantity; therefore, the pack must be broken down and/or another MILSTRIP cut for the increased quantity.

C5.5.6.3.3. This information needs to be written on the front portion of the issue document.

C5.6. **Reutilization and DOD Processing**

NOTE: Reutilization is the reuse of excess and FEPP to Department of Defense (DOD) and special DOD programs. Reutilization customers accomplish their screening through

physical inspections at the DRMOs and/or through use of the DRMS Web Site or other web sites.

C5.6.1. Description of Reutilization Process - Terms

C5.6.1.1. The following terms are often used to describe the DOD Reutilization process.

C5.6.1.1.1. *Reut* is short for Reutilization and refers to a redistribution action for a DOD or Special DOD program.

C5.6.1.1.2. *Requisition* is the order for an item.

C5.6.1.1.3. *MILSTRIP* is the Military Standard Requisitioning and Issue Procedures (MILSTRIP) outlined in the DOD 4000.25.1-M. It is not uncommon to hear a "MILSTRIP" has been produced for items, which refers to a requisition and the requisition form itself, DD Form 1348-1A. Edited March 2012

C5.6.1.1.4. *MRO* stands for Material Release Order, which is another term for a MILSTRIP/DD Form 1348-1A.

C5.6.1.1.5. *Special-DOD programs* refers to the eleven Quasi or specialized DOD programs, which by law or acts of Congress deems this group equal to DOD customers when acquiring DOD excess property.

C5.6.1.1.5.1 Many of the Special (Quasi) DOD programs have specific guidance on what they can get, signatures, contract numbers, etc.

C5.6.2. DOD Customers and Special DOD Programs

C5.6.2.1. DOD Customers include military and civilians working for the US Army, US Air Force, US Navy, US Marine Corps, US Coast Guard and DLA Agencies.

C5.6.2.1.1. DOD activities (other than Morale Welfare and Recreation Activities/Services), must request Military Service/Defense Agency excess and Foreign Excess Personal Property (FEPP) through servicing Accountable Supply officers or their designated representatives. DOD activities shall request only that property, which is authorized by the parent HQ or commands, and must consider costs incident to its acquisition, including transportation, support and repair costs, before requesting the property. Activities may not request quantities of property exceeding authorized supply retention limits.

C5.6.2.1.2. US Coast Guard requisitions shall originate from the Commandant, USCG HQ. Various USCG Commanders Maintenance and Logistics and Integrated Support Commands. Requisitions must include a citation as to the USCG directive authorizing the unit to obtain the property listed on the requisition. Individual floating and shore units of the USCG may be delegated authority to requisition excess personal property without USCG HQ approval. The delegating authority shall be indicated on all requisitions. The DRMO need not validate the authenticity of the authority but only the fact that such authorization appears on the requisition.

C5.6.2.1.2.1 Under HR 5005, Section 888, USCG has been transferred as an agency under the Department of Homeland Security. USCG provides its own fund citation for transportation.

C5.6.2.2. The Special Quasi DOD programs and activities usually have special requirements, which apply to screening and removal. These requirements will be listed throughout this volume of instruction.

C5.6.2.3. All DOD customers have valid DODAACs assigned to them.

C5.6.2.3.1. DODAAC validation can be done by accessing the DRMS Generator Installation Page <http://www.drms.dla.mil/turn-in/>, select DAAS Web Site.

C5.6.3. Requisitioning

C5.6.3.1. Requests from DOD activities for property on the DRMO"s accountable records shall be prepared on DD Form 1348-1A/2 or submitted to the DRMO or DRMS as stated in DOD 4000.25-1-M. DD Form 1348 1A/2 may be found as a fillable form on Adobe Forms. Information regarding information that may appear on the 1348 is available in Section 4, Supplement 2, RTD Program, Enclosure 4.

C5.6.3.1.1. Requisitions may be submitted electronically through the DRMS Web site, other web sites, or through the Defense Automated Address System Center's (DAASC) autodin.

C5.6.3.1.2. The requisitioner shall furnish an original and three copies, as a minimum for walk-ins/direct removals.

C5.6.3.1.3. DD 1348-1A/2 must contain a valid DODAAC.

C5.6.3.1.4. The DRMS Transportation Fund Citation P521.01 will appear on the DD Form 1348-1A for most customers.

C5.6.3.1.5. Customers may requisition single items from batchlots. DRMO personnel cannot require customers to remove entire batchlots when the customer does not want the entire batchlot.

C5.6.3.2. When shipping to DOD components or Federal Civil Agencies, DRMOs shall furnish a copy of the shipping document to the requisitioner separate from the shipment. Reference: DOD 4160.21-M, Chapter 5.

NOTE: For Federal Civil Agencies (FCAs), ensure the bill to address/fund cite is in the requisition. Instruct the Transportation Management Office to bill the Federal customer directly.

C5.6.3.3. The following Special rules apply to some DOD customers:

C5.6.3.3.1. The following Special DOD customers submit DD Form 1348-1As through

automation and/or manually; however, they are required to pickup items or arrange transportation from the DRMO (RCP not included):

C5.6.3.3.1.1 LESO - Law Enforcement Support Office

C5.6.3.3.1.2 Counterpart (part of Humanitarian Assistance Office)

C5.6.3.3.1.3 Local DOD customers

C5.6.3.3.1.4 CAP - Civil Air Patrol

C5.6.3.4. LESO Manual DD 1348-1A must be signed by LESO on the Letter of Authorization in the Centralized File for DODAAC H9DEB1 the DD 1348-1A will be e-mailed or faxed to the customer and Site.

C5.6.3.4.1. Coast Guard falls under the Department of Homeland Security. Their DD 1348-1As should contain their Fund Citation for Transportation. Process as you would any MILSTRIP requisition to Transportation Management Office or make available for pickup/direct removal should the customer be in the local area.

C5.6.3.4.2. DOD Contractors must have the following on the DD Form 1348-1A:

C5.6.3.4.2.1 Contracting Officer/COR approval.

C5.6.3.4.2.2 Each requisition must also contain the certification: "*For use under Contract(s) No_____.*"

C5.6.3.4.2.3 The certification should be signed by an authorized official and should indicate his/her official title.

C5.6.3.4.3. MWRA - Morale Welfare and Recreation Activities. Requisitions shall contain:

C5.6.3.4.3.1 MWRAs/Service transportation fund cite Account Number.

C5.6.3.4.3.2 Signature of the MWRAs/Service Accountable Officer.

C5.6.3.4.3.3 Statement that property obtained without reimbursement shall be identified separately in accounting records from property for which reimbursements were made.

C5.6.3.4.3.4 The requisition shall include a statement that when such property obtained without reimbursement is no longer needed, it shall be turned in to the nearest DRMO and that no part of the proceeds from sale or other disposition shall be returned to the MWRAs/Services.

C5.6.3.4.4. MARS - Military Affiliate Radio System. When requested property is to be used for reclamation, written approval for such action must be obtained in advance from the MARS Chief in coordination with the Accountable Officer. Property requisitioned for reclamation

shall be limited to material in Disposal Condition Code X or S.

C5.6.3.4.4.1 MARS items may be shipped to a DOD activity or picked up by personnel identified in accordance with pickup procedures.

C5.6.3.4.4.2 Items for reclamation may not be shipped, the customer must pickup.

C5.6.3.4.4.3 When the property is no longer needed by the MARS program; the accountable officer shall arrange for the equipment to be turned in to the nearest DRMO, if economically feasible.

C5.6.3.4.4.3.1 If it is not economically feasible to return; the MARS Accountable Officer shall include a statement that donation is not feasible and rationale for the finding and the property has no sales value. Reference: DOD 4160.21-M, Chapter 8, Abandonment and Destruction or Chapter 9, Disposal of FEPP.

C5.6.3.4.4.4 In CONUS, all requisitions must be originated and signed by the MARS Program Manager and processed through the accountable officer for MARS equipment.

C5.6.3.4.4.5 Outside CONUS, the authority to requisition and obtain excess and FEPP for the Army MARS program in vested in specific military commands. See DOD 4160-21M, Chapter 5, Issues to Special Programs and Activities.

C5.6.4. Reserve Officer Training Corps Clarification

C5.6.4.1. Senior ROTC is considered a DOD program and falls under the Special DOD category. Issues shall be made to the Accountable officer of the school concerned. Senior ROTC programs are co-located with Universities and Colleges; however, they are to be treated separately.

C5.6.4.2. Junior ROTC is not a DOD program. They fall under the Service Educational Activity Programs and go through their State Agency for Surplus Property as a donee. They are at the Junior High and High School level.

C5.6.5. Reimbursable Property

C5.6.5.1. See guidance next paragraph under Special Programs and Special Processes.

C5.6.6. Training Needs and Targets

C5.6.6.1. The lowest condition property readily available will be used to satisfy training and targets aids. Emphasis should be placed on obtaining DEMIL required property. See DOD 4160.21-M, Chapter 5.

C5.6.6.1.1. The following minimum actions shall be taken:

C5.6.6.1.1.1 The determination as to suitability, based upon condition, location, or both, rests with the DOD activity in need of the property.

C5.6.6.1.1.2 Issues of excess property for use in destructive testing or as training or targets shall be limited to material in DCC X or S. Requests for property in better condition codes better than X or S may not be honored until a full RTD screening cycle is completed, unless specific written justification is provided.

C5.6.6.1.1.3 Block 27 of the requisition (DD Form 1348-1A) shall contain the statement: "*To be used for (training aids/target practice).*"

C5.6.6.1.1.4 The requesting DOD activity shall document how the property was selected and used.

C5.6.6.1.2. Exceptions:

C5.6.6.1.2.1 For items not controlled by DRMOs (such as aircraft and ships), requests for assistance shall be directed to the activity that has control of the property.

C5.6.6.1.2.2 For property with an acquisition line item value of $1,500 or less, availability of suitable property at the serving or a nearby DRMO shall be considered sufficient search.

C5.6.7. Item Restrictions

C5.6.7.1. In most cases DOD customers may acquire most items including those with special handling requirements, hazardous material, and demilitarization required items; however, there are cases when all customers must be reminded of imposed restrictions. It is the responsibility of the DRMO/RCP/contracted representatives to make customers aware of the following restrictions when applicable. Additional information in this Section will provide guidance on Transfer and Donation restrictions.

C5.6.7.2. The following usually are the key reminders; however, this is only a partial list. DOD 4160.21-M, Chapter 4, lists all property requiring special processing.

C5.6.7.2.1. Safety Alert Latent Defect (SALD) items.

C5.6.7.2.2. Designated hazardous property prohibited items (see DOD 4160.21-M, Chapter 10 and Section 2, Chapter 8, Environmental Program).

C5.6.7.2.3. FSC 6505 drugs and biologicals

C5.6.7.2.4. Although DOD 4160.21-M states that "DOD or Service Museums may obtain property from DRMOs for use, display, or exchange with the exception of historical artifacts, stockpiling of property obtained from the DRMO sources for future exchange is prohibited", this guidance does not hold true until the moratorium is lifted.

C5.6.7.2.4.1 Under the moratorium, DOD or Service Museums may only obtain property needed to maintain the museums‟ buildings and grounds, for day-to-day housekeeping operations or to maintain displays.

C5.6.7.2.4.2 DOD or Service Museums should not be confused with community museums acquiring property through the Loan, Donation or Exchange program. These are eligible customers under the Donation Program (see DOD 4160.21-M, Chapter 6).

C5.6.7.3. Reutilization of Hazardous Material (HM)

C5.6.7.3.1. Unless specifically designated in writing by DRMS Operations, Central/RIPL DRMOs are not authorized to pack or crate Hazardous Property (HP) shipped from the Central/Satellite DRMO. HP not packed/crated properly for transportation must be packed/crated by host installations (or contractors engaged by the host) through the ISSA. Designate in writing, DRMO persons qualified to certify/release HP for shipment.

C5.6.7.3.2. The following requirements apply for the RTD of HM:

C5.6.7.3.2.1 For unused/unopened HM, provide a copy of the Material Safety Data Sheet (MSDS) to all transfer/donation recipients.

C5.6.7.3.2.2 For opened/usable HM, provide a copy of the MSDS to each transferree/donee. In most cases, opened/usable HM, when discarded would be managed as a HW as defined by 40 CFR Part 261, Subpart C and D, should be received as a HW and RTD of opened/usable HM is not recommended. RTD should only be allowed in cases where there is a clear economic benefit associated with the disposition of opened/usable HM, such as bulk oil and fuels.

NOTE: Also see DOD 4160.21-M, Chapter 1, Opened Containers.

C5.6.7.3.3. Occupational Safety and Health Administration (OSHA) compliant labels, tags or markings must be affixed to all HM issued to transfer/donation customers by DRMS. There is no requirement for a specific OSHA label; however, the container must indicate the identity of the hazardous chemicals, the appropriate hazard warnings and include the name and address of the chemical manufacturer, importer or other responsible party.

NOTE: Exceptions to MSDS and OSHA labeling requirements are listed at 29 CFR 1910.1200.

C5.6.7.3.4. Transfer and Donation of Hazardous Waste (HW). Use DRMS Form 1930 (in Adobe), or an approved alternate form (see Hazardous Guidance), Sign certification, upon HW Transfer release. Complete a HW manifest and provide to the customer for all HW RTD releases. Manifest tracking is required.

C5.6.7.3.5. Releases that involve movement of Hazardous Property (HP) off government facilities. Certify all HP RTDS issues (except as noted) regulated by 49 CFR prior to release using the Hazardous Property Release checklist - DRMS Form 1943 (in Adobe Forms). File completed checklist with requisition/sales documents.

C5.6.7.3.6. Prior to RTDS release notify the customer of the release requirements.

C5.6.7.3.7. 49 CFR 172.602, 172.603 and 172.604 require that emergency response information be provided to transporters, carried on transport vehicles and maintained at facilities where HP is received, stored or handled during transportation. Prior to release of HP:

C5.6.7.3.7.1 Require the carrier to have a current copy of the Emergency Response Guide (ERG) in the vehicle or provide copies of appropriate information to the carrier.

C5.6.7.3.7.2 Ensure that technical names are entered on shipping papers as required by 49 CFR 172.202, 172203 and 172.602. The name should be entered in parentheses in association with the basic description. For example, "*Corrosive Liquid N.O.S. (Caprylyl Chloride).*" (N.O.S. - not otherwise specified).

C5.6.7.3.7.3 Provide the RTDS carrier (non-GBL) with the host 24-hour emergency response telephone number.

C5.6.7.3.7.4 Ensure GBL shipping papers for GBL shipments contain the host's 24-hour emergency response telephone number.

C5.6.7.3.7.5 Ensure the host's 24-hour emergency response telephone number is contained on shipping papers of other release types unless the transporter offers to use another 24-hour emergency response telephone number.

C5.6.7.3.8. Only personnel who have successfully completed DOT training requirements for hazardous materials employees, as required by 40 CFR Part 172 Subpart H, or an equivalent course of study, within the past 24 months, may certify the RTDS Hazardous Property Release.

C5.6.7.3.8.1 If qualified personnel are not available to certify HP for shipment, request host assistance. Questions concerning personnel authorized to release shipments or concerning DOT training requirements may be addressed to DRMS Operations.

C5.7. **Special Programs and Special Processes**

C5.7.1. <u>DOD Computers for Learning</u>

C5.7.1.1. General

C5.7.1.1.1. The DOD Computers for Learning (DOD CFL) Program enables DOD to transfer excess IT equipment to Pre-K through grade 12 schools, Educational Non-Profit Organizations and Minority Colleges via a DRMS web-based program. The DRMS program replaces the DOD Computers for School, Educational Institution Partnership Program (EIPP) that was overseen by the Defense Information Systems Agency (DISA). Before DOD excess IT equipment is allowed to be transferred to a school, it must be processed through the complete DOD screening cycle. DRMS Operations manages the program; DRMOs receive MROs for approved IT equipment.

C5.7.1.1.2. DOD IT equipment (FSG 70) with a DEMIL Code of A that is located in CONUS and has been accepted to a DRMO‟s accountability records is eligible for transfer within DOD CFL once DOD screening is complete and the inventory is not requisitioned by DOD.

C5.7.1.1.3. IT equipment is available on an “as-is” basis, without warranties on the part of DOD as to the condition of the equipment. Eligible equipment includes mainframes, minicomputers, microcomputers, modems, disk drives, printers and items that are defined within the Federal Supply Group 70 and are appropriate for use in CFL.

C5.7.1.1.4. Schools that are authorized transfer are responsible for coordination of arrangements involving the pickup or shipping of IT equipment.

C5.7.1.1.5. Activities generating excess IT. CFL is DOD excess only. Subject to GSA approval, FCAs may be able to designate IT equipment for a particular school, but the designation would not qualify for CFL. These requests would be transmitted through FEDS to the SASPs and treated as donations.

C5.7.1.1.6. Generating Activities can specify a school for intended transfer once DRMS has accountability of the equipment through the DRMS web CFL.

C5.7.1.1.7. Equipment not identified by a generating activity for a specific school will be made available to schools and educational non-profit organizations that are approved within CFL.

C5.7.1.1.8. Generators may access the DRMS web-based CFL program through a link on the RTD Home Page under “*Related Programs*.” The CFL Program enables the generating activity to view the IT equipment that was turned-in under their DODAAC, and then designate that equipment to approved schools. The generating activity has 7 days to make this selection; otherwise the IT can be viewed by any eligible educational activity.

C5.7.1.2. Educational Institutions desiring excess

C5.7.1.2.1. Eligibility. The following are institutions eligible for consideration:

C5.7.1.2.1.1 A public, private or parochial school servicing pre-kindergarten through grade 12 students. An educational nonprofit organization is eligible if it is classified as tax-exempt under section 501© of the United States tax code and serves pre-kindergarten through grade 12. Schools and educational nonprofit organizations must be located within the United States of America and its territories.

C5.7.1.2.1.2 Historically Black Colleges and Universities

C5.7.1.2.1.3 Minority Institutions

C5.7.1.2.2. Schools must register in the DRMS CFL and complete all POC and profile information in the DRMS CFL.

C5.7.1.2.3. Schools are to ensure that IT equipment transferred shall be used for student and faculty training, to augment existing IT equipment, to strengthen their infrastructure, or for other academic-related programs.

C5.7.1.2.4. All costs incurred in connection with the transfer of equipment through the CFL will be the responsibility of the school and include:

C5.7.1.2.4.1 Expenses incurred in connection with the school's inspection of the IT equipment at DOD sites.

C5.7.1.2.4.2 Cost of packing, crating, marking the IT equipment, and the cost of loading it on the carrier's conveyance for transportation.

C5.7.1.2.4.3 Cost of transportation of the IT equipment from DOD sites.

C5.7.1.3. Program Management

C5.7.1.3.1. The CFL is a DRMS web based-program. Generating Activities designate specific schools and schools indicate interest in excess IT by accessing the "CFL" program. From the DRMS Home Page, click on R/T/D. Scroll down the page, on the left side, under Related Programs will be the link for the CFL Program.

C5.7.1.3.2. DRMS Reutilization Branch manages the CFL program, approving equipment eligibility, validating schools" eligibility entered into the CFL and approving all transfers of equipment through the program.

C5.7.1.3.3. DRMS Reutilization Branch approvals are made at the end of the DOD screening cycle, prior to transmission to GSA FEDS. Any DRMO requests prior to Day 14 of the DOD screening cycle shall be honored. When a Generating Activity designates a school, the school will be notified electronically to verify interest.

C5.7.1.3.4. If the school refuses the offer of equipment, the equipment may be offered to other schools that have expressed an interest in like equipment.

C5.7.1.3.5. DRMS Reutilization Branch approves or disapproves transfer requests on-line generating a MILSTRIP to the Generating Activity and transfer authorization to the school.

C5.7.1.3.6. The DRMO prints and processes the MROs daily.

C5.7.1.3.7. The authorized school is responsible for coordination with the Generating Activity in the removal of equipment.

C5.7.1.3.8. The authorized school has 14 days after receipt of authorization in which to remove the equipment.

C5.7.1.3.9. If the school does not remove the equipment within the allotted time period, the DRMO will contact DRMS Reutilization Branch to process the cancellation of the MILSTRIP. For more instructions, see Section 3, Information Technology.

C5.7.2. Foreign Military Sales

C5.7.2.1. FMS Freezes

C5.7.2.1.1. Receive e-mail request from DRMS-BBR (RTD) FMS Staff for availability and freeze action.

C5.7.2.1.2. Verify current property status in DAISY.

C5.7.2.1.3. Visually inspect property to ensure that condition code quantity, agree with the current system inventory records. Note property availability, changes of condition or quantity and notify DRMS-BBR (FMS) of any discrepancies.

C5.7.2.1.4. Make DAISY entries to freeze property for FMS. Use freeze code 9 and use case designator as customer ID. Property will remain frozen while an FMS case is prepared and processed for approval through Defense Security Cooperation Agency, Department of State and Commerce, and the US Congress. DRMS-BBR (FMS) will notify DRMO by e-mail when FMS case is approved and implemented.

NOTE: DRMOs are NOT authorized to release FMS freeze on property without approval from DRMS-BBR (FMS Staff).

C5.7.2.1.5. Establish FMS case file, labeled with DRMS-BBR (FMS) point of contact, country requesting and the case designator. Label as: 630.50 Foreign Military Sales Case Files. Case files relating to the authorized sale of excess property to foreign governments through the Foreign Military Sales Program. (Destroy 30 years after all aspects of the sale are complete).

C5.7.2.1.6. Notify DRMS-BBR (FMS Staff) if property is available/acceptable/unacceptable by return e-mail, within 2 workdays from date/time the request is received. Retain a copy of e-mail in the FMS Case file.

C5.7.2.1.7. Prepare Property Relocation Form (DRMS Form 152) and forward to PMB for relocation of property to a separate FMS storage area. Secure the property and plainly tag it for FMS with the DRMS-BBR (FMS) point of contact name and telephone number.

C5.7.2.1.8. Update DAISY location information.

C5.7.2.1.9. DRMS-BBR (FMS staff) will request DRMO to remove FMS freeze once FMS case is implemented. DRMS-BBR FMS will then either enter a MILSTRIP requisition for the property via the DRMS web site or request that the DRMO enter the requisition. If DRMO is to enter the requisition, DRMS-BBR FMS Staff will provide the requisition number, supplementary address, and signal code information. In this case DRMO will also prepare a DD Form 1348-1A for the source documentation and FMS Case file.

C5.7.2.2. FMS Transportation

C5.7.2.2.1. Since, in general, FMS customers are responsible for all transportation costs, most FMS shipments are sent out on a collect payment basis. DRMS-BBR, FMS staff will identify exceptions to this rule as they arise. Sensitive and some other FMS shipments may be made via the Defense Transportation System (DTS). For these shipments DRMS-BBR, FMS staff will provide separate instructions and fund citations. In case of doubt, contact DRMS-BBR, FMS staff for instructions. Transportation arrangements may be made by the DRMO or by the supporting Transportation Management Office.

C5.7.2.2.1.1 Transportation of FMS property is covered in Section 1, Chapter 2, Logistics, this guidance.

C5.7.2.2.2. Forward appropriate copies of DD Form 1348-1A and the 1348-5 if appropriate, to PMB for arrangement of shipping by Transportation Office. PMB must ensure a copy of the DD Form 1348-1A and the 1348-5 if appropriate, is included with the property when it leaves the DRMO for inclusion with the shipment. The "*Ship To*" block on the DD Form 1348-1A will normally provide shipping instructions, unless otherwise provided by DRMS-BBR, FMS staff via e-mail.

C5.7.2.2.3. Receive copy of the DD Form 1348-1A signed and dated by the transportation office.

C5.7.2.2.4. Request Transportation Office copies of bills of lading and any other release documentation once property is shipped. Follow up if necessary.

C5.7.2.2.5. Receive copy of completed shipping documents (DD Form 1348-1A) plus a copy of the Bill of Lading from Transportation Office. Distribute copies as follows:

C5.7.2.2.5.1 One copy to DRMS-BBR, Attn: FMS (Fax to DSN 661-4213).

C5.7.2.2.5.2 One copy to property accounting.

C5.7.2.2.5.3 One copy to FMS case file.

C5.7.2.2.6. Update DAISY. Calculate FMS proceeds as follows:

C5.7.2.2.6.1 FMS Sales Cases: (NATO, Australia, New Zealand, South Korea)

C5.7.2.2.6.1.1 Extended Acquisition Cost x Condition Code percentage = Present Value.

C5.7.2.2.6.1.2 Present Value x 3.5% = PC&H charge.

C5.7.2.2.6.1.3 Present Value + PC&H charge = DAISY Proceeds.

C5.7.2.2.6.2 FMS Grant Cases: (all others)

C5.7.2.2.6.2.1 Extended Acquisition Cost x Condition Code percentage = Present Value.

C5.7.2.2.6.2.2 Present Value x 3.5% = PC&H charge.

C5.7.2.2.6.2.3 PC&H charge = DAISY Proceeds.

Figure 1 - FMS Condition Codes

Condition Code:	Percentage:
A1	50%
A4	40%
B1, B4, C1, C4, D1, D4	30%
D7, E7, F7, G7	20%
H7	10%
GX, HX	5%

C5.7.2.2.7. On rare occasions, property may be transferred on a no-fee basis. DRMS-BBR FMS Staff will provide appropriate instructions on a case-by-case basis.

C5.7.2.2.8. Once DAISY issue transaction processes correctly, consider the FMS transaction completed.

C5.7.3. Issues of Excess Personal Property to the LESO (Law Enforcement Support Offices).

C5.7.3.1. Distribution Branch/Section

C5.7.3.1.1. Follow screening procedures in Chapter 2, this instruction.

NOTE: LESO screeners are limited to maximum of 2 screeners per visit to the DLA Disposition Service Site. Screeners must be listed on the Screeners Letter signed by LESO.

C5.7.3.1.2. LESOs may requisition controlled property. Refer to current DEMIL bulletins for additional guidance and/or restrictions.

C5.7.3.1.3. LESO customers will submit requests for property via LESO Automation (RTD Web Application) to LESO for approval.

C5.7.3.1.4. Receive requisition document (DD Form 1348-1A) by MILSTRIP.

C5.7.3.1.5. Verify information on the DD Form 1348-1A is accurate. If requisition does not contain appropriate LESO approval, contact the LESO POC to ensure validity of the issue.

C5.7.3.1.6. With the exception of Night Vision Equipment (Radioactive Components), any item coded as DEMIL required will be clearly marked on the requisition document with the annotation that the item will be reported to the LESO for return to disposal when no longer required by the using DLEA.

C5.7.3.1.7. Obtain signature and date of individual the property is released to. The LESO customer will provide a Letter of Authorization to remove to the site prior to pick-up indicating the individual authorized to remove property. The letter must be signed by an appointed screener (per the screener's letter signed by LESO). (Updated 12 January 2012)

C5.7.3.1.8. Process the requisition (DD Form 1348-1A).

C5.7.3.1.9. LESO customers are responsible for removing property or making arrangements for shipment.

C5.7.3.1.10. Provide a copy of the DD Form 1348-1A and GBL information to the applicable LESO when shipment is complete.

C5.7.4. Small Arms Approval Required. Edited May 2012

C5.7.4.1. If a requisition is for a small arms end item (Material Screening Code S item), it must be approved by DLA Disposition Services, J421 before issue. Forward requisitions received without approval to the Disposition Services, Reutilization branch.

C5.7.4.1.1. Customer submits 1348-1As DTID and Requisitions by email or fax to the DLA Disposition Services, J421, Reutilization office. J421 validates the DODAAC, reviews DD Form 1348-1As for accuracy and inputs requisitions on customer's behalf. J421 sends copies of the completed DD Form 1348-1As to the appropriate Item Manager for review and approval. (Requires signature and date from Item Manager). J421 coordinates with DLA Disposition Services field site on issuing the small arms requisitioned.

C5.7.4.2. DLA Disposition Services will ensure that:

C5.7.4.2.1. a) DOD and Federal civil agency orders originate from, or bear the approval of, the Service designated control point.

C5.7.4.2.2. b) Transfer to Federal civil agencies documents, SF 122s, require the signature of the GSA designee or authorized representative approving the release.

C5.7.4.3. DLA Disposition Services will review and authenticate releases for all transfers and donations. Donations are prohibited, except to those Service educational activities (SEAs)

authorized to receive surplus small arms by the sponsoring Military Service. Designated control points will screen and validate orders based upon the coordinated decisions of the sponsoring Military Service. SF 123s, approved by the appropriate designee, must be routed to DLA Disposition Services, J421, for further review and authentication before release by DLA Disposition Services is authorized.

C5.7.5. Issuing Reimbursable Property at the DRMO

C5.7.5.1. Receive requisition/transfer order for property (DTID) (see DOD 4000.25-M-1, Chapters 2 and 5).

C5.7.5.1.1. MILSTRIP (DD Form 1348-1A) (see DOD 4000.25-M-1, Chapter 4).

C5.7.5.1.2. GSA approved SF 122 or DD 1348-1A (see Chapter 6).

C5.7.5.2. Match requisition/transfer order to property (DTID).

C5.7.5.3. Verify property is reimbursable by checking for appropriation citation to be credited in the DTID.

C5.7.5.4. When the property is verified reimbursable, determine the amount to be reimbursed by one of the following methods:

C5.7.5.4.1. Negotiation between the requisitioner and the turn-in activity (preferred).

C5.7.5.4.1.1 The DRMO will advise the two parties to meet, settle on agreed price, and arrange for payment. If there is no agreement and the turn-in activity agrees, price may be developed as shown in fair market value below.

C5.7.5.4.1.2 If a price is agreed upon, the turn-in activity will dispatch a letter to the DRMO stating that an agreement had been made with the requisitioner and that the property should be released to the customer. Preferably the reimbursement will be made between the requisitioner and the turn-in activity without the intervention of the DRMO. Annotate the issue document that reimbursement was already accomplished and attach the letter from the generator to the issue document. However, if the turn-in activity desires the DRMO to handle the funds, the DRMO will mail the certified check (money order, cashier check) to DRMS, Attn: Cashier, 74 Washington Ave N, Battle Creek, MI 49037. Check made payable to the *US Treasury.*

C5.7.5.4.2. Fair Market Value. If negotiations fail, obtain the following information: The original cost price of the item, a good NSN (if available), or an FSC with a good description, or if no FSC can be determined, obtain a comprehensive description. Provide the above information to the Distribution Branch of the DRMO, to determine the sales history of the actual item or a like item and to obtain a fair market value.

C5.7.5.5. Process requisition/transfer order.

C5.7.6. <u>Withdrawal From Sales For Reutilization Processing</u>

C5.7.6.1. Receive DD Form 1348-1A for Inventory Control Point (ICP) or Not Mission Capable Supply (NMCS) requirement. All other requests require full justification (see DOD 4160.21-M, Chapter 7).

C5.7.6.2. Determine status and type of sale of the item within the sales finalization cycle from interrogation of the system and process. Items in Record Status Code A, may be reutilized to units with NMCS request if approved for issue by the DRMO Chief or DRMO Designee. Once items are on a Commercial Venture Delivery Order or assigned an IFB, the following is required:

C5.7.6.2.1. Check approval level in the above reference.

C5.7.6.2.2. Note the sales referral/IFB and item numbers on a sheet of paper.

C5.7.6.2.3. Contact the sales function or DRMS Operations and inform them of the ICP/NMCS or emergency request.

C5.7.6.2.3.1 Provide the sales referral/IFB and item numbers along with other information they need to approve/disapprove the request for withdrawal.

C5.7.6.2.3.2 Prepare a DRMS Form 73 if requested, found in Adobe Forms.

C5.7.6.2.3.3 Note on a sheet of paper the name of person contacted, the date and other pertinent information needed for future tracking and attach the sheet of paper to the DD Form 1348-1A.

C5.7.6.2.3.4 CV representative will decide whether or not to release an item to the DOD customer with the NMCS request.

C5.7.6.2.4. File DD Form 1348-1A in sales withdrawal suspense file while awaiting approval/disapproval.

C5.7.6.2.5. Follow up daily or as needed until approval/disapproval is received.

C5.7.6.3. Receive notification of <u>disapproval</u> and process as follows:

C5.7.6.3.1. Pull DD Form 1348-1A from the sales withdrawal suspense file.

C5.7.6.3.2. Phone customer and advise of non-availability of property.

C5.7.6.3.3. Dispose the DD form 1348-1A and related papers when disapproved.

C5.7.6.4. Receive notification of <u>approval</u> and process as follows:

C5.7.6.4.1. Pull the DD Form 1348-1A from the sales withdrawal suspense file.

C5.7.6.4.2. Process according to paragraphs on MILSTRIPS this section.

C5.7.6.5. Check MSC Q list.

C5.7.6.5.1. If sales referral or IFB data had been added to the accountable record, the data must be re-input.

C5.7.6.5.2. The system will not allow an item to be placed in a closed accumulation.

C5.7.6.5.3. For single line item - perform a DTID restart (code the restart XAA and submit XS4).

C5.7.7. <u>Not Mission Capable For Supply (NMCS) Requisition Processing</u>

C5.7.7.1. Receive NMCS requisition inquiry from DRMS Operations.

C5.7.7.2. Prepare an original DRMS Form 103, found in Adobe Forms. Minimum

information required is NSN, DTID No., quantity, Federal condition code and DEMIL Code.

C5.7.7.3. Obtain display location and record on DRMS Form 103.

C5.7.7.4. Inspect property to determine quantity available and verify Federal condition code. Record findings on DRMS Form 103.

C5.7.7.5. Notify DRMS Operations of findings recorded on DRMS Form 103 within the following timeframes:

C5.7.7.5.1. One hour by telephone when within CONUS.

C5.7.7.5.2. Four hours by priority message when outside CONUS.

C5.7.7.6. Retain DRMS Form 103 in Distribution Branch and suspend further action of the NMCS property pending receipt of NMCS Material Release Order (MRO) information from DRMS Operations.

C5.7.7.7. Receive notification that property is unacceptable or receive requisition data by telephone or message from DRMS Operations and process as follows:

C5.7.7.7.1. Retrieve DRMS Form 103.

C5.7.7.7.2. Record the following data on DRMS Form 103 or attach it to the DRMS Form 103.

C5.7.7.7.2.1 The MRO data as needed for DD Form 1348-1A or other authorized form.

C5.7.7.7.2.2 The "*in the clear*" Ship To address.

C5.7.7.8. Prepare NMCS MRO on DD Form 1348-1A in sufficient quantities for issue, packing and shipping actions of the NMCS shipment.

C5.7.7.9. Process as follows:

C5.7.7.9.1. Mail one copy to the transferee stamped "*Advance Notice Copy*".

C5.7.7.9.2. *File one copy in the shipping suspense file after stamping "Advance Copy Mailed*" and annotating the date mailed. Attach the DRMS Form 103 to this copy.

C5.7.7.9.3. Forward remaining copies of MRO to the PMB for issue, packing and shipping within timeframes. See Section 4, Supplement 2, RTD Program, Enclosure 5.

C5.7.7.10. Receive copy of MRO from the PMB upon release to PCH&T.

C5.7.7.11. Receive verbal NMCS shipment confirmation data from the TO as follows:

C5.7.7.11.1. TCN or GBL number.

C5.7.7.11.2. Mode of shipment.

C5.7.7.11.3. Date of shipment.

NOTE: If the shipment confirmation data is not received from the TO within the specified timeframe, contact the TO personally and then contact DRMS NMCS representative with the results.

C5.7.7.12. Input shipment confirmation data.

C5.7.7.13. Provide the following to the DRMS NMCS representative verbally no later than 3 working days (CONUS DRMOs) or 5 working days (non-CONUS) from date of receipt of MRO data:

C5.7.7.13.1. NSN.

C5.7.7.13.2. Quantity shipped.

C5.7.7.13.3. TCN or GBL.

C5.7.7.13.4. MRO document number.

C5.7.7.13.5. Mode of shipment.

C5.7.7.13.6. Date of shipment.

C5.7.7.14. Refile in shipping suspense file.

C5.7.7.15. Receive a copy of the completed shipping document from TO.

C5.7.7.16. Pull shipping suspense copy and attach to matching MRO.

C5.7.7.17. File MRO and attached DRMS Form 103.

C5.7.7.18. If the items are in the GSA Screening Cycle, the DRMO must notify the GSA APO immediately of the request because the item is appearing in FEDS and Federal and Donation customers will submit requisitions for items being issued to DOD.

C5.8. **Transfer and Donation**

C5.8.1. <u>Transfer - Terms</u>

NOTE: Transfer is the reuse of excess and FEPP to Federal Civil Agencies (FCA). Transfer customers accomplished their screening through physical inspections at the DRMOs and/or through use of the DRMS Web Site and FEDS.

C5.8.1.1. The following terms are often used to describe the Transfer process.

C5.8.1.1.1. FCA/OFA refers to the Federal Civil Agency or Other Federal Agency customers.

C5.8.1.1.2. Transfer document is the order for an item, which is a SF 122 or DD Form 1348-1A.

C5.8.1.1.3. MILSTRIP is the Military Standard Requisitioning and Processing procedures outlined in the DOD 4000.25-1-M. It is not uncommon to hear a "MILSTRIP" has been produced for items, which refers to a requisition and the requisition form itself, DD Form 1348-1A.

C5.8.2. Transfer Customers

C5.8.2.1. Transfer customers are made up of various Federal Civil Agencies, which fall under the oversight of the General Services Administration.

C5.8.2.2. Federal Agency means any executive agency or any establishment in the legislative or judicial branch of the Government (except Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction).

C5.8.2.3. GSA means the General Services Administration, acting by or through the Administration of General Services, or a designated official to whom functions listed in the Federal Property Management Regulations have been delegated by the Administrator of General Services.

C5.8.2.4. All FCAs have valid Activity Address codes (AACs) assigned to them.

C5.8.3. Donation

NOTE: Donation is the distribution of donateable property, which means surplus property under the control of an executive agency.

C5.8.3.1. The Administrator of General Services may specify such property as donation from time to time.

C5.8.3.2. Transfer to Donee document is the order for an item, which is a SF 123 or DD Form 1348-1A.

C5.8.3.3. Donees under Xcess Xpress will submit a MILSTRIP through FEDS for items.

C5.8.3.4. GSA is the approving authority for Donation Customers.

C5.8.4. Donation Customers

C5.8.4.1. Donation customers are known as donees and fall under the control of the General Services Administration.

C5.8.4.2. Donees must go through their State Agency for Surplus Property (SASP) for approval.

C5.8.4.3. Donee means a service educational activity; a State, political subdivision, municipality, or tax-supporting institution acting on behalf of a public airport; a public agency using surplus personal property in carrying out or promoting for the residents of a given political area one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, and public safety; an eligible non-profit tax-exempt educational or public health institution or organization; the American Red Cross; a public body; an eleemosynary institution; or any State or Local government agency, and any nonprofit organization or institution, which receives funds appropriated for programs for older individuals under the Older Americans Act of 1965, as amended, under title IV or title XX of the Social Security Act, or under titles VIII and X of the Economic Opportunity Act of 1964 and the Community Services Block Grant Act. Service Educational Activities (Junior ROTC, Boy Scouts, Girl Scouts, etc) are also fall under the donee category.

C5.8.4.4. Non-Eligible Customers

NOTE: The American Legion and VFW are not eligible customers. Note these customers may acquire historical type items through the military Loan and Donation Program. See DOD 4160.21-M, Chapter 6.

C5.8.4.5. All valid Donation customers will have Activity Address Codes (AAC) assigned to them.

C5.8.5. Transfer and Donation Screening

C5.8.5.1. Transfer. All excess and Foreign Excess Personal Property (FEPP) shall be made available for screening before donation, sale, or other disposal unless specifically underlined in DOD 4160.21-M, Chapter 4, Property Requiring Special Handling; Chapter 9, Disposal of FEPP; and Chapter 10, Environmentally Regulated and Hazardous Property.

C5.8.5.2. Donation Screening takes place throughout the screening cycle along with the FCAs; however, donees may only be allocated property by GSA once items reach the Surplus Release Date (SRD).

C5.8.5.3. Transfer and Donation Screening is accomplished by:

C5.8.5.3.1. Electronically through use of either the DRMS Web Site connecting the customer to GSA"s FEDS program or by directly accessing FEDS.

C5.8.5.3.2. Through physical inspection/walk through at the DRMO site where the items are located.

C5.8.5.3.2.1 Transfer and Donation customer may NOT tag at CONUS Sites under Xcess Xpress rules.

C5.8.5.3.2.2 They may tag at OCONUS (FEPP) DRMOs.

C5.8.5.3.3. Remind customers during the time of screening, they are responsible for transportation. This does not apply to the Federal Civil Agencies acquiring items from RCP. Donees pay and arrange transportation, which includes DRMO and RCP items.

C5.8.5.3.4. Screening Cycle Guidance:

C5.8.5.3.4.1 Is available to view on the DRMS web site.

C5.8.5.3.4.2 This cycle is not available officially for transfer customers; however, items on the web, which do not include sensitive equipment, are available for screening to anyone accessing the DRMS web site.

C5.8.5.3.5. DOD 14 day screening:

C5.8.5.3.5.1 Available to view on the DRMS web site. Not officially available for transfer customers.

C5.8.5.3.6. Donee 5 Day Allocation period.

C5.8.5.3.6.1 For Donation Only. Not available to DOD or Transfer customers.

C5.8.5.3.7. DOD 2 Day.

C5.8.5.3.7.1 Available for DOD only.

C5.8.5.3.8. OCONUS (FEPP) Screening Cycle guidance:

C5.8.5.3.8.1 Accumulation 1 to 4 Weeks (7 to 28 days).

C5.8.5.3.8.1.1 DOD and Federal Civil agencies may screen, tag, and remove.

C5.8.5.3.8.2 DOD/GSA 21 Day Excess Screening

C5.8.5.3.8.2.1 DOD and Federal Civil agencies may screen, tag, remove

C5.8.5.3.8.3 Donation 21 Day Surplus Screening

C5.8.5.3.8.3.1 Donation customers take priority. DOD and FCA customers may screen, tag, and remove; however, they cannot override Donees.

C5.8.5.3.8.4 Final Removal 7 Day period

C5.8.5.3.8.4.1 For Donation customer to remove items

C5.8.5.3.8.5 OCONUS - T&D customers have 14 days to remove items (starting day after the Julian Date in the requisition).

C5.8.6. Requisitioning or Ordering

C5.8.6.1. A request from Federal Civil Agencies and Donees is initially prepared in GSA"s FEDS, which will result in a MILSTRIP/DD Form 1348-1A in DAISY at the DRMO. Requests are processed in accordance with DOD 4000.25.1-M guidance.

C5.8.6.2. GSA will provide a Standard Form 122 to the DRMO as part of the ordering process. The SF 122 will have the requisition number written across the top of the form, as well as, contain required signatures in Blocks 14a and 15a.

C5.8.6.2.1. GSA will provide a Standard Form 123 versus a SF 122.

C5.8.6.2.1.1 Donees must have signature approval on the SF 123 from both the State Agency for Surplus Property, as well as GSA.

C5.8.6.2.2. The GSA will also submit a MILSTRIP requisition in GSA"s FEDS, which will result in a DD Form 1348-1A appearing in DAISY. Should the MILSTRIP not appear after a customer provides a SF 122/123, contact either GSA or DRMS Operations to determine why the MILSTRIP did not produce. Get approval or disapproval from either source to honor the SF 122.

NOTE: There are many factors involving cancellations, denials, and reallocations that hang items up in DAISY and will not allow a MILSTRIP be produced. In this case, releases are treated as walk-ins.

C5.8.6.2.2.1 DAISY MRO requires a „T" in the first character of the Requisition Serial number used with a „77" Action/Accounting Code for Federal Agencies and a „D" in the first character of the Requisition Serial number used with a „VI" Action/Accounting code for Donation customers.

C5.8.6.3. Like the DOD customers, most Federal Civil Agencies are eligible to receive most items, including demilitarization items, unless otherwise specified in DOD 4160.21-M, Chapter 4. A demilitarization agreement will be made available to all Transfer and Donation customers when ordering DEMIL required property. Customers must agree to the terms, sign

and date the written agreement. If GSA does not produce the needed statement, print out the DEMIL agreement, fill in needed information, provide a copy to the customer and submit a copy to DRMO files. See Section 4, Supplement 2, RTD Program, Enclosure 6, or a copy of the DEMIL agreement.

C5.8.6.4. FCA and Donees customers arrange pickup or transportation for items at the DRMO/Contractor sites.

C5.8.6.5. Under RCP DRMS ships items to the FCA customers (no pickup). This remains in effect until the MOA is rewritten between DRMS HQ and GSA.

C5.8.6.6. Under RCP Donees arrange and provide transportation.

C5.8.7. Transfer and Donation Restrictions.

C5.8.7.1. The following categories of property are not authorized for transfer nor donation:

C5.8.7.1.1. FSC 6505 drugs and biologicals.

C5.8.7.1.2. Designated hazardous property prohibited items (see DOD 4160.21-M, Chapter 10 and Section 2, Chapter 8, Environmental Program).

C5.8.7.2. Donees have more restrictions than DOD and Transfer customers and may not have the following:

C5.8.7.2.1. Foreign equity property. C5.8.7.2.2.

Non-appropriated fund property. C5.8.7.2.3.

Abandoned, privately owned property. C5.8.7.2.4.

Military Assistance Property (MAP). C5.8.7.2.5.

Commissary Surcharge Property.

C5.8.7.2.6. Base Realignment and Closure (BRAC) Property. Excess personal property that does not qualify for transfer to a community or local redevelopment authority (LRA) for economic redevelopment of the installation will be turned into the DRMO for standard receipt processing and screening.

C5.8.7.2.7. Once the items enter GSA Screening Cycle, Surplus property requested by the community or LRA may be donated to the community or LRA. Donations to the affected community or LRA will:

C5.8.7.2.7.1 Have priority over donations for other purposes.

C5.8.7.2.7.1.1 Done in FEDS and GSA allocates.

C5.8.7.2.7.2 Be at the request of the closing base commander or authorized DOD official, through the appropriate State Agency for Surplus Property. (SASP).

C5.8.7.2.7.3 Meet the usage and control requirements of the applicable SASP. Dispose of property subsequently not needed by the community or LRA as required by the SASP.

C5.8.7.3. Transfer and Donation of Hazardous Material (HM). See C8.7.2 and C8.7.3.

C5.8.7.3.1. Unless specifically designated in writing by DRMS Operations, your Central/Satellite DRMO is not authorized to pack or crate Hazardous Property (HP) shipped from the Central/Satellite DRMO. Designate in writing, persons qualified to certify/release HP for shipment.

C5.8.7.3.2. The following requirements apply for the transfer/Donation of HM:

C5.8.7.3.2.1 For unused/unopened HM, provide a copy of the Material Safety Data Sheet (MSDS) to all transfer/donation recipients.

C5.8.7.3.2.2 For opened/usable HM (which remains HM if redistributed by transfer or donation) ensure that in addition to the MSDS, a hazardous waste profile sheet is also available to the customer. This applies to opened, usable HM (e.g., bulk items such as paints, solvents) which if not reused or recycled might be discarded as an HW because of being listed or exhibiting the characteristics of an HW as defined at 40 CFR Part 261 Subpart C and D.

NOTE: Also see DOD 4160.21-M, Chapter 10, Opened Containers.

C5.8.7.3.2.3 Used/opened RCRA HM that does not become HW if discarded by service contract (e.g., asbestos, most PCBs, some paints) does not require a waste profile sheet. Do not RTD these items unless you can provide an MSDS to the customer in addition to the chemical name of any hazardous contaminants and the noun name of any non-hazardous contaminants. The information on contaminants is required because an MSDS is not always valid for items that have been opened, as they may have become contaminated with constituents not reflected on the MSDS. Provide a lab analysis for PCB items to the RTD customer for those PCB items that require lab analysis for turn in. See Section 2, Chapter 8, Environmental Program.

C5.8.7.3.3. Occupational Safety and Health Administration (OSHA) compliant labels, tags or markings must be affixed to all HM issued to transfer/donation customers by DRMS. There is no requirement for an OSHA specific label; however, the container must include the following information: the identity of the hazardous chemicals, the appropriate hazard warnings and include the name and address of the chemical manufacturer, importer or other responsible party.

NOTE: Exceptions to MSDS and OSHA labeling requirements are listed at 29 CFR 1910.1200. These exceptions area also described in Section 2, Chapter 6, Sales Program.

C5.8.7.4. Transfer and Donation of Hazardous Waste (HW). Use DRMS Form 1930, or an approved alternate permitted form (see Section 2, Chapter 8, Environmental Program), upon HW Transfer release. Complete a HW manifest (see Environmental Section for preparation guidance) and provide to the customer for all HW RTD releases. Manifest tracking is required.

C5.8.7.5. Releases that involve movement of Hazardous Property (HP) off government facilities. Certify all HP RTDS issues (except as noted) regulated by 49 CFR prior to release using the Hazardous Property Release checklist - DRMS Form 1943 (see Adobe). File completed checklist with requisition/sales documents.

C5.8.7.5.1. Prior to RTDS release notify the customer of the release requirements.

C5.8.7.5.2. 49 CFR 172.602, 172.603 and 172.604 require that emergency response information be provided to transporters, carried on transport vehicles and maintained at facilities where HP is received, stored or handled during transportation. Prior to release HP:

C5.8.7.5.2.1 Require the carrier to have a current copy of the Emergency Response Guide (ERG) in the vehicle or provide copies of appropriate information to the carrier.

C5.8.7.5.2.2 Ensure that technical names are entered on shipping papers as required by 49 CFR 172.202, 172203 and 172.602. The name should be entered in parentheses in association with the basic description. For example, "*Corrosive Liquid N.O.S. (Caprylyl Chloride)*." (N.O.S. - not otherwise specified).

C5.8.7.5.2.3 Provide the RTDS carrier (non-GBL) with the host 24-hour emergency response telephone number.

C5.8.7.5.2.4 Ensure GBL shipping papers for GBL shipments contain the host's 24-hour emergency response telephone number.

C5.8.7.5.2.5 Ensure the host's 24-hour emergency response telephone number is contained on shipping papers of other release types unless the transporter offers to use another 24-hour emergency response telephone number.

C5.8.7.5.2.6 Donation customers *must* sign a statement when receiving Hazardous Material, holding them responsible for the items they receive. See Section 4, Supplement 2, RTD Program, Enclosure 7.

C5.8.7.5.3. Only personnel who have successfully completed DOT training requirements for hazardous materials employees, as required by 40 CFR Part 172 Subpart H, or

an equivalent course of study, within the past 24 months, may certify the RTDS Hazardous Property Release.

C5.8.7.5.3.1 Complete a refresher course or equivalent every 24 months per DLAR 4500.3, paragraph 33-7. If qualified personnel are not available to certify HP for shipment, request host assistance. Questions concerning personnel authorized to release shipments or concerning DOT training requirements may be addressed to DRMS Operations.

C5.8.8. Release of Vehicles

C5.8.8.1. A Standard Form 97, Certificate Title to a Vehicle must be provided to certain quasi-DOD (e.g. MARS, CAP, NAF, or USCG), Federal Grantees identified by GSA in writing, and Donees at the time a customer picks up the vehicle.

C5.8.8.1.1. SF 97 is a four part continuous blank form pre-printed with serial numbers and normally used by the DRMOs to account for vehicles transferred, donated, or sold.

C5.8.8.1.2. The completed SF 97 is furnished to the recipient of the vehicle as may be required or per request.

C5.8.8.1.3. Accountability of serial numbered forms is imperative to preclude their unauthorized use; therefore, the SF 97 will receive the necessary security normally afforded any controlled item/form.

C5.8.8.1.3.1 The SF 97 is designed normally for use with commercial vehicles such as passenger cars, multi-purpose passenger vehicles, trucks, trailers, motorcycles, buses, and similar wheeled vehicles, and for tactical vehicles released under the DLA LESO program. SF 97s will not be provided for military vehicles that are tracked, have a gross weight of more than 16,000 pounds, or for those that must be demilitarized. This includes vehicles prohibited for sale, such as M-151 Jeeps and HMMWV vehicles.

C5.8.8.1.3.2 To ensure that vehicular-mounted equipment turned in to DRMOs either under the NSN of the mounted equipment assembly or of the vehicles, is properly and adequately processed for RTD screening, the following shall apply in the reporting and release of property meeting the reporting criteria:

C5.8.8.1.3.2.1 Regardless of the FSG appearing on the DTID, DRMOs shall code the receipt transaction to require submittal of the exception data. Exception data shall include the following:

C5.8.8.1.3.2.1.1 The description of the end item (NSN, or when locally assigned, best available description),

C5.8.8.1.3.2.1.2 The vehicle type and series,

C5.8.8.1.3.2.1.3 Its physical condition and estimated repair cost.

C5.8.8.1.3.2.2 DRMO processing transfer and donation issues where either the vehicles of the installed equipment alone (or not both) are requested, the DRMO shall ensure that disassembly is accomplished before release. Costs incidental to the disassembly shall be reimbursable from the recipient and shall be accomplished through DRMS.

C5.8.8.1.3.2.3 Public Safety. Public safety concerns occasionally require the destruction and/or mutilation of certain types of vehicles. See DOD 4160.21-M, Chapter 4 for listing specific guidance.

C5.9. **DAISY and DRMS Web Site Functions**

C5.9.1. Interrogations / Inquiries

NOTE: The interrogation processes described in this chapter are only those officially classified as RTD. DRMO personnel are encouraged and expected to use other research tools from other elements of DAISY (such as Marketing or Warehousing) whenever those tools are appropriate for RTD related research and inquiries. Descriptions of these tools are included in other sections in this guide.

C5.9.1.1. General:

C5.9.1.1.1. Use DRMO DAISY interrogations (sometimes called inquiries) to look up information about excess or surplus items. Customers can interrogate/inquire about items turned into DRMO and entered into the system. The information includes items available, their location, and where they are in the RTD screening cycle. You can enter an interrogation about items at either a specific DRMO or at all DRMOs.

C5.9.1.1.2. If requested items are not available at your DRMO:

C5.9.1.1.2.1 Determine whether similar items are available. If so and it is feasible, contact the requisitioner to see if this will fill the need.

C5.9.1.1.2.2 Encourage customers to submit electronic “Wish” or “Want” lists using the DRMS RTD Web site. (https://www.drms.dla.mil/drms/intranet/rtd/rtd.htm)

C5.9.1.2. DRMS Web On-line (www.drms.dla.mil/)

C5.9.1.2.1. “On-line” interrogations are one-time inquiries about an item at one or all DRMOs. To interrogate about an item, you must know the NSN and/or DTID.

C5.9.1.3. Interrogating by DTID (DAISY)

C5.9.1.3.1. Use the DTID interrogation screen to look up the availability and status of an item when the DTID number is known. This screen provides information about items regardless of the DRMO at which they are located. The DTID interrogation screen can also

display freezes and transfer orders applied to the DTID. To look up items by DTID, complete the following steps in DAISY:

C5.9.1.3.1.1 Access the *DRMO RTD Interrogation* menu.

C5.9.1.3.1.2 Access the *DTID Interrogation Request* screen.

C5.9.1.3.1.3 Type the *INTERROGATION RIC*. (4 characters). Type the 3 characters RIC and 1 character suffix, if not displayed.

C5.9.1.3.1.4 Press Enter. The system displays the DTID Interrogation screen.

C5.9.1.3.1.5 Type in the *DTID Number*. (14 or 15 characters) Type the DTID number of the item for which information is requested.

C5.9.1.3.1.6 Press F3. Displays the DTID Interrogation screen with information about the DTID requested. If you want to view freezes or transfer orders for materiel on this DTID, go to step “h.”

C5.9.1.3.1.7 Access the *Freeze Customer ID/Transfer Order* menu. Press [F2] to display the Freeze Customer ID/Transfer Order menu within the DTID Interrogation screen.

C5.9.1.3.1.8 View *Freezes or Transfer Orders* applied to the DTID Number. To view Freeze Customer Ids with the corresponding freeze code, type1. To view Transfer Orders applied to this DTID, type “2.”

C5.9.1.4. Interrogating by NSN (DAISY)

C5.9.1.4.1. This type of interrogation lists all material with the same NSN, by DTID, in the inventory of the accountable DRMO from which the interrogation is made. Use the NSN Interrogation to look up information about material at a DRMO when the NSN is known. To interrogate by NSN, complete the following steps.

C5.9.1.4.2. By NSN at the DRMO:

C5.9.1.4.2.1 Access the *DRMO RTD Interrogations* menu.

C5.9.1.4.2.2 Access the *NSN Interrogation By DRMO* screen.

C5.9.1.4.2.3 Type the *INTERROGATOR RIC* (3 characters) If the system already displays the RIC, go to step “d.”

C5.9.1.4.2.4 Press Enter, This displays the NSN Interrogation for DRMO screen.

C5.9.1.4.2.5 Type the NSN. (13 characters) - The NSN is in three parts: type the FSC, press *Enter*; next type the NIIN and press *Enter*. If the two characters of additional data is known, type the additional data and press *Enter* one more time.

C5.9.1.4.2.6 Press F3. This displays the NSN Interrogation for DRMO screen filled with information for all material having the same NSN. To request another NSN Interrogation, press F3 and type the next NSN.

C5.9.2. NSN Interrogations

C5.9.2.1. By NSN (Customized):

C5.9.2.1.1. This NSN Interrogation is accessed through a Property Search screen on the DRMS Web Site. To see materiel currently available and the NSN, Group, FSC, or product name is known, use this interrogation. It can be customized to search for materiel having specific characteristics. To interrogate by NSN, complete the following steps under defined screening cycles: Reutilization (DOD), Transfer, or Donation.

C5.9.2.1.1.1 Through use of the DRMS Home Web Site **http://www.dispositionservices.dla.mil/** under Property Search for Military, Federal, State & Special Programs or through another DOD web site.

C5.9.2.1.1.2 Search by *FSC, NIIN, or Product Name.*

C5.9.2.1.1.3 Type the *NATIONAL STOCK NUMBER (NSN)*. (13 characters). To list all DTIDs with this NSN, go to step "f." To define the interrogation, go to step "d."

C5.9.2.1.1.4 Select *either* the DRMS search by:

C5.9.2.1.1.4.1 General Search (DRMO locations listed alphabetically)

C5.9.2.1.1.4.2 General Search (DRMO locations reflected by Forward Support Teams (FSTs))

C5.9.2.1.1.4.3 Commodity Search (DRMO locations reflected by FSTs, inventory grouped by commodity.)

C5.9.2.1.1.5 Expanded Search for customers to upload a file in order to search for up to 10,000 NIINS.

C5.9.2.1.1.6 To further define the search, go to step "d."

C5.9.2.1.1.7 Type optional information to further define the property of interest. Press [Tab] to move the cursor past the fields not applicable for the search.

C5.9.2.1.1.7.1 *MINIMUM DOLLAR VALUE* (1-7 characters) Type the Minimum Dollar Value of the items wanted. For example, if only items valued at $1,000 or more are wanted, type 1000.

C5.9.2.1.1.7.2 *FEDERAL CONDITION CODE* (2 characters). Type the Federal Condition Code to display interrogation results with the specific or higher condition code.

C5.9.2.1.1.8 Press Enter. This displays the NSN Interrogation Response screen. If the request shows multiple screens of information, click on the next block of lines listed to view the next screen.

C5.9.2.2. Notification of Results

C5.9.2.2.1. Notify requesting agency/individual of the Web output results.

C5.9.2.2.2. If assets area is available, provide the following:

C5.9.2.2.2.1 Usable: NSN and DTID number(s)/quantity on hand.

C5.9.2.2.2.2 Name, address and telephone number of the DRMO(s) holding the asset on accountable records.

C5.9.2.2.3. Request the customer input his/her requisition via the DRMS web site or provide this information to the local DRMO.

C5.9.2.2.4. Advise the requester if assets are not available.

C5.9.2.2.5. File printed Web output for future reference and follow-up. After 60 days, purge each previous file monthly.

C5.9.3. <u>File Maintenance Reports: Inventory Quantity Imbalance Report, MSC Q Report and DAISY Restarts.</u>

C5.9.3.1. The Inventory Quantity Imbalance Report is mostly use by the RTD specialists to monitor status of property on a weekly basis. The RTD specialists should be using the report to identity problems with property as they occur and correcting those problems in a timely manner. This report is used prior to ESD.

C5.9.3.1.1. Access *DRMO DAISY* main menu.

C5.9.3.1.2. Access *Inquiries.*

C5.9.3.1.3. Access *Interactive Reports.*

C5.9.3.1.4. Access *RTD Inquiries.*

C5.9.3.1.5. Access *Inventory Quantity Imbalance* Report.

C5.9.3.2. MSC Q Report. Run this report on a weekly basis at ESD and look for items where the quantity available does not match the quantity on hand. Retrieve this report from „Access Reports." It is also created in the Consolidated Inquiry.

C5.9.3.2.1. Access *DRMO DAISY* main menu.

C5.9.3.2.2. Access *Inquiries*.

C5.9.3.2.3. Access *Interactive Reports*.

C5.9.3.2.4. Access *RTD reports*.

C5.9.3.2.5. Access *MSC Q* report.

C5.9.3.2.5.1 With the implementation of CV2, a system change was made to reduce the number of DTID restarts required when quantities on hand/available did not balance and the record went to MSC Q. With this change, a record will not go to MSC Q if a quantity is frozen by means of a MILSTRIP requisition or DEMIL challenge, providing the requisition is denied, issued, or freeze lifted at End of Screening (ESD).

C5.9.3.2.5.2 Under CV2, the remaining quantity or quantity on hand will retain all CV IFB/accumulation information until the items hits ESD.

C5.9.3.2.5.3 Under these circumstances, an issue or a denial of the requisition is all that is needed to bring quantities back to balance.

NOTE: Denials should only be used when the item meets one of the categories listed in the Management Codes, i.e. Material Not Available; Material Not In Condition requested; Material in Sales; Material Demilitarized prior to MILSTRIP, etc.

C5.9.3.3. To assist in working problem items at ESD, run a *MILSTRIP DAILY WORKLIST* report form the RTD Menu every day. A report called *INVENTORY QUANTITY IMBALANCE REPORT* can also be run by accessing the RTD Inquiries options of the Interactive Reports Menu, along with the *INVENTORY IN MSC "Q" REPORT*.

C5.9.3.4. DAISY will not allow an item to be placed in a closed accumulation.

NOTE: Items must be made available to the GSA screening customers.

C5.9.3.4.1. If the accumulation is already closed, there are two options:

C5.9.3.4.1.1 Initiate the restart and code the item "XAA" (directly to sales) if the item has undergone GSA screening.

C5.9.3.4.1.1.1 The item will no longer be in an RTD Screening accumulation on the inventory. Re-input the accumulation number by performing a sales referral (XS5) in DAISY using the accumulation number.

C5.9.3.4.1.1.2 The record will be moved to RSC "A".

C5.9.3.4.1.2 Do not perform the Restart. Use when item has not been made available to GSA Cycle.

C5.9.3.4.1.2.1 Notify Property Management Branch to physically remove the items from its accumulation and relocate it in an open accumulation.

C5.9.3.4.1.2.2 Perform a DTID Restart (it must be recorded on a DRMS Form 1983 and input by the APO) and input the new Screening Accumulation number, along with the new storage location.

C5.9.3.4.1.2.3 Code the restart "LNA" or "NNA," as appropriate.

C5.10. **Transfer Orders**

C5.10.1. General Explanation - Transfer Orders

C5.10.1.1. Transfer Orders are documents from Federal Civil Agencies and donation customers. Since the implementation of Xcess Xpress at CONUS DRMOs, Transfer Orders are used for signature copies, presented by the customer. The DD Form 1348-1A should also be posted in DAISY. Periodically, there are cases where a MILSTRIP does not process, with a customer holding a SF 122/123 with a Requisition Number assigned to it for pick up at a DRMO under the DOD Internal/Xcess Xpress process. DRMO personnel should honor the SF 122/123 and notify GSA immediately. Where possible, a DD Form 1348-1A should be provided. DRMS is working with Federal Civil Agencies and the National Association of State Agencies for surplus property to change the OCONUS requisition process for transfer and donation customers. Until policy and systems are changed, DRMO personnel should be familiar with the processing of SF 122s and SF 123s.

C5.10.2. Instructions for Receipt of Transfer Orders

C5.10.2.1. Receive approved SF 122 for transfer to other Federal Civil Agencies or SF 123 for transfer to authorized agencies for donation.

C5.10.2.1.1. CONUS DRMOs should telephone GSA APO if a MILSTRIP has not been processed, but the customer holds an SF 122/123 and the item is still available for transfer.

C5.10.2.1.1.1 If in doubt, telephone DRMS Operations for guidance.

C5.10.2.1.2. OCONUS will honor SF 122/123. The customer does not have to process a DD Form 1348-1A when acquiring from OCONUS DRMOs.

C5.10.3. Procedure for Processing SF 122

C5.10.3.1. Review the SF 122 for the following:

NOTE: CONUS DRMOs must look for a Requisition Number written across the top of SF 122.

C5.10.3.1.1. Block 1 - Order Number.

C5.10.3.1.2. Block 2 - Date requisition was prepared.

C5.10.3.1.3. Block 4 - OFA"s identity.

C5.10.3.1.4. Block 5 - DRMO"s name and address.

C5.10.3.1.5. Blocks 6, 7, 8, 10, 11 & 12 - Information as needed to ship or indicate local pickup in block 6, unless it is known that local pickup is to occur.

C5.10.3.1.6. Block 13 - NSN/LSN, DTID Number, unit of issue, quantity. If reimbursement is required, fund cite (may be reflected in block 10). This block must contain the DEMIL code. If DEMIL is required, have the customer sign the DEMIL agreement if GSA has not provided it.

C5.10.3.1.7. Block 14 - GSA APO"s signature.

C5.10.3.1.7.1 A GSA signature is not needed when FCAs acquire items from OCONUS DRMOs.

C5.10.3.2. CONUS DRMOs do not construct a 14-character transfer order number. OCONUS DRMOs will construct a transfer order number. Input a „T" in the 11th position of the Transfer Order number for Federal Civil Agencies used with a „77" Action/Accounting Code and input a „D" in the 11th position of the Transfer Order number for Donation Customer used with a „VI" Action/Accounting Code.

C5.10.3.2.1. CONUS DRMOs under Xcess Xpress will see the requisition number on the SF 122 when the customer arrives at the DRMO. GSA will create and annotate on the SF 122.

C5.10.3.2.2. OCONUS DRMOs must use information from blocks 1, 2, and 4 of the SF 122 as follows:

C5.10.3.2.2.1 Agency code - 6 characters. Obtain the first 2 or 4 characters from list of Federal Civil Agency/Bureau codes listed in the DAISY CAT Book (Go to DRMS Home Page, click on Publications, then choose CAT Book or this link

<https://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>.) The remaining characters may be zeros or any alpha/numeric characters from Block 1.

C5.10.3.2.2.2 Julian date - 4 characters. The Julian date equal to GSA approval date.

C5.10.3.2.2.2.1 OCONUS - date customer signed SF 122.

C5.10.3.2.2.3 Serial number - 4 characters. The last or any 4 characters from Block 1. Eleventh position must be a „T" for Federal Agencies and a „D" for Donees.

C5.10.3.2.3. Go to C.5.10.4.1.7 below.

C5.10.4. Instructions for Processing SF 123 for Donation.

C5.10.4.1. Review the SF 123 for the following:

C5.10.4.1.1. Block 1 - Order number.

C5.10.4.1.2. Block 2 - Donee"s Identity.

C5.10.4.1.3. Block 8 - Location of the property. Actual location to include warehouse or building number, street address, city, state, and zip code.

C5.10.4.1.4. Block 9 - Holding Agency. Agency having accountability and administrative control. It may or may not be the same as Block 8.

C5.10.4.1.5. Block 11 - Pickup or shipping instructions.

C5.10.4.1.6. Block 12 - NSN/LSN, DTID Number, DEMIL Code, Quantity & Unit. Code or statement identifying special handling requirements, if any apply.

C5.10.4.1.7. Block 13a/b/c, 13a/d/e, or 14a/b/c - Donets name, signature and date.

C5.10.4.1.8. Block 14e/f - GSA APO/s signature and date or other authorized means.

C5.10.4.2. OCONUS DRMOs will construct a 14 character transfer order number:

C5.10.4.2.1. CONUS DRMOs under Xcess Xpress will find the transfer order on the SF 123. GSA assigns a transfer order number and annotates it on the SF 123.

C5.10.4.2.2. OCONUS sites must use the information from blocks 1, 2 and 14f of the SF 123, as follows:

C5.10.4.2.2.1 Agency code - 6 characters.

C5.10.4.2.2.1.1 State Agency - Obtain the first 2 characters, state codes from the CAT Book, by use of information in block 1. The 3rd character is always "X". The remaining characters can be zeros or any alpha/numeric characters.

C5.10.4.2.2.2 Julian date - 4 characters. The Julian date, equal to that in block 14f.

C5.10.4.2.2.2.1 Serial number - 4 characters. The last or any 4 characters from block 1. Eleventh position must be a „T" for Federal Agencies and a „D" for Donees.

NOTE: Service Educational Activities must contact their State Agencies for Surplus Property (SASP) to acquire surplus property.

C5.10.4.2.3. OCONUS - Annotate the transfer order number in the top margin of the SF 123.

C5.10.5. Common Processes for SF 122 /123

C5.10.5.1. OCONUS - Pull matching DRMS Form 103 from Transfer order awaiting approval file, obtain the DRMO"s control listing or obtain/access other means of controlling issues.

C5.10.5.1.1. Match SF 123 to DRMS Form 103 or other means of control to identify data missing from paragraph A2/5 above. Annotate missing data on SF 122/123 or attach DRMS Form 103 if it has missing data. Ensure the location of property on SF 122/123.

C5.10.5.2. Resolve invalid/incomplete Transfer Orders by telephoning GSA, OFA or SASP. If the SF 122/123 is cancelled, ask the GSA APO if they plan on reallocating the item(s), if so, they could modify the request for items located at CONUS DRMOs. If the SF 122/123 is cancelled, do the following:

C5.10.5.2.1. Prepare original and copy of DRMS Form 58, Property Reutilization Communiqué form (see Adobe Forms) indicating why the SF 122/123 was cancelled.

C5.10.5.2.2. Send original DRMS Form 58 and copy of SF 122/123 to GSA Region Office.

C5.10.5.2.3. File copy of DRMS Form 58 and the original SF 122/123 in requisition denial/cancellation file.

C5.10.5.2.4. If property is located at a RIPL, the Central DRMO must notify and send a copy to the RIPL for information purposes and to update screening lists.

C5.10.5.2.5. Annotate screening list to reflect that property is available for issue.

C5.10.5.2.6. Pass picking slips to transfer order issue process.

C5.10.5.3. When the property is available for pickup, notify the customer of the property pickup procedures and provide the schedule for pickup.

C5.10.5.4. If the SF 122 provides a fund citation and shipping instructions:

C5.10.5.4.1. Mark date sent to shipping and "*advance copy mailed*" on a copy of the SF 122, and then file it in shipping suspense file.

C5.10.5.4.2. Mark "Advance Notice" on a copy of the SF 122/123 and mail it to the OFA.

C5.10.5.4.3. Forward the SF 122 to property management or to RIPL site. Must be correct number of copies needed for Transportation Management to ship.

C5.10.5.5. If the SF 122/123 shipping instructions are "pickup", phone or fax a notice to the OFA/Donee advising that the customer must remove the property in 21 calendar days.

C5.10.5.5.1. If only a phone call is made, annotate the date and name of person contacted on the SF 122/123 or on a sheet of paper to be attached to the SF 122/123.

C5.10.5.6. Date stamp the SF 122/123 and place it in the customer pickup suspense file.

C5.10.5.6.1. If property is a Central/Main DRMO, place a copy in the customer pickup file.

C5.10.5.6.2. If property is at a RIPL, send the SF 122/123 to the site where the property is located.

C5.10.5.6.3. If the property has not been picked up in 21 days, do the following:

C5.10.5.6.3.1 Pull the transfer orders from the customer pickup files and stamp "*PROPERTY NOT REMOVED*."

C5.10.5.6.3.2 File the stamped SF 122/123 for a reasonable period of time (1 month) and then destroy.

C5.10.5.6.3.3 Notify GSA APO that the customer failed to pickup.

C5.10.5.7. Process picking slips (optional) for FEPP sites.

C5.10.5.7.1. A picking slip is a printed notice to advise that an item is to be pulled from its storage location for issue on a transfer order.

C5.10.5.7.1.1 A picking slip is automatically produced each time DRMO personnel establish, modify, or cancel a transfer order line number in DAISY. Picking slips are output daily by local printer sequenced by site location code, then storage location code.

C5.10.5.7.1.2 There are three types of picking slips:

C5.10.5.7.1.2.1 Initial Picking Slip. This is a product of the establishment of a transfer order line number. It is the first picking slip produced for that transfer order line number and it notifies the DRMO personnel to pull the quantity specified for issue on a transfer order.

C5.10.5.7.1.2.2 Modified Picking Slip. This is produced by the modification of a transfer order line number. It is produced only after an initial picking slip was output for that transfer order line number, and reflects a change in quantity (normally an increase) from the Initial Picking Slip.

C5.10.5.7.1.2.3 Cancel Picking Slip. This is produced by the cancellation of a transfer order line number. It is produced only after an Initial Picking Slip (and possibly a Modified Picking Slip) was output for that transfer order line number. It notifies DRMO personnel that the item will no longer be transferred and should be returned to an appropriate storage location.

C5.10.5.7.1.3 Process picking slips as follows:

C5.10.5.7.1.3.1 Receive daily picking slips from local printer.

C5.10.5.7.1.3.2 Review and sort picking slips as appropriate.

C5.10.5.7.1.3.3 Provide picking slips to warehousing function for pull and/or relocate items for shipment.

C5.10.5.7.1.3.4 Receive from warehousing function all picking slips with annotations of action taken.

C5.10.5.7.1.3.5 Pass picking slips to transfer order issue process.

C5.10.5.7.1.4 When the property is available for pickup, notify the customer of the proper pickup procedure and deadline for when it must be picked up. As an option, use a rubber stamp on a copy of the SF 122/123.

C5.10.5.7.1.4.1 Annotate the SF 122/123 with the date the customer was notified.

NOTE: FCAs, State agencies and other donees are responsible for removing property or for making arrangements with a common carrier for its removal. DRMO will not act as an agent or shipper in the removal of donated property unless we can bill to customer fund cite provided.

C5.10.5.7.1.5 If material is located at RIPL, forward the SF 122/123 to the site for notice and placement in the customer pickup file. Pull the corresponding SF 122/123 copy from the transfer order suspense file, annotate accordingly and re-file.

C5.10.5.7.1.6 Review daily FCA and Donation customer Pickup Notices:

C5.10.5.7.1.6.1 CONUS - notify GSA and request a cancellation action.

C5.10.5.7.1.6.2 OCONUS - notify customer and request a cancellation action.

C5.10.5.7.1.6.3 Pull SF 122/123 from overdue pickup file.

C5.10.5.7.1.6.4 Annotate the SF 122/123 and copies with "*Customer failed to removed property.*"

C5.10.5.7.1.6.5 Pull the corresponding SF 122/123 copy from the transfer order suspension file.

C5.10.5.7.1.6.6 Mail annotated SF 122/123 to the appropriate GSA APO or allocating office.

C5.10.5.7.1.6.7 File original SF 122/123 in the SF122/123 cancellation file and destroy remaining copies. Hold original for a reasonable length of time (1 month) then destroy.

NOTE: GSA and/or allocating authority may be notified by telephone prior to mailing the SF 122/123 copy, but copies must be returned to confirm failure to pickup property. Maintain items in freeze or transfer order status, if required by GSA, to assure availability for reallocation.

C5.10.5.7.1.7 Prepare the required number of copies of the release/shipping document, DD Form 1348-1A or SF 122/123 to ship/release property.

C5.10.5.7.1.8 Process as follows when SF 122 property is available for release to transportation (i.e. RCP or other special arrangements in a case-by-case basis):

C5.10.5.7.1.8.1 Ensure property has correct condition code.

C5.10.5.7.1.8.2 Annotate shipping document with the date offered or delivered to PCH&T, and file one copy in the pickup or shipping suspense file.

C5.10.5.7.1.8.3 Forward remaining copies of shipping document to property management function or commercial activity contractor, as appropriate.

NOTE: Follow host agreement and meet necessary packaging and crating functions.

C5.10.5.7.1.8.4 Annotate PC&H charges on the shipping document when PC&H is accomplished by the DRMO.

C5.10.5.7.1.9 Surplus donated HM must have the following statement on the SF 123 and it must be signed by an agent of the receiving organization:

C5.10.5.7.1.9.1 *"I (we) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of hazardous material(s) or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any and all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition."*

C5.11. **Property Released/Issued.**

C5.11.1. Process AR0 (Material Release Confirmation).

C5.11.1.1. Process AR0 (Material Release Confirmation) when the item is released/delivered to the packing, crating, handling and transportation (PCH&T) activity or the Transportation Management Office (TMO). General Processing instructions reference: DRMS-I 4160.14 – Section 2, Chapter 2, Page 146.

C5.11.1.2. Process all R/T/D transactions into the accountable records within 3 working days after removal/release of property for issue.

C5.11.2. Enter AE6 transaction

C5.11.2.1. Enter AE6 transaction for items placed in awaiting TMO removal holding area at the DRMO (this only applies to DRMO holding property for an extended period of time i.e. two weeks or greater). General Processing instructions reference: DRMS-I 4160.14 – Section 2, Chapter 2, Page 144.

C5.11.2.2. The AE6 with HY Status notifies the Reutilization customer and the system, that property has been released to the transportation office (awaiting TMO).

C5.11.2.3. Items in the awaiting TMO area also require a Location Change for they remain on the DRMO inventory until. The items remain on the inventory until the AR0 is processed.

C5.11.2.4. Shows DRMO staff processed the requisition in a timely manner and will allow DRMS/DRMO personnel to track the time period items await transportation.

SECTION 2 - GENERAL PROCESSING

C6. SALES PROGRAM

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SECTION 2 - GENERAL PROCESSING

C6. Sales Program

C6.1. **Introduction.**

C6.1.1. General.

C6.1.1.1. This chapter provides DRMS procedures for the merchandising, sale and contract administration of surplus, foreign excess and directly and indirectly sold for DOD Personal Property Reutilization and Marketing Program by DRMS.

C6.1.1.2. Additional guidance is located in CORALS User Manual (Conversion of Referral and Local Sales), CORALS National Referral Users Manual, the DNSP and the Financial Tracking System (FTS) Users Manual.

C6.1.1.3. The concept of Central and Satellites (C&S) resources will be allocated where the workload exists. For a complete description of this concept and its workarounds, see Section 4, Supplement 2, Sales Enclosure 1 - SOP for Central/Satellite Workaround Systems Procedures.

C6.1.2. Authorities.

C6.1.2.1. Federal Property and Administrative Services Act: The sale of Government property is entered into and administered under the provisions of the Federal Property and Administrative Services Act of 1949, as amended, as implemented by the Federal Property Management Regulation (FPMR)/Federal Management Regulations (FMR). To the extent that a particular matter is not covered in the above, guidance may be obtained from the Federal Acquisition Regulation (FAR). However, except in those instances, in which the FAR specifically provides that the provision is applicable to the disposal of surplus personal property, the FAR is not mandatory and should be used as a guideline only.

C6.1.2.2. Buyer Eligibility: All persons or organizations, other than those specifically mentioned below, are entitled to purchase property. The following are not eligible:

C6.1.2.2.1. Direct Competitive Bid and Negotiated Sales

C6.1.2.2.1.1 Auctioneers and others under contract for the purpose of conducting a specific sale, their agents or employees, and immediate members of their household.

C6.1.2.2.1.2 Military and civilian personnel of DOD or U.S. Coast Guard whose duties include any functional or supervisory responsibilities for or within the DOD Personal Property Reutilization and Marketing Program, their agents, employees and immediate members of their household.

C6.1.2.2.1.3 Any person or organization intending to ship property, directly or

indirectly, to a denied area.

C6.1.2.2.1.4 Persons under 18 years of age.

C6.1.2.2.1.5 Individuals or firms who are ineligible as purchasers due to suspension or debarment.

C6.1.2.2.2. Indirect Sales (Commercial Venture, e.g., Usable or Scrap)

C6.1.2.2.2.1 Property or scrap sold by a CV contractor is not Government property. DRMS employees are prohibited from purchasing property from the CV contractor if:

C6.1.2.2.2.1.1 They are SCOs, administrative SCOs, CV contracting officer representatives, or they have any program responsibility for the CV contract;

C6.1.2.2.2.1.2 They had any functional or supervisory responsibility over the disposition of the particular item they are purchasing from the CV contractor; or

C6.1.2.2.2.1.3 They have management responsibility over any DRMS program. FSTs, DRMO Chiefs, Services Managers, Customer Service Reps, etc., are included in this category.

C6.1.2.2.2.2 If there is any question, contact DRMS Legal Counsel.

C6.1.2.2.2.3 DRMS employees, while not restricted from purchasing previously owned Government property (surplus and foreign excess personal property), are cautioned that the appearance of buying property may be misconstrued and are therefore requested to contact DRMS Legal Counsel for guidance.

C6.1.2.2.3. Retail Sales. Retail sales will be open to the general public and to all United States Government personnel except for those military, civilian, and U.S. Coast Guard personnel whose duties include any functional or supervisory responsibility for the DRMO that is holding or sponsoring the sale. In addition, DRMS/DRMO management and supervisory personnel are specifically prohibited from participating in retail sales. This prohibition includes an employee‘s agent, spouse, minor child, general partner, a member of their immediate household, or anyone who is a relative with whom the employee has a close personal relationship.

C6.1.2.3. Sales Contracting Officer (SCO) Appointments.

C6.1.2.3.1. Only Sales Contracting Officers (SCOs) can enter into, administer or terminate a sales contrac and make related determinations and findings. SCOs are appointed in writing by the DRMS Director as delegated to Director of DRMS-J3/4. The limit to the SCO‘s authority shall be provided with the appointment certificate.

C6.1.2.4. Responsibilities.

C6.1.2.4.1. No sales contract shall be entered into unless the SCO ensures that all requirements of law or regulations and all other applicable procedures, including clearances and approvals, have been met.

C6.1.2.4.2. SCOs are responsible for ensuring performance of all necessary actions for effective sales contracting, ensuring compliance with the terms of the sales contract and safeguarding the interests of DRMS.

C6.1.2.4.3. Ensure that bidders and buyers of usable and scrap material receive fair, impartial and equitable treatment.

C6.1.2.4.4. Request and consider the advice of specialists in law, environmental and other fields, as necessary

C6.1.2.4.5. Oversee sales contract actions, files documentation, security and financial functions

C6.1.2.4.6. Exercise reasonable care, skill and judgment in all sales contract actions and assure that adequate price competition was obtained prior to making awards.

C6.1.2.4.7. Personally sign all sales contracts, modifications and other documents including correspondence pertaining to the sales contract.

C6.1.2.4.8. Report matters relating to fraud, or criminal conduct to the appropriate authorities.

C6.1.2.4.9. Render decisions on protests, claims, disputes and appeals and prepare findings and determinations to support the required actions taken.

C6.1.2.4.10. Review, balance and close completed sales contracts and sales.

C6.1.2.5. SCO warrants may be requested for a specific time period, e.g., one year from the date of the warrant; for one specific sale or for an unlimited amount of time. In recommending an individual for SCO warrant, the nominating official shall determine the complexity of the warrant required, e.g. type of potential sales, dollar value of the property to be offered to the general public, etc. Additional criteria that the nominating official must consider before recommending a warrant include: the candidate‘s experience, training, education and knowledge of the DRMS mission and operations. The nominee should also show a solid understanding of the sales program. The nominating official should ensure the candidate understands the far-reaching impact that their negotiations, decisions, and customer interactions have on the organization and ensure alignment with strategic objectives.

The requesting official will notify DRMS-J362 of any administrative changes required in the appointment such as change of surname or change in the type of appointment authority so that a new warrant can be issued.

If the type of appointment reduces the authority, provide the reason(s) for the request.

If the type of appointment authority requested increases the authority, provide a signed statement from the nominee that he/she understands the responsibilities indicated above and the limitations of the warrant outlined below.

Whenever an SCO‘s appointment is no longer required or valid the current supervisor of the SCO will notify DRMS-J362, providing the reason(s) for the request for termination

Should the SCO leave the position requiring an SCO appointment, the losing supervisor shall request cancellation of the warrant. DRMS-J362 has the authority to cancel the warrant under this paragraph

Appointed SCOs must successfully complete SCO training every 3 years.

DRMS-J3/4 may revoke a SCO‘s appointment at any time. Revocation will not be retroactive.

SCO appointment authorities are as follows:

UNLIMITED LOCAL - Conduct local/DSD sales; award sales contracts and perform all sales contract administration.

UNLIMITED LOCAL WITH NEGOTIATION - Same as local unlimited, plus authority to negotiate sales within prescribed limits.

UNLIMITED (All sales) - Conduct, award and administer all DRMS sales.

Types of Property/Scrap by types of appointment.

Unlimited Local and Unlimited Local with Negotiation warrants – commercially-available property (received as and validated as DEMIL A usable property) or scrap material in a DEMIL A pile. This excludes property downgraded to scrap with mutilation as a condition of sale which renders the scrap to DEMIL A and DEMIL as a condition of sale rendering the property to DEMIL A scrap.

Unlimited warrants - personnel with this type warrant are authorized to conduct, award and administer all types of property and scrap material authorized for sale.

Pre-Nomination Requirements – Prior to nominating an employee (either US National or Local National) for the position of SCO, the nominating supervisor or DRMO Chief must complete the following:

Review of the position description sensitivity. Nominees must occupy a position sensitivity of non-critical sensitive. If not, the supervisor must submit a DLA Form 1270, Determination of

Need for Access/Position Sensitivity Change to request the position change. Appointments may be held pending completion of this position sensitivity change.

Review of the nominee‘s training history.

From the DRMS All and DRMO Employee Training Job Role requirements, the nominee must have successfully completed:

DRMS Basic Operations

DEMIL On-Line Introduction

All Study Periods identified

From the SCO Job Role Training requirements, the nominee must have successfully completed:

DRMS SCO Course

Difficult Interactions

Writing Skills

CLM 024 - Sales Contracting Overview

Request a review by assigned counsel as to the need for the nominee to complete an OGE Form 450, Confidential Financial Disclosure Report or acknowledgement that the submitted OGE Form 450 review has been completed and it appears there is no reason that prevents the candidate from being nominated for an SCO warrant.

Request a review of the official personnel file and/or security records and determine, with security personnel that no derogatory information is contained therein.

Nomination Package. Supervisors of the nominee in overseas locations will forward nominations for an SCO appointment through the DRMO Chief and Disposal Service Directorate to DRMS-J362. Nominations for HQ Sales Office appointments will be processed to or within J362. Those nominations not fitting the criteria above require nomination by the nominee‘s supervisor.

Type of appointment requested.

Period of time requested, if applicable

Nominee‘s full given name (and other names used), social security number or country equivalent, date of birth, place of birth, series/grade/title, PD number ,number, position sensitivity and current duty station.

Listing of nominee‘s past employment (minimum of previous 10 years required) including evidence of a prior SCO appointment, if applicable

Certification that the employee has no derogatory information in the OPF or security file

Certification of Learning Management System (LMS) History review of required course work. Provide a listing, e.g., LMS History, with title, type course, completion date and status (must be successful) or non-LMS equivalent. Provide the date of the last successfully completed SCO Course. If any required coursework has not been successfully completed, provide the date that the coursework will be completed. Provide completion validation as courses are successfully completed.

Provide, as an attachment, a signed statement by the nominee that she/ or he understands the responsibilities indicated above and the limitations of the warrant outlined below:

Financial Disclosure

Provide a statement that assigned counsel completed the review of the candidate‘s OGE Form 450, Confidential Financial Disclosure report and finds no potential conflict

DRMS-J362 will provide the SCO Certificate or notify the requesting official if disapproved and the reasons for the disapproval.

C6.1.2.6. Contract Award Approval Restrictions

C6.1.2.6.1. All SCOs are authorized to make sales contract item awards up to $100,000 (contract sale price) for usable property sold by competitive bid. Award of contracts resulting from competitive bid scrap sales has no limitation.

C6.1.2.6.2. Awards of contracts valued at $100,000 or more can only be made after review by DRMS-BBS.

C6.1.2.6.2.1 Request for review must be supported by the following documents:

C6.1.2.6.2.1.1 Copy of the Invitation For Bid (IFB) and any amendments thereto.

C6.1.2.6.2.1.2 Bid and Deposit Register.

C6.1.2.6.2.1.3 Abstract of Bids or equivalent (except auction sales).

C6.1.2.6.2.1.4 Pertinent copies of SF 114, SF 114a, SF 114B, SF 114 F (sealed bid and negotiated sales).

C6.1.2.6.2.1.5 Copy of the unsigned DRMS Form 1427 (auction, spot and sealed bids).

C6.1.2.6.2.2 Review will include conformance to regulation, number of bidders solicited, number of bids received, range of bids and explanation of facts if award is proposed to other than the high bidder.

C6.1.2.6.2.3 Approval/disapproval and rationale will be provided in writing. A copy of the request and approval/disapproval will be included in the contract file.

C6.1.2.6.3. SCOs with Unlimited authority must obtain approval from DRMS-BBS or designee, for all negotiated sales with a contract sale price of more than $5,000 but less than $15,000. No approval is required when the contract sale price is less than $5,000.

C6.1.2.6.4. SCOs with Local Unlimited with Negotiation authority need no approval for negotiated sales with a contract price of less than $1,000. However, approval from the Forward Support Team (FST) is required when the sale price will be $1,000 to $5,000 and DRMS-BBS or designee, when over $5,000 but less than $15,000.

C6.1.2.7. Antitrust Advice

C6.1.2.7.1. The sale of any property (including scrap) with an estimated fair market value of $3 million or more, or of any patent, process, technique or invention regardless of cost, requires prior notification of the Assistant U.S. Attorney General, (Antitrust Division, Department of Justice, Washington DC) and the Administrator of General Services (Washington DC).

C6.1.2.7.2. Forward notification through DRMS-B and include the following information:

C6.1.2.7.2.1 Location, acquisition cost and description of property (specify weight if scrap).

C6.1.2.7.2.2 Proposed sale price of property (explain if proposed purchaser was not the highest bidder).

C6.1.2.7.2.3 Method of sale and Invitation for Bid number.

C6.1.2.7.2.3.1 Sealed Bid (specify number of bidders solicited and the bids received).

C6.1.2.7.2.3.2 Auction or spot bid (state how sale was advertised).

C6.1.2.7.2.4 Proposed purchaser‘s name and company name (if applicable).

C6.1.2.7.2.4.1 If a corporation, give name of State and date of incorporation, name and address of each holder of 25 percent or more of corporation stock as well as of each subsidiary and company under common control.

C6.1.2.7.2.4.2 If a partnership, give the name and address of each partner and their other business connections.

C6.1.2.7.2.5 Nature of proposed purchaser‘s business (indicating whether its scope is local, statewide, regional or national) estimated sales dollar volume (as of latest calendar or fiscal year) and estimated net worth.

C6.1.2.7.2.6 Proposed purchaser‘s intended use of the property.

C6.1.2.7.3. If the Department of Justice determines that the proposed disposition would tend to create or maintain a situation inconsistent with Antitrust Laws, then the award will not be made to the proposed purchaser. Subsequent action will be determined on a case by case basis with input from the assigned legal counsel.

C6.1.3. Methods of Sale

C6.1.3.1. There are three primary methods of sale -- Competitive Bid, Negotiated and Sale at Firm Fixed Price (Retail).

C6.1.3.1.1. Competitive bid. Competitive bid sales entail the solicitation of bids in free and open competition. There are three types of competitive bids—Auction, Sealed Bid and Spot Bid. All three types can be used to conduct both local sales and national sales; however the terms and conditions differ.

C6.1.3.1.1.1 Auction Sales. Auction sales entail an individual (auctioneer) soliciting bids normally from an audience. The item number is announced and bids are solicited from customers who are allowed to continually increase their bids. When the no further increase occurs, the auctioneer pounds his gavel and the item is considered sold (although technically the item is not sold until the SCO signs the DRMS Form 1427).

C6.1.3.1.1.2 Sealed Bid Sales. Sealed bid sales entail public notice that bids would be accepted for property by a specified date and time in a specified place. Customers are allowed to modify or withdraw their bid up until the time specified for bid opening. Award is made to the highest responsible responsive bidder.

C6.1.3.1.1.3 Spot Bid Sales. Spot bid sales are similar to auctions in that bids are normally solicited from an audience. The item is announced and customers are allowed to submit a written bid for an item on the cards provided. The high bidder is announced and the process repeats for the next item.

C6.1.3.1.2. Negotiated Sales.

C6.1.3.1.2.1 Property may be sold by this method subject to obtaining such competition feasible under the circumstances when the property has an estimated fair market value not in excess of $5,000 (local) or $15,000 (national) and one of the following conditions are met:

C6.1.3.1.2.1.1 Public exigency may not admit delay incident to advertising. This includes disposals of perishable food or other property which may spoil or deteriorate so rapidly as to require that dispositions or disposals be made immediately for the preservation of human life or the alleviation of human suffering.

C6.1.3.1.2.1.2 Bid prices received after advertising are not reasonable (either as to all or a portion of the property) or bid prices have not been independently arrived at in open competition and it is determined that re-advertising shall serve no useful purpose. Under this condition, all responsible bidders who responded to the previous advertising shall be accorded an opportunity to submit offers for the property.

C6.1.3.1.2.1.3 Disposal is to a state, territory, possession, political subdivision thereof, or tax-supported agency therein.

C6.1.3.1.2.1.4 Public health, safety, or national security shall be promoted; such as when the property is a hazard to health or other property as to require immediate disposition.

C6.1.3.1.2.1.5 Disposal is necessary in the public interest during the period of a national emergency declared by the President or the Congress. The authority of this paragraph shall be used only with respect to:

C6.1.3.1.2.1.5.1 Particular items of personal property identified by the Administrator of General Services.

C6.1.3.1.2.1.5.2 Specifically described category or categories of property determined by the Administrator of General Services during any period fixed by the Administrator but not in excess of 3 months.

NOTE: Declaration of a national emergency alone is not justification for use of this authority. There must be other reasons for making use of negotiation necessary in the public interest.

C6.1.3.1.2.1.6 Property involved is of a nature which, if disposed of by other methods of sale, would cause such an impact on an industry or industries as to adversely affect the national economy, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation.

C6.1.3.1.2.1.7 Otherwise authorized by Title 40 (Environmental), of the US Code or other law

C6.1.3.1.2.2 For procedures for negotiated sales see Chapter 6.

C6.1.3.1.3. Retail Sale. Retail sale involves the sale of DEMIL A property at fixed prices on a first come first served basis. Retail sale procedures can be found at C6.2 and are

limited to overseas locations.

C6.1.3.1.4. Alternative Sales Methods: Alternative sales methods include, but are not limited to, Commercial Venture Sales (CV) including usable property and scrap, Exchange Sale, and other non-traditional sales methods. These sale methods require varying amounts of DRMO involvement based on the terms of sale. Standard Operating Procedures will be issued by the administrating directorate/office.

C6.1.3.1.4.1 CONUS Usable Property Sales - Commercial Venture

C6.1.3.1.4.1.1 The DRMS Sales Office has a Commercial Venture partnership in place, which began in June 2001. A 7-year proceeds sharing, term sales contract for essentially all usable, military, surplus property, DEMIL A, B or Q, to include reimbursable, turned-in to DRMS locations in the United States (to include Alaska and Hawaii), Guam and Puerto Rico.

C6.1.3.1.4.1.2 The present Partnership is with Government Liquidation, LLC; a firm based in Scottsdale, AZ. Government Liquidation is the exclusive partner of the U.S. Department of Defense for the sale of all property covered under this contract. See http://www.govliquidation.com .

C6.1.3.1.4.1.3 Sales include, but are not limited to high-value property, such as aircraft parts, machine tools, hardware, electronics, material handling equipment, passenger and military vehicles, medical, dental and laboratory equipment and boats and marine support equipment.

C6.1.3.1.4.1.4 Property is designated for CV in the DAISY receipt process, based on the FSC and DEMIL Code and accumulation designation and item number. There are 13 items on the sales contract.

C6.1.3.1.4.1.5 Usable property that survives RTD and meets the criteria above will be referred as a Commercial Venture item. Hazardous material, DEMIL required property, property requiring mutilation as condition of sale and scrap is excluded.

C6.1.3.1.4.1.6 Title to the property vests in the purchaser once the property appears on a Delivery Order (DO). DOs are generated by DRMS weekly.

C6.1.3.1.4.1.7 The DRMO CV POC and sales partner perform a joint validation of the DO property prior to signing the DO.

C6.1.3.1.4.1.8 Payment for property on the weekly DOs is based on the item bid percentage and paid on a monthly basis.

C6.1.3.1.4.1.9 Distribution of proceeds to DRMS is based on the contractual 80/20 split.

C6.1.3.1.4.1.10 The sales partner is provided designated storage space within the DRMO.

C6.1.3.1.4.1.11 DRMO will provide one move of the property within to the designated CV storage area.

C6.1.3.1.4.1.12 The DRMO CV POC removes the property from the DAISY accountable record with one XS7 transaction for each item number.

C6.1.3.1.4.1.13 The DRMS Sales Contracting Officer administers the contract. See the Standard Operating Procedures (SOP) for Commercial Venture Transactions at Section 4, Supplement 2 - Sales Chapter, Enclosure 2.

C6.1.3.1.4.2 Exchange or Sale. The Exchange or Sale of non-excess personal property is provided for under FMR 102-39. The authorization to exercise the Exchange/Sale Authority for all DOD components is provided for within the DOD Material Management Regulation DOD 4140.1-R Chapter 6.

C6.1.3.1.4.2.1 Under the Exchange/Sale authority an obsolete item can either be exchanged or sold and the credit or proceeds from the sale is used towards the purchase of the replacement inventory that is similar in purpose or falls within the same Federal Supply Classification (FSC) group.

C6.1.3.1.4.2.2 DRMS sells non-excess personal property for DOD after execution of a Memorandum of Understanding (MOA). The MOA defines responsibilities of each party to the Memorandum, the sales method, advertising, merchandising and associated costs to sell and proceeds distribution.

C6.1.3.1.4.2.3 The DOD component is responsible to create and load the item descriptions into the DRMS EOS web based system. DRMS-BBS consolidates the items into a catalog; applies the correct terms and conditions and produces the catalog. This is done outside the realm of DNSP as EOS is not in this system. DRMS utilizes the contractor Peckham Industries for its catalog distribution; DRMS accomplishes the advertising.

C6.1.3.1.4.2.4 An appointed Sales Contracting Officer conducts the sale, awards the contracts, distributes the proceeds (normally 88% to the service with the balance of 12% to DRMS), and closes the sale as in other DRMS direct sales.

C6.1.3.1.4.2.5 Exchange or sale property is not excess to DRMS and therefore is not accounted for in DAISY. DRMS does not generally take physical custody of the property. Accordingly, DRMOs have little or no involvement in the management of this program.

C6.1.3.1.4.3 Scrap Venture is a sales program designed to allow the Defense Reutilization and Marketing Service (DRMS) to offer current and future generations of scrap property on a —proceeds sharing‖ basis. This contract will provide the Contractor exclusive rights to this property (scrap ferrous, non-ferrous, and non-metallic materiel) for a minimum of

seven years; subject to the option of both DRMS and the contractor to cancel the contract earlier if the contractor does not achieve an objective minimum performance threshold. DRMS may elect to extend the term to up to 10 years.

C6.1.3.1.4.3.1 The contractor will pay the government a portion of the estimated value to take possession of the property. Once sold, DRMS receives 80% of the proceeds and the contractor keeps 20%.

C6.1.3.1.4.3.2 Property locations where the scrap will be offered include multiple Department of Defense (DOD) installations throughout the United States (including Alaska, but excluding locations in Hawaii, Tennessee, North Carolina and South Carolina).

C6.1.3.1.4.4 Southwest Asia Sales

C6.1.3.1.4.4.1 Only DEMIL A property can be sold at certain sites in Southwest Asia (Bahrain, Oman, Qatar, United Arab Emirates). The military generators are directed to ship DEMIL A property to various sites located in these countries for auctions to be conducted in Arabic and English. The generators use ETIDs to turn-in the property to the Forward Support Team located in Abu Dhabi, United Arab Emirates. The FST scours the generator‘s ETID documents to make sure that the property to be received is indeed DEMIL A property. Any property that is non-DEMIL A, is shipped to the DRMO at Camp Arifjan, Kuwait.

C6.1.3.1.4.4.2 Prior to any auctions for DEMIL A property, the SCO must physically inspect the property available for the auction to make sure the DEMIL Codes are correct. Anything non-DEMIL A is quarantined, segregated, and locked and awaiting transportation back to the military generator activity.

C6.1.3.1.4.4.3 Auctions are conducted in Arabic and English. Each auction must receive approval from the host nation. There are at least two DRMS representatives who attend each auction. The items in the DRMS Form 1427 award documents are individually listed in local currency while the total price is listed in local currency and the U.S. Dollar equivalent. The proceeds are collected by the auctioneer and deposited via wire transfer to a DFAS account in the country where the auction takes place. The FST office does the DD 1131 and sends to DFAS. The FST office also updates FTS/DAISY with the sales prices.

C6.1.3.1.4.4.4 At the DRMO in Kuwait, the sales methods are the same, but also include non-DEMIL A property. With non-DEMIL A property offered for sale, the terms and conditions must include a plan for demilitarization and/or mutilation on site or off site. The plan must be approved by the DEMIL office in Battle Creek.

C6.1.4. <u>Determining the Sales Venue</u>

C6.1.4.1. Property can be sold through a retail store, by local sale, or through national sale. The best sale venue is determined both by policy and by results. In general, property should be sold through whichever venue provides the greatest net proceeds. Low dollar property having only local interest should be sold through local or retail sale.

C6.1.4.1.1. Retail Sale. In general retail sale is for small quantities of low dollar consumer oriented property that would appeal to a broad range of customers. Generally, property must be coded DEMIL –A‖ and must not be regulated by Federal, state or local environmental laws. See C6.2.4. and Section 4, Supplement 2, Sales Enclosure 3 - Federal Supply Classes Authorized for Retail Sale for exceptions and further guidance.

C6.1.4.1.2. Local Sales. A sale that involves only one DRMO is considered a local sale. Sales that involve many DRMOs are considered an FST sale. Commodity specific sales involving many DRMOs are called Commodity FST sales. Local and commodity FST sales all use the same terms and conditions of sale. Generally, as the geographic scope of the sale broadens, the dollar value and lot sizes increase. Owing to the efficiencies obtained and the buyer interest generated, use local and commodity FST sales instead of local sales, whenever possible. Do not sell environmentally regulated property by local or commodity FST sale. See C6.3 for procedures for these sales.

C6.1.4.1.3. National/International Sale. Property that has national interest will be sold by DRMS-B. All environmentally regulated property, combatant ships, and explosives will be sold through the DRMS Sales Office. See C6.6 for procedures for national/international sales.

C6.1.5. Hazardous Property Sales

C6.1.5.1. General. The sale of hazardous property for legitimate reuse, reclamation, or recovery is an effective way to reduce disposal costs and provide a waste minimization to our customers. The highest priority in the sale of hazardous property is protection of the environment. The remaining objectives of the DRMS hazardous property sales program in descending order are: minimization of environmental liability; pollution prevention/waste minimization; and revenue generation. Sales of hazardous property will conform to the following:

C6.1.5.1.1. Compliance with Federal, state and local environmental laws is required.

C6.1.5.1.2. Overseas sales of hazardous property must conform to the requirements of this instruction. Host country laws will take precedence when clearly they are more stringent than U.S. standards.

C6.1.5.1.3. Container(s) must be good condition or better (overpacks do not qualify), properly labeled, with a MSDS or waste profile sheet as applicable. A container may be described as in –good condition‖ if it is not rusted, bent, bulging or dented so as to obliterate the label or to raise doubt about the suitability of the container for transportation.

C6.1.5.1.4. Maximizing sales proceeds, increasing inventory turnover, or meeting any other goals must always remain secondary to selling hazardous property in an environmentally safe and prudent manner.

C6.1.5.1.5. Improper sales of hazardous property can be a significant source of environmental liability. Hazardous property will be sold under strict adherence to policies and procedures contained in this instruction and in Section 2, Chapter 8 - Environmental. The sale of hazardous property under any waiver obtained under the procedures in Chapter 3 of this instruction must comply with all conditions included in the waiver.

C6.1.5.1.6. Prior to removal, buyers will always be given the right to refuse, without penalty, any hazardous property for which they have no need.

C6.1.5.1.7. Prompt action will be taken to terminate sale/delivery of hazardous property to buyers with environmental violations which justify termination.

C6.1.5.1.8. A complete audit trail will be maintained both by the DRMO and by DRMS-B.

C6.1.5.2. Sale Methods. Hazardous property may be sold under the following methods. National sale of hazardous property is the preferred method and shall be considered first. DRMOs will coordinate with DRMS-B to determine the most effective method for selling hazardous property. When quantities, quality, property location, and economic considerations are not conducive for national sale, the other sales methods should be considered and pursued.

C6.1.5.2.1. National Sale.

C6.1.5.2.2. Negotiated Sale.

C6.1.5.2.3. Local sale of non-environmentally regulated hazardous property in hazardous FSCs may be sold under the procedures in C6.3

C6.1.5.2.4. Commercially available hazardous property in consumer quantities may be sold on retail sales under the procedures in C6.2.

C6.1.5.2.5. Specific waivers issued by DRMS-B for commercially available hazardous property on local sale other than retail.

C6.1.5.3. Identification/Labeling/Marking. Hazardous property must conform with applicable identification, labeling/marking, and documentation requirements to be eligible for sale. These requirements will vary depending on the type of property being sold and regulatory requirements that apply. More information of these requirements can be found in Section 2, Chapter 8 - Environmental.

C6.1.5.3.1. Identification. Hazardous property being sold must be accurately identified as to its ingredients, which includes the chemical names of the ingredients, hazardous constituents or contaminants and their consideration. Also the manufacturer, distributor, or importer must be known. This applies to either containerized property or bulk property. If a used petroleum product has been received as a hazardous material, the following information is required to offer it for sale: 1) total halogen count; 2) flash point; 3) PCB concentration

expressed in PPM (if there is reason to suspect PCB contamination).

C6.1.5.3.2. Labeling/Marking/Tags. Hazardous property must contain all appropriate/required labels, tags, or markings in order to be offered for sale. There are several different regulations that have specific labeling requirements that need to be considered. Assistance in determining labeling requirements can be obtained by contacting DRMS-B. The most common labeling regulations/requirements for DOD property include but are not limited to:

C6.1.5.3.2.1 OSHA hazard communication label is required for hazardous commodities used in the workplace unless exempted from OSHA requirements in 29 CFR 1910.1200. The labeling requirement can be satisfied either by use of the manufacturer‘s/distributor‘s label/tag/mark or a DOD label (DOD Form 2521 or 2522). The following items do not require OSHA labeling or an MSDS:

C6.1.5.3.2.1.1 EPA hazardous waste.

C6.1.5.3.2.1.2 PCB waste.

C6.1.5.3.2.1.3 Wood or wood products.

C6.1.5.3.2.1.4 Food, drugs or cosmetics (medical items), as defined by 29 CFR 1910.1200.

C6.1.5.3.2.1.5 Articles. Articles are products that have shape or form and are designed to be used for a specific purpose (for example, batteries, compressed gas cylinders, asbestos gloves, most scrap).

C6.1.5.3.2.1.6 Bulk mixed items, such as used petroleum products, spent solvents, etc.

C6.1.5.3.2.2 Consumer Product Safety Act Labeling Requirements. Certain consumer products containing hazardous substances are required to contain labels. The American National Standards Institute (ANSI) has a labeling standard that is used on most commercial products.

C6.1.5.3.2.3 EPA Labeling Requirements: EPA has several labeling requirements depending on the hazardous constituent of the property or item. These include:

C6.1.5.3.2.3.1 PCB label requirements (TSCA) (40 CFR 761.40).

C6.1.5.3.2.3.2 Asbestos label requirements (TSCA) (40 CFR 763.171).

C6.1.5.3.2.3.3 `Pesticide label requirements (FIFRA) (40 CFR 156).

C6.1.5.3.2.3.4 Ozone Depleting Substances label requirements (CAA) (40 CFR 82.100-124).

C6.1.5.3.3. Supporting Documentation. Hazardous materials undergoing sale require a material safety data sheet unless exempted 29 CFR 1910.1200. Hazardous waste requires a hazardous waste profile sheet (DRMS Form 1930 or equivalent).

C6.1.5.4. National Sale. The following hazardous property will only be sold by DRMS-B.

C6.1.5.4.1. All Federal and state regulated hazardous waste.

C6.1.5.4.2. All originally non-hazardous property that has been contaminated with hazardous substances, used hazardous materials, or off-specification hazardous materials that are still potentially marketable and usable either for its originally intended purpose or another beneficial use.

C6.1.5.4.3. Bulk chemical products.

C6.1.5.4.4. PCP treated property regulated by the state where located or turned in by the generating activity with either -HMǁ or –HWǁ in block C of the DTID.

C6.1.5.4.5. Empty containers regulated by 40 CFR 261.7 of 49 CFR 173.29.

C6.1.5.4.6. Property meeting national sales criteria.

C6.1.5.4.7. PCB power distribution equipment.

C6.1.5.5. Prohibited Items. The following HM/HW items are prohibited from sale due to regulatory constraints or the nature of the property or its container. Process directly to ultimate disposal by service contract using Military Service funding.

C6.1.5.5.1. Overpacks. Includes damaged containers that have been overpacked due to leaks, dents, and rust. Exception: Large volumes of DS2 which may be sold only for distillation. DRMS may consider waivers for overpack items which have a reutilization, transfer, or donation requirement or for which an economical, legitimate market exists.

C6.1.5.5.2. Opened, partially used containers including those where the packaging integrity has been violated (Tylenol seal concept). Exception: DRMS may consider waivers for such items which have a reutilization, transfer or donation requirement or for which an economical, legitimate market exists. DRMS may require a lab analysis and/or a hazardous waste profile sheet to accompany the items.

C6.1.5.5.3. Selected PCBs and PCB floor sweeping compounds, such as, PCBs regulated by the Toxic Substances and Control Act, 40 CFR 761.

C6.1.5.5.4. Discharged or expended shelf-life lithium batteries.

C6.1.5.5.5. Suspended pesticides; canceled pesticides with no EPA approved uses;

pesticides without Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) labels; and restricted use pesticides bearing the —DANGER‖ label.

C6.1.5.5.6. Friable asbestos and friable asbestos containing items as defined in 40 CFR 61.141.

C6.1.5.5.7. Chlorobromomethane/bromochloromethane (C/B) liquids and C/B fire extinguishers that have not been drained of all residues and depressurized by removal of the valve assembly.

C6.1.5.5.8. Chemical defense equipment containing ASC whetlerite charcoal and other chemical defense equipment found at: www.drms.dla.mil/drms/intranet/index.htm /National Sales Description Guidelines (ASC is not an acronym but a specific designator for activated carbon that has been impregnated with type ASC solution which is a mixture of copper chromium and silver).

C6.1.5.5.9. Shelf-life items that exceed the extended shelf life by 12 months except those that can be sold as HW to legitimate recyclers, reprocessors, and/or manufacturers. This is limited to the State of California and any other states with similar restrictions.

C6.1.5.5.10. FSC 6505 condemned drugs or biologicals that are RCRA/State regulated (DRMS accepts accountability, not physical custody, of only non-controlled RCRA/State regulated items).

C6.1.5.5.11. Hardened paints/adhesives/sealing compounds.

C6.1.5.5.12. Paint chips/rollers/brushes/rags/clothing and sludge from paint stripping operations.

C6.1.5.5.13. Spill residues.

C6.1.5.5.14. Rags/cloths/debris contaminated with HM/HW not considered spill residue including filters, lead anodes, clay PBC liners, water purifying salts, ion exchange resin and graphite.

C6.1.5.5.15. Spent blasting media contaminated with HM/HW.

C6.1.5.6. Timing. All hazardous material in unopened, good condition containers, without regulatory constraints should go through screening. Reference Section 4, Supplement 2, - Property Accounting Enclosure 12 for appropriate action/accounting and material screening codes. Hazardous property not falling within those parameters will be written and referred for sale upon receipt unless there is a known or potential RTD requirement. This property will NOT be held.

C6.1.5.7. Inventory Balance and Market Retest. DRMOs shall manage their hazardous property inventories to achieve the maximum amount of property being offered for sale while

balancing environmental responsibilities. All legitimate, useable hazardous property received should be considered for sales. Property with no RTD or sales potential can be placed on a delivery order for disposal directly upon receipt. DRMOs shall periodically (e.g. every 12 months) re-evaluate/retest the market for hazardous property going directly to ultimate disposal to determine if any of this property has potential marketability/recycling potential which warrants offering the property for sale again. This should be done by working with DRMS-B to obtain past national sales history information on a specific item, contacting local potential markets, or re-offering property for local sales.

C6.1.5.8. Re-Offer. Individual line items of hazardous property will normally be offered for sale only one time. If that effort is unsuccessful, such property will normally be processed for alternate disposal action, e.g., Return to Manufacturer Program or through service contract according to established procedures. Exceptions to this policy are limited to the following situations:

C6.1.5.8.1. Where a known market exists. The known market concept must be addressed in the context of reasonableness and applied with common sense.

C6.1.5.8.2. Where defaults occurred on sales which received responsive bids on identical property from other than the bidder that defaulted.

C6.1.5.8.3. Where continued storage will impose no significant adverse impact on the DRMO/generating activity or host installation.

C6.1.5.8.4. Where the DRMS SALES OFFICE and the DRMO determines that the re-offer of the material will be in the Government‘s best interest.

C6.1.5.9. See the Standard Operating Procedure for Hazardous Material Sales, Section 4, Supplement 2, Sales Enclosure 4.

C6.1.6. <u>Lotting Property For Sale.</u>

C6.1.6.1. Criteria: Lotting is the physical arrangement of property for sale considering the type, condition and value of the property and the commercial market practices commonly followed. Proper lotting encourages prospective buyers to bid on items in which they have a special interest, and it allows them to bid on items in quantities which they can handle most effectively. The following criteria listed in descending order of desirability, should be followed when lotting property:

C6.1.6.1.1. The best lotting criteria is not to lot at all. Offer individual NSNs as separate catalog items whenever practicable. If necessary, hold property for a reasonable period to accumulate a sufficient quantity to offer an individual NSN or to prepare a homogeneous lot of similar NSNs. Widely diversified sales lots require buyers to buy material they do not want. This reduces competition and the return to the Government. Sell property on a –per lotll basis only when it is uneconomical to segregate individual items for sale.

C6.1.6.1.2. Lot Like Property by Manufacturer. Spare parts for industrial equipment, aircraft, construction equipment and materials handling equipment sell best when they are lotted by manufacturer. Offer end-use items for these categories by —each.‖ Many dealers and distributors handle products of a single manufacturer such as Clark, Caterpillar, etc. Lotting sale items by manufacturer will attract these specialized buyers.

C6.1.6.1.3. Lot Property by End Item Application. For aircraft parts particularly, the use of Material Management Aggregation Codes (MMAC) and Special Material Identification Codes (SMIC), can assist in identifying an applicable Air Force and Navy aircraft.

C6.1.6.1.4. If the small amount generated preclude lotting by one of these criteria then, and only then, should property be lotted by the less desirable criteria of Federal Supply Class (FSC), Federal Supply Group (FSG). Remember, it is better to lot like items together such as aircraft engine parts (FSG 28) with aircraft fuel system parts (FSG 29), than to lot dissimilar items which are within the same FSG. As a last resort, use suggested listing at Section 4, Supplement 2, Sales Enclosure 5 - Suggested FSG/FSC Lotting Guide.

C6.1.6.2. Itemized Lots. If property cannot be economically offered as a single unit NSN then offer property in an itemized lot whenever possible. An itemized lot provides data on each item in the lot in the item description. When a large volume of low value items, too numerous to list, is received, describe it in general terms as a narrative lot. Narrative lots should be used ONLY AS A LAST RESORT. Offer narrative lots of 5,000 pounds or more by weight; however, smaller quantities may be offered either by lot or by weight.

C6.1.6.3. Conditions. Unused items should be lotted by make or manufacturer, whenever possible. Used and unused property should normally be offered separately. Consider commingling used and unused property only when all other alternatives would result in a substantial loss of proceeds.

C6.1.6.4. DEMIL. Property having different DEMIL codes should not be combined in a lot. Do not mix MLI/CCLI with non-MLI/CCLI. This type of mixing inevitably lowers the desirability of the lot and thereby lowers the proceeds returned.

C6.1.6.5. Lot Size. Combine or group property to suit a cross section of potential buyers. Most usable property can be sold as —each,‖ divided into sale items to satisfy individual consumers, or grouped into medium-size sale items to attract business customers. When related items are broken down into small items, qualified, tie-in or all-or-none bids may be permitted to increase competition. When all the material in a sale item is unused, same condition and same manufacturer, consider increment bids (sealed bid sales only) so big buyers compete with the middle and small buyers.

C6.1.6.6. Transportation Requirements. Consider transportation requirements (such as the number of railroad cars or other conveyances needed to ship national sales items and the shipping costs involved) when determining lot size and selecting the method of sale.

C6.1.6.7. Units of Measure. Offer property for sale by units of pounds, kilograms, each,

gallons, liters, net tons, gross tons, metric tons, etc., in conformance with trade practices. Where this is impractical and sale must be made by lot, the catalog or IFB will state the approximate material quantity in the lot in easily understandable terms. Keep lot offerings to a minimum. Offer property on a per lot basis only when quantities and dollar values are so small that the administrative cost of segregation and sale as individual items will exceed the anticipated proceeds of sale.

C6.1.6.8. Scrap. Scrap (ferrous, nonferrous and nonmetallic), regardless of quantity, should not be sold by lot. Instead, offer ferrous scrap by the gross ton, nonferrous metals by the pound, paper by the net ton, textiles by the pound and liquids by the gallon. Overseas, as appropriate use the applicable metric unit of measure. A railcar load or barge load of nonferrous scrap may attract national interests, but a truckload of ferrous scrap will usually generate only local interest. Demand for various grades of scrap will vary by location and time of year; consider these factors in determining the optimum lot size to be offered for sale.

C6.1.6.9. Lotting Hazardous Material. Sale items of hazardous material ideally will be lotted as a single commodity by one manufacturer. If hazardous property is lotted for sale, the lot will consist of similar and chemically compatible items within one FSC. Being in one FSC is not, in itself, sufficient criteria for lotting, the items must be similar. Property that is not regulated by DOT will not be lotted with DOT regulated property. All items in the lot should be unused, in good condition and in non-leaking containers. Prior to removal, buyers have the right to refuse, without penalty, any items within the lot for which they have no need. Narrative lots are strictly prohibited.

C6.1.7. Downgrading Property To Scrap.

C6.1.7.1. General. DRMO personnel may determine that certain items that have moved into the sales cycle should be downgraded to scrap rather than sold as usual property. See DOD 4160.21-M, Chapter 8. The source document for the downgrade transaction is the Sales Placard or DRMS Form 222, Downgrade to Scrap Request (after End of Screening Date - ESD), depending on the nature of the transaction. Distribution personnel accomplish the Referral for Downgrade action (udaz13) that initiates the downgrade process. This action includes a Downgrade Justification Code indicating the reason for downgrade. This action triggers output of a Downgrade Placard. Warehousing personnel will use the downgrade placard to accomplish the downgrade action. When approval authority for downgrading property to scrap exceeds the DRMO limit, submit a Downgrade Request Checklist. Instructions and sample of the checklist are located in Section 4 – Supplements, Supplement 2 – General Processing, C2. Property Accounting, Enclosure 1 - Adjustments and Corrections to Accountable Records, paragraph F.8.

C6.1.7.2. DAISY Input. To input the downgrade referral transaction, first select *MARKETING* from the DAISY Menu. Then select *REFERRAL PROCESSES*. Finally, select *REFER FOR DOWNGRADE*. Process the referral as follows:

C6.1.7.2.1. *DTID NUMBER* Field - Enter the DTID Number. After the DTID Number has been entered, the system displays a screen with the basic data on that item.

C6.1.7.2.2. *JUSTIFICATION CODE* Field - Enter the Downgrade Justification Code. After this code is entered and the transaction is saved, the system generates a DWR, Downgrade Request Transaction. The DTID is held in the pending file (–pend‖ file) until the downgrade has been completed and then the system generates a DWD, Gain from Downgrade.

NOTE: The DWR transaction generates a downgrade placard during the evening batch. If the DWR is input prior to the downgrade placard being generated, a DRMS Form 222 must be used to record the downgrade.

C6.1.7.2.3. Scrap Property Management. Useable items classified as sensitive property and either received as scrap or downgraded to scrap, will be destroyed either by the DRMO before release to a buyer or by the buyer as a condition of sale. Sensitive property is contained in the Critical Federal Supply Classes and Groups referenced in Section 2, Chapter 1 - Logistics.

C6.1.7.2.4. Receipt. Receive as scrap or downgrade only that property which cannot be marketed and successfully sold as usable property. Property marketed and sold as usable property returns greater proceeds than scrap property, which, by definition, is valued only for its material content.

C6.1.8. Withdrawal From Sale

C6.1.8.1. Approval. Withdrawal requests will be prepared at a level commensurate with the sales status of the property.

C6.1.8.1.1. For local sales, DRMOs may approve withdrawal any time prior to award. After award, the DRMO will forward the request to DRMS-B, as applicable. The DRMS-B will review the request, prepare a recommendation and forward the package to DLA/J372. (See paragraph C6.3, this chapter.).

C6.1.8.1.2. For national sales DRMS-B is authorized to approve requests from the referral date until the property is awarded. After award, but before removal of property, DRMS-B will forward the withdrawal request, with recommendation for approval/disapproval to DLA/J372.

C6.1.8.1.2.1 Requests from Inventory Control Points (ICP) and units with Not Mission Capable Supply (NMCS) request received after an Invitation For Bid (IFB) number has been assigned to an item, should be forwarded to DRMS-B as applicable for further review.

C6.1.8.1.2.2 ICP and NMCS requests will consist of DD Form 1348-1A, a full written justification, a completed DRMS Form 73, and a copy of a worldwide interrogation showing the non-availability of the item needed.

C6.1.8.1.2.3 If an item has rolled to the Merchandising Cycle prior to an IFB number being assigned, DRMOs will issue the item. However, if it is a Commercial Venture

item, DRMOs must request approval or disapproval from their CV representative.

C6.1.8.1.3. When approval of the request would necessitate withdrawal of a complete sales catalog item on a published national sale, through WEB capability, determine the availability of other like assets. If items located satisfy the requester, the item will not be withdrawn from the sale. If no assets are available and a determination is made that a valid requirement exists, prepare DRMS Form 73 requesting that DRMS-B approve the withdrawal from sale.

C6.1.8.1.4. When requests are approved between the referral date and the time property is awarded, except items cited in paragraph H1a, the SCO will prepare DRMS Form 73 in the required number of copies and provide copies to other organizational elements.

C6.1.8.1.5. Except under extreme circumstances, property made available for the prescribed screening periods will not be approved for withdrawal to support DOD non-mission, Federal civil agency or donee requests after such property has been advertised for sale.

C6.1.8.2. Actions Required. Actions required on withdrawal requests for property referred for sale but not awarded.

C6.1.8.2.1. DRMO will promptly forward all withdrawal requests for items referred to DRMS-B with the following information:

C6.1.8.2.1.1 Property list number.

C6.1.8.2.1.2 Item numbers.

C6.1.8.2.1.3 Noun description and quantity.

C6.1.8.2.1.4 Inventory value.

C6.1.8.2.1.5 Physical location of property.

C6.1.8.2.1.6 Name and address of activity requesting withdrawal.

C6.1.8.2.1.7 Justification for withdrawal. Include a statement that property is needed to satisfy an authorized requirement. The restriction does not apply to requisitions submitted by IMs/ICPs that, unless otherwise specified in the submission, will be assumed to be against funded requirements, and does not apply to Not Mission Capable for Supply (NMCS) requisitions. Items against these types of requirements will be released in the same manner as if requisitioned prior to the ESD.

C6.1.8.2.2. DRMS-B will take the following actions when an item is withdrawn from a catalog prior to printing:

C6.1.8.2.2.1.1 Obliterate the full description, quantity and unit of measure and

insert the word *"WITHDRAWN"* beside the item number.

C6.1.8.2.2.1.2 Obliterate the item number and description from the index if there are no other item numbers listed. If there are other items, delete item number only.

C6.1.8.2.2.1.3 Obliterate the Special Circumstance Condition from the applicable DRMS Form 73 if there are no other item numbers affected by the condition.

C6.1.8.2.2.1.4 The loading table must also indicate the items withdrawn. When all property from a location is withdrawn, insert *„WITHDRAWN"* at an angle over the item numbers, location of the property and the loading legends. Any notes applicable to justify the withdrawn items must be deleted (obliterate all verbiage and insert the word *"DELETED"* beside the related notes' alphabetic designator).

C6.1.8.2.2.1.5 If a complete withdrawal is required after the catalog has been forwarded the printer, contact that printer to affect the withdrawal. If withdrawal is not possible (i.e., the catalogs have been printed) consider issuing an amendment to our customers.

C6.1.8.3. DLSC Approvals.

C6.1.8.3.1. After award but prior to removal of property, DRMS-B will refer the withdrawal request, together with a recommendation for approval or disapproval, to DLA/J372. The following information will be included as applicable, to assist in making rapid determinations on requests for withdrawal after award:

C6.1.8.3.1.1 IFB number and opening date

C6.1.8.3.1.2 Item number(s)

C6.1.8.3.1.3 Noun description, NSN, quantity, acquisition cost and sales price of property requested to be withdrawn.

C6.1.8.3.1.4 DRMO requesting withdrawal and location of the property.

C6.1.8.3.1.5 Final removal date specified in the award.

C6.1.8.3.1.6 Name of activity requesting the property from the DRMO.

C6.1.8.3.1.7 Information regarding any efforts by the requesting activity, the DRMO, or DRMS-B to satisfy the requirement from another DRMO source including a screen for identical/substitute assets not yet in the sales cycle.

C6.1.8.3.1.8 Justification for the recommended approval or disapproval.

C6.1.8.3.1.9 Whether the property is still in the physical custody of the DRMO.

C6.1.8.3.2. An exception to referral to DLA/J372 is authorized when the SCO contacts the purchaser, advises him of the proposed withdrawal and the purchaser agrees to sign a waiver. The executed waiver must be received by the SCO or DRMO before property is removed by the withdrawal requester. If the purchaser declines to execute a waiver, the SCO will advise the purchaser that the property is not available for removal and that he will be advised when the withdrawal decision is made.

C6.1.8.3.3. The appropriate Headquarters of the Military Service/Defense Agency are required to provide the following information:

C6.1.8.3.3.1 Detailed justification as to why the property is required, including the use that will be made of the property if withdrawn from sale.

C6.1.8.3.3.2 Mission impact statement from a support, procurement and funding standpoint, if the property is not withdrawn from sale.

C6.1.8.3.4. Effort made to meet the requirement from other sources (including consideration of use of substitute items).

C6.1.9. Display.

C6.1.9.1. Segregate Property to be Sold. Physically segregate property to be sold from property not being sold unless it is deemed uneconomical. When such property cannot be segregated, tag it appropriately to identify its status.

C6.1.9.2. Display Property to be Sold. Display property for convenient inspection by bidders. Arrange displays in numerical sequence for each sale. Take necessary precautions to ensure that the assigned property item number is clearly shown and cannot easily be removed or obliterated.

C6.1.9.3. Display Representative Items. Consider establishing an area to display representative items. Tell bidders in catalogs, flyers and advertising media that displays of representative items are designed to facilitate their inspection.

C6.1.9.4. Methods of Display. The method of displaying material depends on the nature and characteristics of the material. Display items offered for sale in a manner that permits the potential buyer to closely examine and handle the merchandise while safeguarding against pilferage. Set up creative displays, with signs giving suggested uses. Design the sales display to promote potential buyer interest.

C6.1.10. Special Handling, Loading And Other Services.

C6.1.10.1. General. DRMO personnel should carefully review unusual items (large hard-to-remove items that require special handling, unique removal or handling either by the Government or the purchaser) to determine the amount and difficulty of the work involved, safety considerations, special handling, equipment, and whether it is to the Government‘s

interest to perform such work or any part thereof. It is essential that the IFB should set this out in detail. Identify any extra time or materials required (e.g., special material handling, heavy dock cranes, installed machine tools, vessels, etc.). Identify special work to be performed either by the Government or the purchaser prior to, during or after removal. When identifying the time requirements consider working hours and specific loading data. Specific loading data should include restrictions, if any; designated working area, work cessation requirements, safety regulations, security requirements, blueprints availability, access routes, utilities available, debris removal, etc., as applicable or appropriate and all other pertinent data for such property.

C6.1.10.1.1. Government-Performed Services. The IFB will identify what services the Government will perform such as blocking, bracing, lashing, skidding, or banding.

C6.1.10.1.2. Charges for Services. When commercial/other Government personnel, equipment or facilities, for performing special services such as packing, crating, etc., are available, advise what to charge the purchaser if he requests the services.

C6.1.10.2. Type of Conveyance. Identify in the IFB Loading Table what type of conveyances the Government will load.

C6.1.10.2.1. When personnel and equipment are not available to the DRMO to perform loading, advise purchaser that the Government will not load.

C6.1.10.2.2. When personnel and equipment are available, advise that the Government will load on a conveyance furnished by the purchaser. If it is conclusively documented that such action is not in the best interest of the Government, personnel and equipment should not be made available. For example, at certain overseas locations the purchaser‘s labor costs are only a fraction of the DRMO‘s cost or if it would be clearly advantageous for a purchaser to segregate property during the loading process.

C6.1.10.2.3. Removal via Water. Military activities may apply wharfage charges to vessels or barges that tie up, dock, or use a military pier or quay wall for loading. Keep these charges separate and distinct. When offering property that may be removed by water, wharfage charges and additional loading charges that are applicable in the IFB Loading Table must be stated. When it is likely that removal will be by water transport and normal weighing facilities will not be readily available, include the article entitled *“WEIGHING”.*

C6.1.11. <u>Property Status Identification.</u>

C6.1.11.1. Clearly identify the status of usable and scrap property from the time of receipt until final removal. Identify property referred for sale but not yet placed on a sale, by a sign showing the property referral list number, item number and noun name. Then replace this sign with a sign displaying the actual sale information.

C6.1.12. <u>Market Research</u>

C6.1.12.1. Marketing Information. DRMS marketing activities at all organizational levels

should analyze trends, alternate property uses, potential markets, possible sales methods, sales policies and other related considerations. Research on unusual or special items can improve sales operations, decrease costs and increase proceeds. It may also reveal methods to DEMIL property with minimum loss of marketability and proceeds.

C6.1.13. Sales Promotion

C6.1.13.1. Publicity

C6.1.13.1.1. General. Make every effort to obtain maximum free sale publicity from local newspapers, radio and television stations, trade journals and other media. Ask postal authorities to display posters and IFBs on local U.S. Postal Service bulletin boards. The Public Affairs Office at DRMS publishes public service announcements, which DRMOs can use in conjunction with sale announcements.

C6.1.13.1.2. Industry Visits. When time and workload permit, make visits to promote the sale of specialized items. Contact prospective buyers with a known or suspected interest, who are not on the national bidders list or are unfamiliar with our sales program.

C6.1.13.1.3. Commerce Business Daily (CBD). When a proposed national competitive bid sale of usable property located in the United States, Puerto Rico, American Samoa, Guam, TTPI and the Virgin Islands has a total acquisition cost of $250,000 or more or sales of scrap with a minimum potential return of $5,000, sales offices will publish an advance notice in the CBD.

C6.1.13.1.3.1 Notices may be prepared for sales not meeting the above criteria and where further publicity is considered warranted.

C6.1.13.1.3.2 Omit the total acquisition cost.

C6.1.13.1.3.3 To have notices included in the Department of Commerce synopsis of principal proposed sales, they should be sent to that office not more than 25 or less than 20 days (unless special circumstances require a longer period of time) before the day of sale or bid opening.

C6.1.13.1.3.4 Preface information by identifying the type of property being offered, e.g., scrap sale, general merchandise, electronic material, aircraft, service and trade equipment, machine tools. To comply with CBD style and format, use one paragraph for each sale. Also use abbreviations for states, months and items, such as AFB for Air Force Base, etc. Include the name, address, and telephone number of where IFBs and other information can be obtained, the IFB number; bid opening date; method of sale, (i.e., sealed bid, spot bid or auction) and the time, date and place where property will be available for inspection. Furnish property location(s) by state(s) also note if no more than two are involved.

C6.1.13.2. News Releases

C6.1.13.2.1. When preparing a news release, list all the outstanding/noteworthy/important facts. Be sure to include information regarding WHO, WHAT, WHEN, WHERE and BENEFITS toward the top of the release. If desirable, add the HOW and go into details of the story. Arrange news material in an inverted pyramid with each succeeding paragraph becoming less important (or no more important) than the one before it. Consequently, any copy-desk –casualties‖ at the end of the story will be of little concern. Use short sentences, short paragraphs and punctuation carefully and precisely. Put the full name, address and phone number of the activity at the top of the release.

C6.1.13.2.2. Give a preferred release date in the upper right corner or indicate that the editor can release at his option. Type and double-space all copy to give the copy editor room to edit. If the story runs over to a second page, type –more‖ at the bottom of the first page. As a rule, most stories can be told on one page. (One page, double-spaced will fill about six inches of newspaper space one column wide.) If time does not permit writing a complete news release for local area coverage, the best and most logical alternative is to submit a fact sheet. Keep at least two copies of all news releases. Never submit carbon copies.

C6.1.13.2.3. If submitting photographs with news releases, a glossy, black and white, 8‖ x 10‖ print is preferred by newspapers. Type a caption on plain white paper and tape it to the lower back of the photograph. Fold the paper up over the face of the picture. Do not use paper clips or write on the back of the photograph.

C6.1.13.2.4. News releases may be mailed or delivered in person and should be distributed to all media at approximately the same time. Releases should be directed to the editor, not to the advertising director, publisher, etc. To avoid publicizing erroneous sale information, do not provide news releases to local media until it is certain the sale will be held as planned. If a damaging error appears in the published story, advise the editor as soon as possible. Give a copy of the correction to everyone who received the original news release. Submit routine material at least 24 hours before the desired day of publication. Become acquainted with newspaper editors and reporters of the local newspapers and the staff of radio and television stations, as It can be very helpful in promoting the surplus sales program.

C6.1.13.2.5. Press Queries. Sales offices will promptly answer any queries concerning specific sales or non-controversial program information. When events of a sensational, controversial, or possible adverse nature occur, contact the Public Affairs Office (PAO) by telephone (or by message) and furnish all available information necessary to answer the query.

C6.1.13.2.6. Radio-TV Appearances. Radio and TV spot announcements can be helpful. Broadcast media copy should be prepared in 10-, 20-, and 60-second lengths. Allow one spot announcement per page, double- or triple-spaced. (A 60-second spot takes about 120 words.) Underline the length of the spot in the upper right-hand corner of each page. Notify DRMS PAO before their personnel accept an invitation to appear on local radio or television shows to discuss the surplus sales program.

C6.1.13.2.7. Internet. Place all sale catalogs on the WWW not later than the first day

of inspection. Advertising the sales via the WWW will provide wide coverage to the public and increase their awareness of our sales program. Contact DRMS-B for assistance in advertising unique and/or high dollar value property.

C6.1.13.2.8. Telephone Inquiries. Where the number of sales inquiries is sufficiently large, DRMOs may use an optional typed informational letter. The letter can be loaded into a personal computer where periodic updates will be made to reflect required changes. This method provides a quick and uniform response to telephone inquiries.

C6.1.13.2.9. Specialty Sales Advertising. Use promotional items to advertise at trade shows or similar events where they might serve to remind the recipient of our program after they return home.

C6.1.13.2.10. Fax Machine Inquiries through Polling. As an excellent customer service option, use the polling capability to disseminate local sale information on their fax machine.

C6.1.13.2.11. Public Displays and Exhibits. Displays and exhibits in public places and at public gatherings such as regional fairs, trade shows, conventions, public building lobbies and public exhibitions are an effective merchandising tool.

C6.1.13.3. Paid Advertising.

C6.1.13.3.1. DRMOs are required to use the advertising kits for all paid advertising efforts. Any use of advertising funds outside of the AD kits must be approved by DRMS-BB.

C6.1.13.3.2. Use paid advertising to supplement free publicity. Advertising should be used in market areas where there is major interest in the commodities being offered. Trade journals, waste exchange information bulletins and periodicals, other than daily or weekly, may be used when there is an appropriate amount, value and type of property and a sufficient time exists between the initial advertisement placement and the bid opening date. Ordinarily, one insertion of an advertisement will suffice, but when more than one is needed, place them at reasonable intervals before the sale.

C6.1.13.3.3. Review local sales participation on a regular basis to determine if optimum competition is being obtained. If bidder registration numbers are below 100, or constant, use paid advertising. The DRMOs are directed to use paid advertising for the next two local sales in an attempt to increase bidder competition.

C6.1.13.3.4. Cost/benefit analysis must be performed in an attempt to ensure the effectiveness of the ad. Any placed ad must be closely monitored to judge the response rate (i.e., total new customer response, proceeds generated, etc.) to determine if the results justified the cost.

C6.1.13.3.5. The placing/ordering of a paid advertisement is considered a procurement action. Only an authorized contracting officer can obligate Government funds.

Advertising expenditures are no exception. Unauthorized obligations will not be tolerated and the responsible party will be subject to the appropriate disciplinary action.

C6.1.13.3.5.1 DRMOs may use the Government -wide Purchase Card (GPC) to purchase ads. The prospective cardholder and cognizant approving official must receive mandatory training on credit card procedures, training on procurement ethics and execute a procurement integrity certification before an authorized credit card is issued. The credit card dollar limitation is $2,500 per single purchase limit. Certain small purchase acquisition regulations may also apply.

C6.1.13.3.5.2 For over $2,500 or if use of a GPC card is not an available option, then the DRMO needs to establish a contractual relationship through the host procurement office. This host procurement office should be able to establish an appropriate contractual vehicle to meet the requirements that will expedite future advertising needs such as Blanket Purchase Order Agreements (BPAs) or Basic Ordering Agreements (BOAs). Such agreements will expedite requirements in placing future ads. Contracting support is already included in ISAs and any problem with proper support should be immediately referred through the appropriate channels.

C6.1.13.3.6. Composition. As a minimum, an advertisement should state the general type of property being sold, sale location, IFB number, bid opening date, time and place and how to obtain an IFB. The use of pictures is always encouraged. Pictures that best stimulate bidder interest have few details, strong contrasts and display an item that is in some way unique (e.g., new, big, one-of-a-kind).

C6.1.14. General Sales Procedures.

C6.1.14.1. Automated System. The current disposal system has three automated systems for processing sale transactions. The DAISY National Sales Program (DNSP) provides the automated support for preparing the national sales catalog and for processing the bids for national sales. The Conversion of Referral and Local Sales (CORALS) provides the automated support for preparing the local sales catalog and for processing local sales awards. The property accounting function in DAISY updates the status of all items in the accountable record.

C6.1.14.2. Referring Property for Sale.

C6.1.14.2.1.1 When usable property reaches the ESD, DTID records automatically move into the merchandising cycle.

C6.1.14.2.1.2 Distribution personnel should monitor accumulations weekly to determine lotting and size of sale items based on previous sales experience.

C6.1.14.2.1.3 To determine potential sale items, distribution personnel may request a Consolidated Listing at any time. This listing reflects all items currently on hand by storage location within a site. Distribution personnel may use the Local Area Screening List which is output after the Accumulation Release Transaction (ART) processes. This listing

shows the ARD of the property. The Donation Screening List, which is output after the ARD, shows the ESD of the property.

C6.1.14.2.1.4 Input the Accumulation Closing Date for each Accumulation Number.

C6.1.14.3. Preparing Property for Sale.

C6.1.14.3.1. Distribution personnel should maximize use of the Local Area Screening List, Donation Screening List or Consolidated Listing to determine property to be offered for sale.

C6.1.14.3.2. After determining what property is to be offered for sale, prepare national sale item descriptions and forward them to the DRMS within 30 days after ESD. Also prepare local sale item descriptions, flyers and/or catalogs for mailing to local sale customers as required by local printing/mailing time constraints, or transfer to cash and carry sales. Regardless of media used to advertise local sales, catalogs must be available for sale due to selection and removal of property during the 3 working days prior to inspection; advise customers of property no longer available for sale.

C6.1.14.4. Sales Placards. Marketing Sales Placards will be output for DTIDs at Automatic Release Date (ARD) plus 7 days. Sales Placards for property requiring special processing will be output at ESD. Sales Placards will not be generated for DEMIL required DTIDs. Immediately following removal of the property input a Sale/Shipment transaction with the appropriate removal data. Take this action simultaneously with return of the DRMS Form 1427, Notice of Award, Statement and Release Document, or DLA Form 1367, Shipment Receipt/Delivery Pass to the DRMO Sales Office.

C6.1.14.5. Discrepancies. When a quantity discrepancy is discovered during the merchandising cycle, process an inventory adjustment to correct the record quantity.

C6.1.14.6. Partial Issues. When the total quantity is issued anytime after referral for sale, the RTD issue closes out the record of the item. If only part of the record quantity is issued, the remaining quantity of the record is kept in the appropriate status.

NOTE: If a Type Transaction Code (TTC) of RAD (requisition number added) or TAD (transfer order line added) was input after the XS6 was recorded, the record will be placed in MSC Q and the IFB number will not be visible.

C6.1.14.7. Control of IFBs. Complete DRMS Form 648, or computer generated equivalent, to control and record IFB numbers assigned. In negotiated sales, the *"Remarks"* column will contain the date quotations were requested or the date(s) of oral solicitation. Also, in negotiated sales, the acceptance date will be annotated as the bid opening date in recording the assignment of an IFB number.

C6.1.14.8. DEMIL Items.

C6.1.14.8.1. Property to be sold with DEMIL as a condition of sale or critical FSG/FSC items and FSCAP items to be sold with mutilation as a condition of sale. DRMOs will e-mail or fax requests to offer this property for sale with DEMIL or mutilation to be performed as a condition of sale to the DEMIL Business Unit, DRMS-BCD, for approval. The request will include the NSN, nomenclature, quantity, DEMIL Code, DEMIL or mutilation instructions and where the DEMIL or mutilation is proposed to be performed (DRMO or off-site). DRMS-BCD will coordinate with the DEMIL Center and the Scrap Business Unit to determine the best method of DEMIL or mutilation performance—either by the DEMIL Center or as a condition of sale in place at the DRMO. The fax number is DSN 661-5524.

C6.1.14.8.2. When items requiring DEMIL are related to an IFB, the system asks the user if DEMIL is a condition of sale. If answered yes, the item is to be placed on sale. If answered no, the process is terminated.

C6.1.14.9. Adding Bidder Identification Number (BIN) for sale/shipment. The BIN is a ten-position numeric that is used to identify bidders. The BIN was previously an optional entry, it is now a required entry. The two main purposes for entering the BIN are: (1) to ensure that the buyer is identified by their BIN in the automated system for each sale that they participate in and (2) to verify whether or not the bidder is eligible to participate in the sale, i.e., not on the Debarred Bidders List.

C6.1.14.9.1. When a sale/shipment is made, the BIN must be entered on the following screens in the Marketing Menu:

C6.1.14.9.1.1 udaz30 - Sale/Shipment (DTID).

C6.1.14.9.1.2 udaz31 - Sale/Shipment (Scrap).

C6.1.14.9.1.3 udaz32 - (IFB Item No.).

C6.1.14.9.2. Procedure for a —known‖ BIN. Access the appropriate screen in the marketing menu and enter the known BIN in the sale/shipment transaction. Verify the eligibility of the bidder by checking the Debarred Bidders List or by doing a BIN inquiry.

NOTE: Prior to the sale, it would be helpful to print a copy of the Debarred Bidders List to save time that would be spent checking each BIN on the day of the sale.

C6.1.14.9.3. To do a BIN inquiry, to add a new BIN to the Bidder Master File, or to verify that the bidder is eligible to participate in the sale, make the following entries.

C6.1.14.9.3.1 First access DNSP and select *DNSP PRODUCTION*. Next select *BIDDER MASTER FILE* Menu. Then select *BIDDER MASTER RECORD APPLICATION*. Next select *ESTABLISH/EDIT BIDDER RECORD.*

C6.1.14.9.3.2 To conduct an inquiry, press SHIFT/F3 and enter the bidder or

company name followed by an asterisk (*). Press F3 to find. If no BIN is found, press F7 to add a BIN. Follow the screen prompts. Then press F9 to save the BIN.

C6.1.14.9.3.3 If only a part of a bidder or company name is available, press SHIFT/F3 and enter the available information. For example, if the first 2 letters of the individual or company name is known, enter those 2 letters followed by an asterisk, e.g. SM*. This type of entry will pull a large number of records. The search can be narrowed by adding additional information such as city, state or zip code. Press F4 to view all the records found in the search.

C6.1.14.9.3.4 To prevent the BIN from being automatically purged, make automatic or manual data entries.

C6.1.14.9.3.4.1 For a local sale customer, the system will automatically enter LO in the *TYPE BUYER* field to prevent the BIN from being automatically purged.

C6.1.14.9.3.4.2 For a national sale customer, if LO is not currently displayed in the *TYPE BUYER* Field, a manual entry of LO must be made in the *TYPE BUYER* field to prevent the BIN from being automatically purged.

C6.1.14.10. Bid Opening Clock. The room/area where bids are to be opened or the sale conducted must have a clock specifically designated (labeled) as the *"OFFICIAL BID OPENING CLOCK"*. This clock must be set in accordance with the Naval Observatory Master Clock and checked against that time on a monthly basis (call DSN 762-1401). Regardless of the time on any other clock(s) at the DRMO, this clock will be the only one used to determine when the bid opening process will begin.

C6.1.14.11. Defective Items, Parts, and Components Containing Latent Defects.

C6.1.14.11.1. Category 1 (CAT 1) defective property.

C6.1.14.11.1.1 Is identified as military/Federal Government specification property intended for use in safety critical areas of systems, as determined by the user, and reported to the item manager.

C6.1.14.11.1.2 Does not meet commercial specifications.

C6.1.14.11.1.3 If used, would create a public health and/or safety concern; RTDS as usable property is prohibited.

NOTE: Must be mutilated by the generating activity, according to specific instructions provided by the item manager.

C6.1.14.11.2. Category 2 (CAT 2) defective property.

C6.1.14.11.2.1 Does not meet military/Federal Government specifications but may meet commercial specifications.

C6.1.14.11.2.2 Cannot be used for its intended military purpose and therefore, must not be redistributed within DOD, as directed by the Item manager.

C6.1.14.11.2.3 May be used for commercial purposes; and may be transferred, donated, or sold as usable property.

C6.1.14.11.2.4 Requires special terms or conditions in sale solicitations warning purchasers that the property is CAT 2 defective and is not acceptable for resale back to DOD.

C6.1.14.11.3. DRMO shall store CAT 1 and CAT 2 property is separate locations to prevent commingling with non-defective property

C6.1.14.11.4. Item Managers (IMs) shall assure that defective property is listed with the Government/Industry Data Exchange Program (GIDEP)

C6.1.15. Customer Service.

C6.1.15.1. Requests for Information. Give prompt attention to a customer's request for any additional descriptive data or other readily available information about the property to be sold. In responding to such requests, include a statement substantially as follows:

Figure 1 - Customer Service Request Statement

"This information has been furnished to you at your specific request. However, I must caution you that while this property is being sold with a warranty of the accuracy of the descriptive data used in the Invitation for Bids, or any amendment thereto, the information which you are being furnished in this letter is not subject to that guarantee."

C6.1.15.2. When customers request pre-lot listings or itemized listings for narrative lots, provide them in a timely manner on a reimbursable basis. (See Supplement 4 for table of fees.) Customers that want the listing forwarded by express mail should specify the express company to be used and their account number with the company. DRMOs will not bear the cost of shipment by express mail.

C6.1.15.3. Request for Sale Catalogs. Based on efforts to promote sales by formal or informal means, public requests for catalogs/flyers can be annotated on DRMS Form 1936, Mailing List Information. Send all National Sale requests to DRMS-B and take appropriate action for Local Sales.

C6.1.15.4. Photographs.

C6.1.15.4.1. It is DRMS policy to use photographs in IFBs when the photographs will help depict or enhance the customer's understanding of the item.

C6.1.15.4.2. Advise the requester whether photographs can be furnished. If photographic capability is available within the DRMO, provide photographs of sale items at no

cost. Limit services provided to customers to black and white or color prints (approximately 4ll x 5ll). Fill requests for photographs other than the standard size mentioned above on a cost reimbursable basis.

C6.1.15.5. Customer Relations. We must always remember that selling of any type or kind is a –people business.ll People are our customers, and they are vital to the success of the disposal program. Good customer relations and effective communication with customers is a continuing requirement. Good customer relations depend upon a mutual understanding between the interested parties. Every effort should be made to be courteous and helpful to customers.

C6.1.15.5.1. Scheduling Considerations. Normal hours of operation and religious holidays should be considered within the area the sale is to be held. See Section 4, Supplement 2, Sales Enclosure 6 - Examples of Religious Holidays.

C6.1.15.6. Testing Electrical Items. Electrical items, regardless of condition, will be tested only by using a device which totally isolates the operator from the equipment and the electrical source, and the testing area must be dry and protected from the elements. Before any testing is done, an area should be approved by DES-WRH. The following procedures will permit DRMO employees and customers to safely test items:

C6.1.15.6.1. Limit functional testing of property to common type items such as vehicles, office machines, household/kitchen appliances, hand tools, floor polishers, vacuum cleaners, etc.

C6.1.15.6.2. Items with Supply Condition Code F or better and Disposal Code 9 or better may be tested. Items with codes less than these will not be tested. All testing of electrical items must be performed with an approved ground fault circuit interrupter (GFCI), regardless of coding. For installation and use of the GFCI, contact the DRMO host/DES-WRH safety specialist.

C6.1.15.6.3. Neither customers nor DRMO employees will otherwise modify an item so that it becomes dangerous to test or operate.

C6.1.15.6.4. DRMO escort personnel will be present when customers are conducting the tests to ensure that the safety standards are followed.

C6.1.15.7. Testing Vehicles. When vehicles are offered for sale, let customers attempt to start vehicles that can be safely started; however, vehicles may <u>not</u> be test driven. To avoid pilferage, maintain strict key control. Escort personnel should accompany customers when possible, otherwise keys may be loaned to customers in return for their valid driver license.

C6.1.15.8. Minute Samples. See Section 1, C2.10.

C6.1.15.9. List of Inspection Services, Common Carriers and Packing Concerns. Although the Government cannot act as an agent for bidders/purchasers in arranging for above,

assistance can be furnished by supplying a list of individuals/commercial firms that provide inspection, transportation and/or packing services at the various military installations.

C6.1.15.10. Each DRMO will develop and/or update a list of inspection services, common carriers and packing concerns for its area and the area of those generating activities it services and provide this list to bidders and /or purchasers upon request. All inspection services, packers and carriers in an area should be contacted to determine if they desire to be included on the list, except in metropolitan areas where a selective basis may be used. However, irrespective of selective method used, and request from an inspection service, packer or carrier for inclusion on the list should also include the water transportation firms of an area.

C6.1.15.10.1. The list will include the following paragraph:

Figure 2 - Statement for List of Inspection Services

"This list of individuals/firms, compiled from local available sources, is furnished bidders/buyers of Government surplus property as a public service and ready reference only. It may not include the names of all individuals/firms that will or are authorized to perform such services at the military installations. Further, the Government will not guarantee the services of the concerns nor will it assume responsibility or liability due to the bidder"s/buyer"s selection of the services of any of the individuals/firms listed. With respect to information provided outside that found in the Invitation for Bid, or any amendment thereto, bidders/buyers are cautioned that while property is sold with a warranty of the accuracy of the descriptive data used in the Invitation for Bids, or any amendment thereto, information furnished otherwise is not subject to that guarantee."

C6.2. **Retail Sales.**

C6.2.1. General.

C6.2.1.1. Retail Sales (OCONUS only). Retail sales offer small quantities of personal use, consumer-type property; such as furniture, clothing, hand tools, etc. No retail store will be opened or closed without DRMS-BB approval. The DRMO Chief must submit a business case providing justification through the Forward Support Team Operations (FST). The following factors are considered:

C6.2.1.1.1. Cost effectiveness—cost of personnel and equipment, estimated proceeds, and amount of generations of consumer type property.

C6.2.1.1.2. Facilities and Equipment. Each DRMO shall contact DES-WI for assistance in determining appropriate modifications/alterations to their existing or proposed sales area. DES-WI will work with the host to assure required funding is arranged. Each DRMO will also contact DES-WI for assistance in obtaining equipment for their retail stores.

C6.2.1.2. Retail Sales Schedule. Conduct retail sales on a definite schedule, so customers will know when and where sales are being held. The changing of days and hours of operation should be held to a minimum to avoid confusing the customers. Notify DRMS-BB and

FST (overseas only) anytime there is a change in the days and/or hours of operation of a retail store.

C6.2.1.3. Identification. The retail store should be conspicuously identified. Maps should be left at the installation‘s main gate. Property on retail sale should be physically separated from other property.

C6.2.1.4. Retail Sales Basis. Conduct retail sales on a –first come, first served‖ basis. Property will be offered on an —as-is, where-is‖ basis, at a fixed price.

C6.2.1.5. The maximum dollar value of property sold to an individual buyer on a given sale day is $15,000.

C6.2.2. Property Accounting.

C6.2.2.1. Each DRMO Conducting Retail Sales. Use the Retail Data Base System (RDB) and related bar-coding equipment.

C6.2.2.2. Account for all usable property by NSN/LSN and DTID.

C6.2.2.3. Place property into an accumulation, specifically identifying it as retail sale.

C6.2.2.3.1. Use the accumulation designator of –J‖ at receipt; i.e., SYCA6J01.

C6.2.2.3.2. The accumulation number is constructed as follows:

C6.2.2.3.2.1 Physical property location (store) —SYCA‖.

C6.2.2.3.2.2 Fiscal year -6‖.

C6.2.2.3.2.3 Material screening code/retail sale indicator -J‖.

C6.2.2.3.2.4 Sequential accumulation number -01‖.

C6.2.2.3.3. At ESD all property in the accumulation will move to RSC –J‖.

C6.2.2.4. At the end of the sale day, retrieve information from the RDB program and upload for processing in the DAISY evening batch.

C6.2.3. Reutilization Screening.

C6.2.3.1. Transfer property to retail sale only after all required screening has been performed. Furnish appropriate screening list(s) to screeners. Exceptions to this screening policy will be on a case-by-case basis and must be fully coordinated with the GSA AUO and DRMS-BB.

C6.2.3.2. Property which has undergone screening can only be withdrawn from the retail store to satisfy a valid DOD or Federal civil agency need.

C6.2.3.2.1. The requesting activity must submit the following:

C6.2.3.2.1.1 Detailed justification as to why the property is required, to include the use which shall be made of the property if withdrawn from sale.

C6.2.3.2.1.2 Mission impact statement from a support, procurement, and funding standpoint, if property is not withdrawn from sale, such as, effect on operational readiness requirements within a specified period of time.

C6.2.3.2.2. Forward Support Teams (FST) is authorized to approve the withdrawal.

C6.2.4. Property Allowed On Retail Sale.

C6.2.4.1. Types of property allowed to be offered by retail sales are limited to commodities approved by GSA as shown in Section 4, Supplement 2, Sales Enclosure 3 - Federal Supply Classes (FSCs) Authorized For Retail Sale.

C6.2.4.2. All property must be DEMIL Code –A unless specifically allowed for retail sale. To ensure that Munitions List Items (MLI) and/ or Commerce Control List Items (CCLI) are **NOT** sold on retail sale, the DRMO will:

C6.2.4.2.1. DRMO Chiefs will sign the following certification statement and maintain this statement in the Retail Sales file:

Figure 3 - Certification Statement for Retail Sale

"I (or my designee) have physically inspected this property, and taken appropriate action to ensure management that only DEMIL Code A property (unless specifically allowed for Retail Sale) is being offered on Retail Sale. I certify to the best of my knowledge this sale contains no MLI/CCLI property."

_____
(NAME AND DATE)

C6.2.4.3. Do not sell batch lots on retail sale.

C6.2.4.4. There are items in hazardous Federal Supply Classes (FSCs) which do not meet any Federal, state, or Overseas Environmental Baseline Guidance Document (OEBGD) definition of an environmental hazardous waste, substance, or material considered hazardous, solely because of the potential exposure to the person using them. Once approved, items meeting these criteria can be sold on retail sale. DRMS-BCE maintains a listing of all hazardous items approved for sale at the local level on the DRMS web site. International DRMOs will receive approval through DRMS-BCE.

C6.2.4.5. Commercially Available Hazardous Property in Consumer Quantities

C6.2.4.5.1. General. Sell commercially available hazardous property in consumer quantities on retail sales, under the conditions described below. Buyers purchasing items sold under this policy do not require pre/post award inspections. Coordinate with the DRMS-BB, by telephone, facsimile or e-mail to determine the appropriate sales method (national or retail) for this type of property. This policy is intended for property not economical for national sale or that has failed national sale. The purpose is to sell good, useable property at a fair market value and is not intended to be used as an outlet for the sale of marginal property at a low price, in order to avoid paying disposal costs.

NOTE: DRMOs may tailor the following to meet overseas regulations and country-to-country agreements.

C6.2.4.5.2. Requirements for Eligibility. To be eligible for retail sale an item must meet the following conditions:

C6.2.4.5.2.1 The item must be commercially available to the public. *"Commercially available"* is defined as any item that is available to the general public at a composition and unit of issue (container size and type) normally sold in retail establishments for home or business use.

NOTE: The item must be packaged in a volume consistent with consumer use.

C6.2.4.5.2.2 The item must be:

C6.2.4.5.2.2.1 A commercial name brand product.

C6.2.4.5.2.2.2 Unused.

C6.2.4.5.2.2.3 In its original container.

C6.2.4.5.2.2.4 In good condition and with shelf life not expired or near expiration.

C6.2.4.5.2.3 The item must be commercial, name brand and cannot be a DOD/GSA label equivalent of a commercial brand. It must possess the same/similar composition and unit of issue as a commercial product available to the general public. In addition, a Material Safety Data Sheet (MSDS) must be available to a buyer if MSDS requirements apply to the item.

C6.2.4.5.2.4 The item is not manufactured to only serve a military purpose; that is:

C6.2.4.5.2.4.1 It does not meet a unique DOD specification or composition, making it different from the commercially available brand product equivalent, and

C6.2.4.5.2.4.2 Its only intended manufactured use was for military application, or

C6.2.4.5.2.4.3 There is no commercially available equivalent.

C6.2.4.5.3. Quantity Restriction.

C6.2.4.5.3.1 Establish a maximum quantity per commodity, per buyer; reasonable for personal use (such as, 1-2 cans, 1 case per buyer). By restricting the quantity sold per buyer, it prevents purchasing commodities intended for future resale or speculative accumulation.

C6.2.4.5.3.2 Determine quantity restriction based upon commodity and not specific items. For example, if a DRMO sells numerous kinds of paint (several NSNs), the commodity restriction applies to the total quantity of paint a buyer may purchase, not the quantity per type of paint.

C6.2.4.5.4. Retail Sale Item Approval.

C6.2.4.5.4.1 All items must meet the requirements of paragraph D5b above. Document all items on the Hazardous Property Sales Referral Certification form, (fillable) DRMS Form 1920, found in Adobe Forms. The DRMO will:

C6.2.4.5.4.1.1 Recommend a maximum quantity limit per customer per sale for each item.

C6.2.4.5.4.1.2 Determine the local price according to C6.2.

C6.2.4.5.4.2 Forward a copy of the above documentation to DRMS-BCE and FST at least 10 days before sale.

C6.2.4.5.4.3 DRMS-BCE will review the information and will:

C6.2.4.5.4.3.1 Notify the DRMO within 10 days if DRMS-BCE concurs with the item, quantity restriction, and/or market price.

C6.2.4.5.4.3.2 Forward a copy of the documentation to DRMS-BCE for all approved items.

C6.2.4.5.4.4 Approval for future sales of the same item, price, and quantity is not required; however, any deviation from the sales price or quantity must receive DRMS-BCE and FST approval.

C6.2.4.5.5. Notification of Applicable Article. Notify buyers of applicable terms and conditions associated with the sale of commercially available hazardous property on retail sales.

Use *Sale By Reference*, Mar 94, Part 2, Article 26. Notify buyers of that special circumstance article in the following manner:

C6.2.4.5.5.1 Post the special circumstance article in the retail sale area. In addition, post a sign or highly visible note explaining, when indicated, the article applies on the items.

C6.2.4.5.5.2 Have copies of the special circumstance article available to buyers.

C6.2.4.5.5.3 Mark applicable items to indicate that the special circumstance article applies. This may be accomplished through one of several methods:

C6.2.4.5.5.3.1 Affix a copy of special circumstance article to item using labels, tags, rubber stamps or similar means.

C6.2.4.5.5.3.2 During checkout provide a copy of the special circumstance article to buyer.

C6.2.4.5.5.3.3 Cross reference the special circumstance article to item by, as a minimum, marking item with identifying numbers/letters corresponding to the special circumstance article on posted/printed list; for example, *"Sale By Reference*, Mar. 94, Part 2 ,Article 26 applies.‖

C6.2.4.5.6. Compliance and Record-keeping Requirements. Establish and maintain records to verify compliance with this policy.

C6.2.4.5.6.1 The record must include the information in C6.2.4.5.5 and all applicable documentation pertaining to the retail sale of the item.

C6.2.4.5.6.2 Use file number 650.54 Hazardous Property Sales Contracts instead of file number 650.30 Auction and Retail Sale Files for HM retail sale records.

C6.2.4.5.6.3 Verification of compliance will be accomplished through Quality Visits.

C6.2.4.5.7. Recording Retail Sale Transactions

C6.2.4.5.7.1 Change the record status code (RSC) to J on hazardous property sold by retail sales using the RSC change (DTID) screen, which is included in the Hazardous Menu. Do not downgrade the property to scrap.

C6.2.4.5.7.2 Use the sale/shipment (DTID) screen in the Marketing Menu to record quantity sold and proceeds received for each DTID.

C6.2.4.5.7.3 When a balance remains, process the sale/shipment (DTID) transaction and indicate this is a partial shipment to keep record open.

C6.2.4.5.7.4 Property will not remain in RSC J over 90 days.

C6.2.4.5.7.5 To process unsold items (DTIDs) out of RSC J, use the rollback DTID to RSC screen. The site/storage location can also be changed on this screen.

C6.2.4.6. Property Requiring Special Handling

C6.2.4.6.1. Bedding and upholstered items. OCONUS DRMOs must abide by host country laws and regulations according to the location of the DRMO.

C6.2.4.6.2. Categories of scrap property that may be sold by retail sale include lumber, wood, tires, ashes and cinders. Scrap property will be identified by the appropriate SCL and the unit of issue will be –lb‖.

C6.2.4.6.3. Wooden ammunition boxes. Ensure that DRMS Form 941, *Statement for Wooden and Ammo Boxes (lumber) Sold at Retail Sale* is completed by each purchaser prior to release of any boxes sold on retail sale. Attach completed form to applicable sale receipt or place in the retail sale file.

C6.2.5. Pricing.

C6.2.5.1. Each DRMO will have a price list signed by the DRMO Chief and Forward Support Team. Prices will not vary from the price list without approval of the FST. Prices for items not on the list can be verbally coordinated with the FST; but should be the exception not the rule. The FST will ensure consistent pricing for like items within the FST and will notify DRMO Chiefs if price changes are to be made.

C6.2.5.2. Base prices on a number of factors, such as: demand, material condition, past experience gained from competitive bid sales and prevailing retail prices for similar items on the local market. Prices must not be lower than that received for comparable property sold by competitive bid and should be set at no less than 80 percent of local retail prices for similar items in same condition.

C6.2.5.3. All property must be pre-priced/pre-tagged before the store opens. If property cannot be identified with a label, display price prominently next to item(s). No bulk/quantity discount can be given, unless any and all bulk/quantity discounts are prominently displayed and available for all buyers.

C6.2.5.4. If property cannot be sold at its initially established selling price, adjust the selling price downward a maximum of 10% per month until sold; but do not reduce the price below what it would bring by competitive bid. No prices will be lowered during the course of a given sale day.

C6.2.5.5. If retail sale property cannot be sold after a reasonable period of time at a reduced price, property may be offered by another sale method or downgraded to scrap.

C6.2.6. Payment.

C6.2.6.1. Forms of payment for retail sale property include:

C6.2.6.1.1. Cash.

C6.2.6.1.2. Guaranteed negotiable instruments made payable to or endorsed to the U.S. Treasury in any form (such as, cashier's check, certified check, traveler's check, bank draft and/or postal or telegraphic money order). Checks, money orders, etc., should be for the amount of purchase only.

C6.2.6.1.3. U.S. Treasury approved credit cards and debit cards.

C6.2.6.1.4. Combinations of the above are acceptable as payment.

C6.2.6.2. Each day the retail store will prepare DD Form 1131(s) for the property sold. A separate DD Form 1131 will be prepared for (a) cash received including travelers' checks/money orders and (b) credit cards payments each day. See Section 2, Chapter 3 - Proceeds Distribution for instructions on completing the DD Form 1131.

C6.2.6.3. Provide each customer with a receipt indicating the purchase price and method of payment, e.g., cash or credit card.

C6.2.7. Returns/Refunds.

C6.2.7.1. Returns and/or refunds are allowed for retail sale property on the day of sale only.

C6.2.7.2. Inspect property to determine if any obvious damage has occurred since the property was purchased.

C6.2.7.3. Any refunds will be issued in the same manner as the original purchase, cash for cash or credit to credit card.

C6.2.7.4. Treat any approved checks accepted as follows:

C6.2.7.4.1. If the return, and subsequent refund, is for the amount of the check used as payment, return the check to the customer.

C6.2.7.4.2. If a customer pays for more than one item with a check and returns less than all of the items, advise the customer that the amount of the refund will be issued by check and mailed to them from DFAS-CO, in approximately 2-4 weeks.

NOTE: A notice will be posted advising customers of this policy.

C6.2.8. Security.

C6.2.8.1. DRMOs approved to conduct retail sales are required to comply with all security requirements specified by DRMS-WS Battle Creek, Public Safety Branch (WS BC-WLS) and/or host installation security.

C6.2.8.2. During scheduled hours of operation all retail stores will be staffed with at least two DRMO employees or one employee and video surveillance.

C6.2.9. Publicity.

C6.2.9.1. Ensure maximum use of all means available to advertise retail sales, for example, paid advertising, free media use, and mailing flyers to known retail sale customers. DRMS-BB will provide media kits to use for advertising purposes.

C6.2.10. Moving Unsold Items Out of Retail Sale.

C6.2.10.1. Normally, property should not remain in Retail Sale, RSC J, over 90 days. To process unsold property out of Retail Sale, use the Rollback DTID to RSC A Screen from the MARKETING Menu. Then take appropriate action for the property, according to procedures, including, but not limited to, downgrade to scrap, A/D, or inclusion on local or national sale.

C6.3. **Local Sales.**

C6.3.1. General.

C6.3.1.1. Local Sales (OCONUS only). Local sales will offer property, primarily, of local interest. Property offered on local sales should be lotted to ensure the maximum net return to the Government. Consideration should be given to offering property in different size lots to attract the greatest number of bidders.

C6.3.1.2. Suitability of Property for Local Sale. In examining the suitability of property for local sale, determine whether:

C6.3.1.2.1. Property has national interest and is better suited for sale through the DRMS SALES OFFICE.

C6.3.1.2.2. Sufficient local competition for the property is evident.

C6.3.1.2.3. Sale appears to be economically feasible.

C6.3.1.2.4. Property is required to be sold through the DRMS SALES OFFICE.

C6.3.1.3. Processing of Munitions List Items (MLI), Commerce Control List Items (CCLI) Property.

C6.3.1.3.1. Do not offer MLI/CCLI property on Local or Retail Sale.

NOTE: This includes DEMIL code B and Q items downgraded to scrap.

C6.3.1.3.2. All property must be DEMIL Code –A‖ unless specifically allowed for local sale. To ensure that no Munitions List Items (MLI) or Commerce Control List Items (CCLI) are sold on local sale the DRMO will:

C6.3.1.3.2.1 DRMO Chiefs will sign the following certification statement and maintain this statement in the Local Sales file:

Figure 4- Certification Statement for Local Sale - DEMIL Code A

"I (or my designee) have physically inspected this property, and taken appropriate action to ensure management that only DEMIL Code A property (unless specifically allowed for Local Sale) is being offered on Local Sale. I certify to the best of my knowledge this sale contains no MLI/CCLI property."

_____
(NAME AND DATE)

C6.3.1.3.2.2 Each DRMO Chief/designee will certify for their particular items, for local sales. A copy of the certification will be maintained at the DRMO site conducting the sale.

C6.3.1.4. Material Requiring Special Processing:

C6.3.1.4.1. Small Arms Cartridges.

C6.3.1.4.1.1 Overseas DRMOs must check with their host governments regarding sale of this materiel. Sales may offer a maximum of 250 pounds per line item, per DRMO, per sale. Individual buyers may purchase multiple lots. Total monthly sales per DRMO will not exceed 2000 pounds.

C6.3.1.4.1.2 Current Market Appraisals will be at least 80 percent of local market value for similar expended cartridges.

C6.3.1.4.1.3 The following statements must be annotated on all DRMS Form 1427s:

Figure 5 – Small Arms Cartridges

"The small arms cartridge cases offered for sale contains items of dangerous nature, but they are considered to be suitable for reloading. The purchaser agrees that this property will not be exported or sold to any parties outside of the United States without total destruction."

C6.3.1.4.1.4 A properly completed End Use Certificate (EUC), DLA Form 1822, must be submitted by the successful purchaser prior to award. The SCO will review the EUC for accuracy and compliance and will check the Bidders Master File ensuring the purchaser has not been debarred, is indebted, has written bad checks or has a trade security control violation. If SCO finds purchaser is non-responsive, SCO or their representative will contact assigned counsel for guidance.

C6.3.1.4.1.5 The EUC will then be forwarded to the servicing Defense Logistics Support Center, Trade Security Control (TSC) Office. But, prior to Defense Logistics Support Center, TSC approval is not a prerequisite to award/removal. See Section 4, Supplement 2, Sales Enclosure 7 - Trade Security Control - Buyer Clearance Decision Logic Tables.

C6.3.1.4.2. Non-Regulated Hazardous Property. DRMS-B will maintain a record of all hazardous items approved for local sale. The Non-Environmentally Hazardous items for Local Sale (NEHLS) listings can be found on the DRMS Website.

C6.3.1.4.2.1 To determine if property in a hazardous FSC can be sold on a local sale, each DRMO must find out if the property is a regulated hazardous material, substance, or waste requiring special handling and having potential environmental liability (see Section 4, Supplement 2, Sales Enclosure 8, Attachment 1 - Steps to Determine if Property in Hazardous FSC Can Be Sold on Local Sales). Guidance on determining whether an item meets the criteria of this paragraph is found at Section 4, Supplement 2, Sales Enclosure 8, Attachment 2 - Examples of Types of Property Potentially Eligible for Local Sale. Do not sell the following property by local sale:

C6.3.1.4.2.1.1 RCRA regulated.

C6.3.1.4.2.1.2 State regulated.

C6.3.1.4.2.1.3 DOT regulated for transport.

C6.3.1.4.2.1.4 Contains any CERCLA hazardous substances.

C6.3.1.4.2.1.5 Contains any extremely hazardous substances.

C6.3.1.4.2.2 If the item does not already appear on the approved list and does not meet any of the criteria above, the DRMO can request the item be added to the approved list. For guidance on obtaining approval, see Section 4, Supplement 2, Sales Enclosure 8, Attachment 3 - Procedures for Obtaining Local Sale Authorization for Property in a Hazardous FSC. DRMOs will forward by facsimile documented evaluation, see Section 4, Supplement 2, Sales Enclosure 8, Attachment 4 - Local sale Authorization Request/Matrix.

C6.3.1.4.2.2.1 Noun name.

C6.3.1.4.2.2.2 NSN/LSN.

C6.3.1.4.2.2.3 MSDS serial number.

C6.3.1.4.2.2.4 HMIS manufacturer's CAGE code, or MSDS if not HMIS.

C6.3.1.4.2.2.5 Any additional information supporting eligibility of the request for local sale.

C6.3.1.4.2.3 If FST or DRMS-O approves the item's eligibility for local sale under this policy, this information will be forwarded to DRMS-BCE.

C6.3.1.4.3. Regulated Hazardous Property

C6.3.1.4.3.1 Do not sell regulated property on local sales. Non-hazardous items in hazardous FSCs meeting the requirements of Section 2, Chapter 8, Environmental and the quantity restriction found at same chapter, may be sold on local sale.

C6.3.1.4.3.2 Hazardous items which are commercially available may be sold on local sale if waivers are approved by DRMS-BCE (example: batteries). Waivers are considered on a case-by-case basis and if approved, will contain specific conditions to minimize liability. At a minimum, conditions will address minimum price, quantity, and record keeping requirements. DRMOs will comply with all conditions included in this waiver. To apply for a waiver to sell commercially available hazardous property via local sale, DRMOs will contact DRMS-BCE and provide the following information:

C6.3.1.4.3.2.1 Noun name.

C6.3.1.4.3.2.2 Manufacturer.

C6.3.1.4.3.2.3 NSN/LSN.

C6.3.1.4.3.2.4 MSDS, if applicable.

C6.3.1.4.3.2.5 Property condition.

C6.3.1.4.3.2.6 Quantity.

C6.3.1.4.3.2.7 Any other information supporting the eligibility of item to be sold on local sale.

C6.3.1.4.4. DEMIL A scrap may be sold locally without quantity limitation. Offer all nonferrous and ferrous which is more than 5000 pounds by weight, not –lot‖. Low dollar nonmetallic scrap may be sold by the –lot‖.

C6.3.1.4.5. Medical Devices. OCONUS DRMOs must abide by host country laws and regulations where the DRMO is located. Exports to other countries are contingent upon notification of concurrence from the receiving country prior to delivery.

C6.3.1.5. Loading Catalogs and Successful Bidders Lists on Facsimile Machines. Load all Catalogs/Successful Bidders Lists on a polling facsimile machine for customer downloading. Facsimile machines must remain operational 24 hours a day.

C6.3.1.6. Mailing Catalogs to Customers. When mailing catalogs to new customers include a cover letter explaining the overall program; i.e., how sales are conducted and that the customer will remain on the mailing list for upcoming sales if they participate in a local sale. If they do not participate in sales conducted at the DRMO, additional catalogs will not be sent.

C6.3.1.7. Fees. The charging of bid deposits, registration fees, storage fees, loading fees, catalog charges, liquidated damages, or any other fees and charges are not allowable except for the assessment of Freedom of Information requests fees, as authorized.

C6.3.1.8. Monthly Local Sale Schedule. FST will maintain a local sales schedule and provide copies to other DRMOs in the region. When developing this schedule, consider factors such as: other government sales (e.g. NASA, GSA, on-base direct sales, etc.). FSTs will ensure sales for DRMOs do not have participatory sales scheduled on the same day within 250/300 miles of each other.

NOTE: Do not conduct sealed bid openings on Mondays.

C6.3.2. Local Catalog.

C6.3.2.1. General. Use the latest version of the local sales program to process a local sale. Ensure all pages in the catalog are numbered and that the sale number appears at the top of every page (except the cover). Local Sales catalogs will be printed and distributed before the first day of inspection.

C6.3.2.1.1. OCONUS DRMOs may alter (with DRMS-BB approval) the type of sale they use (i.e. usable term sales) and catalog creation using the local sales program for tracking purposes. Any modifications that may need to be added by using additional programs for the creation of this type of catalog will be by DRMS-BB approval. Insuring that all special terms and conditions that may apply are included.

C6.3.2.2. Catalog Covers. A catalog cover is generated in the local sales program. Use this as the catalog cover and include the following information on catalog covers:

C6.3.2.2.1. Method of sale.

C6.3.2.2.2. Sale number.

C6.3.2.2.2.1 The first two digits represent the origin of the sale.

C6.3.2.2.2.2 A dash separates the first two digits from the rest of the numbers.

C6.3.2.2.2.3 Third digit is the last digit of the fiscal year of the bid opening.

C6.3.2.2.2.4 The fourth, fifth and sixth digit is the chronological number of the sale.

C6.3.2.2.2.5 Example of a sale number: Number 65-7003 represents a sale at an Asia/Pacific FST DRMO and is the third sale of fiscal year 2007.

C6.3.2.2.3. Generic list of property.

C6.3.2.2.4. Time registration begins.

C6.3.2.2.5. Date and time of sale begins.

C6.3.2.2.6. Date and time for receipt of mailed, faxed, electronic mail and hand carried bids.

NOTE: For sealed bid sales: this date/time must be the same as the Bid Opening Date and time (i.e., bids must be received up until the BOD). A time bid receipt deadline may be established prior to the BOD for local auctions and spot bid sales.

C6.3.2.2.7. Date inspection begins and inspection hours. Allow 3 workdays for inspection for all local sales.

C6.3.2.2.8. Sale site.

C6.3.2.2.9. Person who is Point of Contact (POC) and phone number for additional information.

C6.3.2.2.10. The statement noting that property will be offered for sale on a limited, guaranteed description basis and other terms and conditions posted at the sale site apply. Make copies of the statement to be available at the time of sale.

C6.3.2.2.11. The following statement must be in bold letters on every local sale catalog cover:

Figure 6 - Statement for Local Sale Catalog Cover

PAYMENT FOR PROPERTY AWARDED MUST BE BY CASH OR GUARANTEED INSTRUMENTS. SEE CONDITIONS OF SALE POSTED AT THE SALES SITE.

C6.3.2.3. Inside Front Cover. DRMOs should include maps on the inside cover providing directions to the property locations, including other DRMO sites.

C6.3.2.4. Item Description. When selling specialized items on local sales, expanded item descriptions should be used to maximum extent possible. Item descriptions are to be complete, clear and concise and contain information beneficial to distant buyers. At a minimum, descriptions should include noun name, manufacturer, model number, NSN, acquisition value, estimated total weight and condition

C6.3.2.5. Terms and Conditions

C6.3.2.5.1. Add applicable terms and conditions from the local sale program to item descriptions. Note that those terms and conditions found in the *Sale By Reference* (SBR) Parts 1 and 2 are applicable to all sales (unless specifically excluded in the catalog) and are not duplicated in the local sale program. Parts 3 and 4 are applicable to sealed bid and term sales, respectively, and should only be cited for those sales methods. Parts 3 and 4 are also not included in the local sale program. Those terms and conditions found in Parts 5 through 7 must be specifically cited in the item description to be applicable. The local sale program prints a notice referring the bidder to the applicable SBR article, rather than printing the full text of those articles.

C6.3.2.5.2. Prepare DRMS Form 83, Conditions of Sale - Local Sealed Bid.

C6.3.2.5.2.1 Three payment clauses are provided; one allowing payment made by credit cards, one allowing payment by credit card and debit cards, and one <u>not allowing</u> payment by credit or debit card.

NOTE: Overseas facilities must adjust payment article to fit their specific collection requirements.

C6.3.2.5.2.2 Accept electronic mail, mailed in, hand delivered and faxed bids for all sale methods. Incorporate the following article into each IFB:

Figure 7 - Article PA (Facsimile, Electronic Mail, Mail-in Bids) - for IFB

ARTICLE PA: MAILGRAMS, TELEGRAPHIC, ELECTRONIC MAIL AND FACSIMILE BIDS.

Notwithstanding the provisions of Condition 3, General Sale Terms and Conditions (Standard Form 114C), telegraphic, electronic mail (Internet) and facsimile bids or bids submitted by mailgrams are acceptable under this Invitation for Bid. By submitting a telegraphic, electronic mail, facsimile or Mailgram bid, the bidder agrees to be bound by all terms, conditions and provisions of this Invitation for Bid. Bidders are cautioned that all such bids must be in the possession of the Sales Contracting Officer by the bid deadline that appears on the Invitation for Bid.

C6.3.2.5.2.3 Offer usable property with the LIMITED GUARANTEED DESCRIPTION provision. The following clause must be made part of the terms and conditions in each local sale instead of the SBR, Part 2, Condition 30:

Figure 8 - Article AD (Limited Guaranteed Description) for Local Sale

ARTICLE AD: LIMITED GUARANTEED DESCRIPTION

Notwithstanding the provisions of Part 2, Condition 30, *Sale by Reference*, prior to the property being removed from Government control, the Government guarantees to the original purchaser of the property that the property offered for sale will be as described in the Invitation for Bids. If a misdescription is determined to exist prior to removal of the property from Government control, the sole and exclusive remedy will be to cancel the item from the contract and refund the purchase price paid. Subsequent to removal of the property from Government control, the provisions of Part 2, Condition 2, *Sale by Reference*, applies (as-is, where-is) and there will be no further relief available under this article. The foregoing is in place of all other guarantees or warranties, expressed or implied. The Government does not warrant the merchantability of the property or its fitness for any use or purpose. The amount of recovery under this Article is limited to the purchased price of the misdescribed property. The purchaser is not entitled to any payment for loss of profit or any other monetary damages, special, direct, indirect or consequential.

C6.3.2.5.2.4 Offer scrap property with LIMITED GUARANTEED DESCRIPTION (SCRAP PROPERTY) provision. The following clause must be made part of the terms and conditions in each local sale instead of the SBR, Part 2, Condition 30:

Figure 9 - Article AX (Limited Guaranteed Description - Scrap Property)

ARTICLE AX: LIMITED GUARANTEED DESCRIPTION (SCRAP PROPERTY)

Limited guaranteed description for scrap property offered by the -pound‖ or -kilogram‖, in this sale. Notwithstanding the provisions of Part 2, Condition 30, Sale by Reference, prior to the property being removed from Government control, the Government guarantees to the original purchaser of the property that the property offered for sale will be as described in the Invitation for Bids. If a misdescription is determined to exist prior to removal of the property from Government control, the sole and exclusive remedy will be to cancel the item from the contract and refund the purchase price paid. Subsequent to removal of the property from Government control, the provisions of Part 2, Condition 2, Sale by Reference, applies (as-is, where-is) and there will be no further relief available under this article. The foregoing is in place of all other guarantees or warranties, expressed or implied. The Government does not warrant the merchantability of the property or its fitness for any use or purpose. The amount of recovery under this Article is limited to the purchased price of the misdescribed property. The purchaser is not entitled to any payment for loss of profit or any other monetary damages, special, direct, indirect or consequential. All property will be weighed on delivery. The Government reserves the right to vary the weight tendered or delivered to the purchaser by 25 percent: where quantity advertised does not equal quantity delivered. The purchase price will be adjusted upward or downward in accordance with the unit price and on the quantity or weight actually delivered.

C6.3.2.5.2.5 For local auctions and spot bid sales use the following clause as part of the terms and conditions instead of SBR, Part 2, Condition 9:

Figure 10 - Article AE (Default) - Local Sales

ARTICLE AE: DEFAULT (LOCAL SALES)

If the Purchaser fails to pay for and remove the property by the removal date stated on the DRMS Form 1427, Notice of Award, Statement, and Release Document, or any additional days granted by the Sales Contracting Officer, then the Purchaser will be considered to be in default and, without further notice, shall lose all right, title and interest in the property and will be entitled to a refund of any portion of the purchase price paid for the property, unless the Purchaser has removed any portion of a line item in which case, the Purchaser will not be refunded any portion of the purchase price paid for that line item. Buyers who default on sales contracts may be proposed for debarment and restricted from participating in future Government sales.

C6.3.2.5.2.6 Add a continuation page of Sales Articles in alphabetical sequence. If required, use more than one page.

C6.3.2.5.3. Prepare DRMS Form 82-3, Additional General Information and Instructions.

C6.3.2.5.3.1 Ensure IFBs contain the following instruction concerning submission of bids:

C6.3.2.5.3.1.1 SUBMISSION OF BIDS. Bids can be submitted at any time, but must be in the possession of Sales Contracting Officer (SCO) by the date and time specified in this invitation. Bids must be submitted on the bid forms provided in the invitation, prepared in ink, indelible pencil or typewritten; having electronic signature and signed by the person submitting the bid (includes electronic –signatures‖). Envelopes containing bids must be sealed and identified by the name and address of the bidder, sale number and date of bid opening.

C6.3.2.5.3.2 Type sale number, bid opening date and SCO‘s address on the envelope.

C6.3.2.5.3.3 Type SCO‘s address, facsimile and telephone number where indicated.

C6.3.2.5.3.4 If a bid page is not used, the IFB must inform bidder the following must be clearly identified in their offer:

C6.3.2.5.3.4.1 Name and title of sender. C6.3.2.5.3.4.2

Complete firm name (if applicable). C6.3.2.5.3.4.3

Complete address and telephone number. C6.3.2.5.3.4.4

Invitation for Bid number.

C6.3.2.5.3.4.5 Item number(s) being bid on.

C6.3.2.5.3.4.6 Unit price for each item.

C6.3.2.5.3.4.7 The bidder must agree to be bound by the terms and conditions of sale by including and signing the following statement with their bid:

Figure 11 - Terms and Conditions Statement for Bid

"I AGREE TO BE BOUND BY ALL THE TERMS AND CONDITIONS OF THE INVITATION FOR BID".
_____
(Bidder's Signature)

C6.3.2.5.3.5 Add a continuation page of Additional General Information and Instructions in numerical sequence for each sale. If required, use more than one page. Add following statement to Additional General Information and Instructions page:

Figure 12 - Additional General Information Statement - Bids

The condition of property being offered for sale in this Invitation for Bids may be used, unused or scrap. Potential bidders are urged to inspect all property prior to bidding.

C6.3.2.6. Prepare Loading Table.

C6.3.2.6.1. Allow 7 workdays for payment and removal for all types of local sales. A longer removal period may be granted for large quantity or multiple line contracts. Property must be paid for and removed within the allotted time, or purchaser will lose all right, title and interest in the property.

C6.3.2.6.2. Type in dates for award and removal.

C6.3.2.6.3. Type the loading hours, item(s), location, loading legend and loading notes as required for each item.

C6.3.2.7. Prepare Bid and Award Page Local Sealed Bid. Prepare the Bid and Award page (must be odd numbered page in IFB catalog) by completing the blocks titled: *"ISSUED BY," "ADDRESS YOUR BID TO," "FOR INFORMATION CONTACT,"* and *"BIDS WILL BE OPENED AT"*

C6.3.2.8. Prepare Item Bid Page. Prepare the Item Bid page (must follow Bid and Award page in a Local Sealed Bid IFB)

C6.3.2.9. DRMS Form 1581. Include a DRMS Form 1581 (Bidders Registration Form) in local auction/spot bid sale catalogs. Bidders may then fill out the form in advance and bring it to registration on the day of the sale. This accelerates the registration process.

C6.3.2.10. Applicable Information. DRMOs may insert other applicable information describing the DRMO's sales procedures into local sales catalogs in a brief informational page.

C6.3.2.11. Piggyback.

C6.3.2.11.1. The ―piggyback‖ concept allows adding of like material to a sale up to the start of the inspection period. Piggybacking items to a sale should be used with some measure of caution, as it may not afford some prospective bidders the opportunity to decide whether to participate.

NOTE: The piggyback concept will not be used on local sealed Bid Sales (i.e., do not add items (piggyback) to a sealed bid sale once the catalog has been completed and forwarded for printing/distribution.)

C6.3.2.11.2. To use the piggyback concept

C6.3.2.11.2.1 Place a notice in the catalog as follows:

Figure 13 - Additional Items for Sale NOTICE

NOTICE! Additional items may be added to this sale; items such as (include the types of items that may be added). Descriptions of items added will be available at the sale site.

C6.3.2.11.2.2 Type added items in catalog format for distribution on the first day of inspection period.

C6.3.2.11.2.3 Furnish each individual inspecting the property a copy of supplement.

C6.3.2.11.2.4 Before the sale starts, announce additional items have been added to the sale and a copy of the related item descriptions can be obtained from the registration clerk.

C6.3.3. <u>Registration and Receipt of Bids.</u>

C6.3.3.1. Pre-registration and Registration Procedures:

C6.3.3.1.1. Ensure the *Sale By Reference* (SBR) and other applicable terms and conditions of sale are posted at sale site and terms and conditions contained in SBR that do not apply (e.g., Part 2, conditions 9, 30 and 32) are annotated as -deleted‖.

C6.3.3.1.2. Registration will be from the first day of distribution of the sale notice throughout the sale.

C6.3.3.1.3. Registration will be accomplished by using DRMS Form 1581 (bidder registration). At time of registration, a registration number will be assigned to each bidder and a registration (if applicable) furnished to bidder to reflect registration number assigned to them.

C6.3.3.1.4. Compare all completed DRMS Form 1581 to Web Bidder Master File

(BMF) for bid bond holders, indebted bidders, Security Trade Controls violations, or bidders listed in Department of Commerce Table of Denial Orders, DOD Debarred and Suspended Actions or General Services Administration Consolidated List of Debarred, Suspended and Ineligible Contractors.

C6.3.3.2. Processing Mailed, Facsimile, Electronic Mail and Hand Delivered Bids.

C6.3.3.2.1. Strict controls must be maintained during receipt, handling, and processing of all bids. To ensure bid integrity only cashier(s) or an appointed SCO representative will be involved in this process. Under no circumstances will a SCO handle or process bids until the date and time set for bid opening.

C6.3.3.2.2. Upon receipt, immediately give all mailed in, hand carried or facsimile bids to SCO representative, who will immediately (electronically or manually) annotate on the envelope the date and time the bid (including late bids) was received, with next available bidder registration number annotated on the outside.

C6.3.3.2.3. As bids are received, the SCO representative will assign bidder registration numbers in sequence, starting with 001 for each sale. Annotate number in lower right hand corner of bid envelope. Record bidder‘s name, address, and registration number into local sale program, in numerical sequence. Maintain separate bid registers for each sale.

NOTE: Do not check bids against Bidder Master File (BMF) at this point.

C6.3.3.2.4. All facsimile and electronic bids after printing will be folded in half (so bid is not visible) and stapled shut and handled as above.

C6.3.3.2.5. At end of each business day check facsimile machine to ensure it is fully operational. Sufficient paper, toner, or other necessities must be adequate enough to keep machine functioning properly while DRMO is closed. In order to maintain bid integrity, these facsimile machines must be kept in a limited access area.

C6.3.3.2.6. If a bidder wishes to submit a bid while at the DRMO, post or inform bidder of the following actions that must be accomplished by bidder:

C6.3.3.2.6.1 Complete bid pages provided in sales catalog.

C6.3.3.2.6.2 Place bid in an envelope, provided by DRMO, and seal it.

NOTE: Use DRMS Form 101 envelope. If none are available, use a blank envelope and include the same information listed on front of DRMS Form 101. DO NOT USE WINDOW TYPE ENVELOPES.

C6.3.3.2.6.3 Annotate the front of the envelope with name, address, and sale number appearing on bid page.

NOTE: DRMOs must provide a specific location for bidders to complete the above process. Location should include tables, chairs, envelopes, pens, SBRs, additional terms and conditions not listed in IFB, etc. Instructions should also be displayed to show bidders how to complete envelope properly.

C6.3.3.2.7. Allow bidders to personally give sealed envelope to SCO representative, or place in a locked receptacle at the DRMO. Receptacle used must be specifically identified *"FOR LOCAL SEALED BIDS".* The SCO representative will be the only person authorized to obtain the receptacle key, to remove and process these bids. At the end of the business day, the appropriate DRMO personnel will remove all bids from the locked receptacle, record required bidder information on the bid register and annotate corresponding registration number from bid register onto sealed envelope. These envelopes must remain sealed until the actual time set for bid opening unless bidder failed to place required information on bid envelope. In this case, see C6.3.3.2.9.

C6.3.3.2.8. Keep all bids submitted for local sealed bid sales under control of the SCO representative to ensure bids are properly safeguarded. These bids must be kept in a secured area (DRMO safe) until date and time established for bid opening.

C6.3.3.2.9. Handle all unidentified bids, bids received (in envelopes) without sale number, bidder's name and address, as follows:

C6.3.3.2.9.1 Hand carried by a DRMO employee to distribution chief or designee specifically assigned by DRMO chief to open envelope for identification. (Cannot be SCO, SCO representative, cashier, or any other individual involved with the sale.)

C6.3.3.2.9.2 Authorized employee will open the envelope and review bid to determine sale number, name and address of the bidder. Annotate the envelope (in ink) with, *"Opened for identification,"* the sale number, bidder's name and address, name of individual who opened the envelope, and date and time envelope was opened.

C6.3.3.2.9.3 Employee authorized to open the envelope will reseal envelope with tape and give it to SCO representative for receipt processing as required.

C6.3.3.2.10. On the day of and prior to time set for bid opening, a designee(s) must collect any bids submitted by facsimile, sent by electronic mail or sent to post office. Make collection up to exact bid opening time. Consider these bids timely and process as above.

NOTE: Consider facsimile bids timely if they are in the process of being printed before the exact time set for bid opening. If facsimile machine becomes inoperable during bid acceptance period and bids cannot be retrieved from facsimile memory, or complaints are made from bidders that this problem caused their bid to be late, contact assigned legal counsel.

C6.3.3.2.11. Acceptable Late Bids. A late bid shall be considered for award only:

C6.3.3.2.11.1 In the instance of sealed bid sales, if bid submitted by mail was received by contracting officer prior to award, was mailed and in fact delivered to address specified in invitation in sufficient time to have been received by contracting officer by time and date set forth in invitation for opening of bids, and except for delay attributable to personnel of sales office or their designees would have been received on time; or

C6.3.3.2.11.2 In the instance of spot bid and auction sales, if bid submitted by mail (where authorized) was received by contracting officer after time and date set forth in invitation for receipt of bids, but before time set for start of the sale, and was mailed and, in fact delivered to address specified in invitation in sufficient time to have been received by contracting officer by time and date set forth in invitation for receipt of bids, and except for delay attributable to personnel of sales office or their designees would have been received on time.

C6.3.3.2.11.3 The only evidence acceptable to establish timely receipt of bids at address designated in invitation for bids is documentary evidence of receipt at such address within control of the sales office. Such evidence could be a date or time stamp, or a log entry.

C6.3.3.2.11.4 If it has been determined the bid or modification is to be considered, open and record bid on DRMS Form 1458-1. Abstract of Bids: Enter reason for delay, time of arrival, and the initials of SCO on DRMS Form 1458. Attach postmarked envelope or a copy of modification securely to sales office copy of DRMS Form 1427, if bidder is successful or unsuccessful bid.

C6.3.3.2.12. Return unacceptable late bids and modifications to bidder as promptly as possible. These bids should be forwarded unopened to sales clerk for processing. Clerk must make a copy of envelope (both sides, if markings on both sides) and prepare a Notice to Bidder, Sale of U.S. Government Personal Property (DRMS Form 879), in duplicate. This is a fillable form found in Adobe Forms. Give completed DRMS Form 879 back to SCO for review and signature. File copy of each unacceptable late bid/modification in unsuccessful bid file with file copy of a cover letter or DRMS Form 879, Notice to Bidders, sent with the returned bid or modification stating why bid could not be accepted. If necessary, to ascertain bidder‘s name and address or any other information concerning bid, Chief of sales or the designee, will open and initial the envelope. State reason for opening envelope on the envelope itself and in letter or form to be sent to bidder. Do not include late bids on DRMS Form 63, Supplementary Sale Information, block 3, *“No. Bids Received.”*

C6.3.4. <u>Conduct Of Local Auctions and Spot Bid Sales.</u>

C6.3.4.1. Announcements . When amendments of terms or conditions of an auction/spot bid IFB are necessary, amendments normally will be printed, and distributed at time of bidder registration. If time does not permit amendments to be printed, withdraw item(s) by oral announcement.

C6.3.4.2. Offer Items in Number Sequence.

C6.3.4.2.1. As each item is awarded, recorder will record registration number of

successful bidder and accepted price.

C6.3.4.2.2. If time permits, -no bid‖ or passed items may be re-offered before close of the sale.

C6.3.4.3. Mailed in and Hand Delivered Bids. Consider mailed in, facsimile, electronic mail and hand delivered bids as follows:

C6.3.4.3.1. Auctions. The amount of highest acceptable mailed, facsimile, electronic mail and hand carried bid will be announced to start bidding. If no further bids are received the item is awarded to bidder submitting the mailed, facsimile, electronic mail or hand carried bid, provided that bid amount is deemed sufficient. If bid is rejected, and item reoffered during sale, the item will not be awarded at less than the rejected sent-in bid.

C6.3.4.3.2. Spot Bids. The amount of the highest acceptable mailed in, facsimile, electronic mail or hand delivered bid, will not be disclosed until all spot bid cards have been collected for that item, from those in attendance. At that time the mailed in, facsimile, electronic mail and hand carried bids will be considered with spot bid cards collected, and award made to the highest bid provided that the bid amount is deemed sufficient. If the bid is rejected, and the item reoffered during the sale, the item will not be awarded at less than the rejected sent in bid.

C6.3.5. <u>Conduct Of A Local Sealed Bid Sale.</u>

C6.3.5.1. Local Sealed Bid Opening Preparations.

C6.3.5.1.1. Since this method of sale is open to the general public, anyone interested in attending bid opening has the right to do so. To meet this requirement, a specific bid opening room, with adequate seating and accessible to the general public, must be used during the bid opening process.

C6.3.5.1.2. Prior to bid opening time, SCO will:

C6.3.5.1.2.1 Annotate on front of IFB catalog (file copy) all items requiring special attention, e.g. withdrawals, waivers.

C6.3.5.1.2.2 Prepare pre-sale announcement. Make this announcement at the beginning of sale as follows:

C6.3.5.1.2.3 *"The bid opening of sale xx-xxxx will now begin. My official designee(s) has/have been sent to pick up mail, electronic mail and facsimile bids that may be at our post office or DRMO facsimile machine or computer at the exact time of this scheduled bid opening. Another official designee will deliver to this bid opening any bids that were placed in our bid receptacle or personally given to the SCO representative prior to the exact time of this scheduled bid opening. These bids are not late and will be opened and considered for award."*

NOTE: This announcement may be modified depending upon the facts. For example, if the SCO's designee has telephonically reported no bids, only such fact need be mentioned.

C6.3.5.1.2.4 Ensure clock in the bid opening room is accurate.

C6.3.5.1.2.5 No less than 15 minutes before bid opening time, announce time of day to all bidders present and remind them that bids must be submitted prior to time scheduled for the opening in order to receive consideration. Repeat this announcement again closer to bid opening time.

C6.3.5.1.3. No less than 15 minutes prior to sale, SCO representative will remove all bid envelopes from safe and ensure all bids are accounted for on Bid and Deposit Register by verifying sequence of registration numbers on envelopes against registration list.

C6.3.5.1.4. Although SCO need not be present at bid opening, they must be accessible to individual(s) opening bids. SCO is solely responsible for and is the only one who can respond to sales related questions pertaining to any aspect of the sale.

C6.3.5.1.5. At specific time and date of bid opening, a SCO representative will ensure DRMO bid receptacle is sealed (with tape), all bids are removed and hand carried to bid opening room, assigned a bidder number, recorded on bid register and placed in numerical sequence for opening.

C6.3.5.2. Conducting Sealed Bid Opening.

C6.3.5.2.1. Keep all bids secured in a safe area and held until bid opening. Bid security is of the utmost importance. At appointed bid opening time SCO or a designated SCO representative will begin the public bid opening by making appropriate announcements including information concerning items withdrawn or requiring a waiver.

C6.3.5.2.2. As bids are opened SCO or designated representative(s) will perform the following:

C6.3.5.2.2.1 Open in public all envelopes containing bids in bidder registration number sequence commencing with bidder 001. In red ink, transcribe registration number previously placed on envelope to upper right hand corner of Bid and Award page and circle.

NOTE: No one is authorized to make any other marks on Bid and Award page. Staple envelope behind that page.

C6.3.5.2.2.2 Annotate any variations, alterations, deviations or discrepancies on DRMS Form 62, Bid Variation, Alteration, Discrepancy, and attach to bid (examples: lack of bidder's signature, bid qualifications, deviation from 60-day acceptance period, suspected or obvious mistakes in bid, etc.)

C6.3.5.2.2.3 Verify name, address zip code, bidder identification number and sale number on bid form with same on envelope. If DRMS bidder registration number is not recorded on bid form or envelope, screen for number from the Bidders Master File (if there is no bidder identification number in DNSP, let DAISY assign a –templ number). Record the number on DRMS Form 62, and attach to bid form.

C6.3.5.2.2.4 Compare each bidder's name, address and bidder number against bidder registration list. Ensure DRMS bidder registration number was recorded on Bid and Award page. If bidder's name does not appear on bidder registration list, add that name and address after last entry on registration form, assign next sequential bidder registration number, and transcribe that number to upper right corner of Bid and Award page.

C6.3.5.2.2.5 Continue processing as stated above until all timely bids are open and, if manually abstracted, recorded on the Abstract of Bids (DRMS Form 1458-1). If an automated system is used, Abstract of Bids will be generated after all bids are opened.

C6.3.5.2.3. SCO or their designated representative will open in public all bids for sealed bid sales at place, on date and at exact time specified for bid opening and, if practical and requested by bidders or other interested parties, read bids aloud to persons present. If bids are read, provide only bidder number or name, item number, total bid price, and any qualifications or modifications submitted with bid. If SCO decides reading of bids aloud is impractical, e.g., due to quantity of items being offered for sale and/or number of bids received, an announcement will be made to that effect. Original of each bid shall be carefully safeguarded, particularly until abstract of bids has been made and its accuracy verified.

C6.3.5.2.4. Notwithstanding performance of the procedure in C6.3.5.2.3 above may be delegated to an assistant, the SCO remains fully responsible for actions of that assistant.

C6.3.5.2.5. Examination of bids by interested persons shall be permitted if it does not interfere unduly with conduct of government business. Original bids shall not be allowed to pass out of the hands of SCO or designated representative unless a duplicate bid is not available for public inspection. Original bid may be examined by the public only after immediate supervision of SCO or designated representative and under conditions that preclude possibility of a substitution, addition, deletion, or alteration in bid.

C6.3.5.2.6. Close the sale after all bids have been opened and manually recorded (if required) on the Abstract of Bids by announcing *"The bid opening for sale xx-xxxx is now closed".*

C6.3.5.2.7. As soon as possible after all bids are opened, but not more than 4 hours thereafter, mark one copy of Abstract of Bids *"unofficial"* and post in Bid Opening Room or Sales Area For Public Viewing.

C6.3.5.3. Processing Bids after Bid Opening

C6.3.5.3.1. If an automated PC system is used to create the Abstract of Bids, ensure

all bids are entered into system and print abstract (original and three copies) in item number/high bid sequence.

C6.3.5.3.2. Proofread bids against manual/automated Abstract of Bids and make corrections, in red ink, as required.

C6.3.5.3.3. Screen abstract for tie bids. If any item receives identical bid price from two or more bidders, accomplish the following actions:

C6.3.5.3.3.1 Determine high bidder by drawing a bidder‘s name or number from all bids involved.

C6.3.5.3.3.2 The drawing will be under the supervision of, but cannot actually be accomplished by, the SCO. Three other witnesses will be in attendance; one of those individuals will do the physical drawing.

C6.3.5.3.3.3 Mark abstract beside the drawn bidder‘s number with HTB (High Tie Bid).

C6.3.5.3.3.4 Complete DRMS Form 741, Identical Tie Bid Record, (original only) obtaining required signatures and file in the IFB folder.

C6.3.5.3.4. For each item on the Abstract of Bids, screen apparent high bidder against the BMF for indebtedness, bad check, debarment, suspension, security trade control violations, etc. If bidder appears on the BMF, annotate applicable code (see below) on the abstract, beside the bidder‘s number for each item they have submitted a bid for and check the next high bidder. Continue this process until a bidder does not appear on the BMF; at that point check the next item and bidder.

C6.3.5.3.5. Annotate each item on abstract that requires special attention, e.g., withdrawals; tie bids, waivers, etc., with the following codes:

Figure 14 - Items In An Abstract Requiring Special Attention

CODE	DIRECTIVE
BC - Bad Check.	Contact DRMS-RF if status is required.
DB - Debarred/Suspended bidder	Contact DRMS-G if status of bidder is unknown or questionable.
HTB - High Tie Bid	High bidder determined by drawing as specified in paragraph c, above.
ID - Indebted Bidder.	Contact DRMS-RF for status of debt.
MD - Misdescribed	Item misdescribed.
NB - No bids	No bids received for item.
PA - Pending Award.	Item pending award; waiting for return of the signed waiver.
RIB - Rejected Item Bid	Bid rejected.
W - Waiver required	Item requires a signed waiver prior to award being made.
WD - Withdrawn	Item withdrawn.

C6.3.5.3.6. Once abstract has been corrected with appropriate annotations, post a copy marked *"unofficial"*. Forward original and remaining copies of corrected abstract to SCO along with all bids (in bidder number sequence).

C6.3.5.3.7. SCO will review Abstract of Bids and all supporting documents. Abstract will be analyzed and evaluated against each bid for acceptability by SCO as follows:

C6.3.5.3.7.1 Ensure each high bid is properly signed.

C6.3.5.3.7.2 Analyze low to high range of bid for each item.

NOTE: If high bid appears out of line (considerably higher) with other bids, the bidder must be called and asked to verify intended bid price. The call must be documented and include all specific information provided by bidder. Attach conversation record to the bid page.

C6.3.5.3.7.3 Consider market value of each item and actual price offered.

C6.3.5.3.7.4 Ensure each high bidder has not reduced bid acceptance period on bid and award page to less than 10 days. Do not consider offers made providing less than 10 days for award.

NOTE: Any questions concerning bid acceptance e.g., erroneous marks, incompleteness, no signature, etc., on bid pages, must be directed to legal counsel for assistance prior to making any awards involving those items.

C6.3.5.3.8. Awards for each item will be made by SCO as follows:

C6.3.5.3.8.1 Make annotations on Abstract of Bids in ink.

C6.3.5.3.8.2 Determine if each item will be awarded or rejected. If rejected annotate abstract with BR (bid rejected).

C6.3.5.3.8.3 Determine if price offered by the apparent high bidder is appropriate with consideration given to items requiring a waiver to be signed due to partial withdrawals, misdescription, etc. When waivers are required the following applies:

C6.3.5.3.8.3.1 The apparent high bidder must be contacted and informed of circumstances which require the waiver.

C6.3.5.3.8.3.2 When a bidder does not agree to sign the waiver, annotate abstract (WD) to show item is withdrawn.

C6.3.5.3.8.3.3 If bidder agrees to sign waiver, prepare a DRMS Form 70 in triplicate. Forward original and one copy to bidder and hold one copy in suspense pending

receipt of signed form from bidder. Property involved will not be awarded or released to bidder until signed waiver is received by SCO. A conversation record must be attached to bid page of apparent high bidder supporting decision between SCO or SCO representative and bidder. Annotate abstract beside bidder‘s number with PA (award pending return of the signed waiver).

C6.3.5.3.8.3.4 Determine from the bids listed on abstract to which bidder each item will be awarded and either circle in red ink or highlight awarded bid price.

C6.3.5.3.8.4 Return abstract and all supporting documents to SCO representative(s) performing the following:

C6.3.5.3.8.4.1 Per the information on the abstract, sort successful forms of high bidders from unsuccessful bids. File all unsuccessful bids by bidder number sequence, in unsuccessful bid folder.

C6.3.5.3.8.4.2 Using abstract, prepare DRMS Form 1427 for each item circled in red or highlighted. If more than one property location exists for items awarded to a bidder, use a separate page of DRMS Form 1427 for each property location.

NOTE: Date of final free removal will be 10 workdays from the date each DRMS Form 1427 is signed by SCO.

C6.3.5.3.8.4.3 Prepare contract folders/files with appropriate labels.

C6.3.5.3.8.4.4 Forward DRMS Form 1427, abstract and bid pages of each successful bidder to SCO or review and signature.

C6.3.6. Conduct Of Local Negotiated Sale.

C6.3.6.1. DRMS Form 1427. SCO will review each DRMS Form 1427 against all documents provided by SCO representative(s), for accuracy and completeness. Once verified SCO will sign DRMS Form 1427s and return them to SCO representative(s) for distribution.

NOTE: SCOs will not sign blank or incomplete DRMS Form 1427s.

C6.3.6.2. Awards. Make awards the day of the sale for auctions/spot bids and within 5 work days after bid opening date for sealed bid sales.

NOTE: For awards to buyers not in attendance (including all sealed bid sales), contracts must be mailed the same day award documents (DRMS Form 1427) are signed by the SCO.

C6.3.6.3. DRMS Form 1427 Distribution Preparation. SCO representative(s) will prepare DRMS Form 1427s for distribution as follows:

C6.3.6.3.1. Count DRMS Form 1427s and compare against abstract to ensure all

awards were made.

C6.3.6.3.2. Furnish two copies of DRMS Form 1427, including the original, signed by SCO to purchaser. Bidders requesting facsimile notification on the bid page will be faxed one copy of DRMS Form 1427 and mailed the original.

C6.3.6.3.3. Forward four copies to each storage facility.

C6.3.6.3.4. Forward two copies to cashier.

C6.3.6.3.5. File remaining copies along with all supporting documents in contract folder, by sales contract number sequence. Ensure all supporting documents relevant to each award are attached to DRMS Form 1427.

C6.3.6.4. Bids Pending Award. In a separate folder, file all bids being held pending award by bidder number sequence. When appropriate documents are obtained, pull related bid and process.

C6.3.6.5. DRMS Form 542. A DRMS Form 542 is required for every local sale.

C6.3.6.6. Payment and Removal. Property must be paid for and removed within time allocated in IFB or purchaser will lose all right, title and interest in property. But, when removal is delayed and cause of delay is beyond control and without fault or negligence of purchaser, a reasonable extension of free removal period can be granted by SCO. Justification for this excusable delay is documented and placed in contract file. Extension will normally be equal to the amount of time delay caused, at no cost to purchaser, and as specified by *Sale By Reference*, Part 2, Condition 8. If purchaser fails to remove property by extended date, the contract will terminate. When purchaser asks for an extension of free removal period and no valid reason exists, the request will be denied and contract performance will continue.

C6.3.7. Misdescriptions.

C6.3.7.1. After Award. Items alleged by purchaser to be misdescribed after award and before removal may be canceled from the contract by SCO, providing SCO or SCO representative has physically inspected and compared the property to the catalog description and confirmed a misdescription. SCO will annotate DRMS Form 1427 removing the item in question. SCO will prepare and sign a memo (initialing and dating correction) for contract file, which details reason for cancellation. In these cases, written requests from purchaser are not required for canceling misdescribed items. No collections will be made for items canceled on local sales.

C6.3.7.2. After Removal. Items alleged by purchaser to be misdescribed after removal. Property on local/ sales is sold using Limited Guaranteed Description Clause. This clause limits the buyer‘s ability to claim misdescription prior to property removal. Contact assigned counsel for further guidance.

C6.3.7.3. Defaults, Disputes, Appeals, Claims, Protests. For SCOs to process all defaults, disputes, appeals, claims, and protests see procedures at C6.8.

C6.3.8. Establishing and Maintaining Official Contract Files.

C6.3.8.1. Contract Administration Files. Contract administration files will consist of a sale solicitation folder, individual contract folder and financial folder, as well as an unsuccessful bids folder for each sale. The sale solicitation folder, financial folder and individual contract folders may be combined in one folder, if desired. (See fillable DRMS Form 915 - Statement of Account Billing Document in Adobe Forms.)

C6.3.8.2. Sale Solicitation Folder. Sale solicitation folder will be identified by sale number and contain the following:

C6.3.8.2.1. Sale flyer and property listing or sales catalog.

C6.3.8.2.2. Any conversation records from prospective bidders pertaining to property offered for sale.

C6.3.8.2.3. Bid and Deposit Register (DRMS Form 1458).

C6.3.8.2.4. High Bidder Sales Data (DRMS Form 763).

C6.3.8.2.5. DRMS Form 1709 (retained in the financial folder until all refunds/transfers are accomplished).

C6.3.8.2.6. DRMS Form 542.

C6.3.8.2.7. Copies of other pertinent documents or correspondence pertaining to the overall sale.

C6.3.8.3. Contract Folder. File contracts in ascending contract order

NOTE: During removal period the file can be separated into open and closed contracts.

C6.3.8.4. Each contract file MUST BE ABLE TO STAND ON ITS OWN MERIT. Each file must contain sufficient documentation to tell the complete story about the individual contract from receipt of bid to final removal, including any and all claims. To meet this requirement, at a minimum, the following is to be filed by action sequence in each contract folder and identified by contract number:

C6.3.8.4.1. Copy of completed DRMS Form 1427.

C6.3.8.4.2. DRMS Form 3 or mailed, faxed, electronic mail or mailed bid (if applicable).

C6.3.8.4.3. Successful bidder‘s registration card (if applicable).

C6.3.8.4.4. Any memos or other documents pertaining to the contract.

C6.3.8.4.5. Any documents, letters or records pertaining to protests, defaults, claims, cancellation of contract, termination of contract, etc.

C6.3.8.5. Financial Folder. Prepare separate financial folder for each sale containing DRMS Form 1709 and the following documents filed by document type, in voucher number sequence:

C6.3.8.5.1. Collection vouchers.

C6.3.8.5.2. Adjustment/reversal vouchers.

C6.3.8.5.3. Transfer vouchers.

C6.3.8.5.4. Refund vouchers.

C6.3.8.6. Unsuccessful Bid Folder. File unsuccessful bidders‘ registration cards and unsuccessful bids (spot bid cards, mailed, and faxed, electronic mail, and hand carried bids) in order of registration. Documentation and audiotape of the auction (if applicable) must be retained in accordance with DLAD 5025.30, Process, Chapter 28, DLA File/Records Maintenance.

NOTE: Documents involved in any protest or dispute must be retained for 30 days following final resolution of such protest or dispute.

C6.3.9. Contract Administration Review.

C6.3.9.1. Establish a systematic internal review of contract files.

C6.3.9.2. The SCO having primary interest or succession responsibility for specific contracts for a given IFB, is responsible to ensure that –in process‖ review of contract files and timely completion of required actions is accomplished.

C6.3.9.2.1. Within 45 days after final free removal date of sale, run tape of vouchered documents in financial folders; reconcile differences when required and attach tape to applicable documents.

C6.3.9.2.2. Run tapes on total contract price of all completed contracts.

EXCEPTION: Review and certification of contract files will not be postponed for more than 90 days pending completion of claims, protests, litigation or investigation of any kind, when all other contract files are complete.

C6.3.9.2.3. Compare with tapes attached to voucher documents in financial folder. Reconcile differences, as necessary.

C6.3.9.2.4. Separate contracts still pending actions from those completed using Optional Form 23, Chargeout Record, and establish a suspense file for those files pending action.

C6.3.9.2.5. Separate contract files into three categories: one file $24,999.99 and less, one file $25,000.00 and more, and one for hazardous property contracts. Label and dispose of the contracts according to instructions contained in DLAD 5025.30, Process, Chapter 28, (this supersedes DLAI 5015.1, DEFENSE LOGISTICS AGENCY Records and Management Procedures and Records Schedule 11/19/97.) See Files/Records Maintenance.

NOTE: For ease of disposition, hazardous property sales contracts may be stored in a separate location from other sales contracts. If this option is used, hazardous contracts will be displaced by an Optional Form 23 or other appropriate form to indicate the removed contract is hazardous and to note its storage location.

C6.3.9.2.6. Within 90 days after final free removal date, arrange completed contracts in contract number sequence with lowest number on top. Prepare original and three copies of DRMS Form 714, annotating in remark section specific contract file number(s) still pending action.

C6.3.9.2.7. Review content of completed financial folder, sales invitation folder, and completed contracts to ensure completeness of documentation. Determine that all required actions have been taken on each completed contract, reconciling any discrepancies.

C6.3.9.2.8. Sign DRMS Form 714, log in DRMS Form 840, file one signed DRMS Form 714 with the hazardous contracts, one with contracts $24,999.99 and less, and one with contracts $25,000 and over. Suspense file one copy if there are contracts pending completion. Discard suspense copy when all pending contracts have been completed, reviewed and filed.

C6.3.9.2.9. File folders in completed sales files, as appropriate.

NOTE: IFB/financial folders will be filed with contract files $25,000 and over.

C6.3.9.2.10. Mark off specific contract number in all copies of DRMS Form 714 at completion of a previously pending contract, review and file.

C6.3.9.3. It is the responsibility of DRMO chief or designee to review monthly the status of completed sales ensuring a contract review is accomplished within 45 days after final free removal date. Make notation in initial remarks column for any sales where review is overdue and initiate appropriate action to have contract completed and reviewed.

C6.3.9.4. For FST sales, lead DRMO SCO maintains official sales invitation, individual contract and financial folders as well as unsuccessful bids folder. Lead DRMO SCO will send a

copy of DRMS Form 1427 to DRMO having the property. Buyer can pay for property at any DRMO with a cashier and DRMO will process collection using normal procedures. An original stamped, paid copy of DRMS Form 1427 and release information along with original DD Form 1131, Cash Collection Voucher, and DFAS receipt voucher, will be expeditiously sent to lead DRMO SCO to reconcile official contract folders. Refer any disputes or defaults to lead DRMO SCO for resolution. Lead DRMO is responsible for performing functions identified above.

C6.4. **Referring Property/Scrap for Sale (Other than Local sale and CV DTIDs) in DAISY.**

C6.4.1. General.

C6.4.1.1. The current disposal system has three program functions for sales. The DAISY National Sales Program (DNSP) provides the procedures for preparing the national sales catalog and for processing the bids for national sales. The Local Sales Program, through the Conversion of Referral and Local Sales (CORALS) provides the procedures for preparing the local sales catalog and for processing the bids for local sales. The property accounting function in the system updates the status of all items in the accountable record. The screens in this chapter refer to the property accounting functions in the current system.

C6.4.1.2. Referring Property for Sale except Commercial Venture (CV) Property.

NOTE: That property that is identified as CV property at receipt, based on the FSC and DEMIL Code are exempt from these procedures.

C6.4.1.2.1. When usable property reaches the ESD, DTID records automatically move into the merchandising cycle; Record Status Code A.

C6.4.1.2.2. DRMO distribution personnel should monitor accumulations weekly to determine lotting and size of sale items based on previous sales experience.

C6.4.1.2.3. To determine potential sale items, DRMO personnel may request a Consolidated Inquiry, Local Area or Donation Area Screening List at any time. This listing reflects all items currently on hand by storage location within a site. To use the system to interrogate sale status, select *MARKETING* menu from the DAISY menu. Then select the *SALES INQUIRY PROCESS*. This provides you with 3 options: 1) *DTID INQUIRY*; 2) *SCRAP INQUIRY*; and 3) *SALES EXTRACT REPORT PROCESS*. The third option has the *DTID EXTRACT REPORT* for usable property and the *SCRAP EXTRACT REPORT* for scrap property. Make your selection and follow the screen prompts.

C6.4.1.2.4. Input the Accumulation Closing Date for each Accumulation Number.

C6.4.1.3. Preparing Property for Sale

C6.4.1.3.1. DRMO distribution personnel should maximize use of listings to determine property to be offered for sale.

C6.4.1.3.2. After determining what property is to be offered for sale, input national sale item descriptions within 7 calendar days after ESD. Also prepare local sale item descriptions, flyers and/or catalogs for mailing to local sale customers as required by local printing/mailing time constraints, or transfer to retail sale. Regardless of media used to advertise local sales, catalogs (Invitation for Bids, IFBs) must be available for customers on the first day of property inspection. Since all property shown in the catalog may not be available for sale due to selection and removal of property during the 3 working days prior to inspection, advise customers of property no longer available for sale.

NOTE: For local sales, the Local Sale Number must be recorded in CORALS application for local sales when the IFB is established.

C6.4.1.4. Marketing Sales Placards will be output for DTIDs at Automatic Release Date (ARD) plus 7 days. Sales Placards for property requiring special processing will be output at ESD. Sales Placards will not be generated for DEMIL required DTIDs.

C6.4.1.5. When a quantity discrepancy is discovered during the merchandising cycle, process an inventory adjustment (see C6.6), to correct the record quantity.

C6.4.1.6. When the total quantity is issued anytime after referral for sale, but before the **BOD**, the RTD issue closes out the record of the item. If the **BOD** has passed, roll the item back to RSC A and then issue. If only part of the record quantity is issued after referral for sale, but before **BOD**, the remaining quantity on the record is kept in the appropriate status. If the issue is for a partial quantity and **BOD** passed, the IFB and IFB Item Number must be re-input after the item is rolled back to RSC A

NOTE: For CV property, approval is required from the SCO to withdraw property between the ESD and the Delivery Order Date,

NOTE: If a Type Transaction Code (TTC) of RAD (requisition number added) or TAD (transfer order line added) or DAD (donation order line added) was input after the XS6 was recorded, the record will be placed in MSC Q and the IFB number will not be visible.

C6.4.1.7. When items requiring DEMIL are related to an IFB, the system asks the user if DEMIL is a condition of sale. If answered yes, the item is to be placed on sale. If answered no, the process is terminated.

C6.4.1.8. Adding Bidder Identification Number (BIN) for sale/shipment. The BIN is a ten position numeric that is used to identify bidders. The BIN was previously an optional entry; it is now a required entry. The two main purposes for entering the BIN are: (1) to ensure that the buyer is identified by their BIN in the automated system for each sale that they participate in and (2) to verify whether or not the bidder is eligible to participate in the sale, i.e., not debarred.

C6.4.1.8.1. When a sale/shipment is made, the BIN must be entered on the following screens in the Marketing Menu:

C6.4.1.8.1.1 udaz30 - Sale/Shipment (DTID).

C6.4.1.8.1.2 udaz31 - Sale/Shipment (Scrap).

C6.4.1.8.1.3 udaz32 - (IFB Item No.).

C6.4.1.8.2. Procedure for a "known" BIN. Access the appropriate screen in the MARKETING Menu and enter the known BIN in the sale/shipment transaction. Verify the eligibility of the bidder by performing a BIN inquiry.

C6.4.1.8.3. To perform a BIN inquiry, to add a new BIN to the Bidder Master File, or to verify that the bidder is eligible to participate in the sale, make the following entries.

C6.4.1.8.3.1 First, login to the Bidder Master File (a web-based system) via https://www.drms.dla.mil/bmf.

C6.4.1.8.3.2 To conduct an inquiry, enter part of the bidder or company name, or the BIN if known, in the quick search name box as follows; *helicopter*. The more text provided, the more strict the research. Starting with a broad search is the preferred method, preceded with and followed by an asterisk (*). If no BIN is found, the results screen will offer a button to create a new record.

C6.4.1.8.3.3 If this produces too many results or none at all, modify the search by adding additional information such as city, state or zip code in the Detailed Search form.

C6.4.2. Downgrading Property to Scrap.

C6.4.2.1. DRMO personnel may determine that certain items that have moved into the sales cycle should be scrapped rather than sold as usable property. Refer these items for Downgrade. The source document for the downgrade transaction may be the DTID, the Sales Placard, DRMS Form 222, or DRMS Form 73, depending on the status of the property. Distribution personnel accomplish the Referral for Downgrade transaction (udaz13) that initiates the Downgrade Placard. This transaction requires input of a Downgrade Justification Code indicating the reason for downgrade. Warehousing personnel will use this downgrade documentation to accomplish the downgrade action. Obtain the appropriate approval when approval authority exceeds the DRMO limit. (See Section 4, Supplement 2, Property Accounting Enclosure 11 Attachment 3.

C6.4.3. Usable Property Sales Excluding CV.

C6.4.3.1. Use the following process for referring usable property for sale.

C6.4.3.1.1. Referral for National Sale. If the Sales Placards, output to the DRMO, or listings are used, annotate the following:

C6.4.3.1.1.1 Change in quantity if applicable.

C6.4.3.1.1.2 New Site/Storage Location, if the property is relocated.

C6.4.3.1.1.3 Referral date.

C6.4.3.1.1.4 Sales referral list number when known or required.

C6.4.3.1.1.5 Sales referral item number when known or required.

C6.4.3.1.2. The DRMO may find it necessary to hold property beyond the normal time frame in order to obtain a salable quantity or to optimize sales proceeds. Property may be held by site location until sufficient quantity(ies) exist for sale; however, this does not prevent property from appearing on RESI lists.

C6.4.3.2. Referring Lotted Property for National Sale, excluding CV. Prelot capability in the property accounting system is not currently in use; however, the system allows the user to refer all DTIDs in a single location by input of a single Sales Referral transaction (the Site/Storage Location Referral, screen udaz09). All DTIDs in that location must be in RSC **A**.

C6.4.3.3. Updating Records with IFB Data.

C6.4.3.3.1. The Sales IFB process in the system allows the user to associate the IFB and IFB Item Number to DTIDs in 2 ways:

C6.4.3.3.1.1 The IFB/IFB Item Number can be added to the accountable record by DTID (Relate IFB to DTID Screen, udaz22). Select *MARKETING* from the DAISY menu. Then select *SALES IFB PROCESS*. Finally, select *RELATE IFB TO DTID*. The user enters the DTID and is prompted to supply the IFB data.

C6.4.3.3.1.2 The IFB/IFB Item Number can be added to all DTIDs associated to a given Sales Referral and Sales Referral Item Number by using the Relate IFB to Referral Number Screen, udaz21. Select *MARKETING*, then select *SALES IFB PROCESS*. Finally select *RELATE IFB TO REFERRAL NUMBER SCREEN*. The user enters the Sales Referral Number and Sales Referral Item Number and is prompted to supply the IFB data. This process adds the IFB data to each DTID on the given Sales Referral Item Number.

NOTE: When the user establishes the IFB Number by using Establish IFB Number Screen (udaz20), they are required to provide the Bid Opening Date and Type Sale Code. Therefore, entering this information is not required when the IFB/IFB Item Number is added to the DTIDs.

NOTE: ***All retail property in OCONUS must be DEMIL Code "A" unless specifically allowed for retail sale.***

C6.4.3.3.2. The Relate IFB to DTID Screen (udaz22) can be used to place the IFB data on the DTID record. In the event there are multiple DTIDs assigned to a specific

Site/Storage Location (and all are in RSC **A**) the user may assign a Sales Referral Number/Sales Referral Item Number to all DTIDs in that Site/Storage Location using the Site/Storage Location Referral Screen (udaz09). To benefit the user, they can utilize the Relate IFB to Referral Number Screen (udaz21) in order to assign the IFB/IFB Item Number to all DTIDs assigned to the Sales Referral Number/Sales Referral Item Number. This eliminates the need to assign the IFB/IFB Item Number, DTID by DTID, since this action only requires the user to process 2 screens.

NOTE: Local Sales do not require the use of a Usable (DTID) Sales Referral to place the property on a Sales Referral Number/Sales Referral Item Number.

C6.4.4. Referring Property/Scrap.

C6.4.4.1. Prior to the End of Screening but no later than 30 days after the completion of screening, DRMOs will refer ‖marketable‖ usable property (non-CV) to the Sales Office for sale.

C6.4.4.2. Scrap property not qualifying for Scrap Venture shall be referred when optimum lot sizes have been reached.

C6.4.4.2.1. Identify each separate pile (accumulation) of scrap with a sign that coincides with the scrap record for that particular pile of scrap, e.g., three different piles of irony aluminum (SCL D1D) that are to be disposed of as three separate sales items which will be identified under three different records such as: D1D-A1-A, D1D-A2-A and D1D-A3-A. When each of these items is referred for sale, the scrap record code is part of the location, e.g., **LOC YARD 1 (D1D A1 A)**. Include this code in the IFB for that item for easy cross-referencing by the posting clerk and all concerned.

C6.4.4.2.2. Optimum Lot Size. The optimum sales lot size is that quantity of a particular scrap item which, when sold, yields the greatest net proceeds/benefits. Each scrap yard should determine the optimum lot sizes for its own scrap generations. Optimum lot sizes vary by scrap grade/classification and location. There may be several optimum lot sizes within a standard grade, especially within the ferrous scrap category (e.g., cast engine blocks, tank tracks, cast steam radiators). Once established, optimum lot sizes should be updated periodically to reflect salable quantities in current markets. Merchandising by optimum lot size results in optimum proceeds and is well worth the effort required. Factors that should be taken into consideration when determining optimum lot sizes include:

C6.4.4.2.2.1 Type of Scrap Received. In view of the low return per ton received from sale of ferrous scrap, a relatively large optimum lot size (e.g., railcar, barge load, shipload) may be required to offset transportation costs. Nonferrous and nonmetallic scrap on the other hand, requires smaller optimum lot sizes (truckload quantities or less) because of its greater relative value.

C6.4.4.2.2.2 Amount of Scrap Received. Large receipts of scrap may warrant larger optimum lot sizes. Conversely, if only small quantities are received during a lengthy period, it is unwise to have a large optimum lot size.

C6.4.4.2.2.3 Amount of Storage Space Available. Although a larger lot size may be optimum in terms of proceeds, a DOD scrap yard may not be able to store that quantity of scrap because of the limited space available (e.g., insufficient covered storage for paper scrap). In this case, a smaller lot size would be the optimum size or term sales may be necessary to keep scrap inventories manageable.

C6.4.4.2.2.4 Type of Loading Facilities Available. If rail or waterway facilities are available, consider lotting scrap in railcar, barge load or even shipload quantities. When considering use of rail or waterway transportation, scrap yard managers should check for any applicable load weight limitations, possible obstructions to safe loading, availability/reliability of loading equipment and availability of suitable scales.

C6.4.4.2.2.5 Extent of Contamination or Commingling. It may take larger lot sizes to stimulate an adequate number of bidders when scrap is heavily contaminated or not properly segregated. Conversely, carefully segregated, uncontaminated and accurately identified scrap generates greater buyer interest with smaller lot sizes.

C6.4.4.2.2.6 Presence/Absence of Local Markets. Optimum lot size may be dictated by the availability of a local market. For example, a large lot may be needed to attract distant bidders because of the absence of a local market, but lot size may not be as important in areas of high local demand.

C6.4.4.2.2.7 Market Condition. In periods of low overall demand for scrap, a buyer may not be willing to invest in a large quantity of scrap that he may have to sell later at a loss. In this case, smaller lot sizes may actually bring better proceeds because of the buyer's ability to quickly resell the scrap and maintain minimum inventories.

C6.4.4.2.2.8 Frequency of Sales. This factor, which is heavily dependent on the previous ones, can also have an independent influence on lot size. For example, if a scrap yard has one scrap sale a month, lot sizes may be smaller than if it has a sale only once a quarter.

C6.4.4.2.2.9 Past Sales Experience. This is a crucial factor in determining optimum lot size. DOD scrap personnel must be familiar with their past sale results to determine which size lot yielded the highest net return. However, the market is constantly changing and optimum lot size should not be based solely on past sales history. Furthermore, past sales history can be misleading because of variances between sale items, especially with respect to percentage of contamination, and accuracy of scrap materials identification.

C6.4.4.2.3. Referral for Sale. If scrap is going to be sold on a national sale, refer the property to the National Sales Office. Use the Scrap Sales Referral Screen (udaz10) to update the accountable record by adding the Sales Referral and Sales Referral Item Number.

C6.4.4.3. This includes establishing the referral, grouping the DTIDs into items within the referral, preparing the property description, assigning the appropriate sales terms and conditions, paragraphs, inspection and loading notes and –referring‖ the sales referral to the

sales office for execution of the Invitation for Bids. This process is transacted in the Conversion of Referrals (DNSP) and Local Sales (CORALs), a subsystem in DAISY. Select 4 from the Main Menu. The screens are named _DNSP' and are found in the DAISY Marketing Menu.

C6.4.4.4. The CORALs Users Manual provides useful systems information on the transactions input. It can be found on the DRMS Sales Intranet Home Page.

C6.4.4.5. STEP ONE. Use the DAISY Inquiries Menu to prepare a consolidated inquiry (Select 5 from the Main Menu) to assist in defining items to be referred.

C6.4.4.5.1. Usable Property. Pertinent field data, e.g., location, accumulation, Record Status Code, HM/HW Code, FS, SHC, Reimb Code, DEMIL Code, etc.

C6.4.4.5.2. Scrap. Pertinent field data for a Consolidated Inquiry includes, SCL/SCT Number, weight, Reimb Code, SHC, etc.

C6.4.4.5.3. Print the report from the Reports Menu (Select 6 from the Main Menu). Review the report group the DTIDs into items by Commodity Code. See Section 4, Supplement 2, Sales Enclosure 9 - DNSP Commodity Group Codes. (In some cases where there is not sufficient quantity of one group, property may be referred with several groups in one referral.)

C6.4.4.6. STEP TWO. Establish the Referral Number in 4.1.1. (This is also the screen used to establish the accumulation.)

C6.4.4.7. STEP THREE. Assign the DTIDs to Item Numbers within the referral in DAISY 4.1.2, the SCL/T Numbers in 4.1.3. and the site/storage location in 4.1.3.

C6.4.4.8. STEP FOUR. In 4.2., establish or change the item descriptions within the referral number. This process requires the merchandising specialist to develop the item description, assign packing notes, description notes, inspection notes, loading notes, comments to the Sales Office (this information does NOT get pulled into the IFB), catalog codes For a list of catalog codes, see DNSP Catalog Codes. To view the text of all the articles in DNSP, see Articles Text, Part 1, Part 2 and Part 3.

C6.4.4.9. STEP FIVE. Refer the Sales Referral to the Sales Office using 4.2.5.

C6.4.4.10. STEP SIX. In the screen 4.2.6, input information that will send a complete referral to Access Reports. Print the Access Report by Selecting 6 from the Main Menu.

C6.4.5. Hazardous Property Sales Referral Certification (DRMS Form 1920).

C6.4.5.1. Each sales referral of hazardous property must reflect that a completed and signed certification is in file. In addition, *"not applicable"* is not an acceptable comment. Hazardous material referrals must indicate whether DD Form 1348-1A contains certification that packaging of property either meets or exceeds packaging requirements. Referral must so reflect if certification states packaging is substandard to DOT specification, or if no certification

is on DD Form 1348-1A. Accomplish this as a –Notell under each item description on sale referral. (Example: ***"NOTE: The DD Form 1348-1A reflects that the containers are substandard to DOT packaging requirements."***)

C6.4.6. DEMIL Property Sales Referrals.

C6.4.6.1. Property to be sold with DEMIL as a condition of sale or critical FSG/FSC items and FSCAP items to be sold with mutilation as a condition of sale.

C6.4.6.2. DRMOs will e-mail or fax a DEMIL Surveillance Plan to offer this property for sale with DEMIL or mutilation to be preformed as a condition of sale to DRMS-BCD for approval. Request will include NSN, nomenclature, quantity, DEMIL Code, DEMIL or mutilation instructions and where DEMIL or mutilation is proposed to be performed (DRMO or off-site). DRMS-BCD will coordinate with DEMIL Center to determine best method of DEMIL or mutilation performance, either by DEMIL Center or as a condition of sale-in-place at the DRMO. The fax number is DSN 661-5524.

C6.4.6.2.1. Include the following in sales referral when demilitarization is to be accomplished as a condition of sale:

C6.4.6.2.1.1 Noun.

C6.4.6.2.1.2 NSN, if applicable.

C6.4.6.2.1.3 Manufacturer and manufacturer's part number, if available.

C6.4.6.2.1.4 Serial numbers, if applicable.

C6.4.6.2.1.5 Quantity (include weight of demilitarized residue to be released to the sales contractor).

C6.4.6.2.1.6 Unit of issue.

C6.4.6.2.1.7 Method and degree of required demilitarization. Include the following prohibition: *"The use of precision cutting torch fixtures, precision cutting saws, or precision tool of any kind to minimize mutilation is forbidden".*

C6.4.6.2.2. This Surveillance Plan must be approved prior to cataloging material for sale

C6.4.6.2.3. See Section 4, Supplement 2, Sales Enclosure 10 - DEMIL Sales Referral Checklist for guidance regarding evaluating a DEMIL sales referral.

C6.4.7. General Guidelines For National Sales Property Descriptions.

C6.4.7.1. DRMOs are responsible for writing property descriptions. Prepare descriptions

from physical inspection of property and any other relevant data. Descriptions should be complete, clear, accurate, and convey a mental picture of property. Use best available descriptive information, including NSNs, part numbers (P/Ns), and DEMIL codes to describe items.

C6.4.7.2. Estimated weights, packaging and shipping information and suggested uses can also be valuable to potential bidders. Other data not contained in sample descriptions may be added; however, omit extraneous information that will not enhance property descriptions or proceeds. Descriptions contained in IFBs are often the only basis used by a potential bidder determining the extent of their interest in property offered for sale.

C6.4.7.2.1. Qualifying Terms. When appropriate in descriptions, use qualifying terms such as those listed below:

Figure 15 - Qualifying Terms for Use in IFBs

Qualifying Term:	Term Use Directive:
"Consisting of"	Use this term when offering a single homogeneous grouping of property. Property will normally be offered as an itemized lot.
"Including"	Use this term only where a large variety of property is being offered as a single sales line item. Offerings of this type are normally offered as a narrative lot.
"Residue"	Use this term only to describe the remainder of a system or item after parts and/or components have been removed. Keep the use of this term to a minimum.
"Parts Missing"	Use this term only to indicate major items that are missing. Carefully inspect property, review maintenance records and turn-in documents, and note all damaged and missing major parts. In the case of vehicles for example, transmissions, axles and generators are considered major parts. Spare tires will not be listed as missing when they are not available; however, when they are available, the description should so indicate.
"Repairs Required"	Since property is not always repairable, property descriptions should state the condition as used or unused, followed by a second classification of poor, fair, good or excellent. **NOTE*:*** Do not use this term as it infers that the item is repairable.
"Packed"	Use this term when the item is in a carton, container, box or crate, and ready for a commercial carrier if properly labeled.
"Unpacked"	Use this term when the item is in a carton, container, box, crate, or skidded but is not suitable for transporting by commercial carrier without additional packing.
"Loose"	Use this term when the item is not in any type of bag, carton, container, crate or box, or if the item is lying on a pallet or by itself. **NOTE:** The terms -packed,‖ -unpacked‖ and –loose‖ or in any combination can be used in a single description if appropriate to describe packaging information.
"Parts/Components"	The term -part‖ or -component‖ includes the individual pieces comprising a larger item.

C6.4.7.2.2. *"Same Description As"*: Property offered on a —same description as‖ basis will be the same as referenced item in all material respects, including condition code, make, manufacturer's part or model number, packaging or quantity. When condition code, make, manufacturer's part or model number, packaging or quantity varies from referenced item but the identical description otherwise applies, use phrase *"same description except"*. When special circumstance conditions are included in referenced item, use phrase *"same description and contract provisions as"*. The above procedure is applicable to property in either used or

unused condition.

C6.4.7.2.3. *"Same Contract Provisions As"*: In some instances, such as offering small arms brass, special contract provisions become so extensive that they cover almost half a page of sales catalog space. When additional items use the same special contract provisions, type applicable articles on the first item in the sale. From then on, use *"Same Contract Provisions As Item,"* for remaining items in the sale which have the exact same articles.

C6.4.7.2.4. Parcel Post Shipment. Items not exceeding 40 pounds or 84 inches combined (length and girth) may be shipped by parcel post. Offer this service in all 50 states and all territories and possessions of the United States where feasible.

C6.4.7.2.5. Identify Basic Material Content. When relevant, identify/describe basic material content, especially when it is nonferrous, high-temperature, or precious metal.

C6.4.7.2.6. Minimum Acceptable Price. When precious metals bearing property is offered for sale, include minimum acceptable price provision in property description.

C6.4.7.2.7. Accurate Weight Item Description. Include accurate weight in item description. (Scrap should be weighed upon turning to provide accurate weight) Provide estimated weight only when unable to obtain actual weight.

C6.4.7.2.8. Special Conditions of Sale. List any articles or special conditions of sale pertaining to property after property description.

C6.4.8. Specific Guidelines For National Sales Property Descriptions.

C6.4.8.1. When DRMOs prepare property descriptions, include all relevant information and comply with the following specific guidance:

C6.4.8.1.1. Federal Supply Catalog Descriptions. Use Federal Supply Catalog descriptions, as well as descriptions developed for reutilization screening purposes, as a basic source of information in describing property for sale. Supplement these guides with more specific factual data, such as DEMIL code, year, model, vehicle identification number, part number, applicability, dimensions, composition, voltage, cycle, RPM, quantity or weight, and unit of measure, e.g., pound, kilogram, liter, each, etc., which will be obtained through physical inspection. When known, include shelf-life expiration dates and, when relevant, (With the exception of DEMIL Code and Shelf-life for Hazardous), provide basic material content.

C6.4.8.1.2. Definite Quantities. State definite quantities when quantity is known or can be ascertained by actual count or weighing. Otherwise, state estimated quantities, both of weight and number, based on the best available information. Adjustments for variations in quantity or weight listed in IFB are limited to:

C6.4.8.1.2.1 Term sales - fifty percent variation over or under.

C6.4.8.1.2.2 Property offered by weight - twenty-five percent variation over and under.

C6.4.8.1.2.3 Property offered by each, pair, etc., will not exceed ten percent over or under.

C6.4.8.1.3. True Property Condition. It is extremely important to provide the most accurate a statement of the true property condition. Property condition is a matter of interpretation based on technical knowledge and best judgment of sales writer. Describe property as –unused‖ rather than –new.‖ The word –new‖ implies property is in the same condition as it was when received from manufacturer. This might induce a prospective buyer to bid without advance inspection. Due to age or deterioration in storage, property may be in much less desirable condition than –new‖ would indicate. Although -unused‖ is the proper word for describing property never used, it alone does not constitute an adequate description and must be supplemented by a qualifying statement of condition. Examples of qualifying statements for unused property are –unused, excellent;‖ -unused, good;‖ –unused, fair;‖ and –unused, poor.‖ Appropriate qualifying statements for used property are –used, good;‖ —used, fair;‖ and —used, poor.‖

C6.4.8.1.4. Uncommon-Highly Technical Property. Written descriptions of uncommon or highly technical property should be supplemented by photographs or drawings. To describe size of property, indicate actual dimensions or display it beside a ruler or other item to clearly portray size. Normally, illustrations are not required for common standard commercial specifications of property such as nuts, bolts, screws or other common items. NSN/LSN Identification. MLI/CCLI sales referrals must identify one of the following:

C6.4.8.1.4.1 A NSN.

C6.4.8.1.4.2 A FSC, valid part number and manufacturer‘s name, nomenclature which accurately describes item, end item application, and applicable DEMIL code, if item meets criteria contained in DRMS-I 4160.14, Section 2, Chapter 4, Demil Program, Para C4.4, Demil Certification.

C6.4.8.1.4.3 LSNs not meeting criteria in the preceding paragraph must have an extended description with as much of the information contained in the preceding paragraph as available, to enable validation of assigned DEMIL code.

C6.4.8.1.5. Accomplishment of DEMIL requires DRMO DEMIL Coordinators identify general/specific DEMIL instructions, terms, conditions as a part of sales referral. Requirements must be written in a clear, concise manner ensuring DEMIL requirements are clearly communicated to bidder. Whenever possible, these requirements should be accompanied by illustrations/pictures depicting specific cut marks. This will ensure bidder has a clear understanding of DEMIL requirement and is able to consider these requirements when submitting their bid. Certifier/verifier can then ensure DEMIL performance of purchaser is consistent with DEMIL requirements in IFB sales terms and conditions.

C6.4.9. Sales Terms And Conditions

C6.4.9.1. General. DRMS-BB approval is required for any deviations or changes to these conditions. Requirements for additional conditions must be coordinated with DRMS-BB. In sales of foreign excess property, the conditions may be modified according to situations that peculiar to overseas after coordination with assigned counsel.

C6.4.9.2. General Sale Terms and Conditions. Use General Sale Terms and Conditions, Standard Form 114C, and Continuation of General Sale Terms and Conditions, DRMS Form 84, as prescribed in the *Sale By Reference* (SBR) pamphlet, Part 2, in sale of all surplus and foreign excess property (except by the retail sale method).

C6.4.9.3. Special Conditions. In addition to General Sale Terms and Conditions, the following are prescribed for use in IFBs:

C6.4.9.3.1. Special Sealed Bid Conditions, Standard Form 114C-1, to be used in Sealed Bid sales, except term sales. (*Sale By Reference*, Part 3)

C6.4.9.3.2. Special Sealed Bid-Term Conditions, Standard Form 114C-2, to be used in Sealed Bid-Term sales. (*Sale By Reference*, Part 4)

C6.4.9.3.3. Additional Special Circumstance Conditions, DRMS Forms 86 and 94, to be used in all sales as appropriate. (*Sale By Reference*, Parts 5 and 8)

C6.4.9.3.4. Special Circumstances Conditions, DRMS Form 95 and 98 to be used in specific sealed bid sales as appropriate (*Sale By Reference*, Parts 6 and 7).

C6.4.10. Special Conditions Of Sale

C6.4.10.1. Special Conditions of Sale to be used as appropriate in sales catalogs is noted below. Overseas Sales Offices may modify or supplement these conditions when necessary, with approval of assigned counsel.

ARTICLE ___: ALL-OR-NONE LINE ITEM BID PRICE: Applies to item(s) _____. Notwithstanding any other provisions of this Invitation for Bids to the contrary, bidders are required to submit a bid based on percentage of the market identified in Article entitled -BID PRICE DETERMINATION,‖ reject each item in any All-or-None Bid which does not contain individual line item prices, as non-responsive.

ARTICLE B42: ASBESTOS REMOVAL: Whenever regulated asbestos-containing material (RACM) is stripped, removed, renovated, demolished, or otherwise handled or disturbed, purchaser agrees to have an on-site representative (such as a foreman or management level person) trained in OSHA and Asbestos National Emissions Standard for Hazardous Pollutants (NESHAP) demolition and renovation provisions, and means of complying with them, present during duration of the work performance. Evidence the required training was completed must be posted at demolition or renovation site and made available for inspection by the Environmental Protection Agency (EPA) or the delegated agency according to 40 CFR Part 61, effective 20 November 1991. OSHA, state and/or local regulations

governing asbestos-containing material also apply.

ARTICLE ___: BID PRICE DETERMINATION. (Term sales tied to a Market.) The publication listed below will be used as a basis for determining bid price for each item to be included in monthly billing statement. Billing price will be based on highest quotation published for each item as indicated. Apply market(s) listed below as quoted in the (publication) for (week and day) of each month which deliveries are made as follows:

Item no(s) (regional market) (commodity grade)

In the event a zero market price, negative market price, or no market price is published as specified above, use last positive market price quoted in the publication.

ARTICLE B15: PRE-PAYMENT AND PAYMENTS ON TERM CONTRACTS.

For each line item awarded, a pre-payment of 20% of the total price estimated for 1 year‘s generation is required and must be made prior to or at the time of first removal. No property will be released to purchaser or their duly authorized agent before pre-payment is received by SCO. Pre-payment submitted by purchaser will be retained by the Government and applied against last delivery affected under contract.

All payments including storage charges, liquidated damages and interest must be in U.S. currency. Acceptable payments may be made by cash; cashier‘s, certified, or traveler‘s checks; bank draft, money order or credit card (American Express, MasterCard, Visa and Discover Card only). When a credit card is used, bidder must provide: credit card number, name as printed on the credit card and expiration date. If more than one credit card is used, bidder must identify the exact monetary amount to be applied against credit card. Bidders who accompanies payment by a letter of credit or have an approved bid bond (SF 150 or SF 151) on file may make their payments by uncertified personal or company check, but only up to an amount equal to the penal sum of their bond or the amount of their letter of credit.

If for any reason, a bidder‘s personal or company check is not honored for payment by the payee bank upon initial presentation for payment; or if a credit card is declined for payment by the processing bank, after notifying the bidder the Government may require all future payments be made by cash, cashier‘s check, certified check, traveler‘s check, bank draft or money order.

ARTICLE B17: BID AND PRE-PAYMENT EVALUATION. (Term sales tied to a Market.) As a basis for evaluating bid and computing pre-payment on this sale, use the following market prices:

ITEM NO. (s) DESCRIPTION MKT PRICE: (the item number, description and monthly updated cost will be listed in this area) The prepayment will be computed by applying the percentage bid by above stated market price, multiplied by a 1-year generation, multiplied by 20%. EXAMPLE: If amount of bid per pound for an item is 50% of market price and annual generation is 10,000 pounds.

SAMPLE PRE-PAYMENT COMPUTATION WITH MARKET PRICE OF $.05 PER (NET TON/GROSS TON/LB) AND WITH A 1-YEAR GENERATION OF 10,000 (NET TON/GROSS TON/LB).

MARKET PRICE PER POUND	$0.05
PERCENT OF MARKET PRICE BID	50%

BID PRICE	$0.025
ANNUAL GENERATION	10,000 LB
PRICE FOR 1-YEAR GENERATION	$250.00
REQUIRED PRE-PAYMENT (20% OF 1 YEAR)	$50.00

ARTICLE 18: FULL PAYMENTS ON CONTRACTS.

Full payment of total estimated quantity for term of contract is required and must be made prior to time of first removal. No property will be released to purchaser or their duly authorized agent before full payment has been received by SCO. This item is being offered by lot and no adjustment for variation in estimated quantity will be made.

All payments including those for storage charges, liquidated damages and interest must be in U.S. currency. Acceptable payments may be made by cash, cashier‘s check, certified check, traveler‘s check, bank draft, money order or credit card (American Express, MasterCard, Visa and Discover Card only). When a credit card is used as payment the credit card number, the name as printed on the credit card and the expiration date must be provided. If more than one credit card is used, the bidder must identify the exact monetary amount to be applied against credit card. Bidders whose payment is accompanied by a letter of credit or who have a file on approved bid bond (SF 150 or SF 151) may make their payments by uncertified personal or company checks, but only up to an amount equal to the penal sum of their bond or the amount of their letter of credit.

If for any reason, a bidder‘s personal or company check is not honored for payment by the payer bank upon initial presentation for payment, or if a credit card is declined for payment by the processing bank, the Government may after notifying the bidder, require the bidder to make all future payments by cash, cashier‘s check, certified check, traveler‘s check, bank draft or money order.

ARTICLE ___: CERTIFICATION FOR RADIUM: The Purchaser certifies that he will comply with all Federal, state and local laws, ordinances, and regulations with respect to the care, handling, storage and shipment, resale, export, and other use of the radium herein purchased and that he is a user, manufacturer, processor of, or dealer in such materials, and is capable of complying with all applicable Federal, state, and local laws. Reject bids from individuals or firms not possessing the experience, organization, and technical qualifications to re-encapsulate and handle material of the nature offered (either through its own facilities or the facilities of another individual or firm).

ARTICLE B32: CLEANUP: All debris resulting from removal of material must be cleaned up by the contractor to the satisfaction of the custodian.

ARTICLE HF: COMPRESSED GAS CYLINDERS: Purchasers are warned that this material may contain constituents of an explosive or toxic nature regardless of the care exercised by the Government to remove them or render the material harmless. No cylinder(s) obtained from the Government will be reused by the Purchaser for transportation of compressed gases unless it meets the requirements of the hazardous materials regulation in Section 913.34, Title 49, Code of Federal Regulations and the serviceability criteria of the Compressed Gas Association Pamphlet C-6.

ARTICLE ___: CONDEMNED FOODSTUFFS (UNFIT FOR HUMAN CONSUMPTION): The condemned foodstuffs listed in item(s) _____have been or will be denatured prior to delivery in order to render them entirely unfit for human consumption. The purchaser represents warrants and certifies to the United

States Government that the materials will not be used, offered for sale or sold for human consumption.

ARTICLE B06B: CONTAINERS AND CONVEYANCES: The Government furnishes containers for storing food waste at collecting points. Such containers will not be removed by the purchaser. The purchaser shall furnish suitable conveyance and containers for removing food waste from collecting points. Purchaser's conveyances and containers shall be kept clean and in good repair. Leakage and scattering of food waste on roads or areas within the military installation will be immediately cleaned up by the purchaser.

ARTICLE B08: DEMILITARIZATION: Property requiring demilitarization will be demilitarized by the purchaser. All costs incident thereto shall be the sole responsibility of the purchaser. DEMIL will be effected by melting, popping, crushing, deforming or otherwise mutilating the property so as to completely destroy its lethal purposes. The use of precision torch fixtures, saws, tools of any kind to minimize mutilation/demilitarization is forbidden. Do not pass title of the property to the purchaser until demilitarization has been completed.

ARTICLE KV: DEMILITARIZATION TIMEFRAME FOR PROPERTY OFF GOVERNMENT PREMISES: Applies to item(s) _____. Purchaser shall commence demilitarization immediately upon off loading the property at the demilitarization site and will complete demilitarization as follows:

ITEM ___ - ___WORKDAYS

ARTICLE P: DEMILITARIZATION TIMEFRAME FOR PROPERTY ON GOVERNMENT PREMISES: Applies to item(s) _____. Purchaser shall complete demilitarization within the timeframe allowed for removal of property as follows:

ITEM ___- ___WORKDAYS

NOTE: This article is to be used when demilitarization is to be accomplished on Government premises, but not the DRMO, and will require travel by surveillance personnel.

ARTICLE SD: DEMURRAGE AND OTHER STANDBY COSTS: Where it is provided in the Invitation for Bids that the Government will load, it is agreed and understood that the Government will not be liable for any costs, direct or indirect, which may be incurred by a purchaser as a result of the Government's failure to load property in a timely manner. The sole and exclusive remedy for such a failure shall be an appropriate extension of the free removal period.

ARTICLE B10: DISMANTLING AND REMOVAL:

Purchaser agrees to furnish all labor, materials, and equipment necessary to dismantle and remove property at no cost to the Government.

Purchaser must drain or pump residual fuel from fuel tanks into drums that will be provided by the Government. Fuel tanks must then be removed from vehicles prior to mutilation. The fuel and drums are not included in the sale.

Purchaser must drain lubricants/fluids from engines, transmissions, and radiators and place all drained material into containers specified by the Government. The drained fluids and containers are not included in the sale.

Purchaser is required to keep all fuels, lubricants and radiator antifreeze fluids segregated from each other. Purchaser must exercise care when removing any fluids from the vehicle to prevent leakage or spillage. If any fluids are spilled, the purchaser is responsible for clean up of the spill area to the satisfaction of the installation Environmental Office. If the purchaser is not able to perform the required clean up, the purchaser agrees to reimburse the Government for all costs associated with that clean up. Regardless as to whom effects the clean up, purchaser further agrees to reimburse the Government for all costs that are associated with its disposing of the resultant residue and debris.

ARTICLE AA: EQUAL OPPORTUNITY:

The following clause is applicable unless the contract is exempt under the rules, regulations, and relevant orders of the Secretary of Labor (41 CFR, ch. 60). Exemptions include contracts and subcontracts (i) not exceeding $10,000 and (ii) where no appreciable amount of work is to be done by the contractor.

During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this nondiscrimination clause.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency Contracting Officer, advising the labor union or workers‘ representative of the contractor‘s commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of the contractor‘s noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended, in whole or in part, and the contractor may be declared ineligible for further Government contracts in

accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor or as otherwise provided by law.

The contractor will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ARTICLE ___: EVALUATION OF BIDS FOR DEMILITARIZATION ON OTHER THAN GOVERNMENT PREMISES: In evaluating bids and making awards on Item(s) _____, the Contracting Officer will consider all factors involved in providing surveillance and inspection of the required demilitarization, including the cost thereof to the U.S. Government, when such demilitarization is to be performed at a location other than a U.S. military installation. Consideration of cost will include, for each bid received, cost of necessary travel and administrative support of surveillance and inspection personnel for the time required to complete the prescribed demilitarization, including removal, transportation to designated demilitarization or storage sites, demilitarization operations, and disposal of residual powders, if any. Awards will be made on the basis of greatest overall advantage to the U.S. Government, after evaluation of each bid and the costs and other factors associated therewith.

ARTICLE ___: EXCHANGE OF STORAGE AIDS: Applies to Item(s) _____. Purchaser may exchange (describe storage aid) in/on which the property is stored with (description) in like condition. Final determination as to acceptability of the storage aids offered in exchange for those in/on which the property is stored will be made by the Reutilization and Marketing Officer or his designated representative without right of appeal.

ARTICLE ___: EXPLOSIVE AND PROPELLANT POWDER, PELLETS, AMMUNITION AND COMPONENTS THEREOF.

Any bid for any of the items included in this Invitation for Bid will be rejected unless the bidder signs the following certification which appears on the Item Bid Page as follows:

Figure 16 - Certification Statement for Item Bid page - Invitation for Bid

It is hereby certified that the purchaser will comply with all applicable Federal, State and Local laws, ordinances and regulations with respect to the care, handling, storage and shipment, resale, export and other use of the materials, hereby purchased and that he is a user of, or dealer in, said materials capable of complying with all applicable Federal, State and Local laws. This certification is made in accordance with and subject to the penalties of Title 18, Section 1001, the United States Code, Crimes and Criminal Procedures.

The above Certification includes but is not limited to the requirement of the Gun Control Act of 1968

Public Law 90-618.

No award will be made and no sale will be consummated pursuant to this Invitation For Bid, until after the SCO affirmatively determines that the bidder can comply with the above certification.

All markings on explosive containers must be left intact and not removed or obliterated, until the explosives are used, reprocessed or repackaged.

ARTICLE KZ: FAILURE TO COMPLETE DEMILITARIZATION BY THE TIME SPECIFIED: Applies to Item(s) _____. Failure to complete demilitarization by the time specified will be cause for the Government to assess liquidated damages at the rate of $_____per day per person, for each person assigned by the U.S. Government to survey the demilitarization for each calendar day the purchaser fails to complete demilitarization.

ARTICLE: FAILURE TO MUTILATE. (Applicable to M151 Vehicles): If the purchaser fails to mutilate the property being sold herein according to the terms of this contract, such failure shall be deemed failure to remove according to *Sale By Reference*, Part 2, Condition No. 8.

ARTICLE B43: HAZARDOUS COMPONENTS/CONSTITUENTS: Applies to item(s) _____. The Government cautions that the subject item(s) have or may have one or more components, parts, constituents or ingredients that may be corrosive, reactive, and ignitable or exhibit other hazardous or toxic properties. The purchaser is cautioned to use and ultimately dispose of any hazardous components or constituents according to all applicable local or National laws and regulations in a manner safe for the public and the environment.

ARTICLE LD: HAZARDOUS PROPERTY: Applies to Item(s) _____. The Government cautions that the subject item, material or substances, or one or more components, parts, constituents or ingredients thereof may be corrosive, reactive, and ignitable or exhibit other hazardous or toxic properties. The Government assumes no liability for any damage to the property of the purchaser, to the property of any person, or to public property, or for any personal injury, illness, disability or death to the purchaser, purchaser‘s employees, any other person subject to purchaser‘s control or any other person including members of the general public, or for any other consequential damages arising from or incident to the purchase, use, processing, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, material or substance. The purchaser agrees to hold harmless and indemnify the Government for any and all costs and expenses incurred incident to any claim, suit, demand, judgment, action, debt, liability costs and attorney‘s fees or any other request for money or any other type of relief arising from or incident to the purchase, use, processing, disposition, subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, material or substance, whether intentional or accidental.

ARTICLE ___: HAZARDOUS PROPERTY: Applies to Item(s)___. Purchaser is cautioned that subject item contains articles or substances, components, parts, constituents or ingredients of a hazardous nature. The Government assumes no liability for damages to the property of the purchaser or for personal injuries, illness, disabilities or death to the purchaser, purchaser‘s employees, any other person subject to purchaser‘s control or any other person, including members of the general public, arising from or incident to the purchase, use, processing, disposition or any subsequent operation performed upon, contact with, or exposure to these articles, substances, or any component, part, constituent or ingredient thereof, provided such is caused or contributed to in any manner by the purchaser, its agents and/or

employees, or any person subject to the purchaser's control. The purchaser agrees to hold the Government harmless from any and all claims, demands, for any actions, debts, liabilities, judgments, costs and attorney's fees arising from or incident to the purchase, use, processing, disposition, or any subsequent operation performed upon, contact with or exposure to these articles, substances, or any component, part, constituent or ingredient thereof, provided such actions, debts, liabilities, judgments, costs and attorney's fees are caused by or contributed to in any manner by the purchaser.

ARTICLE ___: HAZARDOUS WASTE FUELS: This item is subject to EPA Hazardous Waste Fuels Regulations, 40 CFR Part 266, Subpart H. These regulations detail the responsibilities of generators, transporters and burners of hazardous waste fuels. Civil and criminal penalties are available for noncompliance; however, as a minimum this item must be manifested with a transporter having an EPA identification number for movement to a facility that has advised EPA of its hazardous waste fuel activities and have an EPA identification number. Purchaser must provide and complete all required manifest documents prior to each hazardous waste fuel removal. The bidder must sign the certification of intended end-use on the item bid page.

ARTICLE B27: HOLD HARMLESS CONDITION: The purchaser shall hold and save the Government and its personnel free and harmless from liability of any nature or kind occasioned by operations of the purchaser on Government premises.

ARTICLE HG: HYDROSTATIC TESTING: Hydrostatic testing of each cylinder shall be performed by the Purchaser as prescribed by Method 1, 2, or 3 described in *"Methods for Hydrostatic Testing of Compressed Gas Cylinders"*, Publication C-1, Compressed Gas Association, Inc., 1725 Jefferson Davis Highway, Suite 1004, Arlington, VA 22202-4102.

ARTICLE KC: ILLICIT ACTS: During the performance of the contract awarded, the purchaser agrees to assume full responsibility for any illicit act committed by his assigned agents and/or employees while such personnel are within the confines of the U.S. military installation or any area involved in the performance of such contract. For the purpose of this condition of sale, illicit acts include, but are not limited to, commission of fraud, theft, bribery, receiving stolen property, and any other alleged offense not specifically indicated. Therefore, the purchaser agrees to ensure complete supervision over such personnel who are engaged in the performance of any contract awarded. Violation of above requirement by the purchaser and/or agents may result in temporary suspension or permanent debarment of the contractor.

ARTICLE ___: IMPORT CERTIFICATE/DELIVERY VERIFICATION. (AZORES): The purchaser shall provide the SCO, within 90 (ninety) days after removal of the property, certified customs documentation of the arrival of the property at the approved destination and delivery of it to the approved consignee.

ARTICLE ___: INCENTIVE FOR EARLY REMOVAL. (VESSELS): At the time of award, the (identity of ship) will be docked at a pier that requires reimbursement to be made by the U.S. Navy. To maintain this ship at this facility, the Navy will incur additional expenses. These expenses will either be $_____per day if the ship is moved to a commercial facility or $_____ per day if at an independent industrially funded Naval facility. To encourage the purchaser to help minimize these costs, the Government will share the direct savings resulting from early removal of the ship prior to the date called for by the Time for Removal provision, Page No. ___of the Invitation for Bids or as reflected on the Notice of Award, DRMS Form 1427. Accordingly, the Government will make a refund to the purchaser $_____per day if the ship is placed in a commercial facility (or $_____ per day if placed in a Naval facility) for each calendar day the Government does not incur these expenses due to the purchaser's early removal of the

ship. This incentive is applicable during the free removal period only.

ARTICLE LK: INCREMENT BIDS: Notwithstanding any other provision of this Invitation, Increment Bids are acceptable as to Item(s) _____and bids may be submitted in minimum quantities listed in the item description. Award will be made to the highest responsive and responsible bidders in succession until the entire quantity offered has been awarded. The Government reserves the right to award an amount less than the quantity bid (unless the bidder specifies otherwise) if the full quantity bid for is not available when the bid is reached because of previous awards to a high bidder. The Government reserves the right to make award in response to any bid received for the entire quantity on an all-or-none basis in the event that such bid is equal to or in excess of the total highest acceptable individual bids received on amounts less than the entire quantity.

ARTICLE LM: INSPECTION OF CONTRACT PERFORMANCE: All work shall be performed in a good and workmanlike manner and subject to such inspection by the Government as it deems necessary to ensure strict compliance with the terms of the contract. No inspector is authorized to change any provisions of the contract without written authorization of the Contracting Officer, nor will the presence or absence of an inspector relieve the purchaser from the performance of any requirements of the contract.

ARTICLE B12: INTENDED END-USE. (Used Oil): This item is subject to EPA regulations published at 40 CFR, Part 279. The purchaser is cautioned that he is solely responsible to ascertain the extent to which these regulations affect him and comply therewith. At a minimum, the purchaser must provide their factory and transporter EPA identification number on the statement of intent. In addition, this property must be transported by a transporter that has notified EPA of its used oil activities and must be properly invoiced to a destination that has notified EPA of its locations and used oil management practices as prescribed at 40 CFR Part 279.42 and 279.51. The bidder must also sign the certification of intended end-use on the item bid page.

ARTICLE LN: KITCHEN STOVES: Applies to Item(s) _____. The purchaser represents, warrants and certifies to the U.S. Government that in the event of sale or resale of this property he shall ensure that the warning statement which is affixed to the unit regarding its design features and reuse will not be removed prior to sale to an ultimate user; the purchaser warrants and covenants that he shall include this clause in its entirety in any later sale or transfer of title, unless he modifies, replaces or repairs the stoves to remove or eliminate the hazard.

ARTICLE LO: LARGE CALIBER (OVER 30 MM) SHELL CASES: The sale of the items is entered into by the United States with the expressed declaration that the United States awards the items to the purchaser relying on the following representations, warranties and covenants by the purchaser. The purchaser herein certifies that he is not purchasing any of the items for military use; the purchaser warrants and covenants that he shall not, directly or indirectly use or dispose of in any fashion the items for military use; the purchaser warrants and covenants that he will include this clause in its entirety in any later sale or transfer of title, or possession by the purchaser herein or his successor in title or interest; the purchaser warrants and covenants that the items will not be exported for military use, and if exported for any reason a full disclosure of their origin by reference to this IFB number will be made to the appropriate export licensing department or agency.

ARTICLE LR: LIQUIDATED DAMAGES FOR DELAY IN PERFORMANCE: Applies to item(s) _____. In the event the purchaser fails to complete performance of all contractual obligations with respect to removal of the property and returning any work site designated in the contract to the control of the Government according to the terms of the contract, then the Government without further notice will be

entitled to assess and collect as liquidated damages the sum of $_____for each item for each day's delay in completion of such contractual obligations, excluding Saturdays, Sundays, Federal/National holidays, or any day that the installation at which the property is located is closed. In no event, however, will such liquidated damages exceed 20 percent of the original contract price of the property purchased under the terms of the contract.

ARTICLE LS: LOADING AND TRANSPORTATION:

(Applies to item(s) _____.)

The purchaser shall transport the material in a sealed, closed conveyance. Loading will be under the supervision of a U.S. Government representative or the responsible official at the property location. Each conveyance will be sealed either by the Government representative or the appropriate customs office prior to release. The purchaser shall coordinate transportation of the property with the sales contracting officer to ensure that a U.S. Government representative is at the demilitarization site upon arrival of the conveyance.

The seals on each conveyance will be broken by or in the presence of the U.S. Government representative, who will inventory the contents and monitor its unloading.

(Applies to item(s) _____.)

Loading will be under the supervision of a U.S. Government representative or the responsible official at the property location. Each conveyance will be accompanied by a list comprising SERIAL NUMBERS or a document reflecting the quantity of each release. The Purchaser will coordinate transportation of the property with the SCO to ensure that a U.S. Government representative is at the demilitarization/mutilation site when purchased items are ready for demilitarization.

Property may be unloaded at the demilitarization site, but no demilitarization will begin until arrival of the U.S. Government representative who will verify the SERIAL NUMBERS listing, or the quantities released, and surveil the demilitarization.

ARTICLE PA: MAILGRAMS, TELEGRAPHIC, ELECTRONIC MAIL AND FACSIMILE BIDS.
Notwithstanding the provisions of Condition 3, General Sale Terms and Conditions (Standard Form 114C), telegraphic, (unless otherwise provided in the invitation, telegraphic bids will not be considered) electronic mail (Internet) and facsimile bids or bids submitted by mailgrams are acceptable under this Invitation for Bid. By submitting a telegraphic, electronic mail, facsimile or mailgram bid, the bidder agrees to be bound by all terms, conditions and provisions of this Invitation for Bid. Bidders are cautioned that all such bids must be in the possession of the SCO at the time set for bid opening, and must be supported by an adequate bid deposit in accordance with the provisions of Article E, Part 3, entitled -Bid Deposits and Payments‖, in the *Sale By Reference* Pamphlet dated March 1994.

NOTE: For Term Sales, substitute ARTICLE ___: BID DEPOSITS AND PAYMENTS - (MINI-MAX TERM or TERM, whichever is applicable).

ARTICLE LW: MINIMUM ACCEPTABLE PRICES:

No later than 10 a.m. local time on the day before the bid opening, the Government will establish Minimum Acceptable Prices for the items identified below. These prices will be based on the Government's best estimate as to the net value to the Government of the gold and/or silver and/or

platinum contained in each item. The price for silver (Handy & Harmon base price) and/or gold (Handy & Harmon base price) and/or the price for platinum as reported in the Cash Prices column of the Wall Street Journal in the last issue published prior to the bid opening date will be used to calculate such Minimum Acceptable Prices. Interested bidders may obtain the Minimum Acceptable Prices from the sales contracting officer any time subsequent to 10 a.m. on the day before bid opening. Bidders may also calculate such prices by multiplying the troy ounce quantities below times the price of gold (Handy & Harmon base price) and/or silver (Handy & Harmon base price) and/or the price for platinum as reported in the Wall Street Journal in the last issue published prior to bid opening date. Subtract Estimated Cost of Recovery/Refining/Man-hour Cost to Sort from the sum of these products to arrive at the Minimum Acceptable Price.

Item No.	*Est. Cost Gold Recovery in Troy Ounces	*Est. Gross Silver Recovery in Troy Ounces	*Est. Gross Platinum Recovery in Troy Ounces	*Est. Gross Of Recovery/ Refining/Man-hour Cost to Sort

The Minimum Acceptable Prices, calculated as above, will be used in the bid evaluation process. No bid below the calculated Minimum Acceptable Price will be considered for award. A bidder may bid a fixed amount over the Minimum Acceptable Price and such bid will be evaluated accordingly.

*The quantity of recoverable precious metals content and the cost of recovery/refining/Man-hour Cost to Sort are estimates and are not guaranteed and will not serve as a basis for return of the property or an adjustment in the contract price pursuant to *Sale By Reference*, Part 2, Condition 32, Guaranteed Descriptions.

ARTICLE LY: MUTILATION (M151 VEHICLES): Item(s) _____.is (are) required to be mutilated in the manner and to the degree set forth below:

Mutilation of the unitized body including the drive shaft and front and rear suspension systems, will be effected beyond the possibility of restoration for its original intended use by crushing (as with a crawler type vehicle), shredding, or baling on government premises.

ARTICLE MD: PARTIAL REMOVAL: If the purchaser effects partial removal of Item No. _____ and fails to remove the remainder of the item within the specified time for removal, a Notice of Default will be furnished the purchaser according to Condition No. 9 of the General Sale Terms and Conditions entitled –Default,‖ Standard Form 114C, provided, however, that no portion of the purchase price will be refunded to the purchaser for any item from which any part or component has been removed.

ARTICLE ___: PAYMENTS. (Acceptance of credit cards for sealed bid hazardous property sales)

All payments, including those for storage charges, liquidated damages and interest, must be in U.S. currency either in cash or by cashier‘s check, traveler‘s check, bank draft, money order, or credit card (American Express, MasterCard, Discover Card or Visa only). When a credit card is used as payment, the credit card number, the name as printed on the credit card, and the expiration date must be provided the SCO. If a credit card is used as payment and acceptance is declined by the processing bank, payment must be made by one of the other acceptable methods. Bidders whose bid or payment is accompanied by a letter of credit or who have on file an approved bid bond (SF 150 or SF 151) may make their payments by uncertified personal or company checks, but only up to an amount equal to the penal sum of their bond or the amount of their letter of credit.

If for any reason a bidder‘s uncertified check is not honored for payment by the payee bank upon

initial presentment for payment, or if a credit card is declined for payment by the processing bank, the Government may, after notifying the bidder, require the bidder to make all future payments by cash, cashier's check, certified check, traveler's check, bank draft, or money order. Successful bidders that wish to make payments by credit card for property awarded can do so by providing language substantially as follows:

Figure 17 - Statement for Bidders Using Credit Cards for Payment

I (WE) AUTHORIZE THE SALES CONTRACTING OFFICER TO OBTAIN PAYMENT BY CREDIT CARD FOR ANY ITEMS I AM (WE ARE) AWARDED ON THIS SALE.

ARTICLE ___: PAYMENTS. (Acceptance of credit cards for sealed bid term and mini-max term hazardous property sales.)

All payments, including those for storage charges, liquidated damages, and interest, must be in U.S. currency either in cash or by cashier's check, certified check, traveler's check, bank draft, money order, or credit card (Master Card, Discover Card or Visa only). When a credit card is used as payment, the credit card number, the name as printed on the credit card, and the expiration date must be provided the SCO. If a credit card is used as payment and acceptance is declined by the processing bank, payment must be made by one of the other acceptable methods. Bidders whose payment is accompanied by an irrevocable letter of credit or who have on file an approved bid bond (SF 150 or SF 151) may make their payments by uncertified personal or company checks, but only up to an amount equal to the penal sum of their bond or the amount of their letter of credit.

If, for any reason, a bidder's personal or company check is not honored for payment by the payee bank upon initial presentment for payment, of if a credit card is declined for payment by the processing bank, the Government may, after notifying the bidder, require bidder to make all future payments by cash, cashier's check, certified check, traveler's check, bank draft or money order.

Successful bidders that wish to make payment by credit card for property removed can do so by providing language substantially as follows:

Figure 18 - Statement for Bidders Using Credit Cards for Payment and/or Property Removed

I (WE) AUTHORIZE THE SALES CONTRACTING OFFICER TO OBTAIN PAYMENT BY CREDIT CARD FOR REMOVALS MADE UNDER ANY CONTRACT I AM (WE ARE) AWARDED ON THIS TERM SALE.

The SCO will provide a statement of account advising the amount billed. Should the processing bank decline acceptance of the credit card, a statement of account will be provided advising the payment due the Government.

ARTICLE ___: PAYMENTS: (For sealed bid one-time, sealed bid term, and sealed bid mini-max term sales of hazardous property when credit cards are not acceptable.)

All payments, including those for storage charges, liquidated damages and interest, must be in U.S. currency either in cash or by cashier check, certified check, traveler's check, bank draft or money order. Bidders whose payment is accompanied by a letter of credit or who have on file an approved bid bond (SF 150 or SF 151), may make their payment(s) by uncertified personal company checks, but only up to an amount equal to the penal sum of their bond or the amount of their letter of credit.

If for any reason a bidder's uncertified check is not honored for payment by the payee bank upon initial presentment for payment, the Government may, after notifying the bidder, require the bidder to

make future payments by cash, cashiers check, certified check, traveler‘s check, bank draft, or money order.

ARTICLE B02: PAYMENTS:

All payments, including those for storage charges, liquidated damages, and interest, must be in U.S. currency either in cash or by cashier‘s check, certified check, traveler‘s check, bank draft, money order or credit card (Master Card, Discover Card or Visa only). When a credit card is used as payment, the credit card number, the name as printed on the credit card and the expiration date must be provided to the SCO. If a credit card is used as payment and acceptance is declined by the processing bank, payment must be made by one of the other acceptable methods. Bidders whose payment is accompanied by an irrevocable letter of credit or who have on file an approved bid bond (SF150 or SF151), may make their payments by uncertified personal or company checks, but only up to an amount equal to the penal sum of their bond or the amount of their letter of credit.

If, for any reason, a bidder‘s uncertified personal or company check is not honored for payment by the payee bank upon initial presentment for payment or if acceptance by credit card is declined by the processing bank, the Government may, after notifying the bidder, require the bidder to make all future payments by cash, cashier‘s check, certified check, traveler‘s check, bank draft or money order.

Successful bidders that wish to make payment by credit card for property removed can do so by providing language substantially as follows:

Figure 19 - Statement for Credit Card Payment/Property Removed

I (WE) AUTHORIZE THE SALES CONTRACTING OFFICER TO OBTAIN PAYMENT BY CREDIT CARD FOR REMOVALS MADE UNDER ANY CONTRACT I AM (WE ARE) AWARDED ON THIS TERM SALE.

The Sales Contracting Officer will provide a Statement of Account (SF915) advising the amount billed. Should the processing bank decline acceptance of the credit card, a statement of account will be provided advising the amount due the Government.

For each line item awarded, an advance payment equal to the estimated purchase price of the property for one (1) month is required prior to removal. The advance payment will be retained through the duration of the contract period and applied to the final billing.

ARTICLE MH: PERFORMANCE BOND: Applies to item(s) _____. The purchaser agrees to furnish to the contracting officer a performance bond on Standard Form 25 (certified or cashier‘s checks, bank drafts, post office money orders, or currency may be furnished with Standard Form 25 in lieu of a designated acceptable surety company) in the sum of $_____to cover the purchaser‘s obligations and undertakings herein with respect to _____of Item No. _____ under this contract. Such bond will remain in full force and effect during the term of this contract and any renewals as may be agreed upon. The purchaser shall not be permitted to begin performance or removal until such time as the bond has been approved by the contracting officer.

ARTICLE MI: PERFORMANCE, PREPARATION AND REMOVAL OF PROPERTY: Applies to item(s) _____. The purchaser shall have the right to bring to and remove from the Government installation such equipment as is deemed necessary to prepare the property for removal. Such equipment may consist of, but is not limited to, cranes, cutting torches, etc. The purchaser shall be required to restore the work area to its original condition after removal of the property. Torch cutting will be permitted with 24 (twenty-

four) hours' prior approval of the SCO, with work performed under the direction of the Reutilization and Marketing Officer.

ARTICLE ___: PRICE BREAKDOWN: Prior to award, the high bidder will be required to furnish the SCO a breakdown of the prices offered for each sub-item listed in the lot.

ARTICLE B15: QUANTITY DELIVERABLE. (Mini-Max Term Sales): Condition D, Adjustment for Variation in Quantity or Weight Special Sealed Bid-Term Conditions (Standard Form 114C-2) is deleted, and Condition No. 12, adjustment for variation or weight (Standard Form 114-C) is modified to authorize the Government to vary the quantity delivered as follows: The Government will deliver not less than the minimum stated in the item description and reserves the right to deliver no more than the maximum stated in the item description at the stated price bid per unit.

ARTICLE MM: RCRA HAZARDOUS WASTE: This item is subject to EPA Hazardous Waste Regulations, 40 CFR, Part 260 et seq. These cradle-to-grave regulations detail the responsibilities of generators, transporters, treaters, storers and disposers of hazardous wastes. Civil and criminal penalties are available for noncompliance. Purchaser is cautioned that it is solely responsible to ascertain the extent to which these regulations affect it and comply therewith. However, as a minimum, this item must be manifested with a transporter having an EPA identification number for movement to a facility with an EPA identification number. Purchaser must provide and complete all required manifest documents prior to each hazardous waste removal.

ARTICLE___: REFRIGERANT: Refrigeration equipment and appliances are subject to the Clean Air Act (CAA) Amendments of 1990 which prohibits the venting or release to the environment of Class I or Class II ozone depleting substances, and is also subject to the Refrigerant Recycling Rule in 40 Code of Regulations (CFR) Subpart F 82.150-166, requiring the recovery and verification of refrigerant removal by a certified technician, using certified recovery equipment prior to final disposal as scrap or in a landfill.

(Bangkok): Notwithstanding Article _____a bidder registration fee of Baht _____will be assessed of each bidder who registers to participate in the sale. The registration fee will be applied as partial payment on any contract awarded. The registration fee of unsuccessful bidders will be returned to the bidder at the conclusion of the sale.

ARTICLE MP: REMOVAL OF INDUSTRIAL PLANT EQUIPMENT: Skidded Equipment. When the item is attached to wooden skids, the wooden skids become the property of the purchaser. When the item is attached to aluminum skids and the Government has determined that it is unsafe to remove the item from the skid, the purchaser will be required to use the aluminum skids to effect shipment of the equipment to its first destination, and deposit with the Defense Reutilization and Marketing Office, _____ an amount equal to $20.00 per linear foot or portion thereof for each runner, header and cross beam component of the skid involved. If a deposit is not required and the purchaser wishes to use the skids to accommodate removal, arrangements should be made with the DRMO prior to affecting removal. The deposit will be refunded when return of the skids, freight prepaid, is effected within 60 days from the date of removal of the property from the installation. The purchaser shall be responsible for any loss, damage or destruction of such skids as long as they are in his possession. If a deposit is not required and the purchaser does not desire to use the skids, the Government will remove the skids free of charge. When returning aluminum skids, be sure to address them to Defense Reutilization and Marketing Office.

ARTICLE ___: RISK OF LOSS: Notwithstanding the provisions of Condition 14, Sales of Government Property - General Sales Terms and Conditions, Part 2, Standard Form 114C, *Sale By Reference*,

August 1989, purchaser assumes sole responsibility for the security and protection of the property purchased under the contract as of the date of full payment of the contract price and further assumes responsibility for the security of its equipment.

ARTICLE B45: SALE AND/OR CONSUMPTION OF FOODSTUFFS: In the event the purchaser disposed of the foodstuffs directly to the general public for human consumption, he shall not do so until the material has been reprocessed to such an extent that it meets all Federal, state and local requirements governing the sale and/or consumption of foodstuffs. In the event the purchaser disposes of the material to persons or organizations for resale to the general public, he shall require such persons or organizations to process the material to the same extent as required above prior to disposal thereof for human consumption. In the event such material is not sold for human consumption, the above restrictions do not apply so long as the disposal of the material conforms to all other Federal, state and local laws pertaining to the intended use thereof.

ARTICLE SQ: SCOPE OF WORK: The contract resulting from this sale includes all labor, fees, transportation and equipment necessary to comply with the terms and conditions of this solicitation, including, but not limited to the separation, stripping and removal, or repair of all asbestos so as to render it nonfriable if human exposure exceeds the limits specified in 29 CFR 1910.1001.

ARTICLE MT: SITE INVESTIGATION AND REPRESENTATIONS: The bidder acknowledges that he has satisfied himself as to the nature and location of the work, the general and local conditions, particularly those bearing upon transportation, disposal and handling of materials, availability of labor, water, electric power, roads and conformation and conditions of the ground.

ARTICLE MW: STATE REGULATED PROPERTY: Applies to Item(s) _____. This/these item(s) is(are) regulated in the state where the item(s) is(are) located. Purchaser is solely responsible for ascertaining the extent to which state regulations affect it and for compliance therewith. Prior to award of the property, the SCO will conduct a pre-award survey which may consist of contacting the appropriate state regulatory agency to ensure that the bidder possesses the necessary approvals required from such state to transport, receive, or otherwise handle the property in question.

ARTICLE MV: STATE REGULATED HAZARDOUS WASTE: Applies to Item(s) _____. This/these item(s) is/are classified as a -hazardous wastell in the state where the item(s) is/are currently located. Purchaser is solely responsible for ascertaining the extent to which state regulations affect it and for compliance therewith. But a minimum, this/these item(s) must be manifested on the manifest form utilized by the state in which the property is currently located for movement by a state-licensed transporter. Purchaser must provide to the SCO the state permit/registration number of the transporter prior to award. Additionally, within 30 days after removal, the purchaser must provide to the SCO a copy of the completed manifest showing receipt of the property at the facility shown on the manifest. Purchaser is cautioned that the property is treated, stored or disposed of in this/these state(s) or any other state where it is considered a hazardous waste, it must be removed directly to a state/EPA permitted treatment, storage and disposal facility. In such instances, the permit number of the facility must also be provided prior to award.

ARTICLE ___: STATE REGULATED SHELF LIFE MATERIAL: Applies to item(s) _____. This/These item(s) is/are classified as a retrograde material in the state where the item(s) is/are currently located. Purchaser is warned that the item(s) will be considered a hazardous waste by the state after its shelf life has been exceeded by 1 year. Purchaser understands and agrees that he is solely responsible for ensuring that the item(s) is/are handled according to applicable state and Federal laws after leaving the

Government's premises. Purchaser is cautioned that once the item(s) becomes/become a hazardous waste, it must be manifested when transported and treated, stored or disposed of only in a state/EPA permitted facility. The Government assumes no responsibility/liability for the item(s) once it/they is/are removed from the Government's premises.

ARTICLE NB: TRANSPORTATION OF EXPLOSIVES: In addition to the requirements set forth in Article_____: EXPLOSIVE AND PROPELLANT POWDER, PELLETS, AMMUNITION AND COMPONENTS THEREOF, the following requirements also apply:

DUAL DRIVER PROTECTIVE SERVICES (DDPS): Two qualified carrier representatives (drivers) authorized and capable of moving the transportation equipment involved must accompany each vehicle. According to Title 49, Code of Federal Regulation (49 CFR), drivers must be knowledgeable of safety, security and emergency procedures to be followed in transporting munitions and explosives.

CITIZEN BAND (CB) RADIO EQUIPMENT: Purchaser must ensure that carrier vehicles are equipped with an operating CB radio capable of being used to obtain law enforcement and safety assistance in emergencies.

SEALS AND LOCKS: Purchaser agrees to allow the activity to apply appropriate cable lock seals or ball-type seals with number 5 American wire gauge steel wire twists on carrier equipment to assist in providing adequate security of shipments enroute.

RAIL SURVEILLANCE SERVICE (RSS): All shipments by rail car must include carrier provided rail surveillance services.

ARTICLE ___: USE OF STORAGE AIDS: Applies to Item(s) _____. The purchaser may remove the property in/on (describe storage aid) used for storage of the property but will be obligated to return the (describe storage aid) at his expense to the Defense Reutilization and Marketing Office from which removed within days after removal of the property. To assure the return of (describe storage aid), an additional sum computed according to the table set out below will be deposited with the Defense Reutilization and Marketing Office, (name of activity) prior to release of the (describe storage aid) to the purchaser, which sum will be refunded upon return of the containers and/or pallets:

ITEM	SIZE	DEPOSIT

The DRMO will type in the item name and size of the storage aid under the heading -ITEM‖ and -SIZE‖ shown above. Based on this information, they will determine the amount to be entered under the heading -DEPOSIT‖.

NOTE: Types of storage aids are identified at Part 2, Condition 27, *Sale By Reference*.

ARTICLE NE: WAIVER OF DEMILITARIZATION: Applies to item(s) _____. Notwithstanding the demilitarization provisions of this invitation, items requiring demilitarization may be sold to U.S. nationals or U.S. entities for import into the United States without being demilitarized. Property sold to other than U.S. nationals or U.S. entities must be demilitarized in accordance with articles _____, and _____. Resale of this property by foreign nationals to U.S. nationals or U.S. entities for import into the United States is not authorized unless the property is demilitarized as required elsewhere by this Invitation for Bids. Purchaser agrees that property sold for import into the United States will be stored in a U.S. Government approved bonded area or retained in U.S. Government possession pending actual

shipment.

ARTICLE SR: WARNING SIGNS: Warning signs will be posted on access doors/hatches of each compartment containing asbestos to notify that asbestos is present and advise whether it is in a friable or nonfriable condition. Access to the area shall be restricted to persons whose work requires their presence. Warning signs must remain posted until such time that the compartment is rendered asbestos free. If friable asbestos is rendered nonfriable, the warning sign may be changed to comply with the change to the asbestos.

ARTICLE___: WARRANTY FOR USEABLE AIRCRAFT COMPONENTS/PARTS: The Purchaser is advised that the aircraft components/parts on this sale may not currently be certified by the appropriate regulatory agency(ies) for use on civilian aircraft. The Purchaser represents, warrants, and guarantees to the Government that this (these) item(s) will not be used, offered for sale, or sold for use on civilian aircraft unless proper certification is obtained from the appropriate regulatory agency(ies). This (these) item(s) may also not be installed on any civilian aircraft unless done so by a Federal Aviation Administration (FAA) certified repairman and/or mechanic. The Purchaser agrees to hold the Government harmless from any and all such demands, suits, actions, or claim of whatsoever nature arising from or out of violation of this warranty.

ARTICLE____: WARRANTY FOR SCRAP AIRCRAFT COMPONENTS/PARTS: The Purchaser represents and warrants that this (these) item(s) will be used only as scrap, in its existing condition or after further preparation, and will not be resold until (a) ultimate scrapping had been accomplished, or (b) the Purchaser obtains an identical warranty from any subsequent purchaser. The Purchaser agrees to hold the Government harmless from any such demands, suits, actions, or claim of whatsoever nature arising from or out of violation of this warranty.

C6.4.11. Sales Description Guidelines And Specific Terms And Conditions Of Sale.

Items are listed in Section 4, Supplement 2, Sales Enclosure 9 - DNSP Commodity Group Codes. Commodities are listed by group number.

C6.4.12. Special Terms And Conditions That Are Not Commodity Specific.
Items are listed alphabetically based on subject matter. See C6.4.10.

C6.4.12.1. Asbestos

C6.4.12.1.1. Use the following articles when offering any property containing asbestos:

Sale By Reference, Part 7	ARTICLE C: TRANSPORTING HAZARDOUS MATERIALS. ARTICLE S: GOVERNMENT'S RIGHT OF SURVEILLANCE. ARTICLE T: RIGHT OF REFUSAL FOR HAZARDOUS PROPERTY. ARTICLE L: ASBESTOS. ARTICLE R: DISPOSITION AND USE OF HAZARDOUS PROPERTY.

Condition of sale ARTICLE LD: HAZARDOUS PROPERTY.

C6.4.12.1.2. The following additional articles apply to IFBs offering ships containing asbestos:

Condition of sale ARTICLE SR: WARNING SIGNS.
ARTICLE __: HAZARDOUS PROPERTY.

C6.4.12.1.3. The following additional articles apply to IFBs offering property-containing asbestos, including ships, when asbestos work is to be performed on base:

Sale By Reference, Part 7 ARTICLE J: RESPIRATORY PROTECTION PROGRAM.
ARTICLE M: PACKAGING, MARKING AND DISPOSAL OF ASBESTOS.
ARTICLE N: ASBESTOS DUST CONTROL AND HOUSEKEEPING AND CLEANUP PROCEDURES.
ARTICLE O: PROTECTIVE CLOTHING.

Condition of sale ARTICLE SQ: SCOPE OF WORK

C6.4.12.1.4. The following article also applies to IFBs offering ships for scrapping purpose:

Condition of sale ARTICLE B42: ASBESTOS REMOVAL.

C6.4.12.2. Chemical Agent Resistant Coating (CARC).

C6.4.12.2.1. When offering CARC or property that is, or is likely to be coated with Chemical Agent Resistant Coating, include the following General Information and Instruction paragraph in each applicable IFB:

C6.4.12.2.1.1 Chemical Agent Resistant Coating (CARC) Paint. Purchaser is cautioned that item(s) ____are, or are likely to contain or be, coated with chemical agent resistant coatings containing trivalent chrome, lead, cobalt-zinc hexamethylene disocyanate and other chemicals which are a hazard to human health if not processed properly. The Government brings the following precautions/warnings to the attention of prospective purchasers who plan to apply the CARC paint or disturb the coating on the property in any way:

C6.4.12.2.1.1.1 Airline respirators should be used during application processing; (applying/sanding/torch cutting, etc.) unless air sampling shows exposure to be below OSHA/host Government standards, then a chemical cartridge air-purifying respirator must be used.

C6.4.12.2.1.1.2 CARC paint should be isolated from heat, electrical equipment, sparks and open flame during storage or application. Local exhaust ventilation should be used for inside processing.

C6.4.12.2.1.1.3 Exposure to vapor/mist/dust or fumes can cause irritation to respiratory tract (lung, nose, throat), edema, dermatitis, dizziness, rash, itching, swelling of extremities, eye irritation or damage to nervous system, kidney or liver. Coating may be fatal if swallowed.

C6.4.12.2.1.2 In addition to the above, each line item will also include all applicable hazardous terms and conditions as well as require completion of a Statement of Intent.

C6.4.12.3. Dangerous Property.

C6.4.12.3.1. Many items of a –dangerous‖ nature require the use of certain special conditions in IFBs such as: Impregnated Clothing; Compressed Gas Cylinders; Sodium-Filled Valves; Ejection Seats; Acid Contaminated Property; Narcotic and Prescription Drugs and Chemicals; Radioactive Material; Certification for Radium; Explosives; and Explosives and Propellant Powders, Pellets, Ammunition, and Components thereof; however, use of the –Dangerous Property‖ special condition in connection therewith is not required. For information regarding Compressed Gas Cylinders - see Section 4, Supplement 2, Sales Enclosure 11 - Gases That May Be Contained in Compressed Gas Cylinders. Also see Section 3 for information on other items with special conditions.

C6.4.12.3.2. In certain instances it is necessary to caution bidders that articles or substances of an inflammable or explosive nature may remain in property being offered for sale, notwithstanding the actions or care by the Government to remove same. If offering such property, the following special condition is prescribed for use in IFBs:

Sale By Reference, Part 7 ARTICLE E: DANGEROUS PROPERTY.

C6.4.12.3.3. Examples of items for which the —Dangerous Property‖ special condition should be used are drums, cans, pails, etc., that were used for storage of explosive or incendiary materials; explosive contaminated items; military/munitions list Items (except spent bullet metal from small arms ranges—lead) including small arms and rifle shell cases (popped or not popped); scrap metal that may contain imbedded projectiles; storage batteries, drained; and used aircraft fuel cells and tanks.

C6.4.12.3.4. In certain instances it is necessary to caution bidders that items being offered for sale have a –dangerous‖ element and that no action can be taken to remove that –dangerous‖ element. If the item description is not self-explanatory, certain warning words or statements can be added to the description. Examples of items in this category for which the -dangerous property‖ special condition should not be used are alcohol; chemicals, including photographic chemicals and developing fluids; cleaning or coating liquids and compounds, adhesives, primers, sealers, desiccants, etc.; drums, cans, pails, etc. (unless used for storage of explosive or incendiary materials); drugs, biologicals, and reagents; fire extinguishers; fuel cells or tanks from trucks, materials handling equipment, construction equipment, etc.; military/munitions list items that have not been exposed to explosive or incendiary materials;

paints, varnishes, thinners, etc.; petroleum products including fuel oil, oil, naphtha, gasoline, diesel fuel, greases, and lubricants; radioactive items; spent bullet metal from small arms ranges—lead; and sodium-filled valves.

C6.4.12.4. Default for Partial Removal

C6.4.12.4.1. Items, other than those sold by the –lot,‖ that lend themselves to partial removals, present special problems with respect to default and termination when a purchaser does not remove all the property involved. Examples of this type of property are production plants, temporary buildings, or similar property, offered as –1 each.‖ When such property is being offered, and in order to provide a means to effect default and termination action if the purchaser removes only a part of the property, the following special condition will be included:

Condition of sale ARTICLE MD: PARTIAL REMOVAL:

C6.4.12.5. Demilitarization.

C6.4.12.5.1. Property to be sold with DEMIL as a condition of sale or critical FSG/FSC items and FSCAP items to be sold with mutilation as a condition of sale. DRMOs will e-mail or FAX requests to offer this property for sale with DEMIL or mutilation to be preformed as a condition of sale to the DRMS DEMIL Center, DRMS-BCD for approval. The request will include the NSN, nomenclature, quantity, DEMIL Code, DEMIL or mutilation instructions and where the DEMIL or mutilation is proposed to be performed (DRMO or off-site). DRMS-O will coordinate with the DEMIL Center and Hazardous and Scrap Processing - DRMS-BCP to determine the best method of DEMIL or mutilation performance—either by the DEMIL Center or as a condition of sale in place at the DRMO. The FAX number is DSN 661-4047

C6.4.12.5.2. Special Guidelines for Demilitarization.

C6.4.12.5.2.1 Include the following in the sales referral when demilitarization is to be accomplished as a condition of sale:

C6.4.12.5.2.1.1 Method and degree of required demilitarization.

C6.4.12.5.2.1.2 Inclusion of photographs or diagrams which would aid in clarifying the demilitarization requirements.

C6.4.12.5.2.2 The DRMO and the DRMS Sales Office must assure that there are controls and surveillance for the adequate and timely DEMIL of the items/materials involved. DEMIL, for combatant ships and conventional ammunition, will normally be performed on military installations unless otherwise authorized by DRMS-BCD. For example, unless off-site DEMIL is insisted upon by the host government (overseas areas only), use on-site DEMIL.

C6.4.12.5.2.3 Surveillance of DEMIL performed on tank track (overseas only) has been modified under permanent waiver. The conditions are (1) surveil no less than 10 percent of the total weight sold; (2) perform the surveillance at random points in the process; and (3)

requirements for DEMIL certification/verification. Trade Security Controls and applicable conditions of sale remain in effect. The DEMIL certificate will read as follows:

Figure 20 - Surveillance Statement for TSC Conditions of Sale

"I certify that (identify items) were demilitarized in accordance with DOD 4160.21-M-I, Appendix 4, Category VII, and waiver conditions as stated in OASD memorandum of Oct 19, 1988 subject: Modified DEMIL Surveillance."

C6.4.12.5.2.4 Prior to cataloging the material for sale, the DLA Disposition Service site will assure that detailed demilitarization and surveillance plans (DLA DISP SVCS Form 2062) are prepared and fully coordinated with the SCO, and approved by DLA Disposition Services Demil Offcie.

C6.4.12.5.2.5 Consult the following Special Terms and Conditions for demilitarization when writing the descriptions.

C6.4.12.5.3. Special Terms and Conditions for Demilitarization

C6.4.12.5.3.1 When demilitarization of property by the purchaser is required, whether on or off Government premises, the following conditions will be included in each IFB as appropriate.

Sale By Reference, Part 5	ARTICLE I: MILITARY MUNITIONS LIST ITEMS (MLI). (When MLI components not requiring demilitarization will remain after the required demilitarization.) ARTICLE J: COMMERCE CONTROL LIST ITEM (CCLI): (When CCLI components or material (e.g. high temp alloy) will remain after the required demilitarization.) (Does not apply to FEPP.) ARTICLE K: MUNITIONS LIST ITEM AND COMMERCE CONTROL LIST ITEM (MLI/CCLI) COMPLIANCE. (When MLI and/or CCLI components or CCLI material will remain after the required demilitarization.)
Sale By Reference, Part 6	ARTICLE D: CHANGE IN CONTRACT REQUIREMENTS.
Sale By Reference, Part 7	ARTICLE E: DANGEROUS PROPERTY.
Condition of sale	ARTICLE ___: DEMILITARIZATION (as follows):

ARTICLE ___: DEMILITARIZATION.

Item(s) _____are required to be demilitarized by the purchaser in the manner and to the degree set forth below:

a. Insert item number(s) and specific demilitarization requirements in the above Article for item(s) as shown in DoD 4160.21 M 1, Defense Demilitarization and Trade Security Control Manual. Use of explicit instructions, photographs and/or diagrams will clarify the requirements.

b. When the demilitarization requires cutting such as gun barrels, gun tubes,

tank hulls, rocket launchers, small arms and other MLI, include the following in the demilitarization requirements:

NOTE: All cuts will completely sever the property. The use of precision cutting torch fixtures, precision cutting saws, or precision tools of any kind to minimize mutilation is forbidden. All torch cutting must displace at least one half inch of metal.

c. When MLI/CCLI will remain after demilitarization, include the following in the item description:

Figure 21 - Statement for MLI/CCLI Remaining after DEMIL

END USE CERTIFICATE: Must be completed and submitted with bid on this item. We would require an end-use prior to award of any DEMIL required property.

C6.4.12.5.3.2 In addition to the provisions in C6.4.1.2.5.3.1. apply the following when demilitarization is to be accomplished on Government premises.

Sale By Reference, Part 5	ARTICLE D: LIABILITY AND INSURANCE
Sale By Reference, Part 6	ARTICLE A: DEMILITARIZATION OR MUTILATION ON GOVERNMENT PREMISES.
Condition of sale	ARTICLE MH: PERFORMANCE BOND. (When deemed appropriate by the DRMO). ARTICLE P: DEMILITARIZATION TIMEFRAME FOR PROPERTY ON GOVERNMENT PREMISES

C6.4.12.5.3.3 In addition to the provisions in C6.4.1.2.5.3.1, apply the following when demilitarization is to be accomplished off Government premises.

Sale By Reference, Part 6	ARTICLE B: DEMILITARIZATION OR MUTILATION ON OTHER THAN GOVERNMENT PREMISES. ARTICLE C: FAILURE TO DEMILITARIZE OR MUTILATE. ARTICLE G: GOVERNMENT MAY ENTER PREMISES.
Condition of sale	ARTICLE KV: DEMILITARIZATION TIMEFRAME FOR PROPERTY OFF GOVERNMENT PREMISES ARTICLE LM: INSPECTION OF CONTRACT PERFORMANCE.

C6.4.12.5.3.4 The following articles are authorized for use in overseas areas (FEPP).

Sale By Reference, Part 8	ARTICLE J: LIABILITY AND INSURANCE. (In lieu of Part 5, ARTICLE D.)

Condition of sale ARTICLE __: EVALUATION OF BIDS FOR DEMILITARIZATION ON OTHER THAN GOVERNMENT PREMISES.
ARTICLE KV: DEMILITARIZATION TIMEFRAME FOR PROPERTY OFF GOVERNMENT PREMISES.
ARTICLE KZ: FAILURE TO COMPLETE DEMILITARIZATION BY THE TIME SPECIFIED.
ARTICLE LS: LOADING AND TRANSPORTATION.
ARTICLE NE: WAIVER OF DEMILITARIZATION.
ARTICLE P: DEMILITARIZATION TIMEFRAME FOR PROPERTY ON GOVERNMENT PREMISES.

C6.4.12.6. Increment Bids. Increment bids are authorized for sealed bid sales only. Normally, increment bids are used only for offering property which is unused, in the same condition code, and the entire quantity of the IFB line item is the same manufacturer and part or model number and is a standard pack. The following condition may be used in IFBs when appropriate:

Condition of sale ARTICLE LK: INCREMENT BIDS.

C6.4.12.7. Liquidated Damages for Delays in Performance

C6.4.12.7.1. There are circumstances where it is more appropriate to provide for a flat storage charge rather than a rate per hundred weight as provided for in Condition No. 30 in the General Sale Terms and Conditions, DRMS Form 84. Consequently, when single unique items such as missile sites, temporary buildings, and large pieces of installed equipment are offered for sale by each or by lot, the following special condition is prescribed for use in IFBs for an item or items offered:

Condition of sale ARTICLE LR: LIQUIDATED DAMAGES FOR DELAY IN PERFORMANCE.

C6.4.12.7.2. This special condition should be used when the property being sold is located on other than Federal property.

C6.4.12.7.3. The rate used must be reasonable and in no event exceed what the standard rate would have been.

C6.4.12.7.4. When this article is used, exclude Condition No. 28 entitled *"Storage Charges/Late Removal Charges,"* from Part 2 of *Sale By Reference* on the DRMS Form 83.

C6.4.12.8. Munitions List Items (MLI) and Commerce Control List Items (CCLI)

C6.4.12.8.1. All MLI/CCLI property offered for sale requires a completed End-Use Certificate (EUC) (DLA Form 1822). Item descriptions for MLI/CCLI property will contain the following statement:

END-USE CERTIFICATE: Must be completed and submitted with bids on this item. This property may require a license for export.

C6.4.12.8.2. Include EUC in the IFB directly after the item bid page, or directly after the Statement of Intent (DRMS Form 1645-1) if one is included.

C6.4.12.8.3. In addition to receiving an acceptable EUC, refer to apparent successful bidders of MLI/CCLI property to the TSC TSCRO for clearance. Do not award/release MLI/CCLI property until TSC clearance has been received. Those bidders that appear on the BMF as TSC cleared at the time of registration can remove property as soon as payment is received and the EUC is approved.

C6.4.12.8.4. The following additional conditions of sale apply to sale of surplus MLI/CCLI.

Sale By Reference, Part 5	ARTICLE I: MILITARY MUNITIONS LIST ITEMS (MLI). AND/OR ARTICLE J: COMMERCE CONTROL LIST ITEMS (CCLI) (Not for FEPP) and ARTICLE K: MUNITIONS LIST AND COMMERCE CONTROL LIST ITEMS (MLI/CCLI) COMPLIANCE.

C6.4.12.8.5. In addition to the above, the following additional conditions of sale apply to sale of FEPP MLI/CCLI.

Sale By Reference, Part 8	ARTICLE D: GOVERNMENT AS SHIPPER (Export) ARTICLE F: IMPORT CERTIFICATE AND DELIVERY VERIFICATION (IC/DV)
Condition of sale	ARTICLE NE: WAIVER OF DEMILITARIZATION. (FEPP)

C6.4.12.8.6. Paper Records or Documents.

C6.4.12.8.6.1 Paper records that are neither classified nor restricted are prohibited for resale for use as records or documents.

C6.4.12.8.6.2 The following article is to be used (other than Navy generated paper records that contain personal information and whose disposition is governed by the provision of the Privacy Act of 1974):

Sale By Reference, Part 5	ARTICLE E: PAPER RECORDS AND DOCUMENTS.

C6.4.12.8.6.3 In addition to the above, at the request of the generator or as deemed appropriate, include the following article in IFBs:

Sale By Reference, Part 5	ARTICLE A: SCRAP WARRANTY.

C6.4.12.8.6.4 The Department of the Navy has advised that Navy generated scrap paper containing personal information must be disposed of in such a manner as to preclude recognition or reconstruction of information contained therein. The Department of the Navy also instructed further that sales contracts will include, as a minimum, a contract clause that will make the buyer a Government contractor subject to the provisions of the Privacy Act of 1974. In concert with these requirements, each IFB that offers Navy generated scrap paper will include the SCRAP WARRANTY article as well as the following:

Sale By Reference, Part 5, ARTICLE F: PRIVACY ACT MATERIALS.

C6.4.12.9. Price Breakdown For Lost Abandoned or Unclaimed Privately-Owned Personal Property

C6.4.12.9.1.1 Price Breakdown. The following special condition is prescribed for use in IFBs including local spot bid and local auction sales, when items of lost, abandoned or unclaimed privately owned personal property are offered for sale by the lot which require a breakdown of the prices offered for each individual's property identified by ownership:

Condition of sale ARTICLE _____: PRICE BREAKDOWN.
(see C6.4.10, Special Conditions of Sale).

C6.4.12.9.1.2 Prior to award of items containing lost, abandoned, or unclaimed privately owned personal (i.e., private/abandoned) property, the SCO will obtain from the high bidder a breakdown of his total price for the lot on DRMS Form 131, Lost, Abandoned, or Unclaimed Privately Owned Personal Property. The high bidder must provide an itemized breakdown for each sub-item in the lot and the breakdown must equal the total price for the lot. This applies to private/abandoned property for which the owner is not known, as well as that for which the owner is known.

C6.4.12.9.1.3 The completed DRMS Form 131 must be signed and dated by the high bidder and returned to the SCO. The original DRMS Form 131 should be filed in the appropriate contract folder. Copies may be made for the cashier, DRMO, and servicing DFAS-CO as necessary.

C6.4.12.10. Qualified, Tie-In, All-or-None, Or Other Combination or Floating Bids

C6.4.12.10.1. All sealed bid sales which preclude acceptance of such bids will contain the following special notice:

Figure 22 - Special Notice for Sealed Bids

NOTICE: Bids on this sale will be processed by automatic data processing equipment under a system which is not capable of evaluating combination bids. Accordingly, qualified, tie-in, all-or-none or other combination or floating bids will be rejected. BIDDERS MUST submit a distinct individual price for each item bid upon in order for their bids to be considered for award.

C6.4.12.10.2. In those sales where combination bids are permitted as to some items but not as to others, delete *Sale By Reference*, Part 3, ARTICLE E and use the following notice:

Figure 23 - Notice for Combination Bids

NOTICE: Bids on this sale will be processed by automatic data processing equipment under a system which is not capable of evaluating combination bids. Accordingly, qualified, tie-in, all-or-none or other combination or floating bids will be rejected. BIDDERS MUST submit a distinct individual price for each item bid upon in order for their bids to be considered for award. NOTWITHSTANDING THE ABOVE, QUALIFIED, TIE-IN, ALL -OR-NONE OR OTHER COMBINATION OR FLOATING BIDS ARE ACCEPTABLE FOR ITEMS _____, SINCE THEY WILL BE PROCESSED MANUALLY.

C6.4.12.10.3. Include *Sale By Reference*, Part 3, ARTICLE E (thereby permitting qualified, tie-in, all-or-none or other combination or floating bids) for all sales which will be processed manually or through DNSP. The following statement will be included in all sales where tie-in or all-or-none bids are acceptable for all items in the sale:

Figure 24 - Statement for Tie-In or All-Or-None/Combination/Floating Bids

ALL-OR-NONE, TIE-IN, QUALIFIED OR COMBINATION BIDS ARE ACCEPTABLE ON THIS INVITATION FOR BID FOR ALL ITEMS ON THIS SALE (SEE PARA. _____ON PAGE NO. _____).

C6.4.12.10.3.1 In the event an award is made on an –all-or-nonell basis, the prorated bid prices of the items awarded will be entered on the award document. Add the following statement to the award document following the last item listed:

C6.4.12.10.3.1.1 Items _____awarded on an all-or-none basis. The line item prices shown in this document for the items involved were prorated pursuant to *Sale By Reference*, Part 3, ARTICLE E, paragraph (c). These prices will be used for the purpose of contract administration if it becomes necessary.

C6.4.12.10.3.2 A procedure for prorating all-or-none bids is set forth in Supplement 4.

C6.4.12.10.3.3 All-or-None Line Item Bid Price. All-or-None bids for property offered for term contracts tied to a specific market, and provide for bid prices related to commodity quotations (usually a percentage thereof) will include the following:

Condition of sale ARTICLE __: ALL-OR-NONE LINE ITEM BID PRICE.

C6.4.12.11. Radioactive Material, Radiation-Emitting Electronic Products, Radio Frequency Devices and Radium

NOTE: For property in these categories, review of the requirements set forth in DOD 4160.21-M, Chapter 4, paragraphs B53, B54 and B55, should be made to determine their applicability.

C6.4.12.11.1. Radioactive Material. The following article will be used when offering radioactive material:

Sale By Reference, Part 7 ARTICLE W: RADIOACTIVE MATERIAL

C6.4.12.11.2. Certified and Non-certified Radiation-Emitting Electronic Products.

C6.4.12.11.2.1 The following articles will be used when offering non-certified radiation-emitting electronic products:

Sale By Reference, Part 7 ARTICLE V: CERTIFIED AND NONCERTIFIED RADIATION-EMITTING ELECTRONICS PRODUCTS
ARTICLE W: RADIOACTIVE MATERIAL

C6.4.12.11.2.2 Additionally, when certified and non-certified radiation-emitting electronic products listed below are awarded, within 30 calendar days following award, the SCO will provide the appropriate State Radiation Control Agency (listed in Supplement A2, DOD 4160.21-M) for the state in which the Purchaser is located, a copy of the DRMS Form 1427:

Figure 25 - Certified and Non-Certified Radiation Emitting Electronic Products

Non-certified color and black & white television receivers Non-certified microwave ovens Certified and non-certified diagnostic X-ray systems and their major components Certified and non-certified cabinet X-ray systems Non-certified laser products Non-certified cold-cathode gas discharge tubes under conditions of scrap or salvage; and Any other non-certified electronic product for which FDA may promulgate a performance standard

C6.4.12.11.3. Radio Frequency Devices. The following article is to be used when offering radio frequency devices for sale:

Sale By Reference, Part 5 ARTICLE H: RADIO FREQUENCY DEVICES.

C6.4.12.11.4. Radium. The following article is to be used when offering radium for sale:

Condition of sale ARTICLE ___: CERTIFICATION FOR RADIUM

C6.4.12.12. Sales to the United Nations

C6.4.12.12.1. No U.S. origin property will be turned over to the United Nations (UN) by any element of the DOD, when title to such property passes to the UN outside the U.S., without first obtaining the following UN agreement, as part of the sales contract between the DOD and the UN, or through a written agreement by the UN as follows:

C6.4.12.12.2. When this property is sold by the UN, include the following clause in all contracts or sales:

ARTICLE ___: EXPORT APPROVAL-UNITED NATIONS SALES.

a. This material is of United States origin. Export of this material or parts thereof, either directly or indirectly, is subject to restrictions or may not be made without prior approval of (Agency or official of the UN). It must not be assumed that any such approval will be forthcoming.

b. The UN agrees not to approve export of this material to the Sino-Soviet bloc or Cuba. Also, all contracts of sale will contain an undertaking by the purchaser to add the above-quoted clause as a material part of any contract he may enter with a subsequent purchaser.

C6.4.12.13. Storage Aids.

C6.4.12.13.1. When surplus or foreign excess property which is stacked on Government-owned storage aids is offered for sale and it is more advantageous to the Government to use the storage aids for loading purposes; when it is necessary to sell waste oil in drums which are suitable for further use or for reconditioning for further use, or returnable; and, when purchaser will be permitted to exchange storage aids or use storage aids on a deposit basis, the terms and conditions of sale will include the following special conditions, as appropriate:

Condition of sale	ARTICLE ___: EXCHANGE OF STORAGE AIDS.
	ARTICLE ___: USE OF STORAGE AIDS.

C6.5. **Preparation and Distribution of National IFBs.**

C6.5.1. General.

C6.5.1.1. Appearance. IFBs are the principal form of advertising and greatly influence the prospective buyer‘s interest in the Sales Program. Give the IFB individuality and sales appeal by including photographs for a few major items of property offered. Uniform margins and print size, good contrast and reading ease are also important.

C6.5.1.2. Number IFBs. The DRMS SALES OFFICE will assign each IFB a sale number composed of the following characters.

C6.5.1.2.1. The number of the sales office:

C6.5.1.2.1.1 **33** represents the DRMS Sales Office,

C6.5.1.2.1.2 **60** represents the Sales in Europe and Pacific,

C6.5.1.2.1.3 **38** represents Exchange or Sale.

C6.5.1.2.2. Followed by a dash (**-**).

C6.5.1.2.3. Followed by the last digit of the fiscal year of the bid opening (one digit).

C6.5.1.2.4. Followed by the type of sale (one digit):

C6.5.1.2.4.1 **0** is for Hazardous Sales,

C6.5.1.2.4.2 **3** is for Usable Sales,

C6.5.1.2.4.3 **6** is for Scrap Sales.

C6.5.1.2.5. Followed by the chronological number of the sale (two digits).

For example, the third sale of the 2007 fiscal year for a National scrap sale would be written like this: 33-7603.

C6.5.1.2.6. The numbering for the first sale in each fiscal year will be based upon the bid opening date and not on the sales issuance or distribution date. Do not prefix or suffix other numbers or letters to the sale number except that sale numbers on front covers of IFBs will be prefixed by *"Sale No.,"* e.g., SALE NO. 33-7602, or *"Term Sale No.,"* e.g., TERM SALE NO. 33-7602, as applicable.

C6.5.1.2.7. The IFB number shall appear on the front cover of the IFB and on each page of the IFB in the upper right hand corner.

C6.5.1.3. Numbering Pages in IFBs.

C6.5.1.3.1. Consecutively number each page of the IFB, brochure or flyer. Do not use sub-numbers such as –1a‖ or -1b.‖

C6.5.1.3.2. Ensure that SF 114 and SF 114A, are odd-and-even numbers, back-to-back.

C6.5.1.4. Required Certification.

C6.5.1.4.1. Include any certifications that bidders are required to complete, sign and submit with their bid, on the pages immediately following the Item Bid and Award Page.

C6.5.1.4.2. Clearly label all IFB pages that need to be returned with the bid.

C6.5.1.5. Bilingual. Publish IFBs, or any portion thereof, bilingually when required by the applicable country-to-country agreement.

C6.5.1.6. All national sale IFBs are prepared in Adobe Framemaker. Specific templates

have been created to provide continuity for all catalogs.

C6.5.2. Front Cover.

C6.5.2.1. Covers. Use the Adobe Framemaker cover template to enter the following information:

C6.5.2.1.1. Name of sale items.

C6.5.2.1.2. Sale Number: XX-6079.

C6.5.2.1.3. Inspection Period Begins: January 16, 1996.

C6.5.2.1.4. Bid Opening Date and Time: January 31, 1996; 9:30 A.M. EST/EDST.

C6.5.2.1.5. Commodity: MACHINE TOOLS.

C6.5.2.2. Using the Adobe Framemaker template, the font and font size is already determined in each -field‖, but can be changed to fit the amount of information available to enter. Black Ink is used throughout the entire IFB.

C6.5.3. Inside Front Cover.

C6.5.3.1. The inside of the front cover page template already includes the following information:

C6.5.3.1.1. IFB Number.

C6.5.3.1.2. Bid Opening Date and Time.

C6.5.3.1.3. Bid acceptance period.

C6.5.3.1.4. Mailing address/fax for bids.

C6.5.3.1.5. Hours of operation of DRMS SALES OFFICE.

C6.5.3.1.6. Payment information.

C6.5.3.2. The Sales Contracting Officer and their phone number must be entered on this page.

C6.5.4. Table Of Contents - Property Location Index - Item Description Index.

C6.5.4.1. When using the Adobe Framemaker templates, each index is automatically generated from the item description section of the IFB.

C6.5.5. List Of Sale Items.

C6.5.5.1. The item description is pulled from the DNSP Merchandising/Property Description data. All references entered in DNSP should be reflected here. Additional editing of the item description can be done by the SCO at this time.

C6.5.5.2. Photographs.

C6.5.5.2.1. Photographs may be added at this time into the Adobe Framemaker IFB. Photographs will only depict the item being sold, i.e., do not use prints showing people or other items. The picture should be positioned directly below the respective item description.

C6.5.5.2.2. Do not use line drawings in lieu of photos.

C6.5.6. Demilitarization Codes.

C6.5.6.1. The DEMIL Codes are listed as a template page in the Adobe Framemaker. No entries are required on this template page.

C6.5.7. Additional General Information and Instructions.

C6.5.7.1. DRMS Form 82 Series. Use the appropriate DRMS Form 82 series, *Additional General Information and Instructions*, with pertinent information or instructions added.

C6.5.7.2. There is a template page in the Adobe Framemaker. No entries are required on the first page of this template page. The Sale Number and Bid Opening Date & Time are automatically generated from the cover page entries.

C6.5.7.3. Paragraphs reference in the item descriptions are entered on the second page of this template. Each IFB could have different paragraphs, so this has to be done on an individual IFB basis.

C6.5.8. Inspection Dates And Times.

C6.5.8.1. The inspection information is pulled from DNSP Merchandising data. All references entered into DNSP should be reflected here. Additional editing of the inspection information can be done by the SCO at this time.

C6.5.9. Conditions of Sale.

C6.5.9.1. The Conditions of Sale information is a template page in Adobe Framemaker. One-Time and Term sales each have separate applicable parts and they are reflected in the respective templates.

C6.5.10. Articles.

C6.5.10.1. The articles are pulled from DNSP Merchandising data which should be reflected on this page. All referenced articles in the item descriptions should be included on the articles page.

C6.5.11. Loading Table.

C6.5.11.1. The loading information is pulled from DNSP Merchandising data which should be reflected on this page. Additional editing of the loading information can be done by the SCO at this time.

C6.5.12. Change of Information Page.

C6.5.12.1. This template page is in Adobe Frame maker. It allows the customer to provide any changes of information to DRMS-BBS for updating the Bidder Master File.

C6.5.13. Sale of Government Property - Item Bid And Award Page.

C6.5.13.1. Standard Form 114 and Standard Form 114B must be an odd-numbered page for sealed bid term sales.

C6.5.14. Sale of Government Property - Item Bid Page.

C6.5.14.1. One-Time Sealed Bid Sales. Use an SF 114 for all one-time sealed bid sales. Print the item bid page on the reverse side of SF 114.

C6.5.14.2. Term Sales. Use of both the SF 114A and SF 114B for term sales may be required. If the bids are based on a unit price, a SF 114A will be used and if the bid is tied to a monthly market price, a SF 114B will be used. Print the item bid page on the reverse side of SF 114.

C6.5.15. Certifications.

C6.5.15.1. Certifications requiring signature of bidder (such as for explosive, explosive contaminated machinery or alcohol) will be included in the IFB after the Item Bid and Award pages. Certain certification pages are already included in the template pages for scrap and hazardous IFBs.

C6.5.16. Credit Card Information.

C6.5.16.1. The credit card information form is included in the template pages in Adobe Framemaker.

C6.5.17. End Use Certificates.

C6.5.17.1. The End Use Certificate (EUC), DLA Form 1822, is included in the template pages in Adobe Framemaker.

C6.5.17.2. Instructions for filling out the EUC are also in the template pages in Adobe Framemaker.

C6.5.18. Filler Pages.

C6.5.18.1. A blank page will be inserted after the loading notes page, if necessary, to ensure that the Item Bid and Award Page, SF 114/SF 114B will be on odd/even page format.

C6.5.19. Inside Back Covers.

C6.5.19.1. The inside back cover is part of the printing process. It contains the subscription information sheet for the CONUS IFBs.

C6.5.20. Back Covers.

C6.5.20.1. The back cover is entirely a mailing page for the catalog printer.

C6.5.21. Term Sales for Usable Property.

C6.5.21.1. When an IFB Number is established using the Establish IFB Number screen, the user is required to enter the Type Sale Code. If the Type Sale Code entered is either a **1** (Term Sale), **2** (Negotiated Term Sale) or **E** (Immediate Response Term Sale) all DTIDs that are associated to that IFB Number are automatically placed in RSC **K**. When a shipment of property is made on a term contract, the DRMO has 3 workdays to enter sales removal quantity data as shown on the DRMS Form 1427 or DLA Form 1367. Enter this information on either the Sale/Shipment (DTIC) Screen (udaz30) or Sale/Shipment (IFB Item No.) Screen (udaz32). When entering removal data on these screens, enter the applicable data elements.

C6.5.22. Updating DAISY Records with IFB Data.

C6.5.22.1. When the sales catalog (IFB) is provided for review, relate the IFB and IFB Item Number to the DTID, scrap, referral or accumulation.

C6.5.23. IFB Printing.

C6.5.23.1. Lead-Time. IFBs are sent via e-mail to the printing contractor for printing and mailing. Allow 10 days for printing and mailing time before the inspection period starts.

C6.5.24. Amendments to IFBs.

C6.5.24.1. Approvals. Amendments effecting complete withdrawal of an item from a sale will be at the sole discretion of the SCO.

C6.5.24.2. Amendments. Prepare amendments on SF 114D.

C6.5.25. Mailing/ Distribution.

C6.5.25.1. IFB's are printed and mailed to those persons/companies that have a paid subscription for that particular type of IFB. All IFB's are also posted on the DRMS web site.

C6.5.25.2. Amendments are also mailed to those persons/companies that received the IFB, and are also posted to the DRMS web site.

C6.6. **Conducting National Sales.**

C6.6.1. General.

C6.6.1.1. Competitive Bidding System. The integrity of the competitive bidding system must be maintained at all times. Subject all bids to the maximum safeguards upon receipt. Keep all bids received prior to the time fixed for opening of bids, in a secured manner and unopened until the time of bid opening.

C6.6.1.2. Eligibility of Bidders.

C6.6.1.2.1. Do not give priority or special consideration to any bidder.

C6.6.1.2.2. Where there is a question regarding eligibility, refer it to the SCO. If the SCO knows or suspects that the bidder is ineligible, then he will refer the matter to assigned counsel. If successful bidder, the SCO will withhold award or removal of property until eligibility is determined.

C6.6.1.3. Bidders Master File (BMF).

C6.6.1.3.1. The name of the bidder and, if different, the name of the signer and/or name of the person or firm of the account on which a check is drawn, must be checked against the Bidders Master File (BMF) (except when the bidder submitted a –no bid‖). The BMF is a list of individuals and firms who:

C6.6.1.3.1.1 Have committed a security trade control violation.

C6.6.1.3.1.2 Are indebted to the Government from surplus sales contracts.

C6.6.1.3.1.3 Are —cleared‖ for Security Trade Control purposes to purchase MLI/CCLI property.

C6.6.1.3.1.4 Are listed in the Department of Commerce Table of Denial Orders.

C6.6.1.3.1.5 Are listed on the DOD Debarred and Suspended Actions.

C6.6.1.3.1.6 Are listed on the General Services Administration Consolidated List of Debarred, Suspended and Ineligible Contractors.

C6.6.1.3.1.7 Have on file with the DRMS Sales Office an approved annual bid bond.

C6.6.1.3.1.8 Have submitted a bid for a local, national sale.

C6.6.1.3.2. In instances where debarment is questionable, (e.g., when name and address variations are involved), assigned counsel must be contacted for guidance.

C6.6.1.4. Current Market Appraisals (CMAs). DRMOs establish CMAs prior to referring sale item to DRMS-BBS for sale. Develop CMAs from information available from statistics based on past sales experience, current market prices and trends, degree of market saturation, and value of basic material content. Submit CMA with sales referral. The final determination of acceptance or rejection of bids is the responsibility of the SCO.

C6.6.2. Conduct of National Sealed Bid Sales.

C6.6.2.1. Bid Pickup.

C6.6.2.1.1. A person designated by the SCO will be at the location specified in the IFB at which mailed bids are to be received (e.g., post office, post office substation pickup point, communication center), at the exact time of the bid opening; to receive any mail telegrams, facsimiles or messages. If there is any mail, telegrams or facsimiles containing bids or bid modifications, they are to be promptly delivered to the person conducting the bid opening or that person advised immediately when there are no bids or messages for that sale.

C6.6.2.1.2. The person designated in writing by the DRMS -BBS as authorized to pick up mail or messages also becomes the designee of the SCO (or Sales Office employee conducting the sale) for that purpose.

C6.6.2.1.3. The Sales Office employee conducting the sale will make an announcement at the beginning of the sale as follows:

Figure 26 - Announcement Example for Beginning of Sale

"My official designee has been sent to pick up mail and telegrams that may be at our (post office, post office substation or pick-up point) at the exact time of this scheduled bid opening. Another official designee will deliver any facsimile and electronic mail bids or modifications that are received prior to the exact time of this scheduled bid opening. Any bids or modifications delivered will be opened and considered for award. They are not considered late."

C6.6.2.1.4. The announcement made at the beginning of the sale may be modified depending upon the facts. For example, if the SCO's designee has telephonically reported no bids, only such fact need be announced.

C6.6.2.2. Registration of Bids.

C6.6.2.2.1. Assign all acceptable bids a bidder's registration number upon receipt. For bids received by facsimile, mailgram or electronically, make a check to determine if a bid deposit was (if applicable) either accompanied with the bid (credit card information/statement) or was received independently. If the bid deposit is in the form of a negotiable instrument, a copy will be made, attached to the bid, and the negotiable instrument will be given to the cashier for handling. Bid deposit submitted via credit card form should be kept with the bid. If a bid deposit cannot be located contact legal council for advice. The bid (and bid deposit if applicable), should be, annotated with the bidder's registration number and placed with other mailed-in/hand-carried bids. If the facsimile machine becomes inoperable and cannot receive bids or modification, notify assigned counsel for appropriate guidance.

C6.6.2.2.2. Time stamp and date all envelopes containing bids (including late bids) at the time of receipt. Sort bids by IFB number. Those envelopes that do not have a bidder's identification number will have the name and address screened against the Bidders Master File to determine if the bidder has a bidder's identification number. If he does, annotate that number on the envelope. If he does not, then assign an identification number. Number each bid (including late bids that are opened for consideration) in sequence, beginning with number 001 for each sale, in the order in which it is received. Conspicuously place the number assigned on the envelope containing the bid.

C6.6.2.2.3. Unidentified bids may be opened solely for the purpose of identification and then only by the Sales Office supervisor or his designee, who will be someone other than contracting personnel. Whenever mail that is opened contains a bid, deliver it immediately to the Sales Office supervisor or his designee who will annotate the IFB number, name and address and bidder's identification number on the face of the envelope. Reseal the envelope, initial and mark *"opened for identification."* The bid will then be registered and handled in the normal manner. If a bid is opened by mistake, the person who opened the bid will immediately write his signature, title, date and time on the envelope and deliver it to the Sales Office supervisor or his designee, who will immediately write on the envelope an explanation, *"opened in error,"* the date and time opened, the IFB number and his signature, and reseal the envelope. Then handle the bid in the appropriate manner.

C6.6.2.2.4. After the registration process, the bid envelope should have the identification number and IFB registration number clearly annotated.

C6.6.2.3. Acceptable Late Bids.

C6.6.2.3.1. Bids received by the sales office after the exact time set for opening, are "late bids." Do not consider late bids for award except as authorized below.

C6.6.2.3.1.1 In the instance of sealed bid sales, if the bid submitted by mail was received by the Contracting Officer prior to award, was mailed and, in fact, delivered to the address specified in the invitation for opening of bids, and except for delay attributable to personnel of the sales office or their designees would have been received on time; or

C6.6.2.3.1.2 The only evidence acceptable to establish timely receipt of bids at the address designated in the invitation for bids is documentary evidence of receipt at such address within the control of the sales office. Such evidence could be a date stamp or a log entry.

C6.6.2.3.2. If the SCO determines that the bid or modification is to be considered, then open the bid and record on DRMS Form 1458-1, Abstract of Bids. The reason for delay, time of arrival, and the initials of the SCO will be entered on DRMS Form 1458. Attach the postmarked envelope or a copy of the telegraphic modification securely to the sales office copy of DRMS Form 1427 if the bidder is successful or to the unsuccessful bid, if applicable.

C6.6.2.4. Unacceptable Late Bids. Return unacceptable late bids and modifications to the bidder as promptly as possible. It need not be registered. File a copy of the envelope of each late bid returned unopened or a copy of each unacceptable late telegraphic modification, in the unsuccessful bid file with the file copy of a cover letter or DRMS Form 879, Notice to Bidders, that was sent with the returned bid or modification, stating why the bid could not be accepted. If necessary, in order to ascertain the bidder‘s name and address or any other information concerning the bid, the sales chief or his designee will open and initial the envelope. State the reason for opening the envelope on the envelope and in the letter or form to be sent to the bidder. Do not include late bids on DRMS Form 63, Supplementary Sale Information, block 3, *“No. Bids Received.”*

C6.6.2.5. Mishandling of Bids.

C6.6.2.5.1. A timely bid improperly returned to a bidder by DRMS BBS/OCONUS Sales may be considered if it is returned by the bidder and examination of it by a Postal Service Crime Laboratory confirms that the envelope has not been opened or tampered with. In any case of this nature, refer such a bid to the Postal Service so that an appropriate analysis of the envelope can be made. If the Postal Service evaluation confirms the bid has not been tampered with, consider the bid.

C6.6.2.5.2. The SCO should take those actions necessary to identify the items on which high bids are involved in the returned bid (contact bidder if necessary) and withhold award on those items pending resolution of the matter.

C6.6.2.6. Misidentified Mismailed or Misrouted Bids. Process misidentified, mismailed or misrouted bids as follows:

C6.6.2.6.1. Immediately upon receipt of a misidentified, mismailed or misrouted bid, the bid will be examined to determine the time and date of bid opening. DRMOs receiving mismailed or misrouted bids will consult the cognizant SCO prior to making the decisions and taking the actions specified in the paragraphs below.

C6.6.2.6.2. If it is apparent that the bid can be re-mailed so as to reach DRMS/OCONUS Sales Office by the time and date set for the bid opening, the bidder involved will be contacted and advised of the receipt of the bid. The bidder also will be advised of the

various corrective actions that may be taken:

C6.6.2.6.2.1 The bid may be returned to the bidder, who may submit a new bid to the DRMS/OCONUS Sales Office.

C6.6.2.6.2.2 The bidder may attend the sale in person.

C6.6.2.6.2.3 The bidder may designate a representative to bid on his behalf.

C6.6.2.6.2.4 The bidder may resubmit a bid by facsimile means.

C6.6.2.6.2.5 The bidder may request the bid be mailed directly to the correct sales office.

C6.6.2.6.3. In the event the bidder elects option (5) C6.6.2.6.5, he will be advised that the bid may not reach the sales office in time to be considered a timely bid.

C6.6.2.6.4. If it is likely that the bid cannot be re-mailed so as to reach the DRMS/OCONUS Sales Office by the time and date set for the bid opening, the bidder will be advised in order to afford him the opportunity to submit another bid either personally or by a representative—the representative authority to act for the bidder must exist at bid opening time but may be established by evidence submitted later.

C6.6.2.6.5. If it is certain that time will not permit either the bidder or his designated representative to submit a timely bid, then the receiving office will read the bid to the SCO prior to bid opening. This telephonic notice will be deemed constructive delivery of the bid. The bid will then be mailed immediately to the DRMS/OCONUS Sales Office for its consideration. The original recipient of the bid will retain a photographic reproduction of the bid and prepare an MFR of the action taken as required in the paragraph below.

C6.6.2.6.5.1 An MFR will be prepared to indicate the SCO and the bidder was contacted. The MFR as a minimum will contain the following data:

C6.6.2.6.5.1.1 Time and date bid was released.

C6.6.2.6.5.1.2 Time and date bidder was notified.

C6.6.2.6.5.1.3 Time and date DRMS SALES OFFICE was notified and identity of party notified.

C6.6.2.6.5.1.4 Information indicated on bidder‘s envelope:

Figure 27 - Bidder’s Envelope Information

Sale No._____ Time:_____
.....

..... Date: _____Postmarked:_____
.....
.....Address:_____

C6.6.2.6.6. In the event the office who originally received the bid cannot, with due diligence, telephonically communicate the bid to the DRMS/OCONUS Sales Office prior to bid opening time or a mismailed or misrouted bid indicates a bid opening date that has expired, a letter will be written to the bidder informing him of the date and time the bid was received and advising that the bid was received too late for consideration. The bidder will also be advised that future bids should be mailed to the SCO according to the sample envelope contained in the General Information and Instructions included in each IFB. The bid will be returned to the bidder with the letter. A copy of the letter will be furnished the DRMS/OCONUS Sales Office for information. DRMOs receiving mismailed or misrouted bids will contact the DRMS/OCONUS Sales Office for guidance.

C6.6.2.7. Bidder‘s Modifications or Withdrawal of Bid.

C6.6.2.7.1. Prior to Bid Opening.

C6.6.2.7.1.1 Prior to the time specified for bid receipt, a bidder may modify, withdraw or resubmit his bid. In case of a withdrawal, return the unopened envelope containing the bid to the bidder in person (upon gaining positive identification of the bidder) or by certified mail.

C6.6.2.7.1.2 Modification or withdrawal of a bid may be accomplished either in person, by letter, facsimile or online on the DRMS website (http://www.drms.dla.mil). To be acceptable, a modification increasing a bid must meet bid deposit requirements (if applicable) and any other bid evaluation criteria.

C6.6.2.7.1.3 Consider a facsimile modification or withdrawal of a bid received prior to the time set for bid opening. Modification/withdrawal of bids received by facsimile will be sealed in an envelope (DRMS Form 101) by a proper official of the sales office, who will complete all entries thereon, and secured in a controlled area until bid opening. Do not disclose information contained in the modification/withdrawals prior to the bid opening. Do not accept telephonic modifications/withdrawals under any circumstances.

C6.6.2.7.2. After Bid Opening. Bids may not be modified or withdrawn after the bid opening, except as provided for under Bid Mistakes procedures contained in C6.8 The SCO will not permit the withdrawal of any bid after the bid opening, however, modifications that make the terms of an otherwise successful bid more favorable to the Government will be considered and may be accepted at anytime prior to award.

C6.6.2.8. Bid Opening.

C6.6.2.8.1. The SCO or his designated representative will open in public all bids for sealed bid sales at the place, on the date and at the exact time specified for bid opening and, if

practical and requested by bidders or other interested parties, read the bids aloud to the persons present. If bids are read, provide only the bidder number or name, item number, total bid price, and any qualifications or modifications submitted with the bid. If the SCO decides that reading bids aloud is impractical, e.g., due to quantity of items being offered for sale and/or number of bids received, an announcement will be made to that effect. The original of each bid shall be carefully safeguarded, particularly until the abstract of bids has been made and its accuracy verified.

C6.6.2.8.2. Notwithstanding that performance of the procedure in paragraph a above may be delegated to an assistant, the SCO remains fully responsible for the actions of that assistant.

C6.6.2.8.3. Examination of bids by interested persons shall be permitted if it does not interfere unduly with the conduct of Government business. Original bids shall not be allowed to pass out of the hands of the SCO or designated representative unless a duplicate bid is not available for public inspection. The original bid may be examined by the public only under the immediate supervision of the SCO or designated representative and under conditions that preclude possibility of a substitution, addition, deletion, or alteration in the bid.

C6.6.2.8.4. Attach DRMS Form 63 to the Abstract of Bids and include as a minimum the information prescribed below.

C6.6.2.8.4.1 Number of prospective bidders solicited.

C6.6.2.8.4.2 Number of bids received.

C6.6.2.8.4.3 Number of awards made.

C6.6.2.8.4.4 Item number for which no award is made and the reason.

C6.6.2.8.4.5 Item number and statement of reasons for any award to other than the highest bidder.

C6.6.2.8.4.6 Information regarding whether a bid is submitted subject to condition, reservation or qualification in any respect.

C6.6.2.8.4.7 The following certification: *"I certify that I have personally supervised the opening of the sealed bids and verified all entries on this abstract extracted from those bids",* signed by the Sales Contracting Officer or Authorized Representative.

C6.6.2.8.4.8 The following certification: *"I have made the awards or rejected the bids as indicated on this abstract",* signed by the Sales Contracting Officer.

C6.6.2.8.5. File the DRMS Form 1458 duplicate copy in the IFB folder, and the original, with the successful bidder numbers circled, utilized by the cashier. When disposition of all deposits, (if applicable), has been completed the original will displace the duplicate copy in

the IFB folder and will serve the following purposes: a reference document for administrative purposes; a control register for all contracts issued against the sale; and a control for filing, auditing and records retirement. The successful bidder‘s name and address should be rechecked for accuracy when circled. Where more than one number has been assigned, circle the lowest number, and the other numbers cross-referenced to it. Discard the duplicate copy of the bid and deposit register. When an abstract of bids is prepared manually, attach the completed original bid and deposit register (after disposition of all deposits have been completed), to it.

C6.6.2.9. Processing of Bids.

C6.6.2.9.1. When processing bids, the SCO will not permit any notations to be made on original bids, other than the assigned bidder‘s registration number (taken from the bid envelope) transcribed to the upper right hand corner of the Bid and Award page.

C6.6.2.9.2. When corrections to the bid are necessary because of incorrect completion of *“Total Price Bid”* column or incorrect computation of unit bid prices, make the correction on DRMS Form 62, Bid Variation, Alteration, Discrepancy, and attach to the original bid.

C6.6.2.9.3. Bid Deposit Requirement. When a bidder has not met the bid deposit requirement, such bids normally will be considered as non-responsive, except under any of the following situations:

C6.6.2.9.3.1 The bid deposit is less than the required amount by an inconsequential amount and the rejection of the bid would not be in the best interest of the Government.

C6.6.2.9.3.2 Only one bid has been received and it is considered to be adequate and the bidder agrees to submit the required deposit.

C6.6.2.9.3.3 A bidder who submits a bid deposit (when applicable) that is insufficient to cover all of the items for which he is in line for award, should be awarded those items for which the bid deposit would have been adequate had only those items been bid upon. The SCO must ensure such a partial award is not inconsistent with either the bid as submitted by the bidder, or the terms and conditions of the invitation, such as an all-or-none bid qualification. In determining which items should be awarded, the greatest possible return to the Government is the prime factor.

C6.6.2.9.4. Ineligible Status. Do not make awards to the individuals or firms listed on the Bidders Master File (BMF) as debarred, suspended, TSC debarred, or indebted unless exception has been authorized or prior approval for the award has been obtained from assigned counsel. When a high bidder is on the BMF as a result of undergoing bankruptcy proceedings or for any other reason, and the SCO believes it is in the best interest of the Government to make an award to the high bidder, forward the following to assigned counsel:

C6.6.2.9.4.1 The high bid and second high bid.

C6.6.2.9.4.2 Expiration date for acceptance of bids and whether that date may be extended.

C6.6.2.9.4.3 Desirability or necessity for acceptance of bid.

C6.6.2.9.4.4 Recommended action.

C6.6.2.9.5. Responsive Bids.

C6.6.2.9.5.1 To be considered as responsive, bids must conform to the provisions of the Invitation of Bids. For example, bids must be based upon the unit specified for the item(s) and must cover the total number of units designated for that item; must be signed by the bidder (except as provided for in C6.6.2.9.5.3 below); and where bid deposits are required, the bid deposit must be in the form acceptable to the Government, in at least the required amount.

C6.6.2.9.5.2 Minor Informalities or Irregularities. Minor informalities or irregularities do not render a bid non-responsive. A minor informality or irregularity is one that is merely a matter of form or is some immaterial variation from the exact requirements of the Invitation for Bid; not affecting the price, quality, quantity or delivery of the property. Correction or waiver must not be prejudicial to the rights of other bidders. The SCO will either give the bidder an opportunity to cure any such deficiency resulting from a minor informality or irregularity in a bid, or waive any such deficiency where it is to the advantage of the Government.

C6.6.2.9.5.3 Unsigned Bids. In order for a written bid to be binding upon the bidder, it must be signed by the bidder or his authorized representative. This signature will appear in the space provided. But, if the signature of the bidder or his authorized representative appears elsewhere, for example, on an acceptable check or in a letter of transmittal accompanying the bid indicating an intention to submit the bid, failure to sign in the space provided may be treated as a minor irregularity and be waived. Do not consider unsigned bids, except to the extent stated in this paragraph. Where a doubt exists as to the responsiveness of a bid, contact assigned counsel for guidance.

C6.6.2.9.5.4 End-Use Certificate (EUC), DLA Form 1822. Failure to submit a completed EUC with a bid does not make the bid non-responsive. But, a completed EUC must be in the possession of and be examined by the SCO prior to making award.

C6.6.2.9.6. Non-responsive Bids. Bids that fail to conform to the essential requirements of an Invitation for Bids are considered non-responsive. Generally, bids deviating from the provisions of the Invitation for Bids which affect the price, quality, quantity or delivery of the property offered for sale are non-responsive. Reject such bids.

C6.6.2.9.6.1 As a general rule, a bid must be submitted on the basis of the unit specified in order to be considered for award. For example, if bids are solicited on a –pound‖

basis, bids submitted on a —cash‖ basis normally require rejection. Moreover, a bid submitted on a —price for the lot‖ basis may be considered for property offered by the —pound‖ or —each‖ if the quantity available for delivery is within the permissible variation and the —lot‖ bid is higher that the total price which the Government would receive, assuming the maximum permissible quantity is available for delivery. (Example: Offered 14,000 pounds, Bidder 1 bids $ .03 per pound. Bidder 2 bids $800 for the lot. The maximum deliverable is 17,500 pounds. The maximum proceeds from Bidder 1 are $525 ($ .03 per pound x 17,500 pounds). Thus an award of $800 for the —lot‖ would not adversely affect the integrity of the competitive bidding system and is acceptable). When a bid is received where application of the concept may be possible, obtain guidance from assigned counsel prior to award.

C6.6.2.9.6.2 Some deviations from the provisions of the IFB and other factors that may render a bid non-responsive are:

C6.6.2.9.6.2.1 Type or method of payment.

C6.6.2.9.6.2.2 Unit.

C6.6.2.9.6.2.3 Offer subject to change.

C6.6.2.9.6.2.4 Quantity of an item.

C6.6.2.9.6.2.5 Qualifications limiting the rights of Government.

C6.6.2.9.6.2.6 Unsigned bids (exceptions noted in C6.6.2.9.5.3).

C6.6.2.9.6.2.7 Failure to submit proper bid deposits as and where required.

C6.6.2.10. Deposit and Performance Bonds. The name and address on an SF 114, Bid and Award, of a high bidder whose bid cites an SF 151, Deposit Bond—Annual (an Adobe Fillable Form) in support of a company/personal check will be checked for any deviation from that listed on the DRMS Approved Annual Bid Deposit Bond List. Any deviation should be discussed with assigned counsel for advice. In some circumstances, the deviation may be considered a minor informality and the surety permitted to clarify its obligation. In such event a certification substantially as follows would be acceptable:

Figure 28 - Deposit and Performance Bonds Certification

"This is to certify the (Surety Co.) and (Name and Address of Principal exactly as specified on the bond) intended and so agreed on (date of bond) that bids of (exact name and address of bidder entered on the bid) were to be within the scope of Bond No. SF_____ and that (Surety Co.) would be fully liable under the terms of said bond for such bids."

_____	_____
Execution Date	***Signature of Attorney-in-Fact***

C6.6.2.10.1. This certification must be signed by an attorney-in-fact for the surety and must be accompanied by an appropriately dated certified copy of his power of attorney. Such a certificate, upon receipt and when obtained with the approval of assigned counsel, permits the application of the cited annual bid bond to the bid on the specific sale. In the event the principal wished to continue so bidding, he should take steps to amend the annual bid bond.

C6.6.2.10.2. Sales offices will secure confirmation from DRMS-BBS prior to rejection of any high bid that is in line for award citing an SF 151 that is not on record at the sales office or listed on the Bidders Master File.

C6.6.2.10.3. Prior to approving an SF 150 Deposit Bond - Individual Invitation (an Adobe Fillable Form), sales offices will determine from the current Department of the Treasury Circular 570 Surety Companies Acceptable on Federal Bonds, if the surety(ies) listed on the bonds are acceptable surety on Federal bonds. If a surety listed on a bond is not shown in the circular as an acceptable surety, contact assigned counsel.

C6.6.2.10.3.1 A checklist for Certifications of Power of Attorney accompanying the SF 150 is as follows:

C6.6.2.10.3.1.1 The Power of Attorney must authorize the named attorney-in-fact to execute deposit bonds on behalf of the specified surety. If the SCO has any doubts as to whether the language of the Power of Attorney regarding bonds may not include deposit bonds, he should contact DRMS-G or assigned counsel.

C6.6.2.10.3.1.2 In addition to limitations relating to the nature of bonds covered, the Power of Attorney should also be checked for other limitations. Examples include the numbers of signatures required to bind the surety, any limitation as to the monetary amounts limiting the authority of the attorney-in-fact to bind the surety, etc.

C6.6.2.10.3.1.3 Neither the execution date of the bond nor the certification date of the Power of Attorney should predate the effective date of the Power of Attorney.

C6.6.2.10.3.1.4 The certification date of the Power of Attorney and the execution date of the bond should coincide. Depending upon the language of the certification, a certification date post dating the execution date of the bond may also be acceptable. If there are any doubts, assigned counsel should be contacted. Under no circumstances is the bond acceptable when the certification date predates the execution of the bond.

C6.6.2.10.4. When the -**Performance Bond**‖ condition of sale applies to an item, the SF 25 Performance Bond, or copy is to be retained in the contract file. If the surety requests the bond be returned after a contract has been fully performed, the SCO should prepare a copy of the bond and retain as evidence that the contractual requirements relative to the bond have been completed. Do not return the bond prior to full completion of the contract.

C6.6.2.10.5. When a certified or cashier‘s check, bank draft, post office money order or currency is furnished with a SF 25, in lieu of a designated acceptable surety company, enter

the amount and type of deposit in the space designated *"SURETY(IES),"* and deposit the money to the Budget Clearing Account (Suspense) 97F6501. SF 25 should, in any event, be executed by the contractor as principal, and the form retained in the contract file. When the obligations of the bond have ceased, the SCO will refund the amount to the contractor.

C6.6.3. Negotiated Sale.

C6.6.3.1. General.

C6.6.3.1.1. Conditions under which a SCO may negotiate sales of surplus personal property are set forth in DOD 4160.21-M, Chapter 7, paragraph F.

C6.6.3.1.2. SCOs will request approval from the DRMS-BBS Chief/Forward Support Team (OCONUS) prior to entering into negotiations for the sale of surplus property whose fair market value per line item is between $1,000 and $5,000. The request will contain sufficient information for the DRMS-BBS Chief/FST to decide whether or not sale negotiation is in the best interest of the Government and in accordance with the conditions set forth in DOD 4160.21-M, Chapter 7. If the fair market value per line item is between $5,000 and $15,000, approval must be obtained from the DRMS-BBS Chief/FST or his designee.

C6.6.3.1.3. When the fair market value of a sales line item exceeds $15,000, forward the following information through DRMS-BBS Chief to DEFENSE LOGISTICS SUPPORT COMMAND (DLA/J372)-MMSC for approval prior to conducting the negotiations:

C6.6.3.1.3.1 Description of property (including quantity and condition).

C6.6.3.1.3.2 Use of property (indicate how the Government used the property).

C6.6.3.1.3.3 Location.

C6.6.3.1.3.4 Reported excess by (name of agency and date).

C6.6.3.1.3.5 Excess and donation screening (show the extent of screening and results).

C6.6.3.1.3.6 Acquisition cost and date (if not known, estimate and so indicate).

C6.6.3.1.3.7 Income (all income known to the holding agency, if any, received by the Government for use of the property).

C6.6.3.1.3.8 Estimated fair market value (including date of estimate and name of estimator).

C6.6.3.1.3.9 Proposed disposal price.

C6.6.3.1.3.10 Proposed purchaser (name and address).

C6.6.3.1.3.11 Intended use (state how the proposed purchaser intends to use the property).

C6.6.3.1.3.12 Justification (a narrative statement containing complete justification for the proposed sale and other pertinent facts involved in the Government's decision to sell by negotiation).

C6.6.3.1.4. If market impact clearance is predicated upon sale by negotiation only, that information will be passed to the appropriate reporting office.

C6.6.3.1.5. Explanatory statement for negotiated sale.

C6.6.3.1.5.1 For sales over $5,000, one copy of the explanatory statement (see C6.6.3.1.3), will be forwarded to DRMS-BBS.

C6.6.3.1.5.2 All other negotiated sales will be supported by a brief summary containing pertinent information justifying the use of this method of sale for the contract file.

C6.6.3.1.6. When an emergency situation requires immediate disposition of surplus property, request for authority to enter into immediate negotiations may be transmitted by electronic means.

C6.6.3.1.7. Do not divide property into separate sales to circumvent approval channels or dollar limitations. The anticipated sales value of each item of property included in an offering is the deciding factor for determining the approval and applicable authority under which the negotiated contract is to be consummated. The written request for approval will contain sufficient information to justify that negotiation of the identified property would be in the best interest of the Government. The written request will be initiated by DRMS-BBS except in cases where negotiations with purchasers who have been defaulted and terminated on competitive bid sales, then the written request will be initiated by the SCO. When the written request is initiated by the chief, it will be endorsed by the SCO with –Sale by negotiations authorized pursuant to (cite forwarded to DRMS-BBS for approval or disapproval). If approved, the SCO will consummate the negotiation except that if a written *"Request for Quotations"* is required, it will be prepared by merchandising. Generally, *"Request for Quotations"* is used when soliciting offers for a large number of items; but in most cases, oral quotations may be solicited to expedite the sale and ultimate removal of the property.

C6.6.3.1.8. Administer high bid information in DSNP in accordance with sealed bid sale procedures.

C6.6.3.1.9. When the sale is to be negotiated, submit proposals by the prospective buyers to the SCO by letter or upon such form as may be provided by the SCO. Public opening is not required, but keep all proposals in a secure manner and open at the same time in order to preserve the integrity of the sale. In no event will prices offered or the relative standing of prospective buyers be released prior to award. Such information will be considered *FOR*

OFFICIAL USE ONLY until the contract is executed. Telegraphic/facsimile proposals may be considered. Proposals submitted in connection with a negotiated sale may be withdrawn at any time before acceptance by the Government. Prepare and maintain DRMS Form 1458 as provided for in C6.6.2.8

C6.6.3.1.10. Solicitations of quotations in writing or orally should be made to a reasonable number of prospective buyers to ensure adequate public notice and competition (except in certain circumstances such as negotiations with purchasers who have been defaulted and terminated on competitive bid sales contracts). The SCO must conduct further negotiations with all who submitted quotations or offers if the highest offer received from the initial solicitation does not represent a fair price for the property, all factors considered. The amount of the highest offer received may be revealed on the re-solicitations.

C6.6.3.1.11. Public bid openings will not be held and individual prices offered, or the relative standing or prospective buyers will not be released during negotiations or prior to award.

C6.6.3.1.12. Prior to award, the DRMS-BBS approval is required on DRMS Form 63, Supplementary Sale Information.

C6.6.3.1.13. Complete SF 114E as follows:

NOTE: For IFBs consisting entirely of FEPP, substitute the statement, *"The property listed here has been determined to be foreign excess personal property as defined by the Federal Property and Administrative Services Act of 1949, as amended"*.

C6.6.3.1.13.1 For negotiated term contracts write: „-*TERM*" following *NEGOTIATED SALES CONTRACT* in upper left block.

C6.6.3.1.13.2 In the upper portion of the form, insert reference to DRMS Form 84; for one-time contract, insert (in second space provided) the number of days to be allowed for removal after the date of notice of award; for a term contract, insert (in second space provided) a double asterisk and immediately below, insert a double asterisk and *"For duration, see below."* Do not make entries in the first space provided in subparagraph (2) of the form.

C6.6.3.1.13.3 Complete the columns for item, property description, etc. If additional space is required for property description, quantity, unit price and amount, use SF 114B as page 2 and change *"IFB number"* to *"contract number."* Entries will vary depending on the property being offered, terms of sale, and the unit in which the property is offered. If SF 114B is used and space permits, General Information and Instructions, Conditions of Sale, may be added. If SF 114B is not used for supplemental page(s), no form is required.

C6.6.3.1.13.4 It does not matter if the purchaser does not complete the PURCHASER REPRESENTS section of any of the three blocks immediately below, but the signature and title of person authorized to sign the contract must be shown in appropriate block of the EXECUTION BY PURCHASER section.

C6.6.3.1.13.5 Complete the *EXECUTION BY GOVERNMENT* section.

C6.6.3.1.14. If any general information and instructions or additional special conditions are required, prepare on supplemental page(s). Special conditions may be shown on the same page as the General Information and Instructions, space permitting.

C6.6.3.1.15. The contract (originals and one copy with an SBR pamphlet) should be forwarded to the offeror for signature by letter of transmittal with the date specified (normally not more than 10 days) for returning the signed (original) contract, advising the offeror to retain the copy of the contract pending receipt of a Notice of Award signed by the SCO and advising if a deposit or payment should be forwarded with the signed contract.

C6.6.3.1.16. In executing DRMS Form 1427, in addition to showing the final removal date also indicate the loading hours and loading specifications as shown in the original contract (use of loading legends are not required).

C6.6.3.1.17. In reference to the distribution prescribed in this chapter, the copy of the contract (SF 114E, Negotiated Sales Contract) furnished to the DRMO will have a signed copy of DRMS Form 1427 attached. Furnish the purchaser necessary copies of DRMS Form 1427 (without a copy of contract, SF 114E). Furnish a copy of the contract, SF 114E (without a DRMS Form 1427 attached) to DRMS -BBS, each copy annotated in the –Execution by Government‖ block to indicate the date of award as shown on DRMS Form 1427. The original contract (SF 114E), a copy of DRMS Form 1427, and other pertinent documents on oral or written quotations, written approvals required, and documents covering justification for the negotiated sale, will be retained in the contract file.

C6.6.4. <u>Negotiated Sale to State and Local Governments (OCONUS).</u>

C6.6.4.1. Acknowledge requests from state or local governments, hereinafter referred to as *"want lists"*, and advise the prospective purchaser if the property is available. If it is not, retain the list on file for 60 days for future action should the property become available. In the event property does not become available, consider the request canceled. The acknowledgment letter also advises the prospective purchaser of restrictions imposed on negotiated sales, e.g., contracts for surplus property having a fair market value in excess of $15,000 must have approval from higher authority. In addition, the letter acknowledging receipt of the list may be used, where appropriate, to request more information such as a more specific description of property desired, minimum acceptable condition of property, geographical area(s) within which the requester will be willing to inspect and purchase property and the name, title, address and telephone number of the requester's representative who would be authorized to negotiate contracts. The initial letter will advise the requesting agency to restrict all future lists to one type of property having a minimum fair market value of $25.

C6.6.4.2. Do not withdraw property listed on invitation for bids and already offered to the general public at the time a want list is received, for negotiation purposes under these procedures.

C6.6.4.3. The Sales Office will maintain want lists in a manner that will assure adequate review of requirements against property reported to the sales office for disposition. Also, maintain other pertinent data as appropriate. A suggested method for accomplishing this is the establishment of a register-type file that indicates the following:

C6.6.4.3.1. Date of receipt of list.

C6.6.4.3.2. Type of property required.

C6.6.4.3.3. Date list will be purged if no matches are made.

C6.6.4.3.4. Minimum acceptable condition of property.

C6.6.4.3.5. Dates of screening against property reported for sale.

C6.6.4.3.6. Dates of referral of property to the requesting agency.

C6.6.4.3.7. Inspection of items by the requesting agency.

C6.6.4.3.8. Contract(s) consummated.

C6.6.4.3.9. Date of completion of action on want list.

C6.6.4.4. When an item on a want list is available or becomes available for sale, the interested state or local government will be contacted by the sales office and advised as to:

C6.6.4.4.1. Complete description of item.

C6.6.4.4.2. Condition, e.g., good, usable without repairs; fair, repairable; poor, extensive repairs required.

C6.6.4.4.3. Location of item and full information concerning inspection.

C6.6.4.4.4. The estimated fair market value, when only one state or local government is involved.

C6.6.4.4.5. Date, not to exceed 15 days from date or advice of availability, by which the state or local government must indicate its interest in purchasing property.

C6.6.4.5. Negotiated sales of surplus personal property to state and local governments are subject to:

C6.6.4.5.1. Obtaining such completion as is feasible under the circumstances. When the want list indicates that two or more entities desire to purchase the same property, competition is considered to be feasible and quotations should be obtained from each unit. When only one entity has indicated an interest in negotiating, competition is not necessary.

C6.6.4.5.2. Obtaining fair market value and other satisfactory terms of disposal. In estimating fair market value, the SCO should determine the prices paid for the particular item in similar condition from recent sales conducted on a competitive basis by DRMS Sales Office. Further exterminations of fair market value may also be obtained from other sales offices, DRMS or local commercial sources. If no record of previous sale is available, fair market value should be established by means of appropriate market research.

C6.6.4.5.3. Completing satisfactory arrangements with the state or local government regarding payment and removal of property.

C6.6.5. Conduct Specialized Sales of Defense Item with Demilitarization Waived.

C6.6.5.1. Items requiring demilitarization which are determined to have substantial commercial value may be sold without demilitarization to legitimate and authorized individuals or firms after receiving approval from the Office of the Under Secretary of Defense for Acquisition and Technology. See Section 4, Supplement 2, Sales Enclosure 12 - Conduct Specialized Sales of Defense Item with Demilitarization Waived.

C6.6.6. Awards.

C6.6.6.1. Highest Responsive Bidder. Awards normally go to the highest responsible and responsive bidder. SCOs will evaluate bids and determine whether to accept or reject bid prices based upon sound personal judgment and the agency‘s written policies and procedures. They will consider the number of bids received, range of bids, geographical areas from which bids were received, cost of re-advertising, etc. Items receiving three or more bids will normally be awarded unless circumstances did not permit the best price to be obtained even though bids are received enter the reasons for not making an award on the sale record.

C6.6.6.1.1. Contracts resulting from sealed bid sales will be executed on DRMS Form 1427.

C6.6.6.1.2. Contracts resulting from negotiated sales will be executed on an SF 114E and will include (either by reference or in their entirety) the appropriate General and Special Terms and Conditions of Sale. On the SF 114E, in the EXECUTION BY GOVERNMENT section, the block titled *“Name and Title of Sales Contracting Officer”*, place the following statement: FOR ACCEPTANCE INFORMATION SEE DRMS FORM 1427.

C6.6.6.2. The Confirmation of an Award is when:

C6.6.6.2.1. There is a bid with the bidder‘s original signature.

C6.6.6.2.2. The SCO signs the DRMS Form 1427.

C6.6.6.2.3. It was mailed or otherwise furnished on DRMS Form 1427 to the bidder.

C6.6.7. No Bids, Rejected Bids And Defaults, Excluding CV.

C6.6.7.1. If no bids are received or all bids are rejected or the bidder defaults after award, take one of the following actions:

C6.6.7.1.1. Use the CHANGE IFB NUMBER Screen (udaz24) to place unsold property on a new IFB and IFB Item Number.

C6.6.7.1.2. Roll the item back to Record Status **A** and process as appropriate.

NOTE: Scrap Record Status Code changes to S.

C6.6.7.1.3. Downgrade the item to scrap. DRMO personnel may determine that certain items that did not sell should be downgraded. The source documents for the downgrade transaction are DRMS Form 222 or the DAISY Downgrade Placard.

C6.6.7.2. Supplemental Agreements. Prepare supplemental agreements on SF 114D, with continuation sheets on blank paper with each sheet identified with page, contract and supplemental agreement numbers. Immediately following the last line of text, enter NOTHING FOLLOWS. Supplemental agreements require approval of assigned counsel prior to issuance. The purchaser and the SCO will sign supplemental agreements. Distribution will be the same as the original contract.

C6.6.7.3. Prompt Awards. The SCO should make awards as promptly as possible. In no event should the awards be delayed beyond 5 workdays after bid opening unless:

C6.6.7.3.1. Some or all bids may be rejected. If the scrap or usable items are not sold, the property may be either re-offered or processed to Abandonment or Destruction.

C6.6.7.3.2. Suspension of action is necessitated by a claim, allegation of mistake in bid, or protest.

C6.6.7.3.3. The bid or bids must be submitted to the Attorney General of the United States for antitrust advice.

C6.6.7.3.4. It is desired to submit the bids to a higher echelon for advice or approval.

C6.6.7.3.5. Awards are delayed due to requirements for security trade control clearances or approval of a proposed hazardous property buyer.

C6.6.7.3.6. Possibility of withdrawal for utilization requirement exists.

C6.6.7.3.7. As otherwise directed by a higher echelon.

C6.6.7.3.8. Awards delayed due to completion of facility inspections.

C6.6.7.4. Delays in Awards. When circumstances exist such as those listed above that will delay the making of an award, generate a Summary of Items Pending Award, for each applicable sale as indicated below.

C6.6.7.4.1. The SCO and/or designee will generate Summary of items pending award report from DNSP by entering appropriate information for each line item affected by delayed award actions. Information needed to complete the form is summarized from DRMS Form 62 and/or DRMS Form 1458-1, Abstract of Bids, with the exception of bid acceptance dates, which will be calculated from the bid acceptance period indicated on each affected bid.

C6.6.7.4.2. The SCO and/or designee will monitor the report to ensure that appropriate actions are completed prior to expiration of the bid acceptance date(s).

C6.6.7.4.3. After all actions have been completed for every item pending an award, the report will be filed in the IFB folder.

C6.6.7.5. DRMS Form 1427, Notice of Award, Statement and Release Document. Notice of Award, Statement, and Release Documents (DRMS Form 1427) will be used for the notice of award and statement of financial transaction for all contracts, and additional copies will be used to affect the release or shipment of the property. One completed copy will be filed in the official contract file, and one completed copy in the DRMO source document file. Bidder registration, signature on the bid form and acceptance constitute an award. Contracts and confirmation of awards on local sales will be accomplished on DRMS Form 1427, signed by the SCO. (DRMS Form 1427c is exempted from use under mechanized procedures.)

C6.6.7.6. Bidder Representation. Bidders are only required to check block (3) (BIDDER REPRESENTS) on the SF 114 where the total contract price exceeds $25,000 ($5,000 for negotiated sales). Hold award of any such contract until receipt of the required information.

C6.6.7.7. Rejection of Bids or No Bids.

C6.6.7.7.1. Bids may be rejected by the SCO when bid prices offered are not considered reasonable and are below the current market appraisals and it is affirmed by the SCO that the current market appraisals are valid.

C6.6.7.7.2. When no bid has been received or bid prices have been rejected by SCO, the DRMO and the SCO will discuss the most advisable disposition action for the property (which includes possibility of RTM), within 10 working days. DRMOs should submit necessary inputs to the accountable record to reflect the true status of the property.

C6.6.7.7.3. When items for which bids have been rejected or no bids have been received are to be re-advertised on a subsequent IFB, DRMOs must resubmit a new referral.

C6.6.7.7.4. When it is necessary to re-offer an item for sale, every attempt will be made to widen the distribution of the offering both geographically and through trade channels.

C6.6.7.7.5. When it appears that there was a collusive attempt by bidders to hold down prices, reject bids and re-offer the item(s) offered for sale. Fully document the circumstances and refer to assigned counsel.

C6.6.7.8. Withdrawal or No Award Made. For each item that is withdrawn prior to bid opening and for each item where there is no award made, make an entry on DRMS Form 63. Although the Abstract for Bids is public information at all times after completion of the public opening of bids, the successful bidder for each item is not designated until the item has been circled and the abstract, or document attached to the abstract, has been signed by the SCO. In the interest of good public relations, those viewing an abstract should be so informed.

C6.6.7.9. Identical Bids.

C6.6.7.9.1. Identical bids means two or more bids received for the same item on an Invitation for Bid that are identical as to unit price, total line item amount or, in the case of tie-in, aggregate or all-or-none bids, are identical in total amount. The term –line item‖ means a numbered item of sales offering that, under the terms of the invitation, is susceptible to a separate award. When an Invitation for Bid results in the submission of identical bids, give consideration to whether adequate price competition was obtained. Whether there is adequate price competition for a given sale is a matter of judgment to be based on the circumstances of the sale. If a price competition was inadequate, bids should be re-solicited.

C6.6.7.9.2. When identical (tie) bids are received on the same item, award can be made by either manually drawing lots in the presence of three witnesses or using the DNSP Bid Evaluation Process to arbitrarily select the winning bid. If manually drawing lots, document the names and addresses of witnesses and the person supervising the drawing on DRMS Form 741, Identical (Tie) Bid, Record-Sealed Bid and Spot Bid Sales. Prepare DRMS Form 741 in original only. Record the bidder number of bidders involved other than the name/number drawn on the form. File the completed form in the contracting IFB folder.

C6.6.7.10. Price Breakdown for Sale of Lost, Abandoned or Unclaimed Privately Owned Personal Property.

C6.6.7.10.1. Prior to award of items containing lost, abandoned or unclaimed privately-owned personal property, the SCO will obtain from the high bidder a breakdown of his total price for the lot on DRMS Form 131, Lost, Abandoned, or Unclaimed Privately-Owned Personal Property. The high bidder must provide an itemized breakdown for each sub-item in the lot and the breakdown must equal the total price for the lot. This applies to all private/abandoned property, whether or not the owner is known.

C6.6.7.10.2. The completed DRMS Form 131 must be signed and dated by the high bidder and returned to the SCO. The original DRMS Form 131 should be filed in the appropriate contract folder. Copies may be made for the DRMO cashier and servicing DFAS-CO as necessary.

C6.6.7.11. Sales to Foreign Nationals and Friendly Foreign Governments. Sales may be

made to foreign nationals and friendly foreign governments of property located in the United States, Puerto Rico and the Virgin Islands.

C6.6.7.11.1. Foreign nationals and representatives or agents of friendly foreign governments may purchase surplus personal property unless ineligible for other reasons.

C6.6.7.11.2. Prior approval of proposed awards to foreign nationals or representatives or agents of friendly foreign governments is not required solely due to their national origin. Awards to these purchasers are subject only to the approval requirements applicable to awards generally.

NOTE: Foreign nationals representing themselves or foreign companies/firms (not foreign governments) that are high bidders on MLI are not eligible for award. Foreign nationals representing themselves or foreign companies/firms (not foreign governments) that are high bidders on CCLI property may be eligible on a case-by-case basis. This takes considerably more time than a U.S. clearance and will more than likely cause a delay in award.

C6.6.7.11.3. Withhold awards of property located in the FST to representatives or agents of any foreign government not listed below pending clearance from the Trade Security Control Office.

Figure 29 - Authorized Governments w/TSC for Awards of Property

Austria	France	Japan	Spain
Australia	Germany	Luxemburg	Switzerland
Belgium	Iceland	Netherlands	Taiwan
Canada	Ireland	New Zealand	United Kingdom
Denmark	Italy		

C6.6.7.11.4. Furnish the DRMS SALES OFFICE, the following information pertaining to proposed awards in the FST to those foreign governments not listed above:

C6.6.7.11.4.1 Name and address of country and representative or agent.

C6.6.7.11.4.2 Identity of item or items.

C6.6.7.11.4.3 Amount of proposed award.

C6.6.7.11.5. Sales of Foreign Excess Personal Property (FEPP) to foreign countries and international organizations. Actions in DOD 4160.21-M, Chapter 9, relating to foreign military sales when applied to foreign excess will be performed by the overseas sales offices. Requests for approval of subject sales when required will be made by DRMS-O directly to DUSD, Department of State/U.S. Embassies concerned with information copies to HQ DEFENSE LOGISTICS SUPPORT COMMAND (DLA/J372) and DRMS. Negotiations will be concluded by the sales office after receipt of approval notification from DUSD.

C6.6.7.12. Denied Areas.

C6.6.7.12.1. No award of any property will be made where the ultimate destination of the property is one of the following countries or entities: For a current list, go into DNSP, Article KJ.

C6.6.7.12.2. No award of property coded as MLI/CCLI (non-DEMIL A) will be made where the ultimate destination of the property is one of the following countries identified in DNSP, Article KJ.

C6.6.7.13. Notice to Bidders. DRMS Form 879, Notice to Bidders, will be used to advise unsuccessful bidders if their bid was late and/or why it was non-responsive. The item number(s) may be added after any checked entry if this adds to the clarity of the notice to the bidder and any appropriate remarks may be added in the –Remarks‖ section of that form.

C6.6.7.14. Restrictive Statement on Negotiable Instruments. Examine negotiable instruments to assure that none are annotated to circumvent General Sale Terms and Condition No. 10, Setoff of Refunds. Instruments annotated with statements, such as, –Do not cash, deposit or negotiate this check unless an award and contract are made pursuant to the bid for which this is a deposit‖, may be nonnegotiable and, therefore, unacceptable under the Forms of Bid Deposits and foregoing or other qualifying language should be referred to counsel for guidance concerning its acceptability.

C6.6.7.15. Waivers for Withdrawn Property

C6.6.7.15.1. Execute waivers applying to property withdrawn from items offered in IFB by the lot (prior to and after award) on DRMS Form 70, Waiver Applying to Withdrawn Property. Delete inappropriate words from the form.

C6.6.7.15.2. Prepare DRMS Form 70 in original and two copies. Furnish the original and one copy to the purchaser (use of window envelope is recommended), and one copy held in suspense pending receipt of the signed form (original or copy) from the purchaser. No signature of any sales office personnel is required on this form. Do not release the property involved to the purchaser until the signed waiver is received by the DRMS sales office or DRMO.

C6.6.7.15.3. The sales office self-addressed envelopes may be used for return of the waivers. It is recommended that some appropriate mark be placed thereon to expedite referral of the waivers to the SCO/contract clerk upon receipt in the sales office.

C6.6.7.16. Waiver by Purchaser.

C6.6.7.16.1. Prepare DRMS Form 65, Waiver by Purchaser, in original and three copies; the original and one copy to the purchaser, one copy to the DRMO with DRMS Form 1427 (as advice that the applicable items cannot be removed until the signed waiver is received by the sales office or the DRMO), and one copy held in suspense pending receipt of the signed

form from the purchaser. Signatures by sales personnel are not required on the form.

C6.6.7.16.2. Furnish DRMS Form 1427 to the purchaser with DRMS Form 65 and a sales office self-addressed envelope enclosed to expedite return of the signed waiver.

C6.6.7.17. Letter of Acknowledgment.

C6.6.7.17.1. In cases prior to award, when the quantity advertised in an IFB (other than by lot) is not available for delivery within the prescribed variation in quantity, notify the high bidder of the shortage and ask whether the remaining property is still desired on the basis of the bid submitted. If the bidder still desires the item the sales office will proceed with the award of the lesser quantity. (The quantity on hand available for delivery should be verified with the DRMO prior to contacting the high bidder.)

C6.6.7.17.2. In cases where the quantity available for inspection and delivery is in excess of the quantity advertised in the IFB (other than by lot) and the prescribed variation in quantity, only the quantity advertised plus the prescribed variation in quantity may be delivered. Where there is a large disparity between the advertised quantity and that available, the SCO will seek advice from assigned counsel.

C6.6.7.17.3. Award of contracts need not be held up pending acknowledgment from the bidder; but do not release the property involved until the acknowledgment is received by the SCO or DRMO.

C6.6.7.18. Notice of Items pending Award or Resolved. When written notification to bidders is required regarding items pending award or resolved, use DRMS Form 845, Notice of Items Pending Award or Resolved.

C6.6.7.19. DRMS Form 63, Supplementary Sales Information. Prepare DRMS Form 63 for each national sale contract awarded. Prepare DRMS Form 63 in original and one copy the first workday after the majority of items involved in the sale are awarded. Make the original copy a part of the IFB folder/negotiated contract file. Provide a copy to Sales Branch.

C6.6.7.20. Prepare DRMS Form 542, Auction/Spot Bid Information Form, for each national and local/FST sale. Signature by the SCO conducting the sale constitutes verification of the information identified therein. Maintain the signed copy of the form in the sale IFB folder.

C6.6.8. <u>Award of Items Requiring Special Processing.</u>

C6.6.8.1. Aircraft, Vessels or Boats. Transfer of title of Government-owned aircraft, vessels or boats to private purchasers must be accomplished by DRMS Form 1829, Bill of Sale - Vessel or Aircraft. The SCO must execute the bill of sale and the SCO‘s signature must be acknowledged by a notary public.

C6.6.8.2. Alcohol. Whenever alcohol is offered in an IFB, the SCO prior to award will forward a description of the item(s) along with a copy of the certificate signed by the high bidder

to the Regional Office, Bureau of Alcohol, Tobacco and Firearms in that regional area that services the person/firm bidding and request an approval concerning the proposed award. SCOs should take note of bid acceptance periods so they do not expire prior to receiving approval to award.

C6.6.8.3. All-or-None Bids on Term Contracts. Evaluate all-or-none bids for property offered for term contracts which provide for bid prices related to commodity market quotations (usually a percentage thereof) and contracts administered as follows:

C6.6.8.3.1. Evaluate bids as submitted and do not prorate.

C6.6.8.3.2. Careful consideration should be given to each bid to assure that the bid is not out of line with the usual bids for the commodity for the area. SCOs who feel bids are out of line contact assigned counsel prior to making award or rejecting bid.

C6.6.8.3.3. Review contractual actions carefully, especially during the first 2 or 3 months of the contract, and analyze any suspicious actions on the part of the purchaser, e.g., voluntary default on a low yield of the All-or-None bid.

C6.6.8.4. Expended Small Arms Cartridge Cases. After the bid opening, the designated SCO will examine each bid to determine that it meets the prerequisites of the IFB as follows:

C6.6.8.4.1. The End-Use Certificate (EUC) is completed and signed and also indicates whether the property is to be used as scrap or for reuse.

C6.6.8.4.2. The certification contained on the item bid page is signed.

C6.6.8.4.3. If the bidder indicates that the property will be exported from the United States, then do not make award and do not consummate sale until the SCO affirmatively determines that the bidder can comply with the requirements of the IFB.

NOTE: When bidder‘s EUC indicates property will be exported, this should be brought to the attention of the Trade Security Control Office.

C6.6.8.5. Ammunition, Explosives, and other Dangerous Articles (MPPEH). The following will be the Standard Operation Procedures (SOP) for the SCOs to follow when handling MPPEH range residue concerns.

C6.6.8.5.1. SCO receives call from buyer regarding MPPEH problem.

C6.6.8.5.2. If the questions from the customer are general in nature, then SCO will handle accordingly with no further action necessary.

C6.6.8.5.3. SCO reviews problems with buyer and resolves as necessary and makes appropriate modifications to the contract if necessary.

C6.6.8.5.4. SCO notifies customer to stop processing (if there is a specific item found by customer) until an EOD team can inspect property.

C6.6.8.5.5. SCO tells customer that they will be contacted by the EOD team regarding time and date of inspection.

C6.6.8.5.6. SCO contacts appropriate DRMO to contact EOD inspection team.

C6.6.8.5.7. EOD team contacts customer and sets date and time for inspection.

C6.6.8.5.8. If no EOD support is available at nearest base then SCO contacts generating DRMO. The DRMO will follow the guidance provided in this chapter.

NOTE: Items a through h are to be completed within twenty-four (24) hours of being contacted by the customer.

C6.6.8.6. DRMO generates SITREP on MPPEH problem if live MPPEH discovered.

C6.6.8.7. DRMO notifies SCO of inspection results and files written report.

C6.6.8.8. SCO takes appropriate action regarding contract if necessary.

C6.6.8.9. Documentation is made to the contract file regarding the incident and results of inspection and any necessary modifications.

C6.6.9. Sales Contracts for MPPEH/Range Residue Property.

C6.6.9.1. SCOs to assure that all-appropriate IFBs contain –Dangerous‖ clause reference.

> ***NOTE 1:*** DRMO inputs/keystrokes in item description upon referral; inert certificate, inert certification authorization letter, DEMIL certificates and MOA on hand in the DRMS SALES OFFICE remarks block in referral.
>
> ***NOTE 2:*** Do NOT accept accountability or physical custody of range residue; sales service only may be provided if supported by a MOA..

C6.6.9.2. SCO reviews item description to assure the -Dangerous‖ clause in the IFB under that item description and is incorporated into the Sales Contract by way of the –Sales by Reference‖.

C6.6.9.3. SCOs for MPPEH property will now be required to review the DEMIL Video, take a short course on the ABCs of DEMIL, and review MPPEH/EOD recognition training.

C6.6.9.4. SCO will determine if a pre-award meeting will be necessary. If necessary it will be held at the generating DRMO with the customer.

C6.6.9.5. EOD and DRMO DEMIL representative to be in attendance.

C6.6.10. Pre-Award Meetings with Customers.

C6.6.10.1. New contracts will require that the buyer meet with SCO, DEMIL expert, DRMO rep and EOD at site where property will be picked up.

C6.6.10.2. SCO will review terms and conditions of contract and —Dangerous‖ clause aspects. Buyer will be provided MPPEH recognition training and procedures to be followed if live or suspected live ordnance is found.

C6.6.10.3. SCO will determine if final award is to be made based on this meeting and review of buyer ability to handle MPPEH property.

C6.6.10.4. Documentation made to file that buyer is approved and has attended the pre-award meeting.

C6.6.10.5. Release Checklist will be reviewed with customer at pre-award meetings. (This checklist is for range residue contracts only).

NOTE: All procedures above will be documented and placed in the contract file or in an administration file marked MPPEH inquiries.

C6.6.10.6. Bedding and Upholstered Furniture

C6.6.10.6.1. State law about the purchase and resale of used bedding and upholstered furniture vary from state to state. Some of the restrictions are:

C6.6.10.6.1.1 Need for sterilization and disinfection of used or second-hand bedding.

C6.6.10.6.1.2 Need for an annual license or registration fee as a supply dealer or renovator.

C6.6.10.6.1.3 Option of using stamps or a stamp exemption permit.

C6.6.10.6.1.4 Need for the manufacturer‘s or vendor‘s name and address on the tag.

C6.6.10.6.2. The terms –bedding and upholstered furniture,‖ as used here, apply to the following:

C6.6.10.6.2.1 Bedding. Any box spring, comforter, cushion, davenport, hammock, pad, lounge mattress, mattress pad, mattress protector, pillow, quilt, quilted pad, sleeping bag, sofa, studio couch, or upholstered spring bed used for sleeping, resting or

reclining purposes.

C6.6.10.6.2.2 Upholstered furniture. Any article of furniture, wholly or partially stuffed or filled with any concealed material, which is intended for use for sitting, resting, or reclining purposes. Filling material, as it relates to *bedding and upholstered furniture,* can be African fibre, bamboo, cotton, down, excelsior, feathers, felted cotton, fibre, foam rubber, hair husks, jute, kapok Louisiana tree moss, sea moss, shoddy, wool, or any other soft material.

C6.6.10.6.3. Surplus bedding and upholstered furniture which are considered to be detrimental to public health shall be destroyed in accordance with Chapter 8 DOD 4160.21-M, *Abandonment or Destruction.*

C6.6.10.6.4. Donation documents releasing surplus bedding or upholstered furniture shall contain a statement advising recipients as follows: *"Donation of bedding and upholstered furniture is made on the condition that the recipient shall ensure that this material is treated in accordance with applicable laws and regulations before reuse."*

C6.6.10.6.5. Sale of used surplus bedding or upholstered furniture shall be made in accordance with the following:

C6.6.10.6.5.1 The sale solicitation shall contain a statement that the purchaser is advised to comply with applicable State law pertaining to the resale of such property.

C6.6.10.6.5.2 A copy of contract award document or similar notification shall be furnished to the State health agency for the State in which the successful bidder maintains his or her business. Notices to State health agencies, regardless of type of form used, shall include the name and address of the purchaser and the types, quantities, and locations of the articles sold.

C6.6.10.6.5.3 Where there is no conflict with State law, this type of material may be sold by the retail sale method. DRMOs shall furnish the pertinent State health agency any necessary sale information as may be required by the State in which the buyer is located.

C6.6.10.6.5.4 Sale of foreign excess material of this type shall be made in accordance with host country health regulations.

C6.6.10.7. Explosives.

C6.6.10.7.1. After the bid opening, designated SCO will examine each bid to determine that it meets the prerequisites of the IFB as follows:

C6.6.10.7.1.1 Bidder's signature appears under the Certification on the Item Bid Page.

C6.6.10.7.1.2 The End-Use Certificate is complete and signed.

C6.6.10.7.1.3 The bidder provided a copy of the current Federal license - ATF Form 4706 (certified true copy, if a reproduction) or if a multi-licensed organization, a list certified to be true containing name, address, license number and date of license expiration, or copy of application for license - ATF Form 4705, or application for permit - ATF Form 4707.

C6.6.10.7.2. SCO will determine apparent high bidders on the sale. Examine the bid documents for these bidders to determine that the purchase, storage and intended use of the explosives bid upon as indicated in the bidder‘s End-Use Certificate falls within the class of license and explosives indicated on bidder‘s copy of license or permit, Form 4706 or application for license. If the required documents (End-Use Certificate and copy of license or application therefore) are not with the bid, SCO will notify apparent high bidder to submit the documents.

C6.6.10.7.3. The SCO will contact the Chief, Special Operations Branch, Bureau of Alcohol, Tobacco and Firearms, 1210 Pennsylvania Avenue, N.W., Benjamin Franklin Post Office, Room 3239, Washington, DC 30336, (BUATF), to verify license/permit status of apparent high bidders in relation to the quantity and type of explosives being offered. Any discrepancies must be resolved prior to making awards. Do not make awards until BUATF confirms that a valid license or permit has been issued. Summary of conversation will become a memorandum for record.

C6.6.10.7.4. For TSC purposes, high bidders of explosives will undergo a more detailed clearance than those that appear on the BMF as -TSC CLEARED‖. Accordingly, the SCO will refer all high bidders of explosives to the Trade Security Control Office, with a notice that they are potential awardees of explosives.

C6.6.10.7.5. Prepare and distribute awards. Furnish a copy of the List of Successful Bidders to BUATF.

C6.6.10.8. Garbage Contracts.

C6.6.10.8.1. These procedures apply in the FST and are provided to assist in implementing the basic agreements originally entered into between the United States Department of Agriculture (USDA) and DOD.

C6.6.10.8.2. SCOs have certain obligations with respect to contracts wherein raw garbage is sold and subsequently used for feeding livestock or poultry. Due to their obligation, SCOs must be constantly aware of the status of these contracts and must take expeditious corrective action, should such be necessary.

C6.6.10.8.3. Term contracts provide for a 30-day termination for the convenience of the Government and a 15-day termination in the event of default for failure to pay for the removal; however, there are no provisions for termination of the contract when the purchaser fails to cook raw garbage at 212 degrees for at least 30 minutes. Therefore, when it becomes necessary to terminate such contracts as a result of information received from USDA representatives, the SCO will contact assigned counsel.

C6.6.10.8.4. In the event it is discovered that the original purchaser is subcontracting or distributing this garbage to other parties, assigned counsel will be contacted for appropriate guidance.

C6.6.10.9. Hazardous Property.

C6.6.10.9.1. An environmental assessment for potential purchasers of hazardous property is required in order to ensure that purchasers manage hazardous property in an environmentally responsible manner, minimizing government liability and protecting our environment. This assessment is made through the conduct of a pre-award survey utilizing the procedures set forth in Section 2, Chapter 8 - Environmental. Environmental responsibility shall be determined by DRMS-BCE using information collected during telephone surveys and, when necessary, from pre-award on-site surveys.

C6.6.10.9.2. SCOs will examine all bids submitted for items being sold under the provisions of current DRMS policy regarding the sale of hazardous property. DRMS-BBS shall receive a copy of, list of apparent successful bidders, DNSP Facility Maintenance Process Reports and properly completed Statement of Intent.

NOTE: Each Statement of Intent submitted by the high responsive bidder will be examined for completeness. Where necessary, have the bidder provide additional information to make a determination as to the bidder‘s responsibility.

C6.6.10.9.3. The prospective purchaser is required to confirm such additional information via a resubmission of a signed and complete Statement of Intent. It is imperative that generalities not be accepted. The bidder is required to provide the name, phone, address and nature of business of the principal. The bidder must also provide, as applicable, the Transporter and Treatment, Storage, or Disposal Facility (TSDF) EPA permit and/or ID numbers. For hazardous waste items, the name of the destination facility, in addition to a complete address and/or post office boxes are not acceptable. If the bidder does not know the destination of the property, then advise that they must either provide the location of any interim storage facilities being used or provide the name, complete address and phone number of the recipient of the property. In order to avoid unnecessary delays, notify and request the bidder to provide such information within a specified period of time, generally not more than 15 calendar days, or their bid will not be considered. But, if required, and if the bidder originally gave the full bid acceptance period, request the prospective purchaser to extend his bid acceptance period.

C6.6.10.9.4. If property is not awarded, the SCO will initiate, a Withdrawal of Property Reported for Sale Prior to Award and Property Status, delineating reason property was not awarded.

NOTE: Property will not be re-offered for sale, exceptions being:

(1) Cases where known markets exist, (2) Defaults wherein responsive bids on related property were received from parties other than that which has defaulted; (3) Situations where continuance of storage will impose no significant impact on the

DRMO/generating activity/host installation; (4) Where the Sales Chief, after consulting with appropriate staff members, determines that re-offer of the property will be in the Government's best interest.

C6.6.10.9.5. If property is awarded, the SCO must provide a copy of the applicable DRMS Form 1427 Notice of Award, and DRMS Form 1645, Statement of Intent, to the DRMO.

C6.6.10.9.6. Pre-award on-site visit and post-award audit reports/determinations will be filed in accordance with DLAD 5025.30, Process, Chapter 28, see Files/Records Maintenance. The retention period/destruction date is when the file is obsolete, superseded, or no longer needed. Due to the ―case history‖ nature if these files, discretion should be used in determining when such files are to be destroyed.

C6.6.10.10. Medical Device Items. Medical device items, as well as that property identified as an ―FDA Regulated Medical Item‖ on any DTID, received by the CONUS DRMOs and DRMOs Hawaii and Guam may be sold provided that the bidder:

C6.6.10.10.1. Completes and signs a Food and Drug Administration (FDA) certification.

C6.6.10.10.2. In the event that the high bidder does not provide a signed FDA certification, the SCO will give the bidder the opportunity to do so prior to award. If the bidder refuses, consider the bid non-responsive**.** In no event will property be released without a completed and signed FDA certification. For those bidders that are successful in purchasing medical items, retain the FDA certification in the applicable sales contract file.

C6.6.10.11. Munitions List Items/Commerce Control List Items (MLI/CCLI).

C6.6.10.11.1. All MLI/CCLI property offered for sale is subject to TSC and the procedures contained in DLAI 2030.1, Trade Security Control Procedures Applicable to DOD Surplus Property and Foreign Excess Personal Property. The SCO, prior to award, will verify that high bidder, and any sub-purchasers, if identified on the EUC, are listed on the BMF as *TSC CLEARED*, or that they are referred to the Region TSCRO and an acceptable clearance obtained. Bidders on MLI/CCLI are required to submit a completed EUC, which will be reviewed and approved by the SCO and forwarded to the Trade Security Control Office prior to award. Once cleared by the TSC office, the SCO will proceed with the award. As a post sale action a copy of the Bid, EUC and DRMS Form 1427 will be provided to the TSC TSCRO.

C6.6.10.11.2. Evaluate End-Use Certificates as follows:

C6.6.10.11.2.1 Name and address must be legible, complete and the same as entered on the item bid page (sealed bid) or bidder registration (local).

C6.6.10.11.2.2 Every block on the EUC must have an entry. If the information being requested does not apply, the only entries which will be acceptable are: *"NONE", "DOES NOT APPLY"*, or *"NOT APPLICABLE"*. Do not use *"N/A", "N/R,* or leave blank.

C6.6.10.11.2.3 If there is repeat information that was previously entered in another block, cite the Section, Block number and/or letter; i.e., *"SAME AS SECTION "X", BLOCK "X".*

C6.6.10.11.2.4 SECTION IV, Paragraph 4, check the block that applies to the bidder, name, signature and date signed to complete the certification statement.

C6.6.10.11.2.5 SCO to review the EUC for completeness and accuracy prior to submitting to the Trade Security Control Office.

C6.6.10.11.2.6 Ensure that names and addresses of firms/individuals appearing on the EUC that do not appear as *"TSC CLEARED"* on the Bidders Master File (BMF) are referred to the Central/TSCRO prior to award for sealed bid sales and as a post sale action for local sales. If a name appears on the BMF for Indebted, Debarred or TSC Debarred, elevate as appropriate.

C6.6.10.12. Precious Metals-Bearing Property. Prior to award of any Precious Metals-Bearing Property, the SCO will compare the price received against the value of the contained precious metals. If the highest responsive bid is greater, then the SCO will proceed with award. If the highest responsive bid is lower, then the referral will be returned to the DRMO and the item processed for precious metal recovery.

C6.6.10.13. Decorations, Badges, Service Awards, Medals, Ribbons, Distinctive (metal) Buttons and Other Insignia.

C6.6.10.13.1. Purchaser is advised that Decorations, Badges, Service Awards, Medals, Ribbons, Distinctive (metal) Buttons and Other Insignia are being offered for sale with the following legal restrictions:

C6.6.10.13.1.1 18 USC 704 governs the wear, manufacture, and sale of military decorations, medals, badges, and their components and appurtenances, or their colorable imitations.

C6.6.10.13.1.2 18 USC 701 governs the manufacture, sale, possession, and reproduction of badges, identification cards, insignia, or other designs prescribed by the head of a U.S. department or agency, or colorable limitations of them.

C6.6.10.13.2. The statutory provisions are codified in 32 CFR 507.

NOTE: This information will be placed on the General Information page of the catalog.

C6.6.10.14. Explosive-and Acid-Contaminated Property. DRMS will provide a **sales service only**, not accountability or physical custody. This includes all 3X (partially decontaminated explosive - and/or acid-contaminated) property. DOD Ammunition Plants (government owned, contractor operated (GOCO) plants) will export 3X property directly to the

DRMS SALES OFFICE. All other generators will report 3X to their servicing DRMO for further reporting to the DRMS SALES OFFICE. This does not include 5X (completely decontaminated) contractor inventory which will be sold in the regular manner by the DRMS SALES OFFICE. Definitions of contamination, decontamination, partial decontamination (XXX or 3X), and complete decontamination (XXX or 3X), and complete decontamination (XXXXX or 5X) are contained in enclosure 5 this contaminated) will be reported directly to DRMS-BBS. DRMS - BBS will:

C6.6.10.14.1. Catalog items reported by GOCO plants and promptly prepare IFBs, listing only contaminated property as accumulations warrant.

C6.6.10.14.2. Group by manufacturer as may be practicable and determine salable quantities.

C6.6.10.14.3. Inform reporting GOCO plants, upon their requests, as to the status of items.

C6.6.10.14.4. Coordinate with servicing GOCO plants to obtain any presales assistance as may be required.

C6.6.10.14.5. Reference Part 7, ARTICLE E: DANGEROUS PROPERTY, Special Circumstance Conditions, *Sale By Reference* (SBR) pamphlet, for the sale of 3X property.

C6.6.10.14.6. Include the: —Acid Contaminated Property‖ CLAUSE, in the Special Conditions for the sale of 3X property, if applicable.

C6.6.10.14.7. Include the following certification on the Item Bid Page:

Figure 30 - Certification Statement for Item Bid Page

CERTIFICATION: *It is hereby certified that the purchaser will comply with all the applicable Federal, State and local laws, ordinances and regulations with respect to the care, handling, storage, shipment, resale, export and other use materials capable of complying with all applicable Federal, State or local laws. This certification is made in accordance with and subject to the penalties of Title 18, Section 1001, the United States Code, Crime and Criminal Procedures. The purchaser warrants and covenants that he will include this certification in its entirety in any later sale or transfer of title or possession by the purchaser herein or his successor in title or interest.*

C6.6.10.14.8. In listing property in the IFB, the following statement will be included at the top of the first page of Item Description pages, following the statement, –It has been determined that this property is no longer needed by the Federal Government‖: - *"All items offered on this sale may be contaminated with (insert procedures of any accumulations of) contaminants."*

C6.6.10.14.9. For explosive contamination, add: *"The items are hazardous. Explosive materials may remain in exposed to flame, excessive high temperature, sparks or*

heat creating friction, this material may ignite or explode."

C6.6.10.14.10. For acid contamination, add: *"Chemical agents of this property may cause skin burn or other toxic effects. This material should be handled with mechanical equipment or other appropriate means to avoid harmful effects."*

C6.6.10.14.11. In addition to the information normally required to be entered on the cover sheet of the IFB, prominently enter the statement, *"Offering* (insert *"Explosive"* or *"Acid",* as appropriate) *Contaminated Equipment."*

C6.7. **Contract Administration (For Non-CV Sales).**

NOTE: Property Returned From CV. Under the sales contract, CV partner can return unsold property to the DRMO within 90 days of the Delivery Order date with written notification to the SCO. After 90 days, written approval by the SCO is required before property can be returned. This property must be received on the accountable record as scrap or be downgraded to scrap if the original DTID is known. If DTID cannot be found, and a scrap receipt is not processed, use the Found on Post procedure. Obtain the appropriate approvals for downgrade actions. See Section 4, Chapter 2, Property Accounting Enclosure 11.

C6.7.1. <u>General.</u>

C6.7.1.1. Two types of sales contracts are authorized:

C6.7.1.1.1. One Time Sales Contract. A one-time sales contract is used when a sale is made in one transaction (actual deliveries may consist of several release transactions).

C6.7.1.1.2. Term Contract. A term contract is limited to the disposal of property generated over a specific period of time and in quantities that can be reasonably estimated for the period of time. It may be offered with minimum-maximum quantity provisions.

C6.7.2. <u>Numbering and Distribution Of Sales Contracts and DRMS Form 1427.</u>

C6.7.2.1. Numbering. All sales contracts, including negotiated sales contracts, made under the provisions of this volume are prescribed below. A typical example of a sales contract identification is –33-6601-018‖.

C6.7.2.1.1. The number -33‖ represents the assigned number of the sales office.

C6.7.2.1.2. The number -6601‖ denotes the fiscal year and sale number. The first digit –6‖ represents the fiscal year and the second digit –6‖ represents a scrap sale. The next two digits represent the first sale number of FY 96.

C6.7.2.1.3. The number -018‖ denotes the applicable bidder number, assigned numerically in the order received during bid opening.

C6.7.2.2. Distribution of Sealed Bid Contracts

C6.7.2.2.1. Place original bid (sealed bid and sealed bid-term), signed by the purchaser, together with a legible copy of the applicable DRMS Form 1427 (signed by the SCO), in the contract folder, and maintain according to current files procedure.

C6.7.2.2.2. Furnish two copies of DRMS Form 1427, including the original, signed by the SCO, to the purchaser. Mail the original and one copy to the Purchaser or facsimile one copy to those bidders who have requested facsimile notification as indicated on the bid page.

C6.7.2.2.3. Furnish one signed copy of DRMS Form 1427.to DRMS-RF.

C6.7.2.3. Distribution of Spot Bid and Auction Sales Contracts

C6.7.2.3.1. File one copy of DRMS Form 1427, signed by the SCO, in either the unpaid or paid DRMO contract file, as appropriate.

C6.7.2.3.2. Furnish one original and one copy of DRMS Form 1427, signed by the SCO, to the purchaser either on the day of sale (buyer/agent pick-up) or if not picked up, mailed by close of business that same day. Block 8 will remain blank.

C6.7.2.3.3. Furnish one signed copy of DRMS Form 1427.to DRMS-RF.

C6.7.2.4. Distribution of Negotiated Sales Contract.

C6.7.2.4.1. Retain original signed contract, SF 114E, and the copy of the signed DRMS Form 1427, along with other pertinent documents such as oral or written requests for quotations, written approvals required, and documents covering the justification for the negotiated sale, in the sales office contract file.

C6.7.2.4.2. Furnish a copy of the original contract, and two signed copies of DRMS Form 1427, to the purchaser.

C6.7.2.4.3. Furnish one signed copy of DRMS Form 1427 to DRMS-RF.

C6.7.2.4.4. Furnish a copy of the contract to DRMO with the appropriate number of copies of DRMS Form 1427.

C6.7.2.5. Modifications. File modifications to contracts (supplemental agreements) in sequence with the applicable contract.

C6.7.2.6. Distribution of DRMS Form 1427 to DRMOs.

C6.7.2.6.1. DRMS -BBS will distribute DRMS Form 1427 via fax and/or DNSP Access Reports.

C6.7.2.6.2. The DRMO will:

C6.7.2.6.2.1 At the time of delivery, provide a properly annotated and signed copy of DRMS Form 1427 to the purchaser or his authorized representative as proof of right to possess the property.

C6.7.2.6.2.2 Forward the DRMS Form 1427(s) and supporting documents to DRMS -BBS, immediately upon completion of the contract. The DRMS Form 1427 must bear the legible signature of the person authorized to release the property to the purchaser, must be annotated to indicate the actual quantities or weights of the property delivered, and must bear the legible signature of the purchaser or his representative.

C6.7.2.6.2.3 Request additional copies of DRMS Form 1427, provided the additional copies are necessary for their internal operations and properly justified, from DRMS -BBS.

C6.7.2.6.3. When partial shipments are made to the purchaser or his authorized representative on a DLA Form 1367 or when shipment is made on a commercial bill of lading upon direction of the purchaser, DRMS Form 1427 may not always bear the signature of the purchaser or his authorized representative. In these cases, the DRMO should annotate the DRMS Form 1427 to indicate that the property was removed by partial shipments or that the property was shipped on a DLA Form 1367 or commercial bill of lading. In addition, show the following information relative to each partial shipment released after the free removal period on DRMS Form 1427.

C6.7.2.6.3.1 Date of removal.

C6.7.2.6.3.2 Item number.

C6.7.2.6.3.3 Weight of property.

C6.7.2.7. Hazardous Contracts. Distribute DRMS Form 1427s the same as for negotiated, one-time or term contracts. But, forward one copy of the applicable DRMS Form 1645 or 1645-1, Statement of Intent, with the appropriate 1427.

C6.7.2.8. Copies of DRMS Form 1427/915. For term contracts, the DRMS-BBS will furnish the DRMOs concerned, each month or more frequently if necessary to assure proper billing and collection of payments, the required number of copies of DRMS Form 1427 together with sufficient copies of DRMS Form 915, Statement of Account (Billing Document), to cover the period of the contract. The DRMOs should be indicating thereon the quantity released. Block 11 of DRMS Form 915 will bear a statement as to delivery made, e.g., —October deliveryll, and purchaser signature is not required.

C6.7.2.9. Paid Release Copy. For term contracts involving the sale of property on a lot basis, the SCO will furnish the DRMO concerned a paid release copy of the DRMS Form 1427

immediately upon receipt of the full contract amount. For this type contract, the DRMO will be furnished the required number of copies of DRMS Form 1427 during the last month of the contract period for completion. Return the copy to the sales office within 1 week after the contract's completion.

C6.7.2.10. Signed Copy. Furnish the official contract file copy of DRMS Form 1427 to the sales office. The purchaser and the DRMO Chief or his authorized representative will sign it. It replaces the suspense copy and does not require —PAID‖ block stamping; however, the suspense copy may be retained in the contract file as a recap sheet if desired. In the case of term contracts with overage billing, storage charge notice, etc., or whenever multiple DRMOs are involved in an award to a single purchaser, only one copy of each DRMS Form 1427 transaction will be retained and filed in date sequence on top of the initial Notice of Award.

C6.7.2.11. Term or Multi-Shipment Contracts.

C6.7.2.11.1. Maintain a *"Term or Multi-Shipment Recapitulation Record"*, DRMS Form 1583-1 for contracts resulting from term sales and all one-time contracts where multi-removals are required.

C6.7.2.11.2. As soon as possible after award, complete the upper part of the record and place in the individual contract folder. On the first sheet only, change the heading *"Collections"* to read *"Total Collections"* and block out the word —Collections‖ for any attaching sheets. The nomenclature of material may be entered on the form in any convenient place.

C6.7.2.11.3. To ensure that SCOs take prompt and appropriate action with respect to term contracts, DRMS Form 1583 should be reviewed monthly. Additionally, the SCO should place his initials on the form indicating that such a review has been accomplished. For contracts covering more than one sale item, it is unnecessary to post the amount of payment for the particular item in the collection column of each DRMS Form 1583. Post only the first column of the DRMS Form 1583 to indicate the total payment received on all items.

C6.7.2.11.4. Expeditiously post all transactions involving release of property or collection of monies under the contract in DNSP. DRMS -BBS will assure that the contractor is not in arrears and that property released does not exceed variations allowed under the contract.

C6.7.2.11.5. To effectively monitor shipments, it is emphasized that DRMOs must be cognizant of all deliveries under the contract item in order to preclude shipments for which weight exceeds variation allowed. DRMO personnel should immediately contact the SCO when it becomes apparent that an impending delivery will exceed variation allowed.

C6.7.2.11.6. Unless a contract expires due to time period or is terminated by either party, the contract normally will be concluded on the basis of adjustment for variation in quantity and weight. The last statement to the purchaser should contain an appropriate statement, e.g., *"Per Article _____Adjustment for Variation in Quantity or Weight (this contract is completed) or (items _____and _____of this contract are completed)."*

C6.7.3. Dissemination of Information Concerning Awards.

C6.7.3.1. Individuals May Inspect. Permit individuals who have expressed an interest in recent sales to inspect abstract of bids or sales resume at the installation and provide the name and address of the successful bidder together with the contract price.

C6.7.3.2. List of Successful Bidders (LSB). To promote sales, to create good will, and to relieve property disposal personnel from providing information on numerous requests, sales offices will prepare a list of successful bidders (normally within 20 workdays after each bid opening).

C6.7.3.2.1. The names of successful bidders are not required to be shown in alphabetical order. A supplemental list is not required for items not awarded within 20 workdays after the sale opening, but subsequently awarded. Reproduction of lists should not be in excess of reasonable requirements.

C6.7.3.2.2. Where high bid for items has been rejected for insufficient prices, indicate the price rejected in the LSBs.

C6.7.3.2.3. Information concerning bids made on an all-or-none basis will not contain the prices of individual bid items or lots, but will contain only the total contract prices.

C6.7.3.3. High Bid Information. High bid information will be publicly announced, and an abstract of bids or sales resume will be prepared and may be examined by interested parties at the sales office.

C6.7.3.4. Requests for Bid Information. Bid information may be released as soon as the responsible SCO has verified the bids with the abstract and assured himself that it is accurate. When an award for any item is being held pending resolution of a mistake in bid, protest or for other reasons, bid information for those items may be released. After the SCO has reviewed the information and verified the apparent highest bidder. Any bid information released prior to award, under the above situations, will be released only by a SCO or a staff officer designated by him. Advise the person requesting such information that such information is tentative, unofficial and confers no right upon the requester regarding subsequent actions by the responsible SCO. Do not grant any deviation from this policy and do not afford preferential treatment to any bidder or individual. Awards on auction and spot bid sales are made at the time of sale and award information can be given on these sales immediately after the sale unless award has been withheld on specific item(s). Do not furnish award information on sealed bid sales until the information has been posted to the DRMS web site.

C6.7.3.5. Machine Run Abstract. The unofficial abstract furnished for all sales processed at DRMS is posted on the web for customer review. An official LSB will be furnished after awards have been madell.

C6.7.3.6. List of Successful Bidders (LSBs): The List of Successful Bidders (LSBs) is loaded on the DRMS web site and each participating DRMO is provided a copy automatically

through DNSP Access Reports.

C6.7.3.7. Handling Requests for List of Successful Bidders (LSBs)

C6.7.3.7.1. For all requests (written or oral) from non-participating bidders for LSBs after the sale is processed can be found on the Web. This information is available for approximately 2 weeks after it is posted.

C6.7.3.7.2. Other requests for LSBs will be referred to the Freedom Of Information Act program.

C6.7.4. Facsimile Notification of Awards.

C6.7.4.1.1. If bidder requests facsimile notification of award by checking the appropriate block on the item bid page (SF 114A), provide the notification on the day of award. Facsimile notification is self-explanatory.

C6.7.5. Records with Contract Removal Data.

C6.7.5.1. To assure that the property accounting system reflects the most current data for quantities removed, the DRMO must promptly enter sales removal quantity data, as shown on the DRMS Form 1427 Notice of Award, Statement and Release Document or DLA Form 1367 Shipment Receipt/Delivery Pass within 3 workdays of the final removal date. (This includes sale items where multiple removals take place. The accountable record must be updated within the allotted time after the final removal is made.) Enter this information on either the Sale/Shipment (DTID) Screen (udaz30) or Sale/Shipment (IFB Item No.) Screen (udaz32). To reduce keystrokes and input time, multiple deliveries for the same Scrap ID on the same day may be totaled and input as a single transaction. When entering removal data on these screens enter the applicable data elements.

C6.7.5.1.1. Property on a CV DO must also be dropped from DAISY utilizing the same sales shipment screens as other government sales, once the DRMO has performed the –onell move required by the sales contract.

C6.7.5.1.2. When a DTID is in RSC **B**, **C**, **J** or **K** and must be rolled back to Record Status Code **A**, process the rollback DTID to RSC **A** Screen (udaz42). Select MARKETING from the DAISY Menu. Then select SALES ROLLBACK PROCESS. Finally select the appropriate option and follow the screen prompts. This removes the applicable sales information (e.g., IFB Number and Sales Referral Number) and places the DTID in RSC **A**. In the event all DTIDs on a given IFB and IFB Item Number must be rolled back to RSC **A** (from RSC **B**, **C**, **J** or **K**) the user may use the Rollback IFB Number to RSC **A** (udaz43) Screen. This process removes the applicable sales information from all DTIDs associated with that particular IFB/IFB Item Number and rolls all DTIDs to RSC **A**.

C6.7.5.1.3. The Sale/Shipment Reversal (Scrap) process (udaz44) allows the user to reverse previous shipment actions. The user enters the applicable Scrap ID for which they want

to reverse the Sale/Shipment action. The user is prompted to enter the Weight to Restore (the weight removed on the Sale/Shipment), the Sales Proceeds (the proceeds received for the weight being restored), the Date Removed and Bidder Registration Number.

C6.7.5.1.4. Term Sales - Scrap. When a Sales IFB Number is assigned to a Scrap ID and the Type Sale Code assigned is either a **1** (Term Sale) or **2** (Negotiated Term Sale), the Scrap ID is changed to RSC **K**. Once the Scrap ID is in RSC **K**, Sale/Shipment transactions may be processed against the property. Unlike one-time sales there is no requirement to wait for a RSC change to process a shipment. Whenever the Quantity Available of the Scrap ID reaches 0, the user is asked if they wish to close the Scrap ID. If the response is **yes**, the Scrap ID is placed in RSC **Z** (closed), however, if the response is **no**, the Scrap ID is left in RSC **K** (open) with a 0 Quantity Available. This avoids the need to leave a balance of one pound in the Scrap ID to keep the record open.

NOTE: A Sale/Shipment transaction cannot be processed for a Quantity Removed which is greater than the Quantity Available. If the Quantity Removed is larger than the Quantity Available, process an adjustment to gain the additional quantity. Appropriate approvals must be obtained prior to taking this action. (See Section 4, Supplement 2, Property Accounting Enclosure 3.) If the Quantity Removed represents the entire pile and is less than the Quantity Available, the user is asked if this is a partial delivery. If the response is no, it is considered a Final Removal and the Quantity Available is zeroed. The record is flagged indicating an adjustment is required. The record stays in RSC K until the adjustment is made. If the user responds "yes", it is considered as a Partial Removal and the item remains in RSC K with the applicable Quantity Available.

C6.7.5.1.5. Scrap Term Sales tied to a market price. Input the Sale/Shipment transaction for these sales when you release the property to the purchaser based on the Market Price on a monthly basis. Do not wait until receipt of the paid copy of the DRMS Form 915 to input the Sales/Shipment transaction to record removals.

C6.7.5.1.6. The Sales Reversal process provides screens which allow the user to reverse previous actions. You can enter the applicable IFB/IFB Item Number and remove that IFB/IFB Item Number from all DTIDs. You can also reverse a Sale/Shipment action by DTID by entering the DTID and indicating the quantity to restore to that record (the quantity originally entered as being removed on the Sale/Shipment transaction) and the amount of proceeds to be reversed (i.e., the amount of proceeds originally entered on the Sale/Shipment transaction that is being reversed). To use the reversal, select MARKETING from the main menu. Then select SALES REVERSAL PROCESS. Select the correct option and follow the screen prompts.

C6.7.5.2. Upgrading Property from Scrap to a Usable Item. When property is downgraded to an SCL (D1D, EIK, etc.) the system will move the item to **Z** record status. If you need to upgrade the item from scrap to usable property, first go to the WAREHOUSING Menu. Then select the UPGRADE FROM SCRAP Screen and follow the screen prompts. See chapter 7, paragraph C, this instruction, for data entry guidance. Record the UCN on the original DTID, circle the original DTID Number, attach a copy of the document to the property and file the

original document in the source document file.

C6.7.6. Contract Modification (Supplemental Agreement).

C6.7.6.1. Not for Overages and Shortages.

C6.7.6.1.1. Supplemental agreements are not required for overages or shortages in delivery of property. If the value of property exceeds by $1,000 the quantity authorized for delivery under the contract, the SCO will contact assigned counsel prior to taking action.

C6.7.6.2. Concurrence.

C6.7.6.2.1. All contract modifications (supplemental agreements), except those issued in finalizing guaranteed description claims, require concurrence of assigned counsel prior to issuance. Normally, concurrence will be obtained in writing; however, if time is of the essence, or in some cases such as minor adjustments of Risk of Loss cases, telephonic concurrence may be required. Document telephonic concurrence and make a part of the contract file.

C6.7.7. Contract Administration Files.

C6.7.7.1. Files Requirements. Each sale requires the following files: IFB folder, individual contract folders(s), financial folders and an unsuccessful bids folder.

C6.7.7.1.1. The invitation folder, financial folder and contract folder(s) pertaining to a specific invitation may be combined in one folder if desired.

C6.7.7.1.2. Checklists to be used as guidelines in maintaining, completing and performing reviews and pre-audits of IFB folders, financial folders and individual contract folders are shown in Section 4, Supplement 2, Sales Enclosures 9-14. Do not make the checklists a part of any file. These checklists are subject to changes based on current requirements.

C6.7.7.2. Filing Sequence. During administration of the contracts, file folders in IFB numerical sequence front to back as follows:

C6.7.7.2.1. IFB folder and individual contract folder(s) in contract numbered sequence (not alphabetical contractor sequence) identified in two lines (e.g., 37-3002-012, Smith and Brown Co.), in that order, in the active file cabinets. Completed individual contracts may be relocated from the active contract file cabinets to inactive (completed) contract file cabinets, pending the completion of all contracts for an IFB. File the unsuccessful bids in a separate container in IFB sequence due to earlier destruction action.

C6.7.7.2.2. Financial folders will be maintained by the sales office cashier(s).

C6.7.7.3. Financial Folder Location. At the completion by the SCO of allocations for an IFB, place the financial folder between the IFB folder and the individual contract folders and

relocate to an inactive status or holding area in the sales office for subsequent review, audit and records retirement as required.

C6.7.7.4. Invitation Folder. An invitation folder, identified by IFB number, for each invitation issued should contain in action sequence, the following:

C6.7.7.4.1. For non-dedicated hazardous property sales, the item numbers of each hazardous item offered on the sale and the corresponding contract numbers annotated on the outside of the invitation folder.

C6.7.7.4.2. Copy of the IFB and any amendment published.

C6.7.7.4.3. Correspondence and memoranda of telephone conversations between prospective bidders and the SCO or his representative pertaining to property offered for sale.

C6.7.7.4.4. Copy of DRMS Form 1458. This copy is discarded when replaced by the original DRMS Form 1458, after disposition of all deposits has been completed.

C6.7.7.4.5. Copy of the DRMS Form 1458-1 or machine processed abstract of bids (if applicable) and all-or-none bid evaluation work papers (if applicable).

C6.7.7.4.6. Copy of DNSP Summary of Items Pending Award (if applicable).

C6.7.7.4.7. Recap sheet or sales summary of successful bidders and prices for each item (LSB).

C6.7.7.4.8. Copy of other documents or correspondence pertaining to the IFB.

C6.7.7.5. Contract Files. The following should be filed by action sequence in each contract folder, identified by contract number.

C6.7.7.5.1. Copy of completed DRMS Form 1427, SF 114F, Item Bid Page, SF 114E for a Negotiated Sales Contract and Storage charge computation sheets. Also any memos or other documents pertaining to the contract (including DRMS Form 1645, DRMS Form 1873, a DRMS Form 526 (if used for term sales) for all hazardous contract files). Do not maintain or duplicate contract files except for interim purposes during the processing of the contract.

C6.7.7.5.2. Any documents, letters or records pertaining to protests, defaults, claims, cancellations of contract, termination of contract, etc.

C6.7.7.5.3. Any correspondence relating to the contract.

C6.7.7.6. Chargeout Record. Displace folders removed from files, for other than routine postings, by a Chargeout Record, Optional Form 23, properly annotated, or other appropriate form.

C6.7.7.7. Unsuccessful Bids Folder. The unsuccessful Bids Folder will contain, as applicable, unsuccessful, canceled, rejected bids, for sealed bid, term sealed bid, and local sales. File photo static copies of envelopes and copies of transmittal letters or forms for late bids returned in a separate container or filed in IFB sequence pending disposition. Provide the disposition of unsuccessful bid files in the records disposition regulations, per DLAD 5025.30, Process, Chapter 28, DLA Records Management Procedures and Records Schedule - see Files/Records Maintenance. In no event will documents involved in any protest or complaint submitted by an unsuccessful bidder be destroyed prior to final resolution of such protest or complaint. Destroy IFB forms returned by prospective bidders without any bid thereon after the bid opening date unless required for retention due to receipt of a timely modification.

C6.7.7.8. Financial Folders

C6.7.7.8.1. Establish a financial folder for each IFB.

C6.7.7.8.2. Receipted hand or machine-stamped financial documents are acceptable in place of signed copies when this is the established procedure at the installation concerned. Do not retain extra copies. When additional data are received, i.e., A&FO control number, subsequent to a machine-stamped copy, add the additional data to the document containing the A&FO hand or machine-stamped receipted copy.

C6.7.7.8.3. The cashier will maintain financial documents in financial folders. The cashier will prepare and maintain the folder as follows:

C6.7.7.8.3.1 Process financial documents by IFB number, i.e., transactions for more than one IFB will not be grouped on one financial document but will be processed separately for each IFB.

C6.7.7.8.3.2 Separate and file collection, refund, transfer and adjustment vouchers by the type of document in voucher number sequence. Prong fasteners may be used to facilitate filing because of the requirement to file similar documents together.

C6.7.7.8.3.3 File transfer and refund vouchers on the right inside folder, with the transfer vouchers on top. If there are any adjustment vouchers, e.g., reverse collection vouchers due to dishonored checks, file them on top of the transfer vouchers.

C6.7.7.8.3.4 For one-time sale IFBs, separate adding machine tapes will be attached to the last action of collection vouchers, transfer vouchers refund vouchers and adjustment vouchers, if any, with a balancing tape of the totals.

C6.7.8. Contract Administration Review.

C6.7.8.1. Internal Review. Establish a systematic internal review of contract files.

C6.7.8.2. In Process Review. The SCO having primary interest or succession responsibility for specific contracts for a given IFB, as determined by the sales chief, is

responsible for the –in processll contract administration. An –in processll review, including mathematical computation, will be conducted within 30 days after award of a contract to ensure the accounting of any contract and supporting documentation. It is necessary that this occurs along with the processing of collections, refunds, transfers and adjustments; processing litigation or misdescription cases on a timely basis; screening files for extraneous material; and the adherence of contract administration file policies and procedures. Reconcile financial folders with the contracts to ensure they are in balance.

C6.7.8.3. Sales Contracting Officer Responsibilities:

C6.7.8.3.1. Administer all contracts and maintain contract administration files.

C6.7.8.3.2. Ensure –in processll review of contract files and timely completion of required actions.

C6.7.8.3.3. Review all contracts for each completed sale. Review ensures that all necessary documents are accounted for and will include completion of the audit of records portion of DRMS Form 714 within 90 calendar days after the final free removal date.

C6.7.8.3.3.1 If any particular contract file is being held pending completion, the review of contract files for that IFB and completion of DRMS Form 714, Audit of record and Certificate of Review, will not be postponed. The pending contract(s) will be separated and retained in sales contracting until completed using Optional Form 23, Chargeout Record, to account for the pending contract files(s).

C6.7.8.3.3.2 Separate completed contracts into three files; one for those contracts less than $25,000, one for those $25,000, and over, one for hazardous materials/wastes. Arrange completed contracts in contract number order with lowest number on top.

C6.7.8.3.3.3 For other than DNSP processed sales, manually prepare original and three copies of DRMS Form 714 annotating in the remarks section the specific contract file number(s) still pending action (if no contracts are pending completion, prepare original and two copies of the Form 714). For DNSP sales, select *"Audit and Certification of Review (Form 714)"* from the Generate Forms Process menu, printing, otherwise reproducing, three or four copies, as needed.

C6.7.8.3.3.4 Review contents of completed folders and ensure completeness of folders by comparison with current checklists. Confirm that all required actions have been taken on each completed contract, reconciling any discrepancies.

C6.7.8.3.3.5 Upon completion of the review, the SCO will sign all copies of the DRMS Form 714. File one signed DRMS Form 714 with the hazardous contracts, one with the contracts less than $25,000, and one with those $25,000 and over. Suspense files one copy if there are contracts pending completion. Mark off the specific contract number on all four copies of DRMS Form 714 when a previously pending contract has been completed, reviewed and filed. Discard suspense copy when all pending contracts have been completed, reviewed and

filed.

NOTE: IFB/financial folders will be filed with contract files $25,000 and over.

C6.7.8.3.3.6 Dispose of the contracts according to the instructions contained in DLAD 5025.30, Process, Chapter 28 (see Files/Records Maintenance).

C6.7.8.3.3.7 For ease of disposition, Hazardous Property Sales Contracts may be stored in a separate location from other sales contracts. If this option is used, the hazardous contracts will be displaced by an Optional Form 23, Chargeout Record, or other appropriate form, to indicate that the removal contract is a hazardous contract and where it is being stored.

C6.7.8.3.4. Hazardous Waste Contracts. Use the checklist in Section 4 Supplement 2, Sales Enclosure 13 , to aid in the review of hazardous property contracts. SCOs will ensure that the contract contains a copy of the completed Uniform Manifest, e.g., block 20 is signed by a representative of the designated Treatment, Storage or Disposal Facility certifying that the property described on the manifest was delivered to the facility designated in block 9. SCOs will also compare the transporter‘s EPA identification number and the Treatment, Storage or Disposal Facility‘s EPA permit number appearing on the completed Uniform Manifest to those provided on the Purchaser‘s Statement of Intent.

C6.7.9. Review Of Completed Sales.

C6.7.9.1. It is the responsibility of the DRMS sales chief, or his designee, to review monthly the status of the completed sales to ensure that a contract review has been completed within 90 days after the final free removal date. SCO should insert his/her initials and date in the remarks column of each DRMS Form 840 reflecting sales not completed and initiate any action deemed appropriate to have such completed, including any follow-up necessary.

C6.7.10. DRMO Transitory Contract Administration Files (National Sales).

C6.7.10.1. DRMS Authorizing the Sale. DRMO Central/Satellite Sites: Do not maintain or duplicate these files. Instead, establish transitory contract administration files prefixed with file number 650.620.020 for each sale as follows:

C6.7.10.1.1. Transitory Unpaid Contract File. This file will contain, as a minimum, three copies of each award document (DRMS Form 1427) and, as applicable, one copy of the negotiated sales contract, waivers, default notice, pertinent correspondence and memoranda for record.

C6.7.10.1.2. Transitory Paid Contract File (Property Awaiting Removal). This file will contain, as appropriate, the documents listed in this paragraph, also one additional copy of award marked —paidll, shipment receipt/delivery passes, release authorizations or instructions, copies of commercial or Government bills of lading, computation of storage charge, weight tickets, and if the DRMO collected any money on the contract, a voucher copy of the collection vouchers.

C6.7.10.1.3. Transitory Term Sale or One-Time Partial Delivery Contract Files. Establish individual contract folders for:

C6.7.10.1.3.1 One-time contracts where partial deliveries are/will likely be effected.

C6.7.10.1.3.2 Term contracts. Each folder will contain, as a minimum, the documents listed in paragraph C6.7.10, copies of the completed, sequentially numbered DLA Form 1367, Shipment Receipt/Delivery Pass, weight tickets, commercial or Government bills of lading, and release authorizations or instructions.

C6.7.10.1.3.3 Transitory Financial File. This file will contain voucher copies of financial transactions effected by the DRMO, such as collections, transfers or refunds of any money on contracts.

C6.7.10.2. Filing. When the twentieth (20th) calendar day after bid opening is reached, send one copy of each contract that is completed, either by contractor performance or by termination, with supporting documents (including respective validated DD Form 1131, DRMS Form 1583-1 and a copy of purchaser's receipt for payment of customs, duties, taxes or like charges levied by foreign governments) to the sales office for in-process reviews and filing in the authorized contract administration file. Destroy the DRMS Form 1583-1 forwarded to DRMS-B after verification and reconciliation with the SCO copy. Transfer one copy of DRMS Form 1427 and supporting documents (DLA Form 1367, release authorization or instructions, copies of commercial or Government bills of lading and weight tickets) to the Source Document File for property accounting. Close the transitory contract administration file out since all documents will have been removed at this point.

C6.7.10.3. Release Authorization. When a defaulted contract is terminated or when the DRMS -BBS advises a DRMO that award of all items of a DRMS Form 1427 has been canceled, immediately return the release authorization document (DRMS Form 1427) to the DRMS -BBS.

C6.7.11. <u>Delay In Payment Or Removal Of Property.</u>

C6.7.11.1. Storage Charges. Condition No. 8, SF 114C, entitled *"Delivery, Loading and Removal of Property"* gives the Government a right to collect storage charges in the event of delay in removal of property. Accordingly, purchasers will be required to pay storage charges for failure to remove property within the period designated in the sales contract. Assess such charges according to the provisions of the contract. Storage charges can only be excused by the SCO under certain conditions. Storage charges will not be assessed when the purchaser requests an extension of time and approved in writing by the SCO under the provisions of the contract. It should be noted that in some IFBs a lot removal clause is used in place of Condition No. 8. As used in this section, –late removal chargesll and –storage chargesll are synonymous.

C6.7.11.2. Delay in Removal. The purchaser's written request for a delay in removal,

applicable telephone or verbal conversation records or memorandum and the SCO's letter to the purchaser approving or denying the removal extension, fulfills the requirement of *"reducing the determination to writing";* no other formal or informal *"Determination and Findings"* is required to document the contract file. A copy of the SCO's letter to the purchaser will be furnished to the DRMO.

C6.7.11.3. Extension. Extension of removal period or default cure period.

C6.7.11.3.1. The Purchaser shall remove the property at his expense within the period of time allowed in the Invitation. If the Contracting Officer determines that the failure to remove the property within the period of time originally allowed arose out of causes beyond the control and without the fault or negligence of the purchaser, such determination shall be reduced to writing, and a reasonable extension of time for removal shall be allowed. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather. If the purchaser is permitted to remove the property after the expiration of the time originally allowed for removal or any additional time allowed by the Contracting Officer pursuant to this clause, the Government, without limiting any other rights which it may have, may require the purchaser to pay a reasonable storage charge. The purchaser shall reimburse the Government property caused during the removal operations by the purchaser or his authorized representative.

C6.7.11.3.2. Such additional time may be authorized either by extending the cure period if the purchaser is in default or by contract modification if the request is received prior to issuance of the notice of default.

C6.7.11.3.3. If the storage charges for the extended period would exceed the 50 percent criteria, accomplish the extension by a contract modification increasing the total contract price by that amount.

C6.7.11.4. Selling of Time. When the amount of storage charges reach 50 percent of the contract price (maximum that can be assessed) and the purchaser requests additional removal time, the contract may be modified or the default cure period may be extended.

C6.7.11.4.1. If modified, the new contract price is computed by taking the original contract price, plus the amount of accrued storage charges, plus the amount of additional -time to be soldll (number of days additional removal time requested times storage rate per day). Purchaser is then entitled to a new free-removal period (equal to the number of additional days sold) and a new Notice of Default. If performance is not completed by the new free-removal date, the contract is placed in default. The maximum storage charge assessable is equal to 50 percent of the new contract price. If termination occurs, liquidated damages are assessed using the new contract price.

C6.7.11.4.2. If only the default cure period is to be extended, SCOs can sell time without issuing a Supplemental Agreement (SF 114D) to the contract by effecting only a new default cure period. This may be accomplished by letter (see Section 4, Supplement 2, Sales

Enclosure 15, Attachment 1 - Letter for Selling of Time). This letter may be sent after the purchaser and SCO have verbally reached an agreement on the amount of additional time needed and cost of additional time.

C6.7.11.5. Failure to Pay on Term Contracts. Monthly billings are to be paid within the 30-day timeframe provided by DRMS Form 915. If not, the SCO sends out a default for non-payment and gives them 15 days to cure. During that timeframe no removals are allowed. Advise the purchaser in writing that money held as a bid deposit will be offset by the amount due if not paid. Continue to permit removals until such time as the total balance due the Government (including that quantity removed and not yet billed) is equal to the bid deposit on hand. At this time removals will be stopped and the contract placed in default for failure to pay.

NOTE: Storage charges are not to be assessed for failure to pay. If the default is not cured, the contract terminates as it would under normal contract administration. At termination, use the bid deposit money to offset the money owed, including any interest that may have accrued. Subsequent billings may be necessary to recover assessed liquidated damages.

C6.7.11.6. Liquidated Damages. In the event that the contract is terminated for failure to pay for or remove the property, assess liquidated damages in lieu of and in full settlement of any accrued storage charges or other costs.

C6.7.11.7. Payment. In all instances when storage charges are assessed, the purchaser prior to the removal of the property will make payment to the SCO or his authorized representative. When the purchaser is a state or local government or instrumentality thereof, or where the total storage charges do not exceed $200 and a reasonable effort has been made to collect such charges from the agent or representative of the purchaser, the property may be released prior to collection and subsequent billing will be accomplished by the SCO. If storage/late removal charges are more than $200, collect such charges before the property is removed. The SCO or his authorized representative at the holding activity should make every effort to collect storage charges in full. But, as a minimum, the purchaser or agent prior to the removal of the property must pay the amount over $200 with subsequent billing for the balance accomplished by the SCO. A Memorandum for Record will be placed in the transitory paid contract file to reflect what action was taken in the attempt to collect storage charges.

C6.7.11.8. Compute Storage Charges. Although the SCO is responsible for the assessment and collection of storage charges, the DRMO must compute storage charges and must collect prior to release except as provided in C6.7.11.7. Deposit any funds so collected with the DFAS-CO. The SCO will obtain a copy of the instrument containing the DFAS-CO voucher number used for the deposit or stamp acknowledging receipt of the proceeds.

C6.7.11.9. Storage Charge Computations. DRMS Form 61, Storage Charge Computation, will be used by DRMS to document storage charge computations and as a supporting document in the contract files for such assessments. Please note that the instructions contained on the reverse side of DRMS Form 61 Feb 84 delineate that the computation for CWT/100kg should be rounded to the next higher whole number.

C6.7.12. Defaults.

C6.7.12.1. Definition. Default describes the status of a contract when the purchaser has failed to comply with the contract terms and conditions.

C6.7.12.2. Types of Defaults. When a purchaser fails to pay for or remove property or otherwise perform as required by the terms and conditions of sale, the purchaser is considered to be in default; the consequences of this failure to properly perform the obligation under the contract may result in contract termination.

C6.7.12.2.1. Termination for Default for Failure to Pay for and Remove Property.

C6.7.12.2.1.1 Condition No. 9, SF 114C, entitled —Default‖, provides that in the event the purchaser fails to make payment or fails to remove the property within the time specified, the SCO will send the purchaser a *"DRMS Form 860/Notice of Default"*. According to the provision, the purchaser is allowed 15 calendar days (or such further period under unusual circumstances as the SCO may allow) in which to cure the default on sales contract, excluding local sales. When computing the —cure‖ period for a Notice of Default and the final day for cure falls on a Saturday, Sunday, Federal holiday, or any day the activity where the property is located is closed, designate the next workday as the last day to cure the default. When a —cure‖ period involves days such as holiday periods when installations are closed for an extended time, e.g., December 24th through January 2nd, sufficient allowance should be made in computing the last day to cure the default. Send DRMS Form 860 to the defaulting purchaser by regular mail or facsimile, or otherwise furnished to the purchaser, except DRMS Form 860 will not be issued on local sale contracts for failure to make partial payment. Neither will the form be issued earlier than the day following the final free removal date for the item(s) concerned. DRMS Form 860 may be issued for nonpayment or for non-removal of awarded property or both. Furnish a copy of the form along with a copy of the DRMS Form 1427 to the Surety, for its information in those cases involving bid deposit bonds where default is due to nonpayment for award of property. If the default is not cured within the prescribed period, applicable holding activities will return DRMS Form 1427 to DRMS -BBS. Send a DRMS Form 433, Statement of Account for Liquidated Damages, to the purchaser by regular mail or facsimile, or otherwise furnished the purchaser.

C6.7.12.2.1.2 The entries on DRMS Form 433 are basically self-explanatory. For uniformity enter the word *"None"* in lieu of $ zero entries; enter the word *"Due"* or *"Paid"* parenthetically in block 14 whenever a storage charge is involved; and a partial default, second default against the contract, or enter any remark necessary to assure computation clarity, parenthetically at the bottom of block 8 pertaining to the item(s) liquidated. Notwithstanding the provisions of the *"Default"* and *"Adjustment for Variation in Quantity or Weight"* conditions, use only the quantity or weight shown in the IFB for calculating damages in those cases of no removal or in cases of partial removal, e.g., if 20,000 pounds were shown in the IFB, 7,000 pounds were delivered, and contract is terminated, the liquidated damages would be based on 13,000 pounds undelivered. Exceptions to this general procedure may arise, such as when quantities or weights available are more or less than that shown in the IFB, or for which the SCO

may have cause for basing damages on actual circumstances. In these type cases, make coordination with counsel prior to issuing DRMS Form 433. On cases involving a partial removal and liquidated damages for the balance of an item, enter the word *"Undelivered"* parenthetically following the item description in block 8, enter and the quantity delivered parenthetically in block 11.

C6.7.12.2.1.3 Furnish copies of DRMS Form 860 and DRMS Form 433 to applicable holding activities as a safeguard against release of property after right, title and interest in the property have reverted to the Government. DRMS Form 433 will serve to return control of a national sales item to the DRMO (exception: property having an acquisition value exceeding $50,000 where it is in the interest of the Government to downgrade to scrap).

C6.7.12.2.1.3.1 Termination for Default for Failure to Perform Other Provisions of the Contract. When the purchaser fails to perform according to the provisions of sale, other than provisions relating to payment and removal, the failure to comply will be considered a *"breach of contract".* This may result in contract termination. The Notice of Default is inappropriate and will not be used for termination for breach of contract. When the purchaser is believed to have breached his contract, the SCO will take the following actions:

C6.7.12.2.1.3.1.1 Conduct an investigation to the degree necessary to conclusively determine whether or not the contract has been breached.

C6.7.12.2.1.3.1.2 Determine whether the best interests of the Government would be served by termination of the contract. Legal advice will be obtained prior to making this determination or taking any action to terminate for breach of contract.

C6.7.12.2.1.3.1.3 If a decision is made to terminate for breach of contract, notify the purchaser of the breach and of the decision to terminate the contract. These notices must be coordinated with assigned counsel.

C6.7.12.2.1.3.1.4 In coordination with counsel, determine the amount of damages resulting from breach and make written demand by certified mail upon the terminated purchaser. The subject of the letter will be Demand for Payment of Damages as a Result of Breach of Contract. The letter will clearly set forth:

C6.7.12.2.1.3.1.4.1 The terminated purchaser's name and complete address.

C6.7.12.2.1.3.1.4.2 Sales and contract number and, if appropriate, item number.

C6.7.12.2.1.3.1.4.3 A reference to the notice of breach of contract.

C6.7.12.2.1.3.1.4.4 A detailed explanation and computation of damages.

C6.7.12.2.1.3.1.4.5 A demand to forward payment, payable to the U.S. Treasury, to the SCO for the full amount of damages.

C6.7.12.3. Notice to Surety. In the event that a surety has underwritten either a bid bond or a performance bond that may be affected by contract termination, furnish a copy of the applicable DRMS Form 1427 to that surety, concurrent with its transmittal to the purchaser.

C6.7.12.4. Purchaser's Requests for Early Default Actions. Purchasers may request that default action be taken earlier than when it would be taken under the terms of the contract. All such requests must be submitted in writing and may be accepted by the SCO by inserting on DRMS Form 433 the statement *"TERMINATED PURSUANT TO PURCHASER'S REQUEST"*. In no event will such action be taken until all liquidated damages have been collected. Use DRMS Form 1647, Voluntary Default.

C6.7.12.5. Defaults on Term Contracts. Under the provisions of the special condition of the contract entitled "termination", either party upon giving the required notice to the other may terminate a term contract. But, during the notice period, the purchaser is required to continue to perform until the expiration of the notice period. If he fails to do so, or, if without notice, fails to make payments or remove as required by the contract, he is in default. When the default occurs, send a Notice of Default to the purchaser by regular mail, allowing at least 15 calendar days to cure the default. The procedure prescribed in paragraph C6.12.2 will be followed. If the purchaser fails to cure the default, liquidated damages will be calculated in the following manner:

C6.7.12.5.1. If either party has given notice that the contract will be terminated and the purchaser has failed to perform from the date of the notice of termination, 20 percent of the contract price for the quantity estimated to be generated during the period of the notice will be charged.

C6.7.12.5.2. If either party has given notice that the contract will be terminated and the purchaser performs during a part of the notice period but does not continue to perform during the entire period, 20 percent of the contract price for the quantity estimated to be generated from the date performance closes to the end of the notice period will be charged.

C6.7.12.5.3. If no notice has been given by either party that the contract will be terminated and the purchaser merely fails to perform and does not cure the default within the cure period, the failure to perform will be treated as a notice by the purchaser that he is terminating the contract and liquidated damages will be calculated as provided in paragraph C6.7.1.2.2.1.

C6.7.12.6. Reinstatement of Contracts.

C6.7.12.6.1. The general rule is that once the default cure period has expired, the purchaser loses all right, title and interest to the property. Under such circumstances DRMS is relegated to re-offering the item on a new IFB. There may be circumstances when an SCO may continue contract performance with the original purchaser on a contract that has terminated for

default. For example, when a purchaser, subsequent to the termination (after the cure period) of a contract, establishes that he was excusably delayed in the performance of the contract, i.e., the failure to pay for and/or remove the property within the period of time originally allowed arose out of causes beyond the control and rescinded by the SCO and a new removal date established. The fact that notice and evidence of the excusability was not forthcoming until after the termination of the contract generally is immaterial, so long as the purchaser acted in good faith in attempting to meet his obligation under the contract. One might argue in this situation that the contract never ended and DRMS is merely continuing the old contract in a status quo condition. Assess no storage charges during the initial free removal period or the extension caused by the cancellation of the default notice. If the contractor fails to complete the terms of the contract after being granted this reasonable extension, the contractor is then again placed in default with a 15-day cure period after which termination is effected.

C6.7.12.6.2. In any case, SCOs will discuss potential reinstatements with assigned counsel prior to actual reinstatement of any contract.

C6.7.13. Assessing Liquidated Damages For Term Contracts Tied To Market Price.

C6.7.13.1. *Sale By Reference*, Part 4, Sale of Government Property, Special Sealed Bid - Term Conditions, Condition F, Failure to Perform, states that, for the purchaser's failure to perform, the Government shall be entitled to retain or collect as liquidated damages a sum equal to 20 percent of the contract price for the quantity estimated to be generated within a 30-day period. For purposes of assessing liquidated damages for term contracts tied to market price, use the contract unit price computed on the latest available price published in the applicable publication.

C6.7.14. Termination Notices For Term Contracts.

C6.7.14.1. Actions. The sales office will promptly initiate the following actions upon receipt of termination notice of subject contracts:

C6.7.14.1.1. Notify the CORs at the generating activity.

C6.7.14.1.2. The DRMOs will notify the commander of the generating activity.

C6.7.14.2. Difficulty. If difficulty is anticipated in obtaining a new contract, particularly in the case of edible garbage contracts, take the following additional actions:

C6.7.14.2.1. Advise DRMS-BBS Chief of the circumstances and action taken to resolve the problem.

C6.7.14.2.2. Advise the COR and commander of the generating activity that adoption of an alternate method of disposal may be required, i.e., procurement for service contract, either on a temporary or permanent basis.

C6.7.15. Resale Of Items Terminated As A Result Of Default.

C6.7.15.1. Negotiate. The SCO may negotiate the sale of terminated property with the original purchaser when it is in the best interest of the Government and the property is available intact.

C6.7.15.2. Approvals and Limitations. Under these circumstances, the approvals and limitations as to contract price required for negotiated sales apply.

C6.7.15.3. New Sale Number. Assign new sale number and execute the contract on SF Form 114E as with other negotiated sales.

C6.7.16. Auditing/Surveillance Of Hazardous Sales Contracts.

C6.7.16.1. Audit Responsibilities. The SCO conducting hazardous property sales will be responsible for referring purchasers to be audited to the environmental division.

C6.7.16.1.1. The SCO will submit a prioritized request to DRMS-B to audit/inspect hazardous property purchasers.

C6.7.16.1.2. DRMS-B will audit all hazardous property purchasers annually. (Verify if office designations are correct).

C6.7.16.2. Selection of Purchasers.

C6.7.16.2.1. The selection of specific purchasers can be based on one or more of the following criteria:

C6.7.16.2.1.1 Commodity.

C6.7.16.2.1.2 Level of participation.

C6.7.16.2.1.3 Random sampling.

C6.7.16.2.1.4 Specific concerns by the DRMO, the SCO or the environmentalist.

C6.7.16.2.1.5 Request for a pre-award site inspection (wastes).

C6.7.16.2.1.6 Information available from other sources, e.g., EPA.

C6.7.16.2.2. Note that selection must be made with an objective in mind, i.e., a purchaser may have an outstanding manifest, may purchase large amounts of hazardous property, DRMS-B wants a perspective of what is happening with certain commodities, or what is occurring to property sold from a specific DRMO.

C6.7.16.2.3. The clause entitled *"Government"s Right of Surveillance"* provides the audit team the authority to audit our purchaser's customers. The audit team should follow the

trail of the property until confident that they have determined the actual disposition of the property sold.

C6.7.16.2.4. If the purchaser is being referred for a special reason, i.e., an outstanding manifest or a follow up to a previous audit, the referral should include such reason and should also specify any additional information that is pertinent. The referral must include the objectives of the audit.

C6.7.16.2.5. Before a referral is made, it must be verified that the applicable contract has included the article entitled *"Government"s Right of Surveillance"*. Absent of that article, there is no contractual authority to conduct a surveillance audit.

C6.7.16.3. Referrals. The following information, at a minimum, will be provided with each referral:

C6.7.16.3.1. Copy of each applicable IFB.

C6.7.16.3.2. Purchaser's Statement of Intent.

C6.7.16.3.3. Copy of the pre-award survey documentation.

C6.7.16.3.4. Copy of DRMS Form 1427, Notice of Award, Statement and Release Document.

C6.7.16.3.5. Copies of all applicable removal documentation. Such may include:

C6.7.16.3.5.1 DRMS Form 1427, Notice of Award, State and Release Document.

C6.7.16.3.5.2 DRMS Form 1369, Shipment Receipt and Delivery Pass.

C6.7.16.3.5.3 DRMS Form 1583, Term or Multi-Shipment Recapitulation Record.

C6.7.16.3.5.4 Manifest.

C6.7.16.3.5.5 DTID.

C6.7.16.4. Filing of Audit Reports. Audit reports will be filed in accordance with DLAD 5025.30, Process, Chapter 28 (see Files/Records Maintenance).

C6.7.17. Contractual Actions By DRMO Personnel (National Sales).

C6.7.17.1. SCO Actions. There are some actions that only the SCO can take with respect to a contract. DRMO personnel will exercise extreme caution not to take any action that would be construed as changing or supplementing –the terms of an IFB or contract‖ or –IFB item description‖.

C6.7.17.2. Where Doubt Exists. Where a doubt exists as to the propriety of an action to be taken concerning property for sale or which has been sold, the SCO will be contacted for guidance.

C6.7.18. Demilitarization by Sales or Service Contractor.

C6.7.18.1. General.

C6.7.18.1.1. Property to be sold with DEMIL as a condition of sale or critical FSG/FSC items and FSCAP items to be sold with mutilation as a condition of sale. DRMOs will e-mail or FAX requests to offer this property for sale with DEMIL or mutilation to be performed as a condition of sale to the DEMIL Branch, DRMS-BCD for approval. The request will include the NSN, nomenclature, quantity, DEMIL Code, DEMIL or mutilation instructions and where the DEMIL or mutilation is proposed to be performed (DRMO or off-site). DRMS-BCD will coordinate with the DEMIL Center and DRMS-BCP/BBS to determine the best method of DEMIL or mutilation performance—either by the DEMIL Center or as a condition of sale in place at the DRMO. The FAX number is DSN 661-5524.

C6.7.18.1.2. Upon making the determination that demilitarization by a sales contractor is the most cost effective method, the DRMO and contracting officer must determine that there are effective controls and surveillance to assure adequate and timely demilitarization.

C6.7.18.1.3. Except for combatant ships and expended small arms cartridge cases, perform all demilitarization at a U.S. Government installation, unless otherwise authorized by DRMS-BCD. DRMS-BCD in coordination with DRMS-BBS, may approve requests for off-installation demilitarization of disposable material as a condition of sale, if determined to be cost effective and provided that an adequate level of material security and demilitarization can be maintained. The DRMO must provide procedures for assuring adequate level of material security and precise procedures for demilitarization surveillance. The records in support of such approvals should contain cost estimated for personnel travel, martial security and demilitarization surveillance for on and off-installation demilitarization.

C6.7.18.1.4. Releasing Property Requiring Demilitarization. The DRMO Chief or his designee will personally make a visual check of demilitarized property after it is loaded on the purchaser‘s or his agent‘s conveyance (before it leaves the military installation), to verify that no unauthorized property is being removed.

C6.7.18.1.5. When demilitarization as a condition of sale is to be accomplished on other than Government premises, perform surveillance of demilitarization according to arrangements and instructions of the SCO responsible for the contract. The SCO will file the demilitarization certificate(s) in the official contract file.

C6.7.18.2. Service Contract. Forward all requests to accomplish demilitarization by service contract to DRMS-BCD. Each request must be fully justified.

C6.7.19. Ammunition.

C6.7.19.1. Expended Small Arms Ammunition Cartridge Cases. The DRMO must develop appropriate procedures and maintain necessary controls to ensure that undemilitarized cases are not commingled with demilitarized cases.

C6.7.19.2. DRMOs that do not receive sufficient quantities of undemilitarized expended small arms cartridge cases to attract buyers will ship them to the nearest DRMO where generations are sufficient to ensure expeditious sales.

C6.7.19.3. DRMS-BCP, based on economic considerations and cost effectiveness, is responsible for determining where to accumulate sufficient quantities to attract buyers. DRMS-BCP is also responsible for providing appropriate shipping instructions. Required levels of security are an important factor in determining locations for consolidation shipments.

NOTE: Expended Small Arms Cartridge Cases require demilitarization outside the U.S. and its territories.

C6.7.20. Special Notice/Certification On DRMS Form 1427.

C6.7.20.1. Rubber Stamp/Typewriter. Occasionally, there are items sold requiring special handling or notice and emphasis of such notice/certification on DRMS Form 1427 is necessary. Such notice or certification may be accomplished by the use of a rubber stamp or a typewriter.

C6.7.20.2. Statements. DRMS Form 1427 will contain the appropriate statement prescribed for the following.

C6.7.20.2.1. Residue of M151 vehicles.

NOTE: The material hereby being released is the residue of an M151 vehicle and not the vehicle itself.

C6.7.20.2.2. PCB or PCB-Contaminated Property. Overprint the DRMS Form 1427 with the following certification, which must be signed by the purchaser or his agent prior to release of the property:

Figure 31 - Certification Statement - PCB Contaminated Property

CERTIFICATION (Purchaser/Agent Must Sign)
Purchaser hereby certifies that he has inspected item(s) _____, which is (are) PCB or PCB-contaminated item(s), or less than 50 PPM PCB items, and it is (they are) intact and non-leaking.
_____Signature

NOTE: For states or countries that regulate less than 50 PPM, e.g., California, must be less than 5 PPM, delete 50 and insert the quantity required by the state.

C6.7.20.2.3. RCRA Certification. If the purchaser fails to sign the certification at the time of bid submission, the certification will be signed by the purchaser or authorized agent prior to release of the property.

C6.7.20.2.4. Hazardous Waste. If the property awarded is considered a hazardous waste, either by the state in which it is currently located or under the Resource Conservation and Recovery Act (RCRA), stamp the purchaser and DRMO copies of DRMS Form 1427 with the following notification:

Figure 32 - Notification Statement for Property Awarded Considered Hazardous Waste

MANIFEST REQUIRED FOR ITEM(S) _____. The applicable item number(s) will be annotated thereon prior to dissemination of these documents.

C6.7.20.3. Loading Requirements. DRMS Sales Office may elect to include the Loading Legend requirements, e.g., Purchaser Must Load (No Government Assistance), in block 10 of DRMS Form 1427. If incorporated with mechanized term sale input, such notices will be pre-printed on the static contracts. Conversely, manual annotation is necessary on contracts generated for all other methods of sale.

C6.8. **Protests, Disputes, Claims and Debarments.**

C6.8.1. General.

C6.8.1.1. Introduction. SCOs will use the following procedures when seeking legal assistance in cases involving mistakes in bids, protests, disputes and appeals, claims and debarments.

C6.8.1.2. Legal Assistance to Sales Offices. SCOs requiring the immediate services of an attorney may telephone either DRMS Counsel, (DSN) 661-5987 or Area Code 269-961-5987, or assigned DRMS field counsel.

C6.8.2. Mistakes In Bids.

C6.8.2.1. General. SCOs: Examine all bids for mistakes. In cases of an apparent mistake and in cases where there is reason to believe that a mistake may have been made, request from the bidder a verification of the bid, calling attention to the suspected mistake. If the bidder confirms a mistake has been made, process the matter as follows:

C6.8.2.1.1. Apparent Clerical Mistakes.

C6.8.2.1.1.1 The term –apparent clerical mistake‖ is not readily defined except on a case-by-case basis. The test in a mistake in bid case is not whether -there is no doubt‖ in the SCO‘s mind, but whether a mistake in bid was made and whether a legally binding award may be made either on a bid as submitted or on the basis of a corrected bid. The SCO may correct

any clerical mistake apparent on the bid prior to award if he has first obtained from the bidder written verification of the bid actually intended. To assure that an SCO does not make an invalid award when an apparent clerical mistake has been made, the SCO should consult assigned counsel for guidance.

C6.8.2.1.1.2 If an SCO holds an award in abeyance pending resolution of a mistake and it appears that resolution of the mistake may not be accomplished until after the expiration of the bid acceptance period, the SCO must notify any bidders whose bids might be considered for an award and request that those bidders extend their bid acceptance period if appropriate.

C6.8.2.1.1.3 When corrections to bids are required, the SCO will follow the procedures provided in this chapter. For example, an apparent clerical mistake is an obvious error in placing the decimal point, i.e., a bidder bids $10 each on 10 units, but shows an extended price of $1,000. In such a case, if there is any doubt, after receiving information from the bidder as to the intended bid, whether he actually intended to bid $10 each or $100, the SCO will not correct the bid as an obvious clerical error, but will process the mistake according to paragraph C6.8.2.1.2 below. An error in extension of prices may not be corrected without requesting verification from the bidder unless the difference is comparatively minor, for example when a bidder bids $20.53 per ton for 10 tons, but extends the price as $105.00. Reflect any correction made according to this paragraph in the award document, if an award is made on the corrected bid.

C6.8.2.1.2. Other Mistakes.

C6.8.2.1.2.1 The Defense Logistics Support Center is authorized to make the following administrative determinations in connection with mistakes in bids, other than apparent clerical mistakes, alleged after opening of bids and prior to award:

C6.8.2.1.2.1.1 Where the bidder requests permission to withdraw a bid, and clear and convincing evidence establishes the existence of a mistake, a determination will be made to permit the bidder to withdraw his bid.

C6.8.2.1.2.1.2 If the evidence is clear and convincing both as to the existence of the mistake and as to the bid actually intended, and if the bid, both as corrected and as uncorrected, is the highest received, a determination will be made to correct the bid but not to permit its withdrawal.

C6.8.2.1.2.1.3 Where the bidder requests permission to correct a mistake in his bid and clear and convincing evidence establishes both the existence of a mistake and the bid actually intended, permit the bidder to correct the mistake. If correction should result in displacing one or more higher bids, the determination will not be made unless the existence of the mistake and bid actually intended are ascertainable substantially from the invitation and the bid itself. If the evidence is clear and convincing only as to the mistake, but not as to the intended bid, a determination will be made permitting the bidder to withdraw his bid.

C6.8.2.1.2.1.4 Where the evidence is not clear and convincing that the bid as submitted was not the bid intended, the bid should be considered for award in the form submitted.

C6.8.2.1.2.2 Authority for making the determinations described in paragraph C6.8.2.2 above has been delegated to the DLA counsel and the DRMS counsel, and DRMS attorneys assigned to the DRMS SALES OFFICE/DRMS-O.

C6.8.2.1.2.3 SCOs: Process suspected or alleged mistakes as follows:

C6.8.2.1.2.3.1 In the case of any suspected mistake, immediately contact the bidder in question, calling attention to the suspected mistake and request verification of the bid. If the bid is verified, consider the bid as originally submitted. If the time for acceptance of bids is likely to expire before a decision can be made, request all bidders whose bids may become eligible for award to extend the acceptance time of their bids. Do not request extensions of acceptance periods and/or grant to those bidders who originally offered less than the full 60-day acceptance period. When a bid with a short acceptance period is involved, the SCO should make telephonic contact with assigned counsel so as to permit prompt consideration and, if warranted, aid award within the prescribed period. If a bidder alleges a mistake, advise the bidder to make a written request indicating his desire to withdraw or modify the bid. The request must be supported by statements (sworn statements, if possible) concerning the alleged mistake and include all pertinent evidence such as the bidder‘s file copy of the bid, the original work sheets and other data used in preparing the bid, and any other evidence that conclusively establishes the existence of the error, the manner in which it occurred and the bid actually intended.

C6.8.2.1.2.3.2 Where the bidder fails or refuses to furnish evidence in support of a suspected or alleged mistake, consider the bid as submitted unless the indications of error are clear enough to justify that including the bid would be unfair to the bidder or to other bona fide bidders. Clear this action through assigned counsel prior to award, and will fully document all attempts to obtain the information required and the action taken with respect to the bid.

C6.8.2.1.2.3.3 Where the bidder furnishes evidence in support of an alleged mistake, refer the case to assigned counsel, together with a single set of supporting documents including the following data:

C6.8.2.1.2.3.3.1 The original bid.

C6.8.2.1.2.3.3.2 A copy of the IFB.

C6.8.2.1.2.3.3.3 A copy of an abstract or record of the bids received on all items involved in the error.

C6.8.2.1.2.3.3.4 The original written request by the bidder to withdraw or modify the bid, the bidder‘s written statement and supporting evidence (such as the work sheets or other data used in preparing the bid) of the existence of the mistake and the manner in which

it occurred and supporting evidence of the bid actually received. The request should be signed by the same person who signed the bid form.

C6.8.2.1.2.3.3.5 A written statement, in duplicate, setting forth a description of the material involved; a summary of the evidence submitted; how and when the mistake was alleged; the acquisition cost of the item; prices received on any sale of similar materials; the expiration date of the bid and any other bids that may be eligible for award if relief is allowed; and any additional pertinent evidence.

C6.8.2.1.2.3.3.6 In a case involving an auction sale and where required in a spot bid sale, the bidder‘s registration card.

C6.8.2.1.2.3.3.7 In a case involving an auction sale, a transcript of as much of the tape or other recording of the sale as relates to the item(s) involved in the allegation of mistake. If feasible, the tape itself should be submitted.

C6.8.2.1.2.4 Include copies of all administrative determinations.

C6.8.2.1.3. Mistakes Disclosed After Award.

C6.8.2.1.3.1 When a mistake is not discovered until after award, only DLA counsel (for DRMS OCONUS or DRMS counsel) are authorized to rescind or reform sales contracts where the evidence is clear and convincing that:

C6.8.2.1.3.1.1 A mistake in the bid was made by the purchaser.

C6.8.2.1.3.1.2 The mistake was mutual or the SCO was, or should have been, on notice of the error prior to the award.

C6.8.2.1.3.1.3 It is determined that the contract price should be decreased or that the contract be rescinded or the item involved in the error be deleted.

C6.8.2.1.3.1.3.1 In reforming a contract any resultant deletion from the contract requirement does not cause the corrected price to be less than the price of the next high bid for the item concerned.

C6.8.2.1.3.1.3.2 The SCO received notice of the mistake prior to the performance of all obligations under the contract.

C6.8.2.1.3.2 Process mistakes disclosed after award as follows:

C6.8.2.1.3.2.1 When a mistake in bid is alleged or disclosed after award, the SCO will advise the purchaser to support the alleged error by written statements and by all pertinent evidence, such as the purchaser‘s file copy of the bid, his original work sheets and other data used in preparing the bid, and any other material which will serve to establish the mistake, the manner in which it occurred, and the bid actually intended. The SCO will suspend

delivery of property until the matter is resolved.

C6.8.2.1.3.2.2 When the purchaser furnishes evidence in support of an alleged mistake the SCO will forward the case to assigned counsel with:

C6.8.2.1.3.2.2.1 All evidence furnished by the purchaser in support of the alleged error.

C6.8.2.1.3.2.2.2 A signed statement:

C6.8.2.1.3.2.2.2.1 Describing the item(s) involved.

C6.8.2.1.3.2.2.2.2 Specifying how and when the mistake was alleged or disclosed.

C6.8.2.1.3.2.2.2.3 Summarizing the evidence submitted by the purchaser and any additional evidence considered pertinent.

C6.8.2.1.3.2.2.2.4 Quoting, in cases when only one bid was received, the most recent contract price for the item(s) involved, or the absence of a recent contract for the item(s), an estimate of a fair price for the item(s).

C6.8.2.1.3.2.2.2.5 Setting forth his opinion whether a bona fide mistake was made and whether he was, or should have been, on notice of any error in the bid price prior to the award, together with the reasons for or data in support of that opinion.

C6.8.2.1.3.2.2.2.6 Disclosing the status of performance and payments under the contract, including contemplated payments, if applicable.

C6.8.2.1.3.2.3 A signed copy of the bid involved.

C6.8.2.1.3.2.4 A copy of the IFB.

C6.8.2.1.3.2.5 An abstract or written record of the bids received.

C6.8.2.1.3.2.6 A written request by the purchaser to reform or rescind the contract. This request should normally be signed by the person who signed the bid form.

C6.8.2.1.3.2.7 A copy of the contract and any change orders or supplemental agreements.

C6.8.2.1.4. Counsels have been authorized to deny relief requested by the contractor, regardless of the amount requested, where it is determined that the evidence is not clear and convincing that (1) a mistake in bid was made by the contractor or (2) the mistake was mutual or the SCO was or should have been aware of the error prior to award of the contract.

C6.8.2.1.5. The SCO, upon receipt of the administrative determination, will:

C6.8.2.1.5.1 Cite the administrative determination on copies of the contract modification, if a modification is authorized.

C6.8.2.1.5.2 Maintain a copy of the determination in the contract file.

C6.8.3. Protests Against Awards.

C6.8.3.1. General. SCOs: Consider all protests or objections to the award of a contract, whether submitted before or after award. Where a protest affects another bidder, purchaser or any other party having a legitimate interest, normally a prompt notice of the protest is given to such parties so they may take appropriate action on their own behalf. The extent of the information furnished to the affected parties will be judged on a case-by-case basis with due weight given to the important aspects of each case. These aspects may include, but are not limited to, legal considerations; interests of the Government, equitable consideration of the interests of the affected parties, and mitigation of losses or other injuries to any and all parties concerned. Emphasize to the recipients of the notice of protest that the notice in no way relieves them of any obligations, under a contract or otherwise, but is primarily intended to afford them a fair opportunity to be heard by and to present evidence for the consideration of the agency that will render a decision in the case. Protests generally will be resolved at the level to which the protest is submitted. If in the opinion of the activity to which the protest is submitted, it is considered desirable or in the best interest of the Government, that activity will submit the protest to higher authority for resolution.

C6.8.3.2. Protests. Protests submitted to higher authority will be documented completely, including:

C6.8.3.2.1. A signed statement from the person making the protest stating the complete facts on which the protest is based together with supporting evidence.

C6.8.3.2.2. A signed statement, when relevant, from other persons or bidders affected by or involved in the protest, stating the facts with respect to their position in the matter, together with supporting evidence.

C6.8.3.2.3. A copy of the bid submitted by the protesting bidder and a copy of the bid of the bidder to whom the award has been made or who is being considered for the award, if relevant to the protest.

C6.8.3.2.4. A copy of the IFB.

C6.8.3.2.5. List of all bids received.

C6.8.3.2.6. Any other documents relevant to the protest.

C6.8.3.2.7. A statement signed by the SCO setting forth his findings, actions and

recommendations in the matter, together with any additional information and evidence deemed to be necessary in determining the validity of the protest. If the award of a contract was made pending resolution of the protest, the SCO's statement will include this information and the considerations upon which this action was based.

C6.8.3.3. Protest Cases. Protest cases submitted by SCOs to higher authority will contain the recommendation of each intervening level of authority through which the protest is transmitted.

C6.8.3.4. Protests Before Award.

C6.8.3.4.1. Oral Protests. If award has not been made, the SCO may require that written confirmation of an oral protest be submitted by a specified time and inform the protester the award will be withheld until the specified time. If the written protest is not received by the time specified, the oral protest may be disregarded and award may be made in the normal manner unless the SCO, upon investigation, finds that remedial action is required, in which event such action will be taken.

C6.8.3.4.2. Written Protests. Where a written protest is received, the SCO will withhold award pending resolution of the protest by the appropriate level of authority. In appropriate cases, notice of the protest will be given to all bidders affected. Those bidders should be requested, before expiration of the time for acceptance of their bids, to extend the time for acceptance (with consent of sureties, if any). In the event of failure to obtain such extension, award may be made if deemed in the best interests of the Government.

C6.8.3.5. Protests After Award. Where a protest is received after award and removal of the property has not been made, withhold delivery of the property pending resolution of the protest and notify the affected purchaser, unless the protest is clearly without merit, or unless it does not reasonably appear that the contract may be held invalid.

C6.8.4. <u>Disputes.</u>

C6.8.4.1. General. SBR Part 2, Condition No. 32, entitled –Disputes,‖ relates only to disputes concerning questions of fact arising under the contract. It is not, for example, applicable to a dispute by the purchaser over the rejection of his bid because there is no contract. Such a dispute should be handled as protest. It is not applicable to a dispute as to the existence of a contract, as for instance when a purchaser alleges a mistake in his bid after award. Screen disputes arising under the contract to ensure that findings and decisions applicable under the disputes clause are rendered only on disputes concerning questions of fact or dispute otherwise made subject to the disputes procedures by specified contract provisions. Where contracts are terminated after a Notice of Default for failure to pay or remove, issue applicable findings and decisions only in those instances that involve a dispute as to questions of fact. In all instances, the SCO must obtain approval for his proposed findings of fact from assigned counsel prior to issuing a finding of fact and decision or referring the contractor to the Disputes Clause and the appeal procedures provided there. To assist counsel in this area, SCOs will submit all pertinent, relevant documents that formed the basis for the decision. Refer

any questions with regard to which documents to submit to assigned counsel on a case-by-case basis.

C6.8.4.2. Definitions. For the purpose of this part, the following definitions are applicable:

C6.8.4.2.1. Decision. The document furnished by the SCO that states the findings of fact and the conclusion of the SCO deciding the matter in dispute. This document will contain the appeal rights required by the Disputes Act.

C6.8.4.2.2. Findings of Fact. The portion of the SCO‘s decision that states his determination of the facts in dispute. The document will contain the appeal rights required by the Disputes Acts.

C6.8.4.2.3. Notice of Appeal. A written communication from the purchaser indicating that he appeals the decision.

C6.8.4.2.4. Complaint. A written statement from the purchaser filed with the Armed Services Board of Contract Appeals (ASBCA) stating the reasons which he believes entitled to relief from the SCO‘s decision. It need not be labeled as a complaint and may be submitted as part of or simultaneously with, the Notice of Appeal or in a letter or memorandum subsequent to the filing of the Notice of Appeal.

C6.8.4.2.5. Rules. The rules of the Armed Services Board of Contract Appeals.

C6.8.4.3. Procedures.

C6.8.4.3.1. When it becomes necessary to render a decision on a dispute the SCO will prepare and sign a decision, and send the original to the purchaser after complying with the requirements of paragraph 6.8.4.3.1.4.1. If mailed, the SCO will send it by certified mail and file the return receipt in the contract file. Property will be held intact for 15 calendar days from date of certified return receipt. If no response is received from the purchaser by this date, the DRMO can take appropriate action to dispose of the property. Copies of the decision will receive the same distribution as the contract and also be furnished to any assignee, guarantor or surety of the purchaser. The decision will be in a letterform, will be dated and will reference the contract number. The decision will summarize the essential elements in dispute between the parties, including any evidence in support of the purchaser. The SCO‘s determination of the facts, with supporting reasons and any applicable contract terms, will be fully stated. It will also contain the following paragraph:

C6.8.4.3.1.1 This is the final decision of the contracting officer. This decision may be appealed to the Armed Services Board of Contract Appeals (ASBCA), Skyline 6, 5109 Leesburg Pike, 7th Floor, Falls Church, Virginia 22041. If the DRMO decides to appeal, written notice must be furnished thereof to the ASBCA within 90 days from the date this decision is received. Also furnish a copy of the notice to the contracting officer from whose decision the appeal is taken. The notice will indicate that an appeal is intended, should reference this

decision, and identify the contract by number. In lieu of appealing to the ASBCA, the action may be submitted directly to the U.S. Claims Court within 12 months of the date the decision is received. Should the DRMO appeal to the ASBCA, there is available at the sole option of the contractor a Small Claims (Expedited) Procedure for appeals in an amount in dispute of $50,000 or less wherein a decision will be rendered, whenever possible, within 120 days after the ASBCA receives written notice of such election. Also, in cases where the amount in dispute is $100,000 or less, the contractor may elect to have the appeal processed under an Accelerated Procedure that provides, whenever possible, a decision by the ASBCA within 180 days from receipt of written notice of such election. The details of these procedures are fully set forth in the Rules of the ASBCA, which will be provided to in the event of an appeal.

C6.8.4.3.1.2 It is emphasized that, while there are many types of disputes that are not subject to the disputes procedure, when the contract provides for a decision or determination to be made by the SCO, he must make the determination or decision with the aid of all available technical and legal advice.

C6.8.4.3.1.3 When a notice of appeal in any form has been received, the SCO must indicate the date of receipt and, also, where apparent, the date of mailing or, if dispatched by the appellant by other means, the date of dispatch. Evidence of mailing or dispatch such as the stamped envelope will be retained in the contract file to show timeliness of the notice of appeal.

C6.8.4.3.1.4 Action by SCO.

C6.8.4.3.1.4.1 Immediately upon receipt of a notice of appeal or a complaint from a purchaser, the SCO will forward the original and three copies to the Board through assigned counsel, or the DRMS chief trial attorney if no counsel has been assigned. The SCO must not delay forwarding the notice of appeal or complaint for preparation of any report. The SCO will transmit the report to all levels to ensure forwarding to the Board by assigned counsel or the DRMS chief trial attorney within 10 days of receipt by the SCO.

C6.8.4.3.1.4.2 Within 15 days after the receipt of the notice of appeal, SCO will forward to assigned counsel, or the DRMS chief trial attorney, a comprehensive report in narrative form concerning the dispute. Include the following in quadruplicate, with the report:

C6.8.4.3.1.4.2.1 The Findings of Fact supporting the decision and the decision from which the appeal is taken; and the letter or other document of claim in response to which the decision was issued. The complete contract including all amendments, supplemental agreements and change orders.

C6.8.4.3.1.4.2.2 All correspondence and memoranda or transcripts of meetings or telephone conversations pertinent to the appeal.

C6.8.4.3.1.4.2.3 The names and addresses of all potential witnesses, including those of the purchaser, if known, having information concerning the facts in dispute. A statement signed by each Government witness reflecting the fact to which he will be able to

testify (or a summary thereof if it is impossible to get the signed statement), and a statement as to the expected availability of each Government witness at the hearing.

C6.8.4.3.1.4.2.4 An opinion of the validity of the reasons submitted by the purchaser for setting aside the decision of the SCO.

C6.8.4.3.1.4.2.5 Such additional information as the SCO may consider pertinent, including interoffice memoranda, sample photographs, and inspection reports.

C6.8.4.3.1.4.2.6 If the SCO receives a complaint after sending the original comprehensive report referred to in paragraph C6.8.4.3.1.4.2, the SCO, within 5 days, will forward to assigned counsel, or the DRMS chief trial attorney, if no counsel has been assigned to the case, a supplemental report of matters stated in the complaint that were not previously covered in the comprehensive report. If the original report is sufficient to answer the matters alleged in the complaint, the SCO will forward the complaint with a statement to this effect and need not forward a supplemental report.

C6.8.4.3.1.4.3 Copies of all correspondence and all other data and information pertinent to the dispute received by the SCO after the comprehensive report has been submitted will be forwarded to assigned counsel, or the DRMS chief trial attorney, DRMS.

C6.8.4.3.1.4.4 Where the complaint is filed with the SCO with notice of appeal under Rule 2 (rules of the ASBCA), the SCO will immediately forward the original and two copies each of the Notice of Appeal and the complaint to the Board through assigned counsel or the DRMS chief trial attorney. Within 15 days after receipt of the notice of appeal and complaint from the purchaser the SCO will prepare and forward to assigned counsel or the chief trial attorney, a single comprehensive report containing the items described in paragraphs C6.8.2.1.3.2 and substantiating the position taken by the SCO.

C6.8.4.3.1.4.5 In order that assigned counsel or the chief trial attorney may file an answer under Rule 6(b) (rules of the ASBCA) within 30 days after service of the complaint, or in order that he may have justification for any request for extension of time, the above time limits must either be met or the chief trial attorney or assigned counsel, as appropriate, must be notified of the reason for the delay and the estimated extent thereof.

C6.8.5. <u>Claims.</u>

C6.8.5.1. Claim Settlement. By statute, generally all claims by and against the Government are settled in the General Accounting Office (GAO); however, there are many types of claims that may be settled locally, as for example, when a purchaser has defaulted by not paying the balance due on a contract, but the amount of his bid deposit is in excess of that required by the sales terms and conditions. A claim by the purchaser for the amount of the excess may be paid locally. If the terms of the contract do not authorize payment, or if there is a question of law or question of fact not included in the Disputes article, the claim should be processed as provided in paragraph C6.8.5.3

C6.8.5.2. Identification Numbers in Connection with Claims.

C6.8.5.2.1. The following supplements DLAM 7000.1.

C6.8.5.2.2. The GAO now requires the use of identification numbers when the following are forwarded to GAO for settlement or collection: Every claim by or against the United States, and every debt reported for collection according to Federal Claims Collection Standards, as well as all related correspondence. Similarly, identification numbers will be used when reporting the names of contractors to the Department of Army for inclusion in the Army Hold-Up List in accordance with the GAO Manual, Title 4, Section 61.2, Reporting Debts to Department of the Army for Inclusion On the Hold-Up List.

C6.8.5.2.3. All claims reported to DRMS for settlement/collection action or for review and transmittal to GAO (excludes Guaranteed Descriptions claims) will contain the applicable identification number. If the claimant or debtor is an individual, the identification number to be used for this purpose is their Social Security Number. If the claimant or debtor is a business entity, the number to be used is the Employer‘s Federal Identification Number as assigned by the Internal Revenue Service (IRS) for withholding and tax reporting.

C6.8.5.2.4. Further, the Employer‘s Federal Identification Number will be included in all reports of Notification of Instigation of Bankruptcy or Insolvency Proceedings as required by DLAM 7000.1, Chapter 12, paragraph 120803.

C6.8.5.3. Claims Against the Government.

C6.8.5.3.1. Action will generally be expedited if claimants file their claims initially with the SCO. All such claims should be in writing over the signature and address of the claimant or over the signature of the claimant‘s authorized agent or attorney. If filed by an agent or attorney it must be supported by a duly executed power of attorney or other documentary evidence of agent‘s or attorney‘s right to act for the claimant.

C6.8.5.3.2. The SCO will prepare an administrative report as indicated below and will forward the claim through assigned counsel to DRMS Counsel. Separate letter addressed to DLA will then transmit the claim, who will review the claim for administrative accuracy prior to transmittal to the GAO/or the CG/US. An administrative report containing the following will accompany all claims:

C6.8.5.3.2.1 A statement of the facts out of which the claim arose.

C6.8.5.3.2.2 A statement of the doubt or other reason for forwarding the claim.

C6.8.5.3.2.3 A recommendation as to the disposition believed to be proper.

C6.8.5.3.2.4 A citation to payment and collection vouchers.

C6.8.5.3.2.5 A statement that the claim has not been paid and will not be paid

except pursuant to certification in the name of the Comptroller General.

C6.8.5.3.2.6 Copies of all pertinent documents and supporting papers.

C6.8.5.3.2.7 A citation to the funds chargeable if the claim is approved by GAO, or where payment is recommended, a voucher in six copies. (If approved by GAO the voucher will be certified by GAO and returned for payment.) If funds are not available, include a statement to that effect in the file.

C6.8.5.3.2.7.1 SF 1034 will be used when a claim is valid and payment is recommended by the SCO and will include a citation of funds. This form is not required for claims that are not valid and payment is not recommended; however, a citation of funds will be included in the claim.

C6.8.5.3.2.7.2 Approved claims endorsed by DRMS-G will include authority to charge subject account for settlement thereof.

C6.8.5.3.2.8 The Social Security Number if the claimant is an individual, or the Employer‘s Federal Identification Number assigned by IRS if the claimant is a business entity.

C6.8.5.3.2.9 Claimants may be advised that their claims have been submitted to the GAO for settlement but will not be advised of the administrative recommendation.

C6.8.5.3.2.10 Generally, all claims against the Government are barred by the Statute of Limitations unless received in the GAO within 10 full years after claim accrued. If any claims are received to which the right accrued more than 8 years before receipt, they will be transmitted immediately to the General Accounting Office, Claims Division, Washington, DC 20548, with a request that, after docketing, they be returned for the preparation of the necessary administrative report and compilation of required documentation. A copy of the transmittal letter will be forwarded to DRMS-G.

C6.8.5.4. Claims of the Government against Purchasers Other Than That Involved in Bankruptcy Procedures.

C6.8.5.4.1. It is the primary responsibility of the Government to determine as soon as possible that a debt exists, document the debt, initiate collection action, transfer the debt to the appropriate office if not collected within the time prescribed elsewhere in this volume, from the first request for payment. When a request for a deferment is received, the appropriate governmental entity will withhold and/or offset against the debt as provided in the terms and conditions. The appropriate governmental entity will furnish such additional information on the specific debt as may be required by higher command or the GAO or the Department of Justice.

C6.8.5.4.2. Sales offices will document and report all debts of contractors arising under sales contracts according to procedures established by DRMS.

C6.8.5.4.3. In most sales contract debt cases, including those resulting from

dishonored checks, the SCO has primary responsibility. DFAS should return any dishonored checks immediately to the SCO for further action.

C6.8.5.4.4. Purchasers of surplus personal property must make arrangements to pay promptly all amounts administratively found to be due the U. S. Government arising out of prior purchases of surplus personal property. Failure to pay any such amount upon demand will be cause for rejection of all future bids until such time as the debt is paid.

C6.8.5.4.5. Regardless of whether the SCO or DFAS has primary responsibility, each is required by DOD Directives and the DAR to render needed assistance to the other in discharge of primary responsibility.

C6.8.5.5. Claims Arising from Sale of Abandoned Vehicles with Liens. If an SCO receives a claim from either the purchaser of a vehicle which was sold with an undisclosed lien on it of from one who has a provable lien on such a vehicle, the SCO will:

C6.8.5.5.1. Advise the purchaser that the vehicles have a lien on it if the lien holder has asserted the claim.

C6.8.5.5.2. Request the purchaser of the vehicle to return the vehicle to the nearest DRMO for a full refund of the purchase price.

C6.8.5.5.3. If the purchaser returns the vehicle, notify the lien holder that it can repossess the vehicle.

C6.8.5.5.4. If the purchaser refuses to return the vehicle, and the lien holder asserts a claim, forward the lien holder‘s claim to assigned counsel who will forward the claim to the General Accounting Office. Any claim from the purchaser of the vehicle will be processed according to paragraph C6.8.5.4.

C6.8.5.6. Handling Guaranteed Description Claims. The following procedures apply to those sales where the Guaranteed Description condition of sale applies, i.e. and normally national sales only.

C6.8.5.6.1. Claims Register.

C6.8.5.6.1.1 Sales Office: Maintain DRMS Form 564, Claims Register, according to instructions on the back and the instructions below.

C6.8.5.6.1.2 Register all claims as soon as they are received. If a claim is not a Guaranteed Description, i.e., Risk of Loss, annotate DRMS Form 564.

C6.8.5.6.1.3 Maintain the claims register to reflect the current status of each claim. In addition, close out the register at the end of each fiscal year and transfer all open claims to a new claims register using the original case number. Begin new case numbers with –001‖ with each new fiscal year register.

C6.8.5.6.1.4 In updating DRMS Form 564 to indicate –Status‖ of claim, make entries in the STATUS and STATUS DATE columns. When –Status Code‖ number changes, line out previous number and delete date and the updated number and date entered. When coded –5,‖ enter the date the case is closed in the STATUS DATE column.

C6.8.5.6.1.5 For each case closed and identified as code –5‖ in the STATUS column, make the following appropriate entry in REMARKS column:

C6.8.5.6.1.5.1 Dollar amount of adjustments, e.g., ADJ $102.20.

C6.8.5.6.1.5.2 Dollar amount of adjustment and items canceled if the case involved both situations, e.g., Item 16-ADJ $410.03; Item 44-CANCELED.

C6.8.5.6.1.5.3 If a case is reopened for any reason after it is coded –5‖ (not appeal case), enter as a new entry on the register; but use the same Sales Office case number previously assigned, e.g., REOPENED - 16 Dec 1991.

C6.8.5.6.1.5.4 If the case is originally registered as Guaranteed Descriptions claim and subsequently handled under Risk of Loss, Variation in Quantity, etc., identify the case as such.

C6.8.5.6.1.6 For each case closed and identified as code –5‖ in the STATUS column, check the appropriate block in the RESULTS column:

C6.8.5.6.1.6.1 Canceled - when an item is canceled (deleted) from a contract under paragraph a of the Guaranteed Descriptions clause. Do not show dollar amount of canceled items. If canceled pursuant to paragraph c of the clause, also check RETURN OF PROPERTY.

C6.8.5.6.1.6.2 Denied - denied for any reason.

C6.8.5.6.1.6.3 Appealed - if purchaser appeals the case.

C6.8.5.6.1.6.4 Closed - if purchaser withdraws the claim or fails to furnish requested information. This entry is not required for cases completed and coded –5.‖

C6.8.5.6.1.6.5 Adjustment - if Remarks block indicates an adjustment was made.

C6.8.5.6.1.6.6 Not Guaranteed Description - if Remarks block indicates claim was handled under other than Guaranteed Descriptions.

C6.8.5.6.1.7 It is the responsibility of the Chief DRMS SALES OFFICE, or his designee, to review twice monthly the status of all cases that are not closed and insert his initials and date at the bottom of each DRMS Form 564 reflecting unclosed cases and to initiate

any action deemed appropriate to have the case completed, including any follow-up necessary. If the case has been delayed over 45 days for any reason write a letter to the purchaser advising reason for delay and expected completion date.

C6.8.5.6.2. Administration of Guaranteed Descriptions Claims.

C6.8.5.6.2.1 DRMS Form 69, Guaranteed Descriptions Worksheet (an Adobe Fillable Form), may not be required by the sales chief for claims resolved at the marketing division level, but will be prepared for all claims referred to assigned counsel for concurrence. All claims must have the appropriate concurrence required by paragraph C6.8.5.6.3. When ―Other‖ in Blank 11 is checked, state the type of case, e.g., Condition, Estimated Weight. The form will contain a brief chronology of events and have pertinent documents attached (see Section 4, Supplement 2, Sales Enclosure 16, Attachments 1-7 for the list of documents. The original documents <u>should not be</u> furnished).

C6.8.5.6.2.1.1 Purchaser's request for adjustment (complaint).

C6.8.5.6.2.1.2 DRMS Form 1427 (indicating date of release of property, if applicable).

C6.8.5.6.2.1.3 Copy of the applicable IFB description page.

C6.8.5.6.2.1.4 In addition, the following enclosures will be included, in chronological sequence, if applicable.

C6.8.5.6.2.1.4.1 All correspondence with the DRMO, with enclosures.

C6.8.5.6.2.1.4.2 Request for inspection of property and report, or affidavit from purchaser supported with photos, etc.

C6.8.5.6.2.1.4.3 Correspondence with bidders.

C6.8.5.6.2.1.4.4 Telephone or verbal conversation records.

C6.8.5.6.2.1.4.5 Evidence of market value.

C6.8.5.6.2.1.4.6 Transportation cost estimate.

C6.8.5.6.2.1.4.7 Any other data considered pertinent.

C6.8.5.6.2.2 Misdescription Alleged Prior to Removal. Items alleged by the purchaser to be misdescribed after award and before removal may be canceled from the contract (all sales including local) on oral authority of the SCO, providing the DRMO has orally confirmed the misdescription to the SCO and will confirm same in writing on DRMS Form 1427 or on a memo or letter forwarded to the SCO with the DRMS Form 1427. In these cases, written requests from the purchaser are not required for canceling misdescribed items. When

items are canceled on local spot bid or local auction sales and have not been paid for, collection is not required to be made.

C6.8.5.6.2.3 Misdescription Alleged Subsequent to Removal.

C6.8.5.6.2.3.1 The SCO will acknowledge receipt of written, mailed complaints within 1 workday (advising whether to hold the property intact, if applicable), except that written acknowledgment is not required if other written communication regarding the complaint is forwarded to the purchaser within 5 workdays. When claims are handcarried to the Sales Office (or to the DRMO for transmittal to the Sales Office) and the SCO determines that the property must be held intact, the purchaser must be so advised in writing. A copy of a suggested form letter to the purchaser is at Section 4, Supplement 2, Sales Enclosure 16, Attachment 2 and may be used to expeditiously acknowledge receipt of a written complaint or claim (or to advise to hold property intact); the date of the acknowledgment should be recorded, preferably on the written complaint.

C6.8.5.6.2.3.2 If an oral request is made to the SCO or the DRMO, the person hearing the complaint will advise the purchaser that the property must be held intact and that the complaint must be in writing, including specific adjustment or settlement desired. The complaint must be mailed to the SCO within the 30-day notice period (60-day notice from the date of removal or 30 calendar days from the date of importation, whichever is less for property to be imported into the United States) prescribed in the Guaranteed Descriptions clause. (The SCO is cautioned to retain the envelope in which the request for adjustment is mailed as evidence of the timeliness of the claim.) Make a record of this conversation on OF 271, Conversation Record, and place in the contract file. The prime purpose of requiring the purchaser to maintain the property intact is to permit the Government to identify the property as being the same as that delivered and verifies the alleged misdescription. Once the determination is made, notify the purchaser immediately that the property need not be further held intact.

C6.8.5.6.2.4 Within 2 workdays after receipt of notice of alleged misdescription, the SCO will contact the applicable DRMO to verify the precise property delivered. If it is determined that the DRMO has nothing to contribute to the case, the SCO will make a record of this fact and make it a part of the case file, and will forward a copy of the complaint to the DRMO for information. If, after initial contact with the activity, the SCO determines that the DRMO can contribute toward resolution of the case, he will forward a letter to the DRMO requesting a reply within 1 week to verify the precise property delivered (to be accomplished by statements of personnel having actual knowledge of items delivered - statement need not be in affidavit form or notarized) and obtain other pertinent information. The SCO should not use a form or stereotype letter to DRMOs. Each letter should request only the specific information required to arrive at a logical conclusion. If item actually delivered cannot be verified by the DRMO, data should be obtained indicating any facts that verify the property delivered. Such data would include but not be limited to the extent of physical inspection upon which the description was predicated; controls exercised to preclude change or damage to property from inspection time to delivery; method of identification of the property actually delivered; method of delivery; and, if available, a legible list of individuals or firms who may have inspected the property.

NOTE: The reply from the DRMO to the contracting officer should in no way recommend any adjustment or settlement to the claim.

C6.8.5.6.2.5 If economically feasible, the SCO should request verification of property received by purchaser through actual physical inspection by Government personnel. Generally, claims involving $100 or less, and in some instances larger amounts, are not economically feasible to perform inspections on.

C6.8.5.6.2.6 If the cost of inspection exceeds the adjustments requested or the property involved is of such low sales value as to preclude the expense of a physical inspection by Government personnel, the purchaser should be requested to furnish the SCO an affidavit within 15 days stating in detail the basis for his alleged misdescription. Such affidavit should be accompanied by photographs, drawings, etc., that would support his allegations. In lieu of an affidavit, the SCO may require the purchaser to submit a statement that includes the sentence below. This statement must be signed by the purchaser in order to be accepted in lieu of an affidavit:

"I declare under penalty of perjury that the above statements are true." *(Signed)*_____

C6.8.5.6.2.7 The SCO is authorized to communicate directly with any DRMO in order to arrange to have technically qualified personnel inspect the property and make a written report of findings. Prior to making the inspection, the person conducting the investigation should contact the SCO to assure he understands what is required.

C6.8.5.6.2.7.1 The letter requesting verification of the property should include the following:

C6.8.5.6.2.7.1.1 Purchaser's complaint letter.

C6.8.5.6.2.7.1.2 Copy of description page from IFB.

C6.8.5.6.2.7.1.3 Copy of DRMS Form 1427.

C6.8.5.6.2.7.1.4 Data received from DRMO.

C6.8.5.6.2.7.1.5 Special instructions as to specific areas to observe; such as condition codes, modification markings, shop tags and special packaging.

C6.8.5.6.2.7.1.6 Any specific questions that should be answered in order to preclude the necessity of further or additional correspondence with the purchaser.

C6.8.5.6.2.7.1.7 Suggested aids to help in making a proper determination; such as, calipers, micrometers or other special devices.

C6.8.5.6.2.7.1.8 A request that, in those cases where a determination cannot be made from the physical inspection, the person conducting the inspection make additional inquiries of the purchaser, his employees or agents for statements, affidavits or other evidence that will reasonably establish that the property offered for inspection by the contractor is, in fact, the same property sold or alleged to be misdescribed.

C6.8.5.6.2.7.2 Upon receipt of the above request, the inspecting office will immediately coordinate with the purchaser the date on which to make the inspection.

C6.8.5.6.2.7.3 The inspection should be accomplished and the inspection report furnished the SCO as soon as practicable but no later than 30 calendar days from the date of the request. The inspection report should contain sufficient information for the SCO to make an independent determination as to whether or not the property was misdescribed as alleged by the purchaser.

NOTE: The report should not contain a conclusion in the foregoing respect, nor should it include a recommendation as to the settlement of the claim. The inspector must not discuss his opinion of the claim with the purchaser or purchaser's employees or agents.

C6.8.5.6.2.8 Upon receipt of the investigation report or affidavits verifying the property at purchaser's facility, the SCO will evaluate all evidence to determine whether:

C6.8.5.6.2.8.1 The property inspected at purchaser's facility is the same property that was delivered.

C6.8.5.6.2.8.2 The property was or was not misdescribed.

C6.8.5.6.2.8.3 The property released by the DRMO was in fact the property described in the IFB.

C6.8.5.6.2.8.4 The alleged discrepancy existed at time of delivery.

C6.8.5.6.2.9 If the evidence does not support a definite conclusion to paragraph C6.8.5.6.2.8 above, the SCO may communicate with other bidders to determine whether the specific property was in fact inspected and whether the property was as described in the IFB. In this respect, the SCO will exercise his best judgment and utmost discretion. A format of suggested letter is shown at Section 4, Supplement 2, Sales Enclosure 16, Attachment 3 - Letter to DRMO Concerning Misdescription Claim. If at any point it becomes apparent that the complaint is supported and proper, the SCO may discontinue the inquiry and submit his report for review prior to any information being furnished the purchaser as to the action the Government will take in the case.

C6.8.5.6.2.10 In all cases requiring prior written concurrence (see C6.5.6.3) the SCO will, within 10 workdays after the investigation is completed, submit the case to assigned counsel on DRMS Form 69 (original and one copy) with one set of enclosures (copies).

(C6.8.5.6.2) The DRMS SALES OFFICE Branch Chief will indicate concurrence or nonconcurrence on DRMS Form 69. The original of DRMS Form 69 (with any photographs or samples furnished) will be returned to the Sales Office upon completion of the reviewing action. Additionally, SCOs will not advise the purchaser as to adjustment recommended to counsel. If queried only the fact that the case has been referred to assigned legal counsel will be communicated. When any doubt exists as to the proper action to be taken, the SCO will contact assigned legal counsel for guidance prior to making any comments or statements to the purchaser as to the proposed action.

C6.8.5.6.2.11 When a determination has been made to either make an adjustment in the contract price or have the property returned to Government control, and the necessary concurrence has been obtained according to paragraph C6.8.5.6.3, the SCO will prepare a supplemental agreement (S/A) on SF 114D, in original and four copies, using substantially the same language shown at Section 4, Supplement 2, Sales Enclosure 16, Attachments 5 & 6.. The SCO will assure that whenever a formal offer of an adjustment is made to the purchaser, the contract file will contain an explanation as to the basis for that offer with necessary backup documents. If an oral understanding has been reached with the purchaser as to the adjustment or return of the property, the SCO will send the S/A (original and two copies) to the purchaser with an accompanying letter (see Section 4, Supplement 2, Sales Enclosure 16, Attachment 6). If an oral understanding has not been reached as to an adjustment, the letter will also contain a detailed explanation as to the basis for the adjustment offered. Should the purchaser not agree to accept the offer, he should furnish an equitable adjustment within 15 calendar days from the date of the letter. The purchaser may request additional time to consider the offer, take issue with the offer, or advise the SCO that he intends to submit additional evidence. In any event, the SCO will follow up with the purchaser immediately after the 15-day notice to assure that the matter is resolved as soon as practicable. The follow-up notice should advise the purchaser that failure to submit the information requested within 15 calendar days from the date of the follow-up notice will form a basis for the SCO to close the file. Upon receipt of the signed S/A (original and one copy), the SCO will sign the documents and place the original in the contract file and forward a copy to the purchaser. The Sales Office suspense copy may be used to furnish a copy to the DRMO as prescribed in paragraph C6.8.5.6.2.14.

C6.8.5.6.2.12 In handling combined cases, adjustment for one or more contract line items involving $500 or less per contract line item, and adjustment for one or more contract line items on the same contracts involving more than $500, the SCO must determine whether to complete the adjustment transaction on those of $500 or less and forward the other to assigned legal counsel, or handle as one adjustment transaction. The SCO should contact the purchaser to determine his desires prior to making this determination.

C6.8.5.6.2.13 When property is to be returned to Government control, pursuant to paragraph c of the Guaranteed Description clause, the SCO will inform the receiving DRMO of the situation and of the forthcoming shipment, furnish a return authorization and request that a copy of the receiving document is forwarded to the SCO as evidence of receipt. It will be the responsibility of the SCO to notify the DRMO receiving the property as to the distribution of proceeds received from the resale of the property, if appropriate. Property authorized by the

SCO for return under the guaranteed description clause is normally turned in at the nearest DRMO by the purchaser. Therefore, it may or may not be returned to the same DRMO that released the property. This property must be received on the accountable record as a new receipt. Upon receipt of evidence that property has been returned to Government control, the SCO will prepare the necessary documents to effect refund of the purchase price to the purchaser.

C6.8.5.6.2.14 If removal is delayed until pending verification of misdescription, the SCO will extend the removal period, accordingly.

C6.8.5.6.2.15 The SCO will notify the DRMO of the final disposition of a guaranteed description claim by providing them with copies of DRMS Form 69 or SF 114D.

C6.8.5.6.3. Concurrence Required on Claims.

C6.8.5.6.3.1 Prior to Award. With prior concurrence of the DRMS SALES OFFICE Branch Chief, the SCO may:

C6.8.5.6.3.1.1 Withdraw the misdescribed item (make no award) if it is possible that proper competition may not have been obtained or that the property might bring a greater return upon reoffering.

C6.8.5.6.3.1.2 Offer the high bidder the misdescribed item at the price bid, if it is positively concluded (if any doubt exists, contact assigned legal counsel) that competition was not affected or that resale of the item would result in an inconsequential increased return to the Government. Make award if the bidder agrees to sign a waiver on DRMS Form 65. If purchaser refuses to sign waiver but requests an adjustment, the matter will be referred to assigned legal counsel for resolution.

C6.8.5.6.3.1.3 Proceed with award of contracts prior to receipt of signed waivers; however, the property involved will not be released until the signed waiver is received by the Sales Office or DRMO.

C6.8.5.6.3.2 After Award and Prior to Removal. Without prior concurrence, the SCO may:

C6.8.5.6.3.2.1 Permit the purchaser to accept the misdescribed property at the contract price after executing a waiver on DRMS Form 65. If purchaser refuses to sign waiver but requests an adjustment, the matter will be referred to assigned counsel for resolution.

C6.8.5.6.3.2.2 Cancel items from the contract when the misdescription is verified.

C6.8.5.6.3.2.3 Deny claims for misdescription when supporting evidence does not confirm misdescription or the purchaser fails to establish by reasonable evidence that a misdescription exists.

C6.8.5.6.3.3 After Removal of Property.

C6.8.5.6.3.3.1 Without prior concurrence, the SCO may:

C6.8.5.6.3.3.1.1 Authorize return of property to the Government (at purchaser's expense, pursuant to paragraph c of the Guaranteed Descriptions Clause) in cases where the misdescription has been confirmed and the purchaser has agreed to return property at his expense.

C6.8.5.6.3.3.1.2 Document the case as closed when a purchaser subsequently withdraws a claim or fails to furnish additional information within a time specified in writing by the SCO.

C6.8.5.6.3.3.1.3 Return of Property in Lieu of Adjustment. If an SCO has determined that an adjustment is in order and the purchaser refuses such adjustment, the purchaser may be given an option to return the property, at his expense, in order to avoid protracted litigation.

C6.8.5.6.3.3.2 With prior concurrence of the DRMS SALES OFFICE Branch Chief, the SCO may:

C6.8.5.6.3.3.2.1 Act upon requests for adjustment in the amount of $500 or less per contract line item, but not to exceed the contract price of any item involved.

C6.8.5.6.3.3.2.2 Deny untimely requests for adjustment. Care must be exercised in the determination as to timeliness when the 30th /60th day falls on a Sunday or national holiday, i.e., if the Monday, the 31st/61st, it would be considered as timely; or if the 31st/61st day, and the request is mailed on the following day, Tuesday, the 32nd/62nd day would be considered timely.

C6.8.5.6.3.3.2.3 Deny requests for adjustment for shortage within a lot when such shortage was not alleged before removal. (Caution: Missing components or parts of a subitem within a delivered lot may be alleged, in which case a misdescription may exist.) SCOs will assure that all the material in the lot has in fact been delivered. If it is determined that the shortage can be established from Government records, The SCO will not deny the claim.

C6.8.5.6.3.3.2.4 Deny requests for adjustment based solely on condition (**Caution**: Condition may sometimes result in loss of identity of an item, in which case misdescription may exist); total cost; estimated total weight; estimated shipping dimensions; suggested uses; or fitness for any use or purpose if purchaser has not offered to return property at his expense. The denial letter will inform the purchaser of his option under paragraph c of the clause (see Section 4, Supplement 2, Sales Enclosure 16, Attachment 7 for language).

C6.8.5.6.3.3.3 With prior written concurrence of assigned legal counsel, the SCO may:

C6.8.5.6.3.3.3.1 Act upon claims for adjustments in excess of $3,000 per contract line item.

C6.8.5.6.3.3.3.2 Deny claims for adjustment when supporting evidence does not confirm misdescription or the purchaser fails to establish by reasonable evidence that a misdescription existed.

C6.8.5.6.3.3.3.3 Return of property at purchaser's expense. A purchaser of misdescribed property has limited rights to return such property under the provisions of subparagraph c of the Guaranteed Descriptions provision. But, in some instances, it would be uneconomical for the Government to accept return of such misdescribed property considering its condition, the handling costs that will be incurred, the property's resale value and the costs of resale. When an SCO makes a determination that it would be uneconomical to have such property returned, even at the purchaser's expense, he should advise assigned legal counsel. In these cases, assigned legal counsel may authorize the purchaser a full refund and allow him to retain or dispose of the property locally.

C6.8.5.6.3.3.3.4 Return of property at Government's expense. There are rare occasions when the return of misdescribed property at Government expense may be authorized. Those instances would depend on the facts surrounding the misdescription. SCOs must obtain guidance and approval from assigned legal counsel prior to authorizing such return in all instances.

C6.8.5.6.3.3.3.5 Extreme care must be exercised in the use of this authority to assure that:

C6.8.5.6.3.3.3.5.1 The contract file contains the postmarked envelope establishing the date of mailing of an untimely claim.

C6.8.5.6.3.3.3.5.2 Denials are proper; e.g., in the case where the unit is ―lot‖, allegations of shortages must be made prior to removal of the property. But, if within the 30/60-day period after removal the purchaser alleges a shortage, verifiable from Government records, the claim will be considered and settled on the basis of an equitable adjustment.

C6.8.5.6.3.3.3.5.3 The contract file contains proper documentation to support the action taken; i.e. inspection reports, affidavits where the Government showing evidence supporting the value of misdescribed property, and appropriate concurrences, has not inspected property. Each contract file should be able to stand on its own merit and documentation should support the adjustment, denial, cancellation, or other action as proper.

C6.8.5.6.3.3.3.5.4 Claims are not denied under these procedures that may be eligible for consideration under the Risk of Loss provision or other applicable legal concepts, such as the unascertained goods doctrine, and the ―as was‖ theory. Guidance on the applicability of these concepts will be obtained from DRMS-G or assigned counsel.

C6.8.5.6.3.3.3.5.5 Request for Reconsideration after Denial of Claim. All purchaser requests for further consideration by the SCO after denial of a claim will be forwarded to assigned counsel for appropriate action. Pertinent documents will be furnished as enclosures to a letter of transmittal signed by the DRMS Sales Office Chief.

C6.8.6. Suspension and Debarment Procedures.

C6.8.6.1. Requirements. DOD 4160.21-M, Chapter 7, sets forth the authority, policy and reporting requirements for suspensions and debarments or sales contractors.

C6.8.6.2. Causes. FAR 9.406.2, 9.407-2 and DOD FAR Supplement 209.473-5 contains the causes for which a sales contractor can be suspended or debarred.

C6.8.6.3. Reasons. Some of the more common reasons for recommending that a sales contractor be debarred are:

C6.8.6.3.1. Conviction of a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract;

C6.8.6.3.2. Conviction of violating Federal or State antitrust statutes relating to the submission of offers;

C6.8.6.3.3. Conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

C6.8.6.3.4. Conviction of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of the contractor.

C6.8.6.3.5. Violation of the terms of a Government contract or subcontract so serious as to justify debarment, such as:

C6.8.6.3.5.1 Willful failure to perform according to the terms of one or more contracts; or

C6.8.6.3.5.2 A history of failure to perform, or of unsatisfactory performance of one or more contracts.

C6.8.6.4. Recommendation. An SCO does not have to recommend suspension or debarment of parties charged or convicted with one of the offenses identified in paragraph C6.8.6.3. Any employee obtaining information that a party doing business with DRMS has been officially charged with or has been convicted of one of the offenses identified in paragraph C6.8.6.3, should immediately provide this information to their servicing legal office.

C6.8.6.5. Reports. An SCO must recommend the suspension or debarment when the proposed action is based on one of the reasons set forth in paragraph C6.8.6.3. When recommending a suspension or debarment, Sales Contracting Officers must prepare reports

according to DOD FAR 209.406.3.

C6.8.6.6. Servicing Legal Office Contact. SCOs should contact their servicing legal office for advice and assistance in preparing reports recommending suspension or debarment. Completed reports will be submitted to the suspension/debarment authority through the servicing legal office.

C6.8.6.7. Failure to Perform. A recommendation to debar a sales contractor for willful failure to pay for and/or perform according to the terms of one or more contracts can be made by referring all supportive documents to the servicing office of counsel.

C6.8.6.8. Debarment Procedures for Local/FST Sale Defaults:

C6.8.6.8.1. Flagrant Defaults. An SCO may recommend a buyer for debarment using the procedures provided in paragraph C6.8.6.5 in the event a buyer defaults in the performance of a local sales contract and the default has a significant impact on the results of the sale. The basis of such a recommendation would be *"A willful failure to perform according to the terms of one or more sales contracts of such a serious nature as to justify debarment"*. An example of such an egregious default is where the buyer is awarded a significant portion of the property offered for sale and subsequently fails to pay for and remove any of the property.

C6.8.6.8.2. Other Defaults. In other cases, SCOs may send a warning letter to buyers who have defaulted in the performance of a local sales contract, advising them that future defaults may result in the initiation of debarment proceedings (see Section 4, Supplement 2, Sales Enclosure 17, Attachment 1 - Warning Letter). In the event of a subsequent default on a local sales contract at any DRMO, a sales contracting officer may forward a recommendation for debarment to DRMS-G, or to DRMS OCONUS sales occurring in Europe or Pacific (see Section 4, Supplement 2, Sales Enclosure 17, Attachment 2 - Proposed Debarment Recommendation). In making a recommendation for debarment, the sales contracting officer should consider the buyer‘s performance history.

C6.8.6.8.3. Non-removals resulting from bona fide misdescription claims are exempt from the above stated procedures.

C6.9. **Release of Sold Property.**

C6.9.1. Processing Release of Non-Hazardous Property.

C6.9.1.1. Never release property without a copy of the appropriate Invitation for Bid (IFB). Match IFB/item number with buyer's copy of DRMS Form 1427. Review item description to ensure correct property is being released. It is the joint responsibility of the SCO and the DRMO to ensure that the terms and conditions of sale, including specifications set forth in the IFB Loading Table, are strictly compiled and take all possible precautions to protect the Government's interests to prevent misshipment, errors, fraud or theft.

C6.9.1.2. Those DRMOs in OCONUS that are encountering problems with their local

sale customers in respect to the orderly loading and removal of property may choose to implement some type of objective and systematic assignment of the order to be loaded. The methods used to accomplish such an assignment could incorporate but are not limited to the following: The use of "take a number" system when the customer wants to be loaded; or in the use of a control board that contains numbered disc or tags to be given out in numerical sequence when each customer pays for property purchased and that must be presented when they wish to be loaded. An alternative to the "take a number" system would be to allow most distant buyers to go first.

C6.9.1.3. The Government will not be designated as the shipper on commercial bills of lading for property, except for sold foreign excess property when required by the implementation of trade security control procedures. DRMS Sales Office or DRMOs (OCONUS) will not perform routing functions or prepare commercial shipping documents.

C6.9.1.4. DRMOs must ensure that customer requests are satisfactorily responded to; however, a DRMO should not necessarily be responsive to a request by a customer for assistance by a specific DRMO employee.

C6.9.1.5. In those instances where property is to be delivered by other than DRMO personnel, the DRMO Chief will prepare a letter to the activity commander requesting, in writing, that the names, telephone numbers and position titles of those persons who will be available and authorized to deliver/release property located at that activity be furnished to the DRMO In the request, the DRMO should address the importance of providing services/materials as outlined in the IFB and the contract. The activity commander should be advised to inform the DRMO, by letter, of additions, changes or deletions of the authorized personnel/designees. Copies of the IFB, appropriate forms and other special guidance will be furnished the designee(s) for each delivery/release. In addition, ensure that each designee is furnished written procedures regarding the delivery/release of the property.

C6.9.1.6. The sales chief or his designee will, at random, inspect at least 10 percent of all out-loadings or five out-loadings (whichever is less) of useable, including hazardous, and scrap property per month. The 10 percent will be determined from the previous month‘s total number of completed sales releases (DRMS Form 1427 and DLA Form 1367). Document such inspections in writing on DRMS Form 1427 and include the inspector‘s signature and results. Unless otherwise noted, the inspector‘s signature will certify that the release of property was according to the terms and conditions of sale, including specifications set forth in the IFB Loading Table.

C6.9.1.7. In the sale of surplus and foreign property, DRMS Form 1427 and DLA Form 1367 (For partial removals) will be used as the release document to the purchaser.

C6.9.1.8. Check DNSP to see if contract is *“PAID”*. With respect to the Term Sale pickups, ensure: a) maximum amount has not been exceeded; b) contract time period has not expired; c) contractor is not in arrears (arrears is defined as any unpaid bill over 30 days old). If there is a question on any of the above, notify the SCO to resolve the issue. Do not allow removal until resolution has been attained. If the customer challenges whether payment was

made, contact the SCO for instructions.

C6.9.1.9. Refer questionable documents to the SCO for resolution. If unpaid storage charges storage charges are not paid up front, know they will be added onto the final bill for -one times‖ and onto the next monthly bill for terms. If it exceeds $200 or if there is a claim, refer the matter to the SCO prior to releasing any property.

C6.9.1.10. Do not release property to agents until their designation as agents had been established. Use DRMS Form 1646, Letter of Authorization and/or a copy of the signed DRMS Form 1427 for this purpose. At the time of removal compare buyer‘s letter of authorization and/or DRMS Form 1427 with copy of DRMS Form 1427 in transitory contract file (DRMS Sales Office) or the official contract file (OCONUS Local Sales).

C6.9.1.11. Verify the removal of distinctive markings, accomplishment of required DEMIL, and the accomplishment of any other conditions of sale prior to releasing the purchaser‘s/agent‘s conveyance.

C6.9.1.12. If a purchaser attempts to remove property before receipt of release documents, the DRMO should contact the respective sales office and verify whether payment has been received and whether the property can be released. A purchaser should not be refused delivery if payment has been made, property delivery authorization has been received, and the default period has not expired.

C6.9.1.13. Whenever a performance bond is required for an item(s) because work is to be done on the item(s) (e.g., DEMIL, mutilation or dismantling), the DRMO will notify the SCO either on the DRMS Form 1427 or under separate cover, that the work (and clean-up) has/has not been satisfactorily performed and the performance bond should/should not be returned.

C6.9.1.14. Issuance of Standard Form (SF) 97. Only issue SF 97s to the purchaser indicated in Block 6 of the DRMS Form 1427. DRMS has no privities of contract or legal relationship with any agent or sub-purchaser of any purchaser.

C6.9.2. Payment.

C6.9.2.1. Do not release property to purchasers until full payment for the item has been made except where the purchaser may be a state or local government or instrumentally thereof. In addition, when allowable overages, i.e., within the authorized variation in quantity occurs, release the property and the purchaser will subsequently be billed for the overage.

C6.9.3. Loading and Weighing.

C6.9.3.1. Notify warehousing personnel to coordinate/arrange for purchaser/agent to receive material.

C6.9.3.1.1. Warehousing personnel will accomplish loading as set forth in the IFB loading table and direct purchaser/agent to return to the distribution/logistics branch office (or

property disposal clerk/designee).

C6.9.3.1.2. Whenever removal is by ocean-going container, contact the appropriate TSC regional office and provide the following: contract number, container number, shipping company and destination (if known). This applies regardless of the DEMIL code of the property.

C6.9.3.2. Advise purchaser that they must remain with their conveyance during loading.

C6.9.3.3. Weigh property sold by weight at the time of delivery to the purchaser. Count or measure property sold by unit at the time of delivery. To protect the interest of the Government and to prevent errors, fraud, theft, all personal property sold will be inspected by the DRMO chief or his representative at the time of delivery or shipment is made to the purchasers. DRMOs will not release property that is outside the variation in quantity. Rather, additional property from the advertised item will be added to or property will be removed from the removal conveyance as quantities less or more than the authorized variation are outside the scope of the contract.

EXCEPTION: When trucks or railroad cars must be moved from the loading site for the purpose of weighing, they need not be returned for any additional loading of off-loading when the actual amount over or under the variation in quantity is negligible.

C6.9.3.4. In those cases, report any overage or shortage immediately to the SCO and document the contract file accordingly.

C6.9.3.5. Invoice purchasers for actual quantities removed and in no case will final settlement be based on estimated quantities or weights. Disposal personnel will be on the alert to prevent dishonest practices in weighing property. Where weighing is necessary to determine the exact purchase price, the purchaser will arrange for and pay all expenses of weighing materials unless Government scales are available on the installation. When removal is by truck, weighing will be done under the supervision of the Government and at its option on Government scales, certified scales or other scales acceptable to both parties. When removal is by rail, weighing will be on railroad track scales or by other means acceptable to the railroad for freight purposes.

C6.9.3.5.1. DRMO Chief will appoint in writing a weigh master and one to two alternate(s) for all weighing on scales under the control of the DRMO.

C6.9.3.5.2. DRMOs having scales without an automatic printing device are required to manually complete a DRMS Form 146, Weight ticket, or as an option, utilize a rubber stamp with the same data as provided on DRMS Form 146, or on DLA Form 1367, to record the weighing of property. Annotate all weight tickets with the applicable contract number and item number. To ensure passenger/driver control, manually annotate printomatic type forms to reflect vehicle license number and whether the driver and/or passengers were in/out of the vehicle during weigh in/weigh out process.

C6.9.3.5.3. DRMO Chief at his discretion will rotate personnel appointed the duties of

weigh master. Each time a new appointment is made; the DRMO Chief will review the duties of the weigh master with the individual appointed. This review/instruction, as a minimum, will include such items as maintenance and cleaning of scale; proper completion of weight, tickets‘ proper inspection of vehicle; and emphasis on the importance of proper and accurate weighing practices. Personnel stationed at one-man DRMOs will be assigned permanent duties as weigh master. Provisions of C6.9.3.5.4 will be strongly enforced. DRMO personnel will request the purchaser or his representative to initial the weight ticket.

C6.9.3.5.4. Weighing performed on truck scales on military installations that are not under control of the DRMO will be witnessed by a DRMO employee who will verify and initial the weight tickets; except that witnessing and verification of deliveries and weight tickets by DRMO personnel is not required for deliveries under term contracts such as bones, fats, meat trimmings, garbage, paper, cardboard or wood when such deliveries are made outside the DRMO activity. Issue written procedures to the generating activity, e.g., commissary officer, base engineer or mess officer, requesting the designation, in writing, of personnel to conduct weighings, initial weight certificates and submit resulting tickets or tally outs to the DRMO in a timely manner as outlined in paragraph C6.9.4. Further, determine if one or two representatives are required, based on the dollar value of the contract or other special considerations. In every instance, issue the required written procedures within 5 calendar days of the execution of a new term sale for the generating activity.

C6.9.3.5.5. The DRMO chief or his designee will monthly, on an unannounced basis, spot check the weighing in and/or weighing out of purchaser‘s or his agent‘s vehicles. This will be accomplished at all scales used at installations where DRMO personnel are located.

C6.9.3.5.6. When weighing is performed on any railroad track scales on or off military installations, or truck scales located of military installations, it need not be witnessed by DRMO personnel; however, arrangements will be made for Government personnel to pick up the weight tickets or have the weight tickets returned to the DRMO by courier or mail. Under no circumstances will the purchaser or his agent be permitted to return the Government‘s copies of the weight tickets to the DRMO.

C6.9.3.5.7. Retain weight tickets at the DRMO in the Contract Administration File during the current removal period. Upon conclusion of removal of expiration of the current removal period, append weight tickets and related DLA Forms 1367, Shipment Receipt/Delivery Pass, to the DRMO‘s record copy of the Completed DRMS Form 1427 and forward to Property Accounting for processing and retention in the Source Document File.

C6.9.3.5.8. When out loading property sold by weight that has become saturated with water, ice, snow, dirt, and any other contaminants not present when the item description was prepared, make every effort to assure that a mutual agreement is reached between the SCO and the purchaser as to the amount of such contamination prior to the release of the property. (This procedure would be applicable to items such as tires that have been in the elements for a considerable amount of time and to materials stored outdoors in cardboard boxes that have been subjected to heavy snow or rain). The agreement must be made with the purchaser and not with the purchaser‘s driver of agent. Removal should not be allowed until the issue is

resolved. Once an agreement is reached, deduct the amount of moisture or contamination from the delivered weight as *"Tare"*. The DRMS Form 1427 must be completely documented with all the pertinent information in order to preclude any misunderstanding between the Government and the purchaser. The SCO must ensure that no adjustment is allowed for the weight of boxes, drums, pallets, etc., on/in that the property is stored when such have been included in the weight and sale. If the DRMO cannot reach the SCO, or if the SCO cannot contact the purchaser, unilaterally annotate the DRMO copy only of the 1427 indicating the amount of contamination he believes to have been present (estimated to his best judgment) for future use should a claim be received from the contractor.

C6.9.4. Release of Property.

C6.9.4.1. Partial Deliveries. Multiple removals on one-time sales contracts will be recorded in DNSP as expeditiously as possible. Partial deliveries must be input for each date of removal. Do not put a total weight for all deliveries with one final removal date. Total weight delivered on the previous month for term sales contracts will be recorded in DNSP no later than 9th of the month. To effectively monitor shipments, the procedures at C6.7.2.11.5 must be adhered to at all times.

C6.9.4.1.1. One-Time Contracts.

C6.9.4.1.1.1 Use DLA Form 1367, Shipment Receipt/Delivery Pass, to record and obtain receipt for partial removals of surplus and foreign excess property.

C6.9.4.1.1.2 In order to maintain control of property releases, prepare triplicate copies of DLA Form 1367, sequentially numbered, starting with the number -1‖ for each contract.

C6.9.4.1.1.3 As each release is being affected, pull the DLA Form 1367, in numerical sequence, from the contract file and properly annotate. Prior to loading, ensure quantities to be delivered are within the variation authorized by the contract and/or that the monies on hand are sufficient to cover the value of the property to be delivered. If the quantity to be released varies from contract quantity by more than 25 percent by weight or more than 10 percent if sold by a unit other than weight, contact the SCO prior to release of property. If release is appropriate, purchaser's/agent's and the DRMO employee releasing the property must sign and date each DLA Form 1367; Purchaser's/Agent's vehicle can then be released.

NOTE: If description or risk of loss is alleged, suspend delivery and notify the SCO immediately.

C6.9.4.1.1.4 All weight tickets will be affixed to the original DLA Form 1367 which will be attached to the corresponding DRMS Form 1427 and retained in this contract file until delivery is completed.

C6.9.4.1.1.5 Annotate the completed DRMS Form 1427 returned to the sales office when property is released by partial removals and the purchaser or agent

acknowledgement of receipt is not shown thereon (see paragraph below). Key into DNSP removal data subsequent to removal being accomplished. For property being released by generating activities, DRMOs may find it more expedient to obtain release information by telephone ensuring supporting weight tickets/certificates, if applicable. Regardless of who is releasing the property, DRMO personnel must monitor property releases. In the event the quantity plus allowed variance has been delivered, notify the SCO and suspend further deliveries.

C6.9.4.1.1.6 Upon receipt of release documents, ensure that all shipment number (s) are accounted for. When missing documents cannot be located, advise the DRMO Chief immediately. If further research does not locate missing documents, the DRMO Chief should notify the DRMS Assessment and Compliance Office(DRMS-Q) to initiate an investigation.

C6.9.4.1.1.7 For release of property at commissaries, clubs, messes or other locations where DRMO employees are not assigned, the DRMO must maintain close coordination in order to preclude erroneous releases, as mentioned in this Chapter. It is suggested that DRMO sales personnel conduct periodic visits to these locations.

C6.9.4.1.2. Term Contracts. Same requirements as found at paragraph C6.9.4.1.1, except:

C6.9.4.1.2.1 If the quantity to be released exceeds the 50 percent variation in quantity limitation, contact the SCO prior to release of the property.

C6.9.4.1.2.2 Key into DNSP removal data by the 9th day of the month following removal of property during the previous month.

C6.9.4.1.2.3 For property being released at other than the DRMO, i.e., generating DRMOs may establish a cut-off date after any subsequent releases will be reported to the sales office for billing in the following month.

C6.9.4.1.2.4 DRMOs must monitor term contracts of property sold by –lot‖ to ensure that deliveries are properly made and term contract is warranted.

C6.9.4.2. Final deliveries will be processed as follows:

C6.9.4.2.1. Match entry block in 10g with the total quantity of the sales item listed in block 10c of the DRMS Form 1427.

C6.9.4.2.2. When the final quantity is less than the quantity offered, annotate on the DRMS Form 1427, –All quantities available have been delivered.‖ If none of the item has been removed by the day following the default cure date, or any extension thereto as has been granted by the SCO, enter -0‖ in block 10g.

C6.9.4.2.3. When the quantity offered has not been completely removed and the purchaser indicates no further removal will be made on the item, indicate on the DRMS Form

1427 the quantity remaining and annotate as follows: *"Purchaser advises no additional property will be removed."* Have purchaser complete DRMS Form 1647, Voluntary Default. Forward one copy to the SCO.

C6.9.4.2.4. Refer any discrepancies to the SCO for resolution.

C6.9.4.2.5. Obtain the signature of the purchaser/agent in block 11A of the DRMS Form 1427.

C6.9.4.2.6. The person who actually releases the property will enter his signature in block 11B and the date of delivery in block 11C of DRMS Form 1427. If property was released on DLA Form 1367, enter *"See Attached 1367s"* in block 11B on the DRMO's copy of the DRMS Form 1427; annotate the SCO's copy with *"Released in Partials"* in block 11B and the date shown on the last DRMS Form 1367 in block 11C.

NOTE: DRMO personnel responsible for signing release documents for sold property will not be the same as those responsible for signing receipt documents for property received in the DRMO. In those instances where it is not feasible to adhere to this policy, the DRMO chief will document the reasons for deviating from it and place it in the file. The DRMO Chief will review and update this documentation annually or when personnel changes impact policy. Do not consider the accountable property officer for this deviation. Designate in writing those personnel authorized to receipt for and release for the DRMO.

C6.9.4.2.7. Give one unauthenticated copy of DRMS 1427 to purchaser/agent and release carrier.

C6.9.4.2.8. For national sales, DRMOs are to file one copy of the DRMS Form 1427 (DRMS Form 1943 for HM Sale), marked *"PAID"* and other accompanying documents e.g., EUC, SOI, etc., in the appropriate transitory contract file in contract number sequence.

C6.9.4.2.9. For OCONUS local/FST sales, file DRMS Form 1427, marked *"PAID"* and other supporting documents, e.g., IFB and amendments thereto, DRMS Form 1458, DRMS Form 763, etc. in appropriate contract file.

C6.9.4.2.10. It is imperative that each original releasing DRMS Form 1427 be provided the administering SCO/SCO's technician not later than the day following the actual release of property or the default cure date if no property was removed.

C6.9.4.3. Releasing Hazardous Material.

C6.9.4.3.1. Except for those materials identified at C6.1.5, the DRMO must provide a Material Safety Data Sheet (MSDS), if applicable, for each hazardous material being removed, even if the purchaser does not request one.

C6.9.4.3.2. The DRMO must ensure that the property is still packaged in at least

DOT standard packaging or host country equivalent. If the packaging is substandard or has deteriorated to the point that the packaging is substandard to DOT requirements, or host country equivalent, then it must not be released. The purchaser may elect to repackage the property to meet DOT specifications of host country equivalent.

C6.9.4.3.3. The purchaser is required to prepare and sign the DOT Emergency Response Guidebook and that the shipping papers are accurate and complete before releasing the property.

C6.9.4.3.4. The DRMO must ensure that the purchaser either has a DOT Emergency Response Guidebook and that the shipping paper correctly references the guide page or that such emergency response information is on the shipping paper itself.

C6.9.4.3.5. Provide the host‘s 24-hour emergency response telephone number and ensure that the number is included on the shipping property.

C6.9.4.3.6. The Hazardous Property Release Checklist (DRMS Form 1943) must be completed and signed prior to the release of any (DZ) hazardous property.

C6.9.4.3.7. After removal of the hazardous property, attach a copy of each DRMS Form 1943 and a copy of the applicable shipping paper to the DRMS Form 1427, DRMS 1367 (DZ) and forward to the SCO administering the contract for inclusion in the contract file.

C6.9.4.4. Releasing Hazardous Waste.

C6.9.4.4.1. Before removal of hazardous waste, DRMO personnel must verify the transporter‘s EPA identification number and treatment, storage and disposal facility (TSDF) EPA permit number on the manifest as being the same as those on the Statement of Intent. Additionally, verify that the manifest is complete according to Section 2, Chapter 8 - Environmental. Attempt to resolve discrepancies with the transporter. If they cannot be resolved, contact the SCO. Do not release the waste without a properly completed manifest.

C6.9.4.4.1.1 Verify that the property being loaded out is as described on the applicable uniform hazardous waste manifest.

C6.9.4.4.1.2 Process the uniform hazardous waste manifest as follows:

C6.9.4.4.1.2.1 Sign the manifest as generator.

C6.9.4.4.1.2.2 Obtain the handwritten signature of the initial transporter and date of acceptance.

C6.9.4.4.1.2.3 Retain the generator‘s copy.

C6.9.4.4.1.2.4 Give the remaining copies to the transporter.

C6.9.4.4.1.2.5 Process retained copy.

C6.9.4.4.2. DRMO personnel are not required to sign any type of certification that a drum/container is empty.

C6.9.4.4.3. The releasing official must ensure that the transport vehicle of freight containers are placarded, marked, labeled, and loaded according to Section 2, Chapter 8 - Environmental.

C6.9.4.4.4. After removal, attach a copy of the manifest to the DRMS Form 1427 and forward to the SCO for inclusion in the contract file.

C6.9.4.4.5. Upon receipt of a signed copy of the manifest from the transporter of the treatment, storage, disposal facility, make a photocopy and forward to the SCO. This copy should be annotated with the contract number. If no copy is received by the DRMO within 35 days (or sooner depending on state requirements) after removal, the procedures outlined in Section 2, Chapter 8 - Environmental must be initiated.

SECTION 2 - GENERAL PROCESSING

C7. SCRAP PROGRAMS

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SECTION 2 - GENERAL PROCESSING

C7. **SCRAP Programs**

C7.1. **General.**

C7.1.1. Information & Guidance.

C7.1.1.1. In addition to receipt and classification of scrap property, this chapter contains information and guidance pertaining to the management of property designated as scrap regarding the following programs/dispositions:

C7.1.1.1.1. Resource Recovery & Recycling Program (RRRP).

C7.1.1.1.2. Abandonment and Destruction.

C7.1.1.1.2.1 Donation in Lieu of Abandonment and Destruction.

C7.1.1.1.3. Demanufacturing.

C7.1.1.1.4. Return to Manufacturer.

C7.1.1.1.5. DOD Precious Metals Recovery Program (PMRP).

C7.1.1.1.6. R2010 Service Contract in Overseas Locations.

C7.1.1.1.7. Receiving Scrap Property into DRMO Inventory.

C7.1.2. Scrap Classification List Codes (SCL Codes).

C7.1.2.1. A key part of scrap processing requires proper recognition of the base materiel content and assignment of the associated Scrap Classification List Codes (SCL Codes). Scrap is acquired when a determination is made that there is no further reuse potential. It can be designated scrap at the generating point or downgraded to scrap by disposal activities after other disposal methods are exhausted.

C7.1.2.2. Management of the accountable record requires the disposal activity personnel assigned to scrap management to establish and maintain the SCLs that are historically used or are applicable to the types of property received. This is based upon the generating community and missions. Overall quantities of scrap receipts and sales capabilities at each location further define which SCL codes are used to manage the scrap accumulations.

C7.1.2.3. Proper management of scrap may require movement from one SCL to another to coincide with the movement of the scrap or consolidation of accumulations for sales purposes.

C7.1.2.4. Term Sale accumulations of scrap are assigned an SCL code but are referred to as Scrap Classification - Term (SCT) and carry a leading indicator of "T". One-time sales accumulations carry a leading indicator of "L," but the same SCL classification codes apply.

C7.1.3. ~~Monthly~~ Quarterly Inventory Reconciliations Utilizing DAISY.(Edited Oct 2012)

C7.1.3.1. To properly manage scrap, perform ~~monthly~~ quarterly inventory reconciliations utilizing DAISY consolidated inquiries and match against the physical scrap pile. Reconciliations can be performed more frequently, but must be performed at the time of final disposition. See specific instructions for reconciliation at Section 2, Chapter 2, Property Accounting. (Reconciliation of SCL Accounts.)

NOTE: Normally, scrap is weighed at the time of disposition, to ensure record accuracy and to support correct allocation of proceeds, as applicable.

C7.1.3.2. Classifications of Scrap. Scrap is classified as:

C7.1.3.2.1. *Ferrous*: Iron and steel and is usually high volume and typically sold by term sale.

C7.1.3.2.2. *Non-ferrous*: Metallic scrap, generally accumulating in lesser volumes than ferrous scrap but much more valuable per unit weight. It is typically sold by one-time sales methods.

C7.1.3.2.3. *Non-metallic:* Includes scrap of many different materials; paper, cardboard, rubber, plastic, glass, and textiles. It accumulates in varying volumes and is, therefore, sold by both one-time and term sales methods.

C7.2. **Programs.**

C7.2.1. Dispositions of Scrap Property.

C7.2.1.1. Scrap property is not available for R/T/D before Sales. Scrap may be upgraded to a usable item and then will be processed through the regular screening cycle, where it can be issued as a usable item during a customer's appropriate screening timeframe.

C7.2.1.2. If scrap property is received in place (RIP) at the generating activity, an MOA must be in place. See Section 4, Supplement 1, Chapter 2, Enclosure 8 - MOA for Disposal Services for a template of the MOA. If the generating activity elects to accept the responsibility for the integrity of the scrap in lieu of the DRMS Representative, the optional MOA, Enclosure 9 - MOA for RIP Scrap, can be used. To preclude the risk of inappropriate material being added to the RIP scrap, the access to the area where it is stored must be controlled, i.e. a locked fenced area or locked containers. A DRMS representative must be present to receive and inspect any material added to the RIP scrap accumulations. A specific schedule must be established by the MOA for the DRMS representative to be available for this process. Under no circumstances will DRMS accept accountability for a scrap

accumulation that was not thoroughly inspected by a DRMS representative as it was accumulated. DRMO's will not process scrap removals as "wash post" transactions without physically inspecting the scrap.

C7.2.2. Resource Recovery & Recycling Program and Qualified Recycling Programs.

C7.2.2.1. The Resource Recovery & Recycling Program (RRRP) provides military installations all over the world with disposal solutions for their recyclable material. Through the RRRP, DRMOs can deliver sales revenues from eligible property to their generator's Qualified Recycling Programs (QRPs). Qualified Recycling Programs may elect to use DRMS as their sales agent, if the scrap is received and inspected by a DRMS representative, or they may sell eligible materials directly, by-passing DRMS. DRMS will not provide solely a sales service.

C7.2.2.2. Proceeds returned through QRPs help defray the costs of a variety of important base activities. Activities include:

C7.2.2.2.1. Operating and improving recycling programs.

C7.2.2.2.2. Financing pollution abatement and environmental programs.

C7.2.2.2.3. Funding energy conservation improvements.

C7.2.2.2.4. Improving Occupational, Safety and Health programs.

C7.2.2.2.5. Funding morale, welfare and recreation programs.

C7.2.2.3. Unlike the Qualified Recycling Programs authorized to sell only the eligible property, DRMS is authorized to sell and handle both eligible and ineligible property and to distribute the sales revenues appropriately. As DRMS has successfully marketed scrap nationally for nearly 25 years, it can ensure that the special handling requirements of all types of property are met. DRMS offers well-trained specialists who provide the critical link to program success: proper identification, classification, and storage of the material.

C7.2.2.3.1. To preclude the possibility of the QRP scrap being contaminated with inappropriate material or items (see C7.2.2.5), DRMS must have controlled access to the scrap received. Receipt in place of QRP assets (with DRMS sales responsibility only) will be discontinued as of 31 July 2007. All QRP scrap must be received at a DRMS facility or as a receipt in place as stated in C7.2.1.2.

C7.2.2.4. Some DOD installations operate their own Qualified Recycling Programs (QRPs) and are entitled to receive revenues from the sale of eligible property, whether they choose to sell the property themselves or to use DRMS to sell the property. DOD installations can tailor the services provided through DRMS to their needs. DRMS can:

C7.2.2.4.1. Find a buyer for the eligible material and return the sales revenue to the QRP.

C7.2.2.4.2. Provide a collection site for the material at a DRMS facility.

C7.2.2.4.3. Handle the property in compliance with environmental laws and regulations.

C7.2.2.4.4. Sell the property with the appropriate Trade Security controls.

C7.2.2.5. The property ineligible for sale or reimbursement to a QRP, but is probably a larger set than the eligible property. This is where the value of DRMS compliant disposal becomes important. Compliant Disposal has always been an important factor for DRMS services. The categories of ineligibles for QRPs are quite broad and examples are listed below:

C7.2.2.5.1. Government-furnished material.

C7.2.2.5.2. Precious metal bearing scrap.

C7.2.2.5.3. Hazardous waste (including household hazardous waste).

C7.2.2.5.4. Ozone depleting substances.

C7.2.2.5.5. Electrical components.

C7.2.2.5.6. Unopened containers of solvents, paints, or oil.

C7.2.2.5.7. Fuels.

C7.2.2.5.8. Material that can be sold (as is) as a usable item.

C7.2.2.5.9. Repairable items that may be used again for their original purposes or functions; e.g., used vehicles, vehicle or machine parts, etc.

C7.2.2.5.10. Ships, aircraft, weapons, and other material required to be demilitarized or mutilated, and scrap resulting from demilitarization.

C7.2.2.5.11. All Munitions List Items (MLI) and Strategic List Items (SLI) as defined in DOD 4160.21-M-I (reference (y)), except firing range expended brass and mixed metals gleaned from firing range cleanup.

C7.2.2.5.12. If an item can be reused as is, it is exempted. If any item can be reused within DOD, transferred to another federal activity, donated to a state or local government, or to a qualified nonprofit agency, the material is excluded.

C7.2.2.5.13. Precious metal-bearing scrap is excluded from this program, as it is recovered and reused separately.

C7.2.2.5.14. Property such as used vehicles or machine parts.

C7.2.2.5.15. Unopened containers of oil or solvent.

C7.2.2.5.16. Offensive or defensive weapons are not considered recyclable materials.

C7.2.2.6. DRMS is a focal point for ensuring that the special disposal requirements of ineligible property are fulfilled on behalf of its customers. Most ineligible property can be sold by DRMS, but the sales revenues cannot be returned to a QRP. DRMS handles a number of different disposal programs offering compliant disposal to our customers for both the eligible QRP property, as well as for the ineligible property.

C7.2.2.7. The governing regulation for Qualified Recycling Programs is DODI 4715.4, "Pollution Prevention" and can be viewed at the Washington Headquarters Service Pubs site <http://www.dtic.mil/whs/directives/>. Click on *"Instructions"* and scroll down to 4715.4. Click on the number and choose the viewing format compatible with the DRMO system.

C7.2.3. Demanufacturing.

C7.2.3.1. Electronics equipment which survives all R/T/D and usable sales efforts, is normally subjected to a demanufacturing process either through a commercial contract or through a Memorandum of Agreement with UNICOR (described under *Donation in lieu of Abandonment & Destruction*). Demanufacturing through commercial contracts adheres to the procedures found at the following web link: DRMS Deman Work Instructions. <https://www.drms.dla.mil/drms/intranet/demil/deman/demanworkinstructionnov.pdf>. Specific guidance for COTRs can be found at the following link. Deman COTR SOP. <http://www.drms.dla.mil/publications/suppdocs/deman_cotr_sop.pdf>.

C7.2.4. R2010 Service Contract in Overseas Locations.

C7.2.4.1. DRMS Operations (DRMS-O*)* partnered with industry to develop a new solid waste management program in Europe. Through the Recycling 2010 initiative (R2010), formerly R2000, and the Italian Scrap Program (ISP) initiative, DRMS-OS scrap operations in Germany and Italy have been outsourced to a single contractor in Germany (Solicitation # SP4420-05-R-0005) and a single contractor in Italy (Solicitation # SP4420-02-R-0001). The contractors collect, transport, process, account for, and dispose of recyclable and solid waste material at all DRMOs/Satellites in Germany and all DRMOs in Italy. R2010 includes scrap removal in specified NATO countries, R2010 and ISP include removals from specified offsite locations in country within an established radius of the DRMOs.

C7.2.5. DOD Precious Metals Recovery Program (PMRP).

C7.2.5.1. DOD 4160.21-M provides guidance for the management and responsibilities for the DOD PMRP. The PMRP promotes the cost effective recovery of precious metals from precious metal bearing materials and the reuse of recovered precious metals as Government

Furnished Material (GFM) or for authorized internal purposes. The program encompasses all precious metals (silver, gold, platinum, palladium, rhodium, iridium, osmium, and ruthenium), although as a practical matter, only four of the eight precious metals - silver, gold, platinum, and palladium are routinely recovered.

C7.2.5.2. Make maximum effort to recover precious metals from all precious metals bearing items and/or scrap, provided the costs associated with recovery do not exceed the market value of the precious metals recovered.

C7.2.5.3. Do a cost analysis for precious metal bearing items which survive screening and are offered for sale. Use this cost analysis (see Section 4, Supplement 2, Scrap Program, Enclosure 2, for information on DRMS Form 984) as the basis for determining whether to award the items. Downgrade precious metals bearing items which are not sold to scrap and process for precious metals recovery, if contained precious metals content make recovery economical.

C7.2.5.4. Do not offer precious metals bearing scrap for sale unless authorized by DRMS.

C7.2.5.5. Receive precious metals bearing material/scrap turned in to a DRMO under the appropriate precious metals SCL code and process for precious metals recovery. If upon receipt, or at any time during processing, it is determined that material is not precious metals bearing, it may be processed as normal excess or surplus property.

C7.2.5.6. DOD activities turn-in most precious metal bearing scrap to DRMS field offices. Once gathered and accounted for, the material is then sent to a refiner. The finished product, .999 refined metal, is sent to the Defense Supply Center Philadelphia (DSCP), the inventory manager for this program. DSCP then maintains accountability for the refined precious metals. A DOD contractor or activity can then requisition precious metals for use on a government contract, thus saving the government money on that contract.

C7.2.5.7. The program is fully reimbursable through DSCP. DRMS submits program costs to DSCP for reimbursement. DSCP uses these program costs plus a surcharge to establish the issuing price for the next fiscal year. Though prices fluctuate from year to year, the value of the metals recovered remains substantial, saving millions of dollars annually.

C7.2.5.8. Though originating within DOD, the program is government-wide. If another federal agency chooses to provide DRMS with precious metals bearing scrap, that agency is eligible to receive refined precious metals from DSCP at a reduced cost.

C7.2.5.9. Procedures for the Precious Metals Recovery Program: See Section 2, Chapter 1, Logistics Program for receiving procedures. For precious metals items/scrap-related environmental concerns see Section 2, Chapter 8, Environmental Program.

C7.2.5.10. Correlation of Precious Metals with Other Missions. This section prescribes the procedures for the operational management of the DOD Precious Metals Recovery Program (PMRP). These procedures set forth additional considerations in the disposal process due to

the requirements of the PMRP. Compliance with other regulatory guidance is required, when applicable.

C7.2.5.10.1. *Demilitarization (DEMIL)*. DEMIL requirements take precedence over precious metals recovery. Munitions list items such as DEMIL required circuit cards, may be demilitarized through a precious metals recovery contract. For specific procedures on how to accomplish DEMIL through a precious metals recovery contract, see Section 2, Chapter 4, DEMIL Program, this instruction.

C7.2.5.10.2. *Hazardous.* The hazardous nature of property must be considered when effecting precious metals recovery. For some material, e.g. silver nitrate, consideration must be given to requirements for conforming storage, DOT regulations, and other applicable laws and regulations. Consider material/scrap which is both precious metals bearing and hazardous/toxic in nature, for combined precious metals recovery and hazardous/toxic disposal. If a combined effort is determined by DRMS to be neither economical nor feasible, precious metals recovery will no longer be required as a consideration in disposal processing. Handle disposition of precious metals bearing hazardous material on a case-by-case basis and with approval from DRMS-BCP.

C7.2.5.10.3. *Classified Material*. Do not accept classified film and other classified material/scrap which is precious metals bearing, unless the material meets service declassification criteria and the generating activity has annotated such on the DTID. But do accept the residue resulting from burning or other destruction.

C7.2.5.10.4. *Drugs, Biologicals and Reagents (Including Controlled Substances)*. See Section 3, Special Processing, for guidance on receipt of precious metals bearing drugs, etc.

C7.2.5.10.5. *Mutilation.* Precious metals-bearing items requiring mutilation prior to sale need not be mutilated if they are to be shipped for precious metals recovery. Satisfy mutilation requirements by recovery of the precious metals.

C7.2.5.11. Operational Execution of the PMRP.

C7.2.5.11.1. DOD 4160.21-M identifies the functions related to the DOD PMRP to be performed by DRMS and DRMOs. This section describes and expands those functions into specific tasks required to support the program.

C7.2.5.11.2. *DRMS* is responsible for the overall operational control of the PMRP. In addition, the following operational tasks are performed:

C7.2.5.11.2.1 Initiate procurement actions for precious metals recovery equipment, related parts, and supplies.

C7.2.5.11.2.2 Prepare recovery, assay, and surveillance statements of work and act as technical consultant, COR and administrator for resultant contracts to include delivery order issuance and status reports.

C7.2.5.11.2.3 Develop and maintain operational procedures.

C7.2.5.11.2.4 The monitoring of sales offerings to ensure DRMO compliance with PMRP economic feasibility requirements.

C7.2.5.11.2.5 General guidance and assistance to DRMOs.

C7.2.5.11.2.6 Ensuring records maintenance for DRMS owned silver recovery equipment.

C7.2.5.11.2.7 Provide technical guidance and assistance to generating activities, e.g. silver recovery equipment.

C7.2.5.11.2.8 Promote the PMRP through briefings, seminars and training sessions.

C7.2.5.11.2.9 Assess the effectiveness of precious metals recovery operations.

C7.2.5.11.3. *Defense Reutilization and Marketing Office (DRMO)*. The DRMO Chief appoints in writing, for every DRMO, the following designations:

C7.2.5.11.3.1 Precious Metals Monitor (PMM), primary and alternate. The DRMO PMM is responsible for maintaining the DRMO PMRP according to established procedures. This responsibility includes the following duties:

C7.2.5.11.3.1.1 Coordination with generating activities' precious metals monitor for the receipt of precious metals bearing material.

C7.2.5.11.3.1.2 Providing guidance and ensuring that DRMO processing of precious metals bearing material and scrap to include receipt, classification, storage, and disposition; is accomplished properly and in a timely manner.

C7.2.5.11.3.1.3 Liaison with other DRMO functions in precious metals related matters.

C7.2.5.11.3.1.4 As PM recovery contract monitor, the PMM oversees and assists in the arrangements for contractor pickup and shipments, identifies material to be shipped, and arranges for completion of DD Forms 1348 and packing lists.

C7.2.5.11.3.1.4.1 POC for DRMS PM questions.

C7.2.5.11.3.1.4.2 Initiates assay requests to DRMS.

C7.2.5.11.3.2 Precious Metals Weighmaster. Designation need not be rotated; but the DRMO Chief or designee will conduct an unannounced spot check of weighing procedures on a quarterly basis.

C7.2.5.11.3.3 The DRMO Chief at the Central DRMO may choose to have the primary precious metals monitor at the Central Site with alternate precious metals monitors at the Satellites and RIPL. The RIPL may not necessarily have a PMM, but for contract outloading or property shipment purposes, the DRMO Chief may designate the Central or Satellite PMM to cover responsibilities at the RIPL.

C7.2.5.12. Identifying Precious Metals Bearing Materials & Scrap. This section includes aids in determining sources of potential recoverable precious metals.

C7.2.5.12.1. *Sources for Identification.*

C7.2.5.12.1.1 Recoverable precious metals may be found in a wide range of items and/or recyclable material. In addition to the items specified in DOD 4160.21-M, Chapter XI, sources of precious metals bearing items eligible for processing for precious metals recovery can be found at Section 4, Supplement 2, Scrap Program, Enclosure 1.

C7.2.5.12.1.2 The Precious Metals Master File (PMMF) lists on a CD-ROM product, those items known to contain precious metals. This may be used upon receipt to assist in identifying precious metals bearing items.

C7.2.5.13. DRMO Processing.

C7.2.5.13.1. DOD generating activities and participating Federal agencies normally turn in all precious metals and precious metals bearing property to their servicing DRMO. Regardless of the precious metals properties of the material, all other requirements, e.g. demilitarization, inert certification, hazardous/toxic precautions, etc., must be met.

C7.2.5.13.2. Receipt. Accept accountability for precious metals bearing property/scrap turned in or reported by DOD and participating Federal agencies, except where acceptance is precluded by law or regulation. See Section 2, Chapter 1, Logistics Program.

C7.2.5.13.2.1 If appropriate storage or security facilities are not available at the DRMO, arrangements should be made with the generating activity to retain custody or with the host installation to accept custody, until such time as appropriate disposition can be offered.

C7.2.5.13.3. DRMS has developed Interservice Support Agreements (ISA) with 11 different Federal agencies. See Section 2, Chapter 1, Logistics Program for the federal civil agencies that participate in the DOD PMRP.

C7.2.5.13.4. Process receipt of precious metals bearing property and scrap according to Section 2, Chapter 2, Property Accounting.

C7.2.5.13.5. Weighing of precious metals bearing scrap.

C7.2.5.13.5.1 To ensure effective internal control of scrap records, weigh all scrap receipts at the time of physical receipt. The person weighing the precious metals cannot be the same person who is doing the receiving, downgrading, or packing for shipping. Where no scale is available or operative; or scales are located at such a distance as to make it economically infeasible to comply with this requirement, submit a waiver to DRMSWaivers@dla.mil.

C7.2.5.13.5.2 If generations cannot be weighed immediately upon receipt, place in a secure storage area pending receipt processing.

C7.2.5.13.5.3 Weigh generations of SCLs VCS, VGM, VPM, VSF, and VSM using a two-man rule. DRMO personnel (in the presence of each other) will verify the weight and countersign/date the receipt document. The two parties will print, and sign their names on the front of the receipt document. For those DRMO sites under the constraints of labor/manpower which precludes adherence to having two DRMO personnel utilize this two-man rule, the generator who is turning in the material may be utilized as the 2nd party.

C7.2.5.13.6. Receipt of material in sealed containers

C7.2.5.13.6.1 A sealed container is any container which has been secured with twist-ties, tape, sealing wax, staples, wire seals, or any other means of closure to preclude spillage/leakage or to increase security of material (these are normally V-coded Precious Metals). Banded tri-walls, secured wooden boxes or drums without wire seals are not considered sealed containers for film and electronics.

C7.2.5.13.6.2 Weigh sealed containers as received, i.e., without removal of any tape, seals, etc., and the gross weight entered on the DTID; then open containers for verification of contents and proper classification.

C7.2.5.13.6.3 Leave generations of all V-coded SCLs, and any other SCL which cannot be removed from the container intact, in the original container and re-secured following receipt processing, but validate that the contents are as described on the documentation. Enter the gross weight into DAISY and annotate the DTID accordingly. An exception to this requirement is when the container and/or DTID reflect a tare weight (e.g., sealed drums containing film ash). In this situation, compute the net weight by subtracting the listed tare weight from the DRMO-derived gross weight. Annotate this computed net weight on the DTID and enter into DAISY.

C7.2.5.13.6.4 Remove generations of material which can be removed from the container without potential loss, and obtain a net weight to enter into DAISY. If the material is returned to the original container, annotate the DTID to reflect that material was received as net weight.

C7.2.5.13.6.5 Process receipts of SCL VSF to retain individual integrity. Attach one copy of the DTID to each receipt of SCL VSF; annotate DTID as to wet or dry weight upon receipt.

C7.2.5.13.6.6 Do not physically receive generations of SCL P02 at the DRMO. P02 can be accounted for on record.

C7.2.5.13.6.7 Do not accept classified film and other precious metals bearing classified material (either usable or scrap) at the DRMO unless the DTID contains generating activity certification of declassification. Residue from declassification by burning or other means of destruction may be accepted.

C7.2.5.13.6.8 Perform any repackaging of SCLs VCS, VGM, VPM, VSF and VSM in the presence of a disinterested person. Add a statement to the file copy of the generator's DD Form 1348-1A (for repackaging at receipt) or to the DRMO's DD Form 1348-1A (for repackaging after receipt) stating that "*material was repackaged*" and initialed by both the person performing the repackaging and the witness.

C7.2.5.14. Request For Assay.

C7.2.5.14.1. DRMOs may submit either usable or scrap, suspected or known to contain precious metals for assay/analysis. Among the more obvious reasons for requesting an assay are:

C7.2.5.14.1.1 Item suspected to contain precious metals but not identified in PMMF, WebFLIS, FED LOG, LOGRUN, or by other documentation.

C7.2.5.14.1.2 Item known to contain precious metals, but percent, location, etc., is unknown.

C7.2.5.14.1.3 Item for which no factors exist on which to base an economic analysis.

C7.2.5.14.1.4 The PMM must submit a request for assay to DRMS-BCP. Include the following information in the request:

C7.2.5.14.1.4.1 NSN.

C7.2.5.14.1.4.2 Noun Name.

C7.2.5.14.1.4.3 Quantity on Hand.

C7.2.5.14.1.4.4 Description (i.e. length, width, and height).

C7.2.5.14.1.4.5 Unit Weight.

C7.2.5.14.1.4.6 Unit Price.

C7.2.5.14.1.4.7 Manufacturer.

C7.2.5.14.1.4.8 Part Number (as applicable).

C7.2.5.14.1.4.9 Annotate with request whether assay can be obtained locally and provide name, address, phone number and POC with request.

C7.2.5.14.1.5 Disposition instructions will be provided by DRMS-BCP on how to ship the material to the assay contractor.

C7.2.5.14.1.6 DRMS-BCP will provide results of the assay/analysis to the DRMO and when appropriate, incorporate into the Precious Metals Master File.

C7.2.5.15. Sales Versus Recovery.

C7.2.5.15.1. Usable precious metals bearing items that have survived screening are normally offered for sale; however, when those items have value only for their basic material content, those items are by definition scrap and should be downgraded and processed for precious metals recovery. Offer the item for sale when unsure whether expected proceeds will exceed the material content value. Prepare a cost analysis along with the sales item description following lotting of property. Use this cost analysis to serve as the basis for determining minimal acceptable price.

C7.2.5.15.2. If appropriate, document the cost analysis on DRMS Form 984 (see Section 4, Supplement 2, Scrap Program, Enclosure 2, for detailed instructions for completing DRMS Form 984).

C7.2.5.15.3. The following property is exempt from sales and must be processed for precious metals recovery after completion of any required screening:

C7.2.5.15.3.1 Silver bearing batteries.

C7.2.5.15.3.2 Silver bearing hypo solution (processed on-site at generator location).

C7.2.5.15.3.3 Silver Sludge.

C7.2.5.15.3.4 Spent silver recovery cartridges (SCL P06).

C7.2.5.15.3.5 Passive silver cells/cores (all SCL PSC).

C7.2.5.15.3.6 Non-usable and non-reimbursable spark plugs (SCL P81) and magneto breaker assemblies' contact points (SCL P83).

C7.2.5.15.3.7 Aircraft structural components containing precious metals (SCL P13).

C7.2.5.15.3.8 Property that by regulatory requirement must be processed for precious metal recovery (see DOD 4160.21-M).

C7.2.5.15.3.9 Property for which recovery has been proven cost effective (for like or similar property) within the past 12 months.

C7.2.5.16. Uneconomical Precious Metals Commodities. The following are some of the precious metals bearing commodities that DRMS has tested and evaluated and found not to be economical for precious metals recovery.

NOTE: These materials are NOT to be collected for precious metals recovery, but must still be considered for the other aspects of disposal such as RTD, sales/recycling, and hazardous disposal.

C7.2.5.17. Some of those uneconomical precious metals bearing commodities are:

C7.2.5.17.1. dental amalgam.

C7.2.5.17.2. CD-ROMs.

C7.2.5.17.3. microfiche masters/film/leaders.

C7.2.5.17.4. magnetic film.

C7.2.5.17.5. 3-M reader printer paper.

C7.2.5.17.6. computer monitors and keyboards.

C7.2.5.17.7. silver cyanide.

C7.2.5.17.8. magnetic tapes/drives.

C7.2.5.17.9. 35 millimeter film.

C7.2.5.17.10. aircraft windshields.

C7.2.5.17.11. electrocardiogram (EKG) pads.

C7.2.5.17.12. new/unused dental pellets/capsules containing mercury.

C7.2.5.17.13. precious metals bearing electron tubes with unknown percentage of beryllium.

C7.2.5.17.14. glass photo plates.

C7.2.5.17.15. anodized aluminum metal photo or fotofoil imaging plates.

C7.2.5.18. DRMO Special Processing: Precious Metals Circuit Boards Going for Precious Metals Refining.

C7.2.5.18.1. DEMIL Required Circuit Boards.

C7.2.5.18.1.1 DEMIL required circuit boards will be received on the accountable record as individual line items with full NSNs or LSN with additional data. They should be stored separately from other Non-DEMIL required circuit boards. DRMOs will maintain the boards on DAISY accountable records as an item, keeping an inventory listing on the outside of the sealed container. This listing may be used for quarterly inventories and can be obtained by querying DAISY Interactive Reports. All other associated paperwork should be kept with the original receipt document.

C7.2.5.18.1.2 Circuit boards should be reported to DRMS-BCP on the precious metals data call by net weight. A shipping DD Form 1348-1 will be prepared using the delivery order disposition instructions provided by DRMS-BCP via e-mail. DD Form 1348-1 should indicate the property is *DEMIL REQUIRED* SCL P8E (P8E-DEMIL). A courtesy copy of shipping DD Form 1348-1 will be faxed to DRMS-BCP once the material departs the DRMO.

C7.2.5.18.2. Non-DEMIL Required Circuit Boards.

C7.2.5.18.2.1 DRMOs may downgrade Non-DEMIL required circuit boards after completion of required screening or in accordance with current downgrade authorities to SCL P8E. Circuit boards, after screening, should be reported to DRMS-BCP on the precious metals data call by net weight; keeping circuit boards separate from DEMIL required circuit board. Material goes to refining contractor accompanied by the required DD Form 1348-1, as identified in the delivery order disposition instruction e-mail from DRMS-BCP. Courtesy copy of shipping DD Form 1348-1 will be faxed to DRMS-BCP once material departs the DRMO.

C7.2.5.18.3. Removing Circuit Boards from Inventory.

C7.2.5.18.3.1 DRMOs may remove from accountable record Non-DEMIL P8E circuit boards once the material has been picked up. DRMOs are not required to wait for return of the shipping documents (DD Form 1348-1) for scrap property to be removed from the accountable record. See instructions below for removing Non-DEMIL P8E Circuit boards from inventory for DAISY steps.

C7.2.5.18.3.2 DEMIL Required Circuit Boards: DRMO must wait for the return of the shipping document (DD Form 1348-1), to be returned from the refining contractor, before any further DAISY transactions can be performed. Returned documents will contain the net weight of boards incinerated, contractor signature, and date incinerated. DD Form 1348-1 should be received from the contractor within 30 days or less from date the material was picked

up from the DRMO. If the required documentation is not received, notify DRMS-BCP Precious Metals POC.

C7.2.5.19. Unsegregated PM Scrap (SCL P24).

C7.2.5.19.1. DRMOs are no longer required to perform segregation/sorting/breakdown of electronic scrap. SCL P24 may be used to identify and set aside downgraded electronics such as mainframe computer central processing units or other equipment notably rich in precious metals content, for recovery of precious metals on a demanufacturing contract. .

C7.2.5.19.2. DRMOs will report accumulations of SCL P24 to DRMS-BCP for placement on the demanufacturing contract.

C7.2.5.20. Scrap Processing. When precious metals bearing material is downgraded to scrap for precious metals recovery, or when precious metals bearing scrap is being reclassified for any reason, e.g. erroneous classification, etc., adhere to the weighing requirements in C7.1.10.2.6.2.1. Segregate, sort, and record the precious metals bearing scrap by the appropriate SCL code.

C7.2.5.20.1. Shredded/pulverized precious metals bearing electronics cannot be sent to the precious metals refiners. Precious metals bearing electronics that a generator has shredded and wishes to turn-in should be suspect of being contaminated with PCBs. Shredded/pulverized electronics containing precious metals will not be considered for precious metals recovery unless the DRMO is provided documentation by the generator that the electronics were PCB free prior to shredding, or the DRMO has obtained test results on the shredded electronics proving that the shredded electronics are not contaminated with PCBs. If there is no proof that the shredded electronics are not contaminated with PCB, then a test will have to be performed and paid for by the generator to obtain this information. Any shredded/pulverized electronics already on hand at the DRMO without a laboratory analysis for PCBs must be tested. The DRMO will initiate action utilizing their hazardous disposal contract to obtain a PCB tests. If DRMO is unable to utilize the DRMO's disposal contract notify DRMS-BCP for assistance. Any shredded electronics transported to the precious metals refiners must have documentation along with the shipping papers stating that this material is PCB free. Do not process material containing PCBs for precious metals, but rather place on an ultimate disposal contract and fund according to ultimate disposal policies.

C7.2.5.21. Photographic Film and Papers (SCL P04).

C7.2.5.21.1. The DOD 4160.21-M identifies that initial segregation of scrap is the responsibility of the generator. Therefore, for the turn-ins of film, generators are encouraged to properly turn-in photographic film and paper without contaminants such as plastic and metal reels and film canisters, as well as film jackets, miscellaneous paper, paper clips, etc.

C7.2.5.21.2. Motion picture films cannot be accepted unless the DTID contains a statement that the film is not sensitive to the copyright encumbrance or privacy act, and has been removed from the reels and reduced to 6-inch strips or burned.

C7.2.5.21.3. DRMOs are reminded that classified film may not be received.

C7.2.5.21.4. Outdated 35mm photographic film which might be of interest to amateur photographers should be offered for sale without an upset price. Recovery in its current configuration would not be cost effective.

C7.2.5.21.5. DRMS submitted film samples for analysis to determine the toxicity of silver. The results identified that film did not exhibit the characteristics of toxicity according to 40 CFR 261.24, Table 1, and therefore, should not be managed as a hazardous waste.

C7.2.5.21.6. Film turned in containing Privacy Act Information. The transfer of large quantities of records containing personal data (for example, film) in bulk is not a release of personal information. The sheer volume of such transfers makes it difficult or impossible to identify readily specific individual records. If bulk is maintained, no special procedures are required (see DLAR 5400.21, Chapter 5, Para I.6). Note that disposal of large quantities of film with privacy act information must be by the methods of tearing, burning, melting, chemical decomposition, pulping, pulverizing, shredding, or mutilation to render the data unrecognizable or beyond reconstruction. Precious metals refining contractors utilize burning, tearing and chemical processing. If the generators of privacy act bearing film wish to utilize the precious metals refining contracts for their destruction, then the film must contain minimum/small amounts of paper/trash/contaminants, as the film cannot be sent for precious metals recovery if it is not economical. If the generator's film lot is highly contaminated with paper, plastics, metals, etc., then precious metals recovery will be not be utilized and the generator will have to pay for other disposal methods, in accordance with the privacy act. All records containing personal data turned in must have a statement that the records are in compliance with the Privacy Act.

C7.2.5.22. Film Ash (SCL P05).

C7.2.5.22.1. DRMS submitted film ash samples for analysis to determine the toxicity of the following metals: arsenic, barium, cadmium, chromium, lead, mercury, selenium, and silver. The results determined that the film ash did not exhibit the characteristics of toxicity according to 40 CFR 261.24, Table 1, and therefore, should not be managed as a hazardous waste.

C7.2.5.23. Silver Batteries. Silver batteries are not authorized for sale. The preferred disposal action is to recycle all silver batteries for precious metals recovery. Due to their value, silver batteries should not be referred for ultimate disposal.

C7.2.5.23.1. Recycled for Precious Metals Recovery.

C7.2.5.23.1.1 Unused or shelf life expired silver batteries that are recycled and contain no corrosive electrolyte may be managed as hazardous material (HM), regulated for transportation. The electrolyte, which may be classified as a corrosive, is normally stocked in a container independent of the battery and will be processed separately as HM. It contains no precious metals.

C7.2.5.23.1.2 For management of silver batteries as HM or HW, see Section 2, Chapter 8, Environmental Program.

C7.2.5.23.1.3 Do not drain electrolyte from the batteries. If the generator cannot perform this task, the batteries can be recycled for precious metals recovery but must be regulated as HW.

C7.2.5.24. Photo Fixer/Hypo Solution (SCL P02).

C7.2.5.24.1. Do not receive P02 at the DRMO for PM processing to extract the silver. P02 is not normally shipped because the silver is extracted at the generator's site. Spent hypo solution is managed under RCRA, 40 CFR, Subpart F of Part 266, if it exhibits one or more of the hazardous waste characteristics. ***Disposal of photo fixers should be offered for national sale or placed on a disposal service contract.*** The spent hypo solution must be manifested by the generator if applicable under RCRA regulations. See Section 2, Chapter 8, Environmental Program.

C7.2.5.25. Passive Silver Recovery Cells (SCL PSC).

C7.2.5.25.1. This scrap code includes all passive silver recovery cells (Accu-Techs, Peterson Silver Cells, Silver Sure cores, etc.), from tandem cell units, Peterson Super Cells, McKay 6 ½ gallon, Mini McKay and Silver Sures. These all employ the same technology and will all be referred to as passive silver cells. Passive silver cells are another method of recovering silver from photographic solutions. Internally, the silver cell contains a layer of silver-coated mesh wrapped around an inner core of copper plated steel wire, all on a spool. When filled with photo fixer, the different metals react in the slightly acidic fixer creating an electrical charge which causes the silver in the fixer to electroplate onto the wire mesh core. There is no external electricity used. PSC are to be turned in dry and will not be regulated under RCRA unless otherwise dictated by state and/or local regulations.

C7.2.5.26. Silver Recovery Cartridges (SCL P06).

C7.2.5.26.1. This scrap code includes steel wool cartridges that are mostly white or gray five gallon buckets. Some manufacturers of P06 are Kodak, Worldwide, IMG, or Vault 1/1C.

C7.2.5.26.2. Cartridges managed as material. Cartridges will not be regulated under RCRA if they have been flushed of hypo solution and refilled with water for transport, unless otherwise dictated by state and/or local regulations.

C7.2.5.26.2.1 This guidance is based on the following interpretation. We consider spent hypo solution a hazardous waste because it is a spent material exhibiting a characteristic. But once the silver has been removed from the hypo solution and the silver in the cartridges, it is not regulated. It is no longer a solid waste, but a material reclaimed from a hazardous waste, and meets the criteria of 40 CFR 261.3,(c)(2)(I), e.g., material reclaimed for beneficial use and not burned for energy recovery or used in a manner constituting disposal.

C7.2.5.26.2.2 Additionally, final rule guidance in the Federal Register, Volume 50, No. 3, Jan 4, 1985, states: "*Similarly, reclaimed metals that are suitable for direct use, or that only have to be refined to a usable product are products and not wastes."* The silver contained in the cartridges is picked up by our refining contractor and the silver does not require further reclaiming before recovery is complete.

C7.2.5.26.3. Cartridges managed as hazardous waste. Silver recovery cartridges containing spent hypo solution will be managed under RCRA, 40 CFR, Subpart F of Part 266, if they exhibit one or more of the hazardous waste characteristics. The spent hypo solution in this case would require a TCLP for silver at or above 5 ppm.

C7.2.5.26.4. To manage cartridges as material, it must be verified that the cartridges have been flushed and are filled with water and not hypo solution. If it cannot be determined, then regulate the cartridges as hazardous waste.

C7.2.5.26.5. State regulations may differ. If the steel wool cartridge is a state regulated waste, then the cartridges must be managed as a hazardous waste in that state. Contact the appropriate state regulatory agencies to determine what state regulations apply.

C7.2.5.27. Precious metals bearing Cyanide-Based Materials and some Acid-Based Materials: These materials may be classified also as HM or HW. If economical, these materials can also be recycled for their precious metals contents, thereby saving disposal costs and recovering the precious metals. Since this material may be classified as HM or HW by the generator, this material can also be identified on the DRMO records as NSN or LSN, yet still be shipped for precious metals recovery. Report all generations to DRMS-BCP for disposition instructions. The request for disposition should also include supporting documentation (the generator turn-in document, waste profile sheet, laboratory analysis, assay report, gross and net weights, information whether material is new, used, or shelf-life expired, etc.). DRMS-BCP will evaluate the economics of recovery of the material and provide DRMO instructions to hold for recovery or release the property for other disposal means.

C7.2.5.28. Rhodium, Ruthenium, Iridium, and/or Osmium Precious Metals Bearing Materials: Report generations of these commodities to DRMS-BCP for disposition instructions. Classify material as either SCL P8A or SCL VPM and annotate on the turn-in document and DRMS-BCP data call sheet that material contains Rhodium, Ruthenium, Iridium, or Osmium. Maintain individual site integrity by metal type for this material pending receipt of disposition instructions.

C7.2.6. <u>DRMO to DRMO Shipments.</u>

C7.2.6.1. Shipping instructions for all SCLs are provided in Section 4, Supplement 2, Scrap Program, Enclosure 6, Attachment 2. The matrix decision table lists the SCLs, description, and a code to indicate what is to be done with each, depending upon whether or not the DRMO is CONUS or overseas. The legend that accompanies the table explains the instructions for each code.

C7.2.6.2. Normally precious metals bearing material to be processed for precious metals recovery is downgraded to scrap prior to shipment. The only exception would be items which are required to be tracked by national stock number (e.g. hazardous material for DEMIL-required circuit boards). Do not ship precious metals bearing hazardous wastes (e.g. material which requires manifesting) to another DRMO.

C7.2.6.3. Track shipment using the SLH/SLI tracking mechanism found in Section 2, Chapter 2, Property Accounting.

C7.2.6.4. Initiate shipment when sufficient quantities accumulate for economical shipment, taking into consideration secure storage requirements. Normally shipments will not be more frequent than monthly.

C7.2.6.5. Verify the weight of material prior to shipment. When this verification reveals a discrepancy in the system scrap record, make appropriate adjustment according to Section 2, Chapter 2, Property Accounting.

C7.2.6.6. Shipping DRMO must coordinate any shipment in excess of 2,000 pounds with the ***receiving*** DRMO before shipment.

C7.2.6.6.1. CONUS DRMOs: Due to the new methods utilized in the refining contracts, CONUS DRMOs need not ship materials from DRMO to DRMO unless otherwise identified in Section 4, Supplement 2, Scrap Program, Enclosure 6, Attachment 2, Shipping Instructions for Precious Metals Bearing SCLs, or by authority from the Forward Support Team (FST).

C7.2.6.7. Packaging, Crating, Handling and Transportation (PCH&T) (Excludes Refining Contractor Pickups)

C7.2.6.7.1. Arrange PCH & T for precious metals scrap with host transportation; however, USPS shipments may be accomplished by the DRMO. Pack precious metals scrap in a manner that ensures arrival of the shipment in the same condition as shipped. Unless otherwise specified in this paragraph, ship precious metals scrap by the most economical means available, consistent with safe transit and delivery.

C7.2.6.7.2. Utilize care and sound judgment in selecting the proper type, size and weight of containers, and closures, as well as the proper transportation mode. The guidance in this section has been developed to facilitate handling of shipments and to preclude loss of

precious metals scrap. Coordinate closely with host transportation to ensure that shipments of precious metals scrap are afforded due security and priority considerations.

C7.2.6.7.3. The use of the word "packaging" refers to any bag, can, box, etc., used to preserve the integrity of an individual SCL; use of the word "packing" refers to any box, container, etc., used to ship one or more SCLs.

C7.2.6.7.4. The following guidelines apply to shipments of precious metals scrap:

C7.2.6.7.4.1 *General.*

C7.2.6.7.4.1.1 Pack each SCL separately. Mark each packing container with the gross, tare and net weights. Do not use containers in poor condition. Mark shipping containers to indicate the number within each shipment, e.g. 1 of 1, 2 of 4, etc. A GBL for shipment of multiple SCLs must reflect all DTIDs included in the shipment.

C7.2.6.7.4.2 *USPS Shipments (or comparable).*

C7.2.6.7.4.2.1 Shipments of P-coded SCLs through USPS must be certified, return receipt requested; shipments of V-coded SCLs must be registered, return receipt requested, when available. When not available, use certified mail, return receipt requested. Shipments cannot exceed USPS maximum weight limitations. Seal outer container securely with strong packaging tape. Recommended standard shipping containers for USPS shipments are available through GSA as follows:

Figure 1 - Standard Shipping Containers for USPS

SIZE	Container Type	NSN:
6” x 9”	Plastic Bag	8105-00-660-0603
9” x 12”	Plastic Bag	8105-00-159-4998
4” x 4” x 4”	Shipping Box	8115-00-290-3363
8” x 4” x 4”	Shipping Box	8115-00-290-3365
1” x 8” x 6”	Shipping Box	8115-00-179-0570

C7.2.6.7.4.3 Other Shipments.

C7.2.6.7.4.3.1 Band tri-walls and other large shipping containers to pallets. Single drums and small containers which are not palletized should be banded or sealed to ensure closure is kept intact; annotate containers "*This end up*."

C7.2.6.7.4.3.2 Use standard size shipping containers whenever possible. A standard size container is defined as having base dimensions slightly exceeding the base dimensions of a standard size pallet.

C7.2.6.7.4.3.3 Drums used for shipment must have lids and must be sealed.

C7.2.6.7.4.3.4 A palletized shipment or individual container must not exceed gross weight of 3,000 pounds.

C7.2.6.8. Factors to be used in determining value of material being shipped may be found at Section 4, Supplement 2, Scrap Program, Enclosure 3. Some precious metals scrap requires special handling or packaging/packing. In addition to the above requirements, the following special instructions apply:

C7.2.6.8.1. Scrap Silver-Cell Batteries (SCLs P12, PB2, PB4, PB5, and PB6). Do not ship leaking batteries if the electrolytic reservoir has been damaged and electrolyte is leaking; instead, handle in accordance with Section 2, Chapter 8, Environmental Program & Section 3, Batteries.

C7.2.6.8.2. Silver bearing batteries classified as HM/HW in CONUS will be placed on a precious metals recovery contract.

C7.2.6.8.3. Silver bearing batteries classified as HM/HW overseas (OCONUS) will follow the guidance in Section 3, Special Processing, Batteries, General, International Requirements, as handling, disposition is in accordance with the provisions vary by Country.

C7.2.6.9. Exhausted Chemical Recovery Cartridges (SCL P06).

C7.2.6.9.1. Manifesting.

C7.2.6.9.1.1 Cartridges that are not hazardous waste according to paragraph above and are not regulated by the state in which they are generated, do not need to be manifested ***unless*** the state the recovery contractor is located in regulates the cartridges.

C7.2.6.9.1.2 Cartridges that are hazardous waste according to paragraph above and/or are regulated by the state they are generated in will be manifested as *"Hazardous waste liquid, n.o.s., 9, NA 3082, PG III (D011)."* According to 49 CFR 172.203, all "N.O.S." proper shipping names must include technical names or EPA hazardous waste number(s) as part of the shipping name directly after the UN or NA number. Land disposal restriction notifications as stated in 40 CFR 268.7(a)(1) should be sent with these items. For additional information on land disposal notification, see Section 2, Chapter 8, Environmental Program & Section 4, Supplement 2, Environmental Program, Enclosure 1.

C7.2.6.9.1.3 Mark all cartridges shipped under a precious metals contract with a *HAZARDOUS WASTE* label per 40 CFR 262.32 and 49 CFR 172.304. Cartridges shipped

within California must be marked according to Title 22, Section 68504(c), California Code of Regulations.

C7.2.6.9.1.4 The generator is responsible to ensure that cartridges are filled with hypo solution or water prior to turn-in to the DRMO to prevent oxidation and resultant fire hazard while in transit.

NOTE: The generator must identify on the DTID whether the cartridge contains water or hypo solution. If cartridge is filled with hypo solution, the DRMO may choose to accept accountability only depending on location of the generator and DRMO hazardous storage capabilities. The generator is also responsible to remove the reusable circulating by-pass unit and replace it with screw on caps prior to turn in.

C7.2.6.9.1.5 Remove the screw-on caps on cartridge top and add liquid slowly until cartridge is full; replace screw-on caps tightly. Do not remove metal ring around the cartridge. DO NOT ship with circulating unit attached; remove and replace with screw-on caps. Circulating units are reusable and the operations monitor should be notified of receipt. DRMO personnel are not normally authorized to open hazardous waste containers. An exception is granted for this action.

C7.2.6.9.1.6 Place any cartridge in poor condition in a heavy plastic bag and then overpack in a heavy cardboard box, wooden box, or metal container. ***If the cartridge is considered HW the cartridge must be repackaged in a salvage drum meeting the requirements of 49 CFR 173.203.*** A cartridge is considered to be in poor condition whenever any of the following exists:

C7.2.6.9.1.6.1 The cartridge is leaking.

C7.2.6.9.1.6.2 The metal ring around the top of the cartridge is missing, broken, rusted, or otherwise deteriorated.

C7.2.6.9.1.6.3 Visual inspection of the cartridge reveals evidence of corrosion, cracks, fractures, or dents in the plastic.

C7.2.6.9.2. High Purity Precious Metals (V-coded SCLs).

C7.2.6.9.2.1 If one SCL is being shipped, place one copy of the DD Form 1348-1A inside of the SCL container and three copies in a water repellant packet on the outside of the materials/shipping container containing the SCL.

C7.2.6.9.2.2 If more than one SCL is being shipped together in a shipping container place one copy of the DD Form 1348-1A inside each of the SCL's container for that material. Place two copies of the DD Form 1348-1A on the outside of the SCL's container and take the third copy from each SCL inside the combined container and place in a water repellant packet outside of the combined SCL's containers to allow knowledge of what SCLs are within the container.

C7.2.6.9.3. Grindings, Sweepings, and Turnings (SCL varies according to classification of material). In addition to any other requirements, do not package in paper or wooden containers as loss could occur through particle adhesion.

C7.2.6.9.4. Photo Fixer (Hypo Solution) SCL P02 (Do not receive at the DRMO.)

C7.2.6.9.5. Passive Silver Recovery Cells (SCL PSC).

C7.2.6.9.5.1 When passive silver cells are taken off-line to be turned in to the DRMO, they contain high purity plated metallic silver similar to electrolytic silver flake. They are not hazardous and do not have to be stored in conforming storage. Store in the DRMO secured area. Cores from all PSCs should be placed in a double plastic bag until dry and then turned in to the DRMO.

C7.2.6.9.5.2 The generator must drain all fluids from the cell prior to turn-in. Cells do not need to be filled with fluid to prevent possible fire due to oxidation like SCL P06 cartridges do. If not drained, the cell could be a hazardous waste due to the soluble silver level in the fluid. Do not accept any cells unless the DRMO is sure they have been drained. Do not commingle SCLs PSC and P06 in storage.

C7.2.6.9.5.3 Transportation of PM-bearing scrap from Pacific DRMOs to DRMO Lewis, from European DRMOs to DRMO Jacksonville will be funded and paid from the DRMS transportation account. The funds cite will be provided to the DRMOs at the beginning of each fiscal year.

C7.2.6.10. Documentation Requirements.

C7.2.6.10.1. All shipments of precious metals scrap must be thoroughly documented. See Section 4, Supplement 2, Scrap Program, Enclosure 4, for detailed instructions for preparation of DD Form 1348-1A. A transfer of precious metals/material/scrap will reflect action/accounting code *"DT"* to indicate DRMO-to-DRMO/special account transfer (TTC is ***SLR = Losing Issue - Scrap***). Accomplish receipt of precious metals bearing scrap from another DRMO on an XR2 with action/accounting code "KF". Start the serial number with the DRMO RIC for DRMO-to-DRMO shipments. DRMS-BCP will provide the requisition number for contractor shipments.

C7.2.6.10.2. For DRMO to DRMO shipments.

C7.2.6.10.2.1 If one SCL is being shipped, place one copy of DD Form 1348-1A in a water repellent packet <u>inside</u> the packing (shipping) container and three copies in a water repellent packet <u>outside</u> the packing (shipping) container.

C7.2.6.10.2.2 If more than one SCL is included in the same packing (shipping) container, place two copies of DD Form 1348-1A in a water repellent packet <u>outside</u> the <u>packaging</u> container and the remaining copies inside the <u>packing (shipping)</u> container.

C7.2.6.10.2.3 Upon receipt of shipping information from host transportation officer (or following DRMO initiated USPS shipment), enter transportation data on one copy of the DD Form 1348-1A. Forward this copy as the "advance copy" to the receiving DRMO for DRMO-to-DRMO transfers.

C7.2.6.10.2.4 One copy of DD Form 1348-1A is to be placed in a suspense file pending return of receipt copy from the destination. It is the responsibility of the sending DRMO to follow-up on delayed or lost shipments. Unless otherwise aware of a delay in shipment, e.g., host transportation **of unprocessed receipts**, the DRMO should follow-up with the destination if the receipt copy is not received within 30 days. Edited 30 Nov 2009.

C7.2.6.10.2.5 Once property is issued, accountable records can be cleared. Remove the DRMO to DRMO precious metals shipments from the DAISY accountable record utilizing the following *DAISY MENU* for material shipped to another DRMO:

C7.2.6.10.2.5.1 Go to the *Warehousing Menu.*

C7.2.6.10.2.5.2 Go to the *Inventory Maintenance Functions.*

C7.2.6.10.2.5.3 Go to the *Issue Property* Menu.

C7.2.6.10.2.5.4 Go to *Issue Property Another DRMO/PM Shipment.*

C7.2.6.10.2.5.5 Complete data fields.

C7.2.6.10.3. DRMO Receipt of Shipment.

C7.2.6.10.3.1 When a ***precious metals*** shipment is found to be in discrepancy upon receipt, issue a SF 364, if the weight variation exceeds the percentage tolerances or dollar value limitations established (see DLAR 4140.55). Issue Reports of Discrepancy (ROD) for shipments to the issuing DRMO. Send an information copy of all RODs which reflect weight shortages to the DES-Battle Creek Public Safety Division and DRMS-O. DRMOs must respond to a ROD within 21 calendar days, providing any and all available information. Also provide an information copy of the response to the DES-Battle Creek Public Safety Division. In all discrepancies where circumstances indicate a loss due to illicit activity (i.e., theft, diversions, or fraud), the receiving DRMO will immediately report the matter to the DES-Battle Creek Public Safety Division, who determines if investigative referral is warranted and make appropriate internal and external notifications. In matters where fraud is suspected, make the referral determination in conjunction with DRMS-G.

C7.2.6.10.3.2 When a shipment is received by a DRMO which is not consistent with the requirements or guidelines set forth in this section, the receipt copy returned to the shipping DRMO will specify those inconsistencies. This is a means of identifying to the shipping DRMO personnel problems of which they may, or may not, have been aware, such as host transportation deviation from requested shipment directions, omission of required data from

shipment documentation, or other circumstances which could have contributed to fraud or loss/theft of property while in transit.

C7.2.6.10.3.3 DRMOs receiving precious metals property from another DRMO must process the property as a receipt, e.g., XR1 or XR2. An interface from one DRMO to another, within DAISY, does not exist that writes an XR1 to the accountable record of the gaining DRMO when property is transferred (from another DRMO).

C7.2.6.10.4. Pickup of Precious Metals by a Recovery Contractor.

C7.2.6.10.4.1 Do not ship/release material to a recovery contractor without authorization from DRMS-BCP. The authorization results from the issuance of a delivery order and can be a message, letter, the delivery order, facsimile or telephone call. Authorization will instruct the DRMO of the type and quantities of material to be released, DRMS-BCP requisition number and any special instructions involving pickup of material. The following guidance applies for issuing property to a recovery contractor:

C7.2.6.10.4.2 Pack material in structurally sound containers with lids, banded to pallets. Annotate each container with the gross, tare, and net weights. Also mark containers with the SCL code, DRMO's RIC, and serially assigned number, e.g., 1 of 3, 2 of 3, 3 of 3. If the DRMO is not sure as to what type of containers can be utilized, review the precious metals recovery contract, or contact DRMS-BCP for clarification.

C7.2.6.10.4.3 Complete a DD Form 1348-1A for each SCL code to be picked up. Documentation must have the following information on the DD Form 1348-1A.

C7.2.6.10.4.3.1 SCL code, net weight and unit of issue (pounds for P-coded and grams for V-coded property).

C7.2.6.10.4.3.2 DRMS-BCP provided requisition number.

C7.2.6.10.4.3.3 Contract/Delivery Order/CLIN or SUBCLIN numbers.

C7.2.6.10.4.3.4 Complete DRMO and Contractor address.

C7.2.6.10.4.3.5 Noun description.

C7.2.6.10.4.3.6 Gross weight and piece count. (If unable to obtain the true net weight, annotate what makes up the weight on the document, such as, *"the VSF package net weight includes 2 plastic bags."*)

C7.2.6.10.4.3.7 Seal number that is placed on the transporter and annotate any old seal numbers from other DRMOs removed to allow loading.

C7.2.6.10.4.3.8 Signature and Date of DRMO person(s) outloading the property.

C7.2.6.10.4.4 Complete a packing list for each shipment. As a minimum, the packing list will contain identification of each container in that shipment and its gross, tare, and net weights.

C7.2.6.10.4.5 Give one copy of the DD Form 1348-1a and one copy of the packing list to the truck driver. Place three copies of the DD Form 1348-1a and a packing list in a water repellent packet and attach to the outside of the last container loaded of each respective SCL loaded, and if possible make packets visible and accessible when the truck is opened at the refining facility.

C7.2.6.10.4.6 DRMOs may only load a contractor's conveyance after receipt of a delivery order from DRMS-BCP. Contractors are under Government contract to pick up and process Government material; therefore, DRMOs should load vehicle in such a manner that material/containers arrive at the contractor's plant intact. The DRMO is encouraged to safely ensure the transporter's vehicle is fully utilized by means of double rowing and double stacking. The DRMO is also responsible for complete loading of transporter's vehicle, but any extra blocking or bracing of the shipment is the responsibility of the contractor. The DRMO will follow all safety procedures while loading.

C7.2.6.10.4.7 Verify contractor identification prior to loading material. Documentation provided should contain at a minimum, DRMS-BCP requisition number, contract identification, delivery order, CLIN numbers, type of material to be picked up and contractor's name.

C7.2.6.10.4.8 Each truck must be sealed after loading. DRMOs are authorized to break another DRMO's seal. Seals may be obtained from DRMS-BCP.

C7.2.6.10.4.9 Forward one copy of the completed, signed, dated, DD Form 1348-1a with a copy of the packing list to DRMS-BCP, preferably the same day as the loading.

C7.2.6.10.4.10 Refer any problems incurred during contractor pick up to DRMS-BCP.

C7.2.6.10.4.11 Any changes or deviations to the shipping instructions on a recovery contract stated in the paragraphs above will come from DRMS-BCP.

C7.2.6.10.4.12 Remove the DRMO precious metals contract shipments from the DAISY accountable record utilizing the following DAISY MENU for material picked up by a recovery contractor:

C7.2.6.10.4.12.1 Go to the Warehousing Menu.

C7.2.6.10.4.12.2 Go to the Inventory Maintenance Functions.

C7.2.6.10.4.12.3 Go to the Issue Property Menu.

C7.2.6.10.4.12.4 Go to Issue Precious Metal to Contractors.

C7.2.6.10.4.12.5 Select either "1" (Usable Precious Metals) or "2" (Scrap Precious Metals).

C7.2.6.10.4.12.6 Complete data fields.

C7.2.7. Abandonment and Destruction (A&D).

C7.2.7.1. Abandonment and Destruction of scrap property takes many forms and is a property disposal action in many programs. Typically, this is property with little or no market value in many instances, and is property having a negative value. Many of these A&D programs are designed to minimize or eliminate disposal costs. Specific A&D programs include: the Greening Program, Demanufacturing and Return to Manufacturer (RTM). General A&D operations include a variety of service contracts and landfill disposal. DRMS A&D programs are designed with reduction of solid waste disposal by landfill as an objective.

C7.2.7.2. *Demanufacturing.*

C7.2.7.2.1. DRMS uses donation in lieu of A&D as a method of accomplishing demanufacturing through the Federal Prison Industries (FPI) also known as UNICOR. UNICOR is a Government owned corporation and is a part of the Department of Justice/Bureau of Prisons. DRMS and UNICOR have a Memorandum of Agreement (MOA) that governs the services UNICOR will provide to DRMS in the environmentally responsible recycling and reuse of electronic office equipment. A copy of the MOA is available at: FPI MOA <http://www.drms.dla.mil/publications/suppdocs/fpimoa.pdf>. DRMOs must leave a copy of the DD 1348-1 on CPUs and laptops being shipped to FPI so that FPI can record the DRMO name, DTID#, manufacturer, model, serial # etc. as required by Addendum 2 to the DRMS/FPI MoA.

C7.2.7.2.2. Operational procedures in referring quantities to FPI, preparing shipments and accounting requirements are detailed at: FPI SOP <http://www.drms.dla.mil/publications/suppdocs/fpisop.pdf>.

C7.2.7.3. *Return to Manufacturing (RTM).* <https://www.drms.dla.mil/drms/intranet/scrap/scrap.htm>.

C7.2.7.3.1. Some material, including hazardous material, is suitable for a return to a manufacturing process in place of a waste disposal contract. These Return to Manufacturer agreements result in increased reuse and recycling while avoiding disposal costs. Operating procedures are detailed at: Section 4, Supplement 2, Environmental Program, Enclosure 4. Also see Section 3 under specific topic or item listed.

C7.2.7.3.2. RTM takes place after our sales efforts have failed or the property has been shown to attract no bids when sales have been attempted. Recycling efforts are intended to occur prior to disposal service contracts.

C7.2.7.3.3. Recycling efforts will continue to increase in the future, as additional low value commodities come under scrutiny to reduce solid waste disposal and increase recycling. Operating procedures are detailed at Section 4, Supplement 2, Environmental Program, Enclosure 4. Also, see Section 3 under specific topic or item listed.

C7.2.8. Scrap Venture (SV).

C7.2.8.1. The Defense Reutilization and Marketing Service (DRMS) has awarded a "proceeds sharing sales contract" for current and future generations of scrap property. The contract provides exclusive access to this material for a minimum of eighty-four (84) months, subject to both DRMS and the Contractor's options to cancel the contract earlier, if the Contractor does not achieve an objective minimum performance threshold. Property locations include multiple Department of Defense (DOD) installations throughout the Continental United States and Alaska.

C7.2.8.2. A group of locations in North Carolina, South Carolina, and Tennessee are retained as a control group. DRMOs in these locations will conduct scrap operations as usual, with sales functions performed by the Government. The Scrap Venture partner will operate all other locations.

C7.2.8.3. The SV POC personnel have the responsibility for the following:

C7.2.8.3.1. Receiving scrap into the DAISY record.

C7.2.8.3.2. Receiving and inspecting scrap material from generating activities.

C7.2.8.3.3. Receiving items which have been inspected by a Disposal Service Representative (DSR), and processing them as Downgrade to scrap upon receipt actions (XR3). If the DSR has made an incorrect assessment of the demil code, or other guidance has been provided, transfer the material to the MEO representative for processing as an XR1, usable receipt.

C7.2.8.3.4. Assuring that scrap accumulations do not contain any inappropriate items, such as demil required, hazardous materials, items containing refrigerants, etc.

C7.2.8.3.5. Weighing incoming scrap and scrap being sold by SV.

C7.2.8.3.6. Completion of the scrap yard inspection and documenting it in the DRMS Inspection Log CAMS Version on a weekly basis or as dictated by the CAMS.

C7.2.8.3.7. Preparing and processing shipments of scrap to the Central Demil Center (CDC), Demanufacturing contractor, and precious metals contractors, including preparation of the associated documentation for the shipment and DAISY transactions.

SECTION 2 - GENERAL PROCESSING

C8. ENVIRONMENTAL PROGRAM

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C8. ENVIRONMENTAL PROGRAM

C8.1. **General Provisions and Regulatory Compliance**

C8.1.1. Hazardous Property Definitions and Identification

C8.1.1.1. The purpose of this instruction is to provide DRMO personnel with guidance on handling, processing, and disposing of DOD excess and surplus property, which may be hazardous to human health and the environment. These types of property are normally regulated under Federal or state environmental and safety laws or applicable laws and regulations; and in international DRMOs by the DOD Executive Agent"s Final Governing Standard (FGS) for the host nation, or the DOD Overseas Environmental Baseline Guidance Document (OEBGD) where no FGS exists. In cases of inconsistency between this instruction and the OEBGD/FGS, the latter takes precedence.

NOTE: OCONUS frequently has separate guidance due to differing regulatory requirements as indicated above. The user is cautioned to look in each section of the Environmental chapter for these separate instructions.

C8.1.2. Hazardous Material (HM).

C8.1.2.1. Any material that is capable of posing an unreasonable risk to health, safety, and property during transportation. All hazardous materials appear in the Hazardous Material Table (49 CFR 172.101).

C8.1.2.2. DOT defines a number of hazard classes (e.g., flammable liquid, corrosive material, oxidizer, etc.), which establish the parameters a material must be measured against to determine if it is a hazardous material.

C8.1.2.3. DOT lists all hazardous materials in the Hazardous Materials Table (HMT) (49 CFR 172.101). Many materials are listed there by name; however, the table also contains general hazard class entries (e.g., flammable liquid N.O.S.) to cover any material not listed by name. The responsibility for proper item identification and description rests solely with the generating activity.

C8.1.2.4. Any item identified as HM by Occupational Safety and Health Administration (OSHA), the Toxic Substances Control Act (TSCA), or by any other Federal, state, or local agency or regulation.

C8.1.3. Hazardous Substances (HS).

C8.1.3.1. Hazardous Substances (HS) are considered to be any HM that requires a

report to the National Response Center when spilled. A list of reportable quantities can be found at 40 CFR 302.4 and 49 CFR 172.101, Appendix A.

C8.1.3.2. For identification purposes during transportation, HS is further defined as a material, including mixtures and solutions, that is included in the Appendix to the Hazardous Materials Table (HMT) (49 CFR 172.101) and meets or exceeds the reportable quantity listed in the appendix, in one package.

C8.1.4. Hazardous Waste (HW).

C8.1.4.1. Hazardous Waste (HW) is considered to be any item that is regulated under RCRA or state regulation as a hazardous waste. From a practical standpoint, if an EPA/state waste number (40 CFR Subpart C and Subpart D) can be assigned, the item is a hazardous waste. If it cannot be assigned it is not a hazardous waste.

C8.1.4.2. Before an item can be classed as a hazardous waste it must first be a solid waste. A solid waste defined at 40 CFR Part 261.2 is essentially any discarded material in any physical state (solid liquid, gas or combinations).

C8.1.4.3. A solid waste must meet one or more of the criteria listed below to be a hazardous waste:

C8.1.4.4. *Listed Wastes*. The solid waste is listed (or mixed with something listed) at 40 CFR 261, subpart D. Subpart D contains the following four lists:

C8.1.4.4.1. *261.31 - Hazardous Wastes from Non-Specific Sources*. These wastes are generally spent solvents, metal plating wastes that contain cyanides, wood preservative (pentachlorophenol) formulations, and some others. They are often referred to as the “F” (e.g., F001, F004, etc.) listed wastes. The F wastes are HW as soon as they are created, and as such will be received as HW from the generating activity.

C8.1.4.4.2. *261.32 - Hazardous Wastes from Specific Sources*. The “K” wastes are manufacturing or industrial processes wastes, and are also hazardous waste as soon they are created. “K” Listed wastes are generally not a DRMO disposal responsibility.

C8.1.4.4.3. *261.33 - Discarded commercial chemical products, off-specification species, container residues, and spill residues thereof*. These items consist of toxic “U”-listed wastes and acutely hazardous “P”-listed wastes. At turn in, they will usually be identified as HM and become HW only when discarded (i.e., after RTDS). Spill residue is an example of an exception to this policy.

C8.1.4.4.4. *Characteristic Wastes*. Items that are not listed (or mixed with something listed) in subpart D may still be a hazardous waste if they exhibit one or more of the characteristics identified in subpart C. The four characteristics are:

C8.1.4.4.4.1 *Ignitability (D001) 40 CFR 261.21*. A solid waste exhibits the characteristics of ignitability if a representative sample of the waste has any of the following properties:

C8.1.4.4.4.1.1 Is a liquid with a flash point of less than 140 degrees Fahrenheit.

C8.1.4.4.4.1.2 Is not a liquid and is capable of causing fire through friction, absorption of moisture or spontaneous chemical changes.

C8.1.4.4.4.1.3 Is an ignitable compressed gas as defined in 49 CFR 173.300. (iv) Is an oxidizer as defined in 49 CFR 173.151.

C8.1.4.4.4.2 *Corrosivity (D002) 40 CFR 261.22* - A solid waste exhibits the characteristic of corrosivity, if a representative sample of the waste has either of the following properties:

C8.1.4.4.4.2.1 It is aqueous and has a pH less than or equal to 2 or greater than or equal to 12.5.

C8.1.4.4.4.2.2 It is a liquid and corrodes steel at a rate greater than 6.35mm (0.25 inches) per year.

C8.1.4.4.4.3 *Reactivity (D003) 40 CFR 261.23* - A solid waste exhibits the characteristic of reactivity if a representative sample of the waste has any of the following properties:

C8.1.4.4.4.3.1 It is normally unstable and readily undergoes violent change without detonating.

C8.1.4.4.4.3.2 It reacts violently with water.

C8.1.4.4.4.3.3 It forms potentially explosive mixtures with water.

C8.1.4.4.4.3.4 When mixed with water, it generates toxic gases, vapors, or fumes in a quantity sufficient to present a danger to human health or the environment.

C8.1.4.4.4.3.5 It is a cyanide or sulfide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapors, or fumes in a quantity sufficient to present a danger to human health or the environment.

C8.1.4.4.4.3.6 It is capable of detonation or explosive reaction, if it is subjected to a strong initiating source or if heated under confinement.

C8.1.4.4.4.3.7 It is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure.

C8.1.4.4.4.3.8 It is a forbidden explosive as defined in 49 CFR 173.51, or a Class A explosive as defined in 49 CFR 173.53, or a Class B explosive as defined in 49 CFR 173.88.

C8.1.4.4.4.4 *Toxicity Characteristic (D004-D043) 40 CFR 261.24* - A solid waste exhibits the characteristic of toxicity if it contains toxic chemicals that can leach, as determined by the special laboratory test(s) defined in 40 CFR 261.24.

C8.1.4.4.5. *State Regulated Wastes.* If a waste is neither listed nor exhibits a characteristic, it may still be regulated as a hazardous waste. EPA has provided for states that have a program equivalent to the Federal RCRA standards to receive RCRA Authorization. This authorization allows the state to manage the hazardous waste program. It also allows them to impose more stringent requirements, one of which could be to designate additional wastes as hazardous. California, for example, has identified asbestos, PCBs, and "empty" containers as additional items that must be managed as hazardous waste in California. Unlike RCRA hazardous wastes, whether or not an item is a state regulated waste is entirely dependent upon the location where it is generated and/or disposed.

C8.1.5. <u>EPA-DOT Interface.</u>

C8.1.5.1. DOT and EPA use different hazard classification systems. It is important to understand the relationship between the two systems since EPA uses DOT‟s method for describing wastes on a manifest.

C8.1.5.2. DOT regulates the transportation of hazardous material, while EPA and/or a state agency regulate the disposal of hazardous waste. An item can be regulated by both at the same time, but not always. A hazardous waste is always a hazardous material, but the reverse is not always true.

C8.1.5.3. An item‟s characteristics must be evaluated against each system independently to make the determination. DOT and EPA both regulate liquids with low flash points.

C8.1.5.3.1. DOT has defined two classes, flammable liquids (flash point $\leq$ 140 degrees Fahrenheit) and combustible liquids (flash point $\geq$ 141 degrees Fahrenheit and < 200 degrees Fahrenheit). See 49 CFR Part 173.120.

C8.1.5.3.2. EPA, on the other hand, has identified only one category - ignitability (flash point < 140 degrees Fahrenheit.). See 40 CFR Part 261.21.

C8.1.5.4. DOT and EPA regulate many items. In some cases the relationship is exact. For instance, DOT "*oxidizers*" are included in EPA‟s definition of "*ignitability*". Therefore, an "oxidizer" will always be an "ignitable" when discarded.

C8.1.5.5. General guidance:

C8.1.5.5.1. An item may be a hazardous material, but not a hazardous waste.

C8.1.5.5.2. An item may be both a hazardous material and a hazardous waste.

C8.1.5.5.3. An item may not be a hazardous waste without also being a hazardous material.

C8.1.6. Management of HM/HW.

C8.1.6.1. The key is that whichever definitions are followed, the management and control of HM/HW will comply with applicable environmental laws and regulations. For example, an item that meets the definition of an EPA hazardous waste will only be sold to a buyer that can demonstrate the ability to handle the item in an environmentally safe manner.

C8.1.7. References.

C8.1.7.1. The following references are required at the DRMOs unless otherwise indicated. They will be obtained through normal procurement supply channels. *It is the responsibility of DRMS Operations (DRMS- O) to ensure each DRMO has the required references.*

C8.1.7.1.1. DOD 4160.21-M, Defense Materiel Disposition Manual.

C8.1.7.1.2. *OCONUS Only:* DOD Executive agents" Final Governing Standards (FGS) or DOD 4715.5-G, Overseas Environmental Baseline Guidance Document (OEBGD), 15 March 2000, in the absence of the FGS.

C8.1.7.1.3. DOD 6050.5-L DOD Hazardous Material Information Resources System (HMIRS)/-Hazardous Item Listing.

C8.1.7.1.4. DLAI 4145.11, Storage and Handling of Hazardous Material.

C8.1.7.1.5. DLAR 4145.25, Storage and Handling of Compressed Gases and Liquids in Cylinders, and of Cylinders.

C8.1.7.1.6. DLA One Book Safety Chapter

C8.1.7.1.7. DLA One Book Environmental Compliance

C8.1.7.1.8. DRMS-I 3020.I, DRMS Special Situation Reporting System.

C8.1.7.1.9. DRMS-I 4160.14 Operating Instructions For Disposition Management.

C8.1.7.1.10. Access to web based regulations 40, 49 and 29 CFR, and state regulations are acceptable. But it is recommended that DRMOs keep hard copies of 40 CFR Parts 260-299 and 49 CFR Parts 100-185.

C8.1.7.1.11. Current 29 CFR 1910, OSHA General Industry Standards.

C8.1.7.1.12. Copy of DRMO RCRA permit application or permit or international equivalent.

C8.1.7.1.13. Environmental/Safety Training Plan - See the DLA Career Guide found on the DLA Human Resources web page. It is managed by DTC, who manages all DRMS mandatory disposal training: http://www.dtc.dla.mil/env/section1.htm.

(From eWorkplace select *"life/career."* Under the Training box select *"Career Guides & Training Plans*", then select "*Environmental Hazardous Material/Hazardous Waste Training Plan,"* and finally, select *"Continue."*)

C8.1.7.1.14. DRMO Hazard Communication Standard Plan

C8.1.7.1.14.1 At least two of the following environmental/safety references:

C8.1.7.1.14.1.1 NFPA Fire Protection Guide on Hazardous Materials.

C8.1.7.1.14.1.2 Chemical Dictionary.

C8.1.7.1.14.1.3 NIOSH/OSHA Pocket Guide to Chemical Hazards.

C8.1.7.1.14.1.4 DOT Chemical Hazard Response Information System (CHRIS).

C8.1.7.1.14.1.5 Federal Facilities Compliance Strategy, (Yellow Book)

C8.1.7.1.15. Recommend DRMOs have a copy of host‟s Military component‟s environmental regulations.

C8.1.7.1.16. DOT 2000 North American Emergency Response Guide (published every 3 years)

C8.1.8. Labels.

C8.1.8.1. Labels that are not annotated with a DRMS Form number must be purchased by commercial means.

C8.1.9. International Requirements.

C8.1.9.1. With the exception of Hawaii and Guam, DRMOs receiving FEPP will use the

definition of HM contained in the DOD 4715.5-G "*Overseas Environmental Baseline Guidance Document (OEGBD)"* or the applicable Final Governing Standards (FGS), Chapter 5 in addition to definitions referenced herein. FGS follow the same format as the OEBGD, references to chapters and titles are the same for both publications. The OEBGD and most FGS can be found on the DENIX website.

C8.1.9.2. In addition to the references listed in paragraph C in the OEBGD, international DRMOs are required to maintain equivalent host nation references. The Executive Agent for each country is responsible for official translations of governing regulations. It is the responsibility of DRMS Operations (DRMS-O) to ensure that each international DRMO has the required references.

C8.2. **RCRA Facility Compliance.**

C8.2.1. Introduction.

C8.2.1.1. The Resource Conservation and Recovery Act (RCRA) provides "cradle-to-grave" management of hazardous wastes. The key provisions of the regulations include: criteria to determine which wastes are hazardous; a system to track wastes from point of generation to point of disposal; standards for the construction and operation of treatment, storage and disposal facilities; and guidelines for developing state hazardous waste management programs.

C8.2.1.2. The installation commander is responsible for developing and implementing a Hazardous Waste Management Plan to include the DRMO on the installation (DOD 4160.21-M, Chapter 10). This plan shall identify and implement hazardous waste management actions required by RCRA. The DRMO is responsible for providing input to the installation commander for their portion of the plan. The DRMO will comply with applicable portions of the Hazardous Waste Management Plan and ensure that internal operating procedures are consistent.

C8.2.1.3. The Forward Support Team (FST) Manager is responsible for ensuring the DRMO operates in accordance with RCRA.

C8.2.1.4. The DRMO Chief will ensure that inspections, safety precautions and actions, records, etc., as established in the installation's Hazardous Waste Management Plan are accomplished for hazardous property for which the DRMO has physical custody and accountability.

C8.2.1.5. Required support or assistance, that is available through the ISA at the host installation, will be provided to the DRMO upon request. When the costs warrant, reimbursement may be required.

C8.2.1.6. DRMOs that handle hazardous waste must conduct their activities according to RCRA. As the facility manager the DRMO must ensure compliance with RCRA regulations and applicable permit requirements at that facility. The RCRA regulations define and list hazardous wastes and establish standards for generators and storage facilities.

C8.2.1.7. The Federal regulations are minimum standards. States that have been granted primacy may have more stringent standards. DRMOs in states that have primacy will follow state regulations.

C8.2.1.8. DRMOs having RCRA permitted storage facilities shall accept physical custody of hazardous materials and wastes from serviced activities until allowable storage capacity is reached. HW shall receive priority for storage space. HM may be stored only when there are no immediate HW storage requirements. Serviced activities should provide the greatest advance notice possible to DRMOs of forthcoming generations to allow for capacity management by the DRMOs.

C8.2.1.9. For movement of property within DRMS, contact the DRMO for current permit status, storage capability, and information concerning acceptance of off-site waste.

C8.2.2. Hazardous Waste Determination.

C8.2.2.1. It is the responsibility of the generating activity to provide identification of hazardous property to the DRMO (DOD 4160.21-M, Chapter 10). This information may be determined by lab analysis or user's knowledge. When HP is turned in as a HW, it will be managed as a HW.

C8.2.2.2. When a DRMO with generator status receives HW, the 90-day time clock is based on the accumulation start date on the HW marking.

C8.2.2.3. When HP is turned in as a HM, fails RTDS, and meets the RCRA or state definition of a HW, it will be managed as a HW immediately upon failing the RTDS and Return to Manufacturer.

C8.2.3. Generator Requirements.
(40 CFR 262).

C8.2.3.1. DRMOs that do not receive off-site waste or store waste for no longer than 90 days are only subject to the generator requirements of 40 CFR 262. These include:

C8.2.3.1.1. Hazardous waste determination; 40 CFR 262.11 (paragraph C8.2.2. above)

C8.2.3.1.2. Obtaining and use of an EPA ID number; 40 CFR 262.12 (paragraph C8.2.5. below)

C8.2.3.1.3. Proper packaging, marking and labeling of wastes before shipment; 40 CFR 262 Subpart C (see paragraph C8.4.5.)

C8.2.3.1.4. Manifesting, reports, and records 40 CFR 262 Subpart B and D (see paragraphs C8.2.15, C8.2.16, C8.2.17, C8.2.19 and C8.4.5.)

C8.2.3.1.5. Compliance with on-site accumulation 40 CFR 262.34

C8.2.3.2. In addition, a DRMO that operates only as a hazardous waste generator is subject to the following standards in 40 CFR 265:

C8.2.3.2.1. *Container Management* (40 CFR 265 Subpart I). DRMOs will maintain a copy of an Inspection Log to record weekly inspections of container management areas. The log will include date/time of inspection, the signature of the inspector, and discrepancies found and corrective action taken. (See paragraph C8.2.13. of this chapter.)

C8.2.3.2.2. Instructions on closure in the instruction are deferred.

C8.2.3.2.3. *Preparedness and Prevention* (40 CFR 265 Subpart C) - See paragraph C8.2.9., this chapter.

C8.2.3.2.4. *Contingency Plan and Emergency Procedures* (40 CFR 265 Subpart D) - See paragraph C8.2.11, this chapter.

C8.2.3.2.5. *Personnel Training* (40 CFR 265.16) - See paragraph C8.2.10, this chapter.

C8.2.4. Facility Operating Standards.

C8.2.4.1. DRMOs that store HW longer than 90 days or receive HW from off-site is an operator of a HW storage facility. Under RCRA, there are two categories in which storage facilities may operate; interim status and permitted. DRMOs operating under interim status must comply with the standards in 40 CFR 265. DRMOs that operate under a RCRA Part B permit are subject to the requirements of 40 CFR 264 and 270. DRMOs operating under these two categories that ship waste off-site are also subject to the generator requirements of 40 CFR 262 as outlined in paragraph C8.2.3.

C8.2.4.2. *Interim Status*. Interim status is given to facilities that were in operation as of November 19, 1980 or have been brought under regulation as a result of an amendment to RCRA Subtitle C. Interim status allows a facility to continue operation until its Part B permit is approved.

C8.2.4.3. Permits.

C8.2.4.3.1. RCRA requires that owner/operators of hazardous waste storage facilities obtain a permit from EPA or an authorized state regulatory agency. RCRA permits for conforming storage facilities are a part of installation-wide permits. These permits are issued to the installation commander as the “owner” and the DRMS Director as the “operator” of the facility. It is the installation commander's responsibility to submit the permit application for the DRMO's facility to the regulatory agency.

C8.2.4.3.2. The RCRA permit application consists of two parts; the HW Permit Application Part A, EPA 8700-23 and the Part B Application. The Part B permit application typically consists of seven major sections:

C8.2.4.3.2.1 Facility Description. C8.2.4.3.2.2

Waste Characteristics. C8.2.4.3.2.3 Process

Information. C8.2.4.3.2.4 Procedures to

Prevent Hazards. C8.2.4.3.2.5 Contingency

Plan.

C8.2.4.3.2.6 Training Plan.

C8.2.4.3.2.7 Closure Plan.

C8.2.4.3.3. DRMS-BCP, in coordination with the DRMOs, and the host installation, are responsible for the preparation of the permit application for submittal to the regulator. The DRMO's role is to provide the information required, review draft applications, and to become totally familiar with the contents of the permit application. Permit applications submitted to a regulatory agency may require revisions during the regulator's review. Regulatory agencies may issue a Notice of Deficiency (NOD) on the permit application to the host installation that must be addressed. DRMOs will notify DRMS-BCP when a NOD has been issued and provide them with a copy. NODs will be addressed through a coordinated effort between the DRMO, DRMS-BCP and the host installation.

C8.2.4.3.4. DRMOs that operate under an approved Part B permit must comply with 40 CFR 264 and any additional conditions incorporated into the permit under 40 CFR 270. Many Part B permits contain additional requirements than those specified in 40 CFR 264. DRMOs that operate under a Part B permit must comply with the terms and conditions of the permit to be in compliance with RCRA. DRMOs with RCRA permitted storage facilities shall accept physical custody of only those HW that are listed in the current RCRA permit.

C8.2.4.3.5. Any change in the facility operational procedures, or type and quantity of wastes regulated under a permit will require a permit modification. A permit modification must be approved by the regulatory agency prior to implementing the change in order to remain in compliance with RCRA. DRMOs will notify DRMS-BCP and the host installation when a permit modification is required. Permit modifications will be addressed through a coordinated effort between the DRMO, DRMS-BCP and the host installation.

C8.2.4.4. Host Notification. DRMOs will immediately notify their host installation under the following situations:

C8.2.4.4.1. When a change to the RCRA permit is needed.

C8.2.4.4.2. Under any circumstances that may compromise installation compliance with environmental regulations. In these cases, the DRMO will always include what action is being taken to correct the situation.

C8.2.4.5. Notification to DRMS-BCP Concerning Permits or Modifications to Permits. Once the DRMO has received a Part B permit or proposed modification to a permit application the DRMO will immediately inform DRMS-BCP and provide a copy of these documents.

C8.2.5. EPA Identification Number.
(40 CFR 264/265.11).

C8.2.5.1. Use the EPA ID number of the generating activity for shipping waste received in place at an off-site generator; use the EPA ID number of the host facility for shipping waste generated by the DRMO or the host installation.

C8.2.6. Waste Analysis.
(40 CFR 264/265.13).

C8.2.6.1. The generating activity must identify hazardous property by providing the name and the amount of hazardous contaminants as required by DOD turn in requirements (see DOD 4160.21-M, Chapter 10).

C8.2.6.2. For purposes of compliance, the general waste analysis requirements set forth in 40 CFR 264.13 and 265.13 are identical. These regulations require the owner and operator of a storage facility to obtain the information needed to correctly identify the waste, to manage the waste appropriately, and to establish this protocol in a written waste analysis plan. Facilities that accept off-site hazardous wastes must include the verification testing (see paragraph C8.2.25.).

C8.2.6.3. DRMOs operating under a Part B permit or interim status, and international DRMOs that store HW for more than 90 days will have a written waste analysis plan. DRMOs under interim status and international DRMOs are not required to submit this plan to EPA, but must have it on file and available to any regulatory agency. The waste analysis plan and/or permit will be filed under the “Operating Record” of the environmental files. The waste analysis plan for a permitted DRMO is incorporated into the Part B permit. The waste analysis plan must include the following items:

C8.2.6.3.1. Parameters for testing and rationale for choosing them.

C8.2.6.3.2. Test methods.

C8.2.6.3.3. Sampling methods.

C8.2.6.3.4. Frequency of analysis.

C8.2.6.3.5. Waste analysis from off-site generators.

C8.2.6.3.6. Identification procedures for land ban restricted wastes.

C8.2.6.4. If there is a conflict between DRMS Instructions and the permit, follow the permit or permit application. Since waste analysis plans vary for each DRMO, the following three circumstances will determine which waste analysis plan should be followed:

C8.2.6.4.1. DRMOs operating under a Part B permit will follow the waste analysis plan included in the permit.

C8.2.6.4.2. DRMOs operating under interim status that have a Part B permit application prepared or submitted to a regulatory agency will follow the waste analysis plan in the permit application.

C8.2.6.4.3. DRMOs operating under interim status that do not have a Part B permit application prepared should work with DRMS-BCP to develop such a plan.

C8.2.6.5. DRMOs will submit a delivery order request (DOR) to their contracting officer to arrange for a laboratory to come and take samples and provide the DRMO with test results. DRMOs may be required to identify specific EPA test methods, as outlined in their Part B permit, to the contractor on the DOR. For example: If the permit states only EPA test method 1010 can be used to determine ignitibility, then only the permit specified test method must be used. Otherwise, the contractor will perform any tasking in accordance with 40 CFR 261, Appendices I, II and III. Once samples have been taken, the results should be provided within the timeframes outlined in the Part B permit/permit application and in the disposal contract.

C8.2.6.6. Land Disposal Restriction (40 CFR 268). The generator must test or use knowledge of the HW to determine if it is a restricted waste. For property turned in from off-site as a HW; e.g., spent solvents, the generating activity must indicate if it is a restricted waste. For HW generated by the DRMO, use the description provided by the turn in activity to determine if it is restricted. A restricted waste notification form must accompany CONUS off-site waste that is restricted. If it is determined the waste is restricted based upon user knowledge, all supporting data must be on file; e.g., DD Form 1348-1, MSDS, waste profile form (see Section 4, Supplement 2, Environmental Program, Enclosure 1).

C8.2.7. <u>Security.</u>
(40 CFR 264/265.14).

C8.2.7.1. The hazardous storage area of the DRMO must have a surrounding barrier with controlled entry that prevents the accidental entry.

C8.2.7.2. Red danger signs must be posted. The legend must read ***"DANGER-UNAUTHOR-IZED PERSONNEL KEEP OUT"*** in English and any other language predominant in the area. Facilities using existing signs may continue to use these only if the legend on the existing signs clearly indicates the two warnings. The sign legend posted in a foreign language

must also clearly indicate the two warnings. The signs must be legible from 25 feet. The signs must be placed on each side of the facility.

C8.2.7.3. In addition, the number of signs must be sufficient to be seen from any approach to the active portion. 40 CFR 264/265.17 specifies that signs with the legend ***"NO SMOKING"*** must be conspicuously placed wherever there is a hazard from ignitable or reactive waste. The language requirements stated in paragraph C8.2.7.2. above apply to the ***"NO SMOKING"*** sign. Smoking is prohibited while ignitable or reactive waste is being handled.

C8.2.7.4. For activities maintaining a permitted CSF, request *"Controlled Area"* designation from the installation commander in accordance with DLA One Book CAC & Military ID Card Issuance Program Chapter.

C8.2.8. Inspection.
(40 CFR 264/265.15).

C8.2.8.1. The regulations in 40 CFR Parts 264 and 265 are essentially identical and specify criteria for determining what to inspect and how often to inspect it. DRMOs operating under a Part B permit must follow the inspection procedures in their permit.

C8.2.8.2. Equipment and areas that must be inspected include: personal protective equipment, material handling equipment and emergency equipment, security equipment, building, container storage areas, and mobile equipment. Inspections of container storage areas must be conducted at least weekly. Areas subject to spills, such as loading and unloading areas, will be inspected daily when in use.

C8.2.8.3. Storage facility inspection results will be recorded on the Inspection Log (DRMS Form 1713). It is very important to document in the log any problems found and when, the date and nature of corrective action, the date and time of inspection, and the name of the inspector.

NOTE: 90-day storage facilities will use DRMS Inspection Log CAMS Version to document inspections.

C8.2.8.5. The DRMO is required to retain a written record of the inspection procedures and results for a minimum of 3 years.

C8.2.9. Preparedness and Prevention.
(40 CFR 264/265 Subpart C).

C8.2.9.1. DRMO HW storage facilities must be maintained and operated to minimize the possibility of a fire, explosion, or any unplanned release of HW or HW constituents. This requirement applies to all DRMOs.

C8.2.9.2. DRMO HP storage areas must be equipped with the following:

C8.2.9.2.1. An internal communication or alarm system, which can provide immediate emergency instruction (voice or signal) (OSHA requirements are at 29 CFR 1910.165).

C8.2.9.2.2. A telephone, intrinsically safe hand-held two-way radio, or other communication devices capable of summoning emergency assistance and rated for the hazard in accordance with 29 CFR 1910.303.

C8.2.9.2.3. Portable fire extinguishers, fire control equipment, spill control equipment, and decontamination equipment.

C8.2.9.2.4. Water at adequate volume and pressure to supply water hose streams, automatic sprinkler equipment, or water spray systems.

C8.2.9.3. Required equipment must be tested and maintained. Some of the equipment maintenance can be performed by the host installation under the ISA. (29 CFR 1910.165 and 1910.106).

C8.2.9.4. All personnel must have immediate access to an alarm or communication device either directly or through visual contact with another employee.

C8.2.9.5. Adequate aisle space must be maintained to allow unobstructed movement of personnel, fire protection equipment, and spill control equipment, and decontamination equipment. (Egress aisles should be at least three feet wide. Aisles must be arranged so no container is more than 12 feet from an aisle. Where storage is on racks, the main aisle space must be at least eight feet wide and at least four feet between racks. Aisle space must be sized to accommodate the MHE used by the DRMO.)

C8.2.9.6. The DRMO, through their host, must make arrangements with local authorities to handle contingencies. Where local authorities decline to enter into such arrangements, their refusal must be documented in the operating record. These arrangements are usually addressed in the host contingency plan or other emergency plan.

C8.2.10. Personnel Training.
(40 CFR 264/265.16 and 29 CFR 1910.120/1910.1200).

C8.2.10.1. DRMO personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them how to ensure compliance with RCRA. RCRA training must be given within 6 months of employment or assignment to the facility. OSHA requires that employees be trained before they are permitted to engage in hazardous waste operations that could expose them to hazardous substances, safety, or health hazards. In addition, the Forward Support Team Manager will ensure facility personnel receive an annual review of RCRA/OSHA training.

C8.2.10.1.1.1 See the DLA Career Guide found on the DLA Human Resources web page. It is managed by DTC, who manages all DRMS mandatory disposal training: fulfills regulatory requirements for environmental and safety training. It contains the mandatory

training courses for DRMO personnel. All new Part B permits and permit modifications shall reflect the current information in this training. Supervisors are required to assign appropriate training roles for employees as outlined in https://www.drms.dla.mil/drms/intranet/training/jobcheck/drmstraining.xls

NOTE: DRMS is a "Service Center."

C8.2.10.2. Employee training records must be documented to show that employees have received all required training. In the event mandatory training has lapsed or a new hire is brought onboard, the Environmental Letter of Memorandum (4160.14, Section 4, Supplement 2, Enclosure C8), will be placed in the official training file on-site, until mandatory training has been completed. Repeat findings may result in a letter to the DSD, from HQ DLA Disposition Services. Employee training records will be maintained at the employee's Permanent Duty Station. If the employee assists another sited with in Temporary Duty status, and the site is later inspected for compliance, the inspector may request a copy of the employee's training records from the employee's Permanent Duty Station for that time-frame." (Edited Oct 2012)

C8.2.10.3. The Part B permit application must reflect the DLA Career Guide Training (http://www.dtc.dla.mil/env/section1.htm) as adapted to the positions/personnel at the DRMO.

C8.2.10.4. See Paragraph C8.2.21 of this chapter and C8.27 for more detailed information on training requirements and record keeping.

C8.2.11. Contingency Plan and Emergency Procedures.
(40 CFR 264/265 Subpart D).

C8.2.11.1. The DRMO must have a written contingency plan that specifies actions and procedures for fire, explosion, or any other release of HW.

C8.2.11.1.1. DRMOs operating under a Part B permit: the contingency plan and procedures are part of the permit and must comply with 40 CFR 264.

C8.2.11.1.2. DRMOs that have a Part B application: the contingency plan is included in the permit application.

C8.2.11.1.3. DRMOs operating under interim status, generator status or internationally are not required to submit this plan to the regulatory agency, but must maintain a copy of the plan in their operating files.

C8.2.11.2. The development of the contingency plan is a host installation requirement and should cover tenant activities. The DRMO must be familiar with the host installation procedures. The plan must be updated whenever there are any changes. DRMOs should review the plan periodically to ensure that it adequately addresses the DRMO's operation and is up-to-date. The plan must include:

C8.2.11.2.1. Arrangements with local authorities (fire, police, hospitals).
C8.2.11.2.2. Documented refusal of local authorities to participate.

C8.2.11.2.2.1 The plan must be distributed to local authorities involved in the plan. The host installation must have a designated emergency coordinator to respond to incidents at the DRMO. DRMOs operating under a Part B permit must work with the host installation to ensure that required modifications are made to their permit when changes to the contingency plan are needed.

C8.2.11.2.3. Initial actions related to spill control outlined in the contingency plan must be posted at strategic locations at the DRMO.

C8.2.12. Closure.
(40 CFR 264/265, Subpart G).

C8.2.12.1. The closure regulations were developed to ensure that facilities are closed in a manner that minimizes the need for future maintenance and the potential for the future escape of hazardous waste. DRMOs operating under permitted or interim status must have a written closure plan. For a permitted facility, the written closure plan is incorporated into the Part B permit. Interim status facilities are required to have a written closure plan on-site and available for review. Interim facilities are required to submit this plan only upon request by the regulatory agency. A generator is not required to have a written closure plan, but must comply with 40 CFR 265.111 and 265.114. A DRMO that is in the process of closure will have a copy of the closure plan on file and ensure they are in compliance. Closure plans and changes for DRMOs will be addressed through a coordinated effort among the DRMO, DRMS-BCP and the host installation.

C8.2.12.2. The closure plan must address how each hazardous waste unit, such as a container storage area, will be closed to meet the closure performance standard. The closure plan should include:

C8.2.12.2.1. An estimate of the maximum inventory of hazardous waste.

C8.2.12.2.2. A detailed description of the steps needed to remove or decontaminate waste residues and containment system components.

C8.2.12.2.3. Methods for sampling and analyzing surrounding soils to determine the extent of decontamination.

C8.2.12.2.4. An estimate of the expected year of closure and a schedule for closure operations (including milestone dates).

C8.2.12.2.5. When and how the plan will be amended.

C8.2.12.3. The day-to-day operations of a facility can have a significant impact on the ease with which closure can be implemented. Proper hazardous waste management procedures that include the diligent implementation of waste analysis plans; personnel training plans, preparedness, prevention, and contingency plans; and good housekeeping can significantly contribute toward meeting the closure performance standard.

C8.2.12.4. Partial Closures. For most TSD facilities, either EPA or the state must be notified if a part of the active portion of a facility is going to be closed. In addition, regulatory authorities must be notified prior to the start of complete facility closure. But, there are no similar notification requirements for the partial closure of a portion of a container storage facility. The adequacy of such partial closure activities is ultimately evaluated when the full closure plan is reviewed. As a result, it is critical for the DRMO to document the activities with DRMS-BCP and the host installation during partial closure.

C8.2.12.5. The host installation or DRMO must amend the closure plan whenever:

C8.2.12.5.1. Changes in operating plans or facility design affect the closure plan.

C8.2.12.5.2. There is a change in the expected year of closure.

C8.2.12.5.3. In conducting partial or final closure, unexpected events require a modification of the closure plan.

C8.2.12.5.3.1 Any change to the closure plan for a DRMO operating under an approved Part B permit will require a permit modification. DRMOs operating under interim status may amend the plan at any time. If a DRMO operating under interim status has submitted their closure plan they must submit a written request to the regulatory agency for approval to modify the closure plan.

C8.2.13. Storage / Container Management.
(40 CFR 264/ 265.170-177, Subpart I and 264/ 265.17, Subpart B)

C8.2.13.1. DRMOs operating under a Part B permit must comply with the 40 CFR 264 Subpart I and any other permit condition relating to container management that may be included in their permit. DRMOs operating under interim status or as a generator only will comply with 40 CFR 265 Subpart I. The regulations governing container management are similar except that the 264 standards require a containment system while the 265 standards do not.

C8.2.13.2. The DRMO must store hazardous waste within the following parameters:

C8.2.13.2.1. Containers must be closed and in good condition during storage.

C8.2.13.2.2. Waste must be compatible with the container.

C8.2.13.2.3. Containers must not be handled in any manner that could cause the container to leak.

C8.2.13.2.4. At minimum, weekly inspections of container storage areas must be conducted, discrepancies and corrective actions noted.

C8.2.13.2.5. No containers with ignitable or reactive waste may be within 50 feet of property line.

C8.2.13.2.6. Incompatible wastes must be separated from each other by means of a dike, berm, wall, or other device.

C8.2.13.2.7. Special requirements for ignitable, reactive, or incompatible waste include:

C8.2.13.2.7.1 Separation and protection from sources of ignition.

C8.2.13.2.7.2 Confinement of smoking and open flames to designated locations during handling.

C8.2.13.2.7.3 **"NO SMOKING"** signs posted conspicuously in areas of ignitable or reactive waste management.

C8.2.13.2.7.4 Management to prevent generation of heat, pressure, fire, explosion, toxic mists, or through any other means, which would threaten human health or the environment.

C8.2.13.2.8. Also, see this section, Chapter 1, Logistics Program, Logistics Storage for additional information on storage of HM.

C8.2.13.2.9. Hazardous waste received from off-site must comply with the packaging, marking, and labeling requirements of DOT, 49 CFR 100-177.

C8.2.13.3. DRMOs operating under a RCRA Part B permit must have a containment system, must be an impervious structure with sufficient capacity to prevent the release of spills, leaks and accumulated precipitation to the environment.

C8.2.13.4. In addition to the requirements of 40 CFR 264/265 Subpart I listed above, all DRMOs regardless of their RCRA status must also follow these additional storage requirements:

C8.2.13.4.1. The date upon which each period of accumulation begins is clearly marked and visible for inspection on each container (40 CFR 262.34(a)(2)).

C8.2.13.4.2. While being accumulated on-site, each container and tank is labeled or marked clearly with the words *"Hazardous Waste"* (40 CFR 262.34(a)(3)).

C8.2.13.4.3. *Date Placed in Storage*. Land Disposal Restricted waste must be clearly marked to identify its contents and the date each period of accumulation begins placed in storage (40 CFR 268.50(a) (2)(i)).

C8.2.14. <u>Hazardous Waste Log.</u>
(40 CFR 264/265.73 & APPENDIX I)

C8.2.14.1. DRMOs operating under a Part B or interim status and international DRMOs that store HW are required to keep an operating record at the facility. The record keeping requires certain information to be recorded as it becomes available, and maintained in the operating record until closure. (See paragraph C8.2.19. for a complete description of record keeping.)

C8.2.14.2. Use DRMS Form 1712 or an automated equivalent to keep a record of all hazardous waste handled by the DRMO to meet part of the record keeping requirements. A regulator should approve use of an automated system prior to implementing it. For each receipt of waste (or generation when HM is declared to be HW), enter the following information on the log. Information is taken from the DD Form 1348-1/1A or automated format or incoming manifest and must consist of the following:

C8.2.14.2.1. Turn in Document Number and NSN/LSN.

C8.2.14.2.2. Generator data.

C8.2.14.2.3. Description of the HW received that includes its common name and process from which it came.

C8.2.14.2.4. Physical description; i.e., solid, liquid, contained gas.

C8.2.14.2.5. EPA Handling Code (S01 for storage).

C8.2.14.2.6. Receipt manifest number.

C8.2.14.2.7. EPA hazardous waste code.

C8.2.14.2.8. Manifest reported weight, or volume and density in one of the units of measure in 40 CFR 264/265 Appendix I, Table 1.

C8.2.14.2.9. Dates of storage and location.

C8.2.14.2.10. The location of each HW in storage including a cross-reference to the manifest (or DD Form 1348-1/1A), which accompanied the waste on turn in.

C8.2.14.2.11. Disposition data, including disposal manifest number or requisition document and notification (i.e., LDR).

C8.2.15. <u>Manifests and Manifest Discrepancies.</u>

C8.2.15.1. When waste is received from off-site, the DRMO must:

C8.2.15.1.1. Sign and date each copy of the manifest to certify that the HW was received.

C8.2.15.1.2. Note any significant discrepancy.

C8.2.15.1.3. Give the transporter a copy of the manifest.

C8.2.15.1.4. Send a copy of the manifest to the generator within 30 days.

C8.2.15.1.5. Keep a copy on record (Environmental Disposition Records).

NOTE: A significant discrepancy in quantity is (1) 10 percent for bulk waste; and (2) any discrepancy in piece count for containerized waste. A significant discrepancy in type is an obvious difference, which is discovered by inspection or waste analysis.

C8.2.15.2. The DRMO must attempt to resolve discrepancies with the generator. If not resolved within 15 days, the DRMO must notify EPA by letter and include a description of the discrepancy, attempts to reconcile it, and a copy of the manifest.

C8.2.15.3. When waste is shipped off-site, the manifest requirements for generators must be followed. (See C8.2.3.1. and C8.4.5.4. this chapter.)

C8.2.16. Land Disposal Restrictions.
(See Section 4, Supplement 2, Chapter 8, Enclosure 1).

C8.2.17. Exception Report
(40 CFR 262.42).

C8.2.17.1. Individual state requirements may be more stringent. An exception report will be filed with the appropriate EPA Regional Administrator, if the DRMO has not received a signed copy of the manifest from the designated facility within 45 days of the date the waste was accepted by the initial transporter. This requirement applies to all DRMOs regardless of their RCRA status (except those that are considered small quantity generators). Small quantity generators will file an exception report with the appropriate EPA Regional Administrator within 60 days of the date the waste was accepted by the initial transporter.

C8.2.18. Biennial Report.
(40 CFR 262.41).

C8.2.18.1. The DRMO must provide information to the host installation on the amount of waste generated by calendar year to enable the host installation to prepare the biennial report. This report is due to the regulatory agency by March 1 for even numbered years. Some states require submission of this report annually. The following information must be included:

C8.2.18.1.1. EPA identification number, name and address of each off-site TSDF to which waste was shipped (EPA identification number not required for international shipments.)

C8.2.18.1.2. Name and EPA identification number of each transporter used during the reporting year for shipments to a TSDF (EPA identification number not required for international shipments.)

C8.2.18.1.3. A description, waste code(s), DOT hazard class, and quantity of each HW shipped off-site to a TSDF. List this information by EPA identification number of TSDF. International DRMOs need not list waste codes or DOT hazard classes unless the DRMO retrogrades HW. International DRMOs that do not retrograde will list the host country DOT equivalent hazard class.

C8.2.18.1.4. Waste minimization efforts.

C8.2.18.1.5. Waste minimization achievements.

C8.2.18.1.6. Certification signed by authorized representative.

C8.2.18.2. International DRMOs will maintain equivalent data in paragraphs C8.2.18.1.1. through 8.2.18.1.6. above and coordinate with host installations.

C8.2.19. Unmanifested Waste Report.
(40 CFR 264.76/265.76).

C8.2.19.1. If a situation occurs that off-site waste is received by a DRMO without a manifest and the waste is coming from a generator who is not a conditionally-exempt small quantity generator (CE-SQG), the DRMO must prepare an unmanifested waste report. The unmanifested waste report must be prepared by the DRMO and provided to the host installation for submittal to EPA within 15 days after receiving the waste. The unmanifested waste report must be submitted per state instructions in 40 CFR 265.76. The report must include the following information:

C8.2.19.1.1. EPA identification number and address of the facility (DRMO).

C8.2.19.1.2. The date the facility (DRMO) received the waste.

C8.2.19.1.3. The EPA identification number, name and address of the generator and transporter, if available.

C8.2.19.1.4. A description and the quantity of each unmanifested hazardous waste received.

C8.2.19.1.5. The method of storage for each waste.

C8.2.19.1.6. A certification signed by the owner (host) or their authorized representative.

C8.2.19.1.7. A brief explanation of why the waste was unmanifested, if known.

C8.2.19.2. Conditionally exempt small quantity generators (CESQG) are excluded from the manifest requirements. If a DRMO receives hazardous waste from an off-site generator that qualifies as a conditionally exempt small quantity generator, the DRMO should obtain a certification from the generator that their waste is excluded from the manifesting requirements under the CESQG provision of 40 CFR.

C8.2.20. Used Oil Requirements.
(40 CFR Part 279) - (See C8.18.)

C8.2.21. Record Keeping.
(40 CFR 262 Subpart D, 264/265 Subpart E).

C8.2.21.1. General Requirements.

C8.2.21.1.1. RCRA record keeping requirements are site specific. DRMOs having physical custody of and generating HW must separately maintain the appropriate records, documents and reports discussed within this chapter. For items received in place, DRMOs must coordinate with the host installation to determine who will maintain records. It is the responsibility of the DRMO to make sure coordination takes place.

C8.2.21.1.2. The types of records are determined by the RCRA status of the DRMO. DRMOs who generate hazardous waste must comply with all record keeping requirements of 40 CFR 262 Subpart D unless they are a small quantity generator. A DRMO that is a small quantity generator (does not accept off-site waste and generations are between 100 and 1,000 kg/mo) is subject to the requirements of 262 Subpart D except for exception reports on manifests and biennial reports. (See 40 CFR 262.44 for specific requirements.)

C8.2.21.1.3. In addition to the requirements of 40 CFR 262 Subpart D, DRMOs operating under.

C8.2.21.1.3.1 Interim status DRMOs will comply with 40 CFR 265 Subpart E.

C8.2.21.1.3.2 Part B permit must comply with 40 CFR 264 Subpart E and any other requirement in their Part B permit.

C8.2.21.1.4. Records and documents will be filed according to DLA One Book Records Management Chapter. DRMOs will maintain records longer if mandated by state regulations.

C8.2.21.1.5. Records and documents must be readily accessible to any regulatory agency during an inspection.

C8.2.21.2. DRMOs will maintain the following records:

C8.2.21.2.1. *Generator/Facility* *Environmental Disposition Records*. Develop a system to access the manifests by manifest number. Place the retained generator's copy of the manifest in the *"Manifests Shipped-Suspense"* file until the completed manifest is received. Remove the copy from the suspense file and place the completed manifest and manifest related attachments (e.g., notifications/demonstrations) in the *"Manifests Shipped-Completed"* file. The suspense copy may be discarded. In lieu of a paper *"Manifests Shipped-Suspense"* file, DRMOs can use the SHIP out-of-date report to track suspensed manifests if properly entering BOSS PMF screens at time of removal then using the SHIP PMF return date option to clear suspensed manifests.

C8.2.21.2.2. Generator/Facility Environmental Reports:

C8.2.21.2.2.1 *RCRA Biennial Report*. This report must be prepared and submitted by March 1 for each even numbered year. Some states may require this report to be prepared and submitted on an annual basis.

C8.2.21.2.2.2 *Exception Report*. A letter must be sent to the EPA Regional Administrator within 45 days advising that the DRMO has not received a signed, completed copy of the manifest from the TSDF to which the property was sent. The letter will include any efforts taken to resolve the issue. A copy should be provided to the off-site generator.

NOTE: Individual state requirement may be more stringent.

C8.2.21.2.2.3 *Additional Reports.* The DRMO is responsible for submitting additional data to its host installation when the host installation must report to Federal or state regulatory agencies on HW management practices for which the DRMO is responsible. The frequency and content of such reports is dependent upon the nature of the required report. The DRMO must request that the host installation notify the DRMO, in writing, detailing the requirement for the report and the frequency of such reports; and describe in detail the information which is to be included in the report.

C8.2.21.2.3. Generator/Facility Environmental Operating Records:

C8.2.21.2.3.1 Records of any test results, waste analysis, HWPS, or other determinations used to support the identification of the wastes.

C8.2.21.2.3.2 *Environmental Plans and Procedures.* A copy of emergency plans/procedures, Contingency Plan, Spill Prevention Control and Countermeasures Plan (SPCC), etc. under which the DRMO is covered.

C8.2.21.2.3.3 *Spill Records*. All documents related to an incident involving a spill of HW, which involves implementation of the Contingency Plan, Spill Prevention Control and Countermeasures Plan, or any other emergency plan/procedures.

C8.2.21.2.3.4 *Training Records*. The following documents relating to training must be maintained in the environmental training records (40 CFR 264/265.16). Training

records on current employees must be kept until closure of the facility. Training records on former employees must be maintained for at least 3 years from the date they last worked at the DRMO.

C8.2.21.2.3.4.1 The job title for each position at the facility related to HW management, and the name of the employee filling each job.

C8.2.21.2.3.4.2 A written job description for each position. This description may be consistent in its degrees of specificity with descriptions for other similar positions in the same company location or bargaining unit, but must include the requisite skill, education, or other qualifications, and duties of employees assigned to each position.

C8.2.21.2.3.4.3 A written description of the type and amount of both introductory and continuing training that will be given to each person filling a position.

C8.2.21.2.3.4.4 Records that document that the training or job experience required has been given to, and completed by, facility personnel.

C8.2.21.2.3.4.5 Training records on current personnel must be kept until closure of the facility; training records on former employees must be kept for at least 3 years from the date the employee last worked at the facility. Personnel training records may accompany personnel transferred with the same company.

NOTE: DRMOs do not need to keep hard copies of documents (e.g., position descriptions and the DLA Career Guide Training) in the training file. DRMOs must be capable of accessing and printing these documents at any time.

C8.2.21.2.3.5 *Land Disposal Restrictions.* Generators must retain a copy of all notices, certifications, demonstrations, waste analysis data and any other documentation produced to support compliance with 40 CFR 268. These records must be maintained for 3 years. International DRMOs will not have notifications, certifications or demonstrations for the file, but they will document in the file that land disposal restrictions have been implemented; e.g., copy of disposal contract with land disposal restriction clause.

C8.2.21.2.3.6 *Other Records.* The DRMO may supplement this system with additional working files it may consider necessary or desirable to properly manage or administer the HM/HW mission responsibilities.

C8.2.21.2.3.7 PCB Records.

C8.2.21.2.3.7.1 The PCB regulations (40 CFR 761.65(a) (4)(b)(2)) allow for alternate storage of PCB items and PCBs in a RCRA interim or fully permitted facility. PCBs may be stored in the facility only if PCBs are listed in the permit as being accepted for storage.

C8.2.21.2.3.7.2 Records will be maintained for PCB items or PCBs stored in a RCRA interim or fully permitted facility. PCB record keeping and reporting guidance is found in Section 3, PCBs, Recordkeeping.

C8.2.21.2.3.7.3 Reporting requirements, spill cleanup, and decontamination procedures and record keeping requirements for managing PCB spills are found at Section 4, Supplement 2, Chapter 8, Enclosure 2.

C8.2.21.2.3.8 *Used Oil Records*. The following used oil records must be maintained by the DRMO to comply with 40 CFR 279.

C8.2.21.2.3.8.1 Used Oil Log.

C8.2.21.2.3.8.2 Certification Notice.

C8.2.21.2.3.8.3 Invoice.

C8.2.21.2.3.8.4 Waste Analysis Records: Copies of analysis or other information used to determine that used oil meets the specification for used oil fuel.

C8.2.21.3. In addition to the 40 CFR 262 requirements, DRMOs operating under interim status or under a RCRA Part B permit must comply with the additional record keeping requirements of 40 CFR 265/264 Subpart E. DRMOs operating under a RCRA Part B must be aware that there may be additional record keeping requirements included in their permit.

C8.2.21.3.1. Facility Environmental Disposition Records:

C8.2.21.3.1.1 *Manifest Received* (40 CFR 264/265.71): After receipt of waste, return a signed receipt copy of the manifest to the generator and place a copy in the file.

C8.2.21.3.1.2 *Manifest Discrepancies* (40 CFR 264/265.72): Copies of any record/correspondence used in solving a manifest discrepancy.

C8.2.21.3.2. *Facility Environmental Reports*: *Unmanifested Waste Report* (40 CFR 264/265.76). If the DRMO receives unmanifested waste from anyone other than a bonafide, conditionally-exempt small quantity generator; any supporting documents and a copy of the unmanifested waste report will be maintained in this file.

C8.2.21.3.3. Facility Environmental Operating Records:

C8.2.21.3.3.1 *Hazardous Waste Log* (DRMS Form 1712) - (40 CFR 264/265.73(b)(1)).

C8.2.21.3.3.2 *Inspection Log* (DRMS Form 1713) - (40 CFR 264/265.15).

C8.2.21.3.3.3 Written Waste Analysis Plan - (40 CFR 264/265.13).

C8.2.21.3.3.4 *Notices* (40 CFR 264.12): A letter or document sent by a TSDF to an off-site generator which informs the generator as to what types of waste the TSDF will accept. The requirement to provide notices apply only to DRMOs regulated under 40 CFR 264; e.g. Part B permit. Since the DRMO is considered both a generator and a TSDF, two sets of notices may apply:

C8.2.21.3.3.4.1 Notices the DRMO sends its off-site generators should be maintained in the "*Notices to Off-Site Generator*" file.

C8.2.21.3.3.4.2 The DRMO may receive a notice from another TSDF. If this should occur, the notice must be maintained in the "*Notices from TSDF*s" file. Such a notice might state the types of property the TSDF can accept and the condition under which it will accept property.

C8.2.21.3.3.5 *Notifications/Permits*. All notification and/or permits supporting the position that the DRMO is a TSDF. This will include the Part A and/or Part B permit applications or the RCRA Part B permit.

C8.2.21.3.3.6 *Certification* (40 CFR 264.73(b) (9)):

C8.2.21.3.3.6.1 DRMOs operating under a Part B permit must have a certification, which is renewed annually. This certification must state that the DRMO/host has a waste minimization program in place, to reduce the volume and toxicity of hazardous wastes generated to the degree determined to be economically practicable. It also must show the method used for storage is a practical method currently available to the DRMO/host. The method used for storage must minimize the present and future threat to human health and the environment.

C8.2.21.3.3.6.2 DRMOs will meet this requirement by obtaining that part of each installation's operating record that contains the waste minimization certification or by obtaining a letter from each installation certifying it has a waste minimization program in place.

C8.2.21.4. Official Environmental Regulatory Inspections (EPA/State/Local).

C8.2.21.5. Inspections and subsequent reports shall be managed and reported in accordance with Section 4, Supplement 2, Chapter 8, Enclosure 3, Attachment 1.

C8.2.22. <u>Military Service Inspections.</u>

C8.2.22.1. Inspections shall be managed and reported in accordance with DRMS-I 3020.1, Enclosure 4.

C8.2.23. <u>Base Closings and Clean-Up Actions.</u>

C8.2.23.1. Base closings fall under the purview of DOD policy and procedures in the

U.S. and internationally.

C8.2.23.2. Cleanup of past contamination from DOD hazardous waste operations is normally a host installation responsibility.

C8.2.23.3. DRMS-BCP will coordinate with legal counsel before taking final actions on cleanups or closure requirements. As a minimum the DRMS should be prepared to:

C8.2.23.3.1. Advise the host installation if a spill occurs at a DRMO.

C8.2.23.3.2. Make available, not conceal, information regarding possible contamination at a DRMO site.

C8.2.23.3.3. Cooperate with the host, in the event a DRMO closes or relocates, but the base does not by advising the host installation in writing and reminding the host of the need for a site survey. The decision of what to do remains with the host.

C8.2.23.3.4. Cooperate with the host, if the host installation closes, by providing available information about the tenant DRMO facility as required by the host installation authorized representative.

C8.2.23.3.5. Protect sensitive information regarding spills, possible contamination, remediation actions and closures from unnecessary disclosures through the use of "*For Official Use Only*" (FOUO) marking or appropriate classification.

C8.2.24. Verification Testing.

C8.2.24.1. Verification testing is generally required for Part B or Interim Status hazardous waste storage facilities that accept off-site waste. The verification testing is performed in accordance with the permit application requirements.

C8.2.24.2. Verify that labels and markings on the containers agree with DTID and accompanying documentation.

C8.2.24.3. No verification testing is required for HM.

C8.2.24.4. Verification testing is required for off-site generated HW, but some permits may require verification testing on both on-site and off-site HW.

C8.2.24.5. Selecting containers of HW to be sampled and analyzed. Sampling and analysis will be done by other than DRMO personnel (e.g., through the disposal contract).

C8.2.24.5.1. Frequency of testing:

C8.2.24.5.1.1 For off-base generating activities transferring property to the DRMO once or more per month, perform sampling once per month.

NOTE: Sampling will be as stated in the RCRA permit covering the DRMO.

C8.2.24.5.1.2 For off-base generating activities transferring property to the DRMO less than once per month, perform sampling at each turn in.

NOTE: Sampling will be as stated in the RCRA permit covering the DRMO.

C8.2.24.5.2. Determining the number of containers to be sampled: Use the methodology outlined in the Part B permit application to determine the number of containers to be sampled.

C8.2.24.5.3. Make the containers to be sampled accessible to the person doing the sampling.

C8.2.24.6. Processing the resulting analyses:

C8.2.24.6.1. If results verify the generating activity identification, then accept the shipment.

C8.2.24.6.2. If results do not verify the generating activity identification, manage the shipment in accordance with the permit application requirements.

C8.2.24.6.3. Maintain the analytical results in the waste analysis record section of the facility-operating log.

C8.2.25. International Requirements.

C8.2.25.1. DRMOs Receiving FEPP (C1.8.1.3) shall comply with the requirements in the country-specific FGS, Chapter 5, Hazardous Materials, Chapter 6, Hazardous Waste, and Chapter 14, Polychlorinated Biphenyls, or in its absence, with the requirements specified in the OEBGD. In addition, DRMOs receiving FEPP shall conform to the Military Service requirements of the host installation.

C8.2.25.2. In the absence of OEBGD/FGS direction in the applicable chapters, DRMOs Receiving FEPP shall apply procedures as directed in this chapter, with the exception of RCRA specific requirements, e.g., land disposal restriction notifications. If those procedures cannot be implemented due to special circumstances within the DRMOs host nation or installation, the DRMO shall apply for a waiver to the requirements from DRMS-O. Waivers will be reviewed and appropriate action taken on a case-by-case basis.

C8.3. **Military Munitions Rule (MMR).**

C8.3.1. Background Information:

C8.3.1.1. The United States Environmental Protection Agency issued a final Military

Munitions Rule (MMR) (62 FR 6622), now incorporated in 40 CFR Subpart M, Military Munitions, Part 266.200-266.206, that identified when DOD conventional and chemical ammunitions become subject to management as hazardous waste under the Resource Conservation and Recovery Act (RCRA). The effective date for the final rule was August 12, 1997.

C8.3.1.2. The MMR and the regulation, 40 CFR Subpart M, Military Munitions, address:

C8.3.1.2.1. when unused or used munitions become a waste.

C8.3.1.2.2. when munitions are not a waste.

C8.3.1.2.3. storage requirements of waste munitions and explosives.

C8.3.1.2.4. transportation requirements for waste military munitions.

C8.3.1.2.5. emergency response incidents involving munitions and explosives.

C8.3.1.2.6. In addition, the MMR also included a change to the manifesting that affects all generators and transporters of hazardous waste.

C8.3.2. Impact on DRMS Operations.

C8.3.2.1. The Military Munitions Rule (MMR) and the regulation mainly impact military activities that generate, store, transport, and dispose of waste military munitions. The MMR does not impact wastes generated from the production of munitions and explosives.

C8.3.2.2. Some parts of the MMR affect DRMO operations. Listed below are some areas where DRMOs could be potentially impacted.

C8.3.3. Manifest exemption for contiguous properties.

C8.3.3.1. Included in the MMR is a new exemption to the manifest requirements that affects all hazardous waste. The MMR exempts from manifesting: hazardous waste shipments transported along right-of-ways on or between contiguous properties or along the perimeter of contiguous properties controlled by the same person. Previously, shipments were exempt from manifesting only when the shipment crossed a public road or right-of-way and did not travel along it. **DRMOs located on installations where this situation applies may take advantage of this exemption** (also see below). Note that this exemption does not apply to contiguous DOD property under the control of different Military Services. Also, under this exemption transporters are not required to have an EPA ID number.

C8.3.4. Emergency Response.

C8.3.4.1. The MMR clarified that RCRA requirements do not apply to emergency responses involving threats from munitions or other explosives. As a result, the retrieval of live munitions that occasionally occur at DRMOs (i.e.; live round found in a load of empty casings)

would not be regulated under RCRA when handled as an emergency. But non-emergency responses and any additional waste management activities after an emergency response would be subject to RCRA. For example, non-immediate responses may require a RCRA emergency permit. Also, military personnel responding to these types of emergencies must now maintain records.

C8.3.4.2. Management of Scrap Metal Generated from the Use or Firing of Munitions.

C8.3.4.2.1. During the development of the munitions rule, there was concern throughout DOD that the munitions rule would classify empty casings, shells, bullets, etc. from the firing of munitions and explosives as a spent material under RCRA. If classified as a spent material, these materials would not be eligible for the exemption under RCRA for scrap metal when recycled. The final MMR does not change the classification of these materials.

C8.3.4.2.2. Scrap. As a result of the MMR, empty casings, shells, canisters, lead from ranges, etc., generated from the use or firing of munitions that meet the definition of scrap metal (40 CFR 261.1(c)(6)) can continue to be recycled under the scrap metal exemption in RCRA (40 CFR 261.6(a)(3)(iii)). This includes metal scrap items that meet toxic hazardous waste characteristics or contain residues of hazardous substances or waste. Empty casings as well as lead from ranges, meet the scrap metal definition and qualify for the scrap metal exemption under RCRA when recycled.

C8.3.4.2.3. Contract disposal. In some instances metal casings or firings may not qualify for the RCRA scrap metal exemption if a scrap recycler cannot be found. The metal casings/firings may have to be disposed of on the HW disposal contact (i.e., inert lead or casings, firings that contain significant non-metal parts or lead range residue containing significant amounts of non-metal residue, such as sand or soil with lead firings, or lead embedded in the rubber of a backdrop target.)

C8.3.4.2.4. DRMOs will <u>not</u> manage as scrap metal, any casing, shell, fired munitions, etc., that due to remaining residues or incomplete reaction of the propellant or explosive, possess any reactive characteristic identified in 40 CFR 261.23. As these types of munitions can still perform in a manner for which they were originally intended, they are waste munitions, as well as DOD MPPEH, and not scrap metal.

C8.3.4.2.5. Under the MMR, situations involving live rounds or explosives (considered waste munitions) found in scrap piles of empty, fired, or used munitions may now potentially be interpreted by regulatory agencies as a violation of the MMR and RCRA. As a result, instances such as this could be subject to RCRA enforcement action.

C8.3.5. <u>RCRA Part B Permit Modifications.</u>

C8.3.5.1. Installations storing waste munitions may require a RCRA part B permit modification as a result of the MMR. Some modifications could affect RCRA part B permits, under which some DRMOs operate. DRMOs located on installations undergoing part B permit modifications should ensure that these modifications do not adversely impact DRMO operations.

C8.3.6. State Involvement.

C8.3.6.1. Check to determine if the state the DRMO operation takes place within has adopted the complete MMR into their RCRA program. The munitions rule was not Federally enforceable in a RCRA-authorized state until the state adopted the regulations and received approval by EPA. Portions of the final rule considered being more stringent than current RCRA requirements had to be adopted. Portions of the final rule considered less stringent were not required to be adopted into a State"s RCRA program. One of the portions of this final rule, considered less stringent and not required to be adopted, is the manifest exemption for transport on right-of-ways on or along contiguous properties. As a result, some states may have elected not to adopt this provision. As a result, DRMOs eligible for this exemption need to check with their appropriate state to determine whether the manifest exemption applies in their state.

C8.4. **Disposal Cycle for Hazardous Property.**

C8.4.1. General.

C8.4.1.1. Disposal Processing. Excess hazardous property in containers that are not leaking and in good condition shall be processed for RTD and Sales according to the normal excess property disposal cycle. Additional instructions on receipt, handling and RTDS for specific types of hazardous property can be found in Section 2, Logistics Program, Chapter 1, of this manual.

C8.4.1.2. At locations where conforming or permitted storage is not available and there is no RTDS potential for HM or HW, DRMOs will remain within the disposal processing timeframes. Disposal cycle timeframes will also be followed at locations where DRMO storage is impacted or where the generating activity lacks storage space to retain physical custody of the property.

C8.4.1.3. As a reminder, HM and HW must retain their identity throughout the disposal process; therefore, batchlotting or downgrading to scrap is prohibited.

C8.4.1.3.1. *Exceptions:* used oil for recycling and large quantities of lead acid batteries may be received as scrap in DAISY, but still need to be managed for sales action and recycling under the applicable Federal, state or, host nation laws and regulations.

C8.4.1.4. Hazardous material may be lotted for sale as follows:

C8.4.1.4.1. As a single commodity by one manufacturer, when possible.

C8.4.1.4.2. In similar and chemically compatible items within one FSC, or,

C8.4.1.4.3. If not in one FSC, the property in various FSC"s must be similar and chemically compatible.

C8.4.1.4.4. DOT regulated property will not be lotted with non-DOT regulated property.

C8.4.1.4.5. Purchaser‟s Right of Refusal of Hazardous Property applies. Purchaser‟s have a right to refuse, without penalty, any hazardous materials within the lot for which they have no need.

C8.4.1.5. *Referral for Sale*. Refer hazardous property for sales within 30 days after completion of screening. Line items of HM will only be offered for sale one time. Alternate disposal action of hazardous material that has not sold could include Return to Manufacturer (RTM), if in sufficient quantities or final disposal, on service contract. Do not hold property for sale in inventory longer than 180 days without asking for a waiver. See paragraph C8.4.1.6. below.

C8.4.1.5.1. Rechecking the documentation (DD Form 1348-1A, other accompanying documents, such as the MSDS) and the condition of the property as indicated to ensure it is still in saleable condition.

C8.4.1.5.2. Use DRMS Form 1920, Hazardous Property Sales Referral Certification, filled out and signed by the person(s) designated to complete this form

NOTE: DRMO‟s may want to annotate the HMIRS 5-digit code in the Remarks section of the DRMS Form 1920, or "hard copy only" for future reference to the MSDS.

C8.4.1.5.3. Retain a copy of the completed/signed DRMS Form 1920 in the DRMO sales referral file; indicate in the sales referral that completed/signed DRMS Form 1920 is in the DRMO file.

C8.4.1.6. *Conditions for waiver.* Hazardous material shall not remain in inventory longer than 180 days, unless a waiver is requested to hold the property longer if advantageous to the government. To request a waiver, follow the procedure in this manual for requesting a waiver and e-mail the justification in a waiver request to: DRMS Waivers. Conditions for waiver for sale action are:

C8.4.1.6.1. If there is a known potential for successful sale action, if the property is held longer than 180 days.

C8.4.1.6.2. If there is hazardous class compatibility storage, or, if HW, there is permitted storage for HW in compliance with 40 CFR.

C8.4.1.6.3. If the containers can remain in good condition, safe to handle and the generator or DRMO can maintain the property in storage until the sale actions and customer pickups are completed.

C8.4.1.7. *Disposal Contract Ultimate Disposal.* Hazardous property that cannot be RTDS or is not eligible for RTM will be disposed of by disposal service contract. . For regulatory

or economic reasons, some HM/HW will not be offered for RTDS, but will be processed directly to ultimate disposal by service contract. See Section 2, Chapter 1, Logistics Program or Section 3 of this manual for certain types of property that go directly to disposal.

C8.4.1.8. *Transportation in Lieu of Ultimate Disposal.* For pollution prevention purposes, if a reutilization customer is located for hazardous property/waste but the cost of transportation falls outside the guidelines of this manual, the DRMO may go in for a waiver request and ask the generator or DRMS to fund the transportation, if the cost of shipment is equal to or less than the cost of ultimate disposal. DRMOs should use DRMS Forms 1836 to compare the cost of transportation with the cost of ultimate disposal. All hazardous property/waste shipments must be approved by the Forward Support Team Manager and Service Manager prior to shipment to the reutilization customer.

C8.4.1.9. *Return to Manufacturer*. See Section 4, Supplement 2, Chapter 8, Enclosure 4, Attachment 1. Documentation for the RTM of hazardous property must be maintained for 50 years.

C8.4.2. Inventory Management Procedures to Reduce HW Over 90 Days.

C8.4.2.1. The RCRA regulations concerning the accumulation time limits for generators of hazardous waste at unpermitted facilities are found at 40 CFR 262.34 and the state equivalents of this Federal regulation. The allowable accumulation time for the storage of hazardous waste varies based on the quantities generated per month. The most common accumulation time period allowed for DOD generators without a permit to store hazardous waste is 90 days. This 90-day time period begins when the generator marks the accumulation start date on the container. The generator's 90-day accumulation period can begin before hazardous waste is turned-in to the DRMO. Also, this 90-day accumulation period applies to hazardous materials that fail RTDS and begins when the decision is made to dispose of this property by disposal contract.

See: http://www.drms.dla.mil/newenv/documents/qualfac.pdf and http://www.drms.dla.mil/newenv/documents/Qualtran.pdf

C8.4.2.2. Ninety days is also the DRMS indicator used to distinguish overage hazardous waste regardless of the RCRA status of the DRMO. This 90-day time period starts when hazardous waste is received by the DRMO. This 90-day period is used for internal inventory management purposes and may or may not be the same time period used to determine compliance with the RCRA 90-day accumulation period.

C8.4.2.3. Both 90-day storage time periods need to be considered for environmental compliance and inventory management. The most important is managing the inventory for compliance with the RCRA 90-day accumulation period. DRMOs will not have HW over the RCRA 90-day accumulation period on their accountable records, unless it is in permitted storage. For DRMOs with permitted storage, overage inventory should not exceed 1 percent of total HW inventory in CONUS, 20 percent in Europe, and 10 percent in the Pacific.

C8.4.2.4. *Reducing Current Inventories.* Reducing an immediate problem of overage HW inventory involves taking the necessary steps to arrange for the property removal by disposal contract. These actions should be taken to resolve overage problems associated with either the 90-day RCRA generator requirement or the DRMS internal 90-day requirement. The appropriate action to take depends on the status of the disposal contract.

C8.4.2.4.1. If there is a current and responsive disposal contract:

C8.4.2.4.1.1 HW that is over or at the 90-day time period on record will be placed on a delivery order.

C8.4.2.4.1.2 Determine the final date of "legal" removal for each line item based on the 90-day time period. *"Regulatory Compliant"* means either the RCRA 90-day time period or the DRMS 90-day time period. But, the RCRA 90-Day accumulation period takes precedence over the DRMS 90-day period. Provide this information to the contracting officer and request prioritized contractor removal based on these dates.

C8.4.2.4.1.3 If step 2 does not provide removal within the necessary time period to stay below the <u>RCRA</u> 90-day deadline, or if HW is already over the <u>RCRA</u> 90-day deadline <u>and the HW is not in RCRA permitted storage</u>, use the "expedited pick up" Contract Line Item Number (CLIN). If one does not exist, ask the contracting officer to negotiate one into the existing contract.

C8.4.2.4.1.3.1 If the generator is responsible (i.e., due to a late turn in) for waste to be over or at the RCRA 90-day accumulation period <u>and no RCRA permitted storage is available</u>, initiate request to the generator for funding the "expedited pick up".

C8.4.2.4.1.3.2 If the DRMO is responsible (i.e., failure to place waste on delivery order which would have allowed removal within the RCRA 90-day accumulation date) <u>and does not have RCRA permitted storage</u>, the DRMO will fund the additional cost associated with the "expedited pick up" CLIN.

C8.4.2.4.2. If the contract has lapsed, or if the contractor is not performing (already delinquent on pick up of one or more delivery orders):

C8.4.2.4.2.1 Determine the final date of "legal" removal for each line item of HW over or at the 90-day time period.

C8.4.2.4.2.2 Develop a list of these line items and annotate on this list as to whether or not the line item(s) has been included on a delivery order under a current contract, and if so, include the delivery order number.

C8.4.2.4.2.3 Facsimile this list and information to DRMS-BC, (DSN) 661-5776 and indicate that the DRMO requires removal by the specified date specifying how the Government would be harmed, financially or otherwise if removal does not occur by a specific date.

C8.4.2.4.3. Unless the above actions will resolve the overage situation, the following actions must be taken:

C8.4.2.4.3.1 If the HW is not in permitted storage and is going to exceed the 90-day RCRA accumulation timeframe allowed under 40 CFR 262.34 for generators, inform the affected holder of the EPA ID number of the potential violation.

C8.4.2.4.3.2 Attempt to have the waste moved into permitted storage. Contact the host to see if storage capability is available on the installation.

C8.4.2.4.3.3 If the property cannot be moved into permitted storage, ask the holder of the EPA ID number to request an extension from the EPA or state.

C8.4.2.5. *Preventing Overage Hazardous Waste (HW) Inventories*. Once current overage HW inventories have been reduced, emphasis should be placed on reaching a zero percent goal.

C8.4.2.5.1. The storage of HW over 90 days can be caused by delays by the generator, the DRMO, or both. To prevent constant reoccurrence of this problem, the cause(s) of the delay must be clearly identified. After the cause has been identified, appropriate action must be taken to either eliminate it or have the disposal schedule tailored to accommodate it. Note that there may be instances where the generator processes may necessitate the use of most of the 90-day accumulation time period. If the facility commander is aware of and approves of this situation, DRMS must do whatever is necessary to accommodate the needs of the customer and yet remain in full compliance with the law.

C8.4.2.5.2. Be proactive rather than reactive. The worst time to try to resolve overage problems is while receiving “outside” help (i.e., from the EPA, state, or DRMS). The best time to resolve overage problems is prior to any outside intervention. Never assume that while no violation was received for exceeding the 90-day storage time that a violation will never occur; it is only a matter of time.

C8.4.2.5.3. Situations where HW is consistently turned-in to the DRMO (HW or DTID delivered) more than 45 days after the RCRA accumulation start date (ASD) and no RCRA permitted storage is available.

C8.4.2.5.3.1 DRMOs must have this property removed before the RCRA 90-day accumulation period is exceeded.

C8.4.2.5.3.2 Assure that all HW is reported on a delivery order request within 3 days of receipt of the DTID at the DRMO.

NOTE: Do not refuse to receive HW due to generating activities not meeting minimum delivery order requirements. The contracting officer is responsible for releasing delivery orders and can hold delivery order requests until minimums are met.

C8.4.2.5.3.3 Request that the turn in activity fund an "expedited pick up" CLIN if there is one on the existing contract. If an "expedited pick up" CLIN is not in the existing contract, submit a request for a contract modification to have one included.

C8.4.2.5.3.4 Contact the contracting officer and request prioritized contractor pick ups based on the dates of the accumulation start date for the HW if no line items in the contract provide for removal within the required timeframes.

C8.4.2.5.3.5 Document several instances of late receipts of HW as discussed above.

C8.4.2.5.3.5.1 Approach the generating activity informally about timelier turn in. Emphasize the economic advantage of avoiding an accelerated pick up or short removal periods for the entire contract. Explain the 90-day storage requirements under RCRA.

C8.4.2.5.3.5.2 If the above approach is unsuccessful, repeat the actions formally. Elevate this effort through the local Command structure.

C8.4.2.5.3.5.3 If the command of the generating activity acknowledges the need and requirement for late turn in, modify the existing pick up periods to handle this requirement on a full time basis. This can be done through contract modifications or new contract requirements.

NOTE: If HW is turned into the DRMO with an accumulation start date greater than 45 days old <u>but</u> the DRMO has RCRA permitted storage, the procedures for ensuring that HW is removed within the DRMS 90-day time period discussed below should be followed.

C8.4.2.5.4. Situations where HW is turned-in to the DRMO for processing within 45 days of the RCRA accumulation start date, or HM held by the DRMO become hazardous waste.

C8.4.2.5.4.1 If the DRMO does not have RCRA permitted storage, remove this property before the 90-day RCRA accumulation period is exceeded. If the DRMO has permitted storage, DRMS inventory management procedures require that this property must be removed within 90-days of receipt, or for materials that survived R/T/D/S efforts, 90-days from the date the material was downgraded to a waste.

C8.4.2.5.4.2 Determine if the DRMO personnel are reporting HW on a delivery order request within 1 week of delivery of the HW and/or DD Form 1348-1/1A (<u>NOT</u> from the DAISY date of entry into the system).

C8.4.2.5.4.2.1 Determine if the contractor is picking up HW within the period allotted in the disposal contract. Promptly input BOSS PMF screens after removal and check the HW Process report located at the DRMS Internal Environmental web page: https://www.drms.dla.mil/environmental/Process.PDF Select several items on a delivery order request that the disposal contractor appears to be delinquent. Contact the contracting officer to

determine when the delivery order was actually issued and whether any extensions were granted.

C8.4.2.5.4.2.2 If the delinquency is correct, make certain that the pick up report is properly documented.

C8.4.2.5.4.2.3 If the disposal contractor could/would not pick up the items within the allotted time period, make sure items are not slipped from one delivery order to another. CORs/COTRs are not authorized to independently remove items from a delivery order without authorization of the contracting officer.

C8.4.2.5.4.2.4 Elevate and discuss continuing delinquent pick ups with the contracting officer.

C8.4.2.5.4.3 Ensure that DRMO personnel work on the oldest items first in the inventory. The SHIP Aging Report automatically lists HW from oldest to newest. The SHIP Out-of-Date Report provides an automated warning system for items that may need expedited removals.

C8.4.2.5.4.3.1 If multiple sites are involved, assign site(s) to each DRMO representative to monitor the overage HW inventory.

C8.4.2.5.4.3.2 Routinely inspect storage areas to ensure that no items have been dropped from inventory records even though the HW (or some portion) remains in storage.

C8.4.2.5.4.3.3 Rapidly resolve any HW rejected for receipt. If return to the generating activity is unrealistic, take formal action within 3 days of rejection. The issue should be elevated to the next level in the chain of command for each 3-day work period in which resolution is not reached until the local chain of command is exhausted. All correspondence should clearly state the exact nature of the problem and the reference applicable to DOD (not DRMS) activities. When the local chain of command is exhausted, DRMS- O should be requested to immediately pursue the issue at the MAJCOM level.

C8.4.2.5.4.3.4 The only items that should be in long-term storage are waste items for which there is a lack of adequate disposal capacity.

C8.4.2.5.4.4 Examine the interface between RTDS and contract disposal.

C8.4.2.5.4.4.1 Ensure that sales are not attempted more than once for any item.

C8.4.2.5.4.4.2 When sales releases are received from the DRMS Sales Office, DRMO personnel should promptly label this material as HW and include the accumulation start date. This accumulation start date begins the 90-day time period for both RCRA and for DRMS overage determination. Change the status code to “D” in the property accounting system.

C8.4.2.5.4.4.3 Ensure all DRMO personnel are aware of where the responsibility is for the processing of each item. Examine the accountable record for several of the oldest items in the record and determine the source of delay and take appropriate actions as needed.

C8.4.2.5.4.5 If delays are caused by a DRMO (i.e., failure to report HW on a DOR) that will prevent the disposal contractor from removing HW that is subject to the 90-day RCRA accumulation period, and the DRMO does not have RCRA permitted storage, the DRMO must use the "expedited pick up" CLIN and fund the additional cost. If one does not exist, ask the contracting officer to negotiate one into the existing contract.

C8.5. **Disposal Contracts.**

C8.5.1. General.

C8.5.1.1. DRMS will contract for the disposal of HM/HW that is within its disposal responsibility as stated in DOD 4160.21-M, Chapter 10. To receive information concerning services offered on DRMS HM/HW disposal contracts contact DRMS-BC for a copy of the Menu of Services at (DSN) 661-5897 or Commercial (269) 961-5897; or visit our website at Menu of Services (CONUS) and Menu of Services (OCONUS). When requested, DRMS will make every effort to provide contract disposal service for hazardous property that is the responsibility of the Military Services (such as: commingled industrial waste treatment plant sludge and residues; installation restoration wastes and residues). In these instances, the Military Service shall provide an advance fund citation and sufficient advance notification to allow placement of the property on a DRMS contract. DRMOs shall accept accountability on a wash-post basis. DRMOs should encourage Military Services to recycle wastes through qualified methods when possible instead of using a disposal contract and/or contract for a variety of hazardous waste management services such as but not limited to analytical testing, tank and oil water separator cleaning and limited and/or large scale management of a generator's hazardous waste disposal program.

C8.5.1.2. DRMOs will notify DRMS-BC when generator activities procure their own disposal services for HP that is a DLA/DRMS disposal responsibility.

C8.5.1.3. DRMS disposal contracts provide for disposal of regulated and non-regulated HW. When requested by a generator, and where contractor capabilities exist, DRMS disposal contracts will provide for disposal of special requirement waste. Special requirement wastes (see Paragraph C8.5.2.4.1.1) may require specialized contractor and disposal facility expertise for safe and compliant disposal. An example of a special requirement waste stream would be a generator certified non-explosive waste that contained trace amounts of or stabilized forms of explosives and is properly described by a proper DOT shipping name that does not cite a hazard class/division of 1.1 to 1.6 (explosive).

C8.5.1.4. Upon requests from installation commanders, DRMS-BC will provide a listing of disposal facilities approved for use in each disposal contract along with corresponding EPA identification numbers. This list may be found at:

http://www.drms.dla.mil/environmental/qualfac.pdf.

C8.5.1.5. International disposal contracts will include all appropriate disposal clauses and restrictions to comply with U.S. standards, final governing standards and host country laws and regulations. If conflict arises, the more stringent standard will be followed. **OCONUS DRMS FSTs** will develop and maintain a cradle-to-grave audit trail of records for the disposition of HM/HW. Foreign contractors must be able to demonstrate they are in compliance with host nation requirements, meet DOD disposal requirements, and show evidence that local authorities on a periodic basis audit their facilities.

C8.5.1.6. A list of characteristic-based CLINS is included in the Menu of DRMS Services. Go to the external DRMS website. On the left menu, click on Environmental, on the left menu, click on HW Disposal, and scroll down and under DOD Hazardous Waste Generator"s Guide to Purchase Requests, then click on Menu of DRMS Services. See http://www.drms.dla.mil/newenv/html/hw_disposal.html.

NOTE: These are general instructions only. Specific disposal contracts should be consulted for provisions that take precedence over any guidance in this instruction.

C8.5.2. Qualified Facilities and Transporters.

C8.5.2.1. Contracting Officer Representatives (CORs) and Contracting Officer Technical Representatives (COTRs) shall verify that the contractor's transporter and proposed disposal facility appears on the DRMS Qualified Facilities and Transporter WWW listing prior to removal. If the transporter and/or facility isn't on the listing the COR and/or COTR shall immediately contact the Contracting Officer (CO) for further action.

C8.5.2.2. Contractors may request additions to the DRMS facility and Transporter Qualified Lists by letter to DRMS-BC, DRMS-PH, FST-Europe (FST-E), FST Asia/Pacific (FST-P) or FST-Centcom (FST-C). These modifications shall be added by Environmentalists from the appropriate office identified to the BOSS database as workload/expertise allow. TSDFs used in the Continental United States may be found on the DRMS web page when completed. FST-E/FST-P-/FST-C will maintain a listing of approved facilities for use by contractors performing in the respective Area of Responsibility (AOR) and provide updates to DRMS-BC within 5 working days of acceptance of facility. DRMS-BC will maintain a worldwide master list of qualified facilities to include at a minimum, name, address, permit number, a unique BOSS number, and a brief description of the types of waste acceptable for treatment and the types of treatments performed.

C8.5.2.3. Note that contract clause H.3 or H.6 states that the government must be given a "reasonable" amount of time to evaluate contractor requests and that additional facilities and transporters must meet the same standards contained in the solicitation. The contractor shall furnish information for addition of the facility or Transporter as required in clause H.3 or H.6.

C8.5.2.4. *Evaluation Procedures for Addition of Facilities and Transporters to the*

*Qualified Listing (*H.3 or *H.6).* DRMS-BC/FST-E/FST-P/FST-C evaluators will review the contractor's submittal for additions to the approved list.

C8.5.2.4.1. *Facility Evaluations:* Facilities that are reviewed and found to be qualified as meeting DRMS contract/solicitation provisions for use will be added to the Base Operations Support System (BOSS) and can accept waste for treatment, storage and disposal as specified by their permit.

C8.5.2.4.1.1 It is the responsibility of the contractor to ensure all wastes and special requirements are covered by a qualified facility and transporter. Examples of special requirements:

C8.5.2.4.1.1.1 oxygen breathing apparatus/oxygen candles.

C8.5.2.4.1.1.2 acutely hazardous pesticides.

C8.5.2.4.1.1.3 aerosols.

C8.5.2.4.1.1.4 lithium sulfur-dioxide batteries.

C8.5.2.4.1.1.5 k045s or other explosives.

C8.5.2.4.1.1.6 red fuming nitric acid.

C8.5.2.4.1.1.7 hydrazine.

C8.5.2.4.1.1.8 cyanides.

C8.5.2.4.1.1.9 PCBs.

C8.5.2.4.1.2 It is the contractor‟s responsibility to ensure sufficient final disposal capacity exists to meet the performance time frames of the solicitation.

C8.5.2.4.1.3 Proposed Facilities must meet the criteria at H.3 or H.5 *USE OF FACILITIES AND TRANSPORTERS* of the solicitation and submittal requirements of H.6 *ADDITIONAL FACILITIES AND TRANSPORTERS*. On International contracts refer to clauses H-3 through H-6 for Treatment Storage Disposal and Recycling Facilities (Facilities) and Transporters.

C8.5.2.4.2. To determine transporter acceptability, the following criteria are considered during the transporter approval process as outlined in DRMS-I 4160.14, Section 4, Supplement 2, Chapter 8, Enclosure 25, Qualified Transporters Program Standard Operating Procedures:

C8.5.2.4.2.1 Transporter must have a valid EPA identification number.

C8.5.2.4.2.2 Transporter must list all applicable state hauling permit numbers.

C8.5.2.4.2.3 Transporter must have a "Satisfactory" rating from the Office of Motor Carrier Safety (OMCS).

C8.5.2.4.2.4 Transporter must meet the evaluation criteria at H.5 of the solicitation.

C8.5.2.4.2.5 Evaluations for transporters operating in foreign countries will be based on H.3 of the solicitation as well as host nation transportation regulations.

C8.5.2.4.2.6 Transporter must be in compliance with all Federal/State/Local **regulations.**

C8.5.2.4.2.7 Transporter must meet all DRMS contractual requirements if a DRMS site visit is performed.

C8.5.2.4.2.8 Transporters that do not meet H.3 nor H.5 criteria that are requested for use for specific contracts in unique situations (example: transportation of non-RCRA JEAP clothing for incineration) require approval by a DRMS-BCE Environmental Team Leader or Supervisor after review by the Environmental Protection Specialist. These transporters will not be added to the Qualified listings but will be loaded into BOSS. The approval document will be placed in the transporter file.

NOTE: A transporter hauling PART II non-RCRA waste does not require an EPA identification number or state hazardous waste permit, but the transporter must meet all evaluation criteria including OMCS ratings. When a transporter meets the evaluation criteria and has a satisfactory OMCS rating but does not have an EPA identification number, DRMS-BC technical evaluators who will notify DRMS-PH will construct a "dummy" EPA number.

C8.5.2.5. Facility Quality Assurance Program (audits and site visits).

C8.5.2.5.1. DRMS is committed to the maintenance and monitoring of Facilities used world-wide for DOD HW disposal. The goal of the facility Quality Assurance Program is to ensure CERCLA and International liability is limited through a program that is globally focused and managed locally.

C8.5.2.5.2. Three distinct elements comprise DRMS" facility qualification process:

C8.5.2.5.2.1 A comprehensive evaluation and verification of each facility proposed for use by our disposal contractors.

C8.5.2.5.2.2 Annual compliance reviews of all active (facilities utilized in the previous 12 months for HW disposal) qualified facilities consisting of either a desk audit or

on-site inspection in accordance with DRMS-I 4160.14, Section 4, Supplement 2, Chapter 8, Enclosure 24, Qualified Facilities Program Standard Operating Procedures.

C8.5.2.5.2.3 On-Site inspections of Facilities that potentially present significant risks or liabilities.

C8.5.2.5.3. DRMS requires prime contractors to submit pertinent information on facilities proposed for use. Our pre-qualification evaluation consists of verifying the facility's permitted capabilities, closure funding or financial assurance, and compliance status with the applicable regulatory authorities.

C8.5.2.5.4. DRMS shall continually monitor all permit updates and compliance status of active qualified facilities through periodic inquiries with the facilities, regulatory authorities and various sources such as industry newsletters and publications.

C8.5.2.5.5. DRMS will either contract or utilize DRMS employees for inspections on those facilities which pose the greatest potential risk or liability. Site selection is based on information obtained through regulatory inquiries (or lack thereof), cradle-to- grave manifest tracking discrepancies, DRMO COR and/or DOD generator concerns, amount of waste shipped to the facility, cleanup capability of the facility, and/or negative media attention.

C8.5.2.5.6. Initial facility approval:

C8.5.2.5.6.1 Facilities must be in compliance with the applicable regulatory authorities and able to show evidence that local authorities, on a periodic basis, audit their facilities. If an inspection report is provided for a facility that is older than eighteen (18) months old, the facility is not qualified for use until a regulatory agency conducts an inspection or an on-site inspection by a DRMS Environmental Protection Specialist or Contractor specializing in facility auditing is conducted. When on-site facility inspections are necessary, a facility inspection checklist (DRMS Form 2033) shall be used to determine acceptability for use under DRMS Disposal Contracts. Contact DRMS-BC for a sample Statement of Work to contract for on-site facility inspection(s).

C8.5.2.5.6.2 Verify the proposed facility's permitted capabilities, financial assurance such as pollution liability insurance and or closure funding. Closure funding is required for RCRA TSDFs and non-RCRA landfills in the U.S. For international facilities, financial assurance requirements will be in accordance with regulations established by the competent authority. Obtain an English translated copy of the policy cover letter which indicates the financial institution providing coverage, dates of current coverage and the limits of liability. Obtain English translated copies of the permits that describe acceptable waste streams and disposal/operational processes approved for the facility.

C8.5.2.5.6.3 Upon completion of inspection, a written report will be prepared by the inspector. The report shall be maintained and filed with the facility folders. Sample reports may be obtained from DRMS-BC.

C8.5.2.5.7. Criteria for not approving a proposed facility or disapproving a previously approved facility are identified in H.3 or H.5 clause of the disposal contract.

C8.5.2.5.8. Facilities that do not meet H.3 nor H.5 criteria that are requested for use for specific contracts in unique situations (example: JEAP clothing for non-RCRA incineration) require approval by a DRMS-BCE Environmental Team Leader or Supervisor after review by the Environmental Protection Specialist. These facilities will not be added to the Qualified listings but will be loaded into BOSS. The approval document will be placed in the facility file.

C8.5.2.5.9. Facility Annual Audits and On-Site Inspections:

C8.5.2.5.9.1 Desk Audits: All approved Facilities will be reviewed annually. Utilizing the DRMS TSDF Database (MS Access), generate a Facility Update Report. All facilities that have not been updated in 12 months will appear on the report.

C8.5.2.5.9.2 The same criteria used for the initial approval will be reviewed annually on all active facilities by Environmentalists covering the Area of Responsibility. Contact the Prime Contractor for facility inspection reports, updated financial assurance, and updates to their operating permits. Attempt to verify with the host nation competent authority that the facility is in compliance and seek the latest inspection report. If the host nation will not release information to a third party, contact the disposal facility and obtain inspection reports. Document any findings. Ask for a copy of the inspection report. It is understood that this may be difficult due to SOFA agreements or an unwillingness of the host nation to release facility information.

C8.5.2.5.9.3 When adverse information is discovered on a facility, review and consider the HW Contract Clause (H Clause) Use of Transporters and Treatment, Storage, Disposal and Recycling Facilities. The Criteria for disapproving a currently approved facility will be found in H.3 or H.5 clause of all disposal contracts.

C8.5.2.5.9.4 To assist in determining which Prime Contractors were used at a particular facility, go to the ERS Reports link on DRMS" HW Disposal Page at: http://www.drms.dla.mil/newenv/html/hw_disposal.html. Select Workbook "PUB.AT2 TSDF Usage Report" and input BOSS TSDF number.

C8.5.2.5.9.5 When a recommendation is required to disapprove a facility, the Environmental Branch Chief, Office of Counsel and Division Chief, Hazardous Waste Contracts Division that provides direct support to your AOR must concur with the recommendation. Complete a memorandum for signature to document the action. Provide justification with reference to Clause H3 or H5 as appropriate and back-up documentation if available. One memorandum with signature blocks and titles for each office is sufficient.

C8.5.2.5.10. On-Site Inspections at Facilities:

C8.5.2.5.10.1 Annually, each of the respective offices (DRMS-BC/FST-E/FST-P and FST-C) will make determinations for the number of on-site inspections to be conducted within their AOR. Determining the number of facilities and whether to contract out or utilize DRMS employees for annual inspections will be determined by the FST/Branch Chief. Factors to consider are relative risk and the budget that is available for use during the fiscal year.

C8.5.2.5.10.2 Facility site selection shall be based on potential liability, information obtained through regulatory inquiries (or lack thereof), cradle-to-grave manifest tracking discrepancies and negative media information.

C8.5.2.5.10.3 Criteria to consider for determining which facility to inspect:

C8.5.2.5.10.3.1 Negative Media attention:

C8.5.2.5.10.3.1.1 News reports on fire, explosion, releases to the environment.

C8.5.2.5.10.3.1.2 Neglect to environmental responsibility.

C8.5.2.5.10.3.1.3 Reports of suspicious activity.

C8.5.2.5.10.3.2 Lack of or insufficient Tracking Data:

C8.5.2.5.10.3.2.1 Erroneous tracking information.

C8.5.2.5.10.3.2.2 No Final Tracking information.

C8.5.2.5.10.3.2.3 Tracking information to an unapproved facility.

C8.5.2.5.10.3.3 Usage / Previously inspected:

C8.5.2.5.10.3.3.1 If facility has not been used in 24 months…No on-site inspection.

C8.5.2.5.10.3.3.2 If on-site inspection completed within 3 years and facility found responsible and risk associated to DRMS low…No on-site inspection.

C8.5.2.5.10.3.4 Type of Facility:

C8.5.2.5.10.3.4.1 High Risk / Low Risk (i.e. Volume and types of wastes into a facility, Storage only).

C8.5.2.5.10.3.4.2 CGCs, PCBs.

C8.5.2.5.10.3.4.3 Mercury disposal/recycling facilities.

C8.5.2.5.10.4 In the event the FST determines to contract out facility on-site inspection, contact DRMS-BC for a sample Statement of Work.

C8.5.2.5.11. Development and Maintenance of Facility Folders for approved facilities.

C8.5.2.5.11.1 Maintenance for TSDF and Transporter records management and maintenance shall be in accordance with DLA One Book, Records Management Chapter.

C8.5.2.5.11.2 Each facility and Transporter is required to have it"s own "ISO" folder. For Transporters a standard single part folder should suffice. For Facilities utilize a 6 part folder.

C8.5.2.5.11.3 Facility folders shall be maintained in the following manner by each office:

C8.5.2.5.11.3.1 Part 1 – General Company Information (i.e., Name, Address, POCs).

C8.5.2.5.11.3.2 Part 2 – Closure and Insurance information (Pollution Legal Liability). Try to get actual Bond, Trust Agreement, Insurance for Closure, etc. This document should be reviewed annually. If expired, a new one is required.

C8.5.2.5.11.3.3 Part 3 – Compliance/Inspection Reports.

C8.5.2.5.11.3.4 Part 4 – Phone Records and Memorandums For the Record (MFRs) with regulators.

C8.5.2.5.11.3.5 Part 5 – BOSS and Web Data along with a Facility Print Out from DRMS TSDF DataBase.

C8.5.2.5.11.3.6 Part 6 – Permits (RCRA or RCRA equivalent on Top with other permits like air, water, etc. following).

C8.5.3. <u>Work Requirements Preparation.</u>

C8.5.3.1. In order to plan and execute a contract, a procurement request (PR) must be written to identify work requirements. The COR/COTR plays an active and important part in this process by gathering generations data and other information to be included in the PR. In coordination with the Acquisition Team Leader, the DRMS-BC will send a letter to generating activities, requesting information on expected generations of HM/HW for the coming year (see Section 4, Supplement 2, Chapter 8, Enclosure 5).

C8.5.3.1.1. With this request, the DRMS-BC will provide each generating activity with a history of previous generations (usually for a recent 12-month period). The histories are extracted from BOSS through a program called the Environmental Reporting System (ERS).

The generating activities may use this information to update contract requirements. DRMS-BC may request supporting documentation (e.g., waste analysis, HWPS) when available.

C8.5.3.2. In addition to the ERS data, the letter should include a menu of services. The Menu of Services explains the routine services offered by DRMS. The generator is to complete this package in accordance with the instructions provided in the menu of services.

C8.5.3.3. The COR will review the DRMO's current contract to determine what changes are needed; e.g., points of contact and telephone numbers, pick up points, CLIN estimates, work requirements, etc. The COR will submit this information, with any information received from the generators, to DRMS-BC. This information will then be incorporated in the PR that is forwarded to DRMS-PH.

C8.5.3.4. An alternative to preparing a new PR is to exercise an option period if such an alternative is provided in the current contract. If there is a significant change in the requirement or unsatisfactory contractor performance, the option may not be exercisable. The determination to exercise an option is made by the CO. The COR will determine if the requirements, as stated for the option period, remain valid and make an assessment of the contractor's performance. This information will be forwarded to the cognizant Contract Specialist. Contractor performance will be documented throughout the contract period using the Collection Summary Report (DRMS Form 1729), in order to justify either satisfactory or unsatisfactory performance assessment. It is critical that CORs and/or COTRs fully document both good and bad contractor performance and submit the reports in a timely manner as Contracting Officers rely heavily on CSR findings when determining whether to exercise an existing contract option and during negotiations under new solicitations when completing best value assessments.

C8.5.3.5. One-Time Contracts:

C8.5.3.5.1. A one-time contract can be used for HP removal in unique or emergency situations. *Unique situations/emergency situations* include removal of property that falls outside the scope of the regular requirements contract; if its quantity or other special conditions may include removal of property where there is a lapse in contract coverage, urgency, or lack of performance by current contractor.

C8.5.3.5.2. Upon receipt of the above information, the CO will determine the urgency of the situation and take action to resolve the problem in the most expeditious manner.

C8.5.4. <u>Contracting Officer's Representative (COR).</u>

C8.5.4.1. Appointment.

C8.5.4.1.1. A COR is appointed in writing by a CO to monitor each DRMS disposal contract. The policy guidance for assigning specific responsibilities to CORs for oversight of contract operations is at Defense Logistics Acquisition Directive, Revision 5. DRMS COs issue

an appointment letter that outlines the COR's authority and provides a list of duties and responsibilities. Unless canceled, the appointment is effective for the life of the contract.

C8.5.4.1.2. The DRMO Chief will nominate an employee for appointment and provide the name to the CO. All GS-028, Environmental Protection Specialists (EPS), at the DRMO will be nominated for COR appointment. Other DRMO environmental personnel, such as Environmental Protection Technicians, Hazardous Property Handlers, etc., should be considered for COR appointment also, to ensure adequate and timely contractor oversight. In addition, generator personnel may be assigned as a Contractor Officer Technical Representative (COTR) as determined by the contracting officer. The contracting officer in coordination with the DRMO and generating activity will determine appointment. CORs shall work closely with COTRs to ensure quality oversight is performed and that timely and complete submittal of information, such as CSRs and/or invoices, where applicable, are completed.

C8.5.4.1.3. The CO is the final authority on the contract. The COR works with the CO to monitor contractor compliance. This includes compliance with the terms and conditions of the contract and ensuring that the contractor complies with all environmental/safety related requirements in the geographical area of performance to include US Federal, state and local laws and regulations related requirements in the geographical area of performance to include US as implemented by the contract.

C8.5.4.2. *Training:* Environmental/Safety training is required for all personnel involved in managing or handling HM and/or HW including personnel on temporary appointments. Training requirements are outlined in the DLA Career Guide found on the DLA Human Resources web page: http://www.dtc.dla.mil/env/section1.htm. All CORs and COTRs are also required to annually complete the on-line HW Refresher Training, Session #74, located at https://www.drms.dla.mil/drms/intranet/training/training.htm. It is the responsibility of the DRMO Area Manager to ensure completion. The DRMO Area Manager or designated training coordinator shall promptly forward e-mail study period completion notification to the assigned CO and retain a copy in the DRMO employee training file.

C8.5.4.2.1. Additional training requirements are found at C8.27. In addition to the environmental/safety courses, each COR should complete either the DRMS or DOD sanctioned COR or COTR course to be eligible for appointment by the contracting officer.

C8.5.4.3. *Safety*. CORs will follow all safety rules/regulations. They will use appropriate personal protective equipment at all times. CORs will not monitor contractors that are opening containers until they have been properly trained; i.e., completion of OSHA/RCRA Hazardous Facility Training or an equivalent course approved by DRMS-BC.

C8.5.4.4. *Liability.* Environmental compliance requirements for all DRMS employees, including military, civilian and local nationals, regardless of grade or assignment, are in DLA One Book, Environmental Compliance Chapter. In summary, DRMS employees who violate environmental laws and regulations or who disregard environmental laws and regulations in carrying out their duties may be subject to disciplinary action and/or criminal sanctions.

C8.5.5. Disposal Operations and Contract Administration.

C8.5.5.1. Task Order Request (TOR) - General Information:

C8.5.5.1.1. TORs will be prepared routinely. The frequency will depend upon the amount of hazardous property at the DRMO or off-site pick up locations. Some DRMOs need as many as four TORs a week, while others only need one each month. Schedule TORs to keep the property moving within acceptable storage timeframes.

C8.5.5.1.2. As a minimum, the following information/references are required for CONUS DRMOs to prepare a TOR:

C8.5.5.1.2.1 A copy of the contracts CLIN list in numerical order. This list contains all CLINs currently used on the specific contract. It can be obtained from DRMS-BC.

C8.5.5.1.2.2 A copy of the price schedule for the particular contract. This price schedule will vary from contract to contract due to all of the CLINs from the master CLIN list not being listed on each contract. Therefore, to determine which CLINs are available for use under the contract, the DRMO must have the price schedule and all modifications (MODs) to the contract.

NOTE: ***NOTE:*** Special service requirement CLINs (6000-6699) may be available under the contract. See Section 4, Supplement 2, Chapter 8, Enclosure 6, for guidance concerning processing orders for special service CLINs.

C8.5.5.1.2.3 Information on property that is eligible for the TOR. Use all available sources to obtain this information; e.g., the DTID, HM/HW On Hand Inventory Report, Hazardous Waste Profile Sheet (DRMS Form 1930), MSDS, SHIP documentation, or DAISY consolidated inquiries. The TOR should contain at a minimum the DTID number, and the storage location (e.g., A020000A0/bldg. # for offsite locations). Additional information required in the noun description is as follows:

C8.5.5.1.2.3.1 Mandatory information in noun description.

C8.5.5.1.2.3.1.1 HWPS reference number.

C8.5.5.1.2.3.1.2 Noun name of the waste and the chemical name of the *most predominant constituents/contaminants or the associated EPA codes,* if applicable. Percentages should also be included if space allows. Additional EPA codes, underlying hazardous constituents, and where applicable, state waste codes.

C8.5.5.1.2.3.1.3 All information (i.e., flash point, corrosivity, etc.), including physical state, necessary in determining DOT shipping information and requirements.

C8.5.5.1.2.3.1.4 Size and number of containers (i.e., 1 x 55 gl) or applicable dimensions if packaging is irregular.

C8.5.5.1.2.3.1.5 Unique number, if applicable (e.g., DTID #, hazardous waste log number).

C8.5.5.1.2.3.1.6 Date removed from service for disposal/manifesting (PCBs only).

C8.5.5.1.2.3.1.7 Proper shipping name (PSN) (may be omitted if the COR has an alternative mechanism in place to verify PSN).

C8.5.5.1.2.3.2 Optional information in noun description.

C8.5.5.1.2.3.2.1 NSN, if applicable. For PCBs a unique identification number (e.g., stock number or part number, serial numbers).

C8.5.5.1.2.3.2.2 Generators EPA identification number and any additional information DRMOs want to add (e.g., universal waste).

NOTE: When considering what optional information to include, the DRMO should cooperate with the contractor to ensure they are provided with all necessary information needed to properly manifest the waste and profile it to a TSDF. Additional information may not be necessary, for contractors that have been provided information at an earlier date (e.g., waste profile sheets with MSDS/analytical attached or a list of generators EPA identification numbers).

C8.5.5.1.2.3.2.3 Do not preface profiles/MSDS with “Waste Profile”, “WPS”, “MSDS”, “HMIRS” or any other preface, just the number.

C8.5.5.1.2.3.2.4 DAISY will automatically put all items into the BOSS noun description in the proper order, if DAISY HW screen and SHIP HWPS data is complete.

C8.5.5.1.2.3.3 To assign CLINs for other than PCBs, use a current copy of 40 CFR 261 Subpart C, Characteristics of Hazardous Waste, and Subpart D, Lists of Hazardous Wastes. The information in the contract schedule corresponds to 40 CFR 261. The two are used together.

C8.5.5.1.2.3.4 Use any reference material that will identify the hazard class of the property. For CLIN selection, it may be necessary to know if an item is ignitable, corrosive, toxic or reactive. Sources of information for item description include prior manifests and marking and labeling on the package. Some references that may help are the Hazardous Material Information Resource System (HMIRS), the Condensed Chemical Dictionary, the DOT Chemical Response Information System (CHRIS) book and the Material Safety Data Sheet (MSDS).

C8.5.5.1.2.3.5 CORs/COTRs shall carefully review all submitted data and request additional generator information, if needed, when reviewing turn in documentation for exotic, and/or propellant/explosive precursor waste such as oxidizers, reactives, organic peroxides, and/or waste appearing on the U.S. Munitions List. CORs/COTRs shall ensure that any required DEMIL waivers and supporting documentation is on file and current. Headquarter Environmentalists and COs should also be contacted if any doubt exists about the acceptability of an item under DOD 4160.21-M or the DRMS HW contract. If the waste is not acceptable for receipt under DOD 4160.21-M, a waiver request must be submitted by the DRMO COR or EPS to DRMS- B and approval given prior to DRMO receipt/Task Order request (regardless of whether received physically or in-place).

C8.5.5.2. Contract Line Item Number (CLIN) Assignment:

C8.5.5.2.1. Some contracts may have different CLIN structure. Look at specific contract as applicable. Proper CLIN assignment is critical for a smooth running contract. Questions concerning CLIN assignment should be directed to DRMS-BC.

C8.5.5.2.1.1 The bid schedule is broken into three primary categories - RCRA; State Regulated Hazardous Waste; and NON-RCRA, Non State Regulated Hazardous Waste. The CLIN selection will be dependent upon the most descriptive CLIN based on the framework of the contract and in accordance with the following criteria:

C8.5.5.2.1.1.1 *RCRA*. Wastes regulated by RCRA are identified according to the EPA waste number listed in 40 CFR, part 261 and referenced by the CLIN headings (i.e., IGNITABLE WASTE [40 CFR 261.21] DOO1). To determine a specific heading, selection will be made according to the criteria listed below. Once the specific heading is determined, a CLIN will be assigned based on the appropriate subcategory listed under the specific heading.

C8.5.5.2.1.1.1.1 If a waste exhibits more than one characteristic (more than one “D” waste number) the following hierarchy will apply to select the proper category:

Figure 1 - Hierarchy of Multiple Characteristic Waste Numbers

Reactivity	(D003)
Ignitability	(D001)
Corrosivity	(D002)
Toxicity	(D004-D043)

C8.5.5.2.1.1.1.2 If the waste is a combination of more than one listed waste with different waste numbers, the following hierarchy will apply to select the proper category:

Figure 2 - Hierarchy of Categorizing Waste Numbers

Acutely Hazardous	(P-Listed)
Dioxin Related	(F020-23, F026-28)

Leachate	(F039)
Electroplating Related	(F006-12, F019)
Spent Solvent	(F001-5)
Toxics	(U-Listed)
Industrial Process	(K-Listed)

C8.5.5.2.1.1.1.3 When a waste includes combinations of listed and characteristic waste, the category will be selected based upon the listed waste number(s).

C8.5.5.2.1.1.2 *State Regulated Hazardous Wastes*. Wastes that are State Regulated in the state where the waste is generated will be assigned the appropriate CLIN listed under the heading *STATE REGULATED HAZARDOUS WASTE*. All wastes generated in the state of Texas classified as TWC Class I nonhazardous waste will be CLINed in this category.

C8.5.5.2.1.1.3 *Non RCRA, Non State Regulated Hazardous Waste.* Waste that is not regulated by RCRA nor regulated by the state of generation, as hazardous waste will be assigned the appropriate CLIN listed under the heading *NON RCRA, NON STATE REGULATED HAZARDOUS WASTE*. All wastes generated in the state of Texas classified as TWC Class II or Class III nonhazardous waste will be CLINed in this category.

C8.5.5.2.1.2 CLIN selection within the waste category shall be accomplished as follows:

C8.5.5.2.1.2.1 If material is an aerosol, select the "*AEROSOLS"* CLIN.

NOTE: REGARDLESS OF SIZE -- AEROSOLS WILL BE ORDERED UNDER THE AEROSOL CLIN.

C8.5.5.2.1.2.2 If material is in a small container select the *"SMALL CONTAINER"* CLIN as defined in the contract.

C8.5.5.2.1.2.3 If material is in bulk (in containers having a capacity greater than 119 gallons, or any size non-removable container, or is not containerized), select the appropriate *"BULK"* CLIN.

C8.5.5.2.1.2.4 If containerized material contains any free liquids, select the "*CONTAINERIZED LIQUIDS/MULTI-PHASE"* CLIN; (see C8.5.5.2.1.2.5.1. below.)

C8.5.5.2.1.2.5 If containerized material contains no free liquids, select the *"CONTAINERIZED SOLIDS"* CLIN. (See C8.5.5.2.1.2.5.1. below.)

C8.5.5.2.1.2.5.1 Physical state based upon test method 9095 (Paint Filter Liquids Test) as described in "*Test Methods For Evaluating Solid Wastes Physical/Chemical Methods"*, EPA Publication No. SW-846.

C8.5.5.2.1.3 *Batteries.* All batteries will be ordered under the "*CONTAINERIZED SOLID*" CLIN in the appropriate category; however, if there are suffixed CLINs on the contract for Ni-Cad, Lead-Acid, Mercury, or other batteries, the suffixed CLINs *must* be used.

C8.5.5.2.1.4 *Empty Containers*. State Regulated Hazardous Waste and Non RCRA, Non State Regulated Hazardous Waste empty containers (excluding aerosols) will be ordered under the *"BULK SOLID"* CLIN. Aerosols will always be ordered under the appropriate aerosol CLIN.

C8.5.5.2.1.5 *PCB Contaminated Waste.*

C8.5.5.2.1.5.1 RCRA/State Regulated Hazardous Waste contaminated with PCBs will be ordered under the appropriate *"RCRA/STATE REGULATED HAZARDOUS WASTE"* CLIN. If the PCB concentration is at or above regulated levels, the applicable CLIN shall be suffixed with a "PP" or "P_" in the fifth and sixth positions and the following verbiage added to the description, *"contaminated with PCBs at or above regulated levels"*.

C8.5.5.2.1.5.2 Non-RCRA, Non State Regulated Hazardous Waste contaminated with PCBs, will be ordered under the 7000 series CLINs, using the CLIN for the applicable concentration level.

C8.5.5.2.1.6 *Aerosols*. The *"AEROSOLS"* CLINs found in most categories of the contract bid schedule are to be used only for small pressurized containers (including, but not limited to, paints, pesticides, lubricants, engine starting canisters, etc.) Compressed gas cylinders as defined in DLAI 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders, are to be ordered using the appropriate Compressed Gas Cylinder CLIN.

C8.5.5.2.1.7 *Compressed Gas Cylinders.* Compressed gas cylinders shall be assigned CLINs as follows:

C8.5.5.2.1.7.1 Determine the appropriate category (e.g., Poison, Refrigerant, Flammable, etc.). If a cylinder can be placed into more than one category, selection will be performed utilizing the following hierarchy:

C8.5.5.2.1.7.1.1 *Oxidizer:* Any gas, which meets the DOT definition of oxidizer (49 CFR 173.127). A gas that causes or enhances combustion, usually by yielding oxygen.

C8.5.5.2.1.7.1.2 *Silane/Pyrophoric:* Any mixture with greater than 5% silane or any which will spontaneously ignite/combust at 130 degrees F. A silane is silicon tetrahydride or compounds that contain a $Si_n H_{2n+2}$ group.

C8.5.5.2.1.7.1.3 *Refrigerant:* Halocarbons or refrigerants. Any gas containing greater than 30% halogens.

C8.5.5.2.1.7.1.4 *Corrosive:* Any gas with a DOT corrosive classification or an EPA waste code of D002.

C8.5.5.2.1.7.1.5 *Poison:* Any gas classified as a poison by DOT (49 CFR 173.115).

C8.5.5.2.1.7.1.6 *Flammable:* Any gas with a DOT flammable classification (a gas that is ignitable at atmospheric pressure when in a mixture of 13% or less by volume in air, or a gas with a flammable range at atmospheric pressure with air at least 12% regardless of lower limit).

C8.5.5.2.1.7.1.7 *Non-Flammable:* Any gas, which will not burn or support combustion (usually having less than 10% hydrocarbon or 20% oxygen).

C8.5.5.2.1.7.1.8 *Inert:* A compressed gas that is not flammable, corrosive, oxidizable, or poisonous, and is essentially chemically inactive (basically, any gas which is not regulated when vented directly to the atmosphere). Gases such as helium, neon, argon, and nitrogen, are considered inert.

C8.5.5.2.1.7.2 Select the CLIN within the category by the size of the cylinder:

C8.5.5.2.1.7.2.1 *Small Cylinder:* not to exceed 4” in diameter and/or 16” in length (includes lecture bottles and cartridges).

C8.5.5.2.1.7.2.2 *Medium Cylinder:* not to exceed 12” in diameter and/or 36” in length.

C8.5.5.2.1.7.2.3 *Large Cylinder:* not to exceed 20” in diameter and/or 72” in length.

NOTE: Valve will <u>not</u> be included in determining the length of the cylinder.

C8.5.5.2.1.8 *Universal Waste.* Universal Waste will be ordered under the appropriate CLIN in the “Universal Waste” (9800 Series) category.

C8.5.5.3. Use of the Hazardous Waste Manifest (Reference 40 CFR 262.20).

C8.5.5.3.1. *General.* The manifest is a special shipping paper used for tracking the movement of hazardous wastes. The EPA and DOT require that all shipments of RCRA hazardous wastes be accompanied by a hazardous waste manifest. The manifest serves as part of the “cradle-to-grave” record that documents proper management of the waste.

C8.5.5.3.2. *Responsible Parties*. The RCRA identifies three parties: the generator, the transporter and the TSDF.

C8.5.5.3.2.1 The generator is charged with the responsibility of preparing the manifest document and signing the manifest certification. Generator signatory authority is site-specific. That is, the generator or authorized representative must be physically located at the site where the hazardous waste is generated. DRMOs located off-site from where the hazardous waste is generated *cannot* sign manifests *exclusively* as the generator for the facility. A signature by an authorized representative physically located at the generating activity is required. An authorized DOD representative will sign manifests. DRMOs may sign as the generator for military activities where they are physically located, as these DRMOs meet the definition of "an authorized representative" by being located on the military facility. To operate in this manner, the commanding officer must designate the DRMO as an authorized representative of the facility. For manifesting purposes, the DRMO, in conjunction with the host installation, is the generator.

C8.5.5.3.2.2 In most cases, the disposal contractor prepares the manifest for the DRMO under the terms of the contract. The permit holder (installation commander) has primary responsibility for signing manifests, but may delegate signature authority. An authorized DOD representative will sign manifests.

C8.5.5.3.2.3 The transporter signs the manifest, acknowledging receipt of the HW listed on the manifest. A signed copy is provided to the generator and the remaining copies are carried with the shipment. Check with the state regulators to see if they require a copy.

C8.5.5.3.2.4 The receiving TSDF owner or operator signs the manifest acknowledging receipt of the waste. That TSDF is required to give the transporter a copy, send a copy to the generator and, depending on state regulations, send a copy to the state regulator.

C8.5.5.3.2.5 The signature responsibilities outlined in paragraph C8.5.5.3.3.1. also apply to LDR requirements including contractor-prepared waste notification forms and forms to identify/test hazardous wastes, including the Toxicity Characteristic Leaching Procedure (TCLP).

C8.5.5.3.2.6 Hazardous waste profile forms prepared by a contractor to profile the waste into a TSDF satisfy an industry practice; *but they are not a regulatory requirement*. Consequently, it is appropriate for the disposal contractor to sign these forms. *(These profiles should not be confused with the DRMS Form 1930, "Hazardous Waste Profile Sheet", which <u>must</u> be signed by the Generator or an authorized representative)*

C8.5.5.3.2.7 DRMO personnel should only sign forms if they are confident that the information on the form is correct. If doubt exists, they should research and resolve questions prior to signing the form. This research should include, as a minimum, using all available supporting documentation, going back to the generator for clarification or additional information and, if necessary, elevating the question through command channels for resolution.

NOTE: The DRMO COR is not required to co-sign at locations where the generator has been appointed as COTR.

C8.5.5.3.3. *Required Information*. There are three categories of information that must be entered on the manifest: the responsible party identification, hazardous waste identification and certification. In some cases, additional state information may also be required.

C8.5.5.3.3.1 The uniform manifest regulations require the generator to assign the EPA identification number of the facility having custody of the waste.

C8.5.5.3.3.2 All parties must also be properly identified on the manifest. The following information is required:

C8.5.5.3.3.2.1 Generator.

C8.5.5.3.3.2.1.1 The EPA identification number of the facility from which the manifested wastes are shipped.

C8.5.5.3.3.2.1.2 Name, mailing address of the generator and 24-hour emergency notification telephone number of the location that will manage the returned manifest forms. (The address may be the DRMO if they are to receive the return copies).

C8.5.5.3.3.2.2 *Transporter.* The transporter's name and EPA identification number. The transporter's name and EPA identification number are to be supplied at the time of pickup, and must be consistent with the names and EPA ID numbers identified on the DRMS web page. http://www.drms.dla.mil/environmental/Qualtran.pdf

C8.5.5.3.3.2.3 *TSDF.* The TSDF's name, address and EPA ID number (the facility designated for receiving the waste) must be supplied and be consistent with the list of such facilities on the DRMS web page. http://www.drms.dla.mil/environmental/qualfac.pdf The requirement to know the correct TSDF identity is also required for the determination of which state's uniform manifest form to use. Do not release property to a transporter/contractor that is not approved on the contract.

C8.5.5.3.3.3 Hazardous Waste Identification. This consists of:

C8.5.5.3.3.3.1 Description of each waste, as found in 49 CFR 172.101, including:

C8.5.5.3.3.3.1.1 identification number (UN or NA), and a

C8.5.5.3.3.3.1.2 proper shipping name.

C8.5.5.3.3.3.1.3 hazard class.

C8.5.5.3.3.3.1.4 packing group.

C8.5.5.3.3.3.2 The quantity of each waste in units of weight or volume.

C8.5.5.3.3.3.3 The type and number of containers loaded onto the transport vehicle.

C8.5.5.3.3.3.4 Waste identification number, when required by a state.

C8.5.5.3.3.4 Certification. There is a pre-printed certification of the uniform manifest that must be signed by the generator.

C8.5.5.3.4. *Emergency Response Telephone Numbers.* Emergency response telephone numbers are required in block 3 of the manifest. For shipments hauled by disposal contractors, the disposal contractor will provide the 24-hour telephone number.

C8.5.5.3.5. *Emergency Response Information*. Emergency Response Information including information on immediate hazards to health; risk of fire or explosion; immediate methods for handling small or large fires; initial methods for handling spills or leaks; and preliminary first aid measures which must be available for use away from the package containing the hazardous material. The shipping paper may contain the information or it may contain a reference to another document that contains the information. To implement this, the DRMO should use the North American Emergency Response Guidebook and reference the appropriate guide page on the manifest or attach a copy of the page to the manifest that has the reference. The transporter is required to carry emergency response information. A sample manifest is provided to show how implementation of the above affects a shipment (See 40 CFR 262.20). See paragraph C8.26.

C8.5.5.3.6. *DOT Description*. A new shipping paper basic shipping description sequence is now recommended by DOT on a voluntary basis, but will become mandatory on Jan 1, 2013: UN ID Number, PSN, Hazard class (Division), packing group. The information for item descriptions may be found in numerous sources such as:

C8.5.5.3.6.1 49 CFR 172.101, Hazardous Material Table.

C8.5.5.3.6.2 Hazardous waste turned in from an off-site generating activity that was manifested to a permitted DRMO. The DOT description on this manifest can then be used on the manifest for contract disposal.

C8.5.5.3.6.3 If an item was not turned in as a hazardous waste, or was turned in from on-site, further research must be conducted to determine the proper shipping name, hazard class, and identification number.

C8.5.5.3.6.4 If the Hazardous Materials Table (HMT) is used to select the proper shipping name, the selection will be accomplished using the following guidelines:

C8.5.5.3.6.4.1 Use an entry that appears in the HMT in Roman (bold) type. Italicized entries are not proper shipping names (PSN) and cannot be used. (Italicized entries generally cross reference another PSN or a common name, or indicate the item is forbidden from transportation. See “cupric cyanide.”)

C8.5.5.3.6.4.2 Use the entry in the HMT that most appropriately describes the item. When determining the most appropriate PSN for the item, selection should be based on the following priorities:

C8.5.5.3.6.4.2.1 Technical (chemical) name. If the technical name of the material is in the table that is the Proper Shipping Name (e.g., acetone).

C8.5.5.3.6.4.2.2 Application (usage) Name. If the material does not have a technical name, and an application or usage type name is in the table, that is the Proper Shipping Name (e.g., Paint).

C8.5.5.3.6.4.2.3 Not Otherwise Specified (N.O.S.) Name. If neither a technical nor application type name appears in the table, use the N.O.S. entry specific to the hazard class as the Proper Shipping Name (e.g., Flammable Liquid, N.O.S.).

C8.5.5.3.6.4.3 If unable to find a PSN for the item in the HMT, it must be a non-hazardous material.

C8.5.5.3.7. Modifications to PSN.

C8.5.5.3.7.1 DOT has listed a few cases where modifications to the PSN are either allowed or required. The following qualifying words may be used as part of the PSN when appropriate:

C8.5.5.3.7.1.1 Waste.

C8.5.5.3.7.1.2 Mixture.

C8.5.5.3.7.1.3 Solution.

C8.5.5.3.7.2 For hazardous wastes, if the word *"waste"* is not included in the PSN appearing in the HMT, then the word *"waste"* must be entered immediately preceding the PSN appearing in the table and it becomes part of the PSN. For example: acetone identified as hazardous waste (HW) would have a PSN of *"waste acetone."*

C8.5.5.3.7.3 For combinations of one hazardous material listed in the HMT by technical name and one or more non-hazardous items, the words *"mixture"* or *"solution"* may be added to the PSN to properly describe the item, provided that the item (mixture or solution) has the same hazard class as its hazardous component. For example: A solution of acetone and water meeting the definition of a flammable liquid would have the PSN "acetone solution."

C8.5.5.3.7.3.1 A mixture is any combination of two or more chemical compounds or elements.

C8.5.5.3.7.3.2 A solution is any homogeneous liquid mixture of two or more chemical compounds or elements that will not undergo any segregation under conditions normal to transportation.

C8.5.5.3.7.3.3 A mixture can be either liquid or solid; a solution is a liquid mixture that will not separate while being transported.

C8.5.5.3.8. Technical Names for N.O.S. and Generic Items. DOT defines technical names as the chemical names recognized in scientific and technical journals. DOT requires that, for hazardous materials described under N.O.S. descriptions, the technical name of the hazardous material be entered on the shipping paper. It is entered in parentheses with the basic description. For example: "*Corrosive liquid N.O.S. (Caprylyl chloride)*." If a hazardous material is a mixture or solution of two or more hazardous materials, the technical names of at least two components most predominantly contributing to the hazards of the mixture or solution must be entered on the shipping paper. For example: flammable liquid, corrosive, N.O.S. (contains Methanol, Potassium hydroxide).

C8.5.5.3.9. PSNs may be either singular or plural.

C8.5.5.3.10. *Use of the prefix "mono" in a PSN is optional*. For example: "monoethen-olamine" may be correctly assigned the PSN "ethanolamine."

C8.5.5.3.11. When the PSN includes a concentration range as part of the shipping description, the actual concentration being shipped, if it is within the range stated, may be used in place of the concentration range listed in the HMT. For example: A hydrogen peroxide solution containing 30 percent peroxide may be identified by either the PSN "*hydrogen peroxide solution (8% to 40% peroxide)*" or "*hydrogen peroxide solution 30% peroxide.*"

C8.5.5.3.12. *Tentative Shipping Name*. DOT allows assignment of a tentative shipping name in lieu of a PSN in some instances. In cases where the DRMO has either (a) a material for which the hazard class is to be determined by testing, or (b) a hazardous waste for which the DRMO is unsure of the PSN, a tentative shipping name (and related hazard class and identification number) may be assigned based on the following:

C8.5.5.3.12.1 The defining criteria contained in 49 CFR 173.

C8.5.5.3.12.2 The hazard precedence prescribed in 173.2.

C8.5.5.3.12.3 Personal knowledge of the material or waste.

C8.5.5.3.13. PSN Selection for Combined Hazardous Materials. When two or more hazardous materials are mixed, the PSN that must be selected is based upon the hazard class(es) of the mixed item. For example: For a mixture of 70% acetone and 30% xylene, the correct PSN would be "*flammable liquid, N.O.S.*" If the mixture has more than one hazard class, use the hazard precedence prescribed in 173.2 to select the PSN.

C8.5.5.3.14. *Empty containers*. Unless a container has been "*cleaned and purged*" of all residue, it must be described in the same manner as when it held hazardous material (49 CFR 173.29). The proper shipping description required on a manifest will depend upon the identity of the residue. For empty containers with residue, the basic description may be preceded by the words, *"RESIDUE: Last Contained . . ."* (49 CFR 172.203(e)). For example, a 55-gallon drum with acetone residue might be described as *"RESIDUE: Last contained Waste Acetone, Flammable Liquid, UN 1090, 1 DM, 1 G".* Additionally, all marking and labeling requirements must also be in compliance.

C8.5.5.4. Land Disposal Restriction Notifications (LDRN).

C8.5.5.4.1. When a land-disposal-restricted waste is shipped, a Land Disposal Restriction Notification form (LDRN) must be provided to the TSDF receiving the hazardous waste, which specifies whether the waste <u>has</u> or <u>has not</u> been treated, and if treated, the degree of treatment. Specific information is required on this notification form but there is no mandatory form to be used. TSDFs usually require the use of their own form, and if so, the contractor will provide them along with other required documentation. DRMS has a form (DRMS Form 1851) that can be used. Any form may be used as long as it meets the requirements of 40 CFR 268.7. EPA permits electronic versions for use.

C8.5.5.4.2. As an alternative to sending a signed LDRN with every shipment, the notification requirement of the LDR program allows for a <u>one-time notification</u> for recurring waste streams. The one time notification applies to shipments of all LDR restricted wastes and lab packs. A LDRN is required with an initial shipment of hazardous waste to a TSDF. After this initial shipment, no additional notification is required to accompany shipments unless there is a change in the waste composition or TSDF that the waste is sent to. The generator shipping the waste and the TSDF that receives the waste must maintain a copy of each one-time notification. See Section 4, Supplement 2, Chapter 8, Enclosure 1, for more LDRN information.

C8.5.5.5. Packaging:

C8.5.5.5.1.1 Column 5 of the HMT lists the 49 CFR 173 cross references which outline the packaging requirements. Column 8a refers to the subsection of 49 CFR 173, which details conditions under which exception (non-specification) packaging may be used; column 8b refers to the applicable specification packaging requirements. Column 7 references special provisions.

C8.5.5.5.1.2 If there are no detailed packaging specifications for an item (an entry of "none" in column 8b) then, at a minimum, the package must meet the general DOT requirements as described in 49 CFR 173.24. The general requirement is that the package must be designed and constructed to maintain its integrity under normal transport conditions, and the contents must be properly constrained so that the container's integrity will not be compromised and there will be:

C8.5.5.5.1.2.1 No significant release of hazardous materials.

C8.5.5.5.1.2.2 No significant damage to containers (package).

C8.5.5.5.1.2.3 No heat or pressure buildup to the point of explosion through vapor or gas mixture.

C8.5.5.5.1.3 *Exceptions.* Although there are different types of exceptions, the most frequently encountered is the limited quantity exception. A limited quantity is a material that is packaged in accordance with the “limited quantity” paragraph or subparagraph contained in the section referenced by the entry in column 5. Generally, it is the first paragraph in the section.

C8.5.5.5.1.4 *Specific Packaging Requirements*: To assist in recognizing which DOT specification a container meets, the following information is required to be legibly marked or embossed on the container certifying that the container meets DOT regulations:

C8.5.5.5.1.4.1 Letter and number identifying the container specification.

C8.5.5.5.1.4.2 Name, address, or symbol of person making above marks.

C8.5.5.5.1.5 Another way of determining the specification of the container is the manufacturer's certification provided by the transporter, if the transporter is supplying the containers.

C8.5.5.6. Marking:

C8.5.5.6.1. Markings must be printed in English directly on the surface of the package or on a label, tag, or sign securely affixed to the package. They must be displayed on background of sharply contrasting color, must be unobscured, and must be durable.

C8.5.5.6.2. DOT requires that containers of 110 gallons or less bear specific identification markings (containers with a capacity of more than 110 gallons or more are considered to be portable tanks and are covered by separate regulations).

C8.5.5.6.3. These markings include proper shipping name and DOT identification number and the name and address of the consignee or consigner, if the item is to be handled by more than one transporter. They must correspond to information on the manifest. For hazardous waste, the PSN marking does not have to include the word “*waste*,” if the package bears the EPA marking prescribed by 40 CFR 262.32.

C8.5.5.6.4. If the proper shipping name for a mixture or solution that is a hazardous substance does not identify the hazardous substance, the substance must be identified in association with the proper shipping name when marking the container. This can be done by showing:

C8.5.5.6.4.1 Technical name of hazardous substance.

C8.5.5.6.4.2 EPA characteristic of hazardous substance.

C8.5.5.6.4.3 EPA waste number of hazardous substance.

C8.5.5.6.5. The letters “RQ” will also be displayed with the shipping name, if appropriate; i.e., if the package exceeds the quantity listed in the appendix to the HMT.

C8.5.5.6.6. The *“hazardous waste”* marking must appear on every package containing a hazardous waste and must give the generator's name and address, as well as the manifest document number.

C8.5.5.6.7. Hazardous wastes that are classified as Other Regulated Material (ORM) must bear the appropriate ORM designator on the outside of the package. The designator must be placed within a rectangle that is approximately one-quarter inch larger on each side than the designator, and must be placed either immediately following or below the PSN.

C8.5.5.6.8. Any package having inside containers of liquid hazardous material must be legibly marked with a double arrow designator underlined in a rectangular border if using the DOT packing standards, to indicate the upward position of the inside packages. (49 CFR 172.312)

C8.5.5.6.9. *International Shipments:* Prior to the hazardous property leaving the international DRMO, it must be properly marked in accordance with host country transportation regulations or international transportation regulations. If host country transportation regulations are not as stringent as international regulations, the DRMO will elevate the issue to DRMS-O legal office for review. Retrograde property will be marked, as a minimum, according to U.S. DOT regulations.

C8.5.5.7. Labeling:

C8.5.5.7.1. DOT has also established a very rigid system for the labeling of hazardous wastes that are transported by railcar, aircraft, vessel and motor vehicle. This manual covers only transport by motor vehicle.

C8.5.5.7.2. Unlike the regulations on marking, the labeling regulations are specific as to size, color, shape and design. Use the following to determine which label(s) to use:

C8.5.5.7.2.1 A primary source of information on labels is the DOT HMT in 49 CFR 172.101 and 172.400. Column 6 of the HMT lists the labeling requirements opposite the proper shipping name in column 2. In most cases, a single label is listed; in some cases, two or three labels are listed. The word “none” appears opposite those materials in the ORM and combustible liquid hazard classes.

C8.5.5.7.2.2 Multiple labels are required when the material meets the definition of more than one hazard class. The definitions of the hazard classes are found at the beginning of the applicable subparts of 49 CFR 173.

C8.5.5.7.2.3 Certain exceptions to labeling requirements are provided for small quantities and limited quantities in applicable sections in 49 CFR Part 173. Other exceptions are explained in 49 CFR 172.400a.

C8.5.5.7.3. The label must be printed on, or affixed to, the surface of the package near the proper shipping name. DRMS recommends placement as close as possible. When two or more labels are required, they must be displayed next to each other. When the packages are small, or irregularly shaped, the labels can be placed on a tag that is securely affixed to the package. Finally, the label(s) must not be obscured by any markings or attachments.

C8.5.5.7.4. The regulations are extremely specific on the design of the labels (pictures of, and specifications for, the approved labels are found in 49 CFR 172.407 through 172.450).

C8.5.5.7.5. The label must represent the hazards of the hazardous material in the package. Any improper labels must be removed.

C8.5.5.7.6. When feasible, labels should be in English and host-country language. Proper labeling for international DRMOs follows:

C8.5.5.7.6.1 For HM, the following information must be on the container:

C8.5.5.7.6.1.1 Identity of the hazardous chemicals.

C8.5.5.7.6.1.2 Appropriate hazard warnings.

C8.5.5.7.6.1.3 Name and address of chemical manufacturer, importer, or other responsible party.

C8.5.5.7.6.2 For HW, the following information must be on the container: (The words *"hazardous waste"* need not be used if it may cause confusion with host-country definitions or may be misleading.)

C8.5.5.7.6.2.1 Hazardous waste (optional for international DRMOs).

C8.5.5.7.6.2.2 Proper shipping name and UN number.

C8.5.5.7.6.2.3 Generator's name and address.

C8.5.5.7.6.2.4 EPA waste number (internationally, this applies to retrograded HW only).

C8.5.5.7.6.2.5 Accumulation start date (does not apply to international DRMOs, but they must mark receipt date on container).

C8.5.5.7.6.2.6 Manifest document number (use DD Form 1348-1 number or a system that will provide an audit trail).

C8.5.5.8. *Weighing HM/HW Released on Service Contracts*. A "weighing of property" clause is included in HM/HW disposal contracts. The COR/COTR will review and comply with this clause. Unless the contract clause contains instructions to the contrary, the following general rules apply:

C8.5.5.8.1. *Containerized Material.* Waste shipped in containers less than or equal to 119 gallons is considered "containerized" waste under DRMS contracts. The weight of the container(s) should be included in the total weight upon turn in by the generator, and that total weight should go on the task order for removal. The contractor has the option of weighing each container prior to removal for verification purposes. If the contractor chooses not to weigh containers at the time of removal, that is permitted; but the contractor then accepts responsibility for that weight for tracking and payment purposes, thereafter.

C8.5.5.8.2. *Bulk Material*. Bulk material (material removed without the original container, usually in a tank truck) will be weighed on government scales when they are more convenient and are certified for trade. When commercial scales are used, all costs are the responsibility of the contractor. The weight ticket showing both weights and the computed (gross-tare) net weight will be provided to the COR/COTR and made a part of the file. (For scales that do not produce a printed ticket, a DLA Form 146, *"Weight Ticket,"* or equivalent form will be used.) In all cases the net weight will be the quantity invoiced by the contractor. Bulk items can also be measured by calculation, provided the specified gravity of the material is known and the volume actually picked up is determined.

C8.5.5.9. Placarding:

C8.5.5.9.1. Placards are posted on freight containers and transport vehicles to alert individuals to hazards associated with the material being transported.

C8.5.5.9.2. The placarding regulations are in 49 CFR 172.500. These regulations place the responsibility for having the appropriate placards on both the shipper and transporter. DRMS contracts place responsibility for providing and displaying placards with the contractor; i.e., the transporter.

C8.5.5.9.3. Placarding does not apply to hazardous materials classed as ORM-D, combustible liquids in non-bulk packaging, or limited quantities when identified as such on the shipping paper.

C8.5.5.9.4. Required placards are listed in the two tables found at 49 CFR 172.504. When any quantity of a material whose hazard class is listed in the left hand column of Table 1 is loaded into/onto a transport vehicle, the vehicle must be placarded as specified in the right hand column of Table 1. Normally a DRMO does not receive items with hazard classes listed on "Table 1", but when determining placarding requirements, always check Table 1 first.

C8.5.5.9.5. A vehicle must be placarded for items whose hazard class is listed in Table 2 if the vehicle contains 1,001 pounds or more (aggregate gross weight) of one or more of those items. If the vehicle contains two or more classes of materials listed in table 2, requiring different placards, the vehicle must be placarded for each class, or a *"dangerous"* placard may be used. But, if 2,205 pounds or more of any one class of material is loaded at one loading point, the placard specified for that class must be displayed.

C8.5.5.9.6. Placards (when used) must be placed on each end and each side of the vehicle. They must be readily visible from the direction they face.

C8.5.5.9.7. It is prohibited by regulation to display improper placards.

NOTE: Also see C8.24.

C8.5.5.10. Release of Property/Discrepancies:

C8.5.5.10.1. *Release*. Do not release property to a transporter/contractor unless all documentation is correct and property to be released has been accounted for. This includes reconciliation of all information contained on the DD Form 1348-1s, delivery orders, manifests, and pick up reports. The COR/COTR must check the manifest, the packaging, markings and labels for shipment and count the drums/containers loaded to be sure the number agrees with the manifest. If everything is in compliance with the regulations, the COR/COTR and/or the generator will sign the manifest certification and date it. CORs/COTRs will make all other checks required under the terms of the contract and, if everything is in compliance, will release the property.

C8.5.5.10.2. Discrepancies:

C8.5.5.10.2.1 The contractor should provide copies of the completed manifest and other required documentation to the COR/COTR and to the generator for review and approval at least five days prior to removal (expedited removals will have a shortened review timeframe; check the contract to be sure). *Any discrepancies should be resolved, noted, and included in the Collection Summary Report. The Contracting Officer will use this information for evaluating the contractor's "Past-Performance" record.* If a discrepancy cannot be resolved, contact DRMS-BCE for technical information and the CO for guidance.

C8.5.5.10.2.2 For discrepancies or suspected discrepancies discovered after the property has been removed by the contractor, the COR/COTR shall make the proper notifications as directed by C8.9., this chapter, immediately after the discrepancy is known or suspected. Discrepancies must be followed up with a SITREP report as specified in DRMS-I 3020.1.

C8.5.5.11. *BOSS Data Input After Waste Removal.* In order for DRMS-PH to meet the "Prompt Payment" timeframes contained in each contract, it is imperative that DRMOs input removal data and TSDF Receipt Dates in a prompt and consistent manner. Contractors who are not paid within established timeframes may be due compensation from DRMS. Therefore,

the following timeframes for data input are mandatory, except in extenuating circumstances:

C8.5.5.11.1. *PMF Input.* When HP is removed by a contractor, the DRMO will input data from the DD Form 1155, *"Order for Supplies or Services"*, into the "Pickup Manifest" (PMF) function of SHIP/BOSS, *within five (5) working days*. This will allow the SHIP/BOSS/DAISY interface to clear the DAISY inventory record of HP that has been picked up. If the interface does not clear the record in DAISY, manually input the data using the *"issue to ultimate disposal"* screen.

C8.5.5.11.2. *TSDF Receipt Date.* Upon receipt of the signed TSDF return copy, the DRMO will input the *"TSDF Receipt Date"* into the BOSS or SHIP PMF screen, *within three (3) working days* (The preferred method is to use the SHIP PMF Return Date Screen which will update all BOSS entries for that manifest). The receipt copy is proof that the customer‟s waste reached a DRMS-authorized TSDF, and the input of the *"TSDF Receipt Date"* into BOSS notifies DRMS-PH to initiate payment to the disposal contractor. Untimely input can result in an item being designated in an "overage" status. Overage HW status is reported in the monthly Review and Analysis to the DRMS Management Team and both the DRMO and J-76 are held accountable.

NOTE: Manifest discrepancies must be reconciled *before* the TSDF Receipt Date is input. If discrepancies cannot be reconciled within three days of receipt of the *"TSDF Receipt Copy"*, contact the Contracting Officer for guidance.

C8.5.5.11.3. Manifest File.

C8.5.5.11.3.1 A copy of the manifest must be kept in a suspense file until a copy, signed by the designated TSDF certifying receipt of the property, is received. Notify the CO if the signed copy of the document is not received within 30 days after shipment. If it is not received by the end of the 45-day period, prepare and send an exception report, through the host, to the regulator.

C8.5.5.11.3.2 The exception report consists of a legible copy of the manifest and a cover letter explaining what was done to locate the shipment after 30 days.

C8.5.5.11.3.3 The signed copy, when received, must be retained at least 3 years (or longer depending on individual state regulations) from the date of the initial shipment.

C8.5.5.11.3.4 State regulations may differ. Contact the appropriate state agencies to determine what state regulations apply.

C8.5.5.12. *Withdrawal of Property From a Task Order.* Occasionally, for various reasons, disposal contractors may not want to remove specific items on a task order within the required timeframes. In some instances, the contractor will request that the COR have the item(s) deleted from that task order and added to a future one. CORs must have approval from their customers prior to submitting a withdrawal request to the Contracting Officer, *and storage timeframes should never be compromised for the convenience of the disposal contractor*.

CORs should document all circumstances surrounding any requests by the contractor *or* the customer to remove an item from a task order.

C8.5.5.13. *Record keeping.* Maintain an official COR file in accordance with Defense Logistics Agency Directive (DLAD) 4105.1, Subpart 90.603. This file must also be in accordance with 40 CFR 262, 264/265, Chapter IV, Paragraph U.

C8.5.6. International Requirements.

C8.5.6.1. Contract services for European/SWA DRMOs are provided by DRMS-PHO in Wiesbaden, Germany. Asia and Pacific contract services are provided by DRMS-PHW. Questions regarding the Menu of Services and international CLIN lists should be directed to the appropriate office.

C8.5.6.2. International contract structure differs slightly from that of Battle Creek, particularly in the numbering of specified sections. Evaluation of submissions for the addition of qualified transporters and facilities on international disposal contracts will be performed by the applicable FST Environmental office within the Area of Responsibility for the facility or transporter in accordance with criteria applicable to the particular international location. Additional Facilities and Transporters shall be added by the FST to the BOSS database as workload/expertise allow. Facility inspections, annual reviews and site visits will be managed and coordinated by the applicable FST. Instructions regarding management of the facility Quality Assurance program are detailed in C.8.5.2.4.

C8.5.6.3. Training requirements for contractor personnel internationally vary from DRMS CONUS training standards. Training of contractor personnel must meet host nation and OEBGD/FGS standards.

C8.5.6.4. The FST Environmentalist is responsible for many of the functions performed by DRMS-BCE. The best person to work with the customer to develop a contract is the person that knows their customer best, the COR or local environmentalist. DRMS-P has provided the tools (Statement of Work (SOW) templates, standardized CLIN list, Menu of Services) to effectively gather and document requirements and provides oversight and guidance and final review of the proposed SOW.

C8.5.6.5. Manifests vary from country to country, and in some cases, do not exist as such. The country specific FGS, Chapter 6, Hazardous Waste, or the OEBGD should be consulted for manifest requirements.

C8.5.6.6. Prior to hazardous property leaving the international DRMO, the transport vehicle must be properly placarded in accordance with host-country transportation or international transportation regulations. If host-country transportation regulations are not as stringent as international regulations, the DRMO will elevate the issue to the region legal office for review. Retrograde property will be, as a minimum, placarded in accordance with U.S. DOT regulations.

C8.5.6.7. For DRMOs receiving FEPP (C1.8.1.3.), placarding will be in accordance with the appropriate host nation and/or international transportation regulations.

C8.5.7. Review and Closeout of Task Orders.
Where Final Disposal Information is Unavailable (as Determined by the Contracting Officer).

C8.5.7.1. Initial follow up: The contracting officer for each hazardous disposal contract will attempt to have the disposal contractor obtain complete and final disposal information as required by the contract and technically reviewed by environmental specialists in DRMS-BCE.

C8.5.7.2. Unavailable disposal information: In those cases where the contracting officer has explored all avenues, and is convinced that the contractor is unable to provide complete and final disposal information, a risk assessment should be conducted as provided by the attached Standard Operating Procedure, and the resolutions documented, before the task order is closed.

C8.5.7.3. Assessment: All task order items will be scrutinized and assessed for risk based upon the potential consequences for not receiving complete and final disposal information. Upon request of the Contracting Officer, DRMS-BC will evaluate open items to identify their risk category as low or high as defined below. DRMS-BC will respond to DRMS-PH with a risk assessment to include the category and a brief rationale for high risks within five business days of a request. This response will be submitted to DRMS-PH within 14 calendar days if coordination with other offices is required. Items will be divided into two risk categories: “Low” and “High”.

C8.5.7.3.1. Low-Risk Category: Any item that is not in the high risk category will be considered a low risk. RCRA and/or state regulated wastes may be considered low risk if the incomplete audit trail available (Phase I or Phase II) ends at a facility on the qualified list or meets qualified list criteria and has an acceptable final disposal method for the waste.

C8.5.7.3.2. High-Risk Category:

C8.5.7.3.2.1 National/Domestic Security-type Risks: Items for which Disposal-in-lieu-of-DEMILitarization is allowed or preferred; e.g., all DEMIL items, Chemical Defense Equipment (CDE), Submarine tiles, poisonous gases, reactives (D003, 9300 series HINs), oxidizers (D001), DEA Watch List Items, etc., which could be used as weapons of terror.

C8.5.7.3.2.2 Increased Regulatory Scrutiny-type Risks: Items for which the customer is required by regulation to do any or all of the following:

C8.5.7.3.2.2.1 Receive a Certificate of Destruction (CD); e.g., PCB items.

C8.5.7.3.2.2.2 Provide the final disposal method on their annual report.

C8.5.7.3.2.2.3 Pay annual waste fees, based upon final management methods (known states: Georgia, California; other states may have this requirement in the future.)

C8.5.7.3.2.2.4 Provide an exception report due to lack of receipt at the first permitted disposal facility.

C8.5.7.3.2.3 Third Party cleanup high risk: Items for which the final reported receipt is at a facility which has not been approved by DRMS.

C8.5.7.3.2.4 Criminal activity high risk: Items for which DRMS suspects or has information to indicate waste was illegally disposed or used for illegal purposes in the past.

C8.5.7.4. Further Review and Coordination: As required, DRMS-BCE will coordinate review of delivery order documentation and recommendations with the following offices. Each assigned office will have five business days to respond to DRMS-BCE. DRMS-BCE will update the status of items forwarded to the below offices via email. These additional reviews will be provided by DRMS-BCE to DRMS-PH with the risk assessment outlined in C8.5.7.3.

C8.5.7.4.1. DRMS-BCD will review National / Domestic Security items.

C8.5.7.4.2. DES-W will review Safety and Third Party risk items.

C8.5.7.4.3. DRMS-DG will review items recommended for legal review and criminal investigation.

C8.5.7.4.4. DRMS-T will review items recommended for criminal investigation.

C8.5.7.5. Notifications:

C8.5.7.5.1. National/Domestic Security-type Items and Potential Criminal Activity: Defense Criminal Investigative Service (DCIS) through DCIA upon recommendation of either DRMS-BCE, BCD, G, or Q. Coordination of this recommendation will be through DRMS-T to DRMS-D.

C8.5.7.5.2. Increased Regulatory Scrutiny-type and Third Party Cleanup Items: DRMS-PH, DLA-DES and DRMS-DG will coordinate and notify the generator(s) affected.

C8.5.7.5.3. Any item closed out without final disposal information: DRMS-PH and DRMS-BCE will coordinate with the DSD Environmentalist and DRMO COR for each Generator of each closure action taken and prepare a letter in writing to the Generator's command identifying the items and steps taken to satisfy generator requirements and concerns.

C8.5.7.6. Determination to close out Delivery Order files:

C8.5.7.6.1. The Contracting Officer in DRMS-PH reviews the determinations and recommendations provided in this guidance and the attached SOP and makes a written determination to close out delivery order items with missing disposal information along with consideration for the government determinations (if the contractor in question is still actively performing on a DRMS HW contract) and contractor past performance evaluation updates.

C8.5.7.6.1.1 Low-Risk Category: Upon completion of the risk determination by DRMS-BCE, the manfest tracker will input low risk items input into BOSS DMF using the code of "XXX". When all lines have been reviewed for low/high risk determination and loaded into BOSS, DRMS-BCE will provide the complete review package to DRMS-PH for consideration determination and/or complete other actions to be taken, such as annotation of the contractor's past performance record. Once the assessment has been received and reviewed, DRMS-PH will electronically notify DRMS-BCE of the outcome.

C8.5.7.6.1.2 High-Risk Category: High-risk items should remain open until comments and/or recommendations have been received from the appropriate reviewing office(s). Upon completion of the risk determination by DRMS-BCE, the high risk items will be input by the manifest tracker into BOSS DMF using the code of "XYZ". When all lines have been reviewed for low/high risk determination and loaded into BOSS, DRMS- BCE will provide the complete review package to DRMS-PH for consideration determination and/or complete other actions to be taken, such as annotation of the contractor's past performance record. Once the assessment has been received and reviewed, DRMS-PH will electronically notify DRMS-BCE of the outcome with a copy to DRMS-DG

C8.5.7.7. Entry into BOSS:

C8.5.7.7.1. An environmental technician in DRMS-BCE will receive the delivery order documentation to include the closure determination from DRMS-PH. The technician will ensure that the known audit trail is entered in BOSS. The final BOSS entry will be a disposal entry (DMF) to identify the last known facility in the audit trail with special handling codes of "XXX" or "XYZ" as identified in C8.5.7.6 above.

C8.5.7.7.2. The specialist maintaining Facility permit documentation in DRMS-BCE will load, or advise the manifest tracker to load the special handling codes in the TSF record of BOSS for the last known facility in the audit trail. Care will be taken to prevent abuse of the special handling codes. The codes will be removed from the TSF record upon completion of the processing above to prevent abuse.

NOTE: All DRMS actions and resolutions related to the non-receipt of disposal information should be well documented and included in the official record. High-risk items should receive the highest visibility of management through use of weekly activity reports, situation reporting, and/or discussion during review and analysis briefings, whichever is most applicable.

C8.6. **Oil and Hazardous Material/Hazardous Waste (HM/HW) Spill Prevention and Response.**

C8.6.1. General.

C8.6.1.1. The DRMO must comply with the Spill Prevention Control and Countermeasures (SPCC) plan, Spill Contingency Plan (SCP), and applicable RCRA permit/permit applications. The DRMO Chief must be knowledgeable of the SCP requirements and procedures pertaining to the DRMO. The purpose of the SPCC is to protect the environment from releases of oil and hazardous substances. The SPCC plan is required by environmental regulation. The SPCC invokes requirements to minimize or eliminate damage caused by spills of oil, or hazardous substances. Typical preventive measures identified by this plan are spill prevention procedures, installation and use of equipment and other devices or structures.

C8.6.2. Spill Prevention Control and Countermeasures (SPCC) Plan and Spill Contingency Plan (SCP).

C8.6.2.1. The development of the SPCC and SCP is a host responsibility and should provide coverage for all tenant activities. The SCP and SPCC plans must include the DRMO, as a tenant activity under the host Interservice Support Agreement (ISSA).

C8.6.2.1.1. A SCP details response actions for containment and cleanup**.** The SCP is developed in conjunction with the SPCC plan.

C8.6.2.1.2. DRMOs must assure that the portions of the SPCC plan and the SCP that pertains to the DRMO are on hand. Assure that the following control elements are included as a minimum.

C8.6.2.1.2.1 Pre-emergency planning and coordination.

C8.6.2.1.2.2 Personnel roles and lines of authority.

C8.6.2.1.2.3 Inspection procedures for emergency response equipment kept at the DRMO site.

C8.6.2.1.2.4 Emergency recognition and prevention.

C8.6.2.1.2.5 Site security and control.

C8.6.2.1.2.6 Evacuation routes and procedures.

C8.6.2.1.2.7 Emergency medical treatment and first aid.

C8.6.2.1.2.8 Emergency alerting and response procedures.

C8.6.2.1.2.9 Safe distances and places of refuge.

C8.6.2.1.2.10 Test and/or critique the effectiveness of the DRMO's response to a spill and of the host's spill contingency plan by performing a mock spill including host participation and provide follow-up. The critique as a minimum will evaluate the following:

C8.6.2.1.2.10.1 Ensure all DRMO personnel know who is in charge when a spill occurs.

C8.6.2.1.2.10.2 Ensure all DRMO personnel are aware of the notification procedures; e.g., who and when to notify and what information to provide.

C8.6.2.1.2.10.3 Assure safe proficient procedures are in place to identify the spilled substance.

C8.6.2.1.2.10.4 Knowledge of when and how to use various absorbents.

C8.6.2.1.2.10.5 Use of personal protective equipment as stated in the SPCC plan. (DESI 6055.1 DES Safety & Health Manual).

C8.6.2.1.2.10.6 Evacuation procedures for non-participants in the spill response.

C8.6.2.1.3. DRMO personnel who are members of host spill teams will have additional spill containment training provided by the host IAW 29 CFR 1910.120.

C8.6.3. <u>DRMO Responsibilities:</u>

C8.6.3.1. Maintain current copies of the SPCC plan and SCP.

C8.6.3.2. Post in strategic locations the initial actions to be taken in the event of a spill. Include list of persons and the organizations to be notified. The spill contingency plan will provide the host point of contact and other parties to be notified.

C8.6.3.3. For hazardous property regularly stored by the DRMO, ensure that the host's spill contingency plan applies to the potential hazards of property stored.

C8.6.3.4. DRMOs accepting physical custody of hazardous property will assure they maintain level D personal protective equipment (PPE) listed below. The DRMO must identify the substances that it stores and can be cleaned up using this equipment:

C8.6.3.4.1. Coveralls.

C8.6.3.4.2. Safety boots/shoes.

C8.6.3.4.3. Safety glasses or chemical splash goggles.

C8.6.3.4.4. Hardhat.

C8.6.3.4.5. Gloves.

C8.6.3.4.6. Face shield.

C8.6.3.5. DRMO must furnish the host industrial hygiene or bioenvironmental office with a proposed list of low hazard/level D substances with associated MSDSs or profile sheets and request a professional review and validation of the list. The DES Safety and Health Office (DES-WRH) will assist, when necessary, in defining what property can be handled using level D equipment. The DRMO is authorized to contain or clean up only those low hazard substances that it identifies in writing and lists on the DRMO portion of the SPCC/SPC. DRMO employees must be properly trained to use the PPE to contain or clean up the listed substances in accordance with 29 CFR 1910.120. This requires a minimum of 24 hours of safety training.

C8.6.3.6. Hazardous property not on the DRMOs" Level D list is the responsibility of the host spill team to contain and cleanup. The DRMO will not attempt to contain or clean-up property that is not on the Level D Spill List.

C8.6.3.7. Provide spill response supplies located in an easily accessible place near the stored hazardous property.

C8.6.3.8. Ensure DRMO personnel inspect emergency response equipment kept at the DRMO site in accordance with the inspection schedule.

C8.6.3.9. Ensure DRMO personnel are trained in spill prevention, containment and cleanup, consistent with the host spill contingency plan. Assure employees are provided training to use the personal protective equipment and spill containment equipment provided.

C8.6.3.10. Only DRMO personnel that have been trained by the host as fully qualified host spill team members may participate in spill response actions requiring level C or above PPE.

C8.6.3.11. DRMOs responsibility for containment and clean-up will be accomplished in accordance with the host SCP. In the event a spilled substance cannot be readily identified, DRMO employees must evacuate the area and request assistance from the host.

C8.6.3.12. When a spill occurs or is discovered, DRMO personnel will identify the substance to the supervisor. The supervisor will determine if the substance is on the level D substance list.

C8.6.3.12.1. If the spilled substance is on the level D list, then containment and cleanup is within the capability of the DRMO.

C8.6.3.12.2. If the spilled substance is not on the level D list containment and clean up is not authorized, the DRMO Area Manager or their authorized representative will initiate action consistent with the SCP.

C8.6.4. Reporting a Spill.

NOTE: How To Notify The DRMS Director About Urgent Incidents.

https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

C8.6.4.1. The DRMO will contact the host immediately as required by the host's spill contingency plan. When reporting a spill the following information must be provided:

C8.6.4.1.1. Name, address, and telephone number of DRMO representative.

C8.6.4.1.2. Date, time, and type of incident.

C8.6.4.1.3. Name and quantity of materials spilled.

C8.6.4.1.4. Extent of injury.

C8.6.4.1.5. Assessment of actual or potential hazards to human health or environment.

C8.6.4.1.6. Estimated quantity and disposition of recovered material resulting from the incident.

C8.6.4.2. The DRMO must report all hazardous spills involving reportable quantities, to the Forward Support Team Manager and DRMS-O within 8 hours of occurrence and a DRMS Situation Report (SITREP) is required within 24 hours. If the spill is caused by a DRMS contractor (SV, CV, HW, etc…), the appropriate Contracting Officer will be contacted by the DRMO within 8 hours of occurrence. International DRMOs: If a reportable release occurs at an international DRMO, the DRMO Chief will report the release to the Host Environmental Office, and forward a copy of the report to DRMS-OLF within 8 hours. If the release does not require reporting to the host, forward informal notification by e-mail to DRMS- OLF within 24 hours. The procedures and format for reporting this information is in DRMS-I 3020.1.

NOTE: Instructions for managing OSHA carcinogens requirements spills are outlined at Section 2, Chapter 1, Logistics Program.

C8.6.5. Forward Support Team Manager Responsibilities.

C8.6.5.1. Provide oversight to assure that the DRMO is adequately covered by the host's SPCC plan and the SCP. If required, initiate actions to correct deficiencies in plans.

C8.6.6. International Requirements.

C8.6.6.1. Additional spill prevention and response requirements for international DRMOs are located in the country-specific FGS, Chapter 18 - Spill Prevention and Response Planning, or in its absence, with the requirements specified in the OEBGD.

C8.6.6.2. If a reportable release occurs at an international DRMO, the DRMO Chief will report the release to the Host Environmental Office, and forward a copy of the report to DRMS-OL within eight (8) hours. (Reporting procedures are found in DRMS-I 3020.1) If the release does not require reporting to the host, forward informal notification by e-mail to DRMS-OL within 24 hours.

C8.7. **National Environmental Policy Act (NEPA).**

C8.7.1. General.

C8.7.1.1. The DLA implementation of NEPA considerations is in DLA One Book Chapters Environmental Considerations in DLA Actions in the United States, and Environmental Considerations in DLA Actions Abroad. These documents outline the environmental procedures DLA activities must follow prior to carrying out an environmental action in CONUS and internationally.

C8.7.1.2. DRMS will assess proposed actions, including retrogrades, for environmental impact before being implemented. This assessment will be done at the earliest practical state in the planning process, and no later than the first significant point of decision. The analysis will ensure compliance with all applicable environmental regulations and standards. Compliance does not require the most environmentally desirable alternative be selected over other acceptable sources of action. DRMS environmental policy is that, within legal and operational limits, cost effectiveness will be considered in the selection of preferred alternatives for disposal of property. Factors such as support to the Military Services, timeliness of disposal, and severity of existing hazards will also be taken into consideration.

C8.7.1.3. For actions proposed by the DRMS Command and for which DRMS has the responsibility to perform, the necessary environmental analysis and documentation will be performed. But, if the authority to direct a project or proposed action lies elsewhere, so does the responsibility to perform the required environmental analysis.

C8.7.2. Reutilization and Transfer.

C8.7.2.1. The reutilization of excess property within DOD and by the U.S. Coast Guard is conducted by DRMS under delegation of authority from the Administrator, GSA. Transfer of excess property to Federal civilian agencies is under the purview of GSA. Environmental analysis and the required documentation for these actions are not the responsibility of DRMS.

C8.7.3. Donation.

C8.7.3.1. GSA conducts the donation program. Therefore, compliance with NEPA requirements in the donation program is not the responsibility of DRMS. The Secretary of a Military Department is authorized to donate certain items to educational activities of special interest, and in these cases, DRMS does not have operational control for the action and is not responsible for performing the environmental analysis.

C8.7.4. Foreign Excess.

C8.7.4.1. DOD is authorized to conduct the Foreign Excess Personal Property Program, including donation. Since DRMS is precluded from donating items dangerous to the public health and safety, little hazardous property, if any, will be donated under the program; however, should such hazardous property be donated DRMS must comply with the requirements of DLA One Book Chapter Environmental Considerations in DLA Actions Abroad.

C8.7.5. Foreign Military Sales.

C8.7.5.1. Executive Order 12114, section 2-5 (IV), exempts FMS actions. DRMS will not perform environmental analysis on FMS due to this exemption and the sovereignty of the involved foreign government in complying with its requirement.

C8.7.6. Sales

C8.7.6.1. DRMS has management authority and operational responsibility for sales actions. The necessary environmental analysis and documentation, including preparation of EAs and/or EISs, when needed, will be done by DRMS. The quantity and relative hazard of the material will be factors in determining what level of environmental analysis is performed. Sales will not generally be assessed for environmental impact if the material being sold is available on the commercial market. If material having a probable environmental impact is to be sold, warnings will be included in the contract solicitation advising bidders of the hazards and appropriate environmental and safety precautions. Sales may require a statement of intent or proper licensing from the purchaser. If the purchaser's intended actions could significantly harm the environment of the U.S. or a foreign nation, the global commons, or provide a product, which is strictly regulated or prohibited, DRMS will perform environmental analysis and documentation prior to the sale.

C8.7.7. Reorganization.

C8.7.7.1. For reorganization of the headquarters of subordinate activities, including establishment or closure actions, or modification in the scope of the DRMS mission, an administrative EA/EIS will be completed and combined with other relevant technical and economic studies to develop a course of action recommended by the DRMS staff. This excludes host base closure actions affecting DRMS activities, where DRMS is not the responsible Federal activity initiating the action. Liaison will be maintained by the affected DRMS activity with the host. Assistance will be provided, as required, for proposals in which DRMS is not the lead activity.

C8.7.8. Construction Projects.

C8.7.8.1. DRMS has responsibility for technical review and required environmental analysis and documentation for construction projects that are funded by DRMS through DLA. This review and environmental assessment will be coordinated with the host installation.

C8.8. **Clean Water Act and Storm Water Pollution Prevention Plans.**

C8.8.1. Introduction.

C8.8.1.1. The Clean Water Act (CWA) requires certain industrial facilities to reduce, minimize, or eliminate the pollution of storm water runoff. To achieve this, the CWA requires that certain designated industrial activities that discharge storm water runoff obtain a storm water National Pollution Discharge Elimination System (NPDES) permit.

C8.8.1.2. Storm water runoff is managed through a permit process, a storm water pollution prevention plan, and the implementation of controls referred to as best management practices.

C8.8.1.2.1. Either state environmental agencies or EPA regions regulate storm water programs. There are two types of permits that storm water runoff can be managed under: a multi-sector general permit, or a site-specific individual permit.

C8.8.1.2.2. A Storm Water Pollution Prevention Plan (SWPPP) is a plan prepared by a permit holder that identifies sources of pollution or contamination affecting storm water runoff. The plan usually includes periodic sampling and is also the document that specifies actions to prevent or control the pollution of storm water runoff.

C8.8.1.2.3. Best Management Practices (BMP) is the term used to refer to measures implemented by the permit holder to reduce the amount of pollution entering surface water, air, land, or ground waters.

C8.8.2. Host Responsibilities.

C8.8.2.1. Military installations with designated industrial activities that discharge storm water run off to a Municipal Separate Storm Sewer System (MS4) or to a U.S. body of water are subject to storm water requirements. Tenant activities on the installation are subject to any storm water requirements associated with their activities.

C8.8.2.2. An installation subject to storm water permitting requirements is also required to develop and implement a SWPPP.

C8.8.2.3. Installations covered by permits are required to monitor storm water runoff for industrial activities at their installation.

C8.8.2.4. Installation activities whose storm water runoff exceeds levels for certain

contaminants require the implementation of best management practices.

C8.8.3. DRMO Responsibilities.

C8.8.3.1. DRMO activities that could be subject to storm water pollution prevention requirements include:

C8.8.3.1.1. HW Storage Facilities (TSDFs).

C8.8.3.1.2. Vehicle Storage Yards.

C8.8.3.1.3. Scrap Yards.

C8.8.3.2. DRMOs should know the regulatory status of their host installation regarding NPDES storm water program requirements. If an installation has a SWPPP, DRMOs should become familiar with those sections of the SWPPP that pertain to DRMO activities.

C8.8.3.3. DRMOs will work within their host installation‟s SWPPP to reduce storm water contamination from their activities.

C8.8.3.4. If the DRMO is informed that storm water runoff from a DRMO activity exceeds a standard and is requested to implement new or additional BMPs, the DRMO will cooperate with the host„s request. DRMOs will work with their Forward Support Team Manager to develop management practices to meet the host installation‟s request.

C8.8.3.5. If assistance in implementing BMPs is determined necessary, the DRMO/ Forward Support Team Manager should forward a request for assistance to DRMS-O.

C8.8.3.6. DRMOs that are not co-located on a host facility, e.g., a military installation, may be required to obtain their own Storm Water Discharge Permit. DRMOs that fall into this category, should immediately contact DRMS-BCP for guidance.

C8.8.4. DRMS Responsibilities.

C8.8.4.1. Projects requiring funding should be programmed as necessary.

C8.8.4.2. Projects to comply with storm water requirements will be identified to DRMS-BCP so that these projects can be included in various environmental budget, cost, and planning reports.

C8.8.5. International Requirements.

C8.8.5.1. Storm water protective measures must be in accordance with Chapter 4, Wastewater, of the country specific Final Governing Standards, or in the absence of a published FGS, with the OEBGD and any applicable host nation requirements.

C8.8.5.2. DRMOs Receiving FEPP (C1.8.1.3.) must comply with the requirements of the host"s wastewater permit, if one exists. DRMOs are responsible for becoming familiar with the permit and understanding which of their activities are covered under the permit. If a DRMO is required to implement new or additional procedures as a result of the host"s permit, the DRMO will cooperate with the host"s request and will notify DRMS-O of the required changes.

C8.8.5.3. Projects to comply with storm water requirements will be identified to DRMS-OL so that these projects can be included in various environmental budgets, cost and planning reports.

C8.9. **Disposal Funding.**

C8.9.1. Introduction.

C8.9.1.1. The Military Services are responsible for the disposal costs of all hazardous material and hazardous waste they generate.

C8.9.1.2. DLA activities will be funded to pay for their disposal costs and will follow the MILSBILLS procedures as outlined in paragraph C8.9.2.2.

C8.9.1.3. DLA direct disposal funds will be used for DRMO-generated hazardous property as part of their operations and for special projects as authorized by HQ DRMS. Requests for funding authorization should be directed to DRMS-BA, DRMS HW Funds prior to input of the receipt to BOSS.

C8.9.2. Responsibilities.

C8.9.2.1. DRMOs will:

C8.9.2.1.1. Provide a Quarterly Disposal Report to the generating activities identifying hazardous property that was successfully RTD or sold. This report is to be created using the generating activity DODAAC and DD Form 1348-1A number from data already in DAISY see Section 4, Supplement 2, Chapter 8, Enclosure 7. This will provide the generating activity a method to track their waste minimization or deobligated funds as required.

NOTE: This requirement is waived if the DRMO provides the generating activity with the written benefits of the quarterly disposal report and the generator replies in writing that they do not require the report. This must be renewed on an annual basis.

C8.9.2.1.2. Provide generating activities with the bid schedule for their disposal contract(s) and instructions on how to assign a Contract Line Item Number (CLIN).

C8.9.2.1.3. Notify the generating activity by telephone, fax or e-mail to request obligation of funds when hazardous material survives RTDS and becomes a hazardous waste.

C8.9.2.2. Generating Activities will:

C8.9.2.2.1. Provide a DD Form 1348-1A turn in document or use electronic/automated format, for turn in of all hazardous material and hazardous waste, as required by DOD 4000.25-1-M. The turn in form also serves as a funding order for hazardous waste.

C8.9.2.2.2. Provide the DD Form 1348-1A or electronic/automated format with the following information:

C8.9.2.2.2.1 HM/HW designation (Block 4). If hazardous waste is designated, a signature authorizing funding is required. *For electronic turn ins, the DRMO DAISY login and password is the authorizing signature.*

C8.9.2.2.2.2 Valid Signal Code in record position (cc 51).

C8.9.2.2.2.3 Valid MILSBILLS fund code (cc 52-53).

C8.9.2.2.2.4 Valid Bill to DODAAC in Block 27.

C8.9.2.2.2.5 Contract Line Item Number (CLIN) in Block 27.

C8.9.2.2.2.6 Total cost of disposal in Block 27e.

C8.9.3. Turn in Procedures.

Standard requirements for the turn in of hazardous property by the Military Services are in DOD 4160.21-M, Chapter 3 and Chapter 10. See also Section 2, Chapter 2 - Property Accounting, Paragraph C2.5.5.

C8.9.3.1. Funding Turn in of Hazardous Material (HM).

C8.9.3.1.1. Funding data will be required on the DD Form 1348-1A or automated format at the time of turn in. Funding shall be equal to the disposal cost specified in the price schedule of the commercial hazardous waste disposal contract administered by DRMS for the installation or generating activity.

C8.9.3.1.2. The generating activity does not need to obligate funds at the time of turn in if:

C8.9.3.1.2.1 The DRMO can dispose of the hazardous property identified through an existing term sales contract; or.

C8.9.3.1.2.2 The DRMO is confident, based on historical data, that the hazardous property can be RTDS; or

C8.9.3.1.2.3 Funding for the disposal of hazardous material, or any portion thereof, that survives RTDS will be provided by the generating activity within 5 business days of notification from the DRMO. This option is not available for deployed units, who must provide disposal funding for HM at the time of turn in. The unit will be notified of the amount of any unused funds not required as a result of successful R/T/D/S of the HM.

C8.9.3.1.2.4 Generating activity has an automated system capable of receiving the DRMO to Generator file from DAISY.

NOTE: The DRMO may use a Memorandum of Agreement (MOA) as a management tool for hazardous material that is not funded at receipt (see Section 4, Supplement 2, Chapter 8, Enclosure 8).

C8.9.3.2. *Exception.* During the period of 15 September through 30 September of each fiscal year, all hazardous material turn ins will be received without funding at turn in. If the hazardous material survives R/T/D/S and is placed on a disposal contract, the generating activity will provide funding for the disposal on the 1st of October of the new fiscal year.

C8.9.3.3. The DRMO will provide the generating activity a receipt copy of the DD Form 1348-1A for hazardous waste going for disposal. On electronic turn ins, the DRMO to Generator file transfer will become the receipt copy provided by the DRMO to the Generator. For electronic turn ins where the Generator does not receive the DRMO to Generator file transfer, the DRMO may provide and sign the first page of the SHIP Due In report as the receipt copy.

C8.9.3.4. The DRMO will provide the generating activity a copy of the delivery order, DD Form 1155 and any modifications.

C8.9.4. MILSBILLS Fund Code.

C8.9.4.1. Generating activities are required to use a valid two-digit MILSBILLS fund code per DOD 4000.25-1-M (MILSTRIP) and DOD 4000.25-7-M. Generating activities will receive a MILSBILLS interfund bill on a monthly basis. Base Operating Supply System (BOSS) accepts only MILSBILLS fund codes that are under Signal Code B, C or L. The generating activity should be referred to their accounting and finance office to obtain the correct two digit MILSBILLS fund code.

C8.9.4.2. DRMOs are not to use XP as an alternate MILSBILLS fund code. Funding code XP generates manual billings for activities not on the interfund system. Activities authorized to use funding code XP are: Coast Guard, Corp of Engineers-Civil Works, Army and Air Force Exchange Service, Federal Civilian Agencies (FCAs), and other DOD activities without interfund capability. Generating activities using funding code XP will receive an SF 1080 billing quarterly. Federal Civil Agencies (FCAs) will have a signed Memorandum of Agreement (MOA) with DRMS authorizing DRMS to bill them for service contract charges.

C8.9.5. Retrogrades.

C8.9.5.1. Retrograde is a process of transferring DOD owned property from U.S. international facilities to CONUS. This type of disposal action will be pursued when host or third country disposal is not possible, environmentally unsound, or prohibited. In general, retrogrades are only used for returning HM/HW or PCBs and PCB Items to CONUS for ultimate disposal. Retrogrades of HM/HW to CONUS for ultimate disposal must meet the requirements of Chapter 6 of the country-specific FGS or the OEBGD. But, all types of DOD owned property could be considered for retrograde, excluding any foreign-made PCB property. Any property accepted by the DRMO destined for return to CONUS, will be at the generating activities expense.

C8.9.5.2. If property cannot be disposed of or sold locally, inform the generator of what funding is required:

C8.9.5.2.1. Military Interdepartmental Purchase Request (MIPR) for packing, crating, handling and ground transportation (PCH & T) requirements.

C8.9.5.2.2. Transportation Authorization Code (TAC) for ocean transportation.

C8.9.5.2.3. Funding document or DODAAC for disposal.

C8.9.5.2.3.1 The generating activity is responsible for preparing and providing funding documentation for packaging, marking and labeling of property to DRMO for turn in in accordance with DRMO turn in instructions and applicable DOD/host country/international laws and regulations. (Reference: DOD 4160.21-M)

NOTE: If using a DD Form 1348-1A, the generator must have a proper DODAAC and MILSBILLS fund code.

C8.9.5.3. Requirements of 40 CFR 262.60. The DRMS EPA Identification Number (or host DOD port EPA Identification Number) will be used by DRMS to satisfy the requirements of 40 CFR 262.60.

C8.9.5.4. Retrograde operating procedures are published in the Section 2, Chapter 1, Logistics Program.

C8.9.5.5. Special Service Contract Item Numbers (CLINs). See Section 4, Supplement 2, Chapter 8, Enclosure 6.

C8.9.6. Submitting DOD Activity Addressing Code (DODAAC) Additions to BOSS.

New generating activities or activities whose DODAAC changes, must contact DRMS to establish or change their account. The following information must be submitted via e-mail to: DRMS DODAAC@dla.mil.

C8.9.6.1.1. *Generating Activity DODAAC.* This code identifies the generator. It is also known as the Unit Identification Code (UIC). This number is available through the generator‟s Supply Item Manager.

C8.9.6.1.2. *Paying DODAAC.* This code identifies the paying office or parent activity. This number is available through the generating activities‟ finance office.

C8.9.7. Points of Contact.

C8.9.7.1. Hazardous contract questions should be directed to DRMS-BCE. For funding questions, e-mail: DRMS HW Funds. For accounting questions regarding DODAAC or Fund Code, contact DRMS-RF or e-mail: DRMS DODAAC@dla.mil.

C8.10. **Notification of Suspected Environmental Violations.**

NOTE: How To Notify The DRMS Director About Urgent Incidents.

https://www.dispositionservices.dla.mil/gov/publications/suppdocs/urgentincidents.pdf

C8.10.1. General.

C8.10.1.1. DRMS employees are subject to the environmental laws of the United States. Those laws and employee responsibilities are described in DLA One Book Chapter Environmental Compliance. Suspected violations of these laws require reports to regulatory agencies, for example, U.S. EPA, state regulatory officials, local officials, or DRMS legal counsel. See DRMS-D 5500.10, Combating Fraud in DRMS Operations. International employees should contact DRMS legal counsel for information on their rights and responsibilities under host nation law and the applicable Status of Forces Agreements (SOFA).

C8.10.2. Procedures.

C8.10.2.1. Suspected violations MUST be reported within 24 hours. Suspected violations will usually arise from one of four sources: tracking of invoices, sale contractor surveillance visits, DRMO self-inspections, and other sources. Reportable violations that may result in significant or widespread harm to the environment, represent a trend or systematic problem within DRMS, or may be politically highly visible will be reported via e-mail to the DSD Env. Supervisor, the DRMS-BC Division Supervisor, and via SITREP.

C8.10.2.2. Tracking of Invoices and Sales Contractor Surveillance Visits violations must be reported as outlined in the Operating Instruction at Section 4, Supplement 2, Chapter 8, Enclosure 9.

C8.10.2.2.1. DRMO Self-Inspections*:*

C8.10.2.3. Suspected noncompliance matters in a DRMO facility will be reported by the DRMO Chief to the host installation environmental office with an e-mail copy sent to the DSD Env. Supervisor, the DRMS-BC Division Supervisor, and noted in a SITREP. For example,

spills or temporary warehousing of hazardous property while a waste storage facility is repaired.

C8.10.2.4. The DRMO Chief will ensure notification procedures follow the host spill plan and the host hazardous waste permit. These notifications will be documented and coordinated with the host. A follow up in writing will be provided to the DSD Env. Supervisor, the DRMS-BC Division Supervisor, and via SITREP. Additional information on host notification see paragraph C8.2.4.4. of this chapter.

C8.10.2.5. Other Sources:

C8.10.2.5.1. DRMS employees with information concerning a possible violation of environmental laws should report them to their supervisor. Employees will not be penalized for "good faith" reporting of suspected environmental violations.

C8.10.2.5.2. If it is not possible to discuss the suspected environmental violation with a supervisor, the employee may provide a report in writing to the the DSD Env. Supervisor or the DRMS-BC Division Supervisor.

C8.10.2.5.3. The DSD Env. Supervisor and/or the DRMS-BC Division Supervisor will determine if the violation needs to be reported to a regulatory agency. The issue will be coordinated with legal counsel and appropriate program offices.

C8.10.3. <u>Administration Notification Actions:</u>

C8.10.3.1. Administrative notification actions are including but not limited to notices of violation (NOV), warning letters, notices of noncompliance (NON), administrative complaints, requests for hearings, or other matters regarding suspected or apparent violations of environmental laws or regulations. A SITREP must be completed and all notifications must be transmitted within 24 hours of receipt to the DSD Env. Supervisor and the DRMS-BC Env. Division Supervisor. The DRMS-BC Division Supervisor will immediately provide copies to legal counsel. Normally, facsimile or e-mail transmissions followed by routine postal procedures should be used. Additionally, violations regarding DRMS HW Contractor actions must be provided to the Contracting Officer.

C8.10.3.2. The DSD Environmental Supervisor, DRMS-BC Environmental Division Supervisor and legal counsel (and Contracting Officer for DRMS HW contractor violations) will review and determine the action office responsible for responding to the notice. No action or response (written or oral) is to be taken in response to an administrative notification action until advice has been received from the DSD Env. Supervisor, DRMS-BC, the Contracting Officer (if applicable) and coordination with legal counsel, unless immediate action is required to prevent significant or widespread harm to the environment. An update to the intial SITREP is required when the response is submitted. Where immediate action is required to prevent significant or widespread harm to the environment, an after-action report will be immediately transmitted to the DRMS Environmental Division Supervisor and legal counsel.

C8.10.3.3. Federal, state or local authorities that request advice regarding where an

administrative notification action should be served will be directed to legal counsel.

C8.10.3.4. Administrative notification actions associated with DRMO activities that are issued to the host installation should follow the procedures provided in paragraph C8.10.2.1.1.

C8.10.4. International Requirements:

C8.10.4.1. OCONUS employees should contact the DRMS-DG legal office for information on their rights and responsibilities under host nation law and the applicable Status of Forces Agreements (SOFA).

C8.10.4.2. OCONUS employees should also contact the DRMS legal office any time the employee is requested to provide information on environmental policies or procedures to regulatory authorities. Contact should be made prior to the release of information whenever possible. If the DRMS legal office is unavailable, the employee should contact their host installation legal office for advice and assistance. A memorandum for record of any regulatory contacts, including questions, inspections, or informal visits should be prepared and forwarded to DRMS-OLF and the DRMS legal office no later than the day following the contact.

C8.11. **Environmental Certification.**

C8.11.1. General.

C8.11.1.1. Environmental Technicians (manifest trackers) in Hazardous Waste Disposal Processing Branch (DRMS-BCE) and in Forward Support Team - Operations Asia/Pacific (DRMS-OA) and Forward Support Team - Operations Europe/Southwest Asia (DRMS-OS) will analyze the audit trail submitted by the contractor to verify selected data as evidence of services performed preparatory to authorization for payment (Phase I as defined below - See C8.11.2.1.1.). Trackers also review completion of the audit trail as required by the DOD “cradle to grave” policy (Phase II as defined below - see C8.11.2.1.2.) to determine compliance with environmental requirements and with related terms and conditions of the contract. See Section 4, Supplement 2, Chapter 8, Enclosure 10.

C8.11.1.2. Hazardous disposal contractors with BOSS access: Refer to Instructions for Contractor BOSS Entry (see Section 4, Supplement 2, Chapter 8, Enclosure 11).

C8.11.2. Procedures.

C8.11.2.1. Audit trail information above is identified as Phase I or Phase II. Those phases are defined below:

C8.11.2.1.1. Phase I refers to that portion of the disposal audit trail for each waste stream up to and including receipt at the first Treatment, Storage and Disposal Facility (TSDF). On some contracts, documentation of this information suffices for payment to the contractor.

C8.11.2.1.2. Phase II refers to that portion of the disposal audit trail from receipt at the first TSDF to final disposal (the "grave.")

C8.11.2.2. The disposal contractor will submit audit trail information ("tracking") to DRMS as instructed by the respective Contracting Officer in each disposal contract. This information could be submitted electronically or by paper copy as instructed and with specific data as instructed.

C8.11.2.3. Log paper audit trail submissions by hazardous disposal contractors in the tracking area. All paper submissions will be logged in and out and accounted for at all time. Maintain a similar log for electronic submissions from contractors for the notification of completed entry only.

C8.11.2.4. Use DRMS Form 1878, Certification of Services/Manifest Tracking, to record all actions regarding paper submissions from log in to submission to the Contracting Officer.

C8.11.2.5. Trackers will perform analysis of each submission as provided in the respective enclosure.

C8.11.2.6. Upon completion of the analysis, forward the submission with written results to the respective Contracting Officer.

C8.12. **Off-Installation Hazardous Clean-up (Third Party).**

C8.12.1. Introduction.

C8.12.1.1. The following policies, procedures and responsibilities apply to all situations arising in the U.S. and its possessions where a DRMS generated hazardous substance is found outside of a military installation and off-installation cleanup or payment for cleanup is requested of DRMS by Federal, state, local environmental authorities, or by third parties.

C8.12.2. Policy.

C8.12.2.1. *Immediate Reply.* DRMS will immediately reply to any request for military agency response to discovery of military related hazardous material or waste located in a civilian (public or private) environment. The response will neither automatically assume liability for cost or cleanup of the hazard nor stand in the way of legal or criminal remedies by those responsible.

C8.12.2.2. Potential Cleanup:

C8.12.2.2.1. Off-installation hazardous cleanup may be undertaken to mitigate actual or potential DRMS liability under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) as amended by Superfund Amendments and Reauthorization Act (SARA) of 1986. Cleanup would demonstrate DRMS responsibility for protection of the environment and concern for public welfare.

C8.12.2.2.2. As stated in the DOD 4160.21-M, Chapter 10, DLA/DRMS will assume responsibility for the original DOD generating activity, whenever hazardous substances are found or have caused contamination at a Third Party site, if the hazardous substances were correctly identified by the generating activity and turn in documentation establishes that the HP was processed through DRMS. Third Party sites will be managed in accordance with DLA"s Defense Environmental Restoration Program guidance. DRMS will not assume all CERCLA liability for non-DOD generating activities.

C8.12.3. Procedures:

C8.12.3.1. Environmental Response Actions:

C8.12.3.1.1. Immediately forward requests for off-installation cleanup to: Installation Management, DES-WRI, at (DSN) 661-5898 or Third Party Site Program Manager at (DSN) 661-7412 or (269) 961-7412 or e-mail DRMS Third Party Site Notification Telephone reports will be followed up in writing detailing pertinent data. DES-WRI will maintain a record of all off-installation response requests and provide direction to the reporting office within 2 hours of receiving the report.

C8.12.3.1.2. DES-WRI will promptly refer the request to DRMS-DG for legal guidance on how to proceed. DLA-DES-E and DLA Office of Counsel will be consulted as necessary.

C8.12.3.1.3. Each request for assistance will be based on the fiscal and legal constraints that govern DRMS actions. The DRMS Director will make the decision to retrieve, cleanup, or dispose of this property. Coordination will be processed through the Office of Counsel and others involved. Among the factors that will be evaluated are:

C8.12.3.1.3.1 If the items were offered as usable for their originally intended purpose.

C8.12.3.1.3.2 Type of packaging, item descriptions and contracts.

C8.12.3.1.3.3 Danger to public health and safety.

C8.12.3.1.4. DRMS-BCP and DES Safety Office (DES-WRH) will authorize site visits by DRMS employees or agents. The following factors will be considered:

C8.12.3.1.4.1 The value of the information that can be gathered or preserved.

C8.12.3.1.4.2 Access to the property.

C8.12.3.1.4.3 Ability of DRMS personnel to render competent judgment.

C8.12.3.1.4.4 Safety danger to the site visitor.

C8.12.3.1.4.5 The extent of DRMS involvement.

C8.12.3.1.4.6 Third party site safety plan.

C8.12.3.1.5. All oral or written replies to the public or media concerning the DRMS response to off-installation response requests will originate from the DRMS Office of Public Affairs.

C8.12.3.1.6. DRMS-BCP will keep DRMS-O and DRMOs apprised of events as they develop.

C8.12.3.2. Environmental Compensation Actions.

C8.12.3.2.1. All claims by Federal, state, local environmental authorities and third parties for reimbursement or contribution for environmental response actions, involving DRMS generated hazardous substances will be sent to the Environmental Office, DRMS-BCP. DRMS-BCP will refer all claims to DRMS-DG for evaluation under applicable statute and case law.

C8.12.3.2.2. Settlements at third party sites involving the use of Defense Environmental Restoration Account (DERA) funds must be coordinated with DLA-DES-E. No agreement involving DERA funds should be entered into unless the funds have been previously approved by DLA-DES-E. DERA can be used to pay for EPA‟s future work. Reimbursement for EPA‟s past costs will come from a Special Appropriation from the U.S. Congress. In all cases use of Judgment Fund will be used were applicable for Third Party Sites. See Management Guidance for the Defense Environmental Restoration Program (DERP) September 28,2001 http://www.dtic.mil/enviroDOD. Select „*Policies and Documents,*" then *DERP Management Guidance*, then select „link."

C8.12.3.2.3. If required, a claims investigating officer may be appointed to investigate and prepare a report of investigation on the underlying facts. DRMS-DG will determine the extent to which the request for compensation will be granted.

C8.12.3.3. Operating Procedure:

C8.12.3.3.1. DRMS responsibilities for off-installation third party sites are at See Section 4, Supplement 2, Chapter 8, Enclosure 12.

C8.12.3.4. CERCLA Section 104(e) Notices:

C8.12.3.4.1. Procedures for DRMS responsibility for handling CERCLA section 104(e) notices are at Section 4, Supplement 2, Enclosure 13. These procedures will be used unless otherwise indicated by DRMS.

C8.12.3.5. Responsibilities.

C8.12.3.5.1. *The Program Manager (DRMS-BCP) will:*

C8.12.3.5.2. Assure coordination of environmental response actions within, HQ DRMS, DRMS-O and DRMOs. This will include requests and budgeting for Defense Environmental Restoration Account Funds and Special Appropriates from U.S. Congress for third party sites.

C8.12.3.5.3. Provide technical advice and assistance to requesting DOD agencies and other involved third parties.

C8.12.3.6. Collect and distribute data about the off-installation site.

C8.12.3.7. Identify cost recovery actions from sales or disposal contractors who created third party sites and forward this information to DRMS-DG, and other offices involved.

C8.12.3.8. Will load into the Third Party Site Tracking Database the initial information to include; site name and number; location; Current status (open for new sites); active status; points of contact including DRMS-BCP and DRMS-DG.

C8.12.3.9. Ensure that in all Third Party site files are retained for period of 50 years, as required in DLA One Book Chapter Records Management

C8.12.3.10. Initiate follow up actions to identify deficiencies (if any) in the DRMS Sales System that resulted in new Third Party Sites created after enacting our new sales procedures in March 1990 and recommendations on how to prevent similar sites from occurring.

C8.12.3.10.1. DRMS Operations (DRMS-O) will:

C8.12.3.10.1.1 Provide DRMS sales history of the hazardous substances and/or retrieve sales contracts.

C8.12.3.10.1.1.1 Take appropriate cost recovery actions from sales contractors who created Third Party sites.

C8.12.3.10.2. *The Chief of Hazardous Contracting (DRMS-PH)* will:

C8.12.3.10.2.1 Provide hazardous disposal contract information.

C8.12.3.10.2.2 Provide emergency contract support for environmental response actions.

C8.12.3.10.2.3 Take appropriate cost recovery actions from disposal contractors who created Third Party sites.

C8.12.3.10.3. *The Office of Counsel (DRMS-DG) will*:

C8.12.3.10.3.1 Provide legal advice and assistance in environmental response actions.

C8.12.3.10.3.2 Represent DRMS with environmental authorities and third parties.

C8.12.3.10.3.3 Provide legal opinions on environmental compensation and liability issues.

C8.12.3.10.3.4 Initiate appropriate steps to ensure actions against other responsible parties are pursued.

C8.12.3.10.3.5 Provide legal support to DRMS-O, DRMS-PH and DRMS-BCP on cost recovery actions from sales and disposal contractors who created Third Party Sites.

C8.12.3.10.3.6 Coordinate actions with the United States, Department of Justice when applicable or settlements agreements with private parties and using the Judgment Fund.

C8.12.3.10.3.7 Coordinate and seek DRMS-BCP approval through a formal a Memorandum for Record or other internal document on all settlement agreements.

C8.12.3.10.4. *The Office of DRMS Public Affairs will:*

C8.12.3.10.4.1 Provide public affairs and community relations‟ support for Third Party sites.

C8.12.3.10.5. The Chiefs at Defense Reutilization and Marketing Offices will:

C8.12.3.10.5.1 Immediately report all information regarding off-installation military related hazardous waste or hazardous material accumulation problems to DRMS-O and to DRMS-BCP.

C8.12.3.10.5.2 Act on instructions received from DRMS regarding emergency response actions.

C8.12.3.10.5.3 Forward information that may be needed to maintain a factual public information response.

C8.12.3.10.5.4 Upon request, assign an on-scene representative to take charge of DRMS interests at a designated site, including acting as the Contracting Officer Representative at removal actions (after approval from the DES Safety Office - DES-WRH).

C8.13. **Emergency Planning and Community Right-To-Know (EPCRA). TITLE III, Superfund Amendment and Reauthorization Act.**

C8.13.1. <u>References:</u>

C8.13.1.1. Executive Order #12856, August 3, 1993, Subject: Federal Compliance With Right-to-Know Laws and Pollution Prevention Requirements.

C8.13.1.2. 40 CFR 355, Appendices A and B, *The List of Extremely Hazardous Substances, and Their Threshold Planning Quantities.*

C8.13.1.3. 40 CFR 370, Hazardous Chemical Reporting.

C8.13.2. General:

C8.13.2.1. Reference C8.13.1.1. requires Federal facilities to comply with the planning and reporting provisions of EPCRA. The DOD installation has the responsibility of implementing the EPCRA program for the host installation where a DRMO is located.

C8.13.2.2. Regulatory requirements, which may impact DRMO operations, are at 40 CFR 370.20 - 28. DRMOs should be familiar with these requirements if storing certain quantities of hazardous materials that require a Material Safety Data Sheet (MSDS) and/or certain quantities of extremely hazardous substances. In order for the host to be able to comply with EPCRA chemical quantities reporting requirements, installations affected by the regulation may require the DRMO to report the types and quantity of chemicals and extremely hazardous substances stored at the DRMO.

C8.13.2.3. DRMOs, which are tenants on DOD property, are directed to cooperate with the EPCRA programs established by their host installation. In the event of a catastrophic release of hazardous substances, the DRMO will immediately notify the host installation. The host installation, under the EPCRA program, will notify the local emergency planning committee and state emergency response commission.

C8.13.3. Procedure:

C8.13.3.1. The DRMO will follow the spill reporting procedures, as provided in C8.6., this instruction, when reporting a catastrophic release. The DRMO will complete a Situation Report and notify the appropriate DRMS Contracting officer for any contractor caused spill.

C8.13.4. International Requirements:

C8.13.4.1. If a reportable release (as defined by OEBGD, FGS, host installation or host nation law) occurs at an international DRMO, the DRMO Chief will report the release to the Host Environmental Office, and forward a copy of the report to DRMS-OL within 8 hours (Reporting procedures are found in DRMS-I 3020.1). If the release does not require reporting to the host, forward informal notification by e-mail to DRMS-OL within 24 hours.

C8.14. **Defense Environmental Restoration Program (DERP).**

C8.14.1. Management Guidance.

C8.14.1.1. The DERP provides centralized program management for the cleanup of DOD hazardous waste sites consistent with the provisions of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act of 1986 (SARA) and the National Contingency Plan (NCP). The goals of the DERP are stated in 10 USC 2701 and consist of the following:

C8.14.1.1.1. The identification, investigation, research and development and cleanup of contamination from hazardous substances, pollutants and contaminants.

C8.14.1.1.2. Correction of other environmental damage (such as detection or disposal of unexploded ordnance), which creates an imminent and substantial endangerment to the public health, welfare, or to the environment.

C8.14.1.1.3. Demolition and removal of unsafe buildings and structures, including buildings and structures of the DOD at sites formerly used by or under the jurisdiction of the Secretary of Defense.

C8.14.1.2. The Staff Director, Environmental and Safety, DLA-DES-E, has been designated as the Executive Program Manager of the DERP. DRMOs with DERP projects shall be coordinated through DRMS-BCP, prior to submitting an unfunded requirement to the Office of Comptroller (DRMS-RF). Sufficient narrative and cost estimates must be provided to describe the proposed project.

C8.14.2. <u>Activities Eligible for DERP:</u>

C8.14.2.1. Installation Restoration Program.

C8.14.2.1.1. For activities eligible for DERP see http://www.dtic.mil/enviroDOD Select *"Policies and Documents,"* then *„DERP Management Guidance",* then „link."

C8.14.2.2. *Environmental Cleanup at the DRMO.*

C8.14.2.2.1. Current DOD management guidelines for the Defense Environmental Restoration Program (DERP) specify that "*In general, the installation is responsible for all tenant environmental restoration requirements that are eligible for environmental restoration funding through the Component Environmental Restoration (ER) or BRAC accounts*." This statement is entirely consistent with the approach that DLA has been taking for many years in dealing with such situations, that is, the host is responsible for all environmental restoration except that caused by current spills (releases occurring after October 17, 1986).

C8.14.2.2.2. Requests from host installations concerning cleanup at DRMOs should be forwarded to DRMS-BCP for coordination and action.

C8.14.2.2.3. In some cases where contamination can be traced to a recent spill or releases occurring after October 17, 1986, DRMS may request and budget working capital funds to perform a cleanup.

C8.15. **Environmental Responsibility Deteriminations (ERD) ~~Recommendation~~ for Hazardous Property Sales and Assessment of Environmental Liability Risks (Edited Oct 2012)**

C8.15.1. Introduction.

C8.15.1.1. For CONUS, the Superfund Equity Recycling Act (SERA) of 1999 amends the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) to provide certain liability exemptions for recycling transactions where reasonable care has been applied. For OCONUS, there are Host Nation requirements which require agents handling potentially hazardous substances to ensure that contaminants are not released to the environment. For both CONUS and OCONUS, this is accomplished through a due diligence process whereby purchasers of hazardous materials (HM) property and range residue scrap, and also the destination facility where such materials are received after purchase, are evaluated for their level of environmental responsibility. The purpose of the ERD ~~environmental assessment of potential purchasers of hazardous property is necessary in order to ensure that purchasers manage hazardous property in an environmentally responsible manner. This is accomplished through the process of hazardous property environmental responsibility recommendations (ERR) which purpose~~ is to establish a record of reasonable care as defined under SERA and determine if buyers of ~~maximize the sale of~~ hazardous property or range residue ~~to buyers who~~ demonstrate the~~ir~~ ability to handle ~~and manage hazardous~~ such property in a regulatory-compliant and environmentally-responsible manner, thereby minimizing government liability and precluding ultimate disposal. The ERD process shall be applied to all successful high bidders and is required for term and one time sales. ~~an environmental responsibility recommendation of all high bidders is required (including term and negotiated sales).~~ Award of property by the Sales Contracting Officer (SCO) takes place once the ERD of high bidder/purchaser/destination facility has been completed with favorable results ~~determined~~. The ~~HM~~ SCO is the sole Government representative who has the authority by law to enter into a ~~HM~~ sales contract on behalf of the US Government.

C8.15.2. Environmental Controls.

C8.15.2.1. To ensure Environmental Responsibility Determinations (ERD) ~~recommendations~~ are performed in an ~~efficient~~ effective manner and demonstrate reasonable care by the US Government, ~~and environmentally responsible manner~~, the following environmental controls are instituted as applicable:

C8.15.2.1.1. Pre-award survey by DLA Disposition Services Environmental Branch, J-33.

C8.15.2.1.2. Pre-award on-site inspection.

C8.15.2.1.3. Post-award on-site inspection.

C8.15.2.1.4. High bidder non-responsibility review by DLA Disposition Services-DG legal staff.

C8.15.2.1.5. Statement of Intent.

C8.15.2.1.6. Centralized Program Management.

C8.15.2.1.7. “Red-list” referral items review by DLA Disposition Services J-33 or applicable DSD Environmental Branch, OCONUS.

C8.15.2.1.8. ERD technical reviews by DLA Disposition Services Environmental Branch, J-33.

C8.15.3. Environmental Responsibility Determination ~~Requirement~~ (ERD) Requests.

C8.15.3.1. Sales Contracting Officers will forward all requests for ERDs ~~environmental responsibility recommendations of high bidders~~ to DLA Disposition Services Environmental Branch in CONUS, or to the applicable DSD Environmental Branch, OCONUS. ~~DRMS-BCE/FST-E/FST-P/Zone.~~ The requests will include (1) a DLA-Two-Way Memorandum (official request form), (2) a completed Statement of Intent (DRMS Form 1645) or End-Use Certificate, (3) a completed SAP-CRM Account Management Facilities ~~DNSP Facility Maintenance~~ Screen of high bidder, (4) catalog item description, and, (5) other ~~available~~ documents as required by ~~to assist in~~ the ERD process. ~~i~~.e., permits, regulatory contacts/phone numbers, previous inspection reports, material safety data sheets/serial numbers (MSDS), etc. ~~The above documentation~~ These documents will be used in determining potential purchaser's level of environmental management competence. ~~responsibility/non-responsibility environmental assessments.~~ For CONUS requests, the ERD requests will be, ~~CONUS ONLY~~, logged into the ~~DRMS-BCE~~ DLA Disposition Services Environmental Branch (LHO Technical) database prior to an ERD and provided to the responsible environmental~~ist~~ staff performing the review.~~assessment~~. ERDs will be accomplished by performing pre-award telephone surveys, pre-award on-site surveys, post-award on-site surveys, and, for term sales purchasers, annual compliance assessments.

C8.15.4. Pre-Award Telephone Survey.(CONUS)

C8.15.4.1. Pre-award telephone surveys will be conducted within CONUS to assess the Destination facilities operation including but not limited to the handling, storing, and disposing of hazardous materials and range residue scrap. Further, the pre-award telephone survey is conducted to confirm ~~whether~~ if the operation is consistent with information provided in the Statement of Intent (SOI) or End Use Certificate, housekeeping practices, pre-existing site conditions, and regulatory compliance information. ~~and determine the need for an~~ If on-site inspection has not been done at a location before, then it is mandatory and always warranted. To determine the level of environmental responsibility (of the purchaser and/or receiving facility ~~destination location~~), ~~DRMS-BCE/FST-E/FST-P/Zone~~ environmental~~ist~~ personnel performing the ERD within the DLA Disposition Services Environmental Branch will contact the appropriate Federal, state, or local regulatory agency, and, when appropriate, the destination location(s) to determine compliance and gather other objective evidence to identify any high risk conditions as required by ERD protocol. DLA Disposition Services Environmental Branch personnel ~~validate evidence of a working relationship~~. ~~DRMS-BCE~~ will document the results of the telephone survey as a conversation record. If determined responsible, DLA Disposition Services Environmental Branch staff ~~DRMS-BCE/FST-E/FST-P/Zone~~ will update the ~~DNSP~~ Facility ~~Maintenance~~ Screen with date inspection completed, date inspection results received, inspection expiration date, facility inspector name, inspection remarks and facility determination (High or Low Risk). ~~indicator (responsible/non-responsible).~~ The DLA Disposition Services Environmental Branch ~~DRMS-BCE~~ internal database shall be updated accordingly (CONUS ONLY). For OCONUS, any language limitations will preclude Pre-Award telephone surveys, and therefore will require Pre-Award On-

Site Surveys. ~~If an on-site inspection is not needed/required, DRMS-BCE/FST-E/FST-P/Zone environmentalist will then forward results of the telephonic ERR assessment to appropriate SCO.~~

C8.15.5. Pre-Award On-Site Surveys (CONUS and OCONUS).

C8.15.5.1. DLA Disposition Services field activity ~~DRMO~~ personnel will normally complete pre-award on-site surveys as requested by the DLA Disposition Services Environmental Branch staff, CONUS, or DSD Environmental Branch, OCONUS staff ~~DRMS-~~BCE environmentalist. Pre-award on-site surveys will be performed with the purpose of physically assessing the purchaser's ~~and/or~~ destination facilities and the ~~entire~~ operation thereof, including competency ~~their capability and knowledge~~ regarding the management of hazardous property, capacity, storage, processing/use and transportation. Volume and toxicity of property, and previous DLA inspection findings~~, as well as other factors,~~ shall be considered when determining if an on-site survey is required. When an on-site survey is required, DLA Disposition Services Environmental Branch, CONUS or DSD Environmental Branch, OCONUS staff ~~DRMS-BCE~~ will notify the appropriate DLA Disposition Services field site ~~DRMO~~ to request an on-site survey be completed on a perspective purchaser or destination location. ~~A courtesy copy notification will be e-mailed to the appropriate Forward Support Team Manager informing him/her of the pre- award request.~~ DLA Disposition Services Environmental Branch, CONUS or DSD Environmental Branch, OCONUS staff DRMS-BCE environmentalist will indicate which pre-award on-site survey checklist to use (i.e., DLA Forms 2006 or 2007 version)~~through 2010. These forms are located in Adobe~~ These forms ~~and~~ are to be distributed to the Regional Environmental Program Manager and are to be used by the DLA Disposition Services field site ~~DRMO~~ to complete the survey along with the provided Statement of Intent (SOI) as applicable, item description, and any other pertinent documents to aid in the on-site survey assessment. The DLA Disposition Services field site ~~DRMO~~ will contact the DLA Disposition Services Environmental Branch, CONUS or DSD Environmental Branch, OCONUS ~~DRMS-BCE~~ ~~environmentalist~~ point of contact identified in the ~~DRMO~~ request if there are any questions concerning the on-site survey or to request an extension to the suspense date.

C8.15.6. Post-Award On-Site Survey.

C8.15.6.1. Primarily, government audit contractors will accomplish post-award on-site inspections for DLA Disposition Services field sites. ~~CONUS DRMOs~~. Only occasionally will CONUS DLA Disposition Services field site ~~DRMO~~ personnel perform on-site post-awards. For OCONUS~~-FST-E/FST-P/Zone~~, DLA Disposition Services field site ~~DRMO~~ personnel will perform on-site post awards. Whether a contractor or other personnel perform an on-site post award will be determined on a case-by-case basis ~~and the immediate requirement~~. Contractor post-award on-site inspections will be determined on the following basis: (1) volume of material purchased, (2) type, (3) toxicity, (4) hazard, (5) size, type or scope of facility operation, (6) history of compliance problems (known or suspected), (7) on hand facility information ~~a lack of not having any information of facility on~~ hand, and (8) inspection results of previous 12 months (or 18 months for range residue), and (9) previous history of purchasing hazardous property or range residue. ~~facility has not been inspected within the last twelve (12) months.~~ Once the facilities for inspection are identified, the request will be forwarded to DLA Disposition Services J72 ~~DRMS-POB~~, Operational Contracting Division, where the post-award on-site facilities will be contracted for the inspections. Once the contractor completes an inspection~~s~~, the report~~s~~ will be forwarded to DLA Disposition Services Environmental

Branch/COR ~~DRMS-BCE environmentalist/COR~~ and results recorded in the SAP-CRM Account Management ~~DNSP~~ Facilities ~~Maintenance~~ Screen will be updated, to include any discrepancies, for SCO/Disposition Services Environmental Branch review ~~DRMS perusal~~. The report provided OCONUS, whether performed by contractor or DLA Disposition Services field personnel will be sent to the appropriate DSD Environmental staff for inclusion in SAP-CRM.

C8.15.7. Annual Hazardous Property Term Sales ERD ~~Assessments.~~

C8.15.7.1. A ~~Annual~~ hazardous property ~~responsibility recommendation assessment~~ ERD will be conducted by DLA Disposition Services staff on all term sales. ~~of all term sale purchasers will be performed by DRMS-BCE/FST-E/FST-P/DRMO~~. For CONUS ONLY, the DLA Disposition Services ~~DRMS~~ Sales Office will post term sale purchasers on the DLA Disposition Services ~~DRMS~~ internal "J" drive ~~whereby~~ DLA Disposition Services staff ~~DRMS-BCE environmentalist~~ may then access and select term sale purchasers for the ERD from the "J" drive. The ERD process and responsibility determinations ~~recommendation(s)~~ will be consistent ~~in-line~~ with what has been previously discussed in paragraphs ~~(list)~~ above. The appropriate DLA Disposition Services Environmental staff ~~DRMS-BCE environmentalist~~ will update the internal DLA Disposition Services ~~DRMS~~ database, CONUS ONLY, and SAP-CRM Account Management ~~DNSP~~ Facility ~~Maintenance~~ Screen accordingly. OCONUS, DLA Disposition Service personnel will be informed by the DSD Environmental staff as to the ERD to be performed on hazardous property term sales. The ERD will be provided back to the DSD Environmental Branch for inclusion in SAP-CRM.

C8.15.8. Disapproval/High Risk Determinations ~~Non-Responsibility Recommendations.~~

C8.15.8.1. Any high risk environmental responsibility determinations ~~non-responsibility recommendations~~ will be forwarded to DLA Disposition Services ~~DRMS~~-DG (legal staff) for concurrence/non-concurrence. DLA Disposition Services ~~DRMS~~-DG will provide its concurrence/non-concurrence to DLA Disposition Services Environmental Branch, CONUS or DSD Environmental Branch, OCONUS ~~DRMS-BCE/FST-E/FST-P~~ where the DLA Disposition Services ~~DRMS~~ internal database and SAP-CRM Account Management Facilities ~~DNSP Facility Maintenance~~ Screen are updated and results forwarded on to DLA Disposition Services Sales Branch ~~DRMS-BBS~~.

C8.15.9. Additional Commodities.

C8.15.9.1. Whenever possible, inspections should include and determine what additional types of hazardous property, such as range residue, the purchaser and/or destination location is capable of storing/processing/managing other than the items in which it is potentially eligible for award. THIS ACTION WILL PREVENT A REPETITIVE INSPECTION SHOULD THE BIDDER BID ON DIFFERENT COMMODITIES IN THE FUTURE.

C8.16. **Polychlorinated Biphenyls (PCBs).**

C8.16.1. General.

C8.16.1.1. Summary. Understanding the complex Federal PCB Regulations is the first step toward compliance. This chapter provides a background summary of which US laws and regulations control the use, manufacture, distribution, and disposal of PCBs and PCB Items and PCB waste. Also addressed are other Federal statutes, state regulations; and for international requirements, DOD retrogrades of PCBs and PCB items from international DRMOs. The USEPA PCB web site is found at http://www.epa.gov/pcb/.

C8.16.1.2. Instructions for Turn in. In Section 3 of this manual the detailed instructions are found for the DOD policy and Federal regulations regarding receipt, handling and storage, marking, manifesting, transporting, record-keeping, and waste disposal instructions for Polychlorinated Biphenyls (PCBs). Regulations and instruction regarding the management of PCBs, PCB Items and PCB waste is also found at Section 3.

C8.16.2. References.

C8.16.2.1. Toxic Substances Control Act (TSCA). PCBs are regulated under the Toxic Substances Control Act (TSCA) 15 U.S.C. 2601 et seq.

C8.16.2.2. USEPA PCB regulations are at 40 CFR 761. Procedures in this chapter and in Section 3 of this manual are designed to be in compliance with the TSCA and with the U.S. Code of Federal Regulations 40 CFR Part 761, PCBs Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Procedures are also in compliance with 49 CFR Part 172, Hazardous Materials Tables, and Hazardous Materials Communications Regulations.

C8.16.2.3. State Regulations. Many states have additional PCB regulations. Some state RCRA regulations may include PCB wastes. Check for the specific location. Some state regulations may be more stringent and regulate PCB wastes at a lower regulatory cut-off level of PCB concentration than the Federal regulations; some states regulate PCB waste as a hazardous waste for disposal purposes.

C8.16.2.4. Other Federal Statutes Related to PCBs.

C8.16.2.4.1. Department of Transportation (DOT) Regulations. PCBs are a hazardous substance for transportation purposes if there are at least 20 ppm PCB and a reportable quantity (1 lb. Total PCBs by weight) in any one container. Training is required for drivers, packagers, and shippers. Although most states have adopted the Federal DOT regulations regarding PCBs, contact the state DOT representative for additional information on state-specific regulations.

NOTE: For International. Transportation of PCBs and PCB Items on public roads shall comply with the applicable transportation laws and regulations of the respective host nation.

Transportation of international shipments by water or air, such as retrograde shipments, shall comply with the appropriate international sea or air transportation regulations.

C8.16.2.4.2. *Occupational Safety and Health Act (OSHA).* Lists PCBs (chlorodiphenyls) in the exposure limit regulations (29 CFR 1910.1000. OSHA requires training for emergency response personnel (29 CFR 1910.120(e)).

C8.16.2.4.3. *Comprehensive Environmental Response, Compensation and Liability Act. (CERCLA -Superfund).* Establishes a reportable quantity of 1 lb. for spills (1 lb. Total PCBs by weight). Authorizes PCB spill cleanup activities for any level deemed to create an imminent and substantial danger.

C8.16.2.4.4. *Clean Water Act (CWA)*. Spills of 1lb or more (1 lb or more of total PCBs by weight) of PCBs must be reported. Spill Prevention, Control, and Countermeasures (SPCC) plans are required for certain storage facilities (40 CFR 112). Spills of oil must be reported if they produce a sheen on the surface of any water (puddle, ditch, creek, river, etc.). See Section 4, Supplement 2, Chapter 8, Enclosure 2, for additional guidance in the event of a spill.

C8.16.2.4.5. *Resource Conservation and Recovery Act (RCRA)*. The provisions of the Resource Conservation and Recovery Act (RCRA) do not apply to PCBs and PCB Items fully regulated under TSCA. Dielectric fluids or used oils at or >50 ppm PCBs are fully regulated under TSCA and are exempt from RCRA regulation. Some state RCRA regulations may include PCB wastes. Used oils with PCB concentrations 2-49 ppm are RCRA regulated for marketing or burning for energy recovery under the Used Oil regulations at 40 CFR 279. Other PCB-containing wastes (e.g., mixed wastes) may be regulated under RCRA and TSCA for disposal..

C8.16.2.5. <u>DOD policy</u>. DOD 4160.21-M, Chapter 10 provides DOD policy and procedures.

C8.16.2.6. *International DRMOs* - DOD 4715.05, Overseas Environmental Baseline Guidance Document, Chapter 14, in conjunction with the respective host nation‟s DOD Executive Agents‟ Final Governing Standards (FGS)). See paragraph C8.16.5. 5. - International DRMOs - International Requirements.

C8.16.3. <u>Definitions.</u>

C8.16.3.1. The 40 CFR 761 PCB regulations note over one hundred definitions that are not possible to list here. Since definitions are extremely important in making decisions on how to use, store, test, RTDS, and dispose of PCBs and PCB Items, please consult the 40 CFR 761.3 or access the required part of the regulation for definitions on the USEPA web site at http://www.epa.gov.

C8.16.3.1.1. For information regarding names of products containing PCBs, see Section 4, Supplement 2, Chapter 8, Enclosure 21.

C8.16.4. Receiving, Storage, Marking, Manifesting and Disposal Processing.

C8.16.4.1. See Section 3, Polychlorinated Biphenyls (PCBs), for detailed instructions.

C8.16.5. Import and Export Regulations.

C8.16.5.1. Import for disposal (761.73). The regulation does not allow PCBs or PCB items to be imported for disposal into the U.S. without an exemption issued under TSCA section 6(e)(3); however, per USEPA General Counsel determination, November 13, 1980, US (DOD) government PCBs and PCB Items manufactured and procured in the U.S., taken internationally by the DOD for use, and remaining under DOD control, may be returned to the U.S. for disposal as they are not considered imports.

C8.16.5.2. Export for Disposal (761.97). The regulation allows export for disposal of PCBs and PCB items at concentrations less than 50 ppm PCBs or 10 microgram per 100 centimeter squared (dry weight). If the PCB concentrations are unknown, assume PCBs and PCB Items to be equal to or greater than 50 ppm, therefore, not exportable for disposal.

C8.16.5.3. Other Transboundary Shipments. The following transboundary shipments are not considered exports or imports:

C8.16.5.3.1. PCB waste generated in the United States, taken out of the U.S., and remaining under the control of the US government (DOD) and returned to the US for disposal.

C8.16.5.3.2. PCB waste in transit through the US going to or coming from another country.

C8.16.5.4. International Agreements.

C8.16.5.4.1. The U.S. has not yet ratified the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, which imposes a series of obligations on Parties to the Convention. Since the U.S. is not a Party to the Convention, Parties to the convention may not trade in Basel-covered wastes with the U.S. unless there is a separate bi- or multi- lateral agreement or arrangement between the concerned governments covering such wastes (e.g., PCB waste) meeting the conditions specified in Article 11 of the Basel Convention. The lack of such an agreement or arrangement could prevent the export of DOD PCB waste from a Basel Party host nation to a third country for disposal.

C8.16.5.5. International Requirements.

C8.16.5.5.1. The references to 40 and 49 CFR apply to OCONUS DRMOs (except Alaska, Hawaii and Guam) *only* if PCBs are being retrograded to the US and/or Guam for disposal or sale. The environmental and transportation laws of the host country govern international DRMOs. The in-country disposal of PCBs must conform to the host country's environmental laws and regulations. Contact DRMS-O for guidance.

C8.16.5.5.2. OCONUS DRMOs (except Alaska, Hawaii and Guam) should consult Chapter 14, Polychlorinated Biphenyls, of the country specific FGS or in the absence of FGS, the OEBGD for PCB definitions applicable to their areas. OCONUS DRMOs should consult the OEBGD or FGS to determine the regulated level of PCBs in the country where the DRMO is located and any third country used for disposal. All questions should be directed to DRMS-O.

C8.16.5.5.3. Foreign manufactured PCBs (at any concentration) CANNOT be retrograded to the US for disposal. PCB contaminated electrical equipment located OCONUS must be assumed to be foreign manufactured if the generator cannot provide documentation to the contrary.

C8.16.5.5.4. All OCONUS PCB items retrograded to Guam for sale, whether US or foreign manufactured, must be tested to document that they are <50ppm. Foreign and US manufactured PCB items <50 ppm located OCONUS can be retrograded to Guam for sale only after all fluids have been drained by the generator.

NOTE: A moratorium barring retrogrades to Guam remains in effect until further instructions are issued from DRMS-O.

C8.16.5.5.5. OCONUS DRMOs must consult Chapter 14 of the country specific FGS or OEBGD to determine the regulated concentration of PCBs before attempting to sell PCB items in the local economy.

C8.16.5.5.6. OCONUS facilities must conform to the requirements of the OEBGD and/or FGS. The host installation commander is responsible for the determination of “most nearly conforming” storage.

C8.16.5.5.7. Marking and labeling of PCB articles, items, containers and transport must be done in accordance with Chapter 14 of the country specific FGS or the OEBGD.

C8.16.5.5.8. OCONUS DRMOs must review the FGS or OEBGD to determine if manifests are required when PCBs are shipped to the DRMO. Waste codes required by the host nation, the country of disposal or by international law will be used in lieu of codes required by 40CFR. USEPA designations will be used only for US manufactured PCB articles retrograded to the US for disposal.

C8.16.5.5.9. Exception reporting for OCONUS DRMOs will be done in accordance with host nation law. Consult DRMS-OLF for assistance.

C8.16.5.5.10. OCONUS DRMOs will include PCBs in any annual report submitted to the host.

C8.16.5.5.11. A spill prevention and awareness training for OCONUS DRMOs who store PCBs and PCB items shall be conducted yearly. This training may be an internal awareness training given by DRMO environmental personnel based on a review of the spill

policy and procedures in C8.6 and Section 4, Supplement 2, Chapter 8, Enclosure 2. Where practicable, the DRMOs may request host installation support in conducting a yearly spill awareness and prevention training or exercise for DRMO personnel.

C8.16.6. Retrogrades to CONUS - Special Instructions.

C8.16.6.1. Retrograde policy and procedures can be found in this manual at Section 2, Chapter 1, Logistics Program and Section 3, PCBs.

C8.16.6.2. Manifesting of PCB Retrogrades. The DOD provides guidance on how USEPA will apply the requirements of notification and manifesting PCBs for DOD. The guidance was developed for DOD in coordination with USEPA. The applicable guidance can be found in Deputy Assistant Secretary of Defense (Environment) (DASD(E)) memorandum, June 27 , 1990, Subject: Notification and Manifesting of PCBs. The guidance follows:

C8.16.6.2.1. *"PCB waste that is legally being returned from overseas for disposal (i.e., PCB items which are of US origin) will be manifested at the point of entry into the United States. The stateside facility that received the PCB waste and originates the manifest will attach one copy of the transfer paper for each item that is listed on the manifest. These copies of the transfer papers must be kept with the copy of the manifest required to be maintained by 40 CFR 761.180(a).*"

C8.16.6.3. Only DOD-owned, "*US-Made"* PCB items may be retrograded to CONUS unless DOD or DLA receive a TSCA 6(e) exemption from the USEPA administrator. See C8.10.5.1 - Import/Export Regulations and C8.10.5.2 and C.10.6., Retrogrades to CONUS, above.

C8.16.6.3.1. OCONUS DRMOs retrograding PCB items or subcomponents removed from electronic scrap to CONUS for disposal shall follow the instructions given at Section 4, Supplement 2, Chapter 8, Enclosure 15.

C8.17. **Asbestos.**

C8.17.1. General.

C8.17.1.1. *Uses.* Asbestos has more than 3,000 different uses. About two-thirds of these uses are found in the construction industry in building products, insulation, friction materials and textiles. Manufactured products include reinforced asbestos cement sheets and pipes, patching and taping compounds, floor and ceiling tiles, as well as paints, coatings and sealants containing asbestos as reinforcing fillers, pipe linings and fillers for various liquids. Friction products include clutch facings and brake linings for automobiles, railroad cars, airplanes and industrial machinery. Other uses include theater curtains, fireproof blankets, filtration materials and drywall patching compounds. Industry created new product lines utilizing asbestos substitutes for many of these items.

C8.17.1.2. *Risk.* Asbestos presents significant risk to human health as a result of air

emissions. It is toxic by inhalation of dust particles and an active carcinogen. For additional health and safety information, see Safety & Health paragraph below.

C8.17.2. Definitions.
(40 CFR 61.141).

C8.17.2.1. Asbestos is the common name for a group of natural minerals that occur as masses of compact or relatively long silky fibers. Six fibrous minerals, members of a family called "silicates," are recognized as asbestos: Chrysolite (white asbestos), actionolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos) and tremolite. Commercially, chrysotile is the most important form of asbestos.

C8.17.2.2. *Asbestos-Containing Waste Materials.* Any waste that contains commercial asbestos and is generated by a source subject to the provisions of this subpart (such as demolition/renovation and waste disposal). It includes filters from control devices, friable asbestos waste material, and bags or other similar packaging contaminated with commercial asbestos. As applied to demolition and renovations operations, this term also includes regulated asbestos-containing material waste and materials contaminated with asbestos including disposal equipment and clothing.

C8.17.2.3. *Category I Nonfriable Asbestos-Containing Material (ACM). A*sbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products.

C8.17.2.4. *Category II Nonfriable ACM.* Any material, excluding Category I nonfriable ACM, when dry, cannot be crumbled, pulverized or reduced to powder by hand pressure.

C8.17.2.5. *Friable Asbestos Material*. Any material containing asbestos that, when dry can be crumbled, pulverized, or reduced to powder by hand pressure. Material can be in the form of loose fibers; e.g., pipe insulation, or as a damaged component to an item; e.g., fire-fighting suit.

C8.17.2.6. *Nonfriable Asbestos-Containing Material.* Any material containing asbestos that, when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure.

C8.17.2.7. *Regulated Asbestos-Containing Material (RACM)* - Means:

C8.17.2.7.1. Friable asbestos material.

C8.17.2.7.2. Category I nonfriable ACM that has become friable.

C8.17.2.7.3. Category I nonfriable ACM that will be or has been subject to sanding, grinding, cutting, or abrading.

C8.17.2.7.4. Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.

C8.17.2.8. *Waste Generator.* Any owner or operator of a source covered by this subpart whose act or process produces asbestos-containing waste material.

C8.17.2.9. *Waste Shipment Record.* The shipping document that is required to be originated and signed by the waste generator, and used to track and substantiate the disposition of asbestos-containing waste material.

C8.17.3. Safety and Health.

C8.17.3.1. *Health Hazards.* All forms of asbestos tend to break into a dust of tiny fibers that can float in the air and be inhaled or swallowed. Health hazards identified to date are associated with the inhalation of friable, easily crumbled by hand pressure, asbestos. These airborne friable particles constitute a known carcinogen that also causes various other lung diseases such as the debilitating lung cancer called “Mesothelioma” and other forms of cancer of the digestive and respiratory tract. Heavy exposure to dust containing asbestos can cause skin irritation. Self-contained, undisturbed asbestos products are not considered hazardous, if so maintained. It is believed the most harmful friable fibers are so fine that an electron microscope is needed to see them. Due to their durability, they remain in the body for many years after entry. Asbestos associated maladies may not be manifested for up to 30 years.

C8.17.3.2. The personal protection required in the handling, receipt, storage and inspection of asbestos and asbestos-containing products is dependent on the degree of friability of the product and the concentrations of the fibers that become airborne.

C8.17.3.3. It is the responsibility of the DRMO Chief to ensure that all DRMO personnel involved in the physical processing of asbestos and asbestos-containing products are provided with personal protective clothing (PPC) and equipment and medical monitoring as defined in the 29 CFR 1910.1001.

C8.17.3.4. Specific guidance concerning the selection and use of the proper personal equipment shall be obtained from the host safety and health office or the DES-WRH Safety and Health manager.

C8.17.4. Receiving Process/Turn in Requirements.

C8.17.4.1. DRMOs will follow guidance in DOD 4160.21-M, Chapter 10, Special Turn in Requirements. Asbestos containing items will be turned-in and managed as HM. If the generating activity can not determine if the item is friable or nonfriable asbestos, then the DRMO will worse case the item and manage it as friable.

C8.17.4.1.1. Non-Friable.

C8.17.4.1.1.1 DRMOs will accept accountability and physical custody of nonfriable asbestos and nonfriable asbestos-containing items.

C8.17.4.1.1.2 The generating activity will indicate on the DD Form 1348-1/1A, Disposal Turn in Document, Block 27 as an *"Asbestos Containing Material (ACM)"* (non-friable).

C8.17.4.1.2. Friable.

C8.17.4.1.2.1 Since disposal contractors have the capability and routinely pick up waste at off-site locations, physical turn ins of friable asbestos to the DRMOs should be discouraged. But, DRMOs may accept accountability and physical custody of loose and/or exposed friable asbestos under the following conditions. The terms "loose" and "exposed" refer to the condition of the friable asbestos prior to packaging.

C8.17.4.1.2.1.1 The generating activity will indicate on the DD Form 1348-1/1A, Disposal Turn in Document, Block 27 as "*FRIABLE ASBESTOS*".

C8.17.4.1.2.1.2 The generating activity has properly packaged the friable asbestos in leak tight packaging. Off-site transportation of friable asbestos must be in accordance with Department of Transportation (DOT) regulations (49 CFR 172-173)/ADR requirements.

NOTE: International DRMOs - OEBGD, Chapter 15, requires generating activities to wet all ACM wastes before sealing in leak proof containers.

C8.17.4.1.3. Storage.

C8.17.4.1.3.1 Asbestos containing items should be stored covered and, to the extent possible, separated from other materials. Storage areas for asbestos containing wastes should be posted with the DRMS Form 944 or equivalent sign with the wording: *"DANGER. ASBESTOS CANCER AND LUNG DISEASE HAZARD AUTHORIZED PERSONNEL ONLY".* Handling for storage, issue, or sales should be confined to the minimum necessary utilizing extreme caution and maximum safety. Storage should also allow for periodic inspection without additional item movement. Evidence of friability should be reported to the property disposal officer immediately.

NOTE: International DRMOs - OEBGD requires the following language on the sign: "DANGER-CONTAINS ASBESTOS FIBERS-AVOID CREATING DUST-CANCER AND LUNG DISEASE HAZARD".

C8.17.5. <u>Processing - General.</u>

C8.17.5.1. *Nonfriable asbestos-containing material* (e.g., roofing felt, brake lining) will be offered for RTDS consistent with DOD 4160.21-M. If RTDS fails, disposal will be either by burial in an EPA approved host landfill (if this option is available) or by ultimate disposal via service contract.

C8.17.5.1.1. *Downgrade to scrap actions are not permitted.* Normal scrapping operations such as separation and movement may cause the items to become friable.

C8.17.5.1.1.1 Upon evidence of rips, tears, or damage, the item will be immediately managed as a friable asbestos containing material.

C8.17.5.1.1.2 In RTDS actions, the recipient will be provided, as a minimum, the following warning on any appropriate release documentation:

C8.17.5.1.1.2.1 *"This product is composed of/contains asbestos. Asbestos in a friable (exposed/easily crumbled) state can be inhaled and may cause cancer. Extreme caution must be exercised to ensure the asbestos remains nonfriable. Warning should be perpetuated to the user level and, if transferred, to the new owner. Applicable OSHA standards for personal protection are 29 CFR 1910.1001 and the EPA disposal standards are 40 CFR 61.154."*

C8.17.5.2. Friable asbestos material will not be offered for RTDS. Disposal will be accomplished either in a host landfill that complies with 40 CFR 61.154 or through service contract.

C8.17.6. Asbestos Disposal.

C8.17.6.1. The requirements outlined in this paragraph apply to asbestos-containing waste except for Category I and Category II nonfriable asbestos waste that has not been crumbled, pulverized, or reduced to powder.

C8.17.6.2. *Packaging* Asbestos-containing waste for disposal must be sealed in leak tight containers or wrappings.

NOTE: International DRMOs - OEBGD requires generating activities to wet all ACM wastes before sealing in leak proof containers.

C8.17.6.3. Labeling:

C8.17.6.3.1. Containers or wrapped materials must be labeled as specified by 29 CFR 1910.1001(j)(2) or 1926.58(k)(2)(iii). That is, the labels must include the following information:

C8.17.6.3.1.1 *"DANGER. CONTAINS ASBESTOS FIBERS. AVOID CREATING DUST. CANCER AND LUNG DISEASE HAZARD"*

NOTE: International DRMOs - OEBGD requires the following language on the sign:

"DANGER-CONTAINS ASBESTOS FIBERS-AVOID CREATING DUST-CANCER AND LUNG DISEASE HAZARD".

C8.17.6.3.2. The labels must comply with 29 CFR 1910.1200(f) or OEBGD/FGS. Labels must be printed in letters of sufficient size and contrast so as to be readily visible and

legible. The labels must be printed in English and the host nation language. DRMOs that have employees who speak another language must also include the information in another language.

C8.17.6.3.3. The label (or marking) must also include the name and location of the waste generator.

C8.17.6.4. Vehicle Marking:

C8.17.6.4.1. Display markings so that they are easily readable.

C8.17.6.4.2. The marking must conform to the requirements for 51 cm x 36 cm (20 in. x 14 in) upright format signs specified in 29 CFR 145(d)(4).

C8.17.6.4.3. Display the following legend in the lower panel with letter sizes and styles of a visibility at least equal to those specified:

C8.17.6.4.3.1 *"DANGER. ASBESTOS. CANCER AND LUNG DISEASE HAZARD. AUTHORIZED PERSONNEL ONLY. RESPIRATORS AND PROTECTIVE CLOTHING ARE REQUIRED"* Notation 2.5 cm (1 in) Sans Serif, Gothic or Block 2.5 cm (1 in) Sans Serif, Gothic or Block 1.9 cm (3/4 in) Sans Serif, Gothic or Block 14 Point Gothic.

C8.17.6.5. Waste Shipment Record (WSR):

C8.17.6.5.1. A waste shipment record must be used for shipments of asbestos wastes (40 CFR 61.150). The waste shipment record for asbestos wastes is similar to the manifest requirement for hazardous waste. Some states may require the use of a specific form. DRMOs should check with their state to determine if a specific form is required. If not, DRMS Form 1974, Asbestos Waste Shipment Record, or a contractor form can be used provided that the form includes the same information as the DRMS Form.

C8.17.6.5.2. The WSR is used as a means for cradle-to-grave accountability and must be provided to the disposal facility upon delivery of waste. The owner/operator of the designated disposal facility is required to return a copy of the WSR to the generator. DRMOs that have not received a signed copy within 35 days should contact the transporter and/or disposal facility to determine the status. If a signed copy of the WSR is not received within 45 days of shipment, an exception report should be sent to the local, state or EPA regional office responsible for administering the NESHAP program. Include the following information in the exception report:

C8.17.6.5.2.1 Copy of the WSR:

C8.17.6.5.2.2 Cover letter signed by the waste generator explaining the efforts taken to locate asbestos waste shipment and the results of those efforts.

C8.17.6.5.3. *Recordkeeping.* Retain a copy of the Waste Shipment Record form for 2 years and make available to EPA upon inspection.

NOTE: International DRMOs - OEBGD requires a permanent record be kept.

C8.17.7. International Requirements.

C8.17.7.1. DRMOs Receiving FEPP (C1.8.1.3.) must consult Chapter 15, Asbestos, of the country specific FGS, or in the absence of an FGS, the OEBGD for asbestos requirements in the host nation.

C8.17.7.2. At a minimum, DRMOs Receiving FEPP (C1.8.1.3.) are required to meet the following requirements when handling asbestos-containing property:

C8.17.7.2.1. Generators are required to wet all friable ACM wastes before sealing in leak proof containers.

C8.17.7.2.2. For activities outside the United States, the OEBGD requires the following language on the sign*: "DANGER-CONTAINS ASBESTOS FIBERS-AVOID CREATING DUST-CANCER AND LUNG DISEASE HAZARD"* written in English and the host nation language, where applicable.

C8.17.7.2.3. Labels on ACM must comply with OEBGD and/or in-country Final Governing Standards printed in English (and the host nation language, where applicable).

C8.17.7.2.4. For OCONUS activities, the OEBGD requires a permanent record be kept.

C8.18. **Compressed Gas Cylinders.**

C8.18.1. General.

C8.18.1.1. Generating activities shall turn in, and DRMOs shall process, compressed gas cylinders in accordance with the joint regulation, DLAI 4145.25, AR700-68, NAVSUPINST 4440.128D, MCO 10330.2D, AFJMAN 23-227(I), Storage and Handling of Liquefied and Gaseous Compressed Gasses and their Full and Empty Cylinders.

C8.18.2. Offered for Sale.

C8.18.2.1. When offered for sale, compressed gas cylinders will be offered in accordance with the instructions contained at Section 3, Compressed Gas Cylinders.

C8.19. **Used Oil.**

C8.19.1. General.

C8.19.1.1. Before used oil is turned in to the DRMO, the generating activity is required to properly identify the hazardous components. A determination must be made that the used oil is

either Hazardous Waste (HW) or Hazardous Material (HM). International DRMOs will determine whether used oil is HW by consulting the definitions of HW and used oil in their Final Governing Standards (FGSs), and process the used oil within the FGS guidelines. International DRMOs will require the submission of Hazardous Waste Profile Sheets (HWPS) in order to document the classification of their used oil.

C8.19.1.2. Generating activities must provide a DRMS Form 1930, Hazardous Waste Profile Sheet (HWPS) or substitute form for the turn in of HW and used HM. This requirement is based on the definition of a hazardous waste when discarded, as provided in 40 CFR Part 261 (DOD 4160.21 M, Chapter 10 and revised by DRMS Letter No. 91-6.) But, used oil is uniquely regulated under 40 CFR Part 279 and the information required for turn in depends on the intended use of the oil, i.e., whether it is recycled, burned for energy recovery, or discarded. The following provisions apply to used oil:

C8.19.1.2.1. Used oil burned for energy recovery, is exempt from regulation as a hazardous waste fuel under 40 CFR Part 266 (subpart H) when it is a HW solely due to the used oil exhibiting a characteristic of HW as identified in 40 CFR 261.20. This used oil is subject to regulation under 40 CFR 279.10.

C8.19.1.2.2. When used oil exhibits a characteristic of HW, is mixed with a listed HW, or has a total halogen count of more than 1,000 ppm, and is disposed of by means other than recycling, it becomes a HW and is subject to RCRA HW regulations.

C8.19.1.3. The following applies to mixtures:

C8.19.1.3.1. Used oil mixed with a listed HW is subject to RCRA HW regulations regardless of whether it is recycled or sent to a disposal facility (40 CFR 279.10(b)(1)).

C8.19.1.3.2. If a used oil mixture does not exhibit any characteristic of a HW, it is under 40 CFR 279.10(b)(2).

C8.19.1.3.3. Used oil mixed with a waste which is HW solely due to the oil exhibiting the characteristic of ignitability, but the mixture does not exhibit the characteristic of ignitability, is also regulated as used oil (40 CFR 279.10(b)(2)(iii).

C8.19.1.4. When it is determined that a HWPS is required, the generating activity has the option to employ user knowledge and ensure supporting documentation is available. To avoid costly sampling/analysis the generating activity may use composite sampling as a cost-saving alternative.

C8.19.1.5. The EPA Standard for the Management of Used Oil and DRMS procedures for compliance with 40 CFR Part 279 is provided at Section 4, Supplement 2, Chapter 8, Enclosure 14. These management standards for used oil were effective 8 Mar 93 in states without final RCRA authorization. These states include: Alaska, Hawaii, and Iowa. States with RCRA authorization were required to adopt equivalent or more stringent standards by 1 Jul 94; if a change in state law is needed the deadline date was Jul 95. DRMOs should check with their

state regulatory agency to determine the status of the used oil management standards where they are located.

C8.19.2. Identification of Used Oil for Turn in.

C8.19.2.1. To assure used oil is properly identified, ask the generating activity the following sequence of questions. If the generating activity cannot answer these questions, they cannot properly identify the hazardous components of their turn in and the property should be rejected.

C8.19.2.1.1. Has the used oil been mixed with a listed HW as specified in 40 CFR 261.31, 261.32, 261.33, or host country regulations?

C8.19.2.1.1.1 If the answer is **yes**, the receipt should be treated as HW (Reference: Section 2, Chapter 1, Logistics Program and all requirements of DOD 4160.21-M, Chapter 10).

C8.19.2.1.1.2 If the answer is **no**, proceed to the next question.

C8.19.2.1.2. Has the used oil been mixed with a characteristic waste as specified in 40 CFR 261.20 or a HW listed in 40 CFR 261.31, 261.32, 261.33 (solely due to the oil exhibiting a characteristic of HW) or a HW based on host country regulations?

C8.19.2.1.2.1 If the answer is **yes**, the oil should be treated as a HW, if the resultant mixture exhibits any of the characteristics of HW as specified in 40 CFR 261.20.

C8.19.2.1.2.2 If the answer is **yes**, but the resultant mixture does not exhibit any of the characteristics of HW as identified in 40 CFR 261.20, it is regulated as used oil.

C8.19.2.1.2.3 If the answer is **yes**, but the mixture is a HW solely due to the oil exhibiting the characteristic of ignitability, and the resultant mixture does not exhibit the characteristic of ignitability, it is regulated as used oil.

NOTE: For examples see Section 4, Supplement 2, Chapter 8, Enclosure 14 and Section 3.

C8.19.2.1.2.4 If the answer is **no**, proceed to the next question.

C8.19.2.1.3. Does the used oil have total halogens greater than 1,000 ppm?

C8.19.2.1.3.1 If the answer is yes, the receipt should be treated as HW unless the generating activity provides documentation listed in 40 CFR Part 279.10(b)(1)(ii) to rebut this assumption. Otherwise, the requirements of DOD 4160.21-M, Chapter 10 applies.

C8.19.2.1.3.2 If the answer is **no**, receive as HM. Please note the following:

C8.19.2.1.3.2.1 When used oil is RTDS for recycling (other than burned for energy recovery), it is subject to 40 CFR 261.6(a)(4) and 40 CFR 279.

C8.19.2.1.3.2.2 When used oil is RTDS for energy recovery, it is defined as a used oil fuel and is subject to the requirements of 40 CFR 279, Subpart G. Refer to for information on selling used oil.

C8.19.2.1.4. Information needed from the generating activity to process used oil for RTDS consists only of the following:

Flash point. If the flash point is less than 140 degrees Fahrenheit, we need to know why; i.e., a low flash point may indicate that the used oil has been mixed with a HW. If the generating activity cannot give documentation to show why the flash point is low, treat the used oil as HW and request a HWPS.

C8.19.2.1.4.1 *Total halogens* (see paragraphs C8.19.2.1.3. above).

C8.19.2.1.4.2 A waste analysis or other information may be useful for RTDS, but should not be a turn in requirement.

C8.19.3. Requirements for Marketers of Used Oil.

C8.19.3.1. Definition of Marketer (40 CFR 279.1).

C8.19.3.1.1. Marketers include:

C8.19.3.1.1.1 Generating activities that sell used oil directly to a burner.

C8.19.3.1.1.2 Persons who receive used oil from a generating activity and produce, process, blend used oil fuel.

C8.19.3.1.1.3 Persons who distribute used oil fuel.

C8.19.3.1.2. Marketers do not include used oil generating activities and collectors unless they market it directly to a burner.

C8.19.3.1.3. In processing used oil, DRMS would not usually meet the definition of a marketer; however, we would be considered a marketer in the event we sold used oil directly to a burner.

C8.19.3.2. The requirements of 40 CFR 279.70 applies only to marketers of used oil. There are no RCRA HW requirements for the RTDS of used oil by those persons not meeting the regulatory definition of a marketer. Marketers are subject to the following requirements based on whether or not the used oil meets “specification”.

NOTE: Used oil is regulated by DOT if it meets the definition of a combustible or flammable liquid.

C8.19.3.2.1. "Specification used oil" is used oil burned for energy recovery that does not exceed the allowable levels of any of the constituents/properties listed on 40 CFR 279.11. Requirements:

C8.19.3.2.1.1 Obtain analysis or other information to document that the used oil meets the specification.

C8.19.3.2.1.2 Maintain an operating log on shipments of used oil to include:

C8.19.3.2.1.2.1 Name and address of facility receiving the shipment.

C8.19.3.2.1.2.2 The quantity of used oil fuel delivered.

C8.19.3.2.1.2.3 The date of shipment or delivery.

C8.19.3.2.1.2.4 A cross-reference to the record of analysis (or other information used to make the determination that the oil meets the specification).

C8.19.3.2.1.3 Keep the above records 3 years.

C8.19.3.2.2. "Off-specification used oil" is used oil burned for energy recovery that exceeds the allowable levels of any of the constituents/properties listed in 40 CFR 279.11. Requirements:

C8.19.3.2.2.1 Obtain notice from burner or other marketer that:

C8.19.3.2.2.1.1 He has notified EPA of the location and description of used oil activities and has an EPA identification number.

NOTE: This does not apply to international DRMOs.

C8.19.3.2.2.1.2 If a burner, they will only burn the used oil in an industrial furnace or boiler identified in 40 CFR 279.61(a).

C8.19.3.2.2.2 Notify EPA of used oil management activities.

C8.19.3.2.2.3 Utilize an invoice, log or shipping document system for the shipment of used oil, which includes the following:

C8.19.3.2.2.3.1 Invoice, log, or shipping document number.

C8.19.3.2.2.3.2 EPA ID numbers of shipper and facility receiving used oil.

C8.19.3.2.2.3.3 Names and address of shipping and receiving facilities.

C8.19.3.2.2.3.4 Quantity of off-specification used oil delivered.

C8.19.3.2.2.3.5 Date(s) of shipment/delivery.

C8.19.3.2.2.4 Keep copies of invoices and notices for 3 years.

C8.19.3.2.3. Refer to Section 3 and Section 4, Supplement 2, Chapter 8, Enclosure 14, for additional information on sales of used oil products.

C8.19.4. Requirements for Used Oil Filters.

C8.19.4.1. Non-tern plated used oil filters that are not mixed with wastes listed in subpart D of 40 CFR 261 are excluded under 40 CFR 261.4(b)(13), if the oil filters have been gravity hot-drained using one of the following methods:

C8.19.4.1.1. Puncturing the filter anti-drain back valve or the filter dome end and hot draining.

C8.19.4.1.2. Hot-draining and crushing.

C8.19.4.1.3. Dismantling and hot-draining.

C8.19.4.1.4. Any other equivalent hot-draining method that will remove used oil.

C8.19.4.2. Tern plated oil filters are not included in the exemption and require a HW determination prior to disposal in a landfill. Other types of filters, such as fuel filter, transmission oil filters or specialty filters (such as cloth railroad oil filters) are also not included in the exemption.

C8.19.5. Refrigerant Contaminated Compressor Oil.

C8.19.5.1. Refrigerant-contaminated compressor oil from refrigerated equipment may contain residual halogenated substances that cause it to exceed 4,000-ppm CFC concentrations.

C8.19.5.2. Presently, USEPA does not require that the halogenated substances be recovered from refrigerant-contaminated compressor oil to comply with the refrigerant recycling rule, although such requirements could be issued in the future.

C8.19.5.3. The high concentrations of these halogenated substances places the management of residual compressor oil as a waste subject to the Resource Conservation and Recovery Act (RCRA), which establishes requirements on the handling, storage, and disposal of used oil contaminated with halogenated compounds.

C8.19.5.4. Refrigerant-contaminated compressor oil will be managed under RCRA, Rebuttable Presumption for Used Oil, as outlined at 40 CFR Parts 279.10(b)(ii)(B) and 279.44(c)(2) and (d). Note that:

C8.19.5.4.1. The regulation exempts from the "rebuttable presumption" refrigerant-contaminated compressor oil removed from refrigeration equipment **only** with refrigerants (CFCs) and **not mixed** with used oil from other sources, if the CFCs are destined for reclamation.

C8.19.5.4.2. If the CFCs in the compressor are not destined for reclamation, manage the oil as a hazardous waste.

C8.19.5.4.3. The "rebuttal presumption" does apply to used oils contaminated with CFCs that have been mixed with used oil from sources other than refrigeration units.

C8.20. **Pesticides.**

C8.20.1. General.

C8.20.1.1. Most installations utilize a wide variety of pesticide products ranging from those that are practically nontoxic for mammals to those that are highly toxic. Included are insecticides, herbicides, fungicides, fumigants, nematocides, rodenticides and other miscellaneous pesticides. Each of these pesticide groups has particular characteristics that require special attention.

C8.20.1.2. DRMO personnel will not physically handle or have contact with unpackaged pesticide products. If an emergency should occur and DRMS personnel become involved with a pesticide spill, they should be aware of the necessary safety procedures for handling and disposing of pesticides. Pesticide spills will be handled in accordance with paragraph C8.5. of this instruction.

C8.20.1.3. The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and its implementing regulations (40 CFR 156) contain the requirements that must be met before a pesticide product may be marketed and used. The disposal of pesticides is regulated under RCRA.

NOTE: International DRMOs - Disposal is regulated by OEBGD/FGS and host nation regulations.

C8.20.1.4. Pesticides that would be hazardous waste when disposed may be managed as universal waste. DRMOs have the option of managing waste pesticides under the universal waste standards (40 CFR 273) or under regular RCRA requirements. Guidance for managing pesticides as universal waste can be found in paragraph C8.25 this section.

C8.20.2. Definitions.

C8.20.2.1. *Canceled Pesticide Products.* Pesticide products which the EPA has canceled due to health and/or environmental concerns, or due to the manufacturer choosing not to support the products.

C8.20.2.2. *Container.* Any portable device in which a material is stored, transported, disposed of, or otherwise handled, which is normally turned into the DRMO for disposal, including those whose last contents were hazardous or acutely hazardous substances.

C8.20.2.3. *Contaminant.* Any material compound, or substance that is not an intended or original part of a pesticide's formulation when it is manufactured.

C8.20.2.4. *Decontamination/Detoxification.* Method that converts pesticides into non-toxic compounds.

C8.20.2.5. *Mishap.* An unplanned event or series of events that result in injury or illness to personnel or damage to property. An accident.

C8.20.2.6. *Pesticide.* Any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest, and any substance or mixture of substances intended for use as a plant growth regulator, defoliant, or desiccant. Although registered as pesticides, disinfectant products, such as surface disinfectants (e.g., “Lysol” and similar products) are not included in this chapter.

C8.20.2.7. *Restricted Use Pesticide.* A product that may only be applied by a certified applicator or a person under their direct supervision.

C8.20.2.8. *Suspended Pesticide.* A pesticide product that EPA has suspended pending cancellation hearings or indefinitely. Such a pesticide is usually barred from sale, distribution and use.

C8.20.3. Turn in Procedures.

C8.20.3.1. DRMOs will follow the turn in procedures for pesticides in DOD 4160.21-M, Chapter 10.

C8.20.3.2. In addition to the turn in procedures in DOD 4160.21-M, the information below also needs to be determined to properly manage pesticides.

C8.20.3.2.1. *Condition of the pesticide* (i.e., is it in a serviceable or unserviceable condition?). Serviceable pesticides are those pesticides that can be used, are properly packaged and labeled and can go through the RTDS disposal cycle. These pesticides shall be turned-in as HM. Unserviceable pesticides are those that cannot be used (i.e., containers are in poor condition, improperly labeled, adulterated composition, or their authorized use has been canceled or suspended). These pesticides will be received as HW (unless the pesticide does not meet HW criteria).

C8.20.3.2.2. *Status of the pesticide registration*. If a pesticide is potentially serviceable, the DRMO must determine the status of the pesticide‟s registration. To determine this, the DRMO should work with the turn in activity to obtain information about the pesticide. A pesticide must be registered and approved for use by EPA. Uses of a pesticide are controlled through this registration process. Pesticides are approved for uses ranging from a very broad permitted use to a very narrow restricted use. It is a violation of law to use a pesticide for any use other than which the pesticide is approved for. Also, pesticides that were approved for an authorized use at one time may have been cancelled or suspended at a later date so that any new use or continued use is no longer permitted. The DRMO needs to ensure that the pesticide, its registration, and its label are still current if it will go through RTDS.

NOTE: International DRMOs - Pesticides going through the RTDS process should be evaluated for compliance with host nation approval to ensure its use is not prohibited in that country, contact DRMS-OL for guidance.

C8.20.3.2.3. *The DOD Pesticide Hotline*, (DSN) 584-3773 / (410) 436-3773, or go to the website: http://chppm-www.apgea.army.mil/ento/hotken.htm operated by the U.S. Army Center for Health Promotion and Preventive Medicine. This is a helpful resource and should be contacted to help determine the status of a pesticide‟s registration. This hotline can assist in determining if a pesticide has been suspended, canceled, or its use modified in any way from the original registration.

C8.20.3.3. Unserviceable pesticides (those which lack proper labeling or have had their composition altered) should be labeled "*For Disposal Only*" by the generating activity. The pesticides will be processed directly to disposal or return to manufacture, if available.

C8.20.3.4. Unlabeled pesticide products (either lacking an EPA label or a "For Disposal Only" label) will not be accepted by the DRMO. It is a violation of FIFRA to use or transport a pesticide that is unlabeled.

C8.20.3.5. DRMOs should obtain assistance from host pesticide personnel when special handling or identification problems occur.

C8.20.4. Label Requirements.

C8.20.4.1. Every serviceable pesticide product is required to bear a label containing information as specified in 40 CFR 156. The words are required to be prominent and legible, and affixed to the immediate pesticide container. Labels for all serviceable pesticides shall contain the following basic information:

C8.20.4.1.1. Name and address of manufacturer, registrant, or person for whom the pesticides were manufactured.

C8.20.4.1.2. Name, brand, or trademark under which the product is sold.

C8.20.4.1.3. EPA registration number (EPA Reg. No.) and EPA establishment number (EPA Est. No.) (for those used in the U.S.).

C8.20.4.1.4. Statement of net contents.

C8.20.4.1.5. Statement of ingredients.

C8.20.4.1.6. An appropriate warning or precautionary statement, as necessary, to prevent injury to man, animals, vegetation and useful invertebrate animals (paragraph D2.)

C8.20.4.1.7. Direction for use that, if followed, is adequate to protect the user, the public, and the environment.

C8.20.4.1.8. The registration number of the final establishment location where the product was produced (preceded by "EPA Est.").

C8.20.4.1.9. Statement of Use Classification. This is either a general use classification or a restricted use classification.

C8.20.4.1.10. EPA precautionary labeling requirements - EPA provisions for labeling of pesticide products require the use of "Human hazard signal words" on the label to indicate the potential hazard. For highly toxic pesticides, the word **DANGER** is used. If this toxicity category is based on oral, dermal, or inhalation effects, the product concerned will also be labeled **CAUTION**. Pesticides are also labeled **"Keep out of reach of children".**

C8.20.4.2. Additional Labeling Requirements:

C8.20.4.2.1. Pesticides lacking a current label must be considered unserviceable unless revised labeling can be procured from the manufacturer. In some cases, it is legal and possible to obtain an amended label from the manufacturer to be placed on the container. For example, if a pesticide"s authorized use or classification (i.e., restricted) changes from the original existing label, a new label must be placed on the container. If a manufacturer is unable to provide an amended label, or if the manufacturer is out of business, then the product must be declared unserviceable and be prepared for disposal. In the absence of amended labeling, resale and transfer at the DRMO level is a violation of the pesticide laws.

C8.20.4.2.2. Improperly labeled pesticides cannot be transported unless declared unserviceable and will be transported for disposal only. The pesticide must be labeled "*For Disposal Only*."

C8.20.5. <u>RTD Procedures.</u>

C8.20.5.1. Serviceable pesticides may be reused or sold for its intended purposes only if it has a complete, EPA approved label on its container; and only if the product has not deteriorated nor had any substance added to it (adulterated).

NOTE: International DRMOs - Pesticides going through the RTDS process should be evaluated for compliance with host nation approval to ensure its use is not prohibited in that country, contact DRMS-OL for guidance.

C8.20.5.2. Repackaged, suspended or canceled pesticides will not be put through RTDS. They shall be designated for disposal only, or for return to the manufacturer.

C8.20.5.3. Do not transfer, donate, or sell excess and surplus pesticide products for which specific use restrictions have been imposed until the recipient furnishes a written Statement of Intent that the item will be used only for the purposes and under the conditions specified. Restricted use pesticide products may only be sold to and applied by a certified applicator. Transferees must be notified of this requirement.

C8.20.5.4. Notify the recipient that it is the user's responsibility to determine whether the intended use of the pesticide is in compliance with local, state and Federal or foreign law.

C8.20.5.5. Pesticide products labeled with the marking "*For Military Use Only*" and an EPA Registration Number may only be reutilized. Paperwork associated with the label is labeling and is considered a part of the label. Thus, to obliterate the words, "*For Military Use Only*" would be a considered a modification to the label and would be illegal.

C8.20.5.6. Opened containers of serviceable pesticides may go through RTD provided that the item has not been adulterated and the label is current.

C8.20.5.7. Do not release leaking, deteriorating, or improperly labeled material.

C8.20.5.8. If the generating activity has indicated that the maximum pesticide content has fallen below the labeled amount; for example, by the addition of other material to the container's contents, the product is considered adulterated and cannot be further used as a pesticide.

C8.20.5.9. The sale and donation of pesticides to non-English speaking customers must be carefully evaluated. The risk associated with handling, storage and application are greatly increased due to the language difference. The sale or donation of pesticides at an international DRMO must be coordinated with DRMS-OL.

C8.20.6. <u>Storage</u>

C8.20.6.1.1. *Facilities.* Pesticides should be stored in a dry, well-ventilated, separate room, building, or covered area where fire protection is provided.

C8.20.6.1.2. Classification and Separation.

C8.20.6.1.2.1 Rigid containers should be stored in an upright position, and all containers should be stored off the ground in an orderly way, so as to permit ready access and inspection.

C8.20.6.1.2.2 Containers should be stored with labels plainly visible. If during storage, a pesticide product's label becomes lost or mutilated, only the registrant may re-label or modify a product label. The registrant must provide written authorization to the DRMO to re-label a pesticide. The registrant must provide the label and grant the DRMO permission to alter/replace the label, then the DRMO is acting as their agent and this would be legal.

C8.20.6.1.2.3 **Herbicides and insecticides are often incompatible with one another and must be stored separately**, maintaining sufficiently safe segregation, (i.e., use of four-foot aisles), in order to avoid cross-contamination or adverse reactions. Therefore, it is recommended that they be stored apart from other chemicals for the same reason. If a container should be corroded and chemicals or pesticides mix, the storage area could be contaminated by fumes, etc., and become extremely hazardous for any personnel in the area.

C8.20.6.1.2.4 Emergency procedures (fire, spill, etc.) should be conspicuously posted near work areas and exits. A complete inventory of the pesticides contained in the storage area should be posted on the outside of the storage area, and be given to the local fire department, being updated as needed; along with the name and phone number of the responsible supervisor and building custodian.

C8.20.7. Safety Precautions.

C8.20.7.1. The DRMO will inspect all containers of pesticides for leaks before handling.

C8.20.7.2. Permit only authorized persons in the storage area.

C8.20.7.3. Safety Measures:

C8.20.7.3.1. Do not store food, beverages, tobacco, eating utensils or smoking equipment in the storage or loading areas.

C8.20.7.3.2. Do not drink, eat or smoke in areas where pesticides are present.

C8.20.7.3.3. Do not put fingers in mouth or rub eyes while working.

C8.20.7.3.4. Wash hands before eating, smoking and immediately after loading or transferring pesticides.

C8.20.7.3.5. A shower and/or eyewash should be readily available.

C8.20.8. Recontainerization of Pesticides.

C8.20.8.1. Generally, DRMO personnel will not perform recontainerization or repackaging of pesticide products. Host installation or service contractor personnel who have been specially trained and have the specialized equipment necessary to perform the work in both an occupational and environmental safe manner will perform repackaging.

C8.20.8.2. If it becomes necessary that a DRMO recontainerize/overpack pesticide products due to the deteriorated and/or leaking condition of the original container, the DRMO must contact the host installation for assistance.

C8.20.8.3. Replacement/overpack containers must meet Department of Transportation specifications.

C8.20.8.4. Repackaged pesticide products will be labeled with the following information:

C8.20.8.4.1. NSN-repackaged (if applicable).

C8.20.8.4.1.1 Nomenclature and percent active ingredient.

C8.20.8.4.1.2 Type and quantity of rinse solution or contaminants (if applicable).

C8.20.8.4.1.3 Total quantity in gallons (liquids) or pounds (solids).

C8.20.8.4.1.4 Date packaged (month/year).

C8.20.8.4.1.5 The phrase "**For Disposal Only**".

C8.21. **Chemical Defense Equipment (CDE).**

C8.21.1. <u>CDE KITS.</u>

C8.21.1.1. DRMOs must follow the guidelines in DOD 4160.21-M, Chapter 10, for turn in, DEMIL, and disposal. International DRMOs will follow DRMSI Policy Letter 99-3, DEMILitarization (DEMIL) Procedures for Chemical Defense Equipment, 4 August 1999.

C8.21.1.1.1. DRMOs are required to accept physical custody (where properly permitted) and accountability of CDE kits or their components.

C8.21.1.1.1.1 The chemical components in the CDE kits that are a RCRA, state, or host nation regulated HW when discarded will be turned in to the DRMO for disposal on service contract. Only those kits that are no longer in usable condition should be turned in for disposal.

C8.21.1.1.1.2 The generator will coordinate with the item manager prior to turn in of CDE kits to determine specific kit separation requirements. Some CDE kits may be turned-in and managed as a whole kit for disposal, and some may require removal and/or separation of individual components for DEMIL and/or disposal. If separation is required, each commodity will be turned in on a separate DTID marked as "HW".

C8.21.1.1.1.3 The property will be coded DEMIL "F". The method of DEMIL is the actual disposal by the HW disposal contractor at a RCRA permitted disposal facility. DEMIL

certification will be accomplished on DRMS Form 1668, DD Form 1155, or DD Form 1348-1/1A. If the DTID is used for certification, a copy must be forwarded to DRMS-PH to retain with the delivery order files for DEMIL audit trail. The DRMO contracting officer representative will be the certifier and the counter signer should be at least in the next higher management level to the initial certifying individual.

NOTE: If certifier is the highest-level counter signer may be another appointed DEMIL verifier.

C8.21.1.1.1.3.1 The DEMIL authority to be placed on the certification will be:

"I certify that this property has been released for transportation to a permitted landfill or incinerator for ultimate disposal, in accordance with standard EPA requirements, which will constitute DEMILitarization. The HW manifest and certificate of disposal will serve as documentation that DEMILitarization has been accomplished."

NOTE: International DRMOs - Letters of appointment for CORs on Hazardous Waste Contracts, acting as Certifier or Verifier of DEMIL required property will be in writing. See Section 1, Chapter 2, General Operations Guidance. With the exception of Hawaii, Guam, and Alaska international DRMOs will use the following DEMIL Certification Statement for CDE articles turned in for disposal:

Figure 3 - Certification Statement for CDE Articles Turned In for Disposal

"I certify that this property has been released for transportation to a permitted hazardous waste landfill or incinerator for ultimate disposal, according to applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document requirements, which will constitute DEMILitarization, based on approved OASD Memorandum, dated 2 March 90, Turn in and DEMILitarization (DEMIL) Procedures for Chemical Defense Equipment Items Containing Regulated Hazardous Waste".

C8.21.1.1.2. Assistance is available regarding DEMIL and disposal requirements for CDE from the DEMIL team at the U.S. Army Edgewood Research Development and Engineering Center (ERDEC) located at Aberdeen Proving Ground, Maryland. They can be reached at (DSN) 584-6588 or commercial (410) 612-6588. DEMIL disposal procedures are also available at http://aeps.ria.army.mil/aepspublic.cfm. A login and password is required to access this database.

C8.21.1.1.2.1 To obtain a login and password, fill out the "Access Request Form" located on the AEPS Home Page.

C8.21.1.1.2.2 When login and password have been obtained, click on the "*Enter AEPS* (Restricted Access)" to access the AEPS website.

C8.21.1.1.2.3 Click on *"SBCCOM"* located on the lower left side of the screen.

C8.21.1.1.2.4 Click on *"SEARCH",* located at the top of the page.

C8.21.1.1.2.5 The page now displayed is the *"Soldier and Biological Chemical Commands Product Support"* Website. Complete a search for the CDE by NIIN, NSN, LIN, nomenclature, etc.

C8.21.1.1.3. Information concerning CDE may be obtained from the item manager: USA Armament and Chemical Acquisition and Logistics Activity, ATTN: AMSTA-AC-CTC, Rock Island Arsenal, Rock Island, IL 61229-7630, (DSN) 793-2103/4475 or commercial (309) 782-2103/4475.

C8.21.2. Protective Masks and Filters.

C8.21.2.1. DRMOs must follow the guidelines in DOD 4160.21-M, Chapter 10, for turn in, DEMIL and disposal.

C8.21.2.1.1. Some canisters/filters contain ASC whethlerite charcoal. ASC whethlerite charcoal is a specific carbon that has been impregnated with a solution of copper, chromium, and silver. This carbon when disposed must be managed as HW due to the characteristic of chromium, (EPA Waste Code: D007).

C8.21.2.1.2. Usable Protective Masks in condition codes A and B. CDE containing ASC whethlerite charcoal in condition codes A and B will receive the following processing:

C8.21.2.1.2.1 Accountability (only) of the property will be transferred to the DRMO. DRMOs will only offer the property for reutilization in accordance with information found in Section 3, CDE, this instruction.

C8.21.2.1.2.2 Canister/filters will not be removed from the protective masks by the holding activity until it is determined that there are no requirements for items in condition codes A and B.

C8.21.2.1.3. If the masks are not issued as indicated above, the generating activity having custody of the property will remove and properly package the ASC filters as hazardous waste for turn in to the DRMO as follows:

C8.21.2.1.3.1 Prepare a separate DTID for the waste filters following the instructions given below in paragraph C8.21.2.1.4.

C8.21.2.1.3.2 Turn in physically to the DRMO for DEMILitarization of the mask after filters/canisters have been removed (i.e., slashing the face piece of the mask with a cut of no less than four inches directly below the eyepieces.)

C8.21.2.1.4. Turn in Instructions.

C8.21.2.1.4.1 The generating activity is responsible for the removal of filters, canisters, and filter systems prior to turn in. End items (gas masks, shelters, vehicles) will not be accepted with filters, canisters or filter systems attached.

C8.21.2.1.4.2 Large filters (e.g., shelter, hospital, etc.), which cannot be placed in drums, will have all inlet and outlet ports sealed. If damaged/broken, the entire filter will be sealed in plastic wrap, to a thickness of 6.0 mil. minimum. DRMOs will take accountability but not physical custody of this property.

C8.21.2.1.4.3 The DTID must contain a valid NSN. LSNs or non-standard stock numbers shall not be used.

C8.21.2.1.4.4 The property will be coded DEMIL "F". The method of DEMIL is the actual disposal by the HW disposal contractor at a RCRA permitted or international DRMOs/DOD approved disposal facility. DEMIL certification will be accomplished on DRMS Form 1668, DD Form 1155, or DD Form 1348-1/1A. If the DD Form 1348-1/1A is used for certification, a copy must be forwarded to DRMS-PH to retain with the delivery order files for DEMIL audit trail. The DRMO contracting officer, contracting officer‟s representative (COR) or contracting officer‟s technical representative (COTR) will be the certifier and the next level of authority, up through the DRMO Chief, will be the verifier. The DEMIL authority to be placed on the certification will be:

Figure 4 - Certification Statement - Items to be Transported for Ultimate Disposal

"I certify that this property has been released for transportation to a permitted landfill/incinerator for ultimate disposal, in accordance with standard EPA requirements, which will constitute DEMILitarization. The HW manifest and certificate of disposal will serve as documentation that DEMILitarization has been accomplished."

NOTE: International DRMOs - Letters of appointment for CORs on Hazardous Waste Contracts, acting as Certifier or Verifier of DEMIL required property will be in writing. See Section 1, C2.2., Written Appointments. With the exception of Hawaii, Guam, and Alaska international DRMOs will use the following DEMIL Certification Statement for CDE articles turned in for disposal:

Figure 5 - DEMIL Certification Statement for CDE Articles Turned In for Disposal

"I certify that this property has been released for transportation to a permitted hazardous waste landfill or incinerator for ultimate disposal, according to applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document requirements, which will constitute DEMILitarization, based on approved OASD Memorandum, dated 2 March 90, Turn in and DEMILitarization (DEMIL) Procedures for Chemical Defense Equipment Items Containing Regulated Hazardous Waste".

C8.21.3. <u>International Requirements.</u>

C8.21.3.1. OCONUS DRMOs will follow DRMSI Policy Letter 99-3, DEMILitarization (DEMIL) Procedures for Chemical Defense Equipment, dated 4 August 1999.

C8.21.3.2. Elements in CDE kits that are regulated by host nation law will be managed as hazardous waste in accordance with the provisions of this chapter. The method of DEMIL is the actual disposal by the HW disposal contractor at a DOD approved OCONUS permitted disposal facility. Retrograde for disposal should only be considered if no local disposal options exist.

C8.21.3.3. Contracting Officer Representatives (CORs) can act as DEMIL certifiers for international DRMOs. Letters of appointment should be prepared for CORs in accordance with information contained in Section 2, Chapter 4 - DEMIL, as applicable.

C8.21.3.4. DRMOs Receiving FEPP (C1.8.1.3.), with the exception of Hawaii and Guam, will use the following DEMIL Certification Statement for CDE articles turned in for disposal:

Figure 6 - DEMIL Certification Statement for CDE Articles - DRMOs Receiving FEPP

"I certify that this property has been released for transportation to a permitted hazardous waste landfill or incinerator for ultimate disposal, according to applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document (OEBGD) requirements, which will constitute DEMILitarization, based on approved OASD Memorandum, dated 2 March 90, Turn in and DEMILitarization (DEMIL) Procedures for Chemical Defense Equipment Items Containing Regulated Hazardous Waste."

C8.22. **Precious Metals.**

C8.22.1. General.

C8.22.1.1. Most products and materials that are taken into the precious metals program are not considered to be a hazardous waste. But, hazardous wastes that contain economically significant amounts of gold, silver, platinum, and other precious metals destined to be reclaimed, are defined by EPA as "recyclable materials" [40 CFR 261.6 (a)(1)]. DRMOs that generate or store such HW recyclable materials must comply with 40 CFR 266.70 and adhere to the following requirements:

C8.22.1.1.1. Meet RCRA notification requirements.

C8.22.1.1.2. Manifest HW that is to be reclaimed.

C8.22.1.1.3. Maintain records showing:

C8.22.1.1.3.1 Volume of HW recyclable material stored at beginning of calendar year.

C8.22.1.1.3.2 Amount of HW recyclable material generated or received during calendar year.

C8.22.1.1.3.3 Amount of HW recyclable material remaining at end of the year.

C8.22.1.2. The 75 Percent Rule.

C8.22.1.2.1. DRMOs that recycle 75 percent of recyclable materials accumulated during a calendar year are not involved in speculative accumulation. If a DRMO fails to recycle at least 75 percent of HW recyclable materials per year, it becomes subject to all applicable provisions of parts 262 through 265, 270, and 124 of 40 CFR.

C8.22.1.2.2. Accountable records, per paragraph C8.22.1.1.3., should be kept to demonstrate that the DRMO is not engaged in speculative accumulation. The records should show that 75 percent or more of the materials are recycled within a calendar year beginning on 1 January.

C8.22.2. Specific.

C8.22.2.1. *Silver Bearing Hypo Solution*. Spent hypo solution from photographic film processing is not eligible for recovery in the precious metals program. If a generating activity has containerized spent fixer, it should be received and managed as a hazardous waste. Exceptions to the manifesting requirements are granted in 40 CFR 261.5 to Conditionally Exempt Small Quantity Generators (CE-SQG).

C8.22.2.2. Management of Steel Wool Silver Recovery Cartridge. Spent steel wool cartridges (SCL P06) are usually filled with liquid before storage and transport to preclude the potential of fire (if there is too much steel wool left it may create heat during the time that it dries out).

C8.22.2.2.1. *Cartridges managed as hazardous material.* Spent steel wool cartridges that have been drained of all free liquids and/or that are dried are eligible for the precious metals program since they are economical for silver recovery. EPA views the product of silver recovery as sludge and it is excluded from the definition of solid waste, if it is destined for reclamation.

C8.22.2.2.2. *Cartridges managed as hazardous waste*. Spent steel wool cartridges that have free liquids are not eligible for the program since they are not economical for silver recovery. As it is not economical to recover the silver from the cartridges, they are not destined for reclamation and therefore considered to be a solid waste and should be managed as hazardous waste.

C8.22.2.3. *Passive Silver Cells*. Passive silver cells (SCL PSC) should be turned in dry. They are very economical to recover the silver from the sludge they contain, therefore, passive silver cells should not be managed as HW, unless otherwise dictated by state/local regulations. They must be drained and stored/shipped with no free liquids in order to retain this regulatory status.

C8.22.2.4. *Silver Flake.* Silver Flake (SCL VSF) is a very pure sludge generated from electrolytic recovery units. Final rule guidance in the Federal Register, Volume 50, No. 3, 4 Jan 85, states: "*Similarly, reclaimed metals that are suitable for direct use, or that only have to be refined to be a usable product, are themselves products and not wastes*." The silver contained in the flake does not require further reclaiming before recovery is complete, it only needs to be further refined. Therefore, it is not solid waste and thus cannot be hazardous waste.

C8.22.2.5. *Film.* Used film and discarded unused film are solid wastes; however, film samples submitted for analysis to determine the toxicity of silver did not exhibit the characteristics of toxicity in accordance with 40 CFR 261.24, Table I. Therefore, film should not be managed as a HW and is eligible for the precious metals recycling program and is SCL P04.

C8.22.2.6. *Film Ash*. Film ash is a solid waste; however, samples submitted for analysis to determine the toxicity of the following metals: Arsenic, Barium, Cadmium, Chromium, Lead, Mercury, Selenium, and Silver, did not exhibit the characteristics of toxicity for any of the heavy metals in accordance with 40 CFR 261.24, Table I. Therefore, film ash should not be managed as a HW and is eligible for the precious metals program and is SCL P05.

C8.22.2.7. *Silver Bearing Batteries.* See Section 3, Batteries.

C8.22.2.8. *Dental Amalgam.* No longer processed for Precious Metals Recovery. See Section 3, Dental Amalgam.

C8.22.2.9. Additional precious metals guidance is contained in Section 2, Chapter 7, Scrap Program.

C8.22.2.10. Questions concerning the Precious Metals Program should be directed to DRMS-BCP, (DSN) 661-7071.

C8.22.3. <u>International Requirements.</u>

C8.22.3.1. DRMOs receiving hazardous waste precious metals-bearing materials must contact gaining CONUS DRMOs prior to any shipment of precious metals to verify that materials can be received. If materials cannot be received, the losing DRMO should contact DRMS-BCP for further guidance.

C8.23. **Storage Tanks.**

C8.23.1. <u>General.</u>

C8.23.1.1. DRMS provides disposal service for above ground storage tanks and underground storage tanks (UST) for DOD as defined in paragraphs C8.23.2 & C8.23.3. below.

C8.23.1.2. This chapter provides guidance in the following areas:

C8.23.1.2.1. Types of storage tanks and how they are regulated.

C8.23.1.2.1.1 Storage tanks which contain or contained the following:

C8.23.1.2.1.1.1 Non-regulated materials.

C8.23.1.2.1.1.2 RCRA hazardous waste.

C8.23.1.2.1.1.3 Regulated substances.

C8.23.1.2.1.2 Tanks which are eligible for the Defense Environmental Restoration Account (DERA) funding as part of Installation Restoration Program (IRP).

C8.23.1.2.1.3 Storage tanks that are not DERA funded.

C8.23.1.2.1.4 Empty tanks (underground and above ground).

C8.23.1.2.1.4.1 Funding determinations.

C8.23.1.2.1.4.2 Conditions for turn in.

C8.23.2. Specific.

C8.23.2.1. Categories of tanks that determine how tanks must be managed:

C8.23.2.1.1. ***Category 1.*** Tanks, including UST that are used to store hazardous waste, are regulated under 40 CFR Part 264/265 Subpart J.

C8.23.2.1.2. ***Category 2***. UST that are used to store regulated substances are regulated under 40 CFR Part 280. UST under 40 CFR Part 280 are defined as any tank or series of tanks including underground piping that is used to store an accumulation of regulated substances and at least 10 percent of the volume is beneath the surface of the ground. Therefore, above ground tanks with underground piping could be defined as an UST. Regulated substances include: hazardous substance defined under CERCLA, petroleum, including crude oil or any fraction that is a liquid at standard temperatures and pressure, and petroleum based substances such as fuels, oils, lubricants, and solvents.

C8.23.2.1.3. ***Category 3***. Exempted UST and non-regulated above ground tanks.

C8.23.2.1.3.1 The regulations for UST under 40 CFR Part 280 exempt certain tanks and tank systems. The following UST or tank systems are exempt from regulation under 40 CFR Part 280:

C8.23.2.1.3.1.1 Farm or residential tanks of 1,100 gallons or less capacity used for storing fuel for noncommercial purposes.

C8.23.2.1.3.1.2 Tanks used for storing heating oil on the premises where used.

C8.23.2.1.3.1.3 Septic tanks.

C8.23.2.1.3.1.4 Pipelines.

C8.23.2.1.3.1.5 Surface impoundments.

C8.23.2.1.3.1.6 Storm water or waste water collection systems.

C8.23.2.1.3.1.7 Flow-through process tanks.

C8.23.2.1.3.1.8 Storage tanks located in basements that are above the Ground.

C8.23.2.1.3.1.9 UST systems whose capacity is 110 gallons or less.

C8.23.2.1.3.1.10 Underground storage systems that contain a *de minimis* concentration of regulated substances.

C8.23.2.1.3.1.11 Emergency spill or overflow containment system that is expeditiously emptied.

C8.23.2.1.3.2 Above ground tanks that contain hazardous substances <u>are not regulated</u> under RCRA 40 CFR Part 280.

C8.23.2.2. *Use of DERA funds to pay for the disposal of UST.* Not all UST‟s are removed as part of an IRP. To be eligible for disposal under DERA, the tank must have been abandoned prior to 1984, contamination from leaks occurred prior to Mar 81, and has been confirmed to be leaking prior to 1 Mar 86. DERA funds can be used to dispose of any tank (HW tank, UST, exempted tank) as long as it meets the requirements above.

C8.23.2.3. *Other Funding*.

C8.23.2.3.1. Tanks and their contents that do not qualify for DERA funding must be disposed using the tank owner's funds, consistent with the DOD Comptroller's HM funding policy.

C8.23.2.3.2. If the contents of a tank consist of hazardous waste or a product that has no RTDS potential, the responsibility for funding is with the tank owner.

C8.23.2.3.3. If a tank and its contents contain a usable hazardous material, the tank owner may turn the tank in to the DRMO as a hazardous material for RTDS. If it fails RTDS, the service contract disposal costs are generating activity-funded.

C8.23.3. <u>Conditions for Turn in.</u>

C8.23.3.1. Empty tanks that are appropriately cleaned and purged can be turned in to the DRMO as a usable item or scrap. The definition of an empty container in 40 CFR 261.7 (“one inch” rule) <u>does not</u> apply to tanks.

C8.23.3.2. If a tank (underground or above) was used to store hazardous waste, the tank must be cleaned in accordance with 40 CFR 264/265.197. The DTID should contain a statement certifying that the "tank has been cleaned in accordance with 40 CFR 264/265.197".

C8.23.3.3. An underground storage tank containing regulated substances must be cleaned in accordance with 40 CFR 280.71. The DTID should contain a statement certifying that the "tank has been cleaned in accordance with 40 CFR 280.71".

C8.23.3.4. Exempt UST or non-regulated above ground tanks must be cleaned in a similar manner as regulated tanks. Standards require that tanks be pumped, sludge"s/residues removed, rinsed and/or purged. The American Petroleum Institute has developed and published recommended cleaning practices and procedures for regulated and non-regulated UST and above ground tanks (see listing of these incorporated in 40 CFR Part 280.71).

C8.23.3.5. UST which are part of IRP and DERA funded, or tanks which have held or hold RCRA HW, which the generating activity intends to discard, should be turned in as follows:

C8.23.3.5.1. Physical custody remains with the generating activity. C8.23.3.5.2.

Generating activity provides funding for disposal service. C8.23.3.5.3.

Generating activity provides sufficient advance notification to allow placement on a DRMS contract; i.e., one time or modification to an existing contract.

C8.23.3.5.4. Generating activity makes tank accessible to the contractor. (DRMS will not contract for excavation or site restoration.)

C8.23.3.5.5. Preparations required for tank disposal; e.g., emptying contents, cleaning, cutting, filling will be identified by the generating activity. The DRMS contract will be written to reflect the required services. (The DRMO should ensure the generating activity is aware that the more the generating activity is willing to do; e.g., emptying, cleaning, and purging, the less the contract costs will be.)

C8.23.4. Questions.

C8.23.4.1. Questions concerning policy and procedures for storage tanks should be directed to DRMS-BCP, (DSN) 661-7075.

C8.23.5. Sales.

C8.23.5.1. When underground storage tanks are available and referred for sale, the instructions contained within Section 2, Chapter 6, Sales Program, apply.

C8.24. **Clean Air Act (CAA).**
Amendments of 1990 - Protection of the Stratospheric Ozone.

C8.24.1. General.

C8.24.1.1. *Purpose:* The purpose of this chapter is to explain how the Clean Air Act (CAA) Amendments of 1990 and USEPA regulations implementing the CAA impact compliance of DRMS excess property disposal mission for the DOD, when DRMS receives certain types of property containing ozone depleting substances regulated under CAA.

C8.24.1.2. *Authority:* The 1990 Clean Air Act (CAA) amendments require that certain substances which have destructive effects on the ozone layer, chlorofluorocarbons (CFCs), carbon tetrachloride, methyl chloroform and hydrochlorofluorocarbons (HCFCs)*, not be vented* to the environment and be phased out from production and use over an extended period of time.

C8.24.1.2.1. Section 608 of the Clean Air Act (CAA) prohibited venting Class I and II Ozone Depleting Substances (ODS) as of July 1, 1992, and requires recycling and safe disposal of such substances.

C8.24.1.2.2. Section 609 of the CAA mandated regulations preventing the release of motor vehicle refrigerants. It also restricted the sale of small containers (20 lbs. or less) of Class I and II refrigerants except to certified technicians.

C8.24.1.2.3. Section 610 of the CAA bans certain products that release ozone-depleting substances; it specifically targets products that are defined as "nonessential" and prohibits any person from selling or distributing the listed products in interstate commerce.

C8.24.1.2.4. Section 611 of the CAA establishes a tiered schedule for labeling of products containing or manufactured with Class I or II (ODS).

C8.24.1.3. Applicable Regulations:

C8.24.1.3.1. 40 CFR 82, Protection of the Stratospheric Ozone. Federal regulatory requirements summarized in this chapter may be accessed at www.epa.gov. Click on laws and regulations and type in the part or specific citation of the regulation to access. U.S. EPA has a special section on ozone issues at www.epa.gov/ozone.

C8.24.1.3.2. Appendices at 40 CFR 82. Listings of regulated Class I or Class II ODS are posted on at www.epa.gov.

C8.24.1.3.2.1 Appendix A to Subpart A, Class I Controlled Substances.

C8.24.1.3.2.2 Appendix B to Subpart A, Class II Controlled Substances.

C8.24.1.3.2.3 Appendix F to Subpart A, Listing of Ozone Depleting Chemicals.

C8.24.1.3.3. Refer to the applicable part of the regulation 40 CFR 82 for specific regulatory definitions, language and effective dates for compliance when applying regulatory requirements to the RTDS and disposal process. This chapter only summarizes the general intent and requirements of the regulation.

NOTE: International DRMOs - OEBGD/FGS and host nation regulations apply.

C8.24.1.3.4. DOD policy and procedures can be found in DOD 4160.21-M, Chapter

10, Ozone Depleting Substances.

C8.24.1.3.5. U.S. EPA ODS HOT LINE: 1-800-296-1996 (Stratospheric Ozone Information - open between 10:00 a.m. and 4:00 p.m. Eastern Standard Time) or e-mail: hotline@tidalwave.net. Questions concerning this chapter may be addressed to DRMS-BE (DSN) 661-5877.

C8.24.2. DOD Class I and II ODS Reserve.

C8.24.2.1. The Defense Logistics Agency (DLA) has been assigned the DOD mission of managing the Defense Reserve of ODS for the DOD. This Reserve supports the Military Services mission critical requirements for CFCs and Halons.

C8.24.2.2. DOD policy requires that the Military Services recover or reclaim Class I or Class II ODS for banking at the DOD ODS Reserve and return them to Defense Supply Center Richmond (DSCR) under current MILSTRIP Document Identifier procedures.

C8.24.2.3. DOD components shall return to the DOD Reserve excess CFCs and Halons as described and listed in DOD 4160.21-M, Chapter 10. The DRMOs will not accept for RTDS any excess CFCs or Halons, which should go back to the Reserve. Some types of ODS recovery cylinders shall also be returned directly to the Reserve by the Military Services and shall not be turned-in to the DRMO. (See Section 3, of this manual, under Ozone Depleting Substances, for additional information and turn in procedures).

C8.24.2.4. Additional guidance can be found in this manual at Section 3, (ODS) Ozone Depleting Substances.

C8.24.2.5. For additional information about the DOD ODS Reserve‟s policies and procedures, call DSCR at commercial (804) 279-5203/4525 or (DSN) 695-5203/4525. For additional information about the Reserve‟s requirements, as they affect DRMS procedures, call DRMS-BE (DSN) 661-5877.

C8.24.3. Explanation of Regulations as Applicable to DRMS/DRMO Operations.

C8.24.3.1. The regulations at 40 CFR Part 82 cover various categories of compliance areas and each part outlined below summarizes the various but distinct parts relating to compliance that may apply to DRMO operations.

C8.24.3.1.1. Requirements for Motor Vehicle Air Conditioners (MVAC) (40 CFR 82.30-42).

C8.24.3.1.1.1 The CAA regulations cover MVACs under two parts of the regulation. One pertains to facilities that repair or service MVACs or dismantle them and requires these facilities to certify that they are using approved/certified equipment and certified technicians (Type II certification) to repair, service, recover refrigerants from MVACs. This is a DOD generator responsibility not a DRMO responsibility. *DRMO personnel do not service or repair or recover refrigerants from motor vehicle air conditioners or any kind of refrigeration equipment or appliance.*

C8.24.3.1.1.2 DRMOs may receive used motor vehicles with MVACs still containing the refrigerant for purposes of RTDS; however, another part of the regulation, at 40 CFR 82.156, covers the safe disposal of MVACs in vehicles, if the vehicle goes to or is turned-in as scrap. This part of the regulation requires the prior recovery of the refrigerant from the MVAC before sending the vehicle to scrap, as it does for refrigeration equipment and appliances before they are scrapped or landfilled. (See Section 3, Vehicles).

C8.24.3.1.2. *MVAC refrigerant - sale or distribution.* The regulation cited above states that it is illegal to sell or distribute containers with less than 20 pounds of Class I or II substances suitable to use as a motor vehicle refrigerant to anyone other than a certified technician.

C8.24.3.1.3. *Wholesale seller requirements.* For purposes of sale, sellers need to obtain a signed statement from buyers stating that the containers are for resale only. This statement must show the purchaser"s name and business address. The signed certification statement from the purchaser must be kept for 3 years by the seller and must be available to EPA upon request.

C8.24.3.1.4. DRMS would qualify as a wholesaler, if the above products (those not required by the ODS Reserve) are sold to qualified buyers (e.g., refrigeration technicians). Therefore, the purchaser must qualify and provide a certification statement and the statement must be retained for 3 years in the sales file.

C8.24.4. Products with Class I or Class II ODS Banned as "Non-Essential Products". Under USEPA Regulations. (Reference: 40 CFR 82.60-70).

C8.24.4.1. Summary of the Regulation.

C8.24.4.1.1. The regulation lists specific products, which are manufactured using Class I and II substances, and lists them as "non-essential" and prohibits or bans their sale or distribution. Products defined as "non-essential" are listed in paragraphs C8.24.2.3. and C8.24.4.2.4. below.

NOTE: Refer to the applicable parts of the regulation for specific regulatory language and effective dates for compliance.

C8.24.4.1.2. Definitions pertinent to this regulation are at Section 4, Supplement 2, Chapter 8, Enclosure 17.

C8.24.4.1.3. Some products are exempted from the "ban". See list of Exemptions at Section 4, Supplement 2, Chapter 8, Enclosure 16. For products exempted from the "ban" that can go for sale and distribution under certain conditions of exemption.

C8.24.4.2. Turn in and RTDS Instructions

C8.24.4.2.1. Generating activities are required to identify Class I or II non-essential products on the DD Form 1348-1A and fund for disposal, if the property cannot go to RTDS or must go directly to disposal.

C8.24.4.2.2. The DRMO shall not RTDS Class I or II excess property that is regulated as a non-essential product, unless it is exempt from the regulation and commercial buyers can meet the conditions of exemption. See Section 4, Supplement 2, Chapter 8, Enclosure 16, for products exempted and the condition of exemption.

C8.24.4.2.3. Non-essential Class I products and exceptions (40 CFR 82.66).

C8.24.4.2.3.1 Plastic party streamer or noise horn, which is propelled by a CFC, including, but not limited to: string confetti, marine safety horns, sporting event horns, personal safety horns, wall-mounted alarms used in factories or other work areas, and intruder alarms used in homes and cars.

C8.24.4.2.3.2 CFC containing cleaning fluids for noncommercial electronic and photographic equipment, including but not limited to, liquid packaging, solvent wipes, solvent sprays, and gas sprays. Except for those sold or distributed to a commercial purchaser (see Section 4, Supplement 2, Chapter 8, Enclosure 16).

C8.24.4.2.3.3 Foams made with a Class I substance, such as any plastic flexible or packaging foam product that is manufactured with or contains a CFC, except for flexible or packaging foam used in coaxial cable.

C8.24.4.2.3.4 Aerosol products or other pressurized dispensers, which contain a CFC including, but not limited to, household, industrial, automotive and pesticide uses. Except for:

C8.24.4.2.3.4.1 Certain medical devices.

C8.24.4.2.3.4.2 Lubricants, coatings or cleaning fluids for electrical or electronic equipment containing CFC-11, CFC-113, or CFC-12, but contain no other CFCs, for solvent purposes.

C8.24.4.2.3.4.3 Lubricants, coatings or cleaning fluids for aircraft maintenance containing CFC-11 or CFC-113, but which contain no other CFCs.

C8.24.4.2.3.4.4 Mold release agents containing CFC-11 or CFC-113.

C8.24.4.2.3.4.5 Spinnerette lubricant/cleaning sprays containing CFC-114.

C8.24.4.2.3.4.6 Containers of CFCs used in plasma etching.

C8.24.4.2.3.4.7 Document preservation sprays containing CFC-113.

C8.24.4.2.3.4.8 Red pepper bear repellent sprays containing CFC-113.

C8.24.4.2.4. Non-essential Class II products and exceptions (40 CFR 82.66)

C8.24.4.2.4.1 Aerosol or other pressurized dispenser products which contain a Class II substance including, but not limited to, household, industrial, automotive and pesticide uses, and foams made with Class II substances.

C8.24.4.2.4.2 Class II exceptions include:

C8.24.4.2.4.2.1 Certain medical devices.

C8.24.4.2.4.2.2 Certain lubricants, coatings and cleaning fluids.

C8.24.4.2.4.2.3 Mold release agents.

C8.24.4.2.4.2.4 Portable fire extinguishers.

C8.24.4.2.4.2.5 Wasp and hornet sprays.

C8.24.4.2.4.2.6 Electronic and photo equipment aerosol cleaning fluids sold to commercial purchasers.

C8.24.4.2.4.2.7 Plastic foam products.

C8.24.4.2.4.2.8 Integral skin foam utilized to provide motor vehicle safety until January 1, 1996.

C8.24.4.2.5. *Verification* (40 CFR 82.68)

C8.24.4.2.5.1 *Commercial Use.* (See Section 4, Supplement 2, Chapter 8, Enclosure 17) for definition of “commercial”). If a sale is made for commercial use the regulation requires the commercial user to have one of the following identification numbers:

C8.24.4.2.5.1.1 A Federal employer identification number.

C8.24.4.2.5.1.2 A state sales tax exemption number.

C8.24.4.2.5.1.3 A local business license number.

C8.24.4.2.5.1.4 A government contract number.

C8.24.4.2.5.2 The commercial user must provide documentation to verify they are a commercial entity. The seller or distributor must have a reasonable basis for believing that the documentation presented by the purchaser is accurate.

C8.24.4.2.5.3 The above documentation should be maintained in the sales files.

C8.24.4.2.6. *Display Sign and Written Notification for Sale* (40 CFR 82.68)

C8.24.4.2.6.1 Class I or II cleaning fluids for electronic or photographic equipment, also if in aerosol containers; or any portable fire extinguisher, and mold release agents containing a Class I substance as a propellant. Or, any wasp or hornet spray containing a Class II substance.

C8.24.4.2.6.2 Sellers must display a sign where sales occur, notifying purchasers of the penalty which could be imposed on the purchaser ($25,000), if the purchaser does not meet the regulatory requirement to purchase specific CFC or HCFC items listed in the regulation. The sign must be displayed in such a manner that it is visible.

C8.24.4.2.6.3 Written notification may be placed on sales brochures, order forms, invoices and the like, such as Invitation for Bid (IFBs), Sales Articles, etc. Written notifications should be maintained in the sales files.

C8.24.4.2.7. *"Self-executing" Ban for Class II Products*. The ban on similar types of products listed above that have Class II substances is self-executing. U.S. EPA, therefore, is not required to promulgate regulations on the ban of non-essential Class II products.

C8.24.5. Labeling of Manufactured Products or Containers Containing ODS.
Reference: 40 CFR 82.100-124.

C8.24.5.1. *Summary of the Regulation.* All containers and products containing Class I and II substances listed in Appendix D of the Montreal Protocol must bear a warning label. This includes:

C8.24.5.1.1. Containers in which a Class I or II substance I is stored or transported.

C8.24.5.1.2. Products containing a Class I substance.

C8.24.5.1.3. Products directly manufactured with a process that uses a Class I substance, unless otherwise exempted.

C8.24.5.1.4. Labels are required for products made with or containing a Class II substance after May 15, 1993, only if EPA has determined safe alternatives are available. Otherwise, the requirements to label products made with Class I substances do not go into effect until January 1, 2015.

C8.24.5.1.5. See Key Definitions at Section 4, Supplement 2, Chapter 8, Enclosure 18, and Section 4, Supplement 2, Chapter 8, Enclosure 19 for Sample Warning Labels.

NOTE: Containers that store and transport a Class I or II substance are regulated for labeling as of May 15, 1993. Refrigeration equipment and appliances do not meet the definition of a container or a container containing under this rule, but most manufacturers have a label or data plate on such items indicating the type of refrigerant in the item. Labeling of refrigeration equipment and appliances is a

manufacturer‟s requirement for products manufactured after May 15, 1993 if manufactured prior to that date they are grandfathered.

C8.24.5.2. Turn in and RTDS Instructions To Comply with CAA Labeling Rule. Excess ODS property must bear the appropriate container or manufacturer‟s warning label at turn in, if required by the regulation. But, please read the instructions below explaining how and when this may or may not apply to DRMO turn ins.

C8.24.5.3. Labeling of Manufactured Products.
(40 CFR 82.114 and 82.116)

C8.24.5.3.1. Generally DRMOs do not have to be concerned with the "manufactured products" label. The regulation places the responsibility on the manufacturer for labeling new products, which contain ODS after May 15, 1993. Products manufactured prior to, do not require the manufacturer‟s label. DRMO personnel do not have to look for or search for the manufacturer‟s label as explained below.

C8.24.5.3.2. Manufactured products currently in the DRMO inventory or those presently being turned-in by the generating activity, which were manufactured prior to May 15, 1993, are not subject to the product labeling requirements.

C8.24.5.3.3. The U.S. EPA places responsibility on the manufacturer to prove that the manufactured product does not require labeling. Therefore, if regulatory questions arise regarding product labeling, U.S. EPA must contact the manufacturer (40 CFR 82.102). Also see paragraph C8.24.5.3.5. below.

C8.24.5.3.4. Compliance by wholesalers, distributors and retailers. (40 CFR 82.118). For ODS products manufactured after May 15, 1993, it is required that wholesalers, distributors and retailers (i.e., DRMOs), provide all labeling information on the product or container to the consumer. Generally, this means that DRMOs should not remove any such labeling; however, the DRMOs are **not required** to check for or to "re-label" a manufactured product.

C8.24.5.3.5. "Reliance on reasonable belief" (40 CFR 82.118). The regulation allows for "reliance on reasonable belief" that the ODS product was labeled by the manufacturer. For RTDS purposes, DRMS-DG, interpreted the "reliance on reasonable belief" requirement as follows:

C8.24.5.3.5.1 DRMOs may rely on the labeling information that is received with the turn in of the excess DOD products, and are not required to independently investigate whether the labeling requirements are applicable to the specific product.

C8.24.5.3.5.2 The DOD procurement system has the direct contractual relationship with suppliers of these products and through its procurement requirements ensures products sold to DOD comply with Clean Air Act requirements.

C8.24.5.3.5.3 This allows DRMOs to apply the "reasonable belief" provision that the supplier to DOD of the product or container is reliably and accurately complying with the labeling requirement. There is no need to go back to the procurement and supply system to determine if an ODS containing product was labeled by the manufacturer.

C8.24.5.4. Labeling Containers or Containers Containing.

C8.24.5.4.1. Turn in of containers or containers containing is a part of the regulation that may be more applicable to DRMO operations if DRMOs receive the type of property described below.

C8.24.5.4.2. A label is required on containers of Class I or II substances to be recycled or reclaimed.

C8.24.5.4.3. *Exemption*. USEPA final rule published in Federal Register Volume 60, January 19, 1995, page 4010. A warning label is no longer required on containers holding Class I or II ODS or wastes containing trace amounts of ODS when these wastes are discarded or destroyed. This exemption applies only to disposal actions (i.e., incineration, energy recovery, or landfill). This exemption *does not* apply to containers holding unused, or recycled or reclaimed ODS.

C8.24.5.4.4. *Empty containers*. Containers that previously contained an ODS, which has been removed from the container and the container is recycled, do not require a label. For example, a drum or cylinder from which ODS has been removed does not require a warning label.

NOTE: There is no definition of "empty" under the Clean Air Act or this instruction comparable to the Resource Conservation and Recovery Act (RCRA).

C8.24.5.4.5. Refrigerant recovery cylinders and drums containing *recovered* CFCs or HCFCs must have a warning label for storage and for transportation in interstate commerce.

C8.24.5.4.6. Containers include only the "immediate" vessel in which a controlled substance is stored or transported. Containers or vessels for transporting a product containing or container containing an affected substance do not have to be labeled.

C8.24.5.4.7. Labels may be ordered through commercial companies that print and distribute labels for regulated products.

C8.24.5.5. Label Requirements - Warning Statement, Placement, Form Size, and Removal Prohibitions (40 CFR 82.106-112).

C8.24.5.5.1. The signal word "*WARNING"* must be in capital letters. The *warning statement* must read as follows:

C8.24.5.5.1.1 *"WARNING:* Contains (or manufactured with, if applicable) (insert name of substance), a substance which harms public health and the environment by destroying ozone in the upper atmosphere."

C8.24.5.5.2. The warning statement (label) must be substance specific. The standard chemical name of the substance must be used as listed in 40 CFR Part 82, Subpart A, Appendix A, except that the acronyms CFC and HCFC may be used. For example, CFC-12 Dichlorofluoromethane. But, do not use only CFC-12. Also, do not use trade names such as *"Freon"*.

C8.24.5.5.3. More than one substance. When a container or product contains or is manufactured with more than one ODS, only one label is required, but that label must state all the relevant substances.

C8.24.5.5.4. Type size. Reasonably related to the type size of any other printing appearing in the same panel (40 CFR Part 82.110).

C8.24.5.5.5. Placement. The warning label can be placed on any packaging display panel, on any side of the product package or containers as long as it is "clearly legible and conspicuous".

C8.24.5.5.6. Products without a display panel or area. The warning could be printed on:

C8.24.5.5.6.1 A hang tag, tape, card, sticker, invoice, bill of lading, or other overlabeling securely attached to the container or product.

C8.24.5.5.6.2 A display case or packaging.

C8.24.5.5.6.3 Supplemental printed materials prepared by the manufacturer, such as a material safety data sheet (MSDS). EPA does not, however, allow the warning merely to appear in a catalogue.

C8.24.5.5.7. Prohibitions.

C8.24.5.5.7.1 The U.S. EPA prohibits statements that a product may contain or was manufactured with ODS. The warning label must be definite and substance specific.

C8.24.5.5.7.2 The U.S. EPA also prohibits wholesalers, distributors and retailers (i.e., DRMOs) from removing warning labels from products they purchase or distribute, including repackaging.

C8.24.5.5.7.3 The label must be on a product when the product enters interstate commerce.

C8.24.5.5.8. Penalties. If the warning label is purposely removed or the wholesaler or retailer fails to pass on the warning statement, the violator can receive civil penalties.

C8.24.6. Refrigerant Recycling Rule - Summary/.

C8.24.6.1. Reference: 40 CFR 82.150-166.

C8.24.6.2. DOD 4160.21-M, Chapter 10.

C8.24.6.3. See Section 3, Refrigeration Equipment and Appliances, for turn in instructions and additional information, also Refrigerant Study Period #59 https://www.drms.dla.mil/drms/intranet/training/training.htm

C8.24.6.3.1. Summary of the Regulation. The regulation establishes recovery and recycling requirements for ozone-depleting refrigerants recovered during the servicing and disposal of air-conditioning and refrigeration equipment. Together with the prohibition on venting during servicing, repair and disposal of Class I and II substances that were effective on July 1, 1992, this regulation is designed to substantially reduce emissions of ozone-depleting refrigerants. Violations can result in civil or criminal penalties and fines.

C8.24.6.3.2. Service practice requirements. Technicians servicing and disposing of air conditioning and refrigeration equipment and appliances must observe certain service practices that reduce refrigerant emissions. The most fundamental of these practices is the requirement to recover refrigerant rather than vent it to the atmosphere.

NOTE: DRMO personnel are not trained technicians. DRMO personnel do not service, maintain, repair or recover refrigerants from appliances containing refrigeration components or refrigerants. Therefore, the DRMO is not subject to the technician training and certification requirements or to the certified recovery equipment requirement.

C8.24.6.3.3. Technician repair. Technicians repairing small appliances, such as household refrigerators, are required to recover 80-90 percent of the refrigerant in the system. Refrigerant that is recovered is returned to the same system or other systems owned by the same person.

C8.24.6.3.4. Equipment and recycler certification. Establishes a certification program for recovery and recycling equipment that requires recovery efficiency standards.

C8.24.6.3.5. Refrigerant leaks. This generally excludes household appliances and small refrigerant charges. This applies to owners of commercial refrigeration and industrial process refrigeration equipment with charges greater than 50 pounds to repair a leak within 30 days and keep records.

C8.24.6.3.6. Mandatory technician certification. Establishes a technician certification program that requires technicians to pass an EPA-approved test to become certified. Certification is available in four categories.

C8.24.6.3.7. Refrigerant sales restriction (40 CFR 82.154(h)). No person may sell, distribute or offer for sale Class I or II substances for use as a refrigerant to any person unless: (See NOTE below).

C8.24.6.3.7.1 The buyer is a certified technician under the refrigerant recovery and recycling regulations.

C8.24.6.3.7.2 The buyer is a certified technician under the Motor Vehicle Air Conditioning (MVAC) servicing regulations.

C8.24.6.3.7.3 The refrigerant is sold only for eventual resale to certified technicians or to appliance manufacturers, including by a manufacturer to a wholesaler and by a technician to a reclaimer.

C8.24.6.3.7.4 The refrigerant is sold to an appliance manufacturer.

C8.24.6.3.7.5 The refrigerant is contained in an appliance.

C8.24.6.3.7.6 The refrigerant is charged into an appliance by a certified technician during maintenance, service or repair.

C8.24.6.3.8. Additionally, any refrigerant that is sold (changes ownership) must be reclaimed to a level of purity and analyzed to meet the standard of purity set forth in ARI 700, Specifications for Fluorocarbon Refrigerants. This is to ensure it can be used safely in any refrigeration equipment.

NOTE: DRMOs shall not receive or sell unused or recovered refrigerant unless it is first determined, through DRMS-BCP, that the specific refrigerant is not needed by the DOD ODS Reserve; except when the refrigerant is contained in an appliance, Motor Vehicle Air Conditioner (MVAC) or other type "s refrigeration equipment which are processed for RTDS.

C8.24.6.3.9. Safe disposal requirement (40 CFR Part 82.156(f)). Applies to refrigeration equipment and appliances that may be turned-in to a DRMO as scrap.

C8.24.6.3.9.1 EPA's regulation differentiates between equipment typically dismantled onsite and equipment that enters the waste stream with the refrigerant intact. Equipment that is typically dismantled onsite before disposal (such as retail food refrigeration, cold storage warehouse refrigeration, chillers and industrial process refrigeration) must have the refrigerant removed in compliance with EPA's servicing requirements. Equipment which enters the waste stream with the charge intact (such as MVACs, household refrigerators and freezers,

and room air conditioners) is subject to "safe disposal" which requires that the final person in the disposal chain (such as, the scrap dealer or, landfill) is responsible for:

C8.24.6.3.9.1.1 Notifying "up the chain" to suppliers of appliances that the refrigerant must be properly removed before delivery of scrap items to a scrap dealer or landfill.

C8.24.6.3.9.1.1.1 The form of this notification may be warning signs, letters to suppliers, or other equivalent means.

C8.24.6.3.9.1.1.2 DOD/DRMS/DRMO notification to DOD suppliers (e.g., generators/turn in activities) is in the form of policy and procedures in DOD 4160.21-M, Chapter 10.

C8.24.6.3.9.1.1.3 DRMS/DRMO customer guidance on the world wide web, Customer Service Handbook, or DRMO memoranda to DOD activities, are additional forms of notification, if needed.

C8.24.6.3.9.1.1.4 Scrap dealers or landfill operators must notify their customers (up the chain, for example a DRMO) whether or not the scrap dealer or landfill requires the refrigerant removed or if the scrap dealer or landfill can accept the equipment/appliance with the refrigerant still in it.

C8.24.6.3.9.1.2 Ensuring that refrigerant is recovered from small appliances, room air conditioners, MVACs, or MVAC-like appliances before final disposal of the equipment by:

C8.24.6.3.9.1.2.1 Recovering the refrigerant to specified levels.

C8.24.6.3.9.1.2.2 Obtaining a <u>signed</u> statement from the person from whom the appliance is obtained that all refrigerants have been recovered to specified levels, including the name and address of the person who recovered the refrigerant, and the date the refrigerant was recovered. See DRMS Form 2016, Refrigerant Removal Statement, or equivalent statement.

C8.24.6.3.9.2 This regulation does not affect the <u>servicing</u> of MVACs, but does apply to their "safe" <u>disposal.</u> U.S. EPA has published separate requirements at 40 CFR Parts 82.30-42 on servicing MVACs.

C8.24.6.3.9.3 Service apertures and process stubs. Air conditioning and refrigeration equipment <u>except</u> for small appliances and room air conditioners must be provided with a servicing aperture that would facilitate recovery of the refrigerant. Small appliances will require a process stub for easy access.

C8.24.6.3.9.3.1 This requirement and effective date apply to manufacturers of appliances and small appliances.

C8.24.6.3.9.3.2 There is no requirement for retrofitting appliances manufactured prior to November 15, 1993, with service apertures or stubs. The aperture or stub requirement does not impact property presently in the DRMO inventory. These can be processed for RTDS.

C8.24.6.3.9.3.3 By appliance, EPA is referring to any device that contains and uses a Class I or II substance as a refrigerant and which is used for household or commercial purposes, including any air conditioner, refrigerator, chiller or freezer (see Section 3 - Refrigeration Equipment).

NOTE: Turn in Requirement for RTDS and Final Disposal of Refrigeration Equipment and Appliances are at Section 3 of this manual.

C8.24.7. Transportation of Refrigerant Gases or Liquids.

C8.24.7.1. The Department of Transportation (DOT) regulates shipments of refrigerant gases and refrigeration machines that contain flammable liquids, or flammable and nonflammable gases, transported in commerce.

C8.24.7.2. The 49 CFR 172.101, Hazardous Materials Table (HMT), lists the chemical name of specific refrigerants regulated for transportation. Also, see 49 CFR 172.101(k)(3) for “not otherwise specified (N.O.S.)” shipping name for refrigerant gases that are hazardous materials for transportation.

C8.24.7.3. Ordinary refrigeration equipment or appliances, such as refrigerators, freezers, air conditioners, humidifiers, water coolers, and others, are not regulated for transportation since they do not contain a hazardous material refrigerant.

C8.24.8. Refrigerant Contaminated Compressor Oil.

C8.24.8.1. Refrigerant-contaminated compressor oil from refrigerated equipment may contain residual halogenated substances that cause it to exceed 4,000 ppm CFC concentrations.

C8.24.8.2. Used oils contaminated with CFCs are not RCRA hazardous on the condition that:

C8.24.8.2.1. They are not mixed with other waste.

C8.24.8.2.2. They are subjected to CFC recycling or reclamation.

C8.24.8.2.3. They are not mixed with used oils from other sources.

C8.24.8.3. Presently, USEPA does not require that the halogenated substances be recovered from refrigerant-contaminated compressor oil to comply with the refrigerant recycling rule, although such requirements could be issued in the future.

C8.24.8.4. The high concentrations of these halogenated substances, however, places the management of residual compressor oil as a waste subject to the Resource Conservation and Recovery Act (RCRA), which establishes requirements on the handling, storage and disposal of used oil contaminated with halogenated compounds.

C8.24.8.5. Refrigerant-contaminated compressor oil will be managed under RCRA, Rebuttable Presumption for Used Oil, as outlined at 40 CFR Parts 279.10(b)(ii)(B) and 279.44(c)(2) and (d).

C8.24.8.6. The regulation exempts from the "rebuttable presumption" refrigerant-contaminated compressor oil removed from refrigeration equipment **only** with refrigerants (CFCs) and **not mixed** with used oil from other sources, if the CFCs are destined for reclamation.

C8.24.8.7. If the CFCs in the compressor are not destined for reclamation, manage the oil as a hazardous waste.

C8.24.8.8. The "rebuttal presumption" does apply to used oils contaminated with CFCs that have been mixed with used oil from sources other than refrigeration units.

C8.24.9. Funding for Disposal.

C8.24.9.1.1. Containers or equipment containing Class I or II ODSs turned-in for immediate ultimate disposal (thus by-passing RTDS) via the existing hazardous waste disposal service contract require the funding data as outlined in paragraph C9.8.

C8.25. **Transportation.**

C8.25.1. General

C8.25.1.1. Major Provisions. We have listed the major provisions in applying DOT requirements to HM/HW shipments; however, we have not listed every applicable rule. Therefore, DRMOs are advised to apply applicable DOT requirements to their shipments.

NOTE: International DRMOs - Marking, labeling, placarding and manifesting shall be accomplished in accordance with the DODI 4715.05, Overseas Environmental Baseline Guidance Document (OEBGD) or the Final Governing Standards (FGSs), where issued, host nation and international regulations. Storage and handling of hazardous materials will adhere to DOD Component policies, including Joint Service Publication on Storage and Handling of Hazardous Materials. DLAI 4145.11, TM 38-410, NAVSUP PUB 573, AFJMAN 23-209, and MCO 4450.12A (reference (5)) provide additional guidance on the storage and handling of hazardous materials. The International Maritime Dangerous Goods (IMDG) Code and appropriate DOD and component instructions provide requirements for international maritime transport of hazardous materials originating from DOD installations. International air shipments of

hazardous materials originating from DOD installations are subject to International Civil Air Organization Rules or DOD Component guidance including the Joint Service Publication Preparing Hazardous Materials for Military Shipments, AFJM 24-204(I), TM 38-250, NAVSUP 505, MCO P4030.19I, and DCMAD1, Ch 3.4 (HM24).

C8.25.1.2. Performance-Oriented Package (POP) Standard.

C8.25.1.2.1. The final rule published in the Federal Register (55 FR 52402), dated 21 December 1990, revised the Hazardous Materials Regulations (HMR). This new rule was known as the Performance-Oriented Packaging (POP) Standards. The effective date of the rule was 1 October 1991.

C8.25.1.2.2. Major provisions of this new rule included:

C8.25.1.2.2.1 Requirement to manufacture and use performance-oriented packaging (POP) for the shipment of hazardous material (HM).

C8.25.1.2.2.2 Changes in hazard class definition and designation.

C8.25.1.2.2.3 Changes in hazard communication (shipping descriptions, marking, labeling, placarding).

C8.25.1.2.2.4 Revision of the Hazardous Materials Table (HMT).

C8.25.1.2.3. The rule also provided specific transitional provisions for implementing certain requirements (49 CFR 171.14).

C8.25.2. DOT Basic Description.
(49 CFR 172.202).

C8.25.2.1. The DOT basic description includes four (4) components, which must be entered on the manifest in the following order:

C8.25.2.1.1. Proper shipping name.

C8.25.2.1.2. Hazardous class/division.

C8.25.2.1.3. DOT identification number.

C8.25.2.1.4. Packing group, (may be preceded by letters “PG”.)

C8.25.2.2. Information for the DOT description may be obtained from several sources:

C8.25.2.2.1. The manifest, for hazardous waste shipped from an off-site generating activity.

C8.25.2.2.2. The Material Safety Data Sheet (MSDS) or Hazardous Waste Profile Sheet (HWPS).

C8.25.2.2.3. The transportation section in the Hazardous Material Information Resource System (HMIRS).

C8.25.2.2.4. The package markings and/or labels may provide specific information to assist in determining the basic description.

C8.25.2.2.4.1 Whenever any of the above sources are used to determine the basic description, always attempt to verify its accuracy.

C8.25.3. Hazard Materials Table.
(49 CFR 172.101).

C8.25.3.1. If the basic description cannot be located on any existing materials, or verified, use the Hazardous Materials Table (HMT) found in 49 CFR 172.101. Use the entry in the table that most appropriately describes the HM, using the following hierarchy:

C8.25.3.1.1. Technical (chemical) name (e.g., Acetone).

C8.25.3.1.2. Chemical Family (e.g., alcohol).

C8.25.3.1.3. Application (usage) name (e.g., Paint).

C8.25.3.1.4. N.O.S. name (e.g., Flammable Liquid, n.o.s.).

C8.25.3.1.4.1 Once a proper shipping name has been selected, the rest of the basic description is obtained by reading horizontally across the HMT.

C8.25.3.2. Hazardous Materials Descriptions and Proper Shipping Names.
(49 CFR 172. 101(c)).

C8.25.3.2.1. The basic description must be legible and printed in English.

C8.25.3.2.2. Whenever a hazard class and an ID number are used in association with the description of a material, that material must be a HM; i.e., a DOT basic description for non-HM cannot be used.

C8.25.3.2.3. Shipping names may be used either in the singular or plural (e.g., “battery, wet, filled with acid” or “batteries, wet, filled with acid” and in either capital or lower case letters.)

C8.25.3.2.4. The abbreviations “**n.o.i.**” (not otherwise indexed) or “**n.o.i.b.n.**” (not otherwise indexed by name) may be used interchangeably with “**n.o.s.**” (not otherwise specified).

C8.25.3.2.5. When a shipping name includes a concentration range as part of the shipping description, the actual concentration being shipped, if it is within the range stated, may be used in place of the concentration range. For example, a hydrogen peroxide solution containing 30 percent peroxide may be shipped as either "**Hydrogen peroxide, aqueous solution with not less than 20 percent, but not more than 40 percent hydrogen peroxide**" **or "Hydrogen peroxide, aqueous solution with 30 percent hydrogen peroxide**."

C8.25.3.2.6. The use of the prefix "**mono**" is optional, i.e., **Iodine Monochloride** may be used interchangeably with **Iodine Chloride**.

C8.25.3.3. *Hazardous Wastes (49 CFR 172. 101(c)(9)).* If the word "**waste**" is not included in the HM description in the Table, the shipping name for a hazardous waste must include the word "**waste**" preceding the shipping name (e.g., "**Waste acetone**").

C8.25.3.4. Mixtures or solutions.
(49 CFR 172. 101(c)(10)).

C8.25.3.4.1. A mixture or solution not identified specifically by name, comprised of a hazardous material identified in the Table by technical name and non-hazardous material, shall be described using the proper shipping name of the HM and the qualifying word "**mixture**" or "**solution**", as appropriate, unless:

C8.25.3.4.2. Except as provided in 172.101(i)(4), the package specified in column 8 is inappropriate to the physical state of the material.

C8.25.3.4.3. The shipping description indicates that the proper shipping name applies only to the pure or technically pure HM.

C8.25.3.4.4. The hazard class, packing group, or subsidiary hazard of, mixture or solution is different from that specified for the entry.

C8.25.3.4.5. There is a significant change in the measures to be taken in emergencies.

C8.25.3.4.6. The material is identified in column 7 of the 49 CFR 172.101 Table as a material that is poisonous by inhalation or the mixture, either no longer meets the definition of a poison by inhalation or it falls within a different hazard zone than specified by the special provision; or

C8.25.3.4.7. The material can be appropriately described by a shipping name that describes its intended application, such as "coating solution" or "compound, cleaning liquid."

C8.25.4. <u>Additional Description Requirements.</u>

C8.25.4.1. *Limited Quantities (49 CFR 172.203(b)).* The description of a material offered

for transportation as a limited quantity must include the words “Limited Quantity” or “Ltd Qty” following the basic description.

C8.25.4.2. *Hazardous Substances* (49 CFR 172.203(c)).

C8.25.4.2.1. If the proper shipping name for a material that is a hazardous substance does not identify the hazardous substance by name, the name of the hazardous substance must be entered in parentheses in association with the basic description.

C8.25.4.2.2. If the material contains two or more hazardous substances, at least two hazardous substances, including the two with the lowest reportable quantities (RQ) must be identified.

C8.25.4.2.3. For a hazardous waste, the waste code (e.g., D001) may be used to identify the hazardous substance.

C8.25.4.2.4. The letters “RQ” shall be entered on the shipping paper either before or after, the basic description, e.g., “RQ Allyl alcohol, 6.1, UN 1098, I” or “Environmentally hazard substance, solid, n.o.s., 9, UN 3077, III, RQ (Adipic acid)”.

C8.25.4.3. *Empty containers (49 CFR 172.203(e)).* Unless a container has been cleaned and purged of all residue, it must be described in the same manner as when it held a greater quantity of HM (49 CFR 173.29). The proper shipping description required on a manifest will depend upon the identity of the residue. For empty containers with residue, the basic description may be preceded by the words:

“RESIDUE: Last contained” (49 CFR 172.203(e)). For example, a 55-gallon drum with acetone residue might be described as *“RESIDUE: Last contained Waste Acetone, 3, UN 1090, PG II.”* Additionally, all marking and labeling requirements must also be in compliance.

C8.25.4.4. Technical names for *“n.o.s.”* and other generic description (49 CFR 172.203 (k)).

C8.25.4.4.1. If a HM is described by one of the “*n.o.s.*” proper shipping names listed at 49 CFR 172.203(k)(3), the technical name of the HM must be entered in parenthesis in association with the basic description. For example *“Corrosive liquid, n.o.s. (Carbonyl chloride), 8, UN 1760, PG II.”*

C8.25.4.4.2. If a HM is a mixture or solution of two or more hazardous materials, the technical names of at least two components, most predominantly contributing to the hazards of the mixture or solution must be entered on the shipping paper. For example, *“Flammable liquid, corrosive, n.o.s., 3, UN 2924, II (contains Methanol, Potassium hydroxide)”.*

C8.25.4.5. *Marine pollutants* (49 CFR 172. 203(l))

C8.25.4.5.1. If the proper shipping name for a material which is a marine pollutant does not identify the component which makes the material a marine pollutant, then:

C8.25.4.5.1.1 The name of that component must appear in parenthesis in association with the basic description.

C8.25.4.5.1.2 For a material consisting of two or more components that make the material a marine pollutant, the names of at least two of the components most predominately contributing to the marine pollutant must appear in parenthesis in association with the basic description.

C8.25.4.5.2. The words *"Marine Pollutant"* shall be entered in association with the basic description.

C8.25.4.5.3. Except for transportation by vessel, marine pollutants subject to the provisions of 49 CFR 130.11 are excepted from the requirements of paragraph C8. 25.4.5.1. above, if a phrase indicating the material is an oil is placed in association with the basic description.

C8.25.4.6. Poisonous materials (49 CFR 172.203 (m))

C8.25.4.6.1. If a liquid or a solid material meets the definition of a Division 6.1, Packing Group I or II, and is not disclosed by the shipping name or class entry, the word *"Poison"* or *"Toxic"* will be entered in association with the shipping description, e.g., "*Decaborane, 4.1, UN1868, II, Poison*".

C8.25.4.6.2. Materials that are poisonous by inhalation, the words "*Poison-Inhalation Hazard*" or "*Toxic-Inhalation Hazard"* and the words *"Zone A",* "*Zone B*", "*Zone C"*, or "*Zone D"*, for gases or "*Zone A*" or "*Zone B*" for liquids, will be entered in association with the shipping description, e.g., "*Thionyl chloride, 8, UN1836, I, Poison-Inhalation Hazard, Zone B*". The word *"Poison"* or "*Toxic"* does not need to be repeated if it appears in the proper shipping description. Poison inhalation hazard items may be identified through the special provisions listed for the HM in column 7 of the HMT.

C8.25.5. <u>Marking.</u>

C8.25.5.1. *General marking requirements* (49 CFR 172.301)

C8.25.5.1.1. Markings must include proper shipping name and DOT identification number preceded by "*UN" or "NA*". Identification numbers are not required on packages that contain limited quantities (171.8) or ORM-D materials.

C8.25.5.1.2. Hazardous waste proper shipping name does not have to include the word "*waste*", if the EPA waste marking (see 40 CFR 262.32) is on the package.

C8.25.5.1.3. Packages containing materials subject to the 49 CFR 172.203(k) shipping paper requirement must be marked with the technical name(s) in parenthesis in association with the proper marked shipping name.

C8.25.5.1.4. A non-bulk package shall be marked with the name and address of the consignor or consignee except when the package is:

C8.25.5.1.4.1 Transported by highway only and will not be transferred from one motor carrier to another; or

C8.25.5.1.4.2 Part of a carload lot, truckload lot or freight container load, and the entire contents of the rail car, truck or freight container are shipped from one consignor to one consignee.

C8.25.5.2. *Marking Requirements (49 CFR 172. 304).* Markings must be durable, in English and printed on the surface of the package or on a label, tag, or sign securely affixed to the package. Markings must be displayed on a background of sharply contrasting color; must be unobscured; and must be located away from any other marking (e.g., advertisement) that could substantially reduce its effectiveness.

C8.25.5.2.1. Hazardous materials that are classified as ORM-D must bear the ORM-D designation. The designation must be marked on at least one side or end with the ORM-D designation immediately following or below the proper shipping name of the material. The ORM designation must be placed within a rectangle that is approximately ¼ inch larger on each side than the designator. (49 CFR 172.316)

C8.25.5.2.2. Any package having inside containers of liquid HM must be legibly marked with the package orientation markings on two opposite vertical sides of the package with arrows pointing in the correct upright position. (49 CFR 172.312).

C8.25.5.2.3. Packages that contain poison inhalation hazards must be marked *"Inhalation Hazard"* in association with the required label(s) or placards (49 CFR 172.313).

C8.25.5.2.4. Prior to the hazardous property leaving the international DRMO, it must be properly marked in accordance with host country transportation regulations or international transportation regulations. If host country transportation regulations are not as stringent as international regulations, the DRMO will elevate the issue to the DRMS-DG legal office for review. Retrograde property will be marked, at a minimum, in accordance with U.S. DOT regulations.

C8.25.6. <u>Labeling</u>

C8.25.6.1. *General.* The information in this section covers only transport by motor vehicle.

C8.25.6.2. *Prohibited labeling (49 CFR 172.401)*. Since labels may convey information to emergency response personnel, DOT has established prohibited labeling provisions. A package may not bear a label unless:

C8.25.6.2.1. The package contains a material that is a HM.

C8.25.6.2.2. The label represents a hazard of the HM in the package.

C8.25.6.2.2.1 In addition, packages may not bear any marking or labels (such as advertising) that by its color, design, or shape, could be confused with, or conflict with, the prescribed labels.

C8.25.6.3. *Subsidiary hazard labels (49 CFR 172.402(a))*. Each package (see 49 CFR 172.400(a)) will be labeled with primary and subsidiary labels as specified in column 6 of the HMT. 172.402(b) allows a subsidiary hazard label meeting the specifications which were in effect on September 30, 2001, such as, a label without the hazard class or division number displayed in the lower corner of the label may continue to be used as a subsidiary label in domestic transportation by rail or highway until October 1, 2005. The color tolerances and display requirements must be in accordance with Subpart E-Labeling. If more than one label is shown, the first label is the primary label and any others are subsidiary labels.

C8.25.6.4. *Placement of labels* (49 CFR 172.406)

C8.25.6.4.1. Exception: Labels may be printed on or affixed to a surface (other than the bottom) of the package and be on the same surface as the proper shipping name marking.

C8.25.6.4.2. Labels must be printed on or placed on a securely affixed tag, or may be affixed by other suitable means to:

C8.25.6.4.2.1 A cylinder.

C8.25.6.4.2.2 A package that has such an irregular surface that a label cannot be affixed.

C8.25.6.4.3. When primary and subsidiary labels are required, they must be displayed next to each other (i.e., within 150 mm (6 inches)).

C8.25.6.4.4. A label must be clearly visible and may not be obscured by markings or attachments.

C8.25.6.4.5. *Additional labeling requirements (49 CFR 172.402)*. The specific size, shape, color, and design of labels must be as prescribed by 49 CFR Subpart E of Part 172.

C8.25.6.4.5.1 Labels representing the primary hazard must have the appropriate class number (division number for 5.1 and 5.2 materials) in the lower corner. The class/division number may not be displayed on subsidiary labels. The text indicating the hazard (e.g.,

"flammable liquid" for class 3) is not required on primary and subsidiary labels for class 1, 2, 3, 4, 5, 6, or 8 materials.

C8.25.6.4.5.2 Prior to the hazardous property leaving the international DRMO, it must be properly labeled in accordance with host country transportation or international transportation regulations. If host country transportation regulations are not as stringent as international regulations, the DRMO will elevate the issue to DRMS legal office for review. Retrograde property will be, at a minimum, labeled in accordance with U.S. DOT regulations.

C8.25.7. Placarding

C8.25.7.1. *Placarding Responsibilities*. As the shipper, the placards required for the materials loaded at the site must be provided to the carrier. The carrier is responsible for affixing the proper placards according to what the DRMO offers (plus what may already be on the vehicle). The DRMO"s disposal contractor is required (as a condition of the contract) to have or obtain any placards that are needed for a pick up. The DRMO is responsible to assure the placards have been secured by the disposal contractor prior to pick up (49 CFR 173.506).

C8.25.7.2. *Placement of Placards.* Placards must be affixed to each side and each end of the transport vehicle. They must be readily visible from the direction they face; securely attached; and be located clear of appurtenances and devices such as ladders, pipes, doors, and tarpaulins. They must also be located away from any marking (such as advertising) that could substantially reduce their effectiveness (49 CFR 172.504(a) and 172.516(a) - (c)).

C8.25.7.3. *Prohibited Placards (49 CFR 172.502).* Placards may not be affixed or displayed unless:

C8.25.7.3.1. The material being offered or transported is a HM (49 CFR 172.502(a)(1)(i)); and.

C8.25.7.3.2. The placard represents a hazard of the HM being offered or transported (49 CFR 172.502(a)(1)(ii)); and.

C8.25.7.3.3. Placarding must conform to the requirements of 49 CFR 172 Subpart F (49 CFR 172.502(a)(1)(iii)).

C8.25.7.3.3.1 Additionally, DRMOs may not affix or display any sign or device that by its color, design, shape, or content could be confused with any prescribed placard (49 CFR 172.502(a)(2)).

C8.25.7.3.4. *Permissive Placarding (49 CFR 172.502 (c)).* The permissive placarding provisions authorize the DRMO to display placards, even when they are not required, if the placarding conforms to 49 CFR 172 Subpart F.

C8.25.7.3.5. Required Placarding (49 CFR 172.504). Required placards are determined by consulting the two tables at 49 CFR 172.504. The two tables are accessed

according to the primary hazard of the material. After determining the placards required by the tables, consult 49 CFR 172.505 to see if any placards must be added due to subsidiary hazards. The rules are:

C8.25.7.3.5.1 If there is any quantity of material whose hazard class/division is listed in Table 1, use the placard specified herein.

C8.25.7.3.5.2 For categories of materials in Table 2:

C8.25.7.3.5.2.1 If there are two or more categories of materials (from Table 2), the “DANGEROUS” placard may be used instead of separate placards (49 CFR 172.504(b)).

C8.25.7.3.5.2.2 But, if there are 2,205 lbs or more of any one category of material, loaded at one location, use the specified placard (49 CFR 172.504(b)).

C8.25.7.3.5.3 Exception for less than 1,001 lbs (49 CFR 172.504(c)) Except for bulk packaging and hazardous material subject to 49 CFR 172.505, when hazardous materials covered by Table 2 of this 49 CFR 172.504(b) are transported by highway, placards are not required on:

C8.25.7.3.5.3.1 A transport vehicle or freight container that contains less than 1,001 lbs aggregate gross weight of hazardous materials covered by Table 2 of this section, as noted above.

C8.25.7.3.5.3.2 Review the additional placarding exceptions at 172.504(f).

C8.25.7.3.6. Subsidiary Hazard Placarding (49 CFR 172.505)

C8.25.7.3.6.1 If a material meets the poison inhalation hazard criteria, add a “POISON INHALATION HAZARD” or “POISON GAS” placard in addition to the required placard.

C8.25.7.3.6.2 If a material has a subsidiary hazard of dangerous when wet, add a “DANGEROUS WHEN WET” placard in addition to any other required placard.

C8.25.7.3.7. Placarding Exceptions (49 CFR 172.500(b))

C8.25.7.3.7.1 The following materials need not be considered when determining placarding requirements:

C8.25.7.3.7.1.1 Infectious substances (49 CFR 172.500(b)(1)).

C8.25.7.3.7.1.2 Hazard materials classed as ORM-D (49 CFR 172.500(b)(2)).

C8.25.7.3.7.1.3 Hazard material offered for transportation as Limited Quantities, when identified as such on the shipping paper (49 CFR 172.500(b)(3)).

C8.25.7.3.7.1.4 Hazard material prepared in accordance with 49 CFR 173.13 (49 CFR 172.500(b)(4)).

C8.25.7.3.7.1.5 Materials packaged as small quantities under the provisions of 49 CFR 173.4 (49 CFR 172.500(b)(5)).

C8.25.7.3.7.1.6 Combustible liquids in non-bulk packaging (49 CFR 172.500(b)(6)).

C8.25.7.3.7.2 A non-bulk packaging containing only residue of HM need not be included in determining placarding requirements (49 CFR 172.504 (e)).

C8.25.7.3.8. Placarding Specifications Internationally. Prior to hazardous property leaving the international DRMO, the transport vehicle will be properly placarded in accordance with host-country transportation or international transportation regulations. If host country transportation regulations are not as stringent as international regulations, the DRMO will elevate the issue to DRMS legal office for review. Retrograde property will be, as a minimum, packaged in accordance with U.S. DOT regulations.

C8.25.8. Packaging.

C8.25.8.1. Packaging Requirements. DOT provides packaging instructions at 49 CFR 172, 173 and 178. Basically the requirements are that all packages must always meet the general packaging requirements, and that, depending on the commodity/quantity, there may be certain additional specific requirements.

C8.25.8.2. General Packaging (49 CFR 173.24)

C8.25.8.2.1. The general packaging requirements stipulate that each package must be designed, constructed, maintained, filled, its contents so limited, and closed, so that under conditions normally incident to transportation (49 CFR 173.24(b)):

C8.25.8.2.2. There will be no identifiable (without the use of instruments) release of the HM to the environment (49 CFR 173.24(b)(1)).

C8.25.8.2.3. The effectiveness of the packaging will not be substantially reduced (49 CFR 173.24(b)(2)); and

C8.25.8.2.4. There will be no mixing of gases or vapors in the package, which could, through any credible spontaneous increase of heat or pressure, significantly reduce the effectiveness of the packaging (49 CFR 173.24(b)(3)).

C8.25.8.2.5. Additionally, packages must be compatible with their lading; have secure closure devices; and be filled in such a manner that they are not liquid full at 131 F nor have any HM residue remaining on the outside (49 CFR 173.24(e), 173.24a(d), 173.24a(b)(5)).

C8.25.8.2.6. Combination packages must have their inner packaging packed, secured, and cushioned to prevent their breakage or leakage and to control their movement within the outer packaging. Combination packages containing liquids must be packed so that closures on inner packaging are upright (49 CFR 173.24a(1)).

NOTE: At this point it might be helpful to review the definitions of "combination packaging," "composite packaging," and "single packaging" 49 CFR 171.8.

C8.25.8.2.7. *Shipper's Packaging Responsibility.* As a shipper (user of the packaging), the DRMO is responsible for ensuring that:

C8.25.8.2.7.1 The packaging is authorized for the commodity (either a specification packaging is used, or an exception is allowed).

C8.25.8.2.7.2 Any special provisions that apply have been complied with.

C8.25.8.2.7.3 The general packaging requirements are satisfied (the packaging is in good condition, is not overfilled, and is closed properly).

C8.25.9. Security Plans.
(49 CFR 172.800).

C8.25.9.1. By September 25, 2003, shippers or carriers who offer for transportation in commerce or transport in commerce one or more of the following hazardous materials must develop and adhere to a security plan for hazardous materials that conform to 49 CFR 172 Subpart I:

C8.25.9.1.1. A highway route-controlled quantity of a Class 7 (radioactive) material, as defined in 173.403, in a motor vehicle, rail car, or freight container.

C8.25.9.1.2. More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material in a motor vehicle, rail car, or freight container.

C8.25.9.1.3. More than one L (1.06 qt) per package of a material poisonous by inhalation, as defined n 171.8, that meets the criteria for Hazard Zone A, as specified in 173.116(a) or 173.133(a).

C8.25.9.1.4. A shipment of a quantity of hazardous materials in a bulk packaging having a capacity equal to or greater than 13,248 L (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids.

C8.25.9.1.5. A shipment in other than a bulk packaging of 2,268 kg (5,000 pounds) gross weight or more of one class of hazardous materials for which placarding of a vehicle, rail car, or freight container is required for that class under the provisions of 49 CFR 172 Subpart F.

C8.25.9.1.6. A select agent or toxin regulated by the Centers for Disease Control and Prevention under 42 CFR part 73.

C8.25.9.1.7. A quantity of hazardous material that requires placarding under the provisions of 49 CFR Subpart F.

C8.25.9.2. Components of a Security Plan
(49 CFR 172.802)

C8.25.9.2.1. The security plan must include an assessment of possible transportation security risks for shipments of the hazardous materials listed in 49 CFR 172.800 and appropriate measures to address the assessed risks. At a minimum, a security plan must include the following elements:

C8.25.9.2.1.1 Personnel Security. Measures to verify the information provided by applicants, hired for positions that involve access to and handling of hazardous materials, on application forms or resumes, including checking former and current employers and personal references.

C8.25.9.2.1.2 Unauthorized Access. Measures to address the assessed risk of unauthorized access to the hazardous material in storage or transport vehicle(s) being prepared for transportation of shipments of hazardous materials en route from origin to destination, including shipments stored incidental to movement.

C8.25.9.2.1.2.1 The plan must be in writing and retained for as long as it remains in effect. Copies of the plan, or appropriate portions must be available to employees who are responsible for implementing it.

C8.25.10. <u>Other.</u>

C8.25.10.1. Release of Property/Discrepancies.

C8.25.10.1.1. Do not release property to a trans-porter/contractor unless all documentation is correct. This includes reconciliation of all information contained on the DTIDs, delivery orders, manifests, and pick up reports. The COR/COTR will check the manifest, the packaging, markings and labels for shipment. If everything is in compliance with the regulations, the COR will sign the manifest certification and date it. The COR/COTR will make other checks as required under the terms of the contract and, if everything is in compliance, the property will be released.

C8.25.10.1.2. If any discrepancies are noted with respect to manifesting, packaging, labeling, or marking, attempt to resolve them with the COR/COTR. If any discrepancy cannot be resolved, coordinate the discrepancy with the DRMS Compliance Office (DRMS-T) for technical information and contact the contracting officer for guidance. If directed by the contracting officer to sign the manifest when it is believed a discrepancy between the manifest, packaging, labeling, or markings, and stated regulations exists, make a record of conversation

documenting concerns and the directions given. After receiving such direction, sign the manifest, and retain a copy.

C8.25.10.2. Manifest File.

C8.25.10.2.1. A copy of the manifest must be kept in a suspense file until the copy of the manifest, signed by the designated TSDF certifying receipt of the property, is received. Notify the Contracting Officer if the signed copy of the document is not received within 35 days of initial shipment. If it is not received by the end of the 45-day period, an exception report must be prepared and sent through the host to the regulator.

C8.25.10.2.2. The exception report consists of a legible copy of the appropriate manifest, plus a cover letter explaining what was done to locate the shipment after 35 days.

C8.25.10.2.3. The signed copy, when received, must be retained for at least 3 years (or longer depending on individual state regulations) from the date of the initial shipment.

C8.25.10.2.4. State regulations may differ. Contact the appropriate state agencies to determine what state regulations apply.

C8.25.11. International Requirements.

C8.25.11.1. DRMS employees at international locations must be familiar with DOT, as applicable (e.g., Asia). Additionally, they must also be aware of transportation requirements in their host nations, as well as any international regulations covering the mode of transportation used for HW shipments. Transportation regulations for military installations and for areas with no formalized transportation regulations can be found in Hazardous Materials section, of the country specific FGS, or in the absence of an FGS, in the OEBGD. European waste shipments by road are covered by the Carriage of Dangerous Goods by Road (ADR). The International Maritime Dangerous Goods Code (IMDG) governs international shipments by sea. The International Air Transportation Association (IATA) Dangerous Goods Regulations are based on the International Civil Aviation Organization (ICAO) technical orders and regulate air shipments of hazardous property.

C8.25.11.2. DRMOs Receiving FEPP must also consider individual services" regulations governing storage, handling and transportation of dangerous goods. Storage and handling of hazardous materials will adhere to DOD Component policies, including Joint Service Publication on Storage and Handling of Hazardous Materials. DLAI 4145.11, TM 38-410, NAVSUP PUB 573, AFJMAN 23-209, and MCO 4450.12A (reference (i)) provide additional guidance on the storage and handling of hazardous materials. Air and maritime shipment of hazardous property originating on DOD installations is covered under DOD Component guidance including AFJM 24-204I, TM 38-250, NAVSUP 505, MCO P4030.19I, and DLAM 4145.3 (reference (8)).

C8.25.11.3. DRMS-O offers regularly scheduled training on ADR requirements. Generally anyone interested in IMDG training must find the training through a commercial source. Further information on transportation of dangerous goods can be found on the web;

however, it should be noted that websites are no substitute for training and should be used for general information only. Contact DRMS-O with specific questions on proper transportation procedures. Information on air transport of dangerous goods can be found at www.iata.org, maritime rules are located at www.imo.org, and European and other OCONUS regulations can be found at www.unece.org/trans.

C8.26. **Universal Waste Management Standards.**

C8.26.1. General.

C8.26.1.1. The universal waste regulations (40 CFR 273) establish an alternative hazardous waste management program designed to streamline regulations governing the collection and management of certain widely generated wastes. These designated waste streams are referred to as "universal waste".

C8.26.1.2. DRMOs have the option of managing these wastes under the universal waste regulations or the traditional RCRA Subtitle C requirements. DRMOs will cooperate and manage these waste streams based on the preference of the generating activity and/or host installation.

C8.26.1.3. The following hazardous waste streams are eligible for management as universal waste:

C8.26.1.3.1. Batteries. C8.26.1.3.2.

Pesticides. C8.26.1.3.3. Mercury

Thermostats.

C8.26.1.3.4. Lamps that Exhibit a Hazardous Characteristic (40 CFR 273.9).

C8.26.1.3.5. Cathode Ray tubes (CRTs) and used electronics (select states only).

C8.26.1.4. The universal waste management standards are effective in states or US territories that do not have RCRA authorization, (i.e., Alaska, Iowa; and Puerto Rico). For states and territories with authorized RCRA programs, the state RCRA program must first adopt the universal waste standards before the universal waste program can be implemented.

C8.26.1.5. The law does not mandate states to implement the universal waste program for all or any of the waste covered under the Federal program. For example, a state could adopt standards covering only batteries and pesticides, but not thermostats. States may also add new waste streams to their universal waste regulations. In addition, EPA will add other wastes to the universal waste regulations periodically.

C8.26.1.6. State-Specific Universal Waste (UW). To determine whether or not some states have added their own state-specific UW, such as Cathode Ray Tubes (CRTs) or

consumer electronic devices (also refer to paragraph E.5 be-low), DRMOs should check with their respective states to determine the status of the universal waste management requirements and standards in the specific state the DRMO services.

C8.26.1.6.1. The environmental section of the DRMS web site contains a link to the EPA web site (i.e., http://www.epa.gov/epaoswer/hazwaste/state/stats/stats_bystate.htm) that contains a map showing which states have adopted and received authorization to implement the universal waste standards. Additionally, the EPA has a State-Specific Universal Waste Regulation website at http://www.epa.gov/epaoswer/hazwaste/id/univwast/uwsum.htm. You may also access this web site through the DRMS web site (go to Environmental, click Environmental Links, go to Environmental Reference Links, go to State Environmental Web Sites, click on State Specific Universal Waste Regulations). This web site contains a map showing the states that have universal waste regulations and which of those states have added universal waste categories in addition to the Federal UW categories. This web site also has links to individual state"s universal waste regulations, and at the bottom of the web site there is a list of the additional universal waste categories added by the respective states. Note that this website may not be completely up-to-date and you may still have to contact the state for the most current information.

C8.26.1.6.2. The Defense Environmental Information System (DENIX) is also a good source of state regulatory information and can be found at the following web site https://osiris.cso.uiuc.edu/denix/denix.html. New users of DENIX may need to apply for a user name and password; this can be done at the DENIX web site.

C8.26.2. Background.

C8.26.2.1. Under the universal waste rule, there are Generators, Small Quantity Handlers of Universal Waste (SQHUWs), Large Quantity Handlers of Universal Waste (LQHUWs), Transporters, and Destination Facilities (RCRA TSDFs). The universal waste rule does not make any changes to the RCRA regulations or requirements governing the disposal of universal wastes at destination facilities. The intent of the universal waste rule is to relax the standards for generators and handlers of universal waste in order to simplify collection and to reduce the quantity of these wastes going to municipal solid waste landfills or incinerators.

C8.26.2.1.1. A universal waste generator is the person who generates or creates a universal waste, such as a DOD generating activity. A universal waste handler (**DRMO**), is a person or facility that receives universal waste from generators or other handlers, consolidates the waste, and sends it to other handlers, or to a destination facility (treatment/ disposal facility).

C8.26.3. Transportations.

C8.26.3.1. Under the universal waste standards, a HW manifest and a transporter with an EPA ID number is not required for the transportation of universal waste. Universal waste may be shipped on a bill-of-lading and Land Disposal Restriction notifications are not required. Universal waste shipments must comply with appropriate DOT requirements.

C8.26.3.2. Interstate transportation can be complicated by some states having adopted the universal waste standards while others have not. Situations may exist where universal waste will be shipped from a state that has adopted the universal waste program to or through states that have not adopted the universal waste program. When this occurs, the portion of the trip through a state or states that has not adopted the universal waste standard requires a manifest and the transporter used must be in compliance with 40 CFR part 263 (i.e., have an EPA ID number).

C8.26.3.3. When shipments between universal waste states and non-universal waste states occurs, the DRMO or generator (e.g., disposal contractor) should complete a manifest to accompany the shipment through the state(s) where the waste is not a universal waste. The receiving facility (TSDF) should sign the manifest and send a copy to DRMO/generator. EPA recommends the DRMO/generator note in block 15 of the manifest that the waste is covered under universal waste regulations in the initiating state, but not in the receiving state"s facility.

C8.26.3.4. Since not all states will seek authorization for the universal waste rules or for certain waste streams, DRMOs need to work with their contractor and host/state contacts to determine when and if a manifest is required.

C8.26.3.5. Offsite Shipments of Universal Waste.

C8.26.3.5.1. Universal waste may only be sent to another universal waste handler, a destination facility or a foreign destination.

C8.26.3.5.2. Prior to shipping a universal waste to another universal waste handler, the originating handler must ensure that the receiving handler agrees to receive the shipment. DRMOs should check with their disposal contractor to ensure that this has been met.

C8.26.3.5.3. If a shipment (or portion of a shipment) is rejected by either a handler or a destination facility, the DRMO/disposal contractor must:

C8.26.3.5.3.1 Receive the waste back.

C8.26.3.5.3.2 Agree on an alternate destination facility.

C8.26.3.5.4. If a DRMO receives an offsite shipment of universal waste that is not a universal waste, but rather a different hazardous waste, the DRMO must notify the regional EPA/state regulatory agency of receipt of hazardous waste that is not a universal waste.

C8.26.4. Impact on DRMS / DRMO Operations.

C8.26.4.1. *Hazardous Disposal Contracts*. Universal waste recycled or disposed through DRMS disposal contracts do not require special CLINs for these waste streams. Disposal of universal waste will be ordered using the appropriate RCRA CLIN based on the characteristic/listing of the waste or CLIN description. Universal waste must still be treated/reclaimed/disposed of at a hazardous waste facility authorized under RCRA to manage

that specific waste. All destination facilities (disposal facilities) and transporters for universal waste must be listed as approved in the contract.

C8.26.4.2. *Coordination with the host and generators*. DRMOs will work with their host in implementing their universal waste management practices. DRMOs will manage hazardous wastes as universal waste when requested by the generator. Some DRMOs may be requested or may want to become an installation centralized collection center for universal waste. Please see DOD 4160.21-M, Chapter 10.

C8.26.4.3. *Hazardous waste generations*. Wastes managed under the universal rule do not count toward the total quantity of hazardous waste used in determining generator regulatory status or to the quantity of waste reported in RCRA annual/biennial reports. Therefore, DRMS reports to generators on annual waste generations should not reflect universal waste amounts disposed by the generator.

C8.26.4.4. Receipt Processing. universal wastes are not counted as hazardous waste, a special procedure for receiving and processing of these wastes has been developed in order to separate these wastes from normal hazardous waste in our accounting system. Upon receipt of universal waste, DRMO‟s are to perform the DAISY receipt according to the intended disposition. If the item is to undergo RTDS efforts, receive the item as „HM‟, and perform the DAISY receipt input using the „M‟ code. The Ultimate Disposal Justification Code (UDJ Code) field will default to code „Z‟, and should be left as „Z‟, unless code „V‟ applies. If the item subsequently fails RTDS efforts, refer the item for ultimate disposal and then enter the UDJ Code of „F‟. If the item is to bypass any RTDS efforts, then receive the item as „HW‟ and perform the DAISY receipt input using the „W‟ code. The UDJ Code will default to „Z‟, and should then be changed to „F‟.

C8.26.5. Applicability.

C8.26.5.1. *Batteries* (40 CFR 273.2).

C8.26.5.1.1. Batteries eligible as universal waste:

C8.26.5.1.1.1 Any battery meeting a characteristic of a hazardous waste.

C8.26.5.1.2. Batteries not eligible as universal waste:

C8.26.5.1.2.1 Spent lead-acid batteries that are managed under 40 CFR 266.80 Subpart G.

NOTE: Lead acid batteries may be managed under either the universal waste standards (40 CFR 273) or the existing standards (40 CFR 266).

C8.26.5.1.2.2 Batteries that are not RCRA hazardous waste when discarded, i.e. alkaline batteries, (does not exhibit one or more of the characteristics identified in 40 CFR part 261, Subpart C).

C8.26.5.1.2.3 Batteries that are not yet waste (no intent to discard) under part 261, including those that do not meet the criteria for waste generation as described in paragraphs C8.26.5.1.2.1. and C8.26.5.1.2.2. above. This includes batteries that are intended to go through RTDS.

C8.26.5.2. Pesticides (40 CFR 273.3).

C8.26.5.2.1. Pesticides eligible as universal waste:

C8.26.5.2.1.1 Recalled pesticides. Recalled pesticides are defined as:

C8.26.5.2.1.1.1 Stocks of a suspended and canceled pesticide that are part of a voluntary or mandatory recall under Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) Section 19 (b), including, but not limited to, those owned by the registrant responsible for conducting the recall.

C8.26.5.2.1.1.2 Stocks of a suspended or canceled pesticide or a pesticide that is not in compliance with FIFRA, which are part of a voluntary recall by the registrant.

C8.26.5.2.1.2 Stocks of other unused pesticide products that are collected and managed as part of a waste pesticide collection program.

C8.26.5.2.2. Pesticides not eligible as universal waste:

C8.26.5.2.2.1 Recalled and unused pesticide products as described above that are managed by farmers in compliance with 40 CFR 262.70.

C8.26.5.2.2.2 Pesticides not meeting the definition of paragraph at C8.26.5.2.1. These pesticides must be managed in compliance with the hazardous waste regulations in 40 CFR parts 260 through 272.

C8.26.5.2.2.3 Pesticides that are not waste under 40 CFR 261 criteria, including those that do not meet the criteria for waste generation or those that are not waste as described below, and.

C8.26.5.3. Mercury-Containing Thermostats (40 CFR 273.4)

C8.26.5.3.1. A thermostat is a temperature control device that contains metallic mercury in an ampoule attached to a bimetal sensing element, and mercury-containing ampoules that have been removed from these temperature control devices in compliance with the requirements of 40 CFR 273.13 (c)(2) or 273.33 (c)(2).

C8.26.5.3.2. Thermostats eligible as universal waste:

C8.26.5.3.3. A used thermostat becomes a waste on the date it is discarded (e.g., sent for reclamation).

C8.26.5.3.4. An unused thermostat becomes a waste on the date the handler decides to discard it.

C8.26.5.3.5. Thermostats not eligible as universal waste:

C8.26.5.3.5.1 Thermostats that are not yet considered a waste (i.e., will undergo RTDS);

C8.26.5.3.5.2 Thermostats that are not a hazardous waste when discarded. A thermostat is a hazardous waste if it exhibits one or more of the characteristics identified in 40 CFR part 261, subpart C.

C8.26.5.4. Universal Waste Lamps. (40 CFR 273.5)

C8.26.5.4.1. A lamp is defined as the bulb or tube portion of an electric lighting device. A lamp is specifically designed to produce radiant energy, most often in the ultraviolet, visible, and infrared regions of the electromagnetic spectrum. Examples of common universal waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high-pressure sodium, and metal halide lamps.

C8.26.5.4.2. Lamps eligible as universal waste:

C8.26.5.4.2.1 Any lamp or light, which exhibits a hazardous waste characteristic. This includes mercury-containing fluorescent, high intensity discharge (HID), mercury vapor, metal halide, high-pressure sodium, and ordinary incandescent lamps. Not all lamps identified above are necessarily hazardous waste when disposed. Several manufacturers of these lamps have developed lamps that do not meet a hazardous waste characteristic.

C8.26.5.4.3. Lamps not eligible as universal waste:

C8.26.5.4.3.1 Lamps that do not meet a hazardous characteristic.

C8.26.5.4.3.2 Lamps not yet wastes under Part 261.

C8.26.5.4.3.2.1 A used lamp becomes a waste on the date it is discarded.

C8.26.5.4.3.2.2 An unused lamp becomes a waste on the date the handler decides to discard it.

C8.26.5.4.4. Lamps and State Authorization. Some states have added spent lamps to their universal waste programs before EPA added them to the Federal universal waste program. While these actions are allowed under the universal waste rule, these states have to review their current regulations and determine whether their program meets the EPA

requirements. If the existing state universal waste regulations are less stringent than the final rule, states have to amend their programs to make them equivalent to the final rule. Some states have approved the crushing of lamps as part of their universal waste program; however, the Federal regulations for managing lamps as universal waste prohibit the crushing of lamps by handlers. EPA has indicated that they will be flexible in their review of a state program that allows crushing of lamps. Approval of crushing provisions in state programs will be based on whether adequate safeguards are included in the state regulations that enable a state program to meet the Federal standard equivalent (no releases). DRMOs should work with their installations and contact a state regulatory official as necessary to determine their state specific status.

C8.26.5.5. Cathode Ray Tubes (CRTs) and Used Electronics (select states only).

C8.26.5.5.1. Several states have regulated CRTs and used electronics (e.g., computers, telephones, radios, compact disc player/recorders, etc.) as universal waste (UW). DRMOs need to review the specific state regulations to determine whether or not their states have expanded the list of UW.

C8.26.6. Requirements for DRMOs Managing Universal Waste

C8.26.6.1. DRMOs will manage universal wastes as either generators (if they generate universal waste only) or handlers (if they accept other generator"s universal waste). There are two sets of regulations for handlers of universal waste. *DRMOs managing universal wastes will operate as either a SQHUW or LQHUW, depending on the total quantity managed.*

C8.26.6.1.1. *Small Quantity Handlers of Universal Waste (SQHUW)*. Subpart B of part 40 CFR 273 provides the requirements SQHUWs must follow. SQHUWs do not accumulate 5,000 kilograms (11,025 pounds) or more (all universal wastes categories combined) at their location at any time. DRMOs may operate as SQHUWs, provided they can demonstrate that the quantities of universal waste managed meet the criteria.

C8.26.6.1.2. *Large Quantity Handlers Of Universal Waste (LQHUW).* Subpart C of part 40 CFR 273 provides the requirements LQHUWs must follow. LQHUWs accumulate 5,000 kilograms (11,025 pounds) or more total of universal waste at any one time. Once a handler (i.e., DRMO) accumulates 5,000 kilograms or more total universal waste, they become a LQHUW and maintain this designation for the remainder of the calendar year.

C8.26.6.1.3. Notification. Most DRMOs already operate under EPA identification numbers for their hazardous waste management activities and are not required to re-notify EPA. Otherwise, DRMOs must send a one-time notification of universal waste management to EPA and receive an EPA identification number before they exceed 5,000 kilograms (11,025 pounds) of universal waste. The notification must include the types of universal waste that the DRMO is accumulating.

NOTE: SQHUW are exempt from notification requirements and shipment tracking requirements.

C8.26.6.1.4. Turn in and General Management Requirements:

C8.26.6.1.4.1 Universal waste will be turned-in as HM and in accordance with the turn in procedures in DOD 4160.21-M, Chapter 10.

C8.26.6.1.4.2 Information must be available at turn in to properly identify the item and to determine proper handling and storage compatibility. This can consist of either a hazardous waste profile sheet or material safety data sheet, unless the item is exempted under 29 CFR 1900.1200(b)(5) and (6).

C8.26.6.1.4.3 DRMOs must manage universal wastes in a manner that prevents releases of any universal waste or component of a universal waste to the environment.

C8.26.6.1.4.4 DRMOs must take actions or implement their host contingency plan for any universal waste that shows evidence of leakage, spillage, or damage that could cause leakage under reasonable foreseeable conditions. This includes repackaging or over packing.

C8.26.6.1.4.5 All releases of universal waste and residues from universal wastes must be immediately contained in accordance with the DRMO‟s contingency plan. Any material resulting from a release of universal waste must be managed under the RCRA hazardous waste requirements (40 CFR 260-272).

C8.26.6.1.4.6 Universal waste items being turned-in to a DRMO should be labeled and marked as specified in 40 CFR 273.14 and 273.34 and described in paragraph F3c. DRMOs that generate or accumulate universal waste from DRMO operations must also label universal waste items or containers. If universal waste labels are not available, DRMOs should use a paint marker or other permanent marker.

C8.26.6.1.5. Storage. Universal waste is subject to applicable storage requirements associated with hazardous materials in Section 2, Chapter 1, Logistics Program, and Section 3, and paragraph C8.20 this section - (Pesticides).

C8.26.7. <u>Specific Universal Waste Requirements.</u>

C8.26.7.1. Batteries (40 CFR 273.33(a)).

C8.26.7.1.1. DRMOs will <u>not</u> accept battery accumulations with mixed types of batteries (i.e., mercury, lithium, etc.) in a single container; even though the universal waste standards allow generators to mix batteries.

C8.26.7.1.2. Containers holding damaged batteries must be kept closed and must be compatible with the contents of the battery.

C8.26.7.1.3. Universal waste batteries (i.e., each battery) or a container, in which the batteries are contained, must be labeled or marked clearly with one of the phrases: *"Universal*

Waste--Battery(ies) or Waste Battery(ies), or Used Battery(ies)". The turn in document must still identity the specific type of battery.

C8.26.7.2. *Pesticides* (40 CFR 273.33(b)). Universal waste pesticides must be contained in one or more of the following:

C8.26.7.2.1. A container that remains closed, structurally sound, and compatible with the pesticide, and one that lacks evidence of leakage, spillage, or damage; or if unsound, is overpacked in a container that meets these requirements. This could be the original container.

C8.26.7.2.2. A container, or multiple container package unit, tank, transport vehicle or vessel in which universal waste pesticides are contained must be labeled or marked clearly with:

C8.26.7.2.2.1 If the pesticide was recalled: the label that was on or accompanied the product as sold or distributed; and the words *"Universal Waste-Pesticide(s)" or "Waste Pesticide(s)".*

C8.26.7.2.2.2 For unused pesticides:

C8.26.7.2.2.2.1 The label that was on the product when purchased, if still legible.

C8.26.7.2.2.2.2 The appropriate label as required under the Department of Transportation regulation 49 CFR part 172.

C8.26.7.2.2.2.3 Another label prescribed or designated by the waste pesticide collection program administered or recognized by a state and the words *"Universal Waste-Pesticide(s)" or "Waste Pesticide(s)".*

C8.26.7.3. Thermostats.

C8.26.7.3.1. Generators may remove mercury-containing ampoules from universal waste thermostats, prior to turn in to the DRMO.

C8.26.7.3.2. Generators that remove mercury-containing ampoules from thermostats must determine whether the ampoules exhibit a characteristic of hazardous waste identified in 40 CFR part 261, subpart C:

C8.26.7.3.3. Ampoules must be stored in closed, non-leaking containers in good condition. Ampoules must be packed in the container with packing materials adequate to prevent breakage.

C8.26.7.3.4. Universal Waste Thermostats, i.e., each thermostat, or a container in which the thermostats are contained, must be labeled or marked clearly with any one of the following phrases: *"Universal Waste--Mercury Thermostat(s)", or "Waste Mercury Thermostat(s)" or "Used Mercury Thermostat(s)."*

C8.26.7.4. Universal Waste Lamps

C8.26.7.4.1. Universal waste lamps must be packaged to minimize breakage and packaging materials must be designed to contain potential releases due to breakage during transport. Universal waste lamps must be stored in containers that remain closed, are structurally sound, will prevent breakage, are compatible with the lamps, and lack evidence of spills or damage that could cause leakage. Acceptable packaging consists of the original packaging or could include placing the lamps evenly spaced in double or triple ply cardboard containers with lids.

C8.26.7.4.2. DRMOs must contain any universal waste lamp that shows evidence of damage (breakage) and that could cause a release of mercury to the environment. DRMOs must take actions to contain all releases and any residues from universal waste lamps. DRMOs will place any unintentionally broken lamps in closed drums.

C8.26.7.4.3. Containers of universal waste lamps must be labeled with the words *"Universal Waste - Lamps"; "Waste Lamps"; or "Used Lamps".*

C8.26.7.4.4. Crushing of Lamps/Treatment. EPA has determined that the crushing of mercury containing lamps falls within the definition of treatment. As a result, the crushing of lamps being managed as a universal waste is prohibited; however, EPA is aware that a number of states have already added spent lamps to their universal waste programs and some of these states allow crushing under regulatory requirements that control air emissions. To address this inconsistency, EPA will consider authorization of a state program that allows crushing of lamps on a case-by-case basis, only where the state demonstrates in its application for authorization that the state program meets the equivalency to the Federal prohibition. *If a generator crushes lamps prior to turn in, DRMOs must check with their state to determine whether this is acceptable.*

C8.26.7.5. Accumulation.

C8.26.7.5.1. DRMOs may accumulate universal wastes for 1 year from the date the universal waste is generated or received from a DOD generating activity. A RCRA Part B permit is not required.

C8.26.7.5.2. The DRMO must be able to demonstrate the length of time that the universal waste has been accumulated from the date it becomes a waste or is received. This can be accomplished by either of the following:

C8.26.7.5.2.1 Placing the universal waste in a container and marking the container with the date that the first item of universal waste was placed in the container.

C8.26.7.5.2.2 Marking each individual item with the date that it became a universal waste.

C8.26.7.5.2.3 Maintaining an inventory system on-site that will identify that date the universal waste became a waste or was received. (The receipt date on the turn in document or the date it is referred for ultimate disposal.)

C8.26.7.5.2.4 Maintaining an inventory system on-site that identifies the earliest date that any universal waste in a group of universal waste items or containers of universal waste became a waste.

C8.26.7.5.2.5 Place the universal waste in a specific accumulation area and identifying the earliest date that any universal waste in that area became a waste or was received.

C8.26.7.5.3. With an *approved waiver* from DRMS, DRMOs may accumulate universal waste for longer than 1 year from the date the universal waste is generated, or received from another handler. A waiver is warranted only if the DRMO can show that accumulation longer than 1 year is necessary for the purpose of generating quantities to facilitate proper recovery, treatment, or disposal.

C8.26.7.6. Record keeping:

C8.26.7.6.1. *Small Quantity Handlers.* No records of universal waste shipments must be kept for regulatory compliance; however, standard DRMS accountability requirements apply.

C8.26.7.6.2. Large Quantity Handlers:

C8.26.7.6.2.1 DRMOs must keep records of each shipment of universal waste received onsite, including the quantity of each type.

C8.26.7.6.2.2 DRMOs must keep records of each shipment of universal waste shipped offsite, including the quantity of each type.

C8.26.7.6.2.3 DRMOs must maintain all shipment records for at least 3 years from the date of receipt or shipment.

C8.26.8. <u>Import (retrograde) Requirements.</u>

C8.26.8.1. The universal waste regulations for the import of universal waste are found in subpart F of 273. Once a universal waste enters the United States it is subject to the same universal waste requirements that would apply if it had been generated in the United States.

C8.26.9. <u>International Requirements.</u>

C8.26.9.1. With the exception of paragraph H above, Universal Waste rules have no application to DRMOs Receiving FEPP (C1.8.1.3.), other than Hawaii and Guam. International DRMOs retrograding wastes that may be considered Universal Wastes should contact the gaining CONUS DRMO for instructions prior to shipment.

C8.27. **Training**

C8.27.1. General

C8.27.1.1. The DLA Career Guide, found on the DLA Human Resources web page (http://www.dtc.dla.mil/env/section1.htm under *"Career Guides & Training Plans",* then *"Environmental Hazardous Material/Hazardous Waste Training Plan")* fulfills regulatory requirements for environmental training and provides the knowledge and skills to enable employees to perform their jobs in an environmentally safe manner. Employees (except DRMS-HQ and Forward Support Teams Asia/Pacific (DRMS-OA) and Europe/Southwest Asia (DRMS-OS) employees) involved in the managing or handling of hazardous material and/or hazardous waste, including those on temporary appointments, are required to participate.

C8.27.1.1.1. There may be some cases where an employee handles hazardous property, and whose job series is not listed on the Career Plan Training. In those cases, the DRMO Chief must evaluate the employee's duties and schedule the employee for the appropriate courses.

C8.27.1.2. Site-specific training requirements are the responsibility of the DRMO Chief.

C8.27.2. Regulatory Requirements.

C8.27.2.1. All mandatory compliance courses required by DRMS that meet RCRA/OSHA/DOT requirements are at the DLA Career Guide site under *"Environmental Hazardous Material/Hazardous Waste Training Plan. "*

C8.27.2.2. *The Resource Conservation and Recovery Act (RCRA)* sets standards for generators and for owners and operators of hazardous waste treatment, storage and disposal facilities in the U.S. and its territories. These standards require that facility personnel complete an initial program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance. Taking the training of the DLA Career Guide site, RCRA Facility Compliance, satisfies the 40-hour initial training requirement. After the initial training, refresher training is required annually.

C8.27.2.2.1. International employees may attend DOD sponsored courses in the Final Governing Standard (FGS) in lieu of RCRA Facility Compliance.

C8.27.2.2.2. International local national employees may take a locally offered course on hazardous waste facility management regulations and practices in the host nation language, with prior approval from DRMS-OL.

C8.27.2.3. *The Occupational Safety and Health Administration (OSHA)* sets the following standards for the safety and health of employees:

C8.27.2.3.1. Hazardous Waste Operations (29 CFR Part 1910.120).

NOTE: Employees going inside the exclusion area at third party sites must have 40 hours of OSHA required training **prior** to going into the exclusion area. Employees that enter these areas must also have 8 hours of annual OSHA refresher training.

C8.27.2.3.2. Emergency Response (29 CFR Part 1910.120).

C8.27.2.3.3. Hazard Communication Standard (29 CFR Part 1910.1200).

C8.27.2.4. *The Department of Transportation (DOT)* requires that shippers ensure that all HM/HW is classified and described on a shipping paper. After the initial training, 8 hours of refresher training is required every 2 years.

C8.27.2.4.1. International employees may attend Transportation of Dangerous Goods courses in lieu of the Transportation of HM/HW for DOD, with prior approval from DRMSI-ILA.

C8.27.3. Appointments.

C8.27.3.1. Contracting Officer's Representatives (COR). The COR appointment requires training to complete COR duties in compliance with all regulations. The mandatory training for CONUS CORs is in the DLA Career Guide. CORs for OCONUS must complete "Safety and Health for Handlers of HM/HW", "RCRA Facility Training" or FGS course and other training as specified by the Contracting Office. COR refresher is required every three years. CORs will not accompany contractors that are opening containers until they have successfully completed the safety course, designated in the DLA Career Guide training, and have appropriate personal protective clothing and equipment.

NOTE: Respiratory protection training is **NOT** provided in the DRMS offered Safety and Health for Handlers of HM/HW course. It must be obtained from the host or other source, if required. Level D clean up will not require the use of respirators.

C8.27.4. Record keeping. (Edited Oct 2012)

C8.27.4.1. 40 CFR 264.16 and 265.16 require DLA Disposition Services to maintain records that document the training or job experience that has been given to and completed by DLA Disposition Services personnel. Employee training records will be maintained at the employees Permanent Duty Station. If the employee assists another site while in Temporary Duty status, and the site is later inspected for compliance, the inspector may request a copy of the employee's training records from the employee's Permanent Duty Station for that time-frame. The following documents must be maintained by the CONUS DRMO to meet this requirement:

C8.27.4.1.1. A copy of the training certificate.

C8.27.4.1.2. A copy of the DD Form 1556 (copy 9) with the Privacy Act information blackened out.

C8.27.4.1.3. A copy of the course outline.

C8.27.4.1.4. If On-the-Job (OJT) is performed, a DRMS Form 43 should be filed in the training record.

NOTE: Environmental record keeping procedures are also discussed in paragraph C8.2.21.

C8.27.5. Course Standards.

C8.27.5.1. Students must pass all required courses. To pass, a minimum score of 70 must be attained on the final examination. If a student receives a score of 69 or below in any course, DRMS-BCE or DRMS-OL and the DRMO will be notified by letter. The student will be given assistance in the problem area(s). The Forward Support Team Manager and DRMO Chief will then have the option of the student re-taking the course, re-taking the test at the student's work site, or taking other appropriate action.

C8.27.6. Procedures.

C8.27.6.1. Forward Support Team Managers will:

C8.27.6.1.1. Monitor environmental and related safety training to ensure that mandatory training prescribed in the DLA Career Guide site is accomplished. Supervisors will ensure that Individual Development Plans (IDPs) reflect mandatory and other hazardous property training requirements.

C8.27.6.1.2. Ensure that any additional training requirements contained in host nation, state and local laws and regulations are fulfilled.

C8.27.6.2. DRMOs will:

C8.27.6.2.1. Initiate a training request (DD Form 1556) for each attendee at least 60 days prior to course start date.

C8.27.6.2.2. Forward training request (DD Form 1556) to DTC-DTWE for approval.

C8.27.6.2.3. After notification that the employee has been given a space in the course, make travel arrangements.

C8.27.6.3. DTC-DTWE will:

C8.27.6.3.1. Allocate training spaces.

C8.27.6.3.2. Notify employee when they have been allocated a training space. If unable to schedule employee for the session requested, reschedule employee for later session.

C8.27.6.3.3. Forward copies of the training request (DD Form 1556) to the DLA Training Center.

C8.27.6.4. DLA Training Center will:

C8.27.6.4.1. Allocate spaces to generating activities, if session will not be filled by DRMS employees.

C8.27.6.4.2. Develop a class roster and provide to the instructor.

C8.27.6.4.3. Verify class attendance to ensure students are present and in the right class.

C8.27.7. OSHA/RCRA Annual Refresher Hazardous Waste Operations Training.

C8.27.7.1. Environmental and safety training is mandatory for all employees involved in the handling or management of hazardous property. All employees that have completed RCRA and OSHA training must receive refresher training annually to meet 40 CFR 264.16/265.16 and 29 CFR 1910.120.

C8.27.7.2. Refresher training will be scheduled and taught by certified DTC instructors or computer based.

C8.27.7.3. Students will complete a course evaluation that is provided in the text. After each session, the instructor and the DRMO Chief will review the evaluations, then forward the evaluations and rosters to DTC-DTWE.

C8.27.8. Hazardous Property Transportation Refresher Training.

C8.27.8.1. Refresher training is mandatory for personnel who release or issue hazardous property. Employees, who have completed “Transportation of Hazardous Material/Hazardous Waste (HM/HW) for DOD”, or an equivalent course, must receive refresher training every 2 years to meet DOD requirements.

C8.27.9. Certification.

C8.27.9.1. Employees that have completed Safety and Health for Handlers of HM/HW, Transportation of HM/HW for DOD, and RCRA Facility Compliance Training and site-specific requirements, the DRMO Chief will sign a confirmation letter. (See sample letter at Section 4, Supplement 2, Chapter 8, Enclosure 20.)

C8.27.10. Alternate Training.

C8.27.10.1. Employees seeking alternate training (or a locally offered course), intended as a substitute for mandated environmental/safety training must adhere to the following requirements:

C8.27.10.1.1. A letter requesting the alternate training should be submitted to DRMS-BCE or DRMS-OL. Included with the request must be a copy of the course outline, syllabus, cost of the course, and the name and telephone number of the provider.

C8.27.10.1.2. DRMS-BCE or DRMS-OL will forward this request with recommendation to DRMS-BCP for environmental courses or to DES-WRH for safety courses. The approving office will send a return letter to the requesting office with a copy to the respective command regarding the approval or disapproval. A copy must be maintained in the environmental training records.

C8.27.11. International Requirements.

C8.27.11.1. International employees may attend DOD sponsored courses on the Final Governing Standard (FGS) in lieu of RCRA Facility Compliance. References to RCRA courses through this chapter are assumed to include FGS courses for OCONUS employees. Both initial and refresher training courses must meet the requirements of Chapter 6, Hazardous Waste of the FGS or the OEBGD.

C8.27.11.2. International local national employees may take a locally offered course on hazardous waste facility management regulations and practices in the host nation language, with prior approval from DRMS-O.

C8.27.11.3. In addition to record keeping requirements specified in paragraph C8.27.4. above, requirements specified in Chapter 6, Hazardous Waste, of the country specific FGS, or in the absence of a published FGS, in the OEBGD, must be met for employees in international DRMOs. Those requirements may include, but are not limited to, the following:

C8.27.11.3.1. The job title and name of the employee.

C8.27.11.3.2. A job description (position description).

C8.27.11.3.3. The type of training required for the position (e.g. the DLA Career Guide requirements).

C8.27.11.3.4. A copy of the training certificate or a copy of the DD Form 1556 (copy 9) with the privacy act information blacked out; and

C8.27.11.3.5. Any other information required by the country specific FGS.

C8.27.11.4. Students must pass all required courses as specified in paragraph C8.27.5. above. DRMS-OL and the DRMO will be notified of students receiving less than the minimum required score.

C8.27.11.5. DRMS-OL will perform the functions of DTC-DTWE for OCONUS employees.

C8.27.11.6. Course evaluations for OCONUS classes will be forwarded to DTC-DTWE through DRMS-OL.

C8.27.11.7. OCONUS employees seeking alternative training as described in paragraph

C8.27.10., above must submit the request to DRMS-OL for action.

SECTION 2 - GENERAL PROCESSING

C9. RECYCLING CONTROL POINT (RCP) PROGRAM

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SECTION 2 - GENERAL PROCESSING

C9. RECYCLING CONTROL POINT (RCP) PROGRAM

C9.1. **Introduction.**

C9.1.1. Virtual DRMO.

C9.1.1.1. The Recycling Control Point (RCP) is a virtual (vs. actual) DRMO, monitored by DRMS in Battle Creek, Michigan with the assistance of the RCP Liaisons located at specific field locations. This is the receipt in place process between the Defense Distribution Centers (DDC) and DRMS. This *"Market in Place"* concept eliminates the double-handling of material assets moving to the DRMO(s) from the Depot(s) and maintains material accountability and visibility throughout the disposal process.

C9.1.1.2. The DAISY Account, DODAAC SC4402 accepts property electronically from DDC/DLA Depots, based on business rules established by both agencies since 1994.

C9.1.2. Location, Screening, and Staging of Property.

C9.1.2.1. All RCP property is co-located at DLA Depots and remains at the Depot throughout the screening process. DOD and federal customers can submit their requests through http://www.drms.dla.mil for direct shipment of property to their agencies. The Depots will stage RCP property allocated to eligible donee recipients until shipping arrangements are made by the customers.

C9.2. **Scope and Purpose.**

C9.2.1. General.

C9.2.1.1. This instruction provides procedural guidelines for the receipt, reutilization, transfer, donation and sales responsibilities for DRMS, DRMO and Commercial Venture under the RCP program and the reconciliation process.

C9.2.1.2. This instruction is not intended to change or replace current DOD/DLA regulatory publications governing the operation of the property disposal system. Where conflict exists, the current policy or procedure listed in DOD/DLA publications will apply. If a conflict occurs, notify RCP Office immediately at the address provided in the "Foreword" to this publication.

C9.2.1.3. Ineligible property for RCP is identified in DOD 4160.21-M.

C9.2.2. Objectives.

C9.2.2.1. To ensure that all policies and guidance are uniformly adhered to by DRMS, DRMO, and all applicable DLA agencies and partners:

C9.2.2.1.1. Standardize electronic disposal cycles.

C9.2.2.1.2. Increase productivity through improved methods.

C9.2.2.1.3. Ensure an orderly operational flow.

C9.2.2.1.4. Eliminate multiple physical handling of excess property to include property requiring special handling or property that may contain hazardous components.

C9.2.2.1.5. Minimize intransit inventories and accountability concerns.

C9.2.2.1.6. Reduce DOD/DLA's overall cost for transportation and maintain property accountability and visibility throughout the disposal cycle.

C9.3. **Background.**

C9.3.1. Program Concept.

C9.3.1.1. Material will remain in DLA warehouses and will be held in the RCP ownership account during the offering process.

C9.3.1.2. The RCP will communicate reutilization, transfer, donation, and sales offerings electronically.

C9.3.1.3. Property will not be available for physical inspection.

C9.3.1.4. RCP generated Material Release Orders will direct the movement of material to the RCP customer.

C9.3.2. Business Rules.

C9.3.2.1. The *Business Rules* are located on the DRMS Intranet Web Site, by choosing "Receiving," then scrolling down to "RCP." (https://www.drms.dla.mil/drms/intranet/receiving/receiving.htm).

C9.3.2.2. The RCP program is fully deployed at 21 DLA Depots. For each DLA Depot, there is a designated RCP Liaison assigned to work with the Depot representative to monitor the operation of the RCP program.

C9.3.2.3. The disposal process for RCP includes a 42 day screening cycle for DOD, Federal and State agencies. At the end of the screening cycle eligible property will be shipped to a Centralized DEMIL Center (CDC), Controlled Property Center (CPC), Long Term Storage (LTS) or the co-located DRMO in accordance with current DLA policies.

C9.4. **Responsibilities and Systems.**

C9.4.1. DLA One Book References to Responsibilities:

(https://dla1.eportal.dla.mil/irj/servlet/prt/portal/prtroot/com.sap.portal.pagebuilder.IviewModeProxy?iview_id=pcd%3Aportal_content/mil.dla.f.eworkplace/mil.dla.f.objects/mil.dla.f.objects.roles/mil.dla.loc.BattleCreek.user/mil.dla.BattleCreek.home/nf/mil.dla.w.resources/mil.dla.all.TheOneBook/p.dla.onebook.user.main&iview_mode=default&NavigationTarget=navurl%3A//81c5ffc9596daf6fbfcee37e7afee8a9)

C9.4.1.1. *DLA:* DLAD 5025.30 (6.1).

C9.4.1.2. *DDC:* DLAD 5025.30 (6.2, 6.3).

C9.4.1.3. *DRMS:* DLAD 5025.30 (6.4).

C9.4.2. Responsibilities of the DRMS RCP Liaison:
(***NOTE:*** The RCP Liaisons are stationed throughout the CONUS and OCONUS as the Responsible Property Officers (RPOs) for the S9W account. Review RCP SOPs for each task to-ensure compliance.) The RCP Liaison does not have control of the security of RCP property located at Depot activities and should not be designated as RPO.

C9.4.2.1. Pull daily receipts, check each line for items that may require special handling; i.e.; Hazardous materials, annotate listings, Kits, Items on RCP Critical FSCs, FSGs and Buzzwords list.

C9.4.2.2. Initiate DEMIL Challenges for items coded improperly.

C9.4.2.3. Determine property that needs additional descriptive data; Input FLIS+ data-100% of inventory, maintain log of items that Depot unpacks and repacks, Photos-100% of items that meet criteria (see SOP) and maintain production spreadsheet

C9.4.2.4. Provide Customer Service for R/T/D Customers; Respond to written and oral requests and schedule prepared briefings for R/T/D customers on how to request property through the RTD property search at https://www.drms.dla.mil/asset/govegeo1.html

C9.4.2.5. Coordinate staging and removal of Donation property; provide Depot personnel with heads-up copy of SF123, verify items to be shipped, provide transportation data to State Agencies if needed, monitor property to be staged, initiate SDR when property is not staged in a timely manner and notify HQ DRMS. Track items not removed from staging area, notify appropriate personnel, adjust accountable record, process XAN and clear the record.

C9.4.2.6. Participate in bi-weekly Liaison Teleconference calls.

C9.4.2.7. Use production spreadsheet tool to submit monthly MIPR Report by the 5th

work day of the month to DRMS HQ.

C9.4.2.8. Provide DRMO personnel with original document numbers for Hazardous property. (NOTE: Refer to C9.7 below).

C9.4.2.9. Monitor Front End Edit Report

C9.4.2.10. Check DEMIL F property for instructions (can pull instructions from AEPS if available).

C9.4.2.11. Check Cargo Codes for Hazardous, Radioactive, MPPEH or Classified items

C9.4.2.12. Check for proper certifications, i.e., Inert, Empty Containers, Triple Rinse, Purge, Declassified, etc.

C9.4.2.13. Maintain UDAC Report; research DRMO inventory, NSN, Web Docs, DSS, DLA MRO Tracking, adjust account as needed to keep report cleared and cleaned up, XAN or CLR transactions. (NOTE: Refer to UDAC SOP.)

C9.4.2.14. Submit Supply Discrepancy Reports (SDRs) as needed for; UDAC Report/non-receipts, mis-shipments, mis-identified property, shortages, overages, paper work missing or for informational purposes.

C9.4.3. Systems that are used within the RCP process which the RCP Liaison requires access to:

C9.4.3.1.1. RCP DAISY.

C9.4.3.1.2. Corp Oracle (DAISY Rose).

C9.4.3.1.3. Corp DAISY (requires DRMSV1 access also).

C9.4.3.1.4. DSS http://www.supply.dla.mil/DSS.asp.

C9.4.3.1.5. DSS DLA MRO Tracking http://wegal.ogden.disa.mil/mrostatus/.

C9.4.3.1.6. WEBVLIPS https://www.daas.dla.mil/webvlips.

C9.4.3.1.7. WebSDR https://www.daas.dla.mil/sar/Websdr_sar.asp.

C9.4.3.1.8. FLIS PLUS https://www.drms.dla.mil/drms/flisplus/.

C9.4.3.1.9. HMIRS http://www.dlis.dla.mil/hmirs/default.asp.

C9.4.3.1.10. Web Docs https://www.drms.dla.mil/WebDocsIV/DocumentSearch.

C9.4.3.1.11. Fed Log – Order the DVD at http://www.dlis.dla.mil/govord.asp

C9.4.3.1.12. CPR Tool https://prodwww.drms.dla.mil/cpr/nonrcp.

C9.4.3.1.13. Web FLIS https://www.webflis.dlis.dla.mil/WEBFLIS/pub/pub_search.aspx?niin.

C9.5. **Electronic Disposal Process.**

C9.5.1. Transactions.

C9.5.1.1. As in other logistics management within DOD and DRMS, electronic property transactions are proscribed by the Defense Logistics Management Standards Office. MILS manuals are used to process the property from the ICPs, through the DLA Depots and through the disposal process.

C9.5.1.2. DODAACs used: SC4402 - RCP Receipts.

C9.5.1.3. Signal Codes: A one digit code used to indicate where RCP Transfer, Donation, and Sales material is to be shipped, and who is to be billed for the material. RCP will use the signal code D, J or M.

C9.5.1.4. Frequently Used Transaction Terms and Acronyms:

Figure 1 - RCP Terms & Acronyms

SIGNAL CODE	A one digit code used to indicate where RCP Transfer, Donation, and Sales material is to be shipped, and who is to be billed for the material. RCP will use the signal code D, J or M.
SC4401	RCP Sales DODAAC
SC4402	RCP DODAAC
UIC	Unique Identification Code

C9.5.1.5. The following are system Document Identifier Codes (DICs), used exclusively for RCP and not currently included in the CAT BOOK <http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf> are:

Figure 2 - Type Transaction Codes (TTC) for RCP - Not in CAT Book

ARO	DDC response to the RCP transaction confirming the availability and release of material to the RCP customer. This is listed in the C-A-T Book. through the RTD property search at https://www.drms.dla.mil/asset/govegeo1.html
D6A/B	Receipt transaction that will be used to change ownership from the ICP to the S9W account.
D7Z	Issue
D8	Document identifier for inventory adjustment transaction to inform the ICP/RCP that the DDC item quantity available is

	more than the ICP/RCP records indicate.
D9	Document identifier for inventory adjustment transaction to inform the ICP/RCP that the DDC item quantity available is less than what the ICP/RCP records indicate.
POD/POS	Proof of Delivery/Proof of Shipment

C9.6. **Process Flow.**

NOTE: The RCP Process Flow is also located at: https://www.drms.dla.mil/drms/intranet/receiving/documents/rcp/roles-page.pdf.

C9.6.1. Receipt and Storage.

Figure 3 - RCP Receipt and Storage Steps

1.	Inventory Control Point (ICP) submits A5J.
2.	DSS Depot System receives transaction as D6B
3.	If eligible for RCP DAISY, item received as XR1. If item not eligible, item front end edited, A5J generated to send to local DRMO or DEMIL Center.

C9.6.2. Reutilization.

C9.6.2.1. Reutilization transactions are managed in accordance with the DOD 4160.21-M. RCP property is transmitted to GSAXcess® at the end of the 14 day screening period.

NOTE: The exceptions are: (1) Coast Guard activities will adhere to the policies and guidelines as outlined in DOD 4160.21-M, Chapter 5, Paragraph C and (2) Customers may not TAG property in RCP. RCP does accommodate priority requests.

C9.6.2.1.1. Special Programs, e.g. - LESO, FMS, and HAP submit requisitions during the reutilization screening period. Information regarding eligibility for these programs can be accessed via Special Programs <https://www.drms.dla.mil/rtd03/miscprograms.shtml>.

C9.6.2.2. Reutilization customers will submit their requests for property via through the RTD property search at https://www.drms.dla.mil/asset/govegeo1.html

C9.6.2.3. For DEMIL required items, reutilization customers must adhere to all policies and guidelines specified in DOD 4160.28-M.

C9.6.3. Transfer.

C9.6.3.1. Requisitions.

C9.6.3.1.1. The RCP Transfer Process is all electronic. Transfer customers must submit their requests via GSAXcess®: http://gsaxcess.gov/fedsweb/fedsweb/

NOTE: Customers may not TAG property in RCP.

C9.6.3.1.2. It is the customer's responsibility to request approval from GSA for property in DRMS RCP. Once the request is input into the system and the transaction is not rejected, DAISY generates an A5A to the Distribution Standard System (DSS) at DDC to have the property shipped to the customer.

C9.6.3.2. Supplementary Address.

C9.6.3.2.1. All transfer customer requisitions must have a supplementary address. This is a unique (6) digit number assigned by RCP HQ to use when submitting requests. Contact RCP HQs to receive this information.

NOTE: This is a required field in FEDS. The customer is responsible for entering the correct code. RCP HQ does not receive a hard copy of the SF 122; therefore, the customer shall be responsible for all transportation costs incurred for shipping the property to correct address.

C9.6.3.2.2. If the requisitioner makes errors and contacts DRMS HQ, DRMS may make changes to MRO fields.

C9.6.4. Donations.

C9.6.4.1. Requisitions.

C9.6.4.1.1. The RCP Donation Process is all electronic. Donation customers must submit their requests via GSAXcess®: http://gsaxcess.gov/fedsweb/fedsweb/

NOTE: Customers may not TAG property in RCP.

C9.6.4.1.2. GSA approves the SF 123 and faxes the request to the DRMO. An A5A is then generated to have the material pulled and staged in an area designated by DDC for removal by the customer. Property allocated to Donee customers must be removed within 21 days of notification by the RCP Liaison that the material is in the staging area.

C9.6.4.1.3. The RCP Liaison must coordinate the removal with the Donee and the Depot and the Liaison must be present with the Donation customer or authorized agent for removal of property. Annotate the SF 123 with the quantity removed and have the customer sign the document. If all items are not removed, complete a partial removal (DLA Form 1367) as property is removed and shipments are completed.

C9.6.4.1.4. Once the property is picked up, the RCP Liaison will fax a copy of the SF123 to the RCP Office.

C9.6.4.2. Removing Property from the Staging Area

C9.6.4.2.1. Donees are given the following options with regard to removing the property in the staging area:

C9.6.4.2.1.1 Contact the RCP Liaison with a tentative date of removal and a letter of authorization for the designated common carrier, or

C9.6.4.2.1.2 Provide the RCP Liaison with the pertinent data needed to ship the item via FedEx or UPS.

C9.6.4.3. Procedures for Changing or Canceling Requisitions

C9.6.4.3.1. If the property has not been selected for shipment, customers can cancel or modify their requisitions. NOTE: RCP Battle Creek may be able to prepare the cancellation or make corrections in some cases.

C9.6.4.3.2. DRMOs (RCP Liaisons) can assist the customer and contact RCP HQ (Battle Creek) to request a cancellation or correction

C9.6.4.3.3. If the property has been selected and shipped, customer must sign for the property and follow the procedures to return the property to the nearest DRMO.

C9.6.4.3.4. When there is a discrepancy with the property, the RCP Liaison can assist the customer in submitting an SDR.

NOTE: Refer to Supply Discrepancy Report section - C9.10 below.

C9.6.5. Sales.

C9.6.5.1. Reference.

C9.6.5.1.1. Please refer to Section 2, Chapter 6, Sales Program, for further information. Also CV SOP is found in Section 4, Supplement 2, Sales Program, Enclosure 2.

NOTE: When/If the DRMO receives property with RCP Sales DODAAC SC4401, the DRMO will not immediately put SC4401 property on their inventory/receive it into DAISY. This property must be checked for a CV return/credit form attached to the turn-in DD 1348 or the item must be researched by RCP to verify if the property belongs to CV and was not mis-shipped to the DRMO. The receiver should contact the RCP liaison for assistance in processing this property.

C9.7. **Hazardous Property Processed through the RCP Process:**

C9.7.1. DEMIL Required Hazardous property:

C9.7.1.1. MLI/SLI that is also hazardous and requires special handling will be turned into the local DRMO at ESD through the RCP process.

C9.7.2. Hazardous property:

C9.7.2.1. Hazardous property processed through the RCP Process will be an SLH transaction generated in the DAISY reports to the DRMO. (NOTE: Not all property with the DoDAAC SC4402 has been screened through the RCP process; DTIDs with an E in the 11th position have been through screening within the RCP process, direct shipment from the Depots will not be in this report.) The SLH transactions will be generated and appear on the DRMOs SLH Property Due In Report, udwb5910 .

C9.7.3. RCP is not a Generator.

C9.7.3.1. Therefore, when hazardous property is received at the collocated DRMO through the RCP process:

C9.7.3.1.1. The DRMO will receive the property on the new SLH (DTID) Requisition number into DAISY. (NOTE: The SC4402 RCP DoDAAC.)

C9.7.3.1.2. The DRMO will contact the appropriate RCP Liaison for that DRMO, or HQ RCP personnel in Battle Creek, in order to **receive the Original Generator DTID to enter into BOSS**.

C9.7.3.1.3. The DRMO will **enter the Original Generator DTID into the BOSS** delivery order request to ensure reimbursement.

C9.7.3.1.4. Once the record is received on the DAISY account with SC4402 document number, and the original DTID number entered in BOSS, a MUD will be required to clear the DRMO record in lieu of a PMF transaction. To maintain the DLA audit, reference the Original DTID after your Proper Shipping Name (PSN) and all other pertinent data relating to the item in BOSS.

NOTE: When this property is not received correctly on the DRMO's account with the new DTID number (Noted from the DRMOs SLH Property Due In Report/udwb5910), it will eventually roll onto the DRMOs Over 30 Day SLH without an XR1 Due In Report/UDAC7520. In order to properly close the record, the new DTID number assigned with the SLH transaction must be entered into DAISY upon receipt and the Original DTID entered into BOSS.

C9.8. **DEMIL-Required Property.**

C9.8.1. Customer Responsibilities.

C9.8.1.1. For DEMIL required items, all customers must adhere to the policies and guidelines specified in accordance with DOD 4160.28-M.

C9.9. **Transportation.**

C9.9.1. General.

C9.9.1.1. For transportation information, see Section 1, Chapter 2, General Operations Guidance, Transportation.

C9.9.1.2. The storage activity provides transportation for all RCP property stored at the DLA Warehouses, except Donation property. Contact the Transportation Officer at (DSN) 661-5846 regarding issues relating to transportation.

C9.10. **Supply Discrepancy Report (SDR).**

C9.10.1. DRMO, CDC, CPC and LTS POC.

Each site will designated a point of contact (POC) to initiate SDRs for that site, and follow the guidance provided in the SDR SOP below.

C9.10.2. Reference.

C9.10.2.1. DLA 4140.55, located at http://www.dla.mil/dlaps/dlai/i4140.55.htm.

C9.10.2.1.1. **SOP 2009-010**: RCP Supply Discrepancy Report (SDR) SOP located on DRMS Official SOP page: https://www.drms.dla.mil/drms/intranet/policypubs/sops.htm.

NOTE: If you have questions with the Depot shipments, please contact the RCP Liaison for that site as listed on the following link: https://www.drms.dla.mil/drms/intranet/receiving/documents/WEBPOCLISTDRMO.pdf .

C9.11. **Inventory Control.**

C9.11.1. References.

C9.11.1.1. See Section 2, Chapter 2, Property Accounting. and

C9.11.1.2. DOD 4140.1-R

C9.11.1.3. DOD 4000.25-2-M.

See **SOP 2009-009**: Managing the RCP UDAC 7510 Report/SLHs Due in List located on DRMS Official SOP page: https://www.drms.dla.mil/drms/intranet/policypubs/sops.htm.

C9.11.2. Storage and Physical Custody Requirements.

C9.11.2.1. RCP does not accept physical custody of property that is excessed and turned in to the RCP Program.

C9.11.2.2. The storage activity maintains custody of all property referred to RCP.

C9.11.2.3. The storage activity is responsible for the content, changes, and accuracy of the inventory held under its control.

C9.11.2.4. Storage activities shall conduct physical inventories, initiate and conduct discrepancy research and prepare supply discrepancy reports.

C9.11.2.5. The storage activity will also investigate and resolve discrepancies, assess liability for losses and initiate and maintain (DD Form 200) to ensure that the physical on-hand quantity and the total item property record quantity agree. There is no requirement for DDC to coordinate the DD Form 200 with DRMS.

C9.11.2.6. The storage activity and property owner/managers will perform a Quantitative Location Reconciliation (QLR) in accordance with DOD 4000.25-2-M of storage activity records (active and inactive records, including zero balances) not less than once each fiscal year. Prior to the beginning of each fiscal year, RCP submits a recommended schedule of dates to DDC to reconcile each site. Prior to the actual reconciliation, DDC will send a confirmation notice of the date, time and number of records being transmitted to DRMS RCP. During the reconciliation process, mismatched quantities (gains or losses) shall be adjusted with a D8_ or D9_, Inventory Adjustment Increase/Decrease (Accounting error) transaction to the RCP account. These adjustments will correct book balance errors.

C9.11.2.7. RCP property that has already undergone RTD screening at the Depots will have an "E" in the first position of the serial number (For example, the Disposal Turn-In Document (DTID) would read as "SC44027022E001"). Property with an 'E' in the serial number that is transferred to a DRMO, CPC, LTS or CDC, will not undergo RTD screening again. The DRMO will process it for final disposition, i.e., sales, demilitarization, ultimate disposal, mutilation or downgrade to the appropriate SCL. If property is transferred from a RCP location and doesn't have an 'E' in the serial number, it must be received as a new receipt 'XR1' and undergo RTD screening. This means it did not go through the RCP process.

NOTE: This guidance is not applicable for Demil B and restricted Demil Q property received at the Long Term Storage (LTS).

C9.11.2.7.1. If the DRMO determines the property is not sales eligible, the DRMOs are authorized to process a downgrade transaction 'XR3' and change the condition code to F, G, or H. The established approval levels for authorizing downgrades must be followed (refer to table: "Approval Levels for Downgrade to Scrap" in Section 4, Supplement 2, Chapter 2, Property Accounting, Enclosure 1 - Adjustments and Corrections to Accountable Records).

C9.11.2.7.2. If the DRMO determines the property is sales eligible, it must be received as a new receipt 'XR1'. In the receipt screen, the material screening code will be 'X', action code will be 'A' and accounting code will be 'F'. This tells DAISY the item was previously received at another DRMS (e.g. RCP) location, is not being screened, and going directly to sales.

C9.12. **Files Maintenance**

C9.12.1. Refer to Section 1 C1.11 Records Maintenance.

SECTION 2 - GENERAL PROCESSING

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

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SECTION 2 – GENERAL PROCESSING

C10 SMALL ARMS SERIALIZATION PROGRAM (SASP)

C10.1. **Introduction**

C10.1.1 References

C10.1.1.1. See DOD 4000.25-2-M, Chapter 12, DOD 4160.28-M-V2, Appendix 1, Category 1, DOD 4160.21-M, Chapter IV, Paragraph B63, DLA Disposition Services Instruction 4160.14, Section 4, Supplement 2, Chapter 10.

C10.1.1.2. Deviations from MILSTRAP requirements by DOD activities with small static inventories require concurrence of the Joint Small Arms Committee Group (JSACG) and approval of the DOD MILSTRAP System Administrator. SASP Program Manager will submit requests for deviations, to include appropriate justification, via electronic mail to: DLMSO@dla.mil (when using electronic mail, include “ATTN: JSACG Chair” in the subject line)

C10.1.2. Classification

C10.1.2.1. According to general classification guidelines furnished by the DOD program manager, the reporting of small arms data is considered classified only during the record reconciliation phase between the DOD and Military Service/Agency registries. Therefore, all small arms transaction reporting and record reconciliation within DLA and between DLA and DOD central agencies will be unclassified.

C10.1.3. General

C10.1.3.1. The Small Arms Serialization Program (SASP) is a DLA-wide system for the control of and accounting for small arms, by serial number, from initial receipt to final disposition. Only authorized users will be granted access to the SASP, upon receipt of the manager’s request. Managers must notify the SASP PM immediately when personnel no longer require access. SASP user access will be reviewed annually by the SASP PM.

C10.1.3.2. OSD Memorandum, dated December 30, 2009. Moratorium on Demilitarization of Small Arms. This memo directs the DLA Disposition Services not to accept turn-ins of M-1 Carbines, M-1 Garand rifles, M-14 rifles, .22 caliber rifles, .30 caliber rifles, or M-1911 pistols for disposal, unless they are condemned/unserviceable (CC "H") and or DEMIL residue, i.e., DEMIL having been performed by the MILSVC. Refer to the memorandum for detailed guidance (ATT).

NOTE: To clarify - The following forms may be used to turn in condemned /unserviceable condition code H small arms or receivers. These forms are referenced in MIL-STD-129P, Military Marking for Shipment and Storage:

DD Form 1577 (Unserviceable (Condemned) Tag - Material).
DD Form 1577-1 (Unserviceable (Condemned) Label - Material).

NOTE: Some moratorium weapons may be reutilized by the Civilian Marksmanship Program. Refer to OSD memorandum.

C10.2. **Responsibilities**

C10.2.1. DLA Disposition Services serves as the DLA program manager. The DLA Small Arms Registry operates according to the DLAR 7510.3, Control of Small Arms by Serial Number. DLA Disposition Services processes actions to update the DOD Central Registry. DLA Disposition Services provides DLA representation to the Joint Small Arms Coordinating Committee to participate in the resolution of systems problems. DLA Disposition Services ensures that DLA Disposition Services, Field Offices comply with the provisions of this instruction. The Defense Logistics Services Center (DLSC) provides the required automatic data processing systems support to maintain the DLA Small Arms Registry.

C10.3. **Security**

C10.3.1. Transportation of Small Arms and subparts will be in accordance with DOD 5100.76-M, Chapter 6. Similarly, the DLA Disposition Services, Field Office Chief is responsible for assurance that small arms parts removed from the DLA Disposition Services, Field Office security cage are under constant DLA Disposition Services, Field Office surveillance until DEMILLED and any UNDEMILLED parts are returned to the DLA Disposition Services, Field Office security cage at the close of the business day.

C10.3.2. Shipments will be coordinated with turn in activities to the fullest extent possible, in order to handle to quantity and type of weapons, and to ensure shipments are in conformance with DOD 5100.76-M, utilizing the two-man rule. All small arms transportation movements between buildings and facilities must comply with regulation.

C10.4. **Definitions**

C10.4.1. Small Arms/Light Weapons SA/LW. For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

C10.4.2. DLA Small Arms Registry. An automated repository of small arms serial number data down to the lowest accountable DLA field activity, maintained by the DLA Disposition Services, Battle Creek, MI.

C10.4.3. DOD Central Registry. An automated repository of small arms serial number data down to Military Service and DLA level, maintained by the U.S. Army. Serial number records are compiled and updated from data furnished by the DLA Small Arms Registry and other DOD component registries.

C10.5. **Electronic Small Arms Files**

C10.5.1. The DLA Small Arms Registry Files are maintained in the following files:

C10.5.1.1. Master Inventory File (MIF) which includes all pertinent data taken from the transactions that reflect each small arm in active, intransit or inactive status.

C10.5.1.2. A Transaction History File (THF) to provide an audit trail for all transactions relating to the DLA Small Arms Registry.

C10.5.1.3. The Active Master Inventory File (AMIF), plus disposition data in the Inactive Master Inventory File that resulted from transfers outside DOD control or DEMIL action, constitute the DLA portion of the DOD Central Registry. This data is reduced to magnetic tapes and forwarded to the DOD Central Registry on the 28th of each month.

C10.5.1.4. The DLA Small Arms Registry and the DLA Disposition Services property accounting system operate as two separate systems which do not interface. Consequently, input into one of the systems does not provide input into the other. All applicable entries must be made into each system separately, i.e., SASP via DAISY and DAISY for the accountable record. Ensure that the quantities of small arms in each separate accounting system are reconciled at all times.

C10.5.2. DLA Disposition Services Transactions are processed into the DLA Small Arms Registry on a cyclic basis. Multiple transactions affecting one serial number can only be input to SASP at a rate of one transaction per cycle.

C10.5.2.1. For maintenance of this file see 4160.14, Section 1, Chapter 1, paragraph C1.11.2.1.

C10.6. **Records Maintenance**

C10.6.1. General

C10.6.1.1. DLA activities having small arms on their accountable records maintain a small arms control file containing an individual record (or listing) for each small arm that is, or has been, under their accountability. For maintenance of this file see DLAI 5015.1, Files Maintenance and Disposition Manual. Records and supporting documentation require retention for life; indefinitely.

C10.6.2. Active File. Maintain all documents pertaining to weapons that are appearing on an activity's Small Arms Inventory in the current files area. This applies to those weapons that are appearing both "on hand" and as "a shipment loss." In the case of an outgoing shipment, hold records in the current files area until receipt has been verified by the gaining DODAAC and the weapon serial number no longer appears on the DLA Disposition Services Small Arms Inventory Listing.

C10.6.3. Inactive File. Upon disposition of small arms, prepare a new transaction reflecting disposition action and file in inactive file in serial number sequence. The transaction will remain in the inactive file until the transaction no longer appears on the Small Arms Inventory Listing after which it should be disposed of according to DLAI 5015.1. See 4160.14, Section 1, Chapter 1, Paragraph C1.11.2.1.

C10.7. **Reutilization, Transfer, Donation, and Sales**

C10.7.1. R/T/D/S Guidance

C10.7.1.1. For information on small arms/small arms parts see DOD 4160.21-M and DOD 4160.28-M. **Request is received from field personnel or customer submitted to Reutilization** branch. Requesting customer/activity emails or faxes Issue Receipt Release Document (IRRD)

1348 and Requisitions or copy of 1348-1As to Reutilization Branch DLA Disposition Services Battle Creek, MI. Reutilization office reviews 1348s for accuracy and inputs requisitions on customer's behalf. Reutilization office sends copies of the completed DD Form 1348-1As to the appropriate Item Manager for review, approval, signature and date.

C10.8. **Disposal and Storage of Serialized Weapons and Parts**, see Small Arms SOP, Section 4, Supplement 2, CH 10, Encl 3.

C10.8.1. Storage of Weapon Receivers, and Barrels Attached to Receiver Assemblies

C10.8.1.1. Store complete weapons, weapon receivers, and barrels when attached to receiver assemblies, which contain the weapon's serial number in approved arms room facilities according to DOD 5100.76-M, Chapter 3. These facilities require the designation of "Restricted Area" by the host installation commander. Refer to the DLA Physical Security Guide Paragraph D3n(1)(e) for security procedural guidance.

C10.9. **Disposal and Storage of Non-Serialized Weapons and Related Parts**

C10.9.1. Non-Serialized Weapons and Related Parts, components, and accessories must be stored in the pilferable/sensitive storage area. All DLA Disposition Service Central Demil Divisions may accept non-serialized weapons, parts, components and accessories for demil.

C10.9.2. Store Non-Demilitarized Bolts, Trigger Assemblies, and Barrels not attached to a receiver assembly in the DLA Disposition Services, Field Office security cage. In addition, items with a CIIC of 2, 3, 4, and N (parts only – not complete weapons) will be stored in the DLA Disposition Services, Field Office pilferable storage area. When a DLA Disposition Services, Field Office security cage is inadequate, the host will store those parts.

C10.9.3. Central Demil Divisions will accomplish DEMIL of weapons parts/components as follows:

C10.9.3.1. Verify parts by count. Verify any undemilitarized property returned to the weapons storage facility.

NOTE: Do not leave non-demilitarized or demilitarized, but not certified small arms/receivers unattended at any time.

C10.9.3.2. Both the certifier and verifier MUST be present during demilitarization.

C10.9.3.3. The certifier will perform or supervise demilitarization.

C10.9.3.4. The verifier will witness accomplishment of demilitarization.

C10.9.3.5. Certification MUST be completed the same day that demilitarization is performed. Signing a false certificate constitutes a felony, and may subject the individual to criminal prosecution.

C10.9.3.6. Demilitarization certificates will be retained indefinitely in a permanent file.

C10.10. **Demil and Mutilation Required Items**

C10.10.1. Disposal Activities will Send Non-Serialized DEMIL and Mutilation required items to the Central Demil Divisions for destruction. Disposal activities are not authorized to destroy DEMIL and Mutilation required non-serialized weapons and related parts, components, and accessories. Central

Demil Divisions will accomplish the DEMIL in accordance with assigned DEMIL Code.

C10.11. **DAISY Inputs**.

C10.11.1 Input Small Arms Weapons/Parts into the inventory as individual items with Special Handling Code 2 or 3.

C10.11.2. DAISY Alert Small Arms Edit or Corp Func Verify if item received with a weapon. If yes, follow steps to RTG, or ship to Central Demil Division Anniston, AL. If item is a non-serialized weapon part or component, ship to any Central Demil Division for destruction/mutilation.

C10.11.3. Accomplish Receipt of Accountability of small arms weapons as either a complete weapon or an incomplete weapon or as individual parts or components. They will not be mixed on a DTID. Incomplete weapons may be accepted with the Supply Condition Code (SCC) of **F** (unserviceable - reparable) or SCC of **G** (unserviceable - incomplete) with all missing parts listed. If missing parts are not listed, reject the item on DRMS Form 917, Property Disposal Reject/Advice, stating that the NSN is for a whole item only and does not apply to the item turned in.

NOTE: The use of an XR3 for demilitarized small arms is prohibited.

C10.12. **Restrictions, Inspections, Certification, Storage, and Disposal**

C10.12.1. A Technically Qualified/Responsible Person will inspect all complete small arms weapons and small arms barrel and receiver groups prior to turn-in to the DLA Disposition Services. The certification will be signed and dated by the individual who inspected the property. Use of the certificate statement, below, will be entered on the 1348 or attach to the inert form to the 1348 if the form is used.

C10.12.2. Inert Certificate Statement

Small Arms Inert Certification Statement

~~"I certify that the item or items listed hereon have been inspected by me and to the best of my knowledge and belief contain no items of dangerous material."~~

"The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of material potentially presenting an explosive hazard (MPPEH)." (Edited Nov 2012)

_____Signature Date_____
_____Printed Name Title_____
_____Activity/Unit Grade/Rank_____
_____Phone Number

_____ Counter Signature Date_____
_____Printed Name Title_____

NOTE: The Inert LETTER OF AUTHORIZATION (see Section 4, Supp 2, Chap 10 Encl 7) is to be filled out by a supervisor stating two individuals who have authority to declare an item inert. This letter should accompany the weapon(s) turn in. The inert cert is then signed by the two stating the item is inert.

C10.12.2.1. Inert Certificate (Edited Nov 2012)

Title:	**Inert Certificate**
Type of Property includes but is not limited to:	1. Small Arms and Light Weapons (complete weapon) 2. Barrel assembly and upper receiver 3. Ammunition pouches/ outer tactical vests/Individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE) 4. Ammunition magazines and clips 5. Bandoleers and ammunition belts 6. Dummy munitions
Requirements:	The generating activity shall ensure that this property is properly inspected to determine the presence or absence of explosive hazards prior to referral to the DLA Disposition Services site or release from DoD control. The personnel certifying and verifying the inspection shall certify on the DD Form 1348-1A. The certification requires dual signatures (certifier, verifier) and printed full name, rank/rate, organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection.

DTID:	QTY:
NSN or Description:	

Certification Statement:

The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of materiel potentially presenting an explosive hazard (MPPEH).

Signature (Certifier):_____Date:_____

PrintedName/Grade/Rank:_____

Title:_____

Phone(COM/DSN/FAX):_____

Address: _____

==========

Signature(Verifier):_____Date:_____

PrintedName/Grade/Rank:_____

Title:_____

Phone(COM/DSN/FAX):_____

Address:_____

Reference:	DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition

C10.12.3. Demilitarization Certificates for demilitarization of all small arms weapons/receivers, which require control under the DOD Small Arms Serialization Program (SASP), will be retained indefinitely in a permanent record file by the DOD activity responsible for the demilitarization of the small arms weapons and receivers.

https://demil.osd.mil/documents/demilcertificate.pdf

C10.12.4. Mutilation Certificate for mutilated property, the following statement will be written/typed on or attached to the DTID and filed with the source document, unless exempt for DEMAN processing:

Title:	**Mutilation Required Property Certification *(Defective Property)***
Description:	Various types of property require mutilation prior to turn-in. Mutilation is defined as the act of making material unfit for its originally intended purpose by cutting, tearing, scratching, crushing, breaking, etc. When mutilation is performed, it must be certified, verified and dated.
Certification Statement:	
I CERTIFY MUTILATION WAS ACCOMPLISHED IN ACCORDANCE WITH DIRECTION IN DRMS-I 4160.14. Signature: _____Date: _____ (Certifier) Signature: _____Date: _____ (Verifier)	

C10.12.5. Radiation Certificate

https://demil.osd.mil/documents/Radioactive_cert%20a.pdf

Title:	**Radioactive Property Certification**
Description:	Radioactive items or material shall not be turned into the DRMO unless the generator provides a statement, signed by their Radiation Protection Officer (RPO) certifying that the item/material is radiation free.
DTID:	QTY:
NSN or Description:	
Certification Statement:	
I CERTIFY THAT THE ITEMS//MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S). Signature:_____Date_____ Printed Name/Grade/Rank: _____ Title: _____ Phone (COM/DSN/FAX): _____ Address: _____ _____	
Reference:	DLAI 4145.8/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105 current edition "Radioactive Commodities in the DoD Supply System"

C10.12.5.1. The owning Military Services must identify whether a small arms or attached component contains radioactive contamination, as certified by a health physicist or local Radiation Safety Officer, before turn in to DLA Disposition Services.

NOTE: If Central Demil Division (CDD) RECEIVES A RADIOACTIVE ITEM, TURN OVER TO THE RADIATION OFFICER, AND COMPLETE SITREP PROCESS.

C10.12.6. Inspections

C10.12.6.1. An important safeguard is for Disposal field personnel to re-inspect complete small arm weapons and small arms barrel and receiver groups prior to initiating demilitarization actions at the Demil Center Division. In the event this property is issued through R/T/D, the Disposal activity will re-inspect material only if it has not been secured in an approved weapons storage facility (for other than complete small arms weapons) or if it appears that the integrity of the secured container has been compromised. In this case, the Disposal activity representative who re-inspects the property will annotate and initial on the issue documentation that the inspection was performed. A copy of the issue documentation will be retained in the Disposal activity source document files.

C10.12.6.2. Disposal activity personnel who perform re-inspections must be familiar with the property. If assistance is needed, Disposal activities are advised to contact either the supporting explosive ordnance disposal (EOD) detachment, quality assurance specialist (ammunition surveillance) (QASAs), host small arms repair facility, or host safety office for assistance in certification.

C10.12.6.3. Finally, if a re-inspection discloses the presence of **LIVE** ~~AEDA~~ Material Potentially Presenting an Explosive Hazard (MPPEH), further inspection actions will be stopped, the item will be isolated in secured storage, and ~~AEDA~~ MPPEH discovery procedures will be initiated (immediately contact the supporting EOD unit and file an ~~AEDA~~ MPPEH SITREP).

C10.13**. Rejecting Weapons Turn-In**

C10.13.1. Program Concept

C10.13.1.1. Upon receipt of property inspect for unauthorized property, or property received without required documentation. Request the necessary documentation from the generating activity. If the generator does not provide, place the secured property in the 917 Trouble AREA and pursue returning the property to the generator.

C10.13.1.1.1. Property moved to the 917 AREA must be registered in the 917 Log. Do not remove any documentation from property. The 917 area will be reviewed weekly to ensure items are worked timely.

C10.13.1.1.2. Non-conforming, e.g. torn or damaged containers, must be rejected upon receipt and immediately return shipment to generator. Complete 917 processes.

C10.13.1.1.3. Shipments that are missing proper documentation or if missing parts are not listed on the turn in document the weapon(s) will be rejected and returned to the generator with a DLA Disposition Services Form 917, stating that the National Stock Number (NSN) is for a whole item

only and does not apply to the item turned in.

C10.14. **Accessing 917 Process**
https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/Receipt/Receipt.pdf

C10.15. **Complete the SITREP Process**. See DLA Disposition Services-I 3020.1, DLA Disposition Services SITREP and DLA Disposition Services-I, 4160.14, Section 1, Chapter 2, C.2.3.

C10.15.1. Accessing the SITRP System: Direct access to DLA Disposition Services SITREP system is available at: **https://pep1.bsm.dla.mil/consent**

For access questions contact DispSvcsSITREPProgMgr@dla.mil

C10.16. **Reporting Weapons Loss**

C10.16.1. Use of the FLIPL Automated Program (FAP) is mandatory for all discrepancies requiring the use of the DD Form 200, regardless of the dollar value FLPL.

C10.16.1.1. Instructions, guidelines are available at

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/PropertyAccounting/PropertyAccounting.pdf

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/Receipt/Receipt.pdf

C10.17. **Systems Outputs**

C10.17.1. Output in the Form of Printed Listings is furnished and used as described below:

C10.17.1.1. Small Arms Inventory Listing

C10.17.1.2. Use current listing of serial numbered small arms data contained in the DLA Small Arms Registry as an aid to maintaining the activity's small arms control file. Maintain in the current files according to DLAI 5015.1.

C10.17.1.3. Each activity monitors its inventory listing to ensure any incoming shipments are challenged back to the generating activity if turn in is not completed within 30 days after the initial appearance on the inventory listing. Use the Monthly Pending Receipt report, provided by the SASP PM.

C10.17.1.4. When serial numbers appear on a DLA Disposition Services, Field Office's inventory listing as an outgoing shipment for more than 10 days, question the gaining activity regarding receipt. If another 10 days goes by and the losing activity (DLA Disposition Services, Field Office)

has still not received receipt acknowledgement, they should again contact the gaining activity. Use the Monthly Pending Delivery report, provided by the SASP PM.

C10.17.2. Small Arms Weekly Transaction Register. Listing of all transactions processed against the system files used for interface between the DLA Small Arms Registry and DLA Disposition Services, Field Office small arms control files. Field office generates from Daisy Access Reports.

C10.17.3. Small Arms Weekly Reject List. Listings of rejected transactions with a two-position numeric/alpha reject code. DLA Disposition Field Office generates from DAISY Access Reports.

C10.17.3.1. DLA Disposition Services Field Office small arms employee correct rejects and re-input with appropriate transaction codes to reconcile all records. All small arms rejects appear as Document Identifier Code (DIC) DSM and remain on the reject suspense listing until they are corrected.

C10.17.4. Pre positioned Receipt (PPR). The DLA Small Arms Registry generates a PPR from the shipment transaction when a Service/Agency activity ships small arms to a DLA activity. DLA Disposition Services electronically sends PPRs to the DLA Disposition Services, Field Office when the shipment transaction is processed. The DLA Disposition Services, Field Office uses the PPR to confirm the small arms receipt by insertion of the transaction (receipt) date.

C10.17.5. Overage Shipment List. A monthly listing of shipments from DLA activities for which receipt notification has not been received. Includes shipments completed over previous 30 days. Generators generate this report to track their shipments to DLA Disposition Services Field Office. Contact the requisitioning activity to verify receipt of shipments. Reference: DOD 4000.25-2-M. Use the Monthly Pending Receipt report, provided by the SASP PM.

C10.17.6. GSA Regions Report. A report listing the small arms reported to the GSA Regions from the DLA Disposition Services, Field Office is available in the ACCESS Reports. This report is output to the DLA Disposition Services, Field Office for control purposes only. Do not provide this report to screeners.

C10.18. **Computer Processing**

C10.18.1. DLA Logistics Information Service Provides Systems Support for Small Arms Programs

C10.18.1.1. DLA Logistics Information Service will provide the required automatic data processing systems support and systems management to maintain the DLA SASP. DLA Disposition Services will provide DLA Logistics Information Service with requested work orders when changes, corrections or updates are required. DLA Disposition Services East, Mid-America, and West have been assigned a routing identifier code (RIC) and a Department of Defense Activity Address Code (DODAAC). Within SASP, maintain each DLA Disposition Services inventory record separately. Input SASP via the automated system access to DLA Disposition Services (DAISY).

C10.19. **SASP Accounting**

C10.19.1. Transaction Input by Weapon Serial Number and NSN create the Small Arms Accountable Record.

C10.19.1.1 Register all small arms that are under the control of a DLA activity by individual serial number in the DOD and DLA Registries. The DLA Small Arms Registry is maintained by DLA Disposition Services, Battle Creek, MI.

C10.19.1.2. Registration will not be done for any small arms that is demilled before receipt, or for those weapons in Military Assistance Program (MAP) accounts. Demilled weapons are turned in as scrap; no serial number identification.

C10.19.1.3. Report intra-agency shipments of small arms to the DLA Small Arms Registry.

C10.19.1.4. Actions not Recorded in Registry**.** Do not report internal actions that do not affect item identification such as changes in condition code or storage location within an activity, to the DLA Small Arms Registry. Report reidentification actions that affect a stock number and/or serial number.

C10.19.2. Serial Number Visibility

C10.19.2.1. Maintain serial number visibility for small arms for the entire time the weapons are on the accountable records of a DLA activity, in transit from a DLA activity, or in the custody of an individual DLA military member or civilian employee. SASP PM must maintain adequate oversight, reconcile transactions and make necessary adjustments to SASP for small arms. Following proper investigation, reporting and program administration in accordance with DLA Disposition Services Instruction, DOD 4000.25-2-M, DOD 5105.22, and DLAR 7510.3

C10.19.2.2. Accuracy in the recording of serial numbers for small arms is essential. Install quality control checks in each phase of the recording process. To avoid recording obsolete NSNs into the automated system, input transactions to SASP first.

C10.19.3. Annual Reconciliation

C10.19.3.1. Perform annual reconciliation of weapons inventory. Reference DOD 5105.22, DLAR 7510.3, and 4000.25-2-M, 4160.14, Section 4, Supplement 2, CH 10, Small Arms.

C10.19.4. Respond to Queries for Investigation of the last accountable activity in DLA for small arms within 72 hours, as prescribed by the DOD Central Registry.

C10.19.5. Query of Small Arms Assets in the DLA Small Arms Registry is available by each of the following methods: turn-in-document number, requisition number, serial number, DODAAC, NSN, transaction history file and box number.

C10.20. **Other DLA Activities with Small Arms on Their Inventory Will:**

C10.20.1. Perform Annual Reconciliation of their weapons inventory. Reference DOD 5105.22, DLAR 7510.3, and 4000.25-2-M. Activities will match the serial number listing, provided by the SASP PM, against its physical inventory and annotate the listing to reflect any discrepancies. The signed and dated reconciliation statement will be returned to the SASP PM for adjustment transactions, which will bring the physical and electronic weapons inventory into balance.

C10.20.2. Notify the DLA Small Arms Registry (SASP PM) of any weapons being added to their inventory, either through Procurement Process (transaction B) or an inter-agency shipment (transaction S). Activities will also provide the supporting documentation to include: procurement documents, shipping documents, serial numbers, make and model of weapon, and also the nomenclature to ensure that the small arms are being recorded correctly. The SASP PM will input all transactions for the DLA Activities.

C10.20.3. Turn in all Obsolete Weapons in their inventory to DLA Disposition Services Anniston, Alabama.

C10.21. **Serial Number Transaction or Reporting**

C10.21.1. General

C10.21.1.1. Process individual small arms serial number transactions and report to DLA Disposition Services according to the following procedures. Transactions are reported to the DLA Small Arms Registry in the format applicable to the particular transaction code involved. See attachment 1 for transaction codes. DLA Disposition Services conducts follow-up actions on overage shipments from DLA Disposition Services activities and responds to inquiries from other DOD component registries concerning overage shipments to DLA Disposition Services activities.

C10.21.1.2. Report small arms with missing, obliterated, mutilated or illegible serial numbers in writing (email/fax) to LOGSA, Red Stone Arsenal, Alabama. Explain the illegibility or nonexistence of the serial number and furnish a complete description of each small arm (make, model, size, manufacturer, etc...). DLA Disposition Services, Battle Creek, requests assignment of a serial number from the DOD Central Registry and provides registry instructions to the activity. Use of "1005-00-LSN" or Lot instead of a stock number is not acceptable. Upon furnishing DLA Disposition Services J311, with a complete description of the small arm (make, model, size, manufacturer, method of firing, etc.) a stock number is furnished.

C10.21.1.3. Report burnt weapons to DDAA, when you do not receive a legible serial number or assigned ARM. Once the approved serial number/ARM is received from the Army, process the weapon through disposal.

C10.22. **General Purpose Small Arms Transactions**

C10.22.1. This Selection from the SASP Menu provides data entry for the following types of transactions: Initial Registration of Small Arms; Foreign Military Sales (FMS) Grant Aid Shipments; Inventory Adjustment -Loss; Shipment to Other Agencies or Activities; Receipt; Shipment; and Demilitarization. Verify the serial number of each small arm before inputting transactions. A message line at the bottom of the screen gives you information regarding each field. System Application information is provided in the DLA Disposition Services SASP User Manual.

C10.22.2. SASP Receipt Transaction. Upon input of a shipment transaction from a generating activity to DLA Disposition Services, the system automatically produces a transaction that is transmitted to the DLA Disposition Services, Field Office.

C10.22.3. Transaction Corrections. Work with systems support to correct records using the SASP transaction codes for SASP entries and DAISY codes for DAISY. The SASP and DAISY records will

reflect accurate and authorized use of transactions within the established SASP systems, matching physical and system inventory.

C10.23. **Time Standards for Processing Updates and Follow-Ups for Shipments and Receipts**

C10.23.1. Visibility of Actual Location of all Weapons

C10.23.1.1. By the timely update of the DOD Component Registries during the shipment or receipt process visibility of the weapon is one objective of the small arms serial number registration and reporting procedures. The timeframe requirements for processing the Weapon Serial Number (WSN) and Document Identifier Code DSM for Small Arms Transaction Codes R (receipt) and S (shipped) are established for normal process time of 10 calendar days from date of action.

C10.23.1.2. Within 10 calendar days of selection for shipment, the shipping activity will enter the WSN transaction data on the shipping DOD Component Registry to indicate which serial numbers are included in the intransit shipment. Activities that do not have mechanized capability will provide the WSN transaction or hard copy information to the shipping DOD Component Registry by the fastest means available, leaving the shipping activity within 10 calendar days of selection for shipment.

C10.23.1.3. Within 10 calendar days of receipt of the WSN data from the shipping activity, the shipping DOD Component Registry will use the WSN transaction with transaction code S to update its files, establish the in transit record, and forward the WSN transaction to the receiving DOD Component Registry for all inter-component shipments.

C10.23.1.4. Within 10 calendar days of receipt of the small arms, the receiving activity will use the WSN transaction data that accompanied the shipment to verify the serial number(s) received and provide the WSN data with transaction code R to the receiving DOD Component Registry. Activities that do not have mechanized capability will provide the WSN transaction or hard copy information to the receiving Component Registry by the fastest means available.

C10.23.1.5. Within 10 calendar days of receipt of the WSN data from the receiving activity, the receiving DOD Component Registry will forward a WSN transaction utilizing transaction code R to the shipping DOD Component Registry providing notification of receipt of weapons. The 10 calendar days requirement for notification of shipments/receipts also applies to weapon shipments from one DOD Component to another for maintenance purposes. This requirement will be included in any maintenance support agreements between the DOD Components.

C10.23.2. The Shipping DOD Component Registry

C10.23.2.1. Will take follow-up action for all weapons in transit 30 calendar days for CONUS shipments and 90 calendar days for overseas shipments, from date of shipment, for which no confirmation of receipt (DI Code DSM with transaction code R) has been received. DI Code DSD Small Arms Receipt/ Shipment Follow-Up (appendix AP3.34) will be transmitted to the receiving DOD Component Registry. The transaction date (record positions 76-80) will be the 2-digit year and 3-digit ordinal day of the calendar year that the weapon(s) was shipped. Allow 10 calendar days for response to the follow-up transaction.

C10.23.2.1. If the weapon has been received, the receiving Component Registry will submit a DI Code DSM with transaction code R (record position 7) and date received (record positions 76-80).

C10.23.2.2. If the weapon has not been received, the receiving Component Registry will submit a DI Code DSM with transaction code A (record position 7) and leave the date (record positions 76-80) blank.

C10.23.2.3. If no response is received, an electronic transmission (message) will be sent to the receiving DOD Component Registry with an information copy to the receiving activity and its higher headquarters. Negative response or no response to the message will result in the shipping DOD Component Registry reporting the weapon(s) as missing, lost, or stolen, to their appropriate investigative agency and the DOD Registry.

C10.23.3. <u>The Receiving DOD Component Registry</u>

C10.23.3.1. Will initiate follow-up procedures for all weapons received for which no WSN with transaction code S was provided by the shipping DOD Component Registry. The follow-up procedure is necessary to confirm that the serial number(s) reported as received matches the serial number(s) selected and shipped.

C10.23.3.2. The receiving DOD Component Registry will take the follow-up action with the shipping DOD Component Registry within 10 calendar days after a weapon(s) has been confirmed as received using DI Code DSD Small Arms Receipt/Shipment Follow- Up transaction (appendix AP3.34). The transaction date (record positions 76-80) will be the 2-digit year and 3-digit ordinal day of the calendar year that the weapon(s) was received. Lack of response within 10 calendar days will result in an electronic transmission (message) being sent to the shipping DOD Component Registry with an information copy to the shipping activity and its higher headquarters.

C10.23.4. <u>Transaction Codes</u>: See the DOD 4000.25-2-M, Chapter 12 and the DLA Disposition Services SASP User Manual.

SECTION 3 - SPECIAL PROCESSING

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SECTION 3 - SPECIAL PROCESSING

Items Listed in Alphabetical Order

(Applies to excess, surplus and where applicable, Foreign Excess Personal Property (FEPP)).

NOTE: In compliance with current Government-wide initiatives to implement the Office of Management and Budget Circular A-76, Commercial Activities, disposal requirements may be accomplished by the most efficient organization or a commercial organization. The term DRMO is applicable, whether the disposal facility is on a commercial site or a government installation, and applies to both government and contractor employees performing the disposal mission.

INTRODUCTION

The following is established to provide operational guidance for property requiring unique or special handling. The items are listed **alphabetically,** according to the article of the property (e.g., Batteries, COMSEC Property, HMMWVs, Information Technology, etc.). Each article is considered **"stand alone"** and will contain appropriate information for the following paragraph headings:

Article Headings:

- **Definition/Description**
- **Policy References/Authority**
- **Unique Processing Information/How to Manage**
  - **Receiving**
  - **Warehousing/Storage**
  - **Reutilization/Transfers/Donations**
  - **Demilitarization/Mutilation**
  - **Sales**
  - **Abandonment/Destruction**
  - **Return to Manufacturer**
  - **Demanufacturing**
  - **Ultimate Disposal**
  - **Property Accounting.**

Should any of these paragraph headings not be included, they are determined to be not applicable to the topic. (As deemed appropriate, some of the headings are included with a "not applicable" statement, for clarification purposes.) Some headings or information not standard for each article may be included under a topic, such as procurement actions for other than environmental requirements and end user certification requirements.

In the event submitted articles that appear to qualify for special processing requirements (for example: military service peculiar property) are not listed, contact the DRMS Operations office that most nearly equates to the issue to obtain proper guidance. Information on standard processes; i.e., receiving, RTD, sales, etc., is located in Section 2.

Agricultural Commodities, Foods Processed therefrom, and Cotton & Woolen Goods

Definition/Description

Excess agricultural commodities, food, cotton and woolen goods handled according to their acquisition value and spoilage potential.

Policy References/Authority

DOD 4160.21-M, Chapter 4 and direction from Department of Agriculture, Agricultural Stabilization and Conservation Service (see below).

Unique Processing Information/How to Manage

Receiving:

DRMOs will process surplus agricultural commodities, surplus foods processed from agricultural commodities, and surplus cotton or woolen goods. The items are received and processed without special handling when:

The acquisition value of the commodity or product in any one location is $5000 or less.
The commodity or product must be disposed of immediately to prevent spoilage.

For the conditions below, DRMOs will obtain a determination from the local Department of Agriculture office regarding the best way to proceed with transfer or sale of the commodities when:

The acquisition value of the commodity or product in any one location is $5,000 or more.
The commodity or product does not require immediate disposal to prevent spoilage.
The quantity to be sold during any month has an acquisition cost in excess of:

- $300,000 - Raw cotton, wheat and other grains, flour, leaf tobacco, and cotton and woolen goods.
- $50,000 - Meat, poultry and poultry products, peanuts and other fats and oil.
- $25,000 - All other agricultural commodities and foods processed from them.

When quantities of surplus agriculture commodities, surplus foods processed from them and surplus cotton or woolen goods exceed the amounts specified above, DRMOs shall request the local Department of Agriculture office to obtain a determination from the Department of Agriculture, Farm Service Agency, PO Box 2415, Washington, DC 20013-2415 containing:

Disposition instructions, e.g., that the commodities or products would be transferred to the Department of Agriculture for disposition, as provided by the Act; or

A statement describing the conditions and prices for the disposition of the commodities or products.

NOTE: This type property is <u>not authorized</u> from DLA Depot Recycle Control Points (RCPs).

Warehousing/Storage: No known unique warehousing/storage requirements. This will be accomplished according to the commodity characteristics, physical receipt/receipt in place, and in compliance with any case-by-case special storage requirements.

Reutilization/Transfers/Donation:
If the agricultural commodities are in the “no special handling requirements” category, standard RTD processes are used.

If the commodities are in the categories requiring direction from the Department of Agriculture, appropriate instructions are followed and RTD modifications made on a case-by-case basis, while maintaining compliance with both Department of Agriculture and other pertinent federal and state requirements. If directed by the Department of Agriculture to return the commodities, transfers are accomplished without charge to the Department of Agriculture.

Sales: Sales are conducted on a case-by-case basis, in accordance with direction from the Department of Agriculture. When direction is received, a determination is made regarding any specific federal or state requirements impacted.

Abandonment/Destruction: If all disposal attempts fail and the only option is abandonment or destruction of the agricultural commodities, utilize any direction from the Department of Agriculture in addition to the standard abandonment and destruction procedures.

Ultimate Disposal: If required, determine the appropriate method of abandonment/destruction and, if appropriate, determine suitable funding organization.

Property Accounting: No known unique property accounting requirements for these commodities.

Aircraft

(Category “A”, Category “B”, Category “C”)

Definition/Description

There are three categories presented for this topic:

Category "A"
Aircraft authorized for sale and exchange for commercial use. This includes fixed wing (FSC 1510) and rotary wing (FSC 1520) aircraft, which do not require DEMIL, as defined by DOD 4160.28-M, and have been identified by the Military Services as available for commercial sale or exchange. Some Category “A” aircraft have been modified for combat use and contain components classified as Munitions List Item/Commerce Controlled List Item (MLI/CCLI). The types authorized for sale/exchange and for commercial use are discussed below.

Category "B"
Aircraft previously used for ground instruction and/or static display. These aircraft generally have not been maintained to airworthiness standards. Aircraft have often been subjected to extensive assembly and disassembly procedures for ground training purposes, or repeated burning for fire-fighting training, precluding their use as a flyable aircraft. This category includes wrecked or damaged aircraft.

Category "C”
Aircraft that are combat configured, as determined by the Military Services, according to their acquisition value and spoilage potential.

Policy References/Authority

DOD 4160.21-M, Chapter 4; 14 CFR Part 21.

Unique Processing Information/How to Manage

NOTE: Category “A” is addressed separately.)

Receiving:
Category "A" Aircraft: Process directly to sales since screening has been accomplished by the Military Services/Defense Agencies. The DRMO Aircraft Turn-In Checklist and Certification document, on the next page, has been developed for use when receiving aircraft **in all categories since all categories require use of the checklist**. Edited on 17 Aug 2009.

Figure 1 - DRMO Aircraft Turn-In Checklist & Certification

DRMO AIRCRAFT TURN-IN CHECKLIST & CERTIFICATION		
TAIL NUMBER	**TURN-IN DOC. NO.**	
Check List Item	**Certified By: (Print Name,Rank & Sign)**	**DATE**
Aircraft Category "A" "B" or "C"		
DoD Screening Accomplished*		
GSA Screening Accomplished (Use SF 120, Report of Excess Personal Property)*		
Inert Certification:"I certify that the items listed hereon have been inspected by me and, to the best of my knowledge and belief, contain no items of an explosive nature, to include ejection seat activation devices" (2		
Composite Materials have had a Fixative Applied IAW Applicable Directives.		
Salvageable Classified Items Removed and NonSalvageable Classified items Demilitarized IAW DoD 4160.28-M		
Salvageable Save List Items Removed		
All Batteries Removed		
Radioactive Materials Removed: "I certify that this item contains no radioactive	Radiation Protection Officer	
Aircraft Structures and Components		
Compressed Gas Cylinders Safed IAW DLAR 4145.25, Section 8, Para E		
"I certify that to the best of my knowledge and ability this aircraft is hazard free."		
All historical maintenance records/logs or a statement as to why they are not available.		
Reviewed By (Activity/Installation):		
* This information is not required for turn-in of Wrecked Aircraft.		
** Inert Certification requires 2 signatures. Both must be identified to the DRMO by Command letterhead as being qualified to perform this task.		

DRMOs will verify that the ETID/DTID contains an adjusted dollar value, a list of parts or components that have been removed and an indication if the data plates are/are not available.

NOTE: Data plates and records may not be disturbed, tampered with, nor removed before or at the time of turn-in.

All available aircraft log books; historical/modification/maintenance records must be transferred with the aircraft. If these records are not available, a statement to this effect is provided at time of turn-in. DRMOs will safeguard the historical/modification/maintenance records at all times prior to final disposition.

NOTE: This property is not authorized from DLA Depot Recycle Control Points (RCPs).

Warehousing/Storage: Is accomplished according to the commodity characteristics, physical receipt/receipt-in-place, and in compliance with any special storage requirements established at the time of turn-in.

Reutilization/Transfer/Donation: Accomplished by generating activity prior to turn-in.

Demilitarization/Mutilation: Unless modified for combat purposes, Category “A” aircraft do not require DEMIL. If Trade Security controls DEMIL, B or Q are assigned and the end user must complete End Use Certificates.

Sales:
Category "A" Aircraft: DRMOs will offer aircraft for sale on an individual basis, including those that require airframe DEMIL. Aircraft that are in scrap condition will be offered by pound of scrap. The sale offering will include, at minimum, the following available information:

Military Model-Design-Series (MDS) and the manufacturer's model (when available) of the aircraft; serial number(s); total airframe and engine time; total engine time since last overhaul; time since last Inspection, Repair As Necessary (IRAN); and other pertinent information necessary to properly advertise the aircraft to the buying public.

Special sale condition *"Federal Aviation Administration Flight Certification"* will be included in each sale solicitation. This sale condition requires the purchaser to comply with Federal Aviation Administration (FAA) regulations concerning the airworthiness certifications for aircraft flown in civil flight operations, as well as certain disclaimers and liability issues.

When appropriate, a one-time ferry permit from the FAA, which is a statement that it is the responsibility of the purchaser to obtain, for a flight from a DRMO holding area. Purchasers should contact their local FAA Flight Standards, General Aviation, or Engineering and Manufacturing District Offices for registration applications and for information relative to issuance of these permits.

A statement indicating the purchaser is responsible to arrange with FAA all inspections needed to obtain an airworthiness certification. Prior to the issuing an Airworthiness Certificate, the aircraft must conform to the approved requirements for that FAA-type certificate. The responsibility to satisfy FAA requirements lies entirely with the purchaser.

The sale solicitation will contain a statement advising interested bidders to review a copy of DOT, AC No. 21-13, reference (ll), and AC No. 20-96 (reference (mm)) at the FAA field district office or to obtain a free copy from:

U.S. Department of Transportation
Subsequent Distribution Office
Ardmore East Business Center

3341 Q 75th Ave
Landover, MD 20785

Sale solicitations will require the purchaser to remove, destroy, or obliterate distinctive markings on aircraft.
Sale solicitations will require End Use Certificate for Category "A" aircraft assigned a DEMIL Code other than "A."
Transfer of Title of Government owned aircraft to a purchaser is evidenced by a Bill of Sale. The Bill of Sale must be executed by the SCO and a Notary Public must acknowledge the SCO's signature. Data plate and historical/modification records will be furnished to the purchaser.

Aircraft Built from Spare Parts. There is no prohibition preventing a purchaser from building or rebuilding a commercial type (Category A) aircraft sold for the recovery of surplus parts. FAA provides guidance and instructions for civilian airworthiness certification for surplus Military aircraft and aircraft assembled from surplus spare parts. Prior to the issuance of an Airworthiness Certificate, the assembled aircraft must be in conformity with the approved data forming the basis for that FAA-type certificate. The purchaser is responsible for satisfying all FAA requirements.

Abandonment/Destruction: If all disposal attempts fail and the only option is abandonment or destruction, utilize the published abandonment and destruction procedures.

Demanufacturing: If required, determine the appropriate method of abandonment/destruction and if appropriate, determine suitable funding organization.

Property Accounting:
Category "A" Aircraft: Aircraft cannot be pre-lotted or lotted.

Complete Aircraft: To receive complete aircraft into the DAISY accountable record:
Select "*WAREHOUSING*" from the main menu.
Next select "*RECEIPT AND STORAGE*".
Select "*USABLE RECEIPTS*". Input the receipt transaction according to direction in Property Accounting, with the following exceptions:

STOCK ID = Enter the NSN/LSN. To create an LSN use either FSC 1510 or 1520 (e.g., 1510-00-B52B). To receive complete aircraft (no parts or components) use only FSC 1510 or 1520. Below is the definition for these two FSCs:

1510. Aircraft, Fixed Wing. This class includes only complete aircraft. End items, assemblies, parts, attachments, or accessories for use in or on fixed wing aircraft are classified in classes other than this class.

1520. Aircraft, Rotary Wing. This class includes only complete aircraft. End items, assemblies, parts attachments, or accessories for use in or on rotary wing aircraft are classified in classes other than this class.

S/P = (Special Processing). The alpha "I" is automatically entered. The presence of an "I" in this field causes another small screen to pop-up for the entry of additional data, such as the tail number and the cage code.
HM/HW = Leave blank.

REIMB	=	Leave blank. Aircraft in these FSCs are not reimbursable.
PMIC	=	Leave blank.
SHLF	=	Leave blank.
PIL/SEN	=	Leave blank.
HAZ/CHLG	=	Leave blank.
SAIC	=	Leave blank.
ADPE	=	Leave blank.
QTY	=	Quantity should be 1. If the generator has turned in more than one item per ETID/DTID, enter each item individually. After the first entry the system prompts to create a Unique Control Number (UCN). If a UCN is created, record it on the ETID/copies of the DTID. Do not suffix the ETID/DTID.
UI	=	Unit of issue is automatically entered.
SHC	=	Leave blank unless circumstances require the entry of a Special Handling Code.
MSC	=	Enter **X** if not automatically entered. Aircraft is screened by the service; accepted for reclamation or DEMIL and sent direct to sale.
Action	=	**A** is automatically entered.
Accounting	=	**A** is automatically entered.
DUP	=	Leave blank.
DESC	=	DAISY enters a Y in this field to request additional descriptive data. The fields for the additional data will pop-up after saving the receipt.
SITE LOC	=	Site Location is a two-position entry. The first position should be the DRMO's Property Location RIC (PLR) suffix, e.g., C as in SVKC. The second position should be #, for aircraft received in place, otherwise use an alpha or a numeric in the second position.
STOR	=	Enter a nine-digit alphanumeric location code.

NOTE: After entering F9 to save and update the inventory, a small pop-up screen appears, containing fields for the entry of the CAGE Code and the part number.

CAGE	=	The Commercial and Government Entity (CAGE) Code is usually a five-digit number assigned to the manufacturer of an item. **WebFLIS allows two (2) CAGE inquiries - (1) Enter the CAGE Code and click on the "Company only" box and the Company information is displayed through the Business Identification Number Cross-Reference System (BINCS), or (2) Enter the CAGE Code and don't click on the "Company only" box to retrieve associated Part Number(s), Item Name(s), and National Stock Number(s).** Edited 28 Jan 2008. Each DRMO is **also** sent a monthly update of Federal Logistics Data (FEDLOG) that contains the CAGE Codes, which cross references data in two ways: 1) by the manufacturer's name to the code; and 2) by the code to the manufacturer's name. Edited 28 Jan 2008.
Part Number	=	Enter the part number or tail number if recorded on the ETID/DTID. For additional information or assistance, contact the Tucson DRMO.

Questions on **WebFLIS or** FED LOG can be addressed to the DLIS Customer Contact Center: Edited 28 Jan 2008.

DLIS-VSS Customer Contact Center

Defense Logistics Agency Customer Interaction Center
74 Washington Ave N
Battle Creek MI 49037-3084
(269) 961-7766 or 1-888-352-2255,
or DSN 661-7766
FAX: DSN 661-7791 or (269) 961-7791
E-mail: **dlacontactcenter@dla.mil**

DLIS offers a variety of data extracts on magnetic media. To request a list of data extracts and price quotes, contact the DLIS-VSS Customer Service Office noted above.

Aircraft Having No Established Commercial Flight Application - Categories B & C

Receiving:
Category "B" and *Category "C"* Aircraft:

DRMOs will verify, via an annotation on the ETID/DTID, that the Generating Activity has completed DOD and GSA RTD screening. DRMOs will verify that the ETID/DTID contains an adjusted dollar value, a list of parts or components that have been removed and an indication whether or not the data plates are available. **In all cases, the data plate will be removed and destroyed by the Military Service generating activity.** The data plate destruction will be recorded on the ETID/DTID.

NOTE: This type of property is not authorized from DLA Depot Recycle Control Points (RCPs.)

Warehousing/Storage: Any unique warehousing/storage requirements are determined on a case-by-case basis at time of turn-in.

Reutilization/Transfer/Donation: Accomplished by generating activity prior to turn-in.

Category "B" aircraft is received and offered (with or without historical records/documentation) for RTD, for ground use or display only.

Special Donations. Provisions under this section are applicable to donations under the authority of 10 U.S.C. 2572, 10 U.S.C. 7308, 10 U.S.C. 7541 and 10 U.S.C. 7545. Requests for aircraft to be used for historical purposes (museums, static display, etc.) are referred to the proper office of the Military Service. All such requests are processed and documented by the Military Service. Any necessary DEMIL of aircraft before donation is accomplished in accordance with DOD 4160.28-M.

Foreign Excess Aircraft. FEPP is made available for screening by GSA-approved Federal or state representatives, for possible return to the U.S. for federal transfer or donation. Overseas DRMOs who receive aircraft will, regardless of condition, report such aircraft to DRMS Operations for disposition.

Demilitarization/Mutilation:
The Military Service is responsible for the DEMIL of the ~~airframe~~ and required parts and components that include weapons, armament, military communications items, etc., in accordance with DOD 4160.28-M. (Edited Jan 2013)

All classified, ~~AEDA~~ MPPEH, crypto, nuclear, and radioactive property will be removed and demilitarized by the Military Services prior to transfer of Category "C" aircraft to any DLA Disposition Services field site.

The proper method of DEMIL must be determined for surplus military aircraft. For aircraft requiring DEMIL, the generating activity will annotate the ETID/DTID with the following:

That DEMIL must be accomplished.
A statement that DEMIL of the material listed above has been accomplished. The statement will be in the form of a certificate signed by a responsible individual of the military service generating activity.
A list of any items, parts or components that remaining on the aircraft at the time of turn-in requiring DEMIL. This list will be annotated on or attached to the ETID/DTID.

Sales:
Category "B" and *Category "C"* Aircraft:

Category " B": DRMOs may offer Category "B" aircraft for sale, for ground use only or as scrap. Category "B" aircraft will also require DEMIL of the airframe. Where applicable, sales terms and conditions containing DEMIL instructions set forth in DOD 4160.28-M are included in the sale solicitation and DEMIL will be performed as a condition of sale. Sales proceeds from aircraft scrap as a result of DEMIL are not eligible for the RRRP. A caveat, substantially as follows, will be inserted in the item description:

"This aircraft has been subjected to abnormal assembly and disassembly of structural and/or other components in ground instructional training of Military personnel, and is unsafe for flight. It is being offered for sale for ground use only, e.g., static display or ground training. A Bill of Sale for this aircraft will not be furnished to the purchaser."

Category " C": **DRMOs will sell Category "C" aircraft as scrap only, with DEMIL, (if not already accomplished), as a condition of sale.** The DRMO, prior to transfer to the buyer, will destroy historical records and data plates. Bills of Sale will not be issued for these aircraft.

Abandonment & Destruction: Considered for all aircraft categories only when all other disposal options fail.

Demanufacturing: May be considered during DEMIL for processing.

Ultimate Disposal: May be considered, if needed for specific parts as appropriate.

Property Accounting: Section 2, Chapter 2.

AIRCRAFT AUTHORIZED FOR SALE FOR COMMERCIAL USE

The following is a list of aircraft types which, when not specifically modified for combat purposes, may be sold or exchanged for commercial use. Many of these aircraft contain components that are classified as Munitions List or CCLI. Accordingly, in all cases, the DOD 4160.28-M will be consulted and all DEMIL required and classified property removed prior to sale or exchange. Military Services releasing these aircraft must indicate on the ETID/DTID if the aircraft has been specifically modified for combat purposes. When authorized to be sold or exchanged, the releasing Military Service will indicate the military design characteristics, if any, which must be removed or demilitarized and, in the latter instance, the method of this demilitarization.

Figure 2 - Aircraft Types, Models, and Manufacturers

TYPE	DATA PLATE MODEL	MANUFACTURER		TYPE	DATA PLATE MODEL	MANUFACTURER
Cargo	(1) C1A	Grumman		Observation	O-1	Cessna
Cargo	(1) C2A	Grumman		Observation	O-2	Cessna
Cargo	C-12A thru C-12J	Beech		Observation	(1) OV-1	Grumman
Cargo	C-21A	Learjet		Observation	(2) OH-6	Hughes
Cargo	C-23	Shorts Bros.		Patrol	(1) P2	Lockheed
Cargo	C-45	Beech		Patrol	(1) P3	Lockheed
Cargo	C-46	Curtis		Patrol	(1) S2	Grumman
Cargo	C-47	Douglas		Patrol	(1) E1B	Grumman
Cargo	C-54	Douglas		Trainer	T-1A	Beech
Cargo	(1) C-97	Boeing		Trainer	T-3A	Beech
Cargo	C-117	Douglas		Trainer	(1) T-28	N. American
Cargo	C-118	Douglas		Trainer	T-29	Convair
Cargo	C-121	Lockheed		Trainer	T-34	Beech
Cargo	C-123	Fairchild		Trainer	T-37	Cessna
Cargo	(1) C-130	Lockheed		Trainer	T-39	N. American
Cargo	C-131	Convair		Trainer	T-41	Cessna
Cargo	(1) C-135	Boeing		Trainer	T-42	Beech
Cargo	(1) C-137	Boeing		Trainer	T-47A	Cessna
Cargo	C-140	Lockheed		Utility	U-1	DeHaviland
Cargo	C-141	Lockheed		Utility	U-3	Cessna
Helicopter	(1) H-1	Bell		Utility	U-4	Aero Design (N. Amer. Rockwell)
Helicopter	(1) H-2	Kaman		Utility	U-6	DeHaviland
Helicopter	(2) H3	Sikorsky		Utility	U-8	Beech
Helicopter	H-13	Bell		Utility	U-9	Aero Design (N. Amer. Rockwell)
Helicopter	H-19	Sikorsky		Utility	U-10	Helio
Helicopter	H-21	Vertol		Utility	U-11	Piper
Helicopter	H-23	Hiller		Utility	(1) U-16	Grumman
Helicopter	H-34	Sikorsky		Utility	(1) U-17	Cessna
Helicopter	(1) H-37	Sikorsky		Utility	(1) U-18	Ryan

Helicopter	H-41	Cessna	Utility	(1) U-19	Convair
Helicopter	(1) H-46	Boeing Vertol	Utility	(1) U-20	Cessna
Helicopter	(1) H-47	Boeing Vertol	Utility	U-21	Beech
Helicopter	(2) H-52	Sikorsky	Utility	(1) P2	Lockheed
Helicopter	(1) H-53	Sikorsky	Utility	(1) P3	Lockheed
Helicopter	H-54	Sikorsky	Utility	(1) S2	Grumman
Helicopter	H-55	Hughes	Utility	(1) E1B	Grumman
Helicopter	H-57	Bell			
Helicopter	(1) H-58	Bell			

NOTE: No FAA type certificate is established to date. These aircraft may be sold as flyable, provided the recipient is advised that an FAA type certificate must be obtained prior to obtaining a Standard Airworthiness Certificate.

NOTE: Aircraft can only be used for special purpose operations and must meet certain noise requirements (14 CFR Part 21).

Aircraft Pylons, Fuel Tanks, Launchers and Ejector/Release Racks

Definition/Description
Aircraft pylons are used to attach weapons system or external stores to airplanes. External fuel tanks, launchers and ejector release racks are additional components used on combat aircraft.

Policy References/Authority
DOD 4160.28-M.

Unique Processing Information/How to Manage
Receiving:
These items are designated as key points for combat aircraft or may be received as individual items. They are received and processed according to their assigned DEMIL codes.

(In the event these items are accompanied by any explosive bolt components, they must be assigned a DEMIL Code "G" and have been DEMILLED prior to turn-in.)

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Requirements are determined based on the individual items received and associated DEMIL codes.

Reutilization/Transfers/Donations: Authorizations for transfers/donations are determined at receipt, dependent upon the commodity and any associated restrictions indicated as part of the receipt transaction.

Demilitarization/Mutilation: Pylons should contain a DEMIL Code "D" that has been assigned by the item manager. External fuel tanks will normally be processed with a DEMIL Code "B."
Launchers and ejector/release racks are key point that requires complete destruction.

Sales: Items are sold according to the DEMIL requirements. If there is a market for the items requiring complete destruction, they may be sold with DEMIL as a condition of sale.

Property Accounting: No unique property accounting requirements.

Aircraft Scrap Aluminum

Definition/Description
Complete or partial aircraft that has been wrecked or damaged to the extent that its only value is its base material content.

Policy References/Authority
DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage
Receiving: This material will only be received as scrap. If not feasible to transport to a DRMO, the residue of wrecked or damaged aircraft must contain assurance that any lethal, hazardous, or classified items were removed and received proper disposal. Verification that appropriate DEMIL codes/instructions are present for any remaining key point DEMIL, prior to placing on the DRMS accountable record.

Warehousing/Storage: If physically received, standard scrap/DEMIL/hazardous storage procedures will be used to accommodate proper handling.

DEMIL: If DEMIL is necessary, arrangements will be made for DEMIL to be performed by the purchaser or the U.S. Government, whichever is most economical.

Sales: When aircraft are offered for sale as scrap, all lethal, hazardous, or classified items must have been removed. If not feasible to transport to a DRMO, residue of wrecked or damaged aircraft is offered on a “Lot” basis. Sale solicitations will state that the U.S. Government does not grant authority to enter private property for purpose of inspection or removal of the residue and that all arrangements of this nature must be made by individuals interested in the purchase.

Abandonment/Destruction: When the sale of this residue cannot be accomplished after advertising, it is processed for abandonment in accordance with Section 2, Chapter 7, Scrap Program and/or DOD 4160.21-M, Chapter 8, A/D, after all DEMIL/Trade Security Control (TSC) requirements are met.

Demanufacturing: Decisions for demanufacturing applicability are made on a case-by-case basis, during the DEMIL/A&D review stage.

Ultimate Disposal: May be considered if needed for specific parts, if appropriate. General UD direction is used.

Property Accounting: No known unique property accounting requirements.

Aircraft (Combat/Tactical)

Definition/Description

Aircraft designed for military use only, with offensive or defensive capabilities, designated as munitions list items (MLI) or Commerce Controlled List Items (CCLI).

Policy Reference/Authority

DOD 4160.28-M; Applicable Military Service Peculiar Regulations.

Unique Processing Information/How to Manage

Receiving:

When ETIDs/DTIDs are received they must contain the aircraft serial number or tail number and the appropriate DEMIL Code.

When DEMIL certificates accompany the ETID/DTID, prior to acceptance, the DRMO will arrange for inspection of the aircraft/residue to verify that the required DEMIL was accomplished. If doubt exists, the DRMO will request technical assistance from the generating activity.

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage requirements/capabilities are determined on a case-by-case basis.

Reutilization/Transfers/Donations: Only reutilization transactions authorized.

Demilitarization/Mutilation: DEMIL requirements should be obtained from DOD 4160.28-M for both combat/tactical aircraft and associated equipment.

Sales: When DEMIL is to be performed as a condition of sale, the sales referral and the IFB must include complete DEMIL instructions; e.g., method and degree of DEMIL, the appropriate DEMIL articles, and the aircraft serial/tail numbers.

DRMS representatives must assure that required DEMIL has been performed, according to the terms and conditions of the sales contract, prior to release of title to the purchaser.

Property Accounting: Property accounting decisions are based on the information provided on the ETID/DTID.

All Terrain Vehicles (ATVs) - Three and Four Wheeled

Definition/Description

Motorized off-highway vehicle that travels on 3 or more inflatable tires and has:

Class 1: Max. width of 50 in. and a max. dry weight of 800 lbs, or
Class H: Width exceeding 50 in. or a dry weight exceeding 800 lbs

NOTE: An off-road motor vehicle used exclusively as utility vehicle for agricultural or business operations is exempted from the definition of ATV under Act 68 and, therefore, is not regulated by Chapter 7.

Policy References/Authority
41 CFR Part 101.45.004

Unique Processing Information/How to Manage
Receiving: Standard processes are used.

NOTE: This property is not authorized from DLA Depot Recycle Control Points (RCPs.)

Warehousing/Storage: No unique requirements.

Reutilization/Transfers/Donations: RTD without mutilation.

Demilitarization/Mutilation: Mutilation must completely preclude the use of the ATV as originally intended. Frame and rear axle must be mutilated.

Sales: When three and four-wheeled ATV's enter the sales cycle, do not sell as usable items.

Consider mutilation as a condition of sale or transfer to appropriate DEMIL Center.

DRMOs may remove component parts of the ATV and sell them separately from the rest/remainder of the ATV, except for the frame and rear axle, which must be mutilated and sold as scrap.

Property Accounting: Standard processes are used.

Ambulances, Modular

Definition/Description

Modular ambulances manufactured for the U.S. Air Force (USAF) by Southern Ambulance, with NSNs 2310-01-171-4747, and 2310-01-170-6843, are defective and unsafe, primarily due to the potential for fire. Any modular ambulances built by Southern Ambulance for the USAF from 1983 through 1985, with other NSNs assigned are assumed to be invalid NSNs and are also considered to be unsafe.

Policy References/Authority

HQ WPAFB MSG, 291829Z Oct 93, Subject: Disposition of Modular Ambulances Manufactured by Southern Ambulance Builders, Inc. NSN 2310-01-170-6843 and 2310-01-171-4747. DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage

Receiving: Use standard receiving procedures to receive USAF modular ambulances without mutilation for RTDS. Receipts of modular ambulances from **other military services** must be mutilated according to mutilation instructions below prior to turn-in. They are received as property with missing parts or as scrap.

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No known unique warehousing/storage requirements.

Reutilization/Transfer/Donation: The following instructions **only apply to USAF** turn-ins of these modular ambulances.

RTD USAF generations as a condition of issue (see below).
Advise USAF generators and RTD customers that HM/HW by-products that result from mutilation are processed the same as all HM/HW.
Conduct mutilation at a site mutually agreed to by the RTD customer and the USAF generator, who will provide two witnesses.

The USAF individual(s) performing the witnessing functions will ensure that a copy of the mutilation certification is provided to the DRMOs. Maintain the certification with the release document, (DD Form 1348-1A, SF 122/SF 123, or DRMS Form 1427). Also, the witness will ensure a copy of the certification of mutilation is furnished to Warner Robins AFB, WR-ALC/LVV, 255 Ocmulgee Court, Robins AFB, GA 31098-1647.

A SF 97 will be prepared for each vehicle chassis. Refer to Section 1.
Return modular ambulances not RTD to the USAF for mutilation. Negotiate transportation requirements as applicable.

Mutilation: Required as a condition of issue. All RTD customers will comply with the following mutilation requirements:

Remove the complete modular body from the chassis and completely destroy. Keep the chassis portion of the ambulance intact after all ambulance-unique and associated parts, components, and wiring are removed and destroyed.

The chassis, engine, transmission, and standard vehicle parts may be reused.

Removal of the modular body (ambulance box) requires the disconnection of wiring and gasoline fuel lines, removal of cab-bellows, body mounting bolts (16 bolts, some may require cutting), and pintle hooks (some vehicles).

Returning the chassis to a non-operational, original equipment (manufacturer's) configuration requires the removal and destruction of spotlights, complete overhead console, alternator system, grille strobe lights, brush guard (some vehicles), high idle control unit, power steering reservoir, o-gauge electrical ground cable, heater hose T-fittings, and USAF ambulance markings.

RTDs from other military service (non-USAF) generations will only be for components that remain after the above mutilation was completed prior to turn-in to a DRMO.

Sales: For **USAF generations only**, at a minimum, include the mutilation requirements above in the IFBs as a condition of sale. Also, advise prospective bidders that the HM/HW residue by-products resulting from mutilation of the ambulance remains the property of the U.S. Government and will be retrieved by the USAF witnesses. The by-products will subsequently be processed through normal HM/HW disposal procedures.

After sale, conduct mutilation at a site mutually agreeable to the sales customer and the USAF generator, who will provide two witnesses.

The USAF individual performing the witnessing function will ensure that a copy of the mutilation certification is provided to the DRMOs. Maintain the certification with the release document (DD Form 1348-1A, SF 122/SF 123, or DRMS Form 1427). In addition, the witness will ensure that a copy of the certification of mutilation is furnished to Warner Robins AFB, WR-ALC/LVV, 255 Ocmulgee Court, Robins AFB, GA 31098-1647.

Per DOD direction, a SF 97 is prepared for each vehicle chassis to allow a title to be obtained, if vehicle is restored to running condition after the required mutilation was completed. The SF 97 will indicate the item provided was a chassis only, minus the "mutilation required" components.

Return modular ambulances, not sold, to the USAF for mutilation. Negotiate transportation requirements as applicable.

Sale of ambulances from other military service (non-USAF) generations will be for components that remain after above mutilation was completed, only, prior to turn-in to a DRMO.

Abandonment & Destruction: If required, after unsuccessful RTD and sales attempts, use standard direction in Section 2, Chapter 7, Scrap Program.

Property Accounting: Use standard processes.

Anchor Chain (FSC 4010)

Definition/Description:

The unit of issue for anchor chain, as recognized by both Government and industry, is the “shot.” A standard shot of anchor chain is 15 fathoms (90 feet) long; however, industry recognizes a variation of two feet (88 to 92 feet) in length.

For general information regarding determining size and weights of anchor chain, when sizes are unknown and where a scale is not readily accessible, use the size/weight table below to merchandise anchor chain by the pound. This avoids costly handling and transportation of property to a scale.

To determine the size of anchor chain:

Measure the overall length of the link and divide by six. The quotient will be the size in inches of the anchor chain.

For example, a 3" link length equal 3" divided by 6 or ½" size; 3 3/8" link length equals 3 3/8 divided by 6 or 9/16" size; 6", link length equals 6" divided by 6 or 1" size, etc.

To determine the estimated weight of anchor chain:

After the size has been calculated as described above, use the following anchor chain size/weight table to obtain the weight of a 15-fathom shot. For example, size 1 1/16" anchor chain would have an estimated weight of 1020 lbs.

Figure 3 - Anchor Chain Measurement Chart

Size (in)	Weight Size	Size (in)	Weight (in)		Size (in)	Weight Size	Size (in)	Weight (in)
1/2	340	2 1/16	3750		1 3/16	1275	2 3/4	6725
9/16	358	2 1/8	3975		1 1/4	1415	2 13/16	7040
5/8	385	2 3/16	4215		1 5/16	1580	2 7/8	7365
11/16	425	2 1/4	4460		1 3/8	1705	2 15/16	7696
3/4	505	2 5/16	4710		1 7/16	1865	3	8035
13/16	600	2 3/8	4960		1 1/2	2035	3 1/16	8379
7/8	688	2 7/16	5210		1 9/16	2195	3 1/8	8736
15/16	795	2 ½	5528		1 5/8	2345	3 3/16	9093
1/0	900	2 9/16	5810		1 11/16	2530	3 1/4	9460
1 1/16	1020	2 5/8	6105		1 3/4	2720	3 5/16	9828
1 1/8	1140	2 11/16	6410		1 13/16	2925	3 3/8	10210
1 3/16	1275	2 3/4	6725		1 7/8	3125	3 7/16	10599
1 1/8	1140	2 11/16	6410		1 15/16	3335	3 ½	10998
					2	3525		

For example: If 100 shots of 1" anchor chain become available for sale, a quick reference to the table would show that one shot 1" anchor chain has an estimated weight of 900 pounds. To find the total estimated weight, simply multiply the number of shots by the weight indicated for its size. In this case, 100 shots at 900 lbs. - each has an estimated weight of 90,000 pounds.

Policy References/Authority
Government and Industry measurement standards.

Unique Processing Information/How to Manage
Receiving: Accept as weight or shot only. If not a complete "shot," accept as weight only.

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs.)

Warehousing/Storage: No known unique warehousing/storage requirements. For general information on warehousing and storage of excess property, refer to Section 2, Chapter 1, Logistics Program.

Reutilization/Transfer/Donation: Use standard RTD processes for anchor chain.

Sales:
Standard sales process will be used; however, anchor chain may be sold using the following units of measure: each, lot, pound, length, and shot. All usable anchor chain in FSC 4010 should be offered either by the pound (lb.) or the shot (SO) in IFBs. This improves the merchandising by providing a uniform unit of measure.

Scrap anchor chain having its origin from FSC 4010, will be offered by using the established trade practice unit of measure for ferrous scrap, which is the gross ton. If the size(s) of the scrap anchor chain is known, it should be included in the descriptive portion of the item. Smaller sizes of scrap anchor chain are desirable for many purposes besides their original use and if the purchaser can salvage some remaining usable portions of the scrap chain, a higher bid price may be gained.

Abandonment & Destruction: May be used if all disposal options fail. Refer to standard A&D procedures Section 2, Chapter 7, Scrap Program.

Property Accounting: No unique property accounting requirements.

Animals and Animal Enclosures

Definition/Description
Live animals (except sentry and scout dogs) that become excess to military needs or that become unsuitable for military use for reasons such as terminating suffering from diseases, injury, or permanent physical disability; to prevent spread of contagious disease; when they are not fit to work because of incurable disease; when they are fractious, vicious or unmanageable.

Policy References/Authority
DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage
Receiving: Receipt of live animals (including sentry and scout dogs) is in the form of accountability only, not physical custody. The turn-in document will contain a statement from the local veterinarian describing the health condition of the animal(s). Any cages or holding devices associated with animals will be cleaned and sanitized by the generating activity before turn-in.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Reutilization/Transfers/Donations: Standard RTD processes will be used for releasing animals to military services, other federal agencies or state agencies. Sentry and scout dogs are transferred to military services or federal agencies or donated to state or municipal agencies through the State Agency for Surplus Property (SASP).

Sales: Sales of animals, other than sentry and scout dogs, is accomplished according to the article description located in Section 2, Chapter 6, Sales Program. Sentry and scout dogs will not be sold. See reference above.

Property Accounting: Animals will be received with an LSN using FSC 9999. The quantity is identified using the symbol for head “HE.” Enter an item description in the DESC Field.

Armored Vehicle Periscopes

Definition/Description
Two NSNs for this type of periscope are 6650 01 320 5628 and 1240 01 319 8995. These periscopes are approximately 90 percent glass, with the balance being plastic.

Policy References/Authority
DOD DEMIL Program Manager.

Unique Processing Information/How to Manage
Receiving: If received as usable, standard receiving processes are used. If received as scrap or eligible for downgrade to scrap, see DEMIL direction below.

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No known unique warehousing/storage requirements. For general storage direction refer to Section 2, Chapter 1, Logistics Program.

Reutilization/Transfer/Donations: If received as usable standard, RTD processes are used.

DEMIL: These periscopes are assigned DEMIL Code "D" (requiring total destruction). The DEMIL residue has no marketable scrap value and is normally placed in landfills after DEMIL is accomplished. DEMIL may be authorized for accomplishment by burial in a government-approved landfill (defined as being licensed by a local, state, or national controlling agency), if the landfill is licensed by a governing body having controlled access and assuring the material is covered each day. The DOD DEMIL Program Manager must approve each burial. Contact the DRMS DEMIL Office, DRMS-BCD, in writing to obtain approval.

Abandonment/Destruction: May be the method of demilitarization if landfill destruction is authorized. Specific A&D requirements coincide with the landfill authorization requirements.

Ultimate Disposal: See DEMIL and Abandonment/Destruction direction above.

Property Accounting: Standard accounting processes are used.

Asbestos

Definition/Description
Asbestos is the common name for a group of natural minerals that occur as masses of compact or relatively long silky fibers. Six fibrous minerals, members of a family called "silicates," are recognized as asbestos: Chrysotile (white asbestos), actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), and tremolite. Commercially, chrysotile is the most important form of asbestos.

Asbestos-Containing Waste Materials. Any waste that contains commercial asbestos and is generated by a source subject to the provisions of 40 CFR 61.141 (such as demolition/renovation and waste disposal). It includes filters from control devices, friable asbestos waste material, and bags or other similar packaging contaminated with commercial asbestos. As applied to demolition and renovations operations, this term also includes regulated asbestos-containing material waste and materials contaminated with asbestos including disposal equipment's and clothing.

Category I Nonfriable Asbestos-Containing Material (ACM). Asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products.

Category II Nonfriable ACM. Any material, excluding Category I nonfriable ACM, that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure.

Friable Asbestos Material. Any material containing asbestos that when dry can be crumbled, pulverized, or reduced to powder by hand pressure. Material can be in the form of loose fibers; e.g., pipe insulation, or as a damaged component to an item; e.g., fire-fighting suit.

Nonfriable Asbestos-Containing Material. Any material containing asbestos that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure.

Regulated Asbestos-Containing Material (RACM). Means:

- Friable asbestos material,
- Category I nonfriable ACM that has become friable,
- Category I nonfriable ACM that will be or has been subject to sanding, grinding, cutting, or abrading, or
- Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.

Waste Generator. Any owner or operator of a source covered by this subpart whose act or process produces asbestos-containing waste material.

Waste Shipment Record. The shipping document, originated and signed by the waste generator, used to track and substantiate the disposition asbestos-containing waste material.

Policy References/Authority
Asbestos presents a risk to human health as a result of air emissions. It is toxic by inhalation and is an active carcinogen. Asbestos-containing products, asbestos-containing material and non-friable and friable asbestos wastes are regulated for use and disposal by the Toxic Substances Control Act (TSCA) 40 CFR 763, Subpart I, the OSHA (29 CFR 1910.1001), the Clean Air Act (CAA) (40 CFR 61), and in some states by state regulations. Definitions of asbestos and the various categories of its physical state requiring it to be regulated are found in the cited Federal regulations.

Unique Processing Information/How to Manage
Receiving:
Asbestos containing items are turned-in and managed as HM. If the generating activity cannot determine if the item is friable or nonfriable asbestos, the DRMO will "worst case" the item and manage it as friable.

Non-Friable. DRMOs will accept accountability and physical custody of nonfriable asbestos and nonfriable asbestos-containing items. The generating activity will indicate on the ETID/DTID, Block 27, *"Asbestos Containing Material (ACM)"* (non-friable).

Friable. DRMOs will accept accountability and physical custody of loose and/or exposed friable asbestos under the following conditions:

- The terms "loose" and "exposed" refer to the condition of the friable asbestos prior to packaging. The generating activity will indicate on the ETID/DTID, Block 27, *"FRIABLE ASBESTOS*."
- The generating activity has properly packaged the friable asbestos in leak tight packaging. Off-site transportation of friable asbestos must be in accordance with Department of Transportation (DOT) regulations (49 CFR 172-173)/ADR requirements.

(Overseas - OEBGD, Chapter 15, requires generating activities to wet all ACM wastes before sealing in leak proof containers.)

NOTE: Receipt of asbestos is <u>not authorized</u> from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage:
Asbestos containing items must be stored covered and, to the extent possible, separated from other materials. Storage areas for asbestos containing wastes must be posted with the DRMS Form 944 or equivalent sign with the wording: *"**DANGER. ASBESTOS CANCER AND LUNG DISEASE HAZARD - AUTHORIZED PERSONNEL ONLY**".* Handling for storage, issue, or sales will be confined to the minimum necessary utilizing extreme caution and maximum safety. Storage will also allow for periodic inspection without additional item movement. Evidence of friability will be reported to the property disposal officer immediately.

(Overseas - OEBGD requires the following language on the sign: *"**DANGER-CONTAINS ASBESTOS FIBERS-AVOID CREATING DUST-CANCER AND LUNG DISEASE HAZARD**"*).

In the event the DRMO does not have sufficient storage space to accept physical custody, asbestos items will be received in place.

Reutilization/Transfers/Donations:
<u>Non-friable asbestos-containing material</u> (e.g., roofing felt, brake lining) is offered for RTD using standard processes.

In RTD actions the recipient will be provided, as a minimum, the following warning on any appropriate documentation:

"This product is composed of/contains asbestos. Asbestos in a friable (exposed/easily crumbled) state can be inhaled and may cause cancer. Extreme caution must be

exercised to ensure the asbestos remains nonfriable. Warning should be perpetuated to the user level and, if transferred, to the new owner. Applicable OSHA standards for personal protection are 29 CFR 1910.1001 and the EPA disposal standards are 40 CFR 61.154"

Friable asbestos material is not to be offered for RTD. Disposal is accomplished either in a host landfill that complies with 40 CFR 61.154 or through service contract.

Downgrade to Scrap: Not authorized. Normal scrapping operations, such as separation and movement, may cause the items to become friable. Upon evidence of rips, tears, or damage the item will be immediately managed as a friable asbestos containing material.

Demilitarization/Mutilation: Not applicable.

Sales: Non-friable asbestos-containing material (e.g., roofing felt, brake lining) is offered for sale using standard processes.

In sales actions the recipient will be provided, as a minimum, the following warning on any appropriate documentation:

"This product is composed of/contains asbestos. Asbestos in a friable (exposed/easily crumbled) state can be inhaled and may cause cancer. Extreme caution must be exercised to ensure the asbestos remains nonfriable. Warning should be perpetuated to the user level and, if transferred, to the new owner. Applicable OSHA standards for personal protection are 29 CFR 1910.1001 and the EPA disposal standards are 40 CFR 61.154."

Friable asbestos material is not to be offered for sale. Disposal is accomplished either in a host landfill that complies with 40 CFR 61.154 or through service contract.

Ultimate Disposal: If standard disposal attempts fail, disposal will be either by burial in an EPA approved host landfill (if this option is available) or by ultimate disposal via service contract.

NOTE: The requirements outlined in this paragraph apply to asbestos-containing waste except for Category I and Category II nonfriable asbestos waste that has not been crumbled, pulverized, or reduced to powder.

Packaging: Asbestos-containing waste for disposal must be sealed in leak tight containers or wrappings.

(Overseas - OEBGD requires generating activities to wet all ACM wastes before sealing in leak proof containers.)

Labeling: Containers or wrapped materials must be labeled as specified by 29 CFR 1910.1001(j)(2) or 1926.58(k)(2)(iii). That is, the labels must include the following information: ***"DANGER. CONTAINS ASBESTOS FIBERS. AVOID CREATING DUST. CANCER AND LUNG DISEASE HAZARD"***

(Overseas - OEBGD requires the following language on the sign: *"**DANGER-CONTAINS ASBESTOS FIBERS-AVOID CREATING DUST-CANCER AND LUNG DISEASE HAZARD**".*)

- The labels must comply with 29 CFR 1910.1200(f) or OEBGD/FGS. Labels must be printed in letters of sufficient size and contrast, so as to be readily visible and legible. The labels must be printed in English, along with the host nation language. DRMOs having employees that speak another language must also include the information in the appropriate language.

- The label (or marking) must also include the name and location of the waste generator.

Vehicle Marking:

- Display markings to be easily legible for anyone.

- The marking must conform to the requirements for 51 cm x 36 cm (20 in. x 14 in) upright format signs specified in 29 CFR 145(d)(4).

- Display the following legend in the lower panel with letter sizes and styles of a visibility at least equal to those specified: ***"DANGER. ASBESTOS. CANCER AND LUNG DISEASE HAZARD. AUTHORIZED PERSONNEL ONLY. RESPIRATORS AND PROTECTIVE CLOTHING ARE REQUIRED"***

- Notation 2.5 cm (1 in) Sans Serif, Gothic or Block 2.5 cm (1 in) Sans Serif, Gothic or Block 1.9 cm (3/4 in) Sans Serif, Gothic or Block 14 Point Gothic

Waste Shipment Record (WSR):

A waste shipment record must be used for shipments of asbestos wastes (40 CFR 61.150). The waste shipment record for asbestos wastes is similar to the manifest requirement for hazardous waste. As some states may require the use of a specific form, DRMOs should check with their state to determine the correct form. If there is no specific state requirement, DRMS Form 1974 or a contractor form can be used, provided that the contractor form includes the same information as the DRMS 1974.

The WSR is used as a means for cradle-to-grave accountability and must be provided to the disposal facility upon delivery of waste. The owner/operator of the designated disposal facility is required to return a copy of the WSR to the generator. DRMOs that do not receive a signed copy within 35 days should contact the transporter and/or disposal facility to determine the status. If a signed copy of the WSR is not received within 45 days of shipment, an exception report will be sent to the local, state or EPA regional office responsible for administering the NESHAP program. Include the following information in the exception report:

- Copy of the WSR.
- Cover letter signed by the waste generator explaining the efforts taken to locate asbestos waste shipment and the results of those efforts.

Recordkeeping: Retain a copy of the Waste Record Shipment form for two (2) years and make available to EPA upon inspection.

(Overseas - OEBGD requires a permanent record be kept.)

International Requirements: International DRMOs must consult Chapter 15, *Asbestos*, of the country specific FGS, or in the absence of an FGS, the OEBGD, for asbestos requirements in the host nation.

At a minimum, international DRMOs are required to meet the following requirements when handling asbestos-containing property:

- Generators are required to wet all friable ACM wastes before sealing in leak proof containers.

- For activities outside the United States, the OEBGD requires, written in English and the host nation language, where applicable, the following statement on the sign: ***"DANGER-CONTAINS ASBESTOS FIBERS-AVOID CREATING DUST-CANCER AND LUNG DISEASE HAZARD"***

- Labels on ACM must comply with OEBGD and/or in-country Final Governing Standards printed in English (and the host nation language, where applicable).

- For OCONUS activities, the OEBGD requires a permanent record be kept.

Property Accounting: Property accounting actions will be determined based on type of receipt.

Baby Cribs

Definition/Description
Cribs and mattresses that have become excess after use in military housing.

Policy References/Authority
State and local laws and regulations and DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage
Receiving: Cribs and mattresses may be received as usable, reparable, or condemned and processed with standard R/T/D/S transactions when turned in from claims settlements, abandoned privately-owned property, child care centers, or hospitals, etc., with good supply condition codes, and are marked with the consumer product safety statement and meet consumer product specifications. All other cribs and mattresses are downgraded to scrap upon receipt. Cribs are also condemned for administrative reasons, as well as for condition.

NOTE: Only new or unused baby cribs are authorized through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No unique warehousing/storage requirements.

Reutilization/Transfers/Donations: If condition qualifies, standard RTD processes are used.

Sales: If condition qualifies and RTD is unsuccessful, refer to guidelines for baby cribs in Section 2, Chapter 6, Sales Program.

Abandonment/Destruction: Utilized if RTDS is unsuccessful, along with standard processes..

Return to Manufacturer. Determined on a case-by-case basis, in the event a safety defect may be present. If safety issues are recognized, direction is available in the Safe Alert Latent Defect (SALD) receipt “pop up” screen.

Ultimate Disposal: Requirements are determined on a case-by-case basis.

Property Accounting: Accomplished in accordance with standard direction for type of disposal process used.

Badges (See Distinctive Markings)

Barrel Assembly - M16

Definition/Description
M16 barrel assemblies identified with NSN 1005-00-152-3441 and upper receivers identified with NSN 1005-00-017-9550 are declared defective.

Policy References/Authority
Item Manager Notification.

Unique Processing Information/How to Manage:
Receiving:
Both NSNs are received as separate, unserviceable items. If attempts are made to turn in as a single unit, the transaction must be rejected, using a DRMS Form 917.

NOTE: This property will not be received through a DLA Depot Recycling Control Point (RCP).

Warehousing/Storage: Storage is in accordance with requirements stipulated for “DEMIL required” property. DRMOs must store in the pilferable storage area or in banded crates.

Reutilization/Transfers/Donations: Not authorized.

DEMIL: In accordance with the assigned DEMIL code.

Sales: Not authorized.

Property Accounting:
At receipt each NSN is assigned action code “A”, accounting code “A” and material screening code “X.” This ensures the items move to Record Status Code (RSC) “W” for demilitarization.

A Safe Alert Latent Defect (SALD) code is assigned to these items for DAISY processing.

Battenfeld Lubricating Product (Defective Oil)

The Battenfeld transactions were closed out in 1994. DSCR will handle any commodity on a case-by-case basis.

Batteries - General

Definition/Description
A combination of two or more cells electrically connected to transform chemical energy into electrical energy. In everyday usage, however, a single cell such as one found in a flashlight, is also referred to as a battery.

Used batteries are considered spent materials and those exhibiting one or more hazardous characteristic are managed as a hazardous waste or as a universal waste. Recent advances in closed loop supplier relationships and recycling allow DRMS to reduce batteries destined for ultimate disposal. Batteries are regulated under several criteria.

Policy References/Authority
Environmental or safety incidents involving batteries, such as leaks, ruptures, or bulging should be handled through the DRMO/Host Installation Spill Contingency Plan. Batteries are one of the largest volume waste streams generated by military installations. As of April 3 2009, 49 CFR 172.101 required insulating all batteries to prevent short circuit, sparks, or a dangerous evolution of heat with non-conductive caps, non-conductive tape, or by other appropriate means. DOT has since revised their guidance and ***certain dry batteries of a specific type and voltage are exempted*** from the insulation and co-mingling requirements.(PHMSA 09-0295, January 8, 2010). See the latest interpretation on Batteries, Dry, Sealed NOS in the 49CFR 172.101 for guidance.

:

DOD 4160.21-M, Chapter 10

40 CFR 261 Subpart B. DRMOs must manage batteries in compliance with the speculative accumulation requirements in RCRA (40 CFR 261.1(c)(8) and 261.2). The speculative accumulation provisions apply when DRMOs receive batteries that would be a hazardous waste when disposed (used battery/spent material), but process them in a manner where they would not be a hazardous waste (i.e., selling used batteries for use as a battery or for the parts). If batteries are being managed by this method, DRMOs must maintain proof that the batteries are actually being processed for a legitimate purpose. DRMOs must be able to show a turn over of 75% of its beginning calendar year inventory in order to continue to manage these batteries as a material. If this amount is not met, then RCRA considers them to be speculatively accumulated and then considered wastes.

Battery parts and/or electrolytes separated from a battery meeting the criteria of a HW based on 40 CFR 261 Subpart B are managed as hazardous waste.

HW batteries must be stored in accordance with 40 CFR 262.34, 40 CFR 264/265 and 29 CFR 1910.120 or the universal waste standards for large or small quantity handlers (40 CFR 273).

DRMOs have the option of managing batteries (meeting the criteria of a hazardous waste) under the universal waste management standards (40 CFR 273) or under the RCRA HW requirements. The option whether to manage batteries as universal waste is based upon customer/host installation preference.

Some HW batteries are managed as a RCRA recyclable material (40 CFR 261.6). Management of batteries as recyclable materials usually involves less stringent RCRA requirements. Specific requirements vary depending on battery type and recycling method. The following battery recycling methods are exempt from the full RCRA requirements:

- 40 CFR 266 Subpart F covers guidance on batteries from which precious metals are reclaimed; (e.g., batteries for silver recovery under the Precious Metals Program).
- 40 CFR 266, Subpart G, contains information on spent lead acid batteries that are being reclaimed; (i.e., sold to a recycler or ultimate disposal to a recycler).
- Used batteries sold as substitutes for new battery commercial products (40 CFR 261.2(e)(1)(ii)).

- A Mercury-Containing and Rechargeable Battery Act (signed May 13th 1996) was designed to phase out the use of mercury in batteries and provide for the efficient recycling/disposal of certain rechargeable batteries (i.e., small dry nickel-cadmium batteries, small dry lead-acid batteries, and other rechargeable batteries). The Act facilitates a largely private-sector collection program and public awareness campaign to encourage recycling of these batteries. The Rechargeable Battery Recycling Corp (RBRC) administers this recycling program.

  Small dry rechargeable batteries are managed as universal waste without state adoption of the universal waste rule.

  All battery types are managed as RCRA Universal Waste per 40 CFR 273. DRMOs are not required to determine state universal waste status to manage these batteries as universal waste. Refer to Section 2, Chapter 8, Environmental Program, for guidance on implementing the universal waste management standards.

NOTE: Certain batteries containing mercury may no longer be offered for sale:

Alkaline or carbon-zinc batteries containing mercury intentionally introduced (versus mercury that may have been incidentally present in other materials). Most of these batteries are no longer manufactured with mercury intentionally added. But, DRMOs may encounter older batteries meeting this criterion. When these batteries are offered for sale, DRMOs need to determine either through review of the MSDS, contact with the manufacturer, or generator information, if these batteries contain intentionally added mercury. DRMOs can use the lot number normally printed on the battery as a reference for the manufacturer.

International Requirements:
Overseas - DRMOs will manage batteries according to OEBGD, Chapters 5 and 6 and the FGS. Host nation regulations will be consulted in regard to the Mercury Rechargeable Battery Act.

International DRMOs are required to manage batteries in accordance with the provisions in OEBGD Chapter 5, Hazardous Materials and Chapter 6, Hazardous Waste, of the country-specific FGS, or in the absence of an FGS, with the requirements of the OEBGD. International DRMOs should balance requirements found in Final Governing Standards, the OEBGD and host installation requirements with guidance provided in this chapter.

International DRMOs will consult the best-suited DRMS Operations Office regarding host nation regulations for each type of battery received, as recycling and disposal requirements vary greatly overseas. For example, International DRMOs are reminded that HN and international laws, the FGS and/or the OEBGD, may regulate lead acid batteries destined for recycling as HW. DRMOs must verify solid waste restrictions and requirements prior to disposal.

Except for Alaska, Hawaii and Guam, the provisions of 40 CFR do not bind OCONUS DRMOs. Consequently, land disposal restrictions and universal waste rules do not apply; with the exception of rules applying to retrogrades.

Unique Processing Information/How to Manage

Receiving:

Batteries are turned-in to a DRMO as either hazardous material (HM) or hazardous waste (HW). Determination regarding whether they are managed as HM or HW will depend upon such factors as:

The type of battery and its characteristics.
The condition of the battery (used/unused).
The intended disposition of the battery; (RTDS, recycling, or disposal),
Whether they are determined to be a RCRA hazardous waste or universal waste upon disposal.

Based upon the Mercury-Containing and Rechargeable Battery Act, any small, dry NiCad or lead acid battery or rechargeable consumer product with such battery, manufactured or imported on or after May 13, 1997, must show three (3) chasing arrows or a comparable recycling symbol.

Appropriate labels are required at time of turn-in:

For nickel-cadmium batteries - a label that contains the chemical name or the abbreviation “Ni-Cad” and the phrase ***“BATTERY MUST BE RECYCLED OR DISPOSED OF PROPERLY”***.

For lead acid batteries - a label that contains the abbreviation ***“Pb”***, or the words ***“LEAD”***, ***“RETURN”***, and ***“RECYCLE”*** and if the regulated battery is sealed, the phrase ***“BATTERY MUST BE RECYCLED”***.

Large volumes of batteries make it impractical to account for each battery as an individual line item. Only lead acid batteries may be downgraded to scrap. This may be done on receipt; however, lead acid batteries should be downgraded to scrap only when a known/potential sales market exists. If the batteries are downgraded to scrap and are not sold, DRMS must fund for disposal. Due to the hazardous component in these batteries (i.e., the electrolytic acid), the batteries are not to be commingled with other scrap items. If the batteries cannot be reutilized, transferred, recycled for precious metals, or sold as scrap, they must be upgraded for service contract removal.

One of the following phrases must be on each rechargeable consumer product containing a regulated battery that is not easily removable:

"CONTAINS NICKEL-CADMIUM BATTERY. BATTERY MUST BE RECYCLED OR DISPOSED OF PROPERLY."

or

"CONTAINS SEALED LEAD BATTERY. BATTERY MUST BE RECYCLED."

One of the following phrases must be on the packaging of each rechargeable consumer product, and the packaging of each regulated battery sold separately:

"CONTAINS NICKEL-CADMIUM BATTERY. BATTERY MUST BE RECYCLED OR DISPOSED OF PROPERLY."

or

"CONTAINS SEALED LEAD ACID BATTERY. BATTERY MUST BE RECYCLED."

Batteries must be non-leaking and safe to handle, or if they are leaking and unsafe to handle - they must be over-packed in containers.

Department of Transportation (DOT) specified containers <u>are not</u> required for batteries turned in to the DRMO. But, the transporting activity <u>is</u> required to comply with all DOT regulations if transporting from off-site and over the highway for turn-in to the DRMO.

Batteries turned-in as HW must have either a Hazardous Waste Profile Sheet (HWPS) or Material Safety Data Sheet (MSDS). Batteries turned-in as HM should have a MSDS, if available from the manufacturer or through HMIS. Batteries turned-in as universal waste can have a HWPS, MSDS, or any other information to identify hazardous material.

DRMOs will take custody of HW batteries when the DRMO possesses conforming storage. Batteries that are HM will be accepted at DRMOs having conforming storage facilities, appropriate general warehousing, or suitable outside storage assuring proper storage.

Generators <u>are not</u> required to drain wet celled batteries prior to turn-in. The criteria for whether a DRMO can accept undrained wet batteries is based on the ability of DRMOs to provide protection from freezing conditions and the ability to prevent contamination of surface water.

When receiving wet cell and undrained batteries, the equipment and facilities noted below must be available. If any of the items are not available, the DRMO should make every effort to obtain them.

Splash-proof goggles, face shields, acid proof gloves, aprons, boots, and battery carriers.
Adequate water sources to neutralize/wash down inadvertent spills.
Appropriate spill kits as specified in the host Spill Contingency Plan, and applicable regulations.
Eyewash and shower facilities.
Powered material handling equipment to load/unload batteries safety.

When receiving dry cell and non-leaking batteries, no special protective equipment for handling is required.

For additional battery handling PPE guidance, refer to Section 1, Chapter 3, Safety Program.

DRMOs that do not have storage capability will accept accountability only.

NOTE: Only new, unused batteries will be received from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage:

Batteries of different types must not be co-mingled together.

Batteries require cool, well-ventilated, dry storage. Batteries will be protected from extreme heat or freezing. Also, temperatures for any battery should not exceed 130 degrees F.

Batteries that are HW will be stored in accordance with 40 CFR 262.34, and/or 40 CFR 264/265.

Batteries that are HM and/or universal waste can be stored in general purpose warehouses that meet the criteria for storage of hazardous materials.

Outdoor battery storage will incorporate measures to prevent or minimize ground contamination and storm water runoff contamination. Outside storage for batteries will provide shelter through roofs, berms, and/or walls. DRMOs will coordinate storage with their host installation to determine state/local or storm water requirements. When outside storage is used, the following conditions apply:

Undrained/wet cell batteries will be protected from freezing conditions during the time they are stored at the DRMO, as batteries can be damaged in freezing temperatures. The temperature at which the batteries will freeze depends on the electrical charge on the battery. The lower the charge, the higher the temperature for freezing.

Batteries will be stored on a pallet on concrete, asphalt, or other hardpan surface that will prevent ground contamination.

Precautions are taken through the use of roofs, berms, tarps or plastic to keep batteries dry and to prevent contamination of storm/surface water runoff.

Adequate outside storage space will be available to ensure safe storage and protection from physical damage.

The batteries will be inspected weekly.

Batteries stored on pallets will be stacked as evenly as possible, banded or otherwise secured to prevent the batteries from falling over.

Drained batteries, including those with broken cases or those that have been drilled, will be stored on their sides or upside down to keep rain water out.

It is recommended that if batteries are stacked more than one layer high that each layer is separated by either plywood, or heavy fiberboard. Plywood is preferable to separate layers of batteries; fiberboard will deteriorate severely during outside storage.

Batteries will be stored in an area away from scrap metal or any other objects that could potentially short circuit the cells creating a burn/fire hazard.

Observe chemical compatibility requirements when storing batteries. The chemical makeup of batteries can vary considerably. For additional guidance on storing batteries, spent electrolytes, or components, see DLA-I 4145.11, Storage and Handling of Hazardous Materials.

Reutilization/Transfers/Donations:

Unused batteries or batteries with reuse potential will not be disposed of via disposal contract until the RTDS cycle is complete.

Batteries will be segregated by type and size to maximize RTDS.

Batteries going for RTDS can be managed as HM.

DEMIL: Not required.

Sales: Certain batteries containing mercury may no longer be offered for sale:

Alkaline or carbon-zinc batteries that contain mercury intentionally introduced (versus mercury that may have been incidentally present in other materials). Most of these batteries are no longer manufactured with mercury intentionally added; however, DRMOs may encounter older batteries meeting this criterion. When these batteries are offered for sale, DRMOs need to determine either through review of the MSDS, contact with the manufacturer, or generator information, whether these batteries contain intentionally added mercury. DRMOs can use the lot number normally printed on the battery as a reference for the manufacturer.

NOTE: Button cell mercuric-oxide batteries are prohibited for sale.

All other types of mercuric-oxide batteries are prohibited from sale unless DRMOs inform the purchaser of collection site locations for the recycling/disposal of these batteries.

Nickel-cadmium batteries, small lead acid batteries, and rechargeable consumer products manufactured on or after May 13, 1997, cannot be sold unless they contain the proper labels, as described above. Batteries or products manufactured before this date are not subject to the labeling requirement and can continue to be offered for sale without these labels.

DRMOs may not sell, for use in the United States, a regulated battery or rechargeable consumer product that was manufactured on or after May 13, 1997, unless the labeling requirements described above are met and the regulated battery is easily removable from the rechargeable consumer product or sold separately. This prohibition does not apply to:

Remanufactured products unless the above applied at the time of original manufacture.
The sale of a product unit is intended for export purposes only.

DRMOs will not sell:

Alkaline-manganese battery with a mercury content that was intentionally introduced (versus mercury that may be incidentally present in other materials), except alkaline-manganese button cells may contain 25 milligrams of mercury per button cell.
Zinc-carbon battery that contains mercury that was intentionally introduced (versus mercury that may be incidentally present in other materials).
Button cell mercuric-oxide battery.

DRMOs will not sell, or offer for sale, any mercuric-oxide battery (non-button cell type), unless the DRMO provides a purchaser with the following:

Identification of a facility that meets Federal, State, and local government approvals, where mercuric-oxide batteries may be recycled or properly disposed.
A telephone number that the purchaser may call to get information about sending mercuric-oxide batteries for recycling or proper disposal.

Assistance in determining suitable facilities for mercury battery recycling can be obtained by contacting DRMS-BCP (Environmental Unit).

Precious Metals Recovery:
Silver bearing batteries will be processed through precious metals recovery after ESD. Sales, nor hazardous waste disposal, are not authorized for silver-bearing batteries, unless other disposal methods have been reviewed and approved by DRMS-BCP on a case-by-case basis, such as for Overseas (OCONUS) batteries, though retrograde may be allowed on some cases.

Ultimate Disposal:
Batteries going for ultimate disposal are managed as either a HW or non-hazardous solid waste depending on the RCRA characteristics of the battery, or as RCRA Universal Waste, following the requirements of 40 CFR 273, Universal Waste regulations. Refer to Section 2, Chapter 8, Environmental Program, for Universal Waste information.

The RBRC has a national recycling program for small, sealed dry NiCad batteries that provides disposal/recycling at no cost to the battery generator (generator pays transportation cost only). Batteries disposed through DRMS disposal contracts are not eligible for participation in this program due to requirements associated with the disposal contracts. Generators who may wish to take advantage of this disposal opportunity should not turn these batteries into the DRMO. DRMOs should inform these generators that they should ship these batteries themselves, directly to the designated recycling facility (INMETCO, Ellwood City, PA). DRMOs should work with generators who have significant quantities of these NiCad batteries and want to use this disposal option to determine if any DRMS disposal contract adjustments are necessary.

Property Accounting:
Property accounting requirements will be determined in accordance with the type of battery being processed; e.g., hazardous, non-hazardous, requiring special handling, etc. For accounting purposes only, lead acid batteries destined for sales will be processed as an XR3 transaction using SCL D5G.

Requirements for Transporting Batteries From the DRMO:
Shipments of batteries from a DRMO or generator location over public roadways must comply with DOT/host nation or international requirements for marking, labeling, packaging, and placarding, as applicable for the specific battery type.

Specific Management by Battery Type:

Batteries, Dry, Sealed, N.O.S.

As of April 3 2009, 49 CFR 172.101 required insulating ALL batteries to prevent short circuit, sparks, or a dangerous evolution of heat with non-conductive caps, non-conductive tape, or by other appropriate means.

DOT has since revised their guidance and exempted ***certain*** dry batteries of a specific type and voltage from the insulation and co-mingling requirements.(PHMSA 09-0295, January 8, 2010)

This exemption applies to batteries which can be described:

- ***ONLY*** under the proper shipping name
  - "Batteries, dry, sealed, N.O.S"
- ***AND*** meet all of the following qualifications:
  - Not specifically covered by another proper shipping name,
  - Alkaline,
  - dry,
  - hermetically sealed,
  - used or depleted and have not been reconditioned for use, and
  - have a marked rating up to, but not more than 9-volts.

Below is a matrix for quick reference.

TYPE	PACK	CO-MINGLE
1.5v, 6v, 9v Alkaline	No Insulation	Co-Mingle with 1.5v, 6v, 9v
Over 9v & Other Alkaline	Insulate	Pack Separately
NiCad/NiMH	Insulate	Pack Separately
Li Ion Rechargeable	Insulate	Pack Separately
Li Primary	Insulate	Pack Separately
Lead Acid	Insulate	Pack Separately
Button Cells (Non Lithium)	Insulate	Pack Separately
Other	Insulate	Pack Separately

Lead Acid Batteries:

Regulatory Information:

Lead acid batteries, drained or undrained when discarded via disposal are regulated as a HW (40 CFR 261.22 and 261.24) or as universal waste (40 CFR 273).
Lead acid batteries normally possess the TC characteristic of lead (D008); if it is a wet-celled battery, the characteristic of corrosivity (D002).

The land disposal restriction program includes a D008 subcategory specifically for lead acid batteries. This subcategory mandates the recovery of lead as the standard treatment method.
The battery acid is regulated as a HW (D002). Used battery acid can also possess the characteristic of lead (D008). Battery casings are not a HW unless it is discarded and not recycled, when TC characteristics (D008) apply.
Recycling of lead acid batteries (40 CFR 266.80).

NOTE: Overseas - Host nation and international laws may regulate lead acid batteries destined for recycling as hazardous waste.

Lead acid batteries managed as a recyclable material (reclamation of the lead) are not regulated as a HW until the batteries arrive at the recycling facility. When managed as a recyclable material, there are no RCRA requirements associated with the generation, transportation or storage of these batteries.

Land Disposal Restriction notifications are not required for shipments of lead acid batteries that are recycled; however, DRMOs must place a one time notification in their files describing such generation, subsequent exemption from full Subtitle C regulation, and disposition of the batteries (40 CFR 261.6(a)(2) and (40 CFR 268.7(a)(7)). Overseas DRMOs should consult the FGS.

Transportation: DOT 49 CFR regulates wet lead acid batteries as HM in transport. Shipments of lead acid batteries (wet) for recycling will comply with the requirements in 49 CFR Parts 172.101 (the Hazardous Materials Table (HMT)) and 173.159).

Special Turn-In Requirements:

Lead acid batteries may be packaged in individually weather-resistant fiberboard boxes, wooden boxes, or unboxed but properly secured on pallets. Large size fiberboard boxes able to store numerous batteries are not acceptable.

Generators are not required to drain lead acid batteries prior to turn-in. The criteria for whether a DRMO can accept undrained lead acid batteries is based on protection from freezing and rupturing and avoiding contamination of ground and storm water runoff.

When a DRMO does not possess adequate storage capability for undrained batteries, DRMOs will:

Accept accountability only of the undrained batteries, but not physical custody, or
Inform the generator that they have the option to drain the battery and turn the drained batteries and electrolyte separately into the DRMO.

Battery terminals will be protected from external short circuits by proper stacking (so terminals are not touching), individual packaging, or use of electrical tape. Batteries placed on pallets will be secured regardless of height (by use of non-metallic or metallic strapping material or other methods that protect against short circuits and firmly secure the batteries to the pallet; e.g., shrink-wrap). When metallic strapping is used, sturdy, cut-resistant, non-conductive material will be placed over the battery terminals (such as wood or fiberboard). Batteries stacked on pallets must not use the battery terminals to support the weight.

The total weight of batteries on one pallet will not exceed 2,000 lbs. Stacking height will not exceed 1 1/2 times the width of the stack. Lead acid batteries will be stacked no more than three layers high.

Special Processing Requirements:

CAUTION: DO NOT COMINGLE scrap lead acid (LA) batteries that have any amount of aluminum in their construction with plastic or rubber cased. Aluminum explodes violently when introduced into lead being smelted with the potential to result in serious damage to the smelter and possible loss of life or limb to personnel. Aircraft batteries (SCL D5B) in particular are known for using aluminum for all or part of the casing. They are used in a variety of fixed and rotary wing aircraft by all branches of the service. MILSPEC calls for LA batteries to be colored red and Nickel Cadmium (NiCad) blue for easy identification but exceptions have been noted (**DO NOT COMINGLE LA and NiCad the electrolytes are not compatible**). Aluminum cased/constructed LA batteries used in other applications may be another color. To prevent accidental mixing with ordinary LA batteries (SCL D5A) and avoid liability to the government, aluminum cased/constructed LA batteries must be collected, stored, and sold separately.

Large volumes of lead acid batteries may be downgraded to scrap (SCL D5A) upon receipt **only,** if the batteries *will be* recycled. Lead acid batteries are not scrap metal under RCRA.

A downgrade to scrap is allowed only as a DRMS management practice to ease a DRMO workload from having to manage numerous turn-ins of lead acid batteries as accountable items. When downgrading lead acid batteries to scrap, it should not be construed that these batteries are actually scrap metal or that DRMS considers batteries as scrap metal for regulatory purposes. Batteries received as scrap that fail R/T/D/S and placed on a disposal contract should be upgraded to a HM/HW item and the DRMO should pursue obtaining disposal funding from the generator.

Small rechargeable lead acid batteries going through sales will be properly labeled in accordance with the Mercury-Containing and Rechargeable Battery Management Act, where applicable.

Special Storage and Handling Requirements:

Sealed automotive lead acid batteries will be stored upright. Batteries with electrolyte will be handled in a manner to prevent cracking of the case and/or spilling electrolyte. The most severe hazard associated with storing sealed automotive batteries is damage to the cases, allowing the electrolyte to spill. Protect from freezing.

To avoid acid spills, sealed lead acid batteries will not be handled as bulk battery scrap. They will be stored separately from bulk drained battery scrap.

DRMOs will not commingle batteries/bulk battery scrap with other scrap.

Pallets containing lead acid batteries containing three layers will not be stacked more than one tier high. Pallets containing lead batteries of one or two layers may be stacked two tiers high, provided the palletized unit is capable of supporting an additional tier without damage to batteries, pallets, or strapping/banding and batteries are secured to the pallet.

Special Requirements for Transporting Lead Acid Batteries From the DRMO (49 CFR 173.159)**.**

Undrained lead acid batteries must be packaged using a DOT specification, packaging or firmly secured to a pallet.

Lead acid batteries should be loaded or braced to prevent damage and short circuits in transit, according to DOT regulation.

Lead acid battery terminals must be protected from short circuits by proper stacking/packaging (ensure terminals are not touching; i.e., use of electrical tape).

Nickel- Cadmium NiCad Batteries:

Regulatory Information:

Used/unused NiCad batteries being discarded through disposal are regulated as a HW due to the presence of cadmium. The RCRA waste code is D006.

The land disposal restriction program includes a D006 subcategory specifically for NiCad batteries that mandates thermal recovery of the metals as the standard treatment method.

Recycling used NiCad batteries. Used NiCad batteries are considered spent materials for the purpose of regulation. (40 CFR 261.2.)

NiCad batteries that are reclaimed for their material content must be managed as HW.

If used NiCad batteries are recycled in a manner where they are considered a substitute for a commercial product (i.e., sold for use as batteries, or returned to a battery manufacturer), they can be managed as HM depending on the speculative accumulation requirements (see paragraph C4). If a DRMO determines that used NiCad batteries are eligible for management as a material, the burden of proof is on the DRMO to show that the batteries are not being speculatively accumulated in order to be exempt from regulation as a HW. If a DRMO is unsure of the recycling method to use, they should be conservative, receiving and managing them as HW.

Special Turn-In Requirements: NiCad batteries have the same special turn-in requirements as lead-acid batteries.

Special Storage and Handling Requirements: NiCad batteries will be stored and handled in the same manner as lead-acid batteries.

Special Processing Requirements:

NiCad batteries will not be downgraded or managed as scrap.

Small rechargeable NiCad batteries going through sales must be properly labeled in accordance with the Mercury-Containing and Rechargeable Battery Management Act, where applicable.

Special Requirements for Transporting From the DRMO: Packaging requirements for NiCad batteries are identical to those for lead-acid batteries.

Lithium Sulfur Dioxide Batteries ($LiSO_2$):

Regulatory Information: Lithium batteries are divided into the following categories: balanced or unbalanced. Unbalanced lithium batteries are regulated as ignitable (D001) and reactive (D003) hazardous waste. Balanced lithium batteries can be regulated as either a D001 and/or a D003 HW or as a non-hazardous solid waste when the battery contains a Complete Discharge Device (CDD) and it has been properly discharged. Lithium batteries that have a CDD and have been properly discharged do not possess the characteristic of ignitability or reactivity. Lithium batteries that do not contain a CDD or have a defective CDD cannot be completely discharged and are still considered reactive under RCRA. When sent to disposal, they are regulated as HW (40 CFR 261.23.). Most lithium batteries currently used by DOD are of the balanced type. Earlier types of lithium batteries used by DOD were of the unbalanced type.

Special Turn-In Requirements:
DRMOs will take accountability and physical custody of balanced lithium batteries only under the following circumstances:

The batteries are properly identified and include a certification on the DD Form 1348-1/1A by the generating activity that the batteries are “balanced cell batteries.”
They are in the original container, if unused, or packaged in fiberboard boxes or plastic bags if used.
The DRMO has adequate facilities to store batteries.

Lithium-Sulfur Dioxide batteries with a CDD. These batteries contain a discharge switch, which if activated and stored for at least 5 days, will render the battery non-hazardous (for reactivity) by RCRA definition. Verify that the CDD has been activated for at least 5 days. DRMOs will not activate the CDD switch. Refer generating activities that wish to turn these batteries in to their environmentalist for specific disposal guidance, as the batteries may be disposed of with general refuse. In the event that completely discharged batteries are turned-in, dispose as non-hazardous solid waste under service contract. Overseas must verify solid waste restrictions and requirements before disposal.

NOTE: DRMOs will take accountability, but not physical custody of unbalanced batteries.

Special Storage and Handling Requirements:

Lithium batteries will be segregated from other flammables and kept in a cool, dry facility that has sprinklers and is well ventilated. Lithium metal will react exothermically with water (from sprinklers); however, because each cell is hermetically sealed and pressurized, direct contact of the cell contents with water is prevented under normal situations.

If fire should occur within a storage facility, there is the possibility that heat generated from combustion of other materials will cause the cells to vent or rupture. This is a greater hazard than the possible reaction of lithium and water. If a facility with sprinklers is not available, a second storage choice is a noncombustible warehouse. In either case, a Class D fire extinguisher or a dry, graphite-based compound for metal fires must be available for local use.

Special Processing Requirements: Do not downgrade to scrap.
Process for disposal, upon receipt, discharged or expended shelf-life lithium batteries.

Special Requirements for Transporting Lithium Batteries:

Lithium cells and batteries must be shipped in accordance with 49 CFR 172.101 HMT and 49 CFR 173.185.

Lithium batteries may be shipped as a Class 9 item, if they meet the requirements of 49 CFR 173.185(e).

Lithium batteries going to disposal by motor vehicle may be offered for transportation in accordance with 49 CFR 173.185(h).

Cells when new must not contain more than 12 grams of lithium and batteries may not contain more than 500 grams of lithium or lithium alloy.

Each battery must be equipped with an effective means to prevent an external short circuit.

Outside containers for lithium batteries will conform to the requirements of 49 CFR 173.24 and 173.24a.

Magnesium Batteries:

Regulatory Information: Unused or partially discharged (greater than 50 percent of the original charge remaining) magnesium batteries if discarded through disposal are regulated under RCRA as a HW due to the presence of chromium. The RCRA waste code is D007. Spent magnesium batteries or magnesium batteries with less than 50 percent remaining charge, if discarded through disposal are non- hazardous solid waste. These batteries have been shown not to fail TCLP for chromium.

Special Turn-In Requirements*:*

Obtain information from the generator to determine whether the magnesium batteries are unused, greater than or less than 50 percent partially discharged, or totally discharged. The amount of charge remaining will determine whether the batteries are disposed as a RCRA HW or non-RCRA solid waste.

Magnesium batteries will be turned-in as HM. However, unused batteries or batteries with more than 50 percent of its original charge remaining, that cannot be R/T/D/S for any reason (e.g., damaged), will be turned in as HW. Magnesium batteries devoid of information regarding degree of remaining charge will be handled as HW.

Special Storage and Handling Requirements:

Hermetically sealed magnesium batteries are safe to handle.
Store magnesium batteries in a cool, dry, well-ventilated area.
Do not store magnesium batteries in sealed airtight containers, as they may give off hydrogen gas. The build up of hydrogen gas from the batteries may produce container over-pressure and lead to

explosive conditions. Do not store in areas where the temperature will exceed 130 degrees Fahrenheit.

Mercury (Hg) Batteries:

Regulatory Information: Used/unused mercury batteries discarded through disposal are regulated as a HW, due to the presence of mercury. The RCRA waste code is D009.

Recycling mercury batteries:

Used mercury batteries are also considered under RCRA to be spent materials for the purpose of regulation. (40 CFR 261.2.)

Mercury batteries that are reclaimed for material content will be managed as HW.

If mercury batteries are sold for use/reuse in any other manner (i.e., sold for use as a battery or for parts), they should be managed as HM or HW, based on the speculative accumulation rule. DRMOs must know how mercury batteries will be recycled prior to determining whether to receive and manage them as a material or waste. If a DRMO determines the batteries can be managed as a material, the burden of proof is on the DRMO to show that the batteries are not being speculatively accumulated, to be exempt from regulation. If a DRMO is unsure of the recycling method to use, they should be conservative; receiving and managing them as HW.

Special Turn-In Requirements:

DRMOs will not accept mercury batteries that exhibit the following characteristics, unless properly packaged and rendered safe to handle by the generating activity:

Bulging of the positive terminal. Air
tight in their plastic sleeves.

Special Storage and Handling Requirements:

Mercury batteries will be stored in covered, well-drained, and ventilated storage areas. They will also be kept away from open flame and/or heat, due to the possible presence of mercury vapor and hydrogen gas.

Mercury batteries will not be stored in sealed, airtight containers as they may give off hydrogen gas. The build up of hydrogen gas from these batteries may produce container over-pressure and lead to explosive conditions.

If leaking containers holding mercury batteries are discovered, consult the host's spill contingency plan. Containers may be contaminated with mercury, mercuric oxide (both toxic), and/or potassium hydroxide.

Special Processing Requirements:

Do not downgrade mercury batteries to scrap.

Comply with the prohibitions/ requirements of the Mercury-Containing and Rechargeable Battery Management Act, pertaining to the sale of mercuric-oxide batteries.

Silver (Ag) Batteries:

Silver batteries (silver-cadmium, silver-zinc, silver-magnesium) will be turned-in as either HM for RTD then for precious metals recycling or HW for precious metal recycling, depending on whether the battery is used or unused, how it will be managed or recycled. In most cases, silver bearing batteries are required to be

managed in the precious metals recovery program, regardless of whether or not they are handled as a universal waste. But, if the battery is not eligible for universal waste in a particular state, it should be regulated as a HW (still processed for PM recovery) with an EPA code for silver (D011). If a battery contains electrolyte (potassium hydroxide, chemical symbol KOH) it may also be regulated as an EPA corrosive (D002).

NOTE: Overseas - Consult OEBGD, FGS and host nation requirements.

Precious metals bearing batteries that are HW and are recycled for precious metals can be managed under the regulations for recyclable materials, (40 CFR 266, Subpart F). Silver batteries being reclaimed, managed as HW, must be manifested. If using 40 CFR 266 Subpart F, DRMOs must maintain the following records to show that the DRMO is not speculatively accumulating silver batteries:

Records showing the volume of silver batteries at the beginning of the calendar year.
The amount of batteries received during the calendar year.
The amount of materials remaining at the end of a calendar year.

Silver-cell batteries may not be offered for sale. Silver batteries sent for precious metals recovery are excluded from federal HW regulations if they are stored and handled in accordance with the Universal Waste Management Standards for Batteries at 40 CFR 273, and a state has adopted these standards. If not, the batteries are exempt from most federal HW regulations if organizations comply with 40 CFR 266.70 (Subpart F, Recyclable Materials Utilized for Precious Metals Recovery). Regardless of the status of the batteries under federal/state HW regulations, such batteries are likely to be regulated by the DOT when transported.

Special Storage and Handling Requirements:

Silver-bearing batteries. The silver oxide in the battery is a strong oxidizer, constituting a fire and explosion risk, particularly if it comes in contact with ammonia or organic materials. Therefore, this battery will be stored away from those materials. Also, serious chemical burns can result from the electrolyte if it comes in contact with skin or eyes.

DRMOs will accept accountability, but not physical custody, of Navy propulsion batteries containing silver. These batteries contain explosive devices, squibs, charges, etc. They are dangerous to process and store. Generators will retain physical custody until shipping instructions and fund citations are received from the DRMS-BCP, Environmental Unit.

Silver batteries that are new, unused, and/or shelf life expired usually contain no KOH. The KOH is generally stocked in a container independent of the batteries. The KOH should be processed independently from the batteries.

Thermal Batteries:

Regulatory Information: Thermal batteries being discarded through disposal are normally regulated as a HW due to the presence of chromium. The RCRA waste code is D007. DRMOs should be aware for the potential presence of asbestos associated with these batteries.

Recycling: Some inert thermal batteries or residues may be recycled for precious metals recovery under 40 CFR 266.70.

Special Turn-In Requirements:

DRMOs will not accept these batteries until they have been rendered inert by the generating activity or service designated collection points.

Generators must identify whether any thermal battery contains asbestos, upon turn-in.

DRMOs will accept residue scrap from inert batteries. Thermal batteries will be processed as scrap for precious metal recovery or sale. Refer to Section 2, Chapter 7, Scrap Program, for precious metals program guidance.

Carbon-Zinc (LeClanche) Batteries:
Carbon-Zinc batteries are not regulated as a HW, under RCRA, when discarded. They are, however, regulated as a HW in some states that utilize bioassay characterization criteria (e.g. Alaska, California, Minnesota, Rhode Island, and Washington). DRMOs need to check their state regulations to determine if these batteries are regulated when discarded.

NOTE: Overseas - Consult OEBGD, FGS, and host nation regulations.

Alkaline Batteries:
Alkaline batteries are not regulated as a HW, under RCRA, when discarded. They are regulated as a HW in some states that utilize bioassay characterization criteria (e.g. Alaska, California, Minnesota, Rhode Island, and Washington). DRMOs need to check their state regulations to determine if these batteries are regulated when discarded. When receiving, refer to Section 3 Pg S3-45 special processing requirements for transporting.

NOTE: Overseas - Consult OEBGD, FGS, and host nation regulations

The following information is to be used in making determinations for processing batteries:

Figure 4 - Determining the Processing of Alkaline Batteries

TYPE	DRMO Will Accept	Special Turn-In Requirements	Wet/Dry Cell	Warehouse Storage	Common Electrolyte	Chief Hazards
LEAD ACID	Yes	(2)	Wet	No (4)	Sulfuric Acid	Corrosive
NICKEL CADMIUM	Yes	(2)	Varies	Yes	Alkaline	Corrosive
MAGNESIUM	Yes	No	Dry	Yes	Neutral/ Alkaline Gel	Flammable/ Corrosive
CARBON-ZINC	Yes	No	Dry	Yes	Chloride Paste/Gel	Corrosive
SILVER	Yes	Yes	Varies	Yes (5)	Alkaline Solution/Gel	Corrosive/ Reactive
MERCURY	Yes	(3)	Dry	Yes	Alkaline Gel	Corrosive
LITHIUM	(1)	Yes	Dry	Yes (6)	Acetonitrile	Flammable/ Corrosive/ Reactive
THERMAL	(7)	--	--	--	--	--

(1) Consult paragraphs C2b(2) C6.
(2) PPE should be worn, consult paragraphs C2b(1)C6a.
(3) Consult paragraphs C2c(4) and C6.
(4) Drained/Unserviceable batteries may be stored outdoors.
(5) Consult paragraph C3b(6).
(6) With sprinkler system, Class D extinguisher, or as second choice, noncombustible warehouse with Class D extinguisher.
(7) Consult paragraphs C4b (6) and C2c(7).

Figure 5 - Definitions for Batteries

ANODE	The terminal of a battery or cell, which releases electrons during the production of any external current; the negative terminal of a primary cell or battery.
BATTERY	Technically, a combination of two or more cells electrically connected to transform chemical energy into electrical energy. In everyday usage, however, a single cell, such as one found in a flashlight, is also referred to as a battery.
CATHODE	The terminal of a battery or cell which accepts electrons during the production of an electric current; the positive terminal of a primary cell or battery.
CELL	A device which generates electricity, consisting of two different substances placed in an electrolyte
DRY CELL	A cell in which the electrolyte exists in a paste, is absorbed in a porous medium, or is otherwise restrained from flowing.
ELECTROLYTE	The conducting medium for the flow of current in a cell
NONRECHARGEABLE	A characteristic of a primary battery, which can convert chemical energy into electrical energy irreversibly.
PRIMARY BATTERY	One which can convert chemical energy into electrical energy irreversibly.
RECHARGEABLE	A characteristic of a storage battery, which can convert chemical energy into electrical energy and vice versa.
SECONDARY BATTERY	One, which can convert chemical energy into electrical energy and vice versa.
STORAGE BATTERY	Same as a secondary battery.
UNSERVICEABLE BATTERY	One, which is in such a condition or state that it cannot be used for its originally intended purpose.
WET CELL	A cell whose electrolyte is in liquid form and free to flow

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* Documented evidence required.

Definitions:

RECYCLED: Material that is used, reused, or reclaimed.
RECLAIMED: Material that is generated or processed to recover a usable product; i.e., a material recovery (as lead from lead acid battery).

NOTE: Any recycling that involves reclamation requires that batteries be received and managed as HW.

NOT RECLAIMED: Used/reused as effective substitute for commercial product; i.e., to reuse a battery containing a partial charge in lieu of purchasing a new one.

SPECULATIVELY ACCUMULATED: Material that is accumulated before being recycled. Does not apply to:

- Batteries being returned to a battery manufacturer for regeneration.
- Batteries being reclaimed.

75% RULE: Material recycled/moved to a different site for recycling during calendar year, beginning 1 Jan.

- A DRMO, which recycles 75 % or more of recyclable materials during a calendar year, **is not involved** in speculative accumulation.

- The following records must be maintained to determine whether or not there is speculative accumulation:

  - Volume of material stored at the beginning of the calendar year.
  - Amount of material generated or received during the calendar year.
  - Amount of material remaining at the end of the calendar year.

Properties of Batteries:

General information:

There are several different kinds of batteries in use today throughout DOD. Their construction and/or chemistry differ from one type of battery to another. For example, a battery may consist of a single cell (a typical flashlight battery) in the most general sense, or several cells (a 6-cell automobile battery). An individual cell will consist of a metal that tends to release or give up electrons (the anode), another metal which tends to attract to or accept electrons (the cathode), and an electrolyte, which acts as the cell's mediums for the condition or flow of current. If the electrolyte is a liquid (e.g., sulfuric acid), the battery is categorized as a "wet cell". If the electrolyte is a paste or semi-solid that does not behave like a fluid (as in most carbon-zinc batteries), it is considered to be a "dry cell".

Batteries may also be categorized as either primary (non-rechargeable) (FSC 6135) or secondary (rechargeable) (FSC 6140). The primary battery cell is designed to convert chemical energy into active, electrical energy irreversibly. It should be noted that primary cells normally cannot be recharged and that attempts to do so could result in leaking of contents, venting, or explosion. The secondary battery cell, however, is both reversible in transformation and also rechargeable. Secondary batteries are commonly called storage batteries. Both primary (e.g., Lithium-Sulfur dioxide) and storage (e.g., lead-acid) batteries are described in the second part of this section.

Hazardous Properties Information:

Carbon-Zinc (Leclanche) Batteries:

This type of battery often consists of one dry cell. It is used in such everyday devices as flashlights, portable radio sets, etc. Most likely the battery will consist of a zinc can (anode), a centrally located carbon rod (cathode), and an electrolyte paste of ammonium chloride, zinc chloride, and manganese dioxide.

When corroded, these batteries may be hazardous to personnel. As a solid, zinc is a skin irritant. Seeping ammonium chloride is also a skin irritant.

Lead-Acid Batteries:

The most commonly known battery is the lead-acid storage battery used in automobiles and other motorized vehicles. It is both rechargeable and of the "wet" variety (usually six-celled). Inside each cell are plates made of sponge lead (anode) and lead dioxide (cathode),

immersed in a sulfuric acid electrolyte. Although one would seldom handle the inner parts of the battery itself, DRMO personnel should remember that lead and lead dioxide are toxic whether ingested or inhaled as dust or fume. The primary danger with the battery, however, rests with the sulfuric acid electrolyte, often referred to as "battery acid". Not only is the chemical highly corrosive, but also it is a strong irritant to the skin and reacts exothermically with water. Special personal protective equipment to be used when handling these batteries is outlined above. The liquid electrolyte in most storage batteries (most notably sulfuric acid in automotive batteries) is hazardous because it is corrosive.

The sealed automotive battery is a special type of lead acid battery. Some of these batteries are either hermetically sealed or so constructed that to obtain access to the electrolyte would require breaking the case. Since it has its electrolyte securely encased, cell leakage or spillage is very unlikely to occur. Other purportedly "sealed" batteries, however, can be opened by simply unscrewing the covering and cell caps.

Lithium - Sulfur Dioxide Batteries ($LiS0_2$):

The lithium primary battery is used in DOD as a power source for portable electronic equipment, missiles, mines, sonobuoys, and torpedoes. Its advantages over other primary cell systems include high current density, consistently high voltage, lightweight, and an ability to operate at low temperatures.

The high reactivity of lithium metal, however, creates a potential hazard. Depending on the proportion of lithium to sulfur dioxide, the battery's chemistry is considered either as "balanced" (2.6 - 3.0 grams Li to 23.5 - 24.5 grams SO2) or "unbalanced" (4.2 grams Li to 24.5 grams SO_2). In the unbalanced variety, lithium metal can react with the electrolyte in the absence of sulfur dioxide to produce lithium cyanide, heat, and methane gas, which may cause rupturing; therefore, this battery has been documented to be a potential safety hazard. For this reason, handling and disposal of these batteries are of particular concern to DOD and DRMS. In fact, DRMS has informed the Military Services that DRMOs will only take physical custody of lithium - sulfur dioxide batteries which the turn-in activity identifies as "balanced".

Both varieties of $LiS0_2$ batteries consist of the following:

- Hermetically sealed nickel-plated steel casing.
- Over-pressure relief devices (vents) to prevent rupturing and internal fuses to prevent short-circuiting and overheating.
- Lithium anode.
- Carbon cathode, consisting of an aluminum support screen and a carbon or acetylene black/Teflon mixture.
- Electrolyte of acetonitrile, sulfur dioxide, and lithium bromide, all potentially hazardous.

Vented or leaking batteries may release sulfur dioxide gas (toxic), lithium hydroxide (corrosives), and methane gas (flammable). Some unbalanced batteries are also reported to have released cyanide when disposed of improperly.

Magnesium-Carbon Batteries:

Often used in field radios, the magnesium-carbon battery is non-rechargeable and usually a dry cell. Its chemical components include primarily magnesium dioxide (which is moderately toxic and may ignite organic materials), magnesium perchlorate (which is a fire and explosion risk in contact with organic materials), and magnesium perchlorate carbon black, according to Sax's Dangerous Properties of Industrial Materials.

Mercury Batteries:

This is a primary dry-cell battery found in portable electronic equipment. Its component parts typically consist of a zinc anode and a mercuric oxide cathode (which may be mixed with graphite). A common electrolyte is potassium hydroxide saturated with zinc oxide. With carefully purified and balanced amounts of the two oxides, the cell makes effective use of its active materials.

The dangers of the mercury battery are still being documented. For example, cases of defective mercury batteries bulging or venting have been reported in DOD. These batteries are BA-1100/U, purchased under contract numbers DAABO7-77-6328, DAABO7-77-D-6125, and DAABO7-76-D-6352. Most of these batteries are commonly used in night-vision sight equipment.

Nickel-Cadmium (NiCad) Batteries:

NiCad batteries are known to function throughout a wide range of temperatures, possess minimum weight, and are powerful enough to assure the non-assisted starting of engines. Therefore, they may be used in airplanes or helicopters as a standby source of electrical energy. Usually, they are rechargeable and can be rebuilt into serviceable batteries, thus making them generally worth several times the value of the nickel component contained in the plates. There are also small, pocketsize NiCad batteries in use.

As the use of the NiCad battery varies, so does the physical state of its electrolyte, potassium hydroxide, which may be in either "wet cell" or "dry cell" form. In either case, potassium hydroxide is a strong base that will corrode many materials and attack the skin. Furthermore, the cadmium cathode itself can be highly toxic, especially if inhaled as dust or fume.

Silver-Bearing Batteries:

Some batteries turned in for disposal contain silver. These include the silver oxide cell battery as well as the alkaline zinc battery. Furthermore, they may be either primary or secondary, usually with a potassium hydroxide electrolyte.

Thermal Batteries:

Thermal (heat activated) batteries have been used for many years in various weapons and ordnance items. The batteries use inorganic salt electrolytes that are nonconductive solids at ambient temperatures and an integral pyrotechnic mixture sized to generate enough heat to melt the electrolyte and permit the battery to deliver high power for relatively short durations.

Thermal batteries are a RCRA hazardous waste. This determination pertains to both discharged (i.e., fired) and undischarged batteries that cannot be fired, but that require disposal action.

- Thermal batteries with calcium/calcium chromate electrochemical system exhibit the RCRA of Toxicity Characteristic.
- Thermal batteries with lithium/iron disulfide electrochemistry exhibit the RCRA characteristic of reactivity.

Batteries, Non-rechargeable

Definition/Description

The U.S. Army Communications and Electronics Command (CECOM) has identified a problem with: Battery, Non-rechargeable, NSN 6135-01-235-4168, under Contract Nos. DAAB07-90-C-C026, DAAB07-C-C027 and DAAB07-94-C-E004 manufactured by SAFT America Inc. (SAFT) and Power Conversion Inc. (PCI), and Battery, Non-rechargeable, NSN 6665-99-760-9742, BA-58001U.

For NSN 6135-01-235-4168, the deficiency is identified as leakage of water into the BA-5112/U Lithium Sulfur Dioxide Batteries. The source of the water intrusion was traced to an improper weld in the seam of the SAFT batteries. Further, leakage of water into the battery was observed past the "O" ring and under the label covering the complete discharge device on all batteries of the above noted contracts. The water intrusion will short out the terminals, causing the batteries to discharge over a period of hours, rendering the batteries inoperable. CECOM also stated that actions should be taken to reduce exposure of the battery to water.

Policy References/Authority

Item Manager (CECOM) notification.

Unique Processing Information/How to Manage

Receiving: Do not receive NSN 6135-01-235-4168 as a usable item, unless the turn-in document states that corrective actions requested by CECOM (message GPM 97-009, R201313Z May 97), have been accomplished.

NOTE: Receive NSN 6665-99-760-9742 as a hazardous waste (HW) item only.

NOTE: This property is not authorized for turn in from a DLA Depot Recycling Control Point (RCP).

Warehousing/Storage: If there is verification that NSN 6135-01-235-4168 has received corrective action, as described by CECOM, standard battery storage is used. If not, both NSNs are provided storage required for ultimate disposal.

Reutilization/Transfers/Donations: Not authorized for NSN 6665-99-760-9742. NSN 6135-01-235-4168 is processed according to the prescribed corrective action status. If not accomplished, RTD is not authorized.

Sales: Not authorized for NSN 6665-99-760-9742. NSN 6135-01-235-4168 is processed according to the prescribed corrective action status. If not accomplished, sale is not authorized.

Ultimate Disposal: Process NSN 6665-99-760-9742 directly to ultimate disposal. If no corrective action is taken, process NSN 6135-01-235-4168 directly to ultimate disposal.

Property Accounting: Safe Alert Latent Defect (SALD) codes are assigned to these items for DAISY processing.

Bedding and Upholstered Furniture, Mattresses and Box Springs

Definition/Description

The terms "bedding and upholstered furniture, mattresses and box springs," as used here, apply to the following:

Bedding. Mattresses, box springs and any covering used on a bed including, but not limited to, blanket, comforter, cushion, davenport, hammock, pad, lounge mattress, mattress pad, mattress protector, pillow case, sheet, quilt, quilted pad or sleeping bag.
Upholstered furniture. Any article of furniture, wholly or partially stuffed or filled with any concealed material, which is intended for use for sitting, resting, or reclining purposes. Filling material, as it relates to bedding and upholstered furniture and mattresses, can be African fiber, bamboo, cotton, down, excelsior, feathers, felted cotton, fiber, foam rubber, hair, husks, jute, kapok, Louisiana tree moss, sea moss, shoddy, wool or any other soft material.

State laws regarding the purchase and resale of used bedding and upholstered furniture; mattresses and box springs vary from state to state. Some restrictions are as follows:

Sterilizing and disinfecting is needed for used or second-hand bedding, mattresses and box springs.
An annual license or registration fee is needed as a supply dealer or renovator.
Option of using stamps or a stamp exemption permit.
The manufacturer or vendor name and address is needed on the tag.

Policy References/Authority

State and local laws and directives and DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage

Receiving:
DRMOs will research individual state and local entities to determine disposal requirements for bedding, upholstered furniture, mattresses and box springs. DRMOs will also work with generating activities, on a case-by-case basis, to attempt to only receive those items that can be processed without abandonment/destruction or ultimate disposal.

If a generator uses DRMOs for disposal of those items considered detrimental to public health, items are received as scrap and processed accordingly.

NOTE: Only new or unused items are processed from a DLA Depot Recycling Control Point (RCP).

Warehousing/Storage: Standard warehousing processes are used unless specific revisions are required, based on condition of property.

Reutilization/Transfers/Donation:
Donation documents releasing surplus bedding or upholstered furniture will contain the following:

"Donation of bedding and upholstered furniture is made on the condition that the recipient will ensure that this material will be treated according to applicable laws and regulations before reuse."

Sales: When selling this type of property, the DRMO will:

Ensure the sale solicitation contains a statement advising the purchaser to comply with applicable State law/host country requirements pertaining to the resale of this property.
If requested, furnish a copy of the award document (DRMS Form 1427) or similar notice to the state health agency/host country agency where the successful bidder maintains their business.
Furnish notices to local state health agency/host country agency that includes the name and address of the purchaser, the type, quantity and location of the property sold.

NOTE: Sale of foreign excess material of this type will be according to host country health regulations.

Abandonment/Destruction: Items such as surplus, mattresses, box springs or other bedding and upholstered furniture, which are considered to be detrimental to public health, will be destroyed according to normal A & D procedures.

Ultimate Disposal: See A&D above.

Property Accounting: Will be accomplished based on the disposal action taken.

Berets, With Flashing, US Army

Definition/Description

Berets are black, wool blend with sewn on flashing/patch that identifies a particular military unit/command. Berets subject to this guidance will have the following NSNs:

Figure 6 - NSNs for Berets, With Flashing

8405-01-088-7805	8405-01-089-0135	8405-01-089-0140
8405-01-088-7811	8405-01-089-0136	8405-01-103-1351
8405-01-088-7812	8405-01-089-0137	8405-01-480-2858
8405-01-088-7813	8405-01-089-0138	
8405-01-088-7902	8405-01-089-0139	

Policy References/Authority

All excess berets will be turned in to Defense Reutilization and Marketing Service (DRMS). Reference: Memorandum from Frederick N. Baillie, Executive Director, Distribution and Reutilization Policy, received April 23, 2007.

Unique Processing Information/How to Manage

Receiving:

1. New U.S. Army black berets in original packaging (with or without flashing) will be auto-requisitioned to:

   Peckham Vocational Industries Inc.
   4110 N Grand River
   Lansing, MI 48906
   (517) 316-4423

Those berets found not suitable for stockage will be reclassified to Condition Code H and sent for destruction in accordance with Paragraph 2 below.

2. Used U.S. Army black berets with flashings will be destroyed by incineration using CLIN 9904BX (Uniforms Requiring Mandatory Incineration.) This is comprised of the thirteen NSNs (National Stock Numbers) shown above, as well as LSNs (Local Stock Numbers) meeting the physical requirements of being black and having flashings.

3. Other colored berets with flashings may only be reutilized by Department of Defense Military customers, to include Guard and Reserve.

4. All other berets without flashings may be reutilized, transferred, donated, or sold.

Warehousing/Storage: Use standard warehousing and storage procedures.

Reutilization/Transfers/Donations: Used U.S. Army black berets with flashings are not authorized for reutilization, transfer or donation.

Sales: Used U.S. Army black berets with flashings are **not** authorized for sale.

Abandonment/Destruction: N/A

Property Accounting: Receive New “A” condition black berets in original packaging as a XR1. Use N for the Disposal Authority Code in DAISY. DAISY will automatically generate a requisition to send berets to Peckham Vocational Industries Inc. Process requisitions and send berets to the address listed under “Receiving”, above.

Berets currently on record or turned in under a LSN in “A” condition will require a manually generated requisition.

All other used black berets with flashings will be downgraded to a SCL scrap (i.e. LC1AXXA) then upgraded to a UCN DTID, UI as “lot”, LSN 8405-00-BlkBeret, Item name “Mics Black Berets for Incineration” and processed for incineration using disposal contracts with CLIN 9904BX.

DRMO must verify quantities before shipping of property.

Blankets and Clothing, DDT Impregnated

Definition/Description

Wool blend or wool serge blankets and clothing produced prior to 1982 that have been treated with DDT chemicals to protect against exposure to mosquitoes and other disease vectors. Use of this chemical is no longer authorized, due to potential harm to humans.

Policy References/Authority

Local laws and regulations and DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage

Receiving: Accept physical custody and accountability of DDT impregnated blankets and clothing for ultimate disposal processing. When large quantities are turned-in for disposal and impact storage capabilities, DRMOs will accept accountability only, not physical custody.

NOTE: This property does not qualify for processing through a DLA Depot Recycling Control Point (RCP).

Warehousing/Storage: Physical custody is authorized for small quantities where the DRMO is able to provide suitable storage, free from the effects of weather.

Reutilization/Transfers/Donations: Not authorized.

Sales: Not authorized.

Abandonment/Destruction:
See ultimate disposal below. The disposal of DDT impregnated blankets and clothing, as trash, is not authorized.

Ultimate Disposal:
The only authorized method:
Disposal as a special waste or hazardous waste -

If state regulations require disposal of these blankets and clothing. Generating activities are responsible for funding disposal costs. For direct questions regarding funding, contact the DRMS-BCP, Environmental.

Disposal as a non regulated waste -

DRMS funds disposal of DDT impregnated blankets and clothing in states where the property is not regulated.
For disposal as a non-regulated waste, the most economical approach available is used.

Options include:

Use of the ISA for assistance with disposal at local landfills.
Existing service contract or
A one-time service contract.

Property Accounting:
Contact DRMS Environmental (DRMS-BCP) for funding approval for use of “HD” funds prior to entry into BOSS. Process the property in BOSS as follows:

Include the following on the DTID:

- Generator’s DODAAC (first 6 positions).
- Julian dates (7th - 10th positions).
- Sequentially number entries (11th - 14th positions).
- Character “T” mandatory. Identifies property as DDT impregnated (last position).

Type code - “N” for non-reimbursable.
ORGAN code - “HD”.
DRMO RIC codes.
MILLSBILLS - blank.
MILLSBILLS fund code - “XP”.
Noun description: Must begin with letters “DDT”.

BODY ARMOR

PURPOSE: To implement Standard Operating Procedures for the receipt, reutilization and ultimate disposal of all body armor property, applicable to all of DLA Disposition Services, including CONUS, OCONUS and contingency sites. This supersedes all previous e-mail messages and the DEMIL Bulletins. ~~FY08-001, updates to same, and all other body armor disposition instructions.~~ Edited May 2012

~~ATTACHMENT: HQ Department of the Army, Office of the Deputy Chief of Staff, G4, ALARACT 302247Z Jun 10, subject: Body Armor Classification and Turn-in.~~ Edited May 2012

POLICY: ~~Body Armor, to include~~ Interceptor Body Armor (IBA), is composed of the Outer Tactical Vest/Improved Outer Tactical Vest (OTV/IOTV), the Small Arms Protective Inserts/Enhanced Small Arms Protective Inserts (SAPI/ESAPI), and the IBA components. Body Armor components include: ballistic collars, throat protectors, groin protectors, wing assemblies, yoke assembly, cable release assembly, and Deltoid Auxiliary (brand name) Protectors (DAP), Enhanced-Side Ballistic Inserts (E-SBI).

DLA Disposition Services field activities will implement the procedures outlined below and reiterate existing Army policy that all body armor will be turned into the supporting ~~Central Issue Facility~~ (CIF) for classification and final disposition prior to shipment. Edited May 2012

CIF facilities in CONUS/Pacific will ship to DLA Disposition Services Centralized Demilitarization Division (CDD) at Tucson Arizona unless they have a current DEMIL or hazardous waste contract in place. CIF facilities in OCONUS Europe will ship to CDD in Kaiserslautern Germany**. Individual Army units or soldiers are not authorized to turn in body armor directly to DLA Disposition Services.** Only CIF's and Supply Support Activities (SSA's) acting on behalf of CIF are authorized to turn-in unserviceable IBA to the DLA Disposition Services CDD Tucson. All body armor received at DLA Disposition Services CDD Tucson from Army CIFs and SSAs will be destroyed.

To determine if an NSN is controlled as body armor use the CPR Tool and/or SALD Guidance Search The links for these tools are:
CPR Tool (Non-RCP Version) **https://www.dispositionservices.dla.mil/cpr/nonrcp**
CPR Tool (RCP Version) **https://www.dispositionservices.dla.mil/cpr/rcp**
SALD Guidance **https://www.dispositionservices.dla.mil/sald/SaldForm**

Note: Batchlotting is not allowed.

DLA DISPOSITION SERVICES SITE RECEIPTS

CONUS: Batchlotting is not permitted Edited May 2012

Army: DLA Disposition Services sites will not accept body armor from individual Army units. Only CIF's and SSA's acting on behalf of CIF facilities are authorized to turn-in unserviceable body armor or IBA to the DLA Disposition Services CDDs Tucson for CONUS/PACIFC, and Kaiserslautern GE for Europe. CIF's will palletize and band, or use tri-walls with banding when shipping body armor property to CDDs. Any unscheduled or inadvertent receipts will be forwarded by DLA Disposition Services sites to the nearest CIF or SSA.

Note: Prior to coordination with Army G-4 states that all Active Duty CIFs will ship directly to CDD Tucson at the Army's expense. Furthermore, Army has agreed to pay for mis-shipments of Body Armor that have been sent to local DLA Disposition Services sites incorrectly and where DLA Disposition Services is unable to contact the unit. Edited May 2012

Army Reserve Units: Will always ship all Body Armor IOTV and ESAPI to the CIF at Sierra Army Depot regardless of condition code, as stated in the Memorandum dated 12 Oct 2011, at the Army's expense. Specific instructions are listed in Reserve forces memorandum. Edited May 2012

Point of Contact: Ms. Nancy Hemphill, PBO, **nancy.hemphill@us.army.mil**, or (530) 827-5172, DODAAC W90W07, PBUSE UIC W47A09. Edited May 2012

Army National Guard Units: Will always ship all Body Armor IOTV and ESAPI to their corresponding state CIF for disposition at Army's expense. Edited May 2012

Marine Corps, Navy and Air Force Units:

1. DLA Disposition Services sites will accept ~~body armor~~ IBA and ~~body armor~~ components from individual Navy/Marine Corps, and Air Force units. Edited May 2012

2. Receive property with a Material Screening Code (MSC) of "X" and an Action Code of "A" and an Accounting Code of "A". This will assign the property directly in Record Status Code (RSC) "W", DEMIL item pending disposition - screening complete and will prevent items from being processed to R/T/D/S screening. A SALD Code "T" will be generated upon receipt of the listed NSN's advising that R/T/D/S is not authorized and to ship the item to the CDD Tucson. DLA Disposition Services sites must contact the CDD Tucson prior to shipment.

Commercial Body Armor:

1. All commercial type body armor and/or "knock off" versions of IBA turned-in as an LSN will be Demilitarized.
2. Receive property with a Material Screening Code (MSC) of "X" and an Action Code of "A" and an Accounting Code of "A". This will assign the property directly in Record Status Code (RSC) "W", DEMIL item pending disposition - screening complete.
3. **DLA Disposition Services sites must contact CDD Tucson prior to shipment.**

<u>CENTRALIZED DEMIL DIVISION (CDD) RECEIPTS:</u>

1. Treat individual unit turn-ins as above guidance directs for DLA Disposition Services site receipts.

2. Process SSA/CIF or DLA Disposition Services field site shipments for destruction.

RECEIPTS OCONUS:

Pacific: Follow the CONUS guidance listed above and ship to CDD Tucson.

Europe and Africa: Follow the CONUS guidance up to the point of shipment. CIFs will ship to CDD Kaiserslautern Germany.

RECEIPTS CONTINGENCY: DLA Disposition Services sites in Iraq and Afghanistan will ship body armor that appears serviceable to **DLA Disposition Services Arifjan, Kuwait. DLA Disposition Services Arifjan** will contact the appropriate local Army organization directly for disposition instructions. Contingency DLA Disposition Services sites in the AOR will follow the above CDD receipt procedures for turn-in and perform their own destruction of unserviceable body armor. DLA Disposition Services Arifjan is authorized to Demilitarize body armor not retained locally by the Army.

~~RECEIPTS RESERVE/NATIONAL GUARD – Will follow their respective service guidance. Individual Army Reserve National Guard units or soldiers are not authorized to turn in body armor directly to DLA Disposition Services.~~ Edited May 2012

REUTILIZATION/TRANSFER/DONATION/SALES:
Reutilization, Transfer, Donation and/or Sales are not authorized.

DISPOSAL: **Demilitarize as outlined below**:

Stock listed: The CDD will treat all body armor received from CIF/SSA or DLA Disposition Services field sites as unserviceable and process for destruction.

LSN: The CDDs are authorized to immediately Demilitarize all commercial body armor turned-in under an LSN.

Note: The following list of Military Service DODAAC first letters correspond to Service branch:

- Army (A, B, C, W)
- Navy (N, P, Q, R, V)
- Air Force (D, E, F, J,)
- Marines (K, L, M)
- DLA (S, T, U)

- Other (G, H, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)

If you have any questions, please contact DEMIL help@dla.mil

The following Army DODAACs are provided by region to assist the customer to find the closest CIF facility to their location.

DLA	DLA	DLA	ARMY	CIF
DISPOSITION SERVICES SITE NAME	**REGION**	**DODAAC**	**CIF**	**DODAAC**
Aberdeen	East	SX1213	ABERDEEN PROVING GROUND	W91ZLE
Bragg	East	SY2714	FT BRAGG	W36B5B
Cape Canaveral	East	SY2354	USAG MIAMI	W90GFW
Cherry Point	East	SY2024	FT BRAGG	W36B5B
Drum	East	SXD102	FT DRUM	W80WKB
Eglin	East	SYE364	USAG MIAMI	W90GFW
Gordon	East	SYG164	FT GORDON	W33SMX
Groton	East	SXG041	FT DRUM	W80WKB
Jackson	East	SYJ193	FT JACKSON	W37BXH
Jacksonville	East	SY2314	FORT STEWART	W33DMJ
Lejeune	East	SYL024	FT BRAGG	W36B5B
Letterkenny	East	SXC293	FT DIX	W15RAW
Meade	East	SX1213	ABERDEEN PROVING GROUND	W91ZLE
Mechanicsburg	East	SX1293	FT DIX	W15RAW
Norfolk	East	SX1493	FT EUSTIS	W91JMG
Portsmouth/Pease	East	SX1081	FT DRUM	W80WKB
Richmond	East	SX1523	FT LEE	W80AAM
Shaw	East	SYS194	FT JACKSON	W37BXH
St Juliens Creek	East	SXG493	FT EUSTIS	W91JMG
Tampa	East	SYT354	FT RUCKER	W31BM6
Tobyhanna	East	SXT303	FT DIX	W15RAW
Anniston	Mid America	SY2054	FT RUCKER	W31BM6
Benning	Mid America	SY2124	FT BENNING	W33BTH
Bliss	Mid America	SZB037	FT BLISS	W45C22
Bluegrass	Mid America	SYD434	FT KNOX	W22PLR
Campbell	Mid America	SYE434	FT CAMPBELL	W34Q23
Columbus	Mid America	SX1465	FT EUSTIS	W91JMG
Corpus Christi	Mid America	SZ3637	FT SAM HOUSTON	W45MXB
Crane	Mid America	SX1395	FT KNOX	W22PLR

DLA	DLA	DLA	ARMY	
DISPOSITION SERVICES SITE NAME	**REGION**	**DODAAC**	**CIF**	**DODAAC**
Duluth	Mid America	SXD455	FT MCCOY	W5CSEF
Dyess	Mid America	SZC557	FT HOOD	W45UOW
Ellsworth	Mid America	SZ3108	FT MCCOY	W5CSEF
Great Lakes	Mid America	SXG345	FT LEONARDWOOD	W58CEV
Hood	Mid America	SZ3557	FT HOOD	W45UOW
Huntsville	Mid America	SYC054	REDSTONE ASENAL	W80YUA
Knox	Mid America	SY2434	FT KNOX	W22PLR
McAlester Demil	Mid America	SZB587	FT SILL	W44D44
Minot	Mid America	SZM108	FT BRAGG	W36B5B
Mountain Home	Mid America	SZC020	SIERRA ARMY DEPOT	W62R19
Offutt	Mid America	SZF586	FT RILEY	W55VZJ
Oklahoma City	Mid America	SZ3487	FT SILL	W44D44
Polk	Mid America	SZC587	FT POLK	W42TCX
Riley	Mid America	SZ3586	FT RILEY	W55VZJ
Rock Island	Mid America	SX1345	FT LEONARDWOOD	W58CEV
San Antonio	Mid America	SZ3547	FT SAM HOUSTON	W45MXB
Scott	Mid America	SZS535	FT LEONARDWOOD	W58CEV
Selfridge	Mid America	SXS465	FT MCCOY	W5CSEF
Sill	Mid America	SZD487	FT SILL	W44D44
Sparta	Mid America	SX1455	FT MCCOY	W5CSEF
Stewart	Mid America	SYS164	FORT STEWART	W33DMJ
Texarkana	Mid America	SZ3587	FT HOOD	W45UOW
Warner Robins	Mid America	SY2164	FT GORDON	W33SMX
Wright Patterson	Mid America	SXP465	FT EUSTIS	W91JMG
29 Palms	West	SZ3129	FT IRWIN	W81DBU
Anchorage	West	SZ362D	FT RICHARDSON	WC1JW6
Barstow	West	SZ3129	FT IRWIN	W81DBU
Cannon	West	SZB047	FT HUACHUCA	W61SQQ
Colorado Springs	West	SZ3038	FORT CARSON	W51HQS
Fairbanks	West	SZ363D	FT WAINWRIGHT	WC1JXE
Fairchild	West	SZD380	FT LEWIS	W68GZL
Great Falls	West	SZ3718	FT LEWIS	W68GEL
Hill	West	SZ3028	FT CARSON	W51HQS
Holloman	West	SZ3037	FT HUACHUCA	W61SQQ
Kirtland	West	SZ3047	FT HUACHUCA	W61SQQ
Lewis	West	SZ3380	FT LEWIS	W68GZL
Nellis	West	SZN129	SIERRA ARMY DEPOT	W62R19
Pendleton	West	SZP199	FT IRWIN	W81DBU

DLA	DLA	DLA	ARMY	
DISPOSITION SERVICES SITE NAME	REGION	DODAAC	CIF	DODAAC
Port Hueneme	West	SZ3189	FT IRWIN	W81DBU
San Diego	West	SZ3199	FT IRWIN	W81DBU
Sierra	West	SZS319	SIERRA ARMY DEPOT	W62R19
Stockton	West	SZ3279	SIERRA ARMY DEPOT	W62R19
Travis	West	SZH279	SIERRA ARMY DEPOT	W62R19
Tucson	West	SZ3419	FT HUACHUCA	W61SQQ
Tucson DEMIL Center	West	SZD429	FT HUACHUCA	W61SQQ
Vandenberg	West	SZF189	FT IRWIN	W81DBU
Yuma	West	SZY429	FT HUACHUCA	W61SQQ

Burner Units and Range Outfits

Definition/Description

M2 Burner unit (NSN 7310-00-842-9247) M2A burner unit (NSN 7310-01-113-9172) and range outfit M59 (NSN 7360-00-082-2153), consisting of cabinet (NSN 7360-00-702-1719) and burner unit, as well as burner unit (NSN 7310-00-559-5214) and range outfit (NSN 7360-00-273-8621) that contain a bakery accessory set, field oven (NSN 7360-00-271-1663) are potentially unsafe.

Policy References/Authority

Item Manager Notification.

Unique Processing Information/How to Manage

Receiving:

Physical custody of M2 burner units (NSN 7310-00-842-9247 & NSN 7310-00-559-5214) and M2A burner unit (NSN 7310-01-113-9172) is not authorized unless a new operating instruction decal (NSN 7690-00-999-2509) is attached to the unit(s) before turn-in. Accountability only may be accepted to allow reutilization within DOD only. (This is an exception to standard category 1 defective property.)

The M59 range outfits, without the burners, may be received and processed as standard transactions.

NOTE: New burner units/range outfits can be processed through DLA Depot Recycling Control Points (RCPs), if needed.

NOTE: All of these burner units will have a decal that states that the air pressure gauge should indicate six to eight pounds of pressure. In the event the DECAL cannot be obtained an unnumbered label or information tag may be attached to the property and sales referrals will show the new operating instructions.

Warehousing/Storage: Defective burner units will not be received, thus will not require storage. The

range outfits will not require any unique storage.

Reutilization/Transfers/Donations:
Reutilize M2 burner unit (NSN 7310-00-842-9247), burner unit (NSN 7310-00-559-5214) and M2A burner unit (NSN 7310-01-113-9172) within DOD only. Do not pass units not reutilized within DOD to GSA. Transfer or donation of these burner units is not authorized.

M59 range outfit (NSN 7360-00-082-2153) that consists of cabinet (NSN 7360-00-702-1719) and burner unit can be reutilized or donated if the M2/M2A burner unit (NSN 7310-00-842-9247) is removed. The range outfit (NSN 7360-00-273-8621), which consists of a bakery accessory, set, field oven (NSN 7360-00-271-1663) can also be reutilized or donated, if the burner unit (NSN 7310-00-559-5214) is removed.

Sales: M2/M2A burner units (NSN 7310-00-842-9247, NSN 7310-01-113-9172) and burner unit (NSN 7310-00-702-1719) not reutilized within DOD can be sold with appropriate warning statements included in the sales description(s). Refer to Section 2, Chapter 6, Sales Program, to determine appropriate codes.
M59 range outfit (NSN 7360-00-082-2153) that consists of cabinet (NSN 7360-00-702-1719) and burner unit can be sold if the M2/M2A burner unit (NSN 7310-00-842-9247, NSN 7310-01-113-9172) is

removed. The range outfit (NSN 7360-00-273-8621), which consists of a bakery accessory, set, field oven (NSN 7360-00-271-1663) can also be sold if the burner unit (NSN 7310-00-559-5214) is removed.

If full units are received, indicate in the solicitation submitted to the Sales Office that the decal (NSN 7690-00-999-2509) containing new operating instructions has been attached to the burner unit (NSN 7310-00-842-9247, NSN 7310-01-113-9172 or NSN 7310-00-559-5214), and range outfit (NSN 7360-00-082-2153) consisting of cabinet (NSN 7360-00-702-1719) and burner unit or range outfit (NSN 7360-00-273-8621), consisting of a bakery accessory set, field oven (NSN 7360-00-271-1663) and burner unit

Property Accounting:
If accountability for defective burners is received for screening within DOD only, use material screening code (MSC) 3. Standard receipt and RTDS transactions are used, if the range outfits are received with the burner units removed.

NOTE: A SALD code has been assigned to this property.

Buses (School) Manufactured prior to 1977

Definition/Description

School buses manufactured prior to 1977 have been determined to be unsafe and are not authorized for any form of reuse.

Policy References/Authority

Safe Alert/Latent Defect Notification

Unique Processing Information/How to Manage

Receiving: These buses are received as usable with supply condition code "G" after generating activities have removed usable components (engine, transmission, radiator, front and rear differentials, etc.). The ETID/DTID will indicate that this has been accomplished. The removed components are turned-in as separate transactions and are processed through standard disposal procedures (R/T/D/S). If the buses are mutilated prior to turn-in, they are processed as recyclable/reimbursable scrap.

NOTE: These buses do not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: In accordance with the type of receipt (usable/scrap).

Reutilization/Transfers/Donations: Not authorized.

Demilitarization/Mutilation: Based on a joint determination, mutilation may be performed by the DRMO or the generating activity. Mutilation will be performed by shredding or crushing, to completely prevent rebuilding into a usable, unitized body. The two-man rule will be used to confirm that the mutilation was accomplished.

Sales: Not authorized as whole units. The DRMO performing the mutilation will process the buses for sale as non-reimbursable/non-recyclable scrap.

Abandonment/Destruction: If required, standard direction is used.

Property Accounting: Standard property accounting processes are used in accordance with the method of receipt and disposal.

Buttons, Distinctive Metal (See Distinctive Markings)

Cable Reels

Definition/Description
Devices used to hold, release and retrieve cable. Available in various shapes, sizes and operational techniques (spring driven/motor driven).

Policy References/Authority
Discussions between DRMOs and DRMS requesting clarification on processing methods.

Unique Processing Information/How to Manage
Receiving: No unique receiving requirements.

NOTE: Only new, unused cable reels may be received through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Use standard warehousing and storage procedures.

Reutilization/Transfers/Donations: Standard RTD processes will be used.

Sales: Sales of cable reels will contain complete commercial descriptions to include the type, composition, (steel, wood, metal, etc.), diameter of flange, length and diameter of core, and special mounting features.

Abandonment/Destruction: If required after unsuccessful RTD and sales attempts, refer to Section 2, Chapter 7, Scrap Program, for standard direction.

Property Accounting: No unique property accounting requirements.

Camouflage Netting

Definition/Description

Protective flexible wire/textile netting that may be designed as radar reflecting or non-radar reflecting.

Policy References/Authority

Direction received from Item Manager.

Unique Processing Information/How to Manage

Receiving: No unique receiving direction. Processing is dependent on the radar reflecting characteristics and the associated demilitarization code. Associated parts (poles, support frames, etc.) will be received and processed as DEMIL Code "A."

NOTE: Not authorized for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be accomplished based on the assigned DEMIL code.

Reutilization/Transfers/Donations: Transfers and donations not authorized.

DEMIL:
Non-radar deflecting camouflage netting is assigned DEMIL Code "B." Radar reflecting camouflage netting is assigned DEMIL Code "D" and will be demilitarized by cutting (pieces no bigger than 4" x 4"), shredding, burning or burial in a Government approved landfill. When using a Government approved landfill the following applies:

Landfill must have a perimeter fence and limited/restricted access.
Certifier and verifier must witness the burial.
Placing the netting in a dumpster that is going to a landfill is NOT acceptable.
Government approved landfill is defined as being licensed by a local, state or national controlling agency.
For burial in a foreign government landfill, local obtain coordination and concurrence from the host government's ministries of defense and export prior to burial.

Sales: Not applicable unless DEMIL is done by cutting or shredding and the residue is sold as part of a scrap pile.

Abandonment/Destruction: If required after DEMIL has been completed must comply with direction under DEMIL paragraph above.

Property Accounting: Standard accounting for DEMIL required property will be used.

Canisters, C2/C2A1

Definition/Description

Unserviceable gas mask filter elements and canisters identified as C2, NSNs: 4240-01-119-2315 (American), 4240-21-871-7842 or C2A1, NSN 4240-01-361-1319.

Policy References/Authority

U. S. Army direction.

Unique Processing Information/How to Manage

Receiving: Will be received as hazardous waste only.

NOTE: Not authorized for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Must meet conforming storage requirements.

Reutilization/Transfers/Donations: Not authorized.

DEMIL: Accomplished through the hazardous waste disposal process.

Sales: Not authorized.

Ultimate Disposal: Standard processes to be used. Must contain a certification that the DEMIL requirements were met concurrently.

Property Accounting: Hazardous waste and DEMIL required property accounting processes are used.

Cannon Tubes

Definition/Description

A cylindrical form used as an armament of war, consisting of a forged steel tube, reinforced with massive steel rings shrunk upon it.

Policy References/Authority

Item Manager Message.

Unique Processing Information/How to Manage

Receiving:

No unique receiving requirements. Previous direction to forward cannon tubes with the NSNs listed below to IRI International Co, Pampa, TX, has been **terminated** by Rock Island Arsenal. The NSNs may be processed in accordance with the requirements applicable for assigned DEMIL code, condition code, etc. at time of turn in.

Figure 7 - Cannon Tube NSNs

1005-00-233-9051	1015-00-927-9422
1015-00-678-4317	1325-01-040-8837
1015-00-723-3068	1015-01-092-9085
1025-01-013-3915	

NOTE: Not authorized for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Standard “DEMIL required property” storage procedures will be used.

Reutilization/Transfers/Donations: Standard procedures for DEMIL required property will be used.

DEMIL: In accordance with assigned DEMIL Code. See DOD 4160.28-M.

Sales: See Section 2 for general direction.

Abandonment/Destruction: If appropriate. See DOD 4160.21-M.

Property Accounting: Standard receipt and disposal procedures will be used for processing cannon tubes on and off the accountable records.

Captured Property

Definition/Description

Non-U.S. personal property that has been obtained as a result of disagreement/conflict.

Policy References/Authority

DOD DEMIL Program Manager.

Unique Processing Information/How to Manage

Receiving:

Any captured property received by a DRMO must contain a clear annotation on the ETID/DTID, "CAPTURED PROPERTY". Also, when applicable, each ETID/DTID must have an inert certification. Receive all captured property as usable only or downgrade upon receipt entering a "Z" as the Special Handling Code (SHC). Receive all captured property as an LSN using most appropriate FSC. Coordinate with turn-in activity to assign a proper DEMIL code. (See DOD 4160.28-M for DEMIL codes.) If turned in as scrap, assign a LSN with an estimated quantity and nominal acquisition value. Change ETID/DTID accordingly and process as an XR3. To process property meeting criteria for small arms and the SASP, see DOD 4160.28-M and Section 2.

If implements of war, be aware of possible blood born pathogens and other infectious materials. See Section 1, Chapter 3, Safety Program (C3.6.10.). A radiation survey will be provided for destroyed or damaged weapons systems (i.e., Tanks, APCs, or other Tactical Vehicles, etc.).

A laboratory analysis will be provided for each hazardous waste stream. Hazardous material will be turned in with an in the clear translation of labeling in English. The DRMO will not accept any custody or accountability of hazardous property until such information is provided. Turn-in of hazardous property will be with a funded DODAAC to cover ultimate disposal costs.

Small arms weapons should be excluded unless the generator performs demilitarization prior to turn-in. Clothing, uniforms, chemical protective gear should be destroyed by the generator.

NOTE: Not applicable for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Accomplished in accordance with guidance for specific commodity.

Reutilization/Transfers/Donations: Appropriate RTD actions will be based on specific commodities and any related special handling requirements/restrictions. Comparable U.S. property will have first preference for issue or retrograde unless otherwise indicated by a Theater Commander.

Demilitarization/Mutilation: Determined on a case-by-case basis, dependent on the commodity characteristics. The DRMS DEMIL office will review and approve all DEMILs.

Sales: Any unique sales requirements will be determined based on commodity characteristics/end-item application. Captured property is not eligible for reimbursement under the Resource Recovery and Recycling Program.

Abandonment & Destruction: If required and appropriate for type of property being processed after unsuccessful RTD and sales attempts, refer to Section 2, Chapter 6, Sales Program, for standard direction.

Demanufacturing: If appropriate, based on commodity characteristics.

Ultimate Disposal: If appropriate negotiations with turn-in activity, may be needed for funding decisions.

Property Accounting: Determined by commodity and any related special handling requirements.

Cartridge Cases
Expended Small Arms Cartridge Cases (ESACCSs) – Brass and Plastic
edited March 2012

Definition/Description

Ammunition components consisting of cartridge and shell casings are subject to the Export Administration Regulations, Part 770, and Interpretation 7. Once expended, brass cartridge cases are to be processed as fired brass scrap, with precautions to avoid improper release of unexpended cases. Plastic cartridge cases, however, are not to be accepted for disposal. Instead, they must be managed by the generator as hazardous waste (EPA HW No. D008) due to inherent toxicity for lead in the plastic casing. Alternatively, if the generating activity chooses to have a TCLP analysis performed and the analysis documents the plastic casings as non-hazardous solid waste (does not exceed RCRA levels) the plastic casings may be received and managed as such. Edited March 2012

Policy References/Authority
DOD 4160.21-M, DOD 4160.28-M, Range Scrap (Firing Point) Study – Waste Profile Notices – June 2005 (prepared for the U.S. AEC) Edited March 2012

Unique Processing Information/How to Manage
Receiving: The ETID/DTID must include the appropriate DEMIL code and clear-text statement for each receipt. The turn-in must contain certification that the residue is inert. Two signatures, a certifier and a verifier are required. For sealed/banded containers it is recommended that the generating activity attach a sample casing along with the turn in documents and inert certifications for identification and resale purposes. Opening sealed/banded containers is not recommended because it invalidates the inert certification. The DLA Disposition Services Site will inspect what is readily visible to verify the absence of contaminants, such as live rounds. No other level of inspection is required. **NOTE:** Not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be accomplished in a properly assigned DEMIL Code “A” “B”, or “Q” scrap pile. The cartridge cases will be stored in a secured area protected from weather with limited access or escort required so the Certifications are not voided due to improper handling.

Reutilization/Transfers/Donations: GSA regional offices are authorized to approve transfer and donations to state and local governments of surplus ESAACs (under .50 caliber) for reloading of the casings. If the ESACCs are marked for reimbursement to a Qualified Recycling Program at the time of receipt they are not authorized for upgrade or transfer and should go directly to Sales.

DEMIL: All ESACCs (.50 caliber and under) are assigned DEMIL Code "Q/6." Expended shotgun shell cases are assigned DEMIL Code "A." Expended artillery cases are assigned DEMIL Code "B."

Sales: Sales in CONUS are authorized for brass and non hazardous plastic ESACCs .50 caliber and under (to satisfy local/reloading market/demand). The appropriate sales method will be determined based on location and commodity condition, as well as any current, unique sales/scrap processing initiatives that may be in place. End Use Certificates are required for these sales.
Sales in OCONUS are authorized for ESACCs; however the casings must be mutilated via deformer or other means of crushing before sale. If this is done as a condition of sale, should be prior to title transfer. Trade Security Controls are unavailable; therefore End Use Certificates are not required in OCONUS.

Abandonment/Destruction: Not authorized.

Property Accounting: All cartridge cases must be received under the properly associated Scrap Classification category and size as annotated on the turn in document, if no category/size is noted entry into the all cartridge cases category of D2E is authorized with approval by the DLA Disposition Services Site Chief on a case-by-case basis only. Edited March 2012

Chaff

Definition/Description

Chaff is an electronic countermeasure. It is identified as a characteristically reactive material. Chaff is categorized as follows:

Figure 8 - Chaff Demil Codes

EXPLOSIVE		NON-EXPLOSIVE	
Reactive	Non-Reactive	Reactive	Non-Reactive
DEMIL G	DEMIL G	DEMIL G	DEMIL D

Figure 9 - Known Chaff NSNs

5865-00-007-9017	5865-00-831-6258	5865-00-522-6239	5865-01-371-4429
5865-00-007-9020	5865-00-911-3772	5865-00-620-5736	5865-01-371-4431
5865-00-014-3197	5865-00-912-4361	5865-00-779-9192	5865-01-382-7855
5865-00-078-4245	5865-00-007-9018	5865-00-856-1533	5865-01-413-1961
5865-00-104-9212	5865-00-014-3196	5865-00-911-7831	5865-01-033-8258
5865-00-160-3960	5865-00-069-3093	5865-01-021-0104	5865-01-051-4778
5865-00-160-3964	5865-00-084-9165	5865-00-929-6095	5865-01-143-4396
5865-00-199-4621	5865-00-160-3944	5865-01-021-1651	5865-01-240-3478
5865-00-213-6023	5865-00-160-3963	5865-01-032-4675	5865-01-246-7832
5865-00-314-3241	5865-00-199-4537	5865-01-048-2137	5865-01-262-1157
5865-00-320-7203	5865-00-199-4966	5865-01-075-4799	5865-01-267-5900
5865-00-436-0369	5865-00-242-8384	5865-01-221-9167	5865-01-371-4428

5865-00-470-2606	5865-00-314-3242	5865-01-240-4339	5865-01-371-4430
5865-00-522-6238	5865-00-428-1094	5865-01-259-1092	5865-01-377-0082
5865-00-581-3366	5865-00-470-2604	5865-01-262-9123	5865-01-390-0847
5865-00-627-4624	5865-00-494-0735	5865-01-338-1200	

Policy References/Authority

DOD DEMIL Program Manager and DOD 4160.28-M.

Unique Processing Information/How to Manage

Receiving:

In all cases, the generating activity is responsible for providing, as a condition of turn-in, documentation that identifies the chaff consistent with the above description. Supporting documentation will consist of manufacturers' information and/or a lab analysis.

DEMIL D chaff may be received by DRMOs for Reutilization/Transfer/Donation/Sale/Return to Manufacturer/Ultimate Disposal (R/T/D/S/RTM/UD). DRMOs may accept accountability, but not physical custody of DEMIL D chaff.

NOTE: Not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Reutilization/Transfers/Donations: If chaff is identified as DEMIL Code “D”, non-reactive and non-explosive, it may be processed using standard RTD procedures.

DEMIL:

Demilitarization will be performed as a condition of sale, in accordance with DOD 4160.28-M and the Section 2, Chapter 4, Demilitarization Program, or by ultimate disposal with funds provided by the generator. Demilitarization is not required for DEMIL D that is R/T/D/RTM.

See ultimate disposal below for guidance on demilitarization of chaff assigned DEMIL Code “G.”

Sales: Sales articles pertinent to demilitarization as a condition of sale will be used for processing chaff sales.

Return to Manufacturer: If Return to Manufacturer is to other than the original manufacturer, contact DRMS-BCD for approval.

Ultimate Disposal:

After obtaining authorization through DRMS-BCD, DRMOs may provide a disposal service only for DEMIL G chaff. Physical custody is never authorized. UD will constitute demilitarization that is prescribed in DOD 4160.28-M. In this instance only, the requirement for the generating activity to provide inert certification is waived. The UD documentation will serve as the DEMIL certification. The following statement will be placed on the DD Form 1348-1A, DRMS Form 1697, Pick-Up Report, or DD Form 1155, Order for Supplies or Services:

> *"I certify that this property has been released for transportation to a permitted hazardous waste contractor landfill/incinerator for ultimate disposal according to standard EPA host nation requirements, which constitutes demilitarization."*

NOTE: The DEMIL certifier will be the DRMO Contracting Officer's Representative (COR). The DEMIL verifier will be the next higher level of authority, through the DRMO Chief.

If higher-level personnel are unavailable, DRMOs may utilize the services of host activity environmental, safety, or security personnel. In this event, COR letters of appointment will be prepared in accordance with Section 1 of this instruction. Audit trail disposal documentation, such as the return hazardous waste manifest and a completed service contract delivery order (DD Form 1155), submitted by the DRMS HW disposal contractor for payment, will serve as documentation that DEMIL has been accomplished.

Property Disposal: The appropriate transaction codes will be used in DAISY according to the method of disposal used.

Chairs, Rotary

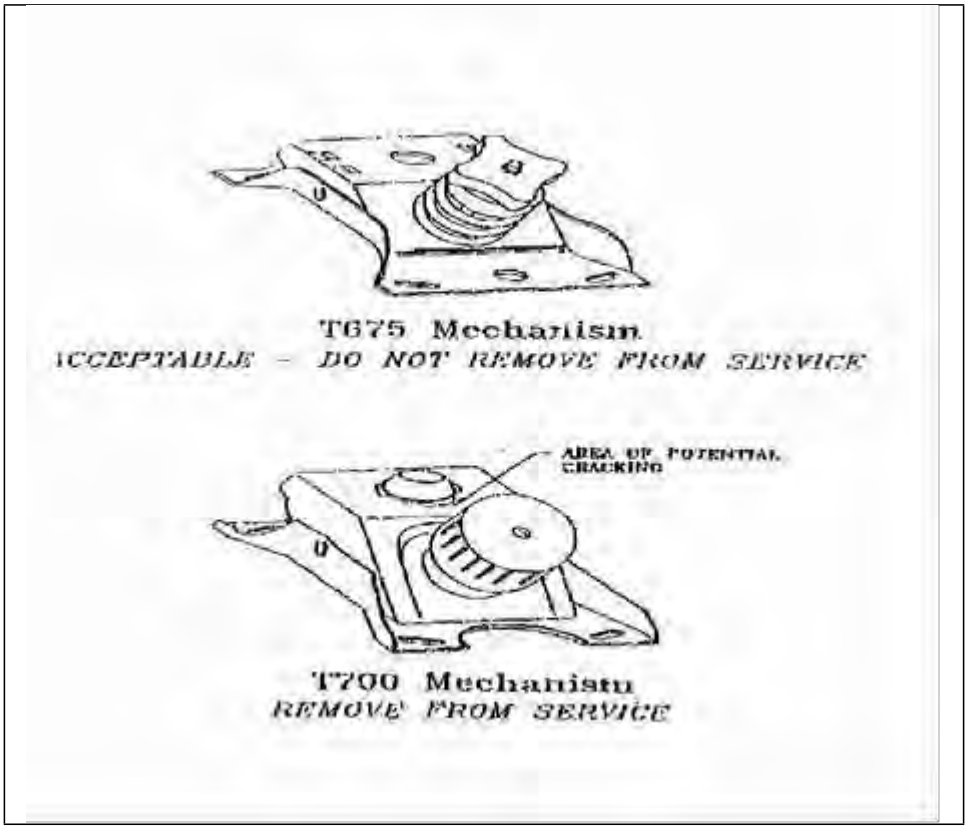
Definition/Description

The following NSNs are assigned to rotary chairs and are listed in the Safe Alert Latent Defect (SALD) listing as defective Harvard Interior MFG items under GSA contracts GS-OOF-02417 and GS-OOF-12309 dated between June 1989 and January 1991. These chairs only have four (4) spindles and the mechanism that fastens the legs to the seat has a tendency to break, causing the chair to fall. The illustration below shows the defective mechanism. The mutilation direction in the SALD will be followed when these NSNs are received.

Figure 10 - SALD NSNs (for Mutilation) - Chairs, Rotary

7110-01-188-3943	7110-01-188-3954	7110-01-188-3962	7110-01-188-3970
7110-01-188-3944	7110-01-188-3955	7110-01-188-3963	7110-01-188-3971
7110-01-188-3945	7110-01-188-3956	7110-01-188-3964	7110-01-188-3972
7110-01-188-3949	7110-01-188-3957	7110-01-188-3965	7110-01-188-3973
7110-01-188-3950	7110-01-188-3958	7110-01-188-3966	7110-01-188-3974
7110-01-188-3951	7110-01-188-3959	7110-01-188-3967	7110-01-188-3975
7110-01-188-3952	7110-01-188-3960	7110-01-188-3968	
7110-01-188-3953	7110-01-188-3961	7110-01-188-3969	

Figure 11 - Illustration S3-1 Defective Example - Chairs, Rotary



Policy References/Authority

Safe Alert Latent Defect Notification from Item Manager. GIDEP Notification # MF-S-91-01

Unique Processing Information/How to Manage

Receiving: Designated as Category 1 defective. Receive as scrap or downgrade upon receipt.

NOTE: Not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage. To be stored separate from other property and from category 2 defective property. Place a sign adjacent to property indicating, *"Must be Mutilated."*

Reutilization/Transfers/Donations: Not authorized.

DEMIL: Not applicable.

Mutilation: Lower spindle area must be done by DEMIL Center or as a condition of sale.

Sales: Not authorized as usable item.

Abandonment/Destruction: Authorized if no buyer for mutilation residue.

Property Accounting:
SALD Code "E" will pop up when NSN entered into DAISY. Input a standard receipt with the following exceptions:

Special Handling Field - Enter "W."
Material Screening Field - Enter "X."
Action Code - Enter "A."
Accounting Code - Enter "A."

Chapel and Chaplain's Equipment:

Definition/Description

Chapel and Chaplain's Equipment (FSC 9925) such as candlesticks, vases, candelabras, and candle lighters; used for religious ceremony, but have no definite religious denominational markings.

Policy References/Authority

DOD 4160.21-M, Chapter 4

Unique Processing Information/How to Manage

Receiving: No unique receiving requirements.

NOTE: If this property is new/unused, with no definite religious significance, it can be processed through DLA Depot Recycling Control Points (RCPs).

Reutilization/Transfers/Donations: Standard processing is used for property no longer possessing definite religious denominational markings. Consecrated articles particular to any religion will be processed in accordance with the instructions furnished by the Chief of Chaplains of the generating military department.

Sales: Standard processing is used for property that has no definite religious significance. Consecrated articles particular to any religion will be processed in accordance with the instructions furnished by the Chief of Chaplains of the generating military department.

Abandonment/Destruction: Authorized, if all other disposal attempts have been unsuccessful.

Property Accounting: Determined on a case-by-case basis, dependent on the type of equipment processed.

Chemical Agent Resistant Coating (CARC)

Definition/Description

Property contains or is likely to be coated with chemical agent resistant coatings containing trivalent chrome, lead, cobalt-zinc hexamethylene diisocyanate and other chemicals, which represent a potential hazard to human health if not processed properly.

Policy References/Authority

Direction from Item Manager and EPA and OSHA Guidelines

Unique Processing Information/How to Manage

Receiving: ETIDs/DTIDs may have an indicator that paint on incoming property contains a chemical agent resistant coating, but many times the coating will not be identified. If there are no indicators, standard receipt processes will be used. If indicated, the directions below apply.

NOTE: This property is not authorized for processing through DLA Depot Recycling Control Points (RCPs) if CARC indicator is present.

Reutilization/Transfers/Donations:

Process RTD transactions of CARC paint or property containing CARC using standard procedures. Ensure the precautionary notice shown below is provided to the recipient(s), in the remark section of the appropriate processing forms or as an attachment, for use if or when disposal actions are initiated or if the structure of the property may be disturbed or altered.

> *"This applies to (appropriate terms for identifying property). Property contains or is likely to be coated with chemical agent resistant coatings containing trivalent chrome, lead, cobalt-zinc hexamethylene diisocyanate and other chemicals, which represent a potential hazard to human health if not processed properly. The Government cautions the customer(s) who plan to disturb this property in any way."*

Airline respirators should be used for processing (applying/sanding/torch cutting, etc.), unless air sampling shows exposure to be below OSHA/host government standards, then a chemical cartridge air-purifying respirator must be used.

CARC paint should be isolated from heat, electrical equipment, sparks and open flame during storage. Local exhaust ventilation should be used for inside processing and storage.

Exposure to vapor/mist/dust and fumes can cause irritation to respiratory tract (lung, nose, throat), edema, dermatitis, dizziness, rash, itching, swelling of extremities, eye irritation or damage to nervous system, kidney or liver. Coating may be fatal if swallowed.

DEMIL:

When DEMIL is required for CARC coated property, the options (in preferential order) are:

Require DEMIL as a condition of sale and insure appropriate terms and conditions are included in the Invitation for Bid.

NOTE: The Government representative(s) conducting surveillance and verification requirements is required to use the protective apparel or do an initial survey, leave the

area while the DEMIL is being completed and return to verify that proper actions have been taken.

DEMIL at DRMO/DEMIL Center using crushing, shearing, or shredding action. This would include driving over property with heavy equipment, using a power press, shears or shredder. Torch cutting using airline respirators, unless air sampling shows exposure to be below OSHA/host country limits. If exposure is below prescribed limits, then a powered or non-powered chemical cartridge air-purifying respirator must be used.

The following equipment is required for DRMOs to complete the DEMIL on CARC property:

Airline respirator.
Goggles - appropriate type for torch cutting, grinding and sanding.
Face shield.
Gloves - leather for grinding, cutting
Apron -leather for torch cutting and grinding.
Grinder - hand-held (double insulated).
Sander - orbital, hand-held (double insulated).

(The grinder and sander are required if a determination is made that the coating should be removed prior to completing DEMIL. Use double insulated electrical machines.)

Use standard protective apparel, as well as that described above, for DEMIL of property with CARC.

Sales: Refer to Section 2, Chapter 6, Sales Program, for guidance regarding the sale of property that is, or may be, coated with CARC.

Property Accounting: Standard property accounting will be used, dependent on the type of property processed (i.e., no DEMIL required/DEMIL required.)

NOTE: If neither generating activities nor DRMO can identify property as having a CARC, the above unique processing requirements are not applicable.

Chemical Defense Equipment (CDE)

Also see M43 Aircraft Masks (which takes precedence over this guidance for the NSNs listed in the M43 article)

Definition/Description

CDE is included on the U. S. Munitions List. Many CDE items contain hazardous components and are normally part of a "CDE Kit." Where these characteristics exist standard DEMIL procedures enhance the hazards. To reduce/eliminate these concerns, the Office of the Assistant Secretary of Defense, Policies and Logistics (OASD P&L) approved an alternate DEMIL procedure, allowing disposal of hazardous CDE (by burying, incineration or treatment) according to appropriate EPA regulation to constitute DEMIL.

CDE also includes protective masks and filters. The filters may contain a component known as ASC Whetlerite Charcoal. ASC is not an acronym. It is a specific designator for activated carbon that has been impregnated with a type of ASC solution that is a mixture of copper, chromium and silver.

Policy References/Authority

DOD 4160.21-M- Chapters 4 and10, CDE Item Manager (USA Armament and Chemical Acquisition and Logistics Activity, Rock Island, IL 61229-7630).

Unique Processing Information/How to Manage

Receiving:

ETIDs/DTIDs will contain information that will provide CDE identification data. Block 4 will contain an "HW" annotation and a completed hazardous waste profile sheet will be provided at time of turn-in.

The ETID/DTID must show the hazardous constituents in the kits, to include the applicable RCRA waste codes per 40 CFR 261, and, if applicable, by the state waste codes.

Usable masks with canisters in supply condition codes A and B will be processed by the DRMO receiving accountability only. Canisters/filters will not be removed from the protective masks by the holding activity until it is determined that there are no requirements for the items.

DRMOs will verify that the generator has coordinated with the item manager prior to turn-in of CDE kits to determine specific kit separation requirements. Some CDE kits may be turned-in and managed as a whole kit for disposal, while some may require removal and/or separation of individual components for DEMIL and/or disposal. If separation is required, each commodity will be turned in on a separate DTID marked as "HW".

The property will contain a valid NSN and be coded DEMIL "F". DRMOs may only receive DEMIL code "F" property if specific written DEMIL instructions accompany the turn-in. DEMIL Code "F" is to be visibly maintained throughout the disposal process. Unless the kits are broken down. If the constituents are broken down, DRMOs will advise generators that each component will have a separate ETID/DTID, using the "end item" NSN. If DEMILLED prior to turn-in, the residue will be processed as HW.

Non-hazardous components will not require any special information. Upon receipt, convert the DEMIL code to correspond with the type of item(s) that remain after breakdown: e.g., "A" for empty boxes/remaining portions of non-hazardous substance such as sodium chloride, "D" for gas particulate filter unit, etc., then accomplish DEMIL requirements according to the code assigned.

DRMOs may accept physical custody of the HW components if they have an interim or Part B RCRA facility permit. These are processed directly to a disposal service contract.

If the protective masks are not issued as indicated above, the activity holding the property will separate the filters from the masks and package the filters as hazardous waste (chromium 6, waste code D007 chromium).

The filters will be received on an ETID/DTID that does not include the mask.

NOTE: Large filters (e.g.; shelter, hospital, etc.) that cannot be placed in drums will have all inlet and outlet ports sealed. If filters and canisters are damaged/broken, the entire filter will be sealed in a plastic wrap, to a thickness of 6.0 mil, minimum. The DRMO will take accountability only, not physical custody of this property.

DRMOs will receive the masks with filters removed for demilitarization.

NOTE: This property is not authorized for processing through DLA Depot Recycling Control Points (RCPs).

Reutilization/Transfers/Donations: Based on concerns of effectiveness, excess military chemical and biological protective masks will no longer be issued outside of the Department of Defense. (Former policy allowed approved law enforcement and other federal and state activities to receive gas masks in an "as is" condition.)

Demilitarization/Mutilation:
The method of DEMIL is the actual disposal by the HW disposal contractor at a RCRA permitted disposal facility. The mandatory demilitarization certification for this type of property will be placed on the DD Form 1155, Request for Supplies or Services, as follows:

> *"I certify that this property has been released for transportation to a permitted hazardous waste contractor landfill/incinerator for ultimate disposal according to standard EPA requirements, which will constitute demilitarization, based on approval in OASD Memorandum, dated 2 Mar 90, Turn-In and Demilitarization (DEMIL) Procedures for Chemical Defense Equipment Items Containing Regulated Hazardous Waste. The HW manifest and certificate of disposal will serve as documentation that demilitarization has been accomplished."*

The DEMIL certifier will be the DRMO RMO Contractor Officer Representative (COR). The DEMIL verifier will be the next level of authority, through the DRMO Chief. If higher authority level personnel are not available, DRMOs will utilize the services of host activity environmental, safety or security personnel. Prepare COR Letters of Appointment. (See Section 1.)

If the ETID/DTID is used for certification, a copy must be forwarded to DRMS Environmental (BCP) to retain with the delivery order files for DEMIL audit trail.

NOTE: *OCONUS DRMOs receiving FEPP* - Elements in CDE kits that are regulated by host nation law will be managed as hazardous waste in accordance with the provisions herein. The method of DEMIL is the actual disposal by the HW disposal contractor at

a DOD approved OCONUS permitted disposal facility. Retrograde for disposal should only be considered, if no local disposal options exist.

With the exception of Hawaii, Guam, and Alaska overseas DRMOs will use the following DEMIL Certification Statement for CDE articles turned in for disposal:

> *"I certify that this property has been released for transportation to a permitted hazardous waste landfill or incinerator for ultimate disposal, according to applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document requirements, which will constitute Demilitarization, based on approved OASD Memorandum, dated 2 March 90, Turn-In and Demilitarization (DEMIL) Procedures for Chemical Defense Equipment Items Containing Regulated Hazardous Waste" The HW manifest and certificate of disposal will serve as documentation that demilitarization has been accomplished."*

Contracting Officer Representatives (CORs) can act as DEMIL certifiers for overseas DRMOs. Letters of appointment should be prepared for CORs.

If the ETID/DTID is used for certification, a copy must be forwarded to DRMS Environmental (BCP) to retain with the delivery order files for a DEMIL audit trail.

Sales: Not applicable.

Ultimate Disposal: The chemical components in the CDE kits that are a RCRA, state, or host nation regulated HW when discarded will be disposed of on a service contract. This only applies to components no longer in usable condition. A HW disposal contractor at a RCRA permitted disposal facility will complete the disposal. Refer to Section 2, Chapter 8, Environmental Program, for HW disposal funding information.

Property Accounting:
CDE declared hazardous with DEMIL requirements will be processed by preparing a receipt transaction with the following exceptions:

HM/HW	= Enter Hazardous Waste Code "W."
DEMIL CHLG PERF	= Enter DEMIL Code "D."
Special Handling Code (SHC)	= By-pass.
Material Screening Code (MSC)	= Enter "X."
Action (ACTN)	= Enter Action Code "A."
Accounting (ACCT)	= Enter "A."
Do not DEMIL.	

When the contractor has removed the property for ultimate disposal, input the issue transaction with the following exceptions:

PERF	= Enter DEMIL Performed Code "4."
ACTN	= Action Code, Enter "P."
Accounting	= Enter "Q."

Declared hazardous, scheduled for ultimate disposal with no DEMIL requirements. Input the receipt transaction with the following exceptions:

SHC	=	Enter Special Handling Code “D.”
MSC	=	Enter Material Screening Code “P.”
ACTN	=	Enter Action Code “P.”
ACCT	=	Enter Accounting Code “Q.”

When item is non-hazardous and no DEML required complete standard XR1 transaction.

Chemical Defense Paper (M-8 & M-9)

Definition/Description

A chemical agent liquid detector paper, also known as M-8 and M-9, used for quick detection of the major groups of chemical warfare agents. They are produced either in booklet form (M-8) or in a dispenser roll (M-9). The books are provided with color comparison charts and instructions.

Policy References/Authority

DOD DEMIL Program Manager

Unique Processing Information/How to Manage

Receiving: Standard receiving processes are used.

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: DEMIL required property storage processes are used.

Reutilization/Transfers/Donations: Standard RTD processing for DEMIL required property are used.

Demilitarization/Mutilation: Chemical Defense Paper is assigned DEMIL code “D” and is considered non-hazardous. Demilitarization may be accomplished by methods such as shredding, incineration or landfill. The latter must be a government-approved landfill (defined as being licensed by a local, state, or national controlling agency). The landfill must be licensed by a governing body, have controlled access, and the material must be covered each day.

Sales: Standard DEMIL required property sales processes are used.

Abandonment/Destruction: See DEMIL paragraph above for landfill stipulations.

Property Accounting: Standard DEMIL required property accountable record processes are used.

Chemical Protective Suits
(See NBC Clothing)
Edited May 2012

Chlorpyrifos Pesticide Products

Definition/Description
Chlorpyrifos was one of the most widely used organophosphate insecticides in the United States - both in agriculture use and in use around the home. It was the main pesticide in such name products as Dursban and Lorsban. This chemical has been phased out of use. However, there may be some limited or restricted uses.

Policy References/Authority
DOD 4160.21-M, Chapter 10, Attachment 1.

Unique Processing Information/How to Manage
Receiving: This chemical must be received as hazardous waste (HW) only.

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Reutilization/Transfers/Donations: Not authorized.

Sales: Not authorized.

Ultimate Disposal: Accomplished according to assigned HW stream.

Property Accounting: Standard accounting processes for hazardous waste will be used.

Clothing, Military
(Edited May/Nov 2012)

Definition/Description
Non-distinctive clothing consists of standard shirts, pants, or jackets, without distinctive markings.

Distinctive outer clothing is clothing such as overcoats, blouses, jackets, shirts with epaulets, headgear and band uniforms, which associate the wearer with a particular Military Service and/or specific military rank. Clothing marked with a prisoner designation is considered as distinctive. The Military Services may elect to render such items non-distinctive to preclude unauthorized use. US Flags will also be removed from clothing prior to turn-in.

Policy References/Authority
DOD 4160.21-M, Chapter 4

Unique Processing Information/How to Manage
Receiving:
Review DOD 4160.21-M, Chapter 4, Clothing and Individual Equipment, to determine NCB applicability and authorization prior to accepting physical custody and accountability.

Use standard clothing receipt. If batchlots are received and suspected to be contaminated. do not sort. If contamination is found (mold, insects, rodent, etc.) during the sorting of textiles at the time of receipt; during any inventories or during any disposition actions, DLA Disposition Services field activities will take the following steps:

a. DLA Disposition Services field activities takes pictures of the contaminated property (place pictures with A&D documentation). Do not remove property from boxes. Optional: contact the host Industrial Hygienist/Safety/ Entomologist for verification.

b. If you have to remove some property from containers and discover property is contaminated, take pictures, carefully place contents back into the container, re-place lid/top of batchlot and seal container.

c. Identify the batch by marking the container with “contaminated property”.

d. If item is already in location, do not move the container.

NOTE: If the GL area is going to be impacted by this action contact your DLA Disposition Services CV POC for additional guidance. DLA Disposition Services CV POC will notify the SCO for credit to GL, according to the CV SOP.

e. Take A&D action by lowest cost to DOD, i.e., incineration, landfill, or service contract:

   1) Incineration if at no cost.

   2) Landfill if at no cost.

3) A service contract. Contact your local environmentalist.

f. Annotate the A&D document by having the placard certified by the A&D officer and a witness, then Web DOCS all the documentation.

Generating activities may not turn in fouled clothing without laundering or dry cleaning. Items of clothing and individual equipment may not be mutilated by cutting, painting, tearing, etc. The DLA Disposition Services field activity will otherwise receive clothing and process through normal RTDS. To prevent reentry into the supply system and preserve the sale value, clothing and individual equipment may be marked by the generating activity when markings are required by a Military Service regulation. This marking is to be completed before turn in to a DLA Disposition Services field activity. DLA Disposition Services field activity may verify correct markings using the following information:

Edited Nov 2012

CLOTHING, TEXTILES AND INDIVIDUAL EQUIPMENT WITH PII MARKINGS

Policy References/Authority
DOD 5400.11-R, Department of Defense Privacy Program

As a common practice, military services may record the name, rank, unit, and last four of the social security number (SSN) on a wide range of clothing, textiles and individual equipment. It has been determined that the combination of such information, in particular the last four of the SSN combined with a name, or other unique identifier is, by definition, Personally Identifiable Information (PII) IAW DOD 5400.11-R. If the item or equipment contains a last name and a four digit number, assume it is the last four of a SSN.

Unique Processing Information/How to Manage
Receiving:
Receiving personnel are authorized to change the Condition Code to “H” for items turned in with Condition Code “A-D” containing PII. Annotate “Contains PII” on the 1348 and downgrade to the appropriate SCL for incineration or mutilation.

All clothing, textiles and individual equipment that contain PII will be downgraded to the appropriate SCL. Recommend creation of a separate scrap pile containing this material. Property added to an existing pile causes the entire pile to become PII and requires control.

RECEIPT ALTERNATIVE: PII may be obliterated where feasible. No employee will spend an inordinate amount of time with a spray paint can or indelible marker covering up the PII.

Warehousing/Storage:
Place in a tri-wall or other appropriate container in such a way as to prevent the information from being readily visible. The container must be marked as containing PII using DLA Form 1880.

Reutilization/Transfer/Donation/Sale:
Not authorized, EXCEPT for sale for mutilation or destruction.

Disposition:
Containers must be sealed, i.e. banded, when sending out for mutilation or incineration.

Controlled Property Branch (CPBs): CPBs will verify clothing, textile, and individual equipment batches do not contain PII. Any findings of PII related information will be recorded as a discrepancy in the batch and reported as "other" in the bi-weekly batch numbers. Once the batch has been verified, the CPB will attach a statement to the batch certifying that batch-lot does not contain any PII and will also eDoc the statement as part of the batch verification procedures.

Contractor Returns: The Sales Contractor (i.e. Government Liquidation) will review property and return any item suspected of containing PII to the nearest Disposition Services site for destruction. Any request by the sales contractor to return property bearing PII will be accepted and processed for destruction as outlined above.

NOTE: Any property identified by the sales contractor may be considered a release of PII by DLA Disposition Services and must be reported to the DLA Disposition Services Privacy Officer, Judith R. Mansfield, at **Judith.Mansfield@dla.mil** or by phone (269) 961-4513/DSN: 661-4513.

If you have any questions regarding the above procedures please email **DRMS.CPVO@dla.mil**

MARKING OF CLOTHING AND EQUIPAGE FOR TURN IN

Clothing and individual equipment items that are suitable for standardized marking or mutilation to prevent reentry into the supply system will be marked in such a manner as to eliminate excessive and improper defacing of clothing and equipment. Markings (one-half to one-inch lettering) consist of stamping or stenciling "DRMO" with indelible ink no more than twice in suggested areas. Items indicated with an asterisk (*) below will have a single one-fourth inch hole punched instead of stamping. See table below:

Figure 13 - Turn-in Items & Marking Instructions for BDOs

Type of Item	Area of Marking
Alice Packs	Inside back area or inside large flap
Ammo Pouch	Inside of flap cover
Aprons (all)	One corner of the item
Bag, barrack	Inside near drawstring
Bag, duffel	Bottom of bag
Bag, flyer	Inside of zipper
Bag, sleeping	Inside of zipper
Boots, leather	Inside top of boot
Belts/straps	Inside near buckle area
Canteen/mess kit cover	Back belt loop
Cases, handcuffs, first aid	Inside of flap cover
Coveralls (all)	Inside near label area
Entrenching tool carrier (canvas)	Back of flap
*Entrenching tool carrier (plastic)	Punch single one-fourth inch hole on flap top
Gloves	Inside of cuff
Headgear	Inside headband (may punch single one-fourth inch round hole in the inside headband in lieu of stenciling.
Hoods (all)	Inside near label area

Jackets, field, parkas, other type coats	Inside near label area
Liner, coats and jackets	Inside near label area
Liner, trouser	Inside waistband
Pants, trousers, skirts	Inside waistband
Rubber items, including bunny boots, overshoes	Punch one-fourth inch round hole in distinctive area at top of boot or tongue and hip boots
Sheets, pillow cases, mattress covers, blankets	One corner of the item
Shirts	Tip of Shirttail
Shoes (leather)	Inside ankle area

NOTE: This property may be processed through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Standard clothing storage requirements are used.

Reutilization/Transfers/Donations: After turn-in requirements are met, clothing described above is processed using standard procedures.

Demilitarization: Not required unless indicated on ETID/DTID, normally designated on camouflage or chemical protective clothing.

Sales: After turn-in requirements are met, standard sales procedures are utilized.

Property Accounting: Standard property accounting processes is used when turn-in requirements are met.

******ADDED MAY 2012*****

MILITARY COMBAT UNIFORMS:

Uniforms covered by this policy are camouflage Military Combat Uniforms (BDU, ACU, DCU, MARPAT, BDU 6-Color Desert AKA “Chocolate Chip”, NWUs, AFBDU or ABU) and camouflage coveralls worn by the Armed Forces of the United States.

It does not include accessory items such as first aid kits, backpacks, canteens, or web gear.

In general, the policy restricts the disposition of the new generation of Military Combat Uniforms to DOD and restricts former generation Military Combat Uniforms to select special programs. Uniforms not issued to these authorized users will be destroyed to prevent release to the public.

Military Combat Uniforms will be received in accordance with established procedures. Military Combat Uniforms will not be mixed with other clothing items during accumulation to facilitate ultimate disposal at ESD.

- Items should be checked to ensure the item matches the stock number. If they match then accept the item as you would for an NSN.

- If you receive Military Combat Uniforms with LSN's they must be managed in accordance with this guidance and processed as Demil E.

Serviceable Military Combat Uniforms will be available for screening by eligible Reutilization activities. Unauthorized requisitions will be systemically blocked, therefore no walk-in requisitions will be allowed.

- **Serviceable:** At receipt, Military Combat Uniforms (Supply Condition Codes A through C) will be processed in accordance with the instructions contained in the SOP link below. NO BATCH LOTTING ALLOWED.

Unserviceable Military Combat Uniforms will be destroyed by incineration, at ESD.

Unserviceable: At receipt, Military Combat Uniforms (Supply Condition Code D through H) will be downgraded to SCL C03 and incinerated in accordance with the instructions contained in the SOP link below.

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2009-001.pdf

Reutilization: Authorized reutilization of Military Combat Uniforms is ***Product Group Code (PGC)*** specific (reference disposition matrix below). This restriction includes the coveralls, trousers, shirts, jackets, and associated headwear or helmet covers and any other outside clothing having the digitized camouflage pattern.

It does not include accessory items such as first aid kits, backpacks, canteens, or web gear.

NOTE: DLA Disposition field sites may use local authority to determine the eligibility of a requisitioner, or submit requisition/justification, through J-36 for approval as deemed necessary. Multiple approvals for the same DODAAC are not required unless a questionable pattern or trend is discovered. Submit requisition with the required justification to DRMSRTD@dla.mil

Transfer/Donation: Not authorized.

Sale: Not authorized

Disposition: At ESD Military Combat Uniforms with Identity Friend or Foe (IFF) Glo Tape will be downgraded to SCL C03 and incinerated in accordance with the instructions contained in the

SOP link above. The American Flag and Unit Patches attached to the uniform have the same properties as the Glo Tape and should be left on the uniform to be incinerated.

1. Battle Dress Uniform (**BDU**) - The BDU was the field utility uniform for all branches of the United States Armed Forces, although the Navy and the Marine Corps used a distinctive cap. All services have developed distinctive uniforms to replace the BDU. The BDU camouflage patterns are woodland and Desert Camouflage Uniform (DCU):

• regular 3-color green BDU (USA, USMC, and USAF issue);

• Desert 3-color DCU;

2. DCU in 6-color desert (also known as "chocolate chip"). The 6-color chocolate chip was used in Operation Desert Shield/Desert Storm in 1991. It is obsolete, but was used to support the Iraqi Security Forces (ISF).

3. The Army Combat Uniform, or ACU, is Demil Code E. It is a new combat uniform to be worn by the United States Army. It uses a *universal camouflage* pixilated pattern of camouflage. It blends green, tan, and gray to work effectively in woodland, desert, and urban environments: The jacket also features permanent infrared (IR) IFF squares that are sewn to each shoulder for nighttime identification. The IFF patch is Demil Code D. The American Flag Patch and Unit Patches have the same IR properties as Glo-Tape and should be treated as Demil required. Without the IFF squares or IR Flag Patches or Unit Patches, the ACU is Demil Code A.

4. MARPAT (short for **MAR**ine Disruptive **PAT**tern) is a pixilated camouflage pattern in use by the United States Marine Corps. It comes in woodland and desert versions. The Marine Corps emblem has been incorporated into the pattern.

5. Naval Work Uniform (NWUs). The new NWU uniform, is a combat utility-style uniform. The new NWU uses a predominately blue digital pattern with gray and black serving as the supplementing colors. The digital pattern also has the same infrared read back patterns like that of the MARPAT uniform, allowing U.S. Marines to easily identify naval personnel using IR equipment.

6. Air Force BDU. The Air Force currently continues to wear the regular and desert 3-color BDU. The **Airman Battle Uniform** (**ABU**) is the new camouflage battledress uniform for the United States Air Force. It is currently being issued to deploying personnel supporting OIF and OEF. It will replace the BDU by FY 2011.

Military Combat Uniform Matrix

Military Combat Uniform & Elements	Condition Code		Reutilization DoD Only	Reutilization Special Programs	Reutilization w/Approval from DLA J33	Transfer Donation Sale
Battle Dress Uniform Woodland	A-C Reut	D-H Destroy	DoDAACs FB & W	FMS, CAP (FG3301), SROTC	DoDAACs with any other military DoDAAC	No
Desert Camouflage Uniform 3-Color Desert	A-C Reut	D-H Destroy	DoDAACs FB & W	FMS, CAP (FG3301), SROTC	DoDAACs with any other military DoDAAC	No
Desert Camouflage Uniform 3-Color Chocolate Chip	A-C Reut	D-H Destroy	All Official DoDAACs	FMS, LESO	N/A	No
Chemical Protective Clothing: Joint Services Lightweight Integrated Technology (JSLIST), 3-Color Camouflage Green Woodland and Desert	A-C Reut	D-H Destroy	All Official DoDAACs (except W9008Z (ISF) and W91MQS (ASF)	No	N/A	No
Aircrew Uniforms	A-C Reut	D-H Destroy	All Official DoDAACs (except W9008Z (ISF) and W91MQS (ASF)	FMS	N/A	No
Army Combat Uniforms (green and sandy brown camouflage with Infrared feedback squares on both left and right shoulder pocket flap	A-C Reut	D-H Destroy	Official DoDAACs beginning with 'W' (except W9008Z (ISF) and W91MQS (ASF).	Army SROTC only	DoDAACs beginning with 'A' and 'C'	No
AF Airman Battle Uniform (ABU)	A-C Reut	D-H Destroy	Official DoDAACs beginning with 'FB'	Air Force SROTC only	DoDAACs beginning with 'E' and 'J'	No
Task Force Uniform - Navy Working Uniform (TFU-NWU)	A-C Reut	D-H Destroy	Official DoDAACs beginning with 'N' or 'R'	Navy SROTC only	DoDAACs beginning with 'Q' and 'V'	No
Marine Pattern-Marine Corps Combat Utility Uniform	A-C Reut	D-H Destroy	Official DoDAACs beginning with 'M' or 'L00159', 'L00188', 'L00189', 'L00190', 'L00191', 'L00220', L00221', 'L00222', 'L00225', 'L00231', 'L00310', 'L00311', 'L00312', 'L00727', 'L00760', 'L00773'	Marine Corps SROTC only	DoDAACs with any other military DoDAAC	No

Commercial Off-the-Shelf (COTS)/Government Off-the-Shelf (GOTS) Software

Definition/Description

COTS - Software that has been designed on a commercial basis for broad use by many customers, rather than software for an “agency specific” program, e.g., applications and installation driver software.

GOTS - Software that has been designed for an “agency(ies) specific” program(s) .

COTS/GOTS (still in the manufacturer’s packaging) may contain viruses/worms incorporated during the manufacturing process. DRMOs will provide customers the advisory below.

Policy References/Authority

DOD 4160.21-M, Chapter 4; U.S. Copyright Laws

Unique Processing Information/How to Manage

Receiving:

New/unused (still in the manufacturer’s packaging) may be received using standard processes. Generating Activities are not required to provide a certification stating that the software is transferable.

DRMOs will only receive COTS/GOTS not in original packaging or that may have been registered to a user if the DTID (DD Form 1348-1A) contains a statement that the software has not had any copyright laws violated, licensing agreement broken and the software is transferable. A statement should also be included that there are no known viruses/worms etc. within the software.

NOTE: The same requirements above apply to DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage:

Storage will be accomplished in a manner that provides safety from possible theft.

Reutilization/Transfers/Donations:

DRMOs may reutilize or transfer within the Federal Government, COTS/GOTS where the statements above have not been provided on the DTID since the U.S. Government presumably purchased the software and its use by any agency of the U.S. Government would not violate the standard software license.

Donation of COTS/GOTS is not authorized, unless a license agreement has not been accepted and the Generating Activity has provided a certification stating same on the DTID (DD Form 1348-1A).

DRMOs must take precautions prior to RTD releases by providing the DOD Reutilization Customer, Federal Civil Agency Transferee State Agency Donee the advisory below

Figure 14 - COTS/GOTS Software Advisory

ADVISORY

Software Identification Data _____
_____

The unused Commercial Off-the-Shelf (COTS)/Government Off-the-Shelf (GOTS) described above is offered, "*As is*."

Although in original packaging, the offeror does not guarantee the software has not been tampered with/infected with worms/virus' during the manufacturing/packaging process(es).

Demilitarization/Mutilation:
If Generating Activities do not provide a statement that a license agreement has not been accepted or if there are no successful reutilization, transfer transactions completed, the COTS/GOTS software will be mutilated by the DRMO (using the two-man rule) with the exception below. .

RTM:
COTS/GOTS may be returned to the manufacturer/vendor without mutilation.

Sales:
Not authorized.

Property Accounting:
Standard processes will be used.

Communications Security (COMSEC) Equipment

(Cryptologic Documents, Equipment, and Devices)

Definition/Description

Equipment designed to provide security to telecommunications by converting information to a form unintelligible to an unauthorized interceptor and, subsequently, by reconverting such information to its original form for authorized recipients; also, equipment designed specifically to aid in, or as an essential element of, the conversion process. COMSEC equipment includes crypto-equipment, crypto-ancillary equipment, crypto-production equipment, and authentication equipment. Items so designated are unclassified but controlled, and will bear the designation "Controlled Cryptographic Item (CCI)."

These items are identified by the assignment of Federal Supply Classes (FSCs) 5810 or 5811 and a Controlled Inventory Item Code (CIIC) of “9.”

Policy References/Authority

DOD 5200.1R, DOD Information Security Program, January 1997; National Security Agency (NSA) Directives (NSTISSI 4008 (For Official Use Only); DOD 4160.21-M, Defense Materiel Disposition Manual, August 1997; DOD 4160.28-M, Defense Demilitarization Manual, October 1991; AR 380-40, Policy for Safeguarding and Controlling Communications Security (COMSEC) Material, September 1994; AF KAG-IN, January 2003; Air COMSEC, AFI 33-275, Controlled Cryptographic Items, September 2002; Navy - CMS5A, CMS21A; and MCO 2231.2, C4-CCT-635 August 1989.

(DODD 5200.1, Paragraph E6 states “The Director, NSA, shall, as the designee of the Secretary of Defense, when necessary, impose special requirements on the classification, declassification, marking reproduction, distribution, accounting, and protection of and access to classified cyrptologic information.” Under the direction of NSA each military service established the above specific regulations for the management of COMSEC material.)

Unique Processing Information/How to Manage

Receiving:

It is the responsibility of turn-in activity to insure proper disposition of COMSEC/CCI material (NSNs designated as COMSEC/CCI with a CIIC of 9) in accordance with National Security Agency (NSA) regulations prior to the turn-in of residue, if any, to DRMOs. All other material in FSC 5810, 5811 may be accepted with standard disposal procedures.

Items in FSCs 5810 (COMSEC) or 5811 (Cryptologic) designated as COMSEC or CCI fall under the Controlled Inventory Item Code (CIIC) of “9” and will be rejected back to the military services for processing in accordance with National Security Agency (NSA) regulations.

All other items in these FSCs with a code other than CIIC 9 or another form of identification as COMSEC/CCI, can be turned in to a DRMO for disposition in accordance with standard disposal procedures (e.g. brackets, dials, access panels, retainers, etc.). DRMOs must check items suspected of being COMSEC/CCI against **WebFLIS or** FED LOG to validate the CIIC. Suspect items may be turned in under a LSN. They must be checked to determine if they have NSA and/or COMSEC metal

identification tags, identification labels or any other markings that may identify the item as COMSEC or CCI. Edited 28 Jan 2008.

DRMOs will manage controlled 5810/5811 items not recovered by the generator or found on installation by contacting the installation COMSEC Custodian, requesting they take custody of the property. A corresponding SITREP will be completed and forwarded in accordance with direction in Section 1.

DRMOs may only accept scrap receipts of COMSEC/CCI property, provided it has been processed in accordance with NSA regulations and all decals, data plates and other identification, which would indicate that the property was once COMSEC/CCI equipment has been removed.

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: In accordance with the characteristics of the scrap residue or non-CIIC 9 property.

Reutilization/Transfers/Donations: Standard processes are used for non-CIIC 9 items.

DEMIL: Not applicable. Will be accomplished prior to turn-in.

Sales: Non-CIIC 9 Items/scrap receipts are offered as appropriate.

Abandonment and Destruction: Non-CIIC 9 items or scrap receipts of COMSEC/CCI that fail RTDS may require A&D. Prior to final A&D, DRMOs will determine if their local state requires disposal as a universal waste, even though the property is not complete end items. (Some states such as CT and NJ, define "used electronics" (such as some items that are crypto equipment,) as a Universal Waste. It is possible that these may have to go to "recycling" under DEMAN. If these circumstances occur, DRMOs will contact DRMS Operations for final A&D instruction/approval.

Property Accounting: Standard scrap or usable for non-CIIC 9 property accounting processes are used.

Communications Shelters

Definition/Description:
These shelters may contain radioactive material, a PCB radio frequency filter or a combination of both as well as air conditioning units containing refrigerants. The radioactive arrestor and PCB radio frequency filter components cannot be seen by visual inspection. They are located within the walls of the shelter. Radioactive measurement instruments will not detect any activity because the walls screen or block the radiation. The following NSNs show the shelters containing the potentially harmful components:

COMMUNICATION SHELTERS CONTAINING RADIOACTIVE - COMPONENTS ONLY

Hazardous Materials Identified on AN/TRC-145
Promethium Fluoride (PM-14) Arrestor, Lightning - 5920-01-093-696

Figure 15 - PCCN/NSN - Radioactive Only

PCCN	NONENCLATURE	NSN	Contains Radioactive Material
GCPACC	F-1484/G	5920-01-093-6969	Y
GCWAFP	S-390/TRC-145	NO NSN	Y
GCWAVG	AN/TCC-72A	5805-01-099-3566	Y
GCWBBS	AN/TCC-65	5805-00-156-4368	Y
GCWBBS	AN/TCC-65B	5805-01-101-0583	Y
GCWBIB	AN/TCC-73(V)1&2	5805-00-134-5405	Y
GCWBIB	AN/TCC-73A(V)1	5805-01-102-0185	Y
GCWBIB	AN/TCC-73A(V)2	NO NSN	Y
GCWAVU	AN/TRC-145	5820-00-791-3365	Y

COMMUNICATIONS SHELTER CONTAINING PCB RADIO FREQUENCY - FILTER ONLY

Polychlorinated Biphenyl (PCB) Filter, Radio Frequency - 5915-00-909-7762

Please see table below:

Figure 16 - PCCN / NSN - PCB Radio Frequency

PCCN	NONENCLATURE	NSN	Contains A PBC Radio Frequency Filter
GCPAAU	AN/TRC-151 (V)	5820-00-006-1831	Y
GCWABN	AN/MGC-19	5815-00-021-2087	Y
GCWABN	AN/MCG-19A	5815-01-041-5104	Y
GCWAER	S-412/TCC-72	5411-00-809-6697	Y
GCWAFO	S-330B/TRC-117(V)	5411-00-106-8861	Y
GCWAGX	S-390/TRC-145	5411-00-130-5806	Y
GCWATC	AN/TCC-62	5805-00-167-7982	Y
GCWATD	AN/TRC-108 (V)	NO NSN	Y

GCWAVC	AN/TCC-60	5805-00-868-8213	Y
GCWAVD	AN/TCC-61	NO NSN	Y
GCWAVE	AN/TCC-69	5805-00-089-6253	Y
GCWAVU	AN/TRC-145B(V)2	5820-01-099-3578	Y
GCWAVU	AN/TRAC-145(V)3	5820-01-099-3577	Y
GCWBIA	AN/TSQ-84	5895-01-087-4788	Y
GCWBIA	AN/TSQ-84A	NO NSN	Y
GCWBIB	AN/TCC-73(V)1 2	5805-00-134-5405	Y
GCWBIB	AN/TCC-73A(V)1	5805-01-102-0185	Y
GCWBIB	AN/TCC-73A(V)2	NO NSN	Y
G6BAAH	AN/TTC-41(V)1	5805-01-028-8393	Y
G6BAAH	AN/TTC-41(V)2	5805-01-028-8394	Y
G6BAAH	AN/TTC-41(V)3	5805-01-028-8392	Y
G6BAAH	AN/TTC-41(V)4	5805-01-044-8869	Y
G6BAAH	AN/TTC-41(V)5	5805-01-044-8870	Y
G6BAAH	AN/TTC-41(V)6	5805-01-045-3157	Y
G6BAAH	AN/TTC-41(V)7	5805-01-044-8871	Y
G6DAAE	AN/ARN-164	4940-00-122-7224	Y
G84CSE	AN/TRC-174	5820-01-161-9420	Y
G84CSF	AN/TRC-175	5820-01-161-9421	Y
G84CSG	AN/TRC-173	5820-01-161-9422	Y
G84CSH	AN/TRC-138A	5820-01-161-9419	Y
G85EJU	AN/PDR-56F-T1	6665-01-216-5858	Y
G86CFE	AN/TRC-180	NO NSN	Y
G90CSA	AN/TRC-138B	5820-01-316-0881	Y
G90CSA	AN/TRC-138C	5820-01-387-4544	Y
G90CSB	AN/TRC-173A	5820-01-316-0890	Y
G90CSB	AN/TRC-173B	5820-01-387-4952	Y
G90CSC	AN/TRC-174A	5820-01-316-0880	Y
G90CSC	AN/TRC-174B	5820-01-387-4520	Y
G90CSD	AN/TRC-175A	5820-01-316-0891	Y
G90CSD	AN/TRC-175B	5820-01-387-6700	Y

COMMUNICATIONS SHELTER CONTAINING A COMBINATION OF RADIOACTIVE AND PCB COMPONENTS

Promethium Fluoride (PM-14) Arrestor, Lightning - 5920-01-093-6969

Figure 17 - Combination of Radioactive & PCB Components

PCCN	NONENCLATURE	NSN	**See Legend
GCWAFP	S-390/TRC-145B	NO NSN	Y
GCWAVG	AN/TCC-72	5805-00-133-9003	Y
GCWAVU	AN/TRC-145(V)1	5820-00-451-5565	Y
GCWAVU	AN/TRC-145(V)2 & A(V)2	5820-00-451-5605	Y
GCWAVU	AN/TRC-145(V)3 & A(V)3	5820-00-451-5619	Y
GCWAVU	AN/TRC-145A(V)1	5820-00-451-5523	Y
GCWAVU	AN/TRC-145B(V)1	5820-01-104-4748	Y
GCWAVU	AN/TRC-145B(V)2	5820-01-099-3578	Y
GCWAVU	AN/TRC-145B(V)3	5820-01-099-3577	Y

Legend: ** Contains a Combination of Radio Active Material and PCB Radio Frequency Filters

Polychlorinated Biphenyl (PCB) Filter, Radio Frequency - 5915-00-909-7762

Figure 18 - PCB Filter, Radio Frequency

PCCN	NONENCLATURE	NSN	**See Legend
GCWAFP	S-390/TRC-145 &B	NO NSN	Y
GCWAVG	AN/TCC-72	5805-00-133-9003	Y
GCWAVU	AN/TRC-145	5820-00-791-3365	Y
GCWAVU	AN/TRC-145(V)1	5820-00-451-5565	Y
GCWAVU	AN/TRC-145(V)2 & A(V)2	5820-00-451-5605	Y
GCWAVU	AN/TRC-145(V)3 & A(V)3	5820-00-451-5619	Y
GCWAVU	AN/TRC-145(V)1	5820-00-451-5523	Y
GCWAVU	AN/TRC-145B(V)1	5820-01-184-4748	Y

Policy References/Authority

Item Manager and 40 CFR Part 761, Subpart D

Unique Processing Information/How to Manage

Receiving:

DRMOs may accept accountability and/or physical custody of the shelters, dependent upon the types of component parts the shelters contain. The following procedures are to be used for processing the property:

Radioactive only shelters (Lightning Arrestor). If the generating activity desires to turn the shelters in to DRMOs arrestors, which contain promethium fluoride, prior to turn-in. The DTID will contain a statement that the lightning arrestor has been removed and a certification from a

generating activity representative Radiation Protection Officer (RPO) that the *"shelter contains no radioactive material."* If they choose to leave the lightning arrestors with the shelters, DRMOs are only authorized to receive accountability and process as "receipt-in-place."

PCB filter only shelters. (Radio Frequency Filter). DRMOs may accept accountability and physical custody of shelters with PCB radio frequency filters, considering the following:

- Under the PCB rules in 40 CFR Part 761 electrical items containing PCBs may be used and serviced throughout their useful life. It is not necessary to mark property in use with EPA approved labels.

Radioactive and PCB Radio frequency filter shelters - (Lightning Arrestor and Radio Frequency Filter). - If above criteria is met, DRMOs may accept accountability or physical custody of radioactive and PCB shelters.

- Many of the communications shelters are listed in Federal Stock Class (FSC) 5820. 57 CFR August 28, 1992, 39126-39127 (incorporated in 41 CFR Part 101-442-1101), identifies FSC 5820 as: *"Radio and TV Common Equipment, Except Airborne - Circuit Cooler items containing gases that are regarded as hazardous to the ozone layer."*

- DRMOs should advise generators that they are required to determine if the shelters contain Class I or II ozone depleting substances are gaseous coolants regulated by 40 CFR Part 82, Appendices A & B. Shelters in usable condition going to RTDS do not have to have the refrigerant removed from the air conditioning units, but should have a marking on the DTID and on the item stating:

"Contains Refrigerant." Shelters with air conditioning units should be individually identified because the items may require removal of refrigerants from air conditioning unit, in accordance with 40 CFR Part 82.156 (f), prior to going to DEMIL, scrap or landfill. See DRMS web site: http://www.drms.dla.mil/turn-in Go to Hazardous-/Refrigerant/refrigerant. If the shelters are to be downgraded to scrap, all radioactive items, refrigerants and PCBs must be removed prior to any downgrade action.

If the lightning arrestors, refrigerants and/or PCB filters are removed and the absence is obvious and properly documented, the shelters can be processed as sheds or building without any special handling.

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Determinations for warehousing/storage will be made at time of turn-in based on the characteristics shown above for specific type(s) of shelter(s)/component(s).

Reutilization/Transfers/Donations:
DRMOs may reutilize, transfer, or donate *radioactive only shelters with lightning arrestors,* if the property is accompanied by appropriate documentation that includes safety and warning clauses.

DRMOs may RTD *PCB filter only shelters with radio frequency filters* as usable property with a stipulation that they must be used for their intended purpose. They are not to be stripped or torn down.

DRMOs may use standard RTD processes for *radioactive and PCB radio frequency filter shelters* (lightning arrestor and radio frequency filters), if the appropriate safety and warning clauses are applied and the conditions of 40 CFR Part 761, Subpart D are met.

Sales: DRMOs may complete an in-place sale of radioactive only shelters (lightning arrestor) if the property is accompanied by the appropriate documentation that includes safety and warning clauses.

DRMOs may sell PCB filter only (radio frequency filters) as usable property with a stipulation that they must be used for their intended purpose. They are not to be stripped or torn down. DRMOs will ensure the appropriate sales articles and a compliance statement are included in the sales literature (IFBs, Flyers, Catalogs, etc.). The statement, to be signed by the buyer, will state that the buyer will use the shelter for its intended purpose only and will not strip or tear it down for other uses.

Radioactive and PCB radio frequency filter shelters (lightning arrestor and radio frequency filter) may not be sold unless the PCB filters and radioactive materials have been removed by the generating activity.

Ultimate Disposal:
If shelters have PCB radio frequency filters with greater than 50 parts per million (ppm) the filters will be managed and disposed of according to 40 CFR Part 761, Subpart D. If ppm is unknown, filters will be processed as “worst case” of over 500 ppm.

The generating activity can check the Hazardous Materiel Information Resource System (HMIRS), contact the manufacturer, or have the PCB radio frequency filter tested to determine the physical characteristics and concentrations of the PCBs. It is possible that the filters may contain PCBs at levels less than 50 ppm. Filters manufactured after 1979 are likely to have less than 50 ppm PCBs. Property with less than 50 ppm PCBs is not regulated and can be processed without special PCB handling.

Property Accounting: Determinations will be made based on the criteria used for receiving the communication shelters.

Composite Fiber Property

Definition/Description

Carbon composite fiber material looks much like fiberglass, but is made of long carbon fibers mixed with bonding and hardening agents (like epoxy resins). The materials used consist of composite carbon, carbon/graphite, carbon/boron, and boron/tungsten. This forms a very strong lightweight plastic. Primary items containing these fibers are aircraft - skin, wrecked aircraft residue and Kevlar ® (registered trademark) personal protective equipment.

The health hazards associated with composite fibers appear to be similar to the effects of fiberglass. Inhalation of carbon fibers can result in bronchial irritation. The material is sharp when broken and can cause severe skin irritation. Airborne fibers caused by burning are smaller than fibers created by cutting and can more easily enter deep into the lungs when inhaled. Burning of carbon composite material creates hazardous decomposition products that create a health hazard when inhaled.

Discarded composite fiber materials are a solid waste, under RCRA Subtitle D and U.S. EPA regulations. When discarded they are not a hazardous waste, since the constituents or components of the materials do not meet the definition of a hazardous waste under the present RCRA Subtitle C and U.S. EPA regulations at 40 CFR 260-268.

Aircraft known to contain composite materials are:

AV-88, F/A-18, CH-53E, MH-53E, SH-60B, F-14A, H-46, A-6F, F-14D, F-16 and V22.

Listed below are NIINs in FSC 8470, which are known body armor items containing composite materials:

BORON CARBIDE INSERTS:

00-450-3695
00-450-3696
00-450-3697

BODY ARMOR:

00-450-3704	00-450-3721	00-935-3162	00-935-3180
00-450-3705	00-450-3722	00-935-3163	00-935-3181
00-450-3706	00-450-3723	00-935-3164	00-935-3182
00-450-3707	00-450-3724	00-935-3165	00-935-3189
00-450-3708	00-450-3725	00-935-3166	00-935-3190
00-450-3719	00-450-3727	00-935-3167	00-935-3191
00-450-3720			

KEVLAR ® (Registered Trademark) ITEMS OF APPAREL AND INSERTS:

JACKET	01-173-4439
RAINCOAT	01-174-2359
UNDERSHIRT	01-174-3737

INSERT	01-214-4640
SUIT	01-215-4386
VEST	01-223-1684

Policy Reference/Authority
DOD 4160.28-M

Unique Processing Information/How to Manage
Receiving:
Turn-in of this material may occur as usable items/components or as wrecked aircraft residue.

If property is received in which the composition is unknown but composite fibers are suspected, the host safety and health department should be contacted for a final determination.

Investigate any of the above types of property prior to receipt to determine the possibility of fiber release from normal handling/DEMIL.

Usable: Accept only undamaged composite fiber property for standard RTD or Sales action. If property has exposed areas that could be considered friable, process as damaged (see paragraph on DEMIL Residue/Damaged Material below).

DEMIL Residue/Damaged Material: Material in these categories must be accepted for disposal if they have been:

Treated with a fixative (e.g., mixture of water and floor wax).
Bagged in durable plastic.
Covered with shrink wrap if too large for plastic bag and;
Sealed and labeled appropriately prior to turn in.
Certified on the turn-in document that the material has been treated with a fixative.

DEMIL residue or damaged material, which is turned in by a generator for disposal through a DRMO disposal contract will be funded by the generator. The information on the DD Form 1348-1A/2 is the same as for any other property going on service contract. Fund cites include MILSBILLS fund code, bill to DODAAC, CLIN No., Total Cost of Disposal. DEMIL residue or damaged material generated by DRMO, the DRMO service contract for disposal until approval for use of DLA direct ("HD" funds) in BOSS has been requested and received through DRMS-BCP.

If DEMIL residue or damaged materials falls under state or local regulations accomplish HW processing and funding. Composite fibers, which are bagged as a result of damage or DEMIL residue, cannot be considered normal refuse. Accomplish disposal in an appropriate landfill.

NOTE: This property does not qualify for processing through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be accomplished in accordance with the type of turn in; i.e., usable or damaged or DEMIL required.

Reutilization/Transfers/Donations: Only usable, undamaged composite fiber property may be processed through standard RTD procedures.

DEMIL:
Process property requiring DEMIL as follows:

DEMIL according to the assigned DEMIL code. Do not complete residue preparation until after DEMIL has been accomplished.

Attempt to have DEMIL performed by the generator or host, under the ISA. (The appropriate fixative and plastic bag(s) (the same bag standards as for friable asbestos) must be available during the DEMIL to contain residue.) Make arrangements between the DRMO and the host as to who provides the necessary plastic bags, shrink wrap, etc.

If not sold, but processed by DEMIL Centers, torch cutting should be avoided unless an on-site industrial hygienist has evaluated the health hazard and provided appropriate consultation.

DEMIL carbon composite fiber items by shredding, crushing or saw cutting in a manner in that reduces exposure to flying dust fibers (such as using a wetting emulsion of floor wax and water). Wear leather palmed or similar gloves to provide protection from cuts. Prior to any performance of DEMIL, elevate any concerns on appropriate personal protective equipment and performance conditions to DRMS Safety Office (DRMS-WH) for instructions.

Use a service contract if there is no other cost-effective method of processing. A request for a service contract should be processed through the appropriate channels. Refer to Section 2, Chapter 4, Demilitarization Program, for guidance on completing DEMIL through a service contract.

Sales: If DEMIL cannot be performed by the generator/host, offer items for national sale with DEMIL as a condition of sale; use the following terms and conditions based on the type of property and location of sale.

Figure 19 - Sales Articles for Carbon Composite Fiber Material

PART 7 ARTICLES FOR CARBON COMPOSITE FIBER MATERIAL
ARTICLE__: RESPIRATORY PROTECTION PROGRAM FOR CARBON COMPOSITE FIBER MATERIAL. Purchasers are warned that during processing and handling unprotected exposure to carbon composite fiber material contained in such items as aircraft skin, wrecked aircraft residue, boron carbide inserts, Kevlar ® items of apparel and inserts, will significantly increase the risk of incurring bronchial irritation. When carbon composite fiber material is cut or otherwise mechanically worked, dusts and other respirable fiber material may be generated. Continual handling/rubbing of fibers and fiber pieces may cause skin irritation. Care must also be taken to avoid burning of carbon composite material, which could create hazardous decomposition products that create toxic, and/or irritating gases, a health hazard when inhaled. In the absence of effective engineering controls, such as isolation, enclosures exhaust ventilation, wetting and dust collection to keep respirable fibers below applicable limits; purchasers will establish a respiratory protection program. Such program will be designed so that personnel cutting, mechanically working, or engaged in the removal or demolition of structures or equipment covered or insulated with carbon composite fiber material will be provided and use respirators to minimize fibril inhalation, according to the requirements in 29 CFR § 1910.134.
ARTICLE__: PROTECTIVE CLOTHING According to 29 CFR § 1910, subpart 1,purchasers will provide and require their employees to wear

protective clothing that will cover the entire body, including the head, hands and feet. NIOSH/MSHA approved respirators should be used and maintained as outlined in 29 CFR § 1910.134. Personnel will be protected by personal protective equipment that provides full protection of eyes, mouth and respiratory system according to 29 CFR § 1910.134 and 29 CFR § 1910.1001.
ARTICLE__: DUST CONTROL FOR KEVLAR ® FIBERS Ordinarily, Kevlar ® fiber, a carbon composite material is too large for lung inhalation; however, fibril dust and fly resulting from handling or processing may result in upper respiratory irritation and cold-like symptoms. Do not consume food, drink or tobacco in areas contaminated by Kevlar ® dust. Ventilated and exhaust air should be filtered and conditioned if re-circulated to eliminate respirable fibers, dust, and fumes. Periodic testing to measure re-circulated air should be conducted to determine if respirable fibrils are adequately removed. Air monitoring should be performed by using the standard asbestos test method NIOSH 7400 (B).

Ultimate Disposal:
DEMIL residue or damaged material that is turned in by a generating activity for disposal through a DRMO disposal contract will be funded by the generating activity. The information on the DD Form 1348-1A/2 is the same as for any other property going on service contract. Fund cites include MILSBILLS fund code, bill to DODAAC, CLIN No., Total Cost of Disposal.

DEMIL residue or damaged material generated by a Centralized DEMIL Center will be processed through a DRMO service contract for disposal after approval for use of DLA direct ("HD" funds) in BOSS has been requested and received through DRMS-BCP, Environmental.

If DEMIL residue or damaged materials falls under state or local regulations accomplish HW processing and funding. Composite fibers, which are bagged as a result of damage or DEMIL residue, cannot be considered normal refuse. Accomplish disposal in an appropriate landfill.

Composite fiber materials when discarded for disposal may be sent to a landfill that is able to accept them as a solid waste. Some states regulate and designate solid waste landfills to receive only certain types of solid wastes. DOD generators and/or DRMOs should check with their respective state solid waste agencies or local landfill operators to determine which state landfills can take composite fiber materials. The generator may have to provide proof to the landfill operator that the composite fiber material item or debris is a solid waste and not a hazardous waste. Submitting a Material Safety Data Sheet (MSDS), a waste profile sheet, or a TCLP lab analysis, may be required to identify the composite fiber material item or debris as a non-regulated solid waste prior to disposal.

Property Accounting: Accomplished based on determinations made at time of turn-in.

Compressed Gas Cylinders

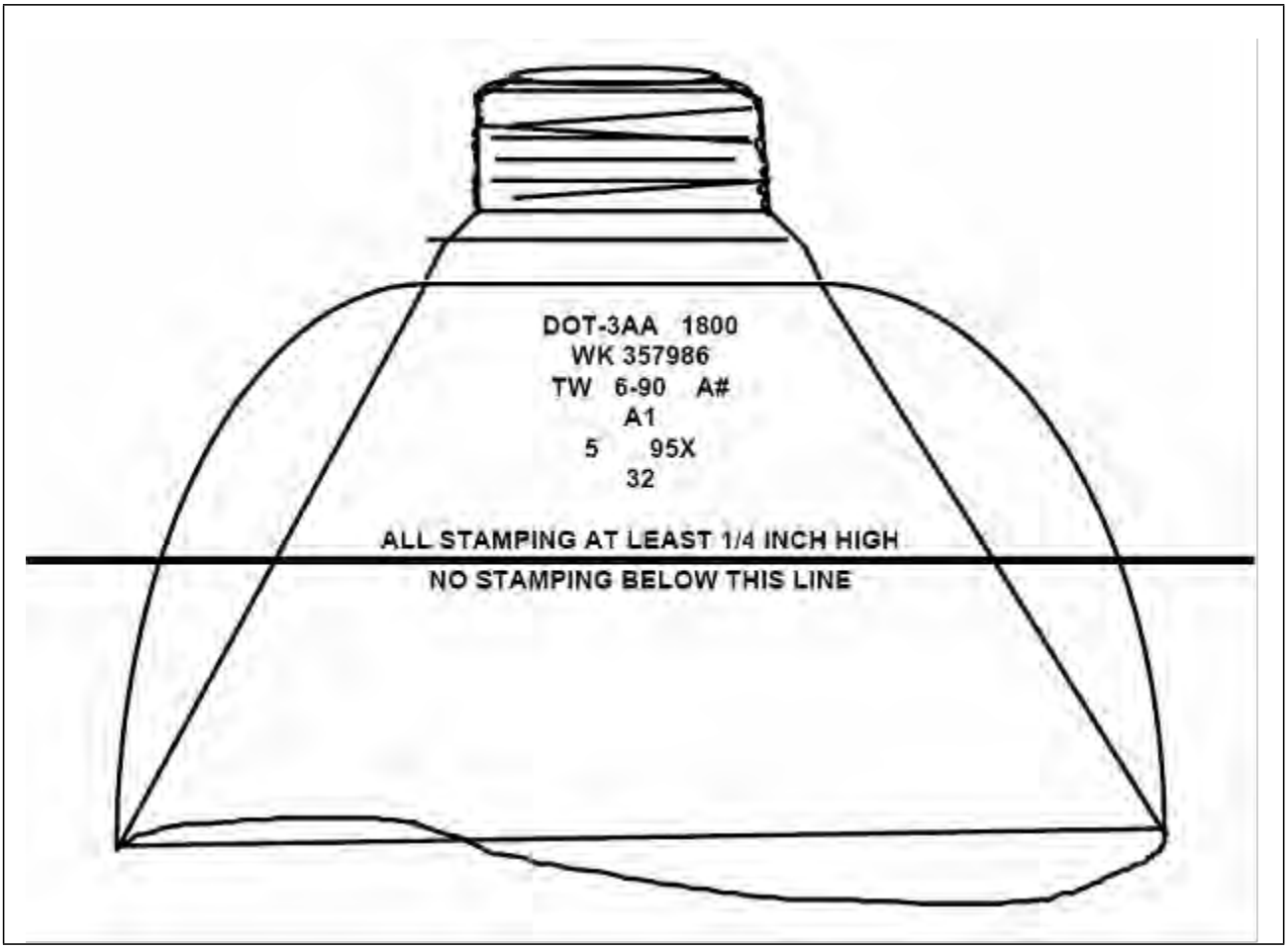
Definition/Description

Cylinder: A pressure vessel designed for pressures higher than 40 psia and having a circular cross section. It does not include a portable tank, multi-unit tank car tank, cargo tank, or tank car. (49 CFR 171.8)

Compressed Gas: Typically, any material or mixture that, when enclosed in a container, has an absolute pressure exceeding 40 psi at 21.1 C, or, regardless of the pressure at 21.1 C, has an absolute pressure greater than 140 psi at 54.4 C (per Hawley's Condensed Chemical Dictionary). However, the U.S. Department of Transportation (DOT) definition is more specific, based upon the hazard class of the gas contained in the cylinder. (see 49 CFR 173.115)

Typical Cylinder Markings:
(see explanations below)

Figure 20 - Typical Cylinder Markings



"DOT-3AA" is the cylinder specification (DOT/ICC)
"1800" is the service pressure

"WK 357986" is the serial number
"TW" is the manufacturer's symbol
"6-90" is the date of manufacture (month/year)
"A#" is the independent inspection agency's symbol
"A1" and "32" is the Requalification Identification Number (RIN) and is always listed in a clockwise fashion as illustrated here; i.e, the RIN = A123 & not A132 (49 CFR 180.213 (d)
"5" and "95" is the retest date (last date tested was May 1995)
"X" represents the symbols described in paragraphs (f)(2) through (f)(7) of 49 CFR 180.213

For cylinders, which do not conform to the traditional view of a cylinder (e.g., fire extinguishers, propane, SCUBA, fire fighting breathing apparatus (SCBA), small one time use cylinders, engine starting cartridges), but have pressure of 40 psi or above are to be considered CGCs for transportation. For them to be RTD or sold they must have DOT specification markings. All others are scrap.

Recognizing Manufacturer's Symbol - This is a mandatory item for transferring cylinder ownership. Look at or near the end of the serial number for the manufacturer's symbol. For example, initials should be reflected, such as, HS (Harrisburg Steel), TW (Taylor Warton) or NI (Norris Industries). The term "US Government" is not authorized as a replacement for the manufacturer's symbol. If the symbol is not available, cylinders need to be downgraded to scrap upon receipt. If cylinders are in good condition but a manufacturer's symbol cannot be determined, the specifics of the case should be provided by the generator to DSCR, at DSN 695-3230, for assistance in identifying the manufacturer(s).

Unserviceable (Condemned, Non-hazardous Scrap): Used unserviceable (condemned) cylinders that previously contained a non-hazardous compressed gas or cylinders previously containing a hazardous compressed gas that have been thoroughly purged will be emptied of pressure and the valve removed. A hole will be cut or drilled (large enough that it cannot be welded closed) in the cylinder to render it unable to hold a positive pressure. If it is not possible to cut a hole in the cylinder, the inlet threads will be sufficiently destroyed to prevent installing a valve with a gas tight seal. The cylinder must be appropriately identified with the words "CONDEMNED - SCRAP" which will be metal stamped into the shoulder of the cylinder, stenciled in 2" letters on to side of the cylinder, or stamped on a tag or label attached to the cylinder. Accept as scrap only. Any cylinder, which shows signs of grinding or peening, is scrap and cannot be RTDS except as scrap.

Unserviceable (Condemned, DOT or RCRA Regulated). DRMOs will not accept physical custody, unless the generator safely removes the contents and the cylinder is rendered non-hazardous, and unusable. Once rendered non-hazardous and unusable, they may be turned in as scrap. In lieu of this, the DRMO can only accept the cylinders in-place, and process the cylinders to a hazardous waste contract.

Unserviceable (Condemned, Acetylene). DRMOs may offer HW disposal contract support to dispose of these cylinders, if generators choose this method of disposal.

The NSN for ordering DD Forms 1577, Unserviceable (Condemned) Tag, Materiel, DD Form 1577-1, Unserviceable (Condemned) Label, Materiel, DD Form 1577-2, Unserviceable (Reparable) Tag, Materiel, or DD Form 1577-3, Unserviceable (Reparable) Label, Material, is 0101-LF-016-8800. They are available in boxes of 100 (maximum of 15 boxes) from the Navy Publications Center, Philadelphia, PA. The phone number is 215-697-4107 or 215-697-2179.

CGCs may only be sold on national sales.

Compressed gas cylinders are not authorized for processing through the RCP. They have special handling requirements that cannot be met through electronic means. If cylinders are inadvertently received through RCP, accountability will be transferred to a DRMO. The original generator

DODAAC will not be on the document. Receiving DRMOs should contact a RCP coordinator in Battle Creek to obtain the original generator DODAAC.

If cylinders are included with an end item they may be included with the property at receipt, such as a camping trailer. However, the cylinder information is to be captured for including on transfer document to make customer aware of requirement for responsible (proper) disposal of cylinders. Also, advise that cylinders require periodic hydrostatic testing. If the end item has special processing requirements, i.e., contains radioactive components or requires DEMIL, the cylinders must be removed and processed separately.

Dewars: are double-walled and insulted cylinders/containers that are used to store and transport small quantities of cryogenic liquids such as oxygen, nitrogen, argon, helium, and hydrogen. These liquids are at temperatures of -297 degrees F and colder. These cylinders range in size from about 15 liters to 160 liters. The larger cylinders have a vaporizing coil that, if desired, the liquid can be converted and dispensed as a gas. The design of the cylinder is like a thermos bottle to help keep the liquid from vaporizing. They will normally be free venting (continuous) or will be equipped with a pressure-regulating valve. They cannot be completely closed off or they will rupture. The liquid product will continuously vaporize and will build a pressure beyond containment. These cylinders are for local use only and the product should be delivered directly to the point of use to minimize the loss of the product. There is no requirement to complete hydrostatic testing on these cylinders. These cylinders are refillable and reusable. They will have a nameplate. Manufacturer can be contacted to trace back to purchaser with serial number. The manufacturer usually sells these cylinders to a gas supplier, who normally rents to the user. Users should make every attempt to return to the gas supplier or manufacturer. If accountability is received at a DRMO, contact DRMS-BCP for disposal guidance.

Fire extinguishers: are also compressed gas cylinders or contain compressed gases as the propellant. There are some processing exemptions for fire extinguishers. If they are for one-time use or are charged at less than 40 psi they do not require the stringent controls. If they are for one-time use, they must be scrapped or discarded after use. Liquid fire extinguishers (pump type) usually do not operate at pressures regulated by DOT and are exempt. Otherwise, fire extinguishers must be stamped with the specification markings required by DOT (normal spec markings or exemption markings) or processed using the prescribed scrap procedures. Additional guidance for specific types of fire extinguishers follows:

(1) ANSUL or Purple K (dry chemical) fire extinguishers must have hydrostatic testing data, either stamped or on a label, prior to sale. If IC/DOT markings and manufacturers labels are not available, these cylinders will require processing as scrap.

(2) Halon fire extinguishers containing material other than chlorobromomethane (bromochloromethane) or carbon tetrachloride (a known carcinogen) will undergo screening and sale prior to consideration for ultimate disposal. Examples are:

Bromochlorodifluoromethane
Bromotrifluoromethane
Dibromodifluoromethane
Dichlorodifluoromethane
2, Dibromotetrafluorethane

(3) Carbon tetrachloride fire extinguishers must be routed directly to ultimate disposal. DRMOs may not accept physical custody of these extinguishers.

(4) Chlorobromomethane fire extinguishers

Additional aids in identification follow:

Figure 21 - Chart of Chronological History of Acetylene Cylinder Construction

Manufacturer-Symbol	1920 1930 1940 1950 1960 1970 1980 1990
Coyne Cylinder (symbol C) Coyco	75-83% Cement-Charcoal 90-92% Lime Silica
NI Industries (CGC 1847-1859 (N) After 1859)	75-83% Cement-Charcoal 90-92% Lime Silica
North American Cylinder (M4111)	90-92% Lime Silica
Airco (ARCO) (D)	Balsa Wood & Other Non-monolithic 90% Lime Silica
	(1950-1970 -- 75-83% Cement Charcoal)
Independent Engineering ®	(1940-1960 - 75-83% Cement Charcoal)
Industrial Air Products (IAP IAPCO)	(1950-1960 - 75-83% Cement Charcoal)
National Cyl. Gas (NCG NCGC)	(1930-1960 - 75-83% Cement Charcoal) (1960-1970 - 90% Lime Silica)
Pressed Steel Tank (West ALLIS, Wisc)	(1920-1930 - Non-monolithic Balsa wood)
Southern Oxygen (SOCO)	(1940-1960 - 75-80% Cement Charcoal)
U.S. Cylinder Co. (US USC)	(1980-1990 - 90-92% Lime Silica)
Union Carbide (OPOL P-L P-99L)	(1920-1930 - Non-monolithic Asbestos Disc) (1950-1960 - Lime Silica P-1 SL-8) (1920-1950 - 75-80% Cement Charcoal) (1950-1990 - 90%-92% Lime-Silica P-9L SL-9)

These Union Carbide (prestolite) monolithic cylinders can be identified by an X-prefix in the serial number.

75-80% Cement-Charcoal denotes a monolithic filter with 75-80% porosity
90-92% Lime Silica denotes a monolithic calcium silicate filler with a 90-92% porosity

The above information was extracted from CGA-C 13-1992 Compressed Gas Association, Inc., Appendix A, page 24.

Figure 22 - Gases Contained in Compressed Gas Cylinders

NAME	SYNONYMS		NAME	SYNONYMS
acetylene	ethyne		hydrogen chloride	
ammonia			hydrogen cyanide	formonitrile hydrocyanic acid prussic acid
arsine			hydrogen sulfide	sulfuretted hydrogen
boron trifluoride	boron fluoride		methane	marsh gas fire damp
butadiene 1,3	bivinyl divinyl erythrene vinylethylene butane		methylamine	monomethylamine aminomethane
carbon monoxide			methyl bromide	
chlorine			methyl chloride	chloromethane
chlorine trifluoride			nitric oxide	
synagog	oxalonitrile dicyan		nitrogen dioxide	
diazomethane	azimethylene		nitrogen trifluoride	
diborane	boroethane diboron hexahydride		nitrous oxide	nitrogen monoxide
dimethylamine	DMA		ozone	
ethane	methylmethane dimethyl		perchloryl fluoride	
ethyl chloride	chloroethane		phosgene	carbon oxychloride carbonyl chloride
ethylene	ethene bicarburetted hydrogen		propane	dimethylmethane
ethylene oxide	oxirane epoxyethane		propylene	
fluorine			sulfur dioxide	
formaldehyde	methanal formic aldehyde oxymethylene		trimethylamine	TMA
hydrogen			vinyl chloride	chloroethane VC
hydrogen bromide			phosphine	hydrogen phosphide

The next table contains a guide to aid in receiving CGCs.

Figure 23 - Receiving Guide for Compressed Gas Cylinders

Category	HM Label	SCC	DD Form/ Markings	CGC Markings	DRMO Custody
Serviceable/Non Regulated: (Residue of Non Haz Gas < 25 psig)	No	A	1574/1574-1 "Does not contain a Hazardous Gas"	Yes*	No
Serviceable/Regulated: (Gas>25psig*** or residue of Haz gas)	Yes	A	1574/1574-1 w/HM Identification	Yes*	No
Unserviceable/Repairable/Non Regulated: (residue of Non Haz <25 psig)	No	D/F	1577-2/1577-3 "Does Not Contain a Hazardous Gas"	Yes*	No
Unserviceable/Repairable/ Regulated: (gas>25 psig***or Residue of Haz gas)	Yes	D/F	1577-2/1577-3 w/HM identification	Yes*	No
Unserviceable/Condemned/Non and Haz: (remove valve; hole/remove place in DOT/Gov't markings. Stamp side/corner of "condemned accumulation"	No	H/S	1577/1577-1 "Condemned Scrap"	Removed!	Yes, but purged mutilated only, group @ existing.
Unserviceable/Condemned DRMO Regulated: (Haz gas or residue of obtaining. Haz gas) render.	Yes	H	1577/1577-1 "Condemned Scrap"	Removed! If turned in as Scrap.	No, however may assist in contractor to Non-Haz!
Unserviceable/Condemned Acetylene:(If full, see above, if Empty base removes felt, fills w/Water, stands, grinds off markings & stamps "Condemned."	No	H	1577/1577-1	Removed! If turned in as Scrap.	Yes, but only if "condemned."

*Cylinder markings (includes ICC/DOT Specification, service pressure, serial number, manufacturer symbol, date of manufacture, last hydrostatic test date) will be fully legible (Caution provided at end of Section 8-6 of DLAI 4145.25) recorded and provided to the receiving DRMO. The DRMO records this information plus the full name/address of purchaser for use on Transfer Document. One copy is kept at the DRMO and one to the purchaser (or RTD customer).

Policy References/Authority

49 CFR Subchapter C

DOD 4160.21-M, and DLAI 4145.25 (a joint regulation), Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders, Sections 7 and 8. (See DRMS Web page, click DLAPS from publications page, find and select DLAI 4145.25.)

Generating activities must process commercially owned compressed gas cylinders according to above referenced publications. (They are to be returned to the owner.) DRMOs are not to process commercially owned cylinders, except those outlined in DLAI 4145.25. In the event there is a need to determine commercial ownership, contact DSCR at DSN 695-4409/3230. Obtain assistance for transportation of cylinders from the base transportation officer or the DRMS-BA Transportation Officer (DSN 661-5846).

Generating activities may discharge and empty non-hazardous gases into the atmosphere according to DLAI 4145.25, Sections 7 and 8 and remove valves. If unusual circumstances arise and it appears feasible for a DRMO to arrange venting actions, they must contact an appropriate

DRMS-WH safety specialist (DSN) 661-5866 and base environmental personnel for obtaining approval.

If issues arise for any type of cylinder (serviceable, non-hazardous, serviceable-DOT regulated unserviceable-reparable, non-hazardous; unserviceable - reparable, DOT regulated, unserviceable - condemned, Non-hazardous - condemned, DOT or RCRA regulated; unserviceable - condemned, acetylene) refer to DLAI 4145.25, Section 8.

Points of contact for CGCs:

Operational Issues - Best suited DRMS Operational Office.
Environmental Issues - DRMS-BCP Environmental Office, DSN 661-7075 FAX DSN 661-5875.
Safety Issues - DRMS-WH Safety Office, DSN 661-7036, FAX 661-7530.
Compliance Issues - DRMS-Q, DSN 661-5898
Using the Publications Information e-mail address (PublicationsInformation@mail.drms.dla.mil) can transmit E-mail for additional information.
Defense Supply Center Richmond (DSCR) DSCR-JDTA, 8000 Jefferson Davis Highway, Richmond, VA 23297-5810, DSN 695-3230, FAX DSN 695-4403.
Program Manager, only for ODS - DSCR, DSN 695-4525 or ODSReserve@dscr.dla.mil.

Unique Processing Information/How to Manage

Receiving:

Generating activities will turn in, and DRMOs will process, compressed gas cylinders in accordance with the joint regulation, DLAI 4145.25/AR 700-68/NAVSUPINST 4440.128D/MCO 10330.2D/AFJMAN 23-22(I), “Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders.”

The same guidance for cylinders located in CONUS applies to DOD cylinders overseas. Cylinders, which are transported in the European Theater, must comply with the requirements of ADR (European Agreement for the Transportation of Dangerous Goods by Road).

DRMOs may not accept physical custody of any cylinders*, unless rendered scrap, see belo*w. The following guidance pertains to processing cylinders received in place.

DRMOs may accept accountability, but not physical custody, of non-hazardous or hazardous CGCs for RTDS on behalf of the activity reporting the excess cylinders.

During accountability receipt, DRMOs will:

For all condition codes except "H":

Verify that IM has provided disposition instructions if cylinders have been declared excess but not condemned
Verify cylinder identification is present; i.e., verify all cylinder markings (ICC/DOT spec, svc pressure, serial number, manufacturers symbol, date of manufacture)
Verify cylinder count
Verify general condition of cylinder
Verify hydrostatic testing indicators match paperwork Note presence of valves, plugs and valve protection caps Confirm appropriate labels or tags are attached to cylinders Evaluate assigned condition code - challenge if it is incorrect

For Supply Condition Code "H":

Process cylinders received with "H" condition codes as scrap.
Punctured
Valve removed
Labels removed/obliterated
Stamped, stenciled, or tagged “Condemned”

NOTE: Scrap receipts will be in compliance with DLAI 4145.25, section 8, paragraph 8-3E and placed in the appropriate scrap accumulation

Ensure generating activities have removed gases, such as Freon, from 3-5 lb. non-refillable cylinders and have not left any residue. (Freon is not a RCRA regulated hazardous waste, however, it is an ozone depleting substance (ODS), see paragraph below for ODS direction). The valve removal, puncturing and collapsing of the non-refillable cylinders indicates that there is no liquid in the cylinder.

Accountability only is accepted for hazardous gas cylinders. Attempts for RTDS will be accomplished while they remain in storage at the generating activity site. For those not being RTDS, DRMS may arrange purging, drilling and removal of markings by a contractor, if necessary. Dispose of the residue of the cylinders (except acetylene) as scrap.

Ensure that each cylinder where accountability is received contains the proper identification markings, tags, labels, and information required for the transfer documents (see DLAI 4145.25 Paragraph 8-6).

The following log will assist in receiving CGCs:

Figure 24 - ETID/DTID Log Example

ETID/DTID	Customer Name and Address	ICC/DOT Spec	Svc Pressure	Serial #, MFG Symbol Date of MFG	Gov't Mrkgs

DATE _____ PAGE _____OF_____

NOTE: Receipt through DLA Depot Recycling Control Points (RCPs) is not authorized.

Warehousing/Storage: Cylinders expended to scrap should be placed in a group at the side/corner of an existing accumulation. The segregation is necessary to provide visibility that the cylinders have been processed properly and do not contain any residual compressed gases.

Reutilization/Transfers/Donations: During R/T/D Cycle, DRMOs will:

Ensure that appropriate issue statements below are provided with each cylinder release. For example:

> Customers are warned that this property may contain explosive or toxic constituents regardless of the care exercised by the Government to remove them or render harmless. No cylinder(s) obtained from DRMS will be reused by the customer for transportation of compressed gasses unless it meets the requirements of the hazardous materials regulations in Section 913.334, Title 49, Code of Federal Regulations and the serviceability criteria of the Compressed Gas Association Pamphlet C-6.
>
> As necessary, the customer will perform hydrostatic testing of each cylinder as prescribed by Method 1,2, or 3, described in "Methods for Hydrostatic Testing of Compressed Gas Cylinders, Publication C-1, Compressed Gas Association, Inc., 1725 Jefferson Davis Highway, Suite 1004, Arlington, VA 22202-4102.
>
> Cylinders that need and pass the hydrostatic or other acceptable test at time of processing of cylinders by DRMOs, will be held by the customer until the customer furnishes the DRMOs (within 60 days of removal) a certification that stipulates the size, serial number, retesters Materials Transportation, as specified in 49 CFT 173, for each cylinder that passed the test.

These cylinders will not be reused or sold for reuse until certification has been furnished to the issuing DRMO. The customer will, at its own expense, render those that cannot pass the hydrostatic or other acceptable test to an unusable condition and dispose of as scrap, except in Europe, where there are few to no testing facilities but a good market exists for the sales option. Here, only the latest hydrostatic testing date should be recorded.

Ensure that transfer documents are completed according to joint regulation DLAI 4145.25, paragraph 8-6, and that copies/images are retained as part of DRMO records for 50 years. (A DD Form 1348-1A can be a transfer document, with the necessary information included on the form or as an attachment.)

Ensure that the proper certifications (appropriate identification markings and transfer document information) are annotated on issue documents. To explain, when referring property for sale through DRMS-BBS sales offices, the referrals will have confirmation that all the transfer document information is available for passing to the customer.

Demilitarization/Mutilation: Unless designated as MLI/CCLI, not applicable. For mutilation, the three approved methods of mutilating chlorobromomethane (CB) fire extinguishers are torching the bottom of each cylinder, torching their valve threads, or smashing/crushing the cylinder. The last method is preferred and, regardless of the method used; it is of importance that each extinguisher be made unfit for its intended purpose as a fire extinguisher.

Sales: During the sales processing DRMOs will:

Ensure that appropriate issue statements shown above for RTD are also provided for sales releases.
Also, designate mutilation procedures in the IFB.
Ensure appropriate sales clauses (articles F, G and H from Part 7, Additional Special Circumstances Conditions - Hazardous and Dangerous Property, Sales by Reference pamphlet) are in place.
All sales records (copies/images) must be retained for 50 years.

Ultimate Disposal:
Process chlorobromomethane fire extinguishers directly to ultimate disposal unless a waiver is obtained from the DRMS-WH Safety and Health Office. If submitting a waiver, include in the waiver request verification that the extinguishers were completely drained of all residues and were depressurized by the turn-in activity by removal of the valve assembly.

These extinguishers may then be considered for sale as scrap, providing the previous contents of the extinguishers is identified to all potential purchasers and as a condition of sale, the purchaser renders the extinguisher unusable as an extinguisher.

If a service contract is initiated for the destruction of the extinguisher:

It identifies whether the extinguishers are confirmed as drained or undrained.
The service contract prohibits the reuse of the contents of the extinguisher for fire fighting activities and reuse of the container as a fire extinguisher.
If chlorobromomethane fire extinguishers are attached to a cart, the cart should be separated and cart sold as an item, and the extinguisher sent to ultimate disposal. However, do not use a torch to remove nuts/bolts.

DRMOs may take physical custody of chlorobromomethane extinguishers, providing they meet all turn-in requirements.

Although Halons may liberate numerous toxic gases upon exposure to an open flame or hot surface, e.g., hydrogen fluoride and phosgene, there are no regulatory or industry prohibitions on the use or sale of extinguishers containing other than carbon tetrachloride or chlorobromomethane.

Acetylene cylinders will not be sold as scrap and must be land filled due to potential asbestos contents. This type of cylinder should be removed by service contract. (There may be some acetylene cylinders that do not contain asbestos; however, if this cannot be determined they must be processed as hazardous waste. A chart from the Compressed Gas Association, Inc., shown previously, (Figure 15) on the history of acetylene cylinder construction only shows ***Union Carbide*** as a manufacturer using asbestos. The note on the chart indicates an X in front of the serial number can identify these cylinders. If a determination is made that they do not contain asbestos, downgrade to scrap upon receipt.) (See DLAI 4145.25, Chapter 8).

Property Accounting: Determined on a case- by-case basis, depending on the type and condition of CGC(s) being processed; i.e., processed as hazardous, scrap, usable, ODS, etc.

Concertina Wire, Barbed Tape, and Wire

Definition/Description
Twisted large and small strands of wire with metal spur barbs, normally used for fencing.

Policy References/Authority
DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage
Receiving:
These items will be banded or boxed before turn-in to the servicing DRMO. Banding or boxing is necessary to prevent disabling or painful injury during loading, unloading operations, and any later handling which may be necessary. Otherwise, standard receiving processing is used.

NOTE: This property may qualify for processing through DLA Depot Recycling Control Points (RCPs). Determinations are based on assigned supply condition code and/DEMIL code.

Warehousing/Storage: Store in a manner that prevents possible injuries, while working the property through the various processes.

Reutilization/Transfers/Donations: Process with consideration to prevent disabling or painful injury during loading/unloading operations.

Demilitarization/Mutilation: Reviewed on a case-by-case basis.

Sales: Releases of property sold are processed with consideration to prevent disabling or painful injury during loading/unloading operations.

Property Accounting: No unique property accounting requirements.

Confiscated Property

Definition/Description

Property primarily related to military type equipment confiscated by the Treasury Department (TD), Bureau of Customs, or other competent U.S. Government authority.

Policy References/Authority

DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:

Receiving:

Upon establishment and signature of a DRMS/Federal Civil Agency (FCA) Memorandum of Agreement (MOA) with an accompanying Economy Act Order to authorize electronic billing by DRMS, this property may be turned in to a DRMO and processed in the same manner as Military Service/Defense Agency excess. Property is received with a local stock number. The turn-in activity assigns the appropriate mandatory codes; e.g., DEMIL, Supply Condition Code, Disposal Authority Code, Controlled Item Inventory Code (CIIC), etc. If the property has MLI/CCLI characteristics, appropriate receipt and handling requirements are used.

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Accomplished according to characteristics of the commodity.

Reutilization/Transfers/Donations: Standard processing is used for this type property.

Demilitarization: In accordance with commodity characteristics and assigned DEMIL code.

Sales: Dependent upon the appropriate handling requirements.

Abandonment & Destruction: May be used if other disposal attempts are not successful.

Return to Manufacturer (RTM): May be used if applicable. Guidance is to be requested from appropriate DRMS Operations office, if needed.

Demanufacturing: Used if appropriate for commodity.

Ultimate Disposal: Funded by turn-in activity, if used for final disposition.

Property Accounting: In accordance with requirements for type of property being processed.

Containers, Empty
(Edited Jan 2013)

(Non-Hazardous, Previously Containing ~~AEDA~~ MPPEH and Return

Requested) Definition/Description:
Containers of all shapes, sizes and base material content that have been emptied and declared excess. All of these containers discussed below are identified by Federal Supply Classes (FSCs) 8110, 8115, 8140 and 8145. Guidance applies to containers that previously held hazardous property, ~~ammunition, explosives and dangerous articles (AEDA)~~ Materials Potentially Presenting Explosive Hazard (MPPEH) or end items and where, when removed, the container can be reused after the contents complete RTD or are sold separately.

Containers that previously held hazardous contents must be triple rinsed and must retain any OSHA compliant labels, NFPA labels, and any other pertinent manufacturing labels. Containers that previously contained hazardous or acutely hazardous materials and have not been triple-rinsed with an appropriate solvent, cleaned by an equivalent method, or had the liner removed must bear the NSN, LSN, noun name, or an identifying mark reflecting the container's previous contents. Upon receipt, any of the above containers not bearing one of the above markings or labels will be indelibly marked or labeled in a contrasting color to reflect the container's previous contents.

Containers previously containing ~~AEDA~~ MPPEH include bandoleers, ammo pouches and similar items. When these containers are turned in to a ~~DRMO~~ DLA Disposition Services, the generating activity will provide an ~~AEDA~~ MPPEH inert certification. Generating Activities will place containers that previously contained ~~AEDA~~ MPPEH on or banded to pallets in a manner allowing visual inspection of all containers at the time of turn-in to DLA Disposition Services ~~DRMO.~~ This type of container generated from DDC distribution depot stocks and/or in original and undamaged factory packaging, contractor packaging, or preservation packaging is exempt from certification requirements. Containers that previously contained ~~AEDA~~ MPPEH and metallic small arms cartridge containers may be transferred to ~~DRMOs~~ DLA Disposition Services using alternate approach shown in “Receiving” area below.

Reusable Containers:
Containers being requested and returned to the generator will be released without any accounting transactions. Reusable containers, identified below, turned in with end items in them that are later sold separately or processed as scrap containers, should be returned to the generator or the closest DLA Depot. If return is not required, excess containers may be processed through standard disposal procedures. The following NSNs are examples of reusable, multi-use containers. The return policy also applies to other tri-walls/plastic boxes.

Figure 25 - NSNs - Reusable, Multi-use Containers

8115-00-183-9481	8115-00-292-0123	8145-00-260-9559TA
8145-00-260-9562TA	8145-00-260-9556TA	8145-00-260-9548TA
8145-00-260-2982GA	8145-00-260-2983GA	8145-00-288-1396TA
8145-00-288-1397GA	8145-00-310-2987GA	8145-00-449-8424AY
8145-00-449-8427CS	8145-00-485-8250EE	8145-00-485-8256PF
8145-00-499-9808BE	8145-00-501-9138LA	8145-00-514-2798CS
8145-00-519-6384LA	8145-00-522-6907DA	8145-00-529-8585CS
8145-00-536-4925LA	8145-00-540-1762FA	8145-00-549-6647CS
8145-00-553-1539PF	8145-00-759-6179	8145-00-759-6180
8145-00-759-6181	8145-00-958-1104	8145-01-026-2369FE
8145-01-044-3289BE	8145-01-155-2927	8145-01-161-1788
8145-01-262-2987GA	8145-01-262-2988GA	8145-01-262-2984GA
8145-01-262-2985GA	8145-01-262-2986GA-	8145-01-016-3451UX
8145-01-016-3452UX	8145-01-080- 6707MF	8145-01-081-7934TA
8145-01-354-7605TN	8145-01-016-3453UX	8145-01-016-3454UX
8145-01-016-3455UX	8145-01-016-3456UX	8145-01-164-4073VZ
8145-01-014-0440TA	8145-01-012-4088TA	

Policy References/Authority

Item Manager Directions, DOD 4160.21-M, DOD 4160.28-M, 40 CFR 261.7, 49 CFR 173.29(a), Individual State Requirements.

Unique Processing Information/How to Manage:

Receiving:

Generating Activities will place containers on or banded to pallets in a manner allowing visual inspection of all containers at the time of turn-in to a ~~DRMO~~ DLA Disposition Services. ~~DRMOs~~ DLA Disposition Services will open (if not already opened) and visually inspect all non-hazardous and containers that previously contained ~~AEDA~~ MPPEH. If all containers are empty, the following statement will follow the containers throughout the complete disposal process:

> *"The containers included with this transaction have been inspected and are verified to be empty."*

The individual certifying this process will sign and date the document just below the above statement. (This process can be delayed at the initial receipt, if time constraints exist. It must, however, be completed prior to the final release of containers.)

Containers that previously contained ~~AEDA~~ MPPEH are metallic, small arms cartridge containers, and may be transferred to ~~a DRMO~~ DLA Dispositon Services using one of the options below:

> Containers can be accepted if, as part of the generator's inspection process, they placed/positioned a piece of durable, colored tape across the center of an open, empty container with a approximately three inches of tape extending across or beyond each side.

After the tape is in place the container can then be closed and processed for disposition. When palletizing the container, sufficient space will be left between the rows to allow verification of the taping procedure.

Containers can be accepted if, as part of the generator's inspection process, they removed lids from containers, visually inspect for ~~AEDA~~ MPPEH, and certify/verify as being MPPEH~~AEDA~~-free in accordance with DOD certification procedures. Containers will be placed upside-down on a pallet with lids placed on the bottom of the container. Containers will be placed on/banded to pallets. When palletizing the container, sufficient space will be left between the rows to allow verification of the taping procedure.

Containers not empty are rejected back to the generator with DRMS Form 917.

Containers in condition code "B-H" processed under the Recycling Control Point (RCP) Program are shipped to ~~the DRMO~~ DLA Disposition Services for verifying and certification. Containers in condition code "A" are processed through RCP.

At the discretion of ~~DRMO~~ DLA Disposition Services personnel, large quantities of non-returnable, palletized containers (including medical type containers) with the above FSCs may be processed as follows:

Visually assure containers on one pallet are empty and weigh both the containers and pallet together.
Weigh the remaining palletized containers (containers being compared should be the same size and equal in number on all pallets).
Visually inspect the inside of palletized containers not weighing the same as those initially inspected.

Generators will turn-in empty containers that previously held hazardous contents using appropriate procedures for one of the following three categories (non-hazardous, hazardous, or acutely hazardous).

Non-hazardous Containers. Containers whose last contents were a non-hazardous material, or containers previously containing hazardous or acutely hazardous material that were triple rinsed by a scientifically approved method or had the liner removed.

Hazardous Containers. Containers previously containing materials of a hazardous nature (by any Federal or State definition) not triple rinsed with a proper solvent, cleaned by a scientifically approved method, or having the liner removed.

Acutely Hazardous Containers. Containers that contained any of the material listed in 40 CFR 261.31, 261.32, or 261.33(e) not triple rinsed with a proper solvent, cleaned by a scientifically approved method, that had the liner removed.

Empty containers must be able to withstand normal handling. If normal handling is not possible, they must be overpacked.

The ETID/DTID for all disposal categories will reflect the NSN or FSC of the container itself, regardless of its previous contents. The NSN or FSC of the container's previous contents must not be used.

For non-hazardous containers, the turn-in activity will certify in block 4 of the ETID/DTID *"NON-HZ."*

If the container is triple rinsed, block 4 will reflect *"NONHZ/TRIPLE RINSED"* and the container itself will be marked *"triple rinsed."*

Containers turned-in to ~~a DRMO~~ DLA Disposition Services will be non-leaking, safe to handle and able to withstand normal handling, or ~~the DRMO~~DLA Disposition Services will reject turn-ins using ~~DRMS~~ DLA Disposition Services Form 917.

Containers previously holding hazardous or acutely hazardous materials and not triple rinsed, cleaned by an equivalent method approved by EPA, or with the liner removed must have all bungs, gaskets, seals, covers, etc., in place. ~~A DRMO~~DLA Disposition Services under the following circumstances may grant waivers to this policy on a case-by-case basis:

Containers will be transported onsite only.
If the generating activity is adversely impacted by compliance and furnishes ~~the DRMO~~ DLA Disposition Services with details (i.e: location, description, quantity, and extent of impact.)
If ~~the DRMO~~ DLA Disposition Services has the necessary equipment (such as bungs) to seal the containers upon receipt. Markings/labels on the containers must be consistent with the ETID/DTID.

For hazardous containers, the following will apply:
Block 4 of the ETID/DTID will be coded "HM."
Block 27 of the ETID/DTID must identify:
The container is empty.
Layman description of the container, such as 55-gallon metal drum.
NSN or FSC and noun name of the previous contents.

For acutely hazardous containers, the following will apply:
Block 4 of the ETID/DTID will be coded "HW" and the turn-in will be manifested to ~~the DRMO~~DLA Disposition Services unless transported onsite.
Block 27 of the ETID/DTID must identify:

- That the container holds "residue" only.
- Layman description of the container, such as 55-gallon metal drum.
- NSN or FSC and noun name of the previous contents.

Triple Rinse. Triple rinsing empty containers previously containing hazardous or acutely hazardous contents, is not a turn-in requirement, but an option that can increase its RTDS potential. ~~DRMS~~ DLA Disposition Services does not require triple rinsing for turn-in of any container. However, if a generator elects to triple rinse containers prior to turn-in, they can be turned-in under the non-hazardous procedure and do not require sealing. All rinsate generated from triple rinsing acutely hazardous waste containers will be managed as a HW under 40 CFR 261.3(a)(2). In addition, the rinsate may also exhibit additional hazardous characteristics, depending upon type of solvent utilized for rinsing.

Scrap. Only non-hazardous empty containers can be managed as scrap. This can be either containers whose previous contents were non-hazardous, tripled rinsed containers, or containers with their liners removed.

Crushed Containers. Empty containers in good condition will not be intentionally crushed. Generators will coordinate with their local ~~DRMO~~DLA Disposition Services to determine RTDS potential prior to crushing containers. Crushed containers may only be turned-in under the following conditions:

The crushed container previously held a non-hazardous material, the generator identifies the material, an the generator certifies in block 4 of the ETID/DTID *"NON-HZ."*
The crushed containers must be non-leaking, free of oily residue, sludge, or solid residue that

can be scraped off the container. Crushed containers will be collected and turned-in separately from other scrap items and will be safe to handle and store.

If the crushed containers previously held an HM or an acutely hazardous material and not triple rinsed with an appropriate solvent, cleaned by an equivalent method or with the liner removed, they may not be turned-in as scrap. If a container containing an acutely hazardous material is crushed, the generator must totally seal the container or make it safe to handle; (i.e., overpack, crushed container) and turn it in under the container procedures outlined for acutely hazardous materials.

Multi-use containers being requested and returned to the generator will be released without any accounting transactions.

Reusable containers identified above that are designated as scrap containers after the contents have been removed, will also be returned to the generator or the closest DLA Depot, as appropriate.

If return is not required, excess containers are processed through standard disposal procedures.

NOTE: Only reusable containers qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage:
No unique storage requirements are imposed on containers designated as non-hazardous, non-~~AEDA~~ MPPEH or reusable containers.

~~DRMOs~~ DLA Disposition Services will only accept physical custody of empty hazardous or acutely hazardous containers when appropriate storage is available.

Empty containers will be grouped and stored according to the category of previous contents (non-hazardous, hazardous, and acutely hazardous). Each category will be stored separately. Within the hazardous and acutely hazardous categories, storage compatibility will be observed using the same hazard classes afforded to other types of hazardous materials to prevent incompatible reactions.

Physical custody will be taken, if facilities permit. Outdoor storage is satisfactory for most containers. However, if the container can be readily broken down by exposure to the natural elements or if the container's previous contents were highly volatile, they will be stored in a covered area out of direct sunlight.

Empty containers will be stored either upright or on their side. If stored on their side, the bung openings will be placed in the 9 and 3 o'clock position. Empty, non-sealed containers previously holding contents considered non-hazardous, or contents previously considered hazardous, and that were triple rinsed or cleaned by an alternative method may be stored upside down.

Stacking is permitted, but depends upon whether the empty containers are stored indoors or outdoors. For outdoor storage of empty containers (primarily 55 gallon containers), they will be stacked no more than one tier high when stored upright, or two rows high when stored on their sides. If banded to pallets, empty containers may be stored two tiers high, provided that a pallet separates each tier. This is to prevent containers from being blown down by winds or storms. If stored on their side, the empty containers will be braced at the ends of each row to prevent them from rolling.

Indoors, empty containers (stored upright) can be stored up to three (3) tiers high, provided that

pallets to increase stability separate each tier. Empty containers that contain residues of Class 1A flammables will not be stacked more than one (1) tier high and Class 1B and 1C flammables not greater than two (2) tiers high, to stay consistent with National Fire Protection Association (NFPA) recommendations.

Empty containers, whose contents were considered a hazardous material, will be sealed to prevent the accumulation of precipitation. Exceptions to this requirement are allowed in areas where extreme heat and temperature could cause expansion inside the drum. In these cases, it is recommended that the bungs be loosely secured in their holes, to allow air to be released during expansion.

Reutilization/Transfers/Donations:

Standard RTD processes are used for properly identified/ certified non-hazardous, non-~~AEDA~~ MPPEH, reusable containers.

Reutilization requests for empty containers will be filled with non-hazardous, previous content containers. When not possible, the request will be filled with triple rinsed hazardous containers, only after the requestor is informed that the previous contents of the containers were hazardous, acutely hazardous, ~~ADEA~~ MPPEH, and is given the noun name of the hazardous commodity.

For containers that previously held hazardous or acutely hazardous materials and have not been triple-rinsed with an appropriate solvent, cleaned by an equivalent method, or had the liner removed, the transfer document will indicate hazardous/acutely hazardous and the noun name of previous contents. It will also indicate that the information must be perpetuated to the user and, if transferred, to the new owner.

Empty containers, whose previous contents were hazardous, but not acutely hazardous will be offered for reuse consistent with RTD standard processes.

If RTD efforts as a container are unsuccessful, these containers can be offered for sale as hazardous items for scrap metal recovery. These containers must be received and managed as a hazardous material item, not as a scrap metal. If all RTD alternatives fail, a downgrade to scrap is prohibited.

Empty containers, that previously held an acutely hazardous waste and have not been triple rinsed, must be managed as hazardous waste when disposed.

DEMIL: Should not be required, due to receipt of inert certifications.

Scrapping Containers:
Only empty containers having no potential to be reconditioned and/or reused will be scrapped.

The following empty containers are managed as scrap metal:

Non-hazardous empty containers. Can be either containers whose previous contents were non-hazardous, tripled rinsed containers, or containers with their liners removed.

Alternately cleaned hazardous containers. ~~DRMOs~~ DLA Disposition Services may manage, as scrap metal only, hazardous empty containers drained or cleaned by an alternative cleaning method, described below, that assures the empty containers contain no pourable or scrapable residue.

As an alternative to the triple rinsing requirement, ~~DRMOs~~ DLA Disposition Services may accept an alternate cleaning procedure provided that the requirements of this paragraph are met. Containers cleaned or drained by an alternative method can be managed as non-hazardous scrap, provided the cleaning method used results in no pourable or scrapable

residue remaining in the container. Non-hazardous scrap determination for an empty container cleaned by an alternate method requires the container and cleaning process to meet the following requirements:

- If the previous contents were pourable, no hazardous material can be poured or drained from the container or liner when stored in any orientation.
- If the previous contents were not pourable, no hazardous material is to remain in or on the container that can be feasibly removed by physical methods (i.e., scraping). The container must not contain any adhered to or crusted materials resulting from the build up of solidified material.

To minimize environmental liability and protect scrap storage areas sites from contamination from possible residues, ~~**DRMOs**~~ **DLA Disposition Services will work with the generating activity to understand the procedure and process being used to remove residues other than triple rinsing**. An alternative method may be accepted **only** when ~~the DRMO~~ DLA Disposition Servcices is confident that the procedures used will result in no residues remaining in the containers. ~~DRMOs~~ DLA Disposition Services will formalize the alternate cleaning process with their generating activity in a MOU.

NOTE: ~~DRMOs~~ DLA Disposition Services will check state laws regarding these issues.

Empty containers managed under an alternative cleaning method will be stored separately from other scrap metal accumulations, unless co-mingling will not effect a current scrap sales contract or the scrap's potential for sale. If co-mingling will negatively affect scrap sales, or if no information is known about the possible sale consequences, no alternately cleaned empty containers will be co-mingled with other scrap sources.

~~DRMOs~~DLA Disposition Services will implement management practices for scrap containers minimizing the contact and/or accumulation of precipitation. This will be accomplished through covered storage, overpacking, replacing lids and/or bungs, container orientation, or other practices minimize possible storm water contamination. ~~DRMOs~~ DLA Disposition Services will cooperate with host installation storm water pollution prevention programs.

Sales: Standard sales processes will be used for properly identified/certified non-hazardous, non-~~AEDA~~ MPPEH, reusable containers.

Empty containers, whose previous contents were hazardous, but not acutely hazardous, will be offered for sale consistent with DOD 4160.21-M (i.e., RTD).

If sales efforts as a container are unsuccessful, containers can be offered for sale as hazardous items for scrap metal recovery responsible. Containers will be received and managed as a hazardous material item, not as a scrap metal. If all sales efforts fail, a downgrade to scrap is prohibited.

Empty containers previously holding an acutely hazardous waste and not triple rinsed must be managed as hazardous waste upon disposal. Containers that are sold are not hazardous waste.

If standard disposal processes are unsuccessful, a downgrade to scrap is prohibited unless containers have been triple rinsed or cleaned by an equivalent method approved by EPA.

Property Accounting: Accomplished in accordance with the types of containers being processed.

Contractor Inventory

Definition/Description

Property used by a company or individual for the purpose of completing a requirement stipulated in a specific government contract.

Disposal of contractor inventory is generally a contractor responsibility (see Federal Acquisition Regulation (FAR), subpart 45.6 reference (qq)), unless the contract specifies that excess property be returned to the government, as a result of a determination by the Contracting Officer.

Policy References/Authority

DOD 4160.21-M, FAR, DOD 7000.14-R, Financial Management Regulation.

Unique Processing Information/How to Manage

Receiving:

Use standard receiving processes. The property may have an assigned NSN or an LSN with the most appropriate FSC and other mandatory data elements.

If received in-place, code as reimbursable if a fund citation is annotated on the ETID/DTID.

Property physically transferred to a DRMO will lose its identity as contractor inventory and be processed as normal DOD excess.

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Requirements to be determined by the types of property being processed.

Reutilization/Transfers/Donations: Accomplished as appropriate for commodity characteristics.

DEMIL: Commodity and assigned DEMIL Codes will dictate the appropriate DEMIL requirements.

Sales: Property received in place requires net proceed reimbursement. ETIDs/DTIDs are assigned to a DOD DODAAC. However, the ETID/DTID must also contain the contractor's name, accountable contract number and, where applicable, the accounting classification of the referring contract administration activity for tracking/ voucher references.

Sales determinations are dependent upon the type(s) of property involved. Sales proceeds will be disbursed in accordance with the Sales Proceeds Management Program.

Abandonment and Destruction (A&D): Used if appropriate.

Return to Manufacturer (RTM): Used if appropriate.

Demanufacturing: Used if appropriate.

Ultimate Disposal: Where only service contract disposal assistance is required, the documents referring the property for disposal must reflect the contract number under which the material was acquired, along with property location, contractor's name, and service contract fund cite.

Property Accounting: Accomplished as appropriate for the commodity processed.

Decorations (See Distinctive Markings)

Dental Amalgam

Definition/Description

Dental amalgam has been tested and evaluated, and found to be uneconomical for precious metals recovery; therefore, it does not qualify as a recyclable material as defined in 40 CFR, Part 261.

Dental Amalgam may be turned in to the DRMO in various categories:

Non-contact amalgam - this is excess mix left over at the end of a dental procedure.
Contact amalgam - amalgam that has been in contact with the patient. Examples are extracted teeth with amalgam restorations, carving scrap collected at chair side, and amalgam captured by chair-side traps, filters, or screens.
Empty amalgam capsules - left over after mixing pre-capsulated amalgam
Dental amalgam covered with liquid - This is used amalgam that is covered with water, used or unused hypo solution, or HGX.

Previous hazardous waste determinations show that:

The concentrations of mercury and silver are known to vary in amalgam, and empty capsules. These variations will cause some samples to fail Toxic Characteristics Leaching Procedure (TCLP) tests.
Dental amalgam covered in liquid will always fail TCLP due to the amount of mercury and silver leaching into the liquid.

Policy References/Authority

40 CFR, Subpart F, 266.70
DOD 4160.21-M, Chapter 10, Attachment 1, par. 10
DOD 4160.21-M, Chapter 4, Property Requiring Special Processing, paragraph B.18
DOD 4160.21-M, Chapter 2, Attachment 1
USACHPPM Fact Sheet, "Management of Waste Dental Amalgam", January 2005.
American Dental Association's Publication, "Best Management Practices for Amalgam Wastes", March 2004.

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Unique Processing Information/How to Manage

Receiving: All dental amalgam and empty amalgam capsules will be received and managed as hazardous waste.

A completed hazardous waste profile sheet is required.

All types of amalgam will be considered RCRA HW, unless the generator provides an analysis disproving it. In those instances, the amalgam will be received and disposed as non-RCRA solid waste on a DRMS HW disposal contract.

Dental amalgam will not be received unless it is in a tightly closed, unbreakable container. DRMOs are not authorized to open these containers. If personal exposure to vapors or liquid occurs, or if a spill or leak occurs, the base industrial hygiene office or bioenvironmental office will be contacted for assistance immediately.

Warehousing/Storage: All dental amalgam will be received and managed as HW. If received in-place, the customer should use appropriate storage methods which will prevent spillage.

Reutilization/Transfers/Donations: Not authorized.

DEMIL: Not required.

Sales: Not authorized.

Ultimate Disposal: Final disposition of used and unused amalgam is the responsibility of the Military Services (see D0D 4160.21-M, Chapter 4, par. B.28). However, DRMS will provide ultimate disposal services through its HW Disposal contracts. No other DRMS dispositions are authorized.

Property Accounting:

Dental Amalgam shall **not** be received as precious metals scrap or any other type of scrap.
It shall be received as HW using LSN 6520-00-AMALGAM versus an NSN.
The DTID shall contain all the information required for HW turn-ins.

Disposal Funding: The generating activity is required to provide the appropriate disposal funding for dental amalgam.

If the generator can prove through analysis that the amalgam is non-RCRA, the non-RCRA series CLIN should be used.

NOTE: All other amalgam should be funded for disposal under the appropriate RCRA CLIN(s).

DEMIL Required Items Processed Via a Hazardous Waste Disposal Contract

Added Mar 2012

Definition/Description

The use of hazardous waste contracts to process DEMIL required property is authorized when

1) The DEMIL required item exhibits the characteristics of a hazardous waste and
2) When it is a cost effective alternative to shipping non-hazardous DEMIL required property to a Centralized DEMIL Center.

Certain Demilitarization (DEMIL) required property both Hazardous and non-hazardous may be processed to a HW contract for incineration or disposal in a RCRA landfill to satisfy DEMIL requirements. DEMIL required items that meet the definition of a hazardous waste when discarded will be processed to a HW disposal contract and needs no special approval.

Policy References/Authority

DoD 4160.21-M

DRMS-I 4160.14

Unique Processing Information/How to Manage

For approval and all questions regarding which non-hazardous DEMIL required items are appropriate to be released on a HW contract should be directed to DRMS-J-35 via **DEMIL Help@dla.mil**

The following items are currently approved for processing on HW contracts for accomplishment of DEMIL:

1. Chemical Defense Equipment
2. Electron Tubes
3. Clothing, Military
4. Camouflage Netting
5. Sub tiles (PCMS tiles)
6. Sonar Domes
7. Protective Masks and Filter
8. Blankets and Clothing DDT
9. Composite Fiber Property

For requests to add other commodities to the list above send an email request to **DEMIL HELP@dla.mil** with the following information:

1. NSN/ Nomenclature
2. DEMIL requirements
3. Costs benefit analysis for processing the item to a HW contract or reason why a hazardous waste contract is the only disposal option.

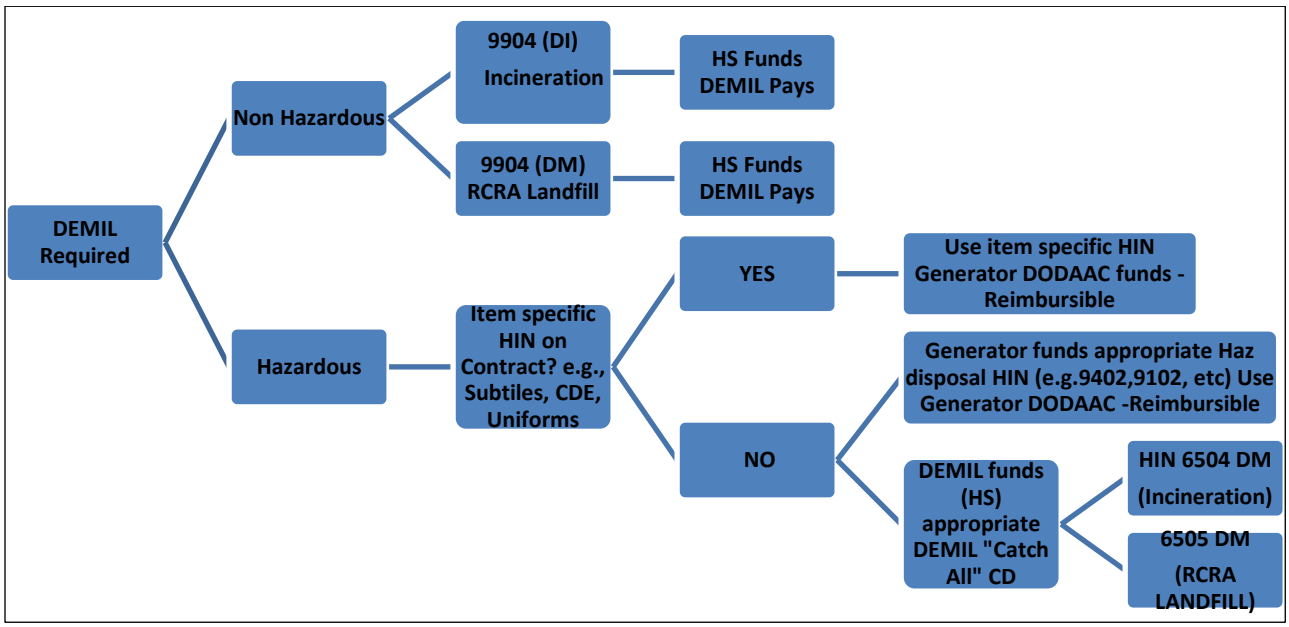
Use HW disposal contracts to satisfy DEMIL as follows:

- Verify that the HW contract has hazardous item numbers (HINs) and suitable clauses to satisfy DEMIL requirements that include:
  - Disposal in a RCRA landfill (includes non-hazardous DEMIL required items) or:
    - Incineration if a requirement for DEMIL .
  - Method of disposal, incineration or RCRA landfill which precludes reuse or recovery of the item for its originally intended use.
  - Provision to provide the DLA Disposition Servicing Site with a Certificate of Destruction/Disposal (CD) within 120 days of item removal. The CD must include: The item name and date of destruction and information linking it to the original 1348-1A of the DEMIL required item and pickup manifest line item.
  - Prohibition from diverting a DEMIL item referred for disposal by land filling, incineration or treatment to any type of recycling of the item in whole or in part.
  - Prohibition from comingling the DEMIL item with other HWs at transfer stations or intermediate treatment, storage, and disposal facility (TSDF) storage.

Ultimate Disposal: Referring DEMIL required property to a HW contract:

- Validate the item is eligible for DEMIL via the HW contract and that the appropriate HIN is on the HW contract. Refer the item for disposal via the HW contract.

Figure: Funding Chart



- The Military Services are responsible for the disposal costs of all hazardous material and hazardous waste they generate and will follow the MILSBILLS funding procedures. This includes DEMIL required items that are a hazardous waste by definition when discarded.

- HD Funds: Used when the DEMIL required item is also a hazardous waste by definition, when discarded, Generator pays for disposal.
- HS Funds: Used when a non-hazardous DEMIL required item is processed to a hazardous waste contract for the sole purpose of accomplishing DEMIL itarization, Disposition Services pays for disposal.
    - HS funds will also be used for ordering the "return" Certificate of Destruction.
- HX Funds: Are used for Demanufacturing only.

Tracking DEMIL required items processed to a HW contract:

There are three phases required for tracking DEMIL required items:

1. DEMIL required items that are released on a HW disposal contract in accordance with this Special Processing reference must include the following release certification:

This DEMIL certification is mandatory and will be added to the DRMS Form 1348-1A. This is the certification that the DLA Disposition Servicing Site has in fact released the DEMIL required property on a HW disposal contract. The Contracting Officer's Representative will be the certifier and the next level of authority, up through the DLA Disposition Services Site leader, will be the verifier. The DEMIL authority to be placed on the certification will be:

"We Certify/Verify that this property is being released for transportation to a permitted landfill/incinerator/treatment facility for ultimate disposal. Via a HW contract and under an appropriate HIN specific to the material type that include a CD. The HW pickup manifest and Certificate of Disposal or Certificate of Destruction will serve as documentation that DEMIL itarization has been accomplished."

2. DEMIL required items while in transit to a RCRA Facility.Maintain the 1348-1A in a suspense file until the return pickup manifest and Certificate of Destruction (CD) are returned by the contractor. Keep a log of communications made in tracking the return of the pickup manifest and CD.

3. The RCRA Facility provides the DLA Disposition Services Site with a CD which references each DEMIL Required DTID number. The certification process is complete only with the return of the CD, after which the item can be remove from record in DAISY.

The return pickup manifest and certificate of destruction/disposal serves as certification and verification that DEMIL was accomplished. Once returned attach a copy to the 1348-1A and ensure the 1348-1A and CD are filed in accordance with DRMS-I 4160.14 Section 1 - Administrative Processing Chapter 1 – General. C1.11, Records Maintenance.

Detector Tubes

Definition/Description

Various types of tubes used for measuring. Normally associated with chemical agents/chemical reactions. Detector tubes are available from many manufacturers.

Policy References/Authority

Direction from assigned item manager.

Unique Processing Information/How to Manage:

Receiving: A hazardous waste profile sheet will accompany Detector tubes assigned NSN 6665-00-769-0944, manufactured by Draeger Safety Inc., at time of turn-in.

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Stored according to information provided on hazardous waste profile sheets.

Reutilization/Transfers/Donations: Accomplished using hazardous property processing techniques.

DEMIL: Accomplished according to assigned DEMIL Code and associated hazardous requirements.

Sales: Appropriate clauses for processing hazardous property are used.

Ultimate Disposal: Accomplished as appropriate with funding provided by turn-in activity.

Property Accounting: Standard processes for hazardous property are used.

Distress Signaling Devices

Definition/Description
A device used to provide a signal or indication of distress by individuals or groups.

Aircraft signaling kits contain projectors, explosive-loaded flares and smoke signals are dangerous if used improperly. The projector, capable of firing a 10-gauge shotgun shell, is classified as a firearm by Federal law enforcement agencies.

Major FSCs are 1370,6230 and some 4240.

Policy References/Authority
DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:
Receiving:
Receipt of Aircraft Signaling Kits is not authorized. Disposal is the responsibility of the pertinent Military Service.

DRMOs will only receive surplus explosives and explosive-loaded distress signaling devices in-place, on a “wash-post” basis, if the material is authorized for sale and the devices have been removed from kits and reported for disposal with processing instructions from the pertinent Military Service.

Warehousing/Storage: Not authorized.

Reutilization/Transfers/Donations: Not authorized.

Demilitarization/Mutilation: If the material is authorized for disposal by sale, it will first be mutilated so it is incapable of being rehabilitated for use as originally intended, in the case of projectors, as a firearm. Other internationally recognized distress signals, such as dye markers (excluding sea dye markers that do not include explosives), will also be destroyed by Generating Activities, and may not be sold to the general public under any circumstances.

Sales: Sales requirements will be determined on a case-by-case basis.

Property Accounting: Standard “wash post” transactions will be accomplished as required.

Distinctive Markings

(Includes: Decorations, Badges, Service Awards, Medals, Ribbons, Distinctive (metal) Buttons and Other Insignia such as Distinctive Markings on Military Vehicles)

Definition/Description
Such markings include "U.S." the designation and emblem of a Military Service/Defense Agency, or Federal Emergency Management Agency, the registration number, or serial number assigned to a military vehicle. Any markings on military vehicles that relate back to the Military Services (such as, "Join the Marines," "Marine Recruiting,") military decorations, medals, badges, and their components and appurtenances, or their colorable imitations.

Policy References/Authority
DOD 4160.21-M, Defense Materiel Disposition Manual, Chapter 4; Item Manager Direction; 18 U.S.C. Section 701; 18 U.S.C. Section 704; 32 CFR 507.

Unique Processing Information/How to Manage

Receiving:
Property, such as military vehicles, may be received with markings intact for reutilization. Clothing items with sewn on or embroidered insignia (i.e., stripes or flag patches) and metal or plastic buttons may be received with the items intact. Clothing may not contain service medals, badges, ribbons or other decorations. Distinctive Markings must be removed prior to turn-in. **Any clothing items with prisoner markings should have the markings eradicated or obliterated prior to any sale, donation, or use of such clothing.** DRMOs may not accept physical custody of items with a CIIC of “Q” or “R.” **Military decorations, medals, ribbons, and badges will be received in accordance with established procedures, with the exception of Medals of Honor and Service Ribbons (disposition is the responsibility of the generating activity).**

NOTE: This property does not qualify for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No unique storage requirements.

Reutilization/Transfers/Donations:

Turn-ins of military vehicles/aircraft etc. may be reutilized with markings intact. Vehicles/aircraft transferred or donated must have all markings obliterated by DRMOs, unless the item is donated for museum display.
(Remove decal-type distinctive markings by applying a decal remover, if available. “Cuttisol”, manufactured by Curtis Industries, a Congoleum Company, 34999 Curtis Blvd, Eastlake, OH 44094, or a similar product can be used for this purpose. Use a paint or substance that does not flake, fade, peel or weather easily.)
Clothing with or without insignias/markings will be required to meet RTD mandates in article noted above.

Reutilization of military decorations, medals, ribbons, and badges is authorized to Army, Marine, Navy, Air Force, and their Guard or Reserve components. Release to any other Special Programs, Transfer, or Donation is not authorized.

DEMIL: Accomplished if/when required by assigned DEMIL Code.

Sales: Vehicles/aircraft sold must have all markings obliterated. Verify the removal of distinctive markings, accomplishment of required DEMIL, and the accomplishment of any other conditions of sale prior to releasing to the purchaser's/agent's conveyance.
DRMO personnel will accomplish the necessary removal or obliteration (see removal info above) before release unless:
• To remove or obliterate the distinctive markings would destroy the use of the property.
• The cost of removal or obliteration is disproportionate to the value of the property.

Compliance with Federal regulations requires that items such as military decorations, medals, ribbons, and badges not be sold.

Abandonment & Destruction: May apply if other disposal efforts are unsuccessful.

Ultimate Disposal:
Decorations, badges, service awards, medals, ribbons, distinctive metal buttons or other insignia containing metals (gold, silver, and/or platinum family metals) will be processed for precious metals recovery in accordance with the guidance in Section 2, Chapter 7, Scrap Program, DOD PMRP (C7.2.5.). All remaining military decorations, metals, ribbons, and badges will be mutilated after DOD screening is completed.

Property Accounting: No unique accounting requirements.

Drugs, Biologicals and Reagents (FSC 6505 including Controlled Substances)

Definition/Description
The following sub-categories apply for FSC 6505:

Non-controlled, non-hazardous.
Non-controlled, non-RCRA/State regulated, hazardous.
Non-controlled, RCRA/State regulated, hazardous.
21 CFR Controlled, non-hazardous
21 CFR Controlled, non-RCRA/State regulated, hazardous.
21 CFR Controlled, RCRA/State regulated, hazardous.

The disposal process is dependent upon the items being controlled or non-controlled, hazardous or non-hazardous, and RCRA or State regulated or not RCRA or State regulated.

To determine if property is non-controlled/controlled and/or non-hazardous/hazardous, refer to the U.S. Army's Center for Health Promotion and Preventative Medicine (USACHPPM) Technical Guide 126 and to the Military Item Disposal Instruction/Military Environmental Information Source (MIDI/MEIS) CD ROM database, telephone (410) 671-5222 or (410) 671-3651. These documents contain disposal codes and instructions for FSC 6505 non-controlled, non-hazardous or hazardous property.

To determine if property is a hazardous material, refer to 49 CFR 172.101, Hazardous Materials Table (HMT). When discarding as a hazardous waste, refer to 40 CFR 261.21 through 261.24, and/or state regulations. Controlled items may be identified from the manufacturer's descriptions and their applicability to the schedules shown at the end of this document.
Security storage requirements are listed for each respective schedule (I through V).

The following schedule and terms can also be used in identifying controlled substances:

SCHEDULE I - Opiates, Opium derivatives, Hallucinogenic substances, Depressants, Stimulants (Not stocked in DOD System.) (Assigned CIIC Sensitivity Code “R.”)
SCHEDULE II - Substances, vegetable origin or chemical Synthesis - with exception, Opiates with exceptions, Stimulants with exceptions, Depressants with exceptions, Hallucinogenic substances, and immediate precursors with Exceptions (Requires vault storage.) (Assigned CIIC Sensitivity Code “R.”)
SCHEDULE III - Stimulants with exceptions, Depressants with exceptions, Malorphine 9400, Narcotic drugs with exceptions (Requires a limited access area.) (Assigned CIIC Sensitivity Code “Q.”)
SCHEDULE IV - Narcotic Drugs with exceptions, Depressant with exceptions, Fenfluramine, Stimulants with exceptions (Requires a limited access area.) (Assigned CIIC Sensitivity Code “Q.”)

SCHEDULE V - Narcotic drugs with exceptions, Narcotic drugs containing non-narcotic ingredients. (Requires a limited access area.) (Assigned CIIC Sensitivity Code "Q.")

For purposes of clarification, examples of the term "controlled substance" may be any of the following:

Narcotics, (e.g., opium, cocoa leaves and opiates).
Hallucinogenic drugs or substances, (e.g., marijuana).
Depressant or stimulant substances, such as:

- A drug containing any quantity of:
  Barbituric acid or any of the salts of barbituric acid.
  Any derivation of barbituric acid, which has been designated by the Secretary of Health, Education and Welfare as, habit forming.
- A drug containing any quantity of: Amphetamine or
  any of its optical isomers.
  Any salt of amphetamine or any salt of an optical isomer of amphetamine.
  Lysergic Acid Diethylamide (LSD).
- Any other drug or substance found by the Attorney General to require control as provided in Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970; (see CFR Title 21, part 300 to end, chapter II, BNDD).
- Any other drug or substance requiring controls by the United States by international treaty, convention or protocol SCHEDULES III through V - CODE Q

DRMS has overall responsibility for the disposal of non-controlled, non-hazardous, non-RCRA or State regulated property. However, DOD components have the option of disposing of such property themselves, or by using DRMS or Pine Bluff Arsenal (PBA). The DRMS or PBA responsibilities do not include processing of biohazard wastes, such as infectious wastes, vaccines or radioactive items.

The FSC 6505 disposal mission does <u>not</u> include receipt of infectious wastes (e.g., known as "red bag" wastes"), vaccines, or radioactive items.

Policy References/Authority
Federal Property Management Regulation including 101-42.1102-3 and Joint Regulation 4145.11, AR 740.7, NAVSUPINST 4440.14C, MCO 4450.11, Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply; Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970; (see CFR Title 21, part 300 to end, chapter II, BNDD); DOD 4160.21-M.

Unique Processing Information/How to Manage
Receiving:
To the extent possible, expired FSC 6505 will be returned to the manufacturer. DOD components should check on this option prior to using DRMS/PBA. When not returned to the manufacturer, the appropriate disposal method(s) are used.

Non-controlled FSC 6505 property:

The DRMO will accept accountability and physical custody (provided that sufficient and compliant storage space is available). This property is subject to normal disposal processing; solid waste and hazardous waste will be placed on a disposal service contract for ultimate disposal.

21 CFR Controlled FSC 6505 property:

Generating activities may make their own arrangements for disposal with PBA or use the services of the DRMS. DRMOs may accept accountability, but not physical custody.

Conduct additional coordination with generating activities regarding shipping, funding, completing certification requirements, etc., as necessary.

Contact local regulatory representatives for obtaining guidance on property disposal of any questionable items being received.

Obtain all required permits and comply with permitting, safety and security requirements.

DOD Components will ensure that:

All categories of property, for all disposal methods, contain identifying data, such as NSN/LSN, item description, and quantity in pounds and required labeling.

Controlled substances disposal requirements shown in 21 CFR are met.

Unsafe or unsalable property is either destroyed by the generator or over-packed for disposal.

Property going to PBA, shows:

Weight in pounds to avoid overcharge, since pounds construct the PBA fee schedule.

A comprehensive itemized shipment with property name, quantity, weight, any unique characteristics for the specific item(s), etc.

Foreign Excess Personal Property (FEPP) (including controlled substances) will be processed the same as in CONUS, subject to host nation and international laws and/or agreements.

The Army Center for Health Promotion and Preventive Medicine (USACHPPM) will:

Stay abreast of all additions, revisions or deletions of property in FSC 6505.

Maintain and distribute the Military Item Disposal Instruction (MIDI) database.

Ensure that all FSC 6505 information in the MIDI database is current and is made available to all DOD organizations.

Provide technical information to generating and DRMOs on the proper handling of FSC 6505 property, as required.

PBA will:

Accept accountability and physical custody and dispose of authorized property directed to them.

Store, but not dispose of controlled, RCRA listed or characteristic waste, pending award of disposal service contract.

Provide necessary information, equipment and facilities for receipt, storage, security, safety, and ultimate disposal of property. Non-controlled items will be placed in appropriate storage under normal lock and key, with limited access. If storing controlled items as a service for some generators the items will be placed in secured storage, which contains two locks, intrusion detection and restricted warning access.

Conduct additional coordination with generating activities, in regards to shipping, funding, completing certification requirements, etc., as necessary.

Contact local regulatory representatives for obtaining guidance on property disposal of any questionable items being received. Ensure that all applicable disposal actions are completed in accordance with the conditions specified herein and with local, state and federal laws and regulations.

Obtain all required permits and comply with permitting, safety and security requirements.

Destroy medical items and packaging (including bottles, jars, tubes, bags, etc.,) in such a manner as to preclude any reuse.

Upon receipt of items shipment list, notify generating activities (in writing) of items thereon that can be stored at or destroyed by PBA, estimated cost, payment procedures, date items may be shipped and packaging instructions.

Accept accountability and physical custody of condemned property classified as controlled RCRA/state regulated (that PBA does not have capability to destroy appropriately) and provide secured storage in accordance with DLAR 4145.11, or comparable Army regulation, until contractor pickup. The holding period is to allow time for quantities to accumulate and for DRMS to obtain necessary disposal service or sales contracts.

Perform necessary reporting/record keeping for the Drug Enforcement Agency and instruct generator(s) of required time periods for retaining destruction records.

Comply will all RCRA manifesting/record keeping requirements and provide copies of manifests to generator(s), when necessary.

Bill generators and collect payment for services.

Charges will be established on a yearly basis. (Once established, they will not be changed until the next fiscal year.) Prices will be distributed to all generating activities by PBA before the beginning of each FY, for budget planning.

Charges may be developed on a sliding scale - generators shipping items with good paperwork, packaging, etc., may be charged less than those not conforming to the proper shipment procedures.

Support cost will be included in the charges. (This includes verifying weight, inventorying medicine and witnessing disposal.) Costs for disposal of items sent in excess of a previously submitted estimate or for items that PBA does not have disposal authority will be incurred by the generating activities. This covers return shipment fees or disposal fees, as appropriate.

Publish a listing of waste streams that can be accepted on an annual basis.

As required, administer contracts, serve as Contract Officer Representative (COR), monitor contractor pick-up, ensure contractor's transport vehicle(s), are sealed prior to departing to destruction site. If required, accompany contractor's vehicle(s) to destruction site and provide two Government witnesses and perform all RCRA and DEA requirements (e.g., manifesting, certification, tracking, record keeping and surveillance).

Report any spills to appropriate officials and repack/recontainerize items being stored or awaiting disposal.
Local regulatory representatives are contacted for obtaining guidance on property disposal of any questionable items being received. Ensure that all applicable disposal actions are completed in accordance with the conditions specified herein and with local, state and federal laws and regulations.

DRMS will:

Ensure appropriate service contracts are developed for RCRA or State regulated hazardous property, and non-regulated property eligible for disposal on DRMS service contracts.
Provide guidance/assistance, as required, for transferee, donee, buyer, or contractor pickup of property from the generator's facility or from PBA, if arrangements have been made for PBA storage of the property.
Ensure arrangements for surveillance or inspection of PBA disposal or contractor facilities are completed for property held for a DRMS hazardous waste contract.

NOTE: GSA waived DRMS from witnessing requirements in FMR 101-42-1102-5 for non-controlled, non-RCRA hazardous and non-hazardous material in FSC 6505. However, if a need arises, PBA or DRMOs will fulfill Government witnessing requirements for the property destroyed by other organizations and provide certificates of destruction, as well as any other required documents to appropriate reporting agencies.

NOTE: This property is not authorized for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage:
Non-controlled items are placed in appropriate storage under normal lock and key, with limited access.

If required, due to unavailable storage, controlled substances may be shipped to PBA for storage, while sales or disposal actions are taking place. PBA may receive physical custody and store this property until the transferee, buyer or the generator's disposal contractor, completes pick-up.

Reutilization/Transfers/Donations:
Standard RTD processes are used for non-controlled items.

Controlled substance property is offered for federal agency screening.
GSA approval of the SF 122s will indicate that the recipient is registered with the Drug Enforcement Administration, DOT, and are authorized to procure controlled substances requested for transfer.

For donation actions, a letter of clearance from the FDA (local) will be obtained by the State Agency or designated donee and will accompany the SF 123. The state agency or donee will provide samples to the FDA, if required. Costs for laboratory examinations will be borne by the state agency/donee. Where applicable, DOD Installations will furnish samples to state agencies or donees upon request (submission of a SF 123 marked "sample" is required). Donation of this property may not be completed until proper authorization is received from FDA, with an approved SF 123 from GSA.

If transfers/donations are unsuccessful, sales services are offered.

DEMIL: Not normally required. If a DEMIL Code is other than "A" appropriate actions are taken.

Sales: Standard sales processes are used for non-controlled items.

If controlled items are expected to be sold before using the services of DRMOs, the installation medical supply office or the activity supply officer will request that an examination be made of surplus drugs that have not expired and reagents authorized for sale with an acquisition cost of $500 or more per manufacturer's lot/batch number. The Field Scientific Coordination Staff, ACFA-CF-30, located in the applicable Food and Drug Administration District Office will make this examination. When requesting such an examination, FDA generally needs a list and one sample of each of the drugs to be examined. Additional samples may be requested, if necessary, for laboratory examination. The FDA may require reimbursement for examination of the surplus property. A copy of the letter received from FDA will be attached to the ETID/DTID.

Detailed guidance for sale of controlled and non-controlled property, to include composition and distribution of sale solicitations, special conditions of sale, and bidder certification requirements will be obtained from the FPMR 101-42.1102-3.

Proposed sales will be submitted to the DRMS General Counsel for review and approval.

Conduct approved sales services for FSC 6505 items that are classified as controlled (non-RCRA/State regulated or RCRA/State regulated.) Pick up will be from the generator's facility or from PBA, as appropriate.

Abandonment & Destruction:
Surplus drugs, biologicals, and reagents <u>will not be abandoned under any circumstances</u>. Destruction requires two witnesses (FPMR 101-42-1102-5), and will be accomplished as stated below:

Non-hazardous, non-controlled items are destroyed and the residues disposed of through the base engineer's refuse and trash function. DRMOs may provide witnesses, if requested.

Generating activities may dispose of non-regulated hazardous property through approved on-site procedures; e.g., neutralization, incineration, sanitary landfills, etc.

Non-hazardous, controlled items will be destroyed by the generating activity. When the item(s) are referred for DRMO sales services, but the sales efforts are unsuccessful, the DRMO may assist in the destruction by providing supporting witnesses.

Proper witness and certification requirements are to be met:

One destruction officer and two additional U.S. Government witnesses are required to certify the destruction and disposal of controlled items.

If destroyed by other than through a DRMS contract, one destruction officer and one additional U.S. Government witness are required to certify the destruction and disposal of non-controlled items.

For other than DRMS disposal, see above note. Witnesses will sign the certificate of destruction (SMCPB Form 148 or appropriate forms) for non-controlled items or complete and sign DEA Form 41 for controlled items. The original copy of DEA Form 41 is provided to the DEA. Both certificates will be stamped with a *"Certificate of Destruction"* stamp.

Ultimate Disposal:
DRMOs may process non-controlled property that meet the definition of a RCRA Subtitle C or state

regulated waste when discarded. For example: condemned, shelf life expired, discolored, or defective items are eligible for disposal on a DRMS disposal service contract by:

Providing necessary information, equipment and facilities for receipt, storage, security, safety, and ultimate disposal of property.
Ensuring that all applicable disposal actions are completed in accordance with the conditions specified herein and with local, state and federal laws and regulations.

International generators and DRMOs must evaluate medical items in FSC 6505 for hazard classification under Chapter 5, Hazardous Materials, and Chapter 8, Medical Waste of the applicable country-specific FGS or, in the absence of an FGS, with the OEBGD.

Payment for disposal by PBA is arranged between the generator and PBA, without DRMS involvement. Payment for DRMS contract disposal services for property going to ultimate disposal is the responsibility of the generator.

Property that is discarded as a hazardous waste is disposed of according to 40 CFR 260 through 268 and/or applicable state regulations.

Standard documentation and MILSBILLS funding information required for ultimate disposal is provided on a DRMS service contract.

Perform necessary reporting/record keeping for the Drug Enforcement Agency and instruct generator(s) of required time periods for retaining destruction records.

Comply with all RCRA manifesting/record-keeping requirements and provide copies of manifests to generator(s), when necessary.

As required, administer contracts, serve as Contract Officer Representative, monitor contractor pick-up, ensure contractor's transport vehicle(s), are sealed prior to departing to destruction site. If required, accompany contractor's vehicle(s) to destruction site and provide two Government witnesses and perform all RCRA and DEA requirements (e.g., manifesting, certification, tracking, record keeping and surveillance). Report any spills to appropriate officials and repack/recontainerize items being stored or awaiting disposal.

Property Accounting: In accordance with the type of property being processed, controlled; non-controlled; hazardous; RCRA/State regulated.

DS2 Solution

Definition/Description:

A decontaminating agent and associated commodities identified by the following NSNs:

Figure 26 - DS2 Solution

NSN	NOUN
4230-01-133-4124	M13 DECON APPARATUS
4230-01-136-8888	FILLED FLUID CONTAINER
6850-00-753-4827	DS2, 1 1/3 QT
6850-00-753-4870	DS2, 5 GAL

Policy References/Authority

Item Manager Notifications

Unique Processing Information/How to Manage

Receiving:

DRMOs will accept only unserviceable DS2 for HW processing. DS2 in containers that have any structural damage and/or leaking are considered unserviceable. All unserviceable DS2 must be turned into the DRMO as a RCRA corrosive hazardous waste. The following conditions render DS2 unserviceable:

Leaking containers.
Faulty container seams.
Containers with bulges, holes, or other structural damage.

DS2 designated unserviceable only because of expired shelf life may not be physically accepted.

NOTE: This property is not authorized for processing through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: To be stored in approved HW storage area. Notification of DS2 storage at the DRMO to the base/installation or higher headquarters environmental office is required.

Reutilization/Transfers/Donations: Standard RTD processes for HW is used. **DEMIL:**

Processed according to assigned DEMIL Code.

Sales: DS2 may be sold in large volumes for distillation only.

Ultimate Disposal: DSA is processed using EPA No. D002 and must be overpacked using DOT approved or MILSPEC Equivalent Container(s).

Property Accounting: Standard HW processing transactions is used.

Ejection Seats

Definition/Description

ACES II Ejection Seat, Federal Stock Class (FSC) 1680. Dependent on the type of aircraft, there are many different variations of the same seat. The basic seat structure will be the same, though there may be some slight differences. It is these slight differences and the different explosive Cartridge Activated Device/Propellant Activated Device (CAD/PAD) items that constitute a different NSN.

NSN of each aircraft seat variation, i.e. F-15, F-16, A-10.

Figure 27 - Ejection Aircraft Seat NSNs

1680-00-011-0449-MH	SEAT	AIRCRAFT	EJECT		1680-01-045-9166-MH	SEAT	AIRCRAFT	EJECT
1680-00-062-4061-MH	SEAT	AIRCRAFT	EJECT		1680-01-045-9167-MH	SEAT	AIRCRAFT	EJECT
1680-00-176-1840-MH	SEAT	AIRCRAFT	EJECT		1680-01-048-5234-MH	SEAT	AIRCRAFT	EJECT
1680-00-249-7099-MH	SEAT	AIRCRAFT	EJECT		1680-01-048-6920-MH	SEAT	AIRCRAFT	EJECT
1680-00-249-7100-MH	SEAT	AIRCRAFT	EJECT		1680-01-049-0391-MH	SEAT	AIRCRAFT	EJECT
1680-00-351-3793-MH	SEAT	AIRCRAFT	EJECT		1680-01-049-7758-MH	SEAT	AIRCRAFT	EJECT
1680-00-401-2250-MH	SEAT	AIRCRAFT	EJECT		1680-01-049-8908-MH	SEAT	AIRCRAFT	EJECT
1680-00-401-2251-MH	SEAT	AIRCRAFT	EJECT		1680-01-049-8910-MH	SEAT	AIRCRAFT	EJECT
1680-00-405-1042-MH	SEAT	AIRCRAFT	EJECT		1680-01-052-8900-MH	SEAT	AIRCRAFT	EJECT
1680-00-407-9176-MH	SEAT	AIRCRAFT	EJECT		1680-01-053-0066-MH	SEAT	AIRCRAFT	EJECT
1680-00-408-6352-MH	SEAT	AIRCRAFT	EJECT		1680-01-053-7907-MH	SEAT	AIRCRAFT	EJECT
1680-00-418-2785-MH	SEAT	AIRCRAFT	EJECT		1680-01-055-7515-MH	SEAT	AIRCRAFT	EJECT
1680-00-421-1960-MH	SEAT	AIRCRAFT	EJECT		1680-01-058-6268-MH	SEAT	AIRCRAFT	EJECT
1680-00-425-7752-MH	SEAT	AIRCRAFT	EJECT		1680-01-049-8910-MH	SEAT	AIRCRAFT	EJECT
1680-00-439-9123-MH	SEAT	AIRCRAFT	EJECT		1680-01-059-7093-MH	SEAT	AIRCRAFT	EJECT
1680-00-446-3392-MH	SEAT	AIRCRAFT	EJECT		1680-01-049-8910-MH	SEAT	AIRCRAFT	EJECT
1680-00-474-4905-MH	SEAT	AIRCRAFT	EJECT		1680-01-060-1349-MH	SEAT	AIRCRAFT	EJECT
1680-00-516-1708-MH	SEAT	AIRCRAFT	EJECT		1680-01-049-8908-MH	SEAT	AIRCRAFT	EJECT
1680-00-516-7798-MH	SEAT	AIRCRAFT	EJECT		1680-01-049-8910-MH	SEAT	AIRCRAFT	EJECT
1680-00-516-8565-MH	SEAT	AIRCRAFT	EJECT		1680-01-060-9928-MH	SEAT	AIRCRAFT	EJECT
1680-00-554-6597-MH	SEAT	AIRCRAFT	EJECT		1680-01-069-2970-MH	SEAT	AIRCRAFT	EJECT
1680-00-562-7765-MH	SEAT	AIRCRAFT	EJECT		1680-01-101-3813-MH	SEAT	AIRCRAFT	EJECT
1680-00-575-7246-MH	SEAT	AIRCRAFT	EJECT		1680-01-105-2619-MH	SEAT	AIRCRAFT	EJECT
1680-00-651-6427-MH	SEAT	AIRCRAFT	EJECT		1680-01-121-6031-XW	SEAT	AIRCRAFT	EJECT
1680-00-757-9788-MH	SEAT	AIRCRAFT	EJECT		1680-01-121-6032-XW	SEAT	AIRCRAFT	EJECT
1680-00-767-5791-MH	SEAT	AIRCRAFT	EJECT		1680-01-135-0360-MH	SEAT	AIRCRAFT	EJECT

1680-00-767-5794-MH	SEAT	AIRCRAFT	EJECT		1680-01-136-7598-MH	SEAT	AIRCRAFT	EJECT
1680-00-880-0783-MH	SEAT	AIRCRAFT	EJECT		1680-01-189-0363-MH	SEAT	AIRCRAFT	EJECT
1680-00-880-0784-MH	SEAT	AIRCRAFT	EJECT		1680-01-189-0364-MH	SEAT	AIRCRAFT	EJECT
1680-00-912-4417-MH	SEAT	AIRCRAFT	EJECT		1680-01-189-0365-MH	SEAT	AIRCRAFT	EJECT
1680-00-912-4418-MH	SEAT	AIRCRAFT	EJECT		1680-01-189-0366-MH	SEAT	AIRCRAFT	EJECT
1680-00-912-4419-MH	SEAT	AIRCRAFT	EJECT		1680-01-189-0367-MH	SEAT	AIRCRAFT	EJECT
1680-00-918-3315-OZ	SEAT	AIRCRAFT	EJECT		1680-01-189-0368-MH	SEAT	AIRCRAFT	EJECT
1680-00-919-1668-XJ	SEAT	AIRCRAFT	EJECT		1680-01-198-7544-MH	SEAT	AIRCRAFT	EJECT
1680-01-022-0804-XW	SEAT	AIRCRAFT	EJECT		1680-01-232-5269-MH	SEAT	AIRCRAFT	EJECT
1680-01-024-9001-XJ	SEAT	AIRCRAFT	EJECT		1680-01-232-5270-MH	SEAT	AIRCRAFT	EJECT
1680-01-036-6393-MH	SEAT	AIRCRAFT	EJECT		1680-01-232-5271-MH	SEAT	AIRCRAFT	EJECT
1680-01-036-6394-MH	SEAT	AIRCRAFT	EJECT		1680-01-232-8438-MH	SEAT	AIRCRAFT	EJECT
1680-01-036-6395-MH	SEAT	AIRCRAFT	EJECT		1680-01-248-1793-MH	SEAT	AIRCRAFT	EJECT
1680-01-036-6396-MH	SEAT	AIRCRAFT	EJECT		1680-01-248-1794-MH	SEAT	AIRCRAFT	EJECT
1680-01-036-6397-MH	SEAT	AIRCRAFT	EJECT		1680-01-248-1795-MH	SEAT	AIRCRAFT	EJECT
1680-01-036-6398-MH	SEAT	AIRCRAFT	EJECT		1680-01-248-1796-MH	SEAT	AIRCRAFT	EJECT
1680-01-038-8314-MH	SEAT	AIRCRAFT	EJECT		1680-01-260-8217-MH	SEAT	AIRCRAFT	EJECT
1680-01-042-9363-MH	SEAT	AIRCRAFT	EJECT		1680-01-262-8154-FK	SEAT	AIRCRAFT	EJECT
1680-01-264-4654-MH	SEAT	AIRCRAFT	EJECT		1680-01-307-3052-MH	SEAT	AIRCRAFT	EJECT
1680-01-267-2452-MH	SEAT	AIRCRAFT	EJECT		1680-01-307-3053-MH	SEAT	AIRCRAFT	EJECT
1680-01-301-4612-MH	SEAT	AIRCRAFT	EJECT		1680-01-308-6241-MH	SEAT	AIRCRAFT	EJECT
1680-01-301-4613-MH	SEAT	AIRCRAFT	EJECT		1680-01-309-7964-MH	SEAT	AIRCRAFT	EJECT
1680-01-301-4614-MH	SEAT	AIRCRAFT	EJECT		1680-01-310-4955-MH	SEAT	AIRCRAFT	EJECT
1680-01-301-4615-MH	SEAT	AIRCRAFT	EJECT		1680-01-310-4956-MH	SEAT	AIRCRAFT	EJECT
1680-01-308-7106-MH	SEAT	AIRCRAFT	EJECT		1680-01-310-4957-MH	SEAT	AIRCRAFT	EJECT
1680-01-309-1260-MH	SEAT	AIRCRAFT	EJECT		1680-01-310-5634-MH	SEAT	AIRCRAFT	EJECT
1680-01-310-2527-MH	SEAT	AIRCRAFT	EJECT		1680-01-310-8753-MH	SEAT	AIRCRAFT	EJECT
1680-01-310-4952-MH	SEAT	AIRCRAFT	EJECT		1680-01-335-9254-MH	SEAT	AIRCRAFT	EJECT
1680-01-310-4953-MH	SEAT	AIRCRAFT	EJECT		1680-01-335-9832-MH	SEAT	AIRCRAFT	EJECT
1680-01-310-4954-MH	SEAT	AIRCRAFT	EJECT		1680-01-377-4621-MH	SEAT	AIRCRAFT	EJECT
1680-01-310-7508-MH	SEAT	AIRCRAFT	EJECT		1680-01-377-8667-MH	SEAT	AIRCRAFT	EJECT
1680-01-307-3045-MH	SEAT	AIRCRAFT	EJECT		1680-01-377-8668-MH	SEAT	AIRCRAFT	EJECT
1680-01-307-3046-MH	SEAT	AIRCRAFT	EJECT		1680-01-378-4060-MH	SEAT	AIRCRAFT	EJECT
1680-01-307-3047-MH	SEAT	AIRCRAFT	EJECT		1680-01-378-8443-MH	SEAT	AIRCRAFT	EJECT
1680-01-307-3048-MH	SEAT	AIRCRAFT	EJECT		1680-01-392-4164-SX	SEAT	AIRCRAFT	EJECT
1680-01-307-3049-MH	SEAT	AIRCRAFT	EJECT		1680-01-232-5269-MH	SEAT	AIRCRAFT	EJECT
1680-01-307-3050-MH	SEAT	AIRCRAFT	EJECT		1680-01-378-9592-MH	SEAT	AIRCRAFT	EJECT
1680-01-307-3051-MH	SEAT	AIRCRAFT	EJECT		1680-01-378-9593-MH	SEAT	AIRCRAFT	EJECT

Policy References/Authority

Item Manager Instruction

Unique Processing Information/How to Manage

Receiving:

When turned in to a DRMO, the type of ACES II ejection seat will be identified by its unique NSN based on the type of aircraft; i.e. F-16 ejection seat is 1680-01-460-9381.

The IM has assigned DEMIL Code "F" and determined that all explosive items and equipment must be removed prior to turn in and that the explosive CAD/PAD items must be totally destroyed. They are turned in as a basic shell. These seats are not available to commercial venues.

DRMOs will not accept without the items being accompanied by an inert certification.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be based on the condition of the property after the explosive items have been removed.

Reutilization/Transfers/Donations: Standard RTD processes will be used. The seats themselves are rarely destroyed due to a standing need for the shells as training aids. These seats allow a pilot to simulate aircraft ejection by going through the motions, i.e. pulling the handles.

Demilitarization: These seats contain an explosive charge that must be removed prior to disposal. **WebFLIS and** FED LOG do not always indicate the presence of the explosive charge nor is there any identifying marking on the seats themselves. Using the above NSNs as identifiers, DRMOs will ensure the seats are inspected and certified as inert prior to completing receipt transactions.

Sales: If appropriate, sales attempts may be made for the residual shells.

Abandonment and Destruction: May be required if RTDS attempts are unsuccessful.

Property Accounting: Standard processes will be used for property that has had DEMIL performed prior to turn-in to a DRMO.

Electrocardiogram (EKG) Pads

Definition/Description
Small pads used for electronically transmitting information as heart functions are evaluated.

Policy References/Authority
Item Manager Notifications

Unique Processing Information/How to Manage
Receiving:
Unused (shelf life expired) pads (if they contain silver) are economical for PM recovery and can be received as scrap for precious metals processing using scrap classification SCL P8B.

Used pads will not be received by the DRMO. They should be disposed of in the general trash by the generating activity.

NOTE: This property is not authorized for processing through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Standard secure PM storage requirements will be used.

Reutilization/Transfers/Donations: Not applicable.

DEMIL: Not applicable.

Sales: Not applicable.

Property Accounting: Standard accounting processes will be used.

Electron Tubes
(Excludes Cathode Ray Tubes (CRTs))

Policy References/Authority:
10 CFR 30.70 (schedule A), 30.71 (schedule B) and 40.13 (unimportant quantities).
DOD 4715.6-R, Low-Level Radioactive Waste Disposal Program.
DOD 4160.21-M, Defense Materiel Disposition Manual.
DLAM 4145.8, Radioactive Commodities in the DOD Supply System.
DRMS-D Memorandum "Low Level Radioactive (LLR) Material" dated June 25, 2007

Definition/Description:

This guidance excludes Cathode Ray Tubes (CRTs) and applies to electron tubes that are not part of larger end items, i.e., electron tubes that are turned in using an electron tube specific NSN. Electron tubes may be referred to by various names including diodes, triodes, tetrodes, pentodes, gas-filled tubes, magnatrons, waveguide tubes, traveling wave tube, image intensifier and Cathode Ray Tubes (CRTs). Electron tubes are generally in the 5960 FSC and may contain radioactive material and/or RCRA regulated materials including TCLP metals.

CRTs which are excluded from this guidance are differentiated from other electron tubes in that they are the *only type* of electron tube with the ability to convert electronic signals to visual displays, such as pictures, radar sweeps, or electronic wave forms.
CRTs (also known as "picture tubes") are excluded from this guidance as there are specific regulations that address the storage, waste classification and disposal of CRTs (see Section 2, Chapter 8, C8.26 Universal Waste Management Standards).

PART 1 Radioactive Electron Tubes

Radioactive electron tubes are used as voltage regulators, gas-switching, and cold cathode, gas-rectifier tubes. Radioactive electron tubes are required to be marked according to military specifications. Some key words in descriptions of electron tubes that may indicate radioactivity are voltage regulator, gas-switching, cold cathode and gas-rectifier. Generators should consult MSDS sheets, FLIS, HMIRS, FEDLOG, manufacturers, along with markings on the electron tubes and their packaging to identify any radioactive material in electron tubes prior to turn-in to a DRMO.

Unique Processing Information/How to Manage:

Receiving (accountability only) radioactive electron tubes: DRMOs will only accept accountability for radioactive electron tubes for the purpose of performing R/T/D/S screening. If an electron tube contains any radioactive material and fails screening, it is the generator's responsibility to coordinate disposal of the radioactive electron tube. DRMOs are prohibited from physical custody of any item that has any radioactive material regardless of the amount, e.g. whether or not a radioactive survey meter identified any or not.

If the electron tube contains radioactive material (radioactivity), in any amount as defined by 10 CFR, 30.70 (schedule A), 30.71 (schedule B) or qualifies as an unimportant quantity per 10 CFR 40.13, the DRMO will accept accountability only for R/T/D/S but not physical custody. The generator will include the following statement in block 27 of the ETID/DTID:

> *"These electron tubes contain radioactive material (radioactivity) less than, equal to, in excess of, or unimportant quantities as listed in 10 CFR."*

The DTID (or a follow-on attachment to an ETID) will be signed by the Health Physicist and/or Radiation Protection Officer.

DRMOs receiving electron tubes without the above statement will consult the information contained in FLIS, MSDS sheets, HMIRs, etc. to ensure there is no available information to indicate the tubes contain radioactive material.

Radioactive property is not authorized for processing through the DLA Depot Recycling Control Points (RCPs).

NOTE: DRMOs inadvertently physically receiving radioactive items shipped in error should follow the guidance provided in DOD 4160.21-M, Defense Materiel Disposition Manual, this instruction and the DRMS-D Memorandum "Low Level Radioactive (LLR) Material" dated June 25, 2007.

Tubes containing depleted uranium housing: If electron tubes containing depleted uranium housings survive RTDS the generating activity must remove the tubing housing containing the depleted uranium prior to excessing. DOD installation Radiation Safety Officers (RSOs) are to send these items to disposal by the DOD Executive Agency for Disposal of Low Level Radiation (LLRW) at Rock Island Army Arsenal (DSN 793-2933 or commercial (309)-782-2933)

Warehousing/Storage: Physical custody and storage of a radioactive commodity at a DRMO is not authorized. A radioactive commodity is any item or device composed in whole or in part of radioactive material that a National Stock Number (NSN), trade or supply name, Commercial and Government Entity (CAGE) number or part number has been assigned to.

Radioactive electron tubes taken on account only for R/T/D/S: Radioactive electron tubes will be normally processed through RTDS while passing on the required generator statements**.** Radioactive electron tubes taken onto account only for the purpose of R/T/D/S screening that fail the screening and are excess are the responsibility of the generator to properly dispose of.

The generator may contact the applicable Service Low Level Radioactive Waste Disposal office listed below:

(1) For Defense Logistics Agency: DLA Enterprise Support Service (DES-EHH); DSN 427-6231, Commercial 703-767-6231.

(2) For the Department of the Air Force: Air Force Radiological Waste Office; DSN 240-6029, Commercial 210-536-6029.

(3) For the Department of the Navy and Marine Corps: Naval Sea Systems Command Detachment, Radiological Affairs Support Office; DSN 953-4692, Commercial 757-887-4692.

(4) For the Department of the Army: Army Joint Munitions Command, DoD Executive Agent for Low Level Radioactive Waste Program; DSN 793-0338, Commercial 309-782-0338.

Part II Non-Radioactive Electron Tubes

Unique Processing Information/How to Manage:

Reutilization/Transfers/Donations: Non-radioactive electron tubes will be reutilized through standard processes while passing along required generator statements.

Recycle Control Points (RCP): Non-radioactive electron tubes will not be accepted through the Recycling Control Points.

Sales: DRMS-J 351 will review all sales of electron tubes and magnetrons (5960) to prevent DEMIL required electron tubes and magnetrons from being sold. Only DEMIL A and DEMIL Q electron tubes with an integrity code of 6 are eligible for sale. Sale of any other types of electron tubes is PROHIBITED.

Whenever there is a possibility that an item offered for sale may contain levels of radioactivity, pertinent cautionary statement(s) shall be included in the sales solicitation. All sales offerings containing electron tubes will include a “Radioactive Material” article. Electron tubes will be sold through standard processes, passing on all required generator/warning statements as attachments to sales documents.

Hazardous Waste Determination: For non-radioactive electron tubes that fail RTDS, Generating activities will identify any regulated hazardous constituents. Generators should consult MSDS sheets, FLIS, HMIRS, FEDLOG, manufacturers and consider performing TCLP metals testing to identify hazardous material in electron tubes prior to turn-in to a DRMO.

NOTE: DRMS completed a limited study of 10 electron tube NSNs in 2010 to determine if information in FLIS (HCCs and HMIC codes) and HMIRS (MSDSs) was consistent with results for TCLP testing for metals (D004-D011). No information concerning or identification of hazardous components was provided by FLIS, HMIRs or in MSDSs for the 10 NSNs subjected to TCLP testing.

TCLP metals results indicated that eight NSNs passed TCLP metals testing:

5960-00-188-8627 Manufacturer: Radio Corp
5960-00-106-0694 Manufacturer: Phillips ECG
5960-00-148-4493 Manufacturer: RCA
5960-00-983-5464 Manufacturer: GTE Products Corp
5960-00-617-4873 Manufacturer: Unity Electronics
5960-00-840-1055 Manufacturer: Varian Eimac Division
5960-00-061-1186 Manufacturer: Richardson Electronics
5960-00-952-7202 Manufacturer: Amperex Electronics Corp

Two NSNs failed.

5960-00-193-5135 Manufacturer: Raytheon (Lead 10.8 mg/l)
5960-00-193-5117 Manufacturer: Litton (Cadmium 23.7 mg/l, Lead 63.1 mg/l)

Pending DOD guidance, generators should be aware that incorrect waste determinations may be made by only relying on information in FLIS and HMIRS. Copies of the TCLP testing results are available from DRMS J-33. TCLP testing using electron tube specific TCLP testing CLINs is advisable when a generator is disposing of significant numbers of electron tubes of a specific NSN. Generators may consider worse casing small numbers of electron tubes for TCLP metals when testing costs exceed worst case costs. European generators may consider assigning the European waste codes of 200135 or 160215 when definitive information concerning the presence of hazardous materials in electron tubes is unavailable.

Environmental regulations will apply for ultimate disposal of electron tubes if the items contain hazards that are a RCRA hazardous waste for toxicity as defined in 40 CFR 261.24, or if the state where they are discarded from or sent to for disposal, regulates these items as either “universal waste hazardous waste lamps” or “universal waste used electronics”.

NOTE: Several states (e.g. CA, CT, NJ, ME, etc.) regulate CRTs, used electronics (e.g., computers, cellular telephones, answering machines, radios, compact disc players/recorders, etc.) and/or mercury containing devices as state-specific universal waste (UW) . DRMOs will review the specific state regulations to determine whether or not their states have expanded the list of UW.

The EPA/s State-Specific Universal Waste Regulation web link: (http://www.epa.gov/epaoswer/hazwaste/id/univwast/index.htm) provides information concerning state universal waste programs. DRMOs should consult state websites for the most current universal waste information.

Spent Magnetrons. Spent classified magnetrons will be declassified by generators in accordance with pertinent Military Service instructions before turn in to a DRMO for disposal (reference DOD 4160.21-M). The 1348-1 turn in document will have the following statement for all spent magnetrons:

> *“The generator certifies that the spent magnetron(s) being turned in has(have) been declassified in accordance with pertinent Military Service instructions if required.”*

Magnetrons contain critical metals such as cobalt, gold, silver and platinum. When practical, these precious metals will be recovered, sold or issued individually rather than as part of spent magnetrons. Spent magnetrons that contain precious metals will be processed for precious metals recovery in accordance with instructions in Section 2, Chapter 7, Scrap Program, PMRP.

Sales:
DRMS-J 351 will review all sales of electron tubes and magnetrons (5960) to prevent DEMIL required electron tubes and magnetrons from being sold. Only DEMIl A and DEMIL Q electron tubes with an integrity code of 6 are eligible for sale. Sale of any other types of electron tubes is PROHIBITED.

Whenever there is a possibility that an item offered for sale may contain radioactive material, pertinent cautionary statement(s) shall be included in the sales solicitation. All sales offerings containing electron

tubes will include a “Radioactive Material” article. Electron tubes will be sold through standard processes, passing on all required generator/warning statements as attachments to sales documents.

Warehousing/Storage: Demil A electron tubes will be stored as hazardous waste for TCLP metals unless documented as non-hazardous by TCLP testing results. DRMOs without hazardous storage will reject electron tubes back to generators using a DRMS form 917 unless analytical test results are provided that document the electron tubes are non-hazardous.

Demilitarization/Ultimate Disposal: The DOD Demilitarization Program Manager granted a deviation to consider demilitarization complete, through the certified disposal of DEMIL required electron tubes on hazardous waste contracts using disposal documentation. This waiver applies to non-radioactive, hazardous and non-hazardous electron tubes that are not part of an end item. A copy of the waiver may be viewed at the following URL:

DOD Electron Tube Deviation https://www.drms.dla.mil/drms/intranet/policypubs/ddev.pdf.

NOTE: Electron tubes ARE NOT processed through nor allowed to be shipped to the Demanufacturer Contractor (DEMAN) or any Centralized Demilitarization Center (CDC) to meet demilitarization requirements.

DEMIL A- DRMOs will worse case small amounts (generally <200lbs per NSN) of DEMIL A electron tubes for TCLP metals of Lead and Cadmium and any other RCRA regulated material identified in HMIRs/FLIS/MSDSs such as mercury using a 9400 series electron tube disposal CLIN or similar CLIN on overseas contracts. When larger amounts of DEMIL A electron tubes are turned in (generally>200lbs per NSN) , a TCLP test (D004-D011) should be considered to properly identify the waste. DRMS J-33 can assist in making the cost benefit determination of worse casing or TCLP testing. HD funding will be requested to cover the cost of worse case disposal as hazardous and TCLP testing when warranted.

DEMIL B&Q (usable, A1 only) – process to Long Term Storage (LTS) per DEMIL Bulletin DRMS 09-004 .

All Other Demil Codes (including B&Q in other than A1 condition) - DEMIL via disposal will be accomplished using hazardous waste disposal contracts using the appropriate hazardous or non-hazardous electron tube disposal CLIN. As indicated above, generators are highly encouraged to consider “worse case” disposal for TCLP metals of lead and cadmium or performing a TCLP metals test when largest numbers of electron tubes are turned in under the same NSN.

Funding: If property is Non-RCRA, DEMIL/MUT required and a DRMS or DRMO DoDAAC is input as the "Bill To" DoDAAC (including SC4402 for DRMS-RCP and SL4701 for DRMS-VSS), then HS funds are to be requested from DRMSHWFunds@dla.mil and the document is processed as Non-Reimbursable.

If property is DEMIL A turned in by the generator as non-hazardous and generator will not worse case using their funds, DRMS will fund for worse case disposal for TCLP metals of Lead and Cadmium (generally <200lbs per NSN) or fund for a TCLP metals test (generally >200lbs per NSN) when large amounts are turned in. If electron tubes fail TCLP test, generator should be provided with test results and fund the disposal. When DRMS funds for worse case disposal or TCLP testing of DEMIL A electron tubes, HD funds are to be requested from DRMSHWFunds@dla.mil and the document is process as Non-Reimbursable.

If electron tubes are DEMIL/MUT required, which is also RCRA regulated HW, then the generator's

DoDAAC is input as the "Bill To" DoDAAC and the document is processed as Reimbursable.

Property Accounting: When any item not previously assigned a HM/HW code "upon receipt" and the item is being referred for disposal as HW perform a DTID Restart (DRMS-I 4160.14 – Section 2, General Processing Chapter 2, Property Accounting 7.1.-DTID RESTART) assigning the Hazardous code of W bypasses a new accumulation process and will put the item in ultimate Disposal.

Explosive Contaminated Property (ECP)

Definition/Description
Property that has been cleaned by approved procedures of any large accumulations of explosive contaminates and may be considered safe for its intended use within the Military Services, but may not be considered properly decontaminated for public use. ECP may ignite or explode when exposed to flame, sparks, or other high temperature sources, due to residual explosive material left in joints, bolts, angles, or cracks. This includes all 3x (partially decontaminated explosive and/or acid-contaminated) property. DOD Ammunition Plants (government owned, contractor operated (GOCO) plants) will report 3x property directly to the sales office in Battle Creek.

Policy References/Authority
DOD 4160.28-M, Defense Demilitarization Manual; DOD 4160.21-M, Defense Materiel Disposition Manual; ~~DOD Program Bulletin, 99-005~~; 40 CFR 266. (Edited Nov 2012)

Unique Processing Information/How to Manage
Receiving:
The generating activity will take every precaution to clean any property contaminated with explosives. The procuring Military Service, upon request, will determine the proper decontamination process. Property that cannot be effectively decontaminated will be destroyed by the generating activity, as directed by the procuring Military Service.

Each DOD Component will designate a manager to develop and coordinate ECP policies, procedures, and applicable training standards for subordinate Commands, as it pertains to disposal.

The generating activity will dispose of all ECP and assure compliance with 40 CFR 266, Military Munitions Rule (MMR).

Generating activities will exercise extreme care in the disposal of property that is potentially dangerous to public health, safety and the environment. All such property having a sales value only for its basic material content will be rendered safe (neutralized, fired, vented, decontaminated, etc.) by violent destructive methods to ensure explosives, propellants or chemicals are consumed. Render safe methods will make it immediately apparent that there is no hazard to the item (e.g., the property will not be in original configuration, and the area normally containing the hazardous material will be opened for visible inspection). Decontaminated ECP must be properly segregated, and will not be commingled with any other property, either by the generating activities, commercial services contractors, or DRMOs.

The owning activity is responsible for ensuring the retrieval and associated costs of all ECP inadvertently released from DOD control and discovered to be live and/or unsafe. The initial responding DOD Component will serve as the DOD representative to ensure that all necessary actions are taken to remedy the situation and to ensure that all live or suspected live ordnance is either destroyed or returned

to DOD control. In all instances where ownership of the material cannot be determined, the final determination will not be made until the material is returned to DOD control and the material is rendered safe. Cross-Service assistance will be provided as necessary and reimbursement will be made by the generating activity. Where ownership of the material cannot be determined, all generators with materials at the site will share in the reimbursement for all associated costs.

DRMOs will not accept accountability or physical custody.

NOTE: This property is not authorized for processing through DLA Depot Recycling Control Points (RCPs). **Warehousing/Storage:** Not applicable.

Reutilization/Transfers/Donations: No RTD actions authorized.

DEMIL: Not applicable.

Sales: DRMS will only provide a sales service for this type of property. Special terms and conditions, together with any applicable warning statement, will be made a part of the sale solicitation, dependent upon the identified hazards. The sales process must ensure the proper inert certifications are provided to both DRMS and the purchaser:

Property Accounting: The property accounting for this type property is a “wash post” transaction when/if the property is sold.

F-14 Parts (Added March 2012)

This guidance outlines the requirements for processing F-14 Unique and Common parts. The F-14 Standard Operating Procedure (SOP) provides detail on how DEMIL and non DEMIL required F-14 parts will be managed, processed and accounted for in DAISY.

FLIS codes, such as DEMIL Code, will determine the disposition of all property in this category. All databases and search tools are updated to reflect this change.

NOTE: This guidance is applicable to all DLA Disposition Services, Controlled Property Branches (CPBs), and Centralized Demil Divisions (CDDs) to include CONUS, OCONUS, and CENTCOM/Contingency.

SPECIFIC REQUIREMENTS:

- F-14 unique parts will be frozen upon receipt, process directly to destruction according to the SOP.
- For the purpose of disposition, F-14 **common air** and F-14 **common ground** are now referred to as

F-14 common.

- DLA will conduct one-time reutilization offer of excess F-14 common items within the Department of Defense (DOD) only. F-14 common items that are not reutilized will be destroyed according to F-14 SOP.
- F-14 rolling stock and bulk items will no longer be held, ship for destruction according to the SOP.
- Upon receipt of an F-14 part the Disposition field site will receive a "pop up" SALD notification in DAISY

identifying the part as F-14 by category SALD Code X unique, and SALD Codes U and W common. Once an item is identified as an F-14 part the Disposition field site will follow the F-14 Demil Required SOP.

Demil Required SOP 2008-018

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-018.doc

Non Demil SOP 2008-19

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-019.doc

REUTILIZATION:

F-14 unique: No Reutilization authorized.

F-14 common: Authorized for reutilization to DOD only. Excess F-14 common items that are not reutilized will be processed for destruction.

TRANSFER/ DONATION: No F-14 parts in any category or condition are authorized for Transfer or Donation.

SALES: No F-14 parts, in any category or condition, are authorized for sales.

DESTRUCTION:
F-14 unique: Process all F-14 unique items for destruction, upon receipt, according to the SOP.
F-14 common: After reutilization, process for destruction according to the SOP.

OCONUS EUROPE (SHIPMENT TO CDD KAISERSLAUTERN (K-TOWN)):
Ship all DEMIL and non-DEMIL F-14 property to CDD K-town according to the SOPs:

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-018.doc

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-019.doc

OCONUS ASIA/PACIFIC:
Ship F-14 DEMIL required and unique property to CDD Tucson for DEMIL according to SOP:
https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-018.doc the shipping site will sort according to category.

Ship F-14 Non-DEMIL property to CPB Columbus, according to SOP, **https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-019.doc** the shipping site will sort according to category.

CENTCOM/CONTINGENCY: Contingency Disposition Services s will destroy F-14 unique parts and F-14 parts in E, F, G and H condition. F-14 common parts will be held for DOD screening only and then destroyed.

NOTE: F-14 electronics sent to the DEMAN contractor (CONUS, Hawaii, and Guam will be sent only to the Tampa facility). Follow the **DEMAN Working Instructions.**

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Demilitarization/Deman/demanworkinstruction.pdf

NOTE: All Demilitarization and Mutilation of F-14 Parts will be accomplished in accordance with current regulations and SOPs.

Tools to Identify F-14 parts:
F-14 NIINs search tool can be used to identify F-14 parts and whether they are unique or common**.**
https://www.dispositionservices.dla.mil/asset/f14check.html

The Controlled Property Research (CPR) NIIN tool is available to check single or several NIIN's at one time, including F-14 NIINs. The results will identify F-14 NIINs by category as: F-14 unique, F-14 common air, or F-14 common ground. Note: common air and common ground are now referred to as F-14 common. **https://www.dispositionservices.dla.mil/cpr/nonrcp**

Questions please contact **demilhelp@dla.mil**

File Cabinets and Safes,

(including asbestos contaminated)

Related Equipment and Combination Padlocks

Definition/Description

Containers designed to keep items/records orderly and/or safe from access by unauthorized individuals.

Some manufacturers of file cabinets and safes used asbestos as a fireproofing insulation prior to the Environmental Protection Agency (EPA) ban on the use of asbestos. Consider Remington Rand file cabinets and safes and Diebold **FILE CABINETS ONLY** to contain asbestos unless analysis proves otherwise. Other manufacturers do not require the automatic asbestos consideration.

Newer technology safes may have digital locking mechanisms that are assigned a manufacturer's generic code and are accompanied by documentation that includes information on replacing the battery pack and instructions to reset.

Policy References/Authority

DOD 4160.21-M, Chapter 4
Item Manager Direction
Government/Industry Data Exchange Program (GIDEP)
Friable asbestos and/or potentially friable asbestos items are regulated under the OSHA (29 CFR 1910.1001), the National Emission Standards for Hazardous Air Pollutants (NESHAP) (40 CFR 61.141) and the Toxic Substances Control Act (TSCA) (40 CFR 763) and the Department of Transportation (DOT) (49 CFR 172.102 and 173.216) and should be managed accordingly for disposal.Definitions of friable asbestos or potentially friable asbestos items are found at 40 CFR Part 61.141.

Unique Processing Information/How to Manage
Receiving:
Newer technology safes with digital locking mechanisms must be turned in with the manufacture's generic code and be accompanied by documentation for new users to reset. For safes that are in usable condition, information on replacing the battery pack will be required when declared excess. If an ability to utilize the combination-locking feature is not available, safes and locking mechanisms will only be received as unusable or as scrap.

Non-asbestos file cabinets and safes must be transferred to DRMOs open and empty and the combination must be set to 50-25-50 per DOD 5200.1-R. The following statement must also be on the DTID: "Combination is set to 50-25-50".

Combination padlocks will be reset to 10-20-30 and tagged or marked per DOD 5200.1-R.

Generating Activities will empty filing cabinets and tape the key into the top drawer if key is available.

A statement for ALL safes and cabinets must be on the DTID that states "Safe (or Cabinet) is Open and Empty."

Prior to receipt, the DRMO will confirm that the equipment is open and empty and that the locking device statement "Combination is set to 50-25-50" is annotated on the DD Form 1348-1a. Edited 18 Sep 2008.

Use standard processing techniques, unless there is a specific indicator that asbestos is present within the safe or file cabinet.

Prior to turn-in, the generators have the option of treating unidentifiable items as “worst case” and fund for disposal or have an analysis performed. If “worst case” scenario used, do not RTD or sell items when received. Process as hazardous items with all disposal costs funded by the generating activity, unless proof is provided that they do not contain asbestos.

DRMOs may physically accept or take accountability of friable or potentially friable asbestos items, including safes and file cabinets.

Acceptance is based on item peculiarity. At turn-in, these items must be sealed in leak tight containers or wrappings, as required by 40 CFR 61.150 and OSHA 29 CFR 1910-100k(6), and have a warning label complying with OSHA 29 CFR 1910.1001(j)(2)(ii) stating: “Danger. Contains Asbestos Fibers. Avoid Creating Dust. Cancer and Lung Disease Hazard.” Friable asbestos or potentially friable asbestos items, including cabinets/ safes, offered for transportation in commerce must comply with the applicable packaging requirements in DOT 49 CFR 173.216(c)(1)-(4).

Cabinets and safes determined to require processing as friable or potentially friable asbestos can be considered leak tight if the drawers/doors are secured so they cannot be opened/moved, and all seams are sealed to assure asbestos fibers do not leak into the air. Double wrapping in 6-mil plastic will meet the standards for sealing, and in addition, may meet the standards for securing if the drawers/doors are not so heavy that they can open and break the wrapping. The use of multiple layers of lightweight (less than 6 mil.) shrink-wrapping does not meet all the requirements. Another means of sealing filing cabinet/safe drawers/doors is to use 2-inch metallic duct tape over all seams. Other means of securing are welding drawers/doors shut, using steel or heavy plastic straps around drawers, or possibly, locking each drawer shut.

NOTE: These items may be received from Defense Depot Recycling Control Points (RCPs) if they do not contain asbestos.

Warehousing and Storage: Store according to the method of turn-in. If HW disposal is required, store in appropriate area.

Reutilization/Transfers/Donations: Use standard processes if not received as HW. If a HW turn-in, RTD not authorized.

DEMIL: Not required.

Sales: See Section 2, Sales Chapter. Not authorized if received as HW.

Abandonment/Destruction: Authorized for standard receipts that are not successfully reutilized, transferred, donated, or sold.

Ultimate Disposal: To be used for file cabinets/safes turned in as containing asbestos.

Property Accounting: NSNs for items containing asbestos will be identified with a Safe Alert Latent Defect (SALD) code during receipt processing. Accounting will be accomplished according to instructions identified by SALD Code.

Film and Photographic Paper

Edited 20 Nov 2009.

Definition/Description
A thin, flexible, transparent sheet or strip of acetate or similar material coated with a light sensitive emulsion, used for making photographs, medical/dental X-ray or motion pictures.

Policy References/ Authority
DOD 4160.21-M, Chapters 4 and 11. DoD 5400.11-R, Privacy Act Information

Unique Processing Information/How to Manage
Receiving:

Classified Films: DRMO may not receive classified films unless the generator has incinerated the film as part of declassification. The ash residue would then be received as scrap, **SCL P05**.

Digital Film: Is not eligible for Precious Metals Recovery; Does not contain silver.

Industrial X-Ray Film:

Unused (A1 condition code), receive for RTD, at ESD, downgrade to **SCL P04**.

Used, receive as scrap or downgrade upon receipt to scrap, **SCL P04.**

Medical/Dental Film: All types, not eligible for sales, hazardous waste disposal or A&D:

Film **without** Privacy Act/PII data. The following types of medical/dental film usually do not contain privacy act data and can be processed through normal scrap processing methods (received as scrap and/or downgraded to scrap at ESD). This covers Medical or Dental film that is unused, unused shelf-life expired, shredded and/or incinerated).

- Processing/Handling/Receiving for medical/dental film are as follows:
  - **Unused** (A1 condition) medical/dental film, receive as NSN/LSN for RTD. At ESD downgrade to **SCL P04**.

- **Unused** (shelf-life expired) medical/dental film, receive as scrap or downgrade to scrap upon receipt. **Use SCL P04**.
- **Shredded** film will be received as scrap, **SCL P04**.
- **Incinerated** film, creates a film ash, (usually resultant from generators declassifying film) will be received as scrap, **SCL P04. Edited 08 Feb 2010.**

Film **with** Privacy Act/PII data (generally applies to medical and/or dental film).

- Processing/Handling/Receiving for scrap medical/dental film is:
  - **Used** medical/dental film (all types) will be suspect to always having privacy act/PII data, unless the generator has cut/removed this information prior to turn-in. Validate the turn-in with the generator prior to receipt. This type of film will be received as scrap or downgraded to scrap upon receipt. **Use SCL P04**.

Motion Picture Film (other than Nitrate Base): - Exposed motion picture film may be physically accepted if:

The DTID contains a certifying statement that the film is not sensitive to copyright or the Privacy Act.

The film has been removed from the reels and reduced to 6-inch strips or burned. The film will then be processed for silver recovery by the DOD, PMRP.

Receive 6 inch strip/shredded film in as **SCL P04** (scrap film). Receive burned/incinerated film in as **SCL P04** (film ash).

Nitrate Base Films: DRMOs may accept accountability, but not physical custody. Processing for silver recovery is not authorized. Accumulations will be retained in authorized film storage vaults by the generating organization awaiting disposition.

Photographic Film:

Negatives (color or black-n-white, 35 mm, 120mm, etc):

- Unused (A1 condition), receive for RTD, at ESD, refer for sales.
- Used (all other condition codes, other than A1), receive as scrap or downgrade upon receipt to scrap, **SCL P04**.

Photographs:

- Black-n-white, downgrade to scrap upon receipt, **SCL P04**.

- Color – are not eligible for precious metals. Does not contain silver. Utilize other disposal methods other than Precious Metals.

Privacy Act Data/PII Data on film

Most generally privacy act/PII data will be found on used medical or dental film, but can also be found in Military training films, negatives and photographs. The guidance/rules of the Privacy Act allow the incineration of bulk medical/dental records through the DRMS PMRP, a method of destruction of the Privacy Act/PII data contained on medical/dental film. The transfer of large quantities of records containing personal data (for example film), in bulk is not a release of personal information. The sheer volume of such transfers makes it difficult or impossible to identify readily specific individual records. The disposal of large quantities of film with the privacy act information must be done by the methods of tearing, burning, melting, chemical decomposition, pulping, pulverizing, shredding, or mutilation to render the data unrecognizable or beyond reconstruction. The DRMS Precious Metals refining contract has burning as the method to recycle film, therefore, meeting the Privacy Act/PII destruction requirements.

If the generators of privacy act bearing film wish to utilize the precious metals refining contracts for their destruction, then the film must contain minimum/small amounts of paper/trash/contaminants, as the film cannot be sent for recycling if it is not economical. The DoD PMRP is not a disposal contract, but a program that requires recycling to be cost-effective. If the generator's film is highly contaminated with paper, plastics, metals, etc., then DoD PMRP will not be utilized and the generator will have to pay for other disposal methods in accordance with the privacy/PII act. Therefore, it is highly recommended that generators be provided reasons for source segregation and its effect to the privacy/PII act disposal.

All records containing personal data turned in must have a statement that the records are in compliance with the Privacy Act/PII.

Warehousing/Storage:

Usable film (received as NSN/LSN). Maintain the usable integrity of the film through screening. At ESD, downgrade to SCL P04 and store as identified below for scrap film.

Scrap film (having no special criteria). Store as scrap, by pounds, and place in triwalls or drums. When, the triwalls/drums are filled, they must have a lid. Triwalls will be banded to a pallet, drums will be 3 to 4 per pallet and secured. Any extraneous trash (cardboard, plastic bags, buckets, or small containers used for turn-in, materials (minus sleeves), metal clipboards, etc.), will be removed prior to placement of the scrap film into the triwalls/drums. Reduction of trash within a triwall/drum helps to make the film economical for recovery, reduces storage requirements, as well as reduction to transportation and refining costs.

Privacy Act Data/PII on Scrap film

Film will be received by Government personnel only, securely stored in a closedriwall, box, and/or drum, which shall be maintained in lockable storage /secure storage, only accessible by authorized Government personnel (i.e. PMM and/or DSR). Large volumes received in triwalls- must have a lid and be banded to a pallet. All triwalls willl be labeled with a privacy act/PII cover sheet, and placed in secure storage.

- Small volume (sheets/packages) will be placed in a storage container that can be closed, labeled with a privacy act/PII cover sheet, and maintained in secure storage. This container can be utilized as a working triwall used to collect small generations of privacy act/PII medical/dental film. The container must be kept in secure storage and only accessible by authorized Government personnel. Once the triwall is full, it then it must be banded to a pallet and kept in secure storage, still labeled as with the appropriate privacy act/PII cover sheet pending precious metals refining contractor pickup/shipment.

Reutilization/Transfers/Donations: Refer above to the type of film received for film types/condition allowed to go through RTD.

Demilitarization/Mutilation: Not required.

Disposition Method: The disposition method for film containing silver is through the DoD Precious Metals Recovery Program (PMRP), managed by DRMS:

Film, received as scrap and/or downgraded upon receipt to scrap (applicable SCL is P04), will be processed for silver recovery through the DRMS PMRP.

Film, surviving RTD, (excluding unused millimeter photographic film), will be downgraded at ESD to
SCL P04 and processed for silver recovery through the DRMS PMRP.

Shipments of film, (to include medical/dental privacy act film), will be addressed under shipping procedures for precious metals contracts in Section 2, Chapter 7, Scrap Programs.

Sales: The following types of silver bearing film products do not go for precious metals recovery and are authorized to by-pass the PMRP at ESD and be referred to sales:

Microfiche, microfiche masters and microfilm copies, 3M reader printer paper, anodized aluminum photo plates and magnetic film.

Additionally, unused millimeter (mm) photographic film that survives screening is eligible for sales referral.

Nitrate base film sales offerings will describe the film in detail. Expeditious action will be taken to accomplish disposition.

Property Accounting: There is no unique property accounting procedures. The property decisions made based on type and style of film during the disposal process dictates the property accounting actions.

Fire Extinguishers (see Compressed Gas Cylinders)

Fire Rescue Trucks, USAF A/S32P-2 Crash

Definition/Description
A/S32P-2 Crash Fire Rescue Trucks, NSNs 4210-01-034-7537 and 4210-01-038-4331, are defective because of frame rail cracks.

Policy References/Authority
Item Manager Direction

Unique Processing Information/How to Manage
Receiving:
Receipts of these trucks from Military Services, except USAF, must be mutilated prior to turn-in.

Receive only USAF A/S32P-2 Crash Fire Rescue Trucks without mutilation for RTDS.

NOTE: This property may not be processed through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Standard storage requirements will be used for P-2 Fire Trucks received from USAF. Mutilated fire trucks from non-USAF activities will be stored according to the requirements for remaining chassis and other component parts.

Reutilization/Transfers/Donations:
All RTD customers receiving USAF generated fire trucks will be advised that the fire trucks require the mutilation actions shown below, as a condition of issue.

DEMIL: Not applicable.

Mutilation:
Required as a result of safety concerns. Conducted prior to turn in for all but USAF receipts.
Trucks received from USAF will require the following mutilation as a condition of RTD or sale:

> Mutilate the frame rails by torch cutting with sufficient cuts and at various angles to ensure they cannot be repaired and used for their original purpose/to prevent any possible reuse of the chassis. The customer will remove all component parts and the mutilated frame rails.

- Mutilation may be conducted at a site mutually agreed upon by the customer and the USAF generator. The generator will provide two witnesses.
- Upon issue, request the USAF to provide a signed mutilation certification upon completion of mutilation.
- Include the following warning statement in RTD issue documents: "WARNING: Due to the use of aluminum and fiberglass materials in the construction of the truck body and tanks, care must be taken when cutting torches are used to prevent mutilation to ensure it is done in such a manner as to prevent ignition of those materials."

Sales: Receipts from USAF generations only may be sold with mutilation as a condition of sale.

As a minimum, include in the IFBs the above mutilation requirements as a condition of sale:

Figure 28 - Sales Article Crash Fire Rescue Trucks

ARTICLE_____: MUTILATION (Crash Fire Rescue Trucks).
Items_____ is/are required to be mutilated in the manner and to the degree set forth below:

Mutilate the frame rails by torch cutting with sufficient cuts and at various angles to ensure they cannot be repaired and used for their original purpose.

The applicable item description(s) will advise that the buyer prior to mutilation may remove the component parts.
Include the following as an Additional General Information paragraph in each IFB offering Crash Fire Rescue Trucks for sale: *"WARNING: Due to the use of aluminum and fiberglass materials in the construction of the truck body and tanks, care must be taken when cutting torches are used to perform mutilation to ensure it is done in such a manner as to prevent ignition of these materials."*
The USAF individuals performing the witnessing function will follow the "two man rule" for certification and will provide a copy f the mutilation certification to the DRMO. Maintain the certifications with the release document; i.e., DD Form 1348-1A, SF 122/SF 123, DRMS Form 1427. Also, the witness(es) will ensure a copy of the certification of mutilation is furnished to Warner Robins AFB, WR-ALC/LVV, 225 Ocmulgee Court, Robins AFB, GA 31098-1647

Abandonment and Destruction:
May be appropriate for non-USAF receipts of components that failed RTDS.

Return USAF receipts A/S32P-2 Crash Fire Rescue Trucks not RTDS to the generator for mutilation. Negotiate transportation requirements as necessary.

Property Accounting: Will be dependent upon the generating source and the avenue of disposal.

Flags

(including Foreign Flags, Pennants, Streamers, and Guidons)

Definition/Description
A form of banner designed to portray a symbol(s) associated with a country/ group/organization.

Policy References/Authority
DOD 4160.21-M

Unique Processing Information/How to Manage
Receiving: DRMOs are only authorized to receive serviceable flags.

Warehousing/Storage: Items will be stored in a manner that is respectful and prevents any type of soiling to the flag.

Reutilization/Transfers/Donations: Usable flags will receive standard RTD processing.

DEMIL: Not applicable.

Sales: No unique sales requirements beyond the standard respectful handling requirements.

Abandonment and Destruction: DRMOs will destroy items remaining after RTDS, privately, preferably by burning, in such a manner as not to suggest disrespect.

Property Accounting: Standard RTDS or A&D processing transactions will be used.

Flameless Ration Heaters (FRH)

Definition/Description
FRHs are within Meals, Ready-to-Eat (MRE) ration packages. Prior to 1993, FRHs were bulk issued separately from the MRE. According to guidance from the Department of the Army, Center for Health Promotion and Preventive Medicine, they consist of approximately 27 percent magnesium (8 grams) and 73 percent inert materials. The magnesium contained in the heater reacts with water to produce an exothermic reaction (evolution of heat), which is used to warm the rations. They are identified by FSC 8970.

The FRH manufacturers affected are Trutech Inc., 680 Elton Ave., Riverhead, NY 11901-2585 and the Heater Meals Co., 311 Northland Blvd., Cincinnati, OH 45246. Both company's hazardous substance ingredients consist of magnesium-iron alloy (MG-FE) and other powdered ingredients. However, the Trutech FRH is contained within a flexible, white scrim material. The scrim material is sectioned into four compartments to evenly disperse the chemicals. The
Heater Meals FRH consists of a heater pad and is contained within a green 2.5-mil high-density polyethylene (HDPE) heater bag. The outside dimensions of the bags are 12-3/4" x 5-1/2". The HDPE bag is assembled as a single component inside the MRE menu bag.

Policy References/Authority
Item Manager Direction

Unique Processing Information/How to Manage
Receiving:
Normally, FRHs will be received with an attached Material Safety Data Sheet (MSDS). The DOD Hazardous Materials Information Resource System (HMIRS) publishes MSDSs for FRHs. Presently, unused discarded FRHS are considered to be a reactive hazardous waste by the United States Environmental Protection Agency (USEPA) when discarded for disposal. Unused FRHs should not be put in trash or sent to a landfill.

Prior to acceptance, inform generating activities that the following methods are available to dispose of unused FRHs:

Return to one of the manufacturers listed below for reclamation/recycling.

a. TruTech Inc, (631) 727-8600
b. Heater Meals Co, (513) 772-3066

Guidelines:

Each manufacturer will only accept unused FRHs that they originally manufactured. The name of the manufacturer is printed on individual heater bag or pad at the bottom. Separate and collect FRHs in separate containers for each manufacturer.
Trutech will accept only their own FRHs with a Julian lot number greater than 7000. The Julian lot number is a four-digit number printed on the bottom of the FRH package. A Julian lot number greater than 7000 will start with 7, 8, 9, 0 or 1.

Heater Meals will charge the sender $.03 for each returned FRH.
Contact the manufacturer prior to shipment
Unused FRHs must be placed in 55-gallon drums. Minimum return quantity is four 55-gallon drums placed on a single pallet.
Comply with DOT packaging, marking, and other transportation requirements.
Use the FRH by adding water to the FRHs causing full reaction, in accordance with the accompanying instructions, and subsequently and dispose of as a solid waste. (DRMOs should not receive used or deactivated FRHs for disposal. Deactivated, used FRHs (e.g. used in the field to heat the MREs) result in inert residues, which are not hazardous. This type of property falls into the refuse/trash category.)
Turn in to the DRMO for reutilization, transfer, donation, or sales (RTDS), or, if not RTDS is possible, for ultimate disposal on a hazardous waste contract.

No unique requirements for FRHs that are intact with MREs. If unused FRHs are received separate from MREs they will be received as hazardous material (HM). Receipt information must contain a disposal fund cite and be accompanied by an MSDS.

If the MRE portion is separated from the FRH, then the MRE (e.g., meal portion only) is not a hazardous waste but a non-hazardous solid waste.

Warehousing/Storage: No unique storage if received as part of an MRE. HM storage required if received separated from MRE.

Reutilization/Transfers/Donations: If processed separate from MRE, the standard RTD HM procedures will be used.

Demilitarization: Not applicable.

Sales: MREs containing FRHs may be sold using the terms and conditions applicable to food items. See Section 2, Chapter 6, Sales Program, for Subsistence. No hazardous terms and conditions are required if the MRE with an FRH attached is being sold as an item.

If unused and sold separate from an MRE, appropriate HM sales clauses will be used.

Return to Manufacturer: If appropriate, DRMOs may use the return to

manufacturer option. Ultimate Disposal:
When MREs containing FRHs fail RTDS and ultimate disposal is required, the disposal should be as a reactive hazardous waste.

If unused FRHs fail RTDS, dispose of them as a reactive hazardous waste on a hazardous waste disposal service contract.

Property Accounting: Accounting transactions will be based on the type of receipt accomplished and the subsequent disposal decisions made.

Flight Safety Critical Aircraft Parts (FSCAP)

Definition/Description
A FSCAP item is an aircraft part, assembly or installation containing a critical characteristic whose failure, malfunction or absence could cause a catastrophic failure resulting in loss or serious damage of the aircraft or an uncommanded engine shut-down resulting in an unsafe condition.

Policy References/Authority
Responsibility for undocumented FSCAP was given to DRMS by Deputy Under Secretary of Defense, effective 1 April 2000.

FSCAP documentation authorizations by services:

ARMY
U.S. Army FSCAP Disposal Guidance

AIR FORCE
AFTO 95, SIGNIFICANT HISTORICAL DATA
FAA 8130-3, AIRWORTHINESS APPROVAL TAG
*CEM0A299 AUTOMATED HISTORY PROGRAM PCN: CED042.MAU295.AISA
*PREPARED (date) MAINTENANCE HISTORY REPORT-REPORT OPTIONS PCN SG054-35A
*SERIALLY TRACKED COMPONENT LIFETIME REPORT
PREPARED: (date and Zulu time)
FOR: (person's name)
BY REMIS: PCN SG099-PRP4100

NOTE: * The last three documents listed above are unnumbered computer printouts from maintenance shops. These are not their titles, but header information on each one.

NAVY
OPNAV 4790/28A, SCHEDULED REMOVAL COMPONENT CARD
OPNAV 4790/106A, ASSEMBLY SERVICE RECORD
OPNAV 4790/135, MODULE SERVICE RECORD

COAST GUARD
SIGNIFICANT COMPONENT HISTORY REPORT

Data elements required on these forms are listed in DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation", 05/23/2003, Chapter 8, Paragraph C8.5.. The regulation may be accessed at <http://www.dtic.mil/whs/directives/corres/pdf/41401r_052303/p41401r.pdf>.

Questions about these forms and requests to verify the accuracy of FSCAP NSNs may be directed to:

ARMY:
DSN 746-2570; Army Missile Command, Redstone Arsenal, Huntsville, AL.

AIR FORCE:

DSN 787-2894; HQ AFMC/LGIA, Wright-Patterson AFB, Dayton, OH.

NAVY:

Forms: DSN 757-8870/77/81/82/83; Naval Air Systems Command, Patuxent River Naval Air Test Center, Lexington Park, MD.
NSN verification: DSN 442-5841/1357/2873 or fax to DSN 442-2193; NAVICP, Philadelphia, PA.

COAST GUARD:

Commercial (252) 335-6165; Aircraft Repair and Supply Center, Information Systems Division, ATTN: ACMS/COTR, Elizabeth City, NC.

DLA - FSCAP items managed by DLA are generally regarded as "consumables". They are not repaired, have no authorized documentation and will be mutilated (unless they meet the criteria of unused FSCAP).

Unique Processing Information/How to Manage
Receiving:
The military services may mutilate FSCAP at their option. Receive FSCAP mutilated by generators as scrap (i.e., XR2) and annotate on the ETID/DTID by lining through the NSN and inserting the word "*Scrap."* This ETID/DTID will always be returned to the generator to prevent an in-transit mismatch from occurring. Electronic confirmation or receipt listing(s) may be provided to generators, on predetermined frequency basis. This provides generators an audit trail when disposing of usable FSCAP and also allows DRMOs to process the property as scrap.

Ask generators to confirm whether or not items appearing to be FSCAP, but not coded as such, “are” or “are not” FSCAP.

Figure 29 - FSCAP Categories

Category	UNUSED*	USED
Documented, DEMIL-Required	----------	Serviceable/Reparable-RTD allowed; S allowed subject to DEMIL; say Y to Q: did Generator submit historical records?; surviving RTDS, DEMIL
Documented, Non-DEMIL Required	----------	RTD allowed subject to mutilation; S allowed; say Y to Q: did Generator submit historical records?
Undocumented, DEMIL-Required	No Docs Required; XR1, however, say Y to Q: did Generator submit historical records? (allows RTD) allows sales with condition of DEMIL. Fails RTDS, DEMIL and downgrade	Receive as XR1; say N to Q: did Generator submit historical records? NO RTD. Allows sales with condition of DEMIL. Fails sales, DEMIL and A&D

Undocumented, Non-DEMIL Required	No Docs Required; XR1, however, say Y to Q: did Generator submit historical records? (allows RTD) allows sales with mutilation required. Failed RTDS, downgrade to MFS and mutilate.	DWNG upon receipt to SCL MFS; no approval necessary; change SCC to H; say N to Q: did Generator submit historical records?; Mutilate and sell as scrap

*If unused, there will be NO historical use documents to provide the DRMO; however, to qualify as Unused FSCAP must be in its original, sealed undamaged packaging and the NSN, contract number, CAGE Code and part number must be provided.

Unsealed FSCAP is considered to be unused if it became unsealed after it arrives at a DRMO. Unused FSCAP not meeting the above criteria will be processed as undocumented FSCAP and mutilated or DEMILed.

FSCAP qualifies as critical FSGs/FSC and must be received in accordance with requirements in the 21M.

FSCAP is received either as documented, unused or undocumented. FSCAP items are identified with a Criticality Code of E or F and the acronym "FSCAP" in block 27 of the ETID/DTID.

Documented FSCAP will be received without unique requirements and processed for RTDS. Documented FSCAP, which fails RTDS will be processed as undocumented FSCAP and mutilated or demilitarized.

Unused FSCAP may be accepted for RTDS if received in its original packaging and the NSN, contract number, CAGE code(s) and part number are provided. These data elements may be on the item, its original container/wrapping material or accompanying documentation.

Unsealed FSCAP is considered to be unused only if it became unsealed after it arrives at a DRMO. Unused FSCAP not meeting any of the criteria will be processed as undocumented FSCAP and mutilated or demilitarized.

Undocumented non-DEMIL required FSCAP must be downgraded to SCL MFS upon receipt and mutilated either as a condition of sale or by a DEMIL Center.

DRMOs are authorized to change Supply Condition Code (SCC) A-E on undocumented FSCAP items received to SCC H on the ETID/DTID.

Downgrade approval not required for undocumented FSCAP items.

Place undocumented non-DEMIL required FSCAP in SCL MFS and ensure it is not commingled with other scrap until after mutilation.

Undocumented DEMIL required FSCAP will be demilitarized either as a condition of sale or by a DEMIL Center. At receipt, process these items directly to sales status (to preclude them from going through screening).

Authorization for mutilation/DEMIL at other than a DEMIL Center or as a condition of sale must be obtained from the DRMS DEMIL Office.

FSCAP items generated at DLA Depot Recycling Control Points (RCPs) will be turned in to the co-located/servicing DRMO to insure that the items are not inappropriately shipped to a designated DEMIL Center.

Warehousing/Storage: Documented and Undocumented DEMIL-required FSCAP property will be stored in the DEMIL-required storage area of the DRMO. This specific scrap accumulation will be stored separately from other scrap accumulations.

Reutilization/Transfers/Donations:
Documented FSCAP will be processed through the standard RTD cycle.

Undocumented FSCAP property will not be processed for RTD.

Unused FSCAP may be RTD if received in its original packaging and the NSN, contract number, CAGE code(s) and part number are provided.

Demilitarization/Mutilation:
Undocumented FSCAP, DEMIL-required. These items will be demilitarized either as a condition of sale or by the DEMIL center.

For DEMIL center processing, prepare and ship to a DEMIL center.

Notify DEMIL center when sending a shipment and process the transfer/issue to the DEMIL center's account.
Provide the DEMIL center a DD 1348-1A (XR2) showing the weight being shipped. For those sites that do not reach truckload quantities in a timely manner, arrange to ship whatever is generated monthly.
Once a truckload quantity is reached, close that SCL accumulation and arrange for shipment to the DEMIL center. The accumulation will be weighed and any adjustments to the weight will be input prior to shipment.
The feeder site will insure the pallets/boxes/containers are marked to indicate the items contained therein/on are FSCAP, DEMIL-required.
The receipts will be processed onto the feeder site's inventory vice using telnet procedures to the DEMIL center's account. SCL MFS is a specific SCL and site code designated for FSCAP property requiring mutilation to be processed by the DEMIL center.
The DEMIL center will weigh the property on receipt and notify the feeder site of the weight received.

Undocumented FSCAP, non-DEMIL required. These items will be mutilated either as a condition of sale or by the DEMIL center.

Sales: See Sales guidelines.

Property Accounting:
Upon receipt, undocumented FSCAP property will be downgraded to scrap using SCL MFS.

A SCL MFS accumulation will be input to DAISY by the feeder site as a transfer/issue to another DRMO. The DRMS DEMIL center will process an XR2 transaction showing the weight of the SCL MFS received.

FSCAP - Unused. Use standard receipt transaction.

FSCAP - Used and Documented. Use standard receipt transaction.

FSCAP - Used and Undocumented, DEMIL Not Required. Process this property as a downgrade transaction. Use the following steps.

Select the DOWNGRADE TO SCRAP Screen from the DAISY Menu and enter the NSN. A pop-up screen will ask, "Did generator submit a Historical Use Record or Maintenance Record/Form with turn-in?" Select N (no).
Another pop-up screen will appear requiring a response. "If downgrade to scrap is done, DRMO must mutilate property for FSCAP purposes." At the bottom of the DOWNGRADES TO SCRAP Screen a question asks, "Do you wish to continue with receipts? Y/N." Select Y (yes).
The DOWNGRADE TO SCRAP Screen will now display. Enter the appropriate data and enter Y in the DESC Field. A pop-up screen will appear with the wording "OPTIONAL DESCRIPTION". Enter the following description, "Undocumented FSCAP item requiring mutilation."
Complete the XR3 transaction using SCL MFS. FSCAP in this SCL will be kept separate until mutilation is completed. The residue will then be placed in the appropriate SCL based on basic material content.

DRMOs are authorized to assign SCC H to undocumented FSCAP.

FSCAP - Used and Undocumented, DEMIL Required. For FSCAP requiring DEMIL that has been mutilated/demilitarized by the generator, process the property to the appropriate scrap accumulation. For FSCAP requiring DEMIL that has <u>not</u> been mutilated/demilitarized by the generator, the property will be processed as an XR1 and demilitarized after receipt.

When the FSCAP NSN is entered on the DAISY USABLE RECEIPTS Screen, a pop-up screen will appear and ask, "Did generator submit a Historical Record or Maintenance Record/Form with turn-in?" Select N (no).

Input a standard receipt transaction with the following exception: enter MSC X and Action/Accounting Codes A/A.

Flight Safety Critical Aircraft Parts Codes
An FSCAP code is a one position alpha code identifying any part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition.

The code identifies a requirement as a condition of transfer, donation, or sale that any persons or organizations receiving an FSCAP or engine, prior to putting these into use on aircraft would subject them to safety inspection, repair, and/or overhaul by a competent manufacturer or other entity certified by the FAA to perform such inspection and repairs.

Figure 30 - FSCAP Codes

CODE	EXPLANATION
E	The item is FSCAP and is specifically designed to be selected as being nuclear hard.
F	The item is FSCAP.

Notes/Terms:
These codes are used to identify any part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition.

These codes are maintained in DOD 4100.39-M, Volume 10, Chapter 4, Table 181.

Critical Characteristic: Any feature throughout the life cycle of an FSCAP, such as dimension, tolerance, finish, material of assembly, manufacturing or inspection process, operation, field maintenance or depot overhaul requirement which if nonconforming, missing, or degraded could cause the failure or malfunction of the FSCAP.

Critical characteristics produced during the manufacturing process are termed "manufacturing critical characteristics."

Critical characteristics which are not introduced during the manufacture of a part but are critical in terms of assembly/installation: e.g., proper torque, are termed "installation critical characteristics."

Food (other than Food Waste and Refuse)

Definition/Description

Includes food, meals or rations that is acceptable for human or animal consumption.

Policy References/Authority

DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage

Receiving:

Usable Foodstuffs, Meals or Rations will be received using standard receipt processes if the ETID/DTID contains the approval of the Subsistence Office of the Military Service having jurisdiction over the generating source of the foodstuffs and:

The reason for declaring the food excess, in specific terms.
A determination from the subsistence office/veterinary service/medical officer or other authorized official that the foodstuffs are/are not fit for human or animal consumption.

- If the subsistence office/veterinary service/medical officer determines that any foodstuffs proposed for DRMO disposal are not fit for human or animal consumption, they will be disposed of as trash by the generating activity. (In such cases, foodstuffs should be clearly marked *"CONDEMNED."*)
- If the suitability of foodstuffs cannot be established, the food should be disposed of as trash.

Some food packages may contain tax-free cigarettes. State laws affecting sale, donation to penal institutions, etc., will be examined and the disposal of cigarettes will be based upon such findings.

Condemned Foodstuffs (CONUS Only) may only be received for sale, through commercial channels, for use as material for soap, candles, etc, with appropriate local FDA authorization.

NOTE: Only Usable Foodstuffs, Meals or Rations qualify for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Will be determined by the foodstuff characteristics.

Reutilization/Transfers/Donations: Only authorized for processing usable foodstuffs, meals or rations. Usable foodstuffs will be processed expediently.

DEMIL: Not applicable.

Sales: Usable foodstuffs, meals or rations that are not RTD may be sold expediently. Sales releases must contain copies of the documentation received from the Subsistence Office of the Military Service.

Before sale of condemned food material through commercial channels, the DRMO will notify the nearest FDA office of the proposed sale. The notification will indicate the point of origin, quantity, type, condition and location of the property.

A warranty will be included as a special condition of all sales for condemned subsistence items. The fact that the materials have been denatured, or should be denatured before delivery, will be specifically stated in the listing and description of each item. The statement will also appear on all copies of the document furnished the buyer with delivery of the material.

Condemned foodstuffs will be denatured before delivery by the use of denaturants recommended by the local representative of the FDA.

Waiver of Denaturing Requirement (CONUS Only)

When the cost of denaturing condemned subsistence items would exceed the expected proceeds or when there is no reasonable prospect of sale subject to the condition outlined above, selling activities may advertise condemned subsistence items for sale to manufacturers of soap, candles, etc., if it is specifically stated in the listing that the purchaser warrants and certifies to the United States that the material will be used in the manufacturing of such products and not for human consumption. The sale solicitation will further state that the purchaser will ensure it is physically placed in a vat or other container normally used in the manufacturing of soap, candles, etc., and made unfit for human consumption.

Unless the FDA specifically waives the denaturing requirement in writing, delivery will be made under restrictions prescribed by that agency. Condemned foodstuffs may not be delivered to the buyer until the authorized selling activity has advised the local office of the FDA and the public health authorities of the State in which the material is located, of the sale, and the name and address of the buyer or consignee of the property.

In all cases, selling activities will advise the local office of the FDA and the public health authorities of the State in which the material is located of the proposed sale. After award, the authorities will be further advised of the name and address of the purchaser or consignee of the property.

Abandonment & Destruction: When there is no reasonable prospect of sale under the conditions outlined above, the property will be destroyed or disposed of in such a manner as to safeguard public health, safety, and the environment, consistent with EPA requirements.

Property Accounting: Property accounting requirements will be determined by the type of foodstuffs identified in the receipt process.

Food Waste and Refuse

Definition/Description:

The following items are to be considered refuse and trash:

Bones. Consists predominantly of clean bones. May contain some meat shavings but no hunks of meat.
Fats. Consists of suet (no red meat) derived from processing carcasses.
Meat Trimmings. Consists primarily of meat residue derived from processing of prepared meats. May contain some fat and gristle, but no bones.
Cooked Grease. Consists of cooked grease both spent and rough, trap grease and frying fats.
Edible Garbage Suitable for Animal Consumption. Consists of edible table refuse, melon rinds, etc. and natural refuse or inedible matter resulting from food preparation or decay, high in protein content. Farmers and hog feeders normally use this type of refuse.

Policy References/Authority

Financial Management Regulation

Unique Processing Information/How to Manage

Receiving: Bones, fats, and meat trimmings are generated by Commissary Stores. Open messes and service clubs generate cooked greases and edible garbage. These are by-products, not considered personal property and will be treated as refuse and trash. They will not be received for processing by DRMOs.

Warehousing/Storage: Not applicable.

Reutilization/Transfers/Donations: Not applicable.

DEMIL: Not applicable.

Sales: Not applicable.

Property Accounting: Not applicable.

Franked Envelopes

Definition/Description

Envelopes with a pre-printed return address. At times the envelopes will have postage paid stamps.

Policy References/Authority

DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage

Receiving: Standard receiving transactions will be used for franked envelopes.

NOTE: This commodity is not authorized for turn in by DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No unique storage requirements.

Reutilization/Transfers/Donations:

Reutilization/transfers to federal civil agencies will contain stipulations that the envelopes must have the return address overprinted prior to use.

Donation of franked envelopes is authorized. However, donees must furnish the following certification, together with the donation request (SF 123):

> *"The undersigned certifies that the indicia and all other marking on Federal Government envelopes shall be completely obliterated before further donation or use for mailing purposes. Signature (Representative of Public Airport, SEA, or SASP, Federal Property Assistance, Program)"*

DEMIL: Not applicable.

Sales: Franked envelopes must not be sold regardless of quantity, value, or condition. On a case-by-case basis, DRMS may authorize the destruction as a condition of sale.

Abandonment/Destruction: All franked envelopes that cannot be used will be destroyed by burning, maceration, or shredding.

Property Accounting: Standard property accounting processes will be used.

Fuel Containers

Definition/Description

Bladders/Fuel Cells/Tanks that hold fuel for use in the operation of vehicles, aircraft, etc. Also includes assemblies/subassemblies that have fuel containers.

Policy References/Authority

Item Manager Direction

Unique Processing Information/How to Manage

Receiving:

Bladders that are unused, but shelf life expired, will be downgraded upon receipt.

Physically handle all containers (including separate vehicle tanks) as possibly containing volatile fuel. Refuse to accept all containers (aircraft, vehicle, etc.) found to contain more than minimal amounts of residual fuel.

NOTE: This property is not authorized for turn-in from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Separate stored containers with residual fuels from other combustible materials and sources of combustion (open flames, etc.). Limit stack size to ensure stability of each stack and provide for easy access of fire fighting equipment to all portions of the stacking area. Vehicles are handled and stored in the usual manner unless their fuel tanks are leaking; in which case, they should be repaired or drained of all fuel prior to delivery to a DRMO.

Reutilization/Transfers/Donations: If shelf life is not expired and meets turn-in criteria standard RTD processes are used.

Demilitarization/Mutilation:

If shelf life is expired, fuel containers will be mutilated as a condition of sale or by the DEMIL Center.

Ensure that Demilitarization/Mutilation (cutting, crushing, etc.), accomplished as condition of sale or through a DEMIL Center does not occur until the fuel tank and its associated plumbing are removed by qualified personnel. Request assistance from the host activity, as required.

Sales: If condition and shelf life meet standard requirements standard sales processes are used. If shelf life expired, may be sold with mutilation as a condition of sale.

Property Accounting: Property accounting transactions are determined according to the information provided on the receipt document.

Gamma Goat Vehicles

Definition/Description

NSN 2320-00-873-5407 is for M561 cargo truck and NSN 2310-00-832-9907 is for the M792 ambulance truck.

Policy References/Authority

Item Manager Direction.

Unique Processing Information/How to Manage

Receiving:

Gamma Goats may only be received as defective property. Completely destroy body and chassis by crushing or shredding.

Components of the tractor (front or power driven) part or the Gamma Goat that are exempt from mutilation are the engine, transmission, transfer/final drive assemblies, radiator, gages (fuel, water temperature, etc.) and tires/wheels. The trailer (rear) part of the Gamma Goat is exempt from mutilation.

NOTE: This vehicle is not applicable for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be accomplished as appropriate for the mutilated and un-mutilated components of the vehicle.

Reutilization/Transfers/Donations:

When transferring Gamma Goat vehicles to FCAs and/or SASPs provide GSA approved SF 122/123s. These forms must contain the following certification statement:

> *"This vehicle is highly unusual with the unique capabilities of four wheel steering and amphibious capability. Though this vehicle is safe in and manufacture for its intended purpose, these unique capabilities could require extra operator competence and caution should be exercised in the operation and use of this vehicle outside the design specification. After completion of use, recipient will contact the appropriate GSA office for disposition instructions."*

Gamma Goats are authorized for issue to the LESO. The LESO requisition document must contain the same certification statement required for transfer as shown above.

Demilitarization/Mutilation: Gamma Goats must be processed and mutilated in a manner similar to the M-151 series vehicles.

NOTE: On-base mutilation is required. If quantity or surveillance cost is excessive, DRMOs may request approval for off-site mutilation. The off-base mutilation approvals may be requested via e-mail to the Operations office/DEMIL office. The surveillance plan must include sufficient oversight by DRMO employees to ensure that the Gamma Goat vehicles are being mutilated.

Use the "two man rule" for completing the following certification: *"I certify that the Gamma Goat vehicle described hereon has been mutilated as required by this instruction."* Both persons signing the certification will be DRMO representatives.
The certificate may be placed on the source document file copy of the ETID/DTID, or on a piece of plain paper then attached to the source document file copy of the ETID/DTID, or the certification may be placed on or attached to the DRMS Form 1427.

DEMIL of the following key points is required, when installed, the deep water fording kit and mounts for radio, antenna, 81-MM mortar, and 4.2 inch mortars. Destroy by cutting, crushing or mangling.

Sales: Do not offer Gamma Goats for sale to the general public as usable items.

Special Terms and Conditions for Gamma Goat Vehicles:

The following special conditions will be used in all IFBs offering Gamma Goats vehicles for sale:

Sale By Reference, Part 6,
ARTICLE A: DEMILITARIZATION OR MUTILATION ON GOVERNMENT PREMISES.
ARTICLE C: FAILURE TO DEMILITARIZE OR MUTILATE.
ARTICLE LY: MUTILATION.
ARTICLE MH: PERFORMANCE BOND. (When deemed appropriate by the DRMO.)

When DRMS Operations authorizes off-base mutilation, replace SBR, Part 6, ARTICLE A, with:

Sale By Reference, Part 6,
ARTICLE B: DEMILITARIZATION OR MUTILATION ON OTHER THAN GOVERNMENT PREMISES.

Sequence of Data:

1. Item name
2. Rated capacity (1/2 ton, 15" carriage, draw-bar pull, units per min., hr., lbs., per load, GPM, CFM, etc.)
3. Model year
4. Manufacturer's name, model and /or P/N, serial number
5. Additional descriptive data (see below)
6. Parts detached and stored with and/or parts missing including:
7. Government identification or registration number, i.e., USA 241078, USAF 1351212
8. NSN
9. Storage data - packaging (if applicable) - used or unused - condition
10. Total cost
11. Est. total wt.
12. Valid suggested use when applicable

Additional Descriptive Data: Wheels (no. driving, size)

1. Wheel base (if other than standard)
2. Engine data (mfr's. model, type, serial, no. of cylinders, rated HP, RPM)
3. Any additional information pertinent to and helpful in describing item, i.e., type brakes transmission, track gauge, etc.)
4. Auxiliary mounted equipment and/or attachments with pertinent data

5. Application (when helpful in describing items such as bomb and missile trucks, trailers, etc.)
6. Size and/or length for trailers

SPECIAL NOTICE/CERTIFICATION ON DRMS FORM 1427:

Rubber Stamp/Typewriter. Occasionally, there are items sold requiring special handling or notice and emphasis of such notice/certification on DRMS Form 1427 is necessary. Such notice or certification may be accomplished by the use of a rubber stamp or a typewriter.

Statements. DRMS Form 1427 will contain the appropriate statement prescribed for the following:

Residue of Gamma Goat vehicles.

THE MATERIAL HEREBY BEING RELEASED IS THE RESIDUE OF A Gamma Goat VEHICLE AND NOT THE VEHICLE ITSELF.

Loading Requirements. DRMS Operations may elect to include the Loading Legend requirements, e.g., Purchaser Must Load (No Government Assistance), in block 10 of DRMS Form 1427. If incorporated with mechanized term sale input, such notices will be pre-printed on the static contracts. Conversely, manual annotation is necessary on contracts generated for all other methods of sale.

Abandonment & Destruction: Will be used if appropriate.

Ultimate Disposal: If appropriate for any component parts negotiations for proper funding will be required.

Property Accounting: This property will be identified by a Safe Alert Latent Defect Code. Process according to code definition.

DNSP COMMODITY GROUP CODES:

COMMODITY DESIGNATIONS

III	Miscellaneous
VEH	Vehicles (FSC 1740, FG 23 except 2350, 24, FSC 3930, 4210 fire trucks only)

Gas Masks (See Chemical Defense Equipment)

To Summarize:

Send filters, canisters and filtering systems directly to ultimate disposal by HW disposal contract.

DRMOs may receive unused filters in factory sealed foiled packets for reutilization, transfers, donations, or sales processing. However, the ETID/DTID must be accompanied by a disposal fund cite. If the filters survive screening they will go directly to hazardous waste disposal.

Gas Particulate Filters (GPF) - M48 / M48A1

See M48 / M48A1 - Gas Particulate Filters (GPF)

Global Positioning System (GPS)

Policy References/Authority
DOD 4160.21-M, DOD 4160.28-M

Unique Processing Information/How to Manage
-All normal Receipt, Storage, Issue and Disposal Rules apply to the disposition of GPS devices.

Edited March 2012.

GOER (Go Ability With Overall Economy and Reliability) Vehicles

Definition/Description
NSNs 2320-00-191-1310, 2320-00-445-7250, 2320-00-873-5420, 2320-00-873-5422, 2320-00-873-5426, 2320-01-010-4956 and 2320-01-010-4057

Policy References/Authority
Item Manager Direction.

Unique Processing Information/How to Manage
Receiving:
GOER vehicles may only be received as defective property. Completely destroy unitized body, which refers to the cab section of the vehicle, including frame and the drive shaft.

NOTE: This vehicle is not applicable for DLA Depot Recycling Control Point (RCP) processing.

Warehousing/Storage: Storage will be accomplished as appropriate for the mutilated and unmutilated components of the vehicle.

Reutilization/Transfers/Donations:
When transferring GOERs to Federal Civil Agencies or donating to SASPs provide approved documentation (SF 122/123) containing the following certification:

The_____ agency accepts the transfer/donation of vehicle(s) "AS IS" with no warranty of any kind including any implied warranties, such as fitness for any purpose. Since the vehicles do not comply with the Federal Motor Vehicle Safety Standards and is designed for use under conditions unique to the DOD, extra operator competence and caution will be exercised in the operation and use of this vehicle outside the design specification. In accepting the transfer/donation the _____agency acknowledges that there may be hazards associated with the use of the vehicles. The _____agency warrants that it will provide necessary operator training and hold the DOD harmless against all suits, actions, demands, or claims involving the operation of GOERs in its custody. The agency also agrees to maintain, at its expense, adequate liability and property damage insurance and workman's compensation insurance to cover such claims. The agency agrees when vehicles are no longer needed they will be mutilated in accordance with direction from the U.S. Army Tank Automotive Command (TACOM) as follows:

Mutilation of the unitized body refers to the cab section of the vehicle (including drive shaft). Mutilation is required for the cab, frame and drive shaft after usable components have been removed. The trailer, cargo, wrecker and tanker sections do not need to be mutilated.
The cab body and frame can be cut in an X pattern; one inch wide diagonally from right front to left rear and left front to right rear of the cab and frame.
The following is a list of component parts by name and NSN, which require mutilation as part of the overall destruction of the vehicle or if, turned in separately. Mutilation may be performed by cutting, crushing or mangling.

Name: Yoke, universal trailer front propeller shaft, NSN 2520-01-031-8937.
Name: Yoke, universal trailer front propeller shaft, NSN 2520-01-031-8924.
Name: Propeller, shaft trailer immediate, NSN 2520-01-035-4159.
Name: Universal joint trailer rear propeller shaft, NSN 2520-01-023-2243.
Name: Propeller shaft trailer rear propeller, NSN 2520-01-032-3410.
Name: Hitch, vehicular, NSN 2540-01-045-3830.
Name: Arm assembly hydraulic swivel assembly, NSN not available, part number 1161807

The mutilation can be accomplished by cutting, crushing or mangling.

A "certificate of mutilation" will be prepared (in a format chosen by the organization completing the mutilation), will contain a signature of the person from the_____agency that is accountable for the vehicle and will be provided to the DRMO that originally donated the GOER, in order to ensure proper disposal requirements are met when there is no longer a use for the vehicle.

Demilitarization/Mutilation:
The U.S. Army Tank and Automotive Command (TACOM) has provided DOD components the following mutilation procedures regarding the specific parts, components and degree of mutilation required for GOER vehicles. The mutilation can be accomplished by cutting, crushing or mangling.

Mutilation of the unitized body refers to the cab section of the vehicle (including drive shaft). Mutilation is required for the cab, frame and drive shaft after usable components have been removed. The trailer, cargo, wrecker and tanker sections do not need to be mutilated.

The cab body and frame can be cut in an X pattern; one inch wide diagonally from right front to left rear and left front to right rear of the cab and frame.

The following is a list of component parts by name and NSN, which require mutilation as part of the overall destruction of the vehicle or if, turned in separately. Mutilation may be performed by cutting, crushing or mangling.

- Name: Yoke, universal trailer front propeller shaft, NSN 2520-01-031-8937.
- Name: Yoke, universal trailer front propeller shaft, NSN 2520-01-031-8924.
- Name: Propeller, shaft trailer immediate, NSN 2520-01-035-4159.
- Name: Universal joint trailer rear propeller shaft, NSN 2520-01-023-2243.
- Name: Propeller shaft trailer rear propeller, NSN 2520-01-032-3410.
- Name: Hitch, vehicular, NSN 2540-01-045-3830.
- Name: Arm assembly hydraulic swivel assembly, NSN not available, part number 1161807.

TACOM advised they would notify MACOMs to adhere to the following necessary action to minimize any explosion or fire hazard and environmental damage during the mutilation process prior to turn in:

- Tankers are to be thoroughly cleaned and purged
- All fuels, lubricants and areas containing volatile fluids to be drained and purged according to Field Manual 10-20, Organizational Maintenance of Military Petroleum Pipeline, Tanks and Related equipment.

Off-site mutilation requires the approval of DRMS-BCD.

Use the “two man rule” for completing the following certification:

“I certify that the GOER vehicle described hereon has been mutilated as required by the DEMIL Chapter in Section 2.”

Both persons signing the certification will be DRMO employees.

Component parts which may be removed by the purchaser prior to the mutilation of the cab, frame and drive shaft include the engine, radiator, tires, batteries, transmission, (drive shaft not included) front and rear differentials and front and rear suspension systems. Other components may also be removed.

Sales: Do not offer GOER vehicles for sale to the general public as usable items.

Special Terms and Conditions for GOER Vehicles

The following special conditions will be used in all IFBs offering GOER vehicles for sale:

Sale By Reference, Part 6,
ARTICLE A: DEMILITARIZATION OR MUTILATION ON GOVERNMENT PREMISES.
ARTICLE C: FAILURE TO DEMILITARIZE OR MUTILATE.
ARTICLE LY: MUTILATION.
ARTICLE MH: PERFORMANCE BOND. (When deemed appropriate by DRMO.)

When DRMS authorizes off-site mutilation replace SBR, Part 6, ARTICLE A, with:

Sale By Reference, Part 6,
ARTICLE B: DEMILITARIZATION OR MUTILATION ON OTHER THAN GOVERNMENT PREMISES.

Sequence of Data

1. Item name
   Rated capacity (1/2 ton, 15" carriage, draw-bar pull, units per min., hr., lbs., per load, GPM, CFM, etc.)
2. Model year
3. Manufacturer's name, model and /or P/N, serial number
4. Additional descriptive data (see below)
5. Parts detached and stored with and/or parts missing including:
6. Government identification or registration number, i.e., USA 241078, USAF 1351212
7. NSN
8. Storage data - packaging (if applicable) - used or unused - condition
9. Total cost
10. Est. total wt.
11. Valid suggested use when applicable

Additional Descriptive Data

1. Wheels (no. driving, size)
2. Wheel base (if other than standard)
3. Engine data (mfr's. model, type, serial, no. of cylinders, rated HP, RPM)
4. Any additional information pertinent to and helpful in describing item, i.e., type brakes transmission, track gauge, etc.)
5. Auxiliary mounted equipment and/or attachments with pertinent data
6. Application (when helpful in describing items such as bomb and missile trucks, trailers, etc.)
7. Size and/or length for trailers

Examples:

1. DOLLY, TRAILER, CONVERTER: 8 ton, 1953, Fruehauf, Model XM 198, Serial FW 82994, designed for standard kingpin, 5th wheel, open throat, fixed draw-bar, adjustable leg support, double dual wheels, size 11.00-20; O/A dimensions 119"Lx96-3/4"Wx47-1/4"H. USA #53K-10111. NSN 2330-00-273-1620.
   Outside - X010332A2 - used - fair condition
   Total cost $1,415
   Est. total wt. 3,450 lbs 1 each

2. TRUCK, TRACTOR: 5 ton, 1966 Ford, tilt cab, Model C700, 8 cylinder gasoline engine, Model 330HD-V8, 330 cu. in displacement, manual transmission. Tire size 9.00-20, full air brakes, 12 volts electrical system. Rust damage, voltage regulator damaged. Parts missing including alternator. 24784 odometer. USN 96-28577. NSN 2320-00-185-0055.
   Outside - M100100A1 - used - fair condition Total cost $5067

   est. total wt. 8000 lbs 1 each

NOTE: DRMOs who are unsuccessful in disposing of GOER vehicles should report type and quantities through DRMS Operations.

Ultimate Disposal: Not applicable.

Record Keeping:
The mutilation certificate may be placed on the source document file copy of the ETID/DTID, or on a piece of plain paper then attached to the source document file copy of the ETID/DTID, or the certification may be annotated on or attached to the DRMS Form 1427.

Certifications received from FCAs/SASPs will also be placed in a historical file/on **Web DOCS**. Edited 7 Oct 2008.

Property Accounting: This property will be identified by a Safe Alert Latent Defect Code (SALD). Process according to code definition.

DNSP COMMODITY GROUP CODES:

COMMODITY DESIGNATIONS

III	Miscellaneous
VEH	Vehicles (FSC 1740, FG 23 except 2350, 24, FSC 3930, 4210 fire trucks only)

Grade 8 Bolts

Definition/Description

Grade 8 fasteners/machine bolts in FSCs 5305 and 5306 that were manufactured prior to 1988 are considered defective, non-conforming. There are more than 1,000 NSNs for these fasteners/machine bolts. Applicable NSNs are identified in the Safe-Alert/Latent Defect (SALD) listing. The following DRMS web site may be accessed to determine if an NSN for an item manufactured prior to 1988 is defective: Safe Alert Latent Defect (SALD) Guidance Search
<http://www.drms.dla.mil/sald/SaldForm>

Policy References/Authority
Item Manager Direction

Unique Processing Information/How to Manage
Receiving: If received, these items must be downgraded upon receipt and mutilated. It is critical that these fasteners not get into the supply system and be used for their intended purpose.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Store with items requiring mutilation.

Reutilization/Transfers/Donations: Not applicable.

Demilitarization/Mutilation: Process in accordance with SALD Code definition.

Sales: Only sell as part of mutilated scrap accumulation.

Property Accounting: Accomplished in accordance with SALD Code requirements.

Heater H-1, Diesel Fueled, Portable, Duct Type

Definition/Description

The Support Equipment & Vehicle Management Office at Warner Robins ALC has begun a 5-year total fleet replacement effort to replace the H-1 heaters with the New Generation Heater (NGH). The following disposition instructions are for the Heater H-1, Diesel Fueled, Portable, Duct Type, 400,000 BTUH, Models PH-400-D, NSN 4520-01-135-2770; FC-400-2, NSN 4520-01-073-8309; BT-400-46, NSN 4520-01-310-0691.

Policy References/Authority

Item Manager Direction. Disposal decisions were made by USAF/ILMM and concurred by the Aircraft Ground Support Equipment Working Group. Warner Robins Air Logistics Command (WRALC) does not want these heaters out in the civilian world, for fear of carbon monoxide poisoning deaths and law suits.

As units receive new replacement NGH Heaters, MAJCOMS will be responsible for local disposal and redistribution of all heaters.

To make the best use of air force shipping funds, heaters will be disposed of at the nearest Defense Reutilization & Marketing Office (DRMO) facility by the activity requesting disposal. Absolutely no units are to be shipped to WR-ALC for disposal.

Assigned H-1 Heaters (serviceable/unserviceable) can be sent to DRMO upon receipt of replacement NGH heaters. An AFTO Form 375 will not be required for unserviceable heaters prior to shipment to DRMO. MAJCOMS will handle/manage EASI MODEL H-1 Heaters.

Properly completed AFTO Form 375 (in accordance with T.O. 00-25-240 AND T.O. 35-1-25) will be required for H-1 Heaters that become unserviceable prior to receipt of replacement NGH.

Upon receipt of replacement heaters the MAJCOM AGE functional managers will instruct subordinate units to dispose of all H-1 heaters under the master NSN 4520-01-310-1881 as follows:

- "EASI" MODEL BT400-46, NSN 4520-01-310-0691, field units will contact their functional managers for disposition instructions for this model. The functional manager will authorize local disposal or request the AGE Flight to ship the heater to another activity to replace an older "HUNTER" PH-400-D OR "FIESTA" FC-400-2 Heater. The Redistribution of the "EASI" Models will help support field units until the 5-year heater replacement process is complete.
- "HUNTER" Model PH-400-D, NSN 4520-01-135-2770, dispose locally or at the nearest DRMO facility.
- "FIESTA" Model FC-400-2, NSN 4520-01-073-8309, dispose locally or at the nearest DRMO facility.
- "DAVEY" Model, NSN 4520-01-056-4269, dispose locally or at the nearest DRMO facility.

Each field unit with heaters ready for disposal will remove and/or puncture the heat exchanger and combustor can on each unit making them unserviceable. Remove sensor bulb or coil (T.O. 35E7-2-11-11) from temperature gauge F&I 1-36-19, temperature select valve F&I 1-36-34, temperature gauge 2-23-6 and dispose as scrap metal.

Points of contact for this property are Mr. Gary Hull, Equipment Specialist, WR-ALC/LESGF, DSN 468-7046, Ext. 125 and MSGT Deynzer, WR-ALC/LESG, DSN 468-7603, Ext. 279.

In accordance with the provisions of Category 1 defective property, these heaters must be mutilated prior to turn-in to DRMOs.

Unique Processing Information/How to Manage

Receiving: DRMOs will only receive the NSNs shown in this article as scrap.

NOTE: This property is not authorized for processing through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Store mutilated heaters in appropriate scrap accumulation.

Reutilization/Transfers/Donations: Not authorized.

Demilitarization/Mutilation: Not applicable. Mutilation of heaters required prior to turn-in.

Sales: Sale of complete heaters not authorized.

Property Accounting: Based on SALD Code, property accounting will be as a scrap receipt.

Heaters, Hunter

Definitions/Description

Heaters with the following NSNs have been declared defective. Potential liabilities from non-Governmental use of these heaters are significant.

Figure 31 - Defective Heater NSNs

4520-00-357-0518	4520-01-010-4059	4520-01-069-6959
4520-00-683-8595	4520-01-297-6803	4520-01-203-4410
4520-01-050-5628	4520-00-114-1055	4520-00-280-1830
4520-00-999-8523	4520-00-086-7676	4520-01-136-2139

Policy References/Authority

Item Manager Direction

Unique Processing Information/How to Manage:

Receiving: Receive as Category 1 Defective mutilated scrap. Must be mutilated prior to turn-in. Heaters that are on trailers run by diesel engines must also be mutilated, however, there is no requirement to mutilate the engine or remaining components. These may be processed through normal disposal actions.

NOTE: These heaters are not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Store mutilated heaters in appropriate scrap accumulation.

Reutilization/Transfers/Donations: Not authorized.

Demilitarization/Mutilation: Not applicable. Mutilation of heaters required prior to turn-in.

Sales: Sale of complete heaters not authorized.

Property Accounting: Based on SALD Code property accounting will be as a scrap receipt.

Helicopter Blades and Tail Rotors

Definition/Description:

Helicopter blades and tail rotors are designated as Flight Safety Critical Aircraft Parts (FSCAP) and may contain radioactive material. Pertinent historical/maintenance records and a certification as to whether they contain depleted uranium must accompany them.

Helicopter blades and tail rotors that have exceeded their finite life, condemned for any other reason, or do not have an adequate historical/maintenance record will be mutilated by the owning generating activity.

Policy References/Authority

Item Manager Direction, DOD 4160.21-M, and DOD 4160.28-M

Unique Processing Information/How to Manage

Receiving:

The ETID/DTID must contain information as to whether or not the property contains depleted uranium and must contain the following FSCAP information:

Part identification--NSN--part number and serial number.
Date of manufacture and manufacturer.
Record of all maintenance and alteration.
Date work was accomplished.
Work authentication.
Total time in service.
Time since last overhaul.
If mutilated prior to turn-in, property will be received as scrap.

NOTE: This commodity is not authorized for turn-in from the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage requirements will be determined based on the information/condition of the helicopter blades/tail rotors when received.

Reutilization/Transfers/Donations: If required turn-in criteria are met, standard RTD processes will be accomplished. All helicopter blades and tail rotors will be tagged by the DRMO with the statement:

"It is the responsibility of the recipient to determine if the helicopter blade or tail rotor as designed and manufactured can be put to the use intended by the recipient since there may be usage that may not be met by military specifications or serviceability criteria. Each item has an accompanying historical record with which the further use of the item for its designed purpose can be determined."

Demilitarization/Mutilation: Not required at the DRMO level.

Sales: If required turn-in criteria are met, standard sales processes will be accomplished. All helicopter blades and tail rotors will be tagged by the DRMO with the statement:

"It is the responsibility of the recipient to determine if the helicopter blade or tail rotor as designed and manufactured can be put to the use intended by the recipient since there may be usage that may not be met by military specifications or serviceability criteria. Each item has an accompanying historical record with which the further use of the item for its designed purpose can be determined."

Abandonment & Destruction: Will be accomplished if RTDS attempts are unsuccessful.

Property Accounting: Standard property accounting processes will be used for helicopter blades/tail rotors.

Helmets - Aircraft, Ground Troop and Combat Vehicle Crew

Definition/Description

The National Highway Traffic Safety Administration, American National Standards Institute (ANSI) Specifications, U.S. DOT, has indicated that all aircraft helmets used by the Military Services do not meet the requirements of the Z90.1-1971, American National Standard Specifications for Protective Headgear for Vehicular Users. Because of different design criteria, the aircraft helmets are not recommended as substitutes for approved motorcycle helmets even when the requirements of the standard are met. Similarly, ground troop and combat vehicle crew helmets do not meet Z90.1-1971 requirements.

Policy References/Authority

National Highway Traffic Safety Administration, Item Managers, DOD 4160.28-M.

Unique Processing Information/How to Manage

Receiving: Standard receiving processes will be used.

NOTE: These commodities are not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No unique storage requirements.

Reutilization/Transfers/Donations:

Standard RTD processes will be used with the following exception:

As a safety measure, attach a warning tag (DRMS Form 55) or other device to all aircraft, ground troop and combat vehicle crew helmets transferred or donated. The tag or device should carry a cautionary statement advising the transferee/donee that the helmets must not be used for other than their intended purposes.

An example of a warning tag follows:

> ***WARNING**: This device has been designed for use as headgear in the operation of aircraft/combat vehicles or for ground troops. It does not meet the needs of the Z90.1-1971, American National Standard Specifications for Protective Headgear for Vehicular Users. As such it is **NOT** recommended as a substitute for approved motorcycle or recreational vehicle helmets.*

For Donees: The state agency will write the same statement on all copies of its distribution documents and on a warning tag that will be affixed to each helmet before donation:

Demilitarization/Mutilation: Process according to assigned DEMIL Code. Utilize DEMIL Code “D” to DEMIL foreign excess aircraft, ground troop and combat crew helmets. (DEMIL of foreign helmets is mandatory.)

Sales: When surplus aircraft, ground troop or combat vehicle crew helmets are offered for sale, special conditions will be included in the sale solicitation.

Government Liquidation (GL) get regular helmets as a DEMIL Q. The liners fall under the IR guidance, and do not go to GL. GL does not get Kevlar helmets.

As a safety measure, attach a warning tag (DRMS Form 55) or other device to all aircraft, ground troop and combat vehicle crew helmets sold. The tag or device should carry a cautionary statement advising the purchaser that the helmets must not be used for other than their intended purposes.

An example of a warning tag follows:

> ***WARNING**: This device is designed for use as headgear in the operation of aircraft/combat vehicles or for ground troops. It does not meet the needs of the Z90.1-1971, American National Standard Specifications for Protective Headgear for Vehicular Users. As such it is **NOT** recommended as a substitute for approved motorcycle or recreational vehicle helmets.*

Property Accounting: Standard Property Accounting Processes will be used.

US Marine Light Weight Helmet (LWH) and Advanced Combat Helmet (ACH)

LWH and ACH are DEMIL E and authorized for Reutilization to the DOD, the National Guard, and Reserves only. No release to any other Special Programs, Transfer, Donation, or Sale customer is authorized for LWH and ACH. **Helmets that cannot be positively identified as LWH or ACH should be assumed to be Kevlar - PASGT helmets and processed as such**.

Kevlar-Personnel Armor System for Ground Troops (PASGT)

Unique Processing Information/How to Manage

Receiving:

Kevlar - PASGT helmets will be received in accordance with established procedures by NSN.

- **Serviceable:** Kevlar - PASGT helmets will not be mixed with other PASGT equipment or "batch lotted." PASGT Helmets will be stored separately and the DTID marked: ***Do Not Issue to US Forces.***
- **Unserviceable:** Unserviceable helmets may be immediately downgraded to SCLMUT and processed for mutilation.

Note: This guidance <u>is not applicable</u> to The US Marine Light Weight Helmets (LWH) and Army Advanced Combat Helmets (ACH). Follow above guidance for LWH and ACH.

Reutilization:

- Kevlar - PASGT helmets are approved for release to Foreign Military Sales (FMS) cases authorized by the Defense Security Cooperation Agency (DSCA). Screening by FMS customers for 14 days.

All other requisitions will be systemically blocked, therefore, no walk-in requisitions will be allowed.

PASGT Helmets will not be issued to DOD customers, National Guard, or Reserves

• Any helmet not reutilized/frozen by FMS during this special screening cycle will be released for destruction.

Transfer/Donation: No release to any other Special Programs, Transfer, Donation.

Sales: Not authorized.

Disposal: At ESD**,** DLA Disposition Services sites will downgrade and process as SCL "MUT".

CENTCOM AOR:
DLA Disposition Services sites in SWA or Central Asia are authorized to destroy PASGT helmets upon receipt. Shredding is the preferred method of destruction however, if a shredder is not available, the helmet may be crushed by any means available.

Property Accounting: Standard Property Accounting Processes will be used.

Questions or comments can be directed to DLA Disposition Services Demil Help: **demilhelp@dla.mil**

Edited March 2012

High Mobility Multi-purpose Wheeled Vehicles (HMMWVs)
Including Mine Resistant Ambush Protection (MRAPs) and
Up-Armored HMMWVs (UAH) Edited May 2012

Definition/Description
The High Mobility Multi-purpose Wheeled Vehicle (HMMWV) is the replacement vehicle for the M151 series jeeps. The HMMWV's mission is to provide a light tactical vehicle for command and control, special purpose shelter carriers, and special purpose weapons platforms throughout all areas of the modern battlefield~~. It is supported using the current logistics and maintenance structure established for Army wheeled vehicles. The HMMWV is equipped with a high performance diesel engine; automatic transmission and four-wheel drive that is air transportable and droppable from a variety of aircraft. The HMMWV can be equipped with a self-recovery winch capable of up to 6000 pound 1:1 ratio line pull capacity and can support payloads from 2,500 – 4,400 pounds depending on the model. The HMMWV is produced in several configurations to support weapons systems; command and control systems; field ambulances; and ammunition, troop and general cargo transport.~~ Edited May 2012

Policy References/Authority
Item Manager Direction

Unique Processing Information/How to Manage
Receiving: Standard processes will be used.

Warehousing/Storage: No unique storage requirements.

LTV HMMWV M998 -series multipurpose, wheeled vehicle variants include:

M98 cargo/troop carrier without winch
M1038 cargo/troop carrier with winch
M966 TOW missile carrier, basic armor, without winch
M1036 TOW missile carrier, basic armor, with winch
M1045 TOW missile carrier, supplemental armor, without winch M1046 TOW missile carrier, supplemental armor, with winch M1025 armament carrier, basic armor, without winch
M1026 armament carrier, basic armor, with winch
M1043 armament carrier, supplemental armor, without winch M1044 armament carrier, supplemental armor, with winch M996 mini-ambulance, 2-litter, basic armor
M997 maxi-ambulance, 4-litter, basic armor
M1035 soft-top ambulance, 2-litter
M1037 S-250 shelter carrier, without winch M1042 S-250 shelter carrier, with winch M1069 tractor for M119 105-mm light gun

Figure 32 - HMMWV Body Styles with Identification Numbers

ARMY BODY STYLE	LATEST MODEL-NO	LINE ITEM NUMBER	NSN
CARGO/UTILITY	M99AA1	T61494	2320-01-371-9577
ARMAMENT CARRIER	M1025A2	T92242	2320-01-380-8233
4 LITTER AMBULANCE	M997A2	T38844	2320-01-380-8225
HEAVY VARIANT UTIL	M1097A2	T07679	2320-01-380-8604
UP-ARMOR HMMWV	XM1114	Z62630	2320-01-413-3739
EXPANDED CAPACITY	XM1113	Z62562	2320-01-412-0143

~~The HMMWV is the world standard in light military trucks. It is lightweight, high performance, four wheel drive, air transportable & droppable, land mobility system. The family includes utility/cargo, shelter carrier, armament carrier, ambulance, TOW missile carrier and scout reconnaissance configuration. Payload varies by body style ranging from 1920 lbs on the 4- litter ambulance to 5300 lbs on limited availability Expanded Capacity variant, but is generally in the 5/4T range. A basic armor package is standard on the Armament and TOW missile carrier models. A more heavily armored, or Up-Armor HMMWV, is now being produced in limited quantities, primarily for the Scout Platoon application. Special supplemental armor versions have been developed for USMC requirements; unique model numbers designate these configurations.~~
Edited May 2012

~~**Policy References/Authority**~~
~~Item Manager Direction~~

~~**Unique Processing Information/How to Manage**~~
~~**Receiving:** Standard processes will be used.~~

~~**Warehousing/Storage:** No unique storage requirements.~~

Reutilization/Transfers/Donations:
The HMMWV item managers (IM's) located at TACOM Warren have been approved for priority screening during the first seven days of screening, before they become available to other customers for the following NSN:

Figure 33 - HMMWV Priority Screening NSNs

Model	NSN
M998	2320-01-107-7155
M998A1	2320-01-371-9577
M1025	2320-01-128-9551
M1025A2	2320-01-371-9584
M1038	2320-01-107-7156
M1097	2320-01-346-9317

These NSNs will not be visible on the web for other customers until 8 days after the end of the accumulation period. DLA Disposition Services field activities should not process walk-in requisitions for these NSNs until after the 7 day priority screening period. Those HMMWVs not reutilized by TACOM will appear on the DLA Disposition Services inventory for other reutilization customer screening and requisitioning on the eighth (8th) day. Edited May 2012

HMMWVs surviving RTD must be mutilated in a manner that prevents reassembly as a usable vehicle or to the extent they cannot be used for the original intended purpose. Edited May 2012

When transferring HMMWVs to Federal Civil Agencies or donating to SASPs provide approved documentation (SF 122/123) containing the following certification.

The agency accepts the transfer/donation of vehicle(s) "AS IS" with no warranty of any kind including any implied warranties, such as fitness for any purpose. Since the vehicles do not comply with the Federal Motor Vehicle Safety Standards and is designed for use under conditions unique to the DOD, extra operator competence and caution should be exercised in the operation and use of this vehicle outside the design specification. In accepting the transfer/donation the agency acknowledges that there may be hazards associated with the use of the vehicles. The agency warrants that it will provide necessary operators training and hold the DOD harmless against all suits, actions, demands, or claims involving the operation of HMMWVs in its custody. The agency also agrees to maintain, at its expense, adequate liability and property damage insurance and workman's compensation insurance to cover such claims. The agency agrees when vehicles are no longer needed they will be mutilated at the agency's expense to an extent it cannot be used for its original intended purpose. Additionally, if the vehicles have DEMIL requirements, the agency agrees to perform the DEMIL at its expense in accordance with DOD 4160.28-M."

Demilitarization/Mutilation:

The HMMWVs listed below are DEMIL Code "C" and require key point demilitarization. HMMWVs after key point removal should be DEMIL Code "B" and all other parts/components meeting the EAR, 15 CFR Part 770, interpretation 8, should be DEMIL Code "Q". Key points for DEMIL Code "C" HMMWVs are weapon station mounts, ballistic glass and any armor on the vehicles. Weapon station mounts will be removed and mutilated by cutting and/or crushing. The ballistic glass will be crushed. Any armor or armored components will also be removed and mutilated by cutting.

Figure 34 - DEMIL Code "C" HMMVWs

MODEL	NSN		MODEL	NSN
M1025	2320-01-128-9551		M1026	2320-01-128-9552
M1025A1	2320-01-371-9584		M1026A1	2320-01-371-9579
M1025A2	2320-01-380-8233		M966	2320-01-107-7153
M966A1	2320-01-372-3932		M1114	2320-01-413-3739
M1045	2320-01-146-7191		M1045A1	2320-01-371-9580
M1045A2	2320-01-380-8229		M1046	2320-01-146-7188
M1046A1	2320-01-371-9582		M1044	2320-01-146-7189
M1044A1	2320-01-371-9581		M1043	2320-01-146-7190
M1043A1	2320-01-372-3933		M1043A2	2320-01-380-8213
XM1109	2320-01-389-7558			

~~It is not expected that any HMMWVs with armor kits will be reported as excess to the DRMOs. Department of Army direction is that the kits are to be removed from the vehicles prior to turn-in to the DRMOs. However, in the event a HMMWV with an applied armor kit appears at a DRMO, it will be treated as an M1114 HMMWV, NSN 2320-01-413-3739 for demilitarization purposes.~~ Edited May 2012

Some HMMWVs come equipped with mounted equipment that may require DEMIL (i.e. gun mounts, armor plating).

~~The following information will assist in identifying a HMMWV that has had an armor kit applied:~~

- ~~The vehicle data plate will identify an M1097, NSN 2320-01-346-9317 or M1097A1, NSN 2320-01-371-9583. These are the only HMMWV models to have the armor kits installed.~~

~~The M1097 or M1097A1 with an armor kit applied will have hard doors, although the top will be canvas. A standard M1097 or M1097A1 has canvas doors and a canvas top. There will be armor plating under the floor of the vehicle.~~

~~HMMWV surviving RTD must be mutilated in a manner that prevents reassembly as a usable vehicle or to the extent they cannot be used for the original intended purpose.~~ Edited May 2012

Sales:

Do not offer HMMWVs for sale to the general public as usable items.
DLA Disposition Services does not have the expertise to validate whether restored HMMWVs meet federal safety standards. Edited May 2012

Vehicles not released through R/T/D must be mutilated in a manner that prevents reassembly as a usable vehicle. The mutilation may be performed as a condition of sale or performed by Government personnel. However, title to the scrap material will not pass until the mutilation is performed to the satisfaction of the Government.

A SF Form 97 (Certificate To Obtain Title To a Vehicle) will NOT be issued for the mutilated scrap.

Property Accounting:
Standard property accounting transactions will be used.

Mine Resistant Ambush Protection (MRAPs) and Up-Armored HMMWVs (UAH)

This guidance is applicable to all DLA Disposition Services facilities CONUS, OCONUS, and Contingency.

BACKGROUND: The Up-Armored Highly Mobile Multi-Wheeled Vehicles (UAH) may have extra armor plates installed at the factory or may have "Add On" Armor (AOA) installed.

The following information will assist in identifying a HMMWV that has had an armor kit applied:

- The vehicle data plate will identify an M1097, NSN 2320-01-346-9317 or M1097A1, NSN 2320-01-371-9583. These are the only HMMWV models to have the armor kits installed.
- The M1097 or M1097A1 with an armor kit applied will have hard doors, although the top will be canvas. A standard M1097 or M1097A1 has canvas doors and a canvas top.
- There will be armor plating under the floor of the vehicle.

The MRAP NSNs are identified as Category I or Category II. This guidance is applicable to the following end item NSNs:

Model	NSN
M1109	2320-01-389-7558
M1114	2320-01-413-3739

M1116 2320-01-418-7400
M1165A1 2320-01-540-2017
M1152A1 w/B2 armor kit 2320-01-523-1321
M1151A1 w/B2 armor kit 2320-01-523-1316
XM1223 (CAT I) 2355-01-552-5565
XM1223E1 (CAT II) 2355-01-552-5199
XM1221 (CAT I) 2355-01-552-5581
XM122E1 (CAT II) 2355-01-552-5169
XM1224 (CAT I) 2355-01-553-4634
XM1224E1 (CAT II) 2355-01-553-4636
XM1220 (CAT I) 2355-01-555-0908
XM1220E1 (CAT II) 2355-01-555-0919
XM1222 (CAT I) 2355-01-552-5173
XM1222E1 (CAT II) 2355-01-552-4677

RECEIPT: Receive in accordance with procedures governing the receipt of vehicles to include draining fluids and associated warnings.

REUTILIZATION: Reutilization to the Army, Marine Corps, Navy, Air Force and their corresponding Guard and Reserve components is authorized. Reutilization to special programs is not authorized.

TRANSFER/DONATION (T/D): T/D is not authorized.

SALES: DEMIL as a condition of sale is authorized. Prior to offering UAH and MRAP vehicles for Sale contact your servicing Centralized DEMIL Division (CDD) or email the demilhelp@dla.mil for authorization. Once Vehicles are authorized for sale by the CDD or DEMIL Chief at HQ Battle Creek, they should be received in place and sold with demilitarization as a condition of sale to include the processing of a DEMIL surveillance plan to DLA Disposition Services J-311 for approval.

Shipment to CDD: Disposition Services field sites may be advised by the servicing CDD or the DEMIL Chief at HQ Battle Creek to ship UAH and MRAP vehicles to the CDD based on quantity and capacity at the CDD.

NOTE: Run-Flat Tire Assemblies that are specially designed for USML Category VII, are “key point” destruction Demil D. Examples: Family of USMC Light Armored Vehicles (LAVs); Family of USA STRYKER Vehicles; and M1117 Armored Security Vehicle. More info at https://eworkplace.dla.mil/sites/org/drms/Pages/Demil.aspx

Specific instructions by location:

CONUS:

1. TSC controls apply to the residue unless the items meet the definition of scrap as follows:

The Trade Security Control policy (DOD Instruction 2030.08) Paragraph E2.1.10. states that "Items can be classified as scrap if processed by cutting, tearing, crushing, mangling, shredding, or melting. Intact or recognizable USML/CCL items, components, and parts are not scrap."

Such mutilation may be performed as a condition of sale or performed by Government personnel. However, title to the scrap material will not pass until the mutilation is performed to the satisfaction of the Government.

2. MLI & CCLI DEMIL Coded B and Q items require Trade Security Controls and must be mutilated to the point that they cannot be restored or are unrecognizable for their intended purpose.

Examples include:

- Wiring/cable harnesses and assemblies
- Tire inflation pressure control systems, operated from inside a moving vehicle
- Pneumatic tire casings of a kind designed to be bulletproof

OCONUS:

Europe Disposition Services field sites will send UAH and MRAP vehicles to the rolling stock yard at Germersheim, Germany after DOD screening. Disposition Services field sites will coordinate with the rolling stock yard prior to shipment as large quantities may be received in place with demilitarization accomplished as a condition of sale. Other OCONUS Disposition Services field sites will send to a Disposition Services field site in the area with demilitarization capabilities, or process the items to Sales with Demil as a condition of sale. A DEMIL Surveillance Plan is required to be submitted to DLA Disposition Services J-311 at demilhelp@dla.mil for approval.

PACIFIC:

Disposition Services field sites will make every attempt to sell vehicles with DEMIL as a condition of sale to include the processing of a DEMIL surveillance plan to DLA Disposition Services J311 at demilhelp@dla.mil for approval. If vehicles cannot be sold contact the DEMIL Chief at HQ Battle Creek at HQ Battle Creek for instructions.

CONTINGENCY:

Disposition Services field sites in CENTCOM AOR have additional receipt requirements for battle damaged vehicles to include an inert certification, a medical certification that it contains no human remains, and validation by AMC that the vehicle is in condition code H. DEMIL as a condition of sale at the Contingency Disposition Services field sites is authorized regardless of quantities to include the processing of a DEMIL surveillance plan to DLA Disposition Services J311 at demilhelp@dla.mil for approval.

Alternatively, Contingency Disposition Services field sites may accomplish the demilitarization with government or contractor personnel and sell the scrap residue. Items must be mutilated to the point that they are unrecognizable or cannot be restored for their intended purpose in order to meet the definition of "scrap."

Demilitarization Instructions for MRAPs and UAHs:

1. MRAPs and UAHs are to be demilitarized in accordance with the instructions provided by both the DOD Demilitarization Program Manager and the Deputy MRAP Vehicle Program Manager. The Demil procedures for both vehicles are the same. Text instructions and pictures of proper demilitarization are provided, below.

2. The HMMWV is normally DEMIL Code C - Remove and destroy the following key points (the key points are the same for the UAH and MRAP vehicles):

Ballistic glass
Weapon mounts
Engine
Transmission
Up-armor kits
Deep water fording equipment, if installed
Armored protection of vital parts (e.g., fuel tanks or vehicle cabs)
Special reinforcements for mountings for weapons
Identification Plate

NOTE: Any of the key points turned-in separate from a vehicle will have the key points demilitarized.

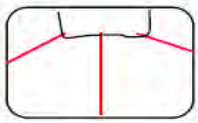
NOTE: After attached armor is removed from the HMMWV, the remaining vehicle is DEMIL B and remaining parts and components are DEMIL Q. The added armor must be cut into pieces no larger than 14" x 16".

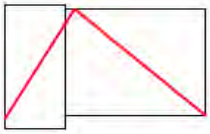
3. MRAP and UAH vehicles are DEMIL Code D. If armored, (i.e. the armor is integrated as opposed to being attached), the HMMWV is DEMIL D - destroy completely, paying attention to the key points (see below), including turbochargers and superchargers, if installed. Armor will be cut into 14" x 16" pieces. Armament will be demilitarized as prescribed for DEMIL Categories I and II. Demilitarization of main armament on combat vehicles may be accomplished on the vehicles or after removal from the vehicles.

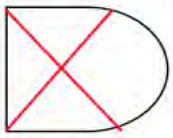
4. The hull and chassis on all vehicles will be cut into at least four sections. For handling purposes, often is easier to cut into eight as follows:

    a. All hinge-mounted items (such as doors, ramps or hatches) will be removed from the vehicle prior to cutting the hull. Doors and armor mounts will be demilitarized, cut the

left side and the right side (angled cuts) and cut the center, from below the window opening to the bottom. This results in the top section removed and cut into three pieces and the bottom piece from top to bottom cut in half. Use the same procedure if the doors or armor mounts are removed from a vehicle or turned-in separately.


Door


Armor Shield


Armor Shield

b. Cut the top section of the hull from the bottom with a complete circumferential cut made at or just above the wheel level, then cut across the top of the hull from the front center to the rear center (longitudinal) and from the left side center to the right side center (transverse). This results in the top section removed and cut into four pieces.

c. Remove and destroy tires and rims.

d. Cut the bottom section, including the chassis into four sections or pieces.

WARNING: When cutting, be mindful that the suspension system may be under pressure and hydraulic components/springs or other components such as clamps could be released in a forced and violent manner that could cause injury or even death.

WARNING: Wear appropriate personal protective equipment (PPE).

Questions, please contact Disposition Services at demilhelp@dla.mil

Household Appliances/White Goods

- excluding those containing refrigerants

(See Refrigeration Equipment and Refrigeration Appliances for air conditioners, refrigerators, freezers, etc.)

Definition/Description

Appliances such as washing machines, dryers, stoves, ovens, etc.

Policy References/Authority

DOD 4160.21-M, Chapters 4 and 10

Unique Processing Information/How to Manage

Receiving:

Usable appliances not containing refrigerants will be received using standard ETID/DTID receipt processes.

Unusable appliances (excluding fluorescent bulbs, electronic cabinets, air conditioners, refrigerators, freezers) will be received or downgraded to SCL EWG. (Electronic cabinets can be EWG if they do not have any hazards; i.e, any capacitors that may have contained PCBs were removed prior to turn-in.)

(The SCL "EWG" was originally established for the accumulation of material received as scrap having high potential for contamination with components containing PCB and/or chlorofluorocarbons (CFCs). It normally contains authorized items and components manufactured prior to 1980 or items that contain refrigerants.)

NOTE: New/unused items may be processed through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage:

Store usable appliances in a manner and location to prevent leakage or damage.

Store, handle and load SCL EWG in a manner to minimize the potential for the release of any regulated material. Do not bale, shred, compress or stack SCL EWG. Accomplish loading/unloading in a manner to minimize the potential for breakage. Palletize and load/unload SCL EWG by forklift or sling as opposed to using a grapple or clamshell.

At no time will this material be subject to processing or loading procedures that could result in an accidental release of regulated/dangerous materials.

Reutilization/Transfers/Donations:

Appliances and other common use white goods in good or repairable condition may be RTD using standard processes.

If the DRMO individual authorized to release this type property deems appropriate, prior to release, electrical items, regardless of condition, may be tested only if precautions are taken to ensure safety; e.g., by using a device that totally isolates the operator from the equipment and the electrical source. The testing area must be dry and protected from the elements. Before any testing is done, the selected area and selected testing device(s) are to be approved by local safety and health official(s). The following procedures will permit DRMO employees and customers to safely test items:

Limit functional testing of property to common type items such as vehicles, office machines, household/kitchen appliances, hand tools, floor polishers, vacuum cleaners, etc.
Items with Supply Condition Code F or better and Disposal Code 9 or better may be tested. Items with codes less than these will not be tested. All testing of electrical items must be performed with an approved ground fault circuit interrupter (GFCI), regardless of coding. For installation and use of the GFCI, contact the host safety specialist.
Neither customers nor DRMO employees will otherwise modify an item so that it becomes dangerous to test or operate.
DRMO escort personnel will be present when customers are conducting the tests to ensure that the safety standards are followed.

Demilitarization/Mutilation: Not required.

Sales: Standard, usable sales processing transactions will be used for non-refrigerant appliances and other common use white goods in good or repairable condition.

If the DRMO individual authorized to release this type property deems appropriate, prior to release, electrical items, regardless of condition, may be tested only if precautions are taken to ensure safety; e.g., by using a device that totally isolates the operator from the equipment and the electrical source. The testing area must be dry and protected from the elements. Before any testing is done, the selected area and selected testing device(s) are to be approved by local safety and health official(s).

The following procedures will permit DRMO employees and customers to safely test items:

Limit functional testing of property to common type items such as vehicles, office machines, household/kitchen appliances, hand tools, floor polishers, vacuum cleaners, etc.
Items with Supply Condition Code F or better and Disposal Code 9 or better may be tested. Items with codes less than these will not be tested. All testing of electrical items must be performed with an approved ground fault circuit interrupter (GFCI), regardless of coding. For installation and use of the GFCI, contact the host safety specialist.
Neither customers nor DRMO employees will otherwise modify an item so that it becomes dangerous to test or operate.
DRMO escort personnel will be present when customers are conducting the tests to ensure that the safety standards are followed.

If not practical, downgrade to SCL EWG and sell as scrap. This SCL may be offered for sale with appropriate clauses to notify buyers of any potential PCBs contained therein.

If SCL EWG does not sell, extract or arrange for extraction of suspected PCB items from the material only if this can be accomplished without a risk of contamination or personal injury.

Upon extraction of PCB material, containerize as necessary and pick up as a line item in the accountable record. Adjust the remainder of the material to the appropriate SCL.

Ultimate Disposal: If removal of suspected PCB items is not feasible within DRMO resources, request assistance from the host/generator to obtain service contract for hazardous component removal or report the entire item for ultimate disposal action.

Property Accounting: Property accounting transactions will be based on the initial receipt and processing decisions.

Hydropneumatic Recoil Mechanism/Hydropneumatic Equilibrator

Definition/Description

These items are components of "long guns" - howitzers, tanks, artillery, naval guns, rail mounted guns. In a broad sense the mechanisms include counter-recoil (recuperator) mechanisms.

Policy Reference/Authority

DOD 4160.28-M, Defense Demilitarization Manual contains the following warning statement; "*WARNING: Demilitarization of recoil mechanisms and equilibrators must be accomplished by qualified personnel only."*

Unique Processing Information/How to Manage

Receiving:

Many end items with these components are quite large and difficult to transport commercially. Whether they remain intact on the end item when turned in for disposal varies according to the end item. In some cases they require removal to accomplish the DEMIL and/or draining.

Prior to acceptance of hydropneumatic recoil or equilibrator mechanisms, reserve oil will be drained and nitrogen pressure released by technically qualified personnel in accordance with instructions in the pertinent technical manuals."

DRMOs will ensure the warning statement shown above accompanies the ETID/DTID and that information is on the ETID/DTID in regard to the draining of the reserve oil and the releasing of the nitrogen pressure.

Generating Activities will be requested to provide appropriate technical manuals, technical order or instructions or bulletin orders that contain information on the releasing of the spring tension for passing to RTDS customers.

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: If physically received, storage will be in an approved “DEMIL Required” property storage location.

Reutilization/Transfers/Donations: After the receipt requirements have been met standard RTD processes will be used.

Demilitarization: DRMO personnel are not to accomplish the DEMIL on these types of items. DEMIL accomplishment should be either by service contract (host/generator or commercial) or as a condition of sale. In either case, the releasing of the spring tension MUST be accomplished in accordance with the applicable Technical Manual, Bulletin Order (TM, TB or TO) or Instruction.

Sales: Sales articles will include the requirement to use the applicable technical direction for accomplishing the required demilitarization.

Abandonment and Destruction: If appropriate, will be accomplished in accordance with published DOD and DRMS instructions.

Ultimate Disposal: Not applicable.

Property Accounting: Standard property accounting processes will be used.

Hypodermic Needles and Syringes (SHARPS)

Definition/Description

A product defined as a sharp (hypodermic needles, syringes, with or without needles, suture needles and scalpel blades to include kits containing these items) is a regulated medical waste. Also includes epinephrine sharps. Sharps are identified as epinephrine sharps when epinephrine is the sole active ingredient. Additional information on sharps is available through Military Item Disposal Instructions (MIDI) released by the U. S. Army Center for Health Promotion and Preventive Medicine (USACHPM).

Policy References/Authority

DOD 4160.21-M, Chapters 4 and 10; 40 CFR 259.30; Item Manager Direction

NOTE: Some states have passed “medical waste” statutes and regulations regarding the disposition of sharps. Refer to the individual state programs for SHARPS guidance.

Unique Processing Information/How to Manage

Receiving:

DRMOs may accept accountability and physical custody of UNUSED “SHARPS” using ETID/DTID processes appropriate for type of sharp (with/without HW characteristics).

Used hypodermic needles and syringes may not be accepted.

Unused epinephrine sharps are considered noninfectious and may be turned in to DRMOs for disposal.

The HW characteristic of epinephrine takes precedence over the fact that it is contained in a sharp.

Used epinephrine sharps are considered medical waste and disposal is the responsibility of the generating activity.

Unused, shelf life expired epinephrine sharps will be contained in impermeable containers that are sealed, marked, and labeled as P042 HW.

Ensure the ETID/DTID reflects the MILSBILLS code i.e. "XP".

NOTE: These items may not be processed through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: DRMOs will store hypodermic needles and syringes to ensure protection against pilferage or theft.

Reutilization/Transfers/Donations: DRMS will screen this property for possible issues to the HAP. Transfers and donations will only be made to physicians, veterinarians and licensed medical, dental and veterinary facilities, as this property is controlled for use by FDA regulation.

NOTE: If SHARPS are to be shipped they must be trackable through shipment. The use of a "signature service" is required. The service can be through the U.S. Postal Service, UPS, FedEx, etc. that has a requirement for someone to sign for receipt. There are no special packaging requirements except to be in a suitable sealed container with the appropriate paperwork attached.

Demilitarization/Mutilation: Not applicable.

Sales: DRMS or the Sales Commercial Venture partner will offer this property only to a licensed physician or veterinarian or to a licensed medical, dental or veterinary facility. If insufficient quantities exist a negotiated sale may be used.

NOTE: If SHARPS are to be shipped they must be trackable through shipment. The use of a "signature service" is required. The service can be through the U.S. Postal Service, UPS, FedEx, etc. that has a requirement for someone to sign for receipt. There are no special packaging requirements except to be in a suitable sealed container with the appropriate paperwork attached.

Ultimate Disposal: If disposal efforts are unsuccessful, they will be returned to the generator for ultimate disposal.

Property Accounting: Property accounting transactions will be based on the type of property being received.

Information Technology (IT) (Hardware and Software)

(Commercial off the Shelf (COTS) Software and TEMPEST technology items & equipment separate articles)

Definition/Description

Personal computers (monitors, keyboards, hard drives), mainframe units, leased punch card accounting machines, repair parts, automation supplies including magnetic tapes, disk packs, diskettes, and similar consumable items used in an automation environment.

Due to DOD Business Initiative Council Decision and DOD direction released 4 June 2001 (see Policy References/Authority below) the major emphasis of this article will be in the areas of disposition of unclassified "hard drives" and "computers for learning (CFL)."

The term "hard drive" includes:

Rigid storage media such as removable disk packs; (e.g., single and multiple platter disk packs); sealed disk drives, hard disk assemblies (HDAs); and magnetic cartridges.
Optical storage media to include but not limited to optical disks, optical tape and optical Bernoulli cartridges.

The DOD Computers for Learning (DOD CFL) Program is a result of the Stephenson-Wydler Act 129999 and enables DOD to transfer unneeded excess IT equipment to educational institutions.

Educational institutions that qualify for DOD CFL include elementary/secondary schools, Historically Black Colleges and Universities (HBCU) and Minority Institutions (MI). Information on this program is available in the Reutilization Chapter in Section 2.

Policy References/Authority

DOD Business Initiative Council Decision to eliminate initial processing of information technology equipment from DISA

ASD Memorandum, June 4, 2001, Disposition of Unclassified DOD Hard Drives.

Both authorities are explained at: http://www.drms.dla.mil/turn-in/#harddrive. (See DRMS Home page - Turn-in, then look for Hard drive.)

Stephenson-Wydler Act 129999

Unique Processing Information/How to Manage

Receiving:

DOD IT equipment will be reported for disposal in the same manner as all excess personal property. DOD activities are no longer required to report excess automatic data processing equipment to Defense Information Systems Agency (DISA). Accordingly, excess IT cannot by-pass reutilization screening. DOD IT equipment that is located in CONUS, has been accepted by a DRMO for final processing and is assigned DEMIL Code "A" is eligible for transfer within DOD CFL. All IT should be initially held in place to ensure the greatest value for DOD reutilization. If transferring to a school, receipt-in-place should also be utilized to prevent schools from having to travel to DRMS activities.

When receipt of **hard drives** is accomplished, generators will specify the property complies with one of three DOD hard drive disposal processes, overwriting, degaussing or by destruction.

Hard drive sanitation is to be accomplished by overwriting or removal for equipment that is in serviceable condition or has reuse value when possible. Equipment that is degaussed or destroyed does not have reutilization potential.
Empty housings, previously containing hard drives, must be labeled **"Hard Drive Removed."**

In order to promote the greatest DOD utilization possible, it is recommended that:

A standardized list of component descriptions is used for the item nomenclature for turn-in information.
Like items that are in serviceable condition can be reported on a single ETID/DTID.

Example: all CPUs that are in serviceable condition on an ETID/DTID and non-serviceable CPUs would be reported on a separate ETID/DTID.

When coordinating turn-ins with the generator, the DRMO will initially review the documentation requirements, to reduce the potential for rejection upon physical transfer.

For housing that contains hard drives:

The generator must attach a label on each housing. The label must contain the serial number, make and model of either the hard drive(s), or the make, model and serial number of the housing. The process used by the generator (overwriting or degaussing) is required, along with other required information. If needed a sample label is available at: http://www.drms.dla.mil/turn-in/ - hard drive. In addition, DLIS Form 1867, Hard Drive Certification Label, is available on Adobe Forms and can be used for completing the required certification. (This form helps to clearly identify the origin of the hard drive, for use in the event classified markings are found on the hard drive.)

For new hard drives in unbroken packaging and unused hard drives not in original packaging:
Added 25 Jun 2008.

For new hard drives (in unbroken packaging) no labeling or certification requirements exist. For unused hard drives (not in original packaging) the ETID/DTID must contain a signed certification such as "Hard Drive(s) has/have not been used."

For hard drives removed from housings:

Usable hard drives will contain the hard drive serial number, make and model on the label. When physical destruction was the disposition process, hard drives will be turned in as scrap and do not require a label to be affixed. If a generator requires verification that hard drive(s) were turned in for disposal the generator will annotate the ETID/DTID with the following statement:

"The residue, identified by this document, is derived from processing computer hard drives based on the requirements of the Assistant Secretary of Defense letter dated June 4, 2001 subject: Disposition of Unclassified DOD Computer Hard Drives."

For housings with and without hard drives:

Generators must provide an ETID/DTID that contains the following statement on or with the 1348-1A:

"The equipment described by this document meets the disposition requirements in accordance with the DOD Memorandum, "Disposition of Unclassified Computer Hard Drives," dated June 4, 2001."

For removed hard drives or housings with and without hard drives received in place, add the following statement to the required "Receipt in Place MOA", Under 6, Responsibilities:

"The generator will comply with the implementing instructions of the Office of Secretary of Defense Memorandum, subject: Disposition of Unclassified Computer Hard Drives, dated June 4, 2001 or "Empty Computer Housings," as appropriate.

Before offloading the DRMO will inspect the property to ensure that the generator has met the DOD requirements. If not, property will be rejected with normal procedures, utilizing the DRMS Form 917.

Multiple barcode labels are not required for large quantities of FSG 70 property. One barcode label must be prepared for each ETID/DTID for accountability, screening requirements.

DEMIL A components such as printers, monitors, keyboards, etc. will be received using standard receipt processes, no special handling required. Excess automation supplies, which do not contain any data, including magnetic tapes, disk packs, diskettes and similar consumable items, may be accepted for turn-in.

Keep IT equipment and manuals together throughout the disposal process.

Software manuals turned in without the software may be transferred, donated or sold if the generator certifies in writing on the ETID/DTID or attaches thereto there is no infringement on the vendor licensing agreement.

All IT and magnetic media must have all COTS software removed when turned in to a DRMO. This includes disk packs, and all other IT media intended for the purpose of data storage. ETID/DTID must contain a certification by the accountable officer that any remaining information is unclassified or has been declassified and does not contain data unauthorized for release. By his/her certification, the accountable officer ensures:

Classified media is now unclassified or has been declassified under the procedures contained in DOD 5200.28-M, "ADP Security Manual", Section VII, 1973, and NCSC TG-025 Version-2, Sep 91, "A Guide to Understanding Data Remnants in Automated Information Systems", and that any record indicating the previous classification level has been deleted.

Keyboards, mice, and monitors and peripheral equipment do not need this certification.

Generating activities will identify specific IT equipment and schools to be considered for transfer within CFL. The equipment and school can be designated via the DRMS CFL web based application located on the RTD web page, under Excess IT, then open "CFL." DRMS will authorize the transfer after the DOD excess screening is completed, providing there are no DOD requests.

The types of IT equipment available for transferring within the program include mainframes, minicomputers, microcomputers, modems, disk drives, printers and items that are defined within the Federal Supply Group 70 and are appropriate for use in CFL.
IT equipment is available on an “as-is” basis, without warranties on the part of DOD as to the condition of the equipment.

Schools are to:

Ensure that IT equipment transferred will be used for student and faculty training, to augment existing IT equipment, to strengthen their infrastructure, or for other academic-related programs.
Contact the Generating Activity of the available IT equipment to ensure that the IT equipment is in good condition and is suitable for the purposes for which it is intended.
Update all POC and profile information
Schools that have been authorized a transfer are responsible for coordination of arrangements involving the pickup or shipping of IT equipment.
Obtain needed software applications at their own expense.

DRMS will:

Make provisions for schools to receive information concerning DOD IT equipment that is available for transfer.
Notify the schools of available equipment as it matches the profile submitted by the school.
Review, approve and notify Generating Activities to transfer to a school, after the DOD excess screening is completed, providing there are no DOD requests.
Generate a Material Release Order (MRO) from Corp DAISY to decrement quantity and preclude transmission to the FEDs.

NOTE: Only new or unused information technology related property can be received from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage decisions must be based the type of components being received. Electronic property destined for demanufacturing will be accumulated for sufficient quantities to be shipped.

Reutilization/Transfers/Donations:
Computer hard drives with "Sanitation/Destruction" Verification Labels can be reutilized, transferred or donated under normal processing procedures. Printers, keyboard, monitors, mice, etc. and excess repair parts in CONUS will receive standard RTD processes.

If a school desires IT equipment, they will use the DRMS web based CFL application to add their request via their "shopping cart."

If approved, schools then verify a need for the equipment offered.

If a school refuses the offer of equipment, the equipment will be offered to other schools that have expressed an interest in like equipment.

If a generating activity has not designated a school within 7 days of DRMO acceptance of accountability, the equipment will be offered to other schools that have expressed an interest in like equipment.

DRMS approves or disapproves transfer requests on-line generating a MILSTRIP to the Generating Activity and transfer authorization to the school.
The authorized school is responsible for coordination with the Generating Activity in the removal of equipment.
The authorized school has 14 days after receipt of authorization in which to remove the equipment.
If the school does not remove the equipment within the allotted time period, the DRMO will contact DRMS to process the cancellation of the MILSTRIP.

While holding for transfer to schools the following applies:

7 day accumulation (DOD can requisition anytime)
14 day DOD screening (DOD can requisition anytime)
On day 14, if still available, DRMS activity will create a MILSTRIP initiating a transfer to school transaction. DRMS activity will send notification to the Generating Activity, who will arrange for school to remove.

Mutilation:
Destroyed/degaussed hard drives, as defined above, can be processed by one of two methods: as an Abandonment and Destruction (A & D) action (Donation in lieu of A & D) to the Federal Prison Industries (FPI) or as an ultimate disposal action, to the Demanufacturing Contracts. DRMOs will complete shipping, crating, and loading requirements.

The preferred method is to process CONUS, DEMIL "A" property, as an A&D action, to FPI, because DRMS has a July 2003 Memorandum of Agreement with FPI. Downgrade usable property to SCL FPI and process in accordance with the PFI/UNICOR Operating Procedure. Website: http://www.drms.dla.mil/drms/internal/national/FPIO;Proc.pd

- Personal computer other than DEMIL A property should be processed to Demanufacturing using the Demanufacturing Operating Procedures.

Sales: In accordance with CV contract Modification: dated January 16, 2004, ALL usable computer equipment will be referred to the Sales Partner; to include CPUs, monitors, keyboards, printers and other computer accessories. June 2004

Excess IT repair parts that are retained with equipment will be processed directly to the sales cycle.

Printers, keyboard, monitors, mice, etc. and excess repair parts in CONUS will receive standard sales processes.

OCONUS DRMS Activities may:
Offer for sale, using normal sales procedures; or
Process to R2010 contract in Germany for Demanufacturing.

Abandonment and Destruction:
For hard drives processed in CONUS, including Alaska, Guam, Hawaii and Puerto Rico, the preferred abandonment and destruction method is to process DEMIL "A" property, as a "donation in lieu of A & D" to FPI. Downgrade usable property that has survived R/T/D to SCL FPI and process in accordance with the FPI/UNICOR Operating Procedure. Website: FPI Operating Procedures (Go to DRMS Home Page - www.drms.dla.mil, click on internal, then national, then choose "FPI/UNICOR Operating Procedures.")

DEMIL A components such as printers, monitors, keyboards, etc., surviving R/T/D, are subject to the Economy Formula contained in DOD 4160.21-M, Chapter 8, Attachment 1, under the condition that the sale of property is uneconomical, can be donated in lieu of A & D to FPI/UNICOR. Follow DRMS Operating Procedures to FPI/UNICOR.

Demanufacturing:
Personal computers other than DEMIL "A" should be processed to Demanufacturing, using the Demanufacturing Operating Procedures.

Property surviving R/T/D, qualifying for Demanufacturing, will be managed as an ultimate disposal action. See Demanufacturing Operating Procedures.

Ultimate Disposal:
CONUS: Universal Waste (UW) disposal regulations may apply to this type of property in those US states that regulate "used electronics" or "used electronic devices" as a Universal Waste (UW) for disposal (e.g., NJ, CT). Since the state UW regulations may differ, DRMOs must be aware of the state UW regulations that apply in their state for "electronic-waste or E-waste". Consult the following DLA web site for access to the state regulators/POCs for "E-waste": http://www.dscr.dla.mil/htis/ewaste1.htm

OVERSEAS/OCONUS: Discarded "used electronics" or "used electronic devices" may be considered a hazardous waste at some overseas locations and thus subject to special recycling or disposal regulations of the host nation.

Property Accounting:
Property accounting decisions will be based on the information received in regard to computers for learning or how the hard drive requirements have been met; i.e., destruction, overwriting, degaussing.

Standard receipt transactions will be used for information technology property other than hard drives.

For property received with a statement of declassification, make the standard data entries with the following exceptions. (Property received without the necessary statement of declassification cannot be accepted at the DRMO.)

S/P Field - **B**, DAISY changes the screen from BASIC RECEIPT to DECLASSIFIED PROPERTY.

DAISY automatically completes the following fields:

MSC Field - **Z**
ACTN Field - **N**

Insignia to Include Markings on Military Vehicles/Aircraft/Clothing (See Distinctive Markings)

Inspection Approval Stamps and Devices

Definition/Description
Rubber or metal stamps, stencils or any type device used for approving inspections/investigations.

Policy References/Authority
DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage
Receiving: Not authorized. Excess or surplus DOD inspection approval stamps and devices, regardless of condition or material content (rubber, metal, or stencil) will be disposed by instructions provided by the cognizant Contract Administration Office. DRMOs may not accept accountability or physical custody.

Warehousing/Storage: Not applicable.

Reutilization/Transfers/Donations: Not applicable.

DEMIL: Not applicable.

Sales: Not applicable.

Abandonment/Destruction: Not applicable.

Ultimate Disposal: Not applicable.

Property Accounting: Not applicable.

Iranian Assets (IA)

Definition/Description
The Military Services have been holding all Iranian assets (Non-Titled and Titled) in storage. The Military Services must refer each proposed disposition of these assets to Defense Security Cooperation Agency (DSCA) for review and approval. Only after DSCA approves the request can the items be turned in for disposal. DSCA must notify DLA of that approval so the information can be transmitted through DRMS to DRMOs.

Policy References/Authority
Defense Security Cooperation Agency (DSCA) direction; DOD 4160.21-M and DOD 5105.38-M, "Security Assistance Management Manual" October 1, 1988 paragraphs 20304 and 70402.A.2.o.

Unique Processing Information/How to Manage
Receiving:
If a generating activity attempts to turn in property without a copy of the DSCA approval, contact best suited DRMS Operations Office to initiate action to obtain the authorizing documentation.

The generating activity must indicate on the ETID/DTID that the items are "IRANIAN NON-TITLED ASSETS (INTA)" or "IRANIAN TITLED ASSETS (ITA)". Receive the item as reimbursement required property, using normal coding. For line item visibility account for IA on an individual line item basis. If quantities of INTA are such that line item accounting is not practical, it may be batched (see Section 2, Chapter 2, Property Accounting, for batching requirements). When preparing the batchlot summary ensure the integrity of each batch and supporting documentation (for audit purposes). Annotations must show that the lot consists of INTA and that reimbursement is required. Do not co-mingle INTA property with any other type of property. Because ITA assets require more detailed information when making reimbursement it is imperative not to commingle with other property on the accountable record.

Questions concerning IA should be directed to the DRMS Customer Service, DSN 661-7766 or COMM 877-352-2255.

Warehousing/Storage: Assign site location(s) for IA in order to facilitate visibility of these assets. See downgrade to scrap below.

Reutilization/Transfers/Donations:
IA will receive normal Federal screening (DOD and Federal civil agencies). Donation is not authorized. Advise prospective customers that reimbursement is required. However, Iranian Non-Titled Assets (INTA) items, purchased by Iran under Security Assistance Programs, which can be confirmed as title never having been passed, may be referred for donation as well as reutilization and transfer.

In most cases, if IA property has been physically received and survives Federal screening and FMS, DRMOs will remove the property identification from any donation-screening list(s).

As required, DRMOs will determine reimbursement amounts for property reutilized or transferred by using the suspense account numbers shown in Section 2, Chapter 3, Proceeds Disposition.

Demilitarization/Mutilation: If IAs have characteristics that indicate that Demilitarization/Mutilation is required, the actions will be accomplished appropriately based on the best suited DEMIL code (which should have been assigned by the generating activity) or the most reasonable mutilation techniques if a safety issue is evident. Documentation will be thoroughly annotated as to why and how the actions were taken, to include details on the final disposition of the property.

Sales. Accomplish normal sales action, ensuring that reimbursement occurs, as identified below and in the Section 2, Chapter 3, Proceeds Disposition.

Downgrade to Scrap. If Reutilization, Transfer or Sale (RTS) is unsuccessful the property may be downgraded to scrap but not co-mingled with other scrap. It must be kept as a side accumulation, near the appropriate SCL. It will be converted and sold as pounds, however, the proceeds for the IA scrap will be deducted from the whole pile by subtracting the weight of the IA from the total weight, then prorating that amount by the number of items downgraded. The reimbursement will then be accomplished as shown below for condition H-X property. (This process will require the retention of the initial ETID/DTID (DD Form 1348-1A) with the scrap documentation. If sold as scrap the DD Form 1348-1A will be annotated accordingly and placed in the location where IA records are retained.

Reimbursement:
Non-Titled Assets. Transfer to DOD activities and other Federal agencies. Receiving activities may pay by check at the time of the transfer or be billed for the articles, using the billing techniques (electronically or manual) that is most available/accessible at the time of the transaction(s). The reimbursement will be calculated using the table below. The collected funds will be deposited to the host suspense account, minus the DRMS expenses for completing the transactions. If the host is the Army, the complete account number is 21X6875.3860; Air Force is 57X6875.3860; and Navy or the Marine Corps is 57X6875.3860. The funds applied for the processing costs will be deposited into the DRMS Activity DWCF account. Reimbursement documents, citing the proper suspense account, will indicate that the transaction covers to purchase of “IRANIAN NON-TITLED ASSETS”. The deposit will be forwarded to:

Defense Finance and Accounting Services
Denver Center, ATTN: Bill Hamilton/FAM
6760 East Irvington Place
Denver CO 80279-2000

Calculate reimbursement as follows:

Figure 35 - Reimbursement Table - Iranian Assets

FEDERAL CONDITION CODE (See DOD 4160.21-M, DEFINITIONS, Chapter 3, Attachments 3 and 4)		**PERCENT OF PRICE OF MATERIAL**
A-1 (Serviceable, Unused-good)		50
A-4 (Serviceable, Used-Good)		40
B-1, C-1, D-1, B-4, C-4, D-4 (Serviceable with qualification, material is either unused in fair condition or used in good condition)		30
D-7, E-7, F-7, G-7 (Serviceable with qualification, material is either unused in fair condition or used in good condition)		20
H-7 (Serviceable, in poor condition, unserviceable in poor condition; or unserviceable because item requires minor repairs.)		10
F-X, G-X, H-X (Unserviceable requiring major repairs.)		5

NOTE: As an example, if a desired item is in A-1 condition and its original price/acquisition value, is $4200, the reimbursement would be at 50 percent, or $2100.

Titled Assets: Use guidance found in above paragraph, with the following exception:

The deposit document must clearly identify the amount of money, which is ITA. When directing the finance office to send payment to DFAS, Denver Center, provide the finance office with information on each line item of ITA to accompany the payment. Required information: Clear identification of the funds as being derived from ITA, deposit to the commercial sales account, the source (Military Service that generated the property), FMS case identified, quantity, item description, NSN, document number, unit acquisition cost and total proceeds.

Abandonment or Destruction (A&D):
If the IA cannot be reutilized, transferred or sold and the property qualifies for A&D, pursuant to DOD 4160.21-M, Chapter 8. A&D must be done on an individual line item basis and not as a subsequent action resulting from a downgrade to scrap. This can occur by not co-mingling the scrap into the complete accumulation and by retaining the documentation. Before taking any A&D action, approval must be obtained from DRMS (DSN 661-5967).

Ultimate Disposal:

Hazardous Waste: IA that are hazardous waste must have the source of funding and trust fund identified in the letter of approval from DSCA. If the source of funding is identified, process according to DOD 4160.21-M, Chapter 10. If source of funding is not identified, do not receive.

Hazardous Material: If IA that is hazardous material fails RTS, do not process until generating activity has source of funding identified, letter of approval and modification. (If appropriate, advise generator to include provisions for HW disposal when requesting disposal authority, for contingency if RTS of HM fails.)

Property Accounting:
The generating activity must indicate on the ETID/DTID that the property is IRANIAN NON-TITLED ASSETS (INTA) or IRANIAN TITLED ASSETS (ITA). Input the XR1 with the following exception: REIMB Field - Enter 1, for reimbursement required. IA may be batch-lotted provided the batchlot only contains INTA or ITA **and** the documentation indicates that reimbursement is required.

Process DOD reutilization, Foreign Military Sales (FMS), transfer and possible INTA donations at the DRMO. Process all R/T/D transactions into the accountable records within 3 working days after removal of property. An issue-coding stamp to aid in annotating required data for input may be locally developed, as required. Input of the Material Release Confirmation (AR0) generates an issue transaction in DAISY (STR). Input the AR0 according to the format in the DAISY RTD Menu.

Records Maintenance: In view of possible future claims and litigation, all IA files require extended retention. Label and keep these documents separate. Destruction may not occur until DSCA indicates there is no longer a need to retain.

Lab Equipment (edited May 2012)

Definition/Description: Excess Medical, Dental, and Veterinary Equipment and Supplies/Federal Supply Group (FSG) 65 and other Instruments and Laboratory Equipment (FSG 66) which are identified specifically on the DOD Lab Equipment Buzz Word List. (See Figure 1).

Policy References/Authority:
Deputy Under Secretary of Defense for Logistics and Material Readiness (DUSD-L&MR) Memorandum: Disposition Policy for Special High Risk Laboratory Equipment dated 5 December 2008. DRMS-I 4160.14, Section 2, Receiving, Chapter 1, C1.3.2.

Unique Processing Information/How to Manage Receiving:
Laboratory equipment will be received in accordance with standard procedures outlined in the DRMS 4160.14, Section 2, Chapter 1, C1.3.2. Edited May 2012

~~**Restricted Lab Equipment on the BUZZ WORD LIST**~~ Edited May 2012

NOTE: Lab Equipment not on the buzz list shall be processed through normal screening (R/T/D/S) or downgraded upon receipt to the appropriate scrap code. Edited May 2012

~~**New Receipts:** Laboratory equipment will be received in accordance with standard procedures outlined in the DRMS 4160.14, Section 2, Chapter 1, C1.3.2. Restricted Lab equipment may not be donated or sold.~~ Edited May 2012

Warehousing/Storage: Requirements are determined on the individual items received and associated DEMIL codes.

Reutilization: Authorized to DOD (including Reserve Components), FMS (with approved cases).

NOTE: All other requisitions will be systemically blocked. Walk-in requisitions will not be allowed.

Other DOD and Transfer: Transfer releases to Federal Agencies and other Special Programs may be approved on a case-by-case basis by the Deputy Under Secretary of Defense for Logistics and Material Readiness (DUSD-L-& MR).

NOTE: Disposition Services field activities will hold the requested property until a decision on the requisition is made. Requests should be submitted to the Reutilization mailbox at **DRMSRTD@DLA.MIL.** Edited May 2012

Donation: Not authorized.

Sales: Not authorized.

Disposal:

CONUS: At End of Screening Date (ESD), downgrade restricted lab equipment to SCL MUT, or

DEMAN (SCL DMF) if electronic. Destroy any item not reutilized by DOD FMS or authorized special programs to prevent release to the public. Edited May 2012

OCONUS: DLA Disposition Services field activities will process all lab equipment in accordance with this guidance except downgrades will be processed to SCL MUT or to the appropriate scrap contract that includes destruction as a condition of sale. Edited May 2012

CENTCOM AOR: DLA Disposition Services sites in SWA or Central Asia are authorized to destroy restricted lab equipment. Downgrades will be processed to SCL MUT or the appropriate scrap contract that performs destruction as a condition of sale. Edited May 2012

Property Accounting: Laboratory equipment will be processed in accordance with standard property accounting procedures outlined in the DRMS-I 4160.14, Section 2, Chapter 2.

DOD Lab Equipment Buzz Word List

Bacteriological Safety Cabinet	Hydrocyclone
Biological Safety Cabinet	
Bacteriological Incubator	Laboratory Centrifuge
Biological Chemical Incubator	Laboratory Oven
Bio-Cabinet	Laboratory Dryer
Bio-Fume/Hood	Laboratory Evaporator
Bio-Safety Cabinet	Lyophilizer
Bio-Safety Hood/Cabinet	Lab Ventilation System
Bio-Hood	
Bioreactor	
	Medical Isolation Shelters
663600Chamber	Microbiological System
Cabinet, Temperature Controlled	Microaerophillic Chamber
Cabinet, Environmental	Microbiological Cabinet
Cabinet, Constant Temperature	Microbiology Fume Hood
Centrifugal Mixer/Table/Separator	
Centrifugal Filter	
Chemical Incubator	Orbital Shaker
Culture Incubator	Tilt/Twist
Containment Vessel	Stirrer
Cultivator	Portable Laboratories
Decontamination Suits	
Dryer, Gel	Reciprocating
	Rocker/Rocking
Enclosure Safety	Rotator/Rotary
Evaporator	Roto-Vapor
	Rotary Evaporator
6640000FUME	Rotavapor

Freeze Dryer	
Fermenter	
Fume Hood Micro Biology	Safety Cabinet
	Separator
6640001HOOD	
Hood Safety Fume Lab	
Hood Safety	Vessel
Hood Microbiological	Vortex

Lab Packs

Definition/Description

Small quantities of chemicals (items less than one gallon or seven pounds in weight) including those non-controlled, condemned, hazardous items in FSC 6505.

Policy References/Authority

40 CFR 260-268; Resource Recovery and Conservation Act (RCRA) and DOD 4160.21-M, Chapter 10.

Unique Processing Information/How to Manage:

Receiving:
Because lab packs are prepared at the generating activity site, this property will require a "Receipt-in-Place" MOA between the DRMO and the generating activity.

Generating activities will coordinate their request for lab pack services with a DRMO for a determination on whether or not the items are appropriate for lab packing. The generating activity will provide a list of the property to be turned in as a part of the pre-coordination process. The list, which will include the chemical name, weight and volume of each item, may be provided on a blank sheet of paper.

After coordination and as each lab pack is filled, the generating activity will prepare an individual DD Form1348-1A for each lab pack (based on the hazardous class), with a list of chemicals attached.

In filling out the DD Form 1348-1/1A, the generating activity will use a Local Stock Number (LSN), which will consist of the Federal Supply Classification (FSC), National Codification Bureau Code (NCB), and the hazard class. The DRMO and the generating activity will assure that the hazard class matches a Contract Line Item Number (CLIN), e.g., 6810.00 ACIDORG (acid organic). The chemical name on the DD Form 1348-1A will be "lab pack"; unit of issue will be "DR" drum and the quantity "1" (one). See Section 2, Chapter 8, Environmental Program, for guidance on hazardous classes and CLINs.

This will significantly reduce the documentation and transportation efforts for both the generating activity and the DRMO.

Generating activities will not complete a lab pack for turn-in.

Lab packing will be performed by DRMS commercial contractors.

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Not applicable. Property will be received in place. Lab packs will be removed on a “wash post” basis since the contractor will be lab packing these on the same day he removes the lab packs (see instructions above). In those cases when the lab packs have to be held in storage, the items should be stored in a conforming storage facility or area where it is safe to store them (e.g., laboratory) until picked up for disposal.

Reutilization/Transfers/Donations: Not authorized.

Demilitarization/Mutilation: Not applicable.

Sales: Not authorized.

Ultimate Disposal: A DRMS commercial contractor will perform the actual lab packing. This will be accomplished with the duties and responsibilities of the contractor specified in the contract language (packaging, labeling, manifesting, etc.). The contractor will perform the lab packing of chemicals. A DOD representative will monitor these procedures.

Property Accounting: DRMO will take accountability prior to contractor removal, on a wash post basis.

Lead Paint, FSC 8010

Definition/Description

Consumer Product Safety Commission (CPSC) declares that paint and similar surface-coating materials for consumer use and with a lead content (calculated as lead metal) in excess of 0.06 percent of the weight of the total nonvolatile content of the paint or the weight of the dried paint film are banned hazardous products. Products that are customarily produced or distributed for sale to or for use, consumption or enjoyment of consumers in or around a household, in schools, recreation or otherwise are covered by this instruction. The commission issued the ban because it found that such paints presented an unreasonable risk of lead poisoning for children.

Policy References/Authority

Sections 8 and 9 of the Consumer Product Safety Act (CPSA), 15 U.S.C. 2057, 2058 Consumer Product Safety Commission (CPSC) regulation 16 CFR 1303

Unique Processing Information/How to Manage

Receiving: Receiving personnel must check ingredients on all paint in FSC 8010 and indicate same to distribution personnel.

Warehousing/Storage: Must be kept in a hazardous property storage area.

Reutilization/Transfers/Donations:
For RTD, take normal actions unless an indication is received that those actions violate state or local laws and regulations or state government objects, and provide all recipients with the following:

> *"WARNING: Contains Lead. Dried Film of This Paint May be Harmful If Eaten or Chewed."*

Demilitarization/Mutilation: Not required.

Sales: Insert a warning in statement to the item description of the IFB:

> *WARNING: CONTAINS LEAD. DRIED FILM OF THIS PAINT MAY BE HARMFUL IF EATEN OR CHEWED.*
>
> *This paint contains less than .06% lead by content.*
> *If this paint is for resale, the buyer is required to pass on the following information:*
> *Do not apply to toys or other children's articles, furniture or interior surfaces of any dwelling or facility that may be occupied or used by children. Do not apply on exterior surfaces of dwelling units, such as windowsills, porches, stairs or railings to which children may be commonly exposed. Keep out of the reach of children.*

Include all applicable hazardous property conditions of sale in the IFB.

Require the buyer to provide a statement of intent. (Place in source document file.)

Physically attach the warning statement above to the product.

Abandonment and Destruction: After all conditions of sale and/or A/D have been established, clear the actions with the state government hazardous waste point of contact for legality.

Ultimate Disposal: If the property survives RTDS, prepare a delivery order request for ultimate disposal by service contract.

Property Accounting: Standard processes for each applicable paragraph above will be used.

Life Preservers and Life Rafts

Definition/Description
Flotation devices, constructed from various types of materials that provide an ability to stay above water.

Policy References/Authority
DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage
Receiving:
Processing decisions are required at receipt, dependent upon the condition of the life preservers and/or life rafts.

Condemned/unserviceable life preservers (except solely on the basis of age) are received only for reutilization by DOD Components.

- Generators will remove accessorial items (such as flashlights or kits) and turn in for processing as usable individual items; controlled substances, to include dye markers, contained in removed kits will be processed in accordance with Chapter 10, “Environmentally Regulated and Hazardous Property.”

Excess serviceable life preservers, life rafts, and inflatable boats, including those that are overage but are in good condition, are received for reutilization, transfer, donation and sale.

NOTE: Only new, unused life preservers/life rafts are received from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: The DRMO will store items based on the commodity characteristics and condition.

Reutilization/Transfers/Donations:
Condemned/unserviceable life preservers, life rafts, and inflatable boats (except solely on the basis of age) will be released to DOD Components for reutilization, but not transfer or donation.

Excess serviceable life preservers, life rafts, and inflatable boats, including those that are overage but are in good condition, will be reutilized, transferred or donated in accordance with normal procedures.

Before physical release of the property, donees are advised in writing that further use of the items will be at their own risk and that the U.S. Government is relieved from any and all claims that may result from further use of the property.

Accessorial items (such as flashlights, oars, etc.) are processed as usable individual items using standard RTD processes.

Demilitarization/Mutilation:
Floats and bottoms will be mutilated. Floats of inflatable rafts and boats will be slashed in three places; each slash will be at least 12 inches long. Floats on non-inflatable rafts will be severed into three pieces; bottoms will be completely slashed diagonally.

Bladders will be removed and cut in a manner as to prevent repair or restoration. Floats on Kapok-filled or other non-inflatable life preservers will be severed into three pieces.

Sales: Condemned life preservers (except solely on the basis of age criteria) or those in unserviceable condition cannot be offered for sale.

Condemned life rafts and inflatable boats (except solely on the basis of age control criteria) in unserviceable condition cannot be offered for sale.

Accessorial items (such as flashlights, oars, etc.) will be processed as usable individual items using standard sales processes.

Sale solicitations will include a condition that the U.S. Government assumes no liability for damages to the property of the purchasers, or for personal injuries or disabilities to the purchaser or the purchaser's employees, or to any other person arising from or incident to the purchase of this material, or its use, or disposition of the purchases.

Ultimate Disposal: Accessorial items (such as dye markers contained in removed kits, carbon dioxide cylinders) will be removed and processed as controlled substances (if appropriate) or in accordance with "Environmentally Regulated and Hazardous Property."

Property Accounting: DRMOs will complete property accounting transactions based on the condition and property designation categories**.**

Light Bulbs, Fluorescent/Mercury Vapor (All Sizes)

Definition/Description
The central element in a fluorescent lamp is a sealed glass tube. The tube contains a small bit of mercury and an inert gas, typically argon, kept under very low pressure. The tube also contains a phosphor powder, coated along the inside of the glass. The tube has two electrodes, one at each end, which is wired to an electrical circuit. The electrical circuit is hooked up to an alternating current (AC) supply.

Each mercury vapor bulb contains between 29 and 100 mg of mercury depending on its wattage rating. Because the bulbs are pressurized, when one is broken a large part of the mercury is atomized and enters the atmosphere. High-pressure sodium bulbs contain between
17 and 30 mg of mercury.

Policy References/Authority
EPA direction; DOD 4160.21-M, Chapter 10.

Unique Processing Information/How to Manage
Receiving:
Generating activities will remove the fluorescent/mercury vapor bulbs or sodium bulbs from light fixtures (intact or broken) and turn-in the items separately. The bulbs are easily broken during handling if left in the lighting fixture.

Usable/unusable unbroken fluorescent/mercury vapor and high-pressure sodium lamps will be packaged in strong rigid type containers inside plastic bags to avoid breakage.

Broken bulbs will be turned in as HW.

Warehousing/Storage: All types of fluorescent light bulbs should be stored and processed in a manner so as to prevent breakage and possible release of contents. The bulbs may not be intentionally shattered.

Reutilization/Transfers/Donations: Standard RTD processes will be used for usable bulbs.

Demilitarization/Mutilation: Not applicable.

Sales: Standard sales processes will be used.

Scrap Processing:
Fluorescent light bulbs are not to be placed into scrap accumulations. DRMOs are to examine all fluorescent lights and fixtures that fail RTDS efforts and ensure that the bulb is removed before separately processing the remaining light fixture to SCL ENA.

Fluorescent/mercury vapor lamps may be sent for mercury reclamation to a permitted or licensed recycling facility.

Ultimate Disposal: Some states and foreign countries may regulate discarded fluorescent light bulbs as hazardous property; refer to the individual state/foreign country program. U.S. Environmental

Protection Agency (EPA) also lists fluorescent light bulbs as Universal Waste, which recommends recycling as ultimate disposal.

Property Accounting: Standard property accounting processes will be used for fluorescent/mercury bulbs.

Liquid Rocket Propellants And Associated Products

Definition/Description

Liquid rocket propellants include aniline, furfuryl, alcohol, hydrazine, UDMH, and JP-X.

Associated products are:

Fuming nitric acid (including that which has been administratively condemned), liquid oxygen, and liquid nitrogen.
Otto fuel II, at all concentrations.
Hydrazine solutions containing 22 percent or less hydrazine.

Policy References/Authority

DOD 4160.21-M, Chapter 10.

Unique Processing Information/How to Manage

Receiving: These items will be processed by receiving accountability only, not physical custody.

NOTE: This type property is not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Not applicable.

Reutilization/Transfers/Donations: Standard processes for hazardous property will be used.

Demilitarization/Mutilation: Not applicable.

Sales:
These items possess commercial use and should not be destroyed until the DRMO has made a salability determination.

Appropriate sales terms, conditions and warning statements will be used.

Ultimate Disposal:
Otto fuel II is a non-explosive, low fire hazard material. However, because of its Propylene Glycol Dinitrate component, it must be disposed of as an RCRA HW (toxic).

Hydrazine solutions containing 22 percent or less hydrazine will be destroyed in accordance with instructions provided by the managing Military Service.

Destruction of liquid rocket propellants will be accomplished with the cognizance of the director of medical services of the host installation.

Property Accounting: Standard hazardous material processes are used.

Lost Abandoned Privately Owned Property

Description/Definition

Private property, such as, personal effects, household goods, and vehicles, found on or coming into custody or control of a military installation and has apparently been lost, abandoned, or left unclaimed for any reason by the owner.

Policy References/Authority

Title 10, United States Code (10 U.S.C. 2575); DOD 4160.21-M, Chapter 4.

This guidance does not apply to cases where the private property was owned by deceased personnel and the private property is subject to the provisions of reference 10 U.S.C. sections 4712, 4713, 6522, 9712, 9713, or subsection (c) of section 2575 or to privately owned property for which the owner has signed a release document as described in the following paragraph.

A Board of Military Officers may, at its discretion, provide a release document (see below) to the individual that left the personal property behind. If the release document, properly executed, is returned by the owner (or the heirs, next of kin, or legal representative of the owner), the private property listed thereon becomes the personal property of the U. S. Government and will be processed through normal disposal channels. This procedure may not be used, however, when the property is subject to a lien (such as an abandoned vehicle purchased through a finance company), unless the release on the lien is obtained. Since several factors may influence a lien, legal counsel will be consulted on all issues where private property is subject to a lien.

Unique Processing Information/How to Manage

Receiving:

Receipt transactions will be completed according to the way the property is turned in; i.e., as DOD property with a release document or as lost or abandoned property with a Board of Officers finding statement(s).

If a release document (see above) is attached to the ETID/DTID the property is no longer considered lost or abandoned and is processed as normal excess property.
If it retains its lost or abandoned identification, the ETID/DTID will contain a Board of Military Officers' findings.

- An annotation indicating property is lost or abandoned will be made on the ETID/DTID along with a copy of the private property inventory and any other associated pertinent documents.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Is accomplished in accordance with direction for the base material content/sensitivity of the property.

Reutilization/Transfers/Donations: Lost, abandoned privately owned property received from a Board of Officers finding(s) does not receive screening and may not be reutilized, transferred or donated unless the DTID has a Generating Activity's statement that all disposal methods are authorized, as appropriate. Donation may be utilized for legitimate nondenominational charitable organizations. Receipts shall be obtained from donees and maintained on file for five years, as evidence in potential claim litigation.

Demilitarization/Mutilation: Not applicable.

Privately Owned Vehicles (POVs) that may be lost, abandoned or unclaimed and POVs that have been released by the owner in writing to the Government will not be stripped of parts (by DRMO personnel or any other party) while in custody of a DRMO.

Sales:
Lost, abandoned privately owned property received from a Board of Officers finding(s) will move directly to sales. Sales attempts will be made for this property. The DRMO is required to provide the generators the reimbursement information when transactions are closed. Place the proceeds, minus the documented costs incurred by the DRMO, in the appropriate service suspense account.

If a Sales Contracting Officer (SCO) receives a claim from Sale of Abandoned Vehicles with Liens from either the purchaser of a vehicle that was sold with an undisclosed lien on it or from one who has a provable lien on such a vehicle, the SCO will:

Advise the purchaser that the vehicles have a lien on it if the lien holder has asserted the claim.
Request the purchaser of the vehicle to return the vehicle to the nearest DRMO for a full refund of the purchase price.
If the purchaser returns the vehicle, notify the lien holder that it can repossess the vehicle.
If the purchaser refuses to return the vehicle, and the lien holder asserts a claim, forward the lien holder's claim to assigned counsel who will forward the claim to the General Accounting Office.
Any claim from the purchaser of the vehicle will be processed according to direction found in the Section 2, Chapter 6, Sales Program.

Abandonment and Destruction: Lost, abandoned privately owned property received from a Board of Officers finding(s) that is not salable are processed through A&D channels. Abandon or destroy by downgrading to SCL B00. Retain the Board of Officers' findings, inventory and name of owner (if known), or the executed release document with the ETID/DTID in the source document file.

Property Accounting: Receipt and sales or A&D processes are used. If sold, reimbursable property accounting processes will be used.

Figure 36 - Sample: Release Document: - Unclaimed Property

SAMPLE FORMAT OF RELEASE DOCUMENT FOR UNCLAIMED PROPERTY

Know all men by these presents that I,_____, do hereby unconditionally give to the United States Government all of my right, title and interest in and to the following described personal property:

The above described personal property of which I am the sole and exclusive owner is located at_____. I hereby authorize the United States Government to dispose of said property in any manner it may consider suitable and hereby release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me which could otherwise be asserted because of the disposition of said personal property by any person.

In witness whereof I have hereunto set my hand this day of _____, 19__ .

(Signature of Individual) _____

Acknowledged before me_____on this_____day of_____l9__ .

(Notary Public)

M43 Aircraft Masks - (See Chemical Defense Equipment article above)

Definition/Description

M43 Type I or Type II aircraft masks are identified as follows:

Figure 37 - Aircraft Masks - NSNs

NSNs for Type I M43 Masks		NSNs for Type II M43 Masks
4240-01-208-6966		4240-01-265-2677
4240-01-208-6967		4240-01-265-2679
4240-01-208-6968		4240-01-265-2678
4240-01-208-6969		4240-01-265-2680

Policy References/Authority

Item Manager Direction

Unique Processing Information/How to Manage

Receiving:

Any receipts of M43 Type I or Type II aircraft masks are to be provided to Pine Bluff Arsenal by way of Rock Island Arsenal. A "*static search*" has been initiated through the DRMS WWW to notify Rock Island when any of the masks with the NSNs shown above are received. Rock Island should initiate a requisition as soon as they get the notification that some of the masks are in the DRMS inventory. In the event there are no requisitions within the first 5 days of the items being placed on the inventory, the individuals listed below should be contacted to advise them of the property availability. Also, any of the masks received with LSNs will not be "flagged" by the WWW, thus requiring manual notification.

Rock Island Points of Contact

Mary H. Wischoff, DSN 793-1936,
e-mail: wischoffM@ria.army.mil

Frank Fuoto, DSN 793-4285
e-mail: fuotoF@ria.army.mil

Roberta Wright, DSN 793-5757,
e-mail: wrightR@ria.army.mil

If discussion is necessary regarding the actual processing at Pine Bluff Arsenal the point of contact is:

Terry Brodnax, DSN, 966-3619
e-mail: Terry.Brodnax@pba.army.mil

Warehousing/Storage: Store according to assigned DEMIL Code until requisitioned by Rock Island.

Reutilization/Transfers/Donations: Standard reutilization transactions will be accomplished to release these masks to Rock Island Arsenal.

Demilitarization/Mutilation: Not applicable based on the Rock Island/Pine Bluff requirements.

Sales: Not Applicable.

Ultimate Disposal: Not applicable.

Property Accounting: Standard Receipt and Reutilization transactions will be used.

M48 / M48A1 - Gas Particulate Filters (GPF)

Definition/Description

The **M48,** NSN 4240-01-161-3710 and **M48A1,** NSN 4240-01-363-1311 Gas Particulate Filter (GPF) are primarily used in the NBC Filtration System aboard the M1A1/M1A2 Sep Abrams Tanks and other vehicles, and are components of the M93 Gas Particulate Filter Unit (GPFU), NSN 4240-01-231-6515. The M93 GPFU is installed on a number of different shelters and provides filtered air to users inside.

NSN 4240-01-161-3710, **M48** GPF, contains hexavalent chromium that has been determined to be a carcinogen. Handling M48 filters is not considered a health hazard, unless they are ruptured or otherwise leaking carbon. *These filters are treated as a Hazardous Waste (must be overpacked) if ruptured.*

NSN 4240-01-363-1311, **M48A1** GPF, made by Parmatic, identified by lot numbers beginning with P, PFC, or Parmatic are suspected of not providing adequate NBC protection. *These filters are treated as Defective and are assigned a SALD code.*

All of the M48 and M48A1 filters are being removed and replaced.

Policy References/Authority

US Army Msg 221203ZJAN2004, subject: Ground Precautionary Message (GPM), TACOM Control No. GPM 04-006, M48 Gas Particulate Filter (GPF), NSN 4240-01-161-3710 and M48A1 GPF, NSN 4240-01-363-1311 With Lot Numbers Beginning With "P", "PFC", or "Parmatic"

USMC, MARCORLOGCOM ALBANY, GA, message, 022107ZMAR 04, subject: Info needed on Defective M48 Gas Particulate Filter (GPF), NSN 4240-01-161-3710 and M48A1 GPF, NSN 4240-01-363-11311, with Lot Numbers Beginning with P, PFC, or Parmatic.

Unique Processing Information/How to Manage

Receiving:

NSN 4240-01-161-3710, **M48** filters are required to be processed as HAZMAT by the military services and may only be received in-place, as Supply Condition Code "H" and disposed of as overpacked hazardous waste (restricted due to carcinogenic characteristics, not defective characteristics) or may be physically received if DRMOs have conforming storage.

NSN 4240-01-363-1311 identified by lot numbers beginning with "P", "PFC, OR "PARMATIC" Parmatic-made **M48A1** filters will be assigned Supply Condition Code “L” and shipped by the Military Services to Blue Grass Army Depot (BGAD). Due to the Category 1 Defective designation, BGAD will complete all Army specified mutilation requirements after any pending litigation. DRMOs are not authorized to receive this NSN with these identification indicators, except as mutilated scrap.

NSN 4240-01-363-1311 (<u>from manufacturers other than Parmatic</u>) **M48A1** filters may be received and processed without special handling.

Warehousing/Storage:
Due to the carcinogenic nature, **M48** filters (NSN 4240-01-161-3710) may be physically stored only if conforming storage is available and if overpacked.

Parmatic manufactured **M48A1** filters (NSN 4240-01-363-1311) are not authorized for receipt or storage (will be shipped by Military Services directly to BGAD) unless transferred from BGAD as mutilated scrap.

Non-Parmatic manufactured **M48A1** filters may be received and stored.

Reutilization/Transfers/Donations: Non-Parmatic manufactured **M48A1** filters may be reutilized. Transfer and donation is not authorized.

Demilitarization/Mutilation: **M48A1** filters (NSN 4240-01-363-1311) - as required by the DEMIL Code for non-Parmatic filters.

Sales: Not authorized**.**

Hazardous Processing: Generating Activities will initiate disposal of **M48** Filters (NSN 4240-01-161-3710) in accordance with local HAZMAT procedures for hazardous waste. DRMOs may process these overpacked filters on a hazardous waste contract.

Property Accounting:
NSN 4240-01-161-3710, **M48** filters will be processed directly to UD. NSN 4240-01-363-1311 (Parmatic manufactured) **M48A1** filters have been placed in the Safe Alert Latent Defective (SALD) Program.

NSN 4240-01-363-1311, **M48A1** (filters from manufacturers other than Parmatic), may be received and processed without special handling.

M151 Vehicles

Definition/Description
National Stock Numbers for M151 vehicles are:

Figure 38 - NSNs for M151 vehicles

2310-00-177-9256	2310-00-782-6056	2320-00-177-9257
2320-00-177-9258	2320-00-542-4783	2320-00-763-1091
2320-00-763-1092	2320-01-264-4819	

The term "M151 vehicles" as used in this subparagraph includes M151, M151A1, M151A1C, M151A2, and M825 utility trucks and M718 and M718A1 ambulances in both serviceable and unserviceable condition. The rear suspension system on M151 vehicles was designed for rough terrain usage by stabilizing the stock. Military personnel operating the M151 are given special training in use of the vehicle. On paved roads, where the general public would normally use a vehicle, these vehicles are readily subject to rollover accidents. The Administrator, National Highway Traffic Safety Administration, U.S. DOT, identified the M151 vehicles as a hazard to the safety of public highway users.

(M170 Vehicles are all off the military service accounts - however, this direction is applicable in the event one appears at a DRMO).

Policy References/Authority
DOD 4160.21-M

Item Manager Direction:
The only authorized dispositions of both serviceable and unserviceable M151 vehicles are for DOD users, for sale to friendly foreign governments under Security Assistance Programs, and to qualified DOD and private museums for static display, under 10 USC 2572. Quasi-DOD activities such as CAP, MARS, and all NAF activities, are not authorized to acquire these vehicles. M151 series vehicles are not authorized for issue to the USCG.

> Some vehicles may contain latent defects or other hazards, or may be manufactured to both a military and commercial configuration, with differences in design and basic capabilities, thus making them unfit for normal reutilization, transfer, donation, or public sale. Accordingly, the types and methods of disposal may differ depending on individual circumstances. In such instances, close coordination between the generating activity, owning DOD Component, DLA, DRMS, GSA, and other organizations, as appropriate, will be maintained. Disposal will be accomplished within the norms of public safety and customer service.

The engine, radiator and transmission, although designed exclusively for the M151, have application as training aids and power plants. Since the unitized body must be eliminated from further civilian use, these components should be salvaged and processed for RTDS.

Certain M151 engines, which are exempted from exhaust emissions standards for reasons of national security by EPA, may not be sold. These engines may be identified by a plastic or metal label, welded, riveted or otherwise permanently attached in a readily visible position in the engine compartment. The label has been affixed by the vehicle manufacturer, whose vehicles have been exempted, in such a manner that it cannot be removed without destroying or defacing the label and is not affixed to any equipment, which is easily detached from the vehicle. The label contains the following information in English in block letters and numerals, which are of a color that contrasts with the background of the label:

- The label heading: Vehicle Emission Control Information.
- Full corporate name and trademark of the manufacturer.
- Engine displacement (in cubic inches) and engine family identification.

After DOD reutilization attempts, DRMOs will ensure actions are taken to cut or unbolt the engine, radiator and transmission (drive shaft, front and rear suspension system not included) from the M151 unitized body. The front and rear differentials will be removed and other components and made available for RTDS, except for certain engines exempted from exhaust emission standards, described above.

DRMS will reimburse host activities for expenses incurred in disposal actions involving the M151 jeep according to normal processing criteria under the local ISA.

Unique Processing Information/How to Manage
Receiving:
Standard receiving processes will be used to accommodate reutilization by DOD Activities.

Care must be taken by the DRMO to ensure that mutilation does not occur until the above reutilization efforts have been exhausted.

NOTE: This property is not authorized through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be commensurate with the stage of mutilation completed or with the components retained for RTDS.

Reutilization/Transfers/Donations:
Complete Vehicles: M151 vehicles can be reutilized to DOD activities only. M151 series vehicles cannot be transferred or donated. However, it is desirable that other *non-M151 series* jeeps that are not reutilized within DOD be distributed equitably to transferees and donees in consonance with prescribed order of precedence for such recipients.

In those instances when a screener either desires the jeep but not the installed equipment, or wants the equipment without the jeep, before any action is taken, refer the matter to DRMS Operations for review.

Component Parts: DRMOs are encouraged to *attempt maximum reuse of components and parts* of the M151 vehicles to Federal civil agencies and donees of those M151 vehicles remaining after DOD or FMS screening. The unit of issue will be by component or part nomenclature removed from the M151 vehicle.

SF 97s will not be issued, under any circumstance, to recipients of M151 vehicle components. DRMS will collect reimbursement from FCAs and donees for component removal (that is, other than separation of items from the unitized body). This will be accomplished by the DRMO determining labor costs for component removal and will initiate a DD Form 1144, Inter-Agency Support Agreement that stipulates the reimbursement costs and a one-time Economy Act Order, authorizing DRMS to bill the FCA, through IPAC, once the transaction has been completed.

Engines that are Exempt from Exhaust Emission: For reutilization of engines that are exempted from exhaust emissions standards for reasons of national security by EPA, include the statement: "This vehicle is exempt from EPA certification regulations applicable to (insert current year) model year new motor vehicles (day, month, and year of exemption)."

Engines identified as exempted can only be used within DOD.
If no reutilization need develops within DOD, engines exempt from EPA certification regulations must be destroyed.

Demilitarization/Mutilation:
Mutilation can be accomplished by the DRMO, the Federal agency, or donee recipient, the buyer as a condition of sale, or by the generating activity, with cost reimbursement. The vehicle must not be released from the DRMO's control until mutilation has been accomplished. However, components and parts can be removed and released before, during or after mutilation and before offering for sale. DRMS will provide reimbursement for the costs incurred in the mutilation of component removal actions performed on M151 vehicles by the host activity.

Shred and/or crush the unitized body, drive shaft and front and rear suspension systems in such a manner as to completely prevent rebuild into a usable unitized body.

Include the drive shaft and front and rear suspension system attached to the M151 or turned in detached from the vehicle in the M151 mutilation process.

Accomplish destruction of engines exempt from EPA certification regulations by cracking the engine block beyond reparation or restoration.

Customers working on DOD premises in accomplishing mutilation and component removal on M151 vehicles will provide for release from any claims for injury or damage sustained. This will be accomplished by the DRMO requiring the customer to sign the following statement before the mutilation and removal effort:

"The Government assumes no liability for damages to the property of the recipient, recipient's employees or third parties, or for personal injuries, disabilities or death to the recipient, recipient's employees or third parties arising from or incident to the mutilation, acquisition and use of this property. The recipient shall hold the Government harmless from any and all such demands, suits, actions or claims of whatsoever nature arising from the mutilation, acquisition and use of the property."

If issues occur regarding the performance of the required mutilation, document the circumstances and elevate to DRMS Operations.

The following additional instructions apply to the disposal of M151 series vehicles regardless of the mutilation method:

DRMO Chiefs are responsible for ensuring that whoever performs mutilation of M151 series vehicles does not use measures designed to circumvent or frustrate the intent of rendering usable vehicles incapable of being reassembled from the residue of mutilation.
Use the "two man rule" for completing the following certification: *"I certify that the M151 series vehicle described hereon has been mutilated."* Both persons signing the certification will be DRMS employees.
The certificate may be placed on the source document file copy of the ETID/DTID or on a piece of plain paper then attached to the source document file copy of the ETID/DTID, or the certification may be placed on or attached to the DRMS Form 1427.
The proper mutilation of M151 series vehicles will be reviewed as a part of the MAV.

COMPONENT PARTS REQUIRING MUTILATION

Figure 39 - Front Axle Assembly Components

ITEM NAME	PART NO.	NSN	REMARKS
Wheel Support	8712391	2530-00-150-7852	LFT/SIDE
Wheel Support	8712392	2530-00-156-9422	RT/SIDE
Cross Assembly (U-Joint Kit)	5703383	2520-00-176-3331	PTS/KIT
Propeller Shaft	11660455	2520-00-176-3333	
Propeller Shaft	11660458	2520-00-176-3334	
Yoke, Universal Joint	7340695	2520-00-678-3109	

NOTE: Rear axle components are the same as front axle components except for the following item.

Figure 40 - Rear Axle Assembly Components

ITEM NAME	PART NO.	NSN	REMARKS
Wheel Support	10885113	2530-00-792-8639	

Figure 41 - Front Suspension Components (ALL)

ITEM NAME	PART NO.	NSN	REMARKS
Cross Member	8754456	2510-00-119-0846	
Control Arm (Lower)	8754416	2530-00-678-3070	RT/SIDE
Control Arm (Upper)	8754160	2530-00-678-3110	RT/SIDE
Control Arm (Lower)	8754415	2530-00-678-3118	LFT/SIDE
Control Arm (Upper)	8754159	2530-00-678-3122	LFT/SIDE

Figure 42 - Rear Suspension Components: M151, M151A1, M151A1c and M718 Only

ITEM NAME	PART NO.	NSN	REMARKS
Control Arm (Lower)	10921819	2530-00-979-8896	LFT/SIDE
Control Arm (Lower)	10921842	2530-00-979-8897	RT/SIDE

Figure 43 - Rear Suspension Components: M151A2, M151A2 W/ROPS, M178A AND M825 Only

ITEM NAME	PART NO.	NSN	REMARKS
Control Arm (Lower)	11639632-2	2530-00-176-9468	RT/SIDE
Control Arm (Lower)	11639632-1	2530-00-176-9491	LFT/SIDE
Under Body Repair Kit (All)	12302502	2510-01-104-4383	
Body Replacement Kit	12302506	2510-01-104-4384	

Sales: All applicable terms and conditions will be included in all sale solicitations offering M151 vehicles.

When M151 series vehicles enter the sales cycle and where quantities warrants, the shredding, baling or crushing of M151 vehicle bodies may be performed as a condition of sale on U.S. Government premises. Shred, bale or crush the M151 vehicle bodies when use of the sale option does not lead to disposal.

Mutilation by the contractor as a condition of sale before passage of title of components and residue is permissible, if DRMO representatives before removal monitor mutilation. The original and one copy of the award document will bear the statement:

"Notice: The material hereby being released is the residue of an M151 vehicle and not the vehicle itself."

NOTE: No sales of M151 series vehicles with off-site mutilation will be conducted. If the host activity precludes on-site mutilation, do not accept accountability, as the generator is required to transport the vehicle to the nearest DRMO whose host does not prohibit mutilation. The cost of transportation will be borne by the generator.

The contractor may not remove component parts not requiring mutilation before the required mutilation is complete. This will preclude removal of the usable parts and possible default of the mutilation process.

When quantities do not warrant offering for sale, or when there are no sales bids, the DRMO will arrange for the shredding, baling and/or crushing of the M151 series vehicle bodies. This mutilation will be accomplished by the most economical means by using existing resources, through the host (by work order, etc.) or by service contract.

The following special conditions will be used in all IFBs offering M151 vehicles for sale:

Sale By Reference, Part 6

ARTICLE A: DEMILITARIZATION OR MUTILATION ON GOVERNMENT PREMISES.

ARTICLE C: FAILURE TO DEMILITARIZE OR MUTILATE. If the purchaser fails to mutilate the property being sold herein according to the terms of this contract, such failure will be deemed failure to remove according to Sale By Reference, Part 2, Condition No. 8.

ARTICLE LY: MUTILATION. Item(s) _____.is (are) required to be mutilated in the manner and to the degree set forth below:

Mutilation of the unitized body including the drive shaft and front and rear suspension systems, will be effected beyond the possibility of restoration for its original intended use by crushing (as with a crawler type vehicle), shredding, or baling on government premises.

ARTICLE MH: PERFORMANCE BOND. (When deemed appropriate by DRMO.)

When DRMS-BCD, DEMIL authorizes off-base mutilation replace SBR, Part 6, ARTICLE A, with:

Sale By Reference, Part 6

ARTICLE B: DEMILITARIZATION OR MUTILATION ON OTHER THAN GOVERNMENT PREMISES

followed by articles C, LY, and MH.

NOTE: SPECIAL NOTICE/CERTIFICATION REQUIRED ON DRMS FORM 1427

Rubber Stamp/Typewriter: Occasionally, there are items sold requiring special handling or notice and emphasis of such notice/certification on DRMS Form 1427 is necessary. Such notice or certification may be accomplished by the use of a rubber stamp or a typewriter.

Statements: DRMS Form 1427 will contain the appropriate statement prescribed for the following:

***Residue of M151 vehicles*:**

THE MATERIAL HEREBY BEING RELEASED IS THE RESIDUE OF A M151 VEHICLE AND NOT THE VEHICLE ITSELF.

Loading Requirements. DRMS Operations may elect to include the Loading Legend requirements, e.g., Purchaser Must Load (No Government Assistance), in block 10 of DRMS Form 1427. If incorporated with mechanized term sale input, such notices will be pre-printed on the static contracts. Conversely, manual annotation is necessary on contracts generated for all other methods of sale.

Property Accounting:
To ensure that M151 vehicles are subjected to DOD screening only, assign MSC 3 to such vehicles when generated as domestic excess.

When components/parts are removed from the Ml5l series vehicles or other end items and offered for reutilization, transfer, donation and sale or for abandonment/ destruction purposes (e.g., PCB components, PCB contaminated components), adjust the inventory records for the end items downward based on the value of the components/parts removed. Process this adjustment for property reported with an LSN by using a DTID Restart. If the property was reported with an NSN, annotate the DTID with the adjusted unit price.

Input an XR1 with the original ETID/DTID number to generate a UCN to link the two records for the component/part removed from the end item.

If more than one type component/part is removed from the end item, use the combined value of the removed items to reduce the acquisition value of the end item. However, process a separate XR1 for each **different type** component/part removed. The total acquisition value of all the XR1s must equal the acquisition value of the loss recorded on the adjustment transaction. No approval of the DRMS Form 39-3 is required to support the adjustment transaction. In the **comment** portion of the DRMS Form 39-3, enter **"components/parts removal from M151 series vehicles"**.

Handle price fluctuations of components/parts as outlined in the NOTE of the “Accountability for Items When Reclamation is Performed,” paragraph in Section 2, Chapter 2, Property Accounting. Refer any other peculiar processing problems to DRMS-C (DSN 661-7087) for resolution and appropriate processing guidance.

When an M151 has been returned to the generating activity for components with potential environmental problems to be removed and is turned in again the item will be received with a NSN followed by a "yes" when the screen prompt is on the DESCRIPTION Field. A one line pop-up screen appears to enter the "parts missing" data.

DNSP COMMODITY GROUP CODES

COMMODITY DESIGNATIONS

III	Miscellaneous
VEH=	Vehicles (FSC 1740, FG 23 except 2350, 24, FSC 3930, 4210 fire trucks only)

Maps

Definition/Description

The following are official FSCs for aeronautical, hydrographic, topographic and digital map products:

7641 - Aeronautical Maps, Charts and Geodetic Products
7642 - Hydrographic Maps, Charts and Geodetic Products
7643 - Topographic Maps, Charts and Geodetic Products
7644 - Digital Maps, Charts and Geodetic Products

Policy References/Authority

Item Manager Direction

Unique Processing Information/How to Manage

Receiving: Because there are no DRMS disposal avenues for maps, generators should be advised to complete internal disposal in lieu of turning in to DRMOs. If they do not agree to internal disposal, DRMOs will process in accordance with the following paragraphs:

Warehousing/Storage: Standard storage processes will be used.

Reutilization/Transfers/Donations: Not authorized.

Demilitarization/Mutilation:
Ensuring that all unclassified map products are pulped and/or shredded so they cannot be put back together will complete mutilation.

Map products must be destroyed as follows, by either the services or DRMOs:

Military services will destroy all classified map products in accordance with DOD Regulation 5200.1-R.
DRMOs will mutilate beyond recognition, if sold as a condition of sale, unclassified map products must be mutilated beyond recognition.

Aeronautical safety, navigational safety, potential security impact and several control and release issues (map products marked for limited distribution, etc.) constitute the basis for destroying these map products. All Defense Logistics Agency map products show edition numbers or effective dates (Flight Information Publication products) in the margin. The receipt of a product with superseding edition number constitutes authority for immediate destruction of the previous edition (lower edition number). Destruction of these map products is designed to avoid a serious incident (potential or actual) happening.

Sales: Not authorized, except with mutilation and certification as a condition of sale.

Abandonment and Destruction: Not applicable.

Ultimate Disposal: Not applicable.

Property Accounting: Standard processing will be used.

Material Potentially Presenting an Explosive Hazard (MPPEH)
~~Ammunition, Explosives, Dangerous Articles (AEDA) Residue~~
(Edited Jan 2013)

Definition/Description
Any substance that, by its composition and chemical characteristics, alone or when combined with other substance(s), is or becomes an explosive or a propellant, or is hazardous or dangerous to personnel, animal, or plant life, structures, equipment, or the environment as a result of blast, fire, fragmentation, radiological, or toxic effects.

Policy References/Authority
~~Bulletin # 5 to~~ DOD 4160.28-M, Demilitarization Manual.

Unique Processing Information/How to Manage
Receiving:
~~DRMOs~~ DLA Disposition Services field sites are not authorized to physically receive ~~AEDA~~MPPEH. AEDA MPPEH residue can be physically received and processed as scrap, once it is rendered inert and is accompanied by an official certification stating that any required demilitarization was successfully completed.

DOD 4160.28-M, provides guidance for MPPEH ~~AEDA~~ inert certifications. This reference defines when AEDA inert certifications are required, levies a two-person signature inspection and certification process, and states how the certification is configured. The certification reads:

> ***This certifies and verifies*** *that the Material Potentially Presenting Explosive Hazard (MPPEH)* ~~*AEDA Residue, Range Residue, and/or Explosive Contaminated*~~ *property listed has been 100 percent properly inspected and to the best of our knowledge and belief, are inert and/or free of explosives or* ***related*** *materials.*

The first signature (certifier) may be either qualified DOD personnel or qualified contractor personnel. the second signature (verifier) must be a technically qualified U.S. citizen who may be either DOD employee or a contractor.

Ammunition Scrap includes unserviceable steel, aluminum, or copper-based metals (including brass) in the following categories:

Artillery cartridge cases, de-primed, clean
Artillery cartridge cases, with fired primers
Gilding metal, rotating bands, clean
Metal solids, clean Skeleton
webbing, clean Small arms
cartridge cases

~~**NOTE:** With the exception of DRMOs Crane and Anniston, DRMOs may **NOT** accept physical custody of complete small arms weapons.~~

~~DRMOs may physically receive Army ammunition plants copper-based ammunition scrap for sales processing when disposition instructions are received from:~~

~~Lake City Army Ammunition Plant~~
~~P.O. Box 250~~
~~Independence, Missouri 64051-0330.~~

~~The material will first be offered by the Army Ammunition Plant as U.S. GFM to brass mills supporting DOD ammunition production programs.~~ (Edited Jan 2013)

~~DRMOs~~ DLA Disposition Services field sites will ~~also~~ receive and sell *"no longer required for reuse"* ammunition scrap from ~~other~~ Military Service/Defense Agency activities. The ETID/DTID will contain a certification that the material has:

> This certifies and verifies that the Material Potentially Presenting Explosive Hazard (MPPEH) property listed has been 100 percent properly inspected and to the best of our knowledge and belief, are inert and/or free of explosives or related materials.
>
> ~~Been inspected, certified and verified that the residue was 100 percent properly inspected and, to the best of the knowledge and belief of the certifier and verifier,~~
> ~~Is inert and/or free of explosives or other dangerous materials.~~ (Edited Jan 2013)
>
> If property cannot be certified as inert and/or free of explosives or other dangerous materials, it is processed as explosive contaminated property (ECP).
>
> If sales proceeds are reimbursable, the ETID/DTID will also contain the applicable account where proceeds from sale of ammunition scrap will be deposited, as appropriate.

NOTE: Ammunitions and explosives are not authorized for processing through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage is accomplished in accordance with standard scrap storage for DEMIL residue. ~~DRMOs~~ DLA Disposition Services field sites must store all undemilitarized small arms bolts, trigger assemblies and barrels that are not attached to a receiver assembly containing a weapon serial number in the pilferable storage area or in banded crates.

Demilitarization: To be completed prior to turn-in or as a condition of sale when completing a sales service only.

Sales: Sales services are provided only for ~~AEDA~~ MPPEH, if supported by a memorandum of agreement (MOA).

The sales contracting officer (SCO) will assure that all appropriate IFBs contain a "Dangerous" clause reference. Upon referral the item description will contain an inert certificate, inert certification authorization letter, DEMIL certificates and "MOA on hand" in the remarks block of the referral. The SCO will review the item description and ensure that the "Dangerous" clause is in the IFB and is incorporated into the Sales Contract by way of the "Sales by Reference."

SCOs are required to review a DEMIL video, take a short course on the ABCs of DEMIL, and review

~~AEDA~~ MPPEH and explosive ordinance destruction (EOD) recognition training. They will determine if a pre- award meeting is necessary and will ensure it is held at the referring DRMO location with the prospective customer. An official EOD and a ~~DRMO~~ DLA Disposition Services field site DEMIL representative will be in attendance.

During pre-award meetings new contracts will require the buyer to meet with the SCO, the DEMIL expert, a ~~DRMO~~ DLA Disposition Services field site representative and EOD representative at the site where the property will be picked up. The SCO will review the terms and conditions of the contract and the "Dangerous" clause aspects. The buyer will be provided ~~AEDA~~ MPPEH recognition training and procedures to be followed, if live or suspected live ordinance is found. The SCO will determine if final award is to be made, based on the pre-award meeting and a review of the buyer's ability to handle ~~AEDA~~ MPPEH property. Confirmation that the buyer is approved and has attended the pre-award meeting will be documented and filed in either the contract file or if inquiries are received, in an ~~AEDA~~ MPPEH inquiry file. When concerns result after a scrap sale and the SCO receives a call from the buyer regarding an ~~AEDA~~ MPPEH problem, the SCO will handle according to the severity of the concern. If questions are general in nature and can be handled in a routine manner, no further action will be taken. The SCO review may result in appropriate modifications to the contract. If a customer finds an item that requires EOD attention, the buyer is directed to stop any processing and an EOD team will inspect expeditiously. The SCO will arrange for the EOD inspection. All concerns regarding ~~AEDA~~ MPPEH sales will be reported via a special situation report (SITREP). See below and refer to Section 1 for SITREP guidance.

Sales of inert scrap from demilitarized ~~AEDA~~ MPPEH does not require any unique processing.

Live ~~AEDA~~ MPPEH Incidents: Incidents involving the discovery of live ~~AEDA~~ MPPEH outside DOD control having the potential for injury and/or property loss; or result in injury or property loss, will be thoroughly investigated either by the owning generator or jointly by the DOD components potentially involved.

In situations where ~~DRMS~~ services from DLA Disposition Services were utilized for the disposal of the property, the Commander of ~~DRMS~~ DLA Disposition Services will request the initiation of the investigation through HQ DLA.

All incidents involving the discovery of live ~~AEDA~~ MPPEH are reported in accordance with the Situation Reporting (SITREP) guidance provided in DISP SVCS-I 3020.01 Disposition Services Situation Reporting System. Access to the SITREP system is **https://pep1.bsm.dla.mil/consent**.
~~to the appropriate Command channels. In addition to, or in the absence of, established reporting requirements, a SITREP is forwarded to the DOD Demilitarization Program Office, via facsimile, electronic mail (E-mail) or by Defense Messaging System (DMS) within 24 hours of the incident. (FAX: DSN 427-1531; e-mail: mailto: AEDA@hq.dla.mil~~

Questions and requests for assistance with the SITREP Program should be directed, via email, to the SITREP Program Manager at: **DRMSSITREPProgMgr@dla.mil**

NOTE: The SITREP requirement is **mandatory** if live ~~AEDA~~ MPPEH is found in any scrap pile.

Abandonment & Destruction: Normally not applicable. If a unique circumstance occurs, appropriate actions are determined using the general guidance in Section 2, Chapter 7, Scrap Program.

Property Accounting: When receiving dangerous items for sales service only, use the standard receipt transaction with **one exception**: SHC Field - enter Special Handling Code **W**.

Medals (See Distinctive Markings)

Medical Device Items

Re-written in its entirety. 30 Apr 2010.

Definition/Description
Excess Medical, Dental, and Veterinary Equipment and Supplies
This property is mainly from, however is not all inclusive to 65 FSG.

Policy References/Authority
Food and Drug Administration Guidance; DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage
Receiving:
In accordance with DoD 4160.21-M Chapt. 4 Para. 42 c. "All medical equipment shall be cleaned and sanitized before turn-in."

If property is dirty or contaminated return it to the generator.

Information included on the receiving ETID/DTID pertaining to tracking/prescription requirements for medical device items will be passed to RTDS customers.

Some medical equipment may contain privacy act or personal medical information. Generating activities should review internal military service/DOD Component operating guidance prior to turn-in.

NOTE: Only new, unused medical items may be received through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be accomplished in accordance with requirements applicable for type of medical items received.

Reutilization/Transfers/Donations:
Appropriate RTD decisions will be required on a case-by-case basis for each medical item received, dependent upon any tracking/prescription information that may have accompanied the property at turn-in.

Any incoming warnings/certifications received will be passed to RTD customers.

Also on issue documents for both medical and industrial X-Ray machines, include, if this X-Ray machine contains a generator, it may contain PCBs. For industrial X-Ray machines, add: *"May be required to be registered with the local state due to possibility of depleted uranium being in the tube housing as part of shielding."*

Demilitarization/Mutilation: Will be accomplished based on DEMIL code/safety concerns.

Sales: Medical devices will be processed through the Sales Commercial Venture partner in the CONUS and will contain the following terms and conditions and required FDA information:

Special Terms and Conditions for Medical Devices:
The following article is to be used in IFBs issued within the United States offering medical devices.
Sale By Reference, Part 5,

· ARTICLE L: MEDICAL DEVICES. Additionally, the medical "Self Certification of Compliance with FDA Requirements" located below, will be included in each IFB issued within the United States offering medical devices.

SELF CERTIFICATION OF COMPLIANCE WITH FDA REQUIREMENTS
TO BE RETURNED WITH BID

I certify that I am a licensed practitioner and/or other person regularly and lawfully engaged in the manufacture and/or refurbishing of the medical device items identified below. I also certify that prior to sale or use of such devices I will take necessary steps to assure that such devices are not adulterated or misbranded within the meaning of those terms in the U.S. Federal Food, Drug and Cosmetic Act (21 U.S.C. 311, et seq.)

Item Number(s) _____
Print Name _____
Title _____
Full Address _____
_____
Telephone Number _____
(Sign) _____ Date_____

or

Recognizing that U.S. Federal law places stringent restrictions on adulterated or misbranded medical devices (21 U.S.C. 331, et seq.), I certify that I either will sell or otherwise proffer the medical device items identified below only to the persons described above; I will not use those items for their original or usual intended use or for any other medical use.

Item Number(s)_____
Print Name _____
Title _____
Full Address _____
_____
Telephone Number_____
(Sign) _____ Date_____

False or misleading statements may result in a fine of not more than $10,000 or imprisonment for not more than 5 years, or both (18 U.S.C. 1001).

Any incoming warnings/certifications received will be passed to sales customers.

OCONUS DRMOs must abide by host country laws and regulations where the DRMO is located. Exports to other countries are contingent upon notification of concurrence from the receiving country prior to delivery.

Any medical device or property identified as an *"FDA Regulated Medical Item"* on any ETID/DTID received by the overseas DRMOs may be sold by the local/zone sales method provided that the following criterion is met:

A statement is incorporated into the catalog that bidders/buyers interested in medical device items must complete and sign the certification shown above. The statement will also list (by item number) which items require the certification.

The certification, annotated with the applicable sale number, is to be properly filled out and signed by each potential buyer of medical device items at time of registration. In the event that the property is awarded without a signed certification, the sales contracting officer will give the buyer the opportunity to sign the certification prior to removal. If the bidder/buyer refuses, the bid will be handled as non-responsive or the medical device item(s) will be canceled from the contract. In no event will the property be released without a completed and signed certification. For those bidders/buyers that are successful in purchasing medical items, the certification will be retained in the applicable sales contract file.

Ultimate Disposal:
Proposed destruction of medical equipment and non-consumable supplies will be coordinated with local health and sanitation officials of the Military Services.

If required, will be accomplished in accordance with standard ultimate disposal processes developed for the type of medical item received.

Property Accounting: No unique property accounting directions apply.

Medical Waste

Definition/Description

Consists of veterinary, hospital generated or biohazard wastes and includes both infectious and non-infectious items. Examples include tissue or particulate (which are identified as pathological waste), solvents and solutions (alcohol, formalin, formaldehyde, and xylene).

Policy References/Authority

RCRA Subtitle C or state regulations; OEBGD and respective FGS.

Infectious waste and infectious waste mixtures that meet the definition of a HW, under RCRA Subtitle C or state regulations, are normally regulated by the individual states where the waste is generated.

Unique Processing Information/How to Manage

Receiving:

DRMOs will accept accountability and physical custody if the waste or waste code is listed in the storage facility permit and sufficient storage space is available.

Generating activities will identify their requirements to DRMOs for disposal of infectious waste, which is also a HW.

Disposal of infectious medical, veterinary, hospital generated, or biohazard wastes are the responsibility of the generating activity. DRMS is not responsible for this type of hazardous property (HP).

In cases where the State hazardous waste characterization takes precedence over the infectious waste classification, DRMOs may accept accountability (for service contract disposal) but not physical custody. All contaminants must be listed on the HWPS.

For overseas activities, mixtures of infectious medical wastes and hazardous wastes will be handled as infectious, according to the OEBGD and respective FGS.

Non-infectious medical, veterinary, or used laboratory solvents and solutions that are RCRA or state regulated HW (e.g., alcohol, formalin, formaldehyde, and xylene) as a result of laboratory tissue processing may be turned in to DRMOs. Tissue or particulate present in the waste must be filtered out and disposed of as a pathological waste prior to turn-in. All contaminants must be listed on the HWPS. An authorized medical officer will certify on the HWPS that the waste is non-infectious.

(Fractional distillation is the preferred method for recycling xylene and other solvents generated by medical laboratories. It is recommended that this method be used where available, instead of turn-in to a DRMO.)

Warehousing/Storage: Only authorized if appropriate conforming storage facilities are available.

Reutilization/Transfers/Donations: May be accomplished if the DRMO and customer can comply with all federal and state regulatory requirements for handling and disposal.

Demilitarization/Mutilation: Not applicable.

Sales: May be accomplished with appropriate terms, conditions and warning statements.

Ultimate Disposal: Standard service contract disposal processes will be used.

Property Accounting: Hazardous property processes will be used.

Metalworking Machines (MM)

Definition/Description
Industrial Plant Equipment (IPE) was redefined on March 27, l991 with ASD (Production and Logistics) approval of the Military Departments' Joint Service Business Plan (JSBP).

The Defense Supply Center Richmond (DSCR) is the exclusive FSC 34 Consolidated Materiel Manager (CMM). MM in the following FSCs 3405-3460 are considered "reparable" when the Acquisition Value of the property is equal to or greater than $5,000 and the machines are in Supply Condition Code greater than "H."

Policy References/Authority
40 CFR 761.50 (g), ASD (Production and DOD Logistics) Memo dated May 19, l992, subject: Consolidation of Industrial Plant Equipment (IPE), and DOD 4160.21-M

Unique Processing Information/How to Manage

Receiving:
Generating Activities will identify MM by NSN or Commodity Code and identification/Government tag number. The originator of the report will assign a document number to the DD Form 1342, "DOD Property Record" where the value of the property is equal to or greater than $5,000 and the machines are in Supply Condition Code greater than "H." These machines are to be received as special handling items in DAISY. DSCR furnishes disposition instructions to the generating activity to release the property to the DRMO. The generator reports the property to the DRMO via an ETID/DTID. Generating activities may also be required to provide two copies of DD Form 1342 (DOD Record Supplementary Data), and a copy of specific disposition instructions. If the required documentation is not submitted with the property, the DRMO will refuse the turn-in.

Excess MM designated in SCC "H" or "S" and any MM with an acquisition value of less than $5000, regardless of dollar value will not be reported to DSCR but will be reported directly to DRMO. These items are not considered special handling items in DAISY.

Where MM contains cutting fluids or a hydraulic system, each ETID/DTID will include the following certification statement. If an individual or multiple test results are not provided, a new analysis and the following certification must be signed, dated and provided:

> *"I certify that this metalworking machine has been tested and found to be contaminated with less than 50 parts per million (PPM) of polychlorinated biphenyl (PCB) and, to the best of my knowledge, this concentration level is not the result of dilution."*

This certification must be signed, dated and forwarded as a separate document for an ETID or attached to the DTID.

Additionally, the Generating Activity must provide a lab analysis for PCB content. Contact best suited DRMS Forward Support Team for guidance to accept if an ETID/DTID shows the MM was tested but no lab analysis is available. Test results for several items may appear in one report with sample numbers rather than as an individual test report for each item.

If the MM does not contain or is not contaminated with hydraulic and/or cutting fluid, the testing and certification is not required.
If MM uses only water based cutting oils the testing and certification is not required (generator should provide documentation to this effect, based on information provided by manufacturer).

The DRMO may challenge turn-ins with an inaccurate Supply Condition Code.
Accessories should remain with the MM.

DRMOs will review the documentation provided by the Generating Activity and scrutinize the Supply Condition Code, the acquisition value, look for the certification of those items containing cutting fluids or a hydraulic system

Warehousing/Storage: Storage will be accomplished in accordance with property characteristics and PCB content.

Reutilization/Transfers/Donations:
Reutilization screening of Metalworking Machines assigned condition codes A-G with an Acquisition Value of $5,000 or greater is accomplished by DSCR prior to releasing the property to the DRMO. This MM is subject to Transfer and Donation screening.

MM not meeting the criteria above must undergo complete RTD screening within DRMS.
For MM assigned condition codes H thru S, that has value exceeding basic material content must undergo complete RTD screening.

Demilitarization/Mutilation: Requirements will depend on assigned DEMIL code and any specifically identified safety concerns.

Ultimate Disposal: Accomplished in accordance with requirement identified on a case-by-case basis if the PCB content warrants.

Sales: Process MM to the GL contract with hydraulic systems contaminated or suspected of being contaminated with PCB as follows:

MM determined to contain two or less than two PPM PCB content can be sold as non-PCB contaminated equipment, consistent with Federal regulations. State or local government agencies may have more stringent requirements that should be checked.
MM determined to contain more than two but less than 50 PPM PCB can be sold if the turn in is accompanied by a confirming lab analysis from gas chromatography testing and the above certification statement.

Property Accounting:

Type C in the S/P field. The system changes the name of the window to the Industrial Plant Equipment window

- For MM with an acquisition cost less than $5,000 or any MM in Supply Condition Codes H or S, zero-fill the DIPEC number field.

At this writing, DAISY is being changed because of the difference in the screening of property that DSCR does and does NOT manage.

Property that DSCR screens (SCC A - G @ $5K or more) should bypass reutilization screening only - goes to Transfer and Donation
Property in SCC H & S must be, regardless of Acquisition Cost must be screened, so the appropriate MSC AA code combination must be input.
Property in SCC A - G, less than $5K ($4,999.00 or below) must be screened, so the appropriate MSC AA code combination must be input.

Mobile Communication and Media Devices (Added 19 Feb 2010).

Definition/Description: The purpose of these instructions is to implement policy for the disposition of Smart Phones (BlackBerry's), Cell Phones, Personal Digital Assistants and other forms of mobile communications and media devices.

Background: This policy memo provides guidance on the disposition of mobile communications and media devices that potentially contain Personal Identifiable Information. These devices are items that have data storage capabilities, but are not classified as “computers” in the acquisition process. They include, but are not limited to cell phones, PDAs and smart phones (such as BlackBerry-branded devices). DOD 5400.11-R, “Department of Defense Privacy Program, dated 5/14/07 requires that: “Components are to ensure that all PII not explicitly cleared for the public is protected according to Confidentially Level Sensitive as established in DODI 8500.2, “Information Assurance (IA) Implementation” February 6, 2008.

Note: This is new guidance and applies to CONUS, OCONUS and Contingency Operations.

Unique Processing /Information/How to Manage: Except for items received as new in original unopened packaging, DRMOs will process all Smart Phones (BlackBerry's), Cell Phones, PDA's and other forms of mobile communications and media devices directly to destruction.

New Receipts: New items in original unopened packaging may be processed through RTD/S. All other Mobile Communication and Handheld Media Devices will be processed directly to disposal as outlined below. DRMOs will not reject mobile communication and media devices that cannot be validated as meeting the requirements of DOD 5400.11-R. R/T/D/S:Authorized only if the items are new in unopened packaging.
DISPOSAL:

CONUS & OCONUS:
Downgrade to the appropriate Scrap Classification Listing (SCL) (for example DMF or MUT) and process directly to destruction (Demanufacturing, R2010 or the preferred process in your theater of operations.)

Contingency Operations:
Process these items for immediate on-sight TOTAL destruction to prevent recovery of data.

POC: DemilHelp demilhelp@dla.mil.

Mosquito Infested Property

(Prevention and Control of Asian Tiger or Other Mosquito Species (ATMS))

Definition/Description
Mosquitoes lay eggs in various artificial containers. ATMS or other mosquito species infestation frequently occur in tires, drums, cans, various scrap metal objects and other containers where water can accumulate. Any standing water will be considered as potential breeding grounds, such as potholes, poor drainage areas, and puddles on trucks or heavy equipment.

Policy References/Authority
EPA Direction

Unique Processing Information/How to Manage
Receiving:
If ATMS infestation is suspected, request the host installation to inspect for confirmation as to whether or not the mosquitoes are present. If there is no Entomology Department, contact the Base Environment, or Base Medical Facility. If there is no point of contact at the host, contact the U. S. Army Center for Health Promotion and Preventive Medicine, headquartered at Aberdeen Proving Ground (telephone: 410-436-3613).

Remove, cover and modify these items so they do not collect water and thus, breed mosquitoes. Where this is not practical, accumulated water must be removed every five days to prevent mosquito breeding.

If present, the area must be treated with an appropriate insecticide that will be applied by the host. To reduce the risk of exposure, seek safety and risk management from the host.

Receiving coordinator should work with the generator to preclude the potential for receiving property with standing water. If received, DRMO should coordinate with the host to determine the best method to handle the water; e.g., reject shipment, unload truck and dump the water; pump off the water for confirmation of presence of mosquito eggs, etc.

NOTE: Property that may contain mosquito infestations will not be processed through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage:
Tires, drums, cans, various scrap metal objects must be stored in a manner that prevents the collection of standing water.

If there has been a presence of ATM there may be restrictions on interstate shipments.

If the host health service personnel have certified there are no restrictions, the certification must accompany all release documents.

If there are restrictions, all customers will be made aware of the restrictions. Proper treatment will be accomplished and associated certifications will accompany all shipping documents.

Reutilization/Transfers/Donations: Standard RTD processes will be used for property that may have potential for having mosquito infestations. Release documents will contain any certifications pertaining restrictions, treatments and/or no restrictions.

Demilitarization/Mutilation: Only applicable if required for the item that may be infested.

Sales: Notify sales customers of any restrictions on assets by the inclusion of the appropriate sale terms and condition statement. It is the purchaser's responsibility to ensure proper certification of the assets prior to importation or interstate transportation.

Ultimate Disposal: Only applicable if required for the item that may be infested.

Property Accounting: No unique property accounting requirements.

Navy Boats, Ships and Small Craft

Definition/Description
Merchant vessels/ships or vessels/ships capable of conversion to merchant use, of 1500 gross tons or more; Non-combatant ships; Combatant Navy ships listed in the Naval Vessel Register (NVR).

Policy References/Authority
Item Manager Direction, DOD 4160.21-M.

Contact Points: Naval Sea Systems Command, Department of the Navy, Washington, DC 20362-5101; Commander, Tank and Automotive Command (TACOM), 11 Mile Road, AMSTA- IM-JA, Warren, MI, 48397-5000, San Antonio Air Logistics Center, ATTN: LDE, Kelly AFB, TX 78241-5000; or the Commandant (G-CFM), U.S. Coast Guard, 2100 Second St SW, Washington, DC 20593-0001, as applicable.

Unique Processing Information/How to Manage
Receiving:
Merchant vessels/ships or vessels/ships capable of conversion to merchant use, of 1500 gross tons or more, when determined to be excess will be reported by the owning Service for disposal to: Director, Office of Ships Operations, U.S. Department of Transportation, Maritime Administration, 400 Seventh Street, SW., Washington, DC 20590.

Navy ships listed in the Naval Vessel Register (NVR), when determined excess by the Navy, will be reported in accordance with instructions furnished by the Chief of Naval Operations, Department of the Navy, to DRMS.

U.S. Navy boats and small craft will not be received for disposal processing unless an authorization letter accompanies the property from the Boat Inventory Manager (BIM) Combatant Craft Department (CCD). This authorization is normally a letter from BIM CCD to the custodian and the local DRMO, specifying the turn-in for disposal. If the custodian receives a FAX of the letter before the DRMO has received a mailed copy this signed copy attached to the DD Form 1348-1A is adequate authorization. The letter should include a BIM CCD point of contact for any questions that might arise. The same policy applies to issues. No boats are to be issued to U.S. Navy activities without specific written approval from BIM CCD. (The authorization letter should contain authorization statements for both receipt and issue.)

Engines, spares, and Marine accessories considered a component part of the ship, boat, or craft will be reported as part of the pertinent vessel. Other supportive equipment will be processed as normal excess/surplus property.

If appropriate letters stating whether the ships, boats and crafts are or are not on the Naval Vessel Register, the property will be rejected.

NOTE: This property is not authorized for processing through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Normally Navy boats and small craft items will be received in place. Storage decisions will be required on a case-by-case basis.

Reutilization/Transfers/Donations:
The Department of the Navy is responsible for DOD internal screening for Navy ships listed in the Naval Vessel Register (NVR), when determined excess by the Navy. Federal civil agency screening will be accomplished in accordance with procedures established between the Department of the Navy and GSA. Accountability for these ships and craft will remain with the Department of the Navy until transferred, donated, or sold.

The generating Military Service transfers all other excess or foreign excess ships, boats, and craft directly to the servicing DRMO for normal disposal processing.

Transfer of title of U.S. Government-owned ships, boats, or craft to private purchasers is evidenced by a Builder's Certificate, a Certificate in lieu of a Builder's Certificate, or a quasi-title to document the ship, boat or craft with the Customs Service, Department of the Treasury.

Demilitarization/Mutilation: Normally done prior to turn-in. Exceptions are handled on a case-by-case basis.

Sales: Transfer of title of U.S. Government-owned ships, boats, or craft to private purchasers must be evidenced by a Builder's Certificate, a Certificate in lieu of a Builder's Certificate, or a quasi-title to document the ship, boat or craft with the Customs Service, Department of the Treasury. A Bill of Sale will be executed in behalf of the U.S. Government by the SCO executing and administering the sales contract, or his or her duly authorized successor. The Bill of Sale will be prepared on a single page. An appointed SCO or a duly appointed Notary Public must execute the acknowledgment of the Bill of Sale.

Builder's Certificates or Certificates in Lieu thereof for noncombatant ships, boats, or craft will be requested by the selling activity directly from the Naval Sea Systems Command, Department of the Navy, Washington, DC 20362-5101; Commander, Tank and Automotive Command (TACOM), 11 Mile Road, AMSTA-IM-JA, Warren, MI, 48397-5000, San Antonio Air Logistics Center, ATTN: LDE, Kelly AFB, TX 78241-5000; or the Commandant (G-CFM), U.S. Coast Guard, 2100 Second St SW, Washington, DC 20593-0001, as applicable.

The U.S. Army TACOM furnishes quasi-titles instead of Builder's Certificates.

Foreign excess ships, boats, and craft located in a country where a bilateral agreement is in effect requiring the sale be conducted by a specifically designated office will be offered for sale by the office indicated in the agreement.

DRMS-O (Operations) is responsible for the sale of ships, boats and craft directed to their assigned geographical areas, excluding aircraft carriers, cruisers, battleships, destroyers, destroyer escorts, submarines and various configurations of such ships, hereinafter referred to as “warships.”

All property in FSC 1940D small craft, with the exception of boats and small craft 23 feet 11 inches or less will be reported directly to the DRMS-BBS, Sales. DRMOs will suggest where boats and small craft less than 24 feet in length should be offered, i.e., on a local sale or referred to the Sales Office for consolidation sale. If offered for sale by the DRMO, contact the Usable Sales office or required

"Certification of Build and Quasi Title to Vessels" flyer to be included in the IFB. For CONUS, the Sales Office will:

Determine whether reported items will be offered on consolidated sale or returned to the DRMO for subsequent referral to the servicing sales office.
Catalog items, in IFBs containing only ships, boats, craft, pontoons and floating docks, when accumulations warrant.
Coordinate required presale assistance with the DRMO.
Return items that are unsuitable for consolidated sale to the reporting DRMO. (If the returned referrals are local interest items, they may be offered on local sale.)

The guidelines in DOD 4160.21-M, Chapter 9, will be followed for sales of vessels located in foreign ports. To assure compliance with the country-to-country agreements involved, the following procedures apply:

DRMS-BBS, Usable Sales will check to see if the appropriate agreement is on file and, if not, DRMS will provide.
Upon receipt of the agreement, Usable Sales will assure that proper notification required by the agreement is accomplished as early as practicable, e.g., Japan - furnish IFB; Italy - notify Italian Government at least 60 days in advance of the proposed sale.
Sales of vessels located overseas will require bid deposit and payment in appropriate foreign currency, if applicable, or secured instruments.
DRMS-BBS, Usable Sales will resolve any special contractual problems or provide any added assistance such as obtaining addresses of contact points located in the agreement; or appropriately refer any problem situation regarding disposition of vessels overseas for resolution.

IFB Requirements for Boats, Cutters and Ships. For all sales offering boats, cutters and ships, (except warships), the following cautionary statement will be included in the IFB:

THE FOLLOWING APPLIES TO THE SALE OF BOATS, CUTTERS AND SHIPS: No assurances are given that any boat/cutter/ship will be suitable for inspection and certification under the Merchant Marine Safety Laws and Regulations of the United States.

Special Terms and Conditions for Ships and Boats:
The following articles will be used when applicable:

Sales By Reference, Part 8,

ARTICLE J: LIABILITY AND INSURANCE
ARTICLE SQ: SCOPE OF WORK.

ARTICLE___: SHIP PLANS AND REPORT SURVEY. Unclassified portions of the booklet for the general plans relative to the (Ships/Craft/Vessels) in the possession of the vessel custodian will be made available for review by interested individuals during the inspection period. The plans held by the custodian may not be complete nor reflect actual configuration of the vessel in its present state. Upon removal of the vessel, all authorized plans in the possession of the custodian will be released to the Purchaser and will become his property. In the event prospective bidders of the Purchaser desire to obtain any specific unclassified segments and/or the complete unclassified booklet of

general plans relative to ships/craft appearing in this IFB, which are not available at the custodian's location, he may do so by submitting request to:

Commander
Naval Sea Systems Command
Code: (Sea-0463)
Washington, D.C. 20362

Copies will be provided at cost.

ARTICLE___: DEFAULT (COMBATANT VESSELS). If, after the award, the Purchaser breaches the contract by failure to make payment within the time allowed by the contract, as required by Condition No. 6, General Sale Terms and Conditions (Standard Form 114C) or by failure to remove the property as required by Condition No. 8, General Sale Terms and Conditions (Standard Form 114C), then the Government may send the Purchaser a 15-day written notice of default (calculated from date of mailing), and upon Purchaser's failure to cure such default within that period (or such further period as the Contracting Officer may allow), the Purchaser will lose all right, title and interest which he might otherwise have acquired in and to such property as to which a default has occurred. The Purchaser agrees that in the event he fails to pay for the property or remove the same in accordance with the terms of the contract and within the prescribed period(s) of time, the Government at its election and upon notice of default will be entitled to retain (or collect) as liquidated damages a sum equal to 10 percent of the purchase price of the item (or collected) by the Government as liquidated damages. The maximum sum, which may be recovered by the Government as damages for failure of the Purchaser to pay for the property and remove the same, will be such formula amount. If the Purchaser otherwise fails in the performance of his obligations, the Government may exercise such rights and may pursue such remedies as are provided by law or under the contract.

ARTICLE__: REMOVAL OF VESSELS OUTSIDE OF THE UNITED STATES, ITS TERRITORIES AND POSSESSIONS. Purchaser is cautioned that if the vessel is removed from United States jurisdiction, Purchaser is solely responsible to ascertain and comply with the laws and regulations respecting personal safety and environmental protection of the jurisdiction into which the vessel is removed.

ARTICLE__: STILLS. The Purchaser represents, warrants and certifies to the U.S. Government that he will comply with the provisions of 26 U.S.C. 5179 and Parts 18, 19, 20, 22, 170 and 196 of Title 27 of the Code of Federal Regulations, pertaining to the property covered by this contract. In the event the Purchaser intends to use the property to distill industrial alcohol and/or alcoholic spirits, he must register with the appropriate Regional Regulatory Administrator, Bureau of Alcohol, Tobacco and Firearms (BUATF) for the purpose of being permitted to operate such facilities.

ARTICLE__: DEFAULT IN PERFORMANCE OF SCRAPPING, DEMILITARIZATION AND/OR STRIPPING. In the event the Purchaser fails to complete the scrapping, demilitarization and/or stripping of the vessel(s) within the time provided by the terms of this contract, or fails to prosecute the work with such diligence as will ensure the completion of the contract and fails to correct such deficiency within the period of time allowed by the notice required by Article K, this Part, then the Government may send the Purchaser a 15-day written notice of default (calculated from the date of mailing) and upon the Purchaser's failure to cure such default within the period (or such further period as the Contracting Officer may allow), the Government will have the following remedies:

If considered to be in the best interests of the Government, the Government may physically repossess the vessel(s) at which time the Purchaser will lose all right, title and interest that he might otherwise have acquired in the vessel(s). Upon repossession the Government may resell the vessel(s) for the Purchaser's account and assess the Purchaser the difference between the contract price and the price obtained on resale. In addition, the Government will be entitled to retain (or collect) 10 percent of the original contract price as liquidated damages to defray the indirect costs involved in effecting repossession and in reselling the vessel(s). In no event will the Purchaser be refunded any monies due to the Government obtaining a greater price on resale, nor will an accounting of money be made until the resale is complete, or,

If, because of the extent of scrapping, demilitarization and/or stripping performed by the contractor, the Contracting Officer determines that effecting repossession of the vessel(s) would be impracticable, then the Government will have the right to enter the premises of the Purchaser and either with its own personnel or by contract complete the scrapping, demilitarization and/or stripping of the vessel. In the event the Government exercises this option, the Purchaser will be liable to the Government for all direct and indirect costs incurred in the completion of the scrapping, demilitarization, and/or stripping. In addition, in the event this option is exercised, no part of the purchase price will be refunded.

ARTICLE__: WEIGHING (WATER DISPLACEMENT METHOD). Notwithstanding Part 2, Condition 13, when removal is by barge or other means of water transport, the weight of property removed will be determined by the displacement measurement or by such other means as may be acceptable to the maritime industry for freight purposes. Arrangements for the cost of a marine surveyor shall be the responsibility of the Purchaser.

ARTICLE __: STRIPPING GOVERNMENT PROPERTY FROM THE VESSEL. The Purchaser warrants that the property specifically designated as Government property will be stripped from the vessel(s) by the Purchaser in accordance with instructions contained herein within 365 days after date of award. The property designated as Armor and Steel Plating will be removed from the vessel and cut in sizes specified with three (3) years after the date of award.

The Contracting Officer may extend the above completion dates of stripping operations when he determines, in writing, that the delay in completion is due to causes beyond the control and within the fault or negligence of the Purchaser. Purchaser further warrants that all such stripped property, free from all foreign attachments, will be removed except that the armor and steel plating will be cut and returned as specified in this invitation and will be turned over to the custody of the cognizant Supervisor of Shipbuilding, Conversion and Repairs, USN, at a location on the stripping site suitable for commercial loading and agreeable to the Supervisor of Shipbuilding, Conversion and Repairs, USN.

The Government property stripped from the vessel(s) will be turned over to the Supervisor of Shipbuilding, Conversion and Repairs, USN, in as good condition as received, reasonable wear and tear excepted. Purchaser further agrees that the stripping of the vessel will be performed within the United States. Prior to stripping, the Purchaser will notify the Contracting Officer in writing of the location at which the stripping operation will be performed. The Purchaser or his authorized representative, accompanied by a representative of the Inactive Ships Maintenance Facility, will be required to determine that the items of equipment that remain Government

property as listed are on board the vessel and to sign a receipt for these items prior to removal of the vessel.

ARTICLE__: PROGRESS SCHEDULE AND QUARTERLY PROGRESS REPORTS (COMBATANT VESSELS).

The Purchaser will within 60 calendar days after award submit to the Contracting Officer for approval a schedule showing the regressive order in which the Purchaser proposes to carry on the work in regard to scrapping the vessel(s), demilitarizing military equipment and stripping of Government property from the vessels as provided in the Invitation for Bids. The schedule will specify the anticipated salient features and the contemplated dates for completion, which must be within the time permitted in this contract.

The Purchaser agrees to furnish to the Contracting Officer quarterly progress reports showing performance that has been accomplished to date of the report. The Purchaser further agrees to furnish a copy of each progress report to the Contracting Officer's Representative having cognizance over the vessel(s). The first progress report will be submitted to the Contracting Officer and his representative within 180 calendar days after removal of the vessel(s).

If the Purchaser's progress report or reports from the Contracting Officer's Representative indicate that the Purchaser is falling behind the progress schedule, the Contracting Officer will require the purchaser to take such immediate steps as may be necessary to improve purchaser's progress and to submit for the Contracting Officer's approval such supplemental schedules as may be deemed necessary to demonstrate the manner in which the agreed rate of progress will be regained, all without additional costs to the Government. Failure of the Purchaser to comply with the requirements of this article will be grounds for a determination by the Contracting Officer that the Purchaser is not prosecuting the work with such diligence as will insure the completion of the Purchaser's obligation to the Government under this contract within the time specified. Upon such determination, the Contracting Officer may, upon at least 15 days written notice calculated from the date of mailing, take action in accordance with Article G, this part.

ARTICLE__: EXPORT.
The Purchaser, whether a U.S. citizen or alien, may not export the vessel(s) from the United States, its territories or possessions, without first obtaining the approval of the Department of Transportation, Maritime Administration, Division of Ship Disposals and Foreign Transfers, Washington, D.C. 20535, pursuant to the provisions of the Shipping Act, 1916, as amended.

In addition, the aforesaid Purchaser is required to obtain the approval of the Department of State, Office of Munitions Control, Washington, D.C. 20535, to export a military vessel. For the export of commercial vessel(s), a license from the Department of Commerce, Bureau of International Programs, Office of Export Control, Washington, D.C. 20535, is required.

The Department of Defense does not warrant or guarantee that the above approvals and/or licenses will be issued to the buyer.

For ships containing asbestos, include the following articles:

The following articles will be used when offering any property containing asbestos:

Sale By Reference, Part 7
ARTICLE C: TRANSPORTING HAZARDOUS MATERIALS.
ARTICLE S: GOVERNMENT'S RIGHT OF SURVEILLANCE.
ARTICLE T: RIGHT OF REFUSAL FOR HAZARDOUS PROPERTY.
ARTICLE L: ASBESTOS.
ARTICLE R: DISPOSITION AND USE OF HAZARDOUS PROPERTY.
ARTICLE LD: HAZARDOUS PROPERTY.

The following additional articles apply to IFBs offering ships containing asbestos:

ARTICLE SR: WARNING SIGNS

ARTICLE__: HAZARDOUS PROPERTY (SHIPS WITH ASBESTOS).
The following additional articles apply to IFBs offering property that contains asbestos, including ships, when asbestos work is to be performed on base:

Sale by Reference, Part 7
ARTICLE J: RESPIRATORY PROTECTION PROGRAM.
ARTICLE M: PACKAGING, MARKING AND DISPOSAL OF ASBESTOS.
ARTICLE N: ASBESTOS DUST CONTROL AND HOUSEKEEPING AND CLEANUP PROCEDURES.
ARTICLE O: PROTECTIVE CLOTHING.
ARTICLE SQ: SCOPE OF WORK

The following article also applies to IFBs offering ships for scrapping purpose:

ARTICLE B42: ASBESTOS REMOVAL.

Special Terms and Conditions for Vessel Storage Charges:
The storage charge rate will be based on local storage rates for vessel berthing and will also include costs for services such as steam, electricity, and water, when such services or utilities are provided incident to storage of the vessels. The following condition is prescribed for use when applicable:

ARTICLE _: VESSEL STORAGE CHARGES. For Item(s) ___, Condition No. 30 entitled "Storage Charges", is deleted. If the Purchaser fails to remove the vessel(s) within the time limit specified for removal, or within any extension of time which may have been granted by the Contracting Officer pursuant to Condition No. 8 entitled "Delivery, Loading, and Removal of Property", charges for wharfage, moorage, dockage, anchorage, berthing, or other services will be assessed at the following rates per day per vessel including Saturdays, Sundays, and Federal holidays:

Item No. ____, Rate Per Day Per Vessel.

In all instances where storage charges are assessed, the Purchaser, prior to removal of the property thereof, must make payment unless otherwise authorized by the Government. In no event, however, will charges for late removal exceed *% of the contract price of the vessel as to which delay occurred.

* For combatants use 10 percent
* For noncombatants use 20 percent

Sequence of Data:

1. Item name
   Rated capacity (1/2 ton, 15" carriage, draw-bar pull, units per min., hr., lbs., per load, GPM, CFM, etc.)
2. Model year
3. Manufacturer's name, model and /or P/N, serial number
4. Additional descriptive data (see below)
5. Parts detached and stored with and/or parts missing including:
6. Government identification or registration number, i.e., USA 241078, USAF 1351212
7. NSN
8. Storage data - packaging (if applicable) - used or unused - condition
9. Total cost
10. Est. total wt.
11. Valid suggested use when applicable

Additional Descriptive Data:

1. Type - Boats not exceeding 40'
2. Hull construction
3. Length
4. Beam
5. Draft
6. Displacement
7. Engine data (mfr's, model, type, serial, no of cylinders, rated HP, RPM)
8. Screws (no, size, pitch, etc.)
9. Describe equipment attached.

Example:

1. BOAT, UTILITY, MK3: 40: 1965 Hull No. C5654, Lunn Laminates, Inc., beam 12' 2", draft 3' 8", loaded, Construction: Round bottom, single skin, fiber glass reinforced plastic. Powered by 6-cylinder diesel engine. Decking dismantled. Parts damaged including electrical wiring, fuel and service lines. Parts missing including helm unit, batteries, propeller, shaft, rudder, instrument panel, fuel injectors, tachometer, pumps, transmission, cleats, taft rails and miscellaneous hardware. NSN 1940-00-529-9725.
   Outside - FB - boat lot - used - poor condition
   Total Cost $15,000
   Est. total wt. 14,500 lbs 1 each

Ultimate Disposal: Any requirements will be determined on a case-by-case basis.

Property Accounting:
Unless specific exceptions are authorized, placement of combatant ships on the DRMO accountable record is prohibited, except for MAP property. The Chief of Naval Operations, Department of the Navy, does reporting of combatant ships for sale to the DRMS Usable Sales Office. A letter stating that the ship is on the Naval Vessel Register will accompany each reported ship.

Noncombatant ships (those not listed on the Naval Register or not the list of boats and crafts shown in DOD 4160.21-M) may be placed on the DRMO accountable record if a letter stating that the ship is not

on the Naval Vessel Register accompanies them. Standard receipt processes will be accomplished for noncombatant ships.

Navy Submarine Safety Items (SUBSAFE)

Definition/Description
The Navy program originated as a result of the loss of the USS Thresher. It provides that specified systems and components of a submarine be constructed and maintained to technical specifications, which are adequate to permit safe operations to design test depth.

These items will be recognized by Special Material Identification Codes (SMIC) X1 through X5 for nuclear and nuclear reactor plant items, and L1, SB and SS (SUBSAFE) or only as "SUBSAFE." The SMIC code is not a required field or the DTID; therefore, DRMOs may not recognize SUBSAFE items.

The Navy has determined there are enough stringent objective quality controls in place for disposal of L1, SB or SS program material to preclude reintroduction of SUBSAFE items into the supply system, even if actions to demilitarize or remove markings from the material prior to transfer to a DRMO were taken.

Policy References/Authority
DOD 4160.21-M, Chapter 4, DOD 4160.28-M, Demilitarization Manual.

Unique Processing Information/How to Manage
Receiving:
All items identified with SMICs X1-X5 must have a DEMIL Code "F" and be accompanied with written Demilitarization/Mutilation/removal of distinctive markings instructions. (If this written data is not available, these items will be rejected with a DRMS Form 917.) The DMC Code instruction must contain more specific guidance than just "contact NAVICP Program Manager for instructions." Items that the NAVICP Mechanicsburg has directed to be disposed of locally by a DRMO, must be accompanied by a copy of the written disposition instructions issued by the NAVICP.

NOTE: This property is not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Standard processes will be used. **Reutilization/Transfers/Donations:**

Standard RTD processes will be used. **Demilitarization/Mutilation:** Will be determined on a

case-by-case basis. SMICs X1-X5 will be
processed according to instructions received at the time of turn-in. SUBSAFE items (SS/LI) will contain a DEMIL code commensurate with DOD policy for the item characteristics and will not require DEMILing or DEMICing prior to disposal.

Sales: Standard processes will be used.

Property Accounting: Standard processes will be used.

NBC Clothing - Chemical Biological Radiological Nuclear Defense (CBRN-D) - Individual Protective Equipment (IPE) Clothing and Textiles (Edited May 2012)

Definition/Description

All chemical/biological protective clothing and masks specifically designed or modified for military operations and compatible with military equipment. CBRN – D, /IPE, Chemical Biological Radiological Nuclear-Defense (CBRN-D) - Individual Protective Equipment (IPE) Limited to Clothing and Textiles.

Policy References/Authority

Joint Equipment Assessment Program (JEAP)

Unique Processing Information/How to Manage

JEAP personnel are available to verify National Item Identification Numbers (NIINs) to ensure the property is actually NBC property. JEAP personnel should be contacted to resolve questions about the identity of CBRN-D/IPE property. Be prepared to provide photos and detail descriptions. The point of contact for inquires to Joint Equipment Assessment Program is SMBLOGCOMJEAP@USMC.MIL Edited May 2012

CBRN-D/IPE customers should contact JEAP to make arrangements for all turn-ins. DLA Disposition Services field activities may provide your customer a copy of the JEAP Standard Operating Procedures. Edited May 2012

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Demilitarization/DemilSOP/JEAP%20SOP/NBC_JEAP_SOP%20Combined.pdf Edited May 2012

Receiving: If your DLA Disposition Services field activity has received CBRN-D/IPE you should:

- Contact the turn in activity, provide them with JEAP-POC, and instructions for future turn ins.
- Receive the item(s) onto the DAISY inventory, a MILSTRIP requisition will be automatically generated within 48 hours for the closest JEAP site (must be valid CBRN-D/IPE (NBC) NIIN). In the event a MILSTRIP requisition is not generated within 48 hours of receipt onto DAISY inventory contact the Program Manager at **demilhelp@dla.mil** Edited May 2012
- DLA Disposition Services will pay transportation. Edited May 2012

The DLA Disposition Services DEMIL web site contains a NIIN Search Tool for CBRN-D/IPE property. **https://www.dispositionservices.dla.mil/asset/nbccheck.html**

Disposition Services point of contact can be reached at **demilhelp@dla.mil**

NOTE: It is strongly recommended that DLA Disposition Services field activity personnel who take CBRN-D/IPE Property to TMO, request shipment by surface, which is the most inexpensive mode of transportation. Edited May 2012

Warehousing/Storage: Normal warehousing procedures are applicable.

Reutilization: Release of CBRN-D/IPE is authorized to JEAP DODAACs only, which are M98304 (Albany, GA), M98305 (Barstow, CA), SC4405, (Columbus, OH), and M98306 (Ft. Worth, TX).

Transfers/Donations: Transfer and Donation are not authorized.

Sales: Sales are not authorized.

Abandonment/Destruction: N/A

Property Accounting: N/A

Defective Isratex Battle Dress Over Garments (BDOs)
(moved from Chemical Protective Suits)

Some of the chemical protective suits have been manufactured by the Isratex Corporation and designated as defective. Ship defective suits to nearest CDD for destruction.

Isratex Manufactured and Non-Isratex Manufactured BDOs could have the same NSNs.

Battle Dress Over Garments - BDO NSNs

8415-01-137-1700	8415-01-134-1704	8415-01-327-5346	8415-01-327-5350
8415-01-137-1701	8415-01-137-1705	8415-01-327-5347	8415-01-327-5351
8415-01-137-1702	8415-01-134-1706	8415-01-327-5348	8415-01-327-5352
8415-01-137-1703	8415-01-137-1707	8415-01-327-5349	8415-01-327-5353

Guidelines for identification of the **defective** Isratex BDOs:

- Check for Contract numbers DLA100-92-C-0427 and DLA100-89-C-0429 are defective.
- Check packaging. Isratex BDOs (New/Unused) normally come depot packed in a 4D size container.
- Confirm manufacturer's label.

NOTE: Non-Isratex BDOs (New/Unused) normally come depot packed in a 5C size container. Follow JEAP SOP for processing instructions.

Night Vision Devices / Image Intensifiers

Added 02-10-2009.

Definition/Description
All first generation Night Vision Devices Image Intensifier Tubes contain radioactive material and are to be disposed of as radioactive waste. Second and third generation tubes must be demilitarized by Generating activities

Policy References/Authority
DRMS-I 4160.14 Section 2, General Processing Chapter 1, Logistic Program and Direction from AR 385-11- Ionizing Radiation Protection, and Army Electronic Product Support (AEPS).

Unique Processing Information/How to Manage
Receiving: First Generation.

First Generation Night Vision Device (NVD) Image Intensifier (I 2) Tubes, Eye Piece Assemblies, and Night Vision Device End Article Application (EAA):

DRMOs and CDCs are prohibited from receiving radioactive first generation Image Intensifiers, and Eye Piece Assemblies.
Sub components of first generation Image Intensifiers and Eye piece assemblies may be received with certification signed by **the** Local Radiation Protection Officer **(LRPO). (see NOTE:)**

Generating activities must contact, **LRPO** who will coordinate the removal and disposal of radioactive waste.

The LRPO must certify on the 1348-1A that the remaining NVD EAA non-radioactive components are free of radioactive material s and contamination prior to transferring first generation NVD EAA to the DRMO or CDC.
DRMOs and CDCs are advised to maintain a file that includes the name, signature, command, and contact information for the **LRPO,** updated annually**.**
First generation I 2 Tubes, Eye Piece Assemblies, and NVD EA A can be verified by using the Safe Alert Latent Defect (SALD) search tool.

When a first generation NIIN is input into the SALD search tool, the SALD Guidance Search Result will appear with specific receipt and disposition instructions.
DEMIL Instructions must be followed for all property with a DEMIL code of F, DEMIL Instructions can be found in the Army Electronic Product Support (AEPS).
https://aeps2.ria.army.mil/commodity/demil/codefmain.cfm

First Generation Detectors Dewars and Optical Imagers”

DRMOs and CDCs are prohibited from receiving first generation Detectors Dewars and Optical Imagers

The **LRPO** must coordinate the disposal of radioactive items/components as radioactive waste.

Warehousing/Storage:

DRMOs, CDCs are prohibited from warehousing or storing **radioactive** first generation I 2 Image Intensifiers, Eye Piece Assemblies, NVD EA A, Detectors, Dewars, and Optical Imagers.

The LRPO must provide **certification** for any NVDs which are **non-radioactive and free of radioactive material and contamination.**

NOTE: The Local Radiation Protection Officer (LPRO) is a person who has received formal radiation protection training and is designated as a radiation protection officer for the local activity/installation/unit.

Reutilization/Transfers/Donations/Sales:

DRMOs, CDCs are prohibited from reutilizing, transferring or donating radioactive first generation I 2 Image Intensifiers, Eye Piece Assemblies, NVD EAA, Detector/Dewars, or Optical Imagers

Subcomponents of certified **non-radioactive** first generation I 2 Image Intensifiers, Eye Piece Assemblies, NVD EA A, Detector/Dewars, and Optical Imagers may be authorized to DOD reutilization customers.

Demilitarization/Mutilation:

Generators may contact CECOM Logistic Assistance Representatives …. for Demilitarization and Disposal Operational Guidelines of first generation NVDs.

For assistance with 1st generation NVDs contact Item Manager-Thermal Branch –Night Vision Division (Anthony.Amoroso@us.army.mil; 732-532-7036)

Receiving: Second and Third Generation Night Vision Device (NVD) Image Intensifier (I 2) Tubes.

Second and third generation I 2 must be demilitarized by Generating activities and disposed of as a hazardous waste under waste code: (D006).

Eyepieces and optics associated with these systems are not considered hazardous material or radioactive, and must be disposed of as the DEMIL code specifies.
For assistance with 2nd and 3rd generation NVDs contact Kate.McDevitt@us.army.mil (Branch Chief-CECOM; 732-532-9677).

Infrared Common Modules:

Disposition instructions for Night Vision Devices (NVD) and Components, which are DEMIL code F, can be obtained from the Army Electronic Product Support (AEPS).
https://aeps2.ria.army.mil/commodity/demil/codefmain.cfm
When disposition Instructions for DEMIL code F Night Vision Devices (NVD) and Component are not available please send your inquiries to demilhelp@dla.mil.

Reutilization/ Transfers/Donations:

Night Vision Devices which are serviceable, intact, and have been certified non-radioactive and free of radioactive material and contamination may be reutilized to authorized DOD customers.

Demilitarization/Mutilation:

DEMIL code F instructions must be followed for each specific NSNs.

Please send your inquiries concerning Night Vision Devices to demilhelp@dla.mil.

Nuclear Propulsion Plant Materiel

Definition/Description
This property is often assigned FSC 4470 and includes Naval nuclear propulsion plants, land prototypes, and special facilities for construction, support, and maintenance, including any machinery, device, component, or equipment specifically developed for use in such plants or facilities.

Policy References/Authority

Naval Sea Systems Command Instruction (NAVSEAINST) C55ll.32B Ships
Parts Control Center Instruction (SPCCINST) 4440.376M
DOD 4160.21-M, Chapter 4

Unique Processing Information/How to Manage
Receiving:
DRMOs may not accept from Navy generating activities' items identified in FSC 4470. (The majority of item supporting NNPI applications (H-cog SMIC 'X' will be sent to NAVICP Code 009 for disposal, selected other items not procured to nuclear unique specs. may be disposed of locally as directed by NAVICP Code (87)).

DRMOs may accept FSC 4470 items from generating activities other than Navy. Standard receipt processes will be used for these items.

NOTE: This property is not authorized for processing the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No specific requirements for non-Navy items in FSC 4470, or Navy items that contain a demilitarization code of 'F' (contact item manager for disposal instructions) and has had appropriate DEMIL actions taken prior to transferring for DRMO disposal or contains specific information that the item is free of nuclear unique characteristics.

Reutilization/Transfers/Donations: Standard processes will be used for non-Navy receipts.

Demilitarization/Mutilation: Non-Navy receipts will be processed according to the assigned DEMIL Code.

Sales: Standard processes will be used for Non-Navy items.

Property Accounting: Standard processes will be used for Non-Navy items.

Nuclear Weapons/Ordnance

Definition/Description

Specific information or clarification of contents will be requested through service nuclear ordnance supply channels.

Policy References/Authority

Supply Management of Nuclear Weapons Materiel
DoE - DNA Technical Publication (TP) 100-1
Navy Special Weapons Operating Procedure (SWOP) 100-1
Army Technical Manual (TM) 39-100-1
Air Force Technical Order (TO) 11N-100-1
DOD 4160.21-M, Chapter 4

Unique Processing Information/How to Manage

Receiving:
Generating activities will state on DTID that the materiel meets established DEMIL and declassification criteria.

DRMOs will only accept such nuclear ordnance materiel for disposal if all internal military service requirements have been met and are confirmed on the DTID.

NOTE: This property is not authorized for processing through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be used that is appropriate for the property that remains after all internal military service requirements have been met.

Reutilization/Transfers/Donations: Will be accomplished as appropriate for the property that remains after all internal military service requirements have been met.

Demilitarization/Mutilation: Will be determined on a case-by-case basis.

Sales: Will be accomplished as appropriate for the property that remains after all internal military service requirements have been met.

Property Accounting: Will be determined on a case-by-case basis.

Open Containers

Definition/Description
Partially used HM in opened containers, where the packaging integrity has been violated.

Policy References/Authority
DOD 4160.21-M, Chapter 4 and Chapter 10.

Unique Processing Information/How to Manage
Receiving:
These containers will normally be received for disposal directly on a service contract. Determinations will be made on a case-by-case basis in regard to physical receipt or accountability only.

NOTE: This type property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Only authorized if appropriate conforming storage facilities are available.

Reutilization/Transfers/Donations:
A deviation from processing direct to service contract may be given by DRMS for such items that satisfy an RTD requirement. Repackaging by the generating activity may be required and DRMS may require additional documentation such as a lab analysis or HWPS to demonstrate the original material remains intact and was not contaminated or mixed with other HP.

Appropriate reuse conditions or warning statements will be provided to RTD customers, as needed.

Demilitarization/Mutilation: Not applicable.

Sales: A deviation from processing direct to service contract may be given by DRMS for such items that satisfy an economical, legitimate market requirement. Repackaging by the generating activity may be required and DRMS may require additional documentation such as a lab analysis or HWPS to demonstrate the original material remains intact and was not contaminated or mixed with other HP.

Appropriate sales terms and conditions or warning statements will be provided to sales customers, as needed.

Ultimate Disposal: Standard service contract disposal processes will be used.

Property Accounting: Standard hazardous property processes will be used.

Organic Peroxides (or other shock sensitive chemicals)

Definition/Description

Any organic compound containing oxygen (O) in the bivalent -O-O- structure that may be considered a derivative of hydrogen peroxide, where one or more of the hydrogen atoms have been replaced by organic radicals, unless any of the following paragraphs applies:

The material meets the definition of an explosive as prescribed in subpart C of 49 CFR 173, in which case it must be classed as an explosive;
The material is forbidden from being offered for transportation according to 49 CFR Sec. 172.101 or Sec. 173.21;
The Associate Administrator for Hazardous Materials Safety has determined that the material does not present a hazard which is associated with a Division 5.2 material; or
The material meets one of the following conditions:

- For materials containing no more than 1.0 percent hydrogen peroxide, the available oxygen, as calculated using the equation in paragraph (a)(4)(ii) of 49 CFR 173.128, is not more than 1.0 percent, or

- For materials containing more than 1.0 percent, but not more than 7.0 percent hydrogen peroxide, the available oxygen, content (Oa) is not more than 0.5 percent, when determined using the equation listed at 49 CFR 173.28 (a)(4)(ii).

Generic types. Division 5.2 organic peroxides are assigned to a generic system that consists of seven types. An organic peroxide identified by technical name in the Organic Peroxides Table in Sec. 173.225 is assigned to a generic type in accordance with that table. Organic peroxides not identified in the Organic Peroxides table are assigned to generic types, under the procedure found at 49 CFR 173.128 (c).

Type A. Organic peroxide type A is an organic peroxide that can detonate or deflagrate rapidly as packaged for transport. Transportation of type A organic peroxides is forbidden.
Type B. Organic peroxide type B is an organic peroxide which, as packaged for transport, neither detonates nor deflagrates rapidly, but can undergo a thermal explosion.
Type C. Organic peroxide type C is an organic peroxide which, as packaged for transport, neither detonates nor deflagrates rapidly and cannot undergo a thermal explosion.
Type D. Organic peroxide type D is an organic peroxide that--

- *Detonates only partially*, but does not deflagrate rapidly and is not affected by heat when confined;
- *Does not detonate*, deflagrates slowly, and shows no violent effect if heated when confined; or

Type E. Organic peroxide type E is an organic peroxide which neither detonates nor deflagrates and shows low, or no, effect when heated under confinement.
Type F. Organic peroxide type F is an organic peroxide which will not detonate in a cavitated state, does not deflagrate, shows only a low, or no, effect if heated when confined, and has low, or no, explosive power.
Type G. Organic peroxide type G is an organic peroxide which will not detonate in a cavitated state, will not deflagrate at all, shows no effect when heated under confinement, and shows no explosive power. A type G organic peroxide is not subject to the requirements of Subchapter C of

Chapter I of 49 CFR, for organic peroxides of Division 5.2 provided that it is thermally stable (self-accelerating decomposition temperature is 50 deg.C (122 deg.F) or higher for a 50 kg (110 pounds) package). An organic peroxide meeting all characteristics of type G except thermal stability and requiring temperature control is classed as a type F, temperature control organic peroxide.

Policy References/Authority

49 CFR 173.128

Unique Processing Information/How to Manage

Receiving:

DRMOs will take accountability, but not physical custody of organic peroxide chemicals. Additional information and a safety certification will be required for the turn-in of this type of HP, which may be shock sensitive, thermally unstable and/or subject to decomposition.

DRMOs will not take accountability unless the required information and certification about the stability of the material or waste is provided as follows:

The specific type of material is identified in accordance with 49 CFR 173.128
Age of the material and/or shelf life date. Has the shelf life expired?
How has the material been stored (e.g., storage temperature, type of storage area, number and size of containers, has material been opened; if opened, has the material been stabilized)?
If applicable, has this material been refrigerated for its entire shelf life?
If applicable, is there any appearance of crystallization?

A certification, of a duly authorized government representative, or the "knowledgeable person," such as the host's industrial hygienist (IH) or bio-environmental engineer, stating:

"In my professional judgment, I certify that this organic peroxide has been inspected or tested by knowledgeable personnel and does not contain explosive components; the material has not chemically degraded to the point that it presents an explosive hazard or danger of self-ignition under normal handling conditions incident to shipment for reuse or disposal."

NOTE: This type property is not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Not applicable.

Reutilization/Transfers/Donations: Standard processing for hazardous property will be used.

Demilitarization/Mutilation: Not applicable.

Sales: Appropriate hazardous property and/or explosives sales clauses will be used.

Oxygen Breathing Apparatus (OBA) Canisters

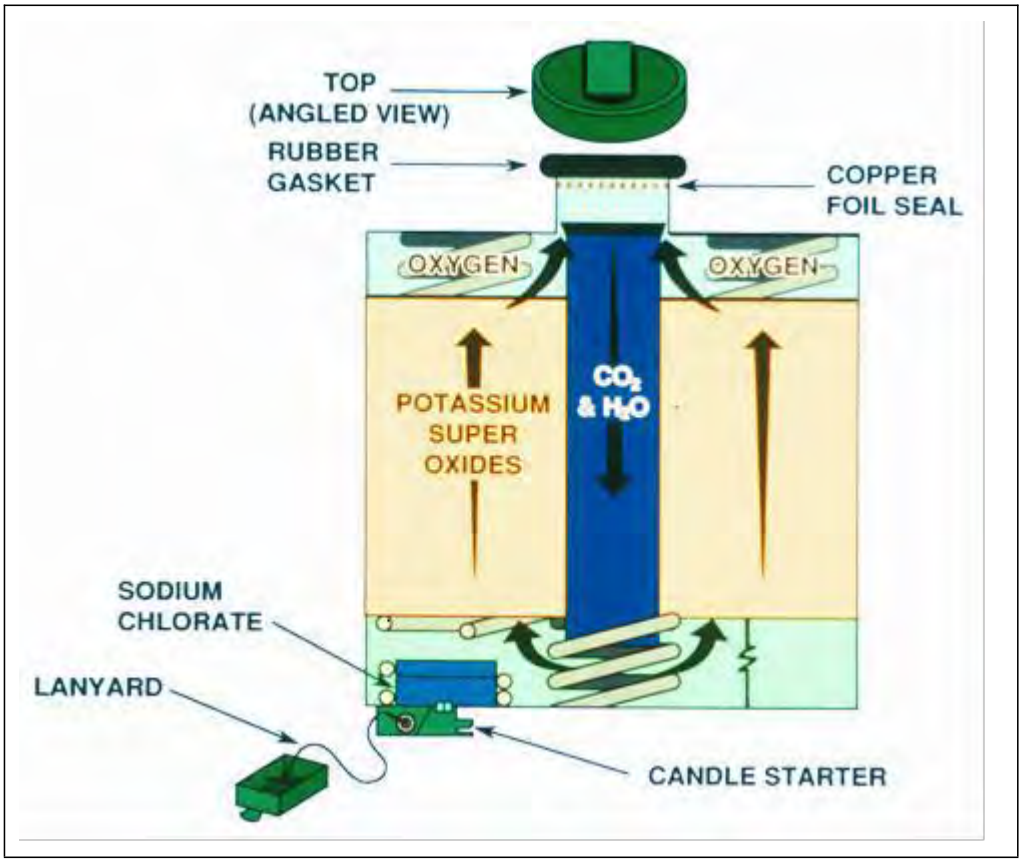
Definition/Description:

Typically used by the U.S. Navy to provide supplied air to firefighters aboard ship. The quick- starting canister utilizes an oxygen-generating candle to supply oxygen until normal oxygen generation begins. Normal oxygen generation occurs when the wearer exhales moisture and CO2. The rate of oxygen generation is proportional to the amount of CO2 and moisture in the exhaled breath. The quantity of moisture and CO2 in the exhaled breath is determined by how hard the wearer is working.

Type A-4 OBA canisters have a curved shape, allowing the canister to be inserted into the breathing apparatus in only one way. In addition, the back of the canister for the Type A-4 OBA has horizontal ribs and a label to identify the back side from the front side.

NSN(s): 4240-00-174-1365, 4240-00-933-7578.

Figure 44 - OBA Canister



Policy References/Authority

Report from the US Navy, Naval Surface Warfare Center, Ordinance Environmental Support Office (OESO), “Report on the Proper Waste Classification of Oxygen Breathing Apparatus

(OBA) Canisters"; and information provided by the Hazardous Materiel Technical Service (see C10.7).

Unique Processing Information/How to Manage:

Receiving: Receipt in Place (RIP) only.

Warehousing/Storage: This item is an Oxidizer, and should be stored separately from Flammables.

Reutilization/Transfers/Donations: Not authorized. See Ultimate Disposal.

Demilitarization/Mutilation: Demilitarization not required.

Sales: Not authorized.

Ultimate Disposal: Unused OBA canisters may not be reutilized without specific written approval from the Item Manager. Spent, as well as unused OBA canisters must be disposed of as hazardous waste, and should be placed directly on disposal service contract. The following waste codes should be assigned, unless the generating activity provides analytical data supporting an alternative waste classification:

a. The canister should, in all cases, be assigned USEPA waste codes D001 ignitable and D003 reactive.

b. Canisters which have NOT had the ignition candle removed should also be assigned a D005 toxic waste code.

c. Canisters may also be considered a D002 corrosive if exposed to moisture; or, if the OBA canister waste is located in those states where solid corrosives are regulated (e.g., CA, RI).

Property Accounting: In accordance with standard HW turn-in procedures.

Oxygen Masks

(Supplements Chemical Defense Equipment and Gas Masks articles above.)

Definition/Description:

Devices used to allow individuals to obtain oxygen for breathing when use of natural oxygen is not possible or dangerous. Other identifiers may be rebreathers, masks, ventilators, etc.

DOD masks are military unique items and are not subject to the National Institute of Occupational Safety and Health approval process applicable to commercial respirators. In light of the changed national threat, current holders of the older model excess military versions of these masks may be under the impression they are afforded a level of protection higher than actually exists.
Protective masks used by today's military are state-of-the-art and provide excellent protection in a variety of situations. However, the same cannot be assured for older model excess equipment. Moreover, military versions of these masks require periodic inspection, maintenance, occasional repair, and scheduled replacement of certain components by specially trained personnel to ensure their effectiveness.

(This article does not apply to Nasal Cannulas used in military medical facilities. Other rebreathers are no longer (or only on unique occasions) used in hospitals. All oxygen delivery items (tubings, filters, etc.) administered by military medical personnel are disposable and are discarded after use by a patient. Reuse creates too much potential for spreading disease.)

Policy References/Authority

DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage

Receiving: See direction from Chemical Defense Equipment (CDE) and Gas Masks above. If not applicable, excess oxygen masks including those with expired shelf life, but otherwise in serviceable condition, may be received for transfer within the Department of Defense and to Federal civil agencies and for release to authorized donees, with the appropriate certification.

Warehousing/Storage: Storage will be in accordance with decisions made at time of receipt.

Reutilization/Transfers/Donations: Based on concerns of effectiveness, excess military chemical and biological protective masks will no longer be issued outside of the Department of Defense. (Former policy allowed approved law enforcement and other federal and state activities to receive gas masks in an "as is" condition.) However, if oxygen masks are not considered chemical and biological protective masks, surplus serviceable oxygen masks including those with expired shelf life but otherwise in good condition may be released to authorized donees. Before release, donees shall certify the following:

> *"I/we hereby certify that the donee has knowledge and understanding that the condition of the masks is not guaranteed; the shelf-life of the masks may be expired and that use of these masks are at the users own risk. The donee agrees and certifies that the Government shall not be liable for the personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of these masks or their final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any or all debts, liabilities, judgments,*

costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of these oxygen masks, their use, or final disposition."

_____

(Signature of Donee and Date)

Demilitarization/Mutilation:
If needed after complying with CDE and Gas Mask guidance, oxygen masks that are condemned (expired shelf-life) and are in unserviceable condition may not be donated or sold. These oxygen masks will be mutilated by:

Removing and destroying mouthpiece.
Slashing the face piece.

Sales: See CDE article above. If CDE article not applicable, serviceable oxygen masks including those with expired shelf life but otherwise in good condition may be offered for sale with appropriate clauses regarding liability and hold harmless stipulations.

Ultimate Disposal: If appropriate, comply with CDE article above.

Property Accounting: Based on type of oxygen mask received.

Ozone Depleting Substances (ODS)

Definition/Description

The Defense Logistics Agency (DLA) was assigned the mission of managing the Defense Reserve of Ozone Depleting Substances to ensure that the supplies for mission critical uses are available. DLA will provide central management for the receipt, storage and issuance through the Defense Supply Center Richmond (DSCR), which is the activity within DLA that manages these substances. The Defense Depot Richmond Virginia (DDRV) is the initial storage site for ODS.

It is imperative that military services/defense agencies turn in to the Reserve the following excess CFCs and Halons: CFC's - 11, 12, 114, 500, 502 and Halons - 1202, 1211, 1301. The Reserve accepts both used and new CFCs and Halons in a relatively pure state (i.e. not as a component of other products). These chemicals may have been purchased under the Federal Supply Classes (FSC) of 6830 and 4210, or from a commercial source. CFC/Solvent -113 (Type I & II) and 1,1,1 Trichloroethane (FSCs 6850 and 6810) can also be turned in to the Reserve provided they have never been used and the containers in which the chemicals reside have never been opened or unsealed.

The following figures contain NSNs for the Turn-Ins of Empty Recovery Cylinders, Spec Gas, ODS, and Drums/Cans Containing CFC Solvents to be turned in to the Reserve:

Figure 45 - NSNs for the Containers and ODS, Part I

I. Empty Recovery Cylinder NSNs		
COMMODITY	**SIZE (LBS)**	**EMPTY RECOVERY CYLINDER NSNs**
HALONS:		
Halon 1202	160	8120-01-356-1781
Halon 1211	200	8120-01-356-1248
Halon 1211	1500	8120-01-356-1249
Halon 1301	117	*8120-01-371-0533
		** Denotes a High Pressure Cylinder of 600 PSI Plus*
REFRIGERANTS:		
R-11	59	8120-01-356-5960
R-11	170	8120-01-356-9756
R-11	1400	8120-01-355-9763
R-12	45	8120-01-355-4017
R-12	145	8120-01-355-4018
R-12	1190	8120-01-355-4019
R-114	57	8120-01-356-1245
R-114	165	8120-01-356-1246
R-114	1360	8120-01-356-1247
R-500	43	8120-01-357-6774
R-500	127	8120-01-357-7656
R-500	1045	8120-01-357-7657
R-502	44	8120-01-357-6770
R-502	128	8120-01-357-6771
R-502	1050	8120-01-357-6769

Figure 46 - NSNs for the Containers and ODS, Part II

II. NSNs for Empty Spec Gas (Virgin) Product Cylinders		
COMMODITY	**SIZE (LBS)**	**EMPTY RECOVERY CYLINDER NSNs**
HALONS:		
Halon 1202	160	8120-01-339-6277
Halon 1202	2000	8120-01-371-0532
Halon 1211	200	8120-00-337-2899
Halon 1211	1500	8120-01-396-2165
Halon 1301	137 & 150	8120-00-531-8193
Halon 1301	1123 & 1240	8120-01-356-5961
REFRIGERANTS:		
R-11	59	8120-01-355-9760
R-11	170	8120-01-355-9761
R-11	1400	8120-01-355-9762
R-12	45	8120-01-337-1816
R-12	145	8120-01-337-6242
R-12	1190	8120-01-355-4016
R-114	57	8120-01-354-9400
R-114	165 (49x10)	8120-00-063-3983
R-114	165 (36x12)	8120-01-337-6236
R-114	1360	8120-01-356-1244
R-500	43	8120-01-357-6773
R-500	127	8120-01-357-6772
R-500	1045	8120-01-357-9137
R-502	44	8120-01-357-7655
R-502	128	8120-01-337-6239
R-502	1050	8120-01-357-6907

Figure 47 - NSNs for the Containers and ODS, Part III

III. NSNs for ODS Turn-Ins		
COMMODITY CYLINDER	**CAPACITY SIZE (LBS)**	**UNUSED & USED (NOT EMPTY) CYLINDER NSNs**
HALONS & FIRE EXTINGUISHERS:		
Halon 1202	160	6830-01-356-1780
Halon 1211	1-5	6830-01-376-8013
Halon 1211	6-10	6830-01-376-8014
Halon 1211	11-20	6830-01-376-8015
Halon 1211	21-60	6830-01-376-8016
Halon 1211	61-125	6830-01-376-8017
Halon 1211	126-200	6830-01-356-1209
Halon 1211	201-340	6830-01-376-8018

Halon 1211	341-1500	6830-01-356-1211
Halon 1301	1-5	6830-01-376-8394
Halon 1301	6-10	6830-01-376-8394
Halon 1301	11-20	6830-01-376-8396
Halon 1301	21-70	6830-01-376-8397
Halon 1301	71-100	6830-01-376-8398
Halon 1301	101-117	6830-01-371-0501
Halon 1301	118-125	6830-01-376-8399
Halon 1301	126-150	6830-01-356-9752
Halon 1301	151-200	6830-01-376-8400
Halon 1301	201-261	6830-01-376-8401
Halon 1301	261-350	6830-01-376-8402
Halon 1301	351-530	6830-01-376-8403
Halon 1301	531-600	6830-01-376-8404
Halon 1301	601-1240	6830-01-356-5958
REFRIGERANTS:		
R-11	59	6830-01-355-9754
R-11	170	6830-01-355-9756
R-11	1400	6830-01-355-9758
R-12	45	6830-01-355-4013
R-12	145	6830-01-355-6648
R-12	1190	6830-01-355-4015
R-114	57	6830-01-356-1203
R-114	165	6830-01-356-1205
R-114	1360	6830-01-355-1207
R-500	43	6830-01-357-7650
R-500	127	6830-01-358-5123
R-500	1045	6830-01-357-7654
R-502	44	6830-01-357-6726
R-502	128	6830-01-357-6727
R-502	1050	6830-01-357-6905

Figure 48 - NSNs for the Containers and ODS, Part IV

IV. NSNs for Drums/Cans Containing CFC Solvents for Turn-In		
COMMODITY	**DRUM/CAN CAPACITY**	**DRUM/CAN NSNs**
CFC/Solvent 113	6 oz	6850-01-424 8532
	1 pint	6850-01-424-8533
1	1 quart	6850-01-424-8540
	1 gl / 11 lbs	6850-01-424-8531
	100 lbs	6850-01-424-8535
	200 lbs	6850-01-424-8536
	5 gl / 60 lbs	6850-01-424-8534
	55 gl / 690 lbs	6850-01-424-8537
1,1,1 Trichloroethane	6 oz	6810-01-424-8538
	1 pint	6810-01-424-9662
	1 quart	6810-01-424-9665
	1 gl / 12 lbs	6810-01-424-8539
	1 gl / 12 lbs	6810-01-424-9674
	55gl / 640 lbs	6810-01-424-9673

Policy References/Authority:

DOD Official Guidance for the Military Services and their generating activities, for returning empty cylinders and cylinders with recovered ODS, or CFC/solvents, to the DOD ODS Reserve, is at DSCR web site: https://www.denix.osd.mil/denix/Public/News/DLA/ODS/tpreface.html.

Section 608 of the Clean Air Act (CAA) prohibits venting Class I and Class II Ozone Depleting Substances in the atmosphere as of July, 1992; therefore, cylinders not required by the DOD ODS Reserve, which previously contained chlorofluorocarbons (CFCs), carbon tetrachloride, methyl chloroform and hydrochlorofluorocarbons (HCFCs) may not be vented to the environment but must be discharged in compliance to 40 CFR 82, Protection of the
Stratospheric Ozone prior to turn-in to the DRMO as empty. ODS regulated by CAA regulations are listed in 40 CFR 82, Subpart A, Appendix F, Listing of Ozone Depleting Chemicals.

DOD 4160.21-M, Chapter 10, Attachment 1.

DLAI 4145.25/AR 700-68/NAVSUPINST 4440.128D/AFJMAN 23-227(I)/MCO 103302.D, Section 8, Disposal of Compressed Gas Cylinders, provides policy and instructions for turning- in empty cylinders to the DRMOs. Empty cylinders that previously contained ODS and are not required to be returned to the DOD ODS Reserve may be turned-in to a DRMO.

Unique Processing Information/How to Manage
Receiving:

Refrigerant ODS, halons and ODS recovery cylinders and those CFC/solvents required by the Reserve will not be accepted by DRMOs. See list above for items required by the Reserve. The military services

and their generators are responsible for identifying items required by the Reserve and for shipping these to the Reserve.

DRMOs inadvertently receiving ODS property required by the Reserve will return the property to the generator to make arrangements for its return to the Reserve. If circumstances prevent this, tag until a check is made with DSCR as to whether they want the excess property for the reserve. Upon request from DSCR the property will be requisitioned through an automated MILSTRIP transaction from the appropriate DRMS activity. IF DSCR determines the property is not needed, the appropriate DRMS activity will be notified by phone, e-mail or fax, to proceed with standard RTDS or ultimate disposal. Every effort should be made to receive ODS with NSNs. However, if there is no alternative to receiving ODS property with an LSN, in lieu of NSN, advise DRMS of the receipts, and characteristics. DRMS will then work with DSCR to determine if it qualifies for the stockpile.

The following items are not part of the DOD ODS Reserve requirements; therefore, the DRMOs may receive these categories for disposal processing:

Empty fire extinguishers (valves removed)
Empty commercial containers
Aerosol cans with Reserve chemicals (ODS)
Dry chemicals

NOTE: Receipt of this property through DLA Depot Recycling Control Points (RCPs) is not authorized.

Warehousing/Storage: Will be consistent with requirements for the type of commodity that contains ODS. See Compressed Gas Cylinders (CGCs) article.

Reutilization/Transfers/Donation: Standard RTD processes will be used based on the type of property containing the ODS.

Demilitarization/Mutilation: Decisions will be required on a case-by-case basis, dependent upon the type of property containing ODS that has been received.

Sales: See Section 2, Chapter 6, Sales Program for appropriate sales articles.

Ultimate Disposal: May be required if container holding ODS also contained a hazardous component. See Compressed Gas Cylinders and Refrigeration Equipment and Appliances articles.

Property Accounting: Will be based on the type of property received.

P-10 Forcible Entry Trucks (131)

Definition/Description

Model years 1984 and 1985 of these trucks, from Carter Chevrolet; have developed structural cracks in the modular body sub-frame. The NSN is 4210-01-147-2031. One way to identify the trucks is through the Carter Chevrolet registration number, which begins with an 84 or 85. The cracks have resulted in total separation. They are readily visible at times and not discernable
on some vehicles. Once the cracks occur, there is a high probability of complete separation of the body from the chassis while in operation. The P-10s with cracks create an unsafe operating environment.

Policy References/Authority
Item Manager Direction

Unique Processing Information/How to Manage
Receiving:
Prior to turn-in to the DRMO, the utility body must be removed from the truck cab and chassis. These parts must be received separately. The utility body should be received and processed as scrap. The DTID for the utility body must contain documentation that it cannot be reunited with the chassis and sold to the general public.

NOTE: This property is not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Utility bodies from the trucks will be stored in appropriate scrap accumulations. Truck cab and chassis will be stored for processing as usable items.

Reutilization/Transfers/Donations:
Standard RTD processes will be used for the truck cab and chassis.

Demilitarization/Mutilation: Not applicable.

Sales: Once the utility body is removed the truck cab and chassis can be sold without restrictions.

Property Accounting: When NSN is input into accountable record a SALD Code will appear with additional processing information.

Paint, High Volatile Organic Compound (VOC)

Definition/Description
Paints that contain chemicals with a higher than normal probability of causing physical and pollution harm if used in marine application in non-attainment areas.

Policy References/Authority

Clean Air Act of 1990.
U.S. Navy Direction (Item Manager)
High VOC paints are restricted in marine applications in certain non-attainment areas under the Clean Air Act that have adopted prohibitions against their use. The use of high VOC paints in non-marine applications within these non-attainment areas or in marine applications in areas where local prohibitions are not in effect is still permitted.

Unique Processing Information/How to Manage
Receiving: Standard paint receipt processes (HM) will be used. If there is suspicion that the paints contain high VOCs, attempts for verification will be made.

NOTE: Receipt of this property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Paint storage requirements will be used.

Reutilization/Transfers/Donations: High VOC paints may be RTD using standard processes. However, because they may not be properly identified the issue documents will contain all hazardous conditions and the following statement:

"Items may or may not contain a high VOC, and hence, re-issue and application may be restricted or prohibited."

Recipients will be required to determine if any local prohibitions are in effect.

Demilitarization/Mutilation: Not required.

Sales: All IFBs will contain the following language in the general information and instruction page of the IFB. In addition, all hazardous conditions required when offering paint for sale apply.

"Volatile Organic Compound (VOC). Items may or may not contain a VOC, and hence, resale and application may be restricted or prohibited."

Sales customers will be required to determine if any local prohibitions are in effect.

Ultimate Disposal: May be required if RTDS attempts are unsuccessful. Generating activities will be billed for ultimate disposal if HW processing is required.

Property Accounting: Standard processes will be used.

Parachutes (Personnel and Cargo)

Definition/Description
Umbrella type devices tied to individuals or objects for the purpose of allowing safe ground landings after release from airborne vehicles. Military (DOD) parachutes are identified as "personnel" and "cargo" parachutes and are assigned FSC 1670 - Parachutes; Aerial Pick Up, Delivery, Recovery Systems; and Cargo Tie Down Equipment.

Policy References/Authority
FAA Regulations 65.125 through 65.133; DOD 4160.21-M

Unique Processing Information/How to Manage
Receiving:
"Critical FSC" receipt processes will be used. Items must be received with a full NSN or full descriptive data. Specific attention will be given to the age and condition of the parachutes for each ETID/DTID. Serviceable/overage but serviceable parachutes will be processed in accordance with following paragraphs. Unserviceable parachutes will be mutilated as shown below.

Warehousing/Storage: Storage decisions will be based on parachute condition and follow-on processing requirements (as serviceable/unserviceable - requires mutilation).

Reutilization/Transfers/Donations:

Personnel Parachutes

- Excess parachutes including those, which are overage but in otherwise serviceable condition may be transferred within DOD and to Federal civil agencies.
- Surplus serviceable parachutes may be released to authorized donees. Within the United States, overage personnel parachutes in good condition may also be donated. Before physical release of parachutes, donees will be advised in writing that further use of the property will be at their own risk and that the Government is relieved from any and all claims, which may result from further use of the property.

SF 123 CODING:

Parachutes 13-Parachutes

DEFINITION: The state agency acknowledges the following statement and certifies that subsequent recipients will also be required to sign the statement:

"The Government assumes no liability for damages to property distributed by this document or to the consignee's employees, or to any other person arising from or incidental to the donation of this material or its use or disposition. The donee will hold the Government harmless from any and all claims."

SIGNED_____DATE_____(Authorized Donee Representative)

- Residue of mutilated parachutes may be released to authorized donees.

Cargo Parachutes

Excess serviceable cargo parachutes may be transferred within DOD and to Federal civil agencies. Surplus serviceable cargo parachutes that are not overage may be donated with the same restrictions that apply to personnel parachutes.

Demilitarization/Mutilation:
After requirements for assigned DEMIL code are considered/implemented and to prevent further use, condition unserviceable and condemned personnel parachutes will be mutilated by cutting through the shroud lines at the canopy skirt (bottom hem band) and at the connector links secured to the harness risers.

After requirements for assigned DEMIL code are considered/implemented, all unserviceable and overage cargo parachutes will be destroyed as follows:

* The suspension line will be cut approximately 2 inches below the lower lateral band and at the connector links.
* The canopy, the lower lateral band, or the upper lateral band may not be cut, thus maintaining the use of the canopy for purposes other than a parachute (such as a cover).
* After mutilation, the suspension lines will be disposed of as scrap material.

Sales:
Serviceable personnel parachutes may be offered for sale with the following statement. The U.S. Government assumes no liability for damages to the property of the purchasers, or for personal injuries or disabilities to the purchaser or purchaser's employees, to any other person arising from or incident to the purchase of this material, or its use, or disposition of the purchases. The purchaser will save the U.S. Government harmless from any and all such claims.

Overage but otherwise serviceable personnel parachutes physically located in the United States will be sold subject to the following conditions:

Physical inspection by a FAA certified parachute rigger is required for each parachute sold. Arrangements for inspections are the responsibility of the purchaser.

Title will pass only on those parachutes certified to be airworthy by a FAA certified rigger. Parachutes determined by this inspection to be unserviceable may not become the property of the purchaser, but will be returned to the nearest DRMO and mutilated according to mutilation directives below.

Expenses incurred incident to the inspection by the certified parachute rigger for parachutes conditionally awarded to a potential buyer will be borne by the purchaser. Transportation charges will be borne by the potential buyer including the return transportation charges for parachutes rejected by the rigger. The purchaser will make payment directly to the inspection activity.

In the interest of public safety and to provide the maximum availability of personnel and cargo parachutes to the general public, the following guidelines covering the conduct of sales apply:

DRMOs will furnish with the property list of parachutes offered for sale, a statement as to whether or not facilities are available at the installation to inspect parachutes; and where

available, if permission will be granted by the installation commander for use of the facilities by an FAA certified parachute rigger for inspection of overage parachutes sold as surplus. This statement is necessary so when preparing the sale offering, the DRMO can indicate whether the purchaser can arrange for a FAA certified parachute rigger to conduct his/her inspection on site or whether the parachutes must physically be shipped to the rigger selected by the purchaser.

Sale solicitation will clearly state that:

Awards will be made on a conditional basis. Title to the property will remain with the U.S. Government; until such time as evidence as to certification of parachutes as air worthy has been received by the Sales Contracting Officer (SCO) from FAA certified parachute rigger.

Full payment for property so awarded must be made before shipment (to rigger) or onsite inspection by a certified rigger. These funds will be retained in a suspense account during completion or transfer of title or, if applicable, refund of purchase price for parachutes not certified to be air worthy.

The purchaser must select the parachute rigger and arrange for physical inspection of the parachutes by rigger personnel. Cost of transportation of the parachutes to the rigger's location (if onsite inspection cannot be arranged) and then to their ultimate destination, as well as cost of inspection and re-packing by rigger personnel, must be borne by the purchaser.

If physical movement to a rigger is required, the purchaser must pay the DRMO a sum sufficient to cover the cost of transportation to the rigger selected by the purchaser and the DRMO will then arrange for the transportation of the property on a U.S. Government Bill of Lading (GBL) to the rigger. Funds collected will be deposited according to direction in the Financial Management Regulation. (See Financial Management Chapter in Section 2.) Upon completion of certification action, the rigger will notify the SCO that the certification has been made and that the parachutes are available for transfer to the purchaser. The SCO will then furnish the purchaser with necessary release documents.

Any parachutes shipped to a rigger and not certified as air worthy, may not be delivered to the purchaser. The rigger will notify the SCO who will:

- Designate the DRMO to which the parachutes should be returned (for mutilation and sale as scrap or other method of disposal).
- Furnish shipping instructions together with U.S. Government GBL to the rigger.
- Notify the designated DRMO and request confirmation of receipt of parachutes from the rigger.
- The SCO will, upon receipt of information from the designated DRMO that the uncertified parachutes have been received, refund the purchase price, less the cost of transportation to the rigger.
- Costs incurred by the purchaser under the paragraphs requiring shipment to a rigger above may not be considered a part of the purchase price.

Overage but otherwise serviceable personnel parachutes physically located outside the United States may be sold in the same manner as described above, subject to the availability of FAA certified master parachute riggers. An FAA certified master parachute rigger is eligible to inspect and certify to the airworthiness of overage but otherwise serviceable parachutes provided he/she performs according to the rules set forth in FAA Regulations 65.125 through 65.133. Names and locations of FAA certified riggers in overseas locations are not maintained since they change frequently, however, certified master riggers generally are located at all major airports serving U.S. carriers, including military. It is the responsibility of the potential purchaser to locate a FAA certified master parachute rigger.

Surplus serviceable cargo parachutes that are not overage may be sold with the same restrictions that apply to personnel parachutes.

Property Accounting:
The IFB/IFB Item Number can be added to all ETIDs/DTIDs associated to a given Sales Referral and Sales Referral Item Number by using the Relate IFB to Referral Number Screen, udaz21. Select MARKETING, then select SALES IFB PROCESS. Finally select RELATE IFB TO REFERRAL NUMBER SCREEN. The user enters the Sales Referral Number and Sales Referral Item Number and is prompted to supply the IFB data. This process adds the IFB data to each ETID/DTID on the given Sales Referral Item Number.

Polychlorinated Biphenyl (PCBs)

Definition/Description
There are more than one hundred definitions for PCB items and liquids. Since definitions are extremely important in making decisions on how to use, store, test and dispose of PCBs and PCB Items, see 40 CFR 761.3 or access the required part of the regulation for definitions on the USEPA web site at http://www.epa.gov./

For purposes of DRMS processing, there are three categories of PCBs and PCB items; hermetically sealed items at any PCB concentration, items with PCB concentrations up to 49 ppm, and any item with PCB concentration below the detectable limit; i.e, less than 2 ppm.

Policy References/Authority

Toxic Substances Control Act (TSCA) 15 U.S.C. 2601 et seq.;TSCA
U.S. Code of Federal Regulations 40 CFR Part 761, PCBs Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions
49 CFR Part 172, Hazardous Materials Tables and Hazardous Materials Communications Regulations
State and host nation regulations may differ and should be consulted prior to taking disposal action
DOD 4160.21-M, Chapter 10, Attachment 1, Item 26
DOD 4715.5-G, DOD Overseas Environmental Baseline Guidance Document (OEBGD), Chapter 14

Additional references: See Section 2, Chapter 8, Environmental Program, for a list of additional US laws and regulations, state and transportation regulations, and for overseas regulations, applicable to achieving compliance in the management of PCBs and PCB Items.

Unique Processing Information/How to Manage
Receiving:
Laboratory Analysis. An individual laboratory analysis by Gas Chromatography/GC/Electron Capture Detector, will accompany each PCB or PCB Item with the DTID. Test methods are outlined below. Generating activities will provide evidence of the presence or absence of PCBs in parts per million (ppm).

DRMOs will <u>not</u> accept the use or results of chlor-n-oil test kits for determining the concentrations of PCBs in an item or in oils. USEPA requires testing by gas chromatography (GC)/Electron Capture Detector (ECD) as the minimum acceptable method for determining the concentrations of PCBs.

Unless specifically excluded or hermetically sealed (see below), a PCB analysis (gas chromatography (GC)/Electron Capture Detector (ECD) test) must accompany each suspected or confirmed PCB item(s) that contains PCB fluid at the time of turn-in. The analysis will indicate the amount of PCB concentrations in parts per million (ppm) (ppm by weight in lab analysis can be expressed as milligrams per kilogram, or mg/kg) of the item when turned-in.

The regulatory ranges are described below:

Batch testing of transformer oils may be accepted on a case-by-case basis with DRMS approval prior to turn-in.
USEPA regulations classify regulatory ranges of PCB concentrations as follows:

- <2 ppm no detectable PCB concentration
- >2-49 ppm - Non-PCB (non regulated except for used oils)
- >50-499 ppm - regulated PCB contamination
- >500 ppm - regulated PCB substance

40 CFR 761.1(b) states that PCB concentrations can be on a wet weight basis (liquids) or dry weight basis (non-liquid). PCB samples and lab analysis for solids or surfaces contaminated with PCBs may be given on a dry weight basis. Part 761.1 provides the following equivalents for comparing wet weight and dry weight PCB concentrations:

Concentration Contamination Equivalents ((ppm = parts per million; ug = micrograms; cm = centimeters)

- <50 ppm = <10 ug/100 centimeter squared
- 50-499 ppm = 10 ug/100 cm2 - 100 ug/100 cm2
- at or >500 ppm = at or > 100 ug/100 cm2

The following GC test methods are approved by USEPA (see 40 CFR 761.60(g)(i)(iii)).

USEPA SW 846, Test Methods for Evaluating Solid Waste, Method 8082, “Polychlorinated Biphenyls (PCBs) by Capillary Column Gas Chromatography”.
USEPA Method 608, Organochlorine Pesticides and PCBs.
ASTM-D 4059, Standard Method for Analysis of Polychlorinated Biphenyl’s in Insulating Liquids by Gas Chromatography”.

NOTE: Testing laboratories must use the above standard testing protocols; and provide quality assurance on the precision of their test results. This would be reflected in the lab analysis document itself.

DRMO personnel will not drain or participate in drawing any testing samples from PCB items. If circumstances require additional analysis or verification of the results provided by the generating activity after receipt of a PCB article, Interservice Support Agreement (ISA) sources (host) may be used for these services. If necessary, DRMS will obtain the required sampling and analysis service via the DRMS disposal service contract for the DRMOs.

Exception to Testing/Lab Analysis:

Hermetically sealed items without a manufacturer’s data plate, which will be assumed worst case (>500 ppm) for storage and disposal.
Hermetically sealed items turned-in with user's knowledge information, manufacturer's data plate information, and/or manufacturer's documentation. The identifying information will be annotated on the ETID/DTID or attached document(s). Accept accountability and physical custody of hermetically sealed PCBs and PCB items, >50 ppm only if TSCA compliant storage is available (see Storage below); of items with PCB concentrations up to 49 ppm, and any item with PCB concentration below the detectable limit; i.e, less than 2 ppm.

PCB Items that have the original equipment manufacturer's dataplate indicating the presence of PCBs such as a generic designator or commercial trade name (e.g., Askarel, Aroclor, Pyranol, etc.). In most cases, these trade names indicate >500 ppm PCBs.
Hermetically sealed items with the original manufacturer's data place indicating the level or range of PCB concentration to be <49 ppm.
Hermetically sealed items with the original manufacturer's data plate marked as No PCB or Manufacturer's information/documentation that the item was manufactured as a No PCB item.

The ETID/DTID will contain the information below (typed or printed) in blocks 26 and 27:

The name, type, method(s) and results of the gas chromatography test(s).
The name and signature of the authorized person turning-in the property.
A sample number that corresponds to the sample number on the PCB article and the laboratory analysis.
Reclassified Electrical Equipment*(40 CFR 761.30(a)(2)(v) and 761.30(h)(2)(v))*.

This is equipment that the user/generator may have serviced to bring the higher levels of PCBs below <50 ppm while in use as allowed by the regulations. It is the responsibility of the DOD generator to identify "reclassified PCB equipment" at turn-in. On the ETID/DTID the generator will state "Reclassified PCB Equipment per 40 CFR 761.30", when turning in "reclassified" PCB property as described below. If the generator does not state "Reclassified PCB Equipment" then receive the item following the general turn-in instruction given above. Reclassification records required to be kept by the user for 3 years, per 40 CFR 761.180(g), will accompany the ETID/DTID and lab analysis for reclassified transformers or reclassified PCB equipment (e.g., voltage regulators, electromagnets, switches).

NOTE: According to USEPA, the reclassification procedure does not determine the equipment's concentration for disposal. The generator therefore must provide the GC lab analysis at turn-in for disposal as well as the reclassification records, (the user/generator must retain these for 3 years), if the equipment falls under the reclassification categories in 40 CFR 761.30. It is the user or generators responsibility to identify this equipment to the DRMO not the DRMOs. According to USEPA, any potential buyer, servicer, or disposer may request these records. Obtaining these records would serve as notification of the potential for the inner working of the equipment to contain higher PCB concentrations than the fluid itself, and would allow servicers and disposers to take proper precautions if the equipment were to be dismantled.

PCB Contaminated Electrical Equipment, oil filled electrical equipment (includes transformers) other than circuit breakers, reclosers, and cable, whose PCB concentration is unknown, must be assumed to be PCB contaminated electrical equipment at 50-499 ppm PCBs.

In the event a mineral oil transformer, assumed to contain less than 500 ppm of PCBs, is tested and found to be contaminated at 500 ppm or greater PCBs, it will be subject to all the requirements of 40 CFR Part 761. Efforts must be initiated immediately to mark and store the PCB transformer within 7 days after discovery.

DRMOs will ensure that PCBs and PCB items meet the turn-in requirements of DOD 4160.21-M, Chapter 10. Any evidence of leaking items being offered for turn-in will be handled as a spill and response action coordinated with host installation. Item(s) will not be sent back to point of origin.

Leaking or damaged articles must be repackaged in containers that meet required packaging for PCBs in 40 CFR 761.60 and 761.65; i.e., approved containers for performance oriented packaging (POP). See the packing group column of 49 CFR 172.101. These containers, often referred to as overpacks, must also be properly marked (see marking and labeling information below).

DRMO personnel will have as little physical contact with PCB fluids as possible. This is due to the physical hazards involved. If there is skin contact with PCB fluid, report the incident to the Safety and Health Division, (DSN) 661-5866 for appropriate action. DRMO personnel will not engage in PCB testing or ultimate disposal such as incineration, chemical detoxification, or burial.

Processing Electronic Cabinets Or Other Potential PCB Equipment. (See Figure Below.)

Marking/Labeling (40 CFR 761.40& 761.45)

PCB items must be marked at the time of removal from use if not already marked. The PCB mark may be a large or small PCB marking label depending on the PCB item being marked. Generating activities are responsible for marking the PCB items if property is not already marked.

The following items must have approved markings:

Locations of PCB Transformers (at or greater that 500 ppm)
PCB transformers (at or greater than 500 ppm)
Voltage regulators (at or greater than 500 ppm) and locations of voltage regulators.
PCB article containers (containing 50 or more ppm PCB).
PCB containers (at or greater than 50 ppm) (plus date taken out of service).
Large PCB high voltage capacitors (2,000 volts or more).
Large and small PCB low voltage capacitors (less than 2,000 volts) at the time of removal from use.
PCB electronic cabinets or equipment-containing a PCB transformer or PCB capacitor (large high or low voltage).
Electronic motors using PCB coolants (containing 50 or more ppm PCB).
Hydraulic machinery using PCB hydraulic fluid (containing 50 or more ppm PCB).
Heat transfer systems, other than transformers (containing 50 or more ppm PCB).
PCB containers or overpacks containing articles or equipment listed herein.
PCB storage areas.
PCB transport vehicles (front, back, sides).
Each storage area used to store PCB items for disposal must be segregated. Such areas will be conspicuously marked with warning signs, using the large PCB mark (at least 6 by 6 inches).
Each transport vehicle loaded with PCB items must be conspicuously marked by the transporter on each end and side with large PCB marks (at least 6 inches by 6 inches) if it contains more than 45 kg/99.4 pounds (8 gallons) of liquid PCBs or one or more transformers.
PCB markings are available through normal supply channels or commercial vendors.

For Overseas/OCONUS: Marking will be in accordance with the Overseas Environmental Baseline Guidance Document (OEBGD) or where issued the Final Governing Standards (FGSs) and host nation laws and regulations. .

The DRMO Leader or designated representative is responsible for inspecting each suspected or confirmed PCB item(s) to verify that they are properly identified, tested, and marked.

Processing Electronic Cabinets Or Other Potential PCB Equipment. (See Figure Below).

Warehousing/Storage:
Storage Facilities (40 CFR 761.65)**:**
Per USEPA regulations, facilities used to store PCBs for disposal must have compliant storage that consists of:

Roof and walls to prevent rainwater from reaching the stored PCBs and PCB items.
The floor must have continuous curbing with a minimum height of six inches. The floor and curbing must provide a containment volume equal to at least two times the volume of the largest PCB item stored or 25 percent of the internal volume of all PCB items stored, whichever is greater.
No drain valves, floor drains, expansion joints, sewer lines, or other openings that would permit liquids to flow from the curbed area.
Floors and curbing constructed of continuous smooth and impervious materials, such as Portland cement concrete or steel to prevent or minimize the penetration of PCB chemical substances or mixtures.
Locations that are not below the 100-year flood water elevation.
TSCA Facility Notification (40 CFR 761.65) - DRMOs that manage a TSCA regulated storage facility must notify EPA, through the host installation, that it is a generator of PCB waste. DRMOs should receive confirmation from EPA to use the host's RCRA identification number for manifesting PCB waste. EPA Form 7710 is used to provide this notification. Retain a copy of this form at the DRMO.

NOTE: Conforming storage facilities (CSFs) are not sized for PCB transformer storage, unless a state designates them as a hazardous waste. TSCA or state regulated PCB transformers may be stored in CSFs only when space is available. RCRA and/or state regulated hazardous wastes will receive priority of storage space in CSFs.

Because DRMO storage areas vary greatly, thus creating a problem with safely attaching documents and lab analysis to the PCB property, the following procedures apply depending on the DRMO storage area:

Inside Storage - Mark the property with a **"PCB"** or **"NON PCB"** label (< 50 ppm) and attach a copy of the lab analysis to the DTID or a hard copy of an ETID and to the property. Also, retain a copy of the lab analysis with the ETID/DTID file copy.

Outside Storage - Mark the property with **"NON PCB"** label, or "**PCB"** label; however, per 40 CFR 761.65(c) 1, PCBs or PCB Items >50 ppm may only be stored outdoors temporarily, no longer than 30 days from the date of their removal from service for disposal; write the ETID/DTID number and the PCB ppm on the property with an indelible marker. Do not attach the hard copy ETID/DTID or lab analysis to the property if inclement weather might destroy the documents. Retain the lab analysis attached to the ETID/DTID in the office files.

Storage Time Limitations (40 CFR 761.65). PCBs or PCB-contaminated item that has been taken out of service for disposal and is on a DRMO accountable record is defined as an item that has been placed in storage for disposal.

PCB wastes must be disposed of within 1 year from the date it was determined to be waste and the decision was made to dispose of it. (NOTE: USEPA allows for an extension under certain circumstances; see Extensions below).

PCB articles and PCB containers must be dated when removed from service and stored for disposal. Storage will be managed so that the location of PCB articles and PCB containers can be determined by the storage for disposal entry date.
Treatment/Disposal (TSDF) facilities must receive PCB wastes with 90 days or more remaining in the 1-year time limit. In other words, DRMOs have, at the most, 9 months to remove PCB wastes from their own storage facility to send for final disposal.

Extensions. A one-year extension may now be obtained from the EPA Regional Administrator for the EPA Region in which the PCB waste is stored if the request is made in writing and identifies:
The entity storing the waste.
The types, volumes, and locations of the wastes.
The reason for failing to meet the initial one-year deadline.
Do not accept physical custody for any PCB item for which compliant storage is not available.
PCB containers and articles in storage must be checked for leaks and the findings recorded at least once every 30 days. If leaking items are located a DRMO must:

- Immediately transfer any leaking containers or articles and their contents to properly marked non-leaking containers or overpacks.
- Notify the host activity in the event of a PCB spill.
- Cleaning materials and residue will be disposed of as PCB materials.
- Containers selected for the re-containerization of leaking PCB items and non-liquid PCB mixtures or spill residues must meet the packaging requirements in 49 CFR 171.180. Containers for liquid PCBs or liquid PCB mixtures and spill residues must also comply with 49 CFR.

Records of inspections, maintenance, cleanup, and disposal must be maintained in accordance with 761.180. Operators of storage facilities will establish and maintain accurate inventories and inspection records of all PCB items in their custody. Inspection records will include the date of the inspection, the condition of the item, the name and position of the inspecting individual. The inspector will also sign the record of inspection. (A memorandum of record will suffice for the record of inspection.)

NOTE: For PCB mixtures, determine packaging requirements based not only on PCBs, but, also on whether the PCBs are mixed with a regulated hazardous substance, material, or waste.

Spills (40 CFR 761.125):
In the event of a PCB spill at a DRMO having physical custody of the property, there may be reporting requirements, depending on the type of PCB spill, to the National Response Center and/or Emergency Response requirements reporting to the EPA Region where the spill occurred. PCB spills at a DRMO (e.g., DRMO) location must be reported to the host installation and via SITREP to HQ DRMS.

Personnel Safety:
Each DRMO that is receiving or has in storage any identified or suspected PCB items must have the following personal protection equipment items:

Hardhat with face shield and protective clothing (either one piece or two pieces) covering all body areas from the neck to the ankles (except hands).
Protective gloves of the long cuff type (to be worn inside arms of protective clothing).

Protective boots, combining both chemical and impact protection, and that fit over impact protection footwear and provide chemical protection. These should be worn with the upper part of the boot inside the leg of the protective clothing.

Since PCBs are toxic, any person required to handle PCB items must wear the protective equipment listed above when off-loading; i.e., receiving from the generator; out-loading; or physically moving the items from one location/shelf/area at the DRMO to another. The only exemption from this policy is hermetically sealed PCB items. These require the use of protective gloves only.

At no time is smoking, eating, or drinking allowed in areas where PCB items are handled. Because of the possibility of contamination, employees must wash hands thoroughly after handling PCBs.

Reutilization/Transfers/Donations:
Hermetically sealed items at any PCB concentration, items with PCB concentrations up to 49 ppm, and any item with PCB concentration below the detectable limit; i.e, less than 2 ppm qualify for RTD.

See below for a matrix chart indicating RTD eligibility.

Demilitarization/Mutilation: Will be considered on a case-by-case basis, depending on the type of property (i.e., does it contain PCB liquids or a PCB Item) and upon the assigned DEMIL code or published safety issues.

Sales: See below for a matrix chart indicating Sales eligibility.

Items that may be offered for sale include:

PCB-contaminated electrical equipment less than 50 ppm or State regulation limitation of PCB Concentration.
Metalworking machinery with hydraulics systems at 0-49 ppm turned-in with a gas chromatography (GC) lab analysis and a signed statement declaring that the PCB concentrations of less than 50 ppm are not the result of dilution. State and local governments having PCB management/regulations more stringent that the established federal rules will take precedence.

NOTE: The dilution rule is at 40 CFR 761.1(b)(5). It states that no provisions specifying a PCB concentration may be avoided as a result of any dilution, unless otherwise specifically provided in the regulation.

Drained PCB hydraulic machines (≥1,000 ppm) turned in for salvage, which have been drained of all free-flowing liquids and flushed with an appropriate solvent by the generating activity per 40 CFR Part 761.60(b)(3). The generating activity will verify on the DD Form 1348-1/1A that the equipment has been drained and flushed in accordance with 40 CFR Part 761.60(b)(3).

Special Terms and Conditions for Polychlorinated Biphenyls (PCB).

PCBs are most frequently found in hydraulic fluids, transformers and capacitors. PCBs are not subject to RCRA; however, they are subject to the Toxic Substances Control Act (TSCA), and is listed in Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), enacted October 12, 1976 (P.L. 94-469, 15 U.S.C. SS 2601 et seq., reference 40 CFR 761). PCBs and PCB Items are also regulated by some states such as California, Washington and

Texas as a hazardous waste for disposal at lower levels of PCB concentration than the USEPA federal regulations.
Used Oils that contain less than 50 ppm PCBs will be sold according to the OILS, LUBRICANTS, HYDRAULIC FLUIDS AND OTHER POL PRODUCTS. (See Used Oil.)
Sales referrals must indicate presence of PCBs expressed in a range of parts per million (PPM) PCBs. (Parts per million by weight also expressed as milligrams per kilogram, mg/kg, in some lab analysis).
The following Articles may be included for each item containing detectable levels of PCBs (2 ppm or more), regardless of whether they are drained or undrained:

Sale By Reference, Part 7
ARTICLE C: TRANSPORTING HAZARDOUS MATERIALS.
ARTICLE L: ASBESTOS.
ARTICLE R: DISPOSITION AND USE OF HAZARDOUS PROPERTY.
ARTICLE S: GOVERNMENT'S RIGHT OF SURVEILLANCE.
ARTICLE T: RIGHT OF REFUSAL FOR HAZARDOUS PROPERTY.

Condition of sale: ARTICLE LD: HAZARDOUS PROPERTY.

The following notice will be included in the Additional General Information and Instructions:

PRE-AWARD SURVEY. Prior to the award of a contract, the Sales Contracting Officer (SCO) or his authorized representative will determine whether the potential purchaser has the necessary permits/licenses, experience, organization, and technical qualifications (either through its own facilities or the facilities of another firm) to handle materials of the nature offered herein and is capable of complying with all applicable Federal, state and local laws, ordinances and regulations.

The requirements to complete the Statement of Intent, DRMS Form 1645, must be referenced under each applicable item as follows:

LESS THAN 50 PPM. In addition to the above, the following caution/warning statements will be included as a paragraph on the General Information and Instruction page of the IFB when selling items that contain a PCB concentration of less than 50 parts per million:
PCBs. (For item(s) ___). CAUTION: This/These item(s) has/have been tested and found to contain traces of Polychlorinated Biphenyls (PCBs) less than 50 parts per million (PPM). The use of the liquid contents as a dust control agent, a sealant, a coating, pesticide or herbicide carrier, or rust preventive on pipes is prohibited by the Toxic Substances Control Act. Purchaser is cautioned that it is solely responsible to ascertain the extent to which these and other state and local regulations may affect it and to comply therewith.

50 PPM AND OVER:

DRMS and its field activities do not sell property containing 50 PPM or greater PCBs.
EXCEPTIONS: on a case by case basis, sale may be allowed by DRMS if:

- the item is hermetically sealed and usable;
- or, the item is a drained transformer that previously contained less than 500 PPM and has been reclassified to <50 ppm per USEPA provisions at 40 CFR 761.30(a)(2)(v) and has

accompanying reclassification records to demonstrate reclassification to <50 ppm per 40 CFR 761.180(g), and a GC lab analysis demonstrating the item has tested to <50 ppm at time of turn-in;

- or, the item is drained hydraulic equipment sold for salvage that previously contained less than 1000 PPM and the records accompanying the salvaged equipment demonstrate it has been drained and flushed per the requirements at 40 CFR 761.60(b)(3).

In additional to the Articles above, the following statements will be included in the General Information and Instructions:

- RESOURCE CONSERVATION AND RECOVERY ACT NOTICE. EPA Hazardous Waste Regulation 40 CFR, Part 260 et seq., cradle-to-grave regulations detail the responsibilities of generators, transporters, treaters, storers and disposers of hazardous wastes. Civil and criminal penalties are available for noncompliance. While the material offered under this solicitation is not subject to these regulations in its present form, subsequent actions taken with regard to the material may cause a hazardous waste to come into existence. Purchaser is cautioned that it is solely responsible to ascertain the extent to which these regulations may affect it and comply therewith.
- PCBs. (For item(s) ___). PCBs (Polychlorinated Biphenyls). This/These product(s) contain(s) Polychlorinated Biphenyls (PCBs), more than 50 Parts per Million. Strict adherence to U.S. Environmental Protection Agency (EPA) Regulation, 40 CFR 761 concerning storage, handling, marking and disposal of PCB is required.

WARNING: Care should be taken to prevent contamination of the environment. Avoid contact with eyes and skin. If skin contact occurs, remove by washing with soap and water. Flush eyes with water. In case of spillage onto clothing, remove clothing as soon as practicable and thoroughly wash skin with soap and water. Any materiel that becomes contaminated with PCB, density of over 50 parts per million, must be disposed of via burial or incineration in accordance with EPA Regulations published at 40 CFR 761 et. seq.

NOTE: Under no circumstances will items containing 50 PPM and over PCBs be referred for sale, other than those listed under the paragraph above addressing items at “50 ppm or More, Exceptions”. Such items will be referred to disposal via a waste disposal service contract.

STATE REGULATED WASTES. PCB's are regulated by some states in varying degrees as a hazardous waste. When such is applicable, in addition to the provisions of paragraphs above, the following will also apply:

- ARTICLE MV: STATE REGULATED HAZARDOUS WASTES (See Chapter 4, paragraph E.)

Ultimate Disposal: (40 CFR 761.60)
Items that will be processed directly to ultimate disposal include:

Transformers, capacitors and other electrical equipment containing PCB fluids at concentrations 50 ppm or greater;
Undrained items with PCBs at or greater than 50 ppm;
Drained items that previously contained PCBs at 50 ppm or greater;

Bulk fluids;
PCB lamp ballasts;
PCB remediation waste; and,
PCB bulk product waste, spill products and other debris.

Disposers of PCB Large or Small capacitors must place the capacitors in a DOT approved container for storage and disposal. The spaces in the container must be filled with absorbent material.

Manifest Requirements for PCBs. (40 CFR 761.207):
A shipper who offers PCB waste for transportation off-site for storage or disposal will prepare a manifest on EPA Form 8700-22, Uniform Hazardous Waste Manifest and, if necessary, a continuation sheet.

PCB waste is defined as a substance with a PCB concentration of 50 PPM or greater.

NOTE: 761.207 requires that PCB wastes where the concentration is below 50 ppm, as the result of dilution, be manifested as if they contain PCB concentration of 50 ppm and above). Some states may require use of their own waste code for PCBs and PCB Items.

The shipper will specifically detail in the manifest:

For each bulk load of PCBs, the identity of the PCB waste, the earliest date of removal from service for disposal, and the weight in kilograms of the PCB waste.
For each PCB article container or PCB container, a unique identifying number, type of PCB waste; e.g., soil, debris, small capacitors, earliest date of removal from service for disposal, and weight in kilograms of the PCB waste.
For each PCB article not in a PCB container or PCB article container, the serial number, if available, or other identification if there is no serial number, the date of removal from service for disposal, and weight in kilograms of the PCB waste in each PCB article.

Generating activity will use “40 CFR Part 761” or number assigned to them by EPA or the state under RCRA as their identification number on the manifest.

The shipper of PCB waste will:

Sign the manifest certification.
Obtain on the manifest the handwritten signature of the initial transporter and date of acceptance.
Retain one copy in accordance with 40 CFR, Section 761.209(a).
Give the transporter the remaining copies of the manifest that will accompany the shipment of PCB waste.
Ensure that a signed copy of manifest is received from the facility to which the PCBs were sent. If not received, file an Exception Report.
Confirm that the disposal facility received the manifested waste by close of business the day after the signed manifest is received from the disposal facility. DRMO may handle with a telephone call. An Annual Document Log is available for keeping a record of calls.

Due to DRMO status as a generator (not a commercial storage location) of PCBs, DOD off-site generators are not required to manifest PCBs to any other DOD facility for storage, unless the PCBs are state regulated as HW.

Transportation of PCBs or PCB Items must comply with Department of Transportation regulations at 49 CFR Parts 100-185.

NOTE: Use of PCB1 or PCB2 is no longer a regulatory requirement. Some states may require use of their own waste code for PCBs and PCB Items.

Certificates of Disposal and Recycling. (40 CFR 761.218):
Disposal facilities are required to send copies of Certificates of Disposal/Recycling to generators within 30 days of disposing of the material. If a Certificate of Disposal/Recycling is not received within 13 months of the date of removal, file a 1-Year Exception Report with the DRMO's regional EPA office.

Exception Reporting. (40 CFR 761.215):
DRMOs that manifest PCBs must ensure a signed copy of the manifest is received from the facility to which the PCBs were sent. The following timetable applies:

If no return copy is received within 35 days, contact the facility and ask them to locate it.
If no return copy is received within 45 days, file an Exception Report with the EPA Regional office. The report must include a copy of the manifest and a cover letter explaining the circumstances.
State regulations may differ. Check the appropriate state regulation to determine state requirements.
The DRMO must file a 1-Year Exception Report to the Regional Administrator if the following occurs:
The DRMO manifested the PCBs or PCB items to the disposer on a date within 9 months from the date of removal from service; and
The DRMO has not received, within 13 months from the date of removal from service, a Certificate of Disposal, or, if the DRMO receives a Certificate of Disposal confirming disposal on a date more than 1 year after removal from service.

The report must include the following:

1. Legible copy of manifest.
2. Cover letter explaining:

   The date(s) when the PCBs or PCB items were removed from service for disposal.
   The date(s) when the PCBs or PCB items were received by the DRMO.
   The date(s) when the affected PCBs or PCB items were transferred to a designated disposal facility.
   The name of the transporters, or disposers known to be involved with the transaction.
   The reason, if known, why the affected PCBs or PCB items were not disposed of within one year from the date of removal from service for disposal.

3. A copy of any 1-Year Exception Report filed must be sent to DRMS Environmental.

Records Required By EPA. (40 CFR 761 Subpart K)
Federal regulations (40 CFR 761.180) require that each DRMO facility storing at least 45 kilograms/99.4 pounds (eight gallons) of PCB oil or fluids in PCB containers, one or more transformers, or 50 or more PCB large high or low voltage capacitors will develop and maintain records on the receipt and disposition of PCBs and PCB items.

Annual records consist of manifests and certificates of disposal (CD). They must be maintained for 3 years (see below). 40 CFR 761.218 requires the owner or operator of the disposal facility to send the CD to the generator identified on the manifest as follows:

Within 30 days of the date that disposal of each item of PCB waste identified on the manifest was completed ; or,
The generator and the disposer contractually agree to another time frame.

An annual report must be prepared for each facility by 1 July covering the previous calendar year. The report consists of the following record showing the disposition of PCBs and PCB items:

The PCB Annual Document Log, DRMS Form 981.
Items not disposed at the end of the calendar year will be carried over to a new form for the following calendar year.
The report form must be available for inspection by authorized representatives of the EPA.

The facility will also maintain a record of inspections and cleanups. When a DRMO Chief is responsible for more than one facility that uses or stores PCBs and PCB items in the quantities described above, the records and documents may be maintained centrally at one of the facilities. This facility is normally open 8 hours a day for a 40-hour week. The identity of the facility maintaining the records and documents must be available to each of the other facilities.

The records and documents will be maintained at the facility for at least 3 years after the facility ceases storing PCB and PCB items in the prescribed quantities.

A copy of any extension to store PCBs or PCB Items over one year granted by the EPA Regional Administrator must be retained in the records of the facility that requested the extension and must be available to the EPA regulator upon inspection. A one-year storage extension may now be obtained from the EPA Regional Administrator for the Region in which the waste is stored if the request is made in writing and identifies: The entity storing the waste; the types, volumes, and locations of the wastes, The reason for failing to meet the initial one-year deadline.

Property Accounting: Hazardous Waste accounting processes will be used.

Figure 49 - Processing Electronic Cabinets or Other Potential PCB Equipment

RESPONSIBILITY	STEP	ACTION
DRMO Employee	1	Prior to receipt of electronic scrap, all material will be visually inspected for evidence of leakage/spillage or saturation with liquids (oils or fluids), either originating from inside the unit or from other units. **NOTE**: Any unknown liquid will be considered PCB until known to be otherwise. It is assumed that all hermetically sealed capacitors, transformers, rectifiers, etc., contain in excess of the minimum acceptable levels of PCBs concentrations applicable for that State. Skin contact with PCB liquid should be avoided regardless of PPM levels.
	2	If equipment is contaminated with free liquids assumed to contain PCB, reject the item(s) on DRMS Form 917, Property Disposal Reject/Advice. Check block "Lab Analysis Required for PCBs". If equipment is discovered to be leaking or contaminated with free liquids after receipt or upon downgrade to scrap, notify the DRMO Chief or Environmental Protection Specialist. If equipment is not contaminated or leaking, go to Step 12.
Environmentally Trained Personnel	3	Determine the extent of contamination.
	4	Contact the Safety and Health Division (DRMS-WH) or a DRMS Environmental Protection Specialist to determine handling and PPE requirements.
	5	Inform the Host Spill Response Coordinator if a cleanup is required.
	6	In conjunction with receiving personnel, segregate units suspected of being contaminated by or leaking PCB from other scrap generations. Do not commingle.
	7	Palletize and store in a drip pan or in compliant storage until the PCB components can be removed.
	8	Tag or label "PCB." International DRMOs must check FGS/OEBGD.
	9	If contamination is contained; i.e., confined to a limited area with little chance of spreading if handled properly, place the material in a removable--head 30, 55, or 85 gallon drum. The drum should already have been placed into a sealed drip pan or in other compliant storage.
	10	Label the drum with a PCB label as described in 40 CFR 761.40. Mark the drum with the date of the first item being placed into it.
	11	Notify the Disposal Activity Chief to ensure removal of the drum.
DRMO or other personnel	12	All electronics potentially contain PCB components. These components/subcomponents require removal in conjunction with sorting/segregating of precious metals bearing material or, prior to sale, if material contains no precious metals. Coordinate with the Environmental Protection Specialist or Environmental Monitor if in doubt of presence of PCB components. **NOTE**: Guidance as to when electronic equipment shall be dismantled for precious metal recovery is found in the Scrap Chapter.
	13	Remove all electronic subcomponents suspected of containing PCBs; e.g., hermetically sealed transformers, capacitors, rectifiers, etc., from the primary structure and place into containers. This is done by detachment of the lugs of subcomponents to prevent damage to insulators of transformers, capacitors, etc. Damage to transformer insulators results in breaking the hermetic seal, deteriorates the integrity of the item, and may cause leaks. **NOTE**: If a spill occurs, notify the DRMO Chief or Environmentally Trained Employee. Initiate the DRMO/Host spill plan. Do not cut or disconnect oil-bearing lines.
Environmentally	14	If informed that oil-bearing lines must be cut or disconnected, contact DRMS-

Trained Personnel		WH and DRMS Operations for instructions on a case-by-case basis.
	15	Arrange for containers so that each type of subcomponent can be source segregated in accordance with PCB contract line items. Ensure that debris, rags, etc., are kept separate.
	16	Inventory the container's contents to include: Type of material (capacitor, rags, transformers, oil, etc.) Weight. Quantity. Accumulation start date.
	17	Stop placing additional items in the containers within 30 days of the accumulation start date. Fill all air spaces/gaps with absorbent to add stability to the contents and to absorb any liquid that may have developed. Close the lid, seal with ring clamps, and notify the DRMO COR immediately. **NOTE***:* There is no time limit for the accumulation of small capacitors in drums. Capacitors may be added to drums until the drums are full. However, the drums must be disposed of within 1 year of the accumulation start date. "Small capacitor means a capacitor which contains less than three pounds of dielectric fluid (40 CFR Part 761.3)."
	18	If necessary, move the drum to the designated storage area. TSCA compliant storage is not required for small capacitors removed from electronic equipment (or for any other items not regulated by TSCA for disposal).
	19	Process the drum in accordance with Property Accounting Chapter.
	20	Place the drum on a delivery order request in BOSS, for ultimate disposal. If the minimum quantity for PCB, as listed on the PCB requirements contract, is met, enter the following justification on the delivery order: "In accordance with 40 CFR Part 761.65(a), this item must be disposed of by (1 year from date on drum) in order to remain in compliance with TSCA (or state regulations, when applicable)."

Figure 49 - Processing Electronic Cabinets or Other Potential PCB Equipment (Cont'd)

	21	**Special Instructions - Retrogrades to CONUS:** **NOTE***:* This section applies to overseas DRMOs retrograding PCB Items to CONUS.
		Follow steps 1 through 20 above for PCB Items or subcomponents retrograded to CONUS for disposal.
		Retrograde to CONUS only PCB Items or subcomponents that are "**US-MADE.**"
		Identify and separate "**FOREIGN-MADE**" from "**US-MADE**" PCB items into separate containers.
		Mark each accumulation container either as "**US-MADE**" or "**FOREIGN MADE**". If an item cannot be positively identified as "**US-MADE**", presume it is "**FOREIGN MADE**".
		Use Retrograde Certification Checklist for PCBs Only.
		Place filled containers of "**US-MADE**" on CONUS Retrograde for removal and disposal within one year.
		NOTE: Circumstances may preclude disposal within one year such as DOD moratorium on retrogrades to CONUS, lack of shipping capacity, etc. Unusual circumstances preventing retrogrades within one year will be taken into account on a case-by-case basis).
		"**FOREIGN MADE**" PCB items or subcomponents will be managed and disposed of in accordance with DOD Executive Agent Final Governing Standards (FGS) for respective host nation, host nation regulations and customary disposal service contracts developed for overseas disposal.
		Overseas Disposal Activities capable of disposing of "**US-MADE**" and "**FOREIGN**" items on their customary disposal service contract, either in the host nation or in a third nation overseas, do not have to identify or accumulate items in separate containers

Matrix Chart First Category - RTDS Processing Cycle

ITEM	CON (PPM)	IDENTIFICATION		ACCEPTANCE			
		ANALYSIS	VISUAL	ACCT	PHYS CSTDY	MARKING	PROCESSING
Hermetically--	0-49	No	Yes	Yes	Yes	No	RTDS
Sealed Items	50-499	No	Yes	C/S	C/S	≥500	No
Transformers with fluid (not hermetically sealed)	0-49	Yes	No	Yes	Yes	No	RTDS
Capacitors--Large (3# fluid or more)	0-49	Yes	No	Yes	Yes	Yes	RTDS
Capacitors--Small	All	No	No	C/S (if ≥50)	C/S (if ≥50)	No	RTDS
Other Electrical Equipment	0-49	Yes	No	Yes	Yes	No	RTDS
Hydraulic IPE and Other Equipment (IPE)[1]	<50	Yes	No	Yes	Yes	No	RTDS

Matrix Chart Second Category - Sales Only

ITEM	CON (PPM)	IDENTIFICATION		ACCEPTANCE			
		ANALYSIS	VISUAL	ACCT	PHYS CSTDY	MARKING	PROCESSING
Drained PCB Contaminated Electrical Equipment	0-499	No	Yes	Yes	Yes	No	Sales Only
Drained Hydraulic Equipment (see 40 CFR 761.60(b)(3))	0-49	Yes	Yes	Yes	Yes	Yes	Sales Only

Matrix Chart Third Category - Ultimate Disposal

ITEM	CON (PPM)	IDENTIFICATION		ACCEPTANCE			
		ANALYSIS	VISUAL	ACCT	PHYS CSTDY	MARKING	PROCESSING
Hermetically Sealed PCB Items	≥50	No	Yes	C/S	C/S	Yes	Directly UD
Transformers with Fluid (not hermetically sealed)	≥50	Yes	No	C/S	C/S	≥500	Directly UD
Capacitors -- Large	≥50	Yes	No	C/S	C/S	Yes	Directly UD
Other Electrical Equipment	≥50	Yes	No	C/S	C/S	500 -	Directly UD
Bulk Fluids/Used	0-49	Yes	No	Yes	Yes	No	RTDS
Oil	≥50	Yes	No	C/S	C/S	Yes	Directly UD
Items such as debris, PCB contaminated solid waste (e.g., PCB bulk product waste)	0-49 ≥50	No No	Yes Yes	Yes Yes	Yes Yes	No No	Directly UD Directly UD
Drained Electrical Equipment	≥500	No	Yes	C/S	C/S	Yes	Directly UD
Electrical cabinets	0-49	No	Yes	Yes	Yes		See Enc. 4
other potential PCB	≥50	No	Yes	C/S	C/S		See Enc. 4
Hydraulic Equipment	2-49	Yes	No	Yes	Yes	No	RTDS
(undrained)	≥50	Yes	Yes	No	No	Yes	Directly UD

See Following page for example of PCB Annual Document Log and Instructions for filing:

Other Regulated Areas - PCBs:

Import for disposal (761.93).

The regulation does not allow PCBs or PCB items to be imported for disposal into the U.S. without an exemption issued under TSCA section 6(e)(3). However, per USEPA General Counsel determination, November 13, 1980, US (DOD) government PCBs and PCB Items manufactured and procured in the U.S., taken overseas by the DOD for use, and remaining under DOD control, may be returned to the U.S. for disposal because they are not considered imports.

Export for disposal (761.97).

The regulation allows export for disposal of PCBs and PCB items at concentrations less than 50 ppm PCBs or 10 microgram per 100 centimeter squared (dry weight). If the PCB concentrations are unknown, assume PCBs and PCB Items to be equal to or greater than 50 ppm, therefore, not exportable for disposal.

Other Transboundary Shipments.

The following transboundary shipments are not considered exports or imports:

PCB waste generated in the United States, taken out of the U.S., and returned to the US for disposal.
PCB waste in transit through the US going to or coming from another country.

International Agreements:

The U.S. has not yet ratified the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, which imposes a series of obligations on Parties to the Convention. Since the U.S. is not a Party to the Convention, Parties to the convention may not trade in Basel-covered wastes with the U.S. unless there is a separate bi- or multi- lateral agreement or arrangement between the concerned governments covering such wastes (e.g., PCB waste) meeting the conditions specified in Article 11 of the Basel Convention. The lack of such an agreement or arrangement could prevent the export of DOD PCB waste from a Basel Party host nation to a third country for disposal.

International Requirements:

The references to 40 and 49 CFR apply to OCONUS DRMOs (except Alaska, Hawaii and Guam) *only* if PCBs are being retrograded to the US and/or Guam for disposal or sale. The environmental laws of the host country govern overseas DRMOs. The in-country disposal of PCBs must conform to the host country's environmental laws and regulations. Contact DRMS Operations for guidance.

OCONUS DRMOs (except Alaska, Hawaii and Guam) should consult Chapter 14, Polychlorinated Biphenyls, of the country specific FGS or in the absence of FGS, the OEBGD for PCB definitions applicable to their areas. OCONUS DRMOs should consult the OEBGD or FGS to determine the regulated level of PCBs in the country where the DRMO is located and any third country used for disposal. All questions should be directed to DRMS Operations.
Foreign manufactured PCBs (at any concentration) CANNOT be retrograded to the US for disposal. PCB contaminated electrical equipment located OCONUS must be assumed to be foreign manufactured if the generator cannot provide documentation to the contrary.
All OCONUS PCB items retrograded to Guam for sale, whether US or foreign manufactured, must be tested to document that they are <50ppm. Foreign and US manufactured PCB items

<50 ppm located OCONUS can be retrograded to Guam for sale only after all fluids have been drained by the generator.

NOTE: A moratorium barring retrogrades to Guam remains in effect until further instructions from DRMS-O (Operations).

OCONUS DRMOs must consult Chapter 14 of the country specific FGS or OEBGD to determine the regulated concentration of PCBs before attempting to sell PCB items in the local economy.
OCONUS facilities must conform to the requirements of the OEBGD and/or FGS. The host installation commander is responsible for the determination of "most nearly conforming" storage.
Marking and labeling of PCB articles, items, containers and transport must be done in accordance with Chapter 14 of the country specific FGS or the OEBGD.
OCONUS DRMOs must review the FGS or OEBGD to determine if manifests are required when PCBs are shipped to the DRMO. Waste codes required by the host nation, the country of disposal or by international law will be used in lieu of codes required by 40CFR. USEPA designations will be used only for US manufactured PCB articles retrograded to the US for disposal.
Exception reporting for OCONUS DRMOs will be done in accordance with host nation law. Consult DRMS Operations for assistance.
OCONUS DRMOs will include PCBs in any annual report submitted to the host.
Spill prevention and awareness training for OCONUS DRMOs who store PCBs and PCB items will be conducted yearly. This training may be an internal awareness training given by DRMO environmental personnel based on a review of the spill policy and procedures in the Environmental Chapter of this manual. Where practicable, the DRMOs may request host installation support in conducting a yearly spill awareness and prevention training or exercise for DRMO personnel.

Marking Requirements

Figure 50 - PCBs - Regulated Items Marking Requirements

Regulated Items - Marking Requirements		**In Service Records**	**Disposal & Storage -** For Disposal Records
PCB Containers	ML	- Total Kg weight of all containers * - Description of contents *	- Date Container - Serial # or ID # * - Kg weight of each * - Description of Contents* ***- Dates for Removal, Transport, Disposal**** - Total # & Kg weight*
PCB Article Containers	ML	- Total Kg weight of all containers * - Description of contents *	- Date Container - Serial # or ID # * - Kg weight of each * - Description of Contents* ***- Dates for Removal, Transport, Disposal**** - Total # & Kg weight*
PCB Transformers Voltage Regulators	ML ML or approved mark on access to unit (e.g., fence or	- Total # of units - Total Kg weight - Inspection & maintenance - Registration w/ EPA - Record of Sale	- Date article - Serial # or ID #* - Kg of fluid in each* - Dates for removal, transport, disposal

	vault doors)		- Total # & Kg weight
PCB Large High or Low Voltage Capacitors	ML on unit or on protected location	- Total # (- protected location records if applicable) - Record of Sale	- Date article - Serial or ID #* - Kg of fluid in each* - Dates for removal, transport, disposal* - Total # of Kg weight*
PCB Small Capacitor	**		
PCB Contaminated Electrical Equipment	Not Required	- Record of Sale	- Not required (once drained)
PCB Equipment that contains a PCB Large Capacitors or PCB Transformer	ML	Records required for PCB Large Capacitors or PCB Transformers	Records required for PCB Large Capacitors or PCB Transformers
Natural Gas Pipeline	ML on above ground sources of PCB liquids ≥50 ppm		
Bulk PCB waste	ML on container		- Kg weight/quantity dates of each batch in or out. Also disposition of each batch out. - Total Kg weight
Storage Areas	ML	Record of cleanups and inspections for leaks	- Annual records as required under § 761.180 - Records of attempts to comply with 1-yr limit (if necessary)
Transport Vehicles	ML if contains a PCB transformer or 45 kg liquid PCBs		
PCB motors, hydraulic and heat-transfer systems	ML (Note: use of these items no longer authorized)		

*ML = see PCB regs=Large PCB Mark (40 CFR 761.45(a); the marking Large M, small s = Small PCB mark per 40 CFR 761.45 (b). The 40 CFR 761.45, Marking Formats, may be found at the following internet address - www.epa.gov/pcb/laws.html

Pentachlorophenol (PCP) - Treated Wood Products

Definition/Description:
A pesticide wood treatment product used to treat wood such as ammo boxes, pallets, railroad ties, telephone poles, etc.

Other types of treated wood include creosote and inorganic arsenical pressure-treated wood products such as railroad ties; pilings, piers, and dock materials; decking; construction lumber; and telephone poles.

NOTE: PCP is sometimes used to treat these products.

For further information on PCP-treated products, refer to Technical Guide No. 146, "Pentachlorophenol Materials," published by the USACHPPM, (410) 671-3651 (DSN 584-3651). On-line access at: http://chppm-www.apgea.army.mil/

Policy References/Authority: EPA Hazardous Waste Regulations, 40 CFR Part 260 et. seq., cradle-to-grave regulations; DOD 4160.21-M; Disposal of PCP-treated wood products is not currently regulated by Federal RCRA regulations, however, disposal may be regulated by state or local law. If treated wood materials are designated as fuel or are disposed of in a landfill, compliance is required with applicable Federal or state regulations for characterizing the waste.

Unique Processing Information/How to Manage:

Receiving:
When PCP-treated wood products (which have not been containerized) are palletized for turn-in to a DRMO, generating (turn-in) activities should ensure that any available PCP-treated pallets are used for this purpose. If PCP-treated pallets are not available, generating activities are encouraged to use the servicing DRMO as a possible source for PCP-treated pallets before using non-treated standard pallets. This would also prevent the inadvertent and unnecessary expense for disposal of standard pallets on service contracts. Otherwise, standard HM receipt processes will be used.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage will be completed in a manner that takes the warning statements shown below into consideration.

Reutilization/Transfers/Donations:
Spent treated wood has potential reuse as fence posts, rails, lighting poles, landscape timber, parking lot bumper guards.

These items will receive RTD processing.
Every RTD action must have the following warning statement:

PCP-TREATED PROPERTY.

The listed property has been (or may have been) treated with varying amounts of chemical preservatives. The amount of residual pentachlorophenol (PCP) will vary because of the porosity of

the property. The following precautions should be taken while handling the property to minimize the possibility of allergic reactions such as skin rashes. Gloves and aprons of rubber, vinyl or other nonporous materials should be worn. Because of the vaporization potential of PCP, treated property should not be burned. Cutting, sanding and planeing of treated property is not recommended. However, when disturbing the property in any way, the following precautions should be taken:

- Protective clothing such as gloves, aprons, coveralls, eye protection, and boots should be worn.
- Adequate ventilation should be made available so as to remove particles away from the operator's breathing zone.
- Respirators of the type to capture and remove pentachlorophenol fumes should be available at all workstations. (These will be used on a case-by-case basis. As appropriate, consultations for usage needs will be conducted with a local Industrial Hygienist.)
- A vacuum system should be available to pick up wood particles.
- Recipient agrees to include the above warning in any subsequent release of the property.

Wooden Ammunition Boxes will contain the following:

- The state agency acknowledges the following warning and certifies that the warning will be made known to any subsequent recipient of the property:

  "WARNING: The wood in the ammunition boxes of the items listed herein has been (or may have been) treated with varying amounts of chemical preservatives. The amount of residual pentachlorophenol (PCP) will vary because of the porosity of wood. The following precautions should be taken while handling the boxes to minimize the possibility of allergic reactions such as skin rashes. Gloves and aprons of rubber vinyl, or other nonporous materials should be worn. Because of the vaporization potential of PCP, treated wood should not be burned. Cutting, sanding and planeing of treated wood are not recommended. However, when disturbing the wood in any way such as this, the following precautions should be taken: (1) Protective clothing such as gloves, aprons, coveralls, eye protection and boots should be worn; (2) adequate ventilation should be made available so as to remove particles away from the operator's breathing zone; (3) respirators of the type to capture and remove pentachlorophenol fumes should be available at all work stations; and (4) a vacuum system should be available to pick up wood particles. Recipients agree to include the above warning in any subsequent resale or transfer of ownership of these boxes."

SIGNED _____DATE____(Authorized Donee Representative)

Demilitarization/Mutilation: Will be accomplished on a case-by-case basis, if required by assigned DEMIL Code or designated safety issue requiring mutilation.

Sales: These items will receive sales processing.

NOTE: The following hazardous property will only be sold by DRMS Operations.

PCP treated property regulated by the state where located or turned in by the generating activity with either “HM” or “HW” in block C of the ETID/DTID.

Guidelines for PCP Treated Property:

PCP treated property is considered unregulated unless regulated by the state or country where located. PCP treated property may be processed for sale as follows:

Wooden products not treated with PCP will include condition contained in Part 7, Article E, of the Sales By Reference.

Special Terms and Conditions for PCP Treated Property:

All IFBs offering property treated with pentachlorophenol (PCP), or suspected of being treated with PCP, will include the following special conditions:

Sale By Reference, Part 7
ARTICLE C: TRANSPORTING HAZARDOUS MATERIALS.
ARTICLE L: ASBESTOS.
ARTICLE R: DISPOSITION AND USE OF HAZARDOUS PROPERTY.
ARTICLE S: GOVERNMENT’S RIGHT OF SURVEILLANCE.
ARTICLE T: RIGHT OF REFUSAL FOR HAZARDOUS PROPERTY.

Condition of sale:
ARTICLE LD: HAZARDOUS PROPERTY.
ARTICLE B19: PCP-TREATED PROPERTY.

The following notice will be included in the Additional General Information and Instructions:

RESOURCE CONSERVATION AND RECOVERY ACT NOTICE. (Applicable to Item(s) __). EPA Hazardous Waste Regulations, 40 CFR Part 260 et. seq., cradle-to-grave regulations detail the responsibilities of generators, transporters, treaters, storers, and disposers of hazardous wastes. Civil and criminal penalties are available for noncompliance. While the material offered under this solicitation is not subject to these regulations in its present form, subsequent actions taken with regard to the material may cause a hazardous waste to come into existence. Purchaser is cautioned that it is solely responsible to ascertain the extent to which these regulations affect it and to complete therewith.

PRE-AWARD SURVEY. Prior to the award of a contract, the Sales Contracting Officer (SCO) or his authorized representative will determine whether the potential purchaser has the necessary permits/licenses, experience, organization, and technical qualifications (either through its own facilities or the facilities of another firm) to handle materials of the nature offered herein and is capable of complying with all applicable Federal, state and local laws, ordinances and regulations.

The requirement to complete the Statement of Intent, DRMS Form 1645, must be referenced under each applicable item as follows:

STATEMENT OF INTENT ON PAGES ___AND ___MUST BE COMPLETED AND SUBMITTED WITH BIDS ON THIS ITEM.

Property not treated with PCP will reference the following article only:

Sale By Reference, Part 7, ARTICLE E: DANGEROUS PROPERTY.

Ultimate Disposal: May be required as a result of actions that could be taken during usage of the PCP, creosote and inorganic arsenical pressure-treated wood products.

Property Accounting: Standard Hazardous Property accounting transactions will be completed.

Pesticides

Definition/Description

Pesticide is any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Pests can be insects, mice and other animals, unwanted plants (weeds), fungi, or microorganisms like bacteria and viruses. Though often misunderstood to refer only to *insecticides*, the term pesticide also applies to herbicides, fungicides, and various other substances used to control pests. Under United States law, a pesticide is also any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.

Policy References/Authority

40 CFR Parts 152 and 156.

Unique Processing Information/How to Manage

Receiving:

DRMOs will accept pesticides that are properly packaged and safe to handle. Pesticides in broken or leaking containers will be repackaged before turn in to a DRMO. Repackaged pesticides containers will be stencil-labeled "FOR DISPOSAL ONLY." The following information must be affixed to the container:

NSN-Repackaged (if applicable).
Nomenclature and percent active ingredient.
Type and quantity of rinse solution added to repackaged container (if applicable).
Total quantity in gallons (liquids)/pounds (solids).
Date packaged (month/year).

If a pesticide is manufactured under an EPA exception for the sole use of DOD or a Military Service (Army, Navy, USAF, USMC), the generating activity must enter "DOD use only" or "(Identify Military Service) use only" in block 27 of the ETID/DTID.

If maximum pesticide strength has deviated from the labeled amount, the product is considered adulterated and cannot be further used as a pesticide. The generator must indicate, “adulterated” in block 27 of the ETID/ DTID.

Pesticides will also be stencil-labeled *"FOR DISPOSAL ONLY”* under the following conditions:

Revised labels for suspended pesticides cannot be obtained by the turn in activity from the manufacturer.
Pesticides without a label.
Pesticides that have had their composition altered.

When serviceable pesticides are turned-in to a DRMO, the generating activity will ensure that pesticide containers are labeled with the information listed below. The generating activity must not detach, alter, deface, or destroy in whole, or in part, any manufacturer label attached to the pesticide container. If labels are defaced or illegible, neither the generator the DRMO will make any modifications to existing labels. Only duplicate or revised, registered labels obtained from the manufacturer will be affixed to the container.

Name and address of manufacturer or person for whom the pesticides were manufactured.
Name, brand, or trademark under which the product is sold.

EPA Registration Number and EPA Establishment Number (for those used in the United States).
Statement of net contents.
Statement of ingredients.
Pertinent warning or cautionary statement, as necessary, to prevent injury to man, animals, and vegetation not detrimental to man.
Directions for use which, if followed, are adequate to protect the user, the public, and the environment.

(Technical information necessary for preparing labels or other purposes may be obtained from sources shown below or see EPA web page for additional information.)

NOTE: This type property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Storage requirements will be determined on a case-by-case basis.

Reutilization/Transfers/Donations: Standard hazardous processes will be used. Any special military markings on pesticide containers will be obliterated by the holding activity before release to a non-Federal recipient. The DRMO will notify the holding activity if the directed release requires obliteration of these markings.

Demilitarization/Mutilation: Not applicable.

Sales: Sales terms and conditions will be based on the type of commodity. Any special military markings on pesticide containers will be obliterated by the holding activity before release to a non-Federal recipient. The DRMO will notify the holding activity if the directed release requires obliteration of these markings.

Ultimate Disposal: Suspended pesticides, with no DOD approved uses, and pesticides without Federal Insecticide, Fungicide, and Rodenticide Act labels, and restricted use pesticides bearing the *"DANGER"* label will be directly processed to a DRMS disposal service contract.

Property Accounting: Processes will be determined based on the property characteristics.

Pesticide Technical Information Points Of Contact

Military and/or Federal specifications have been published on all standard stocks. Each specification contains basic data on standards established on each chemical for labeling, packaging, type and size of containers, quality assurance, assay procedures, and other essential information. Technical assistance on label requirements and other aspects on the use and disposition of pesticides can also be obtained from the engineer or medical entomologist serving military installations. Should entomology support be unavailable, assistance can be obtained, upon request, from the following points of contact:

Armed Forces Pest Management Board, Forest Glen Section, WRAMC, Washington, DC 20307-5001.

Commander, U.S. Army Environmental Center, ATTN: SFIM-ECN, Aberdeen Proving Ground, MD 21010-5401.

U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM), ATTN: HSHB-MR-R, Aberdeen Proving Ground, MD 21010-5422.

Department of the Navy, Navy Environmental Health Center, ATTN: Entomology Programs, Code 37, 2510 Walmer Avenue, Norfolk, VA 23513-2617.

Commander, Naval Facilities Engineering Command, Code 1333, 200 Stovall Street, Alexandria, VA 22332-2300.

AL/OEM, 2402 E Drive, Brooks AFB, TX 78235-5114. (Surveillance, insect info and medical aspects.)

HQ AFCESA/CESM, 139 Barnes St, Ste 1, Tyndall AFB, FL 32403-5319. (Chemical use and chemical specific questions.)

HQ United States Air Force in Europe, ATTN: HQ USAFE/CEV, APO AE 09094-5010.

Det 3, Armstrong Laboratory, Unit 5213-Bldg 850, Kadena AB Japan. (Chemical use and chemical specific questions.)

HQ USA Europe & 7th Army, ATTN: AEAEN-EH-B, APO AE 09014.

USA Facilities Engineer Activity-Korea, ATTN: Eighth Army Facilities Engineers (EAFE-EN DIR), APO AP 96301.

HQ USACHPPM-EUR, Landstuhl, Germany, APO AE 09180

HQ USACHPPM-PAC, Sagami, Japan, APO AP, 96343-0079

Defense Logistics Agency, ATTN: CAAE (Staff Entomologist), 8725 John J. Kingman Road, STE 2533, Fort Belvoir, VA 22060-6221.

Defense Supply Center Richmond, ATTN: JDTB, 8000 Jefferson Davis Highway, Richmond, VA 23297-5810.

Privacy Act Materials

Definition/Description:
Any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his/her education, financial transactions, medical history, and criminal or employment history and that contains his/her name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph. This definition potentially includes every record that contains any kind of information associated with an individual.

Policy References/Authority: 5 U.S.C 552a(a)(4); DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:

Receiving:
Property that appears to contain privacy act materials may not be received for disposal.

DOD activities must be alert to conditions where a person's privacy is compromised by disposal of property containing privacy act materials. In such cases, appropriate general counsel should be consulted, prior to disposal.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Not applicable.

Reutilization/Transfers/Donations: Not applicable.

Demilitarization/Mutilation: Not applicable.

Sales: Not authorized.

Property Accounting: Not required.

QUICK CLOT

Definition/Description: Quick-Clot (Brand Hemostatic Agent) is a granular form of zeolite powder that absorbs fluid with handling properties similar to sand. Used as a sterile, temporary traumatic wound treatment that rapidly arrests high-volume blood loss and achieves hemostasis in large wounds, arresting hemorrhages. (Quick-Clot speeds coagulation in moderate-to-severe wounds, including high-volume venous and arterial bleeding.)

Policy References/Authority:

A. DODD 5105.22 and DODD 6025.13 policy. Army: Army Regulation (AR) 40-61, dated 28 January 2005, Chapter 4 and Department of the Army Supply Bulletin (SB 8-75-11.

B. Air Force: AFI 41-209, Medical Logistics Support, Chapters 3 and 9. For MAJCOMS & NGB –This message has been transmitted to all designed subordinate medical activities.

Service Specific POCs are as followed:

AFMOA: (301) 619-4638
USAF SABC KITS: (571) 256-1246
SABC: (202) 767-5668
USAMMA: (301) 619-7867
NAVMEDLOGCOM: (202) 762-3826
MARCORPSYSCOM: (703) 617-2380

Unique Processing Information/How to Manage:

Receiving: Excess property recognized as “Quick-Clot” granular type has been suspended and discontinued without replacement from use based upon new retrospective reviews and safety studies. Presently property is not to be received from any organization and the customers shall be referred to their appropriate Military Service Specific POC mentioned above for instructions.

This applies to NSN: 6510-01-519-3085, Quick-Clot, Hemostatic Agent (Granular). Other applicable identification source of a Quick-Clot package is Marine Corps Trauma Kit for the Individual First Aid Kit, Wound Pack (Quick-Clot), Hemostatic Treatment, NSN 6545-01-499-9285.

Note: NSN 6510-01-519-3085 has been cancelled in FEDLOG without a replacement.

Existing Inventories: Current inventories will be inspected for any Quick-Clot type property. If, property is found at your location place in a secure or controlled area and notify your local environmental personnel for proper disposition of property. This will ensure that all Federal, State and Country environmental regulations are followed and complied with. After compliance has been met and the screening cycle has ended, refer to A & D section of this guidance for disposal procedures.

(CONUS/OCONUS):

Warehousing/Storage: Will be stored in a manner that provides compliance with required controlled area.

Reutilization: Not authorized.

Transfer: Not authorized.

Donation: Not authorized.

Demilitarization/Mutilation: Not authorized

Sales: Not authorized.

Property Accounting: In accordance with the type of property being processed, controlled; non-controlled; hazardous; RCRA/State regulated.

Abandonment & Destruction: DLA Disposition Service are not to receive these items from any customer and refer them to the appropriate Military Service POCs for disposal. If property has been received by DLA Disposition Service prior to this guidance, identified as "Quick-Clot" has reached ESD and been identified for A & D, the property can be disposed of
utilizing SCL B00.

Environmental: "Quick-Clot" has been identified as non-hazardous and can be disposed of through SCL B00. Ensure that this method is in accordance with any applicable environmental Federal, State, Local and Country requirements.

If property has been received prior to the issuance of this guidance, process as solid waste and discard.

> Quick Clot is not hazardous waste. From a J-33 perspective, this issue has been resolved as Quick-Clot has been given a HCC of N1 by HTIS (Hazardous Technical Information Service) – the item is not hazardous and is a naturally occurring element. Handle as regular solid waste property.

Radiation-Emitting Electronic Products (Certified and Non Certified)

Definition/Description:
Among the principal radiation-emitting electronic products are X-ray systems, lasers and cold-cathode gas discharge tubes. In accordance with 21 CFR 1000,commercial products such as televisions and microwave ovens, etc, contain security-tampered devices and are not included in this category. All radiation-emitting equipment or products will be treated as non-certified unless the seal on the manufacturer's original shipping container has never been broken.

Examples include:
- Certified and non-certified diagnostic X-ray systems and their major components.
- Certified and non-certified diagnostic X-ray systems.
- Non-certified laser products. (Exempted lasers)

Policy References/Authority:
- The Radiation Control for Health and Safety Act of 1968, as amended (42 U.S.C. 263b-263n) assigns the Department of Health and Human Services responsibility for policy and procedures governing the safety of electronic products that produce radiation when energized.
- 21 CFR 1000
- DOD 4160.21-M, Chapter 4.

Receiving: Standard receiving processing will be used.

For exempted lasers, generating activities will identify excess exempted lasers by annotating on the ETID/DTID: *"EXEMPTED LASER."* Any security classification assigned to the ETID/ DTID will be perpetuated in RTD screening. The generating activity will maintain physical custody during the screening period.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Proper storage determinations will be based on item characteristics and sensitivity.

Reutilization/Transfers/Donations:
Reutilization/transfer of excess exempted lasers will be made only after notification of, and approval by, the DUSD (L). The gaining DOD organization will be responsible for obtaining the approval. The DUSD (L) will coordinate the proposed transfer with the FDA.

Reutilization to DOD activities or transfers of these electronic products (including exempted lasers) to Federal civil agencies will contain the "caution" cited below, unless the item is in A1 condition and is specifically labeled as certified.

Donations of these electronic products (including exempted lasers) will be accomplished by including the "caution" statement cited below. In addition, the recipient must sign the “caution” and a copy of the shipping document furnished the pertinent State Radiation Control Agency, for the State in which the donor is located, for the following property:

CAUTION: RADIATION-EMITTING ELECTRONIC PRODUCT. Recipients are warned that item(s)_____may not be in compliance with FDA, radiation safety performance standards prescribed under 21 CFR 1000, and use may constitute a potential for personal injury unless modified. The recipient agrees that the U.S. Government shall not be liable for personal injuries to, disabilities to, or death of the recipient, the recipient's employees, or to any other person arising from or incident to the transfer or donation of this item, its use, or final disposition. The recipient shall hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the transfer or donation of this item.

Upon completion of reutilization/transfer screening for exempted lasers, generating activities will identify supply system needs for usable parts, and remove and return needed parts to the system. Unclassified residual parts of exempted lasers will be DEMILED.

Should a desire be expressed for usable exempted lasers or laser parts by other than a DOD organization, it will be referred to DUSD (L) (through DRMS and DLA) for security consideration and, if pertinent, coordination with FDA, before passing to GSA for final approval for release. Except where such staffing and approvals are obtained in advance, disposal of usable exempted lasers or laser parts outside the Department of Defense through transfer, donation, or sale is prohibited.

Demilitarization/Mutilation:
Classified residual parts must be rendered unclassified or, when that is not feasible, destroyed in accordance with applicable security regulations. Disassembly for needed parts and proper DEMIL of residual parts will constitute final disposition action of the exempted laser for the generating activity's record and report purposes.

Residue may be physically accepted by DRMOs as scrap. The scrap, however, must not be identified to its initial source of generation; that is, the exempted laser. It will be commingled with other scrap and disposed of following normal scrap procedures.

Sales: Award documentation for sales containing the items listed below will be provided the State Radiation and Control Agency for the State in which the buyer is located.

Certified and non-certified diagnostic x-ray systems and their major components.
Certified and non-certified cabinet x-ray systems.
Non-certified laser products.
Non-certified cold-cathode gas discharge tubes under conditions of scrap or salvage.
Any other non-certified electronic product for which FDA may issue a performance standard.

Property Accounting: Will be in accordance with items characteristics/uses.

Radioactive Material

Definition/Description:
Items typically containing radioactive material include:

Sealed Radiation Sources used by Precision Measurement and Equipment Laboratories and Bioenvironmental Engineering for radiation detection instrument calibration;
Medical Products;
Gas Chromatographs;
X-Ray Fluorescence Lead Based Paint Analyzers;
Soil Moisture Density Gages;
Chemical Agent Alarms;
Exit Signs (self illuminating);
Lensatic Compasses;
Smoke Detectors; and
Depleted Uranium Counterweights.

The hazardous code **XC** will be assigned to Radioactive property requiring NRC license, however, this code is for supply purposes and storage. It will not be shown on the ETID/DTID.

The following organizations within the Military Services/Defense Agencies may be contacted to determine knowledge and responsibility for disposal of radioactive material within each respective Service/Agency:

Army--Commander, U.S. Army Material Command, ATTN: AMCSF, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

Navy--Commander, U.S. Naval Sea Systems Command, ATTN: Radiological Affairs Office, Code SEA-06GN, Washington, DC 20362-5101.

- COMNAVSEASYSCOM (04N), Cdr Williams Adams, (202) 781-2414)
- OIC NAVSEADET RASO, (757 887-4692)

USAF--AL/OEBZ (AFRMW), Armstrong Laboratory, 2402 E Street, Brooks AFB, TX 78235-5114.

Marine Corps (USMC)--Commandant of the Marine Corps, ATTN: SDO-1, 2 Navy Annex, Washington, DC 20380-1775.

- POC: CDR S.L. Gaiter, MSDC, USN, Marine Corps Radiation Safety Officer, DSN 224-1202/3164 or (703) 614 1202/3164; e-mail: GaiterSL@hqmc.usmc.mil

- POC: Commanding General, Marine Corps Logistics Command, ATTN: L11, 814 Radford Blvd., Bldg 3700, Room 100N, Albany, GA 31704-5000, POC: Mr. Lawrence S. Davis, Director, Safety and Radiological Control, DSN: 567-5511, or 229 639-5511, e-mail: DavisLS@logcom.usmc.mil

DLA--Designated Supply Center that initiated a procurement contract.

Policy References/Authority:

Joint Directive - DLAM 4145.8/AR 700-64/NAVSUPINST 4000.34B/AFR 67-8/MCO P4400.105C.
DOD 4160.21-M, Chapters 4 and 10.

Unique Processing Information/How to Manage:

Receiving:
DRMOs may accept accountability, but not physical custody, of radioactive commodities. Radioactive items that are not released through RTDS must be disposed of by the generating activity.

Electron tubes and major items of equipment containing installed license-exempt items will be disposed of in accordance with normal transfer, donation, or sale procedures.

All commodities, including rotor blades and aircraft subassemblies, containing depleted uranium counterweights will be identified as such by the generating activity. Pertinent documentation will be furnished along with the ETID/DTID. DRMOs may accept accountability but not physical custody, and may provide normal RTDS processing. Prospective buyers of rotor blades or other aircraft subassemblies containing depleted uranium counterweights will be made aware of regulations issued by the Nuclear Regulatory Commission.

Radioactive materials are unacceptable for physical custody because of Nuclear Regulatory Commission (NRC) Licenses or controls. DLAM 4145.8, Radioactive Commodities in the DOD Supply System, paragraph 5-15, prescribes the types of property and methods of disposal. The following summarizes materials that **may not be physically accepted by a DRMO:**

Items containing radioactive material.
Property that contains radioactive material requiring a NRC License.
Radioactive waste.
Items that cannot be decontaminated or repaired, or leaking items.
Surplus/foreign excess radioactive material whose sales, transfer or donation is prohibited.
Surplus/foreign excess radioactive material that is determined to be unwanted after having been advertised as being surplus.
Waste that is radioactive, resulting from production, possession or use.
Contaminated clothing and other protective equipment marked with radiation warning symbols.
Loose items containing license-exempt radioactive material that are normally installed in major-end items. This excludes from custody such items as self-luminous gauges, meters, switches, etc., except those that have 0.01 microcuries or less of radium.
Microwave receiver protector tubes, and other electron tubes that have radioactive materiel requiring a NRC license.
Marine navigation devices containing tritium gas.
Items containing radium sources other than for the production of light, i.e., self-luminous dials, or those exceeding 0.01 microcuries.

DRMOs should contact DRMS-WH, Health and Safety (DSN) 661-5866 whenever questions are encountered regarding radioactive material. Also see Section 1, Chapter 3, Safety Program.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs)

Warehousing/Storage: Not authorized for DRMOs.

Reutilization/Transfers/Donations: Radioactive commodities may be processed with standard transactions, however, prospective customers of rotor blades or other aircraft subassemblies containing depleted uranium counterweights will be made aware of regulations issued by the Nuclear Regulatory Commission.

Demilitarization/Mutilation: Radioactive items may not be mutilated as a condition of sale. If DEMIL is necessary on a radioactive item, the generating activity will be requested to accomplish this action if salable residue would result. If the generating activity cannot safely accomplish the DEMIL action, or if salable residue would not be realized, the item will be considered and processed as radioactive waste.

Sales: Whenever there is a possibility that an item offered for sale may contain levels of radioactivity, pertinent cautionary statement(s) will be included in the sale solicitation.

Property Accounting: Will be in accordance with item's characteristics/uses.

Radioactive RADCON Property, Potential

Definition/Description:
The NSNs listed below have been identified as potential radioactive RADCON property:

NSNs Identified as Potential Radioactive Property

NSN	Item Description		NSN	Item Description
8125-00-177-6095	Bottle, Screw Cap		8415-01-214-8285	Jumper, Radioactive
8415-00-782-2808	Hood, Radioactive		8415-01-214-8286	Trouser, Radioactive
8415-00-782-2809	Hood, Radioactive		8415-01-298-6922	Glove Shells, RA
8415-00-782-2810	Glove Shells, RA		8415-01-298-6923	Glove Shells, RA
8415-00-782-2812	RA Glove Shells		8415-01-298-6924	Glove Shells, RA
8415-00-782-2814	RA Glove Shells		8415-01-298-6925	Glove Shells, RA
8415-00-782-2815	Coverall, Radioactive		8430-00-890-2073	Overshoe, Radioactive
8415-00-782-2816	Coverall, Radioactive		8430-00-890-2074	Radioactive Overshoes
8415-01-129-8006	Glove Shells, RA		8430-00-890-2075	Radioactive Overshoes
8415-01-204-2668	Sleeves, Arm, Radiac		8430-01-196-8394	Footwear, Covers

Policy References/Authority: Item Manager Direction

Unique Processing Information/How to Manage:

Receiving: Not authorized. They are not to be turned into DRMOs. In the event generating activities attempt to turn them in, they should be advised to Contact NAVICP (Code 873) Program Manager, Ms. Jaye Smith, DSN 430-1833 or Comm 717-605-1833 for disposal instructions.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs)

Warehousing/Storage: Not applicable.

Reutilization/Transfers/Donations: Not authorized.

Demilitarization/Mutilation: Not applicable.

Sales: Not authorized.

Property Accounting: To aid in identifying this property at receipt, the NSNs have been added to the Safe Alert Latent Defect (SALD) program. This will be available on a pop up screen if attempts are made to input to DAISY.

Radio Frequency Devices

Definition/Description:
Radio frequency (abbreviated RF, rf, or r.f.) is a term that refers to alternating current (AC) having characteristics such that, if the current is input to an antenna, an electromagnetic (EM) field is generated suitable for wireless broadcasting and/or communications. These frequencies cover a significant portion of the electromagnetic radiation spectrum, extending from nine kilohertz (9kHz), the lowest allocated wireless communications frequency (it's within the range of human hearing), to thousands of gigahertz (GHz).

When an RF current is supplied to an antenna, it gives rise to an electromagnetic field that propagates through space. This field is sometimes called an RF field; in less technical jargon it is a "radio wave." Any RF has a wavelength that is inversely proportional to the frequency.

Policy References/Authority:

DOD 4160.21-M, Chapter 4.

Radio frequency devices marketed and used by the general public or non-Federal agencies must comply with Federal Communications Commission regulations. Marketing of Radio frequency devices which do not comply with the Commission's rules is a violation of Federal law, 47 U.S.C. 302 and is punishable under sections 501 and 502.

Unique Processing Information/How to Manage:

Receiving: Standard receiving processes will be used.

NOTE: This type property may be received from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Standard storage requirements will be used.

Reutilization/Transfers/Donations:
Documents releasing these items outside DOD for transfer or donation will be annotated by the DRMO with a warning statement: "FAILURE TO COMPLY WITH FEDERAL LAW 47 U.S.C. 302 IN OPERATION OF THIS EQUIPMENT IS PUNISHABLE UNDER 47 USC 501 and 502."

Demilitarization/Mutilation: Will be determined based on assigned DEMIL Code.

Sales: A condition of sale will appear in all sale solicitations issued within CONUS for these items that will indicate:

"FAILURE TO COMPLY WITH FEDERAL LAW 47 U.S.C. 302 IN OPERATION OF THIS EQUIPMENT IS PUNISHABLE UNDER 47 USC 501 and 502."

Property Accounting: Standard accounting practices will be used.

Range Residue

Definition/Description

For purposes of disposal, range residue will be segregated and defined as Group 1a, Group 1b or Group 2.

Group 1 includes property that previously contained explosives or that does not contain items of a dangerous nature and can be certified inert and/or free of explosives or other dangerous materials such as targets, certain expended ordnance, etc.

Group 1a. Firing range expended small arms cartridge and inert metals gleaned from range clean up. Metals gleaned include material for which the only use is for its basic material content (e.g.: clean shrapnel, target metal, etc.) and does not include material with any residual utility or capability or that is considered to be MLI or CCLI. Such material is eligible under the Resource Recovery and Recycling Program for disposition by a QRP in accordance with DOD Instruction 4715.4. DOD Components may exercise direct sale authority for firing range expended small arms cartridge cases provided that it is crushed, shredded or otherwise destroyed prior to release from DOD control.

Group 1b. Any certifiable material or item not meeting the criteria in Group 1a above. A determination will be made as to whether the material/item requires demilitarization (see DOD 4160.28-M). Damage sustained does not necessarily constitute demilitarization. Destruction will, at a minimum, satisfy the provisions of DOD 4160.28-M. This material is not eligible for a QRP.

Group 2 includes inherently dangerous items that may potentially contain munitions residue and cannot be certified as inert, such as practice bombs (that is, “duds,” unexploded ordnance (UXO) , BDU-33, MK-106, etc.).

Policy References/Authority

DOD 4160.21-M, Chapter 4; DOD 4160.28-M.

Unique Processing Information/How to Manage:

Receiving:

The Generating Activity will:

Inspect and certify all range residue that was fired or fired upon (hard target residue), and segregate it for disposal into Group 1a, Group 1b and Group 2. Inert metals (Group 1a) and hard target residue will be further segregated by metal type. All other materials in Groups 1a and 1b will be segregated by munitions type and stored to facilitate final re-inspection.

Refer inspected Group 1a and demilitarized Group 1b property to a DRMO for in-place sales service.

Accomplish and certify all required demilitarization and mutilation in accordance with DOD 4160.28-M and other applicable guidance before referral to a DRMO.

NOTE: Under special circumstances, demilitarization or mutilation as a condition of sale may be used.

Retain custody and accountability for all range residue except expended cartridge cases.

Provide a separate, secured storage area for range residue that will be sold in place. The generating activity and the DRMO must agree upon storage locations for range residue and document these in the MOA shown in Section 4, Supplement 1, General Operations Guidance, Enclosure 4.

Dispose of, through approved contracting channels, any Group 1 and 2 property that a DRMO cannot sell by the "in-place sale service" process.

Provide qualified personnel to certify range residue contains no radioactive residue.

When required, ensure that classified materials have been declassified and demilitarized with appropriate certifications provided on the turn-in documentation.

Provide a list of munitions expended and identify the potential danger of the material on the turn-in document.

Provide on-site familiarization to contracting personnel regarding hazards/dangers inherent in accumulations prior to execution of the contract.

Comply with any RCRA, MMR and Federal Facilities Compliance Act requirements.

Conduct a pre-award survey on all performance contracts.

The DRMO will:

Verify that the applicable documents contain required data and that all certifications contain the authorized signatures and data identifying the certifying individuals.

Assist generating activity with the identification of demilitarization required, mutilation required and QRP eligible material.

Initiate and monitor through signature, the required Memorandum of Agreement for processing Range Residue.

Initiate an ~~AEDA~~ MPPPEH SITREP if required.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Stored in appropriate lots by Scrap Classification List (SCL).

Reutilization/Transfers/Donations: Range residue is classified as scrap and is not processed through RTD cycle.

Demilitarization/Mutilation: Ensure that certified range residue does not contain demilitarization required or mutilation required material prior to award unless material has been offered with demilitarization or mutilation as a condition of sale.

Sales: Provide an in-place sales service as requested by the generating activity.

Ensure the Dangerous Property Article is included in the sales solicitation when offering property.

Property Accounting: Standard scrap accounting processes will be used.

Refrigeration and Air-Conditioning Appliances

Does not include Motor Vehicle Air Conditioners. See guidance under ***Vehicles.***

Definition/Description

Appliance means any device which contains and uses a refrigerant and which is used for household or commercial purposes, including any air conditioner, refrigerator, chiller, or freezer.

Small Appliance means any appliance that is fully manufactured, charged, and hermetically sealed in a factory with five (5) pounds or less of a class I or class II substance used as a refrigerant, including, but not limited to, refrigerators and freezers (designed for home, commercial, or consumer use), medical or industrial research refrigeration equipment, room air conditioners (including window air conditioners and packaged terminal air heat pumps), dehumidifiers, under-the-counter ice makers, vending machines, and drinking water coolers.

High-Pressure Appliance, for the purposes of this guidance, is any appliance which does not meet the definition of a "Small Appliance" as described above. High-pressure appliances are subject to the same guidance as small appliances, *except* that some high-pressure appliances must be disassembled prior to movement, regardless of condition, and will require the generator to recover the refrigerant prior to disassembly. Generators and DLA Sites should not automatically classify high-pressure appliances as scrap just because they have been disassembled, but rather based upon actual condition.

Policy References/Authority

The Clean Air Act Amendment of 1990, Section 608.c, prohibits intentional venting or releasing of ozone depleting refrigerants or their blends or substitute refrigerants to the environment. All refrigerants must be recovered and accounted for, prior to *any* appliances being processed as scrap or buried in a landfill. Violations of the Clean Air Act (CAA) and of USEPA regulations carry civil or criminal penalties and fines.

USEPA Regulations at 40 CFR 82.156(f), "Effective July 13, 1993, persons who take the final step in the disposal process (including but not limited to scrap recyclers and landfill operators) of a small appliance, room air conditioning, MVACs, or MVAC-like appliances must **either:**

(1) Recover any remaining refrigerant from the appliance in accordance with this section, as applicable; **OR**
(2) Verify that the refrigerant has been evacuated from the appliance or shipment of appliances previously. Such verification must include:

- A signed statement ***from the person from whom the appliance or shipment of appliances is obtained"*** (the generator) "that all refrigerant that had not leaked previously has been recovered from the appliance or shipment of appliances…***and,***

- This statement must include the name and address* of the person who recovered the refrigerant and the date the refrigerant was recovered..."

* DLA Disposition Service has confirmed with the USEPA that the address must consist of the following information: **Street Address, City, State, *and* Zip Code**

DOD 4160.21-M: It is DOD policy that all DOD activities will comply with the CAA and all USEPA regulations. Disposal procedures for all DOD activities are prescribed at **DOD 4160.21-M, Chapter 10, Attachment 1, Item 24**

NOTE: USEPA REGULATIONS DO NOT APPLY OVERSEAS. Host nation environmental laws and regulations may regulate this type of property; therefore, DLA Disposition Service Sites overseas may have different or special turn-in requirements to comply with the DOD Executive Agent Final Governing Standards (FGS) and host nation laws and regulations applicable overseas.

Receiving Process

Refrigerant Recovery Guidelines for Turn-In to DLA Disposition Service Sites:

- ***Serviceable appliances (cc: A-D)*** **should** be turned in with the refrigerant intact whenever possible to preserve R/T/D/S potential.
- ***Unserviceable appliances with any R/T/D/S potential (cc: E-H)*** **should** be turned in with the refrigerant intact, as long as they have not been disassembled and all parts are intact. (Do NOT include items which have been crushed, dismantled, disfigured, etc. and are truly scrap).
- ***Scrap and/or Disassembled items*** **must** have the refrigerant recovered prior to turn-in to the DLA Disposition Service Site (includes off-site generator storage locations)

Documentation of Refrigerant Status:

For items which *still contain* refrigerants:

- **Per DOD 4160.21-M, Chapter 10, attachment 1, par. 24.c.(3):** *"Generating activities shall attach the following statement to the turn-in document (DDForm1348-1-A) and to the property identifying the class I or II refrigerant contained in the item:*

  WARNING: Contains (insert name of substance), a substance which harms public health and environment by destroying ozone in the upper atmosphere."

- **OR, *as an alternate statement, which DLA Disposition Service will accept***, the generator may include a statement on the ETID/DTID, such as:

  "*Contains Refrigerant*", "*Refrigerant Intact*", or something similar, to alert any subsequent owner, scrap processor, or landfill operator.

Items which *no longer contain* refrigerants require *all* of the following at the time of receipt:

The ETID/DTID must contain a statement clearly indicating that the items do not contain refrigerants.

- Variations of the statement are authorized as long as the intent is clear, e.g., “EMPTY” or “Refrigerants Recovered”, “Refrigerants Removed”, etc.

2. The ETID/DTID must be accompanied by documentation provided by the generator, attesting that all refrigerants which had not leaked previously were recovered in accordance with USEPA regulations, and includes the information required at 40 CFR 82.156(f).

- Generators should be encouraged to use DLA DISP SVCS Form 2016 (see example of a completed form at the end of this guidance) which lists all of the EPA requirements; however, generator forms are acceptable as long as the correct information and signatures are obtained.

3. Labels, Tags, Stencils, or Markings indicating that items no longer contain refrigerants.

- Variations of the statement are authorized as long as the intent is clear, e.g., “EMPTY” or “Refrigerants Recovered”, “Refrigerants Removed”, etc.

Other Considerations:

The refrigerant is gone and the generator does not know what happened to it:

1. Section 82.156(f) requires a signed statement be obtained from the supplier of the appliances stating *“all refrigerant that had not leaked previously has been recovered”* in accordance with the regulations. If the entire refrigerant has leaked out, the signed statement need not contain the name and address of the person who performed the recovery, as no such person exists. The signed statement must, however, clearly state that the entire refrigerant in the appliance had already leaked out.

Items which have had components removed, *i.e., Compressors:*

1. If a Site receives an appliance in which some of the components of the refrigerant system have been removed (i.e., the compressor), EPA believes that these types of appliances are *still* subject to the safe disposal regulations. Therefore, an appliance with portions of the refrigerant system remaining is subject to the safe disposal regulations, *as well as the components that were removed*.

2. In other words, if a generator removes the refrigerant from an item, *and removes the compressor for turn-in by itself, BOTH THE ITEM AND THE COMPRESSOR WILL REQUIRE A REFRIGERANT REMOVAL CERTIFICATION TO ACCOMPANY THE DTID(s), and BOTH WILL REQUIRE AN “EMPTY” LABEL AFFIXED!*

3. If a Site receives an appliance in which the entire refrigerant system has been removed, EPA believes that these appliances are not subject to the safe disposal regulations. They are no longer appliances that contain or use a refrigerant. However, if the Site is not certain that the

entire refrigerant system has been removed or has no basis to believe that the appliance is an empty shell, then the Site should obtain a verification statement.

Warehousing/Storage

Handle/Store for Clean Air Act Compliance - Do not illegally vent refrigerant from a refrigeration item or appliance to the environment.

Handle and store both usable and scrap, in a manner that does not damage or rupture refrigerant lines, conduits, pipes or compressors.

Distinguish storage areas between scrap and non-scrap items.

When stored outside, store refrigerators and freezers, ***except for those with magnetic or self-closing latching devices***, in a manner that precludes any possibility of humans becoming trapped inside such units. Use non-destructive measures that do not impair the reutilization or sale potential of the units.

Air Circulation: Units stored inside should be stored to permit air circulation inside the units to prevent odors and mildew, e.g., placing a small wedge between the door and the box.

Power cords: In CONUS receive only refrigerators and freezers that have 3-wire grounded cords and plugs. Any 2-wire cords and plugs must be removed before acceptance. In overseas areas, upon receipt, refrigerators and freezers will have grounded plugs, regardless of the number of wires in the power cords.

Reutilization/Transfers/Donations (R/T/D)

In most cases, all appliances are eligible for R/T/D, regardless of refrigerant status. No special documentation concerning the status of refrigerants is required to be passed to the R/T/D recipient, unless the Customer specifically requests it.

Demilitarization/Mutilation

Neither are required unless designated by assigned DEMIL or other code/guidance. If so, actions will be taken according to the code and in compliance with above regulatory requirements. DEMIL actions will be performed by the DLA Disposition Service Centralized DEMIL Centers.

Sales

Serviceable and Unserviceable Appliances ("Non-Scrap"). DLA Disposition Service currently sells all non-Scrap appliances which fail R/T/D efforts. Since this process is NOT the final step in the disposal process, ***the refrigerants do not have to be removed by the DOD generators prior to receipt*** at the DLA Disposition Service Site, ***nor prior to sale to GL or any other purchaser***.

Scrap Appliances. DLA Disposition Service Site currently sells scrap appliances on a Long-Term Sale to Liquidity Service, Inc. Under the terms of that contract, DLA Disposition Service Sites must ensure that the refrigerant is recovered prior to delivery.

***Documentation attesting to the presence or absence of refrigerants*:** **Copies of the original DTIDs must be provided to both GL and Liquidity Service upon delivery of any refrigeration or air-conditioning appliances. Copies of the "Refrigerant Removal Verification Form" must also be provided, when applicable.**

Ultimate Disposal In the unlikely event that an appliance requires ultimate disposal through a Hazardous Waste disposal contract, the disposal contractor will be required to process and dispose of all appliances in accordance with Federal law and applicable contract terms, including the proper removal and disposition of refrigerants.

Property Accounting Will be accomplished in accordance with receipt information and current EDOC procedures. If EDOC is not available, hard copies of all documentation should be kept on file until they can be entered into EDOC. ***Remember:***

ETID/DTIDs *must be annotated with the refrigerant status, e.g., "Contains Refrigerants", "Refrigerants Recovered", "EMPTY", etc.*

Refrigerant Removal Documentation *must be received and filed for items which no longer contain refrigerants. Removal documentation MUST include the applicable ETID/DTID numbers for cross-reference.*

Attachments:

1. Sample of a correctly completed "Refrigerant Removal Verification Statement" Form
2. Blank "Refrigerant Removal Verification Form"
3. "Quick-Reference" Chart

Attachment 1
SAMPLE OF A CORRECTLY COMPLETED VERIFICATION FORM

REFRIGERANT REMOVAL VERIFICATION STATEMENT
(Prescribing Authority: 40 CFR 82.156(f)(2)* & DOD 4160.21-M)

THE REFRIGERANT HAS BEEN REMOVED FROM THE ITEM(S) LISTED BELOW, IN COMPLIANCE WITH THE CLEAN AIR ACT AMENDMENTS OF 1990, SECTION 608, AND U.S. EPA REGULATIONS AT 40 CFR 82.156

Technician Who Removed Refrigerant	Street Address	City	ST	Zip Code	Date Removed	Item Description	Item Qty
Sgt. Snuffy McDonald	123 Tank Rd. (HVAC Maint Shop,)	Fort Polk	LA	12345	6/12/2010	Refrigerators	6
Jack Johnson	123 Tank Rd. (HVAC Maint Shop,)	Fort Polk	LA	12345	6/16/2010	Refrigerators	3
Pvt. David Jones	981 A-St. (1st Battalion, Field Maint Shop)	Fort Polk	LA	12345	7/03/2010	Refrigerator	1
							-
							-
							-
DTID # **W12345-0099-XYZ** (*Enter one only)*			**Total Items**				**10**
Printed Name of *Person Turning-In* Appliance(s) **Capt. Richard Petty**			**Signature of *Person Turning-In* Appliance(s)** *Capt. Richard Petty*				

NOTE: Common item names may be used for "Item Description". Serial numbers or other specific descriptions may be included in the item description, but are not required. As long as the DTID number is permanently marked on each item, a single Form similar to the one above will suffice.

Attachment 2

REFRIGERANT REMOVAL VERIFICATION STATEMENT
(Prescribing Authority: 40 CFR 82.156(f)(2)* & DOD 4160.21-M)

THE REFRIGERANT HAS BEEN REMOVED FROM THE ITEM(S) LISTED BELOW, IN COMPLIANCE WITH THE CLEAN AIR ACT AMENDMENTS OF 1990, SECTION 608, AND U.S. EPA REGULATIONS AT 40 CFR 82.156

Technician Who Removed Refrigerant	Street Address	City	ST	Zip Code	Date Removed	Item Description	Item Qty
DTID # (*Enter one only*)			**Total Item Qty**				
Printed Name of *Person Turning-In* Appliance(s)			**Signature of *Person Turning-In* Appliance(s)**				

NOTE: Common item names may be used for "Item Description". Serial numbers or other specific descriptions may be included in the item description, but are not required. As long as the DTID number is permanently marked on each item, a single Form similar to the one above will suffice.

***VERBATIM FROM 40 CFR 82.156(f)**(Emphasis added by J-33): "(f) Effective July 13, 1993, persons who take the final step in the disposal process (including but not limited to scrap recyclers and landfill operators) of a small appliance, room air conditioning, MVACs, or MVAC-like appliances must either:

(1) **Recover** any remaining refrigerant from the appliance in accordance with paragraph (g) or (h) of this section, as applicable; **OR**

(2) **Verify** that the refrigerant has been evacuated from the appliance or shipment of appliances previously.

Such verification must include a signed statement **from the person from whom the appliance or shipment of appliances is *obtained*** that:

All refrigerant that had not leaked previously has been recovered from the appliance or ***shipment of appliances*** in accordance with paragraph (g) or (h) of this section, as applicable.

This statement must include:

- the name and address of *the person who recovered* the refrigerant, **and**
- the date the refrigerant was recovered"

Attachment 3- QUICK REFERENCE CHART

Receipt	• Prior to Turn-In, Generator responsible for Refrigerant recovery from Scrap & Disassembled Items *only*. • GL takes all non-Scrap items with refrigerants still Intact • Includes receipt at Disposition Services Site & RIP at Generator's Site
DTID Statement	• Requires refrigerant status statement: • "Contains Refrigerants","ODS Intact", etc. • "Empty", "Refrigerants Recovered", etc.
Refrigerant Removal Documents	• Required if Refrigerant Not Intact • Use DRMS Form 2016 *OR* Generator Form with Required Information
Label Requirements	• No Label Required if Item Contains Refrigerant -*OR* • "Empty" Label/Tag/Stencil/Marking if No Refrigerant
Storage	• Store Serviceable & Unserviceable Separate from Scrap • Take precautions to avoid puncturing charged systems
R/T/D	• Eligible for all R/T/D actions regardless of condition
Sales	• All except true Scrap go to GL • *Includes those with and without refrigerant* • Provide Copies of Documentation to GL
Scrap	• Items Cannot Contain Refrigerants • Items should be labeled "EMPTY" • Provide Copies of Documentation to Liquidity Services

Removal of Hazardous Material (HM) From Property That Failed RTD/S (Added March 2012)

Definition/Description:
Property that has failed RTD/S and will be downgraded to scrap that is in need of removal, draining or purging of Hazardous Material (HM). i.e. batteries, oil hydraulic fluid, antifreeze, etc.

Policy References/Authority:
DOD 4160.21M; State and Local requirements

Unique Processing Information/How to Manage:
Receiving: Under current DOD 4160.21-M disposal guidance DLA Disposition Services assumes responsibility of HM of equipment on its accountable record. Under no circumstances will DLA Disposition Services personnel remove, drain or purge the HM from the equipment/property.

The following guidance is to be utilized to ensure the proper disposition of all HM will comply with applicable environmental laws and regulations and should be followed in order:

1. Check current maintenance support (MHE) agreements (ISSA/MOA/LOA) and negotiate with the host unit to support the request. (Add drain and purge services for Material Handling Equipment (MHE) when re-negotiating an existing MHE contract)

2. Check with host unit to establish if the Scrap Venture (SV) partner can remove the hazardous material on site.

3. Check with nearest DLA Disposition Services Field Site with drain and purge capabilities to establish if transporting the equipment is a viable option. Transportation costs are a factor with this option and must be weighed against contract costs.

4. One-Time service call charged to Government Purchase Card (GPC)

a. This option is to be used if the host unit will not allow the recovery of the hazardous property on site

b. This option is for one time use and not for a continuous stream of property

c. The estimated cost of the requirement must be under the micro-purchase threshold for services subject to the Service Contract Act

5. Submit a purchase request for drain and purge services to DLA Disposition Services J-72 for one of the below methods.

a. One-Time Service contract. If he estimated cost of the requirement exceeds the GPC micro-purchase threshold for services subject to the Service Contract Act, this option is for one time use and not for a continuous stream of property.

b. A long term indefinite delivery/quantity service contract. Task orders will be issued as requirements arise. Use if accumulation of property is such that it warrants the issue of a service contract i.e. 1) High volume of property; 2) Technical knowledge of property not available.

NOTE: If costs will be incurred to perform this service and funds are not available, DLA Disposition Services Field Sites will need to coordinate submission of an unfunded requirement to the Office of Comptroller (DLA Disposition Services-RB/J8B) prior to service performed or contract modification/approval.

Warehousing/Storage: Use standard warehousing and storage procedures.

Reutilization/Transfers/Donation: N/A. Standard RTD procedures were followed and property failed the process or was not eligible for TD.

Demilitarization/Mutilation: N/A.

Sales: N/A. Standard sales procedures were followed and property failed the process or was not eligible for sales.

Abandonment/Destruction: N/A.

Property Accounting: Standard processes will be used.

Edited March 2012

R-9 Refuelers

Definition/Description:
Air Force Fuel Tankers, NSN 2320-01-112-3793, also identified as R-9 Tankers and KovatchR-9 trucks.

The R-9 fuel truck tanks, previously used to transport fuel but do not meet U.S. Department of Transportation (DOT) requirements for safely transporting fuel. Therefore, the R-9 trucks are "non-specification" or "non-spec" trucks and are not approved for the transport of fuel or other hazardous materials as established by 49 CFR.

Policy References/Authority:
Item Manager Direction.

Unique Processing Information/How to Manage:
Receiving:

Prior to turning in to DRMOs, generating activities must complete the following tasks on all Kovatch R-9 trucks, in consideration of the potential for legal, safety, and environmental impacts on the DOD.
Remove all DOT placards.
Purge the cargo tank to the safe Lower Explosion Level (LEL) specified in the Truck Technical Order (T.O.) in preparation for shipment and annotate on the ETID/DTID.
Remove the fuel separator canister filter elements. Leave the canister lid secured but not sealed. Dispose of the filter elements as hazardous materiel.
Disconnect the by-pass plumbing. Store removed items in the hose reel compartments(s) or in the truck cab.
Remove the tank-to-pump line. Leave the main tank valve open. Store removed items in the hose reel compartment(s) or in the truck cab.
Remove the tank bottom loader valve. Store removed items in the hose reel compartment(s) or in the truck cab.
Secure the manhole cover in the open position.
Annotate the ETID/DTID to show the name of the product last dispensed from the tank.
DRMOs will utilize standard receipt processes but will ensure that items are identified properly for correct RTD processing.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No unique storage requirements.

Reutilization/Transfers/Donations:
Prior to release to reutilization customers, they must sign and complete the Disclosure Statement shown as follows:

Figure 51 - Sample: Disclosure Statement - DOD Reutilization & Reutilization Customers

DISCLOSURE STATEMENT (DOD Reutilization)
THIS DOCUMENT MUST BE SIGNED BY DOD REUTILIZATION CUSTOMERS AND THE ORIGINAL SIGNED DOCUMENT MUST BE RETAINED BY THE U.S. GOVERNMENT

Truck VIN # _____

1. The used R-9 trucks are offered, "as is";

2. The offeror does not warrant the truck(s) to be complete or serviceable; free of hazards or latent defects, or that they are suitable for the DOD Reutilization Customer's intended use;

3. The R-9 fuel truck tanks, which previously were used to transport fuel, do not meet U.S. Department of Transportation (DOT) requirements for safely transporting fuel. Therefore, the R-9 trucks are "non-specification" or "non-spec" trucks and are not approved for the transport of fuel or other hazardous materials as established by 49 CFR, potable (drinkable) water, or other items for human/animal consumption. In no case will the Gross Vehicle Weight (GVW) exceed 55,800 pounds.

4. This vehicle may be used to transport fuel and other hazardous materials as defined in 49 CFR only within the bounds of a DOD installation. DOT restrictions do not apply to vehicles used exclusively on a DOD installation. If used in this manner, the vehicle must not be driven at a speed faster than 35 mph on paved surfaces, and slower speeds, as appropriate, on unpaved surfaces. Under no condition will the GVW exceed 55,800 pounds while transporting fuel or other hazardous materials as defined by 49 CFR;

5. The DOD Reutilization Customer is responsible for determining the vehicle's serviceability and is solely liable for all aspects of tank removal, destruction, and the proper disposal of tank(s) and component scrap;

6. The DOD Reutilization Customer is solely liable for all property damage, and the injury and death of any person, resulting from the transport, removal, handling, destruction and disposal of the truck(s) and tank(s), including, but not limited to, tank failure, failure to destroy the tank(s), and for all claims resulting from these and any other operations;

7. The DOD Reutilization Customer must determine the structural integrity of the truck(s) and tank(s) prior to transport. Failure to do this could result in failure of the truck(s) or tank(s) during transport with injury to persons and/or damage to property.

8. The tanks on the trucks have contained aviation fuels and although drained, purged, and rinsed to remove fuel prior to this offering, some vapors and fuel residues may still be present. These vapors are flammable and could burn or explode if ignited, with resultant injury and death to persons and/or damage to property. Hydrocarbon fuels are toxic if inhaled, and care must be taken to ensure that no one is exposed to vapors in excess of OSHA permissible exposure limits (PELs).

9. Tanks on the R-9 trucks must not be used for transporting potable (drinkable) water or other items for human/animal consumption because they may still contain fuel residues, which would render such contents unsafe for consumption;

10. Do not use cutting torches, flame producing tools, electric powered, or other sparking tools, during removal or destruction of the cargo tank, or other fuel system components. Such tools may ignite residual fuel vapors or residues causing a fire or explosion;

11. Do not smoke or have flame or spark producing equipment within 50 feet of the cargo tank.

12. The cargo tanks on the R-9 trucks each weigh approximately 3,000 lbs. If DOD Reutilization Customer decides to remove a tank from the R-9 truck, lifting equipment must be used that is capable of safely lifting the cargo tank from the truck chassis. Removal of tank may require specialized lifting and support equipment with sufficient capacity and radial reach, designed for heavy/large/bulky items, to prevent tank shifting or falling during or after removal from the truck chassis. Special slings may be required for the hoist/crane equipment.

13. Persons must not work under or ride on a suspended R-9 cargo tank. The tank must be properly secured to prevent rolling or other movement after being lowered to the ground.

14. If the tank is transported to another site for destruction or disposal, the tank must be properly secured to prevent inadvertent movement. Motion during transport of tank may produce additional fuel vapors or dislodge fuel residues, thereby increasing the fire/explosion hazard.

15. Destruction of the tank may be accomplished by crushing, puncturing, or other means, provided no sparks, flame or ignition sources are present;

16. Tanks disposed of, as scrap should be identified as having contained hydrocarbon fuels and may still contain flammable vapors or residues. Ignition sources should not be permitted within 50 feet of tank(s) or component scrap. This material may require marking and control as a hazardous material, and disposal as a hazardous material and

17. All DOD Reutilization Customers will ensure tasks attached are accomplished prior to turn in to the servicing DRMO for disposal action.

_____ _____
Signature of DOD Reutilization Customer Date

Transfer and donation customers may not receive R-9 refuelers until they have completed and signed the disclosure statement for transfers, as follows:

Figure 52 - Sample: Disclosure Statement for Transfers of R-9 Fuel Trucks

DISCLOSURE STATEMENT FOR TRANSFERS OF THE R-9 FUEL TRUCKS

THIS DOCUMENT SHALL BE SIGNED BY THE TRANSFEREE/DONEE AT THE TIME OF TRANSFER/DONATION AND THE TRANSFEROR SHALL RETAIN THE ORIGINAL SIGNED DOCUMENT.

Truck VIN # _____ DD#_____

The following terms and requirements are applicable to the transfer/donation of the R-9 fuel trucks:

1. The used R-9 trucks are offered, "as is";

2. The R-9 trucks carry no warranty that these trucks are complete or serviceable, free of hazards or latent defects, or that they are suitable for the purchaser's intended use;

3. The R-9 fuel truck tanks, which previously, were used to transport fuel, do not meet U.S. Department of Transportation (DOT) requirements for safely transporting fuel. Therefore, the R-9 trucks are "non-specification" or "non-spec" trucks and are not approved for the transport of fuel or other hazardous materials as established by 49 CFR, potable (drinkable) water, or other items for human/animal consumption. In no case will the Gross Vehicle Weight (GVW) exceed 55,800 pounds.

4. The transferee/donee is responsible for determining the vehicle's serviceability and is solely liable for all aspects of tank removal, destruction, and the proper disposal of tank(s) and component scrap.

5. The transferee/donee is solely liable for all property damage, injury and death of any person resulting from the purchaser's transport, removal, handling, destruction and disposal of the truck(s) and tank(s), including, but not limited to, tank failure, failure to destroy the tank(s), and for all claims resulting from these and any other operations;

6. The transferee/donee must determine the structural integrity of the truck(s) and tank(s) prior to transport. Failure to do this could result in failure of the truck(s) or tank(s) during transport with injury to persons and/or damage to property.

7. The tanks on the trucks have contained aviation fuels and although drained, purged, and rinsed to remove fuel prior to this offering, some vapors and fuel residues may still be present. These vapors are flammable and could burn or explode if ignited, with resultant injury and death to persons and/or damage to property. Hydrocarbon fuels are toxic if inhaled; therefore, precautions must be taken to ensure that no one is exposed to vapors in excess of OSHA permissible exposure limits (PELs);

8. Tanks on the R-9 trucks must not be used for transporting potable (drinkable) water or other items

for human/animal consumption because they may still contain fuel residues which would render such contents unsafe for consumption;

9. The R-9 trucks must not be used for transporting fuel;

10. Cutting torches, flame producing tools, electric powered, or other sparking tools must not be used during removal or destruction of the cargo tank or other fuel system components. Such tools may ignite residual fuel vapors or residues causing a fire or explosion;

11. Do not smoke or have flame or spark producing equipment within 50 feet of the cargo tank.

12. The cargo tanks on the R-9 trucks each weigh approximately 3,000 lbs. If the transferee/donee decides to remove a tank from the R-9 trucks, lifting equipment must be used that is capable of safely lifting the cargo tank from the truck chassis. Removal of tank may require specialized lifting and support equipment with sufficient capacity and radial reach, designed for heavy/large/bulky items, to prevent tank shifting or falling during or after removal from the truck chassis. Special slings may be required to the hoist/crane equipment.

13. Persons must not work under or ride on a suspended R-9 cargo tank. The tank must be properly secured to prevent rolling or other movement after being lowered to the ground.

14. If the tank is transported to another site for destruction or disposal, the tank must be properly secured to prevent inadvertent movement. Motion during transport of tank may produce additional fuel vapors or dislodge fuel residues, thereby increasing the fire/explosion hazard.

15. Destruction of the tank may be accomplished by crushing, puncturing, or other means, provided no sparks, flame or ignition sources are present;

16. Tanks disposed of, as scrap should be identified as having contained hydrocarbon fuels and may still contain flammable vapors or residues. Ignition sources should not be permitted within 50 feet of tank(s) or component scrap. This material may require marking and control as a hazardous material and disposal as a hazardous material; and

17. The transferee/donee must insure that the R-9 trucks comply with all state, local and Federal laws for operation on public roads.

18. The transferee/donee acknowledges that he/she has read the disclosures delineated above. The transferee/donee agrees with the terms cited in this attachment. The terms of the attachment are hereby incorporated by reference.

I (We) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of the hazardous material(s) or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition.

_____	_____
Signature of Transferee/Donee	Date

NOTE: The DD# is for GSA internal use only. GSA will attach a signed copy of the disclosure statement to the transfer document, SF 122 or SF 123. GSA will retain the original signed disclosure statement for transfers and donations. DRMOs will ensue a copy of the signed statement is filed with the release document. DRMOs will furnish an unsigned copy of this attachment to transferees/donees upon request for submittal to GSA.

Demilitarization/Mutilation: Mutilation is required on a case-by-case basis, if RTDS attempts are not successful. Contact DRMS for direction on mutilation.

Sales: See Section 2, Chapter 7, Scrap Program, for appropriate disclosure statement. For National Sales use Catalog Code 'r9trucks'

Property Accounting: Standard accounting processes are used.

Ribbons (See Distinctive Markings)

Salvage Packaging Hazardous Material (was previously Overpacked Material)

Definition/Description
Hazardous substances that are in original containers that have been damaged and must be placed in an “overpack drum/larger container” meeting specifications and markings that comply with direction shown in 49 CFR 173.3 (c).

Policy References/Authority
49 CFR 173.3 (c).

Unique Processing Information/How to Manage
Receiving:
Standard hazardous property receiving processes will be used.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Specified conforming storage requirements will be used.

Reutilization/Transfers/Donations: Standard processes for hazardous property will be used.

Demilitarization/Mutilation: Not applicable.

Sales: Standard hazardous property sales terms and conditions will be used.

Ultimate Disposal: HM placed in overpacks (e.g., salvage drums per 49 CFR 173.3 (c)) due to the damaged condition of the original container, such as leaks, dents, rust, bulging, will normally be disposed of directly on a service contract, unless waived by DRMS, on a case-by-case basis. Exception: large volumes of DS2 which may be sold only for distillation.

Property Accounting: Standard hazardous property accounting processes will be used.

Sea Dye Marker

Definition/Description
A non-explosive, non-hazardous chemical used to mark locations for water rescue purposes. Normally assigned FSC 6850.

The Sea Dye Marker is used to attract attention of rescue aircraft. The dye is exhausted in 20 to 30 minutes and has a fluorescent green color that ceases to be a good target after an hour. The Sea Dye Marker is visible at an approximate distance of 10 miles at 3,000 feet altitude.

Policy References/Authority
Item Manager Direction.

Unique Processing Information/How to Manage
Receiving: Standard processes are used.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Store inside or under covered storage outside, protected from the elements.

Reutilization/Transfers/Donations:
Customers will be advised that when this property gets wet, the dye releases and colors the affected area bright yellow/green. While there is no danger associated with the release, it can be mistaken for antifreeze or a toxic radioactive substance spill.

Demilitarization/Mutilation: Not required.

Sales: Customers will be advised that when this property gets wet, the dye releases and colors the affected area bright yellow/green. While there is no danger associated with the release, it can be mistaken for antifreeze or a toxic radioactive substance spill.

Property Accounting: Standard processes are used.

Service Awards (See Distinctive Markings)

Shelf-Life Property

(excluding drugs, biologicals, and reagents,
including controlled substances)

Definition/Description:
Shelf-life items possess deteriorating or unstable characteristics to the degree that a storage time period will be assigned to assure satisfactory performance in service.

Policy References/Authority:
DOD 4140.27-M, Shelf Life Management Manual.
DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:
Receiving:
Excess ICP-controlled shelf-life stocks located in the United States, Guam, American Samoa, the Commonwealth of the Northern Marianna Islands, and the U.S. Virgin Islands will be turned-in to a DRMO.

The generating activity will identify an item as "SHELF LIFE" on the ETID/DTID and indicate whether it is a Type I or Type II. If the item is a Type II extendable, the generator will indicate an extension date, if applicable.

The DRMO will ensure expeditious processing of shelf-life materials and associated Supply Condition Codes (SCCs) in the following sequence:

SCC "C": Items with a life expectancy of less than 3 months.
SCC "B": Items with a life expectancy of 3 to 6 months.
SCC "A": Items with a life expectancy of more than 6 months.

NOTE: This type property may be turned in from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Will be stored in a manner that provides compliance with required processing time frames.

Reutilization/Transfers/Donations: Standard processes are used with exceptions, as required on a case-by-case basis, to comply with any specific state laws/requirements or any specific item characteristics that require non-standard applications.

Demilitarization/Mutilation: Dependent upon the assigned DEMIL Code.

Sales: Based upon the item, any hazardous characteristics and any applicable state and local requirements. May include exceptions for sale as HW to legitimate recyclers, reprocessors, and/or manufacturers.

Ultimate Disposal: If appropriate, processed in accordance with requirements for each unique type of property.

Property Accounting: Determined by the type of property being received.

Small Arms Weapons and Related Parts, Components and Accessories (Added May 2012)

See DOD 4000.25-2-M, Chapter 12, DOD 4160.28-M-V2, Appendix 1, Category 1, and DLA Disposition Services 4160.14, Section 2, Chapter 10, Small Arms Program, and Section 4, Supplement 2, Chapter 10, Small Arms Program.

Based on the Defense Appropriation Act for 1996 (PL 104-61) the Office of the Secretary of Defense established a Moratorium on Small Arms. The moratorium directs the DLA Disposition Services should not accept any of the small arms or receivers of the small arms covered by the "moratorium" unless they are condemned/unserviceable (CC "H") and or DEMIL residue, i.e., DEMIL having been performed by the MILSVC. M-1 Carbines, M-1 Garand rifles, M-14 rifles, 22 caliber rifles, .30 caliber rifles or M-1911 pistols. See 4160.14, Section 4, Supplement 2, Chapter 10, Small Arms Program, for more detailed information on the moratorium.

Small Arms/Light Weapons SA/LW. For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 Caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

Approved Weapons Storage Facilities.

DLA Disposition Services, Central Demil Division (CDD) Anniston, may accept physical custody as well as accountability of serialized small arms, and non serialized weapons.

CDD Anniston, McAlester, and Tucson may accept physical custody as well as accountability of non-serialized weapons, and non serialized weapon parts.

Reutilization, Transfer, Donation and Sales (R/T/D/S)

See DOD 4160.21-M,DOD 4160.28-M, 4160.14, Section 2, CH 5, and Section 2, CH 10, Small Arms for R/T/D/S guidance of small arms/small arms parts.

Serialized Small Arms Processing. See Section 4, Supp 2, Chapter 10, Small Arms.

All serialized small arms in DOD control are registered and tracked through the Small Arms Serialization Program (SASP.) Input field site-demilitarized small arms/receivers (to include confiscated, privately owned (claim property) and NAF weapons turned in for disposal) to the SASP.

Receipt.

Accomplish receipt of accountability of small arms weapons as either a complete weapon or an incomplete weapon or as individual parts or components. They will not be mixed on a DTID. Incomplete weapons may be accepted with the Supply Condition Code (SCC) of **F** (unserviceable - reparable) or SCC of **G** (unserviceable - incomplete) with all missing parts listed. If missing parts are not listed, reject the item on DRMS Form 917, Property Disposal Reject/Advice, stating that the NSN is for a whole item only and does not apply to the item turned in.

Match the DTID against the property being turned in, ensure the disposal authority code has been provided and verify the documentation against the property, and ensure that all weapons received under one DTID have the same supply condition code.

Physical receipt of **serialized** small arms weapons is **ONLY** authorized at Centralized Demil Division (CDD) Anniston, Alabama. Small arms cannot be batched.

NOTE: DEMIL REQUIRED WEAPONS, PARTS, COMPONENTS, ACCESSORIES MUST BE COUNTED BY NSN AND NUMBER OF ITEMS.

NON DEMIL REQUIRED, OR DEMIL PERFORMED, RECEIVE BY WEIGHT.

After DEMIL has been performed, input transaction according to Section 4, Supplement 2, Chapter 10, Small Arms.

Use standard usable receipt with the following exception: SMALL ARMS INDICATIOR CODE (SAIC): S

If a valid NSN is used, SAIC —S will be system generated. If an LSN is used, user must input SAIC of —S.

MSC: S
ACTN: N
ACCT: A

The use of an XR3 for demilitarized small arms is prohibited. Small arms demilitarized by the generating activity before turn-in will be turned in as scrap. The generator will delete all references to types or quantities of small arms or their serial numbers from the DTID before the Disposal activity accepts accountability for the scrap. Process an XR2 into the accountable record.

Identify residue of demilitarized small arms/receivers into the appropriate scrap classification. Do not identify by NSN or serial number.

NOTE: TRAINING SIMULATORS THAT DO NOT HAVE WEAPONS ATTACHED WILL BE SHIPPED TO NEAREST CDD FOR DEMIL. ONLY WEAPON TRAINERS THAT HAVE EITHER WEAPONS OR A

WEAPON DEVICE/COMPONENT THAT IS SERIALIZED MUST BE SHIPPED TO CENTRAL DEMIL DIVISION ANNISTON. FLIS/FED LOG WILL STATE IF THE ITEM/UNIT IS SMALL ARMS.

Receipt of weapons or weapon trainers, which are not the full end item (**no serialized weapons**) must be received by LSN and shipped to Central Demil Divisions for processing in accordance with demil code. Receivers may receive a DAISY Edit "Corp Func." Check the item for weapons and handle accordingly.

Small Arms weapon parts and components are not authorized for sale to the general public unless as scrap after necessary DEMIL is completed. DEMIL instructions for total destruction to be performed in a manner to assure that firearms are rendered completely inoperable and to prevent their being made operable in accordance with 4160.28-M.

1. Non-demilitarized weapon parts and components must be secured at all times. **DO NOT STORE IN 917 TROUBLE AREA.**

2. Non conforming or damaged containers must be rejected, upon receipt and immediately return shipment to generator. Complete 917 processes. Broken, damaged, and open shipments will be rejected. **NOTE: Weapons shall be stored in structurally sound containers, banded, and sealed to reflect the integrity of the contents.**

3. Shipments that are missing proper documentation or if missing parts are not listed on the turn in document the weapon(s) will be rejected and returned to the generator with a DLA Disposition Services Form 917, stating that the National Stock Number (NSN) is for a whole item only and does not apply to the item turned in.

4. ACCESSING 917 PROCESS

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/Receipt/Receipt.pdf

Complete the SITREP process. See DLA Disposition Services-I 3020.1, DLA Disposition Services SITREP and DLA Disposition Services-I, 4160.14, Section 1, Chapter 2, C.2.3.

1. ACCESSING THE SITREP SYSTEM: Direct access to DLA Disposition Services SITREP system is available at: **https://pep1.bsm.dla.mil/consent**

Small Arms Storage

Store complete weapons, weapon receivers, and barrels when attached to receiver assemblies, which contain the weapon's serial number in approved arms room facilities according to DOD 5100.76-M, Chapter 3. These facilities require the designation of "Restricted Area" by the host installation commander. Refer to the DLA Physical Security Guide Paragraph D3n(1)(e) for security procedural guidance.

Smoke Pots (Expended)

Definition/Description: Smoke pots are explosive in nature and are utilized on ranges for military training exercises. When expended they are designated as range residue. They are identified by the following NSNs and are assigned Item Name Code 20799:

1365 00-025-3268	1365-00-025-3284	1365-00-181-9679
1365-00-219-8512	1365-00-310-2657	1365-00-383-3886
1365-00-433-3218	1365-00-542-0464	1365-00-598-5207
1365-00-598-5220	1365-00-833-1712	1365-00-939-6599

Policy References/Authority:

Demilitarization Program Management Bulletin 99-005.

EPA's military munitions rule (62 Federal Register 6621, February 12, 1997) requires strict compliance with DOD 6055.9-std, ammunition and explosives safety standards and the DOD policy to implement the EPA's MILITARY MUNITIONS RULE, 1 JULY 98.)

Unique Processing Information/How to Manage:

Receiving:
DRMOs will perform disposal service by arranging for service contractor pick-up of expended smoke pots at the generating installation. DRMOs cannot accept the expended smoke pots for disposal without the processing and certification described below:

Generator Requirements. Expended smoke pots removed from the range will be managed per explosive safety and environmental requirements. (See DEMIL Program Bulletin 99-005.) Qualified personnel (as identified by the installation commander) must inspect, certify and verify that they are free of explosive (incendiary) hazards. Inspection methods include a 100 percent visual inspection, mechanical venting, and use of depth gauges. Once certified and verified inert expended smoke pots should be secured and segregated from non-certified materials. Generating activities removing smoke pots from the range are to process as hazardous waste, due to toxicity of residuals and that other expended smoke generating munitions may also qualify as hazardous waste, and provide the verification and certification document to the DRMOs. Installations may manage these items per either of the following:

- "NORMAL" hazardous waste regulatory requirements to include containerizing, hazardous waste labeling, establishing 90-day accumulation points; or
- Satellite hazardous waste accumulation points, manifesting, and transportation per RCRA. The conditional exemption for storage and transportation of munitions waste, contained in EPA's Military Munitions Rule for waste military munitions under the jurisdiction of the DOD explosives safety board. The conditional exemptions for storage and transportation under the EPA's Military Munitions Rule (62 Federal Register 6621, February 12, 1997) requires strict compliance with DOD 6055.9-std, ammunition and explosives safety standards and the DOD policy to implement the EPA's MILITARY MUNITIONS RULE, 1 JULY 98.)

A receipt in place MOA will be prepared for receiving and processing this property.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Not applicable.

Reutilization/Transfers/Donations: Not applicable.

Demilitarization/Mutilation: Should be completed prior to turn-in.

Sales: Not authorized:

Ultimate Disposal: Hazardous waste contracts will be prepared using appropriate CLINs.

Property Accounting: Standard hazardous property receipt and contract disposal processes are used.

Sodium Filled Valves

Definition/Description: Contain sodium that is explosive in nature when brought into contact with water. Normally found in aircraft engines, assemblies, or receptacles.

Policy References/Authority: DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:

Receiving: DRMOs will attempt to ensure that property that may contain sodium filled valves is identified on ETIDs/DTIDs. If a determination cannot be made, valves from aircraft engines, assemblies, or receptacles will be handled as worst case and treated as though they are sodium filled. If no warning statement is provided and a positive determination cannot be made, a warning statement will be developed by the DRMO stating "***Warning - May Contain Sodium Filled Valves***."

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Individual valves, aircraft engines, assemblies, or receptacles containing or suspected of containing sodium valves, received by DRMOs will be segregated from all other property and tagged: "***Warning--Sodium Filled Valves***" before any disposal action. The tag will remain with the property through ultimate disposal actions:

Reutilization/Transfers/Donations: Standard processes are used, with the appropriate warning statement "***May Contain Sodium Filled Valves***" or **"*Sodium Filled Valves***" on each issue document.

Demilitarization/Mutilation: A distinct hazard exists in attempting to mutilate sodium filled valves. Generating activities are requested to provide assistance/direction if DEMIL is required.

Sales: Applicable special condition(s) of sale will be included in sale solicitations for all aircraft engines, assemblies, or receptacles containing sodium valves.

Abandonment and Destruction: May be required if RTDS fails. Contact DRMS, if specific guidance is required.

Property Accounting: Refer to Section 2, Chapter 2, Property Accounting.

Spill Residue And Hazardous Debris

Definition/Description:
Spill residue requiring special handling contains hazardous debris that contains a hazardous waste listed in 40 CFR Subpart D of Part 261, or that exhibits a characteristic of hazardous waste identified in 40 CFR Subpart C of Part 261. Any deliberate mixing of prohibited hazardous waste with debris that changes its treatment classification (i.e., from waste to hazardous debris) is not allowed under the dilution prohibition in 40 CFR Sec. 268.3.

Policy References/Authority
40 CFR 261.3 and 268.2 for HW or 40 CFR 761 for PCBs; DOD 4160.21-M, Chapter 10

Unique Processing Information/How to Manage

Receiving:

DRMOs will receive for hazardous waste processing only.

This does not include spill residue and debris from the categories of property, which are the disposal responsibility of the DOD installations, as shown in DOD 4160.21-M, Chapter 10.

Generating activities will coordinate with DRMOs in advance of the turn in.

Generating activities will meet HP identification, packaging, labeling, and documentation requirements:

- The standard identification "9999-00-SPILRES" or “9999-00-DEBRIS” will be used on the ETID/DTID.
- The code "HW" will be used in block 4 of the ETID/DTID, if applicable.
- Identification of PCBs in spill residue and cleanup debris will meet PCB turn-in requirements of this Section and comply with 40 CFR Part 761.

Warehousing/Storage: Only authorized if proper conforming storage facilities are available.

Reutilization/Transfers/Donations: Only applicable as a hazardous waste transaction.

Demilitarization/Mutilation: Not applicable.

Sales: Only applicable as a hazardous waste transaction.

Ultimate Disposal: DRMS will dispose of spill residue and hazardous debris on disposal service contract. PCB spill residue and PCB cleanup debris will be processed directly to disposal contract.

Property Accounting: Standard hazardous waste transactions are used.

Starter Guns

Definition/Description: Pistol type guns that do not fire live ammunition but blanks or caps only. A major usage is for indicating start times at sporting events.

Policy References/Authority: The Gun Control Act, PL 90-618, defines a firearm as "any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive."

Unique Processing Information/How to Manage:

Receiving:
Standard processes are used.

DRMOs will determine if the pistol uses a cartridge (vice cap) and if the barrel could accommodate a round passing through (vice a solid or plugged barrel), or could be easily made to do so. If yes, generating activities are requested to assign the item DEMIL Code "D." If no, items will be received with a DEMIL Code of "A."

NOTE: This property may not be received through DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: DRMOs will store starter guns in the pilferable storage area or in banded crates.

Reutilization/Transfer/Donation: No unique requirements.

Demilitarization/Mutilation: If assigned a DEMIL Code or contains inert certification, determine if there's a requirement to send to Crane or Anniston DEMIL Centers. Otherwise, process as DEMIL Code A.

Sales: No unique requirements.

Property Accounting: Standard processes are used.

Storage Tanks

Definition/Description:
There are three categories of tanks that determine how tanks must be managed:

Category 1. Tanks, including Underground Storage Tanks (USTs) that are used to store hazardous waste. These are regulated by 40 CFR Part 264/265 Subpart J.

Category 2. USTs that are used to store regulated substances. These are regulated by 40 CFR Part 280. USTs under 40 CFR Part 280 are defined as any tank or series of tanks including underground piping that is used to store an accumulation of regulated substances and at least 10 percent of the volume is beneath the surface of the ground. Above ground tanks with underground piping could be defined as an UST. Regulated substances include: hazardous substance defined under CERCLA, petroleum, including crude oil or any fraction that is a liquid at standard temperatures and pressure, and petroleum based substances such as fuels, oils, lubricants, and solvents.

Category 3. Exempted USTs and non-regulated above ground tanks.

The regulations for USTs under 40 CFR Part 280 exempt certain tanks and tank systems. The following USTs or tank systems are exempt from regulation under 40 CFR Part 280:

Farm or residential tanks of 1,100 gallons or less capacity used for storing fuel for noncommercial purposes.
Tanks used for storing heating oil on the premises where used.
Septic tanks.
Pipelines.
Surface impoundments.
Storm water or waste water collection systems.
Flow-through process tanks.
Storage tanks located in above ground basements.
UST systems whose capacity is 110 gallons or less.
Underground storage systems that contain a “de minimis” concentration of regulated substances.
Emergency spill or overflow containment systems that are expeditiously emptied.
Above ground tanks that contain hazardous substances <u>are not regulated</u> under RCRA 40 CFR Part 280.

Policy References/Authority: 40 CFR Part 264/265 Subpart J; 40 CFR Part 280

Unique Processing Information/How to Manage:

Receiving:
DRMOs will provide services for above ground and underground storage tanks (USTs) to include those:

Containing or have contained non-regulated materials.
Containing or have contained RCRA hazardous waste.
Containing or have contained regulated substances.
That are eligible for the Defense Environmental Restoration Account (DERA) funding as part of Installation Restoration Program (IRP). (Not all UST’s are removed as part of an IRP. To be eligible for disposal under DERA, the tank must have been abandoned prior to 1984, contamination from leaks occurred prior to Mar 81, and has been confirmed to be leaking prior

to 1 Mar 86. DERA funds can be used to dispose of any tank (HW tank, UST, exempted tank) as long as it meets the above requirements.)
That are not DERA funded. (Tanks and their contents that do not qualify for DERA funding must be disposed using the tank owner's funds, consistent with the DOD Comptroller's HM funding policy.)
That are empty (underground and above ground).

Each receipt will be based on conditions for turn-in and funding determinations.

If a tank and its contents contain a usable hazardous material, the tank owner may turn the tank in to a DRMO as a hazardous material.

Empty tanks that are appropriately cleaned and purged can be turned in to a DRMO as an item or scrap. The definition of an empty container in 40 CFR 261.7 ("one inch" rule) does not apply to tanks.

If a tank (underground or above) was used to store hazardous waste, the tank must be cleaned in accordance with 40 CFR 264/265.197.
An underground storage tank containing regulated substances must be cleaned in accordance with 40 CFR 280.71.
Exempt UST or non-regulated above ground tanks must be cleaned in a similar manner as regulated tanks. Standards require that tanks be pumped, sludges/residues removed, rinsed and/or purged. The American Petroleum Institute has developed and published recommended cleaning practices and procedures for regulated and non-regulated UST and above ground tanks (see listing of these incorporated in 40 CFR Part 280.71).

UST which are part of IRP and DERA funded, or tanks which have held or hold RCRA HW, which the generating activity intends to discard, should be turned in as follows:

Physical custody remains with the generating activity.
Generating activity provides funding for disposal service.
Generating activity provides sufficient advance notification to allow placement on a DRMS contract; i.e., one time or modification to an existing contract.
Generating activity makes tank accessible to the contractor. (DRMS will not contract for excavation or site restoration.)
Preparation for tank disposal; e.g., emptying contents, cleaning, cutting, filling will be negotiated with the generating activity. The DRMS contract will be written to reflect the required services. (The more the generating activity is willing to do; e.g., emptying, cleaning, and purging, the less the contract costs will be.)

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Reutilization/Transfers/Donations:
If the contents of a tank consist of hazardous waste or a product that has no RTD potential, the responsibility for disposal funding is with the tank owner.
If it fails RTD, the service contract disposal costs are generating activity-funded.
Standard processes will be used.

Demilitarization/Mutilation: Normally not applicable. Any mutilation requirements will be determined on a case-by-case basis.

Sales:
If the contents of a tank consist of hazardous waste or a product that has no sales potential, the responsibility for disposal funding is with the tank owner.

If it fails sales, the service contract disposal costs are generating activity-funded. Standard sales processes (non-hazardous or hazardous) will be used.

Property Accounting: Standard processes will be used.

Stoves - SunRay

Definition/Description

Sunray brand gas range, 30" size, Model No. 26JAOXJ13, NSN 7310-01-046-2869, and electric range 30" size, Model No. STC-26, NSN 7310-00-823-7386, manufactured by Glenwood Range Co., Delaware, Ohio.

Policy References/Authority

Government/Industry Data Exchange Program (GIDEP)

Unique Processing Information/How to Manage:

Receiving:

A potential safety hazard exists on these kitchen ranges, however, standard receiving processes will be used. If not already attached, the following warning statement must be permanently attached to the unit:

> *"While the oven is in operation and for a short period of time after the unit is shut off, the surface temperature of the oven door becomes excessively hot which may cause burns to anyone touching the door."*

The warning statement is not required if the stoves are received as or downgraded to scrap upon receipt.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: No unique requirements.

Reutilization/Transfers/Donations: RTD customers must be advised of the hazards of the stoves verbally and by directing attention to the warning statements. DRMOs may request customers to acknowledge the notification by placing an initial on the issue document.

Demilitarization/Mutilation: Not required.

Sales: Sales customers must be advised of the hazards of the stoves verbally and by directing attention to the warning statements. DRMOs may request customers to acknowledge the notification by placing an initial on the issue document.

Scrap Processing: Standard processes will be used.

Property Accounting: These stoves have been assigned a SALD code that will pop up for handling guidance when the initial receipt transaction is initiated.

Strategic and Critical Materials

Definition/Description:
The following items are required as strategic and critical materials collected by the Defense National Stockpile Center (DNSC) for the purpose of supporting the Warfighter and assisting in critical homeland needs:

Figure 53 - DNSC Strategic & Critical Materials

Material and type or grade	Forms to be reported	Minimum quantity at one location to be reported
Aluminum oxide	Abrasive grade or fused crude	Any quantity
Antimony	Ingots or cakes	Any quantity
Beryllium copper, master alloy	Ingots	500 pounds
Beryllium metal	Billets	Any quantity
Chromium metal	Lumps	Any quantity
Cobalt	Cathodes, rondelles, or briquettes	Any quantity
Columbium carbide powder	Powder	2,000 pounds
Columbium, ferro	Superalloy lumps	Any quantity
Columbium metal	Ingots	Any quantity
Diamond, industrial	Crushing bort or stones	Any quantity
Germanium	Ingot	1 kilo
Lead, corroding and antimonial	Pigs	Any quantity
Manganese metal, electrolytic	Lumps and fines	Any quantity
Mica	Film, splittings, or block	Any quantity
Nickel	Cathodes, ingots, briquettes, or shot, and oxide powder	Any quantity
Platinum group, iridium	Ingots, bars, or plates	Any quantity
Platinum group, palladium	Ingots, bars, or plates	Any quantity
Platinum group, platinum	Ingots, bars, or plates	Any quantity
Quartz	Crystals	Any quantity
Rubber, natural	Ribbed smoked sheets	20 short tons
Silver	Ingots	Any quantity
Tantalum carbide	Powder	Any quantity
Tantalum metal	Ingots, powder, or slabs	Any quantity
Tin	Pigs	Any quantity
Titanium metal	Sponge	Any quantity
Tungsten carbide	Powder	Any quantity
Tungsten, ferro	Granules, 1” or less	Any quantity
Tungsten metal	Powder	Any quantity
Zinc	Slabs	Any quantity

NOTE: Platinum family items do not become excess to DOD needs and are not eligible for the stockpile.

Policy References/Authority: DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:

Receiving:
Strategic materials will be turned in to DRMOs as usable raw materials.

When received, DRMOs will report the receipt in letter format, through DRMS, to the DNSC at 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6223. The report will include the excess material's location, amount, chemical composition, size, other significant parameters, and, when available, original purchase specifications.

The DNSC will review the DRMO's report and determine if the materiels are acceptable and conform to the stockpile's needs. DNSC will furnish disposition instructions.

> *Unsuitable Items*. If a reported excess strategic and critical material is unsuitable for stockpiling or cannot be economically converted to meet stockpiling specifications, the DNSC will advise the DRMS. Any later DRMS referrals of this material to the DNSC will include the advice that the property had been previously reported for stockpile purposes and was rejected.
>
> *Withdrawals*. Prior to shipment, and subject to DNSC approval, generating activities may withdraw a reported material. After shipment, generating activities must request DNSC for the return of a material.
>
> *Reimbursement*. Issues to the DNSC will be without reimbursement. DNSC will pay or reimburse all moving costs required to affect the transfer, using funds available for such transfers.

Property will be frozen while awaiting DNSC determinations.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: If physically received, the material will be handled as pilferable/sensitive and stored in a safe manner, to prevent loss or theft.

Reutilization/Transfers/Donations: If DNSC does not want the material it will be taken out of the freeze status and standard RTD processes will be used.

Demilitarization/Mutilation: Not required.

Sales: If not taken by DNSC or through RTD, standard sales processes will be used.

Ultimate Disposal: If required, generating activity's funding requirements will be determined and implemented. Disposal will be accomplished according to the assigned waste stream.

Property Accounting: Standard receiving and freeze actions will be used.

Submarine Escape Appliances - (Momsen Lungs)

Definition/Description: The Momsen Lung is/was an oblong rubber bag that recycles exhaled air. The lung contains(ed) a canister of soda lime, which removes(ed) poisonous carbon dioxide from exhaled air and then replenishes(ed) the air with oxygen. Two tubes go from the bag to a mouthpiece: one to inhale oxygen and the other to exhale carbon dioxide. The lung is to be worn around the neck and strapped around the waist. Besides providing oxygen for the ascent, the lung also allowed a Submariner to rise slowly to the surface, thus avoiding the bends.

Policy References/Authority: DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:

Receiving: May only be received as scrap.

NOTE: This property is not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Will be stored in accordance with appropriate Scrap Classification List (SCL).

Reutilization/Transfers/Donations: Not applicable.

Demilitarization/Mutilation: If required, should be completed prior to receipt. Mutilation must be completed so their use is impossible.

Sales: Surplus submarine escape appliances will be sold as scrap for material content only.

Property Accounting: Standard processing to be used.

Subsistence Property, Certification of Unfit Semi-Perishable

Definition/Description:
Class 1: Semi-perishable subsistence found unfit for human consumption and possessing no resale value or creating a health/safety hazard. Subsistence items in this class may include swollen and/or leaking canned items; broken glass packed items and items that have been determined to have no release value in the local area.

Class 2: Semi-perishable subsistence found unfit for human consumption, but of value for other purposes such as manufacturing animal feeds. Items in this class may include insect invested subsistence that has been fumigated but was more heavily infested than established guidelines permitted for human consumption, damaged bagged or boxed items, items deteriorated to the extent that they are not acceptable for human consumption, and unserviceable items that can be used for other manufacturing purposes.

Class 3: Semi-perishable subsistence found unfit for continued storage or issue, but fit for human consumption if consumed prior to a specific date. Items in this class may include bagged items whose exterior container is torn exposing the contents, physically damaged canned items whose remaining shelf-life does not allow placing them in Condition Code C, and subsistence damaged in transit that has been abandoned in place.

Policy References/Authority: AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31, Veterinary/Medical Food Inspection

Unique Processing Information/How to Manage:

Receiving:
Prior to releasing for disposal, the veterinary service/medical officer assigned inspection responsibility for the storage site will, according to AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31, issue a certificate of unfitness for subsistence found to be unfit for human consumption or unfit for continued storage/issue. The Certificate of Unfitness will contain recommendations for the disposition of unfit semi-perishable subsistence in the following categories:

Class 1: The Certificate of Unfitness will read substantially as follows:

> *"The subsistence items listed above are unfit for human consumption and possess no resale value or create a health/safety hazard within the facility. Recommend disposition by immediate destruction."*

* DRMOs will not receive unfit semi-perishable subsistence classified as above. The Class 1 subsistence will be destroyed by the storage facility providing the DRMO has been contacted to assure that subsistence is not salable for other than its intended purpose (e.g., for animal feeds, or to manufacturers of soap, candles, fertilizers). Lacking this marketability advice from the DRMO, the subsistence will be handled as specified for Class 2 items.

Class 2: The Certificate of Unfitness will read substantially as follows:

"The subsistence items listed above are unfit for human consumption but may possess some resale value (as animal feed) (for manufacturing purposes). Recommend disposition through DRMO channels."

* DRMOs will receive unfit semi-perishable subsistence classified as above. The Class 2 subsistence will be turned in to the local DRMO on an ETID/DTID. (Batchlotting may be used.)
* Veterinary certification as to the fitness of the subsistence for animal consumption on DD Form 1225 must accompany the transfer document to the DRMO.

Class 3: The Certificate of Unfitness will read substantially as follows:

"The subsistence items listed above are unfit for continued storage/issue but are fit for human consumption if consumed before (date). Recommend disposition through DRMO channels."

The period of time provided into the certificate is to be determined by the veterinary service/medical officer inspecting the subsistence. Normally, it is 30-45 days but may be longer or shorter based on the inspector's professional judgment of the subsistence concerned.

* Veterinary certification as to the fitness of the subsistence for human consumption must accompany the transfer document to the DRMO.

In lieu of physical movement to a DRMO, semi-perishable subsistence may be retained in the storage facility, properly labeled.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: If moved to a DRMO, storage will be in a manner to prevent further deterioration prior to final disposal. The veterinary service/medical officer will provide technical advice/assistance, as needed, to the storage facility and the DRMO on the denaturing, de-characterizing, disposal and destruction of semi-perishable subsistence unfit for human consumption and/or continued storage/issue.

Reutilization/Transfers/Donations:

If RTD attempts are successful furnish instructions to the storage facility for the release of the material.

If unsuccessful, furnish instructions to the storage facility to destroy the material.

Demilitarization/Mutilation: Not applicable.

Sales:

If sales attempts are successful furnish instructions to the storage facility for the release of the material.

If unsuccessful, furnish instructions to the storage facility to destroy the material.

Abandonment & Destruction: The destruction of semi-perishable subsistence will be witnessed and certified by a disinterested individual appointed for this purpose. The Certificate of Destruction and supporting documents will be kept on file by the storage facility for 2 years. If the semi-perishable subsistence had been turned in to a DRMO but physically retained by the generating activity, a signed copy of the destruction certificate will be provided to the DRMO for dropping the material from inventory listings.

Property Accounting: Standard processes will be used. Property Accounting,

Survival and Protective Equipment

Definition/Description: Pertains to general use, commercially available equipment used for water safety, construction area safety, processing hazardous property, DEMIL required property, etc.

Policy References/Authority: DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:

Receiving: Standard processes will be used.

NOTE: Only new unused survival and protective equipment may be processed through the DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Requirements will be determined on a case-by-case basis, dependent on commodity characteristics; shelf-life requirements; Demilitarization/Mutilation requirements, etc.

Reutilization/Transfers/Donations: Excess items, including items past their shelf life but in otherwise good condition, may be reutilized, transferred, or donated. Before release, all customers will be advised in writing that further use of the property will be at their own risk and that the U.S. Government is relieved from any and all claims.

Demilitarization/Mutilation: To be determined on a case-by-case basis. Condemned or unserviceable surplus and foreign excess survival and protective equipment items remaining after RTDS attempts will be mutilated and the residue sold as scrap.

Sales: Surplus serviceable items, including overage items in good condition, may be offered for sale. The U.S. Government assumes no liability for damages, for personal injuries or disabilities to the purchaser or the purchaser's employees, or to any other person arising from or incident to the purchase of this material, or its use, or disposition. The purchaser will hold the U.S. Government harmless from any and all such claims.

Abandonment and Destruction: Where the cost of mutilation of condemned or unserviceable surplus and foreign excess survival and protective equipment is greater than scrap residue value, the items will be destroyed.

Property Accounting: Requirements to be determined on type of property received.

Tax-Free Products

Definition/Description: Surplus tax-free alcohol, other than ethyl alcohol or specially denatured alcohol and beer.

Policy References/Authority: DOD 4160.21-M, Chapter 4.

Unique Processing Information/How to Manage:

Receiving:
Generating activities will obtain instructions from the Bureau of Alcohol, Tobacco and Firearms (BATF) for release of alcohol (including beer). Instructions received will accompany the property listing at the time that it is reported to a DRMO.

Beer must have each bottle relabeled as not being tax-free and each carton must be stamped in conformance with BATF requirements before removal from Military Service/Defense Agency custody. The property must conform with all applicable state and local alcoholic beverage laws.

With the above information, standard receiving transactions apply.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: This property will be stored in a controlled, locked area.

Reutilization/Transfers/Donations: If RTD is requested, DRMS will be contacted to determine what, if any, tax requirements are applicable. Determinations will be made on a case-by-case basis, dependent on the requester credentials and state and local requirements.

Demilitarization/Mutilation: Not applicable.

Sales: This property may be sold upon the purchaser's payment of the applicable internal revenue tax to the Deputy Associate Director, Regulatory Enforcement Field Operations, BATF, TD, 650 Massachusetts Avenue NW., Washington, DC 20226, and subject to any other conditions the Bureau may require. When ethyl alcohol or specially denatured alcohol is to be sold within the United States, the DRMO will make request to the nearest Regional Director, BATF, Department of the Treasury, for specific instructions. (This does not apply to alcohol sold overseas or in U.S. territories.) Alcohol sold overseas or within U.S. territories is subject to U.S. customs and taxes if it is imported into the United States.

Abandonment and Destruction: If required, standard processes will be used.

Property Accounting: Standard processes will be used.

Technical Publications

Definition/Description: Manuals, technical orders, and other publications (or specific portions).

Policy References/Authority: Military Service/Defense Agency regulations and DOD 4160.21-M, Chapter 4

Unique Processing Information/How to Mange:

Receiving: To be mutilated by the generating activity before transfer to a DRMO for sale unless it is agreed that mutilation will be a condition of sale.

NOTE: This type property is not authorized form DLA depot Recycling Control Points (RCPs).

Warehousing/Storage:
Will be stored in an appropriate SCL or in a specified area for holding until sold with mutilation as a condition of sale.

Mutilated publications may not be mixed with other publications when mixing would be detrimental to the sale of un-mutilated publications.

Reutilization/Transfers/Donations: Not authorized

Demilitarization/Mutilation: These publications may be mutilated by shredding, pulverizing, etc.

Sales: Only authorized with mutilation as a condition of sale.

Ultimate Disposal: Not applicable.

Abandonment and Destruction: Will be accomplished if sales efforts are unsuccessful.

Property Accounting: Processes for placing directly into sales cycle will be used, requiring mutilation as a condition of sale.

"TEMPEST" Technology Items/Equipment (TTIE)

(Also see "Information Technology" article)

Definition/Description:
TEMPEST is a term used to denote measures for preventing compromising emanations (electronic/ electromagnetic) from electrically operated devices. More simply put, TTIE has been manufactured with additional devices built in to prevent monitoring.

The following indicators may assist in the identification of "TEMPEST" TTIE:

Documentation sometimes is marked with the word "TEMPEST."
Attached SF Form 120, Reports of Excess Personal Property, may reflect IT as "TEMPEST."
Review of data plate on rear of property reveals the word "TEMPEST".
Manufacturer model number puts the letter "T" within the number, e.g., CPT Corporation, Model 8000T.
Equipment is embossed with "TEMPEST warnings."
Tags may be glued to equipment stating, "This machine processes up to top secret", or lower classification such as confidential.

Policy References/Authority: DOD 4160.28-M.

Unique Processing Information/How to Manage:

Receiving:

When examining TTIE at receipt, the property should be checked for "TEMPEST" markings. TTIE that has TEMPEST application and is commercially available should have been sanitized (remove/declassify/ desensitize-items/equipment of all classified/sensitive data and software) by the generating activity prior to turn-in. The ETID/DTID should be annotated that the item has TEMPEST application and has been sanitized prior to turn-in. Consider this property as a Commerce Control List Item (CCLI), DEMIL code Q.

Upon receipt, challenge any suspected TEMPEST Equipment to the generator. Document attempts of resolution. If result is that item is not TEMPEST, annotate the generator's confirmation on the ETID/DTID.

When an item has been determined to incorporate TEMPEST technology and it was designed for military use, ensure the item has been completely mutilated prior to turn-in and is received as scrap, to preclude further use for its original function. This includes both entire end items and individual components, as applicable.

NOTE: This type property is not authorized from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Must be stored according to requirements for assigned DEMIL Code.

Reutilization/Transfers/Donations: Not applicable if truly TEMPEST equipment.

Demilitarization/Mutilation:

Required prior to turn-in for TEMPEST equipment. See Information Technology article for non-TEMPEST equipment.

Items in FSG 70 (personal computers including TEMPEST computers have been recoded with a DEMIL Code “Q”.).

These items were coded in this manner because the preponderance of the items in these classes met DEMIL code Q criteria. However, included in these FSCs are standard, commercial personal computers.

If the TEMPEST application is on a commercially available item, the generating activity will sanitize the equipment of all classified/sensitive data and software prior to turn-in to a DRMO. These items will also be considered Commerce Control List Items (CCLI) (DEMIL code Q) and incorporate all appropriate controls.

Commercially available personal computers which do not incorporate TEMPEST technology, have a standard operating system, and have been purged of military and commercial program/software/systems are non-MLI/non-CCLI and will be coded DEMIL code A.

Sales: Not authorized for property identified as having TEMPEST Technology.

Property Accounting: Will be determined based on types of property received.

Tents, Canvas

Definition/Description

NOTE: All tents must be assumed to contain BondCote fabrics, unless proven otherwise by physically locating the NSN, or date of manufacture.

Unless proven otherwise, canvas items received as LSN and Scrap, will be referred to as "BondCote" for the remainder of this instruction.

Items containing BondCote canvas manufactured after May 31, 2003, will be referred to as "non-BondCote" for the remainder of this instruction.

Eleven tent NSNs contained BondCote canvas and are identified in the table below. Items manufactured after May 31, 2003, are not subject to these special procedures, even if the NSN is listed below.

8340-00-566-7398	8340-01-334-7529	8340-01-323-2454	8340-01-503-3536
8340-00-566-7416	8340-01-392-0921	8340-01-331-0153	8340-01-185-2628
8340-01-198-7622	8340-00-782-3232	8340-01-196-6272	

NOTE: This special process pertains **only** to tent floors, sections, flys, liners, covers, roofs, and other miscellaneous tent components composed of **canvas fabric**. This special process does not include tent poles, frames, doors, ropes, pegs, and other non-fabric items classified as FSC 8340.

Prior to June 2003, the canvas manufacturer "BondCote" included barium as a component of its canvas dyes. That canvas was then used by various tent manufacturers. While the barium poses no hazard when the tent is in use, it does pose a slight environmental threat when disposed in a landfill. Analysis indicates that they may leach barium in excess of the RCRA regulatory limit of 100 mg/l. Therefore, these items become RCRA-regulated hazardous waste when discarded, and must be managed as such, once the discard decision is made.

Policy References/Authority

None.

Unique Processing Information/How to Manage

Receiving:

All Tents must be assumed to be BondCote, unless proven otherwise by physically locating the NSN, or by proving the date of manufacture is after May 31, 2003. To avoid unnecessary disposal based upon worse-case assumptions, receiving personnel should encourage DoD Customers to identify and include NSNs on their turn-in documentation whenever possible.

Warehousing/Storage:

BondCote items undergoing reutilization screening may be stored in general storage, but should not be co-mingled with non-BondCote items. Inside storage is recommended for BondCote items whenever possible, unless stored in a covered container.

BondCote items which by-pass or fail reutilization screening will require proper containerization, marking, and movement to a designated HW accumulation area within three days of receipt or ESD, as applicable. Proper containerization can consist of tri-wall boxes with lids, wooden boxes with lids, CONEX boxes, etc., as long as they are weather-resistant, non-leaking, safe to handle, and capable of withstanding storage for at least 90 days. *UN- Specification containers are not required, unless storage will take place in a permitted facility.* Unless your HW disposal contract specifically excludes it, your HW disposal contractor is responsible for ensuring proper containerization at the time of shipment.

Dispositions (Note: See Flowchart provided as Enclosure 1)
Non-BondCote items: eligible for ALL normal dispositions, including A&D procedures. *They should NOT be subjected to the procedures below*.

BondCote items: **eligible ONLY as described below**:

Reutilization/Transfers/Donations:

- **Reutilization:** Authorized for issue to DoD only.
- **Transfer/Donation:** Not authorized.

Demilitarization/Mutilation: Not applicable.

Sales: Not authorized.

Abandonment/Destruction: Not authorized.

Return to Manufacturer: Not authorized.

Demanufacturing: Not applicable.

Ultimate Disposal: All BondCote items which by-pass or fail Reutilization efforts should be referred for Ultimate Disposal as HW, due to barium content.

RCP: Authorized for issue to DoD only.

Property Accounting:
To ensure that proper visibility of disposal actions and funding are maintained, special procedures have been developed for BondCote items. These procedures are mandatory:

- Waste Characterization: DRMS will provide a Hazardous Waste Profile Sheet on the DRMS website to be used for all BondCote items going to Ultimate Disposal. A copy is included here as Enclosure 3. You must use the EPA ID # of the current storage location.

- Current Inventory: Usable property on record should be downgraded to a special scrap pile for BondCote items. Existing BondCote scrap piles should be moved to the same special scrap pile. The total weight of the scrap pile should then be upgraded as HW using a single DRMO generated DTID (see Funding Procedures below).

- Future Receipts: Items should be brought on record as usable items whenever possible, and subjected to Reutilization screening. When that is not possible, items should be located in a specific

BondCote scrap pile, and made available for upgrade and issue to Reutilization customers. Items (usable and scrap) which bypass or fail Reutilization efforts, should be downgraded or consolidated into a specific BondCote scrap pile, picked up under a single HW DTID, and managed as HW.

• Disposal Contract Coverage: Your Contracting Officer will provide the contract-specific CLIN and costs upon request.

• Disposal Funding: Generating activities are not required to fund for disposal of these items. Disposal funding will be provided by DRMS. BondCote Funding procedures are included on the DRMS website, and a copy is included here as Enclosure 2.

Figure 54- BondCote Flowchart (Enclosure 1)

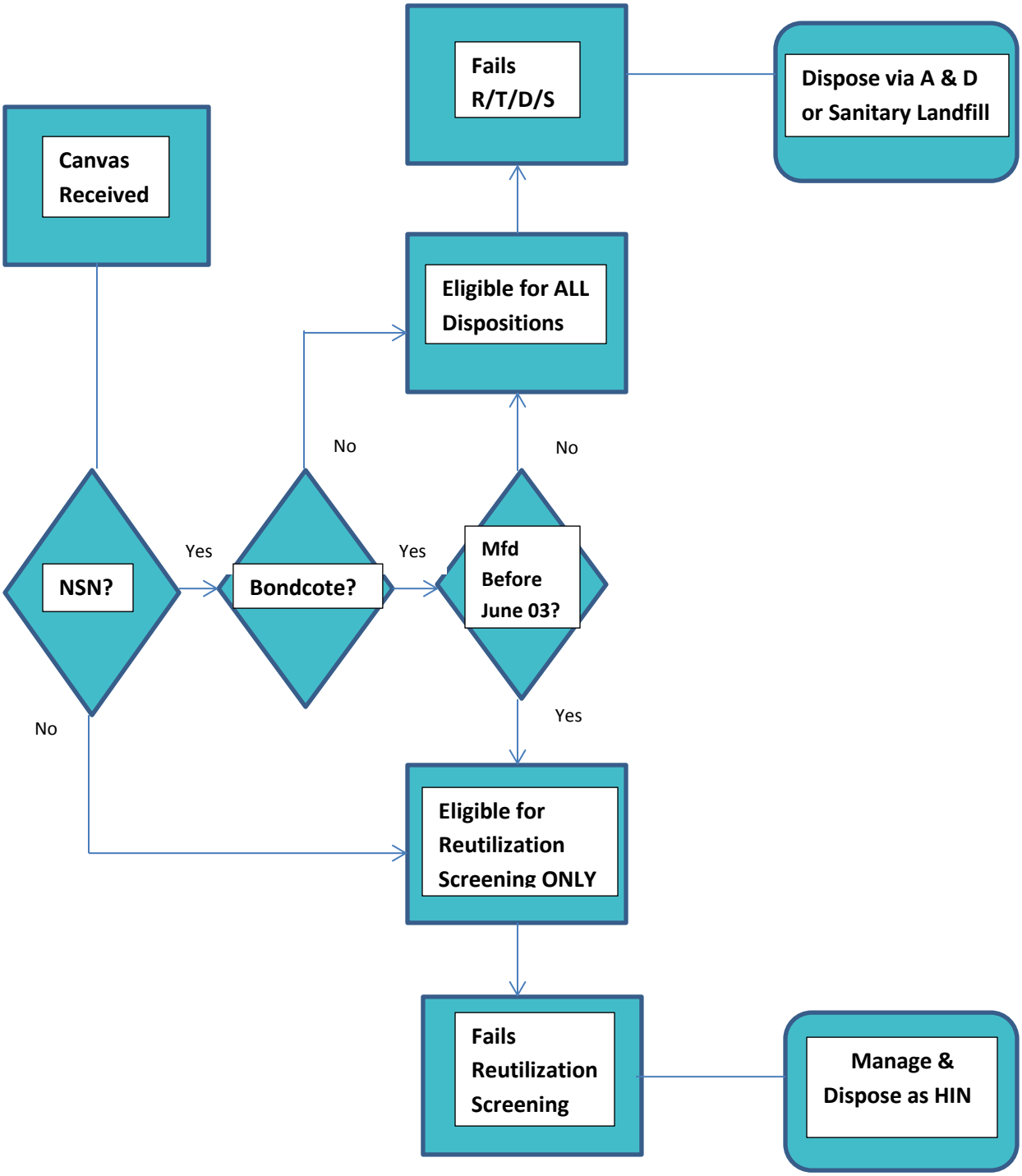


Figure 55 - BondCote Funding Procedures (Enclosure 2)

Funding is available on a as needed basis for the disposal of Bond Cote items in your inventory. This funding will be handled in the same way as your DRMO generated hazardous waste. It requires that you receive a funding authorization code prior to inputting into BOSS. This process will allow us to track the expense and ensure that funding is readily available to you. To obtain this code please send your request to "DRMS HW Funds" e-mail group, please use the address that is in the Global e-mail address book. If the address is not appearing in your global, please contact the help desk for assistance.

In your request for Bond Cote funds, the following information needs to be included.

1.) DRMO Name
2.) DRMO Point of Contact and Telephone Number
3.) DRMO Like-Item Code
4.) CLIN, Noun, Weight, Price Per Pound and Total Cost
5.) Provide the system generated DTID for your DRMO
5.) Justification: State that it is "Bond Cote"
6.) DRMS will respond to you in approximately 24 hours with an authorization code. We check the public e-mail site once daily.
7.) DRMOs must be prepared to input the line item into BOSS within 2 business days after receiving the funding authorization. The delivery order does not need to be released within this time frame. If you have not input the line item after the fifth day, DRMS-B will contact you by e-mail asking if funds are still required. Authorization may be withdrawn and reissued when the DRMO is ready to input at this time, if funds are not immediately required.
8.) You must notify us through the "DRMS HW Funds" e-mail group for any **increases/decreases** to this authorization.

Please do not send your request for funding to our personal e-mail box. Several individuals staff the public "DRMS HW Funds" e-mail box. This allows your requirement to be responded to promptly. If someone is out and you send it to his or her personal e-mail box your authorization may be delayed if the individual is out of the office.

Changes required from your normal input into BOSS:

1.) Org Code: HD
2.) TYPE CODE: N
3.) MILS FC: XP
4.) MILBILS is to be blank
5.) Include your authorization code in the noun description.

Thanks for your cooperation. If you have questions, regarding funding or receive a "no funds available message" please contact Janet Fowle at the below address or number.

JANET M. FOWLE
Program and Management Analyst, Budget
DRMS-BA
Disposition Management
DSN: 661-5975
COMM: (269) 961-5975

Tiles, Passive Countermeasure System (PCMS)

Definition/Description
Passive Countermeasure System (PCMS) materials are generally neoprene rubber tiles installed on topside equipment and structures that are used to minimize radar signatures. They may or may not be painted with a latex paint.

Policy References/Authority
Memorandum from Mr. George Barchuck, DLA/DOD DEMIL Program Office, Subject: Request for Allowing Incineration Through DRMS Hazardous Waste (HW) Contract as Constituting Demilitarization. December 05, 2006.

Unique Processing Information/How to Manage

Receiving:
The Navy began processing Passive Countermeasure System (PCMS) tiles to DRMS in April 2007. The majority of these tiles will be concentrated at DRMOs that service Navy activities.

The method of DEMIL for PCMS tiles is incineration. DRMS has been provided authorization to process this material to a HW contract allowing the Hazardous Disposal Certificate to be used to satisfy the requirement for Certification and Verification of DEMIL.

DRMOs receiving PCMS tiles should request the addition of CLIN 9904CM and the PCMS DEMIL clause to meet the requirements for transportation and incineration of the non-RCRA, non-state regulated DEMIL required PCMS tiles, if the CLIN and clause are not already on their existing contract. Since this is a DEMIL requirement for a non-hazardous item, DRMS will fund disposal through DRMS HS Funds. Funding must be pre-approved by DRMS-HQ. Guidance on obtaining funding can be found in the Boss Hazardous Supply and Tracking Procedures Guide dated October 2006.

Warehousing/Storage: Use standard warehousing and storage procedures.

Reutilization/Transfers/Donations: None allowed.

Sales: None allowed.

Abandonment/Destruction: N/A

Property Accounting: No unique property accounting requirements.

Tires

Definition/Description

A hoop of rubber, forming the tread, around the wheel of a vehicle, aircraft or equipment. A rubber tube filled with air, fixed about the wheel to reduce shock.

Policy References/Authority

Item Manager Direction; DOD 4160.21-M, Chapter 8, DRMS 4160.14, Chapter 7, C7.2.7.3.

Several states have instituted scrap tire management programs under their solid waste regulations. How scrap tires are managed, permitting requirements for facilities that collect/store scrap tires, manifest tracking records and disposal landfill regulations should be considered when processing rubber scrap. This website provides state tire guidance http://www.epa.gov/epaoswer/osw/non-haz.htm . Tires must be managed as a separate waste stream and cannot be comingled Demil A and Demil B tires. Do not comingle Aircraft and Ground Tires.

Tire Management responsibilities include:

Document DRMO weekly/monthly inventory inspections on the DRMS Form 2000, annotate the description of any deficiencies (and associated corrective action(s) noted during the weekly/monthly inspections) and retain the documentation of the weekly/monthly inspection in accordance with DRMS-I 4160.14.

Provide training to those DRMO personnel performing the weekly/monthly inspections on the new documentation requirements with the DRMS Form 2000.

Ensure that the DRMO used/scrap tire management is reviewed (with respect to State-specific regulatory requirements) during internal and external compliance audits (i.e., quarterly Self Assessment (SA) and periodic OERs.

Retain tire manifest copies obtained from authorized facility and verify the used/scrap tires were received at the designated facility and quantity released matches quantity destructed/mutilated.

NOTES:

Only Demil A tires will be referred to Scrap Venture and Greening Partners.

Asian Tiger Mosquito (ATM) Infested Tires are discussed in the Mosquitoes, Prevention and Control of Asian Tiger or Other Mosquito Species (ATMS) article, this Section.

All aircraft and vehicle tires will be managed as Demil A, **except those listed under "Exceptions" below:**

EXCEPTIONS

FSCAP tires will be treated as Demil B, mutilation required.

DEMIL B Tires, Run-flats and Wheels, mutilation required.

- All run-flat inserts are DEMIL B
- Tires and Run-Flats procured combined or run-flats inserted in tires are DEMIL B.
- Run-Flat wheels, wheel assemblies are DEMIL B.

Demil D F-14 tires, tire components, tire accessories or tire attachments must be managed in accordance with the F-14 policy. Mutilation is accepted method of Demil.
NOTE: REQUIRES PHYSICAL CERTIFICATION/VERIFICATION BY GOVERNMENT.

Tires which carry a prohibited disposal instruction and/or SALD code denoting that the tire must be mutilated and cannot be Reutilized, Transferred, Donated or Sold.

If you feel a demil code of B is incorrect, submit a Demil Challenge. More information is available at this website https://www.drms.dla.mil/drms/intranet/demil/Challenges.pdf.

NOTE: Do not ship scrap rubber tires to DEMIL Centers.

Unique Processing Information/How to Manage Receiving:

DRMOs will receive tires and store in an environmentally safe manner and in accordance with state and local regulations. Tires should not be rejected because of their condition.

DRMOs will ensure they are familiar with their local/state requirements for storing tires. See Warehousing/Storage section below. http://www.epa.gov/epaoswer/osw/non-haz.htm.

DRMOs ability to receive the tires may be limited if the DRMO is in a state that requires permits for tire collection above a specific amount, e.g., 100, 500, 1000, unless the host installation has a permit. If the DRMO cannot receive the scrap tires, the turn-in activity will retain physical custody.

Demil A Tires received as rubber scrap with no R/T/D/S potential or that have failed R/T/D/S will be offered for recovery, reuse and recycling **PRIOR** to service contract disposal, through Greening. As a donation in lieu of A and D, under the Return to Manufacturer (RTM) program DRMS 4160.14, Section 4, Supplement 2, Environmental Program, Enclosure 4, **reason code DC.**
https://www.drms.dla.mil/drms/intranet/scrap/scrap.htm Scrap tires will be identified by the appropriate SCL (G01 aircraft/G02 vehicular) and the unit of issue will be “lb” Reference website information
https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm

Tires are sold overseas by retail sale or processed under R2010, **reason code RE** reference website information https://www.drms.dla.mil/drms/intranet/scrap/R2010updatedjun0608.pdf.

Tires are processed in CENTCOM under a disposal service contract as A&D, **reason code RC.**

Tires processed through a disposal service contract will use the appropriate reason code, based on how the item is being A&D. Reference DAISY Codes and Terms.

AB – land filled, government (ISSA or installation services)
AE – Service Contract removed
BD – Destruction. Sale or disposal is prohibited by U.S. law, federal or military regulations.

Flight Critical Safety Aircraft Property (FSCAP)

FSCAP Tires will be processed in accordance with FSCAP guidance for DLA managed FSCAP, **Mutilation required**. See DRMS 4160.14, Section 2, General Processing, C4.4.

Generators should indicate the tire is FSCAP on the 1348 or turn in document. FSCAP tires must be mutilated or shredded, rendering the tire totally inoperable. FSCAP tires cannot be released to Scrap Venture (SV) or Greening, but must be processed by service contract by mutilation/demilitarization being performed. The Mutilation certificate or Demilitarization certificates MUST be completed as outlined 4160.14, Section 2, General Processing, C4.17.

Mutilation may be: a 4-inch cut or larger in the sidewall, or a 4-inch hole drilled in the sidewall, or the bead cut to render the tire unserviceable. DRMOs will require the service contractor to ensure FSCAP tires are managed appropriately and require documentation from the facility that processed the mutilation. If the service contract does not have a CLIN for mutilation, contact the DRMS J-72, service contracting officer.

DEMIL B Tires, Run-flats and Wheels.

Tire Mutilation may be: a 4-inch cut or larger in the sidewall, a 4-inch hole drilled in the sidewall, or the bead cut to render the tire unserviceable. DLA Disposition Services will require the service contractor to ensure Tires, run-flat, and wheels are managed appropriately and require documentation from the facility that processed the mutilation. If the service contract does not have a CLIN for mutilation, contact the DLA Disposition Services J-72, service contracting officer.

Wheel Mutilation may be: Crushed, cut, and shredded to render the wheel unserviceable.

Demil D F-14 Tires, Tire Components, Tire Accessories or Tire Attachments

- Must be managed in accordance with the F-14 policy.
- Mutilation must render the F-14 item inoperable, non-repairable.

The Mutilation certificate or Demilitarization certificate MUST be completed as outlined 4160.14, Section 2, General Processing, C4.17.

Warehousing/Storage:

DRMOs need to identify tire permit requirements and any other state requirements based on the amount of tires received yearly, and storage space capacity**. Host installations in states requiring permits for the collection of tires should request a permit or license as owner of the facility, and the DRMO will sign as the operator.** DRMOs should apply for permits through their host installation.

State agencies may assess fees for processing of permit or license applications and the host's permit or license application may cover multiple tire storage areas on the installation. **DRMS will pay only that portion of the fee that is for DRMO scrap storage areas, identified on the permit application.**

<u>Storage</u>

Tires must be managed as a separate waste stream and cannot be comingled; Demil A, B and D tires stored separately. You may comingle aircraft and ground, but must store separately by DEMIL Requirement.

To prevent water from collecting in used tires and providing a breeding ground for mosquitoes, DRMOs will take one of the following actions:

If space is available, stack tires in inside storage.

In areas and during months where local temperatures are suitable for mosquito breeding (check with your local health and environmental department) sites must cover each tower with a waterproof cover, i.e. shrink wrap or cover with plastic bag (possible NSNs for plastic bags are 8105-00-191-3701, 8105-00-191-3776 and 8105-00-191-3902.)

Establish tubular rows with sufficient aisle space so tires may be examined, purged of water, or treated, if required, and,

Do not stack tires in an alternating pyramid fashion,

Follow local/state regulatory requirements for proper inside/outside storage.

Reutilization/Transfers/Donations: Authorized. Manage based on NSN/Demil Code

Sales: See 4160.14, Section 4, Supplement 2, General Processing, C6, Sales Program. Manage based on NSN/Demil Code.

Demilitarization/Mutilation:

DRMO's will ensure that the mutilation/demil requirement is performed by service contract, and maintain an active service contract for all sites. It is the DRMOs responsibility to request service contract, renewals and to schedule removals in a timely manner. All scrap tire recipients (sales, greening and service contract), must have a Trade Security Clearance (TSC) processed through DLA Trade Security Office, Battle Creek. No service contract will be awarded without TSC clearance. Sites which do not have a service contract provider will use the nearest located service contractor, available.

NOTE: Do not ship scrap rubber tires to DEMIL centers**.**

Ultimate Disposal: Tires that fail R/T/D/S must be disposed of as follows:

First, under the RTM Program as a donation in lieu of A&D. Instructions and program guidance at https://www.drms.dla.mil/drms/intranet/scrap/scrap.htm. **ONLY DEMIL A Tires Authorized**.

If no reuse/recycling interest, use DRMS tire disposal service contract. Requirements and funding will be determined on a case-by-case basis. Guidance available at this website https://www.drms.dla.mil/drms/intranet/finance/UnfundedReqSOP.xls. **ALL DEMIL CODE AUTHORIZED.**

DRMO will work with DSD Greening tire contact for recycling or service contracting officer for service contract removals.

Property Accounting:

DRMS 4160.14, Section 2, General Processing, Chapter 2.

https://www.drms.dla.mil/drms/intranet/receiving/receiving.htm

https://www.drms.dla.mil/drms/intranet/scrap/rtmpa2007.pdf

Tires Requiring SPECIAL Processing

NSN: NSN 2610-01-287-6409 must be mutilated prior to turn in to the DRMO.
SALD Notices has been updated, with SALD-E.

Generator requirements for mutilation: Army has directed generators to use the following procedures for disposal.

-Cut the bead through, or cut a four inch or larger slice through the sidewall.

-Use yellow paint and mark the tires where the bead is cut or sidewall is sliced.

-Annotate the following statement on a DD Form 1348. "Tires do not meet DOT Standards and have been rendered unserviceable."

Generators are not allowed credits for the tires in the Army system. Generating activities that question this direction should be referred to TACOM, Team Tire, DSN 786-4287 for confirmation.

DRMO Action: Upon receipt of the subject tires verify that the Generator has complied with the mutilation requirements above. If generator has complied with the mutilation instructions, then process tires directly to service contractor scrap tire accumulation, CLIN 0001. If tires are turned in without mutilation, reject on 917.

United Tires:

Do not accept any tire marked “United” unless the below actions have been taken. If necessary, Reject on 917.

Prior to turn-in of tires manufactured by United Tire of Canada, the generator will:

Put either a four-inch cut in the tire or cut the bead with bolt cutters or a similar tool. Paint the cut with yellow paint.

ETIDs/DTIDs are to contain NSN 2610-00 UNITED and the statement “tire has been rendered unserviceable - not to be reutilized, transferred, donated or sold as usable property.”

The generating activities are required to remove the tires and turn-in of the tires will be accomplished on separate turn-in documents.

Generating activities that question this direction should be referred to TACOM, Team Tire, DSN 786-4287 for confirmation.

Army Air Force Exchange Service (AAFES) Tires

Customers of AAFES pay a charge to have their tires removed. **DRMS will accept AFFES used tires only if AFFES agrees to pay the disposal cost.** In order to ensure appropriate reimbursement, DRMOs must store and account for AAFES tires separately. Tires may be received in place for disposition purposes.

DRMOs will only accept AAFES customer tires if the DTID contains a:

- Valid DODAAC.
- Statement that all charges for disposal of tires will be fully funded by the generating activity prior to removal.
- Valid NAF cite code for depositing proceeds from sale of tires.

DRMOs will keep a separate file with a copy of each DTID reflecting the quantity and/or weight of each receipt. This will assist the DRMO in determining the processing cost to be billed to the generating activity.

DRMOs will forward the required information to DRMS Comptroller Office for billing the appropriate AAFES accounting office. For overseas DRMOs only, AAFES will be reimbursed for AAFES owned, overstocked tires turned in as unused and sold as usable property.

NOTE: All other Agencies who are not DOD must comply with the above outlined turn in instructions, and pay for the disposal of their tires. If, however, an installation allows for the "piggyback" usage of the installation DTID then no charges shall be assessed the NON DOD agency, and normal turn procedures should be followed.

Training Aids and Target Requirements, Lowest Condition Property

Definition/Description: Excess and surplus property selected for Warfighter training aids, targets and destructive testing devices.

Policy References/Authority:
It is DOD policy that the lowest condition property readily available in disposal channels that meet requirements on training aids and targets will be used in DOD. In addition, when items are used as targets, emphasis should be placed on acquiring, as far as possible, munitions list items, i.e., DEMIL required. The following are the minimum actions required to carry out this instruction:

The DOD activity having the requirement for training aids or targets will check either the DRMS website or request assistance from the local DRMO for assets suitable for the purpose. The determination as to suitability, based on either condition or location or both, rests with the requiring DOD activity.
Issues of excess property to be used for destructive testing or as targets during the DOD screening cycle will be limited to material bearing supply condition codes G or H with disposal condition codes X or S.

Unique Processing Information/How to Manage:

Receiving: No unique requirements.

NOTE: This property is not authorized for receipt from DLA Depot Recycling Control Points (RCPs).

Warehousing/Storage: Determinations will be made based on commodity characteristics.

Reutilization/Transfers/Donations:
DRMOs will not honor requests for property having condition codes better than those shown above for these purposes until the formal screening cycle is completed, unless specific written justification is provided. DRMOs will not judge the adequacy of such justification.

Requisitions and release documents must contain the following information:
"To be used for training aids/target practice"

Where volume justifies it the statement may be rubber-stamped on such release documentation.

The requiring DOD activity will maintain documentation of how the property was selected and used for record purposes.

Demilitarization/Mutilation: Normally accomplished as part of the training, destructive testing/target practice. Requirements are reviewed for completion on a case-by-case basis.
Sales: Due to the small number of items sold, some commodities do not have published guidelines; however, many of these items are described by using the following:

Sales Description Guidelines, Including Specific Terms And Conditions:

Training Aids and Devices:

Sequence of Data:

1. Item name
2. Capacity and/or size, when appropriate
3. Model number
4. Application if known
5. Additional descriptive data
6. NSN
7. Storage data - packaging (if applicable) - used or unused - condition
8. Total cost
9. Est. total wt

Additional Descriptive Data:

1. If assembly or sub-assembly, list those principal parts and/or components which will facilitate identification, giving the part names, manufacturer's name, and part number, type number, etc.

2. Electrical ratings when applicable (voltage, AC or DC, amperes, watts, HP, etc.)

3. Mechanical or physical ratings when applicable (volume to flow, pressure, speed, weight, etc.)

NOTE: The extent of the requirements of items 2 and 3 varies with the item. Do not give detailed design ratings, but merely those commonly used to catalog the item, or to describe it for practical application, or to distinguish it from those, which are not mutually interchangeable with it.

4. Overall dimensions when it will help in describing the item (i.e. length, width, height, diameter, etc.)

5. List and describe special features, accessories and attachments pertinent to the item description, or which differentiates it from similar items.

6. Special purpose items: If a general purpose item has been converted to special purpose operations, give its original description with necessary data covering major details of the modification. If originally designed and manufactured for a special purpose operation, describe as such, even though the design pattern follows a general-purpose item.

Example:

AMPLIFIER: LINK AVIATION, P/N 55841. Type A servo, center section and fuselage assembly, applicable to SNJ or AT-6 operational flight trainer device. NSN 6930-00-349-1870.
Inside - F010321A1 - in boxes - used - fair condition
Total cost $13,875
Est. total wt. 1255 lbs 49 each
Article: Radioactive Material applies.

AUTHORIZED FSC FOR RETAIL SALES. 6910 TRAINING AIDS

Property Accounting: No unique requirements.

Used Oil

Definition/Description:
Used oil normally exhibits a characteristic of HW, is mixed with a listed HW, or has a total halogen count of more than 1,000 parts per million (ppm). At times, the mixtures may not exhibit any characteristic of a HW. Used oil mixed with a waste may require treatment as a hazardous waste (HW) solely because it exhibits characteristic of ignitability. It can be classified as off-specification used oils if the flash point is below 100 degrees Fahrenheit. A flash point of less than 140 degrees may indicate that the used oil was mixed with an HW.

Used oil burned for energy recovery, is exempt from regulation as a hazardous waste fuel under 40 CFR Part 266 (subpart H) when it is a HW solely because it exhibits a characteristic of HW as identified in 40 CFR 261, Subpart C. This used oil is subject to regulation under 40 CFR 279.

When used oil exhibits a characteristic of HW, is mixed with a listed HW, or has a total halogen count of more than 1,000 ppm, and is disposed of by means other than recycling, it becomes a HW and is subject to RCRA HW regulations.

The EPA Standard for the Management of Used Oil and DRMS procedures for compliance with 40 CFR Part 279 is provided below.

Policy References/Authority: EPA Standard for the Management of Used Oil; 40 CFR 179.10; 40 CFR 261.4, .6, .20, .31, .32, .33; 40 CFR 266 (subpart H); 40 CFR Part 279.1, .10, .11, .44, .61, .70; or host country regulations; DOD 4160.21-M, Chapter 10.

Unique Processing Information/How to Manage:

Receiving:
Before DRMOs receive used oil, the generating activity is required to properly identify the hazardous components. A determination must be made that the used oil is either Hazardous Waste (HW) or Hazardous Material (HM). DRMOs overseas will determine whether used oil is HW by consulting the definitions of HW and used oil in their Final Governing Standards (FGSs), and process the used oil within the FGS guidelines. Overseas DRMOs will require the submission of Hazardous Waste Profile Sheets (HWPS) in order to document the classification of their used oil.

Based on 40 CFR 261, generating activities must provide a DRMS Form 1930, Hazardous Waste Profile Sheet (HWPS) or substitute form for the turn-in of HW and used HM. However, because used oil is uniquely regulated under 40 CFR Part 279, the information required for turn-in depends on the intended use of the oil; i.e., whether it is recycled, burned for energy recovery, or discarded.

When it is determined that a HWPS is required, the generating activity has the option to employ user knowledge and ensure supporting documentation is attached. To avoid costly sampling/analysis the generating activity may use composite sampling as a cost-saving alternative.

To assure used oil is properly identified, ask the generating activity the following sequence of questions. If the generating activity cannot answer these questions, he cannot properly identify the hazardous components of his turn-in and the property should be rejected.

Has the used oil been mixed with a listed HW as specified in 40 CFR 261.31, 261.32, 261.33, or host country regulations?

If the answer is yes, the receipt should be treated as HW.
If the answer is no, proceed to the next question.

Has the used oil been mixed with a characteristic waste as specified in 40 CFR 261, Subpart C or a HW listed in 40 CFR 261.31, 261.32, 261.33 (solely because it exhibits a characteristic of HW) or a HW based on host country regulations?

If the answer is yes, the oil should be treated as a HW, if the resultant mixture exhibits any of the characteristics of HW as specified in 40 CFR 261, Subpart C;
If the answer is yes, but the resultant mixture does not exhibit any of the characteristics of HW as identified in 40 CFR 261,Subpart C, it is regulated as used oil;
If the answer is yes, but the mixture is a HW solely because it exhibits the characteristic of ignitability, and the resultant mixture does not exhibit the characteristic of ignitability, it is regulated as used oil.
If the answer is no, proceed to the next question.

Does the used oil have total halogens greater than 1,000 ppm?

If the answer is yes, the receipt should be treated as HW unless the generating activity provides documentation listed in 40 CFR Part 279.10(b)(1)(ii) to rebut this assumption. Otherwise, the requirements of DOD 4160.21-M, Chapter 10 apply.
If the answer is no, receive as HM.

ETIDs/DTIDs should contain the following information:

Flash point. If the flash point is less than 140 degrees Fahrenheit, we need to know why; i.e., a low flash point may indicate that the used oil has been mixed with a HW. If the generating activity cannot provide documentation to show why the flash point is low, DRMOs will treat the used oil as HW and request a HWPS.
Total halogens. A waste analysis or other information may be useful, but is not turn-in requirement.

For accounting purposed, after the required information is obtained, DRMOs will downgrade upon receipt using an XR3 transaction and assign the appropriate SCL H15, H16, H17, or H18.

NOTE: This property is not authorized from DLA Depot Recycling Control Points (RCPs).

APPLICABILITY OF THE USED OIL MANAGEMENT STANDARDS TO PCB CONTAMINATED USED OIL.

The Environmental Protection Agency (EPA) issued a final rule, on July 30, 2003, to eliminate drafting errors and misconceptions in the used oil management standards (i.e., 40 CFR 279). Specifically, the rule clarifies 1) when used oil contaminated with polychlorinated bi-phenyls (PCBs) is regulated under the RCRA and when it is not; 2) that mixtures of conditionally exempt small quantity generator (CESQG) waste and used oil are subject to the RCRA used oil management standards without regard of how that mixture is to be recycled; and 3) that the initial marketer of used oil fuel specification need only keep a record of a shipment of used oil to the facility to which the initial marketer delivers the used oil. The final rule became effective on September 29, 2003.

A copy of the Federal Register, July 30, 2003, Hazardous Waste Management System: Identification and Listing of Hazardous Waste, Recycled Used Oil Management Standards, Final Rule, pages 44659-44665, can be obtained through the National Archives and Records Administration's on-line Code of Federal Regulations at: http://www.gpoaccess.gov/fr/index.html.

The final rule amends 40 CFR 279.10(i) to clarify the applicability of the RCRA used oil standards to used oil containing PCBs. It also amends 40 CFR 279.74(b) to clarify the record-keeping requirements for marketers of on-specification used oil. It amends 40 CFR 261.5(j) to clarify that mixtures of CESQG waste and used oil that are to be recycled as used oil are regulated under the used oil management standards, regardless of how it is recycled.

1. For used oil that contains PCBs with con-
concentrations of 2 ppm or greater, but less than 50 ppm (other than those diluted to below 50 ppm), TSCA regulates the burning of used oil for energy recovery (i.e., 40 CFR 761.20(e)). This used oil is also regulated under the RCRA used oil management standards at 40 CFR 279.r

2. The Toxic Substances Control Act (TSCA) prohibition against the dilution of PCB concentrations below regulatory levels (40 CFR 761.1(b)(5)) applies to the dilution of PCB-containing used oil. Used oil that contains, or contained prior to dilution, 50 ppm or greater of PCBs is not subject to the RCRA used oil standards, because the TSCA regulations at 40 CFR 761 provide complete management of such used oil. Likewise, used oil that contained a maximum concentration of 2 ppm or greater, but less than 50 ppm, which is then diluted to a concentration of less than 2 ppm, is still regulated under TSCA as used oil that contains greater than 2 ppm PCBs.

3. Used oil that is to be burned for energy recovery and has been shown to contain less than 2 ppm PCBs (if it has not been diluted) is subject to record keeping and retention requirements under TSCA (40 CFR 761.20(e)(2), (e)(4)) and is regulated under the RCRA used oil management standards. TSCA regulations prohibit the burning for energy recovery of used oil that contains (or contained prior to dilution) PCB concentrations of 50 ppm or greater (40 CFR 761.20(a)).

Note, that used oils of unknown concentration can be mixed with other such used oils in a common container and subsequently tested to determine if it is less the 2 ppm PCB. See 40 CFR 761.20(e)(2) and 761.60(g)(2).

The following table shows the relationship of the RCRA and TSCA regulations as they pertain to used oil containing PCBs that are to be burned for energy recovery.

Figure 56 - Range of Used Oil Containing PCB's That Is To Be Burned for Energy Recovery

Range of PCB Contamination Levels in used oil (ppm)	Does RCRA regulate this used oil if it is to be burned for energy recovery?[b]	Does TSCA regulate this used oil if it is to be burned for energy recovery?[b]
Demonstrated to contain less than 2	Yes (part 279)	Yes (761.20(e)(2), (e)(4))[a]
2 to less than 50	Yes (part 279)	Yes (761.20(e))
50 and greater	No (part 279)	Yes (prohibited) (761.60)

[a] Used oil that is to be burned for energy recovery is presumed to contain 2 ppm or greater of PCBs unless shown otherwise by testing or other information. TSCA imposes record keeping and retention requirements.

[b] Assumes no dilution. No person may avoid any provision under TSCA specifying a PCB concentration by diluting the PCBs, unless otherwise provided. See 40 CFR 761.1(b)(5).

Warehousing/Storage: Will be in accordance with established conforming storage requirements.

Reutilization/Transfers/Donations:
When used oil is RTD for recycling (other than burned for energy recovery), it is subject to 40 CFR 261.6(a)(4) and 40 CFR 279.

When used oil is RTD for energy recovery, it is defined as a used oil fuel and is subject to the requirements of 40 CFR 279, Subpart G.

There are no RCRA requirements for the RTD of used oil by those persons not meeting the regulatory definition of a marketer.

RTD processing will consist of standard procedures and the above requirements, as applicable.

Demilitarization/Mutilation: Not applicable.

Sales: (Due to various regulatory requirements pertaining to used oil, guidance for marketers is necessary for this article.)

Requirements for Marketers of Used Oil:

Definition of Marketer (40 CFR 279.1).

Marketers include:

- Generating activities that sell used oil directly to a burner.
- Persons who receive used oil from a generating activity and produce, process, blend used oil fuel.
- Persons who distribute used oil fuel.

Marketers do not include:

- used oil generating activities and collectors unless they market it directly to a burner.

In processing used oil, the DRMS would not usually meet the definition of a marketer; it would, however, be considered a marketer in the event used oil is sold directly to a burner.

The requirements of 40 CFR 279, Subpart H, only apply to marketers of used oil. There are no RCRA requirements for the sale of used oil by those persons not meeting the regulatory definition of a marketer. Marketers are subject to the following requirements based on whether or not the used oil meets "specification".

NOTE: Used oil is regulated by the DOT if it meets the definition of a combustible or flammable liquid.

"Specification used oil" is used oil burned for energy recovery that does not exceed the allowable levels of any of the constituents/properties listed on 40 CFR 279.11. 40 CFR 279.74(b) has been amended to clarify that the initial marketer of on-specification used oil, under 40 CFR 279.11, must only keep a record of a shipment of used oil to the facility to which the initial marketer delivers the used oil. . Sellers of specification used oil will:

- Obtain analysis or other information to document that the used oil meets the specification.

- Maintain an operating log on shipments of used oil to include:

- Name and address of facility receiving the shipment.
- The quantity of used oil fuel delivered.
- The date of shipment or delivery.
- • A cross-reference to the record of used oil analysis, or other information used to make the determination that the oil meets the specification as required under 40 CFR 279.72(a)

o Keep the above records 3 years.

"Off-specification used oil" is used oil burned for energy recovery that exceeds the allowable levels of any of the constituents/properties listed in 40 CFR 279.11. Sellers of off-specification used oil will:

o Obtain notice from burner or other marketer that:
- He/she has notified EPA of the location and description of used oil activities and has an EPA identification number.

NOTE: This does not apply to DRMOs overseas.

o If a customer is a burner, he/she will only burn the used oil in an industrial furnace or boiler identified in 40 CFR 279.61(a).
o Notify EPA of used oil management activities.
o Utilize an invoice system for the shipment of used oil that includes the following:
- Invoice number.
- EPA ID numbers of shipper and facility receiving used oil.
- Names and address of shipping and receiving facilities.
- Quantity of off-specification used oil delivered.
- Date(s) of shipment/delivery.

o Keep copies of invoices and notices for 3 years.

When used oil is sold for recycling (other than burned for energy recovery), it is subject to 40 CFR 261.6(a)(4) and 40 CFR 279.

When used oil is sold for energy recovery, it is defined as a used oil fuel and is subject to the requirements of 40 CFR 279, Subpart G.

Sales processing will consist of standard procedures and the above requirements, as applicable.

Ultimate Disposal: Will be funded by the generating activity for disposal if RTDS efforts are not successful. Standard processes will be used.

Property Accounting: Used oil will always be processed as an XR3 transaction.

Used Oil Management Standards

GUIDELINES FOR DRMS COMPLIANCE

Overview:
The used oil management standards provide several areas that impact the operations of the DRMS used oil program, to include:

Limits on the quantity of used oil that a DRMO can receive at one time;
Transporters of more than 55 gallons of used oil are required to have an EPA identification number;
Restrictions on storage times; and,
Requirements for the storage of used oil.

The standards as provided in 40 CFR part 279 are divided into Subparts A through I (40 CFR Part 279.1-279.82). The subparts include standards for generators, collections centers and aggregate points, transportation and transfer facilities, processor and re-refiners, and marketers.

Summary:
DRMOs that receive all of their used oil in place should follow the first paragraph of the procedures shown below.

DRMOs that receive custody of used oil generated by host and non-host installation activities are considered used oil collection centers and must comply with the second and third paragraphs of the procedures shown below.

DRMOs that receive custody of used oil generated by host installation activities only are considered used oil aggregate points and must comply with the procedures in second and third paragraphs of the procedures shown below.

Any DRMO that receives used oil in quantities greater than 55 gallons at one time from a used oil generator is considered a used oil transfer facility and must comply with the procedures in third paragraph shown below. Thisrequirementdoesnotapplyto“On-site”shipmentsofusedoil. Used oil may be transported to on-site DRMOs in any quantity without being subject to the transporter standards in 40 CFR 279, Subpart E, and off-site shipment standards in 40 CFR 279.24. This means that DRMOs may receive more than 55 gallons of used oil at one time as long as it was generated on the site in which the DRMO is located.

On-site is defined by 40 CFR 260.10 as DRMOs located on property owned by the host generator as follows:

The property where the DRMO is located is contiguous with host but divided by public or private right-of-way and the entrance and exit between the properties is a cross-roads intersection and access is by crossing as opposed to going along the right-of-way; or
The property where the DRMO is located is non-contiguous but connected by a right-of-way, which the owner controls and which is inaccessible to the public.

Restrictions: DRMOs are not authorized to operate as a Processor and Re-refiner as provided in Subpart F of 40 CFR 279.

Procedures:
Requirements for DRMOs that Receive Used Oil in Place: To the extent possible, DRMOs should receive and manage used oil in-place (accept accountability, but not physical custody).

Under this practice; there is no quantity limitation that the DRMO may receive at one time and the only new requirement for a DRMO is to ensure that transporters who pick-up and remove used oil have EPA ID numbers. DRMOs should remind generators who retain custody of their used oil to follow the storage requirements shown below.

Requirements for DRMOs that Store Used Oil: All DRMOs that accept custody of used oil must comply with the generator requirements in Subpart C of 40 CFR Part 279. The storage requirements for DRMOs that accept custody of used oil are:

- ***Storage units***. Used oil must be stored in tanks, containers, or any other units that are subject to regulation under 40 CFR, Parts 264 or 265;

- ***Condition of Units***. Containers and above ground tanks used to store used oil must be:

  - In good condition (no severe rusting, apparent structural defects or deterioration); and,
  - Not leaking (no visible leaks).

- ***Labels***. Containers and above ground tanks must be labeled or marked clearly with the words “Used Oil”. Fill pipes used to transfer used oil into underground tanks must also be labeled or marked clearly with the words “Used Oil”.

- ***Releases***. All releases of used oil must be contained, cleaned-up, and all released used oil properly managed. If necessary to prevent future releases, repair or replace any leaking used oil storage containers or tanks prior to returning them to service.

- ***Transporting Used Oil***. Generators who transport used oils except as described in paragraphs above are subject to the transporters requirements set forth at 40 CFR Parts 279.40-47.

In addition to the generator requirements, DRMOs that accept custody of used oil will also be subject to operation under **one of the following three standards**. DRMOs must determine which standard they fall under and comply with all associated requirements.

Requirements for DRMOs that Operate as a Collection Center: For purposes of operations at a Disposal Activity, a used oil collection center is any DRMO that accepts/aggregates and stores used oil from a host or non-host generator (see Subpart D of 40 CFR Part 279.31). To operate as a collection center, the following conditions must be met:

- The DRMO must comply with the standards for a used oil generator in Subpart C of 40 CFR Part 279;

- As a collection center, used oil generators (generating activities) may transport, without an EPA identification number, used oil that they have generated to a DRMO provided the following conditions are met;

- The used oil generator transports used oil in a vehicle owned by the generator or owned by an employee of the generator;

- The used oil generator transports no more than 55 gallons of used oil at one time (except for on-site shipments; no limits in quantity for on-site shipments); and,

- The DRMO must be registered/licensed/permitted or recognized by a state/county/or municipal government to manage used oil. (Check/coordinate with host installation on notifying requirements and procedures).

Requirements for DRMOs that Operate as an Aggregate Point: For purposes of operations at a DRMO, a used oil aggregate point is any DRMO that accepts, aggregates and or stores used oil collected only from its host installation (see Subpart D of 40 CFR Part 279.32) provided that:

- The DRMO complies with the standards for a used oil generator in Subpart C of 40 CFR Part 279;
- As an aggregate point, host installation used oil generators (generating activities) may transport, without an EPA identification number, used oil they have generated to a DRMO provided conditions below are met;
- The used oil generator transports the used oil in a vehicle owned by the generator or by an employee of the generator;
- The used oil generator may transport more than 55 gallons of used oil, at one time, to an on-site storage facility.

Requirements for DRMOs that Operate as a Transportation/Transfer Facility: DRMOs that accept custody of used oil in quantities greater than 55 gallons, at one time, from a used oil generator (other than on-site generator), must operate as a used oil transfer facility. For purposes of operation at a DRMO, a used oil transportation/transfer facility is any DRMO that collects and stores used oil from more than one generator, and where shipments of used oil are held for more than 24 hours during the course of transportation. Except for the on-site transport of used oil, this is the only standard in which DRMOs are allowed to accept used oil in quantities greater than 55 gallons at one time (see Subpart E of 40 CFR Part 279.). Under this standard the following conditions must be met:

- DRMOs may accept host/non-host used oil;
- Used oil generators may transport more than 55 gallons of used oil at one time;
- If the host installation has not previously complied with the notification requirements in RCRA section 3010 and the DRMO has not been given an EPA identification number, the DRMO must coordinate the notification requirements with the host installation.
- The transporter turning-in used oil in quantities of more than 55 gallons must have an EPA identification number;
- The DRMO cannot store used oil for periods longer than 35 days.

NOTE: A transfer facility that stores used oil for more than 35 days is subject to the more stringent management standards of Subpart F of 40 CFR 279.

As a transfer facility, a DRMO must also comply with the following management standards as provided in 40 CFR 279.45:

Storage Units. Used oil must be stored in tanks, containers, or any other units that are subject to regulation under 40 CFR, Parts 264 or 265.

Condition of Units. Containers and above ground tanks used to store used oil must be in good condition (no severe rusting, structural defects, or deterioration) and not leaking.

Secondary Containment for Containers, Existing Above Ground Tanks and New Above Ground Tanks. All containers and above ground tanks used to store used oil at transfer facilities must be equipped with a secondary containment system. Secondary containment consists of dikes, berms, or retaining walls, and a floor that covers the entire area within the dikes, berms, or retaining walls. The entire containment system must be impervious to used oil. Existing above ground tanks are exempted from the floor requirement under the existing portion of the tank.

Labels. Containers and above ground tanks used to store used oil at transfer facilities must be clearly labeled with the words **"Used Oil".** Fill pipes used to transfer used oil into underground tanks must also be labeled or marked clearly with the words **"Used Oil".**

Releases. Upon the detection of a release of used oil, the DRMO must stop the release, contain the released oil, clean up and properly manage the released used oil. If necessary, repair/replace any used oil storage containers prior to returning them to service.

Tracking (40 CFR 279.46). DRMOs that operate as used oil transfer facilities must keep a record of each shipment of used oil received and removed. This information must include: the name, address, and EPA ID number of each generator, transporter or processor/refiner, the quantity accepted or shipped, and the dates received and shipped.

Management of Residues (40 CFR 279.47). DRMOs that operate as a transfer facility are responsible for managing any residues generated from the storage of used oil in accordance with existing RCRA requirements.

A DRMO that falls under the management standards of more than one subpart must comply with each standard as applicable. For example, a DRMO may operate as a collection center for most of the year, than receive a shipment of more than 55 gallons of used oil at one time, that DRMO must now comply with management standards for a transfer facility as discussed above. DRMS-O (Operations) must be notified accordingly. Notification must be in a timely manner.

Compliance: The DRMO Chief must ensure his/her used oil program is carried out in full compliance with the management standards for a collection center, aggregate point, or transfer facility, if used oil is not received in-place or being sent to a disposal facility.

Point of contact: Questions should be directed to DRMS-BCP.

<u>Related Information for use in Processing Used Oil:</u>

Requirements for Used Oil Filters:
Non-terne plated used oil filters that are not mixed with wastes listed in subpart D of 40 CFR 261 are excluded under 40 CFR 261.4(b)(13), if the oil filters have been gravity hot-drained using one of the following methods:

Puncturing the filter anti-drain back valve or the filter dome end and hot-draining.
Hot-draining and crushing;
Dismantling and hot-draining; or,
Any other equivalent hot-draining method that will remove used oil.

Terne plated oil filters are not included in the exemption and require a HW determination prior to disposal in a landfill. Other types of filters, such as fuel filter, transmission oil filters or specialty filters (such as cloth railroad oil filters) are also not included in the exemption.

Requirements for Refrigerant Contaminated Compressor Oil:
Refrigerant-contaminated compressor oil from refrigerated equipment may contain residual halogenated substances that cause it to exceed 4,000 ppm CFC concentrations.

USEPA does not require that the halogenated substances be recovered from refrigerant-contaminated compressor oil to comply with the refrigerant recycling rule, although such requirements could be issued in the future.

The high concentrations of these halogenated substances places the management of residual compressor oil as a waste subject to the Resource Conservation and Recovery Act (RCRA), that establishes requirements on the handling, storage and disposal of used oil contaminated with halogenated compounds.

Refrigerant-contaminated compressor oil will be managed under RCRA, Rebuttable Presumption for Used Oil, as outlined at 40 CFR Parts 179.10(b)(l)(ii)(B) and 279.44(c)(2) and (d). Note that:

> The regulation exempts from the “rebuttable presumption” refrigerant-contaminated compressor oil removed from refrigeration equipment **only** with refrigerants (CFCs) and **not mixed** with used oil from other sources, if the CFCs are destined for reclamation.
>
> If the CFCs in the compressor are not destined for reclamation, the oil will be managed as a hazardous waste.

The “rebuttal presumption” does apply to used oils contaminated with CFCs that have been mixed with used oil from sources other than refrigeration units.

Vehicles

Re-written in its entirety. 30 Apr 2010

Definition/Description

A self-propelled or towed conveyance for the purpose of transporting a burden. Includes vehicles / property from, however, is not all inclusive to FSG 23, 24, 38, and 39.

Policy References/Authority

DOD 4160.21-M, Chapter 4; DOD 4500.36R, Chapter 11; Motor Vehicle Air Conditioners (MVAC) 40 CFR 82.30-42; Army Technical Order TG-238 (June-1999), Procedures for removing Radium 226 Gauges from TRUCK/ CARGO VEHICLES; State and local requirements; and environmental considerations.

Unique Processing Information/How to Manage

Receiving

DRMO Receiving personnel will bar code both the vehicle and vehicle maintenance records (when available) with the DTID at the time of receipt. Vehicle keys and vehicle maintenance records will be maintained in a secure area/file in the Reutilization Section, until vehicle is released through R/T/D/ or S. Encourage/suggest that generators turn in each vehicle on separate DD Form 1348-1A. DRMOs will maintain individual information packages on vehicles. These packages will contain any keys, maintenance records, a completed DRMS form 200 (vehicle data worksheet), and a copy of the turn-in documentation. Information packages are not required on trailers and other non-powered conveyances. Keys to all vehicles will be safeguarded and controlled in the reutilization area.

The Generator will provide the following:

(a) List and value of major missing or reclaimed components such as engine, transmission, differential, wheels, axles, or doors that would impair the use of the vehicle, regardless of other necessary repairs.

(b) One-time cost of repairs (parts and labor), based on a copy of a limited technical inspection (LTI).

(c) The vehicle maintenance record.

(d) A statement on the DTID, for vehicles that have air conditioners, as follows: ""Contains (Name of Substance), a substance which harms public health and environmental by destroying ozone in the upper atmosphere." If the refrigerant has been removed the ETID/DTID must have the proper notation that it was done in accordance with the Clean Air Act of 1990 and contain the statement -"Empty -Refrigerant Removed." DRMOs may receive used motor vehicles still containing the refrigerant for purposes of RTDS; however, if the vehicle goes to or is turned-in as scrap, regulation requires the prior recovery of the refrigerant from the MVAC before sending the vehicle to scrap.

(f) Excess vehicles turned in to a DRMO should contain no more than 25 percent (one-quarter tank) fuel in the tank. To avoid ground contamination, vehicles that show signs of leakage of any type of fluids that would result in spill cleanup requirements will be repaired by the Generating Activity, or the

Generating Activity will drain all fluids from the vehicle and annotate any components that leak on the DTID.

(g) The license plates attached to military vehicles, trailers, and any other property requiring license plates by the services will be removed by the turn-in customer prior to turn-in to DRMS. The license plates will be destroyed after initial use and cannot be reused on other vehicles. License plates should only be assigned to one vehicle and/or item and destroyed. See Chapter 11 of DOD 4500.36R (Reference (br)). DRMS activities will not accept property with license plates attached.

(h) Generating activities will remove all equipment and property that is required to be demilitarized such as communication equipment, radios, antennas, gun mounts, etc. A completed DEMIL certificate is required at the time of turn in.

(i) M-Series lightweight non-tactical vehicles with a DEMIL Code F require a Radiation Officers certification that the vehicle is free from radioactive material / items. The generator is to provide written DEMIL instructions and a radiation certification in accordance with the DEMIL instructions.

DRMOs will not attempt to drain or add anti-freeze to vehicles. Anti-freeze contains ethylene glycol, which is regulated as a hazardous substance under CERCLA. Also, used anti-freeze may contain heavy metals such as lead and chromium, which are characteristic wastes under RCRA.

DRMS activities will not accept property with license plates attached. Per DOD 4500.36R, Chapter 11 (all DOD non-tactical vehicles), the license plates attached to military vehicles, trailers, and any other property requiring license plates by the services will be removed by the turn-in customer prior to turn-in to DRMS. Bumper markings will be removed or obliterated on tactical vehicles that do not have license plates.

For scrap vehicles, all free flowing liquids must be drained prior to turn-in to the DRMO to ensure environmental compliance. Under no circumstances will DRMO personnel remove, drain or purge the Hazardous Material from the Vehicle.

If above requirements are not correct, reject the turn-in on DRMS Form 917.

NOTE: These items may be authorized for receipt from DLA Depot Recycling Control Points (RCPs), dependent on the condition.

Individual States, such as California, have additional regulations for off-road vehicles. California DRMOs and customers should contact their local environmental office for guidance for turn-in and RTD procedures.

Warehousing/Storage: Vehicles must be stored in a manner that minimizes the potential for environmental impact due to leaking vehicle fluids. Storage of vehicles shall be in a manner that is consistent with the local Spill Prevention Control and Countermeasures (SPCC) plan. The preferred method to minimize contamination from vehicle fluid spills is to place hydrocarbon absorbing, water repellent, pads under stored vehicles. Such material may either be affixed to pallets or be specially designed for placement under vehicles. An alternative method to be used on an exception basis, e.g., at DRMOs in dry climates, is the use of drip pans. Any fluids that do leak must be treated as HM/HW and disposed of through the host-generator ISA/MOA.

Reutilization/Transfers/Donations:
Standard processing will be used.

DRMOs will maintain individual information packages on vehicles. These packages will contain any keys, maintenance records, a completed DRMS Form 200 (vehicle data worksheet), and a copy of the turn-in documentation. Information packages are not required on trailers and other non-powered conveyances. Keys to all vehicles will be safeguarded and controlled.

Demilitarization/Mutilation: Requirements will be determined on a case-by-case basis, dependent on any special handling mandates.

DEMIL F, M Series lightweight non-tactical and/or cargo vehicles with gauges that may contain low level radiation (LLR) and other DEMIL required attachments must be have a certification that indicates that all radioactive material has been removed from the vehicle. If the truck is properly received (i.e. DEMIL performed and radiation certificate received) the vehicle is considered DEMIL Code Q6.

Any vehicle with equipment and property that requires Demilitarization (e.g., communication equipment, radios, antennas, gun mounts, etc.) will have all equipment and property removed and have a completed DEMIL certificate at the time of turn in.

Sales: Standard sales processes will be used.

Destroy vehicle maintenance records upon releasing the vehicle to sales.

Sales Description Guidelines and Special Terms and Conditions.
To the maximum extent feasible, include serial numbers and vehicle identification numbers in both national and local sale property descriptions. These numbers clearly specify the property that is included in an individual sale item, and they provide helpful data to bidders. For example, the vehicle identification number identifies engine size, body style, etc., and in most instances, is coded to identify the model year. The identification plate is normally located on the driver's side of the dash and is usually visible through the windshield.

For all scrap vehicles, the following paragraph will be included on a DRMS Form 82-3:
Certificate of Release of a Motor Vehicle (SF 97). While an SF 97 is not generally issued to purchasers of vehicles sold as scrap or which have been subjected to extensive reclamation or cannibalization, such documentation can be issued if requested by the purchaser, provided a serial number can be found on the body or chassis of the vehicle or trailer. A request for issuance of an SF 97 must be submitted to the DRMO or sales contracting officer for determination prior to removal of the vehicles. Such request generally will not be honored after removal of a vehicle(s). SF-97s will not be issued for vehicles that are twenty years or older

Additional Statement for the IFB:
Include the following statement, when appropriate, under the General Information and Instructions in a vehicle IFB:
Use of vehicles equipped with 24-volt lighting systems by other than an agency or department of the Federal Government is contrary to provisions in the vehicle codes of certain states.

Abandonment and Destruction: If RTDS attempts fail, standard A&D processes will be used.

Property Accounting: Standard processes will be used.

For DEMIL F, M Series lightweight non-tactical and/or cargo vehicles with gauges that may contain LLR and other DEMIL required attachments will be processed manually in DAISY. Ensure each vehicle has a completed RAD Cert and a DEMIL cert. Process each DTID with a DEMIL performed code of "7" using the following steps:

[redacted] - 1. Warehousing menu

[redacted] - 1. Receipt Function

[redacted] - 1. Usable Receipts

[redacted] - a. PREF = "7"

[redacted] to a Delivery Order

The TACOM LCMC Certification (see attached) needs to be input after subparagraph (h) M-Series lightweight non-tactical vehicles with a DEMIL Code F require a Radiation Officers certification that the vehicle is free from radioactive material / items. Generators will turn the vehicle into DRMO with the following certification IAW TB 43-0216.

Title:	**Property Clearance Certificate for Radioactive Items**
Reference:	DLAI 4145.8 MAR 04 Radioactive Commodities in the Department of Defense Supply System
Description:	Radioactive items or material s are not to be turned into the DRMO unless the generator provides a statement, signed by their Radiation Safety Officer (R SO) or by his/her designee certifying that the item/material is free of radioactive materials and radioactive components .

CERTIFICATION STATEMENT

I CERTIFY THAT VEHICLE _____ SERIAL NUMBER _____ NSN _____ _____ HAS BEEN INSPECTED AND THAT THE VEHICLE IS FREE OF RADIOACTIVE MATERIALS/ITEMS.

Signature:_____ _____Date Inspected :_____

Print Name :_____ _____ Title:_____

TACOM LCMC (DEC 2009)

SECTION 4 - SUPPLEMENTS

SUPPLEMENT 1 - Administrative Processing

Enclosures and Attachments

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C1. GENERAL ADMINISTRATION

Enclosure 1 - Systems and Applications Definitions

System / Application:	Definition:	Data Owner:
ADOBE FORMS	A software program used to design and print forms. (Replaced Form Flow)	
AIT	The automated information technology (AIT) is a wireless bar coding which has a "real time" interface with DAISY. Using a hand held portable input terminal (PIT), connection can be made to DAISY from anywhere within a DRMO yard and/or warehouse. The user signs on to DAISY using the PIT and processes normal DAISY transactions. It is important that users are familiar with DAISY since the inputs revise the official DRMS accountable records. Each transaction flows into DAISY just as if the user were sitting at a personal computer. The PIT program emulates each DAISY screen and the changes are officially processed. Inventory Management Bar Code (IMBC) is a bar coding program is used for Warehousing, Marketing and Inventory functions. IMBC is used to ensure property and locations are bar coded. The RTD Program is the automation of the RTD Requisition process in producing the 103 Form. Customers no longer hand scribe information, it is scanned using the PIT and uploaded in the SYS-TEC RTD Program.	Barbara Roberts DRMS-OPD
BOSS	The Base Operating Support System (BOSS) is a DOD-wide system used to requisition goods and services. The BOSS acts as a data repository and can be queried for historical reports generated to provide management data to the DRMS or to the DOD customer, as required. The specific function for BOSS in the HP disposal process includes contracting services for HW disposal, delivery order issuance, finance functions such as inter-fund billing services, tracking functions, such as "cradle to grave" manifest tracking of hazardous waste.	Joe Cummins DLIS-TSR
CAMS	Compliance Assistance Management System (CAMS) is a computer database used to record deficiencies and corrective actions resulting from on-site DRMS assessments of operational and environmental compliance, special focus visits, Self Assessments (SAs) and to record on-site validations of the DRMS Self Assessments (SAs). The CAMS user"s guide is maintained electronically and is found at the CAMS main menu.	Mary Mosby DRMS-Q
CV Database	The Commercial Venture (CV) Database is a centralized storage of CV property listings. It is an automated data import system pulling salable property from MIDAS and Daisy Transactions. It generates weekly delivery orders and monthly statements of account for use by the Commercial Venture Team, DRMOs, the Contractor, and the Trade Security Commission (TSC). The CV database produces exception reports as required and has the capability to monitor and track property for sale and post-sale. It enables the Commercial Venture Team to track payments, credits, debits, and adjustments on the CV contract.	Becky Bellinger DRMS-BBS

System / Application:	Definition:	Data Owner:
DAISY	The DRMO Defense Reutilization and Marketing Automated Information System (DAISY) is an automated property accounting and inventory management data system designed to process property through the necessary disposal steps and account for excess and surplus personal property from receipt to final disposition of property. DAISY interfaces with the BOSS system to track hazardous property (HP) through the disposal process. It also interfaces with the DNSP system, where data flows one-way most of the time. DAISY accountability steps, functions and inventory data are described in Section 2, Chapter 2, Property Accounting. The Conversion of Referral and Local Sales (CORALS) is a subsystem of DAISY. Users prepare National Sales referral descriptions on local DAISY systems. Local batches will move the data to DNSP. Reports and reject lists are generated from DNSP/DAISY for DRMOs to use in auditing the national sales referrals. Also, it is an automated system for referral of sales items, catalog generation, bid evaluation, contract administration, proceeds tracking and sales closure specifically for local sales. This is a menu-driven process of DAISY.	DRMO Chiefs
SHIP	The Single Hazardous Input Program (SHIP) is an automated data entry and accounting interface system for hazardous waste being processed to disposal. SHIP eliminates multiple entries by interfacing the DAISY and BOSS, accounting and inventory processes; it also supports electronic file or document transfer to the DOD generator and service contractor of HW reports required by environmental regulations, and supports the bar coded inventory and transit label systems used to account for hazardous waste (HW).	DRMO Chiefs
FTS	The Financial Tracking System (FTS) is a subsystem of DAISY that records various types of surplus sales payments. Maintains an accurate accounting of payment recordation. This is another menu-driven process of DAISY. Users must be appointed as cashiers.	Manuel Ozuna DRMS-RF
DAISY RCP	The DAISY Recycling Control Point (RCP) is an automated property accounting and inventory management data system which facilitates movement of information, not property. It eliminates double handling of property by allowing for automated turn-in and receipt of wholesale property from the Distribution Depots.	Sandi Aldrich DLIS-TSR
DPAS	The Defense Property Accountability System is the Department of Defense mandated system for real and personal property accountability and accounting.	DES-Battle Creek
DNSP	The DAISY National Sales Program is an automated system for referral of sales items, catalog generation, bid evaluation, contract administration, proceeds tracking and sales closure. Management reports are generated to show progress of the sales program. Ad hoc queries may be run to gather information as needed. It is also the source for the Bidder Master File (BMF), which contains bidder-unique information relating to debarment, cleared bidders, bid bond information and debt information. It is also a subsystem for managing bidder/buyer	Roy Sprunger DRMS-BA

System / Application:	Definition:	Data Owner:
	records for all sales conducted by DRMS personnel.	
DSS	The Decision Support System (DSS) was designed to provide easy access to management data utilized within DRMS to monitor and evaluate disposal operations. The DSS contains the DD1143 "Summary Report of Excess/Surplus Material at Disposal Activities." The DSS data source is DAISY, which is DRMS' primary property accounting database. The DSS contains roll-up and summary information in the following areas: Usable Property, SHIPS, Aircraft, Scrap Operations, MLI/SLI Property (DEMIL), Hazardous Material, Hazardous Waste, Management Information Systems (MIS) Data elements. DSS is available for use by personnel at all levels of the DRMS organization to aid in their day-to-day responsibilities in collecting and reviewing management data. Summary information can be retrieved from the database as far back as FY 97.	Mike Dennis DLIS-TSR
EMACS	The Equipment Management Automatic Control System (EMACS) is a DLA system for Material Handling Equipment (MHE). Utilized as a management tool that records the utilization and maintenance cost for MHE.	DES Battle Creek
ERS	The Environmental Reporting System (ERS) is a data warehouse and report database for hazardous waste disposal information regarding waste disposal contracted through DRMS. Access is available through the DRMS web site.	James Chitty
ETID	Electronic Turn-In Document (ETID). World wide web based electronic method of preparing and reviewing DD Form 1348-1A. Designed to assist generators that manually create turn-in documentation by allowing generators to prepare and print turn-in documentation (DD Form 1348-1A and certifications) and labels electronically. ETID pre-populates a large portion of the required turn-in information automatically for NSN items, reducing the amount of time required to prepare a turn-in document. ETID turn-in information is electronically submitted to the DRMO enabling a DRMO to review property information before actual receipt. A DRMO may reject an ETID back to the generator to be revised or deleted, redirect the turn-in to another DRMO, or the ETID can be approved. Approved ETIDs are written to the Pre-Materiel Receipt (PMR) and the information is used to pre-populate DAISY thereby reducing the number of keystrokes required to receive property. Generators and DRMO employees must apply for access and obtain a login and password before using ETID.	Jay Plucinski DRMS-OPD
FLIS	The Federal Logistics Information System (formerly MDB or TIR) is a cataloging file for all NSNs in DOD, federal agencies and NATO.	
GENCOMM	The Generator Communication (GENCOMM) is an electronic information interchange used by DOD HW generators for electronically transmitting required documentation for the turn-in and disposal of HW to DRMOs. The GENCOMM system accommodates transmittal of the DD Form 1348-1A, Disposal Turn-in Document (DTID), the DRMS Form 1930, Hazardous Waste Profile Sheet (HWPS) to the DRMO DAISY and	Lainie Thrall DRMS-BCP

System / Application:	Definition:	Data Owner:
	provides subsequent Electronic Data Interchange (EDI) for a BOSS-generated delivery order, audit trail information, and payment between BOSS and the service contractor. The GENCOMM system requires less paper and fewer processing steps while providing data interface with other systems, resulting in quicker, better service to DOD generators.	
ICS	The Intransit Control System (ICS) is a DOD automated process that provides a central capability to monitor and/or investigate discrepancies in shipments to DRMOs. The maintenance of this data is principally through DAISY batch transaction processing. The system provides a capability for DRMS to furnish management information to Service/Agency Headquarters concerning the transfer of property to DRMOs. Transactions generated off-line are the principal source of data for the Intransit Control System.	Glenda Gibbs DRMS-BCD
MIDAS	The Management Information Distribution and Access System (MIDAS) was developed to provide a single access point to the complete DAISY inventory and to the key transactions providing an audit trail of the property/scrap movement. As a general "rule of thumb" the MIDAS database is current as of "close of business" the previous workday. The MIDAS data source is DAISY. The data flows from each DRMO Accountable Record in their evening batch, loading into MIDAS during typical non-production hours. The database starts with FY95 data or a transaction date of October 1, 1994. MIDAS web-based ad hoc query application called Discoverer Plus allows trained users to create custom property disposal reports. In addition to this capability, MIDAS also has various pre-formatted reports on the web broken out by business unit categories.	Mike Dennis DLIS-TSP
RDB	Retail Sales Database. When an accumulation is selected for transfer to the Retail Sales system, a special module of DAISY must be activated to transfer that accumulation to Record Status Code J. This process will build and copy a file to a floppy disk. The file disk is then copied to the Retail PC hard drive. From the retail sales program, the file on the hard drive is pulled in. This will create an Operations Control Number (OCN) for each unique DTID/NSN/RIC. At this time the individual price can be added, along with being able to generate OCN bar code labels and associated price tags. The RDB captures monies received, produces reports, and is uploaded to DAISY to update the accountable record. Currently, only overseas locations retail sales are being conducted.	Neil Watters DRMS-BBS
SALD	The Safety Alert Latent Defect (SALD) is a World Wide Web-based inquiry system used for defective and nonconforming-identified property associated with receipt processing. The SALD database contains defective items and information received from the Government Industry Data Exchange Program (GIDEP). The information in SALD is nonsensitive, and it is intended for the widest possible distribution (DRMS/DOD/DLA-wide) to ensure that SALD-coded items are received, handled, and disposed of properly.	Glenda Gibbs DRMS-BCD
SQC	Statistical Quality Control (SQC) is a program for evaluating the efficiency of management for DRMS and its field activities. DRMS goals	Kay Knotts

System / Application:	**Definition:**	**Data Owner:**
	are established through analysis of statistical quality control key indicators.	DRMS-J
Web DOCS	The Web Enabled Document Conversion System is a World Wide Web (WWW) based system **designed to provide the audit trail of DD Form 1348-1a documents in a single search using a DTID, Requisition, SDR, or GSA control number. With the capability to scan supplemental documentation associated with the DTID. This system serves as the official records for turn-in documentation and is used to review and retrieve data and images, as needed. Standard DLA records retention rules applies.** Edited 7 Oct 2008.	**DRMS-J-322 William McCormick and Sarita Glass**
SASP	The Small Arms Serialization Program (SASP) is an automated DLA-wide system for the control of and accounting for small arms, by serial number, from initial receipt to final disposition. Serial number visibility is maintained for small arms for the entire time the weapons are on the accountable records of a DLA activity.	Glenda Gibbs DRMS-BCD

C1. GENERAL ADMINISTRATION

Enclosure 2 - Definitions (other than Systems and Applications)

Word/Phrase	Description
Accessorial Costs	Expenses of packing, handling, and crating; transportation; port loading and unloading, and positioning.
Accountability	The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control, while the person who has possession is responsible for custody, care and safekeeping. A signed receipt copy by DRMO of the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID) is the point at which accountability for FCA hazardous property is transferred to the DRMO.
Accountable Property	A term used to identify Government property that is recorded in a formal property management or accounting system, and is controlled by an identification system with supporting records-from acquisition to disposal. All minor and capital property with an acquisition cost equal to, or above, the micro purchase threshold (currently $5,000). This also includes nonexpendable, classified, sensitive, or hazardous items, regardless of cost.
Accountable Property Officer (APO)	Responsible for the accuracy of the DAISY accountable record.
Accountable Supply Officer	Comparative terms: Army--Supply Support Accountable Officer; Navy--Accountable Officer; Air Force--Accountable Officer/Chief of Supply/Chief of Material Management; Marine Corps--Unit Supply Officer.
Accumulation Release Transaction (ART)	This transaction may be used to change the accumulation closing date that is established in the REFERRAL PROCESSES Screen.
Acquisition	The act of acquiring hardware, supplies or services through purchase, lease, or other means, including transfer or fabrication, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.
Acquisition Cost	Consists of the amount, net of both trade and cash discounts paid for the property, plus transportation costs and other ancillary costs.
Agency Address Code (AAC)	An activity address code used by Civil Agencies to requisition property.
Amalgam	Silver-mercury alloy used for dental purposes.
Ammunition	A device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in connection with defense or offense, including demolitions. Certain ammunition can be used for training, ceremonial, or non-operational purposes. (For Conventional Ammunition, see DOD 4160.28-M)
Ammunition, Explosives and Dangerous Articles (MPPEH)	Any substance that, by its composition and chemical characteristics (alone or when combined with other substances) is, or becomes, an explosive or propellant.

Word/Phrase	Description
Antiterrorism (AT)	Force protection (FP) defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces.
Army Corps of Engineers, Civil Works Property	Property under the control of the Civil Works Program of the Chief of Engineers, Department of the Army
Area Utilization Officer (AUO)	GSA representative for transfer and donation screening.
Audit Trail	Property accounting records, which permit an item to be traced from receipt to disposal.
Automatic Release Date (ARD)	The date established by the Defense Reutilization and Marketing Service or the General Services Administration after which excess property reported to either of these agencies becomes available for donation, public sale, or other authorized disposal action in the absence of a transfer order, purchase order or requisition.
Automation Resources (AR)	(Formerly AE). Includes Automation Equipment and Commercial “off-the-shelf” software (COTS) or hardware and software. Currently known as IT.
Batchlot	A container (standard tri-wall, box pallet, etc.) of property assigned the same FSC. Batchlots may not have a combined acquisition value of more than $800.
Batchlotting	The physical grouping of low dollar value property. The physical grouping will consolidate multiple DTIDS (whether NSN or LSN) under a single "cover" DTID. The objective of batchlotting is to reduce the time and costs related to receiving items individually or into prelots. The cover DTID will establish accountability in the system; therefore the individual line items will lose their identity. Batch-lotted items are processed as a single line item entry.
Blotter (DRMS Form 1578)	A Financial Record, DRMS Form 1578, commonly referred to as a blotter.
Canceled Pesticide Products	Pesticide products which EPA has canceled due to health and/or environmental concerns, or because the manufacturer chose not to support the products.
Cannibalize	To remove serviceable parts from one item of equipment in order to install them on another item of equipment. The removed item shall be replaced.
Capital Equipment	Personal property, which is not expendable, with an acquisition cost at or above the current depreciable dollar threshold, with a useful life of 2 years or more. Equipment acquired with Capital Investment funds will remain as Capital, regardless of cost.
Care and Handling	The term includes packing, storing, handling, and conserving excess, surplus, and foreign excess property, and, in the case of property which is dangerous to public health, safety, or the environment, destroying or rendering innocuous such property.
Chlorofluorocarbon	Means any substance listed as Class I group I or Class I group III in 40 CFR Part 82, Subpart A, Appendix A.
Civil Works Property	Property under control of the Civil Works Program of the Chief of Engineers, Department of the Army.

Word/Phrase	Description
Class I substance	Any substance designated as class I in 40 CFR part 82, Appendix A to subpart A, including chlorofluorocarbons, Halons, carbon tetrachloride and methyl chloroform and any other substance so designated by the Agency at a later date (see Enclosure 2, this instruction).
Class II substance	Any substance designated as class II in 40 CFR part 82, appendix A to subpart A, including hydrochlorofluorocarbons and any other substance so designated by the Agency at a later date (see enclosure 2.) 40 CFR Part 82, Subpart A, Appendix B
Classified Material	An item, which must be protected from unauthorized disclosure in the interest of national security. Items of this nature are assigned a security classification. Applicable standards of handling, storage, and dissemination shall be applied.
Clean Air Act (CAA)	A law enacted by Congress authorizing the regulation of chemicals, Ozone Depleting Substances and other air pollutants.
Clear Zone	An area on both sides of a perimeter barrier that provides an unobstructed view of the barrier and the ground adjacent to it.
Code of Federal Regulations	A publication, which contains the codified implementing regulations for compliance with Federal laws.
Combat Material	See Significant Military Equipment. Also see DOD 4160.21-M, Chapter 6, "Donations, Loans and Exchanges."
Commerce Control List Item (CCLI)	Formerly Strategic List Item (SLI) - This is a list of items subject to Security Trade Controls. It is controlled by the U.S. Department of Commerce for reasons to include national security, nuclear nonproliferation, crime control, technology transfer and scarcity of materials. These items are assigned DEMIL Code Q.
Commercial-Off-The-Shelf Software (COTS)	Software that is available through lease or purchase in the commercial market from a concern representing itself to have ownership or marketing rights in the software. Included in COTS is the operating system software that runs on the Information Technology equipment, and other significant software purchased with a license that supports system or customer requirements.
Community Planning and Emergency Right-to-Know Act	The law that establishes a nationwide program of emergency planning involving extremely hazardous substances and hazardous chemicals and expands the spill reporting program established by the Comprehensive Environmental Response Compensation and Liability Act. Any facility handling extremely hazardous substances and hazardous chemicals above thresholds set by the EPA must comply with the notification provisions described in EPA regulations.
Compensatory Measure	An alternate physical security measure employed to provide a degree of security equivalent to that provided by a required physical security measure. See also Waiver and Exception.
Complaint	A written statement from the purchaser filed with the Armed Services Board of Contract Appeals (ASBCA) stating the reasons, which he believes entitled to relief from the SCO"s decision. It need not be labeled as a complaint and may be submitted as part of or simultaneously with, the Notice of Appeal or in a letter or memorandum subsequent to the filing of the Notice of Appeal.
Component	An integral constituent of a complete (end) item. It may consist of a part, assembly or subassembly.

Word/Phrase	Description
Comprehensive Environmental Response Compensation and Liability Act	The law that regulates hazardous substances encountered at inactive or abandoned sites, or where release of a hazardous substance requires an environmental response action. This is sometimes referred to as "Super Fund."
Condemned Combat Material	Individual items of military equipment, cited on the U.S. Munitions List (22 CFR 121), utilized in a primary combat role, but no longer usable for its original intended purpose due to the deterioration of its physical condition by use, age or design. Similar items may still be in use in the active operational inventory, but specific items may be condemned due to circumstances such as damage or wear and tear.
Conforming Storage	A facility or location, which conforms to regulations of the EPA and other regulatory authorities governing the storage of hazardous waste.
Container	An article of transport equipment that meets the American National Standards Institute/International Organization for Standardization standards that is designed to be transported by various modes of transportation. Containers may be fully enclosed with one or more doors, open top, refrigerated, open rack, flat rack, or other designs. Types of approved containers include CONEX, Flatrack, Half-height, ISO, MILVAN, Open-top, Reefer, SEAVAN, and TRICON.
Contaminant	Any material compound or substance that is not an intended or original part of a pesticide's formulation when it is manufactured.
Continental United States	Continental United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico. (Comprises 48 states and the District of Columbia.)
Contractor Inventory	Any property acquired by and in the possession of a contractor or subcontractor (including Government-furnished property) under a contract, terms of which vest title in the U.S. Government and in excess of the amounts needed to complete full performance under the entire contract.
Controlled Area	A security area that contains information, matter, or materiel, which, although not vital to national security, requires special security measures to protect it from theft or damage because of its high value, vulnerability to pilferage or because of regulatory requirements.
Controlled Cryptographic Item (CCI)	A secure telecommunications or information handling equipment, or associated cryptographic component, containing a cryptologic algorithm. Such items are unclassified but governed by separate National Security Agency control requirements. They are conspicuously marked, "*CONTROLLED CRYPTOGRAPHIC ITEM*," or where space is limited, "*CCI*."
Controlled Inventory Items	Those items designated as having characteristics that may require them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safekeeping and integrity. Controlled inventory items are (in descending order of the degree of control normally exercised):
Controlled Inventory Items - Ex. 1	Classified Items. Require protection in the interest of national security.
Controlled Inventory Items	Sensitive Items. Require a high degree of protection and control due to statutory

Word/Phrase	Description
- Ex. 2	requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or a hazardous nature; and small arms, ammunition, explosives, and demolition material.
Controlled Inventory Items - Ex. 3	Pilferable Items. Have a ready resale value or application to personal possession and which are, therefore, especially subject to theft.
Controlled Substances	Any narcotic, depressant, stimulant, or hallucinogenic drug or any other drug or other substance or immediate precursor included in Schedules I, II, III, IV, or V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) except exempt chemical preparations and mixtures and excluded substances listed in 21 CFR 1308.
CORALS -Conversion of Referral and Local Sales	Procedures that deal with the "Conversion of Referral" which is the National Sales Referral Process. Before CORALS, DRMOs logged on the DNSP to enter National Sales referral information. Users now prepare their National Sales referral descriptions on their local DAISY HP.
Custody	Immediate charge and control for the protection and safekeeping of personal property located in the custodian"s physical barriers.
Debarred Bidders List	A joint publication containing a consolidated list of names of individuals or firms to whom contracts may not be awarded and from whom bids or proposals may not be solicited.
Decision	The document furnished by the SCO that states the findings of fact and the conclusion of the SCO deciding the matter in dispute. This document will contain the appeal rights required by the Disputes Act.
Decontamination	The process of making any object safe for use or handling by unprotected personnel and harmless to all properties and surroundings by absorbing, destroying, neutralizing, or removing any chemical, biological, or radiological agent within the object or clinging to or around it.
Defective Property	An item, part or component, which does not meet military, Federal or commercial specifications as required by military procurement contracts because of unserviceability, finite life, or product quality deficiency and is determined to be unsafe for use. Defective property may be dangerous to public health or safety by virtue of latent defects which are identified by technical inspection methods; or condemned by maintenance or other authorized activities as a result of destructive and nondestructive test methods, such as magnetic particle, liquid penetrant, radiographic, or other such test or inspection methods which reveal defects or conditions not apparent through normal visual inspection methods.
Defense Logistics Agency Enterprise Systems (DES)	
Defense Program for Redistribution of Assets	A mechanized materiel redistribution system to provide a central system for screening and redistributing DOD assets among European/Pacific activities.
Defense Switched Network (DSN)	The principle long-haul, voice communications network within the defense communications system providing non-secure direct distance dialing service.

Word/Phrase	Description
Delivery Order	A BOSS generated delivery order for supplies or services approved and signed by an authorized contracting officer, authorizing the performance of contract services such as pickup at DRMOs of hazardous waste for disposal. The appropriate form is DD Form 1155, Order for Supplies or Services. Also used for Commercial Sale Venture to transfer title of the property from the Government to the Commercial Venture.
Delivery Order Line Request (DO)	A request for performance of hazardous waste disposal services (HXH) is transmitted *to the Hazardous Contracting Office. The Contracting Office (CO) will execute the delivery order in BOSS.* After signature by an authorized contracting officer, the delivery order is then sent to the contractor.
DEMIL / Demilitarization	The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or material.
DEMIL Code Change	As a part of the challenge process, changes to the property accounting system whereby the records of all DRMOs are changed for the affected item or items *on the accountable records.* DRMOs are notified daily of these changes in their DAISY Access Report *Menu titled* "DEMIL Code Change Notice". A DEMIL Code Change Notice is produced whenever a change to the *DEMIL Code* is made. ***NOTE:*** *In-line changes (updates the NSN Characteristics File, the accountable records, and writes event history) will be automatically posted to all items on the DRMS inventory at the time the change notice is generated.*
DEMIL Code Unchanged	DEMIL Code Unchanged. *If a DEMIL code challenge is denied by the Coding Office, a DEMIL Challenge Denial Notice will generate in the DAISY Access reports only at the initiating DRMO.* If the IM subsequently denies the challenge, the Coding Office will initiate action to remove the challenged DEMIL code from the accounting system. If the DEMIL Code has been changed in the system for processing, the Coding Office will initiate a change to the system to revert the DEMIL Code to its original code.
Denied Areas	A term related to Trade Security Controls encompassing locales that may be designated by Deputy Under Secretary of Defense, Trade Security Policy; those countries which the U.S. Departments of State and Commerce have determined to be prohibited destinations for the purpose of sale or resale of Munitions List and Commerce Control List property.
Disposable Property	Personal property (usable and scrap) classified as excess, surplus, and foreign excess.
Disposal	The process of reutilizing, transferring, donating, selling, destroying, or other ultimate disposition of personal property.
Disposal Authority Code	An alpha code entered in record position (rp) 64 of the Disposal Turn-In Document to indicate that the transfer of an item to a DRMO is authorized because of instructions of the Integrated Materiel Manager/Inventory Control Point relayed through the Materiel Returns Program or other proper authority.
Disposal Condition Code	A one-digit code assigned by the DRMO to describe the condition of the property.
Disposal Processing Restriction	Restricts challenged items that are pending resolution action by DRMS.
Disposal Turn-In	The DD Form 1348-1A or DD Form 1348-2, which is utilized for all property turn-ins, regardless whether the property is physically turned in to the DRMO, or

Word/Phrase	Description
Document	whether the property is stored at the FCA.
DLA Central Registry	An automated repository of small arms serial number data down to the lowest accountable DLA field activity, maintained by the Defense Reutilization and Marketing Service (DRMS) at Battle Creek, MI.
Document Number	A 14-position alpha/numeric combination used to identify a document, consisting of Department of Defense address code, Julian date and serial number. Also referred to as **DTID**.
DODAAC	Department of Defense Activity Address Code - A 6-digit code to identify units or activities. First position designates the military service or other government agency.
DOD Central Registry	An automated repository of small arms serial number data down to Military Service and DLA level, maintained by the U.S. Army Materiel Command at Redstone Arsenal, AL. Serial number records are compiled and updated from data furnished by the DLA Central Registry and other DOD Component Registries.
DOD Excess	That quantity of an item that has completed screening within DOD and is not required for the needs and the discharge of the responsibilities of any DOD activity. (This screening may have been accomplished by DRMS, Special Defense Property Disposal Accounts and other designated DOD agencies. This property is subject to Federal civil agency screening by the GSA.)
Domestic Excess	Both the terms Military Service/Defense Agency Excess and DOD Excess relate to domestic excess; that is property located in the United States, American Samoa, Guam, Puerto Rico, the Commonwealth of the Northern Mariana Islands and the U.S. Virgin Islands. When all reutilization screening is completed on domestic excess property, it becomes surplus and eligible for donation and sale.
Donateble Property	Property under the control of a Military Service/Defense Agency (including surplus personal property in working capital funds established under 10 U.S.C. 2208 or in similar management-type funds) authorized for donation by statute.
Donee	A Service Educational Activity; a State, political subdivision, municipality, or tax-supported institution acting on behalf of a public airport; a public agency using surplus personal property in carrying out or promoting for the residents of a given political area one or more public purposes such as conservation, economic development, education, parks and recreation, public health, and public safety; an eligible nonprofit tax-exempt educational or public health institution or organization; a public body; a charitable institution; or any State or local government agency, and any nonprofit organization or institution, which receives funds appropriated for programs for older individuals under the Older Americans Act of 1965, as amended, under Title IV or Title XX of the Social Security Act, or under Titles VIII and X of the Economic Opportunity Act of 1964, and the Community Services Block Grant Act.
DRMPAS - DRMS Property Accounting System	A set of mechanized systems which account for DOD excess surplus and personal property.
Drugs and Biologicals (FSC 6505)	This includes common use items such as hand soap, body lotion, saline solution, etc., as well as condemned drugs, medical grade chemicals and biologicals subject to Federal Food, Drug and Cosmetic Act, and as listed in the monograph section of the United States Pharmacopoeia or the National Formulary or covered by the United States Adopted Names. Excluded are medicated cosmetics and

Word/Phrase	Description
	toiletries, in-vitro diagnostic substances and reagents, surgical dressing materials, medical waste, infectious/contagious vaccines or radioactive items.
Educational Institution	An approved, accredited, or licensed public or nonprofit institution or facility, entity, or organization conducting educational programs, including research for any such programs, such as a child care center, school, college, university, school for the mentally retarded, school for the physically handicapped, or an educational radio or television station.
Electrolytic Recovery Unit	An item of equipment designed to recover silver, in the form of high purity, silver-bearing flake, from spent hypo solution by electrolysis.
Electronic Commerce	The integration of electronic data interchange, e-mail, electronic funds transfer, and internal automated processing, into a comprehensive system supporting all business functions.
Electronic Data Interchange	The computer-to-computer exchange of inter-organizational business documents using a public standard.
Electronic Turn-In Document (ETID)	Input to the ETID System will create an electronic turn-in from the generator. Will be printed and resembles the DD Form 1348-1A/2.
End of Screening Date (ESD)	The date when formal R/T/D screening ends.
End-Use Certificate	This document indicates the intended destination and disposition of sensitive, controlled items released from DOD control in accordance with the Export Administration Act. For transfers under the Foreign Assistance Act or Arms Export Control Act, see DOD 5105.38-M. As applied to sales of Munitions List Items/Commerce Control List Items by the Department of Defense the certificate is normally included in sale solicitations, and executed by bidders of such property and submitted with their bid. The certificate, when properly completed, becomes a part of the bid and ultimately part of the sale contract. Execution of the certificate may be a requirement in other instances when considered necessary by the Deputy Under Secretary of Defense (Logistics), DLA, or DRMS.
End Use Check	An inquiry made by the U.S. Diplomatic Mission or other U.S. Agency to verify that the final destination and ultimate use of DOD surplus personal property and DOD Foreign Excess Personal Property conforms to the destination and use stated in the End-Use Certificate and approved by the U.S. Government.
Exception	Permanent relief from specific standards imposed within this instruction, based upon an individual determination that unique circumstances at a given activity are such that conformance to established standards is impossible, highly impractical, unnecessary due to measures exceeding those prescribed, or otherwise not in the best interest of the U.S. Government.
Excess Personal Property	Any personal property under the control of any Federal agency, which is not required for its needs, and the discharge of its responsibilities, as determined by the head thereof.
Exchange	As it pertains to Chapter 6, DOD 4160.21-M, “Donations, Loans, and Exchanges,” "Exchange" is the replacement of a historical artifact with another historical artifact by trade; or to exchange an item of historical property or goods

Word/Phrase	Description
	for services based on the fair market value of the artifact.
Exclusive Standoff Zone	A controlled area surrounding a facility into which only service and delivery vehicles operated by handicapped people are allowed. The perimeter of this area is defined by perimeter barriers and is set at a standoff distance sufficient to reduce the blast effects of a vehicle bomb detonation on the protected facility.
Expendable Items	Consists of supply items of stock that, after issue, are used up. Some examples are: petroleum, tires, belts, or replacement parts, such as those for motor vehicles or conveyor equipment which, when installed, becomes a component of another item of property, thus losing their identity. Also includes items, which are not used up which cost less than $50.
Export	The transport of virgin, used, or recycled class I or class II substances or products manufactured or containing class I or class II substances from inside the United States or its territory to persons outside the Unites States or its territories, excluding United States military bases and ships for on-board use.
Exporter	The person who contracts to sell class I or class II substances or products manufactured with or containing class I or class II substances for export or transfer of such substances or products to his affiliate in another country.
Federal Civil Agency (FCA)	Any non-defense executive agency or any establishment in the legislative or judicial branch of the Government except the Senate, the House of Representatives, and The Architect of the Capitol and any activities under his direction. The term FCA, in this document, refers to the receiver of the disposal service.
Federal Condition Code	This is a two-digit code consisting of an alpha Supply Condition Code in the first digit, and a numeric or alpha Disposal Condition Code in the second digit. A combination of the Supply Condition Code and the Disposal Condition Code, which most accurately describes the materiel's physical condition, constitutes the Federal Condition Code for reutilization program screening and review purposes.
Federal Insecticide, Fungicide and Rodenticide Act	The law that regulates the manufacture and use of pesticides.
Final Governing Standards	Environmental protection standards for U.S. installations in foreign countries established by Executive Agents appointed in accordance with DOD Instruction 4715.5.
Financial Liability	The statutory obligation of an individual to reimburse the Government for lost, damaged, or destroyed Government property as a result of negligence or abuse. This liability applies to the government employee who the personal responsibility of the property within the custody and care of that individual not the hand receipt holder.
Financial Liability Investigation of Property Loss (FLIPL)	The FLIPL program is the process used to report DRMO property loss or damage. The purpose is to determine if there is evidence of fraud, theft, negligence, unauthorized use or willful misconduct, and recommend appropriate action(s).

Word/Phrase	Description
Findings of Fact	The portion of the Sales Contracting Officer"s decision that states his determination of the facts in dispute. The document will contain the appeal rights required by the Disputes Acts.
Findings of Fact	Term generally used to describe aircraft and their components which, due to safety of flight considerations, are replaced or retired from further service after reaching an established maximum allowable operating time since new.
Finite Life	Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The term does not include an antique firearm.
Flight Safety Critical Aircraft Part	Any aircraft part, assembly, or installation containing a critical characteristic whose failure, malfunction, or absence could cause a catastrophic failure resulting in loss or serious damage to the aircraft or an uncommanded engine shutdown resulting in an unsafe condition.
Foam Insulation Product	When used to describe a product containing or consisting of plastic foam, means a product containing or consisting of the following types of foam: (a) Closed cell rigid polyurethane foam; (b) Closed cell rigid polystyrene boardstock foam; (c) Closed cell rigid phenolic foam; and, (d) Closed cell rigid polyethylene foam when such foam is suitable in shape, thickness and design to be used as a product that provides thermal insulation around pipes used in heating, plumbing, refrigeration, or industrial process systems.
Force Protection (FP)	Security program designed to protect military personnel, civilian employees, family members, facilities, and equipment, in all locations and situations, accomplished through planned and integrated application of combating terrorism physical security, operations security, personal protective services, and support by intelligence, counterintelligence, and other security programs.
Foreign Equity Property	Inventory Control Point (ICP) controlled assets owned by an allied foreign country under the terms of a cooperative logistics supply support agreement.
Foreign Excess Personal Property	Excess personal property located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and Virgin Islands. For purposes of this agreement, the Trust Territory of the Pacific Islands is defined to include Palau and the former areas of the Federated States of Micronesia and the Marshall Islands.
Foreign Military Sales	A process through which eligible foreign governments and international organizations may purchase defense articles and services from the U.S. Government. A government-to-government agreement, documented in accordance with DOD 5105.38-M.
Foreign Purchased Property	Property paid for by foreign countries, but where ownership is retained by the United States.
Friable Asbestos Material (as defined in 40 CFR 61.141)	Any material containing more than 1 percent asbestos as determined by using the method specified in appendix A, subpart F, 40 CFR 763 section 1, "Polarized Light Microscopy (PLM)," that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure. If the asbestos content is less than 10 percent as determined by a method other than point counting by PLM, verify the asbestos content by point counting using PLM.

Word/Phrase	Description
Friendly Foreign Government	For purposes of Trade Security Controls, governments of countries other than those designated as denied areas.
Generating Activity ("Generator")	The activity that produces the excess, surplus, foreign excess or other property; usually the entity formerly in physical possession and/or control of the property.
Government Furnished Material	Material that the U.S. Government provides to contractors for use on U.S. Government contracts.
Government Personal Property	Property other than real property (buildings/lands) and records (files/documents) of the Federal Government.
Government Personnel	In accordance with the Office of Management and Budget (OMB) Circular No. 1-76, Revised, dated May 29, 2003, a term defining civilian employees, foreign national employees, temporary employees, term employees, non-appropriated fund employees, and uniformed services personnel employed by an agency to perform activities.
Government-wide Purchase Card (GPC)	Government-wide Purchase cards are the primary method for purchasing supplies, equipment, furniture and other items needed at the DRMO and at HQ DRMS. These cards are issued through US Bank. See DLAD 5025.30 (DLA Government Purchase Card Program in the One Book). Replaces IMPAC card.
Gross Negligence	An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered. The act is characterized by a reckless, deliberate, or want on disregard of foreseeable consequences.
Hazardous Property	In more technical terms, includes property having one or more of the following characteristics: Has a flashpoint below 200° F (93° C) closed cup, or is subject to spontaneous heating or is subject to polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control.
Hand Receipt	A property accountability document, listing items of assigned accountable property, signed by the property custodian or hand receipt holder. It certifies to the existence and condition of the property. The signed hand receipt is part of the accountable property record.
Hand Receipt Holder (HRH)	An individual appointed by the PBO under the authority of the installation Commander or Administrator, who accepts custodial responsibility for property by signing the hand receipt. The HRH is directly responsible for the physical custody of accountable property under his/her control.
Hazardous Containers	A container or inner liner removed from a container that has held any hazardous material/hazardous waste, except a material that is a compressed gas or that is identified in 40 CFR 261.33(e) and/or 40 CFR 261.31 and 261.32 as an acute hazardous waste, is empty if:
Hazardous Material (HM)	In the United States, the definition of HM is the Department of Transportation definition, which is any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All HM appears in the Hazardous Materials Table at 49 CFR 172.101. Overseas, HM is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document, and/or host nation laws and regulations.
Hazardous Property (HP)	A composite term used for the purposes of this Manual to describe DOD excess,

Word/Phrase	Description
	surplus, and foreign excess personal property, which may be hazardous to human health, human safety or the environment. Various federal, state and/or local safety and environmental laws regulate the use and disposal of hazardous property.
Hazardous Substance	A substance as defined by section 101(14) of the Comprehensive Environmental Response Compensation and Liability Act. This definition is in 40 CFR 300.5. A list of hazardous substances and reportable quantities, which must be reported to the National Response Center if released, is in 40 CFR 302.4. Reportable quantities are also listed in Appendix A to 49 CFR 172.101.
Hazardous Waste (HW)	Any property that is regulated under the RCRA or state regulation as a hazardous waste. From a practical standpoint, if an EPA/State waste code (40 CFR, Subpart C and Subpart D) can be assigned, then the item is defined as a hazardous waste. Before an item can be classed as a hazardous waste, it must first be a solid waste. A solid waste is defined at 40 CFR Part 261.2 as essentially any discarded material, in any physical state (solid, liquid, gas or combinations).
Hazardous Waste (HW)	An item that is regulated under Resource Conservation and Recovery Act or by state regulation as an HW. 40 CFR Subpart C and Subpart D of Part 261 regulate HW. From a practical standpoint, if an EPA or state Hazardous Waste code can be assigned, the item is a HW. Overseas, HW is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document, and/or host nation laws and regulations.
Historical Artifact	Items are considered to be historical artifacts (includes books, manuscripts, works of art, drawings, plans, and models), if they are identified by the museum director or curator as significant to the history of that department, acquired from approved sources, and suitable for display in a military museum. Generally, such determinations are based on the item's association with an important person, event, or place; because of traditional association with an important person, event, or place; because of traditional association with a military organization; or because it is a representative example of military equipment, or because it represents a significant technological contribution to military science or equipment.
Host Security	Host installation agency having primary responsibility for physical security and law enforcement on the installation.
Hydrochlorofluorocarbons	Means any substance listed as Class II in 40 CFR Part 82, Subpart A, Appendix B.
Hypo Solution	Acid fixing solution that has been used in photographic developing process to stabilize the exposed image and wash away unexposed silver particles, and which through such use becomes a relatively rich source of silver.
Icon	A pictorial image or symbol.
Industrial Scrap	Consists of short ends, machining, spoiled materials, and similar residue generated by an industrial funded activity.
Infectious Medical Waste	A solid waste produced by medical, dental, and veterinary treatment facilities which is specially managed because it has the potential for causing disease in man and may pose a risk to both individuals or community health if not managed properly, and includes the following classes: microbiology waste, pathology waste, human blood and blood products, infectious body fluids, sharps and needles, and infectious waste from isolation rooms which has been contaminated

Word/Phrase	Description
	with infectious agents or pathogens.
Information Systems Security Equipment	Equipment approved by the National Security Agency, for protecting National Defense Information. It includes both classified and unclassified communications security equipment, including controlled cryptographic items, and computer security equipment; both of which perform a cryptographic function, and are subject to National Security Agency doctrine, policy, safeguards, and configuration control.
Information Technology	Equipment is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. This includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources.
In-Line Change	An automated intra-computer transaction triggered by predetermined/ programmed conditions.
Inner Liner	Any continuous layer of material (i.e., plastic) placed inside a container, which protects the construction materials of the container from its contents.
IP Address	Internet Protocol Address - individual computer"s identifying number for internet/web connections. Every computer connected to the Internet is assigned a unique number known as an Internet Protocol (IP) address. Since these numbers are usually assigned in country-based blocks, an IP address can often be used to identify the country from which a computer is connecting to the Internet.
Installation	A military facility together with its buildings, building equipment, and subsidiary facilities such as piers, spurs, access roads, and beacons.
Integrity and Reliability Check	A check made by a U.S. diplomatic mission to establish or confirm the integrity of an individual or organization as a prospective purchaser of Foreign Excess Personal Property.
Internal Control	The plan of an organization and all its methods and measures adopted within an organization to safeguard its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies.
International Organizations	For Trade Security Control purposes, this term includes the following: Columbo Plan Council for Technical Cooperation in South and Southeast Asia; European Atomic Energy Community; Industrial Basin Development; International Atomic Energy; International Red Cross; NATO; Organization of American States; Pan American Health Organization; United Nations (UN); UN Children's Fund; UN Development Program; UN Educational, Scientific, and Cultural Organization; UN High Commissioner for Refugees Programs; UN Relief and Works Agency for Palestine Refugees in the Near East; World Health Organization; and other international organizations approved by a U.S. diplomatic mission.
Interstate Commerce	The distribution or transportation of any product between one state, territory, possession or the District of Columbia, or the sale, use or manufacture of any product in more than one state, territory, possession or District of Columbia. The entry points from which a product is introduced into interstate commerce are the release of a product from the facility where manufactured, warehoused or sold or distributed.

Word/Phrase	Description
Interrogation	A communication between two or more Inventory Control Points, other DOD activities, and U.S. Government agencies to determine the current availability of an item or suitable substitute for a needed item before procurement or repair.
Interservice Support	Action by one Military Service or Defense Agency Inventory Control Point (ICP) to provide materiel and directly related services to another Military Service or Defense Agency ICP (either on a recurring or nonrecurring basis).
Inventory Adjustments	Changes made to the official accountability record when physical counts and official records do not agree. Requires recounts and validations. All such changes require specific approval and documentation to support the adjustment, normally to include results of reconciliation efforts to determine and resolve the causes(s) of such disagreement.
Inventory Control Point (ICP)	An organizational unit or activity within a DOD supply system, which is assigned the primary responsibility for the material management of a group of items.
Inventory Control Point	An organizational unit or activity within a DOD supply system which is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the Department of Defense as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction.
Inventory Value	The dollar value at which material is carried on inventory records for monetary accounting purposes. It is established on the basis of standard prices, or actual or estimated acquisition cost of items when standard prices are not used. This is applicable to all property regardless of condition, except for unidentifiable scrap and privately-owned abandoned personal property.
Investigation	A means of determining the facts related to lost, damaged, or destroyed Government property or materiel; determining the present condition of such property; receiving recommendations as to disposition, retention, and further accountability for such property; or determining the responsibility for loss, damage, or destruction of Government property and materiel.
Item Manager (IM)	An individual assigned to manage a group of items within the DOD supply system.
Key Custodian	The person designated to manage a key repository within the Key and Lock Control Program.
Liability	For the purposes of property accountability, the state of being responsible or answerable for the loss, gain, damage, or destruction of Government property.
Lien holder	A financial institution (e.g., bank, credit union, etc.) that may become the owner of the property, if there is a lien against it. Several factors may influence who is awarded custody of the property. The owner may have incorporated insurance into a loan and named a benefactor. A co-owner may be involved or the heirs, next of kin, or legal representative of the owner may still retain rights unless payments stop and the lien holder calls for final payments. (Legal assistance shall be solicited to resolve such issues.)
Line Item	A single line entry on a reporting form (DD Form 1348-1A or DD Form 1348-2) or ETID, which indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

Word/Phrase	Description
Line Item Value	(For reporting and other accounting and approval purposes). Quantity of a line item multiplied by the standard price.
Local Screening	The onsite review for reutilization, transfer, and donation of excess, surplus, and foreign excess personal property.
Lost, Abandoned or Unclaimed Private Property	Privately-owned personal property which has come into the possession, custody, or control of any agency or activity of the Department of Defense through loss or abandonment, and which is unclaimed by the owner.
Manifest	The document used to track shipments from point of origin to final destination. In shipments of hazardous waste, it is the shipping document originated and signed by the generator, which contains the information required by 40 CFR 262.20 (such as, track hazardous waste from generation to ultimate disposal).
Marketing	The function of directing the flow of surplus and foreign excess personal property to the buyer, encompassing all related aspects of merchandising, market research, sale promotion, advertising, publicity, and selling.
Materiel Potentially Presenting an Explosive Hazard (MPPEH)	Material potentially containing explosives or munitions (e.g., munitions containers and packaging material; munitions debris remaining after munitions use, demilitarization, or disposal; and range-related debris); or material potentially containing a high enough concentration of explosives such that the material presents an explosive hazard (e.g., equipment, drainage systems, holding tanks, piping, or ventilation ducts, that were associated with munitions production, demilitarization or disposal operations). ***Excluded*** from MPPEH are munitions within DOD"s established munitions management system and other hazardous items that may present explosion hazards (e.g., gasoline cans, compressed gas cylinders) that are not munitions and are not intended for use as munitions.
Merchandising	The employment of the best means of item identification, segregation, lotting, description, display, planning and promotion, advertising and publicity, to sell surplus or foreign excess personal property.
Metalworking Machinery	A category of plant equipment consisting of power-driven nonportable machines in Federal Supply Class 3411 through 3419 and 3441 through 3449, which are used or capable of use in the manufacture of supplies or equipment, or in the performance of services, or for any administrative or general plant purpose.
Military Assistance Program (MAP)	A federal program providing assistance to other governments to equip their armed forces.
Military Assistance Program (MAP) Property	U.S. security assistance property provided under the Foreign Assistance Act, generally on a nonreimbursable basis.
Military Service/Defense Agency Excess	That quantity of an item of Military Service/Defense Agency owned property that is not required for its needs and the discharge of its responsibilities as determined by the head of the Service/Agency (this property shall be screened by a DOD activity for DOD reutilization).
Military Van (MILVAN)	Military-owned demountable container, conforming to United States and International standards; operated from a centrally controlled fleet for movement of military cargo.
MILSTRIP	Military Standard Requisitioning and Issue Procedure - A uniform procedure established by the DOD for use within the DOD to govern requisition and issue of

Word/Phrase	Description
	material within standardized priorities.
Minor Property	Personal property, which is not expendable, with an acquisition cost between $5,000 and the current depreciable dollar threshold with a useful life of 1 year or more.
MIPR	Military Interdepartmental Purchase Request.
Mishap	An unplanned event or series of events that result in injury or illness to personnel or damage to property. An accident.
Modification (Mod)	Modification(s) to a contract or delivery order must be issued by a contracting officer, citing the specific changes to a contract or delivery order. Modifications may be changes to quantities of items, unit prices or other terms and conditions of the contract or delivery order. The appropriate form for modification is Amendment of Solicitation/Modification of Contract, Standard Form 30 (SF30). In BOSS the modification screen is the Hazardous-Change Modification Order (HXD).
Munitions List Item (MLI)	Items on the Export Control List in the International Traffic in Arms Regulation (ITAR, 22 CFR 120-130) published by the U.S. Department of State.
Museum, DOD or Service	An appropriated fund entity that is a permanent activity possessing a historical collection, open to both the military and civilian public at regularly scheduled hours, and is in the care of a professional qualified staff that performs curatorial and related historical duties full time.
Mutilation	The act of making material unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.
Narcotics	(See Controlled Substances.)
National Item Identification Number	The nine-digit number assigned to an individual item of supply, which differentiates it from all other items of supply. It consists of the two-digit National Codification Bureau Code combined with seven other digits.
National Stock Number (NSN)	The term used for the 13-digit stock number consisting of the four-digit Federal Supply Class and the nine-digit National Item Identification Number. Each NSN is assigned to identify an item of supply within the materiel management functions. The term NATO Stock Number is also abbreviated NSN and is used as a synonym to National Stock Number in logistics matters involving NATO Headquarters or the individual NATO or friendly countries.
Negligence	The failure to act as a reasonable prudent person would have acted under similar circumstances. An act or omission that a reasonable prudent person would not have committed or omitted under similar circumstances and which is the proximate cause of the loss or, damage to, or destruction of Government property. Failure to comply with existing laws, regulations, or procedures may be considered as evidence of negligence.
Nomenclature	The basic noun designation, by which an item is commonly known, followed by a complete description for positive identification.
Nonappropriated Funds	Funds generated by DOD military and civilian personnel and their dependents and used to augment funds appropriated by the Congress to provide a comprehensive, morale-building, welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and

Word/Phrase	Description
	their dependents.
Nonappropriated Fund Property	Property purchased with nonappropriated funds, by religious or morale welfare or recreational activities, post exchanges, ships stores, officer and noncommissioned officer clubs, and similar nonappropriated fund activities.
Nonexpendable Items	Consists of personal property, such as equipment, tools, and/or fixtures, which are not used up and keep their identity throughout their service life.
Non-friable Asbestos-Containing Material (as defined in 40 CFR 61.141)	Any material containing more than 1 percent asbestos as determined using the method specified in appendix A, Subpart F, 40 CFR 763, section 1, PLM, that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.
Noninfectious Medical Waste	A solid waste created in medical, dental, and veterinary treatment facilities that does not require special management because it has been determined to be incapable of causing disease in man or which has been managed and treated to render it noninfectious.
Nonprofit Institution	An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax-exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.
Nonsalable Material	Material, which has no reutilization, transfer, donation, or sale value as determined by the DRMO, but is not otherwise restricted from disposal by U.S. law or Federal or military regulations.
Notice of Appeal	A written communication from the purchaser indicating that he appeals the decision.
Nuclear Ordnance Items	Those items defined in Technical Manual, Glossary of Nuclear Weapons Materiel and Related Terms, DoE-DNA TP 4-1, Army TM 39-4-1, Navy SWOP 4-1, Air Force T.O. 11N-4.1.
Obsolete Combat Material	Military equipment utilized in a primarily combat role that has been phased out of operational use; if replaced, the replacement items are of a more current design or capability.
Official Visitor	Any DLA/DRMS command or staff member, Federal investigator, or DOD inspector on official business at the DRMS field activity.
Overseas Environmental Baseline Guidance Document	A DOD document promulgated in accordance with DOD Instruction 4715.5, which provides specific environmental criteria to be used by Executive Agents for establishing Final Governing Standards for U.S. installations overseas.
Ozone Depleting Substances	Substances regulated under Title VI of the Clean Air Act of 1990. They are divided into Class I and Class II substances. Each class has different regulatory requirements. Congress mandated the list but EPA can add to the list. The group designations were assigned under the Montreal Protocol. A Class I substance is any substance designated as Class I in 40 CFR Part 82, Appendix A to subpart A, including chlorofluorocarbons, halons, carbon tetrachloride and methyl chloroform and any other substance so designated by the EPA at a later date. A Class II substance is any substances designated as Class II in 40 CFR Part 82, Appendix A to subpart A, including hydrochlorofluorocarbons and any other substance so designated by the EPA at a later date.

Word/Phrase	Description
Parts Per Million	Unit of concentration by volume of a specific substance.
Personal Digital Assistant (PDA)	Hand held devices that provide ready access to calendars, e-mail, electronic notepads, and other automation software to assist the user in time management. These items are commonly called Palm Pilots, or Palmtops.
Personal Property	Any property, except real property, of the Federal Government.
Personal Responsibility	The obligation of each DRMO employee to properly care for, handle, use and protect Government property issued to or assigned for the employee"s use at or away from the office or station.
Pesticide	Any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any pest, and any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant, including fungicides, herbicides, insecticides, and rodenticides. Although registered as pesticides, disinfectant products, such as surface disinfectants (e.g., "Lysol" and similar products) are not included in this chapter.
Physical Barrier	Natural or man-made obstruction to deter accidental or deliberate intrusion.
Physical Inventories	Verification of property held in accountable records through physical counts and reconciliation of the physical item count to the accountable records.
Physical Security	That portion of security concerned with the employment of physical measures such as barriers, protective lighting, and vehicle and personnel control measures. It also includes other functions such as loss prevention, security awareness training, and operational procedures designed to limit vulnerabilities.
Pilferable Item	Property in DRMS field activity custody, which by virtue of its condition, intrinsic value, ready illicit market or resale potential, or widespread non-DOD usage, is highly desirable and therefore a primary target for theft. Assets that are frequently, or easily, stolen.
Polychlorinated Biphenyls	A member of a class of chlorinated aromatic compounds, which have been determined to be hazardous to health and the environment and are regulated under the Toxic Substances Control Act by 40 CFR 761.
Precious Metals	Gold, silver, and the platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).
Precious Metals Master File	DRMS property accounting systems file containing National Item Identification Numbers (NIINs) known to have precious metal content.
Precious Metals Recovery Program	A DOD program for identification, accumulation, recovery, and refinement of precious metals from excess and surplus end items, scrap, hypo solution, and other precious metal-bearing materials.
Prepositioned Receipt (PPR)	A turn-in reported through the Intransit Control System.
Printing Equipment	Items set forth in "The Government Printing and Binding Regulations" published by the Joint Committee on Printing, Congress of the United States.

Word/Phrase	Description
Privacy Act Material	Any document or other information about an individual maintained by the agency, whether collected or grouped, including but not limited to, information regarding education, financial transactions, medical history, criminal or employment history, or other personal information containing the name or other personal identification number, symbol, etc., assigned to such individual.
Privately-Owned Personal Property	Personal effects of DOD personnel (military or civilian) that are not, nor will ever become, Government property unless the owner (or heirs, next of kin, or legal representative of the owner) executes a written and signed release document unconditionally giving the U.S. Government all right, title and interest in the privately-owned property.
Property Disposal Officer	Usually the DRMO Chief, the individual in the DRMO who is charged with responsibility for disposable property and who controls its receipt, care, handling, and disposition (see also Special Accounts)
Promotional Printed Material	Any informational or advertising material (including, but not limited to, written advertisements, brochures, circulars, desk references and fact sheets) that is prepared by the manufacturer for display or promotion concerning a product or container, and that does not accompany the product to the consumer.
Property Account of Corporate DRMS Equipment	The account maintained by the PBO, which records public personal property either as individual items or summaries of items and not reflected by a dollar inventory account in the records of the Accounting and Finance Office.
Property Book of DRMO Equipment	The entire collection of all of the activities hand receipt listings combined.
Provider	An agency, private sector, or public reimbursable source that is performing, or will perform, a commercial activity; sometimes referred to as a "service provider" in accordance with the Office of Management and Budget (OMB) Circular No. 1-76, Revised, dated May 29, 2003.
Public Agency	Any State, political subdivision thereof, including any unit of local Government or economic development district; or any department, agency, instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions, multi jurisdictional substate districts established by or under State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation. (Refers to donations made through State Agencies; see DoD 4160.21-M, Chapter 6, Donations, Loans, or Exchanges.)
Public Body	Any State, territory, or possession of the United States, any political subdivision thereof, the District of Columbia, the Commonwealth of Puerto Rico, and any agency or instrumentality of any of the foregoing, any Indian tribe, or any agency of the Federal Government. (Refers to donations instead of destruction or ultimate disposal; see DoD 4160.21-M, Chapter 6, “Donations, Loans, or Exchanges,” Chapter 8, “Abandonment or Destruction,” and Chapter 9, “Disposal of Foreign Excess Personal Property”).
Public Health Institution	An approved, accredited, or licensed public or nonprofit institution, facility, entity or organization conducting a public health program or programs such as a hospital, clinic health center, or medical institution, including research for any such program, the services of which are available to the public at large.

Word/Phrase	Description
Qualified Recycling Program	An organized operation requiring concerted efforts to divert or recover scrap or waste, as well as efforts to identify, segregate, and maintain the integrity of recyclable materials in order to maintain or enhance its marketability.
Radioactive Material	Any material or combination of materials, which spontaneously emits ionizing radiation.
Range Residue	Material including, but not limited to, practice bombs, expended artillery, small arms and mortar projectiles, aircraft bombs and missiles, rockets and rocket motors, hard targets, grenades, incendiary devices, experimental items, demolition devices, and other material fired on, or upon a military range.
Real Property	Lands, buildings, structures, utilities systems, improvements and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).
Received In-Place	The term used to describe the status of property when signed for by DRMS and placed on the DRMS accountable record to expedite the disposal process and avoid unnecessary handling, but held by the Generator who is responsible for the custody, care, and safekeeping of property.
Reclamation	The process of reclaiming required serviceable and economically repairable components and material from excess or surplus property as authorized. This does not include inspection, classification, disassembly, and cleaning. As a result of reclamation, serviceable and economically repairable items shall be returned to the proper supply activity and the residue shall be processed as disposable property.
Reclamation Program Control Officer	A representative designated by and responsible for an Inventory Control Point (ICP)/Integrated Materiel Manager (IMM) Commander to promote, guide, and coordinate all phases of reclamation for the command.
Regulated Medical Waste	State regulated medical waste, including hospital-generated infectious waste, which is generated in the diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals.
Related Personal Property	Any personal property.
Repair Part	Any part, assembly, or component needed to repair or maintain an end item.
Residue	RESIDUE - Residual matter from intentional destruction processes such as demilitarization or mutilation, or container residues, spill residues or waste residues, materials resulting from unintentional destruction, accidents, crashes and wrecks. Can be the remainder of a system or item after parts and/or components have been removed. Should be identified as so many pounds of scrap or identified by stock numbers. Keep the use of this term to a minimum.
Reserved Materials	Uranium, thorium, and all other materials determined under the Atomic Energy Act of 1954, (68 Stat. 919), to be peculiarly essential to the production of fissionable material.

Word/Phrase	Description
RESI B	A code used to indicate that property has been at the DRMO for at least **6 months (180 days)**. Edited 18 Feb 2008.
Resource Conservation and Recovery Act (RCRA)	The law that provides for solid waste management of both household and municipal type wastes. Establishes a system for controlling Hazardous Waste from the time it is generated until its ultimate disposal (cradle to grave), as implemented in 40 CFR 260-282.
Responsibility for Property	The obligation of an individual for the proper management, custody, care, and safeguarding of property entrusted to his or her possession or under his or her supervision.
Responsible Property Officer	An individual assigned the care and custody of the physical property. Cannot be the APO.
Restricted Area	A security area under DOD control into which persons may not enter without specific authorization. The area contains information, matter or materiel vital to national defense requiring special security measures to protect the resources contained therein from sabotage, espionage, or theft.
Restricted Use Pesticide	A product that may only be applied by a certified applicator or a person under their direct supervision.
Retrograde	Return of property to a CONUS site.
Reutilization Screening	The act of reviewing, either by automated or physical means, available excess, surplus, or foreign excess personal property, to meet known or anticipated requirements.
Routing Identifier Code (RIC)	Formerly a three-position code, now a four-position code that identifies a location.
Rules	The rules of the Armed Services Board of Contract Appeals.
Sales Accumulation Number	An eight-position number that has two functions: 1) to establish an accumulation at the DRMO or 2) to refer property to the National Sales Office.
Sales Contract	An agreement between two parties, binding upon both parties, to transfer title of specified property for a consideration.
Sales Contracting Officer	An individual who has been duly appointed and granted the authority conferred by law and this instruction to sell surplus and foreign excess personal property by any of the authorized and prescribed methods of sale.
Sales Referral Number	An eight-position number that has one function - to refer property to the National Sales Office.
Salvage	Personal property which has some value in excess of its basic material content, but is in such condition that it has no reasonable prospect of use as a unit for the purpose for which it was originally intended, and its repair or rehabilitation for use as a unit is impracticable.
Save List	A document prepared by an inventory manager, which identifies end items or assemblies that are returnable to inventory from reclamation activity. The quantity of parts or components that are needed and the related technical item data,

Word/Phrase	Description
	control numbers, and the condition inspection criteria are contained in the save list.
Scrap / Scrap Property	Materiel that has no value, except for its basic material content.
Screening	The review of excess personal property by military, Federal and non-federal agencies.
Sensitive Item	Property requiring a high degree of protection and control due to statutory or regulatory requirements, such as drug abuse items; stock numbered precious metals, hazardous property; items which are of high value and small arms parts.
Service Educational Activity	Any educational activity, which meets specified criteria and is formally designated by the Department of Defense as being of special interest to the armed services. Includes educational activities such as Maritime Academies or Military, Naval, Air Force preparatory schools, junior colleges, and institutes; senior high school-hosted Junior Reserve Officer Training Corps and; nationally organized youth groups. The primary purpose of such entities is to offer courses of instruction devoted to the military arts and sciences.
Sharps	Used and unused hypodermic needles, used and unused suture needles, used and unused syringes (with or without attached needles), used and unused scalpel blades, used Pasteur pipettes, used blood vials, used needles with attached tubing (e.g., intravenous kits), used culture dishes, broken and unbroken glassware that were in contact with infectious agents, such as used slides and cover slips, and any kit or item containing any of the above.
Shelf-Life Item	An item of supply possessing deteriorating or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.
Significant Military Equipment	Those articles for which special export controls are warranted because of their capacity for substantial military utility or capability. See also DOD 4160.28-M.
Small Arms	For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under -barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns: recoilless rifles; man-portable launchers of missle and rocket systems; and mortars.
Solid Waste	Includes garbage, refuse, and other discarded materials, including solid waste materials resulting from industrial, commercial, and agricultural operations, and from community activities. Mining and agricultural solid wastes, hazardous wastes, sludges, construction and demolition wastes, and infectious wastes are not included in this category.
Source Document	Authorized property accounting record which must be filed for future inspection and audit to support property receipt and disposition. A source document can be electronic.
Special Accounts Property	An individual within the Military Service who is charged with responsibility for

Word/Phrase	Description
Disposal Officer	property on a Special Defense Property Disposal Account.
Special Defense Property Disposal Account	An authorized Military Service disposal account established to do limited disposal functions on specific types of property; such as Arms, Explosives, Dangerous Articles, small arms, aircraft, ships, aircraft engines, and major ordnance items.
Standard Price	The price customers are charged for a DOD managed item (excluding subsistence), which remains constant throughout a fiscal year. The standard price is based on various factors, which include the latest acquisition price of the item, plus surcharges or cost recover elements for transportation, inventory loss, obsolescence, maintenance, depreciation, and supply operations.
Standoff Distance	A distance maintained between a facility and the potential location for explosives detonation to reduce the explosives' blast effects on the facility. Standoff distances vary with building component construction. See also the definition for “Unobstructed Space”.
State Agency	The agency in each State or territory designated under State law as responsible for the fair and equitable distribution within the State of all donations of surplus property to public agencies to be used for one or more public purposes, such as conservation, economic development, education, parks and recreation, public health, public safety, and programs for older individuals, and to eligible nonprofit tax-exempt activities for education and public health purposes, including research for any such purposes, and for use in programs for older individuals.
State or Local Government	A State, territory, or possession of the United States, the District of Columbia, and any political subdivision or instrumentality thereof.
State Regulated Wastes	If a waste is neither listed, nor exhibits a characteristic (40 CFR 261), an individual state may still regulate it as a hazardous waste. The EPA has provided for states that have a program equivalent to Federal RCRA standards to receive RCRA Authorization. This authorization allows the State to manage the hazardous waste program.
Subdivide	A process of separating property received on one DTID so that appropriate disposal actions may be completed.
Substantial Benefits	Non-monetary benefits that are in the overall interests of the United States. The benefits must be tangible and appreciable in relation to the value of foreign excess personal property being transferred. For Arms Export Control Act Transfers, benefits must be paid in U.S. dollars.
Sulfiding	A chemical change that takes place in hypo solution if the current setting of the recovery unit is too high or if current is allowed to continue to flow through the solution after all silver is removed. Sulfiding can be detected by the formation of a whitish-yellow substance on either the disk or on the bottom of the tank and the emitting of a strong odor resembling the smell of rotten eggs.
Supplemental Printed Material	Any informational material (including, but not limited to, package inserts, fact sheets, invoices, material safety data sheets (MSDS), procurement and specification sheets, or other material), which accompanies a product or container to the consumer at the time of purchase.
Supply Condition Code	Assigned by the generating activity to describe the condition of the property.
Surplus Personal Property	Personal property located in the United States, American Samoa, Guam, Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin

Word/Phrase	Description
	Islands, which is not needed for the discharge of responsibilities of any Federal agency, as determined by the Administrator of General Services.
Suspended Pesticide	A pesticide product that EPA has suspended pending cancellation hearings or indefinitely. Such a pesticide is usually barred from sale, distribution and use.
Toxic Substances Control Act (TSCA)	The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary. Polychlorinated Biphenyls (PCBs) are regulated by USEPA under TSCA and 40 CFR 761.
Toxic Substances Control Act	The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary.
Trade Security Controls	Policy and procedures designed to prevent the sale or shipment of U.S. Government materiel to any person, organization, or country whose interests are unfriendly or hostile to those of the United States. These controls are also applicable to other selected entities as may be designated by the Deputy Under Secretary of Defense (Trade Security Control.)
Transfer Order	Document (SF 122/SF 123) issued by DRMS or the headquarters or regional office of GSA directing issue of excess personal property.
Transform	To use and entirely consume a class I or class II substance, except for trace quantities, by changing it into one or more substances not subject to this subpart in the manufacturing process of a product or chemical.
Triple Rinsing	The act of rinsing a container three times with a solvent capable of removing the hazardous residue from the container. A volume of solvent equal to at least 10 percent of the container capacity should be used for each rinse. The solvent used for rinsing must be managed as a hazardous waste.
Type Transaction Code (TTC)	Identifies the type of transaction generated by the system or by the operator. It is used to identify a point of count for production management and for information reporting.
Uniform Hazardous Waste Manifest	A special shipping document, required by EPA (40 CFR) and DOT (49 CFR), to maintain a controlled tracking system for the movement of hazardous waste from the point of generation (the cradle) to the point of the ultimate treatment, storage or disposal facility (the grave).
Uniform Material Movement Issue Priority System	System to ensure that requirements are processed in accordance with the mission of the requiring activity and the urgency of need, and to establish maximum uniform requisition and material movement standard.
Unobstructed Space	Space within 10 meters (33 feet) of an inhabited building that does not allow for concealment from observation of explosive devices 150mm (6 inches) or greater in height.
Usable Property	Property determined to have value (normally by type of property and classification/condition) for donation, redistribution or sale. Commercial and military type property other than scrap and waste.
Unsalable Material	Material for which sale or other disposal is prohibited by U.S. law or Federal or

Word/Phrase	Description
	military regulations.
Urgent Requirement	A requirement to fill needs of Uniform Material Movement Issue Priority System priorities 04-08.
URL - uniform resource locator	The World Wide Web address of a site on the Internet. The URL for DRMS, for example, is http://www.drms.dla.mil. Also referred to as a "Domain name."
Veterans' Organization	An organization composed of honorably discharged soldiers, sailors, airmen, and marines, which is established as a veterans' organization and recognized as such by the Veterans Administration.
Vintage Aircraft	Decommissioned or retired aircraft that a military department considers to be of primary interest to collectors.
Visitor	Any individual, military or civilian, not assigned to or employed within an installation, activity, or area to which access is requested.
Vulnerability Assessment	An analysis of the compound probability of being hit by a terrorist attack and whether or not assigned responsibilities can be fulfilled as required if attacked. (One step in the preparation of an activity Terrorist Threat Estimate.)
Waiver	Temporary relief from specific standards imposed by this instruction pending accomplishment of actions or programs that will conform to established standards.
Warning Label	The warning statement required by section 611 of the Act. The term warning statement shall be synonymous with warning label for purposes of this subpart.
Wash Post	A methodology for transfer of accountability to the DRMO whereby the DRMO only accepts accountability at the time they also document a release from the account, through reutilization, transfer, donation, sales, or ultimate disposal.
Wholesale Stock	Stock, regardless of funding sources, over which the inventory manager at the Inventory Control Point level has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.
Wholesaler	A person to whom a product is delivered or sold, if such delivery or sale is for the purposes of sale or distribution to retailers who buy such a product for purposes of resale.
Zone of Interior	For the purposes of this Manual, a term used to designate the United States and its territories and possessions, applicable to areas covered by GSA and where excess property is considered domestic excess. Includes the 50 States, District of Columbia, American Samoa, Guam, Puerto Rico, U.S. Virgin Islands and the Commonwealth of the Northern Mariana Islands

C1. GENERAL ADMINISTRATION

Enclosure 3 - Abbreviations and Acronyms

A/D or A & D	Abandonment or Destruction (or abandoned or destroyed)
A&FO	Accounting & Finance Office
AAC	Agency Address Code
AAP	Army Ammunition Plant
AAS	Balance Automated Accounting System
ABC	Activity Based Costing
ACCT	Table I.D. for Accounting Codes - Tells the system how to acct for property transactions.
ACNO	Table I.D. for Accumulation Numbers for RCP
ACTN	Table I.D. for Action Codes - Tells the system what actions to take for prop. transactions
ADPE	See AE
ADR	Alternate Dispute Resolution
AE	Automation Equipment - see Automation Resources (AR)
AECA	Arms Export Control Act
MPPEH	Ammunition, Explosives, and other Dangerous Articles
AFB	Air Force Base
AFMC	Air Force Materiel Command
AHRH	Alternate Hand Receipt Holder
AID	Aid for International Development
ALC	Air Logistics Center (formerly Air Force Logistics Center)
ALST	Table I.D. for Alpha State Code
AMARC	Aerospace Maintenance and Regeneration Center
AMC	Army Materiel Command
AMIF	Active Master Inventory File
ANSI	American National Standards Institute
AOR	Area of Responsibility
APO	Accountable Property Officer
APOR	Accountable Property Officer Representative
AR	Automation Resources (formerly AE), Includes Automation Equipment and Commercial-off-the-shelf software (COTS) or hardware and software.
ARD	Automatic Release Date
ART	Accumulation Release Transaction
ARMS	Automation Resources Management System
ASD(ISP)	Assistant Secretary of Defense (International Security Policy)
ASO	Acquisition Services Objectives
AT/FPO	Antiterrorism/Force Protection Officer
AUO	Area Utilization Officer
AUP	Adjusted Unit Price
BATF	Bureau of Alcohol, Tobacco, and Firearms
BEP	DLA Basic Emergency Plan
BIN	Bidder Identification Number - A number which identifies a bidder.
BMF	Bidder Master File
BMP	Best Management Practices
BOD	Bid Opening Date - the sale date.
BR	Bid Rejected
BRAC	Base Realignment and Closure
CA	Commercial Activity
CAC	Country Activity Code
CAGE	Commercial and Government Entity Code

CAO	Contract Information Officer or Officer
CAP	Civil Air Patrol or Compliance Assistance Program
CAV	Corporate Assessment Visit
CAP	Civil Air Patrol
CAT Book	Codes and Terms for DAISY
CBD	Commerce Business Daily
CBL	Commercial Bill of Lading
CC	Card Column
CCD	Collection Classification Code
CCI	Controlled Cryptographic Item
CCLI	Commerce Control List Items (formerly SLI)
CD	Compact Disk
CDC	Center of Disease Control
CDD	Complete Discharge Device
CDE	Chemical Defense Equipment
CD-ROM	Compact Disk-Read Only Memory
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CFSC	Critical Federal Supply Classes
CHRIS	Chemical Response Information System
CIHC	Table I.D. for Contract Item Hold Code
CINC	Commander in Chief
CINCPAC	Commander-in-Chief Pacific Command
CLIN	Contract Line Item Number
CMA	Current Market Appraisal
CMM	Consolidated Materiel Manager
CONUS	Continental United States
COR	Contracting Officer"s Representative
CORALS	Conversion of Referral and Local Sales
COTR	Contracting Officer"s Technical Representative
COTS	Commercial Off-the-Shelf
CPR	Cardio Pulmonary Resuscitation
CSLA	Commercial Space Launch Act
CV	Commercial Venture
CWA	Clean Water Act
DAAS	Defense Automatic Addressing System
DAC	Disposal Authority Code
DAISY/DNSP	Defense Reutilization and Marketing Service Automated Information System
DC	DRMO DEMIL Coordinator
DCC	Disposal Condition Code
DCIS	Defense Criminal Investigative Service
DCST	Defense Logistics Agency Contingency Support Team
DEA	Drug Enforcement Administration
DEMIL	Demilitarize/demilitarization
DEMIL INTG	DEMIL Integrity Code
DEPRA	Defense Program for Redistribution of Assets
DERA	Defense Environmental Restoration Account
DERP	Defense Environmental Restoration Program
DES	Defense Logistics Agency Enterprise Systems
DFAS	Defense Finance and Accounting Service
DFR	Detailed Functional Requirement
DIC	Document Identifier Code

DISA	Defense Information Systems Agency
DISC	Defense Industrial Supply Center
DJC	Table I.D. for Downgrade Justification Code
DLA	Defense Logistics Agency
DLA SCCs	DLA Subsidiary Cost Codes
DLIS	Defense Logistics Information Service (formerly DLSC)
DLTC	Table I.D. for DEMIL Required - Lots - CONUS
DLTO	Table I.D. for DEMIL Required - Lots -Overseas
DMIL	Table I.D. for Demilitarization (DEMIL) Code
DMPC	Table I.D. for DEMIL Performed Code
DNAR	Table I.D. for downgrade to scrap after receipt
DNSC	Defense National Stockpile Center
DNSP	Daisy National Sales Program
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DoE	Department of Energy
DoJ	Department of Justice
DOR	Delivery Order Request
DORS	Table I.D. for DRMS Operations RICs
DoS	Department of State
DOT	Department of Transportation
DPAR	Table I.D. for DEMIL Performed After Receipt validation - usable
DPAS	Defense Property Accountability System
DPWG	Disposal Policy Working Group
DRMO	Defense Reutilization and Marketing Office
DRMPAS	DRMS Property Accounting System
DRMS	Defense Reutilization and Marketing Service
DROD	Table I.D. for DEMIL Required Codes
DRT	Disposal Remediation Team
DRWG	Defense Reclamation Work Group
DSA	Document Identifier Code in SASP for multi-field correction.
DSAR	Table I.D. for DEMIL Performed After Receipt validation - scrap
DSC	Document Identifier Code in SASP for multi-format transaction
DSM	Type Transaction Code in DAISY for a generation of small arms
DSN	Defense Switched Network
DSCA	Defense Security Cooperation Agency
DSCR	Defense Supply Center Richmond
DSS	Decision Support System
DSYP	Table I.D. for DAISY Type Property Code
DTID	Disposal Turn-In Document
DTRA	Defense Threat Reduction Agency
DTS	Defense Transportation System
DUSD(L)	Deputy Under Secretary of Defense (Logistics)
DUSD(ES)	Deputy Under Secretary of Defense (Environmental Security)
DUSD(TSP)	Deputy Under Secretary of Defense (Trade Security Policy)
DWCF	Defense Working Capital Fund
DWD	DAISY - Gain From Downgrade
DWR	DAISY - Downgrade Request Transaction
EA	Environmental Analysis
EAMS	Environmental Audit Management System
EBSC	Table I.D. for Evaluation Bid Status Code
ECP	Explosive Contaminated Property
ECCN	Export Control Classification Number

EIN	Employee Identification Number
EIPP	Educational Institutional Partnership Program
EIS	Environmental Impact Statement
EMFS	Employee Medical File System
EOD	Explosive Ordnance Disposal
EP	Expedited Processing
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPS	Environmental Protection Specialist
ERG	Emergency Response Guide
ERR	Environmental Responsibility Recommendations
ESD	End of Screening Date
EUC	End Use Certificate
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FCA	Federal Civil Agency
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FEPP	Foreign Excess Personal Property
FGS	Final Governing Standards
FIFRA	Federal Insecticide, Fungicide and Rodenticide Act
FLIS	Federal Logistics Information System
FLIPL	Financial Liability Investigation of Property Loss
FLO	Financial Liability Officer
FMR	Federal Management Regulation
FMS	Foreign Military Sales
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FPCON	Force Protection Conditions
FPI/UNICOR	Federal Prison Industries
FPMR	Federal Property Management Regulation
FSC	Federal Supply Classification Class (Four-digit)
FSCAP	Flight Safety Critical Aircraft Parts
FSG	Federal Supply Classification Group (Two-digit)
FST	Forward Support Team
FTS	Financial Tracking System
GBL	Government Bill of Lading
GFE	Government Furnished Equipment
GFF	Government Furnished Facilities
GFM	Government Furnished Material
GIDEP	Government/Industry Data Exchange Program
GOCO	Government Owned, Contractor Operated (Industrial Plant)
GPC	Government-wide Purchase Card
GSA	General Services Administration
HAP	Humanitarian Assistance Program
HM	Hazardous Material
HMIRS	Hazardous Material Information Resources System
HMIS	Hazardous Materials Information System
HMT	Hazardous Materials Table
HMTC	Hazardous Materials Technical Center
HP	Hazardous Property
HRH	Hand Receipt Holder
HS	Hazardous Substance

HTIS	Hazardous Technical Information Services
HW	Hazardous Waste
HWPS	Hazardous Waste Profile Sheet
I&R	Integrity and Reliability
IA	Iranian Assets
IATA	International Air Transport Association
IAW	In accordance with
IC/DV	Import Certification/Delivery Verification
ICP	Inventory Control Point
IDS	Intrusion Detection Systems
IFB	Invitation For Bid
IG	Inspector General
IM	Item Manager
IMDG	International Maritime Dangerous Goods
IMM	Integrated Materiel Manager
INTA	Iranian Non-Titled Assets
IP	Internet Protocol - computer identification number
IPAC	Intragovernmental Payment and Collections
IPC	Information Processing Center
IPE	Industrial Plant Equipment - see Metalworking Machinery (MM)
IR/SR	Infrared/Spectral Reflectance
IRAN	Inspection, Repair as Necessary
ISA	Interservice Support Agreement
ISSOT	Intra fleet Supply Support Operations Team (Navy activity)
IT	Information Technology
JCP	Joint Committee on Printing
JON	Job Order Numbers
JROTC	Junior Reserve Officer Training Corps
JTR	Joint Travel Regulation
LDR/LDRN	Land Disposal Restrictions/Notices
LESO	Law Enforcement Support Office
LOA	Letter of Offer and Acceptance (United States)
LOHHI	Local Health Hazard Inventory
LTI	Limited Technical Inspection
MAAG	Military Assistance Advisory Group
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MAPEX	Military Assistance Program Address Directory Excess
MARS	Military Affiliate Radio System
MCA	Management Control Activity
MDE	Major Defense Equipment
MEIS	Military Environmental Information Source
MHE	Material Handling Equipment
MI	Military Institute
MIDI	Military Item Disposal Instructions
MILSVC	Military Service
MILSTRAP	Military Standard Transaction Reporting & Accounting Procedures
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MJC	Military Junior College
MLI	Munitions List Items
MM	Metalworking Machines
MMR	Military Munitions Rule

MOA	Memorandum of Agreement
MOE	Military Branch of Service
MOU	Memorandum of Understanding
MPM	Military Affiliated Radio System Property Manager
MPPEH	Materiel Potentially Presenting an Explosive Hazard
MMAC	Material Management Aggregation Codes
MRC	Materiel Release Confirmation
MRD	Materiel Release Denial
MRO	Materiel Release Order
MRP	Material Returns Program
MS4	Municipal Separate Storm Sewer System
MSDS	Material Safety Data Sheet
MWRA	Morale, Welfare, and Recreation Activity
NAF	Non-appropriated Fund
NAFI	Non-appropriated Fund Instrumentalities
NASASP	National Association for State Agencies for Surplus Property
NATO	North Atlantic Treaty Organization
NAVMARCORMARS	Navy-Marine Corps Military Affiliate Radio System
NBC	Nuclear, Biological and Chemical Defense Equipment
NCP	National Contingency Plan
NDCC	National Defense Cadet Corps
NHS	Naval Honor Schools
NICAD	Nickel Cadmium
NICP	National Inventory Control Point
NIIN	National Item Identification Number
NIOSH	National Institute of Occupational Safety & Health
nm	nanometers
NMCS	Not Mission Capable Supply
NOA	Notice of Availability
NOD	Notice of Deficiency
NORM	Naturally Occurring Radioactive Material
NOS	Not Otherwise Specified
NPDES	National Pollution Discharge Elimination System
NSA	National Security Agency
NSF	Non Sufficient Funds
NSN	National Stock Number
NRC	Nuclear Regulatory Commission
NVE	Night Vision Equipment
NVR	Naval Vessel Register
ODC	Office of Defense Cooperation
ODS	Ozone Depleting Substances
OEBGD	Overseas Environmental Baseline Guidance Document
OFA	Other Federal Agencies
OMB	Office of Management and Budget
OMC	Office of Military Cooperation
OMCS	Office of Motor Carrier Safety
ONDCP	Office of National Drug Control Policy
ORC	Organizational Requirements Clerk
ORM	Other Regulated Material
OSH	Occupational Safety & Health
OSHA	Occupational Safety and Health Act
PA	Performance Activity
PAN	Publication Account Number

PAO	Public Affairs Office/Officer
PBO	Property Book Officer
PCB	Polychlorinated Biphenyl
PCH&T	Packing, Crating, Handling, and Transportation
PCP	Pentachlorophenol
PIT	Portable Input Terminal
PKI	Public Key Infrastructure
PLR	(suffix for DEMIL Code) - C4.1.1.6.4.5.3.3.3.
PMB	C3
PMIC	Precious Metals Indicator Code
PMRP	Precious Metals Recovery Program
PMR	Program Management Review
POL	Petroleum, Oil, and Lubricants
PPE	Personal Protection Equipment
PPM	Parts Per Million
PR	Procurement Request
PSC	Passive Silver Cell
PSN	Proper Shipping Names
PSP	Pierced Steel Planking
PSR	Periodic Security Review
PTR	Problem Tracking Report
QASA	Quality Assurance Specialist - Ammunition Surveillance
QRP	Qualified Recycling Program
RAD	Requisition Number Added
RCP	Recycling Control Point
RCS	Report Control Symbol
RCRA	Resource Conservation and Recovery Act
RDB	Retail Data Base System
RIA	Rock Island Arsenal
RIC	Routing Identifier Code
RIPL	Receipt in Place Location
ROD	Report of Discrepancy
ROTC	Reserve Officer Training Corps
RPLD	Reports of Government Property Lost, Damaged or Destroyed (DD Form 200)
RPO	Responsible Property Officer
RRRP	Resource Recovery and Recycling Program
RSC	Record Status Code
R/T/D	Reutilization, Transfer, and/or Donation
R/T/D/S	Reutilization, Transfer, Donation, and/or Sale
SALD	Safe Alert Latent Defect Code
SAO	Security Assistance Office
SAR	Significant Activity Reports
SARA	Superfund Amendments and Reauthorization Act of 1986
SASP - DRMS	Small Arms Serialization Program
SASP	State Agency for Surplus Property
SBR	Sale By Reference
SCC	Supply Condition Code
SCL	Standard Waste and Scrap Classification List.
SCO	Sales Contracting Officer
SCP	Spill Contingency Plan
SCT	Scrap Classification - Term
SDDC	Surface Deployment & Distribution Command
SDO	Staff Duty Officer

SDPDA	Special Defense Property Disposal Account
SEA	Service Educational Activity
SF	Standard Form
SLB	Service Level Billings
SITREP	Situation Report
SM	Service Manager
SMA	State Maritime Academies
SME	Significant Military Equipment
SMIC	Special Material Identification Codes
SOAP	Supply Operations Assistance Program (Navy activity)
SOFA	Status of Forces Agreements
SOH	Safety, Occupational Health Program
SOHO	Safety and Occupational Health Officer
SOP	Standard Operating Procedure
SOS	Source of Supply
SPCC	Spill Prevention Control and Countermeasures Plan
SQC	Statistical Quality Control
SWOP	Special Weapons Operating Procedure
SWPPP	Storm Water Pollution Prevention Plans
TACOM	(U.S. Army) Tank Automotive and Armament Command
TAD	Transfer Order Line Added
TASO	Terminal Area Security Officers
TCLP	Toxicity Characteristic Leaching Procedure
TD	Treasury Department (Department of the Treasury)
TGA	Treasury General Account
THF	Transaction History File
TMO	Traffic Management Office
TSC	Trade Security Controls
TSCA	Toxic Substances Control Act
TSCRO	Trade Security Control Resident Office
TSDF	Treatment, Storage & Disposal Facility
TTC	Type Transaction Code
TTPI	Trust Territory of the Pacific Islands
UCN	Unique Control Number
UD	Ultimate Disposal
UI	Unit of Issue
UIC	Unit Identification Code
UHWM	Uniform Hazardous Waste Manifest
UM	Unit of Measure
UMMIPS	Uniform Materiel Movement and Issue Priority System
URL	Uniform Resource Locator - web address/domain name
USACHPPM	U.S. Army's Center for Health Promotion and Preventative Medicine
USAF	United States Air Force
USAFE	United States Air Force Europe
USAREUR	United States Army Europe
USC	United States Code
USPHS	United States Public Health Service
UST	Underground Storage Tank
USSC	Uniform Sort Selection Code
USCG	United States Coast Guard
USMC	United States Marine Corps
USP&FO	United States Property and Fiscal Officer
USPS	United States Postal Service

USPS	U.S. Postal Service
VA	Vulnerability Assessment
VDT	Video Display Terminal
WWW	World Wide Web
ZI	Zone of Interior
ZM	Zone Manager

C1. General Administration

Enclosure 4 - Forms

Edited 28 Jan 2008. Added new form.

Attachment 1 - Sorted By Source

Figure 1 - Forms Sorted by Source

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
DD	200	FAP System	DRMS-OPD	Financial Liability Investigation of Property Lost
DD	577	Adobe Fillable		Signature Card
DD	1131	Adobe Fillable	DRMS-RF	Cash Collection Voucher
DD	1143	DAISY System	OPD	Report of Excess/Surplus Material at Disposal Activities
DD	1149	Adobe Fillable	DRMS-RF	Requisition & Invoice/Shipping Document
DD	1155		DRMS-P	Order for Supplies or Services
DD	1342	Adobe Fillable		DoD Property Record - Supplementary Data
DD	1556	Adobe Fillable		Request, Authorization, Agreement, Certification of Training and Reimbursement
DD	2522	Adobe Fillable	DRMS-BCP	Haz Chemical Warning Label
DD	1348 1A/2	A Fill/ETID System/Stocked		Issue Release / Receipt Document
DD	1348-5	A Fill	DRMS-BBR/FMS	Notice of Availability/Shipment
DD	2521-8	Request from DLIS	DRMS-BCP	Hazardous Chemical Warning Label - same as 2521 & 2522
DLA	584	Visitor Register		Visitor Register
DLA	595	Adobe Fillable		Receipt for Accountable Property by DLA Recipients
DLA	595A	Adobe Fillable		Receipt for Accountable Property by non-DLA Recipients
DLA	1151	Adobe Fillable		Control Register for Reports of Financial Liability Investigation of Property Loss (DD Forms 200)
DLA	1304	Adobe Fillable	DRMS-P	Order Document Non-Stock Items
DLA	1304A	Adobe Fillable	DRMS-P	Multiple Line Item Order Document - Non-Stock Items
DLA	1312	Adobe Fillable	DES-Battle Creek	Equipment/Furniture Justification and Order Document
DLA	1365	Adobe Fillable		Service Order
DLA	1367	Adobe Fillable	Stocked	Shipment Receipt Delivery Pass
DLA	1591	Adobe Fillable	DES Safety	Supervisory Mishap Report
DLA	1610	Adobe Fillable	DRMS-OLF	Key Repository Index
DLA	1610a	Adobe Fillable	DRMS-OLF	Key Repository Accountability Record
DLA	1610b	Adobe Fillable	DRMS-OLF	Delegation of Authority (Key Control)
DLA	1610c	Adobe Fillable	DRMS-OLF	Key Control Register
DLA	1731	Adobe Fillable	DES Safety	Operator"s Inspection Guide and Trouble Report
DLA	1822	Adobe Fillable		End Use Certificate
DLA	1827	Adobe Fillable	DES Battle Creek/FP	DLA Record of Security Exercises
DRMS	3	Adobe Fillable	DRMS-BBS	Spot Bid
DRMS	18	Adobe Fillable	DRSM-OL/BCP	Scrap Tally In Sheet
DRMS	18A	Adobe Fillable	DRMS-OLF	Furniture Tally In Sheet

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
DRMS	24	Adobe Fillable	DRMS-J	Standard Operating Procedures
DRMS	36	Adobe Fillable	DRMS-BBS	Sales Referral/Property List Control Register
DRMS	39-3S	Adobe Fillable	DRMS-BLP	DAISY Inventory Adjustment Request/Voucher for Scrap Property.
DRMS	39-3U	Adobe Fillable	DRMS-BLP	DAISY Inventory Adjustment Request/Voucher for Useable Property.
DRMS	43			On-The-Job (OTJ) Training Record
DRMS	51	Stocked	DRMS-BBS	DRMS Collection Receipt
DRMS	55	Stocked		Combat Vehicle/Aircraft Helmet Warning Tag
DRMS	58	Adobe Fillable	DRMS-BBR	Property Reutilization Communiqué
DRMS	61	Adobe Fillable	DRMS-BBS	Late Removal Charge Computation
DRMS	62	Adobe Fillable	DRMS-BBS	Bid Variation, Alteration, Discrepancy
DRMS	63	DNSP System	DRMS-BBS	Supplementary Sale Information
DRMS	65	Adobe Fillable	DRMS-BBS	Waiver By Purchaser
DRMS	69	Adobe Fillable	DRMS-BBS	Guaranteed Descriptions Worksheet
DRMS	70	Adobe Fillable	DRMS-BBS	Waiver Applying to Withdrawn Property
DRMS	73	Adobe Fillable	DRMS-BBS	Withdrawal of Property Reported For Sale Prior To Award and Property Status
DRMS	103	AIT/Adobe Fillable	BBR	Screeners Tally Request to Freeze Hold Excess/Surplus Property
DRMS	131	Adobe Fillable	DRMS-BBS	Lost, Abandoned, or Unclaimed Privately Owned Personal Property
DRMS	145	Adobe Fillable	DRMS-BCD	Demilitarization Certificate
DRMS	146	Stocked	DRMS-OLF/BDP	Weight Ticket
DRMS	147	Visitor Register	DRMS-OLF	No Longer used… See DLA Form 584
DRMS	152	Adobe Fillable	DRMS-OPD	Relocating Document
DRMS	198	Stocked	DRMS-BBS	Retail Sales Tag
DRMS	222	Adobe Fillable	OPD	Downgrade to Scrap Request
DRMS	240	Adobe Fillable	DRMS-BBS/BCP	Economy Formula Worksheet
DRMS	333	Stocked	DRMS-BCD	DEMIL Poster - DEMIL REQUIRED
DRMS	352		DESWI/Safety	Replaced by DRMS 2000
DRMS	355	Adobe Fillable	DRMS-OLF	Unprocessed Receipts Control
DRMS	433	DNSP System	DRMS-BBS	Statement of Account for Liquidated Damages
DRMS	542	DAISY Local Sales	DRMS-BBS	Auction Spot Bid Information
DRMS	564	Adobe Fillable	DRMS-BBS	Claims Register
DRMS	648	Adobe Fillable	DRMS-BBS	IFB Number Register
DRMS	714	DNSP System	DRMS-BBS	Audit Records and Certificate of Review
DRMS	741	Adobe Fillable	DRMS-BBS	Identical Tie Bid Record
DRMS	763	Adobe Fillable	DRMS-BBS	High Bid Sales Data
DRMS	826		DRMS-BBS	Debt payment and Offset Record
DRMS	840	Adobe Fillable	DRMS-BBS	IFB Contract Completion Log
DRMS	845	Adobe Fillable	DRMS-BBS	Notice of Items Pending Award or Resolved, Sale of US Government Surplus Personal Property
DRMS	860	DNSP System	DRMS-BBS	Notice of Default
DRMS	879	Adobe Fillable	DRMS-BBS	Notice to Bidders, Sale of US Government Personal Property
DRMS	915	Adobe Fillable	DRMS-BBS	Statement of Account (Billing Document)
DRMS	917	Adobe Fillable	DRMS-OLF	Property Disposal/Reject/Advice

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
DRMS	944	Stocked		Danger - Asbestos Hazard
DRMS	967	Adobe Fillable		Certification of Services and/or Material Received/Rendered
DRMS	981	Adobe Fillable	DRMS-BCP	PCB Annual Document Log
DRMS	981-1	Adobe Fillable	DRMS-BCP	PCB Annual Document Summary
DRMS	984	Adobe Fillable	DRMS-BCP/BBS	PM Analysis for Recovery Sales
DRMS	1427	Stocked Continuous Feed	DRMS-BBS	Notice of Award, Statement of Release Document
DRMS	1427a	Adobe Fillable	DRMS-BBS	Notice of Award Statement and Release - Continuation
DRMS	1458	DNSP/Local Sales	DRMS-BBS	Bid and Deposit Register
DRMS	1458-1	Systems Form/DNSP	DRMS-BBS	Abstract of Bids
DRMS	1578	Adobe Fillable	DRMS-BBS	Financial Record
DRMS	1581	Adobe Fillable	DRMS-BBS	Bidders Registration, Prospective Bidder's Sheet
DRMS	1583	DNSP System	DRMS-BBS	Term or Multi-Shipment Recap Record
DRMS	1645	Adobe Fillable	DRMS-BBS	Statement of Intent
DRMS	1645-1	Adobe Fillable	DRMS-BBS	Statement of Intent - Foreign Excess Property
DRMS	1646	Adobe Fillable	DRMS-BBS	Letter of Authorization
DRMS	1655	Adobe Fillable	DES-Safety	Crane Operation Daily Checklist
DRMS	1683	Adobe Fillable	DRMS-P	Manifest Tracking Log
DRMS	1709	DNSP/DAISY Local Sales/Adobe	DRSM-BBS	Special Funding Sheet
DRMS	1712	Adobe Fillable	DRMS-BCE	HZ Waste Log
DRMS	1713	Adobe Fillable	DES-Safety	Inspection sheet for Part B permit facilities
DRMS	1729	Adobe Fillable	DRMS-BCE	Collection Summary Report
DRMS	1771	Adobe Fillable	DES Facilities	Formal MILCON Project Request
DRMS	1836	Adobe Fillable	DRMS-BA/BBR	Data Sheet for Approval/Disapproval of Transportation Costs
DRMS	1840	Adobe Fillable	DES/WI/Safety	DRMS Worksite Checklist - **REPLACED BY DRMS 2000**
DRMS	1841	Adobe Fillable	DRMS-OLF	Found in DRMO
DRMS	1851	Adobe Fillable	DRMS-BCP	Notification for Waste Restricted from Land Disposal
DRMS	1878	Adobe Fillable	DRMS-BCP	Certification of Services/Manifest Tracking
DRMS	1879	Adobe Fillable	DRMS-BCP	Container Label
DRMS	1920	Adobe Fillable	DRMS-BBS	Hazardous Property Sales Referral Certification
DRMS	1930	Adobe Fillable	DRMS-BBS	Hazardous Waste Profile Sheet
DRMS	1943	Adobe Fillable	DRMS-BBS	Hazardous Property Release/COR Checklist
DRMS	1944	Adobe Fillable	DRMS-BCP	Hazardous Material/Waste Retrograde Form
DRMS	1959	Adobe Fillable	DES Safety	Authorization/Receipt for Purchase of Safety Shoes- **In 'Safety Toolbox' on intranet**
DRMS	1964	Adobe Fillable	DES Safety	Exposure Incident Investigation Form - In 'Safety Toolbox' on intranet - **In 'Safety Toolbox' on intranet**
DRMS	1974	Adobe Fillable	DRMS-BCP	Asbestos Waste Shipment Record
DRMS	1976	Adobe Fillable	DES Safety	Respirator Use and Maintenance Record
DRMS	1978	Adobe Fillable	DRMS-OPD	Scrap Breakdown
DRMS	1983	Adobe Fillable	DRMS-OPD	DAISY Accountable Record Correction

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
DRMS	1988	Stocked	DES Security	Theft Warning Sign
DRMS	1992	Host' FP/Security	DES Security	Post Suspect Height Chart
DRMS	1993	Stocked	DRMS-OLF	Official Visitor's Badge
DRMS	2000	Adobe Fillable	DRMS J-52	**DRMS Inspection Log CAMS Version, which replaced DRMS Form 2000.** , DRMS Forms 352 & 1840, and the unnumbered DRMO Usable/Scrap yard Inspection Checklist.
DRMS	2006	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2007	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2008	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2009	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2010	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
DRMS	2016	Adobe Fillable	DRMS-BCP	Certification of Refrigerant Removal
DRMS	**2041**	**Adobe Fillable**	**DRMS-BCD**	**Written Appointment Spreadsheet For Demil Certifier, Verifier, And Coordinator**
DRMS	152	Adobe Fillable	DRMS-OLF/OPD	Relocating Document
DRMS	1995-1	Stocked	DRMS-OLF	DRMS Coding Card - DRMS Poster - Critical FSCs
Misc	CA-1	Misc Adobe Fillable	DES Safety	Federal Employee's Notice of Traumatic Injury and Claim for Continuation or Pay/Compensation. Under Miscellaneous on Adobe Forms
Misc	CA-16	Misc Adobe Fillable	DES Safety	For Medical Attention outside of the Facility- Under Miscellaneous on Adobe Forms
Misc	CA-7, CA-7a, CA-7b	Misc Adobe Fillable	DES Safety	Lost Time at work - no pay- From HROC or Under Miscellaneous on Adobe Forms
Misc	CA-20	Misc Adobe Fillable	DES Safety	Lost Time at work - no pay - From HROC or Under Miscellaneous on Adobe Forms
Misc	CA-801	Dept of Labor	DES Safety	Office of Workman's Compensation - Claim Number
OF	7	Forms Site	DES Equipment	Optional Form - Permission to Remove Property
OF	23	Stocked/GSA Supply Catalog	DRMS-BBS	Chargeout Record
SF	25	Adobe Fillable	DRMS-BBS	Performance Bond
SF	97	Adobe Fillable Template	DRMS-BB	Certificate Title To a Vehicle
SF	120	N/A	DRMS-OLF	Report of Excess Property
SF	122	GSA Supply Catalog/Adobe Fillable	DRMS-BBR	Transfer
SF	123	GSA Supply Catalog/Adobe Fillable	DRMS-BBR	Donation
SF	150	Adobe Fill Temp.	DRMS-BBS	Deposit Bond Individual
SF	151	Adobe Fillable	DRMS-BBS	Deposit Bond Annual
SF	215	Stocked		Deposit Ticket
SF	364	Adobe Fillable	DRMS-OPR	Report of Discrepancy
SF	700	Stocked	DES Security	Security Container Information
SF	702	Fillable	DES Security	Security Container Check Sheet

Form Source	Number	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
SF	915	DNSP System	BBS	Statement of Accounting (Billing Document)
SF	1034	Adobe Fillable	DRMS-RF	Public Voucher for Purchases and Services Other than Personal
SF	1049	Adobe Fillable	DRMS-RF	Public Voucher for Refunds
SF	1080	Adobe Fillable	DRMS-RF	Voucher for Transfers Between Appropriations and/or Funds
SF	1081	Adobe Fillable	DRMS-RF	Schedule of Withdrawals and Credits

C1. General Administration

Enclosure 4 - Forms

Attachment 2 - Sorted By Form Number

Figure 2 - Forms Sorted By Number

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
3	DRMS	Adobe Fillable	DRMS-BBS	Spot Bid
7	OF	Forms Site	DES Equipment	Optional Form - Permission to Remove Property
18	DRMS	Adobe Fillable	DRSM-OL/BCP	Scrap Tally In Sheet
23	OF	Stocked/GSA Supply Catalog	DRMS-BBS	Chargeout Record
24	DRMS	Adobe Fillable	DRMS-J	Standard Operating Procedures
25	SF	Adobe Fillable	DRMS-BBS	Performance Bond
36	DRMS	Adobe Fillable	DRMS-BBS	Sales Referral/Property List Control Register
43	DRMS			On-The-Job (OTJ) Training Record
51	DRMS	Stocked	DRMS-BBS	DRMS Collection Receipt
55	DRMS	Stocked		Combat Vehicle/Aircraft Helmet Warning Tag
58	DRMS	Adobe Fillable	DRMS-BBR	Property Reutilization Communiqué
61	DRMS	Adobe Fillable	DRMS-BBS	Late Removal Charge Computation
62	DRMS	Adobe Fillable	DRMS-BBS	Bid Variation, Alteration, Discrepancy
63	DRMS	DNSP System	DRMS-BBS	Supplementary Sale Information
65	DRMS	Adobe Fillable	DRMS-BBS	Waiver By Purchaser
69	DRMS	Adobe Fillable	DRMS-BBS	Guaranteed Descriptions Worksheet
70	DRMS	Adobe Fillable	DRMS-BBS	Waiver Applying to Withdrawn Property
73	DRMS	Adobe Fillable	DRMS-BBS	Withdrawal of Property Reported For Sale Prior To Award and Property Status
97	SF	Adobe Fillable Template	DRMS-BB	Certificate Title To a Vehicle
103	DRMS	AIT/Adobe Fillable	BBR	Screeners Tally Request to Freeze Hold Excess/Surplus Property
120	SF	N/A	DRMS-OLF	Report of Excess Property
122	SF	GSA Supply Catalog/Adobe Fillable	DRMS-BBR	Transfer
123	SF	GSA Supply Catalog/Adobe Fillable	DRMS-BBR	Donation
131	DRMS	Adobe Fillable	DRMS-BBS	Lost, Abandoned, or Unclaimed Privately Owned Personal Property
145	DRMS	Adobe Fillable	DRMS-BCD	Demilitarization Certificate
146	DRMS	Stocked	DRMS-OLF/BDP	Weight Ticket
147	DRMS	Adobe Fillable	DRMS-OLF	No Longer used… See DLA Form 584
150	SF	Adobe Fillable Template	DRMS-BBS	Deposit Bond Individual
151	SF	Adobe Fillable	DRMS-BBS	Deposit Bond Annual
152	DRMS	Adobe Fillable	DRMS-OPD	Relocating Document
152	DRMS	Adobe Fillable	DRMS-OLF/OPD	Relocating Document

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
198	DRMS	Stocked	DRMS-BBS	Retail Sales Tag
200	DD	FAP System	DRMS-OPD	Financial Liability Investigation of Property Lost
215	SF	Stocked		Deposit Ticket
222	DRMS	Adobe Fillable	OPD	Downgrade to Scrap Request
240	DRMS	Adobe Fillable	DRMS-BBS/BCP	Economy Formula Worksheet
333	DRMS	Stocked	DRMS-BCD	DEMIL Poster - DEMIL REQUIRED
352	DRMS		DESWI/Safety	Replaced by DRMS 2000
355	DRMS	Adobe Fillable	DRMS-OLF	Unprocessed Receipts Control
364	SF	Adobe Fillable	DRMS-OPR	Report of Discrepancy
433	DRMS	DNSP System	DRMS-BBS	Statement of Account for Liquidated Damages
542	DRMS	DAISY Local Sales	DRMS-BBS	Auction Spot Bid Information
564	DRMS	Adobe Fillable	DRMS-BBS	Claims Register
577	DD	Adobe Fillable		Signature Card
584	DLA			Visitor Register
595	DLA	Adobe Fillable		Receipt for Accountable Property by DLA Recipients
648	DRMS	Adobe Fillable	DRMS-BBS	IFB Number Register
700	SF	Stocked	DES Security	Security Container Information
702	SF	Fillable	DES Security	Security Container Check Sheet
714	DRMS	DNSP System	DRMS-BBS	Audit Records and Certificate of Review
741	DRMS	Adobe Fillable	DRMS-BBS	Identical Tie Bid Record
763	DRMS	Adobe Fillable	DRMS-BBS	High Bid Sales Data
826	DRMS		DRMS-BBS	Debt payment and Offset Record
840	DRMS	Adobe Fillable	DRMS-BBS	IFB Contract Completion Log
845	DRMS	Adobe Fillable	DRMS-BBS	Notice of Items Pending Award or Resolved, Sale of US Government Surplus Personal Property
860	DRMS	DNSP System	DRMS-BBS	Notice of Default
879	DRMS	Adobe Fillable	DRMS-BBS	Notice to Bidders, Sale of US Government Personal Property
915	DRMS	Adobe Fillable	DRMS-BBS	Statement of Account (Billing Document)
915	SF	DNSP System	BBS	Statement of Accounting (Billing Document)
917	DRMS	Adobe Fillable	DRMS-OLF	Property Disposal/Reject/Advice
944	DRMS	Stocked		Danger - Asbestos Hazard
967	DRMS	Adobe Fillable		Certification of Services and/or Material Received/Rendered
981	DRMS	Adobe Fillable	DRMS-BCP	PCB Annual Document Log
984	DRMS	Adobe Fillable	DRMS-BCP/BBS	PM Analysis for Recovery Sales
1034	SF	Adobe Fillable	DRMS-RF	Public Voucher for Purchases and Services Other than Personal
1049	SF	Adobe Fillable	DRMS-RF	Public Voucher for Refunds
1080	SF	Adobe Fillable	DRMS-RF	Voucher for Transfers Between Appropriations and/or Funds
1081	SF	Adobe Fillable	DRMS-RF	Schedule of Withdrawals and Credits
1131	DD	Adobe Fillable	DRMS-RF	Cash Collection Voucher
1143	DD	DAISY System	OPD	Report of Excess/Surplus Material at Disposal Activities
1149	DD	Adobe Fillable	DRMS-RF	Requisition & Invoice/Shipping Document
1151	DLA	Adobe Fillable		Control Register for Reports of Financial

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
				Liability Investigation of Property Loss (DD Forms 200)
1155	DD		DRMS-P	Order for Supplies or Services
1304	DLA	Adobe Fillable	DRMS-P	Order Document Non-Stock Items
1312	DLA	Adobe Fillable	DES-Battle Creek	Equipment/Furniture Justification and Order Document
1342	DD	Adobe Fillable		DoD Property Record - Supplementary Data
1365	DLA	Adobe Fillable		Service Order
1367	DLA	Adobe Fillable	Stocked	Shipment Receipt Delivery Pass
1427	DRMS	Stocked Continuous Feed	DRMS-BBS	Notice of Award, Statement of Release Document
1458	DRMS	DNSP/Local Sales	DRMS-BBS	Bid and Deposit Register
1556	DD	Adobe Fillable		Request, Authorization, Agreement, Certification of Training and Reimbursement
1578	DRMS	Adobe Fillable	DRMS-BBS	Financial Record
1581	DRMS	Adobe Fillable	DRMS-BBS	Bidders Registration, Prospective Bidder's Sheet
1583	DRMS	DNSP System	DRMS-BBS	Term or Multi-Shipment Recap Record
1591	DLA	Adobe Fillable	DES Safety	Supervisory Mishap Report
1610	DLA	Adobe Fillable	DRMS-OLF	Key Repository Index
1645	DRMS	Adobe Fillable	DRMS-BBS	Statement of Intent
1646	DRMS	Adobe Fillable	DRMS-BBS	Letter of Authorization
1655	DRMS	Adobe Fillable	DES-Safety	Crane Operation Daily Checklist
1683	DRMS	Adobe Fillable	DRMS-P	Manifest Tracking Log
1709	DRMS	DNSP/DAISY Local Sales/Adobe	DRSM-BBS	Special Funding Sheet
1712	DRMS	Adobe Fillable	DRMS-BCE	HZ Waste Log
1713	DRMS	Adobe Fillable	DES-Safety	Inspection sheet for Part B permit facilities
1729	DRMS	Adobe Fillable	DRMS-BCE	Collection Summary Report
1731	DLA	Adobe Fillable	DES Safety	Operator"s Inspection Guide and Trouble Report
1771	DRMS	Adobe Fillable	DES Facilities	Formal MILCON Project Request
1822	DLA	Adobe Fillable		End Use Certificate
1827	DLA	Adobe Fillable	DES Battle Creek/FP	DLA Record of Security Exercises
1836	DRMS	Adobe Fillable	DRMS-BA/BBR	Data Sheet for Approval/Disapproval of Transportation Costs
1840	DRMS	Adobe Fillable	DES/WI/Safety	DRMS Worksite Checklist - **REPLACED BY DRMS 2000**
1841	DRMS	Adobe Fillable	DRMS-OLF	Found in DRMO
1851	DRMS	Adobe Fillable	DRMS-BCP	Notification for Waste Restricted from Land Disposal
1878	DRMS	Adobe Fillable	DRMS-BCP	Certification of Services/Manifest Tracking
1879	DRMS	Adobe Fillable	DRMS-BCP	Container Label
1920	DRMS	Adobe Fillable	DRMS-BBS	Hazardous Property Sales Referral Cert.
1930	DRMS	Adobe Fillable	DRMS-BBS	Hazardous Waste Profile Sheet
1943	DRMS	Adobe Fillable	DRMS-BBS	Hazardous Property Release/COR Checklist
1944	DRMS	Adobe Fillable	DRMS-BCP	Hazardous Material/Waste Retrograde Form
1959	DRMS	Adobe Fillable	DES Safety	Authorization/Receipt for Purchase of Safety Shoes- **In 'Safety Toolbox' on intranet**

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
1964	DRMS	Adobe Fillable	DES Safety	Exposure Incident Investigation Form - In 'Safety Toolbox' on intranet - **In 'Safety Toolbox' on intranet**
1974	DRMS	Adobe Fillable	DRMS-BCP	Asbestos Waste Shipment Record
1976	DRMS	Adobe Fillable	DES Safety	Respirator Use and Maintenance Record
1978	DRMS	Adobe Fillable	DRMS-OPD	Scrap Breakdown
1983	DRMS	Adobe Fillable	DRMS-OPD	DAISY Accountable Record Correction
1988	DRMS	Stocked	DES Security	Theft Warning Sign
1992	DRMS	Host' FP/Security	DES Security	Post Suspect Height Chart
1993	DRMS	Stocked	DRMS-OLF	Official Visitor's Badge
2000	DRMS	Adobe	DRMS J-52	DRMS Inspection Log CAMS Version, which replaced DRMS Form 2000. DRMS Forms 352 & 1840, and the unnumbered DRMO Usable/Scrap yard Inspection Checklist.
2000	DRMS	Adobe Fillable	DES Safety	Self Inspection Sheet - replacement for DRMS 352 & 1840
2006	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2007	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2008	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2009	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2010	DRMS	Adobe Fillable	DRMS-BCE	Pre-award Site Checklist
2016	DRMS	Adobe Fillable	DRMS-BCP	Certification of Refrigerant Removal
2041	DRMS	Adobe Fillable	DRMS-BCD	Written Appointment Spreadsheet For Demil Certifier, Verifier, And Coordinator
2522	DD	Adobe Fillable	DRMS-BCP	Haz Chemical Warning Label
1610a	DLA	Adobe Fillable	DRMS-OLF	Key Repository Accountability Record
1304A	DLA	Adobe Fillable	DRMS-P	Multiple Line Item Order Document - Non-Stock Items
1348 1A/2	DD	A Fill/ETID System/Stocked		Issue Release / Receipt Document
1348-5	DD	A Fill	DRMS-BBR/FMS	Notice of Availability/Shipment
1427a	DRMS	Adobe Fillable	DRMS-BBS	Notice of Award Statement and Release - Continuation
1458-1	DRMS	Systems Form/DNSP	DRMS-BBS	Abstract of Bids
1610b	DLA	Adobe Fillable	DRMS-OLF	Delegation of Authority (Key Control)
1610c	DLA	Adobe Fillable	DRMS-OLF	Key Control Register
1645-1	DRMS	Adobe Fillable	DRMS-BBS	Statement of Intent - Foreign Excess Property
18A	DRMS	Adobe Fillable	DRMS-OLF	Furniture Tally In Sheet
1995-1	DRMS	Stocked	DRMS-OLF	DRMS Coding Card - DRMS Poster - Critical FSCs
2521-8	DD	Request from DLIS	DRMS-BCP	Hazardous Chemical Warning Label - same as 2521 & 2522
39-3	DRMS	Adobe Fillable	DRMS-OPD	DAISY Inventory Adjustment Request/Voucher
595A	DLA	Adobe Fillable		Receipt for Accountable Property by non-DLA Recipients
981-1	DRMS	Adobe Fillable	DRMS-BCP	PCB Annual Document Summary
CA-1	Misc	Misc Adobe Fillable	DES Safety	Federal Employee's Notice of Traumatic

Number	Form Source	Type of Form	POC/OPI, if known, otherwise blank	Title/Use
				Injury and Claim for Continuation or Pay/Compensation. Under Miscellaneous on Adobe Forms
CA-16	Misc	Misc Adobe Fillable	DES Safety	For Medical Attention outside of the Facility- Under Miscellaneous on Adobe Forms
CA-20	Misc	Misc Adobe Fillable	DES Safety	Lost Time at work - no pay - From HROC or Under Miscellaneous on Adobe Forms
CA-7, CA-7a, CA-7b	Misc	Misc Adobe Fillable	DES Safety	Lost Time at work - no pay- From HROC or Under Miscellaneous on Adobe Forms
CA-801	Misc	Dept of Labor	DES Safety	Office of Workman's Compensation - Claim Number

C1. General Administration

Enclosure 4 - Forms

Attachment 3 - Sorted By Form Title

Figure 3 - Forms Sorted By Form Title

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
Abstract of Bids	Systems Form/DNSP	1458-1	DRMS	DRMS-BBS
Asbestos Waste Shipment Record	Adobe Fillable	1974	DRMS	DRMS-BCP
Auction Spot Bid Information	DAISY Local Sales	542	DRMS	DRMS-BBS
Audit Records and Certificate of Review	DNSP System	714	DRMS	DRMS-BBS
Authorization/Receipt for Purchase of Safety Shoes- **In 'Safety Toolbox' on intranet**	Adobe Fillable	1959	DRMS	DES Safety
Bid and Deposit Register	DNSP/Local Sales	1458	DRMS	DRMS-BBS
Bid Variation, Alteration, Discrepancy	Adobe Fillable	62	DRMS	DRMS-BBS
Bidders Registration, Prospective Bidder's Sheet	Adobe Fillable	1581	DRMS	DRMS-BBS
Cash Collection Voucher	Adobe Fillable	1131	DD	DRMS-RF
Certificate Title To a Vehicle	Adobe Fillable Template	97	SF	DRMS-BB
Certification of Refrigerant Removal	Adobe Fillable	2016	DRMS	DRMS-BCP
Certification of Services and/or Material Received/Rendered	Adobe Fillable	967	DRMS	
Certification of Services/Manifest Tracking	Adobe Fillable	1878	DRMS	DRMS-BCP
Chargeout Record	Stocked/GSA Supply Catalog	23	OF	DRMS-BBS
Claims Register	Adobe Fillable	564	DRMS	DRMS-BBS
Collection Summary Report	Adobe Fillable	1729	DRMS	DRMS-BCE
Combat Vehicle/Aircraft Helmet Warning Tag	Stocked	55	DRMS	
Container Label	Adobe Fillable	1879	DRMS	DRMS-BCP
Control Register for Reports of Financial Liability Investigation of Property Loss (DD Forms 200)	Adobe Fillable	1151	DLA	
Crane Operation Daily Checklist	Adobe Fillable	1655	DRMS	DES-Safety
DAISY Accountable Record Correction	Adobe Fillable	1983	DRMS	DRMS-OPD
DAISY Inventory Adjustment Request/Voucher	Adobe Fillable	39-3	DRMS	DRMS-OPD
Danger - Asbestos Hazard	Stocked	944	DRMS	
Data Sheet for Approval/Disapproval of Transportation Costs	Adobe Fillable	1836	DRMS	DRMS-BA/BBR
Debt payment and Offset Record		826	DRMS	DRMS-BBS
Delegation of Authority (Key Control)	Adobe Fillable	1610b	DLA	DRMS-OLF
DEMIL Poster - DEMIL REQUIRED	Stocked	333	DRMS	DRMS-BCD
Demilitarization Certificate	Adobe Fillable	145	DRMS	DRMS-BCD
Deposit Bond Annual	Adobe Fillable	151	SF	DRMS-BBS
Deposit Bond Individual	Adobe Fillable Template	150	SF	DRMS-BBS
Deposit Ticket	Stocked	215	SF	

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
DLA Record of Security Exercises	Adobe Fillable	1827	DLA	DES Battle Creek/FP
DoD Property Record - Supplementary Data	Adobe Fillable	1342	DD	
Donation	GSA Supply Catalog/Adobe Fillable	123	SF	DRMS-BBR
Downgrade to Scrap Request	Adobe Fillable	222	DRMS	OPD
DRMS Coding Card - DRMS Poster - Critical FSCs	Stocked	1995-1	DRMS	DRMS-OLF
DRMS Collection Receipt	Stocked	51	DRMS	DRMS-BBS
DRMS Inspection Log CAMS Version, which replaced DRMS Form 2000. , DRMS Forms 352 & 1840, and the unnumbered DRMO Usable/Scrap yard Inspection Checklist.	Adobe Fillable	2000	DRMS	DRMS J-52
DRMS Worksite Checklist - **REPLACED BY DRMS 2000**	Adobe Fillable	1840	DRMS	DES/WI/Safety
Economy Formula Worksheet	Adobe Fillable	240	DRMS	DRMS-BBS/BCP
End Use Certificate	Adobe Fillable	1822	DLA	
Equipment/Furniture Justification and Order Document	Adobe Fillable	1312	DLA	DES-Battle Creek
Exposure Incident Investigation Form - In 'Safety Toolbox' on intranet - **In 'Safety Toolbox' on intranet**	Adobe Fillable	1964	DRMS	DES Safety
Federal Employee's Notice of Traumatic Injury and Claim for Continuation or Pay/Compensation. Under Miscellaneous on Adobe Forms	Misc Adobe Fillable	CA-1	Misc	DES Safety
Financial Liability Investigation of Property Lost	FAP System	200	DD	DRMS-OPD
Financial Record	Adobe Fillable	1578	DRMS	DRMS-BBS
For Medical Attention outside of the Facility- Under Miscellaneous on Adobe Forms	Misc Adobe Fillable	CA-16	Misc	DES Safety
Formal MILCON Project Request	Adobe Fillable	1771	DRMS	DES Facilities
Found in DRMO	Adobe Fillable	1841	DRMS	DRMS-OLF
Furniture Tally In Sheet	Adobe Fillable	18A	DRMS	DRMS-OLF
Guaranteed Descriptions Worksheet	Adobe Fillable	69	DRMS	DRMS-BBS
Haz Chemical Warning Label	Adobe Fillable	2522	DD	DRMS-BCP
Hazardous Chemical Warning Label - same as 2521 & 2522	Request from DLIS	2521-8	DD	DRMS-BCP
Hazardous Material/Waste Retrograde Form	Adobe Fillable	1944	DRMS	DRMS-BCP
Hazardous Property Release/COR Checklist	Adobe Fillable	1943	DRMS	DRMS-BBS
Hazardous Property Sales Referral Certification	Adobe Fillable	1920	DRMS	DRMS-BBS
Hazardous Waste Profile Sheet	Adobe Fillable	1930	DRMS	DRMS-BBS
High Bid Sales Data	Adobe Fillable	763	DRMS	DRMS-BBS
HZ Waste Log	Adobe Fillable	1712	DRMS	DRMS-BCE
Identical Tie Bid Record	Adobe Fillable	741	DRMS	DRMS-BBS
IFB Contract Completion Log	Adobe Fillable	840	DRMS	DRMS-BBS
IFB Number Register	Adobe Fillable	648	DRMS	DRMS-BBS

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
Inspection sheet for Part B permit facilities	Adobe Fillable	1713	DRMS	DES-Safety
Issue Release / Receipt Document	A Fill/ETID System/Stocked	1348 1A/2	DD	
Key Control Register	Adobe Fillable	1610c	DLA	DRMS-OLF
Key Repository Accountability Record	Adobe Fillable	1610a	DLA	DRMS-OLF
Key Repository Index	Adobe Fillable	1610	DLA	DRMS-OLF
Late Removal Charge Computation	Adobe Fillable	61	DRMS	DRMS-BBS
Letter of Authorization	Adobe Fillable	1646	DRMS	DRMS-BBS
Lost Time at work - no pay - From HROC or Under Miscellaneous on Adobe Forms	Misc Adobe Fillable	CA-20	Misc	DES Safety
Lost Time at work - no pay- From HROC or Under Miscellaneous on Adobe Forms	Misc Adobe Fillable	CA-7, CA-7a, CA-7b	Misc	DES Safety
Lost, Abandoned, or Unclaimed Privately Owned Personal Property	Adobe Fillable	131	DRMS	DRMS-BBS
Manifest Tracking Log	Adobe Fillable	1683	DRMS	DRMS-P
Multiple Line Item Order Document - Non-Stock Items	Adobe Fillable	1304A	DLA	DRMS-P
Notice of Availability/Shipment	A Fill	1348-5	DD	DRMS-BBR/FMS
Notice of Award, Statement of Release Document	Stocked Continuous Feed	1427	DRMS	DRMS-BBS
Notice of Award Statement and Release - Continuation	Adobe Fillable	1427a	DRMS	DRMS-BBS
Notice of Default	DNSP System	860	DRMS	DRMS-BBS
Notice of Items Pending Award or Resolved, Sale of US Government Surplus Personal Property	Adobe Fillable	845	DRMS	DRMS-BBS
Notice to Bidders, Sale of US Government Personal Property	Adobe Fillable	879	DRMS	DRMS-BBS
Notification for Waste Restricted from Land Disposal	Adobe Fillable	1851	DRMS	DRMS-BCP
Office of Workman's Compensation - Claim Number	Dept of Labor	CA-801	Misc	DES Safety
Official Visitor's Badge	Stocked	1993	DRMS	DRMS-OLF
Operator"s Inspection Guide and Trouble Report	Adobe Fillable	1731	DLA	DES Safety
On-The-Job (OTJ) Training Record		43	DRMS	
Optional Form - Permission to Remove Property	Forms Site	7	OF	DES Equipment
Order Document Non-Stock Items	Adobe Fillable	1304	DLA	DRMS-P
Order for Supplies or Services		1155	DD	DRMS-P
PCB Annual Document Log	Adobe Fillable	981	DRMS	DRMS-BCP
PCB Annual Document Summary	Adobe Fillable	981-1	DRMS	DRMS-BCP
Performance Bond	Adobe Fillable	25	SF	DRMS-BBS
PM Analysis for Recovery Sales	Adobe Fillable	984	DRMS	DRMS-BCP/BBS
Post Suspect Height Chart	Host' FP/Security	1992	DRMS	DES Security
Pre-award Site Checklist	Adobe Fillable	2006	DRMS	DRMS-BCE
Pre-award Site Checklist	Adobe Fillable	2007	DRMS	DRMS-BCE
Pre-award Site Checklist	Adobe Fillable	2008	DRMS	DRMS-BCE
Pre-award Site Checklist	Adobe Fillable	2009	DRMS	DRMS-BCE
Pre-award Site Checklist	Adobe Fillable	2010	DRMS	DRMS-BCE
Property Disposal/Reject/Advice	Adobe Fillable	917	DRMS	DRMS-OLF
Property Reutilization Communiqué	Adobe Fillable	58	DRMS	DRMS-BBR

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
Public Voucher for Purchases and Services Other than Personal	Adobe Fillable	1034	SF	DRMS-RF
Public Voucher for Refunds	Adobe Fillable	1049	SF	DRMS-RF
Receipt for Accountable Property by DLA Recipients	Adobe Fillable	595	DLA	
Receipt for Accountable Property by non-DLA Recipients	Adobe Fillable	595A	DLA	
Relocating Document	Adobe Fillable	152	DRMS	DRMS-OPD
Relocating Document	Adobe Fillable	152	DRMS	DRMS-OLF/OPD
Replaced by DRMS 2000		352	DRMS	DESWI/Safety
Report of Discrepancy	Adobe Fillable	364	SF	DRMS-OPR
Report of Excess Property	N/A	120	SF	DRMS-OLF
Report of Excess/Surplus Material at Disposal Activities	DAISY System	1143	DD	OPD
Request, Authorization, Agreement, Certification of Training and Reimbursement	Adobe Fillable	1556	DD	
Requisition & Invoice/Shipping Document	Adobe Fillable	1149	DD	DRMS-RF
Respirator Use and Maintenance Record	Adobe Fillable	1976	DRMS	DES Safety
Retail Sales Tag	Stocked	198	DRMS	DRMS-BBS
Sales Referral/Property List Control Register	Adobe Fillable	36	DRMS	DRMS-BBS
Schedule of Withdrawals and Credits	Adobe Fillable	1081	SF	DRMS-RF
Scrap Breakdown	Adobe Fillable	1978	DRMS	DRMS-OPD
Scrap Tally In Sheet	Adobe Fillable	18	DRMS	DRSM-OL/BCP
Screeners Tally Request to Freeze Hold Excess/Surplus Property	AIT/Adobe Fillable	103	DRMS	BBR
Security Container Check Sheet	Fillable	702	SF	DES Security
Security Container Information	Stocked	700	SF	DES Security
Service Order	Adobe Fillable	1365	DLA	
Shipment Receipt Delivery Pass	Adobe Fillable	1367	DLA	Stocked
Signature Card	Adobe Fillable	577	DD	
Special Funding Sheet	DNSP/DAISY Local Sales/Adobe	1709	DRMS	DRSM-BBS
Spot Bid	Adobe Fillable	3	DRMS	DRMS-BBS
Standard Operating Procedures	Adobe Fillable	24	DRMS	DRMS-J
Statement of Account (Billing Document)	Adobe Fillable	915	DRMS	DRMS-BBS
Statement of Account for Liquidated Damages	DNSP System	433	DRMS	DRMS-BBS
Statement of Accounting (Billing Document)	DNSP System	915	SF	BBS
Statement of Intent	Adobe Fillable	1645	DRMS	DRMS-BBS
Statement of Intent - Foreign Excess Property	Adobe Fillable	1645-1	DRMS	DRMS-BBS
Supervisory Mishap Report	Adobe Fillable	1591	DLA	DES Safety
Supplementary Sale Information	DNSP System	63	DRMS	DRMS-BBS
Term or Multi-Shipment Recap Record	DNSP System	1583	DRMS	DRMS-BBS
Theft Warning Sign	Stocked	1988	DRMS	DES Security
Transfer	GSA Supply Catalog/Adobe Fillable	122	SF	DRMS-BBR
Unprocessed Receipts Control	Adobe Fillable	355	DRMS	DRMS-OLF
Visitor/Vehicle Register	Adobe Fillable	584	DLA	
Voucher for Transfers Between Appropriations and/or Funds	Adobe Fillable	1080	SF	DRMS-RF

Title/Use	Type of Form	Number	Form Source	POC/OPI, if known, otherwise blank
Waiver Applying to Withdrawn Property	Adobe Fillable	70	DRMS	DRMS-BBS
Waiver By Purchaser	Adobe Fillable	65	DRMS	DRMS-BBS
Weight Ticket	Stocked	146	DRMS	DRMS-OLF/BDP
Withdrawal of Property Reported For Sale Prior To Award and Property Status	Adobe Fillable	73	DRMS	DRMS-BBS
Written Appointment Spreadsheet For Demil Certifier, Verifier, And Coordinator	Adobe Fillable	2041	DRMS	DRMS-BCD

C1. General Administration

Enclosure 5 - Standard Operating Procedures (SOP)

This is a procedure for writing SOPs.

PREPARATION AND FORMAT FOR STANDARD OPERATING PROCEDURES (SOP)

1. PURPOSE: To establish a uniform system for the format, preparation, submission, review and distribution of Standard Operating Procedures (SOPs) within the HQ DRMS, DSD, DRMO and Field Activity offices.

2. APPLICABILITY: These procedures apply to all SOPs - administrative, technical, and field, as prepared by anybody subject to this instruction. SOPs will be used and implemented at the lowest organizational level.

a. There are two categories of offices that have slightly different requirements based on their scope of impact.

(1) Headquarters, DRMS & DRMS-wide.

(2) Individual Offices & Field Activities.

b. There are three styles that may be used.

(1) Narrative.

(2) Template. (See Attachment 1 or 2)

(a) Simple or single office.

(b) Complex or multi-office/role involvement.

(3) Form. (See Attachment 3)

3. SCOPE: This SOP covers the following areas. All of them are required for the narrative style.

a. Headings.

(1) Subject.

(2) Number.

(3) Date Created or Revised.

(4) Reference citation or promulgating authority, as needed.

(5) Issuing office or Office of Primary Responsibility/Interest.

b. Major paragraphs.

c. Use and listing of Annexes.

d. Review and revision.

e. Distribution.

4. REFERENCES: DRMS-I 4160.14, Section 1, Chapter 1, paragraph C1.8.1.4.1.

5. RESPONSIBILITIES:

a. All personnel may create a SOP for use inside or outside their immediate work area or vicinity, as needed. However, all official SOPs must be controlled. Authors will:

(1) Submit all SOPs to J-30 (DRMS-BA) for final review and publication, as appropriate.

(2) Research applicable references pertaining to the SOPs for which they are responsible.

(3) Ensure that all affected people are familiar with and complying with the provisions of the SOPs.

(4) Maintain a current list of all applicable SOPs.

b. J-30 SOP Program Manager will:

(1) Proofread and review for proper general format.

(2) Assign control numbers to each SOP.

(a) Localized SOPs will be logged, assigned a unique control number and returned to the submitter for local distribution.

(b) Broader scope SOPs will be logged, assigned a unique control number, reformatted as needed, posted to the DRMS Intranet SOP web page and a copy returned to the submitter.

(3) Publish final copies to the DRMS Intranet web page, for all headquarters issued SOPs and any field activity, upon request.

c. J-30 Division Chief will have overall supervision of SOP program within DRMS.

6. PROCEDURES:

All narrative SOPs prepared by DRMS will be in the following general format:

a. TITLE: Use this SOP as an example for the Heading.

XXXXX STANDARD OPERATING PROCEDURE

b. PURPOSE: A specific statement as to the purpose for which the SOP is published.

c. APPLICABILITY: To whom the SOP applies to.

d. SCOPE: Limitations of the SOP.

e. REFERENCES: Applicable references with dates of publication.

f. RESPONSIBILITIES: Identify specific tasks and responsibilities. Identify by position.

g. BODY: Utilize as many paragraphs and subparagraphs as necessary; however, keep it simple, understandable and pertinent to the given topic.

h. ANNEXES: Use annexes or attachments as necessary to make understanding of the SOP easier while covering the specifics of a task separately.

i. REVISIONS: If the SOP rescinds a particular SOP, Letter of Instruction, or policy letter, list them in a separate paragraph.

7. NUMBERING: All official SOPs must be numbered. Numbering is controlled and administered by DRMS J-30 (DRMS-BA). SOPs pertinent to all of DRMS or just the headquarters will be posted to the DRMS Intranet SOP web page. New unnumbered or uncontrolled SOPs will be submitted to J-30 and assigned a control number.

8. REVIEW: SOPs will be reviewed at least once a year. A review date will be annotated on the SOP and a copy forwarded to J-30 for file and posting to the web page.

9. DISTRIBUTION: Distribution will be to all affected sections and individuals. SOPs will be maintained in the appropriate sections with current list, original documentation and revisions, and a master list in J-30.

Approved: _____ Date: _____

1. General Administration

Enclosure 5 - Standard Operating Procedures (SOP)

Attachment 1 - Template A

DRMS STANDARD OPERATING PROCEDURE

Subject:	Number: Date Revised:
Reference (DRMS-I or One Book Chapter):	Issuing Office:

Actions or Tasks	Assigned to: (Job Role)

Page I of__

C1. General Administration

Enclosure 5 - Standard Operating Procedures (SOP)

Attachment 2 -Template B

DRMS STANDARD OPERATING PROCEDURE

Subject:	Number: Date Revised:
Reference (DRMS-I or One Book Chapter):	Issuing Office:

Responsibility	Step	Action

Page 1 of__

C1. General Administration

Enclosure 5 - Standard Operating Procedures (SOP)

Attachment 3 – DRMS Form 24

STANDARD OPERATING PROCEDURE			DATE
			NUMBER
TITLE			ORGANIZATION
RESPONSIBILITY	STEP	ACTION	
ORIGINATOR	COORDINATION	APPROVAL	

DRMS FORM 24, AUG 95 (EF)

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 1 - Monitoring the Receiving Process

A. The Forward Support Team (FST) or the operations representative from DRMS-O will divide the generators into three categories (large, medium and small) based on the quantities of usable items received.

1 - large generator (exceeds 5,000 LIs per QTR)
2 - medium generator (500-4,999 LIs per QTR)
3 - small generator (499 or less LIs per QTR)

B. The FST or operations representative from DRMS-O will then select two generators from each category and request by letter a random sampling of document numbers from the generator for property that was released to the DRMO during the period of the report. A sample letter is enclosed. The sampling will request no less than the following number of documents:

1 - large generator - 100
2 - medium generator - 50
3 - small generator - 10

C. For each document selected for the sampling, the generator should provide either 1) a photocopy of the document or 2) the DTID number, the NSN, and the quantity on the document in order to verify what was turned in to the DRMO.

D. Upon receipt of the generator's response, the FST or operations representative will perform DTID inquiries to determine if the items have been processed.

E. The source document file(s) will then be researched to ensure a completed document is maintained.

F. Receipt discrepancies will be identified and reported by letter to the generator, DRMS-O. Notify DRMS-TSP and if fraud is suspected, notify DRMS-G.

G. Maintain a separate internal control file containing, at a minimum, copies of letters to the generators, generator responses, copies of discrepancy research and notification of discrepancies. This file will be retained until physically reviewed by a DRMS Corporate Assessment Visit (CAV) team. Results of the review of this file will be documented in the team"s findings. The CAV team will follow up unfavorable survey results until conditions at the DRMO are corrected. Conditions requiring correction at the generator's site will be reported to the Inspector General's office.

(SAMPLE LETTER TO THE GENERATOR)

DRMO-XXX

MEMORANDUM FOR ACCOUNTABLE OFFICER/BASE SUPPLY OFFICER/
COMMANDER/DIRECTOR GENERATING ACTIVITY

SUBJECT: Internal Control Assistance Request

Your assistance is required in reviewing the inventory management of property referred to DRMO _____for disposal. The purpose of this control is to identify potential diversion or mismanagement of property.

Please review the records of property released by your activity to DRMO _____for the period (beginning of previous quarter) to (ending of previous quarter) and provide this office with a list of _____randomly selected Disposal Turn-In Document (DTID) numbers. Because of the edits in Intransit Accountability, please ensure that the total acquisition value of each DTID selected is greater than $800.

For each of the document numbers selected in the sample provide either 1) a photocopy of the document or 2) the DTID number, the NSN, and the quantity on the document in order to verify what was turned in to the DRMO.

In your response please provide the appropriate point of contact within your organization should any discrepancies be discovered between your list and our records.

Your efforts to assist this office are appreciated.

xxxxxxxxxx Signature of
FST or Operations Staff
Member

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 2 - In-Place Receipt Memorandum of Understanding (Disposition In-Place)

Memorandum of Understanding
For Receipt and Disposition In-Place

Purpose:
To establish an agreement between the Defense Reutilization and Marketing Office - _____and the "Generator" (DOD Component/ Defense Agency (DODAAC _____) or Federal Civil Agency (AAC _____)) to provide for disposal of excess personal property received and disposed "in place" at the DOD components/Federal Civil Agency (FCA) location.

The MOA is established for specific property (listed as Attachment 1) or for any property declared excess during a specified time frame (see effective date and termination) or for a period of time, defined below.

Authority: Authority to execute this agreement on behalf of the DRMS and the above named command/activity/agency is vested in the respective Commanders of both activities, or their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernmental Support. Delegation by DRMS for signature is to the DRMO Chief or his Acting Chief. This agreement will become effective on the date of the DRMO signature. DRMS contracts portions of its business under OMB Circular A76.

References:
DOD 4160.21-M, Defense Material Disposition Manual, August 1997, Chapter 3, Receipt, Handling and Accounting, allows for property to be received in place via MOU, MOA, ISA and with appropriate turn-in documentation when locally determined to be justified for economic reasons or when the DRMO is physically unable to accept property either by regulation or other restrictions.

Definitions:
Accountability. The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping. Generally, a signed receipt copy by DRMO of the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID) is the point at which accountability is established. Exceptions to this are 1) when the DOD Component/Federal Civil Agency has provided a letter indicating that a signed copy of the document or electronic transmission receipt is not required; or 2) a discrepancy report is not received by the DOD Component/Federal Civil Agency within 7 days.

Custody. Immediate charge, and control for the protection and safekeeping of personal property located in the custodian"s physical barriers.

DRMO: The acronym for the Defense Reutilization and Marketing Office which is expanded to mean any level of organization within DRMS or its contractors.

Foreign Excess Personal Property: excess personal property located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and Virgin Islands. For purposes of this agreement, the Trust Territory of the Pacific Islands is defined to include Palau and the former areas of the Federated States of Micronesia and the Marshall Islands.

Hazardous Material (HM): In the United States, the definition of HM is the Department of Transportation definition, which is any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All HM appears in the Hazardous Materials Table at 49 CFR 172.101. For overseas installations,

HM is defined in the applicable Final Governing Standards or Overseas Environmental Baseline Guidance Document.

Inventory Adjustments: are changes made in inventory quantities and values resulting from inventory recounts and validations.

Received in Place. The term used to describe the status of property when signed for by DRMS and placed on the DRMS accountable record to expedite the disposal process and avoid unnecessary handling, but held by the Generator who is responsible for the custody, care, and safekeeping of property.

Scrap Property: Material that has no value except for its basic material content.

Usable Property: Property determined to have value, normally by type of property and classification/condition, for donation, redistribution or sale.

Responsibilities:
The Generator and DRMS jointly agree that "receipt in place" is justified for excess and foreign excess personal property generated upon signature by the DRMO.

DRMO and the Generator are responsible for establishing a list of Points of Contact (POCs) for coordination of disposal actions required for all property and key control. Both parties are responsible for updating and maintaining a current list of POCs and Key assignment information.

Both parties agree property will be labeled with a bar-coded label. The minimum requirement on the label is the DTID. Property will be labeled by one of the following options:

1. Generator will print and apply label if using ETID system
2. DRMO will print and forward to the Generator for application on the property
3. DRMO will print and apply label to the property.

The DRMO will:

- Establish accurate accountable records for property "received in-place."
- Provide for Reutilization, Transfer and Donation screening and sales, Precious Metals Recovery, DEMIL/Mutilation, Demanufacturing and contract disposal services, as necessary.
- Ensure DRMS service contractors comply with all applicable Federal and State environmental, transportation, and safety laws and regulations.
- Arrange transportation movement from the property's location and notify the custodian of the shipment details to include shipping date, carrier, and required documentation or provide shipment instructions for direct shipment by the Generator, using the appropriate Program Cost Code.
    - Property requisitioned by DOD customers via MILSTRIP.
    - PMRP property shipped to other DRMO locations or picked up by a refining contractor.
    - DEMIL/Mutilation-required property shipped to Federal Prison(s); if the property is packed an shipment is in excess of 15,000 lbs (or generator may wish to transport at its expense due to proximity or packaging requirements).
    - Sales "Surplus" property shipped to designated country.
- Retain accountability of property, which is not disposed of through RTDS. Hazardous property shall be processed on hazardous waste disposal service contracts, as required. Other property shall be downgraded to scrap, processed for abandonment and/or destruction (A/D), or disposed by a DRMS service contract.

- Arrange for demilitarization of property, as required. Transportation and funding decisions will be made on a case-by-case basis.

The Generator (DOD Component/Federal Civil Agency) will:

- Provide covered and/or outside storage space at no additional cost for excess/surplus property received in place.

- Be responsible for housekeeping for assigned indoor/outdoor spaces and is required to meet safety and fire standards.
- Provide for utilities and facilities maintenance for storage of excess personal property, as specified, received in place until final disposition.
- Provide physical security and prevent removal of components or parts without written approval of the DRMO.
- Provide information as to the physical location of the property and who maintains access/keys to the areas specified.
- Provide, update and maintain points of contact for coordination of disposal actions required for all property.

- Provide inventory count or allow DRMO access to perform inventory count.
- Accommodate access to the property for inspection and loading by reutilization, transfer, donation and sales customers and disposal contractors during the hours of _____and _____, _(day/s of week)_____ through __(day/s of week)_____(excluding Federal holidays and days on which the installation is closed) or by appointment until final disposition of the property or termination of this agreement. The DRMS representative will contact the designated Generator point of contact(s) and provide 48-hour notification to request access for other than agreed to timeframes.
- When DRMS provides transportation arrangement information, properly package property for transport, ensure all documents are attached to the property and obtain signature of carrier. Provide documentation to DRMS.
- Allow the DRMS and its contractors access to hold "on-site" sales as needed to accomplish disposition of the excess personal property.
- Reimburse the DRMS for any service contract costs.
- Load the property, with its equipment to the DRMO-defined end user.
- Investigate circumstances surrounding a discrepancy due to the loss, damage or destruction of excess/foreign excess personal property for which DRMS has accountability, but has not assumed custodial responsibility.

Special Provisions:

- The DOD Component/FCA and DRMS *MAY* mutually agree that the inspection and quantity counts of the DOD Component/FCA are acceptable to both parties for the purpose of DRMS property accountability. Any resulting discrepancies will be treated as indicated in the paragraph below. If this special provision is instituted, both parties must sign the certification below. If the certification is not signed the DRMO must inspect and count the property.

The DOD Component/Federal Civil Agency (FCA) will investigate the circumstances surrounding a discrepancy due to the loss, damage, or destruction of excess/surplus property items for which DRMS has accountability, but has not assumed custodial responsibility. The DRMS shall provide the Generator with requested item identification and DTID copies pertinent to the lost, damaged, or destroyed items. If the investigation determines the discrepancy is due to a record keeping error, the Generator shall inform DRMS who shall prepare the property inventory adjustment document. If the discrepancy is not due to record keeping error, the Generator must prepare a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), per the criteria in DOD 7000.14-R, Volume 12, Chapter 7. The Generator must provide the DRMS a completed copy of the DD Form 200 as supportive documentation for DRMS to adjust the discrepancy in its accountable records. This action must be completed within 30 days after notification by one of the parties to this agreement of the loss, damage or destruction of the property.

- Range residue scrap. The DRMS disposal role is limited to providing sales service for range residue, except for expended brass certified to be inert. This is defined in a separate supplemental MOA that may be obtained from DRMS HQ.

- Munitions list items/commerce control list items* (MLI/CCLI) (*formerly known as strategic list items (SLI)). The DOD Component/Federal Civil Agency and DRMS will comply with requirements specified in DOD 4160.21-M, Defense Materiel Disposition Manual, and DOD 4160.28-M, Defense Demilitarization Manual. The DOD Component/Federal Civil Agency will coordinate with the DRMO to determine if

MLI/CCLI will be retained in place, or transported to a designated DRMO or centralized DEMIL activity for processing.

Resolution process:
Using a team approach, any issues requiring resolution will be resolved at the installation level and DRMO level. Unresolved differences will be elevated, as necessary. Alternate dispute resolution (ADR) procedures will be used for especially troublesome disputes.

Effective date and termination:
This MOA is effective as of the date of the signature by the DRMO and will remain in effect until _____or when amended by mutual agreement. This MOA may be terminated by either party upon 60 days written notice.

Approved:

Typed Name_____
Title: DRMO Chief

_____
Signature

_____
Date

Typed Name_____
Title_____

_____
Signature

_____
Date

Special Certification

We hereby acknowledge and certify that the initial inspection and quantity counts provided by the DOD Component, to this MOA are acceptable to both parties and that any resulting discrepancies will be resolved as indicated in the Special Provisions of this MOA.

Typed Name_____
Title: DRMO Chief

_____
Signature

_____
Date

Typed Name_____
Title_____

_____
Signature

_____
Date

KEY CONTROL:

_____ has custody of the Keys to _____
(Name and Phone No.) (Bldg)
Keys for Vehicles Received in-Place will be in the Custody of _____
(Name and Phone No.)
NSN Noun Name Type Property (usable, HP, recyclable) Building No. /Name Location

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 3 - In-Place Receipt Memorandum of Understanding - Environmental

Memorandum of Agreement
Between
The Defense Reutilization and Marketing Office
and the
(Generating Activity)

1. This Memorandum of Agreement (MOA) made on this _____day of _____, 200_, between the above named DOD agencies is to provide for the establishment of a cooperation agreement for funding of hazardous material disposal.

2. Authority for MOA: Authority to execute this agreement on behalf of the DRMS and the above named command/activity/agency is vested in the respective Commanders of both activities, or their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernmental Support.

3. Authority for funding: Authority for DOD generators to provide funding for HP disposal is in DOD 4160.21-M, Chapter 10.

4. Definitions:

a. Funded DTID means a Disposal Turn-in Document (DD Form 1348-1A) or electronic turn-in data) with:

(1) Valid Signal Code B in record position (cc 51)
(2) Valid MILSBILLS Fund Code in cc 52-53
(3) Valid Billing DODAAC in Block 27
(4) Appropriate CLIN from Disposal Contract in Block 27
(5) Total Cost of Disposal in Block 27

b. Funding of Hazardous Material Disposal means charges for hazardous material accepted by the Defense Reutilization and Marketing Service (DRMS) shall be equal to the disposal costs specified in the applicable agreement (e.g., disposal service contract) with the commercial contractor performing the disposal effort. However, as an exception to previous guidance, turn-in activities shall not be charged for those items for which disposal costs are not normally incurred.

c. RTDS means any line item issued to DOD, Federal Agencies, Donees, or Sold to the public

5. Purpose: The purpose of this MOA is to establish policies, principles, and procedures under which the DRMO and the generating activity will cooperate in implementing the funding procedures for the disposal of hazardous property.

6. General Provisions: The parties to this MOA agree to the following:

a. The DRMO will:

(1) Provide the generating activity a copy of all DTIDs or a list of DTIDs that have survived RTDS, to serve as notification of the requirement to convert the original source document to a funded DTID.

(2) Share information on any new policies or procedures concerning funding of hazardous material.

(3) Respond to any funding issue or questions asked by the generating activity. DRMO point of contact is _____or _____

b. The generating activity will:

(1) Upon receipt of the notification DTID, respond in person within five (5) working days to convert the original source document to a funded DTID.

(2) Share information on any new policies or procedures concerning funding of hazardous material.

(3) Respond to any funding issues or questions asked by the DRMO. Turn-in activity point of contact is _____or _____.

7. Reviews, Revision, Modification, or Cancellation:

a. This MOA shall be reviewed annually by each party to evaluate its effectiveness and determine what changes are needed, if any.

b. This agreement is subject to modification or cancellation as required in accordance with the following:

(1) Request for modification will be forwarded by one party to the other by written notice at least thirty (30) days prior to the effective date of each modification.

(2) Notification of the intention of either party to cancel the Agreement prior to the period shown in this MOA will be by written notice to the other party at least sixty (60) days in advance of the proposed date of cancellation.

c. This agreement will be reviewed annually sixty (60) days prior to the end of the fiscal year for any changes or modifications.

8. Effective Date and Termination Date: This MOA is effective as of the date of the last signature below and will remain in effect until amended by mutual written agreement or until terminated, except that the termination date will be no later than three (3) years from the effective date of the agreement.

_____	_____
(DRMO Chief Signature)	(Activity Cmdr/Authorized Representative)
Date:_____	Date:_____

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 4 - Memorandum of Understanding (MOA) (Regarding Range Residue)

Memorandum of Agreement
Between the
Defense Reutilization and Marketing Office
and the
(Generating Activity)

References:

a. DOD 4160.21-M, Defense Materiel Disposition Manual.
b. DOD 4160.28-M, Defense Demilitarization Manual.
c. DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives.

This agreement between Defense Reutilization and Marketing Service and (Commanding Officer, Address) provides for the disposal processing of Range Residue materials.

MPPEH incidents pose a significant safety threat to all parties involved in the disposal of Range Residue material. (Cite Specific Activity) and Disposal Activity at_____agree to work cooperatively and in good faith to carry out the purpose of this Agreement. Each will direct their subordinate personnel to adhere to the terms of this agreement and ensure SAFETY remains paramount.

a. Disposal Activity at_____will provide sales service to the generating activity.

b. (Cite Specific Activity) will retain accountability and custody of Range Residue material.

(Cite Specific Activity, Address) agrees to:

a. Provide a central collection point and work space at site for residue. Ensure material is segregated in accordance with paragraph e. below.

b. Provide physical security. Will have overall responsibility for the security of the material as to safeguarding and protecting from damage or theft in accordance with reference c.

c. Provide a complete list of all types of fired ordnance and targets/target material used on range(s).

d. Provide point of contact; name, rank organization and telephone number.

e. Segregate residue into Group 1A, Group 1B and Group 2 in accordance with reference a.

f. Provide technically qualified personnel to inspect residue and sign the DD Form 1348-1A, certifying applicable range residue as safe and/or inert in accordance with reference a. Certification is required for all material removed from the range.

NOTE: If necessary, specify times that technical personnel will be available (e.g.: 0700 - 1700 weekdays (except on Federal holidays).

g. Provide for quality assurance inspection, certification, and venting (where applicable) by U.S. Army Corps of Engineers (Ordnance Disposal/Safety).

h. Provide technically qualified personnel for quality assurance inspection at designated collection site to re-certify Range Residue material prior to property being loaded into the contractor‟s conveyance.

i. In coordination with the Disposal Activity Demilitarization Coordinator, identify material that requires demilitarization and the appropriate methods of demilitarization. Segregate demilitarization required property from non-demilitarization required property and provide qualified personnel to certify and verify demilitarization has been accomplished.

j. Ensure that all demilitarization, declassification or mutilation is accomplished prior to releasing material to the contractor. For property that has been demilitarized during the collection process, provide a demilitarization certificate at the time of referral.

k. Provide qualified personnel to certify range residue contains no radioactive residue and ensure that all material is radiation checked prior to being loaded into the contractor"s conveyance. Each load will be certified as radiation checked.

l. Provide escort service to potential customers during the hours of inspection.

m. Prepare a DD Form 1348-1A (containing the appropriate radiation check, demilitarization, declassification and safe/inert certifications) and weight ticket for each load of material removed.

n. If officially designated as the Contracting Officer"s Representative or authorized releasing official, prepare DLA Form 1367, Shipment Receipt/Delivery Pass for each load of material released.

o. A certification as required by reference a will be provided with the DLA Form 1367 for M151 jeeps, Gamma Goats, GOERS, or other material required to be destroyed and/or mutilated by DOD Directives or Instructions (other than demilitarization) included in the range residue.

p. Assign two Weigh Masters, primary and alternate, who will escort contractor vehicle(s) to scale for outweighing.

q. Be responsible for re-inspection, re-certification, retrieval, accountability and custody of material which has been identified as containing live ordnance and/or radioactive material before or after sales removal.

r. At the time of award and prior to the removal of any material, local EOD or other qualified individuals will provide a briefings to the purchaser and DRMO personnel regarding the types of ordnance being disposed of, recognition and identification of associated hazards and response/actions to be taken in the event that live or suspected live MPPEH is discovered during removal or at the contractor"s site. An illustrative guide of the ordnance, including explosive color-coding, will be provided to the contractor.

Disposal Activity at_____agrees to:

a. Receive documentation and weight ticket from generating activity regarding property to include: DD Form 1348-1A (with radiation check, safe/inert, demilitarization and declassification certifications, as appropriate) and DLA Form 1367, Shipment Receipt/Delivery Pass (when applicable), for each load removed.

b. Provide assistance and guidance for identification of property requiring further demilitarization/mutilation.

c. *(**NOTE**: This paragraph to be written dependant upon the type of sale.)* Provide sales assistance for range residue which may be offered on a __(state type of sale)__. Determine the terms and conditions of sale such as: hours of inspection or appointment only; 48 hours advance notice prior to pickup; loading hours; Performance Bond equal to 50% of projected bid price; etc.

d. Accountability will be through a wash-post transaction from weight tickets, to include a running total of tonnage removed. Disposal Activity at_____will receive copies of certified weight tickets, DD Forms 1348-1A and/or DLA Forms 1367 with proper certification acknowledging receipt and release of property. The receipt and release of property will be recorded in the DAISY inventory.

e. Provide technical assistance in identifying property requiring demilitarization or mutilation and the appropriate methods of demilitarization/mutilation. Review demilitarization/mutilation performance to ensure adequacy and compliance with references a. and b. above.

Termination: This Agreement shall remain in effect until 365 days beyond completion of the contract. The party proposing to terminate the Agreement shall furnish the other party with a written notice sixty (60) days prior to effective date.

_____	_____
(Base Commander)	(DRMS Commander)
_____	_____
(Title)	(Title)
_____	_____
(Date)	(Date)
_____	_____
(Generating Activity)	(FST/Disposal Activity Manager)
_____	_____
(Title)	(Title)
_____	_____
(Date)	(Date)
	_____
	(Demilitarization Coordinator)
	_____
	(Date)

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 5- Federal Civil Agency - MOA

MEMORANDUM OF AGREEMENT

BETWEEN

DLA DISPOSITION SERVICES

AND THE

[REPLACE WITH THE FEDERAL CIVIL AGENCY'S FULL NAME]

REFERENCES:

- Department of Defense (DoD) 4000.25-1-M, Military Standard Requisition and Issue Procedures (MILSTRIP)
- DoD Manual, DoD 4160.21-M, Defense Materiel Disposition Manual
- DoD 4160.28-M, Defense Demilitarization Manual
- DoD 7000.14, Financial Management Regulation, Volume 11B
- DODI 4000.19, Interservice and Intragovernmental Support
- DLA Disposition Services-I 4160.14, DLA Disposition Services Operating Procedures, as outlined in this Memorandum
- Federal Acquisition Regulation (FAR), current edition Federal Property Management Regulation, CFR 41, Chapter 101
- OMB Circular A-76 Revised

AUTHORITY/BACKGROUND: This intergovernmental agreement is entered into pursuant to Title 31 United States Code (USC) Section 1535 and Department of Defense Instruction, DoD-I 4000.19, Interservice and Intergovernmental Support. Authority to execute this agreement on behalf of the agencies to this agreement is vested in the respective Heads of both agencies, or by their designated representatives. The **FCA NAME HERE** has made all the necessary determinations required by 31 USC Section 1535. Authority of the DLA Disposition Services to provide disposal services resides in the DoD 4160.21-M, Defense Materiel Disposition Manual, Chapter I, Paragraph B1, Scope and Applicability. This agreement will become official and effective on the date the DD Form 1144 is signed by DLA Disposition Services, _____ (DLA Disposition Services will fill in upon being signed). Recurring costs will also be documented on the DD Form 1144.

PURPOSE: To establish an agreement between DLA Disposition Services, the supplying agency, and **FCA NAME HERE**, herein after referred to as (**FCA ACRONYM**), the receiving agency, to include hazardous property, when authorized by DLA Disposition Services, on a reimbursable basis.

FCA ACRONYM verifies by signing this MOA that no terms in this MOA have been changed before submitting to DLA Disposition Services.

PROVISIONS: The **FCA ACRONYM** non-hazardous personal property will be processed through the DLA Disposition Services system in the same manner as DoD property. However, DLA Disposition Services will reserve the right to refuse any turn-in due to workload/resource constraints if support would seriously impair the Defense Logistics Agency (DLA) mission for DoD.

DLA Disposition Services will provide DEMIL-required disposal support pursuant to the provisions of DoD 4160.28-M.

DLA Disposition Services will provide hazardous waste disposal contract support pursuant to the provisions of the Federal Acquisition Regulations, when authorized. In the event of termination, *FCA ACRONYM* ***will be responsible for commitments extending beyond the effective date of termination, which DLA Disposition Services, in the exercise of due diligence is unable to cancel. Hazardous property will be processed through the DLA Disposition Services system in the same manner as DoD hazardous property; however, DLA Disposition Services will reserve the right to refuse any turn-in due to workload/resource constraints, if support would seriously impair the DLA mission for DoD.***

REIMBURSEMENT: ***Reimbursement for services will be based on the DLA Disposition Services Transaction Activity Billing (TAB) rates. These rates are available on the DD Form 1144 from the DLA Disposition Services web site. The DLA Disposition Services will bill and the*** *FCA ACRONYM* ***agrees to pay all costs for services rendered within 30 days from billing. Billings, to include contract line item number (CLIN) and administrative, services costs, costs added to the contract for required additional pick up points, will be processed quarterly.***

TURN-IN PROCEDURES:

- DoD standard turn-in procedures, as outlined in DoD 4000.25-M-1 and DoD 4160.21-M, will be used. This information can also be obtained on the DLA Disposition Services web site under Military/Government Turn-ins (**http://www.drms.dla.mil/turn-in/usable/index.shtml**). Advance notification of turn-in to DLA Disposition Services will be required. Property shall normally be turned in as individual line items; however, batch lotting by Federal Supply Class (FSC) of items with a combined acquisition value of up to $800.00 is permitted.
- DLA DISPOSITION SERVICES MAY NOT ACCEPT FROM **FCA ACRONYMN** (EITHER PHYSICALLY OR ON ITS ACCOUNT) ANY PROPERTY THAT IS LISTED AS EXEMPT FROM TURN-IN BY DOD ACTIVITIES ACCORDING TO DOD 4160.21-M, CHAPTER 3.

-

DEFINITIONS:

Accountability: The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control, while the person who has possession is responsible for custody, care and safekeeping. A signed receipt copy by DLA Disposition Services of the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID) is the point at which accountability for FCA hazardous property is transferred to the DLA Disposition Services.

Batchlot: A container (standard tri-wall, box pallet, etc.) of property assigned the same FSC. Batchlots may not have a combined acquisition value of more than $800.

Clean Air Act (CAA): A law enacted by Congress authorizing the regulation of chemicals, Ozone Depleting Substances and other air pollutants.

Classified Material: An item, which must be protected from unauthorized disclosure in the interest of national security. Items of this nature are assigned a security classification. Applicable standards of handling, storage, and dissemination shall be applied.

Custody: Immediate charge, and control for the protection and safekeeping of personal property located in the custodian's physical barriers.

Disposal Turn-In Document: The DD Form 1348-1A or DD Form 1348-2, which is utilized for all property turn-ins, regardless whether the property is physically turned in to the DLA Disposition Services, or whether the property is stored at the FCA.

Excess Personal Property: Any personal property under the control of any Federal agency, which is not required for its needs, and the discharge of its responsibilities, as determined by the head thereof.

Federal Civil Agency (FCA): Any non-defense executive agency or any establishment in the legislative or judicial branch of the Government except the Senate, the House of Representatives, and The Architect of the Capitol and any activities under his direction. The term FCA, in this document, refers to the receiver of the disposal service.

Foreign Excess Personal Property: Excess personal property located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and Virgin Islands. For purposes of this agreement, the Trust Territory of the Pacific Islands is defined to include Palau and the former areas of the Federated States of Micronesia and the Marshall Islands.

Hazardous Material (HM):

a. Any material that is capable of posing an unreasonable risk to health, safety and property during transportation. All hazardous materials appear in the Hazardous Material Table (HMT) found at 49 CFR 172.101.

b. Any item identified as HM by the Occupational Safety and Health Administration (OSHA), the Toxic Substances Control Act (TSCA), or by any other Federal, State or local agency or regulation.

Hazardous Substance (HS):

a. Any HM that requires a report to the National Response Center when spilled. A list of reportable quantities can be found at 40 CFR 302.4 and 49 CFR 172.101, Appendix A.

b. For identification purposes during transportation, a HS is further defined as a material, including mixtures and solutions, that is included in the Appendix to the HMT, found at 49 CFR 172.101, which meets or exceeds the reportable per container quantity listed in the HMT appendix.

Hazardous Waste (HW):

a. Any property that is regulated under the RCRA or State regulation as a hazardous waste. From a practical standpoint, if an EPA/State waste code (40 CFR, Subpart C and Subpart D) can be assigned,

then the item is defined as a hazardous waste.

b. Before an item can be classed as a hazardous waste, it must first be a solid waste. A solid waste is defined at 40 CFR Part 261.2 as essentially any discarded material, in any physical state (solid, liquid, gas or combinations).

c. A solid waste, to be hazardous waste, must be listed on one of the four lists found at 40 CFR 261, Subpart D or be a characteristic waste, as found at 40 CFR 261, Subpart C.

Inventory Adjustments: are changes made in inventory quantities and values resulting from inventory recounts and validations.

Line Item: A single line entry on a reporting form (DD Form 1348-1a or DD Form 1348-2), which indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

Personal Property: Any property, except real property, of the Federal Government.

Radioactive material: Any material or combination of materials, which spontaneously emits ionizing radiation.

Resource Conservation and Recovery Act (RCRA): The law that provides for solid waste management of both household and municipal type wastes. Establishes a system for controlling hazardous waste from the time it is generated until its ultimate disposal (cradle to grave), as implemented in 40 CFR 260-282.

Responsibility for Property: The obligation of an individual for the proper management, custody, care, and safeguarding of property entrusted to his or her possession or under his or her supervision.

Scrap Property: Material that has no value except for its basic material content.

State Regulated Wastes**:** If a waste is neither listed, nor exhibits a characteristic (40 CFR 261), an individual State may still regulate it as a hazardous waste. The EPA has provided for States that have a program equivalent to Federal RCRA standards to receive RCRA Authorization. This authorization allows the State to manage the hazardous waste program.

Toxic Substances Control Act (TSCA): The law that provides EPA with the authority to establish a program for testing of chemical substances, both new and old, entering the environment and to regulate them if necessary. Polychlorinated Biphenyls (PCBs) are regulated by USEPA under TSCA and 40 CFR 761.

Usable Property: Property determined to have value, normally by type of property and classification/condition, for donation, redistribution or sale.

RESPONSIBILITIES:

The DLA Disposition Services will:

- Establish accurate accountable records to properly identify the **FCA ACRONYM** property and determine the best method of disposition.

- Physically receive excess usable and scrap property, except hazardous materials or waste, unless a written agreement is made for "receipt in place" on a case-by-case basis.
  - DLA Disposition Services are not authorized to batch FCA property.

  - DLA Disposition Services may receive FCA-generator batches.

  - DLA Disposition Services may refuse FCA turn-ins using the same criteria for DoD rejects, e.g., documentation not correctly filled out, property not normally authorized for DLA Disposition Services disposal, or usable property coded as scrap.

- Provide for all methods of disposition that are provided to DoD customers:
  - Reutilization screening to DoD agencies.

  - Exception: **FCA ACRONYM** property will not be made available to those special program organizations, who, because of enabling legislation, may only obtain DoD excess (e.g. HAP, Law Enforcement Support Office, Educational Activities, Regional Equipment, etc.).

  - Transfer screening to other Federal agencies and donation screening to eligible donees.

  - Provide sales service to the general public, either through agency sales service or through commercial venture.

    - Resulting proceeds will be deposited to the General Treasury Receipts, 97R2651.

  - When identified in the MOA, provide for **FCA ACRONYM** hazardous material that fails or is ineligible for Reutilization, Transfer, Donation or Sales to be discarded as a waste via commercial service contract for hazardous materials and wastes.

    - CLINs include management services such as testing for identification, cleanup, profiling, sampling, removal, as well as ultimate disposal CLINs.

- Provide CLIN listing(s).

- Provide the hazardous waste data residing in the DLA Disposition Services HW contract database as needed for RCRA reporting via the Environmental Reporting System (ERS).

  - Provide for Abandonment or Destruction (A or D) disposition, in accordance with DoD 4160.21-M, Defense Disposition Manual, Chapter 8.

  - Provide for Demanufacturing Support. DLA Disposition Services will provide contract services at established CLIN rates in the service contract. In the event the property contains any hazardous components that are not covered under the demanufacturing contractor's hazardous waste disposal, the components will be disposed and billed at the UD CLIN rate.

  - Demilitarization/Mutilation Support. DLA Disposition Services will process demilitarization-required property and property which may require export controls in accordance with DoD regulation. DLA Disposition Services will provide this service at the TAB rate established. Property requiring demilitarization may be shipped to an alternate location either by DLA Disposition Services or by **FCA ACRONYM**. These charges are included in the TAB rates.

- Bill the **FCA ACRONYM** through the electronic Intergovernmental Payment and Collections (IPAC) System.

  - Administrative costs will be billed quarterly.

  - DLA Disposition Services will bill for established service CLINs, which may include waste disposal, demanufacturing, and management services as identified by this MOA, quarterly.

- Adjust the billing rates periodically. The DD Form 1144 will be modified accordingly.

The <u>FCA ACRONYM</u> will:

- Execute an annual Economy Act Order (EAO) with DLA Disposition Services Comptroller, to establish financial transactions, which must be renewed on October first, of each year.

- Pay for services rendered.

  - Two months prior to the EAO's expiration, the **FCA ACRONYM** will notify DLA Disposition Services J-30 whether continued services are desired.

- The **FCA ACRONYM** will continue payments until all property that was received within the fiscal year has been processed, even when the EAO has expired.

NOTE: If the EAO has not been re-established, DLA Disposition Services will discontinue receipt of property.

The FCA ACRONYM agrees to:

- Schedule turn-ins with DLA Disposition Services and be responsible for delivering the property to DLA Disposition Services, both usable and scrap.

- Will utilize DoD standard procedures for turn-in, receipt and handling of excess property, to include/not include hazardous property, utilizing the Form 1348-1A or 1348-2, DTID.

  - Identify the **FCA ACRONYM** property using officially assigned Federal Agency Address Code (AAC). The first position of the AAC begins with 1 – 9.

  - The DTID must contain an "XP" funding code in blocks 52 and 53 and a Disposal Authority Code of "F" in position 64.

  - Hazardous property documents must contain the required information found in DoD 4160.21-M, Chapter 10.

Note: The In-Transit Control requirements of DoD 4000.25-M-1 are not applicable to Federal Civil Agency turn-ins.

- Ensure that no radioactive material/waste or other excluded hazardous property is turned-in to the DLA Disposition Services.

- Batch lot property by FSC, with a combined acquisition value of up to $800 under the rules of generator batch lots, in DoD 4160.21-M, Defense Material Disposition Manual, Chapter 3.

- Cover costs associated with substantiated sale contracts claims, if negligence or fault is established.

- Follow the DLA Disposition Services established procedures when inventory discrepancies surface for property that the **FCA ACRONYM** is designated the custodian. The **FCA ACRONYM** will research and provide a report of the lost, damaged, or destroyed property. Procedures contained in accordance with DoD 7000.14-R, Vol 12, Ch 7, Financial Liability for Government Property Lost, Damaged, or Destroyed and DLA Disposition Services-I 4160.14, Chapter 2.

- If hazardous property disposal service is required by the MOA, define disposal service requirements for hazardous waste disposal and provide a yearly estimate of hazardous waste streams that may be generated and placed on DLA Disposition Services disposal service contracts.
    - Cover costs associated with substantiated contracts claims, if negligence or fault is established.

- If hazardous property disposal service is required by this MOA, maintain physical custody of hazardous property.

- If hazardous property disposal service is required by this MOA, provide a designated **FCA ACRONYM** representative to act as a Contract Officer Technical Representative (COTR) during pickup of hazardous property, and who will be trained and authorized to release property for shipment, including signing shipping documents. (See Department of Transportation (DoT) 49 CFR 172 Subpart H, Training.)

- Reimburse DLA Disposition Services for A or D - related services.

- Pay for all transportation charges incurred when shipping property to the DLA Disposition Services. Shipment charges will be based on direct shipment of Bill of Lading (BOL) or percentage of cross dock loads based on pallets turned in on Commercial Bill of Lading (CBL).

- Continue to turn-in precious metals-bearing property at no charge in support of the DoD Precious Metals Recovery Program (PMRP). **However those agreements are not covered in this MOA, but under separate Interservice Support Agreements (ISA).**

***LIABILITY PROVISIONS**:*
A signed receipt copy by DLA Disposition Services of the DD Form 1348-1A, DTID, is the point at which accountability for AAFES hazardous property is transferred to the DLA Disposition Services (IAW DoD 4160.21-M, Chapter 3).

Pursuant to the terms of DLA Disposition Services hazardous waste disposal contracts, DLA Disposition Services disposal contractors are responsible for spills or leaks during the performance of their contracts, which result from the actions of the contractors' agents or employees.

Should any DLA Disposition Services hazardous waste disposal contractors' actions on behalf of **FCA ACRONYM**, under the auspices of this MOA, result in a notice of potential liability to DLA or **FCA ACRONYM** under the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. 6901, et seq., or any other provision of Federal or State law, immediate notification will be provided to DLA Disposition Services or **FCA ACRONYM**. If DLA Disposition Services' environmental liability is not funded from the Judgment Fund, **FCA ACRONYM** will be accountable for that portion of environmental response costs for which it may be held liable, based on equitable considerations, including volume contributed. **FCA ACRONYM** will be accountable for costs, including costs associated with statutory or regulatory violations, arising from improperly identified or packaged wastes arising from **FCA ACRONYM** acts or omissions.

Termination. **FCA ACRONYM** will be responsible for commitments extending beyond the effective date of termination, which DLA Disposition Services, in the exercise of due diligence, is unable to cancel.

No provision of this MOA shall be interpreted or construed to require that funds be obligated or paid in violation of the Anti-Deficiency Act, 31 U.S.C. 1341, or any other provisions of law.

***RESOLUTION PROCESS**:*
*Using a team approach, any issues requiring resolution will be attempted at the turn-in activity and DLA Disposition Services level. Disputes that cannot be resolved will be elevated to the next corresponding level of the **FCA ACRONYM** and the DLA Disposition Services. If necessary, alternative dispute resolution (ADR) will be used for especially troublesome disputes.*

***TERMINATION**:*
This MOA shall remain in full force and effect indefinitely from the date specified in paragraph 2 of this MOA, unless the EAO has not been received. If the EAO has not been received by October first of each year, the MOA will be terminated.

*This MOA may be terminated by either party giving a 180-day termination notice to the other. During that period, the **FCA ACRONYM** agrees to reimburse services rendered and pay rates indicated on the DD Form 1144 for property accepted.*

_____
Signature of FCA Approving Official:

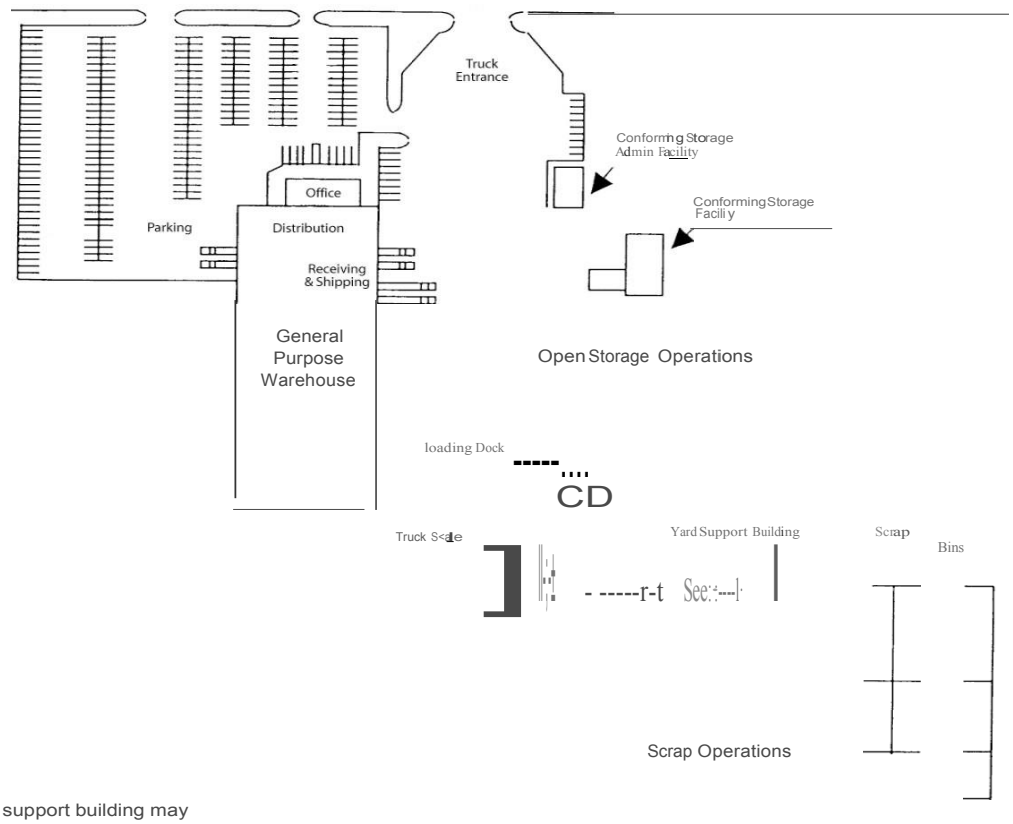
_____
Type/Print Name & Title of Approving Official

Date:

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 1 - Model DRMO Layout



NOTE:

The Yard support building may contain functional areas like:

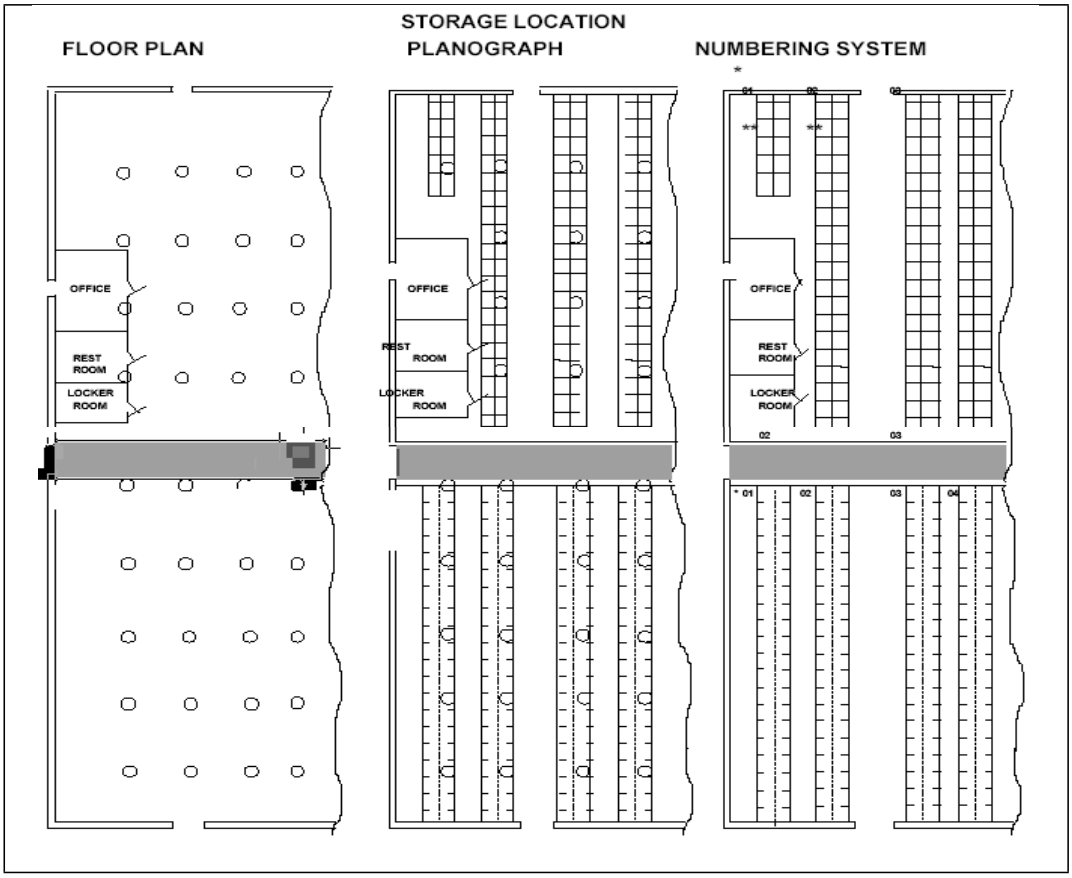
1. Office Space
2. DEMIL
3. MHE Storage Area
4. Secured Scrap Storage

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 2 - Planograph

*For typing purposes these numbers are shown right side up.
**Individual bays are numbered right side up as the bay is faced.

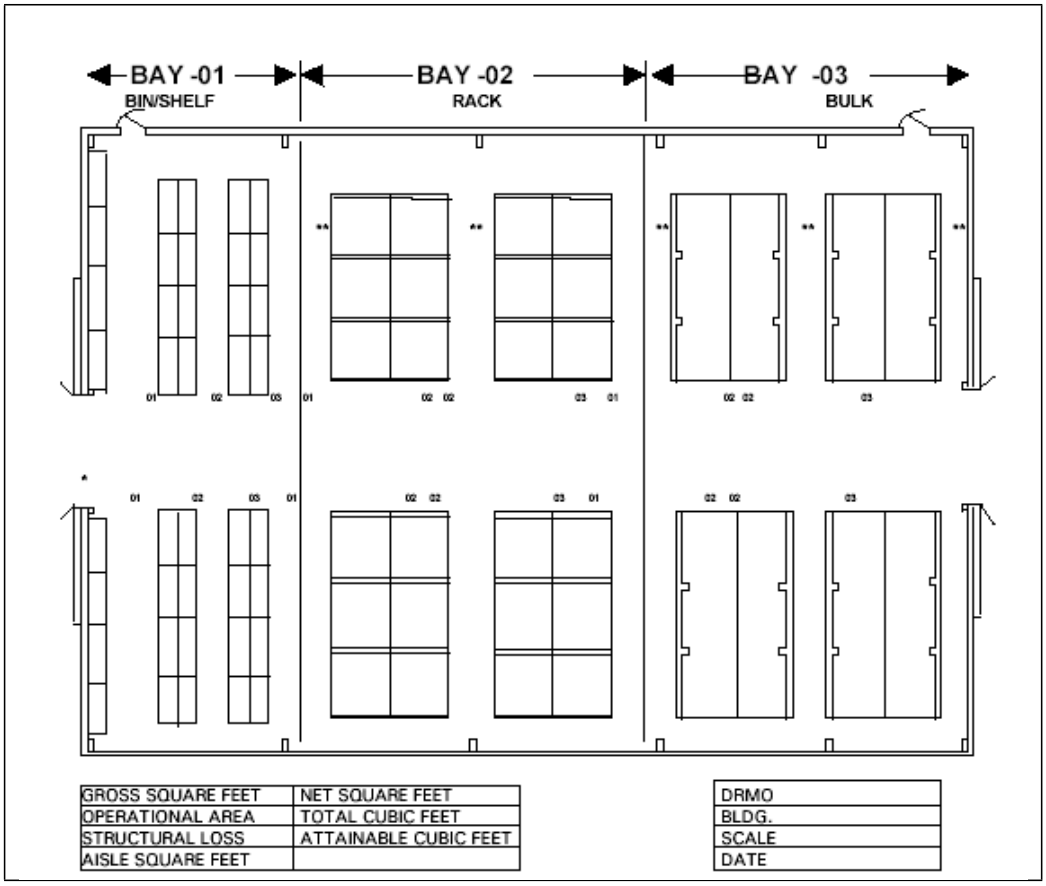


C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 3 - Interior Building Layout Example

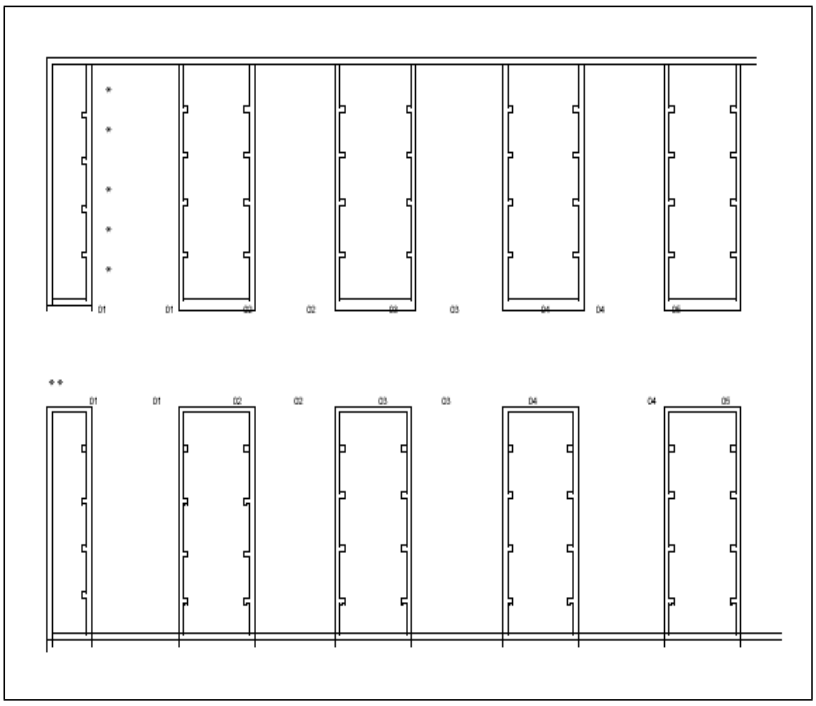
*For typing purposes these numbers are shown right side up.
**Individual bays are numbered right side up as the bay is faced.



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

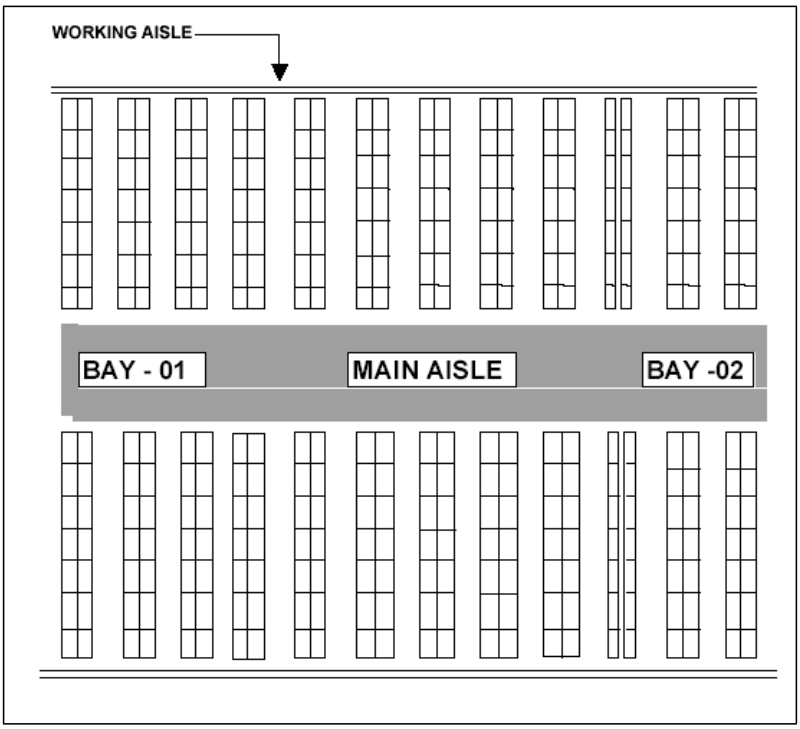
Attachment 4 - Interior Building Bulk Layout Example



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 5 - Interior Bin/Shelf Storage Example



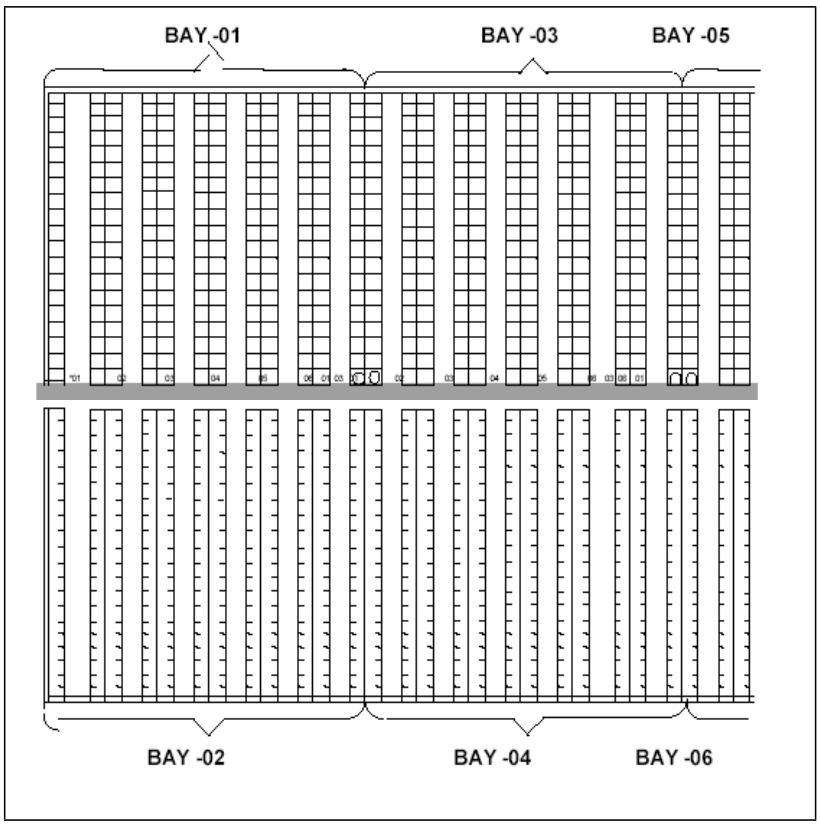
NOTE: RACKS 1 ½ „ X 3 „ - WORKING AISLES 2 ½ „ WIDE - MAIN AISLE 8 „

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

Attachment 6 - Multi-Bay Warehouse Example

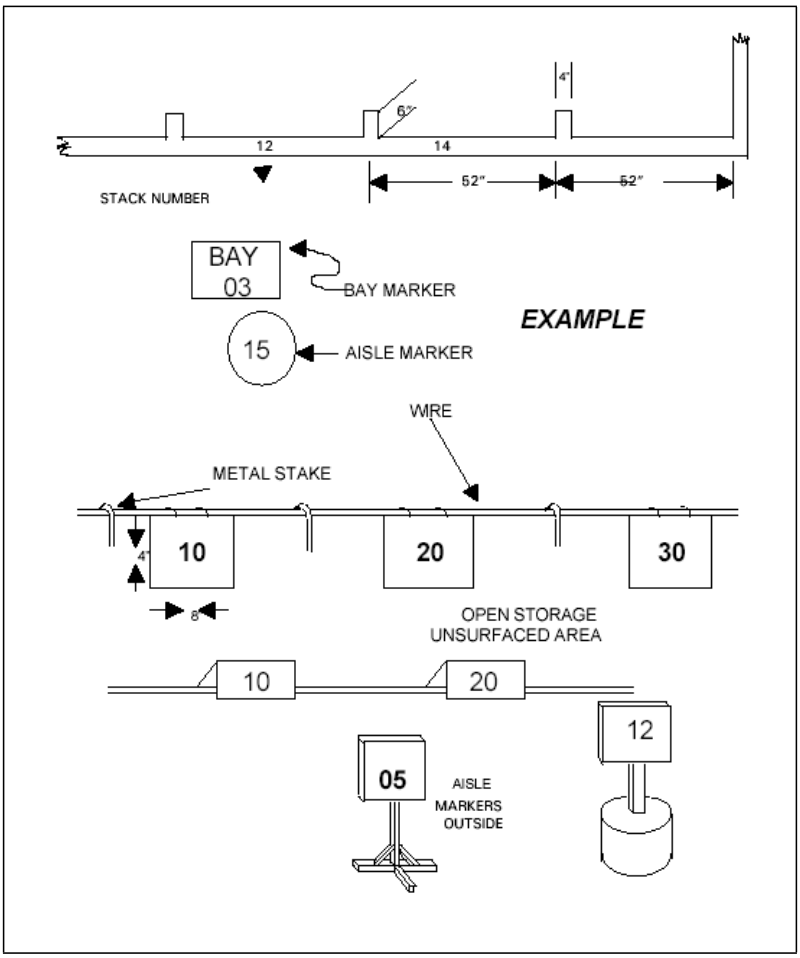
*For typing purposes these numbers are shown right side up.
**Individual bays are numbered right side up as the bay is faced.



C2. GENERAL OPERATIONS GUIDANCE

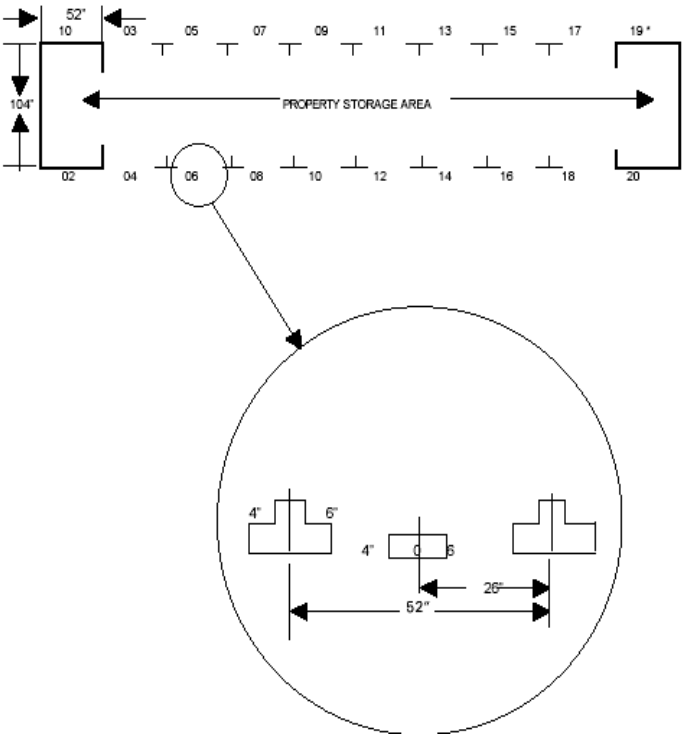
Enclosure 6 - DRMO Layouts

Attachment 7 - Striping and Numbering Techniques



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts
Attachment 8 - Alternative Striping Technique

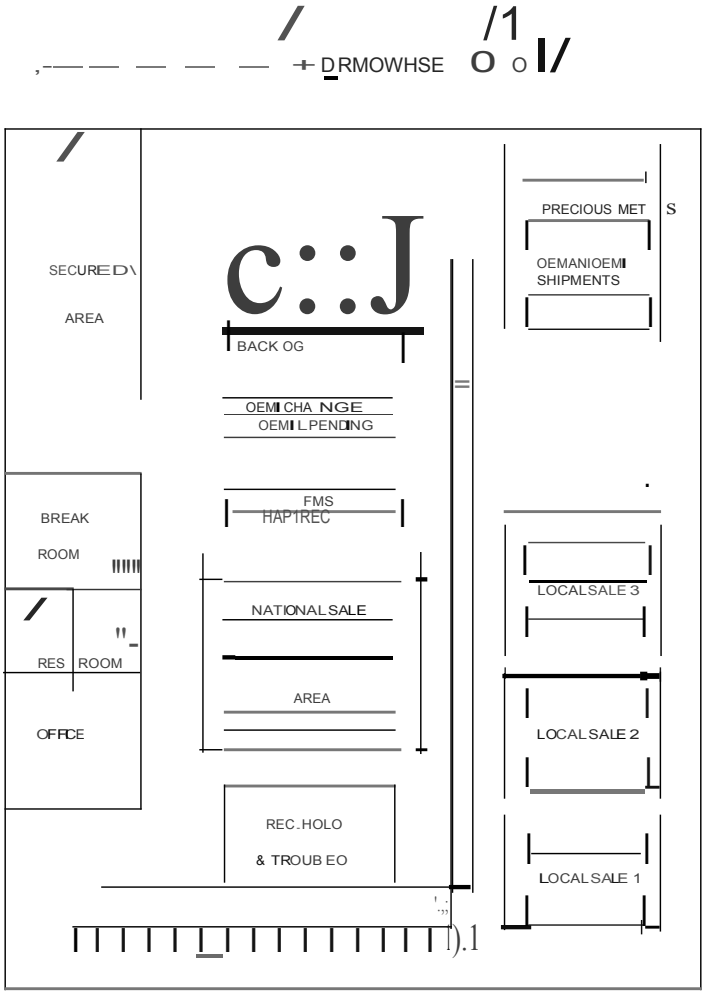


T-shaped grid perimeter markings, as depicted above, may be utilized in bulk storage areas where justifiable by local conditions. Markings will conform to dimensions shown in insets.
*For typing purposes, these numbers are shown reverse to what they would be on the actual warehouse floor (upside down).

C2. GENERAL OPERATIONS GUIDANCE

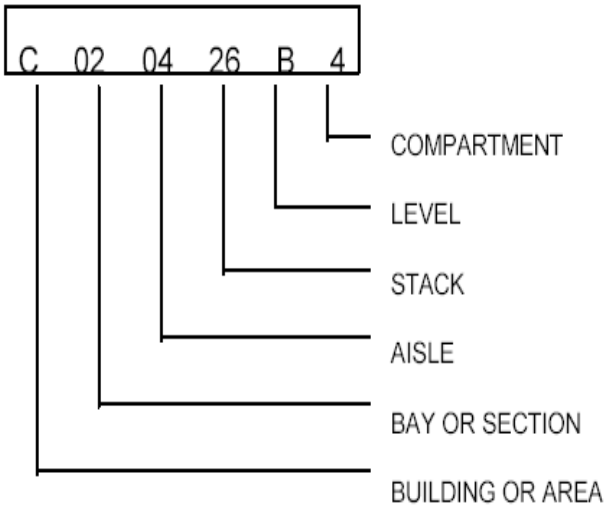
Enclosure 6- DRMO Layouts

Attachment 9 • DRMO Warehouse Explosion Diagram



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts
Attachment 10 - DRMS Location Numbering System

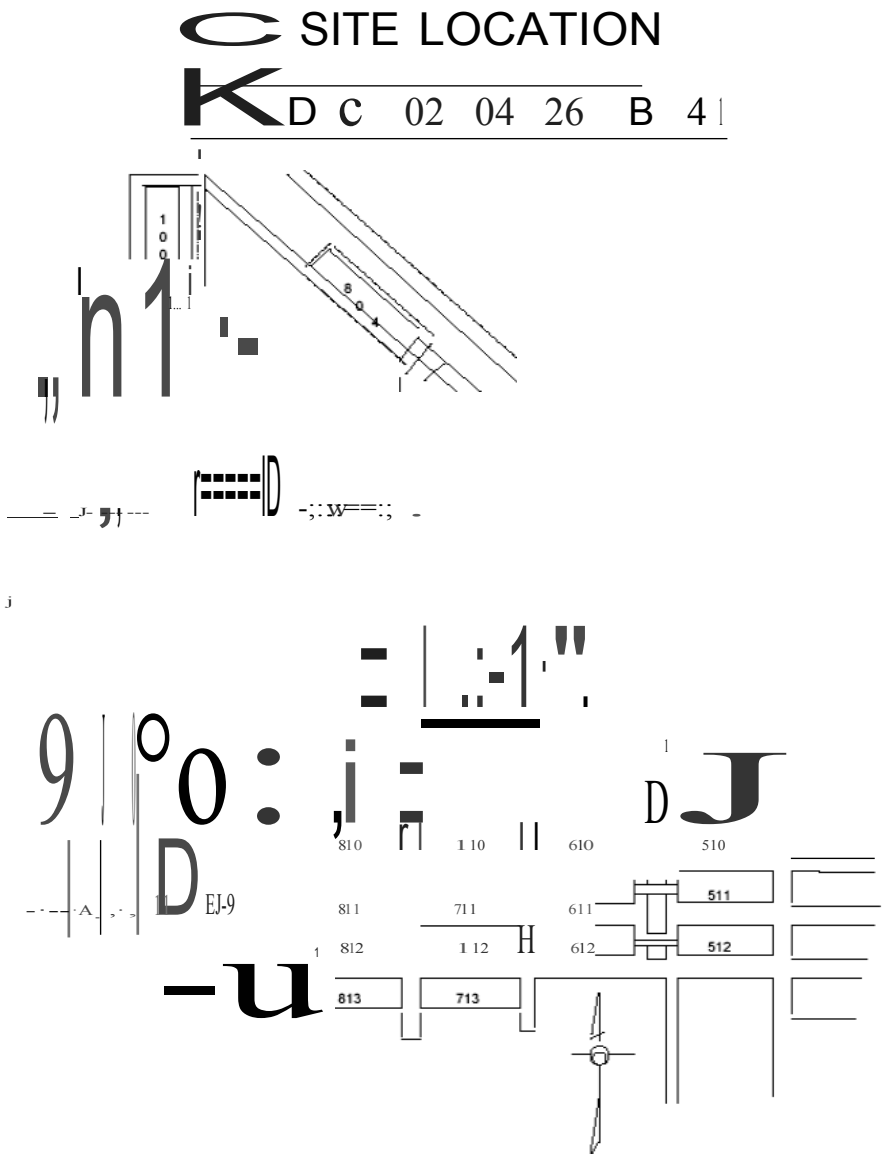


NOTE: The letter "L" may not be used for identifying a building or area. This number is input to the property accounting system.

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts

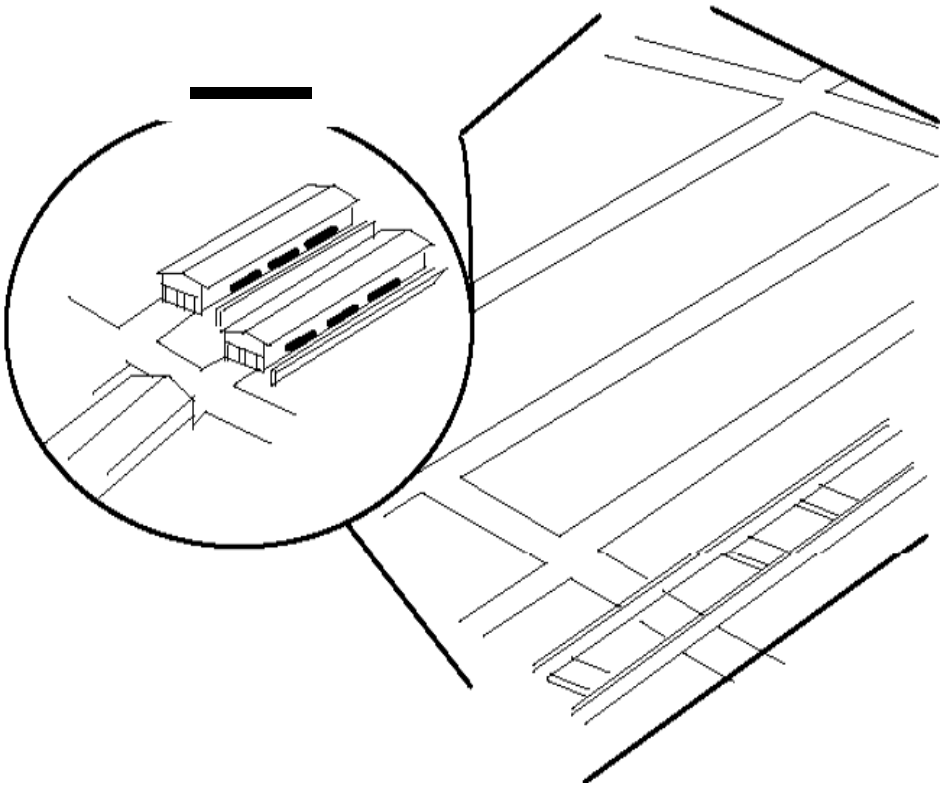
Attachment 11 -Site Location Code Example



C2. GENERAL OPERATIONS GUIDANCE

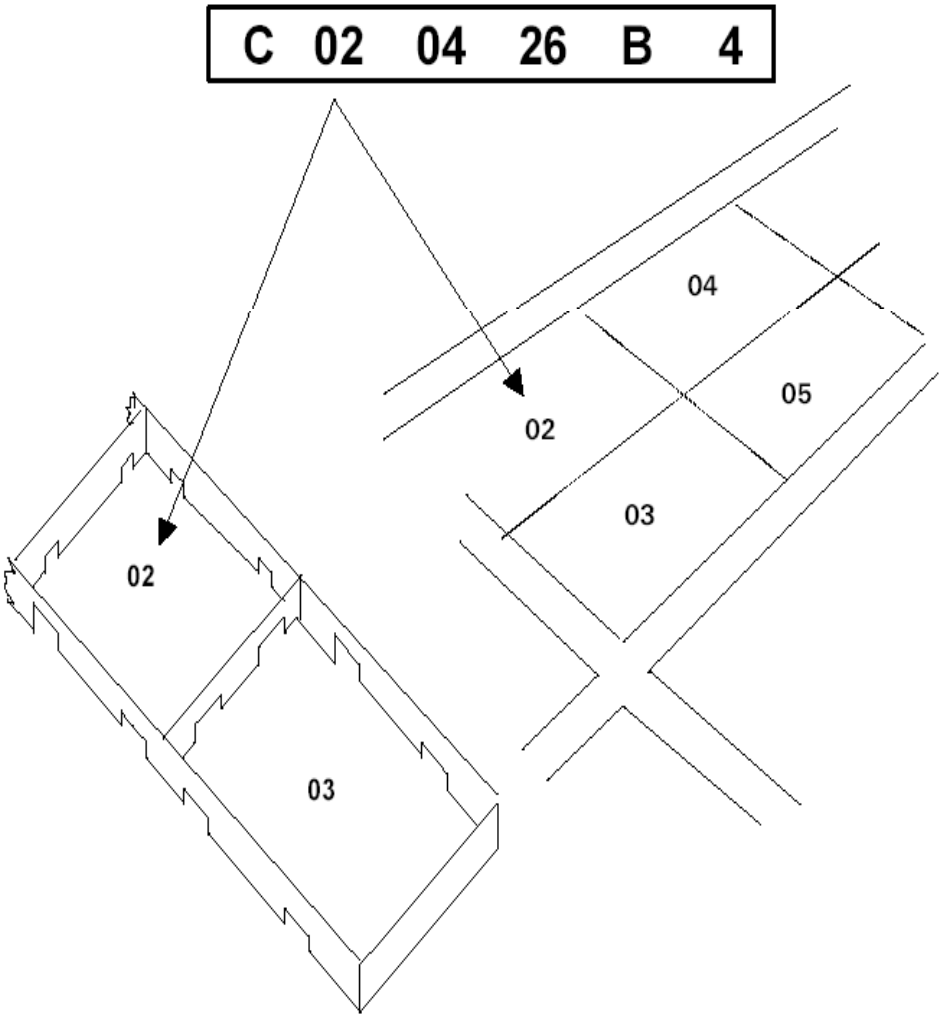
Enclosure 6- DRMO Layouts
Attachment 12 ·Building or Area

C 02 04 26 B 4



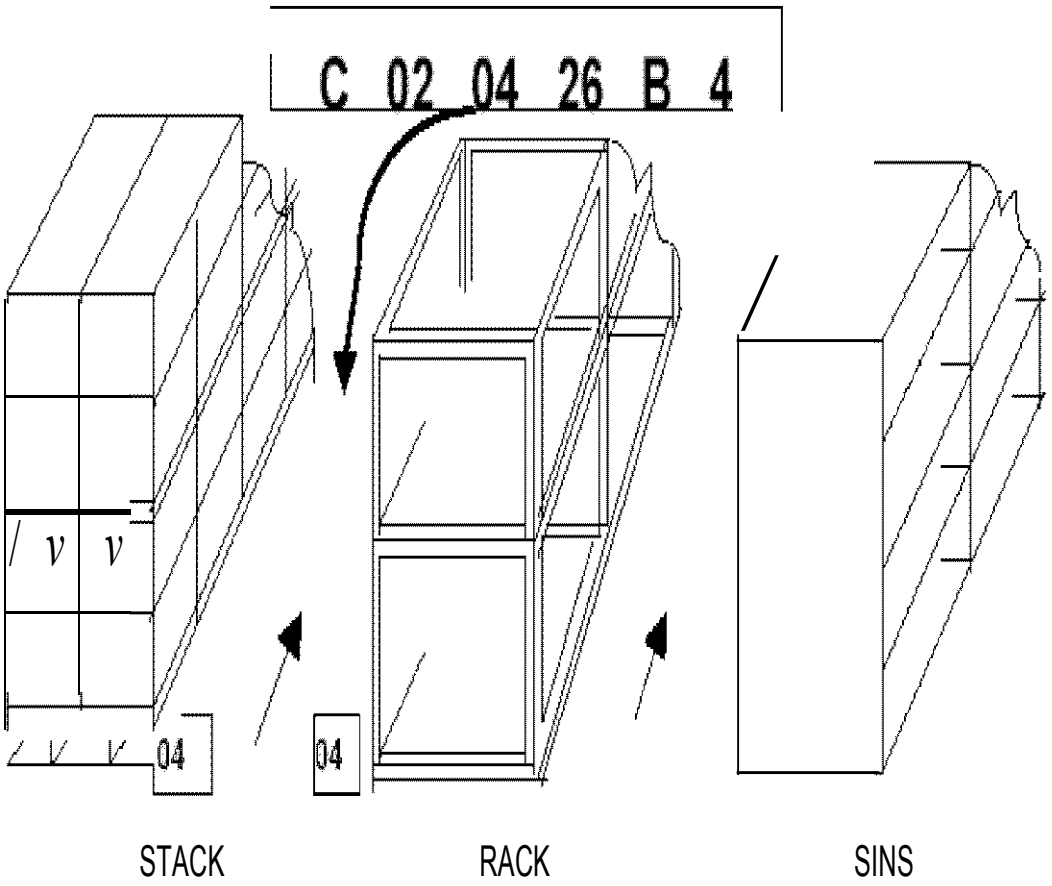
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts
Attachment 13 - Bay or Section



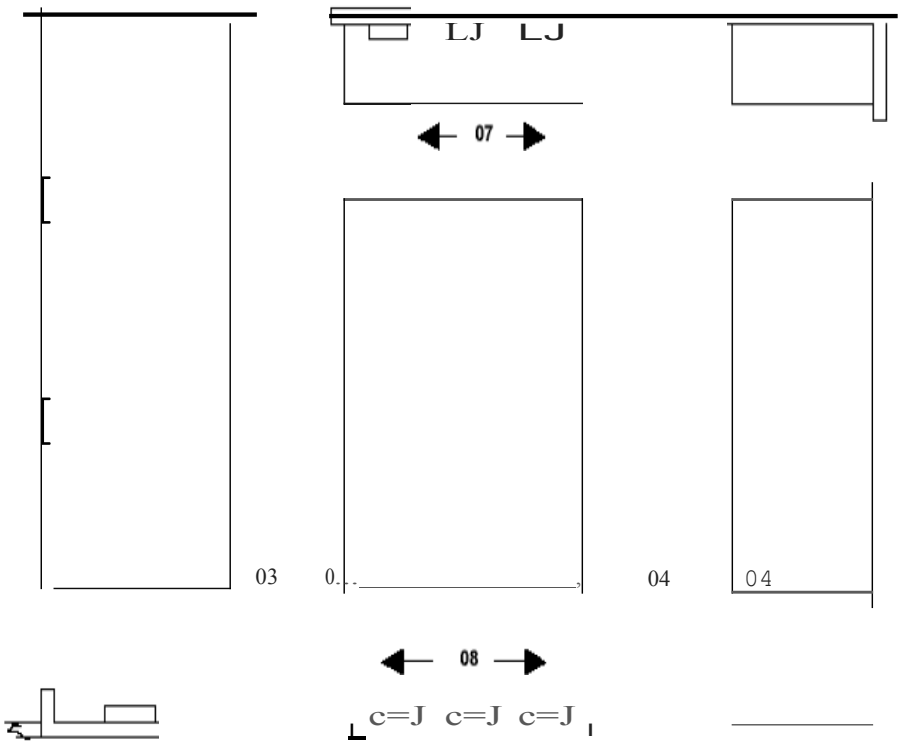
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts
Attachment 14- Aisles



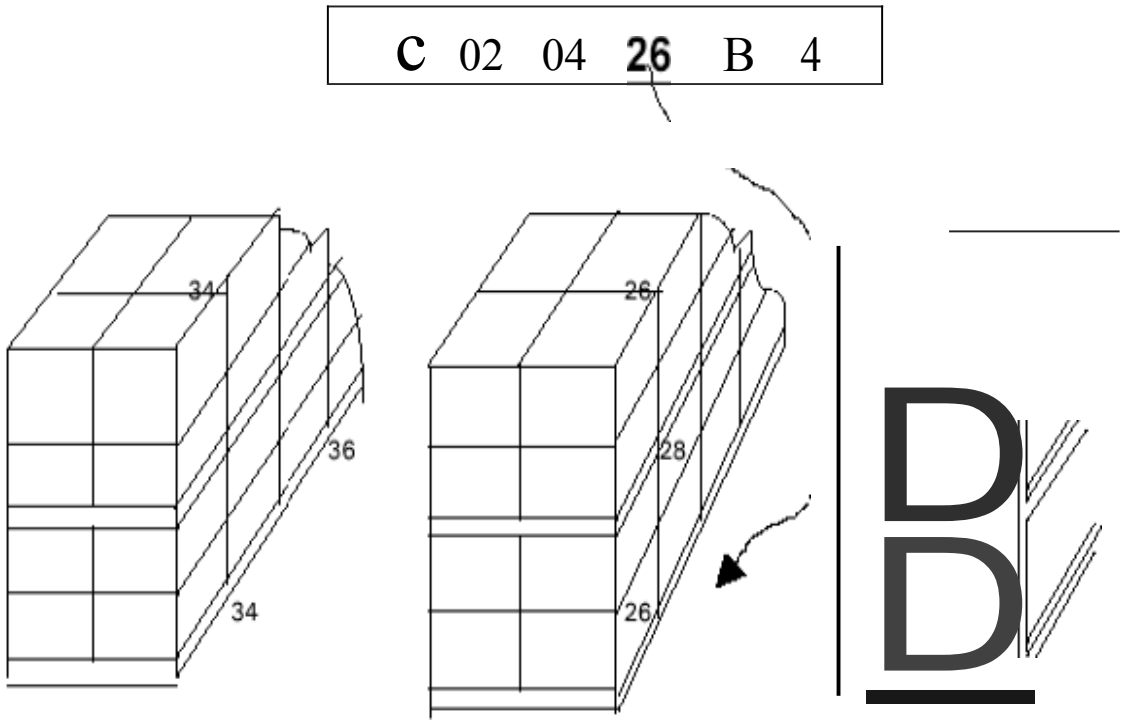
C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6- DRMO Layouts
Attachment 15 ·Aisles (Storage Bulk)



C2. GENERAL OPERATIONS GUIDANCE

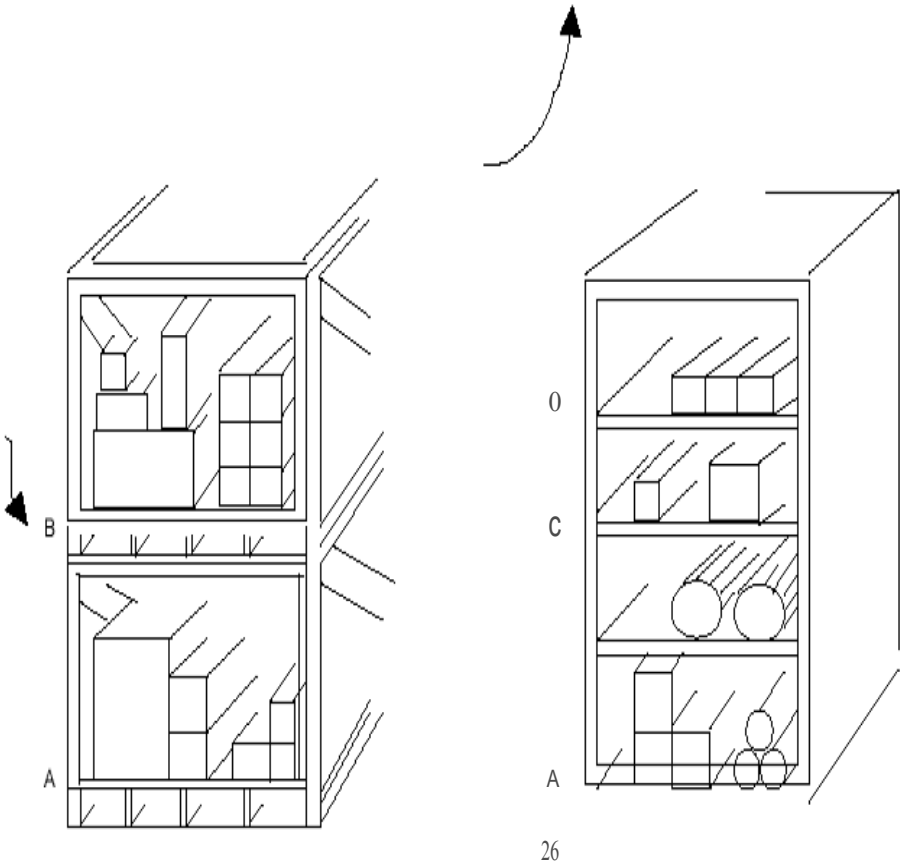
Enclosure 6 – DRMO Layouts
Attachment 16 -Stack



C2. GENERAL OPERATIONS GUIDANCE

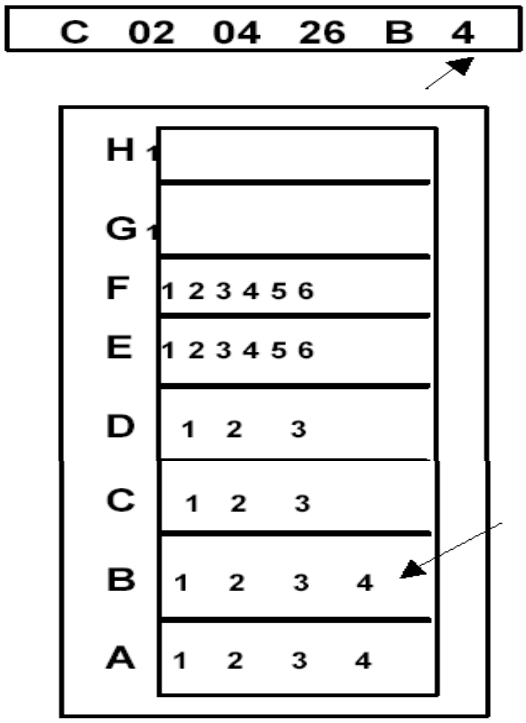
Enclosure 6- DRMO Layouts
Attachment 17 ·Level

C 02 04 26 B 41



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 6 - DRMO Layouts
Attachment 18 - Compartment



C2. GENERAL OPERATIONS GUIDANCE

Enclosure 7 - Congressional Reply Samples

Attachment 1 - Acknowledgment Reply to Congressional Inquiry

Honorable Betty Jones
United States Senate
Washington, D.C. 20515

Dear Senator Jones:*

This is in response to your letter of (insert date) on behalf of (identify constituent). That letter concerns (state substance of the inquiry).

In agreement with applicable command policy, your letter has been referred to the Defense Reutilization and Marketing Service, Battle Creek, Michigan, for reply.

Sincerely,

(Signature of senior member of staff; e.g.,
DRMO Chief)

*If the Member of Congress is a Congressman, address the letter as Dear Congressman Jones.

NOTES:

1. Additional guidance, e.g., on salutations, complimentary closes, etc., is contained in the DLA Correspondence Guide.

2. Address letters to local address. See DLA Correspondence Guide.

SAMPLE

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 7 - Congressional Reply Samples

Attachment 2 - Transmittal Letter Referring Congressional Correspondence to DRMS

IN REPLY
REFER TO: (Insert Office Symbol)

SUBJECT: Congressional Correspondence

TO: Commander
Defense Reutilization and Marketing Service
ATTN: DRMS-DD
74 Washington Avenue North
Battle Creek, MI 49037-3092

1. References:

   a. Section 1, Chapter 4, Security and Force Protection, this instruction.

   b. (Identify previous communication between originating organization and DRMS-DD.)

2. Enclosed is Congressional inquiry from the Honorable (name), date (insert date) and related documentation. This material is submitted according to references 1a and 1b.

3. (State any pertinent information that may be useful in responding to the inquiry.)

Encl
(***NOTE***: Any originals of Constituent's correspondence must be furnished to DRMS-DD)

(Signature Block)

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 8 - MOA for Disposal Services

MEMORANDUM OF AGREEMENT

between
_____
and
DEFENSE REUTILIZATION & MARKETING OFFICE
for
DISPOSAL SERVICES TO _____

1) PURPOSE AND BACKGROUND: This Memorandum of Agreement (MOA) is made by and between the Defense Reutilization and Marketing Service (DRMS), Defense Reutilization and Marketing Office (DRMO) _____ and _____. The DRMS mission is to provide disposal of excess personal property, specifically usable, hazardous, recyclable, or specific commodities. This MOA addresses the roles and responsibilities of all parties regarding continuous disposal services for scrap material and outlines the working relationship between the DRMS and _____, hereinafter called the Generator.

2) AUTHORITY: Authority to enter into this MOA on behalf of DRMS/DRMO and the Generator is vested in the respective Commander and/or Commanding Officer of both activities, and their designated representatives, pursuant to authority contained in DoD Instruction 4000.19, August 9, 1995, Interservice and Intragovernment Support. DoD 4160.21-M, Defense Disposition Manual, August 1997, Chapter 3, Receipt, Handling and Accounting of the reference requires the delivery of material from the Generator to the DRMS Service Provider (SP) for processing of excess personal property. Chapter 3 also allows for property to be received in place when locally determined to be justified for economic or other valid reasons with appropriate turn-in documentation.

3) RESPONSIBILITIES: The Generator and DRMS hereby jointly agree that the transportation to the designated DRMS Service Provider or the receipt in place process is justified for excess personal property described herein according to the following:

   a) The Generator and DRMS agree that scrap material will not be transported to DRMO _____ for subsequent disposal processing. Scrap material will be accumulated at the Generator's activity, and removed on a regular basis by the DRMS Scrap Venture contractor.

   b) The DRMS disposal role for Range Residue Scrap is limited to providing a sales service for range residue, except for expended brass certified to be inert; this service is available through a separate supplemental MOA which may be obtained from DRMO _____.

   c) Munitions List Items/Commerce Control List Items (MLI/CCLI): The Generator and DRMS will comply with requirements specified in DoD 4160.21-M, and DoD 4160.28-M, Defense Demilitarization Manual. The Generator will coordinate with the servicing DRMO to determine if excess MLI/CCLI scrap will be retained in place, or transported to a designated DRMO or centralized DEMIL activity for processing. Under no circumstances will items requiring demilitarization be placed in the scrap containers. If such items are found by the DRMS representative, the entire accumulation will be rejected back to the Generator for

sorting. Any items which have been demilitarized by the Generator will be kept in a separate location until the DRMS DSR or Scrap Venture Disposal Specialist have inspected them.

d) DRMS and the Generator are responsible for establishing a list of points of contact for coordination of disposal actions required for all scrap received under this MOA. Both parties are responsible for updating and maintaining this list. The Generator will indicate on the list who is the responsible party for the integrity of the scrap accumulation. The Generator will be vigilant and not allow any hazardous materials, such as free-flowing liquids, compressed gas cylinders, items containing refrigerants, batteries, drums which have not been "triple-rinsed", fluorescent light bulbs and ballasts, fire extinguishers, and asbestos to be commingled in scrap accumulations. Not only will the scrap buyer refuse the scrap loads, but the Generator would be exposing the installation to environmental violations. The above list is not inclusive, and if the Generator has any concern about an item being an environmental hazard, he should contact the DRMS representative or his installation environmental team.

e) The following items should be kept separate from the accumulation and reviewed by the DRMS representative: Batteries, compressed gas cylinders which have been torch cut or mutilated, concertina wire, scrap vehicles, items previously containing refrigerant, and tires. Tires and batteries must be stored IAW DoD, federal, state and local regulations, but may be referred to DRMS for disposal. Items previously containing refrigerants must have documentation of their removal, and copies of the certificates provided to the scrap buyer upon request. Any reports that must be filed, will be done by the Generator. DRMS will provide information on the disposition of these commodities if requested.

f) The Generator will take measures to insure that trash and refuse is not allowed to be added to scrap accumulations.

g) DRMS service contractors will comply with all applicable Federal and State environmental, transportation, and safety laws and regulations.

h) DRMS will be responsible for accepting scrap from the Generator activities and its tenant commands. Accountability will be accepted by receipt of a DD1348-1A, Disposal Turn In Document (DTID). Light and heavy metal steel scrap and other scrap commodities may be received in the Host's designated area and may be placed in hoppers for term or other sales removal actions. Scrap will be segregated by the generating activity by commodity whenever possible. Scrap accumulations received in place will be monitored by the Generator's POC to assure that clandestine dumping of improper items does not occur.

i) In the event any excess/surplus property items for which the DRMS has accountability, but has not assumed custodial responsibility, becomes lost, damaged, or destroyed, the Generator will investigate the circumstances surrounding the discrepancy. DRMS shall provide the Generator with requested item or scrap identification and DTID copies pertinent to the lost, damaged, or destroyed items. If the investigation determines the discrepancy is due to a record keeping error, the Generator shall inform the DRMS Representative, who shall prepare the property inventory adjustment document. If the discrepancy is not due to record keeping error, the Generator must prepare a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), per the criteria in DoD 7000.14-R, Volume 12, Chapter 7. The Generator must provide DRMS a completed copy of the DD Form 200 as supportive documentation for the DRMO to adjust the discrepancy in its accountable records. This action must be completed within 30 days.

j) The Generator will designate secured outside storage space for the scrap received in place. If a secure area is not available, secure containers must be used. It is imperative that all additions to the scrap accumulations be controlled. A DRMS representative must be present to receive scrap property, or the new material must be kept segregated awaiting DRMS inspection.

k) The Generator will provide office services (copier, fax machine, and local (non-toll) telephone usage) at no cost for DRMO personnel. This service will be provided whenever DRMO personnel are on site at the Generator's activity for the purpose of assisting with disposal actions. The Generator will also allow the scrap to be weighed on the installation's scales. Scales must be calibrated and maintained IAW state commerce regulations for material sold by weight.

l) A DRMS Disposal Service Representative (DSR) or a DRMS Scrap Venture Disposal Specialist will visit the site periodically to assist with downgrading Generator's property, determining which property can be directly shipped to its final disposition location, and assisting with any other scrap disposal and inventory concerns. If a DRMS representative identifies property which should be turned in as usable property, the Generator will remove it from the scrap accumulation before allowing the release of the scrap material. If the Generator has any problems or concerns with the Scrap Venture partner, he will contact the DRMS SV POC for assistance. The Generator agrees to allow the DRMS (SV) Scrap Venture marketing partner access to the property as stated above to accomplish receipt and sales disposition of the scrap. The generator will allow the SV partner to leave property in place for 60 days after receipt of the scrap. The SV partner may mutilate the scrap on site.

m) The Generator will provide physical security (24/7?) No physical security can be a fence – not necessarily security checks to prevent removal of scrap without written approval of DRMS, or unauthorized dumping. Both parties to this Agreement will maintain a record of individuals who have access to these areas. The Generator will provide Security provisions identified on Attachment 2 to this document.

n) The Generator will accommodate access to the property for inspection and loading for the Scrap Venture customers and disposal contractors during the hours of 0800 through 1530, - excluding Flex Fridays, Federal holidays, and any other days on which the installation is closed - or by appointment until final disposition of the property or termination of this Agreement. The DRMS representative will contact the designated Generator point(s) of contact and provide 24-hour notification to request access for other than agreed to timeframes.

o) The Generator agrees to release scrap (to whom?) (It depends – we would make that determination – could be a purchaser, or a transporter to Deman contractor, etc. material on behalf of DRMS and the SV partner, if requested. The Generator's weighmaster will weigh all scrap in accordance with DRMS-provided instructions at the time of the release. If the scale is not available, the Generator POC will notify the DRMS POC to coordinate other arrangements. Weighmasters will be identified to the DRMS representative in writing.

p) Accountability of property that is not disposed of through Scrap Venture will not be returned to the Generator, except as specified in Chapter 4, Property Requiring Special Processing of referenced DoD 4160.21-M. It may be processed for abandonment and/or destruction (A/D), or disposed by a DRMS service contract. (MLI items requiring DEMIL may not be downgraded to scrap without DEMIL being accomplished first).

4) <u>MISCELLANEOUS</u>:

a) Proceeds for recyclable materials eligible for reimbursement under a Qualified Recycling Program (QRP) turned in by Generator, but sold by DRMO _____, will be reimbursed to the installation's recycling account as specified on the turn-in documentation.

b) If the Scrap Venture partner has not already placed containers at the Generator's site, and the Generator desires that a contractor provide containers, the Generator should notify the DRMS representative in writing.

c) The Generator will provide housekeeping, utilities, and facilities maintenance for any DRMS assigned office area and will be required to meet safety and fire standards. The Generator will provide Safety and Health Support as identified on the Attachment 1 to this document.

5) RESOLUTION PROCESS: Disagreements will be resolved by the Signatories. After attempted resolution, disagreements will be referred to the DRMS Forward Support Team Chief and the local installation commander. Unresolved differences will be elevated to Headquarters DRMS and to the Commander, _____.

6) MODIFICATION AND TERMINATION: This agreement may be modified upon written agreement of both parties. The agreement may be terminated by either party with 30 days written notice.

7) EFFECTIVE DATE: This MOA is effective (DATE), and will remain in effect until amended by mutual agreement or until terminated.

8) POINTS OF CONTACT:

a) ___(GENERATOR) _____ Points of Contact: _____

b) DRMO _____'s Points of Contact:

9) APPROVALS:

ACCEPTANCE OF AGREEMENT on behalf of FST Operations _____

By: _____ _____
Date

ACCEPTANCE OF AGREEMENT on behalf of _____

By: _____ _____
Name Date

_____
Commander

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 8 - MOA for Disposal Services

Attachment 1 - Safety and Occupational Health Support/Services

1) PROVIDER WILL:

   a) Provide safety consultation and technical advice to the DRMO Chief when requested on specific matters involving safety, such as the discovery of possible explosive material, and HM/HW.

   b) Include the DRMS Disposal Service Representative (DSR) in host sponsored Safety Council Meetings, when appropriate.

   c) Assist in accident investigation and reporting, and investigations of hazardous situations. Investigate all mishaps involving death, lost workday injuries, and property damage of $1,000 or more.

   d) Provide safety training when required.

   e) Conduct annual occupational safety surveys and inspections.

   f) Provide Bloodborne Pathogens Exposure evaluation and training for personnel

   g) Provide clean up of blood and body fluids.

   h) Provide ergonomic assessments and written recommendations.

   i) Provide use of fitness facilities, where available.

2) RECEIVER WILL:

   a) Attend all host sponsored safety council meetings, when appropriate.

   b) Assist the host with accident investigations.

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 8 - MOA for Disposal Services

Attachment 2 - Security Support Requirements

1) **Non-reimbursable**: The following security support will be provided by the Generator on a non-reimbursable basis for all DRMS field activities as standard requirements at the time a Memorandum of Agreement is approved by both parties.

   a) Police Patrol:

      1) Supplier will:

         a) Provide routine patrol services to maintain law and order on the same basis as support provided other host activities.

         b) Make at least one or more patrol checks per day during non-duty hours to ensure Generator provided office space is properly secured.

         c) Maintain a record such as a building checklist, radio log, etc, to document the checks.

         d) Protect and secure activity assets found unsecured and notify the designated activity personnel immediately upon discovery of any security incident of breach of security.

      2) Receiver will:

         a) Secure activity facilities when not attended.

         b) Promptly secure and inspect facilities when notified if found unsecured.

         c) Comply with host external security criteria.

   b) Security Reviews and Inspection.

      1) Supplier will: Conduct physical security inspections of Generator supplied office space and storage areas as requested by the activity or DRMS Command Security Office, using as a minimum, DRMS security criteria.

      2) Receiver will:

         a) Schedule the inspection at a convenient time.

         b) Promptly respond to all findings noted.

   c) Traffic Enforcement:

      1) Supplier will: Provide traffic supervision and enforcement to include investigation of traffic mishaps/accidents.

2) Receiver will: Comply with host criteria.

d) Investigations:

1) Supplier will:

a) Investigate all security/criminal incidents involving DRMS field activity personnel, or assets not referred for investigation to a major DoD Investigative Organization, i.e., DCIS, AFOSI, USACIDC, NCIS.

b) Secure evidence, document results of inquiry and provide copies of investigative reports to the DRMS Office of Command Security upon their completion.

2) Receiver will:

a) Promptly report all security/criminal incidents to host security/military police.

b) Protect crime scene and evidence until host security/military police respond to the scene.

e) Identification:

1) Supplier will: Provide activity employees with security badges, ID cards, and/or vehicle decals required to access the activity work site (s).

2) Receiver will: Comply with host requirements.

f) Weapons Storage:

1) Supplier will:

a) Provide in transit security for weapons and major small arms subparts received or shipped by host installation and provide custody for weapons on DRMS activity accountable records in approved small arms storage facilities.

b) Provide activity with monthly inventories of all weapons stored in host facilities.

c) Provide armed security vigilance during demilitarization of weapons on the host installation.

2) Receiver will: Request support and coordinate all such requests with the host installation in advance, if possible.

g) Key Control:

1)
storage areas for excess property and to Generator provided office space.

2) Receiver will: Maintain positive control of all keys and locks in accordance with DRMS security criteria.

h) Information Security:

1) Supplier will:

   a) Provide tenant DRMS field activity personnel with security awareness training.

   b) Secure any uncontrolled classified material discovered in activity assets and ensure that appropriate inquiries/investigations of all known and suspected security violations are conducted in accordance with DoD 5200.1-R.

2) Receiver will comply with DoD/DLA/host criteria.

i) Force Protection:

1) Supplier will:

   a) Provide a standard level of support for Force Protection (FP) in accordance with DoD-D 2000.12, DoD-I 2000.14, DoD-I 2000.16, and DoD 2000.12-H.

   b) Responsibility to apply FP will be proactive and reactive to include the following:

      1) Timely threat intelligence and information sharing.

      2) Incorporate DRMS personnel into the installation physical security, resource protection and emergency preparedness plans.

      3) Incorporate DRMS personnel into the installation's AT/FP plan/directives and vulnerability assessment schedule.

      4) Provide DRMS personnel with copies of applicable installation plans and directives.

      5) Advise DRMS personnel of changes in THREATCON in a timely manner.

      6) Provide annual Antiterrorism/Force Protection Awareness Training, and Level I travel briefings.

2) Receiver will:

   a) Comply with host regulations, guidelines and directed actions

   b) Provide the host FP officer with DRMS field activity points of contact, telephone numbers, and e-mail addresses.

   c) Reimburse the host for FP above and beyond the standard level.

C2. GENERAL OPERATIONS GUIDANCE

Enclosure 9 - MOA for RIP Scrap

Added 17 Jul and Edited 21 Aug 2008.

MEMORANDUM OF AGREEMENT

Between

_____

and

DEFENSE REUTILIZATION & MARKETING OFFICE

1) PURPOSE AND BACKGROUND: This Memorandum of Agreement (MOA) is made by and between the Defense Reutilization and Marketing Service (DRMS), Defense Reutilization and Marketing Office (DRMO) _____ and _____. The DRMS mission is to provide disposal of excess personal property, specifically usable, hazardous, recyclable, or specific commodities. The MOA addresses the roles and responsibilities of all parties regarding continuous services for scrap metal received in place at a site unmanned by DRMS personnel and outline the working relationship between the DRMS and _____, hereinafter called the Generator.

2) AUTHORITY: Authority to enter into this MOA on behalf of DRMS/DRMO and the Generator is vested in the respective Commander and/or Commanding Officer of both activities, and their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernment Support. DOD 4160.21-M, Defense Disposition Manual, August 1997, Chapter 3, Receipt, Handling and Accounting of the reference requires delivery of material fro the Generator to the DRMS Service Provider (SP) for processing of excess personal property. Chapter 3 also allows for property to be received in place when locally determined to be justified for economic or other valid reasons with appropriate turn-in documentation.

3) RESPONSIBILITIES: The Generator and DRMS hereby jointly agree that the transportation to the designated DRMS Service Provider or the receipt in place process is justified for excess personal property described herein according to the following:

a. The Generator and DRMS agree that scrap material will not be transported to DRMO _____for subsequent disposal processing. Scrap material will be accumulated at the Generator"s activity and removed on a regular basis by the DRMS Scrap Venture contractor"s resale customer.

b. The DRMS disposal role for Range Residue Scrap is limited to providing a sales service for range residue, except for expended brass certified to be inert; this service is available through a separate supplemental MOA.

c. Munitions List Items/Commerce Control List Items (MLI/CCLI): The Generator and DRMS will comply with requirements specified in DOD 4160.21-M, and DOD 4160.28-M, Defense Demilitarization Manual. The Generator will coordinate with DRMO to determine if excess MLI/CCLI scrap will be retained in place, or transported to a designated DRMO or centralized DEMIL activity for processing. Under no circumstances will items requiring

demilitarization be placed in the scrap containers. If such items are found by DRMS representative or Scrap Venture contractor or resale customer, the entire accumulation will be rejected back to the Generator for sorting. Any items which have been demilitarized by the Generator will be kept in a separate location until the DRMS DSR or Scrap Venture Disposal Specialist have reviewed or inspected them.

d. DRMS and the Generator are responsible for establishing a list of points of contact for coordination of disposal actions required for all scrap received under this MOA. Both parties will be responsible updating and maintaining the list. The Generator will indicate a primary and alternate who is the responsible party for the integrity of the scrap accumulation. POC for both parties are identified in this MOA. Generator"s responsible parties will certify in writing that the scrap accumulation has been monitored and contains no items which are not permitted for release. The following certification will be completed and added to each 1348-1A, turn in document for each scrap sales release. **A DRMO representative must be present unless certification has been received from the generator, in accordance with this MOA.**

> ***I, _____, certify that to the best of my knowledge, this scrap accumulation released on _____ has been monitored and reviewed and does not contain useable items hazardous materials, range residue, DEMIL required items, or any items which are not permitted for release by DRMS.***

e. The Generator will designate a secure and controlled outside storage area for the staging of a rolloff or container. The Generator will take measures to insure that trash and refuse are not added to the scrap accumulations. The Generator will be vigilant and not allow any hazardous materials, such as free-flowing liquids, compressed gas cylinders, items containing refrigerants, batteries, drums which have not been "triple rinsed", fluorescent light bulbs and ballast, fire extinguishers, and asbestos to be commingled in scrap accumulations. Accumulations will not contain items that are considered useable or may require demilitarization or special handling. The above list is not inclusive and if Generator has any concern about an item being an environmental hazard or if items appear to be useable or requiring DEMIL or special handling, he should contact the DRMS representative or his installation environmental team. New additions to the accumulation will be forwarded for DRMS review. Review may be a physical inspection, visual inspection with the aid of digital photos, or research with automated systems such as FEDLOG, WEBFLIS, etc.

f. The following items should be kept separate from the accumulation and reviewed by the DRMS representative: Batteries, compressed gas cylinders which have been torch cut or mutilated, concertina wire, scrap vehicles, items previously containing refrigerant, and tires. Tires and batteries must be stored IAW DOD, federal, state and local regulations, but may be referred to DRMS for disposal. Items previously containing refrigerants must have documentation of the removal and copies of the certificates provided to the scrap buyer upon request. Any reports that are required to be filed for disposition of these commodities will be done by the Generator. DRMS will provide information on the disposition of these commodities if requested.

g. The Generator will provide physical security and safekeeping of the rolloff. Both parties to this Agreement will maintain a record of individuals who have accessed these areas if other than the POC identified in this document.

h. The Generator will accommodate access to the property for inspection and loading for Scrap Venture customers and disposal contractors during the hours of _____ through _____, _____through_____, excluding Flex Fridays, Federal holidays, and other days on which the installation is closed or by appointment. DRMS representatives will contact the Generator and provide required notice to request access for other than agreed to timeframes.

i. The Generator agrees to release scrap to Scrap Venture authorized resale buyer or agent on behalf of DRMS, and in such cases all required documentation will be provided to the generator by DRMS. The Generator will allow scrap to be weighed on installation scales if available and Generator will act as weighmaster IAW DRMS instructions at the time of release. Generator weighmaster will be identified to DRMS representative in writing. DRMS service contractors will comply with all applicable Federal and State environmental, transportation, and safety laws and regulations.

j. DRMS will be responsible for accepting scrap from the Generator activities and its tenant commands. Accountability will be accepted by receipt of a DD1348-1A, Disposal turn in Document (DTID). DRMS will prepare all descriptive information of the accumulation and provide to Scrap Venture to offer for sale. Light and heavy metal steel scrap and other scrap commodities will be received into containers in the designated controlled location for sales removal action. Scrap will be segregated by commodity by the Generator when required. Scrap accumulations received in place will be monitored by the Generator POC identified in this Agreement to assure that clandestine dumping of improper items does not occur. Generator will also prevent removal of scrap without written approval of DRMS or when authorized by the servicing DRMO.

k. In the event any excess/surplus property items for which DRMS has accountability, but has not assumed custodial responsibility becomes lost, damage, or destroyed, the Generator will investigate the circumstances surrounding the discrepancy. DRMS shall provide the Generator with requested item or scrap identification and DTID copies pertinent to the lost, damaged, or destroyed item (s). If the investigation determines the discrepancy is due to a record keeping error, the Generator shall inform the DRMS representative, who shall prepare the property inventory adjustment document. If the discrepancy is not due to record keeping error, the Generator must prepare a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL), per the criteria in DOD 7000.14-R, Volume 12, Chapter 7. The Generator must provide DRMS a completed copy of the DD Form 200 as supportive documentation for the DRMO to adjust the discrepancy in its accountable records. This action must be completed within 30 days.

l. Accountability of property that is not disposed of through Scrap Venture will not be returned to the Generator, except as specified in Chapter 4, Property Requiring Special Processing of referenced DOD 4160.21-M. It may be processed for abandonment and/or destruction (A&D), or disposed of on a DRMS service contract.

m. Proceeds for recyclable materials eligible for reimbursement under a Qualified Recycling Program (QRP) turned in by the Generator and sold by DRMS or DRMS Scrap Venture

contractor will be reimbursed to the installation"s recycling account. A valid fund account will be provided by the Generator and annotated on the 1348-1 turn in document.

n. The Generator will provide housekeeping and environmental management of storage area as is required to meet environmental safety and fire standards.

4) RESOLUTION PROCESS: Disagreements will be resolved at the installation and DRMS/Zone level. Unresolved differences will be elevated to Headquarters DRMS and each DOD activity"s major command for resolution.

5) MODIFICATION AND TERMINATION: This agreement may be modified upon written agreement of both parties. The agreement may be terminated by either party with 30 days written notice.

6) EFFECTIVE DATE: This MOA is effective _____, and will remain in effect until amended by mutual agreement or terminated.

7) POINTS OF CONTACT AND TELEPHONE NUMBERS

a. Generator:

Primary: _____

Alternate_____

b. DRMS:

Primary_____

Alternate_____

8) APPROVAL: All parties identified below agree to the provisions and terms of this MOA.

DRMS Approving Official

_____

Date_____

Generator Approving Official

_____

Date_____

SV in receipt of copy _____ Date_____

C3. SAFETY

Enclosure 1 - Personal Protection Equipment - PPE Requirements

Duties/Areas	Hardhat	Eye Protection	Gloves	Hearing Protection	Safety Shoes	Respirators	Rubber Plastic Aprons	Eye & Body Wash	Welder's Leathers	Welder's Helmet	Tyvek Clothing
Receiving	1	1	RQD	2	RQD						
Warehouse	1	1	RQD	2	RQD						
Loading/Unloading	1	RQD	RQD	2	RQD						
Forklift	1	RQD		2	RQD						
Scrapyard	RQD	RQD	RQD	2	RQD						
Salvaging	RQD	RQD	RQD	2	RQD						
Handheld Tools		RQD		2	RQD						
Banding/Strapping		RQD	RQD		RQD						
Painting		RQD			RQD	4					
Cleaning Solvents		RQD	4		RQD	4					
Grinding		RQD		2	RQD						
Power Saw		RQD		2	RQD	5					
Baling		RQD	RQD	2	RQD						
Crane Signalman	RQD	RQD	RQD	2	RQD						
Crane Operators	RQD	RQD	RQD	2	RQD						
Cable Stripping	RQD	RQD	RQD		RQD						
Battery Handling	1	RQD	RQD		RQD		RQD	RQD			
Torch Cutting		RQD	RQD		RQD	RQD			RQD	RQD	
Welding/Brazing		RQD	RQD		RQD	RQD			RQD	RQD	
Handling Hazardous Property	1	RQD	RQD	2	RQD			RQD			
Handling PCB Items	1	RQD	RQD	2	RQD			RQD			
Spill Containment Clean-up	RQD	RQD	RQD	2	RQD	6	6	6			6

RQD - REQUIRED WHEN PERFORMING THE TASK

1 - BASED ON LOCAL REQUIREMENTS, I.E. IDENTIFIED HARD HAT AREA, NOISE HAZARD AREA.

FLYING PARTICLES ETC. HARD HAT MUST BE AVAILABLE TO PMHE EQUIPMENT OPERATORS AT ALL TIMES WHILE THEY ARE OPERATING EQUIPMENT.

2 - BASED ON INDUSTRIAL HYGIENIST RECOMMENDATIONS
3 - EQUIPMENT LABELED AS NOISE HAZARD, ETC.
4 - REFER TO HOST INDUSTRIAL HYGIENIST OR DES SAFETY FOR TYPE, REQUIREMENT, ETC.
5 - DEPENDS ON TYPE OF MATERIAL CUT
6 - BASED ON LOCAL SPCC REQUIREMENTS

C3. SAFETY

Enclosure 2 - Fire Safety - Standard Operating Procedures (SOP)

The DRMO Chief is responsible to assure that:

Suitable areas for torch cutting are designated and that only sites with the lowest possible fire potential are selected.

A DEMIL supervisor is appointed and is responsible to obtain hot work permits from the Host authorizing torch Cutting sessions. Work will not be permitted without a permit or other authorization as specified in the Installation Fire Prevention Plan.

All cutters, fire watch personnel and their supervisors are properly trained in the safe operation of their equipment and are aware of their responsibilities in the event of a fire. Contact your host fire department if your staff requires additional training. Issue a letter of appointment to confirm employee qualifications and also annotate the 7B card.

Where DEMIL is performed by a contractor, then the Contracting Officer‟s Representative (COR) or Sales Contracting Officer assures that they are apprised of and comply with the fire prevention requirements in this letter and the Installation Fire Prevention Plan.

DEMIL supervisors are responsible to assure that:

A comprehensive Industrial Hygiene Survey or Evaluation of the DEMIL operation is performed by the Host Industrial Hygienist.

Proper Personal Protective Equipment (PPE) is available for use by torch cutting personnel.

Personnel are properly trained in the selection and use of PPE.

Cutting equipment to be used is in satisfactory operating condition and is in good repair.

Fire protection and extinguishing equipment are properly located at the site and is serviceable.

Only properly trained DRMO or contractor personnel are permitted to perform cutting operations or other DEMIL procedures.

Before torch cutting is permitted, someone must be assigned the responsibility to assure that the work to be performed is in an approved location free from combustible materials. If not possible, the work must be moved to a location tree from combustibles or the combustibles must be shielded to prevent ignition.

Work that would expose combustible materials to ignition during cutting operations is not scheduled.

Torch cutting operations by DRMO or contractor personnel are conducted only in accordance with the installation hot work permit or equivalent authorization.

Before cutting is permitted; the supervisor must inspect the site to ensure that it is a fire safe area.

Torch cutters must:

Be properly trained in equipment use and tire prevention responsibilities before conducting torch-cutting operations.

Conduct cutting operations only in accordance with the installation hot work permit or equivalent authorization.

Assure that, before work commences, combustible materials, as identified above, are cleared from the work area for a radius of at least 35 feet. Where this is not possible, assure that combustibles are protected with flameproof covers or otherwise shielded with metal or fire-resistant shields, guards or curtains. Edges of covers at the floor level shall be tight to prevent sparks from passing beneath. Pay particular attention to overlaps when more than one cover or curtain is required.

When cutting near combustible walls, partitions, ceilings or roofs, assure that fire-resistant shields or guards are used to prevent ignition. Where combustibles are located on the other side of these structures and cannot be relocated, a fire watch personnel must be provided to assure fire safety.

Verify that materials to be cut do not contain combustible liquids or components such as may be found in sandwich type panel construction.

Assure that fully charged and operable fire extinguishers, appropriate for the class of fire anticipated, are located at the torch-cutting site during operations.

Fire watch personnel must:

Be present whenever open flame torch cutting operations are performed.

Have fire-extinguishing equipment readily available and be trained in its use.

Be familiar with procedures for sounding an alarm in the event of a fire, to watch for fires in all exposed areas and try to extinguish them only when obviously within the capability of the available equipment and doing so will not endanger themselves, or if not sound the alarm.

Remain onsite for at least one half hour after cutting operations are completed to detect and extinguish smoldering fires. Contractors must provide their own firewatchers when required.

C3. SAFETY

Enclosure 3 - Industrial Hygiene - Survey Frequency - Sample

FROM: DRMO
TO: DRMS-WH

SUBJECT: Industrial Hygiene Survey Frequency

A determination as to the frequency of Industrial Hygiene Surveys to be conducted at DRMO_____ is based on the following DOD Instruction and guidance:

> *DODI 6055.5, paragraph 6.1.1.1 requires that "Comprehensive periodic evaluation of all potential health hazards in each workplace and ancillary facilities shall be conducted to ensure that workers are not exposed to recognized hazards."*

Sufficient records shall be maintained in accordance with DODI 6055.5, paragraph 6.6.3.2, to ascertain the presence or absence, nature, and degree of occupational health hazards.
DODI 6055.5, paragraph 6.1.1.2 notes "Regardless of the techniques used, the result should be a definite determination as to the presence, absence and degree of health hazard from the use of that chemical". Paragraph 6.1.1.2 also states:

> *Similar evaluations and definite statements should be made for all biological and physical agents in each w orkplace". Paragraph 6.1.1.3 states, "The results of those efforts should form the bases for overall assessment of the health hazards in each workplace. The assessment then can be used to assign priorities for abatement actions, to schedule future surveys, to require personal protective equipment, and to provide a basis for determining the requirement and scope of periodic medical surveillance of workers".*

An annual *safety* inspection by a qualified Safety and Health professional will still be conducted. This individual may be the DRMS Safety Manager or similarly qualified host command safety professional.

Based on the most recent annual safety inspection dated:_____ and a careful review of the most recent Industrial Hygiene survey dated:_____, it is determined that another Industrial Hygiene survey need not be conducted for:

_____an indefinite period, or [I a period of _____years.

Any process change shall be reported to the DRMS Safety Manager immediately. An Industrial Hygiene survey will be required if any occupational processes change that will introduce new hazards into this workplace. A letter is attached by the host indicating the above stipulations.

C3. SAFETY

Enclosure 4 - Monitoring DRMS Contractors Performing on a DOD Installation

CORs/COTRs/AGRs will:

Know safety related contract clauses and requirements
Monitor contractor"s safety performance and report to the contract officer (CO) in accordance with their letter of designation
Promptly intervene in any situation considered IDLH - Immediately Dangerous to Life or Health
Verify contractor"s compliance as directed by the CO

Items to monitor/verify include, but are not limited to:
Contingency orientation:

Contractor originally advised of emergency procedures, alarm designations, evacuation routes, etc...
Contractor advises temporary or transient personnel of procedures, designations, routes, etc...

Host installation policies/procedures:

Contractor complies with unique installation requirements

Hazard communication program (HCP):

Contractor complies with requirement to have a copy of contractor"s and DRMO"s HCP on-site and available to contractor employees, government employees and visitors

Personal protective equipment (PPE):

Required PPE is used properly

Government furnished equipment (GFE):

If applicable, GFE is maintained properly
If applicable, GFE inspection checklist is completed
GFE being operated safely
GFE usage is recorded
Damaged GFE is recorded via DLA Form 1591 and repaired IAW contract provisions

Government furnished facilities (GFF):

Damaged GFF is recorded via DLA Form 1591 and repaired IAW contract provisions
Housekeeping is clean and orderly

Training:

- Contractor personnel are trained/certified for:
- Using PPE
- Operating GFE
- Operation of contractor"s tools, equipment, etc...
- Handling HM/HW

C3. SAFETY

Enclosure 5 - Personal Protection Equipment
Attachment 1 - Hazard Assessment Certification - (Sample)

PERSONAL PROTECTIVE EQUIPMENT
HAZARD ASSESSMENT/CERTIFICATION

PURPOSE: A hazard analysis and certification are required components of a complete personal protective equipment (PPE) program required by 29 CFR 1910.132(d) Hazard Assessment and Equipment Selection. The assessment provides information needed to select the appropriate PPE for the hazards present or likely to be present in the workplace.

DRMO:_____ Date:_____

Employee Name: _____ Department: _____

Description of Job Activities:
_____

Employee Certification: ***I acknowledge that my supervisor has instructed me on the hazards associated with my job and the PPE required.***

_____ _____
Employee Date

Supervisor Certification: ***I certify that I am this employee's supervisor and that the workplace has been assessed to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE). I further certify that I have selected properly fitting PPE required to protect employees from all hazards identified in the hazard assessment and informed the employee of the job functions which require the use of PPE and that they must use the PPE when performing these functions.***

Supervisor _____ **Date** _____

C3. SAFETY

Enclosure 5 - Personal Protection Equipment
Attachment 2 - Personal Protective Equipment Training/Certification

PERSONAL PROTECTIVE EQUIPMENT
TRAINING/CERTIFICATION

PURPOSE: This personal protective equipment (PPE) certification of training is designed to satisfy the requirement of 29 CFR 1910.132 (f) Training.

DRMO:_____ Date:_____

Employee Name:_____ Department:_____

Description of Job Activities: _____

_____

_____

_____

_____

Employee Certification: ***I acknowledge that I have received the training specified in the supervisor's statement below and, based on this training, that I know how to select and use the required personal protective equipment required when performing my job and have demonstrated this as required.***

Employee _____ ***Date***_____

Supervisor Certification: ***I certify that I am this employee's supervisor. I also certify that I have ensured that the training required by the OSHA reference above has been provided to include at least the following criteria: When PPE is necessary; what PPE is necessary; how to properly don, doff, adjust and wear PPE; the limitations of PPE; the proper care, maintenance useful life and disposal of the PPE and the reasons why they must be worn. I further certify that the employee has demonstrated an understanding of the training and the*** **ability to use the PPE properly.**

Supervisor _____ **Date**_____

C4. SECURITY AND FORCE PROTECTION

Enclosure 1 - Definitions and Terms

1. *Antiterrorism (AT): Force protection (FP)* defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces.

2. *Clear Zone*: An area on both sides of a perimeter barrier that provides an unobstructed view of the barrier and the ground adjacent to it. Compensatory Measure: An alternate physical security measure employed to provide a degree of security equivalent to that provided by a required physical security measure. See also Waiver and Exception.

3. *Controlled Area:* A security area that contains information, matter, or materiel, which, while not vital to national security, requires special security measures to protect it from theft or damage because of its high value, vulnerability to pilferage or because of regulatory requirements.

4. *Exception:* Permanent relief from specific standards imposed within this instruction, based upon an individual determination that unique circumstances at a given activity are such that conformance to established standards is impossible, highly impractical, unnecessary due to measures exceeding those prescribed, or otherwise not in the best interest of the U.S. Government.

5. *Exclusive Standoff Zone*: A controlled area surrounding a facility into which only service and delivery vehicles operated by handicapped people are allowed. The perimeter of this area is defined by perimeter barriers and is set at a standoff distance sufficient to reduce the blast effects of a vehicle bomb detonation on the protected facility.

6. *Force Protection (FP):* Security program designed to protect military personnel, civilian employees, family members, facilities, and equipment, in all locations and situations, accomplished through planned and integrated application of combating terrorism physical security, operations security, personal protective services, and support by intelligence, counterintelligence, and other security programs.

7. *Host Security:* Host installation agency having primary responsibility for physical security and law enforcement on the installation.

   Key Custodian: The person designated to manage a key repository within the Key and Lock Control Program Restricted Area*:* A security area under DOD control into which persons may not enter without specific authorization. The area contains information, matter or materiel vital to national defense requiring special security measures to protect the resources contained therein from sabotage, espionage, or theft.

8. *Official Visitor:* Any DLA/DRMS command or staff member, Federal investigator, or DOD inspector on official business at the DRMS field activity.

9. *Physical Barrier:* Natural or man made obstruction to deter accidental or deliberate intrusion.

10. *Physical Security:* That portion of security concerned with the employment of physical measures such as barriers, protective lighting, and vehicle and personnel control measures. It also includes other functions such as loss prevention, security awareness training, and operational procedures designed to limit vulnerabilities.

11. *Pilferable Item:* Property in DRMS field activity custody that by virtue of its condition, intrinsic value, ready illicit market or resale potential, or widespread non-DOD usage, is highly desirable and therefore a primary target for theft.

12. *Sensitive Item:* Property requiring a high degree of protection and control due to statutory or regulatory requirements, such as drug abuse items; stock numbered precious metals, hazardous property; items which are of high value and small arms parts.

13. *Small Arms*: Category of weapons defined in DOD 5100.76-M, which have potential use in civil disturbances and are vulnerable to theft. Small arms are handguns, shoulder-fired weapons, light automatic weapons up to and including .50 caliber machine guns, recoilless rifles up to and including 106mm, mortars up to and including 81mm, man-portable rocket launchers, rifle and shoulder fired grenade launchers, and individually operated weapons which are portable and/or can be can be fired without special mounts or firing devices.

14. *Standoff Distance:* A distance maintained between a facility and the potential location for explosives detonation to reduce the explosives' blast effects on the facility. Standoff distances vary with building component construction. See also the definition for “Unobstructed Space”.

15. *Unobstructed Space*: Space within 10 meters (33 feet) of and inhabited building that does not allow for concealment from observation of explosive devices 150mm (6 inches) or greater in height.

16. *Visitor:* Any individual, military or civilian, not assigned to or employed within an installation, activity, or area to which access is requested.

17. *Vulnerability Assessment:* An analysis of the compound probability of being hit by a terrorist attack and whether or not assigned responsibilities can be fulfilled as required if attacked. (One step in the preparation of an activity Terrorist Threat Estimate.)

18. *Waiver:* Temporary relief from specific standards imposed by this instruction pending accomplishment of actions or programs that will conform to established

SECTION 4 - SUPPLEMENTS

SUPPLEMENT 2 - General Processing

Enclosures and Attachments

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Enclosure 1 - Certification References & Descriptions

Many types of property require a certification with the turn-in. The following is a listing of various certifications associated with a turn in. References are provided for additional information regarding certification requirements.

Title:	**Metalworking Machine Certification**
Description:	For turn-in of metalworking machines, the generator will provide a certification statement that the metalworking machine has been tested for Polychlorinated Biphenyls (PCBs) and found to be contaminated with less than 50 parts per million and is not the result of dilution. A copy of the certified laboratory test results shall be attached to the certification statement.
Certification Statement:	
I CERTIFY THAT THIS METALWORKING MACHINE HAS BEEN TESTED FOR POLYCHLORINATED BIPHENYLS (PCBs) AND FOUND TO BE CONTAMINATED WITH LESS THAN 50 PARTS PER MILLION (PPM) AND, TO THE BEST OF MY KNOWLEDGE, THIS CONCENTRATION LEVEL IS NOT THE RESULT OF DILUTION. Signature_____	
Reference:	DOD 4160.21-M, C4 DRMS-I 4160.14, Section 3, Metalworking Machines

Title:	**Subsistence Property, Certification of Unfit Semi-Perishable (Class 2)**
Description:	Class 2: Semi-Perishable subsistence food found unfit for human consumption but of value for other purposes (such as manufacturing animal feed). A veterinary service/medical officer will, according to AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31 issue a certificate of unfitness for subsistence found to be unfit for human consumption or unfit for continued storage/issue. The Certificate of Unfitness will contain recommendations for the disposition of the unfit semi-perishable subsistence.
Certification Statement:	
THE SUBSISTENCE ITEMS LISTED ABOVE ARE UNFIT FOR HUMAN CONSUMPTION BUT MAY POSSESS SOME RESALE VALUE (AS ANIMAL FEED) OR (FOR MANUFACTURING PURPOSES). (Strike out inapplicable phrase) RECOMMEND DISPOSITION THROUGH DRMO CHANNELS. Signature: _____Date: _____	
Reference:	DOD 4160.21-M, Chapter 4 DRMS-I 4160.14, Section 3, **Subsistence Property, Certification of Unfit Semi-Perishable**

Title:	**Subsistence Property Certification (Unfit Semi-Perishable) (Class 3)**
Description:	A veterinary service/medical officer will, according to AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31 issue a certificate of unfitness for subsistence found to be unfit for human consumption or unfit for continued storage/issue. The Certificate of Unfitness will contain recommendations for the disposition of the unfit semi-perishable subsistence.
Certification Statement:	
THE SUBSISTENCE ITEMS LISTED ABOVE ARE UNFIT FOR CONTINUED STORAGE/ISSUE BUT ARE FIT FOR HUMAN CONSUMPTION IF CONSUMED BEFORE (DATE) _____. RECOMMEND DISPOSITION THROUGH DRMO CHANNELS. Signature: _____Date: _____	
Reference:	DOD 4160.21-M, C4 DRMS-I 4160.14, Section 3, **Subsistence Property, Certification of Unfit Semi-Perishable**

Title:	**Flight Safety Critical Aircraft Parts (FSCAP) Mutilation Certification**
Description:	It is the responsibility of the military service generating activity to ensure all available historical records/documentation are included at the time reparable FSCAP are turned-in to DRMOs. FSCAP items lacking appropriate records/documentation or which are unusable will be mutilated. Normally, FSCAP items will be mutilated by the owning military service prior to turn-in to a DRMO.
Certification Statement:	
I CERTIFY MUTILATION WAS ACCOMPLISHED FOR THE FSCAP PROPERTY LISTED HEREON IN ACCORDANCE WITH DOD 4160.21-M, CHAPTER 4; DRMS-I 4160.14, Section 3, FSCAP Signature: _____Date: _____(Certifier) Signature: _____Date: _____(Verifier)	
Reference:	DOD 4160.21-M, C4 DRMS-I 4160.14, Section 3, Flight Safety Critical Aircraft Parts (FSCAP)

Title:	**Mutilation Required Property Certification *(Defective Property)***
Description:	Various types of property require mutilation prior to turn-in. Mutilation is defined as the act of making material unfit for its originally intended purpose by cutting, tearing, scratching, crushing, breaking, etc. When mutilation is performed, it must be certified, verified and dated.
Certification Statement:	
I CERTIFY MUTILATION WAS ACCOMPLISHED IN ACCORDANCE WITH DIRECTION IN DRMS-I 4160.14. Signature: _____Date: _____(Certifier) Signature: _____Date: _____(Verifier)	
Reference:	DOD 4160.21-M, C4, DRMS-I 4160.14, Section 2, Chapter 4 and Section 3 (Various)

Title:	**Certificate of Declassification**
Description:	All items that have been classified in the interest of national security regardless of use, purpose, or end item application require DEMIL. Classified material shall be declassified and demilitarized prior to transfer to a DLA Disposition Services site Certification of declassification shall be annotated on the turn-in document.

Disposal Turn-In Document:	QTY:
National Stock Number or Description:	

Certification Statement:

I CERTIFY THE ITEM(S) HEREON HAS BEEN DECLASSIFIED / SANITIZED AND TO THE BEST OF MY KNOWLEDGE AND BELIEF CONTAIN NO SENSITIVE DATA/MARKINGS.

Signature:_____Date:_____

Printed Name/Grade/Rank: _____

Title:_____

Phone (COM/DSN/FAX): _____

Address:_____

_____

Reference:	DoD Manual 4160.28, Volume 3, "Demilitarization Procedural Guidance," current edition

Title:	**Radioactive Property Certification**
Description:	Radioactive items or material shall not be turned into the DLA Disposition Services Field Activity unless the generator provides a statement, signed by their Radiation Protection Officer (RPO) certifying that the item/material is radiation free.
DTID:	QTY:
NSN or Description:	
Certification Statement:	
I CERTIFY THAT THE ITEMS//MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S). Signature:_____Date_____ PrintedName/Grade/Rank: _____ Title: _____ Phone(COM/DSN/FAX): _____ Address: _____	
Reference:	DLAI 4145.8/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105 current edition “Radioactive Commodities in the DoD Supply System” DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition

Title:	**Certification of Demilitarization**
Description:	A certification statement as shown shall be signed and dated by a DoD contracted person or a Government employee who actually performed or witnessed the DEMIL. The certificate shall be verified by a technically qualified DoD contracted person or a Government employee who witnessed the DEMIL of the material or inspected the residue. The individual who verifies the DEMIL should generally be at least in the next higher management or technical level to the initial certifying individual and must be a U.S. citizen. DLA Disposition Services, in compliance with their responsibilities outlined in the Defense Materiel Disposition Manual (DoD 4160.21-M), will at the time of receipt, place the DEMIL certificate in the applicable source document file for a period of 2 years, except small arms weapons DEMIL certificates. The DEMIL certificates for small arms weapons/receivers, subject to the DoD Small Arms Serialization Program (SASP), will be retained indefinitely in a permanent record file by the responsible DoD Component.

Disposal Turn-In Document:	QTY:
National Stock Number or Description:	

Certification Statement:

_____

I CERTIFY THAT THE ITEMS(S) LISTED HEREON HAS/HAVE BEEN DEMILITARIZED IN ACCORDANCE WITH DoD MANUAL 4160.28, VOLUME 3, “DEMILITARIZATION PROCEDURAL GUIDANCE,” CATEGORY _____, PARAGRAPH _____ AND/OR THE FOLLOWING APPLICABLE REGULATION:_____

Signature (Certifier):_____Date:_____

PrintedName/Grade/Rank: _____

Title: _____

Phone(COM/DSN/FAX): _____

Address: _____

==========

Signature (Verifier):_____Date_____

Printed Name/Grade/Rank: _____

Title: _____

Phone(COM/DSN/FAX): _____

Address: _____

Reference:	DoD Manual 4160.28, Volume 3, "Defense Demilitarization: Procedural Guidance," current edition

Title:	**Inert Certificate**
Type of Property includes but is not limited to:	1. Small Arms and Light Weapons (complete weapon) 2. Barrel assembly and upper receiver 3. Ammunition pouches/ outer tactical vests/Individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE) 4. Ammunition magazines and clips 5. Bandoleers and ammunition belts 6. Dummy munitions
Requirements:	The generating activity shall ensure that this property is properly inspected to determine the presence or absence of explosive hazards prior to referral to the DLA Disposition Services site or release from DoD control. The personnel certifying and verifying the inspection shall certify on the DD Form 1348-1A. The certification requires dual signatures (certifier, verifier) and printed full name, rank/rate, organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection**.**

DTID:	QTY:
NSN or Description:	

Certification Statement:

The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of materiel potentially presenting an explosive hazard (MPPEH)..

Signature (Certifier):_____Date_____

Printed Name/Grade/Rank: _____
_____

Title: _____

Phone (COM/DSN/FAX): _____

Address: _____

==========

Signature (Verifier):_____Date_____

Printed Name/Grade/Rank: _____

Title: _____

Phone (COM/DSN/FAX): _____

Address: _____

Reference:	DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition

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Enclosure 2 - Noun Description Pulled Into BOSS through SHIP

A. If a Hazardous Waste Profile Number is defined in SHIP, the first block contains: SHIPDTID: Waste Profile Number WPS: Property Shipping Name WPS: DOT Hazardous Class ID. WPS: Hazardous Waste Shipping Number WPS: Packing Group Or else - The first block contains the MSDS Number: SHIP DTID: MSDS Number

B. If EPA Waste Codes are defined for that DTID from DAISY or SHIP: Includes a space delimited list of EPA Waste Codes from: DTID-EPA: EPA Hazardous Code Or else - Include a space delimited list of EPA Waste Codes from SHIP: Waste Profile Sheet EPA: EPA Hazardous Waste Number

C. Include a space delimited list of State Waste Code from DAISY or SHIP: SHIPSWST: State Waste Code

D. Include from DAISY: SHIPDTID: Hazardous Description 1 SHIPDTID: Hazardous Description 2 SHIPDTID: Hazardous Description 3 SHIPDTID: Hazardous Description 4

E. Include the DAISY Hazardous Container Description Field from DAISY: SHIPDTID: Hazardous Container Description

F. Create and include a space delimited list of DRUM number from (one from DAISY): SHIP_DRM: Drum Number Create and include the accumulation start date (ASD) from DAISY

G. Create and include a comma delimited list of Generator EPA ID numbers, building numbers, storage site code and storage location codes (one from DAISY): WPS: Generator EPA ID Number SHIPDTID: Building Number SHIPDSLC: Site Location Code SHIPDSLC: Storage Location Code

H. Create and include a list of material composition data from the SHIP waste profile sheet: WPS: Material Composition WPS: Concentration WPS: Range

I. ***EXAMPLE****:* N002210001, Waste Paint Related Material, 3, UN1263, II, F005, D001, D008, WT02, paint waste liquid (60% MEK 40% Acetone), 1 x 55 gl drum, 99345, 5/15/99, WA1234567890, L12, Z#, H010102B0, Methyl Ethyl Ketone 60% 5%, Acetone 40% 10% Water 5% 5%.

NOTE: International DRMOs should add currency conversion as the last item in the contents description on the –Hazardous Waste‖ information entered in DAISY.

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Enclosure 3 - Abbreviations for LSNs

Use the following abbreviations to construct an LSN to identify usable property turned in without an NSN. Descriptive abbreviations not appearing on the list may also be used to describe property.

Abbreviations for LSNs

CODE	EXPLANATION	CODE	EXPLANATION	CODE	EXPLANATION	CODE	EXPLANATION
aircon	air condition	**dsk**	desk	**M**	Marines	**skt**	skirt
F	Air Force	**dumptrk**	dumptruck	**MD**	medium	**S**	small
amb	ambulance	**elec**	electric, electrical	**met**	metal	**stl**	steel
armd	armored	**elect**	electronic	**mwv**	microwave	**swbd**	switchboard
A	Army	**exc**	executive	**ml**	military	**T**	ton
AG	Army Green	**XL**	extra large	**mtr**	motor	**tbl**	table
arty	artillery	**XS**	extra small	**mtrcl**	motorcycle	**tel**	telephone
aslt	assault	**fld**	field	**mux**	multiplex	**TV**	television
auto	automatic	**flng**	filing	**N**	Navy	**trm**	terminal
autmv	automotive	**flm**	film	**ofc**	office	**torp**	torpedo
avn	aviation	**fit**	filter	**OD**	olive drab	**trkd**	tracked
bkry	bakery	**frmn**	fireman	**opt**	optical	**trac**	tractor
baro	barometer	**flt**	float	**orth**	orthopedic	**tlr**	trailer
btry	battery	**fltbrg**	floatbridge	**osc**	oscillator	**trs**	trousers
bd	board	**flg**	flying	**pnl**	panel	**trk**	truck
bt	boat	**FWD**	front wheel drive	**pax**	passenger	**turb**	turbine
brg	bridge	**gl**	gallon	**foto**	photographic	**typ**	typist
cbt	cabinet	**glv**	galvanized	**pl**	plastic	**UHF**	ultra high frequency
cbl	cable	**hvy**	heavy	**port**	portable	**usea**	undersea
calbr	calibrator	**hdy**	heavy duty	**M**	Marines	**un**	uniform
cal	calibre	**hv**	high voltage	**rdr**	radar	**uphstr**	upholstered
cam	camouflage	**hyd**	hydraulic	**rdo**	radio	**util**	utility
cgo	cargo	**jkt**	jacket	**rcvr**	receiver	**veh**	vehicle
chr	chair	**L**	large	**rfrg**	refrigerator	**VHF**	very high frequency
ckt	circuit	**ldry**	laundry	**secy**	secretary,	**wpn**	weapon
cv	civilian	**lthr**	leather		secretarial	**whl**	wheeled
ct	coat	**lt**	light	**sdn**	sedan	**wkr**	wrecker
clr	clr	**liq**	liquid	**stlr**	semi trailer	**qtrT**	quarter ton
cyl	cylinder	**lkr**	locker	**shlv**	shelving	**HLFT**	half ton
dntl	dental	**mach**	machine	**sht**	shirt	**4WD**	4 wheel drive
						4X4	4 by 4

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Enclosure 4 - DRMO GenComm Login Request Form

1a. Name of department/agency/organization:		
1b. Requesting user name:		
1c. Last 6 digits of user's SSN:	1d. Work phone number:	1e. E-mail address:
1f. Fax number (if available):		
2. Identify system resources/application being requested: **DRMO DAISY HP GenComm access to DRMO _____**		
3. Previously assigned DLA logon identifiers, if any. (this will be "none" for most non-DLA Generating activities):		
4. Statement justifying why the access is needed. **Access is needed to commence electronic turn-in of 1348-1A and hazardous waste profile sheet information.**		
5. Any level of clearances for classified Federal Government information that user might have. **GenComm information is unclassified**		
6a. User Signature:	Date:	Phone:
6b. User's Supervisor Signature (or other authority):	Date:	Phone:

7. Submit the request to ISSO at the following mailing address:

Defense Reutilization and Marketing Service, HDI Federal Center, ATTENTION: DES-WRH - Security, 74 Washington Avenue North, Battle Creek, MI 49037-3092
E-mail: s9d3100@drms.dla.mil FAX: 269-961-4115

NOTE: Once the login is received, DOD Generators are responsible for:

1. Review user access requests and assure the requests are relevant to meeting assigned duties.
2. Periodically review established user accesses to assure accesses are still needed.
3. Retain current user access request records, and any other records addressing user change/delete actions.

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Enclosure 5 - Operating Instruction: Receiving Hazardous Property

Attachment 1 - SOP for Receiving Hazardous Waste

Responsibility	Step	Action
Environmentally Trained Employee	1	Ensure the following are included on the DTID: DODAAC -HW‖ appears in Block 4. NSN and noun name or FSC and chemical name of hazardous components. Weight in pounds (lbs.). If DRMO weight is different, annotate the actual weight, not the estimated weight, in Block 20 of the DTID. Hazardous Identification Number (HIN) Supply Condition Code Funding Data (see Section 2, Chapter 8)
	2	Ensure that a DRMS Form 1930, HW Profile Sheet, is included in each initial waste stream or a profile number is annotated in Block 27, –Remarks‖ section of the DTID. See Chapter II, paragraph B3a(4).
	3	***NOTE:*** If the DRMO takes physical custody, test results from chemical analysis must accompany the HW profile sheet, unless other documentation accompanies the profile sheet to support its completion based on user's knowledge. If the DRMO takes accountability only chemical analysis and supporting documentation is **NOT** required. When it is determined that the generating activities HW profile sheet is incorrect, the chemical analysis will be needed.
	4	Ensure that the containers are non-leaking, safe to handle and able to withstand normal handling. Containers must be UN specification or military equivalent, if received from off-site.
	5	Ensure that the hazardous waste is properly marked, labeled and packaged, if received physically from off-site. Both on and off-site HW must have a HW marking. Ensure that a hazardous waste ManiFest is used when receiving hazardous waste from off-site. As a minimum, the ManiFest must contain: Proper Shipping Name. Hazard Class. Packaging Group. Identification Number. Total quantity by weight or volume, including the unit of measure.

	6	Shipper's Certification Emergency Response phone number and Emergency Response information (see Chapter VI, paragraph E5g(3)) Distribute copies of the ManiFest as follows: Give one copy to the Transporter immediately. Send one copy to the HW generator within 30 days of delivery. Distribute other copies per state/local requirements. Retain one copy.
	7	If applicable, ensure that a Land Disposal Restriction Notification accompanies the hazardous waste ManiFest (see Section 4, Supplement 2, Environmental Program, Enclosure 1, for detailed LDR information.) ***NOTE:*** A DRMS Form 1851 or alternate may be used.
	8	Ensure that other special turn-in requirements (i.e., certification requirements) for hazardous wastes are accomplished according to DOD 4160.21-M, Chapters 4 & 10 and Section 3.
	9	*Receipt in Place*: Sign the DTID if identification, HW marking, certification, and funding have been met. Attach a copy of the DTID to the property. Identify containers that have been approved for acceptance by marking containers with a red dot, or other means. *Physical Custody:* Sign the DTID if identification, certification, funding, packaging, labeling, marking, manifesting and transportation requirements have been met. Attach a copy of the DTID to the property. Identify containers that have been approved for acceptance by marking containers with a red dot, or other means. Notify responsible receiving personnel of pending delivery. ***NOTE***: Acceptance of physical custody of hazardous waste depends upon a conforming storage determination by the DRMO host, the availability of proper equipment and trained personnel to accept turn-ins. RCRA Part B permitted storage facilities will accept physical custody of only those hazardous wastes that are listed in the permit (interim or final). The generator shall retain physical custody until the permit is amended to include any non listed waste.

C1. LOGISTICS Program

Enclosure 5 - Operating Instruction: Receiving Hazardous Property

Attachment 2 - Checklist for Receiving Hazardous Waste

This list may be used as a guide to assist in receiving.

GENERATOR:_____ **POC:**_____

TELEPHONE:_____ **DRMO POC:**_____

A. *WASTE*

	N/A	YES	NO
1. Compatibility of Pallet	_____	_____	_____
2. Drums Banded Securely	_____	_____	_____
3. Non-Leaking Containers	_____	_____	_____
4. Proper Shipping Containers	_____	_____	_____
5. Proper Labeling and Marking	_____	_____	_____
6. Identification Number	_____	_____	_____
7. Noun Name	_____	_____	_____
8. DTID Attached to Property	_____	_____	_____
9. ManiFest Filled Out Correctly	_____	_____	_____
10. LSN/NSN	_____	_____	_____
11. Percent of Contaminants	_____	_____	_____
12. Quantity	_____	_____	_____
13. HW Marking Filled Out Correctly	_____	_____	_____
14. OSHA Carcinogen	_____	_____	_____

B. *DTID*

	N/A	YES	NO
1. NSN, Qty, Unit of Issue, Document Number	_____	_____	_____
2. Nomenclature	_____	_____	_____
3. Shipped From	_____	_____	_____
4. Shipped To	_____	_____	_____
5. Phone Number of POC	_____	_____	_____
6. Number & Size of Containers	_____	_____	_____
7. Activity EPA ID Number on ManiFest	_____	_____	_____
8. Hazardous Waste Profile Attached or on File	_____	_____	_____
9. Marked as Hazardous Waste	_____	_____	_____
10. Certification Statement	_____	_____	_____
11. Funding Data	_____	_____	_____

C1. LOGISTICS Program

Enclosure 5 - Operating Instruction: Receiving Hazardous Property

Attachment 3 - SOP for Unused/Unopened HM and Used/Opened HM Not Meeting Definition of HW When Discarded

Responsibility:	Step:	Action:
		This instruction applies to ***Unused/Unopened*** hazardous materials and ***Used/Opened*** Hazardous Materials that do **NOT** meet the definition of a hazardous waste when discarded.
Environmentally Trained Employee	1	1. Ensure the following are included on the DTID: DODAAC -HM‖ appears in Block 4. NSN and noun name or FSC and chemical name of hazardous components Material Safety Data Sheet (MSDS) or MSDS serial number, annotated in the —Remarks‖ section, as listed in the Hazardous Material Information System (HMIS). Supply Condition Code. If ***Opened/Used:*** Chemical name of contaminants or noun name of non-hazardous contaminants. Amount of hazardous and non-hazardous contaminants based on user knowledge or testing.
	2.	Ensure that the containers are non-leaking, safe to handle and able to withstand normal handling. Containers must be UN Specification or military equivalent, if received from off-site.
	3	Ensure that the hazardous material is properly marked, labeled and packaged, if received from off-site. Also that it contains appropriate OSHA compliant chemical labels (see Chapter II, paragraph B, for specific guidance.)
	4	***Receipt in Place:*** Sign the DTID, if identification, HM labeling/marking, certification, and funding

	5	Attach a copy of the DTID to the property. Identify containers that have been approved for acceptance by marking containers with a red dot, or other means. ***Physical Custody:*** Sign DTID if identification, certification, packaging, labeling, marking, and transportation requirements have been met. Attach a copy of the DTID to the property. Identify containers that have been approved for acceptance by marking containers with a red dot, or other means. Notify responsible receiving personnel of pending delivery. ***NOTE:*** Acceptance of physical custody of hazardous material depends upon storage availability, proper equipment and trained personnel to accept turn-ins.

C1. LOGISTICS Program

Enclosure 5 - Operating Instruction: Receiving Hazardous Property

Attachment 4 - Checklist for Unused/Unopened HM and Used/Opened HM Not Meeting Definition of HW When Discarded

This list may be used as a guide to assist in receiving.

GENERATOR:_____ **POC:**_____

TELEPHONE:_____ **DRMO POC:**_____

A. *WASTE*

	N/A	YES	NO
1. Non-Leaking Containers	_____	_____	_____
2. Percentage of Rust on Containers	_____	_____	_____
3. Proper Shipping Containers	_____	_____	_____
4. Proper Labeling and Marking	_____	_____	_____
5. DOT Identification Number	_____	_____	_____
6. Noun Name	_____	_____	_____
7. DTID Attached to Property	_____	_____	_____
8. MSDS or HMIS Reference Number	_____	_____	_____
9. OSHA Hazard Safety Labeling	_____	_____	_____
10. Drums Banded Securely	_____	_____	_____
11. OSHA Carcinogen	_____	_____	_____

B. *DTID*

	N/A	YES	NO
1. NSN, Qty, Unit of Issue, Document Number	_____	_____	_____
2. Nomenclature	_____	_____	_____
3. Shipped From	_____	_____	_____
4. Shipped To	_____	_____	_____
5. Phone Number of POC	_____	_____	_____
6. Number & Size of Containers	_____	_____	_____
7. Marked as Hazardous Material	_____	_____	_____
8. Certification Statement	_____	_____	_____
9. Funding Data	_____	_____	_____

C1. LOGISTICS Program

Enclosure 6 - Procedures for the Emergency Destruction of Classified Material

Typically, destruction methods for classified material and information include, burning, cross-cut shredding, wet-pulping, mutilation, chemical decomposition or pulverizing. Classified material must be destroyed to the degree that precludes recognition or reconstruction of classified information.

NOTE: The following guidance is derived from CNSS Instruction 4004.1, August 2006, Destruction and Emergency Procedures for COMSEC and Classified Material.

EMERGENCY DESTRUCTION PROCEDURES FOR CLASSIFIED ITEMS		
To be used with item classified Confidential and Secret		
Type of Product	Action	Use Metal Shredder (if available)
Paper	Burn thoroughly and mix ashes completely before discarding. Verify that all written data / information has been completely obliterated.	No
Hard Drives	Destroy beyond use with a hammer or sledge hammer. Ensure that the hard drive damaged to the degree that would preclude it being inserted back into a CPU. If possible, break the hard drive in two or more pieces. Refer to OSD Letter, January 8, 2001, Destruction of DoD Computer Hard Drives Prior to Disposal. (DRMS I 4160.14, Section 4, Supplement 2, Chapter 1, Enclosure 9)	Yes
Removable Hard Disks	Destroy beyond use with a hammer or sledge hammer Ensure that the hard drive damaged to the degree that would preclude it being inserted back into a CPU. If possible, break the hard drive in two or more pieces.	Yes
Laptop Computers	Use a heavy hammer and punch or electric drill and penetrate the hard drive in at least seven places. Remove hard drive (if possible) and destroy as reflected above.	Yes
Flexible Magnetic Media (Floppy disks, CDs, DVDs, etc.)	Pry open the object and obtain the flexible material - Cut in pieces as small as possible and burn thoroughly.	Yes
Compact Flash Cards or Thumb Drives	Use metal snips to cut the flash card into three equal pieces - Place pieces on hard surface and strike several times with a hammer on both sides. Ensure that the flash card or thumb drive is damaged to the degree that would preclude it being inserted back into a CPU or camera.	Yes
PC Cards (wireless or otherwise)	Use metal snips to cut the flash card into three equal pieces - Place pieces on hard surface and strike several times with a hammer on both sides. Ensure that the PC card is damaged to the degree that would preclude it being inserted back into a CPU or camera.	Yes

	Any classified item marked Top Secret, SCI, TS-/SI/and any two letter combination, or SIOP-ESI will not be destroyed	
	Contact the host and tell them the above markings or contact DES Battle Creek Public Safety at DSN 661-7010 / 7536 / 7114	

NOTE: The above is not an all inclusive list. Contact the DES Battle Creek Information Security Office, DSN 661-7010 / 7536 for additional assistance.

As an aid, the following table reflects colors of decals / stickers that are used to identify classified material.

Abbreviation (if used)	Description	Sticker Color
C	Confidential	Blue
S	Secret	Red
TS	Top Secret	Orange
SCI	Special Compartment Information	Orange or Yellow
TS/SI/TK (TK is example on last two letters)	Top Secret/ Special Intelligence / Talon Key	Orange or Yellow
SIOP-ESI	Single Integrated Operational Plan - Extremely Sensitive Information	Varies

C1. LOGISTICS Program

Enclosure 7 - Notification of Incidents Involving Classified Information

Attachment 1 – Letter to Generating Activities Concerning Possible Compromise of Classified Material / Information

DRMS LETTERHEAD

REPLY TO
ATTN OF: DRMS-D

MEMORANDUM FOR <*Commanding officer of generating activity*>

SUBJECT: Discovery of Classified Item – DRMO <*Name of DRMO*>

This memorandum is to point out a <*DATE*>, incident where property being turned in from your activity to DRMO <*Name of DRMO*> erroneously contained an item marked secret. I am sure you are aware that according to DoD 4160.21-M, Chapter 3, Paragraph B2d (3) and (4), DRMOs are not allowed to accept classified material, either physically or on their accounts. The attached situation report (SITREP) provides further information about this latest incident.

Although steps were taken to remove the property from the DRMO, I am obligated to stress the importance of preventing this type of occurrence. In addition to the cost of correcting, for both the generating activity and the DRMO, the release of classified material to unauthorized individuals (either erroneously or intentionally) is a very serious matter which could result in severe punishment for those involved, even those in an unknowing position.

DoD 5200.1-R, Information Security Program, Chapter 10, Paragraph 10-102a requires the head of the activity or activity security manager having security cognizance shall promptly initiate an inquiry into the incident. My staff and the information security officer stand ready to assist in your inquiry.

My Information Security Officer is <*Name, DSN 661-XXXX, Commercial (269) 961-XXXX*>. Policy on turn in issues may be addressed to my Chief of Customer Relationship Management, <*Name, DSN 661-XXXX, Commercial (269) 961-XXXX*>

Your attention to this matter is appreciated.

This incident will be reported up our chain of command through HQ DLA, and to the OSD Physical Security Office.

PAUL D. PETERS
SES Director

Attachment: SITREP

cc:
DES Battle Creek (DES-BC-WLS)
DRMS-O *(or DRMS-B if CDC or CPC is involved)*
Respective FST Ops Chief
DRMO <*Name of DRMO where incident occurred*>

C1. LOGISTICS Program

Enclosure 7 - Notification of Incidents Involving Classified Information

Attachment 2 – Letter to Installation Commanders Concerning Possible Compromise of Classified Material / Information

DRMO LETTERHEAD

REPLY TO
ATTN OF: *(DRMO Name, Field Activity Head, Phone Number)* *(Date)*

MEMORANDUM FOR: *(Host Installation Commander)*

SUBJECT: Possible Compromise of Classified Information / Material

1. This is to notify you of a possible compromise of classified information / material at *(Name of DRMO, Name of Military Installation).*

2. *(Description of incident. Provide as much information as possible. What material was discovered, what is the suspected classification, when, where and how was it discovered, actions taken to protect the material, actions to identify the generating activity, actions taken to have the property retrieved by the generating activity, identity of DRMO or visiting personnel who had access to the property. Any additional pertinent information).*

3. DoD 4160.21-M, Defense Material Disposal Manual, Chapter 3, Paragraph B2d(3) prohibits DRMOs from receiving classified material for disposal actions. There is a potential for compromise of classified information anytime classified material is discovered in disposal assets.

4. DoD 5200.1-R, DoD Information Security Program, January 1997 requires that anyone finding classified material out of proper control shall take custody of and safeguard the material, if possible, and notify the appropriate security authorities. The regulation also states that if the head of the activity or the activity security manager to whom the incident is originally reported does not have security cognizance over the incident, such official shall ensure the incident is reported to the appropriate authority. DRMS does not produce, receive, store, or transmit classified information. The military service appears to be responsible for this incident.

5. We stand ready to assist you in any inquiry or investigation that is initiated by your command, and to provide any assistance necessary to return the suspect property to proper control. We request your assistance in placing the suspect material in secure storage until final disposition can be determined.

6. The security manager for DRMS is *(Name of DES Battle Creek Information Security Officer, DSN 661-XXXX)*. He / she stands ready to assist your officials in their efforts.

DRMS Field Activity Head

CC: (Host Installation Information Security Manager)
(DES Battle Creek Public Safety, Information Security Office)

Encl: DRMS Form 2013, DRMS Classified Material Checklist

C1_ LOGISTICS Program

Enclosure 8–DLA Form *ZT,* "Classified Document Receipt

Clear Form

Print Fonn

1. TO *(CcmOlete Address)*	2. RETURN SIGNEDCOPY TO *(COm,XteMcIress)*	3. <ISTEftNUM5ER
		4. *DATE* DISPATCHED

5. DESCRIPTION *(Ust dOcument Ofl'giniJ!fX. ty. Dbbrev!.medCII:Jssifit.o!ion, unc/.tJssirs6d s.ubi ctor bnumbetof* cop.*es and copy numbets if My, IJrtiJC !!!sfO/.'O'oved by abbtevltJed dtJssfficatfon, otltet IdMtdying dara. ChtJn(Je$ in* rhe *d.esctl'ption (additions, whdftJV/tt/$, etc.) wlil be ShOwn with* me *date Dnd initi!Jfsofittdivktusl msking nrry).*

OTE: ONIY TOP COPY OF SETTM IBE SIGNED.

S.	DOCUMENT RECEIPT	
o. TYPED OR PRINTED NAME AND GRADE	b. S GNATURE	c. DATE

• DESTRUCTION CERTIACATE: *AN meterial described obove hos been destroyed in accordance with prescdbing cfrectfve.*

a. SIGNATURE & GRADE Of DESTRUCTION OFfiCIAI	a. S GNATURE & GRADE Of NJTNESSING OffiCIAI	c. DATE DESTROYED

DI A FORM 27 .JAN 76 (FG) EDmON Of JAN 69 1S 06SOLETE AISO REPIACES DIA FORM 125WHCH IS OBSOLETE. CLASSIFIED DICUMENT RECEIPT PDF (DIA)

C1. LOGISTICS Program

Enclosure 9 – OSD Letter, January 8, 2001, Destruction of DoD Computer Hard Drives Prior to Disposal, 3 Pages

DEPUTY SECRETARY OF DEFENSE

1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

JAN 0 8 2001

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Destruction of DoD Computer Hard Drives Prior to Disposal

Historically, the Department's policies regarding sanitization and destruction of computer hard drives have been applied only to equipment that processed classified information. More recently, the proliferation of networked unclassified desktop computers, with their ability to retain vast amounts of information, and the resultant possibility of increased sensitivity of the aggregated data, dictated that we properly sanitize unclassified computer equipment before it is turned in for disposal or reutilization. Notwithstanding these precautions, preliminary results of a recent Inspector General audit have revealed instances of sensitive information remaining on computer hard drives that had been certified as having been "wiped" clean (i.e., they contain no sensitive information) prior to disposal or reutilization outside DoD.

Accordingly, I direct that you take immediate steps to ensure that all hard drives of unclassified computer equipment being disposed of outside DoD are removed and destroyed. Guidance for destruction may be found at *http://www.c3i.osd.mil/org/sio/ia/diap/*.

The Assistant Secretary of Defense (C3I) will assess this implementation and determine, within 12 months, if further adjustments are warranted. Questions concerning this memorandum may be directed to Mr. Donald Jones, OASD(C3I)/IA, at 703-614-6640.

Rudy de Leon

U16448•/00

Guidance for Destruction of DoD Computer Hard Drives (Unclassified) Prior to Disposal

1. Deputy Secretary of Defense memorandum, Subject: "Destruction of DoD Computer Hard Drives Prior to Disposal," dated January 8, 2001 (Enclosure 1) directs all DoD Components to "take immediate steps to ensure that all hard drives of **unclassified** computer equipment being disposed of outside DoD are removed and destroyed." The intent of this memorandum is to prevent DoD Sensitive information, as defined in National Security Telecommunications and Information Systems Security Instruction (NSTISSI) No. 4009, from being obtained from computers being disposed of by DoD.

2. The term "hard drive" as used in the memorandum includes:

a) Rigid magnetic storage media such as removable disk packs; (e.g., single and multiple platter disk packs); sealed disk drives, hard disk assemblies (HDAs); and magnetic Bernoulli cartridges.

b) Optical storage media such as optical disks, optical tape, and optical Bernoulli cartridges.

3. Acceptable means to destroy rigid magnetic media are described below. Further, system administrators are highly encouraged to perform overwrite or 'wipe disk' procedures on functioning disk drives before CPUs are turned in for disposal by using a pseudo-random overwrite utility that is available with such products as Norton Utilities and similar products. This will decrease accessibility to the data until such time as the formal destruction procedures are implemented.

a) Sanitization by bulk degaussing: Remove the hard drive from the chassis or cabinet. Remove any steel shielding materials or mounting brackets, which may interfere with the magnetic fields. Place the hard disk drive in an approved NSA/CSS approved degausser (National Security Agency Degausser Products List) and erase at the required field setting. The bulk erasure of sealed disk packs or hard drives will cause damage (i.e., loss of timing tracks and damage to disk drive motor) which will prohibit its continued use. However, if there is any doubt that the degaussing was not successful, further physical disabling in paragraph b) below should be conducted. Specific questions regarding NSA approved products/procedures should be directed to NSA's INFOSEC Service Center at 1-800-688-6115 or DSN 238-4399.
(Note: Degaussing should only be conducted by personnel with technical knowledge about the equipment who routinely conduct these procedures for the degaussing of **classified** disks.)

b) Physical destruction/impairment beyond reasonable use: Remove the hard drive from the chassis or cabinet. Remove any steel shielding materials, mounting brackets, and cut any electrical connections to the hard drive unit. The hard drive should then be subjected, in a suitable facility with individuals wearing appropriate safety equipment, to physical force or extreme temperatures (e.g., pounding with a sledge

hammer; incinerator) that will disfigure, bend, mangle, or otherwise mutilate the hard drive so that it cannot be re-inserted into a functioning computer. Sufficient force should be used directly on top of the hard drive unit to cause shock/damage to the disk surfaces. In addition, any connectors that interface into the computer must be mangled, bent, or otherwise damaged to the point that the hard drive could not be re-connected without significant rework.

4. Optical mass storage media, including compact disks (CD, CDE, CDR, CDROM), optical disks (DVD), and magneto-optic disks (MO) must be destroyed by burning, pulverizing, or grinding the information bearing surface. When material is pulverized or ground, all residue must be reduced to pieces sized 0.25 millimeter or smaller. Burning shall be performed only in a facility certified for the destruction of classified materials.

5. As a reminder, paragraph 6-701 of DoD Regulation 5200.1-R, "DoD Information Security Program," dated January 1997, directs Components to obtain guidance on appropriate methods for destroying **classified** electronic media and equipment from NSA. The instructions regarding destroying unclassified media provided above are largely based on NSA procedures for the sanitization or destruction of classified media.

C2. PROPERTY ACCOUNTING

Enclosure 1 - Adjustments and Corrections to Accountable Records

A. This enclosure specifies the documentation and approval levels required for adjustments and corrections to the DRMO inventory. The distinction between an adjustment and a correction is important. All supporting documentation used for approval and data entry actions must be preserved. Types of documents might include memorandums for record, witness statements, a copy of a weight ticket showing an error in computation, a copy of the DTID showing a difference in quantity, etc. An auditable trail must be maintained for each adjustment and correction regardless of documentation or approval level required. These supporting documents are source documents and must be scanned and uploaded to Web DOCS as a supplemental to the original DTID.

B. Corrections to the inventory are made for bona-fide paperwork/bookkeeping errors such as mistakes in data input. Examples are: Wrong NSN, DTID, Demil Code for LSN property, non-receipt of property, incorrect quantity received, wrong property received and/or unit price.

C. Adjustments (including downgrades) are processed for discrepancies in which there are gains or losses to quantity. Additional adjustments to the record include:

Downgrades to and upgrades from scrap
A & D actions
Scrap breakdown and consolidation

D. DAISY outputs placards for downgrades, abandonment or destruction and DEMIL. These placards contain the required fields for data entry and may be used for documentation when all the required signature blocks are completed by the authorized personnel. These placards are the source documents and must be scanned and uploaded to Web DOCS.

E. Approval Levels of Authorizing Officials

1. Approval levels are based on dollar limitations for total usable acquisition dollar value of the lost or damaged items within a DTID being adjusted or the fair market value of the scrap being adjusted. There are five approval levels:

Table 1: Approval Levels of Authorizing Officials edited May 2012

Authorizing Officials	Approval Levels
Site Lead or Designee	Approval Level 1
Area Manager or Designee LTS Chief or Designee CDD Chief or Designee	Approval Level 2
Disposition Service Director (DSD) or Designee	Approval Level 3
Disposition Services J-3 Director or Designee Disposition Services J-4 Director or Designee	Approval Level 4
Disposition Services Director or Designee	Approval Level 5

NOTE 1: All approval levels are to be signed at the lowest level identified but may be approved at any level above the one shown.

NOTE 2: All downgrade designees must be in writing in the form of a signed Letter of Appointment. The APO/RPO cannot be a designee. The Letter of Appointment must specify what limitations, if any, that applies to each designee. Disposal Service Representative (DSR) authority is based on the Area Managers decision. Edited May 2012

1. The following table lists the approval level criteria and forms required for usable and scrap property adjustments and losses and upgrades of usable scrap.

a. When determining approval level for usable property, use the usable acquisition value. When determining approval level for scrap property, use the scrap fair market value.

ADJUSTMENT AND LOSS TABLE

Table 2: Approval Levels for Usable and Scrap Property

Type of Property and Circumstance	Usable Acquisition Dollar Value/ Scrap Fair Market Value	Approval Level	Required Form
Paperwork/bookkeeping errors for usable and scrap property except for quantity	Any Dollar Value	1	DRMS 1983
Paperwork/bookkeeping errors for usable and scrap property affecting quantity	Any Dollar Value	1	DRMS 39–3
Usable and scrap quantity gains; scrap loss/gain balancing (except P24). Note: reclassification due to property left from a sale or issue is not a gain/loss	Any Dollar Value	1	DRMS 39–3
Upgrade of usable component from scrap	Less than or equal to $50,000	1	DD Form 1348-1/1A
Upgrade of usable component from scrap	Greater than $50,000	2	DD Form 1348-1/1A
Loss of usable and scrap non-sensitive property **(DEMIL Codes A and Q6 Sales Eligible)** with NO evidence of fraud, theft, negligence, unauthorized use or willful misconduct. **NOTE: Q6 Sales Eligible coding must be confirmed and added to the 39-3 as supporting documentation.**	Less than or equal to $50,000	2	DRMS 39–3
Loss of usable and scrap non-sensitive property **(DEMIL Codes A and Q6 Sales Eligible)** with NO evidence of fraud, theft, negligence, unauthorized use or willful misconduct. **NOTE: Q6 Sales Eligible coding must be confirmed and added to the 39-3 as supporting documentation.**	$50,001 – $249,999	3 4	DRMS 39–3
Loss of usable and scrap non-sensitive property **(DEMIL Codes A and Q6 Sales Eligible)** with NO evidence of fraud, theft, negligence, unauthorized use or willful misconduct. **NOTE: Q6 Sales Eligible coding must be confirmed and added to the 39-3 as supporting documentation.**	$250,000 – $500,000	$250,000 – $500,000	DRMS 39–3
Loss of usable controlled sensitive property	Less than or equal to $50,000	3	DD Form 200

3. Scrap breakdown and Scrap Classification List (SCL) consolidations for any dollar value do not require approval. Process the breakdowns and SCL consolidations on a DRMS Form 1978.

4. The following table lists the approval levels and required forms for precious metals scrap adjustments and losses

ADJUSTMENT AND LOSS TABLE

Table 3: Approval Levels for Precious Metals Scrap Property

<table>
<tr><th>Type of Property and Circumstance</th><th>Adjustment Scrap Fair Market Value</th><th>Approval Level</th><th>Required Form</th></tr>
<tr><td>Scrap Breakdown</td><td rowspan="7">Any Dollar Value</td><td>No Approval Required</td><td>DRMS 1978</td></tr>
<tr><td>All paperwork/bookkeeping errors, except quantity adjustment</td><td rowspan="3">2</td><td>DRMS 1983</td></tr>
<tr><td>Paperwork/bookkeeping errors affecting quantity</td><td rowspan="3">DRMS FORM 39-3U OR DRMS FORM 39-3SU or 39-3S</td></tr>
<tr><td>Loss/Gain or scrap balancing of P24</td></tr>
<tr><td>Loss adjustment due to evaporation</td></tr>
<tr><td>Loss of 25 percent or more of the weight on hand of P-coded SCL</td><td>3</td><td rowspan="4">DD 200</td></tr>
<tr><td>Loss of 10 percent or more of the weight on hand of V-coded SCL</td><td rowspan="2">4</td></tr>
<tr><td rowspan="2">PM-Scrap loss where there IS evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct of P and V-coded SCLs</td><td>Less than or equal to $200,000</td></tr>
<tr><td>Greater than $200,000</td><td>5</td></tr>
</table>

5. The following table lists approval levels and required forms for Downgrade to Scrap. Property may only be downgraded if it has no Reutilization, Transfer, Donation or Sales potential and has value only as scrap. Refer to Section 2, Chapter 1, Paragraph C.1.8.9, Receipt of Usable Property Eligible for Downgrade to Scrap, for additional guidance. For downgrade approvals after ESD, DRMS will use the Employee Identification Number (EIN) assigned to the individual with the appropriate approval authority on the Downgrade

Placard in lieu of a signature. If downgrading DEMIL required property to scrap, all demilitarization shall be performed before downgrade action is taken.

ADJUSTMENT AND LOSS TABLE

Table 4: Approval Levels for Downgrades to Scrap Table

Type of Property and Circumstance	Acquisition Dollar Value	Approval Level	Required Form
Upon receipt, scrap value only, property in Supply Condition Codes (SCC) F, G, or H	Less than or equal to $50,000	1	DD Form 1348–1/1A
	Any Dollar Value	2	
As a result of reclamation	Less than or equal to $50,000	1	Downgrade Placard or DRMS Form 222
	Any Dollar Value	2	
At ESD, Disposal Condition Code (DCC) of X	Any Dollar Value	1	
At ESD, DCC other than X	Less than or equal to $50,000		
At ESD, Demil codes other than A, B or Q, after demilitarization has been performed	Less than or equal to $50,000		
	Any Dollar Value	2	
Six months after unsuccessful sales, any condition code	Less than or equal to $50,000	1	DRMS Form 63 or Downgrade Placard
	$50,001 - $500,000	2	
Precious Metals (PM) bearing items, upon receipt OR at ESD, to be processed for PM recovery	Less than or equal to $50,000	1	DD Form 1348–1/1A or Downgrade Placard or DRMS 222
	Greater than $50,000	2	
At ESD, property in SCC F, G or H	**Less than or equal to $50,000**	**1**	Downgrade Placard or DRMS 222
	Greater than $50,000	**2**	

At ESD, property in SCC A - E	Less than or equal to $50,000	1	
At ESD, property in SCC A - E	$50,001 - $500,000	3	
At ESD, property in SCC A – E NOTE: This level requires the Downgrade Request Checklist, see paragraph 8, this Section	Greater than $500,000	4	

6. The following table lists the approval levels and required forms for Abandonment and Destruction (A & D) of property.

ADJUSTMENT AND LOSS TABLE

Table 5: Approval Levels for Abandonment and Destruction Table

Type of Property and Circumstance	Acquisition Dollar Value/ Scrap Fair Market Value	Approval Level	Required Form
Usable/scrap property	Less than or equal to $50,000 acquisition value (usable) or fair market value (scrap)	1	Sale placard, DD 1348–1A or A&D placard
	$50,001–$200,000 acquisition value (usable) or fair market value (scrap)	2	
	$200,001 - $500,000 acquisition value (usable) or fair market value (scrap)	3	
	Greater than $500,000 acquisition value (usable) or fair market value (scrap)	4	

7. Downgrades to scrap requiring Approval Level 4 must be submitted using the Downgrade Request Checklist (sample below). Submit requests to the global address list e-mail: DRMS Downgrade Requests.

8. The Downgrade Checklist and directions are located on DLA's eWorkplace in the DRMS Internal Website. Specifically, navigate to the —Receiving‖ page and then locate the —Property Accounting‖ section.

a. To access the checklist form, click on the link titled, –Downgrade Request Checklist‖.
b. To access the directions for completing the form, click on the link titled, –Downgrade Request Instructions.‖
c. The Standard Operating Procedure (SOP) for downgrade requests is also available by clicking on the link titled, –Downgrade Request SOP‖.

9. The following documentation must be included with the Checklist:

Complete Downgrade Request Checklist
Scanned copy of supporting documentation
DD Form 1348-1/1A
DAISY Screen prints showing DTID history
Downgrade Placard showing SCL code (or DRMS Form 222)
Pictures of the item, special markings and/or data play
If applicable, documentation showing poor sales history

10. The following will be required by HQ personnel.

a. Once the Downgrade request is received and reviewed, HQ personnel will exhaust all avenues for potential sale of this item. This will be accomplished using the following steps.

1. Contact DRMO ensure they met all RTD screening cycles.
2. Contact SME's from Sales, FMS, and RTD, to ensure there are no requirements or pending requisitions of the items.

3. Once all buyer research has been exhausted then HQ personnel will prepare a staff summary sheet for the appropriate approval level recommending approval of the downgrade then route as required.

Table 6: Downgrade Request Checklist

DOWNGRADE REQUEST CHECKLIST		
Downgrade in excess of $200,000 Requested		
GENERAL INFORMATION		
DRMO NAME		
RIC (SUFFIX)		
POINT OF CONTACT		
PHONE NUMBER DSN		
PHONE NUMBER COMM		
DTID		
CLEAR TEXT NSN		
NOMENCLATURE		
QUANTITY		
DEMIL CODE		
DAISY HISTORY SCREEN PRINTS		**INCLUDED:**
SCANNED DOCUMENTS		**INCLUDED:**
DD1348(1A) OR XR 1 SCREEN PRINT		**INCLUDED:**
DOWNGRADE PLACARD (SHOWING SCL CODE		**INCLUDED:**
PICTURES		**Total number of pictures:**
ITEM (AT MINIMUM)		**INCLUDED:**
SPECIAL MARKINGS		**INCLUDED:**
DATA PLATE		**INCLUDED:**
OTHER VIEWS		**INCLUDED:**
SUPPORTING DOCUMENTATION		
POOR SALES		
SCREEN PRINT WHERE PROPERTY OFFERED		
EVIDENCE OF LOW OR REJECTED BID		
HISTORY - SALES PRICES		
CV REJECTED		**Y or N**
NAME OF PERSON		
DATE DIDN'T WANT		
EMAIL INCLUDING: DTID, THEIR NAME AND		
DATA (ATTACH A STATEMENT FROM REP		**INCLUDED: Y or N**
CODE: C (POOR SALES)		**Y or N**
OR CODE: E (SMALL QTY LOW VOL.)		**Y or N**
OR IN POOR CONDITION		**Y or N**
NOTE 1	**** COMPLETE THIS SHEET AND ADD AS AN ATTACHMENT WITH**	
	ALL REQUIRED PAPERWORK. SUBMIT TO DRMS DOWNGRADE REQUEST VIA	
	EMAIL SUBJECT LINE TO READ: "DOWNGRADE, DTID #:_____	

C2. PROPERTY ACCOUNTING

Enclosure 2 - Certificate of Transfer

_____
DRMO Activity
_____

I. Balances shown on the records of Reutilization and Marketing Office Account

_____as of this date, _____are
(DRMO RIC and SUFFIX) (Date)

true and correct to the best of my knowledge and belief. The records associated with

this account have been turned over to_____
(Name of Receiving Individual)
(Gaining APO)

_____
(Signature of Person Turning Over Records)

II. I certify that I have, as of today, _____, received
(Date)

from _____, my predecessor, all records
(Name of Person Turning Over Records)
(Losing APO or DRMO Area Manager)

pertaining to the Reutilization and Marketing Account designated above, for which my said predecessor was accountable, and that I have, as of today, assumed accountability for the property pertaining to this account.

_____
(Signature of Person Receiving Records)

APPROVED BY:

_____ _____
(Name of DRMO Area Manager) (Signature of Area Manager and date)

C2. PROPERTY ACCOUNTING

Enclosure 3 - General Requirements for Preparation of DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S (Inventory Adjustment Request/Voucher)

NOTE: The terms DSD and DRMS, when used to describe approval levels, include those persons who have been designated in writing to perform those functions. For example, the DSD may appoint the DRMO/Area Manager as his/her designee. Accordingly, the term DSD includes the designee.

1. Inventory Adjustment/Request Voucher, DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S (U for Usable/S for Scrap), is used as the source document for all quantity adjustments to the accountable record not supported by DD Form 200 (FLIPL). It is used for approval by the DSD and DRMS.

2. DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S may be prepared by handwriting the pertinent data legibly. When one set of circumstances requires multiple adjustments, e.g., inventory losses or gains following a wall-to-wall inventory, one adjustment will be entered on DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S with the explanatory statement, and the remaining adjustments will be entered on DRMS Form 12a, General Purpose Worksheet, and attached or filed with the original 39-3U or 39-3S.

3. Part A of DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S is for adjustments to usable property records. Part B is for a receipt for the originator for adjustments to usable property records. Do not use the same form for an adjustment to usable and an adjustment to scrap.

4. Preparation of DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S.

a. The DRMO APO or staff member discovering the discrepancy to the accountable record will initiate the DRMS For 39-3U for usable or 39-3S for scrap. After the 39-3 is initiated the APO has no later than 3 working days to make the appropriate entry (DLU/DLS) in DAISY. The 3 days allows for the RPO to complete an initial investigation before the discrepancy is identified to the accountable record.

b. Once the discrepancy DLU/DLS is entered in DAISY by the APO the DRMO has 10 working days to complete the research for the discrepancy. On day 13 from the initial discrepancy date if the RPO couldn‘t rectify said discrepancy. The APO will consider the discrepancy as such and date the 39-3 this day as the date discovered (loss, qty discrepancy or whatever the situation). The APO will then have 3 working days to make the appropriate entry in DAISY. If loss ALU/ALS, if gain AGU/AGS, etc; XAL, XAG. The Completed form will be submitted to the DRMO Area Manager.

c. If the discrepancy meets the criteria identified in Table 2 and Table 3 in Section 4, Supplement 2, enclosure 1, for the DD Form 200 (FLIPL), the APO has 5 days from the date of discovery to implement the formal investigation by using the Automated FLIPL Program.

Figure 1: DRMS Form 39-3U for Useable Property

Reset Fonn | Print form | Submit by Email

INVENTORY ADJUSTMENT REQUEST/VOUCHER
(Pr9scribing Authority.· DRMS-14160.14 S9Ction 4 Supp/vm9nt 2

I'AKT A - LSABLE

1. PROP LOC RIC | ADJ CODE (G *or* LI | DISCOVERY DATE | ADJ QTY

DTID

NSN

APPROVING OFFICIAL FOR LOSSES ENTER:
TYPE PRa>. t:UUlo | LO S II SON CODE | IOSS nllr TO NECECT | RESOLUTION OFACE COOE

D D D D

2. NOUN

3. EXTENDED $ VALUE OF QUANTITY ADJUSTMENT

4. APPROVAL REUUIREMENTSIRESOLUTION OFFICE CODE
D DRMO or Dgsigngg Approval :O
D DRMS·DSD or Degignee Approval .!O

5. CIRCUMSTANCES FOR ADJUSTMENT (includ"Point-in-Proc& and If applicabl.,, FLIPL Number)

6. ORIGINATED *BYISi911•fure & D•f•)*

7. REVIEWED BY *!Signature & Date*

(This portion completed only when approval ol adjustments is required)

8. DRMO/DESIGNEE APPROVAL *!Signature & D te*

9. DSDI DESIGNEE APPROVAL *(Sigmotu"' & Date/*

PART 8 - USABLE *(Return copy to originator ones complutud)*

1. FOR DTID D CORRECTION COMPLETED D Correction could not be accomplighed (gee reason(s) below)

2. REASON CORRECTION COULD NOT BE ACCOMPLISHED

3. APO *(Sigl1ilfum & Date)*

4. APPRDVER *(Slyniffure & Do te) U JPJquired*

DRMS FORM 39·3U.MARCH 2009 IEFI

Instructions for Form 39-3U (Usable)

Part A - Usable Property

Block 1 - Enter property location RIC, adjustment code, discovery date, adjustment quantity, DTID number and NSN.
Grayed area is to be completed by approver. For resolution office code: DSD approvals enter O; J 3/4 approvals enter R; for DRMS Director approvals enter S.

Block 2 - Enter noun.

Block 3 - Enter extended dollar value of quantity adjustment.

Block 4 - Check appropriate approval level according to Table 1, this chapter.

Block 5 - Enter circumstances of adjustment.

Block 6 - Sign and date (individual discovering discrepancy or RPO).

Block 7 - APO sign and date (individual reviewing the document).

Blocks 8-9 - Approver complete appropriate block (Level 1, 2 or 3 = Block 8; Level 4 = Block 9)

Part B- Usable

Block 1 - Check appropriate box.

Block 2 - Reason correction could not be accomplished.

Block 3 - APO sign and date.

Block 4 - Approver, Area Manager or DSD, if required.

Figure 2: DRMS Form 39-3S for Scrap Property

Reset Form | Print Form | Submit by Email

INVENTORY ADJUSTMENT REQUEST/VOUCHER
(Prescribing Authority: DRMS-14160.14 Section 4 Suppl&rnent 2

PART A - SCRAP PROPERTY

1. PROP LOC RIC | ADJ CODE IGor LI | DISCOVERY DATE | ADJ QTY
SCLISCT | NOMENCLATURE USED FOR UPGRADE

APPROVING OFFICIAL FOR LOSSES ENTER:
TYPE PROP CODE | LOSS RN | LOSS DUE NE CT | RESOLIITJON OFFICE CODE
D D D D

2. CIRCUMSTANCES FOR ADJUSTMENT

3. LOSS COMPUTATION
MARKET VALUE PER UNIT 111 | QUANTITY OF LOSS 121 | COMPUTED VALUE OF LOSS 11X21

4. APPROVAL REQUIREMENTS/RESOLUTION OFFICE CODE
D DRMO/Designee D DRMS-DSD/Designee

5. ORIGINATED BY (Signature & Date) Approval/O ApprovalO

6. REVIEWED BY (Signature & Date)

7. DRMO/DESIGNEE Approval (Signature & Date)

8. DSD/DESIGNEE Approval (Sigmtture & D11te)

PARTB - SCRAP (fReturn copy to originator once completed)

1. FOR SCL/SCT D Correction Completed ☐ Correction could not be accomplished (see reason(s) below)

2. REASON CORRECTION COULD NOT BE ACCOMPLISHED

". At'U (Signature & Date) .4. APPROVER (Signature & Date)

DRMS FORM 39-3S. MARCH 2009 (EFI

Instructions for Form 39-3S (Scrap)

Part A - Scrap Property

Block 1 - Enter property location RIC, adjustment code, discovery date, adjusted quantity (weight difference), the SCL/SCT being adjusted and nomenclature.

Grayed area is to be completed by approver. For resolution office code: DSD approvals enter O; for J 3/4 approvals enter R; for DRMS approvals enter S.

Block 2 - Circumstances for adjustment.

Block 3 – Loss computation. Check Table 2, this chapter to ensure that a DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S is appropriate for the dollar value.

Block 4 - Check appropriate approval level according to Table 1, this chapter.

Block 5 - Sign and date (individual discovering discrepancy or RPO).

Block 6 - Reviewed by APO, sign and date.

Block 7 - DRMO/Designee approval, sign and date.

Block 8 - DSD/Designee approval, sign and date.

Part B Scrap

Block 1 - Check appropriate box.

Block 2 - Reason correction could not be accomplished.

Block 3 - APO sign and date.

Block 4 - Approver, Area Manager or DSD, if required.

C2. PROPERTY ACCOUNTING

Enclosure 4 - General Requirement for Preparation of DD Form 200 in the FLIPL Automated Program

When property is missing, the losing DRMO will initiate Financial Liability Investigation of Property Loss (FLIPL) DD Form 200, in the FLIPL Automated Program, or FAP, within 5 working days of the date of discovery of the discrepancy. All documentation must be included in the review notes of the form in the FAP.

Blocks that do not apply will be annotated "N/A."

For blocks where information exceeds the space allotted, (Some blocks have limited character fields) type ―see review note‖ within the body of the block. Add remaining information in a ―review‖ note and annotate back to which block it is associated with.

For additional information on the FAP, see Receiving Home Page, scroll down to Property Accounting and select the desired FAP information.

Figure 3: Timeline for Processing FLIPL's

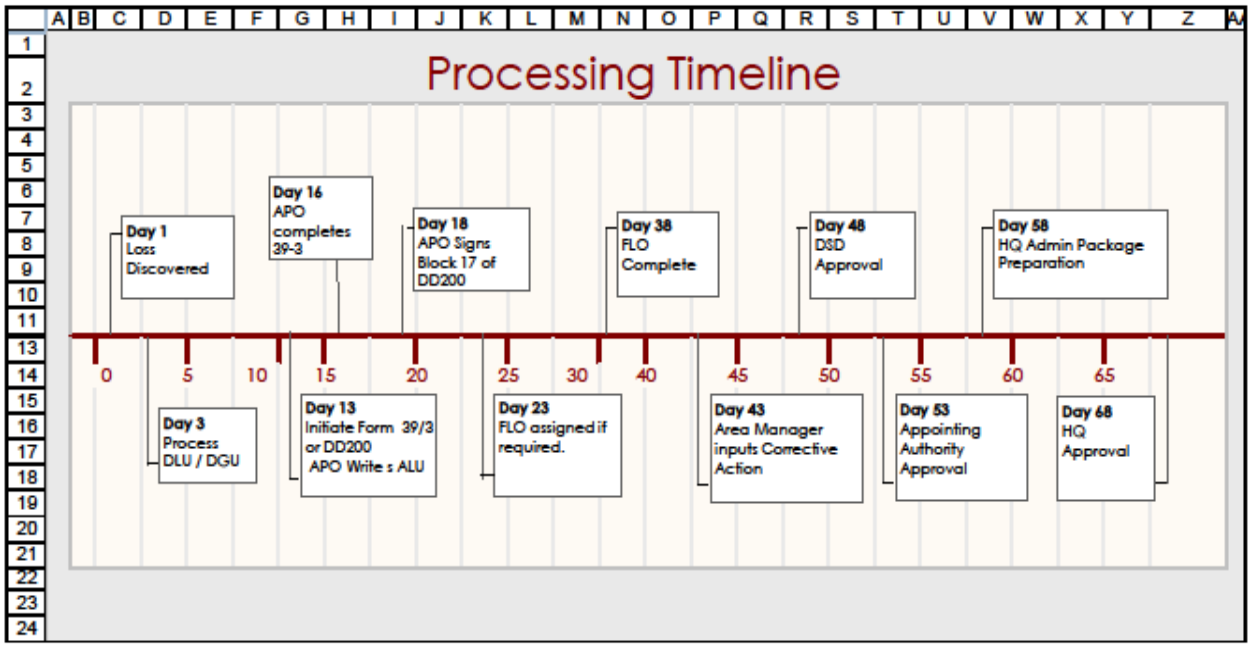


Figure 4: FLIPL Checklist to assist in research of property before initiating DD Form 200.

FLIPL CHECKLIST					Suspense:
APO must initiate FLIPL in 5 Days - finalize input in 30 Days w/Area Mgr approval				*Checklist due to APO in 15 Days*	
DTID	FLIPL NO.	DATE INITIATED	INITIATED BY	ITEM FOUND	FLIPL CANCELLED
Process where loss was discovered	DEMIL CODE	TOTAL ACQ VALUE			
APO RESEARCH					
		RESULTS	DATE	DONE BY	ROUTED/TASKED TO & SUSPENSE DATE
DAISY & WEBDOCS	QTY REC'D				
Attach copies of all documents in WEBDOCS	QTY INPUT				
Any annotated changes on DTID?	QTY ON HAND				
REVIEW TRANSACTIONS	REUT TTC'S?				
1) Attach screen print of DAISY transactions from history.	LOCATION CHANGES?				
	SALES TTC'S				
	FREEZES?				
	DENIALS?				
	DEMIL CODE CHANGES?				
	DOWNGRADE REFERRAL?				
	DTID RESTART?				
SEARCH OF STORAGE LOCATIONS	DAISY LOCATION				
	PREVIOUS LOCATIONS FROM DAISY				
	ABOVE & BELOW				
	ADJACENT LOCATIONS				

	ACROSS AISLE				
	OTHER AISLES				
RESEARCH OTHER ITEMS IN SAME ORIGINAL LOCATION	ISSUES TO ?				
1) Pull DTID record history info by location of FLIPL DTID	CV D.O.?				
	DOWNGRADE REFERRAL?				
	DEMAN SHIPMENT				
	DEMIL SHIPMENT				
RESEARCH NSN/LSN	ANY FOP?				
	DUP DTID?				
	SIMILAR DTID?				
CHECK CDC, LTS, CPC ACCOUNTS	FOP?				
	CHECK GNTR HIST FOR CDC				
FIRST REVIEW BY APO					
COMMENTS					
RESONSIBLE PROP OFFICER (RPO) AND PROPERTY MANAGEMENT					
		RESULTS	**DATE**	**DONE BY**	**ROUTED/TASKED TO & SUSPENSE DATE**
1) Check with Receiver for Info *2) Add Receiver's Statement*	Receiver's Name				
	Recall the Item?				
	Check Trouble Area				
	Check other locations				
	R/T/D Staging Area				
	Contact CDC				
	Contact Deman				
	Contact CPC				
	A&D or D/G?				
Additional Comments by Prop Mgmt Supervisor	Route thru PMB Supervisor				
REUTILIZATION					
		RESULTS	**DATE**	**DONE BY**	**ROUTED/TASKED TO & SUSPENSE DATE**

	Item screened or frozen?				
1) Check other RTD Actions (insert more rows if needed)	*Enter Reqn No.*	*Qty issued*	*Date Shipped*		
2) Check with Customers to see if they received the correct Qty (insert more rows if needed)	*Enter Customer*	*Customer POC*	*Response*		
Check Denials					
Check Walk-in Issues					

SALES - COMMERCIAL VENTURE					
		RESULTS	**DATE**	**DONE BY**	**ROUTED/TASKED TO & SUSPENSE DATE**
Was D/G or A&D recommended?					
Was a referral for D/G or A/D done?					
If yes, contact PMB to see if action was taken					
Was item on a CV DO?					
Was item deleted from CV DO?					
Was item referred to CPC for clearance?					
Check CV staging area for item					

SHIPMENTS TO CDC, CPC, DEMAN, OR LTS					
		RESULTS	**DATE**	**DONE BY**	**ROUTED/TASKED TO & SUSPENSE DATE**
Check shipment documentation	2-Man Rule Used?				
	Correct Qty?				
	How was it packed?				
	Type of Truck				
	Trailer sealed or tarped?				

Was the checklist followed? If not provide details.	Provide details of any deviation.				
Additional Comments by Disposal Ops Supv	Route thru Supv				
FINAL REVIEW OF APO					
		RESULTS	**DATE**	**DONE BY**	**ROUTED/TASKED TO & SUSPENSE DATE**
Item not found, but most likely disposed by ?					
FLIPL INPUT COMPLETED	**Approval Level?**				
RECOMMENDED CORRECTIVE ACTIONS					
		RESULTS	**DATE**	**DONE BY**	**ROUTED/TASKED TO & SUSPENSE DATE**
Add Input from PMB Supv					
Add Input from RPO (if other than PMB Supv)					
Add Input from Disp Ops Supv					
AREA MGR COMMENTS: All info in this file is complete. Area Mgr concurs with research and conclusions.	Convert this to an Adobe PDF file and digitally sign in Blue block to right.				
Add corrective actions on separate document.					
FLIPL Input completed					
FILE THE ADOBE PDF COPY OF THIS CHECKLIST (SIGNED BY THE AREA MGR) IN THE FLIPL PROGRAM BEFORE THE DSD REVIEWS	*IF THE ITEM IS FOUND AT ANY POINT IN THIS PROCESS, NOTIFY THE APO IMMEDIATELY OF THE ACTION TAKEN*			See Instructions Tab below for information on filing this document and attachments.	

C2. PROPERTY ACCOUNTING

Figure 5: Instructions for FLIPL Checklist

INSTRUCTIONS FOR USING FLIPL CHECKLIST

1. This form will be used when it is determined that an inventory line item or partial quantity of the line item cannot be located, and a FLIPL may be needed if the disposition cannot be determined. The form will be monitored by the APO, and will be filed on the DRMO‘s shared drive so that all POC‘s will be able to make their input.

2. Each POC will input their information on the form and save it to the shared drive. To pass it from one employee to the next, an e-mail notification to the next POC will be sent with a copy to the APO and the next POC‘s supervisor. If an out of office reply is received, forward the e-mail to the next POC‘s alternate or the supervisor. It is recommended that you use the -Send to Routing Recipient‖ option under the File menu above.

3. If the item is found and transactions are input to update the record, return the form to the APO with annotations of what was done. If a FLIPL has been established, the APO will contact DRMS to cancel the FLIPL number. This will close out the process.

4. If assistance is needed in methods to perform the research, contact your Operations Monitor.

5. Timeline:

   Days 1-13: APO completes the initial research through -First Review by APO‖, and initiates the FLIPL in the DRMS FLIPL Program.
   Days 13-23: The rest of the DRMO Staff completes the other portions of the research.
   Days 23-43: The Area Manager completes his/her review and corrective actions, the APO loads all of the information from the file into the FLIPL Program, and the Area Manager signs off in the FLIPL Program.

   Throughout the process, the APO will report the progress at the DRMO staff meeting or Keep Well Meeting, and keep his/her supervisor informed of any delays.

6. Remember that this form will be included in the FLIPL, and will be reviewed by the DSD, as well as Financial Liability Officer, and HQ DRMS if the approval level is above the DSD. Your attention to detail and thoroughness are essential to the process.

7. Filing the Checklist and Attachments: Establish a FLIPL folder on your local shared drive. For each DTID, make a sub-folder and name it with the DTID and date established, for example: N0010290120001 04-05-09. (Format is: DTID, space, MM-DD-YY.) Name the checklist with the DTID and date started. For copies of the DTID, and other documents that are to be attached, file a copy in the DTID‘s folder. If the APO goes forward with a FLIPL, all the documents will be available and ready in the folder. When the FLIPL is complete at the DRMO level, rename the file folder by adding -COMPLETE‖ after the date in the file name. This way you will be able to review the FLIPL file folder and see any folders that are over 30 days old and not complete.

   For a FLIPL with multiple DTIDS: Name the folder -MULTI MM-DD-YY‖, using the date the process started on the group of DTIDS. Subfolders for each DTID on the FLIPL should be established to file a checklist for each DTID, and the supporting documents.

8. POC for this checklist process is Becky Leaf, DSN 942-3759, ext 29; 904-542-3759.

Enclosure 5 - Preparation of DLA Form 1151

A. DLA Form 1151, Control Register for DD Forms 200. The DRMO will maintain this form or a data base equivalent with all the required report elements. The DRMO will maintain a separate form or a database equivalent, to record DRMS Forms 39-3 sent to DRMS for approval.

B. Instructions for preparing DLA Form 1151 are keyed to form blocks as follows:

1. **Name of Responsible Activity:** Enter DRMS or the DRMO.

2. **Control Number:** The FAP will assign a control number to each DD Form 200.

3. **Name of Responsible Property Officer:** Enter the name of the RPO of the DRMO sustaining the loss, damage or destruction.

4. **Discovery Date of LDD (Loss, Damage or Destruction):** Enter the date on which the loss, damage or destruction was discovered (from DD Form 200).

5. **Date Financial Liability Officer (FLO) Appointed:** Enter the date on which the FLO was appointed to conduct further research; or enter **N/A**, if no FLO was appointed.

NOTE: Enter information relating to the FLO in the space(s) identified for the Financial Liability Officer.

6. **Date Appointing Officer Receives Report:** Enter the date (mm/dd/yy) on which the DD Form 200 is submitted for review.

7. **Date of Final Approval:** Enter the date (mm/dd/yy) when the report received final approval.

8. **Name of Financial Liability Officer (FLO):** Enter the name of the individual, if an FLO was appointed. If no FLO was appointed, enter **NA**.

9. **Property Description:** Enter a brief, but accurate description of the property lost, damaged or destroyed.

10. **Type of Property Involved:** From the following codes, assign the one closest to describing the type of property involved:

a. Drug items that are controlled substances requiring at least limited access for security, but requiring less security than vault storage, such as stimulant and depressant drugs, narcotics paraphernalia and tobacco.

b. Firearms, ammunition and explosives.

c. Pilferable items, other than sensitive and drug items, having a ready resale value, a history of unexplained losses or known theft, or having application for civilian or personal use that makes them attractive items for theft.

d. Sensitive items including controlled substances requiring vault storage such as opium, morphine, codeine, methadone and methamphetamines. This category also includes precious metals, alcohol and alcoholic beverages.

e. Other

11. **Reason for LDD:** From among the following codes, assign the one that comes closest to describing the reason for the loss, damage or destruction:

a. An accident resulting from carelessness or ignorance.

b. Condition change of property including deterioration, shrinkage and contamination.

c. Fire or smoke damage.

d. Natural disaster.

e. Theft by a U.S. Government employee.

f. Theft by other than a U.S. Government employee.

g. Vandalism (willful or malicious destruction of property).

h. *Other*.

i. *Unknown*.

j. P24/H24 Breakdown.

k. Data entry error.

12. **Recorded Value of LDD:** Enter the value at which the lost, damaged or destroyed property was listed in the accountable officer's records. Use fair market value for scrap.

13. **Pecuniary Liability Assessed:** If pecuniary liability was assessed, state the amount. If no pecuniary liability was assessed, enter **0**.

14. **Remarks:** Enter the name of DRMO where the loss, damage or destruction occurred.

C. REPORT: DRMS prepares and elevates an annual report to DLA. Report control symbol DRMS-O-89-2 (Q) is assigned.

C2. PROPERTY ACCOUNTING

Enclosure 6 - General Duties of the Accountable Property Officer (APO)

NOTE: This enclosure contains seven attachments that identify specific duties of the APO.

1. The APO and APO alternate(s) will be required to complete the Property Accounting Basic Course prior to appointment.

2. The accountable property officer (APO) is responsible for overseeing the account and correcting any errors in the DRMO inventory. Following is a description of the APO's responsibilities:

   The APO is responsible for monitoring the account of excess, surplus and foreign excess personal property, including scrap, to ensure that irregularities and discrepancies are reported to the Area Manager and corrected, and to ensure that all adjustments to the account are made. The APO will ensure that accountable document files are properly maintained.

3. Normally, only the primary APO may input a gain or loss transaction. After the DRMO/Area Manager has approved adjustments at the DRMO level, the APO or the DRMO/Area Manager will input the approval transaction. The DRMO/Area Manager may authorize the alternate APO(s), in writing, to input these transactions.

4. When a loss to the inventory must be elevated for approval by an authority higher than the DRMO/Area Manager, the documentation must be approved at that next level.

5. Only the APO/alternate APO may make changes to the accountable record elements and may accomplish DTID restarts, which result from other than issues of property during the accumulation cycle. DRMOs will document corrections to the accountable record on DRMS Form 1983.

6. To guard against irregularities and discrepancies to the account, the APO/alternate APO(s) shall review daily transactions.

   a. The daily review should consist of comparing the source document total with transaction (TTC's) that posted the preceding day. TTC reports are no longer available in Daisy, they can be found in the _Formatted Reports' in MIDAS. Discrepancies shall be brought to the DRMO/Area Manager's attention by the APO/alternate APO.

   b. The APO/alternate APO will review all placards, certificates, and adjustment vouchers for correct authorizations and certification.

   c. The APO/alternate APO will review the DD 1143 Report of Excess/Surplus Material within 3 workdays after the first of the month. The APO/Alternate APO will advise the

DRMO/Area Manager of any errors found, and will include recommendations to take corrective action.

7. The APO/alternate APO will print and distribute all reports for the DRMO. Example; MILSTRIP, all Placards, SLH over 30 days, etc.

8. If required, the APO/RPO/Alternates are authorized to complete receiving responsibilities.

Enclosure 6 - General Duties of the Accountable Property Officer (APO)

Attachment 1 - Maintaining/Verifying Receipt Documents

1. Accountable Property Officer: Receive completed, original DTID and accompanying certificates, or DRMS Form 18, Scrap Tally-In, as appropriate, from the Receiving Section/Scrap Section.

2. Using the Daily TTC Report found in the _Formatted Reports‘ from MIDAS, compare the quantity of documents/transactions in hand, by TTC, with the quantity displayed, as processed the preceding workday.

   a. TTC, with the quantity displayed, as processed the preceding workday.

   b. If the comparison is made and the quantity is the same, file the documents in the source document file. If the workload does not provide resources for a comparison, document image (Web DOCS) according to Section 1, Chapter 1, C1.11., Records Maintenance. .

   c. If the comparison is made and the quantity is different, prepare an MFR documenting the differences and provide the date of the transaction(s). File the MFR in a file entitled "Quantity Differences - TTC vs. Documents" and provide a copy to the DRMO Chief.

   d. When there is a quantity discrepancy from property processed through RCP, make sure an SDR has been processed and if not refer to the RCP SDR process and input an SDR accordingly.

3. The main use of the TTC Report is to verify that the DRMO batch(es) completed processing.

4. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11., Records Maintenance.

C2. PROPERTY ACCOUNTING

Enclosure 6 - General Duties of the Accountable Property Officer (APO)

Attachment 2 - Maintaining/Verifying Downgrade to Scrap Documents after ESD (Property Not Requiring DEMIL)

1. APO: Receive source documents (DAISY Downgrade Placard, DRMS Form 222, DAISY Sales Placard, or Downgrade to Scrap Request after ESD and DRMS Form 73, Withdrawal of Property Reported for Sales Prior to Award and Property Status), as applicable from Marketing Section as follows:

2. Receive the DAISY Downgrade Placard and, if applicable, a DRMS Form 73 indicating that the National Sales Office has recommended downgrade action. Placards or DRMS Form 222 must be signed by the DRMO/Area Manager or DRMO designee, as appropriate.

3. Compare the quantity of placards in hand with the quantity displayed on the daily TTC Report (TTC DWN) found in the _Formatted Reports‘ from MIDAS, as processed the preceding day.

    a. Report (TTC DWN) as processed the preceding day.

    b. If the quantities are the same, file the placards in the source document file.

    c. If the quantities are different, prepare a discrepancy report as appropriate see Attachment 1 of this section for the appropriate forms and approval levels.

4. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11., Records Maintenance.

C2. PROPERTY ACCOUNTING

Enclosure 6 - General Duties of the Accountable Property Officer (APO)

Attachment 3 - Maintaining/Verifying Downgrade to Scrap Documents after ESD (After DEMIL is Performed)

1. APO: Receive completed DEMIL certificate from the DEMIL coordinator.

2. Verify that the DEMIL certificate is signed and dated.

3. Compare the quantity of documents in hand with the quantity of DEMIL transactions (TTC DML) shown processed on the daily TTC Report found in the _Formatted Reports‘ from MIDAS, for the preceding day.

   a. If the quantity is the same, file the documents in the source document file. b.

      If the quantity is different, prepare a discrepancy report as appropriate, see Attachment 1 of this section, for the appropriate forms and approval levels.

   c. When there is a quantity discrepancy from property processed through RCP, make sure an SDR has been processed and if not refer to the RCP SDR process and input an SDR accordingly.

4. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11., Records Maintenance.

C2. PROPERTY ACCOUNTING

Enclosure 6 - General Duties of the Accountable Property Officer (APO)

Attachment 4 - Maintaining/Verifying Abandonment/Destruction Documents (Other than Ultimate Disposal)

1. APO: Receive one of the following documents as shown below indicating abandonment or destruction of property in the accountable record:

See DOD 4160.21-M, Chapter 8.

a. DAISY Abandonment/Destruction Certificate.
b. DD Form 1348 series document or sale placard with appropriate approval level. See Section 4, Supplement 2, Property Accounting Enclosure 1 for approval levels.
c. DD Form 1155.

NOTE: GSA has granted a waiver to the requirement for public notification.

2. Verify that each abandoned or destroyed line item:

a. Is identified by DTID number, NSN (if applicable), description, quantity, condition code, unit and total cost, and, if warranted, its location.
b. Is demilitarized, if required to include the DEMIL certificate.
c. Has one of the following on, or attached to, the abandonment/destruction document:

(1) A written finding:
(a) That the property has no commercial value, or
(b) Applying the economy formula to show that the cost of continued care, handling and preparation for sale would exceed its estimated sales proceeds.

(2) Signature of the DRMO designee, DRMO/Area Manager, or DRMS-O designee, as appropriate (see Table 5) affirming review and recommending a method of disposal.
(a) Include on or with the document, a signed and witnessed certificate of abandonment/destruction.

3. If any of the information/findings/certificates/signatures above are not on the document, return the document to the originator for completion.

4. Compare the quantity of lines in hand with the quantity displayed by TTC (LNF, LNS) on the Daily TTC Report found in the _Formatted Reports‘ from MIDAS for the proceeding day.

5. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11, Records Maintenance.

C2. PROPERTY ACCOUNTING

Enclosure 6 - General Duties of the Accountable Property Officer (APO)

Attachment 5 - Maintaining/Verifying R/T/D Documents

1. APO: Receive release document (DD Form 1348-1 series document, SF 122, SF 123 or other valid release document) from responsible section.

2. Compare the quantity of documents in hand by TTC with the quantity displayed on the Daily TTC Report found in the _Formatted Reports‘ from MIDAS for transactions the preceding day.

    a. If the quantity is the same, file the documents in the source document file.

    b. If the quantity is different, return documents to the responsible section for research and corrective action.

3. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11, Records Maintenance.

C2. PROPERTY ACCOUNTING

Enclosure 6 - General Duties of the Accountable Property Officer (APO)

Attachment 6 - Upgrades From Scrap

1. APO/Alternate APO: Receive upgraded DTID, Daisy screen print, or DD Form 1348 series document from originating personnel.

2. Perform the same verification required for other receipt documents (see Enclosure 2, this Attachment), except no copy of the DD Form 1348 series document will be returned to the generator.

    a. Verify completeness and accuracy of DRMS Form 1348.
    b. Input adjustment to DAISY

3. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11, Records Maintenance.

C2. PROPERTY ACCOUNTING

Enclosure 6 - General Duties of the Accountable Property Officer (APO)

Attachment 7 - Filing of Source Documents

NARRATIVE: This procedure identifies the source documents for which the Accountable Property Officer (APO) is responsible for maintaining, according to existing guidelines, and where they will/may be filed. Source documents, include but are not limited to inventory adjustments, inventory corrections, downgrades to scrap, A/D, inert certificates and DEMIL certificates. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11, Records Maintenance.

1. The following documents will be loaded into Web DOCS:

   Receipt Documents
   Downgrade to Scrap Documentation
   Abandonment/Destruction Certificates and Documents
   Receipt Refusals/Return to Generator (917)
   Supply Discrepancy Reports (SDRs)
   Issue/Transfer/Donation Documents
   Inventory Adjustments Request/Vouchers
   Inventory Corrections
   DEMIL Code Change Notices
   Inert Certificates
   Demilitarization documents & Certificates

Note: Demilitarization documents & Certificates file in Web DOCS & Hard copy file in accordance with DLA Record Schedule.

2. The following documents will be filed in accordance with DLA Record Schedule in the DRMO centralized documentation section:

   Demilitarization documents & Certificates
   Scrap Breakdowns
   Scrap Reconciliations
   Small Arms Reports
   Resolution I Listing
   TTC Report
   1143 Report
   Resolution B Listing signed by Area Manager and Chiefs of Centralized DEMIL Centers, Controlled Property Centers, and Contingency DRMOs

3. At the option of the DRMO/Area Manager, the following documents may be stored either in the DRMO centralized documentation section in accordance with DLA Record Schedule or in the appropriate functional areas in accordance with DLA Record Schedule.

   Sales Documents (Include weight tickets)
   Release Documents of Hazardous Property for Ultimate Disposal

4. Other accountable records, which will be maintained in the centralized documentation section, are as follows:

   Resolution B Listing signed by Area Manager and Chiefs of Centralized Demil Centers, Controlled Property Centers, and Contingency DRMOs
   Resolution I Listing
   TTC Report
   1143 Report

C2. PROPERTY ACCOUNTING

Enclosure 7 - DRMS Reimbursement Tracking System

This program is designed to help track the quantity of material each DOD generator contributes to a sale item by DODAAC. By recording the contribution each generator makes, the system will have a record of the amount each generator *or general fund* should receive at the time the payment is made and the property removed by the purchaser. The procedure for using this system is provided below.

NOTE: This tracking program is also used to track turn-ins by Federal Civil Agencies (FCAs) in order for DRMS to bill them for services provided. For turn-ins by FCAs, instead of entering a DODAAC, enter the AAC (an activity address code for FCAs). The mailing address entry will be used to send the billing notice to the FCA for the service(s) provided by the DRMO. For information on billing procedures call (DSN) 661-5638 or (DSN) 661-5818.

A. <u>UPDATE GENERATOR REIMBURSEMENT FILE</u>. The first step in using the system is to enter generator reimbursement information into DAISY. This is a DRMO Marketing responsibility. To enter this information, go to the Marketing menu and select the *"Reimbursement Process"* (Option 8). Within that process, select *"Update Generator Reimbursement File"* (Option 1). The primary actions involved are establishing, changing and deleting Fund Cite and Check Mailing Address information for DODAACs/*AACS*.

NOTE: The system will not process a receipt transaction for property that is reimbursable until a Reimbursement File has been established for the DODAAC/(*AAC)* of the generator turning the property in to the DRMO.

1. ADD DODAAC FUND CITE INFORMATION. Procedures to do this are provided below.

   a. <u>Add fund cite information for a new generator DODAAC/AAC.</u>

NOTE: DODAAC/*AAC* must be valid in DAAS (Defense Automatic Addressing System).

(1) Sign on "*Update Generator Reimbursement File*" process.

(2) Enter Local Sale Special Funding Code. (For overseas local sales only)

(3) Enter the DODAAC/AAC and press <Enter>. If the DODAAC/*AAC* is not valid in DAAS, a message will appear on the bottom of the screen: INVALID DODAAC. TRY AGAIN WITH VALID DODAAC OR REJECT BACK TO GENERATOR.

(4) Enter valid DODAAC/AAC and Reimbursement Code.

(5) Enter percent of reimbursement. (Normally 100%)

(6) Enter Direct Deposit Indicator (This essentially asks the question of whether the generator is serviced by DFAS, who directly deposits funds into the generator‘s account. The default is -N‖, but if serviced by DFAS, type in -Y‖.) Examples of property/generators that are direct deposit are Commissary Equipment - reimbursement code -C‖ and QRPs - reimbursement code -R‖. If -Y‖ is entered, a pop-up screen will appear with valid fund cites for the generators. Even if the TID has numerous letters/numbers

in it, the fund cites shown are all that DRMS Finance needs to send to DFAS to obtain reimbursement.)

(7) Enter the Fund Cite. (For FCAs, the Reimbursement Code is **S** and the Fund Cite is 97R2651.)

NOTE: For reimbursable material, the fund cite should be on the Turn In Document. If the generator has a Direct Deposit Indicator of -N‖, press <F2> to go to the second screen to add the Check Mailing Address information (see 2 below).

(8) Press <F9> to save the data in the automated system.

b. Update fund cite information already in the automated system.

(1) Press <F13> and enter the DODAAC/*AAC* whose reimbursement information to update.

(2) Press <F3> to collect the information in the automated system. The number of records found will be displayed at the top of the screen (e.g., 1 of 6).

(3) Press <F3> or <F4> to view the records collected.

(4) When the record to update is found, enter the required *changes*.

(5) Press <F9> to enter updated information in the automated system.

c. Delete A DODAAC/AAC.

(1) Press <F13>, enter the DODAAC/*AAC* number for the search and press <F3> to find individual records for that DODAAC/*AAC.*

(2) Records can be viewed by pressing <F3> or <F4>.

(3) When the record to be deleted is found, press <F18>. The record will be removed from the automated system *if there are no DTIDs related to that combination of local DODAAC/AAC, Reimbursement Code and Fund Cite information.*

2. ADD CHECK MAILING ADDRESS INFORMATION. To add check mailing address information, first sign on the *"Update Generator Reimbursement File"* process and press <F2> to bring up the Check Mailing Address information screen. Procedures for adding various types of information are provided below.

a. Add A New DODAAC/AAC And Check Mailing Address Information.

NOTE: **Only valid DODAACs in the DODAAF will be entered. No shop codes will be used.**

(1) Enter same information as was entered on the first screen.

(2) Enter a Fund Account Code if applicable. Press <Enter> after entering the Fund Account Code or press <Enter> to pass that field. The cursor will then stop on the Check Mailing Address field.

(3) Enter the Check Mailing Address information. Up to four (4) lines of Check Mailing Address information may be entered; however, the fourth (4th) line must be used to enter the city, state and ZIP Code.

(4) Press <F9> to update the added information in the automated system.

b. *Update Previously Entered Check Mailing Address Information*.

(1) Press <F13> and enter the DODAAC/*AAC.*

(2) Press <F3>. This will initiate collection of all mailing address information for that DODAAC/*AAC* in the automated system. The number of records found (e.g., 1 of 4) will be displayed at the top of the screen. Individual records can be viewed by pressing <F3> or <F4>.

(3) Find the record to change and enter the required address change.

(4) Press <F9> to enter the updated data in the automated system.

c. A*dd Check Mailing Address To An Existing DODAAC/AAC.*

(1) Enter the Fund Account Code or press <Enter> to pass the Fund Account Code field to reach the Check Mailing Address field. Up to four (4) lines of data can be added. However, the fourth (4th) line of data must contain the city, state and ZIP Code. The first five (5) positions of the ZIP Code are mandatory. The last four (4) positions are optional.

(2) Press <F9> to add new data to the automated system.

d. Delete A DODAAC/AAC and the Check Mailing Address Information.

(1) Press <F13>, enter the desired DODAAC/*AAC*.

(2) Press <F3>. This will initiate collection of existing Check Mailing Address records for that DODAAC/*AAC*. Individual records can be viewed by pressing <F3> or <F4>. Stop when the desired record is located.

(3) Press <F18>. The system will remove the record from the Generators Reimbursement File only if there are no DTIDs related to that combination of local DODAAC/*AAC*, Reimbursement Code and Check Mailing Address information.

NOTE: The system will display one of two messages: ***"DELETE SUCCESSFUL; PRESS <ENTER>" or "OTHER RECORDS ARE RELATED ON udwrdtid; CANNOT DELETE; PRESS <ENTER>"***

3. Finding DTIDs Which Require Reimbursement Information Update. The above processes will not change the reimbursement data stored on the DTID Table. When the reimbursement information for a DODAAC/*AAC* is changed, all DTIDs which contain that information must be located to those records may be updated through the Basic Accountable Record Adjustment process.

a. *Locating The DTID Table.* Take these steps:

(1) Access "DRMO DAISY Menu" and select the "Inquiries Menu".

(2) On the "Inquiries Menu, select "View DRMO Tables".

(3) On the "View DRMO Tables Menu", select "View *DRMO* DTID Table".

b. *View DTID table actions:* When the "View *DRMO* DTID Table" is found, take these actions:

(1) Enter the DODAAC/*AAC* number for the search followed by a percent sign (%) in the *"DTID NO:"* field.

(2) Enter the Scrap ID in the "scrap_id" field, as applicable.

(3) Enter a Record Status Code "Z" in the "rcd_stat_cd:" field.

(4) Press <F3> to find. The number of records found will be displayed at the top of the screen (e.g., 1 of 16). The individual records can be viewed by pressing <F4>.

B. Receiver Entry Of Reimbursable Receipts Into The Automated System. Once marketing has entered the required generator reimbursement data into the automated system, warehouse personnel can process reimbursable receipts into the automated system. These receipts are the same as other receipts except that "1" must be entered in the Reimbursement field instead of leaving the field blank for non-reimbursable property. Entering "1" will cause a "Local DODAAC/(*AAC)* Fund Citation" pop-up screen with associated reimbursement code to appear after normal receipt information has been entered and <F9> is pressed. A reimbursable receipt cannot be entered if the required reimbursement data is not present. The following steps show how to relate reimbursement data to a receipt.

1. Finding Fund Cite/Check Mailing Address Information. When the "Local DODAAC/*(AAC)* Fund Citation" screen appears, place the cursor on the field to be viewed (either the fund cite or the check mailing address). Press (Return) to move between these two (2) fields. To view the records in the selected field, press <F20> and the system will find all fund cite or check mailing address information which is in the automated system. (If there is more than one record, be sure to select the fund cite that is on the DTID, or at least the first 7 characters on the DTID.)

2. No Records Found. If no records are found for the DODAAC/*AAC*, press <Ctrl> <C> to abort the receipt. Notify marketing personnel to have the required reimbursement data input. Upon completion of this task, the receipt may be processed.

3. Viewing Reimbursement Information. Press <F3> or <F4> to view this information. When the desired record is found, check all information in the record to ensure it is correct.

4. Error/Information Not Available. If an error is detected or the required information isn't available, press <Ctrl> <C> to terminate processing the reimbursable receipt. Contact marketing personnel so the required information can be corrected/added to the automated system.

5. Record Update. When the desired information is located and determined to be correct, press <F9> to add the transaction as a reimbursable receipt.

C. Generator Reimbursement File Inquiry. To view the Local DODAAC/*AAC* Reimbursement data which has been entered into the automated system, press <F13> and enter a DODAAC/*AAC*, a partial DODAAC/*AAC* with a percent sign (%) or leave the field blank. Next, enter a Reimbursement Code or leave the field blank and enter a Fund Cite, partial Fund Cite or continue to leave the field blank. When a report is sent to Access Reports, a report sequence number will be displayed on the bottom of the screen.

1. Pull All Reimbursement Records. Leaving all fields blank will cause all generator reimbursement records in the automated system to be pulled.

2. Specific Reimbursement Request. Entering more data (e.g., a DODAAC/*AAC*, Reimbursement Code and/or Fund Cite) will reduce the size of the report which is prepared.

3. Report Form Selection. The last entry on the screen requests the destination to which results of the inquiry will be sent. Select 1 for screen only, 2 for hard copy only or 3 for both screen and hard copy. To print a hard copy, go to "*Access Reports"* and request the "*Current", "Wide"*, or *-Marketing"* reports.

D. Special Funds Report Process. This process has three (3) parts listed below. The reports created are wide-type marketing reports. When created, the report sequence number will be displayed on the bottom of the screen. The reports can be printed by calling up and requesting copies of these reports through the DRMO Reports process.

1. Scrap Referral Special Funding Sheet. To request this report, enter the Sales Referral Number desired and the report will be generated. This report lists all Generator DODAACs/*AACs* and the weight for each reimbursement code with either a Fund Cite or a Check Mailing Address. When an adjustment (either a gain or a loss) is made the system will prorate the weight change for each DODAAC/*AAC* in the Scrap ID.

2. Scrap IFB Special Funding Sheet. To request this report, enter an IFB Number and the report will be generated. This report lists all Generator DODAACs/*AACs* and the weight for each reimbursement code with either a Fund Cite or a Check Mailing Address. When an adjustment (gain or loss) is made, the system will prorate the weight change and change the weight for each DODAAC/*AAC* in the Scrap ID.

a. The scrap weight amounts on the IFB Special Funding Sheet reflect the CUMULATIVE weight of all scrap received into the scrap record.

b. The dollar amount to be reimbursed on the IFB Special Funding Sheet reflects the CUMULATIVE proceeds that are reimbursable to a particular generator. In order to determine the amount due to generators on term sales or multiple deliveries, proceeds already reimbursed to a generator must be manually deducted from the *"Dollar Amount to be Reimbursed".* This will require keeping manual/offline records of the amounts reimbursed to generators for each scrap pile. Since the automated system does not track reimbursement payments, keep ALL previous IFB Special Funding sheets to document previous reimbursement weight/proceeds data. Only DODAACs/*AACs* which require reimbursement, will have their reimbursement weight and reimbursement amounts included in the report. Therefore, the sum of the "Reimbursement Weights" and the "Dollar Amounts to be Reimbursed" (which are itemized) will frequently not equal the "Total Weight Removed to Date" and the "Total Proceeds" amounts shown at the top of

the report. To ensure all weight and proceeds data is current on Term Sale Contracts, enter all receipt and shipment transactions before running the IFB Special Funding Sheet.

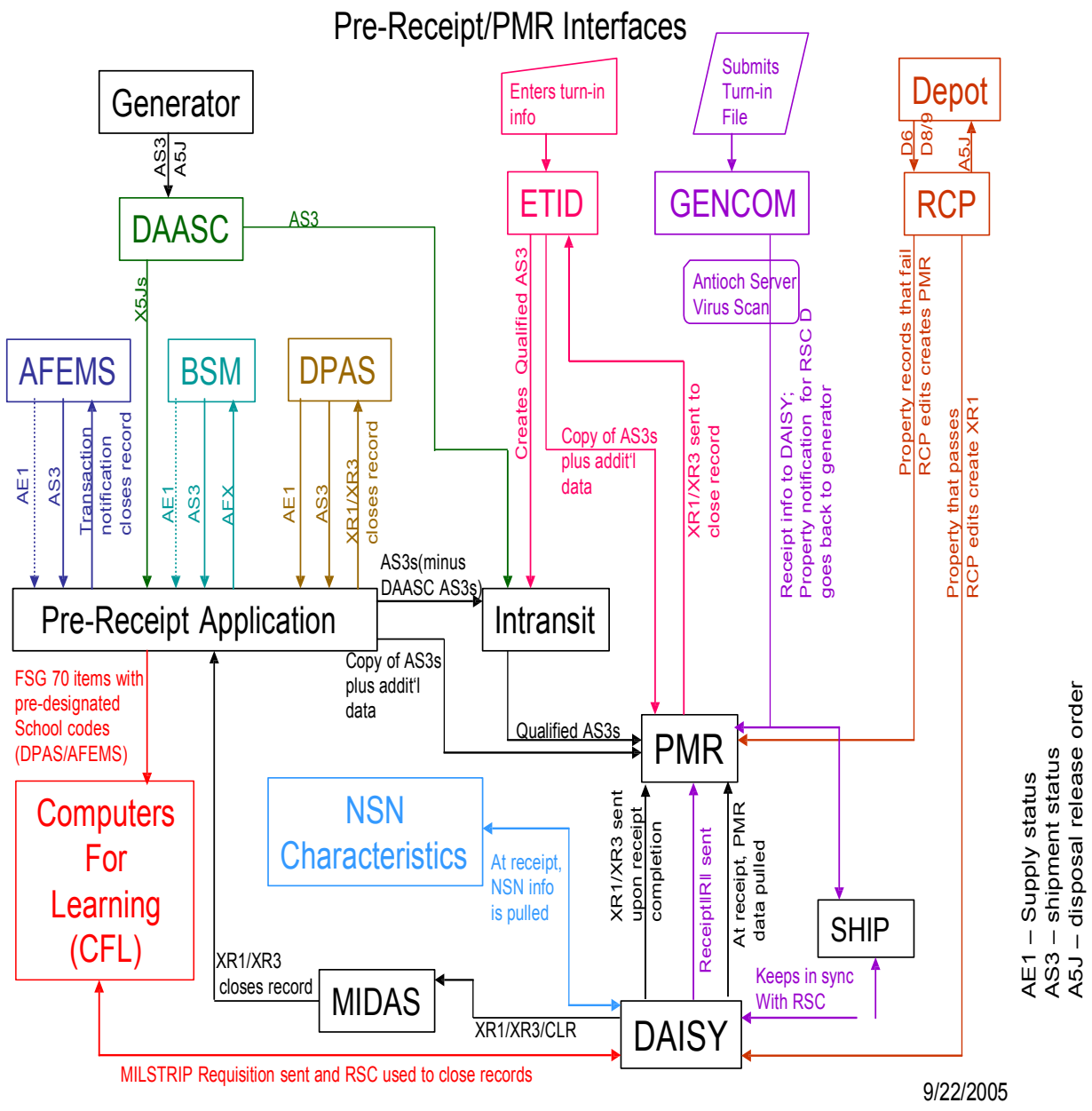
c. On term sales, the Scrap ID assigned to each IFB/IFB Item Number should remain the same for the duration of the sale contract. At the end of the contract, if a loss/gain scrap transaction is processed, all weight from the "Loss‖ Scrap ID will be moved to the "Gain Scrap ID‖ as non-reimbursable property. All reimbursable information (proceeds/weights) on the "Loss" Scrap ID will be lost and will not be carried forward to the "Gain" Scrap ID. If the DRMO would process deliveries against a Scrap ID until it was zeroed out then assign a new Scrap ID to the same IFB/IFB Item Number, the reimbursement data would need to be tracked under two (2) separate Scrap IDs. Previously, when DRMOs were on the DAISY 3B2, it was frequently necessary to close some scrap IDs and open new scrap IDs to help system response time. With the HP implementation, this should no longer be necessary.

3. Scrap Reimbursement Summary Report. To request this report, enter the complete Scrap ID plus a beginning and ending date range for the report. Based on this information entered, a report will be created. It will select all reimbursable DTIDs received during the specified date range for the Scrap ID. Non-reimbursable DTIDs will not be listed. Adjusted weights will not be reflected on this report.

NOTE: DTIDs are purged when in "Z" status over 150 days. As a result, DTIDs meeting these criteria will not appear on this report.

C2. PROPERTY ACCOUNTING

Enclosure 8 - Pre-Receipt/PMR Interfaces



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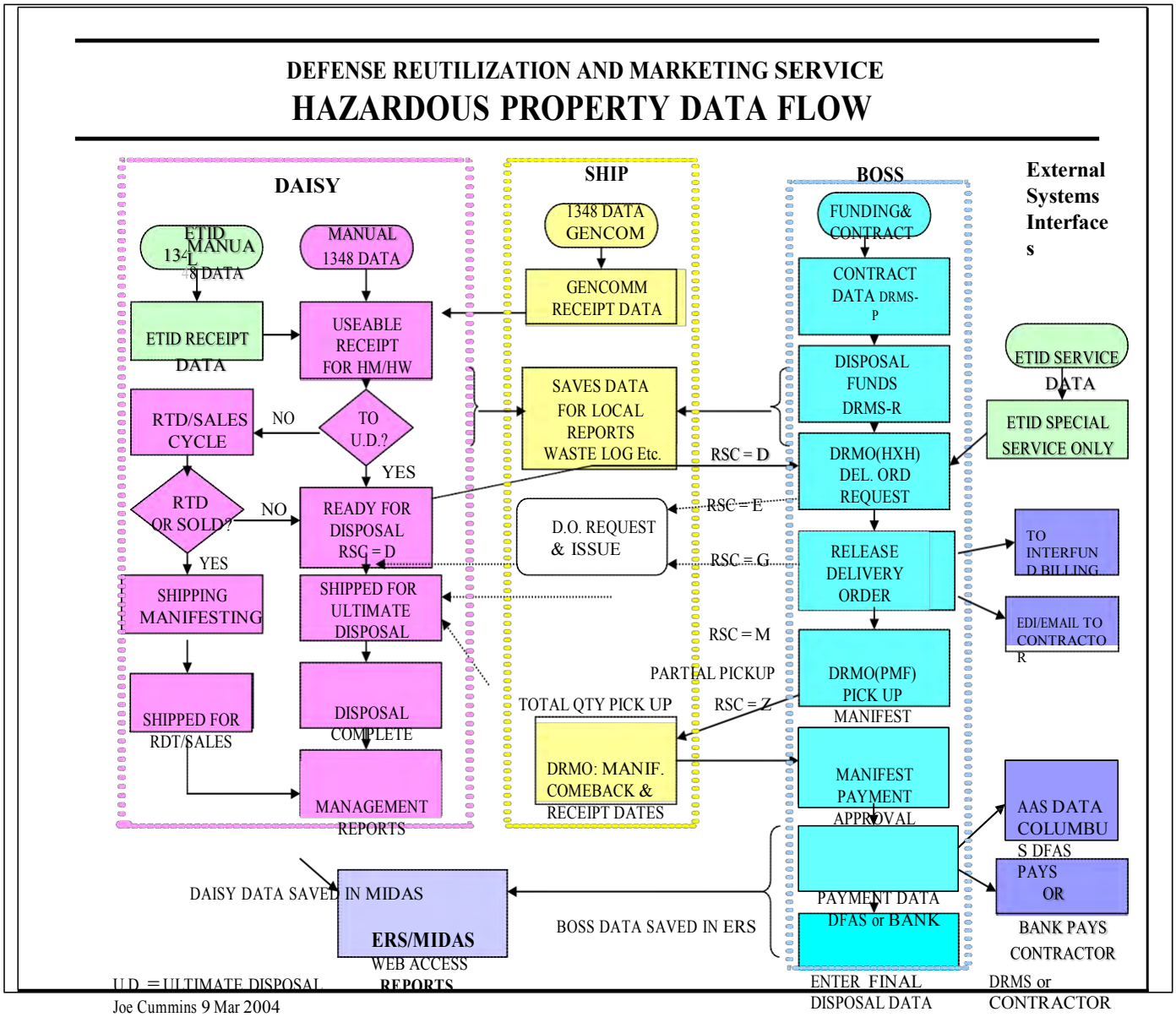
Enclosure 9 - Hazardous Property Data Flow



C2. PROPERTY ACCOUNTING

Enclosure 10 - BOSS / DAISY Hazardous Property Transactions

BOSS SCREEN	PURPOSE	DAISY TTC	DAISY RSC
HXH	Request Delivery Order (DRMO action)	BSC	E
HLP	Issue Delivery Order (*CO* action)	BSC	G
HXD	Modify Delivery Order (*CO* action)	BSC	No Change
HXD	Cancel Items on Delivery Order (*CO* action)	BSC	D
PMF Screen	Record Partial Quantity	BSC	M
PMF Screen	Record Total Quantity Picked Up	MUD	Z
RMF Screen	Return ManiFest	RMF	D

SCREEN	PURPOSE	TTC	RSC
Usable Receipt	Receive Property	XR1	L
Automatic	DAISY automatically changes RSC as the property moves through screening	RSC	H, A
Refer for Sale	Refer property for sale	XS6	B
Automatic	DAISY automatically changes RSC based on sales data	RSC	C
Sales Removal	Update inventory based on Sales removal	XS7	Z
Sales Roll Back	Roll property back to -A‖	XP7	A
Refer to UD	Refer to Material to UD	HMU HMD	D
Usable Receipt (Coded for UD)	Receive Property	XR1	D
Haz RSC Change	Manually Change RSC	RSC	User Determined (D, E, G, M)
Ultimate Disposal	Manually Remove from Inventory	MUD	Z

C2. PROPERTY ACCOUNTING

Enclosure 11 - Hazardous Material/Waste Code Combinations

ACCEPTABLE COMBINATIONS OF SHC; ACTION/ACTG AND MATERIAL SCREENING CODES FOR PROCESSING HAZARDOUS MATERIALS/WASTE AND UNUSED HAZARDOUS MATERIAL

HAZARDOUS MATERIAL - UNOPENED CONTAINERS*

	SHC	ACT/ACCTG	MIL/WASTE	MSC	
	PROCESSING DAYS				
PROPERTY WITH RTD-SALES MKT Finalization	NONE	N/A	M	N	56-70 RTD 67
					56 UD
W/NO SALES MKT	NONE	N/A	M	M	56-70 RTD
					56 UD

HAZARDOUS WASTE AND USED HAZARDOUS MATERIAL - UNUSED HM IN OPENED/TAMPERED CONTAINERS *

	SHC	ACT/ACCTG	MTL/WASTE	MSC	
	PROCESSING DAYS				
W/SALES POTENTIAL Finalization	NONE	AA	M OR W	X	67
					56 UD
W/NO SALES POTENTIAL	D	PQ	M OR W	P	56 UD**

* Tylenol Seal Concept
** Use for all hazardous property going directly to ultimate disposal.

RECORD STATUS CODES FOR HP

CODE	DESCRIPTION
A	AWAITING SALES REFERRAL
B	REFERRED FOR SALE
C	SOLD AND NOT REMOVED
D	HP AWAITING REFERRAL ON SERVICE CONTRACT (DOR)
E	HP REFERRED ON DOR OR ONE-TIME CONTRACT
G	HP FOR WHICH DO ISSUED & COPY RECEIVED AT DRMO
M	PARTIAL QUANTITY PICKED UP

NOTE: Hazardous material is subject to sales. If unused material has sales potential, it should be included in the accumulation versus being referred to ultimate disposal. If an item does not qualify for RTD, it may be rolled to sale on an exception basis. Exceptions will be determined by the DRMO Chief. Examples of valid reasons for exceptions include lack of conforming storage, stored off-site and expeditious removal required, or deteriorating containers.

C2. PROPERTY ACCOUNTING

Enclosure 12 - DAISY Screen Field Code Definitions

ACCT	Accounting Code
ACTN	Action Code
ADPE	Automated Resources/Information Technology
Appox Gal	Approximate Gallons
Appox Gr Wt	Approximate Gross Weight
AUP	Adjusted Unit Price
CAGE	Commercial and Government Entity Code
CHLG	Challenge Code
CIIC	Controlled Item Inventory Code
DAC	Disposal Authority Code
DCC	Disposal Condition Code
DEMIL	Demilitarization Code
DESC	Description
DML INT	DEMIL Integrity Code
Dimensions HxWxL	Dimension of Height, Weight and Length
DT_REC	Date of Receipt
DTID NBR	Disposal Turn-In Document Number
DUP	Depreciated Unit Price
FCC	Federal Condition Code
FIIG CD	Federal Item Identification Guide Code
FTS	Tracking System
HAZ /CHLG	Hazardous Challenge
HM/HW	Hazardous Material/Hazardous Waste Code
ITEM NAME	Item Name
KVA	Kilovolt-Ampere
Lab Annl	Laboratory Analysis
LOC	Location
M/V	Mass/Volume
MGT_CD	Management Code
MSC	Material Screening
MSDS	Material Safety Data Sheet
PCB/PPM Con	Polychlorinated Biphenyl/Parts Per Million Container
PERF	Performed Code
PIL/SEN	Pilferable/Sensitive Code

PMIC	Precious Metals Indicator Code
PRELOT	Prelot
PTR	Problem Tracking Report
QTY	Quantity
REIMB	Reimbursement Code
S/P	Special Processing Code
SAIC	Small Arms Indicator Code
SCC	Supply Condition Code
SCL	Scrap Classification List
SCT	Scrap Classification Term
Serial No	Serial Number
SHC	Special Handling Code
SHLF	Shelf Life
SITE	Site
STOCK ID	Stock ID Number (NSN/NIIN)
UCN	Unique Control Numbers
UDJC	Ultimate Disposal Justification Code
UI	Unit of Issue
UNIT PRICE	Unit Price
WT/VOL	Weight/Volume

C2. PROPERTY ACCOUNTING

Enclosure 13 - Consolidated Inquiry

This attachment provides the guidelines for constructing this user designed inquiry for requesting information on usable and scrap property in the DRMO inventory.

A. Accessing the Consolidated Inquiry

This inquiry can be accessed by selecting *INQUIRIES MENU* from the main menu and then selecting *CONSOLIDATED INQUIRIES* or by typing udic10go. The screen will display two inquiry options, one for DTIDs and one for scrap (see below). After the number of the option selected is typed, press <Enter>.

```
Select one of the following items

1. CONSOLIDATED DTID INQUIRY
2. CONSOLIDATED SCRAP INQUIRY
3. Exit the application.

   ENTER SELECTION:
```

B. Entering Search Criteria

1. Selecting fields for inquiry. Any fields displayed on the screen where the cursor stops may be selected as criteria for the data search except the **DRMO RIC Field.** This field is constant and is automatically filled. For examples of criteria selected for a data search, see chart in paragraph H, this attachment. When entering search criteria, the field may be filled, but there could be more criteria to enter. The system will continue to accept additional search criteria, but it may scroll off the screen (vanish temporarily). To view the added criteria, use arrow keys.

NOTE: The *RECORD STATUS CODE* field will default to !Z (not Z), to include all the DTIDs for usable or all scrap records in the active inventory. To restrict the search to property in a specific Record Status Code, enter that code (e.g., A to select all records in Record Status Code A).

2. Helpful keys for entering search criteria.

   a. <*RETURN*> moves originator from one field to the next.

   b. <*CTRL/U*> moves originator to the previous field.

   c. <*Tab*> can be used to move quickly from one section of the screen to the next.

3. Correcting errors in the selection of search criteria. Three methods of correction noted below:

a. First method: Move cursor to field where the mistake was entered and re-enter correct criteria. Be certain to use space key to remove any extra characters. *This method is not recommended since some characters that scrolled off the screen may be missed*.

b. Second method: Press *<F13>/CLEAR TO FIND* and re-enter all the search criteria.

c. Third method - Move the cursor to the field that needs correction and press <*CNTRL/Y*>. The contents from that field will be cleared. Re-enter the correct criteria. This method removes all the entries in that field and eliminates the possibility of missing characters that scrolled off the screen.

4. Requesting the results. After all search criteria have been entered, press F3 (to find). The system will then request a selection for the type of report for inquiry.

NOTE: If a RIC Suffix is not entered, the screen will display an error message requesting the DRMO RIC Suffix. Enter an * to include the Type I and all Type IIs or restrict the search to a specific site by entering A or B, etc.

C. Selecting the Type of Report

Three different types of reports can be created (see below). After selecting the report option, press <*ENTER*>.

Select one of the following items

1. User Defined Inquiry Reply
2. Short Form Inquiry Reply
3. Complete Inquiry Reply
4. Cancel Inquiry

ENTER SELECTION

1. Option One (*User Defined Inquiry Reply*) allows a selection from a field for a report and also allows entry of a report title that will appear at the top of each page.

2. Option Two (*Short Form Inquiry Reply*) creates a report displaying one line per DTID or one line per scrap record. Fields displayed on that line are predetermined and cannot be changed.

3. In the *Complete Inquiry Reply for DTID inquiries*, each DTID takes up four lines and contains all fields available in *CONSOLIDATED INQUIRIES*. For scrap inquiries each scrap record takes up two lines and contains all fields available in *CONSOLIDATED INQUIRIES*.

D. Selecting Fields to Display

This paragraph applies to *USER DEFINED INQUIRY REPLIES* only. To continue with the *SHORT FORM INQUIRY REPLY* or the *COMPLETE INQUIRY REPLY*, go to paragraph E, this attachment. When selecting the *USER DEFINED INQUIRY REPLY OPTION*, the system will display a screen showing 36 different data fields for DTID inquiries and 16 fields for scrap inquiries. These fields require report space varying from 2 to 30 spaces for DTIDs and from 3 to 67 spaces for scrap. The number of spaces required for each field is displayed in parentheses after the field name. The system will accept fields using a maximum of 133 spaces.

***NOTE*:** Three fields are already marked for display by default for DTID inquiries (DTID Number, Quantity on Hand, and Stock ID). This leaves 95 spaces in the report for the DTID inquiry. One field is marked for scrap inquiries (Scrap ID). The marked fields can be unmarked, see paragraph D2.

1. To mark a field to be printed position the cursor in front of the field name and enter an X, then press <Enter>.

2. To unmark a field, position the cursor in front of the field name and press the space bar, then press <Enter>.

3. When marking or unmarking a field and pressing <*ENTER*>, the number indicating report spaces remaining and available for use will be adjusted accordingly. If a field is marked causing the number of available report spaces to go below zero, the originator will not be able to proceed to the next screen until an unmarked a field or fields bringing the number back up to zero or greater is reached.

NOTE: By leaving more than 57 report spaces available for use, the reply will be formatted as a narrow report and can be viewed easily on the screen while in *DRMO REPORTS* (also called *ACCESS REPORTS*). When viewing *CONSOLIDATED INQUIRY REPLIES* in *DRMO REPORTS*, regardless of format, select *TYPE - WIDE*.

4. After marking all fields chosen for printing, continue by pressing F9, to Add/Update.

E. Sorting Output

The screen for sort selection will be displayed by the system after correctly completing selection of the fields to display for the *USER DEFINED INQUIRY* or after selecting either the *SHORT FORM INQUIRY REPLY* or the *COMPLETE INQUIRY REPLY*. The screen for DTID inquiries will display 44 different fields, including 7 subfields from which to determine the sort selection. The screen for scrap sorts will contain 21 different fields for the sort selection. All three types of inquiries can be sorted according to user specifications.

1. To enter sort criteria, type the number that precedes the field name on the screen. If more than one field is needed for sorting, enter a comma after the first field number, then enter another field number. If a *USER DEFINED INQUIRY REPLY* is created, the sort selection will be restricted to fields marked for display.

2. Sorts can be in either ascending or descending order and can be performed on one or more fields listed on the screen. The system automatically defaults to ascending order. To sort in descending order, enter the minus sign (-) in front of the field number.

3. If a field containing sub-fields is selected for sorting, the sub field is no longer a choice available for sorting. For example, if sorting on Stock ID, the NIIN/LSN field may not be chosen for sorting. Entering **39** (Stock ID) is actually the same as entering 40, 41, and 42 (FSC, NIIN/LSN, and Additional Data).

4. Before sorting the report in the order specified, results will be sorted by DRMO RIC Suffix first. Press <F9> (to add/update) after entering the list of sort fields.

***NOTE*:** If the DTID Number field has not been specified as part of the sort list, it may be added to the end to prevent random order reports. Also, if the *SCRAP ID* field or a sub-field of it has not been specified as part of the sort list, it may be added to the end to prevent random order reports. These added fields will have no effect on the preceding sort criteria.

F. Entering a Report Title

1. After completing the sort criteria selection, the system will display a field at the bottom of the sort screen which will request that the user enter a report title. This applies only to *USER DEFINED INQUIRY REPLIES*. If the *SHORT FORM INQUIRY REPLY* or *COMPLETE INQUIRY REPLY* is selected, go to paragraph G.

2. The title selected by the user will be displayed centered at the top of each page of the reply. If no title is entered, the default title will be *"USER DEFINED DTID REPLY"*, for DTID inquiries and for scrap inquiries, the default title will be *"USER DEFINED SCRAP REPLY".*

3. Press F9 (add/update) this will generate a message at the bottom of the screen to complete the inquiry.

G. Completing an Inquiry

1. After the system displays the report number for inquiry, record it for reference and identification in *DRMO REPORTS*. To complete the inquiry, press <*RETURN*>. The system will return to the menu on page 5 of this attachment.

2. When an inquiry is completed, it is placed in the WIDE section of *DRMO REPORTS* under the *MANAGEMENT* Increment. A complete collection of WIDE Reports may be required before newly created inquiry replies are listed. If a complete collection does not show the report number needed, the inquiry may not have had time to process and should be checked again the next day.

3. The first page of each reply lists the search criteria that were specified to create that reply. The search criteria can be used to identify an inquiry if the report number has been misplaced or forgotten.

H. Designing Search Criteria

Searches begin by entering a specific value(s) in one or more of the Consolidated Inquiry fields. Any field the cursor stops on may be used to enter search criteria, e.g., DTID Number, Record Status Code, Date Entered Inventory, etc. In addition to entering specific search criteria, a search may be initiated based on more general requirements by using metacharacters. The following is a description of the metacharacters in *CONSOLIDATED INQUIRY* and how they are used. (A metacharacter is a symbol or figure that is used in succession to another character, normally the preceding character is alpha or numeric. The following 8 metacharacters may be used in the Consolidated Inquiry for user designed searches.)

1. *The Wild Card* (**%**). The wild card can be substituted for any value. For example, entering a DTID with the first position of **F** and a wild card in the second position will bring up all DTIDs starting with **F.** Entering a DTID with the first position of **F** and the second position of **D** and the wild card in the third position would bring up all DTIDs starting with **FD**, etc. The wild card may be used anywhere in the field and may be used more than once. The wild card may only be used in string fields; but, if it is to be used in a numeric date field, refer instead to the range metacharacter (-).

***NOTE*:** The wild card should be used with caution since its search range is very broad and has the potential to initiate very long searches.

2. *The Question Mark* (?). The question mark forces a character into the position occupied by the question mark. For example, entering a DODAAC with a wildcard and entering the question mark in the HM/HW field will bring up all records with that DODAAC that have a HM or HW in that field. This metacharacter may be used more than once and may occur anywhere in the search criteria. The question mark can only be used in string fields.

3. *The Square Brackets* ([]). The square brackets match a list of characters specified within the brackets to a character occupying the corresponding position in the returned field.

4. *Equal/Not Equal* (=)/(!). The equal metacharacter will match values equal to values specified. The not equal metacharacter matches any values not specified by the search criteria that follow it. The not equal metacharacter should not be used in combination with the logical OR metacharacter (,) except under certain circumstances. See paragraph H9, this attachment, for information on combinations of metacharacters.

5. *The Range* (-). The range metacharacter matches any values between and including those on either side of the dash.

6. *The Less Than* (<). The less than metacharacter matches any value less than the value specified by the search criteria.

7. *The Greater Than* (>). The greater than metacharacter matches any value greater than value specified by the search criteria.

8. *The Logical OR* (,). Entering a comma in a field allows an entry of another like value in that same field. It will match values specified by either of the search criteria that surround it. One or more can be used in the same search string. For example, entering a DTID then a comma and another DTID will bring up both DTIDs. The comma can also be used in conjunction with other symbols. For example, !100,>10 in the quantity available field would bring up records with the quantity available that is not equal to 100, but is greater than 10.

9. *Combinations*:

a. Search criteria can be designed using combination of any of the metacharacters previously mentioned. This can be very useful, but can also provide unexpected results when not used carefully. It is recommended when combinations of metacharacters are used, always double check the search criteria before pressing **F3** (to find).

b. The logical **OR** metacharacter (**,**) should not be used in combination with the not equal (**!**) except to include a search range excluded by the not equal. For example, if creating an inquiry containing all items whose sales referral numbers are not SYCA1N01 and not SYCA1L02. Entering the search criteria !SYCA1[LN]0[12] will exclude those two sales referral numbers, but will also exclude sales referral numbers SYCA1N02 and SYCA1L01. Since some records needed may have been excluded by the not equal (!), they can be re-included by using the logical OR. The resulting search criteria would be: !SYCA1[N02]0[12],SYCA1N02,SYCA1L01. Additional examples are given in the following chart:

FIELD	CRITERIA	RESULTS
Quantity Received	1-10,1000	Records whose quantity received is from 1 to 10 or whose quantity received is 1000
DTID Number	FB%,WC%	DTIDs starting with FB or WC
Date Ent Inv	,01/01/95, .03/31/95	Records whose date entered inventory is before January of 1995 or after March of 1995
Quant on Hand	!5-30,9 or <5,9,>30	Records whose quantity on hand is less than 5, greater than 30, or 9 or records whose quantity on hand is less than 5, 9 or greater than 30
Record Stat Cd	![ZAC]	Records whose record status code is anything other than A, C, or Z
Unit Price	>100!999	Records whose unit price is more than 100 dollars but not 999 dollars

I. Errors In Designing Search Criteria

Some of the common errors in designing search criteria and the recommended solutions are provided in the following examples:

Search:	Search Items, Outcomes, End Solution
1. Field:	- **Date Received (or other date fields)**
Search Criteria:	- >12/31/92,<02/01/93
Expected Results:	- DTIDs received during January 1993
Actual Results:	- All DTIDs
Explanation:	The user forgot that the comma metacharacter represents a logical OR. It does not represent a logical

Solution: **Correct Criteria:**	AND All dates fall either after 12/31/92 OR before 02/01/93. - Use the range metacharacter - 01/01/93-01/31/93
2. Field: **Search Criteria** **Expected Results:** **Actual Results:** **Explanation:**	- **Record Status Code (or other one character string fields)** - !Z,!a or !Z,A - DTIDs in status other than Z or A - All DTIDs or DTIDs in status other than Z In the first situation, the user is reading the comma as AND, when it should be read as OR All statuses are either not Z or not A. In the second case, the –not equal‖ metacharacter should not be used in combination with the logical OR. When it is, it loses its meaning as soon as the comma is encountered. This means the –not equal‖ only applies to the Z and the records retrieved will be all those that are either not in Z status or are in A status.

Search:	**Search Items, Outcomes, End Solution**
Solution: **Correct Criteria:**	Don't use the **!** in combination with the **,** ![ZA]
3. Field: **Search Criteria:** **Expected Results:** **Actual Results:** **Explanation:** **Solution:** **Correct Criteria:**	FSC (or other numeric fields) 23* DTIDs in FSG 23 No records selected The wild card metacharacter can only be used in string fields. Since the FSC field is numeric, the * loses its meaning and nothing is found. Use the range metacharacter instead. 2300-2399

C2. PROPERTY ACCOUNTING

Enclosure 14 - DRMO Reports by Category

This attachment contains a listing of the reports in DRMO REPORTS, also referred to as ACCESS REPORTS. These reports are listed by the following categories: DEMIL; DNSP; HM/HW; IDMS; Management; Marketing; RCP; RTD; Scrap; Warehousing; and Workload. These reports are listed in alphanumeric sequence based on the filename assigned to them. All the reports listed may not be available to all users due to: access restrictions; no data input to develop a report; or incomplete/nonfunctional programming.

DEMIL

(After entering I for Increment, enter W. DEMIL Reports are in the Warehousing Increment.)

FILENAME	TYPE	TITLE
udpd1202	NARROW	DEMIL CHALLENGE DENIAL NOTICE
udpd2501	NARROW	DEMIL CODE CHANGE NOTICE
udpd2521	NARROW	OSB DEMIL CODE CHANGE NOTICE
udwb4001	RPTS	DEMIL CERTIFICATION LIST
udwb4001	SPCFRM	DEMIL CERTIFICATION LIST/PLACARDS
udwb4101	RPTS	DEMIL SCRAP CERTIFICATION LIST
udwb4101	SPCFRM	DEMIL CERTIFICATION LIST/PLACARDS
udwb4201	RPTS	DEMIL REQUIRED (RESI-I)
udwb43	AUD	PREPARE CERTIFICATES
udwb44	AUD	PREPARE/SEND DEMIL CERTIFICATES

DNSP

(After entering I for Increment, enter D for DNSP Reports.)

FILENAME	TYPE	TITLE
udna7001	RPTS	TSC ADDRESS CHANGE REPORT
udna7101	RPTS	CURRENT BMF STATUS
udna7201	RPTS	BMF WORKLOAD REPORT
udna7301	RPTS	BIDDERS ASSIGNED IN CALENDAR YEAR
udna7401	RPTS	BIDDERS ASSIGNED IN CALENDAR YEAR
udna7701	RPTS	LABELS PER IFB
udna7801	RPTS	BIDS PER IFB
udna8001	RPTS	TSC DATA REPORT
udna8101	RPTS	TSC CLEARED BIDDERS REPORT
udna8201	RPTS	TSC VIOLATORS REPORT
udna8301	RPTS	BIDDER CONTROL WORKLOAD
udna8401	WIDE	BID BOND REPORT
udna8801	RPTS	SURETY REPORT
udna8901	RPTS	TOP 500 BUYERS REPORT
udna9001	SPCFRM	DRMO LABELS IFB CATLG PEEL-OFF MAILLABELS
udna9002	SPCFRM	DRMO LABELS MAILLABELS
udna9101	SPCFRM	BANK GUARANTEE LABELS CHESHIRE 3 UPC

DNSP Continued		
udna9102	SPCFRM	BANK GUARANTEE LABELS PEEL-OFF MAILLABELS
udna9201	SPCFRM	LABELS BY CLASSES CHESHIRE 3 UPC
udna9202	SPCFRM	LABELS BY CLASSES PEEL-OFF MAILLABELS
udna9301	SPCFRM	LABELS BY BID BOND CHESHIRE 3 UPC
udna9302	SPCFRM	LABELS BY BID BOND PEEL-OFF MAILLABELS
udna9401	SPCFRM	LABELS BY STATUS CODES CHESHIRE 3 UPC
udna9402	SPCFRM	LABELS BY STATUS CODES PEEL-OFF MAILLABELS
udna9501	SPCFRM	GEOG LOCATION LABELS CHESHIRE 3 UPC
udna9502	SPCFRM	GEOG LOCATION LABELS PEEL-OFF MAILLABELS
udna9601	SPCFRM	BIDDER LABELS CHESHIRE 3 UPC
udna9602	SPCFRM	BIDDER LABELS PEEL-OFF MAILLABELS
udna9701	SPCFRM	LABELS BY TYPE BUYERS CHESHIRE 3 UPC
udna9702	SPCFRM	LABELS BY TYPE BUYERS PEEL-OFF MAILLABELS
udna9901	SPCFRM	CLASS/LOCATION WITH IFB 3 UPC
udna9902	SPCFRM	CLASS/LOCATION WITH IFB MAILLABELS
udnc1026	RPTS	CMAs REQUIRED
udnc1068	RPTS	MANUAL EVALUATION BY SCO
udnc6300	RPTS	TIE COMPARISON SELECTION REPORT
udnd2001	RPTS	FACILITY INSPECTION LIST
udng2501	RPTS	PAST DUE FACILITY INSPECTION
udng3001	RPTS	NOT CLOSED BID RECORDS
udnd6001	WIDE	LIST OF APPARENT SUCCESSFUL BIDDERS
udnd7001	RPTS	DELINQUENT FACILITY INSPECTION
udnf8025	RPTS	REIMBURSEMENT STATUS REPORT

DNSP Continued

udng3001	RPTS	NOT CLOSED BID RECORDS
udnd6001	WIDE	LIST OF APPARENT SUCCESSFUL BIDDERS
udnd7001	RPTS	DELINQUENT FACILITY INSPECTION
udnf8025	RPTS	REIMBURSEMENT STATUS REPORT
udnf8035	RPTS	TERM REIMBURSEMENT STATUS REPORT
udnf8801	RPTS	SF 1080 REIMBURSEMENT
udng1501	WIDE	AUDIT REPORT
udng2001	WIDE	BID ABSTRACT REPORT
udng2501	RPTS	SUCCESSFUL BIDDERS LIST
udng3001	WIDE	TSC DOWNLOAD
udng3501	RPTS	BID AND DEPOSIT REGISTER
udng4001	RPTS	BDR 90 DAY CLRNCE HAZ PRPTY
udnh1001	WIDE	OPEN SALES REPORT
udnh1501	RPTS	MNTHLY CNTRCTG TRANS
udnh2001	WIDE	ITEMS PENDING AWARE
udnh3001	WIDE	CONTRACT STATUS REPORT
udnj1001	WIDE	SALES DATA BY SCO REPORT
udnj1501	WIDE	SALES CONTRACT RECAP REPORT
udnj2001	RTPS	MNTHLY AWARDED LINE ITEMS
udnj2501	RTPS	UNSUCCESSFUL BID SHEETS DESTR.
udnj3001	WIDE	FACILITY INSPECTION LOG
udnk1001	WIDE	REIMBURSEMENT DATA REPORT
udnk1501	RPTS	SALES PROCEEDS BY SCL
udnk2001	WIDE	REIMBURSEMENT SUMMARY REPORT
udnk3001	WIDE	REIMBURSEMENT BY OPNS OFC
udnk4001	WIDE	MILITARY SVCS REIMB SUMMARY
udnk5001	WIDE	REIMBURSEMENT BY MILITARY SVCS
udnl1501	RPTS	DRMS FORM 879 NOTICE TO BDRS
udnl2001	RPTS	DRMS 915 STORAGE CHG BILLING
udnl2501	RPTS	FORM 433 LIQUIDATED DAMAGES
udnl3001	RPTS	SF 1049 PUBLIC REFUND VOUCHER
udnl3501	RPTS	DRMS FORM 826 DEBT TRANSFER
udnl4001	RPTS	DRMS 915 TERM BILLING
udnl4501	RPTS	FORM 1131 CASH COLLEC VOUCHER
udnl5501	RPTS	FORM 233
udnl6001	RPTS	SF 1080
udnl6501	RPTS	SF 1081
udnl8501	WIDE	DRMS FORM 860 DEFAULT NOTICE
udnl9001	RPTS	DRMS FORM 714 AUDIT/CERT
udnl9120	RPTS	FORM 1578 BLOTTER
udnl9501	RPTS	DRMS FORM 63 SUPLMTRY SALE INFO
udnl9601	RPTS	FORM 1583 TERM SALE RECAP SHEET
udnl9701	RPTS	FORM 114D SUPLMTL AGREEMENT
udnm1001	SPCFRM	LSB LABELS MAILLABELS
udnm1501	SPCFRM	UNOFFICIAL ABSTRACT LABELS MAILLABELS
udnm2001	SPCFRM	CONTRACT FOLDER LABELS MAILLABELS
udnp8001	RPTS	DATA REVIEW SUMMARY
udnq1001	RPTS	ITEM STATUS JUSTIFICATION/REMARKS
udnr1001	RPTS	DELINQUENT CONTRACTOR PERFORMANCE
udnr1002	RPTS	INCOMPLETE CONTRACT FINANCIAL RECORDS
udns5000	AUD	UPLOAD SALES REFERRALS TO DNSP
udnu1001	WIDE	SUSPENSE ACCOUNT REPORT
udnu1068	RPTS	OUT FOR MANUAL EVALUATION BY SCO
udnu2021	RPTS	CONTRACT SUSPENSE ACCOUNT STAT MNTHLY REP

DNSP Continued		
udnu2022	RPTS	FUNDS STATUS MONTHLY REPORT
udng3001	RPTS	NOT CLOSED BID RECORDS
udnx1001	WIDE	REFERRAL ITEMS BY DRMO/COMMODITY GROUP
udnx1501	RPTS	REFERRAL ITEMS REQUIRING REVIEW
udnx2001	RPTS	REFERRAL ITEMS CATALOG STATUS
udnx2501	RPTS	REFERRAL ITEMS NOT ON IFB
udnx3001	RPTS	REFERRAL ITEMS REVIEWED BY PMS
udnx4001	RPTS	REFERRAL ITEMS RETURNED TO DRMO
udnx4501	RPTS	REFERRAL ITEMS BY TYPE SALE
udnx5001	RPTS	WAIVERS/WITHDRAWALS
udnx5501	RPTS	701 REPORT
udnx6001	RPTS	ITEMS PREPARED BY CLERK
udnx6501	RPTS	DRMO POINTS OF CONTACT
udnx7001	WIDE	GEOGRAPHIC LOCATIONS
udnx7501	WIDE	MARKET PRICE REPORT
udnx8001	RPTS	PHYSICAL LOCATION REPORT
udnx8501	RPTS	ITEMS REVIEWED BY PMS
udnx9001	RPTS	FUND CITE REPORT
udnx9501	WIDE	FUTURE SALES SCHEDULE
udny0501	RPTS	TOTAL PROPERTY LIST ITEMS
udny1001	RPTS	CATALOG CODE REPORT
udny5001	RPTS	REFERRAL ITEMS BY ESD
udny5501	WIDE	SPECIAL FUNDING REPORT
udnz3000	RPTS	WAIVER WITHDRAWAL
udnz3001	RPTS	WAIVER/WITHDRAWALS TO DRMO
udnz9001	WIDE	IFB CATALOG
udnx1001	WIDE	REFERRAL ITEMS BY DRMO/COMMODITY GROUP
udnx1501	RPTS	REFERRAL ITEMS REQUIRING REVIEW
udnx2001	RPTS	REFERRAL ITEMS CATALOG STATUS
udnx2501	RPTS	REFERRAL ITEMS NOT ON IFB
udnx3001	RPTS	REFERRAL ITEMS REVIEWED BY PMS
udnx4001	RPTS	REFERRAL ITEMS RETURNED TO DRMO
udnx4501	RPTS	REFERRAL ITEMS BY TYPE SALE
udnx5001	RPTS	WAIVERS/WITHDRAWALS
udnx5501	RPTS	701 REPORT
udnx6001	RPTS	ITEMS PREPARED BY CLERK
udnx6501	RPTS	DRMO POINTS OF CONTACT
udnx7001	WIDE	GEOGRAPHIC LOCATIONS
udnx7501	WIDE	MARKET PRICE REPORT
udnx8001	RPTS	PHYSICAL LOCATION REPORT
udnx8501	RPTS	ITEMS REVIEWED BY PMS
udnx9001	RPTS	FUND CITE REPORT
udnx9501	WIDE	FUTURE SALES SCHEDULE
udny0501	RPTS	TOTAL PROPERTY LIST ITEMS
udny1001	RPTS	CATALOG CODE REPORT
udny5001	RPTS	REFERRAL ITEMS BY ESD
udny5501	WIDE	SPECIAL FUNDING REPORT
udnz3000	RPTS	WAIVER WITHDRAWAL
udnz3001	RPTS	WAIVER/WITHDRAWALS TO DRMO

HM/HW

(After entering I for Increment, enter the appropriate code in parentheses.)

FILENAME	TYPE	TITLE	CODE
UDIH0104	WIDE	ANNUAL RCRA REPORT	(G)
udaz0301	SPCFRM	HAZ WALL TO WALL (DTID) PLACARDS	(M)
udaz0302	SPCFRM	HAZ WALL TO WALL (LOCATION) PLACARDS	(M)
udng4001	RPTS	BDR 90 DAY CLRNCE HAZ PRPTY	(D)

MANAGEMENT

(After entering I for Increment, enter G for Management Reports.)

FILENAME	TYPE	TITLE
UDIG4005	WIDE	DAISY DAILY TTC RPT.
UDIG4202	RPTS	DRMO DAILY TTC REPORT
UDIG4203	RPTS	DRMO WEEKLY TTC REPORT
UDIG4204	RPTS	DAISY WEEKLY TTC RPT.
UDIG4205	RPTS	DAISY DAILY TTC
UDIG4506	WIDE	DAISY WEEKLY TTC RPT.
UDIG6901	RPTS	DRMO REPORT OF COMPARISON RESULTS
UDIR1501	RPTS	CORE FSC GENERATION/REUTILIZATION
UDIR1901	RPTS	GENERATION BY FSC (DOLLARS)
UDIR1902	RPTS	REUTILIZATION BY FSC (DOLLARS)
UDIR6101	RPTS	REUT/FEDERAL CONDITION CODE
UDIR6102	RPTS	TRANSFER FEDERAL CONDITION CODE
UDIR6103	RPTS	DONATION FEDERAL CONDITION CODE
UDIR6201	RPTS	REUT/BRKOUT OF RTD BY SPLY COND CD
UDIR6202	RPTS	TRANSFER/BRKOUT OF RTD BY SCD
UDIR6203	RPTS	DONATION/BRKOUT OF RTD BY SCD
UDIR6301	WIDE	PROPERTY CONDITION GENER. FCC RPT
UDIR6401	RPTS	GEN % DOLLAR VALUE COMPARISON
UDIR6402	RPTS	GEN % DOLLAR VALUE COMPARISON
UDIR6501	RPTS	GEN/REUT R/NR $ VAL WITHIN REGION
UDIR6502	RPTS	GEN/REUT R/NR $ VALUE WITHIN DRMS
UDIR7501	RPTS	% INV RTD WITHIN REGION & DRMS
UDIR7502	RPTS	% INV REUT WITHIN REGION & DRMS
UDIR7503	RPTS	% INV TRANSFERRED WITHIN REGION & DRMS
UDIR7504	RPTS	% INV DONATED WITHIN REGION & DRMS
UDIR7701	RPTS	GENERATION % TRANSACTION COMPARISON
UDIR7702	RPTS	REUT % TRANSACTION COMPARISON
udic1015	WIDE	DTID REPLY - BY STOCK ID
udic1016	WIDE	DTID REPLY - SITE LOCATION

udic1017	WIDE	DTID REPLY - BY DTID LOCATION
udic1093	WIDE	DTID REPLY - USER DEFINED FIELDS
udic1095	WIDE	DTID REPLY - USER DEFINED ORDER
udic1097	WIDE	SHORT FORM DTID REPLY - USER DEFINED ORDER
udic4015	WIDE	DTID REPLY - BY STOCK ID

MANAGEMENT (continued)

FILENAME	TYPE	TITLE
udic4016	WIDE	DTID REPLY - BY SITE LOCATION
udic4017	WIDE	DTID REPLY - BY DTID NUMBER
udic4075	WIDE	SHORT FORM DTID REPLY - BY STOCK ID
udic4076	WIDE	SHORT FORM DTID REPLY - BY SITE LOCATION
udic4077	WIDE	SHORT FORM DTID REPLY - BY DTID NUMBER
udic4093	WIDE	DTID REPLY - USER DEFINED FIELDS
udic4095	WIDE	DTID REPLY - USER DEFINED ORDER
udic4097	WIDE	SHORT FORM DTID REPLY - USER DEFINED ORDER
udic40	AUD	START BATCH CONSOLIDATED INQUIRY
udic41	AUD	CANCEL BATCH CONSOLIDATED INQUIRY
udic6015	WIDE	DTID REPLY - BY STOCK ID
udic6016	WIDE	DTID REPLY - BY SITE LOCATION
udic6017	WIDE	DTID REPLY - BY DTID NUMBER
udic60	AUD	EXTRACT FOR CONSOLIDATED INQUIRIES RPT
udig1306	WIDE	1143 RPT OF EXCESS/SURPLUS MATERIAL
udig31	AUD	DAISY 1143 DATA FILE INTEGRITY CHK
udig32	AUD	DAISY 1143 DATA FILE ARCHIVE
udig3301	WIDE	DRMO 1143 CERTIFICATIONS RECEIVED
udig33	AUD	DRMO 1143 CERTIFICATION STATUS
udig34	AUD	PRODUCE DAISY 1143 REPORT
udig37	AUD	CREATE RIC FILE
udig38	AUD	DAISY 1143 CERT FILE ARCHIVE
udig39	AUD	DAISY 1143 CERT FILE INTEGRITY CHK
udig40	AUD	DRMO 1143 DATA STATUS
udir1101	RPTS	HIGH DOLLAR VALUE RECEIVED REPORT
UDAC7510	RPTS	SLIS WITHOUT XR1S OVER 30 DAYS (LOSING DRMO)
UDAC7520	RPTS	SLIS WITHOUT XR1S OVER 30 DAYS (GAINING DRMO)
UDAE4005	WIDE	DAISY DAILY TTC RPT.
UDAE4506	WIDE	DAISY WEEKLY TTC RPT.
UDAZ4202	RPTS	DRMO DAILY TTC REPORT
UDAZ4203	RPTS	DRMO WEEKLY TTC REPORT
UDAZ4204	RPTS	DAISY WEEKLY TTC RPT.
UDAZ4205	RPTS	DAISY DAILY TTC
UDMA0308	WIDE	MKTG MNTHLY STATS BREAKOUT I/O COUNT
UDMB1003	WIDE	MARKETING BIMFE REPORT
UDMC0207	WIDE	CNTR ERROR & STATS
UDMC0403	SPCFRM	CONTRACT FORM 50 MAILLABELS

UDMC0504	SPCFRM	CNTR HI BID 12 CPI
UDMC0505	SPCFRM	CNTR BID ABSTRACT 12 CPI
UDMC0507	RPTS	CNTR BIDDER AUDIT
UDMC0508	SPCFRM	CNTR NON-SUCCESSFUL BDRS FL233
UDMC0509	SPCFRM	CNTR SUCCESSFUL BIDDER (WORK) 12 CPI
UDMC0510	SPCFRM	CNTR SUCCESSFUL BIDDER (CAMERA) 12 CPI

MARKETING (continued)

(After entering I for Increment, enter M for Marketing Reports.)

FILENAME	TYPE	TITLE
UDMC0511	SPCFRM	CNTR CONTRACTS 1427
UDMC0512	SPCFRM	CNTR LABELS MAILLABELS
UDMC0513	WIDE	CNTR ERRORS AND STATS
UDMI0503	WIDE	ERRORS AND STATS
UDMI0509	WIDE	BDRS FINANCIAL STATUS & ERRORS
UDMS0504	SPCFRM	CYCLE PEEL-OFF MAILLABELS
UDMS0505	WIDE	BIDDER UPDATE ERRORS
UDMS0506	SPCFRM	CYCLE CHESIRE 3 UPC
UDMS0507	WIDE	PRESALE PENDING BOD LIST & STATS
UDMS0512	WIDE	BDR FINANCIAL STATUS UPDATE ERRORS
UDMS0513	WIDE	CORRECTED PH1/PH2 PRESALE INPUTS
UDMS0517	SPCFRM	SBR PEEL-OFF LABELS MAILLABELS
udaa11	AUD	CHECK ASSET VS EVENT COUNTS
udaa20	AUD	UPLOAD ONE DAYS ASSETS
udaa30	AUD	PULL ALL SCRAP RECORDS
udaa35	AUD	PULL ASSETS BY DRMO RIC
udaa40	AUD	PULL ALL DTID RECORDS
udaa45	AUD	PULL ASSETS BY TRAN BATCH #
udaa50	AUD	LOAD ASSOC. ASSET TABLES
udaa52	AUD	LOAD ASSET/SCRAP TABLES
udaa6001	AUD	RECORDS NOT LOADED
udaa70	AUD	CHECK ASSET VS EVENT COUNTS
udaa90	AUD	TIER 2 DATA BASE PURGE LOG
udaa95	AUD	TIER 2 DATA BASE PURGE CANCEL LOG
udae10	AUD	EVENT HISTORY
udae11	AUD	PULL EVENT BY TRAN BATCH #
udar20	AUD	COMMENT TTCS FOR RECONCILE
udaz1720	SPCFRM	USABLE PROPERTY PLACARDS
udaa95	AUD	TIER 2 DATA BASE PURGE CANCEL LOG
udaz17 **	AUD	USABLE PROPERTY PLACARDS
udaz1920	SPCFRM	SEL. USABLE PROP. PLACARDS
udaz6020	RPTS	DTID EXTRACT BY STK ID RPT
udaz6030	RPTS	DTID EXTRACT BY STK ID (HARDCY)
udaz6040	RPTS	DTID EXTRACT BY SITE LOCATION
udaz6050	RPTS	DTID EXTRACT BY SITE LOC (HARDCY)
udaz75	RPTS	BID OPENING DATE STATUS CHANGE

RCP

(After entering I for Increment, enter *A*. RCP Reports are in different increments.)

FILENAME	TYPE	TITLE
UDNG2001	WIDE	BID ABSTRACT REPORT
UDNI0100	*RPTS*	*RCP REFERRAL LOAD REPORT*
UDPR1505	RPTS	RCP ADJUSTMENTS
UDPR1507	RPTS	INVALID DIC LIST
UDPR1508	*RPTS*	*RCP INCOMING TRANSACTION REPORT*
UDPR5202	WIDE	OPEN A5A QTRLY LIST
UDPR5301	WIDE	A5E ON SUSPENSE MORE THAN 7 DAYS
UDPR6502	RPTS	ARO LIST
UDPR6504	RPTS	XS7 DISCREPANCY REPORT
UDPR6901	RPTS	XS6 DNSP DISCREPANCY REPORT
UDPR7002	RPTS	AC6 CANCELLATION LIST
UDPR7502	RPTS	A6A DENIAL LIST
UDPR8201	WIDE	RCP ASSET SCREENING REPORT
UDPR8901	*SPCFRM*	*RCP A5E MRO*
UDPR90SLI	RPTS	*A5E TO DTID CURRENT SUSPENSE LIST*
UDPR9001	*RPTS*	*A5E TO DTID CURRENT SUSPENSE LIST*
UDPR9502	*WIDE*	*AUTODIN OUTPUT HEADER/TRAILER LIST*
UDPR9504	*WIDE*	*A5A/A5J DAILY OUTPUT LIST*

RTD

(After entering I for Increment, enter R for RTD.)

FILENAME	TYPE	TITLE
UDRL1003	RPTS	REQUISITIONS IN PCH&T FOR DRMO
UDRL1005	RPTS	REQUISITIONS IN PCH&T FOR DRMS
UDRL2502	WIDE	DRMS RPT OF MILSTRIP REQ PROC
UDRL3002	RPTS	DRMO MILSTRIP DENIALS BY MGT CD
UDRL3502	RPTS	DRMS RPT OF MILSTRIP REJECT/STATUS CODE
UDRP3602	SPCFRM	1348 LABELS 12 LNLB
UDRP4001	SPCFRM	1348-1 REQUISITIONS 1348
UDRR1001	RPTS	FES/FAS NOTICE HISTORY RPT
UDRR1201	RPTS	FES LOW $ VALUE SUMMARY
UDRR2501	RPTS	INDIV ACT INTERROG STATS-COL
UDRR2502	RPTS	INDIV ACT INTERROG STATS-MEMPHIS
UDRR2503	RPTS	INDIV ACT INTERROG STATS-OGDEN
UDRR2504	RPTS	INDIV ACT INTERROG STATS-EUROPE
UDRR2505	RPTS	INDIV ACT INTERROG STATS-PACIFIC
UDRR2701	RPTS	HQ INTERROGATION STATS
UDRR2801	WIDE	ON-LINE INTERROG STATS-ARMY
UDRR2802	WIDE	ON-LINE INTERROG STATS-NAVY
UDRR2803	WIDE	ON-LINE INTERROG STATS-AIR FORCE
UDRR2804	WIDE	ON-LINE INTERROG STATS-MARINES

RTD (continued)
(After entering I for Increment, enter R for RTD.)

FILENAME	TYPE	TITLE
UDRR2805	WIDE	ON-LINE INTERROG STATS-DLA
UDRR2806	WIDE	ON-LINE INTERROG STATS-OTHER
UDRR2807	WIDE	ON-LINE INTERROG STATS-ALL SERVICES
UDRR2808	WIDE	ON-LINE INTERROG STATS-DRMS-HQ
UDRR2809	WIDE	ON-LINE INTERROG STATS-COLUMBUS
UDRR2810	WIDE	ON-LINE INTERROG STATS-MEMPHIS
UDRR2811	WIDE	ON-LINE INTERROG STATS-OGDEN
UDRR2812	WIDE	ON-LINE INTERROG STATS-EUROPE
UDRR2813	WIDE	ON-LINE INTERROG STATS-PACIFIC
UDRR2814	WIDE	ON-LINE INTERROG STATS-ALL DRMS
UDRR2815	WIDE	ON-LINE INTER STAT-ALL SVC-ALL DRMS
UDRR2901	WIDE	TIMED INTERROGATION STATS
UDRR4101	RPTS	EPPL/GSA ITEM SMRY
UDRR4301	RPTS	NSN INTERROGATION OF REQUISITIONS
UDRR4501	RPTS	NSN INTERROG OF INTERROGATIONS
UDRR4801	RPTS	RTD REUT PROMO METHODS BY FSC
UDRR5401	RPTS	GEN/REUT BY AGENCY RPT
UDRR5901	WIDE	PROP COND GEN BY SPLY COND CODE
UDRR6101	RPTS	GEN/REUT RPT/NON-RPT
UDRR6701	RPTS	REUT RECOUPMENT $ VALUE-ICP
UDRR6702	RPTS	REUT RECOUPMENT $ VALUE-NON-ICP
UDRR6703	RPTS	REUT RECOUP $ VALUE-ICP/NON-ICP
UDRR6901	RPTS	REUT RECOUPMENT TRNS-ICP
UDRR6902	RPTS	REUT RECOUPMENT TRANS-NON-ICP
UDRR7000	RPTS	REUT % $ VALUE RECOUPMENT
UDRR8401	RPTS	RTD RPTBLE ITMS REQ DESCR ANALYSIS
UDRR9401	RPTS	FES NOTICE ICP REUT SMRY
UDRR9601	WIDE	INDIV ACTVTY FES/FAS NOTICE SMRY
UDRR9801	RPTS	FREEZE SMRY F/RQSTING RIC ONLY
UDRR9803	RPTS	FREEZE SMRY FOR SELECT DRMO
UDRR9804	RPTS	FREEZE SMRY DRMR WITH DRMOS
UDRT4210	WIDE	CUSTOMER MAILING LIST
UDRT4220	SPCFRM	CUSTOMER MAILING LABELS MAILLABELS
udrd1000	WIDE	ITEMS REQUIRING DRMS DESCRIPTION
udrd10	AUD	EXT. ITEMS REQ. IDMS DESC.
udrd1101	WIDE	ITEMS REQ. DESC. ACT. BY DRMS
udrd2000	WIDE	ITEMS REQUIRING DRMO DESCRIPTIONS
udrd1101	WIDE	ITEMS REQ. DESC. ACT. BY DRMS
udrd2000	WIDE	ITEMS REQUIRING DRMO DESCRIPTIONS
udrd2050	WIDE	ITEMS REQUIRING DESC. ACTION BY DRMO
udrd20	AUD	LOAD ITEMS NEEDING DESC.

udrd30	AUD	EXT. VALID. DESC. FOR IBM
udrd3300	RPTS	SPECIAL VISIBILITY REJECTION REPORT
udrd40	AUD	ASSIGN SCREENING DATES/CODES
udrd42	AUD	ASSIGN RECORD STATUS CODES
udrd43	AUD	EXT. SPEC. VISIBILITY FOR IBM
udrd52	AUD	LOAD RID VALIDATION INDICATOR

RTD (continued)
(After entering I for Increment, enter R for RTD.)

FILENAME	TYPE	TITLE
udrd56	AUD	LOAD NEW DESC. STATUS CODES
udrd6000	WIDE	DRMS ITEMS REQUIRING DESCRIPTION
udre9001	RPTS	IDMS NEEDS DESCRIPTION
udre9002	RPTS	IDMS DESCRIPTION LOCATION
udre9003	RPTS	DATA PASSED TO GSA-S.V.
udre9005	RPTS	DELETE DESCRIPTION
udre9050	AUD	INVALID DTID CHECK
udre90	AUD	LOAD DTIDS WITH NOTICE DATA
udre9250	AUD	INVALID DTID CHECK
udre92	AUD	LOAD DTIDS WITH NOTICE DATA
udrf10	AUD	FREEZE QTY. CHNG NOT. FOR GSA
udrf20	AUD	ADD/MODIFY/CANCEL FREEZES
udrf2101	RPTS	FREEZE CANCELLATION NOTICES
udrf2400	RPTS	COMBINE NSN FREEZE RESULTS EXTRACT
udrf31	AUD	LOAD NSN FREEZE DATA
udrf36	AUD	LOAD FSC FREEZE DATA
udrf4210	RPTS	NSN FREEZE RELEASE NOTICES
udrf4220	RPTS	FSC FREEZE RELEASE NOTICES
udrf4410	RPTS	NSN OVERRIDDEN FREEZE NOTICES
udrf4420	RPTS	FSC OVERRIDDEN FREEZE NOTICES
udrf4601	WIDE	NSN FREEZE RESULTS
udrf4801	WIDE	FSC FREEZE RESULTS
udrf50	AUD	ACTIVATE FREEZE STATUS
udrf5201	RPTS	DTID FREEZE NOTICES
udrf60	AUD	EXTRACT OF FREEZES REACHING RELEASE DATE
udrf6201	RPTS	AUTOMATIC FREEZE CANCELLATION NOTICES
udrf6600	RPTS	BUILD EXPIRING FREEZES EXTRACT
udrf6801	RPTS	EXPIRING FREEZE NOTICE
udrf7000	RPTS	REQUEST FOR INDEFINITE FREEZE
udrf74	AUD	EXTRACT FOR OVR 120 DAYS FRZ RPTS
udrf7801	RPTS	INDEFINITE FREEZE SUMMARY REPORT
udrf8000	RPTS	REQUEST FOR NSN FREEZE SUMMARY REPORT
udrf8300	RPTS	PARTIAL NSN FREEZE SUMMARY
udrf84	AUD	EXTRACT FOR NSN FREEZE SUMMARY
udrf8600	AUD	NSN FREEZE SUMMARY REPORT
udrf9000	RPTS	REQUEST FOR FSC FREEZE SUMMARY REPORT
udrf9300	RPTS	PARTIAL FSC FREEZE SUMMARY REPORT
udrf9400	AUD	EXTRACT FOR FSC FREEZE SUMMARY REPORT
udrf94	AUD	EXTRACT FSC FREEZE SUMMARY REPORT
udrf9801	RPTS	FSC FREEZE SUMMARY REPORT

udrn2000	RPTS	NOTICE DATA
udrn2002	RPTS	FRONT END SCREENING DISPLAY
udrn20	RPTS	NOTICE DATA
udrn6000	WIDE	LOCAL AREA SCREENING LIST
udrn60	AUD	PREPARE LOCAL AREA SCREENING LIST
udrn6200	WIDE	LOCAL AREA SCREENING LIST

RTD
(After entering I for Increment, enter R for RTD.)

FILENAME	TYPE	TITLE
udrn7000	WIDE	DONATION SCREENING LIST
udrn70	AUD	PREPARE DONATION SCREENING LIST
udrn7200	WIDE	DONATION SCREENING LIST
udrp3405	SPCFRM	1348-1S 1348
udrp4001	SPCFRM	1348-1 REQUISITIONS 1348
udrp4502	RPTS	MILSTRIP HISTORY INTERROGATIONS
udrp60	AUD	LOAD MILSTRIP REQUISITIONS
udrp6801	RPTS	MILSTRIP DAILY TRANX LIST
udrp73	AUD	EXTRACT DAILY TRANX AND 1348S
udrp74	AUD	LOAD MILSTRIP TABLES
udrr34	AUD	PREPARE DELINQ. RID RPT.
udrr3501	RPTS	DRMO DELINQ. UNIQUE RID FOLLOW-UP
udrr3701	RPTS	DRMS DELINQ. UNIQUE RID FOLLOW-UP
udrs2003	RPTS	PICKING SLIP
udrs2004	RPTS	CANCEL PICKING SLIP
udrs20	AUD	CREATE/FORMAT PICK. SLIPS
udrs2303	RPTS	GSA PICKUP OVERDUE NOTICE
udrs23	AUD	CREATE/FORMAT GSA OVERDUE NOTICE
udrs2401	RPTS	GSA PICK-UP OVERDUE
udrt11	AUD	LOAD SCREENING TABLE (UDURSCRN)
udrt13	AUD	LOAD FES SERVICE AGENCY AND FCC (UDURFCCD)
udrt15	AUD	LOAD FSC TABLE (UDURFSCL)
udrt17	AUD	LOAD FSC FREEZE TABLE (UDURFSCD)
udrt25	AUD	LOAD CYCLE DATE TABLE (UDURCYCD)
udrt80	AUD	UNLOAD SCREENING TABLE (UDURSCRN)
udrt82	AUD	UNLOAD FES SERV AGENCY AND FCC (UDURFCCD)
udrt84	AUD	UNLOAD FSC TABLE (UDURFSCL)
udrt86	AUD	UNLOAD FSC AND FES SERVICE/AGENCY (UDURFSCD)
udrz10	AUD	DAILY RTD/WAREHOUSING INTERFACE
udrz14	AUD	LOAD DTID/DESC. TABLES
udrz2000	RPTS	RTD PROCESSING PHASES
udrz20	AUD	WEEKLY RTD/WAREHOUSING INTERFACE

SCRAP

(After entering I for Increment, enter M. Scrap Reports are in the Marketing Increment.)

FILENAME	TYPE	TITLE
udaz6120	RPTS	SCRAP EXTRACT - BY SCRAP ID
udic1025	WIDE	SCRAP REPLY - BY SCRAP ID
udic1026	WIDE	SCRAP REPLY - BY SITE LOCATION
udic1094	WIDE	SCRAP REPLY - USER DEFINED FIELDS
udic1096	WIDE	SCRAP REPLY - USER DEFINED ORDER
udic1098	WIDE	SHORT FORM SCRAP REPLY - USER DEFINED ORDER
udic4025	WIDE	SCRAP REPLY - BY SCRAP ID
udic4026	WIDE	SCRAP REPLY - BY SITE LOCATION
udic4085	WIDE	SHORT FORM SCRAP REPLY - BY SCRAP ID
udic4086	WIDE	SHORT FORM SCRAP REPLY - BY SITE LOCATION
udic4094	WIDE	SCRAP REPLY - USER DEFINED FIELDS
udic4096	WIDE	SCRAP REPLY - USER DEFINED ORDER
udic4098	WIDE	SHORT FORM SCRAP REPLY - USER DEFINED ORDER
udic6025	WIDE	SCRAP REPLY - BY SCRAP ID
udic6026	WIDE	SCRAP REPLY - BY SITE LOCATION
udwb4101	RPTS	DEMIL SCRAP CERTIFICATION LIST
udwb4101	SPCFRM	DEMIL SCRAP CERTIFICATION LIST PLACARDS
udwx20	AUD	CREATE SCRAP WEIGHT FLAT FILES
udwx25	AUD	LOAD SCRAP ID TABLE
udwx6020	RPTS	RSC FREQUENCY DISTR. FOR SCRAP

WAREHOUSING

(After entering I for Increment, enter W for Warehousing Reports.)

FILENAME	TYPE	TITLE
UDWARCPT	RPTS	RECEIPT CRASHES
UDWTO400	WIDE	RIC/DODAAC REPORTS
udpn50	AUD	NSN DOWNLOAD LOG
udpn60	AUD	CREATE NSN REQUESTS
udpn62	AUD	COMPARE DRMO & CORP NSN FILES
udpn7701	RPTS	NSN CHAR. CHANGE NOTICE
udpn90	AUD	LOAD NSN CHARACTERISTICS
udpn92	AUD	LOAD DRMS NSN CHARACTERISTICS
udpn95	AUD	NSN REQUEST PREPARATION
udpn96	AUD	CREATE NSN REQUESTS FOR UPDATES
udwd3030	AUD	ABANDONMENT/DESTRUCTION REPORT
udwb3040	SPCFRM	DOWNGRADE REPORT PLACARDS
udwb3050	AUD	MOVE TO SALES REPORT
udwb3060	AUD	SEND PROPERTY MOVEMENT DATA
udwb3301	RPTS	ABANDONMENT/DESTRUCTION

		REPORT
udwb3301	SPCFRM	ABANDONMENT/DESTRUCTION REPORT PLACARDS
udwb3401	RPTS	DOWNGRADE REPORT

WAREHOUSING (continued)

(After entering I for Increment, enter W for Warehousing Reports.)

FILENAME	TYPE	TITLE
udwb3401	SPCFRM	DOWNGRADE REPORT PLACARDS
udwb3501	RPTS	MOVE TO SALES REPORT
udwb5200	RPTS	CORP TRANSFER ACCTS RCD CNTS
udwb5400	RPTS	DRMO TRANSFER ACCTS RCD CNTS
udwb54	AUD	TRANSFER ACCTS, LOSING DRMO
udwb55	AUD	TRNSF ACCTS, FWD DATA TO GAIN DRMO
udwb56	AUD	TRANSFER ACCTS, GAINING DRMO
udwb5810	RPTS	SLH DAILY TRANSACTIONS
udwb5910	RPTS	SLH PROPERTY DUE-IN
udwb60	RPTS	DOWNGRADE AFTER RECEIPT
udwb93	RPTS	WAREHOUSE STORAGE REPORT
udwb94	RPTS	STORAGE LOCATION SUMMARY
udwc1001	RPTS	RESI B PART 1
udwc1002	RPTS	RESI B PART 2
udwc1003	RPTS	RESI B PART 3
udwc1011	SPCFRM	RESI B PART 1 PLACARDS
udwc10	AUD	DEFINE RESI-B PROPERTY
udwg21	AUD	LOAD SALES ACCUMULATION DATE
udwt02	AUD	LOAD RIC/DODAAC TABLE
udwt04	AUD	PREPARE RIC/DODAAC RPTS
udwx1801	RPTS	DUPLICATE DTID NOTICE
udwx26	AUD	LOAD STORAGE LOCATIONS
udwx30	AUD	DELETE OLD HISTORY RECORDS
udwx32	AUD	CREATE HISTORY FLAT FILES
udwx35	AUD	LOAD WORK TABLES TO HISTORY
udwx40	AUD	DELETE DTIDS AFTER 28 DAYS
udwx50	AUD	DELETE PMR RECORDS AFTER 365 DAYS
udwx6010	RPTS	RSC FREQUENCY DISTRIBUTION REPORT
udwx60	AUD	PREPARE RSC FREQ DISTR LOG
udwx95	AUD	CREATE NEW NSN REQUESTS
udwx96	AUD	CREATE NSN REQUESTS FOR UPDATES
udwx97	AUD	CREATE NSN REQUEST FLAT FILES
udwx98	AUD	REQUEST RETROFIT NIINS FOR DTIDS
udwx99	AUD	RQST RETROFIT NIINS FOR PMR

WORKLOAD

(After entering I for Increment, enter G. Workload Reports are in the Management Increment.)

FILENAME	TYPE	TITLE
udwb3010	AUD	CREATE WORKLOAD VISIBILITY COUNTS
udwb30	AUD	PREPARE WORKLOAD REPORTS
udwb31	AUD	RUN WORKLOAD REPORTS
udwb3601	RPTS	WORKLOAD VISIBILITY

*** Identifies Two Or More Consecutive Reports With The Same Title.**
**** Identifies Report Output As Placards**

C2. PROPERTY ACCOUNTING

Enclosure 15 - Data Fields and Screens Available for Inventory Corrections

1. Fields Available For Correction In The Basic Accountable Record Adjustment (Correction) Screen

a. RECORDS ENTERED WITH AN NSN:

ADD DATA
DAC - DISPOSAL AUTHORITY CODE
DATE RECVD - DATE RECEIVED
MGT CD - MANAGEMENT CODE
RSC - RECORD STATUS CODE
U/I - UNIT OF ISSUE
UPDATE DESC - UPDATE DESCRIPTION

b. RECORDS ENTERED WITH AN LSN

ADD DATA
DAC - DISPOSAL AUTHORITY CODE
DATE RECVD - DATE RECEIVED
ITEM NAME
RSC - RECORD STATUS CODE
MGT CD - MANAGEMENT CODE
U/I - UNIT OF ISSUE
UPDATE DESC - UPDATE DESCRIPTION

2. Fields Available For Correction In The DTID Restart Screen (Double DTID Restarts Required For NSN To LSN To NSN

a. RECORDS ENTERED WITH AN NSN

A/CD - ACTION CODE
ACC/CD - ACCOUNTING
ADD DATA
DEMIL CHLG - DEMIL CHALLENGE
DIPEC REPORT NO.
FCC - FEDERAL CONDITION CODE
HAZ CHLG - HAZARDOUS CHALLENGE CODE
HM/HW - HAZARDOUS MATERIAL
HAZARDOUS WASTE CODE
MSC - MATERIAL SCREENING CODE
REIM - REIMBURSEMENT CODE
SHC - SPECIAL HANDLING CODE
SLS REF NO. - SALES REFERRAL NO.
STOCK ID
U/I UNIT OF ISSUE

b. RECORDS ENTERED WITH AN NSN IN RECORD STATUS Z

A/CD - ACTION CODE
ACC/CD - ACCOUNTING
ADD DATA
DEMIL CHLG - DEMIL CHALLENGE
DEMIL PRF CD - DEMIL PERFORMED CODE
DIPEC REPORT NO.
DUP - DEPRECIATED UNIT PRICE
FCC - FEDERAL CONDITION CODE
HAZ CHLG - HAZARDOUS CHALLENGE CODE
HM/HW - HAZARDOUS MATERIAL
HAZARDOUS WASTE CODE
MSC - MATERIAL SCREENING CODE
QTY ON/H - QUANTITY ON HAN
REIM - REIMBURSEMENT CODE
SHC - SPECIAL HANDLING CODE
SLS REF NO. - SALES REFERRAL NO.
STOCK ID
U/I UNIT OF ISSUE

c. RECORDS ENTERED WITH AN LSN IN RSC Z

A/CD - ACTION CODE
ACC/CD - ACCOUNTING
ADD DATA
ADPE IN - AUTOMATIC DATA PROCESSING INDICATOR CODE
DEMIL - DEMIL CODE
DEMIL CHLG - DEMIL CHALLENGE
DEMIL PRF CD - DEMIL PERFORMED CODE
DIPEC REPORT NO.
DUP - DEPRECIATED UNIT PRICE
FCC - FEDERAL CONDITION CODE
HAZ CHLG - HAZARDOUS CHALLENGE CODE
HM/HW - HAZARDOUS MATERIAL
HAZARDOUS WASTE CODE
ITEM NAME
MSC - MATERIAL SCREENING CODE
PIL/SENS - PILFERABLE SENSITIVE CODE
PMIC - PRECIOUS METALS INDICATOR CODE
QTY ON/H - QUANTITY ON HAND
REIM - REIMBURSEMENT CODE
SAIC - SMALL ARMS INDICATOR CODE
SHC - SPECIAL HANDLING CODE
SLS REF NO. - SALES REFERRAL NO.
STOCK ID
U/I - UNIT OF ISSUE
U/P - UNIT PRICE

3. One field for correction in -CHANGE TO QTY O/H‖ SCREEN - *QTY ON/H*
4. One field for correction in -DTID CORRECTION‖ SCREEN - *DTID NO.*
5. One field for correction in -CHANGE TO QTY AVAIL‖ SCREEN - *QTY AVAIL*
6. One field for correction in -CHANGE RSC TO Z‖ SCREEN - *RSC*
7. One field for correction in -XR3 DATA CORRECTION‖

DATA FIELDS AND SCREENS FOR CORRECTIONS

INVENTORY ADJUSTMENTS - MENU OPTION 7										
DATA ELEMENTS THAT CAN BE CHANGED IN DAISY SCREENS										
Screen No.	1	1	1	2	2	3	4	5	6	8
	DTID RESTART NSN	**DTID RESTART** NSN (RSC Z)	**DTID RESTART** LSN (RSC Z)	**BASIC RECORD ADJ** NSN	**BASIC RECORD ADJ** LSN	**DRMO APPROVE** (GAINS/ LOSSES)	**DTID NO. CORRECTION**	**CHG TO QTY AVAIL**	**CHG RSC TO Z**	**XR3 DATA CORRECTION**
A/CD	X	X	X							
ACC/CD	X	X	X							
ADD DATA	X	X	X	X	X					
ADPE IN			X							
DAC				X	X					
DATE RECVD				X	X					
DEMIL			X							
DEMIL CHLG	X	X	X							
DEMIL PRF CD		X	X							
DIPEC REPORT NO.	X	X	X							
DTID NO.							X			
DUP		X	X							
FCC	X	X	X							
HAZ CHLG	X	X								
HM/HW	X	X	X							
ITEM NAME			X		X					
MGT CD				X	X					
MSC	X	X	X							
PILSENS			X							
PMIC			X							
QTY RCVD										X
QTY AVAIL								X		
QTY ON/H		X	X			X				
REIM	X	X	X							
RSC				X	X				X	
SAIC			X							
SHC	X	X	X							
SLS REF NO.	X	X	X							
STOCK ID	X	X	X							
U/I	X	X	X	X	X					
U/P			X							
UPDATE DESC.				X	X					

C2. PROPERTY ACCOUNTING

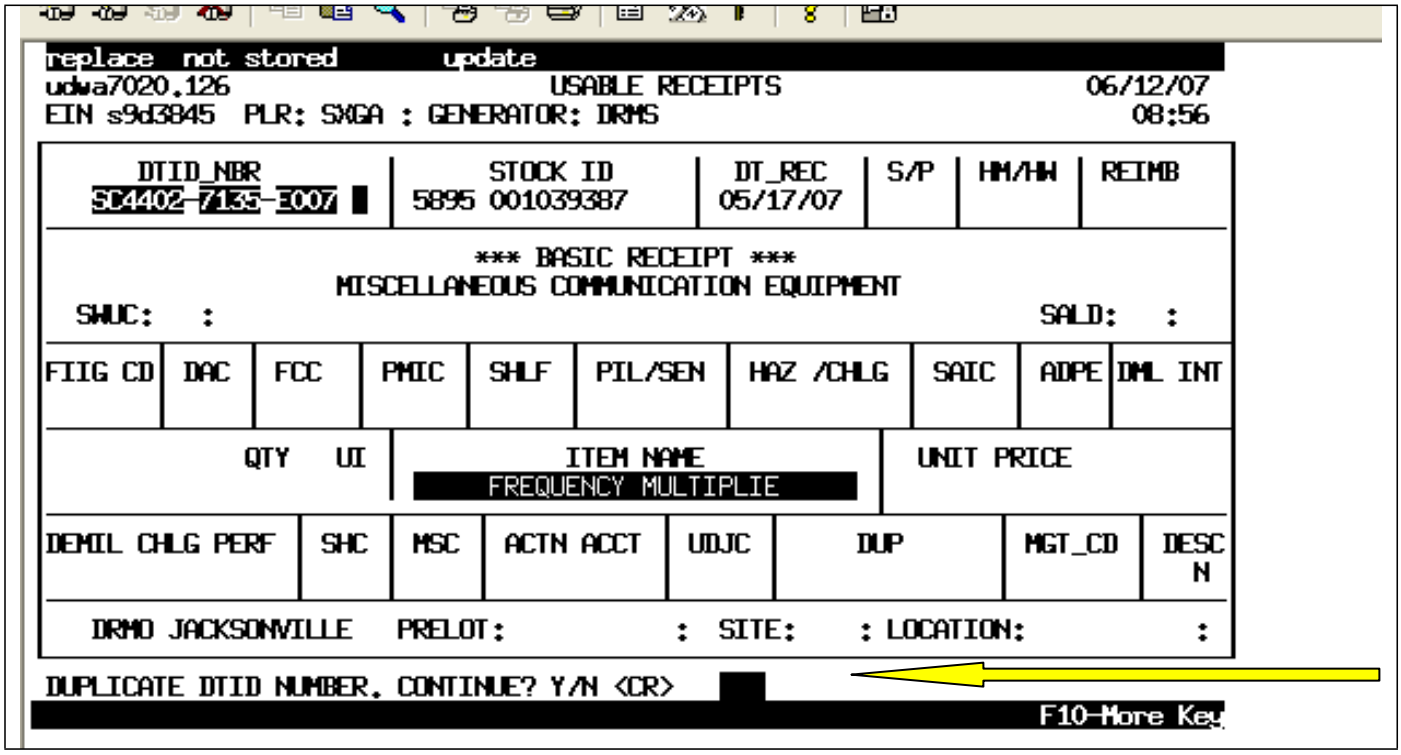
Enclosure 16 – SOP for Handling Multiple Shipments on a Single DTID

An update to the DAISY receipt process will be released to production in the June release. As a result of this update DAISY will be able to handle multiple shipments on a single DTID:

A. When the first receipt is processed – the change will be –invisible‖ to the user. Behind the scenes, DAISY will change the PreMaterial Receipt(PMR) purge indicator to –P‖, indicating a partial shipment has been received, and add the quantity received to the PMR quantity received.

B. When the DTID is entered for subsequent shipments:

1. The user will receive a Duplicate DTID message in bottom left corner.



2. Answer -YES‖. The UCN will be assigned, press ENTER.

3. The Multiple Shipment Screen will come up.

```
replace  stored          update        record     1 of     1 records found
udwa7026.002                      USABLE RECEIPTS                    06/12/07
EIN s9d3845  PLR: SXGA : GENERATOR: DRMS                              08:59

   This item has been Issued from Another DRMO. This is a multiple
   shipment.  The following shows how much of this item has been
   received and how much is still pending:

   PMR Quantity: 10
   Quantity Previously Received: 2
   Quantity Still Pending: 8

       You may process a receipt for more or less than the
        Quantity Still Pending.

PRESS <F1> TO RETURN TO PREVIOUS SCREEN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

a. Verify your quantity against the quantity still pending (you may receive the quantity still pending, less than the quantity still pending or more than the quantity still pending.

b. F1 to return to the receipt screen.

```
replace  not stored      update  zoom  record     1 of     1
udwa7020.126                      USABLE RECEIPTS                    06/12/07
EIN s9d3845  PLR: SXGA : GENERATOR: DRMS                              09:01

| DTID_NBR/PMR | STOCK ID | DT_REC | S/P | HM/HW | REIMB |
| SY2314-7163-D252 | 5895 001039387 | | | | |

                    *** BASIC RECEIPT ***
              MISCELLANEOUS COMMUNICATION EQUIPMENT
SHUC:   :                                                    SALD

| FIIG CD | DAC N | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE |

| QTY | UI | | UNIT PRICE |
| 8 | | FREQUENCY MULTIPLIE | 1608.00 |

| DEMIL CHLG PERF D | SHC | MSC X | ACTN A | ACCT F | UDJC | DUP | MGT_CD | DESC N |

DRMO JACKSONVILLE   PRELOT:          : SITE:    : LOCATION:          :

ENTER FEDERAL SUPPLY CLASS
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

Note – the quantity defaults to the quantity still pending – change as

4. Complete your receipt – and F9 to save.

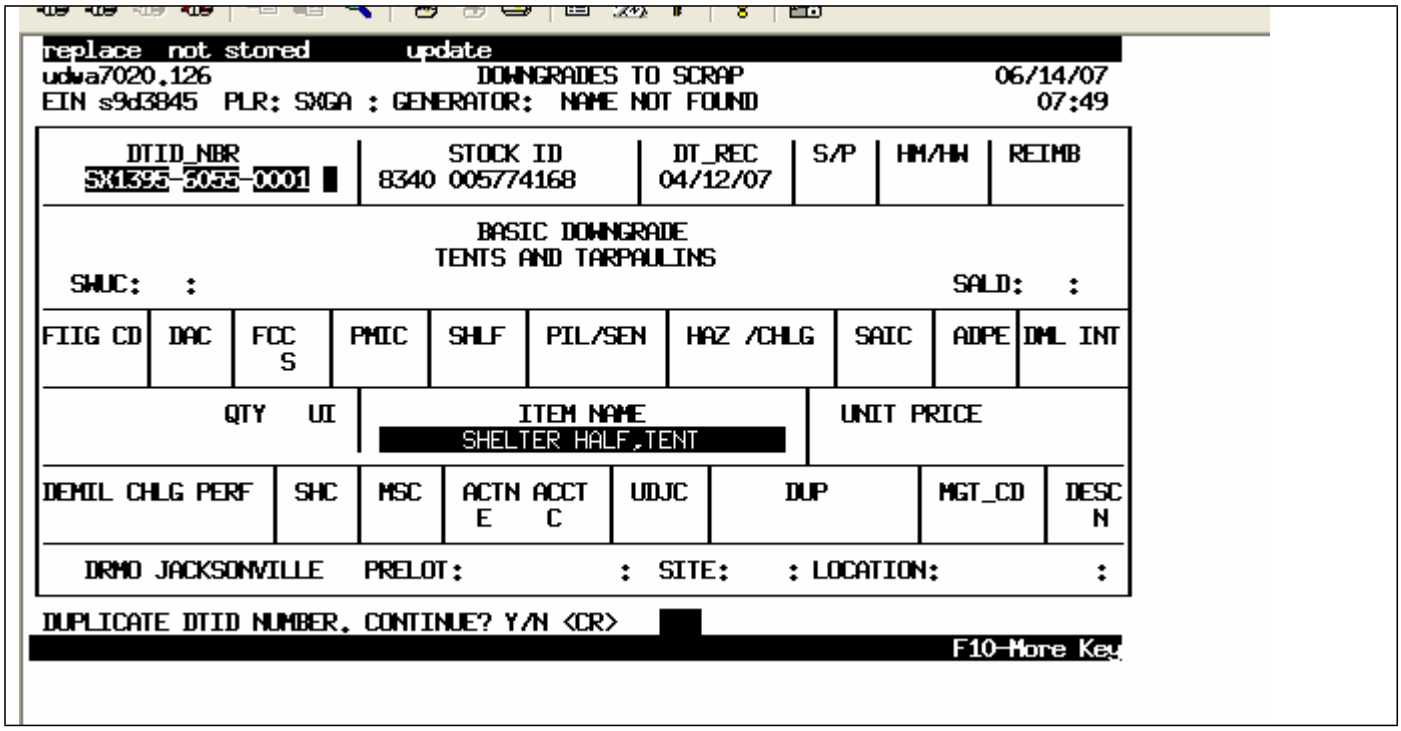
C. Behind the scenes, DAISY will update the PMR purge indicator with a –P‖ if there is still quantity pending or a -R‖, if the PMR quantity received was equal to or greater than the PMR quantity.

NOTE: If subsequent shipments are received by another DRMO, they will not receive the duplicate DTID message (as they are on different databases) however the Multiple Shipment Screen will come up.

The multiple shipment process works exactly the same when using Downgrade on Receipt (XR3).

1. Inputting the first receipt – the user will be unaware of the changes to receipt.

2. Inputting the subsequent receipts – the user will get the duplicate document number message in bottom left corner.



3. Answer -YES‖ and enter to accept the UCN.

4. The Multiple Shipment screen comes up. F1 to return back to the receipt screen.

```
replace  stored          update        record     1 of     1 records found
udwa7026.002                   DOWNGRADES TO SCRAP                   06/14/07
EIN s9d3845  PLR: SXGA : GENERATOR:  NAME NOT FOUND                    07:50

     This item has been Issued from Another DRMO. This is a multiple
     shipment.  The following shows how much of this item has been
     received and how much is still pending:

     PMR Quantity: 144
     Quantity Previously Received: 94
     Quantity Still Pending: 50

          You may process a receipt for more or less than the
           Quantity Still Pending.

PRESS <F1> TO RETURN TO PREVIOUS SCREEN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

5. Complete the downgrade receipt – F9 to save.

```
replace  stored/modified  update        record     1 of     1
udwa7031.021                   DOWNGRADES TO SCRAP                   06/14/07
EIN s9d3845  PLR: SXGA : GENERATOR:  NAME NOT FOUND                    07:53

| DTID_NBR/PMR | STOCK ID | DT_REC | S/P | HM/HW | REIMB |
| SY2314-7165-D255 | 8340 005774168 | 06/13/07 | | | |

                    BASIC DOWNGRADE
                  UNSEGREGATED SCRAP
SHUC:   :                                                  SALD:   :

| FIIG CD | DAC | FCC | PMIC | SHLF | PIL/SEN | HAZ /CHLG | SAIC | ADPE | DML INT |
| N | N | HS | A | Z | U | | | | |

| QTY | UI | ITEM NAME | UNIT PRICE |
| 25 | EA | SHELTER HALF,TENT | 39.45 |

| DEMIL CHLG PERF | SHC | MSC | ACTN ACCT | UDJC | DUP | MGT_CD | DESC |
| A | | | E  C | | | | N |

SCL/SCT NBR: 1H240ZA : SITE: DZ : LOCATION: Z010101Z0 :  WEIGHT: 210      :

ENTER SITE
F1-Prv Form  F2-Nxt Form  F3-Prv Rec   F4-Nxt Rec   F5-Fld Help  F10-More Key
```

D. When you access Record Status and History you can track the Multiple Shipments back to the Original DTID.

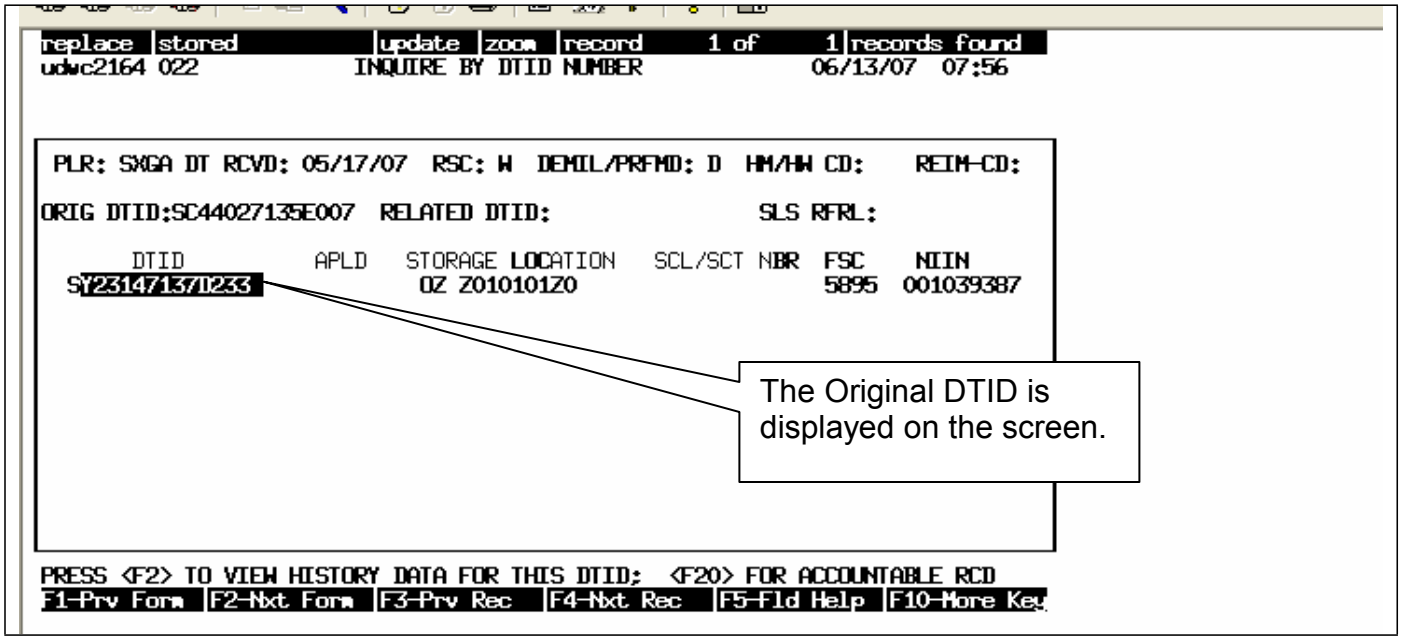
Method 1 – Using the Original DTID.

1. Access Inquiry
2. Select Record Status and History
3. Input your Original DTID and enter
4. F2 to see record Status and History

```
replace |stored          |update |      |record     1 of     3|records found
udwc2998 020                EVENT HISTORY                 06/12/07  09:31

                    HIST ID   SC44027135E007

          VIEW ID       TRX DT        EIN      TRX QTY          DTID_NO
          XR1          05/17/07      s9d3845                 SC44027135E007
          DDO          05/17/07      s9d3845                 SC44027135E007
          DDO          05/17/07      s9d3845                 SC44027135E007

Press <F4> to select rcd, then <F2> to view TTC; <F20> for pre-rcpt/toa trx
F1-Prv Form |F2-Nxt Form |F3-Prv Rec  |F4-Nxt Rec  |F5-Fld Help |F10-More Key
```

Method 2 – Using the UCN.

1. Access Inquiry
2. Select Record Status and History
3. Input the UCN


replace stored update zoom record 1 of 1 records found
udwc2164 022 INQUIRE BY DTID NUMBER 06/13/07 07:56
PLR: SXGA DT RCVD: 05/17/07 RSC: W DEMIL/PRFMD: D HM/HW CD: REIM-CD:
ORIG DTID:SC44027135E007 RELATED DTID: SLS RFRL:
DTID APLD STORAGE LOCATION SCL/SCT NBR FSC NIIN
SY231471370233 OZ Z010101Z0 5895 001039387
The Original DTID is displayed on the screen.
PRESS <F2> TO VIEW HISTORY DATA FOR THIS DTID; <F20> FOR ACCOUNTABLE RCD
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key

E. You may use DRMO tables to check PMR quantity received or the PMR purge indicator.

1. Access Inquiry
2. Select View DRMO Tables
3. Select View DRMO Tables Part 2
4. Select PMR (10)
5. Input your DTID and hit F3 to execute

```
replace | stored | update | | record 1 of 1 | records found
                    udwrpdno DEFAULT DATA VIEW
pmr_dtid_no:        SC44027135E007
prop_loc_ric:       SXGA
pmr_qty:            10                          dspsl_auth_cd: N
pmr_prg_ind:        P                           sply_cond_cd:  B
poc_tfone:                                      dspsl_cond_cd: 4
poc:                                            msc:           X
pmr_sml_arms_ind:                               actn_cd:       A
pmr_pilfb_snstv:                                acct_cd:       F
pmr_itm_name:       FREQUENCY MULTIPLIE         trx_cd:        S
fsc:                5895                        site_loc_cd:
niin_lsn:           001039387                   stg_loc_cd:
add_data:                                       due_in_rpt_ind: Y
pmr_dte_received:   05/16/07                    pmr_qty_rcvd:  2
dtid_hm_hw_cd:
itm_ui:
itm_demil_cd:       D
itm_up:             1608.00
lsng_prop_loc_ric:  S9WN
orig_dtid_no:       SC44027053000B
extnl_sys_intrfc_cd:

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key
```

PMR Purge Indicator

PMR Quantity Received

DTID on record – when Issue to Another DRMO Created

C3. PROCEEDS DISPOSITION

Enclosure 1 - Samples for Commercial Letters of Credit

Attachment 1 - Irrevocable Commercial Letter of Credit

NAME AND ADDRESS OF BANK ISSUING LETTER OF CREDIT

(DATE)
Treasurer of the United States
Washington, DC 20220

Dear Madam or Sir:

We hereby establish our irrevocable credit no._____ in your favor by order and for account of (name of company submitting bid) up to an aggregate amount of $ available by demand drafts drawn on us by a representative of (specify agencies to which directed: e.g., Department of Army, Department of the Air Force, General Services Administration). Drafts must be accompanied by a written statement of the interested department or agency that the amount drawn under this credit represents the deposit required for IFB # _____ , as a guarantee to support an acceptable bid made by (name and address of bidder) to purchase material from the Government.

Except as otherwise expressly stated, this documentary credit is subject to the "Uniform Customs and Practices for Documentary Credits."

We hereby agree that the drafts drawn under and in compliance with the terms of this credit will be duly honored on due presentation to the (name of bank).

Very truly yours,

(Authorized signature of bank official)

C3. PROCEEDS DISPOSITION

Enclosure 1 - Samples for Commercial Letters of Credit

Attachment 2 - Draft Drawn Against an Irrevocable Commercial Letter of Credit

FORM OF DRAFT

$_____ DATE _____

At sight pay to the order of Treasurer of the United States for the account of dollars and_____cents for value received - drawn Under Letter of Credit No._____of _____(Name and address of issuing bank)

To (name and address of bank)

(Name of office - finance or disbursing - and activity of department or agency by which draft is issued.)

BY_____

TITLE_____

DATE_____

NOTE: If the letter of credit is addressed to a specific department or agency instead of "U.S. Treasury," delete the words "Treasurer of the United States for the account of," and insert the name of the particular agency (e.g., Commander, DRMS, or the Director, DLA).

C3. PROCEEDS DISPOSITION

Enclosure 1 - Samples for Commercial Letters of Credit

Attachment 3 - Transmittal Letter and Certification For an Irrevocable Commercial Letter of Credit

OFFICIAL LETTERHEAD

TO: Name of bank (same as on L/C)

Gentlemen:

This is to certify that on __(*Month/Day/Year*)_____, at IFB #_____ held by the (insert the name of the department or agency), the (insert name and address of company) submitted acceptable bids for property at sales price of $_____.

The amount of the accompanying draft, $_____, drawn under letter of credit No. represents the deposit of ____percent of the sales price required as a guarantee to support the acceptable bid made by (insert name of company) to purchase material from the Government.

(Name of office - finance or disbursing - and activity of department or agency to which check is to be forwarded.)

BY _____

TITLE _____

DATE _____

C3. PROCEEDS DISPOSITION

Enclosure 2 - Disposition of Proceeds - Usable Property

TYPE OF PROPERTY	REIMBURSEMENT INDICATOR	DISPOSAL FEES	REIMBURSEMENT CODE	DODAAC	ACCOUNTING CLASSIFICATION
1. USABLE DWCF	N		N/A		97X4930.5NR0 S033181
2. DeCA bones, fats, meat trimmings (to include cardboard)	N		N/A		97X4930.5NR0 S033181
3. DWCF supply management excess inventory items	N		N/A		97X4930.5NR0 S033181
4. ADPE owned by GSA and leased to DOD **PROPERTY TURNED IN TO DRMS** **PROPERTY RECEIPT IN PLACE**	Y	$135.00 $ 28.00	A (Net Proceeds) W (Sales/Handling Fee) W (Sales Fee)	GOSFEE GOSFEE	_F3875 (Budget Clearing Account (Suspense)) 97X4930.5NR0 S033181 97X4930.5NR0 S033181
5. COMMISSARY STORES TRUST FUND ACCOUNT (Equipment only) **PROPERTY TURNED IN TO DRMS** **PROPERTY RECEIPT IN PLACE**	Y	$135.00 $ 28.00	C (Net Proceeds) W (Sales/Handling Fee) W (Sales Fee)	GOSFEE GOSFEE	97X8164.6400 460* 962 S033181 (Surcharge Collections, Sales of Commissary Stores) 97X4930.5NR0 S033181 97X4930.5NR0 S033181
6. CONTRACTOR INVENTORY (received in place***; property turned in to the DRMO does not qualify for reimbursement)***	Y	$ 28.00	I (Net Proceeds) W (Sales Fee)	GOSFEE	97X6501 (Suspense) (Reimburse individual generator as appropriate) 97X4930.5NR0 S033181
7. NON-APPROPRIATED FUND PROPERTY (MWR, AFFES) **PROPERTY TURNED IN TO DRMS** **PROPERTY RECEIPT IN PLACE**	Y	$135.00 $ 28.00	N (Net Proceeds) W (Sales/Handling Fee) W (Sales Fee)	GOSFEE GOSFEE	97X6501 (Suspense) (Reimburse individual generator as appropriate) 97X4930.5NR0 S033181 97X4930.5NR0 S033181

(USABLE PROPERTY)

Type of Property	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
8. LOST, ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY **PROPERTY TURNED IN TO DRMS** **PROPERTY RECEIPT IN PLACE**	Y	 $135.00 $ 28.00	H (Net Proceeds) W (Sales/Handling Fee) W (Sales Fee)	 GOSFEE GOSFEE	***Generator provided(they are responsible for complying with 10 USC 2575)*** 97X4930.5NR0 S033181 97X4930.5NR0 S033181
9. PROPERTY OWNED BY A COUNTRY (other than the United States) or international organization ***PROPERTY TURNED IN TO DRMS*** ***PROPERTY RECEIPT IN PLACE***	Y	 ***$135.00*** ***$ 28.00***	M ***(Net Proceeds)*** ***W (Sales/Handling Fee)*** ***W (Sales Fee)***	 ***GOSFEE*** ***GOSFEE***	As stated in the Foreign Military Sales Letter of Offer and Acceptance developed to provide disposal service. ***97X4930.5NR0 S033181*** ***97X4930.5NR0 S033181***

(USABLE PROPERTY)

Type of Property	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
10. SECURITY ASSISTANCE PROPERTY:	Y		F (***Net*** Proceeds)		11_1082 (Foreign Military Financing Account)
a. Military Assistance Program and Foreign Military Financing Property returned to the Government by a recipient country or international organization as no longer needed for the purpose for which furnished (22 U.S.C. 2355(d)).					
PROPERTY TURNED IN TO DRMS		***$135.00***	***W (Sales/Handling Fee)***	***GOSFEE***	***97X4930.5NR0 S033181***
PROPERTY RECEIPT IN PLACE		***$28.00***	***W (Sales Fee)***	***GOSFEE***	***97X4930.5NR0 S033181***
b. Special Defense Acquisition Fund (SDAF) Property (22 U.S.C. 2795).	Y		D (Net Proceeds)		11X4116 (Special Defense Acquisition Fund Account)
PROPERTY TURNED IN TO DRMS		$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
PROPERTY RECEIPT IN PLACE		$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
c. Security Assistance Office Property purchased with Foreign Military Sales (FMS) Trust Fund funds.	Y		O (Net Proceeds)		11X8242 (FMS Trust Fund Account)
PROPERTY TURNED IN TO DRMS		$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
PROPERTY RECEIPT IN PLACE	Y	$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
d. Property purchased with FMS Contract Administration Services Funds.			O (Net Proceeds)		11X8242 (FMS Trust Fund Account)
PROPERTY TURNED IN TO DRMS		$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
PROPERTY RECEIPT IN PLACE		$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181

(USABLE PROPERTY)

Type of Property	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
11. GENERAL GIFTS (Title 10, U.S. Code, Section 2601) bequest of real or personal property	Y		X (Net Proceeds)		General Gift Fund 21X8972 (Army) 17X8716 (Navy) 57X8928 (Air Force)
PROPERTY TURNED IN TO DRMS		$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
PROPERTY RECEIPT IN PLACE		$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
12. GENERAL GIFTS (Title 10, U.S. Code, Section 2605) DOD dependents education system	Y		V (Net Proceeds)		97X8096 (DOD Dependents Education Gift Fund)
PROPERTY TURNED IN TO DRMS		$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
PROPERTY RECEIPT IN PLACE		$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
13. REAL OR PERSONAL PROPERTY (Title 10 U.S. Code, Section 2608)	Y		U (Net Proceeds)		97X5187 (Defense Cooperation Account)
PROPERTY TURNED IN TO DRMS		$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
PROPERTY RECEIPT IN PLACE		$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
14. USABLE U. S. COAST GUARD PROPERTY (**Under physical control of the CG**)	Y	***$28.00***	G (***Net*** Proceeds) ***W (Sales Fee)***	***GOSFEE***	_F3875 ***97X4930.5NR0 S033181***
PROPERTY RECEIPT IN PLACE					
15. U.S. ARMY CORP OF ENGINEERS PROPERTY (**Under physical control of the COE**)	Y	***$28.00***	E (***Net*** Proceeds) ***W (Sales Fee)***	***GOSFEE***	_F3875 ***97X4930.5NR0 S033181***
PROPERTY RECEIPT IN PLACE					

(USABLE PROPERTY)

Type of Property	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
16. FEDERAL CIVIL AGENCY (FCA) PROPERTY	Y		S (Gross Proceeds)		97R2651 (Treasury General Receipts) **DRMS will bill the turn-in activity. The FCA must establish or fall under an existing MOU between DLA and GSA. The FCA must complete an Economy Act order with DRMS-RF.**
17. ALL OTHER PROPERTY	N		N/A		97X4930.5NR0 S033181

C3. PROCEEDS DISPOSITION

Enclosure 3 - Disposition of Proceeds - Scrap

Type of Scrap	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
1. SCRAP DWCF	N		N/A		97X4930.5NR0 S033181
2. DeCA bones, fats, meat trimmings (to include cardboard	N		N/A		97X4930.5NR0 S033181
3. DWCF supply management excess inventory items	N		N/A		97X4930.5NR0 S033181
4. ADPE owned by GSA and leased to DOD	Y		A (Net Proceeds)		_F3875
SCRAP TURNED IN TO DRMS		$0.08 per pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
SCRAP RECEIPT IN PLACE		$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S33131
5. COMMISSARY STORES TRUST FUND ACCOUNT (Equipment only)	Y		C (Net Proceeds)		97X8164.6400 460* 962 S033181
SCRAP TURNED IN TO DRMS		$0.08 per pound	W (Sales/ Handling Fee)	GOSFEE	97X4930.5NR0 S033181
SCRAP RECEIPT IN PLACE		$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S33131
6. RESOURCE RECOVERY AND RECYCLING PROGRAM	Y		R (Gross Proceeds)		_F3875
7. CONTRACTOR INVENTORY (received in place)	Y		I (Net Proceeds)		97X6501 (Suspense) (Reimburse individual generator as appropriate)
		$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
8. NON-APPROPRIATED FUND PROPERTY (MWR, AFFES)	Y		N (Net Proceeds)		97X6501 (Suspense) (Reimburse individual generator as appropriate)
SCRAP TURNED IN TO DRMS		$0.08 per pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
SCRAP RECEIPT IN PLACE		$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181

(SCRAP PROPERTY)*

Type of Scrap	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
9. LOST, ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY	Y		H (***Net*** Proceeds)		***Generator provided(they are responsible for complying with 10 USC 2575)***
SCRAP TURNED IN TO DRMS		$0.08 per pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
SCRAP RECEIPT IN PLACE		$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5N5R0 S33131

*Received as scrap or downgraded upon receipt

(SCRAP PROPERTY)

Type of Scrap	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
10. SECURITY ASSISTANCE PROPERTY: a. Military Assistance Program and Foreign Military Financing Property returned to the Government by a recipient country or international organization as no longer needed for the purpose for which furnished (22 U.S.C. 2355(d)).	Y		F (***Net*** Proceeds)		11_1082 (Foreign Military Financing Account)
SCRAP TURNED IN TO DRMS		***$0.08 Per Pound***	***W (Sales/Handling Fee)***	***GOSFEE***	***97X4930.5NR0 S033181***
SCRAP RECEIPT IN PLACE		***$0.04 Per Pound***	***W (Sales Fee)***	***GOSFEE***	***97X4930.5NR0 S033181***
b. Special Defense Acquisition Fund (SDAF) Property (22 U.S.C. 2795).	Y		D (Net Proceeds)		11X4116 (Special Defense Acquisition Fund Account)
SCRAP TURNED IN TO DRMS		$0.08 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
SCRAP RECEIPT IN PLACE		$0.04 Per Pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
c. Security Assistance Office Property purchased with Foreign Military Sales (FMS) Trust Fund funds.	Y		O (Net Proceeds)		11X8242 (FMS Trust Fund Account)
SCRAP TURNED IN TO DRMS		$0.08 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
SCRAP RECEIPT IN PLACE		$0.04 Per Pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
d. Property purchased with FMS Contract Administration Services Funds.	Y		O (Net Proceeds)		11X8242 (FMS Trust Fund Account)
SCRAP TURNED IN TO DRMS		$0.08 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
SCRAP RECEIPT IN PLACE		$0.04 Per Pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
11. GENERAL GIFTS (Title 10, U.S. Code, Section 2601) bequest of real or personal property	Y		X (Net Proceeds)		General Gift Fund 21X8972 (Army) 17X8716 (Navy) 57X8928 (Air Force)
PROPERTY TURNED IN TO DRMS		$0.08 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
PROPERTY RECEIPT IN PLACE		$0.04 Per Pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181

12. GENERAL GIFTS (Title 10, U.S. Code, Section 2605) DOD dependents education system **PROPERTY TURNED IN TO DRMS** **PROPERTY RECEIPT IN PLACE**	Y	 $0.08 Per Pound $0.04 Per Pound	V (Net Proceeds) W (Sales/Handling Fee) W (Sales Fee)	 GOSFEE GOSFEE	97X8096 (DOD Dependents Education Gift Fund) 97X4930.5NR0 S033181 97X4930.5NR0 S033181
13. REAL OR PERSONAL PROPERTY (Title 10 U.S. Code, Section 2608) **PROPERTY TURNED IN TO DRMS** **PROPERTY RECEIPT IN PLACE**	Y	 $0.08 Per Pound $0.04 Per Pound	U(***Net*** Proceeds) W (Sales/Handling Fee) W (Sales Fee)	 GOSFEE GOSFEE	97X5187 (Defense Cooperation Account) 97X4930.5NR0 S033181 97X4930.5NR0 S033181
14. U. S. COAST GUARD SCRAP (**Under physical control of the CG**) ***PROPERTY RECEIPT IN PLACE***	Y	 ***$0.04 Per Pound***	G (***Net*** Proceeds) ***W (Sales Fee)***	 ***GOSFEE***	_F3875 ***97X4930.5NR0 S033181***
15. U.S. ARMY CORPS OF ENGINEERS SCRAP (**Under physical control of the COE**) ***PROPERTY RECEIPT IN PLACE***	Y	 ***$0.04 Per Pound***	E (***Net*** Proceeds) ***W (Sales Fee)***	 ***GOSFEE***	_F3875 ***97X4930.5N5R0 S033181***
16. FEDERAL CIVIL AGENCY (FCA) SCRAP	Y		S (Gross Proceeds)		97R2651 (Treasury General Receipts) **DRMS will bill the turn-in activity. The FCA must establish or fall under an existing MOU between DLA and GSA. The FCA must complete an Economy Act order with DRMS-RF.**
ALL OTHER SCRAP	N		N/A		97X4930.5NR0 S033181

C3. PROCEEDS DISPOSITION

Enclosure 4 - Sample: DRMS Form 51, Collection Receipt, Explanation & Use

Explanation and Use of DRMS Form 51, Collection Receipt. DRMS Form 51 is used for Spot Bid and Auction Sales where issue of numerous receipts is necessary. They are also issued, upon request, as receipts to purchasers in person for cash or negotiable instruments.

The following instructions are to be used to complete the form:

1. Date: Enter date payment received.

2. Receipt No.: N/A.

3. Circle bid deposit if for bid deposit. Annotate IFB number, or otherwise leave blank. Circle payment, if for payment. Annotate contract number, item numbers, or otherwise leave blank. Circle other if for other than bid deposit/payment. Enter purpose for which funds received (e.g., payment for abstract, photo costs, pallet deposit, etc.)

4. Name.

5. Payment for Item(s) No.: Enter number of items for which payment is being presented, e.g., 1-10, 4, 5, etc. (N/A for bid deposits.)

6. Amount of Deposit/Payment:

   a. Cash - enter amount of cash payment only; otherwise leave blank.

   b. Other - enter amount of other than cash; otherwise leave blank.

NOTE: If payment consists of both cash and other; enter payment on appropriate line.

7. Total Received: Enter the total of 6a plus 6b.

8. Typed name and signature of cashier.

9. Sales Office (e.g., DRMO Devens, etc.)

DEFENSE REUTILIZATION AND MARKETING COLLECTION RECEIPT

DATE	RECEIPT NUMBER

BID DEPOSIT IFB NO _____ BIDDER NO. _____

PAYMENT CONTRACT NO. _____ ITEM NOS. _____

OTHER _____

NAME

AMOUNT OF DEPOSIT/PAYMENT

CASH _____

OTHER _____

TOTAL RECEIVED _____

CASHIER (Typed Name and Signature of Cashier)	SALES OFFICE

DRMS FORM 51
Dec 88

(Dec 87 edition may be used until exhausted)

C3. PROCEEDS DISPOSITION

Enclosure 5 - Sample: Deposit Letters

Attachment 1 - Notice of Proposed Offset - Affiliated Bidder

Name of Firm/Individual
(Address)

CERTIFIED LETTER
RETURN RECEIPT REQUESTED

Dear Mr/Mrs./Ms. _____,

This concerns your bid deposit of $ _____ on Sale Number _____.

Based upon available records I have determined that you are affiliated with (*name of firm or individual*). That *firm/individual* was placed on the Government's indebtedness List on (*date*) arising out of (*nonpayment of liquidated damages, storage charges, etc.*) incurred on Contract Number_____.

In view of the above, the Government intends to apply your bid deposit against the outstanding indebtedness of (*affiliated firm*) unless within 30 days of the receipt of this letter you can show cause why such administrative offset should not be made.

You have available to you the option to appeal this determination to our headquarters. Any such appeal must be in writing, must identify this letter, and indicate the reasons for your disagreement with this determination. Your appeal should be mailed or otherwise furnished directly within 15 days from the receipt of this letter to:

Defense Logistics Agency
Defense Reutilization and Marketing Service
ATTN: DRMS-BBS
74 Washington Avenue North, Suite 6
Battle Creek, MI 49037-3092

You may request copies of all documents on which this decision is based, or alternatively, you may appear in person for the purpose of inspecting and copying Government records on which this decision is based.

Sincerely,

SALES CONTRACTING OFFICER

Enclosure 5 - Sample: Deposit Letter

Attachment 2 - Letter to Allegedly Affiliated Bidder

Name of Firm/Individual
(Address)

CERTIFIED LETTER
RETURN RECEIPT REQUESTED

Dear Mr/Mrs./Ms. _____,

This concerns your bid deposit of $ _____ on Sale Number _____.

Government records indicate that you may be affiliated with (*name of firm or individual*) that is on the Government's Indebtedness List and thus is ineligible to participate in our sales program. Specifically, we note that (*indicia of affiliation*).

In order for us to consider your bid, you must establish your non-affiliation with (*name of firm or individual*). Your non-affiliation may be established by providing certified copies of your articles of incorporation and/or separate addresses/post office boxes, etc. Such information must be furnished not later than (*15-20 days)* from the receipt of this letter in order for the Government to consider your bid. If you do not respond to this letter the Government will assume an affiliation and proceed accordingly.

If you have any questions regarding this matter, I may be reached at (*commercial telephone number*).

Sincerely,

SALES CONTRACTING OFFICER

C4. DEMIL Program

~~**Enclosure 1 - Small Arms Serialization Program Procedures**~~
REMOVED – See Section 1 Chapter 10
SMALL ARMS SERIALIZATION PROGRAM
(Edited Oct 2012)

C4. DEMIL Program

~~**Enclosure 2 - Small Arms - Transaction Codes**~~
REMOVED (Edited Oct 2012)

C4. DEMIL Program

~~**Enclosure 3 - Small Arms - Reject Codes**~~
REMOVED (Edited Oct 2012)

C4. DEMIL Program

~~Enclosure 4 - Written Appointment Spreadsheet Supplemental~~

~~**Table 7 – DRMS Form 2041 Written Appointment Spreadsheet for DEMIL Certifier, Verifier, and Coordinator**~~

Removed Jan 2013

C5. RTD Program

Enclosure 1 - Activity Letterhead Sample

Department of the (Army, Navy, or whatever applies)
Squadron or Company Name
Address

DATE

FROM: Commanding Officer, Company/Unit's Name

TO: DRMO (your DRMO)
Address

SUBJECT: AUTHORITY FOR DIRECT REMOVAL OF PROPERTY

REF: DOD 4160.21-M, Chapter 5

1. Per reference DOD 4160.21-M, the following service members are authorized to authenticate requisitions on behalf of the (Military Unit/Company's Name) Accountable Supply Officer for direct removal of property from Defense Reutilization and Marketing Office sites.

a. Designees (#1) Full Name
DODAAC of unit
Long line Complete Address
Telephone number

_____
Designees (#1) Signature

b. Designees (#2) Full Name
DODAAC of unit
Long line Complete Address
Telephone number

_____
Designees (#2 Signature

NOTE: There is no limit to the number of designees a unit can have, as long as all of the information listed is provided for each one, along with signature.

2. The Military Service Accountable Officer for (Military Unit/Company) is:

NOTE: Comparative terms: ARMY-Supply Support Activity Accountable officer; NAVY-Accountable Officer; USAF-Accountable Officer/Chief of Supply/Directorate of Material Management; USMC-Unit Supply Officer/Accountable Officer/Property Control Officer/S-4 Officer/G-4 Officer/Base Supply Officer

a. Individual Full Name
DODAAC of unit
Long line Complete Address
Telephone number

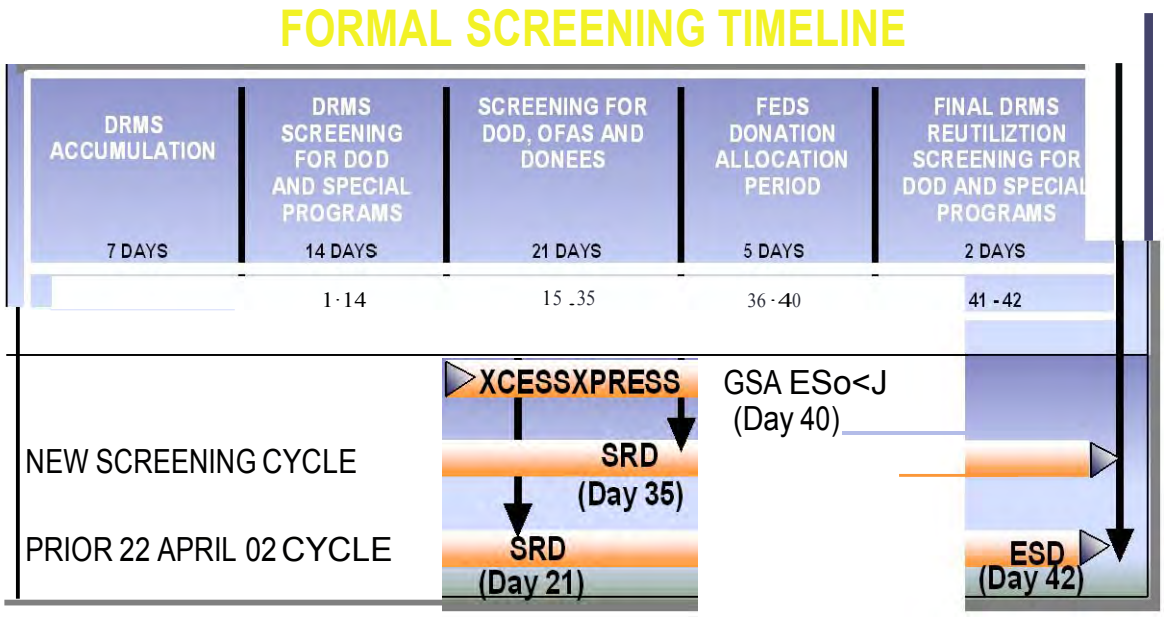
_____
Accountable Supply Officer's Signature

Commanding Officer's Signature
Commanding Officer's Rank and Printed Name

NOTE: The Commanding Officer and Accountable Supply Officer CANNOT be the same name(s). The letter designating the accountable officer must be signed by a higher level of authority. Only the original copy of the letter is acceptable, and CANNOT be hand carried in the day of removal. The letter must be dated less than one year from the current date.

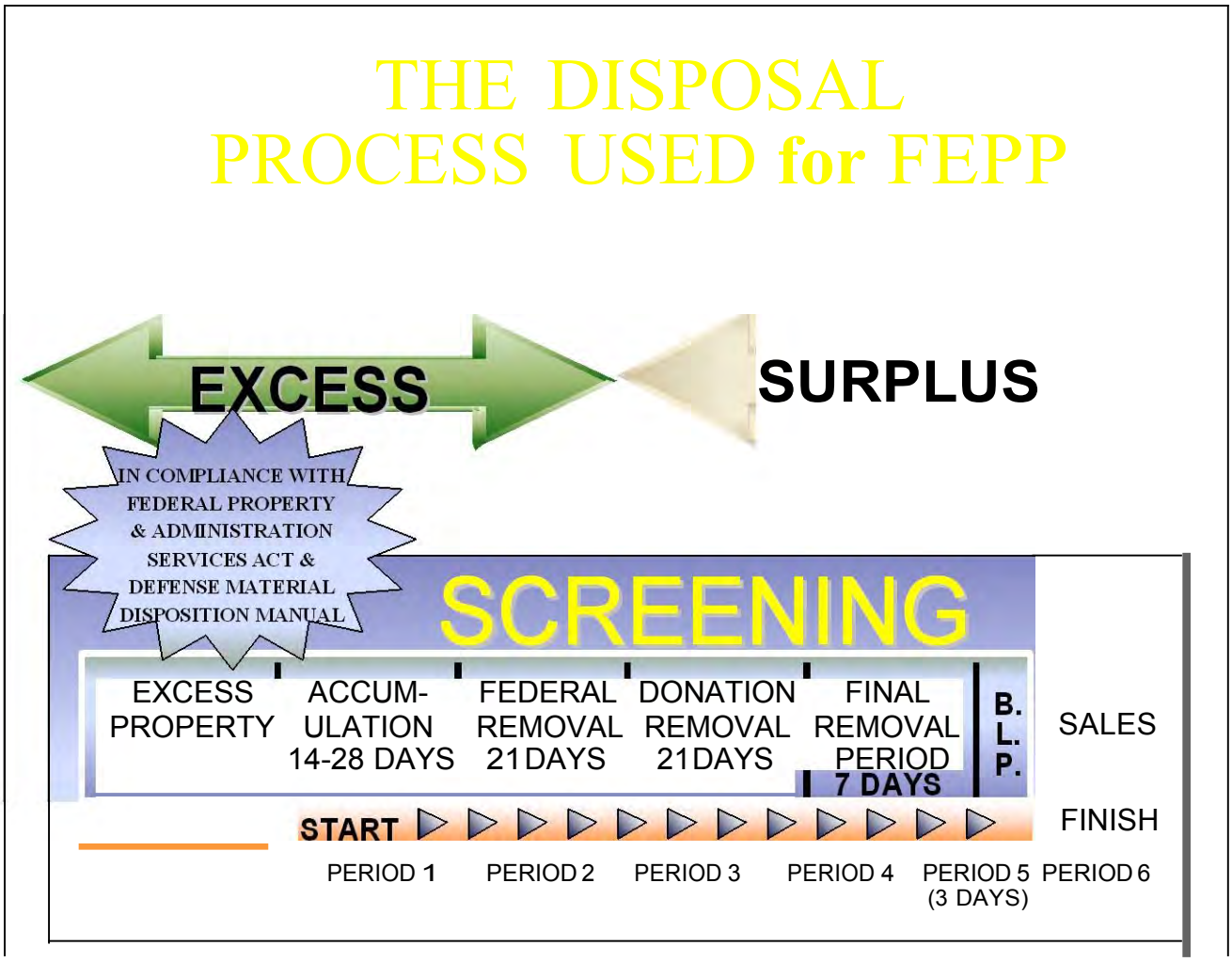
C5. RTD Program

Enclosure 2 - DOD Internal Screening Cycle



CS. RTD Program

Enclosure 3 - FEPP Screening Cycle Chart



Enclosure 4 - A5 - Material Release Order

Data that May Appear on an MRO
DD Forms 13481A/2
For a .pdf fillable form, see DD 1348-1A

DIC May be A5A, A5D, A5E, A51, A54, A55, A57

Appropriate Cargo Code
Optional Data
- Additional NSN data
- Suffix for requisition number
- Supplementary address
- Distribution and project codes
- Required delivery date
- Blank unless project columns are filled
- Applicable pilferable/sensitive code
- Blank unless requires notification of:
  - Shelf life
  - Haz-prop
  - Dangerous items
  - Drugs, biologicals, or reagents
- Excess report number as applicable
- Blank unless requires notification of:
  - Small arms issue radioactive issue
    - requires reimbursement

Enclosure 5 - UMMIPS Priority Timeframes/Codes

TIME SEGMENT	TIME STANDARDS FOR STOCKED ITEMS IN CALENDAR DAYS BY PRIORITY DESIGNATOR 01-03	04-08	09-15
A. Requisition Submission	1 1	2	
B. Passing Action	1 1	2	
C. DSC Processing	1 1	3	
D. Storage Site Processing, DRMO Time	1 2	8	
E. Transportation Hold/CONUS and Canada Intransit	3 6	13	
F. Overseas Shipment/Delivery	-----	-----	-----
10. Alaska, Hawaii, Central and South America, Caribbean, North Atlantic, Canal FST	4 4	38	
10. British Isles, Northern Europe, Azores, Mediterranean, Africa	4 4	43	
10. Persian Gulf-Red Sea Area, Pacific Ocean Islands, Burma, India, China Sea	5 5	53	
G. Receipt Take-Up by Requisitioner	**1**		**1 3**

Enclosure 6 - Demilitarization Form For Transfers/Donations

Attach to Transfer Request

TID#: _____ ***NSN:*** _____

DEMIL CODE: _____ ***NOUN:*** _____

LOCATION: _____ ***QUANTITY:*** _____

AGENCY: _____ ***DATE:*** _____

DEMIL AGREEMENT

The recipient agrees by date and signature below that the property being acquired requires demilitarization when no longer required for its current approved use. Demilitarization will be accomplished as prescribed by the Department of Defense (DOD 4160.28-M, to a condition which prohibits further use before any further disposition action,(including retransfer/re- donation) of the items unless granted prior approval of the Defense Logistics Agency (DLA) and the General Services Administration (GSA). If the initial recipient receives approval for further disposition of Munitions List Item (MLI) property (including retransfer/re-donation) the demilitarization requirement will be perpetuated on the transfer documentation. Upon completion of utilization/donation needs and in preparation for ultimate disposal through sale, the Federal Civil Agencies and donees will request the GSA to advise of any subsequent demilitarization required, in coordination with the Defense Reutilization and Marketing Service (DRMS) and DLA..

_____

Date and signature of Transferee/Donee
(as it appears on approval transfer request)

Enclosure 7 - Hazardous Material Statement

MUST BE SIGNED BY ALL DONATION CUSTOMERS RECEIVING HM

Surplus donated HM must have the following statement on the SF123/DD 1348-1A or printout this statement and attach to the release document. An agent of the receiving organization must sign the statement. It is the responsibility of the certifying agent to distribute this information to the end user.

I (we) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State, and Local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for the personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of the hazardous material(s) or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition.

***DRMO*: _____**

***TID#:* _____*NSN:* _____**

***NOUN:* _____*QUANTITY:* _____**

C5 – RTD Program

Enclosure 8 - Letter of Authorization to Remove Property

Date:

To: DRMO

From:

I, _____the undersigned, hereby authorize

_____ to remove the below listed requisitions on my behalf.

Extent of Authority**: To remove property.**

SIGNATURE OF CUSTOMER**: _____**

LIST ITEM(S) by Requisition/DTID Number**:**

(PRINT NAME)

(PRINT NAME)

C6. SALES Program

Enclosure 1 - SOP - Central/Satellite Workaround Systems

Under the concept of Central and Satellites (C&S), resources will be allocated where the workload exists. DRMOs and RIPLs were realigned based on analysis of the predominate type of work performed and which combinations of sites would provide the optimal disposal service to surrounding generators.

While this concept makes good business sense, the realignments in most cases will create systemic problems that must be dealt with by workarounds. One of the Applied C&S Business Rules is to have centralized Local sales/cashiering and SCO duties. Problems arise when a Satellite DRMO(s) is not on the Central DAISY database (i.e., the Satellite has a different RIC than the Central). Our RIC/Suffix driven organizational structure coupled with the way DAISY handles local sales makes it difficult, at best, to centralize these sales.

This SOP describes the workarounds necessary to accomplish organizational goals without making costly systems changes for diminishing sales functions. The following guidelines below note how to conduct a centralized local sale with more than one database involved. Even if FST sales have been conducted where multiple HPs were involved, the C&S concept may require changes to any workarounds for those sales based on realignment of functions. The consolidation of multiple -All RIC databases at HQ DRMS will not resolve these problems as the RIC/Suffix structure will not change (unless TOAs are eventually done).

NOTE: The following assumes that all sales functions will be centralized. But, Forward Support Teams (FSTs)/Chiefs may decide that based on distance between a Satellite and the Central DRMO, it may be more cost effective to leave a Sales Writing/Tech function at that Satellite to avoid excessive travel/TDY. In these instances, Satellite personnel would continue to perform the functions they had been performing.

For purposes of clarifying a Satellite that is not in the Central database, the Satellite will be referred to throughout this document as the "Z-Satellite."

1. The Central DRMO will be the DRMO -conducting‖ the sale (i.e., catalog preparation, awarding contracts, cashiering, etc.). Sales Contracting and Writing functions will reside at the Central DRMO.

2. The Central DRMO sales personnel will need access to the Z-Satellite DRMO DAISY database to establish the IFB and item numbers. If the Central sales personnel had access to the Z-Satellite HP prior to the consolidation, access to the database at HQ DRMS should also be available. The only difference is the Central sales personnel would telnet to the HQ machine by accessing VT320 and typing in the clear text name of the -All RIC DRMO in the Host Name box (e.g., Rock-Island), instead of telenetting to the Z-Satellite HP. The screen with the RICs of the accessible databases will appear. Then select the RIC of whatever Satellite to access. (If access is required and the appropriate personnel do not have it, an AURA should be submitted through the TASO.)

3. The Central DRMO will establish the site locations for any Z-Satellites in the Local Sale Static Data Table (UDSL0100 - Option 5 on the Local Sales menu) to ensure the catalog reflects the DRMO where the property is actually located.

4. The Central DRMO will establish IFB numbers and assign a permanent block of item numbers to be used by each Satellite. If some of the numbers are not used (i.e., due to lack of property to write up), it should be indicated in the IFB as such (e.g., -Item numbers 182-200 not used‖). Do not use the term -Withdrawn‖.

5. The Z-Satellite(s) are responsible for providing a list of their Local Sale Special Funding Codes, DODAACs, and associated Reimbursement Codes and Fund Cites to the Central DRMO. The Central DRMO will then eliminate/change any duplicate Funding Codes and verify correct Fund Cites and Reimbursement Codes prior to loading them into the Marketing Menu‘s Reimbursement Tracking System on the database. This must be done in order to code a reimbursable item correctly when inputting the item description.

6. The Central DRMO will send a sales writer to the Satellites to write sales (unless that function remains at the Satellites). Those Satellites having the same RIC as the Central DRMO will be input into the item description screen with their own RIC suffix. The steps below will be followed for the Z-Satellites:

a. The sales writer/tech will write up the property and either access the Central DRMO database to input the Z-Satellite items/item descriptions while at the Z-Satellite, or wait until returning to the Central DRMO to input the items. Z-Satellite items will be input using the Central RIC/Suffix. All reimbursement local sale-funding codes should be entered at this time; however, no percentages will be entered. This will be done after award in order to ensure that the proper sales fee is retained.

b. The sales writer/tech must then establish the IFB and item numbers in the Item Data Description screen (udsl1310) of the Local Sales System in the Z-Satellite database (using the Z-Satellite RIC/suffix). This must be done in order to get a correct 542 report for the Z-Satellite, as well as the capability to drop the property from their inventory.

c. For non-reimbursable items, all that needs to be done in udsl1310 (Establish IFB Item Number screen) is to enter the IFB and item number and hit <F9>. This will -fill‖ the Property Type field with the default of -D‖, the Reimbursable (?) field with -N‖, Unit of Issue with -LT‖ and Quantity with -1‖. (If property was not sold by the lot, that info would have to input of course).

d. If property is reimbursable, the Reimbursable field will have to be filled with -Y‖ before saving. Upon saving, the pop up screen will appear where the Local Sale Special Funding Code(s) must be input. User will answer -NO‖ to remaining prompts, unless the user wants to tie DTIDs/Scrap to the item from this screen. The user can do this now, or establish all the items first, then do XS6‘s through the Marketing menu (or a barcode PIT).

7. The IFB should state that all bids should be sent to the Central DRMO.

8. The dynamic catalog will appear against each DRMO‘s name on the Web based on XS6 transactions. The Central DRMO will produce, print, and upload the official catalog to the Web (which will also appear against each DRMO in the sale).

9. Upon receipt of bids, the Central DRMO will register all bidders for the sale. (In many cases, this may mean an initial extra effort in order to establish Z-Satellite bidders in the Central DRMO Bidder Master File database). Initial mailing labels for Z-Satellite sites may be printed at the Central DRMO by accessing the Z-Satellite database and running only the mailing labels to Access Reports - e.g., specify the RIC suffix in the print request udsl0305. Subsequent Z-Satellite labels may be printed the same way,

but as bidders are added to the Central DRMO database, it should be marked as Inactive in the Z-Satellite Bidder Maintenance to suppress printing duplicate labels. * Awards can still be made to inactive bidders on the Z-Satellite database in order to drop the XS7.

10. The Central DRMO SCO will make all the awards on the Central database. The Central SCO is responsible for ensuring that contracts containing items located at the Satellites are faxed to these Satellites upon signing.

11. At this time, reimbursement percentages will be loaded on all reimbursable items based on calculations using the bid amount. Using the new sales fee structure, if the high bid on usable property is $135.00 or less (property received at the DRMO) or $28.00 or less for property received in place, the entire 100% will go against funding code -FE‖ (GOSFEE). Any other funding code previously loaded for reimbursement purposes should be deleted from UDSL3510, Assign Sales Item Reimbursable Percentage. This will ensure that FTS will not give an error message when producing the cash collection voucher. Fees for Scrap have been changed to $.04 per pound for scrap received in place, and $.08 per pound for scrap received at the DRMO. Spreadsheet templates have been provided to all DRMOs, which will quickly calculate these percentages.

12. Using the High Bid Data Sheet, the Central SCO or designee will then access the Z-Satellite(s) database and register **only those bidders awarded the Z-Satellite items and award those items to the bidders registered.** This is necessary in order to process the XS7s.

13. Sales reports, run at the Central DRMO, will be affected in the following areas:

a. <u>1709, Reimbursable Items Listing</u> - All reimbursable items will appear on the Central DRMO 1709 report because the Z-Satellite(s) Local Sale Special Funding Codes and reimbursable DODAACs were loaded on the Central database for coding items as they were cataloged. However, it will not reflect the acquisition value of Z-Satellite items, as this is a computed value pulled off the DTID record.

b. <u>Reimbursable Items Removed Listing</u> - Reimbursable items at Z-Satellites will not appear on this report as the removal date is pulled from the XS7s/XS0s**. ***

c. <u>Items Removed/Not Removed Listings</u> - Neither will be correct, as the Items Removed listing will only show the Central sites' property based on the XS7s. Conversely, the Items Not Removed listing will always be showing the Z-Satellite items**.***

d. <u>542, Sale Summary Report</u> - Will be correct except for those areas concerning acquisition value (Z-Satellites will not be included). Therefore, the ROR for the Central DRMO will be inflated.***

e. <u>Item/Item Sale Price Listings</u> - Will not have acquisition value or removal dates for Z-Satellite items. ***

*** *NOTE*:** Since the items were also entered on the Z-Satellite's database, the above reports should be run on that database as well. This is especially important for the 542 report in order to get the total acquisition value/proceeds for calculation of overall sale Rate of Return. Manually annotate the 542 report for the official sale folder.

14. The IFB should state where payments will be received.

NOTE: Just as the FST or Central Chief may opt to retain sales functions at a particular Satellite, they may also opt to leave cashiering functions there as well. In this case, the Central DRMO will indicate in the IFB which sites can accept payments.

15. The cashier will not have to access the Z-Satellite FTS database to take payment for that DRMO as all the information needed to produce vouchers (including transfer, correction, and refund vouchers) will be resident on the Central database.

16. The cashier will **NOT** use the -Receive Contract Payment for Unrelated DRMO‖ option in FTS for the Z-Satellite(s), because items for those sites were cataloged/awarded under the Central DRMO's RIC and suffix. This option will only be used for UNRELATED DRMOs (e.g., DRMO San Antonio takes a payment for DRMO Norfolk).

NOTE: DRMOs no longer -take credit‖ for, or are evaluated on, the amount of DWCF proceeds they report. Based on the fact that no proceeds goals have been set at the DRMO level since FY98, coupled with fact that CV1/CV2 will be taking the majority of DWCF property, it is only necessary that DWCF proceeds be reported accurately. (See # 19 below).

17. The cashier will fax copies of the paid 1427s to the appropriate Satellites so personnel there will know they can release the property.

Upon removal of property, either a Satellite or Central employee will process the XS7/XS0 Sale Shipment in DAISY. 1427/release document will then be faxed back to the Central DRMO where permanent records will reside.

19. The cashier or budget analyst **at the DRMO where the payment was physically taken** will be responsible for reporting any DWCF/GOSFEE proceeds associated with that payment into the DBOF reporting screen. The **exception** to this is when the -Receive Contract Payment for Unrelated DRMO‖ option is used, whereby the cashier must collect into the suspense account as it is not known where these funds should be deposited. In this case, the owning DRMO will report these proceeds upon receipt of the faxed copy of the collection voucher and generation of the transfer voucher(s) to move the funds from suspense into DWCF or into a reimbursable generator's account.

NOTE: In cases of a DRMO taking payment for an unrelated DRMO, the owning DRMO must input the collection as well into their database in order to do the transfer vouchers. The blotter and deposit ticket would need to be manually corrected in this instance. A fix to the batch process, which will automatically update the owning DRMOs database, is currently being tested. In the interim, another alternative is to do manual transfer vouchers.

POC for this SOP is Mary Radcliff/J6B (DSN) 661-5773.

C6. SALES Program

Enclosure 2 - SOP for Commercial Venture (CV) Transactions

Subject:: **Standard Operating Procedures (SOP) for Commercial Venture (CV) Transactions**	Date Revised: **APR 06**
Reference: **DRMS-I 4160.14, C6.1.3.1.4.1**	Issuing Office: **DRMS-BBS**

Actions or Tasks	Assigned to:
This Standard Operating Procedure (SOP) is designed for use by DRMS, DRMO, and Sales Partner personnel with the sole purpose of providing standards for Commercial Venture (CV) contract administration. CV contract, 99-0001-0002, awarded 6/13/01, consists of 13 sales items. Only usable, DEMIL code A, B & Q property is part of this contract to include reimbursable property. All processing shall be in accordance with policies and procedures set forth in the applicable volumes of DRMS-I 4160.14. Hazardous property, DEMIL required property, property requiring mutilation as condition of sale, and scrap property are excluded. To ensure accurate cost tracking, all time expended toward this contract should be exception reported correctly. Use the appropriate cost code for the task being performed, i.e., use applicable warehousing cost code and JON 00COV2 for moving property to the Sales Partner‘s dedicated area or the DRMO CV Point of Contact‘s (POC‘s) delivery order validation should be charged to cost accounting code 534033701 (4.1.2.4.16) and JON 00COV2. Time spent to receive and store property should <u>not</u> be charged to CV. The Bidder Identification Number (BIN) for the Sales Partner is **3001276217**, and the IFB/contract number is **99-0001-0002.** The Sales Contracting Officer (SCO) is responsible for administering the CV contract. The CV POCs should turn to the SCO when day-to-day issues arise that cannot be resolved by contacting: **<u>Becky Bellinger</u>,** DSN 661-7079, Fax 932-5283 e-mail – becky.bellinger@dla.mil In the event that an outside agency such as OSHA or any type of investigation agency arrives at the DRMO with a focus on CV, the	**<u>GENERAL</u>**

DRMO shall notify the SCO immediately.

AREA MANAGER

A. WRITTEN APPOINTMENT: At a minimum, each DRMO should assign one primary and one alternate CV POC. The name(s) of the assigned individuals should be provided to the SCO and any status change should be reported as it occurs.

DRMO OVERSIGHT/SALES PARTNER

B. RECEIPTS: Only property identified in the scope of this contract should be referred to the Sales Partner. Current DRMS guidance pertaining to controlled items always prevails when determining eligible items to be issued to the Sales Partner. The Sales Partner should be contacted when the sales potential of an item is questionable during the receipt process. The following FSCs have been identified as having sales potential and if not controlled by regulations, as a general rule are not recommended for downgrade:

FSCs Not Recommended for Downgrade

1510	1520	1560	1610	1615	1620	1630	1650
1660	1670	1680	1710	1720	1730	1740	19xx
2010	2040	2050	2090	2610	2620	2630	2640
2810	2840	2915	2925	2935	2995	3010	31xx
32xx	34xx	3530	3540	36xx	38xx	39xx	48xx
4920	51xx	52xx	5821	5826	5831	5841	6340
65xx	6605	6610	6615	6620	6625	6640	67xx*
7710	7720	95xx	99xx				

*Excluding FSCs 6525, 6750 and 6770 shelf-life expired, processed and unprocessed medical/dental film which must be processed through the DoD PMRP.

Establish only one national accumulation number for CV property. DEMIL code challenges for suspect property should be input into DAISY immediately.

Property Not Authorized for CV

Due to policy changes, from time to time certain property may become ineligible to be issued to the Sales Partner. Currently, the following items are not included in this contract, therefore, should not be referred for sale:

1. Hazardous Property.
2. F-14 Aircraft Parts.
3. Property requiring any type of mutilation as a condition of sale that renders it unusable for original intent (i.e., P2 fire trucks).
4. Teletype equipment, parts and components.
5. Circuit cards, circuit boards, expansion cards or

microcircuits.

6. Although FSC 8120 (Cylinders) are included in this contract, the Sales Partner has declined receipt IAW the HM right of refusal law.
7. Property prohibited from sale by any regulation.
8. Controlled Laboratory and Nuclear, Biological or Chemical Defense Equipment (NBCDE) items, based on current DRMS guidance.
9. FSC 6920, ARMAMENT TRAINING DEVICES.
10. Security police and fire fighter identification badges found in FSC 8455 Badges and Insignias.

The following information serves as a reminder of items that either have been recently added the CV contract or further clarifies items that are included in the contract.

Property Authorized for CV

1. IAW CV contract Modification #7, dated January 16, 2004, ALL usable computer equipment will be referred to the Sales Partner to include CPU's, monitors, keyboards, printers and other computer accessories. Per the modification, the Sales Partner must return any hard-drives possibly containing classified information. Once returned, the CV POC must immediately secure the returned hard-drive and initiate a Situation Report (SITREP).
2. Refer all usable vehicles, to include vehicular parts and components. Ideally, the condition of the vehicle (usable/scrap) should be determined by the DRMO at the time of receipt.
3. Refer all Electron Tubes that are DEMIL Code A, B or Q and have a full NSN.
4. Refer all Extender Cards (not to be confused with Expansion Cards which are listed on the -Do Not Refer‖ list above).
5. IAW DRMS-B guidance subject: Release of Federal Stock Class (FSC) 8455 Badges, Insignias, dated September 7, 2004, FSC 8455 BADGES AND INSIGNIAS should be referred to the Sales Partner with the exception of security police and fire fighter metal identification badges which must be returned to the generator.
6. As a general rule, DLA depots have been advised that Recycling Control Point (RCP) property in FSC 1560 not in A condition will not be shipped to the Sales Partner, but is to be turned into the co-located DRMO for processing directly to sale as it has been previously screened at the depot.

C. DAISY INPUT:

Process XR1s in accordance with DRMS-I 4160.14 and guidelines set forth in this SOP.

1. **Input XR1s in DAISY:** Once the DEMIL code is entered (A, B, or Q) a pop-up window will inform you that the property qualifies for the CV contract. Click -yes‖ to continue processing the XR1. DAISY has automatically assigned the Material Screening Code (MSC) of V. Fill in the site and location and then press F9 to update. The accumulation number pop up will appear. Enter the current accumulation number, which must contain a V as the 2nd digit. DAISY has automatically entered the correct IFB and item number for the property. Click -no‖ if the property is not to go to CV after RTD or falls into one of the categories listed in paragraph B of this SOP.

2. **Batch Lotting:** Use existing batch lot procedures as set forth in DRMS-I 4160.14. Use the predominant FSC to complete the XR1. Generator prepared batch lots must be batched IAW DoD 4160.21-M. Batch lots should be certified IAW DRMS-I 4160.14.

D. <u>STORAGE</u>: Store CV property IAW procedures established in DRMS-I 4160.14. Storage space designated for the Sales Partner must be clearly identified as such and not co-mingled with Government property. DRMOs are encouraged to offer the Sales Partner as much storage space as possible without hindering their daily operation. Improperly stored items causing safety concerns, i.e., pallets in center of aisle, overhanging pallets, etc., should be brought to the attention of the Sales Partner for resolution.

E. <u>RTD</u>: Allow normal RTD screening of property. On a weekly basis, request the quantity imbalance report available in DAISY. Monitor property with unbalanced quantities to ensure requisitions/issues are processed in a timely manner. Ensure quantities are brought back into balance before ESD of the affected accumulation. Property with quantities in imbalance at ESD will roll into MSC Q and will not appear on CV delivery orders.

When processing an issue or denial, a popup screen will appear asking if the remaining property should be processed for CV. Answer -yes‖, and the property will go back into the original accumulation. If you answer -no‖ a DTID re-start will be required.

Allow one (1) week after ESD for final removal of property tagged during the last week of screening. Formal screening is allowed during this timeframe.

	Allow two (2) working days immediately following the donation period for RTD 2 Screening**.** The RTD 2 screening period is not intended for formal screening. It is a -first come first servell issue period. At the end of the RTD 2 period, ensure DAISY is updated to account for any reutilization, downgrade, or other action that has made the property ineligible for referral to the Sales Partner. The end of RTD 2 screening is the last opportunity to downgrade items to scrap if the condition, history and/or regulatory requirements of the item so warrants. Property not removed by the end of the RTD 2 period is no longer eligible for issue and will be released to the Sales Partner on a Delivery Order. Property may be issued/withdrawn after RTD but **before** appearing on a Delivery Order as it is not considered titled to the Sales Partner. Property **appearing on** a Delivery Order belongs to the Sales Partner and cannot be issued by DRMS. Items previously issued to an RTD customer that have been removed by the RTD customer yet not updated in DAISY thus mistakenly appearing on the Delivery Order should not transfer to the Sales Partner. The DRMO CV POC will advise the SCO and a credit will be issued to the Sales Partner. Property intended to be issued to an RTD customer, however, not removed and not updated in DAISY allowing the item to appear on a Delivery Order, must be referred to the SCO for a decision. **F. SALES PREPARATION:** Each Monday, the DRMO CV POC will create a list of all property received the previous week (by date entered inventory sequence). The POC will review the list for inconsistencies and discrepancies and initiate corrective action pertaining to such issues as: Local Stock Numbers (LSNs) with high dollar amounts Critical FSCs Laboratory Equipment Textiles DEMIL challenges Review batchlot documentation to certify procedures are in compliance. Present the final reviewed listing along with original batch lot documentation to the DRMO Chief or his designee for DEMIL code certification according to DRMS-I 4160.14. The DRMO CV POC will conduct a walk through of the accumulation to visually validate that the property is in usable condition and to ensure that all pilferable items are stored in a	**DRMS/DRMO OVERSIGHT/SALES PARTNER**		

secure location.

G. <u>DELIVERY ORDER PROCESSING</u>: Each week, DRMS will review certain items referred for sale prior to the official Delivery Order being issued to the Sales Partner. Any item perceived to be ineligible for sale will be deleted from final Delivery Order prior to issuing. DEMIL codes suspected of being incorrect will be challenged and if the item is still eligible to be issued to the Sales Partner the Delivery Order will be updated to reflect the correct code prior to release.

DRMO CV POCs may be contacted by DRMS to obtain additional information regarding questionable items. Non-response to the request may result in items being deleted from the Delivery Order prior to issuing. DRMS will notify the DRMO CV POC of items withdrawn.

Each week, DRMS will issue a Delivery Order to DRMOs and the Sales Partner. DRMOs will find the Delivery Order available on the web, http://techweb/rcpcv/ and enter the applicable DRMO RIC and RIC suffix.

The DRMO CV POC and Sales Partner will use the Delivery Order to validate the property against the physical property in location.

While discrepancies should be minimal, all changes to the Delivery Order should be clearly annotated in the right margin. Do no cross through lines or DTIDs. Quantity differences should reflect the incorrect amount circled with the correct amount written. Items to be downgraded should be annotated as such. Property not in location should be annotated with, -NIL‖. Property not on the Delivery Order, but physically in location should not be issued to the Sales Partner.

Items refused by Sales Partner should be annotated as -abandoned‖ on the Delivery Order.

Acquisition costs are normally not subject to dispute, however, you may sometimes find that the acquisition cost is incorrect due to a data input error or is misrepresented based on the poor condition of the property. If the Sales Partner indicates a desire to try to sell the item if the acquisition value was reduced to a more reasonable and agreed upon dollar value, then the DRMO may elect to change the lower the acquisition value. The Delivery Order should be annotated with the updated dollar value in the left margin and provided to the SCO for adjustment. As each case is unique when considering a lower acquisition value, there is no set formula for determining the new amount, however, the decision of the DRMO is final and will not be changed at a higher level.

	After verification of inventory, both the DRMO CV POC and the Sales Partner will sign the last page of the Delivery Order and include the statement, -No Discrepancies Noted‖. Unless discrepancies exist, this is the only page requiring signatures. In the event of other discrepancies, both DRMO CV POC and Sales Partner must sign each page containing a change. The signed Delivery Order must also address the required NBC verification, therefore, if textiles are included in the Delivery Order, the DRMO CV POC should add the following statement: -**This property has been 100% inspected and does not contain any NBC property"**, followed by signature and date. If the delivery order contains items in FSC 8455, BADGES AND INSIGNIA, the DRMO CV POC should add the following statement: -**This property has been 100% inspected and does not contain any security type identification badges (police/fire fighter)"**, followed by signature and date. The signed Delivery Order, to include all pages containing annotations should be faxed/mailed/e-mailed/scanned to DRMS. If there are **no discrepancies** fax/mail a copy of the signed page to the SCO with the statement -**no discrepancies noted on DO # ___"**. Property will be removed from the DRMO's accountable record with one XS7 for each item number. The sale price for each item is listed on the last page of the Delivery Order. **H. PROPERTY RELEASE:** Bulk type property or property stored outside may remain in place by mutual agreement between DRMO and the Sales Partner. Large items such as vehicles, shelters, or trailers are not required to be moved to a dedicated area. Do not co-mingle DRMO property with property belonging to the Sales Partner. When a designated storage area is not available, DRMOs should clearly mark all property not physically moved (i.e., property received in place) as CV Property – not available for screening/issue and include the Delivery Order number. The markings should be visible to anyone passing by the property. The DRMO is not responsible for loading the Sales Partner's customer conveyances unless previous arrangements have been made. Unless otherwise noted, the Sales Partner must remove Receipt	**DRMO OVERSIGHT/SALES PARTNER**		

In Place property within 60 days from issue. The DRMO CV POC is responsible for monitoring this property to insure property is removed in a timely fashion. A MIDAS report has been implemented to assist POCs in tracking. The report is available on the DRMS Website, DAISY/MIDAS reports. The report is PUB.DATA.INTEGRITY, then CV REC IN PLACE. **Any noncompliance issues should be brought to the attention of the SCO**.

Title to the property passes to the Sales Partner once the item appears on a Delivery Order.

I. DOCUMENTATION: DRMOs are required to provide the Sales Partner with all documentation required by law, regulation, or policy, such as PCB analysis documentation, refrigeration/container certification, or FSCAP logs. However, DRMO is not required to provide the partner with RTD documentation or other Government/DRMO peculiar records. It is the responsibility of the DRMO and the Sales Partner to verify the information on the documents. All errors shall be corrected immediately.

If a Standard Form (SF 97), U.S. Government Certificate to Obtain Title to a Vehicle, will be issued to the Sales Partner, Headquarters, Defense Reutilization and Marketing Service, J-362, shall provide SF 97 to:

Government Liquidation
15051 N Kierland Blvd, 3rd Floor
Scottsdale, AZ 85254

The Sales Partner‘s staging area must be inspected on a weekly basis and reported when completing the **DRMS Inspection Log CAMS Version**. Instances requiring immediate attention, such as improper storage or safety/security concerns should be reported to the SCO immediately.

J. ABANDONMENT: The Sales Partner may elect to abandon certain property that has poor sales expectations. This property can be returned to the DRMO and then processed directly to scrap using the DRMS Form 18, Scrap Tally Sheet, or use the original DTID and process as an XR3, or if necessary, follow -found on post‖ procedures. The Sales Partner will not be issued a credit for property abandoned.

K. UPGRADE FROM SCRAP: If the Sales Partner requests a scrapped item be upgraded for sales purposes, the DRMO will comply when possible and IAW current regulations. All DEMIL codes must be verified prior to upgrading property. If the item is a critical FSC or a -buzzword‖, it may only be upgraded if a full NSN

can be identified. If the property was downgraded upon receipt, process upgraded property through the RTD cycle (not required for property that was downgraded at ESD and has completed RTD.

L. <u>DEMIL CODE CHANGE PROCEDURES</u>: When a DEMIL code changes to DEMIL required while the property is still in control of the DRMO, withdraw the property from the Sales Partner‘s accumulation and place it with the appropriate DEMIL required accumulation. If an item becomes DEMIL required after issuing to the Sales Partner, the Partner should be notified immediately. If the property is still in the partner‘s possession, it will be returned to DRMO control and the SCO notified. If the property has been sold by the Sales Partner and removed by their customer, the SCO will be notified and the Sales Partner will be responsible for notifying their customer.

M. <u>ACCESS TO CV AREA</u>: The amount of storage space provided will vary from site to site depending on availability. All efforts should be made to provide the Sales Partner as mush space as possible without hindering the DRMO operations. The space provided shall be dedicated for the exclusive use by the Sales Partner.

The DRMO is encouraged to allow access the Sales Partner‘s employees and their customers during normal DRMO operations. Base/DRMO security requirements apply to the Sales Partner‘s employees and customers.

Once property has been issued to the Sales Partner and jointly inventoried on a Delivery Order, the Sales Partner is responsible for the security of the property. The DRMO must ensure that no unauthorized personnel (such as screeners) have access to the designated area.

<u>GUIDELINES FOR CV RECYCLING CONTROL POINT (RCP)</u>
<u>Property Handling</u>

Certain sites have been identified for the Sales Partner to receive Recycling Control Point (RCP) property shipped from DLA Depots. Separate storage space must be issued to the Sales Partner at these sites and designated to store RCP property. The RCP Liaison assigned to each location should work closely with the RCP office in DRMS, as well as, the SCO for CV property.

Each week, the RCP should conduct a walk-through of the Sales Partner‘s designated storage area. Any problems such as inadequate storage space, improperly stored property, safety issues, etc., should be brought to the attention of the SCO.

<u>GENERAL</u>

	Only usable, DEMIL Code A, B, & Q property is included in this contract. Since RCP property is shipped directly from the DLA Depot to the Sales Partner, DRMS is not involved in the receipt process of the property. Therefore, continued vigilance by the Sales Partner is required to ensure miss-shipped property is quickly identified and returned to the Government. *As a general rule, DLA depots have been advised that Recycling Control Point (RCP) property in FSC 1560 not in A condition will not be shipped to the Sales Partner, but is to be turned into the co-located DRMO for processing directly to sale as it has been previously screened at the depot.* The SCO is responsible for administering the CV contract. The RCP Liaisons should turn to the SCO when day-to-day issues arise by contacting: **Becky Bellinger,** DSN 661-7079, Fax 932-5283 e-mail – becky.bellinger@dla.mil The RCP Liaison will be responsible for generating Supply Discrepancy Reports (SDRs). There are five basic categories of discrepancies: **Mis-shipped** – property shipped to wrong location. **Mis-Identified** – property received is not the property identified on the DD-1348. **No Paperwork** – property received without documentation. **DEMIL Required** – property received is not DEMIL code A, B, or Q. **Hazardous Property** – Property having hazardous constituents. **Mis-shipped Property:** If the -Ship to‖ field does not contain DODAAC -SC4402‖, the RCP Liaison must submit an SDR requesting disposition instructions or long-line of accounting so that the property can be forwarded to the correct customer. The location, estimated weight and priority code must be annotated. The RCP Liaison will attach the SDR to the material and while awaiting disposition instructions, place in the storage area identified as -mis-shipments‖. Once line of accounting or TAC code is received, the property should be forwarded to the correct customer by the RCP Liaison who will then update and close record on appropriate spreadsheet indicating the date of shipment. **Mis-Identified Property:**	**RCP LIAISON/SALES PARTNER**		

Items identified by the Sales Partner that are thought to be outside the scope of the CV contract will be brought to the attention of the RCP Liaison. The RCP Liaison will submit an SDR. The first line of the description field should indicate the property that should have been received. If there is a difference in the quantity received, the RCP Liaison should circle quantity and annotate the correct quantity on the DD-1348. Process the correct quantity and NSN. The second line of the -Description Field‖ (and as many lines as needed) will identify the actual property received by NSN and Noun.

The RCP Liaison will then research the items that were received to determine if the item is on the S9W account. If not, the SDR should be properly identified and updated with the weight and cube. Item will then be place in the correct storage area.

If the item cannot be found on the S9W account, the RCP Liaison will then generate a FOB (DD-1348) and contact RCP Team Leader to obtain document number. Spreadsheet will be updated accordingly.

No Paperwork Property:

The RCP Liaison shall research the item using information available information, part number, manufacturer, contract number, etc., in order to determine the proper NSN. **Web DOCS** should be used to determine if the NSN has been received at any DRMO/DEMIL Center in the quantity that you have. If so, check the history to find out the status. Edited 8 Oct 2008.

If the item is found but the quantities do not match, submit an SDR for the difference. Use the same DTID number that was sent to RCP. If DAISY indicates a duplicate DTID number, allow DAISY to generate a UCN.

If the item is less than $800 and does not require DEMIL, a **Web DOCS** document will not be available. The RCP Liaison will then generator an FOB DD-1348 and submit an informational SDR only. Annotate spreadsheet accordingly. Edited 8 Oct 2008.

DEMIL Required Property:

The RCP Liaison will validate the DEMIL Code in FEDLOG/LOGRUN/FLIS/DAISY. RCP DAISY should be researched to determine if a DEMIL Code change or challenge has occurred.

If there is a mis-match between systems, submit a DEMIL code

challenge in DAISY and place the item in the DEMIL code challenge area.

If the item is determined to be DEMIL required, the RCP Liaison should immediately turn over to the DRMO or CDC for processing.

If the item is determined that no DEMIL is required, the RCP Liaison should return to the Sales Partner with the applicable documentation.

Hazardous Property:

The Sales Partner will notify the RCP Liaison of the receipt of suspected hazardous property by completing a SF 364 when returning the item. The RCP Liaison will examine the suspected property. If found to be hazardous, the property should be moved to the DRMO -Troubled Area‖.

The RCP Liaison will determine whether the item can be returned to the depot without manifesting and if so, will initiate shipping process. If manifesting is required, the RCP Liaison will place the property in the HM storage area and request the applicable MILSBILLS fund citation or contact the depot to provide appropriate funds to ship the item.

The RCP Liaison will notify the SCO to credit the Sales Partner for the property return.

C6. SALES Program

Enclosure 3 - Federal Supply Classes (FSC) Authorized For Retail Sale

2050	BUOYS
2090	MISCELLANEOUS SHIP AND MARINE EQUIPMENTS
2340	MOTOR SCOOTERS AND BICYCLES
2530	VEHICULAR BRAKE, STEERING, AXLE, WHEEL AND TRUCK COMPONENTS
2540	VEHICULAR FURNITURE AND ACCESSORIES
2590	MISCELLANEOUS VEHICULAR COMPONENTS
2610	TIRES AND TUBES, PNEUMATIC, EXCEPT AIRCRAFT
2640	TIRE REBUILDING AND TIRE AND TUBE REPAIR MATERIEL MACHINERY
3030	BELTING, DRIVE BELTS, FAN BELTS AND ACCESSORIES
3110	BEARINGS, ANTI-FRICTION, UNMOUNTED
3120	BEARINGS, PLAIN, UNMOUNTED
3130	3130 BEARINGS, MOUNTED
3415	GRINDING MACHINES (BENCH ONLY)
3439	MISCELLANEOUS WELDING, SOLDERING, BRAZING SUPPLIES AND ACCESSORIES
3510	LAUNDRY AND DRY CLEANING EQUIPMENT
3750	GARDENING IMPLEMENTS AND TOOLS
3770	SADDLERY, HARNESS, WHIPS, AND RELATED ANIMAL FINISHING
3920	MATERIELS HANDLING EQUIPMENT, NONSELF-PROPELLED
3990	MISCELLANEOUS MATERIELS HANDLING EQUIPMENT
4010	CHAIN AND WIRE ROPE
4020	FIBER ROPE, CORDAGE, AND TWINE
4030	FITTINGS FOR ROPE, CABLE AND CHAIN
4110	SELF CONTAINED REFRIGERATION AND AIR CONDITIONING EQUIPMENT
4120	SELF CONTAINED AIR CONDITIONING UNITS AND ACCESSORIES
4140	FANS AND AIR CIRCULATORS, NON-INDUSTRIAL
4510	PLUMBING FIXTURES AND ACCESSORIES
4520	SPACE HEATING EQUIPMENT AND DOMESTIC WATER HEATERS
4610	WATER PURIFICATION EQUIPMENT
4710	PIPE AND TUBE
4720	HOSE AND TUBING
4730	FITTINGS AND SPECIALTIES
4820	VALVES, NONPOWERED
4930	LUBRICATION AND FUEL DISPENSATION EQUIPMENT (ONLY HAND HELD, HAND OPERATED NONPOWERED)
5110	HAND TOOLS, EDGED, NONPOWERED
5120	HAND TOOLS, NONEDGED, NONPOWERED

5130	HAND TOOLS, POWER DRIVEN
5133	DRILL BITS, COUNTERBORES, AND COUNTERSINKS: HAND AND MACHINE
5136	TAPS, DIES, AND COLLETS: HAND AND MACHINE
5140	TOOL AND HARDWARE BOXES
5180	SETS, KITS AND OUTFITS OF MEASURING TOOLS
5210	MEASURING TOOLS, CRAFTSMEN'S
5220	INSPECTION GAGES AND PRECISION LAYOUT TOOLS
5280	SETS, KITS AND OUTFITS OF MEASURING TOOLS
5305	SCREWS
5306	BOLTS
5307	STUDS
5310	NUTS AND WASHERS
5315	NAILS, KEGS, AND PINS
5320	RIVETS
5325	FASTENING DEVICES
5330	PACKING AND GASKET MATERIELS
5335	METAL SCREENING
5340	MISCELLANEOUS HARDWARE AND METAL SCREENING
5345	DISKS AND STONES, ABRASIVES
5350	*ABRASIVE MATERIELS
5355	KNOBS AND POINTERS
5360	COIL, FLAT, AND WIRE SPRINGS
5365	RINGS, SHIMS, AND SPACERS
5510	LUMBER AND RELATED BASIC WOOD MATERIELS
5520	MILLWORK
5530	PLYWOOD AND VENEER
5620	TILE, BRICK, AND BLOCK
5630	PIPE AND CONDUIT, NONMETALLIC
5640	WALLBOARD, BUILDING PAPER, AND THERMAL INSULATION MATERIELS
5650	ROOFING AND SIDING MATERIELS
5660	FENCING, FENCES, AND GATES
5670	BUILDING COMPONENTS, PREFABRICATED
5905	RESISTORS
5910	CAPACITOR
5920	FUSES, ARRESTORS, ABSORBERS, AND PROTECTORS
5925	CIRCUIT BREAKERS
5930	SWITCHES
5935	CONNECTORS, ELECTRICAL
5940	LUGS, TERMINALS AND TERMINAL STRIPS

5945	RELAYS AND SOLENOIDS
5950	COILS AND TRANSFORMERS
5965	HEADSETS, HANDSETS, MICROPHONES, AND SPEAKERS
5970	ELECTRICAL INSULATORS AND INSULATING AND INSULATING MATERIEL
5975	ELECTRICAL HARDWARE AND SUPPLIES
5977	ELECTRICAL CONTACT BRUSHES AND ELECTRODES
5995	CABLE, CORD AND WIRE ASSEMBLIES, COMMUNICATION EQUIPMENT
5996	AMPLIFIERS
5998	ELECTRICAL AND ELECTRONIC ASSEMBLIES, BOARDS, CARDS, AND ASSOCIATED HARDWARE
5999	MISCELLANEOUS ELECTRICAL AND ELECTRONIC COMPONENTS
6105	MOTORS, ELECTRICAL
6110	ELECTRICAL CONTROL EQUIPMENT
6130	POWER CONVERSION EQUIPMENT, ELECTRICAL
6135	*BATTERIES, PRIMARY
6140	*BATTERIES, SECONDARY
6145	WIRE AND CABLE, ELECTRICAL
6160	MISCELLANEOUS BATTERY RETAINING FIXTURES AND LINERS
6210	INDOOR AND OUTDOOR ELECTRIC LIGHTING FIXTURES
6220	ELECTRIC VEHICULAR LIGHTS AND FIXTURES
6230	ELECTRIC PORTABLE AND HANDLIGHTING EQUIPMENT
6240	ELECTRIC LAMPS
6250	*BALLASTS, LAMPHOLDERS, AND STARTERS
6260	NONELECTRICAL LIGHTING FIXTURES
6625	ELECTRICAL AND ELECTRONIC PROPERTIES MEASURING AND TESTING INSTRUMENTS
6640	*LABORATORY EQUIPMENT AND SUPPLIES
6645	TIME MEASURING INSTRUMENTS
6650	OPTICAL INSTRUMENTS
6670	SCALES AND BALANCES
6675	DRAFTING, SURVEYING AND MAPPING INSTRUMENTS
6720	CAMERAS, STILL PICTURE
6730	PHOTOGRAPHIC PROJECTION EQUIPMENT
6740	PHOTOGRAPHIC DEVELOPING AND FINISHING EQUIPMENT
6750	*PHOTOGRAPHIC SUPPLIES
6760	PHOTOGRAPHIC EQUIPMENT AND ACCESSORIES
6910	TRAINING AIDS
7021	ADP CENTRAL PROCESSING UNIT DIGITAL
7025	ADP INPUT/OUTPUT AND STORAGE DEVICES
7030	ADP SOFTWARE
7045	ADP SUPPLIES

7105	HOUSEHOLD FURNITURE
7110	OFFICE FURNITURE
7125	CABINETS, LOCKERS, BINS AND SHELVING
7195	MISCELLANEOUS FURNITURE AND FIXTURES
7210	HOUSEHOLD FURNISHINGS
7220	FLOOR COVERINGS
7230	DRAPERIES, AWNINGS, AND SHADES
7240	HOUSEHOLD AND COMMERCIAL UTILITY CONTAINERS
7290	MISCELLANEOUS HOUSEHOLD AND COMMERCIAL FURNISHINGS AND APPLIANCES
7310	FOOD PREPARATION AND SERVING EQUIPMENT
7330	KITCHEN HANDTOOLS AND UTENSILS
7340	CUTLERY AND FLATWARE
7350	TABLEWARE
7360	SETS, KITS, OUTFITS, AND MODULES, FOOD PREPARATION AND SERVING
7420	ACCOUNTING AND CALCULATING MACHINES
7430	TYPEWRITERS AND OFFICE TYPE COMPOSING MACHINES
7435	OFFICE INFORMATION SYSTEMS EQUIPMENT
7450	OFFICE TYPE SOUND RECORDING AND REPRODUCING EQUIPMENT
7490	MISCELLANEOUS OFFICE MACHINES
7510	OFFICE SUPPLIES
7520	OFFICE DEVICES AND ACCESSORIES
7530	STATIONARY AND RECORD FORMS
7610	BOOKS AND PAMPHLETS
7660	SHEET AND BOOK MUSIC
7710	MUSICAL INSTRUMENTS
7720	MUSICAL INSTRUMENT PARTS AND ACCESSORIES
7730	PHONOGRAPHS, RADIOS AND TELEVISION SETS, HOME TYPE
7740	PHONOGRAPH RECORDS
7810	ATHLETIC AND SPORTING EQUIPMENT
7820	GAMES, TOYS, AND WHEELED GOODS
7830	RECREATIONAL AND GYMNASTIC EQUIPMENT
7910	FLOOR POLISHERS AND VACUUM CLEANING EQUIPMENT
7920	BROOMS, BRUSHES, MOPS, AND SPONGES
7930	*CLEANING AND POLISHING COMPOUNDS AND PREPARATIONS
8010	*PAINTS, DOPES, VARNISHES, AND RELATED PRODUCTS
8020	*PAINT AND ARTIST BRUSHES
8030	*PRESERVATIVE AND SEALING COMPOUNDS
8040	*ADHESIVES
8105	BAGS AND SACKS

8110	*DRUMS AND CANS
8115	BOXES, CARTONS, AND CRATES
8125	BOTTLES AND JARS
8130	REELS AND SPOOLS
8135	PACKAGING AND PACKING BULK MATERIELS
8140	*AMMUNITION ORDINANCE BOXES, PACKAGES AND SPECIAL CONTAINERS
8305	CANVAS
8310	YARN AND THREAD
8315	NOTIONS AND APPAREL FINDINGS
8340	TENTS AND TARPAULINS
8345	FLAGS AND PENNANTS
8405	OUTERWEAR, MENS
8410	OUTERWEAR, WOMENS
8415	CLOTHING, SPECIAL PURPOSE
8420	UNDERWEAR AND NIGHTWEAR, MENS
8425	UNDERWEAR AND NIGHTWEAR, WOMENS
8430	FOOTWEAR, MENS
8435	FOOTWEAR, WOMENS
8440	HOSIERY, HANDWARE AND CLOTHING ACCESSORIES, MENS
8445	HOSIERY, HANDWARE AND CLOTHING ACCESSORIES, WOMENS
8450	CHILDREN‘S AND INFANTS‘ APPAREL AND ACCESSORIES
8455	BADGES AND INSIGNIA
8460	LUGGAGE
8465	INDIVIDUAL EQUIPMENT
8510	*PERFUMES, TOILET PREPARATIONS AND DENTIFRICE‘S
8520	*TOILET SOAP, SHAVING PREPARATIONS AND DENTIFRICE‘S
8530	PERSONAL TOILETRY ARTICLES
8540	TOILETRY PAPER PRODUCTS
8720	*FERTILIZERS
8730	SEED AND NURSERY STOCK
9150	*OILS AND GREASES; CUTTING, LUBRICATING AND HYDRAULIC
9160	MISCELLANEOUS WAXES, OIL, AND FATS
9310	PAPER AND PAPERBOARD
9320	RUBBER FABRICATED MATERIELS
9330	PLASTICS FABRICATED MATERIELS
9450	WOOD AND LUMBER
9905	SIGNS, ADVERTISING DISPLAYS AND IDENTIFICATION
9910	JEWELRY
9920	*SMOKERS ARTICLES AND MATCHES

9999	*MISCELLANEOUS INDIVIDUAL CONSUMER TYPE ITEMS

*Only commercially-available items within these FSCs may be sold via retail with prior approval of the agency head or designee. Internal guidelines must be established.

C6. SALES Program

Enclosure 4 - SOP For Hazardous Material Sale

Subject: **Standard Operating Procedures (SOP) For Hazardous Material Sale**	Date Revised: **05 MAY 2005**
Reference: **DRMS-I 4160.14, Section 2, Chapter 6.**	Issuing Office: **DRMS-BBS**

Actions or Tasks:	Assigned to:
To ensure accurate cost tracking it is imperative that all time expended toward HM contracting is reported correctly. Use the appropriate cost code for the job performed. For Hazardous Material Sale use cost code (4.1.2.2.3) Hazardous Property Sales.	**GENERAL**
A. Review of HM for Sale: Ensure only hazardous property is referred. Before offering HM for sale, the DRMO must review the red list and DEA list on DRMS web site to see if special provisions are required for the property offered. (These lists need to be reviewed each time, as items may be added or removed from these lists.) On one-time sales (and as a guideline for term HM property) a DRMS Form 1920 (HP Sales Referral Certification) is required to be completed. If the property fails the requirements of the DRMS form1920, the property will be sent to Ultimate Disposal (U/D). For all other property, the DRMS Form 1920 will be saved in the DRMO's sale file with the corresponding DD 1348-1.	**DRMO**
B. Inputting referrals into DNSP: (Process HM sales in accordance with DRMS-I 4160.14, Section 2, Chapter 6) Hazardous property being sold must be accurately identified as to its ingredients, which includes the chemical names of the ingredients, hazardous constituents, or contaminants and their concentration. The following information, as a minimum, must be included in each referral: Type of material (paint, cleaner, solvent) Ingredients of the material (for petroleum base products (grease, gas, oil, diesel) the -words‖ petroleum base). HMIRS/MSDS serial number for unused property. Analysis will be required for used property (fuel, oil, PCBs, etc). Shelf-life date, if applicable. If the packaging does not meet DOT standards the words -The packaging does not meet DOT standards and the purchaser must repackage prior to removal‖ (See DRMS-I 4160.14, Section 2, Chapter 6). In the referral, the field –DOT HAZ CLASS‖ put the Hazardous Class number or for non-regulated: N/R. In the referral, in the field -RFRL CERT‖ provide the name of the person who signed the DRMS Form 1920 for the material. If any of the above information is missing, DRMS will return the referral back to the DRMO for rework. (The DRMO is not required to submit copies of the DD 1348-1, DRMS-1920 or analysis to DRMS unless requested; copies of these forms must be kept in the DRMO sales	

files). The Sale Contracting Officer (SCO) will review all referrals for accuracy and completion, including DEA Watch list property. The SCO will initial off on both the ENV (Environmental) and PMS (Property Management Specialist) review in DNSP for referrals that do not require special provisions. For Red list and special provisions referrals that require a Market Research to be completed: The DRMO, with the help of DRMS-BBS, will conduct a market research to determine a valid market for the property. If no market is found, the property will be sent to U/D. In cases where a valid market is located, DRMS-BBS will submit supporting documentation to DRMS-BCE for review. If DRMS-BCE agrees with the supporting documentation, DRMS-BCE will initial off on the ENV review portion of the referral and the SCO will initial off on the PMS review portion. In cases where DRMS-BCE disagrees with selling of the property, DRMS-BCE will provide the SCO with the reason(s) why the property should not be sold. The SCO and the DRMO will work with DRMS-BCE to reach a final decision on whether the property can be sold or sent to U/D. The SCO will review the catalog prior to sending to the printer and the web to ensure that all applicable articles and conditions are included in the catalog. When a Red list or special provisions item(s) is included in the catalog, a hard repro copy of the catalog will be forwarded to DRMS-BBS to review those items. After bid opening, the SCO will provide DRMS-BCE with a copy of the apparent high bidder list so a pre award survey (PAS) can be done prior to approval (DRMS-BCE will pull a catalog from the web prior to bid opening date.) SCOs will examine all bids submitted for items being sold under the provisions of current DRMS policy regarding the sale of hazardous property. For each apparent high bidder the SCO will require a properly completed Statement of Intent (SOI). A DLA two-way Memorandum, a copy of the SOI, a DNSP Facility Maintenance Screen print out with the name and address of the facility and any other available pertinent documents to assist in the ERD process, (i.e., permits, inspection reports, regulatory contact/ telephone numbers, etc.), will be forwarded to DRMS-BCE. ***NOTE:*** Each SOI submitted by the high responsive bidder will be examined for completeness and where necessary, will require the bidder to provide additional information to make a determination as to the bidder‘s responsibility. The prospective purchaser is required to provide the additional information via a resubmission of a signed and complete Statement of Intent. It is imperative that generalities not be accepted. The bidder is required to provide the name, telephone number, address, and nature of business of the principal destination/facility. The bidder must also provide, as applicable, the Transporter and Treatment, Storage, or Disposal Facility (TSDF) EPA permit and/or ID numbers and regulatory contacts and telephone numbers. For hazardous waste items the bidder must provide the name and complete address of the destination facility; post office box addresses are not acceptable. If the bidder does not know the destination of the property, then advise that they must either provide the location of any interim storage facilities being used or provide the name, complete address, and telephone number of the recipient of the property. In order to avoid unnecessary delays, notify and request the bidder to provide such information within a specified period of time, generally not more than 15 calendar days, or their bid will not be considered responsible. However, if required, and if the bidder originally gave a 60 day bid acceptance period, request the	**DRMS-O**

prospective purchaser to extend his bid acceptance period.	
If the facility(ies) is determined to be environmentally responsible, the SCO will be notified and the property may be awarded. If the property is awarded, DRMS-BBS will fax and mail a copy of the DRMS Form 1427 to the high bidder and will fax a copy of the DRMS Form 1427 and a SOI(s) to the controlling DRMO.	**DRMO**
If the item being removed is listed in 49 CFR, part 172 shipping table regardless of weight, shipping papers will be required Prior to removal, the DRMO will review shipping papers to ensure that the receiving address is the same address as on the SOI, and that all required shipping information, packaging, marking, labeling, placarding, etc., is complete and correct in accordance with DOT requirements. Corrections will be resolved prior to DRMO signature. Problems that cannot be resolved will be elevated to DRMS-BCE for assistance. DRMS will always be considered the -shipper‖ and only trained DRMS (or DOD) personnel will review and sign the certification statement on the shipping paper(s). In those instances where the purchaser does NOT provide shipping papers, the DRMO will provide and complete a DRMS Form 2015 (HM Shipping Paper). For partial removals the DRMO will fill out a DLA Form 1367 (Shipment Receipt/Delivery Pass) and DRMS Form 1943 (HP Release/COR Checklist), also DRMS Form 2015, if required. For those purchasers who do not provide shipping papers or whose shipping papers are incorrect, the DRMO may provide shipping papers to the purchaser (or their agent) on a case-by-case basis. If there are any problems regarding the removal of the property, the DRMO will notify DRMS-BBS and/or DRMS-BCE prior to releasing the property. For Contractual problems contact DRMS-BBS, for Technical problems contact DRMS-BCE. One time sales: After all property on the contract has been removed the DRMO will have the DRMS Form 1427 signed by the purchaser (or their agent). The DRMO will submit a copy of all removal documents (DRMS-1427, DLA 1367, DRMS-1943 and DRMS 2015, plus any shipping papers provided by the purchaser or their agent) to DRMS-BBS. The DRMO will keep the original copies in their sale file. Copies of the DD 1348-1 and DRMS 1920 are not required to be sent to DRMS-BBS. On term contracts ensure that the removal documents are submitted to DRMS-BBS after each removal.	**DRMO**
C. Negotiated Sale: To request a Negotiated Sale, submit e-mail or fax to the Chief of DRMS-BBS. Include in the communication the reason(s) why the DRMO is requesting the Negotiated Sale.	**DRMS-O**
D. Sales Contracting Officer (SCO): The assigned SCO is responsible for all contractual changes and modifications and monitors the overall contract at a HQ-to-HQ level. The SCO can be reached at DSN 661-4205, commercial 269-961-4205, Fax 269-961-4020. E-mail leroylamphear@mail.drms.dla.mil The mailing address for all is: DRMS-BBS, Federal Center, 74 Washington Avenue North, Battle Creek, MI 490015	

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Enclosure 5 - Suggested FSG/FSC Lotting Guide

1.	Aircraft	1560 - 16 (except 1670) -2810 -2835 - 2840 - 2845 - 2915 - 2925 - 2935 - 2945 - 2950 - 2995 - 5821 - 5826 - 5831 - 5841 - 6115 - 6125 - 6220 - 6340 - 6605 - 6610 - 6615 - 6620 - 6680 - 6685
2.	Electrical and Electronics	12 - 5355 - 5805 - 5815 - 5820 - 5825 - 5830 - 5835 - 5840 - 5845 - 5895 - 59 - 6105 - 6110 - 6115 - 6120 - 6125 - 6130 - 6135 - 6140 - 6145 - 6150 - 6210 - 6220 - 6230 - 6240 - 6250 - 6350 - 6625
3.	Miscellaneous Ground and Shop Equipment	1190 - 1440 - 1450 - 17 - 4920 - 4925 - 4931 - 4933 - 4935 - 4960
4.	Vehicles and Support	2310 - 2320 - 2330 - 2340 - 25 - 26 - 2805 - 2815 - 2895 - 2910 - 2920 - 2930 - 2940 - 2990 - 3930
5.	Tractors, Railroad and Construction Equipment	22 - 24 - 38 (except 3835)
6.	Vehicle MHE, Support Equipment	3710 - 3720 - 39 (except 3930) 4910 - 4390 - 4940
7.	Marine and Support Equipment	19 - 20 - 2820 - 2825 - 40 - 4220 - 6320 - 6605 - 6615 - 6620
8.	Machinery and Industry Equipment	30 - 3120 - 3130 - 32 - 34 - 3680 - 4430
9.	Service, Trade and Special Industry Equipment	35 - 36 - (except 3680) - 3740 - 4210 - 4230 - 4240
10.	Plumbing and Air Treatment Equipment	3835 - 41 - 43 - 4410 - 4420 - 4440 - 4450 - 4460 - 45 - 46 - 47 - 48
11.	Hand Tools and Specialized Equipment	3750 - 51 - 52
12.	Building Materials, Construction Materials and Prefabricating Structures	53 (except 5355) - 54 - 55 - 56 - 81
13.	Medical, Dental and Laboratory	65 - 6630 - 6635 - 6636 - 6640 - 6645 - 6650 - 6655 - 6660 - 6665 - 6660 - 6665 - 6670 - 6675 - 6680 - 6685 - 6695 - 67
14.	Chemical Compounds, Paints and Lubricants	1375 - 1376 - 68 - 7930 - 80 - 91
15.	Furnishings, Appliances and Cleaning Equipment	71 - 72 - 73 - 7910
16.	Office Supplies, Instruments Recreation Equipment	69 - 74 - 75 - 76 - 77 - 78
17.	Textiles, Clothing	1005 - 1670 - 83 - 84
18.	Animals, Agriculture Supplies, Subsistence	87 - 88

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Enclosure 6 - Examples Of Religious Holidays

CHRISTIAN

Christmas
Ash Wednesday
Good Friday
Easter

JEWISH

Sukkot
Shmini Atzeret
Torah
Hanukkah /Chanukah
Purim
Passover
Shavuot
Rosh Hashanah (New Year)
Yom Kippur

ISLAMIC / MUSLIM

Hajj
Eid al-Adha
Muharram (New Year)
Ashura
Mawlid-al-Nabi
Isra Al Mi`raj
Ramadan
Eid-al-Fitr

BUDDHIST Simchat
Magha Puja Day
Buddhist New Year
Songkran
Ploughing Festival
Vesakha Puja Day
Buddhist Lent
Asalha Puja Day

*Since the calendar dates of many religious holidays vary from year to year, every sales office should develop its own schedule in consultation with the appropriate local authorities.

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Enclosure 7 - Trade Security Control - Buyer Clearance Decision Logic Tables

Event:	If:	Do:
1. Pre-award BMF check of high bidders and any listed secondary buyers of MLI/CCLI.	-TSC Cleared‖	Proceed with award if bidder has submitted a properly completed End Use Certificate (EUC). Notify Trade Security Control Resident Office (TSCRO) of award and provide copies of EUC and other documentation needed by TSCRO.
	Not -TSC Cleared‖ and not disqualified in BMF.	Withhold award and request that TSCRO initiate Bidder clearance. Provide TSCRO with copies of EUC and any other documents that will facilitate clearance.
	Disqualified in BMF.	Deny award.
2. Receive clearance results from TSCRO.	TSCRO advises that the bidder has been cleared.	Proceed with award.
	TSCRO advises that bidder is disqualified from purchasing MLI/CCLI.	Deny award.
	TSCRO advises that more information is needed about the bidder in order to complete clearance.	Contact bidder to obtain the necessary information and relay it to the TSCRO.
	Bidder provides information requested.	Provides to TSCRO.
	Bidder declines to provide information necessary to complete clearance.	Deny award.

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Enclosure 8 - Obtaining Local Sale Authorization

Attachment 1 - Steps To Determine If Property In Hazardous FSC Can Be Sold On Local Sales

Step 1. Is the item on the DRMS Bulletin Board?

If your item has the same data (NSN, MSDS, serial number, etc.) then the item has been approved for local sale and no further action is necessary. If there is an item with the same ingredients, but manufacturer or MSDS, serial number is different, you may want to request an *"EXPEDITED"* authorization as described in this attachment. If the answer is no, proceed to step 2.

Step 2. Is the item RCRA regulated now, or will it be if discarded?

If an EPA waste number can be assigned to the item in its present processing or when discarded, then the item is a RCRA hazardous waste, and the item is not eligible for local sale. If the answer is no, proceed to step 3.

Step 3. Is the item regulated by the state or by DOT?

If the item is neither listed nor exhibits a characteristic of a RCRA waste, it still may be regulated as a state hazardous waste or may be regulated as a hazardous material for transportation purposes. If a state waste number can be assigned, or if the item is listed in 49 CFR 172.101, or meets one of the DOT hazard classes (flammable liquid, corrosive, oxidize) then the item is not eligible for local sale. If the answer to each question is no, proceed to step 4.

Step 4. Does the item contain any CERCLA/EPCRA hazardous substances?

The MSDS should be reviewed to verify the composition of the item and to determine if any of the constituents are hazardous substances listed under CERCLA (40 CFR 302.4) or extremely hazardous substances listed under EPCRA (40 CFR 355 Appendix A or B). If the answer is yes, regardless of concentration or quantity, then the item is not eligible for local sale. If the answer is no, proceed to step 5.

Step 5. Does the item require OSHA labels or markings?

Each item on local sale must contain all appropriate OSHA labels/markings on the containment vessel.

NOTE: Although you MUST provide the buyer with an MSDS for each item with each sale, it is not necessary to forward a MSDS with your request as long as the MSDS serial number is provided on the request form.

If the item is properly marked/labeled in accordance with OSHA requirements, and a MSDS is available, forward your completed request to Forward Support Team (FST).

If your request is approved by FST, proceed with local sale. If no, proceed with National sale.

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Enclosure 8 - Obtaining Local Sale Authorization

Attachment 2 - Examples Of Types Of Property Potentially Eligible For Local Sale

The following are some examples of hazardous property that are not/would not be regulated by FCRA, CERCLA, or DOT and could be eligible for local sale. This is NOT an approved list, but a list of some of the type's property to consider.

Saline solution
Ferric oxide/red iron
Talc powder
Sunscreen/skin protection cream
Sodium bicarbonate
Water softening salt
Latex paint
Silica
Cement
Drilling clays

The following items may or may not be regulated by the above acts or agencies. Whether or not these items qualify for local sale will depend upon the actual constituents of the item. Constituents of the property can be identified from the MSDS.

Desiccant
Cleaning compounds
Greases
Plaster
Leak detector compounds
Ion exchange resin
Hydraulic fluids
Refractory compounds
Adhesives
Detergents/fabric softeners
Lubricating oils
Sealing compounds

C6. SALES PROGRAM

Enclosure 8 - Obtaining Local Sale Authorization

Attachment 3 - Procedures for Obtaining Local Sale Authorization for Property in a Hazardous FSC

A. To determine if property in a hazardous FSC can be sold on local sales, the DRMO must evaluate an item following the procedures discussed in Attachment 1 and complete Attachment 4. The procedures are designed to ensure that property which may be a regulated hazardous material, substance, or waste, or requires special handling and/or could have potential environmental liability, is not authorized for local sale. To be eligible for local sale, none of the conditions described in Attachment 1, steps 1 through 5 can apply. DRMOs must document their evaluation or decision process and maintain a record of their evaluation.

B. The decision to sell the item on local sale must be concurred on by Forward Support Team (FST). DRMOs will use the questions in Attachment 1 to complete the request matrix, Attachment 4. The DRMO will annotate the noun name, NSN, manufacturer name, cage name, MSDS serial number (if no MSDS in HMIS, provide a hard copy), container type, and quantity on the matrix and then forward to FST by facsimile. If the FST concurs that the item is eligible for local sale, they will forward this information to DRMS Sales Office and to the requesting DRMO.

C. Attachment 4, the request matrix, may also be used for an „*Expedited*" request. An Expedited' request may be made when the DRMS Bulletin Board shows a previously approved item with a similar FSC and constituents, differing only in name of manufacturer, MSDS serial number, and NIIN, from the item the DRMO wants approved. Annotate the previously approved item's NSN, manufacturer, cage number, and MSDS serial number in the „*Comments*" section and check „*Yes*" in the „*Expedite*" section. This is especially useful for such items as toners, greases, desiccants, and other often requested items.

D. The top-half of Attachment 2 provides a list of some common supply items with hazardous FSCs which do not meet any Federal or state definition of an environmental hazardous waste, substance, or material. The bottom-half are examples of items which may or may not be regulated depending on the actual constituents identified on the packaging, container and MSDS.

E. If the item is considered hazardous based solely on a potential occupational exposure by the user (e.g. concrete), the item must contain all appropriate OSHA label/markings on the container holding the material. The DRMO will provide the buyer with an MSDS with each sale. Items that do not have these labels, markings, or an MSDS, cannot be sold on local sale.

F. As it is not possible to determine or control the destination of property under local sale, any item(s) offered for local sale will contain Article BD: Laws and Regulations. The purpose of including this article in the sale is to address any chance that an item would be regulated in another state even though it does not meet any of the above criteria.

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Enclosure 8 - Obtaining Local Sale Authorization

Attachment 4 - Local Sale Authorization Request/Matrix

DATE: _____

TO: FST - ATTN: _____

FAX NUMBER: _____

FROM: DRMO_____**ATTN:**_____

FAX: _____ TELEPHONE: _____

ITEM NAME: _____NSN:_____

MANUFACTURER: _____CAGE NUMBER: _____

MSDS NUMBER: _____CONTAINER:_____QUANTITY:_____

EXPEDITED REQUEST? NO_____ YES_____ (See Attachment 1 & 2 for Comments' Below)

1. Is the item on the DRMS Bulletin Board? Yes:_____ No:_____
2. Is the item RCRA regulated now or if discarded? Yes:_____ No:_____
3. Is the item regulated by the state or by DOT? Yes:_____ No:_____
4. Does the item contain CERCLA/EPCRA hazardous substances? Yes:_____ No:_____
5. Does the item contain all appropriate OSHA label/marking? Yes:_____ No:_____

****

FROM: FST MANAGER_____**DATE:**_____

TO: DRMS Sales Office - ATTN: _____ **FAX: (DSN) 661-4793**

DRMO_____ **FAX: (DSN)** _____

Based upon the data submitted, the property described above:

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Enclosure 9 - DNSP Commodity Group Codes

CONUS ***Commodity Group #***	***CONUS*** ***Commodity Group Descriptions***		***OCONUS*** ***Commodity Group#***	***OCONUS*** ***Commodity Group Descriptions***
3X	EXPL/ACID CONTAMINATED		3XE	EUROPE EXP/ACID CONTAMINATED
AIR	WHOLE AIRCRAFT & RESIDUE		AIRAE	EUROPE AUCTION ITEM
BFM	BONES FATS, MEATS		BFME	EUROPE BONES FATS & MEATS
BRG	BEARINGS (3110 ONLY)		BRGE	EUROPE BEARINGS 3110 ONLY
BRGA	BRG AUCTION ITEMS		BRGAE	EUROPE BRG AUCTION ITEMS
BRGR	RCP BEARINGS (3110 ONLY)			
CFT	SMALL CRAFT & BOATS		CFTE	EUROPE SMALL CRAFT & BOAT
CFTA	CRAFT AUCTION ITEM			
CLO	CLOTHING/TEXTILES		CLOE	EUROPE CLOTHING/TEXTILES
CLOR	RCP CLOTHING			
DEMIL	DEMIL REQUIRED			
DMFG	DEMANUFACTURING			
EA	ELECTRONICS			
EXP	EXPLOSIVES		EXPE	EUROPE EXPLOSIVES
FERR	FERROUS SCRAP			
HARDWARE	HARDWARE		HARDWAREE	EUROPE HARDWAREE
HARDWARER	RCP HARDWARE			
HAZ	HAZARDOUS ITEMS		HAZE	EUROPE HAZARDOUS ITEMS
HAZR	RCP HAZARDOUS			
I	VEHICLES/PARTS & RAILCARS		IE	EUR VEH./PARTS & RAILCARS
IA	GROUP I AUCTION ITEMS		IAE	EUR GROUP I AUCTION ITEMS
II	ELECTRONIC & ACFT PARTS		IIE	EUR. ELECT. & ACFT PARTS
II16R	ACFT COMPONENTS & ACCESSO			
II29R	ENGINE ACCESSORIES			
II1560R	ACFT STRUCTURAL COMPONENT			
II1730R	GROUND SERVICING EQPT			
II4920R	ACFT MNTC & RPR SHOP EQPT			
II58R	COMMUNICATION EQPT			
II59R	ELECTR & ELEC EQPT			
II6625R	ELECTRICAL TEST/MEASURING			
IIA	GROUP II AUCTION ITEMS		IIAE	EUR. GROUP II AUCT. ITEMS
IIC	AIRCRAFT PARTS COMM APPL			
IICN	COMMERCIAL NEW		IICNE	EUROPE COMMERCIAL NEW
IICU	COMMERCIAL USED		IICUE	EUROPE COMMERCIAL USED
IIELEC	ELECTRONIC TOP SELLERS		IIELECE	EUROPE ELECT. TOP SELLERS
IIELECT	ENTERPRISE MGMT PWR GEN			
III	MISCELLANEOUS PROPERTY		IIIE	EUROPE MISC. PROPERTY
IIIA	GROUP III AUCTION ITEMS		IIIAE	EUR. GROUP III AUCT ITEMS
IIIMED	MEDICAL EQUIPMENT			
IIIMEDT	ENTERPRISE MGMT MED & DNT			
IIM	AIRCRAFT PARTS MIL APPL			
IIMN	MILITARY NEW		IIMNE	EUR. MILITARY NEW
			IIIMNE	EUR. MILITARY NEW

CONUS ***Commodity Group #***	***CONUS*** ***Commodity Group Descriptions***		***OCONUS*** ***Commodity Group#***	***OCONUS*** ***Commodity Group Descriptions***
IIMU	MILITARY USED		IIMUE	EUROPE MILITARY USED
			IIIMUE	EUR. MILITARY USED
IIR	RCP ELECTRONIC & ACFT PTS			IIR
IIIR	RCP MISCELLANEOUS PROP			IIIR
LDIR	RCP LOW DOLLAR GROUP I			LDIR
LDIIR	RCP LOW DOLLAR GROUP II			LDIIR
LDIIIR	RCP LOW DOLLAR GROUP III			LDIIIR
MED	MEDICAL EQUIPMENT			MED
MHAZ	MINIMAX HAZARDOUS		MHAZE	MHAZ
MISC	MISCELLANEOUS			MISC
MTS	MACHINE TOOLS		MTSE	EUROPE MACHINE TOOLS
MTSA	MTS AUCTION ITEM		MTSAE	EUROPE MTS AUCTION ITEMS
MTSR	RCP MACHINE TOOLS			
NFERR	NON-FERROUS SCRAP		NFERRE	ONE TIME NONFERROUS PROP
NFERROUS	NON-FERROUS SCRAP		NMET	NON-METALLIC SCRAP
NMETALIC	NON-METALIC SCRAP			
NMETALICE	ONE TIME NONMETALLIC PROP			
PAPER	PAPER		PAPERE	EUROPE PAPER
RCP	RECYCLING CONTROL POINT		RCPDM	RCP DEMILITARIZATION
RCPLD	RCP - LOW DOLLAR ITEMS			
RHARDWARE	RCP HARDWARE			
RTEST38	RCP TEST $300-$800			
RUBBER	RUBBER		RUBBERE	EUROPE RUBBER
SCRAP	SCRAP SEAL BID (ONE TIME)		SCRAPE	EUR. SCRP SEAL BID 1 TIME
SHP	SHIPS - FROM NAVY		SHPE	EUROPE SHIPS-FROM NAVY
STEEL	STEEL		STEELE	EUROPE STEEL
TFERR	TERM FERROUS		TFERRE	TERM FERROUS PROPERTY
THAZ	TERM HAZARDOUS		THAZE	EUROPE TERM HAZARDOUS
TMISC	TERM MISC SCRAP		TMISCE	EUROPE TERM MISC SCRAP
TNFERR	TERM NONFERROUS		TNFERRE	TERM NONFERROUS PROPERTY
TNFERRE	TERM NONFERROUS PROPERTY			
TNMET	TERM NON-METALLIC SCRAP			
TNMETAL	TERM NON-METALIC SCRAP		TNMETALE	TERM NONMETALLIC PROPERTY
TUSE	TERM USABLE		TUSEE	TERM USABLE EUROPE
TUSER	TERM USABLE RCP			
UU2840R	ACFT TURBINES & ENGINES			
VEH	VEHICLES		VEHE	EUROPE VEHICLES
VEHR	RCP VEHICLES			
VEHT	ENTERPRISE MGMT TRUCKS			

POC is Roy Sprunger, DRMS-BA, (DSN) 661-7006.

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Enclosure 10 - DEMIL Sales Referral Checklist

Use the following as a referral checklist to evaluate the sales referral in terms of DEMIL.

Are the proper DEMIL requirements up-to-date and clearly identified in order for proper DEMIL performance to be accomplished?

Are the key points adequately described and identifiable (where applicable)?

Are safety precautions for DEMIL performance included?

If DEMIL is to occur on other than Government premises, has the surveillance plan been properly coordinated and approved before it was submitted?

Is the method and degree of DEMIL specified? Sales referrals should contain picture/diagrams depicting where cuts are to be made for DEMIL purposes. Locations at which cuts are to be made should be marked on the items/materials to be demilitarized with a grease pencil or tape to serve as a guide to personnel performing DEMIL.

Is the following prohibition included: -*The use of precision torch fixtures, precision cutting saws, or precision tools of any kind to minimize DEMIL is forbidden"?*

Does the referral include the DEMIL code immediately following the text of each item described?

Does it indicate that DEMIL has already been performed, when applicable?

Are all the components of the end item that require DEMIL identified?

Does it list the correct DEMIL articles to adequately cover on or off Government installations performance of the MLI DEMIL-required items?

Does it apply Military Munitions List article and end-use certificate to scrap derived from demilitarized items?

Does it apply the MLI/CCLI articles and end-use certificates to useable items? This applies whether offered by itself or included in a lot with non-MLI/CCLI. Commingling MLI/CCLI with non-MLI/CCLI increases the purchaser's cost; this will likely reduce the amount of their bid.

Are Critical FSGs/FSCs offered for sale by Itemized Lot Descriptions?‖

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Enclosure 11 - Gases That May Be Contained In Compressed Gas Cylinders

NAME:	SYNONYMS:
acetylene	ethyne
ammonia	
arsine	
boron trifluoride	boron fluoride
butadiene 1,3	bivinyl divinyl erythrene vinylethylene butane
carbon monoxide	
chlorine	
chlorine trifluoride	
synagog	oxalonitrile dicyan
diazomethane	
diborane	borothane diboron hexahydride
dimethylamine	DMA
ethane	methylmethane dimethyl
ethyl chloride	chloroethane
ethylene	ethene bicarburetted hydrogen
ethylene oxide	oxirane epoxyethane
fluorine	
formaldehyde	methanol formic oldehyde oxymethylene
hydrogen	
hydrogen bromide	
hydrogen chloride	
hydrogen cyanide	formonitrile hydrocyanic acid prussic acid
hydrogen sulfide	sulfuretted hydrogen
methane	marsh gas fire damp
methylamine	monomethylamine aminomethane
methyl bromide	

methyl chloride	chloromethane
nitric oxide	
nitrogen dioxide	
nitrogen trifluoride	
nitrous oxide	nitrogen monoxide
ozone	
perchloryl fluoride	
phosgene	carbon oxychloride carbonyl chloride chloroformyl chloride
propane	dimethyemethane
propylene	
sulfur dioxide	
trimethylamine	TMA
vinyl chloride	chlorethene chloroethylene VC
phosphine	hydrogen phosphide

C6. SALES Program

Enclosure 12 - Sales of Defense Item with Demilitarization Waived

Items requiring demilitarization which are determined to have substantial commercial value may be sold without demilitarization to legitimate and authorized individuals or firms after receiving approval from the Office of the Under Secretary of Defense for Acquisition and Technology.

1. The following criteria must be complied with in order to offer items normally requiring DEMIL for sale to authorized individuals/firms without DEMIL being required:

a. Items must first undergo screening according to established regulatory requirements.

b. Stock Groups 10, 11, 13 and 14 (except Federal Stock Class 1450), either as an item or as a component of another end item, are not eligible for these specialized sales. Aircraft, space vehicles and combatant ships are also not included in this special sales method.

c. Each item must have substantial commercial value. Small quantities of small items of lotted property will not qualify. However, large quantities of lotted property can qualify provided it is separated by specific manufacturer.

d. Item(s) will only be offered on a national sealed bid sale(s).

e. Sales of property located in OCONUS will be under the provision that the successful bidder must return the property to the United States.

f. To qualify for an award for this type of property without having to perform DEMIL, individuals or firms must be able to:

(1) Submit proof of a current/valid Department of State registration as a U.S. company or U.S. person involved in the manufacture or supply of defense articles or services; and

(2) Submit complete End-Use Certificate that is acceptable by the appropriate Defense Centralized Investigative Agency (DCIA) Trade Security Control Resident Office; and

(3) Agree that any resale or redistribution of the property will be restricted to Department of State approved U.S. companies or U.S. persons, agencies of the Federal Government or approved Foreign Governments and to submit a newly executed End-Use Certificate for each subsequent recipient of the property for approval prior to transferring the property; and

(4) Submit proof of a current/valid Department of State export license if the item is intended to be exported.

(5) Agree to allow periodic on-site inspection of the property at the purchaser‘s facility by the Government.

(6) Submit a minimum bid equal to or greater than 10 percent of the total acquisition value of the property.

g. Prior approval to initiate this method of sale and award items under these specialized conditions must be granted from the Office of Deputy Under Secretary of Defense for Acquisition and Technology (AT&L). In either case, the request will be forwarded from DRMS-BBS through Defense Logistics Agency (DLA/J372) to ODUSD. Information copies will also be provided to Defense Logistics Agency Legal Counsel (DLA-GC).

2. Request to process an MLI/CCLI item under this sales concept can be initiated by:

a. Individual/firm inquiries.

b. DRMS/DRMO.

3. All requests for approval to sell an item by this specialized sale method must be in writing and must include the following: **Any information not provided as specified below will be cause for DRMS -BBS to reject this request and return it to the DRMO without further action.**

a. Noun, manufacturer and part number (if available) of the item.

b. NSN.

c. Quantity.

d. Total acquisition cost of the item.

e. Potential customer‘s name, address and telephone number.

f. Potential customer‘s intended use.

g. Potential customer‘s awareness of the mandated requirements (see paragraph 1f), in order to be considered for award.

4. The above request will be processed as follows:

a. DRMO will transmit their written request by facsimile to DRMS -BBS for approval/denial.

b. DRMS -BBS will review the request and if approved, provide the appropriate concurrence on the request and forward it to Defense Logistics Agency (DLA/J372) . If the request is denied, the rationale for the denial will be annotated on the request and transmitted by facsimile back to the DRMO.

c. Defense Logistics Agency (DLA/J372) will review the request and if approved, provide the appropriate coordination and forward it to ODUSD for final approval/denial. If Defense Logistics Agency (DLA/J372) denies the request, the rationale for the denial will be annotated on the request and transmitted by facsimile back to the DRMO with an information copy provided to DRMS -BBS.

d. ODUSD will provide written approval/denial to Defense Logistics Agency (DLA/J372) . If the request is denied, rationale for the denial will be clearly stated.

e. Defense Logistics Agency (DLA/J372) will transmit by facsimile the ODUSD approval/denial to the DRMO with an information copy provided to DRMS -BBS

NOTE: Property will not be referred to DRMS -BBS under this sales concept unless the DRMO has received prior written approval from ODUSD. A copy of the approval letter from ODUSD, must be submitted with the transmittal.

5. The property description will include the manufacture and part number of each item. Under each description the conditions of sale will be listed as follows:

a. The following articles apply in all cases:

PART 2-3: Bid Acceptance.
PART 5-I: Military Munitions List Items (MLI).
PART 5-J: Commodity Control List Item (CCLI).
PART 5-K: Munitions and Commodity List Items (MLI/CCLI) Compliance.
THE END-USE CERTIFICATE ON PAGES____AND_____MUST BE COMPLETED AND SUBMITTED WITH BIDS IN ORDER FOR THE BID TO BE CONSIDERED FOR AWARD.

b. When demilitarization is required on Government premises, include, at a minimum, the following articles. Other appropriate articles should be added as required. The following articles apply if the purchaser intends to demilitarize the property:

PART 5-D: Liability and Insurance or PART 8-J (if FEPP).
PART 5-B: Convict Labor.

PART 5-C: Contract Work Hours and Safety Standards Act-Overtime Compensations (CONUS ONLY)
PART 6-A: Demilitarization or Mutilation on Government Premises.
PART 6-C: Failure to Demilitarize or Mutilate.
PART 6-D: Changes in Contract Requirements.
ARTICLE : Performance Bond.
ARTICLE : Demilitarization (Include special demilitarization instructions and surveillance plan with the referral).

c. When demilitarization is required off Government premises include, at a minimum, the following articles. Other appropriate articles should be added as required. The following articles apply if the Purchaser intends to demilitarize the property:

PART 6-B: Demilitarization or Mutilation on other than Government Premises.
PART 6-C: Failure to Demilitarize or Mutilate.
PART 6-D: Changes in Contract Requirements.
PART 6-G: Government May Enter Premises.
ARTICLE : Inspection of Contract Performance.
ARTICLE : Evaluation of Bids for Demilitarization on Other than Government Premises.
ARTICLE : Demilitarization Timeframe for Property off Government Premises.
ARTICLE : Failure to Complete Demilitarization by the Time Specified.
ARTICLE : Demilitarization (Include special demilitarization instructions and surveillance plan with the referral).
PART 8-A: Taxes and Duties. (FEPP ONLY)
PART 8-B: Importation Restrictions. (FEPP ONLY)
PART 8-C: Compliance with Laws, Restrictions, Limitations, and Obtaining of Licenses, etc. (FEPP ONLY)
PART 8-D: Government as Shipper. (FEPP ONLY)
PART 8-E: Representation of Non-collusion. (FEPP ONLY)
PART 8-F: Import Certificate and Delivery Verification. (FEPP ONLY)
PART 8-G: Disposition and Use of Property. (FEPP ONLY)

d. The following articles and conditions must be in any Invitation for Bid offering property normally requiring demilitarization with the provision that demilitarization may be waived:

ARTICLE : Qualifications Necessary to Qualify for an Award of Property with Demilitarization Being Waived.
ARTICLE : Compliance of Special Sale Requirements Certification.
ARTICLE : Inspection of Purchasers Facility and Records
ARTICLE : Resale or Redistribution Actions.
ARTICLE : Return of Property. (FEPP ONLY)
ARTICLE : Exemption to Demilitarization. (FEPP ONLY)
ARTICLE : End-Use Certificate
PART 8-A: Taxes and Duties. (FEPP ONLY)
PART 8-B: Importation Restrictions. (FEPP ONLY)
PART 8-C: Compliance with Laws, Restrictions, Limitations Obtaining of Licenses, etc.
PART 8-F: Import Certificate and Delivery Verification. (FEPP ONLY)
PART 8-G: Disposition and Use of Property. (FEPP ONLY)

THE CERTIFICATION STATEMENT ON PAGE MUST BE COMPLETED BY THE BIDDER AND SUBMITTED WITH THE BID IN ORDER FOR AN OFFER WITHOUT DEMILITARIZATION TO BE CONSIDERED FOR AWARD.

THE MINIMUM ACCEPTABLE BID PRICE FOR PROPERTY BEING WAIVED IS $_____. *(DRMO's will place the dollar amount at 10% of the total acquisition value for property being offered under this option)*

e. In addition to the articles and conditions set forth in paragraph 5d, this chapter, the following provision must be inserted in the General Information and Instructions in any IFB offering property normally requiring demilitarization with the provision that demilitarization may be waived:

Bidding on Items _____May Be Based on Either Performing Demilitarization or Having the Demilitarization Requirement Waived.

Bids may be submitted on this property either with demilitarization being accomplished as a condition of sale or with the demilitarization requirements being waived. Bidders may also submit one bid with demilitarization being accomplished as specified in the condition of sale and another bid with the demilitarization requirements being waived. But prior to awarding a contract where demilitarization requirements are waived, the Sales Contracting Officer (SCO) or his authorized representative must affirmatively determine that the potential purchaser possesses the necessary qualifications to meet the requirements set forth in this Invitation for Bid, which allow for the sale of this property to be made without demilitarization being performed.

4. All requests for approval to award a item by this specialized sale method must be in writing and must include the following:

a. Copy of the item description from the Invitation for Bids.

b. Copy of the high bidder's bid and award pages.

c. Copy of the high bidder's End-Use Certificate.

d. High bidder's Department of State Registration number and date of registration.

e. Copy of the high bidder's Department of State export license if their End-Use Certificate indicates an intent to export.

5. The request will be processed as follows:

a. DRMS -BBS (Sales Contracting Officer) will transmit by facsimile their written request to DLA/J372 for approval/denial.

b. DLA/J372 will review the request and if approved, provide the appropriate coordination and forward to ODUSD for final approval/denial. If DLA/J372 denies the request, rationale for the denial will be annotated on the request and be transmitted by facsimile back to the SCO.

c. ODUSD will provide written approval/denial to DLA/J372. If the request is denied, the rationale for the denial will be clearly annotated.

d. DLA/J372 will transmit by facsimile the ODUSD approval/denial to the SCO for processing. If the request is denied, the SCO will deem the high bidder non-responsible and then may consider award to the second high bidder, with price and other factors being taken into consideration.

8. Copies of all documents related to this special sale method will be made a part of the official contract file.

9. The following are full text copies of the unique Articles and Conditions set forth in Paragraph 5 which must be in any Invitation for Bid offering property normally requiring demilitarization with the provision that demilitarization may be waived:

QUALIFICATIONS AND CONDITIONS NECESSARY TO QUALIFY FOR AN AWARD OF PROPERTY WITH DEMILITARIZATION BEING WAIVED

To qualify for an award of property with the demilitarization requirements being waived, a bidder must:

a. Submit with the bid proof that the bidder possesses a Department of State registration as a U.S. company or U.S. person (as defined in 22 Code of Federal Regulations, 120.23) involved in the manufacture or supply of defense articles or services.

b. Submit with the bid a complete End-Use Certificate that is acceptable to the appropriate DCIA Trade Security Control Resident Office, as provided elsewhere herein.

c. Submit with the bid proof of a valid Department of State export license if the item is intended to be exported, as provided elsewhere herein.

d. Submit with the bid a complete **"COMPLIANCE OF SPECIAL SALE REQUIREMENTS"** certification, as provided elsewhere herein.

e. Agree to allow the Government to conduct periodic on-site inspections of the purchased property at the purchaser's facility, as provided elsewhere herein.

f. Agree to obtain the written approval of the DCIA Trade Security Control Resident Office prior to any resale or other transfer of the property and to submit an executed End-Use Certificate from each subsequent recipient of the property prior to transferring it, as provided elsewhere herein.

BID ACCEPTANCE

In addition to the provisions in Part 2, Condition 3 of the Sale by Reference, entitled -Consideration of Bids‖, the following also applies:

Notwithstanding anything herein to the contrary, the bidder agrees that their bid will remain firm and irrevocable for 60 calendar days following the opening of bids.

a. Award will be made to the highest responsive, responsible bidder who conforms to the specific requirements set forth in this Invitation for Bid for the method of disposal chosen by the bidder (demilitarization to be performed or demilitarization waived).

b. No bid submitted below the stated Minimum Acceptable Bid will be considered for award.

c. Prior to the award of a contract where the demilitarization requirements are waived, SCO or his authorized representative will ensure that the potential purchaser has the necessary experience, technical and organizational qualifications to meet all the requirements set forth in this Invitation for Bid. Under this provision, award will be made only upon advice from the Office of Deputy under Secretary of Defense for Acquisition and Technology that the bidder qualifies and conditions of this Invitation for Bid. In the event that the Office of Deputy under Secretary of Defense determines that the bidder does not fulfill these requirements, the bidder will be declared non-responsible and will not be eligible for award with the demilitarization requirements waived.

INSPECTION OF PURCHASERS FACILITY AND RECORDS

Purchasers of property where demilitarization requirements are waived are required and hereby agree to maintain an audit trail on all-subsequent sales or transfers of the property. The Purchaser agrees to cooperate with and to permit all authorized Government representatives to enter the premises of the Purchaser for the purpose of inspecting the property and all supporting records related thereto. In the event a Purchaser fails to make the property available for inspection or maintain and provide the supporting documents to the Government, the Government may, at its discretion, freeze future deliveries and/or declare the purchaser non-responsible for future awards until such time as these requirements are met.

RESALE OR REDISTRIBUTION ACTIONS

Any Purchaser of property under this Invitation for Bid where demilitarization requirements are waived will be required to obtain the written approval of the Trade Security Control Resident Office prior to resale or other transfer of the property and will be required to submit an executed End-Use Certificate from each subsequent recipient of the property prior to transferring it. The Purchaser agrees to incorporate the prior approval and end-use requirement in any such subsequent sales or transfer agreement and to require each such sub-purchaser or transferee to impose similar conditions in any transfer of the property by them.

RETURN OF PROPERTY

The Purchaser agrees that any property purchased outside of the continental United States where on demilitarization requirements are waived is being purchased solely for and with the intent of returning it to the United State of America. In support of this agreement the purchaser will ship the property, at its risk and expense, on a commercial shipper, as follows: *"United States of America (Name of Sales Contracting Officer) Sales Contracting Officer on behalf of (Name of Purchaser)"* to a consignee and destination named by the Purchaser and acceptable to the United States. Each shipping document shall include this statement: -Only the United States Government may divert this shipment to other than the named consignee or destination.‖ The purchaser further agrees to furnish the SCO a true copy of the original onboard bill of lading within 5 days after delivery of the property to the transporting carrier. All insurance will be borne and prepaid by the purchaser. The United States Government will in no way be held responsible for any loss or damage to the material or for any suits or claims arising from the loading, storage, carriage, discharging, damage to vessel or injury to personnel, general or particular average, nor in any other circumstances not covered above of any nature arising under or incidental to the contract by reason of the fact that the United States Government appears as shipper on the commercial bill of lading. Within 90 days after release of the property for import into the United States, the Purchaser agrees to furnish the Sales Contracting Officer evidence of its arrival at the approved destination and delivery to the approved consignee through a receipted copy of the bill of lading, a landing certificate issued by the United States, or other valid documented evidence identifying the final destination and consignee. Failure of the purchaser to meet the above requirements, falsification of information and/or concealment of any information regarding the disposition, export or re-export of this property is in direct violation of the conditions set forth under the provisions found at Part 8, Condition K of the Sale by Reference, entitled, –Munitions and Commodity Control List Item (MLI/CCLI) Compliance‖. These actions may also be cause for administrative action against the Purchaser, which could result in the denial of future contacts with the United States Government.

EXEMPTION TO DEMILITARIZATION

Items requiring demilitarization which are purchased outside of the continental United States, may only be sold with the demilitarization requirement waived to United States nationals or United States entities solely for and with the exclusive intent of importation into the United States. Property sold to other than United States nationals or United States entities must be demilitarized according to the applicable demilitarization article prescribed for each item. Resale of this property by foreign nationals to United States nationals or United States entities for import into the United States is not authorized unless the property is demilitarized as required by the articles prescribed within this Invitation for Bids. Purchasers agree that property sold for import into the United States will be stored in a United States Government approved bonded area or retained in United States Government possession pending actual shipment.

END-USE CERTIFICATE

The bidder must submit with its bid a completed End-Use Certificate which is acceptable to the appropriate DCIA Trade Security Control Resident Office and must also submit proof of a current/valid Department of State Export License when this document indicates intent to export.

COMPLIANCE OF SPECIAL SALE REQUIREMENTS CERTIFICATION

In order for an offer without demilitarization to be considered for award, the bidder must submit with its bid the **Compliance of Special Sale Requirements Certification** appearing hereafter in this Invitation for Bid.

COMPLIANCE OF SPECIAL SALE REQUIREMENTS CERTIFICATION
(TO BE RETURNED WITH BID)

a. The undersigned is registered with the Department of State according to 22 CFR 122.1 as a U.S. person (as defined in 22 CFR, Part 120.15) involved in the manufacture or supply of defense articles or defense services. My/our registration number and date of registration is:

Registration Number: _____

Date of Registration: _____

b. The undersigned acknowledges that it understands the terms of this contract provide that the property may not be exported outside the Continental United States without a valid export license issued by the Department of State.

c. The undersigned acknowledges that it understands the terms of this contract provide that, it must allow the Government to conduct periodic on-site inspections of the purchased property at the undersigned's facilities.

d. The undersigned acknowledges that it understands the terms of this contract provide that it must obtain written approval from the Government to resell or otherwise transfer the property.

e. The undersigned understands that this property originated in the United States and that its use, disposition, export and re-export is subject to all applicable United States laws and regulations, including the Export Administration Control Act of 1979 (50 U.S.C. Appendix 2401, et. seq); the Arms Export Control Act (22 U.S.C. 2751, et. seq); the International Traffic-in Arms Regulation (22 C.F.R. 121); and the Export Administration Regulation (15 C.F.R. 368 et. seq) which, among other things, prohibit:

(1) The making of false statements and concealment of any material information regarding the use or disposition, export or re-export of the property; and

(2) Any use or disposition export or re-export of the property not authorized in accordance with the provisions of this contract.

f. The information provided by this statement will be considered a part of the offer under this Invitation for Bid and will become a part of the contract of sale if and when our offer is accepted by the United States of America. The undersigned hereby certifies that all of the information given in this statement is true and correct to the best of my knowledge and belief.

_____ _____

Date of Signature Signature of Bidder (in ink)

_____

Print or type name of signer

C6. SALES PROGRAM

Enclosure 13 - Pre-Award Site Visit Checklist for Sale of Hazardous Property

A. FACILITY

1. Obtain copy of the physical layout of the facility if available.

2. Is the bidder familiar with material safety data sheets? yes____ no____

3. Do the employees at the facility receive any environmental training in:

   a. Spill response and control? yes____ no____

   b. Emergency response? yes____ no____

   c. Releases of hazardous property? yes____ no____

   d. Use and acceptable storage, handling and disposal methods for hazardous property? yes____ no____

   e. Safety management/practices, including use of personal protective equipment and clothing? yes____ no____

4. Does the facility have procedures for reporting spills? yes____ no____

5. Is there evidence of past spillage? yes____ no____

6. Does the facility have a contingency plan? yes____ no____

   If yes, does it include:

   a. Arrangements with local emergency response organizations? yes____ no____

   b. Emergency coordinators‘ name, address and phone numbers? yes____ no____

   c. List of all emergency equipment at facility and description of equipment? yes____ no____

   d. Evacuation plan for facility personnel? yes____ no____

e. Specific commodity instructions for responding to spills and other incidents? yes____ no____

7. Are emergency phone numbers posted or displayed prominently? yes____ no____

8. Does the facility have spill response materials available with which to respond to a spill? yes____ no____

9. Does the bidder have covered storage that physically protects being stored from all elements? yes____ no____

10. Is the storage area floor sealed or built of non-porous material and designed to control spills? yes____ no____

11. Is the storage area bermed? yes____ no____

If yes, provide details

_____

12. Is the facility equipped with portable fire extinguishers, fire control equipment and spill control equipment? yes____ no____

13. Are all emergency exits designated and clearly marked? yes____ no____

Are they free from obstacles or obstructions? yes____ no____

14. Does the facility have any noticeable exposed electrical wires, frayed cords or deteriorated insulations? yes____ no____

If yes, elaborate:

_____

15. Is there evidence of fire, explosion or contamination to the environment? yes____ no____

If yes, explain _____

16. Date of last official fire/safety inspection. _____

a. Who inspected? _____

b. Were deficiencies noted? yes____ no____

c. Were identified deficiencies corrected? yes____ no____

B. STORAGE PRACTICES

1. Does the facility presently store hazardous property? yes____ no____

2. Are floors, aisles and inside passageways kept clean and dry?
yes____ no____

3. Are any containers leaking, bulging, rusting, or dented? yes____ no____

4. Has the owner/operator made arrangements with the local emergency authorities to familiarize them with characteristics of the facility? (Layout of facility, properties of hazardous materials stored and/or handled and associated hazards, places where facility personnel would normally be working, entrances to roads inside facility, possible evacuation routes.)
yes____ no____

   a. Has the management filed a storage plan with a fire department?
   yes____ no____

   b. If yes, is the facility storing property according with the plan?
   yes____ no____

5. Is hazardous property being stored in a physically and chemically compatible manner? yes____ no____

6. Are all containers labeled as to their contents? yes____ no____

7. Is stored material stable and secure against sliding or collapsing?
yes____ no____

8. Are flammable liquids stored in closed containers? yes____ no____

C. ADDITIONAL COMMENTS:

_____

_____

_____

_____

D. IN MY OPINION, THE FACILITY INSPECTED (IS) / (IS NOT) ENVIRONMENTALLY RESPONSIBLE.

Inspector's Name: _____Title _____

Organization: _____Phone:_____

Signature: _____

Date of Inspection: _____

E. REVIEW

_____
Sales Chief's Signature

GENERAL SITE INSPECTION INFORMATION

Bidder's Name: _____

Phone

_____

Site Name Street

_____

City State Zip CodeCounty

_____ _____

Sale Number Item Number(s)

C6. SALES PROGRAM

Enclosure 14 - SOP for Review and Certification of DRMO Completed Contract Files

The following tasks will be performed by Distribution Branch/Section.

1. Within 45 days after final removal date of sale, run tape of vouchered documents in financial folder; reconcile differences when required; attach tape to applicable documents; and forward financial folder to clerk.

2. Run tapes on total contract price of all completed contracts.

EXCEPTION: The review and certification of contract files will not be postponed for more than 90 days pending completion of claims protests, litigation or investigation of any kind, when all other contract files are complete.

3. Compare with tapes attached to voucher documents in the financial folder.

4. Reconcile differences as necessary.

5. Separate contracts still pending action from those that are completed using Optional Form 23, and establish a suspense file for those files pending action.

6. Remove all extraneous papers from all completed files.

7. Separate contract files into three categories; one file $24,999.99 and less; one file $25,000.00 and over; and one file labeled Hazardous Property Sales Contract, for hazardous materials.

NOTE: For ease of disposition, Hazardous Property Sales Contract may be physically separated and stored in a separate location from other sales contracts. If this option is used, the hazardous contracts will be replaced by an OF 23 or other appropriate form to indicate that the removed file is hazardous and where it is located.

8. Arrange completed contracts in contract number sequence with the lowest number on top.

9. Prepare original and two copies of DRMS Form 714, annotating in the remark section the specific contract file number(s) still pending action.

10. Forward financial folder, sales invitation folder, completed individual contracts and DRMS Form 714, with annotations, to an SCO.

11. Review content have completed folders and ensure completeness.

12. Determine that all required actions have been taken on each completed contract, reconciling any discrepancies (see reference above) for guidance on reconciliation of hazardous waste manifests.

13. Sign DRMS Form 714 and forward completed folders with DRMS Form 714 to clerk.

14. Log in DRMS Form 840.

15. File one signed DRMS Form 714 with the hazardous contracts and one signed DRMS Form 714 with contracts $25,000.00 and over. Suspense file one copy of DRMS Form 714 if there are contracts pending completion. Discard suspense copy when all pending contracts have been completed, reviewed and filed.

16. File folders in completed sales files, as appropriate.

NOTE: IFB/financial folders will be filed with contract files $25,000.00 and over.

17. Mark off the specific contract number on all three copies of DRMS Form 714 when a previously pending contract has been completed, reviewed and filed.

18. DRMO chief (or designee) will review monthly DRMS Form 840 to ensure that contract/sale review is accomplished 45 days after final free removal date. Initial the remark column for any sales where review is overdue and initiate appropriate action to have the sale completed/reviewed.

19. Dispose of files according to DLAD 5025.30, Process, Chapter 28.

C6. SALES PROGRAM

Enclosure 15 - Checklist for Individual Contract Files

NOTE: This list serves as a reminder of items to check, as amended on a continuing basis. It is not filed. The items listed below are not all-inclusive and are to be supplemented by sales offices as necessary to effect optimum maintenance of files.

1._____Original bid and award documents or original negotiated sales documents (SF 114 or SF114E).

2._____ Notice of Award (DRMS 1427).

3._____ Signed Waivers.

4._____ Notice to Surety (Annotated or stamped on Notice of Award).

5_____ Certificates, Insurance coverage, Performance Bond, etc.

6._____ Notice of Default.

7._____ Pertinent correspondence, termination letter, memorandum for record, etc.

8._____ Claims Documentation.

9._____ Supplemental Agreement (SF 114D).

10.____ DEMIL Certificate.

11.____ R/T/D/S Hazardous Property Release Checklist (DRMS 1943).

12.____ HW ManiFest.

13.____ Copy of purchaser‘s receipt for payment of custom duties, taxes or like charges levied by foreign governments.

14.____ Extract of periodical for term contract billing.

15.____ Release documents (Completed 1427, Shipment Receipt/Delivery Pass (DLA 1367).)

16.____ Bidder Registration (Auction).

17.____ Statement of Account for Liquidated Damages (DRMS 433) or Statement of Account (Billing Document)(DRMS 915), annotated paid or with collection voucher number and date.

18_____Debt Transfer Report. (DRMS 826).

19_____Successful Bidder Cards (Spot Bid).

20_____Item Bid Page, SF 114F (Spot Bid).

THIS CHECKLIST IS A WORKING DOCUMENT ONLY - DO NOT FILE WITH CONTRACT

C6. SALES PROGRAM

Enclosure 16 - Checklist For Maintaining Invitation For Bid (IFB) Master File

NOTE: This list serves as a reminder of items to check, as amended on a continuing basis. It is not to be filed. The items listed below are not all-inclusive and are to be supplemented by the sales office as necessary to effect optimum maintenance of files.

Two copies of:

1. _____Invitation for Bid (copy of Request for Quotations, if negotiated).

2. _____Amendment/Modification to Invitation to Bid

3. _____Special Funding Form (or screen print -no data selected‖).

4._____ Abstract of Bids (may be filed separately if bulky).

NOTE: Keep -all-or-none‖ evaluation work papers with the abstract of bids in the IFB master file until such time as all property is paid for and removed, dispose of when closing sale.

5. _____DEMIL report.

6. _____List of Successful Bidders.

7. _____Pertinent correspondence, memorandum for record, etc.

8. _____73 Waiver/Withdrawal w/recap.

9. _____Supplemental Sale Information

10 . _____Unsuccessful bids (sheets, cards, and quotations) filed separately due to earlier destruction action.

11. _____Audit listing (may be filed separately if bulky). Maintain until sale has been balanced and closed, then destroy.

THIS CHECKLIST IS A WORKING DOCUMENT ONLY -
DO NOT FILE WITH THE SALE

C6. SALES PROGRAM

Enclosure 17 - Checklist for Maintaining Hazardous Contract Files

NOTE: This list serves only as a reminder of items required to be retained in hazardous sales contracts. It is not to be assigned a form number or filed with the contract folder.

1. DRMS Form 1427, Notice of Award, Statement and Release Document.

2. DRMS Form 1645, Statement of Intent.

3. ManiFest (s), if applicable.

4. SF 114, Bid and Award of Telegraphic Bid/Modification.

5. SF 114D, Supplement Agreement, if applicable.

6. Pre-Award survey documentation, to include all documents evidencing responsibility of bidder or condition of property such as, but not limited to, DRMS Form 1873, Pre-Award Survey Status (if used), and other correspondence or memorandum for record.

7. DD Form 1348-1, DOD Single Line Item Release Receipt Document (DTID).

8. Invitations for Bid.

9. Certifications, if required.

C6. SALES PROGRAM

Enclosure 18 - Checklist for Maintaining Financial Folder

NOTE: This list serves as a reminder of items to check as amended on a continuing basis. It is not to be assigned a form number or filed. The items listed below are not all-inclusive and are to be supplemented by Sales Offices as necessary to effect optimum maintenance of files.

1. Bid and Deposit Register (Original—Cashier's Copy)
2. Cash Collection Vouchers
3. Refund Vouchers
4. Transfer Vouchers
5. Adjustment Vouchers

NOTE: When all financial transactions are completed for a particular sale the financial folder will be physically filed with the contract and IFB files.

C6. SALES PROGRAM

Enclosure 19 - Letter To Buyer

Attachment 1 - Letter for Selling of Time

Dear _____:

As referenced in the Default Notice dated _____, Contract No. _____ is in default because of your failure to pay for/remove item(s) _____. You have/had until to cure the default and pay assessed storage charges of _____ (not to exceed 20 percent of the purchase price).

You have requested that your cure date be extended to _____. I have agreed to such an extension in consideration for an increase in your contract price of $_____ since you have already accumulated/or will have accumulated storage charges to the maximum extent assessable under the contract.

Upon receipt of your payment of $_____, you will be permitted to remove the property anytime prior to _____. Your failure to remove the property by that date will result in the loss of all right, title and interest that you might otherwise have acquired in and to such property as to which the default has occurred. Additionally, the Government will retain (collect) liquidated damages in the amount of $_____, which represents 20 percent of your contract price as modified by this letter.

If you have any questions, contact this office at _____.

Sincerely,

Sales Contracting Officer

By signing this letter and returning it by _____, the purchaser agrees that this letter will be incorporated and made part of the contract.

_____
(Purchaser‘s signature)

C6. SALES PROGRAM

Enclosure 19 - Letter To Buyer

Attachment 2 - Computations for Selling of Time

1. Example

Original Contract Price	$500.00
Accrued Storage Charges (20 percent Maximum of Contract Price)	100.00
Additional Days Selling (10 days x Storage Charge Rate Per Day) 10 x $4.00	40.00
New Contract Price	$640.00

After the modification is signed, the purchaser has a 10-day free removal time. If performance is not completed, contract is placed in default and storage charges accrue at the appropriate rate per day. The maximum storage charge assessable now is 20 percent of $640. If the contract terminates, the liquidated damages are computed using the $640.

2. Example of the Extension of Default Cure Period:

Original Contract Price	$500.00
Storage Charge Rate Per Day	4.00
Additional Days Selling	10

Extension Sold = 10 x $4.00 = $40.00

If purchaser fails to perform within the 10 days, the contract terminates and liquidated damages are assessed on the contract price of that/those items.

C6. SALES PROGRAM

Enclosure 20 - Guaranteed Description Cases Referred to DRMS

Attachment 1 - Enclosures Required for Guaranteed Description Cases

1. Purchaser‘s request for adjustment (complaint).

2. DRMS Form 1427 (indicating date of release of property, if applicable).

3. Copy of the applicable IFB description page.

4. In addition, the following enclosures will be included, in chronological sequence, if applicable:

   a. All correspondence with the DRMO, with enclosures.

   b. Request for inspection of property and report, or affidavit from purchaser supported with photos, etc.

   c. Correspondence with bidders.

   d. Telephone or verbal conversation records.

   e. Evidence of market value.

   f. Transportation cost estimate.

   g. Any other data considered pertinent.

C6. SALES PROGRAM

Enclosure 20 - Guaranteed Description Cases Referred to DRMS

Attachment 2 - Format for Acknowledgment of Misdescription Claim

[ ] We acknowledge receipt of your communication of _____.
(Date)

[ ] Your Claim of Misdescription has been received and is now being reviewed by this office. You will be promptly notified when a determination has been reached.

[ ] Request you hold property intact until notified by this office.

[ ] Matter referred to the following organization for direct reply:

[ ] Reply will be furnished on or about _____.
(Date)

[ ] Other (Specify):

Sincerely,

C6. SALES PROGRAM

Enclosure 20 - Guaranteed Description Cases Referred to DRMS

Attachment 3 - Letter To DRMO Concerning Misdescription Claim

1. Enclosed is a copy of a complaint received concerning the description of Item No.____, IFB_____, which was located at your activity. Also enclosed is a list of firms that submitted bids on the item. It is requested that all available data that may be useful in resolving the complaint be furnished by (insert date - normally 10 workdays.)

2. The following specific data is requested:

a. Statements of any employees who viewed the property and have actual knowledge as to whether the alleged conditions actually existed at the time the property was received by your activity or at any time since, including the time of delivery to the purchaser or his agent. (If the alleged discrepancy is major or is of a nature that would have been readily apparent during the course of handling, the fact that the alleged discrepancy was not observed may be significant.)

b. In the event the foregoing cannot be provided, statement of the person or persons who prepared the description of the property stating the basis for the description reported and the nature and extent of any physical inspection of the property in question. If the property was not inspected, the statement should so state.

c. Statement of security or protective measures in existence at your activity to protect the property in question from damage or change during the above described period and an evaluation as to the likelihood of the alleged conditions to have existed without the knowledge of personnel of your activity.

d. List of firms or persons who may have inspected the property in question.

3. Any other information that may be of assistance in the evaluation and final disposition of the request for adjustment.

Sales Contracting Officer

Enclosure

C6. SALES PROGRAM

Enclosure 20 - Guaranteed Description Cases Referred to DRMS

Attachment 4 - Request To Inspecting Bidders (FORMAT)

Reference is made to Invitation No. _____issued by this Sales Office and to Item No. _____. A copy of the IFB item description page is enclosed.

Records on file indicate that you (your firm) submitted a bid on the item and that you visited the property location prior to bidding and, therefore, may have inspected the item.

Information is requested as to whether the item was in fact inspected by a representative of your firm and whether the property was found to be as described. Specifically, we are interested in whether the item in question (had a motor) (had a generator) (was missing a leg) (or any other alleged shortcomings).

Your early reply to this inquiry will be appreciated.

Sincerely,

Sales Contracting Officer

Enclosure

C6. SALES PROGRAM

Enclosure 20 - Guaranteed Description Cases Referred to DRMS

Attachment 5 - Explanation of the Supplemental Agreement

Whereas the Purchaser's bid price is as indicated for the following item(s):

a. Item 111 - $500.00, and
b. Item 112 - $500.00, and
c. Item 113 - $300.00, and

Whereas the contract contained a limited guaranteed descriptions clause under which, with certain exceptions, the Government guaranteed that the property delivered to the Purchaser under the contract would be as described, and whereas it has been determined that as delivered, the item(s) do not correspond to the descriptions set out in the Invitation in the following manner:

a. Item 111 is a countershaft for a differential rather than a countershaft for a transmission, and
b. Item 112 contains no gear clusters, and
c. Item 113 is in poor condition, and

Whereas the delivery status of the property is as follows:

a. Item 111 - Removed on (enter date), and
b. Item 112 - Removed on (enter date), and
c. Item 113 - Removed on (enter date), and

Whereas, by reason of the above-stated misdescriptions, it has been determined that the following actions will serve the best interest of the Government and purchaser:

a. To adjust the purchase price of Items 111 and 112 pursuant to paragraph b of the clause, and

b. To accept the return of Item 113 to Government control at Selfridge AFB, Michigan, at the Purchaser's expense, on or before (enter date) pursuant to paragraph c of the clause.

Now, therefore, it is mutually agreed between the parties hereto:

1. That the purchase price of Item 111 is hereby reduced to $125.00.

2. That the purchase price of Item 112 is hereby reduced to $250.00.
3. To refund (or credit, as appropriate) the purchase price of Item 113 upon its return to Selfridge AFB, Michigan.

4. That the foregoing constitutes full and complete satisfaction under the limited guaranteed descriptions clause and that the purchaser hereby waives any and all claims, causes of action or other rights which may have accrued, or which may accrue in the future, under Contract No. xx-9089-123.

////NOTHING FOLLOWS////

NOTE: For term contracts, add the following to the last paragraph: resulting from the misdescription.

C6. SALES PROGRAM

Enclosure 20 - Guaranteed Description Cases Referred to DRMS

Attachment 6 - Letter for Supplemental Agreement (FORMAT)

Gentlemen:

Enclosed are a Modification of Contract (Supplemental Agreement) in an original and two copies covering Contract No._____.

Please complete blocks, 12, 13, and 14 on the original and one copy of the agreement and return to this office within 15 calendar days from the date of this letter. One copy of the agreement may be retained for your files pending receipt of a copy of the agreement signed by the Sales Contracting Officer.

Sincerely,

Sales Contracting Officer

Enclosure

C6. SALES PROGRAM

Enclosure 20 - Guaranteed Description Cases Referred to DRMS

Attachment 7 -Denial Letter (FORMAT)

Misdescriptions

Opening Paragraphs

This is in reply to your letter of _____alleging misdescription of Item _____, Sale No. _____.

Shortage Within a Lot

This is in reply to your letter of _____alleging a shortage in Item _____, Sale No. _____, which was offered for sale on a —price for the lotll basis.

Shortages and Misdescription if Appropriate

Second Paragraph

We have contacted the Defense Reutilization and Marketing Office with respect to your complaint and they advise that they have examined the area in which the item in question was located and all property available for sale was delivered.

All Cases

Third Paragraph

Basically, surplus personal property of the Department of Defense is offered for sale —as isll and -where isll with a complete disclaimer of all warranties as to its quantity, kind, character, quality, weight, size, description, or the property‘s fitness for any use or purpose. The only exceptions are set out in the Guaranteed Descriptions clause that appears as Condition 30 on page 6 of the Sale By Reference pamphlet. It guarantees that the property to be delivered will be as described in the Invitation for Bids. However, it contains stated limitations and conditions that must be complied with in order for the purchaser to take advantage of its protection.

Lots. Paragraph b(1) of Condition 30 provides: —No adjustment for shortages of property sold by the _lot‘ shall be allowed unless the purchaser shall notify the Government of such shortage prior to removal of the property from the installation.ll Also, General Conditions Nos. 12 and 14, appearing on page 4, require notification of shortage or loss for property offered for sale by the –lotll prior to its removal from Government control in order to grant relief.

The contract file reflects that the property referred to above was removed on ____and that your initial complaint was posted on _____.

Timeliness. Paragraph b(2) of Condition 30 provides: ―The contract price will not be adjusted or property deleted from the contract pursuant to this clause unless the purchaser mails or otherwise furnishes to the Sales Contracting Officer a written notice, within 30 calendar days from date of removal of the property (60 calendar days from date of importation, whichever is less, for property imported into the United States), that he considers the property to have been misdescribed.‖ The contract file reflects that the property referred to above was removed on _____and that your initial complaint was posted on _____.

Condition - Estimated Total Weight. Paragraph b(2)(b) of Condition 30 provides: ―Stated condition of the property, the total cost of the property, the estimated total weight, the estimated shipping dimensions, suggested uses of the property, and its fitness for any use or purpose are not guaranteed.‖ The contract file reflects that your complaint refers to condition (estimated total weight) of the property.

Other Exceptions‘forwhichnoMonetaryAdjustmentisAllowed. It appears that your complaint primarily concerns the _____of the property for which no monetary adjustment is authorized under paragraph b(2) _____of the Guaranteed Descriptions Clause. However, since it is apparent that the property is not as described in the Invitation in that the _____is _____, you may elect to return Item _____to _____, at your expense. In such event, the Government will refund (or credit your account) the purchase price of the item upon its return. If you wish to elect this option, please advise on or before _____. In the event we do not hear from you further on this matter by _____, we will presume you do not wish to pursue the matter further and will close our file.

Closing Paragraph

In view of the foregoing, it is apparent that there is no authority under the contract to consider your request.

Add if Appropriate:

In the future may I suggest that you promptly determine your complaint and submit it within the timeframe permitted in order to be given proper consideration.

Sincerely,
Sales Contracting Officer

C6. SALES PROGRAM

Enclosure 21 - Debarment

Attachment 1 - Debarment Warning Letter

DRMO _____

SUBJECT: Debarment Warning Letter

Name/Address of Purchaser

Dear Sir or Madam:

Our records indicate that you have failed to perform as a contractor according to the applicable terms and conditions of the following DRMO local sales contracts.

Contract Number
xx-xxxx-xxx
xx-xxxx-xxx

Information indicates that you failed to remove the property for which you contracted despite having been verbally advised of the possibility of debarment action for nonperformance.

Thus it appears that you have demonstrated both a willful failure to perform on sales contracts and a record of unsatisfactory performance in connection with the DRMS sales program. This suggests that you lack the present responsibility to continue as a Government contractor and provides a basis for debarment pursuant to the Federal Property Management Regulation (41 CFR 101-45.600, et seq.) and of Defense Materiel Disposition Manual 4160.21-M, Chapter 7.

The determination of whether or not to propose you for debarment is discretionary and will be made on the basis of your performance record to date on removing purchased Government personal property from local sales and your future performance.

Debarment action may be initiated against you if unsatisfactory performance (non-removal of local sale property) continues. Debarment could extend for a period of up to three years and would include the following consequences:

a. Placement of your firm‘s name on the list entitled Parties Excluded from Federal Procurement Programs, a list maintained by the General Services Administration containing the names of contractors debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government. Debarment is effective throughout the executive branch of the Federal Government.

b. Disqualification from sales contracting. Offers for sales contracts would not be solicited from, sales contracts would not be awarded to, existing sales contracts would not be renewed or otherwise extended for, and subcontracts requiring Government approval would not be approved

for your firm by any agency in the executive branch of the Federal Government, unless the head of the agency taking the contracting action, or a designee, states in writing the compelling reason for continued sales contracting between your firm and that agency.

c. Prohibition of entry of your firm, its employees, or agents on the premises of the National Sales Office or Defense Reutilization and Marketing Office (NSO or DRMO), except to the extent necessary to remove property for which you have previously contracted.

If you have any questions concerning this notice, please call DRMO Sales Contracting Officer _____, commercial number _____.

Sincerely,

Sales Contracting Officer

C6. SALES PROGRAM

Enclosure 21 - Debarment

Attachment 2 - Proposed Debarment Recommendation

DRMO _____

SUBJECT: Proposed Debarment Recommendation

TO: DRMS-G

According to DOD 4160.21-M, Chapter 7, the following report is submitted in support of the recommendation that _____ be debarred from sales contracting with the Federal Government.

a. Name and address of bidder recommendation for debarment.

b. Name(s) of principle officers, partners, owners, or managers.

c. Names of known affiliates (firms/individuals), and a brief discussion of the nature of the affiliation.

d. List defaulted contract numbers (including item numbers) and enclose DRMS Forms(s) 1427 for each defaulted contract. List the reasons or a brief explanation for default.

e. Enclose copies of all relevant documents, to include a photocopy of the pre-sale announcement given at the sale(s) in question, witness statements, and copies of correspondence concerning the contract(s) in question and the contractor‘s history of performance. The following language is recommended.

-I, SCO _____ recommend that _____ be debarred from sales contracting for a period of _____. This recommendation is based on the contractor‘s willful failure to perform on local sales (remove property on two or more occasions) and a history of unsatisfactory performances in connection with the DRMS local sales program.‖

f. Provide any other information which may be pertinent to the debarment case.

SCO Signature

I concur in SCO‘s debarment recommendation.

DRMO Chief Signature

Forward Support Team Signature

C6. SALES PROGRAM

Enclosure 22 - Sales Contracting Review Board (SCRB)

DRMS-B (Disposition Management) Review

1. Membership.

a. Specific voting member appointments for the board of review are:

Chairperson: Director of Disposition Management DRMS-B
Alternate Chairperson: Division Chief, Sales & Reutilization or Controlled Property, DRMS-BB
All DRMS-B Division Chiefs
Cognizant program office representative

b. Ad hoc, non-voting board members are as follows:

Case initiator
Office of Counsel representative

2. General Procedures & Responsibilities.

a. The decision of the board will be reached by majority vote. However, as the focal point for oversight within DRMS, the Director of Disposition Management has the authority to overrule the decision of the board.

b. The case initiator shall distribute board packages via e-mail no less than 1 working day prior to the board meeting. *Exceptions may be made in emergency situations with the prior written approval of one of the sales contracting officer"s supervisors.*

c. In the event the Chairperson and Alternate Chairperson are absent, another DRMS-B Division Chief or Branch Chief will chair the meeting. In no instance will the Source Selection Authority chair the meeting.

3. DRMS-B review requirements.

a. Pre-award Sales contract actions

1) Proposed solicitations IFB with estimated sales price of $100,000 or more shall be reviewed by the SCRB prior to issuance) The Director of Disposition Management Office shall approve exceptions in writing.

2) Proposed sales contract awards of $100,000 or more shall be reviewed by the board prior to award.

3) Sales contract modifications of $100,000 or more shall be reviewed) Pre-priced, previously evaluated sales options are excluded from this requirement.

4) A unique action less than Sales of $100,000 when determined by the contracting officer or one of his supervisors or program office, i.e. those actions under $100,000 that may require specific DEMIL requirements and/or corresponding removal/surveillance plans.

5) All claims shall be reviewed by the SCRB prior to issuance of a final decision) All claims, regardless of dollar value, shall be presented to the sales contract review board (SCRB) **no less than 10 working days prior to the final decision** deadline.

6) All proposed terminations for default.

7) Proposed termination for convenience actions in of $100,000 or more.

8) All termination settlements in of $100,000 or more.

9. All negotiated out-of-court settlement agreements arising under or relating to a contract.

10) All requests for equitable adjustment (REA) greater than $25,000 shall be reviewed by the Board before execution of a modification or decision letter) Board review of requests for equitable adjustment of less than or equal to $25,000 shall be at the discretion of the division chief) All REAs valued at $25,000 or more, shall be presented to the contract review board (SCRB) **no less than 10 working days prior to the final decision** deadline.

11) All requests for proposed suspension or debarment.

12) Demand letters in excess of $25,000.

13) **All** Hazardous Material (HM) sales.

4. The case initiator shall compile a package for review consisting of the following documents:

- IFB
- CMA
- Abstract of Bids
- Award Document
- Pre-award legal review
- TSC documents if applicable

5. Board Recorder Responsibilities. The board recorder is responsible for the following actions:

a. Recording the attendance of Board members.

b. Preparation of board of review minutes for the official contract file. The sales contracting officer shall initial and the Chairperson shall include the following minimum information:

1) Solicitation number, contract number, delivery order or task order number

2) Date of meeting

3) Names and organizational codes of all participants

4) A complete, accurate and concise summary of all the comments made for the record by board participants.

c. Prompt distribution of the minutes of the Board meeting to the case initiator.

d. Maintenance and retention of a Board case register containing a fully executed copy of the sales contracting review board minutes.

6. DRMS-BA will randomly review selected actions below the $100,000 threshold on an annual basis to ensure regulatory and procedural operation compliance. DRMS-BA‘s findings will be forwarded to the Director of Disposition Management.

LEGAL REVIEW

1. Sales Contracting Officers shall ensure legal reviews are accomplished on all solicitations/IFB's and sales contracting actions (i.e. awards and modifications) that are:

a. $100,000 or more

b. Are deemed unique actions by the SCO and/or their supervisor or program office but are under $100,000

c. All HM sales solicitations/IFB's and awards regardless of their dollar amounts

2. Other actions requiring review by the DRMS office of Counsel.

a. All Justification for other than full and open competition requiring certification by the DRMS Director.

b. All disputes, appeals, and final decisions.

c. Requests for equitable adjustments of $25,000 or more.

d. Mistakes in proposal

e. Claims

f. Notice of assignment

g. Recommendations for ratification of an unauthorized commitment

h. Novation agreements or change of name agreements

i. Insurance certificates

j. Protests

k. Late proposals

l. Termination for Default

m. Termination for convenience of the Government for actions that are $100,000 or more. This excludes a termination for convenience action under a delivery or task order issued a term sales or either of the Commercial Venture or Scrap Venture contract when such a termination is taken as a result of a Government administrative error (i.e. a line item is deleted from a task order due to misidentification of the property)

n. Modification to delivery/task orders that are $100,000 or more. This excludes modifications issued as a result of a request from a sales contracting officer's representative (SCOR) to correct a contract line item number (CLIN), or effect weight adjustment on a delivery/task order.

o. Clauses, other than Standard Clauses, which are to be contained in a solicitation/IFB.

3. Legal reviews will be in writing and sent to the Sales Contracting Officer of record.

C7. SCRAP Program

Enclosure 1 - Sources of Precious Metals Bearing Items

Specific items are provided below to assist personnel in identifying precious metals sources.

Electronic Scrap

Circuit cards/boards	Circuit breakers	Connectors
Contacts	Plugs	Relays
Wave guides	Wiring Harness	

Silver Bearing Items

Anode butts	Buss bars	Batteries - (Silver/Copper, Silver/Cadmium, Silver Zinc, & Silver/Magnesium)
Dental wires	Dental powders	Desalting kits
Film and Paper	Jewelry	Plated or washed silver surfaces
Radar antennas	Receiver assemblies	Relay contact points
Tableware	Silver clad base metal	Silver bearing jet engine parts
Silver solders	Silver brazing alloys	Silver Flake

Gold Bearing Items

Brazing alloys	Dental sweepings	Dental scrap
Dental wire	Gold clad parts	Gold connector pins
Gold salts and solders	Jewelry	Optical scrap
Medals	Plating hangers and wires	Relay and contact points
Transistors and diodes	Uniform emblems, buttons and badges	Gold bearing eyeglass frames
Gold plated lapel pins	Gold foil	

Platinum and Platinum Family Bearing Items

Aircraft magnetos	Aircraft relay contact points/breakers	Aircraft spark plugs (platinum)
Dental wire (platinum alloy)	Detonator fuses	Electronic diodes and parts
Electronic tube grid	Evaporators and evaporate dishes	Insignia coding boards
Magnetos (platinum)	Platinum/group catalysts	Platinum foil
Platinum resistor furnace coils	Semiconductors and resistant alloys	Solenoid switches (platinum)
Spinnerets and feeder dies	Telephone switchboards (palladium)	Thermocouple wires
Triodes for various transmitting amplifiers	Voltage regulator	

C7. SCRAP Program

Enclosure 2 - Sales Versus Recovery

1. Precious Metal Bearing Scrap

a. Do not offer scrap containing economically recoverable amounts of precious metals for sale without the expressed written consent of DRMS-BCP. Normally such consent is only given for test sales, although in certain cases such as in the sale of precious metal bearing hazardous wastes, such consent may be given if DRMS determines that recovery may not be cost effective/feasible. When DRMS has made a predetermination to sell the material, a DRMS Form 984 is not needed.

b. Scrap which contains limited amounts of precious metals and for which recovery does not appear cost effective, should be offered for sale without completion of a DRMS Form 984. (This form is found on Adobe Forms.)

2. Precious Metal Bearing Items

a. Do not sell precious metal bearing items listed in C7.2.5.19.3. Instead, but downgrade to scrap and processed for precious metal recovery.

b. Non-listed items containing limited amounts of precious metal for which recovery does not appear cost effective will be offered for sale without completion of a DRMS Form 984.

c. Non-listed items containing recoverable amounts of precious metals may be offered for sale upon completion of a DRMS Form 984.

	REQUIRED	NOT REQUIRED
Scrap:		
- Test Sale		X
- Not Economical to Recover		X
- Economical to Recover		(Sale not Authorized)
Items :		
- Not Economical to Recover		X
- Economical to Recover		X
- Listed in Paragraph D3		(Sale not authorized)

PREPARATION OF DRMS FORM 984
(found in Adobe Forms)

1. Prepare DRMS Form 984 in duplicate. Retain the original with a copy of the Item Description from DNSP and forward a copy to DRMS-BCP.

2. Complete DRMS Form 984 as follows:

a. Enter the Sales Referral List No. and Item No.; the DTID No. (if applicable); a description of the sales item in Block entitled "Usable Property Noun Nomenclature"; the NSN/Pre-Lot No., (if applicable); and the DRMO name.

b. DRMO PMM completes part 1. Disregard the parenthetical instructions following "DRMO CALCULATIONS". The following instructions for entries are keyed to attached sample DRMS Form 984.

(1) Enter the factor(s) for the sales item in the appropriate blank(s) as follows:

FACTORS

	GOLD	SILVER
(a) Items listed in PMMF*	Use PM content from PMMF, converted to troy ounces	
(b) Unused Film ONLY**		
1. Black & White	.26	
2. Color	. 21	
3. Paper	.13	
(c) Electronics	.001	.007

* For items listed in the PMMF, compute the precious metals content by multiplying the quantity of each item times the precious metals content for that item. For sales line items with several NSNs, determine a summary troy ounce total for each precious metal. Enter this total as the troy ounce ("*TO*") figure in Part 1a of DRMS Form 984 and leave the troy ounce per pound and weight entries will be left blank.

** If the sales item consists of more than one category of film, compute the silver content for the weight of each category and a summary troy ounce total determined. Enter this total as the troy ounce ("*TO*") figure in Part 1a of DRMS Form 984. Leave the troy ounce per pound and weight entries blank.

(2) Enter the weight of the sales item in the appropriate blank(s). This will normally be the total weight of the sales item; exceptions are:

(a) When the sales item consists of both precious metals bearing and non-precious metals bearing items, enter the weight of only those items which are precious metals bearing.

(b) When the sales item consists of gold, silver platinum, and palladium bearing property, pro-rate the total weight of the sales item according to the appropriate precious metal.

(3) Multiply each factor by the weight to determine the troy ounces of each precious metal within the sales item.

(4) Enter the appropriate processing/refinery cost per pound for the material within the sales item. Costs are based on commercial recovery contract costs; DRMS-BCP provides costs and quarterly updates by message.

(5) Enter the net weight of material which would be shipped for recovery of precious metals. For lots containing precious metal bearing and non-precious metal bearing material estimate the weight of the precious metal material which would eventually be processed for recovery. For electronics recyclable material this would be the resultant SCL P8E weight.

(6) Multiply (4) by (5) to determine the estimated processing/refinery cost.

(7) Enter the transportation cost per pound for material within the sales item.

(8) Enter the net weight of material that would be actually shipped plus 10% for packaging/packing.

(9) Multiply (7) by (8) to determine the estimated transportation cost.

NOTE: Blocks 7, 8 and 9 are applicable only if the material is shipped. Material picked up by the contractor at the DRMO will not have an additional transportation cost as the contractor's transportation cost is included in the refining cost.

(10) Enter the packing, crating and handling (PC&H) cost per pound for material that would be shipped.

(11) Enter the same weight as entered in (5).

(12) Multiply (10) by (11) to determine the estimated cost of preparation of material for shipment.

NOTE: Costs for transportation (7) and PC&H (10) should be obtained from host activity. Material picked up by the contractor at the DRMO will not have host transportation or PC&H costs.

(13) Enter the total of entries in (6), (9) and (12); this represents the estimated total cost for recovery/refining of precious metal bearing material within the sales item.

c. Upon receipt of DRMS Form 984 and DLA Form 1366 the entries in Part 1 will be reviewed by the PMM. Use these entries for preparation of the Minimum Acceptable Prices article to be included in the Invitation for Bid (IFB). Annotate the IFB item number on DRMS Form 984 and the forms provided the Sales Contracting Officer (SCO) with each IFB.

(1) The SCO completes Part 2. Specific instructions for entries are keyed to attached sample DRMS Form 984.

(a) Enter the base price for the precious metals in the appropriate blank(s). The base price is the latest price quoted by Handy and Harman prior to bid opening date. The SCO obtains the price no later than 10:00 AM, local time, on the day before bid opening.

(b) Enter the troy ounce figure(s) entered in Part 1a in the appropriate blank(s).

(c) Multiply (a) by (b) to determine the value of each precious metal within the sales item.

(d) Enter the total of entries in (c); this will represent the value of recoverable precious metals within the sales item.

(e) Subtract total cost (line 1b(4)) from the total value (line 2a(4) and enter the resultant figure; this represents the minimum acceptable price for the sales line item.

(2) Provide the minimum acceptable price to bidders who inquire after 10:00 AM, local time, on the day before bid opening. This also used by the SCO for bid evaluation purposes.

Use Part 3, Remarks, to enter any computations necessary to determine the factor(s) to be used; to compute the quantity(ies) of precious metals within the sales item; or to reflect any additional information and/or computations as may be necessary.

C7. SCRAP Program

Enclosure 3 - Factors For Precious Metals Shipments

Use factors, when necessary, to determine the value of precious metals scrap for shipment. Multiply the appropriate factor by the quantity to be shipped (pounds for "P" codes and grams for "V" codes) to determine the estimated troy ounces of recoverable precious metals. Determine the value of the shipment by multiplying the troy ounces by the current market value of the appropriate precious metal.

SCL	FACTOR	PRECIOUS METAL
PB1	5.98	Silver
PB2	2.63	Silver
PB4	2.22	Silver
PB5	1.45	Silver
PB6	2.64	Silver
PSC	1.65	Silver
P05	0.52	Silver
P06	0.27	Silver
P07	3.22	*
P08	3.22	*
P12	2.64	Silver
P13	*	Gold/Silver/Platinum/Palladium
P8A	.032	Platinum
P8B	.579	Silver
P8C	.032	Gold
P8G	*	Gold/Silver/Platinum/Palladium
P81	.032	Platinum
P83	*	Platinum
P84	.321	Silver
P87	*	Gold/Silver/Platinum/Palladium
VCS	*	Gold/Silver/Platinum/Palladium
VGM	.02475	Gold
VPM	.0289	Platinum
VSF	.0289	Silver
VSM	.0289	Silver

* Contact DRMS-BCP for determination on a case-by-case basis.

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Enclosure 4 - DD Form 1348-1a - Documentation Requirements For Shipment Of PM From Feeder Sites

(Form is available on Adobe Forms.)

The following information on the DD 1348-1A is the minimum information required for shipment/pick-up of **precious metals bearing scrap**:

1. Appropriate SCL code - See CAT Book.

2. Appropriate unit of issue and quantity of material being shipped/picked up.

3. DRMO Document Number. For pick-ups by a recovery contractor, use the DRMS-BCP provided requisition number that comes with the delivery order.

4. DODAAC and in-the-clear address and name of the DRMO. Ensure address is the correct and complete mailing address so contractors can return a completed DD Form 1348-1A.

5. Destination address. For recovery contractors, the address will be provided by DRMS-BCP with the delivery order.

6. Noun description of material being shipped/picked-up. (SCLs P06 or PSC must also include the number (each) of the steel wool cartridges (P06) or passive silver cells/cores (PSC).)

7. Additional required information as follows (may be entered on the reverse side of the document, or on attached paper, if necessary):

a. When shipping SCL VSF, include the total number of individual packages such as card board boxes, plastic bags, cans, etc., in the shipment and the statement that -weight is gross weight and includes packaging.‖

b. Enter the number of containers. Piece count tri-walls.

c. For pickup by a recovery contractor also include:

(1) The contract, delivery order and CLIN/SUBCLIN numbers.
(2) Truck seal number. If DRMO has no seals prior to contractor pickup contact DRMS-BCP with a request for seals.
(3) State whether the quantity is a net weight. (Net weight is defined as the actual weight of material without any packaging, containerization or addition of extraneous material. If the quantity is other than a net weight, state what packaging, containerization, etc., contributed to determining the weight.
(4) Gross/total weight. (Gross weight is defined as the net plus tare).

d. Signature(s) of DRMO precious metals weigh master and disinterested witness, or person(s) involved in the outloading of the property, and date that property is outloaded.

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Enclosure 5 - Precious Metals Recovery Equipment/Supplies

DRMS-BCP will perform the following tasks.

1. Determine requirement for precious metals equipment/supplies to satisfy generator requirement.

2. Generating Activity will submit equipment/supply requests by mail, facsimile or telephone to DRMS-BCP. Address below:

Defense Reutilization and Marketing Service
Attn: DRMS-BCP
HDI Federal Center
74 N. Washington Avenue
Battle Creek, MI 49037-3092

Phone: DSN 661-7071 or COMM 269 961-7071
Facsimile DSN 661-4047 or COMM. 269-961-4047.

3. DRMS-BCP will initiate filling the equipment/supply orders from stock or through purchase actions.

4. Equipment/Supplies shipped require documentation to be obtained from the generator as proof of receipt. Generator should sign and date the DOD Form 1149 created by DRMS-BCP when the equipment/supply order is filled, retain a copy for the generator records, and return the original document to DRMS-BCP.

C7. SCRAP Program

Enclosure 6 - Precious Metals Recovery Program

Attachment 1 - Glossary Of Terms, Abbreviations And Conversions For Precious Metals Program

These terms, abbreviations and conversion tables are designed to assist DRMOs and other field activities in their PMRP responsibilities. These terms and abbreviations are for general use throughout DRMS.

A. TERMS:

1. Alloy - A substance composed of two or more metals.

2. Batteries - Two or more galvanic cells connected together to produce electric energy. Used in torpedoes, aircraft and missiles.

3. Collecting Tank - A container intended to receive and hold hypo solution containing silver for processing at a recovery site.

4. Current Market Value. The dollar value of recoverable precious metals contained in the item or recyclable material.

5. Electrolytic Recovery Unit - An item of equipment designed to recover silver from spent hypo solution through electrolysis.

6. Electronic Scrap Material - Electrical and electronic equipment/scrap containing precious metals.

7. Film - A thin, flexible, transparent sheet or strip of acetate or similar material coated with a light sensitive emulsion, used for taking photographs or motion pictures.

10. Fine or Fineness (As related to precious metals) - A measure of purity of gold, silver and platinum which is often expressed in parts per thousand, e.g., 0.995 fine. The value of a precious metal depends upon its percentage of fineness.

11. Gold - Yellow-colored metal which does not tarnish in air but is tarnished by sulfur. Its chemical symbol is ***Au***.

12. Hypo - A photographic fixing agent that acts as a solvent for silver in the photographic/radiographic development process.

13. Iridium - Silver-white metal of the platinum family that does not tarnish in air. Its chemical symbol is ***Ir***.

14. Osmium - A hard, white metal of the platinum family. Its chemical symbol is ***Os***.

15. Palladium - Silver-white metal that does not tarnish in air. A good electrical conductor; its chemical symbol is ***Pd***.

16. Platinum - Silvery-grayish-white metal that does not corrode or tarnish. Its chemical symbol is ***Pt***.

17. Precious Metals - Gold, silver and platinum family metals, platinum, palladium, iridium, osmium, rhodium, and ruthenium.
18. Precious Metals Bearing Item - An item that contains one or more of the precious metals.

19. Precious Metals Bearing Scrap - Scrap material that contains precious metals in its composition.

20. Precious Metals Master File (PMMF) - A file containing all the NIINs known to contain precious metals. This file is provided to DRMOs and generators.

21. Precious Metals Recovery Program (PMRP) - A DOD program for the recovery, refinement, storage and utilization of precious metals derived from excess/surplus items, recyclable material and photo fixing solutions for use as Government Furnished Material (GFM).

22. Refine - To remove or separate impurities and reduce precious metals to a fine state or purified product.

23. Rhodium - A silver-white metallic element of the platinum family; 12 times heavier than water and melts at 3600~F. Its chemical symbol is ***Rh***.

24. Ruthenium - A hard white metal of the platinum family. Its chemical symbol is ***Ru***.

25. Silver - A soft white metal which resists oxidation but tarnishes in air. Its chemical symbol is ***Ag***.

26. Silver Test - A test for the presence of silver in spent hypo solution.

27. Sulfiding - A chemical change that takes place in hypo solution if the current setting of the recovery unit is too high or if current is allowed to continue to flow through the solution after all silver has been removed. Characterized by the rotten egg smell of hydrogen sulfide.

B. ABBREVIATIONS:

1. **Ag** - Silver
2. **Au** - Gold
3. **CMV** - Current Market Value
4. **GFM** - Government Furnished Material
5. **Ir** - Iridium
6. **Os** - Osmium
7. **Pd** - Palladium
8. **PMIC** - Precious Metals Indicator Code
9. **PMMF** - Precious Metals Master File
10. **PMRP** - Precious Metals Recovery Program
11. **Pt** - Platinum
12. **Rh** - Rhodium
13. **Ru** - Ruthenium

C. CONVERSIONS:

-MULTIPLYBY‖TOOBTAIN:

1. Pounds (avoir) 453.592 Grams
2. Ounces (troy) 31.103481 Grams
3. Ounces (avoir) 28.349527 Grams
4. Kilogram 1000.0 Grams
5. Carat/Karat 0.2 Grams
6. Pounds (avoir) 14.5833 Troy Ounces
7. Grams 0.03215 Troy Ounces
8. Ounces (avoir) 0.9115 Troy Ounces
9. Ounces (troy) 0.06857 Avoir Pounds
10. Pounds (troy) 0.8228571 Avoir Pounds
11. Kilograms 2.205 Avoir Pounds
12. Gram 0.0022 Avoir Pounds
13. Gallon (U.S.) 3.78543 Liter
14. Liter 0.219973 Imperial Gallon
15. Grains 0.002084 T.O.

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Enclosure 5 - Precious Metals Recovery Program

Attachment 2 - Shipping Instructions for Precious Metals Bearing SCLs

SCL:	Description:	CONUS DRMOs	European DRMOs	Pacific DRMOS
P02	hypo solution	A	A	A
P04 & P05	Film & Film Ash (silver bearing)	B	E	F
P06, PSC, & VSF	Cartridges, Cells & Flake (silver bearing)	B	E	F
P81, P83, P84, P87, P8A, P8B, P8C, & P13	Low grade scrap	B	E	F
VCS, VSM, VPM & VGM	High grade scrap	B	E	F
P8E	Sorted electronic scrap	B	E	F
PB1, PB2, PB4, PB5, PB6, & P12	Batteries (silver bearing)	B	E	F
P07 & P08	Cyanide/acid based liquids, salts, sludges, etc.	C	C	C
P24	Unsorted electronic scrap	D	D	D
A = PROCESS ON-SITE AT GENERATOR LOCATION DRMOS DO NOT PHYSICALLY RECEIVE.				
B = HOLD ON-SITE PENDING DISPOSITION INSTRUCTIONS FROM DRMS-BCP FOR PM CONTRACTOR PICKUP.				
C = REQUIRES DISPOSITION INSTRUCTIONS FROM DRMS-BCP				
D = HOLD ON-SITE PENDING DISPOSITION INSTRUCTIONS FROM DRMS-BCP FOR DEMAN CONTRACTOR PICKUP.				
E = SHIP TO DRMO JACKSONVILLE, FL, CONTACT DRMO PRIOR TO SHIPMENT.				
F = SHIP TO DRMO LEWIS, WA, CONTACT DRMO PRIOR TO SHIPMENT.				
NOTE: * Some commodities/SCLs from Europe and/or Pacific areas may require the costs of transportation to be computed prior to shipping to the CONUS DRMOs and evaluated against the value of the material if it is to be recycled for the precious metals content. Contact DRMS-BCP for assistance in this matter.				

C7. SCRAP Program

Enclosure 7 - Reconciliation of SCL Accounts Using DAISY Consolidated Inquiry

Scrap reconciliation should be performed on a fairly frequent basis (weekly or monthly, depending on the DRMO's operation). A valuable tool from DAISY that may be used for reconciliation is a Consolidated Scrap Inquiry. Another valuable tool is a Scrap Site/Storage Control Register, which lists scrap locations and their status. Generally, the Scrap Site/Storage Control Register should be reviewed and updated daily to ensure that DRMO personnel (especially receiving and marketing staff) are aware of newly established SCL/SCT locations.

<u>DAISY Consolidated Scrap Inquiry.</u>
Instructions are provided below to obtain a Consolidated Scrap Inquiry from DAISY:

a. Access DAISY's main menu.
b. Select the –Inquiries‖ menu.
c. Select —Consolidated Inquiries‖ (or, if desired, select Batch Consolidated Inquiries).
d. Select —scrap inquiry.‖
e. Create the search criteria by typing in an asterisk (*) in the SCL/SCT PREFIX field. Then, <Tab> over to the DRMO RIC SFX field, input the desired suffix, and press <F3> to Find. DAISY will show that it is finding the records. After completion, DAISY will show the number of records found in the upper right hand corner of the screen. The message at the bottom of the screen will read: <F1> to exit or create report, <F13> to prepare another inquiry. Select <F1> to create the report.
f. DAISY will then display a —Specify Sort‖ menu. Then select the field to sort by. Or leave it unspecified and press <F9> to update. Most either sort by the SCL/SCT or the Site/Storage Location.
g. Next DAISY will provide a screen where a Report Title may be input. This may be left blank, but it is suggested that the report is titled —Scrap Reconciliation, and DATE.‖ For example, the title may read: —Scrap Reconciliation, 31 March 2002.‖
h. Press <F9> to send the report to DAISY Access Reports. The Access Report number will be displayed on the screen briefly. It is suggested that this number be written down at this time to make it easier and quicker to retrieve from Access Reports.
i. Access the report, print if desired, and review it.

<u>Reviewing and Analyzing the DAISY Consolidated Scrap Inquiry</u>.

a. *SCL/SCT and DEMIL Code*. Review these questions: Is there more than one site using the same SCL and DEMIL code? Can they be consolidated? Can or should some of them be closed out?

NOTE: In the past the practice was to keep a pound of scrap in the pile in order to keep a certain Term (SCT) scrap pile open.

DAISY would not permit shipping the total quantity in the scrap pile, without closing the scrap pile (RSC Z). Also with the SCT scrap pile in RSC Z, new weight could not be added to the same SCT pile number. Keeping one pound of scrap in the pile was usually done for term scrap sales to retain the SCT number. The disadvantage in doing this is, until a scrap pile is closed,

all DAISY records going into that pile would be associated with this pile, and the records would not purge off from DAISY. The result was an ever-increasing number of records associated with that pile, more time-consuming and unmanageable research (due to the number of records and transactions that must be reviewed and/or scrolled through.) In addition, large numbers of open, unneeded, records slow the performance of DAISY. For term scrap piles (SCTs), the entire eight of the scrap pile may be shipped, the pile may be kept open, and scrap weight may continue to be added to the same SCT number. Follow this procedure: When using the Sale/Shipment (Scrap) process (udaz3101), answer *"No"* to the DAISY question: *"Do you want to close this scrap pile? Please enter Y or N:"* Answer *"No"*, to keep the scrap pile open, so new weight may be continued to be added.

NOTE: This only works for term scrap piles. When local (SCL) scrap piles are closed, one must wait until 150 days after the pile is closed to reuse the same Scrap ID (stated differently, the criterion is RSC Z + 150 days).

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Enclosure 8 - Abandonment - Commercial Landfill

FINDINGS: Property listed has no R/T/D or sales potential, nor any value for basic material content, and/or charitable donation is not feasible, and/or sale of property is uneconomical pursuant to the economy formula (property to be buried in commercial landfill).

Public notice not given because property value is so little that its retention __•___ or advertising __ •___ or sale is clearly not practical (check block, if appropriate).

Abandonment action is approved.

_____

DRMO CHIEF SIGNATURE DATE

I certify these items were abandoned in the manner authorized by DOD 4160.21-M and other applicable regulations.

_____

ABANDONMENT OFFICER DATE

I have witnessed the abandonment of this property by delivery to a commercial landfill hauler/ operator.

_____

DRMO WITNESSING PARTY DATE

C7. SCRAP Program

Enclosure 9 - Abandonment - Government Owned Landfill

FINDINGS: Property listed has no R/T/D or sales potential nor any value for basic material content, and/or charitable donation is not feasible, and/or sale of property is uneconomical pursuant to the economy formula (property to be buried in commercial landfill).

Public notice not given because property value is so little that its retention __•___ or advertising __•___ for sale is clearly not practical (check block if appropriate).

Abandonment action is approved.

_____

DRMO CHIEF SIGNATURE DATE

I certify these items were abandoned in the manner authorized by DOD 4160.21-M and other applicable regulations.

_____

ABANDONMENT OFFICER DATE

I have witnessed the abandonment of this property by delivery to a commercial landfill hauler/ operator.

_____

DRMO WITNESSING PARTY DATE

C7. SCRAP Program

Enclosure 10- SOP for Scrap Venture (SV) Transactions

Subject: **Standard Operating Procedures (SOP) for Scrap Venture (SV) Transactions**	Date Revised: **October 19, 2009**
Reference: **(Amendment to DRMS-I 4160.14, Section 2, Chapter 7)**	Issuing Office: **DRMS-BBS**

Actions or Tasks	Assigned to:
This SOP is designed for use by DRMS, DRMO, and Contractor personnel with the sole purpose to set forth standards for SV contract administration. To ensure accurate cost tracking it is imperative that all time expended toward this contract is exception reported correctly. **DRMO SV POC's, use the Scrap Venture Support cost accounting code 80001S0006 when performing all duties under the SV contract.**	**GENERAL**
A. WRITTEN APPOINTMENT: Assign one DRMO SV POC and one alternate. The list of assigned individuals, along with a DSN and commercial telephone number and e-mail address, shall be provided to the Sales Contracting Officer (SCO). **The SCO must be notified immediately when the DRMO SV POC or alternate changes.** Most issues at the DRMO that arise when dealing with the SV partner can and should be handled at the local level, elevating to the SCO only in situations which cannot be resolved at that level or matters concerning contractual changes or modifications.	**DRMO**
B. FACILITIES & EQUIPMENT: 1. Identify space allocations and utility services. 2. Identify available Material Handling Equipment (MHE) available to the SV Contractor as either shared or dedicated. a. Shared equipment will be the responsibility of the Government for the maintenance and upkeep and all associated costs. b. Dedicated equipment will be the responsibility of the SV Contractor for the maintenance and upkeep and all associated costs. **NOTE:** SV dedicated MHE may only be operated by the SV Contractor who will comply with Host Installation requirements	**DRMO SV POC & SV CONTRACTOR**

Actions or Tasks	Assigned to:
with regards to obtaining the necessary licenses and permits. **DRMO personnel will not have access to dedicated MHE except in instances where the SV Contractor is not present to perform off-loading. DRMO personnel may have access with the SV Contractor's approval.** **NOTE:** EMACS input is required for all DLA owned equipment including that dedicated to SV. The SV Contractor will provide maintenance updates to the DRMO SV POC for updating EMACS. The MHE list provided by the SV Contractor will act as the hand receipt. **NOTE:** MHE equipment, dedicated and/or shared, that is damaged as a result of misuse or abuse will be the responsibility of the user. 3. Issuance/transfer of keys to the SV Contractor to gain facility access will be permitted. If permitted, the SV Contractor information must be included in the "Key Control" register.	
C. TRANSFER OF EXISTING SCRAP INVENTORIES: 1. After existing DRMS term sale contracts expire, any remaining weight balances shall be transferred into a newly created **SCT** assigned to the SV contract. (99-4001-0004, item 1, BOD December 16, 2004, Bidder ID 3001287933, Type Sale Code 1). (XS9). 2. Future receipts of scrap will have the weight added to the newly assigned **SCT** or if none currently exist, it shall be created. (All SCLs under the purview of the SV contract will carry an **SCT** in the DAISY account.) **NOTE:** Off-site scrap accumulations should carry a different site code or site location to the **SCT** for the purpose of identifying receipts, removals and balance on hand.	**DRMO SV POC**
D. COORDINATE TURN-IN AND DISPOSITION NEEDS OF GENERATORS: 1. DRMO SV POC will convey disposition needs of all Generators to include special handling requirements to the SV Contractor for off-site generations. (i.e., type of property, expected generations, containers required, locations, weighing responsibilities, etc.) 2. DRMO SV POC is responsible for scheduling turn-ins with the Generators and provide schedule to the SV Contractor. **The turn-in request will be required before an actual schedule can take place. Either the generator will have to go out to the website and fill**	**DRMO/DRMO SV POC & SV CONTRACTOR**

Actions or Tasks	Assigned to:
out the request, or they will call and the Local Scheduler will have to fill out the request when they open the appointment on the Calendar. The request form has been split up into five separate pages: the Generator Information Screen, the Contact Information Screen, the Load Information Screen, the Review Screen, and the Confirmation Screen - click https://www.drms.dla.mil/scheduling/generator/turn-in. Edited 26 Aug 2009. 3. DRMO SV POC will convey special Host Installation requirements to the SV Contractor such as spring clean-up projects, receipt of bulk scrap in place, etc. **E. EXCLUDED SCRAP PROPERTY:** 1. *DEMIL Required Property 2. Precious Metal Scrap 3. Range Residue Scrap 4. Hazardous Scrap Property 5. Electronics Scrap assigned to the Demanufacturing Contract. 6. DEMIL A, B and Q scrap requiring mutilation and identified under SCL's MUT, MFS, CSI and property identified as SALD will be shipped to your respective Centralized DEMIL Center (CDC). * DEMIL property too large to **cost effectively** ship to the CDC **may** be offered under the SV contract as "additional" property and will be sold as DEMIL as a Condition of Sale (DCS) property. ****MUT, MFS, CSI and SALD property too large to cost effectively ship to the SV Mutilation Contractor site may be kept on site and offered under the SV contract with Mutilation as a Condition of Sale. (MCS)** **NOTE:** Further guidance will be provided if it becomes apparent that the aforementioned property be added to the SV Contract under the SV IFB section titled "Additional Property".	**DRMO/DRMO SV POC & SV CONTRACTOR**
F. RECEIPT OF SCRAP (XR2): 1. DRMO SV POC will verify accuracy of the turn in document, visually inspecting conveyance for Hazardous or Special Handling type property. 2. The turn in document will indicate the appropriate Standard Waste and Scrap Classification (SCL) code consistent with the scrap being turned in, if known. Example: (Irony Aluminum, D1D, Copper Cable, D4B, Light Steel, E1K,	**DRMO SV POC & SV CONTRACTOR**

Actions or Tasks	Assigned to:
etc.) 3. Mixed metal scrap turned in should be classified as **H13/H24** or according to the predominate metal using its corresponding SCL code. **NOTE:** H13/H24 will be used at a minimum. 4. If scrap being received is DEMIL A and verification is made, the DRMO SV POC will assign the scrap receipt to the appropriate existing **SCT** (assigned with A DEMIL) or create one. If DEMIL code is B or Q, assign the scrap receipt to the appropriate existing **SCT** (assigned with B DEMIL) or create one. 5. If turn-in document is incorrect and resolution with the generator cannot be accomplished then the material is rejected and the DRMO SV POC will complete the 917. 6. If material is accepted, direct the property after weight is verified, to the scrap yard to allow the SV contractor to offload and store. Provide a copy of the turn-in document to the SV Contractor along with supporting documentation such as refrigeration/container certification, inert certifications, etc. 7. Update the DAISY scrap records for receipts, including any reimbursement data. If receipt inputs into DAISY are not done on a daily basis, all receipts for **MUST be input by Friday of the week in which receipts occurred.** 8. **Scrap generated as a result of the Demanufacturing contract will remain in placeat the DEMAN facilityand the SV contractor will resell the scrap in-place. Once the scrap has been removed by SV's contractor, HQ DRMS will input the removal data.** **G. RECEIPT OF DOWNGRADE (XR3):** **Usable property that is downgraded to scrap will be processed by the DRMO and will be assigned the proper Standard Waste and Scrap Classification (SCT) code and assigned to the SV contract number. DRMO will physically place material in the DRMO designated staging area.** 1. **After downgraded property (XR3) has been placed in the "staging" area or transferred directly to the scrap yard, the DRMO SV POC will ensure the correct SCT's were used and take the necessary action (scrap breakdown) to correct any discrepancies.** 2. Property along with all associated packing material and attached dunnage is then physically	**DRMO RECEIVER/DRMO SV POS & CV/SV CONTRACTOR**

Actions or Tasks	Assigned to:
moved from the "staging area" to the Scrap yard by your current method. i.e., SV Contractor or the Generating Activity. **NOTE:** If XR3s are shipped directly to the scrap yard from an impacted site, the SV Contractor will off load scrap after the DRMO SV POC completes step 1 above.	
3. The SV/CV Contractor is authorized to request scrap be upgraded per the SV contract under "Challenges". With DRMO approval, item will be upgraded to a useable item and processed through RTD.	**DRMO/DRMO SV POC & SV CONTRACTOR**
H. WEIGHING OF SCRAP: 1. DRMO SV POC/Alternate will act as the Primary Weigh master. 2. SV Contractor will act as Secondary Weigh master. **NOTE:** Ensure SV POCs are provided an appointment letter. 3. For removals at off-site locations, the primary weigher will be identified in the MOU which may include the generator. **Ensure weight tickets are received no later than 48 hours from removal of property.**	
4. The DRMO is responsible to ensure that DRMO scales are certified annually. **NOTE:** Host Installation operated scales will continue to be certified through their **Host Installation** contract.	**SV CONTRACTOR**
I. STORAGE/HANDLING: 1. Off-loading, sorting, segregating, storage **and removals** will be the responsibility of the SV Contractor. 2. The SV Contractor will be responsible for the disposal of all trash, dunnage and packaging from their sorting and segregating processes, by using the current disposal methods available to the DRMO. **NOTE:** The SV Contractor will not be responsible to handle/dispose of trash, dunnage and packaging from the **DRMO** processing of usable property. 3. SV Contractor is allowed to physically maintain separate piles of scrap accumulations identified/received as DEMIL B and Q	

Actions or Tasks	Assigned to:
(MLI/CCLI), from DEMIL Code A, **NON** Munitions List Items/Commerce Control List Items (MLI/CCLI) **provided** this procedure does not impact property flow or storage capacity. **J. RE-SALE/REMOVALS:** 1. All scrap property under the purview of the SV Contract will maintain the SV Contract Identification from receipt to removal in DAISY transactions. 2. SV Contractor will escort all sales customers. 3. **SV Contractor will witness and attest to the mutilation process for all scrap that requires mutilation except scrap identified in Section E. SV Contractor will complete, sign and date a certificate of destruction for that removal and provide to the Sales Contracting Officer in a monthly report. Mutilation will be performed by:** **a. Generator/SV Contractor prior to sale.** **b. Resale purchaser prior to removal of property, where mutilation is authorized.** **c. Resale purchaser at the purchaser's facility.** 4. **DRMO SV POC will witness and attest to at least 3 mutilation processes in a calendar year quarter whether in the scrap yard location or at the re-sale Purchaser's facility. The DRMO SV POC will affix their name, date and signature along with the SV Contractor's on the SV provided Certificate of Destruction and maintain a copy in their contract file. A copy of SV's Certificate of Destruction Term Contract and Spot Sale is found in Enclosure 11.** 5. SV Contractor will out load all sales removals. 6. SV Contractor will provide DRMO SV POC with appropriate SCT for property being removed.. 7. DRMO SV POC will weigh conveyance and annotate the weight ticket with the appropriate **SCT** accumulation being removed and provided by the SV Contractor. DRMO SV POC will provide the SV Contractor with a copy of the weight ticket. 8. DRMO SV POC will input the removal data in	**DRMO SV POV/SV CONTRACTOR**

Actions or Tasks	Assigned to:
DAISY (XS0 transaction) using the corresponding **SCT** and weight from the weight ticket and use $0.01 for the entire proceeds entry. If removal inputs into DAISY are not done on a daily basis, **inputs MUST be completed by Friday of the week in which removals occurred.** (99-4001-0004, item 1, BOD December 16 2004, Bidder ID 3001287933, Type Sale Code 1).	
9. For Receipt/Removal transactions using a wash-post method (off-site Generators providing 1348's and weight tickets for turn-ins/removals at the end of the month), the removal transaction (XS0) shall be input one week **AFTER** inputting the receipt information. Edited 10 Mar 2008.	**DRMO SV POC/SV CONTRACTOR**
K. SCRAP RTD:	
1. DRMO SV POC provides to SV Contractor and SV SCO all requests/authorization documentation from the RTD customer.	
2. Upon SCO approval, DRMO SV POC will transfer the weight from the **SCT** (under the SV Contract) to an SCL (not assigned to the SV Contract). The property will be issued from that SCL or may be upgraded to usable item and then issued to the RTD Customer. The DRMO SV POC will update the DAISY inventory and report the adjustment to the SCO via e-mail notification.	**DRMO SV POC**
L. CONTRACT FILE:	
1. DRMO SV POC shall maintain a monthly file for receipts ((XR2s, XR3s, Scrap Tally, **Mutilation Certificates (with DRMO SV POC signatures)** etc.)), or maintain/update **Web DOCS** if available. **Edited 8 Oct 2008.**	
2. DRMO SV POC shall maintain a monthly file for removals (weight tickets, adjustments, etc.) or maintain/update **Web DOCS i**f available. **Edited 8 Oct 2008.**	
NOTE: Files will be kept at the DRMO level. **NOTE:** This does not eliminate the requirement to provide the SV Contractor with copies of these documents.	

Actions or Tasks	Assigned to:
M. QUARTERLY SCRAP RECONCILIATION: 1. DRMO SV POC will perform scrap reconciliation once a quarter, using a current DAISY scrap inventory and performing a walk-around check with the SV Contractor **if available. (May require prior notification).** Approved adjustments will be performed using weight gain (XAS) or weight loss (XAP) transactions based the actual balances left on ground matched against your DAISY scrap record. **Do not** adjust your inventory to match the SV Contractor's records. **NOTE:** Scrap piles traditionally sold or currently being sold by SV using term contracts will only be adjusted if a significant weight discrepancy exists (20,000 pounds or greater). Coordination and approval will be through the DRMO SV POC, DRMO Site/Area Manager and SCO. SV Contractor shall convey to DRMO POC which scrap piles are sold as term sale contracts. 2. DRMO SV POC shall notify the SV Contractor and recover any scrap discovered in a scrap accumulation that falls under the definition of excluded property (paragraph E). The DRMO SV POC will adjust the weight of the item from the appropriate **SCT** accumulation in DAISY. Item shall be handled thereafter in accordance with the guidelines set forth for Special Handling Type Property. 3. DRMO SV POC shall notify the SCO via e-mail after performing any adjustments made to the DAISY inventory resulting from adjustments/input errors. (Ex. Remove 100 pounds from **SCT D1D** after discovery of item being DEMIL required or User input 100,000 pound into **SCT** E1K, in lieu of 10,000 pounds).	**DRMO SV POC & CV CONTRACTOR**
N. HOST INSTALLATION REQUIREMENTS: 1. DRMO SV POC shall convey all applicable inspection and safety regulations including regulations relating to Material Handling equipment. 2. DRMO SV POC shall convey all requirements for special handling type property, i.e., Proper receipt and storage of refrigerators, cylinders, etc. to include affixing warning labels, **empty**	**DRMO/DRMO SV POC & SV CONTRACTOR**

Actions or Tasks	Assigned to:
certifications and notices, etc.	
O. DRMS WEEKLY CHECKLIST (DRMS FM 2000): 1. DRMO SV POC/DRMO will provide a completed copy of **DRMS Inspection Log CAMS Version** to the SV Contractor whom shall comply with any issues regarding the scrap yard. 2. DRMO SV POC will notify SCO within seven (7) days should the SV Contractor fail to comply.	**DRMO/DRMO SV POC & SV CONTRACTOR**
P. HOUSEKEEPING: 1. DRMO SV POC will periodically inspect the Scrap Yard for cleanliness and notify the SV Contractor of any issues of concern. 2. DRMO SV POC will notify SCO within seven (7) days should the SV Contractor fail to comply	**DRMO SV POC & SV CONTRACTOR**
Q. REMOVAL TIMEFRAMES: 1. The SV Contractor is under no timeline to remove property. However the DRMO SV POC will notify the SV Contractor to remove property within thirty (30) days after notification should the following occur: a. Scrap accumulations are impacting available DRMO storage capacity b. Scrap accumulations cause a disruption in property flow. c. Scrap accumulations subject to quantity limitations (i.e., 500 each maximum number of scrap tires). d. A request from the Host Installation Commander. 2. Off-site accumulations of Scrap stored in SV Contractor or their Resale Purchaser's provided containers will be removed and containers replaced within five (5) a days after notification to the SV Contractor.	**DRMO SV POC & SV CONTRACTOR**
R. SALES CONTRACTING OFFICERS (SCO): 1. The SCO is responsible for the execution of the SV sales contract. These responsibilities include, but are not limited to, contractual changes and modification to the contract. They are also responsible for the monitoring and administering of the day-to-day processes of the sales contract.	**Sales Contract Officer (SCO)**

Actions or Tasks	Assigned to:
The SCO assigned is your first and primary POC for all SV related matters. In the event that your primary SCO is unavailable, please refer issue to the other. **PRIMARY: MR. GREGORY ORTIZ,** **DSN 661-7558, FAX 4020** **E-MAIL – greg.ortiz@dla.mil** **SECONDARY: MS. LAURIE CLARK,** **DSN 661-7141, FAX 4020** **E-MAIL – jodi.cullingford@dla.mil**	

C7. SCRAP Program

Enclosure 10- SOP for Scrap Venture (SV) Transactions

Attachment 1 - Processing Reimbursable Receipts For Scrap Venture

Added 14 Feb 2008.

In order to ensure correct processing of reimbursable scrap receipts, follow the steps below:

Validating the TID:

1. Check the turn-in document (TID) to see if there is a fund citation **listed. If there is a fund citation listed, process the receipt as reimbursable. If there isn't a fund citation listed, but the customer has a known qualified recycling program and the property qualifies, contact the generator and obtain the fund citation, write it on the document, and process the receipt as reimbursable. If the fund citation is not listed and cannot be obtained from the generator, or the property does not qualify, the receipt should be processed as non reimbursable.** Added 10 Mar 2008.

2. If the receipt is reimbursable, first check the Reimbursement Tracking System in DAISY (Option 8 in the Marketing menu) to see if the DODAAC is loaded (Figure 1).

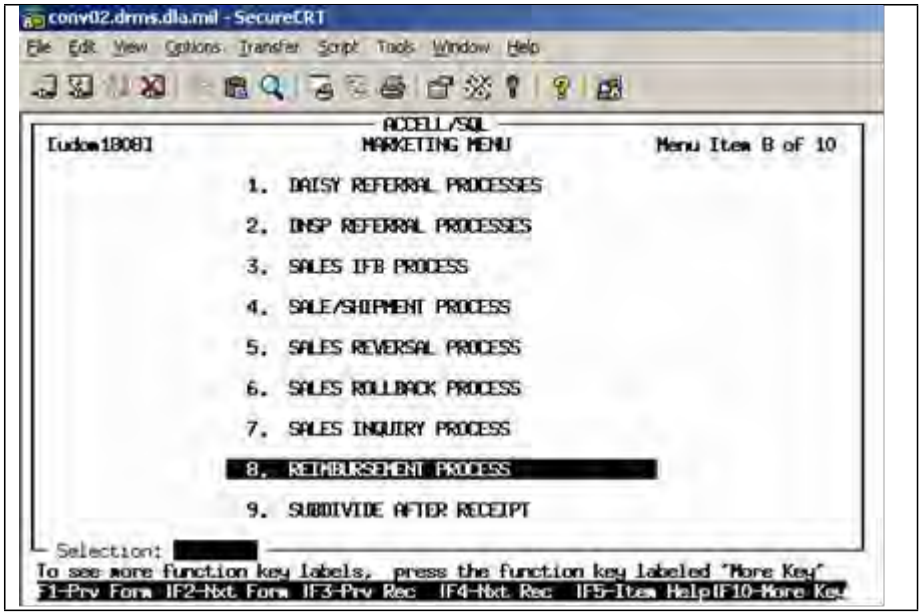


FIGURE 1

3. Select Option 1, Update Generator Reimbursement File (Figure 2).

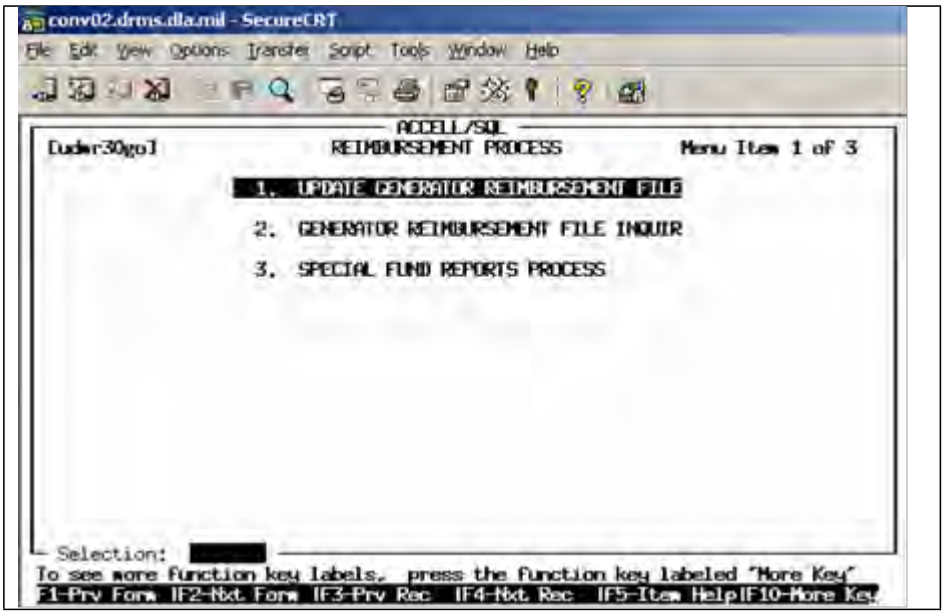
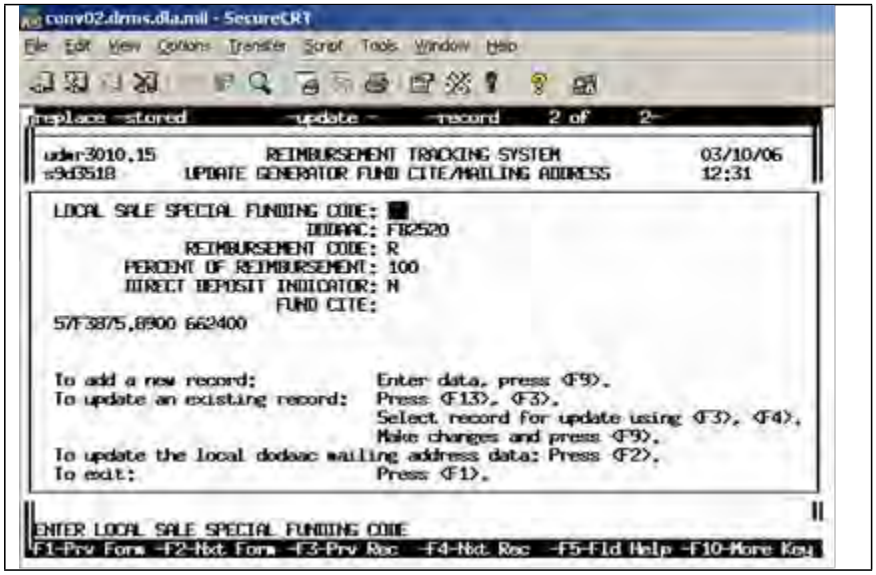


FIGURE 2

4. At the screen below, press SHIFT/<F3> to go into FIND mode. Enter down to the DODAAC field and type in the TID DODAAC and press <F3> to find.



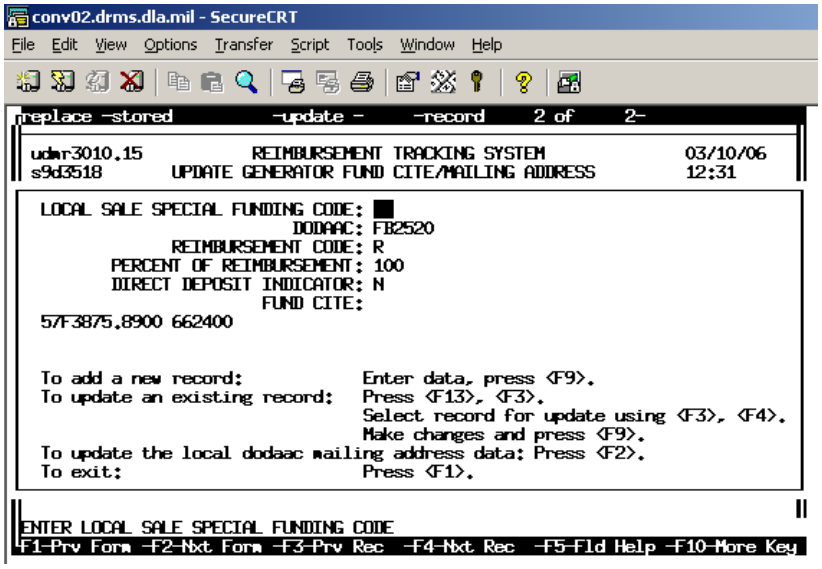


FIGURE 3

5. As can be seen, there may be more than one record for that DODAAC, e.g., –record 2 of 2‖. This is probably the result of the DODAAC being entered before with the wrong reimbursement code or different fund cite. If the first screen is incorrect, press <F4> until you find your DODAAC with a reimbursement code of ‗R' (for QRP). *NOTE: Reimbursement code „R" is the only acceptable reimbursement code for Scrap Venture.*

6. Check the fund cite in the record against the fund cite on the TID. If it does not match, then continue through the rest of the records to see if you can find a match for DODAAC, Reimbursement code ‗R', and fund cite. If not, go back to the first record (<F3> until you find it again) and go to the fund cite field and type in the correct fund cite. Press <F9> to update.

7. Press <F2> to get to the check mailing address screen (Figure 4).

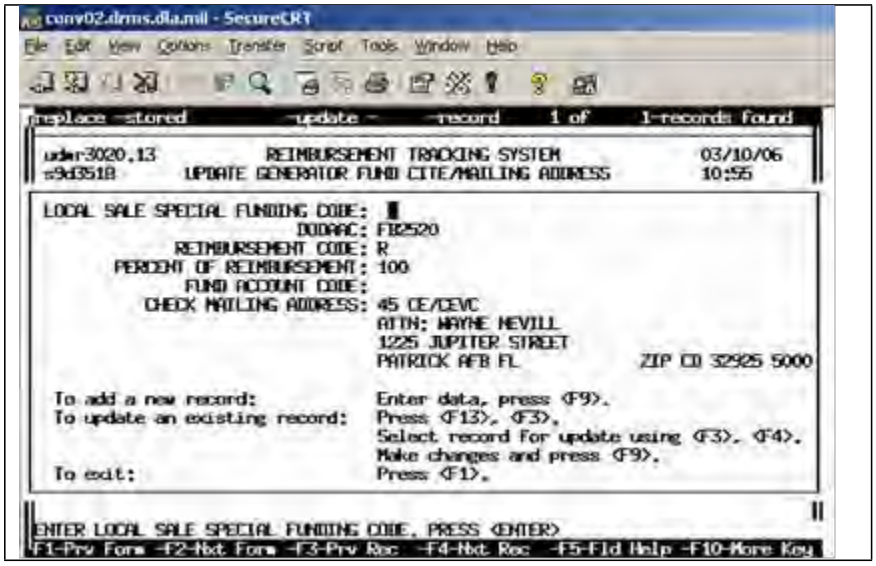


FIGURE 4

8. Verify the check mailing address by accessing the DAASQ Inquiry System at the following URL (Figure 5):

   https://www.daas.dla.mil/daasinq/

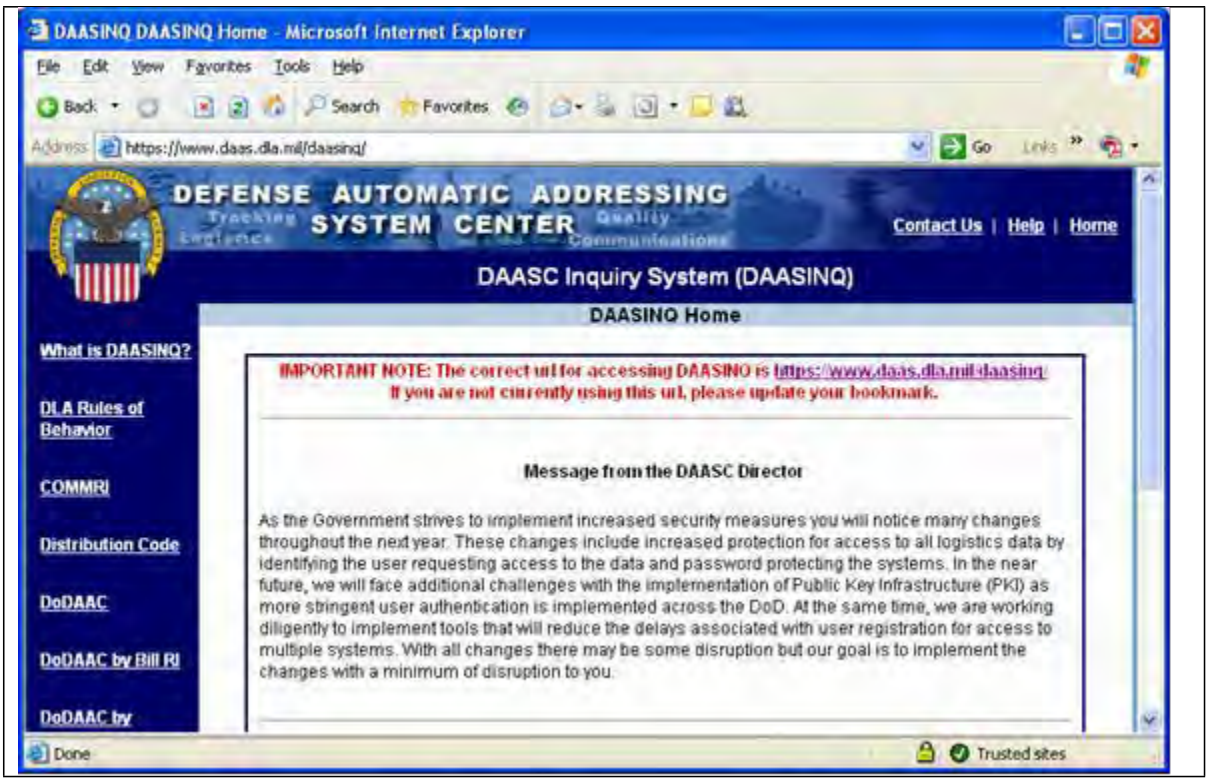


FIGURE 5

   OR you can E-Mail to the following address to verify DODAAC information.

   DRMSDODAAC@dla.mil

9. In the DAASC Inquiry System, click on DODAAC on the left side of the screen, type in the DODAAC, and click on SUBMIT (Figure 6). It should come back with TAC 1, 2 and 3 addresses on the screen. The check mailing address is the TAC 3 address (Figure 7).

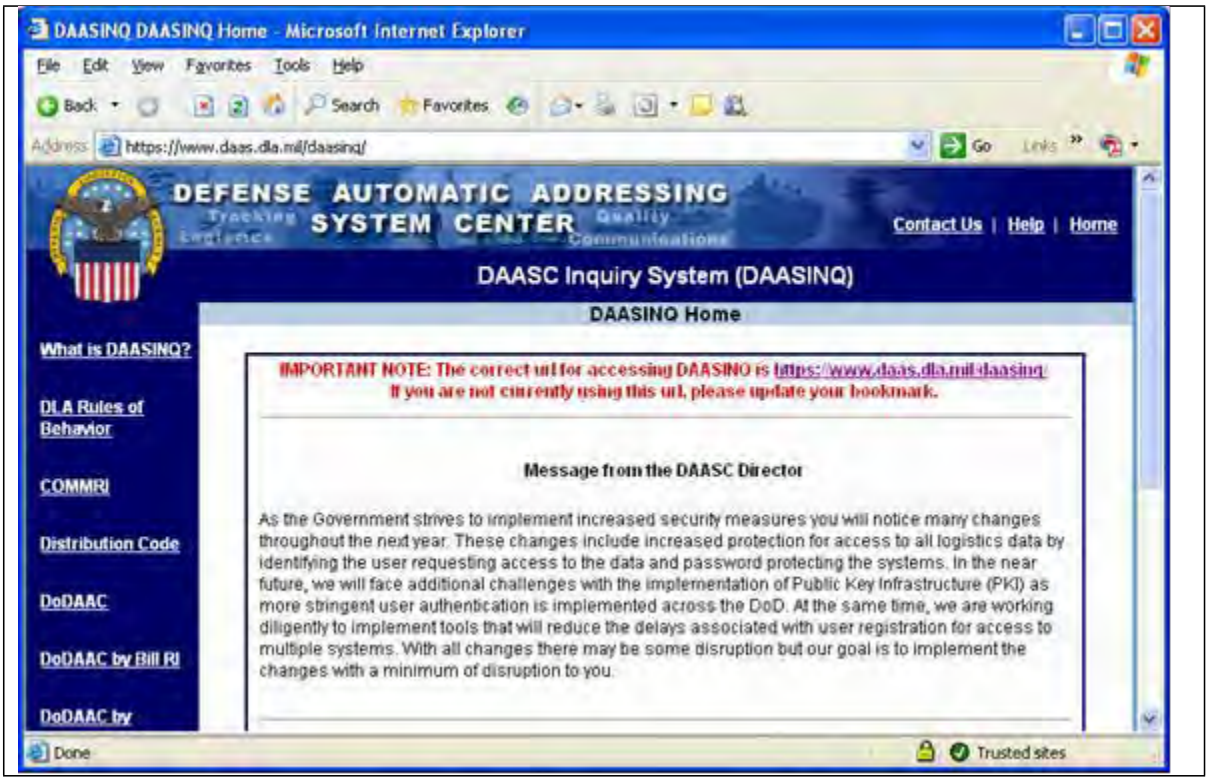

DAASINQ DAASINQ Home - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.daas.dla.mil/daasinq/
Go Links
DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER
Contact Us | Help | Home
DAASC Inquiry System (DAASINQ)
DAASINQ Home
What is DAASINQ?
DLA Rules of Behavior
COMMRI
Distribution Code
DoDAAC
DoDAAC by Bill RI
DoDAAC by
IMPORTANT NOTE: The correct url for accessing DAASINQ is https://www.daas.dla.mil/daasinq/
If you are not currently using this url, please update your bookmark.
Message from the DAASC Director
As the Government strives to implement increased security measures you will notice many changes throughout the next year. These changes include increased protection for access to all logistics data by identifying the user requesting access to the data and password protecting the systems. In the near future, we will face additional challenges with the implementation of Public Key Infrastructure (PKI) as more stringent user authentication is implemented across the DoD. At the same time, we are working diligently to implement tools that will reduce the delays associated with user registration for access to multiple systems. With all changes there may be some disruption but our goal is to implement the changes with a minimum of disruption to you.
Done
Trusted sites

FIGURE 6

DAASINQ DoDAAC Query for F82520 - Microsoft Internet Explorer - prov1dcd by DRMS C EndUser ComputInQ

File Edit View Favorites Tools Help

Back Address https://www.daas.dla.mil/daasinq/dbresult.asp?cu=d Go

Links DRMS Homepage Phone Directory Teams Webmail DRMS Internal Internet Start Magic Service Desk

Distribution Code
DoDAAC
DoDAAC by Bill RI
DoDAAC by COMMRI
DoDAAC by Zip Code
MAPAC
NIIN
RIC
Downloads

TAC1

- FB2520 45 LRF LGS
- BLDG 821 CML PHN 321 494 6900
- 972 S PATRICK DR
- PATRICK AFB FL 32925-3514

EFF: 2004274	DEL:
SPLC: 496174240	BBP:
ST APO: FL	CNT: US

TAC2

- FB2520 45 LRF LGS
- BLDG 822 CML PHN 321 494 4161
- 974 S PATRICK DR
- PATRICK AFB FL 32925

EFF: 2004232	DEL:
AIR:	PORT:
BBP:	

TAC3

- ACCTG DISB STA NR 503000
- DFAS SY AIRM
- 1050 FORRER BLVD
- DAYTONOH 45420.1472

EFF: 2004246	DEL:

TAC4

-

Trusted sites

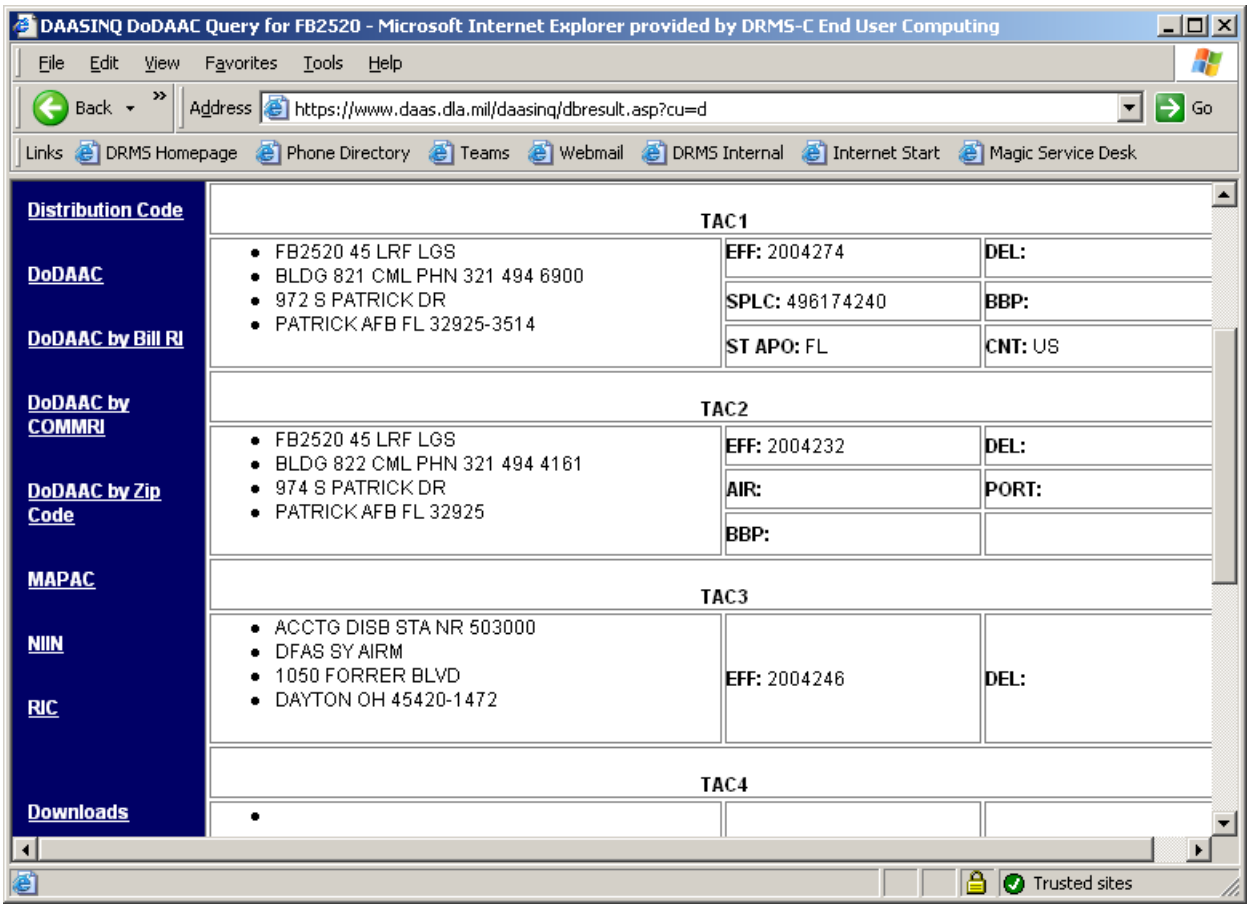


FIGURE 7

10. If this is a new QRP generator, and the DODAAC is not loaded in the DAISY Reimbursement Tracking System, you will first need to check to see if it is a valid DODAAC by checking DAASC Inquiry System OR E-Mail to the DRMSDODAAC address above. Also please E-Mail to Pam.Murphy@dla.mil the new DODAAC, fund cite and check mailing address so she can load it into DNSP.

11. Then you will need to add the record into DAISY.

Processing the receipt:

1. When entering a receipt transaction, you must put a _1' in the REIMB field (Figure 8).

FIGURE 8

2. After updating with <F9>, a pop-up screen will appear (Figure 9). Press SHIFT/<F10> to look at the fund cite(s) associated with that DODAAC. Again, as can be seen below, there are two records associated to the DODAAC. Press <F4> to check the other record(s). Check reimbursement code and fund cite to make sure you have the right record.

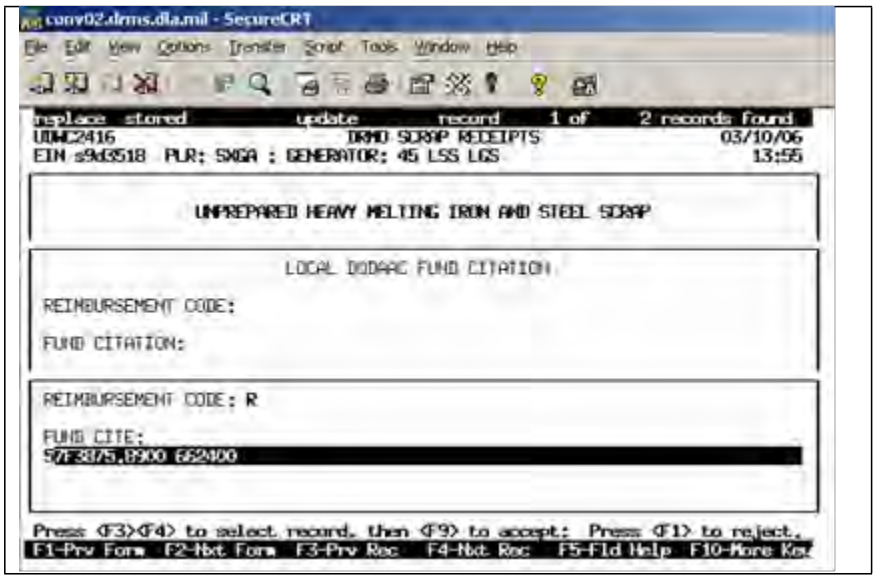


FIGURE 9

3. Press <F9> once to return the fund cite to the original pop-up screen, and <F9> again to process the receipt.

This will ensure that the receipt is picked up as reimbursable in the weekly data pulls for Scrap Venture.

Any questions should be referred to Mary Radcliffe/J6B-TSR/(DSN) 661-5773/(COMM) (269) 961-5773/ Mary.Radcliffe@dla.mil

C7. SCRAP Program

Enclosure 11- Sample Certificate of Destruction

(Edited Dec 2012)

Table 8 - SV Certificate of Destruction

CERTIFICATE OF DESTRUCTION
TERM CONTRACT AND SPOT SALE

The undersigned hereby certifies that the following material SCL _____,

has been destroyed by means of _____.

Branch Plant _____
Term Contract Number _____ and
Invoice # (if COD sent in after weight tickets.) _____

Quantity/Poundage: _____

Date of destruction completion: _____

OR

Branch Plant _____
Spot Sale - Sale and Lot Number _____
Invoice # _____

Quantity/Poundage: _____

Date of destruction completion: _____

CERTIFIER	VERIFIER
Signed:_____	Signed: _____
Print Name:_____	Printed Name: _____
Date:_____	Date: _____
Title: _____	Title: _____

C8. ENVIRONMENTAL Program

Enclosure 1 - Land Disposal Restrictions

1. **INTRODUCTION.**

a. **The land disposal restriction (LDR) regulations are found in 40 CFR 268**. The basic components of the LDR program are relatively straightforward. For each hazardous waste, EPA has established a treatment standard or a specific treatment method that is determined to be protective of human health or the environment. Hazardous waste must be treated to this standard or by the specific method before the waste can be land disposed. Generators are responsible for identifying their waste to comply with the LDR requirements. Additional paperwork (LDR Notification Form) is required with the ManiFest when these wastes are shipped offsite. This paperwork notifies those who will handle the waste of the land disposal restriction requirements and may include a certification by the generator. In addition, there are also storage and recordkeeping requirements associated with the LDR program.

b. EPA land disposal restrictions do not apply overseas, except for U.S. territories (i.e., Guam, Puerto Rico)

NOTE: When OCONUS DRMOs are retrograding HW to CONUS DRMOs, check with the gaining DRMO for instructions.

2. **WASTES SUBJECT TO THE LAND DISPOSAL RESTRICTIONS**. Most hazardous wastes are now subject to the land disposal restrictions. Wastes subject to LDR requirements are known as restricted wastes. This includes wastes that meet a characteristic or are listed, and also includes special hazardous wastes such as soils, debris, and lab packs.

3. **WASTES NOT SUBJECT TO THE LAND DISPOSAL PROHIBITIONS.** Not all wastes are subject to the land disposal requirements. Normally under RCRA, when new wastes are first identified as hazardous (.i.e., -newly identified‖ or -newly listed‖ hazardous wastes) LDR standards are not immediately established. These wastes must be managed as hazardous wastes but do not have to comply with LDR requirements before they are disposed. Usually at a later date, EPA will establish treatment standards for these wastes and then they become subject to LDR requirements.

4. **WASTE IDENTIFICATION, WASTE CODES, AND HAZARDOUS CONSTITUENTS.**
a. Hazardous waste must be identified in sufficient detail to permit the identification of applicable waste codes, regulated hazardous constituents, and/or underlying hazardous constituents. The LDR program requires that all waste codes that apply to a waste be identified and the waste treated for each waste code. An exception is made for listed wastes where a constituent that would cause a waste to meet a characteristic is addressed in the listed waste‘s treatment standard. For example, benzene, a U-listed waste (U019) would not require the identification of the D018 (TCLP benzene) waste code because the treatment standards for U019 addresses the benzene hazardous constituent.

b. For listed wastes (i.e., F, K, P, or U), the LDR identification requirements include:
(1) The regulated listed hazardous constituent(s) identified in 40 CFR 268.40 that are present in the waste; and,

(2) Other hazardous constituent(s) present that would give the waste a characteristic waste code and is not listed as a constituent in the table in 40 CFR 268.40. For example: a spent degreasing solvent

contaminated with lead above the TCLP level would require the assigned waste codes of F001 and D008; and,

(3) If a listed waste possesses a RCRA waste characteristic that is not identified as a regulated hazardous constituent in 40 CFR 268.40, then any underlying hazardous constituents present above the regulatory level in the table in 40 CFR 268.48 need to be identified. For example: a spent solvent that is contaminated with vinyl chloride above the TCLP level would be assigned the waste codes of F003 and D043. The D043 waste code is assigned because vinyl chloride is not listed as a regulated hazardous constituent for a F003 waste in 40 CFR 268.40. Furthermore, because the waste meets the characteristic for D043, any underlying hazardous constituent listed and above the regulatory level in 40 CFR 268.48 and is not a hazardous constituent identified in 40 CFR 268.40 for F003 wastes must be identified

c. For characteristic wastes, the LDR identification requirements include:

(1) characteristic waste codes that apply to the waste; and,

(2) depending on the treatment method or treatment standard in 40 CFR 268.40, any underlying hazardous constituents listed in 40 CFR 268.48 that are present above the level in the table. Any treatment method or standard in 40 CFR 268.40 that contains the phrase: -& meet 268.48 standards‖ requires the identification of underlying hazardous constituents.

d. DRMOs will coordinate with their contractor to determine if any wastes must be treated/managed by a method where the identification of underlying hazardous constituents applies. If a waste requires the identification of underlying hazardous constituents, DRMOs must inform the generator that this identification is needed if sufficient information is not included on the Hazardous Waste Profile Sheet. The following summarizes when the identification of hazardous underlying constituents is or is not required:

Characteristic wastes that are decharacterized and managed in Clean Water Act (CWA)/CWA-equivalent, or Class I Safe Drinking Water Act (SDWA) facilities <u>do not</u> require the identification of underlying hazardous constituents.

Characteristic wastes that are managed in non-Clean Water Act (CWA)/non-CWA-equivalent, or non-Class I Safe Drinking Water Act systems (underground injection), <u>will require</u> the identification of the underlying hazardous constituents unless the disposal facility monitors for all underlying hazardous constituents listed in 40 CFR 268.48.

Wastes that possess a D001 characteristic only, and will be treated by combustion (CMBST) or recovery of organics (RORGS) <u>do not</u> require the identification of underlying hazardous constituents.

TC pesticide (D012-D017) and TC organic (D018-D043) that will be treated by CMBST or RORGS require the identification of the underlying constituents unless the TSDF monitors for all underlying hazardous constituents.

e. Identification of Underlying Hazardous Constituents. Only underlying hazardous constituents that are -**reasonably expected to be present**- need to be determined. Generators do not have to determine the presence or absence of all underlying hazardous constituents listed in the table in 40 CFR 268.48. The determination of underlying hazardous constituents may be based on: knowledge of the raw

materials used; the process they operate; the potential reaction products of the process; or, a one-time analysis for the entire list of constituents listed in the table in 40 CFR 268.48.

3. DETERMINATION OF TREATMENT STANDARDS.

a. Universal Treatment Standards. The LDR treatment standards are consolidated into one table at 40 CFR 268.40 entitled -Treatment Standards for Hazardous Wastes‖. The treatment standards listed in this table are based on the -Universal Treatment Standards‖ (UTS) found in 40 CFR 268.48. The purpose of the UTS is to set a single universal treatment standard for: 1) each constituent identified in waste waters; and, 2) each constituent identified in non-waste waters that previously had a numerical treatment standard. The effect was to standardize treatment standards for the same constituents regardless of which waste the constituent is contained.

b. To determine which treatment standards/methods apply to a waste, the steps below should be followed. This information will be needed to complete the LDR notification form (see paragraph 6). Use the waste profile sheet (provided by the generator), the MSDS, or copies of waste analysis to obtain the information needed.

(STEP 1) The waste must be a RCRA waste (i.e. meet a characteristic or be listed). If the waste does not meet the definition of a RCRA hazardous waste, it is not subject to the LDR requirements.

(STEP 2) Determine all appropriate waste codes (listed or characteristic) in accordance with paragraph P4 above. If a waste possesses several characteristics, all characteristics waste codes (D001-D043) must be identified. Some listed wastes (F, K, P, or U) can also possess certain RCRA characteristics and these waste codes must also be identified.

(STEP 3) Determine if the waste is either a wastewater or non-wastewater based on the definition in 40 CFR 268.2. Almost all hazardous wastes handled by DRMOs will fall into the non-wastewater category. A wastewater is generally defined as a waste containing less than 1% total organic carbon (TOC) and less than 1% total suspended solids (TSS). If it doesn‘t meet the wastewater definition, it is a non-wastewater.

(STEP 4) For each applicable waste code, determine if there is a subcategory to the waste code that applies. This is obtained by referring to the table in 40 CFR 268.40. There are several types of subcategories. For example, subcategories can exist based on concentration (e.g. high-

TOC subcategory for D001, or low mercury subcategory for D009): or, for the source of the waste (e.g. D008-lead batteries subcategory).

(STEP 5) Some wastes will require the identification of hazardous constituents or underlying hazardous constituents. This will depend on: 1) how the waste will be disposed; and /or, 2) the type of monitoring being performed by the TSDF. Refer to the tables in 40 CFR 268.40 and 268.48. Also, see paragraph P4 for additional information.

(a) For certain characteristic wastes, the underlying hazardous constituents must be identified if the waste will be managed in a non-CWA facility or non Class I SDWA injection well under the DRMOs disposal contract (40 CFR 268.48).

(b) For listed wastes, (i.e., F001-F005, F039,) the regulated hazardous constituents listed under the applicable waste code must be identified (40 CFR 268.40). Also, if the listed waste also possesses a

hazardous characteristic, then underlying hazardous constituents must also be identified (40 CFR 268.48).

NOTE: If the TSDF monitors for all constituents of concern (either all underlying hazardous constituents for characteristic wastes or all regulated hazardous constituents for listed wastes), the identification of the specific constituents is not required.

(STEP 6) Determine if the waste meets the treatment standards for the applicable waste code(s) from the table in 40 CFR 268.40. Wastes that exceed the standards in this table or have a treatment method identified must be treated.

(STEP 7) Prepare the paperwork associated with the LDR program. This includes the restricted waste notification and certification in 40 CFR 268.7 (DRMS Form 1851, generator form, or contractor equivalent).

6. LDR NOTIFICATION REQUIREMENTS.

a. When a land disposal restricted waste is shipped, a notification form must be provided with the ManiFest which tells the TSDF receiving the hazardous waste whether the waste has or has not been treated, and if treated, the degree of treatment. Specific information is required on this notification form but there is no mandatory form to be used. DRMS Form 1851. pages 2-73 - 79. This is an adobe fillable form. Also, disposal contractors and generators may have their own form. Any form may be used as long as it meets the requirements of 40 CFR 268.7. Electronic versions are permitted for use by EPA.

b. The notification requirement of the LDR program allows for a <u>one-time notification</u> for a HW shipment. The one time notification applies to shipments of all LDR restricted wastes and lab packs. A LDR notification is required with an initial shipment of hazardous waste to a treatment, storage, or disposal facility (TSDF). After this initial shipment, no additional notification is required to accompany shipments unless there is a change in the waste composition or TSDF that the waste is sent to. The generator shipping the waste and the TSDF that receives the waste must maintain a copy of each one-time notification.

c. When a DRMO receives a restricted waste from off-site, a LDR notification is required. This is the responsibility of the generating activity. A notification form must be attached to the initial incoming ManiFest. Unless the composition of the waste changes a LDR notification is not required for subsequent shipments of the same waste. The DRMO must maintain a copy of the notification.

d. The notification form requires certain information depending on the waste. The following table identifies what information is required on the notification form, depending on the waste.

Required Information	**If waste/soil does not meet treatment standard 268.7(a)(2)**	**If waste/soil meets the treatment standard 268.7(a)(3)**	**If waste/soil is exempted from LDR 268.7(a)(4)**	**If waste is a lab pack under the alternative treatment standards 268.7(a)(9)**
1. EPA hazardous waste numbers and ManiFest number of the first shipment	X	X	X	X
2. Statement: –This waste is not prohibited from land disposal‖			X	

3. The waste is subject to LDRs. The constituents of concern for F001-F005 and F039, and underlying hazardous constituents in hazardous waste, unless the waste will be treated and monitored for all constituents. If all constituents will be treated and monitored, there is no need to put them all on the LDR notice.	X			
4. The notice must include the applicable waste water/non-waste water category and subdivisions made within a waste code based on specific criteria.	X	X		
5. Waste analysis data (when available)	X	X	X	
6. Date the waste is subject to the prohibition.			X	
7. For debris, when treating with the alternative treatment technologies (268.45); the contaminants subject to treatment as described in 268.45(b); and an indication that these contaminants are being treated to comply with 268.45	X		X	
8. For contaminated soil subject to LDRs as provided in 268.49(a), the constituents subject to treatment as described in 268.49(d), and the following statement: This contaminated soil [does/does not] exhibit a characteristic of hazardous waste and [is subject to/complies with] the soil treatment standards as provided by 268.49(c) or the universal treatment standards.	X			
9. A certification is needed (see applicable 268.7 section for exact wording, also paragraph 7 below.		X		X

e. Characteristic hazardous wastes once de-characterized are not subject to the LDR notification and certification requirements except that a one-time notification and certification must be placed in the generator or treater‘s file and submitted to the EPA region or authorized state.

7. **CERTIFICATION REQUIREMENTS**. Under certain conditions, (i.e., if a waste already meets existing LDR treatment standards, soils, or for lab packs), the restricted hazardous waste notification will require a signed certification. The certification may be part of a notification form or may be separate but attached to the notification form. DRMS Form 1851 includes the various certifications that may need to accompany a restricted waste notification and the applicable certification(s) need only be checked. See row 9 in the table in paragraph 6 above to determine when a certification is required.

8. **LAB PACKS**. Lab packs are subject to the land disposal restrictions. Lab packs must be treated to the standards in 40 CFR 268.40 or they can be handled under the alternative treatment standards in 40 CFR 268.42(c). 40 CFR 268 Appendix IV lists the waste codes that are prohibited from going into a lab pack. If lab packs are handled under the alternative treatment standard in 40 CFR 268.42(c), a lab pack LDR notification form must include the information in the table in paragraph 6 above. Also, a certification for lab packs is required. This certification can be found in 40 CFR 268.7(a)(9). In general, the certification states that the lab pack does not contain any wastes identified in Appendix IV to part 268.

9. **ALTERNATIVE LDR TREATMENT STANDARDS FOR SOIL CONTAMINATED WITH HAZARDOUS WASTE.**

The LDR regulations have established alternative treatment standards specifically tailored to soils contaminated with hazardous waste. These regulations can be found at 40 CFR 268.49. Generators of soil contaminated with hazardous waste have the option of complying with either these new soil treatment standards or the existing universal treatment standards in 40 CFR 268.48.

The alternative treatment standard establishes a treatment standard for soils of ‖**90% capped at 10xUTS**‖. This treatment standard requires that concentrations of hazardous constituents subject to treatment be reduced by 90% for given constituents. When treatment of any constituent subject to the 90 percent reduction standard would result in a concentration less than 10 times the universal treatment standard for that constituent, further treatment would not be necessary.

Not all soils being disposed are subject to LDR requirements. The disposal of contaminated soils must take into account certain factors before determining whether the soils require management under the LDR program. In general, contaminated soil is subject to the LDR standards only when it contains a listed hazardous waste or exhibits a characteristic of hazardous waste and the soil is: 1) generated (removed); and, 2) placed in a land disposal unit (disposed). For soils contaminated with listed wastes, it also depends on whether the listed waste was LDR prohibited at the time it contaminated the soil. 40 CFR 268.49 contains a table to assist in determining when LDRs apply to the disposal of contaminated soil.

The alternative soil treatment standards are designed to improve management of contaminated soil, especially remedial actions that involve the removal and disposal of soil. The treatment standards are technologically based and encourage the use of innovative technologies (i.e., soil washing). The treatment standards have been established so that treatment levels are achievable using a variety of common technologies that destroy, remove, or immobilize substantial amounts of hazardous constituents. Treatment may be achieved using any applicable treatment method except a treatment method involving impermissible dilution.

10. **DEBRIS.** Debris meeting the definition of a hazardous waste is subject to the land disposal restrictions. Debris may be treated in either of two ways: 1) Debris may be treated to meet the standards in 40 CFR 268.40; or 2) Debris may be treated to meet the alternative standards in 40 CFR 268.45.

11. **RECORD KEEPING.** All information on land disposal restrictions (notices, certifications, manifests, waste analysis or determination) must be kept for 3 years. Electronic versions of LDR notifications are permitted.

12. **STORAGE.** Restricted wastes must be marked with the date and EPA hazardous waste number when they are put into permitted storage. This date must be marked separately from the accumulation start date (when the 90-day time period begins). Restricted wastes in RCRA permitted storage can be stored for a maximum of 1 year to facilitate recovery, treatment or disposal. DRMOs without RCRA permitted storage can only store restricted hazardous waste for 90 days.

C8. ENVIRONMENTAL Program

Enclosure 2 - PCB Spills - Instructions and Information

A. PROCEDURE. This procedure applies to spills of PCBs at concentrations of 50 ppm or greater. As with reportable quantity spills, the reporting, decontamination and recordkeeping requirements of the PCB spill clean-up policy is a host responsibility. Standard Interservice Support Agreements should include this responsibility. Follow spill reporting procedures in Section 2, Chapter 8, Environmental Program, Oil and Hazardous Material/Hazardous Waste Spill Prevention and Response of this instruction.

B. REPORTING REQUIREMENTS. (40 CFR 761.125(a)(1)

1. Under CERCLA, spills of PCB material at any concentration containing one pound or more of PCBs must be reported to the **National Response Center (1-800-424-8802).** For this requirement, the actual amount of PCBs in the material must be calculated based on the concentration and volume spilled.

2. If a spill directly contaminates surface waters, sewers, drinking water supplies, grazing lands or vegetable gardens, contact the National Response Center, then the appropriate EPA Regional Office for clean-up measures no later than 24 hours after the spill (See Section 4, Supplement 2, Enclosure 22 - Emergency Response - For Releases of Hazardous Substances Into the Environment.).

3. Any other spills of over ten pounds of PCB material must be reported to the appropriate EPA Regional Office and the spill site decontaminated in 24 hours. For this required, ten pounds refers to the total amount of material spilled; i.e., generally one gallon of PCB dielectric fluid (See Section 4, Supplement 2, Enclosure 22, - Emergency Response - For Releases of Hazardous Substances Into the Environment).

4. Spills of ten pounds or less (one gallon of PCB dielectric fluid) must be cleaned up but not reported to EPA.

NOTE: DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

C. DECONTAMINATION REQUIREMENTS. **(40 CFR 761.125(b) & (c)**

1. ***Low-Concentration Spills*** which involve less than one pound of PCBs by weight (less than 270 gallons of untested mineral oil):

a. ***Solid Surfaces***. All free flowing material must be contained with absorptive materials; e. g., sawdust. The surface must be double-washed/rinsed with a recommended solvent (xylene, toluene, kerosene), using enough free fluid in each wash/rinse to cover the contaminated surface completely. PCBs should never be hosed down with water. The wash/rinse requirements do not mean the mere spreading of solvent over the surface, nor does it mean a once-over wipe with a soaked cloth.

b. ***Soils.*** Visible traces of soil and a buffer of a lateral foot must be excavated and the ground restored to original configuration by back filling with clean soil.

2. ***High Concentration*** (greater than or equal to 500 ppm) and low-concentration (<500 ppm) spills which involve one pound or more of PCBs by weight (270 gallons or more of untested materials):

a. The spill area plus a three-foot buffer must be cordoned off and clearly visible signs placed advising people to avoid the area to minimize the spread of contamination as well as the potential for human exposure.

b. Clean-up visible traces of fluid on hard surfaces must be initiated and all visible traces of the spill on soil and other media such as gravel, sand, etc., must be removed.

c. ***Solid Surfaces***. High contact solid surfaces and low contact indoor surfaces must be cleaned to 10 ug/100 cm2 (as measured by standard wipe tests). Low-contact, outdoor surfaces must be cleaned to 100 ug/100 cm2.

d. Soils in restricted access areas (such as the DRMO yard) contaminated by the spill must be cleaned to 25 ppm PCBs.

NOTE: DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

D. RECORDKEEPING. **(40 CFR 761.125(b)(3))** The following information must be recorded for all spills and kept for a minimum of 5 years:

1. Identification of the source of the spill.

2. Estimated or actual date and time of spill occurrence.

3. Date and time clean-up completed or terminated. Brief description of spill location and nature of materials contaminated.

4. Pre-clean-up sampling data used to establish the spill boundaries if required because of insufficient visible traces, and a brief description of sampling methodology used to establish spill boundaries.

5. Brief description of solid surfaces cleaned and of double wash/rinse method used (if applicable).

6. Approximate depth of soil excavation and amount of soil removed.

7. Certification statement signed by responsible party or designated agent stating that clean-up requirements have been met and that information contained in the record is true to the best of his/her knowledge.

NOTE: DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

C8. ENVIRONMENTAL Program

Enclosure 3 - Operating Instructions

Attachment 1 - Management of Reporting of Regulatory Environmental Inspections and Subsequent Reports

RESPONSIBILITY	STEP	ACTION
DRMO	1	Escort the regulator while on site. Answer all the questions and provide any requested data and/or information. Whenever possible, immediately correct any deficiencies or violations identified by the regulator. ***NOTE:*** When visited or inspected by Host Nation regulators, DRMOs Receiving FEPP (see C1.8.1.3.) contact host legal office and/or command post, DRMS-O legal office for guidance at time of initial regulator visit. Do not sign untranslated statements, or make statements without legal counsel wherever possible.
	2	Attend the regulator‘s exit briefing. Again, ensure the regulator does not leave with any unanswered questions. If applicable, convey to the regulator that identified deficiencies or violations have been corrected.
	3	Submit a SITREP in accordance with DRMS-I 3020.1
	4	Promptly obtain a copy of the regulator‘s final and/or official report from the host.
	5	Provide a copy of the regulator‘s final and/or official report to DRMS-Q.
DRMS-Q	6	Provide a copy of all reports or identifying observations, deficiencies or violations associated with DRMO operations to DRMS-BCE and office of principle interest.
DRMO	7	Immediately correct deficiencies or violations not previously resolved.
	8	Prepare and provide an official written response to the host. Detail the corrective actions taken to resolve the non-compliant situation and date(s) accomplished, as well as a plan of action and milestones for all unresolved issues. Also, the DRMO must identify and contest, to/thru the host, those findings which are thought to be invalid. ***NOTE:*** The response must be coordinated with DRMS-O.

RESPONSIBILITY	STEP	ACTION
	9	Provide a copy of the DRMO's response to DRMS-O.
DRMS-O	10	Provide a copy of the DRMO's response to DRMS-BCE, DRMS-G, or DLA-EG.
DRMO	11	Promptly obtain a copy of the host's response to the regulator.
	12	Provide a copy of the host's response to DRMS-O, or DLA-EG.
DRMS-BCE	13	Track and monitor the regulatory administrative notifications and enforcement actions, ensuring that each instance of non-compliance has been corrected.
DRMS-G	14	Track, monitor, and negotiate the ultimate resolution of enforcement actions, including fines/penalties, with the host or regulator.
DRMS-O	15	Report the regulatory administrative notifications and enforcement actions to other offices, the Command and outside agencies.

C8. ENVIRONMENTAL Program

Enclosure 4 - Operating Instructions

Attachment 1 - Return to Manufacturer/Recycler/Reuser

RESPONSIBILITY	STEP	ACTION
DRMO	1	Review property that has failed RTDS, for disposal through Donation in Lieu of A&D via the Return to Manufacturer (RTM) program, prior to ultimate disposal. ***This program is for Non Hazardous and Hazardous materials***
DRMO	2	Contact the manufacturer and offer the item for recycling or reuse. Should the property be hazardous, contact the manufacturer cited on the product Material Safety Data Sheet (MSDS) and offer the item for recycling or reuse to the manufacturer. If the original manufacturer shows no interest in the property, it is permissible to contact other known manufacturers, recyclers, or reusers. The selection of the manufacturer/recycler/ reuser is based on the least cost to the Government.
DRMO	3	Provide/assist the manufacturer/recycler/reuser in completing a copy of the Return to Manufacturer Operating Instructions and any terms and conditions applicable to the nature of property being released. (NOTE: Cost Analysis page is for INTERNAL USE ONLY.) Manufacturers/recyclers/reusers that agree to accept surplus DoD property for recycling, must complete, sign and date Section 5 – Certification. CERTIFICATION – Section 5 of this Operating Instruction must be signed by the DRMS Government representative, and the approved manufacturer/recycler/reuser. The certification statement must be attached to the DD Form 1348-1 series document or attached to the back of the sales placard. Fax one complete copy to DRMS-BCP; RTM Program Manager DRMS-BCP, (DSN) 661-5875 for

		further processing and compliance check. (Attach a separate sheet of paper with the ***DEMIL CODE, DTID, MSDS, MANUFACTURER, COLOR, LABEL, STENCIL, SIZE.)***
DRMS-BCE	4	If necessary, contact the appropriate Federal, state or local government agency to determine manufacturer compliance with applicable environmental laws and regulations. In addition, determine if a pre-award (pre-return) inspection is necessary. Property is to be released only to manufacturers/recyclers/reusers in good standing with DRMS and the regulatory community.

C8. ENVIRONMENTAL Program

Enclosure 4 - Operating Instruction

Attachment 2 - DRMS Form 2018, Operating Instructions Edited 22 Jan 2007

See next page.

OPERATING INSTRUCTION

Return to Manufacturer/Recycler/Reuser

The property described herein has survived all RTD and sales actions or has been determined as not saleable (based on historical trends). The further retention, advertisement for sales, or disposal processing, is neither practical nor economical pursuant to data provided herein. Therefore, in keeping with actions to reduce disposal costs to the Federal Government and promote beneficial reuse of the material, the undersigned recommends that the described property be processed for abandonment under this program.

FST/DRMO CHIEF:_____ **DATE:**_____

Name and telephone number of DRMO Point of Contact _____

NOTE: Fill out the information below as complete as possible. If applicable, attach a copy of the MSDS, if you have one. It is not necessary to duplicate information provided on the MSDS. Please just state "see MSDS". (MSDS must match manufacturer listed on containers.)

A. PROPERTY INFORMATION

Item Name:	**NSN:**
Manufacturer:	**MSDS #:**
DTID Number:	**Quantity:**
(If multiple, attach separate sheet)	**Containers:**
	DEMIL Code:

B. MANUFACTURER/RECYCLER/REUSER INFORMATION

Name:	**Address:**
Point of Contact:	**Phone:**
	Fax:
EPA ID Number:	**Nature of Business:**
License/Permit Numbers **State:**	
Local:	

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Table 9 - DRMS Form 2018, Page 1

FOR INTERNAL USE ONLY

C. COST ANALYSIS/COST AVOIDANCE DATA

Disposal IIN:	Cost Per Pound:	Total Cost:
Shipping Weight:	Cost Per Pound:	Total Cost:
Estimated Cost Avoidance:		

D. NOTES/COMMENTS:

Greening partners on tire removal agreements will be permitted to cull, sort and segregate tires.

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Table 10 - DRMS Form 2018, Page 2

STATEMENT OF INTENT -

SECTION 1 -- Manufacturer/Recycler/Reuser

Name: Other Names (If applicable):	Address:
Point of Contact:	Phone:
	Fax:
EPA ID Number:	
	Nature of Business:
Licenses/Permit Numbers State: Local:	
Regulatory Point of Contact Name and Agency: Telephone Number:	Local Fire Authority Name: Telephone number:

SECTION 2 -- Transportation and Destination

Transporter	Destination of Property
Name: Address:	Name: Address:
	Phone/Fax:
Transporter License/Permit Identification Number Federal: State: Local:	EPA ID Number:
	Facility License/Permit Identification Number Federal: State: Local:
	Destination Facility is Licensed/Permitted for:

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Table 11 - DRMS Form 2018, Page 3

STATEMENT OF INTENT
(Continued)

SECTION 3 – Intended Use of Property

As manufacturer/recycler/reuser, I will:

a. Re-refine/reprocess item:
b. Use item for:
c. Scrap item:
d. Other (specify):

SECTION 4 – Acknowledgements

a. Acknowledge use of property is subject to applicable Federal, state, and local laws, ordinances and regulations with respect to the environment, transportation, handling, processing or use of material received under this statement.

b. Acknowledge that no false statements have been made or any information concealed regarding the business, disposition of property, or compliance history.

SECTION 5 – Certification

I certify that all of the information given in this statement is true and correct, and that I have not knowingly omitted any additional information with this statement. I understand that this certification is included in this Statement of Intent as a requirement for receiving property from the U. S. Government.

I certify that I have read and understand that the attached terms and conditions are incorporated as part of the return/abandonment of U. S. Government property, to the manufacturer/recycler/reuser cited in Section 1 of this statement.

I certify that I will comply with all applicable Federal, state, and local laws, ordinances, and regulations, with respect to the care, handling, storage and shipment, resale, export and other use of the materials herein acquired and that as a user, manufacturer, or processor of or dealer in said materials capable of complying with all applicable Federal, state and local laws in accordance with and subject to the penalties of Title 18, Section 1001, the United States Code, Crimes and Criminal Procedures.

_____ (Date Signed) _____ (Signature of Manufacturer/Recycler/Reuser Representative)

_____ (Printed or Typed Name of Manufacturer/Recycler/Reuser Representative)

_____ (Date Signed) _____ (Signature of Government Representative)

_____ (Printed or Typed Name of Government Representative)

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Table 12 - DRMS Form 2018, Page 4

STATEMENT OF INTENT -
TERMS AND CONDITIONS
CONTINUED

1. ENVIRONMENTAL COMPLIANCE. All manufacturers are advised that they must comply with all applicable Federal, state, and local laws for hazardous property acquired from DRMS. Actions taken by the manufacturer/ recycler/reuser with regard to the material may cause a hazardous waste to come into existence. The manufacturer/recycler/reuser is cautioned that he/she is solely responsible to ascertain the extent to which these regulations affect the environment and to comply therewith.

2. LIABILITY. The Government cautions that the subject property, material, or substance, or one or more components, parts, constituents or ingredients thereof may be corrosive, reactive, ignitable, or exhibit other hazardous or toxic properties. The Government assumes no liability for any damage to the property of the manufacturer/recycler/reuser, to the property of any other person, or to public property, or for any personal injury, illness, disability or death to the manufacturer/recycler/reuser, employees, or any other person subject to the manufacturers/recyclers/reusers control, or to any other person including members of the general public, or for any other consequential damages arising from or incident to the receipt use, processing, disposition, or any subsequent operation performed upon exposure to or contact with any components, part, constituent or ingredient of this item, material, or substance.

3. HOLD HARMLESS. The manufacturer/recycler/reuser agrees to hold harmless and indemnify the Government for costs, liability, or other request for monies or any other type of relief relating to the manufacturers/recyclers/reusers handling, use, or disposal of the property.

4. TRANSPORTING HAZARDOUS MATERIALS. The transport of hazardous materials is governed by the Department of Transportation (DoT) Hazardous Materials Regulations (Title 49, Code of Federal Regulations, parts 170-189). For property shipped by the manufacturer/recycler/reuser, the manufacturer/recycler/reuser is responsible for complying with all laws relating to the transportation and labeling of such hazardous materials and that property(ies) is/are in a condition safe to transport based on the manufacturers/recyclers/reusers own examination of the material.

5. CONTAINER. If it is necessary to repackage the property, suitable space and facilities will be made available. If the manufacturer/recycler/reuser obtains a one-time permit from the DoT and/or the regulatory transportation office of a foreign country exempting this repackaging requirement, a copy of such permit must be submitted to the appropriate DRMO prior to transporting the property.

6. DISPOSITION AND USE OF HAZARDOUS PROPERTY. The manufacturer/recycler/reuser represents, warrants, and certifies to the U.S. Government that it will use and ultimately dispose of any hazardous property resulting from the use of the property in accordance with applicable Federal, state, or local laws.

7. INSURANCE. The manufacturer/recycler/reuser shall, at no expense to the Government and prior to contract performance, furnish the DRMO with the following certificates of insurance, effective throughout the transaction of the agreement or any extensions thereof.

   a. Standard Workman's Compensation and Employer's Liability Insurance as may be proper under applicable State or Federal statutes. The manufacturer/recycler/reuser may however, be self-insured against the risk of the subparagraph if it has obtained prior approval of the DRMO official. This approval will be given upon receipt of satisfactory evidence that the manufacturer/recycler/reuser has qualified as a self-insurer under the applicable provisions of law.

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Table 13 - DRMS Form 2018, Page 5

b. Bodily Injury Insurance in an amount of not less than $50,000 for any one person and $250,000 for any one accident or occurrence.
c. Property Damage Liability Insurance in the amount of $25,000 (which shall include any and all property whether or not in the care, custody, or control of the purchaser).

8. CONDITION OF PROPERTY. Unless otherwise provided in the item description, all property is offered "as is" and "where is". Unless otherwise provided in this Statement of Intent, the Government makes no warranty, express or implied, as to quantity, kind, character, quality, weight, size, or description of any of the property or its fitness for any use or purpose.

9. TITLE. Unless otherwise provided in the Government documents, title to the property offered hereunder shall vest in the manufacturer/recycler/user as and when removal is effected by the manufacturer/recycler/user or shipment is received by the manufacturer/recycler/user as arranged by the Government.

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Table 14 - DRMS Form 2018, Page 6

C8. ENVIRONMENTAL Program

Enclosure 5 - Sample Letter to the Generator

DRMS-BCP

MEMORANDUM FOR: SEE DISTRIBUTION LIST

SUBJECT: Renewal of Hazardous Property Disposal Contract

(Name of Contractor), currently provides hazardous material (HM) and hazardous waste (HW) management, recycling and disposal services for your activity under contract (contract number), which expires in (expiration date). Accordingly, the process of formulating requirements for your next contract has begun.

The types of services, which we offer through our contracts has expanded significantly since we last requested your requirements. The DRMS Menu of Services (MoS) continues to expand. For example, we now provide numerous management and recycling services, such as hazardous waste facility operation, spill response and closed loop solvent recycling. A sample Menu of Services is attached.

Well-defined requirements produce successful contracts. Consequently, we request that you complete the entire DRMS MoS as definitively as possible. For example, when listing the three predominant wastestreams under a disposal CLIN, identify the percentage of the CLIN's total volume that the wastestreams represent. My staff and the DRMO stand ready to assist your activity. Enclosed you will find a spreadsheet showing your historical generations for the period of _____.

My office, the DRMO and the DRMS Hazardous Contracting Division will be conducting a pre-requirements meeting in your area in approximately 3 to 4 weeks. The DRMO will be notifying your activity of the exact location and time of the meeting. We ask that your representative attending the meeting have a draft of your activity's requirements developed. The meeting will consist of the DRMS representatives discussing the acquisition process; advising of new services available; reviewing the MoS and assisting activity representatives with final requirements formulation. At the conclusion of the meeting, we will request that your activity forward your final requirements within 2-3 weeks.

The following points of contact are available for your assistance:

DRMO _____: (Environ. Protection Spec.)
(COM)
(DSN)
E-mail:

DRMS-BCP: (HW Requirements Specialist)
(COM)
(DSN)

(FAX)
E-mail:

DRMS-PH: (Contracting Specialist)
(COM)
(DSN)
E-mail:

DRMS strives to be DOD's provider of choice for worldwide reuse, recycling and disposal solutions. The DRMS team providing HM/HW management, recycling and disposal services thanks you for the opportunity to be your provider of choice.

(Name of Chief)
Chief, Hazardous Disposal Office
Environmental Services

Attachment

cc:
DRMO (w/o Att)
DRMS-P (w/o Att)

DISTRIBUTION LIST:

C8. ENVIRONMENTAL Program

Enclosure 6 - Procedures for Processing Orders For Special Service Contract Line Item Numbers (CLINs) on Hazardous Waste Contracts

A. INTRODUCTION

1. DRMOs and DOD generating activities may require special services in connection with the normal hazardous waste disposal program.

2. **DRMS hazardous waste service contracts include special services CLINS 6600-6699 to accommodate these special requirements.**

B. PROCESSING SPECIAL SERVICES REQUESTS

1. Generating activities/DRMOs must prepare a DD Form 1348-1A or automated format to request special services. In addition to the standard entries, the turn in document must also contain the following:

   a. FSC (Use 9999 for all special service requests);

   b. Unit-measure requested (as specified under the CLIN listed on the contract - EA, HR, etc.);

   c. Quantity requested (Total number of units required);

   d. MILSBILLS Fund Code (DRMOs must use XP when performing DRMS initiated testing);

   e. MILSBILLS DODAAC (Leave blank when testing for the DRMO);

   f. CLIN Unit Price;

   g. Total cost of services requested;

   h. Noun of service requested and appropriate CLIN (for DRMO requests for testing only: DRMOs must begin their noun description with either **"VERIFY"** if testing is being ordered for waste verification or **"UNKNOWN"** if testing is being ordered to identify unknown waste.) Place this information in block 27, -Additional Datall;

   i. Other information as deemed necessary to explain the roll-off, location of bulk containers, waste to be analyzed, specific test method, if required, etc.

DRMO will check to ensure all necessary information has been correctly annotated on the DTID.

Special services, e.g., chemical analysis, roll-offs, etc., are not considered DOD property. Consequently, these types of entries are not an authorized input into the DAISY property accounting system and will <u>only</u> be processed into BOSS. These BOSS transactions will still interface with the DAISY system and, where no records exist, this interface will generate a reject. The reject, **"DTID not found,"** will display the DTID number and FSC only. To eliminate extensive research time, the DRMO will use **"9999"** in the FSC field, as mentioned above. This

action allows for easy identification of the reject and associates it to the special service input. These rejects can be ignored by the DRMO.

3. DRMO will process the DTID into BOSS in accordance with (DRMO Functional Operators Manual Base Operations Support System (BOSS), Jan 94) with the following exceptions: **See paragraph 7 below for alternate procedures.**

   a. When using HD funds, the DRMO must submit a request for funding by e-mail to HW Funds prior to commitment.

   b. DTID: Use an **"S"** in the first position of the serial number for DRMO-prepared DTIDs (see example below);

   _____SC4400_____5____341_____S001_____
   (DRMO DODAAC) (JULIAN DATE) (* SERIAL NUMBER)
   (CY) (DAY OF INPUT)

   c. FSC (Use 9999 for all special service requests);

   d. DRMS TYPE: DRMOs using HD funds should always use a **"T"** in the type code. An **"R"** should be used for other generators;

   e. ORGAN: Enter organization as outlined in reference 4 with the addition of **"HR"** for the rest of DLA as needed;

   f. MILSBILLS FUND CODE: See B1d above;

   g. MILSBILLS DODAAC: See B1e above;

   h. Noun description (Description of service being requested). Guidance provided in B1h also applies here. In addition, any special requirements for the contractor should be included here; such as location for the roll-off or identification of specific EPA test methods as outlined in the RCRA part B permit to the contractor on the delivery order. Example: the permit states only EPA test method 1010 can be used to determine ignitability.

5. The DTID used to generate the special service request will be held in a suspense file until these services have been performed to the satisfaction of the requesting agency and in accordance with the contract.

6. Once the special services are completed, the DRMO will close out each associated BOSS file by completing the pickup ManiFest file (PMF). The following entries must be made on this screen:

a. BOSS document number;

b. Generator EPA ID Number (if no generator EPA ID Number, use generator DODAAC followed with **"SPCSVC"**);

c. ManiFest Number (Number sequentially starting with 00001);

d. Designated TSDF EPA ID number (Use SSH = Special Service Hazardous Identification Number (HIN), followed by nine zeroes; for a total of twelve digits);

e. Container type (always use - NA);

f. Number of containers (always use 999);

g. Unit of Measure (i.e., LB, EA, etc.);

h. Quantity (Total Quantity Requested).

7. **Alternate PMF method:** To reduce keystrokes, an alternate method of entering PMF data is available, but not recommended for multiple performances under one document; e.g. milk runs.

a. When doing HXH input, identify -DRMS Type‖ as a -S‖ versus -R‖ (unless HD funds - then use -T‖).

b. When a Special Service item is pulled up for PMF data entry, all information except -Picked up Quantity‖ will be prefilled with the required data, in a slightly different format. DO NOT attempt to change prefilled items. The only input required will be the -Picked up Qty‖ and -Save‖ the record.

8. Points of contact.

a. CONUS -- DRMS-BCE

b. DRMS-O

C8. ENVIRONMENTAL Program

Enclosure 7 - Quarterly Disposal Report

NOTE: DRMOs should use DRMO letterhead with this format

DRMO _____ Date

MEMORANDUM FOR **Generating Activity Name**
ATTN: Environmental POC
Generating Activity Address

SUBJECT: Quarterly Disposal Report

DRMO _____is providing a list of hazardous materials, generated by your activity that were successfully reutilized, transferred, donated or sold during the month of _____ (Attachment 1). The list is provided by Disposal Turn-in Document (DTID) numbers for your ease in identifying the property. This information is being provided on a quarterly basis to aid you in your hazardous waste minimization program. It also serves as our notification to you that any funding provided at turn-in for these DTIDs may now be deobligated.

Following is a list of Action Accounting Codes (AACs) to determine the method of disposition:

a. U/U = Reutilization of HP to another DOD Activity.
b. 7/7 = Transfer of HP to an Other Federal Agency.
c. 7/Z = Transfer of HP to an Other Federal Agency with a DOD Agreement.
d. V/I = Donated to a State Agency.
e. V/J = Donated to a Public Airport.
f. V/K = Donated to a Service Education Activity.
g. Previous Record Status Code of C or K with a Record Status Code of Z = HP Sold.

DRMS is here to serve you and appreciates your business. Please contact the DRMO's Environmental Protection Specialist, _____ at _____ for all inquiries regarding hazardous property.

Chief
DRMO _____

Attachment

C8. ENVIRONMENTAL Program

Enclosure 8 - Sample MOA

Memorandum of Agreement
Between The
Defense Reutilization and Marketing Office

_____
And The

_____
(Generating Activity)

1. This Memorandum of Agreement (MOA) made on this _____day of _____, 200_, between the above named DOD agencies is to provide for the establishment of a cooperation agreement for funding of hazardous material disposal.

2. Authority for MOA: Authority to execute this agreement on behalf of the DRMS and the above named command/activity/agency is vested in the respective Commanders of both activities, and their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernmental Support.

3. Authority for funding: Authority for DOD generators to provide funding for HP disposal is in DOD 4160.21-M, Chapter 10, paragraph B.1.k.

4. Definitions:

a. Funded DTID means a Disposal Turn-in Document (DD Form 1348-1A) or electronic turn-in data) with:

(1) Valid Signal Code B in record position (cc 51)
(2) Valid MILSBILLS Fund Code in cc 52-53
(3) Valid Billing DODAAC in Block 27
(4) Appropriate CLIN from Disposal Contract in Block 27
(5) Total Cost of Disposal in Block 27

b. Funding of Hazardous Material Disposal means charges for hazardous material accepted by the Defense Reutilization and Marketing Service (DRMS) shall be equal to the disposal costs specified in the applicable agreement, (e.g., disposal service contract) with the commercial contractor performing the disposal effort. However, as an exception to previous guidance, turn-in activities shall not be charged for those items for which disposal costs are not normally incurred.

c. RTDS means any line item issued to DOD, Federal Agencies, Donees, or Sold to the public.

4. Purpose: The purpose of this MOA is to establish policies, principles, and procedures under which the DRMO and the generating activity will cooperate in implementing the funding procedures for the disposal of hazardous property.

5. General Provisions: The parties to this MOA agree to the following:

a. The DRMO will:

(1) Provide the generating activity a copy of all DTIDs or a list of DTIDs that have survived RTDS, to serve as notification of the requirement to convert the original source document to a funded DTID.
(2) Share information on any new policies or procedures concerning funding of hazardous material.
(3) Respond to any funding issue or questions asked by the generating activity. DRMO point of contact is _____or _____

b. The generating activity will:

(1) Upon receipt of the notification DTID, respond in person within five (5) working days to convert the original source document to a funded DTID.
(2) Share information on any new policies or procedures concerning funding of hazardous material.
(3) Respond to any funding issues or questions asked by the DRMO. Turn-in activity point of contact is _____or _____.

6. Review, Revision, Modification, or Cancellation:

a. This MOA shall be reviewed annually by each party to evaluate its effectiveness and determine what changes are needed, if any.

b. This agreement is subject to modification or cancellation as required in accordance with the following:

(1) Request for modification will be forwarded by one party to the other by written notice at least thirty (30) days prior to the effective date of each modification.
(2) Notification of the intention of either party to cancel the Agreement prior to the period shown in this MOA will be by written notice to the other party at least sixty (60) days in advance of the proposed date of cancellation.

c. This agreement will be reviewed annually sixty (60) days prior to the end of the fiscal year for any changes or modifications.

7. Effective Date and Termination Date: This MOA is effective as of the date of the last signature below and will remain in effect until amended by mutual written agreement or until terminated, except that the termination date will be no later than three (3) years from the effective date of the agreement.

_____	_____
(DRMO Chief Signature)	(Activity Cmdr/Authorized Representative)
Date:_____	Date:_____

C8. ENVIRONMENTAL Program

Enclosure 9 - Tracking Invoices

RESPONSIBILITY	STEP	ACTION
Environmental Technician	1	Notify the Environmental Branch Supervisor of major tracking deficiencies.
Environmental Branch Supervisor	2	Review the deficiencies and coordinate with the Contracting Officer, Environmental Division Supervisor or Environmental Program Manager and legal counsel to determine if deficiencies are a reportable violation.
DRMS-O	3	For reportable violations regulatory agencies will be contacted telephonically and followed up in writing. A log and file of these notifications will be established using DRMS Form 2004, see Enclosure 1. A formal report with recommendations will be forwarded to the DRMS-O Commander. The Commander will release reports of suspected violations to regulators.

C8. ENVIRONMENTAL Program

Enclosure 10 - Environmental Certification

Edited 29 Jan 2008.

A. GENERAL

These procedures apply to Environmental Technicians (Manifest trackers) who analyze the audit trail submitted by the hazardous waste disposal contractor to verify selected data as evidence of services performed in preparation to the authorization for payment (Phase I as defined below). Trackers also review completion of the audit trail as required by the DOD -cradle to gravel policy (Phase II as defined below) to determine compliance with environmental requirements and with related terms and conditions of the contract. A tracker requires access to BOSS (Base Operations Support System) Inquiry and Tracking Subsystems, especially the MPA (Manifest Payment Authorization) record, Environmental Reporting System (ERS) and Discoverer Viewer systems to access reports supporting BOSS, and Microsoft Access for the Tracking Log. BOSS entry instructions apply to trackers and clerks assisting with BOSS data entry. Clerks require access to BOSS Tracking Subsystem PMF, IMF, and DMF records and all inquiry screens, but not approval for MPA records. Overseas: Refer to the DRMSI Manifest Tracking Operating Instruction which is still pertinent, even though DRMSI has reorganized.

B. PROCEDURES

1. **Logging:** A designated person (–logger) in the Tracking area logs submissions received from hazardous waste disposal contractors and subsequent actions to identify status within DRMS.

a. The disposal contractor submits documentation for tracking of hazardous waste disposal to the Tracking area by regular mail distribution or by special delivery. These submissions are known as –packets. Each packet is required to include appropriate identification on a DRMS Form 1683-1, which may be used to log the submission. This submission is in paper form for Phase I. Submission of Phase II data is normally by contractor entry in BOSS. Some exceptions require data entry as described below. (See disposal contracts clause G.11.)

b. The logger enters information regarding each packet in the Tracking Log (in Microsoft Access) to include contractor identification, abbreviated contract number, Task Order number, identification as Phase I or II, number of Task Order (DO) items submitted on 1683, date received, and assigned tracker. All of this required information is found on the 1683. The number of items submitted must be counted manually from the 1683. The Tracking Log assigns a packet number for each entry. When a —batch is completed (daily or as determined by the logger), the logger requests a print of DRMS Forms 1878, which serve as cover sheets to document actions on each packet. The logger attaches the 1878 to the related packet and distributes to the assigned tracker.

c. Note that if the Phase I and Phase II packets are received together, they must be processed separately and have two separate packet numbers and 1878 cover sheets. The Phase II packet number must be written underneath the Phase I packet number on the 1878 for the Phase I process. The Phase I packet number must be written underneath the Phase II number on the 1878 for the Phase II process. (This cross reference makes combining the two submissions at the end of the process much easier.)

d. Upon completion of the tracking process below, whether accepted or rejected, the tracker (or logger for Phase II) closes the packet out of the Access log by entering the date forwarded to DRMS-PH (Hazardous Contracting), the number of items accepted (usually all or none based on instructions from the Contracting Officer - KO), and the approving tracker‘s initials (data entry person‘s initials for Phase II). This log entry also is used by Access to produce the tracker production report.

2. **Phase I Tracking:** Phase I Tracking authorizes release of the authorization for payment (BOSS report 591 or 626) to the KO based upon acceptance of documentation of receipt of all waste streams at the first approved Treatment Storage and Disposal Facility (TSDF). Tracker obtains packets containing the documentation submitted by hazardous disposal contractors per para B1b and takes action as follows:

a. Review Phase I packet for discrepancies:

(1) Phase I submission requires a completed DRMS Form 1683-1 for header information and columns 1 - 8 (except special services, 6XXX series CLINs, which require columns 1 - 3, 5, and 6 only) and a copy of each Manifest identified in the Task Order to pickup waste from the generators with receipt at the first TSDF documented per contract clause G.11. Verify that this documentation is included in the packet. Each Manifest referenced on the 1683 must be included in the packet and must be completed, especially in the area identifying receipt at the TSDF to include printed name, signature and date. Pay particular attention to changes or exceptions noted on the return copy of the Manifest(s).

(2) Review the information in BOSS using the MPA screen in the tracking subsystem. The MPA screen summarizes the Task Order and tracking information already recorded by authorized DRMO personnel to include pickup Manifest number, Designated TSDF, TSDF receipt date, pickup quantity, and requested quantity. This screen also provides a total of all requested quantities for the Task Order, a total of all quantities reported as picked up, and a dollar value for the Task Order. Flagged items (red highlight) identify a potential discrepancy. A quantity discrepancy indicates that either pickup information is missing or that a modification to adjust the requested quantity is required. A highlighted field for -Waste‖ or –Hdl‖ indicates that the waste code or handling code on the PMF (Pickup Manifest) is not approved for the related TSDF. The PMF should be viewed for additional information to resolve any discrepancy. Missing pickup information may be identified by blank fields on the MPA screen and by quantity discrepancies.

(3) Compare the information on DRMS Form 1683-1 with the information in BOSS. Identify any discrepancies as indicated below.

(4) Each valid discrepancy is identified and explained below. When documenting a discrepancy on DRMS Form 1878 per (6) below, include this language and specific references to Task Order item numbers and other data as applicable.

a) —Incomplete submission‖ is defined as a 1683, which does not provide tracking for every item identified on the DO, which is listed on the MPA screen. (Item number missing from the MPA screen is a deleted item.) This is a discrepancy to the contractor, unless the Contracting Officer (KO) has authorized partial payments. If partial submission is authorized, process per KO instructions.

b) –Missing PMF‖ is defined as an item listed on the MPA screen for which –Designated TSDF‖, -Mafst No‖, -Type‖, —Quantity‖, and –Hi Pkup Qty‖ fields are blank or no PMF entry exists for the Manifest number provided (see also —incorrect Manifest number‖). This is a discrepancy to the DRMO, unless the KO requires modification action.

c) —Quantity issue‖ is any discrepancy between the quantity (by Manifest number for each item) between the 1683 and the entries on the MPA or with the total picked up quantity compared to the quantity requested. On some contracts, the KO has authorized partial payments. Other than these exceptions, quantity discrepancies will require resolution by the KO for correction of the PMF by the DRMO, correction of the tracking information submitted in the packet and/or modification of the Task Order by the KO. Reject to the KO for resolution as appropriate.

d) —Incorrect Manifest number‖ is any difference between the Manifest number on the 1683 and on the related item on the MPA. (Note that discrepancy for -missing PMF‖ is reviewed above.) The Manifest number must be verified with the Manifest copies in the packet. A missing Manifest is a discrepancy to the contractor. An incorrect Manifest number will require resolution by the KO.

e) —Incorrect Designated TSDF‖ is any difference between the Designated TSDF on the MPA screen and the Designated TSDF on the Manifest. (Be alert to identification of the incorrect Manifest number described above or change to the TSDF by annotation on the Manifest.) Based on Manifest documentation submitted by the contractor, this is usually a discrepancy to the DRMO. Return to the KO for resolution.

f) —Listed TSDF unable to accept the waste‖ is defined as either a TSDF which is not approved by DRMS for contractor use (either not on the DRMS qualified list on our web site or, in some cases, approved for use on a particular contract), or a TSDF which is not approved by DRMS for a particular type of waste (may include waste code discrepancies noted on the MPA per B2a(2) above). If the particular type of waste does not validate to the BOSS TSF table, verify with the TSDF permit folder (and obtain approval for any BOSS corrections) before rejecting.

g) —PCB Manifest discrepancy‖ is defined as a failure to provide the additional Manifest documentation required by 40 CFR 761.207 for PCB waste. These requirements

include stating the waste in kilograms rather than pounds, providing additional description of the waste, and identifying the out of service date for each waste stream. Note that the definition of PCB on the Manifest (per 49 CFR, HMT) is not identical to the definition for the purpose of documentation per 40 CFR.

(5) If valid discrepancy (b), (c) or (d) is identified per (4) above, the KO may be e-mailed in an effort to resolve the problems before the Phase I packet is rejected. Make a copy of the e-mail and place with the packet annotating a suspense date. If the discrepancy is not resolved by the suspense date, include the copy of the e-mail with the copy of the 1878 in the discrepancy folder for the contract as instructed in (6) below. If valid discrepancy (d) is used, the contractor may be contacted to obtain the correct Manifest number by fax before the packet is rejected. Document the suspense information similar to above. If the discrepancy is not resolved by the suspense date, include a copy of the documentation with the copy of the 1878 in the discrepancy folder for the contract as instructed in (6) below.

(6) If any discrepancy is noted above and unresolved, record the information in block 5 (or a referenced attachment) of the DRMS Form 1878. After all discrepancies have been annotated, make a copy of the 1878 and any attachment to be kept in the contract discrepancy file in the tracking area.

(7) If the Phase I packet is rejected and the Phase II packet was submitted at the same time, reject the Phase II packet also. On the 1878 in the comments box to the KO write, —Phase I packet rejected. Resubmit Phase II with corrected Phase I packet‖.

(8) Log the rejected packet(s) in the Tracking Log (Access) noted in paragraph B1d. Enter the same information on DRMS Form 1878.

(9) Place the logged out and rejected packet(s) on the mail table for Hazardous Contracting.

b. If no discrepancies are found following the procedures in a. above, review the payment authorization (591) information for the Task Order as follows:

(1) Enter a Discoverer inquiry in the report titled —S9D3804 591 Summary 20Feb03‖ using the Procurement Instrument Identification Number (PIIN – contract number, dash, Task Order number) for the current packet. Note that this report has two sheets, one for payment authorizations already approved and one for payment authorizations pending approval.

(2) Compare the total of the two payment authorization sheets with the total amount obligated at the beginning of the MPA screen in BOSS as described in paragraph. B2a(2). If the two totals are equal, the payment authorizations may be approved. Use the computer mouse to move the cursor in the MPA screen to the —Appr PIIN‖ button and click. Proceed to (4) to complete the tracking process.

(3) If the totals in (2) above do not equal, check the Discoverer —payment authorization pending approval‖ report line by line with the tracking information submitted in the

packet. Individual payment authorizations may also be viewed in BOSS by clicking on the BOSS document number (for PMF entries only) in the MPA table. This will open a –591‖ screen. Identify discrepant line(s). Resolve with the KO for possible Task Order modification for assigned CLIN, quantity, or adjustment action. The KO may be e-mailed in an effort to resolve the problems before the Phase I packet is rejected. Make a copy of the e-mail and place with the packet annotating a suspense date. Annotate discrepancy as –Out of balance payment authorization‖ with the line number(s). If the discrepancy is not resolved by the suspense date, include the copy of the e-mail with the copy of the 1878 in the discrepancy folder for the contract and process the rejected packet as instructed in B2.a.(6) above. If payment authorization discrepancies are resolved, return to (2) above to complete the tracking process.

(4) If all appropriate payment authorizations have been approved, write –Pay Lines: (identify specific lines being certified)‖ in the lower left hand corner of block 5 of the 1878.

(5) Log out the authorized packet(s) in the Tracking Log (Access) as noted in paragraph B1d. Enter the same information on DRMS Form 1878.

(6) Place completed Phase I packets on the incoming mail table for Hazardous Contracting. If the contractor submitted Phase I and II together, only the DRMS Form 1878 for Phase I is forwarded to Hazardous Contracting. Process the remaining documentation as Phase II with its separate cover sheet as instructed in paragraph 3 below.

c. If no discrepancies are found in a. above and KO identifies discrepancies in the payment authorizations as a result of b. above, identify the actions required to obtain the required payment authorizations.

(1) KO will contact the DRMO to enter missing TSDF Receipt Dates in the PMF records. To ensure timely payment processing, the KO may return these items to the tracker for updating as follows: If no payment authorization is on the 591 screen of the MPA and the PMF Manifest information agrees with the Manifest information on the 1683 except for a missing date in BOSS for the TSDF Receipt Date, enter the TSDF Receipt Date in the PMF per Phase I data entry instructions paragraph B4, below.

(2) If KO has modified the DO, return to paragraph 2 and review packet.

3. Phase II Tracking: Phase II tracking is the process of validating the accuracy of RCRA and TSCA cradle-to-grave manifest audit trail information entered into HW BOSS by the contractor. DRMS is required under DOD 4160.21-M to conduct 100 percent cradle-to-grave manifest tracking for RCRA hazardous wastes, including interim and disposal manifests and treatment methods. There is no requirement to conduct Phase II tracking for non-RCRA wastes. DRMS performs 100 percent cradle-to-grave manifest tracking verification via Phase II tracking of RCRA items utilizing automated means in BOSS and ERS along with manifest tracker review of audit trail documentation flagged by ERS. Through edits, BOSS validates that all facilities for RCRA hazardous wastes are qualified by DRMS to accept and treat the wastes received. Manifest trackers run a series of manifest tracking ERS reports on a quarterly basis that review 100 percent of

cradle-to-grave audit trail data for the designated timeframe. These reports are reviewed by a DRMS-BC Environmental Protection Specialist (EPS) to identify Task Order lines that warrant a manual review of manifest audit trail data by manifest trackers. The Environmental Protection Specialist will send the following notification to DRMS-PH on a quarterly basis:

a. A list of Task Order lines that are overdue for contractor Phase II manifest entry. DRMS-PH will document the performance and forward to the appropriate contractor for action.

b. Listings of Task Order lines for complete manual audit trail review by DRMS-BC Manifest trackers including, but not limited to:

(1) Quantity discrepancies greater than ten percent between amount picked up and amount disposed.

(2) DEMIL wastes (excluding JEAP processed clothing) overdue for contractor Phase II manifest entry.

(3) Mandatory recycling items with treatment/disposal methods indicating recycling did not occur.

(4) Land Disposal Restricted (LDR) wastes (40 CFR 268) with disposal methods indicating land disposal occurred.

(5) A representative sample of Task Order lines overdue for contractor Phase II manifest entry

(6) A representative sample of Task Order lines where audit trail data was provided in the previous quarter.

DRMS-PH will forward these listings to the appropriate contractors and request complete cradle-to-grave audit trail data consisting of the pickup report, pickup manifest, interim manifest(s), disposal manifest, land disposal restriction notifications and certificates of disposal. The contractor will be advised to load this information into BOSS prior to submittal, if not previously accomplished.

c. The DRMS-BC EPS will provide a listing of Task Order line items requested by DRMS-BC in previous quarters for full audit trail data that have failed to be provided by the contractor. The DRMS-PH KO will take appropriate contractual action on these items.

d. Manual Phase II Tracking is defined as follows:

(1) Run a BOSS BZ report using the document number. Compare the quantity and the identity of the waste between the pickup report, pickup manifest, interim manifest(s), disposal manifest and supporting documentation to the information on the

BZ report, and between each manifest. Validate that the facilities are permitted the treatment method(s) for each the waste code(s) accepted (note: BOSS edits that waste codes and treatment methods are acceptable, but does not validate that a waste code is permitted for a treatment method, manifest trackers are required to validate against the permit in the facility file)

e. If discrepancies are found per a. above, process as instructed below:

(1) Identify the discrepant lines on the BZ report.

(2) Record each discrepancy in block 5 of the 1878 with specific reference to each item and a detailed description of the discrepancy as provided in paragraph f below.

f. Process the Phase II packet as follows:

(1) **Approve any lines that do not have discrepancies by stating "Approved lines: (Identify specific lines being approved.)." in the lower left hand corner of block 5 on the 1878. Enter initials and date in the "Tracked by" area.**

(2) Annotate the Tracking Log with the —tracked by‖ initials and date and the number of lines approved only (do not indicate data entry or date forwarded to DRMS-PH).

(3) Copy 1878 when any discrepancy has been identified to be kept in the contractor discrepancy file.

(4) If any lines have been approved, enter data for those lines in BOSS **(if required)** as described in paragraph B5, below.

(5) If all lines have discrepancies, annotate block 5 of the 1878 for the discrepancies as instructed above. Indicate –0‖ lines for approval. Indicate current date in —Date forwarded to DRMS-PH‖ with initials. Annotate the Tracking Log with the –tracked by‖ initials and date with the number of lines as –0‖. Place these Phase II packets on the mail table for DRMS-PH to be sent to the KO for resolution.

a. If the recycling required by contract was not recorded, e-mail the KO on the contract and see if a modification was issued or if Past Performance was annotated. Copy this mailbox in the e-mail: DRMS Phase 1_2 Problems. The e-mail should explain what the waste is, what the clause in the contract requires, what the contractor has claimed as disposal method, and results of the search for modification and Past Performance annotation.

b. If recycling was required by EPA rules (NiCad Batteries, for example), immediately notify the KO by e-mail with the description of the waste stream and the claimed disposal method. The KO will investigate the contractual issues and coordinate regulatory violations with appropriate program offices.

c. If the waste stream contains PCB waste and the reported audit trail indicates improper disposal, report the discrepancy to the KO by e-mail providing a description of the waste stream and the reported disposal information. Also send a copy of the e-mail to DRMS Phase 1_2 Problems to record the discrepancy.

d. All PCB waste streams require a Certificate of Destruction (CD) from the disposal contractor. CDs for PCBs should be given to the KO to be filed in the DO folder. If the contractor has not sent a CD, the audit trail is incomplete. Ask the KO by e-mail to request missing CDs from the disposal contractor and send a copy of the e-mail to DRMS Phase 1_2 Problems.

e. Review for incomplete disposal methods. For example, listed wastes require final disposal information, not just RCRA treatment. If any waste streams do not identify complete disposal, report the circumstances to the KO by e-mail with a copy to DRMS Phase 1_2 Problems.

f. When the KO replies with processing instructions, take action as directed and annotate the information in the group mailbox DRMS Phase 1_2 Problems.

g. To record results of the tracker's review, the e-mail sent by the contractor will be annotated PASS and/or FAIL as indicated below on the e-mail subject line of the e-mail sent by the contractor specific to the Task Order reviewed. If the contractor has sent an e-mail with multiple Task Orders, identify the information next to each DO in the subject.

1) PASS - when all lines have been entered in BOSS and entry is accepted: Annotate e-mail with PASS, date of review, and name of tracker. Sample entry: —PASS, 30 Apr 2007, John Doe.‖

2) PASS/FAIL – when all lines have been entered in BOSS. However, some lines have failed due to reasons in the evaluation criteria above: Annotate e-mail with PASS/FAIL, summary count, reference to packet log number for discrepancies, date of review, and name of tracker. Sample entry: —PASS 10 of 15 lines, FAIL 5 of 15 (see 115981), 30 Apr 2007, John Doe.

3) FAIL – when all lines have failed or disposal information on any line is incomplete: Annotate e-mail with FAIL, reference to packet log number for discrepancies, date of review, and name of tracker. Sample entry: –FAIL (see 115982). 30 Apr 2007, John Doe.

4. **Phase I Data Entry:** For Phase I packets requiring entries, the clerk will sign into BOSS using the individual's assigned User ID and protected password using Internet Explorer and the current URL for the production BOSS system. To —enter PMF date‖ (per B.2.c.(1) above):

a. Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select PMF as the screen for data entry.

b. Enter the BOSS document number in the first field of the PMF screen from column 2 of the indicated line on the DRMS Form 1683-1. Use the drop down arrow to access the available Manifest number choices. Click on the Manifest number indicated in Column 4 on the 1683 entry. (If only one choice, the system fills the next two fields on the screen with the appropriate entries.) Enter Function Key 8 to call up the required record.

c. Move the cursor to the TSDF Receipt Date field. Type in the date provided in Column 6 of the 1683. (Date is required to be in the format DDMMMYYYY.)

d. Enter Function Key 10 or click on the –blue diskll icon to save the change.

e. Enter the next BOSS document number and continue at (2) above. When PMF changes are completed, click on –green doorll icon to return to the BOSS main menu and return to B2 above.

f. Identify any discrepancy with the above process by entry in block 6 of DRMS Form 1878.

g. When discrepancies are annotated, return to B.2.b to complete Phase I processing.

5. **Phase II Data Entry:** For those Phase II packets submitted by entries on DRMS Form 1878, update BOSS records. Sign into BOSS using the individual's assigned User ID and protected password using Internet Explorer and the current URL for the production BOSS system. (Note that these same procedures are provided separately as instructions for hazardous disposal contractor entry of Phase II data with a different narrative to assist users with a different perspective to understand DRMS requirements. Note also that these instructions assume that the tracking is older than the EPA Manifest change on 5 Sept 2006.) Proceed as follows:

a. Enter IMF (Interim Manifest) records to record movement of waste between TSDFs:

(1) On DRMS Form 1683-1 any BOSS document numbers with two lines or more of information in the Phase II area (columns 9 - 14) for a single line in the Phase I area (specifically two or more TSDF numbers in column 10 or one or more Manifest numbers in column 9, which are different than the Manifest number in column 4) require an IMF record for each additional Manifest number. (If no records are so indicated, proceed to b. for entry of DMF records.)

(2) Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select IMF as the screen for data entry.

(3) Enter the BOSS document number in the first field on the IMF screen from column 2 of DRMS Form 1683-1.

(4) The Pickup Manifest field will fill if only one PMF exists for this BOSS document number. If the correct Manifest number from column 4 of the 1683 appears, go to (7).

(5) If more than one PMF exists, a drop down screen will display the Manifest numbers available in the database for this BOSS document number. Use the cursor to highlight the same Manifest number as in column 4 of the 1683. Click OK to select that PMF as reference to the current IMF. Go to (7)

(6) If the correct pickup Manifest number from column 4 is not available per (4) or (5), line is rejected to the tracker to resolve. Write the problem as –missing PMF Manifest number‖ for the discrepancy in block 6 of the 1878. (Do not proceed to b for DMF entry of this item.) Proceed to the next required IMF entry per (1) above.

(7) The cursor will move to the next field labeled Manifest number. Enter the Manifest number from column 9 of the 1878. The Generator EPA number field should fill from the database and match the first number provided in column 10 of the 1878. If the EPA number does not match, reject to the tracker to resolve. Write the problem as –EPA number for IMF generator does not match‖ as the discrepancy in block 6 of the 1878. (Do not proceed to b for DMF entry of this item.) Proceed to the next required IMF entry per (1) above.

(8) Enter Function Key 8 to lock the fields identified above. (These fields are also the –key fields‖ required for any subsequent inquiry.) At the field entitled Designated TSDF, enter the TSDF number found in column 10 below the generator number identified in (7). (A 12-digit number is required.)

(9) <Tab> down to the Quantity field, or use the cursor to click on the Quantity field. Enter the quantity from the same line of the 1878 found in column 12.

(10) <Tab> once to reach the TSDF Receipt date. Enter the date from the same line of the 1878 found in column 13. Date is required to be in the format DDMMMYYYY.

(11) <Tab> once to reach the state Manifest number field. If an additional Manifest number is provided in column 9 of the 1683 with the number used for (7) above, enter the last eight digits of the longer Manifest number. If no additional number is provided, leave this field blank.

(12) <Tab> once to reach the Waste Code field. Enter the four digit waste code(s) listed in column 8 of the 1878. Enter one code per block. Cursor will tab to Handling Code field. Proceed to (12) if only one waste code is listed in column 8. If more than one waste code is listed, either <Shift> <Tab> and arrow down to next available block or use mouse to move cursor to the next available block and continue entering all listed waste codes. (Arrow down after four codes are entered for additional block: 20 blocks are available). Proceed to (13) when all waste codes are entered.

(13) Enter handling code from column 11 of 1683 (Treatment / Disposal Codes) next to first TSDF listed. If blank, enter -S01‖ (0 = numeric zero) for storage. (S01 will be the usual code in the IMF. However, other codes may apply as indicated.) If multiple entries are required, move cursor to next available block as explained in (12).

(14) Enter Function Key 10 or click on blue disk icon to save the entry. Observe the system response to ensure acceptance or identify error. Identify any error on block 6 of 1878 (do not proceed to DMF in b for any items with an error). Continue to (1) for next required entry. When all required IMF entries are completed, click on –green door‖ icon to return to BOSS main menu and proceed to b.

b. Enter a DMF (Disposal Manifest) record to complete each audit trail for each item approved on the 1878, which does not have a subsequent error noted in a. above (Some items may require multiple DMF records, if so indicated on the 1683. If column 9 is annotated –same as 4‖ no IMF record was needed, yet a DMF is required. A DMF is required for every entry in column 12 of the 1878 for a disposal quantity and every item with the —same as 4‖ noted above).

(1) Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select DMF as the screen for data entry.

(2) Enter the BOSS document number for a 1683 entry requiring a DMF.

(3) Click on the drop down arrow to the right of the BOSS document number. Select the line with the combination of key fields applicable to the line on the 1683 (Pop up window provides possible key fields for a DMF in sequence: Manifest number to disposal facility, PMF Manifest number that originated this waste stream. EPA number for TSDF where disposal occurs, and type record producing the key fields (P for PMF or I for IMF.)) Enter Function Key 8 to secure the key fields. (If a DMF record already exists, it will be displayed and block 6 of 1878 should be annotated –already disposed‖. Return to (2) to select another item.)

(4) <Tab> or use the mouse to place the cursor in the Quantity field. Enter the disposal quantity from column 12 of the 1683, if the applicable TSDF is in column 11 or from column 5, if column 9 was annotated.

(5) <Tab> to TSDF Receipt Date. Enter date from column 13 of the1683 in format DDMMMYYYY.

(6) If the waste code indicates —PCB‖, a date will be entered in column 14 of the 1683. Use the mouse to move the cursor to the Cert Treatment Date (<Tab> will not work to this field). Enter the date from column 14 in the format DDMMMYYYY.

(7) After entering the appropriate dates required for (5) and (6), <Tab> to the Waste Code field. Enter the four digit waste code(s) listed in column 8 of the 1878. Enter one code per block. Cursor will tab to Handling Code field. Proceed to (8) if only one waste code is listed in column 8. If more than one waste code is listed, either <Shift> <Tab> and arrow down to next available block or use mouse to move cursor to the next available block and continue entering all listed waste codes. (Arrow down after four codes are entered for additional block: 20 blocks are available). Proceed to (8) when all waste codes are entered.

(8) Enter handling code(s) from column 11 of 1683 (Treatment/Disposal Codes) next to the disposal quantity. If lines were annotated —same as block 4‖, take the codes from column 7. (Do not use S01 as a handling code for the DMF.) If multiple entries are required, move cursor to next available block as explained in (7).

(9) Enter Function Key 10 or click on blue disk icon to save the entry. Observe the system response to ensure acceptance or identify error. Identify any error on block 6 of 1878. Continue to (2) for next required entry. When all required DMF entries are completed, click on –green door‖ icon to return to BOSS main menu and proceed to c.

c. Special Services: The 1683 entry will only have columns 1 - 3, 5, and 6 completed. No IMF will be required in a. above. DMF entry is only made to complete Task Order records. Enter DMF data as in b. above with these additional instructions. Select key fields from the PMF and lock the fields as instructed in b above (use the dummy Manifest number provided by PMF). The quantity is the most important entry for special services. Use the date that the service was performed. Waste code will be –None.‖ Handling code will be 999.

d. When all required Phase II tracking entries are completed in BOSS per a., b., and c. above or are annotated for discrepancies as instructed, initial and date the —Data Entered‖ fields of the 1878. Place the packet on the shelf in the Tracking area labeled for completed Phase II packets for review. The logger will review packets for discrepancies to be rejected to DRMS-PH. The logger will enter the information about the packet from the production form into the Access Tracking Log per para B1d.

6. **Corrections:** Changes may be made to existing records in the IMF and DMF screens when required, subject to instructions. Enter the BOSS document number in the appropriate screen. Use the drop down arrow to select the key fields for a record query. Enter OK when the selected fields are highlighted. Enter F8 to complete the query. Make required changes. Select blue disk icon or F10 to save the corrected record. The key fields in a record may not be changed; they require deletion and entry of a new record. Changes must be made in sequence to avoid edit errors. For example, a quantity correction must begin at the PMF, through related IMF records, and conclude at the DMF. Deletion of a DMF may be required to proceed with an IMF change, i.e., if changing a Manifest number, a TSDF, or decreasing a quantity. If a –key field‖ is being changed, a delete is always required.

7. The DRMS-BC Chief and/or Team Leaders will periodically review tracking discrepancies/issues and recommend changes to the review process, or to provide Past Performance information to Contracting Officers.

8. The DRMS-BC EPS will conduct a trend analysis by reviewing ERS Phase II reports and Phase II tracking discrepancies and recommend facility and/or contractor on-site audits.

C8. ENVIRONMENTAL Program

Enclosure 11 - Instructions for Contractor BOSS Entry of Phase II Tracking
As of 13 Jan 2004

Description:
BOSS (Base Operations Support System) is a DLA (Defense Logistics Agency) database using Oracle programming to manage contracting, accounting, and disposal information for Department of Defense supply functions. DRMS (Defense Reutilization and Marketing Service) uses this system to manage disposal of hazardous waste.

Requests for disposal begin with a supply system turn in by manual paperwork or various automated computer systems. Contracting consolidates the turn-ins on a task order or delivery order on an established disposal contract. The disposal contractor arranges the pick up of this waste, including manifests or shipping papers and supporting documentation, with the COR (Contracting Officer Representative).

The pick up is documented in BOSS with a PMF (Pick up Manifest record). The PMF uses a BOSS document number as the primary reference to the delivery order. Tracking of disposal of the waste always includes reference back to this document number and includes the ManiFest number or shipping paper numbers assigned to each movement of the waste.

Current DRMS payment terms allow the contractor to submit a Phase I tracking package for payment approval. In Phase I tracking, the contractor documents receipt of the waste at the first TSDF to HQ DRMS.

Completion of the disposal audit trail is required. DRMS is required by DOD to provide -cradle to gravell audit trail for all waste streams. Phase II tracking provides manual reporting using a completed DRMS Form 1683-1.

These instructions are intended to replace the manual report on the 1683, for Phase II only, with direct BOSS access by the contractor. BOSS is now accessible to users with the proper clearance by a public server web site. The public server address allows entry through DLA firewall controls. Contractors should contact their Contracting Officer for clearance procedures, as well as reporting employees no longer requiring access.

BOSS is a controlled access government system. Note the warning when signing into this system! Password changes are required every 90 days. Do not share access with anyone! Additional users must obtain their own clearance and access.

Tracking Procedures:
The PMF record initiates the audit trail for disposal of hazardous waste. The DRMS COR enters this record.

Each audit trail is completed by a DMF (Disposal ManiFest record). If the waste stream is split during processing, each part of the audit trail is completed by a DMF.

If the destination of the PMF record is not the disposal facility, each additional ManiFest or shipping paper for the audit trail requires a separate IMF (Interim ManiFest record). The PMF and IMF records primarily show movement from one EPA number to another referencing the manifests, which

documented this process. By contrast, the DMF documents the end of the audit trail and the treatment methods used to dispose of the waste.

If a state ManiFest number is also assigned to any ManiFest, entry is required on the PMF or IMF record (as applicable) per current instructions for DRMS Form 1683-1. Entry on the DMF would duplicate a PMF or IMF data entry and is not required.

The PMF, IMF, and DMF are all accessible through the Tracking subsystem of BOSS. Additional guidance may also be found at Help on the tool bar in BOSS.

When completing a BOSS session, click on the Green Door in the Tool Bar to return to the main menu, click on Exit at the main menu, and then -X‖ out of the Internet access. This closing process ensures proper closing of the BOSS session and minimizes system -locks‖.

Details for Processing:

Disposal:
As each audit trail ends with a DMF, we will begin at the end. The primary reference is the BOSS document number. In addition, the ManiFest number used to send the waste to the final facility and the ManiFest number used at pick up are referenced. In the simplest audit trails, these ManiFest numbers are the same. BOSS uses the five digit serial ManiFest number. BOSS also assigns a PMF sequence number for every record built on a PMF (IMF or DMF).

Select the DMF screen from the tracking subsystem.

Enter the BOSS document number.

Click on the drop down arrow to the right of this number.

(If only one record is accessible by this drop down, some places in BOSS enter the fields referenced in the next paragraph automatically, skipping the drop down.)

A window appears that contains the possible reference numbers for a DMF on this BOSS number. Choose the correct combination of reference data on a single line of the drop down. Note that disposal of part of a waste stream may occur at more than one facility. BOSS will accommodate this information by proper selection of the referenced ManiFest for any new record. The PMF sequence number, noted above, is also part of the drop down selection. Click OK.

Enter Function 8 to lock these references. The present version of BOSS will change to a gray screen reflecting a change from -Query‖ to -Add/Update‖.

The fields may be skipped for ManiFest page and line and container number and type.

Enter the quantity disposed by the current action. (Each BOSS entry for quantity refers only to the quantity applicable to the current waste stream, vice but not to exceed the ManiFest quantity)

Enter the date of receipt at the TSDF (Treatment, Storage, Disposal Facility). All dates in BOSS are in the format DDMMMYYYY. BOSS will accept a -shortcut‖ where the user enters only a single digit day, if 1- 9 and a two digit year, i.e. -1JAN04‖ will process as -01JAN2004‖.

If waste is a PCB, enter the date treatment was certified complete. This date is required for all PCB waste to assist with compliance of the more stringent reporting requirements in 40 CFR 761.218. The cursor must be dragged to this field and clicked to access. The certificate of disposal for PCB waste must still be forwarded to DRMS by mail or fax.

Enter waste codes applicable to this waste stream. Follow instructions on DRMS Form 1683-1. Do not use state codes for the IMF or DMF. (They are on the PMF only.)

Enter the treatment codes performed on this waste stream by this TSDF. Do not use storage codes for the DMF. Do not use management codes. Acceptable codes begin with D, T, or X.

Save transaction by entering Function10 or clicking on the blue disk in the tool bar.

<u>Interims:</u>
If the destination of the PMF record is NOT the disposal TSDF, an IMF is required to document each ManiFest in the audit trail to disposal. (The following instructions may appear complex. Keep in mind that they are intended to address the most complicated case. Many steps may not apply to more simple cases.)

Select the IMF screen from the tracking subsystem.

Enter the BOSS number.

The system will fill the PMF ManiFest number, if only one for that BOSS document number. If the BOSS document number has more than one pick up ManiFest, a window will pop up to select the appropriate pick up ManiFest number. Click on the correct line to highlight and then click on -OK‖.

Enter the five digit serial ManiFest number for the next ManiFest in the audit trail. (If this is a correction, use the drop down button to select the existing record.)

At the Generator EPA ID Number, the system will automatically fill the destination from the referenced PMF record. If the current ManiFest is not the first interim in a specific audit trail, use the drop down button to obtain the previous ManiFest record in this audit trail. Click on the appropriate line to highlight and click on -OK‖ to select. The generator field will update to the destination TSDF of the referenced ManiFest. (The government generator will not be on an IMF. Note that the generator of the new IMF will be the destination from the previous ManiFest in the audit trail. The -P‖ in the field in the upper right corner will change to an -I‖ for reference to a previous IMF.)

Enter the destination identified on the ManiFest to be recorded. (Please do not use this drop down.)

Enter F8 to lock these references.

Enter the quantity for this part of the waste stream.

Enter the date of receipt at the TSDF.

Enter the waste codes applicable to this part of the waste stream. Do not use state waste codes.

Enter the treatment codes applicable for the FIRST TSDF shown on this record. Usual entry will be -S01‖. Other entries may be appropriate if treatment, such as T31 for D002, was performed at an interim facility.

NOTE: The page and line from ManiFest and container type and quantity are optional fields on the IMF as well as the DMF.

If applicable, the state ManiFest number is required on the IMF. Use the last eight digits.

Save by clicking on blue disk or selecting F10.

Special Situations:

Special Services:
PMF entry for special services depends on the DRMS type code selected at the request for delivery order (HXH - query by HLI). No IMF will be required. DMF entry is only made to complete delivery order records. Enter DMF data by selecting key fields and locking the fields as instructed above. The quantity is the most important entry for special services. Use the date that the service was performed. Waste code will be -None.‖ Handling code will be 999 (special exception to DMF edit).

Unique Disposal Codes:
DRMS has assigned abbreviated coding for some disposal processes. The wastewater treatment process is usually abbreviated with code D85. Mechanical or other processing of waste streams such as batteries and fluorescent lights under the approved recycling plans and PCB carcass separation are abbreviated with code X02. Metals refining (including mercury, D009) is usually T87. Most -other‖ codes as assigned by EPA are NOT used in BOSS and require translation. Please contact DRMS-BCE for instructions in the case of any questions.

NOTE: Use the TEW query to check BOSS records for EPA numbers and waste or handling codes approved for them.

Corrections:
Changes may be made to existing records in the IMF and DMF screens when required, subject to instructions. Enter the BOSS document number in the appropriate screen. Use the drop down arrow to select the key fields for a record query. Enter OK when the selected fields are highlighted. Enter F8 to complete the query. Make required changes. Select blue disk icon or F10 to save the corrected record.

The key fields in a record may not be changed; they require deletion and entry of a new record.

Changes must be made in sequence to avoid edit errors. For example, a quantity increase must begin at the PMF, through related IMF records, and conclude at the DMF. A quantity decrease must be in reverse with the DMF changed first and the PMF changed last. Obviously, corrections should not be frequent, both to maintain the validity of the database and to minimize data entry time.

Contractors do not have permission to change a PMF record. PMF changes must be referred to DRMS for review. Some PMF changes will require intervention by DFAS, if disbursement has been made.

-DummyEPANumbers:
DRMS has approved dummy EPA numbers to designate TSDFs that are approved for non-RCRA waste only. Be sure to use this approved number in place of the number on the shipping paper for all BOSS entries.

Special services also use a dummy EPA number (usually SSH000000000).

Reporting Completion of a Delivery Order:
The DRMO will receive separate instructions from the Contracting Officer or Procurement Technician to report completion of each delivery order. These instructions will require e-mail notification to one of the above and to a special address for DRMS-PH for Tracking review (Phase 2 Done).

The BOSS entry of Phase II audit trail information per these instructions and notification of completion of each delivery order replace the requirement for a paper Phase II submission, except for PCB waste streams which still require the certificate of disposal. Please note in the e-mail when waste streams contain PCBs and indicate whether certificate was mailed or faxed.

When a problem occurs with actual disposal methods, a required modification, PMF information, or other issues beyond the scope of these instructions, do not make any BOSS entry for that waste stream until receiving specific instructions. See instructions below.

Problems:
Questions about Contract Administration should be directed to the Contracting Officer or Procurement Technician.

In the event of a tracking discrepancy, such as failure to recycle a required waste stream, use of an unapproved TSDF, or a problem with existing BOSS data, do not enter the waste stream in BOSS. Report the discrepancy to the e-mail address Phase 1_2 Problems (note underscore between the 1 and 2). The Contracting Officer will consult with environmental compliance and provide guidance.

In the event of system problems, the DRMS help desk is the central location to report system problems. This includes anytime that BOSS is improperly exited. The DRMS help number is **(269) 961-4999**.

If the BOSS system will be unavailable, advance notification will be sent from DRMS-J68.

Query Index

DMF- Disposal ManiFest Record. The record to document completion of the disposal audit trail. The DMF does not show movement of waste as the PMF and IMF do, but rather shows disposal action at the final TSDF of an audit trail. A single waste stream may have more than one DMF if the waste stream is divided for shipment on separate manifests; also if the waste stream is divided for different disposal actions. For example, a PCB carcass may be disposed at a different TSDF and by different treatment

than the liquid contents. By contrast, a DMF may record more than one treatment code for a waste stream shipped on a single ManiFest to a single TSDF.

FHR - Financial History Record. Query to obtain detailed financial history. Data includes specific information about obligations, modifications, and payments.

HLI - Hazardous Line Item. A query with three views (screens) of the basic document that contains the request for disposal services. The initial view provides detailed information about the generator request to include identification of the applicable contract, delivery order, and line item, funding information, quantity summaries, and key dates for a BOSS document number. A second view provides the text of the request for service. The third view provides financial information including obligation and payment data.

IMF - Interim ManiFest Record. The record to document movement of each waste stream for each ManiFest after the arrival at the first TSDF through receipt at the final TSDF, if they are not the same. Each IMF must relate to an existing ManiFest record, PMF or IMF.

MCR - ManiFest Record. A query by document number to identify key information about all associated tracking records.

MPA - ManiFest Payment Authorization. The query form of this screen provides inquiry capability by either BOSS document number or PIIN (the contract number without dashes followed by a dash and the 4 digit task order number) for a consolidated view of MCR and HLI data for each document on a PIIN. Data is indexed to provide quick access to any specific document number. An additional view provides payment authorization (591) information, both approved and waiting for approval that includes the date of last action. This view is obtained by clicking on the BOSS document number in the first column of the screen.

PMF - Pick up ManiFest Record. The record to document the beginning of the disposal audit trail. IMF and DMF must reference an existing PMF record and provide a continuous audit trail. A PMF with the TSDF receipt date is required for payment authorization. Entry is made by the DRMO (COR) upon pick up with updating for return ManiFest information. Contractors are authorized to query, but not update, PMF data. Refer problems to the DRMO's Contracting Officer.

PRH - Purchase Release Hazardous. A summary query by PIIN to determine the status of each document on a delivery order. Detail view (DOC on tool bar) displays all documents on PIIN in pages of 42. Columns provide status of tracking information, payment authorization approval and payment.

TEW - TSD Facilities View. The table used to validate TSDF EPA numbers, waste codes, and handling codes for each tracking record. The query only is available to contractors to compare DRMS permit information with information the contractor has received from the TSDF. Send requests for updates to DES-WRI.

C8. ENVIRONMENTAL Program

Enclosure 12 - Operating Instruction - Responsibility of Off-Installation Third Party Site

RESPONSIBILITY	STEP	ACTION
		Administrative Procedures. Evaluations of requests for assistance are based on the fiscal and legal constraints that govern DRMS actions. The decision to retrieve, cleanup, or dispose of property will be made by the Commander (DRMS-D) and the Environmental Program Manager (DES-WRI) in coordination with Legal Counsel (DRMS-G) and others involved. The following responsibilities and actions will be implemented and adhered to.
DRMS-BCP	1	Collect and distribute data to other offices for record searches.
	2	Prepare Fact Sheets, backup and recommended Record of Decisions.
	3	Coordinate with other DRMS offices.
	4	Coordinate with DLA-DSSE on final recommendations and availability of Defense Environmental Restoration Account funding.
	5	Compile an Executive Summary, a Record of Decision, a Fact Sheet, and coordinate legal analysis with DRMS-G.
	6	Forward to DRMS-D for final signature to proceed as recommended.
DRMS-G	7	Provide legal advice and assistance to environmental response recommendations and decisions.
	8	Provide legal analysis for internal use.
	9	Coordinate all actions with U.S. Department of Justice when using the Judgment Fund through settlement agreements.

C8. ENVIRONMENTAL Program

Enclosure 13 - CERCLA Section 104 (e) Notices

Upon receipt of a CERCLA Section 104(e) Notice, a copy must be telefaxed of all CERCLA Section 104(e) Notice to DRMS-G at (269) 961-5069 and DES-WRI at (269) 961-5766 **within 24 hours**. When necessary DES-WRI will seek assistance from the U.S. Army Corps of Engineers to have a consulting firm prepare a response to the CERCLA Section 104(e). All other information requests on potential hazardous waste sites, **except** information requests under the Freedom of Information Act (FOIA), should be forwarded to DRMS-G and DES-WRI **within a reasonable time**. FOIA requests should be sent to DLIS-V, ATTN: Freedom of Information Officer.

DRMS-G will:

a. Forward a copy of the CERCLA Section 104(e) notice to responsible DRMS counsel.

b. Provide legal advice and assistance in obtaining information and in responding to CERCLA Section 104(e) notices.

c. Review the written response to EPA for completeness and legal sufficiency.

DRMS-BE will:

a. Coordinate with DRMS-G to provide an interim telephonic and/or written response to EPA acknowledging the request, asking for any information EPA may have connecting DRMS to the site and, if necessary, requesting an extension of time in which to answer the request.

b. Within 1 working day after receiving the request, provide affected offices or directorates with a copy of the CERCLA Section 104(e) notice and provide written and oral requests that the offices or directorates begin searching for information or documents.

c. If needed, conduct a meeting to explain the scope of and the time limitations for the requested information or document search.

d. Advise offices or directorates that the scope of the search should include, but not be limited to, the following:

(1) Review of and response to EPA's specific questions.

(2) A thorough search for information or documents relating to the site and to other persons, locations, materials and business relationships identified by EPA.

Both manual and automated research methods should be used to find current records, retired records, and records transferred to other locations, including archival storage.

If no information or documents are found, offices or directorates may indicate, in a statement signed by the director or office chief, that a thorough search has been conducted and no information or documents were found.

If records or information have been destroyed under the Federal Records Disposal Act, 44 U.S.C. 3301 et seq., the specific policy relating to maintenance and destruction of those records should be described.

(3) Names and business addresses of DRMS employees having information on matters relating to the site.

(4) Interviews with DRMS employees having knowledge of the information or documents requested by EPA.

(5) Names and addresses of employees involved in searching for documents and preparing the response to EPA.

Set a suspense date, allowing 10 working days for DES-WRI to prepare a written response to EPA and to obtain DRMS-G concurrence.

e. Provide directorates or offices with any available information that would facilitate the information or document search.

f. Visit the site in order to obtain information or documents and to conduct interviews with employees or other potentially responsible parties (PRPs).

g. Conduct a search of its own records for information or documents connecting DRMS to the site.

(1) The search should include, but not be limited to:

Files on environmental audits.
Files on third party sites.
Files on hazardous waste disposal service contractor.
Bidders Master File.
Bidders Master File Extract.
Inactive Bidders Purge List.
Sales Extract by Bidder ID Number.
Microfiche (for sales history by location where Federal Supply Codes (FSCs) are available).
DAISY-NSP.
Precious Metals Recovery Contract Files.
IDMS
HWDC-DBMS
CBINS-DBMS
HSC-DBMS

h. Review, organize, and summarize documents gathered as a result of the information or document search.

i. Forward information or documents received from the directorates or offices to DRMS-G for evaluation of legal sufficiency and liability issues.

j. Draft a proposed response to EPA and obtain DRMS-G concurrence.

k. Provide to EPA, and signed by DES-WRI, a statement that the information sent to EPA is true, accurate and complete.

l. Obtain an IDMS or DAISY Extract (for information on types of material where National Stock Numbers (NSNs) and/or DD Form 1348-1/1As, Disposal Turn-In Documents are available).

As requested, DRMS-PH will:

a. Review the CERCLA Section 104(e) notice and respond to specific questions.

b. Conduct a thorough search for information or documents, including but not limited to, contract files, logs and other records. On request, contract records should be retrieved from archival storage.

c. Obtain names and business addresses of employees having information connecting DRMS to the site.

d. Upon request, interview employees having information connecting DRMS to the site.

e. Provide a statement, signed by the Director of Contracting, certifying that the information and documents submitted are accurate, authentic and complete, unless otherwise indicated.

C8. ENVIRONMENTAL Program

Enclosure 14 - New Used Oil Management Standards Guidelines for DRMS Compliance

A. OVERVIEW.

1. The new used oil management standards provide several major changes that will impact the operations of the DRMS used oil program. These changes include:

a. Limits on the quantity of used oil that a DRMO can receive at one time;
b. Transporters of more than 55 gallons of used oil are required to have an EPA identification number;
c. New restrictions on storage times; and,
d. New requirements for the storage of used oil.

2. The new management standards as provided in 40 CFR part 279 are divided into Subparts A through I (40 CFR Part 279.1-279.82). The subparts include standards for generators, collections centers and aggregate points, transportation and transfer facilities, processor and re-refiners, and marketers.

B. SUMMARY.

1. DRMOs that receive all of their used oil in place should follow the procedures in paragraph D1.

2. DRMOs that receive custody of used oil generated by host and non-host installation activities are considered used oil collection centers and must comply with the procedures in paragraphs D2 and D3a.

3. DRMOs that receive custody of used oil generated by host installation activities only are considered used oil aggregate points and must comply with the procedures in paragraphs D2 and D3b.

4. Any DRMO that receives used oil in quantities greater than 55 gallons at one time from a used oil generator is considered a used oil transfer facility and must comply with the procedures in paragraph D3c. This requirement doesnotapplyto–0n-sitellshipmentsofusedoil. Used oil may be transported to on-site DRMOs in any quantity without being subject to the transporter standards in 40 CFR 279.40 and off-site shipment standards in 40 CFR 279.24. This means that DRMOs may receive more than 55 gallons of used oil at one time as long as it was generated on the site in which the DRMO is located.

5. On-site is interpreted by 40 CFR 260.10 as DRMOs located on property owned by the host generator as follows:

a. The property where the DRMO is located is contiguous with host but divided by public or private right-of-way and the entrance and exit between the properties is a cross-roads intersection and access is by crossing as opposed to going along the right-of-way; or,

b. The property where the DRMO is located is non-contiguous but connected by a right-of-way, which the owner controls and which are inaccessible to the public.

C. RESTRICTIONS. DRMOs are not authorized to operate as a Processor and Re-refiner as provided in Subpart F of 40 CFR 279.

D. PROCEDURES.

1. **Requirements for DRMOs That Receive Used Oil in Place:** To the extent possible, DRMOs should receive and manage used oil in-place (accept accountability, but not physical custody). Under this practice; there is no quantity limitation that the DRMO may receive at one time and the only new requirement for a DRMO is to ensure that transporters who pick-up and remove used oil have EPA ID numbers. DRMOs should remind generators who retain custody of their used oil to follow the storage requirements in paragraph D2 below.

2. **Requirements for DRMOs That Store Used Oil:** All DRMOs that accept custody of used oil must comply with the generator requirements in Subpart C of 40 CFR Part 279. The storage requirements for DRMOs that accept custody of used oil are:

a. ***Storage units***. Used oil must be stored in tanks, containers, or any other units that are subject to regulation under 40 CFR, Parts 264 or 265;

b. ***Condition of Units***. Containers and above ground tanks used to store used oil must be:

1. In good condition (no severe rusting, apparent structural defects or deterioration); and,
2. Not leaking (no visible leaks).

c. ***Labels***. Containers and above ground tanks must be labeled or marked clearly with the words -Used Oil‖. Fill pipes used to transfer used oil into underground tanks must also be labeled or marked clearly with the words -Used Oil‖.

d. ***Releases***. All releases of used oil must be contained, cleaned-up, and all released used oil properly managed. If necessary to prevent future releases, repair or replace any leaking used oil storage containers or tanks prior to returning them to service.

e. ***Transporting Used Oil***. Generators who transport used oils except as described in paragraphs D3(c)(1) and (2) are subject to the transporters requirements set forth at 40 CFR Parts 279.40-47.

3. In addition to the generator requirements, DRMOs that accept custody of used oil will also be subject to operation under **one of the following three standards**. DRMOs must determine which standard they fall under and comply with all associated requirements.

3. **Requirements for DRMOs that Operate as a Collection Center:** For purposes of operations at a DRMO, a used oil collection center is any DRMO that accepts/aggregates and stores used oil from a host or non-host generator (see Subpart D of 40 CFR Part 279.31). To operate as a collection center, the following conditions must be met:

a. The DRMO must comply with the standards for a used oil generator in Subpart C of 40 CFR Part 279 (see D2 above);

b. As a collection center, used oil generators (generating activities) may transport, without an EPA identification number, used oil that they have generated to a DRMO provided D3a(3), (4), and (5) below are met;

c. The used oil generator transports used oil in a vehicle owned by the generator or owned by an employee of the generator;

d. The used oil generator transports no more than 55 gallons of used oil at one time (except for on-site shipments; no limits in quantity for on-site shipments); and,

e. The DRMO must be registered/licensed/permitted or recognized by a state/county/or municipal government to manage used oil. (Check/coordinate with host installation on notifying requirements and procedures).

4. **Requirements for DRMOs that Operate as an Aggregate Point:** For purposes of operations at a DRMO, a used oil aggregate point is any DRMO that accepts, aggregates and or stores used oil collected only from its host installation (see Subpart D of 40 CFR Part 279.32) provided that:

1. The DRMO complies with the standards for a used oil generator in Subpart C of 40 CFR Part 279 (see D2 above);

2. As an aggregate point, host installation used oil generators (generating activities) may transport, without an EPA identification number, used oil they have generated to a DRMO provided D3b(3) and (4), below are met;

3. The used oil generator transports the used oil in a vehicle owned by the generator or by an employee of the generator;

4. The used oil generator may transport more than 55 gallons of used oil, at one time, to an on-site storage facility.

5. **Requirements for DRMOs that Operate as a Transportation/Transfer Facility:** DRMOs that accept custody of used oil in quantities greater than 55 gallons, at one time, from a used oil generator (other than on-site generator), must operate as a used oil transfer facility. For purposes of operation at a DRMO, a used oil transportation/transfer facility is any DRMO that collects and stores used oil from more than one generator, and where shipments of used oil are held for more than 24 hours during the course of transportation. Except for the on- site transport of used oil, this is the only standard in which DRMOs are allowed to accept used oil in quantities greater than 55 gallons at one time (see Subpart E of 40 CFR Part 279.40-.47). Under this standard the following conditions must be met:

1. DRMOs may accept host/non-host used oil;

2. Used oil generators may transport more than 55 gallons of used oil at one time;

3. If the host installation has not previously complied with the notification requirements in RCRA section 3010 and the DRMO has not been given an EPA identification number, the DRMO must coordinate the notification requirements with the host installation.

4. The transporter turning-in used oil in quantities of more than 55 gallons must have an EPA identification number;

5. The DRMO cannot store used oil for periods longer than 35 days.

***NOTE*:** A transfer facility that stores used oil for more than 35 days is subject to the more stringent management standards of Subpart F of 40 CFR 279.

6. As a transfer facility, a DRMO must also comply with the following management standards as provided in 40 CFR 279.45:

Storage Units. Used oil must be stored in tanks, containers, or any other units that are subject to regulation under 40 CFR, Parts 264 or 265.

Condition of Units. Containers and above ground tanks used to store used oil must be in good condition (no severe rusting, structural defects, or deterioration) and not leaking.

Secondary Containment for Containers, Existing Above Ground Tanks and New Above Ground Tanks. All containers and above ground tanks used to store used oil at transfer facilities must be equipped with a

secondary containment system. Secondary containment consists of dikes, berms, or retaining walls, and a floor that covers the entire area within the dikes, berms, or retaining walls. The entire containment system must be impervious to used oil. Existing above ground tanks are exempted from the floor requirement under the existing portion of the tank.

Labels. Containers and above ground tanks used to store used oil at transfer facilities must be clearly labeled with the words **"Used Oil".** Fill pipes used to transfer used oil into underground tanks must also be labeled or marked clearly with the words **"Used Oil".**

Releases. Upon the detection of a release of used oil, the DRMO must stop the release, contain the released oil, clean-up and properly manage the released used oil. If necessary, repair or replace any used oil storage containers prior to returning them to service.

Tracking (40 CFR 279.46). DRMOs that operate as used oil transfer facilities must keep a record of each shipment of used oil received and removed. This information must include: the name, address, and EPA ID number of each generator, transporter or processor/refiner, the quantity accepted or shipped, and the dates received and shipped.

Management of Residues (40 CFR 279.47). DRMOs that operate as a transfer facility are responsible for managing any residues generated from the storage of used oil in accordance with existing RCRA requirements.

7. A DRMO that falls under the management standards of more than one subpart must comply with each standard as applicable. For example, a DRMO may operate as a collection center for most of the year, than receive a shipment of more than 55 gallons of used oil at one time, that DRMO must now comply with management standards for a transfer facility as discussed above. DRMS-OL must be notified accordingly. Notification must be in a timely manner.

E. COMPLIANCE. The DRMO Chief must ensure his/her used oil program is carried out in full compliance with the management standards for a collection center, aggregate point, or transfer facility, if used oil is not received in-place or being sent to a disposal facility.

F. POINT OF CONTACT. Please contact DRMS-OL with any questions.

C8. ENVIRONMENTAL Program

Enclosure 15 - PCBs - Listing of Items That May Contain PCBs

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1. Electrical Transformers
2. Electrical Capacitors
3. Mining Equipment; Electric Motors
4. Heat Transfer System Pumps
5. Hydraulic System Components (Fluids)
6. Diarylide and Phthalocyanine Paint Pigments
7. Conveyor System Electromagnets
8. Natural Gas Pipeline Compressors
9. Waste Oil
10. Fluorescent Light Ballasts
11. Air Conditioners
12. Microwave Ovens
13. Television Sets
14. Electronic Equipment (Military)
15. Shipboard Cable

C8. ENVIRONMENTAL Program

Enclosure 16 - Summary Of Product Exemptions Under The Non-Essential Products Regulations[1]

All other aerosol, pressurized dispenser, and foam products that contain or are manufactured with CFCs or HCFCs are banned. Cleaning fluids for specific applications that contain CFCs are also banned. Certain products are, however, eligible for grandfathering. For more information see 40 CFR 82, sections 60-70.

AEROSOL PRODUCTS AND OTHER PRESSURIZED DISPENSERS

EXEMPTIONS	CONDITIONS OF EXEMPTION
Aircraft pesticides	For use until an alternative is available.
Medical devices	Contingent upon FDA listing in 21 CFR Subpart 2.125(c)
Gauze bandage adhesives and adhesive removers	None
Topical anesthetic and vapocoolant products	None
Lubricants for pharmaceutical tablet manufacture	None
Lubricants, coatings, or cleaning fluids for electrical, electronic or photographic equipment containing CFCs or HCFCs as solvents	Cleaning fluids for electronic and photographic equipment are exempt for commercial sale/distribution only; seller must verify that purchaser represents a commercial entity and post sign about restrictions on use.
Mold release agents containing CFCs and HCFCs as solvents	None
Mold release agents containing HCFC-22 as a propellant	For use where no alternative, including an alternative formulation, is available; seller must notify purchaser about restrictions on use
Spinnerette lubricant/cleaning sprays containing CFCs or HCFCs as solvents and/or propellants	None
Containers of CFCs used as halogen ion sources in plasma etching	None
Document preservation sprays containing a CFCs or HCFCs as solvents	None

[1] Aerosol other pressurized dispenser products, and foams made with Class I substances were banned effective January 17, 1994. Those made with Class II substances were banned effective January 1, 1994. Certain products, including party streamers, noise horns and cleaning fluids for electronic and photographic equipment, were specifically banned effective February 16, 1993.

EXEMPTIONS	CONDITIONS OF EXEMPTION
Document preservation sprays containing a CFCs or HCFCs as propellants	For use on thick books, books with coated or dense paper, and tightly bound documents, only
Red pepper bear repellent sprays containing CFC-113 as a solvents	None
Portable fire extinguishing equipment containing HCFCs	For use where no alternative other than use of a CFC is available and for specific user groups only; seller must verify purchaser has exemption status and post a sign of notify purchaser about restrictions on use.
Wasp and hornet sprays	For use near high-tension power lines only; seller must notify purchaser about restrictions on use

FOAM PRODUCTS

EXEMPTIONS	CONDITIONS OF EXEMPTION
Foam blown with CFCs used in coaxial cable	None
Closed cell rigid polyurethane foam	None
Closed cell rigid polystyrene board stock	None
Closed cell rigid phenolic foam	None
Closed cell rigid polyethylene foam	For use solely as pipe insulation
Integral skin foam blown with CFCs	None
Integral skin foam blown with HCFCs used to provide for motor vehicle safety	Exemption expires January 1, 1996

CLEANING FLUIDS FOR ELECTRONIC AND PHOTOGRAPHIC EQUIPMENT

EXEMPTIONS	CONDITIONS OF EXEMPTION
Non-aerosol cleaning fluids for electronic and photographic equipment containing CFCs	For commercial sale/distribution only; seller must verify that purchaser represents a commercial entity and post a sign about use restrictions

CATEGORIES FOR GRANDFATHERING

CATEGORIES	CONDITIONS
Products containing HCFCs manufactured and placed into initial inventory by December 31, 1993.	Seller must retain proof of date of manufacture.
Products containing HCFCs that require federal approval for reformation for which an application was submitted to the approving agency (e.g., FDA where appropriate) by January 1, 1994.	Seller may continue to sell/distribute until: - 90 days after federal approval of application for reformation. - 45 days after denial of an application for reformation[2]
Integral skin foam used to provide for motor vehicle safety manufactured and placed in initial inventory prior to January 1, 1996.	Seller must retain proof of date of manufacture.
A replacement part, or its packaging, containing or manufactured with CFCs, if the replacement part was manufactured and placed into initial inventory prior to April 16, 1992.[3]	For a part used in a single model of product where both the product and replacement part are no longer manufactured (as of January 1994); seller must retain proof of date of manufacture.

[2] An applicant may submit a new application within 45 days of receipt of denial and continue to sell/distribute product until 90 after approval or 45 days after denial of the new application.
[3] See 58 FR 69671.

C8. ENVIRONMENTAL Program

Enclosure 17 - Ban on Non-Essential Products Containing Class I Substances and Ban on Non-Essential Products Containing or Manufactured with Class II Substances

(40 CFR, Part 82.62)

DEFINITIONS:

1. ***Chlorofluorocarbon.*** Means any substance listed as Class I group I or Class I group III in 40 CFR Part 82, Subpart A, Appendix A.

2. ***Commercial.*** When used to describe the purchaser of a product, means a person that uses the product in the purchaser's business or sells it to another person and has one of the following identification numbers: (a) A federal employer identification number; or (b) A state sales tax exemption number; or (c) A local business license number; or, (d) A government contract number.

3. ***Consumer.*** When used to describe a person taking action with regard to a product, means the ultimate purchaser, recipient or user of a product.

4. ***Distributor.*** When used to describe a person taking action with regard to a product means: (a) The seller of a product to a consumer or another distributor; or (b) A person who sells or distributes that product in interstate commerce for export from the United States.

5. ***Product.*** Means an item or category of items manufactured from raw or recycled materials, which is used to perform a function or task.

6. ***Release.*** Means to emit into the environment during the manufacture, use, storage or disposal of a product.

7. ***Class II Substance.*** Means any substance designated as Class II in 40 CFR Part 82, Subpart A, Appendix B.

8. ***Foam Insulation Product.*** When used to describe a product containing or consisting of plastic foam, means a product containing or consisting of the following types of foam: (a) Closed cell rigid polyurethane foam; (b) Closed cell rigid polystyrene board stock foam; (c) Closed cell rigid phenolic foam; and, (d) Closed cell rigid polyethylene foam when such foam is suitable in shape, thickness and design to be used as a product that provides thermal insulation around pipes used in heating, plumbing, refrigeration, or industrial process systems.

9. ***Hydrochlorofluorocarbon.*** Means any substance listed as Class II in 40 CFR Part 82, Subpart A, Appendix B.

10. ***Owner of a boat or marine vessel.*** Means any person who possesses a title, registration or other documentation that indicates that the person presenting this documentation is in possession of a marine vessel as defined in 33 CFR Part 177.

11. ***Owner of a noncommercial aircraft.*** Means any person who possesses a title, registration or other documentation that indicates that the person presenting this documentation is in possession of a noncommercial aircraft.

C8. ENVIRONMENTAL Program

Enclosure 18 - Selected Key Definitions - Labeling Rule

1. ***Class I substance***. Any substance designated as class I in 40 CFR part 82, Appendix A to subpart A, including chlorofluorocarbons, halons, carbon tetrachloride and methyl chloroform and any other substance so designated by the Agency at a later date (see Enclosure 2.)

2. ***Class II substance***. Any substance designated as class II in 40 CFR part 82, appendix A to subpart A, including hydrochlorofluorocarbons and any other substance so designated by the Agency at a later date (see Enclosure 2.)

3. ***Consumer***. A commercial or non-commercial purchaser of a product or container that has been introduced into interstate commerce.

4. ***Container***. The immediate vessel in which a controlled substance is stored or transported.

5. ***Container containing***. A container that physically holds a controlled substance within its structure that is intended to be transferred to another container, vessel or piece of equipment in order to realize its intended use.

6. ***Controlled substance***. A class I or class II ozone-depleting substance (ODS).

7. ***Distributor***. A person to whom a product is delivered or sold for purposed of subsequent resale, delivery or export.

8. ***Export***. The transport of virgin, used, or recycled class I or class II substances or products manufactured or containing class I or class II substances from inside the United States or its territory to persons outside the Unites States or its territories, excluding United States military bases and ships for on-board use.

9. ***Exporter***. The person who contracts to sell class I or class II substances or products manufactured with or containing class I or class II substances for export or transfer of such substances or products to his affiliate in another country.

10. ***Interstate commerce***. The distribution or transportation of any product between one state, territory, possession or the District of Columbia, or the sale, use or manufacture of any product in more than one state, territory, possession or District of Columbia. The entry points from which a product is introduced into interstate commerce are the release of a product from the facility where manufactured, warehoused or sold or distributed.

11. ***Manufactured with a controlled substance***. The manufacturer of the product itself used a controlled substance directly in the product's manufacturing but the product itself does not contain the controlled substance at the point of introduction into interstate commerce.

12. ***Principal Display Panel (PDP)***. The entire portion of the surface of a product, container or its outer packaging that is most likely to be displayed, shown, presented, or examined under customary conditions of retail sale. The area of the PDP is not limited to the portion of the surface covered with existing labeling; rather it includes the entire surface, excluding flanges, shoulders, handles, or necks.

13. ***Product***. An item or category of items manufactured from raw or recycled materials, or other products, which is used to perform a function or a task.

14. ***Product containing***. A product including, but not limited to, containers, vessels, or pieces of equipment, that physically holds a controlled substance at the point of sale to the ultimate consumer which remains within the product.

15. ***Promotional printed material***. Any informational or advertising material (including, but not limited to, written advertisements, brochures, circulars, desk references and fact sheets) that is prepared by the manufacturer for display or promotion concerning a product or container, and that does not accompany the product to the consumer.

16. ***Retailer***. A person to whom a product is delivered or sold, if such delivery or sale is for purposes of sale or distribution in commerce to consumers who buy such product for purposes other than resale.

17. ***Supplemental printed material***. Any informational material (including, but not limited to, package inserts, fact sheets, invoices, material safety data sheets (MSDS), procurement and specification sheets, or other material), which accompanies a product or container to the consumer at the time of purchase.

18. ***Transform***. To use and entirely consume a class I or class II substance, except for trace quantities, by changing it into one or more substances not subject to this subpart in the manufacturing process of a product or chemical.

19. ***Type size***. The actual height of the printed image of each capital letter as it appears on a warning label.

20. ***Warning label***. The warning statement required by section 611 of the Act. The term warning statement shall be synonymous with warning label for purposes of this subpart.

21. ***Wholesaler***. A person to whom a product is delivered or sold, if such delivery or sale is for the purposes of sale or distribution to retailers who buy such a product for purposes of resale.

C8. ENVIRONMENTAL Program

Enclosure 19 - Sample Warning Labels

WARNING: Contains

a substance which harms
public health and environment
by destroying ozone
in the upper atmosphere.

WARNING: Contains

a substance which harms
public health and environment
by destroying ozone
in the upper atmosphere.

WARNING: Manufactured

with_____

a substance which harms
public health and environment
by destroying ozone
in the upper atmosphere.

WARNING: Manufactured

with_____

substance which harms public
health and environment
by destroying ozone
in the upper atmosphere.

C8. ENVIRONMENTAL Program

Enclosure 20 - Sample Certification Letter

DRMO-___

SUBJECT: Confirmation Letter

This letter confirms that _____has:
Name of Employee

a. Satisfactorily completed the DRMS environmental and safety training courses as outlined in the current requirements in Section 2, Chapter 8, Personnel Training.

b. Reviewed the Host Spill Prevention, Control, and Countermeasure (SPCC) Plan and the Spill Contingency Plan (SCP) at the DRMO. The employee knows who the emergency coordinator is and what to do in a spill/emergency.

c. Been shown and is familiar with emergency equipment and systems within the employee's working facility.

d. The proper personal protective clothing and equipment to perform their assigned duties and functions in a safe and healthful manner so that they will not endanger themselves or other employees. The employee has been briefed on site-specific safety considerations and requirements.

_____ Signature of Employee	_____ Signature of DRMO Chief
_____ Date	_____ Date
_____ Employee's Position Title and Job Series	

C8. ENVIRONMENTAL Program

Enclosure 21 - PCBs - Listing of Names Used for PCBs By Manufacturers

DOMESTIC

TRADE NAME	MANUFACTURER	COUNTRY
Aroclor	Monsanto	US
Asbestol	American Corporation	US
Askarel	Generic Name[4]	US
Chlorextol	Allis Chalmers	US
Diaclor	Sangamo Electric	US
Dykanol	Cornell Dubilier	US
Elemex	McGraw Edison	US
Hyvol	Aerovox	US
Interteen	Westinghouse Electric	US
No-Flamol	Wagner Electric	US
Pyranol	General Electric	US
Saf-T-Kuhl	Kuhlman Electric	US
Pydraul, Skydrol	McDonald Douglas/Monsanto	US
E.E.C.	Niagara Transformers	US
O.I.S.C.	I.T.E. Circuit Breaker Co.	US
Euoarel	Unknown	US
Mepolim	Unknown	US
Clorinol	Unknown	US
Therminol	Monsanto	US
Tyronol	Unknown	US

FOREIGN

TRADE NAME	MANUFACTURER	COUNTRY
Clophen	Bayer	Germany
D.K. and Fenclor	Caffaro	Italy
Kennechlor	Mitsubishi	Japan
Phenoclor	Prodelec	France
Pyralene	Prodelec	France
Santotherm	Mitsubishi	Japan
Ranechlor	Konegafuchi	Japan

[4] Generic Names used for insulating liquids in capacitors and transformers; may contain PCBs.

C8. ENVIRONMENTAL Program

Enclosure 22 - Emergency Response - For Releases of Hazardous Substances Into the Environment

(DRMOs should coordinate with the host.)

EPA National Response Center
1-800-424-8802

REGION I
US EPA Emergency Response Branch
90 Canal
Boston, MA 02203

24 Hour Response
Commercial: (617) 223-7265

REGION II
US EPA Emergency Response Branch
2890 Woodbridge Ave.
Edison, NJ 08837-3679

24 Hour Response
Commercial: (908) 548-8730

REGION III
US EPA Emergency Response Branch
841 Chestnut Street
Philadelphia, PA 19107

24 Hour Response
Commercial: (215) 566-3255

REGION VII
US EPA Emergency Response Branch
726 Minnesota Ave.
Kansas City, KS 66101-7050

24 Hour Response
Commercial: (913) 281-0991

REGION IV
US EPA Emergency Response Branch
345 Courtland Street, NE
Atlanta, GA 30365

24 Hour Response
Commercial: (404) 562-8700

REGION V
US EPA Emergency Response Branch
536 South Clark Street
Chicago, IL 60605

24 Hour Response
Commercial: (312) 353-2315

REGION VI
US EPA Emergency Response Branch
Fountain Plaza
1445 Ross Ave
Dallas, TX 75202-2733

24 Hour Response
Commercial: (214) 665-2222

REGION X
US EPA Emergency Response Branch
1200 Sixth Avenue
Seattle, WA 98101

24 Hour Response
Commercial: (206) 553-1263

REGION VIII
US EPA Emergency Response Branch
999 18th Street
Suite 500
Denver, CO 80202-2466

24 Hour Response
Commercial: (800) 227-8914

REGION IX
US EPA Emergency Response Branch
75 Hawthorne Street
San Francisco, CA 94105

24 Hour Response
Commercial: (415) 744-1234

C8. ENVIRONMENTAL Program

Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items
Which Have Not Received Final Disposal Information Within Contractual Timeframes

DRMS STANDARD OPERATING PROCEDURE

Subject: **Standard Operating Procedures for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes**	Date Revised:
Reference (DRMS-I or One Book Chapter): DRMS-I 4160.14, Section 2, Chapter 8.	Issuing Office:

Responsibility	Step	Action
DRMS-PH	1	Contracting Officer documents attempts to obtain final disposal information from the Disposal Contractor per Contracting procedures. (Delivery order file shall include documentation of attempted contacts, e.g. e-mail from contractor, statement on letterhead).
	2	Contracting Officer provides memorandum that no further information is available and requests a risk-assessment of outstanding items (most contracts state 270 days from delivery order date) from DRMS-BCE. (see example 1)
DRMS-BCE	3	Environmental Protection Specialist reviews memorandum and attached delivery order information with published guidance, determines either High risk or Low risk status, and, depending on property characteristics, recommends review by DRMS-BCD (Demil required items), DES (Third Party risk or Safety risk), or DRMS-G (Legal action) with recommendations back to DRMS-PH. (see example 2)
DRMS-PH	4	Contracting Officer coordinates reviews with additional offices of interest as recommended, suspenses responses, and maintains documentation. (see example 3). If low risk is determined at step 3, document closure decision in delivery order file and proceed to step 9.
DRMS-BCD, G, DES (as requested)	5	Action officers review delivery order documentation and recommend additional action to DRMS-PH based on risk.
DRMS-PH	6	If closure without further investigation is recommended at step 5, document decision in delivery order file and proceed to step 9. If additional investigation is recommended at step 5, Contracting Officer forwards documentation to DRMS-Q for possible referral to law enforcement through DCIA at step 7.
DRMS-Q	7	DRMS-Q reviews documentation from step 6 and either returns with recommendation for closure (proceed to step 9) or makes formal recommendation to DRMS-D for DCIA investigation (step 8).
DRMS-D	8	Director, or designee, requests DCIA investigation. At completion of DRMS actions, forwards documentation to Contracting Officer to file in delivery order file and proceed to step 9
DRMS-PH	9	Contracting Officer completes documentation of closure decision in delivery order file and forwards to DRMS-BCE for closure tracking in BOSS with coding appropriate to high or low risk designation. (example 4)
DRMS-BCE	10	Manifest tracker enters disposal audit trail in BOSS as directed in step 9, documents completion of BOSS entry and returns file to DRMS-PH (step 11).
DRMS-PH	11	Contracting Officer closes out Delivery Order file per routine closeout procedures. If additional information is obtained from investigation or other sources, forwards to all parties for consideration (step 4) as appropriate. Forwards updated information to DRMS-BCE to correct tracking (step 9), if appropriate.

C8. ENVIRONMENTAL Program

Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items
Which Have Not Received Final Disposal Information Within Contractual Timeframes

Attachment 1 – Memo for DRMS-BCE

DRMS-PH_ //Date//

MEMORANDUM FOR DRMS-BCE

SUBJECT: Contract SP4400-_____-D-_____- _____
Request for Risk-Assessment and Disposition Recommendations for Items Which Have Not Received Final Disposal Information

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed in Attachment 1, and the necessary information has not been obtainable to date.

__ The contractor claims to be unable to provide final tracking documentation.

__ The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

__ The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

__ Other (specify): _____
_____
_____
_____
_____

2. Request your office conduct a risk-assessment per the standard operating procedures.

DATE TO BCE:_____

_____
(Signature of Contracting Officer)
Contracting Officer

cc:

Attachments

C8. ENVIRONMENTAL Program

Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items
Which Have Not Received Final Disposal Information Within Contractual Timeframes

Attachment 2 – Memo for DRMS-PH

DRMS-BCE //Date//

MEMORANDUM FOR DRMS-PH

SUBJECT: Contract SP4400-_____-D-_____- _____
Risk-Assessment and Disposition Recommendations for Items Which Have Not Received Final Disposal Information

1. Per your request, DRMS-BCE conducted a review of the items listed at Attachment 1 and referenced below, and recommends the following actions, based upon the guidance at Attachment 2:

High-Risk Items: CLINs 0003, 0005, 0007 (demil-item), 15, 16, and 17 (demil-item).

Recommended Actions:

(1) Forward to DRMS-Q, DRMS-G, DES-BC and (if Demil-item) DRMS-BCD, for review, comment, and recommendations.
(2) Upon receipt of reviewing office's recommendations, take appropriate actions.
(3) With approval from the contracting officer, forward to Manifest Trackers for BOSS DMF input using special handling code -XYZ‖.
(4) Change to actual handling code, if and when final disposal information is received.

Low-Risk Items: CLINs 0001, 0002, 0004, 0006, 0008, 0009, 0010, 0011, and 0014.

Recommended Actions:

(1) With approval from contracting officer, forward to Manifest Trackers for BOSS DMF input using special handling code -XXX‖.
(2) Change to actual handling code, if and when final disposal information is received.

/signed/
DRMS-BCE

cc:
Attachments

C8. ENVIRONMENTAL Program

Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items
Which Have Not Received Final Disposal Information Within Contractual Timeframes

Attachment 3 – Memo for DRMS-Q, G, BCD (if DEMIL item) and DES-BC

DRMS-PH_ //Date//

MEMORANDUM FOR DRMS-Q, G, BCD (if Demil-item), and DES-BC

SUBJECT: Contract SP4400-_____-D-_____- _____
Request for Risk-Assessment and Disposition Recommendations for Items Which Have Not Received Final Disposal Information

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed in Attachment 1, and the necessary information has not been obtainable to date.

__ The contractor claims to be unable to provide final tracking documentation.

__ The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

__ The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

__ Other (specify): _____
_____
_____
_____
_____

2. DRMS-BCE has reviewed the items listed in Attachment 1 and has determined these items to be of high risk.

3. Request your office review, comment and make recommendations per the standard operating procedures.

_____
(Signature of Contracting Officer)
Contracting Officer

cc:

Attachments

C8. ENVIRONMENTAL Program

Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items
Which Have Not Received Final Disposal Information Within Contractual Timeframes

Attachment 4 – Memorandum for Record

DRMS-PH_ //Date//

MEMORANDUM FOR RECORD

SUBJECT: Contract SP4400-_____-D-_____- _____
Disposal Input to Close Open Line Items

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed at the Attachment, and the necessary information has been unobtainable to date, due to the following:

__ The contractor claims to be unable to provide final tracking documentation.

__ The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

__ The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

__ Other (specify): _____
_____
_____
_____
_____

2. In accordance with established procedures, the items were referred to the appropriate offices for further investigation based upon a risk-assessment performed by DRMS-BCE.

3. Based upon Contracting Officer‘s recommendation, the listed items are being closed in BOSS using the -XXX‖ or -XYZ‖ special disposal handling codes, in accordance with published guidance. Supporting documentation is attached for inclusion into the official contract file.

4. If, after further investigation, the actual disposal information is ascertained, the information will be entered into BOSS in place of the special codes, and the circumstances will be noted in the -Remarks‖ field in each BOSS record.

DATE TO BCE:_____ _____
(Signature of Contracting Officer)

Contracting Officer

C8. ENVIRONMENTAL Program

Enclosure 24 - SOP for Updating Facility Information, February 2008

Purpose: This guidance is to provide a standard procedure for conducting a facility update.

Reference: DRMS 4160.14, Section 2, Chapter 8, Environmental Programs

Procedure: The following procedure is intended to ensure DRMS-BC maintains file folders for facilities appearing on the qualified facility list that are accurate and contain relevant information pertaining to the facility's compliance history. Active facility (facilities utilized on HW contracts in the previous 12 months) folders should be updated at least annually. Additional information needed to assess the facility's ability to provide quality service should be done through other assessment procedures.

1.0 Review of File Folders
Use the following steps to conduct a file folder update.

1.1 On a quarterly basis, a DRMS-BC EPS will select facilities to be updated by comparing an Environmental Reporting System (ERS) -Ranking MLIs Analysis Reports - Disposal Facilities‖ of active facilities for the past 12 months to the MS Access TSDF database –Overdue Facilities for Update‖ report. The MS Access report can be accessed by following the directions in Appendix A of this document. This report should be run at least once per month. Print the list of facilities then prioritize as follows: 1. Overage active facilities. 2. Active facilities within 90 days of overage. 3. All other active facilities.

The DRMS-BC EPS will also run quarterly an ERS –Ranking MLIs Analysis Reports - Disposal Facilities‖ for the previous 24 months. Facilities on the qualified list determined not to have been used within two years shall be placed on -on hold‖ status. DRMS-BC shall notify DRMS-PH the list of facilities being placed on hold status via electronic mail three business days in advance. Refer to Section 4.0 On Hold Status, of this document for further information.

1.2 For each facility identified for review, remove the facility folder from repository located in 2-4-46. Each folder should be organized into six sections (see Table 1. Folder Organization, for content and organization).

Table 15 - Folder Organization

Section 1	Current Facility Information	Facility Input Form, Address, Phone, Point of Contact (POC), Facility Description
Section 2	Closure/Insurance	Closure Amount, Closure Mechanism, Pollution Liability, Dun and Bradstreet reports

Section 3	Compliance/Inspections	ECHO report, RCRA federal, state, and/or local reports
Section 4	Conversation Record	Any communication with regulators (Federal, State, and/or local) and/or other interested parties as well as news media reports
Section 5	BOSS Data Information	EPA codes, management method codes
Section 6	Permits	RCRA, CAA, CWA, TSCA, Host Nation

1.3 Locate the —Facility Information Form,‖ in Section 1 Current Facility Information, of file folder. The facility form contains limited information about facility operations, insurance, and permitted activities. The form is also used to identify the person updating information in the system and the date that it was reviewed. To access the database that generates this form, refer to Appendix B of this document.

To ensure that information appearing in the file folders is accurate and up-to-date, an information request will be made to the primary contractor and/or facility each time the folder is updated. The information request should include POC information, permit changes, updates to closure funding, and/or any information found in the folder that may be relevant to the facilities compliance performance. Use the —Facility Email Request Format,‖ located in Appendix C of this document to identify and request what information needs to be updated. Place a copy of the request in the information request folder located in room 2-4-46. The request will remain in the request folder until information is received or the maximum time limit is reached. See Section 4.0 Request for Information from Facilities, of this document for additional details.

1.4 Print and review the latest Enforcement & Compliance History Online (ECHO) report for the facility. To access this report log on to the Environmental Protection Agency (EPA) website (www.epa.gov/echo) and select the —Hazardous Waste Data‖ search. Input the facility name, EPA ID Number, zip code, or city/state. Review the report to determine if compliance issues are present at the facility. Refer to Section 2.0 ECHO Report, of this document for details. If compliance issues are identified or if no ECHO report is available for the previous 12 months, contact the primary contractor and/or facility for additional information. Use the –Facility Email Request Format,‖ in Appendix C of this document to process the request. Place the request in the information request folder located in 2-4-46 until information is received or maximum time limit is reached. See Section 4.0 Request for Information from Facilities, of this document for details. Specifically request a copy of the latest inspection and corrective action information if deficiencies were noted in the report provided by the contractor or in ECHO. Note that ECHO data may not be timely. If significant non-compliance is identified in ECHO or findings are reported in more than three of twelve quarters, contact the Federal/State or local regulatory agency for information. Conduct a news media inquiry on the facility utilizing Google news or other online search

engine. Follow up on and verify any compliance concern, permit change, acquisition/organizational change identified.

1.5 After information has been (1) reviewed; (2) requested and received within the established time limits; and (3) there are no major issues noted during the review of the ECHO database and/or the facility inspection(s) provided by the facility; the update process can be considered complete. Once the ―Facility Information Form‖ has been completely updated, print a copy and place it on top of the old form in Section 1 Current Facility Information, of the folder.

1.6 The reviewer will determine if a Dun & Bradstreet report is needed to verify current ownership and financial status. A Dun & Bradstreet report should be requested when DRMS has no previous knowledge of the facility owners, the facility is sold to owners where DRMS has no previous knowledge, or media reports, compliance history or other means indicates there may be financial information or corporate official information (potential officer on the GSA suspended/debarred list) of value during the facility review. DRMS-BCE will request DRMS-G research and provide a copy of the Dun & Bradstreet.

2.0 Request for Information from Facilities

Information requests should be made directly to the facility and/or primary contractor via electronic mail. The ―Facility Email Request Format,‖ located in Appendix C of this document should be used to document the request. The facility shall have 10 business days to respond to DRMS-BC information requests. If after 10 business days there is no response, the facility shall be informed that they will be removed from the qualified TSDF list until the requested information is received. Refer to Section 3.0 Removals, of this document.

3.0 Removals

The most common reason cited for the removal of a facility from the qualified facility list is, failure to provide requested information within the established time limits. Information requests require a response from the primary contractor and/or facility within 10 business days. If no response is given within this time, action will be initiated to remove the facility from the qualified facility list. Removal letters shall be signed by DRMS-G, DRMS-J7 and DRMS-BC. Removals for non-conformance with DRMS solicitation/contractual requirements must have supporting documentation from the facility audit attached and identify which H.3/H.5 clauses the facility fails to meet. Once the status has been determined, DRMS-BC Trackers will update the BOSS database accordingly. Refer to Appendix E of this document for an example of a facility removal letter.

4.0 On Hold Status

TSDFs that have not been used within two years will be placed on ―on hold‖ status. Prior to placing a facility on ―on hold‖ status, DRMS-BC will notify DRMS-PH via electronic mail that the facility will be placed on ―on hold‖ status at least three business days in advance. Facilities ―on hold‖ will be removed from the qualified list but will remain approved in BOSS. DRMS-BCE will notify CONUS DRMO CORs of change in status, DRMS-DSD EPS will notify OCONUS DRMO CORs. Thirty days after notification, if there is no response from contractors in providing

required information for a facility update, the facility will be removed from approval status in BOSS.

5.0 Explanation of Reports
Tools used to update the qualified TSDF file folders include the ECHO report, HW BOSS queries, ERS database reports, historic data, and facility provided information. The following paragraphs provide the reader with additional information about the ECHO report and ERS database.

The ECHO report contains information specific to the facility's compliance history for the past three years. Updating of facility file folders includes a review of the report to, 1) determine if the facility has been inspected in the past year, and 2) if significant or systemic (more than four findings in twelve quarters) findings were noted. If significant or systemic findings were identified, this could be an indication of problems at the facility. The reviewer must at this point contact the facility and request documentation concerning the violation(s). Documentation from the facility should include a description of the violation(s), an inspection trip report from the inspecting agency, corrective actions taken, and correspondence from the inspecting agency indicating that the violation(s) have been adequately addressed by the facility. Call the Federal/State/local regulatory agency and validate the information provided. Use the ―Facility Email Request Format,‖ in Appendix C of this document to request information from the facility. If no significant violations were noted, place a copy of the latest ECHO report in Section 3 Compliance/Inspections, of the file folder.

Base Operations Support System (BOSS), is the DLA automated retail system used to requisition and manage supplies and services. The system is used by DRMS-BC to track treatment and operating codes for the facility. This data is inputted into the system by the facility and reviewed by DRMS-BC. The facility update process should include a review of information found in the system. If there have been permit changes since the last update of the file folder, the reviewer must ensure that the permit code changes appear in Section 5, BOSS Data Information, in the file folder. The ERS (BOSS) database can be accessed using instructions found in Appendix D of this document.

6.0 Records retention: Facility folder documentation will be retained until no longer needed (including for potential third-party site cleanup use) as defined below:

6.1 Permit documentation will be maintained until two years after a new permit is received.

6.2 Copies of regulatory inspections will be maintained for five years or until corrective actions are verified as completed, whichever is longer.

6.3 Copies of DRMS/DRMS conversation records, qualified list removal memorandums for record, reinstatement to qualified list documentation, points of contact documentation from facility information and associated corrective actions will be maintained for 50 years.

6.4 Copies of media reports and Dun and Bradstreet reports will be maintained for five years

6.5 Copies of financial assurance will be maintained until a new financial assurance document is received.

6.6 On the first day of each fiscal year, the TSDF database will be copied and saved by DRMS-BCE via electronic media for 50 years.

6.7 BOSS information is saved and maintained through the ERS data warehouse. Only a copy of current BOSS documentation is required in the file.

C8. ENVIRONMENTAL Program

Enclosure 24 - SOP for Updating Facility Information

Attachment 1 - Accessing the Overdue Facilities List (access database)

1. Open J Drive from computer.
2. Select: DRMS B
3. Select: DRMS J33 Public
4. Folder: TSDF
5. File: FACTRANS
6. Database: TSDF2000.MDS
7. Select: Reports
8. Select: Facility Reports
9. Select: Facility Update Report
10. Select: Facilities Overdue for Update Report
11. Click –OK‖ in Region pop-up

C8. ENVIRONMENTAL Program

Enclosure 24 - SOP for Updating Facility Information

Attachment 2 - Accessing the "Facility Input Form" (access database)

1. Open J Drive from computer.
2. Select: DRMS B
3. Select: DRMS J33 Public
4. Folder: TSDF
5. File: FACTRANS
6. Database: TSDF2000.MDS
7. Select: Facility and Transporter Input

C8. ENVIRONMENTAL Program

Enclosure 24 - SOP for Updating Facility Information

Attachment 3 - Facility Email Request Format

Please provide documentation for all items identified in the attached document. Complete/updated information is required to remain on the Defense Reutilization and Marketing Service (DRMS) Qualified List of facilities. You may provide required information either electronically or mail to the following address:

Defense Reutilization and Marketing Office

DRMS-BC

74 N. Washington Ave.

Battle Creek, MI 49037

If you have any questions please contact: TSDFandTransporterinquiries@dla.mil

All requested documentation must be provided to DRMS within 30 calendar days from the date of this request or removal action will take place

/r

(Name of Facility Reviewer)
Environmental Specialist
Defense Reutilization and Marketing Service (DRMS-BC)
Hazardous Waste Disposal Processing Branch
Comm 269-961-7017
Fax 269-961-7736
DSN 661

The reader shall ensure that TSDF information requests shall include only information needed to complete the folder update. Select the requirements/updates that are needed from the attachment list below. Then include the edited list in the email request for information to the TSDF.

Attachment:

Facility Requirements/Updates:

1. Closure amount
2. Closure mechanism (bond, trust, surety)
3. Latest compliance inspection/report (Fed, State or Local) and documentation of corrective actions (if any)
4. TSCA permit and last EPA inspection if you are receiving PCB's
5. Permit(s) (cover page(s) recording expiration date)
6. Permit excerpts (what your facility is permitted to receive) PCB, RCRA waste codes etc.
7. Management Method Codes (H codes - approved treatments)
8. Regulatory POC and phone number
9. Pollution Liability Insurance (NRCRA facility)
10. Current environmental POC with phone number and email address

If you have any questions please call or email. Electronic submissions are best.

C8. ENVIRONMENTAL Program

Enclosure 24 - SOP for Updating Facility Information

Attachment 4 - Accessing the ERS (BOSS) data

1. Log on to DLA website: https://www.drms.dla.mil/
2. Select: Environmental (left menu box)
3. Select: Hazardous Waste Disposal (left menu box)
4. Scroll down to “ERS Reports (BOSS)”
5. Select: PUB.AT2 Report, TSDF Usage Report” or the “BN” report
6. Enter parameters and run report.

C8. ENVIRONMENTAL Program

Enclosure 24 - SOP for Updating Facility Information

Attachment 5 - Example of a Removal Letter to a TSDF Facility

DRMS-BC X/X/XXXX

MEMORANDUM FOR RECORD

SUBJECT: Removal of Treatment, Storage, Disposal Facilities (TSDFs) from DRMS Qualified Facilities List

Recommend the following TSDF be removed from the DRMS Qualified Facilities List within five business days after final signature.

(BOSS# and name)

Attached is documentation from DRMS identifying reasons for removal. Clause H5.X.X applies.

PAUL MANK
Chief,
Environmental Division
Disposition Process Management
DRMS-BC

JUDY MALMQUIST
Assistant Counsel
Office of Counsel

BARBARA HEFFNER
Chief, Hazardous Contracts Division
Contracting

cc:
DRMS-G
DRMS-J7
DRMS-BC
DRMS-DSDs

COORDINATION: DRMS-BC_____DATE_____

C8. ENVIRONMENTAL Program

Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008

DRMS-BC 24 May 2007

Standard Operating Procedure (SOP)

Conducting an update of qualified Transporter file folders

Purpose: The purpose of this SOP is to provide standard procedures for conducting an update of folders for qualified transporters.

Guidelines: DRMS 4160.14 Chapter 8, Environmental Programs

Procedure: The following procedure is intended to provide a standardized process for updating DRMS-BC file folders for transporters appearing on the qualified transporter list. Further information needed to assess the transporter‘s ability to provide service should be done using other assessment procedures.

1.0 Review of File Folders

1.1 Select the transporter file to be updated. Active transporters (transporters utilized in the past 12 months) will be reviewed at least annually. Determine if the transporter has been used within the past year. This will be accomplished using the Environmental Reporting System (ERS) report, -KT Report‖. The ERS report can be accessed by following instructions in Appendix A of this document. Transporters determined not to have been used within the past year will be removed from the qualified transporter list. Prior to removal, contact the transporter as outlined in section 4.0 Request for Information from Transporters, of this document to obtain updated information. If information is not received within the allotted time or response does meet DRMS requirements, notify DRMS-J7 of intended removal action. DRMS-J7 will be notified at least three business days in advance. Refer to Section 3.0 Removal Actions, of this document for additional information.

1.2 Access the Department of Transportation (DOT) Safety and Fitness Electronic Records System (SAFER) database to view the transporter‘s safety and insurance information. See Section 2.0 SAFER Review, of this document for additional information. Locate the transporter‘s Safety Rating. In order to maintain a qualified status the transporter must have a satisfactory rating. If a transporter has an Unsatisfactory, Conditional rating, or no rating is available in the SAFER database, the transporter shall be requested to provide an satisfactory DOT rating. If the matter cannot be resolved, removal action shall be initiated. See section 3.0 Removal Actions, of this document.

1.3 Locate the —Facility and Transporter Input Form,‖ in the file folder. The review process should include updating and reprinting this form each time the folder is reviewed. To access

the database that generates this form, refer to Appendix B of this document. Verify that information in the SAFER database is consistent with information found in the ―Facility and Transporter Input Form.‖ If inconsistencies are found, request information from the transporter as outlined in Section.4.0 Request for Information from Transporters, of this document. Place a copy of the updated Facility and Transporter Input Form in the folder.

1.4 After information has been (1) reviewed; (2) requested and received within the established time limits; and (3) there are no major issues noted during the review of the SAFER database and/or information provided by the transporter; the update process can be considered complete.

2.0 Explanation of Database Reviews

Tools used to update the qualified transporter files may include, the Department of Transportation (DOT) Safety and Fitness Electronic Records (SAFER) system, ERS (BOSS) database, historical information, and information provided by the transporter. The following subsections provide the reader with additional information on the SAFER and ERS systems.

2.1 SAFER Review

The DOT SAFER system offers company safety data and related services to industry and the public over the Internet. Users can do things such as search databases, order company safety profiles, and view insurance information. The system can be accessed at: **www.safersys.org** The reviewer shall view the safety rating, insurance, and permit information. To access safety and insurance information, select ―Company Snapshot‖ under the heading, ―FMCSA Searches.‖ Then type in the transporter's USDOT Number, MC/MX Number, or Name. Select the appropriate topic to review from the website. A ―satisfactory‖ safety rating is required for DRMS CONUS contracts.

2.2 ERS and Access Database Review

The Environmental Reporting System (ERS) is the DLA automated retail system used to requisition and manage supplies and services. The system may be used by DRMS-BC to track transporter information. The transporter file update process should include a review of information found in both systems. The ERS and Access databases can be accessed using instructions found in Appendix D of this document. Removal letters shall be signed by DRMS-G, DRMS-J7 and DRMS-BC. Once the status has been determined, DRMD-BC Trackers will update the BOSS database accordingly.

3.0 Removal Actions

Removal of a transporter from the qualified transporter list may be initiated for various reasons, most notably, inactivity. Prior to removing a transporter from the qualified list, DRMS-BC shall notify DRMS-J7 at least three business days in advance of removal action. If DRMS-J7 concurs with the removal of the transporter, DRMS-BC shall generate a removal letter to the transporter (see Appendix D) and send email notifications to DRMO CORs. Removals for non-conformance with DRMS solicitation/contractual requirements must have supporting documentation from the transporter audit attached and identify which H.3/H.5 clauses the transporter fails to meet. Removal letters for contractual non-conformance shall be signed by DRMS-G, DRMS-J7 and DRMS-BC.

4.0 Request for Information from Transporters

Information requests should be made directly to the transporter and/or primary contractor via electronic mail. The –Facility Email Request Formatll located in Appendix C of this document should be used to document the request. The transporter shall have 10 business days to respond to DRMS-BC information requests. If after 10 business days there is no response, the facility shall be removed from the qualified transporter list. Removal letters shall be signed by DRMS-G, DRMS-J7 and DRMS-BC. Once the status has been determined, DRMS-BC Trackers will update the BOSS database accordingly. Refer to Appendix D of this document for an example of a facility removal letter.

C8. ENVIRONMENTAL Program

Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008

Attachment 1 - Accessing the Environmental Reporting System (ERS)

1. **Open DRMS homepage: http://www.drms.dla.mil**
2. **Select "Environmental" from the left toolbar menu**
3. **Select "HW Disposal" from the left toolbar menu**
4. **Scroll down and select "ERS Reports (BOSS)"**
5. **Select "PUB.KT Report"**
6. **Select Parameters**

C8. ENVIRONMENTAL Program

Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008

Attachment 2 - Accessing the "Facility Input Form"

1. Open J Drive from computer.
2. Select: DRMS B
3. Select: DRMS J33 Public
4. Folder: TSDF
5. File: FACTRANS
6. Database: TSDF2000.MDS
7. Select: Facility and Transporter Input

C8. ENVIRONMENTAL Program

Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008

Attachment 3 - Facility Email Request Format

Please provide documentation for all items identified in the attached document. Complete/updated information is required to remain on the Defense Reutilization and Marketing Service (DRMS) Qualified List of facilities and/or transporters. You may provide required information either electronically or mail to the following address:

Defense Reutilization and Marketing Office

74 N. Washington Ave.

Battle Creek, MI 49037

Attn: Joe Gehant or Lawrence Edmonds DRMS-BCE

If you have any questions please contact: TSDFandTransporterinquiries@dla.mil

All requested documentation must be provided to DRMS within 10 business days from the date of this request or removal action will take place

/r

(Reviewer Name)
Environmental Specialist
Defense Reutilization and Marketing Service (DRMS-BC)
Hazardous Waste Disposal Processing Branch
Comm 269-961-7017
Fax 269-961-7736
DSN 661

The reader shall ensure that transporter information requests shall include only information needed to complete the folder update. Select the requirements/updates that are needed from the attachment list below. Then include the edited list in the email request for information to the transporter.

Attachment:

Transporter Requirements/Updates:

1. DoT Safer Rating
2. Haulers Permits (State requirement)
3. Insurance

If you have any questions please call or email. Electronic submissions are best.

Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008

Attachment 4 - Example of a Removal Letter to a Transporter

DRMS-BC X/X/XXXX

MEMORANDUM FOR RECORD

SUBJECT: Disapproval of Transporters

Recommend the following Transporter be disapproved from the Qualified Transporter List immediately after final signature.

(BOSS# and name)

Attached is documentation from DRMS identifying reasons for removal. Clause H5.X.X applies.

Paul Mank
Chief,
Environmental Division
Disposition Process Management
DRMS-BC

JUDY MALMQUIST
Assistant Counsel
Office of Counsel

BARBARA HEFFNER
Chief, Hazardous Contracts Division
Contracting

cc:
DRMS-G
DRMS-J7
DRMS-BC
DRMS-DSDs

COORDINATION: DRMS-BC_____DATE_____

Enclosure 26 – Letter of Memorandum

Added 16 Nov 2009.

Employees out of compliance with training per 29 CFR 1910.1 through 1910.120, 40 CFR 264.16 and 265.16 are not performing duties without supervision. Sign date and place in official on-site training file. (DRMS-I 4160.14, Section 2, Chapter 8, paragraph C8.2.10.1.1.1.).

Mandatory/Regulatory Courses include but not limited to:

Department of Transportation Initial and Refresher Resource

Conservation and Recovery Act Initial and Refresher OSHA

Initial and Refresher

COR/COTR Initial and Refresher Study Period #74

Emergency Contingency Plan training Study Period #81

DOT Security Plan training Study Period #84

Date out of compliance _____

Course(s) out of compliance_____

Date Course is currently scheduled_____

_____ Employee Signature and Date

_____ Supervisor Signature and Date

DRMS J-33 9/29/2009

C 10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

Added May 2012

Enclosure 1 – Small Arms Weapons and Related Parts, Components and Accessories.

References

See DOD 4000.25-2-M, Chapter 12, DOD 4160.28-M, DOD 4160.21-M, Chapter IV, Paragraph B63, DLA Disposition Services Instruction 4160.14, Section 2, CH 10, Small Arms Program.

Deviations from MILSTRAP requirements by DOD activities with small static inventories require concurrence of the Joint Small Arms Light Weapons Committee Group (JSA/LWCG) and approval of the DOD MILSTRAP System Administrator. SASP Program Manager will submit requests for deviations, to include appropriate justification, via electronic mail to: DLMSO@dla.mil (when using electronic mail, include "ATTN: JSA/LWCG Chair" in the subject line)

Classification

According to general classification guidelines furnished by the DOD program manager, the reporting of small arms data is considered classified only during the record reconciliation phase between the DOD and Military Service/Agency registries. Therefore, all small arms transaction reporting and record reconciliation within Defense Logistics Agency (DLA), and between DLA and DOD central agencies will be unclassified.

General

The Small Arms Serialization Program (SASP) is a DLA-wide system for the control of and accounting for small arms, by serial number, from initial receipt to final disposition. Only authorized users will be granted access to the SASP, upon receipt of the manager's request. Managers must notify the SASP PM immediately when personnel no longer require access. SASP user access will be reviewed annually by the SASP PM.

NOTE: Refer to 4160.14, Section 4, Supplement 2, CH 10, Small Arms; Section 3, Special Processing, Small Arms Weapons and Related Parts, Components and accessories.

Responsibilities

DLA Disposition Services serves as the DLA program manager. The DLA Central Registry operates according to the Defense Logistics Regulation (DLAR) 7510.3, Control of Small Arms by Serial Number. DLA Disposition Services processes actions to update the DOD Central Registry. DLA Disposition Services provides DLA representation to the Joint Small Arms Coordinating Committee to participate in the resolution of systems problems. DLA Disposition Services ensures that DLA Disposition Services, Field Offices comply with the provisions of this instruction. The Defense Logistics Services Center (DLSC) provides the required automatic data processing systems support to maintain the DLA Central Registry.

SASP Accounting

Register small arms that are under the control of a DLA activity by individual serial number in the DOD and DLA Central Registries. The DLA Central Registry is maintained by DLA Disposition Services, Battle Creek, MI.

Registration will not be done for any small arms that is demilled before receipt, or for those weapons in Military Assistance Program (MAP) accounts. Demilled weapons are turned in as scrap; no serial number identification.

Perform annual reconciliation of weapons inventory. Reference DOD 5105.22, DLAR 7510.3, and DOD 4000.25-2-M.

Respond to queries for investigation of the last accountable activity in DLA for small arms within 72 hours, as prescribed by the DOD Central Registry.

Serialized Small Arms Storage

Store complete weapons, weapon receivers, and barrels when attached to receiver assemblies, which contain the weapon's serial number in approved arms room facilities according to DOD 5100.76-M, Chapter 3. These facilities require the designation of "Restricted Area" by the host installation commander. Refer to the DLA Physical Security Guide Paragraph D3n(1)(e) for security procedural guidance.

Non-Serialized Small Arms Parts

All non-demilitarized bolts, trigger assemblies, and barrels not attached to a receiver assembly will be stored in the DLA Disposition Services, Field Office secure area/building. In addition, items with a CIIC of 2, 3, 4, and N (parts only – not complete weapons) will be stored in the DLA Disposition Services, Field Office pilferable storage area. When a DLA Disposition Services, Field Office secure area/building is inadequate, the host will store those parts.

Security

Transportation of small arms and subparts will be in accordance with DOD 5100.76-M, Chapter 6. Similarly, the DLA Disposition Services, Field Office Chief is responsible for assurance that small arms parts removed from the DLA Disposition Services, Field Office secure area/building are under constant DLA Disposition Services, Field Office surveillance until DEMILLED and any UNDEMILLED parts are returned to the DLA Disposition Services, Field Office secure area/building at the close of the business day.

Small Arms/Light Weapons SA/LW. For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 Caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

Enclosure 2 – Reutilization/Transfer/Donation (R/T/D) Weapons

C5.7.4. Small Arms Approval Required.

C5.7.4.1. If a requisition is for a small arms end item (Material Screening Code S item); it must be approved by DLA Disposition Services, J421 before issue. Forward requisitions received without approval to the Disposition Services, Reutilization branch.

C5.7.4.1.1. Customer submits 1348-1As Disposal Turn in Document (DTID) and Requisitions by email or fax to the DLA Disposition Services, J421, Reutilization office. J421 validates the Department of Defense Address Activity Code (DODAAC), reviews DD Form 1348-1As for accuracy and inputs requisitions on customer's behalf. J421 sends copies of the completed DD Form 1348-1As to the appropriate Item Manager for review and approval. (Requires signature and date from Item Manager.) J421 coordinates with DLA Disposition Services field site on issuing the small arms requisitioned.

C5.7.4.2. DLA Disposition Services will ensure that:

C5.7.4.2.1. a) Department of Defense (DOD) and Federal civil agency orders originate from, or bear the approval of, the Service designated control point.

C5.7.4.2.2. b) Transfer to .ederal civil agencies documents, SF 122s, require the signature of the General Services Administration (GSA) designee or authorized representative approving the release.

C5.7.4.3. DLA Disposition Services will review and authenticate releases for all transfers and donations. Donations are prohibited, except to those Service educational activities (SEAs) authorized to receive surplus small arms by the sponsoring Military Service. Designated control points will screen and validate orders based upon the coordinated decisions of the sponsoring Military Service. SF 123s, approved by the appropriate designee, must be routed to DLA Disposition Services, J421, for further review and authentication before release by DLA Disposition Services is authorized.

C5.7.4.4. Small arms requests from DOD Morale, Welfare, and Recreation Activity (MWRA) and/or the Services must originate from servicing accountable officers only, not the accountable officer of the MWRA and/or Service; and be approved by the designated Military Service and/or Defense Agency control point, and be further authenticated by DLA Disposition Services before release.

C5.7.4.5. Authorized recipients may screen small arms on DLA Disposition Services accountable records.

C5.7.4.6. Major components of small arms will not be ordered for the purpose of assembling complete weapons, circumventing the controls imposed here for acquisition of small arms and serialized control.

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

Enclosure 3 – Small Arms Central Demil Division (CDD) Anniston Serialized Weapon SOP.

DLA DISPOSITION SERVICES STANDARD OPERATING PROCEDURE (SOP)

Subject: DLA Disposition Services SOP for Central Demil Division (CDD) Anniston Serialized Weapons Processing	Date Revised: 6/20/2011
Reference (DLA Disposition Services-I or One Book Chapter): DLAD 5025.30, Control of Small Arms by Serial Number; DOD 4000.25.-2.M, MILSTRIP, Chapter 12; DLA Disposition Services-I 4160.14 , Section 2, Chapter 10, Small Arms Program; DLA Disposition Services-I 4160.14, Section 3, Special Processing and DOD Demil Manual 4160.28-M	**Issuing Office:** **J-31**

Actions or Tasks	Assigned to: (Job Role)
<u>GENERAL</u> The Small Arms Serialization Program (SASP) is a DLA-wide system for the control and accounting for small arms and light weapons, by serial number, AND national stock number (NSN) from initial receipt to final disposition. This SOP identifies the process, procedure and instructions for the following type transactions: Shipment to other Agencies or Activities, Foreign Military Sales (FMS) shipments; Inventory Adjustment; Receipt, Shipment, and Demilitarization. Employees at DLA Disposition Services CDD Anniston must read and sign this SOP prior to beginning work. Signed SOPs must be retained indefinitely in the CDD Administration files. CDD Anniston Chief is responsible to notify Small Arms Program Manager (PM) when an employee no longer requires access to Small Arms Serialization Program. **<u>REPORTS MAINTENANCE</u>** Small Arms Monthly Reports (Pending Receipts/Pending Deliveries) Both reports generated biweekly by SASP PM and emailed to site to work	

Small Arms Weekly Reject List

This report is generated by the DLA Disposition Service field activity

PENDING RECEIPTS/PENDING DELIVERIES (PR/PD Status in SASP)

Pending receipts will be reviewed bi-weekly. Pending receipts over 30 days will be input as an "A" transaction, sending notice to activity; Weapon not received. Used to respond to follow-up request. If no response and/or not received after 15 days of "A" transaction, input "D" transaction.

Remove Outstanding Shipment input is a "D" transaction; Shipment Reversal. Used to reverse an invalid shipment transaction (code S) for which a serial number was previously reported to a Component Registry. (removes old transactions when activity does not input transaction)

Pending Delivery shipments which do not receive an R from the requisitioning activity, CDD staff should contact the requisitioning activity.

Reference: DOD 4000.25-2-M, January 2006, Change 5, C12.8.2

SASP CORRECTIONS

Corrections can be made at three levels: DLA DISPOSITION SERVICE CDD Anniston, SASP PM or DLIS-LAR programmers, depending on type of correction required.

Corrections that cannot be made at DLA DISPOSITION SERVICE, CDD Anniston level will be forwarded to the SASP PM. SASP PM will submit a Work Order to J6 Helpdesk for assistance from DLIS-LAR for corrections that PM cannot make.

Reference: DLA Disposition Services Small Arms Program User Manual January 2009

DOCUMENTATION:

Small Arms SOP must be posted and available at DLA Disposition Services CDD Anniston.

Weapons documents have an indefinite retention time. Maintain hardcopy file documentation in accordance with DLA Records Management guidance.

eDOC: DTID, Verified Serial Number Demil Listing, and Inert Certificate, Letter of Authorizations.

RECEIVING GENERAL:

1. Minimum of two employees must be present to open, operate and close building at facilities operated by DLA Disposition Service.
2. All visitors, to include cleaning crews, maintenance workers, etc. must be escorted at all times. (excluding DLA Disposition Service employees)
3. When any CDD Weapon Center warehouse outside access door is open, the Weapon Center personnel must maintain constant view of the door until the door is closed.
4. Pre-receipt/notification should be accomplished between the CDD Demil Weapon Center and turn in activity.
5. Completion of Small Arms Checklist shall be performed before receiving begins.
6. Oldest property is worked first; Box/crate is closed and banded at all times, unless being worked; do not separate documentation from property.

All small arms transportation movement between buildings and facilities must comply with DOD 5100.76-M, CH 6, Appendix 3.5.1.

When truck arrives, review paperwork to ensure DTIDs and inert certificates are on property. Validate property is serialized weapons, not parts. (Parts go to the CDD Anniston with CDD DODAAC SYD2054). Complete and attach Form 355 to each pallet when the truck is off loaded. Truck seal numbers are maintained per the Seal log.

1. If parts, redirect truck to CDD Anniston building. **(NOT BLDG 104)**
2. If property is for other activity/services redirect truck to appropriate building and complete SDSAN Form 645 and contact activity/service POC.
3. If mixed shipment is offloaded, tag activity/services property and store separately from the CDD Demil Weapon Center property. Complete SDSAN Form 645 and contact activity/service POC.

4. Property moved to the 917 AREA must be registered in the 917 Log. Do not remove any documentation from property. Contact generator of the weapons, from the log, to get assistance on what is needed so weapons can be processed. 917 AREA will be reviewed weekly to ensure items are worked timely. If required information is not received Reject on 917.

5. Nonconforming, e.g. un-banded, non-secured, torn or damaged containers must be rejected, upon receipt and immediately return shipment to generator. Complete the 917 process.

6. Shipments that are missing proper documentation or if missing parts are not listed on the turn in document the weapon(s) will be rejected and returned to the generator with a DLA Disposition Services Form 917, stating that the National Stock Number (NSN) is for a whole item only and does not apply to the item turned in) require return to generator, follow 917 procedures.

NOTE: See accessing 917 Process end of Receiving Section, Below.

The CDD Anniston Weapon Demil Center staff will ensure that all weapons received under one turn in document (DD Form 1348-1a) have the same supply condition code and that a serial number and/or a list of all serial numbers are provided with the 1348-1a.

CDD Anniston Weapon Demil Center staff will verify that small arms certification has been provided on the DD Form 1348-1a for small arms weapons, receivers and barrel assemblies.

CDD Anniston Weapon Demil Center staff employees will physically inspect the weapon shipment and verify each serial number found on the weapon matches the serial number on the listing provided by the Generator with the shipment. Each matched serial number will be circled on the original listing. Inspect each weapon to ensure no ammo remains in weapon.

For Local Stock Number (LSN) (no complete NSN provided), the following must be annotated on the DTID:

a. Appropriate FSC
b. Part Number
c. Manufacturer Name
d. End item application
e. Statement explaining why NSN is not included
f. Demil code statement if Demil code is not on 1348-1A

Note: LSNs may require addition to SASP. To add the LSN to the SASP, submit LSN information to SASP Program Manager.

RECEIVING STEPS

A) Upon opening container, both verifiers must remain with the property until receiving has been completed. If one must leave the area, the container(s) must be sealed, nailed closed.

B) Two man Site Verification. One person to read serial number off of the weapon. Second person to find serial number on list, repeat the number back and circle the serial number.

1. Annotate DTID with receipt information: quantity, condition code, container type, number of containers, sign, date (date from 355 Form), include location, with Demil required stamp. If weapon has extra barrel (M-60s, 50 cal, etc.), annotate the number of barrels included with the weapons. Extra/loose barrels must be stored in the same container with the weapons on that DTID.

2. The receiver will sign the DD Form 1348-1a. A copy of the paperwork will be placed inside the box as well as on the outside of the box. The box will be banded and sealed at this time. Band container –. Annotate packing list with storage location. Originals (1348-1a, inert Certification and serial number listing) are turned into admin for SASP input.

3. Once all serial numbers are verified, both verifiers must sign and date (use date verified NOT receipt date) listing/DTID.

NOTE: If the serial number is not found, annotate the list with the serial number stamped on the weapon. Initial, date and write statement on listing.

4. The CDD Weapon Center employees will input the weapon serial number into the Small Arms Serialization Program (SASP), eDOC and file hard copies.

5. Once DTIDs are input into SASP, prepare bar-code label and demil certificate. Provide label and cert to individual storing property.

6. Attach bar-code label to property. Place demil certificate in packing list.

7. Store Property.

RECEIVING LARGE SHIPMENTS GENERAL

Demil weapon center employees should work with turn in generator to schedule shipment in increments, versus large shipments.

a.) Obtain advance copy of turn in documentation.
b.) Agree on reasonable amount of weapons that can be received and managed from the in transit time to time of disposal.
c.) Consider weapon type, quantity and amount of storage space necessary to accommodate receipt.

RECEIVING STEPS (LARGE SHIPMENTS)

1. If one DTID is received with large quantity that cannot be stored in one box/tri-wall, ensure the serial numbers are identified for each box/tri-wall by the following;
    a. Circle those verified in Box 1 and identify on serial number list as being contained in Box 1. Complete signature and date requirements, Make 3 copies: for inside box, eDOC, and outside package. Band box.

    b. Box 2: Check √ serial numbers on serial number list and identify these weapons as being contained in Box 2. Complete signature and date requirements. Make 3 copies: for inside box, eDOC, and outside package. Band box.

    c. Continue as above for any additional boxes, as needed: Box 3: Use an X to identify the weapons in Box 3. Box 4: Use a dark dot ● to identify weapons in Box 4.

2. Once DTIDs are input into SASP, prepare bar-code label and demil certificate. Provide label and cert to individual storing property.

3. Attach bar-code label to property. Place demil certificate in packing list.

4. The following morning, personnel will run a report in Daisy to insure all actions have successfully run to Daisy.

5. eDOCS: Under Issues (DTID, verified serial number list, and inert certificate, 1348, and pertinent supporting documentation)

6. File hard copies in Active file.

7. Send mail back copy of DTID to generator unless letter is on file from generator authorizing use of eDOCS for mail back copies.

8. Upon completion of Demil or Reutilization, pull documentation from the Active file, attach Demil Certificate or issue document and file in Inactive file. File by Julian date, serial number (alpha before numeric), DODAAC.

ACCESSING 917 PROCESS

Direct access to DLA Disposition Services SITREP system is available at:
https://pep1.bsm.dla.mil/consent

NOTE: Complete the SITREP process. See DLA Disposition Services-I 3020.1, DLA Disposition Services SITREP and 4160.14, Section 1, Chapter 2, C.2.3.

REUTILIZATION OF WEAPONS (INCLUDING FMS):

Reutilization of weapons must follow established procedures. The CDD Anniston does not have the authority to approve the issue of weapons. Once a MILSTRIP is received for a weapon(s) from a DOD activity, contact DLA Disposition Services J-421 who will coordinate the approval with the Item Manager for the Service requesting the weapon. Retain copies of the approval notifications. Input an S transaction into SASP when the weapon is shipped to the DOD activity.

FMS Shipments:

1. Container and pallet if wood must be inspected and have the inspection stamp.

2. Container will be packed by two employees and the re-serialization list (follow re-serialization steps above) will be signed and dated by the two employees.

3. Documentation: Original and 4 copies
   a) 1 copy set inside property
   b) Original and 3 copy sets on outside of box inside a packing slip.

4. Annotate the Requisition number on the box and the packing slip to prevent lost paperwork.

5. Input an F transaction into SASP when the weapons are shipped.

6. Demil certificates will be removed from packing envelop before shipping.

PROCESSING WEAPONS FOR DEMIL:

1. Determine demil performance method (i.e., Contract, Captain Crunch, or torch cutting).
2. Run "W" status list (Excel spreadsheet). Ensure oldest items are demilled first.
3. The weapons will be counted prior to any demil actions being performed. If the box of weapons and count match the documentation, demil operations will take place.
4. A Demil Certifier and Verifier will be present doing all demil of small arms weapons. Once Demil is completed, a Demil placard will be signed by both and the documentation will be kept by the verifier, pending input into SASP and filing.
5. The information will be input to SASP and with the daily batch run will cross to Daisy to take the items off DAISY and show as ZZ status in SASP, indicating the record has been closed.

NOTE: Due to SASP system, partial Demil input cannot be processed, therefore a Demil placard for each partial must be completed and only one input into SASP for the total quantity. All partial placards must be scanned into eDOCS.

PROCESSING BURNT WEAPONS

Burnt weapons or any weapon that the serial number cannot be sight verified, CDD will contact Army, LOGSA, for issuance of ARM number. If the Army does not issue an ARM the weapon will be be returned to the generator, requesting the input of "L" transaction code if battlefield destroyed or "V" if they can verify the weapon was destroyed sufficiently to meet the demil requirement. Once completed, the generator may turn the item in as scrap, not identified by serial number.

NOTE: The citation for the site verification is covered in AR710.3, Para 4.

PROCESSING MORATORIUM WEAPONS TO CIVILIAN MARKSMANSHIP "CONDITION H CONDEMNED"

CDD will use the Army provided "Approved List."

Army will provide requisition numbers

Follow established procedures for issuing weapons

RELOCATION:

1. Input new location into Daisy.
2. Annotate barcode with new location, or print new barcode label

REMOVAL OF PARTIAL ITEMS WITHIN A SEALED CONTAINER:

1. If band or seal is broken on a container for inventory or partial removal of DTIDs, reserialization all weapons remaining in container must be performed immediately.

2. Follow Re-serialization steps below.

3. Annotate seal log of removal and new seal #

RE-SERIALIZATION:

1. Using the serial number listing from SASP, verify each weapon.

2. Minimum of two people required to verify serial numbers. One person to read

number off weapon. Second person to find serial number on list and once found, repeats the number back to the person reading the number on the weapon. Once matched, circle the number on the list or DTID. Highlighters can NOT be used.

3. Use √ (check mark) for 2nd verification and both verifiers must sign and date serial number listing and annotate check mark used for date.

4. If a 3rd verification is required use X, both verifiers must sign and date serial number listing and annotate X used for date. If a 4th verification is required use a ●.

5. Upon completion of any verification place one copy of DTID, annotated serial number list, and inert cert **inside box**. One copy of DTID, annotated serial number list, and inert cert goes in packing list **outside of box**. eDOC one copy of DTID and signed re-serialization list.

6. Container will be marked "Box opened and re-serialized" and dated.

NOTE: Due to SASP system, partial demil input cannot be processed, therefore a demil placard for each partial must be completed and only one input into SASP for the total quantity. All partial placards must be scanned into eDOCS.

ANNUAL WEAPONS RECONCILIATION:

A. GENERAL:

1. The annual reconciliation will be conducted each year.
2. The SASP Program Manager will coordinate the reconciliation and provide the notification and reconciliation listing to the CDD.

B. RECONCILATION PROCESS:

CDD Anniston Demil Weapon Center receives the Annual Reconciliation for the prior fiscal year, from DLA Disposition Services HQ Battle Creek, Small Arms Program Manager.

Each weapon listed on the reconciliation report must be physically site verified by serial number. Circle each serial number as it is verified. For discrepancies or corrections annotate the action taken.

Once all serialized weapons on the reconciliation list have been site verified, corrections made, and actions completed sign and date the reconciliation certificate statement. Return to DLA Disposition Services HQ Battle Creek Small Arms Program Manager by either fax or email.

Retain originally signed reconciliation documents as prescribed for Small Arms record guidance.

REPORTING WEAPONS LOSS

Use of the FLIPL Automated Program (FAP) is mandatory for all discrepancies requiring the use of the DD Form 200, regardless of the dollar value FLPL.

Instructions, guidelines are available at https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/PropertyAccounting/PropertyAccounting.pdf

DEMIL WEAPON CENTER EMPLOYEE CERTIFICATE OJT SOP

New employees to a weapon facility must read and sign prior to beginning work.

****** I have read and understand the Small Arms Demil Weapon Center Standard Operating Procedures for the proper processing of weapons and parts**

Name _____ (typed or printed)
Employee

Signature _____ date _____

Name_____(typed or printed)
Supervisor
Signature_____ date_____

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

Enclosure 4 – Small Arms Receiving Checklist

SMALL ARMS CHECKLIST

A technically qualified/responsible person will inspect all complete small arms weapons and small arms barrel and receiver groups prior to turn-in to the Central Demil Division (CDD) Anniston.
The certification will be signed and dated by the individual who inspected the property.
The Letter of Authorization for Inert Certifier/Verifier should be received with turn in
~~DRMO~~ DLA Disposition Services personnel to re-inspect complete small arm weapons and small arms barrel and receiver groups prior to initiating demilitarization actions at the CDD.
CDD Anniston must inspect and verify that the serial numbers on all small arms weapons and all small arms parts accurately match the serial number recorded on the DTID 1348-1 and the serial number recorded in the Small Arms Serialization Program database.
Verify small arms/receivers by serial number. Verify parts by count. Verify any non-demilitarized property returned to the weapons storage facility. **NOTE:** Do not leave non-demilitarized or demilitarized but not certified small arms/receivers unattended at any time.
Prior to DEMIL inspect all ammunition chambers for live cartridges. If any live cartridges are found, follow ~~AEDA~~ MPPEH SITREP procedures. If the bolt is present, put it in the forward position to assure proper DEMIL.
Both the certifier and verifier **MUST** be present during demilitarization.
The certifier will perform or supervise demilitarization.
Certification **MUST** be completed the same day that demilitarization is performed.
After Demil is performed, input transactions according to 4160.14, Section 2, Chapter 10, Small Arms Program.
Identify residue of demilitarized small arms/receivers into the appropriate scrap classification. Do not identify by NSN or serial number.

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

Enclosure 5 – HQ Small Arms Program Manager Standard Operating Procedures

DRMS STANDARD OPERATING PROCEDURE

Subject: DRMS SOP for DRMS HQ Small Arms Program Manager	Date: 6/18/2010
Reference (DRMS-I or One Book Chapter): DOD 4000.25-2-M MILSTRIP, DLA Disposition Services Instruction 4160.14 , Section 2, Chapter 10, Small Arms Program.	Issuing Office: J-31

Actions or Tasks	Assigned to: (Job Role)
Data Owner responsible for approving or disapproving access to the system. User access will be reviewed annually. Small Arms Serialization Program Manager (SASP PM), upon receiving notification, will request immediate termination of SASP system access for any personnel that no longer require access. Serve as subject matter expert or as liaison to a subject matter expert, concerning new programming requirements or program modifications. Responsible for functional testing of program modifications, new requirements or program modifications driven by Magic tickets, prior to release to production. Administer policy/procedures and write/maintain guidance to include Standard Operating Procedures and DLA Disposition Services Instruction 4160.14, DLA One Book. Prepare charts, briefings and other correspondence as it relates to Small Arms. Give authority to the field to input data corrections, deletes and add to the SASP inventory. Request reconciliation Annually from DLA Disposition Services Demil Weapon Centers and DLA Activities. Provide guidance to field on reconciliation and ensure results are received in a timely manner and that needed research and adjustments are	

input. Reconciliation is required from all AACs with active small arms inventory.

Research problems reported from the field to verify systemic problem vice user error. Elevate systemic problems through the input of a Work Order to the Help Desk. Maintain adequate oversight necessary for corrections and reconciliation of transactions.

Validate NSNs fall under Small Arms Serialization Program, when NSNs are not in the NSN file by contacting Central Registry. Add or delete NSNs from the NSN file.

Interrogate history file for specific FOIA, Central Registry, or other agency requests.

Prepare yearly report for OSEC Exchange (OSD) and DLA Small Arms PM.

Serve as liaison between field and Central Registry to assign a serial number for registry purposes in cases of small arms with missing obliterated, mutilated, or illegible serial numbers.

Maintain field Point of Contacts for SASP.

Generate Monthly Pending Receipt and Pending Delivery Report:

a. Send copy to Demil Weapon Center
b. Demil Weapon Center lead to resolve outstanding transactions with generator liaison. Notify SASP PM if additional intervention is required by SASP PM or Systems support.
c. SASP PM will monitor and track the performance of Demil Weapon Center staff to manage Small Arms inventory & Reporting requirements.

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

Enclosure 6 – Small Arms Standard Operating Procedure
Managing Department of Energy (DOE) Weapons

DRMS STANDARD OPERATING PROCEDURE

Subject: SOP for Managing DOE Weapons	Date: 8/10/2010
Reference (DRMS-I or One Book Chapter): DOD 4000.25-2-M MILSTRIP, DLA Disposition Services Instruction 4160.14 , Section 2, Chapter 10, Small Arms Program.	Issuing Office: J-31

Actions or Tasks	Assigned to: (Job Role)
1. Memorandum of Agreement from The DLA Disposition Services and the Department of Energy (DOE) on file with SASP PM. 2. Receive advance funding from the Department Of Energy in the amount of $25.00 per weapon to be processed. 3. Deposit the funds into an account number that is being prepared by Headquarters Battle Creek. 4. Receive advance copies of the documentation showing the National Stock Number (NSN), Disposal Turn In Document Number (DTID) DD FORM 1348-1, Quantity and the Serial Numbers for each weapon to be shipped from each separate location. This information may be emailed to Central Demil Division, (CDD) Anniston, AL. 5. Since these weapons are not currently covered on the Small Arms Serialization Program (SASP) the CDD will input a "B" Transaction into SASP to establish the record for tracking purposes. 6. The weekly SASP Listing will be reviewed each week to insure all weapons are established so future input may be made to show receipt and demil of the weapons. 7. The location where these weapons are being shipped from will notify the CDD	

that the weapons are being prepared for shipment to the DR.\10. An estimated shipping date will be established at this time.

8. The shipment arrives the CDD for processing. The CDD will take the weapons to the CDD's Small Arms Facility located in Building 104 for the receipt and storage process. Host security will be notified to assist in getting the building open and stay during the receipt process.

9. The weapons will be serialized and placed back into a container for future demil. No *R/T/D* screening will be permitted on these weapons.

10. Since no *R/T/D* screening will take place on these weapons the stocks, forearms and any non-metallic items will be removed on receipt.

11. A completed 1348-1, (showing receipt) and a copy of the serial numbers will be attached to the storage container.

12. The original DD Form 1348-1, with a complete listing of all serial numbers will be returned to the CDD for input.

13. The CDD weapon staff will be responsible for the input of the required information into Daisy.

14. Once the accountable records are up to date the CDD weapon staff will input the "R" transactions into SASP.

15. Once this transaction is complete the documents will be placed in a suspense file awaiting the placard from Daisy to complete the required demil.

16. Copies of the Turn In Document and serial number will be returned to the generator of the weapons. A complete address should be included on the original document.

17. Once the placard is output the Property Management Branch will schedule demil of the weapons. Security will be notified and be with the weapons until each one has been destroyed in accordance with DOD 4160.28-M, Demil Manual.

18. The documents will he picked up at the main CDD from the suspense file by the CDD staff on the weapons to be destroyed.

19. Weapons will be removed from the Small Arms Facility and delivered to the CDD Scrap Processing area, Bldg 104 for demil. The weapons will be re-serialized prior to destruction.

20. When the demil is completed the demil certifier and verifier will complete the required paperwork indicating that all procedures were followed. Complete signature is required.

21. The CDD staff will input the XS4 transaction into Daisy showing the material has been destroyed. 22. The completed documentation will be input the "V" transaction indicating that the demil has taken place in SASP. 23. Once all paperwork and inputs have been completed the original document will be filed in the accountable records file and a copy of the all paperwork including the serial numbers will be placed in the small arms record file. 24. This will complete the entire process on the first shipments of weapons from DOE. This SOP may be revised at any time during the process or modified to accommodate other activities that might have weapons for receipt and demil	

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

Enclosure 7 – Internal Small Arms Information

Non-serialized demil required weapon parts and components may be turned into DLA Disposition Services Central Demil Divisions (CDD) Anniston, AL; McAlester, OK, or Tucson, AZ. **Anniston, Alabama is the ONLY AUTHORIZED CDD for Serialized Weapons, parts, and components.**

Serialized Small arms, parts, components, and weapons will only be accepted for turn in at the DLA Disposition Services Central Demil Division Anniston, AL. For reutilization or disposal the generating military personnel or contractor of the DLA activity will contact the DLA Disposition Services Central Demil Division (CDD) Anniston, Alabama at (COMM) 256-741-5462 or (DSN) 571-5462 for turn-in and shipping instructions. Generating military personnel or contractors of the DLA activity will also be informed of small arms that are unacceptable for disposal (as covered by moratorium). This will alleviate unnecessary shipments of small arms and weapons. When possible, prior to shipment the CDD will assist the generator with identifying, and resolving any problems that may prohibit or delay the acceptance of a small arm.

The generator will update their component small arms registry, and electronically transmit the shipment transaction to the DLA SASP as instructed in DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures.

The generating military personnel or contractor of the DLA activity will send the small arms weapon in partial or complete form to the DLA Disposition Services CDD in Anniston, Alabama. A listing of serial numbers associated with each DD 1348-1, Inert Certificates, and the Letter of Authorized Personnel (LOA) addressed to Central Demil Division Anniston, AL (Att) will be furnished with each turn in of weapons. Partial and/or complete weapons will not be mixed on a DD 1348-1.

Weapons Unauthorized Shipment

For weapons received at DLA Disposition Services field sites, other than Anniston, Alabama:

Prepare a SITREP, https://pep1.bsm.dla.mil/consent

Contact the host security to secure weapon, pending retrieval by generator.

Contact generator to pick up weapon.

If generator is unable to retrieve weapon, return to generator following 917 SOP, https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-002.doc

https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-022.doc

MUST BE ON OFFICIAL LETTERHEAD

(Edited Nov 2012)

IN REPLY

XXXX-XX Date

MEMORANDUM FOR DLA DISPOSITION SERVICES,
CENTRAL DEMIL DIVISION ANNISTON

SUBJECT: Inert Certification Authorization

In reference to DOD 4160.28-M, the following personnel are technically qualified/responsible for inspection and certification of small arms weapons and small arms barrel and receiver groups as being inert. The Certification Statement, "~~I certify that the item or items listed hereon have been inspected by me and to the best of my knowledge and belief contain no items of dangerous material~~." "The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of material potentially presenting an explosive hazard," will be entered on the turn-in document (DD Form 1348-1) prior to turn in. The certification on the turn-in document will be signed and dated by the individual making the inspection.

OFFICIAL NAME _____
Printed Name

_____
(Signature)

OFFICIAL NAME _____
Printed Name

_____
(Signature)

OFFICIAL NAME _____
Printed Name

_____
(Signature)

OFFICIAL NAME _____
Printed Name

_____
(Signature)

Please address any comments and/or questions to the undersigned at ???-???-????.

OFFICIAL NAME OF PERSON HIGHER THAN HIGHEST RANK LISTED ABOVE.

ORGANIZATION

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

Enclosure 8 – External Small Arms Information

Definition: Small Arms/Light Weapons SA/LW. For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

Non-serialized demil required weapon parts and components may be turned into DLA Disposition Services Central Demil Divisions (CDD) Anniston, AL; McAlester, OK, or Tucson, AZ. **Anniston, Alabama is the ONLY AUTHORIZED CDD for Serialized Weapons, parts, and components.**

Serialized Small arms, parts, components, and weapons will only be accepted for turn in at the DLA Disposition Services Central Demil Division Anniston, AL. For reutilization or disposal the generating military personnel or contractor of the DLA activity will contact the DLA Disposition Services Central Demil Division (CDD) Anniston, Alabama at (COMM) 256-741-5462 or (DSN) 571-5462 for turn-in and shipping instructions. Generating military personnel or contractors of the DLA activity will also be informed of small arms that are unacceptable for disposal (as covered by moratorium). This will alleviate unnecessary shipments of small arms and weapons. When possible, prior to shipment, the CDD will assist the generator with identifying, and resolving any problems that may prohibit or delay the acceptance of a small arm.

The generator will update their component small arms registry, and electronically transmit the shipment transaction to the DLA SASP as instructed in DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures.

The generating military personnel or contractor of the DLA activity will send the small arms weapon in partial or complete form to the DLA Disposition Services CDD in Anniston, Alabama. A listing of serial numbers associated with each DD 1348-1, Inert Certificates, and the Letter of Authorized Personnel (LOA) addressed to Central Demil Division Anniston, AL (Att) will be furnished with each turn in of weapons. Partial and/or complete weapons will not be mixed on an IRRD.

DLA Disposition Services Small Arms Program Manager contact is: Sandra.young@dla.mil, 269-961-7259 or DSN 661-7259.

MUST BE ON OFFICIAL LETTERHEAD

(Edited Nov 2012)

IN REPLY

XXXX-XX Date

MEMORANDUM FOR DLA DISPOSITION SERVICES,
CENTRAL DEMIL DIVISION ANNISTON

SUBJECT: Inert Certification Authorization

In reference to DOD 4160.28-M, the following personnel are technically qualified/responsible for inspection and certification of small arms weapons and small arms barrel and receiver groups as being inert. The Certification Statement, ~~"I certify that the item or items listed hereon have been inspected by me and to the best of my knowledge and belief contain no items of dangerous material.",~~ "The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of material potentially presenting an explosive hazard," will be entered on the turn-in document (DD Form 1348-1) prior to turn in. The certification on the turn-in document will be signed and dated by the individual making the inspection.

OFFICIAL NAME _____
Printed Name

_____
(Signature)

OFFICIAL NAME _____
Printed Name

_____
(Signature)

OFFICIAL NAME _____
Printed Name

_____
(Signature)

OFFICIAL NAME _____
Printed Name

_____
(Signature)

Please address any comments and/or questions to the undersigned at ???-???-????.

OFFICIAL NAME OF PERSON HIGHER THAN HIGHEST RANK LISTED ABOVE.
ORGANIZATION

SECTION 4 - SUPPLEMENTS

SUPPLEMENT 3 – Codes And Terms

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A OR D REASON CODES

DEFINITION: The specific value that represents the reason that an asset is being issued to abandonment or destruction.

TABLE ID: A&D
CHARACTERS: 2
DATA TYPE: ALPHA

CODE	DESCRIPTION
AB	Non Salable – Buried Land filled locally through ISA or installation services
AE	Non Salable - Service Contract
BD	Unsalable – Destruction (Material for which sale or disposal is prohibited by U.S. law or federal or military regulations)
DC	Donation in Lieu of A or D All releases including releases to Federal Prision Industries/Unicor
EE	Electronics Demanufacturing – Service Contract
MC	Return to Manufacturer
RC	**Recycling CENTCOM - Service Contract With Cost Offset**
RE	Recycling - Hybrid Service Contracts with cost offsets, i.e. R2010 (European Scrap Program), ISP (Italian Scrap Program)

Added 23 Mar 2009.

ACCOUNTING CODES

DEFINITION: A code that identifies a specific type of generation or disposition.

TABLE ID: ACCT
CHARACTERS: 1
DATA TYPE: ALPHANUMERIC

CODE	DESCRIPTION
1	Post sales referral information
2	Post IFB information
3	Sold and removed - post contract number and proceeds
4	Other dispositions not covered above
5	Expend to scrap as a result of poor sales experience
7	Transfer of usable to federal agency w/o DOD agreement
A	Generation of usable property
B	Generation of private abandoned or MWRA property
C	Generation of item w/no DEMIL required, downgraded to scrap on receipt
D	Generation of scrap
F	Receipt from other DRMOs
G	Gain to inventory
H	Other dispositions of scrap
I	Donations to state agencies
J	Donations to public airports
K	Donations to service education activities
L	Loss to inventory

CODE	DESCRIPTION
M	Donations to public bodies
N	Donations to all others not included in above codes
P	Expend to scrap after receipt as a result of DEMIL performed
Q	Abandonment or destruction
R	Move to retail sales
S	Sales from retail sales stores
T	Transfer of usable or scrap to other DRMOs or special accounts
U	Utilization of usable property to DOD Activities, MAP or FMS
W	Transfer of usable to MWRA
Y	Subdividing or freeze action of DTID record
Z	Transfer of usable to federal agency w/DOD agreement

ACTION CODES

DEFINITION: A code which indicates the action to be taken to post the transaction to the master record.

TABLE ID: ACTN
CHARACTER LENGTH: 1
DATA TYPE: ALPHANUMERIC

CODE	DESCRIPTION
0	In Merchandising Cycle-Computer assigned on XS5, XS6, or XS7
7	Transfer of Usable or Scrap Property to Federal Agency
A	Move to Merchandising Cycle
C	A&D, DEMIL, or Downgrade Certificate/Notice has been created
D	Transfer of Property to Other DRMOs, except Small Arms
E	Usable Property to Scrap Upon/After Receipt
F	Freeze - No further processing permitted beyond current status
G	Quantity/Price Gain to Inventory
H	Move to Donation Cycle
K	Receipt of Scrap
L	Quantity/Price Loss to Inventory
N	Non-reportable, Usable Property
P	Abandonment or Destruction
R	Reportable, Usable Property
S	Other Dispositions of Usable/Scrap Property
T	Remove Freeze Code
U	Utilization of Usable or Scrap to DoD, MAP, FMS, MWRA

CODE	DESCRIPTION
V	Donation of Usable or Scrap Property
W	Item Downgraded to Scrap as a result of DEMIL
Z	Reserved

AUTOMATION RESOURCES (AR) CODES
[FORMERLY AUTOMATION EQUIPMENT]

DEFINITION: Indicates the type of Automation Resources (AR) turned in.

TABLE ID: ADPE CHARACTER LENGTH: 1 DATA TYPE: NUMERIC

CODE	DESCRIPTION
0	Item with no AR components
1	Analog CPUs
2	Digital CPUs
3	Hybrid CPUs
4	AR Input/Output devices used to control/transfer information to and from a CPU
5	AR accessorial equipment
6	Punched card equipment
7	AR supplies and support equipment
8	AR components/assemblies/parts of CPUs
9	Contains embedded AR that meets one or more of codes 1 through 6 above

CARGO CODES

CODE	DESCRIPTION
A	Radioactive Materials (radioactive label)
B	Mixed Hazardous Materials - Consolidated only as authorized by USCG regulations, Title 46 CFR
C	Etiologic Agent (etiologic Label)
D	Contaminated Cargo (not including any hazardous materials)
E	Empty hazardous material containers or packages (empty label)
F	Explosives, Class C (explosive C label)
G	Non-flammable compressed gas (Non-flammable gas label; except: (1) Oxygen requires an oxidizer label, (2) Fluorine requires poison and oxidizer labels)
H	Subject to damage from heat
I	Explosives, Class A (explosive A label)
J	Explosives, Class B (explosive B label)
K	Spontaneously combustible materials (spontaneously combustible labels and flammable solid labels)
L	Water reactive materials (flammable solid labels and dangerous-when-wet labels)
M	Magnetic materials
N	Dangerous material in limited quantities (no label required)
O	Flammable compressed gases (flammable gas label)
P	Poison, Class B (poison label)
Q	Subject to damage from freezing
R	Flammable liquids (flammable liquids label)
S	Poisons, Class A (poison gas or poison label)

T	Poison, Class C (irritant label)
U	Combustible liquids (no label)
V	Miscellaneous hazardous materials (no label)
W	Corrosive materials (corrosive labels)
X	Flammable solids (flammable solid label)
Y	Oxidizing materials (oxidizer or organic peroxide label)
Z	No special type of cargo code applicable
1	Aircraft engine, internal combustion engine and fuel control devices
2	Type cargo code not applicable (for Air Force internal use).
3	Electrostatic Discharge Sensitive (ESDS) Device, subject to damage caused by electrostatic discharge. (See DoD 4500.32-R, Volume 1, Appendix A, Section I for additional information on ESDS devices).

COLLECTION CLASSIFICATION CODES

DEFINITION: These codes are used to identify a fund account. Cashiers, sales personnel and comptroller personnel may use these codes.

TABLE ID: CCCD
CHARACTERS: 4
DATA TYPE: NUMERIC

CODE	DESCRIPTION
0001	Stock Fund Account
0002	Interest Fund Account
0003	Suspense Fund Account
0004	Abstract Fund Account
0005	Liquidated Damages Fund Account
0006	Miscellaneous Account
0007	Unclaimed Money Account
0008	Direct Deposit Account
0009	MAP Account
0010	GSA Account
0011	Contractor Inventory Account
0012	Coast Guard
0013	Abandoned Privately Owned Property – Army
0014	Abandoned Privately Owned Property – Navy
0015	Abandoned Privately Owned Property – Air Force
0017	Foreign Equity
0018	Non-Appropriated Fund

CODE	DESCRIPTION
0019	Commissary – Trust Fund – Central DECA
0020	Commissary – Trust Fund - Northeast DECA
0021	Commissary – Trust Fund - Southern DECA
0022	Commissary – Trust Fund - Midwest DECA
0023	Commissary – Trust Fund - Southwest DECA
0024	Commissary – Trust Fund - Northwest & PAC DECA
0025	Commissary – Trust Fund - Europe
0026	Commissary – Stock Fund - Central DECA
0027	Commissary – Stock Fund - Northeast DECA
0028	Commissary – Stock Fund - Southern DECA
0029	Commissary – Stock Fund - Midwest DECA
0030	Commissary – Stock Fund - Southwest DECA
0031	Commissary Stock Fund - Northwest & PAC DECA
0032	Commissary Stock Fund - Europe
0033	Recyclable Material
0035	Additional Proceeds Transferred to Treasury
0036	Proceeds Transferred to Treasury
0037	RCP Ship/Stage Account

CONDITION CODES - SUPPLY
(Assigned by Generating Activity)

DEFINITION: A one-digit alpha code assigned by the generating activity to describe the condition of the property.

TABLE ID: SCC
CHARACTERS: 1
DATA TYPE: ALPHA

CODE	TITLE/DESCRIPTION
A	**Serviceable** (Issuable w/o Qualifications) New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions. Includes material with more than 6 months shelf life remaining.
B	**Serviceable** (Issuable With Qualifications) New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months shelf life.
C	**Serviceable** (Priority Issue) Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf life remaining.
D	**Serviceable** (Test/Modification) Serviceable material which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
E	**Unserviceable** (Limited Restorations) Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.
F	**Unserviceable** Reparable

CODE TITLE/DESCRIPTION

Economically reparable material which requires repair, overhaul, or reconditioning. Includes reparable items which are radioactively contaminated.

G **Unserviceable** (Incomplete)

Material requiring additional parts or components to complete the end item prior to issue.

H **Unserviceable** (Condemned)

Material which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated, Type I shelf life material that has passed the expiration date, and Type II shelf life material that has passed the expiration date and cannot be extended.

NOTE: **Classify obsolete and excess material to its proper condition before consigning to the DRMO.** Do not classify material in Supply Condition **H** unless it is truly unserviceable and does not meet repair criteria.

L **Suspended** (Litigation)

Materiel held pending litigation or negotiation with contractors or common carriers.

Q **Suspended** (Quality Deficient Exhibits)

Items which are unserviceable and have potential and confirmed product quality deficiency. Items will be downgraded to scrap upon receipt (XR3) only using a Standard Waste and Scrap Classification Code (SCL) Critical Safety Item (CSI). Items must be mutiliated.

S **Unserviceable** (Scrap)

Material that has no value except for its basic material content. No stock will be recorded as on hand in condition code ***S***. This code is used only on transactions involving shipments to DRMOs.

Material will not be transferred to Supply Condition Code ***S*** prior to turn-in to DRMOs **if** material is recorded in condition code ***A* through *H*** at the time material is determined excess. Material identified by NSN will not be identified by this condition code.

V **Unserviceable** (waste military munitions)

CODE	TITLE/DESCRIPTION
	Waste military munitions will be assigned Code V only under the authority of a designated DOD or Service Designated Disposition Authority. The waste munitions must meet criteria of waste munitions under the Environmental Protection Agency Military Munitions Rule Implementation Policy, be safe to store and ship based on DOD Explosive Safety Board/Department of Transportation criteria and have a current serviceability inspection.

NOTE: SCC V assets are not authorized for turn-in to DRMO. The Services are responsible for appropriate disposal of SCC V assets.

CONDITION CODES - DISPOSAL
(Assigned by the DRMO)

DEFINITION: A code used to designate the conditions of a turn-in that is assigned by the DRMO receiver after inspection of the item.

TABLE ID: DCC
CHARACTERS: 1
DATA TYPE: ALPHANUMERIC

CODE	DESCRIPTION
1	**Unused** - Good Property, which is in new condition or unused condition and can be used immediately without modifications or repairs
4	**Used** - Good Property, which shows some wear, but can be used without significant repair.
7	**Repairs required** Property, which is unusable in its current condition, but can be economically repaired.
S	**Scrap** Property that has no value except for its basic material content.
X	**Salvage** Property which has some value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.

NOTE: When this type of property does not require DEMIL and it is determined to have scrap value only, it may be classified and processed as scrap upon receipt.

CONDITION CODES - FEDERAL

DEFINITION: This is a two-digit code consisting of an alpha Supply Condition Code in the first digit, and a numeric or alpha Disposal Condition Code in the second digit. A combination of the Supply Condition Code and the Disposal Condition Code, which most accurately describes the materiel's physical condition, constitutes the Federal Condition Code for reutilization program screening and review purposes.

TABLE ID: FCC
CHARACTERS: 2
DATA TYPE: ALPHANUMERIC

CODE	DESCRIPTION
A1	Serviceable – excellent (w/o qualifications)
A4	Serviceable – usable (w/qualifications)
B1	Serviceable - unused, good (w/qualifications)
B4	Serviceable - usable (w/qualifications)
C1	Serviceable - unused, good (priority issue)
C4	Serviceable - usable (priority issue)
D1	Serviceable - unused, good (test/modification)
D4	Serviceable - usable (test/modification)
D7	Serviceable - reparable (test/modification)
E7	Unserviceable - reparable (limited restoration)
F7	Unserviceable - reparable (reparable)
FS	Unserviceable - scrap (reparable)
FX	Unserviceable - salvage

CODE	DESCRIPTION
	(reparable)
G7	Unserviceable - reparable (incomplete)
GS	Unserviceable - scrap (incomplete)
GX	Unserviceable - salvage (incomplete)
H7	Unserviceable - reparable (condemned)
HS	Unserviceable - scrap (condemned)
HX	Unserviceable - salvage (condemned)
VX	Unserviceable – Salvage (Military Munitions)

COMBINATIONS OF CONDITION CODES ALLOWED IN DAISY

A1	**A4**	
B1	**B4**	
C1	**C4**	
D1	**D4**	**D7**
E7		
F7	**FX**	
G7	**GX**	
H7	**HX**	

XR3 DOWNGRADE TO SCRAP FS GS HS

XR1 UPGRADE OF SCRAP TO USABLE SX (OR VALID CODE ABOVE)

OTHER CODE COMBINATIONS WILL BE REJECTED

CONTRACT ITEM HOLD CODES

TABLE ID: CIHC CHARACTERS: 1 to 2 DATA TYPE: ALPHA

CODE	DESCRIPTION
A	Anti-Trust Clearance
B	Mistake in BID
BP	Post-Award Mistake in Bid
C	Contract Claim
CP	Claim Reconsideration
D	Possible Debt Offset
DP	Disputed Protest
E	End Use Certificate
EP	Pending Customs Receipt
F	I & R Check
G	Suspected Contract Performance Violation
H	Pre-Award Other
I	Statement of Intent
IP	Import Certificate
J	RCRA Certification
JP	Bill of Lading/Landing Certificate
K	Completed Manifest
KP	Delivery Verification
L	License

LP	Liability and Insurance
M	Pending Signed Modification
N	Approval to Negotiate
P	Pre-Award Survey
Q	DEMIL/Mutilation
QP	DEMIL/Mutilation Scheduling
S	Scrap Warranty Certification
W	Signed Waiver
WP	Post Award Signed Waiver
X	Pre-Award Withdrawal
XP	Post-Award Withdrawal

CONTROLLED INVENTORY ITEM CODES (CIIC CODES)

CIIC Codes are from Table 61 in DoD 4100.39-M, Volume 10, Chapter 4. These codes consist of one character (alphabetic or numeric) to indicate the security classification and/or security risk or pilferage controls for storage and transportation of DoD assets. These codes were formerly referred to as Physical Security/Arms, Ammunition and Explosives Security Risk/Pilferage Codes (SEC).

CIIC Codes include Classified Item Codes, Pilferage Codes, and Sensitive Item Codes. These three groups of codes are listed below.

CLASSIFIED ITEM CODES

This code indicates that the materiel requires protection in the interest of national security in accordance with the provisions of DoD 5200.1-R, Information Security Program. Do not accept property with Classified Item Codes of A through U at the DRMO, physically or in-place.

CODE	EXPLANATION
A	Confidential - Formerly Restricted Data
B	Confidential - Restricted Data
C	Confidential
D	Confidential - Cryptologic
E	Secret - Cryptologic
F	Top Secret - Cryptologic
G	Secret - Formerly Restricted Data
H	Secret - Restricted Data
K	Top Secret - Formerly Restricted Data
L	Top Secret - Restricted Data
O	Item contains naval nuclear propulsion information. Disposal and access limitations are identified in NAVSEAINST C5511.32. Store and handle in a manner which will preclude unauthorized access to this material.
S	Secret

T Top Secret

U Unclassified

7 Item assigned a Demilitarization Code other than A, B or Q, for which another CIIC is inappropriate. The loss, theft, unlawful disposition, and/or recovery of an item in this category will be investigated in accordance with DoD 4000.25-2-M and DoD 7200.10-M.

9 This code identifies an item as a Controlled Cryptographic Item (CCI). CCI is described as secure telecommunications or information handling equipment, associated cryptographic component, or other hardware item which performs a critical COMSEC function. Items so designated are unclassified but controlled, and will bear the designation "Controlled Cryptographic Item" or "CCI". **Do not accept property with a CIIC 9 (FSC's 5810 or 5811). 3 Apr 03**

NOTE: If this property is sanitized, see DOD Manual 4160.28-M, or contact DLA at (DSN) 427-1539.

NOTE: Codes for Department of Energy (DOE) Special Design and Quality-Controlled items under management control of the Defense Threat Reduction Agency (DTRA) [formerly Defense Special Weapons Agency (DSWA); formerly Defense Nuclear Agency (DNA) (identified by CAGE Code 87991) in the Defense Logistics Supply Center FLIS data base will be assigned and processed in accordance with DOE-DSWA[DNA] TP100-1, Supply Management of Nuclear Weapons Materiel.

NOTE: The Defense Nuclear Agency (DNA) was active from 1971 to 1996, and the Defense Special WeaponsAgency (DSWA) from 1996 to 1998. In 1998, DSWA, the On-Site Inspection Agency,the Defense Technology Security Administration, and selected elements of the Officeof Secretary of Defense were combined to form the Defense Threat Reduction Agency(DTRA).

PILFERAGE CODE

DEFINITION: A code indicating the material has a ready resale value or civilian application for personal possession and, therefore, is especially subject to theft.

CODE	DESCRIPTION
J	Pilferage - pilferage controls may be designated by the coding activity to items coded **U** (Unclassified) by recording the item to **J**

Activities may further categorize pilferage items by using the following codes:

I Aircraft engine equipment and parts

M	Hand tools and shop equipment
N	Firearms
P	Ammunition and explosives
V	Individual clothing and equipment
W	Office machines
X	Photographic equipment and supplies
Y	Communication/electronic equipment and parts
Z	Vehicular equipment and parts

NOTE: See DoD 4100.39-M, Volume 12, Data Record Number (DRN) 2863 for format and definition.

SENSITIVE ITEM CODES

DEFINITION: This code is for material which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of high value, highly technical or of a hazardous nature; and small arms, ammunition, explosives and demolition material. (One of these codes may appear on the Receipt Screen as a result of a NIIN characteristic search.)

CODE	DESCRIPTION
1	HIGHEST SENSITIVITY (CATEGORY I) Non-nuclear missiles and rockets in a ready-to-fire configuration, (e.g., Hamlet, Redeye, Stinger, Dragon, LAW, Viper) and explosive rounds for non-nuclear missiles and rockets. This category also applies in situations where the launcher (tube) and the explosive rounds, though not in read-to-fire configuration, are jointly stored or transported.
2	HIGH SENSITIVITY (CATEGORY II) Arms, ammunition and explosives
3	MODERATE SENSITIVITY (CATEGORY III) Arms, ammunition and explosives

4 LOW SENSITIVITY (CATEGORY IV)
Arms, ammunition and explosives

5 HIGHEST SENSITIVITY (CATEGORY I)
Arms, ammunition and explosives with a physical security classification of **SECRET**

6 HIGHEST SENSITIVITY (CATEGORY I)
Arms, ammunition and explosives with a physical security classification of **CONFIDENTIAL**

8 HIGH SENSITIVITY (CATEGORY II)
Arms, ammunition and explosives with a physical security classification of **CONFIDENTIAL**

Q A drug or other controlled substance designated as a Schedule III, IV, or V item, in accordance with the Controlled Substance Act of 1970. Other sensitive items requiring limited access storage.

R Precious Metals, a drug or other controlled substance designated as a Schedule I or II item, in accordance with the Controlled Substance Act of 1970. Other selected sensitive items requiring storage in a vault or safe.

$ This code identifies Nuclear Weapons Use Control (UC) Ground Equipment which is CIIC unclassified but may require special controls. Use Control Ground Equipment is described as recorders, verifiers, adapters, power supplies, cables, programmers, monitors, controllers, code processors, power converters, computers and data modules which perform a Nuclear Weapon Use Control Function.

NOTE: CIIC $ is not a valid input code for FLIS. This code is unique to DNA only.
NOTE: Items coded 5, 6 or 8 will be stored and transported in accordance with the provisions of DoD 5100.76-M or DoD 5200.1-R, Information Security Program, whichever is more stringent.
NOTE: Small arms weapon components, such as silencers, mufflers and noise suppression devices will be treated as Category II items. (Reference : DOD 5100.76-M., Appendix A, paragraph C1 (ARMS) Category II, page A-2.
NOTE: Small arms major subparts, such as frames(s) and receiver(s) will be treated as Category II items. (Reference: DOD 5100.76-M, Chapter 4, page 4-2, Table 1.)
NOTE: Barrels and major subassemblies WILL be protected as Category IV Arms. (Reference: DOD 5100.76-M, Chapter 4, page 4-2, Table 1.)

COUNTRY CODES FOR MAP PROPERTY

DEFINITIONS: Country codes used in MAPEX requisition.

CODE	COUNTRY
A	Netherlands
B	Belgium
C	Spain
D	Panama
E	England
F	France
G	Reserved
H	British Army on the Rhine
I	Italy
J	Japan
K	Korea
L	Luxembourg
M	Denmark
N	Norway
O	Paraguay
P	Philippines
Q	Pakistan **R**
	Reserved
S	Reserved

T	Turkey
U	Thailand
V	Jordan
W	Greece
X	Portugal
Y	Tunisia
Z	Zaire
1	Nicaragua
2	Columbia
3	Brazil
4	Chile
5	Bolivia
6	Honduras
7	Nepal
8	Indonesia
9	Dominican Republic

DAISY-TYPE PROPERTY CODES

TABLE ID: DSYP
CHARACTERS: 1
DATA TYPE: ALPHA

CODE	DESCRIPTION
D	DEMIL
N	Non-Reportable
P	Pilferable/Sensitive
R	Reportable
S	Sales

DEMIL CHALLENGE CODE DEFINITIONS

CODE	DESCRIPTION
	Challenge Status Codes
I	Challenge has been initiated
F	FLIS data has been added
R	Recommendation has been added, challenge reviewed
D	Challenge decision has been made
C	Challenge has been completed
	Recommended Action and Challenge Decision Codes
A	Proposed DEMIL Code is approved
D	Proposed DEMIL Code is denied
C	Proposed DEMIL Code is changed
FLAGS:	**IM Notification, Hold/Freeze, DTID Update and MDB Update**
Y	Yes
N	No
C	Complete

DEMILITARIZATION CODES

DEFINITION: A code assigned to an item by the Item manager to identify the required demilitarization.

TABLE ID: DMIL
CHARACTERS: 1
DATA TYPE: ALPHA

CODE	DESCRIPTION
A	Non-MLI/**Non-CCLI** -- Demilitarization not required
B	MLI (Non-Significant Military Equipment - **Non-SME**) -- Demilitarization not required. Trade Security Controls (TSCs) required at disposition.
C	MLI (**SME**) -- Remove and/or demilitarize installed key point(s) as prescribed in the Defense Demilitarization Manual, or lethal parts, components and accessories.
D	MLI (**SME**) -- Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As an alternate, burial or deep water dumping may be used when coordinated with the DoD Demilitarization Program Office.)
E	**MLI -- Demilitarization instructions to be furnished by the DoD Demilitarization Program Office.** Edited 18 Feb 2008.
F	MLI (**SME**) -- Demilitarization instructions to be furnished by the Item/Technical Manager.
G	MLI (**SME**) -- Demilitarization required. MPPEH. Demilitarization, and if required, declassification and/or removal of sensitive markings or information, will be accomplished prior to physical transfer to a DRMO. This code will be used for all MPPEH items, including those which also require declassification and/or removal of sensitive markings or information. (Special Handling Code **3** applies.)
P	MLI (**SME**) -- Security Classified Item -- Declassification **and** any additional demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to MPPEH items.

NOTE: Any item received at the DRMO with DEMIL P will not be processed for disposal without the required certificate of declassification and a certificate of demilitarization. If the required certificates cannot be provided by the generator, the DRMO Chief and host security must be notified immediately.

CODE	DESCRIPTION
	Place the item(s) in a secured area until host security arrives to return the property to the generator. See Supplement 1, this instruction, for a list of Classified Item Codes. If the required certificates are provided, the DRMO may process the item(s) with DEMIL Performed Code 6 (MLI residue) or 7 (non-MLI residue).
Q	CCLI – Commerce Control List Item formerly Strategic List Item (SLI) -- Demilitarization not Required. CCLI are non-MLI and are controlled by the U.S. Department of Commerce through the Export Administration Regulations (EAR) and indicated on the Commerce Control List (CCL). Each CCL entry is preceded by a four-digit Export Control Classification Number (ECCN) and those ECCNs ending in the letter A or B are defined as Commerce Control List Items. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls.
X	Indicates that demilitarization requirements or MLI applicability not determined by the ICP; local determination necessary prior to disposal action. Not a valid code for accountability acceptance **or** for system input. The system will require you to input a challenge.

NOTE: Change 1 to DoD 4160.28-M, DEMIL Manual, deleted DEMIL Codes H, J, K, L, M and N. The majority of items with these DEMIL Codes has been changed. However some items remain unchanged in the database. The following FSCs/FSGs that have been previously assigned DEMIL Codes H, J, K or M are considered critical: 10, 11, 12, 13, 14, 18, 58 (except 5805, 5815, 5830-36, and 5895), 6615, 6920, 6930, 6940, 8470 and 8475. Process non-critical property with DEMIL Codes H, J, K and M as DEMIL required overseas and as DEMIL B in CONUS. If an item is obviously miscoded, (J which should be A or J which should be D) submit a DEMIL challenge. Or if you receive property that is listed in the FSCs or FSGs that are considered critical, submit a DEMIL challenge and include "obsolete". See DRMS-I 4160.14, Volume VII, Chapter 2, paragraph F, for DEMIL challenge guidance.

DEMILITARIZATION INTEGRITY CODES

DEFINITION: Status of DEMIL that has been reviewed by DCMO (Table 216).

TABLE ID:
CHARACTERS: 1
DATA TYPE: NUMERIC

Code	Definition
Blank	DEMIL Code has not been reviewed **by DCMO.**
0	DEMIL Code reviewed **by DCMO**. Recommended DEMIL Code and current ICP DEMIL Code are not equal.
1	DEMIL Code reviewed **by DCMO.** Recommended DEMIL Code adopted by ICP, or no DEMIL Code change recommended.
2	**DEMIL code reviewed by DCMO and accepted by ICP (DEMIL Integrity Code = 1) however, ICP has since overridden/changed code.**
3	**Critical FSC/FSG MLI or Sensitive CCLI. Requires mutilation worldwide.**
4	**DEMIL code could not be validated — insufficient technical data available.**
5	**(1) Item reviewed and coded by Service/Agency ICP - without DCMO collaboration; or, (2) Service/Agency ICP changed the DEMIL code prior to completion of IC–0 review/collaboration cycle.**
6	**Non-Critical FSC/FSG MLI or Non-Sensitive CCLI. Requires mutilation overseas.**
7	Forced Concurrence. DCMO has forced a DEMIL code change **in FLIS. ICP has not responded to collaboration request (over 90 days old) or failed to update the DEMIL code in the ICP's legacy system.**
8	**ICP has non-concurred with a DCMO recommended DEMIL Code. Item DEMIL coding pending resolution.**

Edited 10 Nov 2008.

DEMILITARIZATION PERFORMED CODES

DEFINITION: A code indicating the source of demilitarization action and identifying the residue as MLI or non-MLI.

TABLE ID: DMPC
CHARACTER LENGTH: 1
DATA TYPE: NUMERIC

CODE	DESCRIPTION
0	MLI Residue - DEMIL performed by DRMO personnel
1	Non-MLI Residue - DEMIL performed by DRMO personnel
2	MLI Residue - DEMIL performed by military service after accountability acceptance by DRMO
3	Non-MLI Residue - DEMIL performed by military service personnel **after** accountability acceptance by DRMO
4	MLI Residue - DEMIL performed under a service contract
5	Demilitarization to be performed under a Demanufacturing Service Contract
6	MLI Residue - Demilitarization performed by military service personnel **before** accountability acceptance by DRMO
7	Non-MLI Residue - Demilitarization performed by military service personnel **before** accountability acceptance by DRMO **NOTE:** Only DPC 6 or 7 will process on item receipt transactions, XR1 or XR3. All other DPCs will reject when used on XR1 or XR3.
8	Demilitarization to be performed as a condition of sale. (Used on XS7 transaction only.)
9	DEMIL **not** performed. **NOTE:** For DEMIL Code E, items that require DEMIL <u>overseas only</u> (e.g., tank track and expended small arms cartridge cases) non-overseas DRMOs will use DPC 9.

DEMIL PERFORMED AFTER RECEIPT VALIDATION - USABLE

DEFINITION: A code that records the demilitarization of usable property. **NOTE: This code listing will advise the DRMO on the code combinations that are acceptable for CONUS and OCONUS.**

TABLE ID: DPAR CHARACTER LENGTH: 1 - 3 DATA TYPE: ALPHANUMERIC

DEFINITION:

1. First position is DEMIL code.
2. Second position is CONUS DEMIL performed code.
3. Third position is OCONUS DEMIL performed code.

CODE	DESCRIPTION
A	DEMIL - not required
B	DEMIL - not required
C	DEMIL - required
C11	DEMIL - required
C22	DEMIL - required
C33	DEMIL - required
C44	DEMIL - required
C88	DEMIL - required
D	DEMIL - required
D22	DEMIL - required
D33	DEMIL - required
D44	DEMIL - required
D88	DEMIL - required
E00	DEMIL - required
E11	DEMIL - required
E22	DEMIL - required
E33	DEMIL - required
E44	DEMIL - required
E88	DEMIL - required
E9-	DEMIL - required
F	DEMIL - required
F11	DEMIL - required
F22	DEMIL - required
F33	DEMIL - required
F44	DEMIL - required
F66	DEMIL - required
F77	DEMIL - required
F88	DEMIL - required
G22	DEMIL - required

G33	DEMIL - required
P22	DEMIL - required
P66	DEMIL - required
P77	DEMIL - required
Q	DEMIL - **not** required - CCLI

DEMIL REQUIRED CODES

TABLE	CODE	DESCRIPTION
DRQD	**CC**	MLI - Remove And/Or DEMIL Installed Key Points
DRQD	**DD**	MLI - DEMIL By Mutilation
DRQD	**EE**	MLI - DEMIL instructions contained in DEMIL Manual or provided by DoD DEMIL Program Manager
DRQD	**FF**	MLI - DEMIL Instructions To Be Furnished By Item Manager
DRQD	**GG**	MPPEH - DEMIL Required Prior To Physical Transfer To DRMO
DRQD	**PP**	Classified - Declassification and any required DEMIL will be accomplished prior to accepting accountability or physical transfer

DISPOSAL AUTHORITY CODES

DEFINITION: A code which indicates that the item(s) being transferred to a DRMO are authorized to be transferred to disposal because of instructions the IMM/ICP relayed through the Material Returns Program (MRP) or other property authority.

TABLE ID: DAC CHARACTER LENGTH: 1DATA TYPE: ALPHA

CODE DESCRIPTION

F Federal Civil Agency turn-ins (includes turn-ins from GSA)

M IMM/ICP stocks approved for disposal by Inventory Manager

N Items not reportable by virtue of exclusion to the MRP or other specific criteria such as extended dollar value or condition limitations on excess reporting and are duly authorized to be transferred to disposal

R Items on this transaction have been reported to the IMM/ICP under MILSTRIP MRP procedures and are considered excess to that IMM/ICP's authorized retention levels and instructions

DOMESTIC/OVERSEAS INDICATOR CODES

DEFINITION: A code that indicates whether a DRMO location is considered domestic, Europe, or Pacific, for screening and DEMIL purposes. Europe and Pacific are considered overseas when used in conjunction with the Screening Table.

TABLE ID: DOSI CHARACTER LENGTH: 1DATA TYPE: ALPHA

CODE	DESCRIPTION
D	Domestic
E	Europe
O*	Overseas
P	Pacific

***** This is valid for an overseas DRMO that is aligned under a CONUS DRMO, e.g., Jacksonville and Guantanamo.

DOWNGRADE JUSTIFICATION CODES

DEFINITION: A code used to describe the justification for downgrading an item to scrap.

TABLE ID: DJC
CHARACTER LENGTH: 1
DATA TYPE: ALPHA

CODE	DESCRIPTION
A	Result of DEMIL
B	Result of special DEMIL as directed by DRMS
C	Result of poor sales experience
D	Due to reclamation
E	Small quantity of low sales value or in poor condition
F	DoD peculiar property
G	Precious metal content of greater value than current market appraisal (CMA)
H	Scrap CMA higher than usable CMA
I	Other
M	**Mutilation required Non-Demil-Critical FSG/FSC - excl scrap**
N	**Mutilation required Non-Demil - FSCAP Item**
P	**Mutilation required Non-Demil - F14 parts.**
R	Downgrade to retail sale

Edited 28 Sep 2008.

EVALUATION BID STATUS CODES

TABLE	CODE DESCRIPTION
EBSC A	Awarded Bid Status
EBSC C	Closed Bid Status
EBSC O	Out For Manual Evaluation
EBSC OL	Overlapping Bid Status
EBSC W	Waiting For Primary Bid Award

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

This list reflects those Federal civil agency/bureau codes authorized by GSA for use in their internal ADP system. These codes are to be used by Federal civil agencies who are turning in precious metals materials in accordance with MOUs between that agency and DLA. Federal civil agencies are required to record a FEDSTRIP (comparable to the DoDAAC for DoD activities) in block 24 of DD Form 1348-1A.

TITLE	CODE	
Agency and Bureau	Agency	Bureau
ACTION	44	00
Domestic Programs		02
Reimbursement Type Contractors		97
Exempted Grantee		98
Reimbursement Grantee		99
ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS	55	00
Reimbursement Type Contractors		97
Exempted Grantee		98
Reimbursement Grantee		99
AGENCY FOR INTERNATIONAL DEVELOPMENT	72	00
Development Loan Programs		97
All Other Foreign Aid Programs		98
Reimbursement Grantees		99
AMERICAN BATTLE MONUMENTS COMMISSION	74	00
Reimbursement Type Contractors		97
Exempted Grantees		98
Reimbursement Grantees		99
ARCHITECT OF THE CAPITOL	01	00
Reimbursement Type Contractors		97
Exempted Grantees		98
Reimbursement Grantees		99
CIVIL AERONAUTICS BOARD	70	00
Reimbursement Type Contractors		97
Exempted Grantees		98
Reimbursement Grantees		99

COMMEMORATIVE COMMISSIONS	76			00		
Reimbursement Type Contractors					97	
Exempted Grantees		98				
Reimbursement Grantees			99			
CONSUMER PRODUCT SAFETY COMMISSION			61			00
Reimbursement Type Contractors					97	
Exempted Grantees		98				
Reimbursement Grantees			99			

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE	
Agency and Bureau	Agency	Bureau
CORPS OF ENGINEERS, CIVIL	96	00
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees		99
DEPARTMENT OF AGRICULTURE	12	00
Agriculture Stabilization and Conservation Service		01
Agriculture Marketing Service		03
Science and Education Administration		05
National Finance Center		11
Farmers Home Administration		15
Food and Nutrition Service		20
Forest Service	23	
Rural Electrification Administration		31
Office of the Secretary		33
Animal and Plant Health Inspection Service		34
Soil Conservation Service		35
State Conservation Service		90
State Forestry Commission		91
Agriculture Stabilization County		93
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees		99
DEPARTMENT OF THE AIR FORCE	57	00
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees		99
DEPARTMENT OF THE ARMY	21	00
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees		99

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE	
Agency and Bureau	Agency	Bureau
DEPARTMENT OF COMMERCE	13	00
Bureau of the Census		05
Maritime Administration		13
National Oceanic and Atmospheric Administration		14
National Bureau of Standards		15
Patent Office	17	
Emergency Readiness		23
Economic Development Administration		25
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees		99
DEPARTMENT OF DEFENSE	97	00
Defense Logistics Agency		15
Defense Mapping Agency		16
Defense Investigative Service		18
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees		99
DEPARTMENT OF EDUCATION	91	00
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees		99
DEPARTMENT OF ENERGY	89	00
Energy Research and Development Administration		01
Federal Power Commission		02
Strategic Petroleum Reserve Office		03
Western Area Power Administration		12
Naval Petroleum and Oil Shale Reserve		13
Bonneville Power Administration		14
Southeastern Power Administration		15
Southwestern Power Administration		16
Alaska Power Administration		17
Reimbursement Type Contractors		97
Exempted Grantees	98	

Reimbursement Grantees	99		
DEPARTMENT OF HEALTH AND HUMAN SERVICES		75	00
Office of the Secretary	01		
Health Services Administration		03	
Social Security Administration		04	
Food and Drug Administration		06	

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE
Agency and Bureau	Agency Bureau
DEPARTMENT OF HEALTH AND HUMAN SERVICES (Continued)	75 00
Health Resources Administration	07
National Institute of Health	08
Center for Disease Control	0
Alcohol/Drug Abuse and Mental Health Administration	13
DEPARTMENT OF HEALTH AND HUMAN SERVICES (Continued)	75 00
Office of Human Development	16
Reimbursement Type Contractors	97
Exempted Grantees	98
Reimbursement Grantees	99
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	86 00
Reimbursement Type Contractors	97
Exempted Grantees	98
Reimbursement Grantees	99
DEPARTMENT OF THE INTERIOR	14 00
Office of Surface Mining and Regulation Enforcement	06
Geological Survey	07
Bureau of Indian Affairs	09
Bureau of Land Management	11
Bureau of Mines	15
National Park Service	17
Office of Aircraft Services	21
Heritage Conservation and Recreation Service	22
Bureau of Reclamation	23
Office of Territorial Affairs	33
Bureau of Sport Fisheries and Wildlife	36
Reimbursement Type Contractors	97
Exempted Grantees	98
DEPARTMENT OF JUSTICE	15 00
Office of Attorney General	05
Civil Division	07

Federal Bureau of Investigation	13
Federal Prison Industries, Inc.	14
Immigration and Naturalization Service	15
National Institute of Corrections	16
Bureau of Prisons	19
Tax Division	21
U.S. Marshals Service	25
Board of Immigration Appeals	26

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE	
Agency and Bureau	Agency	Bureau
DEPARTMENT OF JUSTICE (Continued)	15	00
Law Enforcement Assistance Administration		28
Parole Board	31	
Drug Enforcement Administration	32	
Office of U.S. Attorney	35	
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees	99	
DEPARTMENT OF LABOR	16	00
Bureau of Labor Statistics	15	
Employment Training Administration		16
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees	99	
DEPARTMENT OF THE NAVY	17	00
Reimbursement of Type Contractors		97
All Grantee Programs	98	
DEPARTMENT OF STATE	19	00
Reimbursement Type Contractors		97
Exempted Grantees	98	
Reimbursement Grantees	99	
DEPARTMENT OF TRANSPORTATION	69	00
Research and Special Program Administration		02
Coast Guard	03	
Federal Aviation Administration	05	
Federal Highway Administration	07	
Amtrak	08	
Federal Railroad Administration	09	
St. Lawrence Seaway Development Corporation		11
National Highway Traffic Safety Administration		12
Urban Mass Transit Administration		15
State Highway Departments	90	
Reimbursement Type Contractors		97

Exempted Grantees		98		
Reimbursement Grantees			99	
Department of Veteran Affairs	36		00	
Reimbursement Type Contractors				97
Exempted Grantees		98		
Reimbursement Grantees			99	

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE					
Agency and Bureau	Agency	Bureau				
DISTRICT OF COLUMBIA	99		00			
National Capital Housing Authority					33	
Reimbursement Type Contractors					97	
Exempted Grantee			98			
Reimbursement Grantee				99		
ENVIRONMENTAL PROTECTION AGENCY			68		00	
Reimbursement Type Contractors					97	
Exempted Grantee			98			
Reimbursement Grantee				99		
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION				45		00
Reimbursement Type Contractors					97	
Exempted Grantee			98			
Reimbursement Grantee				99		
EXECUTIVE OFFICE OF THE PRESIDENT			11		00	
Office of Management and Budget					01	
National Security Council				11		
Reimbursement Type Contractors					97	
Exempted Grantee			98			
Reimbursement Grantee				99		
EXPORT/IMPORT BANK OF THE UNITED STATES				83		00
Reimbursement Type Contractors					97	
Exempted Grantee			98			
Reimbursement Grantee				99		
FARM CREDIT ADMINISTRATION	78			00		
Reimbursement Type Contractors					97	
Exempted Grantee			98			
Reimbursement Grantee				99		
FEDERAL COMMUNICATIONS COMMISSION				27		00
Reimbursement Type Contractors					97	
Exempted Grantee			98			
Reimbursement Grantee				99		

FEDERAL DEPOSIT INSURANCE CORPORATION		51		00
Reimbursement Type Contractors			97	
Exempted Grantee	98			
Reimbursement Grantee		99		

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE	
Agency and Bureau	Agency	Bureau
FEDERAL EMERGENCY MANAGEMENT AGENCY	58	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
FEDERAL HOME LOAN BANK BOARD	82	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
FEDERAL MARITIME COMMISSION	65	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
FEDERAL MEDIATION AND CONCILIATION SERVICE	93	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
FEDERAL TRADE COMMISSION	29	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
FOREIGN CLAIMS SETTLEMENT COMMISSION OF THE U.S.	79	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
GENERAL ACCOUNTING OFFICE	05	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
GENERAL SERVICES ADMINISTRATION		

Office of Administration	03			
Office of Inspector General		04		
Office of Investigations	05			
Federal Supply Service	09			
National Archives and Records Service			13	
Public Buildings Service	15			
Federal Property Resources Service			18	
Automated Data and Telecommunications Service				19

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE	
Agency and Bureau	Agency	Bureau
GENERAL SERVICES ADMINISTRATION (Continued)	47	00
Transportation and Public Utilities Service		21
Office of Human Resources & Organization		30
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
GOVERNMENT PRINTING OFFICE	04	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
INDEPENDENT U.S. GOVERNMENT OFFICES	95	00
Commission of Civil Rights	17	
National Mediation Board	24	
Exempted Grantee	97	
Reimbursement Type Contractors		98
Reimbursement Grantee	99	
INTERNATIONAL TRADE COMMISSION	67	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
INTERSTATE COMMERCE COMMISSION	30	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
JUDICIARY	10	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
LIBRARY OF CONGRESS	03	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	

MERIT SYSTEM PROTECTION BOARD	41		00
Reimbursement Type Contractors			97
Exempted Grantee	98		
Reimbursement Grantee		99	

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE				
Agency and Bureau	Agency	Bureau			
MISCELLANEOUS COMMISSIONS	48		00		
Reimbursement Type Contractors				97	
Exempted Grantee		98			
Reimbursement Grantee			99		
MISCELLANEOUS ORGANIZATIONS	00		00		
House of Representatives			05		
Senate	19				
Federal Reserve System			78		
Non-Appropriated Fund Activities				81	
Reimbursement Type Contractors				97	
Exempted Grantee		98			
Reimbursement Grantee			99		
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION					
00					
Ames Research Center			02		
Goddard Space Flight Center				04	
Jet Propulsion Laboratory			05		
Johnson Space Flight Center				06	
Kennedy Space Flight Center				07	
Lewis Research Center			09		
Marshall Space Flight Center				10	
National Space Technology Laboratories					12
Goldstone Tracking Station				17	
Reimbursement Type Contractors				97	
Exempted Grantee		98			
Reimbursement Grantee			99		
NATIONAL LABOR RELATIONS BOARD		63		00	
Reimbursement Type Contractors				97	
Exempted Grantee		98			
Reimbursement Grantee			99		
NATIONAL SCIENCE FOUNDATION	49		00		
Reimbursement Type Contractors				97	
Exempted Grantee		98			

Reimbursement Grantee	99

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE	
Agency and Bureau	Agency	Bureau
OFFICE OF PERSONNEL MANAGEMENT	24	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
OVERSEAS PRIVATE INVESTMENT CORPORATION	71	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
PENNSYLVANIA AVENUE DEVELOPMENT CORPORATION	42	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
PERMANENT COMMITTEE FOR THE OLIVER WENDELL HOLMES DEVICE	35	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
RAILROAD RETIREMENT BOARD	60	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
SECURITIES AND EXCHANGE COMMISSION	50	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
SELECTIVE SERVICE SYSTEM	90	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	

SMALL BUSINESS ADMINISTRATION	73			00		
Reimbursement Type Contractors					97	
Exempted Grantee		98				
Reimbursement Grantee			99			

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE	
Agency and Bureau	Agency	Bureau
SMITHSONIAN INSTITUTION	33	00
John F. Kennedy Center for Performing Arts		12
National Museum of History and Technology		13
National Air Space Museum		17
National Zoological Park		23
Reimbursement Type Contractors		97
Exempted Grantee		98
Reimbursement Grantee		99
SUBVERSIVE ACTIVITIES CONTROL BOARD	40	00
Reimbursement Type Contractors		97
Exempted Grantee		98
Reimbursement Grantee		99
TAX COURT OF THE UNITED STATES	23	00
Reimbursement Type Contractors		97
Exempted Grantee		98
Reimbursement Grantee		99
TENNESSEE VALLEY AUTHORITY	64	00
Reimbursement Type Contractors		97
Exempted Grantee		98
Reimbursement Grantee		99
U.S. ARMS CONTROL AND DISARMAMENT AGENCY	94	00
Reimbursement Type Contractors		97
Exempted Grantee		98
Reimbursement Grantee		99
U.S. BOTANIC GARDENS	02	00
Reimbursement Type Contractors		97
Exempted Grantee		98
Reimbursement Grantee		99
U.S. POSTAL SERVICE	18	00
Reimbursement Type Contractors		97
Exempted Grantee		98

Reimbursement Grantee			99	
U.S. SOLDIERS' HOME	84	00		
Reimbursement Type Contractors				97
Exempted Grantee		98		
Reimbursement Grantee			99	

FEDERAL CIVIL AGENCY IDENTIFICATION CODES

TITLE	CODE	
Agency and Bureau	Agency	Bureau
U.S. INTERNATIONAL TRADE COMMISSION	34	00
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
U.S. TREASURY DEPARTMENT	20	00
U.S. Customs Service	05	
Bureau of Engraving and Printing	09	
Internal Revenue Service	11	
Bureau of the Mint	13	
Bureau of Alcohol, Tobacco and Firearms	15	
Office of Revenue Sharing	23	
U.S. Secret Service	27	
Consolidated Federal Law Enforcement Training Center	29	
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	
WATER RESOURCES COUNCIL	85	00
Great Lakes Basin Commission	01	
Pacific Northwest Basin Commission	03	
Ohio River Basin Commission	05	
New England Basin Commission	06	
Water Resources Council Headquarters	07	
Missouri River Basin Commission	08	
Upper Mississippi River Basin Commission	09	
Reimbursement Type Contractors		97
Exempted Grantee	98	
Reimbursement Grantee	99	

FREEZE CODES

DEFINITION: The codes indicate whether or not an asset is frozen for issue to a customer. It also will specify which agency or purpose asset(s) are being held. **NOTE: All codes listed below are indefinite.**

TABLE ID: FRZ CHARACTER LENGTH: 1 DATA TYPE: NUMERIC

CODE DESCRIPTION

6 Reserved

7 Reserved

8 Indefinite freeze code, directed by higher headquarters and applied for other than reutilization

9 Foreign Military Sales (FMS)

X Perpetual NSN/FSC Freeze. This freeze will be applied to and affect the processing of all line items currently in the inventory that qualify based on specific characteristics, e.g., NSN. This freeze will also be aplied to new/added receipts with the same characteristics. The affected property will be frozen and no transactions will process for the duration of the freeze. (This freeze is automatically generated when a DEMIL challenge is processed.)

Y One-Time NSN/FSC Freeze. This freeze will be applied to and affect the processing of all items currently in the inventory that qualify based on specific characteristics. This freeze will not affect new/added receipts with the same characteristics.

HAZARDOUS CODES

DEFINITION: A code to identify explosives and other dangerous articles which are hazardous or potentially hazardous and require special handling. **NOTE: Reference to N.O.S. under the material/ explosive class column means not otherwise specified.**

TABLE ID: HAZ CHARACTER LENGTH: 2 DATA TYPE: ALPHANUMERIC

NOTE: Do not accept physical custody ot the following items at the DRMO: explosives, live ammunition, incendiary products, biologicals, controlled substances, nitrate base film, radioactive waste and thermal batteries. If such property is mistakenly accepted, the generator must be contacted and advised to return the property to their activity. Do not accept classified property physically or in place . If classified property is turned in, secure the items and notify host security.

CODE	DESCRIPTION	MATERIAL OR EXPLOSIVE CLASS
AA	Ammo for cannon, w/empty projectile	B
AB	Ammo for cannon, w/explosive projectile	A
AC	Ammo for cannon, w/gas projectile	A
AD	Ammo for cannon, w/illuminating projectile	A
AE	Ammo for cannon, w/incendiary projectile	A
AF	Ammo for cannon, w/inert-loaded projectile	B
AG	Ammo for cannon, w/smoke projectile	A
AH	Ammo for cannon, w/solid projectile	B
AI	Ammo for cannon, w/o projectile	B

AJ	Chloropicrin, liquid, poison	B
AK	Ammo, small arms, w/projectile	A
AL	Black powder	A
AM	Ammo, chemical, irritating material	Non-explosive
AN	Detonators	
AO	Irritating agent, irritating material	N.O.S.
AP	Booster	A
AQ	Burster	A
AR	Cannon primers	C

HAZARDOUS CODES
(Continued)

CODE	DESCRIPTION	MATERIAL OR EXPLOSIVE CLASS
AS	Cartridge bags, empty-w/black powder ignitor	C
AT	Cartridge cases, empty, primed	C
AU	Combination fuse	C
AV	Combination primer	C
AW	Cordeau detonate fuse	C
AX	Corrosive liquid	N.O.S.
AY	Radioactive material	N.O.S.
AZ	Detonating fuse	A
BA	Detonating fuse,with or w/o radioactive component	A

BB	Detonating fuse	C
BC	Detonating primer	A
BD	Detonators	A or C
BE	Electric squib	C
BF	Explosive bomb	A
BG	Explosive cable cutter	C
BH	Explosive mine	A
BI	Explosive projectile	A
BJ	Explosive release device	C
BK	Explosive rivets	C
BL	Explosive torpedo	A
BM	Diphenylaminechlorarsine(DM)	Iirritating material
BN	Flammable, liquid	N.O.S.
BO	Flammable, solid	N.O.S.

HAZARDOUS CODES
(Continued)

CODE	DESCRIPTION	MATERIAL OR EXPLOSIVE CLASS
BP	Fuse ignitor	C
BQ	Fuse lighter	C
BR	Grenade, empty, primed	C
BS	Grenades, hand	A
BT	High explosive	A
BU	High explosive, liquid	A

BV	Ignitor cord	C		
BW	Ignitors		C	
BX	Ignitors, jet thrust (JATO)		A	
BY	Ignitors, jet thrust (JATO)		B	
BZ	Initiating explosive		A	
CA	Fuse, instantaneous			C
CB	Jet thrust unit (JATO)			A
CC	Jet thrust unit (JATO)			B
CD	Low explosive		A	
CE	Percussion cap		A	
CF	Percussion fuse		C	
CG	Poisonous liquid or gas, poison A		N.O.S.	
CH	Poisonous liquid, poison B	N.O.S.		
CI	Poisonous solid, poison B	N.O.S.		
CJ	Propellant explosive		A	
CK	Propellant explosive, solid		B	
CL	Propellant explosive		B	
CM	Propellant explosive in water, unstable		B	

HAZARDOUS CODES
(Continued)

CODE	DESCRIPTION	MATERIAL OR EXPLOSIVE CLASS
CN	Fuse, railway	flammable solid

CO	Torpedoes, railway			B
CP	Grenade, hand or rifle			B
CQ	Rocket ammo w/empty projectile			B
CR	Rocket ammo w/explosive projectile			
A				
CS	Rocket ammo w/illuminating projectile			
A				
CT	Rocket ammo w/gas projectile			A
CU	Rocket ammo w/incendiary projectile			
A				
CV	Rocket ammo w/inert-loaded projectile			
B				
CW	Rocket ammo w/smoke projectile			A
CX	Rocket ammo ww/solid projectile			B
CY	Aniline oil, liquid, poison		B	
CZ	Fuse, safety	C		
DA	Safety squib	C		
DB	Signal flare	C		
DF	Smoke pot	C		
DG	Smoke signals		C	
DH	Special fireworks		B	
DI	Starter cartridges, jet engine			B
DJ	Supplementary charges		A	
DK	Time fuse		C	

DL	Toy propellant device	C
DM	Toy smoke device	C
DN	Toy caps	C

HAZARDOUS CODES

(Continued)

CODE	DEFINITION	MATERIAL OR EXPLOSIVE CLASS
DO	Tracer	C
DP	Tracer, fuse	C
DQ	Signal cartridge	C
DR	Fireworks, common	C
DS	Chloroacetophenone solid (CN)	irritating material
DT	Chloroacetophenone acid	corrosive material
DU	Chloroacetophenone gas, liquid (CN)	irritating material
DV	Smoke grenade	C
DWA	Hydrocyanic acid (Prussic),solution,poison	
DX	Grenade, tear gas	irritating material
DZ	Phosphorus, white, dry	flammable solid
EA	Explosive power device	C
EB	Sodium perchlorate	oxidizer
EC	Explosive power device	B
ED	Starter cartridge	C
EE	Corrosive solid material	N.O.S.

EF	Oxidizing material, oxidizer	N.O.S.
EG	Compressed gas, nonflammable	N.O.S.
EH	Compressed gas, flammable	N.O.S.
EI	Mercuric acetate	poison B
EJ	Nitrobenzol, liquid	poison B
EK	Rocket engine, liquid	B
EL	Rocket motor	A
EM	Rocket motor	B

HAZARDOUS CODES

(Continued)

CODE	DESCRIPTION	MATERIAL OR EXPLOSIVE CLASS
EN	Ammo for small arms w/incendiary projectile	A
EO	Ignitor, rocket motor	A
EP	Ignitor, rocket motor	B
EQ	Hand signal device	C
ER	Propellant explosive,liquid	B
ES	Insecticide, liquid, flammable	N.O.S.
ET	Malathion, ORM,	A
EU	Fluorine, nonflammable gas	poison B
EV	Mercuric-potassium iodide, solid,	poison B
EW	Cartridge, practice, ammo	C

EX Actuating cart, EXP, fire extinguisher or valve
C

FA Perchloric acid, exceeding 50%, **not** exceeding 75% strength

FB Formic acid, solution corrosive material

FC Hydrochloric (muriatic) acid corrosive material

FD Sodium sulfide, anhydrous flammable solid

FE Petroleum naphtha combustible liquid

FF Denotes special factors or conditions in an item description which have an effect on the ratings or charges; therefore, please read the item description carefully to ensure that such special factors or conditions are included as a part of the Bill of Lading description

FG Medicines, solid, flammable solid N.O.S.

FH Fire extinguisher, nonflammable gas

FI Chlordane, liquid combustible liquid

FJ Compound, rust preventing corrosive material

FK Calcium cyanide, solid or calcium,solid
poison B

HAZARDOUS CODES

(Continued)

CODE	DEFINITION	MATERIAL OR EXPLOSIVE CLASS
FL	Fuel, aviation, turbine engine,	flammable liquid
FM	Pentane	flammable liquid
FN	Benzine	flammable liquid

FO	Acetic acid, glacial	corrosive material
FP	Acetone	flammable liquid
FQ	Acetylene	flammable gas
FR	Air, compressed	flammable gas
FS	Alchohol, N.O.S.	flammable gas
FT	Ammonia, anhydrous	nonflammable gas
FU	Ammonium nitrate (no organic coating)	oxidizer
FV	Ammonium nitrate (organic coating)	oxidizer
FW	Amyl acetate	flammable liquid
FX	Denotes special factors in an item description; therefore, please read the item description carefully in the respective rail or motor **dangerous articles tariff** to ensure that the exact tariff description is shown on the Bill of Lading.	
FY	Arsenic trioxide, solid	poison B
FZ	Barium nitrate	oxidizer
GA	Battery, electric storage, wet	corrosive material
GB	Benzene (Benzol)	flammable liquid
GC	Bromine	corrosive material
GD	Butyl acetate	flammable liquid
GE	Calcium nitrate	oxidizer
GF	Calcium resinate	flammable solid
GG	Phenol	poison B

HAZARDOUS CODES

(Continued)

CODE	DEFINITION	MATERIAL OR EXPLOSIVE CLASS
GH	Carbon bisulfide or carbon disulfide	flammable liquid
GI	Carbon dioxide, liquified	nonflammable gas
GJ	Carbon dioxide, oxygen mixture	nonflammable
GK	Cement, liquid, N.O.S.	flammable
GL	Cement, rubber	flammable liquid
GM	Chlorine	nonflammable gas
GN	Chromic acid	solid oxidizer
GO	Coating solution	flammable liquid
GP	Compounds, tree/weed killing liquid	poison B
GQ	Crotonaldehyde	flammable liquid
GR	Crude oil, petroleum	flammable liquid
GS	Dinitrochlorbenzol, solid or Dinitrobenzol	poison B
GT	Eradicators, paint or grease,	flammable liquid
GU	Diethyl ether	flammable liquid
GV	Ethyl acetate	flammable liquid
GW	Ethyl chloride	flammable liquid
GX	Ethylene dichcloride	flammable liquid
GY	Ethylene oxide	flammable liquid
GZ	Gasoline	flammable liquid

HA	Helium	nonflammable gas
HB	Helium, oxygen mixture	nonflammable gas
HC	Heptane	flammable liquid
HD	Hexane	flammable liquid
HE	Hydrochloric acid solution, inhibited	corrosive material

HAZARDOUS CODES

(Continued)

CODE	DEFINITION	MATERIAL OR EXPLOSIVE CLASS
HF	Hydrogen	flammable gas
HG	Isoctane	flammable liquid
HH	Lead nitrate	oxidizer
HI	Liquified petroleum gas	flammable
HJ	Lindane, other regulated material	A
HK	Magnesium, metal, (powdered, pellets, turnings or ribbons)	flammable solid
HL	Methyl bromide liquid	poison B
HM	Methyl chloride	flammable gas
HN	Methyl ethyl ketone	flammable liquid
HO	Monobromotrifluoromethane	nonflammable gas
HP	Chloroacetic acid, liquid or solution	corrosive material
HQ	Nitrate, N.O.S.	oxidizer
HR	Nitric acid (over 40%)	oxidizer

HS	Nitric acid (40% or less)	corrosive material
HT	Nitrogen	nonflammable gas
HU	Oxygen	nonflammable gas
HV	Petroleum ether	flammable liquid
HW	Phosphoric anhydride	corrosive material
HX	Phosphorous, amorphous, red	flammable solid
HY	Phosphorous oxchloride	corrosive material
HZ	Phosphorous pentachloride, solid	corrosive material
JA	Phosphorous trichloride	corrosive material
JB	Potassium hydroxide, dry, solid, flake, bead or granular	corrosive material
JC	Potassium nitrate	oxidizer

HAZARDOUS CODES

(Continued)

CODE	DEFINITION	MATERIAL OR EXPLOSIVE CLASS
JD	Rubber shoddy, regenerated rubber or reclaimed	flammable solid
JE	Sodium arsenate, solid	poison B
JF	Sodium arsenate, liquid (solution)	poison B
JG	Sodium hydroxide, dry solid, flake, bead or granular	corrosive material
JH	Sodium hydrosulfide	flammable solid
JI	Sodium nitrate	oxidizer

JJ	Sodium nitrite	oxidizer
JK	Sodium peroxide	oxidizer
JL	Strontium nitrate	oxidizer
JM	Sulfur chloride (mono and DI)	corrosive material
JN	Sulfur hexafluoride	nonflammable gas
JO	Titanium tetrachloride	corrosive material
JP	Vinyl acetate	flammable liquid
R1	Pesticide Toxicity Category I	restricted use (Use under the direct supervision of a certified applicator.)
R2	Pesticide Toxicity Category II	restricted use (Use under the direct supervision of a Certified applicator.)
R3	Pesticide Toxicity Category III	restricted use (Use under the direct supervision of a certified applicator.)
R4	Pesticide Toxicity Category IV	restricted use (Use under the direct supervision of a Certified applicator.)
X1	Pesticide Toxicity Category I	carcinogenic mat.

HAZARDOUS CODES

(Continued)

CODE	DEFINITION	MATERIAL OR EXPLOSIVE CLASS
X2	Pesticide Toxicity Category II	carcinogenic mat. (Use under the direction of a certified applicator.)
X3	Pesticide Toxicity Category III	carcinogenic mat. (Use under the direction of a certified applicator.)
X4	Pesticide Toxicity Category IV	carcinogenic mat.
XA	Carcinogenic material	
XB	EPA restricted under the Toxic Substances Control Act	
XC	Radioactive property requiring NRC license	
XD	NFPA Class III or IV	oxidizer
XE	Drugs, biological and medical reagents, FSC 6505	
XF	Other property whose physical custody by a DRMO is prohibited by a military service.	

ITEM DOCUMENTATION CODES

TABLE	CODE	DESCRIPTION
IDCD	**A**	DEMIL Certification Required
IDCD	**B**	Liability Insurance Certification Required
IDCD	**C**	Pre-Award Survey
IDCD	**D**	End Use Certificate Required
IDCD	**E**	Import Certificate Required
IDCD	**F**	Statement of Intent Required
IDCD	**G**	License Required
IDCD	**H**	Manifest Certification Required
IDCD	**I**	I & R Certification Required
IDCD	**J**	Equal Opportunity Certification Required
IDCD	**K**	Performance Bond/Deposit Required
IDCD	**L**	RCRA Certification Required
IDCD	**M**	Scrap Warranty Certification Required
IDCD	**N**	Delivery Verification Required
IDCD	**O**	Waiver Required
IDCD	**P**	Anti-Trust

IFB ITEM STATUS CODES

TABLE	CODE	DESCRIPTION
IISC	**MB**	Mistake in Bid
IISC	**RF**	Right of Refusal (Hazardous) IISC
	RI	Rejected Insufficient Bid Amount
IISC	**TB**	Tie Bids Received Against the Item

LOSS REASON CODES

Edited 18 Feb 2010.

DEFINITION: A code to indicate the suspected reason material was lost.

TABLE ID: LRC CHARACTER LENGTH: 1DATA TYPE: ALPHA

CODE	DESCRIPTION
A	Accident
B	Condition code change
C	Fire or smoke damage
D	Natural disaster
E	Theft by a US Government employee
F	Theft by other than an US Government employee
G	Vandalism
H	**Adjustments**
I	**Losses**
J	P24/H24 breakdown
K	Data Entry Error (Corrections only)

MANAGEMENT CODES

TABLE	CODE DESCRIPTION
MGTC1	Denied - Material Not Available, Search Unsuccessful **
MGTC2	Denied - Material Not Available In Condition Requested *
MGTC3	Denied - Material Not Available In Proper Shelf-Life *
MGTC4	Denied - Material In Lot/Sales and Not Being Withdrawn For Issue *
MGTC5	Denied - Reidentification/Reclassification of Assets In Process *
MGTC6	Denied, No Record Of NSN/LSN at DRMO *
MGTC7	Denied - Material Issued Prior To Receipt of MRO *
MGTC8	Denied - Material Demilitarized Prior To Receipt Of MRO *
MGTC9	Denied - Material Downgraded To Scrap Prior To Receipt Of MRO *

*** Use of this code will restore the quanity to the inventory.**

**** Use of this code will <u>not</u> restore the quantity to the inventory.**

MATERIAL SCREENING CODES

DEFINITION: A code which designates whether an item is reportable or non-reportable, and the length and type of screening available.

TABLE ID: MSC CHARACTER LENGTH: 1DATA TYPE: ALPHANUMERIC

VALID MSCs FOR STANDARD RECEIPT PROCESSING:

CODE	DESCRIPTION
J	Retail Sale
L	Local sales
N	National sales
P	Hazardous property rolled direct to ultimate disposal
Q	Single Cycle - quantity on hand/quantity available imbalance due to MILSTRIP requisition/freeze code/transfer order or,item has been electronically removed from its accumulation and must be manually restarted when quantities are once again equal.

VALID MSCs FOR NON-STANDARD RECEIPTS:

NOTE: These are still valid for items not processed in the Single Cycle.

3	Reportable property to be screened by **DoD only**
4	Reportable property to be screened by **both DoD and GSA**
5	Reportable property to be screened by **GSA** only
8	MAP property
M	Hazardous property requiring 42 days screening, no sales and 56 days A or D
P	Hazardous property rolled direct to ultimate disposal (see note below). 56 days for ultimate disposal
S	Small arms, bypass screening table. Will not process as reportable. **FES and GSA** screening only
X	Not to be screened. Roll direct to sales. Hazardous property has 21 days for sales and 56 days before ultimate disposal (see note below)
Y	Non-reportable local and donation screening only.

NOTE: The time frames for hazardous property may be extended to allow additional time for screening and/or sale (up to a total of 180 days.

MEDIA AND STATUS CODES

TABLE	CODE DESCRIPTION
MSCD0	No status to requisitioner or supplementary address
MSCD**1**	Reserved
MSCD**2**	Exception supply status to requisitioner by data pattern
MSCD**3**	Exception supply status to requisitioner by interpreted punch card
MSCD**4**	Exception supply status to supplementary address by data pattern
MSCD**5**	Exception supply status to supplementary address by interpreted punch card
MSCD**6**	Reserved
MSCD**7**	Reserved
MSCD**8**	100% supply status and ship status to distribution code - AUTODIN
MSCD**9**	Not used
MSCD**A**	100% supply status and ship status to requisitioner by GSA mailer
MSCD**B**	100% supply status to requisitioner by AUTODIN
MSCD**C**	100% supply status to requisitioner by punch card
MSCD**D**	100% supply status to supplementary address by AUTODIN
MSCD**E**	100 supply status to supplementary address by mailed punch card
MSCD**F**	100% supply status to ship status to requisitioner and supplementary address (AUTODIN)
MSCD**G**	100% supply status **and** ship status to requisitioner and supplementary address
MSCD**H**	100% supply status and ship status to supplementary address by GSA mailer
MSCD**I**	Not used

MSCD**J** Exception supply status and ship status to requisitioner by GSA mailer

MSCD**K** Exception supply status and ship status to requisitioner by AUTODIN

MEDIA AND STATUS CODES

(Continued)

TABLE	CODE	DESCRIPTION
MSCD	**L**	Exception supply status and ship status to requisitioner by punch card
MSCD	**M**	Exception supply status and ship status to supplementary address by AUTODIN
MSCD	**N**	Exception supply status and ship status to supplementary address by mail
MSCD	**O**	Not used
MSCD	**P**	Except supply status and ship status to requisitioner and supplementary address by mailer
MSCD	**Q**	Except supply status and ship status to supplementary address by GSA mailer
MSCD	**R**	Reserved
MSCD	**S**	100% supply status and ship status to requisitioner by AUTODIN
MSCD	**T**	100% supply status and ship status to requisitioner by punch card
MSCD	**U**	100% supply status and ship status to supplemental address by AUTODIN
MSCD	**V**	100% supply status and ship status to supplemental address by punch card
MSCD	**W**	Reserved
MSCD	**X**	Reserved
MSCD	**Y**	Exception supply status and ship status by AUTODIN to designated activity
MSCD	**Z**	Exception supply status and ship status to requisitioner and supplementary address by AUTODIN

MILSTRIP ASSIGNED SERVICE CODES

The codes listed below were taken from DoD 4000.25-1-M (MILSTRIP) and are used in the construction of the Document Number on transactions in the supply system. These codes will be used to identify the Activity/Agency transferring property **to** or requesting property **from** the DRMO.

FEDERAL AGENCY/COMPONENT	SERVICE CODES
Army	A, C, W
Navy	N, Q, R, V
Air Force	E, F, J
Marine Corps	L, M
DLA	S, U
Other DoD Activities	H
MAP - Foreign Military Sales	B, D, K, P, T
Coast Guard	Z
GSA	G

MILSTRIP SUPPLY STATUS CODES

TABLE	CODE	DESCRIPTION
SPST	**AR**	Material release confirmation
SPST	**AU**	Reply to cancellation - material release confirmation
SPST	**BZ**	Requisition modification not accomplished
SPST	**B8**	Quantity requested for cancellation not accomplished
SPST	**BA**	Item being processed for release and shipment
SPST	**BF**	Transmit new DD Form 1348-1
SPST	**BK**	Requisition data elements have been modified as requested
SPST	**BQ**	Requisition was canceled as requested

MODE OF SHIPMENT

DEFINITION: Denotes the method of transportation for an issued item.

TABLE ID: MSHP CHARACTER LENGTH: 2DATA TYPE: ALPHANUMERIC

CODE DESCRIPTION

2 Government watercraft, barge, lighter

3 Roll on, roll off (RORO) service

4 Armed Forces Courier Service (ARFCOS)

5 United Parcel Post (UPS)

6 Military Official Mail (MOM)

7 Express Mail

8 Pipeline

9 Local delivery by government or commercial truck. Includes on base transfers, deliveries between air, water, or motor terminals, and adjacent activities. Local delivery areas are identified in commercial carrier's tariffs which are filed and approved by regulatory authorities.

A Motor, truckload

B Motor, less than truckload

C Van (unpacked, uncrated personal or government property)

D Drive-away, truck-away, tow-away

E Bus

F Military Airlift Command (MAC)

G Surface parcel post

H Air parcel post

I Government trucks, for shipment outside local delivery area

J Small package carrier

K Rail, carload (includes trailer/container-on-flat-car), excludes Seavan

MODE OF SHIPMENT

(Continued)

CODE DESCRIPTION

L Rail, less than carload (see **K** above)

M Freight forwarder

N Logair

O Organic military air (includes aircraft of foreign governments)

P Through GBL (TGBL)

Q Air freight, air express, air charter (commercial)

R Expedited air freight

S Scheduled truck service (applies to contract carriage, guaranteed traffic routings and/or scheduled service)

T Air freight forwarder

U Quicktrans

V Seavan

W Water, river, lake, coastal (commercial)

X Bearer, walk-through (customer pick-up or material)

Y Intratheater airlift service

Z Military Sealift Command (MSC), controlled contract or MSC arranged

MODIFICATION REASON CODES

TABLE	CODE	DESCRIPTION
MODC	**A**	Mutual Agreement
MODC	**C**	Notice by Contractor
MODC	**CC**	Cancel Contract
MODC	**CL**	Line Item Default
MODC	**D**	Guaranteed Description
MODC	**E**	Erroneous Award
MODC	**G**	Notice By Government
MODC	**M**	Mistake In Bid
MODC	**P**	Dispute
MODC	**R**	Risk Of Loss
MODC	**U**	Unilateral Agreement
MODC	**W**	Withdrawal Of Property

NATIONAL CODIFICATION BUREAU CODES

(FORMERLY NATO CODES)

DEFINITION: A designation identifying a block of ten million National Item Identification Numbers (NIINs) assigned to the cataloging (Codification) organization of a country or multilateral international organization to be applied in items of supply produced by such organization or country.

TABLE ID: NCBC CHARACTER LENGTH: 2DATA TYPE: ALPHANUMERIC

CODE	DESCRIPTION
00	United States (this will continue to be a standard although this designation is no longer assigned to new national stock numbers)
01	United States (assigned for new national stock numbers)
11	NATO (North Atlantic Treaty Organization)
12	Germany
13	Belgium
14	France
15	Italy
17	Netherlands
20/21	Canada
22	Denmark
23	Greece
24	Iceland
25	Norway
26	Portugal
27	Turkey

28 Luxembourg

29 Argentina

30 Japan

NATIONAL CODIFICATION BUREAU CODES
(FORMERLY NATO CODES)

(Continued)

CODE	DESCRIPTION
31	Israel
32	Singapore
33	Spain
34	Malaysia
35	Thailand
36	Egypt
37	South Korea
66	Australia
70	Saudi Arabia
98	New Zealand
99	United Kingdom
BA	Applies to batch lots
LL	Applies to stock numbers assigned by the Weapons Registry.

PAYMENT REASON CODES FOR SALES

TABLE	CODE	DESCRIPTION
PRSL	**AB**	Adjusted Entry Credit
PRSL	**BD**	Bid Deposit
PRSL	**DD**	Dishonored Check Debt Payment
PRSL	**ID**	Interest On Debt Payment PRSL **II**
		Accrued Debt Interest Payment
PRSL	**LD**	Liquidated Damages Debt Payment
PRSL	**QD**	Quantity Debt Payment
PRSL	**SD**	Storage Charge Debt Payment
PRSL	**TD**	Term Debt Payment
PRSL	**UM**	User Fee Miscellaneous Payment

PRECIOUS METALS INDICATOR CODES (PMIC)

DEFINITION: These codes identify the Precious Metal (PM) content. They are presented as a result of a NSN Characteristic Search from the Defense Logistics Service Center's (DLSC) Federal Logistics Information System (FLIS). They have been approved for use in DoD 4000.25-1-M and must appear in rp 62 of DTIDs.

PMIC DEFINITION

A	Item does not contain precious metals
C	Item contains combination of two or more precious metals (silver, gold, platinum)
G	Item contains gold
P	Item contains platinum family metals
S	Item contains silver
U	Precious metal type is unknown
V	Precious metal type varies between manufacturers

RAPID MENU SELECTION

Once you know your way around DAISY, there's a quick and easy way to jump between menus and work screens, without paging through all the intermediate other menus. For example, you can go right from the DRMO DAISY Main Menu to the Receiving Screen without paging through the menus in between.

Each Menu and work screen has menu or program number, displayed at the top left of the screen, as illustrated below.

ACCELL/SQL

[udom1101] DRMO WAREHOUSING MAIN MENU ITEM 1 OF 6

1. RECEIPT AND STORAGE
2. CONTROL UNPROCESSED RECEIPTS
3. LOCAL DODAAC ADDRESS
4. ITEM AND INVENTORY MAINTENANCE
5. RESEARCH AND ADJUSTMENTS
6. WHSNG SPECIAL FUNCTIONS

Selection:
To see more function key labels, press the 'More Key'
F1- Previous Menu *F10-More Key

To use rapid menu selection, type the menu number of the menu you want to go into the SELECTION Field and press [**ENTER**]. Menu names and numbers are listed in the Guide to Processes. (Type menu and screen numbers exactly as listed, e.g. udwa70go will take you to the RECEIPT Menu.)

To go back to the menu you came from, press **[F1]**. Note that this may not be the next higher menu in the **DAISY** hierarchy, but rather the one you just came from.

GUIDE TO PROCESSES

DRMO WAREHOUSING MAIN MENU udom11m

Receipt and Storage udom1101

Receipt Menu udwa70go

Usable Receipts
Scrap Receipts
Downgrades
Upgraded From Receipts
DRMO Batch Lots
Subdivides Upon Receipt
Receipt Refusal

Control Unprocessed Receipts **udom1102**

Unprocessed Property Estimates udwd30go

Unprocessed Receipts by PLR in PMR udwd02go

Site Inspection Screen udwd10go

MAP Pending Inspection udwd11go

Unprocessed by Generating DoDAAC in PMR udwd01go

Pending Inspection Report udwd20go

Delete MAP Pending Screen udwd12go

Request for NIIN Characteristics udwd40go

Enter NIIN Manually
Scan NSN with Bar Code Reader

Local DoDAAC Address udwe30go

Item and Inventory Maintenance **udom11o6**

Relocate Property udwb10go

DEMIL Performed After ESD udwb20go

Transfer Property udwb50go

Issue Property udwb80go

Abandonment/Destruction udwb80go

Downgrade After Receipt udwb60go

Add Storage Location udwcb0go

Warehousing Special Functions **udom1104**

- RESI B - Part 1 udwc11go
- RESI B - Part 2 udwc12go
- RESI B - Part 3 udwc13go
- RESI B Resolutions udwca0go
- Record Status and History udwc21go
- Set Variance Flag
- View Variance Flag Records
- Event History Comment udwce0go
- DRMO Gains/Losses

Adjustments udom1105

- DTID Restart udwc50go
- Basic Accountable Record Adjustments udwc51go
- Gain and Loss Adjustment udwc53go
- DRMO Approve Adjustment udwc60go
- Generate GPLD or ROS udwc64go

DTID Number Correction udwcd0go

RTD MENU **udom12m**

DTID Interrogation Request udri10go

NSN Interrogation by DRMO udri20go

DRMO MILSTRIP Transactions udrp71go

Transportation (AE6 W/HY)
Generate New 1348-1 (AE6 W/FB)
Shipments - Regular (ARO)
Shipments - Post - Usable (ARO Walk-in)
Shipments - Post - Scrap
Denials (A6A)
Supply Status (AE6)
Respond to Daily Transactions
Manifest Return Date Entry

MILSTRIP Daily Worklist udrp66go

Generate Transfer Orders udrs10go

Initiate Transfer Order Number
Modify Transfer Order Quantity
Cancel Transfer Order Confirmation
Change Transfer Order Number
Transfer Order Report Request

Shipments For Transfer Orders udrs30go

Post Transfer Order Shipment
Post Transfer Order Line Item Shipment
Post Scrap Transfer Order Shipment
Initiate Post Transfer Order Number
Record Manifest Return Date

Add, Modify and Cancel Freezes udrf20go

Change Automatic Release Date udrf15go

HAZARDOUS MENU **udom13m**

Change Record Status Code udaz70go

Hazardous Ultimate Disposal udaz80go

Update HM/HW Screen udwc55go

MARKETING MENU udom18m

Referral Processes udom1801

Establish Referral Number udaz12go

Usable (DTID) Sales Referral udaz11go Scrap

Sales Referral udaz10Go

Site/Storage Location Referral udaz09go

Refer For Abandon/Destroy (DTID) udaz14go

Refer For Abandon/Destroy (Scrap) udaz15go

Refer For Abandon/Destroy (IFB) udaz16go

Refer For Downgrade udaz13go

Refer For Ultimate Disposal udaz18go

Sales IFB Process **udom1802**

Establish IFB Number udaz22go

Relate IFB to Scrap udaz23go

Relate IFB to Referral Number udaz21go

Sale/Shipment Process **udom1803**

Sale/Shipment (DTID) udaz30go

Sale/Shipment (Scrap) udaz31go

Sale/Shipment (IFB Item Number) udaz32go

Sales Reversal Process **udom1804**

IFB Item Number Reversal udaz40go

Sale/Shipment Reversal (DTID) udaz41go

Sale/Shipment Reversal (Scrap) udaz44go

Reversal of Downgrade udaz46go

Sales Rollback Process **udom1805**

Rollback DTID Number To Record Status Code "A" udaz42go

Rollback IFB Number to Record Status Code "A" udaz43go

Rollback Scrap to Record Status Code "A" udaz45go

Sales Inquiry Process **udom1806**

DTID Inquiry udaz50go

Scrap Inquiry udaz51go

Sales Extract Report Process **udom1807**

DTID Extract Report udaz61go

Scrap Extract Report udaz61go

Subdivide After Receipt udaz90go

Single Cycle Transactions **udom1809**

Accumulation Release Transaction udaz72go

Change Material Screening Code udaz72go

Inquiries Menu **udom15m**

DTID Inquiry udaz50go

Scrap Inquiry udaz51go

Record Status and History udwc21go

DTID Interrogation Request udri10go

NSN Interrogation By DRMO udri20go

View DRMO Tables part 1 uddt10gs

AUP Calculation File udmrafcc

Check Mailing Address File udwrckad

Cycle Date Table udurflng

DoDAAC Mailing Address File udwrdchk

Optional Description File udurdesc

RIC/DODAAC Table Values udwrdrdo

Reimbursement Fund Cite File udwrdrfc

Sales Contract File udwrdscn

DTID Storage Location File udwrdslc

Duplicate DTID File udwrdudt EPA

HW Code File udwrepaz Freeze

Length File udurflng Federal Stock

Class File udurfscl

HM/HW Information File udwrhazd

LSN Characteristics File udwrlsnd

Lot Group Table udwrltgp

NSN Characteristics udwrnsnc

Precious Metals Recovery File udwrpdno

Lot Number File udwrprno

Reportable Description File udwrrbde

Record Status Codes udurrscd

Scrap Record File udwrsclc

Storage Location File udwrslcd

Suspense File udwrsusp

UCN Control Table udwrtbcl

Validation Table udurvald

Validation Flag Definition udwrvarf

View DRMO Tables Part 2 uddt30gs

Valid DoDAAC Table udurdoda

DTID Freeze File udurfrid

Hazardous Description File udurhdes

Event History File udwrhist

Requisition to File uduricto

Sales IFB Number File udurifbn

Sales IFB Item Number File udurifit

Manifest Document Number File udurmndo

Manifest Address File udurmndt

DTID Pending Downgrade File udwrpend

Requisition Number File udurrgns

Requisition Respond File udurrspd

Sales Referral Item Number File udursrfl

Sales Referral Number File udursrfl

Transfer Order Line Number File udurtoln

Transfer Order Number File udurtono

View DRMO DTID Table uddt20go

Consolidated Inquiries udic10go

Consolidated DTID Inquiry
Consolidated Scrap Inquiry

DRMO REPORTS .. ..
udor20go

RECORD STATUS CODES

DEFINITION: A code that indicates the property's current stage of processing and/or can reflect certain special conditions imposed on property, i.e., term contract, retail sales, pending DEMIL.

TABLE ID: RSC CHARACTER LENGTH: 1DATA TYPE: ALPHA

CODE DESCRIPTION

Blank for assignment by the RTD interface, Corporate only

A Property in merchandising cycle, not referred for sale

B Property referred for sale

C Property assigned to an Invitation for Bid (IFB) Bid Opening Date (BOD) passed

D Hazardous property in U/D status awaiting delivery order request

E Hazardous property for which delivery order has been requested

F Item in accumulation; not reportable to GSA, Front End Screening (FES) notice forwarded

G Hazardous property for which delivery order has been issued and a copy received by the DRMO

H Item in donation cycle

J Item in retail sale

K Term contract

L Item in local area screening cycle

M Hazardous property removed for U/D awaiting return manifest

N Item in accumulation; reportable to GSA and FES notice forwarded

O Open lot, ESD not passed

P Item in accumulation; not reportable to GSA, FES not applicable

Q Item in accumulation; reportable to GSA, FES not applicable

R Item in reportable property screening, pre-single cycle

S Referred for abandonment or destruction/ultimate disposal

RECORD STATUS CODES

(Continued)

CODE DESCRIPTION

T Reserved

V Retrograde shipped

W DEMIL item pending disposition - screening completed

X Reclamation item pending disposition - screening completed

Y Reportable item w/o ARD assigned (usable) or P24/H24 awaiting breakdown (scrap)

Z Item closed

NOTE: These codes are not entered on input, but appear on listings to indicate the current processing cycle for property. The record status codes reflect certain special conditions imposed on property, e.g., term contract, retail sales, pending DEMIL. In addition, the record status code will be used to generate a portion of the DD 1143 Feeder Report.

REIMBURSEMENT CODES

DEFINITION: A code that denotes whether or not a particular turn-in is reimbursable to the generator of that turn-in. Can be input to receipt screen or will appear automatically based upon unit price/quantity/condition combination.

TABLE ID: REIMB CHARACTER LENGTH: 1 DATA TYPE: ALPHANUMERIC

CODE DESCRIPTION

1 Reimbursable item (Input in REIMB Field for reimbursable property)

BLANK Non-reimbursable item (No input to REIMB Field for non-reimbursable property.) This includes all other categories of property not identified as reimbursable.

THE FOLLOWING ARE SPECIFIC REIMBURSEMENT CODES ADDED AFTER REIMBURSABLE PROPERTY IS PROCESSED (AFTER PRESSING F9)

A GSA-owned AR (Formerly ADPE) leased to DoD, GSA address

C Defense Commissary Activity (DCA) Equipment (Surcharge trust fund appropriation for commissary store equipment only)

E Corps of Engineers property (Only when received in place)

F MAP property belonging to Security Assistance Organizations (SAO)

G Coast Guard property (Only when received in place)

H Lost abandoned or unclaimed privately owned personal property

I Contractor Inventory (Only when received in place)

M Foreign equity (foreign country address), O & M appropriation of selling location

N Other non-appropriated fund property, MWR, AFFES (check mailing address)

R Recyclable material - Resource, Recovery and RecyclingProgram (RRRP) property

S Federal Civil Agency (FCA) property

T Timber and related forest products (Treasury)

U Real or personal property (includes land or buildings, fixed structures - Title 10, U.S.C. 2608)

V General gifts (Title 10 U.S.C. 2605, DoD dependents education system)

REIMBURSEMENT CODES
(Continued)

W Additional proceeds will be deposited to the Treasury, (Treasury appropriation, Defense Working Capital Fund - DWCF)

X General gifts (Title 10 U.S.C. 2601, bequest of real or personal property)

Y Proceeds transferred to Treasury due to invalid appropriation (Treasury appropriation)

REQUISITION SUPPLY STATUS CODES

DEFINITION: The specific value that denotes the status of requisitions and related transactions.

TABLE ID: RSSC CHARACTER LENGTH: 2 DATA TYPE: ALPHANUMERIC

CODE DESCRIPTION

FOR DRMO USE IN PREPARING AN AE6:

BA Item being processed for release and shipment

BF No record of document for which the follow up or cancellation request was submitted

BK Requisition data elements have been modified as requested

BQ Requisition was canceled as requested

B2 Requisition modification not accomplished

B8 Quantity requested for cancellation not accomplished

HY Property released to host PCH&T activity for shipment

NOT FOR DRMO USE; INFORMATION ONLY:

B1 Assets not currently available; retain for 60 days

B2 Status of supply or procurement action precludes requested modification

BG One or more fields have been changed

CA Rejected - narrative explanation will be provided

CB Rejected - not available

CD Rejected - errors in quantity, date, and/or serial number fields

CE Rejected - incorrect unit of issue

CM Rejected - item not free issue, correct signal code required

CX Rejected - signal code invalid

D1 Canceled - retained for 60 days but not filled

D7 Rejected - errors in data element(s)

RESOLUTION INDICATOR (RESI) STATUS
RESI B REASON CODES

DEFINITION: A code to indicate that a DTID is in RESI B status. RESI B is property that has been in the inventory for at least **6 months (180 days)**. This status is calculated by Date Received, **not** Date Entered Inventory.

TABLE ID: REZB
CHARACTER LENGTH: 1
DATA TYPE: ALPHA

CODE	DESCRIPTION
A	HW/HM awaiting contract
B	Moratorium
C	Special freeze
D	HW/HM pending retrograde
E	MAP
F	PCB
G	Weapons
H	Sales litigation
I	**DEMIL B&Q property pending shipment to LTS**
J	Sales re-offer
K	Other
L	**FMS**
M	**DEMIL undergoing challenge**
N	**DEMIL to be pulled/packed/shipped**
P	**DEMIL shipped to CDC pending SLI**
Q	**DEMIL B&Q property shipped to LTS awaiting LTS processing**
R	**DEMIL as a condition of sale**
S	**Property on hold by DRMS**
T	**DEMAN pending returned certification**
U	**Property pending shipment to CPC for verification or property at DRMO pending CPC verification**
V	**DEMIL property shipped awaiting FLIPL processing**
W	**Item pending DEMIL (For CDC Use)**
X	On RESI B for more than 8 days with no action taken
Z	First time on RESI B

Added 15 AUG 2008.

RESOLUTION INDICATOR (RESI) STATUS
RESI I REASON CODES

DEFINITION: Indicates a DTID is in RESI I status. RESI I is property pending DEMIL and has been in RSC W for 35 days or more.

TABLE ID: REZI
CHARACTER LENGTH: 1
DATA TYPE: ALPHA

CODE	DESCRIPTION
A	Scheduled for A&D
B	Awaiting shipment to DEMAN contractor
C	HQ DRMS freeze/hold
D	Awaiting shipment to another DRMO for DEMIL
F	Awaiting shipment to FMS customer
H	Awaiting shipment for HM/HW
J	**Item Pending DEMIL (For CDC Use)**
K	**Awaiting Returned DEMIL Certification**
M	**Property On Hold By DRMS**
P	Awaiting shipment to contractor for precious metals recovery
Q	DEMIL condition of sale
R	Re-occurring item – status not assigned
S	Service Contract (must have Economy Act Order on file in DRMS-RF)
T	Awaiting shipment – RTD
U	Undergoing challenge
V	Awaiting verification of receipt of property at the Demil center

Edited 28 Sep 2008.
Edited 10 Nov 2008.

RESOLUTION OFFICE CODE

CODE	DESCRIPTION
O	DRMO/Designee approval
R	DRMS-O or Designee approval
S	DRMS approval

SAFE ALERT LATENT DEFECT (SALD) CODES

TABLE ID: SALD
CHARACTERS: 1
DATA TYPE: ALPHA

CODE	DESCRIPTION
A	Return to generating activity for mutilation.
B	Do not RTD or sell, place in freeze code 8 pending results of study or manufacturer's response. Notification will be provided as to date for date for releasing freeze code and final disposal I instructions.
C	Advise R/T/D/S customer that modification kits or replacement parts are available.
D	Advise R/T/D/S customer that manufacturer will repair without cost to the customer.
E	Downgrade to scrap.
F	Advise R/T/D/S customer that item should be tested or inspected before use.
G	Obtain proper operating procedures from generator to provide to R/T/D/S customer before use.
H	Advise R/T/D/S customer to return to manufacturer for free replacement.
I	Advise R/T/D/S customer that item may be used, however, operator is warned of potential hazard or provided personal protection equipment (PPE).
J	Advise R/T/D/S customer that item is defective but may be repaired by owner.
K	Accelerate to A & D cycle.
L	Accelerate to sales cycle with notification on IFB, flyer, etc. that item has been designated as defective.
M	Do not accept - not appropriate for DRMS disposal.
N	Contains low level radiation.
R	NIIN contains IR Reflectance Properties – Refer to DRMS DEMIL Bulletins.

S Suspected faulty aircraft part. Perform web site look-up at http://www.drms.dla.mil/drms/niincheck/.

T No R/T/D/S, requires destruction.

U Bucket 2a. ***Cannot be Sold***

V Reutilize by DOD Activity Only. ***Cannot be Sold***

W Bucket 2b. ***Cannot be Sold***

X Bucket 1. ***Cannot be Sold***

Y Bucket 3.

Edited 10 Nov 2008.

SCRAP ADJUSTMENT CODE

CODE	DESCRIPTION
G	Gain
L	Loss

SERVICE AGENCY CODES

DEFINITION: A designator used to identify a particular branch of the Armed Forces.

TABLE ID: SACD CHARACTER LENGTH: 1 DATA TYPE: ALPHA

CODE	DESCRIPTION
A	Army
B	Army MAP
C	Army
D	Air Force MAP
E	Air Force
F	Air Force
G	GSA
H	Other DoD activities
J	Air Force
K	Marine Corps MAP
L	Marine Corps
M	Marine Corps
N	Navy
P	Navy MAP
Q	Navy
R	Navy
S	DLA
T	DLA Foreign Military Sales
U	DLA
V	Navy
W	Army
Z	Coast Guard

SHELF LIFE CODES

TABLE	CODE	DESCRIPTION	TABLE	CODE	DESCRIPTION
SLC		Non-deteriorative	SLC	**M**	24 Months
SLC	**1**	3 Months	SLC	**N**	27 Months
SLC	**2**	6 Months	SLC	**P**	30 Months
SLC	**3**	9 Months	SLC	**Q**	36 Months
SLC	**4**	12 Months	SLC	**R**	48 Months
SLC	**5**	18 Months	SLC	**S**	60 Months
SLC	**6**	24 Months	SLC	**X**	Military essential and medical items with Shelf Life Code greater than 60 months
SLC	**7**	36 Months			
SLC	**8**	48 Months			
SLC	**9**	60 Months			
SLC	**A**	1 Month			
SLC	**B**	2 Months			
SLC	**C**	3 Months			
SLC	**D**	4 Months			
SLC	**E**	5 Months			
SLC	**F**	6 Months			
SLC	**G**	9 Months			
SLC	**H**	12 Months			
SLC	**J**	15 Months			
SLC	**K**	18 Months			

SLC **L** 21 Months

SIGNAL CODES

TABLE	CODE	DESCRIPTION
SIGC	**A**	Bill to the requisitioning activity when shipped to RP30-35
SIGC	**B**	Bill to the supplementary address when shipped to RP30-35
SIGC	**C**	Bill to activity specified by fund code when shipped to RP30-35
SIGC	**D**	No bill required - free issue when shipped to RP30-35 (see data dict)
SIGC	**J**	Bill to the requisitioning activity when shipped to RP45-50
SIGC	**K**	Bill to the supplementary address when shipped to RP45-60
SIGC	**L**	Bill to activity specified by fund code when shipped to RP45-50
SIGC	**M**	No bill required - free issue when shipped to RP45 -50 (see data dict)
SIGC	**W**	For intraservice use only when shipped to RP30-35
SIGC	**X**	For intraservice use only when shipped to RP45-50

SPECIAL CRITERIA CODES

TABLE	CODE DESCRIPTION
SPCC **A**	Asbestos, all categories
SPCC **B**	PCB liquid 0 - 49 PPM
SPCC **C**	PCB liquid 50 - 499 PPM
SPCC **D**	PCB liquid 500 PPM or greater
SPCC **E**	PCB contaminated item
SPCC **F**	Empty container, acutely hazardous
SPCC **G**	Item contaminated with hazardous property
SPCC **H**	Hazardous spill residue (including PCBs)
SPCC **J**	POL - petroleum, oils, lubricants
SPCC **K**	Solvents
SPCC **L**	Pesticides
SPCC **Z**	Description will be entered later

SPECIAL HANDLING CODES

DEFINITIONS: Indicates the item requires special handling and may require special reporting or accounting. Many of these Special Handling Codes are required under certain circumstances while others serve only to identify property for management purposes.

TABLE ID: SHC CHARACTER LENGTH: 1 DATA TYPE: ALPHANUMERIC

CODE	DESCRIPTION
1	Property held for reclamation
2	Property held by DRMO pending DEMIL
3	Property held by other than DRMO pending DEMIL
4	Commissary store (bones, fats and trimmings)
5	Radioactive items
6	Contractor inventory
7	MAP property
8	Foreign equity
9	Service peculiar property not subject to centralized screening
A	Shelf-life property - more than 6 months
B	Shelf-life property - 3 to 6 months
C	Shelf-life property - shelf life expired or less than 3 months
D	HW or HM going to ultimate disposal, no screening or sale
E	Non-appropriated fund property
F	Private abandoned property
G	Recyclable material
H	Surcharge property (Commissary Store)

J Coast Guard property

K Explosive and acid contaminated property

SPECIAL HANDLING CODES

(Continued)

CODE	DESCRIPTION
L	NASA property
M	GSA-owned ADPD
N	Reserved
P	Non-hazardous material destined for abandonment/destruction
Q	Metalworking machinery (MM) formerly IPE, not contaminated, reported to GSA by DGSC
R	Reserved
S	Industrial funded property
T	CAT 2 - condemned, no DoD use - property does not conform to specifications
W	CAT 1 - condemned, dangerous property - must be mutilated
X	Mutilation required
Z	Captured Property

SPECIAL PROCESSING CODES

CODE DESCRIPTION

A Abandoned privately owned property

B Declassified property

NOTE: Property without the appropriate declassification attached will be refused by the DRMO. (See DEMIL P, this supplement.)

C Industrial plant equipment

D Non-appropriated fund property

E Reclamation property

F Service peculiar property

G Shelf-life property

H Subdivide: DIRECT MENU CHOICE

I Description screen

J Add serial screen

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES

DEFINITION: SCL codes are used to classify scrap into its proper scrap commodity group to obtain maximum sales potential and to provide a uniform method for maintaining accounting records. These codes do not apply to property in other than scrap condition, i.e., that which has value other than for its basic material content. Use of SCL codes other than those listed herein is not authorized. **The existence of an SCL code is not justification for downgrading an item to scrap. If other requirements forbid the downgrading of property to scrap, even though it is in scrap condition, such property will not be downgraded.**

NOTE: Use numeric in the second and third position, except for SCLs E1O and SLO, use Alpha O.

TABLE ID: SCL CHARACTER LENGTH: 3 DATA TYPE: ALPHANUMERIC

CODE DESCRIPTION

A01 Tabulating cards. Manila-colored (includes manila-colored cards w/tinted edges) cards should be segregated and sold separately from other colored cards.

A02 Ledger. White ledger stock segregated from colored ledger stock

A03 Newspaper. Offer for sale as "No. 1 News", consisting of clean waste newspaper.

A05 Paper, mixed. Free of any non-paper substances that cannot be manufactured into paper or products by the process normally used for making paper. Obsolete forms w/carbon inserts segregated and sold separately.

A06 Plain and corrugated cardboard

A07 Paper, map, scrap

A08 Computer paper

B00 Rubbish, trash or any type of debris scheduled for abandonment or destruction and generated from segregation of other scrap. Downgrades of total end items, either or receipt or at ESD, are not appropriate to be added to this SCL. Residue from disposal processing that has no R/T/D/S potential as a suable item or as scrap property may be added to this SCL.

B01 Garbage, suitable for animal consumption or other use. Free of coffee grounds, onion hulls, peach pits, fish heads, tea leaves, banana peels, citrus fruit rinds, excessive grease, chicken feathers, corn husks, sweepings, paper, waxed cartons, trash, and similar items which will destroy the value of the item for hog feeding or other uses.

B02 Bones and meat trimmings

B03 Cooked grease, clean and rough, including spent frying fats

B04 Trap grease

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

C01 Burlap, includes osnaburg

C02 Canvas

C03 Rags, miscellaneous, not covered in other SCL codes.
(**NOTE:** Used only w/approval of the chief of the DRMO on a case-by-case basis.)

C04 Webbing

C05 Rope

C06 Rayon rags

C07 Nylon rags

C08 Wool rags

C09 Cotton rags

C01 Silk rags

C1A Textile scrap, miscellaneous

C1B Cotton comforters, scrap

C1C Cotton mattresses, scrap

C1D Hawser, scrap

C1E Polyester, scrap

C1F Poncho

C1G Rubberized clothing and scrap

C1H Sleeping bags, scrap

CSI Critical Safety Items

D03 Bullet metal. Metals reclaimed from target range. Segregate according to basic metal material content.

D06 Magnesium, segregate clean and unclean grades (Titanium, use T60; Carbide throwaway inserts, tungsten, use T55).

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

D09 Zinc scrap

D1A Aluminum sheet. Plant scrap, generated by shearing, clipping cutting, blanking, or similar process; also defective, rejected or otherwise discarded wrought aluminum parts and castings. Must be free of foreign material.

D1B Aluminum foil, aluminum screen

D1C Aluminum solids. Pure old cable, sheet, sheet utensils, old castings and forgings free of non-aluminum attachments.

D1D Irony aluminum. Segregate from normal generations of wrecked aircraft aluminum because of aluminum recovery. Consists of solids generated from obsolete or rejected parts, components, or accessories from which all non-aluminum parts have not been removed, and borings and turnings containing excessive oil and other foreign materials. Large quantities of borings and turnings should be segregated.

D1E Wrecked aircraft. Aluminum consisting of at least 50% aluminum by weight, recovered from wreckage of aircraft, salvaging of grounded and obsolete aircraft; DEMIL of combat or tactical aircraft, or salvaging of rejected air frames and components. Do not include magnesium scrap which is prohibitive to aluminum smelting and processing.

D1F Sweated aluminum pigs and ingots

D1G Aluminum dross

D1H Wrecked helicopters

D1I Fired aluminum

D1J Aluminum, cast. Engine blocks, transmissions, axle assemblies and vehicular parts.

D1K Aluminum radiators

D12 Mercury and nickel-cadmium batteries. Nonprecious metal bearing.

D2A Mixed clean copper base alloys. Various grades of copper based alloys free from excessive attachments and other materials.

D2B Mixed copper base alloys w/foreign attachments. Copper base alloys w/foreign attachments not economically removable.

D2C Mixed copper base alloy borings and turnings, keep free from oil

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

D2D Radiators, made of copper base alloys. Vehicular, unsweated.

D2E Brass, fired, to include blanks and all cartridge cases not specifically listed. **(NOTE: Used only w/approval of the DRMO chief on a case-by-case basis.)**

D22 Small arms brass, .22 caliber expended cartridge cases

D30 Small arms brass, .30 caliber expended cartridge cases

D38 Small arms brass, .38 caliber expended cartridge cases

D3I 12 gauge shotgun shells, expended

D45 Small arms brass, .45 caliber expended cartridge cases

D50 Small arms brass, .50 caliber expended cartridge cases

D5M Small arms brass, 5.56 mm expended cartridge cases

D7M Small arms brass, 7.62 mm expended cartridge cases

D9M Small arms brass, 9.00 mm expended cartridge cases

D4A Clean copper. Miscellaneous copper free of screens, readily removable iron, lead coated copper and electrotype shells. Free of excessive lead, solder, paint tar and scale.

D4B Copper cable, lead covered. Tinned and untinned copper wire and cable covered w/sheathing of lead, free of steel armored and other metallic coverings

D4C Insulated copper wire and cable. Tinned and untinned copper wire, cable and pieces covered w/rubber, plastic, paint, enamel, fabric and other insulation free of steel armored and other metallic material, asbestos covering and porcelain

D4D Copper w/foreign attachments

D4E Brass w/o foreign attachments

D4F Brass w/ foreign attachments

D4H Bronze w/o foreign attachments

D4I Bronze w/foreign attachments

D4J Copper bearing scrap

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE	DESCRIPTION
D4K	Armor cable, scrap
D4L	Transformers, scrap
D4M	Cupro-nickel w/o foreign attachments
D4N	Gilding metal
D4P	Cupro-nickel w/foreign attachments
D4R	Electrical and electronic residue **not** containing PM
D5A	Vehicle, industrial and submarine batteries (lead-acid type)
D5B	Aircraft batteries (lead-acid type)
D5C	Lead battery plates
D5E	Other grades of lead. Common babbitt (low tin content), high speed babbitt (high tin content) and block tin (high tin content) usually found in coil pipe
D5G	Sealed (acid filled) batteries
E1A	No. 1 heavy melting steel
E1B	No. 2 heavy melting steel
E1C	No. 1 steel busheling
E1D	No. 2 steel busheling
E1E	No. 1 steel bundles
E1F	No. 2 steel bundles
E1G	Mixed iron and shell borings and turnings
E1H	Tin can and tern plate

E1I Unprepared heavy melting iron and steel scrap. Random length, widths, and thicknesses not suitable for hydraulic compression

E1J Unprepared light melting steel suitable for compression into No. 1 bundles

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

E1K Unprepared light melting steel suitable for compression into No. 2 bundles

E1L Iron and steel scrap, mixed w/foreign attachments, highly enameled stock, coated paint cans, tin cans, borings and turnings highly corroded, dirty and containing excessive oil and other inferior grades of metal prohibitive to other classifications.

E1M Mixed steel scrap. Consists of inert ordnance items (practice bombs, empty projectiles, empty cartridge cases, etc.). This material may conform to a prepared grade of iron and steel scrap; however, it will be segregated as a safety factor. **NOTE:** Used only w/approval of the DRMO chief on a case-by-case basis.

E1N Mixed metals scrap, includes both stripped and unstripped engine blocks

E1O Stove plate

E1P Reserved

E1Q Heavy breakable cast

E1R Mixed cast

E1S Tool steel

E1T Small arm parts requiring further processing

E1U Steel tank track w/o rubber pads

E1V Steel tank track w/rubber pads

E1W Steel chain, anchors

E2A Vehicles, commercial autos/trucks

E2C Vehicles, tactical, all types

E2D Vehicles, armored

E2E Tank trailers

ELS Logged/bundled light steel

ENA Appliances, electrical

EWG White appliance goods

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

F01 Wood scrap

FSW Shredded wood

G01 Rubber tires, aircraft

G02 Rubber tires, vehicular

G03 Rubber inner tubes, aircraft

G04 Rubber inner tubes, vehicular

G05 Rubber scrap not otherwise classibiable

G06 Shredded rubber tires

H01 Asbestos, nonfriable

H02 Chemical scrap and related materials, non-precious metals bearing

H03 Dehydrating agent, Grade A

H05 Cullet

H06 Tile, concrete, bricks, clay and crockery

H07 Leather

H08 All plastics, including sonobouy containers

H10 Ashes, waste (coal or wood)

H11 Electronic tube residue

H13 Miscellaneous scrap not otherwise classifiable

H14 Magnetic tape, used ADP computer magnetic tape no longer suited for ADP operations

H15 Lubricating oil, used (motor vehicle types and similar materials)

H16 Fuel oil, jet fuel, used and similar materials

H17 Oil, lubricants, grease, used

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

H18 Synthetic base aircraft turbine engine oil, used (MIL-L-7808, 8188 and 23699)

H19 Wax scrap and related materials

H24 Unsegregated scrap; scrap material identified by this SCL normally is intended to be segregated into other scrap commodities

MFS Non-demil required FSCAP items, requiring mutilation

MUT Non-demil required non-FSCAP or critical FSG/FSC items downgraded to scrap

PB1 Silver chloride magnesium batteries (battery construction consists of silver chloride positive plates w/aluminum-zinc magnesium alloy negative plates and uses water as the electrolyte). Examples: MK35, MK61, MK67 torpedo batteries, and sonobouy batteries

PB2 Silver zinc submarine batteries consisting of large (30 lbs and over) batteries/cells, when in use, are interconnected to form one large battery. Cases may be of fiberglass or plastic construction (primarily research and DSRV submarine batteries)

PB4 Silver zinc batteries or battery cell sections which are in plastic

PB5 Silver zinc batteries encased in metal or have metallic attachments

PB6 Silver-cadmium batteries

PSC Exhausted passive silver recovery cells used for recovery from photo fixer (hypo solution). Excludes steel wool metallic replacement cartridges.

P04 Photographic films and papers (exposed, unexposed, processed or unprocessed), x-ray, graphic arts, motion picture, phototype setting, aerial, black and white, processed and other types of silver-bearing photographic film and paper. (EXCLUDES: colored paper, 3-M reader printer paper, microfiche masters and films, and magnetic film.)

P05 Ash from photographic films and papers generated from the incineration of exposed, unexposed, processed or unprocessed color film and other types of silver-bearing photographic film and paper

P06 Exhausted chemical recovery cartridges used for recovery of silver from hypo solution by metallic displacement, includes sludge recovered from cartridges

P07 Cyanide/based liquids, sludge, powder or salts, derived from plating and/or deplating operations, may contain gold, silver or platinum family metals

P08 Acid-based liquids, sludge, powders or salts derived from plating and/or deplating operations, may contain gold, silver or platinum family metals

P12 Silver-bearing batteries not otherwise classifiable

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

P13 High temp alloys containing precious metals (gold, silver and/or platinum family metals) such as stator vanes, aircraft exhaust cones and aircraft panels; EXCLUDES**:** spark plugs, thermocouples and breakers

P24 Segregated but not sorted, electrical and electronic scrap containing PM (gold, silver, platinum family, or a combination of metals). (EXCLUDES: Scrap not segregated/classified at time of receipt or downgrade will continue to be processed under SCL H24)

P8A Platinum family (platinum, rhodium, palladium, ruthenium, iridium and osmium) bearing and plated, such as platinum-plated electronic scrap, contact points/breakers, insignia coding boards, etc., excludes spark plugs, thermocouples and entire magnetos

P8B Silver-bearing, washed and/or plated material such as silver-plated electronic scrap

P8C Gold-bearing and plated, including badges, insignia, lapel pins and miscellaneous hardware, used anodes, turnings and clean gold-plated electronic scrap w/o foreign attachments

P8E Sorted electrical/electronic scrap containing gold, silver, platinum family metals which is predominantly copper based and may contain insignificant amounts of other non-removable metals, e.g., iron, aluminum, etc.; includes but not limited to, circuit boards/cards w/o metal frames/backs although a small amount of metal is acceptable, plastic housed connectors, silver/silver coated wire and circuit breakers

P81 Platinum-bearing spark plugs (usually from aircraft)

P83 Platinum-bearing thermocouples and magnetos

P84 Desalter kits

P87 Dust and filters from vacuum systems or other systems that collect fine particles, sweepings and residue other than borings, turnings, etc. May contain gold, silver or platinum family metals.

R1K Mixed range residue scrap to include target residue and projectile residue.

S00 Stainless steel scrap; **NOTE: Used w/approval of the DRMO Chief on a case-**

by-case basis.

S01 Stainless steel alloy Group 1 (see SCL codes identifying high temperature and stainless steel alloy segregation groups) 7-13% Ni, 17-19% Cr

S02 Stainless steel alloy Group 2, 2-2% Ni, 12-16% Cr

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

S12 Stainless steel alloy Group 12, 4% Ni, 17% Cr

S17 Stainless steel alloy Group 17, 2-9%Ni, 12-19% Cr

S21 Stainless steel alloy Group 21, 14% Ni, 14% Cr

S24 Stainless steel alloy Group 24, 12% Ni, 25% Cr

S3A Stainless steel, nonmagnetic

S3B Stainless steel, magnetic

S3C Chrome nickel

S3D Nickel, miscellaneous

SLO Logged/bundled stainless steel

T01 High temperature alloys not assignable to an established group; **NOTE: Used only w/approval of the DRMO Chief on a case-by-case basis.**

T03 High temperature alloy Group 3, 1-10% Ni, 12-16% Cr, 50-67% Co

T04 High temperature alloy Group 4, 55% Ni, 16% Cr

T05 High temperature alloy Group 5, 2-20% Ni, 13-27% Cr, 10-60% Co

T06 High temperature alloy Group 6, 25% Ni, 16% Cr

T07 High temperature alloy Group 7, 1-25% Ni, 8-16% Cr

T08 High temperature alloy Group 8, 70-74% Ni, 15% Cr-Inconel

T09 High temperature alloy Group 9, 20% Ni, 20% Cr, 40% Co

T10 High temperature alloy Group 10, 60% Ni, 30% Cu-monel, nominally

T14 High temperature alloy Group 14, 12-20% Ni, 24-25% Cr

T15 High temperature alloy Group 15, 2-15% Ni, 26-27% Cr, 50-60% Co

T16 High temperature alloy Group 16, 75-80% Ni, 20-21% Cr

T18 High temperature alloy Group 18, 55% Ni, 19% Cr, 13% Co

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

T20 High temperature alloy Group 20, 37% Ni, 18% Cr, 20% Co

T22 High temperature alloy Group 22, 75% Ni, 20% Cr

T23 High temperature alloy Group 23, 26-30% Ni, 13-20% Cr

T24 Unsegregated high temperature alloys

T25 High temperature alloy Group 25, 30% Ni, 25% Cr, 30% Co

T26 High temperature alloy Group 26, 36% NI

T27 High temperature alloy Group 27, 60% Ni, 15% Cr

T28 High temperature alloy Group 28, 60% Ni, 25% Cr, 12% Co

T29 High temperature alloy Group 29, 58% Ni, 19% Cr, 18% Co

T30 High temperature alloy Group 30, 64% Ni, 8% Cr, 10% Co

T32 High temperature alloy Group 32, 45% Ni, 22% Cr, 1.5% Co

T33 high temperature alloy Group 33, 35% Ni, 15% Cr

T55 High temperature alloy Group 55, 90% W (Tungsten)

T60 High temperature alloy Group 60, 80% Ti (Titanium)

T62 High temperature alloy Group 62, Beryllium (Be)

T65 Tantalum (Ta)

T66 Germanium

*** VCS** Precious metals bearing sweepings collected by vacuum cleaners

*** VGM** Gold bearing material such as powder, salts, foil, leaf and pellets; dental castings, brazing alloys, dental lingual bars or alloy goldwire and all other gold bearing materials with 90% purity or better.

*** VPM** Platinum family bearing material such as dental alloys, scraps, sweepings, jewelry, laboratory ware, wire and all other platinum family bearing materials with 90% purity or better.

STANDARD WASTE AND SCRAP CLASSIFICATION (SCL) CODES
(Continued)

CODE DESCRIPTION

*** VSF** Metallic silver flake derived from electrolytic processing of hypo solution. WOOG cells (small electrolytic units used with dental processors for reclamation of silver) and sludge derived from cleaning electrolytic silver recovery units and/or holding tanks.

*** VSM** Silver bearing material consisting of used anodes, drillings from anodes and grain silver, wire for welding or brazing, and all other silver with 75% or better purity. **(Excludes: <u>unused</u> silver pellets for dental amalgam.) 11 Dec 2002**

***** Unit of measure is grams for all SCL **V** codes.

The SCL codes beginning with the letters **XX** listed below are reserved for use in the DRMS Environmental Protection Program. Each SCL code supports a specific environmental assessment which sets forth the decisions made by the commander, DRMS, requiring actions regarding specific hazardous materials which are subject to strict controls, usually required by law, throughout the disposal cycles. These codes will not be used except on specific direction from DRMS-T.

CODE	DESCRIPTION
XXA	Asbestos contaminated scrap

STATE ABBREVIATION CODES DEFINITION

A code reflecting a particular state, commonwealth, trust territory, etc.

TABLE ID: NUST/ALST
CHARACTER LENGTH: 2
DATA TYPE: ALPHANUMERIC

CODE	STATE	ABBREV	CODE	STATE	ABBREV
1	Alabama	AL	34	New Jersey	NJ
2	Alaska	AK	35	New Mexico	NM
4	Arizona	AZ	36	New York	NY
5	Arkansas	AR	37	North Carolina	NC
6	California	CA	38	North Dakota	ND
8	Colorado	CO	39	Ohio	OH
9	Connecticut	CT	40	Oklahoma	OK
10	Delaware	DE	41	Oregon	OR
11	Washington DC	DC	42	Pennsylvania	PA
12	Florida	FL	44	Rhode Island	RI
13	Georgia	GA	45	South Carolina	SC
14	Hawaii	HI	46	South Dakota	SD
16	Idaho	ID	47	Tennessee	TN
17	Illinois	IL	48	Texas	TX
18	Indiana	IN	49	Utah	UT
19	Iowa	IA	50	Vermont	VT
20	Kansas	KS	51	Virginia	VA
21	Kentucky	KY	53	Washington	WA
22	Louisiana	LA	54	West Virginia	WV
23	Maine	ME	55	Wisconsin	WI
24	Maryland	MD	56	Wyoming	WY
25	Massachusetts	MA	60	American Samoa	AS
26	Michigan	MI	66	Guam	GU
27	Minnesota	MN	69	Northern Marianas	CM
28	Mississippi	MS	72	Puerto Rico	PR
29	Missouri	MO	75	Trust Territories of the Pacific Islands	TT
30	Montana	MT			
31	Nebraska	NE			
32	Nevada	NV	78	Virgin Islands	VI
33	New Hampshire	NH			

STATE	CODE	ABBREV	STATE	CODE	ABBREV
Alabama	01	AL	Massachusetts	25	MA
Alaska	02	AK	Michigan	26	MI
American Samoa	60	AS	Minnesota	27	MN
Arizona	04	AZ	Mississippi	28	MS
Arkansas	05	AR	Missouri	29	MO
California	06	CA	Montana	30	MT
Colorado	08	CO	Nebraska	31	NE
Connecticut	09	CT	Nevada	32	NV
Delaware	10	DE	New Hampshire	33	NH
Florida	12	FL	New Jersey	34	NJ
Georgia	13	GA	New Mexico	35	NM
Guam	66	GU	New York	36	NY
Hawaii	14	HI	North Carolina	37	NC
Idaho	16	ID	North Dakota	38	ND
Illinois	17	IL	Northern Marianas	69	CM
Indiana	18	IN	Ohio	39	OH
Iowa	19	IA	Oklahoma	40	OK
Kansas	20	KS	Oregon	41	OR
Kentucky	21	KY	Pennsylvania	42	PA
Louisiana	22	LA	Puerto Rico	72	PR
Maine	23	ME	Rh ɔde Island	44	RI

Maryland	24	MD	South Carolina	45	SC

STATE ABBREVIATION CODES
(Continued)

STATE	CODE	ABBREV	STATE	CODE	ABBREV
South Dakota	46	SD	Virginia	51	VA
Tennessee	47	TN	Virgin Islands	78	VI
Texas	48	TX	Washington	53	WA
Trust Territories of the Pacific Islands	75	TT	Washington DC	11	DC
			West Virginia	54	WV
Utah	49	UT	Wisconsin	55	WI
Vermont	50	VT	Wyoming	56	WY

TYPE BID CODES

TABLE	CODE	DESCRIPTION
TBCD	**A**	All or none bid
TBCD	**C**	Current market appraisal
TBCD	**E**	Increment bid
TBCD	**F**	Floating bid
TBCD	**I**	Individual bid
TBCD	**L**	Late bid
TBCD	**N**	No bid against a sale
TBCD	**P**	Primary bid
TBCD	**T**	Tie-in bid
TBCD	**X**	Non-responsive bid

TYPE MODIFICATION CODES

TABLE	CODE	DESCRIPTION
TMOD	**AB**	Add location
TMOD	**AD**	Add location
TMOD	**AL**	Add line item
TMOD	**CC**	Cancel contract
TMOD	**CR**	Change condition of removal
TMOD	**DL**	Delete line item
TMOD	**NA**	Bidder name/address change
TMOD	**PA**	Price change
TMOD	**QA**	Quantity change
TMOD	**RD**	Free removal date
TMOD	**RP**	Return of property
TMOD	**TC**	Terminate contract
TMOD	**TD**	Change term duration
TMOD	**UI**	Change PL item unit of issue

TYPE PROPERTY CODES

DEFINITION: A code to indicate the type of property involved in the adjustment process.

TABLE ID: TPC
CHARACTER LENGTH: 1
DATA TYPE: ALPHA

CODE	DESCRIPTION
A	Drugs Controlled Substances
B	Small Arms Ammunition and Explosives
C	Pilferable items
D	Sensitive items
E	Other

TYPE SALES CODES

DEFINITION: A Code indicating the type of sale.

TABLE ID: TPSC
CHARACTER LENGTH: 1
DATA TYPE: ALPHANUMERIC

CODE	DESCRIPTION
1	Term Sale - National
2	Negotiated Term Sale - National
3	Negotiated One-Time Sale - National
4	National Auction
5	Sealed Bid - National
7	Local Spot Bid
8	National Spot Bid
9	Local Auction
A	Negotiated One-Time Sale
B	Basic Agreement - Overseas
C	Negotiated Mini-Max
D	Local Sealed Bid Sale
E	Immediate Response Term Sale
I	Immediate Response
M	Mini-Max
P	Contractor Auction
Q	Contractor Sealed Bid Sale

TYPE TRANSACTION CODES

DEFINITION: Used to identify a transaction that is processed either by the system or by an operator. Also, used to identify a point of count for production management and management information reporting.

NOTE: An alpha in the fourth position of a TTC indicates a new version of the TTC as a result of a programming change. The definition remains the same.

TABLE ID: TTC
CHARACTER LENGTH: 3 to 4
DATA TYPE: ALPHANUMERIC

CODE	DESCRIPTION	PREVIOUS DICs
AAS	Approved Adjustment After Return - Scrap	
AAU	Approved Adjustment After Return - Usable	
ADS	Assign DTID	
AES	Adjustment Elevated to Higher Authority - Scrap	
AEU	Adjustment Elevated to Higher Authority - Usable	
AGS	Adjustment Accepted Gain - Scrap	
AGU	Adjustment Accepted Gain - Usable	
ALS	Adjustment Accepted Loss - Scrap	
ALU	Adjustment Accepted Loss - Usable	
ARD	Automatic release date changed	XYZ
ART *	Automatic release date changed	
AS3	Intransit data	
BSC *	BOSS record status code changed	
BSF *	BOSS record status code change final	
CCC	Contract payment	
CCF	Payment from unrelated DRMO	
CCR	Payment reversal	
CDA	Deposit ticket recorded	
CDO	Change Delivery Order Number	
CEC	Credit card charge back transaction	
CER	Credit card refund transaction	
CLR	Receipt refusal	
CMD	DTID number comment	
CMP	Prelot number comment	
CMS	Scrap record comment	
CRC	Returned check transaction	
CRD	Comment - reconcile - DTID	
CRS	Comment - reconcile - scrap	
CVA	Disbursing office CV Number added	
CVB	Disbursing office DV Number added	

CODE	DESCRIPTION	PREVIOUS DICs
CVC	Collection voucher – 1131	
CVD	Transfer voucher – 1080 – check drawn	
CVE	Transfer voucher – 1080 – no check drawn	
CVF	Correction voucher – 1081 – amount	
CVH	Correction voucher – 1081 – appropriation	
CVJ	Correction voucher –1081 – old contract	
CVK	Correction voucher – 1081 – new contract	
CVL	Correction voucher – 1081 – old item	
CVM	Correction voucher – 1081 – new item	
CVN	Contract correction – new item	
CVO	Contract correction – old item	
CVR	Contract refund voucher - 1049	
DCC	DEMIL Code Change	
DCZ *	DTID correction to Z status	
DDC	IM/ICP reassigned DEMIL code	
DDD	HQ DRMS or IM/ICP denied DEMIL code challenge	
DDO	Duplicate DTID replacement - DRMO	
DDR	Duplicate DTID replacement - Operations East or West	
DGS	Discrepancy Gain Scrap	
DGU	Discrepancy Gain Usable	
DID	Changes by HQ DRMS to the proposed code submitted by DRMO	
DLC	Delete storage location	
DLS	Discrepancy Loss Scrap	
DLU	Discrepancy Loss Usable	
DMC	DEMIL of scrap	XA1, XR2
DMD	Gain from DEMIL of DTID	
DME	Gain from DEMIL of scrap	
DML	Downgrade due to DEMIL	
DMP	DEMIL performed, usable residue	XR2, XS4
DMS	Donation of scrap w/manifesting	XS4
DOS *	Conation of scrap	XS4
DPA	Proposed DEMIL code assigned	
DPC	Previous DEMIL code challenge on file	
DR2	Gain from receipt of scrap	
DR3 *	Gain from downgrade on receipt	
DSM	Generation of small arms	
DWD	Gain from downgrade after receipt of DTID	
DWN *	Downgrade after receipt	XR3, XS4
DWR *	Downgrade request	
DWX *	Reversal of downgrade request	
FAC	Freeze automatically cancelled	
FAD	Freeze added	
FCD	Freeze code changed	
FMC	Freeze manually cancelled	

CODE	DESCRIPTION	PREVIOUS DICs
FMD	Freeze modified	
FMH	Freeze matched/shipped by transfer order	
FRL	Freeze release date changed	
FVR	Freeze override	
FXC	NSN/FSC freeze release	
GDS	Gain Adjustment Deleted - Scrap	
GDU	Gain Adjustment Deleted - Usable	
HAS	Adjustment Approved by Higher Authority - Scrap	
HAU	Adjustment Approved by Higher Authority - Usable	
HM2	Hazardous material transaction 2	
HMT *	Hazardous material transaction	
HMU	Hazardous material referred to UD	
HW2	Hazardous waste transaction 2	
HWT *	Hazardous waste transaction	
HZA	Hazardous Transaction Add or Restart	
HZC	Hazardous Transaction Change	
KBB	Adjust cashier beginning balance	
KBO	Blotter overage transaction	
KBS	Blotter shortage transaction	
KBT	Blotter transfer transaction	
KCD	Unrelated DRMO contract payments	
KCM	Miscellaneous payments	
KCR	Payment reversal	
KDA	Deposit ticket recorded	
KEC	Credit card charge back transaction	
KER	Credit cart refund transaction	
KRC	Returned check transaction	
KTA	Collection voucher for other DRMO	
KVA	Disbursing office CV Number added	
KVB	Disbursing office DV Number added	
KVC	Collection voucher – 1131	
KVD	Transfer voucher – 1080 – check drawn	
KVE	Transfer voucher – 1080 – no check drawn	
KVF	Correction voucher – 1081 amount	
KVH	Correction voucher – 1081 – appropriation	
KVJ	Correction voucher – 1081 – old contract	
KVK	Correction voucher – 1081 – new contract	
KVR	Contract refund voucher - 1049	
LDS	Loss deleted - scrap	
LDU	Loss deleted - usable	
LNF *	Abandonment and destruction – usable	XS4
LNS	Abandonment and destruction - scrap	XS4
LOA	Add Additional Property Location- Usable	
LOC	Add storage location	XC1

CODE	DESCRIPTION	PREVIOUS DICs
LOG	Add GPS Location Data – Usable	
LSA	Add Additional Property Location – Scrap	
LSG	Add GPS Location Data – Scrap	
MAD *	Referral for A& D - usable	
MAS *	Referral for A & D - scrap	
MCA *	Local sales contract award	
MCC *	Change contract record number	
MCD	Deleted notice of award	
MCF	Change DTID funding data	
MCN	Change referral/sales numbers	
MCS	Cancel sale (return to RSC A)	
MDC	Default C to A	
MDD	Delete DTID related to sales item from RSC B to A	
MDR	Manifest date return - usable requisition	
MDS	DTID subdivision after receipt	
MDT	Manifest date return - usable transfer order	
MHD	Referral for UD - usable	
MHR	Referral for UD - Usable Reversal	
MLS	Marketing Loss - Scrap	
MLU	Marketing Loss - Usable	
MPD	Delete MAP pending	
MRD *	Referral for A & D – usable reversal	
MRE	Referral for A & D - scrap reversal	
MRR	Retail referrals	
MRS	Manifest date return - scrap requisition	
MRZ	Paid and removed	
MSC	Material Screening Code Change	
MSR	Referral of scrap property	
MST	Term sale transfer (to any other type of sale)	
MTS	Manifest date return - scrap transfer order	
MUA	Change RSC C to A (contract MOD)	
MUC	Update RSC to C on contract	
MUD	Ultimate disposal issue - usable	XS4
MUD *	Ultimate disposal issue - usable	
MUR	Referral of usable property	
MUS	Ultimate disposal issue - scrap	
MUX	Rejected referral (usable)	
ODS *	Other disposition of scrap	XS4
ODW *	Other disposition of scrap w/manifesting	XS4
RAD	Requisition number added	
RAS	Returned Adjustment from Higher Authority - Scrap	
RAU	Returned Adjustment from Higher Authority - Usable	
RCN	Requisition cancelled	
RDN	Requisition denied	

CODE	DESCRIPTION	PREVIOUS DICs
REB	RESI B response	
REL	Relocate - usable	XC1
RES	Relocate - scrap	
RFC	Requisition Forced Close	
RFZ *	DTID restart from Z status	
RGA	Gaining transfer same region – scrap	
RGD	Property deleted from retrograde	
RGN	Gaining transfer same region - usable	
RGP	Property proposed to be retrograded	
RGR	Gaining DRMO placing retrograde property in disposal cycle	
RGS	Property retrograded is shipped to gaining RIC	
RID	Reportable items requiring descriptions	
RLC *	Losing issue same region - scrap	XS4
RLH	Issue to Another DRMO Request Reversal	
RLIA	Losing issue same region - usable	XS4
RLP	Losing transfer same region – scrap	
RLR	Losing Issue – Other DRMO – Scrap	
RLS	Losing transfer same region - usable	
RMC	Return Prop to MFR Comments	
RMM	RUM Manufacturer Data	
ROS *	Reutilization of scrap (post post)	
RPG	Items passed to GSA	
RSC	Record status code change	
RSC *	Record status code change	
RSG *	Return scrap property to generator	
RSM *	Reutilization of scrap (post post) w/manifesting	XS4
RSS	Record status code change - scrap	
RUG *	Return usable property to generator	
RUM	Return Usable Property to Manufacturer	
SDM *	Shipped to a donee w/manifesting	XS4
SDO	Subdivide DTID replacement - receipt	
SDR	Subdivide DTID replacement - marketing	XR1, XS4
SGC	Gaining transfer between regions – scrap	
SGN	Gaining transfer between regions – usable	
SLA	Losing transfer between regions – scrap	
SLH	Issue to another DRMO request	
SLI *	Losing issue between regions – usable	XS4
SLQ	Receipt Notice for Scrap Losing Issue	
SLR *	Losing issue between regions - scrap	XS4
SLS	Losing transfer between regions - usable	
SMA	Small arms notice sent to GSA	
SMD	Screening Modification – DTID	
SPS	Shipment of precious metals - usable	
SRM *	Shipped via requisition w/manifesting	XS4

CODE	DESCRIPTION	PREVIOUS DICs
STD *	Shipped to a donee	XS4
STM *	Shipped via transfer order w/manifesting	XS4
STO	Shipped via transfer order	XS4
STR *	Shipped via requisition	XS4
TAD	Transfer order line added	
TCH	Transfer order number changed	
TCN	Transfer order line cancelled	
TGS *	Transfer of account - gain - scrap	
TGU	Transfer of account - gain - usable	
TLS *	Transfer of account - loss - scrap	
TLU *	Transfer of account - loss - usable	
TMD	Transfer order line modified	
TOS *	Transfer of scrap	XS4
TRC	Gaining transfer within same RIC - scrap	
TRS	Losing transfer within same RIC - scrap	
TRU *	Losing transfer within same RIC - usable	
TRV *	Gaining transfer within same RIC - usable	
TSC	Type Sale Code Change	
TSM *	Transfer of scrap w/manifesting	XSR
TSS	Type sale code change	
UFC	Update fund cite	
UHD	Update history description	
UPE	Unprocessed property estimates	
UPG *	Upgrade	XA1, XR1
URS	Unprocessed receipts by DoDAAC in PMR	
VFG	Set variance flag	
XAA	Mass deletes for approval - usable	
XAD	Mass deletes - usable	XA1
XAE *	Accountable record element adjustment	
XAG *	Quantity gain - usable	XA1
XAL *	Quantity loss - usable	XA1
XAM	Mass deletes - scrap	XA1
XAP	Quantity loss - scrap	XA1
XAR *	DTID number correction	
XAS	Quantity gain - scrap	XA1
XAU	Unit Price Adjustment for LSNs	
XAV	Mass deletes for approval - scrap	
XAZ *	DTID restart	
XC6	Change to bid opening date - usable	
XC9	Change to bid opening date - scrap	
XDA *	Change Quantity Available	
XDC	Initial DEMIL code challenge	
XDD	DEMIL code change from DTID restart	
XDH	Hazardous Code Change from DTID Restart	

CODE	DESCRIPTION	PREVIOUS DICs
XDI	DEMIL code interim change	
XDS	DEMIL code challenge submitted to IM/CP	
XP0 *	Sales rollback - scrap	XS7
XP7 *	Sales rollback - usable	XS7
XR0 *	Sale/shipment - scrap reversal	XS7
XR1 *	Receipt of usable property	XR1, XYZ
XR2	Receipt of scrap	XR2
XR3A	Downgrade receipt	XR2, XR3
XR4	MAP pending	
XR6 *	IFB sales - usable reversal	XS6
XR7 *	Sale/shipment - usable reversal	XS7
XR9 *	IFB sales - scrap reversal	
XRZ *	Reassign DTID data	
XS0	Sale/shipment - scrap	XS7
XS5 *	Sales referral - usable	XS5
XS6 *	IFB sales - usable	XS6
XS7 *	Sale/shipment - usable	XS7
XS7 *	Sale/Shipment - Usable	
XS8 *	Sales referral - scrap	XS5
XS9 *	IFB sales - scrap	XS6
XSC	Change Record Status Code to Z	
XSG	Scrap breakdown - gain	XA1
XSL	Scrap breakdown - loss	XA1
XSU *	Quantity loss – upgrade	
ZAG	Quantity loss - upgrade	
ZAL	Quantity gain to XR3	
ZAU	Unit price adjustment for XR3	
ZGU	XR3 correction, gain of usable	
ZLU	XR3 correction, loss of usable	

* Asterisk indicates that the TTC has a new version due to reprogramming.

ULTIMATE DISPOSAL JUSTIFICATION CODES (UDJC)

This first set of UDJC codes is valid in the receipt and DTID Restart processes:

TABLE	CODE	DESCRIPTION
UDJC	**B**	Packaging/containers (fails packaging per 49 CFR)
UDJC	**C**	Commodities/commodities group
UDJC	**F**	Universal waste
UDJC	**R**	RCRA HW (not on by-pass list) with no recyclable R/T/D/S potential
UDJC	**S**	Insufficient storage/lack of compatible storage
UDJC	**T**	Property recovered from third party actions
UDJC	**U**	State regulated waste - no recycling or R/T/D/S
UDJC	**V**	RCRA HW with recycling potential/failed R/T/D/S
UDJC	**W**	Insufficient/noncompliant storage
UDJC	**Z**	None of the above

This second set of UDJC codes is valid in the Referral for Ultimate Disposal and DTID Restart processes:

TABLE	CODE	DESCRIPTION
UDJC	**D**	Buyer default (includes property refused by buyer)
UDJC	**F**	Universal waste
UDJC	**M**	Property recovered from mutilation/code DEMIL
UDJC	**N**	No bid/rejected bid
UDJC	**P**	Misdescribed property
UDJC	**Q**	Insufficient quantity
UDJC	**Z**	None of the above

UNIT OF ISSUE

DEFINITION: A code indicating the physical measurement, the count, or when neither is applicable, the container or shape of an item for purposes of requisitioning by and issue to the end user. It is that element of management data to which the unit price is ascribed.

TABLE ID: UI
CHARACTER LENGTH: 2
DATA TYPE: ALPHA

CODE	DESCRIPTION	EXPLANATION
AM	Ampoule	A small glass or plastic tube sealed by fusion after filling.
AT	Assortment	A collection of a variety of items that fall into a category or class packaged as a small unit constituting an item of supply. Use only when the term "assortment" is part of the item name.
AY	Assembly	A collection of parts assembled to form a unit, constituting a single item of supply, e.g., hose assembly. Use only when the term "assembly" is part of the line name.
BA	Ball	A spherical-shaped mass of material, such as twine or thread.
BC	Block	A piece of wood; a quantity, number, or section of things dealt with as a unit.
BD	Bundle	A quantity of the same item tied together w/o compression.
BE	Bale	A unit of compressed materials bound with cord or metal ties and usually wrapped e.g., paper, cloth rags, etc.
BF	Board Foot	A unit of measure for lumber equal to the volume of a board 12"x12"x1".
BG	Bag	A flexible container of various sizes and shapes which is fabricated from materials, paper, plastic, or textiles; includes "sack" and "pouch".
BH	Bunch	A number of things of the same kind.
BI	Brick	A baked clay material, rectangular shaped, used for building or paving.
BK	Book	A book-like package, such as labels or tickets, fastened together along one edge, usually between protective covers.
BL	Barrel	A cylindrical container, metal, or wood, w/sides that bulge outward and flat ends or heads of equal diameter; includes "key".
BO	Bolt	A flat fold of fabric having a stiff paperboard core.
BP	Broken Pack	Not complete or full.
BR	Bar	A solid piece of block of various materials with its length greater than its other dimensions, i.e., solder. Not applicable to items, such as scrap, beeswax, or buffing compound.

CODE	DESCRIPTION	EXPLANATION
BT	Bottle	A glass, plastic or earthenware container of various sizes, shapes and finishes, such as, jugs, but excluding jars, ampoules, vials and carboys with a closure for retention of contents.
BU	Bushel	Any of various units of dry capacity.
BX	Box	A rigid, three dimensional container of various sizes and materials; includes case, carton, tray and crate.
CA	Cartridge	Usually a tubular receptacle containing loose or pliable material and designed to permit ready insertion into an apparatus for dispensing w/adhesive and sealing compounds.
CB	Carboy	A heavy duty, bottle-type container used for transportation and storage of liquids. Usually designed to be encased in a rigid protective outer container for shipment.
CC	Cubic	
CD	Cubic Yard	A unit of metric measure.
CE	Cone	A cone-shaped mass of material wound on itself, such as, twine or thread, wound on a conical core.
	Centimeter	A unit of metric measure.
CF	Cubic Foot	A unit of cubic measure.
CH	Chest	A container for storage or shipping.
CI	Cubic Inch	A unit of cubic measure.
CK	Cake	A block of compacted or congealed matter. Applicable to such items as soap or buffing compound.
CL	Coil	An arrangement of materials, such as wire, rope and tubing, wound in a circular shape.
CN	Can	A rigid receptacle made of fiber, metal, plastic or a combination thereof. Cans may be cylindrical or any number of irregular shapes. Restricted to items which cannot be issued in less than container quantity. Includes pail and canister. Do not use when the packaged quantity equates to a unit measure, e.g., pint, gallon, ounce, or pound.
CO	Container	A general term for use only when an item is permitted to be packaged for issue in optional containers, e.g., bottle or tube or single NSN.
CP	Capsule	A compact receptacle.
CR	Crate	An open box of wooden slats or wooden protective case or framework for shipping.
CS	Case	A box or receptacle for holding something.
CT	Carton	A cardboard box or container.
CY	Cylinder	A rigid, cylindrical, metal container designed as a portable container for storage and transportation of compressed

CODE	DESCRIPTION	EXPLANATION
		gases, generally equipped w/ protected valve closure and pressure relief safety device.
CZ	Cubic Meter	A unit of measure expressed in the metric system of measurement. Limited in application to locally assigned stock numbers. Used in the local procurement of items, such as, ready-mix concrete and asphalt in overseas areas where the metric system prevails.
DK	Deck	A flat floored roofless area.
DM	Dram	A unit of metric measure.
DR	Drum	A cylindrical container designed as an exterior pack for storing and shipping bulk materials, e.g., fuels, chemicals, powders, etc. Drums may be made of metal, rubber polyethylene or plywood or fiber w/wooden, metal or fiber ends.
DW	Pennyweight	A unit of metric measure.
DZ	Dozen	Twelve (12) of an item of supply.
EA	Each	A numeric quantity of an item of supply. Do not use if more specific terms apply, such as, kit, set, assortment, pair, group, sheet, plate, strip or length.
EN	Envelope	A flat paper container.
FL	Flask	A container often somewhat narrowed toward the outlet and often fitted with a closure.
FO	Font	A receptacle for various liquids.
FT	Foot	Unit of measurement, sometimes expressed as "Linear Foot".
FV	Five	A number (5) in a set or series.
FY	Fifty	A number (50) in a group.
GI	Gill	A unit of metric liquid measure.
GL	Gallon	Unit of liquid measurement.
GM	Gram	A metric unit of mass and weight equal to 1/1000 kilogram and nearly equal to one cubic centimeter of water at its maximum density.
GN	Grain	A unit of weight based on the weight of a grain of wheat taken as an average of the weight of grains from the middle of the ear.
GP	Group	A collection of related items issued as a single item of supply, e.g., test set group. Use only when the term "group" is a part of the item name.
GR	Gross	One hundred forty-four (144) of an item.
GS	Glass	A transparent or translucent substance.
GT	Gross Ton	Any of various units of weight.
HD	Hundred	One hundred (100) of an item.

CODE	DESCRIPTION	EXPLANATION
HE	Head	One of a number (as of domestic animals).
HF	Hundred Feet	100 feet (measurement).
HH	Hogshead	A large cask or barrel, containing from 63 to 140 gallons.
HK	Hank	A loop of yarn or roping, containing definite yardage, e.g., cotton, 840 yards. See "Skein" for comparison.
HP	Hundred Pounds	A measure of weight.
HS	Hundred Square Feet	A measure of distance or length.
HW	Hundred Weight	A unit of weight equal to 100 pounds.
HY	Hundred Yards	A measure of distance or length.
IG	Ingot	A mold in which metal is cast.
IN	Inch	A unit of length equal to 1/36 yard.
JG	Jug	A pitcher, earthenware or glass container with a narrow mouth and a handle.
JR	Jar	A rigid container having a wide mouth and often no neck, typically made of earthenware or glass, excludes "bottle".
KD	Cord	A long slender flexible material consisting of several strands of thread or yarn woven or twisted together/a unit of cut wood to a stack 4x4x8 feet or 128 cubic feet.
KE	Keg	A small cask or barrel having a capacity of 30 gallons or less.
KG	Kilogram	The basic metric unit of mass and weight.
KK	Chain	A series of metal links or rings used for various purposes. Also, a measuring instrument of 100 links used in surveying.
KM	Kilometer	A metric system of length.
KR	Carat	A small weight or unit of weight for precious stones equal to 200 milligrams.
KS	Cask	A barrel-shaped vessel of staves, headings and hoops for liquids.
KT	Kit	A collection of related items issued as a single item of supply, e.g., tools, instruments, repair parts, instruction sheets, and often supplies, typically carried in a box or bag. Also, includes selected collections of equipment components, tools, and/or materials for the repair, overhaul or modification of equipment. Use only when the term "kit" is part of the item name.
LB	Pound	A unit of weight measure equivalent to 16 ounces and the ounce of 16 drams
LF	Linear Foot	A system of measures of length.
LG	Length	Term applies to items issued in fixed or specific linear measurement, w/o deviation. This term no longer applies to a random length which is expressed in definitive units of linear measure, e.g., foot or yard. Excludes "Strip".

CODE	DESCRIPTION	EXPLANATION
LH	Light	Containing less than the legal, standard or usual weight.
LI	Liter	A unit of liquid measure expressed in the metric system of measurement.
LK	Link	A single ring or division of a chain.
LN	Long Ton	A measure of weight, 20 long hundred-weight (2240 pounds) or 1.016 metric tons.
LT	Lot	A number of units of an article or a parcel of articles offered as one item (as in an auction sale).
LY	Linear Yard	A system of measures of length.
MB	Thousand Barrels	1,000 barrels.
MC	Thousand Cubic Feet	A metric measure to measure volume.
ME	Thousand Feet	A system to measure length.
MG	Milligram	A metric system to measure mass and weight.
MI	Mile	Any of various units of distance.
ML	Milliliter	A metric system to measure capacity.
MM	Millimeter	A metric system to measure length.
MR	Meter	A unit of linear measure expressed in the metric system of measurement, equivalent to 39.37 inches limited in application to locally assigned stock numbers used in the local procurement of items, e.g., pipe, lumber, tubing and hose in overseas areas where the metric system prevails.
MT	Metric Ton	A metric system to measure mass and weight.
MX	Thousand	One thousand (1,000) of an item.
NT	Net Ton	A net weight after reduction.
OT	Outfit	A collection of related items issued as a single item of supply, e.g., tools, instruments, materials, equipment, and/or instruction manuals for the practice of a trade or profession, or for the carrying out of a particular project OFR function. Use only when the term "outfit" is a part of the name.
OZ	Ounce	A unit of liquid equivalent ot 16 drams.
PA	Paper	A thin flexible sheet.
PC	Piece	A part of a whole.
PD	Pad	Multiple sheets of paper that are stacked together and fastened at one end by sealing.
PE	Peck	A unit of U.S. dry measure; 8 quarts equals a peck.
PG	Package	A form of protective wrapping for two or more of the same item of supply. Use only when a unit of measure or container type term is not applicable. Includes envelope.
PM	Plate	A flat piece of any shaped metal of uniform thickness, usually 1/4 inch or more. Use only when "plate" (FSC 9515 and 9535) is used in an item name.
PN	Packing	A method or process of packing something.

CODE	DESCRIPTION	EXPLANATION
PO	Pouch	A small or moderate size bag for storing or transporting goods.
PP	Panel	A separate or distinct part of a surface.
PR	Pair	Two similar corresponding items, e.g., gloves, shoes, bearings; or items integrally fabricated of two corresponding parts, e.g., trousers, shears, goggles.
PT	Pint	A container used for subsistence items. Use only when "food packet" is part of the item name (Federal Supply Group 89)
PY	Pyramid	An immaterial structure built on a broad supporting base and narrowing gradually to an apex.
PZ	Packet	A small bundle, group, cluster, mass, package or parcel.
QR	Quire	A collection of 24 or 25 sheets of paper of the same size and quality, 1/20 of a ream.
QT	Quart	A unit of liquid or dry measure.
RA	Ration	The food allowance of one person for one day. Use only when ration (FSC 8970) is a part of the item name.
RB	Ribbon	A narrow fabric used for tying packages.
RD	Rod	A unit of length.
RL	Reel	A cylindrical core on which a flexible material, such as, wire or cable is would. Usually has flange ends.
RM	Ream	A quantity of paper varying from 480 to 516 sheets, depending upon grade.
RN	Round	A unit of ammunition consisting of the parts necessary to fire one shot. Also, a circular surface or ball-shaped.
RO	Roll	A cylindrical configuration of flexible material which has been rolled on itself, such as, textiles, tape, abrasive paper, photosensitive paper and film; may use a core with or without flanges.
SA	Sack	A rectangular-shaped bag.
SB	Slab	A thick plate or slice of stone, wood, concrete, or other material.
SC	Section	One of several parts that may be assembled or reassembled.
SD	Skit	A pallet-like platform mounted, as on wheels, on which material is set for handling and moving.
SE	Set	A collection of matched or related items issued as a single item of supply, i.e., tool sets, instrument sets, matched sets. Use only when the term "sets" is a part of the item name.
SF	Square Foot	A unit of square measure.
SG	Syringe	A device that consists of a nozzle of varying length and is used for injection or irrigation.

CODE	DESCRIPTION	EXPLANATION
SH	Sheet	A flat piece of rectangular-shaped material of uniform thickness that is very thin in relation to its length and width, such as, metal, plastic, paper and plywood. Use of this term is not limited to any group of items or FSCs. However, it will always be applied when "sheet" is used in the item name to denote the shape, e.g., aluminum alloy sheet; except items in FSC 7210.
SI	Square Inch	A unit of square measure (area).
SK	Skein	A loop of yarn 120 yards in length, usually wound on a 54 inch circular core. See Hank for comparison.
SL	Spool	A cylindrical form with an edge or rim at each end and an axial hole for a pin or spindle on which a flexible material, e.g., thread or wire is wound.
SN	Skin	Any of various outer or surface layers.
SO	Shot	A unit of linear measurement, usually applied to anchor chain; equivalent to 15 fathoms (90 feet).
SP	Strip	A relatively narrow, flat length os material, uniform in width, e.g., paper, wood and metal. Use only when the term "strip" is a part of the item name.
SQ	Square	A rectangle with all four sides equal.
SS	Stack	An orderly pile or heap.
ST	Short Ton	A measure of weight, 20 short hundred-weight (2,000) pounds or 0.907 metric tons.
SU	Suit	A set of garments, i.e., a uniform or protective garb.
SV	Sleeve	A part of a garment covering an arm.
SX	Stick	Material in a relatively long and slender often cylindrical form for ease of application or use, e.g., abrasives.
SY	Square Yard	A unit of square measurement (area).
TB	Tub	To put or store in a tub.
TD	Twenty Four	A number (24), or the size of a piece of paper cut 24 from a sheet.
TE	Ten	A number (10); a tenth in a set or series.
TF	Twenty Five	A number (25); or one quarter (1/4).
TI	Tin	A soft metallic element used as a protective coating in tinfoil, soft solders and alloys; a tinplate container and its contents.
TL	Ten Barrels	10 barrels.
TN	Ton	The equivalent of 2,000 pounds. Includes short tons and net tons.
TO	Troy Ounce	A unit of troy weight measure, based on a 12 ounce pound, generally applied to weights of precious metals.
TP	Tape	A narrow woven fabric; to measure; to fasten, tie, bind, cover or support.

CODE	DESCRIPTION	EXPLANATION
TS	Thirty Six	A number (36); 36 inches equals one yard.
TT	Tablet	A flat slab; a collection of sheets of paper glued together at one edge; a small mass of medicated material.
TU	Tube	Normally a squeeze-type container, most commonly manufactured from a flexible type material and used in packaging toothpaste, shaving cream and pharmaceutical products. Also applicable to form around which items are sound, e.g., thread. It is not applicable to mailing tube, pneumatic tube or cylindrical containers or similar type.
UN	Unit	A single thing or group that is a constituent of a whole.
US	U.S.P. Unit	United States Pharmacopoeia: A collection or stock of drugs.
VI	Vial	A small glass container, generally less than an inch in diameter. Vials are flat-bottomed and tubular in shape and have a variety of neck finishes.
VO	Volume	Space occupied as measured in cubic units (as inches, quarts, or pecks), cubic capacity.
WF	Wafer	A thin disk or ring resembling a wafer and variously used as a valve or diaphragm.
YD	Yard	A unit of linear measure, equivalent to 3 feet and sometimes expressed as "linear yard".

UNIT OF MEASURE

DEFINITION: Unit used to measure an item.

TABLE ID: UM
CHARACTER LENGTH: 2
DATA TYPE: ALPHA

CODE	DESCRIPTION
AD	Avoirdupois Ounce
AO	Avoirdupois Ounce
CC	Cubic Centimeter
CF	Cubic Foot
CI	Cubic Inch
CZ	Cubic Meter
DW	Pennyweight
GA	Grain-Avoirdupois
GB	Gallon-Imperial
GI	Gill
GL	Gallon
GM	Gram
GN	Grain-Troy
KG	Kilogram
KR	Karat/Carat
LB	Pound
LR	Pound/Troy
LT	Long Ton
MG	Milligram
ML	Milliliter
PV	Percentage by Volume
PW	Percentage by Weight
QI	Quart Imperial
QT	Quart
TN	Ton
TO	Troy Ounce

VARIANCE FLAG DEFINITIONS

TABLE ID: VARF
CHARACTERS: 1
DATA TYPE: ALPHA or SYMBOLS

CODE	DESCRIPTION
#	**#** represents blank - no variance
G	Gain
L	Loss
R	DTID restart on a usable DTID in **Z** status
S	Scrap record suspense (3 tier only)
V	Set Quantity variance
Z	DTID restart on a usable DTID in **other** than **Z** status