

## CHAPTER 5 COMMODITY INSPECTION PROGRAM

### PART 1 INTRODUCTION

#### 5-1 GENERAL.

a. This prescribes the policies, procedures, and methods used in the inspection for materials and services in the Defense National Stockpile. Included in these procedures are such activities as the commodity inspection of materials in storage for inventory verification, disposal sales, and pre-award evaluations of prospective contractors, claims and complaints investigation, and contract administration.

#### 5-2 INSPECTION.

The term "inspection," as used in this text, is the overall act of critically examining a process, facility, service or materials. Inspection reports are completed on DLA Strategic Materials Forms or narrative reports.

#### 5-3 SCOPE.

This section is applicable to all types of Commodity Inspection activity concerning all strategic and critical materials under the custody of DLA Strategic Materials, all storage facilities storing DLA Strategic Materials materials, all scales and weighing facilities used to scale DLA Strategic Materials material, and theft reporting procedures concerning DLA Strategic Materials material.

#### 5-4 GENERAL.

a. The Commodity Inspection Program is a regularly scheduled series of compulsory inspections designed to serve as an oversight function. Periodic inspections are conducted under the direction of the DLA Strategic Materials Operations Directorate and/or other cognizant officials.

b. Strategic and critical materials on the commodity inspection list in storage are inspected as scheduled to ensure that the physical conditions have not altered over time. After completion of inspection notify the Commodity Specialist assigned to that commodity in Headquarters.

c. Periodic inspections of scales and weighing facilities pertains to all scales that are in actual use or are likely to be used for the weighing of strategic and critical materials.

e. As a result of the above periodic inspections, Specialists are able to determine if an actual or suspected material theft has occurred. Theft reporting procedures are incorporated in this section to facilitate such reporting.

## PART 2

### INSPECTION CRITERIA AND PROCEDURES

#### 5-5 GENERAL

a. Commodity Inspections are not limited to an inventory count of a given material. In addition to reporting the general condition, packing, packaging, and marking of stockpile materials, periodic commodity inspections are intended to determine the need for corrective action, such as facility repair, and the refurbishment or replacement of containers. Storage facility conditions that may lead to loss, contamination, or deterioration of materials or containers and any indication of pilferage, erosion, insect, or vermin infestation, or any other unsatisfactory condition, either in the materials, the containers, or the storage facilities, must be reported. A properly conducted inspection must address the following topics:

- (1) Official Records
- (2) Physical Inventory
- (3) Packaging
- (4) Marking
- (5) Storage Pattern
- (6) Commodity Quality
- (7) Fire Protection
- (8) Structural Integrity of Facility
- (9) Safety
- (10) Occupational Health
- (11) Security
- (12) Effects of Natural Elements
- (13) Previous Deficiencies
- (14) Condition and Quantity of packaging materials (i.e., drums, boxes, and pallets) held for future use.

b. The Specialist's report must include definitive recommendations for the improvement of storage practices and conditions considered necessary for the effective preservation of materials. Comments need not be made for each topic listed above on every report but all topics must be considered during the actual field inspection. Thoroughness in this type of inspection and associated reporting will be of great value in determining proper corrective action.

c. The Specialists must conduct these inspections thoroughly and factually. Reports must present relevant and factual information that can be easily understood by the reader. The Specialists must make sure that each report is self-supporting and fully describes current conditions.

d. All deficiencies in storage maintenance causing deterioration, contamination, or loss of material must be reported on a DLA Strategic Materials Inspection Form 30. Before preparation of each report, a meeting is to be held with the responsible storage official to review any findings, discuss any planned or anticipated action that may be required.

#### 5-6 FREQUENCY OF INSPECTION

a. The DLA Strategic Materials Depot Manager is responsible for scheduling a thorough inspection of selected stockpile commodity in accordance with the Commodity Inspection Schedule and as per the conditions and requirements of the depot and wherever there is evidence of deterioration, infestation, shortage, or pilferage of any commodities. The Chief, Operations Division shall be immediately notified and a determination will be made as to the need to increase the frequency of inspections to ensure adequate surveillance and prompt reporting of deficiencies.

b. Any delinquency of 30 days or more of Commodity Inspections shall be extensively tracked and resolved in a prompt and reasonable manner.

### **PART 3 OUTLOADING INSPECTION**

#### 5-7 PURPOSE.

To ensure that material prepared for delivery is properly shipped, not susceptible to contamination and/or loss, and of the quality, type or grade, and quantity specified in the sales contract or shipping order.

#### 5-8 SCOPE.

Inspection shall be made in all cases where specified in a sales contract or shipping order. All out loading which involves sampling must be accomplished under the direction of a Specialist.

5-9 PRELIMINARY INSPECTION INSTRUCTIONS.

a. Review the out loading procedure with the DLA Strategic Materials storage facility authorities for the purpose of accomplishing inspection goals.

b. Check the scale that will be used for weighing the disposal material for the following:

(1) Sufficient weight capacity;

(2) Proper weight increments (scale graduations) which indicate the degree of weight sensitivity.

(3) Current certification. Except in the case of railroad scales, weighing devices must have been certified within the previous 12 months. Certification may be at greater intervals for rail scales, depending on the practices of the cognizant weights and measures authority.

(4) Ascertain that scale is in good working order by using certified test weights or approved improvised weights to check the accuracy and precision of scale. Perform a zero balance check to determine if scale zeroes properly (Refer to Chapter 5, Part 5, and Paragraph 5-27). If the scale is digital, the tare and any other functions must be operating correctly.

c. Refer to DLA Strategic Materials Occupational Health and Safety Guidelines, Material Safety Data Sheets for the commodity, or check with the DLA Strategic Materials Industrial Hygienist to determine if material to be shipped requires special handling. All applicable NRC, DOT, EPA and OSHA regulations must be strictly followed.

5-10 SALES INSPECTION REQUIREMENTS.

The following items shall be required in all inspections of sales material, unless specified by the proper authority.

a. Weighing of material.

b. Tallying and compilation of weight certificates.

c. Verification of material (based on shipping order).

d. Contamination.

- e. Sampling and determination of quality, where required.
- f. Proper loading, based on shipping order and good practice.
- g. Suitability and condition of transportation unit.
- h. Final verification of the loaded transportation unit covering piece count and sealing of the conveyances.

5-11 REJECTION.

Materials and transportation units rejected for shipment by the Specialist will be fully identified in reporting, giving basis for rejection. Typical reasons for rejection would be improper type or uncleanness of transportation unit, contamination of material, incorrect quantity, and weight of material.

5-12 REPORTS.

DLA Strategic Materials Form 32 reporting procedure will be used for sales out loading inspections. A separate DLA Strategic Materials Form 32 will normally be issued for each sales contract and release number. The same reporting procedure will apply to all actions covered by general surveillance or spot inspections. The type of inspection must be noted on the report under "Remarks."

5-13 INSPECTION COVERAGE.

Complete inspection coverage by a Specialist is mandatory for sales of materials requiring sampling and weighing, vault materials, hazardous materials and other high value stockpile materials stored at military and DLA Strategic Materials operated facilities. For other stockpile materials not involving high value or requiring sampling and/or weighing, sales inspection coverage is coordinated with the Depot Manager.

5-14 GENERAL STOCKPILE COMMODITY SALES INSPECTION INSTRUCTIONS.

- a. Bulk material stored in piles sales inspection.

- (1) Procedure. Inspection services by the DLA Strategic Materials Specialists required for bulk materials that are sold.

- (2) General.

- (a) This is a broad outline of inspection procedures and the control of operations to be applied under sales contracts for these materials, particularly where weighing, sampling, and analyzing are required.

- (b) In the removal of piles, all recoverable material that is not significantly contaminated with the underlying base will be shipped, leaving as little as possible of the material. The Specialist at the site will determine that the work is conducted in this manner and so state in his/her DLA Strategic Materials Form 32.

(c) The lot size will normally be specified in the sales contract, when not specified the lot should be between 500 and 5,000 tons, but should not be extended to include more material than is taken during 1 week period. The lots are to be numbered consecutively, starting with one for the material delivered from each pile and shall be consecutive until all material is removed regardless of the specific contract or release number. When the weighing, especially of trucks, is done at a place other than the point of origin. And this may sometimes be done at destination, as discussed below, a system of check-off or ticketing of the loads other than the point of origin can be included to make certain that all material removed from the pile is accounted for and weighed.

(d) Particular control and check must be maintained on all out loading from plant-site storage areas and places where there are no permanent DLA Strategic Materials personnel. At the start of a removal, the Specialist should carefully go over all phases of the operation, specifically making sure that the correct material is being out loaded and that the work will be done properly. Specialists must check all vehicles used for shipments for cleanliness and soundness.

(3) Weighing Only.

(a) The weighing shall be performed under the supervision of a DLA Strategic Materials representative, unless otherwise stipulated, on scales which have been inspected and determined to be in good working order and approved by the Specialist prior to and during all out loading operations. (Caveat: No split weighing is permitted.) The weighing should be done as close as possible to the pile. When there are no scales near the pile, the weighing must be done enroute or at destination, with the understanding that care will be taken to prevent loss of material in transit by using sound, tight cars and trucks, and by not overloading the conveyance. On long hauls (greater than 15 miles), the empty (tare) weight of the trucks shall be determined for each load before loading if the weighing is near the stockpile, or after emptying if the weighing is near the destination. There are to be no additions of fuel between these empty and loaded weighing. For short hauls (less than 15 miles), a tare weight is determined once in the morning and then again after the lunch break and when fuel is added. If the driver stays in the truck for the tare weighing, he must stay in for the gross weighing. The contracts will generally provide for the use of the tares stenciled on the sides of railroad cars, but the cars may be actually weighed empty, after being thoroughly cleaned, and this weight used if the buyer requests it and bears all cost of such weighing. Weighing by the railroad will not normally be witnessed. The contract may require different weighing procedures other than what is stated above and they shall govern.

(b) The weight recorded or imprinted on the ticket for each load weighed or each tare determined shall be transferred to the weight certificate. The weight certificate shall show, in columns, the car number, or for trucks, the truck numbers and the trip or ticket number, gross, tare, and net weights of the load in each vehicle comprising the lot. This certificate shall also show the name and grade of the

material, contract and lot numbers, release number and program, Purchaser, location (depot) and number of the pile from which the material was taken, and the signature of the weight master and/or the DLA Strategic Materials representative witnessing the weighing.

(c) Generally, no more than the original and two copies of the weight tickets are to be distributed in the usual normal fashion. Many contracts state that the buyer will pay for this weighing and the issuance of the weight certificates. The weight master or the buyer will keep one copy of the ticket. If the contract provides for the Government to do the out loading, which may be done at certain depots, as well as other locations, this will generally include the weighing and the issuance of the weight tickets and certificates.

(5) Conditions and reports.

(a) When a lot has been shipped a full description should be given on a DLA Strategic Materials Form 32. The following information should be included:

- ❖ What kind of equipment is being used for the out loading and how is the out loading being done?
- ❖ If hauling is by truck, show type and size.
- ❖ Is the pile being progressively loaded out from one end with a minimum of ore being left in the base?
- ❖ Was any roadway construction or track repair necessary?
- ❖ Where and on what kind of scale is the weighing being done, and when was it last certified or inspected?
- ❖ What sampling procedures are used?

(b) The weight certificates, and other related documents shall show the applicable pile and lot numbers. Also put the Outbound Delivery Report number on the DLA Strategic Materials Form 32 report for each lot shipped to prevent the overlooking of Outbound Delivery Report posting for the shipment. Subsequent DLA Strategic Materials Form 32 reports should detail variations from initial report, if any, or refer to initial report, if none.

(c) These instructions, in general, cover the operations to be conducted and the documents to be issued, unless otherwise specifically provided in the sales contract.

b. Stacked metals sales inspection.

(1) Procedure. Inspection services by the Specialists required for stacked metals that are sold.

(2) General.

- (a) This is a broad outline of inspection procedures and the control of operations to be applied under sales contracts for these materials, particularly where bundle formation, banding, and weighing are required.
  - (b) In the removal of material from block storage the Specialist shall ensure that the proper type, form, and grade are being prepared for sales and that the material is not significantly contaminated.
    - (c) The lot size, number of pieces to a bundle, and number of bundles to a lot will normally be directed by DLA Strategic Materials Operations or the sales contract. The Specialist should ensure that each bundle contains the proper number of pieces and that each bundle is formed in the best and safest manner for shipping. Each bundle comprising a lot should be numbered with the lot number and bundle number within the lot for later identification.
- (3) Weighing.
- (a) The weighing shall be performed by DLA Strategic Materials depot personnel or under the supervision of a DLA Strategic Materials representative, unless otherwise stipulated, on scales which have been inspected and determined to be in good working order and approved by the Specialist prior to and during all weighing operations. The weighing operation should be checked frequently to ensure that the scale is weighing accurately. The Specialist should use certified test weights, if available or improvised test weights. The weight obtained should be marked on the bundle and a record kept for future use. The contract may require different weighing procedures other than what is stated above and they shall govern.
  - (b) When shipped, a weight certificate should be issued for each conveyance loaded. The weight certificate shall show, in columns, the lot or bundle number, number of pieces in each bundle, and gross weight of each bundle. The total gross, tare, and net weights of material should also be listed. This certificate shall also show the name and grade of the material, contract number, release number, program, Purchaser, truck, or rail car security seal number, location (depot) and the signature of the weight master and/or the appropriate DLA Strategic materials representative.
- (4) Conveyance Loading.

The Specialist should inspect the conveyance to ensure that it is clean and suitable for loading. The Specialist should verify that the correct lot or bundles are being loaded and that the conveyance is being loaded in accordance with the purchasers shipping instructions or drivers instructions that may be appropriate. If the conveyance requires a security seal, the Specialist should ensure that the seal is properly applied after loading.



(5) Conditions and reports.

(a) When material has been shipped a full description should be given on a DLA Strategic Materials Form 32. The following information should be included:

- ❖ What kind of equipment is being used for the out loading?
- ❖ How is the out loading being done?
- ❖ If hauling is by truck, show type and size.
- ❖ Where and on what kind of scale is the weighing being done?
- ❖ When it was last certified or inspected?

(b) Also put the Outbound Delivery Report number on the DLA Strategic Materials Form 32 report for each shipment to prevent the overlooking of Outbound Delivery Report posting for the shipment. Subsequent DLA Strategic Materials Form 32 reports should detail variations from initial report, if any, or refer to initial report, if none.

(c) These instructions, in general, cover the operations to be conducted and the documents to be issued, unless otherwise specifically provided in the sales contract.

c. Containerized commodity sales inspection.

(1) Procedure. Inspection services by the Specialists required for containerized materials that are sold.

(2) General.

(a) This is a broad outline of inspection procedures and the control of operations to be applied under sales contracts for these materials.

(b) In the removal of material from storage, the Specialist shall ensure that the proper type, form, and grade are being prepared for sales and that the containers and shipping pallets are in satisfactory condition for shipment.

(c) The lot number and quantity to be shipped will normally be directed by DLA Strategic Materials Operations or the sales contract. The Specialist should ensure that the containers and pallets are prepared and formed in the best and safest manner for shipping.

(d) If any broken or damaged containers are detected the containers shall be repaired or replaced and a new weight established for that container, the Specialist should ensure that all markings are transferred to the new container and that the weighing is accurate.

(3) Weighing.

- (a) The weight of record will normally be used for containerized commodities and no weighing is required.
- (b) When commodities are shipped, a weight certificate should be issued for each conveyance loaded. The weight certificate shall show, in columns, the lot number, number of pieces in the lot, and gross weight of each container. The total gross, tare, and net weights of material should also be listed. This certificate shall also show the name and grade of the material, contract number, release number, program, Purchaser, truck, or rail car security seal number, location (depot) and the signature of the weight master and/or the appropriate DLA Strategic Materials representative.

(4) Conveyance Loading.

The Specialist should inspect the conveyance to ensure that it is clean and suitable for loading. The Specialist should verify that the correct lot is being loaded and that the conveyance is being loaded in accordance with the purchaser's shipping instructions or driver's instructions that may be appropriate. If the conveyance requires a security seal, the Specialist should ensure that the seal is properly applied after loading.

(5) Conditions and reports.

- (a) When material has been shipped, a full description should be given on a DLA Strategic Materials Form 32. The following information should be included:
  - ❖ What kind of equipment is being used for the out loading?
  - ❖ How is the out loading being done?
  - ❖ If hauling is by truck, show type and size.
- (b) Also put the OSR number on the DLA Strategic Materials Form 32 report for each shipment to prevent the overlooking of OSR posting for the shipment. Subsequent DLA Strategic Materials Form 32 reports should detail variations from initial report, if any, or refer to initial report, if none.
- (c) These instructions, in general, cover the operations to be conducted and the documents to be issued, unless otherwise specifically provided in the sales contract.

5-15 SPECIAL INSPECTION PROCEDURES.

- a. Inspection of Iodine. Iodine shall be inspected annually because of its hazardous nature and the environmental impact of leakage. Any

changes noted in the condition of the containers or detection of unacceptable conditions shall be fully described. Inspection of this material will be performed more frequently if there has been evidence of deterioration of the containers from one visit to the next proceeding one. Inspection will consist of random opening of cases but not the inner containers, to assure that there is no leaking of material.

Inspection of Mercury. The frequency of inspection is classified under the following conditions.

- a. **Normal inspection** level is defined as one inspection per month and is determined by four consecutive normal cycles with detection levels **below** the DLA Strategic Materials action level of  $0.025\text{mg}/\text{m}^3$  (25,000 nanograms/  $\text{m}^3$ ).
- b. **Tightened inspection** is defined as one inspection per week. It occurs when detection levels **exceed** the DLA Strategic Materials action level of  $0.025\text{ mg}/\text{ m}^3$  (25,000 nanograms/  $\text{ m}^3$ ) and this type of inspection continues until any visible mercury is cleaned and mercury vapors are **reduced to less** than  $0.0125\text{ mg}/\text{ m}^3$  (12,500 nanograms/  $\text{ m}^3$ ).

**NOTE:** Normal inspection frequency resumes when two tightened inspection cycles **do not** detect mercury or mercury vapors in **excess** of  $0.0125\text{ mg}/\text{ m}^3$  (12,500 nanograms/  $\text{ m}^3$ ).

Inspection Equipment Required. Direct reading mercury vapor monitor, 120 volt 500 watt quartz high intensity portable lights with an output of 16,830 lumens, and personnel protective equipment (PPE) that includes protective clothing (Tyvek suit), gloves and a half-faced respirator with mercury filters.

Visual Inspection. The mercury storage warehouse and all storage aids are to be visually inspected with the use of high intensity lights. The floor, drip pans, pallets, and drums will be thoroughly, visually inspected for metallic mercury. If metallic mercury is detected an investigation will be initiated to determine the cause. Corrective action will take place to remediate the visually metallic mercury and to prevent further leakage.

Monitoring Procedures. A total of four air samples are to be taken in each inspection aisle, two at the breathing zone and two at the floor level. The samples are to be taken at random locations in the inspection aisle. The samples are documented on the attachment portion of the report. Also record the temperature from both the exterior and interior of the depot on the inspection report.

**NOTE:** If all of the four samples are under the DLA Strategic Materials action level of  $0.025\text{mg}/\text{m}^3$  (25,000 nanograms/  $\text{ m}^3$ ) *no action is required.*

If any reading is found to be above the DLA Strategic Materials action level, an investigation of the storage is initiated to determine the cause. Corrective action is to take place to reduce mercury vapors below the DLA Strategic Materials action level.

Documentation and Records. The mercury documentation is completed on the DLA Strategic Materials Form 30 with any attachment. All reports are to be concise, factual, and reflect the actual storage conditions. All reports are to be transmitted electronically to the Facility Distribution Manager, Chief of Operations and Logistics Division.

#### **PART 4 COMMODITY INSPECTION OF STRATEGIC AND CRITICAL MATERIALS**

##### 5-16 GENERAL.

- a. A separate inspection and report is required for each type and/or grade or class of each commodity described in the applicable purchase specifications or as segregated and recorded in storage. For example: A separate inspection report must be submitted for each *grade* of lead, zinc, etc., and for each *type, grade, or class* of bulk ores or minerals, with a complete description and quantity of all units such as *piles, cases, drums, ingots, bales, etc.*, using **block 2G** of the DLA Strategic Materials Inspection Report Form 30.
- b. A comprehensive visual inspection and physical inventory verification is required at each storage facility for each stockpile containerized commodity. Physical inventory verification for bulk piles will be achieved exclusively through survey procedures to verify the weight.

##### 5-17 PREPARATION

- a. Review the Defense National Stockpile Operations Manual, DLA Strategic Materials 4145.1 to determine conformance with approved methods and standards relating to the storage procedures for the commodity being inspected. A copy of the Storage Operations Manual must be available during inspection visits.
- b. At commercial facilities, the storage contracts specify the condition and requirements for the storage of a specified material for which the contractor can be held liable. If the requirements in the storage contract and in the Storage

Operations Manual are not identical, then the exact provisions of the applicable storage contract shall determine conformance with the storage requirements. In such case, the Specialist shall annotate on the DLA Strategic Materials Inspection Report Form 30 any deviations from the Storage Operations Manual requirements.

5-18 WEIGHT RE-VERIFICATION INSPECTION.

- a. All weight re-verifications will be documented in Part 5 (Other Inspection) of a DLA Strategic Materials Inspection Report Form 30. In preparing this report, the Specialist shall first review the EBS system and depot records for each item to be re-verified for net weight. This is to determine the net weight of each item indicated to be in storage on the date the inspection is performed. The Specialist shall determine from appropriate depot personnel that the record covering the commodity being reviewed reflects all inbound or outbound movements of the material up to and including the date of the Specialist's report.

Note: These weight re-verification inspection procedures will not be performed on the below listed materials due to safety concerns or possible negative effects on the material. The baseline quantity (units/weight) for these materials will be maintained as evidential matter unless a baseline has yet to be performed, therefore requiring inclusion in the sustainment plan. This list may change based on future developments.

- b. EXEMPTED MATERIALS;

Mercury  
Dysprosium  
Ferro-dysprosium  
Europium  
Yttrium, HP  
All Energetics  
Platinum Group Metals

- c. Additionally, the weight verification inspection procedures outlined in the Sustainment Plan will not be performed on the following listed materials due to any unsorted (scrap) materials that will be reprocessed at a later date. The baseline quantity (units/weight) estimate for these materials will be maintained as evidential matter until such time that reprocessing of these scrap material occurs.

Germanium Scrap  
Nickel Alloys (unsorted)

- d. SCALE CALIBRATION, SELECTION, and OPERATION

- 1) Selection of an appropriate scale for re-verifying item weights is critical. All scales used for weight re-verification will be in current calibration in accordance with National Institute of Standards and Technology (NIST) Handbook 44 (latest revision) and all applicable state requirements. Each scale used shall have a current scale certification/calibration seal/decal attached that is issued by the state. Scale selections for accuracy will be in accordance with National Institute of Standards

DLA Strategic Materials 4145.1  
and Technology (NIST) Handbook 44 (latest revision) guidelines.

- 2) All scales will be operated in accordance with manufacturer's recommendations and National Institute of Standards and Technology (NIST) Handbook 44 (latest revision) procedures.
- 3) In addition to the regular annual scale inspection, each scale that is being used for weight verifications must be inspected at the time of use; this is accomplished by the use of NIST certified test weights. Verification of the scale calibration via inspection of the calibration seal and validation of the test weight on each scale will need to be completed and documented in Part 2 – Scale Information of Form 30. Scales will need to be recalibrated if not in compliance with the NIST Handbook 44 requirements.

Note: Acceptance tolerance values for the relevant scales used needs to be incorporated in the management review process of the physical inventory results.

e. PROCEDURES for WEIGHT RE-VERIFICATION of CONTAINERIZED and STACKED MATERIAL

1) i.e., SAMPLING SELECTION

Sample selection will ensure that samples chosen for weight re-verification are chosen randomly and entirely by chance, such that each individual sample has the same probability of being chosen at any stage during the sampling process.

- A) The sample selection is calculated based on the J7MO Stockpile Material Sustainment Physical Inventory Plan which is managed at DLA Strategic Materials HQ. This calculation selects the sample size based on CMAT value for each DLA Strategic Materials storage location.
- B) Once this sample calculation is determined at DLA Strategic Materials HQ, it will be distributed (in accordance to the annual Commodity Inspection Schedule) to the Facilities Manager by the DLA Strategic Materials Chief, Operations & Logistics.

2) WEIGHING of SELECTED SAMPLE(S)

- A) Once the designated weight verification sample selection is determined by DLA Strategic Materials HQ, the DLA Strategic Materials Chief, Operations & Logistics will align the sample selection (by CMAT and material (K-Number)) to the annual Commodity Inspection Schedule and distribute to each assigned Facility Manager. Upon receipt of the designated material numbers chosen for the weight verification process, and prior to the initiation of the physical count process, the Facility Manager will administer a formal inventory movement restriction period to ensure no movement of the relevant material numbers (K-Numbers) until the weight verification process is complete.

Note: this step is necessary in order to verify the accurate and unaltered quantity reflected in EBS.

- B) The designated GSS will ensure that each selected sample(s) to be weighed (including all individual units within the sample (e.g., drums, boxes, slabs, ingots etc.)) is clean and free of external contaminants that could affect the accuracy of the weight recorded.
- C) The designated GSS will operate the scale in accordance with manufacturer's recommendations and National Institute of Standards and Technology (NIST) Handbook 44 (latest revision) procedures. It is necessary to utilize the test load procedures for the scales use of NIST certified test weights each time prior to performing all weight reverifications in order to confirm and document acceptability of scale tolerances.
- D) Using the gross weight and net weight values physically printed/labeled on each individual containerized unit, obtain a tare weight for each individual unit (e.g., drums, boxes, slab, ingot etc.) within the selected sample(s) and record the individual unit tare weight results into the associated "WEIGHT RE-VERIFICATION WORKSHEET". The tare weight is calculated by subtracting the net weight from the gross weight (as labeled on the individual containerized unit). The individual tare weight can be "zero" in some cases (e.g., minimal banding).

Tare Weight = Individual Unit Gross Weight minus the Individual Unit Net Weight

- E) It is required to have an inspector/verifier present to perform and record the results of the weight reverification. Once the inspector/verifier is present to perform the physical inventory weight verification, weigh each individual unit (e.g., drum, box, slab, ingot etc.) within the selected sample(s), and record the individual unit gross weight(s) results. The inspector/verifier will be responsible for recording the observed weights and signing off (initialing) on each individual containerized/stacked unit weighed to validate the accuracy of the weight verification. This signoff will occur on the supporting Field Notes weight recording sheet. Upon completion of the total material number verification, ensure that the inspector/verifier also signs the final associated "WEIGHT RE-VERIFICATION WORKSHEET".
- F) Calculate the net weight of each individual unit (e.g., drum, box, slab, ingot etc.) within the selected sample(s) by subtracting the individual unit tare weight (see "D" above) from the individual unit gross weight (see "E" above) and record the calculated individual unit(s) net weight results into the associated "WEIGHT RE-VERIFICATION WORKSHEET."

Net Weight = Individual Unit Gross Weight minus the Individual Unit Tare Weight

- G) Record all required data into the associated "WEIGHT RE-VERIFICATION WORKSHEET".

Note: If the labeled tare weight unit of measurement differs from the scale unit of measurement, it is necessary to convert the labeled tare weight to match the scale unit of measurement. In order to convert the tare weight unit of measurement, reference the Form 30 supporting “Weight Re-Verification Worksheet” Excel conversion calculations. It may also be necessary to convert the Lot’s total net weight unit of measurement to ensure the scale weight unit of measure matches the EBS weight unit of measurement (as applicable).

- H) Once the designated GSS updates the “WEIGHT RE-VERIFICATION WORKSHEET” in Excel (using the weight details captured in the supporting Field Notes worksheet), and after both weight verifiers have signed the “WEIGHT RE-VERIFICATION WORKSHEET”, the GSS will insert the verification worksheet into the overall Form 30 file. Once the full file is prepared and signed, the GSS who conducted the weight re-verification is responsible for safeguarding the final digitally signed Form 30 PDF prior to submitting to the Facility Manager for review. This is necessary to restrict/prevent the manipulation of the final Form 30 report, therefore maintaining the accuracy and validity of the weight verification findings. In order to accomplish this, the GSS will take the final version of the Form 30 and “Print to PDF” prior to submitting to the Facility Manager for review.
- I) To “Print to PDF” please reference the following steps
  - i. Choose **File** and then click **Print**.
  - ii. Choose **Adobe PDF** as the printer in the Print dialog box
  - iii. Click **Print**. Type the name for the file (aligning to the following Form 30 file naming format), and click **Save**.
- J) Once the final Form 30 is safeguarded, the GSS will submit the consolidated Form 30 and supporting Field Notes to the Facility Manager for management review.

### 3) FACILITY MANAGER REVIEW

- A) Upon receipt of the completed and signed Form 30 and supporting “WEIGHT RE-VERIFICATION WORKSHEET” from the designated GSS, the Facility Manager is responsible for verifying the accuracy of the submitted evidential matter to support the form.
- B) The Facility Manager is responsible for conducting a comprehensive review of the submitted Form 30 at a minimum of the following:
  - i. CMAT Number – to ensure this corresponds to the sample selection communicated from DLA Strategic Materials HQ
  - ii. CMAT Description to ensure this corresponds to the sample selection communicated from DLA Strategic Materials HQ
  - iii. Inspection Location – to ensure the location noted in Form 30 correspond with the warehouse location where the CMAT is stored
  - iv. Date of Inspection



- v. Count Data to include Materials (K-number), Type/Grade, Container, Total Units, Unit Weight, Total Weight, Count Data, Date Count Performed, Verifier Names and Signatures, Identified Discrepancies, and Discrepancy Escalation and Resolution – to ensure the information in these fields within Form 30 are populated and agree to the Field Notes
  - vi. Accurate Shopping List of CMAT by Location from EBS (for comparison to count data) - important to verify the Shopping List was retrieved and printed for the corresponding CMAT, prior to executing the weight verification
  - vii. Overall Verification and Affirmation that Inventory Count has been completed in accordance with management determined procedures
- C) The Facility Manager is required to document the extent of his/her review in the Form 30 Part 6 (Facility Manager Review) “Remarks” block 6D (detailed in the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 PREPARATION INSTRUCTIONS) as well as in the Form 30 Evidential Matter email submission to the CLS/Program Manager at DLA Strategic Materials HQ (The “Designated Responsible Person” as identified in block 1A of Form 30 Part 1). The Facility Manager is required to replicate (as submitted in the Form 30 review remarks) and confirm the extent of his/her review in the email body of the evidential matter email submission.
- D) The “Remarks” box update and email documentation is necessary to explicitly state the designated review responsibilities and scope of this phase of the management review process, and to ensure the validity of the Form 30 observations as submitted by the GSS. The Facility Manager is responsible for verifying that the physical inventory weight verification was completed in accordance with the physical inventory count procedures, conducting a completeness check to confirm execution of the assigned sample as determined in the J7MO Stockpile Material Sustainment Physical Inventory Plan, and confirming that identified discrepancies have been escalated for resolution.

Note: Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the Facility Manager must add a text box in order to input comments into the Form 30 “Remarks” block 6D. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
  - ii. Choose **Add Text**
  - iii. In the Form 30 “Remarks” block 6D section, resize the text box and drag to define the width of the text block you want to add.
  - iv. Type management remarks directly into the newly added text box, adjusting the text format as needed.
- E) Upon final Facility Manager review confirmation - confirmed via remarks

updated on the Form 30 - the Facility Manager must digitally sign the updated Form 30. Once digitally signed, the Facility Manager will proceed to emailing the evidential matter submission to the CLS/Program Manager at DLA Strategic Materials HQ. The digital signature can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

#### 4) CLS/ PROGRAM MANAGER REVIEW

A) Once the CLS/Program Manager at DLA Strategic Materials HQ receives the evidential matter submission from the Facility Manager and prior to their review, the CLS/Program Manager at DLA Strategic Materials HQ must first save the email received from the Facility Manager confirming his/her review scope, and save it directly as an attachment within the evidential matter Form 30 PDF. This is accomplished using the following steps:

- i. Locate the associated Facility Manager email and save/convert to PDF. To achieve this, either select “**File** “**Save as Adobe PDF**” or to print to PDF, select “**File > Print**”, choose “**Adobe PDF**” as the printer in the Print dialog box, click “**Print**”, and lastly click “**Save**” to convert the file to PDF.
- ii. Once the email is converted to PDF, return to the attached signed Form 30 submitted by the Facility Manager, reveal/expand out the hidden Attachments option on the left side of the PDF window (marked by the right facing shaded triangle).
- iii. Once able to view the Attachments tool (paperclip icon), click “**Attachments**”.
- iv. Next click the “**Add a new attachment**” option (paperclip icon with + sign).
- v. Locate the previously saved Facility Manager’s submission email, and either double click on the file or click on the file once and select “**Open**” to embed/attach the file to the PDF.

B) The CLS/Program Manager at DLA Strategic Materials HQ is required to review the Form 30 and email submission, certifying that the physical inventory weight verification was completed in accordance with the physical inventory count procedures, conducting a completeness check to confirm execution of the assigned sample as determined in the J7MO Stockpile Material Sustainment Physical Inventory Plan, and confirming

DLA Strategic Materials 4145.1 that identified discrepancies have been escalated for resolution. Note, if further email confirmation occurs prior to approval between the Facility Manager and CLS/Program Manager at DLA Strategic Materials HQ regarding the need for follow up and adjudication of comments, it is required to save and attach the latest email communication to the PDF. Once approved, he/she is then required to confirm the extent of their review in the Form 30 Part 10 (Facility Manager Review) "Remarks" block 10C (detailed in the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 PREPARATION INSTRUCTIONS).

- C) Additionally, the CLS/Program Manager is responsible for entering the results of the weight verification into the J7MO Stockpile Material Sustainment Physical Inventory Summary Results form as saved in the designated Shared Drive location.

Note: Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager, in an effort to safeguard and prevent manipulation of the Form 30 input, the CLS/Program Manager at DLA Strategic Materials HQ must add a text box in order to input comments into the Form 30 "Remarks" block 10C. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 "**Remarks**" block 10C section, resize the text box and drag to define the width of the text block you want to add.
- iv. Type management remarks directly into the newly added text box, adjust text format as needed.

- D) Upon final CLS/Program Manager at DLA Strategic Materials HQ review confirmation - confirmed via remarks updated on the Form 30 - the CLS/Program Manager at DLA Strategic Materials HQ must digitally sign the updated Form 30. Once digitally signed, the CLS/Program Manager at DLA Strategic Materials HQ will then initiate the next stage of the DLA HQ Management Review process and submit via email the updated evidential matter Form 30 to the Chief of the Environmental Division. The digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the "**Certificates**" icon on the right side Tool box. Note, if the "**Certificates**" icon does not appear, select the "**More Tools**" option, and locate/select the "**Certificates**" icon.
- ii. In the "**Certificates**" box, select "**Digitally Sign**".
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

5) CHIEF OF THE ENVIRONMENTAL DIVISION REVIEW

A) Once the Chief of the Environmental Division receives the updated evidential matter submission from the CLS/Program Manager at DLA Strategic Materials HQ and prior to their review, the Chief of the Environmental Division must first save the email received from the CLS/Program Manager at DLA Strategic Materials HQ confirming his/her review scope, and save it directly as an attachment within the evidential matter Form 30 PDF. This is accomplished using the following steps:

- i. Locate the associated CLS/Program Manager at DLA Strategic Materials HQ email and save/convert to PDF. To achieve this, either select “**File “Save as Adobe PDF”**” or to print to PDF, select “**File > Print**”, chose “**Adobe PDF**” as the printer in the Print dialog box, click “**Print**”, and lastly click “**Save**” to convert the file to PDF.
- ii. Once the email is converted to PDF, return to the attached signed Form 30 submitted by the CLS/Program Manager at DLA Strategic Materials HQ, reveal/expand out the hidden Attachments option on the left side of the PDF window (marked by the right facing shaded triangle).
- iii. Once able to view the Attachments tool (paperclip icon), click “**Attachments**”.
- iv. Next click the “**Add a new attachment**” option (paperclip icon with + sign).
- v. Locate the previously saved CLS/Program Manager at DLA Strategic Materials HQ submission email, either double click on the file or click on the file once and select “**Open**” to embed/attach the file to the PDF.

B) The Chief of the Environmental Division reviews the final Form 30 document to certify that the management review of the weight verification was completed and that all corrective actions requested by the CLS/Program Manager (if applicable) were completed and documented. Note, if further email communication occurs between the CLS/Program Manager at DLA Strategic Materials HQ and Chief of the Environmental Division regarding the need for follow-up and/or adjudication of comments, it is required to save and attach the latest email communication to the final PDF Form 30. Once reviewed and confirmed in the Form 30 Part 11 (Management Review) Remarks block 11C, The Chief of the Environmental Division will digitally sign the PDF before initiating the final evidential matter posting (via Designated Responsible Person) to the designated Shared Drive location. The digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.

- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

f. PROCEDURES for WEIGHT RE-VERIFICATION of BULK MATERIALS

1) DETERMINATION OF BULK PILE WEIGHT RE-VERIFICATION SELECTION

- A) The bulk materials sample selection is calculated based on the J7MO Stockpile Material Sustainment Physical Inventory Plan which is managed at DLA Strategic Materials HQ. Per the annual sustainment plan, 100% weight re-verification and analysis of bulk materials via surveying techniques is required annually.
- B) 100% weight re-verification and analysis of bulk materials will be coordinated with the designated third-party vendors and scheduled in accordance with the annual Commodity Inspection Schedule as determined by the DLA Strategic Materials Chief, Operations & Logistics

2) WEIGHING OF BULK PILE MATERIALS

- A) Complete a visual reconnaissance around the perimeter of each individual assigned pile that will be surveyed (measured for volume) to verify that each sample (pile) is clean and free of external contaminants that could affect the accuracy of the volumetric measurement.
- B) Record the sample (pile) number and commodity type contained in the sample (pile) into the associated “WEIGHT RE-VERIFICATION WORKSHEET”.
- C) Determine the volume of each sample (pile) electronically using laser-based surveying techniques (e.g., LiDAR or other approved electronic approach). Record the volumetric data, name of the company providing the volumetric data and the date the volume was measured into the associated “WEIGHT RE-VERIFICATION WORKSHEET”.
- D) Calculate the net weight of each sample (pile) using the commodity-specific control pile density value (see “E” below). The “Calculated Net Weight” equals the measured pile volume (see “C” above) multiplied by the control pile density value (see “E” below).
- E) Control pile densities have been calculated by material type. These control pile densities were independently calculated under Contract SP8000-17-P-0004 by H2H Associates in 2018. Use the following control pile densities values for each material type specified below in determining sample pile weights;

- Ferro-Chrome, High Carbon ..... 237.18 lbs./ cubic feet
- Ferro-Chrome, Low Carbon ..... 265.31 lbs./ cubic feet
- Ferro-Manganese, High Carbon ..... 271.00 lbs./ cubic feet
- Manganese, Metallurgical Grade ..... 120.55 lbs./ cubic feet

F) Record the calculated sample (pile) net weight into the “Calculated Net Weight” column located in block W11 of the associated “WEIGHT RE-VERIFICATION WORKSHEET”.

G) Record all required data into the associated “WEIGHT RE-VERIFICATION WORKSHEET”.

Note: These bulk pile weight re-verification procedures need to be performed 100% annually.

3) FACILITY MANAGER REVIEW

A) Upon receipt of the completed and signed Form 30 and supporting “WEIGHT RE-VERIFICATION WORKSHEET” from the designated GSS, the Facility Manager is responsible for verifying the completeness and accuracy of submitted Evidential Matter support forms.

B) The Facility Manager is responsible for conducting a comprehensive review of the submitted Form 30, at a minimum of the following:

- i. CMAT Number – to ensure this corresponds to the sample selection communicated from DLA Strategic Materials HQ
- ii. CMAT Description - to ensure this corresponds to the sample selection communicated from DLA Strategic Materials HQ
- iii. Inspection Location - to ensure the location noted in Form 30 correspond with the warehouse location where the CMAT is stored
- iv. Date of Inspection
- v. Count Data to include Materials (K#), Type/Grade, Container, Total Units, Unit Weight, Total Weight, Count Data, Date Count Performed, Verifier Names and Signatures, Identified Discrepancies, and Discrepancy Escalation and Resolution – to ensure the information in these fields within Form 30 are populated and agree to the Field Notes
- vi. Third-Party Bulk Weight Re-Verification Documentation (to include calculations to determine weight) as applicable
- vii. Accurate Shopping List of CMAT by Location from EBS (for comparison to count data) - important to verify the Shopping List was retrieved and printed for the corresponding CMAT, prior to executing the weight verification.
- viii. Overall Verification and Affirmation that Inventory Count has been Completed in accordance with Management Determined Procedures
- ix. Explanations and Evidence of Discrepancy Escalation as

- applicable
- x. Explanations and Evidence of Discrepancy Resolution as applicable
- C) The Facility Manager is required to document the extent of his/her review in the Form 30 Part 6 (Facility Manager Review) “Remarks” block 6D (detailed in the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 PREPARATION INSTRUCTIONS) as well as in the Form 30 Evidential Matter email submission to the CLS/Program Manager at DLA Strategic Materials HQ (The “Designated Responsible Person” as identified in block 1A of Form 30 Part 1). The Facility Manager is required to replicate (as submitted in the Form 30 review remarks) and confirm the extent of his/her review in the email body of the evidential matter email submission.
- D) The “Remarks” box update and email documentation is necessary to explicitly state the designated review responsibilities and scope of this phase of the management review process, and to ensure the validity of the Form 30 observations as submitted by the GSS. The Facility Manager is responsible for verifying that the physical inventory weight verification was completed in accordance with the physical inventory count procedures, conducting a completeness check to confirm execution of the assigned sample as determined in the J7MO Stockpile Material Sustainment Physical Inventory Plan, and confirming that identified discrepancies have been escalated for resolution.

Note: Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the Facility Manager must add a text box in order to input comments into the Form 30 “Remarks” block 6D. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
  - ii. Chose **Add Text**
  - iii. In the Form 30 “**Remarks**” block 6D section, resize the text box and drag to define the width of the text block you want to add.
  - iv. Type management remarks directly into the newly added text box, adjusting the text format as needed.
- E) Upon final Facility Manager review confirmation - confirmed via remarks updated on the Form 30 - the Facility Manager must digitally sign the updated Form 30. Once digitally signed, the Facility Manager will proceed to emailing the evidential matter submission to the CLS/Program Manager at DLA Strategic Materials HQ. The digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

#### 4) CLS/ PROGRAM MANAGER REVIEW

A) Once the CLS/Program Manager at DLA Strategic Materials HQ receives the evidential matter submission from the Facility Manager and prior to their review, the CLS/Program Manager at DLA Strategic Materials HQ must first save the email received from the Facility Manager confirming his/her review scope, and save it directly as an attachment within the evidential matter Form 30 PDF. This is accomplished using the following steps:

- i. Locate the associated Facility Manager email and save/convert to PDF. To achieve this, either select “**File “Save as Adobe PDF”**” or to print to PDF, select “**File > Print**”, choose “**Adobe PDF**” as the printer in the Print dialog box, click “**Print**”, and lastly click “**Save**” to convert the file to PDF.
- ii. Once the email is converted to PDF, return to the attached signed Form 30 submitted by the Facility Manager, reveal/expand out the hidden Attachments option on the left side of the PDF window (marked by the right facing shaded triangle).
- iii. Once able to view the Attachments tool (paperclip icon), click “**Attachments**”.
- iv. Next click the “**Add a new attachment**” option (paperclip icon with + sign).
- v. Locate the previously saved Facility Manager’s submission email, and either double click on the file or click on the file once and select “**Open**” to embed/attach the file to the PDF.

B) The CLS/Program Manager at DLA Strategic Materials HQ is required to review the Form 30 and email submission, certifying that the physical inventory weight verification was completed in accordance with the physical inventory count procedures, conducting a completeness check to confirm execution of the assigned sample as determined in the J7MO Stockpile Material Sustainment Physical Inventory Plan, and confirming that identified discrepancies have been escalated for resolution. Note, if further email communication occurs prior to approval between the Facility



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Manager and CLS/Program Manager at DLA Strategic Materials HQ regarding the need for follow up and/or adjudication of comments, it is required to save and attach the latest email communication to the PDF. Once approved, he/she is then required to confirm the extent of their review in the Form 30 Part 10 (Facility Manager Review) “Remarks” block 10C (detailed in the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 PREPARATION INSTRUCTIONS).

- C) Additionally, the CLS/Program Manager is responsible for entering the results of the weight verification into the J7MO Stockpile Material Sustainment Physical Inventory Summary Results form as saved in the designated Shared Drive location.

Note: Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager, in an effort to safeguard and prevent manipulation of the Form 30 input, the CLS/Program Manager at DLA Strategic Materials HQ must add a text box in order to input comments into the Form 30 “Remarks” block 10C. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 “**Remarks**” block 10C section, resize the text box and drag to define the width of the text block you want to add.
- iv. Type management remarks directly into the newly added text box, adjust text format as needed.

- D) Upon final CLS/Program Manager at DLA Strategic Materials HQ review confirmation - confirmed via remarks updated on the Form 30 - the CLS/Program Manager at DLA Strategic Materials HQ must digitally sign the updated Form 30. Once digitally signed, the CLS/Program Manager at DLA Strategic Materials HQ will then initiate the next stage of the DLA HQ Management Review process and submit via email the updated evidential matter Form 30 to the Chief of the Environmental Division. The digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

5) CHIEF OF THE ENVIRONMENTAL DIVISION REVIEW

- A) Once the Chief of the Environmental Division receives the updated evidential matter submission from the CLS/Program Manager at DLA Strategic Materials HQ and prior to their review, the Chief of the Environmental Division must first save the email received from the CLS/Program Manager at DLA Strategic Materials HQ confirming his/her review scope, and save it directly as an attachment within the evidential matter Form 30 PDF. This is accomplished using the following steps:
- i. Locate the associated CLS/Program Manager at DLA Strategic Materials HQ email and save/convert to PDF. To achieve this, either select “**File** “**Save as Adobe PDF**” or to print to PDF, select “**File > Print**”, chose “**Adobe PDF**” as the printer in the Print dialog box, click “**Print**”, and lastly click “**Save**” to convert the file to PDF.
  - ii. Once the email is converted to PDF, return to the attached signed Form 30 submitted by the CLS/Program Manager at DLA Strategic Materials HQ, reveal/expand out the hidden Attachments option on the left side of the PDF window (marked by the right facing shaded triangle).
  - iii. Once able to view the Attachments tool (paperclip icon), click “**Attachments**”.
  - iv. Next click the “**Add a new attachment**” option (paperclip icon with + sign).
  - v. Locate the previously saved CLS/Program Manager at DLA Strategic Materials HQ submission email, either double click on the file or click on the file once and select “**Open**” to embed/attach the file to the PDF.
- B) The Chief of the Environmental Division reviews the final Form 30 document to certify that the management review of the weight verification was completed and that all corrective actions requested by the CLS/Program Manager (if applicable) were completed and documented. Note, if further email communication occurs between the CLS/Program Manager at DLA Strategic Materials HQ and Chief of the Environmental Division regarding the need for follow up and/or adjudication of comments, it is required to save and attach the latest email communication to the final PDF Form 30. Once reviewed and confirmed in the Form 30 Part 11 (Management Review) “Remarks” block 11C, The Chief of the Environmental Division will digitally sign the PDF before initiating the final evidential matter posting (via Designated Responsible Person) to the designated Shared Drive location. The digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
  - ii. In the “**Certificates**” box, select “**Digitally Sign**”.
  - iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
  - iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
  - v. Save the signed PDF Form 30.
- g. MARKING REQUIREMENTS for CONTAINERIZED and STACKED UNITS THAT HAVE BEEN WEIGHED as PART of WEIGHT RE-VERIFICATION
- 1) Each individual unit that has been weighed (e.g., drum, box, slab, ingot etc.) as part of this procedure (for containerized and/or stacked materials) will be marked to preclude double counting and to record the last weight verification date.
  - 2) All individual containerized units weighed are to be identified by affixing a uniform inventory tag on each unit following the performance of a weight re-verification.
  - 3) The inventory tag is recommended to contain at a minimum the unit’s CMAT number, CMAT description, material number (K-number), last weighed (count) date, name of the verifier, unit weight, and warehouse location.
- h. DOCUMENT RESULTS OF THE WEIGHT RE-VERIFICATION
- 1) All weight re-verifications will be documented in Part 5 (Other Inspection) of a DLA Strategic Materials Inspection Report Form 30. A completed “Weight Re-verification Worksheet” will be attached to each Form 30 that documents the performance of weight re-verification as “evidential matter”.

5-19 VISUAL INSPECTION.

- a. PROCEDURES for VISUAL INSPECTION of CONTAINERIZED, STACKED and BULK MATERIALS
- 1) VISUAL INSPECTION of SELECTED SAMPLE(S)
    - A) Physical inventory visual inspections of containerized, stacked, and bulk materials are to be performed by the GSS on a rolling basis, by commodity, throughout the year, reaching 100% inspection of all materials held in inventory at DLA Strategic Materials Storage Facilities prior to the end of each fiscal year.
    - B) The visual inspection schedule is determined by the annual Commodity Inspection Schedule distributed to each DLA Facility Manager at the beginning of the fiscal year by the Directorate of Material Management Logistics and Operations Division Chief.

- C) It is required to have two inspectors/verifiers present to perform and record the results of a visual inspection. Once the Recorder and Verifier are present to perform the visual inspection, each verifier will be responsible for recording results of the visual observation and signing off (initialing) on each Lot observed to validate the accuracy of the inspection. This signoff will occur on the associated Form 30.
  
- D) The GSS who conducted the visual inspection is responsible for safeguarding the final digitally signed Form 30 PDF prior to submitting to the Facility Manager for review. This is necessary to restrict/prevent the manipulation of the final Form 30 report, therefore maintaining the accuracy and validity of the visual inspection findings. In order to accomplish this, the GSS will take the final version of the Form 30 and “Print to PDF” prior to submitting to the Facility Manager for review.

To “Print to PDF” please reference the following steps:

- i. Choose **File > Print**.
- ii. Choose **Adobe PDF** as the printer in the Print dialog box.
- iii. Click **Print**. Type the name for the file (aligning to the following Form 30 file naming format), and click **Save**.

2) FACILITY MANAGER REVIEW

- A) Upon receipt of the completed and signed Form 30 and supporting “WEIGHT RE-VERIFICATION WORKSHEET” from the designated GSS, the Facility Manager is responsible for verifying the accuracy of submitted Evidential Matter support forms.
  
- B) The Facility Manager is responsible for conducting a comprehensive review of the submitted Form 30 at a minimum of the following:
  - i. CMAT Number
  - ii. CMAT Description
  - iii. Inspection Location
  - iv. Date of Inspection
  - v. Visual Inspection Data to include Materials (K-number), Type/Grade, Container, Percent Inspected, Date Inspection Performed, Verifier Names and Signatures, Material Condition Evaluation, Identified Discrepancies, and Discrepancy Escalation and Resolution
  - vi. Overall Verification and Affirmation that Visual Inspection has been Completed in accordance with Management Determined Procedures
  - vii. Explanations and Evidence of Discrepancy Escalation as applicable
  - viii. Explanations and Evidence of Discrepancy Resolution as applicable
  
- C) The Facility Manager is required to document the extent of his/her review

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in the Form 30 Part 6 (Facility Manager Review) “Remarks” block 6D (detailed in the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 PREPARATION INSTRUCTIONS) as well as in the Form 30 evidential matter email submission to the CLS/Program Manager at DLA Strategic Materials HQ (The “Designated Responsible Person” as identified in block 1A of Form 30 Part 1). The Facility Manager is required to replicate (as submitted in the Form 30 review remarks) and confirm the extent of his/her review in the email body of the evidential matter email submission.

- D) The “Remarks” box update and email documentation is necessary to explicitly state the designated review responsibilities and scope of this phase of the management review process, and to ensure the validity of the Form 30 observations as submitted by the GSS. The Facility Manager is responsible for verifying that the physical inventory visual inspection procedures were completed in accordance with management’s established processes.

Note: Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the Facility Manager must add a text box in order to input comments into the Form 30 Remarks block 6D. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 “**Remarks**” block 6D section, resize the text box and drag to define the width of the text block you want to add.
- iv. Type management remarks directly into the newly added text box, adjusting the text format as needed.

- E) Upon final Facility Manager review confirmation - confirmed via remarks updated on the Form 30 - the Facility Manager must digitally sign the updated Form 30. Once digitally signed, the Facility Manager will proceed to emailing the evidential matter submission to the CLS/Program Manager at DLA Strategic Materials HQ. The digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

3) CLS/ PROGRAM MANAGER REVIEW

A) Once the CLS/Program Manager at DLA Strategic Materials HQ receives the evidential matter submission from the Facility Manager and prior to their review, the CLS/Program Manager at DLA Strategic Materials HQ must first save the email received from the Facility Manager confirming his/her review scope, and save it directly as an attachment within the evidential matter Form 30 PDF. This is accomplished using the following steps:

- i. Locate the associated Facility Manager email and save/convert to PDF. To achieve this, either select “**File** “**Save as Adobe PDF**” or to print to PDF, select “**File > Print**”, choose “**Adobe PDF**” as the printer in the Print dialog box, click “**Print**”, and lastly click “**Save**” to convert the file to PDF.
- ii. Once the email is converted to PDF, return to the attached signed Form 30 submitted by the Facility Manager, reveal/expand out the hidden Attachments option on the left side of the PDF window (marked by the right facing shaded triangle).
- iii. Once able to view the Attachments tool (paperclip icon), click “**Attachments**”.
- iv. Next click the “**Add a new attachment**” option (paperclip icon with + sign).
- v. Locate the previously saved Facility Manager’s submission email, and either double click on the file or click on the file once and select “**Open**” to embed/attach the file to the PDF.

B) The CLS/Program Manager at DLA Strategic Materials HQ is required to review the Form 30 and email submission, certifying that the physical inventory visual inspection procedures were completed in accordance with management’s established processes. Note, if further email communication occurs prior to approval between the Facility Manager and CLS/Program Manager at DLA Strategic Materials HQ regarding the need for follow up and/or adjudication of comments, it is required to save and attach the latest email communication to the PDF. Once approved, he/she is then required to confirm the extent of their review in the Form 30 Part 10 (Facility Manager Review) “Remarks” block 10C (detailed in the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 PREPARATION INSTRUCTIONS).

Note: Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager, in an effort to safeguard and prevent manipulation of the Form 30 input, the CLS/Program Manager at DLA Strategic Materials HQ must add a text box in order to input comments into the Form 30 “Remarks” block 10C. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 “**Remarks**” block 10C section, resize the text box and drag to define the width of the text block you want to add.

- iv. Type management remarks directly into the newly added text box, adjust text format as needed.
- C) Upon final CLS/Program Manager at DLA Strategic Materials HQ review confirmation - confirmed via remarks updated on the Form 30 - the CLS/Program Manager at DLA Strategic Materials HQ must digitally sign the updated Form 30. Once digitally signed, the CLS/Program Manager at DLA Strategic Materials HQ will then initiate the next stage of the DLA HQ Management Review process and submit via email the updated evidential matter Form 30 to the Chief of the Environmental Division. The digital signature addition can be accomplished using the following steps:
- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
  - ii. In the “**Certificates**” box, select “**Digitally Sign**”.
  - iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
  - iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
  - v. Save the signed PDF Form 30.

#### 4) CHIEF OF THE ENVIRONMENTAL DIVISION REVIEW

- A) Once the Chief of the Environmental Division receives the updated evidential matter submission from the CLS/Program Manager at DLA Strategic Materials HQ and prior to their review, the Chief of the Environmental Division must first save the email received from the CLS/Program Manager at DLA Strategic Materials HQ confirming his/her review scope, and save it directly as an attachment within the evidential matter Form 30 PDF. This is accomplished using the following steps:
- i. Locate the associated CLS/Program Manager at DLA Strategic Materials HQ email and save/convert to PDF. To achieve this, either select “**File** “**Save as Adobe PDF**” or to print to PDF, select “**File > Print**”, chose “**Adobe PDF**” as the printer in the Print dialog box, click “**Print**”, and lastly click “**Save**” to convert the file to PDF.
  - ii. Once the email is converted to PDF, return to the attached signed Form 30 submitted by the CLS/Program Manager at DLA Strategic Materials HQ, reveal/expand out the hidden Attachments option on the left side of the PDF window (marked by the right facing shaded triangle).
  - iii. Once able to view the Attachments tool (paperclip icon), click “**Attachments**”.
  - iv. Next click the “**Add a new attachment**” option (paperclip icon with + sign).
  - v. Locate the previously saved CLS/Program Manager at DLA Strategic Materials HQ submission email, either double click on the

DLA Strategic Materials 4145.1  
file or click on the file once and select “**Open**” to embed/attach the  
file to the PDF.

B) The Chief of the Environmental Division reviews the final Form 30 document to certify that the management review of the visual inspection was completed and that all corrective actions requested by the CLS/Program Manager (if applicable) were completed and that all required inventory adjustments (if applicable) in EBS were completed and documented. Note, if further email communication occurs between the CLS/Program Manager at DLA Strategic Materials HQ and Chief of the Environmental Division regarding the need for follow up and/or adjudication of comments, it is required to save and attach the latest email communication to the final PDF. Once reviewed and confirmed in the Form 30 Part 11 (Management Review) Remarks block 11C, The Chief of the Environmental Division will digitally sign the PDF before initiating the final evidential matter posting (via Designated Responsible Person) to the designated Shared Drive location. The digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

#### 5-20 RECOMMENDATIONS.

Recommendations to Depot Manager with concurrence by the commodity specialist and the DLA Strategic Materials-OL are made to rectify an apparent problem or deficiency that exists with a particular commodity or a storage facility as a result of inspections.

a. Recommendations at military and DLA/DLA Strategic Materials operated depots.

(1) Emergency Situations. When an emergency situation such as a leaking roof, a broken window, etc., is found the Specialist shall request that the personnel responsible for storage take immediate steps for necessary repairs or other corrective action for the protection of the exposed material. The Specialist shall also report the repairs or corrective action requested and the assessment of damaged or lost material on DLA Strategic Materials Inspection Report Form 30 with the name, title, or rank of the individual to whom the request was issued.

(2) Minor Non-Emergency Situations. When minor discrepancies that could be corrected with minimal expenditures of manpower and/or funds are found the Specialist shall discuss their correction with the cognizant official. The conversation and what action will be taken, if any, (by the official) should be documented on DLA Strategic



## Materials Inspection Report Form 30.

(3) Significant Non-Emergency Situations. When deficiencies are found which require significant expenditures of manpower and/or funds to correct, the Specialist shall discuss the deficiencies with the cognizant official and present a formal recommendation in DLA Strategic Materials Inspection Report Form 30.

b. Recommendations at a commercial facility.

(1) When a Specialist has found it necessary because of an emergency to issue verbal instructions to the contractor, the instructions given and the name and title of the individual to whom the instructions were issued shall be included on the DLA Strategic Materials Inspection Report Form 30. On receipt of the complete report, the Chief, Operations Division shall notify the contractor in writing of whatever corrective action is considered necessary, and provide a copy to the appropriate contracting officer.

(2) When it is found that the contractor is not complying with the terms and provisions of the contract, the Specialist shall call the deficiencies to the attention of the contractor and issue verbal instructions for necessary corrective action. The Specialist shall record the instructions given on DLA Strategic Materials Inspection Report Form 30 with name and title of the individual to whom the instruction was issued. Upon receipt of the Specialist's complete report, the Specialist's instruction to the contractor shall be confirmed to the contractor in writing by the Chief, Operations Division and a copy provided to the appropriate contracting officer.

c. Recommendations. Commodity Inspection reports containing remarks concerning minor non-emergency deficiencies do not require the submittal of additional documentation if the remarks were self-explanatory and the Depot Manager concurs. In such cases, the manager's initials on the report will suffice.

d. Follow-up action on deficiencies. Follow-up inspection of the facility shall be conducted until the deficiencies have been corrected. Ordinarily, such follow-up inspections should be made within 90 days.

#### 5-21 RECOMMENDATIONS.

Recommendations to Depot Manager with concurrence by the commodity specialist and the DLA Strategic Materials-OL are made to rectify an apparent problem or deficiency that exists with a particular commodity or a storage facility as a result of inspections.

a. Recommendations at military and DLA/DLA Strategic Materials operated depots.

(1) Emergency Situations. When an emergency situation such as a leaking roof, a broken window, etc., is found the Specialist shall request that the personnel responsible for storage take immediate steps for necessary repairs or other corrective action for the protection of the exposed material. The Specialist shall also report the repairs or corrective action requested and the assessment of damaged or lost material on DLA

Strategic Materials Inspection Report Form 30 with the name, title, or rank of the individual to whom the request was issued.

(2) Minor Non-Emergency Situations. When minor discrepancies that could be corrected with minimal expenditures of manpower and/or funds are found the Specialist shall discuss their correction with the cognizant official. The conversation and what action will be taken, if any, (by the official) should be documented on DLA Strategic Materials Inspection Report Form 30.

(3) Significant Non-Emergency Situations. When deficiencies are found which require significant expenditures of manpower and/or funds to correct, the Specialist shall discuss the deficiencies with the cognizant official and present a formal recommendation in DLA Strategic Materials Inspection Report Form 30.

b. Recommendations at a commercial facility.

(1) When a Specialist has found it necessary because of an emergency to issue verbal instructions to the contractor, the instructions given and the name and title of the individual to whom the instructions were issued shall be included on the DLA Strategic Materials Inspection Report Form 30. On receipt of the complete report, the Chief, Operations Division shall notify the contractor in writing of whatever corrective action is considered necessary, and provide a copy to the appropriate contracting officer.

(2) When it is found that the contractor is not complying with the terms and provisions of the contract, the Specialist shall call the deficiencies to the attention of the contractor and issue verbal instructions for necessary corrective action. The Specialist shall record the instructions given on DLA Strategic Materials Inspection Report Form 30 with name and title of the individual to whom the instruction was issued. Upon receipt of the Specialist's complete report, the Specialist's instruction to the contractor shall be confirmed to the contractor in writing by the Chief, Operations Division and a copy provided to the appropriate contracting officer.

c. Recommendations. Commodity Inspection reports containing remarks concerning minor non-emergency deficiencies do not require the submittal of additional documentation if the remarks were self-explanatory and the Depot Manager concurs. In such cases, the manager's initials on the report will suffice.

d. Follow-up action on deficiencies. Follow-up inspection of the facility shall be conducted until the deficiencies have been corrected. Ordinarily, such follow-up inspections should be made within 90 days.

## PART 5 REPORT PROCEDURES

### 5-22 NOTIFICATION OF STOCKPILE INSPECTION.

DLA Strategic Materials Inspection Report Form 30 shall be used to report the findings of completed inspections of stockpile materials. This includes empty containers and liners stored in reserve for repackaging, Occupational Radiological Surveys and Occupational Health Surveys.

### 5-23 PREPARATION.

DLA Strategic Materials Inspection Report Form 30 shall be prepared in accordance with instructions listed below. The Specialist shall complete the report immediately after the inspection, if possible.

### 5-24 DISTRIBUTION.

DLA Strategic Materials Inspection Report Forms 30 shall be distributed as follows:

- a. One copy to the actual Storage depot or facility where the inspection was performed.
- b. One copy to the Commanding Officer of a military storage depot or facility, or a comparable official of a DLA operated facility. Representatives of commercial facilities shall not be furnished a copy of DLA Strategic Materials Inspection Report Form 30.
- c. The original to be forwarded to the "Designated Responsible Person" (as listed on the DLA Strategic Materials Inspection Report Form 30).

## DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 PREPARATION INSTRUCTIONS

The Commodity Inspection Program is a series of compulsory inspections designed to provide commodity oversight and serves preventative and risk mitigation functions. Periodic inspections are conducted under the direction of the DLA Strategic Materials Operations Directorate and/or other cognizant officials. The term "inspection," as used in this text, is the overall act of critically examining a process, facility, service or materials. All inspections performed by DLA Strategic Materials personnel shall be documented on a DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 (latest revision). Instructions for the preparation of these reports are as follows;

### Part 1

The Part 1 (Inspection Characterization) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed for all inspections performed by DLA Strategic Materials personnel.

Block 1A: Fill in all pertinent data or use appropriate drop down selections. If drop down selection is not listed, please type in appropriate information. The "Designated Responsible Person" for a "Commodity Inspection" is the assigned Commodities Logistics Specialist, for a "Facility Inspection" is the assigned Program Manager (HQ), for a "Scale Inspection" is the Facilities Manager (Depot Manager) and for an "Other Inspection" will be determined at time of the inspection. (See the example below that reflects an annual inspection was performed on

Tungsten Ores & Concentrates at Scotia Depot in warehouses 505 & 506 on 11-12 March 2014 by David Landry. The “Designated Responsible Person” was the assigned Commodity Logistics Specialist, Russell Foster.

1A	
Name of Commodity/Facility:	Tungsten Ores and Concentrates
Inspection Location:	Scotia Depot Warehouse 505 & 506
Date(s) of Inspection:	11 & 12 March 2014
Date Last Inspected:	27-Mar-13
Minimum Inspection Frequency:	Annual
Inspected By:	David Landry
Designated Responsible Person *	Russell Foster

Block 1B: Check only one box in the left column that most accurately describes the type of inspection performed. Check the associated box (if any) to the right of the box you checked describing the type of inspection performed if applicable. (See the example below that reflects a commodity inspection was performed at a DLA Site and narrative/Part 2 Continuation Sheet(s) were attached to this inspection.)

Type of Inspection	
<input checked="" type="checkbox"/> Commodity Inspection at DLA Site	<input checked="" type="checkbox"/> Narrative / Part 2 Continuation Sheet(s) Attached
<input type="checkbox"/> Commodity Inspection at Vendor Site	<input type="checkbox"/> Narrative / Part 2 Continuation Sheet(s) Attached
<input type="checkbox"/> Facility Inspection at DLA Site. Attach narrative.	
<input type="checkbox"/> Facility Inspection at Vendor Site. Attach narrative.	
<input type="checkbox"/> Scale Inspection at DLA Site	<input type="checkbox"/> Narrative Attached
<input type="checkbox"/> Scale Inspection at Commercial Site	<input type="checkbox"/> Narrative Attached
<input type="checkbox"/> Other _____	Attach narrative.

Block 1C: Enter the point of inspection initials followed by a three-digit sequential report number (NO DASH). The sequential number shall be specific to each commodity (e.g., may have a report numbered SC003 for tungsten and also a report numbered SC003 for zinc). (See the example below.)

REPORT NUMBER
1C  <b>SC003</b>

Block 1D: This block is used to track a request for corrective action(s) review, the corrective action(s) review completion, the identification that corrective action(s) are required and the

documentation of completion of required corrective action(s). These boxes will be checked off as the action(s) are completed in Parts 6, 7, 8 and 9 as applicable. (See the example below that reflects action(s) in Parts 6, 7 and 8 have been completed. The last unchecked box will be checked as the action(s) of Part 9 (if EBS adjustments are required) are completed.) All five boxes should be checked (if EBS adjustments are required) at the end of each inspection that requires corrective action(s). If no corrective action(s) review is requested, no boxes should be checked.

Corrective Action(s)	
1D	
<input checked="" type="checkbox"/>	Corrective Action(s) Review Requested (See Part 6)
<input checked="" type="checkbox"/>	Corrective Action(s) Review Completed (See Part 7)
<input checked="" type="checkbox"/>	Corrective Action(s) Required (See Part 7)
<input checked="" type="checkbox"/>	Corrective Action(s) Performed (See Part 8)
<input type="checkbox"/>	Corrective Action(s) Documented (See Part 9)

## Part 2

The Part 2 (Commodity Inspection) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed for inspections performed by DLA Strategic Materials personnel of commodities only. The "Designated Responsible Person" for a "Commodity Inspection" is the assigned Commodities Logistics Specialist. If inspecting facilities, scales or performing other types of inspections, leave Part 2 blank.

Block 2A: Enter the EBS item number of the commodity inspected. This is listed as "K0000(xxxx)" where the last four digits are the item number associated with a particular lot/contract number. (See the example below that lists two EBS item numbers that were inspected.)

2A	EBS Item Number
	K0000(xxxx)
	K00000543
	K00000539

Block 2B: Enter the Lot/contract number of the commodity inspected. (See the example below that lists two lot/contract numbers that were inspected.)

2B	Lot/Contract Number
	P-3213-B
	P-3211-B

Block 2C: Enter the weight as listed in EBS. Some commodities do not have weights listed in EBS (e.g., germanium wafers). If no weights are listed, enter N/A into this block. (See the

example below that lists weights as listed in EBS that were inspected.)

2C	EBS Weight
	(If applicable)
	92,171 lbs.
	84,206 lbs.

Block 2D: Enter the piece count as listed in EBS. Some commodities may not have piece counts listed in EBS (e.g., bulk storage piles). If no piece counts are listed, enter N/A into this block. (See the example below that lists piece counts as listed in EBS that were inspected.)

2D	EBS Piece Count
	(If applicable)
	270
	244

Block 2E: Enter “Y” if the weights and piece counts (as applicable) listed in EBS agree with actual weights and piece counts. Enter “N” if the weights and piece counts (as applicable) listed in EBS do not agree with actual weights and piece counts. See the note that states “\* If EBS and actual weights/piece counts DO NOT agree, enter "N" in this block. Then enter "Y" in block 2K of this Part and specify why a corrective action(s) review is being requested in block 2L of this Part”. (See the example below that reflects that the first listed item/lot weights and/or piece counts in EBS agreed with actual inventory. The second listed item/lot weights and/or piece counts in EBS DID NOT agree with the actual inventory. The second item/ lot will need to have a corrective action review requested.)

2E	EBS and Actual Weights/Piece Counts
	Agree (Y = yes N = no) *
	Y
	N

Block 2F: Enter the percentage of the item/lot that was visually inspected. At a minimum, 40% of each item/lot must be visually inspected. If less than 40% of the item/lot is visually accessible, actions must be taken to increase the visual accessibility of the item/lot to a minimum of 40%. See the note that states “\*\* List the actual % of item/lot inspected. If less than 40% of the item/lot is visually accessible, the item/lot cannot be inspected until actions are taken to increase the items/lots visual accessibility to a minimum of 40%. The inspector shall inspect the maximum % of each item/lot that is visually accessible. Do not stop at inspecting 40% of an item/lot when more of the item/ lot is visually accessible. (Minimum % of item/lot to be inspected was determined by an adaptation of MIL-STD-1916)” (See the example below that lists % of item/lot inspected as 85% and 100% respectively.)

2F	% of item/lot Inspected
	(Minimum 40%) **
	85%
	100%

Block 2G: List the container type (e.g., steel drum, fiber drum, box, super sack, bulk pile etc.).

Use your best judgment in the container description. There are no special abbreviations or codes for this block. (See the example below that lists the first item/lot as packaged in steel drums and the second item/lot as packaged in fiber drums.)

2G	Container Type
	Steel Drum
	Fiber Drum

Block 2H: Enter “Y” in this block if the container(s) were opened as part of this inspection. Enter “N” in this block if the container(s) were NOT opened as part of this inspection. (See the example below that shows that no container(s) were opened in either listed item/lot during the performance of this inspection.)

2H	Container Opened
	(Y = yes N = no)
	N
	N

Block 2I: Enter “Y” in this block if the listed item/lot is/was stored IAW the commodity specific storage requirements as delineated in Chapter 4 of the Storage Manual. These requirements may include, but are not limited to, such items as storage patterns, climate controls, security requirements, fire protection and environmental controls. Enter “N” in this block if the listed item/lot is/was NOT stored IAW the commodity specific storage requirements as delineated in Chapter 4 of the Storage Manual. See the note that states “\*\*\* These requirements may include, but are not limited to, such items as storage patterns, climate controls, security requirements, fire protection and environmental controls”. See commodity specific storage requirements as delineated in Chapter 4 of the Storage Manual. If item/lot are/were NOT stored IAW the requirements, a corrective action review should be requested. (See the example below that states both listed items/lots are/were stored IAW the commodity specific storage requirements of Chapter 4 of the Storage Manual.)

2I	Stored IAW Requirements
	(Y = yes N = no) ***
	Y
	Y

Block 2J: Enter “Y” if the item/lot is shipment ready. Enter “N” if the item/lot is NOT shipment ready. If the item/lot is NOT shipment ready, a corrective action review might need to be requested depending why the item/lot is not shipment ready. See the note that states “\*\*\*\*\* "Shipment Ready" is defined as "The material can be readied for shipment within two (2) business days. If any physical condition identified during this inspection (e.g., broken pallet(s) or damaged drum(s)) can be overcome and the material can be readied for shipment within two (2) business days, the material IS "Shipment Ready". An active contract and/or shipment order are not required for material to be "Shipment Ready". If entering an "N" in this block, a corrective action review must be requested in block 2K of Part 2 along with a reason in block 2L (Remarks) why the material is NOT shipment ready.” (See the example below that reflects that the first listed item/lot is shipment ready, but the second listed item/lot is not ready for shipment.)

2J	Shipment Ready
	(Y = yes N = no)
	Y
	N

Block 2K: Enter “Y” in this block if a corrective action(s) review is requested. Each time a “Y” is entered for any items/lots into this block (Corrective Action(s) Review Requested), you must specify in block 2L of this Part why a corrective action(s) review is being requested. These remarks will be reviewed by the “Designated Responsible Person” (assigned Commodity Logistics Specialist) to determine if and or what corrective action(s) are required. Enter “N” in this block if no corrective action(s) are needed. (See the example below that does not request a corrective action(s) review for the first listed item/lot, but does request a corrective action(s) review for the second listed item/lot.)

2K	Corrective Action(s) Review
	Requested (Y = yes N = no)
	N
	Y

Block 2L: Enter any remarks in this block. Each time a “Y” is entered for any items/lots into its associated 2K block (Corrective Action(s) Review Requested), you must specify why a corrective action(s) review is being requested. These remarks will be reviewed by the “Designated Responsible Person” (assigned Commodity Logistics Specialist) to determine if and or what corrective action(s) are required. (See the example below that lists the deficiencies identified during the inspection of EBS item K00000539 (lot P-3211-B).)

Remarks	
2L	Item K00000539 (lot P-3211-B) is listed in EBS as having 244 drums. Actual count of drums is now 243 due to the replacement
	of damaged drums on 13 Feb 2014. Also seven drums are damaged and need to be replaced.

### Part 3

The Part 3 (Facility Inspection) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed for inspections performed by DLA Strategic Materials personnel of facilities only. All facility inspections will be written in narrative form. The facility inspection narrative must be attached to the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. The "Designated Responsible Person" for "Facility Inspection" is the assigned Program Manager (HQ). If inspecting commodities, scales or performing other types of inspections, leave Part 3 blank.

Block 3A: Enter “Y” in this block if a corrective action(s) review is requested. Each time a “Y” is entered for any facility into this block (Corrective Action(s) Review Requested), you must specify in block 3B of this Part why a corrective action(s) review is being requested. These remarks will be reviewed by the “Designated Responsible Person” (assigned Program Manager (HQ)) to determine if and or what corrective action(s) are required. Enter “N” in this block if no corrective action(s) are requested. (See the example below showing a corrective action(s) review is requested.)

3A	Corrective Action(s) Review Requested (Y = yes N = no): Y
----	---



Block 3B: Enter any remarks in this block. Each time a “Y” is entered into block 3A (Corrective Action(s) Review Requested), you must specify why a corrective action(s) review is being requested. These remarks will be reviewed by the “Designated Responsible Person” (assigned Program Manager (HQ)) to determine if and or what corrective action(s) are required. (See the example below that identifies a roof leak in warehouse 506, section 4.)

Remarks	
3B	Leaking roof on warehouse 506, section 4.

## Part 4

The Part 4 (Scale Inspection) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed for inspections performed by DLA Strategic Materials personnel of scales only. The "Designated Responsible Person" for "Scale Inspection" is the Facilities Manager (Depot Manager). If inspecting commodities, facilities or performing other types of inspections, leave Part 4 blank.

Block 4A: Enter scale type in this block (e.g., platform, truck or rail etc.) (See the example below that identifies the scale as a portable platform scale.)

4A	Scale Type
	Platform, portable

Block 4B: Enter the manufacturer name of the scale in this block. (See the example below that identifies the scale manufacturer as Fairbanks.)

4B	Manufacturer
	Fairbanks

Block 4C: Enter the model number of the scale in this block. (See the example below that identifies the scale model number as FB 2250-1.)

4C	Model Number
	FB 2250-1

Block 4D: Enter the serial number of the scale in this block. (See the example below that identifies the scale serial number as FB 2250-1.)

4D	Serial Number
	121220100096

Block 4E: Enter the weight capacity of the scale in this block. (See the example below that identifies the scale weight capacity as 10,000 lbs.)

4E	Capacity
	10,000 lbs.

Block 4F: Enter the smallest increment supported by the scale in this block. (See the example below that identifies the smallest weight increment supported by the scale as 2 lbs.)

4F	Smallest Increment
	2 lbs.

Block 4G: Enter the name of the company/municipal agency that calibrated or verified the calibration of the scale in this block. See the note that states “\* Enter the name of the person or company that performed the scale calibration. This may or may not be a government employee. This may be a private company (e.g., Toledo scales, etc.) or a municipal agency (e.g., state or county agency, etc.)”. (See the example below that identifies that the County of Schenectady verified the calibration of the scale.)

4G	Calibrated By *
	County of Schenectady

Block 4H: Enter the date the scale was calibrated or that the calibration was verified in this block. (See the example below that identifies that the calibration was verified on 15 October 2013.)

4H	Calibration Date
	15-Oct-13

Block 4I: Enter “Y” in this block if a calibration seal is installed on the scale. Enter “N” in this block if a calibration seal is NOT installed. If a calibration seal is NOT installed, a corrective action(s) review should be requested. (See the example below that identifies that a calibration seal is NOT installed on this scale.)

4I	Seal Installed
	(y = yes N = no)
	N

Block 4J: Enter “Y” in this block if a corrective action(s) review is requested. Each time a “Y” is entered for any scale into this block (Corrective Action(s) Review Requested), you must specify in block 4K of this Part why a corrective action(s) review is being requested. These remarks will be reviewed by the "Designated Responsible Person" (for "Scale Inspection" is the Facilities Manager (Depot Manager)) to determine if and or what corrective action(s) are required. Enter “N” in this block if no corrective action(s) are requested. (See the example below showing a corrective action review is requested.)

4J	Corrective Action(s) Review
	Requested (Y = yes N = no)
	Y

Block 4K: Enter any remarks in this block. Each time a “Y” is entered for any scale into its associated 4J block (Corrective Action(s) Review Requested), you must specify why a corrective action(s) review is being requested. These remarks will be reviewed by the "Designated Responsible Person" (for "Scale Inspection" is the Facilities Manager (Depot Manager)) to determine if and or what corrective action(s) are required. (See the example below that states that the calibration seal was removed by unknown personnel and is missing.)

Remarks	
4K	Calibration seal was removed by unknown personnel. No calibration seal is installed at this time.

### Part 5

The Part 5 (Other Inspection) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed only for other types of inspections not listed in Parts 2, 3 or 4 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 performed by DLA Strategic Materials personnel. The "Designated Responsible Person" for "Other Inspection" will be determined at the time of inspection. All other types of inspections will be written in narrative form. The other types of inspection narrative must be attached to the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. If inspecting commodities, facilities or scales, leave Part 5 blank.

Block 5A: Enter “Y” in this block if a corrective action(s) review is requested. Each time a “Y” is entered for any other inspection into this block (Corrective Action(s) Review Requested); you must specify in block 5B of this Part why a corrective action(s) review is being requested. These remarks will be reviewed by the “Designated Responsible Person” (to be determined at time of inspection) to determine if and or what corrective action(s) are required. Enter “N” in this block if no corrective action(s) are needed. (See the example below showing a corrective action(s) review is requested.)

5A	Corrective Action(s) Review Requested (Y = yes N = no): Y
----	---

Block 5B: Enter any remarks in this block. Each time a “Y” is entered into block 5A (Corrective Action(s) Review Requested), you must specify why a corrective action(s) review is being requested. These remarks will be reviewed by the “Designated Responsible Person” (to be determined at time of inspection) to determine if and or what corrective action(s) are required. (See the example below for block 5B entry.)

5B	Re-verification for Ferroniobium, CMAT 153 (K00002235)
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## Part 6

The Part 6 (Facility Manager Review) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed by the Facility Manager to document their review and concurrence of Parts 1 thru 5 as applicable only. The Facility Manager is responsible for conducting a comprehensive review of the submitted Form 30 at a minimum of the following:

- i. CMAT Number
- ii. CMAT Description
- iii. Inspection Location
- iv. Date of Inspection
- v. Count Data to include Materials (K#), Type/Grade, Container, Total Units, Unit Weight, Total Weight, Count Data, Date Count Performed, Verifier Names and Signatures, Identified Discrepancies, and Discrepancy Escalation and Resolution
- vi. Third-Party Bulk Weight Re-Verification Documentation (to include calculations to determine weight) as applicable
- vii. Accurate Shopping List of CMAT by Location from EBS (for comparison to count data)
- viii. Overall Verification and Affirmation that Inventory Count has been Completed in accordance with Management Determined Procedures
- ix. Explanations and Evidence of Discrepancy Escalation as applicable
- x. Explanations and Evidence of Discrepancy Resolution as applicable

Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the Facility Manager must add a text box in order to input comments into the Form 30 Date block 6B, Check block 6C, and “Remarks” block 6D. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 designated block, resize the text box and drag to define the width of the text block you want to add.
- iv. Type the relevant input directly into the newly added text box, adjusting the text format as needed.

Block 6A: For this block, the Facility Manager digitally enters signature upon completion of review.

6A	Signature of the Facility Manager
	John Eller

Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager, the digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.

- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

Block 6B: Enter the date that the review/concurrence was completed. (See the example below showing that the review/concurrence was completed on 28-Mar-14).

6B	Date Review/Concurrence completed
	28-Mar-14

Block 6C: Check ONLY ONE of the two boxes. Check the top box if a corrective action(s) review is requested. See the note that states “\* Check this block if a corrective action(s) review is requested in block 2K of Part 2, in block 3A of Part 3, block 4J of Part 4 or block 5A of Part 5 and the Facility Manager concurs that a "Corrective Action(s) Review is required. The Facility Manager can check this block if they determine that a "Corrective Action(s) Review" is required that was not listed in Parts 2, 3, 4 or 5, but must enter remarks in block 6D to justify their decision.” Check the “Corrective Action(s) Review Requested” box in block 1D of Part 1 if a corrective action(s) review is requested. Check the bottom box if NO corrective action(s) review is requested. If NO corrective action(s) review is requested, leave all boxes in block 1D of Part 1 blank. See the note that states “\*\* The Facility Manager MUST enter remarks (to justify their decision) in block 6D of Part 6 if checking this box when corrective action(s) review is requested in block 2K of Part 2, in block 3A of Part 3, block 4J of Part 4 or block 5A of Part 5 and the Facility Manager does NOT concur that a "Corrective Action(s) Review" is required.” See the example below that shows that a corrective action(s) review is requested).

6C *	<input checked="" type="checkbox"/>	Check this box if a corrective action(s) review is requested. Also check the "Corrective Action(s) Review Requested" box in block 1D of Part 1.
**	<input type="checkbox"/>	Check this box if NO corrective action(s) review is requested. DO NOT check any box in block 1D of Part 1.

Block 6D: Enter any remarks in the block. See the notes that state “\* Check this block if a corrective action(s) review is requested in block 2K of Part 2, in block 3A of Part 3, block 4J of Part 4 or block 5A of Part 5 and the Facility Manager concurs that a "Corrective Action(s) Review is required. The Facility Manager can check this block if they determine that a "Corrective Action(s) Review" is required that was not listed in Parts 2, 3, 4 or 5, but must enter remarks in block 6D to justify their decision.” and “\*\* The Facility Manager MUST enter remarks (to justify their decision) in block 6D of Part 6 if checking this box when corrective action(s) review is requested in block 2K of Part 2, in block 3A of Part 3, block 4J of Part 4 or block 5A of Part 5 and the Facility Manager does NOT concur that a "Corrective Action(s) Review" is required.” No example is listed.

In addition to potential “Correct Action(s) Review” remarks, the Facility Manager is required to document the extent of his/her review in the Form 30 Part 6 “Remarks” block 6D. This “Remarks” box update is necessary to explicitly state the designated review responsibilities and scope of this phase of the management review process, and to ensure the validity of the Form 30 observations as submitted by the GSS. The Facility Manager is responsible for verifying that the physical inventory weight verification was completed in accordance with the physical inventory count procedures, conducting a completeness check to confirm execution of the assigned sample as determined in the J7MO Stockpile Material Sustainment Physical Inventory Plan, and

confirming that identified discrepancies have been escalated for resolution.

Note: Upon completion of the Facility Manager review procedures listed above, confirmed via Facility Manager digital signature, the Facility Manager will email the Form 30 evidential matter submission to the CLS/Program Manager at DLA Strategic Materials HQ. This formal email submission will include the scope of the Facility Manager’s review, as evidenced in block 6D.

## Part 7

The Part 7 (Corrective Action(s) Review) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed by the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 every time a corrective action(s) review is requested in block 6C of part 6 of this form. The "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will determine if and or what corrective action(s) are required. If no corrective action(s) review is requested, leave Part 7 blank.

Block 7A: The "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will enter a description of the reported deficiency. For commodity deficiencies include the EBS number (see Part 2 above), for facilities deficiencies include the facility location (see Part 3 above), for scale deficiencies include the scale serial number (see Part 4 above). The "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will enter a brief description for all other types of deficiencies reported (see Part 5 above). (See the example below that lists the deficiencies identified during the inspection of EBS item K00000539 (lot P-3211-B).

7A	Description of reported deficiency (for commodities list EBS item number), (for facilities list location), (for scales list serial number) to be reviewed
EBS item K00000539 (lot P-3211-B) is listed as having 244 drums. Actual count of drums is now 243 due to the replacement of damaged drums on 13 February 2014. Also seven drums are damaged and need to be replaced.	

Block 7B: The "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will enter the date they performed the corrective action(s) review. See the note that states “\* Upon completion of this "Corrective Action(s) Review", the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will check the "Corrective Action(s) Review Completed" box in block 1D of Part 1”. (See the example below listing the date the corrective action review was performed as 20-Mar-14.)

7B	Date of Review *
20-Mar-14	

Block 7C: The "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 performing the corrective action review will digitally sign.



Block 7D: The "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will identify if any corrective action(s) are required to be performed. If entering a "Y" in this block, the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 must check the "Corrective Action(s) Required" box in block 1D of Part 1 of this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. Enter "N" in this block if no corrective action(s) are required. If entering an "N" in this block, DO NOT check the "Corrective Action(s) Required" box in block 1D of Part 1 of this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. The "Designated Responsible Person" will document the completion of the visual inspection by updating the "Commodity Inspection Schedule" on the shared drive. The "Designated Responsible Person" will enter the initials of the person who performed the visual inspection in the appropriate block in the commodity inspection schedule on the shared drive. The "Designated Responsible Person" will also highlight the background color of the appropriate block in the commodity inspection schedule on the shared drive "red" if corrective action(s) are required. The shared drive target location is "DNSC-M > 2 COMMODITIES > COMMODITY INSPECTIONS > 1 INSPECTION SCHEDULES > COMMODITY INSPECTION SCHEDULE 20XX". See the note that states "\*\*\* If any corrective action(s) are required, the "Designated Responsible Person" (as identified in block 1A of Part 1) will enter a "Y" in this block for each identified deficiency. The "Designated Responsible Person" (as identified in block 1A of Part 1) will check the "Corrective Action(s) Required" box in block 1D of Part 1. The "Designated Responsible Person" will document the completion of the visual inspection by updating the "Commodity Inspection Schedule" on the shared drive. The "Designated Responsible Person" will enter the initials of the person who performed the visual inspection in the appropriate block in the commodity inspection schedule on the shared drive. The "Designated Responsible Person" will also highlight the background color of the appropriate block in the commodity inspection schedule on the shared drive "red" if corrective action(s) are required. The shared drive target location is "DNSC-M > 2 COMMODITIES > COMMODITY INSPECTIONS > 1 INSPECTION SCHEDULES > COMMODITY INSPECTION SCHEDULE 20XX". DO NOT check the "Corrective Action(s) Required" in block 1D of Part 1 If NO corrective action(s) is/are required." (See the example below that shows corrective action(s) are required to be performed.)

7D	Corrective Action(s) Required (Y=yes, N-no) **
	Y

Block 7E: The "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will assign a corrective action number if corrective action(s) are required. If NO corrective action(s) are required, leave this block blank. The corrective action number shall follow this format: the inspection report number as listed in block 1C of Part 1 followed by a dash and a sequential three-digit number assigned by the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. See the note that states "\*\*\*\*The corrective action number format is as follows; the inspection report number as listed in block 1C of Part 1 followed by a dash and a sequential three-digit number assigned by the "Designated Responsible Person" (as identified in block 1A of Part 1)." (See the example below that lists the corrective action number as SC055-001. This means that this inspection report

number is SC055 and this is the first corrective action number assigned to this inspection report.)

7E	Assign a corrective action number ***
SC055-001	

Block 7F: The "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will list the corrective action(s) to be performed. If NO corrective action(s) are required, leave this block blank. (See the example below calling for the replacement of damaged drums, the submittal of an inventory adjustment memo to the Commodity Logistics Specialist and an EBS adjustment for piece count to be made by the Commodity Logistics Specialist to reflect the actual piece count.)

7F	Corrective Action(s)
Replace damaged drums. Provide supporting documentation (inventory adjustment memo) to the Commodity Logistics Specialist to support an adjustment for the piece count in EBS. Commodity Logistics Specialist to adjust the piece count in EBS to reflect actual count.	

Block 7G: Enter any remarks in the block. No example is listed.

Note: For block 7, due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the "Designated Responsible Person" in this step must add a text box (as applicable) in order to input comments into block 7. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 designated block, resize the text box and drag to define the width of the text block you want to add.
- iv. Type the relevant input directly into the newly added text box, adjusting the text format as needed.

Additionally, due to the same Form 30 safeguarding procedures, the digital signature addition (as applicable) can be accomplished using the following steps:

- i. Within the PDF, click on the "**Certificates**" icon on the right side Tool box. Note, if the "**Certificates**" icon does not appear, select the "**More Tools**" option, and locate/select the "**Certificates**" icon.
- ii. In the "**Certificates**" box, select "**Digitally Sign**".
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

## Part 8

The Part 8 (Corrective Action(s) Performance) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed by the field activity every time a



corrective action(s) is performed. If no corrective action(s) are performed, leave Part 8 blank.

Block 8A: Enter the corrective action number listed in block 7E of Part 7 for each required corrective action(s) identified by the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. (See the example below listing the corrective action number as SC055-001.)

8A	Corrective action number
	SC055-001

Block 8B: Enter the corrective action(s) performed. Any adjustments in EBS will be made by the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 and EBS adjustment completion will be documented in Part 9 (below) of this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. (See the example below that reflects that all seven damaged drums were replaced and that an inventory adjustment memo was submitted to the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 requesting a piece count adjustment in EBS.)

8B	Corrective action(s) performed
	All seven drums were replaced. Submitted an inventory adjustment memo to the Commodity Logistics Specialist documenting the actual piece count as 243 drums.

Block 8C: Enter the date the corrective action(s) were performed. Upon completion of performance of all corrective action(s), check the "Corrective Action(s) Performed" box in block 1D of Part 1. All "Corrective Action(s)" must be completed prior to the next scheduled inspection unless a waiver is obtained from the Chief, Operations & Logistics Division." See the note that states "\* Upon completion of performance of all corrective action(s), check the "Corrective Action(s) Performed" box in block 1D of Part 1. All "Corrective Action(s)" must be completed prior to the next scheduled inspection unless a waiver is obtained from the Chief, Operations & Logistics Division." (See the example reflecting the corrective action(s) were performed on 27-Mar-14.)

8C	Date corrective action(s) performed *
	27-Mar-14

Block 8D: Enter the digital signature of the person performing the corrective action(s). Upon completion of performance of all corrective action(s), check the "Corrective Action(s) Performed" box in block 1D of Part 1. See the note that states "\* Upon completion of performance of all corrective action(s), check the "Corrective Action(s) Performed" box in block 1D of Part 1. All "Corrective Action(s)" must be completed prior to the next scheduled inspection unless a waiver is obtained from the Chief, Operations & Logistics Division

Block 8E: Enter "Y" in this block if supporting documentation is attached to this DLA

STRATEGIC MATERIALS INSPECTION REPORT FORM 30. If adjustments in the EBS system are required, supporting documentation (e.g., copies of Receiving Report, Inventory Adjustment Memo, etc.) must be attached to this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 to provide the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 with a justification to make any required adjustments in the EBS system. Enter "N" in this block if NO supporting documentation is attached to this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. (See the example below that reflects that supporting documentation is attached to this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30.)

8E	Supporting Documentation
	attached (Y = yes N = no)
	Y

Block 8F: Enter any remarks in the block. No example is listed.

Note: For block 8 input, due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the "Designated Responsible Person" in this step must add a text box (as applicable) in order to input comments into block 8. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 designated block, resize the text box and drag to define the width of the text block you want to add.
- iv. Type the relevant input directly into the newly added text box, adjusting the text format as needed.

Additionally, due to the same Form 30 safeguarding procedures, the digital signature addition (as applicable) can be accomplished using the following steps:

- i. Within the PDF, click on the "**Certificates**" icon on the right side Tool box. Note, if the "**Certificates**" icon does not appear, select the "**More Tools**" option, and locate/select the "**Certificates**" icon.
- ii. In the "**Certificates**" box, select "**Digitally Sign**".
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

## Part 9

The Part 9 (Corrective Action(s) Documented) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed every time a corrective action(s) is performed and/or an inventory adjustment is required in the EBS system. Part 9 to be completed by the "Designated Responsible Person" identified in block 1A of part 1 of the DLA

STRATEGIC MATERIALS INSPECTION REPORT FORM 30 as required. If no corrective action(s) were performed, leave Part 9 blank

Block 9A: Enter the corrective action number(s) listed in block 7E of Part 7 of this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 that required an inventory adjustment in the EBS system and/or a corrective action(s) identified by the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. (See the example below listing the corrective action number as SC055-001.)

9A	Corrective action number
	SC055-001

Block 9B: Enter a description of all corrective action(s) documentation completed. (See the example below that reflects that the assigned "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 adjusted the piece count to 243 drums in EBS justified by a signed Inventory Adjustment Memo dated 29 March 2014.)

9B	Corrective action(s) documented
EBS adjustment made to change the piece count to 243 drums. Adjustment justified by the attached Inventory Adjustment Memo dated 29 March 2014.	

Block 9C: Enter the date the corrective action(s) were documented. Upon completion of performance of all corrective action(s) documented, check the "Corrective Action(s) Documented" box in block 1D of Part 1. See the note that states "\* Upon completion of this "Corrective Action(s) Documented", the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 will check the "Corrective Action(s) Documented" box in block 1D of Part 1". (See the example reflecting the corrective action(s) were documented on 27- Mar-14.)

9C	Date corrective action(s) documented. *
	27-Mar-14

Block 9D: Enter the digital signature of the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 documenting the completion of all corrective action(s). The "Designated Responsible Person" documenting the completion of all corrective action(s) will highlight the background color of the appropriate block in the commodity inspection schedule on the shared drive "green" (the background color was previously "red"). The shared drive target location is "DNSC-M > 2 COMMODITIES > COMMODITY INSPECTIONS > 1 INSPECTION SCHEDULES > COMMODITY INSPECTION SCHEDULE 20XX". See the note that states \*\* The "Designated Responsible Person" documenting the completion of all corrective action(s) will

highlight the background color of the appropriate block in the commodity inspection schedule on the shared drive "green" (the background color was previously "red"). The shared drive target location is "DNSC-M > 2 COMMODITIES > COMMODITY INSPECTIONS > 1 INSPECTION SCHEDULES > COMMODITY INSPECTION SCHEDULE 20XX".

Block 9E: Enter “Y” in this block to verify that supporting documentation is attached to this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. This supporting documentation (e.g., copies of a completed inventory adjustment in the EBS system) must be attached to this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 to provide documentation that all required inventory adjustments in the EBS system have been completed by the assigned Commodity Logistics Specialist. (See the example below that reflects that supporting documentation is attached to this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30.)

9E	Supporting Documentation
	attached (Y = yes)
Y	

Block 9F: Enter any remarks in the block. No example is listed.

Note: For block 9, due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the "Designated Responsible Person" in this step must add a text box (as applicable) in order to input comments into block 9. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 designated block, resize the text box and drag to define the width of the text block you want to add.
- iv. Type the relevant input directly into the newly added text box, adjusting the text format as needed.

Additionally, due to the same Form 30 safeguarding procedures, the digital signature addition (as applicable) can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

## Part 10

The Part 10 (Inspection Completed) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed by the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30. By completing this part of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30, the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 certifies that the inspection is completed and that all corrective action(s) have been completed. If adjustments in the EBS system were required, the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 certifies that all required inventory adjustments in the EBS system have been completed and documented.

Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the Facility Manager must add a text box in order to input comments into the Form 30 Date block 10B and "Remarks" block 10C. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 designated block, resize the text box and drag to define the width of the text block you want to add.
- iv. Type the relevant input directly into the newly added text box, adjusting the text format as needed.

Block 10A: Enter the digital signature of the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 certifying that the inspection was completed, that all corrective action(s) were completed and that all required inventory adjustments (if any) in the EBS system were completed and documented.

10A	Signature of the "Designated Responsible Person" (as identified in block 1A of Part 1)
	Russell Foster /S/

Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager, the digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the "**Certificates**" icon on the right side Tool box. Note, if the "**Certificates**" icon does not appear, select the "**More Tools**" option, and locate/select the "**Certificates**" icon.
- ii. In the "**Certificates**" box, select "**Digitally Sign**".
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

Block 10B: Enter the date the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 certified that the inspection was completed, that all corrective action(s) were completed and that all required

inventory adjustments in the EBS system (if any) were completed and documented. (See the example reflecting the satisfactory completion of this inspection was completed on 27-Mar-14.)

10B	Date of inspection completion
	27-Mar-14

Block 10C: Enter any remarks in the block. The CLS/Program Manager at DLA Strategic Materials HQ is required to review the Form 30 and Facility Manager email submission, certifying that the physical inventory weight verification was completed in accordance with the physical inventory count procedures, conducting a completeness check to confirm execution of the assigned sample as determined in the J7MO Stockpile Material Sustainment Physical Inventory Plan, and confirming that identified discrepancies have been escalated for resolution. Note, if further email confirmation occurs prior to approval between the Facility Manager and CLS/Program Manager at DLA Strategic Materials HQ regarding the need for follow up and adjudication of comments, it is required to save and attach the latest email communication to the PDF. Once approved, he/she is then required to confirm the scope of their review in the Form 30 Part 10 “Remarks” block 10C.

Once remarks have been updated and the form digitally signed, the CLS/Program Manager at DLA Strategic Materials HQ will then initiate the next stage of the DLA HQ Management Review process and submit via email the updated evidential matter Form 30 to the Chief of the Environmental Division.

## Part 11

The Part 11 (Management Review) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed by the Chief of the Environmental Division. By completing this part of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30, the Chief of the Environmental Division certifies that the management review of this inspection is completed and that all corrective action(s) (if any) have been completed and that all required inventory adjustments (if any) in the EBS system are completed and documented.

Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the Chief of the Environmental Division must add a text box in order to input comments into the Form 30 Date block 11B and “Remarks” block 11C. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 designated block, resize the text box and drag to define the width of the text block you want to add.
- iv. Type the relevant input directly into the newly added text box, adjusting the text format as needed.

Block 11A: Enter the digital signature of the person (Chief of the Environmental Division) certifying that the management review of this inspection was completed and that all corrective action(s) (if any) were completed and that all required inventory adjustments (if any) in the EBS system were completed and documented.

Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the



Facility Manager, the digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the “**Certificates**” icon on the right side Tool box. Note, if the “**Certificates**” icon does not appear, select the “**More Tools**” option, and locate/select the “**Certificates**” icon.
- ii. In the “**Certificates**” box, select “**Digitally Sign**”.
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

Block 11B: Enter the date the person (Chief of the Environmental Division) certified that the management review of this inspection was completed and that all corrective action(s) (if any) were completed and that all required inventory adjustments (if any) in the EBS system are completed and documented. (See the example reflecting the satisfactory completion of this management review of this inspection was completed on 1-Apr-14.)

11B	Date of management review completion
	1-Apr-14

Block 11C: Enter any remarks regarding the Chief of the Environmental Division management review inspection certification (referenced above) in the block. No example is listed.

## Part 12

The Part 12 (Inspection Uploaded to Shared Drive) section of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 shall be completed by the "Designated Responsible Person" (as identified in block 1A of Part 1). By completing this part of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30, the "Designated Responsible Person" (as identified in block 1A of Part 1) certifies that this completed "DLA Strategic Materials Inspection Report Form 30" (and Supporting Documentation if required) has been uploaded to the shared drive. Uploaded "DLA Strategic Materials Inspection Report Form 30" (and Supporting Documentation if required) shall be titled in the following format: Report Number\_CMAT Number\_Name of Commodity\_Inspection Month\_Inspection Day Number\_Inspection Year. The shared drive target location is "DNSC-M -> 2 COMMODITIES -> Material Inspection Reports -> then specific FY and inspection location. A hard copy of this DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 does not need to be retained once uploaded to the shared drive.

**IMPORTANT NOTE: Complete Part 12 of this completed DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 IN THIS ORDER. (Complete blocks 12B and 12C prior to uploading and digitally signing this completed DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 in block 12A. This entire document will be marked as “final” and cannot be edited or added to in any way once digitally signed.)**

Note: Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager (in an effort to safeguard and prevent manipulation of the Form 30 input), the “Designated Responsible Person” must add a text box in order to input comments into the Form 30 Date block 12B and “Remarks” block 12C. This is accomplished using the following steps:

- i. Choose **Tools > Edit PDF**
- ii. Chose **Add Text**
- iii. In the Form 30 designated block, resize the text box and drag to define the width of the text block you want to add.
- iv. Type the relevant input directly into the newly added text box, adjusting the text format as needed.

**Step 1:** Block 12B: Enter the date the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 uploaded this completed "DLA Strategic Materials Inspection Report Form 30" to the shared drive.

**Step 2:** Block 12C: Enter any remarks in the block. No example is listed.

**Step 3:** Upload this completed DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 (and Supporting Documentation if required) to the shared drive in the manner described above.

**Step 4:** Block 12A: Enter the digital signature of the "Designated Responsible Person" identified in block 1A of part 1 of the DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 certifying that this completed "DLA Strategic Materials Inspection Report Form 30" (and Supporting Documentation if required) has been uploaded to the shared drive.

**Perform this step on the copy of this completed DLA STRATEGIC MATERIALS INSPECTION REPORT FORM 30 that was uploaded to the shared drive.**

**NOTE: Electronic versions of all completed "DLA Strategic Materials Inspection Report Form 30" (and Supporting Documentation if required) shall be titled in the following format: Report Number\_CMAT Number\_Name of Commodity\_Inspection Month\_Inspection Day Number\_Inspection Year.**

Note: Due to the earlier step requiring the GSS to print the Form 30 to PDF prior to submitting to the Facility Manager, the digital signature addition can be accomplished using the following steps:

- i. Within the PDF, click on the "**Certificates**" icon on the right side Tool box. Note, if the "**Certificates**" icon does not appear, select the "**More Tools**" option, and locate/select the "**Certificates**" icon.
- ii. In the "**Certificates**" box, select "**Digitally Sign**".
- iii. Using the mouse, click and drag into the designated section to draw the area where the signature will be placed.
- iv. Once complete, the PDF will prompt the user with further instructions to select their digital signature and input pin number for confirmation.
- v. Save the signed PDF Form 30.

## **REPORT PROCEDURES**

### 5-25 PURPOSE

To describe the regulations, conditions, and instructions for report submission.



5-26 PREPARATION.

The DLA Strategic Materials Form 32, Commodity Inspection Report shall be prepared documenting the actual inspection. Instructions for preparing DLA Strategic Materials Form 32 are listed under Chapter 5, Part 3.

5-27 DISTRIBUTION OF COMMODITY INSPECTION REPORTS.

Copies of the Commodity Inspection Report (DLA Strategic Materials Form 32) must be clear and reproducible, and distributed as follows:

- a. Original to be maintained by the depot manager or storage official responsible for the material at the storage site.
- b. Other copies distributed as directed by DLA Strategic Materials-OL.

**Instruction for Preparing  
DLA Strategic Materials Form 32, Commodity Inspection  
Report**

1. Instructions for Preparation. The specialist must furnish, in the spaces provided, information required by the following titles on DLA Strategic Materials Form 32.
2. Check. Check applicable box.
3. Contract Number. Fill in the contract number. **Note: A report may not refer to more than one sales contract.**
4. Commodity. Fill in name of the specific commodity.
5. Inspection Report Number. Reports submitted under the same contract number from the same general inspection location must be numbered consecutively from "1" upward, regardless of who the Specialist may be. Note: Whenever subsequent inspection action is taken on a specific quantity previously reported, reference must be made to the original report. Use the same report number as the original report, plus an alphabetical suffix. Subsequent reports on a specific quantity previously reported must be numbered; for example 1A, 1B, 1C, 2A, 2B, etc.
6. Release/Serial Number. Fill in shipment release number and serial number. Make a separate report for each shipping release.
7. Lot Number. Fill in lot number, only when one lot is covered by this report.
8. Code. Give the correspondence symbol of the Specialist/depot responsible for this inspection.
9. Date of Inspection. Give the dates on which inspection actions described were accomplished.

10. Purchaser or Contractor. Give name and address.
11. Consignee or Subcontractor. Give name and address.
12. Person Contacted. Give name and title of the company official contacted.
13. Location of Material Inspected and Shipped. State name and address of the DLA Strategic Materials storage facility.
14. Description of material. List the name of the commodity, its type/grade, serial number(s), line item number(s), release number sequence, EBS item identification number(s), shipping release number, and list the sequence of the particular shipment.
15. Distribution. Check appropriate box.
16. Specialist & date. Signature of the Specialist submitting the report and date of the report.

(NOTE: The following information is required when sales inspections and/or multiple lots during a single inspection are involved. Use these column headings for these particular situations).

17. Item number or lot number. Give the item or lot number assigned to the material inspected as stated on the contract or shipping release.
18. Truck/Trailer Number. List both numbers, if applicable.
19. Seal Number. List if applicable.
20. Quantity Shipped. State in contract terms the number of pounds (gross and net), piece count, or other applicable quantity units of the material shipped.

**PART 6****INSPECTION OF SCALES AND WEIGHING FACILITIES****5-28 General.**

A periodic inspection of all scales and weighing equipment is required. This pertains to scales that are in actual use or are likely to be used for the out loading or receipt of materials. Any scale that has not been used or is not certified for long periods of time should be identified and tagged “out of service”.

**5-29 Inspection.**

a. Scales having a capacity in excess of 6,500 pounds will also be subject to regular periodic testing and adjustment by a certified scale technician or qualified Public Weights and Measures inspector. In addition to the regular annual scale inspection, each scale that is being used for weighing stockpile materials must be inspected at the time of use. Check weighing is accomplished by applying an improvised test weight closely approximating the weight of the stockpile commodity and annotated on a DLA Strategic Materials Form 32 for the material being shipped. The applied test weight is placed on each corner of the platform as well as its center. When feasible, these inspections consist of a zero balance test and an increasing load test.

b. Any time a test weighing is performed, all entries must be logged in a scale log that is maintained in close proximity to the scale.

**5-30 Scale Repair, Maintenance and Certification.**

If the weights exceed the quantity listed on the test weights, then the scales must be repaired and/or undergo maintenance by qualified scale technicians from a reputable scale service company. Maintenance involves cleaning and oiling of scale mechanisms, etc. and should be performed periodically when the scale is used on a frequent basis. After repair and/or maintenance are performed the scale must be calibrated using standards certified and traceable to the National Institute of Standards and Technology (NIST) Handbook 44 and ISO 9002. Scale technicians will apply a certification sticker to the scale indicating the date certified their name and company and the date certification will expire. In addition, reputable scale companies will provide a scale certification report showing the test weights used and the tolerances obtained. The scale certification report is dated and signed by the scale technician and bears the company name and usually a certificate number. The scale certification report must be placed in the office scale report file where the scale is located.

**5-31 Scales located outside Stockpile Facilities.**

The scale inspection will apply to the commercial and public scales not located at stockpile facilities, where such scales are used regularly to determine weights of stockpile materials. Railroad scales are accepted.

**5-32 Scales Removed From Service.**

Scales that are not currently used are removed from active service, tagged as “out of service” and placed in storage at the facility.

**5-33 Approved Test Weights are Available at Storage Facility.**

a. The Specialist must witness the testing of the scale for accuracy and indicate on the scale log the amount of certified test weights that were used for the check weighing. Also, the degree of accuracy or deviation at each increment and the maintenance or acceptance tolerances allowed for the weights used in testing. It is desirable to have enough test weights to check the scale up to one-third of its capacity as required by ISO 9002. Also, the statement “*This scale was certified to ISO 9002, latest edition*” must be stated on the official scale certification.

b. Most importantly, the scale certification must demonstrate traceability from the scale to the certification by noting the model number and serial number on the official certificate. The test weights must be certified to NIST and the certification is valid for one year from the date of the calibration. The scale certification must be signed and dated by a certified scale technician including the technician’s state certification number.

c. If certified test weights are not available, the General Supply Specialist should witness the making of improvised test weights immediately after the scales have been tested and certified by a scale company representative or weights and measures inspector. Improvised test weights may be used with any available material that will retain a constant weight. A good example would be metal ingots or pigs banded together, weighed, and marked immediately after scales have been officially certified accurate. There should be enough improvised test weights made to provide check weighing up to *one-third* of the scale’s capacity. Appropriate increments should be used and the degree of accuracy indicated under the remarks section for each increment. After establishing an officially certified correct weight on the improvised test weights, the scales can be checked periodically. The frequency of these checks should be increased to at least a twice daily basis during periods of heavy out shipments, to ensure that scales are providing constantly accurate weights. Since improvised test weights in use could be possibly damaged their accuracy must also be periodically checked.

d. If scales are inaccurate, indicate the degree of inaccuracy or deviation from the certified test weight. The degree of inaccuracy (plus or minus) should be indicated for each increment of available test weight units, such as 50, 100, 500, 1,000, 2,000, etc.

Example:

Test Weight Units	Weight Shown on Scales	Accuracy or deviation	Maintenance Tolerance	Acceptance Tolerance
50 lbs.	51 lbs.	+1 lbs.	0.05 lbs.	0.025 lbs.
100 lbs.	98 lbs.	-2 lbs.	0.10 lbs.	0.05 lbs.
500 lbs.	503 lbs.	+3 lbs.	0.50 lbs.	0.25 lbs.
1,000 lbs.	995 lbs.	-5 lbs.	1.00 lbs.	0.50 lbs.
2,000 lbs.	2,010 lbs.	+10 lbs.	2.00 lbs.	1.00 lbs.

*Note: Acceptance tolerance refers to the tolerance used only after a scale has just been calibrated; maintenance tolerance (generally twice that of acceptance tolerance) is used at all other times.*

e. Verbally report any defective scales to the storage facility manager and request that the scales be withdrawn from use pending repair or adjustment.

**PART 7****CLASSIFICATION STANDARDS FOR STOCKPILE MATERIAL CONTAINERS****5-34 PURPOSE.**

The containers used for stockpile commodities are designed to protect and preserve the enclosed materials during storage and in transit. Therefore, the condition of the containers is an integral part of the material evaluation and inspection.

**5-35 SCOPE.**

These standards apply to all types of containers used for stockpile materials.

**5-36 GENERAL.**

This is to assist the Specialist in evaluating and reporting on container deterioration or damage.

**5-37 CLASSIFICATION STANDARDS.**

The following standard guide to the classification of all types of containers on the basis of physical condition is provided. Classification for specific container types is listed below. Three classes or categories of condition have been established for each type of container.

a. Class No. 1 Containers that are sound in all respects.

b. Class No. 2 Containers that show evidence of deterioration, damage, or defects, but still remain reasonably sound and provide protection against exposure, contamination, or loss of contents. Containers included in this class must be of suitable condition to withstand one outbound handling and shipping operation without failure or loss of contents.

c. Class No. 3 Containers that show enough deterioration, damage, or defects to not provide adequate protection against exposure, contamination, or loss of contents, and which would not be expected to withstand one outbound handling and shipping operation.

**5-38 REPORTING PROCEDURES.**

a. Each DLA Strategic Materials Inspection Report Form 30 report must contain complete details regarding the condition of each lot and class of container. This includes a clear description of the nature and extent of any unsatisfactory condition found such as rust, pitting, or perforation; rusted, loose, or broken hoops; broken staves or heads; crushed containers, torn bags, or pitted drums, etc. Specific data are required in reporting these conditions. It should be reported by actual count of containers in each class. When an actual count is not possible, an estimate of the number of containers in each class will be acceptable. However, in reporting "Class 3" containers, the Specialist should try to provide an actual count or the closest possible estimate.

b. In reporting on package materials, it is important to include complete information

about the size or capacity of the container. For barrels, drums, and kegs, etc., the capacity in gallons should be stated. For all other containers, nominal dimensions will be acceptable, except in those instances in which replacement of the container is contemplated, then specific dimensions are required.

c. In making routine spot inspections of materials stored in containers, the interior surfaces of the containers opened and also any liners or other packing materials should be observed. Classification of containers on the basis of interior deterioration should be the same as for exterior condition. The condition of liners or other packing components will have no bearing upon classification of the container, but should be fully reported as a separate item.

### 5-39 CLASSIFICATION OF CONTAINERS BY PHYSICAL CONDITION.

#### a. Steel Drums, Barrels, and Cases - Painted.

(1) Class No. 1 - Containers in sound condition, dents, rust spots, paint chipping or scaling, abrasions, etc., affecting small areas of the surface shall be disregarded.

(2) Class No. 2 - Containers that are sound and tight but have major areas of penetrating rust, pitted, or paint scaling surfaces. They may have dents, abrasions, defects, or damages that do not render the container unsuitable for continued storage and do not allow exposure, loss, or contamination of contents.

(3) Class No. 3 - Containers that are unsound and do not afford protection against exposure, contamination, or loss of contents. This class includes all containers that have deteriorated to the point of perforation or body collapse, or for any reason are unsuitable for continued storage in conformance with this Manual.

#### b. Wooden Barrels and Kegs and Fiberboard Drums.

(1) Class No. 1 - Containers in sound, tight condition, with all hoops, heads, staves, and bungs in place.

Class No. 2 - Containers in sound, tight condition. They may have rust, loose, broken, or missing hoops, or other defects that do not render the containers unsuitable for continued storage and do not allow exposure, loss, or contamination of contents.

(2) Class No. 3 - Containers that are unsound and do not afford protection against exposure, contamination, or loss of contents. This class includes all containers that have deteriorated to the point of perforation or body collapse, or for any reason are unsuitable for continued storage in conformance with this Manual.

#### c. Boxes (all types), Wood, Steel-Strapped, or Plain.

(1) Class No. 1 - Containers in good, sound condition. Steel strapping, if any, may be rusted but must be intact.

(1) Class No. 2 - Containers in sound condition, except infestation, broken

strapping, split boards, or missing cleats, but free of any defect or damage which may render the container unsuitable for stacking or storing or which may allow exposure, loss, or contamination of contents shall be accepted in this classification.

(2) Class No. 3 - Containers that are unsound and do not afford protection against exposure, contamination, or loss of contents. This includes missing or broken boards, open spaces, holes, failure due to rot or infestation, or any defect or damage which renders the container unsuitable for shipment or storage in conformance with the Storage Manual.

d. Bags - Woven Fibers, Paper, and Plastic.

(1) Class No. 1 - Containers in tight, sound condition, free of deterioration of any kind.

(2) Class No. 2 - Containers in good condition and with tight closures. Holes must be sewn or patched sufficiently to ensure against loss of contents. All containers which, on the date the inspection is made, are determined to be of suitable condition to withstand continued storage without failure or loss of contents.

(3) Class No. 3 - Containers in unsatisfactory condition for continued use. This class includes all containers having non-repaired tears, holes, or faulty closures; also, those that have deteriorated or are damaged to the extent they cannot be expected to withstand further handling without risk of loss content

## **PART 8 QUALITY COMPLAINTS**

### **5-40 General.**

The investigation of complaints concerning the quality and quantity of material furnished by DLA Strategic Materials under sales contracts is the responsibility of the Chief, Operations Division. The Chief, Operations Services Division shall provide copies of each sales contract and all available information pertinent to the complaint as required by the contracting officer when requesting investigation.

### **5-41 Investigations.**

Investigations shall include thorough and courteous discussions with the persons making the complaint to determine its nature; inspection of the material under conditions of delivery or use; and, whenever necessary, taking samples, making performance tests, and arranging for chemical analyses.

### **5-42 Findings.**

When the results of an investigation prove conclusively that the contractor has received the quality and quantity specified by contract requirements to the satisfaction of both the Specialist and the complainant. And in other instances where the Specialist resolves the complaint, he/she should make note of his/her action on the narrative record. If the Specialist considers a complaint justified as a whole or with limitations, he/she should recommend adjustment or any other action he/she deems proper.

### **5-43 Reports.**

a. The Specialist for review shall prepare a narrative report of each complaint investigated within 24 hours after the investigation is completed. The review comments shall be in the form of a cover letter to the Chief, Operations Division.

b. The information recorded shall include the nature of the complaint, its location and the quantity of materials. Also include the complainant names and position or titles of persons interviewed and their comments. Pertinent data includes the size and type of samples



that were taken, the tests conducted, the test results and laboratory personnel collaborations in the investigation. The Specialist's narrative report should include a definitive recommendation that is not divulged to the complainant.

c. An original and one (1) copy of the investigative report shall be sent to the Chief, Operations Division and copies shall be retained for files.

5-44 Final decision and action.

a. The Chief, Operations Division shall transmit the results of each investigation to the proper contracting officer, with appropriate comments or recommendations, for necessary decision and action, and shall forward copies of the transmittal letter to the investigating Specialist and depot manager. The Operations Division with the authority to close the file on each quality complaint considers the transmittal letter the final action.

b. The contracting officer is responsible and has sole authority for price adjustment and final decision concerning quality complaints on material furnished by DNSC.