DLA Disposition Services is responsible for the disposal of excess DOD personal property, foreign excess personal property (FEPP), scrap, hazardous waste, and property requiring demilitarization. Our personnel are prepared to assist you in completing necessary documents, arranging for disposal solutions, and training your personnel in disposal turn-in procedures. We can dispose of large items in-place, that are not transportable to a DLA storage area, or property that is held in remote locations.

DLA Disposition Services may NOT accept the following property

- Radioactive material or waste
- Cryptographic equipment
- Ammunition or MPPEH
- Classified COMSEC Material
- Privacy Act Data
- Refuse and trash
- Articles from any Foreign Service
- Pressurized cylinders (Must be easily identified as unpressurized)
- Inspection stamps
- Consecrated religious items

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

Property Turn 1 In Identify



DLA Disposition Services will accept accountability, but NOT physical custody of the following: (DODM 4160.21, Vol 4, Encl. 3)

These categories are able to be received in place

- Live animals
- Material Potentially Presenting an Explosive Hazard (MPPEH (formerly AEDA)) residue (includes incendiary products)
- Drugs, biological and controlled substances
- Nitrate base film
- Used psych diagnostic test sets

Acceptance of physical custody of hazardous property shall be determined based upon the guidelines in DODM 4160.21, Volume 2 Encl. 3.

Accurately identifying and categorizing property is the most important step in the turn-in process. Property to be turned in can generally fall into three categories:

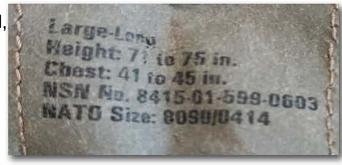
Usable Property - Commercial and military type property other than scrap and waste. Usable property can be any excess/surplus property turned in with a supply condition code of A-H, other than property in DEMIL codes G or P.

Scrap Property - Recyclable waste and discarded materials derived from items that have been rendered useless beyond repair, such that the item's original function has been destroyed.

Hazardous Property (HP) - A composite term to describe property which may be hazardous to human health, human safety, or the environment.

Property needs to be turned in as individual line items with their assigned, valid National Stock Number (NSN).

Several items can be turned in under one line item, however they must be the same NSN.NSNs can usually be located on a serial plate or stamped on property.



WebFLIS https://fp.logisticsinformationservice.dla.mil/

Provides essential information about supply items including the NSN, the item name, manufacturers and suppliers (including part numbers). Utilizing WebFLIS is invaluable in filling out the turn-in document, the DD Form 1348-1A.

The DD Form 1348-1A the most important document when interacting with DLA Disposition Services. It serves as the receipt for property turned in, and is an important record for auditability. Properly filled out documents will expedite your time with our site, but will also help ensure your turn-in is accepted.

This guide demonstrates and explains a properly filled out DD Form 1348-1A.

Sample and form-fillable
1348's along with
property-specific information
can be found online through
the Digital DSR site.

www.dla.mil/ddsr

www.dla.mil/dds

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

Property Turn 2

DD 1348



Ship From DoDAAC **Ship to Location** Unit of Issue **DEMIL Code Condition Code Unit Price** Original owning **Disposition Services** EA for each is most Demilitarization code Determines the Original DoDAAC of the turn-in location that serviceability or common, but largely that can be found in acquisition value of the property property is turned depends on the type WebFLIS or FEDLOG general condition of generator into of property turned in the property Quantity Exact quantity of items to be turned in, SHIP TO that corresponds to the appropriate unit 2. SHIP FROM DOLLARS/CTS of issue PRO-JECT E MENTERAY R ADDRESS W81UBU **DRMO** Anniston **DTID** MARK FOR 20 ΕA \$200.00 10.00 Disposal turn-in document (DTID) is a 14 5.DOC DATE FRT RATE TYPE CARGO 7/5/05 W81UBU00150018 character value that consists of the 11.UP 12.UNIT WEIGHT 10.QTY REC'D property book DoDAAC, followed by the julian date, and a four digit serial number. **CHAIRS** This DTID is unique to a specific 18.TY CONT transaction 22. RECEIVED BY 23.DATE RECEIVED 7110001432543 FUND SITE **National Stock Number** 0 Enter the national stock number for the property to be turned in. Only one NSN per document **NOMENCLATURE Item Nomenclature** Provide the corresponding item name that is assigned to the NSN **Point of Contact** John Doe Telephone Number **Point of Contact Information Email Address** Provide a reliable name, phone number and email address

Disposal Service Representatives (DSR) are a direct link between our customers and the DLA Disposition Services.

They provide customer service via phone, email, in person, and make disposal decisions at the turn-in customer's activity location.

DLA DSRs can provide assistance in the following ways:

- Property identification training
- Assist with identification of DEMIL property
- Provide information on local scrap removal as necessary
- Training on proper documentation for turning in property to Disposition Services
- Provide coordination with DLA Disposition Services sites
 - Scrap segregation training

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vices. To contact browse through pamphlet is intended property information, please visit:

Property Turn In 3

Disposal Service Representative



The main goal of a Disposal Service Representative is to drastically improve the success rate for a turn-in to DLA Disposition Services. The disposal services they provide are varied and diverse, but their mission is to help you part with your property.

The main tool for a DSR to use is a site visit, where one of our personnel can come and review the property a unit wishes to dispose of.

During a visit, DSRs communicate with customers to review their proposed property to turn-in, and offer guidance before an attempted turn-in.

Additionally, DSRs provide guidance to generators on how to sort and segregate property into acceptable categories for turn-in. This can also include scrap material and hazardous property.

Lastly, they review property to ensure that paperwork is properly complete and that property has the applicable documents attached to it.

This greatly reduces the chances of a rejection when items are turned into a location.

As subject matter experts of the disposal process, DSRs help walk new customers through the process and guide them through the online programs.

Moreover, DSRs assist new customers through the application process and ensure that they are able to submit paperwork online correctly.

DSRs often provide routine classroom instruction to help new property book officers and logisticians establish or renew their familiarity with DLA Disposition Services.

Contact your nearest location to find out more information.

www.dla.mil/dispositionservices/contact/findlocation



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



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

Computer 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) DTID No. / Hand Receipt No.

Air Conditioners			
REFRIGERA	NT REMOVAL STA	TEMENT	
IN COMPLIANCE WITH THE REQU SECTION 608, I CERTIFY THAT TO IN ACCORDANCE WITH THE U.S.	HE REFRIGERANT HAS BEEN	RECOVERED FROM THIS ITEM	
NAME			
(Required by regulation) (Certified Techni	ician recovering the refrigeranti		
ADDRESS			
(Required by regulation) (Service Organiz City	station or Company)	ZIP CODE	
(Required by regulation)	a saile	25 COOE	
DATE REFRIGERANT REMOVED		44	
(Required by regulation)			
SIGNATURE OF TECHNICIAN			
(Required by regulation)			
GENERATOR/DRMO			
(Add information to match the certificate	to the equipment to demonstrate of	compliance during regulatory inspections)	
ITEM DESCRIPTION or NOUN NAME/SERIAL	NO.		

XX

Night Vision

Email

Rank/Grade

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:	aty:	
NSN or Description:	Tr.	
	Certification Statement:	
	best of my knowledge and belief does not pose an explosive hazard.	
Organization and Address Phone (COM/DSN/FAX)/	rade/Rank):	
Date	rade/Rank):	

Ammo Pouches or Magazines

URN-IN DOCUMENT NO. (D7(D)

Title:	Inert Certificate	
Type of Property includes but is not limited to:	Small Arms and Light Weapons (complete weapon) Small Arms and Light Weapons (complete weapon) Armunition pouchest outer tactical vests/individual load-bearing equipment/Modulat Lightweight Load Carrying Equipment (MOLLE) Armunition magazines and clips Bandolers and anmunition belts Dummy munitions	
Requirements:	The generating activity shall ensure that this property is pudetermine the presence or absence of explosive hazards. DLA Disposition Services site or release from DoD control certifying and verifying the inspection shall certify on the D certification requires dual signatures (certifier, verifier) and rankinate, organization name and address, and phone nur DSN) of the personnel that certified and verified the inspe	prior to referral to the i. The personnel DD Form 1348-1A. The printed full name, nber (commercial and
DTID:	QTY:	
NSN or Description:	1	
the Verifier and to the best of (MPPEH)	Certification Statement: this DTID has been inspected by the Certifier and independent our knowledge is free of material potentially presenting an	explosive hazard
the Verifier and to the best of (MPPEH) Signature (Certifier): Printed Name/Grade/Rank:	this DTID has been inspected by the Certifler and independ	explosive hazard
the Verifier and to the best of (MPPEH) Signature (Certifier): Printed Name/Grade/Rank: _ Title:	this DTID has been inspected by the Certifler and independ our knowledge is free of materiel potentially presenting an 	explosive hazard
the Venifier and to the best of (MPPEH) Signature (Certifier): Printed Name/Grade/Rank: Title: Phone (COM/DSN/FAX):	this DTID has been inspected by the Certifler and independ our knowledge is free of materiel potentially presenting an Date	explosive hazard
the Verifier and to the best of (MPPEH). Signature (Certifier): Printed Name/Grade/Rank: Title: Phone (COM/DSN/FAX): Address:	this DTID has been inspected by the Certifler and independ our knowledge is free of materiel potentially presenting an Date	explosive hazard
the Verifier and to the best of (MPPEH). Signature (Certifier): Printed Name/Grade/Rank: Title: Phone (COM/DSN/FAX): Address:	this DTID has been inspected by the Certifier and independ our knowledge is free of materiel potentially presenting an Date	explosive hazard
the Verifier and to the best of (MPPEH). Signature (Certifier): Printed Name/Grade/Rank: Title: Phone (COM/DSN/FAX): Address: Signature (Verifier):	this DTID has been inspected by the Certifler and independ our knowledge is free of materiel potentially presenting an 	explosive hazard
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the Verifier and to the best of (MPPEH). Signature (Certifier): Printed Name/Grade/Rank: Title: Phone (COM/DSN/FAX): Address: Signature (Verifier): Printed Name/Grade/Rank: Title: Title:	this DTID has been inspected by the Certifier and independ our knowledge is free of materiel potentially presenting an	explosive hazard

The Final step in the turn-in process is to schedule an appointment with your servicing DLA Disposition Services location.

We have developed two tools that can be utilized to help assist your turn-in, the ETID system and the Transportation Scheduler application.

To locate your servicing DLA Disposition Services site, complete with an interactive map and contact information for each of our 100+ locations, please visit:

www.dla.mil/ddsr Contact US button



WW.dla mil/dds

This the world of property disposal with DL ervices. To contact a customer support specialist, browse through an pamphlet is intended comprehensive information, please visit: A Disposition

Property Turn 5

Schedule



Schedule the turn-in

- Ensure you have at a minimum, three copies of each DD Form 1348-1a, attach two copies on property.
- Ensure all certifications (i.e. DEMIL, MPPEH, Hard drive, Inert Cert, etc.) are physically attached to property.
- Regulations require a completed DLA Form 2500 be attached to each computer and/or hard drive when turned in and accompanied by a completed DD Form 1348-1a.
- Ensure items are properly palletized, if possible placed in tri-walls, banded, and safe for transportation.
- Ensure property is separated according to each DD Form 1348-1a.



Properly palletized turn-in

Electronic Turn-in Document (ETID)

Customers have the ability to ceate and upload turn-in documents on your computer and have them reviewed automatically with the ETID tool.

ETID eliminates the hand written preparation of the DD Form 1348-1A, making it easier to turn property in to DLA Disposition Services.

ETID allows electronic submission of turn-in documentation to the servicing DLA Disposition Services site. ETID will pre-populate many of the fields for NSN items, nomenclature, DEMIL code, unit price, etc. It includes drop down menus for other fields for quick reference. ETID will also provide the required DEMIL certification for the property. In addition to electronically preparing turn-in documentation, the program can print a completed DD Form 1348-1A, shipping paper, required DEMIL certifications, and bar code labels on the DD 1348-1A.

Find more information about ETID here:

www.dla.mil/DispositionServices/ Business/TurnInProperty

Transportation

Customers are able to schedule transportation of their property to the servicing DLA Disposition Services location free of charge.

Transportation can be scheduled online with the Scheduler tool:

https://vsm.distribution.dla.mil/Scheduler/

This site is CAC enabled, so it must be used from a government computer.

To schedule an appointment:

- Click the box on the left that says SCHEDULE PROPERTY TURN IN
- Then click LOCAL CUSTOMERS TO DSFO (CONUS)
- Select the servicing Disposition Services location from the drop down, and continue from there.