

STANDARD OPERATING PROCEDURE

TITLE: RCP Liaison Receipts

RESPONSIBILITY	STEP	ACTION
	1	Review daily, the receipt list for your site Suspect DEMIL, Hazardous, or items requiring Special Handling.
	2	Indicate next to each DTID the ones that Need to be sent to the DRMO/DEMIL Center (SLH'd) with the reason code and date item is to be SLH'd.
	3	FTP to get your site's receipts daily, with Your SLH's annotated, to RCP Production in Battle Creek. Receipts are to be in Battle Creek no later than 2:00 P.M. EST, daily.