

Chapter II Receipt

A. INTRODUCTION.

1. It is a DLA (DRMS) responsibility to receive hazardous property from Department of Defense (DoD) in accordance with DoD 4160.21-M, Defense Materiel Disposition Manual.

2. In the receipt, storage and handling of hazardous/dangerous property, DRMOs should consider the following:

- Adequacy of facilities to safely store hazardous property, or to separate incompatible chemicals or flammables.
- Adequacy of materials handling equipment (MHE) for the safe unloading, movement, stacking or out-loading of hazardous materials.
- Level of training or experience of DRMO personnel.
- On-hand availability of specialized protective clothing and emergency equipment.

B. TURN-IN REQUIREMENTS.

1. **DRMOs will accept hazardous materials (HM) and hazardous waste (HW) in accordance with the turn-in requirements in DoD 4160.21-M, Chapters 4 and 10.**

2. **Material Safety Data Sheet and OSHA Compliant Labels** (29 CFR 1910.1200).

a. DoD policy requires DoD installations to use MSDS, and OSHA compliant labels for the turn-in of hazardous materials (HM) to the DRMOs. The requirements are as follows:

(1) The serial number (5 digit alpha code) of the MSDS as listed in the Hazardous Materials Information System (HMIS) and can be found in Block BB-CC of DD Form 1348-1 or Block 24 of DD Form 1348-1A or the hard copy MSDS to accompany the turn-in or in the SHIP Due-In report for automated turn-in.

NOTE: If the manufacturer on the MSDS does not match the manufacturer on the product label, the generating activity must provide the correct MSDS.

(2) An OSHA compliant chemical label will be attached to the individual package (unit container) for hazardous material. Where the hazard label information is missing or damaged, the DoD installation will provide a completed DoD Hazardous Chemical Warning Label (DD Form 2521 [see Enclosure 1] or 2522 [see Enclosure 2]) as specified in DoD 6050.5-H. Also see paragraph (4) below.

NOTE: There is no compliant label published by OSHA. To comply with the OSHA Hazard Communication Standard, a "label" could be a tag, marking, or stenciling on a container which shows three items of information: (1) identifies the hazardous chemicals, (2) provides appropriate hazard warnings (including target organ effects), and (3) provides the name and address of the manufacturer, importer, or other responsible party.

(3) HM which does not have an MSDS or an OSHA compliant label will be received as waste and the generating activity must provide enough information to the DRMO to properly store and manage the property.

(4) OSHA compliant labels are not required on the exterior container, if the inside containers are properly labeled with an OSHA compliant label.

- OSHA considers the “actual vessel” (box, tube, drum, bottle, etc.) that contains the chemical to be “the container”, requiring the label.

- OSHA has stated that if an outside shipping container holds more than one type of chemical container, then many labels would be confusing.

- OSHA leaves enforcement authority for labeling outside shipping containers to the Department of Transportation.

b. The DRMS hazardous property sales policy applicable to MSDS is found at DRMS-I 4160.14, Volume V.

3. Hazardous Waste Profile Sheet (HWPS)

a. The generating activity shall provide the following information upon turn-in of all HW and used HM that meets the 40 CFR 261 definition of a HW when discarded:

(1) Valid NSN and noun name as cataloged in the supply system, or

(2) LSN/FSC and chemical name of hazardous components, if the waste is not identified by NSN.

(3) Hazardous Waste Profile Sheet (HWPS). The Hazardous Waste Profile Sheet, DRMS Form 1930. Use of the DRMS Form 1930 is not mandatory. However, an alternate format including automated data transfer, may be developed and used, provided it contains all information required to profile the waste for disposal. The generating activity shall complete the DRMS Form 1930, or any substitute form and address each item, either by providing information or by entering “Not Applicable or N/A”. The information may be based on user's knowledge, provided user's knowledge is based on the criteria described in paragraph B3(5) below. Laboratory chemicals processed in accordance with DoD 4160.21-M, are exempt from waste profile requirements; however, all other identification requirements apply.

(4) For subsequent turn-ins of an identical waste stream, put the approved reference number

assigned by the DRMO or generating activity in the “Remarks” section of the DD Form 1348-1/1A or in electronic turn-in field. A DRMO_assigned reference number will consist of the generating activity DoDAAC and a sequential 4-digit number to be determined by the DRMO. A generator assigned reference number must not be longer than eleven characters and can be in any format agreed to by both the DRMO and the generating activity so long as it is consistent and identifies both the profile for disposal and the generating activity. A profile sheet is not required when the DRMO-provided reference number is entered on the DD Form 1348-1/1A.

(5) If the DRMO takes physical custody, chemical analysis is required, unless the required information based on user's knowledge is provided on the profile sheet and supporting documentation is attached. Chemical analysis and supporting documentation will NOT be required for profile sheets where the DRMO only accepts accountability and not physical custody (receipt in place). Examples of supporting documentation are descriptions of waste production processes including raw materials, end products, and other intermittent sources of waste or historical/published information on the waste. If documentation is not attached in support of user's knowledge, chemical analysis and attached test results are required. In addition, chemical analysis (and test results) will be required if the DRMO verification program indicates that the generating activity's profile sheet is incorrect.

(6) The generating activity shall certify each HWPS annually by either providing to the DRMO a new signed and dated HWPS (or electronically transmitted HWPS, with the printed name of the generator's 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 generator 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 following statement: “The undersigned certifies that the hazardous waste profile listed in this letter have been carefully reviewed. Any changes to the processes generating these wastes have been considered. New regula-

tions affecting hazardous waste 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.”

b. ***The DRMO shall:***

(1) Provide blank HWPS, to the generating activity.

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

(3) Assign (or facilitate an agreement on the format for the generating activities use) a reference number to each HWPS and maintain a file of approved HWPS hard copy or electronic. This file will be part of the DRMO’s operating records (see DRMS-I 6050.1, Chapter IV, paragraph U2c):

- HWPS for each type of waste generated (may be met by maintaining a profile sheet database in SHIP or generating activity system).
- MSDS or HMIS output for each hazardous supply item in the waste stream.
- Correctly completed sample DD Form 1348-1/1A.
- Container labeling procedures.
- Copies of available analytical test results.

(4) Enter the assigned reference number in the “Remarks” section of the initial DTID copy to be returned to the generating activity or by automated format.

(5) Accept accountability of HW and used HM identified in the above manner.

(6) Accept physical custody in accordance with paragraph D, this chapter.

(7) Maintain a copy of all completed profile sheets and any corresponding waste analysis results for 3 years from the date the waste was disposed, or until closure.

(8) Reject turn-in when proper identification is not provided; however, every effort shall be made to resolve discrepancies prior to rejection. If the DRMO and generating activity cannot reach agreement, the problem will be elevated, through their chain of command, by both parties for dispute resolution.

(9) The applicable HWPS or MSDS serial number must be entered as the first data element in the noun description field, when initiating a delivery order request (DOR) for disposal of hazardous items through BOSS. This is a mandatory requirement for all data submissions to BOSS. Do not preface the number with “Waste Profile”, “WPS”, “MSDS”, “HMIS” or any other preface, just the number. Example:

CORRECT: W25G1V0001

INCORRECT: WPS:W25G1V0001

SHIP will automatically put all items into the BOSS noun description in the proper order, if DAISY HW screen and SHIP HWPS data is complete (see Enclosure 3).

(10) Assist generating activity in getting Generator Communication (GenComm) logins to DRMO DAISY. DRMO will assist the generator in completion of the GenComm login request to DRMS Security (see Enclosure 4). After DRMS Security review, the DRMO Chief will approve the login as the DRMO HP data owner, then forward to the DRMO TASO who will provide the login and password to the Generator. The DRMO TASO will also assist the generator in the initial changing of the GenComm password in DAISY. The DRMO will provide their RIC, RIC Suffix, and DRMO DAISY IP address to the generator and assist the generator in changing their password when required. DRMOs will assist and encourage their generators to perform electronic turn-in of hazardous waste.

(11) Assist the generator in proper assignment of LSNs for HW. The only way to

identify many items in database searches is by FSC (examples: batteries, POLs, paints). Generators should be strongly discouraged from using FSC 9999 for anything other than special services or spill residue. FSCs 6810 and 6850 are recommended over 9999 for hazardous waste items that appear to not match any other category. Unused and expired shelf life items should be given the original FSC and NIIN, even when going directly for disposal as a HW with no RTD/S/RTM value. It is acceptable to use a LSN for HM where it makes sense to consolidate like HMs for turn-in, or expedited removals where a DAISY NIIN search would be detrimental. The military services are increasingly interested in HW disposal data on NSN items.

DRMOs should not reject new DTIDs due to FSC 9999 being used. Please notify the generator to change to the more descriptive FSC for future turn-ins.

The rest of the LSN can be used to identify the profile number, the waste codes, or other format including the one below:

5910 00CAPACIT	Capacitors
6120 00TRANS	Transformers
6135 00BATTERY	Non-Rechargeable Batteries
6140 00BATTERY	Rechargeable Batteries
6250 00BALLAST	Ballasts, Lamp holders, and Starters
6750 00PHOTO	Photographic
6810 00WASTE	Chemicals
6840 00PEST	Pesticides
6850 00WASTE	Miscellaneous Chemical Specialties
7910 00CLEAN	Cleaning and Polishing Compounds and Preparations
8010 00PAINT	Paints, Dopes, Varnishes, and Related Products
8030 00PRESERV	Preservative and Sealing Compounds
8040 00ADHESIV	Adhesives
9110 00FUEL	Fuels, solid
9130 00FUEL	Liquid Propellants and Fuels, Petroleum Based
9135 00FUEL	Liquid Propellant Fuels and

	Oxidizers, Chemical Base
9140 00FUEL	Fuel Oils
9150 00POLLS	Oils and Greases; Cutting, Lubricating, and Hydraulic
9160 00WASTE	Miscellaneous Waxes, Oils and Fuels
9999 00SPECSVS	Special Services
9999 00SPILL	Spill Residue

4. Exceptions to the identification turn-in requirements may be granted only where substantial economics can be realized. DRMOs and generating activities may develop alternative identification procedures; but, they must be approved by DRMS. Alternative identification procedures must meet regulatory and disposal contract requirements.

5. Weighing of hazardous property.

- Hazardous waste will be weighed by the generating activity.

- The actual weight, not the estimated weight, will be annotated on the DD Form 1348-1/1A or automated format.

- Weights will be in pounds or kilograms overseas.

- The container is considered as part of the waste and will be included in the weight.

- If a warehousing aid (i.e., pallet, box) is to be included in the property released to the contractor, its weight will also be included. For large containers (i.e., 55-gallon drums) where the pallet is not to be released to the contractor, but removal for weighing would be labor-intensive, use of a standard weight for the pallet tare (approximately 50 lbs) is authorized. Remember to subtract the pallet weight prior to delivery order preparation.

- For items or for locations where scales are not available, use a verifiable unit of measure (i.e., quantity count - drum(s), box(es), can(s), etc.). Gallons are not to be used unless they can be accurately determined by verifiable means (i.e., flow meter, dip stick, etc.).

- Hazardous material that survives RTDS will be weighed prior to delivery order preparation.

C. ACCOUNTABILITY.

The DRMOs will accept accountability of all hazardous property except for those exclusion categories that are the responsibility of the Military Services as listed in DoD 4160.21-M, Chapter 10.

D. RECEIVING HM/HW

Property can be received physically or in-place. Operating Instructions for receiving HM/HW are at Enclosure 5. DRMO personnel will, at no time, or under any circumstances or conditions, open containers. DRMS should work with their generating activities to resolve differences. If turn-in requirements are not met, reject the property on a DRMS Form 917.

1. *Physical custody* will be taken when:
 - a. DRMOs have facilities.
 - b. Installation Commander approves storage.
 - c. Storage is necessary to provide service to the customer.
 - d. DRMOs manned by only one employee will not accept physical custody of hazardous materials and wastes due to safety considerations as discussed in DRMS-H 6055.1, Chapter 6, paragraph 11.
 - e. DRMOs having RCRA permitted storage facilities will accept physical custody of hazardous materials and wastes from serviced activities until allowable storage capacity is reached. Hazardous waste will receive priority for storage space. Hazardous material may be stored only when there are no immediate HW storage requirements and in strict compliance with the facility permit. In order to store property not listed on the facility permit, a modification must be requested through the host.
 - f. DRMOs with RCRA permitted storage facilities will accept physical custody of only

those hazardous wastes that are listed in their current RCRA permit.

2. **Received in Place** will be used when agreed upon by all parties. When hazardous property is received in place, the activity having physical custody will be responsible for the required periodic inspections, care and protection of this property until it is disposed of by the DRMO.

F. RECEIVING RADIOACTIVE PROPERTY.

Radioactive materials are unacceptable for physical custody because of Nuclear Regulatory Commission (NRC) Licenses or controls. DLAM 4145.8, Radioactive Commodities in the DoD Supply System, paragraph 5-15, prescribes the types of property and methods of disposal. The following summarizes what may not be physically accepted by a DRMO:

1. Physical custody **NOT PERMITTED**:
 - Items containing radioactive material.
 - Property that contains radioactive material requiring a NRC License.
 - Radioactive waste.
 - Items that cannot be decontaminated or repaired, or leaking items.
 - Surplus/foreign excess radioactive material whose sales, transfer or donation is prohibited.
 - Surplus/foreign excess radioactive material that is determined to be unwanted after having been advertised as being surplus.
 - Waste that is radioactive, resulting from production, possession or use.
 - Contaminated clothing and other protective equipment marked with radiation warning symbols.

- Loose items containing license-exempt radioactive material which are normally installed in major-end items. This excludes from custody such items as self-luminous gauges, meters, switches, etc., except those that have 0.01 microcuries or less of radium.

- Microwave receiver protector tubes, and other electron tubes that have radioactive material requiring a NRC license.

- Marine navigation devices containing tritium gas.

- Items containing radium sources other than for the production of light, i.e., self-luminous dials, or those exceeding 0.01 microcuries.

2. DRMOs should contact DRMS-DDH, (DSN)932-5866 whenever questions are encountered regarding radioactive material.

G. PRE-INSPECTION.

1. Pre-inspections are not mandatory. However, if conditions warrant, the environmental specialist may determine to do a pre-inspection:

- Receiving HP in place.
- Requested by the generator.
- Turn-ins of unique HP is expected.
- It is deemed to be good management action by the DRMO Chief.

The purpose of the pre-inspection is to ensure that regulatory compliance and DoD turn-in requirements can be met by the generator prior to physical receipt of the property at the DRMO.

NOTE: DRMOs may use the checklists at Enclosure 5 when completing pre-inspections.

To ensure that pre-inspected HP is the same HP that is being turned into the DRMO or being

stored by the generator, pre-inspected containers should be marked. One method of marking is to spray paint a small dot on each container.

2. Identification of hazardous property is a generator responsibility. If the DRMO believes that a generator has misidentified an item as HM when it should be HW, or vice versa, the DRMO will resolve this issue during pre-inspection, or at the latest, during the receiving process. If the issue cannot be resolved between the DRMO and the generator, it should be elevated to Zone Manager. If necessary, it can then be elevated to DRMS. Every effort will be made to resolve the issue before acceptance of the property.

3. If an item is received and/or input into an automated system as HM and it is later discovered to be HW, the DRMO will immediately manage the item as HW for purposes of storage (even though the designation is not changed in the automated systems).

H. RETROGRADES.

1. Retrograde Policy. Retrograde is defined, as the process of transferring DoD owned property from U.S. overseas facilities to CONUS. Pursue this type of disposal action when host country disposal or third country disposal is not possible, environmentally unsound, or prohibited. In general retrogrades are used for returning HM/HW to CONUS for ultimate disposal. However, all types of DoD owned property can be retrograded (except for foreign-made PCBs). Accomplish by using the criteria outline on DRMS Form 1944. Any property accepted by the DRMO and destined for return to CONUS is at the generator's expense.

2. DRMOs will use the Retrograde Operating Procedure at Enclosure 6.