

CHAPTER 11

BOSS/DAISY INTERFACE PROCEDURES

A. GENERAL. The Base Operating Support System (BOSS) is a DoD-wide system used to requisition goods and services. The specific application for BOSS in the disposal program is for the disposal of hazardous property. This includes contracting, financing and manifest tracking functions. The system is used by activities serviced by contracts administered by *DRMS-TPHA*, *DRMS-TPHB*, *DRMS-TPHC* and *DRMS-TPHD*. Attachment 1, this chapter, provides a flow chart for hazardous property.

1. Definitions:

a. BOSS/DAISY Interface. A system interface designed to provide automatic updates to the record status code(s) for property in DAISY. This is a one-way interface from BOSS to DAISY.

b. Delivery Order. A BOSS generated delivery order for supplies or services approved and signed by an authorized contracting officer, authorizing the performance of contract services such as pickup at DRMOs of hazardous waste for disposal. The appropriate form is DD Form 1155, Order for Supplies or Services.

c. Delivery Order Line Request (DO). A request for performance of hazardous waste disposal services, (HXH) is transmitted *to the Hazardous Contracting Office. The Contracting Office (CO) will execute the delivery order in BOSS.* After signature by an authorized contracting officer, the delivery order is then sent to the contractor.

d. Uniform Hazardous Waste Manifest. A special shipping document, required by EPA (40 CFR) and DOT (49 CFR), to maintain a controlled tracking system for the movement of hazardous waste from the point of generation (**the cradle**) to the point of the ultimate treatment, storage or disposal facility (**the grave**).

e. Modification (Mod). Modification(s) to a contract or delivery order must be issued by a contracting officer, citing the specific changes to a contract or delivery order. Modifications may be changes to quantities of items, unit prices or other terms and conditions of the contract or delivery order. The appropriate form for modification is Amendment of Solicitation/Modification of Contract, Standard Form 30 (SF30). In BOSS the modification screen is the Hazardous-Change Modification Order (HXD).

2. Responsibilities and Procedures:

a. DRMS-LH is the functional program manager for hazardous property. DRMS-C is the system program manager and will provide system updates and participate with DRMS-LH in resolution of system problems.

b. DRMO responsibilities.

(1) Process property into the accountable record prior to processing BOSS transactions. If the DRMO is unable to process the property into the accountable record before the entry to BOSS, an additional cycle is provided for the BOSS/DAISY interface.

NOTE: If the interface tries to update a DTID in DAISY and does not find the DTID, hold the record and process one more daily DAISY cycle. If the DTID is not found the second time a reject notice is generated.

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- (2) Enter all property scheduled for ultimate disposal (UD) into BOSS for processing.
- (3) Ensure accuracy in recording property in BOSS.

B. BOSS ACCOUNTING AT DRMS ACTIVITIES

1. Interrogation of property in BOSS can be accomplished by using the DTID Number or the BOSS Document Number.
2. Maintain visibility of property scheduled for UD by DTID Number or BOSS Document Number.

C. COMPUTER PROCESSING

1. Although BOSS is used by DRMS activities to process transactions for property scheduled for UD, it is not fully integrated with DAISY. Consequently, the appropriate input must be made to the separate systems. BOSS and DAISY process daily. To ensure accurate updated records, timely input of transactions and re-input of rejects are required actions.
2. Maintain visibility of property scheduled for UD by using the input guides provided in the BOSS DRMO Functional Operators Manual, Jan 94 (DRMS-C).
3. Verify that the property is in RSC D and enter the BOSS transactions in the following sequence:

NOTE 1: If the property is not in RSC D, take the following steps: 1) Select the MARKETING MENU from DAISY; 2) Select the REFERRAL PROCESSES; 3) Select REFER FOR ULTIMATE DISPOSAL and follow the screen prompts. Finally, press F9. The property should now be in RSC D.

NOTE 2: If receipt transactions are input in the correct sequence (DAISY transactions first, followed by BOSS transactions) then the transactions input to BOSS will generate a "BSC" transaction to DAISY to update the record status.

Input to BOSS Screen	Purpose	Transactions Generated to DAISY	RSC Changed to:
1 - HXH Screen	Request Delivery Order (DRMO action)	BSC	E
2 - HLP Screen	Issue Delivery Order (CO action)	BSC	G
3 - HXD Screen	Modify Delivery Order (CO action)	BSC	No Change
4 - HXD Screen	Cancel Items on Delivery Order (CO action)	BSC	D

NOTE: Report any/all modifications to the quantity that are needed after the delivery order is issued to the Contracting Office (CO) so that a quantity change can be made to the delivery order line by the CO before input to the PMF screen by the DRMO.

5 - PMF Screen	Record Partial Quantity	BSC	M
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NOTE 1: BOSS does not change quantities in DAISY.

NOTE 2: When the quantity input on the PMF screen does not match the quantity on the delivery order, BOSS issues a partial pickup. The interface generates a DAISY transaction, BSC, and puts the item in M record status. A modification is needed by *DRMS-TP* if the total quantity of the item delivered does not match the delivery order quantity. When the PMF is entered and the quantity matches the delivery order quantity, BOSS shows a total pickup and the interface generates a MUD transaction and puts the property in Z Record Status regardless of the DAISY quantity.

6 - PMF Screen Picked Up	Record Total Quantity	MUD	Z
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NOTE: The PMF is input by the DRMO upon completion of removal/pickup.

7 - RMF Screen	Return Manifest	RMF	Manual change to D required
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NOTE 1: If hazardous property is returned to the DRMO by the disposal contractor before 150 days have passed from the date of issue, the DRMO will enter an RMF in BOSS for each line item. Contact your *Contracting Office (CO)* and advise them of the return. The *CO* takes the necessary action according to the contract, i.e., re-issue a new delivery order, etc. The DRMO initiates a DTID restart in DAISY and changes the property to RSC D. The change to D record status must be done manually. (See paragraph C, this chapter, to change Record Status Code to D.)

4. BOSS transactions are input at the DRMO to:
 - a. Request delivery orders in the Delivery Order Request Screen (HXH).
 - b. Record the removal of the property listed on the delivery order by entering the required data to the Pickup Manifest Screen (PMF).
 - c. Record a return of hazardous property manifest (disposal not accomplished) on the RMF screen.
5. BOSS transactions are input by the *Contracting Office* to:
 - a. *Consolidate Delivery Order Request (DOR) lines on the HCL Screen.*
 - b. *Release the delivery order* (HLP screen) for the property identified on the delivery order request (HXH).
 - c. Make the necessary modifications and/or cancellations to the delivery order using the modification screen (HXD).
6. Manifest trackers record the completion of the disposal process by entering data to the Interim Screen (IMF) and the Disposal Manifest Screen (DMF).

D. RECORD MAINTENANCE

1. General. Record keeping and reporting of hazardous property must comply with Federal and state hazardous waste record-keeping and reporting requirements. Accomplish according to DRMS-I 6050.1, Chapter IV, paragraph U.
2. Record reconciliation. Ensure that the hazardous property on the accountable record in DAISY and the records in BOSS are reconciled on a weekly basis.

3. Rejects. Rejects from BOSS transactions are provided in the DRMO Warehousing Main Menu under Access All Narrow Reports, report number UDCB 2001. This report is called BOSS Reject Notices. (See chapter 4, this instruction, on reports.) Rejects must be researched and corrected.

E. PRECAUTIONS TO REDUCE REJECTS UNDER THE BOSS/DAISY INTERFACE

1. Make certain that property intended for UD has been successfully input to DAISY before input to BOSS, **unless removal is urgently required to maintain compliance**. If it is necessary to enter the property to BOSS first, record status must be manually updated in DAISY. See paragraph A2b(1), this chapter.

2. The generator's DTID must be used in BOSS and must match the input to DAISY for a successful interface to occur.

3. DAISY Unique Control Numbers (UCNs). DAISY assigns UCNs for DTIDs identified at receipt as duplicates and for DTIDs which are subdivided. (See chapter 2, paragraph B8a, this instruction.) If a duplicate is assigned to a HM/HW item, the Environmental Specialist must contact the generator and request a new DTID number.

a. **The UCN must not be used to input BOSS transactions.** The original DTID must be input in BOSS to maintain accurate BOSS generations data and to retrieve correct billing data against the **bill to DoDAACs** input to BOSS. Input of UCNs into BOSS results in a billing to DRMS for the disposal cost.

b. If the DTID entered in BOSS does not match the DAISY DTID, the BOSS/DAISY Interface will generate rejects each time the Record Status Code changes. The DRMO must then access the record status screen in the Environmental Menu in DAISY and update the RSC. Once the property is picked up, the DRMO must access the Ultimate Disposal Screen in the Environmental Menu in DAISY and process the shipment transaction.

F. SYSTEM OUTPUTS

1. HQ DRMS currently provides on-line reports to assist with research and inventory verification. See chapter 4, this instruction, for information on the different reports.

2. DAISY reports on HM/HW can be viewed on screen and printed using DAISY consolidated inquiry procedures. See chapter 4, this instruction, "ON-LINE REPORTS AND FORMS".

3. On-line inquiries of individual items are currently available through HQ DRMS. To view these reports, see the Base Operations Support System (BOSS) DRMO Functional Operators Manual (Jan 94). To request a manual, contact DRMS-C at DSN 661-5751.

G. PROCESSING TIME FRAMES

1. Receipt transactions post to the inventory in DAISY at time of input. Information on the transactions is available through system inquiries immediately.

2. BOSS transactions to change the record status of HM/HW items that do not find the matching DTID in DAISY are held in a system suspense file for 2 workdays before the transactions reject. (See NOTE in paragraph A2b(1), this chapter.)

3. Timely input to the BOSS Pickup Manifest (PMF) Screen. After hazardous property removal, DRMOs will make timely input to the PMF screen. Timely inputs are required to ensure accuracy of the Single Hazardous Input Program (SHIP), hazardous waste (HW) log, and the audit trail requirements under

manifest tracking electronic data interchange (EDI).