ETID BUSINESS RULES   **U***pdated 29 May 2008*

A. ETID General.

        1. ETID is a Web-based Electronic Disposal Turn-in Document (DD Form 1348-1a) program. Generators may use ETID to prepare, submit, and print turn-in documentation (DD Form 1348-1A/certifications) and label(s) electronically.   The production site for ETID can be found at: www.drms.dla.mil/etid.html . ETID can also be accessed through links from the DRMS web site.

        2. Information about the ETID program can be found on the DRMS web site (http://www.drms.dla.mil/turn-in/). DRMOs/Generators should refer to the ETID Training Briefings for instruction on using the ETID program for property turn-ins.

        3. An ETID training/demo web site is available where data can be entered without affecting the actual ETID program. Use the following web address: (www.drms.dla.mil/demo/etid.html) for the demo site. Contact the ETID POCs listed on the ETID training/demo site for logins and password.

        4. Each screen in ETID has a help button for additional instruction.

        5. See Paragraph F for guidance specific to Hazardous modules.

B. ETID Deployment

        1. Operations Monitors will take the lead in introducing and training ETID to DRMO users. Disposal Service Representatives (DSRs) will take the lead in introducing and training ETID to generating activities, working with Generators as necessary to help them obtain access and become familiar with the ETID program. DSRs/Operations Monitors will be responsible for follow-up assistance and reporting of status/problems as required.

        2. DRMOs will help identify potential ETID customers to DSRs and participate in ETID deployment efforts as necessary.

        3. DRMOs will identify an ETID point of contact(s) for their Generators and assist Generators in the proper use of ETID.

        4. All DRMOs/RIPLs must maintain at least one person with ETID access with the capability to review and process incoming ETIDs. Hazardous modules require separate DRMO access by at least one person trained for hazardous property receiving.

        5. A DRMO user may have access to more than one DRMO.

        6. DRMS HQ ETID POCs will provide assistance to DRMS/Generator users as necessary. Contact information is provided on the ETID welcome page.

C. ETID Login ID and Password Requirement:

1. For access to ETID, a system login ID and password are required.

2. Disposal Service Directors and Area Managers will identify DRMO employees requiring ETID access. The DRMS MEO will identify the names of personnel who will need ETID access. DRMS personnel (both U.S. Citizen and local nationals) will use the AURA system to request access to ETID or to update an active account. Coordinate with your TASO to request an AURA for ETID. Access to ETID as a DRMO user provides the capability to review ETIDs submitted by Generators for a particular DRMO location identified in the AURA request.

3. Procedures for Generators to obtain a login ID and password are provided in the "Account Request" section of ETID. Generator access to ETID is contingent upon completing the appropriate access request documentation and satisfying system security requirements. Generator Access to ETID provides the capability to create and submit an ETID to a DRMO.

D. Turn In and Receiving VIA ETID.

1. General

a. ETID should not be used by Generators who use an automated system that already produces their AS3/DD1348-1A turn in documentation. ETID accommodates Generators that do not have automated capabilities and eliminates the hand scribed/typewritten documents. Generators who manually prepare the DD Form 1348-1A should be encouraged to use ETID. ETID will simplify and reduce Generator time processing items for turn-in. (Exception: Hazardous generators using GenComm should be encouraged to use ETID for special service requests.)

NOTE: *Generators who turn-in infrequently (i.e., less that once a quarter) may consider using the DRMS DISPOSAL TURN-IN DOCUMENT PROGRAM instead of ETID.*
*Short Form at **http://www.drms.dla.mil/turn-in/1348sf304.xls***
*Long Form at **http://www.drms.dla.mil/turn-in/1348lf304.xls***

b. ETID turn-in information will be electronically reviewed and accepted/rejected by the DRMO before property is received. This enables DRMOs to identify potential receipt problems, project incoming workload, and identify property that could be re-directed to another DRMO. If necessary, the DRMO will pre-inspect prior to accepting the ETID. If needed, DRMOs will contact Generators to resolve any discrepancies prior to turn-in or reject the ETID back to the Generator to be revised or deleted. If "accepted", ETID turn-in information is automatically written to the PMR file (and entered into the Intransit Control System, if applicable). When the property is entered into DAISY, the pre-receipt information will be used to populate DAISY and help reduce receipt processing time.

c. ETID can be used to help identify property that may be redirected to another DRMO, thus reducing the amount of handling required.

d. DRMOs/Generators should contact operations monitors/DSRs for questions or assistance in using ETID. If further assistance is needed, ETID users should contact the headquarters operations ETID point of contacts.

e. Updates to ETID records are immediate, not "batch processed". The DRMO may immediately view records submitted by a Generator. The Generator could immediately view a record approved or rejected by the DRMO.

2. ETID Receiving Specific

a. ETID can be used for either physical turn-in or receipt in place.

b. Generators will establish turn-in DoDAAC - turn-in DRMO DoDAAC relationships through their ETID User Profile. These profiles identify which DoDAACs they will use for turn in and which DRMOs they will turn in to. Generators using ETID must use an authorized valid DoDAAC.

c. Generators will use ETID only for legitimate turn-ins of property for disposal through DRMS. *NOTE: Using ETID for any other reason may adversely affect the Intransit Control System.*

d. Generators are responsible to prepare an ETID that accurately describes the item(s) being turned in.

e. To avoid DTID number duplication, ETID will perform a check against a DTID number to ensure that the DTID number does not already exist in the PMR. ETID will not permit a Generator to submit an ETID with an already existing DTID number in the PMR.

f. A submitted ETID will remain in 'Pending' Status until a determination is made by a DRMO. ETIDs can be accepted, rejected or redirected during review. (Exception: Hazardous special service requests flow to BOSS immediately after generator submission.)

g. The DRMO will access ETID (at a minimum daily) to determine incoming workload, review ETIDs, and identify potential problems with property to be turned-in. All ETIDs in "pending" and/or "pending redirect" status must be reviewed. This review gives customers feedback whether the ETID is acceptable for turn-in or has been rejected.

h. Generators should contact the DRMO if their ETIDs remain in "Pending" status for an unreasonable time.

i. DRMOs will review the *"Pending and/or Pending Redirect"* ETIDs and determine whether the property can be "accepted" for turn-in.   If necessary, the DRMO will pre-inspect prior to accepting the ETID. DRMOs will "accept" ETIDs before receiving property into DAISY. The approval processes include a confirmation step.

DRMOs will use ETID and e-mail/phone to communicate with the Generator about the turn-in.

       j. If an ETID cannot be "accepted", the DRMO will "reject" the ETID back to the Generator and provide a narrative reject reason. Rejecting the ETID will preclude the data from entering the PMR. No input has to be done in DAISY at this time. Rejected ETIDs will produce notification to the Generating Activity through a change in status or a message. The Generator may edit and resubmit, or can delete an ETID in 'Rejected' status.

       k. A Generator may edit an ETID in Pending status. The Generator can edit any field that they were currently able to input. Pre-populated NSN characteristics cannot be edited. A message will be provided to the DRMO when a "Pending" ETID has been edited. The Generator can also delete an ETID in Pending status.

       l. DRMO users cannot edit or delete a Pending ETID.

       m. If the property is acceptable for turn-in and the ETID information appears correct, the DRMO will "accept" the ETID. When an ETID is accepted by the DRMO, ETID will submit the AS3 transaction (receipt information) electronically to the Pre Material Receipt (PMR) database and Intransit Control System (if the property meets Intransit criteria) on behalf of the Generator.

       n. After acceptance, the DRMO will coordinate the scheduling of the turn in with the Generator. Generators may also contact the DRMO to coordinate the scheduling of the turn in after ETID acceptance.

       o. When an ETD is "accepted" by DRMS it can no longer be rejected, edited or deleted.

       p. If the ETID must be rejected or canceled after it has been accepted by the DRMO (for example, the Generating Activity advises the DRMO they will not be turning in the property), the DRMO must clear the intransit rand PMR record by using the Receipt Refusal DAISY process in addition to the DRMS 917, Disposal Turn-In Document Reject Form.

       q. During the review of an ETID, the DRMO may "redirect" an ETID to another DRMO (i.e., redirect DEMIL required property to a DEMIL Center). DRMOs will coordinate with the Generator and receiving DRMO as necessary regarding the redirected ETID.

       r. If a DRMO rejects an ETID that was redirected to them from another DRMO, before further action can be taken, the 'redirected to' DRMO should call and discuss with the 'redirected from' DRMO and Generator why this ETID has been rejected.

       s. DRMOs and Generators will utilize status flags in ETID to manage ETID turn-ins. The creation of the receipt (XR1 or XR3) in DAISY will update the status of the

ETID from "Approved" or 'Shipped" to "Processed into DAISY" in ETID. This will assist in managing "Approved" ETIDs that have been processed and those awaiting receipt. *NOTE: ETIDs received as part of a batch receipt will not reflect a "Processed into DAISY" status change.*

t. A Generator can manually change an ETID status from "Approved" to 'Shipped' when the property is in transit to the DRMO or has been turned-in. Generators may utilize this option as a way to keep track of ETIDs that have been turned-in and those awaiting turn-in.

u. DRMOs will follow up with the generating activity on ETIDs that have been approved but have not been turned-in within 60 days of acceptance and reject as necessary (ETIDs that have been approved but will not be turned-in) to clear the Intransit record using the CLR transaction.

v. Property being turned in will be accompanied by printed copies of the DD Form 1348-1A. The Generator will use ETID to print a Disposal Turn-In Document with bar codes, associated certifications, and bar coded labels to attach on the property. ETID can also be used to print a shipping manifest if needed to accompany the turn-in.

w. The DRMO will accept as documentation the Generator's ETID turn-in document and associated certifications as applicable. The Generator is required to provide all required hard copies of the DD Form 1348-1A upon physical receipt. However, the DRMO may choose to print or make copies of additional ETIDs as necessary.

x. The DRMO will access DAISY to input the XRI/XR3 transaction. For acceptable (XR1/XR3) receipt documents, the DRMO may scan the barcode on the label or DTID to begin the receipt process.

E. ETID Message System:

1. The ETID message system provides a central location to view/process ETIDs based on actions taken or in need of an action rather than by status code (i.e., pending, approved, rejected). Generators will receive messages when an ETID or Waste Profile Sheet (WPS) has been approved, rejected, or redirected to another DRMO. DRMOs will receive messages when ETIDs are submitted for review, redirected to them, edited/deleted by the Generator, and if ETIDs are in pending status over 30 days.

2. Use of the message center is optional. Messages will stay in the system for 60 days and will automatically be deleted after that date. To delete messages, the following rules are in effect.

a. Messages with an "Action Required" status cannot be deleted manually. These messages will automatically be deleted when the appropriate action is taken (i.e., review a submitted ETID).

b. Messages with a "Warning" status can only be deleted after they have been read. These messages must be opened (by clicking on the DTID number) to change to "Read" status. (This rule was put into effect to ensure the ETID user acknowledges the specific document and action taken that contributed to the warning message.) These messages can be deleted after they have been read.

c. Messages with an "Info" status do not need to be opened to change the status to read or to delete. They must be, however, in 'read' status to delete. (This rule was put in to ensure that a user at least acknowledges a message before it is deleted.) Info messages can be deleted two ways without opening each message.

- Select the "select all on page" button, and then select the "read" button first. The screen will refresh. This will change all info messages on that page to read status. Then while still in the "select all on page" button, select the 'delete' message button. This will delete all read messages on a page.

- Select the 'Info' messages you want to delete by checking the box on the left "Select for Action". They do not have to be in 'Read' status. Then make sure the 'Select from Above" button is selected. (This should be the default) First select the 'read' button. After the screen refreshes, then select the delete button.

F. Hazardous Property

1. Generators may turn-in hazardous material, hazardous waste, and submit special services requests through ETID. DRMO personnel will review and approve hazardous waste and material ETIDS. Special services requests do not require a DRMO review. Special Service data is transferred directly to BOSS.

2. Generators without their own automated system capable of using the GenComm interface are encouraged to use ETID. However, if that is not a viable route, manual turn-in is acceptable. Generators using manual turn-in of hazardous material are responsible for generating an AS3 transaction into the Intransit Control System (MILSTRIP DoD 4000.25-1-M) if applicable.

3. Hazardous Waste Profile Sheets (HWPS) can be created in ETID to support a hazardous waste turn-in. The HWPS must be associated with an ETID.   Hazardous Waste Profile Sheets (HWPS, DRMS Form 1930) may not be submitted by a Generator in ETID until associated with an ETID submission.

4. HWPS data in ETID may not be updated by the DRMO (only accepted or rejected with comments). HWPS data in ETID may not be updated by the Generator while under review by a DRMO user or once approved. DRMO rejected HWPS may be edited by the Generator and resubmitted. Note: DRMO should review and approve immediately to prevent generator changes between review and later approval.

5. A Generator may also attach a scanned copy of a Hazardous Waste Profile Sheet into ETID for a specific turn-in or certify that they will provide a hard copy at the time of turn-in.

6. An approved HWPS is only valid to characterize waste for the identified Generator to turn in at the DRMO which approved the HWPS. ETID identifies a HWPS record by a combination of the record number, the Generator DoDAAC, and DRMO DoDAAC.   If the same waste will be turned in to another DRMO, a new HWPS must be developed to describe that turn-in.

7. Generator recertification of a HWPS (required annually) cannot be done within ETID. The DRMO may accept hard copy documentation from the Generator to substantiate recertification of an existing HWPS.

8. ETID validates an HWPS number to SHIP and does not permit a Generator to submit a duplicate HWPS number in SHIP. The DRMO may reject in ETID, a pending HWPS which violates numbering procedures between a DRMO and the Generator.

9. Multiple HW ETID records may be referenced to a HWPS, even if the HWPS is still pending approval. These ETID records are immediately updated when the HWPS is approved by the DRMO, or edited by the Generator (i.e., add/change an EPA waste code). However, updates are not displayed on the ETID records until the changes are saved to the HWPS.

10. An ETID may remain in pending status even when a HWPS is approved or rejected. The DRMO should establish a procedure with the Generator whether to reject a pending ETID solely for a rejected HWPS or to hold as pending while the Generator corrects the HWPS. DRMO users and Generators will use the filter capabilities within ETID to check the review status of submitted HWPS and ETIDs.

11. The Generator may submit a hazardous material ETID with MSDS information by reference to a MSDS number in HMIRS. ETID will interface with HMIRS and enter available MSDS data in the ETID. The DRMO reviewer will receive a message whether HMIRS was available and whether data was entered in the ETID by HMIRS. The Generator may also attach a scanned copy of a manufacturer's MSDS into ETID for a specific turn-in or certify that they will provide a hard copy at the time of turn-in. The DRMO reviewer is cautioned to review this data carefully and avoid assumptions applicable only to ETID data obtained electronically from HMIRS.

12. No review/approval process is required for hazardous special service requests. Special services request will reflect a "submitted" status. Special services submitted through ETID will automatically load into BOSS.

G. ETID Reports:

1. Discoverer reports containing ETID turn-in information are available on our website.

2. For DRMO/DRMS users: ETID Turn In Reports are available through the DRMS Intranet. The link to these reports can be found on the Intranet Reports/Statistics page under

'Receiving'. The title of this link is "ETID Turn In Reports (Discoverer Query).
https://www.drms.dla.mil/drms/intranet/reportstats/reportstats.htm#receiving,

     3. DRMS users can obtain reports containing:

- Listings of incoming 'Pending' ETIDs at a DRMO.
- Status histories of submitted ETIDs
- Current status listings of submitted ETIDs

     4. For Generators: ETID Generator Reports are available on our external web site. The link to these reports can be found on the "Generator Turn-ins" page located at www.drms.dla.mil/turn-in where ETID information resides. The link is title "ETID Generator Reports (Discoverer Query)".

     5. ETID Generators can obtain reports containing:

- Status histories of submitted ETIDs
- Current status listings of submitted ETIDs