As of 11/18/2002

ETID Version 3

List of Enhancements/Versions

ETID 3.0

1. ETID Access Request Process for Generators (Current Process stays in place for DRMS/DRMO employees using the Aura System). See Appendix C (power point file titled: "new access request 17 oct screens1" for Screens.

1) **STEP 1**: Using the ETID web site user fills out the "**New User**" request making sure to fill out all mandatory fields, including userid and password.
    a. This is an information page for the New User telling them what information will be required in order to fill out the request.
        - Name and address of the Company you work for
        - Work email address, phone number
        - US Citizen – last 6 digits of SSN/Local National – last 3 digits of employee number
        - Supervisor name, email address, phone number
        - DoDAACs – affiliated and turn-in
2) **STEP 2**:
    a. **Page 1**:
        - This statement will appear at the top of the page:
            - **AUTHORITY:** Executive Order 10540. 50 U.S.C. 781, et seq. DLA Privacy Act System Notice 500.50 DLA-I, Individual Access Records, applies.
              PRINCIPLE PURPOSE(S): Personal information on this form is used to grant the individual access to a sensitive Automated Information System (AIS). The provided information is used to ensure that only authorized personnel have access to this system.
              DISCLOSURE: Disclosure of information on this form is voluntary. However, if the information is not provided, system access will be denied.
        - Name, title, work address, time zone, email address, phone number, supervisor title, supervisor email address, supervisor phone number.
        - The users email address will be used for a courtesy copy to the user when the form is finished and forwarded to the Approving Official.
        - Choose one: Type of DoD Employment:
            - Government, Military, Local National, Contractor
        - Choose one: I am located in:
            - CONUS/National/Puerto Rico, Alaska, Guantonamo Bay o
            - OCONUS/International/Hawaii by clicking on a box.
            - CONUS/OCONUS will be the used for routing/sorting purposes.
        - Choose one: Time Zone:

b. **Page 2**:
    - Enter generator DoDAAC(s) and related DRMO DoDAAC(s).

c. **Page 3**:
    - Userid: System will generate a "temporary" userid as a placeholder for the "official" one. (THIS IS BLIND TO THE USER)
    - Password: User will enter a password using these rules: one lower case letter, one upper case letter, one special character, one number and minimum length of 8 characters.
        - These password rules need to be posted above where you type in your password. **Your Password must contain all these elements: 1 lower case letter, 1 upper case letter, 1 special character, 1 number and minimum length of 8 characters**
        - User must type in password twice to verify that they have typed it correctly and consistently.
        - Verification to user that password has been accepted.
    - This note should also be posted to this page in bold letters under the area you type your password: **NOTE: Your password will not change when your access request is approved. When you receive your userid, you will use the password you have designated today and upon entering you will be prompted to change your password.**

d. **Page 4**: Verification of User Information or note that something needs to be corrected, if correct click send, if not user corrects information.

e. **Page 5**: Immediate notification on the screen that the request is being forwarded to the Appropriate Approving Official with a courtesy copy to user.
    - Point of contact for questions on status to be included in Courtesy copy email
    - Do we want to give the user the opportunity to print their request?
    - Yes, with basic information, SYSTEM, system generated userid.

3) **STEP 3**: **Routing the Pending User file in ETID**

a. The "**New User**" request will be added to the Pending folder for access requests in ETID.

b. At the end of each day the system would generate an email to National/International/Security if they have new users to process and how many.
    - 2 Pending Files with every person listed for CONUS or OCONUS.
    - Capability to sort requests by Approved/Disapproved/Pending.
    a. When CONUS/OCONUS approve, it is routed to a Security folder? Changes to the word Security. When Security approves it changes to Approved.
    - Would need a Status field "More Information Need from submitter"
    - Users would have read only access.
    - CONUS/OCONUS/Security would have edit capabilities and click on user name to access request. I thought one file, though potentially large at times would be easier for various reasons.
    - Possibly an approved user file to keep Pending User file small and less requests for the system to sort through

4) **STEP 4**: CONUS/OCONUS Approving Officials will access the ETID program using a unique link dedicated to CONUS/OCONUS with ID/password to process incoming access requests.
    a. National/International will review the file and select approve, incomplete, or disapprove.
    b. Action/ Incomplete:
        - If user information is not correct then DRMS-I/N will enter what information is needed from the pending user in a remarks box in ETID.
        - Email notification is sent back to user with the explanation of what information is being requested (pulled from the remarks box).
        - The email notification will include a link that will take user to the pending user's file to edit the data. User will need to enter their password created during the registration process, to access ETID.
        - Also, allow DRMS-I/N approving officials ability to edit user info in cases where approving official calls or sends an email with updated information. An audit trail of who completed change is <u>not</u> needed.
        - The current email reminder to pending generator users will need to be modified for the enhanced new user process. The access request form will no longer need to be sent since users no longer need to FAX in a form.
        - Automatically delete users 30 calendar days after access request if still in incomplete status.
    c. Approved: The word CONUS or OCONUS will change to Security
    d. Disapproved: Notification sent to user and changed to Disapproved

5) **STEP 5**: Security will receive an email daily letting them know if they have any new requests to process and how many.
    a. Will access ETID to process their requests
    b. They will sort by Security
    c. Review the access request
    d. If more information is needed, typed in dummy information to fill required fields, do we want to disapprove or sent back to user for correct information?
        - If we sent back to user will need a narrative field for explanation of why.
    e. Disapproved:
        - Email to user, National/International notification
    f. Approved:
        - Assign an Official userid to the user
        - Activate the user
    g. Automatic email to user will contain these notifications:
        - They are now an Active ETID user
        - Official Userid
        - Reminding them to use the password they established when they filled out the Access Request
        - Link to ETID
        - Point of Contact and number if they have problems logging into the system.

ETID version 3.1?

3. Expand ETID to accept scrap property. Create new ETID Screen to accept scrap property. See Appendix D for Scrap Business Rules.

(a) Basic material content – Create box with drop down SCL codes with narrative. Edit on SCL code, scrap table from DAISY.
(b) Estimated weight
(c) Reimbursement data – Include field for QRP fund cite
(d) Determine feasibility of breaking scrap receipts into % reimbursable

4. Create ETID Menu. Modify ETID so that it will take the user to the appropriate screens depending on the property being turned-in (i.e., usable, hazardous, scrap). For example, when a user wants to turn in hazardous, it will take the user to the hazardous portions of ETID, the same for usable and scrap.

- **Solution discussed: Use Drop down menu options on list page and new ETID page instead.**

5. Redesign the current 1348-1A printed version to add additional information.

- Explore/Expand capability to add POC information on ETID generated 1348-1A Form.
- Add signature block for printed 1348. Also, some generators require dual signatures for their internal processes.
- Expand capability to add more narrative information in remarks area. Some generators require certain statements/certs for internal processes.

11. Include in generator ETID Status screen, a column that will show the DRMO the ETID was turned-in to.

13. Revise/Create email/notification back to generator capability.

a. Include capability to respond back to generator with one email that incorporates several ETIDs. (right now ETID has capability to send email per one ETID capability). Also program capability to add reference (i.e., DTID #, NSN) to the email to inform generator which ETID is being addressed.

- and/or -

b. When DRMO accepts/approves ETID allow narrative field for DRMO to use to provide turn-in data etc.

15. Allow certain DRMO users (i.e., ZM, SM) to be able to view ETID status screens for various DRMOs/RIPL locations. (Need ability of a central DRMO to look at a RIPL screen to monitor or work)

19. Develop/expand ETID/DAISY internal/external management report capability for DRMS, DRMOs, and generators. Note: Work on reports is already underway for HQ type reports. This action will address reports that users might need as well as any future reports HQ may need as additional reporting requirements arise. For example:

- Reports for DRMOs/generators showing summary type status information i.e., number of ETID submitted, status, and to which DRMOs ETID sent.
- HQ related reports, ability to sort by DODAACs/DRMOs or just /totals, showing # of ETIDs prepared, DODAACs awaiting access, to monitor implementation and usage.

20. Add indicator (i.e., flag, date column) in DRMO ETID Status screen to indicate an ETID was processed/received into DAISY and is no longer an active ETID.

- ✓ **Done in P2 MS345**

21. Incorporate capability to highlight items selected in windows (unit of issue, DRMO DoDAAC) and hit return to enter it on the ETID screen.

22. Allow the capability to copy and modify a previously submitted ETID to create a new ETID for a similar item. Example: Use of local stock numbers where most of the data remains the same on numerous documents. Incorporate the ability when creating a new, to tell the system to retain or duplicate the item information from the previous document.

- LSN link to DODAAC - Specifically, when a customer repeatedly uses non-catalogued stock numbers request that ETID be enhanced to remember the LSN. Thus the next time the LSN is utilized the screen would populate the turn-in data.

23. A link to a list of FSCs similar to the one in the DRMS web site located in the transfer property search area.

26. Set up capability for customers to send ETID an email on comments/suggestions, etc.

27. Add link to Fed Log so users can do own search on LSNs.

Other enhancements not programmed

High

2. Expand ETID to allow for HW/HM turn-ins. ***ETID HM/HW Requirements Last Revised 9-12-02. See Appendix B for detailed requirements.***

6. Re-locate box used to indicate the number of labels requested for printing to the label print page in ETID.

- ✓ **Done in P2 MS345**

7. Include in DRMO ETID status screen, a flag that indicates which ETIDs are received in place.

8. Create-Add Security (DRMS-CS) administration requirements to ETID.

9. Integrate Webdocs into ETID. When doing searches, go into both ETID and Webdocs simultaneously for integrated search capability. Take 1348-1 created in ETID and put automatically into webdocs.

- Ability to submit attachments (forms, .TIF, word document). Investigate the possibility to maintain these attachments in Webdocs.

Medium

10. Modify ETID printing functionality to allow printing of shipping manifests as an option. Allow printing of multiple DTID numbers on one manifest. Right now a shipping manifest prints out for each ETID printed. Suppress ability to print when received in place.

- ✓ **Done in P2 MS345**

12. Create a means to allow the customers to choose to receive in place. After all information required to create a receipt has been input, ask the following question: "Do you want to create a receipt in place? Y/N"

- Repeat only after all required data has been input will the question above is asked. This means that all of the appropriate checks for completeness will have to be in ETID for NSNs, FSCAP, Demil.

- When "No" is chosen, create a PMR to receiving DRMO as done today.

- When "Yes" is chosen: Create a receipt into RCP - if the generator is loaded on RCP tables. If not, create the receipt in the DRMO DAISY using ETID Data. The receipt from ETID will by-pass the RCP Invalid NSN logic, and therefore LSNs will be received into RCP from ETID. Hazardous materials will create the appropriate hazardous TTCs in RCP, using existing RCP logic and ETID Hazardous ID logic. Also apply to hazardous waste.

- For an activity to receive property electronically into RCP, they must be loaded in the RCP "Participating depot RIC Family" tables as they are required today. If not on RCP table, create RIP at DRMO.

- Add true property location for receipt in place – Add property DoDAAC location (6 record positions) field to ETID to allow generator to identify location of property and an additional eleven position when property is received in place. The DoDAAC could be pre-populated from login data DoDAAC. Add statement to screen: “Are you maintaining custody of DoD Excess Property?” If Yes pre-populate the first two record position as “A#” of the eleven positions and the generator will fill the remaining nine positions.

14. Modify reject/approved flag or create a message to indicate if ‘pending’ ETID is a new submittal or a re-submittal after a reject.

Low

16. Capture part number/Cage Code information for LSNs in ETID. Make fields optional unless the item is a critical FSC.

17. Provide ability to add FLIS Plus description prior to receipt in ETID. Provide generator the ability to add FLIS plus data.

- Ability to submit photos with ETID.
- Expand capability to add narrative information

18. Expand ETID capabilities to address special turn-in requirements associated with certain types of property (i.e., ODS property, CPU equipment, Y2K, Aircraft, Vehicles, metal working equipment, maybe even commodities like furniture/clothing that we may want to relax). Examples:

- Include radiation turn-in requirements/warnings, Radiation Protection Officer certifications. Statement on the screen to state: "For radioactive property, DRMS will accept accountability but no physical custody." Turn-in requires that the generator certification. Prepare another certification similar to DEMIL for this requirement.

- Include statement of Y2K compatibility on required property.

- Expand label-printing capability to print other labels required on property (i.e., ODS, CPU label).

- Add additional fields for metal working machinery to add required information, I.E. year, mfr, model and serial. Add something similar to what we now have for critical FSC/FSG's where it prompts the generator to input this information before proceeding to the next step. The other side of this would be if we don't receive a lot of MM, that it may not be cost effective to make a system change. Not sure.

24. Capability to create and repeatedly use an additional/special turn-in certification required by internal procedures of a customer or one that may not be included in the existing certification menu (i.e., a new cert). This is kind of an 'other' category.

25. Set up a PTR system for ETID? Allow all users access to report problems electronically and capability to check status in lieu of utilizing the call center. Call center can check/monitor problems that customers fill out on-line.

28. Consider relaxing editing restrictions after ETID approval for certain non-critical information (allow generators to edit non-critical fields – after DRMO approval; i.e., allow generator to change quantity after approved)

APPENDIX A New Requirements added from Field Test; Sep 02

1. Revision to additional LSN information page

Revise the screen for additional Non-critical FSC LSN items as noted by bullets. Screen fields will read as follows:

Manufacturer:	
Part Number:	
End Item Application:	
Additional Descriptive Data:	2 lines of narrative

Field Comments: (Background)

- *New ETID – Non-Critical FSC LSN Information – Recommend a change to the requested information format. Specifically eliminate "End Item Application" and "Justification for LSN" and replace it with "Additional Descriptive Data" allowing two lines of data. rq*

- *3. (Expanded LSN Info): Additional LSN information that are now required is (in my opinion) a bit overkill. Rich and I noticed the enhancement uses the same requirements as the critical/sensitive. Think Generators will not like having to enter the "end use application" or "justification for LSN" for items they buy with a credit card. Think you should Delete those for regular LSN items and include only things like manufacture and serial number. rm*

- *BL/National. First, need to keep in mind this information is optional and that the intent of this is only to get additional information about an LSN for electric screening. However, this comment would be an improvement, therefore would like to see 'Justification for LSN' removed and replaced with a 2 line narrative for "additional descriptive data". I think we should leave "End Item Application" or incorporate into the narrative.*

2. Revise DRMO Reject Screen

Add/revise the screen to allow for the following options a DRMO can select when rejecting property.

Property is not the responsibility of the DRMO (DoD 4160.21-M) (see narrative)
Hazardous Property (see narrative)
ODS Item (see narrative)
Automation Equipment (see narrative)
Other (see narrative)

(Background) Field Comment.

12. ETID Confirm Reject – Recommend a modification to the current format. Specifically drop – "LSN property…" and "Shelf Life Property…" and add the following – "DTID Improperly Prepared (See Narrative)", "ODS Item (See Narrative)", and "Automation Equipment (See Narrative)". rq

3. Certification Changes.

Revise ETID to allow for the DRMO (when reviewing an ETID for approval) to review which certifications have been selected to accompany the ETID.

4. *When the DRMO reviews the ETID, is there possibility that a certification statement block can be annotated at time of review (i.e. CPU Hard Drive Certification Attached in the ETID – DRMO Review Pending Screen). This is needed to ensure that generator will be sending the proper paperwork. On the New ETID –DATA screen, propose having CERTIFICATION block to capture data. nt*

Per our conversation, please include the following in the next ETID enhancement:

Move the certification table so it will appear when the ETID is being prepared, not when the ETID is being printed. It is very time consuming for the customer to review each document again when they are ready to print documents. This step should be accomplished when the document is being prepared and the system programmed to print certification selection when customer clicks on the appropriate block to print document(s).

After moving the certification table, program the system to allow customers to print multiple documents/manfiest without having to click on each document number. One of the big selling points has been that customers can prepare documents daily/weekly and then print all documents/manifest with one click (i.e., print all documents on page(s)). Customers now have to click on each document number and many customers have complained. Previously customers could make one click, print 75-100 documents and accomplish other tasks while documents/manifests were printing.
(Donna McDowell email 11/13/02)

Add additional certification to the certification menu page.

(Background) Field comments:

05. ETID-Form 1348A and Associated Certifications – Recommend adding additional certifications – drained and purged cert for tanks, ODS certification, safes and related equipment and combination padlocks, and vehicles. rq

08. CPU Hard Drive Certification – Recommend we place a comment to ensure that a DLIS 1867 is attached to each computer housing. Rq

Appendix B ETID HM/HW Requirements Last Revised 9-12-02.

HM/HW Changes to ETID:

1) Only ETID Generator Users with Training in HM/HW turn-in will be allowed to create HM/HW ETIDs. These users will have to specify at the time they request access that they can create HM/HW ETIDs. A checkbox will be added that will ask the user "Check here if you have had training in HM/HW turn-in. Only users who have had training will be allowed to do Hazardous Turn-In through ETID." A flag on the etid_user table will denote users who can create HM/HW ETIDs and will be set to 'Y' if user checks the box on the new user page.
2) The 'ETID-Status' Page will require a change so that users can view ETIDs for different types of property. Any ETID user can view usable, HM, HW, and scrap property for their DoDAACs but will need the option to view only usable or only HM, etc.
3) Add image upload functionality to ETID (ETID central image handling) in order to allow Generators' to scan-in copies of Materiel Safety Data Sheets (MSDS), lab analysis, etc.
4) Plus the changes described below under the headings **Steps Involved in Generator Creating HM ETIDs, Steps Involved in Generator Creating HW ETIDs, Steps Involved in DRMO Accepting HM/HW ETIDs,** and **Steps Involved in Printing 1348 for HM/HW**.

Steps Involved in Generator Creating HM ETIDs:

1) On the 'ETID-Initial Data' Page (see appendix H) have the following three options available in the drop-down menu titled Hazardous: 'No', 'Waste', and 'Material' (for Europe will need to have the following options available: 'Waste Used', 'Waste Unserviceable', 'Waste Expired' and 'Material').
   a) If user selects 'Waste' or 'Material' and they are not a user denoted as having training in Hazardous turn-in then display a message to user: 'You cannot create HM/HW turn-in in ETID since you are not a user recognized as having Hazardous training. If this information is not correct please contact your supervisor.'
   b) If user selects 'No' and Stock Number contains a NIIN that has a Hazardous Material Code (HMC), Special Materials Content Code (SMCC) and/or Cargo Code on Corp ORACLE Haz_Itm table that are on the list of codes* that denote the item is hazardous then display the following message to user 'The NIIN you entered contains a HM, SMCC and/or Cargo Code that denotes that the item you are turning-in is hazardous. Are you sure that this item is not hazardous?'. User will need to answer 'Yes' or 'No' to this question and if answer is 'No' take user back to 'ETID-Initial Data' page so that they can select the correct type from the Hazardous drop-down menu. *Per Dorothy Peoples RCP uses the existence of any cargo code to determine if an item is hazardous plus per RCP SCR 7DM034 and Quicklook meeting held Jul 97 use the following logic to determine if an item is hazardous:
      i. If SMCC (see DoD 4100.39-M Volume 10, Chapter 4, Table 102 for list of codes and their definitions) is other than 9, E, M, Y or Blank and SCC is A then item is Haz Material.
      ii. If any HMC (see DoD 4100.39-M Volume 10, Chapter 4, Table 49 for list of codes and their definitions) exists then item is Haz Material.
      iii. If any Cargo Code (see CAT book p. 8-10) exists then item is Haz Material.

c) If user selects 'Material' from Hazardous drop-down and FSC is 9999 then display the following error message "Federal Supply Class (FSC) 9999 not allowed for hazardous material (HM) turn-ins, please be more specific for our hazardous materiel customers".
d) If the generator user creating the document does not have an associated 'Generator Hazardous Default Data' record user will need to enter generator default data as described in #2.

2) On the 'Generator Hazardous Default Data' Page (see appendix O) user must provide the following:
   a) Pickup DoDAAC(mandatory - this could be DRMO DoDAAC or site DoDAAC), Generator EPA ID Number, HW Contract Number, Signal Code(mandatory), Fund Code(mandatory), Billto DoDAAC(mandatory), HM Shop Code, HM Bldg Number, HazMat Contact Name (mandatory), HazMat Contact Phone (mandatory), HazMat Contact Email, HW Shop Code, HW Bldg Number, HW Contact Name, HW Contact Phone, HW Contact Email and whether user wants the DRMO to have the option to automatically accept as Waste if DRMO decides that it should be HW rather than HM (as per discussion in ETID meeting with Randy June 13, 2002).
   b) Contact Name and Contact Phone are required fields; if these are left empty display the following message "All hazardous property turn-ins must have a point of contact that can provide identification information – please provide name/phone".
3) On the 'ETID Additional Data' Page (see Appendix I) do the following checks:
   If Supply Condition Code (SCC) = H and FSC is not 5950, 6110, 6120, 6140, 8010, 8030, 8040, 8110, 9130, 9140, or 9150 then display the following error message: "Entered federal supply class (FSC) and unserviceable condition code 'H' indicates item historically not a candidate for reutilization nor sales and would be considered speculation for disposal – please enter as waste for service contract by placing a 'W' in the HM/HW field and complete waste screens." Take user back to 'ETID-Initial Data' page so that s/he can select 'Waste' from the hazardous drop-down.
4) On the 'ETID-Additional HM Data' Page (new Page in ETID – see Appendix J-K for data fields) do the following check:
   a) Validate that MSDS number is entered. If not display the following error to the user: "DRMS is required by law to provide material safety data sheet (MSDS) information to our reutilization and sales customers – please provide MSDS serial number or enter as a waste for service contract by placing a "W" in the HM/HW field and complete waste screens." Also, after user has entered MSDS number retrieve from HMIRs the following fields based on the MSDS number: product name, proper shipping name, hazard class, UN or NA number, packing group, EPA HW number(s), Flash Point and Ph. Display this information when user gets to the HWPS page. Write these fields to GenComm DTID section Waste Additional Description lines. If MSDS number is not in HMIRs allow the user the option to scan in MSDS. Additional information on HMIRS: run by DLIS, http://www.dlis.dla.mil/hmirs/default.asp, Oracle database, POCs are Elaine Chapman and Teresa Lindaur.

b) Have a checkbox asking user whether property contains PCBs. If box is checked then make the following fields mandatory otherwise do not allow user to enter data in these fields: PCB PPM, PCB Lab Annl, PCB Appx Gallons, PCB Appx Gross Weight, Dimensions HxWxL, KVA (kilovolt ampere).
c) For Europe require input for the following fields: European Waste Catalog Number and United Nations Number.
d) Signal code is required as part of the Generator Default data (see #2) but can be different for certain property. Display the generator's default signal code but allow this field to be modified.

5) When users hits the 'Save' button, save the ETID along with additional HM data and place in 'Pending' status (see Steps Involved in DRMO Accepting HM/HW ETID for information on writing information to GenComm file).

Steps Involved in Generator Creating HW ETIDs:

1) Similar to HM step 1 except user will select 'Waste' from Hazardous drop-down on 'ETID-Initial Data' Page.
2) Similar to HM step 2, user will enter Generator Default Data if they do not have default data entered already.
3) User will enter mandatory fields on the 'ETID-Additional' data page (same as for usable). At this time no special validations for HW have been specified for this page.
4) On the 'ETID Additional HW Data' Page (new Page in ETID see Appendix L-N for data fields) do the following checks:
    1) Either Waste profile field OR MSDS Serial number field is required – if both are empty state the following message: "Either a hazardous waste profile sheet (WPS) or a MSDS Serial number is required for turn-in of waste for disposal on DRMS service contract. For non-RCRA and universal waste please create a generic WPS with basic information and a point of contact that can verify the item is not hazardous." If the WPS field is entered provide a checkbox indicating to DRMO where they can locate the WPS:

    i. WPS created electronically (if this box is checked see 4b)
    ii. WPS hard copy mailed
    iii. WPS faxed
    iv. WPS hand carried directly to DRMO
    v. DRMO has access to generators local waste profile database.

    Also, after user has entered MSDS number retrieve from HMIRs the following fields based on the MSDS number: product name, proper shipping name, hazard class, UN or NA number, packing group, EPA HW number(s), Flash Point and Ph. Display this information on the HWPS page. Write these fields to GenComm WPS section.
    2) Allow user to create Hazardous Waste Profile Sheets through ETID. If HWPS is created in ETID write the HWPS information to the HWPS section of the GenComm Flat File. For Europe create a generic WPS with basic information and a point of contact.
    3) EPA waste code field is required - if not entered please state the following error message "EPA waste code is a required field – if there are no waste codes associated please enter the word "NONE". A standard code for users in Europe to input will be provided.
    4) Hazardous item number (HIN), signal code, fund code, total disposal cost, and disposal quantity/um are required fields – if any are blank use the following error message "Basic information for delivery order request missing – please include (hazardous item number/signal code/fund code/total disposal cost/disposal quantity/disposal um). Signal code and fund code can be prepopulated from a default screen. Signal code is required as part of the Generator Default data (see #2) but can be different for certain property. Display the generator's default signal code but allow this field to be modified.

5) Basic DoT description (proper shipping name, hazard class, UN/NA, packing group) required fields UNLESS item is a special service universal waste or a non-RCRA waste. Have a yes/no field for special services, universal and non-RCRA, if they are not checked and any of the Basic DoT fields are not completed, use the following error message "Basic DoT description missing – please enter proper shipping name/hazard class/UN/NA number/packing group or, if the item is non-RCRA or a universal waste, please check the appropriate box (see Randy's HW form).
6) If Universal waste box is checked, pre populate the proper shipping name field with the words "Universal Waste" – in Non-RCRA field is checked, populate the proper shipping name field with the words "Non-Regulated Waste"
7) Provide a yes/no box asking if item is a special service for disposal contract, if yes then populate FSC with 9999, LSN/NIIN with "00Specsvs", UM with "EA" disposal UM with "D", and proper shipping name with "Not Applicable"
8) Accumulation start date – required field pre-populates with current date but is editable for a date in the past (date cannot be in the future).
9) Have a checkbox asking user whether property contains PCBs. If box is checked then make the following fields mandatory otherwise do not allow user to enter data in these fields: PCB PPM, PCB Lab Annl, PCB Appx Gallons, PCB Appx Gross Weight, Dimensions HxWxL, KVA (kilovoltamphore).
10) For Europe require input for the following fields: European Waste Catalog Number and United Nations Number.

5) When users hits the 'Save' button, save the ETID along with additional HM data and place in 'Pending' status (see Steps Involved in DRMO Accepting HM/HW ETID for information on GenComm file).

Steps Involved in DRMO Accepting HM/HW ETIDs:

1) DRMO will review HM/HW ETIDs in pending status (same procedure as DRMOs will follow in future release of ETID for usable). DRMO can either Accept ETID or Reject it back to generator with reason text explaining rejection or Redirect it to another DRMO with reason for redirection. Special case discussed with Randy in ETID meeting June 13, 2002 is when DRMO reviews HM ETID but believes it should be downgraded to HW. If generator specified on default data page that it is ok for DRMO to automatically downgrade HM to HW, the DRMO can change M to W and message will be sent to generator informing them of what occurred. If generator has not specified that it is Ok for DRMO to downgrade HM to HW then DRMO will need to reject ETID back to generator explaining reason for rejection.
2) Once DRMO has accepted ETID a GenComm record will be written to the DRMO's GenComm flat file. The GenComm flat file contains the data elements found in Appendix A-G. Separate GenComm files are written for each DRMO based on RIC and RIC suffix (Ken Penland has a process that transfers GenComm files from directory /prod/shipdrmo/data/gencomm/upload on WWW to the appropriate DRMO's CONUS box. The process also transfers log files and a compressed version of the original file from the DRMO's conus box back to directory /prod/shipdrmo/data/gencomm/upload on WWW). For Europe append the Signal Code, European Waste Catalog Number and United Nations Number to the Additional Description area of the WPS section of GenComm (Europe requires these codes but current GenComm has no place to put them – per Joe Cummins 8-29-02 this is a temporary fix to handle unique requirements of Europe until a fix can be made to DAISY.)

Steps Involved in Printing 1348 for HM/HW:

1) When user selects to print HM/HW 1348 (see sample from Randy in file titled 'HazMat.jpg') the user will have to select one of two certs to print on the 1348 itself (mandatory for user to choose one cannot have both certs):
   a) Properly Packaged Cert – "Packaging Equals/Exceeds DOT 49 CFR 170-189"
   b) Properly Marked Cert – "This is to certify that the above named material is properly classified, described, packaged, marked and labeled and is in proper condition for transportation according to applicable regulations, Federal DOT and EPA."
2) The user will also have the option to print the other Certifications available to print in ETID per release of phase2 milestone 3,4,5: 12 different certs (Demil Required, Inert for Small Arms, Inert for all Other Property, Classified Property, Metalworking Machine, Mutilation Required, Subsistence Property Class 2, Subsistence Property Class 3, FSCAP, Radioactive Property, CPU Hard Drive, and Batch Lot).

Additional Requirements for HM/HW:

NOTE: A decision on which pages these links should appear still needs to be made.

1. The following links should be readily available:
   11) DRMS Environmental Home http://www.drms.dla.mil/newenv/index.html
   12) DRMS 6050.1 Hazardous Property Program http://www.drms.dla.mil/publications/html/drms-i_6050.1.html
   13) How to Turn in Hazardous Property to DRMO http://www.drms.dla.mil/turn-in/Hazardous_/hazardous_.html
   14) DRMS International Environmental http://www.drms.dla.mil/drmsi/Environmental/enviro.htm
   15) HMIRS http://www.dlis.dla.mil/hmirs/default.asp
   16) DoT Hazardous Material Table http://www.text-trieve.com/dotrspa/
   17) EPA RCRA 40CFR http://www.epa.gov/epahome/cfr40.htm
   18) Emergency Response Guidebook http://hazmat.dot.gov/gydebook.htm
   19) NIOSH Pocket Guide to Chemical Hazards http://www.cdc.gov/niosh/npg/npg.html
   20) NFPA Chemical Hazard Labels http://www.orcbs.msu.edu/Chemical/nfpa/nfpa.html
   21) Chemical Abstract Service (CAS) number search http://www.cdpr.ca.gov/docs/monster/monster2.htm
   22) CAS International Safety Card information http://www.itcilo.it/english/actrav/telearn/osh/kemi/icsc.htm
   23) DLA Hazardous Material Storage Manual http://www.dlaps.hq.dla.mil/i414511.pdf

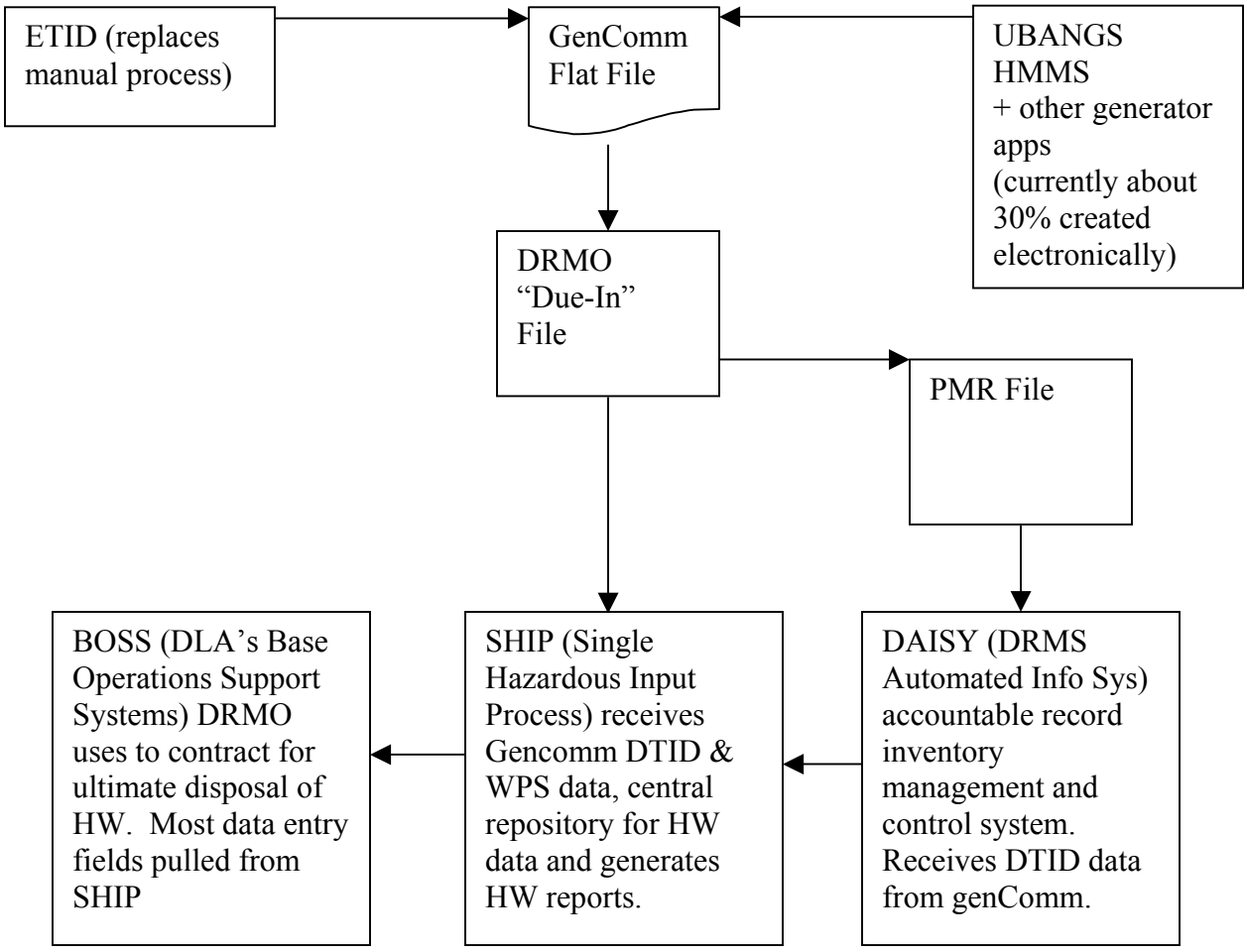
NOTE: further discussion on reports needed for ETID HM/HW turn-in is still required. Some of these reports may already be available through MIDAS or DAISY.

b) Reports
    1) Aging report – list all turn ins still on record in daisy sorted by accumulation start date, oldest to newest
    2) Location order listing – list all turn-ins still on record in DAISY sorted by site code and location, page breaks on site code and first five characters of location.
    3) Downgrade to HW – list all HM referred for UD in DAISY (same format as DAISY)
    4) P2 efforts – lists disposition information on HM DTID, FSC, NIIN , quantity, um, acq value, subtotals by R T D S Other and UD for a given timeframe by DRMO receipt date (can be done in MIDAS with link in reports section of ETID)

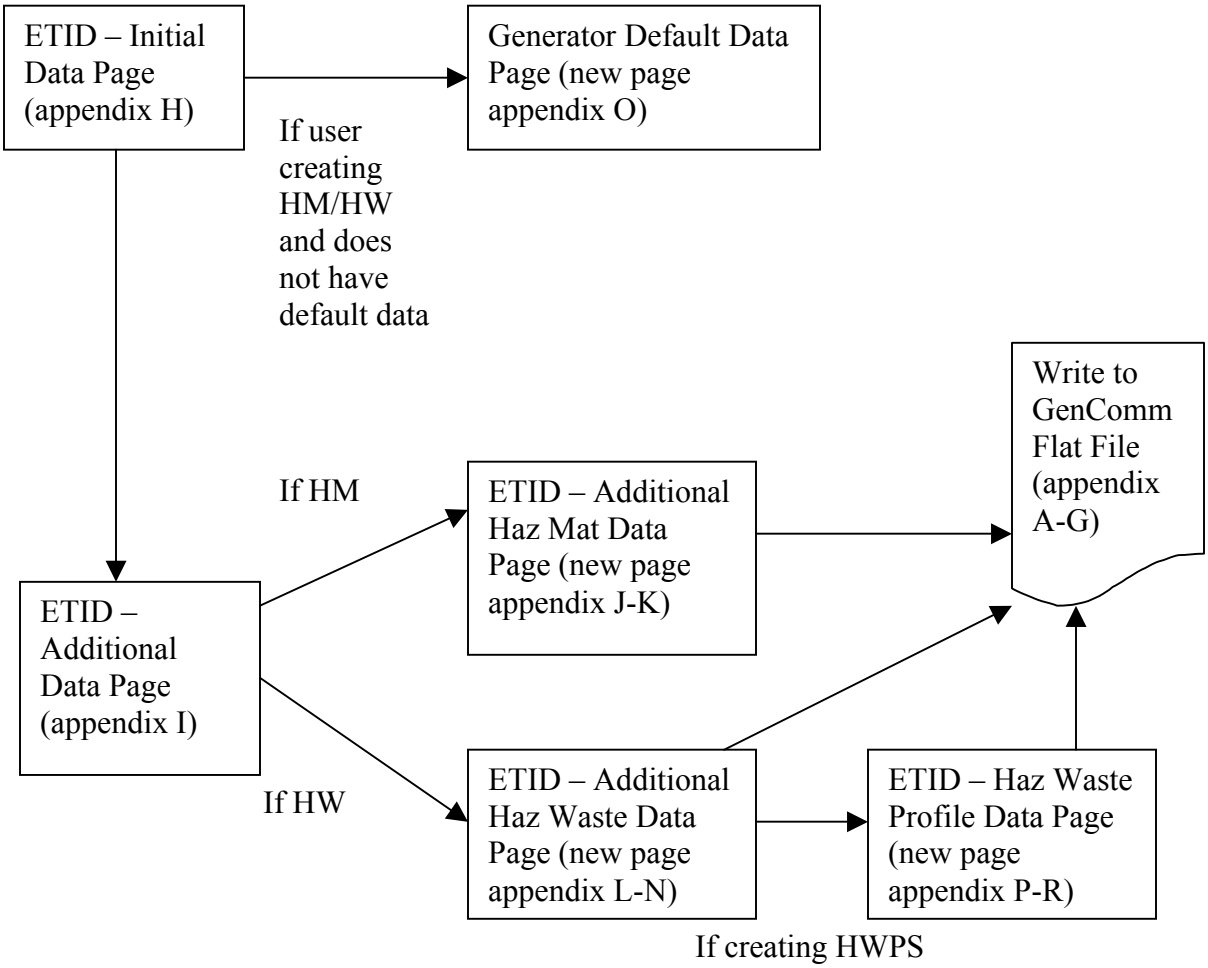
Phase II

After SHIP integration with DAISY - provide generator access to waste profiles in SHIP to create, edit, delete their own profile, copy their own and other generators profiles and edit them, when profile number is entered, profile information populates the turn in document. All reports currently in SHIP need to be available to generator for their waste.

High-Level Overview of HM/HW Process:



High-Level Overview of ETID HM/HW Process:



Appendix

GenComm File Layout* Permissable Combinations: File Header + WPS + DTID or File Header + WPS or File Header + DTID		**ETID Page that data will come from**	**From Field Name**
File Header	Generator DoDAAC	ETID Initial Data Page	DoDAAC
	Current Julian Date	System date converted to julian	N/A
	Current Time	System time	N/A
	Form Version (5.0.0)	5.0.0	N/A
	DRMO RIC	DRMS-HQ db using DRMO DoDAAC from ETID-Additional Data Page	Ship To DoDAAC
	Software Release Version	ETID version x.x	N/A
	'|' (EOR** Indicator)	N/A	N/A
WPS Section Header	'beg_wps_sect'	N/A	N/A
	'|' (EOR** Indicator)	N/A	N/A
WPS Record NOTE: These fields Match-up with HWPS Form 1930	Waste Profile Number	ETID Addl HW Data Page	Waste Profile Number
	Generator Name	ETID Generator Haz Default Data	HW Contact Name
	Facility Address Line1	"	BillTo DoDAAC address line1
	Facility Address Line2	"	BillTo DoDAAC address line2
	Facility Address Line3	"	BillTo DoDAAC address line3
	Facility Address Line4	"	BillTo DoDAAC address line4
	Generator EPA ID	"	Generator EPA ID
	Generator State ID	HWPS Creation Page	Generator State ID
	Technical Contact	"	Technical Contact
	Technical Title	"	Technical Title
	Technical Phone	"	Technical Phone
	Profile Established Date	"	Profile Established Date
	Name of Waste	"	Name of Waste
	Process Generating Waste	"	Process Generating Waste
	Projected Annual Volumns	"	Projected Annual Volumns

GenComm File Layout* Permissable Combinations: File Header + WPS + DTID or File Header + WPS or File Header + DTID		ETID Page that data will come from	From Field Name
	Projected Annual Units	"	Projected Annual Units
	Mode of Collection	"	Mode of Collection
	Dioxin Waste? (Y/N)	"	Dioxin Waste?
	Land Disposal Restricted? (Y/N)	"	Land Disposal Restricted?
	Exemption Granted (Y/N)?	"	Exemption Granted
	Meets Treatment Standards (Y/N)?	"	Meets Treatment Standards
	Treatment Standard Reference	"	Treatment Standard Reference
	Color	"	Color
	Density	"	Density
	BTU/LB	"	BTU/LB
	Total Solids	"	Total Solids
	Ash Content	"	Ash Content
	Layering	"	Layering
	Physical State	"	Physical State
	Treatment Group	"	Treatment Group
	Ignitable (D001) (Y/N)?	"	Ignitable (D001)
	Flash Point	ETID HM/HW Addl Data Page	Flash Point
	High TOC (> 10%) (Y/N)?	HWPS Creation Page	High TOC (> 10%)
	Low TOC (< 10%) (Y/N)?	"	Low TOC (< 10%)
	Reactive (D003) (Y/N)?	"	Reactive (D003)
	Water Reactive (Y/N)?	"	Water Reactive
	Cyanide Reactive (Y/N)?	"	Cyanide Reactive
	Sulfide Reactive (Y/N)?	"	Sulfide Reactive
	Corrosive (D002) (Y/N)?	"	Corrosive (D002)
	pH	ETID HM/HW Addl Data Page	pH
	Toxicity Characteristic (Y/N)?	HWPS Creation Page	Toxicity Characteristic
	Corrodes Steel (Y/N)?	"	Corrodes Steel
	Copper Quantity	"	Copper Quantity
	Copper Units	"	Copper Units
	Phenolics Quantity	"	Phenolics Quantity
	Phenolics Units	"	Phenolics Units

GenComm File Layout* Permissable Combinations: File Header + WPS + DTID or File Header + WPS or File Header + DTID		ETID Page that data will come from	From Field Name
	Nickel Quantity	“	Nickel Quantity
	Nickel Units	“	Nickel Units
	Total Halogens Quantity	“	Total Halogens Quantity
	Halogens Units	“	Halogens Units
	Zinc Quantity	“	Zinc Quantity
	Zinc Units	“	Zinc Units
	Volatile Organics Qty	“	Volatile Organics Qty
	Volatile Organics Units	“	Volatile Organics Units
	Chromium Hex Quantity	“	Chromium Hex Quantity
	Chromium Units	“	Chromium Units
	PCB Qty	“	PCB Qty
	PCB Units	“	PCB Units
	Other Description	“	Other Description
	Other Quantity	“	Other Quantity
	Other Units	“	Other Units
	Dot Hazardous Material (Y/N)?	“	Dot Hazardous Material
	Proper Shipping Name	ETID HW Addl Data Page	Proper Shipping Name
	Hazard Class	“	Hazard Class
	UN or NA Number	“	UN or NA Number
	Additional Description	“	Additional Description
	Method of Shipment	HWPS Creation Page	Method of Shipment
	CERCLA Reportable Qty	“	CERCLA Reportable Qty
	CERCLA Unit of Issue	“	CERCLA Unit of Issue
	Packing Group	ETID HW Addl Data Page	Packing Group
	Emergency Response Guide Page Number	HWPS Creation Page	Emergency Response Guide Page Number
	Edition (Year)	“	Edition (Year)

GenComm File Layout* Permissable Combinations: File Header + WPS + DTID or File Header + WPS or File Header + DTID		**ETID Page that data will come from**	**From Field Name**
	Special Handling Info	"	Special Handling Info
	Basis for Information	"	Basis for Information
	RCRA Requirements	"	RCRA Requirements
	Addl RCRA Requirements	"	Addl RCRA Requirements
	Certifier Name	Generator Haz Default Data Page	HW Contact Name
	'|' EOR Indicator	N/A	N/A
Chemical Composition Header	'beg_comp_sect'	N/A	N/A
	'|' EOR indicator	N/A	N/A
Chemical Composition Record	Chemical Name	HWPS Creation Page	Chemical Name
	Chemical Concentration	"	Chemical Concentration
	Chemical Range	"	Chemical Range
	CAS Number	"	CAS Number
	'|'	N/A	N/A
Chemical Composition Trailer	'end_comp_sect'	N/A	N/A
	'|'	N/A	N/A
EPA Waste # Header	'beg_ewn_sect'	N/A	N/A
	'|'	N/A	N/A
EPA Waste # Record	EPA HW Number	ETID HW Page	EPA HW Number
	Range of Concentration	HWPS Creation Page	Range of Concentration
	EPA Units	"	EPA Units
	'|'	N/A	N/A
EPA Waste # Trailer	'end_ewn_sect'	N/A	N/A
	'|'	N/A	N/A
DTID Section Header	'beg_dtid_sect'	N/A	N/A
	'|'	N/A	N/A
DTID Record	Federal Supply Class	ETID Initial Data Page	Federal Supply Class
	NIIN/Local Stock	"	NIIN/Local Stock

GenComm File Layout* Permissable Combinations: File Header + WPS + DTID or File Header + WPS or File Header + DTID		**ETID Page that data will come from**	**From Field Name**
	Addl Data	“	Addl Data
	Document Number (DTID)	“	Document Number (DTID)
	Unit of Issue	ETID Additional Data Page	Unit of Issue
	Quantity	“	Quantity
	Disposal Authority Code	“	Disposal Authority Code
	HM/HW Code (M or W)	ETID-Initial Data page	Based on Hazardous Drop-down
	Unit Price	ETID Additional Data Page	Unit Price
	Item Nomenclature	“	Item Nomenclature
	SCC	“	SCC
	Demil Code	“	Demil Code
	Accumulation Start Date	ETID Addl HW Data Page	Accumulation Start Date
	Waste Profile Sheet #	“	Waste Profile Sheet #
	MSDS #	ETID Addl HM or HW Data Page	MSDS #
	Receipt Manifest #	ETID Addl HW Data Page	Receipt Manifest #
	Type of Container	“	Type of Container
	Total Wt/Vol	“	Total Wt/Vol
	Wt/Vol Code	“	Wt/Vol Code
	Org Code	ETID Addl HW Data Page	Organization Code
	Building	Generator Haz Default Data	HM or HW Building Number
	Type Operation	ETID Addl HW Data Page	Generator Data Type Operator
	Contact Name	Generator Haz Default Data	Contact Name
	Contact Phone	“	Contact Phone

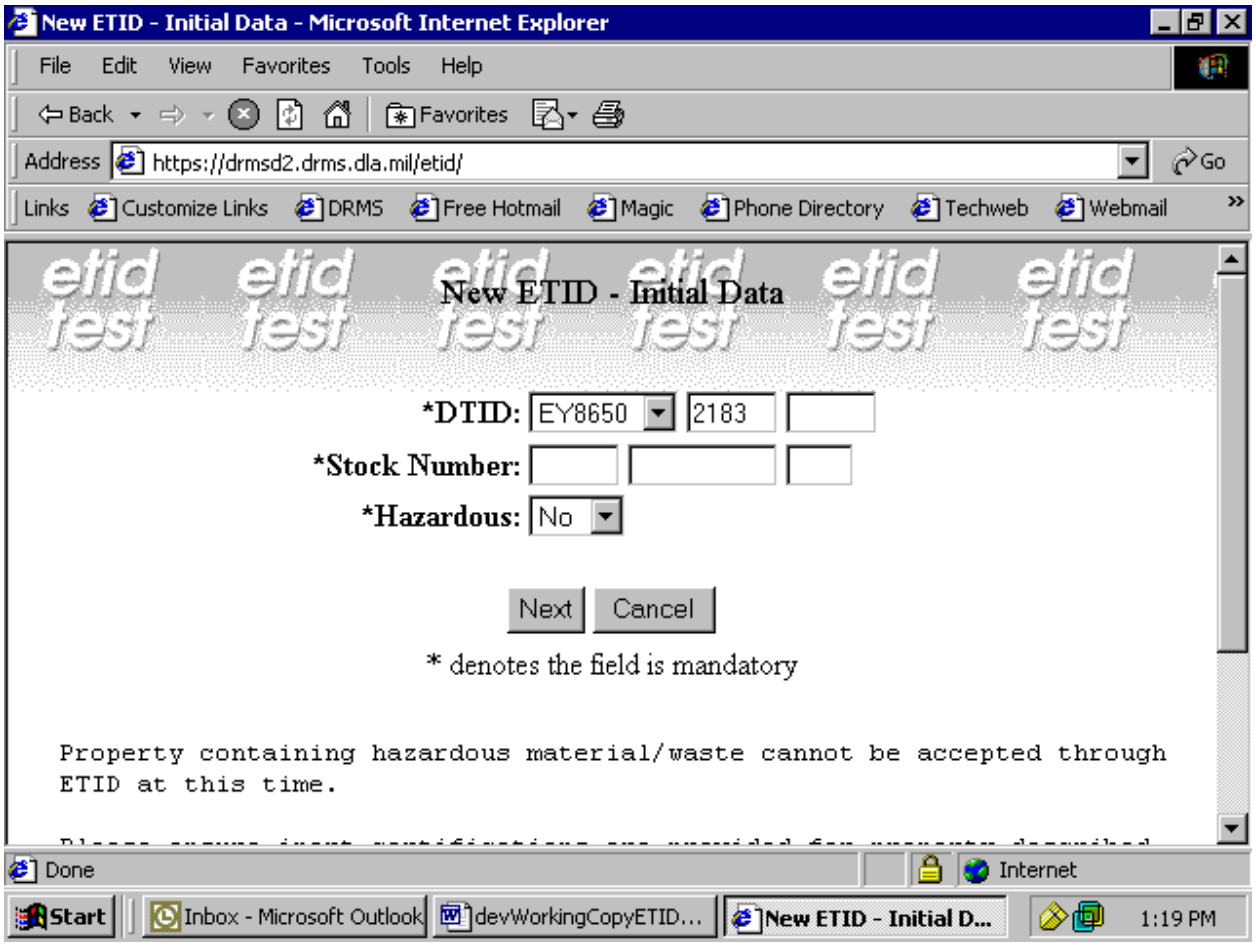
GenComm File Layout* Permissable Combinations: File Header + WPS + DTID or File Header + WPS or File Header + DTID		**ETID Page that data will come from**	**From Field Name**
	Waste Desc Line1	ETID Addl HW Data Page or if HM from HMIRS pull based on MSDS	If HW: Contents Desc Line1 If HM: concat product name + proper shipping name + hazard class + UN/NA number + EPA HW number + Flash Point + pH
	Waste Desc Line2	"	If HW: Contents Desc Line2
	Waste Desc Line3	"	If HW: Contents Desc Line3
	Waste Desc Line4	"	If HW: Contents Desc Line4
	Contract #	Generator Haz Default Data	HW Contract Number
	CLIN/HIN	ETID Addl HW Data Page	Hazardous Item Number
	Total Disp Cost	ETID Addl HW Data Page	Total Disposal Cost
	Fund Code	Generator Haz Default Data	Fund Code
	Bill To DoDAAC	"	Bill To DoDAAC
	Pickup DoDAAC	"	Pickup DoDAAC
	Number of Containers	ETID Addl HM and HW Data Page	Number of Containers
	'|'	N/A	N/A
DTID Container Header	'beg_cont_sect'	N/A	N/A
	'|'	N/A	N/A
DTID Container Record	Document Number (DTID)	ETID Initial Data Page	Document Number (DTID)
	Container Number	ETID HW Addl Data Page	Container Number
	Storage Location Code	ETID HW Addl Data Page	Storage Location Code
	Container Wt/Vol	ETID HW Addl Data Page	Container Wt/Vol
	Accumulation Start Date	ETID HW Addl Data Page	Accumulation Start Date

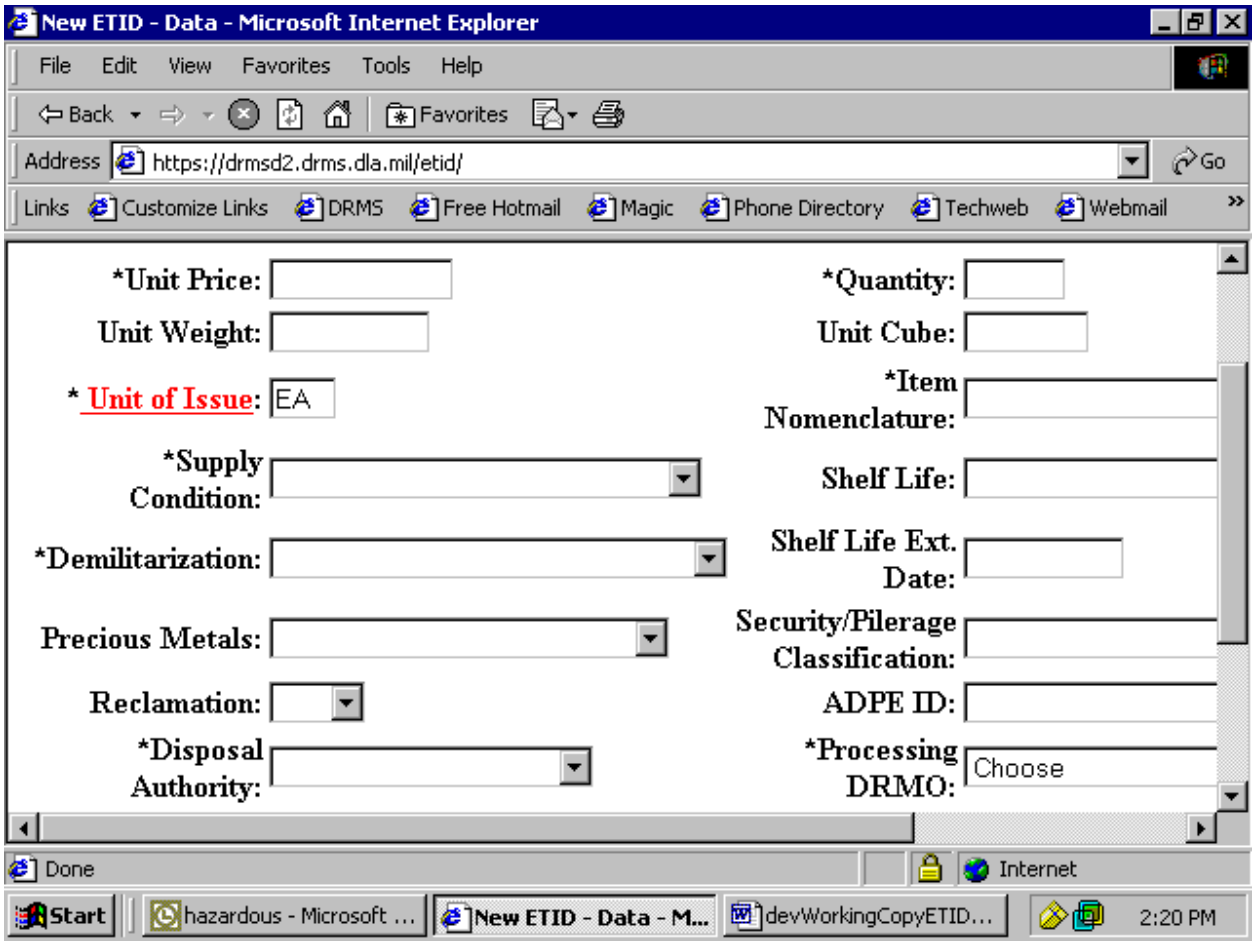
GenComm File Layout* Permissable Combinations: File Header + WPS + DTID or File Header + WPS or File Header + DTID		**ETID Page that data will come from**	**From Field Name**
	'|'	N/A	N/A
DTID Container Trailer	'end_cont_sect'	N/A	N/A
	'|'	N/A	N/A
EPA Waste Code Header	'beg_dtidepa_sect'	N/A	N/A
	'|'	N/A	N/A
EPA Waste Code Record	DTID	ETID Initial Data Page	DTID
	DTID EPA Waste Code	ETID HW Addl Data Page	EPA Hazardous Waste Code
	'|'	N/A	N/A
EPA Waste Code Trailer	'end_dtidepa_sect'	N/A	N/A
	'|'	N/A	N/A
State Waste Code Header	'beg_dtidsta_sect'	N/A	N/A
	'|'	N/A	N/A
State Waste Code Record	DTID	ETID Initial Data Page	DTID
	State Waste Code for DTID	ETID HW Addl Data Page	State Waste Code
	'|'	N/A	N/A
State Waste Code Trailer	'end_dtidsta_sect'	N/A	N/A
	'|'	N/A	N/A
DTID Section Trailer	'end_dtid_sect'	N/A	N/A
	'|'	N/A	N/A

*GenComm file layout found by going to DRMS Home Page->Environmental->Automation and then 'GenComm 1348-1A and HWPS FTP File Format Requirements' link.

** EOR = end of record indicator

*** Hazardous Waste Profile Sheet (HWPS) is DRMS form 1930, Aug 97


New ETID - Initial Data - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Favorites
Address https://drmsd2.drms.dla.mil/etid/
Go
Links Customize Links DRMS Free Hotmail Magic Phone Directory Techweb Webmail
etid test
New ETID - Initial Data
*DTID: EY8650 2183
*Stock Number:
*Hazardous: No
Next Cancel
* denotes the field is mandatory
Property containing hazardous material/waste cannot be accepted through ETID at this time.
Done
Internet
Start
Inbox - Microsoft Outlook
devWorkingCopyETID...
New ETID - Initial D...
1:19 PM



Fields missing from screen capture are the DTID and Stock Number at top as display only and 1348 comment field at the bottom.

List of Fields for Hazardous Material Page

NOTE: M = Mandatory, O = Optional

Special Case	HM Field Name	M/O	Type	Length	Validation
Display Only	DTID	M	String	14	
Show Generator Default	Signal Code	M	String	1	Show default but allow user to modify using drop-down of valid codes
	State Waste Code	O	String	10	Drop-down of valid codes
Automatically increment as user enters state waste cd	State Waste Code Sequence Number (up to 99)	O	Number	2	Mandatory if user enters State Waste Cd
	Hazardous Material Description (4 lines of length 60)	M (1st line)	String	240 (comprised of 4 lines of 60)	Accepts 1 to 240 alpha numeric characters
PCB Only	PCB/PPM Concentration	O	String	9	Accepts 1 to 9 alpha numeric characters
PCB Only	Lab Analysis	O	String (Y or N)	1	Y or N only
PCB Only	Approximate Gallons	O	Number	9	Accepts 1 to 9 numeric characters
PCB Only	Approximate Gross Weight	O	Number	9	Accepts 1 to 9 numeric characters
PCB Only	Dimensions HxWxL	O	String	15	Accepts 1 to 15 alpha numeric characters
PCB Only	KVA	O	Number	9	Accepts 1 to 9 numerics
	Serial Number	O	String	9	Accepts 1 to 9 alpha numerics
	MSDS Number	M	String	15	Accepts 1 to 15 alpha numerics
	EPA Hazardous Waste Id Numbers	O	String	15	Accepts 1 to 15 alpha numerics
Automatically	EPA Hazardous	O	Number	2	Mandatory if user

Special Case	HM Field Name	M/O	Type	Length	Validation
increment as user enters EPA HW Id Number	Waste Sequence Number				enters EPA HW ID
	Storage Code	M	String	3	Valid input is S01, S02, or S03
	Container Number	O	String	15	Accepts 1 to 15 alpha numerics
Only needed if Container Number entered	Storage Location	O	String	9	Accepts 1 to 9 alpha numerics
Only needed if Container Number entered	Container Weight Volume	O	Number	9	Accepts 1 to 9 numerics
Only needed if Container Number entered	Container Accumulation Start Date	O	Date	8	MM/DD/YY
	Total Weight Volume	M	String	6	Accepts 1 to 6 numerics
	M/V Code	M	String	1	Valid codes are T,G,Y,K,M,L,C,P
	Organization Code	O	String	6	Accepts 1 to 6 alpha numerics
	Building	O	String	6	Accepts 1 to 6 alpha numerics
	Generator Data Type Operator	O	String	20	Accepts 1 to 20 alpha numerics
	Name	O	String	20	Accepts 1 to 20 alpha numerics
	Phone	O	String	21	Valid phone number format
	Container Description	O	String	60	Accepts 1 to 60 alpha numerics
Additional Field for Europe	European Waste Catalog Number	M	Number	2 –6	Accepts 2 to 6 numerics
“	United Nations Number	M	Number	4-6	Accepts 4 to 6 alpha numerics

List of Fields for Hazardous Waste Page

NOTE: M = Mandatory, O = Optional

Special Case	HW Field Name	M/O	Type	Length	Validation
Display Only	DTID	M	String	14	
	Rec Manifest Number	O	String	17	First two positions are valid state code, third position is D or T or numeric and remaining positions are numeric
	Weight Volume	M	String	6	Accepts 1 to 6 numerics
PCB Only	Lab Analysis	O	String (Y or N)	1	Y or N only
PCB Only	Approximate Gallons	O	Number	9	Accepts 1 to 9 numeric characters
PCB Only	Approximate Gross Weight	O	Number	9	Accepts 1 to 9 numeric characters
PCB Only	Dimensions HxWxL	O	String	15	Accepts 1 to 15 alpha numeric characters
PCB Only	KVA	O	Number	9	Accepts 1 to 9 numerics
Either MSDS or Waste Profile # is required	MSDS Number	M	String	15	Accepts 1 to 15 alpha numerics
	HIN/CLIN	M	String	6	Accepts 0 to 6 alphanumerics
Show Generator Default	Signal Code	M	String	1	Show default but allow user to modify using drop-down of valid codes
Show Generator Default	Fund Code	M	String	2	
	M/V Code	M	String	1	Valid codes are T,G,Y,K,M,L,C,P
	Storage Code	M	String	3	Valid input is S01, S02, or S03
	EPA Hazardous Waste Cd	O	String	4	Accepts 1 to 4 alpha numerics
Automatically	EPA Hazardous	O	Number	2	Mandatory if user

Special Case	HW Field Name	M/O	Type	Length	Validation
increment as user enters EPA HW Cd	Waste Cd Sequence Number				enters EPA HW ID Cd
	State Waste Code	O	String	10	Drop-down of valid codes
Automatically increment as user enters state waste cd	State Waste Code Sequence Number (up to 99)	O	Number	2	Mandatory if user enters State Waste Cd
	Number of Containers	O	Number	4	Accepts 0 to 4 numerics
	Container Number	O	String	15	Accepts 1 to 15 alpha numerics
Only needed if Container Number entered	Storage Location	O	String	9	Accepts 1 to 9 alpha numerics
Only needed if Container Number entered	Container Weight Volume	O	Number	9	Accepts 1 to 9 numerics
Only needed if Container Number entered	Container Accumulation Start Date	O	Date	8	MM/DD/YY
	Disposal Quantity	M	Number	5	Accepts 1 to 5 numerics
	Disposal Unit of Measure	M	String	2	Drop-down list
	Total Disposal Cost	M	Number	5.2	Accepts number in format NNNNN.NN
Either Waste Profile # or MSDS required	Waste Profile #	M	String	11	Accepts 1 to 11 alpha numerics
	Accumulation Start Date	M	Date	8	MM/DD/YY
	Organization Code	O	String	6	Accepts 1 to 6 alpha numerics
	Building	O	String	6	Accepts 1 to 6 alpha numerics
	Generator Data Type Operator	O	String	20	Accepts 1 to 20 alpha numerics

Special Case	HW Field Name	M/O	Type	Length	Validation
	Name	O	String	20	Accepts 1 to 20 alpha numerics
	Phone	O	String	21	Valid phone number format
	Contents Description	O	String	240	Accepts 1 to 240 alpha numerics
	Container Description	O	String	60	Accepts 1 to 60 alpha numerics
Required unless item is spec serv universal or RCRA	Proper Shipping Name	O	String	60	Accepts 1 to 60 alpha numerics
“	Hazard Class	O	String	18	Accepts 1 to 18 alpha numerics
“	UN/NA Group	O	String	4-6	Accepts 4 to 6 alpha numerics
“	Packing Group	O	String	1-3	Accepts 1 to 3 alpha numerics
Additional Field for Europe	European Waste Catalog Number	M	Number	2 –6	Accepts 2 to 6 numerics
“	United Nations Number	M	Number	4-6	Accepts 4 to 6 alpha numerics

List of Fields for Generator Default Data Page

Default Data Field	M/O	Type	Length	Validation
Pickup DoDAAC	M	String	6	Valid DoDAAC
Generator EPA ID Number	O	String	13	Accepts up to 13 alphanumerics
HW Contract Number	O	String	13	Accepts up to 13 alphanumerics
Signal Code	M	String	1	Valid codes from CAT book p. 120
Fund Code	M	String	2	Accepts 2 position alphanumeric code
BillTo DoDAAC	M	String	6	Valid DoDAAC
HM Shop Code	O	String	6	Accepts up to 6 alphanumerics
HM Bldg Number	O	String	6	Accepts up to 6 alphanumerics
HM Contact Name	M	String	4-18	Accepts up to 18 alphas
HM Contact Phone	O	String	4-21	Accepts up to 21 alphas
HM Contact Email	O	String	0-40	Accepts up to 40 alphas
HW Shop Code	O	String	6	Accepts up to 6 alphanumerics
HW Bldg Number	O	Number	6	Accepts up to 6 alphanumerics
HW Contact Name	O	String	4-18	Accepts up to 18 alphas
HW Contact Phone	O	String	4-21	Accepts up to 21 alphas
HW Contact Email	O	String	40	Accepts up to 40 alphas
Checkbox for whether DRMO can automcatically change HM to HW and vice versa	O	String	1	Y or N

List of Fields for Hazardous Waste Profile Sheet Page

HWPS Field Name	M/O	Type	Length	Validation
Generator State ID	O	String	13	Length of 0-13 alphanumerics
Technical Contact	O	String	30	Length of 2-30 alphanumerics
Technical Title	O	String	30	Length of 0 to 30 alphanumerics
Technical Phone	O	String	21	Length of 4 to 21 in format XXX(NNN)NNN-NNNNxNNNN
Profile Established Date	O	Date	7	Julian YYYYDDD
Name of Waste	O	String	60	Accepts 0 to 60 alpha numerics
Process Generating Waste	O	String	60	Accepts 0 to 60 alpha
Projected Annual Volumns	O	Numeric	10.4	Accepts 0 to number up to format NNNNNNNNNN.NNNN
Projected Annual Units	O	String	10	Accepts 0 to 10 alpha
Mode of Collection	O	String	15	Accepts 1 to 15 alpha
Dioxin Waste? (Y/N)	O	String	1	Accepts Y or N
Land Disposal Restricted? (Y/N)	O	String	1	Accepts Y or N
Exemption Granted (Y/N)?	O	String	1	Accepts Y or N
Meets Treatment Standards (Y/N)?	O	String	1	Accepts Y or N
Treatment Standard Reference	O	String	30	Accepts 1 to 30 alpha
Color	O	String	30	Accepts 1 to 30 alpha
Density	O	Number	3.3	Accepts 0 to format NNN.NNN
BTU/LB	O	Number	10	Accepts 0 to 10 numerics
Total Solids	O	Number	3.2	Accepts 0 to format NNN.NN
Ash Content	O	Number	3.2	Accepts 0 to format NNN.NN
Layering	O	String	12	'MULTILAYERED', 'BILAYERED', 'SINGLE

HWPS Field Name	M/O	Type	Length	Validation
				PHASE’
Physical State	O	String	10	‘SOLID’,’LIQUID’,’SEMISOLID’ ‘GAS’, ‘OTHER’
Treatment Group	O	String	1	‘W’ or ‘N’ (wastewater or non-wastewater)
Ignitable (D001) (Y/N)?	O	String	1	Y or N
Toxicity Characteristic (Y/N)?	O	String	1	Y or N
Corrodes Steel (Y/N)?	O	String	1	Y or N
Copper Quantity	O	Number	Variable	Accepts 0 to variable length numeric
Copper Units	O	String	3	Accepts 0 to 3 length alphanumeric
Phenolics Quantity	O	Number	Variable	Accepts 0 to variable length numeric
Phenolics Units	O	String	3	Accepts 0 to 3 length alphanumeric
Nickel Quantity	O	Number	Variable	Accepts 0 to variable length numeric
Nickel Units	O	String	3	Accepts 0 to 3 length alphanumeric
Total Halogens Quantity	O	Number	Variable	Accepts 0 to variable length numeric
Halogens Units	O	String	3	Accepts 0 to 3 length alphanumeric
Zinc Quantity	O	Number	Variable	Accepts 0 to variable length numeric
Zinc Units	O	String	3	Accepts 0 to 3 length alphanumeric
Volatile Organics Qty	O	Number	Variable	Accepts 0 to variable length numeric
Volatile Organics Units	O	String	3	Accepts 0 to 3 length alphanumeric
Chromium Hex Quantity	O	Number	Variable	Accepts 0 to variable length numeric
Chromium Units	O	String	3	Accepts 0 to 3 length alphanumeric
PCB Qty	O	Number	Variable	Accepts 0 to variable length numeric
PCB Units	O	String	3	Accepts 0 to 3 length alphanumeric
Other Description	O	String	30	Accepts 0 to 30 length alphanumeric
Other Quantity	O	Number	Variable	Accepts 0 to variable length numeric
Other Units	O	String	3	Accepts 0 to 3 length alphanumeric

HWPS Field Name	M/O	Type	Length	Validation
Dot Hazardous Material (Y/N)?	O	String	1	Y or N
Proper Shipping Name	O	String	120	Accepts 0 to 120 length alphanumeric
Hazard Class	O	String	18	Accepts 0 to 18 length alphanumeric
Method of Shipment	O	String	30	'BULK', 'DRUM' or 'OTHER'
CERCLA Reportable Qty	O	Number	5	Accepts 0 to 5 length numerics
CERCLA Unit Of Issue	O	String	5	Accepts 0 to 5 length numerics
Emergency Response Guide Page Number	O	Number	4	Accepts 0 to 4 length numerics
Edition (Year)	O	Number	4	Accepts 0 to 4 length numerics
Special Handling Info	O	String	90	Accepts 0 to 90 length alphanumeric
Basis for Information	O	String	4	'USER' or 'LAB'
RCRA Requirements	O	String	255	Accepts 0 to 255 length alphanumeric
Addl RCRA Requirements	O	String	255	Accepts 0 to 255 length alphanumeric
Chemical Name	O	String	60	Accepts 2 to 60 length alpha
Chemical Concentration	O	String	10	Accepts 1 to 10 length alphanumeric
Chemical Range	O	String	30	Accepts 2 to 30 length alphanumeric
CAS Number (chem. abstract service number)	O	String	11	Accepts 2 to 11 length alphanumeric
EPA HW Number	M	String	4	Accepts 4 length alphanumeric
Range of Concentration	M	Number	20	Accepts 2 to 20 length alphanumeric
EPA Units	M	String	5	Accepts 2 to 5 length alphanumeric

Appendix C

New User Screen shots (see Powerpoint File titled "***new access request 17 oct screens1.ppt***"

Appendix D

ETID SCRAP BUSINESS RULES

a. Scrap. Excess personal property, which has no value for its material content, is defined as scrap. 1) Usable property (NSN or LSN identified property in SCC F, G, or H) downgraded upon receipt by a DRMO or 2) Scrap turn-ins by the generator primarily based on material content and weight.

b. Accountability. DAISY controls scrap records primarily by Standard Waste, Classification List Code (SCL), Demil Code, Weight, Site Code; ETID will account for scrap processed by Standard Waste Classification List Code, Weight and Demil Code.

c. For Scrap Turn-in. DTID's will consist of the following minimum required information; DTID number, the basic material content, estimated weight, and reimbursement data. NOTE: MLI requiring DEMIL may not be turned in as scrap.

d. To establish the accountable record for scrap in DAISY, DRMO will assign or record the applicable SCL Code, Site Code, Demilitarization (DEMIL) Code, Scrap Weight, Generator's DTID number to input new receipt, date of receipt, reimbursement data, and any required certification(s). Example: inert certifications or Demil certifications.

e. ETID Processing of Scrap. ETID currently has some mandatory data fields that must have entries even though the fields are not required in DAISY for a scrap receipt. Thus ETID-Status, pending receipts, will indicate a standard LSN (9999-00-SCRAP), Disposal Authority Code, SCC S, Basic Material Content as Nomenclature, Demil Code, Estimated Weight, Reimbursement data and Precious Metals Indicator Code, if applicable and a dollar value of $ 0.01 to fill the unit price field. DRMOs will disregard the LSN and unit price when inputting the receipt into DAISY.

f. Weighing Scrap at Receipt. Estimated weight may be used for receiving scrap if scales are not available or if weighing is impractical. DRMO should use DRMS Form 146 or an electronic weigh ticket.

g. Receipt of scrap will be processed in accordance to DoD 4160.21-M, Chapter 3; DRMS-I 4160.14, Volume II.

h. Block 10 of DD Form 1348-1A will contain the weight and Block 22 (Signature of Receiver) and below the signature the appropriate SCL Code, Site Code, Demil Code and location, and Block 22 the receipt date for new scrap receipts.

i. Initial segregation of scrap is the responsibility of the generator. Qualified Recycling Programs (QRP) must perform all required segregation if they are to receive reimbursement.

j. FSCAP Items. DRMO will process FSCAP items received as usable that have been mutilated prior to turn-in as scrap (XR2) and may assign an SCL code to the mutilated item's material content. FSCAP property downgraded to scrap which has not been mutilated will use SCL Code MFS only.

k. MLI/CCLI property not requiring DEMIL being received as scrap, or downgraded to scrap by the DRMO upon or after receipt. The scrap may be commingled with non-MLI/CCLI scrap with DEMIL Code B applied to entire accumulation.

l. Usable MLI component part(s)that remain intact should be identified as MLI regardless of whether disposed of as usable property or scrap. Items may be disposed of as scrap only after all necessary demilitarization has been accomplished, demilled items may be commingled with non-MLI scrap with DEMIL Code B applied to entire scrap accumulation.

m. For A&D property, applicable items may be downgraded to scrap using SCL Code BOO.

n. Excess Personal Property may be downgraded to scrap after the End of Screening Date (ESD) and completion of appropriate documentation and performance of any required DEMIL.

o. Property other than Demil A, that is downgraded to scrap and is either sold or disposed of via service contract, Trade Security Controls clearance and an End Use Certificate are required according to DRMS-I 4160.14, Vol II, Chap 3, Para K and DRMS-I 4160.14, Vol II, Chap 4, Special Processing.

p. OCONUS "Qualifying Recycling Programs" (QRPs) can recycle expended brass through the DRMO and be reimbursed for sales revenues only if the brass is demilitarized prior to turn-in to the DRMO. The turn-in must include the correct AEDA certification and Demil certification.

q. QRP Designated Coordinators. Assigned designee must certify on the turn-in document that material turned in under DoD QRP meets all applicable qualifications. Additionally, inert certifications must be included for all AEDA.

r. Materials being turned-in for reimbursement that are MLI requiring DEMIL, are ineligible. QRP coordinators should elevate any local unresolved differences to their Service Manager, then the DRMS National Command.

s. Reimbursement of proceeds from sale of usable property downgraded to scrap is **not** authorized.

t. The DRMO, if feasible, shall assist in furnishing guidance and containers to scrap generator at place of origin according to DoD 4160.21-M, Chap 3.

u. The generating activity, when requested shall receive assistance/training as to the proper segregation of scrap before turn-in to the DRMO.

v. DRMOs will identify ETID POC to the generator for scrap turn-in.

w. The activity collecting the scrap shall maintain segregation to the point of delivery as stated in DoD 4160.21-H, Defense Scrap Yard Handbook.