



# Department of Defense MANUAL

NUMBER 4160.21, Volume 2  
October 22, 2015

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USD(AT&L)

SUBJECT: Defense Materiel Disposition: Property Disposal and Reclamation

References: See Enclosure 1

## 1. PURPOSE

a. Manual. This manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive (DoDD) 5134.12, DoD Instruction (DoDI) 4140.01, and DoDI 4160.28, (References (a), (b), and (c)), this manual prescribes uniform procedures for the disposition of DoD personal property and establishes the sequence of disposition processes for personal property of the DoD Components.

b. Volume. This volume of this manual provides guidance for:

- (1) Abandonment or destruction (A/D).
- (2) Disposal of foreign excess personal property (FEPP).
- (3) Precious metals recovery program (PMRP).
- (4) Reclamation.
- (5) Handling hazardous and special case property.

## 2. APPLICABILITY

a. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

b. Parts 101 and 102 of Title 41, Code of Federal Regulations (CFR) (also known as the Federal Property Management Regulation and Federal Management Regulation (Reference (d))),

and subtitle I of Title 40, United States Code (U.S.C.), also known as “Federal Property and Administrative Services Act” (Reference (e)), take precedence over this manual if a procedural conflict exists.

3. POLICY. It is DoD policy in accordance with References (b), (c), and (d) that excess DoD property must be screened and redistributed among the DoD Components, and reported as excess to the General Services Administration (GSA). Pursuant to section 701 of Reference (e), DoD will efficiently and economically dispose DoD FEPP.

4. RESPONSIBILITIES. See Enclosure 2 of this volume.

5. PROCEDURES. See Enclosure 3 to Volume 1 of this manual for the overarching procedures associated with the disposition of defense materiel. Specific procedures to implement property disposal and reclamation are contained in Enclosures 3 through 7 of this volume.

6. RELEASABILITY. **Cleared for public release**. This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume is effective October 22, 2015.



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#### Enclosures

1. References
2. Responsibilities
3. Abandonment or Destruction (A/D)
4. Disposal of FEPP
5. Precious Metals Recovery Program (PMRP)
6. Reclamation
7. Handling Hazardous and Special Case Property

#### Glossary

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REFERENCES

- (a) DoD Directive 5134.12, "Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)), May 25, 2000, as amended
- (b) DoD Instruction 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011
- (c) DoD Instruction 4160.28, "DoD Demilitarization (DEMIL) Program," April 7, 2011
- (d) Title 41, Code of Federal Regulations
- (e) Title 40, United States Code
- (f) DoD 4160.28-M, Volume 1, "Defense Demilitarization: Program Administration," June 7, 2011
- (g) Executive Order 12999, "Educational Technology: Ensuring Opportunity for all Children in the Next Century," April 17, 1996
- (h) Title 15, Code of Federal Regulations
- (i) DoD 4715.05-G, "Overseas Environmental Baseline Guidance Document," May 1, 2007
- (j) DoD Instruction 2030.08, "Implementation of Trade Security Controls (TSC) for Transfers of DoD Personal Property to Parties Outside DoD Control," February 19, 2015
- (k) DoD Instruction 4715.05, "Environmental Compliance at Installations Outside the United States," November 1, 2013
- (l) Defense Security Cooperation Agency 5105.38-M, "Security Assistance Management Manual (SAMM)," April 30, 2012<sup>1</sup>
- (m) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," current edition
- (n) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011
- (o) DoD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual," current edition
- (p) Defense Logistics Manual 4000.25-1, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)," June 13, 2012
- (q) Defense Reutilization and Marketing Service (DRMS) Instruction 4160.14, "Operating Instructions for Disposition Management," May 12, 2008<sup>2</sup>
- (r) Defense Logistics Manual 4000.25-2, "Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)," June 13, 2012
- (s) Army TM 38-410/NAVSUP Pub 573/AFJMAN 23-209/MCO P4450.12A/DLAI 4145.11, "Storage and Handling of Hazardous Materials," January 13, 1999<sup>3</sup>
- (t) DoD Instruction 4715.06, "Environmental Compliance in the United States," May 4, 2015
- (u) DoD Instruction 4001.01, "Installation Support," January 10, 2008, as amended
- (v) DoD Instruction 6050.05, "DoD Hazardous Communication (HAZCOM) Program," August 15, 2006

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<sup>1</sup> See URL <http://www.samm.dsca.mil/listing/authorization-letter>

<sup>2</sup> Available at <https://www.dispositionservices.dla.mil/gov/publications/4160.14/4160.14.shtml>

<sup>3</sup> See URL <http://www.dla.mil/dlaps/dlai/i4145.11.pdf>

- (w) DoD Instruction 6055.01, "DoD Safety and Occupational Health (SOH) Program," October 14, 2014
- (x) Title 40, Code of Federal Regulations
- (y) Title 27, Code of Federal Regulations
- (z) Title 49, Code of Federal Regulations
- (aa) Title 42, United States Code
- (ab) Part 252 of Defense Federal Acquisition Regulation Supplement
- (ac) DoD Instruction 4715.07, "Environmental Restoration Program," May 21, 2013
- (ad) Section 1910 of Title 29, Code of Federal Regulations
- (ae) DLA Directive 4145.41/AR 700-143/AFJI 24-210/NAVSUPINST 4030.55B/MCO 4030.40B, "Packaging of Hazardous Material," January 14, 2000<sup>4</sup>
- (af) Title 33, United States Code
- (ag) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition
- (ah) Title 10, United States Code
- (ai) Title 22, United States Code
- (aj) Title 22, Code of Federal Regulations
- (ak) Title 26, United States Code
- (al) Title 15, Code of Federal Regulations

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<sup>4</sup> See URL [http://www.dscc.dla.mil/downloads/packaging/dlad4145\\_41.pdf](http://www.dscc.dla.mil/downloads/packaging/dlad4145_41.pdf)



ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS (ASD(L&MR)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) and in accordance with Reference (a), the ASD(L&MR):

- a. Develops DoD materiel disposition policies, including policies for FEPP.
- b. Oversees the effective implementation of the DoD materiel disposition program.
- c. Approves changes in materiel disposition policies as appropriate to support contingency operations.

2. DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA). Under the authority, direction, and control of the USD(AT&L), through the ASD(L&MR), and in addition to the responsibilities in section 3 of this enclosure, the Director, DLA:

- a. Administers the worldwide Defense Materiel Disposition Program.
- b. Implements guidance issued by the ASD(L&MR) or other OSD organizational elements and establishes system concepts and requirements, resource management, program guidance, budgeting and funding, training and career development, management review and analysis, internal control measures, and crime prevention for the Defense Materiel Disposition Program.
- c. Assists the Military Departments with the disposal of FEPP, coordinating disposal actions with the appropriate Geographic Command and the Department of State (DoS).
- d. Provides direction to the DLA Disposition Services on implementing the worldwide defense materiel disposition program.
- e. Administers and monitors the PMRP to identify, accumulate, recover, and refine PMs from excess and surplus end items, scrap, hypo solution, and other precious metal (PM)-bearing materiel for authorized internal purposes or as government-furnished material (GFM).
- f. Maximizes the reuse of FEPP, excess, and surplus property by utilizing all possible avenues to sponsor or endorse reuse of excess DoD property and preclude unnecessary purchases.
- g. Directs the DLA Disposition Services communications with the DoD Components regarding changes in service delivery processes or plans that will affect disposal support provided. When in overseas locations, directs DLA Disposition Services communications with geographic Combatant Commanders, U.S. Chiefs of Mission, and the in-country security assistance offices.

h. Accommodates contingency operation requirements. Directs the DLA support team (DST) to determine any needed deviations from standard disposal processing guidance and communicate approved temporary changes to the Military Departments and DLA Disposition Services.

i. Assumes the worldwide disposal of all DoD hazardous property (HP) except for those categories specifically designated to remain the responsibility of the Military Department or Defense Agency as described in Volume 4 of this manual.

3. DoD COMPONENT HEADS. In addition to the responsibilities for the disposition of materiel identified in Volume 1 of this manual, the DoD Component heads will:

a. Dispose FEPP according to the procedures in Enclosure 4 of this volume.

b. Transfer all excess fine PM and PM-bearing materiel to the servicing DLA disposition services sites according to the procedures in Enclosure 5 of this volume.

c. Participate in the DoD PMRP. Reutilize FEPP, excess, and surplus property and fine PMs for internal use or as GFM.

d. Nominate to the ASD(L&MR) national organizations for special interest consideration as service educational activities; approve schools (non-national organizations) as service educational activities; and recommend to the ASD(L&MR) categories of property considered appropriate, usable, and necessary.

e. Provide administrative and logistics support, including appropriate facilities, for the operations of tenant and related off-site DLA Disposition Services field activities under inter-Service support agreements (ISSAs).

f. Establish and administer disposal accounts, as jointly agreed to by DLA and the Military Departments, to support the demilitarization (DEMIL) and reclamation functions performed by the Military Departments.

g. Dispose HP specifically designated as requiring Military Department processing.

h. Request DLA Disposition Services provide sales services, as needed, for recyclable marketable materials generated as a result of resource recovery programs and reclamation as specified in Enclosure 6 of this volume.

ENCLOSURE 3

ABANDONMENT OR DESTRUCTION (A/D)

1. GENERAL

a. Required Considerations

(1) This enclosure prescribes general procedures on the disposition of non-hazardous surplus and non-hazardous FEPP by A/D or donation. The provisions of Enclosure 4 to this volume and Volume 4 of this manual must be considered when applying A/D actions.

(2) A/D will be accomplished in a manner that is not detrimental or dangerous to public health, safety, and the environment; will not violate federal, State, or local laws; will comply with applicable international agreements; and, for actions taking place in foreign nations, will respect host-nation laws.

(3) A/D of property may not occur without an accompanying DEMIL certification and verification, if required by this manual and DoD 4160.28-M (References (f)). De-manufacturing, donation, return to manufacturer (RTM) or the appropriate DLA Disposition Services programs for sustainable, green, or recycling, may be substituted for A/D if the property meets program or system criteria.

(4) The DoD Item Unique Identification (IUID) Registry will be updated when an item of personal property that is marked with a unique item identifier (UII) is disposed by A/D. The procedures required to update the DoD IUID Registry are in Enclosure 6 of Volume 1 of this manual.

b. Refuse and Trash. This enclosure is not applicable to refuse and trash. Generating activities are responsible for the disposition of refuse and trash (see Enclosure 4 of Volume 1 of this manual). DLA Disposition Services sites will not accept refuse and trash for disposal.

2. DECISION FACTORS FOR WHEN A/D MAY BE CONSIDERED. The appointed A/D officer makes a written determination as to whether or not A/D is proper for considerations of health, safety, security, or the environment. Property is to be considered for A/D, if:

a. Materiel has been determined to be ineligible for reutilization, transfer, donation, or sale (RTDS) because of prohibition imposed by U.S. or host country law, DoD policy, or Military Department regulation.

b. Items are classified materiel, radioactive waste, thermal batteries, DoD inspection stamps and devices. Required controlled destruction or handling by generating activities will be processed according to applicable laws and directives.

c. Other methods of disposition, RTDS, or attempts to recycle through the DLA Disposition Services RTM or qualified recycling programs have been unsuccessful and officially documented.

d. Donation in lieu of A/D, the qualified recycling programs, RTM, and de-manufacturing have been considered and documented as inappropriate. The A/D officer's written determination must indicate that donation is not authorized, no potential recipients have been identified, or property has no market potential or commercial sale value, etc. If at any time before actual A/D, a donation potential recipient is identified, donation action may be taken, unless otherwise specifically prohibited. Examples of property with no commercial value include broken glass; broken vitreous china; and items such as air filters and dust cloths. Generating activities will dispose these items with no commercial value as refuse and trash. However, if this type of property has been transferred to a DLA Disposition Services site, it may be processed directly by A/D under the appropriate standard scrap classification list (SCL) code.

e. Sale of the property is uneconomical or the estimated costs of the continued care and handling of the property exceed the estimated proceeds of sale, and providing the estimated cost of disposal by A/D is less than the net sales cost.

f. The economic feasibility is computed by using the economy formula in the Figure.

Figure. Economy Formula

$$\text{estimated gross sale value} - (\text{costs} + \text{overhead}) = \text{estimated net sale value}$$

(1) To provide a means of determining if the estimated cost of care and handling may exceed the estimated proceeds of sale, the economy formula in the Figure will be applied to those items of property whose sale value is questionable.

(a) Exceptions to the application of the economy formula in the Figure for processing include situations in which:

1. All items containing significant recoverable quantities of strategic and critical materials will be processed in accordance with (IAW) Volume 4 of this manual.

2. All items containing recoverable quantities of PMs will be processed IAW Enclosure 5 of this volume and Volume 4 of this manual.

3. The line item value of property proposed to be A/D at any one location or at any one time has an original acquisition cost (estimated, if unknown) of less than \$500, its immediate A/D is justified.

(b) To include costs for care and handling in the economy formula in the Figure:

1. Estimate the gross sale value of the property, based upon previous experience, advice of reliable merchants or specialists, etc.

2. Estimate collection, segregation, and processing costs.

3. Estimate other sale preparation and sale costs, exclusive of direct supervisory and administrative overhead.

4. Compute direct sale overhead at 15 percent of the amount established from estimate of sale preparation and sale costs, exclusive of direct supervisory and administrative overhead.

(2) When salvageable materiel and worthless refuse can be picked up on the same load by one truck and the segregation maintained to the delivery point, the cost of collection will be considered insignificant and disregarded. Substantial differences in the cost of collection will be taken into account.

(3) When the net sale value determined as a result of the economy formula in the Figure shows a plus amount, the items will be processed for disposition by sale. When it shows a minus amount, the net sale value will be compared with the estimated cost of disposal by A/D. If the estimated cost of disposal by A/D is less than the net sale value amount, the items will be abandoned or destroyed. If the estimated cost of disposal by A/D exceeds the net sale value amount, the items will be processed for disposition by sale, even though the net sale value shows a minus amount.

(4) DLA Disposition Services site preparing the Economy formula results will keep them current and on file for possible future inspection or audit requirements. Items will be re-tested annually or following any marked change in any of the factors included in the formula, whichever occurs first.

### 3. PROCESSING REQUIREMENTS

#### a. A/D Officer Appointment and Duties

(1) The responsible Service or agency will appoint an individual to serve as the A/D officer. This individual must be knowledgeable and comply with applicable publications and local landfill stipulations, considerations for A/D, and documentation completion requirements. This individual may not be the accountable property or supply officer, the responsible property officer, or serve as a witnessing party to A/D actions.

(2) When resource constraints or other limiting factors prevent the appointment of an A/D officer without duplication, approval to allow the accountable, supply, or responsible property officer to act as the A/D officer may be granted by the next higher authority level, on a case-by-case basis. In addition, assistance from the next higher authority level may be requested

to complete these actions by documenting the request in an automated information system or using manual documentation methods.

b. Documentation. The activity accountable for the property will prepare written justification and describe the process for the A/D action. The written statement will:

(1) Cite the national stock number (NSN) (if applicable), description, quantity, condition code, unit, and total cost, and, if the situation warrants, the A/D location. The statement will list the UIIs (if applicable) that have been updated in the DoD IUID Registry for disposal status.

(2) Be signed by the appointed A/D officer and a witness and appended to the appropriate accountable property records, which may be requested from a co-located DoD activity.

c. Approval of the A/D Method (Including FEPP)

(1) Each line item of surplus or FEPP proposed to be disposed by an A/D officer must be approved by the installation commander (in the case of a generating activity) or his or her designee; or the DLA Disposition Services site chief or his or her designee. Criteria for approval of property that is on the DLA Disposition Services accountable record will be established by DLA Disposition Services. The approving official cannot be the A/D officer.

(2) The approving authority will consider the quantity, condition, location, and type of property involved, market conditions, past experience from attempts to sell similar property under similar conditions (either competitively or by negotiation), and any other factors having a bearing on the sale of such property. The composition and content of the reviewing authority document may vary to conform to local practice. However, it must indicate approval of the recommended disposal action or furnish alternate instructions as to means by which disposition of the property will be accomplished.

(3) The A/D officer or his or her appointed designee must obtain approval from the appropriate installation official for the method to be used when A/D is to be accomplished on the installation's real estate. The approval requirement is not necessary for cases in which the proposed A/D action involves destruction at a site off-installation, contains only innocuous property, or the proposed method has been previously coordinated with the installation (such as by letter, ISSA, or memorandum of understanding (MOU)).

(4) The A/D officer or his or her designee will obtain any necessary approvals of the host nation government prior to A/D of FEPP on foreign soil, exclusive of actions on U.S. installation authorized by any applicable basing or status of forces agreement.

d. Public Notification (Includes FEPP) Requirements and Exceptions

(1) Property may not be disposed by A/D until after public notice of the proposed A/D has been given. The GSA has granted DLA Disposition Services and DLA Disposition Services sites a permanent exemption to this requirement for property in the continental United States.

(2) The public notice for the A/D of surplus property may include, but is not limited to, media such as newspapers, posters in federal buildings, local radio announcements, etc. The public notice will be posted in the area where the property is located; it will contain a general description of the property to be disposed by A/D, and will include an offering of the property for sale. A sample of a poster that may be used for posting in federal buildings is contained in Table 1. The notice should be posted a minimum of 7 calendar days before the beginning of A/D.

Table 1. Public Notice Sample

1. NOTICE is hereby given that the (name of Activity) proposes to initiate abandonment or destruction procedures for the following surplus government property:			
Item Name			
General Description			
NSN			
Quantity			
Condition			
Unit of Issue			
Total Acquisition Cost			
2. Beginning on <u>    Date    </u> until close of business <u>    Date of three (3) calendar days    </u> the above property will be available for donation to any public body (e.g., an agency of any political subdivision supported wholly or principally by public funds to the general public) until close of business <u>    Date of seven (7) calendar days    </u> . After this, all remaining property will be abandoned or destroyed IAW DoD 4160.21-M, "Defense Materiel Disposition Manual."			
3. This property is available for inspection at <u>    Location    </u> .			
From	To	Monday through Friday, excluding holidays	
Hour	Hour		
NOTE: Due to security concerns, entrance to this location may be limited.			
4. Notwithstanding the above, commencing with the posting of this notice and so long as the property is available, the U.S. Government will consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis.			
5. Interested parties are invited to contact:			
Name	Telephone	Address	Hours available

(3) Exceptions to the requirement for public notice may be made when:

(a) A/D is required due to health, safety, security, or environmental considerations; or disposal by reutilization, donation, or sale is prohibited by U.S. law, DoD policy, or Military Department regulations.

(b) The property has no commercial value or the value of the property is so little or the cost of its care and handling is so great that its retention for donation or sale is clearly not economical. Whenever the line item value of property proposed to be disposed by A/D at any one location or at any one time has an original acquisition cost (estimated if unknown) of less than \$500, immediate A/D is justified.

(4) FEPP is to be disposed by A/D without public notice. The generating activities or DLA Disposition Services sites will ensure the course of action is in accordance with any applicable basing or status of forces agreements. Additional specifications are identified in Executive Order 12999 (Reference (g)) and Combatant Command supplements.

e. Witness Requirement. A designated witness, who can be requested from a co-located or nearby DoD facility, will attest to having observed the actual accomplishment of the A/D. The witnessing party will normally not be involved in the receipt, classification, or accounting of property.

f. A/D Officer and Witnessing Party Certifications. Information required on the A/D documentation will include the disposal turn-in document (DTID) number (DLA Disposition Services property only), NSN, noun name, unit of issue, quantity, DEMIL code, and UII (when applicable). Supporting documentation, such as the return of a signed statement to the DLA Disposition Services site or generating activity, will be required as a term of the contract to acknowledge that proper destruction or ultimate disposal of the property was accomplished IAW appropriate directives or contracts.

(1) A/D Officer Certification. Pertinent information from DD Form 1348 1A, "Issue Release/Receipt Document," used to credit an account for A/D actions must include a certification in the format shown in Table 2.

Table 2. A/D Certification

"I certify that the property listed herein was (abandoned/destroyed) in a manner authorized by the appropriate installation official and IAW DoD 4160.21-M, DoD 4160.28-M, and other applicable Directives."	
Abandonment/Destruction Officer	Date
Witnessing Party Certification	



(2) When A/D of property is accomplished by a DLA Disposition Services site or generating activity, the statement in Table 3 will be used:

Table 3. A/D Witness Certification

“I have witnessed the (abandonment/destruction) of the property described herein and it was (abandoned/destroyed) in the manner prescribed.”	
Witnessing Party	Date

(3) When A/D is performed on a contract basis (not including abandonment in a commercial trash dumpster) the statement in Table 4 will be used:

Table 4. Contract Basis A/D Certification

“I have witnessed the release of the property listed herein to a hauler/operator as an item for ultimate disposal action or for later destruction IAW applicable Directives/contracts.”	
Witnessing Party	Date

4. FEPP

a. Donation in Lieu of A/D. Upon proper findings that a donation in lieu of A/D is appropriate, FEPP with no sales potential may be donated to organizations specified in this section if it has no export control requirements in accordance with the Export Administration Regulations in Parts 730-799 of Title 15, CFR (Reference (h)). Property that requires DEMIL, trade security controls, or is dangerous to public health, safety, and the environment cannot be donated.

b. Alternate Assistance. Assistance in obtaining information on the activities or organizations unknown or not familiar to the installation concerned should be requested from the local representative of the DoS. Preference will be given to eligible donation recipients in the order listed in paragraphs 4b(1) through 4b(3) of this enclosure. Donations may be accomplished without cost to:

(1) Any organization, institution, or agency of the U.S. Government.

(2) Any organization, institution, or agency of any friendly foreign government or local subdivision thereof.

(3) Public bodies, if their activities are not adverse to U.S. interests. Written requests from donation recipients will include, at a minimum, a brief statement of its activities, general information as to the use that is to be made of the requested property, and a statement that the

property is needed and is being acquired for such purposes and may not be resold or put to any other use. Donations may be made to foreign nonprofit institutions, but preference will be given to those organized under U.S., U.S. territory or possession, or State law, and supported in whole or in part through use of funds raised chiefly from sources in the United States, its territories, or possessions.

c. Donation of FEPP. Area DoS representatives must be consulted regarding how FEPP donations will be made so as to serve the U.S. foreign policy interests and objectives. Local arrangements between DoS and DoD representatives will be sufficiently flexible to permit FEPP donation on a continuing basis, subject to periodic review as necessary, rather than requiring discussions on a case-by-case basis. DoS representatives' advice will be given consideration in reaching a decision as to the recipient of the donated property.

d. Updating the DoD IUID Registry for Donated FEPP. For donated FEPP marked with a UII, the DoD IUID Registry will be updated by the accountable DoD activity upon execution of a donation in accordance with the procedures in Enclosure 6 of Volume 1 of this manual.

## 5. RTM

a. The RTM procedure, managed by DLA Disposition Services, encourages beneficial reuse of products, minimizes waste disposal, and significantly reduces cost. It is an alternate method of disposal used when excess property failed RTDS, and prior to disposal.

b. Personal property may be offered for reuse by DLA Disposition Services prior to final disposal, without charge to the manufacturer or a qualified recycler, if:

(1) The type of property warrants the use of this procedure by the DLA Disposition Services site.

(2) Sufficient quantities are available to interest a manufacturer or recycler.

(3) The manufacturer agrees to take back the property.

(4) The transportation cost of shipping the property to the manufacturer or recycler is less than the cost of service contract disposal, thus creating a disposal-cost avoidance for the generating activity.

c. DLA Disposition Services sites using the RTM procedures will first contact the generating activity to ensure that the activity is willing to pay the transportation cost for the shipment in lieu of the disposal costs. The generating activity will ensure that all personal property items marked with a UII have been updated in the DoD IUID Registry with the proper designation.

ENCLOSURE 4

DISPOSAL OF FEPP

1. FEPP STATUTORY AUTHORITY

a. These instructions are based on the authority for the disposal of FEPP as contained in section 701 *et. seq.* of Reference (e).

b. Reference (e) makes each executive agency responsible for disposal of its FEPP - a distinct category of property not to be confused with “domestic excess” or “surplus.” On a case-by-case basis, DLA Disposition Services will assist the Military Departments generating activities by providing sales services, limited screening, and other disposal support, as may be required.

2. U.S. FOREIGN POLICY

a. U.S. Foreign Disposal Policy

(1) The disposition of FEPP, whether by sale, donation, or A/D will conform to the foreign policy of the United States. FEPP disposal programs will be developed and conducted with the coordination and approval of the U.S. diplomatic mission in the country concerned, so that U.S. foreign policy is effectively served in foreign countries. DoD Components or their representatives will maintain close liaison and cooperate with the U.S. diplomatic representatives and consular offices in the country concerned to receive necessary approvals, recommendations, and suggestions from the local U.S. DoS representatives. Existing agreements with foreign countries may involve separate disposition policy.

(2) In all cases, the DLA will closely coordinate disposal actions with the appropriate combatant command and the DoS. In instances where there is no U.S. diplomatic representative in the country where disposal operations are required, the DoD Components will coordinate with higher levels in the DoS to ensure that operations are in accordance with U.S. foreign policy, and communicate those decisions to the DST. The DLA Disposition Services site contingency operations mission falls under the DST.

(3) Disposal will be managed according to public law, Executive direction, theater contingency operations plans, and final governing standards (FGSs) and distributed IAW procedures established in DoD 4715.05-G (Reference (i)), and applicable international agreements.

b. Foreign-Policy-Based Deviations. In conjunction with assigned responsibilities, DLA Disposition Services may deviate from prescribed disposal policy when a conflict with country-to-country agreements exists within the limits of applicable legal requirements. Proposed deviations will be reviewed by DLA before they are accomplished. Copies of overseas

command implementations of bilateral agreements will be provided to the headquarters (HQ) of the Military Departments concerned and to:

DLA Logistics Operations  
8725 John J. Kingman Road  
Stop 6233  
Fort Belvoir, VA 22060-6221

### 3. FEPP MANAGEMENT

a. This section on FEPP management procedures applies only to property located outside the zone of interior.

b. FEPP may be directed or retrograded to the closest DLA Disposition Services site (with prior coordination of the receiving DLA Disposition Services site). For property located in remote areas without a servicing DLA Disposition Services site, DLA Disposition Services will determine the type and level of disposal services that can be provided and requirements for obtaining contracted disposal services for hazardous waste (HW), where necessary. Generating activities should closely coordinate projected property disposal requirements with DLA Disposition Services.

c. FEPP may not be sold directly or indirectly to restricted parties. DoD Components should be thoroughly aware of existing agreements applicable to the host government to permit expeditious disposition of FEPP.

d. Donations and sales must be in accordance with current DoD policies regarding the types of items that can be released under the program. In addition, these transfers must be in accordance with DoD's Trade Security Control policy as specified in DoDI 2030.08 (Reference (j)). One way to accomplish this is via coordination with DLA Disposition services.

### 4. DISPOSAL PROCESSING

a. HP. Generating activities will:

(1) Identify FEPP HP generated overseas by a Material Safety Data Sheet (MSDS) or HW profile sheet (HWPS)) and process according to Volume 4 of this manual.

(2) Prior to relinquishing accountability or physical custody of HP overseas to a DLA Disposition Services site, comply with the applicable requirements as specified in the FGS established pursuant to the procedures outlined in Reference (i) and DoDI 4715.05 (Reference (k)).

(3) Package DoD HP in foreign countries IAW Volume 4 of this manual.

(4) Follow Combatant Command or agency directions for FEPP HP generated in overseas contingencies. Guidance may vary depending on the operational setting.

b. Screening

(1) Military Departments, special programs, federal civilian agencies, and Foreign Military Sales (FMS) customers will screen FEPP on the DLA Disposition Services property accounting records as continental United States excess and surplus personal property.

(2) Security assistance offices or representatives of the country where FEPP is located may request items under normal security assistance sales or transfers, according to Defense Security Cooperation Agency 5105.38-M (Reference (1)). These requests should be approved to the degree they contribute to the effective disposal of property. Items may be held until released provided added storage costs are reimbursed to the DoD. Use of in-process or implemented letters of offer and acceptance may not be available prior to disposal as described in Enclosure 4 of Volume 3 of this manual.

c. Transfer and Donation Screening

(1) GSA and other federal agency representatives may be allowed to screen FEPP for return and use in the United States when it is determined to be in the best interests of the United States to do so. However, in accordance with Reference (e), GSA's charter does not extend to property outside the continental United States (OCONUS). Accordingly, GSA does not typically approve documents for OCONUS transfers on the Standard Form (SF) 122, "Transfer Order Excess Personal Property"; GSA does approve documents for donation on SF 123, "Transfer Order Surplus Personal Property." The screening and property removal standards outlined in Enclosure 5 of Volume 3 of this manual will also apply to FEPP.

(2) Through its on-site representatives, or by other means, GSA or the transferee will arrange for shipment (including containerized loads). The transferee recipient is responsible for the actual costs incurred for packing, crating, handling, and transportation to facilities in the United States, unless other arrangements are made.

d. Disposal of FEPP for Substantial Benefits or the Discharge of Claims

(1) FEPP (excluding battleships, cruisers, aircraft carriers, destroyers, submarines, and DoD records) may be transferred by the Secretary of Defense to foreign countries for foreign currencies or credits, substantial benefits, or claims discharge resulting from its compromise or settlement IAW the law, when the Secretary of Defense determines that the transfer is in the United States' interests. In Reference (a), the Secretary of Defense delegated authority to the ASD(L&MR) to approve FEPP disposal for substantial benefits or claims discharge when determined that it is in the United States' interest. This delegation does not include authority for the ASD(L&MR) to transfer FEPP to foreign countries for foreign currencies or credits.

(2) FEPP is eligible for disposal for substantial benefits or the discharge of claims after the DoD, FMS, GSA, or State agency for surplus property screening is accomplished as

prescribed in this enclosure, unless a waiver from the ASD(L&MR) is obtained. GSA and other federal agency representatives may be allowed to screen FEPP for return and use in the United States when it is determined to be in the best interests of the United States to do so.

(3) FEPP disposal for substantial benefits or claims discharge is accomplished through use of a legally enforceable transfer agreement. Fair value rates are applied to the established inventory price as listed in DoD 7000.14-R (Reference (m)). Transfer agreements will:

- (a) Identify any restrictions on the FEPP's ultimate destination, use, and disposition.
- (b) Identify the items and the value of the items using the higher of its market value as military hardware or fair value computed using the fair value rates listed in Reference (m).
- (c) Identify the tangible non-monetary benefits to be received by the U.S. Government in exchange for the property.

(4) The ASD(L&MR) will coordinate with the General Counsel of the Department of Defense in the review and approval of any proposed MOUs.

(5) The Military Departments will:

- (a) In coordination with the appropriate chief of the U.S. diplomatic mission, determine, based on local conditions, if it is in the United States' interests to dispose DoD FEPP for substantial benefits or claims discharge.
- (b) Report FEPP to DLA Disposition Services at the earliest possible date for DoD reutilization screening, and request expedited screening or waivers of screening when pertinent.
- (c) Develop the U.S. Government position and, in coordination with the DoS, conduct disposal negotiations with the recipient country.
- (d) Submit proposed agreements with justification and supporting documentation to the ASD(L&MR) for review and approval.

(6) The Director, DLA, will:

- (a) Provide on-site assistance within reasonable limits of existing resources, to include accepting accountability of FEPP received in place, and accomplishing transfer of title to the recipient country.
- (b) Ensure that all requests for expedited screening or waivers of screening are promptly submitted to ASD(L&MR) for approval.

e. FEPP Sales

(1) Sales Procedures. Subtitle I of Reference (e), as amended (also known as “The Federal Property and Administrative Services Act of 1949”) requires that disposition of FEPP conform to U.S. foreign policy. To prevent delays of proposed sales and to afford appropriate DoS representatives ample opportunity for consideration of possible foreign policy aspects, sales plans or programs should be developed as far in advance of scheduled sale as possible and processed for coordination and approval. To fulfill this requirement, the procedures for processing sales of FEPP have been coordinated with the DoS:

(a) DoD Components will conduct sales of DoD FEPP in accordance with the procedures in this manual, DoD policy, and in coordination with the diplomatic mission of the country in which the property is located. All sales must comply with applicable U.S. law and conform to U.S. foreign policy.

(b) The U.S. diplomatic mission of each country where property for a sale solicitation is located will be provided a copy of that sale solicitation as soon as possible.

(c) Prior to award, DLA Disposition Services coordinates with and requests support from the appropriate diplomatic mission or the U.S. Immigration and Customs Enforcement office at the appropriate U.S. Embassy to conduct an integrity and reliability check on successful bidders of munitions list items (MLIs) or Commerce Control List items according to the procedures in Reference (j).

(2) Types of Sales. Agreements between the United States and foreign governments usually provide the conditions under which FEPP may be disposed. Sales are otherwise conducted according to the guidance and procedures in Enclosure 3 of Volume 3 of this manual, and any requirements imposed by the host country.

(3) Sales of U.S. Military Mission Property. When U.S. Government-owned property assigned to Military Service attachés at military missions becomes FEPP, it is reported to the nearest DLA Disposition Services site. Where the volume is small and the Army, Naval, or Air Force Attaché Post is located away from a DLA Disposition Services site, the administrative officer of the diplomatic mission may be requested to conduct or assist in accomplishing the sale. These sales are conducted in accordance with established trade security controls procedures identified in Reference (j) and this manual. Sufficient documentation of any sale should be maintained to demonstratively prove passage of title and applicable accountable property records duly notated in accordance with the procedures identified in DoDI 5000.64 (Reference (n)).

f. DoD IUID Registry. The disposal or sales of FEPP items that are marked with a UII must be updated in the DoD IUID Registry by the generating activity in accordance with the procedures of Enclosure 6 of Volume 1 of this manual.

ENCLOSURE 5

PRECIOUS METALS RECOVERY PROGRAM (PMRP)

1. GENERAL

a. The DoD PMRP promotes the economic recovery of PM from excess and surplus PM-bearing materiel, and also the reutilization of recovered fine PM for authorized internal purposes or as GFM. The program encompasses silver, gold, and the platinum family including palladium, iridium, rhodium, osmium, and ruthenium.

b. Some items processed through the PMRP are now governed by federal, State, or local environmental regulations. Additional guidance for the processing of this materiel will be as stated in this enclosure or Volume 4 of this manual, as required by governing law.

c. This enclosure details Military Department and Defense Agency procedures for implementing the DoD PMRP and obtaining NSNs to procure from DLA Troop Support. (Additional information is available on the DLA Troop Support Website at <http://www.dscp.dla.mil/gi/general/metals/homepage.htm>.)

2. PROCEDURES

a. HQ, DLA. The HQ, DLA will:

(1) Develop plans procedures and guidance for administration of the overall program within DLA.

(2) Maintain liaison with the ASD(L&MR) and other DoD Components, other government agencies, and industry on policy matters pertaining to the program.

(3) Review and analyze data in evaluating program performance, identify and resolve deficiencies, and develop and recommend corrective action.

(4) Review and approve resources, equipment augmentation, and replacement requirements in support of the PMRP.

(5) Review DLA field activities' implementing publications for compliance with policy.

(6) Conduct and participate in studies, technical reviews, and surveys to ensure that current and future program operations are compatible with, and responsive to, effective and economical support requirements.

(7) Develop, in coordination with the Military Departments and Defense Agencies:



(a) Uniform procedures.

(b) Through the DLA Logistics Management Standards Office, a system of standard codes for identifying DoD materiel that contain PM.

(8) Provide program reports required by GSA or by the ASD(L&MR).

(9) Recommend to the ASD(L&MR) discontinuance of the program or any part of it when determined to be no longer cost effective.

b. DoD Components. The DoD Components will:

(1) Participate in the PMRP.

(2) Maintain a focal point to coordinate on all matters pertaining to the PMRP (see Table 5 for listing of focal points).

Table 5. PMRP Focal Points

The DoD program for the recovery and use of PM from excess and surplus end items, scrap, hypo solutions, and other PM-bearing materiel provides for the establishment of focal points at DoD Component levels to coordinate on all matters pertaining to the PMRP.	
OSD	Office of the Assistant Secretary of Defense (Logistics and Materiel Readiness-Supply Chain Integration (OASD L&MR/SCI)) 4800 Mark Center Drive Alexandria, VA 22350 DSN 372-5202
DLA Troop Support	DLA Troop Support 700 Robbins Avenue Philadelphia, PA 19111-5096 Commercial (215) 737-8579
Army	Department of the Army Office of the Deputy Chief of Staff, G4 ATTN: DALO-SMP 500 Army Pentagon Washington, DC 20310-0500
Navy	Assistant Chief of Staff for Operational Support (ACOS) Code 0363.07 700 Robbins Ave. Philadelphia, PA 19111-5098
Air Force	Air Force Materiel Command HQ AFMC/A4RM 4375 Chidlaw Road, Room B113 Wright-Patterson AFB, OH 45433-5006

Table 5. PMRP Focal Points, Continued

Marine Corps	Commandant of the Marine Corps LPC-2 3000 Marine Corps, Pentagon, RM 2E211 Washington, DC 20350 DSN 225-8900
U.S. Coast Guard	Commandant Headquarters, U.S. Coast Guard CG-84 2100 Second Street, SW Washington, DC 20593-0001
DLA	Headquarters, DLA DLA J-3728725 John J. Kingman Road STOP 6233, Fort Belvoir, VA 22060-6221
GSA	Personal Property Management Policy Division GSA, Office of Government-Wide Policy (MTP) 1800 F Street, NW, Room 1221A Washington, DC 20405
DLA Disposition Services	DLA Disposition Services, Federal Center 74 N. Washington Avenue DLA Disposition Services-BCP Battle Creek, MI 49017-3092

(3) Maximize the use of fine PM for authorized internal use or as GFM.

(4) Identify the type, quantity, and location of the PM contained in an item that has management-assigned assets, and assign a PM indicator code (PMIC) to the item. Notify DLA to arrange for such items to be included in the federal catalog records with the PMIC, a mandatory data element for any documentation of the item. They are presented as a result of an NSN Characteristic Search from the DLA Logistics Information Service Federal Logistics Information System (FLIS) in accordance with DoD Manual 4100.39-M (Reference (o)). The PMICs listed in Table 6 are approved for use in Defense Logistics Manual (DLM) 4000.25-1 (Reference (p)).

Table 6. PMICs

Use PMIC to identify PM content. The PMIC must appear in record position 62 of DTIDs. (Also referred to as card column.)	
A	Item does not contain PM.
C	Item contains combination of two or more PM (silver, gold, platinum).
G	Item contains gold.
P	Item contains platinum family metals.
S	Item contains silver.
U	PM type is unknown.
V	PM type varies between manufacturers.

(5) Operate currently assigned recovery equipment; perform operating level maintenance for equipment; advise the DLA Disposition Services PMRP representative when major repairs or services are needed and skills or parts are not available at the local activity for equipment they operate; and identify any equipment or major repair parts and services required for maximizing recovery efforts.

(6) Transfer PM-bearing materiel to the nearest DLA Disposition Services site or, when jointly agreeable or approved by DLA Disposition Services and subject to receipt of fund citation from DLA Disposition Services, ship to the collection or recovery activity designated by DLA Disposition Services.

(7) Assist in the identification of potential additional generating activities within the DoD.

c. FCAs. DRMS Instruction 4160.14 (Reference (q)) specifies the procedures for FCAs to participate in the DoD PMRP (and be relieved of the requirement to establish their own program) if they use products containing PM and contribute PM-bearing metals scrap to the DoD PMRP. To participate, FCAs must execute an agreement with DLA which stipulates that the FCA must collect and transfer PM to DLA Disposition Services sites to order metals from DLA Troop Support.

d. DLA Disposition Services. The DLA Disposition Services will:

(1) Provide program guidance for administering the receipt, storage, processing, shipment, and refining of PM-bearing scrap and residual material generated by DoD Components and participating FCAs.

(2) Assist in the development of budgetary programs for management of recovery operations under the program.

(3) Provide DLA implementing procedures for operation of the PMRP according to the procedures in this volume.

(4) Ensure records pertaining to all costs related to the PMRP are maintained.

(5) Establish standards to measure the efficiency and cost-effectiveness of recovery efforts.

(6) Establish procedures for acquisition and accountability of PMRP equipment, repair parts, and maintenance services.

(7) Ensure DLA Disposition Services sites accept unclassified excess and surplus PM-bearing materiel generated by DoD Components or participating FCAs.

(8) Develop and implement procedures for maintaining accountability of all PM-bearing scrap and residual materials received.

(9) Provide appropriate PM recovery equipment to generating activities when economically feasible and justifiable, and replace this equipment, as necessary.

(10) In coordination with DLA Troop Support, complete items required for a report on the PMRP for submission to HQ DLA, as required. Data will include PM recovered and issued, costs avoided, and all PMRP expenses.

(11) Develop statements of work; solicit, award, and perform post-award functions for PM recovery contracts.

(12) Conduct staff visits to DoD installations and participating FCAs to provide technical assistance and support.

e. DLA Troop Support. The DLA Troop Support will:

(1) Function as the commodity inventory control point (ICP) in the supply and Defense Working Capital Fund (DWCF) management of fine metals under the PMRP.

(2) Receive deposits of fine PM from DLA Disposition Services recovery contractors and reimburse DLA Disposition Services for incurred recovery expenses from the DLA Troop Support DWCF.

(3) Provide fine PM at recovery cost plus authorized surcharge (such as administration, insurance, transportation) to authorized DoD activities and participating FCAs for internal use or use as GFM.

(4) Accept fine PM offered by DoD Components and FCAs through direct transfer of such assets if earlier certification has been furnished that the material offered is at least equal in purity to that identified in specifications of the applicable NSN. Where the purity is not at least equal or the determination cannot be made, DLA Troop Support is authorized to instruct the offering activity to contact DLA Disposition Services for disposal instructions.

(5) Establish DLA Troop Support DWCF issue prices for each PM based on PMRP recovery costs and authorized surcharges. Prices are fixed during the budget execution year to the maximum practicable extent.

(6) Establish and maintain DWCF records of receipts, quantity on hand, location, and issues by primary or significant customers for each PM.

(7) Report excess PM to Defense National Stockpile Center for transfer to the national stockpile.

(8) Complete items required for a report on the PMRP, for submission to HQ DLA, as required, to include:

(a) Fine PM (troy ounces) available for issue: gold, silver, and the platinum family metals.

(b) Issues (troy ounces) of gold, silver, and the platinum family metals.

(c) Issue price of gold, silver, and the platinum family metals.

3. DISPOSAL PROCESSING

a. DoD generating activities and other participating FCAs are required to transfer all excess fine PM and PM-bearing materiel to their servicing DLA Disposition Services site. However, there may be times when a generating activity may be authorized to ship PM-bearing materiel, such as electrolytic flake, film ash, or electronics, directly to a commercial contractor. In addition to specific PM-bearing property that requires special handling as a part of the turn-in process found in Volume 4 of this manual, sources of PM-bearing items eligible for processing for PM recovery can be found at Table 7.

b. NSN items that contain potentially recoverable PM are so coded in the FLIS and federal logistics under the PMIC. PM-bearing electronic scrap will be segregated and sorted (if necessary) into the appropriate SCL code on the DLA Disposition Services Website: [www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil). From this page, click on “CAT Book”; items are listed alphabetically under the Standard Waste and Scrap Classification List. PM-bearing scrap sources listed in Table 7 may contain any of the PM, either solely or in combination.

Table 7. Sources of PM-bearing Items

<u>PM Scrap Sources</u>	<u>PM-bearing Items</u>
Electrical and electronic scrap	circuit cards/boards
	circuit breakers
	connectors
	contacts
	plugs
	PM-bearing chemical salts
	relays
	wave guides
	wiring harness

Table 7. Sources of PM-bearing Items, Continued

<u>PM Scrap Sources</u>	<u>PM-bearing Items</u>
Silver-bearing items	buss bars
	anode butts
	batteries (silver/copper, silver/cadmium, silver zinc, and silver/magnesium)
	dental wires
	dental powders
	desalting kits
	film and paper
	jewelry
	plated or washed silver surfaces
	radar antennas
	receiver assemblies
	relay contact points
	tableware
	silver-clad base metal
	silver-bearing jet engine parts
	silver solders
	silver brazing alloys
	silver flake, grindings and dust
	silver-lined, -clad, or -plated decorations, badges, awards, medals, buttons, and other insignia
	silver wire
silver turnings	
hypo (fixer) solutions	
silver nitrate solution	
Gold-bearing items	brazing alloys
	dental sweepings
	dental scrap
	dental wire
	gold-clad parts
	gold connector pins
	gold salts and solders
	jewelry
	optical scrap
	medals
	plating hangers and wires

Table 7. Sources of PM-Bearing Items, Continued

PM Scrap Sources	PM-bearing Items
Gold-bearing items	relay and contact points
	transistors and diodes
	uniform emblems, buttons, and badges
	gold-bearing eyeglass frames
	gold-plated lapel pins
	gold foil
	gold grindings and dust
	gold lined, -clad, or -plated decorations, badges, awards, medals, buttons, and other insignia
	gold wire
	gold turnings
Platinum and platinum family-bearing items	aircraft magnetos
	aircraft relay contact points/breakers
	aircraft spark plugs (platinum)
	dental wire (platinum alloy)
	detonator fuses
	electronic diodes and parts
	electronic tube grid
	evaporators and evaporate dishes
	insignia coding boards
	magnetos (platinum)
	platinum/group catalysts
	platinum foil
	platinum resistor furnace coils
	semiconductors and resistant alloys
	solenoid switches (platinum)
	spinnerets and feeder dies
	telephone switchboards (palladium)
	thermocouple wires
	triodes for various transmitting amplifiers
	voltage regulators
platinum grindings and dust	
platinum and palladium wire	

Table 7. Sources of PM-Bearing Items, Continued

PM Scrap Sources	PM-bearing Items
Scrap containing combinations of PM	Electronic scrap
	Chemical salt solutions
	High-temperature-resistant alloys
	Paste
	Powders
	prosthetic appliances
	Relays-electrical
	Resins
	Ribbons
	Salts
	Sweeps
	Telephone switching scraps
	Thick film

c. The generating activities (the DoD, FCA, etc.) will:

(1) Transfer excess usable PM-bearing property, scrap, and waste material to DLA Disposition Services sites IAW uniform transfer procedures contained in Enclosure 4 of Volume 1 of this manual.

(2) Include on the DTID or attached documentation, any available information pertaining to the PM content, such as metal type, quantity, location, PMIC, and any known or suspected hazardous components.

(3) Properly segregate PM-bearing scrap and waste material before transferring to a DLA Disposition Services site.

d. The DLA Disposition Services sites will:

(1) Comply with guidance set forth within Reference (q), as it applies to receipt and documentation of materiel coming into DLA Disposition Services sites, including PM-bearing materiel.

(2) Accept accountability for PM-bearing materiel, except where acceptance is prevented by law or regulation (some examples are ammunition and explosives (AE) unless certified inert, Classified unless declassified). When appropriate storage or security facilities are not available, DLA Disposition Services sites will arrange for generating activities or the host installation to retain or accept custody of the materiel until such time as disposition can be accomplished.

(3) Make every effort to confirm the presence of PM when materiel is received that has not been identified as PM-bearing materiel but that, on the basis of experience or visual inspection, is suspected of containing PM. Assistance can be obtained from the PM master file or items identified by NSN; through actual chemical testing of the materiel following prescribed



metals identification procedures; or recommendation to DLA Disposition Services that the materiel be assayed. A list of sources of PM-bearing items can be found in Table 7 of this volume.

(4) As appropriate, process PM-bearing items by:

(a) Providing screening for reutilization, transfer, or donation as items.

(b) Offering items for sale as at minimum acceptable bid prices that reflect the net recovery value of PM content based on current market price. The net recovery value is determined by first converting the known PM content to troy ounces. Conversion factors in Table 8 of this volume should be used for this purpose. The number of troy ounces multiplied by the current market price of the fine PM, less the estimated cost of recovery and refining, gives the net recovery value of PM content in an item.

Table 8. Conversion Factors Used in the PMRP

<u>Multiply</u>	<u>By</u>	<u>To Obtain</u>
Gallon (U.S.)	3.78543	Liters
Gallon (U.S.)	0.82367	Imperial gallon
Gallon (Imperial)	4.546	Liters
Gallon (Imperial)	1.201	U.S. gallon
Grains (troy)	0.06480	Grams
Grains (troy)	0.0020834	Troy ounces
Grams	0.03215	Troy ounces
Grams	0.03527	Avoirdupois (avoir) ounces
Grams	15.43	Grains
Kilograms	2.205	Avoir pounds
Kilograms	0.0011023	Short tons
Liter	0.219973	Imperial gallon
Liter	0.2642	U.S. gallon
Ounces (avoir)	0.9115	Troy ounces
Ounces (troy)	0.06857	Avoir pounds
Ounces (troy)	1.09714	Avoir ounces
Ounces (troy)	31.103481	Grams
Ounces (avoir)	28.349527	Grams
Pounds (avoir)	453.592	Grams
Pounds (avoir)	0.45351	Kilograms
Pounds (avoir)	14.5833	Troy ounces
Ton (short)	2000	Pounds
Ton (short)	907.18486	Kilograms

(c) Selling, if high bid reduced by the estimated cost of sale meets or exceeds the established minimum acceptable bid price.

(d) Downgrading the property if not environmentally regulated or the sale of property is determined (through use of the described computation) not to be in the best interest of the U.S. Government. Items not downgraded due to environmental or internal regulations prohibiting downgrade may still be processed for PM recovery, if cost effective. Examples of items that retain their line item visibility but are processed for PM recovery include gold cyanide and silver-bearing batteries containing potassium hydroxide.

(5) Process PM-bearing scrap by:

(a) Ensuring materiel is accumulated, extensively sorted, and segregated by type of PM to enhance economic recovery.

(b) Ensuring materiel is shipped, as directed by DLA Disposition Services policy, to a collection site or held at the DLA Disposition Services site awaiting recovery contractor pick up.

(c) Offering low-content, highly contaminated, PM-bearing scrap that is not conducive to economic recovery for sale as PM-bearing scrap, and ensure scrap is described as such in the sale solicitation when DLA Disposition Services determines that the cost of recovery and refining would exceed the market value of PM to be recovered.

4. PM RECOVERY EQUIPMENT. DLA Disposition Services provides PM recovery equipment to generating activities when economically feasible and justifiable. Equipment considered to be PM recovery equipment is listed at Table 9 of this volume and includes electrolytic recovery units, passive silver cells, plastic hypo collection containers, replacement parts, and vacuum sweepers. Film burners or incinerators and gram scales, that are not DLA Disposition Services-provided recovery equipment, are also addressed in Table 9.

Table 9. PMRP

<p>INCINERATORS/FURNACES. Procurement or replacement of Military Department and other DoD Component-owned and operated incinerators or furnaces, that are used for the DEMIL or declassification of classified film or other classified materiel, is the responsibility of the Military Departments or owning DoD Components. Likewise, the DEMIL or destruction of classified film or other classified materiel is a Military Department/Defense Agency responsibility. This responsibility is exercised at the option of the Military Department/Defense Agency either by incineration or other means at the Military Department/Defense Agency facilities or through transfer through the Intelligence Community Network for incineration or destruction at the centralized intelligence community destruction facility at Fort Meade, Maryland. In either event, the resulting PM-bearing ash or residues are required to be turned in to DLA Disposition Services sites or released, as directed by DLA Disposition Services, to a commercial contractor for PM recovery. Special care will be exercised to ensure incinerators are effectively used, operated, and maintained to maximize silver recovery while conforming to local air pollution standards.</p>
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Table 9. PMRP, Continued

GRAM SCALES. Gram scales are not construed to be PM recovery oriented. DLA Disposition Services will not procure gram scales for use by generating activities turning in scrap for PM recovery. DLA Disposition Services is authorized to purchase gram scales for use by DLA Disposition Services sites to ascertain precise weights of scrap material, as needed, for the purpose of inventory and accountability.
SPECIAL SUPPORTING EQUIPMENT FOR PM PROCESSING AND PREPARING. DLA Disposition Services is authorized to purchase equipment required by DLA Disposition Services sites for the processing or preparation of PM-bearing property. Such equipment would include special power tools, cutters, saws to facilitate the sorting, segregation, or upgrading of PM-bearing scrap.
RECOVERY EQUIPMENT/SUPPLIES. Photographic and X-ray processing equipment can contain significant amounts of high-purity silver generated in fixing baths as a result of chemical action. Recovery of silver from the spent fixing solution (hypo) can be accomplished by chemical precipitation, galvanic or metallic displacement, or electrolytic methods.
Potential generators of spent hypo solution are hospitals, dental clinics, industrial laboratories, photographic laboratories, printing plants, and ammunition plants.
Dental Appliance Laboratories utilize vacuum sweepers to collect PM-bearing dusts or sweeps that contain gold, silver, and platinum family metals.

a. DLA Disposition Services will procure and furnish without cost to authorized PMRP participant recovery equipment and supplies used to recover silver from photographic solutions and PM from dental facilities. DLA Disposition Services will determine that equipment/supplies provided to the generating activities will be cost efficient for recovery. Activities will turn in to their servicing DLA Disposition Services sites PM that are generated through the use of recovery equipment/supplies. DLA Disposition Services will maintain a current record of all PM-recovery equipment in the custody of DoD Components and participating FCAs. The Accountable Property Officer or the DLA Disposition Services PMRP representative will provide a hand-receipt with the equipment or supplies to a responsible individual at a generating activity upon delivery of equipment. Activities will contact the DLA Disposition Services PMRP representative for disposition instruction for turn in of PM equipment.

b. PMRP generating activities will submit requests for PMRP equipment and supplies such as electrolytic recovery units, passive silver cells or cores, vacuum sweepers and collection bags, silver test paper, fittings, and other replacement parts that are peculiar to recovery equipment, to the DLA Disposition Services PMRP representative who will arrange for shipment from stock or initiate a purchase action.

c. Generating activities will apprise the DLA Disposition Services PMRP representative of the need for assistance or recovery equipment to start up silver recovery operations or to enhance the effectiveness of ongoing operations to ensure maximum recovery.

d. The DLA Disposition Services PMRP representative will make arrangement to have the site surveyed as the basis for determining specific on-site equipment needs. The representative will provide technical assistance and support; provide guidance to DoD Component activities not presently participating in the PMRP; maintain liaison on a required basis with established generating activities; conduct technical analysis and surveys to determine the economics and justification of equipment; provide guidance for the operation of the provided equipment; provide turn-in guidance of recovered silver; conduct briefings, seminars, training sessions to maximize promotion of the PMRP.

e. Generating activities are responsible for installing and performing operating-level preventative maintenance on recovery equipment in their possession. Preventive maintenance includes day-to-day adjustments; cleaning; replacement of fuses and gaskets; and any like action that can be performed to safeguard against excessive equipment downtime. The activity will contact the DLA Disposition Services PMRP representative immediately in the event of equipment malfunctions that defy troubleshooting efforts by the activity. Representatives will respond promptly to such notices and make all arrangements necessary to replace equipment in a timely manner.

f. During any period when silver recovery equipment is out of service for repair, generating activities will ensure that no spent hypo solution is discarded. All spent hypo solution will be handled in accordance with all federal, state, and local environmental and transportation regulations. Spent hypo solution will either be collected and:

(1) Turned in to the servicing DLA Disposition Services site along with a generator fund citation for ultimate disposal, taken to another nearby recovery site for processing;

(2) Or collected and retained until recovery equipment is again operating.

## 5. TRANSPORTATION

a. Generating Activities. Generating activities will pay packing, crating, handling, and transportation costs incurred in the shipment or transfer of PM-bearing materiel from an activity to the servicing DLA Disposition Services site. Transportation costs incurred in making DLA Disposition Services authorized shipments of PM-bearing materiel from activity direct to a designated collection site or DLA Disposition Services site will be accomplished using a fund citation obtained from DLA Disposition Services.

b. DoD Components. DoD Components and participating FCAs that use DLA Disposition Services-approved PMRP transportation-fund citations for moving PM-bearing materiel will forward all shipping documents with the bill of lading (BOL) to the Transportation Division, DFAS, Indianapolis Center, Indianapolis, IN 46249-3001. The BOL will include the fund citation for the appropriate fiscal year as provided by DLA Disposition Services.

c. Preparation for Shipment to a Recovery Contractor. If DLA Disposition Services authorizes generating activities to perform direct shipments to recovery contractors, disposition instructions, to include preparation of documentation and any other special instructions, will be provided by DLA Disposition Services.

## 6. SECURITY OF PM-BEARING MATERIEL IN CUSTODY OF A GENERATING ACTIVITY

a. Whenever a DLA Disposition Services site accepts accountability for PM-bearing materiel but the generating activity retains physical custody of the materiel, the activity continues to be responsible for the care and safekeeping of materiel until it is placed in the physical possession of DLA Disposition Services site, or released to a commercial contractor.

b. PM-bearing materiel in the custody of a generating activity is subject to respective Military Department or Defense Agency security requirements. For materiel that is in the custody of a DLA Disposition Services site, minimum requirements for secured storage and handling include:

(1) High-purity materiel to be stored in a safe or locked cabinet within a locked room. More bulky PM-bearing materiel will be stored in a locked room when practicable. Where the volume of this materiel is so large as to make inside storage impracticable, it may be stored outside within a chain link fence enclosure on an impervious surface and contained to prevent runoff to adjacent land or drainage structures.

(2) Weighing PM-bearing materiel receipts and shipments to be accomplished by an individual designated in writing. Weighing must be accomplished in the presence of a disinterested person and the names of both persons must appear on the weigh bill or other processing document.

c. Entry to the area where high-purity PM is stored to be accessed by authorized employees only, designated in writing. Designations must be kept current. Security clearances are not required for authorized designated employees; they are to be restricted to a minimum. Authorized designated employees must escort visitors within the area at all times.

## 7. REUTILIZATION OF FINE PM

### a. DoD Components and Participating FCAs

(1) DoD Components and participating FCAs that generate PM-bearing scrap or residual material or require PM will participate in the DoD PMRP, as administered by the Director, DLA.

(2) DoD Components and participating FCAs will requisition PMRP metals for approved contracts through the DLA Troop Support distribution system. If PM requirements are not

readily available through normal requisitioning to satisfy customer demands, then activities may use the commercial market.

(3) DLA will not purchase PM from the commercial market in order to replenish nor to fulfill PM requisitions when stock levels are low or inadequate. Because DLA Troop Support stock levels are replenished on a continuing daily basis, customers are encouraged to contact the DLA Troop Support at DSN 442-8579; Commercial (215) 737-8579 to check for PM availability before requisitioning any quantity of PM. DLA Troop Support will reserve requested quantities of PM for 21 days.

(4) PMRP metals are priced at the cost of recovery plus an authorized administrative surcharge.

(5) DLA Troop Support currently manages five PM NSNs listed in Table 10, each having a unit of issue of troy ounce.

Table 10. PM NSNs

Nomenclature	NSN
Gold	9660-00-042-7733
Silver	9660-00-106-9432
Platinum	9660-00-151-4050
Palladium	9660-01-039-0320
Rhodium	9660-01-010-2625

(6) The PM with NSNs listed in Table 10 of this volume are stored at Engelhard Industries, Iselin, NJ; and Handy and Harman, Rye, NY. These commercial firms are under contract with DLA Troop Support to provide no-cost storage of PM.

b. Ordering Procedures

(1) Submit a military standard ordering and issue procedures (MILSTRIP) order to DLA Troop Support to order fine PM, citing one of the NSNs in Table 10 of this volume. The order must cite full troy ounces, not partial quantities (quantities cited in partial ounces such as 700.2 are rounded off.)

(2) Exception data will be cited in the Remarks section of the order and includes:

(a) An unclassified Ship To address specifying exact location.

(b) Building, office, individual, and applicable zip code. The DoD Activity address code (AAC) is not always sufficient for delivery.

(c) The number of the contract or work order on which the PM is to be used, for control and audit purposes.

(d) The end item application, the NSN, part number, UIC, or any other data that identifies the item or component in which the PM will be used, as well as the quantity of PM that will be used for each item or component, if known.

(e) Name and telephone number of a contact point at the ordering activity, to resolve any problem, as required.

(3) The order may be submitted by e-mail or by regular mail service; however, electronic transmission is preferred. To avoid being misrouted, messages will be addressed to DLA Troop Support. Delivery normally will be accomplished within 2 to 3 weeks after receipt of the order.

(4) Transportation charges are included in the unit price. Transportation is usually by premium mode (armored van). Therefore, orders to the same destination should be consolidated whenever possible.

(5) Questions concerning these procedures or availability of assets should be directed to DLA Troop Support.

ENCLOSURE 6

RECLAMATION

1. AUTHORITY. This enclosure provides uniform guidance and procedures for the reclamation of component parts from end items and components, when the items are no longer required as complete units by the owning service and, when applicable, other DoD activities.

2. GENERAL

a. Reclamation will be used to obtain serviceable and economically repairable component parts from excess or surplus weapons systems or end items to meet current requirements when it is timely or economical to do so. Current requirements are those within the approved acquisition objective. When experience proves that items cannot be obtained from commercial sources, they will be reclaimed in sufficient quantities to satisfy both anticipated and current requirements.

b. In determining the items and quantities to be reclaimed, careful consideration must be given to the total quantities of repairable assets already in the inventory. Adequate review is necessary to ensure that facilities, capabilities, and spare parts will be available to restore present assets and anticipated reparables to serviceable condition through reclamation.

c. Monetary value may not be considered a limitation if reclamation will satisfy critical item requirements or if new procurement or production is impractical.

d. The component item manager should not normally reclaim parts known to have high replacement rates during overhaul if the end item from which they are being recovered is unserviceable, nor should parts which normally become unserviceable during removal from the end item be considered for reclamation.

e. All interservice reclamation requirements will emanate from the managing ICP or integrated materiel manager (IMM).

f. Unserviceable principal end items determined to be beyond repair will be placed in supply condition code (SCC) P vice SCC H according to Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), DLM 4000.25-2 (Reference (r)). This precludes the items from processing to disposal.

g. Storage and distribution (S&D) activities will generate a listing of SCC P assets monthly to the managing ICP or IMM, which includes date received and serial numbers or UIIs if available.

h. The managing ICP or IMM will review SCC P listings and annotate actions for each item (dispose or justify holding) and return to S&D activities within 7 days of receipt.



i. S&D activities will review actions and enforce guidance or direction requested by the managing ICP or IMM. No assets should be held in SCC P and publicized to the appropriate operating forces.

j. S&D activities will ensure visibility of principal end items in SCC P and publicize to the appropriate operating forces.

k. Reclamation of complete aircraft is normally accomplished at the Aerospace Maintenance and Regeneration Group (AMARG). Crashed or damaged aircraft and small quantities of aircraft may be reclaimed in place if the cost of movement to AMARG is prohibitive. The Air Force Materiel Command (AFMC), through AMARG, provides interservice and interagency support for aircraft reclamation as prescribed in the maintenance and regeneration ISSA among the Military Departments, DLA, and U.S. Coast Guard. The ISSA must be in compliance with the guidance and procedures prescribed by this manual.

l. Upon request of the reclaiming activity, the owning service ICP provides all pertinent technical data.

m. Reclamation is controlled to ensure that a minimum number of end items are dismantled to obtain the components required.

n. Items scheduled for reclamation are controlled at DoD and contractor reclaiming sites and processed for disposal upon completion of the reclamation project and reutilization screening. Aircraft at AMARG may be held in a reclamation insurance type-status indefinitely for use as a source of parts that are not normally stocked (major structural components) and in instances in which they are the only remaining source for out-of-production parts for support of older-type aircraft.

o. Components made available from reclamation projects are controlled at DoD and contractor reclaiming sites and considered by ICPs or IMMs for offsetting projected buy, budget, and repair needs.

p. ICPs, upon determining a line item requirement for assets available from reclamation, will:

(1) Ascertain whether interrogation under the reutilization and marketing program is required.

(2) Use DLA Disposition Services automated want lists at Enclosure 5 of Volume 3 of this manual to determine whether interrogation under the reutilization and marketing program is required.

(3) If an interrogation is appropriate, determine the availability of assets from other ICPs, maintaining wholesale stocks, through established interservice supply support procedures before the preparation of a save list or MILSTRIP order for forwarding to the reclaiming activity.

3. APPLICABILITY. These procedures are applicable to Service reclaiming activities and the ICPs or IMMs that manage the end items and applicable component parts.

4. CURRENT SCREENING REQUIREMENTS

a. Current requirements for items as a complete unit will normally be honored over requirements for the component parts. Reclamation of major components of an end item may be accomplished without subjecting the item to reutilization screening if:

(1) Components required cannot be obtained from commercial vendor or manufacturer, and reclamation is the only source of supply.

(2) One or more critical priority requirements in issue priorities 01-08, as identified in Reference (p), exist and a firm commitment has been obtained from the reclaiming activity, that reclamation will be completed before delivery from procurement.

b. An additional source of reclamation property is through DLA Disposition Services. ICPs or IMMs may use pre-receipt and requisitioning procedures described in Enclosure 5 of Volume 3 of this manual to have requisitions to flag items through DLA Disposition Services.

5. IDENTIFICATION OF INSTALLED AIRCRAFT ENGINES. When notified of an aircraft reclamation project, AMARG will furnish the owning Service a list of all aircraft engines installed on the specific aircraft assigned to the project. The list will indicate the reclamation project control number; model-design series; aircraft serial numbers; date aircraft arrived at AMARG; engine serial number and UII (if available) and position; hours since overhaul; number of overhauls; and total hours. The owning service will provide AMARG with pertinent disposition instructions for the engines no later than 30 days after the induction date for the first aircraft. Disposition instructions will specify whether the engines are to be disposed with the aircraft or reclaimed. The AMARG engine manager will advise the owning service of the quantity of serviceable shipping devices required whenever engines are to be removed from reclamation aircraft for shipment to another location. The owning service will take timely action to meet dates established for input of the aircraft into work.

6. TYPES OF RECLAMATION. Reclamation of property can occur under one of these four situations:

a. Routine. Routine reclamation is initiated to reclaim component parts from end items required to fill established requirements, before transfer of the end items to the DLA Disposition Services site.

b. Programmed. Programmed reclamation involves excess property in such volume as to warrant a scheduled project to reclaim all known components with requirements as specified in

the previous paragraphs. Interservice interchange of data will be accomplished as prescribed in section 2 of this enclosure for all programmed reclamation.

c. Non-programmed. Non-programmed reclamation involves small quantities of end items such as crashed or damaged aircraft. Non-programmed reclamation is directed at the recovery of critical and high-unit-cost items which are in a buy position. Other items having a lesser monetary value and lower requirements priorities will be added to the non-programmed save lists if the expense of their recovery and all subsequent expenses (transportation, condition inspection, repair, etc.), which may precede their use as serviceable items, are warranted by economic considerations and if the capability to accomplish reclamation can be made available at the site. Interservice interchange data is not required and the ICP or IMM need not notify other Services or agencies of non-programmed reclamation projects.

d. Priority. Priority reclamation occurs when emergency or urgent requirements or other priority back orders or requirements exist that cannot be satisfied from routine reclamation by the time of need. These requirements are categorized as:

(1) Category A. A requirement to fill the demands of Issue Priorities 01-08 in the DoD Uniform Materiel Movement and Issue Priority System (UMMIPS) in Reference (p). Category A requirements will be directed to the reclaiming activity for immediate removal action.

(2) Category B. A requirement to fill the demands of Issue Priorities 09-15 in the UMMIPS or a current-year buy or repair requirement. Category B should not be used for the entire quantity on the reclamation project, if routine programmed reclamation will provide shelf stocks in a timely manner.

## 7. CURRENCY OF RECLAMATION REQUIREMENTS

a. Reclamation Requirements. DoD Components will review and update Reclamation requirements using existing Service or agency requirements determination processes to incorporate current requirements. Cancellations and new reclamation orders are prepared and submitted when the requirements determination process has indicated a change in requirements. Failure to change reclamation requirements data in a timely manner may result in the loss of required items or in waste of reclamation resources. When new item requirements have been input to reclamation, the quantity required from the end items in work or completed may be processed by the reclaiming activity as a Category B priority request.

b. Maintain Visibility of Assets. ICPs or IMMs maintain visibility of assets potentially available from reclamation for the life cycle of each reclamation project.

8. REPORTS. Reclaiming activities provide MILSTRIP supply and shipment status, as applicable, for each reclamation order processed. Reclaiming activities may also provide reports to Services or agencies on ongoing reclamation projects. Reports should contain sufficient

information to update any applicable accountable property records maintained by the accountable organization.

9. MATERIEL CONDITION CODES. The reclaiming activity assign MILSTRAP SCC A, F, or R to the reclaimed asset. SCC A is assigned for serviceable materiel and code F for unserviceable (reparable) materiel. SCC R is assigned when the reclaiming activity does not have the capability to verify the condition of the reclaimed asset.

10. FUNDING FOR RECLAMATION ACTIONS. The reclaimed parts are furnished to the ICP on a non-reimbursable basis. The ordering activity will reimburse the reclaiming activity for the costs of reclamation and transportation IAW the applicable ISA.

11. PROCUREMENT ACTIONS. Reclamation will be given preference where a part exists. However, should it be determined that assets cannot be reclaimed in a timely and economical manner, procurement should not be delayed.”

12. RECLAMATION AUTHORIZED AT THE DLA DISPOSITION SERVICES SITE

a. Reclamation will normally be accomplished by a Service managing ICP or reclaiming activity. Limited reclamation of parts from usable property, such as carburetors from a vehicle, is authorized at the DLA Disposition Services site. A separate MILSTRIP order is required for each item to be removed.

b. All orders going to the DLA Disposition Services site and issues from the DLA Disposition Services site must be prepared and controlled by the accountable officer of the requester in MILSTRIP format.

c. Requests for materiel within the DLA Disposition Services site will be limited to those items not available on a timely basis in wholesale system stocks but are needed promptly to meet priority need (UMMIPS Priority 01-08).

d. Removal of parts is accomplished by the DoD activity requesting the parts to include furnishing all necessary tools and equipment.

13. RECLAMATION OF PERSONAL PROPERTY MARKED WITH A UII. The UII mark will not be removed by any DoD activity in the removal of parts during the reclamation process.

14. DoD RECLAMATION WORK GROUP (DRWG)

- a. HQ AFMC will chair the DRWG, a reclamation policy review working group, consisting of members from each Service and DLA (contact information shown in Table 11 of this volume).
- b. The DRWG will review reclamation guidance and procedures to determine if changes or revisions are required, and make recommended changes to applicable DoD manuals or Service regulations accordingly, as well as to the ASD(L&MR), when appropriate.
- c. All aspects of the DoD reclamation program will be under the purview of the DRWG.

Table 11. Military Department and Defense Agency Contact Information for Reclamation of Aircraft and End Items

AIR FORCE	(DRWG Chair) HQ AFMC/A4RM 4375 Chidlaw Road, Room B113 Wright Patterson AFB, OH 45433-5006 Phone: DSN 674-1243, Commercial 937-904-1243 Fax: DSN 787-3371
DLA	Defense Logistics Agency (J-332) 8725 John J. Kingman Road, Suite 4146 Fort Belvoir, VA 22060-6221 Phone: DSN 427-1521/1522 Fax: DSN 427-2528
NAVY	Naval Supply Systems Command ATTN: 0343-15 700 Robbins Avenue, Bldg 1 Philadelphia, PA 19111-5098 Phone: DSN 442-5424 Fax: DSN 442-5094
MARINE CORPS	HQ U.S. Marine Corps (Code LPC-2) 3000 Marine Corps, Pentagon, RM 2E211 Washington, DC 20350 Phone: DSN 225-8900 Fax: DSN 225-8905
HQDA	500 Army Pentagon Washington, DC 20310-0500 Phone: DSN 225-1059 Fax: DSN 225-9671
COAST GUARD	U.S. Coast Guard (CG-84) 2100 Second Street SW Washington, DC 20593-0001 Phone: (202) 372-3635 Fax: (202) 372-3945

ENCLOSURE 7

HANDLING HAZARDOUS AND SPECIAL CASE PROPERTY

1. PROPERTY REQUIRING SPECIAL PROCESSING. Some property, by its nature and potential impact on public health, safety, the environment, security, or private industry, requires unique processing considerations, above the standard methods of disposal. This enclosure details these items or categories of property, explains their peculiarities, and furnishes guidance for disposal and is applicable to excess, surplus, FEPP, and scrap. The procedures apply to hazardous and special case property on all installations to include enduring locations, non-enduring locations, and contingency operations, unless specified otherwise (e.g., installations inside the United States or installations outside the United States). Environmentally regulated and hazardous commodities are addressed in Volume 4 of this manual.

2. HP

a. HP Disposition

(1) The handling, processing, and disposing of DoD excess, surplus, and FEPP may be hazardous to human health and the environment. This HP property on:

(a) All DoD Installations in the United States, is regulated:

1. By Federal, State, interstate, and local environmental laws and regulations.
2. By Federal safety laws and regulations.

(b) Installations outside the United States to include enduring locations, non-enduring locations, and contingency operations, is normally regulated:

1. By the FGS for the host nation, or References (i) and (k), where FGS do not exist. In cases of inconsistency between this manual and Reference (i), this manual takes precedence.
2. By References (i) and (k), Volume 4 of this manual, and Enclosure 4 of this volume for disposal of FEPP hazardous property and for hazardous property disposal.

(2) Radioactive items are detailed in Volume 4 of this manual.

b. Environmental Compliance

(1) DoD Components must transport, store, handle, and dispose of all regulated hazardous property IAW applicable environmental, safety, transportation, and other pertinent laws and regulations. Policy and procedures for storage and handling of hazardous material

(HM) are found in the Army TM 38-410/NAVSUP Pub 573/AFJMAN 23-209/MCO P4450.12A/DLAI 4145.11 (Reference (s)).

(2) DLA Disposition Services is DLA's implementing activity for HP disposal for the DoD. DoD Components will coordinate with DLA on the criteria and procedures developed for the disposal of DoD-generated HM and HW according to the DoDI 4715.06 (Reference (t)). DLA Disposition Services may request information from the Military Departments, to include lists of facilities doing their own HW disposal contracting, type of commodities handled, and prices paid. DoD Components will document:

- (a) All disposal actions conducted outside of DLA Disposition Services.
- (b) Coordination with DLA Disposition Services regarding any operational difficulties with service from DLA Disposition Services.
- (c) Justification and request for approval from the component's chain of command (i.e., major command, installation management agency-level) to bypass DLA Disposition Services for HP disposal.
- (d) Review from the component's chain of command (i.e., major command, installation management agency-level) that individual installation contracts and disposal criteria are at least as protective as criteria used by DLA Disposition Services (as outlined in paragraph 2c of this enclosure).
- (e) Approval from the component's chain of command (i.e., major command, installation management agency-level) of decisions not to use the DLA Disposition Services for HW disposal when made according to DoDI 4001.01 (Reference (u)) to accomplish the installation mission.

c. HW Disposal Contract Standards

- (1) Provide 100 percent manifest tracking to maintain a cradle-to-grave audit trail documentation for HW disposal, from point of turn in to final disposal facility.
- (2) Maintain automated records for all HW disposal transactions (e.g., waste streams, waste codes, locations, quantities, prices, audit-trail documents, and other pertinent information).
- (3) Monitor contractor performance by employing DoD personnel serving as contracting officer representative or contracting officer technical representative.
- (4) Conduct past performance reviews, regulatory compliance checks, and technical evaluations of both prime contractor and proposed subcontractors prior to contract award.
- (5) Conduct on-site post-award inspections of selected sub-contractors (i.e., treatment, storage and disposal facilities or transporters).

- (6) Evaluate and record contractor performance in a performance history database.
- (7) Ensure contract provisions comply with the all applicable federal, State, and local safety, environmental, and transportation regulations, and when outside the United States, FGS requirements.
- (8) Utilize an appropriate performance-based service contract to provide both competitive pricing and high quality service to DoD.
- (9) Award long-term contracts when in the best interest of DoD.
- (10) Demonstrate holding and maintaining all necessary licenses, permits and registrations for the type of HW being managed.
- (11) Provide legally required completion records and demonstrate record retention systems that will comply with all applicable requirements.
- (12) Provide and maintain security systems that will meet all applicable transportation or security requirements.
- (13) Provide that upon acceptance of HW, title passes to the receiver.

### 3. DISPOSITION PROCEDURES

#### a. DoD Installations. DoD installations will:

- (1) Comply with References (k) and (q), DoDI 6050.05 (Reference (v)), DoDI 6055.1 (Reference (w)), and respective implementing regulations.
- (2) Where feasible, eliminate the use of HP through sustainable procurement to include green or environmentally preferred product and including green clauses into existing acquisitions, and minimize the generation of quantities of HP through resource recovery, recycling, and source separation.
- (3) Provide technical and analytical assistance, including research and development support, to DLA to accomplish disposal, if requested.
- (4) Provide all available information to DLA, as required, to complete environmental documentation, such as environmental impact statements associated with disposal.
- (5) Identify known hazards contained in property, regardless of condition, that could create conditions that are hazardous to human health and the environment (e.g., mercury switches, polychlorinated biphenyl items, capacitors, fluids, batteries, asbestos, radioactive components), especially when transferred to DLA Disposition Services sites for DEMIL or as scrap.



(6) Before transporting HP in commerce, properly identify, package, label, and certify conformance with established environmental, safety, and transportation criteria as identified:

(a) For all DoD installations in the United States, in Titles 40, 27, and 49 CFR (References (x), (y), and (z), respectively).

(b) For installations outside the United States, in the FGS, host nation (or international) transportation regulations, international maritime dangerous goods (IMDG) code, Reference (k), Enclosure 4 of this volume, and Volume 4 of this manual.

(7) When requested, assist DLA by providing information and comments on federal, State, regional, local, and host nation regulations being developed to control HP, such as ability of a particular installation to comply with proposed regulations and the impact of proposed regulations on DoD. Alert DLA to any local situation that could impact HP disposal.

(8) Allow DLA Disposition Services sites to receive and store HP, both HM and HW, from off-site DoD generating activities, in accordance with the concept of providing regional storage and disposal capability for DoD activities (within the authority of storage permits or applications existing on the issuance date of this volume and based on local "Resource Conservation and Recovery Act (RCRA)" in sections 6901 and 6961 of Title 42, United States Code (Reference (aa)) compliance conditions affecting the installation). This includes use of the host facility's Environmental Protection Agency (EPA) State site identification number for disposal actions.

(9) Retain physical custody of HP within the guidelines of section 3 of this enclosure until properly transferred to the receiving agency or entity.

(10) Provide for disposal of toxicological, biological, radiological materials, and lethal chemical warfare materials which, by U.S. law, must be destroyed. Once the appropriate destructive actions are taken to meet the military regulations, the by-products may then be turned in to the servicing DLA Disposition Services site.

(11) Provide for disposal of materiel that cannot be disposed in its present form due to military regulations, such as AE and controlled medical items. This category includes materiel where military regulations require obliteration of all markings that could relate to its operational program. Once the appropriate actions are taken to meet the military regulation, the resulting materiel should then be turned in to the servicing DLA Disposition Services site.

(12) Implement Integrated Solid Waste Management Programs in accordance with Reference (t) to maximize the diversion of solid waste from landfill disposal or incineration. Where a recycling program exists, it should be given preference to disposal in an effort to capture proceeds from commodities including scrap metal.

(13) Where recycling or waste diversion opportunities do not exist, provide for disposal of solid waste that is municipal-type garbage, trash, and refuse resulting from residential, institutional, commercial, agricultural, or community activities:

(a) On a DoD Installation inside the United States that can be disposed in a State or locally permitted sanitary landfill, regulated as a solid waste pursuant to Subchapter I, section 239 of Reference (x).

(b) On an installation outside of the United States that can be disposed in accordance with Enclosure 4 of this volume, Reference (k), host nation laws and regulations, and the implementing FGS for the host nation.

(14) Provide for disposal of explosive waste and ammunition waste by preparing, packaging, or shipping to the appropriate DEMIL site according to the procedures in Reference (f). DLA/DLA Disposition Services HW disposal contracts do not cover the disposal of ammunition, explosives, or explosive materials or wastes as defined in section 555.11 of Reference (y), Subpart C of part 173 of Reference (z), or parts 252.223-7002 (a)(1) and (2)(i)(iii)(v)(vi) of the Defense Federal Acquisition Regulation Supplement (Reference (ab)).

(15) Provide for disposal of refuse and other discarded materiel that results from mining, dredging, construction, and demolition operations. However, residue from construction and demolition that meets the regulatory definition of hazardous debris in accordance with section 268.2(h) of Reference (x), may be transferred to the servicing DLA Disposition Services site for disposal on service contracts.

(16) Provide for disposal of unique wastes and residues of a nonrecurring nature generated by research and development and experimental programs outside the scope of DLA service contracts.

(17) Provide for disposal of infectious medical waste, including hospital-generated infectious waste created in the diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals.

(18) Provide for disposal of radioactive mixed wastes that meet the definition of radioactive waste subject to section 10101 of Reference (aa), and also contains waste that is either listed as an HW in Subparts C or D of section 261 of Reference (x), or exhibit any of the HW characteristics identified in Reference (x).

(19) Provide funding for service-contract disposal of HP or for special requirements or services requested on a DLA disposal service contract. Included in this category are excess items that are regulated for disposal, for any regulatory reason, and costs associated with the transport or arranging for transport for disposal.

(20) Inside the United States, provide funding for special generator fees levied by States on specific waste streams generated in the State levying the fee, or other State generator fees, as

may be required by law, and if legally applicable to a federal agency. Do not pay such fees outside the United States.

(21) Inside the United States, notify and coordinate with DLA Disposition Services, prior to taking dispositive action on any regulatory findings or payment of fees or penalties, concerning HW disposal on DLA disposal contracts. DoD installations will be responsible for any payment of fines, fees, or penalties where the installation failed to coordinate with DLA Disposition Services prior to settling the regulatory action. Outside the United States, take no action until DLA has been advised.

(22) Promptly identify disposal requirements to the DLA Disposition Services sites.

(23) Containerize HW in Department of Transportation (DoT)-shippable containers for turn in to DLA Disposition Services site. Containers may be ordered through the DLA Disposition Services site HW contract if necessary.

b. DLA. DLA will:

(1) Comply with References (s), (u), and (y).

(2) Complete all documentation (including records) for DLA disposal actions as required under applicable environmental and other pertinent laws and regulations.

(3) Initiate contracts or agreements for DLA disposal actions, and perform post-award functions on disposal contracts.

(4) Accept accountability for all HP, except those categories for which DoD installations are responsible (see paragraph 3a of this enclosure), that have been properly identified as hazardous or environmentally regulated property.

(5) Accept residual, semi solid materiel (sludges) and residues regulated by Reference (x) for disposal from industrial processes and wastewater treatment facilities, including drying ponds.

(6) Accept spill residues resulting from immediate cleanup actions of an emergency nature in response to specific, isolated operational spills.

(7) Accept accountability and physical custody, when storage is available, of medical wastes:

(a) On any DoD installation, if the medical wastes are regulated pursuant to Reference (x) and;

(b) On installations in the United States, if the medical wastes are not regulated by State regulations or;

(c) On installations outside the United States, if the medical wastes are not covered by the FGS. For non-infectious, non-controlled medical items and wastes, follow FGS guidelines for the particular host nation.

(8) Accept physical custody of HP within the guidelines provided in section 3 of this enclosure.

(9) Provide any repackaging, over packing, or handling or labeling of HM that may be required if physically stored at a DLA Disposition Services site.

(10) Establish an inventory control system for the types, quantities, and locations of available HP for which DLA is responsible in the event that some other activity might be able to use particular property as a resource.

(11) Provide an economic incentive for DoD installations to segregate and minimize waste generation by providing feedback to Military Departments and Defense Agencies on the costs associated with disposal of HW.

(12) Contract for commercial HW disposal technology not presently available within the DoD.

(13) Minimize environmental risks and costs associated with the extended care, handling, and storage of HP by accomplishing disposal within a significantly compressed disposal cycle. DLA Disposition Services sites will notify the permit owner, in writing, of situations that could result in noncompliance with environmental regulations.

(14) Maintain an analysis and information distribution capability of technological advances on DoD HP disposal procedures and advise DoD installations of such developments on a continuing basis. Additionally, ensure that DoD installations are informed of any federal, State, regional, and local regulations being developed to control disposal of HP.

(15) Serve as the DoD focal point to recommend matters of policy and guidance to OSD for disposal of HP within the assigned responsibility of DLA.

(16) Establish procedures relative to assigned responsibility for HP disposal. Unresolved issues will be forwarded through channels to the ASD(L&MR).

(17) Notify the Military Departments of HP disposal process actions, to include disposal actions by contractors, which could compromise installation compliance with environmental regulations.

(18) Inside the United States, ensure DLA HW disposal contracts provide for disposal in permitted facilities according to section 6961 of Reference (aa). Ensure listings of EPA identification numbers for each HW disposal in the contract are available to installation commanders. OCONUS, ensure HW disposal contracts will provide for disposal in facilities regulated IAW host-nation environmental standards and IAW the FGS and Reference (i).

(19) When requested, make every effort to provide commercial disposal contract service, on a reimbursable basis, for HM and HW (such as installation restoration wastes and residues) that is the responsibility of the Military Departments. In these instances, the Military Departments will identify their requirements, provide funding, and give DLA Disposition Services sites sufficient advance notice to allow the establishment of a service contract for disposal of the property. DLA Disposition Services sites will accept accountability and document disposal on a receipt or issue transaction.

(20) Assume responsibility for the original DoD generating activity, whenever hazardous substances are found or have caused contamination at a third party site, if the hazardous substances were correctly identified by the activity and turn-in documentation establishes that the HP was processed through DLA Disposition Services. Third-party sites will be managed IAW the Defense Environmental Restoration Program guidance in DoDI 4715.7 (Reference (ac)).

(21) As required, participate in planning and provide host installation input for compliance with Reference (ac).

#### 4. CUSTODY REQUIREMENTS

a. DoD Guidance. HP will be safely stored to protect human health and the environment. Proper storage techniques should protect HM from becoming waste due to age or container deterioration.

##### b. Physical Custody

(1) The host installation commander determines when physical custody of HW is allowed at DLA Disposition Services sites lacking RCRA-permitted or host-compliant storage, or FGS-compliant facilities.

(2) DLA Disposition Services sites manned by only one employee will not accept physical custody of HP due to safety considerations.

(3) DLA Disposition Services sites having RCRA-permitted storage facilities will accept physical custody of HP from serviced activities, IAW the permit, until allowable storage capacity is reached. HW will receive priority for storage space. HM may be stored only when there is no immediate HW storage requirement, and if the permit allows storage of HM. Serviced activities should provide the greatest advance notification possible to DLA Disposition Services sites of forthcoming generations to allow for capacity management by the DLA Disposition Services sites.

(4) DLA Disposition Services sites with RCRA-permitted storage facilities will accept physical custody of only that HW that is listed in the current RCRA permit.

## 5. IDENTIFICATION AND TRANSFER PROCEDURES

a. Documentation. DoD Components and DLA will comply with applicable environmental, safety, and other relevant laws and regulations; see Enclosure 4 to Volume 1 of this manual for instructions on preparation of the DTID, DD Form 1348-1A. As of October 1, 2005, automated and electronic DTID transfer documentation will be mandatory for normal, day-to-day turn-in of HM or HW. Exception to automated and electronic transfers will be allowed in contingency operations or under unique circumstances when such transfer is not feasible. See Volume 4 of this manual for specific turn-in requirements for HP requiring special processing.

b. Environmental Compliance. To ensure environmental compliance, generating activities and DLA Disposition Services sites will plan, schedule, and coordinate HP transfers. HP will be identified by activities and transferred as detailed in Volume 4 of this manual. Exceptions to the procedures for property identification may be granted only where substantial economies can be realized. Alternative identification procedures must meet regulatory and disposal contract requirements and must be approved by DLA Disposition Services.

c. HW. The generating activity will provide the following information on the DTID or via electronic transmittal, upon turn-in of all HW and used HM as defined in the Glossary of this volume:

(1) Valid NSN and noun name for items cataloged in the supply system.

(2) Local stock number (LSN) or federal supply classification code (FSC) and chemical name of hazardous components, if the waste is not identified by NSN.

(3) Provide the Military Standard Billing System (MILSBILLS) fund code (RP 52-53) and Bill-to-DoD AAC (Block 27) on the DD Form 1348-1A, in accordance with Table 1 of Enclosure 4 to Volume 1 of this manual, or via electronic turn-in document (ETID), to fund the disposal.

d. HWPS. The HWPS, DLA Disposition Services Form 1930, can be found on the DLA Disposition Services Website: [www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil). A new HWPS is required from generating activities for each new waste stream and annually for subsequent identical waste streams except for the HWPS identified in paragraph 5d(2) of this enclosure. A new HWPS is required when an activity's process change results in changes to the characteristics described on a waste stream's existing HWPS. Use of the HWPS format is not mandatory. An alternate format, including automated data transfer, may be developed and used, provided it contains all the same information required to profile the waste for disposal. The activity will complete the HWPS, or substitute form, and address each item by providing all applicable information. Items marked N/A will be considered as not applicable. The information may be based on user's knowledge if the user's knowledge is based on the criteria described in this subparagraph. Laboratory chemicals, processed IAW the guidance found in Volume 4 of this manual are exempt from waste profile requirements; however, all other identification requirements apply.

(1) For subsequent transfers of an identical waste stream, put the approved reference number assigned by the DLA Disposition Services site or generating activity in Block 27 of the DD Form 1348-1A or in the ETID field. A DLA Disposition Services site-assigned reference number will consist of the activity DoD Activity Address Code (DoDAAC) and a sequential 4-digit number to be determined by the DLA Disposition Services site. A generating activity-assigned reference number must not be longer than 11 characters and can be in any format agreed to by both the DLA Disposition Services site and the activity as long as it is consistent and identifies both the profile for disposal and the generating activity. A HWPS is not required when the DLA Disposition Services site-provided reference number is entered on the DD Form 1348-1A or in the ETID field.

(2) The generating activity will certify each HWPS annually by either providing to the DLA Disposition Services site a new signed and dated HWPS (or electronically transmitted HWPS, with the printed name of the activity's authorized representative and date of certification) for each waste which will be generated during the following year, or providing a letter listing the profile number and the name of the corresponding waste stream for each profile which the activity wishes to remain active for another year. If the generating activity chooses to provide a letter, that letter must be signed and dated and include the statement: "The undersigned certifies that the HW profiles listed in this letter have been carefully reviewed. Any changes to the processes generating these wastes have been considered. New regulations affecting HW identification and disposal have been applied. Neither the waste streams nor the identification of the waste streams has changed in a manner that would warrant a change in the data previously provided on these waste profiles."

(3) For overseas, the generating activity will assign the host nation or IMDG shipping description.

(4) The generating activity will assume responsibility for any mishaps resulting from misrepresentation of waste streams on HWPSs.

(5) DLA Disposition Services and the Military Departments will review the HWPS format annually to validate its currency and adequacy in light of any new regulatory requirements, and to assess the advantages and disadvantages of its current format or use.

(6) If the DLA Disposition Services site takes physical custody of the HW, chemical analysis is required, unless the required information based on user's knowledge is provided on the HWPS and supporting documentation is attached. The information may be sent by electronic means. Chemical analysis and supporting documentation will not be required for profile sheets when the DLA Disposition Services site only accepts accountability and not physical custody (receipt in place). The generating activity having physical custody of the HW will retain the analysis and supporting documentation and make it available if required. Examples of supporting documentation are descriptions of waste production processes and historical or published information on the waste. If documentation is not attached in support of user's knowledge, chemical analysis and attached test results are required. Chemical analysis and test results will be required if the DLA Disposition Services site verification program indicates that the activity's profile sheet is incorrect.

(7) HWPS is not required for unopened HM downgraded to HW (e.g., expired shelf-life HM, HM that survives RTDS). However, a MSDS with all information required for identification of hazardous material, waste, or property is still required (either hard copy or by electronic transmittal). If an MSDS is not available or indicates the composition is proprietary, a HWPS is required.

e. DLA Disposition Services Site Requirements for HW Receipts

(1) Upon request, provide the blank HWPS to the transferring activity; and, if requested, provide training on how to complete the form.

(2) Assist the generating activity in determining proper identification as capabilities permit. This may include providing analytical laboratory services, when possible, through the DLA Disposition Services site disposal service contract.

(3) Assign a reference number to each HWPS and maintain a file of approved reference numbers which correspond to approved profile sheets.

(4) Enter the assigned reference number in the Remarks section of the initial DTID copy for return to the generating activity.

(5) Accept accountability of HW and used HM identified in the manner described in this section.

(6) Accept physical custody according to section 3 of this enclosure.

(7) Maintain a hard copy (or electronically transmitted data) of all completed HWPSs and any corresponding waste analysis for 3 years, or until closure for an RCRA interim or permitted facility, or as specified in the FGS or Reference (i), as appropriate.

(8) Reject turn-in when proper identification IAW paragraph 5e(7) of this enclosure is not provided; however, every effort will be made to resolve discrepancies prior to rejection. If the DLA Disposition Services site and generating activity cannot reach agreement, the issue will be elevated by both parties for dispute resolution.

f. HM. The generating activity will provide, on the DTID or ETID:

(1) For NSN-identified HM:

(a) Valid NSN.

(b) Noun name as cataloged in the supply system.

(2) For LSN- or FSC-identified HM, the chemical name of hazardous components.



(3) For both NSN-identified and LSN- or FSC-identified HM:

(a) The MSDS serial number (five-digit alpha code) of the MSDS-listed Hazardous Materials Information Resource System (HMIRS) or, when an MSDS serial number is not available, a hard copy MSDS must accompany the turn in.

(b) Occupational Safety and Health Administration-compliant chemical hazard label attached to the individual package (unit container). Where the hazard label information is missing or damaged, use a completed DD Form 2521 or 2522, "Hazardous Chemical Warning Label" as specified in Reference (v).

(c) Chemical name of any hazardous contaminants and noun name of non-hazardous contaminants, if the HM has been opened.

(d) Amount of hazardous and non-hazardous contaminants based on user's knowledge or testing of the item expressed in a range of content (percentage by weight or parts per million (ppm) as applicable), if the HM has been opened.

(e) DoT shipment placards, markings, and labels on all HM packages will remain on the packages as required by section 1910.1201 of Title 29, CFR (Reference (ad)).

(f) For shipments to or from installations outside the United States, overseas, host nation, or international transportation placards, markings, and labels should remain on the HM packages.

(g) Provide the MILSBILLS fund code (RP 52-53) and Bill-to-DoD AAC (Block 27) on the DD Form 1348-1A, in accordance with Table 2 of Volume 1 of this manual; or via ETID, to fund disposal of HM that fails or cannot be RTDS.

g. DLA Disposition Services Site. DLA Disposition Services sites will:

(1) Accept accountability of HM in the manner identified in paragraph 5g of this enclosure.

(2) Accept physical custody IAW section 3 of this enclosure.

(3) Assign proper DoT shipping description (or host nation if the item is expected to be shipped commercially over host nation highways) to item received from onsite, or for HM that is received in place and is not transported over public highways.

(4) Assist generating activities in determining proper identification as capabilities permit, including contract support; reject turn-in if unable to properly identify property.

h. Packaging and Transportation

(1) Property transferred to a DLA Disposition Services site must be in containers that are non-leaking and safe to handle. The containers must be able to withstand normal handling or the turn-in will be rejected.

(2) When transfers require transport over public highways, HM and HW must be packaged in DoT-approved containers (or host nation approved if the item is expected to be shipped commercially over host nation highways).

(3) HM or HW received at the host installation, or in-place at an off-site installation, will be packaged and stored IAW Reference (s), or applicable federal or State regulations. HW turned in to and stored at a RCRA-permitted facility must be packaged IAW the requirements specified in that storage facility's RCRA permit.

(4) Part 173.7 of Reference (z) identifies the transportation and packaging requirements for HP turned in using the original military containers.

(5) For transportation to or from installations outside the United States, Part 173.3 of Reference (z) identifies the transitional provisions for implementing requirements based on United Nations (UN) recommendations for transportation of hazardous materials.

(6) Guidance for packaging for transportation and including information about certifications of equivalency, DoT exemptions, and competent authority approvals, is addressed in the DLAD 4145.41/AR700-143/AFJI 24-210/NAVSUPINST 4030-.55B/MCO 4030.40B (Reference (ae)).

(7) For transportation to or from installations outside the United States, compliance with the applicable standards of the FGS, Reference (k), host nation if the item is expected to be shipped commercially over host nation highways, or international shipping regulations is required.

(8) HP will be labeled in conformance with established environmental, safety, and transportation laws and regulations.

(9) Detailed guidance governing special turn-in requirements, as well as special handling and processing of specific types of HP, is contained in Volume 4 of this manual.

## 6. DISPOSAL PROCESSING

a. HP Through Entire Disposal Cycle. HP is typically processed through the RTDS cycles. However, some categories of HP are prohibited from reuse and sale due to regulatory constraints or because the nature or condition of the property renders it unusable or uneconomically recyclable.

b. RTM

(1) HP that is not RTDS may be offered to a manufacturer or recycler, prior to final disposal.

(2) The RTM procedure significantly reduces HM that would otherwise go to disposal, thus encouraging beneficial reuse of products and minimizing waste. See Enclosure 3 of this volume for RTM special criteria and process guidance.

c. Special Contract Services

(1) Special contract services, on a reimbursable basis, are available through the servicing DLA Disposition Services site for generating activities requiring such services. These special services include recycling, bulk removals, tank cleaning, analysis and testing and profiling of wastes, contractor-supplied containers, lab packing, special collection routes, and management services.

(2) Generating activities requiring one or more of the services listed in paragraph 6c(1) of this enclosure should identify requirements to the servicing DLA Disposition Services site.

7. RCRA IMPLEMENTATION

a. Permits in the United States

(1) The installation commander is responsible to ensure compliance with all RCRA requirements of the installation, to include tenant activities. Tenants are responsible for conducting their activities IAW RCRA and the permit requirements at the facility. Tenants will provide necessary documentation, signed and completed, to the host for permit applications, and for reports as required by EPA or the State. Submittals will be in the format required by the regulatory agencies.

(2) The individual facility operational managers are responsible for conducting their activities IAW RCRA. Those facility managers, including tenants, will provide necessary documentation for permit applications as well as reports required by EPA or the State to the installation commander, and will ensure compliance with RCRA regulations and permit requirements at that facility.

(3) The installation commander will sign as the owner and a DLA Disposition Services Command representative will sign as the operator, if applicable.

b. HW Management Plan. Implementation of the comprehensive HW management program requires maximum cooperation of all activities on an installation. Development and implementation of a HW management plan will direct:

(1) The installation commander to be responsible for addressing actions for the HW generated by all activities and tenants on the installation. The HW management plan will

identify and implement HW management actions required by RCRA or the FGS. Tenants are responsible for providing input to the installation commander for their portion of the plan.

(2) All tenants to comply with applicable portions of the HW management plan and ensure that internal operating procedures are consistent.

(3) A copy of the final HW management plan to be provided to the DLA Disposition Services site. DLA Disposition Services site Chiefs will ensure that inspections, safety precautions and actions, records, etc., as established in the installation HW management plan, are accomplished for HP, for which the DLA Disposition Services site has physical custody and accountability.

(4) The activity having physical custody for HP to be responsible for the required periodic inspections, care, and protection of this property until it is disposed by the DLA Disposition Services site.

(5) Required support or assistance that is available at the host installation to be provided to the DLA Disposition Services site, upon request. When the costs warrant, reimbursement may be required.

(6) In the United States, the installation commander, prior to the installation taking dispositive action on a notice of violation, consent agreement, corrective actions or payment of fines or penalties, to notify and coordinate with the DLA Disposition Services site concerning regulatory findings applicable to the DLA Disposition Services site HP disposal operations. DoD installations will be responsible for any payment of fines, fees, or penalties where the installation failed to coordinate with DLA Disposition Services prior to settling the regulatory action.

(7) In the United States, the installation commander to be responsible for compliance with sections 1251-1387 of Title 33, U.S.C. (Reference (af)), also known as the "Federal Water Pollution Control Act," as well as preparation of a spill prevention control and countermeasure plan in accordance with part 112 of Reference (x). Provisions affecting DLA Disposition Services site operations must be coordinated with DLA Disposition Services before permits or reports are submitted to the regulator. A copy of the final Spill Prevention Control and Countermeasure Plan will be provided to the DLA Disposition Services site.

(8) In the United States, the activity having physical custody for HP will prepare an EPA Form 8700-22, "Uniform Hazardous Waste Manifest," and any required land disposal restrictions notification or certification to accompany all offsite shipments of HW. Include a 24-hour emergency notification telephone number. The installation commander has primary responsibility for signing manifests, but may delegate signature authority to a designated representative. All manifests will be signed by the installation's designated representative. DLA Disposition Services site co-signature is not required. In instances where the permit holder delegates signature authority to a co-located DLA Disposition Services site, only the authorized DLA Disposition Services site representative's signature is required.

c. Record Keeping and Reporting. Installations will comply with federal and State HW record keeping and reporting requirements or those in the FGS. Tenants will submit reports required by the installation's HW management plan within time frames established by the installation commander. Documents required for HW management services provided by DLA are the responsibility of DLA and will be provided to the installation commander and copies will be retained by DLA for the period required by law.

d. DoD Installations Outside the United States. Installations outside the United States do not possess RCRA permits for HW storage and disposal. Installation commanders and tenant activities overseas will comply with the FGS or, if there is no FGS for that country in accordance with References (i) and (k).

## 8. HMIRS AND HAZARDOUS TECHNICAL INFORMATION SERVICE (HTIS)

a. Reference (ad) establishes the federal requirements and Reference (v) assigns responsibilities for DoD HMIRS and DoD hazardous materials data management system.

(1) The HMIRS database is the primary DoD tool for compliance with MSDS requirements established in Reference (ad). DLA Logistics Information Service will maintain the HMIRS as the central repository for the MSDS for the U.S Government Military Departments and civil agencies. Service or agency focal points will input value added information and data with hazardous communication warning labels and transportation information. HMIRS provides this data for HM purchased by the Federal Government through DoD and civil agencies. The system assists Federal Government personnel who handle, store, transport, use, or dispose HM or HW.

(2) The HMIRS database is available in compact disk read only memory (CD ROM) or digital video disk (DVD) format only to U.S. Military and Federal Government agency subscribers, or online. Information on subscribing may be found at <http://www.dlis.dla.mil/hmirs>.

(3) The DLA Logistics Information Service is the HMIRS program manager and acts as the focal point for help desk support. The DLA customer contact center number is DSN 661-4725, or commercial 1-877-352-2255. The fax number is DSN 661-5305, or commercial (269) 961-5305.

(4) DLA Aviation is the functional manager and provides hazardous information help desk support. The DLA Aviation help desk number is DSN 695-6033, or (804) 279-6033. The fax number is DSN 695-4149, or commercial (804) 279-4149.

b. HTIS is a DLA-managed and operated information source for DoD personnel. Specifically, HTIS provides DoD personnel with responses to questions on safety, health, transportation, storage, handling, regulatory, disposal, and environmental considerations. On-

line access is at <http://www.dscr.dla.mil/userweb/aviationengineering/HTIS/>. DoD personnel may call HTIS to ask questions at (800) 848-4847, (804) 279-5168, or (DSN) 695-5168.

**9. U.S. ARMY PUBLIC HEALTH COMMAND (PROVISIONAL) MILITARY ITEM DISPOSAL INSTRUCTIONS (MIDI)**

a. The military item disposal group at the U.S. Army Public Health Command provides disposal guidance for Army and other DoD activities. The MIDI and Military Environmental Information System provide methods of destruction for the disposal of hazardous and non-hazardous items used within the DoD. The MIDI system aids the environmental officer, preventive medicine officer, and the logistician in proper disposal of outdated medical and non-medical items. The database also serves the DLA Disposition Services in their disposal mission. Information contained in the MIDI database includes the method of destruction, NSN, noun name, and supporting production information. When appropriate, the MIDI system also contains the EPA HW code.

b. The MIDI system database application is now available on-line at <http://chppm-www.apgea.army.mil/hmwp>. For further information on the contents of the MIDI, or to request disposal guidance on items not yet in MIDI, DoD activities may contact a MIDI project officer at DSN 584-3651, commercial (410) 436-3651, or call 1-800-276-6434. The MIDI is also available on CD ROM. The CD ROM is updated annually and contains the full MIDI disposal database. DoD agencies can request a CD ROM by faxing (410) 436-5237, ATTN: MIDI Team. Include your official mailing address and DSN or commercial phone number in case of questions. There is currently no charge to DoD agencies for the CD ROM. For non-DoD, non-government purchases of the CD ROM, DoD activities may call (757) 445-9191 for ordering information.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AAC	activity address code
A/D	abandonment or destruction
AE	ammunition and explosives
AFMC	Air Force Materiel Command
AMARG	Aerospace Maintenance and Regeneration Group
ASD(L&MR)	Assistant Secretary of Defense (Logistics & Materiel Readiness)
avoir	avoirdupois
BOL	bill of lading
CD ROM	compact disk read only memory
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
DEMIL	demilitarize/demilitarization
DLA	Defense Logistics Agency
DLAD	DLA Directive
DLAI	DLA Instruction
DLM	Defense Logistics Manual
DoDAAC	DoD Activity Address Code
DoDI	DoD Instruction
DoS	Department of State
DoT	Department of Transportation
DRWG	DoD reclamation working group
DST	DLA support team
DTID	disposal turn-in document
DWCF	Defense Working Capital Fund
DRMS	Defense Reutilization and Marketing Service
DVD	digital video disk
EPA	Environmental Protection Agency
ETID	electronic turn-in document
FCA	federal civilian agency
FEPP	foreign excess personal property
FGS	final governing standards
FLIS	Federal Logistics Information System
FMS	foreign military sales
FSC	federal supply classification code
GFM	government-furnished material
GSA	General Services Administration

HM	hazardous material
HMIRS	Hazardous Material Information Resource System
HP	hazardous property
HQ	headquarters
HTIS	Hazardous Technical Information Service
HW	hazardous waste
HWPS	Hazards Waste Profile Sheet
IAW	in accordance with
ICP	inventory control point
IMDG	international maritime dangerous goods
IMM	integrated materiel manager
ISSA	inter-Service support agreement
IUID	item unique identification
LSN	local stock number
MCO	Marine Corps Order
MIDI	military item disposal instruction
MILSBILLS	military standard billing system
MILSTRAP	Military Standard Transaction Reporting and Accountability Procedures
MILSTRIP	military standard ordering and issue procedures
MLI	munitions list items
MOU	memorandum of understanding
MSDS	material safety data sheet
NSN	national stock number
OCONUS	outside the continental United States
OEBGD	overseas environmental baseline guidance document
PM	precious metals
PMIC	precious metals identification code
PMRP	precious metals recovery program
ppm	parts per million
RCRA	Resource Conservation and Recovery Act
RTDS	reutilization, transfer, donation, or sale
RTM	return to manufacturer
S&D	storage and distribution
SCC	supply condition code
SCL	scrap classification list
SF	Standard Form
TM	technical manual



UII	unique item identifier
UMMIPS	Uniform Materiel Movement and Issue Priority System
UN	United Nations
U.S.C.	United States Code
USML	United States munitions list

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this volume.

accountability. The obligation imposed by law, lawful order, or regulation, accepted by a person for keeping accurate records to ensure control of property, documents or funds, with or without possession of the property. The person who is accountable is concerned with control while the person who has possession is responsible for custody, care, and safekeeping.

accountable officer. Individual responsible for acquiring and maintaining the physical property and records for DoD items of supply. Also responsible for approving property orders, approving reutilization of excess property requests, and authenticating materiel release orders. Comparative terms: Army Supply Support Accountable Officer; Navy Accountable Officer; Air Force Accountable Officer; Chief of Supply Materiel Support Division; Marine Corps Unit Supply Officer.

acquisition cost. The amount paid for property, including transportation costs, net any trade and cash discounts. See also “standard price.”

ammunition. Generic term related mainly to articles of military application consisting of all kinds of bombs, grenades, rockets, mines, projectiles, and other similar devices or contrivances.

AE. Includes, but is not necessarily limited to, all items of U.S. titled (i.e., owned by the U.S. Government through the DoD Components) ammunition; propellants, liquid and solid; pyrotechnics; high explosives ; guided missiles; warheads; devices; and chemical agent substances, devices, and components presenting real or potential hazards to life, property, and the environment. Excluded are nuclear warheads and devices, except for considerations of storage and stowage compatibility, blast, fire, and nonnuclear fragment hazards associated with the explosives. Also excluded are wholly inert munitions or munitions components that have never contained reactive materials. See the definition of “military munitions” in 10 U.S.C. 101(e)(4).

avoirdupois. A term used in the systems of measurements used in the United States to measure mass. An avoirdupois ounce is equivalent to 28.349 523 125 grams.

bid. A response to an offer to sell that, if accepted, would bind the bidder to the terms and conditions of the contract (including the bid price).

bidder. Any entity that is responding to or has responded to an offer to sell.

care and handling. Preserving, protecting, packing, storing, handling, transporting, preparing for sale or conserving excess, surplus, and FEPP, and in the case of property which is dangerous to public health, safety, or the environment, destroying or rendering innocuous such property to accomplish its sale.

commerce control list items (formerly known as strategic list items). Commodities and associated technical data (including software) subject to export controls in Reference (h). The Export Administration Regulations contain the Commerce Control List and are administered by the Bureau of Industry and Security, Department of Commerce.

component. An integral constituent of a complete (end) item. It may consist of a part, assembly, or subassembly.

container. Any portable device in which materiel is stored, transported, disposed, or otherwise handled, including those whose last content was a hazardous or an acutely hazardous material, waste, or substance.

continental United States. Defined in Joint Publication 1-02 (Reference (ag)).

DEMIL. The act of eliminating the functional capabilities and inherent military design features from DoD personal property. Methods and degree range from removal and destruction of critical features to total destruction by cutting, crushing, shredding, melting, burning, etc. DEMIL is required to prevent property from being used for its originally intended purpose and to prevent the release of inherent design information that could be used against the United States. DEMIL applies to material in both serviceable and unserviceable condition.

disposal. End-of-life tasks or actions for residual materials resulting from DEMIL or disposition operations.

disposition. The process of reusing, recycling, converting, redistributing, transferring, donating, selling, DEMIL, treating, destroying, or fulfilling other end of life tasks or actions for DoD property. Does not include real (real estate) property.

DLA Disposition Services. The organization provides DoD with worldwide reuse, recycling and disposal solutions that focus on efficiency, cost avoidance and compliance.

DLA Disposition Services site. The DLA Disposition Services office having accountability for and control over disposable property. May be managed in part by a commercial contractor. The term is applicable whether the disposal facility is on a commercial site or a Government installation and applies to both Government and contractor employees performing the disposal mission.

donable property. Property under the control of a Military Department or Defense Agency (including surplus personal property in working capital funds established pursuant to section 2208 of Title 10, U.S.C. (Reference (ah))) or in similar management type funds) authorized for

donation by statute. (Items not donable, or requiring special handling incident to donation, are designated in Enclosure 5 of Volume 1; Enclosures 3 and 4 of this volume; and Volume 4).

donation. The act of providing surplus personal property at no charge to qualified donation recipient as allocated by the GSA.

donation recipient. Any of the following entities that receive federal surplus personal property through a State Agency for surplus property:

A service educational activity.

A public agency that uses surplus personal property to carry out or promote one or more public purposes. (Public airports are an exception and are only considered donation recipient when they elect to receive surplus property through a State Agency for surplus property, but not when they elect to receive surplus property through the Federal Aviation Administration.)

An eligible nonprofit tax-exempt educational or public health institution (including a provider of assistance to homeless or impoverished families or individuals).

A State or local government agency, or a nonprofit organization or institution, that receives funds appropriated for a program for older individuals.

electrolytic recovery unit. An item of equipment designed to recover silver, in the form of high-purity, silver-bearing flake, from spent hypo solution by electrolysis.

end item. A final combination of end products, component parts, or materials that is ready for its intended use, e.g., ship, tank, mobile machine shop, or aircraft.

enduring location. A location that is lasting, durable, permanent, and stable.

excess personal property:

domestic excess. Government personal property that the United States, applicable to areas covered by GSA, (i.e., the 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, Northern Mariana Islands, the Federated States of Micronesia, the Marshall Islands, Palau, and the U.S. Virgin Islands), consider excess to the needs and mission requirements of the United States.

DoD Component excess. Items of DoD Component owned property that are not required for their needs and the discharge of their responsibilities as determined by the head of the Service or Agency.

FEPP. U.S.-owned excess personal property that is located outside the ZI. This property becomes surplus and is eligible for donation and sale as described in Enclosure 4 to this volume.

FCA. Any non-defense executive agency (e.g., Department of State, Department of Homeland Security) or any establishment in the legislative or judicial branch of the government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under the Architect's direction).

FEPP. See excess personal property.

FGS. A comprehensive set of country-specific substantive provisions, typically technical limitations on effluent, discharges, etc., or a specific management practice that are established by DoD-designated lead agents IAW Reference (k).

fine PM. Gold, silver, and platinum family metals measureable in troy ounces with certification that the material offered is at least equal in purity to that identified in specifications of the applicable NSN.

FMS. A process through which eligible foreign governments and international organizations may purchase defense articles and services from the U.S. Government. A government-to-government agreement, documented according to Reference (l). For trade security control purposes, "international organizations" include: Columbo Plan Council for Technical Cooperation in South and Southeast Asia; European Atomic Energy Community; Indus Basin Development; International Atomic Energy Agency; International Red Cross; North Atlantic Treaty Organization; Organization of American States; Pan American Health Organization; the UN; the UN Children's Fund; the UN Development Program; the UN Educational, Scientific, and Cultural Organization; the UN High Commissioner for Refugees' Programs; the UN Relief and Works Agency for Palestine Refugees in the Near East; World Health Organization; and other international organizations approved by a U.S. diplomatic mission.

friendly foreign government. For purposes of trade security controls, governments of countries other than those designated as restricted parties.

generating activity. The activity that declares personal property excess to its needs.

GFM. Property provided by the U.S. Government for the purpose of being incorporated into or attached to a deliverable end item or that will be consumed or expended in performing a contract. Government-furnished materiel include assemblies, components, parts, raw and process material, and small tools and supplies that may be consumed in normal use in performing a contract. Government-furnished materiel does not include material provided to contractors on a cash sale basis nor does it include agency peculiar or military property which are government-owned components, contractor acquired property (as specified in the contract), government furnished equipment, or major end items being repaired by commercial contractors for return to the government.

HM.

In the United States, any material that is capable of posing an unreasonable risk to health, safety, and property during transportation as listed in section 172.101 of Reference (af).

Overseas, HM is defined in the FGS or overseas environmental baseline guidance document (OEBGD) as outlined in Reference (i).

HP.

A composite term used for the purposes of this volume to describe DoD excess, surplus, and FEPP, which may be hazardous to human health, human safety, or the environment. Various federal, State, and local safety and environmental laws regulate the use and disposal of hazardous property.

In more technical terms, HP includes property having one or more of the following characteristics:

- Has a flashpoint below 200 degrees Fahrenheit (93 degrees Celsius) closed cup, or is subject to spontaneous heating or is subject to polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control.

- Has a threshold limit value equal to or below 1,000 ppm for gases and vapors, below 500 milligrams per cubic meter (mg/m<sup>3</sup>) for fumes, and equal to or less than 30 million particles per cubic foot or 10 mg/m<sup>3</sup> for dusts (less than or equal to 2.0 fibers/cubic centimeters greater than 5 micrometers in length for fibrous materials).

- Causes 50 percent fatalities to test animals when a single oral dose administered in doses of less than 500 milligrams per kilogram of test animal weight.

- Is a flammable solid as defined in DoT section 173.1501 of Reference (x); an oxidizer as defined in DoT section 173.151127 of Reference (x); or a strong oxidizing or reducing agent with a half cell potential in acid solution of greater than +1.0 volt as specified in Latimer's table on the oxidation-reduction potential.

- Causes first-degree burns to skin in short-time exposure, or is systematically toxic by skin contact.

- May produce dust, gases, fumes, vapors, mists, or smoke with one or more of the previously defined characteristics in the course of normal operations.

- Produces sensitizing or irritating effects.

- Is radioactive.

- Has special characteristics which, in the opinion of the manufacturer, could cause harm to personnel if used or stored improperly.

- Is hazardous in accordance with Reference (ad).

Is regulated by the EPA pursuant to Reference (x).

hazardous substance. A substance as defined by section 9601 of Reference (aa) (the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA)). This is also defined in section 300.5 of Reference (x). A CERCLA list of hazardous substances and reportable quantities, which must be reported to the National Response Center if released in or above reportable quantities, is in section 302.4 of Reference (x). Reportable quantities are also listed in Appendix A of section 172.101 of Reference (z) for DoT hazardous materials.

HMIRS. A DoD automated system developed and maintained by the DLA Logistics Information Service. HMIRS is the central repository for MSDS for the U.S. Government Military Departments and civil agencies. It also contains value-added information input by the Service or agency focal points.

HW. An item that is regulated pursuant to section 6901 of Reference (aa) or by U.S. State regulation as an HW. HW is defined at part 261 of Reference (x). From a practical standpoint, if an EPA or State HW code can be assigned, the item is a HW. Overseas, HW is defined in the applicable FGS or overseas environmental baseline guidance document.

hypo solution. Acid fixing solution that has been used in photographic developing process to stabilize the exposed image and wash away unexposed silver particles, and which, through such use, becomes a relatively rich source of silver.

ICP. An organizational unit or activity within the DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Department or for the DoD as a whole. In addition to materiel manager functions, an ICP may perform other logistics functions in support of a particular Military Department or for a particular end item (e.g., centralized computation of retail requirements levels and engineering tasks associated with weapon system components).

imperial gallon. Measure of volume equal to 4.54609 liters.

installation. A military facility together with its buildings, building equipment, and subsidiary facilities such as piers, spurs, access roads, and beacons as defined in section 2687 of Reference (ah).

integrity and reliability check. A check made by a U.S. diplomatic mission to establish or confirm the integrity of an individual or organization as a prospective purchaser of FEPP.

interrogation. A communication between two or more ICPs, other DoD activities, and U.S. Government agencies to determine the current availability of an item or suitable substitute for a needed item before procurement or repair.

interservice. Action by one Military Department or Defense Agency ICP to provide materiel and directly related services to another Military Department or Defense Agency ICP (either on a recurring or nonrecurring basis).

IUID. A system of establishing globally widespread unique identifiers on items of supply within the DoD, which serves to distinguish a discrete entity or relationship from other like and unlike entities or relationships. Automatic identification technology is used to capture and communicate IUID information.

line item. A single line entry on a reporting form or sale document that indicates a quantity of property located at any one activity having the same description, condition code, and unit cost.

line item value. Quantity of a line item multiplied by the standard price for reporting and other accounting and approval purposes.

marketing. The function of directing the flow of surplus and FEPP to the buyer, encompassing all related aspects of merchandising, market research, sale promotion, advertising, publicity, and selling.

military assistance program property. U.S. security assistance property provided pursuant to the section 2151 of Title 22, U.S.C. (“also known as the Foreign Assistance Act of 1961”) (Reference (ai)), generally on a non-reimbursable basis.

MLI. Any item contained on the U.S. munitions listed in part 121 of Title 22, CFR (Reference (aj)). Defense articles, associated technical data (including software), and defense services recorded or stored in any physical form, controlled for export and permanent import by Reference (aj). Reference (aj), which contains the U.S. munitions list, is administered by the DoS Directorate of Defense Trade Controls.

mutilation. A process that renders materiel unfit for its originally intended purposes by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.

no commercial value. Property that has neither utility nor monetary value, either as an item or as scrap including broken glass; broken vitreous china; and items such as air filters and dust cloths

nonprofit institution. An institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax exempt under the provisions of section 501 of Title 26, U.S.C., also known as the “Internal Revenue Code of 1986” (Reference (ak)).

NSN. The 13-digit stock number replacing the 11-digit federal stock number. It consists of the 4-digit FSC and the 9-digit national item identification number. The national item identification number consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) nonsignificant number. Arrange the number as follows: 9999-00-999-9999.

OEBGD. A set of objective criteria and management practices developed by the DoD, as described in Reference (i). It specifies the minimum criteria for environmental compliance at

permanent DoD installations at overseas locations where no FGS have been established. It is designed to protect human health and safety and reflects generally accepted environmental standards applicable to DoD installations and activities in the United States. The OEBGD is used to develop and update country-specific FGS for all DoD Component elements operating in foreign host nations.

personal property. Property except real property. Excludes records of the Federal Government, battleships; cruisers; aircraft carriers; destroyers; and submarines.

platinum family metals. Platinum, palladium, iridium, rhodium, osmium, and ruthenium.

PM. Gold, silver, and platinum group metals (platinum, palladium, iridium, rhodium, osmium, and ruthenium).

PM-bearing. Items, residue, and materiel that includes but is not limited to gold, silver, platinum, and the platinum group from prosthetic appliances; gold, silver, platinum, and platinum group grindings and dust; gold or silver-lined, -clad, or -plated decorations, badges, awards, medals, buttons, and other insignia; silver batteries; silver and gold wire; platinum and palladium wire; silver and gold turnings; spent hypo (fixer) solutions; exposed silver-bearing film or paper regardless of format or condition; unexposed outdated film or paper; electrolytic flak or film ash; electrical and electronic hardware containing gold, silver, platinum, or any of the platinum group metals; PM-bearing solutions, such as silver nitrate; and PM-bearing chemical salts.

PMIC. Codes used to identify PM content. They are presented as a result of an NSN Characteristic Search from the DLA Logistics Information Service FLIS in accordance with Reference (o). They have been approved for use in Reference (p) and must appear in record position 62 of DTIDs. (Also referred to as card column 62.)

PM Master File. A DLA Disposition Services property accounting system file containing National Item Identification Numbers known to have PM content. It is a CD ROM product available through DLA Logistics Information Service.

PMRP. A DoD program for identification, accumulation, recovery, and refinement of PMs from excess and surplus end items, scrap, hypo solution, and other PM-bearing materials for authorized internal purposes or as GFM.

principal item. An end item or a replacement assembly of such importance to operational readiness that management techniques require centralized individual item management throughout the supply system to include items stocked at depot level, base level, and using unit level.

public body. Any State, territory, or possession of the United States, any political subdivision thereof, the District of Columbia, the Commonwealth of Puerto Rico, and any agency or instrumentality of any of the foregoing, any Indian tribe, or any agency of the Federal



Government. (Refers to donations instead of destruction or ultimate disposal as described in Enclosure 5 of Volume 1 and Enclosures 3 and 4 of this volume.)

radioactive material. Any material or combination of materials that spontaneously emits ionizing radiation and which is subject to regulation as radioactive or nuclear material under any federal law or regulation.

reclamation. A cost avoidance or savings measure to recover useful or serviceable end items, repair parts, components, or assemblies from one or more principal end items of equipment or assemblies (usually SCCs listed in Reference (r) as SCC H for unserviceable (condemned) materiel, SCC P for unserviceable (reclamation) materiel, and SCC R for suspended (reclaimed items, awaiting condition determination) materiel) for the purpose of restoration to use through replacement or repair of one or more unserviceable but repairable principal end items of equipment or assemblies (usually SCCs listed in Reference (r) as SCC E for unserviceable (limited restoration) materiel, SCC F for unserviceable (reparable) materiel, and SCC G for unserviceable (incomplete) materiel). Reclamation action is preferable prior to disposition (e.g., DLA Disposition Services site turn in), but end items or assemblies may be withdrawn from DLA Disposition Services site for such reclamation purposes.

repair part. Any part, assembly, or component needed to repair or maintain an end item.

RCRA. The federal law that provides for solid waste management and establishes a system for controlling HW from the time it is generated until its ultimate disposal, in effect, from “cradle-to-grave.”

restricted parties. Those countries or entities that the Department of State, Department of Commerce, or Treasury have determined to be prohibited or sanctioned for the purpose of export, sale, transfer, or resale of items controlled on the USML or CCL. A consolidated list of prohibited entities or destinations for which transfers may be limited or barred, may be found at: [http://export.gov/ecr/eg\\_main\\_023148.asp](http://export.gov/ecr/eg_main_023148.asp)

reutilization. The act of re-issuing excess and FEPP to DoD Components. Also includes qualified special programs (e.g., Law Enforcement Support Office, Humanitarian Assistance Program, Military Affiliate Radio System) pursuant to applicable enabling statutes.

reutilization screening. The act of reviewing, either by automated or physical means, available excess, surplus, or FEPP to meet known or anticipated requirements.

salvage. Personal property that has some value in excess of its basic material content, but is in such condition that it has no reasonable prospect of use as a unit for the purpose for which it was originally intended, and its repair or rehabilitation for use as a unit is impracticable.

save list. A document prepared by an inventory manager which identifies end items or assemblies that are returnable to inventory from reclamation activity. The quantity of parts or components that are needed and the related technical item data, control numbers, and the condition inspection criteria are contained in the save list.

scrap. Recyclable, waste and discarded materials derived from items that have been rendered useless beyond repair, rehabilitation, or restoration such that the item's original identity, utility, form, fit and function have been destroyed. Items can be classified as scrap if processed by cutting, tearing, crushing, mangling, shredding, or melting. Intact or recognizable USML or commerce control list items, components, and parts are not "scrap." Also described in section 102-36.40 of the Federal Property Management Regulation in Reference (d) and Section 770.2 of title 15, CFR (Reference (al)).

screening. The process of physically inspecting property or reviewing lists or reports of property to determine whether property is usable or needed.

screening period. The period in which excess and surplus personal property is made available for reutilization, transfer, or surplus donation to eligible recipients.

Service educational activity. Any educational activity that meets specified criteria and is formally designated by the DoD as being of special interest to the Military Departments. Includes educational activities such as maritime academies or military, naval, or Air Force preparatory schools, junior colleges, and institutes; senior high school-hosted Junior Reserve Officer Training Corps; and nationally organized youth groups. The primary purpose of such entities is to offer courses of instruction devoted to the military arts and sciences.

solid waste. Includes garbage, refuse, and other discarded materials, including solid waste materials resulting from industrial, commercial, and agricultural operations, and from community activities. Includes solids, liquids, and contained gaseous material which is defined as a waste and not otherwise excluded by statute or regulation. Hazardous waste is a subset of solid waste.

standard price. The price customers are charged for a DoD managed item (excluding subsistence), which remains constant throughout a fiscal year. The standard price is based on various factors which include the latest acquisition price of the item plus surcharges or cost recover elements for transportation, inventory loss, obsolescence, maintenance, depreciation, and supply operations.

State agency for surplus property. The agency designated under State law to receive federal surplus personal property for distribution to eligible donation recipients within the States as provided for in subsection 549 of Reference (e).

State or local government. A State, organized territory, or possession of the United States, the District of Columbia, American Samoa, Guam, Commonwealth of Puerto Rico, Commonwealth of Northern Mariana Islands, the U. S. Virgin Islands, and any political subdivision or instrumentality thereof.

substantial benefits. Non-monetary benefits that are in the overall interests of the United States. The benefits must be tangible and appreciable in relation to the value of FEPP being transferred. For transfers in accordance with Reference (m) benefits must be paid in U.S. dollars.

surplus personal property. Excess personal property no longer required by the federal agencies, as determined by the Administrator of General Services. Applies to surplus personal property in the United States, American Samoa, Guam, Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands.

trade security control. Policy and procedures, in accordance with Reference (j), designed to prevent the sale or shipment of U.S. Government materiel to any person, organization, or country whose interests are unfriendly or hostile to those of the United States and to ensure that the disposal of DoD personal property is performed in compliance with U.S. export control laws and regulations, Parts 120 through 130 of Reference (aj), and Parts 730 through 774 of Reference (al).

transfers. The act of providing excess and FEPP to FCAs as stipulated in Reference (d). Property is allocated by the GSA.

transfer order. Document (SF 122 and SF 123) issued by DLA Disposition Services or the headquarters or regional office of GSA directing issue of excess personal property.

troy. A term used in the systems of measurements used in the United States to measure the mass of PMs, gemstones, and black powder. A troy ounce is equivalent to 31.103 476 8 grams.

UII. A set of data elements marked on an item that is globally unique and unambiguous. The term includes a concatenated UII or a DoD recognized unique identification equivalent.

UMMIPS. System to ensure that requirements are processed IAW the mission of the requiring activity and the urgency of need, and to establish maximum uniform order and materiel movement standard.

urgent requirement. A requirement to fill needs of UMMIPS Priorities 04-08.

usable property. Commercial and military type property other than scrap and waste.

U.S. mission personnel. American diplomatic or consular representatives in the country whose government wishes to negotiate the purchase of MLIs, as designated in sections 120-130 of Reference (aj).

wholesale stock. Stock, regardless of funding sources, over which the inventory manager at the ICP level has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

zone of interior. The United States and its territories and possessions, applicable to areas covered by GSA and where excess property is considered domestic excess. Includes the 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands.