

Standard Operating Procedures



DRMS

Defense Reutilization and Marketing Service

DoD's PROVIDER OF CHOICE FOR WORLDWIDE REUSE, RECYCLING AND DISPOSAL SOLUTIONS

CUSTOMER ASSISTANCE HANDBOOK

(A PARTNER FOR PROCESSING EXCESS DoD PROPERTY)

DRMS Customer Service Center
1-877-352-2255
DSN: 312-661-7766

DRMS Home Page
www.drms.dla.mil

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Hours of Operation at DRMO Arifjan are Saturday through Wednesday, 0700 to 1500. DRMO Arifjan is closed Thursday, Friday and everyday 1230 to 1330.

Purpose: To identify additional references, and provide visual examples of documentation and to familiarize customers with general procedures, for turn-in of property and scrap material.

Scope: Provides general guidance about procedures and documentation. It does not intend to be all-inclusive and does not supersede any DOD, DLA, or DRMS policy, procedure, directive, or instruction

DRMS FORWARD SUPPORT TEAM CENTCOM CUSTOMER ASSISTANCE HANDBOOK

Defense Reutilization and Marketing Service (DRMS) is the DoD activity responsible for the disposal of hazardous waste, excess personal property, scrap and Demil required property generated by DoD activities. Disposal of any of this property by a means other than DRMS requires approval of the Combatant Commander and concurrence from Defense Logistics Agency (DLA).

This handbook is provided as implementing instructions of the cited references. It is designed to assist generating and reutilization activities in the day-to-day conduct of business with the servicing DRMS personnel in the CENTCOM AOR. It supplements the authoritative references listed herein, but in no way covers all required information.

DRMS personnel are prepared to assist you in completing the necessary documents, arranging for disposal contracts, and training your personnel in DRMS disposal turn-in procedures. We can dispose of, in place, large items that are not readily transportable to a DRMO storage area, property that is held in remote locations and property that DRMS is unable to accept due to lack of facilities, technical expertise, or available resources. We offer the following points of contact to ensure you the best possible service.

KUWAIT

(Numbers provided are DSN. For commercial dial 00965-389-xxxx or from USA dial 011-965-389-xxxx)

DRMO ARIFJAN

DRMO Chief	Linda Lamphear	318-430-7342
Turn-in procedures/processing	HESTON	318-430-7099
Demil procedures/AEDA	Dennis McGill or Karen Sagaribay	318-430-7096/7098
Hazardous Property, including requests for Hazardous Property Handbook	Parris Stanford	318-430-7096/7098
Special Handling guidance	Rodney Bunde	318-430-7096/7098
Scrap guidance	"D" Nixon	318-430-7096/7098
Reutilization	Twyla Zink	318-430-7096/7098

BAHRAIN, DIJOUTBI, OMAN, QATAR, AND UAE

FST Chief	LTC Richard Brunson	318-430-7372 FAX: 318-430-7362
Disposal Service Representative	Wesley Vaughn	Commercial Cell: 00971-50-811-9565
Logistics Coordinator	Nicer Hassan	Commercial Cell: 00971-50-811-9575

References

- Defense Materiel Disposition Manual, DoD 4160.21 -M
<http://www.dla.mil/dlaps/dod/416021m/guide.asp>
- Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual, DoD 4000.25-1-M.
<http://www.dla.mil/j-6/dlms/eLibrary/Manuals/MILSTRIP/default.asp>
- Defense Demilitarization Manual, DoD 4160.21 -M- I
<http://www.dla.mil/dlaps/dod/416021m1/guide.asp>
- DAASINQ DoDAAC Query
<https://www.daas.dla.mil/daasing/dodaac.asp?cu=d>
- Federal Supply Classification, Part 1, Groups and Classes, H2-1
- Inter-Service Support Agreements (as applicable), 40 CFR and 49 CFR
- DRMS Homepage:
<http://www.drms.dla.mil/> , “I am a Generator of Excess...”

Items DRMS Cannot Physically Receive

(See DoD 4160.21-M, Chapters 3 and 4)

- Drugs, Biologicals, and Reagents
- Sharps, Used
- Animals
- Radioactive Material
- Ammunition, Explosives and Dangerous Articles (AEDA)
- Classified Material
- Alcohol, Tobacco, and Firearms

Usable Property Turn In

Forms and additional instructions are available on <http://www.drms.dla.mil/> Generator Installation

- DD Form 1348-1A is the mandatory form for turning property into DRMS and must be attached to all property turned in.
- Required Data – Turn-in Document Number, NSN (National Stock Number), Category of Property (e.g. MAP), Disposal Authority Code, Supply Condition Code, DEMIL Code, Dollar Value, Quantity, Reimbursement Data, Shipped From, Shipped To, Nomenclature, Unit of Issue, Point of Contact Information (Name and Phone Number) and Signature of Approving Authority. See sample below.
- It is advisable to contact the DRMO for turn-in hours and an appointment before turning in property. It is the responsibility of the generating activity to arrange for the necessary transportation assets to deliver the property to the DRMO.
- All property other than DEMIL A (i.e., DEMIL B, C, D, E, F, Q) must be shipped to DRMO Arifjan, Kuwait with 1348-1A attached to the property. Property received without properly filled out 1348-1A will be rejected and sent back to the generator at the generator's expense.

The image shows a sample DD Form 1348-1A with various fields annotated with labels and arrows. The form is divided into several sections:

- cc 64 Disposal Authority Code M, N or R**: Located in the top left header area.
- cc 65 Demil Code**: Located in the top left header area.
- cc 72 Supply Condition Code**: Located in the top left header area.
- cc 80 Unit Price**: Located in the top right header area.
- cc Unit of Issue**: Located on the left side, pointing to the 'UNIT OF ISSUE' field.
- DTID**: Located on the left side, pointing to the 'DTID' field.
- Stock Number**: Located on the left side, pointing to the 'NSN' field.
- Approving Official**: Located on the left side, pointing to the 'APPROVING OFFICIAL' field.
- Block 1 Total Price**: Located on the right side, pointing to the 'TOTAL PRICE' field.
- Block 2 Shipped From**: Located on the right side, pointing to the 'SHIP FROM' field.
- Block 3 Shipped To**: Located on the right side, pointing to the 'SHIP TO' field.
- Block 17 Nomenclature**: Located on the right side, pointing to the 'ITEM NOMENCLATURE' field.

A red number '1' is written in the bottom right corner of the form.

DoD 4160.21-M requires 4 copies be attached to property

Sample - Usable

Scrap Property Turn In

General procedures in DoD 4162.21-M, Chapter 3

- Property turned in as scrap is material that has no value except for its basic material content. If it is recognizable as an end use item, it is probably not scrap.
- Scrap must be segregated by type. The only allowable scrap materials that will be accepted are the following: Heavy Metal, Light Metal, Aluminum, Wood, Rubber Products, Canvas, Plastic, Copper
- Supply Condition Code must be “S” and the Unit of Issue must be “Lbs”.

The diagram shows a DD FORM 1346-1A (Rev. 10-1-83) with the following annotations:

- cc 64 Disposal Authority Code M, N or R**: Points to field 5.
- cc 65 Demil Code**: Points to field 6.
- cc 72 Supply Condition Code**: Points to field 7.
- cc 80 Unit Price**: Points to field 8.
- cc Unit of Issue**: Points to field 1.
- DTID**: Points to field 2.
- Stock Number**: Points to field 3.
- Approving Official**: Points to field 4.
- Block 1 Total Price**: Points to field 9.
- Block 2 Shipped From**: Points to field 10.
- Block 3 Shipped To**: Points to field 11.
- Block 17 Nomenclature**: Points to field 12.

A red number '1' is written in the bottom right corner of the form.

DoD 4160.21-M requires 4 copies be attached to property

Sample - Scrap

Demilitarization

Definition: The act of destroying the military offensive or defensive advantage inherent in certain types of equipment or material. This term includes mutilation, dumping at sea, cutting, crushing, scrapping, melting, burning, or alteration designed to prevent the further use of this equipment and material for its intended military or lethal purpose. It applies equally to material in unserviceable or serviceable condition that has been screened through the ICP and declared surplus or foreign excess.

Demil Code Definitions

DEMIL A: Non-MLI/Non-SLI – Demil not required

DEMIL B: MLI (Non-SME) – Demil not required (*except in Italy*). Trade Security Controls required at disposition. Mutilation required in OCONUS.

DEMIL C: MLI (SME) – Remove and/or DEMIL installed key points as prescribed in DoD 4160.21.-M-1.

DEMIL D: MLI (SME) – Total destruction of item and components.

DEMIL E: MLI (Non-SME) – Additional critical items/material determined to require DEMIL, either key point or total destruction.

DEMIL F: MLI (SME) – DEMIL instructions to be furnished by the Item/Technical Manager

DEMIL Q: CCLI – DEMIL not required (*except in Italy*). Mutilation required in OCONUS.

DRMO Arifjan does not accept DEMIL coded G or P property.

All DEMIL and Mutilation required property must be turned into the nearest DRMO.

If the property is demilitarized prior to turn-in to the DRMO, a properly executed Demilitarization Certificate must be attached to the property. Specific DEMIL instructions are available in DoD 4160.21-M-1.

STATEMENT THAT DEMIL HAS BEEN ACCOMPLISHED

"I certify that (identify item/s) was/were demilitarized in accordance with (cite specific instructions), Appendix 4, Category _____ Paragraph _____, and (item number) was/were complied with in the DoD 4160.21-M-1 and/or (cite other applicable regulations).

DEMIL CERTIFIER/Date

DEMIL VERIFIER/Date

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

1. COUNTRY OF ORIGIN	2. COUNTRY OF DESTINATION	3. COUNTRY OF TRANSFER	4. COUNTRY OF ACQUISITION	5. COUNTRY OF DISPOSITION	6. COUNTRY OF REPRODUCTION	7. COUNTRY OF REPRODUCTION	8. COUNTRY OF REPRODUCTION	9. COUNTRY OF REPRODUCTION	10. COUNTRY OF REPRODUCTION	11. COUNTRY OF REPRODUCTION	12. COUNTRY OF REPRODUCTION	13. COUNTRY OF REPRODUCTION	14. COUNTRY OF REPRODUCTION	15. COUNTRY OF REPRODUCTION	16. COUNTRY OF REPRODUCTION	17. COUNTRY OF REPRODUCTION	18. COUNTRY OF REPRODUCTION	19. COUNTRY OF REPRODUCTION	20. COUNTRY OF REPRODUCTION	21. COUNTRY OF REPRODUCTION	22. COUNTRY OF REPRODUCTION	23. COUNTRY OF REPRODUCTION	24. COUNTRY OF REPRODUCTION	25. COUNTRY OF REPRODUCTION	26. COUNTRY OF REPRODUCTION	27. COUNTRY OF REPRODUCTION	28. COUNTRY OF REPRODUCTION	29. COUNTRY OF REPRODUCTION	30. COUNTRY OF REPRODUCTION	31. COUNTRY OF REPRODUCTION	32. COUNTRY OF REPRODUCTION	33. COUNTRY OF REPRODUCTION	34. COUNTRY OF REPRODUCTION	35. COUNTRY OF REPRODUCTION	36. COUNTRY OF REPRODUCTION	37. COUNTRY OF REPRODUCTION	38. COUNTRY OF REPRODUCTION	39. COUNTRY OF REPRODUCTION	40. COUNTRY OF REPRODUCTION	41. COUNTRY OF REPRODUCTION	42. COUNTRY OF REPRODUCTION	43. COUNTRY OF REPRODUCTION	44. COUNTRY OF REPRODUCTION	45. COUNTRY OF REPRODUCTION	46. COUNTRY OF REPRODUCTION	47. COUNTRY OF REPRODUCTION	48. COUNTRY OF REPRODUCTION	49. COUNTRY OF REPRODUCTION	50. COUNTRY OF REPRODUCTION	51. COUNTRY OF REPRODUCTION	52. COUNTRY OF REPRODUCTION	53. COUNTRY OF REPRODUCTION	54. COUNTRY OF REPRODUCTION	55. COUNTRY OF REPRODUCTION	56. COUNTRY OF REPRODUCTION	57. COUNTRY OF REPRODUCTION	58. COUNTRY OF REPRODUCTION	59. COUNTRY OF REPRODUCTION	60. COUNTRY OF REPRODUCTION	61. COUNTRY OF REPRODUCTION	62. COUNTRY OF REPRODUCTION	63. COUNTRY OF REPRODUCTION	64. COUNTRY OF REPRODUCTION	65. COUNTRY OF REPRODUCTION	66. COUNTRY OF REPRODUCTION	67. COUNTRY OF REPRODUCTION	68. COUNTRY OF REPRODUCTION	69. COUNTRY OF REPRODUCTION	70. COUNTRY OF REPRODUCTION	71. COUNTRY OF REPRODUCTION	72. COUNTRY OF REPRODUCTION	73. COUNTRY OF REPRODUCTION	74. COUNTRY OF REPRODUCTION	75. COUNTRY OF REPRODUCTION	76. COUNTRY OF REPRODUCTION	77. COUNTRY OF REPRODUCTION	78. COUNTRY OF REPRODUCTION	79. COUNTRY OF REPRODUCTION	80. COUNTRY OF REPRODUCTION	81. COUNTRY OF REPRODUCTION	82. COUNTRY OF REPRODUCTION	83. COUNTRY OF REPRODUCTION	84. COUNTRY OF REPRODUCTION	85. COUNTRY OF REPRODUCTION	86. COUNTRY OF REPRODUCTION	87. COUNTRY OF REPRODUCTION	88. COUNTRY OF REPRODUCTION	89. COUNTRY OF REPRODUCTION	90. COUNTRY OF REPRODUCTION	91. COUNTRY OF REPRODUCTION	92. COUNTRY OF REPRODUCTION	93. COUNTRY OF REPRODUCTION	94. COUNTRY OF REPRODUCTION	95. COUNTRY OF REPRODUCTION	96. COUNTRY OF REPRODUCTION	97. COUNTRY OF REPRODUCTION	98. COUNTRY OF REPRODUCTION	99. COUNTRY OF REPRODUCTION	100. COUNTRY OF REPRODUCTION																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
34. DOCUMENT NUMBER & SUFFIX (DD-44)										35. NATIONAL STOCK NO. & ADD (9-22)										36. ADDITIONAL DATA										37. ADDITIONAL DATA										38. ADDITIONAL DATA										39. ADDITIONAL DATA										40. ADDITIONAL DATA										41. ADDITIONAL DATA										42. ADDITIONAL DATA										43. ADDITIONAL DATA										44. ADDITIONAL DATA										45. ADDITIONAL DATA										46. ADDITIONAL DATA										47. ADDITIONAL DATA										48. ADDITIONAL DATA										49. ADDITIONAL DATA										50. ADDITIONAL DATA										51. ADDITIONAL DATA										52. ADDITIONAL DATA										53. ADDITIONAL DATA										54. ADDITIONAL DATA										55. ADDITIONAL DATA										56. ADDITIONAL DATA										57. ADDITIONAL DATA										58. ADDITIONAL DATA										59. ADDITIONAL DATA										60. ADDITIONAL DATA										61. ADDITIONAL DATA										62. ADDITIONAL DATA										63. ADDITIONAL DATA										64. ADDITIONAL DATA										65. ADDITIONAL DATA										66. ADDITIONAL DATA										67. ADDITIONAL DATA										68. ADDITIONAL DATA										69. ADDITIONAL DATA										70. ADDITIONAL DATA										71. ADDITIONAL DATA										72. ADDITIONAL DATA										73. ADDITIONAL DATA										74. ADDITIONAL DATA										75. ADDITIONAL DATA										76. ADDITIONAL DATA										77. ADDITIONAL DATA										78. ADDITIONAL DATA										79. ADDITIONAL DATA										80. ADDITIONAL DATA										81. ADDITIONAL DATA										82. ADDITIONAL DATA										83. ADDITIONAL DATA										84. ADDITIONAL DATA										85. ADDITIONAL DATA										86. ADDITIONAL DATA										87. ADDITIONAL DATA										88. ADDITIONAL DATA										89. ADDITIONAL DATA										90. ADDITIONAL DATA										91. ADDITIONAL DATA										92. ADDITIONAL DATA										93. ADDITIONAL DATA										94. ADDITIONAL DATA										95. ADDITIONAL DATA										96. ADDITIONAL DATA										97. ADDITIONAL DATA										98. ADDITIONAL DATA										99. ADDITIONAL DATA										100. ADDITIONAL DATA									
1. CERTIFY THAT _____ WERE DEMILITARIZED IN ACCORDANCE WITH APPENDIX 4, CATEGORY _____ PARAGRAPH _____ AND _____ THAT WERE COMPLETED WITH IN THE DoD 4160.21-M-1 AND/OR (cite any other applicable regulations).										DEMIL CERTIFIER / DATE _____										DEMIL VERIFIER / DATE _____										Point of Contact: SGT John Doe TELEPHONE: 318-555-1234																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															

PREVIOUS EDITION MAY BE USED

FormFlow (DUA)

DoD 4160.21-M requires 4 copies be attached to property
 Sample – DEMIL Performed by Generator

Turning In Critical FSCs

Stock Classes Requiring Turn-In by Valid NSN

10XX	11XX	12XX	13XX	14XX
1560	1670	1710, 1720	1810, 1820, 1830, 1840	1905
2305, 2330, 2350	2840, 2845	2915	3690	4230
4470	4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960	5810, 5811, 5820, 5825, 5826, 5840, 5841, 5845, 5850, 5855, 5860, 5865	5963, 5985, 5998, 5999, 5963, 5985, 5998, 5999	6615
6920, 6930, 6940	8470, 8475			

*Disposal of FSCs 5810/5811 that is classified or designated CCLI is the responsibility of the military service.

The Disposal Turn-In Document (DTID) or attached documentation must include the following:

- Federal Stock Class (FSC)
- Valid part number
- Manufacturer's name
- Nomenclature which accurately describes the item
- End item application
- Clear text statement explaining why the NSN is not included

NOTE: Your "Clear Text Statement" should substantiate the Demil Code that is entered or annotated on the DTID (Reference DoD 4160.21-M, Chapter 3)

1. CODE		2. FROM		3. QUANTITY		4. SUPPLY ADDRESS		5. DEMIL CODE		6. FSC		7. RI		8. OI		9. MO		10. DT		11. TOTAL PRICE		12. SHIP FROM		13. SHIP TO															
EA		0901						N		B		H								100.00		100.00		FR2059		SG4310 DRMO ARIFJAN													
24. DOCUMENT NUMBER FB205961690001																																							
25. NATIONAL STOCK NO. & ADD (524) 5811-00-RADIO																																							
26. RIC (144) DTIC (20-21) CON CODE (7-1) DIB (105-56) UP (14-60)																																							
27. ADDITIONAL DATA MLI CRITICAL FSC. MUTILATION REQUIRED IF DOWNGRADED. FULL NSN OR CLEAR TEXT STATEMENT MUST BE PROVIDED. STATEMENT MUST TELL WHY A COMPLETE NSN CANNOT BE PROVIDED, I.E., PURCHASED LOCALLY, HAS COMMERCIAL APPLICATION, ETC. SIGNATURE OF APPROVING OFFICIAL / DATE _____ POINT OF CONT ACT: SGT JOHN DOE TELEPHONE: 318-555-1234																																							
18. QTY. REC'D												19. LUP		20. UNIT WEIGHT		21. UNIT CUBE		22. LUPC		23. QL		1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO		4. MARK FOR		5. DOC DATE		6. IMPC		7. FRT RATE		8. TYPE CARGO		9. #B	
16. FREIGHT CLASSIFICATION NOMENCLATURE																																							
17. ITEM NOMENCLATURE RADIO																																							
18. TV CONT																																							
19. MO CONT																																							
20. TOTAL WEIGHT																																							
21. TOTAL CUBE																																							
22. RECEIVED BY																																							
23. DATE RECEIVED																																							

DoD 4160.21-M requires 4 copies be attached to property

Sample – Clear Text Statement

Property may be turned in without a valid NSN when the material cannot be identified to a valid NSN in FED LOG. At a minimum, the DTID (1348-1A) will contain the Federal Supply Class (FSC), NATO Codification Bureau Code, and noun/nomenclature and /or part number.

Due to national security concerns, Critical FSCs require a higher degree of documentation. When these items are not assigned an NSN, the DTID must include the appropriate FSC, the valid part number and manufacturer's name, nomenclature that accurately describes the item, the end item application, and a clear text statement explaining why the NSN is not included. This information may be annotated directly on the DTID or securely attached to the DTID.

Critical FSC's:

1560, 1670, 1710, 1720, 1810, 1820, 1830, 1840, 1905, 2305, 2330, 2350, 2840, 2845, 2915, 3690, 4230, 4470, 4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960, 5810, 5811, 5820, 5821, 5825, 5826, 5840, 5841, 5845, 5850, 5855, 5860, 5865, 5963, 5985, 5998, 5999, 6615, 6920, 6930, 6940, 8470, and 8475. FSG's 10, 11, 12, 13, and 14.

The DTID for any property turned in without a DEMIL code must include the clear text DEMIL statement, ad required by DoD 4160.21-M-1, Chapter 2, Paragraph A1. Generating activities may request assistance of the DRMO, DRMS, DLA, or the Integrated Manager for the FSC to determine the appropriate statement required. DRMOs may reject the turn-in of material that does not meet the above criteria. REF: DoD 4160.21-M, Chapter 3, Paragraph 5

Required information for LSN turn-in:

Appropriate FSC _____

Valid Part Number _____

Manufacturer's Name _____

End Item Application _____

Clear Text Statement _____

DTID _____

Turning In Property Requiring Special Handling

DoD 4160.21.-M, Chapter 4, lists 74 items that require special handling. The following are those most commonly generated in CENTCOM AOR. DRMS recommends generators coordinate turn-in of these items with servicing DRMS personnel.

- Aircraft
 - Residue of wrecked or damaged aircraft. Any lethal, hazardous, or classified items must be removed.
- AEDA (Ammunition, Explosives and Dangerous Articles)
 - Requires Inert Certification by two technical experts and letter authorizing experts to do so.
- Chapel and Chaplain's Equipment
- Clothing and Personal Equipment
- Concertina Wire, Barbed Wire and Tape
- Decorations, Badges, Medals, Ribbons, Distinctive (metal) Buttons and Other Insignia
- Flags
- Flight Safety Critical Aircraft Parts (FSCAP)
- Food – MREs
- Forms
- High Mobility Multi-Purpose Wheeled Vehicles (HMMWV)
- Information Technology (IT)
 - COTS (Commercial On The Shelf) will be removed, includes all storage media.
 - Hard drives must be removed and have the following certification:
 - “The equipment described by this document meets the disposition requirements in accordance with the DoD memorandum, (Disposition of the unclassified computer hard drives), dated June 4, 2001.”
- Medical Equipment and Nonconsumable Medical Supplies
- Radiation-Emitting Electronic Products (Certified and Noncertified)
- Safes and Related Equipment and Combination Padlocks.
 - Equipment must be empty and unlocked. The lock shall be reset to a combination of 50-25-50 by the generating activity. Combination padlocks shall be reset to 10-20-30 by the generating activity.
- Technical Publications
- Textiles
 - Generating activities may not turn in fouled bedding or personal clothing without laundering or dry cleaning.
- Vehicles
 - All vehicles must be turned into the Marshalling Yard.
 - Requires list of missing components, vehicle maintenance record, and NO MORE than one quarter tank of fuel
 - In addition to DD Form 1348-IA all vehicles, cranes, trailers, AAVs, and tanks must have a disposition letter. These letters are from a TACOM Item Manager allowing the vehicle to be turned in. Battle-damaged vehicles

must have an Inert Certification along with the 1348-IA and the Disposition letter.

▪ **INERT CERTIFICATE**

In addition to a DD Form 1348-IA an Inert Certification is required on anything that has been battle-damaged or contained AEDA This includes all empty shells, ammo cans, range residue, and vehicles. Vehicles that were not battle-damaged do not need an Inert Certification.

A letter from the command, stating the names of the qualified AEDA inspectors should accompany the Inert Certification and will be kept on record at the DRMO. The letter should include the names of the certifier, verifier and must be signed by the individual who has designated those people to be AEDA inspectors.

We certify and verify that the AEDA residue, Range residue and/or explosive contaminated property listed has been 100% properly inspected by us and to the best of our knowledge and belief, are inert and/or free of explosives and other dangerous materials.

Certified: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

Verified: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

DRMS Form 2016

Is used for any items that have contained refrigerant chemicals that have been removed prior to turn-in.

REFRIGERANT REMOVAL STATEMENT		
<small>(Prescribing Authority: DoD 4160.21M)</small>		
IN COMPLIANCE WITH THE REQUIREMENTS OF THE CLEAN AIR ACT AMENDMENTS OF 1990, SECTION 608, I CERTIFY THAT THE REFRIGERANT HAS BEEN RECOVERED FROM THIS ITEM IN ACCORDANCE WITH THE U.S. EPA REGULATIONS AT 40 CFR 82.156 (f), (g), and (h).		
NAME <i>(Required by regulation) (Certified Technician recovering the refrigerant)</i>		
ADDRESS <i>(Required by regulation) (Service Organization or Company)</i>		
CITY <i>(Required by regulation)</i>	STATE	ZIP CODE
DATE REFRIGERANT REMOVED <i>(Required by regulation)</i>		
SIGNATURE OF TECHNICIAN <i>(Required by regulation)</i>		
GENERATOR/DRMO <i>(Add information to match the certificate to the equipment to demonstrate compliance during regulatory inspections)</i>		
ITEM DESCRIPTION or NOUN NAME/SERIAL NO.		
TURN-IN DOCUMENT NO. (DTID)		

DRMS FORM 2016, MAR 2003 (EF) **NOTE: Retain copy of certificate for 3 years with the DTID from date of receipt.**

DLIS Form 1867

Is used for each computer hard drive that has been overwritten/degaussed/destroyed prior to turn-in.

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ <i>(Mfg. product version, date)</i>	
OR _____ <i>(e.g., approved metal destruction facility)</i>	
Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, OCT 2002	

Turning In Hazardous Material

DRMS does not take physical custody of hazardous property in the CENTCOM AOR. However, DRMS does take accountability of hazardous property in order to dispose of it through qualified contractors. We have been very successful in assisting generators of hazardous material to avoid significant disposal costs through our reutilization and sales programs. DRMS accepts accountability of hazardous material as a “receipt-in-place” via a Memorandum of Agreement, in accordance with DoD 4160.21-M, Chapter 10. Therefore, the following guidance provides information to assist the generator with preparing the documentation required for DRMS to take accountability.

Procedures for turning in hazardous property are commodity based and complex. For detailed guidance, contact DRMO Arifjan at 430-7096/7098 for a copy of our Hazardous Property Customer Service Handbook.

Information Required on the 1348-1A Disposal Turn-In Document

- Turn-In Document Number
- HM in Block 4
- NSN (National Stock Number)
- Disposal Authority Code
- Supply Condition Code
- DEMIL Code
- Quantity
- MSDS (Material Safety Data Sheet) attached to 1348-1A and on the property
- Shipped To
- Shipped From
- Billing DoDAAC (Block 27)
- Unit of Issue
- Unit Price
- Total Price
- Signature of Approving Official

DRMS would appreciate in-the-clear point of contact information provided on the document.

Turning In Hazardous Waste

DRMS does not take physical custody of hazardous waste in the CENTCOM AOR. However, DRMS does take accountability of hazardous waste in order to dispose of it through qualified contractors. We have been very successful in assisting generators of hazardous material to avoid significant disposal costs through our reutilization and sales programs. DRMS accepts accountability of hazardous waste as a “receipt-in-place” via a Memorandum of Agreement, in accordance with DoD 4160.21-M, Chapter 10. Therefore, the following guidance provides information to assist the generator with preparing the documentation required for DRMS to take accountability.

Information Required on the 1348-1A Disposal Turn-In Document

- Turn-In Document Number
- HW in Block 4
- NSN (National Stock Number)
- Disposal Authority Code
- Supply Condition Code
- DEMIL Code
- Quantity
- CLIN
- Chemical Description of Waste
- Hazardous Waste Profile Sheet (HWPS) attached to 1348-1A and on the property
- Organization, POC, Name
- Funding Official and Signature
- Shipped To
- Shipped From
- Billing DoDAAC (Block 27)
- Unit of Issue
- Unit Price
- Total Price
- Signature of Approving Official
- Customer ID
- Unit Cost/Total Cost
- Signed Certification Statement

DRMS would appreciate in-the-clear point of contact information provided on the document.

REUTILIZATION

To reutilize property from DRMO Arifjan you must park your vehicle outside the gates and walk into the main office.

An Assumption of Command memo and a DA 1687 form (Notice of Delegation of Authority – Receipt for Supplies) must be on file to screen for property. One of the authorized representatives on the DA 1687 Form must be present.

Everyone must sign in and receive an R/T/D Customer badge which must be worn at all times while inside the DRMO gates, prior to entering the designated screening areas. No vehicles are allowed to come into the yard. Only two individuals per Unit are permitted to enter the yard at one time.

You will be given a hand held bar code scanner (instructions on how to operate equipment will be given at that time) or a clipboard with a 103 form. If you choose to write the information on the 103 form, a copy of what information to look for is located on the lower right hand side.

DRMO personnel will instruct you where to go in order to screen for property (DRMO representative will be present with you). Once you have completed screening for property return to the main office.

HAND HELD BAR CODE SCANNER:

You will return the hand held bar code scanner to a DRMO representative to download the information into the computer and print off the 103(s).

Upon completion of the 103 form(s) (or printed off 103 from the hand held bar code scanner) you will use the designated computer to transfer your information onto a 1348-1A and print off each one. Instructions and samples are provided at the main office.

You will be given a vehicle pass, drive up to the stop sign and wait for a DRMO representative to meet you. All items will be checked, loaded, and each document will be signed by all parties. You will drive back up to the main office building and receive two copies of the completed 1348-1A(s).

One copy is for your records, the second copy you will give to the gate guard upon departure.

When you depart, you will give the gate guard the following items:

Second copy of the 1348-1A

Vehicle Pass

R/T/D Customer badge

The guard will look over your paperwork; properties received, and then release you.

Definitions

AEDA: Any substance that by its composition and chemical characteristics, alone or when combined with another substance, is or becomes an explosive or propellant or is hazardous or dangerous to personnel, animal or plant-life, structures, equipment or the environment as a result of blast, fire, fragment, radiological or toxic effects. It includes but is not limited to ammunition and explosives as defined in DoD 5154.4S. AEDA includes empty shells (brass & steel), ammo boxes, range residue, etc.

Contract Line Item Number (CLIN): This number identifies the type of waste, the unit of measure and the cost per unit for disposal. It is available in Section B of the DRMS Hazardous Waste Contract. If you need a copy of the HW disposal contract, please contact the DRMS environmental representative at the DRMO.

Defense Turn In Document (DTID) Number: The number is comprised of the generator's six character DoDAAC (Department of Defense Activity Account/Address Code), the four-digit Julian date and a generator provided unique 4-digit serial number. (E.g. For NSA Bahrain: N63005 6169 NA01)

DEMIL Property: Property that inherently possesses military offensive or defensive advantages. The act of demilitarization includes mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of this equipment and material for its originally intended military or lethal purpose and applies equally to material in unserviceable or serviceable condition that has been screened and declared foreign excess.

DLA: Defense Logistics Agency

DRMO: Defense Reutilization and Marketing Office

DRMS: Defense Reutilization Marketing Service

Ferrous Metals: Contains iron or steel and displays magnetic properties.

H Condition Property: Property that has been determined to be unserviceable and does not meet repair criteria.

Hazardous Waste (HW): Any hazardous property that is being discarded or is no longer suitable for its intended purpose. The hazard classification can be based on either chemical or physical characteristics, and is a substance that is capable of posing a risk to the health and safety of humans or the environment if improperly handled, stored, issued, transported, labeled, or disposed of.

MILSBILLS and Fund Code: The MILSBILLS DoDAAC is a six-digit Military Billing code used to fund disposal of hazardous waste. The Fund Code is a two-character code that is service and activity/installation specific; both must be included on all waste disposal transactions. (E.g. 30 = USAF, PP = USN, 21 = USA).

Non-Ferrous Metals: Materials such as aluminum, bronze, copper, and are non-magnetic.

Scrap: Materiel that has no value except for its basic material content.

Scrap Armor: All scrap armor that DRMO Arifjan receives must be secured to a pallet or in a box.

Scrap Metal: Scrap metal must be segregated into proper classes. Metallic - Ferrous, Metallic – Non-Ferrous, Non-Metallic. Light steel less than ¼ thick, Heavy Steel over ¼ thick, Aluminum, Stainless Steel, all must be separate, ARMOR IS NOT SCRAP METAL IT MUST BE BANDED TO A PALLET OR IN A BOX.

Scrap Tires: All tires that DRMO Arifjan receives must be securely fastened to pallets or we cannot accept the tires. Rims must be removed.

Usable property: Commercial and military type property other than scrap and waste. Any property that is still usable for its intended purpose.