

## Alaska Army National Guard Material Disposal Request Form (MDRF)

February 2026

Generating Facility\*: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Unit/Activity\*: \_\_\_\_\_ DODACC: \_\_\_\_\_ Date\*: \_\_\_\_\_

POC\*: \_\_\_\_\_ Phone\* \_\_\_\_\_ Fax \_\_\_\_\_

Alternate POC: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**1) Provide as much information as possible for each item. Please attach SDS, if available. Use as many pages as needed. See instructions on reverse side.**

Item Information				Container Information			Expired Item?*	Demil Item?	SDS attach.
<b>Nomenclature*</b>	<b>FSC</b>	<b>NIIN/Item #/Part #</b>	<b>Manufacturer or Related Info*</b>	<b>Item count*</b>	<b>U/I*</b>	<b>Weight (lb)*</b>			

Required Information Columns are in **Bold Type**

2) Email to: [robert.mcmahon@alaska.gov](mailto:robert.mcmahon@alaska.gov)  
 cc: [akamg.environmental@alaska.gov](mailto:akamg.environmental@alaska.gov)

OR Fax to: (907) 428-7192

3) Confirm receipt with phone call to:  
 (907) 428-7182 OR 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. 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.
  - 10. Safety Data Sheet (supplemental) –** If enclosing a Safety Data Sheet (SDS), FSC and NIIN are not required.
- 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 (akarng.environmental@alaska.gov). Confirm fax or mail submittal with a phone call to (907) 428-7182 or (907) 428-7176.