



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

September 24, 2003

**ASSET MANAGEMENT SERVICE LETTER 4-03**

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

**SUBJ:** PACKING AND SHIPPING INSTRUCTIONS FOR SCRAP X-RAY FILM FOR SHIPMENT TO ASSET MANAGEMENT SERVICE

1. All shipments of scrap x-ray film from medical facilities to the Asset Management Service (AMS), Hillsborough, NJ, will be funded by AMS. Prior to the shipment of scrap film, a VA Form 90-134, Combination Requisition and Shipping Ticket, requesting shipment of scrap x-ray film from the medical facility to AMS, will be forwarded to the VATLC, VA Central Office, 810 Vermont Ave. NW, Washington, DC 20420. Requests may also be forwarded via FAX number 202-273-6236. The VATLC will complete a Bill of Lading and forward to the requesting medical center. Questions may be addressed to the VATLC at 202-273-9595 or 6102.
2. Form 90-134 will list number of boxes, weight of each box and the total weight, excluding pallets.
3. Preparation for Shipment:
  - a. **PLEASE NOTE:** It is no longer necessary to segregate types of film prior to shipment.
  - b. The boxes will be uniform in size and sealed with tape to allow stacking and will not exceed 65 pounds in weight. A suitable shipping box for scrap film is available through ARVCO Container Corp., Kalamazoo, MI, 1-800-968-9128, Government Contracting – Cost Ref. File #37425. ARVCO will recognize the box through the old GSA national stock number 8115-00-290-3386.
  - c. Each box of scrap film will be weighed and labeled with weight before palletizing. All palletized film must be banded to the pallet from all directions, and stacked NO MORE than six (6) high per pallet.
  - d. Do not ship any medical records, empty paper or plastic envelopes/folders, or any other non-film items.
4. Asset Management Service Letter 4-01, dated April 30, 2001, is hereby rescinded.
5. References: VA Directive and Handbook 7345, Sale, Abandonment or Destruction of Personal Property.

A handwritten signature in black ink, appearing to read "S. E. Dufour".

S. E. Dufour  
Director

Rescission Date: September 30, 2005