Alaska Army National Guard
Material Disposal Request Form

Generating Facility: _____ **Page** _____ **of** _____

Generating Unit/Activity: _____ DODACC: _____ **Date:** _____

POC: _____ **Phone** _____ **Fax** _____

Alternate POC: _____ **Phone** _____ **Fax** _____

1) Provide as much information as possible for each item. Use as many pages as needed. See instructions on reverse side.

Item Information				Container Information			Expired Item?	Aerosol Item?	Demil Item?
Nomenclature	**FSC**	**NIIN/Item #/Part #**	**Manufacturer or Related Info**	**Item count**	**U/I**	**Weight (lb)**			
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐
					BX		☐	☐	☐

Required Information Columns are in **Bold Type**

2) Email to: robert.mcmahon@alaska.gov
OR Email to: akarng.environmental@alaska.gov
OR Fax to: (907) 428-7192

3) Confirm receipt with phone call to (907) 428-7182 or (907) 428-7176

4) Retain completed copy of this document.

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.
   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. Any other related info supplied will also aid in characterization. Please provide as much information as possible.
5. **Item Count (required) –** The number of individual items being disposed is required. This helps determine disposal costs
6. **Unit of Issue (required) –** Choose the type of unit used to determine item count. Could be each (EA, bottle (BTL), can (CN), box (BX), drum, (DM) or enter your own.
7. **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."
8. **Expired** – If the item has past it's expiration date or shelf life, please indicate by checking the box.
9. **Aerosol** – Is the item an aerosol can or other pressurized cylinder? If so please check the box. Also remember that many aerosol paint cans can be drained and recyled if equipment exists at your location.
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 checking the box. If item is known to be exempted from demilitarization requirements or if demilitarization status is not known, leave this field blank.

D. **Submit the Disposal Request to the Environmental Office.** Email is the preferred method of submittal. If this is not possible, fax or mail back to environmental office. Confirm fax or mail submittal with a phone call to (907) 428-7182 or (907) 428-7176.