



**Department Of Veterans Affairs  
Asset Management Service  
152 US Highway 206 South  
Hillsborough, NJ 08844**

September 24, 2003

**ASSET MANAGEMENT SERVICE LETTER 2-03**

**TO:** DIRECTORS, ALL VA MEDICAL FACILITIES

**SUB:** SHIPMENT OF SCRAP DENTAL AND PRECIOUS METALS

1. This letter updates procedures for the shipment of scrap dental and precious metals, i.e., gold, platinum, etc., excluding silver recovered from x-ray fixer solutions, to the Asset Management Service (AMS), Hillsborough, NJ 08844.
2. All shipments of scrap dental and precious metals must be addressed to the Director (902A), AMS, 152 US Highway 206 South, Hillsborough, NJ 08844, indicating description, item count and an accurate weight of each item. Any precious metals package received without an advance VA Form 90-134 will remain unopened until the form is received from the shipping facility describing the contents of the package.
3. All shipments will be made by Federal Express, declaring the estimated market value. The value can be determined by using the item weight times the commodity exchange metal prices on the day of shipment.
4. Packages will be sealed so as to reveal any evidence of tampering and not marked to show the contents.
5. Facilities, when categorizing precious metals for shipment to AMS, must use the following terminology for identifying each commodity: scrap dental metals, scrap silver, scrap amalgam, scrap platinum, and dental sweeps. Any other precious metals will be identified as miscellaneous, i.e., sterling silver, trachea tubes.
6. All weights must be in troy ounces, penny weights and grains. The precious metals must be segregated by type into separate containers and not mixed together in one container. More than one type of scrap metal, properly segregated, can be shipped in one package. Packages will be of suitable size to adequately hold the contents without excessive packing material.
7. Dental precious metals not suitable for reissue will be melted down into "ingot" form and turned in to the facility Accountable Officer for shipment to AMS.

8. To expedite handling and storage of scrap amalgam, the material must be thoroughly dried prior to shipment. **NOTE:** *Lead markers, from intraoral dental film, liquid mercury and mercury batteries are not to be sent to AMS and must be disposed of locally.*

9. Personal effects such as gold and silver jewelry, etc., must **NOT** be sent to AMS as "scrap." All unclaimed personal effects are to be sold locally and all proceeds credited to the General Post Fund.

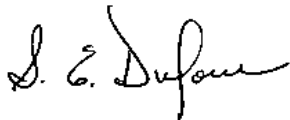
10. When precious metals packages are opened and the weight(s), item and count verified, the shipping facility will be sent a stamped and verified copy of the VA Form 90-134 for their files. In the event a deficiency is noted in either the weight, item or count, the facility Accountable Officer will be requested to investigate the discrepancy and report the findings, in writing, to Director (902), AMS, 152 US Highway 206 South, Hillsborough, NJ, 08844.

11. All questions and inquiries concerning the shipment of scrap dental and medical precious metals should be directed to AMS Quality Assurance Specialists at 908-707-4344 or 707-4339.

12. Negative reports are required at the close of each fiscal year if no precious metals have been sent to AMS.

13. Asset Management Service Letter 2-01, dated April 30, 2001, is hereby rescinded.

14. Reference: VA Directive and Handbook 7345, Sale, Abandonment, or Destruction of Personal Property.

A handwritten signature in cursive script, appearing to read "S. E. Dufour".

S. E. Dufour  
Director

Rescission Date: September 30, 2005