

**PROCEDURES FOR PROCESSING ORDER  
FOR SPECIAL SERVICE  
CONTRACT ITEM NUMBERS (CLINs)  
ON HAZARDOUS WASTE CONTRACTS**  
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**A. INTRODUCTION**

1. DRMOs and DoD generating activities may require special services in connection with the normal hazardous waste disposal program.
2. DRMS hazardous waste service contracts include special services CLINS 6600-6699 to accommodate these special requirements.

**B. PROCESSING SPECIAL SERVICES REQUESTS**

1. Generating activities/DRMOs must prepare a DD Form 1348-1/1A or automated format to request special services. In addition to the standard entries, the turn in document must also contain the following:
  - a. FSC (Use 9999 for all special service requests);
  - b. Unit-measure requested (as specified under the CLIN listed on your contract - LB, EA, etc.);
  - c. Quantity requested (Total number of units required);
  - d. MILSBILLS Fund Code (DRMOs must use XP when doing testing);
  - e. MILSBILLS DoDAAC (Leave blank when doing testing for the DRMO);
  - f. Unit Price;
  - g. Total cost of services requested;
  - h. Noun of service requested and appropriate CLIN (for DRMO requests for testing only: DRMOs must begin their noun description with either **“VERIFY”** if testing is being ordered for waste verification or **“UNKNOWN”** if testing is being ordered to identify unknown waste.) Place this information in block **AA Remarks**;
  - i. Other information as deemed necessary to explain the roll-off, location of bulk containers, waste to be analyzed, specific test method, if required, etc.
2. DRMO will check to ensure all necessary information has been correctly annotated on the DTID.

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3. Special services, e.g., chemical analysis, roll-offs, etc., are not considered DoD property. Consequently, these types of entries are not an authorized input into the DAISY property accounting system and will only be processed into BOSS. These BOSS transactions will still interface with the DAISY system and, where no records exist, this interface will generate a reject. The reject, “**DTID not found,**” will display the DTID number and FSC only. To eliminate extensive research time, the DRMO will use “**9999**” in the FSC field, as mentioned above. This action allows for easy identification of the reject and associates it to the special service input. These rejects can be ignored by the DRMO.

4. DRMO will process the DTID into BOSS in accordance with (DRMO Functional Operators Manual Base Operations Support System (BOSS), Jan 94) with the following exceptions:

a. The DRMO must submit in writing to DRMS-SHP to request funding prior to commitment when using HD funds (see DRMS-SHP letter, 27 Dec 94, subject: DLA Direct Hazardous Disposal (HD) Funding);

b. DTID: Use an “**S**” in the first position of the serial number for DRMO-prepared DTIDs (see example below);

\_\_\_\_\_SC4400\_\_\_\_\_5\_\_\_\_341\_\_\_\_\_S001\_\_\_\_\_

(DRMO DoDAAC) (JULIAN DATE) ( \* SERIAL NUMBER)

(CY) (DAY OF INPUT)

c. FSC (Use 9999 for all special service requests);

d. DRMS TYPE: DRMOs using HD funds should always use an “**N**” in the type code. An “**R**” should be used for other generators;

e. ORGAN: Enter organization as outlined in reference 4 with the addition of “**HR**” for the rest of DLA as needed;

f. MILSBILLS FUND CODE: See B1d above;

g. MILSBILLS DODAAC: See B1e above;

h. Noun description (Description of service being requested). Guidance provided in B1h also applies here. In addition, any special requirement for the contractor should be included here; such as location for the roll-off or identification of specific EPA test methods as outlined in the RCRA part B permit to the contractor on the delivery order. Example: the permit states only EPA test method 1010 can be used to determine ignitability.

5. The DTID used to generate the special service request will be held in a suspense file until these services have been performed to the satisfaction of the requesting agency and in accordance with the contract.

6. Once the special services are completed, the DRMO will close out each associated BOSS file by completing the pickup manifest file (PMF). The following entries must be made on this screen:

- a. BOSS document number;
  - b. Generator EPA ID Number (if no generator EPA ID Number, use generator DODAAC followed with “SPCSVC”);
  - c. Manifest Number (Number sequentially starting with 00001);
  - d. Designated TSDF EPA ID number (Use SSH = Special Service Hazardous Identification Number (HIN), 4 digit HIN, 2 digit HIN suffix when applicable, fill in with appropriate number of zeros; 12 digit total);
  - e. Container type (always use - NA);
  - f. Number of containers (always use 999);
  - g. Unit of Measure (i.e., LB, EA, etc.);
  - h. Quantity (Total Quantity Requested).
7. Points of contact.
- a. CONUS -- DRMS-LHO, (DSN)932-4765 or 7058 and Commercial (616)961-4765 or 7058.
  - b. International -- DRMSI, (DSN)338-7326.