

## 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. Receipt Processing.

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](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/](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 - DRMOs receiving a large number (30 or more) of Vehicles at one time i.e. K-Town, Kastel, Germersheim, and Okinawa. 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 managing 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) <<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 than 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. ETID Receiving Specific.

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. After action requirements.

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): (<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](mailto: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 Activity 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 will not accept 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](https://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf) 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. Certifications.

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. After Review Of The DTID, Determine Further Receipt Actions.

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. Final Receipt Actions.

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. Processing Property.

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	<b>Also:</b> 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>"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."</i>	
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
<b>\$.01 - \$ 35.00</b>	<b>\$ 12.00</b>
<b>\$.01 - \$ 50.00</b>	<b>\$ 18.00</b>
\$.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. Generator Prepared batchlots.

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**

<b>FSGs:</b>	10	11	12	13	14		
<b>FSCs:</b>	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. Receipt Of Usable Property Requiring Mutilation.

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](mailto: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. State Agency Property.

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 "undate 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>"I certify that Night Vision Equipment, NSN: _____, Serial Number: _____ has been inspected and found not to contain any radioactive components."</i> Signatures and Date
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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  
Section 2, Chapter 1  
S2C1-63  
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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 2521 or 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**

<b>LSN Profile #:</b>	<b>Item:</b>		<b>LSN Profile #:</b>	<b>Item:</b>
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; but they must be approved by DRMS. 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 actual weight, not the estimated weight, 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 material 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 (OEBGD), 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 Form 1348-1A 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](mailto: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 Samoa, 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 Samoa, 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 (SSSSSSSS) 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.

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. Releasing/Outloading Sold Property at the DRMO by the Government in lieu of the CV Partner.

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.