

## SECTION 4 - SUPPLEMENTS

### SUPPLEMENT 2 - General Processing

#### Enclosures and Attachments

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## C1. LOGISTICS Program

### Enclosure 1 - Certification References & Descriptions

Many types of property require a certification with the turn-in. The following is a listing of various certifications associated with a turn in. References are provided for additional information regarding certification requirements.

Title:	<b>Metalworking Machine Certification</b>
Description:	For turn-in of metalworking machines, the generator will provide a certification statement that the metalworking machine has been tested for Polychlorinated Biphenyls (PCBs) and found to be contaminated with less than 50 parts per million and is not the result of dilution. A copy of the certified laboratory test results shall be attached to the certification statement.
Certification Statement:	
<p><i>I CERTIFY THAT THIS METALWORKING MACHINE HAS BEEN TESTED FOR POLYCHLORINATED BIPHENYLS (PCBs) AND FOUND TO BE CONTAMINATED WITH LESS THAN 50 PARTS PER MILLION (PPM) AND, TO THE BEST OF MY KNOWLEDGE, THIS CONCENTRATION LEVEL IS NOT THE RESULT OF DILUTION.</i></p> <p style="text-align: center;">Signature _____</p>	
Reference:	DOD 4160.21-M, C4 DRMS-I 4160.14, Section 3, Metalworking Machines

Title:	<b>Subsistence Property, Certification of Unfit Semi-Perishable (Class 2)</b>
Description:	<p>Class 2: Semi-Perishable subsistence food found unfit for human consumption but of value for other purposes (such as manufacturing animal feed).</p> <p>A veterinary service/medical officer will, according to AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31 issue a certificate of unfitness for subsistence found to be unfit for human consumption or unfit for continued storage/issue. The Certificate of Unfitness will contain recommendations for the disposition of the unfit semi-perishable subsistence.</p>
Certification Statement:	
<p><i>THE SUBSISTENCE ITEMS LISTED ABOVE ARE UNFIT FOR HUMAN CONSUMPTION BUT MAY POSSESS SOME RESALE VALUE (AS ANIMAL FEED) OR (FOR MANUFACTURING PURPOSES). (Strike out inapplicable phrase) RECOMMEND DISPOSITION THROUGH DRMO CHANNELS.</i></p> <p>Signature: _____ Date: _____</p>	
Reference:	<p>DOD 4160.21-M, Chapter 4  DRMS-I 4160.14, Section 3, <b>Subsistence Property, Certification of Unfit Semi-Perishable</b></p>

Title:	<b>Subsistence Property Certification (Unfit Semi-Perishable) (Class 3)</b>
Description:	A veterinary service/medical officer will, according to AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31 issue a certificate of unfitness for subsistence found to be unfit for human consumption or unfit for continued storage/issue. The Certificate of Unfitness will contain recommendations for the disposition of the unfit semi-perishable subsistence.
Certification Statement:	
<p><i>THE SUBSISTENCE ITEMS LISTED ABOVE ARE UNFIT FOR CONTINUED STORAGE/ISSUE BUT ARE FIT FOR HUMAN CONSUMPTION IF CONSUMED BEFORE (DATE) _____. RECOMMEND DISPOSITION THROUGH DRMO CHANNELS.</i></p> <p>Signature: _____ Date: _____</p>	
Reference:	DOD 4160.21-M, C4 DRMS-I 4160.14, Section 3, <b>Subsistence Property, Certification of Unfit Semi-Perishable</b>

Title:	<b>Flight Safety Critical Aircraft Parts (FSCAP) Mutilation Certification</b>
Description:	It is the responsibility of the military service generating activity to ensure all available historical records/documentation are included at the time reparable FSCAP are turned-in to DRMOs. FSCAP items lacking appropriate records/documentation or which are unusable will be mutilated. Normally, FSCAP items will be mutilated by the owning military service prior to turn-in to a DRMO.
Certification Statement:	
<i>I CERTIFY MUTILATION WAS ACCOMPLISHED FOR THE FSCAP PROPERTY LISTED HEREON IN ACCORDANCE WITH DOD 4160.21-M, CHAPTER 4; DRMS-I 4160.14, Section 3, FSCAP</i>	
Signature: _____ Date: _____ (Certifier)	
Signature: _____ Date: _____ (Verifier)	
Reference:	DOD 4160.21-M, C4 DRMS-I 4160.14, Section 3, Flight Safety Critical Aircraft Parts (FSCAP)

Title:	<b>Mutilation Required Property Certification (<i>Defective Property</i>)</b>
Description:	Various types of property require mutilation prior to turn-in. Mutilation is defined as the act of making material unfit for its originally intended purpose by cutting, tearing, scratching, crushing, breaking, etc. When mutilation is performed, it must be certified, verified and dated.
Certification Statement:	
<i>I CERTIFY MUTILATION WAS ACCOMPLISHED IN ACCORDANCE WITH DIRECTION IN DRMS-I 4160.14.</i>	
Signature: _____ Date: _____ (Certifier)	
Signature: _____ Date: _____ (Verifier)	
Reference:	DOD 4160.21-M, C4, DRMS-I 4160.14, Section 2, Chapter 4 and Section 3 (Various)

<b>Title:</b>	<b>Certificate of Declassification</b>
<b>Description:</b>	All items that have been classified in the interest of national security regardless of use, purpose, or end item application require DEMIL. Classified material shall be declassified and demilitarized prior to transfer to a DLA Disposition Services site. Certification of declassification shall be annotated on the turn-in document.
Disposal Turn-In Document:	QTY:
National Stock Number or Description:	
<b>Certification Statement:</b>	
<p>I CERTIFY THE ITEM(S) HEREON HAS BEEN DECLASSIFIED / SANITIZED AND TO THE BEST OF MY KNOWLEDGE AND BELIEF CONTAIN NO SENSITIVE DATA/MARKINGS.</p> <p>Signature: _____ Date: _____</p> <p>Printed Name/Grade/Rank: _____</p> <p>Title: _____</p> <p>Phone (COM/DSN/FAX): _____</p> <p>Address: _____</p> <p style="margin-left: 40px;">_____</p>	
<b>Reference:</b>	DoD Manual 4160.28, Volume 3, "Demilitarization Procedural Guidance," current edition

**DRMS-I 4160.14**  
**Section 4 - Supplements**  
**Supplement 2 - General Processing**

<b>Title:</b>	<b>Radioactive Property Certification</b>	
<b>Description:</b>	Radioactive items or material shall not be turned into the DLA Disposition Services Field Activity unless the generator provides a statement, signed by their Radiation Protection Officer (RPO) certifying that the item/material is radiation free.	
DTID:		QTY:
NSN or Description:		
<b>Certification Statement:</b>		
<p>I CERTIFY THAT THE ITEMS//MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S).</p> <p>Signature: _____ Date _____</p> <p>PrintedName/Grade/Rank: _____</p> <p>Title: _____</p> <p>Phone(COM/DSN/FAX): _____</p> <p>Address: _____</p>		
<b>Reference:</b>	DLAI 4145.8/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105 current edition "Radioactive Commodities in the DoD Supply System" DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition	

<b>Title:</b>	<b>Certification of Demilitarization</b>
<b>Description:</b>	<p>A certification statement as shown shall be signed and dated by a DoD contracted person or a Government employee who actually performed or witnessed the DEMIL.</p> <p>The certificate shall be verified by a technically qualified DoD contracted person or a Government employee who witnessed the DEMIL of the material or inspected the residue. The individual who verifies the DEMIL should generally be at least in the next higher management or technical level to the initial certifying individual and must be a U.S. citizen.</p> <p>DLA Disposition Services, in compliance with their responsibilities outlined in the Defense Materiel Disposition Manual (DoD 4160.21-M), will at the time of receipt, place the DEMIL certificate in the applicable source document file for a period of 2 years, except small arms weapons DEMIL certificates. The DEMIL certificates for small arms weapons/receivers, subject to the DoD Small Arms Serialization Program (SASP), will be retained indefinitely in a permanent record file by the responsible DoD Component.</p>
Disposal Turn-In Document:	QTY:
National Stock Number or Description:	
<b>Certification Statement:</b>	
<p style="text-align: center;">_____</p> <p>I CERTIFY THAT THE ITEMS(S) LISTED HEREON HAS/HAVE BEEN DEMILITARIZED IN ACCORDANCE WITH DoD MANUAL 4160.28, VOLUME 3, "DEMILITARIZATION PROCEDURAL GUIDANCE," CATEGORY _____, PARAGRAPH _____ AND/OR THE FOLLOWING APPLICABLE REGULATION: _____</p> <p>Signature (Certifier): _____ Date: _____</p> <p>PrintedName/Grade/Rank: _____</p> <p>Title: _____</p> <p>Phone(COM/DSN/FAX): _____</p> <p>Address: _____</p> <p>=====</p> <p>Signature (Verifier): _____ Date _____</p> <p>Printed Name/Grade/Rank: _____</p> <p>Title: _____</p> <p>Phone(COM/DSN/FAX): _____</p> <p>Address: _____</p>	
<b>Reference:</b>	DoD Manual 4160.28, Volume 3, "Defense Demilitarization: Procedural Guidance," current edition

<b>Title:</b>	<b>Inert Certificate</b>
<b>Type of Property includes but is not limited to:</b>	1. Small Arms and Light Weapons (complete weapon) 2. Barrel assembly and upper receiver 3. Ammunition pouches/ outer tactical vests/Individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE) 4. Ammunition magazines and clips 5. Bandoleers and ammunition belts 6. Dummy munitions
<b>Requirements:</b>	The generating activity shall ensure that this property is properly inspected to determine the presence or absence of explosive hazards prior to referral to the DLA Disposition Services site or release from DoD control. The personnel certifying and verifying the inspection shall certify on the DD Form 1348-1A. The certification requires dual signatures (certifier, verifier) and printed full name, rank/rate, organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection.
DTID:	QTY:
NSN or Description:	
<b>Certification Statement:</b>	
The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of materiel potentially presenting an explosive hazard (MPPEH)..	
Signature (Certifier): _____ Date _____ Printed Name/Grade/Rank: _____ Title: _____ Phone (COM/DSN/FAX): _____ Address: _____  =====	
Signature (Verifier): _____ Date _____ Printed Name/Grade/Rank: _____ Title: _____ Phone (COM/DSN/FAX): _____ Address: _____	
<b>Reference:</b>	DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition

## C1. LOGISTICS Program

### Enclosure 2 - Noun Description Pulled Into BOSS through SHIP

- A. If a Hazardous Waste Profile Number is defined in SHIP, the first block contains: SHIPDTID: Waste Profile Number WPS: Property Shipping Name WPS: DOT Hazardous Class ID. WPS: Hazardous Waste Shipping Number WPS: Packing Group Or else - The first block contains the MSDS Number: SHIP DTID: MSDS Number
- B. If EPA Waste Codes are defined for that DTID from DAISY or SHIP: Includes a space delimited list of EPA Waste Codes from: DTID-EPA: EPA Hazardous Code Or else - Include a space delimited list of EPA Waste Codes from SHIP: Waste Profile Sheet EPA: EPA Hazardous Waste Number
- C. Include a space delimited list of State Waste Code from DAISY or SHIP: SHIPSWST: State Waste Code
- D. Include from DAISY: SHIPDTID: Hazardous Description 1 SHIPDTID: Hazardous Description 2 SHIPDTID: Hazardous Description 3 SHIPDTID: Hazardous Description 4
- E. Include the DAISY Hazardous Container Description Field from DAISY: SHIPDTID: Hazardous Container Description
- F. Create and include a space delimited list of DRUM number from (one from DAISY): SHIP\_DRM: Drum Number Create and include the accumulation start date (ASD) from DAISY
- G. Create and include a comma delimited list of Generator EPA ID numbers, building numbers, storage site code and storage location codes (one from DAISY): WPS: Generator EPA ID Number SHIPDTID: Building Number SHIPDSL: Site Location Code SHIPDSL: Storage Location Code
- H. Create and include a list of material composition data from the SHIP waste profile sheet: WPS: Material Composition WPS: Concentration WPS: Range
- I. **EXAMPLE:** N002210001, Waste Paint Related Material, 3, UN1263, II, F005, D001, D008, WT02, paint waste liquid (60% MEK 40% Acetone), 1 x 55 gl drum, 99345, 5/15/99, WA1234567890, L12, Z#, H010102B0, Methyl Ethyl Ketone 60% 5%, Acetone 40% 10% Water 5% 5%.

**NOTE:** International DRMOs should add currency conversion as the last item in the contents description on the –Hazardous Wastell information entered in DAISY.

## C1. LOGISTICS Program

### Enclosure 3 - Abbreviations for LSNs

Use the following abbreviations to construct an LSN to identify usable property turned in without an NSN. Descriptive abbreviations not appearing on the list may also be used to describe property.

#### Abbreviations for LSNs

CODE	EXPLANATION	CODE	EXPLANATION	CODE	EXPLANATION	CODE	EXPLANATION
<b>aircon</b>	air condition	<b>dsk</b>	desk	<b>M</b>	Marines	<b>skt</b>	skirt
<b>F</b>	Air Force	<b>dumptrk</b>	dumptruck	<b>MD</b>	medium	<b>S</b>	small
<b>amb</b>	ambulance	<b>elec</b>	electric, electrical	<b>met</b>	metal	<b>stl</b>	steel
<b>armd</b>	armored	<b>elect</b>	electronic	<b>mwv</b>	microwave	<b>swbd</b>	switchboard
<b>A</b>	Army	<b>exc</b>	executive	<b>ml</b>	military	<b>T</b>	ton
<b>AG</b>	Army Green	<b>XL</b>	extra large	<b>mtr</b>	motor	<b>tbl</b>	table
<b>arty</b>	artillery	<b>XS</b>	extra small	<b>mtrcl</b>	motorcycle	<b>tel</b>	telephone
<b>aslt</b>	assault	<b>fld</b>	field	<b>mux</b>	multiplex	<b>TV</b>	television
<b>auto</b>	automatic	<b>flng</b>	filing	<b>N</b>	Navy	<b>trm</b>	terminal
<b>autmv</b>	automotive	<b>flm</b>	film	<b>ofc</b>	office	<b>torp</b>	torpedo
<b>avn</b>	aviation	<b>fit</b>	filter	<b>OD</b>	olive drab	<b>trkd</b>	tracked
<b>bkry</b>	bakery	<b>frmn</b>	fireman	<b>opt</b>	optical	<b>trac</b>	tractor
<b>baro</b>	barometer	<b>flt</b>	float	<b>orth</b>	orthopedic	<b>tlr</b>	trailer
<b>btry</b>	battery	<b>fltbrg</b>	floatbridge	<b>osc</b>	oscillator	<b>trs</b>	trousers
<b>bd</b>	board	<b>flg</b>	flying	<b>pnl</b>	panel	<b>trk</b>	truck
<b>bt</b>	boat	<b>FWD</b>	front wheel drive	<b>pax</b>	passenger	<b>turb</b>	turbine
<b>brg</b>	bridge	<b>gl</b>	gallon	<b>foto</b>	photographic	<b>typ</b>	typist
<b>cbt</b>	cabinet	<b>glv</b>	galvanized	<b>pl</b>	plastic	<b>UHF</b>	ultra high frequency
<b>cbl</b>	cable	<b>hvy</b>	heavy	<b>port</b>	portable	<b>usea</b>	undersea
<b>calbr</b>	calibrator	<b>hdy</b>	heavy duty	<b>M</b>	Marines	<b>un</b>	uniform
<b>cal</b>	calibre	<b>hv</b>	high voltage	<b>rdr</b>	radar	<b>uphstr</b>	upholstered
<b>cam</b>	camouflage	<b>hyd</b>	hydraulic	<b>rdo</b>	radio	<b>util</b>	utility
<b>cgo</b>	cargo	<b>jkt</b>	jacket	<b>rcvr</b>	receiver	<b>veh</b>	vehicle
<b>chr</b>	chair	<b>L</b>	large	<b>rfrg</b>	refrigerator	<b>VHF</b>	very high frequency
<b>ckt</b>	circuit	<b>ldry</b>	laundry	<b>secy</b>	secretary, secretarial	<b>wpn</b>	weapon
<b>cv</b>	civilian	<b>lthr</b>	leather			<b>whl</b>	wheeled
<b>ct</b>	coat	<b>lt</b>	light	<b>sdn</b>	sedan	<b>wkr</b>	wrecker
<b>clr</b>	clr	<b>liq</b>	liquid	<b>stlr</b>	semi trailer	<b>qtrT</b>	quarter ton
<b>cyl</b>	cylinder	<b>lkr</b>	locker	<b>shlv</b>	shelving	<b>HLFT</b>	half ton
<b>dntl</b>	dental	<b>mach</b>	machine	<b>sht</b>	shirt	<b>4WD</b>	4 wheel drive
						<b>4X4</b>	4 by 4

## C1. LOGISTICS Program

### Enclosure 4 - DRMO GenComm Login Request Form

1a. Name of department/agency/organization:		
1b. Requesting user name:		
1c. Last 6 digits of user's SSN:	1d. Work phone number:	1e. E-mail address:
1f. Fax number (if available):		
2. Identify system resources/application being requested:  <b>DRMO DAISY HP GenComm access to DRMO</b>		
3. Previously assigned DLA logon identifiers, if any. (this will be "none" for most non-DLA Generating activities):		
4. Statement justifying why the access is needed.  <b>Access is needed to commence electronic turn-in of 1348-1A and hazardous waste profile sheet information.</b>		
5. Any level of clearances for classified Federal Government information that user might have.  <b>GenComm information is unclassified</b>		
6a. User Signature:	Date:	Phone:
6b. User's Supervisor Signature (or other authority):	Date:	Phone:

7. Submit the request to ISSO at the following mailing address:

Defense Reutilization and Marketing Service, HDI Federal Center, ATTENTION: DES-WRH - Security, 74  
Washington Avenue North, Battle Creek, MI 49037-3092  
E-mail: s9d3100@drms.dla.mil FAX: 269-961-4115

**NOTE:** Once the login is received, DOD Generators are responsible for:

1. Review user access requests and assure the requests are relevant to meeting assigned duties.
2. Periodically review established user accesses to assure accesses are still needed.
3. Retain current user access request records, and any other records addressing user change/delete actions.

## C1. LOGISTICS Program

### Enclosure 5 - Operating Instruction: Receiving Hazardous Property

#### Attachment 1 - SOP for Receiving Hazardous Waste

Responsibility	Step	Action
Environmentally Trained Employee	1	<p>Ensure the following are included on the DTID:</p> <p style="padding-left: 40px;">DODAAC</p> <p style="padding-left: 40px;">-HWI appears in Block 4.</p> <p style="padding-left: 40px;">NSN and noun name or FSC and chemical name of hazardous components.</p> <p style="padding-left: 40px;">Weight in pounds (lbs.). If DRMO weight is different, annotate the actual weight, not the estimated weight, in Block 20 of the DTID.</p> <p style="padding-left: 40px;">Hazardous Identification Number (HIN)</p> <p style="padding-left: 40px;">Supply Condition Code</p>
	2	<p style="padding-left: 40px;">Funding Data (see Section 2, Chapter 8)</p> <p>Ensure that a DRMS Form 1930, HW Profile Sheet, is included in each initial waste stream or a profile number is annotated in Block 27, –Remarks section of the DTID.</p> <p>See Chapter II, paragraph B3a(4).</p>
	3	<p><b>NOTE:</b> If the DRMO takes physical custody, test results from chemical analysis must accompany the HW profile sheet, unless other documentation accompanies the profile sheet to support its completion based on user's knowledge. If the DRMO takes accountability only chemical analysis and supporting documentation is <b>NOT</b> required. When it is determined that the generating activities HW profile sheet is incorrect, the chemical analysis will be needed.</p>
	4	<p>Ensure that the containers are non-leaking, safe to handle and able to withstand normal handling. Containers must be UN specification or military equivalent, if received from off-site.</p>
	5	<p>Ensure that the hazardous waste is properly marked, labeled and packaged, if received physically from off-site. Both on and off-site HW must have a HW marking.</p> <p>Ensure that a hazardous waste ManiFest is used when receiving hazardous waste from off-site. As a minimum, the ManiFest must contain:</p> <p style="padding-left: 40px;">Proper Shipping Name.</p> <p style="padding-left: 40px;">Hazard Class.</p> <p style="padding-left: 40px;">Packaging Group.</p> <p style="padding-left: 40px;">Identification Number.</p> <p style="padding-left: 40px;">Total quantity by weight or volume, including the unit of measure.</p>

		<p style="text-align: center;">Shipper's Certification</p> <p>Emergency Response phone number and Emergency Response information (see Chapter VI, paragraph E5g(3))</p> <p>6 Distribute copies of the ManiFest as follows:</p> <p style="padding-left: 40px;">Give one copy to the Transporter immediately.</p> <p style="padding-left: 40px;">Send one copy to the HW generator within 30 days of delivery.</p> <p style="padding-left: 40px;">Distribute other copies per state/local requirements.</p> <p style="padding-left: 40px;">Retain one copy.</p> <p>7 If applicable, ensure that a Land Disposal Restriction Notification accompanies the hazardous waste ManiFest (see Section 4, Supplement 2, Environmental Program, Enclosure 1, for detailed LDR information.)</p> <p>8 <b>NOTE:</b> A DRMS Form 1851 or alternate may be used.</p> <p>9 Ensure that other special turn-in requirements (i.e., certification requirements) for hazardous wastes are accomplished according to DOD 4160.21-M, Chapters 4 &amp; 10 and Section 3.</p> <p><i>Receipt in Place:</i></p> <p style="padding-left: 40px;">Sign the DTID if identification, HW marking, certification, and funding have been met.</p> <p style="padding-left: 40px;">Attach a copy of the DTID to the property.</p> <p style="padding-left: 40px;">Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.</p> <p><i>Physical Custody:</i></p> <p style="padding-left: 40px;">Sign the DTID if identification, certification, funding, packaging, labeling, marking, manifesting and transportation requirements have been met.</p> <p style="padding-left: 40px;">Attach a copy of the DTID to the property.</p> <p style="padding-left: 40px;">Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.</p> <p style="padding-left: 40px;">Notify responsible receiving personnel of pending delivery.</p> <p><b>NOTE:</b> Acceptance of physical custody of hazardous waste depends upon a conforming storage determination by the DRMO host, the availability of proper equipment and trained personnel to accept turn-ins. RCRA Part B permitted storage facilities will accept physical custody of only those hazardous wastes that are listed in the permit (interim or final). The generator shall retain physical custody until the permit is amended to include any non listed waste.</p>
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## C1. LOGISTICS Program

### Enclosure 5 - Operating Instruction: Receiving Hazardous Property

#### Attachment 2 - Checklist for Receiving Hazardous Waste

This list may be used as a guide to assist in receiving.

**GENERATOR:** \_\_\_\_\_ **POC:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **DRMO POC:** \_\_\_\_\_

**A. WASTE**

	N/A	YES	NO
1. Compatibility of Pallet	_____	_____	_____
2. Drums Banded Securely	_____	_____	_____
3. Non-Leaking Containers	_____	_____	_____
4. Proper Shipping Containers	_____	_____	_____
5. Proper Labeling and Marking	_____	_____	_____
6. Identification Number	_____	_____	_____
7. Noun Name	_____	_____	_____
8. DTID Attached to Property	_____	_____	_____
9. ManiFest Filled Out Correctly	_____	_____	_____
10. LSN/NSN	_____	_____	_____
11. Percent of Contaminants	_____	_____	_____
12. Quantity	_____	_____	_____
13. HW Marking Filled Out Correctly	_____	_____	_____
14. OSHA Carcinogen	_____	_____	_____

**B. DTID**

	N/A	YES	NO
1. NSN, Qty, Unit of Issue, Document Number	_____	_____	_____
2. Nomenclature	_____	_____	_____
3. Shipped From	_____	_____	_____
4. Shipped To	_____	_____	_____
5. Phone Number of POC	_____	_____	_____
6. Number & Size of Containers	_____	_____	_____
7. Activity EPA ID Number on ManiFest	_____	_____	_____
8. Hazardous Waste Profile Attached or on File	_____	_____	_____
9. Marked as Hazardous Waste	_____	_____	_____
10. Certification Statement	_____	_____	_____
11. Funding Data	_____	_____	_____

## C1. LOGISTICS Program

### Enclosure 5 - Operating Instruction: Receiving Hazardous Property

#### Attachment 3 - SOP for Unused/Unopened HM and Used/Opened HM Not Meeting Definition of HW When Discarded

Responsibility:	Step:	Action:
		This instruction applies to <u>Unused/Unopened</u> hazardous materials and <u>Used/Opened</u> Hazardous Materials that do <b>NOT</b> meet the definition of a hazardous waste when discarded.
<b>Environmentally Trained Employee</b>	1	<p>1. Ensure the following are included on the DTID:</p> <p style="padding-left: 40px;">DODAAC</p> <p style="padding-left: 40px;">-HMII appears in Block 4.</p> <p style="padding-left: 40px;">NSN and noun name or FSC and chemical name of hazardous components</p> <p style="padding-left: 40px;">Material Safety Data Sheet (MSDS) or MSDS serial number, annotated in the —Remarksll section, as listed in the Hazardous Material Information System (HMIS).</p> <p style="padding-left: 40px;">Supply Condition Code.</p> <p><b>If <i>Opened/Used</i>:</b></p> <p style="padding-left: 40px;">Chemical name of contaminants or noun name of non-hazardous contaminants.</p> <p style="padding-left: 40px;">Amount of hazardous and non-hazardous contaminants based on user knowledge or testing.</p>
	2.	<p>Ensure that the containers are non-leaking, safe to handle and able to withstand normal handling. Containers must be UN Specification or military equivalent, if received from off-site.</p>
	3	<p>Ensure that the hazardous material is properly marked, labeled and packaged, if received from off-site. Also that it contains appropriate OSHA compliant chemical labels (see Chapter II, paragraph B, for specific guidance.)</p>
	4	<p><b><i>Receipt in Place:</i></b></p> <p style="padding-left: 40px;">Sign the DTID, if identification, HM labeling/marketing, certification, and funding</p>

	5	<p>Attach a copy of the DTID to the property.</p> <p>Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.</p> <p><b>Physical Custody:</b></p> <p>Sign DTID if identification, certification, packaging, labeling, marking, and transportation requirements have been met.</p> <p>Attach a copy of the DTID to the property.</p> <p>Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.</p> <p>Notify responsible receiving personnel of pending delivery.</p> <p><b>NOTE:</b> Acceptance of physical custody of hazardous material depends upon storage availability, proper equipment and trained personnel to accept turn-ins.</p>
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## C1. LOGISTICS Program

### Enclosure 5 - Operating Instruction: Receiving Hazardous Property

#### Attachment 4 - Checklist for Unused/Unopened HM and Used/Opened HM Not Meeting Definition of HW When Discarded

This list may be used as a guide to assist in receiving.

**GENERATOR:** \_\_\_\_\_ **POC:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **DRMO POC:** \_\_\_\_\_

**A. WASTE**

	N/A	YES	NO
1. Non-Leaking Containers	_____	_____	_____
2. Percentage of Rust on Containers	_____	_____	_____
3. Proper Shipping Containers	_____	_____	_____
4. Proper Labeling and Marking	_____	_____	_____
5. DOT Identification Number	_____	_____	_____
6. Noun Name	_____	_____	_____
7. DTID Attached to Property	_____	_____	_____
8. MSDS or HMIS Reference Number	_____	_____	_____
9. OSHA Hazard Safety Labeling	_____	_____	_____
10. Drums Banded Securely	_____	_____	_____
11. OSHA Carcinogen	_____	_____	_____

**B. DTID**

	N/A	YES	NO
1. NSN, Qty, Unit of Issue, Document Number	_____	_____	_____
2. Nomenclature	_____	_____	_____
3. Shipped From	_____	_____	_____
4. Shipped To	_____	_____	_____
5. Phone Number of POC	_____	_____	_____
6. Number & Size of Containers	_____	_____	_____
7. Marked as Hazardous Material	_____	_____	_____
8. Certification Statement	_____	_____	_____
9. Funding Data	_____	_____	_____

## C1. LOGISTICS Program

### Enclosure 6 - Procedures for the Emergency Destruction of Classified Material

Typically, destruction methods for classified material and information include, burning, cross-cut shredding, wet-pulping, mutilation, chemical decomposition or pulverizing. Classified material must be destroyed to the degree that precludes recognition or reconstruction of classified information.

**NOTE:** The following guidance is derived from CNSS Instruction 4004.1, August 2006, Destruction and Emergency Procedures for COMSEC and Classified Material.

EMERGENCY DESTRUCTION PROCEDURES FOR CLASSIFIED ITEMS		
To be used with item classified Confidential and Secret		
Type of Product	Action	Use Metal Shredder (if available)
Paper	Burn thoroughly and mix ashes completely before discarding. Verify that all written data / information has been completely obliterated.	No
Hard Drives	Destroy beyond use with a hammer or sledge hammer. Ensure that the hard drive damaged to the degree that would preclude it being inserted back into a CPU. If possible, break the hard drive in two or more pieces. Refer to OSD Letter, January 8, 2001, Destruction of DoD Computer Hard Drives Prior to Disposal. (DRMS I 4160.14, Section 4, Supplement 2, Chapter 1, Enclosure 9)	Yes
Removable Hard Disks	Destroy beyond use with a hammer or sledge hammer. Ensure that the hard drive damaged to the degree that would preclude it being inserted back into a CPU. If possible, break the hard drive in two or more pieces.	Yes
Laptop Computers	Use a heavy hammer and punch or electric drill and penetrate the hard drive in at least seven places. Remove hard drive (if possible) and destroy as reflected above.	Yes
Flexible Magnetic Media (Floppy disks, CDs, DVDs, etc.)	Pry open the object and obtain the flexible material - Cut in pieces as small as possible and burn thoroughly.	Yes
Compact Flash Cards or Thumb Drives	Use metal snips to cut the flash card into three equal pieces - Place pieces on hard surface and strike several times with a hammer on both sides. Ensure that the flash card or thumb drive is damaged to the degree that would preclude it being inserted back into a CPU or camera.	Yes
PC Cards (wireless or otherwise)	Use metal snips to cut the flash card into three equal pieces - Place pieces on hard surface and strike several times with a hammer on both sides. Ensure that the PC card is damaged to the degree that would preclude it being inserted back into a CPU or camera.	Yes

	Any classified item marked Top Secret, SCI, TS-/SI/and any two letter combination, or SIOP-ESI will not be destroyed	
	Contact the host and tell them the above markings or contact DES Battle Creek Public Safety at DSN 661-7010 / 7536 / 7114	

**NOTE:** The above is not an all inclusive list. Contact the DES Battle Creek Information Security Office, DSN 661-7010 / 7536 for additional assistance.

As an aid, the following table reflects colors of decals / stickers that are used to identify classified material.

Abbreviation (if used)	Description	Sticker Color
C	Confidential	Blue
S	Secret	Red
TS	Top Secret	Orange
SCI	Special Compartment Information	Orange or Yellow
TS/SI/TK (TK is example on last two letters)	Top Secret/ Special Intelligence / Talon Key	Orange or Yellow
SIOP-ESI	Single Integrated Operational Plan - Extremely Sensitive Information	Varies

## C1. LOGISTICS Program

### Enclosure 7 - Notification of Incidents Involving Classified Information

#### Attachment 1 – Letter to Generating Activities Concerning Possible Compromise of Classified Material / Information

DRMS LETTERHEAD

REPLY TO  
ATTN OF: DRMS-D

MEMORANDUM FOR <Commanding officer of generating activity>

SUBJECT: Discovery of Classified Item – DRMO <Name of DRMO>

This memorandum is to point out a <DATE>, incident where property being turned in from your activity to DRMO <Name of DRMO> erroneously contained an item marked secret. I am sure you are aware that according to DoD 4160.21-M, Chapter 3, Paragraph B2d (3) and (4), DRMOs are not allowed to accept classified material, either physically or on their accounts. The attached situation report (SITREP) provides further information about this latest incident.

Although steps were taken to remove the property from the DRMO, I am obligated to stress the importance of preventing this type of occurrence. In addition to the cost of correcting, for both the generating activity and the DRMO, the release of classified material to unauthorized individuals (either erroneously or intentionally) is a very serious matter which could result in severe punishment for those involved, even those in an unknowing position.

DoD 5200.1-R, Information Security Program, Chapter 10, Paragraph 10-102a requires the head of the activity or activity security manager having security cognizance shall promptly initiate an inquiry into the incident. My staff and the information security officer stand ready to assist in your inquiry.

My Information Security Officer is <Name, DSN 661-XXXX, Commercial (269) 961-XXXX>. Policy on turn in issues may be addressed to my Chief of Customer Relationship Management, <Name, DSN 661-XXXX, Commercial (269) 961-XXXX>

Your attention to this matter is appreciated.

This incident will be reported up our chain of command through HQ DLA, and to the OSD Physical Security Office.

PAUL D. PETERS  
SES Director

Attachment: SITREP

cc:

DES Battle Creek (DES-BC-WLS)  
DRMS-O (or DRMS-B if CDC or CPC is involved)  
Respective FST Ops Chief

DRMO <Name of DRMO where incident occurred>

## C1. LOGISTICS Program

### Enclosure 7 - Notification of Incidents Involving Classified Information

#### Attachment 2 – Letter to Installation Commanders Concerning Possible Compromise of Classified Material / Information

DRMO LETTERHEAD

REPLY TO

ATTN OF: *(DRMO Name, Field Activity Head, Phone Number)*

*(Date)*

MEMORANDUM FOR: *(Host Installation Commander)*

SUBJECT: Possible Compromise of Classified Information / Material

1. This is to notify you of a possible compromise of classified information / material at *(Name of DRMO, Name of Military Installation)*.
2. *(Description of incident. Provide as much information as possible. What material was discovered, what is the suspected classification, when, where and how was it discovered, actions taken to protect the material, actions to identify the generating activity, actions taken to have the property retrieved by the generating activity, identity of DRMO or visiting personnel who had access to the property. Any additional pertinent information).*
3. DoD 4160.21-M, Defense Material Disposal Manual, Chapter 3, Paragraph B2d(3) prohibits DRMOs from receiving classified material for disposal actions. There is a potential for compromise of classified information anytime classified material is discovered in disposal assets.
4. DoD 5200.1-R, DoD Information Security Program, January 1997 requires that anyone finding classified material out of proper control shall take custody of and safeguard the material, if possible, and notify the appropriate security authorities. The regulation also states that if the head of the activity or the activity security manager to whom the incident is originally reported does not have security cognizance over the incident, such official shall ensure the incident is reported to the appropriate authority. DRMS does not produce, receive, store, or transmit classified information. The military service appears to be responsible for this incident.
5. We stand ready to assist you in any inquiry or investigation that is initiated by your command, and to provide any assistance necessary to return the suspect property to proper control. We request your assistance in placing the suspect material in secure storage until final disposition can be determined.
6. The security manager for DRMS is *(Name of DES Battle Creek Information Security Officer, DSN 661-XXXX)*. He / she stands ready to assist your officials in their efforts.

DRMS Field Activity Head

CC: (Host Installation Information Security Manager)  
(DES Battle Creek Public Safety, Information Security Office)

Encl: DRMS Form 2013, DRMS Classified Material Checklist

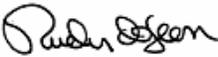
C1\_ LOGISTICS Program

Enclosure 8 - DLA Form ZT, "Classified Document Receipt

Clear Form		Print Form	
1. TO (Com/Direct Address)	2. RETURN SIGNED COPY TO (Com, Xfer/Address)	3. SET NUMBER	
		4. DATE DISPATCHED	
5. DESCRIPTION (Use document origin, type, abbreviation, medium, classification, unclassified or number of copies and copy numbers if any, IRTIJC info, covered by abbreviation of classification, other identifying data. Check (X) in the description (additions, where V/T/\$, etc.) will be shown with the date and initials of the issuing agency).			
NOTE: ONLY TOP COPY OF SET TO BE SIGNED.			
S. DOCUMENT RECEIPT			
a. TYPED OR PRINTED NAME AND GRADE	b. SIGNATURE	c. DATE	
* DESTRUCTION CERTIFICATE: All material described above has been destroyed in accordance with prescribed procedure.			
a. SIGNATURE & GRADE OF DESTRUCTION OFFICIAL	a. SIGNATURE & GRADE OF NOTING OFFICIAL	c. DATE DESTROYED	
DLA FORM 27 JAN 76 (EG)    EDISON OF JAN 69 IS OBSOLETE ALSO REPLACES    CLASSIFIED DOCUMENT RECEIPT DIA FORM 125 WHICH IS OBSOLETE.    PDF (DIA)			

## C1. LOGISTICS Program

Enclosure 9 – OSD Letter, January 8, 2001,  
Destruction of DoD Computer Hard Drives Prior to Disposal, 3 Pages

	<p>DEPUTY SECRETARY OF DEFENSE 1010 DEFENSE PENTAGON WASHINGTON, DC 20301-1010</p>	
<p>JAN 08 2001</p>		
<p>MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS CHAIRMAN OF THE JOINT CHIEFS OF STAFF UNDER SECRETARIES OF DEFENSE DIRECTOR, DEFENSE RESEARCH AND ENGINEERING ASSISTANT SECRETARIES OF DEFENSE GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE DIRECTOR, OPERATIONAL TEST AND EVALUATION ASSISTANTS TO THE SECRETARY OF DEFENSE DIRECTOR, ADMINISTRATION AND MANAGEMENT DIRECTORS OF THE DEFENSE AGENCIES DIRECTORS OF THE DOD FIELD ACTIVITIES</p>		
<p>SUBJECT: Destruction of DoD Computer Hard Drives Prior to Disposal</p>		
<p>Historically, the Department's policies regarding sanitization and destruction of computer hard drives have been applied only to equipment that processed classified information. More recently, the proliferation of networked unclassified desktop computers, with their ability to retain vast amounts of information, and the resultant possibility of increased sensitivity of the aggregated data, dictated that we properly sanitize unclassified computer equipment before it is turned in for disposal or reutilization. Notwithstanding these precautions, preliminary results of a recent Inspector General audit have revealed instances of sensitive information remaining on computer hard drives that had been certified as having been "wiped" clean (i.e., they contain no sensitive information) prior to disposal or reutilization outside DoD.</p>		
<p>Accordingly, I direct that you take immediate steps to ensure that all hard drives of unclassified computer equipment being disposed of outside DoD are removed and destroyed. Guidance for destruction may be found at <a href="http://www.c3i.osd.mil/org/sio/ia/diag/">http://www.c3i.osd.mil/org/sio/ia/diag/</a>.</p>		
<p>The Assistant Secretary of Defense (C3I) will assess this implementation and determine, within 12 months, if further adjustments are warranted. Questions concerning this memorandum may be directed to Mr. Donald Jones, OASD(C3I)IA, at 703-614-6640.</p>		
<p> Rudy de Leon</p>		
<p>U16448●/00</p>		

**Guidance for Destruction of DoD Computer Hard Drives (Unclassified) Prior to Disposal**

1. Deputy Secretary of Defense memorandum, Subject: "Destruction of DoD Computer Hard Drives Prior to Disposal," dated January 8, 2001 (Enclosure 1) directs all DoD Components to "take immediate steps to ensure that all hard drives of **unclassified** computer equipment being disposed of outside DoD are removed and destroyed." The intent of this memorandum is to prevent DoD Sensitive information, as defined in National Security Telecommunications and Information Systems Security Instruction (NSTISSI) No. 4009, from being obtained from computers being disposed of by DoD.
2. The term "hard drive" as used in the memorandum includes:
  - a) Rigid magnetic storage media such as removable disk packs; (e.g., single and multiple platter disk packs); sealed disk drives, hard disk assemblies (HDAs); and magnetic Bernoulli cartridges.
  - b) Optical storage media such as optical disks, optical tape, and optical Bernoulli cartridges.
3. Acceptable means to destroy rigid magnetic media are described below. Further, system administrators are highly encouraged to perform overwrite or 'wipe disk' procedures on functioning disk drives before CPUs are turned in for disposal by using a pseudo-random overwrite utility that is available with such products as Norton Utilities and similar products. This will decrease accessibility to the data until such time as the formal destruction procedures are implemented.
  - a) Sanitization by bulk degaussing: Remove the hard drive from the chassis or cabinet. Remove any steel shielding materials or mounting brackets, which may interfere with the magnetic fields. Place the hard disk drive in an approved NSA/CSS approved degausser (National Security Agency Degausser Products List) and erase at the required field setting. The bulk erasure of sealed disk packs or hard drives will cause damage (i.e., loss of timing tracks and damage to disk drive motor) which will prohibit its continued use. However, if there is any doubt that the degaussing was not successful, further physical disabling in paragraph b) below should be conducted. Specific questions regarding NSA approved products/procedures should be directed to NSA's INFOSEC Service Center at 1-800-688-6115 or DSN 238-4399.  
(Note: Degaussing should only be conducted by personnel with technical knowledge about the equipment who routinely conduct these procedures for the degaussing of **classified disks**.)
  - b) Physical destruction/impairment beyond reasonable use: Remove the hard drive from the chassis or cabinet. Remove any steel shielding materials, mounting brackets, and cut any electrical connection to the hard drive unit. The hard drive should then be subjected, in a suitable facility with individuals wearing appropriate safety equipment, to physical force or extreme temperatures (e.g., pounding with a sledge

hammer, incinerator) that will disfigure, bend, mangle, or otherwise mutilate the hard drive so that it cannot be re-inserted into a functioning computer. Sufficient force should be used directly on top of the hard drive unit to cause shock/damage to the disk surfaces. In addition, any connectors that interface into the computer must be mangled, bent, or otherwise damaged to the point that the hard drive could not be re-connected without significant rework.

4. Optical mass storage media, including compact disks (CD, CDE, CDR, CDROM), optical disks (DVD), and magneto-optic disks (MO) must be destroyed by burning, pulverizing, or grinding the information bearing surface. When material is pulverized or ground, all residue must be reduced to pieces sized 0.25 millimeter or smaller. Burning shall be performed only in a facility certified for the destruction of classified materials.

5. As a reminder, paragraph 6-701 of DoD Regulation 5200.1-R, "DoD Information Security Program," dated January 1997, directs Components to obtain guidance on appropriate methods for destroying classified electronic media and equipment from NSA. The instructions regarding destroying unclassified media provided above are largely based on NSA procedures for the sanitization or destruction of classified media.

## C2. PROPERTY ACCOUNTING

### Enclosure 1 - Adjustments and Corrections to Accountable Records

**A.** This enclosure specifies the documentation and approval levels required for adjustments and corrections to the DRMO inventory. The distinction between an adjustment and a correction is important. All supporting documentation used for approval and data entry actions must be preserved. Types of documents might include memorandums for record, witness statements, a copy of a weight ticket showing an error in computation, a copy of the DTID showing a difference in quantity, etc. An auditable trail must be maintained for each adjustment and correction regardless of documentation or approval level required. These supporting documents are source documents and must be scanned and uploaded to Web DOCS as a supplemental to the original DTID.

**B.** Corrections to the inventory are made for bona-fide paperwork/bookkeeping errors such as mistakes in data input. Examples are: Wrong NSN, DTID, Demil Code for LSN property, non-receipt of property, incorrect quantity received, wrong property received and/or unit price.

**C.** Adjustments (including downgrades) are processed for discrepancies in which there are gains or losses to quantity. Additional adjustments to the record include:

- Downgrades to and upgrades from scrap
- A & D actions
- Scrap breakdown and consolidation

**D.** DAISY outputs placards for downgrades, abandonment or destruction and DEMIL. These placards contain the required fields for data entry and may be used for documentation when all the required signature blocks are completed by the authorized personnel. These placards are the source documents and must be scanned and uploaded to Web DOCS.

**E.** Approval Levels of Authorizing Officials

1. Approval levels are based on dollar limitations for total usable acquisition dollar value of the lost or damaged items within a DTID being adjusted or the fair market value of the scrap being adjusted. There are five approval levels:

**Table 1: Approval Levels of Authorizing Officials edited May 2012**

<b>Authorizing Officials</b>	<b>Approval Levels</b>
Site Lead or Designee	Approval Level 1
Area Manager or Designee LTS Chief or Designee CDD Chief or Designee	Approval Level 2
Disposition Service Director (DSD) or Designee	Approval Level 3
Disposition Services J-3 Director or Designee Disposition Services J-4 Director or Designee	Approval Level 4
Disposition Services Director or Designee	Approval Level 5

**NOTE 1:** All approval levels are to be signed at the lowest level identified but may be approved at any level above the one shown.

**NOTE 2:** All downgrade designees must be in writing in the form of a signed Letter of Appointment. The APO/RPO cannot be a designee. The Letter of Appointment must specify what limitations, if any, that applies to each designee. Disposal Service Representative (DSR) authority is based on the Area Managers decision. Edited May 2012

1. The following table lists the approval level criteria and forms required for usable and scrap property adjustments and losses and upgrades of usable scrap.
  - a. When determining approval level for usable property, use the usable acquisition value. When determining approval level for scrap property, use the scrap fair market value.

## ADJUSTMENT AND LOSS TABLE

**Table 2: Approval Levels for Usable and Scrap Property**

Type of Property and Circumstance	Usable Acquisition Dollar Value/ Scrap Fair Market Value	Approval Level	Required Form
Paperwork/bookkeeping errors for usable and scrap property except for quantity	Any Dollar Value	1	DRMS 1983
Paperwork/bookkeeping errors for usable and scrap property affecting quantity	Any Dollar Value		DRMS 39-3
Usable and scrap quantity gains; scrap loss/gain balancing (except P24). Note: reclassification due to property left from a sale or issue is not a gain/loss	Any Dollar Value		
Upgrade of usable component from scrap	Less than or equal to \$50,000	2	DD Form 1348-1/1A
	Greater than \$50,000		
Loss of usable and scrap non-sensitive property ( <b>DEMIL Codes A and Q6 Sales Eligible</b> ) with NO evidence of fraud, theft, negligence, unauthorized use or willful misconduct. <b>NOTE: Q6 Sales Eligible coding must be confirmed and added to the 39-3 as supporting documentation.</b>	Less than or equal to \$50,000	3	DRMS 39-3
	\$50,001 – \$249,999	4	
	\$250,000 – \$500,000	\$250,000 – \$500,000	
Loss of usable controlled sensitive property	Less than or equal to \$50,000	3	DD Form 200

3. Scrap breakdown and Scrap Classification List (SCL) consolidations for any dollar value do not require approval. Process the breakdowns and SCL consolidations on a DRMS Form 1978.

4. The following table lists the approval levels and required forms for precious metals scrap adjustments and losses

### ADJUSTMENT AND LOSS TABLE

**Table 3: Approval Levels for Precious Metals Scrap Property**

Type of Property and Circumstance	Adjustment Scrap Fair Market Value	Approval Level	Required Form
Scrap Breakdown	Any Dollar Value	No Approval Required	DRMS 1978
All paperwork/bookkeeping errors, except quantity adjustment		2	DRMS 1983
Paperwork/bookkeeping errors affecting quantity			DRMS FORM 39-3U OR DRMS FORM 39-3SU or 39-3S
Loss/Gain or scrap balancing of P24			
Loss adjustment due to evaporation			
Loss of 25 percent or more of the weight on hand of P-coded SCL		3	DD 200
Loss of 10 percent or more of the weight on hand of V-coded SCL		4	
PM-Scrap loss where there IS evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct of P and V-coded SCLs	5		
	Less than or equal to \$200,000		
	Greater than \$200,000		

5. The following table lists approval levels and required forms for Downgrade to Scrap. Property may only be downgraded if it has no Reutilization, Transfer, Donation or Sales potential and has value only as scrap. Refer to Section 2, Chapter 1, Paragraph C.1.8.9, Receipt of Usable Property Eligible for Downgrade to Scrap, for additional guidance. For downgrade approvals after ESD, DRMS will use the Employee Identification Number (EIN) assigned to the individual with the appropriate approval authority on the Downgrade

Placard in lieu of a signature. If downgrading DEMIL required property to scrap, all demilitarization shall be performed before downgrade action is taken.

**ADJUSTMENT AND LOSS TABLE**

**Table 4: Approval Levels for Downgrades to Scrap Table**

<b>Type of Property and Circumstance</b>	<b>Acquisition Dollar Value</b>	<b>Approval Level</b>	<b>Required Form</b>
Upon receipt, scrap value only, property in Supply Condition Codes (SCC) F, G, or H	Less than or equal to \$50,000	1	DD Form 1348–1/1A
	Any Dollar Value	2	
As a result of reclamation	Less than or equal to \$50,000	1	Downgrade Placard or DRMS Form 222
	Any Dollar Value	2	
At ESD, Disposal Condition Code (DCC) of X	Any Dollar Value	1	
At ESD, DCC other than X	Less than or equal to \$50,000		
At ESD, Demil codes other than A, B or Q, after demilitarization has been performed	Less than or equal to \$50,000		
Six months after unsuccessful sales, any condition code	Less than or equal to \$50,000	1	
	\$50,001 - \$500,000	2	
Precious Metals (PM) bearing items, upon receipt OR at ESD, to be processed for PM recovery	Less than or equal to \$50,000	1	DD Form 1348–1/1A or Downgrade Placard or DRMS 222
	Greater than \$50,000	2	
<b>At ESD, property in SCC F, G or H</b>	<b>Less than or equal to \$50,000</b>	<b>1</b>	Downgrade Placard or DRMS 222
	<b>Greater than \$50,000</b>	<b>2</b>	

At ESD, property in SCC A - E	Less than or equal to \$50,000	1	
At ESD, property in SCC A - E	\$50,001 - \$500,000	3	
At ESD, property in SCC A – E NOTE: This level requires the Downgrade Request Checklist, see paragraph 8, this Section	Greater than \$500,000	4	

6. The following table lists the approval levels and required forms for Abandonment and Destruction (A & D) of property.

### ADJUSTMENT AND LOSS TABLE

**Table 5: Approval Levels for Abandonment and Destruction Table**

Type of Property and Circumstance	Acquisition Dollar Value/ Scrap Fair Market Value	Approval Level	Required Form
Usable/scrap property	Less than or equal to \$50,000 acquisition value (usable) or fair market value (scrap)	1	Sale placard, DD 1348–1A or A&D placard
	\$50,001–\$200,000 acquisition value (usable) or fair market value (scrap)	2	
	\$200,001 - \$500,000 acquisition value (usable) or fair market value (scrap)	3	
	Greater than \$500,000 acquisition value (usable) or fair market value (scrap)	4	

7. Downgrades to scrap requiring Approval Level 4 must be submitted using the Downgrade Request Checklist (sample below). Submit requests to the global address list e-mail: DRMS Downgrade Requests.

8. The Downgrade Checklist and directions are located on DLA’s eWorkplace in the DRMS Internal Website. Specifically, navigate to the —Receivingll page and then locate the —Property Accountingll section.

- a. To access the checklist form, click on the link titled, –Downgrade Request Checklist.
- b. To access the directions for completing the form, click on the link titled, –Downgrade Request Instructions.
- c. The Standard Operating Procedure (SOP) for downgrade requests is also available by clicking on the link titled, –Downgrade Request SOP.

9. The following documentation must be included with the Checklist:

- Complete Downgrade Request Checklist
- Scanned copy of supporting documentation
- DD Form 1348-1/1A
- DAISY Screen prints showing DTID history
- Downgrade Placard showing SCL code (or DRMS Form 222)
- Pictures of the item, special markings and/or data play
- If applicable, documentation showing poor sales history

10. The following will be required by HQ personnel.

- a. Once the Downgrade request is received and reviewed, HQ personnel will exhaust all avenues for potential sale of this item. This will be accomplished using the following steps.

1. Contact DRMO ensure they met all RTD screening cycles.
2. Contact SME's from Sales, FMS, and RTD, to ensure there are no requirements or pending requisitions of the items.

3. Once all buyer research has been exhausted then HQ personnel will prepare a staff summary sheet for the appropriate approval level recommending approval of the downgrade then route as required.

**Table 6: Downgrade Request Checklist**

<b>DOWNGRADE REQUEST CHECKLIST</b>					
Downgrade in excess of \$200,000 Requested					
<b>GENERAL INFORMATION</b>					
DRMO NAME					
RIC (SUFFIX)					
POINT OF CONTACT					
PHONE NUMBER DSN					
PHONE NUMBER COMM					
DTID					
CLEAR TEXT NSN					
NOMENCLATURE					
QUANTITY					
DEMIL CODE					
DAISY HISTORY SCREEN PRINTS		INCLUDED:			
SCANNED DOCUMENTS		INCLUDED:			
DD1348(1A) OR XR 1 SCREEN PRINT		INCLUDED:			
DOWNGRADE PLACARD (SHOWING SCL CODE		INCLUDED:			
<b>PICTURES</b>		Total number of pictures:			
ITEM (AT MINIMUM)		INCLUDED:			
SPECIAL MARKINGS		INCLUDED:			
DATA PLATE		INCLUDED:			
OTHER VIEWS		INCLUDED:			
<b>SUPPORTING DOCUMENTATION</b>					
POOR SALES					
SCREEN PRINT WHERE PROPERTY OFFERED					
EVIDENCE OF LOW OR REJECTED BID					
HISTORY - SALES PRICES					
CV REJECTED		Y or N			
NAME OF PERSON					
DATE DIDN'T WANT					
EMAIL INCLUDING: DTID, THEIR NAME AND					
DATA (ATTACH A STATEMENT FROM REP		INCLUDED: Y or N			
CODE: C (POOR SALES)		Y or N			
OR CODE: E (SMALL QTY LOW VOL.)		Y or N			
OR IN POOR CONDITION		Y or N			
NOTE 1	** COMPLETE THIS SHEET AND ADD AS AN ATTACHMENT WITH ALL REQUIRED PAPERWORK. SUBMIT TO DRMS DOWNGRADE REQUEST VIA EMAIL SUBJECT LINE TO READ: "DOWNGRADE, DTID #: _____"				

## C2. PROPERTY ACCOUNTING

### Enclosure 2 - Certificate of Transfer

\_\_\_\_\_  
DRMO Activity  
\_\_\_\_\_

#### I. Balances shown on the records of Reutilization and Marketing Office Account

\_\_\_\_\_ as of this date, \_\_\_\_\_ are  
(DRMO RIC and SUFFIX) (Date)

true and correct to the best of my knowledge and belief. The records associated with

this account have been turned over to \_\_\_\_\_  
(Name of Receiving Individual)  
(Gaining APO)

\_\_\_\_\_  
(Signature of Person Turning Over Records)

II. I certify that I have, as of today, \_\_\_\_\_, received  
(Date)

from \_\_\_\_\_, my predecessor, all records  
(Name of Person Turning Over Records)  
(Losing APO or DRMO Area Manager)

pertaining to the Reutilization and Marketing Account designated above, for which my  
said predecessor was accountable, and that I have, as of today, assumed accountability  
for the property pertaining to this account.

\_\_\_\_\_  
(Signature of Person Receiving Records)

APPROVED BY:

\_\_\_\_\_  
(Name of DRMO Area Manager)

\_\_\_\_\_  
(Signature of Area Manager and date)

## C2. PROPERTY ACCOUNTING

### Enclosure 3 - General Requirements for Preparation of DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S (Inventory Adjustment Request/Voucher)

**NOTE:** The terms DSD and DRMS, when used to describe approval levels, include those persons who have been designated in writing to perform those functions. For example, the DSD may appoint the DRMO/Area Manager as his/her designee. Accordingly, the term DSD includes the designee.

1. Inventory Adjustment/Request Voucher, DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S (U for Usable/S for Scrap), is used as the source document for all quantity adjustments to the accountable record not supported by DD Form 200 (FLIPL). It is used for approval by the DSD and DRMS.
2. DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S may be prepared by handwriting the pertinent data legibly. When one set of circumstances requires multiple adjustments, e.g., inventory losses or gains following a wall-to-wall inventory, one adjustment will be entered on DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S with the explanatory statement, and the remaining adjustments will be entered on DRMS Form 12a, General Purpose Worksheet, and attached or filed with the original 39-3U or 39-3S.
3. Part A of DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S is for adjustments to usable property records. Part B is for a receipt for the originator for adjustments to usable property records. Do not use the same form for an adjustment to usable and an adjustment to scrap.
4. Preparation of DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S.
  - a. The DRMO APO or staff member discovering the discrepancy to the accountable record will initiate the DRMS For 39-3U for usable or 39-3S for scrap. After the 39-3 is initiated the APO has no later than 3 working days to make the appropriate entry (DLU/DLS) in DAISY. The 3 days allows for the RPO to complete an initial investigation before the discrepancy is identified to the accountable record.
  - b. Once the discrepancy DLU/DLS is entered in DAISY by the APO the DRMO has 10 working days to complete the research for the discrepancy. On day 13 from the initial discrepancy date if the RPO couldn't rectify said discrepancy. The APO will consider the discrepancy as such and date the 39-3 this day as the date discovered (loss, qty discrepancy or whatever the situation). The APO will then have 3 working days to make the appropriate entry in DAISY. If loss ALU/ALS, if gain AGU/AGS, etc; XAL, XAG. The Completed form will be submitted to the DRMO Area Manager.
  - c. If the discrepancy meets the criteria identified in Table 2 and Table 3 in Section 4, Supplement 2, enclosure 1, for the DD Form 200 (FLIPL), the APO has 5 days from the date of discovery to implement the formal investigation by using the Automated FLIPL Program.

Figure 1: DRMS Form 39-3U for Useable Property

<u>Reset Form</u>	<u>Print form</u>	<u>Submit by Email</u>
<b>INVENTORY ADJUSTMENT REQUEST/VOUCHER</b> <i>(Prescribing Authority: DRMS-14160.14 Section 4 Supplement 2)</i>		
IAKT A - LSABLE		
1. PROP LOC RIC      ADJ CODE (G or LI)      DISCOVERY DATE      ADJ QTY  DTID  NSN	APPROVING OFFICIAL FOR LOSSES ENTER: TYPE    LOSS    LOSS    RESOLUTION PR>    II    SON    TO    OFACE CODE tUUlo    CODE    NECECT  <div style="font-size: 2em; color: red; text-align: center;">D D D D</div>	
2. NOUN	3. EXTENDED \$ VALUE OF QUANTITY ADJUSTMENT	4. APPROVAL REUUREMENTSIREOLUTION OFFICE CODE <div style="font-size: 1.5em; color: red; text-align: center;">D</div> DRMO or Dgsigngg Approval :O <div style="font-size: 1.5em; color: red; text-align: center;">D</div> DRMS-DSD or Degignee Approval :O
5. CIRCUMSTANCES FOR ADJUSTMENT (includ"Point-in-Proc& and If applicabl., FLIPL Number)		
6. ORIGINATED BY (Signature & Date)	(This portion completed only when approval of adjustments is required)	
7. REVIEWED BY (Signature & Date)	8. DRMO/DESIGNEE APPROVAL (Signature & Date)	9. DSD/DESIGNEE APPROVAL (Signature & Date)
<i>PART 8 - USABLE (Return copy to originator ones complutud)</i>		
1. FOR DTID	<div style="font-size: 1.5em; color: red; text-align: center;">D</div> CORRECTION COMPLETED	<div style="font-size: 1.5em; color: red; text-align: center;">D</div> Correction could not be accomplished (gee reason(s) below)
2. REASON CORRECTION COULD NOT BE ACCOMPLISHED		
3. APO (Signature & Date)	4. APPRDVER (Signature & Date) U JPJquired	

DRMS FORM 39-3U.MARCH 2009 IEFI

## Instructions for Form 39-3U (Usable)

### **Part A - Usable Property**

Block 1 - Enter property location RIC, adjustment code, discovery date, adjustment quantity, DTID number and NSN.

Grayed area is to be completed by approver. For resolution office code: DSD approvals enter O; J 3/4 approvals enter R; for DRMS Director approvals enter S.

Block 2 - Enter noun.

Block 3 - Enter extended dollar value of quantity adjustment.

Block 4 - Check appropriate approval level according to Table 1, this chapter.

Block 5 - Enter circumstances of adjustment.

Block 6 - Sign and date (individual discovering discrepancy or RPO).

Block 7 - APO sign and date (individual reviewing the document).

Blocks 8-9 - Approver complete appropriate block (Level 1, 2 or 3 = Block 8; Level 4 = Block 9)

### **Part B- Usable**

Block 1 - Check appropriate box.

Block 2 - Reason correction could not be accomplished.

Block 3 - APO sign and date.

Block 4 - Approver, Area Manager or DSD, if required.



## Instructions for Form 39-3S (Scrap)

### **Part A - Scrap Property**

Block 1 - Enter property location RIC, adjustment code, discovery date, adjusted quantity (weight difference), the SCL/SCT being adjusted and nomenclature.

Grayed area is to be completed by approver. For resolution office code: DSD approvals enter O; for J 3/4 approvals enter R; for DRMS approvals enter S.

Block 2 - Circumstances for adjustment.

Block 3 – Loss computation. Check Table 2, this chapter to ensure that a DRMS Form 39-3U or DRMS Form 39-3SU or 39-3S is appropriate for the dollar value.

Block 4 - Check appropriate approval level according to Table 1, this chapter.

Block 5 - Sign and date (individual discovering discrepancy or RPO).

Block 6 - Reviewed by APO, sign and date.

Block 7 - DRMO/Designee approval, sign and date.

Block 8 - DSD/Designee approval, sign and date.

### **Part B Scrap**

Block 1 - Check appropriate box.

Block 2 - Reason correction could not be accomplished.

Block 3 - APO sign and date.

Block 4 - Approver, Area Manager or DSD, if required.

## **C2. PROPERTY ACCOUNTING**

### **Enclosure 4 - General Requirement for Preparation of DD Form 200 in the FLIPL Automated Program**

When property is missing, the losing DRMO will initiate Financial Liability Investigation of Property Loss (FLIPL) DD Form 200, in the FLIPL Automated Program, or FAP, within 5 working days of the date of discovery of the discrepancy. All documentation must be included in the review notes of the form in the FAP.

Blocks that do not apply will be annotated "N/A."

For blocks where information exceeds the space allotted, (Some blocks have limited character fields) type —see review notell within the body of the block. Add remaining information in a –reviewll note and annotate back to which block it is associated with.

For additional information on the FAP, see [Receiving Home Page](#), scroll down to Property Accounting and select the desired FAP information.

Figure 3: Timeline for Processing FLIPL's

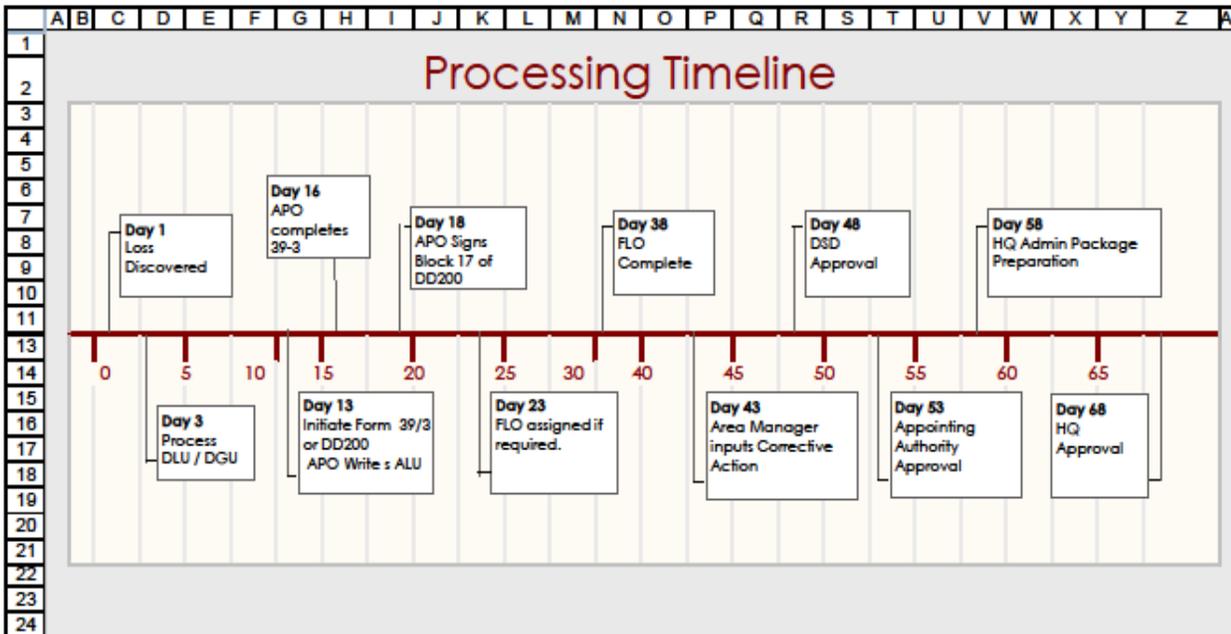


Figure 4: FLIPL Checklist to assist in research of property before initiating DD Form 200.

<b>FLIPL CHECKLIST</b>					Suspense:
<b>APO must initiate FLIPL in 5 Days - finalize input in 30 Days w/Area Mgr approval</b>				<b>Checklist due to APO in 15 Days</b>	
DTID	FLIPL NO.	DATE INITIATED	INITIATED BY	ITEM FOUND	FLIPL CANCELLED
<b>Process where loss was discovered</b>	<b>DEMIL CODE</b>	<b>TOTAL ACQ VALUE</b>			
<b>APO RESEARCH</b>					
		RESULTS	DATE	DONE BY	ROUTED/TASKED TO & SUSPENSE DATE
<b>DAISY &amp; WEBDOCS</b>	QTY REC'D				
<i>Attach copies of all documents in WEBDOCS</i>	QTY INPUT				
<i>Any annotated changes on DTID?</i>	QTY ON HAND				
<b>REVIEW TRANSACTIONS</b>	REUT TTC'S?				
<i>1) Attach screen print of DAISY transactions from history.</i>	LOCATION CHANGES?				
	SALES TTC'S				
	FREEZES?				
	DENIALS?				
	DEMIL CODE CHANGES?				
	DOWNGRADE REFERRAL?				
DTID RESTART?					
<b>SEARCH OF STORAGE LOCATIONS</b>	DAISY LOCATION				
	PREVIOUS LOCATIONS FROM DAISY				
	ABOVE & BELOW				
	ADJACENT LOCATIONS				

	ACROSS AISLE				
	OTHER AISLES				
<b>RESEARCH OTHER ITEMS IN SAME ORIGINAL LOCATION</b>	ISSUES TO ?				
<i>1) Pull DTID record history info by location of FLIPL DTID</i>	CV D.O.?				
	DOWNGRADE REFERRAL?				
	DEMAN SHIPMENT				
	DEMIL SHIPMENT				
<b>RESEARCH NSN/LSN</b>	ANY FOP?				
	DUP DTID?				
	SIMILAR DTID?				
<b>CHECK CDC, LTS, CPC ACCOUNTS</b>	FOP?				
	CHECK GNTR HIST FOR CDC				
<b>FIRST REVIEW BY APO</b>					
<b>COMMENTS</b>					
<b>RESONSIBLE PROP OFFICER (RPO) AND PROPERTY MANAGEMENT</b>					
		<b>RESULTS</b>	<b>DATE</b>	<b>DONE BY</b>	<b>ROUTED/TASKED TO &amp; SUSPENSE DATE</b>
<i>1) Check with Receiver for Info 2) Add Receiver's Statement</i>	Receiver's Name				
	Recall the Item?				
	Check Trouble Area				
	Check other locations				
	R/T/D Staging Area				
	Contact CDC				
	Contact Deman				
	Contact CPC				
A&D or D/G?					
<i>Additional Comments by Prop Mgmt Supervisor</i>	Route thru PMB Supervisor				
<b>REUTILIZATION</b>					
		<b>RESULTS</b>	<b>DATE</b>	<b>DONE BY</b>	<b>ROUTED/TASKED TO &amp; SUSPENSE DATE</b>

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Section 4 - Supplements  
Supplement 2 - General Processing

	Item screened or frozen?				
1) Check other RTD Actions (insert more rows if needed)	Enter Reqn No.	Qty issued	Date Shipped		
2) Check with Customers to see if they received the correct Qty (insert more rows if needed)	Enter Customer	Customer POC	Response		
Check Denials					
Check Walk-in Issues					
<b>SALES - COMMERCIAL VENTURE</b>					
	<b>RESULTS</b>	<b>DATE</b>	<b>DONE BY</b>	<b>ROUTED/TASKED TO &amp; SUSPENSE DATE</b>	
Was D/G or A&D recommended?					
Was a referral for D/G or A/D done?					
If yes, contact PMB to see if action was taken					
Was item on a CV DO?					
Was item deleted from CV DO?					
Was item referred to CPC for clearance?					
Check CV staging area for item					
<b>SHIPMENTS TO CDC, CPC, DEMAN, OR LTS</b>					
	<b>RESULTS</b>	<b>DATE</b>	<b>DONE BY</b>	<b>ROUTED/TASKED TO &amp; SUSPENSE DATE</b>	
Check shipment documentation	2-Man Rule Used?				
	Correct Qty?				
	How was it packed?				
	Type of Truck				
	Trailer sealed or tarped?				

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Section 4 - Supplements  
Supplement 2 - General Processing

<i>Was the checklist followed? If not provide details.</i>	Provide details of any deviation.				
<b>Additional Comments by Disposal Ops Supv</b>	Route thru Supv				
<b>FINAL REVIEW OF APO</b>					
	<b>RESULTS</b>	<b>DATE</b>	<b>DONE BY</b>	<b>ROUTED/TASKED TO &amp; SUSPENSE DATE</b>	
Item not found, but most likely disposed by ?					
<b>FLIPL INPUT COMPLETED</b>	<b>Approval Level?</b>				
<b>RECOMMENDED CORRECTIVE ACTIONS</b>					
	<b>RESULTS</b>	<b>DATE</b>	<b>DONE BY</b>	<b>ROUTED/TASKED TO &amp; SUSPENSE DATE</b>	
<i>Add Input from PMB Supv</i>					
<i>Add Input from RPO (if other than PMB Supv)</i>					
<i>Add Input from Disp Ops Supv</i>					
<b>AREA MGR COMMENTS: All info in this file is complete. Area Mgr concurs with research and conclusions.</b>	Convert this to an Adobe PDF file and digitally sign in Blue block to right.				
<i>Add corrective actions on separate document.</i>					
<i>FLIPL Input completed</i>					
<b>FILE THE ADOBE PDF COPY OF THIS CHECKLIST (SIGNED BY THE AREA MGR) IN THE FLIPL PROGRAM BEFORE THE DSD REVIEWS</b>	<i>IF THE ITEM IS FOUND AT ANY POINT IN THIS PROCESS, NOTIFY THE APO IMMEDIATELY OF THE ACTION TAKEN</i>		<i>See Instructions Tab below for information on filing this document and attachments.</i>		

## C2. PROPERTY ACCOUNTING

Figure 5: Instructions for FLIPL Checklist

### INSTRUCTIONS FOR USING FLIPL CHECKLIST

1. This form will be used when it is determined that an inventory line item or partial quantity of the line item cannot be located, and a FLIPL may be needed if the disposition cannot be determined. The form will be monitored by the APO, and will be filed on the DRMO's shared drive so that all POC's will be able to make their input.
2. Each POC will input their information on the form and save it to the shared drive. To pass it from one employee to the next, an e-mail notification to the next POC will be sent with a copy to the APO and the next POC's supervisor. If an out of office reply is received, forward the e-mail to the next POC's alternate or the supervisor. It is recommended that you use the -Send to Routing Recipientll option under the File menu above.
3. If the item is found and transactions are input to update the record, return the form to the APO with annotations of what was done. If a FLIPL has been established, the APO will contact DRMS to cancel the FLIPL number. This will close out the process.
4. If assistance is needed in methods to perform the research, contact your Operations Monitor.

5. Timeline:

Days 1-13: APO completes the initial research through -First Review by APOll, and initiates the FLIPL in the DRMS FLIPL Program.

Days 13-23: The rest of the DRMO Staff completes the other portions of the research.

Days 23-43: The Area Manager completes his/her review and corrective actions, the APO loads all of the information from the file into the FLIPL Program, and the Area Manager signs off in the FLIPL Program.

Throughout the process, the APO will report the progress at the DRMO staff meeting or Keep Well Meeting, and keep his/her supervisor informed of any delays.

6. Remember that this form will be included in the FLIPL, and will be reviewed by the DSD, as well as Financial Liability Officer, and HQ DRMS if the approval level is above the DSD. Your attention to detail and thoroughness are essential to the process.
7. Filing the Checklist and Attachments: Establish a FLIPL folder on your local shared drive. For each DTID, make a sub-folder and name it with the DTID and date established, for example: N0010290120001 04-05-09. (Format is: DTID, space, MM-DD-YY.) Name the checklist with the DTID and date started. For copies of the DTID, and other documents that are to be attached, file a copy in the DTID's folder. If the APO goes forward with a FLIPL, all the documents will be available and ready in the folder. When the FLIPL is complete at the DRMO level, rename the file folder by adding -COMPLETEll after the date in the file name. This way you will be able to review the FLIPL file folder and see any folders that are over 30 days old and not complete.

For a FLIPL with multiple DTIDS: Name the folder -MULTI MM-DD-YYll, using the date the process started on the group of DTIDS. Subfolders for each DTID on the FLIPL should be established to file a checklist for each DTID, and the supporting documents.

8. POC for this checklist process is Becky Leaf, DSN 942-3759, ext 29; 904-542-3759.

### Enclosure 5 - Preparation of DLA Form 1151

A. DLA Form 1151, Control Register for DD Forms 200. The DRMO will maintain this form or a data base equivalent with all the required report elements. The DRMO will maintain a separate form or a database equivalent, to record DRMS Forms 39-3 sent to DRMS for approval.

B. Instructions for preparing DLA Form 1151 are keyed to form blocks as follows:

1. **Name of Responsible Activity:** Enter DRMS or the DRMO.
  2. **Control Number:** The FAP will assign a control number to each DD Form 200.
  3. **Name of Responsible Property Officer:** Enter the name of the RPO of the DRMO sustaining the loss, damage or destruction.
  4. **Discovery Date of LDD (Loss, Damage or Destruction):** Enter the date on which the loss, damage or destruction was discovered (from DD Form 200).
  5. **Date Financial Liability Officer (FLO) Appointed:** Enter the date on which the FLO was appointed to conduct further research; or enter **N/A**, if no FLO was appointed.
- NOTE:** Enter information relating to the FLO in the space(s) identified for the Financial Liability Officer.
6. **Date Appointing Officer Receives Report:** Enter the date (mm/dd/yy) on which the DD Form 200 is submitted for review.
  7. **Date of Final Approval:** Enter the date (mm/dd/yy) when the report received final approval.
  8. **Name of Financial Liability Officer (FLO):** Enter the name of the individual, if an FLO was appointed. If no FLO was appointed, enter **NA**.
  9. **Property Description:** Enter a brief, but accurate description of the property lost, damaged or destroyed.
  10. **Type of Property Involved:** From the following codes, assign the one closest to describing the type of property involved:
    - a. Drug items that are controlled substances requiring at least limited access for security, but requiring less security than vault storage, such as stimulant and depressant drugs, narcotics paraphernalia and tobacco.
    - b. Firearms, ammunition and explosives.

c. Pilferable items, other than sensitive and drug items, having a ready resale value, a history of unexplained losses or known theft, or having application for civilian or personal use that makes them attractive items for theft.

d. Sensitive items including controlled substances requiring vault storage such as opium, morphine, codeine, methadone and methamphetamines. This category also includes precious metals, alcohol and alcoholic beverages.

e. Other

11. **Reason for LDD:** From among the following codes, assign the one that comes closest to describing the reason for the loss, damage or destruction:

a. An accident resulting from carelessness or ignorance.

b. Condition change of property including deterioration, shrinkage and contamination.

c. Fire or smoke damage.

d. Natural disaster.

e. Theft by a U.S. Government employee.

f. Theft by other than a U.S. Government employee.

g. Vandalism (willful or malicious destruction of property).

h. *Other*.

i. *Unknown*.

j. P24/H24 Breakdown.

k. Data entry error.

12. **Recorded Value of LDD:** Enter the value at which the lost, damaged or destroyed property was listed in the accountable officer's records. Use fair market value for scrap.

13. **Pecuniary Liability Assessed:** If pecuniary liability was assessed, state the amount. If no pecuniary liability was assessed, enter **0**.

14. **Remarks:** Enter the name of DRMO where the loss, damage or destruction occurred.

C. REPORT: DRMS prepares and elevates an annual report to DLA. Report control symbol DRMS-O-89-2 (Q) is assigned.

## C2. PROPERTY ACCOUNTING

### Enclosure 6 - General Duties of the Accountable Property Officer (APO)

**NOTE:** This enclosure contains seven attachments that identify specific duties of the APO.

1. The APO and APO alternate(s) will be required to complete the Property Accounting Basic Course prior to appointment.
2. The accountable property officer (APO) is responsible for overseeing the account and correcting any errors in the DRMO inventory. Following is a description of the APO's responsibilities:

The APO is responsible for monitoring the account of excess, surplus and foreign excess personal property, including scrap, to ensure that irregularities and discrepancies are reported to the Area Manager and corrected, and to ensure that all adjustments to the account are made. The APO will ensure that accountable document files are properly maintained.

3. Normally, only the primary APO may input a gain or loss transaction. After the DRMO/Area Manager has approved adjustments at the DRMO level, the APO or the DRMO/Area Manager will input the approval transaction. The DRMO/Area Manager may authorize the alternate APO(s), in writing, to input these transactions.
4. When a loss to the inventory must be elevated for approval by an authority higher than the DRMO/Area Manager, the documentation must be approved at that next level.
5. Only the APO/alternate APO may make changes to the accountable record elements and may accomplish DTID restarts, which result from other than issues of property during the accumulation cycle. DRMOs will document corrections to the accountable record on DRMS Form 1983.
6. To guard against irregularities and discrepancies to the account, the APO/alternate APO(s) shall review daily transactions.
  - a. The daily review should consist of comparing the source document total with transaction (TTC's) that posted the preceding day. TTC reports are no longer available in Daisy, they can be found in the 'Formatted Reports' in MIDAS. Discrepancies shall be brought to the DRMO/Area Manager's attention by the APO/alternate APO.
  - b. The APO/alternate APO will review all placards, certificates, and adjustment vouchers for correct authorizations and certification.
  - c. The APO/alternate APO will review the DD 1143 Report of Excess/Surplus Material within 3 workdays after the first of the month. The APO/Alternate APO will advise the

DRMO/Area Manager of any errors found, and will include recommendations to take corrective action.

7. The APO/alternate APO will print and distribute all reports for the DRMO. Example; MILSTRIP, all Placards, SLH over 30 days, etc.
8. If required, the APO/RPO/Alternates are authorized to complete receiving responsibilities.

## **Enclosure 6 - General Duties of the Accountable Property Officer (APO)**

### **Attachment 1 - Maintaining/Verifying Receipt Documents**

1. Accountable Property Officer: Receive completed, original DTID and accompanying certificates, or DRMS Form 18, Scrap Tally-In, as appropriate, from the Receiving Section/Scrap Section.
2. Using the Daily TTC Report found in the 'Formatted Reports' from MIDAS, compare the quantity of documents/transactions in hand, by TTC, with the quantity displayed, as processed the preceding workday.
  - a. TTC, with the quantity displayed, as processed the preceding workday.
  - b. If the comparison is made and the quantity is the same, file the documents in the source document file. If the workload does not provide resources for a comparison, document image (Web DOCS) according to Section 1, Chapter 1, C1.11., Records Maintenance. .
  - c. If the comparison is made and the quantity is different, prepare an MFR documenting the differences and provide the date of the transaction(s). File the MFR in a file entitled "Quantity Differences - TTC vs. Documents" and provide a copy to the DRMO Chief.
  - d. When there is a quantity discrepancy from property processed through RCP, make sure an SDR has been processed and if not refer to the RCP SDR process and input an SDR accordingly.
3. The main use of the TTC Report is to verify that the DRMO batch(es) completed processing.
4. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11., Records Maintenance.

## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6 - General Duties of the Accountable Property Officer (APO)**

#### **Attachment 2 - Maintaining/Verifying Downgrade to Scrap Documents after ESD (Property Not Requiring DEMIL)**

1. APO: Receive source documents (DAISY Downgrade Placard, DRMS Form 222, DAISY Sales Placard, or Downgrade to Scrap Request after ESD and DRMS Form 73, Withdrawal of Property Reported for Sales Prior to Award and Property Status), as applicable from Marketing Section as follows:
2. Receive the DAISY Downgrade Placard and, if applicable, a DRMS Form 73 indicating that the National Sales Office has recommended downgrade action. Placards or DRMS Form 222 must be signed by the DRMO/Area Manager or DRMO designee, as appropriate.
3. Compare the quantity of placards in hand with the quantity displayed on the daily TTC Report (TTC DWN) found in the '\_Formatted Reports' from MIDAS, as processed the preceding day.
  - a. Report (TTC DWN) as processed the preceding day.
  - b. If the quantities are the same, file the placards in the source document file.
  - c. If the quantities are different, prepare a discrepancy report as appropriate see Attachment 1 of this section for the appropriate forms and approval levels.
4. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11., Records Maintenance.

## C2. PROPERTY ACCOUNTING

### Enclosure 6 - General Duties of the Accountable Property Officer (APO)

#### Attachment 3 - Maintaining/Verifying Downgrade to Scrap Documents after ESD (After DEMIL is Performed)

1. APO: Receive completed DEMIL certificate from the DEMIL coordinator.
2. Verify that the DEMIL certificate is signed and dated.
3. Compare the quantity of documents in hand with the quantity of DEMIL transactions (TTC DML) shown processed on the daily TTC Report found in the '\_Formatted Reports' from MIDAS, for the preceding day.
  - a. If the quantity is the same, file the documents in the source document file.
  - b. If the quantity is different, prepare a discrepancy report as appropriate, see Attachment 1 of this section, for the appropriate forms and approval levels.
  - c. When there is a quantity discrepancy from property processed through RCP, make sure an SDR has been processed and if not refer to the RCP SDR process and input an SDR accordingly.
4. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11., Records Maintenance.

## C2. PROPERTY ACCOUNTING

### Enclosure 6 - General Duties of the Accountable Property Officer (APO)

#### Attachment 4 - Maintaining/Verifying Abandonment/Destruction Documents (Other than Ultimate Disposal)

1. APO: Receive one of the following documents as shown below indicating abandonment or destruction of property in the accountable record:

**See DOD 4160.21-M, Chapter 8.**

- a. DAISY Abandonment/Destruction Certificate.
- b. DD Form 1348 series document or sale placard with appropriate approval level. See Section 4, Supplement 2, Property Accounting Enclosure 1 for approval levels.
- c. DD Form 1155.

**NOTE:** GSA has granted a waiver to the requirement for public notification.

2. Verify that each abandoned or destroyed line item:
  - a. Is identified by DTID number, NSN (if applicable), description, quantity, condition code, unit and total cost, and, if warranted, its location.
  - b. Is demilitarized, if required to include the DEMIL certificate.
  - c. Has one of the following on, or attached to, the abandonment/destruction document:
    - (1) A written finding:
      - (a) That the property has no commercial value, or
      - (b) Applying the economy formula to show that the cost of continued care, handling and preparation for sale would exceed its estimated sales proceeds.
    - (2) Signature of the DRMO designee, DRMO/Area Manager, or DRMS-O designee, as appropriate (see Table 5) affirming review and recommending a method of disposal.
      - (a) Include on or with the document, a signed and witnessed certificate of abandonment/destruction.
3. If any of the information/findings/certificates/signatures above are not on the document, return the document to the originator for completion.
4. Compare the quantity of lines in hand with the quantity displayed by TTC (LNF, LNS) on the Daily TTC Report found in the Formatted Reports from MIDAS for the proceeding day.
5. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11, Records Maintenance.

## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6 - General Duties of the Accountable Property Officer (APO)**

#### **Attachment 5 - Maintaining/Verifying R/T/D Documents**

1. APO: Receive release document (DD Form 1348-1 series document, SF 122, SF 123 or other valid release document) from responsible section.
2. Compare the quantity of documents in hand by TTC with the quantity displayed on the Daily TTC Report found in the '\_Formatted Reports' from MIDAS for transactions the preceding day.
  - a. If the quantity is the same, file the documents in the source document file.
  - b. If the quantity is different, return documents to the responsible section for research and corrective action.
3. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11, Records Maintenance.

## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6 - General Duties of the Accountable Property Officer (APO)**

#### **Attachment 6 - Upgrades From Scrap**

1. APO/Alternate APO: Receive upgraded DTID, Daisy screen print, or DD Form 1348 series document from originating personnel.
2. Perform the same verification required for other receipt documents (see Enclosure 2, this Attachment), except no copy of the DD Form 1348 series document will be returned to the generator.
  - a. Verify completeness and accuracy of DRMS Form 1348.
  - b. Input adjustment to DAISY
3. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11, Records Maintenance.

## C2. PROPERTY ACCOUNTING

### Enclosure 6 - General Duties of the Accountable Property Officer (APO)

#### Attachment 7 - Filing of Source Documents

**NARRATIVE:** This procedure identifies the source documents for which the Accountable Property Officer (APO) is responsible for maintaining, according to existing guidelines, and where they will/may be filed. Source documents, include but are not limited to inventory adjustments, inventory corrections, downgrades to scrap, A/D, inert certificates and DEMIL certificates. Verify document image (Web DOCS) according to Section 1, Chapter 1, C1.11, Records Maintenance.

1. The following documents will be loaded into Web DOCS:

- Receipt Documents
- Downgrade to Scrap Documentation
- Abandonment/Destruction Certificates and Documents
- Receipt Refusals/Return to Generator (917)
- Supply Discrepancy Reports (SDRs)
- Issue/Transfer/Donation Documents
- Inventory Adjustments Request/Vouchers
- Inventory Corrections
- DEMIL Code Change Notices
- Inert Certificates
- Demilitarization documents & Certificates

Note: Demilitarization documents & Certificates file in Web DOCS & Hard copy file in accordance with DLA Record Schedule.

2. The following documents will be filed in accordance with DLA Record Schedule in the DRMO centralized documentation section:

- Demilitarization documents & Certificates
- Scrap Breakdowns
- Scrap Reconciliations
- Small Arms Reports
- Resolution I Listing
- TTC Report
- 1143 Report
- Resolution B Listing signed by Area Manager and Chiefs of Centralized DEMIL Centers, Controlled Property Centers, and Contingency DRMOs

3. At the option of the DRMO/Area Manager, the following documents may be stored either in the DRMO centralized documentation section in accordance with DLA Record Schedule or in the appropriate functional areas in accordance with DLA Record Schedule.

Sales Documents (Include weight tickets)  
Release Documents of Hazardous Property for Ultimate Disposal

4. Other accountable records, which will be maintained in the centralized documentation section, are as follows:

Resolution B Listing signed by Area Manager and Chiefs of Centralized Demil Centers, Controlled Property Centers, and Contingency DRMOs  
Resolution I Listing  
TTC Report  
1143 Report

## C2. PROPERTY ACCOUNTING

### Enclosure 7 - DRMS Reimbursement Tracking System

This program is designed to help track the quantity of material each DOD generator contributes to a sale item by DODAAC. By recording the contribution each generator makes, the system will have a record of the amount each generator *or general fund* should receive at the time the payment is made and the property removed by the purchaser. The procedure for using this system is provided below.

**NOTE:** This tracking program is also used to track turn-ins by Federal Civil Agencies (FCAs) in order for DRMS to bill them for services provided. For turn-ins by FCAs, instead of entering a DODAAC, enter the AAC (an activity address code for FCAs). The mailing address entry will be used to send the billing notice to the FCA for the service(s) provided by the DRMO. For information on billing procedures call (DSN) 661-5638 or (DSN) 661-5818.

**A. UPDATE GENERATOR REIMBURSEMENT FILE.** The first step in using the system is to enter generator reimbursement information into DAISY. This is a DRMO Marketing responsibility. To enter this information, go to the Marketing menu and select the "*Reimbursement Process*" (Option 8). Within that process, select "*Update Generator Reimbursement File*" (Option 1). The primary actions involved are establishing, changing and deleting Fund Cite and Check Mailing Address information for DODAACs/AACS.

**NOTE:** The system will not process a receipt transaction for property that is reimbursable until a Reimbursement File has been established for the DODAAC/(AAC) of the generator turning the property in to the DRMO.

1. ADD DODAAC FUND CITE INFORMATION. Procedures to do this are provided below.
  - a. Add fund cite information for a new generator DODAAC/AAC.

**NOTE:** DODAAC/AAC must be valid in DAAS (Defense Automatic Addressing System).

- (1) Sign on "*Update Generator Reimbursement File*" process.
- (2) Enter Local Sale Special Funding Code. (For overseas local sales only)
- (3) Enter the DODAAC/AAC and press <Enter>. If the DODAAC/AAC is not valid in DAAS, a message will appear on the bottom of the screen: INVALID DODAAC. TRY AGAIN WITH VALID DODAAC OR REJECT BACK TO GENERATOR.
- (4) Enter valid DODAAC/AAC and Reimbursement Code.
- (5) Enter percent of reimbursement. (Normally 100%)
- (6) Enter Direct Deposit Indicator (This essentially asks the question of whether the generator is serviced by DFAS, who directly deposits funds into the generator's account. The default is -NII, but if serviced by DFAS, type in -YII.) Examples of property/generators that are direct deposit are Commissary Equipment - reimbursement code -CII and QRPs - reimbursement code -RII. If -YII is entered, a pop-up screen will appear with valid fund cites for the generators. Even if the TID has numerous letters/numbers

in it, the fund cites shown are all that DRMS Finance needs to send to DFAS to obtain reimbursement.)

(7) Enter the Fund Cite. (For FCAs, the Reimbursement Code is **S** and the Fund Cite is 97R2651.)

**NOTE:** For reimbursable material, the fund cite should be on the Turn In Document. If the generator has a Direct Deposit Indicator of -Nil, press <F2> to go to the second screen to add the Check Mailing Address information (see 2 below).

(8) Press <F9> to save the data in the automated system.

b. Update fund cite information already in the automated system.

(1) Press <F13> and enter the DODAAC/AAC whose reimbursement information to update.

(2) Press <F3> to collect the information in the automated system. The number of records found will be displayed at the top of the screen (e.g., 1 of 6).

(3) Press <F3> or <F4> to view the records collected.

(4) When the record to update is found, enter the required *changes*.

(5) Press <F9> to enter updated information in the automated system.

c. Delete A DODAAC/AAC.

(1) Press <F13>, enter the DODAAC/AAC number for the search and press <F3> to find individual records for that DODAAC/AAC.

(2) Records can be viewed by pressing <F3> or <F4>.

(3) When the record to be deleted is found, press <F18>. The record will be removed from the automated system *if there are no DTIDs related to that combination of local DODAAC/AAC, Reimbursement Code and Fund Cite information.*

2. ADD CHECK MAILING ADDRESS INFORMATION. To add check mailing address information, first sign on the "Update Generator Reimbursement File" process and press <F2> to bring up the Check Mailing Address information screen. Procedures for adding various types of information are provided below.

a. *Add A New DODAAC/AAC And Check Mailing Address Information.*

**NOTE: Only valid DODAACs in the DODAAF will be entered. No shop codes will be used.**

(1) Enter same information as was entered on the first screen.

(2) Enter a Fund Account Code if applicable. Press <Enter> after entering the Fund Account Code or press <Enter> to pass that field. The cursor will then stop on the Check Mailing Address field.

(3) Enter the Check Mailing Address information. Up to four (4) lines of Check Mailing Address information may be entered; however, the fourth (4th) line must be used to enter the city, state and ZIP Code.

(4) Press <F9> to update the added information in the automated system.

b. *Update Previously Entered Check Mailing Address Information.*

(1) Press <F13> and enter the DODAAC/AAC.

(2) Press <F3>. This will initiate collection of all mailing address information for that DODAAC/AAC in the automated system. The number of records found (e.g., 1 of 4) will be displayed at the top of the screen. Individual records can be viewed by pressing <F3> or <F4>.

(3) Find the record to change and enter the required address change.

(4) Press <F9> to enter the updated data in the automated system.

c. *Add Check Mailing Address To An Existing DODAAC/AAC.*

(1) Enter the Fund Account Code or press <Enter> to pass the Fund Account Code field to reach the Check Mailing Address field. Up to four (4) lines of data can be added. However, the fourth (4th) line of data must contain the city, state and ZIP Code. The first five (5) positions of the ZIP Code are mandatory. The last four (4) positions are optional.

(2) Press <F9> to add new data to the automated system.

d. *Delete A DODAAC/AAC and the Check Mailing Address Information.*

(1) Press <F13>, enter the desired DODAAC/AAC.

(2) Press <F3>. This will initiate collection of existing Check Mailing Address records for that DODAAC/AAC. Individual records can be viewed by pressing <F3> or <F4>. Stop when the desired record is located.

(3) Press <F18>. The system will remove the record from the Generators Reimbursement File only if there are no DTIDs related to that combination of local DODAAC/AAC, Reimbursement Code and Check Mailing Address information.

**NOTE:** The system will display one of two messages: **"DELETE SUCCESSFUL; PRESS <ENTER>"** or **"OTHER RECORDS ARE RELATED ON udwrtdid; CANNOT DELETE; PRESS <ENTER>"**

3. Finding DTIDs Which Require Reimbursement Information Update. The above processes will not change the reimbursement data stored on the DTID Table. When the reimbursement information for a DODAAC/AAC is changed, all DTIDs which contain that information must be located to those records may be updated through the Basic Accountable Record Adjustment process.

a. *Locating The DTID Table.* Take these steps:

- (1) Access "DRMO DAISY Menu" and select the "Inquiries Menu".
- (2) On the "Inquiries Menu, select "View DRMO Tables".
- (3) On the "View DRMO Tables Menu", select "View *DRMO* DTID Table".

b. *View DTID table actions:* When the "View *DRMO* DTID Table" is found, take these actions:

- (1) Enter the DODAAC/AAC number for the search followed by a percent sign (%) in the "DTID NO:" field.
- (2) Enter the Scrap ID in the "scrap\_id" field, as applicable.
- (3) Enter a Record Status Code "Z" in the "rcd\_stat\_cd:" field.
- (4) Press <F3> to find. The number of records found will be displayed at the top of the screen (e.g., 1 of 16). The individual records can be viewed by pressing <F4>.

**B. Receiver Entry Of Reimbursable Receipts Into The Automated System.** Once marketing has entered the required generator reimbursement data into the automated system, warehouse personnel can process reimbursable receipts into the automated system. These receipts are the same as other receipts except that "1" must be entered in the Reimbursement field instead of leaving the field blank for non-reimbursable property. Entering "1" will cause a "Local DODAAC/(AAC) Fund Citation" pop-up screen with associated reimbursement code to appear after normal receipt information has been entered and <F9> is pressed. A reimbursable receipt cannot be entered if the required reimbursement data is not present. The following steps show how to relate reimbursement data to a receipt.

1. Finding Fund Cite/Check Mailing Address Information. When the "Local DODAAC/(AAC) Fund Citation" screen appears, place the cursor on the field to be viewed (either the fund cite or the check mailing address). Press (Return) to move between these two (2) fields. To view the records in the selected field, press <F20> and the system will find all fund cite or check mailing address information which is in the automated system. (If there is more than one record, be sure to select the fund cite that is on the DTID, or at least the first 7 characters on the DTID.)
2. No Records Found. If no records are found for the DODAAC/AAC, press <Ctrl> <C> to abort the receipt. Notify marketing personnel to have the required reimbursement data input. Upon completion of this task, the receipt may be processed.
3. Viewing Reimbursement Information. Press <F3> or <F4> to view this information. When the desired record is found, check all information in the record to ensure it is correct.
4. Error/Information Not Available. If an error is detected or the required information isn't available, press <Ctrl> <C> to terminate processing the reimbursable receipt. Contact marketing personnel so the required information can be corrected/added to the automated system.
5. Record Update. When the desired information is located and determined to be correct, press <F9> to add the transaction as a reimbursable receipt.

- C. Generator Reimbursement File Inquiry.** To view the Local DODAAC/AAC Reimbursement data which has been entered into the automated system, press <F13> and enter a DODAAC/AAC, a partial DODAAC/AAC with a percent sign (%) or leave the field blank. Next, enter a Reimbursement Code or leave the field blank and enter a Fund Cite, partial Fund Cite or continue to leave the field blank. When a report is sent to Access Reports, a report sequence number will be displayed on the bottom of the screen.
1. Pull All Reimbursement Records. Leaving all fields blank will cause all generator reimbursement records in the automated system to be pulled.
  2. Specific Reimbursement Request. Entering more data (e.g., a DODAAC/AAC, Reimbursement Code and/or Fund Cite) will reduce the size of the report which is prepared.
  3. Report Form Selection. The last entry on the screen requests the destination to which results of the inquiry will be sent. Select 1 for screen only, 2 for hard copy only or 3 for both screen and hard copy. To print a hard copy, go to "Access Reports" and request the "Current", "Wide", or "-Marketing" reports.
- D. Special Funds Report Process.** This process has three (3) parts listed below. The reports created are wide-type marketing reports. When created, the report sequence number will be displayed on the bottom of the screen. The reports can be printed by calling up and requesting copies of these reports through the DRMO Reports process.
1. Scrap Referral Special Funding Sheet. To request this report, enter the Sales Referral Number desired and the report will be generated. This report lists all Generator DODAACs/AACs and the weight for each reimbursement code with either a Fund Cite or a Check Mailing Address. When an adjustment (either a gain or a loss) is made the system will prorate the weight change for each DODAAC/AAC in the Scrap ID.
  2. Scrap IFB Special Funding Sheet. To request this report, enter an IFB Number and the report will be generated. This report lists all Generator DODAACs/AACs and the weight for each reimbursement code with either a Fund Cite or a Check Mailing Address. When an adjustment (gain or loss) is made, the system will prorate the weight change and change the weight for each DODAAC/AAC in the Scrap ID.
    - a. The scrap weight amounts on the IFB Special Funding Sheet reflect the CUMULATIVE weight of all scrap received into the scrap record.
    - b. The dollar amount to be reimbursed on the IFB Special Funding Sheet reflects the CUMULATIVE proceeds that are reimbursable to a particular generator. In order to determine the amount due to generators on term sales or multiple deliveries, proceeds already reimbursed to a generator must be manually deducted from the "Dollar Amount to be Reimbursed". This will require keeping manual/offline records of the amounts reimbursed to generators for each scrap pile. Since the automated system does not track reimbursement payments, keep ALL previous IFB Special Funding sheets to document previous reimbursement weight/proceeds data. Only DODAACs/AACs which require reimbursement, will have their reimbursement weight and reimbursement amounts included in the report. Therefore, the sum of the "Reimbursement Weights" and the "Dollar Amounts to be Reimbursed" (which are itemized) will frequently not equal the "Total Weight Removed to Date" and the "Total Proceeds" amounts shown at the top of

the report. To ensure all weight and proceeds data is current on Term Sale Contracts, enter all receipt and shipment transactions before running the IFB Special Funding Sheet.

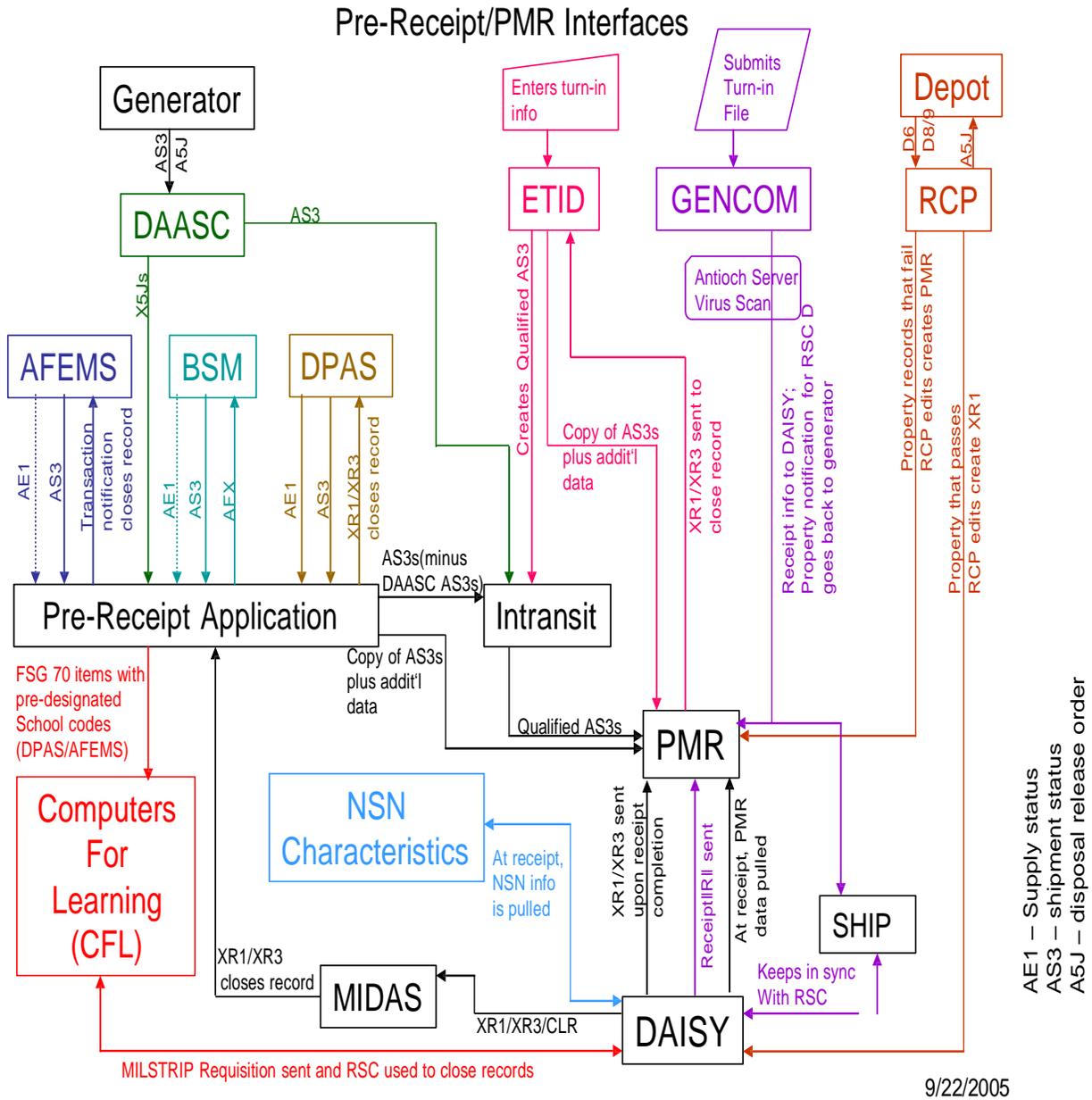
c. On term sales, the Scrap ID assigned to each IFB/IFB Item Number should remain the same for the duration of the sale contract. At the end of the contract, if a loss/gain scrap transaction is processed, all weight from the "Loss" Scrap ID will be moved to the "Gain Scrap ID" as non-reimbursable property. All reimbursable information (proceeds/weights) on the "Loss" Scrap ID will be lost and will not be carried forward to the "Gain" Scrap ID. If the DRMO would process deliveries against a Scrap ID until it was zeroed out then assign a new Scrap ID to the same IFB/IFB Item Number, the reimbursement data would need to be tracked under two (2) separate Scrap IDs. Previously, when DRMOs were on the DAISY 3B2, it was frequently necessary to close some scrap IDs and open new scrap IDs to help system response time. With the HP implementation, this should no longer be necessary.

3. Scrap Reimbursement Summary Report. To request this report, enter the complete Scrap ID plus a beginning and ending date range for the report. Based on this information entered, a report will be created. It will select all reimbursable DTIDs received during the specified date range for the Scrap ID. Non-reimbursable DTIDs will not be listed. Adjusted weights will not be reflected on this report.

**NOTE:** DTIDs are purged when in "Z" status over 150 days. As a result, DTIDs meeting these criteria will not appear on this report.

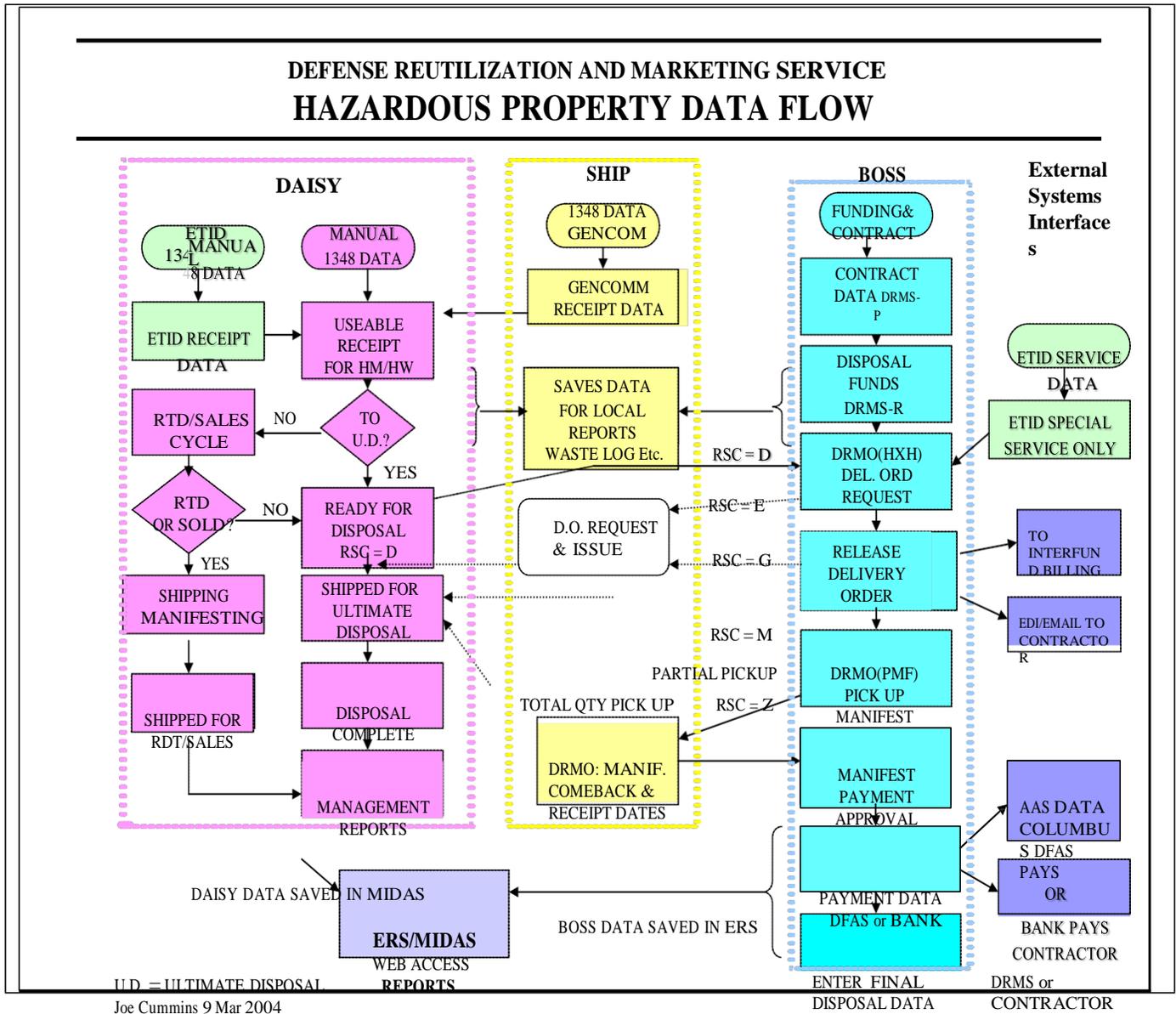
## C2. PROPERTY ACCOUNTING

### Enclosure 8 - Pre-Receipt/PMR Interfaces



## C2. PROPERTY ACCOUNTING

### Enclosure 9 - Hazardous Property Data Flow



## C2. PROPERTY ACCOUNTING

### Enclosure 10 - BOSS / DAISY Hazardous Property Transactions

<b><u>BOSS SCREEN</u></b>	<b><u>PURPOSE</u></b>	<b><u>DAISY TTC</u></b>	<b><u>DAISY RSC</u></b>
HXH	Request Delivery Order (DRMO action)	BSC	E
HLP	Issue Delivery Order (CO action)	BSC	G
HXD	Modify Delivery Order (CO action)	BSC	No Change
HXD	Cancel Items on Delivery Order (CO action)	BSC	D
PMF Screen	Record Partial Quantity	BSC	M
PMF Screen	Record Total Quantity Picked Up	MUD	Z
RMF Screen	Return ManiFest	RMF	D

<b><u>SCREEN</u></b>	<b><u>PURPOSE</u></b>	<b><u>TTC</u></b>	<b><u>RSC</u></b>
Usable Receipt	Receive Property	XR1	L
Automatic	DAISY automatically changes RSC as the property moves through screening	RSC	H, A
Refer for Sale	Refer property for sale	XS6	B
Automatic	DAISY automatically changes RSC based on sales data	RSC	C
Sales Removal	Update inventory based on Sales removal	XS7	Z
Sales Roll Back	Roll property back to -All	XP7	A
Refer to UD	Refer to Material to UD	HMU HMD	D
Usable Receipt (Coded for UD)	Receive Property	XR1	D
Haz RSC Change	Manually Change RSC	RSC	User Determined (D, E, G, M)
Ultimate Disposal	Manually Remove from Inventory	MUD	Z

## C2. PROPERTY ACCOUNTING

### Enclosure 11 - Hazardous Material/Waste Code Combinations

ACCEPTABLE COMBINATIONS OF SHC; ACTION/ACTG AND MATERIAL SCREENING CODES  
FOR PROCESSING HAZARDOUS MATERIALS/WASTE AND UNUSED HAZARDOUS MATERIAL

#### HAZARDOUS MATERIAL - UNOPENED CONTAINERS\*

	SHC	ACT/ACCTG	MIL/WASTE	MSC	
	<b>PROCESSING DAYS</b>				
PROPERTY WITH RTD-SALES MKT Finalization	NONE	N/A	M	N	56-70 RTD 67
					56 UD
W/NO SALES MKT	NONE	N/A	M	M	56-70 RTD 56 UD

#### HAZARDOUS WASTE AND USED HAZARDOUS MATERIAL - UNUSED HM IN OPENED/TAMPERED CONTAINERS \*

	SHC	ACT/ACCTG	MTL/WASTE	MSC	
	<b>PROCESSING DAYS</b>				
W/SALES POTENTIAL Finalization	NONE	AA	M OR W	X	67
					56 UD
W/NO SALES POTENTIAL	D	PQ	M OR W	P	56 UD**

\* Tylenol Seal Concept

\*\* Use for all hazardous property going directly to ultimate disposal.

#### RECORD STATUS CODES FOR HP

CODE	DESCRIPTION
<b>A</b>	AWAITING SALES REFERRAL
<b>B</b>	REFERRED FOR SALE
<b>C</b>	SOLD AND NOT REMOVED
<b>D</b>	HP AWAITING REFERRAL ON SERVICE CONTRACT (DOR)
<b>E</b>	HP REFERRED ON DOR OR ONE-TIME CONTRACT
<b>G</b>	HP FOR WHICH DO ISSUED & COPY RECEIVED AT DRMO
<b>M</b>	PARTIAL QUANTITY PICKED UP

**NOTE:** Hazardous material is subject to sales. If unused material has sales potential, it should be included in the accumulation versus being referred to ultimate disposal. If an item does not qualify for RTD, it may be rolled to sale on an exception basis. Exceptions will be determined by the DRMO Chief. Examples of valid reasons for exceptions include lack of conforming storage, stored off-site and expeditious removal required, or deteriorating containers.

## C2. PROPERTY ACCOUNTING

### Enclosure 12 - DAISY Screen Field Code Definitions

ACCT	Accounting Code
ACTN	Action Code
ADPE	Automated Resources/Information Technology
Appox Gal	Approximate Gallons
Appox Gr Wt	Approximate Gross Weight
AUP	Adjusted Unit Price
CAGE	Commercial and Government Entity Code
CHLG	Challenge Code
CIIC	Controlled Item Inventory Code
DAC	Disposal Authority Code
DCC	Disposal Condition Code
DEMIL	Demilitarization Code
DESC	Description
DML INT	DEMIL Integrity Code
Dimensions HxWxL	Dimension of Height, Weight and Length
DT_REC	Date of Receipt
DTID NBR	Disposal Turn-In Document Number
DUP	Depreciated Unit Price
FCC	Federal Condition Code
FIIG CD	Federal Item Identification Guide Code
FTS	Tracking System
HAZ /CHLG	Hazardous Challenge
HM/HW	Hazardous Material/Hazardous Waste Code
ITEM NAME	Item Name
KVA	Kilovolt-Ampere
Lab Annl	Laboratory Analysis
LOC	Location
M/V	Mass/Volume
MGT_CD	Management Code
MSC	Material Screening
MSDS	Material Safety Data Sheet
PCB/PPM Con	Polychlorinated Biphenyl/Parts Per Million Container
PERF	Performed Code
PIL/SEN	Pilferable/Sensitive Code

PMIC	Precious Metals Indicator Code
PRELOT	Prelot
PTR	Problem Tracking Report
QTY	Quantity
REIMB	Reimbursement Code
S/P	Special Processing Code
SAIC	Small Arms Indicator Code
SCC	Supply Condition Code
SCL	Scrap Classification List
SCT	Scrap Classification Term
Serial No	Serial Number
SHC	Special Handling Code
SHLF	Shelf Life
SITE	Site
STOCK ID	Stock ID Number (NSN/NIIN)
UCN	Unique Control Numbers
UDJC	Ultimate Disposal Justification Code
UI	Unit of Issue
UNIT PRICE	Unit Price
WT/VOL	Weight/Volume

## C2. PROPERTY ACCOUNTING

### Enclosure 13 - Consolidated Inquiry

This attachment provides the guidelines for constructing this user designed inquiry for requesting information on usable and scrap property in the DRMO inventory.

#### A. Accessing the Consolidated Inquiry

This inquiry can be accessed by selecting *INQUIRIES MENU* from the main menu and then selecting *CONSOLIDATED INQUIRIES* or by typing *udic10go*. The screen will display two inquiry options, one for DTIDs and one for scrap (see below). After the number of the option selected is typed, press <Enter>.

Select one of the following items
1. CONSOLIDATED DTID INQUIRY
2. CONSOLIDATED SCRAP INQUIRY
3. Exit the application.
ENTER SELECTION:

#### B. Entering Search Criteria

1. Selecting fields for inquiry. Any fields displayed on the screen where the cursor stops may be selected as criteria for the data search except the **DRMO RIC Field**. This field is constant and is automatically filled. For examples of criteria selected for a data search, see chart in paragraph H, this attachment. When entering search criteria, the field may be filled, but there could be more criteria to enter. The system will continue to accept additional search criteria, but it may scroll off the screen (vanish temporarily). To view the added criteria, use arrow keys.

**NOTE:** The *RECORD STATUS CODE* field will default to !Z (not Z), to include all the DTIDs for usable or all scrap records in the active inventory. To restrict the search to property in a specific Record Status Code, enter that code (e.g., A to select all records in Record Status Code A).

2. Helpful keys for entering search criteria.

- a. <RETURN> moves originator from one field to the next.
- b. <CTRL/U> moves originator to the previous field.
- c. <Tab> can be used to move quickly from one section of the screen to the next.

3. Correcting errors in the selection of search criteria. Three methods of correction noted below:

a. First method: Move cursor to field where the mistake was entered and re-enter correct criteria. Be certain to use space key to remove any extra characters. *This method is not recommended since some characters that scrolled off the screen may be missed.*

b. Second method: Press <F13>/CLEAR TO FIND and re-enter all the search criteria.

c. Third method - Move the cursor to the field that needs correction and press <CNTRL/Y>. The contents from that field will be cleared. Re-enter the correct criteria. This method removes all the entries in that field and eliminates the possibility of missing characters that scrolled off the screen.

4. Requesting the results. After all search criteria have been entered, press F3 (to find). The system will then request a selection for the type of report for inquiry.

**NOTE:** If a RIC Suffix is not entered, the screen will display an error message requesting the DRMO RIC Suffix. Enter an \* to include the Type I and all Type IIs or restrict the search to a specific site by entering A or B, etc.

### C. Selecting the Type of Report

Three different types of reports can be created (see below). After selecting the report option, press <ENTER>.

Select one of the following items
1. User Defined Inquiry Reply
2. Short Form Inquiry Reply
3. Complete Inquiry Reply
4. Cancel Inquiry
ENTER SELECTION

1. Option One (User Defined Inquiry Reply) allows a selection from a field for a report and also allows entry of a report title that will appear at the top of each page.

2. Option Two (Short Form Inquiry Reply) creates a report displaying one line per DTID or one line per scrap record. Fields displayed on that line are predetermined and cannot be changed.

3. In the Complete Inquiry Reply for DTID inquiries, each DTID takes up four lines and contains all fields available in *CONSOLIDATED INQUIRIES*. For scrap inquiries each scrap record takes up two lines and contains all fields available in *CONSOLIDATED INQUIRIES*.

## D. Selecting Fields to Display

This paragraph applies to *USER DEFINED INQUIRY REPLIES* only. To continue with the *SHORT FORM INQUIRY REPLY* or the *COMPLETE INQUIRY REPLY*, go to paragraph E, this attachment. When selecting the *USER DEFINED INQUIRY REPLY OPTION*, the system will display a screen showing 36 different data fields for DTID inquiries and 16 fields for scrap inquiries. These fields require report space varying from 2 to 30 spaces for DTIDs and from 3 to 67 spaces for scrap. The number of spaces required for each field is displayed in parentheses after the field name. The system will accept fields using a maximum of 133 spaces.

**NOTE:** Three fields are already marked for display by default for DTID inquiries (DTID Number, Quantity on Hand, and Stock ID). This leaves 95 spaces in the report for the DTID inquiry. One field is marked for scrap inquiries (Scrap ID). The marked fields can be unmarked, see paragraph D2.

1. To mark a field to be printed position the cursor in front of the field name and enter an X, then press <Enter>.
2. To unmark a field, position the cursor in front of the field name and press the space bar, then press <Enter>.
3. When marking or unmarking a field and pressing <ENTER>, the number indicating report spaces remaining and available for use will be adjusted accordingly. If a field is marked causing the number of available report spaces to go below zero, the originator will not be able to proceed to the next screen until an unmarked a field or fields bringing the number back up to zero or greater is reached.

**NOTE:** By leaving more than 57 report spaces available for use, the reply will be formatted as a narrow report and can be viewed easily on the screen while in *DRMO REPORTS* (also called *ACCESS REPORTS*). When viewing *CONSOLIDATED INQUIRY REPLIES* in *DRMO REPORTS*, regardless of format, select *TYPE - WIDE*.

4. After marking all fields chosen for printing, continue by pressing F9, to Add/Update.

## E. Sorting Output

The screen for sort selection will be displayed by the system after correctly completing selection of the fields to display for the *USER DEFINED INQUIRY* or after selecting either the *SHORT FORM INQUIRY REPLY* or the *COMPLETE INQUIRY REPLY*. The screen for DTID inquiries will display 44 different fields, including 7 subfields from which to determine the sort selection. The screen for scrap sorts will contain 21 different fields for the sort selection. All three types of inquiries can be sorted according to user specifications.

1. To enter sort criteria, type the number that precedes the field name on the screen. If more than one field is needed for sorting, enter a comma after the first field number, then enter another field number. If a *USER DEFINED INQUIRY REPLY* is created, the sort selection will be restricted to fields marked for display.
2. Sorts can be in either ascending or descending order and can be performed on one or more fields listed on the screen. The system automatically defaults to ascending order. To sort in descending order, enter the minus sign (-) in front of the field number.

3. If a field containing sub-fields is selected for sorting, the sub field is no longer a choice available for sorting. For example, if sorting on Stock ID, the NIIN/LSN field may not be chosen for sorting. Entering **39** (Stock ID) is actually the same as entering 40, 41, and 42 (FSC, NIIN/LSN, and Additional Data).

4. Before sorting the report in the order specified, results will be sorted by DRMO RIC Suffix first. Press <F9> (to add/update) after entering the list of sort fields.

**NOTE:** If the DTID Number field has not been specified as part of the sort list, it may be added to the end to prevent random order reports. Also, if the *SCRAP ID* field or a sub-field of it has not been specified as part of the sort list, it may be added to the end to prevent random order reports. These added fields will have no effect on the preceding sort criteria.

## F. Entering a Report Title

1. After completing the sort criteria selection, the system will display a field at the bottom of the sort screen which will request that the user enter a report title. This applies only to *USER DEFINED INQUIRY REPLIES*. If the *SHORT FORM INQUIRY REPLY* or *COMPLETE INQUIRY REPLY* is selected, go to paragraph G.

2. The title selected by the user will be displayed centered at the top of each page of the reply. If no title is entered, the default title will be "*USER DEFINED DTID REPLY*", for DTID inquiries and for scrap inquiries, the default title will be "*USER DEFINED SCRAP REPLY*".

3. Press F9 (add/update) this will generate a message at the bottom of the screen to complete the inquiry.

## G. Completing an Inquiry

1. After the system displays the report number for inquiry, record it for reference and identification in *DRMO REPORTS*. To complete the inquiry, press <RETURN>. The system will return to the menu on page 5 of this attachment.

2. When an inquiry is completed, it is placed in the WIDE section of *DRMO REPORTS* under the *MANAGEMENT* Increment. A complete collection of WIDE Reports may be required before newly created inquiry replies are listed. If a complete collection does not show the report number needed, the inquiry may not have had time to process and should be checked again the next day.

3. The first page of each reply lists the search criteria that were specified to create that reply. The search criteria can be used to identify an inquiry if the report number has been misplaced or forgotten.

## H. Designing Search Criteria

Searches begin by entering a specific value(s) in one or more of the Consolidated Inquiry fields. Any field the cursor stops on may be used to enter search criteria, e.g., DTID Number, Record Status Code, Date Entered Inventory, etc. In addition to entering specific search criteria, a search may be initiated based on more general requirements by using metacharacters. The following is a description of the metacharacters in *CONSOLIDATED INQUIRY* and how they are used. (A metacharacter is a symbol or figure that is used in succession to another character, normally the preceding character is alpha or numeric. The following 8 metacharacters may be used in the Consolidated Inquiry for user designed searches.)

1. The Wild Card (%). The wild card can be substituted for any value. For example, entering a DTID with the first position of **F** and a wild card in the second position will bring up all DTIDs starting with **F**. Entering a DTID with the first position of **F** and the second position of **D** and the wild card in the third position would bring up all DTIDs starting with **FD**, etc. The wild card may be used anywhere in the field and may be used more than once. The wild card may only be used in string fields; but, if it is to be used in a numeric date field, refer instead to the range metacharacter (-).

**NOTE:** The wild card should be used with caution since its search range is very broad and has the potential to initiate very long searches.

2. The Question Mark (?). The question mark forces a character into the position occupied by the question mark. For example, entering a DODAAC with a wildcard and entering the question mark in the HM/HW field will bring up all records with that DODAAC that have a HM or HW in that field. This metacharacter may be used more than once and may occur anywhere in the search criteria. The question mark can only be used in string fields.

3. The Square Brackets ([ ]). The square brackets match a list of characters specified within the brackets to a character occupying the corresponding position in the returned field.

4. Equal/Not Equal (=)/(!). The equal metacharacter will match values equal to values specified. The not equal metacharacter matches any values not specified by the search criteria that follow it. The not equal metacharacter should not be used in combination with the logical OR metacharacter (,) except under certain circumstances. See paragraph H9, this attachment, for information on combinations of metacharacters.

5. The Range (-). The range metacharacter matches any values between and including those on either side of the dash.

6. The Less Than (<). The less than metacharacter matches any value less than the value specified by the search criteria.

7. The Greater Than (>). The greater than metacharacter matches any value greater than value specified by the search criteria.

8. The Logical OR (,). Entering a comma in a field allows an entry of another like value in that same field. It will match values specified by either of the search criteria that surround it. One or more can be used in the same search string. For example, entering a DTID then a comma and another DTID will bring up both DTIDs. The comma can also be used in conjunction with other symbols. For example, !=100,>10 in the quantity available field would bring up records with the quantity available that is not equal to 100, but is greater than 10.

9. Combinations:

a. Search criteria can be designed using combination of any of the metacharacters previously mentioned. This can be very useful, but can also provide unexpected results when not used carefully. It is recommended when combinations of metacharacters are used, always double check the search criteria before pressing **F3** (to find).

b. The logical **OR** metacharacter (,) should not be used in combination with the not equal (!) except to include a search range excluded by the not equal. For example, if creating an inquiry containing all items whose sales referral numbers are not SYCA1N01 and not SYCA1L02. Entering the search criteria !SYCA1[LN]0[12] will exclude those two sales referral numbers, but will also exclude sales referral numbers SYCA1N02 and SYCA1L01. Since some records needed may have been excluded by the not equal (!), they can be re-included by using the logical OR. The resulting search criteria would be: !SYCA1[N02]0[12],SYCA1N02,SYCA1L01. Additional examples are given in the following chart:

<b>FIELD</b>	<b>CRITERIA</b>	<b>RESULTS</b>
Quantity Received	1-10,1000	Records whose quantity received is from 1 to 10 or whose quantity received is 1000
DTID Number	FB%,WC%	DTIDs starting with FB or WC
Date Ent Inv	,01/01/95, .03/31/95	Records whose date entered inventory is before January of 1995 or after March of 1995
Quant on Hand	!5-30,9 or <5,9,>30	Records whose quantity on hand is less than 5, greater than 30, or 9 or records whose quantity on hand is less than 5, 9 or greater than 30
Record Stat Cd	![ZAC]	Records whose record status code is anything other than A, C, or Z
Unit Price	>100!999	Records whose unit price is more than 100 dollars but not 999 dollars

**I. Errors In Designing Search Criteria**

Some of the common errors in designing search criteria and the recommended solutions are provided in the following examples:

<b>Search:</b>	<b>Search Items, Outcomes, End Solution</b>
<b>1. Field:</b> <b>Search Criteria:</b> <b>Expected Results:</b> <b>Actual Results:</b> <b>Explanation:</b>	<ul style="list-style-type: none"> <li>- <b>Date Received (or other date fields)</b></li> <li>- &gt;12/31/92,&lt;02/01/93</li> <li>- DTIDs received during January 1993</li> <li>- All DTIDs</li> </ul> <p>The user forgot that the comma metacharacter represents a logical OR. It does not represent a logical</p>

<p><b>Solution:</b></p> <p><b>Correct Criteria:</b></p>	<p style="text-align: center;">AND</p> <p>All dates fall either after 12/31/92 OR before 02/01/93.</p> <ul style="list-style-type: none"> <li>- Use the range metacharacter</li> <li>- 01/01/93-01/31/93</li> </ul>
<p><b>2. Field:</b></p> <p><b>Search Criteria</b></p> <p><b>Expected Results:</b></p> <p><b>Actual Results:</b></p> <p><b>Explanation:</b></p>	<ul style="list-style-type: none"> <li>- <b>Record Status Code (or other one character string fields)</b></li> <li>- !Z,!a or !Z,A</li> <li>- DTIDs in status other than Z or A</li> <li>- All DTIDs or DTIDs in status other than Z</li> </ul> <p>In the first situation, the user is reading the comma as</p> <p style="text-align: center;">AND,</p> <p>when it should be read as</p> <p style="text-align: center;">OR</p> <p>All statuses are either not Z or not A. In the second case, the <del>not equal</del> metacharacter should not be used in combination with the logical</p> <p style="text-align: center;">OR.</p> <p>When it is, it loses its meaning as soon as the comma is encountered. This means the <del>not equal</del> only applies to the Z and the records retrieved will be all those that are either not in Z status or are in A status.</p>

Search:	Search Items, Outcomes, End Solution
<b>Solution:</b> <b>Correct Criteria:</b>	Don't use the ! in combination with the , ![ZA]
<b>3. Field:</b> <b>Search Criteria:</b> <b>Expected Results:</b> <b>Actual Results:</b> <b>Explanation:</b>  <b>Solution:</b> <b>Correct Criteria:</b>	FSC (or other numeric fields) 23* DTIDs in FSG 23 No records selected The wild card metacharacter can only be used in string fields. Since the FSC field is numeric, the * loses its meaning and nothing is found.  Use the range metacharacter instead. 2300-2399

## C2. PROPERTY ACCOUNTING

### Enclosure 14 - DRMO Reports by Category

This attachment contains a listing of the reports in DRMO REPORTS, also referred to as ACCESS REPORTS. These reports are listed by the following categories: DEMIL; DNSP; HM/HW; IDMS; Management; Marketing; RCP; RTD; Scrap; Warehousing; and Workload. These reports are listed in alphanumeric sequence based on the filename assigned to them. All the reports listed may not be available to all users due to: access restrictions; no data input to develop a report; or incomplete/nonfunctional programming.

#### DEMIL

(After entering I for Increment, enter W. DEMIL Reports are in the Warehousing Increment.)

FILENAME	TYPE	TITLE
udpd1202	NARROW	DEMIL CHALLENGE DENIAL NOTICE
udpd2501	NARROW	DEMIL CODE CHANGE NOTICE
udpd2521	NARROW	OSB DEMIL CODE CHANGE NOTICE
udwb4001	RPTS	DEMIL CERTIFICATION LIST
udwb4001	SPCFRM	DEMIL CERTIFICATION LIST/PLACARDS
udwb4101	RPTS	DEMIL SCRAP CERTIFICATION LIST
udwb4101	SPCFRM	DEMIL CERTIFICATION LIST/PLACARDS
udwb4201	RPTS	DEMIL REQUIRED (RESI-I)
udwb43	AUD	PREPARE CERTIFICATES
udwb44	AUD	PREPARE/SEND DEMIL CERTIFICATES

#### DNSP

(After entering I for Increment, enter D for DNSP Reports.)

FILENAME	TYPE	TITLE
udna7001	RPTS	TSC ADDRESS CHANGE REPORT
udna7101	RPTS	CURRENT BMF STATUS
udna7201	RPTS	BMF WORKLOAD REPORT
udna7301	RPTS	BIDDERS ASSIGNED IN CALENDAR YEAR
udna7401	RPTS	BIDDERS ASSIGNED IN CALENDAR YEAR
udna7701	RPTS	LABELS PER IFB
udna7801	RPTS	BIDS PER IFB
udna8001	RPTS	TSC DATA REPORT
udna8101	RPTS	TSC CLEARED BIDDERS REPORT
udna8201	RPTS	TSC VIOLATORS REPORT
udna8301	RPTS	BIDDER CONTROL WORKLOAD
udna8401	WIDE	BID BOND REPORT
udna8801	RPTS	SURETY REPORT
udna8901	RPTS	TOP 500 BUYERS REPORT
udna9001	SPCFRM	DRMO LABELS IFB CATLG PEEL-OFF MAILLABELS
udna9002	SPCFRM	DRMO LABELS MAILLABELS
udna9101	SPCFRM	BANK GUARANTEE LABELS CHESHIRE 3 UPC

<b>DNSP Continued</b>		
udna9102	SPCFRM	BANK GUARANTEE LABELS PEEL-OFF MAILLABELS
udna9201	SPCFRM	LABELS BY CLASSES CHESHIRE 3 UPC
udna9202	SPCFRM	LABELS BY CLASSES PEEL-OFF MAILLABELS
udna9301	SPCFRM	LABELS BY BID BOND CHESHIRE 3 UPC
udna9302	SPCFRM	LABELS BY BID BOND PEEL-OFF MAILLABELS
udna9401	SPCFRM	LABELS BY STATUS CODES CHESHIRE 3 UPC
udna9402	SPCFRM	LABELS BY STATUS CODES PEEL-OFF MAILLABELS
udna9501	SPCFRM	GEOG LOCATION LABELS CHESHIRE 3 UPC
udna9502	SPCFRM	GEOG LOCATION LABELS PEEL-OFF MAILLABELS
udna9601	SPCFRM	BIDDER LABELS CHESHIRE 3 UPC
udna9602	SPCFRM	BIDDER LABELS PEEL-OFF MAILLABELS
udna9701	SPCFRM	LABELS BY TYPE BUYERS CHESHIRE 3 UPC
udna9702	SPCFRM	LABELS BY TYPE BUYERS PEEL-OFF MAILLABELS
udna9901	SPCFRM	CLASS/LOCATION WITH IFB 3 UPC
udna9902	SPCFRM	CLASS/LOCATION WITH IFB MAILLABELS
udnc1026	RPTS	CMAs REQUIRED
udnc1068	RPTS	MANUAL EVALUATION BY SCO
udnc6300	RPTS	TIE COMPARISON SELECTION REPORT
udnd2001	RPTS	FACILITY INSPECTION LIST
udng2501	RPTS	PAST DUE FACILITY INSPECTION
udng3001	RPTS	NOT CLOSED BID RECORDS
udnd6001	WIDE	LIST OF APPARENT SUCCESSFUL BIDDERS
udnd7001	RPTS	DELINQUENT FACILITY INSPECTION
udnf8025	RPTS	REIMBURSEMENT STATUS REPORT

**DNSP Continued**

**DRMS-I 4160.14**  
**Section 4 - Supplements**  
**Supplement 2 - General Processing**

udng3001	RPTS	NOT CLOSED BID RECORDS
udnd6001	WIDE	LIST OF APPARENT SUCCESSFUL BIDDERS
udnd7001	RPTS	DELINQUENT FACILITY INSPECTION
udnf8025	RPTS	REIMBURSEMENT STATUS REPORT
udnf8035	RPTS	TERM REIMBURSEMENT STATUS REPORT
udnf8801	RPTS	SF 1080 REIMBURSEMENT
udng1501	WIDE	AUDIT REPORT
udng2001	WIDE	BID ABSTRACT REPORT
udng2501	RPTS	SUCCESSFUL BIDDERS LIST
udng3001	WIDE	TSC DOWNLOAD
udng3501	RPTS	BID AND DEPOSIT REGISTER
udng4001	RPTS	BDR 90 DAY CLRNCE HAZ PRPTY
udnh1001	WIDE	OPEN SALES REPORT
udnh1501	RPTS	MNTHLY CNTRCTG TRANS
udnh2001	WIDE	ITEMS PENDING AWARE
udnh3001	WIDE	CONTRACT STATUS REPORT
udnj1001	WIDE	SALES DATA BY SCO REPORT
udnj1501	WIDE	SALES CONTRACT RECAP REPORT
udnj2001	RTPS	MNTHLY AWARDED LINE ITEMS
udnj2501	RTPS	UNSUCCESSFUL BID SHEETS DESTR.
udnj3001	WIDE	FACILITY INSPECTION LOG
udnk1001	WIDE	REIMBURSEMENT DATA REPORT
udnk1501	RPTS	SALES PROCEEDS BY SCL
udnk2001	WIDE	REIMBURSEMENT SUMMARY REPORT
udnk3001	WIDE	REIMBURSEMENT BY OPNS OFC
udnk4001	WIDE	MILITARY SVCS REIMB SUMMARY
udnk5001	WIDE	REIMBURSEMENT BY MILITARY SVCS
udnl1501	RPTS	DRMS FORM 879 NOTICE TO BDRS
udnl2001	RPTS	DRMS 915 STORAGE CHG BILLING
udnl2501	RPTS	FORM 433 LIQUIDATED DAMAGES
udnl3001	RPTS	SF 1049 PUBLIC REFUND VOUCHER
udnl3501	RPTS	DRMS FORM 826 DEBT TRANSFER
udnl4001	RPTS	DRMS 915 TERM BILLING
udnl4501	RPTS	FORM 1131 CASH COLLEC VOUCHER
udnl5501	RPTS	FORM 233
udnl6001	RPTS	SF 1080
udnl6501	RPTS	SF 1081
udnl8501	WIDE	DRMS FORM 860 DEFAULT NOTICE
udnl9001	RPTS	DRMS FORM 714 AUDIT/CERT
udnl9120	RPTS	FORM 1578 BLOTTER
udnl9501	RPTS	DRMS FORM 63 SUPLMTRY SALE INFO
udnl9601	RPTS	FORM 1583 TERM SALE RECAP SHEET
udnl9701	RPTS	FORM 114D SUPLMTL AGREEMENT
udnm1001	SPCFRM	LSB LABELS MAILLABELS
udnm1501	SPCFRM	UNOFFICIAL ABSTRACT LABELS MAILLABELS
udnm2001	SPCFRM	CONTRACT FOLDER LABELS MAILLABELS
udnp8001	RPTS	DATA REVIEW SUMMARY
udnq1001	RPTS	ITEM STATUS JUSTIFICATION/REMARKS
udnr1001	RPTS	DELINQUENT CONTRACTOR PERFORMANCE
udnr1002	RPTS	INCOMPLETE CONTRACT FINANCIAL RECORDS
udns5000	AUD	UPLOAD SALES REFERRALS TO DNSP
udnu1001	WIDE	SUSPENSE ACCOUNT REPORT
udnu1068	RPTS	OUT FOR MANUAL EVALUATION BY SCO
udnu2021	RPTS	CONTRACT SUSPENSE ACCOUNT STAT MNTHLY REP

<b>DNSP Continued</b>		
udnu2022	RPTS	FUNDS STATUS MONTHLY REPORT
udng3001	RPTS	NOT CLOSED BID RECORDS
udnx1001	WIDE	REFERRAL ITEMS BY DRMO/COMMODITY GROUP
udnx1501	RPTS	REFERRAL ITEMS REQUIRING REVIEW
udnx2001	RPTS	REFERRAL ITEMS CATALOG STATUS
udnx2501	RPTS	REFERRAL ITEMS NOT ON IFB
udnx3001	RPTS	REFERRAL ITEMS REVIEWED BY PMS
udnx4001	RPTS	REFERRAL ITEMS RETURNED TO DRMO
udnx4501	RPTS	REFERRAL ITEMS BY TYPE SALE
udnx5001	RPTS	WAIVERS/WITHDRAWALS
udnx5501	RPTS	701 REPORT
udnx6001	RPTS	ITEMS PREPARED BY CLERK
udnx6501	RPTS	DRMO POINTS OF CONTACT
udnx7001	WIDE	GEOGRAPHIC LOCATIONS
udnx7501	WIDE	MARKET PRICE REPORT
udnx8001	RPTS	PHYSICAL LOCATION REPORT
udnx8501	RPTS	ITEMS REVIEWED BY PMS
udnx9001	RPTS	FUND CITE REPORT
udnx9501	WIDE	FUTURE SALES SCHEDULE
udny0501	RPTS	TOTAL PROPERTY LIST ITEMS
udny1001	RPTS	CATALOG CODE REPORT
udny5001	RPTS	REFERRAL ITEMS BY ESD
udny5501	WIDE	SPECIAL FUNDING REPORT
udnz3000	RPTS	WAIVER WITHDRAWAL
udnz3001	RPTS	WAIVER/WITHDRAWALS TO DRMO
udnz9001	WIDE	IFB CATALOG
udnx1001	WIDE	REFERRAL ITEMS BY DRMO/COMMODITY GROUP
udnx1501	RPTS	REFERRAL ITEMS REQUIRING REVIEW
udnx2001	RPTS	REFERRAL ITEMS CATALOG STATUS
udnx2501	RPTS	REFERRAL ITEMS NOT ON IFB
udnx3001	RPTS	REFERRAL ITEMS REVIEWED BY PMS
udnx4001	RPTS	REFERRAL ITEMS RETURNED TO DRMO
udnx4501	RPTS	REFERRAL ITEMS BY TYPE SALE
udnx5001	RPTS	WAIVERS/WITHDRAWALS
udnx5501	RPTS	701 REPORT
udnx6001	RPTS	ITEMS PREPARED BY CLERK
udnx6501	RPTS	DRMO POINTS OF CONTACT
udnx7001	WIDE	GEOGRAPHIC LOCATIONS
udnx7501	WIDE	MARKET PRICE REPORT
udnx8001	RPTS	PHYSICAL LOCATION REPORT
udnx8501	RPTS	ITEMS REVIEWED BY PMS
udnx9001	RPTS	FUND CITE REPORT
udnx9501	WIDE	FUTURE SALES SCHEDULE
udny0501	RPTS	TOTAL PROPERTY LIST ITEMS
udny1001	RPTS	CATALOG CODE REPORT
udny5001	RPTS	REFERRAL ITEMS BY ESD
udny5501	WIDE	SPECIAL FUNDING REPORT
udnz3000	RPTS	WAIVER WITHDRAWAL
udnz3001	RPTS	WAIVER/WITHDRAWALS TO DRMO

**HM/HW**

**(After entering I for Increment, enter the appropriate code in parentheses.)**

FILENAME	TYPE	TITLE	CODE
UDIH0104	WIDE	ANNUAL RCRA REPORT	(G)
udaz0301	SPCFRM	HAZ WALL TO WALL (DTID) PLACARDS	(M)
udaz0302	SPCFRM	HAZ WALL TO WALL (LOCATION) PLACARDS	(M)
udng4001	RPTS	BDR 90 DAY CLRNCE HAZ PRPTY	(D)

**MANAGEMENT**

**(After entering I for Increment, enter G for Management Reports.)**

FILENAME	TYPE	TITLE
UDIG4005	WIDE	DAISY DAILY TTC RPT.
UDIG4202	RPTS	DRMO DAILY TTC REPORT
UDIG4203	RPTS	DRMO WEEKLY TTC REPORT
UDIG4204	RPTS	DAISY WEEKLY TTC RPT.
UDIG4205	RPTS	DAISY DAILY TTC
UDIG4506	WIDE	DAISY WEEKLY TTC RPT.
UDIG6901	RPTS	DRMO REPORT OF COMPARISON RESULTS
UDIR1501	RPTS	CORE FSC GENERATION/REUTILIZATION
UDIR1901	RPTS	GENERATION BY FSC (DOLLARS)
UDIR1902	RPTS	REUTILIZATION BY FSC (DOLLARS)
UDIR6101	RPTS	REUT/FEDERAL CONDITION CODE
UDIR6102	RPTS	TRANSFER FEDERAL CONDITION CODE
UDIR6103	RPTS	DONATION FEDERAL CONDITION CODE
UDIR6201	RPTS	REUT/BRKOUT OF RTD BY SPLY COND CD
UDIR6202	RPTS	TRANSFER/BRKOUT OF RTD BY SCD
UDIR6203	RPTS	DONATION/BRKOUT OF RTD BY SCD
UDIR6301	WIDE	PROPERTY CONDITION GENER. FCC RPT
UDIR6401	RPTS	GEN % DOLLAR VALUE COMPARISON
UDIR6402	RPTS	GEN % DOLLAR VALUE COMPARISON
UDIR6501	RPTS	GEN/REUT R/NR \$ VAL WITHIN REGION
UDIR6502	RPTS	GEN/REUT R/NR \$ VALUE WITHIN DRMS
UDIR7501	RPTS	% INV RTD WITHIN REGION & DRMS
UDIR7502	RPTS	% INV REUT WITHIN REGION & DRMS
UDIR7503	RPTS	% INV TRANSFERRED WITHIN REGION & DRMS
UDIR7504	RPTS	% INV DONATED WITHIN REGION & DRMS
UDIR7701	RPTS	GENERATION % TRANSACTION COMPARISON
UDIR7702	RPTS	REUT % TRANSACTION COMPARISON
udic1015	WIDE	DTID REPLY - BY STOCK ID
udic1016	WIDE	DTID REPLY - SITE LOCATION

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udic1017	WIDE	DTID REPLY - BY DTID LOCATION
udic1093	WIDE	DTID REPLY - USER DEFINED FIELDS
udic1095	WIDE	DTID REPLY - USER DEFINED ORDER
udic1097	WIDE	SHORT FORM DTID REPLY - USER DEFINED ORDER
udic4015	WIDE	DTID REPLY - BY STOCK ID

**MANAGEMENT (continued)**

FILENAME	TYPE	TITLE
udic4016	WIDE	DTID REPLY - BY SITE LOCATION
udic4017	WIDE	DTID REPLY - BY DTID NUMBER
udic4075	WIDE	SHORT FORM DTID REPLY - BY STOCK ID
udic4076	WIDE	SHORT FORM DTID REPLY - BY SITE LOCATION
udic4077	WIDE	SHORT FORM DTID REPLY - BY DTID NUMBER
udic4093	WIDE	DTID REPLY - USER DEFINED FIELDS
udic4095	WIDE	DTID REPLY - USER DEFINED ORDER
udic4097	WIDE	SHORT FORM DTID REPLY - USER DEFINED ORDER
udic40	AUD	START BATCH CONSOLIDATED INQUIRY
udic41	AUD	CANCEL BATCH CONSOLIDATED INQUIRY
udic6015	WIDE	DTID REPLY - BY STOCK ID
udic6016	WIDE	DTID REPLY - BY SITE LOCATION
udic6017	WIDE	DTID REPLY - BY DTID NUMBER
udic60	AUD	EXTRACT FOR CONSOLIDATED INQUIRIES RPT
udig1306	WIDE	1143 RPT OF EXCESS/SURPLUS MATERIAL
udig31	AUD	DAISY 1143 DATA FILE INTEGRITY CHK
udig32	AUD	DAISY 1143 DATA FILE ARCHIVE
udig3301	WIDE	DRMO 1143 CERTIFICATIONS RECEIVED
udig33	AUD	DRMO 1143 CERTIFICATION STATUS
udig34	AUD	PRODUCE DAISY 1143 REPORT
udig37	AUD	CREATE RIC FILE
udig38	AUD	DAISY 1143 CERT FILE ARCHIVE
udig39	AUD	DAISY 1143 CERT FILE INTEGRITY CHK
udig40	AUD	DRMO 1143 DATA STATUS
udir1101	RPTS	HIGH DOLLAR VALUE RECEIVED REPORT
UDAC7510	RPTS	SLIS WITHOUT XR1S OVER 30 DAYS (LOSING DRMO)
UDAC7520	RPTS	SLIS WITHOUT XR1S OVER 30 DAYS (GAINING DRMO)
UDAE4005	WIDE	DAISY DAILY TTC RPT.
UDAE4506	WIDE	DAISY WEEKLY TTC RPT.
UDAZ4202	RPTS	DRMO DAILY TTC REPORT
UDAZ4203	RPTS	DRMO WEEKLY TTC REPORT
UDAZ4204	RPTS	DAISY WEEKLY TTC RPT.
UDAZ4205	RPTS	DAISY DAILY TTC
UDMA0308	WIDE	MKTG MNTHLY STATS BREAKOUT I/O COUNT
UDMB1003	WIDE	MARKETING BIMFE REPORT
UDMC0207	WIDE	CNTR ERROR & STATS
UDMC0403	SPCFRM	CONTRACT FORM 50 MAILLABELS

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UDMC0504	SPCFRM	CNTR HI BID 12 CPI
UDMC0505	SPCFRM	CNTR BID ABSTRACT 12 CPI
UDMC0507	RPTS	CNTR BIDDER AUDIT
UDMC0508	SPCFRM	CNTR NON-SUCCESSFUL BDRS FL233
UDMC0509	SPCFRM	CNTR SUCCESSFUL BIDDER (WORK) 12 CPI
UDMC0510	SPCFRM	CNTR SUCCESSFUL BIDDER (CAMERA) 12 CPI

**MARKETING (continued)**

(After entering I for Increment, enter M for Marketing Reports.)

FILENAME	TYPE	TITLE
UDMC0511	SPCFRM	CNTR CONTRACTS 1427
UDMC0512	SPCFRM	CNTR LABELS MAILLABELS
UDMC0513	WIDE	CNTR ERRORS AND STATS
UDMI0503	WIDE	ERRORS AND STATS
UDMI0509	WIDE	BDRS FINANCIAL STATUS & ERRORS
UDMS0504	SPCFRM	CYCLE PEEL-OFF MAILLABELS
UDMS0505	WIDE	BIDDER UPDATE ERRORS
UDMS0506	SPCFRM	CYCLE CHESIRE 3 UPC
UDMS0507	WIDE	PRESALE PENDING BOD LIST & STATS
UDMS0512	WIDE	BDR FINANCIAL STATUS UPDATE ERRORS
UDMS0513	WIDE	CORRECTED PH1/PH2 PRESALE INPUTS
UDMS0517	SPCFRM	SBR PEEL-OFF LABELS MAILLABELS
udaa11	AUD	CHECK ASSET VS EVENT COUNTS
udaa20	AUD	UPLOAD ONE DAYS ASSETS
udaa30	AUD	PULL ALL SCRAP RECORDS
udaa35	AUD	PULL ASSETS BY DRMO RIC
udaa40	AUD	PULL ALL DTID RECORDS
udaa45	AUD	PULL ASSETS BY TRAN BATCH #
udaa50	AUD	LOAD ASSOC. ASSET TABLES
udaa52	AUD	LOAD ASSET/SCRAP TABLES
udaa6001	AUD	RECORDS NOT LOADED
udaa70	AUD	CHECK ASSET VS EVENT COUNTS
udaa90	AUD	TIER 2 DATA BASE PURGE LOG
udaa95	AUD	TIER 2 DATA BASE PURGE CANCEL LOG
udae10	AUD	EVENT HISTORY
udae11	AUD	PULL EVENT BY TRAN BATCH #
udar20	AUD	COMMENT TTCS FOR RECONCILE
udaz1720	SPCFRM	USABLE PROPERTY PLACARDS
udaa95	AUD	TIER 2 DATA BASE PURGE CANCEL LOG
udaz17 **	AUD	USABLE PROPERTY PLACARDS
udaz1920	SPCFRM	SEL. USABLE PROP. PLACARDS
udaz6020	RPTS	DTID EXTRACT BY STK ID RPT
udaz6030	RPTS	DTID EXTRACT BY STK ID (HARDCY)
udaz6040	RPTS	DTID EXTRACT BY SITE LOCATION
udaz6050	RPTS	DTID EXTRACT BY SITE LOC (HARDCY)
udaz75	RPTS	BID OPENING DATE STATUS CHANGE

### RCP

(After entering I for Increment, enter A. RCP Reports are in different increments.)

FILENAME	TYPE	TITLE
UDNG2001	WIDE	BID ABSTRACT REPORT
<i>UDNI0100</i>	<i>RPTS</i>	<i>RCP REFERRAL LOAD REPORT</i>
UDPR1505	RPTS	RCP ADJUSTMENTS
UDPR1507	RPTS	INVALID DIC LIST
<i>UDPR1508</i>	<i>RPTS</i>	<i>RCP INCOMING TRANSACTION REPORT</i>
UDPR5202	WIDE	OPEN A5A QTRLY LIST
UDPR5301	WIDE	A5E ON SUSPENSE MORE THAN 7 DAYS
UDPR6502	RPTS	ARO LIST
UDPR6504	RPTS	XS7 DISCREPANCY REPORT
UDPR6901	RPTS	XS6 DNSP DISCREPANCY REPORT
UDPR7002	RPTS	AC6 CANCELLATION LIST
UDPR7502	RPTS	A6A DENIAL LIST
UDPR8201	WIDE	RCP ASSET SCREENING REPORT
<i>UDPR8901</i>	<i>SPCFRM</i>	<i>RCP A5E MRO</i>
UDPR90SLI	RPTS	<i>A5E TO DTID CURRENT SUSPENSE LIST</i>
<i>UDPR9001</i>	<i>RPTS</i>	<i>A5E TO DTID CURRENT SUSPENSE LIST</i>
<i>UDPR9502</i>	<i>WIDE</i>	<i>AUTODIN OUTPUT HEADER/TRAILER LIST</i>
<i>UDPR9504</i>	<i>WIDE</i>	<i>A5A/A5J DAILY OUTPUT LIST</i>

### RTD

(After entering I for Increment, enter R for RTD.)

FILENAME	TYPE	TITLE
UDRL1003	RPTS	REQUISITIONS IN PCH&T FOR DRMO
UDRL1005	RPTS	REQUISITIONS IN PCH&T FOR DRMS
UDRL2502	WIDE	DRMS RPT OF MILSTRIP REQ PROC
UDRL3002	RPTS	DRMO MILSTRIP DENIALS BY MGT CD
UDRL3502	RPTS	DRMS RPT OF MILSTRIP REJECT/STATUS CODE
UDRP3602	SPCFRM	1348 LABELS 12 LNLB
UDRP4001	SPCFRM	1348-1 REQUISITIONS 1348
UDRR1001	RPTS	FES/FAS NOTICE HISTORY RPT
UDRR1201	RPTS	FES LOW \$ VALUE SUMMARY
UDRR2501	RPTS	INDIV ACT INTERROG STATS-COL
UDRR2502	RPTS	INDIV ACT INTERROG STATS-MEMPHIS
UDRR2503	RPTS	INDIV ACT INTERROG STATS-OGDEN
UDRR2504	RPTS	INDIV ACT INTERROG STATS-EUROPE
UDRR2505	RPTS	INDIV ACT INTERROG STATS-PACIFIC
UDRR2701	RPTS	HQ INTERROGATION STATS
UDRR2801	WIDE	ON-LINE INTERROG STATS-ARMY
UDRR2802	WIDE	ON-LINE INTERROG STATS-NAVY
UDRR2803	WIDE	ON-LINE INTERROG STATS-AIR FORCE
UDRR2804	WIDE	ON-LINE INTERROG STATS-MARINES

**RTD (continued)**  
**(After entering I for Increment, enter R for RTD.)**

FILENAME	TYPE	TITLE
UDRR2805	WIDE	ON-LINE INTERROG STATS-DLA
UDRR2806	WIDE	ON-LINE INTERROG STATS-OTHER
UDRR2807	WIDE	ON-LINE INTERROG STATS-ALL SERVICES
UDRR2808	WIDE	ON-LINE INTERROG STATS-DRMS-HQ
UDRR2809	WIDE	ON-LINE INTERROG STATS-COLUMBUS
UDRR2810	WIDE	ON-LINE INTERROG STATS-MEMPHIS
UDRR2811	WIDE	ON-LINE INTERROG STATS-OGDEN
UDRR2812	WIDE	ON-LINE INTERROG STATS-EUROPE
UDRR2813	WIDE	ON-LINE INTERROG STATS-PACIFIC
UDRR2814	WIDE	ON-LINE INTERROG STATS-ALL DRMS
UDRR2815	WIDE	ON-LINE INTER STAT-ALL SVC-ALL DRMS
UDRR2901	WIDE	TIMED INTERROGATION STATS
UDRR4101	RPTS	EPPL/GSA ITEM SMRY
UDRR4301	RPTS	NSN INTERROGATION OF REQUISITIONS
UDRR4501	RPTS	NSN INTERROG OF INTERROGATIONS
UDRR4801	RPTS	RTD REUT PROMO METHODS BY FSC
UDRR5401	RPTS	GEN/REUT BY AGENCY RPT
UDRR5901	WIDE	PROP COND GEN BY SPLY COND CODE
UDRR6101	RPTS	GEN/REUT RPT/NON-RPT
UDRR6701	RPTS	REUT RECOUPMENT \$ VALUE-ICP
UDRR6702	RPTS	REUT RECOUPMENT \$ VALUE-NON-ICP
UDRR6703	RPTS	REUT RECOUP \$ VALUE-ICP/NON-ICP
UDRR6901	RPTS	REUT RECOUPMENT TRNS-ICP
UDRR6902	RPTS	REUT RECOUPMENT TRANS-NON-ICP
UDRR7000	RPTS	REUT % \$ VALUE RECOUPMENT
UDRR8401	RPTS	RTD RPTBLE ITMS REQ DESCR ANALYSIS
UDRR9401	RPTS	FES NOTICE ICP REUT SMRY
UDRR9601	WIDE	INDIV ACTVTY FES/FAS NOTICE SMRY
UDRR9801	RPTS	FREEZE SMRY F/RQSTING RIC ONLY
UDRR9803	RPTS	FREEZE SMRY FOR SELECT DRMO
UDRR9804	RPTS	FREEZE SMRY DRMR WITH DRMOS
UDRT4210	WIDE	CUSTOMER MAILING LIST
UDRT4220	SPCFRM	CUSTOMER MAILING LABELS MAILLABELS
udrd1000	WIDE	ITEMS REQUIRING DRMS DESCRIPTION
udrd10	AUD	EXT. ITEMS REQ. IDMS DESC.
udrd1101	WIDE	ITEMS REQ. DESC. ACT. BY DRMS
udrd2000	WIDE	ITEMS REQUIRING DRMO DESCRIPTIONS
udrd1101	WIDE	ITEMS REQ. DESC. ACT. BY DRMS
udrd2000	WIDE	ITEMS REQUIRING DRMO DESCRIPTIONS
udrd2050	WIDE	ITEMS REQUIRING DESC. ACTION BY DRMO
udrd20	AUD	LOAD ITEMS NEEDING DESC.

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udrd30	AUD	EXT. VALID. DESC. FOR IBM
udrd3300	RPTS	SPECIAL VISIBILITY REJECTION REPORT
udrd40	AUD	ASSIGN SCREENING DATES/CODES
udrd42	AUD	ASSIGN RECORD STATUS CODES
udrd43	AUD	EXT. SPEC. VISIBILITY FOR IBM
udrd52	AUD	LOAD RID VALIDATION INDICATOR

**RTD (continued)**  
**(After entering I for Increment, enter R for RTD.)**

<b>FILENAME</b>	<b>TYPE</b>	<b>TITLE</b>
udrd56	AUD	LOAD NEW DESC. STATUS CODES
udrd6000	WIDE	DRMS ITEMS REQUIRING DESCRIPTION
udre9001	RPTS	IDMS NEEDS DESCRIPTION
udre9002	RPTS	IDMS DESCRIPTION LOCATION
udre9003	RPTS	DATA PASSED TO GSA-S.V.
udre9005	RPTS	DELETE DESCRIPTION
udre9050	AUD	INVALID DTID CHECK
udre90	AUD	LOAD DTIDS WITH NOTICE DATA
udre9250	AUD	INVALID DTID CHECK
udre92	AUD	LOAD DTIDS WITH NOTICE DATA
udrf10	AUD	FREEZE QTY. CHNG NOT. FOR GSA
udrf20	AUD	ADD/MODIFY/CANCEL FREEZES
udrf2101	RPTS	FREEZE CANCELLATION NOTICES
udrf2400	RPTS	COMBINE NSN FREEZE RESULTS EXTRACT
udrf31	AUD	LOAD NSN FREEZE DATA
udrf36	AUD	LOAD FSC FREEZE DATA
udrf4210	RPTS	NSN FREEZE RELEASE NOTICES
udrf4220	RPTS	FSC FREEZE RELEASE NOTICES
udrf4410	RPTS	NSN OVERRIDDEN FREEZE NOTICES
udrf4420	RPTS	FSC OVERRIDDEN FREEZE NOTICES
udrf4601	WIDE	NSN FREEZE RESULTS
udrf4801	WIDE	FSC FREEZE RESULTS
udrf50	AUD	ACTIVATE FREEZE STATUS
udrf5201	RPTS	DTID FREEZE NOTICES
udrf60	AUD	EXTRACT OF FREEZES REACHING RELEASE DATE
udrf6201	RPTS	AUTOMATIC FREEZE CANCELLATION NOTICES
udrf6600	RPTS	BUILD EXPIRING FREEZES EXTRACT
udrf6801	RPTS	EXPIRING FREEZE NOTICE
udrf7000	RPTS	REQUEST FOR INDEFINITE FREEZE
udrf74	AUD	EXTRACT FOR OVR 120 DAYS FRZ RPTS
udrf7801	RPTS	INDEFINITE FREEZE SUMMARY REPORT
udrf8000	RPTS	REQUEST FOR NSN FREEZE SUMMARY REPORT
udrf8300	RPTS	PARTIAL NSN FREEZE SUMMARY
udrf84	AUD	EXTRACT FOR NSN FREEZE SUMMARY
udrf8600	AUD	NSN FREEZE SUMMARY REPORT
udrf9000	RPTS	REQUEST FOR FSC FREEZE SUMMARY REPORT
udrf9300	RPTS	PARTIAL FSC FREEZE SUMMARY REPORT
udrf9400	AUD	EXTRACT FOR FSC FREEZE SUMMARY REPORT
udrf94	AUD	EXTRACT FSC FREEZE SUMMARY REPORT
udrf9801	RPTS	FSC FREEZE SUMMARY REPORT

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**Supplement 2 - General Processing**

udrn2000	RPTS	NOTICE DATA
udrn2002	RPTS	FRONT END SCREENING DISPLAY
udrn20	RPTS	NOTICE DATA
udrn6000	WIDE	LOCAL AREA SCREENING LIST
udrn60	AUD	PREPARE LOCAL AREA SCREENING LIST
udrn6200	WIDE	LOCAL AREA SCREENING LIST

**RTD**  
(After entering I for Increment, enter R for RTD.)

FILENAME	TYPE	TITLE
udrn7000	WIDE	DONATION SCREENING LIST
udrn70	AUD	PREPARE DONATION SCREENING LIST
udrn7200	WIDE	DONATION SCREENING LIST
udrp3405	SPCFRM	1348-1S 1348
udrp4001	SPCFRM	1348-1 REQUISITIONS 1348
udrp4502	RPTS	MILSTRIP HISTORY INTERROGATIONS
udrp60	AUD	LOAD MILSTRIP REQUISITIONS
udrp6801	RPTS	MILSTRIP DAILY TRANX LIST
udrp73	AUD	EXTRACT DAILY TRANX AND 1348S
udrp74	AUD	LOAD MILSTRIP TABLES
udrr34	AUD	PREPARE DELINQ. RID RPT.
udrr3501	RPTS	DRMO DELINQ. UNIQUE RID FOLLOW-UP
udrr3701	RPTS	DRMS DELINQ. UNIQUE RID FOLLOW-UP
udrs2003	RPTS	PICKING SLIP
udrs2004	RPTS	CANCEL PICKING SLIP
udrs20	AUD	CREATE/FORMAT PICK. SLIPS
udrs2303	RPTS	GSA PICKUP OVERDUE NOTICE
udrs23	AUD	CREATE/FORMAT GSA OVERDUE NOTICE
udrs2401	RPTS	GSA PICK-UP OVERDUE
udrt11	AUD	LOAD SCREENING TABLE (UDURSCRN)
udrt13	AUD	LOAD FES SERVICE AGENCY AND FCC (UDURFCCD)
udrt15	AUD	LOAD FSC TABLE (UDURFSCD)
udrt17	AUD	LOAD FSC FREEZE TABLE (UDURFSCD)
udrt25	AUD	LOAD CYCLE DATE TABLE (UDURCYCD)
udrt80	AUD	UNLOAD SCREENING TABLE (UDURSCRN)
udrt82	AUD	UNLOAD FES SERV AGENCY AND FCC (UDURFCCD)
udrt84	AUD	UNLOAD FSC TABLE (UDURFSCD)
udrt86	AUD	UNLOAD FSC AND FES SERVICE/AGENCY (UDURFSCD)
udrz10	AUD	DAILY RTD/WAREHOUSING INTERFACE
udrz14	AUD	LOAD DTID/DESC. TABLES
udrz2000	RPTS	RTD PROCESSING PHASES
udrz20	AUD	WEEKLY RTD/WAREHOUSING INTERFACE

### SCRAP

(After entering I for Increment, enter M. Scrap Reports are in the Marketing Increment.)

FILENAME	TYPE	TITLE
udaz6120	RPTS	SCRAP EXTRACT - BY SCRAP ID
udic1025	WIDE	SCRAP REPLY - BY SCRAP ID
udic1026	WIDE	SCRAP REPLY - BY SITE LOCATION
udic1094	WIDE	SCRAP REPLY - USER DEFINED FIELDS
udic1096	WIDE	SCRAP REPLY - USER DEFINED ORDER
udic1098	WIDE	SHORT FORM SCRAP REPLY - USER DEFINED ORDER
udic4025	WIDE	SCRAP REPLY - BY SCRAP ID
udic4026	WIDE	SCRAP REPLY - BY SITE LOCATION
udic4085	WIDE	SHORT FORM SCRAP REPLY - BY SCRAP ID
udic4086	WIDE	SHORT FORM SCRAP REPLY - BY SITE LOCATION
udic4094	WIDE	SCRAP REPLY - USER DEFINED FIELDS
udic4096	WIDE	SCRAP REPLY - USER DEFINED ORDER
udic4098	WIDE	SHORT FORM SCRAP REPLY - USER DEFINED ORDER
udic6025	WIDE	SCRAP REPLY - BY SCRAP ID
udic6026	WIDE	SCRAP REPLY - BY SITE LOCATION
udwb4101	RPTS	DEMIL SCRAP CERTIFICATION LIST
udwb4101	SPCFRM	DEMIL SCRAP CERTIFICATION LIST PLACARDS
udwx20	AUD	CREATE SCRAP WEIGHT FLAT FILES
udwx25	AUD	LOAD SCRAP ID TABLE
udwx6020	RPTS	RSC FREQUENCY DISTR. FOR SCRAP

### WAREHOUSING

(After entering I for Increment, enter W for Warehousing Reports.)

FILENAME	TYPE	TITLE
UDWARCPT	RPTS	RECEIPT CRASHES
UDWTO400	WIDE	RIC/DODAAC REPORTS
udpn50	AUD	NSN DOWNLOAD LOG
udpn60	AUD	CREATE NSN REQUESTS
udpn62	AUD	COMPARE DRMO & CORP NSN FILES
udpn7701	RPTS	NSN CHAR. CHANGE NOTICE
udpn90	AUD	LOAD NSN CHARACTERISTICS
udpn92	AUD	LOAD DRMS NSN CHARACTERISTICS
udpn95	AUD	NSN REQUEST PREPARATION
udpn96	AUD	CREATE NSN REQUESTS FOR UPDATES
udwd3030	AUD	ABANDONMENT/DESTRUCTION REPORT
udwb3040	SPCFRM	DOWNGRADE REPORT PLACARDS
udwb3050	AUD	MOVE TO SALES REPORT
udwb3060	AUD	SEND PROPERTY MOVEMENT DATA
udwb3301	RPTS	ABANDONMENT/DESTRUCTION

		REPORT
udwb3301	SPCFRM	ABANDONMENT/DESTRUCTION REPORT PLACARDS
udwb3401	RPTS	DOWNGRADE REPORT

**WAREHOUSING (continued)**  
(After entering I for Increment, enter W for Warehousing Reports.)

FILENAME	TYPE	TITLE
udwb3401	SPCFRM	DOWNGRADE REPORT PLACARDS
udwb3501	RPTS	MOVE TO SALES REPORT
udwb5200	RPTS	CORP TRANSFER ACCTS RCD CNTS
udwb5400	RPTS	DRMO TRANSFER ACCTS RCD CNTS
udwb54	AUD	TRANSFER ACCTS, LOSING DRMO
udwb55	AUD	TRNSF ACCTS, FWD DATA TO GAIN DRMO
udwb56	AUD	TRANSFER ACCTS, GAINING DRMO
udwb5810	RPTS	SLH DAILY TRANSACTIONS
udwb5910	RPTS	SLH PROPERTY DUE-IN
udwb60	RPTS	DOWNGRADE AFTER RECEIPT
udwb93	RPTS	WAREHOUSE STORAGE REPORT
udwb94	RPTS	STORAGE LOCATION SUMMARY
udwc1001	RPTS	RESI B PART 1
udwc1002	RPTS	RESI B PART 2
udwc1003	RPTS	RESI B PART 3
udwc1011	SPCFRM	RESI B PART 1 PLACARDS
udwc10	AUD	DEFINE RESI-B PROPERTY
udwg21	AUD	LOAD SALES ACCUMULATION DATE
udwt02	AUD	LOAD RIC/DODAAC TABLE
udwt04	AUD	PREPARE RIC/DODAAC RPTS
udwx1801	RPTS	DUPLICATE DTID NOTICE
udwx26	AUD	LOAD STORAGE LOCATIONS
udwx30	AUD	DELETE OLD HISTORY RECORDS
udwx32	AUD	CREATE HISTORY FLAT FILES
udwx35	AUD	LOAD WORK TABLES TO HISTORY
udwx40	AUD	DELETE DTIDS AFTER 28 DAYS
udwx50	AUD	DELETE PMR RECORDS AFTER 365 DAYS
udwx6010	RPTS	RSC FREQUENCY DISTRIBUTION REPORT
udwx60	AUD	PREPARE RSC FREQ DISTR LOG
udwx95	AUD	CREATE NEW NSN REQUESTS
udwx96	AUD	CREATE NSN REQUESTS FOR UPDATES
udwx97	AUD	CREATE NSN REQUEST FLAT FILES
udwx98	AUD	REQUEST RETROFIT NIINS FOR DTIDS
udwx99	AUD	RQST RETROFIT NIINS FOR PMR

### WORKLOAD

(After entering I for Increment, enter G. Workload Reports are in the Management Increment.)

FILENAME	TYPE	TITLE
udwb3010	AUD	CREATE WORKLOAD VISIBILITY COUNTS
udwb30	AUD	PREPARE WORKLOAD REPORTS
udwb31	AUD	RUN WORKLOAD REPORTS
udwb3601	RPTS	WORKLOAD VISIBILITY

\* Identifies Two Or More Consecutive Reports With The Same Title.

\*\* Identifies Report Output As Placards

## C2. PROPERTY ACCOUNTING

### Enclosure 15 - Data Fields and Screens Available for Inventory Corrections

#### 1. Fields Available For Correction In The Basic Accountable Record Adjustment (Correction) Screen

a. RECORDS ENTERED WITH AN NSN:

ADD DATA  
DAC - DISPOSAL AUTHORITY CODE  
DATE RECVD - DATE RECEIVED  
MGT CD - MANAGEMENT CODE  
RSC - RECORD STATUS CODE  
U/I - UNIT OF ISSUE  
UPDATE DESC - UPDATE DESCRIPTION

b. RECORDS ENTERED WITH AN LSN

ADD DATA  
DAC - DISPOSAL AUTHORITY CODE  
DATE RECVD - DATE RECEIVED  
ITEM NAME  
RSC - RECORD STATUS CODE  
MGT CD - MANAGEMENT CODE  
U/I - UNIT OF ISSUE  
UPDATE DESC - UPDATE DESCRIPTION

#### 2. Fields Available For Correction In The DTID Restart Screen (Double DTID Restarts Required For NSN To LSN To NSN)

a. RECORDS ENTERED WITH AN NSN

A/CD - ACTION CODE  
ACC/CD - ACCOUNTING  
ADD DATA  
DEMIL CHLG - DEMIL CHALLENGE  
DIPEC REPORT NO.  
FCC - FEDERAL CONDITION CODE  
HAZ CHLG - HAZARDOUS CHALLENGE CODE  
HM/HW - HAZARDOUS MATERIAL  
HAZARDOUS WASTE CODE  
MSC - MATERIAL SCREENING CODE  
REIM - REIMBURSEMENT CODE  
SHC - SPECIAL HANDLING CODE  
SLS REF NO. - SALES REFERRAL NO.  
STOCK ID  
U/I UNIT OF ISSUE

b. RECORDS ENTERED WITH AN NSN IN RECORD STATUS Z

A/CD - ACTION CODE  
ACC/CD - ACCOUNTING  
ADD DATA  
DEMIL CHLG - DEMIL CHALLENGE  
DEMIL PRF CD - DEMIL PERFORMED CODE  
DIPEC REPORT NO.  
DUP - DEPRECIATED UNIT PRICE  
FCC - FEDERAL CONDITION CODE  
HAZ CHLG - HAZARDOUS CHALLENGE CODE  
HM/HW - HAZARDOUS MATERIAL  
    HAZARDOUS WASTE CODE  
MSC - MATERIAL SCREENING CODE  
QTY ON/H - QUANTITY ON HAN  
REIM - REIMBURSEMENT CODE  
SHC - SPECIAL HANDLING CODE  
SLS REF NO. - SALES REFERRAL NO.  
STOCK ID  
U/I UNIT OF ISSUE

c. RECORDS ENTERED WITH AN LSN IN RSC Z

A/CD - ACTION CODE  
ACC/CD - ACCOUNTING  
ADD DATA  
ADPE IN - AUTOMATIC DATA PROCESSING INDICATOR CODE  
DEMIL - DEMIL CODE  
DEMIL CHLG - DEMIL CHALLENGE  
DEMIL PRF CD - DEMIL PERFORMED CODE  
DIPEC REPORT NO.  
DUP - DEPRECIATED UNIT PRICE  
FCC - FEDERAL CONDITION CODE  
HAZ CHLG - HAZARDOUS CHALLENGE CODE  
HM/HW - HAZARDOUS MATERIAL  
    HAZARDOUS WASTE CODE  
ITEM NAME  
MSC - MATERIAL SCREENING CODE  
PIL/SENS - PILFERABLE SENSITIVE CODE  
PMIC - PRECIOUS METALS INDICATOR CODE  
QTY ON/H - QUANTITY ON HAND  
REIM - REIMBURSEMENT CODE  
SAIC - SMALL ARMS INDICATOR CODE  
SHC - SPECIAL HANDLING CODE  
SLS REF NO. - SALES REFERRAL NO.  
STOCK ID  
U/I - UNIT OF ISSUE  
U/P - UNIT PRICE

3. One field for correction in -CHANGE TO QTY O/H|| SCREEN - QTY ON/H
4. One field for correction in -DTID CORRECTION|| SCREEN - DTID NO.
5. One field for correction in -CHANGE TO QTY AVAIL|| SCREEN - QTY AVAIL
6. One field for correction in -CHANGE RSC TO Z|| SCREEN - RSC
7. One field for correction in -XR3 DATA CORRECTION||

DATA FIELDS AND SCREENS FOR CORRECTIONS

DRMS-I 4160.14  
Section 4 - Supplements  
Supplement 2 - General Processing

INVENTORY ADJUSTMENTS - MENU OPTION 7										
DATA ELEMENTS THAT CAN BE CHANGED IN DAISY SCREENS										
Screen No.	1	1	1	2	2	3	4	5	6	8
	DTID RESTART NSN	DTID RESTART NSN (RSC Z)	DTID RESTART LSN (RSC Z)	BASIC RECORD ADJ NSN	BASIC RECORD ADJ LSN	DRMO APPROVE (GAINS/ LOSSES)	DTID NO. CORRECTI ON	CHG TO QTY AVAIL	CHG RSC TO Z	XR3 DATA CORRECTION
A/CD	X	X	X							
ACC/CD	X	X	X							
ADD DATA	X	X	X	X	X					
ADPE IN			X							
DAC				X	X					
DATE RCVD				X	X					
DEMIL			X							
DEMIL CHLG	X	X	X							
DEMIL PRF CD		X	X							
DIPEC REPORT NO.	X	X	X							
DTID NO.							X			
DUP		X	X							
FCC	X	X	X							
HAZ CHLG	X	X								
HM/HW	X	X	X							
ITEM NAME			X		X					
MGT CD				X	X					
MSC	X	X	X							
PILSENS			X							
PMIC			X							
QTY RCVD										X
QTY AVAIL								X		
QTY ON/H		X	X			X				
REIM	X	X	X							
RSC				X	X				X	
SAIC			X							
SHC	X	X	X							
SLS REF NO.	X	X	X							
STOCK ID	X	X	X							
U/I	X	X	X	X	X					
U/P			X							
UPDATE DESC.				X	X					



```

replace stored      update      record  1 of  1 records found
udwa7026.002      USABLE RECEIPTS      06/12/07
EIN s9d3845  PLR: SXGA : GENERATOR: DRMS      08:59
  
```

This item has been Issued from Another DRMO. This is a multiple shipment. The following shows how much of this item has been received and how much is still pending:

PMR Quantity: 10  
 Quantity Previously Received: 2  
 Quantity Still Pending: 8

You may process a receipt for more or less than the Quantity Still Pending.

```

PRESS <F1> TO RETURN TO PREVIOUS SCREEN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-F1d Help  F10-More Key
  
```

- a. Verify your quantity against the quantity still pending (you may receive the quantity still pending, less than the quantity still pending or more than the quantity still pending).
- b. F1 to return to the receipt screen.

```

replace not stored  update zoom record  1 of  1
udwa7020.126      USABLE RECEIPTS      06/12/07
EIN s9d3845  PLR: SXGA : GENERATOR: DRMS      09:01
  
```

DTID_NBR/PMR SY2314-7163-D252		STOCK ID 589E 001039387	DT_REC	S/P	HM/HW	REIMB		
*** BASIC RECEIPT *** MISCELLANEOUS COMMUNICATION EQUIPMENT								
SMUC: :						SALD		
FIIG CD	DAC N	FCC	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SATC	ADPE
QTY 8		UI	FREQUENCY MULTIPLIE			UNIT PRICE 1608.00		
DEMIL CHLG PERF D	SHC	MSC X	ACTN ACCT A F	UDJC	DUP	MGT_CD	DESC N	
DRMO JACKSONVILLE		PRELOT:	: SITE:		: LOCATION:		:	

**Note** – the quantity defaults to the quantity still pending – change as

```

ENTER FEDERAL SUPPLY CLASS
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-F1d Help  F10-More Key
  
```

4. Complete your receipt – and F9 to save.

C. Behind the scenes, DAISY will update the PMR purge indicator with a -Pll if there is still quantity pending or a -Rll, if the PMR quantity received was equal to or greater than the PMR quantity.

**NOTE:** If subsequent shipments are received by another DRMO, they will not receive the duplicate DTID message (as they are on different databases) however the Multiple Shipment Screen will come up.

The multiple shipment process works exactly the same when using Downgrade on Receipt (XR3).

1. Inputting the first receipt – the user will be unaware of the changes to receipt.
2. Inputting the subsequent receipts – the user will get the duplicate document number message in bottom left corner.

replace not stored		update			
udwa7020.126		DOWNGRADES TO SCRAP		06/14/07	
EIN s9d3845		PLR: SXGA : GENERATOR: NAME NOT FOUND		07:49	
DTID_NBR <del>SX1395-5055-0001</del>		STOCK ID 8340 005774168		DT_REC 04/12/07	S/P
		HM/HW		REIMB	
BASIC DOWNGRADE TENTS AND TARPULINS					
SWUC: :			SALD: :		
FIG CD	DAC	FCC S	PMIC	SHLF	PIL/SEN
				HAZ /CHLG	SAIC
				ADPE	DML INT
QTY		UI		ITEM NAME	
				SHELTER HALF TENT	
UNIT PRICE					
DEMIL	CHLG	PERF	SHC	MSC	ACTN ACCT
					E C
UDJC		DUP		MGT_CD	
				DESC N	
DRMO JACKSONVILLE		PRELOT: :		SITE: : LOCATION: :	
DUPLICATE DTID NUMBER. CONTINUE? Y/N <CR>					
F10-More Key					

3. Answer -YESll and enter to accept the UCN.
4. The Multiple Shipment screen comes up. F1 to return back to the receipt screen.

```

replace stored      update      record      1 of      1 records found
udwa7026.002      DOWNGRADES TO SCRAP      06/14/07
EIN s9d3845  PLR: SXGA : GENERATOR: NAME NOT FOUND      07:50
  
```

This item has been Issued from Another DRMD. This is a multiple shipment. The following shows how much of this item has been received and how much is still pending:

PMR Quantity: 144  
 Quantity Previously Received: 94  
 Quantity Still Pending: 50

You may process a receipt for more or less than the Quantity Still Pending.

```

PRESS <F1> TO RETURN TO PREVIOUS SCREEN.
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-F1d Help  F10-More Key
  
```

5. Complete the downgrade receipt – F9 to save.

```

replace stored/modified update      record      1 of      1
udwa7031.021      DOWNGRADES TO SCRAP      06/14/07
EIN s9d3845  PLR: SXGA : GENERATOR: NAME NOT FOUND      07:53
  
```

DTID_NBR/PMR SY2314-7165-D255		STOCK ID 8340 005774168		DT_REC 06/13/07	S/P	HM/HW	REIMB		
BASIC DOWNGRADE UNSEGREGATED SCRAP									
SMUC: :				SALD: :					
FIIG CD N	DAC N	FCC HS	PMIC A	SHLF Z	PIL/SEN U	HAZ /CHLG	SAIC	ADPE	DML INT
QTY 25		UI EA	ITEM NAME SHELTER HALF,TENT			UNIT PRICE 39.45			
DEMIL CHLG PERF A	SHC	MSC	ACTN ACCT E C	UDJC	DUP	MGT_CD	DESC N		

```

SCL/SCT NBR: H2402A : SITE: IZ : LOCATION: Z010101Z0 : WEIGHT: 210 :
ENTER SITE
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-F1d Help  F10-More Key
  
```

D. When you access Record Status and History you can track the Multiple Shipments back to the Original DTID.

Method 1 – Using the Original DTID.

1. Access Inquiry
2. Select Record Status and History
3. Input your Original DTID and enter
4. F2 to see record Status and History

replace	stored	update	record	1 of	3	records found
udwc2998	020		EVENT HISTORY			06/12/07 09:31
HIST ID SC44027135E007						
VIEW ID	TRX DT	EIN	TRX QTY	DTID_NO		
<b>XR1</b>	05/17/07	s9d3845		SC44027135E007		
DDO	05/17/07	s9d3845		SC44027135E007		
DDO	05/17/07	s9d3845		SC44027135E007		
Press <F4> to select rcd, then <F2> to view TIC; <F20> for pre-rcpt/toa trx						
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key						

Method 2 – Using the UCN.

1. Access Inquiry
2. Select Record Status and History
3. Input the UCN

replace | stored | update | zoom | record | 1 of 1 | records found  
udvc2164 022 | INQUIRE BY DTID NUMBER | 06/13/07 07:56

PLR: SXGA DT RCVD: 05/17/07 RSC: W DEMIL/PRFMD: D HM/HW CD: REIM-CD:  
ORIG DTID: SC44027135E007 RELATED DTID: SLS RFRL:

DTID	APLD	STORAGE LOCATION	SCL/SCT	NBR	FSC	NIIN
SY2314713710233		OZ Z010101Z0			5895	001039387

The Original DTID is displayed on the screen.

PRESS <F2> TO VIEW HISTORY DATA FOR THIS DTID: <F20> FOR ACCOUNTABLE RCD  
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

E. You may use DRMO tables to check PMR quantity received or the PMR purge indicator.

1. Access Inquiry
2. Select View DRMO Tables
3. Select View DRMO Tables Part 2
4. Select PMR (10)
5. Input your DTID and hit F3 to execute

```

replace | stored | update | record 1 of 1 | records found
ucvnpdno DEFAULT DATA VIEW
par_dtid_no: SC44027135E007
prop_loc_ric: SMGA
par_qty: 10
par_prg_ind: P
poc_tfone:
poc:
par_sml_arms_ind:
par_pilfb_snstv:
par_itm_name: FREQUENCY MULTIPLIE
fsc: 5895
niin_lsn: 001039387
add_data:
par_dte_received: 05/16/07
dtid_hw_hw_cd:
itm_ui:
itm_demil_cd: D
itm_up: 1608.00
lsng_prop_loc_ric: S9MN
orig_dtid_no: SC44027053000B
extrnl_sys_intrfc_cd:
dspsl_auth_cd: N
sply_cond_cd: B
dspsl_cond_cd: 4
nsc: X
actn_cd: A
acct_cd: F
trx_cd: S
site_loc_cd:
stg_loc_cd:
due_in_rpt_ind: Y
par_qty_rcvd: 2
  
```

PMR Purge Indicator

PMR Quantity Received

DTID on record – when Issue to Another DRMO Created

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

### **C3. PROCEEDS DISPOSITION**

#### **Enclosure 1 - Samples for Commercial Letters of Credit**

##### **Attachment 1 - Irrevocable Commercial Letter of Credit**

#### NAME AND ADDRESS OF BANK ISSUING LETTER OF CREDIT

(DATE)

Treasurer of the United States  
Washington, DC 20220

Dear Madam or Sir:

We hereby establish our irrevocable credit no. \_\_\_\_\_ in your favor by order and for account of (name of company submitting bid) up to an aggregate amount of \$ available by demand drafts drawn on us by a representative of (specify agencies to which directed: e.g., Department of Army, Department of the Air Force, General Services Administration). Drafts must be accompanied by a written statement of the interested department or agency that the amount drawn under this credit represents the deposit required for IFB # \_\_\_\_\_, as a guarantee to support an acceptable bid made by (name and address of bidder) to purchase material from the Government.

Except as otherwise expressly stated, this documentary credit is subject to the "Uniform Customs and Practices for Documentary Credits."

We hereby agree that the drafts drawn under and in compliance with the terms of this credit will be duly honored on due presentation to the (name of bank).

Very truly yours,

(Authorized signature of bank official)

### C3. PROCEEDS DISPOSITION

#### Enclosure 1 - Samples for Commercial Letters of Credit

#### Attachment 2 - Draft Drawn Against an Irrevocable Commercial Letter of Credit

#### FORM OF DRAFT

\$ \_\_\_\_\_

DATE \_\_\_\_\_

At sight pay to the order of Treasurer of the United States for the account of dollars and \_\_\_\_\_ cents for value received - drawn Under Letter of Credit No. \_\_\_\_\_ of \_\_\_\_\_ (Name and address of issuing bank)

To (name and address of bank)

(Name of office - finance or disbursing - and activity of department or agency by which draft is issued.)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE:** If the letter of credit is addressed to a specific department or agency instead of "U.S. Treasury," delete the words "Treasurer of the United States for the account of," and insert the name of the particular agency (e.g., Commander, DRMS, or the Director, DLA).

### C3. PROCEEDS DISPOSITION

#### Enclosure 1 - Samples for Commercial Letters of Credit

#### Attachment 3 - Transmittal Letter and Certification For an Irrevocable Commercial Letter of Credit

#### OFFICIAL LETTERHEAD

TO: Name of bank (same as on L/C)

Gentlemen:

This is to certify that on     ( Month/Day/Year ), at IFB #                      held by the (insert the name of the department or agency), the (insert name and address of company) submitted acceptable bids for property at sales price of \$                     .

The amount of the accompanying draft, \$                     , drawn under letter of credit No. represents the deposit of      percent of the sales price required as a guarantee to support the acceptable bid made by (insert name of company) to purchase material from the Government.

(Name of office - finance or disbursing -  
and activity of department or agency to  
which check is to be forwarded.)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

### C3. PROCEEDS DISPOSITION

#### Enclosure 2 - Disposition of Proceeds - Usable Property

TYPE OF PROPERTY	REIMBURSEMENT INDICATOR	DISPOSAL FEES	REIMBURSEMENT CODE	DODAAC	ACCOUNTING CLASSIFICATION
1. USABLE DWCF	N		N/A		97X4930.5NR0 S033181
2. DeCA bones, fats, meat trimmings (to include cardboard)	N		N/A		97X4930.5NR0 S033181
3. DWCF supply management excess inventory items	N		N/A		97X4930.5NR0 S033181
4. ADPE owned by GSA and leased to DOD  <b><u>PROPERTY TURNED IN TO DRMS</u></b>  <b><u>PROPERTY RECEIPT IN PLACE</u></b>	Y	\$135.00  \$ 28.00	A (Net Proceeds)  W (Sales/Handling Fee)  W (Sales Fee)	GOSFEE  GOSFEE	_F3875 (Budget Clearing Account (Suspense))  97X4930.5NR0 S033181  97X4930.5NR0 S033181
5. COMMISSARY STORES TRUST FUND ACCOUNT (Equipment only)  <b><u>PROPERTY TURNED IN TO DRMS</u></b>  <b><u>PROPERTY RECEIPT IN PLACE</u></b>	Y	\$135.00  \$ 28.00	C (Net Proceeds)  W (Sales/Handling Fee)  W (Sales Fee)	GOSFEE  GOSFEE	97X8164.6400 460* 962 S033181 (Surcharge Collections, Sales of Commissary Stores)  97X4930.5NR0 S033181  97X4930.5NR0 S033181
6. CONTRACTOR INVENTORY (received in place; <i>property turned in to the DRMO does not qualify for reimbursement</i> )	Y	\$ 28.00	I (Net Proceeds)  W (Sales Fee)	GOSFEE	97X6501 (Suspense) (Reimburse individual generator as appropriate)  97X4930.5NR0 S033181
7. NON-APPROPRIATED FUND PROPERTY (MWR, AFFES)  <b><u>PROPERTY TURNED IN TO DRMS</u></b>  <b><u>PROPERTY RECEIPT IN PLACE</u></b>	Y	\$135.00  \$ 28.00	N (Net Proceeds)  W (Sales/Handling Fee)  W (Sales Fee)	GOSFEE  GOSFEE	97X6501 (Suspense) (Reimburse individual generator as appropriate)  97X4930.5NR0 S033181  97X4930.5NR0 S033181

**(USABLE PROPERTY)**

Type of Property	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
8. LOST, ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY  <u>PROPERTY TURNED IN TO DRMS</u>  <u>PROPERTY RECEIPT IN PLACE</u>	Y	   \$135.00   \$ 28.00	H (Net Proceeds)   W (Sales/Handling Fee)   W (Sales Fee)	   GOSFEE   GOSFEE	<i>Generator provided(they are responsible for complying with 10 USC 2575)</i>  97X4930.5NR0 S033181  97X4930.5NR0 S033181
9. PROPERTY OWNED BY A COUNTRY (other than the United States) or international organization  <u>PROPERTY TURNED IN TO DRMS</u>  <u>PROPERTY RECEIPT IN PLACE</u>	Y	   \$135.00   \$ 28.00	M ( <i>Net Proceeds</i> )   W ( <i>Sales/Handling Fee</i> )   W ( <i>Sales Fee</i> )	   GOSFEE   GOSFEE	As stated in the Foreign Military Sales Letter of Offer and Acceptance developed to provide disposal service.  97X4930.5NR0 S033181  97X4930.5NR0 S033181

**(USABLE PROPERTY)**

Type of Property	Reimbursement Indicator	Disposal Fees	Reimbursement Code	<u>DODAAC</u>	Accounting Classification
10. SECURITY ASSISTANCE PROPERTY:	Y		F ( <i>Net Proceeds</i> )		11_1082 (Foreign Military Financing Account)
a. Military Assistance Program and Foreign Military Financing Property returned to the Government by a recipient country or international organization as no longer needed for the purpose for which furnished (22 U.S.C. 2355(d)).		\$135.00	W ( <i>Sales/Handling Fee</i> )	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY TURNED IN TO DRMS</u></b>		\$28.00	W ( <i>Sales Fee</i> )	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY RECEIPT IN PLACE</u></b>					
b. Special Defense Acquisition Fund (SDAF) Property (22 U.S.C. 2795).	Y	\$135.00	D ( <i>Net Proceeds</i> )		11X4116 (Special Defense Acquisition Fund Account)
<b><u>PROPERTY TURNED IN TO DRMS</u></b>		\$28.00	W ( <i>Sales/Handling Fee</i> )	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY RECEIPT IN PLACE</u></b>			W ( <i>Sales Fee</i> )	GOSFEE	97X4930.5NR0 S033181
			O ( <i>Net Proceeds</i> )		11X8242 (FMS Trust Fund Account)
c. Security Assistance Office Property purchased with Foreign Military Sales (FMS) Trust Fund funds.	Y	\$135.00	W ( <i>Sales/Handling Fee</i> )	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY TURNED IN TO DRMS</u></b>		\$28.00	W ( <i>Sales Fee</i> )	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY RECEIPT IN PLACE</u></b>	Y		O ( <i>Net Proceeds</i> )		11X8242 (FMS Trust Fund Account)
d. Property purchased with FMS Contract Administration Services Funds.		\$135.00	W ( <i>Sales/Handling Fee</i> )	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY TURNED IN TO DRMS</u></b>		\$28.00	W ( <i>Sales Fee</i> )	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY RECEIPT IN PLACE</u></b>					

**(USABLE PROPERTY)**

Type of Property	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
11. GENERAL GIFTS (Title 10, U.S. Code, Section 2601) bequest of real or personal property	Y		X (Net Proceeds)		General Gift Fund 21X8972 (Army) 17X8716 (Navy) 57X8928 (Air Force)
<b><u>PROPERTY TURNED IN TO DRMS</u></b>		\$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY RECEIPT IN PLACE</u></b>		\$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
12. GENERAL GIFTS (Title 10, U.S. Code, Section 2605) DOD dependents education system	Y		V (Net Proceeds)		97X8096 (DOD Dependents Education Gift Fund)
<b><u>PROPERTY TURNED IN TO DRMS</u></b>		\$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY RECEIPT IN PLACE</u></b>		\$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
13. REAL OR PERSONAL PROPERTY (Title 10 U.S. Code, Section 2608)	Y		U (Net Proceeds)		97X5187 (Defense Cooperation Account)
<b><u>PROPERTY TURNED IN TO DRMS</u></b>		\$135.00	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
<b><u>PROPERTY RECEIPT IN PLACE</u></b>		\$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
14. USABLE U. S. COAST GUARD PROPERTY <b><u>(Under physical control of the CG)</u></b>	Y		G ( <b>Net</b> Proceeds)		_F3875
<b><u>PROPERTY RECEIPT IN PLACE</u></b>		\$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
15. U.S. ARMY CORP OF ENGINEERS PROPERTY <b><u>(Under physical control of the COE)</u></b>	Y		E ( <b>Net</b> Proceeds)		_F3875
<b><u>PROPERTY RECEIPT IN PLACE</u></b>		\$28.00	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181

**DRMS-I 4160.14**  
**Section 4 - Supplements**  
**Supplement 2 - General Processing**

**(USABLE PROPERTY)**

Type of Property	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
16. FEDERAL CIVIL AGENCY (FCA) PROPERTY	Y		S (Gross Proceeds)		97R2651 (Treasury General Receipts)  <b>DRMS will bill the turn-in activity. The FCA must establish or fall under an existing MOU between DLA and GSA. The FCA must complete an Economy Act order with DRMS-RF.</b>
17. ALL OTHER PROPERTY	N		N/A		97X4930.5NR0 S033181

### C3. PROCEEDS DISPOSITION

#### Enclosure 3 - Disposition of Proceeds - Scrap

Type of Scrap	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
1. SCRAP DWCF	N		N/A		97X4930.5NR0 S033181
2. DeCA bones, fats, meat trimmings (to include cardboard)	N		N/A		97X4930.5NR0 S033181
3. DWCF supply management excess inventory items	N		N/A		97X4930.5NR0 S033181
4. ADPE owned by GSA and leased to DOD	Y		A (Net Proceeds)		_F3875
<b><u>SCRAP TURNED IN TO DRMS</u></b>		\$0.08 per pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
<b><u>SCRAP RECEIPT IN PLACE</u></b>		\$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S33131
5. COMMISSARY STORES TRUST FUND ACCOUNT (Equipment only)	Y		C (Net Proceeds)		97X8164.6400 460* 962 S033181
<b><u>SCRAP TURNED IN TO DRMS</u></b>		\$0.08 per pound	W (Sales/ Handling Fee)	GOSFEE	97X4930.5NR0 S033181
<b><u>SCRAP RECEIPT IN PLACE</u></b>		\$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S33131
6. RESOURCE RECOVERY AND RECYCLING PROGRAM	Y		R (Gross Proceeds)		_F3875
7. CONTRACTOR INVENTORY (received in place)	Y		I (Net Proceeds)		97X6501 (Suspense) (Reimburse individual generator as appropriate)
		\$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
8. NON-APPROPRIATED FUND PROPERTY (MWR, AFFES)	Y		N (Net Proceeds)		97X6501 (Suspense) (Reimburse individual generator as appropriate)
<b><u>SCRAP TURNED IN TO DRMS</u></b>		\$0.08 per pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
<b><u>SCRAP RECEIPT IN PLACE</u></b>		\$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181

DRMS-I 4160.14  
Section 4 - Supplements  
Supplement 2 - General Processing

**(SCRAP PROPERTY)\***

Type of Scrap	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification
9. LOST, ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY	Y		H ( <i>Net</i> Proceeds)		<i>Generator provided(they are responsible for complying with 10 USC 2575)</i>
<b><u>SCRAP TURNED IN TO DRMS</u></b>		\$0.08 per pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
<b><u>SCRAP RECEIPT IN PLACE</u></b>		\$0.04 per pound	W (Sales Fee)	GOSFEE	97X4930.5N5R0 S33131

\*Received as scrap or downgraded upon receipt

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Section 4 - Supplements  
Supplement 2 - General Processing

(SCRAP PROPERTY)

Type of Scrap	Reimbursement Indicator	Disposal Fees	Reimbursement Code	DODAAC	Accounting Classification	
<p>10. SECURITY ASSISTANCE PROPERTY:</p> <p>a. Military Assistance Program and Foreign Military Financing Property returned to the Government by a recipient country or international organization as no longer needed for the purpose for which furnished (22 U.S.C. 2355(d)).</p> <p><b><u>SCRAP TURNED IN TO DRMS</u></b></p> <p><b><u>SCRAP RECEIPT IN PLACE</u></b></p> <p>b. Special Defense Acquisition Fund (SDAF) Property (22 U.S.C. 2795).</p> <p><b><u>SCRAP TURNED IN TO DRMS</u></b></p> <p><b><u>SCRAP RECEIPT IN PLACE</u></b></p> <p>c. Security Assistance Office Property purchased with Foreign Military Sales (FMS) Trust Fund funds.</p> <p><b><u>SCRAP TURNED IN TO DRMS</u></b></p> <p><b><u>SCRAP RECEIPT IN PLACE</u></b></p> <p>d. Property purchased with FMS Contract Administration Services Funds.</p> <p><b><u>SCRAP TURNED IN TO DRMS</u></b></p> <p><b><u>SCRAP RECEIPT IN PLACE</u></b></p>	Y		F (Net Proceeds)		11_1082 (Foreign Military Financing Account)	
			\$0.08 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
			\$0.04 Per Pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
		Y		D (Net Proceeds)		11X4116 (Special Defense Acquisition Fund Account)
			\$0.08 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
			\$0.04 Per Pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
		Y		O (Net Proceeds)		11X8242 (FMS Trust Fund Account)
			\$0.08 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
			\$0.04 Per Pound	W (Sales Fee)		11X8242 (FMS Trust Fund Account)
			\$0.08 Per Pound	O (Net Proceeds)	GOSFEE	97X4930.5NR0 S033181
			\$0.04 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
				W (Sales Fee)		
<p>11. GENERAL GIFTS (Title 10, U.S. Code, Section 2601) bequest of real or personal property</p> <p><b><u>PROPERTY TURNED IN TO DRMS</u></b></p> <p><b><u>PROPERTY RECEIPT IN PLACE</u></b></p>	Y		X (Net Proceeds)		General Gift Fund 21X8972 (Army) 17X8716 (Navy) 57X8928 (Air Force)	
			\$0.08 Per Pound	W (Sales/Handling Fee)	GOSFEE	97X4930.5NR0 S033181
			\$0.04 Per Pound	W (Sales Fee)	GOSFEE	97X4930.5NR0 S033181
				W (Sales Fee)		

**DRMS-I 4160.14**  
**Section 4 - Supplements**  
**Supplement 2 - General Processing**

<p>12. GENERAL GIFTS (Title 10, U.S. Code, Section 2605) DOD dependents education system</p> <p><b><u>PROPERTY TURNED IN TO DRMS</u></b></p> <p><b><u>PROPERTY RECEIPT IN PLACE</u></b></p>	Y	<p>\$0.08 Per Pound</p> <p>\$0.04 Per Pound</p>	<p>V (Net Proceeds)</p> <p>W (Sales/Handling Fee)</p> <p>W (Sales Fee)</p>	<p>GOSFEE</p> <p>GOSFEE</p>	<p>97X8096 (DOD Dependents Education Gift Fund)</p> <p>97X4930.5NR0 S033181</p> <p>97X4930.5NR0 S033181</p>
<p>13. REAL OR PERSONAL PROPERTY (Title 10 U.S. Code, Section 2608)</p> <p><b><u>PROPERTY TURNED IN TO DRMS</u></b></p> <p><b><u>PROPERTY RECEIPT IN PLACE</u></b></p>	Y	<p>\$0.08 Per Pound</p> <p>\$0.04 Per Pound</p>	<p>U(<b>Net</b> Proceeds)</p> <p>W (Sales/Handling Fee)</p> <p>W (Sales Fee)</p>	<p>GOSFEE</p> <p>GOSFEE</p>	<p>97X5187 (Defense Cooperation Account)</p> <p>97X4930.5NR0 S033181</p> <p>97X4930.5NR0 S033181</p>
<p>14. U. S. COAST GUARD SCRAP (<b><u>Under physical control of the CG</u></b>)</p> <p><b><i>PROPERTY RECEIPT IN PLACE</i></b></p>	Y	<b><i>\$0.04 Per Pound</i></b>	<p>G (<b>Net</b> Proceeds)</p> <p>W (<b>Sales Fee</b>)</p>	<b><i>GOSFEE</i></b>	<p>_F3875</p> <p><b><i>97X4930.5NR0 S033181</i></b></p>
<p>15. U.S. ARMY CORPS OF ENGINEERS SCRAP (<b><u>Under physical control of the COE</u></b>)</p> <p><b><i>PROPERTY RECEIPT IN PLACE</i></b></p>	Y	<b><i>\$0.04 Per Pound</i></b>	<p>E (<b>Net</b> Proceeds)</p> <p>W (<b>Sales Fee</b>)</p>	<b><i>GOSFEE</i></b>	<p>_F3875</p> <p><b><i>97X4930.5N5R0 S033181</i></b></p>
<p>16. FEDERAL CIVIL AGENCY (FCA) SCRAP</p>	Y		S (Gross Proceeds)		<p>97R2651 (Treasury General Receipts)</p> <p><b>DRMS will bill the turn-in activity. The FCA must establish or fall under an existing MOU between DLA and GSA. The FCA must complete an Economy Act order with DRMS-RF.</b></p>
<p>ALL OTHER SCRAP</p>	N		N/A		<p>97X4930.5NR0 S033181</p>

### C3. PROCEEDS DISPOSITION

#### Enclosure 4 - Sample: DRMS Form 51, Collection Receipt, Explanation & Use

Explanation and Use of DRMS Form 51, Collection Receipt. DRMS Form 51 is used for Spot Bid and Auction Sales where issue of numerous receipts is necessary. They are also issued, upon request, as receipts to purchasers in person for cash or negotiable instruments.

The following instructions are to be used to complete the form:

1. Date: Enter date payment received.
2. Receipt No.: N/A.
3. Circle bid deposit if for bid deposit. Annotate IFB number, or otherwise leave blank. Circle payment, if for payment. Annotate contract number, item numbers, or otherwise leave blank. Circle other if for other than bid deposit/payment. Enter purpose for which funds received (e.g., payment for abstract, photo costs, pallet deposit, etc.)
4. Name.
5. Payment for Item(s) No.: Enter number of items for which payment is being presented, e.g., 1-10, 4, 5, etc. (N/A for bid deposits.)
6. Amount of Deposit/Payment:
  - a. Cash - enter amount of cash payment only; otherwise leave blank.
  - b. Other - enter amount of other than cash; otherwise leave blank.

**NOTE:** If payment consists of both cash and other; enter payment on appropriate line.

7. Total Received: Enter the total of 6a plus 6b.
8. Typed name and signature of cashier.
9. Sales Office (e.g., DRMO Devens, etc.)

DEFENSE REUTILIZATION AND MARKETING COLLECTION RECEIPT	
DATE _____	RECEIPT NUMBER _____
BID DEPOSIT IFB NO. _____	BIDDER NO. _____
PAYMENT CONTRACT NO. _____	ITEM NOS. _____
OTHER _____ NAME _____	
AMOUNT OF DEPOSIT/PAYMENT	
CASH _____	
OTHER _____	
TOTAL RECEIVED _____	
CASHIER (Typed Name and Signature of Cashier)	SALES OFFICE
<div style="display: flex; justify-content: space-between;"> <span>DRMS FORM 51 Dec 88</span> <span>(Dec 87 edition may be used until exhausted)</span> </div>	

### C3. PROCEEDS DISPOSITION

#### Enclosure 5 - Sample: Deposit Letters

##### Attachment 1 - Notice of Proposed Offset - Affiliated Bidder

Name of Firm/Individual  
(Address)

CERTIFIED LETTER  
RETURN RECEIPT REQUESTED

Dear Mr/Mrs./Ms. \_\_\_\_\_,

This concerns your bid deposit of \$ \_\_\_\_\_ on Sale Number \_\_\_\_\_.

Based upon available records I have determined that you are affiliated with (*name of firm or individual*). That *firm/individual* was placed on the Government's indebtedness List on (*date*) arising out of (*nonpayment of liquidated damages, storage charges, etc.*) incurred on Contract Number \_\_\_\_\_.

In view of the above, the Government intends to apply your bid deposit against the outstanding indebtedness of (*affiliated firm*) unless within 30 days of the receipt of this letter you can show cause why such administrative offset should not be made.

You have available to you the option to appeal this determination to our headquarters. Any such appeal must be in writing, must identify this letter, and indicate the reasons for your disagreement with this determination. Your appeal should be mailed or otherwise furnished directly within 15 days from the receipt of this letter to:

Defense Logistics Agency  
Defense Reutilization and Marketing Service  
ATTN: DRMS-BBS  
74 Washington Avenue North, Suite 6  
Battle Creek, MI 49037-3092

You may request copies of all documents on which this decision is based, or alternatively, you may appear in person for the purpose of inspecting and copying Government records on which this decision is based.

Sincerely,

SALES CONTRACTING OFFICER

**Enclosure 5 - Sample: Deposit Letter**

**Attachment 2 - Letter to Allegedly Affiliated Bidder**

Name of Firm/Individual  
(Address)

CERTIFIED LETTER  
RETURN RECEIPT REQUESTED

Dear Mr./Mrs./Ms. \_\_\_\_\_,

This concerns your bid deposit of \$ \_\_\_\_\_ on Sale Number \_\_\_\_\_.

Government records indicate that you may be affiliated with (*name of firm or individual*) that is on the Government's Indebtedness List and thus is ineligible to participate in our sales program. Specifically, we note that (*indicia of affiliation*).

In order for us to consider your bid, you must establish your non-affiliation with (*name of firm or individual*). Your non-affiliation may be established by providing certified copies of your articles of incorporation and/or separate addresses/post office boxes, etc. Such information must be furnished not later than (*15-20 days*) from the receipt of this letter in order for the Government to consider your bid. If you do not respond to this letter the Government will assume an affiliation and proceed accordingly.

If you have any questions regarding this matter, I may be reached at (*commercial telephone number*).

Sincerely,

SALES CONTRACTING OFFICER

## C4. DEMIL Program

### ~~Enclosure 1 - Small Arms Serialization Program Procedures~~

REMOVED – See Section 1 Chapter 10  
SMALL ARMS SERIALIZATION PROGRAM  
(Edited Oct 2012)

## C4. DEMIL Program

~~Enclosure 2 - Small Arms - Transaction Codes~~  
REMOVED (Edited Oct 2012)

## C4. DEMIL Program

~~Enclosure 3 - Small Arms - Reject Codes~~  
REMOVED (Edited Oct 2012)

## C4. DEMIL Program

### ~~Enclosure 4 - Written Appointment Spreadsheet Supplemental~~

~~Table 7 - DRMS Form 2041 Written Appointment Spreadsheet for DEMIL Certifier,  
Verifier, and Coordinator~~  
Removed Jan 2013

## C5. RTD Program

### Enclosure 1 - Activity Letterhead Sample

Department of the (Army, Navy, or whatever applies)  
Squadron or Company Name  
Address

DATE

FROM: Commanding Officer, Company/Unit's Name

TO: DRMO (your DRMO)  
Address

SUBJECT: AUTHORITY FOR DIRECT REMOVAL OF PROPERTY

REF: DOD 4160.21-M, Chapter 5

1. Per reference DOD 4160.21-M, the following service members are authorized to authenticate requisitions on behalf of the (Military Unit/Company's Name) Accountable Supply Officer for direct removal of property from Defense Reutilization and Marketing Office sites.

- |    |  |                          |
|----|--|--------------------------|
| a. | Designees (#1) Full Name<br>DODAAC of unit<br>Long line Complete Address<br>Telephone number | Designees (#1) Signature |
| b. | Designees (#2) Full Name<br>DODAAC of unit<br>Long line Complete Address<br>Telephone number | Designees (#2) Signature |

**NOTE:** There is no limit to the number of designees a unit can have, as long as all of the information listed is provided for each one, along with signature.

2. The Military Service Accountable Officer for (Military Unit/Company) is:

**NOTE:** Comparative terms: ARMY-Supply Support Activity Accountable officer; NAVY-Accountable Officer; USAF-Accountable Officer/Chief of Supply/Directorate of Material Management; USMC-Unit Supply Officer/Accountable Officer/Property Control Officer/S-4 Officer/G-4 Officer/Base Supply Officer

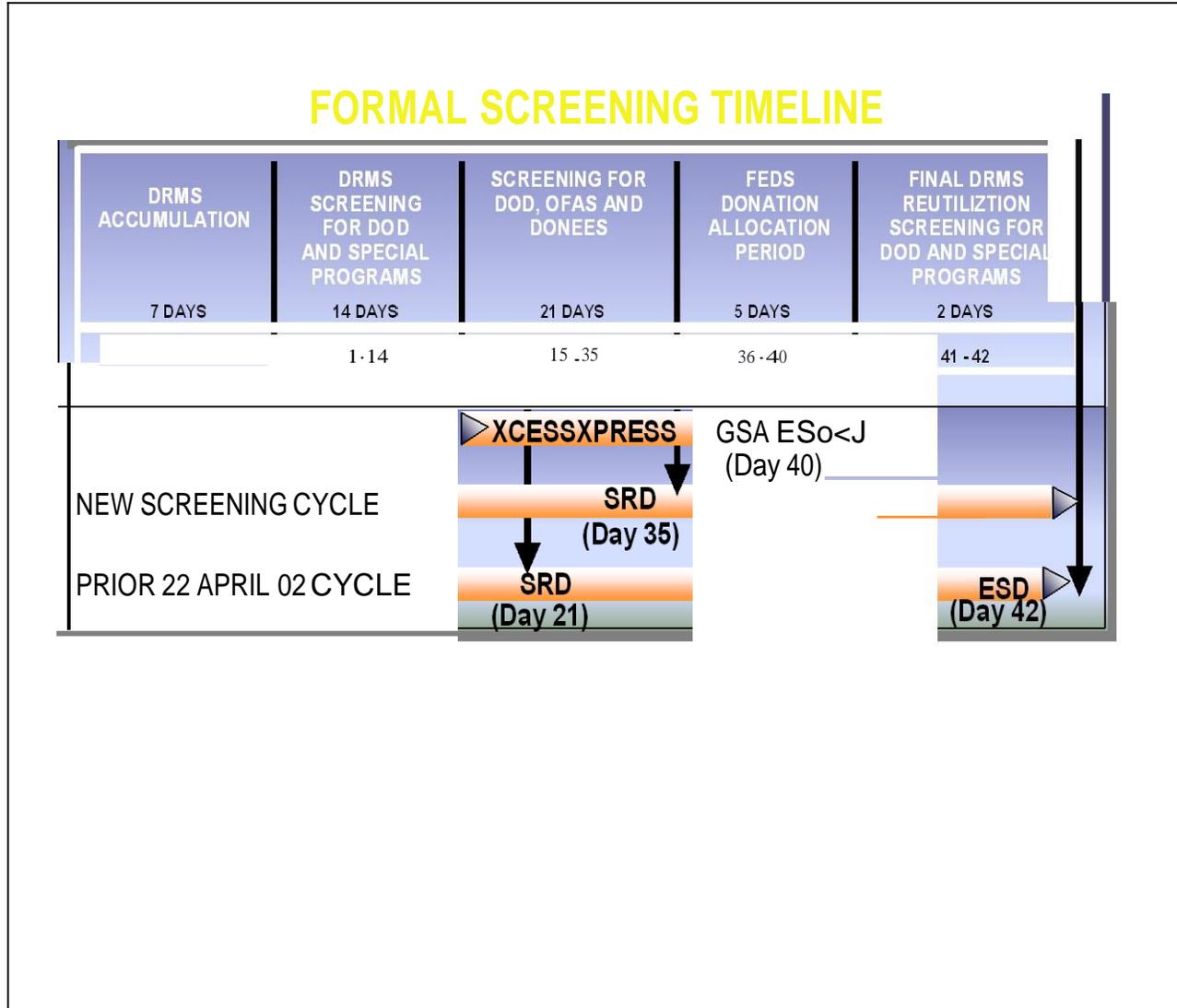
- |    |  |   |
|----|--|---|
| a. | Individual Full Name<br>DODAAC of unit<br>Long line Complete Address<br>Telephone number | Accountable Supply Officer's<br>Signature |
|----|--|---|

Commanding Officer's Signature  
Commanding Officer's Rank and Printed Name

**NOTE:** The Commanding Officer and Accountable Supply Officer CANNOT be the same name(s). The letter designating the accountable officer must be signed by a higher level of authority. Only the original copy of the letter is acceptable, and CANNOT be hand carried in the day of removal. The letter must be dated less than one year from the current date.

### C5. RTD Program

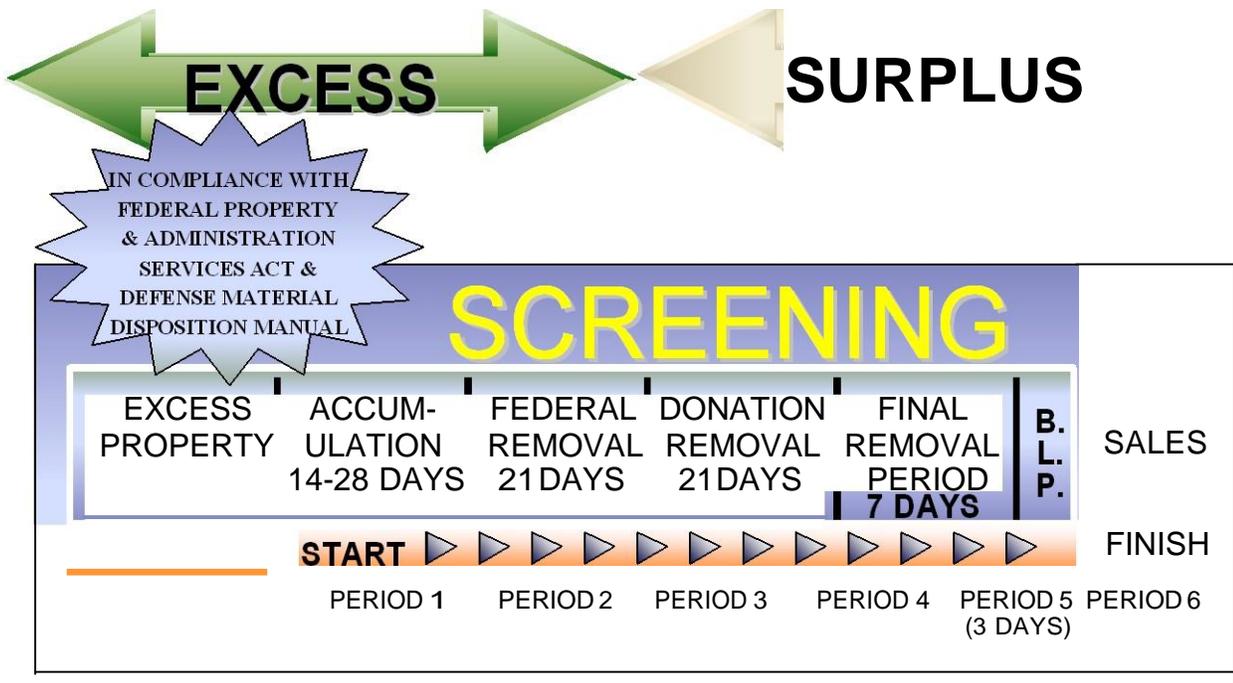
#### Enclosure 2 - DOD Internal Screening Cycle



CS. RTD Program

Enclosure 3 - FEPP Screening Cycle Chart

# THE DISPOSAL PROCESS USED for FEPP



## Enclosure 4 - A5 - Material Release Order

Data that May Appear on an MRO  
DD Forms 13481A/2  
For a .pdf fillable form, see [DD 1348-1A](#)

**DIC May be A5A, A5D, A5E, A51, A54, A55, A57**

Appropriate Cargo Code

Optional Data

- Additional NSN data
- Suffix for requisition number
- Supplementary address
- Distribution and project codes
- Required delivery date
- Blank unless project columns are filled
- Applicable pilferable/sensitive code
- Blank unless requires notification of:
  - Shelf life
  - Haz-prop
  - Dangerous items
  - Drugs, biologicals, or reagents
- Excess report number as applicable
- Blank unless requires notification of:
  - Small arms issue radioactive issue  
requires reimbursement

### Enclosure 5 - UMMIPS Priority Timeframes/Codes

TIME SEGMENT	TIME STANDARDS FOR STOCKED ITEMS IN CALENDAR DAYS BY PRIORITY DESIGNATOR		
	01-03	04-08	09-15
A. Requisition Submission	1 1	2	
B. Passing Action	1 1	2	
C. DSC Processing	1 1	3	
D. Storage Site Processing, DRMO Time	1 2	8	
E. Transportation Hold/CONUS and Canada Intransit	3 6	13	
F. Overseas Shipment/Delivery	-----	-----	-----
10. Alaska, Hawaii, Central and South America, Caribbean, North Atlantic, Canal FST	4 4	38	
10. British Isles, Northern Europe, Azores, Mediterranean, Africa	4 4	43	
10. Persian Gulf-Red Sea Area, Pacific Ocean Islands, Burma, India, China Sea	5 5	53	
<b>G. Receipt Take-Up by Requisitioner</b>			
<b>1</b>			<b>1</b>
			<b>3</b>

**Enclosure 6 - Demilitarization Form For Transfers/Donations**

**Attach to Transfer Request**

**TID#:** \_\_\_\_\_ **NSN:** \_\_\_\_\_  
\_\_\_\_\_

**DEMIL CODE:** \_\_\_\_\_ **NOUN:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **QUANTITY:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEMIL AGREEMENT**

*The recipient agrees by date and signature below that the property being acquired requires demilitarization when no longer required for its current approved use. Demilitarization will be accomplished as prescribed by the Department of Defense (DOD 4160.28-M, to a condition which prohibits further use before any further disposition action,(including retransfer/re- donation) of the items unless granted prior approval of the Defense Logistics Agency (DLA) and the General Services Administration (GSA). If the initial recipient receives approval for further disposition of Munitions List Item (MLI) property (including retransfer/re-donation) the demilitarization requirement will be perpetuated on the transfer documentation. Upon completion of utilization/donation needs and in preparation for ultimate disposal through sale, the Federal Civil Agencies and donees will request the GSA to advise of any subsequent demilitarization required, in coordination with the Defense Reutilization and Marketing Service (DRMS) and DLA..*

\_\_\_\_\_  
*Date and signature of Transferee/Donee  
(as it appears on approval transfer request)*

**Enclosure 7 - Hazardous Material Statement**

**MUST BE SIGNED BY ALL DONATION CUSTOMERS RECEIVING HM**

Surplus donated HM must have the following statement on the SF123/DD 1348-1A or printout this statement and attach to the release document. An agent of the receiving organization must sign the statement. It is the responsibility of the certifying agent to distribute this information to the end user.

I (we) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State, and Local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for the personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of the hazardous material(s) or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition.

**DRMO:** \_\_\_\_\_

**TID#:** \_\_\_\_\_ **NSN:** \_\_\_\_\_

**NOUN:** \_\_\_\_\_ **QUANTITY:** \_\_\_\_\_

## C5 – RTD Program

### Enclosure 8 - Letter of Authorization to Remove Property

**Date:** \_\_\_\_\_

**To:** DRMO

**From:** \_\_\_\_\_

I, \_\_\_\_\_ the undersigned, hereby authorize

\_\_\_\_\_ to remove the below listed requisitions on my behalf.

Extent of Authority: **To remove property.**

SIGNATURE OF CUSTOMER: \_\_\_\_\_

-----  
LIST ITEM(S) by Requisition/DTID Number:

(PRINT NAME)

(PRINT NAME)

## C6. SALES Program

### Enclosure 1 - SOP - Central/Satellite Workaround Systems

Under the concept of Central and Satellites (C&S), resources will be allocated where the workload exists. DRMOs and RIPLs were realigned based on analysis of the predominate type of work performed and which combinations of sites would provide the optimal disposal service to surrounding generators.

While this concept makes good business sense, the realignments in most cases will create systemic problems that must be dealt with by workarounds. One of the Applied C&S Business Rules is to have centralized Local sales/cashiering and SCO duties. Problems arise when a Satellite DRMO(s) is not on the Central DAISY database (i.e., the Satellite has a different RIC than the Central). Our RIC/Suffix driven organizational structure coupled with the way DAISY handles local sales makes it difficult, at best, to centralize these sales.

This SOP describes the workarounds necessary to accomplish organizational goals without making costly systems changes for diminishing sales functions. The following guidelines below note how to conduct a centralized local sale with more than one database involved. Even if FST sales have been conducted where multiple HPs were involved, the C&S concept may require changes to any workarounds for those sales based on realignment of functions. The consolidation of multiple -All RIC databases at HQ DRMS will not resolve these problems as the RIC/Suffix structure will not change (unless TOAs are eventually done).

**NOTE:** The following assumes that all sales functions will be centralized. But, Forward Support Teams (FSTs)/Chiefs may decide that based on distance between a Satellite and the Central DRMO, it may be more cost effective to leave a Sales Writing/Tech function at that Satellite to avoid excessive travel/TDY. In these instances, Satellite personnel would continue to perform the functions they had been performing.

**For purposes of clarifying a Satellite that is not in the Central database, the Satellite will be referred to throughout this document as the “Z-Satellite.”**

1. The Central DRMO will be the DRMO -conductingll the sale (i.e., catalog preparation, awarding contracts, cashiering, etc.). Sales Contracting and Writing functions will reside at the Central DRMO.
2. The Central DRMO sales personnel will need access to the Z-Satellite DRMO DAISY database to establish the IFB and item numbers. If the Central sales personnel had access to the Z-Satellite HP prior to the consolidation, access to the database at HQ DRMS should also be available. The only difference is the Central sales personnel would telnet to the HQ machine by accessing VT320 and typing in the clear text name of the -All RIC DRMO in the Host Name box (e.g., Rock-Island), instead of telenetting to the Z-Satellite HP. The screen with the RICs of the accessible databases will appear. Then select the RIC of whatever Satellite to access. (If access is required and the appropriate personnel do not have it, an AURA should be submitted through the TASO.)
3. The Central DRMO will establish the site locations for any Z-Satellites in the Local Sale Static Data Table (UDSL0100 - Option 5 on the Local Sales menu) to ensure the catalog reflects the DRMO where the property is actually located.

4. The Central DRMO will establish IFB numbers and assign a permanent block of item numbers to be used by each Satellite. If some of the numbers are not used (i.e., due to lack of property to write up), it should be indicated in the IFB as such (e.g., -Item numbers 182-200 not used). Do not use the term -Withdrawn.
5. The Z-Satellite(s) are responsible for providing a list of their Local Sale Special Funding Codes, DODAACs, and associated Reimbursement Codes and Fund Cites to the Central DRMO. The Central DRMO will then eliminate/change any duplicate Funding Codes and verify correct Fund Cites and Reimbursement Codes prior to loading them into the Marketing Menu's Reimbursement Tracking System on the database. This must be done in order to code a reimbursable item correctly when inputting the item description.
6. The Central DRMO will send a sales writer to the Satellites to write sales (unless that function remains at the Satellites). Those Satellites having the same RIC as the Central DRMO will be input into the item description screen with their own RIC suffix. The steps below will be followed for the Z-Satellites:
  - a. The sales writer/tech will write up the property and either access the Central DRMO database to input the Z-Satellite items/item descriptions while at the Z-Satellite, or wait until returning to the Central DRMO to input the items. Z-Satellite items will be input using the Central RIC/Suffix. All reimbursement local sale-funding codes should be entered at this time; however, no percentages will be entered. This will be done after award in order to ensure that the proper sales fee is retained.
  - b. The sales writer/tech must then establish the IFB and item numbers in the Item Data Description screen (udsl1310) of the Local Sales System in the Z-Satellite database (using the Z-Satellite RIC/suffix). This must be done in order to get a correct 542 report for the Z-Satellite, as well as the capability to drop the property from their inventory.
  - c. For non-reimbursable items, all that needs to be done in udsl1310 (Establish IFB Item Number screen) is to enter the IFB and item number and hit <F9>. This will -fill the Property Type field with the default of -DI, the Reimbursable (?) field with -NI, Unit of Issue with -LTI and Quantity with -I. (If property was not sold by the lot, that info would have to input of course).
  - d. If property is reimbursable, the Reimbursable field will have to be filled with -YI before saving. Upon saving, the pop up screen will appear where the Local Sale Special Funding Code(s) must be input. User will answer -NOI to remaining prompts, unless the user wants to tie DTIDs/Scrap to the item from this screen. The user can do this now, or establish all the items first, then do XS6's through the Marketing menu (or a barcode PIT).
7. The IFB should state that all bids should be sent to the Central DRMO.
8. The dynamic catalog will appear against each DRMO's name on the Web based on XS6 transactions. The Central DRMO will produce, print, and upload the official catalog to the Web (which will also appear against each DRMO in the sale).
9. Upon receipt of bids, the Central DRMO will register all bidders for the sale. (In many cases, this may mean an initial extra effort in order to establish Z-Satellite bidders in the Central DRMO Bidder Master File database). Initial mailing labels for Z-Satellite sites may be printed at the Central DRMO by accessing the Z-Satellite database and running only the mailing labels to Access Reports - e.g., specify the RIC suffix in the print request udsl0305. Subsequent Z-Satellite labels may be printed the same way,

but as bidders are added to the Central DRMO database, it should be marked as Inactive in the Z-Satellite Bidder Maintenance to suppress printing duplicate labels. \* Awards can still be made to inactive bidders on the Z-Satellite database in order to drop the XS7.

10. The Central DRMO SCO will make all the awards on the Central database. The Central SCO is responsible for ensuring that contracts containing items located at the Satellites are faxed to these Satellites upon signing.

11. At this time, reimbursement percentages will be loaded on all reimbursable items based on calculations using the bid amount. Using the new sales fee structure, if the high bid on usable property is \$135.00 or less (property received at the DRMO) or \$28.00 or less for property received in place, the entire 100% will go against funding code -FELL (GOSFEE). Any other funding code previously loaded for reimbursement purposes should be deleted from UDSL3510, Assign Sales Item Reimbursable Percentage. This will ensure that FTS will not give an error message when producing the cash collection voucher. Fees for Scrap have been changed to \$.04 per pound for scrap received in place, and \$.08 per pound for scrap received at the DRMO. Spreadsheet templates have been provided to all DRMOs, which will quickly calculate these percentages.

12. Using the High Bid Data Sheet, the Central SCO or designee will then access the Z-Satellite(s) database and register **only those bidders awarded the Z-Satellite items and award those items to the bidders registered**. This is necessary in order to process the XS7s.

13. Sales reports, run at the Central DRMO, will be affected in the following areas:

- a. 1709, Reimbursable Items Listing - All reimbursable items will appear on the Central DRMO 1709 report because the Z-Satellite(s) Local Sale Special Funding Codes and reimbursable DODAACs were loaded on the Central database for coding items as they were cataloged. However, it will not reflect the acquisition value of Z-Satellite items, as this is a computed value pulled off the DTID record.
- b. Reimbursable Items Removed Listing - Reimbursable items at Z-Satellites will not appear on this report as the removal date is pulled from the XS7s/XS0s. \*
- c. Items Removed/Not Removed Listings - Neither will be correct, as the Items Removed listing will only show the Central sites' property based on the XS7s. Conversely, the Items Not Removed listing will always be showing the Z-Satellite items.\*
- d. 542, Sale Summary Report - Will be correct except for those areas concerning acquisition value (Z-Satellites will not be included). Therefore, the ROR for the Central DRMO will be inflated.\*
- e. Item/Item Sale Price Listings - Will not have acquisition value or removal dates for Z-Satellite items. \*

Enclosure 1  
Central/Satellite Workaround Systems Procedures

\* **NOTE:** Since the items were also entered on the Z-Satellite's database, the above reports should be run on that database as well. This is especially important for the 542 report in order to get the total acquisition value/proceeds for calculation of overall sale Rate of Return. Manually annotate the 542 report for the official sale folder.

14. The IFB should state where payments will be received.

**NOTE:** Just as the FST or Central Chief may opt to retain sales functions at a particular Satellite, they may also opt to leave cashiering functions there as well. In this case, the Central DRMO will indicate in the IFB which sites can accept payments.

15. The cashier will not have to access the Z-Satellite FTS database to take payment for that DRMO as all the information needed to produce vouchers (including transfer, correction, and refund vouchers) will be resident on the Central database.

16. The cashier will **NOT** use the -Receive Contract Payment for Unrelated DRMO option in FTS for the Z-Satellite(s), because items for those sites were cataloged/awarded under the Central DRMO's RIC and suffix. This option will only be used for UNRELATED DRMOs (e.g., DRMO San Antonio takes a payment for DRMO Norfolk).

**NOTE:** DRMOs no longer take credit for, or are evaluated on, the amount of DWCF proceeds they report. Based on the fact that no proceeds goals have been set at the DRMO level since FY98, coupled with fact that CV1/CV2 will be taking the majority of DWCF property, it is only necessary that DWCF proceeds be reported accurately. (See # 19 below).

17. The cashier will fax copies of the paid 1427s to the appropriate Satellites so personnel there will know they can release the property.

Upon removal of property, either a Satellite or Central employee will process the XS7/XS0 Sale Shipment in DAISY. 1427/release document will then be faxed back to the Central DRMO where permanent records will reside.

19. The cashier or budget analyst **at the DRMO where the payment was physically taken** will be responsible for reporting any DWCF/GOSFEE proceeds associated with that payment into the DBOF reporting screen. The **exception** to this is when the -Receive Contract Payment for Unrelated DRMO option is used, whereby the cashier must collect into the suspense account as it is not known where these funds should be deposited. In this case, the owning DRMO will report these proceeds upon receipt of the faxed copy of the collection voucher and generation of the transfer voucher(s) to move the funds from suspense into DWCF or into a reimbursable generator's account.

**NOTE:** In cases of a DRMO taking payment for an unrelated DRMO, the owning DRMO must input the collection as well into their database in order to do the transfer vouchers. The blotter and deposit ticket would need to be manually corrected in this instance. A fix to the batch process, which will automatically update the owning DRMOs database, is currently being tested. In the interim, another alternative is to do manual transfer vouchers.

POC for this SOP is Mary Radcliff/J6B (DSN) 661-5773.

## C6. SALES Program

### Enclosure 2 - SOP for Commercial Venture (CV) Transactions

Subject: <b>Standard Operating Procedures (SOP) for Commercial Venture (CV) Transactions</b>	Date Revised: <b>APR 06</b>
Reference: <b>DRMS-I 4160.14, C6.1.3.1.4.1</b>	Issuing Office: <b>DRMS-BBS</b>

Actions or Tasks	Assigned to:
<p><i>This Standard Operating Procedure (SOP) is designed for use by DRMS, DRMO, and Sales Partner personnel with the sole purpose of providing standards for Commercial Venture (CV) contract administration. CV contract, 99-0001-0002, awarded 6/13/01, consists of 13 sales items. Only usable, DEMIL code A, B &amp; Q property is part of this contract to include reimbursable property. All processing shall be in accordance with policies and procedures set forth in the applicable volumes of DRMS-I 4160.14. Hazardous property, DEMIL required property, property requiring mutilation as condition of sale, and scrap property are excluded.</i></p> <p>To ensure accurate cost tracking, all time expended toward this contract should be exception reported correctly. Use the appropriate cost code for the task being performed, i.e., use applicable warehousing cost code and JON 00COV2 for moving property to the Sales Partner's dedicated area or the DRMO CV Point of Contact's (POC's) delivery order validation should be charged to cost accounting code 534033701 (4.1.2.4.16) and JON 00COV2. Time spent to receive and store property should <u>not</u> be charged to CV.</p> <p>The Bidder Identification Number (BIN) for the Sales Partner is <b>3001276217</b>, and the IFB/contract number is <b>99-0001-0002</b>.</p> <p>The Sales Contracting Officer (SCO) is responsible for administering the CV contract. The CV POCs should turn to the SCO when day-to-day issues arise that cannot be resolved by contacting:</p> <p><b><u>Becky Bellinger</u></b>, DSN 661-7079, Fax 932-5283          e-mail – <a href="mailto:becky.bellinger@dla.mil">becky.bellinger@dla.mil</a></p> <p>In the event that an outside agency such as OSHA or any type of investigation agency arrives at the DRMO with a focus on CV, the</p>	<p><b><u>GENERAL</u></b></p>

DRMO shall notify the SCO immediately.

**A. WRITTEN APPOINTMENT:** At a minimum, each DRMO should assign one primary and one alternate CV POC. The name(s) of the assigned individuals should be provided to the SCO and any status change should be reported as it occurs.

**B. RECEIPTS:** Only property identified in the scope of this contract should be referred to the Sales Partner. Current DRMS guidance pertaining to controlled items always prevails when determining eligible items to be issued to the Sales Partner. The Sales Partner should be contacted when the sales potential of an item is questionable during the receipt process. The following FSCs have been identified as having sales potential and if not controlled by regulations, as a general rule are not recommended for downgrade:

**FSCs Not Recommended for Downgrade**

1510	1520	1560	1610	1615	1620	1630	1650
1660	1670	1680	1710	1720	1730	1740	19xx
2010	2040	2050	2090	2610	2620	2630	2640
2810	2840	2915	2925	2935	2995	3010	31xx
32xx	34xx	3530	3540	36xx	38xx	39xx	48xx
4920	51xx	52xx	5821	5826	5831	5841	6340
65xx	6605	6610	6615	6620	6625	6640	67xx*
7710	7720	95xx	99xx				

\*Excluding FSCs 6525, 6750 and 6770 shelf-life expired, processed and unprocessed medical/dental film which must be processed through the DoD PMRP.

Establish only one national accumulation number for CV property. DEMIL code challenges for suspect property should be input into DAISY immediately.

**Property Not Authorized for CV**

Due to policy changes, from time to time certain property may become ineligible to be issued to the Sales Partner. Currently, the following items are not included in this contract, therefore, should not be referred for sale:

1. Hazardous Property.
2. F-14 Aircraft Parts.
3. Property requiring any type of mutilation as a condition of sale that renders it unusable for original intent (i.e., P2 fire trucks).
4. Teletype equipment, parts and components.
5. Circuit cards, circuit boards, expansion cards or

**AREA MANAGER**

**DRMO OVERSIGHT/SALES PARTNER**

microcircuits.

6. Although FSC 8120 (Cylinders) are included in this contract, the Sales Partner has declined receipt IAW the HM right of refusal law.
7. Property prohibited from sale by any regulation.
8. Controlled Laboratory and Nuclear, Biological or Chemical Defense Equipment (NBCDE) items, based on current DRMS guidance.
9. FSC 6920, ARMAMENT TRAINING DEVICES.
10. Security police and fire fighter identification badges found in FSC 8455 Badges and Insignias.

The following information serves as a reminder of items that either have been recently added the CV contract or further clarifies items that are included in the contract.

**Property Authorized for CV**

1. IAW CV contract Modification #7, dated January 16, 2004, ALL usable computer equipment will be referred to the Sales Partner to include CPU's, monitors, keyboards, printers and other computer accessories. Per the modification, the Sales Partner must return any hard-drives possibly containing classified information. Once returned, the CV POC must immediately secure the returned hard-drive and initiate a Situation Report (SITREP).
2. Refer all usable vehicles, to include vehicular parts and components. Ideally, the condition of the vehicle (usable/scrap) should be determined by the DRMO at the time of receipt.
3. Refer all Electron Tubes that are DEMIL Code A, B or Q and have a full NSN.
4. Refer all Extender Cards (not to be confused with Expansion Cards which are listed on the -Do Not Referll list above).
5. IAW DRMS-B guidance subject: Release of Federal Stock Class (FSC) 8455 Badges, Insignias, dated September 7, 2004, FSC 8455 BADGES AND INSIGNIAS should be referred to the Sales Partner with the exception of security police and fire fighter metal identification badges which must be returned to the generator.
6. As a general rule, DLA depots have been advised that Recycling Control Point (RCP) property in FSC 1560 not in A condition will not be shipped to the Sales Partner, but is to be turned into the co-located DRMO for processing directly to sale as it has been previously screened at the depot.

**C. DAISY INPUT:**

Process XR1s in accordance with DRMS-I 4160.14 and guidelines set forth in this SOP.

1. **Input XR1s in DAISY:** Once the DEMIL code is entered (A, B, or Q) a pop-up window will inform you that the property qualifies for the CV contract. Click -yesll to continue processing the XR1. DAISY has automatically assigned the Material Screening Code (MSC) of V. Fill in the site and location and then press F9 to update. The accumulation number pop up will appear. Enter the current accumulation number, which must contain a V as the 2<sup>nd</sup> digit. DAISY has automatically entered the correct IFB and item number for the property. Click -noll if the property is not to go to CV after RTD or falls into one of the categories listed in paragraph B of this SOP.
2. **Batch Lotting:** Use existing batch lot procedures as set forth in DRMS-I 4160.14. Use the predominant FSC to complete the XR1. Generator prepared batch lots must be batched IAW DoD 4160.21-M. Batch lots should be certified IAW DRMS-I 4160.14.

**D. STORAGE:** Store CV property IAW procedures established in DRMS-I 4160.14. Storage space designated for the Sales Partner must be clearly identified as such and not co-mingled with Government property. DRMOs are encouraged to offer the Sales Partner as much storage space as possible without hindering their daily operation. Improperly stored items causing safety concerns, i.e., pallets in center of aisle, overhanging pallets, etc., should be brought to the attention of the Sales Partner for resolution.

**E. RTD:** Allow normal RTD screening of property. On a weekly basis, request the quantity imbalance report available in DAISY. Monitor property with unbalanced quantities to ensure requisitions/issues are processed in a timely manner. Ensure quantities are brought back into balance before ESD of the affected accumulation. Property with quantities in imbalance at ESD will roll into MSC Q and will not appear on CV delivery orders.

When processing an issue or denial, a popup screen will appear asking if the remaining property should be processed for CV. Answer -yesll, and the property will go back into the original accumulation. If you answer -noll a DTID re-start will be required.

Allow one (1) week after ESD for final removal of property tagged during the last week of screening. Formal screening is allowed during this timeframe.

Allow two (2) working days immediately following the donation period for RTD 2 Screening. The RTD 2 screening period is not intended for formal screening. It is a -first come first servell issue period.

At the end of the RTD 2 period, ensure DAISY is updated to account for any reutilization, downgrade, or other action that has made the property ineligible for referral to the Sales Partner.

The end of RTD 2 screening is the last opportunity to downgrade items to scrap if the condition, history and/or regulatory requirements of the item so warrants.

Property not removed by the end of the RTD 2 period is no longer eligible for issue and will be released to the Sales Partner on a Delivery Order.

Property may be issued/withdrawn after RTD but **before** appearing on a Delivery Order as it is not considered titled to the Sales Partner. Property **appearing on** a Delivery Order belongs to the Sales Partner and cannot be issued by DRMS. Items previously issued to an RTD customer that have been removed by the RTD customer yet not updated in DAISY thus mistakenly appearing on the Delivery Order should not transfer to the Sales Partner. The DRMO CV POC will advise the SCO and a credit will be issued to the Sales Partner.

Property intended to be issued to an RTD customer, however, not removed and not updated in DAISY allowing the item to appear on a Delivery Order, must be referred to the SCO for a decision.

**F. SALES PREPARATION:** Each Monday, the DRMO CV POC will create a list of all property received the previous week (by date entered inventory sequence). The POC will review the list for inconsistencies and discrepancies and initiate corrective action pertaining to such issues as:

Local Stock Numbers (LSNs) with high dollar amounts

Critical FSCs

Laboratory Equipment

Textiles

DEMIL challenges

Review batchlot documentation to certify procedures are in compliance.

Present the final reviewed listing along with original batch lot documentation to the DRMO Chief or his designee for DEMIL code certification according to DRMS-I 4160.14.

The DRMO CV POC will conduct a walk through of the accumulation to visually validate that the property is in usable condition and to ensure that all pilferable items are stored in a

**DRMS/DRMO OVERSIGHT/SALES PARTNER**

secure location.

**G. DELIVERY ORDER PROCESSING:** Each week, DRMS will review certain items referred for sale prior to the official Delivery Order being issued to the Sales Partner. Any item perceived to be ineligible for sale will be deleted from final Delivery Order prior to issuing. DEMIL codes suspected of being incorrect will be challenged and if the item is still eligible to be issued to the Sales Partner the Delivery Order will be updated to reflect the correct code prior to release.

DRMO CV POCs may be contacted by DRMS to obtain additional information regarding questionable items. Non-response to the request may result in items being deleted from the Delivery Order prior to issuing. DRMS will notify the DRMO CV POC of items withdrawn.

Each week, DRMS will issue a Delivery Order to DRMOs and the Sales Partner. DRMOs will find the Delivery Order available on the web, <http://techweb/rcpcv/> and enter the applicable DRMO RIC and RIC suffix.

The DRMO CV POC and Sales Partner will use the Delivery Order to validate the property against the physical property in location.

While discrepancies should be minimal, all changes to the Delivery Order should be clearly annotated in the right margin. Do no cross through lines or DTIDs. Quantity differences should reflect the incorrect amount circled with the correct amount written. Items to be downgraded should be annotated as such. Property not in location should be annotated with, -NILI. Property not on the Delivery Order, but physically in location should not be issued to the Sales Partner.

Items refused by Sales Partner should be annotated as -abandonedII on the Delivery Order.

Acquisition costs are normally not subject to dispute, however, you may sometimes find that the acquisition cost is incorrect due to a data input error or is misrepresented based on the poor condition of the property. If the Sales Partner indicates a desire to try to sell the item if the acquisition value was reduced to a more reasonable and agreed upon dollar value, then the DRMO may elect to change the lower the acquisition value. The Delivery Order should be annotated with the updated dollar value in the left margin and provided to the SCO for adjustment. As each case is unique when considering a lower acquisition value, there is no set formula for determining the new amount, however, the decision of the DRMO is final and will not be changed at a higher level.

After verification of inventory, both the DRMO CV POC and the Sales Partner will sign the last page of the Delivery Order and include the statement, -No Discrepancies Noted. Unless discrepancies exist, this is the only page requiring signatures. In the event of other discrepancies, both DRMO CV POC and Sales Partner must sign each page containing a change.

The signed Delivery Order must also address the required NBC verification, therefore, if textiles are included in the Delivery Order, the DRMO CV POC should add the following statement: **-This property has been 100% inspected and does not contain any NBC property**", followed by signature and date.

If the delivery order contains items in FSC 8455, BADGES AND INSIGNIA, the DRMO CV POC should add the following statement: **-This property has been 100% inspected and does not contain any security type identification badges (police/fire fighter)**", followed by signature and date.

The signed Delivery Order, to include all pages containing annotations should be faxed/mailed/e-mailed/scanned to DRMS. If there are **no discrepancies** fax/mail a copy of the signed page to the SCO with the statement **-no discrepancies noted on DO # \_\_\_\_\_**".

Property will be removed from the DRMO's accountable record with one XS7 for each item number. The sale price for each item is listed on the last page of the Delivery Order.

**H. PROPERTY RELEASE:** Bulk type property or property stored outside may remain in place by mutual agreement between DRMO and the Sales Partner. Large items such as vehicles, shelters, or trailers are not required to be moved to a dedicated area.

Do not co-mingle DRMO property with property belonging to the Sales Partner.

When a designated storage area is not available, DRMOs should clearly mark all property not physically moved (i.e., property received in place) as CV Property – not available for screening/issue and include the Delivery Order number. The markings should be visible to anyone passing by the property.

The DRMO is not responsible for loading the Sales Partner's customer conveyances unless previous arrangements have been made.

Unless otherwise noted, the Sales Partner must remove Receipt

**DRMO OVERSIGHT/SALES PARTNER**

In Place property within 60 days from issue. The DRMO CV POC is responsible for monitoring this property to insure property is removed in a timely fashion. A MIDAS report has been implemented to assist POCs in tracking. The report is available on the DRMS Website, DAISY/MIDAS reports. The report is PUB.DATA.INTEGRITY, then CV REC IN PLACE. **Any noncompliance issues should be brought to the attention of the SCO.**

Title to the property passes to the Sales Partner once the item appears on a Delivery Order.

**I. DOCUMENTATION:** DRMOs are required to provide the Sales Partner with all documentation required by law, regulation, or policy, such as PCB analysis documentation, refrigeration/container certification, or FSCAP logs. However, DRMO is not required to provide the partner with RTD documentation or other Government/DRMO peculiar records. It is the responsibility of the DRMO and the Sales Partner to verify the information on the documents. All errors shall be corrected immediately.

If a Standard Form (SF 97), U.S. Government Certificate to Obtain Title to a Vehicle, will be issued to the Sales Partner, Headquarters, Defense Reutilization and Marketing Service, J-362, shall provide SF 97 to:

Government Liquidation  
15051 N Kierland Blvd, 3<sup>rd</sup> Floor  
Scottsdale, AZ 85254

The Sales Partner's staging area must be inspected on a weekly basis and reported when completing the **DRMS Inspection Log CAMS Version**. Instances requiring immediate attention, such as improper storage or safety/security concerns should be reported to the SCO immediately.

**J. ABANDONMENT:** The Sales Partner may elect to abandon certain property that has poor sales expectations. This property can be returned to the DRMO and then processed directly to scrap using the DRMS Form 18, Scrap Tally Sheet, or use the original DTID and process as an XR3, or if necessary, follow -found on postll procedures. The Sales Partner will not be issued a credit for property abandoned.

**K. UPGRADE FROM SCRAP:** If the Sales Partner requests a scrapped item be upgraded for sales purposes, the DRMO will comply when possible and IAW current regulations. All DEMIL codes must be verified prior to upgrading property. If the item is a critical FSC or a -buzzwordll, it may only be upgraded if a full NSN

can be identified. If the property was downgraded upon receipt, process upgraded property through the RTD cycle (not required for property that was downgraded at ESD and has completed RTD.

**L. DEMIL CODE CHANGE PROCEDURES:** When a DEMIL code changes to DEMIL required while the property is still in control of the DRMO, withdraw the property from the Sales Partner's accumulation and place it with the appropriate DEMIL required accumulation. If an item becomes DEMIL required after issuing to the Sales Partner, the Partner should be notified immediately. If the property is still in the partner's possession, it will be returned to DRMO control and the SCO notified. If the property has been sold by the Sales Partner and removed by their customer, the SCO will be notified and the Sales Partner will be responsible for notifying their customer.

**M. ACCESS TO CV AREA:** The amount of storage space provided will vary from site to site depending on availability. All efforts should be made to provide the Sales Partner as much space as possible without hindering the DRMO operations. The space provided shall be dedicated for the exclusive use by the Sales Partner.

The DRMO is encouraged to allow access the Sales Partner's employees and their customers during normal DRMO operations. Base/DRMO security requirements apply to the Sales Partner's employees and customers.

Once property has been issued to the Sales Partner and jointly inventoried on a Delivery Order, the Sales Partner is responsible for the security of the property. The DRMO must ensure that no unauthorized personnel (such as screeners) have access to the designated area.

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**GUIDELINES FOR CV RECYCLING CONTROL POINT (RCP)**  
**Property Handling**

Certain sites have been identified for the Sales Partner to receive Recycling Control Point (RCP) property shipped from DLA Depots. Separate storage space must be issued to the Sales Partner at these sites and designated to store RCP property. The RCP Liaison assigned to each location should work closely with the RCP office in DRMS, as well as, the SCO for CV property.

Each week, the RCP should conduct a walk-through of the Sales Partner's designated storage area. Any problems such as inadequate storage space, improperly stored property, safety issues, etc., should be brought to the attention of the SCO.

**GENERAL**

Only usable, DEMIL Code A, B, & Q property is included in this contract. Since RCP property is shipped directly from the DLA Depot to the Sales Partner, DRMS is not involved in the receipt process of the property. Therefore, continued vigilance by the Sales Partner is required to ensure miss-shipped property is quickly identified and returned to the Government.

*As a general rule, DLA depots have been advised that Recycling Control Point (RCP) property in FSC 1560 not in A condition will not be shipped to the Sales Partner, but is to be turned into the co-located DRMO for processing directly to sale as it has been previously screened at the depot.*

The SCO is responsible for administering the CV contract. The RCP Liaisons should turn to the SCO when day-to-day issues arise by contacting:

**Becky Bellinger**, DSN 661-7079, Fax 932-5283  
e-mail – [becky.bellinger@dla.mil](mailto:becky.bellinger@dla.mil)

The RCP Liaison will be responsible for generating Supply Discrepancy Reports (SDRs). There are five basic categories of discrepancies:

**Mis-shipped** – property shipped to wrong location.

**Mis-Identified** – property received is not the property identified on the DD-1348.

**No Paperwork** – property received without documentation.

**DEMIL Required** – property received is not DEMIL code A, B, or Q.

**Hazardous Property** – Property having hazardous constituents.

**Mis-shipped Property:**

If the -Ship toll field does not contain DODAAC -SC4402ll, the RCP Liaison must submit an SDR requesting disposition instructions or long-line of accounting so that the property can be forwarded to the correct customer. The location, estimated weight and priority code must be annotated. The RCP Liaison will attach the SDR to the material and while awaiting disposition instructions, place in the storage area identified as -mis-shipmentsll.

Once line of accounting or TAC code is received, the property should be forwarded to the correct customer by the RCP Liaison who will then update and close record on appropriate spreadsheet indicating the date of shipment.

**Mis-Identified Property:**

**RCP LIAISON/SALES PARTNER**

Items identified by the Sales Partner that are thought to be outside the scope of the CV contract will be brought to the attention of the RCP Liaison. The RCP Liaison will submit an SDR. The first line of the description field should indicate the property that should have been received. If there is a difference in the quantity received, the RCP Liaison should circle quantity and annotate the correct quantity on the DD-1348. Process the correct quantity and NSN. The second line of the -Description Fieldll (and as many lines as needed) will identify the actual property received by NSN and Noun.

The RCP Liaison will then research the items that were received to determine if the item is on the S9W account. If not, the SDR should be properly identified and updated with the weight and cube. Item will then be place in the correct storage area.

If the item cannot be found on the S9W account, the RCP Liaison will then generate a FOB (DD-1348) and contact RCP Team Leader to obtain document number. Spreadsheet will be updated accordingly.

**No Paperwork Property:**

The RCP Liaison shall research the item using information available information, part number, manufacturer, contract number, etc., in order to determine the proper NSN. **Web DOCS** should be used to determine if the NSN has been received at any DRMO/DEMIL Center in the quantity that you have. If so, check the history to find out the status. **Edited 8 Oct 2008.**

If the item is found but the quantities do not match, submit an SDR for the difference. Use the same DTID number that was sent to RCP. If DAISY indicates a duplicate DTID number, allow DAISY to generate a UCN.

If the item is less than \$800 and does not require DEMIL, a **Web DOCS** document will not be available. The RCP Liaison will then generator an FOB DD-1348 and submit an informational SDR only. Annotate spreadsheet accordingly. **Edited 8 Oct 2008.**

**DEMIL Required Property:**

The RCP Liaison will validate the DEMIL Code in FEDLOG/LOGRUN/FLIS/DAISY. RCP DAISY should be researched to determine if a DEMIL Code change or challenge has occurred.

If there is a mis-match between systems, submit a DEMIL code

challenge in DAISY and place the item in the DEMIL code challenge area.

If the item is determined to be DEMIL required, the RCP Liaison should immediately turn over to the DRMO or CDC for processing.

If the item is determined that no DEMIL is required, the RCP Liaison should return to the Sales Partner with the applicable documentation.

**Hazardous Property:**

The Sales Partner will notify the RCP Liaison of the receipt of suspected hazardous property by completing a SF 364 when returning the item. The RCP Liaison will examine the suspected property. If found to be hazardous, the property should be moved to the DRMO -Troubled Areall.

The RCP Liaison will determine whether the item can be returned to the depot without manifesting and if so, will initiate shipping process. If manifesting is required, the RCP Liaison will place the property in the HM storage area and request the applicable MILSBILLS fund citation or contact the depot to provide appropriate funds to ship the item.

The RCP Liaison will notify the SCO to credit the Sales Partner for the property return.

## C6. SALES Program

### Enclosure 3 - Federal Supply Classes (FSC) Authorized For Retail Sale

2050	BUOYS
2090	MISCELLANEOUS SHIP AND MARINE EQUIPMENTS
2340	MOTOR SCOOTERS AND BICYCLES
2530	VEHICULAR BRAKE, STEERING, AXLE, WHEEL AND TRUCK COMPONENTS
2540	VEHICULAR FURNITURE AND ACCESSORIES
2590	MISCELLANEOUS VEHICULAR COMPONENTS
2610	TIRES AND TUBES, PNEUMATIC, EXCEPT AIRCRAFT
2640	TIRE REBUILDING AND TIRE AND TUBE REPAIR MATERIEL MACHINERY
3030	BELTING, DRIVE BELTS, FAN BELTS AND ACCESSORIES
3110	BEARINGS, ANTI-FRICTION, UNMOUNTED
3120	BEARINGS, PLAIN, UNMOUNTED
3130	3130 BEARINGS, MOUNTED
3415	GRINDING MACHINES (BENCH ONLY)
3439	MISCELLANEOUS WELDING, SOLDERING, BRAZING SUPPLIES AND ACCESSORIES
3510	LAUNDRY AND DRY CLEANING EQUIPMENT
3750	GARDENING IMPLEMENTS AND TOOLS
3770	SADDLERY, HARNESS, WHIPS, AND RELATED ANIMAL FINISHING
3920	MATERIELS HANDLING EQUIPMENT, NONSELF-PROPELLED
3990	MISCELLANEOUS MATERIELS HANDLING EQUIPMENT
4010	CHAIN AND WIRE ROPE
4020	FIBER ROPE, CORDAGE, AND TWINE
4030	FITTINGS FOR ROPE, CABLE AND CHAIN
4110	SELF CONTAINED REFRIGERATION AND AIR CONDITIONING EQUIPMENT
4120	SELF CONTAINED AIR CONDITIONING UNITS AND ACCESSORIES
4140	FANS AND AIR CIRCULATORS, NON-INDUSTRIAL
4510	PLUMBING FIXTURES AND ACCESSORIES
4520	SPACE HEATING EQUIPMENT AND DOMESTIC WATER HEATERS
4610	WATER PURIFICATION EQUIPMENT
4710	PIPE AND TUBE
4720	HOSE AND TUBING
4730	FITTINGS AND SPECIALTIES
4820	VALVES, NONPOWERED
4930	LUBRICATION AND FUEL DISPENSATION EQUIPMENT (ONLY HAND HELD, HAND OPERATED NONPOWERED)
5110	HAND TOOLS, EDGED, NONPOWERED
5120	HAND TOOLS, NONEDGED, NONPOWERED

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**Section 4 - Supplements**  
**Supplement 2 - General Processing**

5130	HAND TOOLS, POWER DRIVEN
5133	DRILL BITS, COUNTERBORES, AND COUNTERSINKS: HAND AND MACHINE
5136	TAPS, DIES, AND COLLETS: HAND AND MACHINE
5140	TOOL AND HARDWARE BOXES
5180	SETS, KITS AND OUTFITS OF MEASURING TOOLS
5210	MEASURING TOOLS, CRAFTSMEN'S
5220	INSPECTION GAGES AND PRECISION LAYOUT TOOLS
5280	SETS, KITS AND OUTFITS OF MEASURING TOOLS
5305	SCREWS
5306	BOLTS
5307	STUDS
5310	NUTS AND WASHERS
5315	NAILS, KEGS, AND PINS
5320	RIVETS
5325	FASTENING DEVICES
5330	PACKING AND GASKET MATERIELS
5335	METAL SCREENING
5340	MISCELLANEOUS HARDWARE AND METAL SCREENING
5345	DISKS AND STONES, ABRASIVES
5350	*ABRASIVE MATERIELS
5355	KNOBS AND POINTERS
5360	COIL, FLAT, AND WIRE SPRINGS
5365	RINGS, SHIMS, AND SPACERS
5510	LUMBER AND RELATED BASIC WOOD MATERIELS
5520	MILLWORK
5530	PLYWOOD AND VENEER
5620	TILE, BRICK, AND BLOCK
5630	PIPE AND CONDUIT, NONMETALLIC
5640	WALLBOARD, BUILDING PAPER, AND THERMAL INSULATION MATERIELS
5650	ROOFING AND SIDING MATERIELS
5660	FENCING, FENCES, AND GATES
5670	BUILDING COMPONENTS, PREFABRICATED
5905	RESISTORS
5910	CAPACITOR
5920	FUSES, ARRESTORS, ABSORBERS, AND PROTECTORS
5925	CIRCUIT BREAKERS
5930	SWITCHES
5935	CONNECTORS, ELECTRICAL
5940	LUGS, TERMINALS AND TERMINAL STRIPS

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**Section 4 - Supplements**  
**Supplement 2 - General Processing**

5945	RELAYS AND SOLENOIDS
5950	COILS AND TRANSFORMERS
5965	HEADSETS, HANDSETS, MICROPHONES, AND SPEAKERS
5970	ELECTRICAL INSULATORS AND INSULATING AND INSULATING MATERIEL
5975	ELECTRICAL HARDWARE AND SUPPLIES
5977	ELECTRICAL CONTACT BRUSHES AND ELECTRODES
5995	CABLE, CORD AND WIRE ASSEMBLIES, COMMUNICATION EQUIPMENT
5996	AMPLIFIERS
5998	ELECTRICAL AND ELECTRONIC ASSEMBLIES, BOARDS, CARDS, AND ASSOCIATED HARDWARE
5999	MISCELLANEOUS ELECTRICAL AND ELECTRONIC COMPONENTS
6105	MOTORS, ELECTRICAL
6110	ELECTRICAL CONTROL EQUIPMENT
6130	POWER CONVERSION EQUIPMENT, ELECTRICAL
6135	*BATTERIES, PRIMARY
6140	*BATTERIES, SECONDARY
6145	WIRE AND CABLE, ELECTRICAL
6160	MISCELLANEOUS BATTERY RETAINING FIXTURES AND LINERS
6210	INDOOR AND OUTDOOR ELECTRIC LIGHTING FIXTURES
6220	ELECTRIC VEHICULAR LIGHTS AND FIXTURES
6230	ELECTRIC PORTABLE AND HANDLIGHTING EQUIPMENT
6240	ELECTRIC LAMPS
6250	*BALLASTS, LAMP HOLDERS, AND STARTERS
6260	NONELECTRICAL LIGHTING FIXTURES
6625	ELECTRICAL AND ELECTRONIC PROPERTIES MEASURING AND TESTING INSTRUMENTS
6640	*LABORATORY EQUIPMENT AND SUPPLIES
6645	TIME MEASURING INSTRUMENTS
6650	OPTICAL INSTRUMENTS
6670	SCALES AND BALANCES
6675	DRAFTING, SURVEYING AND MAPPING INSTRUMENTS
6720	CAMERAS, STILL PICTURE
6730	PHOTOGRAPHIC PROJECTION EQUIPMENT
6740	PHOTOGRAPHIC DEVELOPING AND FINISHING EQUIPMENT
6750	*PHOTOGRAPHIC SUPPLIES
6760	PHOTOGRAPHIC EQUIPMENT AND ACCESSORIES
6910	TRAINING AIDS
7021	ADP CENTRAL PROCESSING UNIT DIGITAL
7025	ADP INPUT/OUTPUT AND STORAGE DEVICES
7030	ADP SOFTWARE
7045	ADP SUPPLIES

**DRMS-I 4160.14**  
**Section 4 - Supplements**  
**Supplement 2 - General Processing**

7105	HOUSEHOLD FURNITURE
7110	OFFICE FURNITURE
7125	CABINETS, LOCKERS, BINS AND SHELVING
7195	MISCELLANEOUS FURNITURE AND FIXTURES
7210	HOUSEHOLD FURNISHINGS
7220	FLOOR COVERINGS
7230	DRAPERIES, AWNINGS, AND SHADES
7240	HOUSEHOLD AND COMMERCIAL UTILITY CONTAINERS
7290	MISCELLANEOUS HOUSEHOLD AND COMMERCIAL FURNISHINGS AND APPLIANCES
7310	FOOD PREPARATION AND SERVING EQUIPMENT
7330	KITCHEN HANDTOOLS AND UTENSILS
7340	CUTLERY AND FLATWARE
7350	TABLEWARE
7360	SETS, KITS, OUTFITS, AND MODULES, FOOD PREPARATION AND SERVING
7420	ACCOUNTING AND CALCULATING MACHINES
7430	TYPEWRITERS AND OFFICE TYPE COMPOSING MACHINES
7435	OFFICE INFORMATION SYSTEMS EQUIPMENT
7450	OFFICE TYPE SOUND RECORDING AND REPRODUCING EQUIPMENT
7490	MISCELLANEOUS OFFICE MACHINES
7510	OFFICE SUPPLIES
7520	OFFICE DEVICES AND ACCESSORIES
7530	STATIONARY AND RECORD FORMS
7610	BOOKS AND PAMPHLETS
7660	SHEET AND BOOK MUSIC
7710	MUSICAL INSTRUMENTS
7720	MUSICAL INSTRUMENT PARTS AND ACCESSORIES
7730	PHONOGRAPHS, RADIOS AND TELEVISION SETS, HOME TYPE
7740	PHONOGRAPH RECORDS
7810	ATHLETIC AND SPORTING EQUIPMENT
7820	GAMES, TOYS, AND WHEELED GOODS
7830	RECREATIONAL AND GYMNAS TIC EQUIPMENT
7910	FLOOR POLISHERS AND VACUUM CLEANING EQUIPMENT
7920	BROOMS, BRUSHES, MOPS, AND SPONGES
7930	*CLEANING AND POLISHING COMPOUNDS AND PREPARATIONS
8010	*PAINTS, DOPES, VARNISHES, AND RELATED PRODUCTS
8020	*PAINT AND ARTIST BRUSHES
8030	*PRESERVATIVE AND SEALING COMPOUNDS
8040	*ADHESIVES
8105	BAGS AND SACKS

**DRMS-I 4160.14**  
**Section 4 - Supplements**  
**Supplement 2 - General Processing**

8110	*DRUMS AND CANS
8115	BOXES, CARTONS, AND CRATES
8125	BOTTLES AND JARS
8130	REELS AND SPOOLS
8135	PACKAGING AND PACKING BULK MATERIELS
8140	*AMMUNITION ORDINANCE BOXES, PACKAGES AND SPECIAL CONTAINERS
8305	CANVAS
8310	YARN AND THREAD
8315	NOTIONS AND APPAREL FINDINGS
8340	TENTS AND TARPAULINS
8345	FLAGS AND PENNANTS
8405	OUTERWEAR, MENS
8410	OUTERWEAR, WOMENS
8415	CLOTHING, SPECIAL PURPOSE
8420	UNDERWEAR AND NIGHTWEAR, MENS
8425	UNDERWEAR AND NIGHTWEAR, WOMENS
8430	FOOTWEAR, MENS
8435	FOOTWEAR, WOMENS
8440	HOSIERY, HANDWARE AND CLOTHING ACCESSORIES, MENS
8445	HOSIERY, HANDWARE AND CLOTHING ACCESSORIES, WOMENS
8450	CHILDREN'S AND INFANTS' APPAREL AND ACCESSORIES
8455	BADGES AND INSIGNIA
8460	LUGGAGE
8465	INDIVIDUAL EQUIPMENT
8510	*PERFUMES, TOILET PREPARATIONS AND DENTIFRICE'S
8520	*TOILET SOAP, SHAVING PREPARATIONS AND DENTIFRICE'S
8530	PERSONAL TOILETRY ARTICLES
8540	TOILETRY PAPER PRODUCTS
8720	*FERTILIZERS
8730	SEED AND NURSERY STOCK
9150	*OILS AND GREASES; CUTTING, LUBRICATING AND HYDRAULIC
9160	MISCELLANEOUS WAXES, OIL, AND FATS
9310	PAPER AND PAPERBOARD
9320	RUBBER FABRICATED MATERIELS
9330	PLASTICS FABRICATED MATERIELS
9450	WOOD AND LUMBER
9905	SIGNS, ADVERTISING DISPLAYS AND IDENTIFICATION
9910	JEWELRY
9920	*SMOKERS ARTICLES AND MATCHES

9999	*MISCELLANEOUS INDIVIDUAL CONSUMER TYPE ITEMS
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\*Only commercially-available items within these FSCs may be sold via retail with prior approval of the agency head or designee. Internal guidelines must be established.



files).

The Sale Contracting Officer (SCO) will review all referrals for accuracy and completion, including DEA Watch list property. The SCO will initial off on both the ENV (Environmental) and PMS (Property Management Specialist) review in DNSP for referrals that do not require special provisions.

For Red list and special provisions referrals that require a Market Research to be completed: The DRMO, with the help of DRMS-BBS, will conduct a market research to determine a valid market for the property. If no market is found, the property will be sent to U/D. In cases where a valid market is located, DRMS-BBS will submit supporting documentation to DRMS-BCE for review. If DRMS-BCE agrees with the supporting documentation, DRMS-BCE will initial off on the ENV review portion of the referral and the SCO will initial off on the PMS review portion. In cases where DRMS-BCE disagrees with selling of the property, DRMS-BCE will provide the SCO with the reason(s) why the property should not be sold. The SCO and the DRMO will work with DRMS-BCE to reach a final decision on whether the property can be sold or sent to U/D.

The SCO will review the catalog prior to sending to the printer and the web to ensure that all applicable articles and conditions are included in the catalog. When a Red list or special provisions item(s) is included in the catalog, a hard repro copy of the catalog will be forwarded to DRMS-BBS to review those items. After bid opening, the SCO will provide DRMS-BCE with a copy of the apparent high bidder list so a pre award survey (PAS) can be done prior to approval (DRMS-BCE will pull a catalog from the web prior to bid opening date.)

SCOs will examine all bids submitted for items being sold under the provisions of current DRMS policy regarding the sale of hazardous property. For each apparent high bidder the SCO will require a properly completed Statement of Intent (SOI). A DLA two-way Memorandum, a copy of the SOI, a DNSP Facility Maintenance Screen print out with the name and address of the facility and any other available pertinent documents to assist in the ERD process, (i.e., permits, inspection reports, regulatory contact/ telephone numbers, etc.), will be forwarded to DRMS-BCE.

**NOTE:** Each SOI submitted by the high responsive bidder will be examined for completeness and where necessary, will require the bidder to provide additional information to make a determination as to the bidder's responsibility.

The prospective purchaser is required to provide the additional information via a resubmission of a signed and complete Statement of Intent. It is imperative that generalities not be accepted. The bidder is required to provide the name, telephone number, address, and nature of business of the principal destination/facility. The bidder must also provide, as applicable, the Transporter and Treatment, Storage, or Disposal Facility (TSDF) EPA permit and/or ID numbers and regulatory contacts and telephone numbers. For hazardous waste items the bidder must provide the name and complete address of the destination facility; post office box addresses are not acceptable. If the bidder does not know the destination of the property, then advise that they must either provide the location of any interim storage facilities being used or provide the name, complete address, and telephone number of the recipient of the property. In order to avoid unnecessary delays, notify and request the bidder to provide such information within a specified period of time, generally not more than 15 calendar days, or their bid will not be considered responsible. However, if required, and if the bidder originally gave a 60 day bid acceptance period, request the

**DRMS-O**

prospective purchaser to extend his bid acceptance period.

If the facility(ies) is determined to be environmentally responsible, the SCO will be notified and the property may be awarded. If the property is awarded, DRMS-BBS will fax and mail a copy of the DRMS Form 1427 to the high bidder and will fax a copy of the DRMS Form 1427 and a SOI(s) to the controlling DRMO.

**If the item being removed is listed in 49 CFR, part 172 shipping table regardless of weight, shipping papers will be required**

Prior to removal, the DRMO will review shipping papers to ensure that the receiving address is the same address as on the SOI, and that all required shipping information, packaging, marking, labeling, placarding, etc., is complete and correct in accordance with DOT requirements. Corrections will be resolved prior to DRMO signature. Problems that cannot be resolved will be elevated to DRMS-BCE for assistance. DRMS will always be considered the shipper and only trained DRMS (or DOD) personnel will review and sign the certification statement on the shipping paper(s). In those instances where the purchaser does NOT provide shipping papers, the DRMO will provide and complete a DRMS Form 2015 (HM Shipping Paper). For partial removals the DRMO will fill out a DLA Form 1367 (Shipment Receipt/Delivery Pass) and DRMS Form 1943 (HP Release/COR Checklist), also DRMS Form 2015, if required. For those purchasers who do not provide shipping papers or whose shipping papers are incorrect, the DRMO may provide shipping papers to the purchaser (or their agent) on a case-by-case basis. If there are any problems regarding the removal of the property, the DRMO will notify DRMS-BBS and/or DRMS-BCE prior to releasing the property. For Contractual problems contact DRMS-BBS, for Technical problems contact DRMS-BCE. One time sales: After all property on the contract has been removed the DRMO will have the DRMS Form 1427 signed by the purchaser (or their agent). The DRMO will submit a copy of all removal documents (DRMS-1427, DLA 1367, DRMS-1943 and DRMS 2015, plus any shipping papers provided by the purchaser or their agent) to DRMS-BBS. The DRMO will keep the original copies in their sale file. Copies of the DD 1348-1 and DRMS 1920 are not required to be sent to DRMS-BBS. On term contracts ensure that the removal documents are submitted to DRMS-BBS after each removal.

**C. Negotiated Sale:** To request a Negotiated Sale, submit e-mail or fax to the Chief of DRMS-BBS. Include in the communication the reason(s) why the DRMO is requesting the Negotiated Sale.

**D. Sales Contracting Officer (SCO):** The assigned SCO is responsible for all contractual changes and modifications and monitors the overall contract at a HQ-to-HQ level. The SCO can be reached at DSN 661-4205, commercial 269-961-4205, Fax 269-961-4020. E-mail [leroylamphear@mail.drms.dla.mil](mailto:leroylamphear@mail.drms.dla.mil)  
The mailing address for all is: DRMS-BBS, Federal Center, 74 Washington Avenue North, Battle Creek, MI 490015

**DRMO**

**DRMO**

**DRMS-O**

## C6. SALES Program

### Enclosure 5 - Suggested FSG/FSC Lotting Guide

1.	Aircraft	1560 - 16 (except 1670) -2810 -2835 - 2840 - 2845 - 2915 - 2925 - 2935 - 2945 - 2950 - 2995 - 5821 - 5826 - 5831 - 5841 - 6115 - 6125 - 6220 - 6340 - 6605 - 6610 - 6615 - 6620 - 6680 - 6685
2.	Electrical and Electronics	12 - 5355 - 5805 - 5815 - 5820 - 5825 - 5830 - 5835 - 5840 - 5845 - 5895 - 59 - 6105 - 6110 - 6115 - 6120 - 6125 - 6130 - 6135 - 6140 - 6145 - 6150 - 6210 - 6220 - 6230 - 6240 - 6250 - 6350 - 6625
3.	Miscellaneous Ground and Shop Equipment	1190 - 1440 - 1450 - 17 - 4920 - 4925 - 4931 - 4933 - 4935 - 4960
4.	Vehicles and Support	2310 - 2320 - 2330 - 2340 - 25 - 26 - 2805 - 2815 - 2895 - 2910 - 2920 - 2930 - 2940 - 2990 - 3930
5.	Tractors, Railroad and Construction Equipment	22 - 24 - 38 (except 3835)
6.	Vehicle MHE, Support Equipment	3710 - 3720 - 39 (except 3930) 4910 - 4390 - 4940
7.	Marine and Support Equipment	19 - 20 - 2820 - 2825 - 40 - 4220 - 6320 - 6605 - 6615 - 6620
8.	Machinery and Industry Equipment	30 - 3120 - 3130 - 32 - 34 - 3680 - 4430
9.	Service, Trade and Special Industry Equipment	35 - 36 - (except 3680) - 3740 - 4210 - 4230 - 4240
10.	Plumbing and Air Treatment Equipment	3835 - 41 - 43 - 4410 - 4420 - 4440 - 4450 - 4460 - 45 - 46 - 47 - 48
11.	Hand Tools and Specialized Equipment	3750 - 51 - 52
12.	Building Materials, Construction Materials and Prefabricating Structures	53 (except 5355) - 54 - 55 - 56 - 81
13.	Medical, Dental and Laboratory	65 - 6630 - 6635 - 6636 - 6640 - 6645 - 6650 - 6655 - 6660 - 6665 - 6660 - 6665 - 6670 - 6675 - 6680 - 6685 - 6695 - 67
14.	Chemical Compounds, Paints and Lubricants	1375 - 1376 - 68 - 7930 - 80 - 91
15.	Furnishings, Appliances and Cleaning Equipment	71 - 72 - 73 - 7910
16.	Office Supplies, Instruments Recreation Equipment	69 - 74 - 75 - 76 - 77 - 78
17.	Textiles, Clothing	1005 - 1670 - 83 - 84
18.	Animals, Agriculture Supplies, Subsistence	87 - 88

## C6. SALES Program

### Enclosure 6 - Examples Of Religious Holidays

#### **CHRISTIAN**

Christmas  
Ash Wednesday  
Good Friday  
Easter

#### **JEWISH**

Sukkot  
Shmini Atzeret  
Torah  
Hanukkah  
Purim  
Passover  
Shavuot  
Rosh Hashanah (New Year)  
Yom Kippur

#### **ISLAMIC / MUSLIM**

Hajj  
Eid al-Adha  
Muharram (New Year)  
Ashura  
Mawlid-al-Nabi  
Isra Al Mi`raj  
Ramadan  
Eid-al-Fitr

#### **BUDDHIST** Simchat

Magha Puja Day  
Buddhist New Year  
Songkran  
Ploughing Festival  
Vesakha Puja Day  
Buddhist Lent  
Asalha Puja Day

\*Since the calendar dates of many religious holidays vary from year to year, every sales office should develop its own schedule in consultation with the appropriate local authorities.



## C6. SALES Program

### Enclosure 8 - Obtaining Local Sale Authorization

#### Attachment 1 - Steps To Determine If Property In Hazardous FSC Can Be Sold On Local Sales

Step 1. Is the item on the DRMS Bulletin Board?

If your item has the same data (NSN, MSDS, serial number, etc.) then the item has been approved for local sale and no further action is necessary. If there is an item with the same ingredients, but manufacturer or MSDS, serial number is different, you may want to request an "EXPEDITED" authorization as described in this attachment. If the answer is no, proceed to step 2.

Step 2. Is the item RCRA regulated now, or will it be if discarded?

If an EPA waste number can be assigned to the item in its present processing or when discarded, then the item is a RCRA hazardous waste, and the item is not eligible for local sale. If the answer is no, proceed to step 3.

Step 3. Is the item regulated by the state or by DOT?

If the item is neither listed nor exhibits a characteristic of a RCRA waste, it still may be regulated as a state hazardous waste or may be regulated as a hazardous material for transportation purposes. If a state waste number can be assigned, or if the item is listed in 49 CFR 172.101, or meets one of the DOT hazard classes (flammable liquid, corrosive, oxidize) then the item is not eligible for local sale. If the answer to each question is no, proceed to step 4.

Step 4. Does the item contain any CERCLA/EPCRA hazardous substances?

The MSDS should be reviewed to verify the composition of the item and to determine if any of the constituents are hazardous substances listed under CERCLA (40 CFR 302.4) or extremely hazardous substances listed under EPCRA (40 CFR 355 Appendix A or B). If the answer is yes, regardless of concentration or quantity, then the item is not eligible for local sale. If the answer is no, proceed to step 5.

Step 5. Does the item require OSHA labels or markings?

Each item on local sale must contain all appropriate OSHA labels/markings on the containment vessel.

**NOTE:** Although you MUST provide the buyer with an MSDS for each item with each sale, it is not necessary to forward a MSDS with your request as long as the MSDS serial number is provided on the request form.

If the item is properly marked/labeled in accordance with OSHA requirements, and a MSDS is available, forward your completed request to Forward Support Team (FST).

If your request is approved by FST, proceed with local sale. If no, proceed with National sale.

## C6. SALES PROGRAM

### Enclosure 8 - Obtaining Local Sale Authorization

#### Attachment 2 - Examples Of Types Of Property Potentially Eligible For Local Sale

The following are some examples of hazardous property that are not/would not be regulated by FCRA, CERCLA, or DOT and could be eligible for local sale. This is NOT an approved list, but a list of some of the type's property to consider.

Saline solution	Water softening salt
Ferric oxide/red iron	Latex paint
Talc powder	Silica
Sunscreen/skin protection cream	Cement
Sodium bicarbonate	Drilling clays

The following items may or may not be regulated by the above acts or agencies. Whether or not these items qualify for local sale will depend upon the actual constituents of the item. Constituents of the property can be identified from the MSDS.

Desiccant	Hydraulic fluids
Cleaning compounds	Refractory compounds
Greases	Adhesives
Plaster	Detergents/fabric softeners
Leak detector compounds	Lubricating oils
Ion exchange resin	Sealing compounds

## C6. SALES PROGRAM

### Enclosure 8 - Obtaining Local Sale Authorization

#### Attachment 3 - Procedures for Obtaining Local Sale Authorization for Property in a Hazardous FSC

**A.** To determine if property in a hazardous FSC can be sold on local sales, the DRMO must evaluate an item following the procedures discussed in Attachment 1 and complete Attachment 4. The procedures are designed to ensure that property which may be a regulated hazardous material, substance, or waste, or requires special handling and/or could have potential environmental liability, is not authorized for local sale. To be eligible for local sale, none of the conditions described in Attachment 1, steps 1 through 5 can apply. DRMOs must document their evaluation or decision process and maintain a record of their evaluation.

**B.** The decision to sell the item on local sale must be concurred on by Forward Support Team (FST). DRMOs will use the questions in Attachment 1 to complete the request matrix, Attachment 4. The DRMO will annotate the noun name, NSN, manufacturer name, cage name, MSDS serial number (if no MSDS in HMIS, provide a hard copy), container type, and quantity on the matrix and then forward to FST by facsimile. If the FST concurs that the item is eligible for local sale, they will forward this information to DRMS Sales Office and to the requesting DRMO.

**C.** Attachment 4, the request matrix, may also be used for an „*Expedited*“ request. An Expedited request may be made when the DRMS Bulletin Board shows a previously approved item with a similar FSC and constituents, differing only in name of manufacturer, MSDS serial number, and NIIN, from the item the DRMO wants approved. Annotate the previously approved item's NSN, manufacturer, cage number, and MSDS serial number in the „*Comments*“ section and check „*Yes*“ in the „*Expedite*“ section. This is especially useful for such items as toners, greases, desiccants, and other often requested items.

**D.** The top-half of Attachment 2 provides a list of some common supply items with hazardous FSCs which do not meet any Federal or state definition of an environmental hazardous waste, substance, or material. The bottom-half are examples of items which may or may not be regulated depending on the actual constituents identified on the packaging, container and MSDS.

**E.** If the item is considered hazardous based solely on a potential occupational exposure by the user (e.g. concrete), the item must contain all appropriate OSHA label/markings on the container holding the material. The DRMO will provide the buyer with an MSDS with each sale. Items that do not have these labels, markings, or an MSDS, cannot be sold on local sale.

**F.** As it is not possible to determine or control the destination of property under local sale, any item(s) offered for local sale will contain Article BD: Laws and Regulations. The purpose of including this article in the sale is to address any chance that an item would be regulated in another state even though it does not meet any of the above criteria.

### C6. SALES PROGRAM

#### Enclosure 8 - Obtaining Local Sale Authorization

#### Attachment 4 - Local Sale Authorization Request/Matrix

DATE: \_\_\_\_\_

TO: FST - ATTN: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

FROM: DRMO \_\_\_\_\_ ATTN: \_\_\_\_\_

FAX: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ITEM NAME: \_\_\_\_\_ NSN: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ CAGE NUMBER: \_\_\_\_\_

MSDS NUMBER: \_\_\_\_\_ CONTAINER: \_\_\_\_\_ QUANTITY: \_\_\_\_\_

EXPEDITED REQUEST? NO \_\_\_\_\_ YES \_\_\_\_\_ (See Attachment 1 & 2 for  
\_Comments' Below)

- 1. Is the item on the DRMS Bulletin Board? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- 2. Is the item RCRA regulated now or if discarded? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- 3. Is the item regulated by the state or by DOT? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- 4. Does the item contain CERCLA/EPCRA hazardous substances? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- 5. Does the item contain all appropriate OSHA label/markings? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*\*\*\*\*

FROM: FST MANAGER \_\_\_\_\_ DATE: \_\_\_\_\_

TO: DRMS Sales Office - ATTN: \_\_\_\_\_ FAX: (DSN) 661-4793

DRMO \_\_\_\_\_ FAX: (DSN) \_\_\_\_\_

Based upon the data submitted, the property described above:

## C6. SALES Program

### Enclosure 9 - DNSP Commodity Group Codes

<b>CONUS Commodity Group #</b>	<b>CONUS Commodity Group Descriptions</b>		<b>OCONUS Commodity Group#</b>	<b>OCONUS Commodity Group Descriptions</b>
3X	EXPL/ACID CONTAMINATED		3XE	EUROPE EXP/ACID CONTAMINATED
AIR	WHOLE AIRCRAFT & RESIDUE		AIRAE	EUROPE AUCTION ITEM
BFM	BONES FATS, MEATS		BFME	EUROPE BONES FATS & MEATS
BRG	BEARINGS (3110 ONLY)		BRGE	EUROPE BEARINGS 3110 ONLY
BRGA	BRG AUCTION ITEMS		BRGAE	EUROPE BRG AUCTION ITEMS
BRGR	RCP BEARINGS (3110 ONLY)			
CFT	SMALL CRAFT & BOATS		CFTE	EUROPE SMALL CRAFT & BOAT
CFTA	CRAFT AUCTION ITEM			
CLO	CLOTHING/TEXTILES		CLOE	EUROPE CLOTHING/TEXTILES
CLOR	RCP CLOTHING			
DEMIL	DEMIL REQUIRED			
DMFG	DEMANUFACTURING			
EA	ELECTRONICS			
EXP	EXPLOSIVES		EXPE	EUROPE EXPLOSIVES
FERR	FERROUS SCRAP			
HARDWARE	HARDWARE		HARDWAREE	EUROPE HARDWAREE
HARDWARER	RCP HARDWARE			
HAZ	HAZARDOUS ITEMS		HAZE	EUROPE HAZARDOUS ITEMS
HAZR	RCP HAZARDOUS			
I	VEHICLES/PARTS & RAILCARS		IE	EUR VEH./PARTS & RAILCARS
IA	GROUP I AUCTION ITEMS		IAE	EUR GROUP I AUCTION ITEMS
II	ELECTRONIC & ACFT PARTS		IIE	EUR. ELECT. & ACFT PARTS
II16R	ACFT COMPONENTS & ACCESSO			
II29R	ENGINE ACCESSORIES			
II1560R	ACFT STRUCTURAL COMPONENT			
II1730R	GROUND SERVICING EQPT			
II4920R	ACFT MNTC & RPR SHOP EQPT			
II58R	COMMUNICATION EQPT			
II59R	ELECTR & ELEC EQPT			
II6625R	ELECTRICAL TEST/MEASURING			
IIA	GROUP II AUCTION ITEMS		IIAE	EUR. GROUP II AUCT. ITEMS
IIC	AIRCRAFT PARTS COMM APPL			
IICN	COMMERCIAL NEW		IICNE	EUROPE COMMERCIAL NEW
IICU	COMMERCIAL USED		IICUE	EUROPE COMMERCIAL USED
IIELEC	ELECTRONIC TOP SELLERS		IIELECE	EUROPE ELECT. TOP SELLERS
IIELECT	ENTERPRISE MGMT PWR GEN			
III	MISCELLANEOUS PROPERTY		IIIE	EUROPE MISC. PROPERTY
IIIA	GROUP III AUCTION ITEMS		IIIAE	EUR. GROUP III AUCT ITEMS
IIIMED	MEDICAL EQUIPMENT			
IIIMEDT	ENTERPRISE MGMT MED & DNT			
IIM	AIRCRAFT PARTS MIL APPL			
IIMN	MILITARY NEW		IIMNE	EUR. MILITARY NEW
			IIMNE	EUR. MILITARY NEW

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<b>CONUS Commodity Group #</b>	<b>CONUS Commodity Group Descriptions</b>		<b>OCONUS Commodity Group#</b>	<b>OCONUS Commodity Group Descriptions</b>
IIMU	MILITARY USED		IIMUE	EUROPE MILITARY USED
			IIIMUE	EUR. MILITARY USED
IIR	RCP ELECTRONIC & ACFT PTS			IIR
IIIR	RCP MISCELLANEOUS PROP			IIIR
LDIR	RCP LOW DOLLAR GROUP I			LDIR
LDIIR	RCP LOW DOLLAR GROUP II			LDIIR
LDIIIR	RCP LOW DOLLAR GROUP III			LDIIIR
MED	MEDICAL EQUIPMENT			MED
MHAZ	MINIMAX HAZARDOUS		MHAZE	MHAZ
MISC	MISCELLANEOUS			MISC
MTS	MACHINE TOOLS		MTSE	EUROPE MACHINE TOOLS
MTSA	MTS AUCTION ITEM		MTSAE	EUROPE MTS AUCTION ITEMS
MTSR	RCP MACHINE TOOLS			
NFERR	NON-FERROUS SCRAP		NFERRE	ONE TIME NONFERROUS PROP
NFERROUS	NON-FERROUS SCRAP		NMET	NON-METALLIC SCRAP
NMETALIC	NON-METALLIC SCRAP			
NMETALICE	ONE TIME NONMETALLIC PROP			
PAPER	PAPER		PAPERE	EUROPE PAPER
RCP	RECYCLING CONTROL POINT		RCPDM	RCP DEMILITARIZATION
RCPLD	RCP - LOW DOLLAR ITEMS			
RHARDWARE	RCP HARDWARE			
RTEST38	RCP TEST \$300-\$800			
RUBBER	RUBBER		RUBBERE	EUROPE RUBBER
SCRAP	SCRAP SEAL BID (ONE TIME)		SCRAPE	EUR. SCRCP SEAL BID 1 TIME
SHP	SHIPS - FROM NAVY		SHPE	EUROPE SHIPS-FROM NAVY
STEEL	STEEL		STEELE	EUROPE STEEL
TFERR	TERM FERROUS		TFERRE	TERM FERROUS PROPERTY
THAZ	TERM HAZARDOUS		THAZE	EUROPE TERM HAZARDOUS
TMISC	TERM MISC SCRAP		TMISCE	EUROPE TERM MISC SCRAP
TNFERR	TERM NONFERROUS		TNFERRE	TERM NONFERROUS PROPERTY
TNFERRE	TERM NONFERROUS PROPERTY			
TNMET	TERM NON-METALLIC SCRAP			
TNMETAL	TERM NON-METALLIC SCRAP		TNMETALE	TERM NONMETALLIC PROPERTY
TUSE	TERM USABLE		TUSEE	TERM USABLE EUROPE
TUSER	TERM USABLE RCP			
UU2840R	ACFT TURBINES & ENGINES			
VEH	VEHICLES		VEHE	EUROPE VEHICLES
VEHR	RCP VEHICLES			
VEHT	ENTERPRISE MGMT TRUCKS			

POC is Roy Sprunger, DRMS-BA, (DSN) 661-7006.

## C6. SALES Program

### Enclosure 10 - DEMIL Sales Referral Checklist

Use the following as a referral checklist to evaluate the sales referral in terms of DEMIL.

Are the proper DEMIL requirements up-to-date and clearly identified in order for proper DEMIL performance to be accomplished?

Are the key points adequately described and identifiable (where applicable)?

Are safety precautions for DEMIL performance included?

If DEMIL is to occur on other than Government premises, has the surveillance plan been properly coordinated and approved before it was submitted?

Is the method and degree of DEMIL specified? Sales referrals should contain picture/diagrams depicting where cuts are to be made for DEMIL purposes. Locations at which cuts are to be made should be marked on the items/materials to be demilitarized with a grease pencil or tape to serve as a guide to personnel performing DEMIL.

Is the following prohibition included: *-The use of precision torch fixtures, precision cutting saws, or precision tools of any kind to minimize DEMIL is forbidden"?*

Does the referral include the DEMIL code immediately following the text of each item described?

Does it indicate that DEMIL has already been performed, when applicable?

Are all the components of the end item that require DEMIL identified?

Does it list the correct DEMIL articles to adequately cover on or off Government installations performance of the MLI DEMIL-required items?

Does it apply Military Munitions List article and end-use certificate to scrap derived from demilitarized items?

Does it apply the MLI/CCLI articles and end-use certificates to useable items? This applies whether offered by itself or included in a lot with non-MLI/CCLI. Commingling MLI/CCLI with non-MLI/CCLI increases the purchaser's cost; this will likely reduce the amount of their bid.

Are Critical FSGs/FSCs offered for sale by Itemized Lot Descriptions?||

## C6. SALES PROGRAM

### Enclosure 11 - Gases That May Be Contained In Compressed Gas Cylinders

<u>NAME:</u>	<u>SYNONYMS:</u>
acetylene	ethyne
ammonia	
arsine	
boron trifluoride	boron fluoride
butadiene 1,3	bivinyll divinyl erythrene vinylethylene butane
carbon monoxide	
chlorine	
chlorine trifluoride	
synagog	oxalonitrile dicyan
diazomethane	
diborane	borothane diboron hexahydride
dimethylamine	DMA
ethane	methylmethane dimethyl
ethyl chloride	chloroethane
ethylene	ethene bicarburetted hydrogen
ethylene oxide	oxirane epoxyethane
fluorine	
formaldehyde	methanol formic oldehyde oxymethylene
hydrogen	
hydrogen bromide	
hydrogen chloride	
hydrogen cyanide	formonitrile hydrocyanic acid prussic acid
hydrogen sulfide	sulfuretted hydrogen
methane	marsh gas fire damp
methylamine	monomethylamine aminomethane
methyl bromide	

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methyl chloride	chloromethane
nitric oxide	
nitrogen dioxide	
nitrogen trifluoride	
nitrous oxide	nitrogen monoxide
ozone	
perchloryl fluoride	
phosgene	carbon oxychloride carbonyl chloride chloroformyl chloride
propane	dimethyemethane
propylene	
sulfur dioxide	
trimethylamine	TMA
vinyl chloride	chlorethene chloroethylene VC
phosphine	hydrogen phosphide

## C6. SALES Program

### Enclosure 12 - Sales of Defense Item with Demilitarization Waived

Items requiring demilitarization which are determined to have substantial commercial value may be sold without demilitarization to legitimate and authorized individuals or firms after receiving approval from the Office of the Under Secretary of Defense for Acquisition and Technology.

1. The following criteria must be complied with in order to offer items normally requiring DEMIL for sale to authorized individuals/firms without DEMIL being required:

- a. Items must first undergo screening according to established regulatory requirements.
- b. Stock Groups 10, 11, 13 and 14 (except Federal Stock Class 1450), either as an item or as a component of another end item, are not eligible for these specialized sales. Aircraft, space vehicles and combatant ships are also not included in this special sales method.
- c. Each item must have substantial commercial value. Small quantities of small items of lotted property will not qualify. However, large quantities of lotted property can qualify provided it is separated by specific manufacturer.
- d. Item(s) will only be offered on a national sealed bid sale(s).
- e. Sales of property located in OCONUS will be under the provision that the successful bidder must return the property to the United States.
- f. To qualify for an award for this type of property without having to perform DEMIL, individuals or firms must be able to:

(1) Submit proof of a current/valid Department of State registration as a U.S. company or U.S. person involved in the manufacture or supply of defense articles or services; and

(2) Submit complete End-Use Certificate that is acceptable by the appropriate Defense Centralized Investigative Agency (DCIA) Trade Security Control Resident Office; and

(3) Agree that any resale or redistribution of the property will be restricted to Department of State approved U.S. companies or U.S. persons, agencies of the Federal Government or approved Foreign Governments and to submit a newly executed End-Use Certificate for each subsequent recipient of the property for approval prior to transferring the property; and

(4) Submit proof of a current/valid Department of State export license if the item is intended to be exported.

(5) Agree to allow periodic on-site inspection of the property at the purchaser's facility by the Government.

(6) Submit a minimum bid equal to or greater than 10 percent of the total acquisition value of the property.

- g. Prior approval to initiate this method of sale and award items under these specialized conditions must be granted from the Office of Deputy Under Secretary of Defense for Acquisition and Technology (AT&L). In either case, the request will be forwarded from DRMS-BBS through Defense Logistics Agency (DLA/J372) to ODUSD. Information copies will also be provided to Defense Logistics Agency Legal Counsel (DLA-GC).

2. Request to process an MLI/CCLI item under this sales concept can be initiated by:

- a. Individual/firm inquiries.
- b. DRMS/DRMO.

3. All requests for approval to sell an item by this specialized sale method must be in writing and must include the following: **Any information not provided as specified below will be cause for DRMS -BBS to reject this request and return it to the DRMO without further action.**

- a. Noun, manufacturer and part number (if available) of the item.
- b. NSN.
- c. Quantity.
- d. Total acquisition cost of the item.
- e. Potential customer's name, address and telephone number.
- f. Potential customer's intended use.
- g. Potential customer's awareness of the mandated requirements (see paragraph 1f), in order to be considered for award.

4. The above request will be processed as follows:

- a. DRMO will transmit their written request by facsimile to DRMS -BBS for approval/denial.
- b. DRMS -BBS will review the request and if approved, provide the appropriate concurrence on the request and forward it to Defense Logistics Agency (DLA/J372) . If the request is denied, the rationale for the denial will be annotated on the request and transmitted by facsimile back to the DRMO.
- c. Defense Logistics Agency (DLA/J372) will review the request and if approved, provide the appropriate coordination and forward it to ODUSD for final approval/denial. If Defense Logistics Agency (DLA/J372) denies the request, the rationale for the denial will be annotated on the request and transmitted by facsimile back to the DRMO with an information copy provided to DRMS -BBS.
- d. ODUSD will provide written approval/denial to Defense Logistics Agency (DLA/J372) . If the request is denied, rationale for the denial will be clearly stated.
- e. Defense Logistics Agency (DLA/J372) will transmit by facsimile the ODUSD approval/denial to the DRMO with an information copy provided to DRMS -BBS

**NOTE:** Property will not be referred to DRMS -BBS under this sales concept unless the DRMO has received prior written approval from ODUSD. A copy of the approval letter from ODUSD, must be submitted with the transmittal.

5. The property description will include the manufacture and part number of each item. Under each description the conditions of sale will be listed as follows:

- a. The following articles apply in all cases:

PART 2-3: Bid Acceptance.  
PART 5-I: Military Munitions List Items (MLI).  
PART 5-J: Commodity Control List Item (CCLI).  
PART 5-K: Munitions and Commodity List Items (MLI/CCLI) Compliance.  
THE END-USE CERTIFICATE ON PAGES \_\_\_ AND \_\_\_ MUST BE COMPLETED AND  
SUBMITTED WITH BIDS IN ORDER FOR THE BID TO BE CONSIDERED FOR AWARD.

- b. When demilitarization is required on Government premises, include, at a minimum, the following articles. Other appropriate articles should be added as required. The following articles apply if the purchaser intends to demilitarize the property:

PART 5-D: Liability and Insurance or PART 8-J (if FEPP).  
PART 5-B: Convict Labor.

PART 5-C: Contract Work Hours and Safety Standards Act-Overtime Compensations (CONUS ONLY)  
PART 6-A: Demilitarization or Mutilation on Government Premises.  
PART 6-C: Failure to Demilitarize or Mutilate.  
PART 6-D: Changes in Contract Requirements.  
ARTICLE : Performance Bond.  
ARTICLE : Demilitarization (Include special demilitarization instructions and surveillance plan with the referral).

- c. When demilitarization is required off Government premises include, at a minimum, the following articles. Other appropriate articles should be added as required. The following articles apply if the Purchaser intends to demilitarize the property:

PART 6-B: Demilitarization or Mutilation on other than Government Premises.  
PART 6-C: Failure to Demilitarize or Mutilate.  
PART 6-D: Changes in Contract Requirements.  
PART 6-G: Government May Enter Premises.  
ARTICLE : Inspection of Contract Performance.  
ARTICLE : Evaluation of Bids for Demilitarization on Other than Government Premises.  
ARTICLE : Demilitarization Timeframe for Property off Government Premises.  
ARTICLE : Failure to Complete Demilitarization by the Time Specified.  
ARTICLE : Demilitarization (Include special demilitarization instructions and surveillance plan with the referral).  
PART 8-A: Taxes and Duties. (FEPP ONLY)  
PART 8-B: Importation Restrictions. (FEPP ONLY)  
PART 8-C: Compliance with Laws, Restrictions, Limitations, and Obtaining of Licenses, etc. (FEPP ONLY)  
PART 8-D: Government as Shipper. (FEPP ONLY)  
PART 8-E: Representation of Non-collusion. (FEPP ONLY)  
PART 8-F: Import Certificate and Delivery Verification. (FEPP ONLY)  
PART 8-G: Disposition and Use of Property. (FEPP ONLY)

- d. The following articles and conditions must be in any Invitation for Bid offering property normally requiring demilitarization with the provision that demilitarization may be waived:

ARTICLE : Qualifications Necessary to Qualify for an Award of Property with Demilitarization Being Waived.  
ARTICLE : Compliance of Special Sale Requirements Certification.  
ARTICLE : Inspection of Purchasers Facility and Records  
ARTICLE : Resale or Redistribution Actions.  
ARTICLE : Return of Property. (FEPP ONLY)  
ARTICLE : Exemption to Demilitarization. (FEPP ONLY)  
ARTICLE : End-Use Certificate  
PART 8-A: Taxes and Duties. (FEPP ONLY)  
PART 8-B: Importation Restrictions. (FEPP ONLY)  
PART 8-C: Compliance with Laws, Restrictions, Limitations Obtaining of Licenses, etc.  
PART 8-F: Import Certificate and Delivery Verification. (FEPP ONLY)  
PART 8-G: Disposition and Use of Property. (FEPP ONLY)

<p style="text-align: center;"><b>THE CERTIFICATION STATEMENT ON PAGE MUST BE COMPLETED BY THE BIDDER AND SUBMITTED WITH THE BID IN ORDER FOR AN OFFER WITHOUT DEMILITARIZATION TO BE CONSIDERED FOR AWARD.</b></p>
---

**THE MINIMUM ACCEPTABLE BID PRICE FOR PROPERTY BEING WAIVED IS  
\$\_\_\_\_\_.** *(DRMO's will place the dollar amount at 10% of the total acquisition value  
for property being offered under this option)*

- e. In addition to the articles and conditions set forth in paragraph 5d, this chapter, the following provision must be inserted in the General Information and Instructions in any IFB offering property normally requiring demilitarization with the provision that demilitarization may be waived:

Bidding on Items \_\_\_\_\_ May Be Based on Either Performing Demilitarization or  
Having the Demilitarization Requirement Waived.

Bids may be submitted on this property either with demilitarization being accomplished as a condition of sale or with the demilitarization requirements being waived. Bidders may also submit one bid with demilitarization being accomplished as specified in the condition of sale and another bid with the demilitarization requirements being waived. But prior to awarding a contract where demilitarization requirements are waived, the Sales Contracting Officer (SCO) or his authorized representative must affirmatively determine that the potential purchaser possesses the necessary qualifications to meet the requirements set forth in this Invitation for Bid, which allow for the sale of this property to be made without demilitarization being performed.

4. All requests for approval to award a item by this specialized sale method must be in writing and must include the following:
- a. Copy of the item description from the Invitation for Bids.
  - b. Copy of the high bidder's bid and award pages.
  - c. Copy of the high bidder's End-Use Certificate.
  - d. High bidder's Department of State Registration number and date of registration.
  - e. Copy of the high bidder's Department of State export license if their End-Use Certificate indicates an intent to export.
5. The request will be processed as follows:
- a. DRMS -BBS (Sales Contracting Officer) will transmit by facsimile their written request to DLA/J372 for approval/denial.
  - b. DLA/J372 will review the request and if approved, provide the appropriate coordination and forward to ODUSD for final approval/denial. If DLA/J372 denies the request, rationale for the denial will be annotated on the request and be transmitted by facsimile back to the SCO.
  - c. ODUSD will provide written approval/denial to DLA/J372. If the request is denied, the rationale for the denial will be clearly annotated.
  - d. DLA/J372 will transmit by facsimile the ODUSD approval/denial to the SCO for processing. If the request is denied, the SCO will deem the high bidder non-responsible and then may consider award to the second high bidder, with price and other factors being taken into consideration.
8. Copies of all documents related to this special sale method will be made a part of the official contract file.
9. The following are full text copies of the unique Articles and Conditions set forth in Paragraph 5 which must be in any Invitation for Bid offering property normally requiring demilitarization with the provision that demilitarization may be waived:

**QUALIFICATIONS AND CONDITIONS NECESSARY TO QUALIFY FOR AN  
AWARD OF PROPERTY WITH DEMILITARIZATION BEING WAIVED**

To qualify for an award of property with the demilitarization requirements being waived, a bidder must:

- a. Submit with the bid proof that the bidder possesses a Department of State registration as a U.S. company or U.S. person (as defined in 22 Code of Federal Regulations, 120.23) involved in the manufacture or supply of defense articles or services.
- b. Submit with the bid a complete End-Use Certificate that is acceptable to the appropriate DCIA Trade Security Control Resident Office, as provided elsewhere herein.
- c. Submit with the bid proof of a valid Department of State export license if the item is intended to be exported, as provided elsewhere herein.
- d. Submit with the bid a complete “**COMPLIANCE OF SPECIAL SALE REQUIREMENTS**” certification, as provided elsewhere herein.
- e. Agree to allow the Government to conduct periodic on-site inspections of the purchased property at the purchaser’s facility, as provided elsewhere herein.
- f. Agree to obtain the written approval of the DCIA Trade Security Control Resident Office prior to any resale or other transfer of the property and to submit an executed End-Use Certificate from each subsequent recipient of the property prior to transferring it, as provided elsewhere herein.

***BID ACCEPTANCE***

In addition to the provisions in Part 2, Condition 3 of the Sale by Reference, entitled -Consideration of BidsII, the following also applies:

Notwithstanding anything herein to the contrary, the bidder agrees that their bid will remain firm and irrevocable for 60 calendar days following the opening of bids.

- a. Award will be made to the highest responsive, responsible bidder who conforms to the specific requirements set forth in this Invitation for Bid for the method of disposal chosen by the bidder (demilitarization to be performed or demilitarization waived).
- b. No bid submitted below the stated Minimum Acceptable Bid will be considered for award.
- c. Prior to the award of a contract where the demilitarization requirements are waived, SCO or his authorized representative will ensure that the potential purchaser has the necessary experience, technical and organizational qualifications to meet all the requirements set forth in this Invitation for Bid. Under this provision, award will be made only upon advice from the Office of Deputy under Secretary of Defense for Acquisition and Technology that the bidder qualifies and conditions of this Invitation for Bid. In the event that the Office of Deputy under Secretary of Defense determines that the bidder does not fulfill these requirements, the bidder will be declared non-responsible and will not be eligible for award with the demilitarization requirements waived.

***INSPECTION OF PURCHASERS FACILITY AND RECORDS***

Purchasers of property where demilitarization requirements are waived are required and hereby agree to maintain an audit trail on all-subsequent sales or transfers of the property. The Purchaser agrees to cooperate with and to permit all authorized Government representatives to enter the premises of the Purchaser for the purpose of inspecting the property and all supporting records related thereto. In the event a Purchaser fails to make the property available for inspection or maintain and provide the supporting documents to the Government, the Government may, at its discretion, freeze future deliveries and/or declare the purchaser non-responsible for future awards until such time as these requirements are met.

***RESALE OR REDISTRIBUTION ACTIONS***

Any Purchaser of property under this Invitation for Bid where demilitarization requirements are waived will be required to obtain the written approval of the Trade Security Control Resident Office prior to resale or other transfer of the property and will be required to submit an executed End-Use Certificate from each subsequent recipient of the property prior to transferring it. The Purchaser agrees to incorporate the prior approval and end-use requirement in any such subsequent sales or transfer agreement and to require each such sub-purchaser or transferee to impose similar conditions in any transfer of the property by them.

**RETURN OF PROPERTY**

The Purchaser agrees that any property purchased outside of the continental United States where on demilitarization requirements are waived is being purchased solely for and with the intent of returning it to the United State of America. In support of this agreement the purchaser will ship the property, at its risk and expense, on a commercial shipper, as follows: *“United States of America (Name of Sales Contracting Officer) Sales Contracting Officer on behalf of (Name of Purchaser)”* to a consignee and destination named by the Purchaser and acceptable to the United States. Each shipping document shall include this statement: -Only the United States Government may divert this shipment to other than the named consignee or destination. The purchaser further agrees to furnish the SCO a true copy of the original onboard bill of lading within 5 days after delivery of the property to the transporting carrier. All insurance will be borne and prepaid by the purchaser. The United States Government will in no way be held responsible for any loss or damage to the material or for any suits or claims arising from the loading, storage, carriage, discharging, damage to vessel or injury to personnel, general or particular average, nor in any other circumstances not covered above of any nature arising under or incidental to the contract by reason of the fact that the United States Government appears as shipper on the commercial bill of lading. Within 90 days after release of the property for import into the United States, the Purchaser agrees to furnish the Sales Contracting Officer evidence of its arrival at the approved destination and delivery to the approved consignee through a receipted copy of the bill of lading, a landing certificate issued by the United States, or other valid documented evidence identifying the final destination and consignee. Failure of the purchaser to meet the above requirements, falsification of information and/or concealment of any information regarding the disposition, export or re-export of this property is in direct violation of the conditions set forth under the provisions found at Part 8, Condition K of the Sale by Reference, entitled, —Munitions and Commodity Control List Item (MLI/CCLI) Compliance. These actions may also be cause for administrative action against the Purchaser, which could result in the denial of future contacts with the United States Government.

**EXEMPTION TO DEMILITARIZATION**

Items requiring demilitarization which are purchased outside of the continental United States, may only be sold with the demilitarization requirement waived to United States nationals or United States entities solely for and with the exclusive intent of importation into the United States. Property sold to other than United States nationals or United States entities must be demilitarized according to the applicable demilitarization article prescribed for each item. Resale of this property by foreign nationals to United States nationals or United States entities for import into the United States is not authorized unless the property is demilitarized as required by the articles prescribed within this Invitation for Bids. Purchasers agree that property sold for import into the United States will be stored in a United States Government approved bonded area or retained in United States Government possession pending actual shipment.

**END-USE CERTIFICATE**

The bidder must submit with its bid a completed End-Use Certificate which is acceptable to the appropriate DCIA Trade Security Control Resident Office and must also submit proof of a current/valid Department of State Export License when this document indicates intent to export.

**COMPLIANCE OF SPECIAL SALE REQUIREMENTS CERTIFICATION**

In order for an offer without demilitarization to be considered for award, the bidder must submit with its bid the **Compliance of Special Sale Requirements Certification** appearing hereafter in this Invitation for Bid.

<b>COMPLIANCE OF SPECIAL SALE REQUIREMENTS CERTIFICATION</b> (TO BE RETURNED WITH BID)
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- a. The undersigned is registered with the Department of State according to 22 CFR 122.1 as a U.S. person (as defined in 22 CFR, Part 120.15) involved in the manufacture or supply of defense articles or defense services. My/our registration number and date of registration is:

Registration Number: \_\_\_\_\_

Date of Registration: \_\_\_\_\_

- b. The undersigned acknowledges that it understands the terms of this contract provide that the property may not be exported outside the Continental United States without a valid export license issued by the Department of State.
- c. The undersigned acknowledges that it understands the terms of this contract provide that, it must allow the Government to conduct periodic on-site inspections of the purchased property at the undersigned's facilities.
- d. The undersigned acknowledges that it understands the terms of this contract provide that it must obtain written approval from the Government to resell or otherwise transfer the property.
- e. The undersigned understands that this property originated in the United States and that its use, disposition, export and re-export is subject to all applicable United States laws and regulations, including the Export Administration Control Act of 1979 (50 U.S.C. Appendix 2401, et. seq); the Arms Export Control Act (22 U.S.C. 2751, et. seq); the International Traffic-in Arms Regulation (22 C.F.R. 121); and the Export Administration Regulation (15 C.F.R. 368 et. seq) which, among other things, prohibit:

(1) The making of false statements and concealment of any material information regarding the use or disposition, export or re-export of the property; and

(2) Any use or disposition export or re-export of the property not authorized in accordance with the provisions of this contract.

- f. The information provided by this statement will be considered a part of the offer under this Invitation for Bid and will become a part of the contract of sale if and when our offer is accepted by the United States of America. The undersigned hereby certifies that all of the information given in this statement is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Bidder (in ink)

\_\_\_\_\_  
Print or type name of signer

## C6. SALES PROGRAM

### Enclosure 13 - Pre-Award Site Visit Checklist for Sale of Hazardous Property

#### A. FACILITY

1. Obtain copy of the physical layout of the facility if available.
2. Is the bidder familiar with material safety data sheets?      yes\_\_\_\_      no\_\_\_\_
3. Do the employees at the facility receive any environmental training in:
  - a. Spill response and control?      yes\_\_\_\_      no\_\_\_\_
  - b. Emergency response?      yes\_\_\_\_      no\_\_\_\_
  - c. Releases of hazardous property?      yes\_\_\_\_      no\_\_\_\_
  - d. Use and acceptable storage, handling and disposal methods for hazardous property?      yes\_\_\_\_      no\_\_\_\_
  - e. Safety management/practices, including use of personal protective equipment and clothing?      yes\_\_\_\_      no\_\_\_\_
4. Does the facility have procedures for reporting spills?      yes\_\_\_\_      no\_\_\_\_
5. Is there evidence of past spillage?      yes\_\_\_\_      no\_\_\_\_
6. Does the facility have a contingency plan?      yes\_\_\_\_      no\_\_\_\_

If yes, does it include:

  - a. Arrangements with local emergency response organizations?      yes\_\_\_\_      no\_\_\_\_
  - b. Emergency coordinators' name, address and phone numbers?      yes\_\_\_\_      no\_\_\_\_
  - c. List of all emergency equipment at facility and description of equipment?      yes\_\_\_\_      no\_\_\_\_
  - d. Evacuation plan for facility personnel?      yes\_\_\_\_      no\_\_\_\_



2. Are floors, aisles and inside passageways kept clean and dry?  
yes\_\_\_\_ no\_\_\_\_
3. Are any containers leaking, bulging, rusting, or dented? yes\_\_\_\_ no\_\_\_\_
4. Has the owner/operator made arrangements with the local emergency authorities to familiarize them with characteristics of the facility? (Layout of facility, properties of hazardous materials stored and/or handled and associated hazards, places where facility personnel would normally be working, entrances to roads inside facility, possible evacuation routes.)  
yes\_\_\_\_ no\_\_\_\_
- a. Has the management filed a storage plan with a fire department?  
        yes\_\_\_\_ no\_\_\_\_
- b. If yes, is the facility storing property according with the plan?  
        yes\_\_\_\_ no\_\_\_\_
5. Is hazardous property being stored in a physically and chemically compatible manner? yes\_\_\_\_ no\_\_\_\_
6. Are all containers labeled as to their contents? yes\_\_\_\_ no\_\_\_\_
7. Is stored material stable and secure against sliding or collapsing?  
yes\_\_\_\_ no\_\_\_\_
8. Are flammable liquids stored in closed containers? yes\_\_\_\_ no\_\_\_\_

**C. ADDITIONAL COMMENTS:**

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**D. IN MY OPINION, THE FACILITY INSPECTED (IS) / (IS NOT) ENVIRONMENTALLY RESPONSIBLE.**

Inspector's Name: \_\_\_\_\_ Title \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

**E. REVIEW**

\_\_\_\_\_  
Sales Chief's Signature

**GENERAL SITE INSPECTION INFORMATION**

Bidder's Name: \_\_\_\_\_  
Phone \_\_\_\_\_

Site Name \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Sale Number \_\_\_\_\_ Item Number(s) \_\_\_\_\_

## C6. SALES PROGRAM

### Enclosure 14 - SOP for Review and Certification of DRMO Completed Contract Files

The following tasks will be performed by Distribution Branch/Section.

1. Within 45 days after final removal date of sale, run tape of vouchered documents in financial folder; reconcile differences when required; attach tape to applicable documents; and forward financial folder to clerk.

2. Run tapes on total contract price of all completed contracts.

**EXCEPTION:** The review and certification of contract files will not be postponed for more than 90 days pending completion of claims protests, litigation or investigation of any kind, when all other contract files are complete.

3. Compare with tapes attached to voucher documents in the financial folder.

4. Reconcile differences as necessary.

5. Separate contracts still pending action from those that are completed using Optional Form 23, and establish a suspense file for those files pending action.

6. Remove all extraneous papers from all completed files.

7. Separate contract files into three categories; one file \$24,999.99 and less; one file \$25,000.00 and over; and one file labeled Hazardous Property Sales Contract, for hazardous materials.

**NOTE:** For ease of disposition, Hazardous Property Sales Contract may be physically separated and stored in a separate location from other sales contracts. If this option is used, the hazardous contracts will be replaced by an OF 23 or other appropriate form to indicate that the removed file is hazardous and where it is located.

8. Arrange completed contracts in contract number sequence with the lowest number on top.

9. Prepare original and two copies of DRMS Form 714, annotating in the remark section the specific contract file number(s) still pending action.

10. Forward financial folder, sales invitation folder, completed individual contracts and DRMS Form 714, with annotations, to an SCO.

11. Review content have completed folders and ensure completeness.

12. Determine that all required actions have been taken on each completed contract, reconciling any discrepancies (see reference above) for guidance on reconciliation of hazardous waste manifests.

13. Sign DRMS Form 714 and forward completed folders with DRMS Form 714 to clerk.

14. Log in DRMS Form 840.

15. File one signed DRMS Form 714 with the hazardous contracts and one signed DRMS Form 714 with contracts \$25,000.00 and over. Suspend file one copy of DRMS Form 714 if there are contracts pending completion. Discard suspense copy when all pending contracts have been completed, reviewed and filed.

16. File folders in completed sales files, as appropriate.

**NOTE:** IFB/financial folders will be filed with contract files \$25,000.00 and over.

17. Mark off the specific contract number on all three copies of DRMS Form 714 when a previously pending contract has been completed, reviewed and filed.

18. DRMO chief (or designee) will review monthly DRMS Form 840 to ensure that contract/sale review is accomplished 45 days after final free removal date. Initial the remark column for any sales where review is overdue and initiate appropriate action to have the sale completed/reviewed.

19. Dispose of files according to DLAD 5025.30, Process, Chapter 28.

## C6. SALES PROGRAM

### Enclosure 15 - Checklist for Individual Contract Files

**NOTE:** This list serves as a reminder of items to check, as amended on a continuing basis. It is not filed. The items listed below are not all-inclusive and are to be supplemented by sales offices as necessary to effect optimum maintenance of files.

1. \_\_\_\_ Original bid and award documents or original negotiated sales documents (SF 114 or SF114E).
2. \_\_\_\_ Notice of Award (DRMS 1427).
3. \_\_\_\_ Signed Waivers.
4. \_\_\_\_ Notice to Surety (Annotated or stamped on Notice of Award).
5. \_\_\_\_ Certificates, Insurance coverage, Performance Bond, etc.
6. \_\_\_\_ Notice of Default.
7. \_\_\_\_ Pertinent correspondence, termination letter, memorandum for record, etc.
8. \_\_\_\_ Claims Documentation.
9. \_\_\_\_ Supplemental Agreement (SF 114D).
10. \_\_\_\_ DEMIL Certificate.
11. \_\_\_\_ R/T/D/S Hazardous Property Release Checklist (DRMS 1943).
12. \_\_\_\_ HW ManiFest.
13. \_\_\_\_ Copy of purchaser's receipt for payment of custom duties, taxes or like charges levied by foreign governments.
14. \_\_\_\_ Extract of periodical for term contract billing.
15. \_\_\_\_ Release documents (Completed 1427, Shipment Receipt/Delivery Pass (DLA 1367).)
16. \_\_\_\_ Bidder Registration (Auction).
17. \_\_\_\_ Statement of Account for Liquidated Damages (DRMS 433) or Statement of Account (Billing Document)(DRMS 915), annotated paid or with collection voucher number and date.
18. \_\_\_\_ Debt Transfer Report. (DRMS 826).

19\_\_\_\_\_Successful Bidder Cards (Spot Bid).

20\_\_\_\_\_Item Bid Page, SF 114F (Spot Bid).

**THIS CHECKLIST IS A WORKING DOCUMENT ONLY -  
DO NOT FILE WITH CONTRACT**

## C6. SALES PROGRAM

### Enclosure 16 - Checklist For Maintaining Invitation For Bid (IFB) Master File

**NOTE:** This list serves as a reminder of items to check, as amended on a continuing basis. It is not to be filed. The items listed below are not all-inclusive and are to be supplemented by the sales office as necessary to effect optimum maintenance of files.

Two copies of:

1. \_\_\_\_\_ Invitation for Bid (copy of Request for Quotations, if negotiated).
2. \_\_\_\_\_ Amendment/Modification to Invitation to Bid
3. \_\_\_\_\_ Special Funding Form (or screen print -no data selected!!).
4. \_\_\_\_\_ Abstract of Bids (may be filed separately if bulky).

**NOTE:** Keep -all-or-nonell evaluation work papers with the abstract of bids in the IFB master file until such time as all property is paid for and removed, dispose of when closing sale.

5. \_\_\_\_\_ DEMIL report.
6. \_\_\_\_\_ List of Successful Bidders.
7. \_\_\_\_\_ Pertinent correspondence, memorandum for record, etc.
8. \_\_\_\_\_ 73 Waiver/Withdrawal w/recap.
9. \_\_\_\_\_ Supplemental Sale Information
10. \_\_\_\_\_ Unsuccessful bids (sheets, cards, and quotations) filed separately due to earlier destruction action.
11. \_\_\_\_\_ Audit listing (may be filed separately if bulky). Maintain until sale has been balanced and closed, then destroy.

**THIS CHECKLIST IS A WORKING DOCUMENT ONLY -  
DO NOT FILE WITH THE SALE**

## C6. SALES PROGRAM

### Enclosure 17 - Checklist for Maintaining Hazardous Contract Files

**NOTE:** This list serves only as a reminder of items required to be retained in hazardous sales contracts. It is not to be assigned a form number or filed with the contract folder.

1. DRMS Form 1427, Notice of Award, Statement and Release Document.
2. DRMS Form 1645, Statement of Intent.
3. ManiFest (s), if applicable.
4. SF 114, Bid and Award of Telegraphic Bid/Modification.
5. SF 114D, Supplement Agreement, if applicable.
6. Pre-Award survey documentation, to include all documents evidencing responsibility of bidder or condition of property such as, but not limited to, DRMS Form 1873, Pre-Award Survey Status (if used), and other correspondence or memorandum for record.
7. DD Form 1348-1, DOD Single Line Item Release Receipt Document (DTID).
8. Invitations for Bid.
9. Certifications, if required.

## C6. SALES PROGRAM

### Enclosure 18 - Checklist for Maintaining Financial Folder

**NOTE:** This list serves as a reminder of items to check as amended on a continuing basis. It is not to be assigned a form number or filed. The items listed below are not all-inclusive and are to be supplemented by Sales Offices as necessary to effect optimum maintenance of files.

1. Bid and Deposit Register (Original—Cashier's Copy)
2. Cash Collection Vouchers
3. Refund Vouchers
4. Transfer Vouchers
5. Adjustment Vouchers

**NOTE:** When all financial transactions are completed for a particular sale the financial folder will be physically filed with the contract and IFB files.

## C6. SALES PROGRAM

### Enclosure 19 - Letter To Buyer

#### Attachment 1 - Letter for Selling of Time

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Dear \_\_\_\_\_:

As referenced in the Default Notice dated \_\_\_\_\_, Contract No. \_\_\_\_\_ is in default because of your failure to pay for/remove item(s) \_\_\_\_\_. You have/had until to cure the default and pay assessed storage charges of \_\_\_\_\_ (not to exceed 20 percent of the purchase price).

You have requested that your cure date be extended to \_\_\_\_\_. I have agreed to such an extension in consideration for an increase in your contract price of \$\_\_\_\_\_ since you have already accumulated/or will have accumulated storage charges to the maximum extent assessable under the contract.

Upon receipt of your payment of \$\_\_\_\_\_, you will be permitted to remove the property anytime prior to \_\_\_\_\_. Your failure to remove the property by that date will result in the loss of all right, title and interest that you might otherwise have acquired in and to such property as to which the default has occurred. Additionally, the Government will retain (collect) liquidated damages in the amount of \$\_\_\_\_\_, which represents 20 percent of your contract price as modified by this letter.

If you have any questions, contact this office at \_\_\_\_\_.

Sincerely,

Sales Contracting Officer

By signing this letter and returning it by \_\_\_\_\_, the purchaser agrees that this letter will be incorporated and made part of the contract.

\_\_\_\_\_  
(Purchaser's signature)

## C6. SALES PROGRAM

### Enclosure 19 - Letter To Buyer

#### Attachment 2 - Computations for Selling of Time

1. Example

Original Contract Price	\$500.00
Accrued Storage Charges (20 percent Maximum of Contract Price)	100.00
Additional Days Selling (10 days x Storage Charge Rate Per Day) 10 x \$4.00	40.00
New Contract Price	<u>        </u> \$640.00

After the modification is signed, the purchaser has a 10-day free removal time. If performance is not completed, contract is placed in default and storage charges accrue at the appropriate rate per day. The maximum storage charge assessable now is 20 percent of \$640. If the contract terminates, the liquidated damages are computed using the \$640.

2. Example of the Extension of Default Cure Period:

Original Contract Price	\$500.00
Storage Charge Rate Per Day	4.00
Additional Days Selling	10
Extension Sold = 10 x \$4.00 =	\$40.00

If purchaser fails to perform within the 10 days, the contract terminates and liquidated damages are assessed on the contract price of that/those items.

## **C6. SALES PROGRAM**

### **Enclosure 20 - Guaranteed Description Cases Referred to DRMS**

#### **Attachment 1 - Enclosures Required for Guaranteed Description Cases**

1. Purchaser's request for adjustment (complaint).
2. DRMS Form 1427 (indicating date of release of property, if applicable).
3. Copy of the applicable IFB description page.
4. In addition, the following enclosures will be included, in chronological sequence, if applicable:
  - a. All correspondence with the DRMO, with enclosures.
  - b. Request for inspection of property and report, or affidavit from purchaser supported with photos, etc.
  - c. Correspondence with bidders.
  - d. Telephone or verbal conversation records.
  - e. Evidence of market value.
  - f. Transportation cost estimate.
  - g. Any other data considered pertinent.

## C6. SALES PROGRAM

### Enclosure 20 - Guaranteed Description Cases Referred to DRMS

#### Attachment 2 - Format for Acknowledgment of Misdescription Claim

We acknowledge receipt of your communication of \_\_\_\_\_.  
(Date)

Your Claim of Misdescription has been received and is now being reviewed by this office. You will be promptly notified when a determination has been reached.

Request you hold property intact until notified by this office.

Matter referred to the following organization for direct reply:

Reply will be furnished on or about \_\_\_\_\_.  
(Date)

Other (Specify):

Sincerely,

## C6. SALES PROGRAM

### Enclosure 20 - Guaranteed Description Cases Referred to DRMS

#### Attachment 3 - Letter To DRMO Concerning Misdescription Claim

1. Enclosed is a copy of a complaint received concerning the description of Item No.\_\_\_\_, IFB\_\_\_\_, which was located at your activity. Also enclosed is a list of firms that submitted bids on the item. It is requested that all available data that may be useful in resolving the complaint be furnished by (insert date - normally 10 workdays.)
2. The following specific data is requested:
  - a. Statements of any employees who viewed the property and have actual knowledge as to whether the alleged conditions actually existed at the time the property was received by your activity or at any time since, including the time of delivery to the purchaser or his agent. (If the alleged discrepancy is major or is of a nature that would have been readily apparent during the course of handling, the fact that the alleged discrepancy was not observed may be significant.)
  - b. In the event the foregoing cannot be provided, statement of the person or persons who prepared the description of the property stating the basis for the description reported and the nature and extent of any physical inspection of the property in question. If the property was not inspected, the statement should so state.
  - c. Statement of security or protective measures in existence at your activity to protect the property in question from damage or change during the above described period and an evaluation as to the likelihood of the alleged conditions to have existed without the knowledge of personnel of your activity.
  - d. List of firms or persons who may have inspected the property in question.
3. Any other information that may be of assistance in the evaluation and final disposition of the request for adjustment.

Sales Contracting Officer

Enclosure

## C6. SALES PROGRAM

### Enclosure 20 - Guaranteed Description Cases Referred to DRMS

#### Attachment 4 - Request To Inspecting Bidders (FORMAT)

Reference is made to Invitation No. \_\_\_\_\_ issued by this Sales Office and to Item No. \_\_\_\_\_ . A copy of the IFB item description page is enclosed.

Records on file indicate that you (your firm) submitted a bid on the item and that you visited the property location prior to bidding and, therefore, may have inspected the item.

Information is requested as to whether the item was in fact inspected by a representative of your firm and whether the property was found to be as described. Specifically, we are interested in whether the item in question (had a motor) (had a generator) (was missing a leg) (or any other alleged shortcomings).

Your early reply to this inquiry will be appreciated.

Sincerely,

Sales Contracting Officer

Enclosure

## C6. SALES PROGRAM

### Enclosure 20 - Guaranteed Description Cases Referred to DRMS

#### Attachment 5 - Explanation of the Supplemental Agreement

Whereas the Purchaser's bid price is as indicated for the following item(s):

- a. Item 111 - \$500.00, and
- b. Item 112 - \$500.00, and
- c. Item 113 - \$300.00, and

Whereas the contract contained a limited guaranteed descriptions clause under which, with certain exceptions, the Government guaranteed that the property delivered to the Purchaser under the contract would be as described, and whereas it has been determined that as delivered, the item(s) do not correspond to the descriptions set out in the Invitation in the following manner:

- a. Item 111 is a countershaft for a differential rather than a countershaft for a transmission, and
- b. Item 112 contains no gear clusters, and
- c. Item 113 is in poor condition, and

Whereas the delivery status of the property is as follows:

- a. Item 111 - Removed on (enter date), and
- b. Item 112 - Removed on (enter date), and
- c. Item 113 - Removed on (enter date), and

Whereas, by reason of the above-stated misdescriptions, it has been determined that the following actions will serve the best interest of the Government and purchaser:

- a. To adjust the purchase price of Items 111 and 112 pursuant to paragraph b of the clause, and
- b. To accept the return of Item 113 to Government control at Selfridge AFB, Michigan, at the Purchaser's expense, on or before (enter date) pursuant to paragraph c of the clause.

Now, therefore, it is mutually agreed between the parties hereto:

1. That the purchase price of Item 111 is hereby reduced to \$125.00.
2. That the purchase price of Item 112 is hereby reduced to \$250.00.
3. To refund (or credit, as appropriate) the purchase price of Item 113 upon its return to Selfridge AFB, Michigan.

4. That the foregoing constitutes full and complete satisfaction under the limited guaranteed descriptions clause and that the purchaser hereby waives any and all claims, causes of action or other rights which may have accrued, or which may accrue in the future, under Contract No. xx-9089-123.

**////NOTHING FOLLOWS////**

**NOTE:** For term contracts, add the following to the last paragraph: resulting from the misdescription.

## **C6. SALES PROGRAM**

### **Enclosure 20 - Guaranteed Description Cases Referred to DRMS**

#### **Attachment 6 - Letter for Supplemental Agreement (FORMAT)**

Gentlemen:

Enclosed are a Modification of Contract (Supplemental Agreement) in an original and two copies covering Contract No.\_\_\_\_\_.

Please complete blocks, 12, 13, and 14 on the original and one copy of the agreement and return to this office within 15 calendar days from the date of this letter. One copy of the agreement may be retained for your files pending receipt of a copy of the agreement signed by the Sales Contracting Officer.

Sincerely,

Sales Contracting Officer

Enclosure

## C6. SALES PROGRAM

### Enclosure 20 - Guaranteed Description Cases Referred to DRMS

#### Attachment 7 -Denial Letter (FORMAT)

##### Misdescriptions

###### Opening Paragraphs

This is in reply to your letter of \_\_\_\_\_ alleging misdescription of Item \_\_\_\_\_, Sale No. \_\_\_\_\_.

##### Shortage Within a Lot

This is in reply to your letter of \_\_\_\_\_ alleging a shortage in Item \_\_\_\_\_, Sale No. \_\_\_\_\_, which was offered for sale on a —price for the lotll basis.

##### Shortages and Misdescription if Appropriate

###### Second Paragraph

We have contacted the Defense Reutilization and Marketing Office with respect to your complaint and they advise that they have examined the area in which the item in question was located and all property available for sale was delivered.

##### All Cases

###### Third Paragraph

Basically, surplus personal property of the Department of Defense is offered for sale —as isll and -where isll with a complete disclaimer of all warranties as to its quantity, kind, character, quality, weight, size, description, or the property's fitness for any use or purpose. The only exceptions are set out in the Guaranteed Descriptions clause that appears as Condition 30 on page 6 of the Sale By Reference pamphlet. It guarantees that the property to be delivered will be as described in the Invitation for Bids. However, it contains stated limitations and conditions that must be complied with in order for the purchaser to take advantage of its protection.

Lots. Paragraph b(1) of Condition 30 provides: —No adjustment for shortages of property sold by the \_lot' shall be allowed unless the purchaser shall notify the Government of such shortage prior to removal of the property from the installation. ll Also, General Conditions Nos. 12 and 14, appearing on page 4, require notification of shortage or loss for property offered for sale by the -lotll prior to its removal from Government control in order to grant relief.

The contract file reflects that the property referred to above was removed on \_\_\_\_ and that your initial complaint was posted on \_\_\_\_\_.

Timeliness. Paragraph b(2) of Condition 30 provides: —The contract price will not be adjusted or property deleted from the contract pursuant to this clause unless the purchaser mails or otherwise furnishes to the Sales Contracting Officer a written notice, within 30 calendar days from date of removal of the property (60 calendar days from date of importation, whichever is less, for property imported into the United States), that he considers the property to have been misdescribed.¶ The contract file reflects that the property referred to above was removed on \_\_\_\_\_ and that your initial complaint was posted on \_\_\_\_\_.

Condition - Estimated Total Weight. Paragraph b(2)(b) of Condition 30 provides: —Stated condition of the property, the total cost of the property, the estimated total weight, the estimated shipping dimensions, suggested uses of the property, and its fitness for any use or purpose are not guaranteed.¶ The contract file reflects that your complaint refers to condition (estimated total weight) of the property.

Other Exceptions for which no Monetary Adjustment is Allowed. It appears that your complaint primarily concerns the \_\_\_\_\_ of the property for which no monetary adjustment is authorized under paragraph b(2) \_\_\_\_\_ of the Guaranteed Descriptions Clause. However, since it is apparent that the property is not as described in the Invitation in that the \_\_\_\_\_ is \_\_\_\_\_, you may elect to return Item \_\_\_\_\_ to \_\_\_\_\_, at your expense. In such event, the Government will refund (or credit your account) the purchase price of the item upon its return. If you wish to elect this option, please advise on or before \_\_\_\_\_. In the event we do not hear from you further on this matter by \_\_\_\_\_, we will presume you do not wish to pursue the matter further and will close our file.

#### Closing Paragraph

In view of the foregoing, it is apparent that there is no authority under the contract to consider your request.

#### Add if Appropriate:

In the future may I suggest that you promptly determine your complaint and submit it within the timeframe permitted in order to be given proper consideration.

Sincerely,  
Sales Contracting Officer

## C6. SALES PROGRAM

### Enclosure 21 - Debarment

#### Attachment 1 - Debarment Warning Letter

DRMO \_\_\_\_\_

SUBJECT: Debarment Warning Letter

Name/Address of Purchaser

Dear Sir or Madam:

Our records indicate that you have failed to perform as a contractor according to the applicable terms and conditions of the following DRMO local sales contracts.

Contract Number

XX-XXXX-XXX

XX-XXXX-XXX

Information indicates that you failed to remove the property for which you contracted despite having been verbally advised of the possibility of debarment action for nonperformance.

Thus it appears that you have demonstrated both a willful failure to perform on sales contracts and a record of unsatisfactory performance in connection with the DRMS sales program. This suggests that you lack the present responsibility to continue as a Government contractor and provides a basis for debarment pursuant to the Federal Property Management Regulation (41 CFR 101-45.600, et seq.) and of Defense Materiel Disposition Manual 4160.21-M, Chapter 7.

The determination of whether or not to propose you for debarment is discretionary and will be made on the basis of your performance record to date on removing purchased Government personal property from local sales and your future performance.

Debarment action may be initiated against you if unsatisfactory performance (non-removal of local sale property) continues. Debarment could extend for a period of up to three years and would include the following consequences:

- a. Placement of your firm's name on the list entitled Parties Excluded from Federal Procurement Programs, a list maintained by the General Services Administration containing the names of contractors debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government. Debarment is effective throughout the executive branch of the Federal Government.
- b. Disqualification from sales contracting. Offers for sales contracts would not be solicited from, sales contracts would not be awarded to, existing sales contracts would not be renewed or otherwise extended for, and subcontracts requiring Government approval would not be approved

Enclosure 21  
Attachment 1 - Debarment Warning Letter

for your firm by any agency in the executive branch of the Federal Government, unless the head of the agency taking the contracting action, or a designee, states in writing the compelling reason for continued sales contracting between your firm and that agency.

c. Prohibition of entry of your firm, its employees, or agents on the premises of the National Sales Office or Defense Reutilization and Marketing Office (NSO or DRMO), except to the extent necessary to remove property for which you have previously contracted.

If you have any questions concerning this notice, please call DRMO Sales Contracting Officer \_\_\_\_\_, commercial number \_\_\_\_\_.

Sincerely,

Sales Contracting Officer

## C6. SALES PROGRAM

### Enclosure 21 - Debarment

#### Attachment 2 - Proposed Debarment Recommendation

DRMO \_\_\_\_\_

SUBJECT: Proposed Debarment Recommendation

TO: DRMS-G

According to DOD 4160.21-M, Chapter 7, the following report is submitted in support of the recommendation that \_\_\_\_\_ be debarred from sales contracting with the Federal Government.

- a. Name and address of bidder recommendation for debarment.
- b. Name(s) of principle officers, partners, owners, or managers.
- c. Names of known affiliates (firms/individuals), and a brief discussion of the nature of the affiliation.
- d. List defaulted contract numbers (including item numbers) and enclose DRMS Forms(s) 1427 for each defaulted contract. List the reasons or a brief explanation for default.
- e. Enclose copies of all relevant documents, to include a photocopy of the pre-sale announcement given at the sale(s) in question, witness statements, and copies of correspondence concerning the contract(s) in question and the contractor's history of performance. The following language is recommended.

-I, SCO \_\_\_\_\_ recommend that \_\_\_\_\_ be debarred from sales contracting for a period of \_\_\_\_\_. This recommendation is based on the contractor's willful failure to perform on local sales (remove property on two or more occasions) and a history of unsatisfactory performances in connection with the DRMS local sales program.¶

- f. Provide any other information which may be pertinent to the debarment case.

SCO Signature

I concur in SCO's debarment recommendation.

DRMO Chief Signature

Forward Support Team Signature

## C6. SALES PROGRAM

### Enclosure 22 - Sales Contracting Review Board (SCRB)

#### DRMS-B (Disposition Management) Review

1. Membership.

a. Specific voting member appointments for the board of review are:

Chairperson: Director of Disposition Management DRMS-B  
Alternate Chairperson: Division Chief, Sales & Reutilization or Controlled  
Property, DRMS-BB  
All DRMS-B Division Chiefs  
Cognizant program office representative

b. Ad hoc, non-voting board members are as follows:

Case initiator  
Office of Counsel representative

2. General Procedures & Responsibilities.

a. The decision of the board will be reached by majority vote. However, as the focal point for oversight within DRMS, the Director of Disposition Management has the authority to overrule the decision of the board.

b. The case initiator shall distribute board packages via e-mail no less than 1 working day prior to the board meeting. *Exceptions may be made in emergency situations with the prior written approval of one of the sales contracting officer's supervisors.*

c. In the event the Chairperson and Alternate Chairperson are absent, another DRMS-B Division Chief or Branch Chief will chair the meeting. In no instance will the Source Selection Authority chair the meeting.

3. DRMS-B review requirements.

a. Pre-award Sales contract actions

1) Proposed solicitations IFB with estimated sales price of \$100,000 or more shall be reviewed by the SCRB prior to issuance) The Director of Disposition Management Office shall approve exceptions in writing.

2) Proposed sales contract awards of \$100,000 or more shall be reviewed by the board prior to award.

3) Sales contract modifications of \$100,000 or more shall be reviewed) Pre-priced, previously evaluated sales options are excluded from this requirement.

4) A unique action less than Sales of \$100,000 when determined by the contracting officer or one of his supervisors or program office, i.e. those actions under \$100,000 that may require specific DEMIL requirements and/or corresponding removal/surveillance plans.

5) All claims shall be reviewed by the SCRB prior to issuance of a final decision) All claims, regardless of dollar value, shall be presented to the sales contract review board (SCRB) **no less than 10 working days prior to the final decision** deadline.

6) All proposed terminations for default.

7) Proposed termination for convenience actions in of \$100,000 or more.

8) All termination settlements in of \$100,000 or more.

9. All negotiated out-of-court settlement agreements arising under or relating to a contract.

10) All requests for equitable adjustment (REA) greater than \$25,000 shall be reviewed by the Board before execution of a modification or decision letter) Board review of requests for equitable adjustment of less than or equal to \$25,000 shall be at the discretion of the division chief) All REAs valued at \$25,000 or more, shall be presented to the contract review board (SCRB) **no less than 10 working days prior to the final decision** deadline.

11) All requests for proposed suspension or debarment.

12) Demand letters in excess of \$25,000.

13) **All** Hazardous Material (HM) sales.

4. The case initiator shall compile a package for review consisting of the following documents:

- IFB
- CMA
- Abstract of Bids
- Award Document
- Pre-award legal review
- TSC documents if applicable

5. Board Recorder Responsibilities. The board recorder is responsible for the following actions:

a. Recording the attendance of Board members.

b. Preparation of board of review minutes for the official contract file. The sales contracting officer shall initial and the Chairperson shall include the following minimum information:

- number
- 1) Solicitation number, contract number, delivery order or task order
  - 2) Date of meeting
  - 3) Names and organizational codes of all participants
  - 4) A complete, accurate and concise summary of all the comments made for the record by board participants.

c. Prompt distribution of the minutes of the Board meeting to the case initiator.

d. Maintenance and retention of a Board case register containing a fully executed copy of the sales contracting review board minutes.

6. DRMS-BA will randomly review selected actions below the \$100,000 threshold on an annual basis to ensure regulatory and procedural operation compliance. DRMS-BA's findings will be forwarded to the Director of Disposition Management.

## LEGAL REVIEW

1. Sales Contracting Officers shall ensure legal reviews are accomplished on all solicitations/IFB's and sales contracting actions (i.e. awards and modifications) that are:

a. \$100,000 or more

b. Are deemed unique actions by the SCO and/or their supervisor or program office but are under \$100,000

c. All HM sales solicitations/IFB's and awards regardless of their dollar amounts

2. Other actions requiring review by the DRMS office of Counsel.

a. All Justification for other than full and open competition requiring certification by the DRMS Director.

b. All disputes, appeals, and final decisions.

c. Requests for equitable adjustments of \$25,000 or more.

d. Mistakes in proposal

e. Claims

f. Notice of assignment

g. Recommendations for ratification of an unauthorized commitment

h. Novation agreements or change of name agreements

i. Insurance certificates

j. Protests

k. Late proposals

l. Termination for Default

m. Termination for convenience of the Government for actions that are \$100,000 or more. This excludes a termination for convenience action under a delivery or task order issued a term sales or either of the Commercial Venture or Scrap Venture contract when such a termination is taken as a result of a Government administrative error (i.e. a line item is deleted from a task order due to misidentification of the property)

n. Modification to delivery/task orders that are \$100,000 or more. This excludes modifications issued as a result of a request from a sales contracting officer's representative (SCOR) to correct a contract line item number (CLIN), or effect weight adjustment on a delivery/task order.

o. Clauses, other than Standard Clauses, which are to be contained in a solicitation/IFB.

3. Legal reviews will be in writing and sent to the Sales Contracting Officer of record.

## C7. SCRAP Program

### Enclosure 1 - Sources of Precious Metals Bearing Items

Specific items are provided below to assist personnel in identifying precious metals sources.

#### Electronic Scrap

Circuit cards/boards	Circuit breakers	Connectors
Contacts	Plugs	Relays
Wave guides	Wiring Harness	

#### Silver Bearing Items

Anode butts	Buss bars	Batteries - (Silver/Copper, Silver/Cadmium, Silver Zinc, & Silver/Magnesium)
Dental wires	Dental powders	Desalting kits
Film and Paper	Jewelry	Plated or washed silver surfaces
Radar antennas	Receiver assemblies	Relay contact points
Tableware	Silver clad base metal	Silver bearing jet engine parts
Silver solders	Silver brazing alloys	Silver Flake

#### Gold Bearing Items

Brazing alloys	Dental sweepings	Dental scrap
Dental wire	Gold clad parts	Gold connector pins
Gold salts and solders	Jewelry	Optical scrap
Medals	Plating hangers and wires	Relay and contact points
Transistors and diodes	Uniform emblems, buttons and badges	Gold bearing eyeglass frames
Gold plated lapel pins	Gold foil	

#### Platinum and Platinum Family Bearing Items

Aircraft magnetos	Aircraft relay contact points/breakers	Aircraft spark plugs (platinum)
Dental wire (platinum alloy)	Detonator fuses	Electronic diodes and parts
Electronic tube grid	Evaporators and evaporate dishes	Insignia coding boards
Magnetos (platinum)	Platinum/group catalysts	Platinum foil
Platinum resistor furnace coils	Semiconductors and resistant alloys	Solenoid switches (platinum)
Spinnerets and feeder dies	Telephone switchboards (palladium)	Thermocouple wires
Triodes for various transmitting amplifiers	Voltage regulator	

## C7. SCRAP Program

### Enclosure 2 - Sales Versus Recovery

#### 1. Precious Metal Bearing Scrap

a. Do not offer scrap containing economically recoverable amounts of precious metals for sale without the expressed written consent of DRMS-BCP. Normally such consent is only given for test sales, although in certain cases such as in the sale of precious metal bearing hazardous wastes, such consent may be given if DRMS determines that recovery may not be cost effective/feasible. When DRMS has made a predetermination to sell the material, a DRMS Form 984 is not needed.

b. Scrap which contains limited amounts of precious metals and for which recovery does not appear cost effective, should be offered for sale without completion of a DRMS Form 984. (This form is found on Adobe Forms.)

#### 2. Precious Metal Bearing Items

a. Do not sell precious metal bearing items listed in C7.2.5.19.3. Instead, but downgrade to scrap and processed for precious metal recovery.

b. Non-listed items containing limited amounts of precious metal for which recovery does not appear cost effective will be offered for sale without completion of a DRMS Form 984.

c. Non-listed items containing recoverable amounts of precious metals may be offered for sale upon completion of a DRMS Form 984.

#### REQUIRED

#### NOT REQUIRED

#### Scrap:

- |                             |                       |
|-----------------------------|-----------------------|
| - Test Sale                 | X                     |
| - Not Economical to Recover | X                     |
| - Economical to Recover     | (Sale not Authorized) |

#### Items :

- |                             |                       |
|-----------------------------|-----------------------|
| - Not Economical to Recover | X                     |
| - Economical to Recover     | X                     |
| - Listed in Paragraph D3    | (Sale not authorized) |

#### PREPARATION OF DRMS FORM 984

(found in Adobe Forms)

1. Prepare DRMS Form 984 in duplicate. Retain the original with a copy of the Item Description from DNSP and forward a copy to DRMS-BCP.

2. Complete DRMS Form 984 as follows:

a. Enter the Sales Referral List No. and Item No.; the DTID No. (if applicable); a description of the sales item in Block entitled "Usable Property Noun Nomenclature"; the NSN/Pre-Lot No., (if applicable); and the DRMO name.

b. DRMO PMM completes part 1. Disregard the parenthetical instructions following "DRMO CALCULATIONS". The following instructions for entries are keyed to attached sample DRMS Form 984.

(1) Enter the factor(s) for the sales item in the appropriate blank(s) as follows:

<u>FACTORS</u>	<u>GOLD</u>	<u>SILVER</u>
(a) Items listed in PMMF*	Use PM content from PMMF, converted to troy ounces	
(b) Unused Film <u>ONLY</u> **		
1. Black & White	.26	
2. Color	.21	
3. Paper	.13	
(c) Electronics	.001	.007

\* For items listed in the PMMF, compute the precious metals content by multiplying the quantity of each item times the precious metals content for that item. For sales line items with several NSNs, determine a summary troy ounce total for each precious metal. Enter this total as the troy ounce ("TO") figure in Part 1a of DRMS Form 984 and leave the troy ounce per pound and weight entries will be left blank.

\*\* If the sales item consists of more than one category of film, compute the silver content for the weight of each category and a summary troy ounce total determined. Enter this total as the troy ounce ("TO") figure in Part 1a of DRMS Form 984. Leave the troy ounce per pound and weight entries blank.

(2) Enter the weight of the sales item in the appropriate blank(s). This will normally be the total weight of the sales item; exceptions are:

(a) When the sales item consists of both precious metals bearing and non-precious metals bearing items, enter the weight of only those items which are precious metals bearing.

(b) When the sales item consists of gold, silver platinum, and palladium bearing property, pro-rate the total weight of the sales item according to the appropriate precious metal.

(3) Multiply each factor by the weight to determine the troy ounces of each precious metal within the sales item.

(4) Enter the appropriate processing/refinery cost per pound for the material within the sales item. Costs are based on commercial recovery contract costs; DRMS-BCP provides costs and quarterly updates by message.

(5) Enter the net weight of material which would be shipped for recovery of precious metals. For lots containing precious metal bearing and non-precious metal bearing material estimate the weight of the precious metal material which would eventually be processed for recovery. For electronics recyclable material this would be the resultant SCL P8E weight.

(6) Multiply (4) by (5) to determine the estimated processing/refinery cost.

(7) Enter the transportation cost per pound for material within the sales item.

(8) Enter the net weight of material that would be actually shipped plus 10% for packaging/packing.

(9) Multiply (7) by (8) to determine the estimated transportation cost.

**NOTE:** Blocks 7, 8 and 9 are applicable only if the material is shipped. Material picked up by the contractor at the DRMO will not have an additional transportation cost as the contractor's transportation cost is included in the refining cost.

(10) Enter the packing, crating and handling (PC&H) cost per pound for material that would be shipped.

(11) Enter the same weight as entered in (5).

(12) Multiply (10) by (11) to determine the estimated cost of preparation of material for shipment.

**NOTE:** Costs for transportation (7) and PC&H (10) should be obtained from host activity. Material picked up by the contractor at the DRMO will not have host transportation or PC&H costs.

(13) Enter the total of entries in (6), (9) and (12); this represents the estimated total cost for recovery/refining of precious metal bearing material within the sales item.

c. Upon receipt of DRMS Form 984 and DLA Form 1366 the entries in Part 1 will be reviewed by the PMM. Use these entries for preparation of the Minimum Acceptable Prices article to be included in the Invitation for Bid (IFB). Annotate the IFB item number on DRMS Form 984 and the forms provided the Sales Contracting Officer (SCO) with each IFB.

(1) The SCO completes Part 2. Specific instructions for entries are keyed to attached sample DRMS Form 984.

(a) Enter the base price for the precious metals in the appropriate blank(s). The base price is the latest price quoted by Handy and Harman prior to bid opening date. The SCO obtains the price no later than 10:00 AM, local time, on the day before bid opening.

(b) Enter the troy ounce figure(s) entered in Part 1a in the appropriate blank(s).

(c) Multiply (a) by (b) to determine the value of each precious metal within the sales item.

(d) Enter the total of entries in (c); this will represent the value of recoverable precious metals within the sales item.

(e) Subtract total cost (line 1b(4)) from the total value (line 2a(4)) and enter the resultant figure; this represents the minimum acceptable price for the sales line item.

(2) Provide the minimum acceptable price to bidders who inquire after 10:00 AM, local time, on the day before bid opening. This also used by the SCO for bid evaluation purposes.

Use Part 3, Remarks, to enter any computations necessary to determine the factor(s) to be used; to compute the quantity(ies) of precious metals within the sales item; or to reflect any additional information and/or computations as may be necessary.

## C7. SCRAP Program

### Enclosure 3 - Factors For Precious Metals Shipments

Use factors, when necessary, to determine the value of precious metals scrap for shipment. Multiply the appropriate factor by the quantity to be shipped (pounds for "P" codes and grams for "V" codes) to determine the estimated troy ounces of recoverable precious metals. Determine the value of the shipment by multiplying the troy ounces by the current market value of the appropriate precious metal.

<u>SCL</u>	<u>FACTOR</u>	<u>PRECIOUS METAL</u>
PB1	5.98	Silver
PB2	2.63	Silver
PB4	2.22	Silver
PB5	1.45	Silver
PB6	2.64	Silver
PSC	1.65	Silver
P05	0.52	Silver
P06	0.27	Silver
P07	3.22	*
P08	3.22	*
P12	2.64	Silver
P13	*	Gold/Silver/Platinum/Palladium
P8A	.032	Platinum
P8B	.579	Silver
P8C	.032	Gold
P8G	*	Gold/Silver/Platinum/Palladium
P81	.032	Platinum
P83	*	Platinum
P84	.321	Silver
P87	*	Gold/Silver/Platinum/Palladium
VCS	*	Gold/Silver/Platinum/Palladium
VGM	.02475	Gold
VPM	.0289	Platinum
VSF	.0289	Silver
VSM	.0289	Silver

\* Contact DRMS-BCP for determination on a case-by-case basis.

## C7. SCRAP Program

### Enclosure 4 - DD Form 1348-1a - Documentation Requirements For Shipment Of PM From Feeder Sites

(Form is available on Adobe Forms.)

The following information on the DD 1348-1A is the minimum information required for shipment/pick-up of **precious metals bearing scrap**:

1. Appropriate SCL code - See [CAT Book](#).
2. Appropriate unit of issue and quantity of material being shipped/picked up.
3. DRMO Document Number. For pick-ups by a recovery contractor, use the DRMS-BCP provided requisition number that comes with the delivery order.
4. DODAAC and in-the-clear address and name of the DRMO. Ensure address is the correct and complete mailing address so contractors can return a completed DD Form 1348-1A.
5. Destination address. For recovery contractors, the address will be provided by DRMS-BCP with the delivery order.
6. Noun description of material being shipped/picked-up. (SCLs P06 or PSC must also include the number (each) of the steel wool cartridges (P06) or passive silver cells/cores (PSC).)
7. Additional required information as follows (may be entered on the reverse side of the document, or on attached paper, if necessary):
  - a. When shipping SCL VSF, include the total number of individual packages such as card board boxes, plastic bags, cans, etc., in the shipment and the statement that -weight is gross weight and includes packaging.
  - b. Enter the number of containers. Piece count tri-walls.
  - c. For pickup by a recovery contractor also include:
    - (1) The contract, delivery order and CLIN/SUBCLIN numbers.
    - (2) Truck seal number. If DRMO has no seals prior to contractor pickup contact DRMS-BCP with a request for seals.
    - (3) State whether the quantity is a net weight. (Net weight is defined as the actual weight of material without any packaging, containerization or addition of extraneous material. If the quantity is other than a net weight, state what packaging, containerization, etc., contributed to determining the weight.
    - (4) Gross/total weight. (Gross weight is defined as the net plus tare).
  - d. Signature(s) of DRMO precious metals weigh master and disinterested witness, or person(s) involved in the outloading of the property, and date that property is outloaded.

## C7. SCRAP Program

### Enclosure 5 - Precious Metals Recovery Equipment/Supplies

DRMS-BCP will perform the following tasks.

1. Determine requirement for precious metals equipment/supplies to satisfy generator requirement.
2. Generating Activity will submit equipment/supply requests by mail, facsimile or telephone to DRMS-BCP. Address below:

Defense Reutilization and Marketing Service  
Attn: DRMS-BCP  
HDI Federal Center  
74 N. Washington Avenue  
Battle Creek, MI 49037-3092

Phone: DSN 661-7071 or COMM 269 961-7071  
Facsimile DSN 661-4047 or COMM. 269-961-4047.

3. DRMS-BCP will initiate filling the equipment/supply orders from stock or through purchase actions.
4. Equipment/Supplies shipped require documentation to be obtained from the generator as proof of receipt. Generator should sign and date the DOD Form 1149 created by DRMS-BCP when the equipment/supply order is filled, retain a copy for the generator records, and return the original document to DRMS-BCP.

## C7. SCRAP Program

### Enclosure 6 - Precious Metals Recovery Program

#### Attachment 1 - Glossary Of Terms, Abbreviations And Conversions For Precious Metals Program

These terms, abbreviations and conversion tables are designed to assist DRMOs and other field activities in their PMRP responsibilities. These terms and abbreviations are for general use throughout DRMS.

##### A. TERMS:

1. Alloy - A substance composed of two or more metals.
2. Batteries - Two or more galvanic cells connected together to produce electric energy. Used in torpedoes, aircraft and missiles.
3. Collecting Tank - A container intended to receive and hold hypo solution containing silver for processing at a recovery site.
4. Current Market Value. The dollar value of recoverable precious metals contained in the item or recyclable material.
5. Electrolytic Recovery Unit - An item of equipment designed to recover silver from spent hypo solution through electrolysis.
6. Electronic Scrap Material - Electrical and electronic equipment/scrap containing precious metals.
7. Film - A thin, flexible, transparent sheet or strip of acetate or similar material coated with a light sensitive emulsion, used for taking photographs or motion pictures.
10. Fine or Fineness (As related to precious metals) - A measure of purity of gold, silver and platinum which is often expressed in parts per thousand, e.g., 0.995 fine. The value of a precious metal depends upon its percentage of fineness.
11. Gold - Yellow-colored metal which does not tarnish in air but is tarnished by sulfur. Its chemical symbol is **Au**.
12. Hypo - A photographic fixing agent that acts as a solvent for silver in the photographic/radiographic development process.
13. Iridium - Silver-white metal of the platinum family that does not tarnish in air. Its chemical symbol is **Ir**.
14. Osmium - A hard, white metal of the platinum family. Its chemical symbol is **Os**.
15. Palladium - Silver-white metal that does not tarnish in air. A good electrical conductor; its chemical symbol is **Pd**.
16. Platinum - Silvery-grayish-white metal that does not corrode or tarnish. Its chemical symbol is **Pt**.
17. Precious Metals - Gold, silver and platinum family metals, platinum, palladium, iridium, osmium, rhodium, and ruthenium.
18. Precious Metals Bearing Item - An item that contains one or more of the precious metals.
19. Precious Metals Bearing Scrap - Scrap material that contains precious metals in its composition.

20. Precious Metals Master File (PMMF) - A file containing all the NIINs known to contain precious metals. This file is provided to DRMOs and generators.
21. Precious Metals Recovery Program (PMRP) - A DOD program for the recovery, refinement, storage and utilization of precious metals derived from excess/surplus items, recyclable material and photo fixing solutions for use as Government Furnished Material (GFM).
22. Refine - To remove or separate impurities and reduce precious metals to a fine state or purified product.
23. Rhodium - A silver-white metallic element of the platinum family; 12 times heavier than water and melts at 3600~F. Its chemical symbol is **Rh**.
24. Ruthenium - A hard white metal of the platinum family. Its chemical symbol is **Ru**.
25. Silver - A soft white metal which resists oxidation but tarnishes in air. Its chemical symbol is **Ag**.
26. Silver Test - A test for the presence of silver in spent hypo solution.
27. Sulfiding - A chemical change that takes place in hypo solution if the current setting of the recovery unit is too high or if current is allowed to continue to flow through the solution after all silver has been removed. Characterized by the rotten egg smell of hydrogen sulfide.

#### B. ABBREVIATIONS:

- |   |  |
|---|--|
| 1. <b>Ag</b> - Silver                         | 8. <b>PMIC</b> - Precious Metals Indicator Code    |
| 2. <b>Au</b> - Gold                           | 9. <b>PMMF</b> - Precious Metals Master File       |
| 3. <b>CMV</b> - Current Market Value          | 10. <b>PMRP</b> - Precious Metals Recovery Program |
| 4. <b>GFM</b> - Government Furnished Material | 11. <b>Pt</b> - Platinum                           |
| 5. <b>Ir</b> - Iridium                        | 12. <b>Rh</b> - Rhodium                            |
| 6. <b>Os</b> - Osmium                         | 13. <b>Ru</b> - Ruthenium                          |
| 7. <b>Pd</b> - Palladium                      |  |

#### C. CONVERSIONS:

##### -MULTIPLYBYIITOOBTAIN:

- |  |                                    |
|--|------------------------------------|
| 1. Pounds (avoir) 453.592 Grams          | 11. Kilograms 2.205 Avoir Pounds   |
| 2. Ounces (troy) 31.103481 Grams         | 12. Gram 0.0022 Avoir Pounds       |
| 3. Ounces (avoir) 28.349527 Grams        | 13. Gallon (U.S.) 3.78543 Liter    |
| 4. Kilogram 1000.0 Grams                 | 14. Liter 0.219973 Imperial Gallon |
| 5. Carat/Karat 0.2 Grams                 | 15. Grains 0.002084 T.O.           |
| 6. Pounds (avoir) 14.5833 Troy Ounces    |                                    |
| 7. Grams 0.03215 Troy Ounces             |                                    |
| 8. Ounces (avoir) 0.9115 Troy Ounces     |                                    |
| 9. Ounces (troy) 0.06857 Avoir Pounds    |                                    |
| 10. Pounds (troy) 0.8228571 Avoir Pounds |                                    |

## C7. SCRAP Program

### Enclosure 5 - Precious Metals Recovery Program

#### Attachment 2 - Shipping Instructions for Precious Metals Bearing SCLs

<b><u>SCL:</u></b>	<b><u>Description:</u></b>	<b><u>CONUS DRMOs</u></b>	<b><u>European DRMOs</u></b>	<b><u>Pacific DRMOs</u></b>
P02	hypo solution	A	A	A
P04 & P05	Film & Film Ash (silver bearing)	B	E	F
P06, PSC, & VSF	Cartridges, Cells & Flake (silver bearing)	B	E	F
P81, P83, P84, P87, P8A, P8B, P8C, & P13	Low grade scrap	B	E	F
VCS, VSM, VPM & VGM	High grade scrap	B	E	F
P8E	Sorted electronic scrap	B	E	F
PB1, PB2, PB4, PB5, PB6, & P12	Batteries (silver bearing)	B	E	F
P07 & P08	Cyanide/acid based liquids, salts, sludges, etc.	C	C	C
P24	Unsorted electronic scrap	D	D	D
A = PROCESS ON-SITE AT GENERATOR LOCATION DRMOs DO NOT PHYSICALLY RECEIVE.				
B = HOLD ON-SITE PENDING DISPOSITION INSTRUCTIONS FROM DRMS-BCP FOR PM CONTRACTOR PICKUP.				
C = REQUIRES DISPOSITION INSTRUCTIONS FROM DRMS-BCP				
D = HOLD ON-SITE PENDING DISPOSITION INSTRUCTIONS FROM DRMS-BCP FOR DEMAN CONTRACTOR PICKUP.				
E = SHIP TO DRMO JACKSONVILLE, FL, CONTACT DRMO PRIOR TO SHIPMENT.				
F = SHIP TO DRMO LEWIS, WA, CONTACT DRMO PRIOR TO SHIPMENT.				
<p><b>NOTE:</b> * Some commodities/SCLs from Europe and/or Pacific areas may require the costs of transportation to be computed prior to shipping to the CONUS DRMOs and evaluated against the value of the material if it is to be recycled for the precious metals content. Contact DRMS-BCP for assistance in this matter.</p>				

## C7. SCRAP Program

### Enclosure 7 - Reconciliation of SCL Accounts Using DAISY Consolidated Inquiry

Scrap reconciliation should be performed on a fairly frequent basis (weekly or monthly, depending on the DRMO's operation). A valuable tool from DAISY that may be used for reconciliation is a Consolidated Scrap Inquiry. Another valuable tool is a Scrap Site/Storage Control Register, which lists scrap locations and their status. Generally, the Scrap Site/Storage Control Register should be reviewed and updated daily to ensure that DRMO personnel (especially receiving and marketing staff) are aware of newly established SCL/SCT locations.

#### DAISY Consolidated Scrap Inquiry.

Instructions are provided below to obtain a Consolidated Scrap Inquiry from DAISY:

- a. Access DAISY's main menu.
- b. Select the -Inquiries menu.
- c. Select -Consolidated Inquiries (or, if desired, select Batch Consolidated Inquiries).
- d. Select -scrap inquiry.
- e. Create the search criteria by typing in an asterisk (\*) in the SCL/SCT PREFIX field. Then, <Tab> over to the DRMO RIC SFX field, input the desired suffix, and press <F3> to Find. DAISY will show that it is finding the records. After completion, DAISY will show the number of records found in the upper right hand corner of the screen. The message at the bottom of the screen will read: <F1> to exit or create report, <F13> to prepare another inquiry. Select <F1> to create the report.
- f. DAISY will then display a -Specify Sort menu. Then select the field to sort by. Or leave it unspecified and press <F9> to update. Most either sort by the SCL/SCT or the Site/Storage Location.
- g. Next DAISY will provide a screen where a Report Title may be input. This may be left blank, but it is suggested that the report is titled -Scrap Reconciliation, and DATE. For example, the title may read: -Scrap Reconciliation, 31 March 2002.
- h. Press <F9> to send the report to DAISY Access Reports. The Access Report number will be displayed on the screen briefly. It is suggested that this number be written down at this time to make it easier and quicker to retrieve from Access Reports.
- i. Access the report, print if desired, and review it.

#### Reviewing and Analyzing the DAISY Consolidated Scrap Inquiry.

- a. *SCL/SCT and DEMIL Code.* Review these questions: Is there more than one site using the same SCL and DEMIL code? Can they be consolidated? Can or should some of them be closed out?

**NOTE:** In the past the practice was to keep a pound of scrap in the pile in order to keep a certain Term (SCT) scrap pile open.

DAISY would not permit shipping the total quantity in the scrap pile, without closing the scrap pile (RSC Z). Also with the SCT scrap pile in RSC Z, new weight could not be added to the same SCT pile number. Keeping one pound of scrap in the pile was usually done for term scrap sales to retain the SCT number. The disadvantage in doing this is, until a scrap pile is closed,

all DAISY records going into that pile would be associated with this pile, and the records would not purge off from DAISY. The result was an ever-increasing number of records associated with that pile, more time-consuming and unmanageable research (due to the number of records and transactions that must be reviewed and/or scrolled through.) In addition, large numbers of open, unneeded, records slow the performance of DAISY. For term scrap piles (SCTs), the entire eight of the scrap pile may be shipped, the pile may be kept open, and scrap weight may continue to be added to the same SCT number. Follow this procedure: When using the Sale/Shipment (Scrap) process (udaz3101), answer "No" to the DAISY question: *"Do you want to close this scrap pile? Please enter Y or N:"* Answer "No", to keep the scrap pile open, so new weight may be continued to be added.

**NOTE:** This only works for term scrap piles. When local (SCL) scrap piles are closed, one must wait until 150 days after the pile is closed to reuse the same Scrap ID (stated differently, the criterion is RSC Z + 150 days).

## C7. SCRAP Program

### Enclosure 8 - Abandonment - Commercial Landfill

FINDINGS: Property listed has no R/T/D or sales potential, nor any value for basic material content, and/or charitable donation is not feasible, and/or sale of property is uneconomical pursuant to the economy formula (property to be buried in commercial landfill).

Public notice not given because property value is so little that its retention \_\_\_ • \_\_\_ or advertising \_\_\_ • \_\_\_ or sale is clearly not practical (check block, if appropriate).

Abandonment action is approved.

---

DRMO CHIEF SIGNATURE

DATE

I certify these items were abandoned in the manner authorized by DOD 4160.21-M and other applicable regulations.

---

ABANDONMENT OFFICER

DATE

I have witnessed the abandonment of this property by delivery to a commercial landfill hauler/operator.

---

DRMO WITNESSING PARTY

DATE

## C7. SCRAP Program

### Enclosure 9 - Abandonment - Government Owned Landfill

FINDINGS: Property listed has no R/T/D or sales potential nor any value for basic material content, and/or charitable donation is not feasible, and/or sale of property is uneconomical pursuant to the economy formula (property to be buried in commercial landfill).

Public notice not given because property value is so little that its retention \_\_•\_\_ or advertising \_\_•\_\_ for sale is clearly not practical (check block if appropriate).

Abandonment action is approved.

---

DRMO CHIEF SIGNATURE

DATE

I certify these items were abandoned in the manner authorized by DOD 4160.21-M and other applicable regulations.

---

ABANDONMENT OFFICER

DATE

I have witnessed the abandonment of this property by delivery to a commercial landfill hauler/operator.

---

DRMO WITNESSING PARTY

DATE











Actions or Tasks	Assigned to:
<p>(MLI/CCLI), from DEMIL Code A, <b>NON</b> Munitions List Items/Commerce Control List Items (MLI/CCLI) <b>provided</b> this procedure does not impact property flow or storage capacity.</p> <p><b>J. RE-SALE/REMOVALS:</b></p> <ol style="list-style-type: none"> <li>1. All scrap property under the purview of the SV Contract will maintain the SV Contract Identification from receipt to removal in DAISY transactions.</li> <li>2. SV Contractor will escort all sales customers.</li> <li>3. <b>SV Contractor will witness and attest to the mutilation process for all scrap that requires mutilation except scrap identified in Section E. SV Contractor will complete, sign and date a certificate of destruction for that removal and provide to the Sales Contracting Officer in a monthly report. Mutilation will be performed by:</b> <ol style="list-style-type: none"> <li>a. Generator/SV Contractor prior to sale.</li> <li>b. Resale purchaser prior to removal of property, where mutilation is authorized.</li> <li>c. Resale purchaser at the purchaser's facility.</li> </ol> </li> <li>4. <b>DRMO SV POC will witness and attest to at least 3 mutilation processes in a calendar year quarter whether in the scrap yard location or at the re-sale Purchaser's facility. The DRMO SV POC will affix their name, date and signature along with the SV Contractor's on the SV provided Certificate of Destruction and maintain a copy in their contract file. A copy of SV's Certificate of Destruction Term Contract and Spot Sale is found in Enclosure 11.</b></li> <li>5. SV Contractor will out load all sales removals.</li> <li>6. SV Contractor will provide DRMO SV POC with appropriate SCT for property being removed..</li> <li>7. DRMO SV POC will weigh conveyance and annotate the weight ticket with the appropriate <b>SCT</b> accumulation being removed and provided by the SV Contractor. DRMO SV POC will provide the SV Contractor with a copy of the weight ticket.</li> <li>8. DRMO SV POC will input the removal data in</li> </ol>	<p>Assigned to:</p> <p style="text-align: center;"><b><u>DRMO SV POV/SV</u></b> <b><u>CONTRACTOR</u></b></p>







Actions or Tasks	Assigned to:
<p>The SCO assigned is your first and primary POC for all SV related matters. In the event that your primary SCO is unavailable, please refer issue to the other.</p> <p><b>PRIMARY: MR. GREGORY ORTIZ,</b> <b>DSN 661-7558, FAX 4020</b> <b>E-MAIL – <a href="mailto:greg.ortiz@dla.mil">greg.ortiz@dla.mil</a></b></p> <p><b>SECONDARY: MS. LAURIE CLARK,</b> <b>DSN 661-7141, FAX 4020</b> <b>E-MAIL – <a href="mailto:jodi.cullingford@dla.mil">jodi.cullingford@dla.mil</a></b></p>	

## C7. SCRAP Program

### Enclosure 10- SOP for Scrap Venture (SV) Transactions

#### Attachment 1 - Processing Reimbursable Receipts For Scrap Venture

Added 14 Feb 2008.

In order to ensure correct processing of reimbursable scrap receipts, follow the steps below:

#### Validating the TID:

1. Check the turn-in document (TID) to see if there is a fund citation **listed**. **If there is a fund citation listed, process the receipt as reimbursable. If there isn't a fund citation listed, but the customer has a known qualified recycling program and the property qualifies, contact the generator and obtain the fund citation, write it on the document, and process the receipt as reimbursable. If the fund citation is not listed and cannot be obtained from the generator, or the property does not qualify, the receipt should be processed as non reimbursable.** Added 10 Mar 2008.
2. If the receipt is reimbursable, first check the Reimbursement Tracking System in DAISY (Option 8 in the Marketing menu) to see if the DODAAC is loaded (Figure 1).

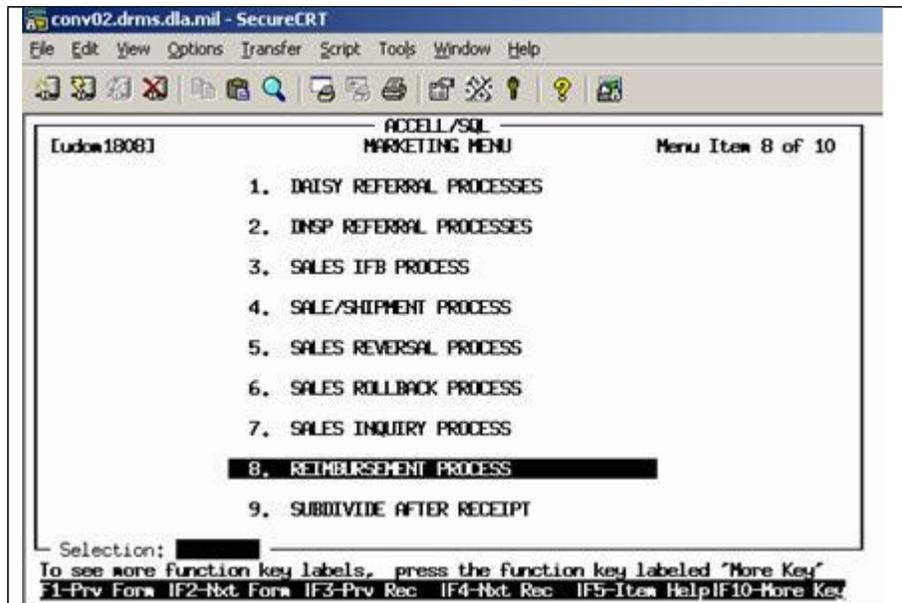


FIGURE 1

3. Select Option 1, Update Generator Reimbursement File (Figure 2).

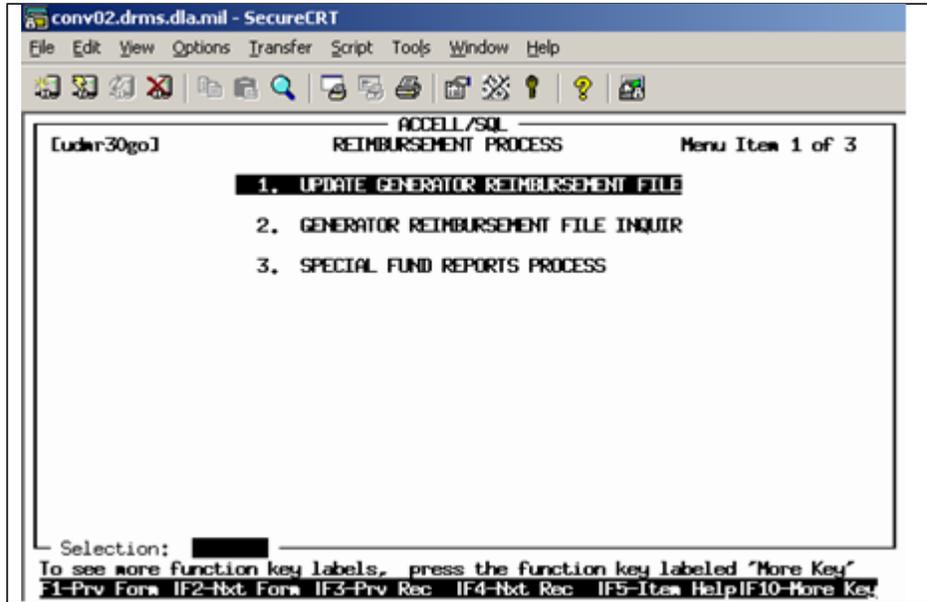
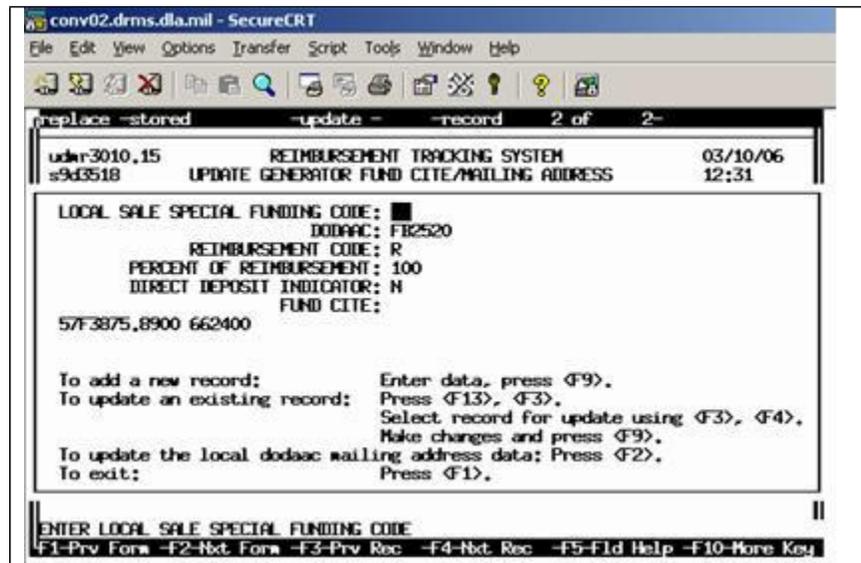


FIGURE 2

4. At the screen below, press SHIFT/<F3> to go into FIND mode. Enter down to the DODAAC field and type in the TID DODAAC and press <F3> to find.



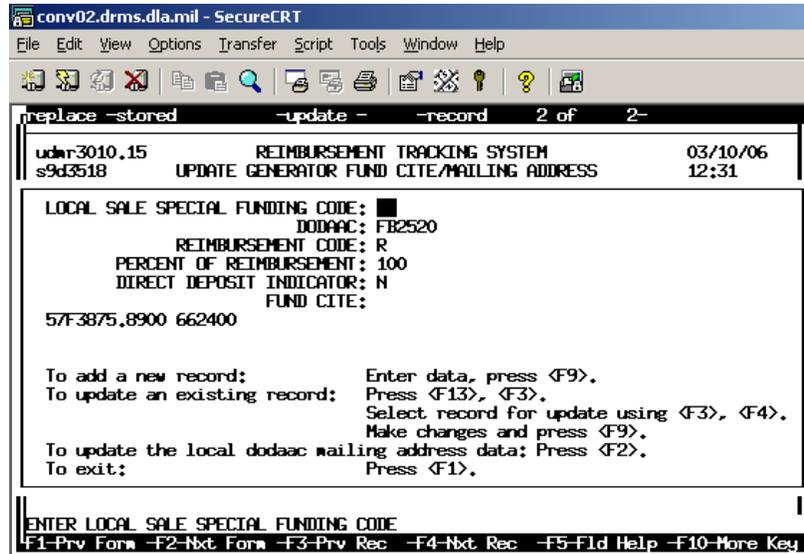


FIGURE 3

5. As can be seen, there may be more than one record for that DODAAC, e.g., -record 2 of 2||. This is probably the result of the DODAAC being entered before with the wrong reimbursement code or different fund cite. If the first screen is incorrect, press <F4> until you find your DODAAC with a reimbursement code of R (for QRP). *NOTE: Reimbursement code „R“ is the only acceptable reimbursement code for Scrap Venture.*
6. Check the fund cite in the record against the fund cite on the TID. If it does not match, then continue through the rest of the records to see if you can find a match for DODAAC, Reimbursement code R, and fund cite. If not, go back to the first record (<F3> until you find it again) and go to the fund cite field and type in the correct fund cite. Press <F9> to update.
7. Press <F2> to get to the check mailing address screen (Figure 4).

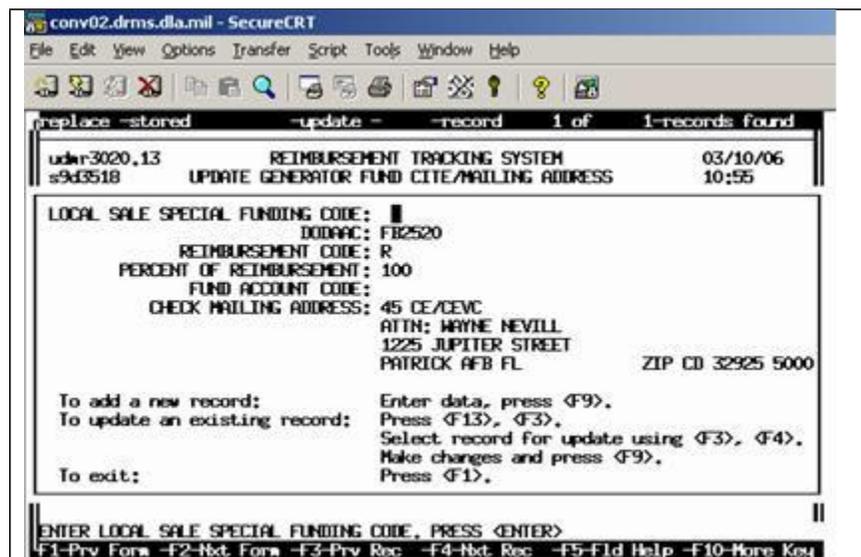


FIGURE 4

8. Verify the check mailing address by accessing the DAASQ Inquiry System at the following URL (Figure 5):

<https://www.daas.dla.mil/daasing/>

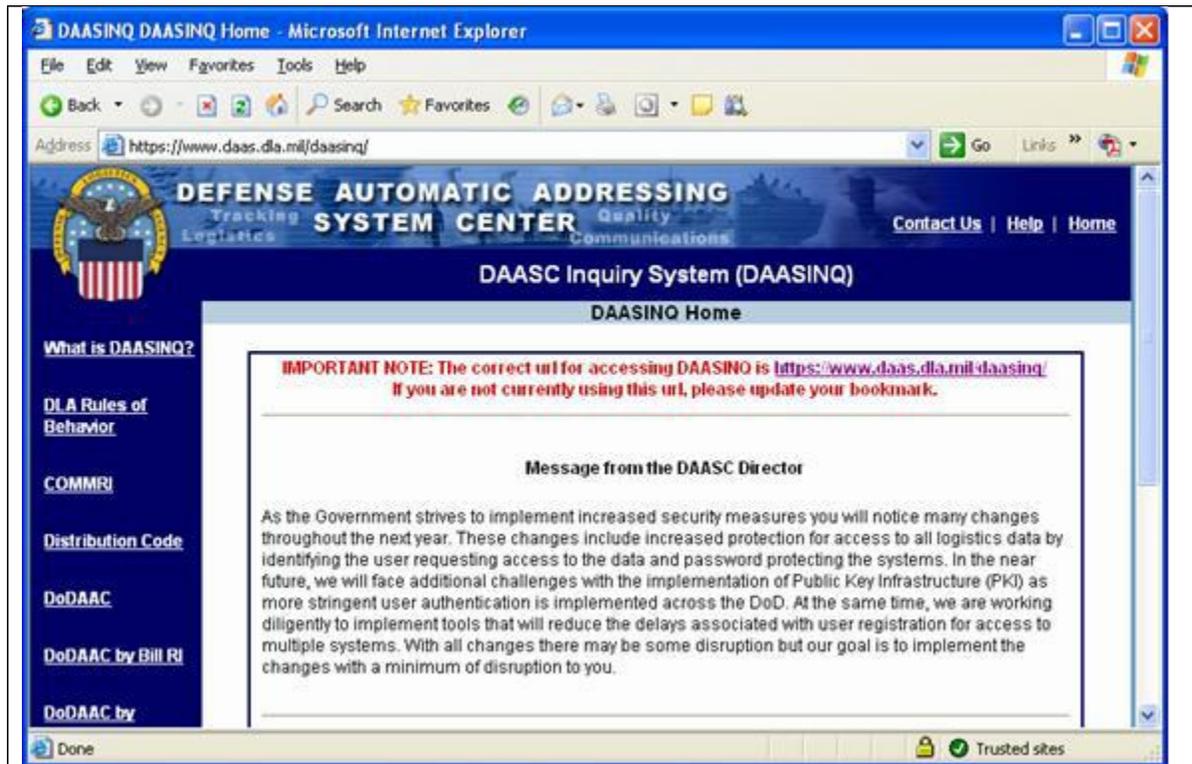


FIGURE 5

OR you can E-Mail to the following address to verify DODAAC information.

[DRMSDODAAC@dla.mil](mailto:DRMSDODAAC@dla.mil)

9. In the DAASC Inquiry System, click on DODAAC on the left side of the screen, type in the DODAAC, and click on SUBMIT (Figure 6). It should come back with TAC 1, 2 and 3 addresses on the screen. The check mailing address is the TAC 3 address (Figure 7).

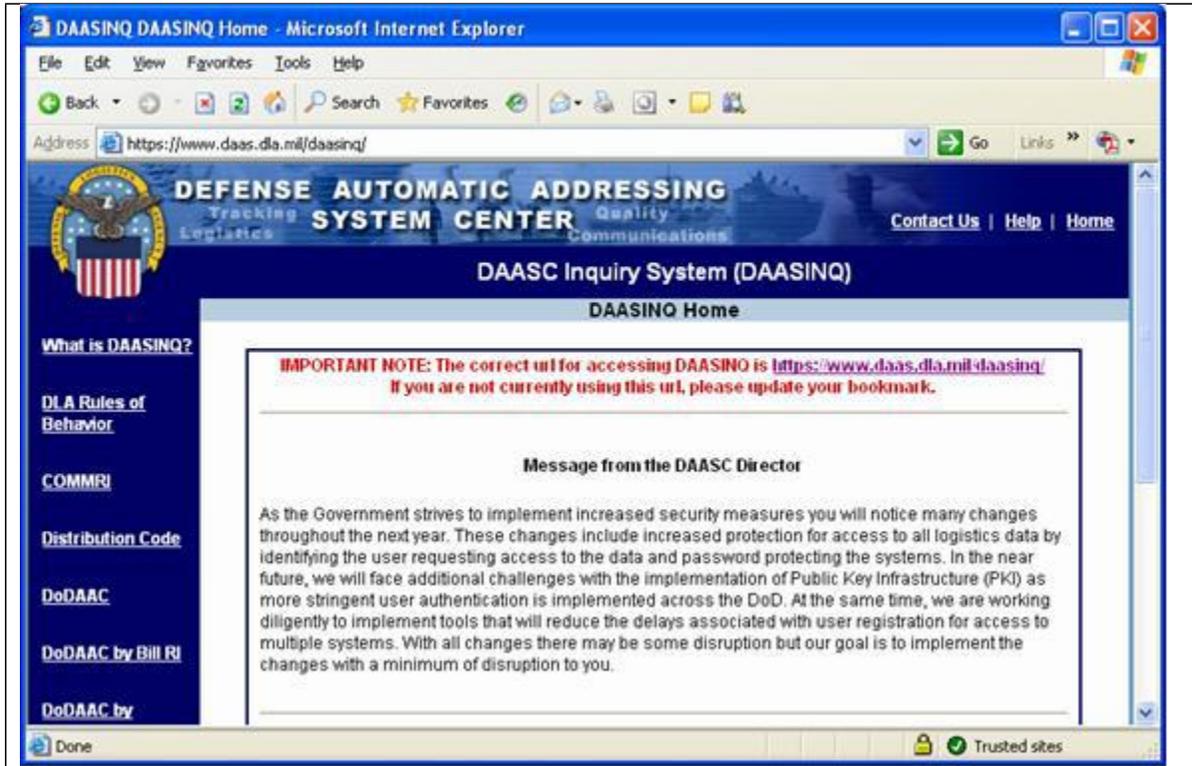


FIGURE 6

The screenshot shows a web browser window with the address bar displaying <https://www.daas.dla.mil/daasinq/dbresult.asp?cu=d>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar has a Back button and a Go button. Below the address bar, there are several links: DRMS Homepage, Phone Directory, Teams, Webmail, DRMS Internal, Internet Start, and Magic Service Desk.

The main content area displays a table with four sections, each representing a different TAC (Tactical Area of Control). The left sidebar contains navigation links: Distribution Code, DoDAAC, DoDAAC by Bill RI, DoDAAC by COMMRI, DoDAAC by Zip Code, MAPAC, NIIN, RIC, and Downloads.

Distribution Code	TAC	EFF	DEL
<ul style="list-style-type: none"> <li>FB2520 45 LRF LGS</li> <li>BLDG 821 CML PHN 321 494 6900</li> <li>972 S PATRICK DR</li> <li>PATRICK AFB FL 32925-3514</li> </ul>	TAC1	2004274	
		SPLC: 496174240	BBP:
		ST APO: FL	CNT: US
<ul style="list-style-type: none"> <li>FB2520 45 LRF LGS</li> <li>BLDG 822 CML PHN 321 494 4161</li> <li>974 S PATRICK DR</li> <li>PATRICK AFB FL 32925</li> </ul>	TAC2	2004232	
		AIR:	PORT:
		BBP:	
<ul style="list-style-type: none"> <li>ACCTG DISB STA NR 503000</li> <li>DFAS SY AIRM</li> <li>1050 FORRER BLVD</li> <li>DAYTON OH 45420.1472</li> </ul>	TAC3	2004246	
			DEL:
•	TAC4		

The browser's status bar at the bottom shows a lock icon and the text "Trusted sites".

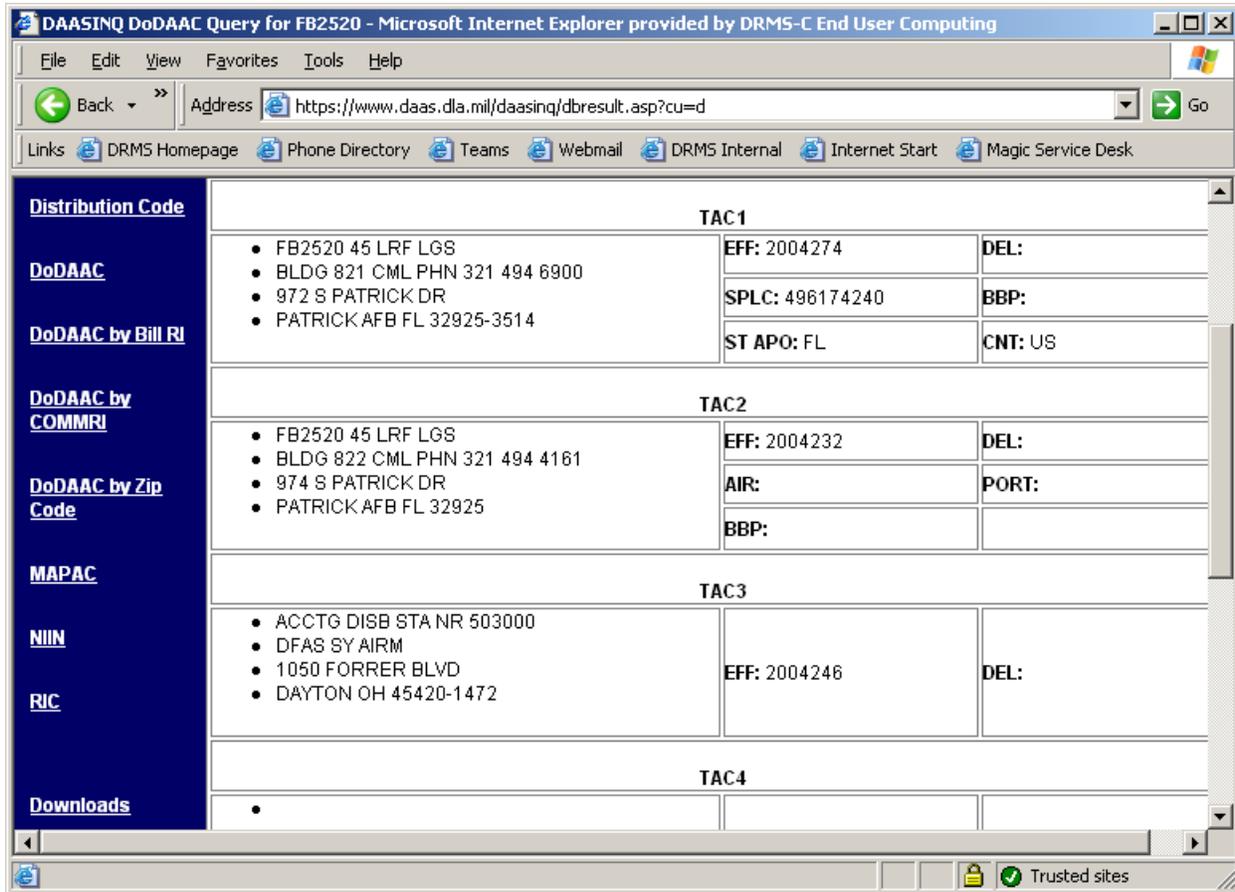


FIGURE 7

10. If this is a new QRP generator, and the DODAAC is not loaded in the DAISY Reimbursement Tracking System, you will first need to check to see if it is a valid DODAAC by checking DAASC Inquiry System OR E-Mail to the DRMSDODAAC address above. Also please E-Mail to [Pam.Murphy@dla.mil](mailto:Pam.Murphy@dla.mil) the new DODAAC, fund cite and check mailing address so she can load it into DNSP.

11. Then you will need to add the record into DAISY.

**Processing the receipt:**

1. When entering a receipt transaction, you must put a \_1 in the REIMB field (Figure 8).

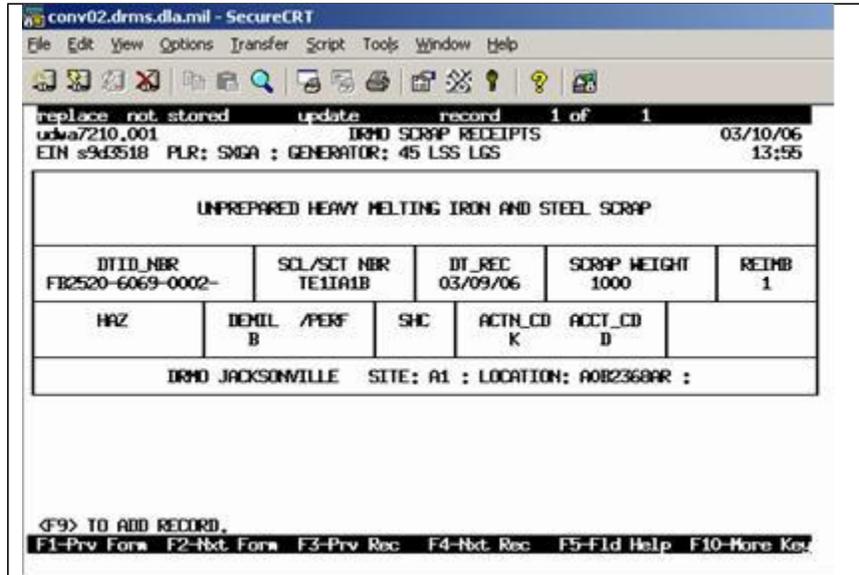


FIGURE 8

- After updating with <F9>, a pop-up screen will appear (Figure 9). Press SHIFT/<F10> to look at the fund cite(s) associated with that DODAAC. Again, as can be seen below, there are two records associated to the DODAAC. Press <F4> to check the other record(s). Check reimbursement code and fund cite to make sure you have the right record.

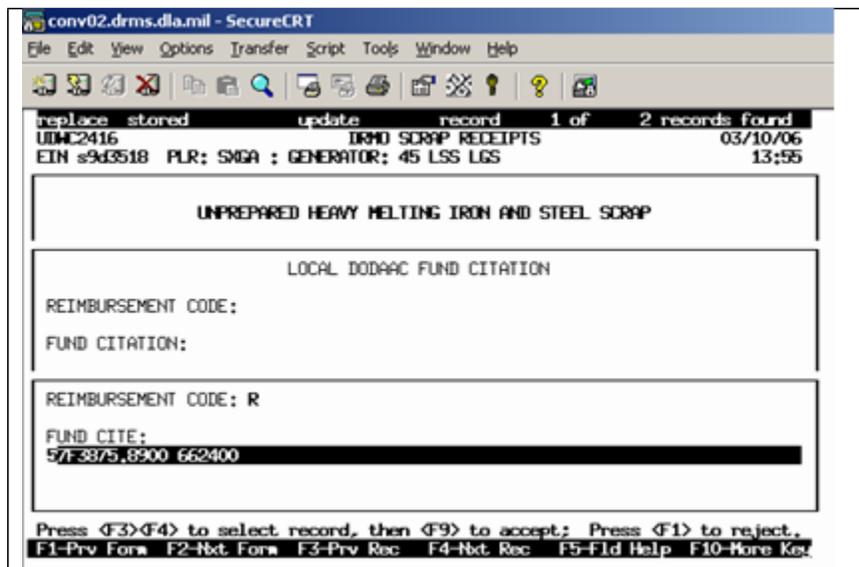


FIGURE 9

- Press <F9> once to return the fund cite to the original pop-up screen, and <F9> again to process the receipt.

This will ensure that the receipt is picked up as reimbursable in the weekly data pulls for Scrap Venture.

Any questions should be referred to Mary Radcliffe/J6B-TSR/(DSN) 661-5773/(COMM) (269)  
961-5773/ [Mary.Radcliffe@dla.mil](mailto:Mary.Radcliffe@dla.mil)

## C7. SCRAP Program

### Enclosure 11- Sample Certificate of Destruction (Edited Dec 2012)

Table 8 - SV Certificate of Destruction

<b>CERTIFICATE OF DESTRUCTION TERM CONTRACT AND SPOT SALE</b>	
The undersigned hereby certifies that the following material SCL _____,	
has been destroyed by means of _____.	
Branch Plant _____	
<b>Term Contract Number</b> _____ and	
Invoice # (if COD sent in after weight tickets.) _____	
Quantity/Poundage: _____	
Date of destruction completion: _____	
OR	
Branch Plant _____	
<b>Spot Sale</b> - Sale and Lot Number _____	
Invoice # _____	
Quantity/Poundage: _____	
Date of destruction completion: _____	
Signed: _____ <b>CERTIFIER</b>	Signed: _____ <b>VERIFIER</b>
Print Name: _____	Printed Name: _____
Date: _____	Date: _____
Title: _____	Title: _____

## C8. ENVIRONMENTAL Program

### Enclosure 1 - Land Disposal Restrictions

#### 1. INTRODUCTION.

a. **The land disposal restriction (LDR) regulations are found in 40 CFR 268.** The basic components of the LDR program are relatively straightforward. For each hazardous waste, EPA has established a treatment standard or a specific treatment method that is determined to be protective of human health or the environment. Hazardous waste must be treated to this standard or by the specific method before the waste can be land disposed. Generators are responsible for identifying their waste to comply with the LDR requirements. Additional paperwork (LDR Notification Form) is required with the ManiFest when these wastes are shipped offsite. This paperwork notifies those who will handle the waste of the land disposal restriction requirements and may include a certification by the generator. In addition, there are also storage and recordkeeping requirements associated with the LDR program.

**b. EPA land disposal restrictions do not apply overseas, except for U.S. territories (i.e., Guam, Puerto Rico)**

**NOTE:** When OCONUS DRMOs are retrograding HW to CONUS DRMOs, check with the gaining DRMO for instructions.

2. **WASTES SUBJECT TO THE LAND DISPOSAL RESTRICTIONS.** Most hazardous wastes are now subject to the land disposal restrictions. Wastes subject to LDR requirements are known as restricted wastes. This includes wastes that meet a characteristic or are listed, and also includes special hazardous wastes such as soils, debris, and lab packs.

3. **WASTES NOT SUBJECT TO THE LAND DISPOSAL PROHIBITIONS.** Not all wastes are subject to the land disposal requirements. Normally under RCRA, when new wastes are first identified as hazardous (i.e., -newly identified or -newly listed hazardous wastes) LDR standards are not immediately established. These wastes must be managed as hazardous wastes but do not have to comply with LDR requirements before they are disposed. Usually at a later date, EPA will establish treatment standards for these wastes and then they become subject to LDR requirements.

#### 4. WASTE IDENTIFICATION, WASTE CODES, AND HAZARDOUS CONSTITUENTS.

a. Hazardous waste must be identified in sufficient detail to permit the identification of applicable waste codes, regulated hazardous constituents, and/or underlying hazardous constituents. The LDR program requires that all waste codes that apply to a waste be identified and the waste treated for each waste code. An exception is made for listed wastes where a constituent that would cause a waste to meet a characteristic is addressed in the listed waste's treatment standard. For example, benzene, a U-listed waste (U019) would not require the identification of the D018 (TCLP benzene) waste code because the treatment standards for U019 addresses the benzene hazardous constituent.

**b. For listed wastes (i.e., F, K, P, or U), the LDR identification requirements include:**

(1) The regulated listed hazardous constituent(s) identified in 40 CFR 268.40 that are present in the waste; and,

(2) Other hazardous constituent(s) present that would give the waste a characteristic waste code and is not listed as a constituent in the table in 40 CFR 268.40. For example: a spent degreasing solvent

contaminated with lead above the TCLP level would require the assigned waste codes of F001 and D008; and,

(3) If a listed waste possesses a RCRA waste characteristic that is not identified as a regulated hazardous constituent in 40 CFR 268.40, then any underlying hazardous constituents present above the regulatory level in the table in 40 CFR 268.48 need to be identified. For example: a spent solvent that is contaminated with vinyl chloride above the TCLP level would be assigned the waste codes of F003 and D043. The D043 waste code is assigned because vinyl chloride is not listed as a regulated hazardous constituent for a F003 waste in 40 CFR 268.40. Furthermore, because the waste meets the characteristic for D043, any underlying hazardous constituent listed and above the regulatory level in 40 CFR 268.48 and is not a hazardous constituent identified in 40 CFR 268.40 for F003 wastes must be identified

c. For characteristic wastes, the LDR identification requirements include:

(1) characteristic waste codes that apply to the waste; and,

(2) depending on the treatment method or treatment standard in 40 CFR 268.40, any underlying hazardous constituents listed in 40 CFR 268.48 that are present above the level in the table. Any treatment method or standard in 40 CFR 268.40 that contains the phrase: -& meet 268.48 standardsll requires the identification of underlying hazardous constituents.

d. DRMOs will coordinate with their contractor to determine if any wastes must be treated/managed by a method where the identification of underlying hazardous constituents applies. If a waste requires the identification of underlying hazardous constituents, DRMOs must inform the generator that this identification is needed if sufficient information is not included on the Hazardous Waste Profile Sheet. The following summarizes when the identification of hazardous underlying constituents is or is not required:

Characteristic wastes that are decharacterized and managed in Clean Water Act (CWA)/CWA-equivalent, or Class I Safe Drinking Water Act (SDWA) facilities do not require the identification of underlying hazardous constituents.

Characteristic wastes that are managed in non-Clean Water Act (CWA)/non-CWA-equivalent, or non-Class I Safe Drinking Water Act systems (underground injection), will require the identification of the underlying hazardous constituents unless the disposal facility monitors for all underlying hazardous constituents listed in 40 CFR 268.48.

Wastes that possess a D001 characteristic only, and will be treated by combustion (CMBST) or recovery of organics (RORGS) do not require the identification of underlying hazardous constituents.

TC pesticide (D012-D017) and TC organic (D018-D043) that will be treated by CMBST or RORGS require the identification of the underlying constituents unless the TSDf monitors for all underlying hazardous constituents.

e. Identification of Underlying Hazardous Constituents. Only underlying hazardous constituents that are **-reasonably expected to be present-** need to be determined. Generators do not have to determine the presence or absence of all underlying hazardous constituents listed in the table in 40 CFR 268.48. The determination of underlying hazardous constituents may be based on: knowledge of the raw

materials used; the process they operate; the potential reaction products of the process; or, a one-time analysis for the entire list of constituents listed in the table in 40 CFR 268.48.

### 3. DETERMINATION OF TREATMENT STANDARDS.

a. Universal Treatment Standards. The LDR treatment standards are consolidated into one table at 40 CFR 268.40 entitled -Treatment Standards for Hazardous WastesII. The treatment standards listed in this table are based on the -Universal Treatment StandardsII (UTS) found in 40 CFR 268.48. The purpose of the UTS is to set a single universal treatment standard for: 1) each constituent identified in waste waters; and, 2) each constituent identified in non-waste waters that previously had a numerical treatment standard. The effect was to standardize treatment standards for the same constituents regardless of which waste the constituent is contained.

b. To determine which treatment standards/methods apply to a waste, the steps below should be followed. This information will be needed to complete the LDR notification form (see paragraph 6). Use the waste profile sheet (provided by the generator), the MSDS, or copies of waste analysis to obtain the information needed.

**(STEP 1)** The waste must be a RCRA waste (i.e. meet a characteristic or be listed). If the waste does not meet the definition of a RCRA hazardous waste, it is not subject to the LDR requirements.

**(STEP 2)** Determine all appropriate waste codes (listed or characteristic) in accordance with paragraph P4 above. If a waste possesses several characteristics, all characteristics waste codes (D001-D043) must be identified. Some listed wastes (F, K, P, or U) can also possess certain RCRA characteristics and these waste codes must also be identified.

**(STEP 3)** Determine if the waste is either a wastewater or non-wastewater based on the definition in 40 CFR 268.2. Almost all hazardous wastes handled by DRMOs will fall into the non-wastewater category. A wastewater is generally defined as a waste containing less than 1% total organic carbon (TOC) and less than 1% total suspended solids (TSS). If it doesn't meet the wastewater definition, it is a non-wastewater.

**(STEP 4)** For each applicable waste code, determine if there is a subcategory to the waste code that applies. This is obtained by referring to the table in 40 CFR 268.40. There are several types of subcategories. For example, subcategories can exist based on concentration (e.g. high-

TOC subcategory for D001, or low mercury subcategory for D009): or, for the source of the waste (e.g. D008-lead batteries subcategory).

**(STEP 5)** Some wastes will require the identification of hazardous constituents or underlying hazardous constituents. This will depend on: 1) how the waste will be disposed; and /or, 2) the type of monitoring being performed by the TSDF. Refer to the tables in 40 CFR 268.40 and 268.48. Also, see paragraph P4 for additional information.

(a) For certain characteristic wastes, the underlying hazardous constituents must be identified if the waste will be managed in a non-CWA facility or non Class I SDWA injection well under the DRMOs disposal contract (40 CFR 268.48).

(b) For listed wastes, (i.e., F001-F005, F039,) the regulated hazardous constituents listed under the applicable waste code must be identified (40 CFR 268.40). Also, if the listed waste also possesses a

hazardous characteristic, then underlying hazardous constituents must also be identified (40 CFR 268.48).

**NOTE:** If the TSDF monitors for all constituents of concern (either all underlying hazardous constituents for characteristic wastes or all regulated hazardous constituents for listed wastes), the identification of the specific constituents is not required.

**(STEP 6)** Determine if the waste meets the treatment standards for the applicable waste code(s) from the table in 40 CFR 268.40. Wastes that exceed the standards in this table or have a treatment method identified must be treated.

**(STEP 7)** Prepare the paperwork associated with the LDR program. This includes the restricted waste notification and certification in 40 CFR 268.7 (DRMS Form 1851, generator form, or contractor equivalent).

**6. LDR NOTIFICATION REQUIREMENTS.**

a. When a land disposal restricted waste is shipped, a notification form must be provided with the ManiFest which tells the TSDF receiving the hazardous waste whether the waste has or has not been treated, and if treated, the degree of treatment. Specific information is required on this notification form but there is no mandatory form to be used. DRMS Form 1851, pages 2-73 - 79. This is an adobe fillable form. Also, disposal contractors and generators may have their own form. Any form may be used as long as it meets the requirements of 40 CFR 268.7. Electronic versions are permitted for use by EPA.

b. The notification requirement of the LDR program allows for a one-time notification for a HW shipment. The one time notification applies to shipments of all LDR restricted wastes and lab packs. A LDR notification is required with an initial shipment of hazardous waste to a treatment, storage, or disposal facility (TSDF). After this initial shipment, no additional notification is required to accompany shipments unless there is a change in the waste composition or TSDF that the waste is sent to. The generator shipping the waste and the TSDF that receives the waste must maintain a copy of each one-time notification.

c. When a DRMO receives a restricted waste from off-site, a LDR notification is required. This is the responsibility of the generating activity. A notification form must be attached to the initial incoming ManiFest. Unless the composition of the waste changes a LDR notification is not required for subsequent shipments of the same waste. The DRMO must maintain a copy of the notification.

d. The notification form requires certain information depending on the waste. The following table identifies what information is required on the notification form, depending on the waste.

Required Information	If waste/soil does not meet treatment standard 268.7(a)(2)	If waste/soil meets the treatment standard 268.7(a)(3)	If waste/soil is exempted from LDR 268.7(a)(4)	If waste is a lab pack under the alternative treatment standards 268.7(a)(9)
1. EPA hazardous waste numbers and ManiFest number of the first shipment	X	X	X	X
2. Statement: –This waste is not prohibited from land disposal			X	

3. The waste is subject to LDRs. The constituents of concern for F001-F005 and F039, and underlying hazardous constituents in hazardous waste, unless the waste will be treated and monitored for all constituents. If all constituents will be treated and monitored, there is no need to put them all on the LDR notice.	X			
4. The notice must include the applicable waste water/non-waste water category and subdivisions made within a waste code based on specific criteria.	X	X		
5. Waste analysis data (when available)	X	X	X	
6. Date the waste is subject to the prohibition.			X	
7. For debris, when treating with the alternative treatment technologies (268.45); the contaminants subject to treatment as described in 268.45(b); and an indication that these contaminants are being treated to comply with 268.45	X		X	
8. For contaminated soil subject to LDRs as provided in 268.49(a), the constituents subject to treatment as described in 268.49(d), and the following statement: This contaminated soil [does/does not] exhibit a characteristic of hazardous waste and [is subject to/complies with] the soil treatment standards as provided by 268.49(c) or the universal treatment standards.	X			
9. A certification is needed (see applicable 268.7 section for exact wording, also paragraph 7 below.		X		X

e. Characteristic hazardous wastes once de-characterized are not subject to the LDR notification and certification requirements except that a one-time notification and certification must be placed in the generator or treater's file and submitted to the EPA region or authorized state.

7. **CERTIFICATION REQUIREMENTS.** Under certain conditions, (i.e., if a waste already meets existing LDR treatment standards, soils, or for lab packs), the restricted hazardous waste notification will require a signed certification. The certification may be part of a notification form or may be separate but attached to the notification form. DRMS Form 1851 includes the various certifications that may need to accompany a restricted waste notification and the applicable certification(s) need only be checked. See row 9 in the table in paragraph 6 above to determine when a certification is required.

8. **LAB PACKS.** Lab packs are subject to the land disposal restrictions. Lab packs must be treated to the standards in 40 CFR 268.40 or they can be handled under the alternative treatment standards in 40 CFR 268.42(c). 40 CFR 268 Appendix IV lists the waste codes that are prohibited from going into a lab pack. If lab packs are handled under the alternative treatment standard in 40 CFR 268.42(c), a lab pack LDR notification form must include the information in the table in paragraph 6 above. Also, a certification for lab packs is required. This certification can be found in 40 CFR 268.7(a)(9). In general, the certification states that the lab pack does not contain any wastes identified in Appendix IV to part 268.

## 9. **ALTERNATIVE LDR TREATMENT STANDARDS FOR SOIL CONTAMINATED WITH HAZARDOUS WASTE.**

The LDR regulations have established alternative treatment standards specifically tailored to soils contaminated with hazardous waste. These regulations can be found at 40 CFR 268.49. Generators of soil contaminated with hazardous waste have the option of complying with either these new soil treatment standards or the existing universal treatment standards in 40 CFR 268.48.

The alternative treatment standard establishes a treatment standard for soils of **90% capped at 10xUTS**. This treatment standard requires that concentrations of hazardous constituents subject to treatment be reduced by 90% for given constituents. When treatment of any constituent subject to the 90 percent reduction standard would result in a concentration less than 10 times the universal treatment standard for that constituent, further treatment would not be necessary.

Not all soils being disposed are subject to LDR requirements. The disposal of contaminated soils must take into account certain factors before determining whether the soils require management under the LDR program. In general, contaminated soil is subject to the LDR standards only when it contains a listed hazardous waste or exhibits a characteristic of hazardous waste and the soil is: 1) generated (removed); and, 2) placed in a land disposal unit (disposed). For soils contaminated with listed wastes, it also depends on whether the listed waste was LDR prohibited at the time it contaminated the soil. 40 CFR 268.49 contains a table to assist in determining when LDRs apply to the disposal of contaminated soil.

The alternative soil treatment standards are designed to improve management of contaminated soil, especially remedial actions that involve the removal and disposal of soil. The treatment standards are technologically based and encourage the use of innovative technologies (i.e., soil washing). The treatment standards have been established so that treatment levels are achievable using a variety of common technologies that destroy, remove, or immobilize substantial amounts of hazardous constituents. Treatment may be achieved using any applicable treatment method except a treatment method involving impermissible dilution.

10. **DEBRIS.** Debris meeting the definition of a hazardous waste is subject to the land disposal restrictions. Debris may be treated in either of two ways: 1) Debris may be treated to meet the standards in 40 CFR 268.40; or 2) Debris may be treated to meet the alternative standards in 40 CFR 268.45.

11. **RECORD KEEPING.** All information on land disposal restrictions (notices, certifications, manifests, waste analysis or determination) must be kept for 3 years. Electronic versions of LDR notifications are permitted.

12. **STORAGE.** Restricted wastes must be marked with the date and EPA hazardous waste number when they are put into permitted storage. This date must be marked separately from the accumulation start date (when the 90-day time period begins). Restricted wastes in RCRA permitted storage can be stored for a maximum of 1 year to facilitate recovery, treatment or disposal. DRMOs without RCRA permitted storage can only store restricted hazardous waste for 90 days.

## C8. ENVIRONMENTAL Program

### Enclosure 2 - PCB Spills - Instructions and Information

**A. PROCEDURE.** This procedure applies to spills of PCBs at concentrations of 50 ppm or greater. As with reportable quantity spills, the reporting, decontamination and recordkeeping requirements of the PCB spill clean-up policy is a host responsibility. Standard Interservice Support Agreements should include this responsibility. Follow spill reporting procedures in Section 2, Chapter 8, Environmental Program, Oil and Hazardous Material/Hazardous Waste Spill Prevention and Response of this instruction.

**B. REPORTING REQUIREMENTS.** (40 CFR 761.125(a)(1))

1. Under CERCLA, spills of PCB material at any concentration containing one pound or more of PCBs must be reported to the **National Response Center (1-800-424-8802)**. For this requirement, the actual amount of PCBs in the material must be calculated based on the concentration and volume spilled.

2. If a spill directly contaminates surface waters, sewers, drinking water supplies, grazing lands or vegetable gardens, contact the National Response Center, then the appropriate EPA Regional Office for clean-up measures no later than 24 hours after the spill (See Section 4, Supplement 2, Enclosure 22 - Emergency Response - For Releases of Hazardous Substances Into the Environment.).

3. Any other spills of over ten pounds of PCB material must be reported to the appropriate EPA Regional Office and the spill site decontaminated in 24 hours. For this required, ten pounds refers to the total amount of material spilled; i.e., generally one gallon of PCB dielectric fluid (See Section 4, Supplement 2, Enclosure 22, - Emergency Response - For Releases of Hazardous Substances Into the Environment).

4. Spills of ten pounds or less (one gallon of PCB dielectric fluid) must be cleaned up but not reported to EPA.

**NOTE:** DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

**C. DECONTAMINATION REQUIREMENTS. (40 CFR 761.125(b) & (c))**

1. **Low-Concentration Spills** which involve less than one pound of PCBs by weight (less than 270 gallons of untested mineral oil):

a. **Solid Surfaces.** All free flowing material must be contained with absorptive materials; e.g., sawdust. The surface must be double-washed/rinsed with a recommended solvent (xylene, toluene, kerosene), using enough free fluid in each wash/rinse to cover the contaminated surface completely. PCBs should never be hosed down with water. The wash/rinse requirements do not mean the mere spreading of solvent over the surface, nor does it mean a once-over wipe with a soaked cloth.

b. **Soils.** Visible traces of soil and a buffer of a lateral foot must be excavated and the ground restored to original configuration by back filling with clean soil.

2. **High Concentration** (greater than or equal to 500 ppm) and low-concentration (<500 ppm) spills which involve one pound or more of PCBs by weight (270 gallons or more of untested materials):
- a. The spill area plus a three-foot buffer must be cordoned off and clearly visible signs placed advising people to avoid the area to minimize the spread of contamination as well as the potential for human exposure.
  - b. Clean-up visible traces of fluid on hard surfaces must be initiated and all visible traces of the spill on soil and other media such as gravel, sand, etc., must be removed.
  - c. **Solid Surfaces.** High contact solid surfaces and low contact indoor surfaces must be cleaned to 10 ug/100 cm<sup>2</sup> (as measured by standard wipe tests). Low-contact, outdoor surfaces must be cleaned to 100 ug/100 cm<sup>2</sup>.
  - d. Soils in restricted access areas (such as the DRMO yard) contaminated by the spill must be cleaned to 25 ppm PCBs.

**NOTE:** DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

**D. RECORDKEEPING. (40 CFR 761.125(b)(3))** The following information must be recorded for all spills and kept for a minimum of 5 years:

1. Identification of the source of the spill.
2. Estimated or actual date and time of spill occurrence.
3. Date and time clean-up completed or terminated. Brief description of spill location and nature of materials contaminated.
4. Pre-clean-up sampling data used to establish the spill boundaries if required because of insufficient visible traces, and a brief description of sampling methodology used to establish spill boundaries.
5. Brief description of solid surfaces cleaned and of double wash/rinse method used (if applicable).
6. Approximate depth of soil excavation and amount of soil removed.
7. Certification statement signed by responsible party or designated agent stating that clean-up requirements have been met and that information contained in the record is true to the best of his/her knowledge.

**NOTE:** DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

## C8. ENVIRONMENTAL Program

### Enclosure 3 - Operating Instructions

#### Attachment 1 - Management of Reporting of Regulatory Environmental Inspections and Subsequent Reports

RESPONSIBILITY	STEP	ACTION
DRMO	1	<p>Escort the regulator while on site. Answer all the questions and provide any requested data and/or information. Whenever possible, immediately correct any deficiencies or violations identified by the regulator.</p> <p><b>NOTE:</b> When visited or inspected by Host Nation regulators, DRMOs Receiving FEPP (see C1.8.1.3.) contact host legal office and/or command post, DRMS-O legal office for guidance at time of initial regulator visit. Do not sign untranslated statements, or make statements without legal counsel wherever possible.</p>
	2	Attend the regulator's exit briefing. Again, ensure the regulator does not leave with any unanswered questions. If applicable, convey to the regulator that identified deficiencies or violations have been corrected.
	3	Submit a SITREP in accordance with DRMS-I 3020.1
	4	Promptly obtain a copy of the regulator's final and/or official report from the host.
	5	Provide a copy of the regulator's final and/or official report to DRMS-Q.
DRMS-Q	6	Provide a copy of all reports or identifying observations, deficiencies or violations associated with DRMO operations to DRMS-BCE and office of principle interest.
DRMO	7	Immediately correct deficiencies or violations not previously resolved.
	8	<p>Prepare and provide an official written response to the host. Detail the corrective actions taken to resolve the non-compliant situation and date(s) accomplished, as well as a plan of action and milestones for all unresolved issues. Also, the DRMO must identify and contest, to/thru the host, those findings which are thought to be invalid.</p> <p><b>NOTE:</b> The response must be coordinated with DRMS-O.</p>

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
	9	Provide a copy of the DRMO's response to DRMS-O.
<b>DRMS-O</b>	10	Provide a copy of the DRMO's response to DRMS-BCE, DRMS-G, or DLA-EG.
DRMO	11	Promptly obtain a copy of the host's response to the regulator.
	12	Provide a copy of the host's response to DRMS-O, or DLA-EG.
DRMS-BCE	13	Track and monitor the regulatory administrative notifications and enforcement actions, ensuring that each instance of non-compliance has been corrected.
DRMS-G	14	Track, monitor, and negotiate the ultimate resolution of enforcement actions, including fines/penalties, with the host or regulator.
DRMS-O	15	Report the regulatory administrative notifications and enforcement actions to other offices, the Command and outside agencies.

## C8. ENVIRONMENTAL Program

### Enclosure 4 - Operating Instructions

#### Attachment 1 - Return to Manufacturer/Recycler/Reuser

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
DRMO	1	Review property that has failed RTDS, for disposal through Donation in Lieu of A&D via the Return to Manufacturer (RTM) program, prior to ultimate disposal. <b><i>This program is for Non Hazardous and Hazardous materials</i></b>
DRMO	2	Contact the manufacturer and offer the item for recycling or reuse. Should the property be hazardous, contact the manufacturer cited on the product Material Safety Data Sheet (MSDS) and offer the item for recycling or reuse to the manufacturer. If the original manufacturer shows no interest in the property, it is permissible to contact other known manufacturers, recyclers, or reusers. The selection of the manufacturer/recycler/ reuser is based on the least cost to the Government.
DRMO	3	<p>Provide/assist the manufacturer/recycler/reuser in completing a copy of the Return to Manufacturer Operating Instructions and any terms and conditions applicable to the nature of property being released. (NOTE: Cost Analysis page is for INTERNAL USE ONLY.)</p> <p>Manufacturers/recyclers/reusers that agree to accept surplus DoD property for recycling, must complete, sign and date Section 5 – Certification.</p> <p>CERTIFICATION – Section 5 of this Operating Instruction must be signed by the DRMS Government representative, and the approved manufacturer/recycler/reuser. The certification statement must be attached to the DD Form 1348-1 series document or attached to the back of the sales placard.</p> <p>Fax one complete copy to DRMS-BCP; RTM Program Manager DRMS-BCP, (DSN) 661-5875 for</p>

further processing and compliance check. (Attach a separate sheet of paper with the **DEMIL CODE, DTID, MSDS, MANUFACTURER, COLOR, LABEL, STENCIL, SIZE.**)

DRMS-BCE

- 4 If necessary, contact the appropriate Federal, state or local government agency to determine manufacturer compliance with applicable environmental laws and regulations. In addition, determine if a pre-award (pre-return) inspection is necessary. Property is to be released only to manufacturers/recyclers/reusers in good standing with DRMS and the regulatory community.

## **C8. ENVIRONMENTAL Program**

### **Enclosure 4 - Operating Instruction**

**Attachment 2 - DRMS Form 2018, Operating Instructions Edited 22 Jan 2007**

See next page.

## OPERATING INSTRUCTION

Return to Manufacturer/Recycler/Reuser

The property described herein has survived all RTD and sales actions or has been determined as not saleable (based on historical trends). The further retention, advertisement for sales, or disposal processing, is neither practical nor economical pursuant to data provided herein. Therefore, in keeping with actions to reduce disposal costs to the Federal Government and promote beneficial reuse of the material, the undersigned recommends that the described property be processed for abandonment under this program.

FST/DRMO CHIEF: \_\_\_\_\_ DATE: \_\_\_\_\_

Name and telephone number of DRMO Point of Contact \_\_\_\_\_

NOTE: Fill out the information below as complete as possible. If applicable, attach a copy of the MSDS, if you have one. It is not necessary to duplicate information provided on the MSDS. Please just state "see MSDS". (MSDS must match manufacturer listed on containers.)

### A. PROPERTY INFORMATION

Item Name:	NSN:
Manufacturer:	MSDS #:
DTID Number: (If multiple, attach separate sheet)	Quantity:
	Containers:
	DEMIL Code:

### B. MANUFACTURER/RECYCLER/REUSER INFORMATION

Name:	Address:
Point of Contact:	Phone:
	Fax:
EPA ID Number:	Nature of Business:
License/Permit Numbers State:	
Local:	

Table 9 - DRMS Form 2018, Page 1

**FOR INTERNAL USE ONLY**

**C. COST ANALYSIS/COST AVOIDANCE DATA**

Disposal IDN:	Cost Per Pound:	Total Cost:
Shipping Weight:	Cost Per Pound:	Total Cost:
Estimated Cost Avoidance:		

**D. NOTES/COMMENTS:**

Greening partners on fire removal agreements will be permitted to cull, sort and segregate fires.

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Table 10 - DRMS Form 2018, Page 2

STATEMENT OF INTENT -

SECTION 1 -- Manufacturer/Recycler/Remer

Name:	Address:
Other Names (if applicable):	
Point of Contact:	Phone:
	Fax:
EPA ID Number:	Nature of Business:
License/Permit Number State:	
Local:	
Regulatory Point of Contact Name and Agency:	Local Firm Authority Name:
Telephone Number:	Telephone number:

SECTION 2 -- Transportation and Destination

Transporter	Destination of Property
Name:	Name:
Address:	Address:
	Phone/Fax:
Transporter License/Permit Identification Number Federal:	EPA ID Number:
State:	Facility License/Permit Identification Number Federal:
Local:	State:
	Local:
	Destination Facility (if License/Permitted for):

III-A.3-3

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Table 11 - DRMS Form 2018, Page 3



STATEMENT OF INTENT -  
TERMS AND CONDITIONS  
CONTINUED

1. ENVIRONMENTAL COMPLIANCE. All manufacturers are advised that they must comply with all applicable Federal, state, and local laws for hazardous property acquired from DRMS. Actions taken by the manufacturer/ recycler/reuser with regard to the material may cause a hazardous waste to come into existence. The manufacturer/recycler/reuser is cautioned that he/she is solely responsible to ascertain the extent to which these regulations affect the environment and to comply therewith.
2. LIABILITY. The Government cautions that the subject property, material, or substance, or one or more components, parts, constituents or ingredients thereof may be corrosive, reactive, ignitable, or exhibit other hazardous or toxic properties. The Government assumes no liability for any damage to the property of the manufacturer/recycler/reuser, to the property of any other person, or to public property, or for any personal injury, illness, disability or death to the manufacturer/recycler/reuser, employees, or any other person subject to the manufacturer/recycler/reuser's control, or to any other person including members of the general public, or for any other consequential damages arising from or incident to the receipt, use, processing, disposition, or any subsequent operation performed upon exposure to or contact with any components, part, constituent or ingredient of this item, material, or substance.
3. HELD HARMLESS. The manufacturer/recycler/reuser agrees to hold harmless and indemnify the Government for costs, liability, or other request for monies or any other type of relief relating to the manufacturer/recycler/reuser's handling, use, or disposal of the property.
4. TRANSPORTING HAZARDOUS MATERIALS. The transport of hazardous materials is governed by the Department of Transportation (DOT) Hazardous Materials Regulations (Title 49, Code of Federal Regulations, parts 170-189). If property shipped by the manufacturer/recycler/reuser, the manufacturer/recycler/reuser is responsible for complying with all laws relating to the transportation and labeling of such hazardous materials and that property(in) is/are in a condition safe to transport based on the manufacturer/recycler/reuser's own examination of the material.
5. CONTAINER. If it is necessary to repack the property, suitable space and facilities will be made available. If the manufacturer/recycler/reuser obtains a one-time permit from the DOT and for the regulatory transportation office of a foreign country exempting this repackaging requirement, a copy of such permit must be submitted to the appropriate DRMO prior to transporting the property.
6. DISPOSITION AND USE OF HAZARDOUS PROPERTY. The manufacturer/recycler/reuser represents, warrants, and certifies to the U.S. Government that it will use and ultimately dispose of any hazardous property resulting from the use of the property in accordance with applicable Federal, state, or local laws.
7. INSURANCE. The manufacturer/recycler/reuser shall, at no expense to the Government and prior to contract performance, furnish the DRMO with the following certificates of insurance, effective throughout the transaction of the agreement or any extensions thereof.
  - a. Standard Workman's Compensation and Employee's Liability Insurance as may be proper under applicable State or Federal statutes. The manufacturer/recycler/reuser may however, be self-insured against the risk of the subparagraph if it has obtained prior approval of the DRMO official. This approval will be given upon receipt of satisfactory evidence that the manufacturer/recycler/reuser has qualified as a self-insurer under the applicable provisions of law.

III-A.3-7

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Table 13 - DRMS Form 2018, Page 5

<p>b. Bodily Injury Insurance in an amount of not less than \$50,000 for any one person and \$250,000 for any one accident or occurrence.</p> <p>c. Property Damage Liability Insurance in the amount of \$25,000 (which shall include any and all property whether or not in the care, custody, or control of the purchaser).</p> <p>8. <b>CONDITION OF PROPERTY.</b> Unless otherwise provided in the item description, all property is offered "as is" and "where is". Unless otherwise provided in this Statement of Intent, the Government makes no warranty, express or implied, as to quantity, kind, character, quality, weight, size, or description of any of the property or its fitness for any use or purpose.</p> <p>9. <b>TITLE.</b> Unless otherwise provided in the Government documents, title to the property offered hereunder shall vest in the manufacturer/recycler/buyer as and when removal is effected by the manufacturer/recycler/buyer or shipment is received by the manufacturer/recycler/buyer as arranged by the Government.</p>
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Table 14 - DRMS Form 2018, Page 6

## C8. ENVIRONMENTAL Program

### Enclosure 5 - Sample Letter to the Generator

DRMS-BCP

MEMORANDUM FOR: SEE DISTRIBUTION LIST

SUBJECT: Renewal of Hazardous Property Disposal Contract

*(Name of Contractor), currently provides hazardous material (HM) and hazardous waste (HW) management, recycling and disposal services for your activity under contract (contract number), which expires in (expiration date). Accordingly, the process of formulating requirements for your next contract has begun.*

The types of services, which we offer through our contracts has expanded significantly since we last requested your requirements. The DRMS Menu of Services (MoS) continues to expand. For example, we now provide numerous management and recycling services, such as hazardous waste facility operation, spill response and closed loop solvent recycling. A sample Menu of Services is attached.

Well-defined requirements produce successful contracts. Consequently, we request that you complete the entire DRMS MoS as definitively as possible. For example, when listing the three predominant wastestreams under a disposal CLIN, identify the percentage of the CLIN's total volume that the wastestreams represent. My staff and the DRMO stand ready to assist your activity. Enclosed you will find a spreadsheet showing your historical generations for the period of \_\_\_\_\_.

My office, the DRMO and the DRMS Hazardous Contracting Division will be conducting a pre-requirements meeting in your area in approximately 3 to 4 weeks. The DRMO will be notifying your activity of the exact location and time of the meeting. We ask that your representative attending the meeting have a draft of your activity's requirements developed. The meeting will consist of the DRMS representatives discussing the acquisition process; advising of new services available; reviewing the MoS and assisting activity representatives with final requirements formulation. At the conclusion of the meeting, we will request that your activity forward your final requirements within 2-3 weeks.

The following points of contact are available for your assistance:

DRMO \_\_\_\_\_ : (Environ. Protection Spec.)  
(COM)  
(DSN)  
E-mail:

DRMS-BCP: (HW Requirements Specialist)  
(COM)  
(DSN)

(FAX)  
E-mail:

DRMS-PH: (Contracting Specialist)  
(COM)  
(DSN)  
E-mail:

DRMS strives to be DOD's provider of choice for worldwide reuse, recycling and disposal solutions. The DRMS team providing HM/HW management, recycling and disposal services thanks you for the opportunity to be your provider of choice.

(Name of Chief)  
Chief, Hazardous Disposal Office  
Environmental Services

Attachment

cc:  
DRMO (w/o Att)  
DRMS-P (w/o Att)

DISTRIBUTION LIST:

## C8. ENVIRONMENTAL Program

### Enclosure 6 - Procedures for Processing Orders For Special Service Contract Line Item Numbers (CLINs) on Hazardous Waste Contracts

#### A. INTRODUCTION

1. DRMOs and DOD generating activities may require special services in connection with the normal hazardous waste disposal program.
2. **DRMS hazardous waste service contracts include special services CLINS 6600-6699 to accommodate these special requirements.**

#### B. PROCESSING SPECIAL SERVICES REQUESTS

1. Generating activities/DRMOs must prepare a DD Form 1348-1A or automated format to request special services. In addition to the standard entries, the turn in document must also contain the following:
  - a. FSC (Use 9999 for all special service requests);
  - b. Unit-measure requested (as specified under the CLIN listed on the contract - EA, HR, etc.);
  - c. Quantity requested (Total number of units required);
  - d. MILSBILLS Fund Code (DRMOs must use XP when performing DRMS initiated testing);
  - e. MILSBILLS DODAAC (Leave blank when testing for the DRMO);
  - f. CLIN Unit Price;
  - g. Total cost of services requested;
  - h. Noun of service requested and appropriate CLIN (for DRMO requests for testing only: DRMOs must begin their noun description with either **“VERIFY”** if testing is being ordered for waste verification or **“UNKNOWN”** if testing is being ordered to identify unknown waste.) Place this information in block 27, -Additional Datal;
  - i. Other information as deemed necessary to explain the roll-off, location of bulk containers, waste to be analyzed, specific test method, if required, etc.

DRMO will check to ensure all necessary information has been correctly annotated on the DTID.

Special services, e.g., chemical analysis, roll-offs, etc., are not considered DOD property. Consequently, these types of entries are not an authorized input into the DAISY property accounting system and will only be processed into BOSS. These BOSS transactions will still interface with the DAISY system and, where no records exist, this interface will generate a reject. The reject, **“DTID not found,”** will display the DTID number and FSC only. To eliminate extensive research time, the DRMO will use **“9999”** in the FSC field, as mentioned above. This



- a. BOSS document number;
  - b. Generator EPA ID Number (if no generator EPA ID Number, use generator DODAAC followed with “**SPCSVC**”);
  - c. ManiFest Number (Number sequentially starting with 00001);
  - d. Designated TSDF EPA ID number (Use SSH = Special Service Hazardous Identification Number (HIN), followed by nine zeroes; for a total of twelve digits);
  - e. Container type (always use - NA);
  - f. Number of containers (always use 999);
  - g. Unit of Measure (i.e., LB, EA, etc.);
  - h. Quantity (Total Quantity Requested).
7. **Alternate PMF method:** To reduce keystrokes, an alternate method of entering PMF data is available, but not recommended for multiple performances under one document; e.g. milk runs.
- a. When doing HXH input, identify -DRMS Typell as a -Sll versus -Rll (unless HD funds - then use -Tll).
  - b. When a Special Service item is pulled up for PMF data entry, all information except -Picked up Quantityll will be prefilled with the required data, in a slightly different format. DO NOT attempt to change prefilled items. The only input required will be the -Picked up Qtyll and -Savell the record.
8. Points of contact.
- a. CONUS -- DRMS-BCE
  - b. DRMS-O

## C8. ENVIRONMENTAL Program

### Enclosure 7 - Quarterly Disposal Report

**NOTE: DRMOs should use DRMO letterhead with this format**

DRMO \_\_\_\_\_

Date

MEMORANDUM FOR **Generating Activity Name**  
**ATTN: Environmental POC**  
**Generating Activity Address**

SUBJECT: Quarterly Disposal Report

DRMO \_\_\_\_\_ is providing a list of hazardous materials, generated by your activity that were successfully reutilized, transferred, donated or sold during the month of \_\_\_\_\_ (Attachment 1). The list is provided by Disposal Turn-in Document (DTID) numbers for your ease in identifying the property. This information is being provided on a quarterly basis to aid you in your hazardous waste minimization program. It also serves as our notification to you that any funding provided at turn-in for these DTIDs may now be deobligated.

Following is a list of Action Accounting Codes (AACs) to determine the method of disposition:

- a. U/U = Reutilization of HP to another DOD Activity.
- b. 7/7 = Transfer of HP to an Other Federal Agency.
- c. 7/Z = Transfer of HP to an Other Federal Agency with a DOD Agreement.
- d. V/I = Donated to a State Agency.
- e. V/J = Donated to a Public Airport.
- f. V/K = Donated to a Service Education Activity.
- g. Previous Record Status Code of C or K with a Record Status Code of Z = HP Sold.

DRMS is here to serve you and appreciates your business. Please contact the DRMO's Environmental Protection Specialist, \_\_\_\_\_ at \_\_\_\_\_ for all inquiries regarding hazardous property.

Chief  
DRMO \_\_\_\_\_

Attachment

## C8. ENVIRONMENTAL Program

### Enclosure 8 - Sample MOA

#### Memorandum of Agreement Between The Defense Reutilization and Marketing Office

---

And The

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(Generating Activity)

1. This Memorandum of Agreement (MOA) made on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_, between the above named DOD agencies is to provide for the establishment of a cooperation agreement for funding of hazardous material disposal.
2. Authority for MOA: Authority to execute this agreement on behalf of the DRMS and the above named command/activity/agency is vested in the respective Commanders of both activities, and their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernmental Support.
3. Authority for funding: Authority for DOD generators to provide funding for HP disposal is in DOD 4160.21-M, Chapter 10, paragraph B.1.k.
4. Definitions:
  - a. Funded DTID means a Disposal Turn-in Document (DD Form 1348-1A) or electronic turn-in data) with:
    - (1) Valid Signal Code B in record position (cc 51)
    - (2) Valid MILSBILLS Fund Code in cc 52-53
    - (3) Valid Billing DODAAC in Block 27
    - (4) Appropriate CLIN from Disposal Contract in Block 27
    - (5) Total Cost of Disposal in Block 27
  - b. Funding of Hazardous Material Disposal means charges for hazardous material accepted by the Defense Reutilization and Marketing Service (DRMS) shall be equal to the disposal costs specified in the applicable agreement, (e.g., disposal service contract) with the commercial contractor performing the disposal effort. However, as an exception to previous guidance, turn-in activities shall not be charged for those items for which disposal costs are not normally incurred.
  - c. RTDS means any line item issued to DOD, Federal Agencies, Donees, or Sold to the public.
4. Purpose: The purpose of this MOA is to establish policies, principles, and procedures under which the DRMO and the generating activity will cooperate in implementing the funding procedures for the disposal of hazardous property.
5. General Provisions: The parties to this MOA agree to the following:

a. The DRMO will:

- (1) Provide the generating activity a copy of all DTIDs or a list of DTIDs that have survived RTDS, to serve as notification of the requirement to convert the original source document to a funded DTID.
- (2) Share information on any new policies or procedures concerning funding of hazardous material.
- (3) Respond to any funding issue or questions asked by the generating activity. DRMO point of contact is \_\_\_\_\_ or \_\_\_\_\_

b. The generating activity will:

- (1) Upon receipt of the notification DTID, respond in person within five (5) working days to convert the original source document to a funded DTID.
- (2) Share information on any new policies or procedures concerning funding of hazardous material.
- (3) Respond to any funding issues or questions asked by the DRMO. Turn-in activity point of contact is \_\_\_\_\_ or \_\_\_\_\_.

6. Review, Revision, Modification, or Cancellation:

a. This MOA shall be reviewed annually by each party to evaluate its effectiveness and determine what changes are needed, if any.

b. This agreement is subject to modification or cancellation as required in accordance with the following:

- (1) Request for modification will be forwarded by one party to the other by written notice at least thirty (30) days prior to the effective date of each modification.
- (2) Notification of the intention of either party to cancel the Agreement prior to the period shown in this MOA will be by written notice to the other party at least sixty (60) days in advance of the proposed date of cancellation.

c. This agreement will be reviewed annually sixty (60) days prior to the end of the fiscal year for any changes or modifications.

7. Effective Date and Termination Date: This MOA is effective as of the date of the last signature below and will remain in effect until amended by mutual written agreement or until terminated, except that the termination date will be no later than three (3) years from the effective date of the agreement.

\_\_\_\_\_  
(DRMO Chief Signature)

\_\_\_\_\_  
(Activity Cmdr/Authorized Representative)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## C8. ENVIRONMENTAL Program

### Enclosure 9 - Tracking Invoices

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Environmental Technician	1	Notify the Environmental Branch Supervisor of major tracking deficiencies.
Environmental Branch Supervisor	2	Review the deficiencies and coordinate with the Contracting Officer, Environmental Division Supervisor or Environmental Program Manager and legal counsel to determine if deficiencies are a reportable violation.
DRMS-O	3	For reportable violations regulatory agencies will be contacted telephonically and followed up in writing. A log and file of these notifications will be established using DRMS Form 2004, see Enclosure 1. A formal report with recommendations will be forwarded to the DRMS-O Commander. The Commander will release reports of suspected violations to regulators.

## C8. ENVIRONMENTAL Program

### Enclosure 10 - Environmental Certification

Edited 29 Jan 2008.

#### A. GENERAL

These procedures apply to Environmental Technicians (Manifest trackers) who analyze the audit trail submitted by the hazardous waste disposal contractor to verify selected data as evidence of services performed in preparation to the authorization for payment (Phase I as defined below). Trackers also review completion of the audit trail as required by the DOD -cradle to grave policy (Phase II as defined below) to determine compliance with environmental requirements and with related terms and conditions of the contract. A tracker requires access to BOSS (Base Operations Support System) Inquiry and Tracking Subsystems, especially the MPA (Manifest Payment Authorization) record, Environmental Reporting System (ERS) and Discoverer Viewer systems to access reports supporting BOSS, and Microsoft Access for the Tracking Log. BOSS entry instructions apply to trackers and clerks assisting with BOSS data entry. Clerks require access to BOSS Tracking Subsystem PMF, IMF, and DMF records and all inquiry screens, but not approval for MPA records. Overseas: Refer to the DRMSI Manifest Tracking Operating Instruction which is still pertinent, even though DRMSI has reorganized.

#### B. PROCEDURES

1. **Logging:** A designated person (-logger) in the Tracking area logs submissions received from hazardous waste disposal contractors and subsequent actions to identify status within DRMS.

a. The disposal contractor submits documentation for tracking of hazardous waste disposal to the Tracking area by regular mail distribution or by special delivery. These submissions are known as -packets. Each packet is required to include appropriate identification on a DRMS Form 1683-1, which may be used to log the submission. This submission is in paper form for Phase I. Submission of Phase II data is normally by contractor entry in BOSS. Some exceptions require data entry as described below. (See disposal contracts clause G.11.)

b. The logger enters information regarding each packet in the Tracking Log (in Microsoft Access) to include contractor identification, abbreviated contract number, Task Order number, identification as Phase I or II, number of Task Order (DO) items submitted on 1683, date received, and assigned tracker. All of this required information is found on the 1683. The number of items submitted must be counted manually from the 1683. The Tracking Log assigns a packet number for each entry. When a -batch is completed (daily or as determined by the logger), the logger requests a print of DRMS Forms 1878, which serve as cover sheets to document actions on each packet. The logger attaches the 1878 to the related packet and distributes to the assigned tracker.

c. Note that if the Phase I and Phase II packets are received together, they must be processed separately and have two separate packet numbers and 1878 cover sheets. The Phase II packet number must be written underneath the Phase I packet number on the 1878 for the Phase I process. The Phase I packet number must be written underneath the Phase II number on the 1878 for the Phase II process. (This cross reference makes combining the two submissions at the end of the process much easier.)

d. Upon completion of the tracking process below, whether accepted or rejected, the tracker (or logger for Phase II) closes the packet out of the Access log by entering the date forwarded to DRMS-PH (Hazardous Contracting), the number of items accepted (usually all or none based on instructions from the Contracting Officer - KO), and the approving tracker's initials (data entry person's initials for Phase II). This log entry also is used by Access to produce the tracker production report.

**2. Phase I Tracking:** Phase I Tracking authorizes release of the authorization for payment (BOSS report 591 or 626) to the KO based upon acceptance of documentation of receipt of all waste streams at the first approved Treatment Storage and Disposal Facility (TSDF). Tracker obtains packets containing the documentation submitted by hazardous disposal contractors per para B1b and takes action as follows:

a. Review Phase I packet for discrepancies:

(1) Phase I submission requires a completed DRMS Form 1683-1 for header information and columns 1 - 8 (except special services, 6XXX series CLINs, which require columns 1 - 3, 5, and 6 only) and a copy of each Manifest identified in the Task Order to pickup waste from the generators with receipt at the first TSDF documented per contract clause G.11. Verify that this documentation is included in the packet. Each Manifest referenced on the 1683 must be included in the packet and must be completed, especially in the area identifying receipt at the TSDF to include printed name, signature and date. Pay particular attention to changes or exceptions noted on the return copy of the Manifest(s).

(2) Review the information in BOSS using the MPA screen in the tracking subsystem. The MPA screen summarizes the Task Order and tracking information already recorded by authorized DRMO personnel to include pickup Manifest number, Designated TSDF, TSDF receipt date, pickup quantity, and requested quantity. This screen also provides a total of all requested quantities for the Task Order, a total of all quantities reported as picked up, and a dollar value for the Task Order. Flagged items (red highlight) identify a potential discrepancy. A quantity discrepancy indicates that either pickup information is missing or that a modification to adjust the requested quantity is required. A highlighted field for -Wastell or -Hdill indicates that the waste code or handling code on the PMF (Pickup Manifest) is not approved for the related TSDF. The PMF should be viewed for additional information to resolve any discrepancy. Missing pickup information may be identified by blank fields on the MPA screen and by quantity discrepancies.

(3) Compare the information on DRMS Form 1683-1 with the information in BOSS. Identify any discrepancies as indicated below.

(4) Each valid discrepancy is identified and explained below. When documenting a discrepancy on DRMS Form 1878 per (6) below, include this language and specific references to Task Order item numbers and other data as applicable.

a) —Incomplete submission is defined as a 1683, which does not provide tracking for every item identified on the DO, which is listed on the MPA screen. (Item number missing from the MPA screen is a deleted item.) This is a discrepancy to the contractor, unless the Contracting Officer (KO) has authorized partial payments. If partial submission is authorized, process per KO instructions.

b) —Missing PMFI is defined as an item listed on the MPA screen for which —Designated TSDFI, —Mafst Noll, —TypeI, —QuantityI, and —Hi Pkup QtyI fields are blank or no PMF entry exists for the Manifest number provided (see also —incorrect Manifest numberI). This is a discrepancy to the DRMO, unless the KO requires modification action.

c) —Quantity issue is any discrepancy between the quantity (by Manifest number for each item) between the 1683 and the entries on the MPA or with the total picked up quantity compared to the quantity requested. On some contracts, the KO has authorized partial payments. Other than these exceptions, quantity discrepancies will require resolution by the KO for correction of the PMF by the DRMO, correction of the tracking information submitted in the packet and/or modification of the Task Order by the KO. Reject to the KO for resolution as appropriate.

d) —Incorrect Manifest numberI is any difference between the Manifest number on the 1683 and on the related item on the MPA. (Note that discrepancy for —missing PMFI is reviewed above.) The Manifest number must be verified with the Manifest copies in the packet. A missing Manifest is a discrepancy to the contractor. An incorrect Manifest number will require resolution by the KO.

e) —Incorrect Designated TSDFI is any difference between the Designated TSDF on the MPA screen and the Designated TSDF on the Manifest. (Be alert to identification of the incorrect Manifest number described above or change to the TSDF by annotation on the Manifest.) Based on Manifest documentation submitted by the contractor, this is usually a discrepancy to the DRMO. Return to the KO for resolution.

f) —Listed TSDF unable to accept the wasteI is defined as either a TSDF which is not approved by DRMS for contractor use (either not on the DRMS qualified list on our web site or, in some cases, approved for use on a particular contract), or a TSDF which is not approved by DRMS for a particular type of waste (may include waste code discrepancies noted on the MPA per B2a(2) above). If the particular type of waste does not validate to the BOSS TSF table, verify with the TSDF permit folder (and obtain approval for any BOSS corrections) before rejecting.

g) —PCB Manifest discrepancyI is defined as a failure to provide the additional Manifest documentation required by 40 CFR 761.207 for PCB waste. These requirements

include stating the waste in kilograms rather than pounds, providing additional description of the waste, and identifying the out of service date for each waste stream. Note that the definition of PCB on the Manifest (per 49 CFR, HMT) is not identical to the definition for the purpose of documentation per 40 CFR.

(5) If valid discrepancy (b), (c) or (d) is identified per (4) above, the KO may be e-mailed in an effort to resolve the problems before the Phase I packet is rejected. Make a copy of the e-mail and place with the packet annotating a suspense date. If the discrepancy is not resolved by the suspense date, include the copy of the e-mail with the copy of the 1878 in the discrepancy folder for the contract as instructed in (6) below. If valid discrepancy (d) is used, the contractor may be contacted to obtain the correct Manifest number by fax before the packet is rejected. Document the suspense information similar to above. If the discrepancy is not resolved by the suspense date, include a copy of the documentation with the copy of the 1878 in the discrepancy folder for the contract as instructed in (6) below.

(6) If any discrepancy is noted above and unresolved, record the information in block 5 (or a referenced attachment) of the DRMS Form 1878. After all discrepancies have been annotated, make a copy of the 1878 and any attachment to be kept in the contract discrepancy file in the tracking area.

(7) If the Phase I packet is rejected and the Phase II packet was submitted at the same time, reject the Phase II packet also. On the 1878 in the comments box to the KO write, —Phase I packet rejected. Resubmit Phase II with corrected Phase I packetll.

(8) Log the rejected packet(s) in the Tracking Log (Access) noted in paragraph B1d. Enter the same information on DRMS Form 1878.

(9) Place the logged out and rejected packet(s) on the mail table for Hazardous Contracting.

b. If no discrepancies are found following the procedures in a. above, review the payment authorization (591) information for the Task Order as follows:

(1) Enter a Discoverer inquiry in the report titled —S9D3804 591 Summary 20Feb03ll using the Procurement Instrument Identification Number (PIIN – contract number, dash, Task Order number) for the current packet. Note that this report has two sheets, one for payment authorizations already approved and one for payment authorizations pending approval.

(2) Compare the total of the two payment authorization sheets with the total amount obligated at the beginning of the MPA screen in BOSS as described in paragraph. B2a(2). If the two totals are equal, the payment authorizations may be approved. Use the computer mouse to move the cursor in the MPA screen to the —Appr PIINll button and click. Proceed to (4) to complete the tracking process.

(3) If the totals in (2) above do not equal, check the Discoverer —payment authorization pending approvalll report line by line with the tracking information submitted in the

packet. Individual payment authorizations may also be viewed in BOSS by clicking on the BOSS document number (for PMF entries only) in the MPA table. This will open a –591 screen. Identify discrepant line(s). Resolve with the KO for possible Task Order modification for assigned CLIN, quantity, or adjustment action. The KO may be e-mailed in an effort to resolve the problems before the Phase I packet is rejected. Make a copy of the e-mail and place with the packet annotating a suspense date. Annotate discrepancy as –Out of balance payment authorization with the line number(s). If the discrepancy is not resolved by the suspense date, include the copy of the e-mail with the copy of the 1878 in the discrepancy folder for the contract and process the rejected packet as instructed in B2.a.(6) above. If payment authorization discrepancies are resolved, return to (2) above to complete the tracking process.

(4) If all appropriate payment authorizations have been approved, write –Pay Lines: (identify specific lines being certified) in the lower left hand corner of block 5 of the 1878.

(5) Log out the authorized packet(s) in the Tracking Log (Access) as noted in paragraph B1d. Enter the same information on DRMS Form 1878.

(6) Place completed Phase I packets on the incoming mail table for Hazardous Contracting. If the contractor submitted Phase I and II together, only the DRMS Form 1878 for Phase I is forwarded to Hazardous Contracting. Process the remaining documentation as Phase II with its separate cover sheet as instructed in paragraph 3 below.

c. If no discrepancies are found in a. above and KO identifies discrepancies in the payment authorizations as a result of b. above, identify the actions required to obtain the required payment authorizations.

(1) KO will contact the DRMO to enter missing TSDf Receipt Dates in the PMF records. To ensure timely payment processing, the KO may return these items to the tracker for updating as follows: If no payment authorization is on the 591 screen of the MPA and the PMF Manifest information agrees with the Manifest information on the 1683 except for a missing date in BOSS for the TSDf Receipt Date, enter the TSDf Receipt Date in the PMF per Phase I data entry instructions paragraph B4, below.

(2) If KO has modified the DO, return to paragraph 2 and review packet.

**3. Phase II Tracking: Phase II tracking is the process of validating the accuracy of RCRA and TSCA cradle-to-grave manifest audit trail information entered into HW BOSS by the contractor. DRMS is required under DOD 4160.21-M to conduct 100 percent cradle-to-grave manifest tracking for RCRA hazardous wastes, including interim and disposal manifests and treatment methods. There is no requirement to conduct Phase II tracking for non-RCRA wastes. DRMS performs 100 percent cradle-to-grave manifest tracking verification via Phase II tracking of RCRA items utilizing automated means in BOSS and ERS along with manifest tracker review of audit trail documentation flagged by ERS. Through edits, BOSS validates that all facilities for RCRA hazardous wastes are qualified by DRMS to accept and treat the wastes received. Manifest trackers run a series of manifest tracking ERS reports on a quarterly basis that review 100 percent of**

cradle-to-grave audit trail data for the designated timeframe. These reports are reviewed by a DRMS-BC Environmental Protection Specialist (EPS) to identify Task Order lines that warrant a manual review of manifest audit trail data by manifest trackers. The Environmental Protection Specialist will send the following notification to DRMS-PH on a quarterly basis:

a. A list of Task Order lines that are overdue for contractor Phase II manifest entry. DRMS-PH will document the performance and forward to the appropriate contractor for action.

b. Listings of Task Order lines for complete manual audit trail review by DRMS-BC Manifest trackers including, but not limited to:

(1) Quantity discrepancies greater than ten percent between amount picked up and amount disposed.

(2) DEMIL wastes (excluding JEAP processed clothing) overdue for contractor Phase II manifest entry.

(3) Mandatory recycling items with treatment/disposal methods indicating recycling did not occur.

(4) Land Disposal Restricted (LDR) wastes (40 CFR 268) with disposal methods indicating land disposal occurred.

(5) A representative sample of Task Order lines overdue for contractor Phase II manifest entry

(6) A representative sample of Task Order lines where audit trail data was provided in the previous quarter.

DRMS-PH will forward these listings to the appropriate contractors and request complete cradle-to-grave audit trail data consisting of the pickup report, pickup manifest, interim manifest(s), disposal manifest, land disposal restriction notifications and certificates of disposal. The contractor will be advised to load this information into BOSS prior to submittal, if not previously accomplished.

c. The DRMS-BC EPS will provide a listing of Task Order line items requested by DRMS-BC in previous quarters for full audit trail data that have failed to be provided by the contractor. The DRMS-PH KO will take appropriate contractual action on these items.

d. Manual Phase II Tracking is defined as follows:

(1) Run a BOSS BZ report using the document number. Compare the quantity and the identity of the waste between the pickup report, pickup manifest, interim manifest(s), disposal manifest and supporting documentation to the information on the

**BZ report, and between each manifest. Validate that the facilities are permitted the treatment method(s) for each the waste code(s) accepted (note: BOSS edits that waste codes and treatment methods are acceptable, but does not validate that a waste code is permitted for a treatment method, manifest trackers are required to validate against the permit in the facility file)**

**e. If discrepancies are found per a. above, process as instructed below:**

**(1) Identify the discrepant lines on the BZ report.**

**(2) Record each discrepancy in block 5 of the 1878 with specific reference to each item and a detailed description of the discrepancy as provided in paragraph f below.**

**f. Process the Phase II packet as follows:**

**(1) Approve any lines that do not have discrepancies by stating “Approved lines: (Identify specific lines being approved).” in the lower left hand corner of block 5 on the 1878. Enter initials and date in the “Tracked by” area.**

(2) Annotate the Tracking Log with the —tracked byll initials and date and the number of lines approved only (do not indicate data entry or date forwarded to DRMS-PH).

(3) Copy 1878 when any discrepancy has been identified to be kept in the contractor discrepancy file.

(4) If any lines have been approved, enter data for those lines in BOSS **(if required)** as described in paragraph B5, below.

(5) If all lines have discrepancies, annotate block 5 of the 1878 for the discrepancies as instructed above. Indicate —0ll lines for approval. Indicate current date in —Date forwarded to DRMS-PHll with initials. Annotate the Tracking Log with the —tracked byll initials and date with the number of lines as —0ll. Place these Phase II packets on the mail table for DRMS-PH to be sent to the KO for resolution.

a. If the recycling required by contract was not recorded, e-mail the KO on the contract and see if a modification was issued or if Past Performance was annotated. Copy this mailbox in the e-mail: [DRMS Phase 1 2 Problems](#). The e-mail should explain what the waste is, what the clause in the contract requires, what the contractor has claimed as disposal method, and results of the search for modification and Past Performance annotation.

b. If recycling was required by EPA rules (NiCad Batteries, for example), immediately notify the KO by e-mail with the description of the waste stream and the claimed disposal method. The KO will investigate the contractual issues and coordinate regulatory violations with appropriate program offices.

c. If the waste stream contains PCB waste and the reported audit trail indicates improper disposal, report the discrepancy to the KO by e-mail providing a description of the waste stream and the reported disposal information. Also send a copy of the e-mail to [DRMS Phase 1 2 Problems](#) to record the discrepancy.

d. All PCB waste streams require a Certificate of Destruction (CD) from the disposal contractor. CDs for PCBs should be given to the KO to be filed in the DO folder. If the contractor has not sent a CD, the audit trail is incomplete. Ask the KO by e-mail to request missing CDs from the disposal contractor and send a copy of the e-mail to [DRMS Phase 1 2 Problems](#).

e. Review for incomplete disposal methods. For example, listed wastes require final disposal information, not just RCRA treatment. If any waste streams do not identify complete disposal, report the circumstances to the KO by e-mail with a copy to [DRMS Phase 1 2 Problems](#).

f. When the KO replies with processing instructions, take action as directed and annotate the information in the group mailbox [DRMS Phase 1 2 Problems](#).

g. To record results of the tracker's review, the e-mail sent by the contractor will be annotated PASS and/or FAIL as indicated below on the e-mail subject line of the e-mail sent by the contractor specific to the Task Order reviewed. If the contractor has sent an e-mail with multiple Task Orders, identify the information next to each DO in the subject.

1) PASS - when all lines have been entered in BOSS and entry is accepted: Annotate e-mail with PASS, date of review, and name of tracker. Sample entry: —PASS, 30 Apr 2007, John Doe.

2) PASS/FAIL – when all lines have been entered in BOSS. However, some lines have failed due to reasons in the evaluation criteria above: Annotate e-mail with PASS/FAIL, summary count, reference to packet log number for discrepancies, date of review, and name of tracker. Sample entry: —PASS 10 of 15 lines, FAIL 5 of 15 (see 115981), 30 Apr 2007, John Doe.

3) FAIL – when all lines have failed or disposal information on any line is incomplete: Annotate e-mail with FAIL, reference to packet log number for discrepancies, date of review, and name of tracker. Sample entry: —FAIL (see 115982). 30 Apr 2007, John Doe.

4. **Phase I Data Entry:** For Phase I packets requiring entries, the clerk will sign into BOSS using the individual's assigned User ID and protected password using Internet Explorer and the current URL for the production BOSS system. To —enter PMF datell (per B.2.c.(1) above):

a. Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select PMF as the screen for data entry.

- b. Enter the BOSS document number in the first field of the PMF screen from column 2 of the indicated line on the DRMS Form 1683-1. Use the drop down arrow to access the available Manifest number choices. Click on the Manifest number indicated in Column 4 on the 1683 entry. (If only one choice, the system fills the next two fields on the screen with the appropriate entries.) Enter Function Key 8 to call up the required record.
- c. Move the cursor to the TSDf Receipt Date field. Type in the date provided in Column 6 of the 1683. (Date is required to be in the format DDMMYYYY.)
- d. Enter Function Key 10 or click on the –blue diskll icon to save the change.
- e. Enter the next BOSS document number and continue at (2) above. When PMF changes are completed, click on –green doorll icon to return to the BOSS main menu and return to B2 above.
- f. Identify any discrepancy with the above process by entry in block 6 of DRMS Form 1878.
- g. When discrepancies are annotated, return to B.2.b to complete Phase I processing.

5. **Phase II Data Entry:** For those Phase II packets submitted by entries on DRMS Form 1878, update BOSS records. Sign into BOSS using the individual's assigned User ID and protected password using Internet Explorer and the current URL for the production BOSS system. (Note that these same procedures are provided separately as instructions for hazardous disposal contractor entry of Phase II data with a different narrative to assist users with a different perspective to understand DRMS requirements. Note also that these instructions assume that the tracking is older than the EPA Manifest change on 5 Sept 2006.) Proceed as follows:

- a. Enter IMF (Interim Manifest) records to record movement of waste between TSDf's:
  - (1) On DRMS Form 1683-1 any BOSS document numbers with two lines or more of information in the Phase II area (columns 9 - 14) for a single line in the Phase I area (specifically two or more TSDf numbers in column 10 or one or more Manifest numbers in column 9, which are different than the Manifest number in column 4) require an IMF record for each additional Manifest number. (If no records are so indicated, proceed to b. for entry of DMF records.)
  - (2) Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select IMF as the screen for data entry.
  - (3) Enter the BOSS document number in the first field on the IMF screen from column 2 of DRMS Form 1683-1.
  - (4) The Pickup Manifest field will fill if only one PMF exists for this BOSS document number. If the correct Manifest number from column 4 of the 1683 appears, go to (7).

(5) If more than one PMF exists, a drop down screen will display the Manifest numbers available in the database for this BOSS document number. Use the cursor to highlight the same Manifest number as in column 4 of the 1683. Click OK to select that PMF as reference to the current IMF. Go to (7)

(6) If the correct pickup Manifest number from column 4 is not available per (4) or (5), line is rejected to the tracker to resolve. Write the problem as –missing PMF Manifest numberll for the discrepancy in block 6 of the 1878. (Do not proceed to b for DMF entry of this item.) Proceed to the next required IMF entry per (1) above.

(7) The cursor will move to the next field labeled Manifest number. Enter the Manifest number from column 9 of the 1878. The Generator EPA number field should fill from the database and match the first number provided in column 10 of the 1878. If the EPA number does not match, reject to the tracker to resolve. Write the problem as –EPA number for IMF generator does not matchll as the discrepancy in block 6 of the 1878. (Do not proceed to b for DMF entry of this item.) Proceed to the next required IMF entry per (1) above.

(8) Enter Function Key 8 to lock the fields identified above. (These fields are also the –key fieldsll required for any subsequent inquiry.) At the field entitled Designated TSDF, enter the TSDF number found in column 10 below the generator number identified in (7). (A 12-digit number is required.)

(9) <Tab> down to the Quantity field, or use the cursor to click on the Quantity field. Enter the quantity from the same line of the 1878 found in column 12.

(10) <Tab> once to reach the TSDF Receipt date. Enter the date from the same line of the 1878 found in column 13. Date is required to be in the format DDMMYYYY.

(11) <Tab> once to reach the state Manifest number field. If an additional Manifest number is provided in column 9 of the 1683 with the number used for (7) above, enter the last eight digits of the longer Manifest number. If no additional number is provided, leave this field blank.

(12) <Tab> once to reach the Waste Code field. Enter the four digit waste code(s) listed in column 8 of the 1878. Enter one code per block. Cursor will tab to Handling Code field. Proceed to (12) if only one waste code is listed in column 8. If more than one waste code is listed, either <Shift> <Tab> and arrow down to next available block or use mouse to move cursor to the next available block and continue entering all listed waste codes. (Arrow down after four codes are entered for additional block: 20 blocks are available). Proceed to (13) when all waste codes are entered.

(13) Enter handling code from column 11 of 1683 (Treatment / Disposal Codes) next to first TSDF listed. If blank, enter -S01ll (0 = numeric zero) for storage. (S01 will be the usual code in the IMF. However, other codes may apply as indicated.) If multiple entries are required, move cursor to next available block as explained in (12).

(14) Enter Function Key 10 or click on blue disk icon to save the entry. Observe the system response to ensure acceptance or identify error. Identify any error on block 6 of 1878 (do not proceed to DMF in b for any items with an error). Continue to (1) for next required entry. When all required IMF entries are completed, click on –green doorll icon to return to BOSS main menu and proceed to b.

b. Enter a DMF (Disposal Manifest) record to complete each audit trail for each item approved on the 1878, which does not have a subsequent error noted in a. above (Some items may require multiple DMF records, if so indicated on the 1683. If column 9 is annotated –same as 4ll no IMF record was needed, yet a DMF is required. A DMF is required for every entry in column 12 of the 1878 for a disposal quantity and every item with the –same as 4ll noted above).

(1) Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select DMF as the screen for data entry.

(2) Enter the BOSS document number for a 1683 entry requiring a DMF.

(3) Click on the drop down arrow to the right of the BOSS document number. Select the line with the combination of key fields applicable to the line on the 1683 (Pop up window provides possible key fields for a DMF in sequence: Manifest number to disposal facility, PMF Manifest number that originated this waste stream. EPA number for TSDf where disposal occurs, and type record producing the key fields (P for PMF or I for IMF.)) Enter Function Key 8 to secure the key fields. (If a DMF record already exists, it will be displayed and block 6 of 1878 should be annotated –already disposedll. Return to (2) to select another item.)

(4) <Tab> or use the mouse to place the cursor in the Quantity field. Enter the disposal quantity from column 12 of the 1683, if the applicable TSDf is in column 11 or from column 5, if column 9 was annotated.

(5) <Tab> to TSDf Receipt Date. Enter date from column 13 of the 1683 in format DDMMYYYY.

(6) If the waste code indicates –PCBll, a date will be entered in column 14 of the 1683. Use the mouse to move the cursor to the Cert Treatment Date (<Tab> will not work to this field). Enter the date from column 14 in the format DDMMYYYY.

(7) After entering the appropriate dates required for (5) and (6), <Tab> to the Waste Code field. Enter the four digit waste code(s) listed in column 8 of the 1878. Enter one code per block. Cursor will tab to Handling Code field. Proceed to (8) if only one waste code is listed in column 8. If more than one waste code is listed, either <Shift> <Tab> and arrow down to next available block or use mouse to move cursor to the next available block and continue entering all listed waste codes. (Arrow down after four codes are entered for additional block: 20 blocks are available). Proceed to (8) when all waste codes are entered.

(8) Enter handling code(s) from column 11 of 1683 (Treatment/Disposal Codes) next to the disposal quantity. If lines were annotated –same as block 4, take the codes from column 7. (Do not use S01 as a handling code for the DMF.) If multiple entries are required, move cursor to next available block as explained in (7).

(9) Enter Function Key 10 or click on blue disk icon to save the entry. Observe the system response to ensure acceptance or identify error. Identify any error on block 6 of 1878. Continue to (2) for next required entry. When all required DMF entries are completed, click on –green door icon to return to BOSS main menu and proceed to c.

c. Special Services: The 1683 entry will only have columns 1 - 3, 5, and 6 completed. No IMF will be required in a. above. DMF entry is only made to complete Task Order records. Enter DMF data as in b. above with these additional instructions. Select key fields from the PMF and lock the fields as instructed in b above (use the dummy Manifest number provided by PMF). The quantity is the most important entry for special services. Use the date that the service was performed. Waste code will be –None. Handling code will be 999.

d. When all required Phase II tracking entries are completed in BOSS per a., b., and c. above or are annotated for discrepancies as instructed, initial and date the –Data Entered fields of the 1878. Place the packet on the shelf in the Tracking area labeled for completed Phase II packets for review. The logger will review packets for discrepancies to be rejected to DRMS-PH. The logger will enter the information about the packet from the production form into the Access Tracking Log per para B1d.

6. **Corrections:** Changes may be made to existing records in the IMF and DMF screens when required, subject to instructions. Enter the BOSS document number in the appropriate screen. Use the drop down arrow to select the key fields for a record query. Enter OK when the selected fields are highlighted. Enter F8 to complete the query. Make required changes. Select blue disk icon or F10 to save the corrected record. The key fields in a record may not be changed; they require deletion and entry of a new record. Changes must be made in sequence to avoid edit errors. For example, a quantity correction must begin at the PMF, through related IMF records, and conclude at the DMF. Deletion of a DMF may be required to proceed with an IMF change, i.e., if changing a Manifest number, a TSDf, or decreasing a quantity. If a –key field is being changed, a delete is always required.

**7. The DRMS-BC Chief and/or Team Leaders will periodically review tracking discrepancies/issues and recommend changes to the review process, or to provide Past Performance information to Contracting Officers.**

**8. The DRMS-BC EPS will conduct a trend analysis by reviewing ERS Phase II reports and Phase II tracking discrepancies and recommend facility and/or contractor on-site audits.**

## **C8. ENVIRONMENTAL Program**

### **Enclosure 11 - Instructions for Contractor BOSS Entry of Phase II Tracking As of 13 Jan 2004**

#### **Description:**

BOSS (Base Operations Support System) is a DLA (Defense Logistics Agency) database using Oracle programming to manage contracting, accounting, and disposal information for Department of Defense supply functions. DRMS (Defense Reutilization and Marketing Service) uses this system to manage disposal of hazardous waste.

Requests for disposal begin with a supply system turn in by manual paperwork or various automated computer systems. Contracting consolidates the turn-ins on a task order or delivery order on an established disposal contract. The disposal contractor arranges the pick up of this waste, including manifests or shipping papers and supporting documentation, with the COR (Contracting Officer Representative).

The pick up is documented in BOSS with a PMF (Pick up Manifest record). The PMF uses a BOSS document number as the primary reference to the delivery order. Tracking of disposal of the waste always includes reference back to this document number and includes the ManiFest number or shipping paper numbers assigned to each movement of the waste.

Current DRMS payment terms allow the contractor to submit a Phase I tracking package for payment approval. In Phase I tracking, the contractor documents receipt of the waste at the first TSDF to HQ DRMS.

Completion of the disposal audit trail is required. DRMS is required by DOD to provide -cradle to grave audit trail for all waste streams. Phase II tracking provides manual reporting using a completed DRMS Form 1683-1.

These instructions are intended to replace the manual report on the 1683, for Phase II only, with direct BOSS access by the contractor. BOSS is now accessible to users with the proper clearance by a public server web site. The public server address allows entry through DLA firewall controls. Contractors should contact their Contracting Officer for clearance procedures, as well as reporting employees no longer requiring access.

BOSS is a controlled access government system. Note the warning when signing into this system! Password changes are required every 90 days. Do not share access with anyone! Additional users must obtain their own clearance and access.

#### **Tracking Procedures:**

The PMF record initiates the audit trail for disposal of hazardous waste. The DRMS COR enters this record.

Each audit trail is completed by a DMF (Disposal ManiFest record). If the waste stream is split during processing, each part of the audit trail is completed by a DMF.

If the destination of the PMF record is not the disposal facility, each additional ManiFest or shipping paper for the audit trail requires a separate IMF (Interim ManiFest record). The PMF and IMF records primarily show movement from one EPA number to another referencing the manifests, which

documented this process. By contrast, the DMF documents the end of the audit trail and the treatment methods used to dispose of the waste.

If a state ManiFest number is also assigned to any ManiFest, entry is required on the PMF or IMF record (as applicable) per current instructions for DRMS Form 1683-1. Entry on the DMF would duplicate a PMF or IMF data entry and is not required.

The PMF, IMF, and DMF are all accessible through the Tracking subsystem of BOSS. Additional guidance may also be found at Help on the tool bar in BOSS.

When completing a BOSS session, click on the Green Door in the Tool Bar to return to the main menu, click on Exit at the main menu, and then -Xll out of the Internet access. This closing process ensures proper closing of the BOSS session and minimizes system -locksll.

### **Details for Processing:**

#### **Disposal:**

As each audit trail ends with a DMF, we will begin at the end. The primary reference is the BOSS document number. In addition, the ManiFest number used to send the waste to the final facility and the ManiFest number used at pick up are referenced. In the simplest audit trails, these ManiFest numbers are the same. BOSS uses the five digit serial ManiFest number. BOSS also assigns a PMF sequence number for every record built on a PMF (IMF or DMF).

Select the DMF screen from the tracking subsystem.

Enter the BOSS document number.

Click on the drop down arrow to the right of this number.

(If only one record is accessible by this drop down, some places in BOSS enter the fields referenced in the next paragraph automatically, skipping the drop down.)

A window appears that contains the possible reference numbers for a DMF on this BOSS number. Choose the correct combination of reference data on a single line of the drop down. Note that disposal of part of a waste stream may occur at more than one facility. BOSS will accommodate this information by proper selection of the referenced ManiFest for any new record. The PMF sequence number, noted above, is also part of the drop down selection. Click OK.

Enter Function 8 to lock these references. The present version of BOSS will change to a gray screen reflecting a change from -Queryll to -Add/Updatell.

The fields may be skipped for ManiFest page and line and container number and type.

Enter the quantity disposed by the current action. (Each BOSS entry for quantity refers only to the quantity applicable to the current waste stream, vice but not to exceed the ManiFest quantity)

Enter the date of receipt at the TSDF (Treatment, Storage, Disposal Facility). All dates in BOSS are in the format DDMMYY. BOSS will accept a -shortcut where the user enters only a single digit day, if 1- 9 and a two digit year, i.e. -1JAN04 will process as -01JAN2004.

**If waste is a PCB, enter the date treatment was certified complete. This date is required for all PCB waste to assist with compliance of the more stringent reporting requirements in 40 CFR 761.218. The cursor must be dragged to this field and clicked to access. The certificate of disposal for PCB waste must still be forwarded to DRMS by mail or fax.**

Enter waste codes applicable to this waste stream. Follow instructions on DRMS Form 1683-1. Do not use state codes for the IMF or DMF. (They are on the PMF only.)

Enter the treatment codes performed on this waste stream by this TSDF. Do not use storage codes for the DMF. Do not use management codes. Acceptable codes begin with D, T, or X.

Save transaction by entering Function10 or clicking on the blue disk in the tool bar.

Interims:

If the destination of the PMF record is NOT the disposal TSDF, an IMF is required to document each ManiFest in the audit trail to disposal. (The following instructions may appear complex. Keep in mind that they are intended to address the most complicated case. Many steps may not apply to more simple cases.)

Select the IMF screen from the tracking subsystem.

Enter the BOSS number.

The system will fill the PMF ManiFest number, if only one for that BOSS document number. If the BOSS document number has more than one pick up ManiFest, a window will pop up to select the appropriate pick up ManiFest number. Click on the correct line to highlight and then click on -OK.

Enter the five digit serial ManiFest number for the next ManiFest in the audit trail. (If this is a correction, use the drop down button to select the existing record.)

At the Generator EPA ID Number, the system will automatically fill the destination from the referenced PMF record. If the current ManiFest is not the first interim in a specific audit trail, use the drop down button to obtain the previous ManiFest record in this audit trail. Click on the appropriate line to highlight and click on -OK to select. The generator field will update to the destination TSDF of the referenced ManiFest. (The government generator will not be on an IMF. Note that the generator of the new IMF will be the destination from the previous ManiFest in the audit trail. The -P in the field in the upper right corner will change to an -I for reference to a previous IMF.)

Enter the destination identified on the ManiFest to be recorded. (Please do not use this drop down.)

Enter F8 to lock these references.

Enter the quantity for this part of the waste stream.

Enter the date of receipt at the TSDF.

Enter the waste codes applicable to this part of the waste stream. Do not use state waste codes.

Enter the treatment codes applicable for the FIRST TSDF shown on this record. Usual entry will be -S01. Other entries may be appropriate if treatment, such as T31 for D002, was performed at an interim facility.

**NOTE:** The page and line from ManiFest and container type and quantity are optional fields on the IMF as well as the DMF.

If applicable, the state ManiFest number is required on the IMF. Use the last eight digits.

Save by clicking on blue disk or selecting F10.

### **Special Situations:**

#### Special Services:

PMF entry for special services depends on the DRMS type code selected at the request for delivery order (HXH - query by HLI). No IMF will be required. DMF entry is only made to complete delivery order records. Enter DMF data by selecting key fields and locking the fields as instructed above. The quantity is the most important entry for special services. Use the date that the service was performed. Waste code will be -None. Handling code will be 999 (special exception to DMF edit).

#### Unique Disposal Codes:

DRMS has assigned abbreviated coding for some disposal processes. The wastewater treatment process is usually abbreviated with code D85. Mechanical or other processing of waste streams such as batteries and fluorescent lights under the approved recycling plans and PCB carcass separation are abbreviated with code X02. Metals refining (including mercury, D009) is usually T87. Most -other codes as assigned by EPA are NOT used in BOSS and require translation. Please contact DRMS-BCE for instructions in the case of any questions.

**NOTE:** Use the TEW query to check BOSS records for EPA numbers and waste or handling codes approved for them.

#### Corrections:

Changes may be made to existing records in the IMF and DMF screens when required, subject to instructions. Enter the BOSS document number in the appropriate screen. Use the drop down arrow to select the key fields for a record query. Enter OK when the selected fields are highlighted. Enter F8 to complete the query. Make required changes. Select blue disk icon or F10 to save the corrected record.

The key fields in a record may not be changed; they require deletion and entry of a new record.

Changes must be made in sequence to avoid edit errors. For example, a quantity increase must begin at the PMF, through related IMF records, and conclude at the DMF. A quantity decrease must be in reverse with the DMF changed first and the PMF changed last. Obviously, corrections should not be frequent, both to maintain the validity of the database and to minimize data entry time.

Contractors do not have permission to change a PMF record. PMF changes must be referred to DRMS for review. Some PMF changes will require intervention by DFAS, if disbursement has been made.

**-Dummy EPANumbers:**

DRMS has approved dummy EPA numbers to designate TSDFs that are approved for non-RCRA waste only. Be sure to use this approved number in place of the number on the shipping paper for all BOSS entries.

Special services also use a dummy EPA number (usually SSH000000000).

**Reporting Completion of a Delivery Order:**

The DRMO will receive separate instructions from the Contracting Officer or Procurement Technician to report completion of each delivery order. These instructions will require e-mail notification to one of the above and to a special address for DRMS-PH for Tracking review ([Phase 2 Done](#)).

The BOSS entry of Phase II audit trail information per these instructions and notification of completion of each delivery order replace the requirement for a paper Phase II submission, except for PCB waste streams which still require the certificate of disposal. Please note in the e-mail when waste streams contain PCBs and indicate whether certificate was mailed or faxed.

When a problem occurs with actual disposal methods, a required modification, PMF information, or other issues beyond the scope of these instructions, do not make any BOSS entry for that waste stream until receiving specific instructions. See instructions below.

**Problems:**

Questions about Contract Administration should be directed to the Contracting Officer or Procurement Technician.

In the event of a tracking discrepancy, such as failure to recycle a required waste stream, use of an unapproved TSDF, or a problem with existing BOSS data, do not enter the waste stream in BOSS. Report the discrepancy to the e-mail address [Phase 1\\_2 Problems](#) (note underscore between the 1 and 2). The Contracting Officer will consult with environmental compliance and provide guidance.

In the event of system problems, the DRMS help desk is the central location to report system problems. This includes anytime that BOSS is improperly exited. The DRMS help number is **(269) 961-4999**.

If the BOSS system will be unavailable, advance notification will be sent from DRMS-J68.

**Query Index**

**DMF- Disposal ManiFest Record.** The record to document completion of the disposal audit trail. The DMF does not show movement of waste as the PMF and IMF do, but rather shows disposal action at the final TSDF of an audit trail. A single waste stream may have more than one DMF if the waste stream is divided for shipment on separate manifests; also if the waste stream is divided for different disposal actions. For example, a PCB carcass may be disposed at a different TSDF and by different treatment

than the liquid contents. By contrast, a DMF may record more than one treatment code for a waste stream shipped on a single ManiFest to a single TSDF.

**FHR - Financial History Record.** Query to obtain detailed financial history. Data includes specific information about obligations, modifications, and payments.

**HLI - Hazardous Line Item.** A query with three views (screens) of the basic document that contains the request for disposal services. The initial view provides detailed information about the generator request to include identification of the applicable contract, delivery order, and line item, funding information, quantity summaries, and key dates for a BOSS document number. A second view provides the text of the request for service. The third view provides financial information including obligation and payment data.

**IMF - Interim ManiFest Record.** The record to document movement of each waste stream for each ManiFest after the arrival at the first TSDF through receipt at the final TSDF, if they are not the same. Each IMF must relate to an existing ManiFest record, PMF or IMF.

**MCR - ManiFest Record.** A query by document number to identify key information about all associated tracking records.

**MPA - ManiFest Payment Authorization.** The query form of this screen provides inquiry capability by either BOSS document number or PIIN (the contract number without dashes followed by a dash and the 4 digit task order number) for a consolidated view of MCR and HLI data for each document on a PIIN. Data is indexed to provide quick access to any specific document number. An additional view provides payment authorization (591) information, both approved and waiting for approval that includes the date of last action. This view is obtained by clicking on the BOSS document number in the first column of the screen.

**PMF - Pick up ManiFest Record.** The record to document the beginning of the disposal audit trail. IMF and DMF must reference an existing PMF record and provide a continuous audit trail. A PMF with the TSDF receipt date is required for payment authorization. Entry is made by the DRMO (COR) upon pick up with updating for return ManiFest information. Contractors are authorized to query, but not update, PMF data. Refer problems to the DRMO's Contracting Officer.

**PRH - Purchase Release Hazardous.** A summary query by PIIN to determine the status of each document on a delivery order. Detail view (DOC on tool bar) displays all documents on PIIN in pages of 42. Columns provide status of tracking information, payment authorization approval and payment.

**TEW - TSD Facilities View**. The table used to validate TSDF EPA numbers, waste codes, and handling codes for each tracking record. The query only is available to contractors to compare DRMS permit information with information the contractor has received from the TSDF. Send requests for updates to DES-WRI.

## C8. ENVIRONMENTAL Program

### Enclosure 12 - Operating Instruction - Responsibility of Off-Installation Third Party Site

RESPONSIBILITY	STEP	ACTION
		Administrative Procedures. Evaluations of requests for assistance are based on the fiscal and legal constraints that govern DRMS actions. The decision to retrieve, cleanup, or dispose of property will be made by the Commander (DRMS-D) and the Environmental Program Manager (DES-WRI) in coordination with Legal Counsel (DRMS-G) and others involved.
		The following responsibilities and actions will be implemented and adhered to.
DRMS-BCP	1	Collect and distribute data to other offices for record searches.
	2	Prepare Fact Sheets, backup and recommended Record of Decisions.
	3	Coordinate with other DRMS offices.
	4	Coordinate with DLA-DSSE on final recommendations and availability of Defense Environmental Restoration Account funding.
	5	Compile an Executive Summary, a Record of Decision, a Fact Sheet, and coordinate legal analysis with DRMS-G.
	6	Forward to DRMS-D for final signature to proceed as recommended.
DRMS-G	7	Provide legal advice and assistance to environmental response recommendations and decisions.
	8	Provide legal analysis for internal use.
	9	Coordinate all actions with U.S. Department of Justice when using the Judgment Fund through settlement agreements.

## C8. ENVIRONMENTAL Program

### Enclosure 13 - CERCLA Section 104 (e) Notices

Upon receipt of a CERCLA Section 104(e) Notice, a copy must be telefaxed of all CERCLA Section 104(e) Notice to DRMS-G at (269) 961-5069 and DES-WRI at (269) 961-5766 **within 24 hours**. When necessary DES-WRI will seek assistance from the U.S. Army Corps of Engineers to have a consulting firm prepare a response to the CERCLA Section 104(e). All other information requests on potential hazardous waste sites, **except** information requests under the Freedom of Information Act (FOIA), should be forwarded to DRMS-G and DES-WRI **within a reasonable time**. FOIA requests should be sent to DLIS-V, ATTN: Freedom of Information Officer.

#### **DRMS-G will:**

- a. Forward a copy of the CERCLA Section 104(e) notice to responsible DRMS counsel.
- b. Provide legal advice and assistance in obtaining information and in responding to CERCLA Section 104(e) notices.
- c. Review the written response to EPA for completeness and legal sufficiency.

#### **DRMS-BE will:**

- a. Coordinate with DRMS-G to provide an interim telephonic and/or written response to EPA acknowledging the request, asking for any information EPA may have connecting DRMS to the site and, if necessary, requesting an extension of time in which to answer the request.
- b. Within 1 working day after receiving the request, provide affected offices or directorates with a copy of the CERCLA Section 104(e) notice and provide written and oral requests that the offices or directorates begin searching for information or documents.
- c. If needed, conduct a meeting to explain the scope of and the time limitations for the requested information or document search.
- d. Advise offices or directorates that the scope of the search should include, but not be limited to, the following:
  - (1) Review of and response to EPA's specific questions.
  - (2) A thorough search for information or documents relating to the site and to other persons, locations, materials and business relationships identified by EPA.

Both manual and automated research methods should be used to find current records, retired records, and records transferred to other locations, including archival storage.

If no information or documents are found, offices or directorates may indicate, in a statement signed by the director or office chief, that a thorough search has been conducted and no information or documents were found.

If records or information have been destroyed under the Federal Records Disposal Act, 44 U.S.C. 3301 et seq., the specific policy relating to maintenance and destruction of those records should be described.

- (3) Names and business addresses of DRMS employees having information on matters relating to the site.
- (4) Interviews with DRMS employees having knowledge of the information or documents requested by EPA.
- (5) Names and addresses of employees involved in searching for documents and preparing the response to EPA.

Set a suspense date, allowing 10 working days for DES-WRI to prepare a written response to EPA and to obtain DRMS-G concurrence.

- e. Provide directorates or offices with any available information that would facilitate the information or document search.
- f. Visit the site in order to obtain information or documents and to conduct interviews with employees or other potentially responsible parties (PRPs).

g. Conduct a search of its own records for information or documents connecting DRMS to the site.

- (1) The search should include, but not be limited to:

- Files on environmental audits.
- Files on third party sites.
- Files on hazardous waste disposal service contractor.
- Bidders Master File.
- Bidders Master File Extract.
- Inactive Bidders Purge List.
- Sales Extract by Bidder ID Number.
- Microfiche (for sales history by location where Federal Supply Codes (FSCs) are available).
- DAISY-NSP.
- Precious Metals Recovery Contract Files.
- IDMS
- HWDC-DBMS
- CBINS-DBMS
- HSC-DBMS

h. Review, organize, and summarize documents gathered as a result of the information or document search.

i. Forward information or documents received from the directorates or offices to DRMS-G for evaluation of legal sufficiency and liability issues.

- j. Draft a proposed response to EPA and obtain DRMS-G concurrence.
- k. Provide to EPA, and signed by DES-WRI, a statement that the information sent to EPA is true, accurate and complete.
- l. Obtain an IDMS or DAISY Extract (for information on types of material where National Stock Numbers (NSNs) and/or DD Form 1348-1/1As, Disposal Turn-In Documents are available).

***As requested, DRMS-PH will:***

- a. Review the CERCLA Section 104(e) notice and respond to specific questions.
- b. Conduct a thorough search for information or documents, including but not limited to, contract files, logs and other records. On request, contract records should be retrieved from archival storage.
- c. Obtain names and business addresses of employees having information connecting DRMS to the site.
- d. Upon request, interview employees having information connecting DRMS to the site.
- e. Provide a statement, signed by the Director of Contracting, certifying that the information and documents submitted are accurate, authentic and complete, unless otherwise indicated.

## C8. ENVIRONMENTAL Program

### Enclosure 14 - New Used Oil Management Standards Guidelines for DRMS Compliance

#### A. OVERVIEW.

1. The new used oil management standards provide several major changes that will impact the operations of the DRMS used oil program. These changes include:

- a. Limits on the quantity of used oil that a DRMO can receive at one time;
- b. Transporters of more than 55 gallons of used oil are required to have an EPA identification number;
- c. New restrictions on storage times; and,
- d. New requirements for the storage of used oil.

2. The new management standards as provided in 40 CFR part 279 are divided into Subparts A through I (40 CFR Part 279.1-279.82). The subparts include standards for generators, collections centers and aggregate points, transportation and transfer facilities, processor and re-refiners, and marketers.

#### B. SUMMARY.

1. DRMOs that receive all of their used oil in place should follow the procedures in paragraph D1.
2. DRMOs that receive custody of used oil generated by host and non-host installation activities are considered used oil collection centers and must comply with the procedures in paragraphs D2 and D3a.
3. DRMOs that receive custody of used oil generated by host installation activities only are considered used oil aggregate points and must comply with the procedures in paragraphs D2 and D3b.
4. Any DRMO that receives used oil in quantities greater than 55 gallons at one time from a used oil generator is considered a used oil transfer facility and must comply with the procedures in paragraph D3c. This requirement does not apply to on-site shipments of used oil. Used oil may be transported to on-site DRMOs in any quantity without being subject to the transporter standards in 40 CFR 279.40 and off-site shipment standards in 40 CFR 279.24. This means that DRMOs may receive more than 55 gallons of used oil at one time as long as it was generated on the site in which the DRMO is located.
5. On-site is interpreted by 40 CFR 260.10 as DRMOs located on property owned by the host generator as follows:
  - a. The property where the DRMO is located is contiguous with host but divided by public or private right-of-way and the entrance and exit between the properties is a cross-roads intersection and access is by crossing as opposed to going along the right-of-way; or,
  - b. The property where the DRMO is located is non-contiguous but connected by a right-of-way, which the owner controls and which are inaccessible to the public.

**C. RESTRICTIONS.** DRMOs are not authorized to operate as a Processor and Re-refiner as provided in Subpart F of 40 CFR 279.

#### D. PROCEDURES.

1. **Requirements for DRMOs That Receive Used Oil in Place:** To the extent possible, DRMOs should receive and manage used oil in-place (accept accountability, but not physical custody). Under this practice; there is no quantity limitation that the DRMO may receive at one time and the only new requirement for a DRMO is to ensure that transporters who pick-up and remove used oil have EPA ID numbers. DRMOs should remind generators who retain custody of their used oil to follow the storage requirements in paragraph D2 below.
  
2. **Requirements for DRMOs That Store Used Oil:** All DRMOs that accept custody of used oil must comply with the generator requirements in Subpart C of 40 CFR Part 279. The storage requirements for DRMOs that accept custody of used oil are:
  - a. **Storage units.** Used oil must be stored in tanks, containers, or any other units that are subject to regulation under 40 CFR, Parts 264 or 265;
  
  - b. **Condition of Units.** Containers and above ground tanks used to store used oil must be:
    1. In good condition (no severe rusting, apparent structural defects or deterioration); and,
    2. Not leaking (no visible leaks).
  
  - c. **Labels.** Containers and above ground tanks must be labeled or marked clearly with the words -Used Oil. Fill pipes used to transfer used oil into underground tanks must also be labeled or marked clearly with the words -Used Oil.
  
  - d. **Releases.** All releases of used oil must be contained, cleaned-up, and all released used oil properly managed. If necessary to prevent future releases, repair or replace any leaking used oil storage containers or tanks prior to returning them to service.
  
  - e. **Transporting Used Oil.** Generators who transport used oils except as described in paragraphs D3(c)(1) and (2) are subject to the transporters requirements set forth at 40 CFR Parts 279.40-47.
    3. In addition to the generator requirements, DRMOs that accept custody of used oil will also be subject to operation under **one of the following three standards**. DRMOs must determine which standard they fall under and comply with all associated requirements.
  
3. **Requirements for DRMOs that Operate as a Collection Center:** For purposes of operations at a DRMO, a used oil collection center is any DRMO that accepts/aggregates and stores used oil from a host or non-host generator (see Subpart D of 40 CFR Part 279.31). To operate as a collection center, the following conditions must be met:
  - a. The DRMO must comply with the standards for a used oil generator in Subpart C of 40 CFR Part 279 (see D2 above);
  
  - b. As a collection center, used oil generators (generating activities) may transport, without an EPA identification number, used oil that they have generated to a DRMO provided D3a(3), (4), and (5) below are met;
  
  - c. The used oil generator transports used oil in a vehicle owned by the generator or owned by an employee of the generator;
  
  - d. The used oil generator transports no more than 55 gallons of used oil at one time (except for on-site shipments; no limits in quantity for on-site shipments); and,
  
  - e. The DRMO must be registered/licensed/permitted or recognized by a state/county/or municipal government to manage used oil. (Check/coordinate with host installation on notifying requirements and procedures).

**4. Requirements for DRMOs that Operate as an Aggregate Point:** For purposes of operations at a DRMO, a used oil aggregate point is any DRMO that accepts, aggregates and or stores used oil collected only from its host installation (see Subpart D of 40 CFR Part 279.32) provided that:

1. The DRMO complies with the standards for a used oil generator in Subpart C of 40 CFR Part 279 (see D2 above);
2. As an aggregate point, host installation used oil generators (generating activities) may transport, without an EPA identification number, used oil they have generated to a DRMO provided D3b(3) and (4), below are met;
3. The used oil generator transports the used oil in a vehicle owned by the generator or by an employee of the generator;
4. The used oil generator may transport more than 55 gallons of used oil, at one time, to an on-site storage facility.

**5. Requirements for DRMOs that Operate as a Transportation/Transfer Facility:** DRMOs that accept custody of used oil in quantities greater than 55 gallons, at one time, from a used oil generator (other than on-site generator), must operate as a used oil transfer facility. For purposes of operation at a DRMO, a used oil transportation/transfer facility is any DRMO that collects and stores used oil from more than one generator, and where shipments of used oil are held for more than 24 hours during the course of transportation. Except for the on-site transport of used oil, this is the only standard in which DRMOs are allowed to accept used oil in quantities greater than 55 gallons at one time (see Subpart E of 40 CFR Part 279.40-.47). Under this standard the following conditions must be met:

1. DRMOs may accept host/non-host used oil;
2. Used oil generators may transport more than 55 gallons of used oil at one time;
3. If the host installation has not previously complied with the notification requirements in RCRA section 3010 and the DRMO has not been given an EPA identification number, the DRMO must coordinate the notification requirements with the host installation.
4. The transporter turning-in used oil in quantities of more than 55 gallons must have an EPA identification number;
5. The DRMO cannot store used oil for periods longer than 35 days.

**NOTE:** A transfer facility that stores used oil for more than 35 days is subject to the more stringent management standards of Subpart F of 40 CFR 279.

6. As a transfer facility, a DRMO must also comply with the following management standards as provided in 40 CFR 279.45:

**Storage Units.** Used oil must be stored in tanks, containers, or any other units that are subject to regulation under 40 CFR, Parts 264 or 265.

**Condition of Units.** Containers and above ground tanks used to store used oil must be in good condition (no severe rusting, structural defects, or deterioration) and not leaking.

**Secondary Containment for Containers, Existing Above Ground Tanks and New Above Ground Tanks.** All containers and above ground tanks used to store used oil at transfer facilities must be equipped with a

secondary containment system. Secondary containment consists of dikes, berms, or retaining walls, and a floor that covers the entire area within the dikes, berms, or retaining walls. The entire containment system must be impervious to used oil. Existing above ground tanks are exempted from the floor requirement under the existing portion of the tank.

**Labels.** Containers and above ground tanks used to store used oil at transfer facilities must be clearly labeled with the words “**Used Oil**”. Fill pipes used to transfer used oil into underground tanks must also be labeled or marked clearly with the words “**Used Oil**”.

**Releases.** Upon the detection of a release of used oil, the DRMO must stop the release, contain the released oil, clean-up and properly manage the released used oil. If necessary, repair or replace any used oil storage containers prior to returning them to service.

**Tracking (40 CFR 279.46).** DRMOs that operate as used oil transfer facilities must keep a record of each shipment of used oil received and removed. This information must include: the name, address, and EPA ID number of each generator, transporter or processor/refiner, the quantity accepted or shipped, and the dates received and shipped.

**Management of Residues (40 CFR 279.47).** DRMOs that operate as a transfer facility are responsible for managing any residues generated from the storage of used oil in accordance with existing RCRA requirements.

7. A DRMO that falls under the management standards of more than one subpart must comply with each standard as applicable. For example, a DRMO may operate as a collection center for most of the year, than receive a shipment of more than 55 gallons of used oil at one time, that DRMO must now comply with management standards for a transfer facility as discussed above. DRMS-OL must be notified accordingly. Notification must be in a timely manner.

**E. COMPLIANCE.** The DRMO Chief must ensure his/her used oil program is carried out in full compliance with the management standards for a collection center, aggregate point, or transfer facility, if used oil is not received in-place or being sent to a disposal facility.

**F. POINT OF CONTACT.** Please contact DRMS-OL with any questions.

## **C8. ENVIRONMENTAL Program**

### **Enclosure 15 - PCBs - Listing of Items That May Contain PCBs**

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1. Electrical Transformers
2. Electrical Capacitors
3. Mining Equipment; Electric Motors
4. Heat Transfer System Pumps
5. Hydraulic System Components (Fluids)
6. Diarylide and Phthalocyanine Paint Pigments
7. Conveyor System Electromagnets
8. Natural Gas Pipeline Compressors
9. Waste Oil
10. Fluorescent Light Ballasts
11. Air Conditioners
12. Microwave Ovens
13. Television Sets
14. Electronic Equipment (Military)
15. Shipboard Cable

## C8. ENVIRONMENTAL Program

### Enclosure 16 - Summary Of Product Exemptions Under The Non-Essential Products Regulations<sup>1</sup>

*All other aerosol, pressurized dispenser, and foam products that contain or are manufactured with CFCs or HCFCs are banned. Cleaning fluids for specific applications that contain CFCs are also banned. Certain products are, however, eligible for grandfathering. For more information see 40 CFR 82, sections 60-70.*

#### AEROSOL PRODUCTS AND OTHER PRESSURIZED DISPENSERS

EXEMPTIONS	CONDITIONS OF EXEMPTION
Aircraft pesticides	For use until an alternative is available.
Medical devices	Contingent upon FDA listing in 21 CFR Subpart 2.125(c)
Gauze bandage adhesives and adhesive removers	None
Topical anesthetic and vapocoolant products	None
Lubricants for pharmaceutical tablet manufacture	None
Lubricants, coatings, or cleaning fluids for electrical, electronic or photographic equipment containing CFCs or HCFCs as solvents	Cleaning fluids for electronic and photographic equipment are exempt for commercial sale/distribution only; seller must verify that purchaser represents a commercial entity and post sign about restrictions on use.
Mold release agents containing CFCs and HCFCs as solvents	None
Mold release agents containing HCFC-22 as a propellant	For use where no alternative, including an alternative formulation, is available; seller must notify purchaser about restrictions on use
Spinnerette lubricant/cleaning sprays containing CFCs or HCFCs as solvents and/or propellants	None
Containers of CFCs used as halogen ion sources in plasma etching	None
Document preservation sprays containing a CFCs or HCFCs as solvents	None

<sup>1</sup> Aerosol other pressurized dispenser products, and foams made with Class I substances were banned effective January 17, 1994. Those made with Class II substances were banned effective January 1, 1994. Certain products, including party streamers, noise horns and cleaning fluids for electronic and photographic equipment, were specifically banned effective February 16, 1993.

EXEMPTIONS	CONDITIONS OF EXEMPTION
Document preservation sprays containing a CFCs or HCFCs as propellants	For use on thick books, books with coated or dense paper, and tightly bound documents, only
Red pepper bear repellent sprays containing CFC-113 as a solvents	None
Portable fire extinguishing equipment containing HCFCs	For use where no alternative other than use of a CFC is available and for specific user groups only; seller must verify purchaser has exemption status and post a sign of notify purchaser about restrictions on use.
Wasp and hornet sprays	For use near high-tension power lines only; seller must notify purchaser about restrictions on use

### FOAM PRODUCTS

EXEMPTIONS	CONDITIONS OF EXEMPTION
Foam blown with CFCs used in coaxial cable	None
Closed cell rigid polyurethane foam	None
Closed cell rigid polystyrene board stock	None
Closed cell rigid phenolic foam	None
Closed cell rigid polyethylene foam	For use solely as pipe insulation
Integral skin foam blown with CFCs	None
Integral skin foam blown with HCFCs used to provide for motor vehicle safety	Exemption expires January 1, 1996

### CLEANING FLUIDS FOR ELECTRONIC AND PHOTOGRAPHIC EQUIPMENT

EXEMPTIONS	CONDITIONS OF EXEMPTION
Non-aerosol cleaning fluids for electronic and photographic equipment containing CFCs	For commercial sale/distribution only; seller must verify that purchaser represents a commercial entity and post a sign about use restrictions

### CATEGORIES FOR GRANDFATHERING

CATEGORIES	CONDITIONS
Products containing HCFCs manufactured and placed into initial inventory by December 31, 1993.	Seller must retain proof of date of manufacture.
Products containing HCFCs that require federal approval for reformation for which an application was submitted to the approving agency (e.g., FDA where appropriate) by January 1, 1994.	Seller may continue to sell/distribute until:  - 90 days after federal approval of application for reformation.  - 45 days after denial of an application for reformation <sup>2</sup>
Integral skin foam used to provide for motor vehicle safety manufactured and placed in initial inventory prior to January 1, 1996.	Seller must retain proof of date of manufacture.
A replacement part, or its packaging, containing or manufactured with CFCs, if the replacement part was manufactured and placed into initial inventory prior to April 16, 1992. <sup>3</sup>	For a part used in a single model of product where both the product and replacement part are no longer manufactured (as of January 1994); seller must retain proof of date of manufacture.

<sup>2</sup> An applicant may submit a new application within 45 days of receipt of denial and continue to sell/distribute product until 90 after approval or 45 days after denial of the new application.

<sup>3</sup> See 58 FR 69671.

## C8. ENVIRONMENTAL Program

### Enclosure 17 - Ban on Non-Essential Products Containing Class I Substances and Ban on Non-Essential Products Containing or Manufactured with Class II Substances (40 CFR, Part 82.62)

#### **DEFINITIONS:**

1. **Chlorofluorocarbon.** Means any substance listed as Class I group I or Class I group III in 40 CFR Part 82, Subpart A, Appendix A.
2. **Commercial.** When used to describe the purchaser of a product, means a person that uses the product in the purchaser's business or sells it to another person and has one of the following identification numbers: (a) A federal employer identification number; or (b) A state sales tax exemption number; or (c) A local business license number; or, (d) A government contract number.
3. **Consumer.** When used to describe a person taking action with regard to a product, means the ultimate purchaser, recipient or user of a product.
4. **Distributor.** When used to describe a person taking action with regard to a product means: (a) The seller of a product to a consumer or another distributor; or (b) A person who sells or distributes that product in interstate commerce for export from the United States.
5. **Product.** Means an item or category of items manufactured from raw or recycled materials, which is used to perform a function or task.
6. **Release.** Means to emit into the environment during the manufacture, use, storage or disposal of a product.
7. **Class II Substance.** Means any substance designated as Class II in 40 CFR Part 82, Subpart A, Appendix B.
8. **Foam Insulation Product.** When used to describe a product containing or consisting of plastic foam, means a product containing or consisting of the following types of foam: (a) Closed cell rigid polyurethane foam; (b) Closed cell rigid polystyrene board stock foam; (c) Closed cell rigid phenolic foam; and, (d) Closed cell rigid polyethylene foam when such foam is suitable in shape, thickness and design to be used as a product that provides thermal insulation around pipes used in heating, plumbing, refrigeration, or industrial process systems.
9. **Hydrochlorofluorocarbon.** Means any substance listed as Class II in 40 CFR Part 82, Subpart A, Appendix B.
10. **Owner of a boat or marine vessel.** Means any person who possesses a title, registration or other documentation that indicates that the person presenting this documentation is in possession of a marine vessel as defined in 33 CFR Part 177.
11. **Owner of a noncommercial aircraft.** Means any person who possesses a title, registration or other documentation that indicates that the person presenting this documentation is in possession of a noncommercial aircraft.

## C8. ENVIRONMENTAL Program

### Enclosure 18 - Selected Key Definitions - Labeling Rule

1. **Class I substance.** Any substance designated as class I in 40 CFR part 82, Appendix A to subpart A, including chlorofluorocarbons, halons, carbon tetrachloride and methyl chloroform and any other substance so designated by the Agency at a later date (see Enclosure 2.)
2. **Class II substance.** Any substance designated as class II in 40 CFR part 82, appendix A to subpart A, including hydrochlorofluorocarbons and any other substance so designated by the Agency at a later date (see Enclosure 2.)
3. **Consumer.** A commercial or non-commercial purchaser of a product or container that has been introduced into interstate commerce.
4. **Container.** The immediate vessel in which a controlled substance is stored or transported.
5. **Container containing.** A container that physically holds a controlled substance within its structure that is intended to be transferred to another container, vessel or piece of equipment in order to realize its intended use.
6. **Controlled substance.** A class I or class II ozone-depleting substance (ODS).
7. **Distributor.** A person to whom a product is delivered or sold for purposes of subsequent resale, delivery or export.
8. **Export.** The transport of virgin, used, or recycled class I or class II substances or products manufactured or containing class I or class II substances from inside the United States or its territory to persons outside the United States or its territories, excluding United States military bases and ships for on-board use.
9. **Exporter.** The person who contracts to sell class I or class II substances or products manufactured with or containing class I or class II substances for export or transfer of such substances or products to his affiliate in another country.
10. **Interstate commerce.** The distribution or transportation of any product between one state, territory, possession or the District of Columbia, or the sale, use or manufacture of any product in more than one state, territory, possession or District of Columbia. The entry points from which a product is introduced into interstate commerce are the release of a product from the facility where manufactured, warehoused or sold or distributed.
11. **Manufactured with a controlled substance.** The manufacturer of the product itself used a controlled substance directly in the product's manufacturing but the product itself does not contain the controlled substance at the point of introduction into interstate commerce.
12. **Principal Display Panel (PDP).** The entire portion of the surface of a product, container or its outer packaging that is most likely to be displayed, shown, presented, or examined under customary conditions of retail sale. The area of the PDP is not limited to the portion of the surface covered with existing labeling; rather it includes the entire surface, excluding flanges, shoulders, handles, or necks.
13. **Product.** An item or category of items manufactured from raw or recycled materials, or other products, which is used to perform a function or a task.

14. **Product containing.** A product including, but not limited to, containers, vessels, or pieces of equipment, that physically holds a controlled substance at the point of sale to the ultimate consumer which remains within the product.
15. **Promotional printed material.** Any informational or advertising material (including, but not limited to, written advertisements, brochures, circulars, desk references and fact sheets) that is prepared by the manufacturer for display or promotion concerning a product or container, and that does not accompany the product to the consumer.
16. **Retailer.** A person to whom a product is delivered or sold, if such delivery or sale is for purposes of sale or distribution in commerce to consumers who buy such product for purposes other than resale.
17. **Supplemental printed material.** Any informational material (including, but not limited to, package inserts, fact sheets, invoices, material safety data sheets (MSDS), procurement and specification sheets, or other material), which accompanies a product or container to the consumer at the time of purchase.
18. **Transform.** To use and entirely consume a class I or class II substance, except for trace quantities, by changing it into one or more substances not subject to this subpart in the manufacturing process of a product or chemical.
19. **Type size.** The actual height of the printed image of each capital letter as it appears on a warning label.
20. **Warning label.** The warning statement required by section 611 of the Act. The term warning statement shall be synonymous with warning label for purposes of this subpart.
21. **Wholesaler.** A person to whom a product is delivered or sold, if such delivery or sale is for the purposes of sale or distribution to retailers who buy such a product for purposes of resale.

## C8. ENVIRONMENTAL Program

### Enclosure 19 - Sample Warning Labels

#### **WARNING: Contains**

---

a substance which harms  
public health and environment  
by destroying ozone  
in the upper atmosphere.

#### **WARNING: Contains**

---

a substance which harms  
public health and environment  
by destroying ozone  
in the upper atmosphere.

**WARNING: Manufactured**  
**with** \_\_\_\_\_  
a substance which harms  
public health and environment  
by destroying ozone  
in the upper atmosphere.

**WARNING: Manufactured**  
**with** \_\_\_\_\_  
substance which harms public  
health and environment  
by destroying ozone  
in the upper atmosphere.

## C8. ENVIRONMENTAL Program

### Enclosure 20 - Sample Certification Letter

DRMO-\_\_\_\_

SUBJECT: Confirmation Letter

This letter confirms that \_\_\_\_\_ has:  
Name of Employee

- a. Satisfactorily completed the DRMS environmental and safety training courses as outlined in the current requirements in Section 2, Chapter 8, Personnel Training.
- b. Reviewed the Host Spill Prevention, Control, and Countermeasure (SPCC) Plan and the Spill Contingency Plan (SCP) at the DRMO. The employee knows who the emergency coordinator is and what to do in a spill/emergency.
- c. Been shown and is familiar with emergency equipment and systems within the employee's working facility.
- d. The proper personal protective clothing and equipment to perform their assigned duties and functions in a safe and healthful manner so that they will not endanger themselves or other employees. The employee has been briefed on site-specific safety considerations and requirements.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of DRMO Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Position Title and  
Job Series

## C8. ENVIRONMENTAL Program

### Enclosure 21 - PCBs - Listing of Names Used for PCBs By Manufacturers

#### DOMESTIC

TRADE NAME	MANUFACTURER	COUNTRY
Aroclor	Monsanto	US
Asbestol	American Corporation	US
Askarel	Generic Name <sup>4</sup>	US
Chlorextol	Allis Chalmers	US
Diaclor	Sangamo Electric	US
Dykanol	Cornell Dubilier	US
Elemex	McGraw Edison	US
Hyvol	Aerovox	US
Interteen	Westinghouse Electric	US
No-Flamol	Wagner Electric	US
Pyranol	General Electric	US
Saf-T-Kuhl	Kuhlman Electric	US
Pydraul, Skydrol	McDonald Douglas/Monsanto	US
E.E.C.	Niagara Transformers	US
O.I.S.C.	I.T.E. Circuit Breaker Co.	US
Euoarel	Unknown	US
Mepolim	Unknown	US
Clorinol	Unknown	US
Therminol	Monsanto	US
Tyronol	Unknown	US

#### FOREIGN

TRADE NAME	MANUFACTURER	COUNTRY
Clophen	Bayer	Germany
D.K. and Fenclor	Caffaro	Italy
Kennechlor	Mitsubishi	Japan
Phenoclor	Prodelec	France
Pyralene	Prodelec	France
Santotherm	Mitsubishi	Japan
Ranechlor	Konegafuchi	Japan

<sup>4</sup> Generic Names used for insulating liquids in capacitors and transformers; may contain PCBs.

## **C8. ENVIRONMENTAL Program**

### **Enclosure 22 - Emergency Response - For Releases of Hazardous Substances Into the Environment**

(DRMOs should coordinate with the host.)

#### **EPA National Response Center 1-800-424-8802**

##### **REGION I**

US EPA Emergency Response Branch  
90 Canal  
Boston, MA 02203

24 Hour Response  
Commercial: (617) 223-7265

##### **REGION II**

US EPA Emergency Response Branch  
2890 Woodbridge Ave.  
Edison, NJ 08837-3679

24 Hour Response  
Commercial: (908) 548-8730

##### **REGION III**

US EPA Emergency Response Branch  
841 Chestnut Street  
Philadelphia, PA 19107

24 Hour Response  
Commercial: (215) 566-3255

##### **REGION VII**

US EPA Emergency Response Branch  
726 Minnesota Ave.  
Kansas City, KS 66101-7050

24 Hour Response  
Commercial: (913) 281-0991

##### **REGION IV**

US EPA Emergency Response Branch  
345 Courtland Street, NE  
Atlanta, GA 30365

24 Hour Response  
Commercial: (404) 562-8700

##### **REGION V**

US EPA Emergency Response Branch  
536 South Clark Street  
Chicago, IL 60605

24 Hour Response  
Commercial: (312) 353-2315

##### **REGION VI**

US EPA Emergency Response Branch  
Fountain Plaza  
1445 Ross Ave  
Dallas, TX 75202-2733

24 Hour Response  
Commercial: (214) 665-2222

##### **REGION X**

US EPA Emergency Response Branch  
1200 Sixth Avenue  
Seattle, WA 98101

24 Hour Response  
Commercial: (206) 553-1263

**REGION VIII**

US EPA Emergency Response Branch  
999 18th Street  
Suite 500  
Denver, CO 80202-2466

24 Hour Response  
Commercial: (800) 227-8914

**REGION IX**

US EPA Emergency Response Branch  
75 Hawthorne Street  
San Francisco, CA 94105

24 Hour Response  
Commercial: (415) 744-1234

## C8. ENVIRONMENTAL Program

### Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes

DRMS STANDARD OPERATING PROCEDURE		
Subject: <b>Standard Operating Procedures for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes</b>		Date Revised:
Reference (DRMS-I or One Book Chapter): DRMS-I 4160.14, Section 2, Chapter 8.		Issuing Office:
Responsibility	Step	Action
DRMS-PH	1	Contracting Officer documents attempts to obtain final disposal information from the Disposal Contractor per Contracting procedures. (Delivery order file shall include documentation of attempted contacts, e.g. e-mail from contractor, statement on letterhead).
DRMS-BCE	2	Contracting Officer provides memorandum that no further information is available and requests a risk-assessment of outstanding items (most contracts state 270 days from delivery order date) from DRMS-BCE. (see example 1)
DRMS-PH	3	Environmental Protection Specialist reviews memorandum and attached delivery order information with published guidance, determines either High risk or Low risk status, and, depending on property characteristics, recommends review by DRMS-BCD (Demil required items), DES (Third Party risk or Safety risk), or DRMS-G (Legal action) with recommendations back to DRMS-PH. (see example 2)
DRMS-BCD, G, DES (as requested) DRMS-PH	4	Contracting Officer coordinates reviews with additional offices of interest as recommended, suspenses responses, and maintains documentation. (see example 3). If low risk is determined at step 3, document closure decision in delivery order file and proceed to step 9.
DRMS-PH	5	Action officers review delivery order documentation and recommend additional action to DRMS-PH based on risk.
DRMS-Q	6	If closure without further investigation is recommended at step 5, document decision in delivery order file and proceed to step 9. If additional investigation is recommended at step 5, Contracting Officer forwards documentation to DRMS-Q for possible referral to law enforcement through DCIA at step 7.
DRMS-D	7	DRMS-Q reviews documentation from step 6 and either returns with recommendation for closure (proceed to step 9) or makes formal recommendation to DRMS-D for DCIA investigation (step 8).
DRMS-PH	8	Director, or designee, requests DCIA investigation. At completion of DRMS actions, forwards documentation to Contracting Officer to file in delivery order file and proceed to step 9
DRMS-BCE	9	Contracting Officer completes documentation of closure decision in delivery order file and forwards to DRMS-BCE for closure tracking in BOSS with coding appropriate to high or low risk designation. (example 4)
DRMS-PH	10	Manifest tracker enters disposal audit trail in BOSS as directed in step 9, documents completion of BOSS entry and returns file to DRMS-PH (step 11).
DRMS-PH	11	Contracting Officer closes out Delivery Order file per routine closeout procedures. If additional information is obtained from investigation or other sources, forwards to all parties for consideration (step 4) as appropriate. Forwards updated information to DRMS-BCE to correct tracking (step 9), if appropriate.

**DRMS-I 4160.14**  
**Section 4 - Supplements**  
**Supplement 2 - General Processing**


## C8. ENVIRONMENTAL Program

### Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes

#### Attachment 1 – Memo for DRMS-BCE

DRMS-PH\_

//Date//

MEMORANDUM FOR DRMS-BCE

SUBJECT: Contract SP4400-\_\_\_\_-D-\_\_\_\_-\_\_\_\_\_  
Request for Risk-Assessment and Disposition Recommendations for Items Which Have Not  
Received Final Disposal Information

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed in Attachment 1, and the necessary information has not been obtainable to date.

The contractor claims to be unable to provide final tracking documentation.

The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

Other (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Request your office conduct a risk-assessment per the standard operating procedures.

DATE TO BCE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Contracting Officer)  
Contracting Officer

cc:

Attachments

## C8. ENVIRONMENTAL Program

### Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes

#### Attachment 2 – Memo for DRMS-PH

DRMS-BCE

//Date//

MEMORANDUM FOR DRMS-PH

SUBJECT: Contract SP4400-\_\_\_\_\_-D-\_\_\_\_\_-\_\_\_\_\_  
Risk-Assessment and Disposition Recommendations for Items Which Have Not Received  
Final Disposal Information

1. Per your request, DRMS-BCE conducted a review of the items listed at Attachment 1 and referenced below, and recommends the following actions, based upon the guidance at Attachment 2:

**High-Risk Items:** CLINs 0003, 0005, 0007 (demil-item), 15, 16, and 17 (demil-item).

**Recommended Actions:**

- (1) Forward to DRMS-Q, DRMS-G, DES-BC and (if Demil-item) DRMS-BCD, for review, comment, and recommendations.
- (2) Upon receipt of reviewing office's recommendations, take appropriate actions.
- (3) With approval from the contracting officer, forward to Manifest Trackers for BOSS DMF input using special handling code -XYZII.
- (4) Change to actual handling code, if and when final disposal information is received.

**Low-Risk Items:** CLINs 0001, 0002, 0004, 0006, 0008, 0009, 0010, 0011, and 0014.

**Recommended Actions:**

- (1) With approval from contracting officer, forward to Manifest Trackers for BOSS DMF input using special handling code -XXXII.
- (2) Change to actual handling code, if and when final disposal information is received.

/signed/  
DRMS-BCE

cc:  
Attachments

## C8. ENVIRONMENTAL Program

### Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes

#### Attachment 3 – Memo for DRMS-Q, G, BCD (if DEMIL item) and DES-BC

DRMS-PH\_

//Date//

MEMORANDUM FOR DRMS-Q, G, BCD (if Demil-item), and DES-BC

SUBJECT: Contract SP4400-\_\_\_\_-D-\_\_\_\_-\_\_\_\_\_  
Request for Risk-Assessment and Disposition Recommendations for Items Which Have Not  
Received Final Disposal Information

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed in Attachment 1, and the necessary information has not been obtainable to date.

The contractor claims to be unable to provide final tracking documentation.

The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

Other (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. DRMS-BCE has reviewed the items listed in Attachment 1 and has determined these items to be of high risk.

3. Request your office review, comment and make recommendations per the standard operating procedures.

\_\_\_\_\_  
(Signature of Contracting Officer)  
Contracting Officer

cc:

Attachments

## C8. ENVIRONMENTAL Program

### Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes

#### Attachment 4 – Memorandum for Record

DRMS-PH\_

//Date//

#### MEMORANDUM FOR RECORD

SUBJECT: Contract SP4400-\_\_\_\_-D-\_\_\_\_-\_\_\_\_\_  
Disposal Input to Close Open Line Items

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed at the Attachment, and the necessary information has been unobtainable to date, due to the following:

\_\_\_ The contractor claims to be unable to provide final tracking documentation.

\_\_\_ The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

\_\_\_ The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

\_\_\_ Other (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. In accordance with established procedures, the items were referred to the appropriate offices for further investigation based upon a risk-assessment performed by DRMS-BCE.

3. Based upon Contracting Officer's recommendation, the listed items are being closed in BOSS using the -XXXII or -XYZII special disposal handling codes, in accordance with published guidance. Supporting documentation is attached for inclusion into the official contract file.

4. If, after further investigation, the actual disposal information is ascertained, the information will be entered into BOSS in place of the special codes, and the circumstances will be noted in the -RemarksII field in each BOSS record.

DATE TO BCE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Contracting Officer)

Contracting Officer

## C8. ENVIRONMENTAL Program

### Enclosure 24 - SOP for Updating Facility Information, February 2008

Purpose: This guidance is to provide a standard procedure for conducting a facility update.

Reference: DRMS 4160.14, Section 2, Chapter 8, Environmental Programs

Procedure: The following procedure is intended to ensure DRMS-BC maintains file folders for facilities appearing on the qualified facility list that are accurate and contain relevant information pertaining to the facility's compliance history. Active facility (facilities utilized on HW contracts in the previous 12 months) folders should be updated at least annually. Additional information needed to assess the facility's ability to provide quality service should be done through other assessment procedures.

#### 1.0 Review of File Folders

Use the following steps to conduct a file folder update.

1.1 On a quarterly basis, a DRMS-BC EPS will select facilities to be updated by comparing an Environmental Reporting System (ERS) -Ranking MLIs Analysis Reports - Disposal Facilities of active facilities for the past 12 months to the MS Access TSDF database –Overdue Facilities for Update report. The MS Access report can be accessed by following the directions in Appendix A of this document. This report should be run at least once per month. Print the list of facilities then prioritize as follows: 1. Overage active facilities. 2. Active facilities within 90 days of overage. 3. All other active facilities.

The DRMS-BC EPS will also run quarterly an ERS –Ranking MLIs Analysis Reports - Disposal Facilities for the previous 24 months. Facilities on the qualified list determined not to have been used within two years shall be placed on -on hold status. DRMS-BC shall notify DRMS-PH the list of facilities being placed on hold status via electronic mail three business days in advance. Refer to Section 4.0 On Hold Status, of this document for further information.

1.2 For each facility identified for review, remove the facility folder from repository located in 2-4-46. Each folder should be organized into six sections (see Table 1. Folder Organization, for content and organization).

**Table 15 - Folder Organization**

Section 1	Current Facility Information	Facility Input Form, Address, Phone, Point of Contact (POC), Facility Description
Section 2	Closure/Insurance	Closure Amount, Closure Mechanism, Pollution Liability, Dun and Bradstreet reports

Section 3	Compliance/Inspections	ECHO report, RCRA federal, state, and/or local reports
Section 4	Conversation Record	Any communication with regulators (Federal, State, and/or local) and/or other interested parties as well as news media reports
Section 5	BOSS Data Information	EPA codes, management method codes
Section 6	Permits	RCRA, CAA, CWA, TSCA, Host Nation

1.3 Locate the —Facility Information Form, in Section 1 Current Facility Information, of file folder. The facility form contains limited information about facility operations, insurance, and permitted activities. The form is also used to identify the person updating information in the system and the date that it was reviewed. To access the database that generates this form, refer to Appendix B of this document.

To ensure that information appearing in the file folders is accurate and up-to-date, an information request will be made to the primary contractor and/or facility each time the folder is updated. The information request should include POC information, permit changes, updates to closure funding, and/or any information found in the folder that may be relevant to the facilities compliance performance. Use the —Facility Email Request Format, located in Appendix C of this document to identify and request what information needs to be updated. Place a copy of the request in the information request folder located in room 2-4-46. The request will remain in the request folder until information is received or the maximum time limit is reached. See Section 4.0 Request for Information from Facilities, of this document for additional details.

1.4 Print and review the latest Enforcement & Compliance History Online (ECHO) report for the facility. To access this report log on to the Environmental Protection Agency (EPA) website ([www.epa.gov/echo](http://www.epa.gov/echo)) and select the —Hazardous Waste Data search. Input the facility name, EPA ID Number, zip code, or city/state. Review the report to determine if compliance issues are present at the facility. Refer to Section 2.0 ECHO Report, of this document for details. If compliance issues are identified or if no ECHO report is available for the previous 12 months, contact the primary contractor and/or facility for additional information. Use the —Facility Email Request Format, in Appendix C of this document to process the request. Place the request in the information request folder located in 2-4-46 until information is received or maximum time limit is reached. See Section 4.0 Request for Information from Facilities, of this document for details. Specifically request a copy of the latest inspection and corrective action information if deficiencies were noted in the report provided by the contractor or in ECHO. Note that ECHO data may not be timely. If significant non-compliance is identified in ECHO or findings are reported in more than three of twelve quarters, contact the Federal/State or local regulatory agency for information. Conduct a news media inquiry on the facility utilizing Google news or other online search

engine. Follow up on and verify any compliance concern, permit change, acquisition/organizational change identified.

1.5 After information has been (1) reviewed; (2) requested and received within the established time limits; and (3) there are no major issues noted during the review of the ECHO database and/or the facility inspection(s) provided by the facility; the update process can be considered complete. Once the –Facility Information Formll has been completely updated, print a copy and place it on top of the old form in Section 1 Current Facility Information, of the folder.

1.6 The reviewer will determine if a Dun & Bradstreet report is needed to verify current ownership and financial status. A Dun & Bradstreet report should be requested when DRMS has no previous knowledge of the facility owners, the facility is sold to owners where DRMS has no previous knowledge, or media reports, compliance history or other means indicates there may be financial information or corporate official information (potential officer on the GSA suspended/debarred list) of value during the facility review. DRMS-BCE will request DRMS-G research and provide a copy of the Dun & Bradstreet.

## 2.0 Request for Information from Facilities

Information requests should be made directly to the facility and/or primary contractor via electronic mail. The –Facility Email Request Format, ll located in Appendix C of this document should be used to document the request. The facility shall have 10 business days to respond to DRMS-BC information requests. If after 10 business days there is no response, the facility shall be informed that they will be removed from the qualified TSDF list until the requested information is received. Refer to Section 3.0 Removals, of this document.

## 3.0 Removals

The most common reason cited for the removal of a facility from the qualified facility list is, failure to provide requested information within the established time limits. Information requests require a response from the primary contractor and/or facility within 10 business days. If no response is given within this time, action will be initiated to remove the facility from the qualified facility list. Removal letters shall be signed by DRMS-G, DRMS-J7 and DRMS-BC. Removals for non-conformance with DRMS solicitation/contractual requirements must have supporting documentation from the facility audit attached and identify which H.3/H.5 clauses the facility fails to meet. Once the status has been determined, DRMS-BC Trackers will update the BOSS database accordingly. Refer to Appendix E of this document for an example of a facility removal letter.

## 4.0 On Hold Status

TSDFs that have not been used within two years will be placed on –on holdll status. Prior to placing a facility on –on holdll status, DRMS-BC will notify DRMS-PH via electronic mail that the facility will be placed on –on holdll status at least three business days in advance. Facilities –on holdll will be removed from the qualified list but will remain approved in BOSS. DRMS-BCE will notify CONUS DRMO CORs of change in status, DRMS-DSD EPS will notify OCONUS DRMO CORs. Thirty days after notification, if there is no response from contractors in providing

required information for a facility update, the facility will be removed from approval status in BOSS.

#### 5.0 Explanation of Reports

Tools used to update the qualified TSDf file folders include the ECHO report, HW BOSS queries, ERS database reports, historic data, and facility provided information. The following paragraphs provide the reader with additional information about the ECHO report and ERS database.

The ECHO report contains information specific to the facility's compliance history for the past three years. Updating of facility file folders includes a review of the report to, 1) determine if the facility has been inspected in the past year, and 2) if significant or systemic (more than four findings in twelve quarters) findings were noted. If significant or systemic findings were identified, this could be an indication of problems at the facility. The reviewer must at this point contact the facility and request documentation concerning the violation(s). Documentation from the facility should include a description of the violation(s), an inspection trip report from the inspecting agency, corrective actions taken, and correspondence from the inspecting agency indicating that the violation(s) have been adequately addressed by the facility. Call the Federal/State/local regulatory agency and validate the information provided. Use the —Facility Email Request Format, ll in Appendix C of this document to request information from the facility. If no significant violations were noted, place a copy of the latest ECHO report in Section 3 Compliance/Inspections, of the file folder.

Base Operations Support System (BOSS), is the DLA automated retail system used to requisition and manage supplies and services. The system is used by DRMS-BC to track treatment and operating codes for the facility. This data is inputted into the system by the facility and reviewed by DRMS-BC. The facility update process should include a review of information found in the system. If there have been permit changes since the last update of the file folder, the reviewer must ensure that the permit code changes appear in Section 5, BOSS Data Information, in the file folder. The ERS (BOSS) database can be accessed using instructions found in Appendix D of this document.

6.0 Records retention: Facility folder documentation will be retained until no longer needed (including for potential third-party site cleanup use) as defined below:

- 6.1 Permit documentation will be maintained until two years after a new permit is received.
- 6.2 Copies of regulatory inspections will be maintained for five years or until corrective actions are verified as completed, whichever is longer.
- 6.3 Copies of DRMS/DRMS conversation records, qualified list removal memorandums for record, reinstatement to qualified list documentation, points of contact documentation from facility information and associated corrective actions will be maintained for 50 years.

- 6.4 Copies of media reports and Dun and Bradstreet reports will be maintained for five years
- 6.5 Copies of financial assurance will be maintained until a new financial assurance document is received.
- 6.6 On the first day of each fiscal year, the TSDf database will be copied and saved by DRMS-BCE via electronic media for 50 years.
- 6.7 BOSS information is saved and maintained through the ERS data warehouse. Only a copy of current BOSS documentation is required in the file.

## **C8. ENVIRONMENTAL Program**

### **Enclosure 24 - SOP for Updating Facility Information**

#### **Attachment 1 - Accessing the Overdue Facilities List (access database)**

1. Open J Drive from computer.
2. Select: DRMS B
3. Select: DRMS J33 Public
4. Folder: TSDF
5. File: FACTRANS
6. Database: TSDF2000.MDS
7. Select: Reports
8. Select: Facility Reports
9. Select: Facility Update Report
10. Select: Facilities Overdue for Update Report
11. Click –OK in Region pop-up

## **C8. ENVIRONMENTAL Program**

### **Enclosure 24 - SOP for Updating Facility Information**

#### **Attachment 2 - Accessing the "Facility Input Form" (access database)**

1. Open J Drive from computer.
2. Select: DRMS B
3. Select: DRMS J33 Public
4. Folder: TSDF
5. File: FACTRANS
6. Database: TSDF2000.MDS
7. Select: Facility and Transporter Input

## C8. ENVIRONMENTAL Program

### Enclosure 24 - SOP for Updating Facility Information

#### Attachment 3 - Facility Email Request Format

Please provide documentation for all items identified in the attached document. Complete/updated information is required to remain on the Defense Reutilization and Marketing Service (DRMS) Qualified List of facilities. You may provide required information either electronically or mail to the following address:

Defense Reutilization and Marketing Office  
DRMS-BC  
74 N. Washington Ave.  
Battle Creek, MI 49037

If you have any questions please contact: [TSDFandTransporterinquiries@dla.mil](mailto:TSDFandTransporterinquiries@dla.mil)

**All requested documentation must be provided to DRMS within 30 calendar days from the date of this request or removal action will take place**

/r

(Name of Facility Reviewer)  
Environmental Specialist  
Defense Reutilization and Marketing Service (DRMS-BC)  
Hazardous Waste Disposal Processing Branch  
Comm 269-961-7017  
Fax 269-961-7736  
DSN 661

*The reader shall ensure that TSDF information requests shall include only information needed to complete the folder update. Select the requirements/updates that are needed from the attachment list below. Then include the edited list in the email request for information to the TSDF.*

Attachment:

## Facility Requirements/Updates:

1. Closure amount
2. Closure mechanism (bond, trust, surety)
3. Latest compliance inspection/report (Fed, State or Local) and documentation of corrective actions (if any)
4. TSCA permit and last EPA inspection if you are receiving PCB's
5. Permit(s) (cover page(s) recording expiration date)
6. Permit excerpts (what your facility is permitted to receive) PCB, RCRA waste codes etc.
7. Management Method Codes (H codes - approved treatments)
8. Regulatory POC and phone number
9. Pollution Liability Insurance (NRCRA facility)
10. Current environmental POC with phone number and email address

If you have any questions please call or email. Electronic submissions are best.

## **C8. ENVIRONMENTAL Program**

### **Enclosure 24 - SOP for Updating Facility Information**

#### **Attachment 4 - Accessing the ERS (BOSS) data**

- 1. Log on to DLA website: <https://www.drms.dla.mil/>**
- 2. Select: Environmental (left menu box)**
- 3. Select: Hazardous Waste Disposal (left menu box)**
- 4. Scroll down to “ERS Reports (BOSS)”**
- 5. Select: PUB.AT2 Report, TSDf Usage Report” or the “BN” report**
- 6. Enter parameters and run report.**

**C8. ENVIRONMENTAL Program**

**Enclosure 24 - SOP for Updating Facility Information**

**Attachment 5 - Example of a Removal Letter to a TSDF Facility**

DRMS-BC

X/X/XXXX

MEMORANDUM FOR RECORD

SUBJECT: Removal of Treatment, Storage, Disposal Facilities (TSDFs)  
from DRMS Qualified Facilities List

Recommend the following TSDF be removed from the DRMS Qualified  
Facilities List within five business days after final signature.

***(BOSS# and name)***

Attached is documentation from DRMS identifying reasons for  
removal. Clause H5.X.X applies.

PAUL MANK  
Chief,  
Environmental Division  
Disposition Process Management  
DRMS-BC

JUDY MALMQUIST  
Assistant Counsel  
Office of Counsel

BARBARA HEFFNER  
Chief, Hazardous Contracts Division  
Contracting

CC:

DRMS-G  
DRMS-J7  
DRMS-BC  
DRMS-DSDs

COORDINATION: DRMS-BC \_\_\_\_\_ DATE \_\_\_\_\_

## **C8. ENVIRONMENTAL Program**

### **Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008**

DRMS-BC

24 May 2007

Standard Operating Procedure (SOP)

Conducting an update of qualified Transporter file folders

Purpose: The purpose of this SOP is to provide standard procedures for conducting an update of folders for qualified transporters.

Guidelines: DRMS 4160.14 Chapter 8, Environmental Programs

Procedure: The following procedure is intended to provide a standardized process for updating DRMS-BC file folders for transporters appearing on the qualified transporter list. Further information needed to assess the transporter's ability to provide service should be done using other assessment procedures.

#### 1.0 Review of File Folders

1.1 Select the transporter file to be updated. Active transporters (transporters utilized in the past 12 months) will be reviewed at least annually. Determine if the transporter has been used within the past year. This will be accomplished using the Environmental Reporting System (ERS) report, -KT Reportll. The ERS report can be accessed by following instructions in Appendix A of this document. Transporters determined not to have been used within the past year will be removed from the qualified transporter list. Prior to removal, contact the transporter as outlined in section 4.0 Request for Information from Transporters, of this document to obtain updated information. If information is not received within the allotted time or response does not meet DRMS requirements, notify DRMS-J7 of intended removal action. DRMS-J7 will be notified at least three business days in advance. Refer to Section 3.0 Removal Actions, of this document for additional information.

1.2 Access the Department of Transportation (DOT) Safety and Fitness Electronic Records System (SAFER) database to view the transporter's safety and insurance information. See Section 2.0 SAFER Review, of this document for additional information. Locate the transporter's Safety Rating. In order to maintain a qualified status the transporter must have a satisfactory rating. If a transporter has an Unsatisfactory, Conditional rating, or no rating is available in the SAFER database, the transporter shall be requested to provide an satisfactory DOT rating. If the matter cannot be resolved, removal action shall be initiated. See section 3.0 Removal Actions, of this document.

1.3 Locate the —Facility and Transporter Input Form, ll in the file folder. The review process should include updating and reprinting this form each time the folder is reviewed. To access

the database that generates this form, refer to Appendix B of this document. Verify that information in the SAFER database is consistent with information found in the —Facility and Transporter Input Form. If inconsistencies are found, request information from the transporter as outlined in Section 4.0 Request for Information from Transporters, of this document. Place a copy of the updated Facility and Transporter Input Form in the folder.

1.4 After information has been (1) reviewed; (2) requested and received within the established time limits; and (3) there are no major issues noted during the review of the SAFER database and/or information provided by the transporter; the update process can be considered complete.

## 2.0 Explanation of Database Reviews

Tools used to update the qualified transporter files may include, the Department of Transportation (DOT) Safety and Fitness Electronic Records (SAFER) system, ERS (BOSS) database, historical information, and information provided by the transporter. The following subsections provide the reader with additional information on the SAFER and ERS systems.

### 2.1 SAFER Review

The DOT SAFER system offers company safety data and related services to industry and the public over the Internet. Users can do things such as search databases, order company safety profiles, and view insurance information. The system can be accessed at: **www.safersys.org** The reviewer shall view the safety rating, insurance, and permit information. To access safety and insurance information, select —Company Snapshot under the heading, —FMCSA Searches. Then type in the transporter's USDOT Number, MC/MX Number, or Name. Select the appropriate topic to review from the website. A —satisfactory safety rating is required for DRMS CONUS contracts.

### 2.2 ERS and Access Database Review

The Environmental Reporting System (ERS) is the DLA automated retail system used to requisition and manage supplies and services. The system may be used by DRMS-BC to track transporter information. The transporter file update process should include a review of information found in both systems. The ERS and Access databases can be accessed using instructions found in Appendix D of this document. Removal letters shall be signed by DRMS-G, DRMS-J7 and DRMS-BC. Once the status has been determined, DRMS-BC Trackers will update the BOSS database accordingly.

## 3.0 Removal Actions

Removal of a transporter from the qualified transporter list may be initiated for various reasons, most notably, inactivity. Prior to removing a transporter from the qualified list, DRMS-BC shall notify DRMS-J7 at least three business days in advance of removal action. If DRMS-J7 concurs with the removal of the transporter, DRMS-BC shall generate a removal letter to the transporter (see Appendix D) and send email notifications to DRMO CORs. Removals for non-conformance with DRMS solicitation/contractual requirements must have supporting documentation from the transporter audit attached and identify which H.3/H.5 clauses the transporter fails to meet. Removal letters for contractual non-conformance shall be signed by DRMS-G, DRMS-J7 and DRMS-BC.

#### 4.0 Request for Information from Transporters

Information requests should be made directly to the transporter and/or primary contractor via electronic mail. The –Facility Email Request Formatll located in Appendix C of this document should be used to document the request. The transporter shall have 10 business days to respond to DRMS-BC information requests. If after 10 business days there is no response, the facility shall be removed from the qualified transporter list. Removal letters shall be signed by DRMS-G, DRMS-J7 and DRMS-BC. Once the status has been determined, DRMS-BC Trackers will update the BOSS database accordingly. Refer to Appendix D of this document for an example of a facility removal letter.

## **C8. ENVIRONMENTAL Program**

### **Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008**

#### **Attachment 1 - Accessing the Environmental Reporting System (ERS)**

1. Open DRMS homepage: <http://www.drms.dla.mil>
2. Select “Environmental” from the left toolbar menu
3. Select “HW Disposal” from the left toolbar menu
4. Scroll down and select “ERS Reports (BOSS)”
5. Select “PUB.KT Report”
6. Select Parameters

## **C8. ENVIRONMENTAL Program**

### **Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008**

#### **Attachment 2 - Accessing the "Facility Input Form"**

- 1. Open J Drive from computer.**
- 2. Select: DRMS B**
- 3. Select: DRMS J33 Public**
- 4. Folder: TSDF**
- 5. File: FACTRANS**
- 6. Database: TSDF2000.MDS**
- 7. Select: Facility and Transporter Input**

## C8. ENVIRONMENTAL Program

### Enclosure 25 - SOP for Conducting an Update of Qualified Transporter File Folders, January 2008

#### Attachment 3 - Facility Email Request Format

Please provide documentation for all items identified in the attached document. Complete/updated information is required to remain on the Defense Reutilization and Marketing Service (DRMS) Qualified List of facilities and/or transporters. You may provide required information either electronically or mail to the following address:

Defense Reutilization and Marketing Office

74 N. Washington Ave.

Battle Creek, MI 49037

Attn: Joe Gehant or Lawrence Edmonds DRMS-BCE

If you have any questions please contact: [TSDFandTransporterinquiries@dla.mil](mailto:TSDFandTransporterinquiries@dla.mil)

**All requested documentation must be provided to DRMS within 10 business days from the date of this request or removal action will take place**

/r

(Reviewer Name)  
Environmental Specialist  
Defense Reutilization and Marketing Service (DRMS-BC)  
Hazardous Waste Disposal Processing Branch  
Comm 269-961-7017  
Fax 269-961-7736  
DSN 661

*The reader shall ensure that transporter information requests shall include only information needed to complete the folder update. Select the requirements/updates that are needed from the attachment list below. Then include the edited list in the email request for information to the transporter.*

Attachment:

## Transporter Requirements/Updates:

1. DoT Safer Rating
2. Haulers Permits (State requirement)
3. Insurance

If you have any questions please call or email. Electronic submissions are best.

**Enclosure 25 - SOP for Conducting an Update of  
Qualified Transporter File Folders, January 2008**

**Attachment 4 - Example of a Removal Letter to a Transporter**

DRMS-BC

X/X/XXXX

MEMORANDUM FOR RECORD

SUBJECT: Disapproval of Transporters

Recommend the following Transporter be disapproved from the  
Qualified Transporter List immediately after final signature.

***(BOSS# and name)***

Attached is documentation from DRMS identifying reasons for  
removal. Clause H5.X.X applies.

Paul Mank  
Chief,  
Environmental Division  
Disposition Process Management  
DRMS-BC

JUDY MALMQUIST  
Assistant Counsel  
Office of Counsel

BARBARA HEFFNER  
Chief, Hazardous Contracts Division  
Contracting

cc:

DRMS-G

DRMS-J7

DRMS-BC

DRMS-DSDs

COORDINATION: DRMS-BC \_\_\_\_\_ DATE \_\_\_\_\_

**Enclosure 26 – Letter of Memorandum**

Added 16 Nov 2009.

Employees out of compliance with training per 29 CFR 1910.1 through 1910.120, 40 CFR 264.16 and 265.16 are not performing duties without supervision. Sign date and place in official on-site training file. (DRMS-I 4160.14, Section 2, Chapter 8, paragraph C8.2.10.1.1.1.).

**Mandatory/Regulatory Courses include but not limited to:**

Department of Transportation Initial and Refresher Resource

Conservation and Recovery Act Initial and Refresher OSHA

Initial and Refresher

COR/COTR Initial and Refresher Study Period #74

Emergency Contingency Plan training Study Period #81

DOT Security Plan training Study Period #84

Date out of compliance \_\_\_\_\_

Course(s) out of compliance \_\_\_\_\_

Date Course is currently scheduled \_\_\_\_\_

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
Supervisor Signature and Date

DRMS J-33 9/29/2009

## **C 10. SMALL ARMS SERIALIZATION PROGRAM (SASP)**

**Added May 2012**

### **Enclosure 1 – Small Arms Weapons and Related Parts, Components and Accessories.**

#### **References**

See DOD 4000.25-2-M, Chapter 12, DOD 4160.28-M, DOD 4160.21-M, Chapter IV, Paragraph B63, DLA Disposition Services Instruction 4160.14, Section 2, CH 10, Small Arms Program.

Deviations from MILSTRAP requirements by DOD activities with small static inventories require concurrence of the Joint Small Arms Light Weapons Committee Group (JSA/LWCG) and approval of the DOD MILSTRAP System Administrator. SASP Program Manager will submit requests for deviations, to include appropriate justification, via electronic mail to: DLMSO@dla.mil (when using electronic mail, include "ATTN: JSA/LWCG Chair" in the subject line)

#### **Classification**

According to general classification guidelines furnished by the DOD program manager, the reporting of small arms data is considered classified only during the record reconciliation phase between the DOD and Military Service/Agency registries. Therefore, all small arms transaction reporting and record reconciliation within Defense Logistics Agency (DLA), and between DLA and DOD central agencies will be unclassified.

#### **General**

The Small Arms Serialization Program (SASP) is a DLA-wide system for the control of and accounting for small arms, by serial number, from initial receipt to final disposition. Only authorized users will be granted access to the SASP, upon receipt of the manager's request. Managers must notify the SASP PM immediately when personnel no longer require access. SASP user access will be reviewed annually by the SASP PM.

NOTE: Refer to 4160.14, Section 4, Supplement 2, CH 10, Small Arms; Section 3, Special Processing, Small Arms Weapons and Related Parts, Components and accessories.

#### **Responsibilities**

DLA Disposition Services serves as the DLA program manager. The DLA Central Registry operates according to the Defense Logistics Regulation (DLAR) 7510.3, Control of Small Arms by Serial Number. DLA Disposition Services processes actions to update the DOD Central Registry. DLA Disposition Services provides DLA representation to the Joint Small Arms Coordinating Committee to participate in the resolution of systems problems. DLA Disposition Services ensures that DLA Disposition Services, Field Offices comply with the provisions of this instruction. The Defense Logistics Services Center (DLSC) provides the required automatic data processing systems support to maintain the DLA Central Registry.

#### **SASP Accounting**

Register small arms that are under the control of a DLA activity by individual serial number in the DOD and DLA Central Registries. The DLA Central Registry is maintained by DLA Disposition Services, Battle Creek, MI.

Registration will not be done for any small arms that is demilled before receipt, or for those weapons in Military Assistance Program (MAP) accounts. Demilled weapons are turned in as scrap; no serial number identification.

Perform annual reconciliation of weapons inventory. Reference DOD 5105.22, DLAR 7510.3, and DOD 4000.25-2-M.

Respond to queries for investigation of the last accountable activity in DLA for small arms within 72 hours, as prescribed by the DOD Central Registry.

### **Serialized Small Arms Storage**

Store complete weapons, weapon receivers, and barrels when attached to receiver assemblies, which contain the weapon's serial number in approved arms room facilities according to DOD 5100.76-M, Chapter 3. These facilities require the designation of "Restricted Area" by the host installation commander. Refer to the DLA Physical Security Guide Paragraph D3n(1)(e) for security procedural guidance.

### **Non-Serialized Small Arms Parts**

All non-demilitarized bolts, trigger assemblies, and barrels not attached to a receiver assembly will be stored in the DLA Disposition Services, Field Office secure area/building. In addition, items with a CIIC of 2, 3, 4, and N (parts only – not complete weapons) will be stored in the DLA Disposition Services, Field Office pilferable storage area. When a DLA Disposition Services, Field Office secure area/building is inadequate, the host will store those parts.

### **Security**

Transportation of small arms and subparts will be in accordance with DOD 5100.76-M, Chapter 6. Similarly, the DLA Disposition Services, Field Office Chief is responsible for assurance that small arms parts removed from the DLA Disposition Services, Field Office secure area/building are under constant DLA Disposition Services, Field Office surveillance until DEMILLED and any UNDEMILLED parts are returned to the DLA Disposition Services, Field Office secure area/building at the close of the business day.

**Small Arms/Light Weapons SA/LW.** For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 Caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

**C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)**

**Enclosure 2 – Reutilization/Transfer/Donation (R/T/D) Weapons**

C5.7.4. Small Arms Approval Required.

C5.7.4.1. If a requisition is for a small arms end item (Material Screening Code S item); it must be approved by DLA Disposition Services, J421 before issue. Forward requisitions received without approval to the Disposition Services, Reutilization branch.

C5.7.4.1.1. Customer submits 1348-1As Disposal Turn in Document (DTID) and Requisitions by email or fax to the DLA Disposition Services, J421, Reutilization office. J421 validates the Department of Defense Address Activity Code (DODAAC), reviews DD Form 1348-1As for accuracy and inputs requisitions on customer's behalf. J421 sends copies of the completed DD Form 1348-1As to the appropriate Item Manager for review and approval. (Requires signature and date from Item Manager.) J421 coordinates with DLA Disposition Services field site on issuing the small arms requisitioned.

C5.7.4.2. DLA Disposition Services will ensure that:

C5.7.4.2.1. a) Department of Defense (DOD) and Federal civil agency orders originate from, or bear the approval of, the Service designated control point.

C5.7.4.2.2. b) Transfer to Federal civil agencies documents, SF 122s, require the signature of the General Services Administration (GSA) designee or authorized representative approving the release.

C5.7.4.3. DLA Disposition Services will review and authenticate releases for all transfers and donations. Donations are prohibited, except to those Service educational activities (SEAs) authorized to receive surplus small arms by the sponsoring Military Service. Designated control points will screen and validate orders based upon the coordinated decisions of the sponsoring Military Service. SF 123s, approved by the appropriate designee, must be routed to DLA Disposition Services, J421, for further review and authentication before release by DLA Disposition Services is authorized.

C5.7.4.4. Small arms requests from DOD Morale, Welfare, and Recreation Activity (MWRA) and/or the Services must originate from servicing accountable officers only, not the accountable officer of the MWRA and/or Service; and be approved by the designated Military Service and/or Defense Agency control point, and be further authenticated by DLA Disposition Services before release.

C5.7.4.5. Authorized recipients may screen small arms on DLA Disposition Services accountable records.

C5.7.4.6. Major components of small arms will not be ordered for the purpose of assembling complete weapons, circumventing the controls imposed here for acquisition of small arms and serialized control.

**C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)**

**Enclosure 3 – Small Arms Central Demil Division (CDD) Anniston Serialized Weapon SOP.**

DLA DISPOSITION SERVICES STANDARD OPERATING PROCEDURE (SOP)

Subject: DLA Disposition Services SOP for Central Demil Division (CDD) Anniston Serialized Weapons Processing	Date Revised: 6/20/2011
Reference (DLA Disposition Services-I or One Book Chapter): DLAD 5025.30, Control of Small Arms by Serial Number; DOD 4000.25.-2.M, MILSTRIP, Chapter 12; DLA Disposition Services-I 4160.14 , Section 2, Chapter 10, Small Arms Program; DLA Disposition Services-I 4160.14, Section 3, Special Processing and DOD Demil Manual 4160.28-M	<b>Issuing Office:</b>  <b>J-31</b>

Actions or Tasks	Assigned to:  (Job Role)
<p><b><u>GENERAL</u></b> The Small Arms Serialization Program (SASP) is a DLA-wide system for the control and accounting for small arms and light weapons, by serial number, AND national stock number (NSN) from initial receipt to final disposition.</p> <p>This SOP identifies the process, procedure and instructions for the following type transactions: Shipment to other Agencies or Activities, Foreign Military Sales (FMS) shipments; Inventory Adjustment; Receipt, Shipment, and Demilitarization.</p> <p>Employees at DLA Disposition Services CDD Anniston must read and sign this SOP prior to beginning work. Signed SOPs must be retained indefinitely in the CDD Administration files.</p> <p>CDD Anniston Chief is responsible to notify Small Arms Program Manager (PM) when an employee no longer requires access to Small Arms Serialization Program.</p> <p><b><u>REPORTS MAINTENANCE</u></b></p> <p>Small Arms Monthly Reports (Pending Receipts/Pending Deliveries)</p> <p>Both reports generated biweekly by SASP PM and emailed to site to work</p>	

Small Arms Weekly Reject List

This report is generated by the DLA Disposition Service field activity

**PENDING RECEIPTS/PENDING DELIVERIES (PR/PD Status in SASP)**

Pending receipts will be reviewed bi-weekly. Pending receipts over 30 days will be input as an "A" transaction, sending notice to activity; Weapon not received. Used to respond to follow-up request. If no response and/or not received after 15 days of "A" transaction, input "D" transaction.

Remove Outstanding Shipment input is a "D" transaction; Shipment Reversal. Used to reverse an invalid shipment transaction (code S) for which a serial number was previously reported to a Component Registry. (removes old transactions when activity does not input transaction)

Pending Delivery shipments which do not receive an R from the requisitioning activity, CDD staff should contact the requisitioning activity.

Reference: DOD 4000.25-2-M, January 2006, Change 5, C12.8.2

**SASP CORRECTIONS**

Corrections can be made at three levels: DLA DISPOSITION SERVICE CDD Anniston, SASP PM or DLIS-LAR programmers, depending on type of correction required.

Corrections that cannot be made at DLA DISPOSITION SERVICE, CDD Anniston level will be forwarded to the SASP PM. SASP PM will submit a Work Order to J6 Helpdesk for assistance from DLIS-LAR for corrections that PM cannot make.

Reference: DLA Disposition Services Small Arms Program User Manual January 2009

**DOCUMENTATION:**

Small Arms SOP must be posted and available at DLA Disposition Services CDD Anniston.

Weapons documents have an indefinite retention time. Maintain hardcopy file documentation in accordance with DLA Records Management guidance.

eDOC: DTID, Verified Serial Number Demil Listing, and Inert Certificate, Letter of Authorizations.

**RECEIVING GENERAL:**

1. Minimum of two employees must be present to open, operate and close building at facilities operated by DLA Disposition Service.
2. All visitors, to include cleaning crews, maintenance workers, etc. must be escorted at all times. (excluding DLA Disposition Service employees)
3. When any CDD Weapon Center warehouse outside access door is open, the Weapon Center personnel must maintain constant view of the door until the door is closed.
4. Pre-receipt/notification should be accomplished between the CDD Demil Weapon Center and turn in activity.
5. Completion of Small Arms Checklist shall be performed before receiving begins.
6. Oldest property is worked first; Box/crate is closed and banded at all times, unless being worked; do not separate documentation from property.

All small arms transportation movement between buildings and facilities must comply with DOD 5100.76-M, CH 6, Appendix 3.5.1.

When truck arrives, review paperwork to ensure DTIDs and inert certificates are on property. Validate property is serialized weapons, not parts. (Parts go to the CDD Anniston with CDD DODAAC SYD2054). Complete and attach Form 355 to each pallet when the truck is off loaded. Truck seal numbers are maintained per the Seal log.

1. If parts, redirect truck to CDD Anniston building. **(NOT BLDG 104)**
2. If property is for other activity/services redirect truck to appropriate building and complete SDSAN Form 645 and contact activity/service POC.
3. If mixed shipment is offloaded, tag activity/services property and store separately from the CDD Demil Weapon Center property. Complete SDSAN Form 645 and contact activity/service POC.

4. Property moved to the 917 AREA must be registered in the 917 Log. Do not remove any documentation from property. Contact generator of the weapons, from the log, to get assistance on what is needed so weapons can be processed. 917 AREA will be reviewed weekly to ensure items are worked timely. If required information is not received Reject on 917.
5. Nonconforming, e.g. un-banded, non-secured, torn or damaged containers must be rejected, upon receipt and immediately return shipment to generator. Complete the 917 process.
6. Shipments that are missing proper documentation or if missing parts are not listed on the turn in document the weapon(s) will be rejected and returned to the generator with a DLA Disposition Services Form 917, stating that the National Stock Number (NSN) is for a whole item only and does not apply to the item turned in) require return to generator, follow 917 procedures.

**NOTE: See accessing 917 Process end of Receiving Section, Below.**

The CDD Anniston Weapon Demil Center staff will ensure that all weapons received under one turn in document (DD Form 1348-1a) have the same supply condition code and that a serial number and/or a list of all serial numbers are provided with the 1348-1a.

CDD Anniston Weapon Demil Center staff will verify that small arms certification has been provided on the DD Form 1348-1a for small arms weapons, receivers and barrel assemblies.

CDD Anniston Weapon Demil Center staff employees will physically inspect the weapon shipment and verify each serial number found on the weapon matches the serial number on the listing provided by the Generator with the shipment. Each matched serial number will be circled on the original listing. Inspect each weapon to ensure no ammo remains in weapon.

For Local Stock Number (LSN) (no complete NSN provided), the following must be annotated on the DTID:

- a. Appropriate FSC
- b. Part Number
- c. Manufacturer Name
- d. End item application
- e. Statement explaining why NSN is not included
- f. Demil code statement if Demil code is not on 1348-1A

Note: LSNs may require addition to SASP. To add the LSN to the SASP, submit LSN information to SASP Program Manager.

**RECEIVING STEPS**

- A) Upon opening container, both verifiers must remain with the property until receiving has been completed. If one must leave the area, the container(s) must be sealed, nailed closed.
- B) Two man Site Verification. One person to read serial number off of the weapon. Second person to find serial number on list, repeat the number back and circle the serial number.
1. Annotate DTID with receipt information: quantity, condition code, container type, number of containers, sign, date (date from 355 Form), include location, with Demil required stamp. If weapon has extra barrel (M-60s, 50 cal, etc.), annotate the number of barrels included with the weapons. Extra/loose barrels must be stored in the same container with the weapons on that DTID.
  2. The receiver will sign the DD Form 1348-1a. A copy of the paperwork will be placed inside the box as well as on the outside of the box. The box will be banded and sealed at this time. Band container –. Annotate packing list with storage location. Originals (1348-1a, inert Certification and serial number listing) are turned into admin for SASP input.
  3. Once all serial numbers are verified, both verifiers must sign and date (use date verified NOT receipt date) listing/DTID.

**NOTE: If the serial number is not found, annotate the list with the serial number stamped on the weapon. Initial, date and write statement on listing.**

4. The CDD Weapon Center employees will input the weapon serial number into the Small Arms Serialization Program (SASP), eDOC and file hard copies.
5. Once DTIDs are input into SASP, prepare bar-code label and demil certificate. Provide label and cert to individual storing property.
6. Attach bar-code label to property. Place demil certificate in packing list.
7. Store Property.

### **RECEIVING LARGE SHIPMENTS GENERAL**

Demil weapon center employees should work with turn in generator to schedule shipment in increments, versus large shipments.

- a.) Obtain advance copy of turn in documentation.
- b.) Agree on reasonable amount of weapons that can be received and managed from the in transit time to time of disposal.
- c.) Consider weapon type, quantity and amount of storage space necessary to accommodate receipt.

### **RECEIVING STEPS (LARGE SHIPMENTS)**

1. If one DTID is received with large quantity that cannot be stored in one box/tri-wall, ensure the serial numbers are identified for each box/tri-wall by the following;
  - a. Circle those verified in Box 1 and identify on serial number list as being contained in Box 1. Complete signature and date requirements, Make 3 copies: for inside box, eDOC, and outside package. Band box.
  - b. Box 2: Check  $\checkmark$  serial numbers on serial number list and identify these weapons as being contained in Box 2. Complete signature and date requirements. Make 3 copies: for inside box, eDOC, and outside package. Band box.
  - c. Continue as above for any additional boxes, as needed: Box 3: Use an X to identify the weapons in Box 3. Box 4: Use a dark dot  $\bullet$  to identify weapons in Box 4.
2. Once DTIDs are input into SASP, prepare bar-code label and demil certificate. Provide label and cert to individual storing property.
3. Attach bar-code label to property. Place demil certificate in packing list.
4. The following morning, personnel will run a report in Daisy to insure all actions have successfully run to Daisy.

5. eDOCS: Under Issues (DTID, verified serial number list, and inert certificate, 1348, and pertinent supporting documentation)
6. File hard copies in Active file.
7. Send mail back copy of DTID to generator unless letter is on file from generator authorizing use of eDOCS for mail back copies.
8. Upon completion of Demil or Reutilization, pull documentation from the Active file, attach Demil Certificate or issue document and file in Inactive file. File by Julian date, serial number (alpha before numeric), DODAAC.

#### **ACCESSING 917 PROCESS**

Direct access to DLA Disposition Services SITREP system is available at:  
<https://pep1.bsm.dla.mil/consent>

**NOTE: Complete the SITREP process. See DLA Disposition Services-I 3020.1, DLA Disposition Services SITREP and 4160.14, Section 1, Chapter 2, C.2.3.**

#### **REUTILIZATION OF WEAPONS (INCLUDING FMS):**

Reutilization of weapons must follow established procedures. The CDD Anniston does not have the authority to approve the issue of weapons. Once a MILSTRIP is received for a weapon(s) from a DOD activity, contact DLA Disposition Services J-421 who will coordinate the approval with the Item Manager for the Service requesting the weapon. Retain copies of the approval notifications. Input an S transaction into SASP when the weapon is shipped to the DOD activity.

#### **FMS Shipments:**

1. Container and pallet if wood must be inspected and have the inspection stamp.
2. Container will be packed by two employees and the re-serialization list (follow re-serialization steps above) will be signed and dated by the two employees.

3. Documentation: Original and 4 copies
  - a) 1 copy set inside property
  - b) Original and 3 copy sets on outside of box inside a packing slip.
4. Annotate the Requisition number on the box and the packing slip to prevent lost paperwork.
5. Input an F transaction into SASP when the weapons are shipped.
6. Demil certificates will be removed from packing envelop before shipping.

**PROCESSING WEAPONS FOR DEMIL:**

1. Determine demil performance method (i.e., Contract, Captain Crunch, or torch cutting).
2. Run "W" status list (Excel spreadsheet). Ensure oldest items are demilled first.
3. The weapons will be counted prior to any demil actions being performed. If the box of weapons and count match the documentation, demil operations will take place.
4. A Demil Certifier and Verifier will be present doing all demil of small arms weapons. Once Demil is completed, a Demil placard will be signed by both and the documentation will be kept by the verifier, pending input into SASP and filing.
5. The information will be input to SASP and with the daily batch run will cross to Daisy to take the items off DAISY and show as ZZ status in SASP, indicating the record has been closed.

**NOTE: Due to SASP system, partial Demil input cannot be processed, therefore a Demil placard for each partial must be completed and only one input into SASP for the total quantity. All partial placards must be scanned into eDOCS.**

**PROCESSING BURNT WEAPONS**

Burnt weapons or any weapon that the serial number cannot be sight verified, CDD will contact Army, LOGSA, for issuance of ARM number. If the Army does not issue an ARM the weapon will be returned to the generator, requesting the input of "L" transaction code if battlefield destroyed or "V" if they can verify the weapon was destroyed sufficiently to meet the demil requirement. Once completed, the generator may turn the item in as scrap, not identified by serial number.

**NOTE: The citation for the site verification is covered in AR710.3, Para 4.**

**PROCESSING MORATORIUM WEAPONS TO CIVILIAN MARKSMANSHIP “CONDITION H CONDEMNED”**

CDD will use the Army provided “Approved List.”

Army will provide requisition numbers

Follow established procedures for issuing weapons

**RELOCATION:**

1. Input new location into Daisy.
2. Annotate barcode with new location, or print new barcode label

**REMOVAL OF PARTIAL ITEMS WITHIN A SEALED CONTAINER:**

1. If band or seal is broken on a container for inventory or partial removal of DTIDs, reserialization all weapons remaining in container must be performed immediately.
2. Follow Re-serialization steps below.
3. Annotate seal log of removal and new seal #

**RE-SERIALIZATION:**

1. Using the serial number listing from SASP, verify each weapon.
2. Minimum of two people required to verify serial numbers. One person to read

number off weapon. Second person to find serial number on list and once found, repeats the number back to the person reading the number on the weapon. Once matched, circle the number on the list or DTID. Highlighters can NOT be used.

3. Use v (check mark) for 2<sup>nd</sup> verification and both verifiers must sign and date serial number listing and annotate check mark used for date.
4. If a 3<sup>rd</sup> verification is required use X, both verifiers must sign and date serial number listing and annotate X used for date. If a 4<sup>th</sup> verification is required use a ●.
5. Upon completion of any verification place one copy of DTID, annotated serial number list, and inert cert **inside box**. One copy of DTID, annotated serial number list, and inert cert goes in packing list **outside of box**. eDOC one copy of DTID and signed re-serialization list.
6. Container will be marked "Box opened and re-serialized" and dated.

**NOTE: Due to SASP system, partial demil input cannot be processed, therefore a demil placard for each partial must be completed and only one input into SASP for the total quantity. All partial placards must be scanned into eDOCS.**

**ANNUAL WEAPONS RECONCILIATION:**

**A. GENERAL:**

1. The annual reconciliation will be conducted each year.
2. The SASP Program Manager will coordinate the reconciliation and provide the notification and reconciliation listing to the CDD.

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**B. RECONCILIATION PROCESS:**

CDD Anniston Demil Weapon Center receives the Annual Reconciliation for the prior fiscal year, from DLA Disposition Services HQ Battle Creek, Small Arms Program Manager.

Each weapon listed on the reconciliation report must be physically site verified by serial number. Circle each serial number as it is verified. For discrepancies or corrections annotate the action taken.

Once all serialized weapons on the reconciliation list have been site verified, corrections made, and actions completed sign and date the reconciliation certificate statement. Return to DLA Disposition Services HQ Battle Creek Small Arms Program Manager by either fax or email.

Retain originally signed reconciliation documents as prescribed for Small Arms record guidance.

### **REPORTING WEAPONS LOSS**

Use of the FLIPL Automated Program (FAP) is mandatory for all discrepancies requiring the use of the DD Form 200, regardless of the dollar value FLPL.

Instructions, guidelines are available at

<https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/PropertyAccounting/PropertyAccounting.pdf>

**DEMIL WEAPON CENTER EMPLOYEE CERTIFICATE OJT SOP**

New employees to a weapon facility must read and sign prior to beginning work.

**\*\*\*\* I have read and understand the Small Arms Demil Weapon Center Standard Operating Procedures for the proper processing of weapons and parts**

Name \_\_\_\_\_ (typed or printed)

Employee

Signature \_\_\_\_\_ date \_\_\_\_\_

Name \_\_\_\_\_ (typed or printed)

Supervisor

Signature \_\_\_\_\_ date \_\_\_\_\_

**C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)**

**Enclosure 4 – Small Arms Receiving Checklist**

**SMALL ARMS CHECKLIST**

A technically qualified/responsible person will inspect all complete small arms weapons and small arms barrel and receiver groups prior to turn-in to the Central Demil Division (CDD) Anniston.
The certification will be signed and dated by the individual who inspected the property.
The Letter of Authorization for Inert Certifier/Verifier should be received with turn in
<del>DRMO</del> <b>DLA Disposition Services</b> personnel to re-inspect complete small arm weapons and small arms barrel and receiver groups prior to initiating demilitarization actions at the CDD.
CDD Anniston must inspect and verify that the serial numbers on all small arms weapons and all small arms parts accurately match the serial number recorded on the DTID 1348-1 and the serial number recorded in the Small Arms Serialization Program database.
Verify small arms/receivers by serial number. Verify parts by count. Verify any non-demilitarized property returned to the weapons storage facility.
<b>NOTE:</b> Do not leave non-demilitarized or demilitarized but not certified small arms/receivers unattended at any time.
Prior to DEMIL inspect all ammunition chambers for live cartridges. If any live cartridges are found, follow AEDA <b>MPPEH</b> SITREP procedures. If the bolt is present, put it in the forward position to assure proper DEMIL.
Both the certifier and verifier <b>MUST</b> be present during demilitarization.
The certifier will perform or supervise demilitarization.
Certification <b>MUST</b> be completed the same day that demilitarization is performed.
After Demil is performed, input transactions according to 4160.14, Section 2, Chapter 10, Small Arms Program.
Identify residue of demilitarized small arms/receivers into the appropriate scrap classification. Do not identify by NSN or serial number.

**C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)**

**Enclosure 5 – HQ Small Arms Program Manager Standard Operating Procedures**

DRMS STANDARD OPERATING PROCEDURE

Subject: DRMS SOP for DRMS HQ Small Arms Program Manager	Date: 6/18/2010
Reference (DRMS-I or One Book Chapter): DOD 4000.25-2-M MILSTRIP, DLA Disposition Services Instruction 4160.14 , Section 2, Chapter 10, Small Arms Program.	Issuing Office:  J-31

Actions or Tasks	Assigned to:  (Job Role)
<p>Data Owner responsible for approving or disapproving access to the system.</p> <p>User access will be reviewed annually. Small Arms Serialization Program Manager (SASP PM), upon receiving notification, will request immediate termination of SASP system access for any personnel that no longer require access.</p> <p>Serve as subject matter expert or as liaison to a subject matter expert, concerning new programming requirements or program modifications.</p> <p>Responsible for functional testing of program modifications, new requirements or program modifications driven by Magic tickets, prior to release to production.</p> <p>Administer policy/procedures and write/maintain guidance to include Standard Operating Procedures and DLA Disposition Services Instruction 4160.14, DLA One Book. Prepare charts, briefings and other correspondence as it relates to Small Arms.</p> <p>Give authority to the field to input data corrections, deletes and add to the SASP inventory.</p> <p>Request reconciliation Annually from DLA Disposition Services Demil Weapon Centers and DLA Activities. Provide guidance to field on reconciliation and ensure results are received in a timely manner and that needed research and adjustments are</p>	

input. Reconciliation is required from all AACs with active small arms inventory.

Research problems reported from the field to verify systemic problem vice user error. Elevate systemic problems through the input of a Work Order to the Help Desk. Maintain adequate oversight necessary for corrections and reconciliation of transactions.

Validate NSNs fall under Small Arms Serialization Program, when NSNs are not in the NSN file by contacting Central Registry. Add or delete NSNs from the NSN file.

Interrogate history file for specific FOIA, Central Registry, or other agency requests.

Prepare yearly report for OSEC Exchange (OSD) and DLA Small Arms PM.

Serve as liaison between field and Central Registry to assign a serial number for registry purposes in cases of small arms with missing obliterated, mutilated, or illegible serial numbers.

Maintain field Point of Contacts for SASP.

Generate Monthly Pending Receipt and Pending Delivery Report:

- a. Send copy to Demil Weapon Center
- b. Demil Weapon Center lead to resolve outstanding transactions with generator liaison. Notify SASP PM if additional intervention is required by SASP PM or Systems support.
- c. SASP PM will monitor and track the performance of Demil Weapon Center staff to manage Small Arms inventory & Reporting requirements.

**C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)**

**Enclosure 6 – Small Arms Standard Operating Procedure  
Managing Department of Energy (DOE) Weapons**

DRMS STANDARD OPERATING PROCEDURE

Subject: SOP for Managing DOE Weapons	Date: 8/10/2010
Reference (DRMS-I or One Book Chapter): DOD 4000.25-2-M MILSTRIP, DLA Disposition Services Instruction 4160.14 , Section 2, Chapter 10, Small Arms Program.	Issuing Office:  J-31

Actions or Tasks	Assigned to:  (Job Role)
<ol style="list-style-type: none"> <li>1. Memorandum of Agreement from The DLA Disposition Services and the Department of Energy (DOE) on file with SASP PM.</li> <li>2. Receive advance funding from the Department Of Energy in the amount of \$25.00 per weapon to be processed.</li> <li>3. Deposit the funds into an account number that is being prepared by Headquarters Battle Creek.</li> <li>4. Receive advance copies of the documentation showing the National Stock Number (NSN), Disposal Turn In Document Number (DTID) DD FORM 1348-1, Quantity and the Serial Numbers for each weapon to be shipped from each separate location. This information may be emailed to Central Demil Division, (CDD) Anniston, AL.</li> <li>5. Since these weapons are not currently covered on the Small Arms Serialization Program (SASP) the CDD will input a "B" Transaction into SASP to establish the record for tracking purposes.</li> <li>6. The weekly SASP Listing will be reviewed each week to insure all weapons are established so future input may be made to show receipt and demil of the weapons.</li> <li>7. The location where these weapons are being shipped from will notify the CDD</li> </ol>	

that the weapons are being prepared for shipment to the DR.\10. An estimated shipping date will be established at this time.

8. The shipment arrives the CDD for processing. The CDD will take the weapons to the CDD's Small Arms Facility located in Building 104 for the receipt and storage process. Host security will be notified to assist in getting the building open and stay during the receipt process.
9. The weapons will be serialized and placed back into a container for future demil. No *R/T/D* screening will be permitted on these weapons.
10. Since no *R/T/D* screening will take place on these weapons the stocks, forearms and any non-metallic items will be removed on receipt.
11. A completed 1348-1, (showing receipt) and a copy of the serial numbers will be attached to the storage container.
12. The original DD Form 1348-1, with a complete listing of all serial numbers will be returned to the CDD for input.
13. The CDD weapon staff will be responsible for the input of the required information into Daisy.
14. Once the accountable records are up to date the CDD weapon staff will input the "R" transactions into SASP.
15. Once this transaction is complete the documents will be placed in a suspense file awaiting the placard from Daisy to complete the required demil.
16. Copies of the Turn In Document and serial number will be returned to the generator of the weapons. A complete address should be included on the original document.
17. Once the placard is output the Property Management Branch will schedule demil of the weapons. Security will be notified and be with the weapons until each one has been destroyed in accordance with DOD 4160.28-M, Demil Manual.
18. The documents will be picked up at the main CDD from the suspense file by the CDD staff on the weapons to be destroyed.
19. Weapons will be removed from the Small Arms Facility and delivered to the CDD Scrap Processing area, Bldg 104 for demil. The weapons will be re-serialized prior to destruction.
20. When the demil is completed the demil certifier and verifier will complete the required paperwork indicating that all procedures were followed. Complete signature is required.

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>21. The CDD staff will input the XS4 transaction into Daisy showing the material has been destroyed.</li><li>22. The completed documentation will be input the "V" transaction indicating that the demil has taken place in SASP.</li><li>23. Once all paperwork and inputs have been completed the original document will be filed in the accountable records file and a copy of the all paperwork including the serial numbers will be placed in the small arms record file.</li><li>24. This will complete the entire process on the first shipments of weapons from DOE. This SOP may be revised at any time during the process or modified to accommodate other activities that might have weapons for receipt and demil</li></ol> |  |
|---|--|

## **C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)**

### **Enclosure 7 – Internal Small Arms Information**

**Non-serialized** demil required weapon parts and components may be turned into DLA Disposition Services Central Demil Divisions (CDD) Anniston, AL; McAlester, OK, or Tucson, AZ. **Anniston, Alabama is the ONLY AUTHORIZED CDD for Serialized Weapons, parts, and components.**

**Serialized Small arms, parts, components, and weapons** will only be accepted for turn in at the DLA Disposition Services Central Demil Division Anniston, AL. For reutilization or disposal the generating military personnel or contractor of the DLA activity will contact the DLA Disposition Services Central Demil Division (CDD) Anniston, Alabama at (COMM) 256-741-5462 or (DSN) 571-5462 for turn-in and shipping instructions. Generating military personnel or contractors of the DLA activity will also be informed of small arms that are unacceptable for disposal (as covered by moratorium). This will alleviate unnecessary shipments of small arms and weapons. When possible, prior to shipment the CDD will assist the generator with identifying, and resolving any problems that may prohibit or delay the acceptance of a small arm.

The generator will update their component small arms registry, and electronically transmit the shipment transaction to the DLA SASP as instructed in DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures.

The generating military personnel or contractor of the DLA activity will send the small arms weapon in partial or complete form to the DLA Disposition Services CDD in Anniston, Alabama. A listing of serial numbers associated with each DD 1348-1, Inert Certificates, and the Letter of Authorized Personnel (LOA) addressed to Central Demil Division Anniston, AL (Att) will be furnished with each turn in of weapons. Partial and/or complete weapons will not be mixed on a DD 1348-1.

#### Weapons Unauthorized Shipment

For weapons received at DLA Disposition Services field sites, other than Anniston, Alabama:

Prepare a SITREP, <https://pep1.bsm.dla.mil/consent>

Contact the host security to secure weapon, pending retrieval by generator.

Contact generator to pick up weapon.

If generator is unable to retrieve weapon, return to generator following 917 SOP, [https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP\\_2008-002.doc](https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-002.doc)

[https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP\\_2008-022.doc](https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/AdminServices/SOPs/SOP_2008-022.doc)

**MUST BE ON OFFICIAL LETTERHEAD**

(Edited Nov 2012)

IN REPLY

XXXX-XX

Date

MEMORANDUM FOR DLA DISPOSITION SERVICES,  
CENTRAL DEMIL DIVISION ANNISTON

SUBJECT: Inert Certification Authorization

In reference to DOD 4160.28-M, the following personnel are technically qualified/responsible for inspection and certification of small arms weapons and small arms barrel and receiver groups as being inert. The Certification Statement, ~~“I certify that the item or items listed hereon have been inspected by me and to the best of my knowledge and belief contain no items of dangerous material.”~~ **“The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of material potentially presenting an explosive hazard,”** will be entered on the turn-in document (DD Form 1348-1) prior to turn in. The certification on the turn-in document will be signed and dated by the individual making the inspection.

OFFICIAL NAME \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
(Signature)

Please address any comments and/or questions to the undersigned at ???-??-????.

**OFFICIAL NAME OF PERSON HIGHER THAN HIGHEST RANK LISTED ABOVE.**

**ORGANIZATION**

## **C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)**

### **Enclosure 8 – External Small Arms Information**

Definition: Small Arms/Light Weapons SA/LW. For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

**Non-serialized** demil required weapon parts and components may be turned into DLA Disposition Services Central Demil Divisions (CDD) Anniston, AL; McAlester, OK, or Tucson, AZ. **Anniston, Alabama is the ONLY AUTHORIZED CDD for Serialized Weapons, parts, and components.**

**Serialized Small arms, parts, components, and weapons** will only be accepted for turn in at the DLA Disposition Services Central Demil Division Anniston, AL. For reutilization or disposal the generating military personnel or contractor of the DLA activity will contact the DLA Disposition Services Central Demil Division (CDD) Anniston, Alabama at (COMM) 256-741-5462 or (DSN) 571-5462 for turn-in and shipping instructions. Generating military personnel or contractors of the DLA activity will also be informed of small arms that are unacceptable for disposal (as covered by moratorium). This will alleviate unnecessary shipments of small arms and weapons. When possible, prior to shipment, the CDD will assist the generator with identifying, and resolving any problems that may prohibit or delay the acceptance of a small arm.

The generator will update their component small arms registry, and electronically transmit the shipment transaction to the DLA SASP as instructed in DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures.

The generating military personnel or contractor of the DLA activity will send the small arms weapon in partial or complete form to the DLA Disposition Services CDD in Anniston, Alabama. A listing of serial numbers associated with each DD 1348-1, Inert Certificates, and the Letter of Authorized Personnel (LOA) addressed to Central Demil Division Anniston, AL (Att) will be furnished with each turn in of weapons. Partial and/or complete weapons will not be mixed on an IRRD.

DLA Disposition Services Small Arms Program Manager contact is: [Sandra.young@dla.mil](mailto:Sandra.young@dla.mil), 269-961-7259 or DSN 661-7259.

**MUST BE ON OFFICIAL LETTERHEAD**

(Edited Nov 2012)

IN REPLY

XXXX-XX

Date

MEMORANDUM FOR DLA DISPOSITION SERVICES,  
CENTRAL DEMIL DIVISION ANNISTON

SUBJECT: Inert Certification Authorization

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OFFICIAL NAME \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
(Signature)

Please address any comments and/or questions to the undersigned at ???-??-????.

**OFFICIAL NAME OF PERSON HIGHER THAN HIGHEST  
RANK LISTED ABOVE.  
ORGANIZATION**