Knowing the ins and outs of property disposal can often be daunting. Determining what form needs to accompany a turn-in can often be just as intimidating.

This pamphlet attempts to familiarize and simplify common types of property with their corresponding required documents

Questions concerning what form or document is required for a turn-in can be answered by a Disposal Service Representative.

"By failing to prepare, you are preparing to fail."

-Benjamin Franklin

www.dla.mil/dd

Services. To contact a customer support specialist, or This pamphlet is intended the world of property disposal with DLA Disposition browse through an easy to use comprehensive information, please visit: basic introduction into site with more

Property Turn In

Preparation



DLA Disposition Services

Below is a sample of different additional forms and documents required for certain property with special handling characteristics. Please note, this is not an all-inclusive list and is not comprehensive.

All additional turn-in documents and instructions can be located online at: www.dla.mil/ddsr

Certification of Hard Drive Form Certification of Hard Drive Disposition Check if hard drive or similar data storage components have been removed. This certifies this hard drive: Serial No. Barcode No. Make/Model was Overwritten / Degaussed / Destroyed in accordance with DoD Memo dated June 4, 2001, "Disposition of Unclassified DoD Computer Hard Drives", on (Date) Software / Degausser (Manufacturer, Product Version, Date) Method of Destruction (e.g., approved metal destruction facility)

Air Conditioners

REFRIGERA	Precerbing Authority DoD 4160,21M	TEMENT
IN COMPLIANCE WITH THE REQU SECTION 608, I CERTIFY THAT T IN ACCORDANCE WITH THE U.S	THE REFRIGERANT HAS BEEN	
NAME		
(Required by regulation) (Certified Techn	nician recovering the refrigerants	
ADDRESS		
(Required by regulation) (Service Organi CITY (Required by regulation)	STATE	ZIP CODE
DATE REFRIGERANT REMOVED		
(Required by regulation)		
SIGNATURE OF TECHNICIAN		
(Required by regulation) GENERATOR/DRMO		
	e to the equipment to demonstrate	compliance during regulatory inspections
ITEM DESCRIPTION or NOUN NAME/SERIAL		

		1						1		1	
Aircraft	×	×	×							V	
Body Armor	×										
Brass	×					×					
Computers	×		×								
DEMILF	×			×							
Electronics	×										
Furniture	×										
Generator	×									×	J
Hard Drives	×		×								
Hazardous Material	×							×	×		
Hazardous Waste	×							×	×		
Laptops	×		×								
МРРЕН	×				×	×					
Night Vision	×										
Radios	×										
Refrigerants	×							×	×		
Refrigerators	×						×				
Scrap Metal	×										
Tires	×										
Uniforms	×										
Velatolas	4										

Night Vision

Email

Rank/Grade

DTID No. / Hand Receipt No. Generator Name Phone

Printed Name

Signature

Title:	Material Documented As Safe (MDAS) Certificate
Requirements:	The explosives safety status of MPPEH shall be determined by one of two methods: (a) 100-percent visual inspection and an independent 100-percent re- inspection by qualified personnel or (b) processing by a DDESB-approved method with appropriate post- processing lispection (e.g., sampling, etc.) of the material A certification/verification statement as shown shall be signed and dated by a DD contracted person or a Government employee. This documentation is only valid if the material listed is properly segregated and secured, and the chain-of-custody is maintained until the material's release from DoD control.
DTID:	QTY:
NSN or Description:	i i
	Certification Statement:
Organization and Address	rade/Rank):s:s:s:s:
Date	rade/Rank):
Date	rade/Rank): s:
Date	rade/Rank):
Date	rade/Rank):
Date	rade/Rank):

Ammo Pouches or Magazines

Title:	Inert Certificate	
Type of Property includes but is not limited to:	Small Arms and Light Weapons (complete weapon) Barrel assembly and upper receiver Ammunition pouches' outer factical vests/Individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE) Ammunition magazines and clips Bandoleers and ammunition belts Dummy munitions	
Requirements:	The generating activity shall ensure that this property is properly insidetermine the presence or absence of explosive hazards prior to refe DLA Disposition Services site or release from DoD control. The persentifying and verifying the inspection shall certify on the DD Form 13 certification requires dual signatures (certifier, verifier) and printed fur rank/rate, organization name and address, and phone number (common the presonnel that certified and verified the inspection.	erral to the connel 48-1A. The Il name,
DTID:	QTY:	
NSN or Description:		
	Certification Statement:	
the Verifier and to the best of (MPPEH)	this DTID has been inspected by the Certifier and independently re-in- our knowledge is free of materiel potentially presenting an explosive h	
the Verifier and to the best of (MPPEH). Signature (Certifier): Printed Name/Grade/Rank:		
the Verifier and to the best of (MPPEH) Signature (Certifier): Printed Name/Grade/Rank: _ Title:	our knowledge is free of materiel potentially presenting an explosive h	
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