



**Instructions for Completing Material Disposal Request Form**

- A. Sort materials and items by type.**
- B. Provide all Facility and POC information.** The POC name and phone number is necessary to confirm the request and arrange disposal. Additional information may be needed by the disposal manager, so include hours of availability if appropriate.
- C. Provide all required information and as much supplemental information as possible about the disposal item.**
1. **Nomenclature (required)** –  
Use the Approved Item Name for the item being turned in.  
Indicate whether item has been used or if it is in new condition.  
If unavailable, use a generic description of the item.  
Identify end use for generic descriptors (i.e., “Unused NBC filters for M17 series mask” or “Spent PD680 solvent from parts washer”).
  2. **Federal Supply Classification (supplemental)** – If available, provide the four digit FSC for the item. FSC Groups and Classes are published in US Army Supply Bulletin 708-21 (SB 7608-21).
  3. **National Item Identification Number (supplemental)** – If available, provide the NIIN for the item. The NIIN is a nine digit number that identifies the item in the following format: NN-NNN-NNNN. (Note: combining the FSC and NIIN into the familiar National Stock Number (NSN) is acceptable to use for the FSC/NIIN data fields.)
  4. **Manufacturer or Related Info (required)** – The item manufacturer name is sometimes available on the item package or shipping container. This information is helpful to determine formulations and MSDS characteristics. Ant other related info supplied will also aid in characterization.
  5. **Item Count (required)** – The number of individual items being disposed is required. Since Alaska is OCONUS, many items have additional disposal requirements. Provision of the item count prevents rejection of a demilitarization-required item by the local DRMO.
  6. **Unit of Issue (required)** – U/I information can be obtained from the item MSDS. Use “ea” if U/I is unknown.
  7. **Container Count (required)** – Provide the number of containers for each of the disposal item types.
  8. **Container Type (required)** – Provide the type of container for each of the disposal items. Use the following codes for each of the container types:

DM = Metal Drum	CM = Metal boxes, cartons, cases
DW = Wooden Drum	CW = Wooden boxes, cartons, cases
DF = Fiberboard* or Plastic Drum	CF = Fiberboard* boxes, cartons, cases
BA = Burlap, cloth, paper, or plastic bags	CY = Cylinders

\* Fiberboard includes cardboard or corrugated paper product material.
  9. **Weight (required)** – Provide the total quantity of the disposal item in pounds. If a scale is not available, estimate the weight and note the measurement as “est.”
  10. **Demilitarization Item (supplemental)** – Many defense equipment items require special handling and disposal instructions per the DoD Item Manager. The generating activity is not expected to know all of the disposal requirements for every item. If the disposal item is known or suspected to require demilitarization, indicate this by entering a “Y” or “Yes” in this data field. If item is known to be exempted from demilitarization requirements, enter “N” or “No”. If demilitarization status is not known, leave this field blank or enter “?”.
- D. Fax the Disposal Request to the Environmental Office.** If a fax machine is not available, mail the request to the address. Confirm receipt of the Disposal Request by calling (907) 428-6885 or (907) 428-6761. Some faxes are not legible or are not received because of machine malfunction. Confirmation insures material disposals. Direct questions or comments to the Environmental Office at (907) 428-6885 or (907) 428-6762.