CHAPTER 11

PRECIOUS METALS RECOVERY PROGRAM

A. GENERAL

1. The PMRP is a program which promotes the economic recovery of precious metals from excess and surplus precious metal-bearing materials, and also the reutilization of recovered fine precious metal for authorized internal purposes or as GFM. The program encompasses silver, gold, and the platinum family. The platinum family includes platinum, palladium, iridium, rhodium, osmium, and ruthenium.

2. Many items which have traditionally been processed through the PMRP are now governed by Federal and State environmental regulations. Proper guidance for the processing of these materials will be as stated in this chapter, or Chapter 10, Environmentally Regulated and Hazardous Property, as required by governing law.

B. RESPONSIBILITIES

1. HQ DLA

   a. Administer and monitor the PMRP

   b. Develop plans and policy guidance for administration of the overall program within DLA.

   c. Maintain liaison with DUSD (L) and other DoD components, other Government agencies and industry on policy matters pertaining to the program.

   d. Review and analyze data in evaluating program performance, identify and resolve deficiencies, and develop and recommend corrective action.

   e. Review and approve resources, equipment augmentation, and replacement requirements in support of the PMRP.

   f. Review, for compliance with policy, implementing manuals and publications prepared by DLA primary level field activities.

   g. Conduct and participate in studies, technical reviews, and surveys to ensure that current and future program operations are compatible with, and responsive to, effective and economical support requirements.
DoD 4160.21-M

h. Develop, in coordination with the Military Services/Defense Agencies, and GSA, uniform procedures to implement the policies contained here.

i. Develop, through the Logistics Data Element Standardization Office, and in coordination with the Military Services/Defense Agencies, and GSA, a system of standard codes for identifying DoD materiel that contain precious metals.

j. Provide program reports required by GSA or by DUSD (L).

k. Recommend to DUSD (L) discontinuance of the program or any part of it when determined to be no longer cost effective.

2. DoD Activities

a. Participate in the PMRP.

b. Maintain a focal point to coordinate on all matters pertaining to the PMRP. (See attachment 1 for listing of focal points.)

c. Maximize the use of fine precious metals for authorized internal use or as GFM (see DoDI 4140.41, Government-Owned Materiel Assets Utilized as Government-Furnished Material).

d. Identify the type, quantity, and location of the precious metal contained in the item management assigned assets and assign a Precious Metal Indicator Code (PMIC), to the item. Notify DLA in order that such items may be included in the Federal Catalog records.

e. Operate recovery equipment currently under their purview, and additional equipment, if required, when jointly agreeable and approved by DLA. Perform operating level maintenance for equipment in their possession. Advise DLA when major repairs or services are needed and skills or parts are not available at the local activity for equipment they operate. Recommend or identify to the servicing PMRP representative equipment and major repair parts and services required for maximizing recovery efforts.

f. Transfer precious metals-bearing material to the nearest DRMO or, when jointly agreeable or approved by DRMS and subject to receipt of fund citation from DRMS, ship to the collection or recovery activity designated by DRMS.

g. Assist in the identification of potential additional generating activities within DoD.

3. Participating Federal Civil Agencies. Federal civil agencies may participate in the DoD
PMRP in accordance with the FPMR, Subpart 101-42.3, and ISAs in effect between DLA and individual Federal civil agencies.

4. DRMS

a. Provide program guidance for administering the receipt, storage, processing, shipment, and refining of precious metal-bearing scrap and residual material generated by DoD components and participating Federal civil agencies.

b. Assist in the development of budgetary programs for management of recovery operations under the program.

c. Provide DLA implementing procedures for operation of the DoD PMRP in accordance with the policies and procedures prescribed here.

d. Ensure records of all costs allocable to the PMRP are maintained.

e. Establish standards to measure the efficiency and cost effectiveness of recovery efforts.

f. Establish procedures for acquisition and accountability of PMRP equipment, repair parts, and maintenance services.

g. Ensure that DRMOs readily accept unclassified excess and surplus precious metal-bearing materials generated by DoD components or participating Federal civil agencies.

h. Develop and implement procedures for maintaining accountability over all precious metal-bearing scrap and residual materials received.

i. Provide appropriate precious metals recovery equipment to generating activities when economically feasible and justifiable, and replace this equipment, as necessary.

j. In coordination with DISC, complete section D, Precious Metals Recovery Program, as part of the PAR, for submission to HQ DLA. Data to include precious metals recovered, issued, costs avoided and all PMRP expenses.

k. Develop statements of work, solicit, award, and perform post-award functions for precious metals recovery contracts.

l. Conduct staff visits to DoD installations and participating Federal civil agencies to provide technical assistance and support.
5. DISC

a. Function as the commodity IMM in the supply and DWCF management of fine metals under the PMRP.

b. Receive deposits of fine precious metals from DRMS recovery contractors and reimburse DRMS for incurred recovery expenses from the DISC DWCF.

c. Provide fine precious metals at recovery cost plus authorized surcharge (such as, administration, insurance, transportation) to authorized DoD activities and participating Federal civil agencies for internal use or use as GFM.

d. Accept fine precious metals offered by DoD components and Federal civil agencies through direct transfer of such assets if earlier certification has been furnished that the material offered is at least equal in purity to that identified in specifications of the applicable NSN. Where the purity is not at least equal or the determination cannot be made, DISC is authorized to instruct the offering activity to contact DRMS for disposal instructions.

e. Establish DISC DWCF issue prices for each precious metal based on PMRP recovery costs and authorized surcharges. Prices shall be fixed during the budget execution year to the maximum practicable extent.

f. Establish and maintain DWCF records of receipts, quantity on hand, location, and issues by primary or significant customers for each precious metal.

g. Report excess precious metals to GSA for transfer to the national stockpile as required in Chapter 4, Property Requiring Special Processing, paragraph B66.

h. Provide data to DRMS for completion of Section D of the PAR and necessary reports to DLA under RCS: DLA(Q) 2067 (S), as follows:

(1) Fine precious metals (troy ounces) available for issue: gold, silver, and the platinum family of metals.

(2) Issues (troy ounces) of gold, silver, and the platinum family of metals.

(3) Issue price of gold, silver, and the platinum family of metals.


a. Conduct preaward surveys and post award precious metal recovery contract actions, as required.
b. Administer precious metals recovery contracts in accordance with terms of the contract and applicable regulations.

c. Maintain liaison with the DLA Program Manager concerning PMRP policy matters to inform contractors of requirements for precious metals recovery or changes thereto.

C. TURN IN, RECEIVING, AND PROCESSING

1. General. DoD generating activities and other participating Federal civil agencies are required to turn in all excess fine precious metals and precious metal-bearing material to their servicing DRMO. There may be times, however, when a generating activity desires and may be authorized to ship precious metal bearing materials; such as, electrolytic flake, film ash or electronics, directly to a commercial contractor. For precious metal-bearing material that requires special handling as a part of the turn in process, see Chapter 4, Property Requiring Special Processing.

2. Generating Activities. Generating activities shall:

   a. Turn in excess usable precious metal-bearing property, scrap, and waste material, in accordance with uniform turn in procedures contained in Chapter 3, Receipt, Handling and Accounting.

   b. Include on the DTID or attached documentation, any available information pertaining to the precious metals content; such as, metal type, quantity, location, PMIC, and any known/suspected hazardous components.

   c. Properly segregate precious metal-bearing scrap and waste material before turn in to the DRMO.

3. DRMOs

   a. Guidance set forth in Chapter 3, Receipt, Handling and Accounting, applies generally to precious metal-bearing material, particularly as it relates to receipt and documentation of material at DRMOs.

   b. DRMOs shall accept accountability for precious metal-bearing material turn ins except where acceptance is prevented by law or regulation. However, when appropriate storage or security facilities are not available, the DRMO shall arrange for the generating activity or the host installation to retain or accept custody of the material until such time as disposition can be accomplished.
c. When material is received that has not been identified as precious metal-bearing material but which, on the basis of experience or visual inspection, is suspected of containing precious metals, every effort should be made to confirm the presence of precious metals. Assistance can be obtained from the Precious Metals Master File (PMMF) (for items identified by NSN); through actual chemical testing of the material following prescribed metals identification procedures; or recommendation to DRMS that the material be assayed.

d. Precious metal-bearing items shall be processed as follows:

(1) Screened for RTD as items.

(2) Offered for sale as items at minimum acceptable bid prices which reflect the net recovery value of precious metal content based on current market price. The net recovery value is determined by first converting the known precious metal content to troy ounces. Conversion factors in Attachment 2, this chapter, should be used for this purpose. The number of troy ounces multiplied by the current market price of the fine precious metals less the estimated cost of recovery/refining gives the net recovery value of precious metal content in an item.

(3) Sold, if high bid reduced by the estimated cost of sale meets or exceeds the established minimum acceptable bid price.

(4) Downgraded and processed for precious metals recovery, if not environmentally regulated, whenever the sale of property is determined, through use of the above computation, not to be in the best interest of the U.S. Government.

e. Precious metal-bearing scrap shall be processed as follows:

(1) For precious metals recovery when economically feasible. The scrap shall be:

   (a) Accumulated, extensively sorted, and segregated by type of precious metal to enhance economic recovery.

   (b) Shipped, as directed, to a collection site, or

   (c) Held at the DRMO awaiting recovery contractor pick up.

(2) Low content, highly contaminated, precious metal-bearing scrap which is not conducive to economic recovery shall be offered for sale as precious metal-bearing scrap, and described as such in the sale solicitation when DRMS determines that the cost of recovery/refining would exceed the market value of precious metals to be recovered. If the scrap was turned in by a DWCF funded activity and so identified, the proceeds from sale shall be returned to the DWCF account identified on the DTID.
D. PRECIOUS METALS RECOVERY EQUIPMENT. DLA shall provide precious metals recovery equipment to generating activities when economically feasible and justifiable. Equipment considered to be "precious metals recovery equipment" as used in this paragraph is addressed at Attachment 3 and includes electrolytic recovery units, passive silver cells (PSCs), plastic hypo collection containers, replacement parts, and vacuum sweepers. Film burners/incinerators and gram scales, which are not recovery equipment, are also included in Attachment 3.

E. TRANSPORTATION

1. General. The generating activity shall pay PCH&T costs incurred in the shipment or transfer of precious metal-bearing material from a generating activity to the servicing DRMO. Transportation costs incurred in making DRMS authorized shipments of precious metal-bearing material from generating activity direct to a designated collection site or DRMO shall be accomplished using the fund citation obtained from DRMS.

2. Billing Procedures. DoD components and participating Federal civil agencies which use DRMS approved PMRP transportation fund citations for moving precious metal-bearing material shall forward all shipping documents with the Government Bill of Lading (GBL) to the Transportation Division, DFAS, Indianapolis Center, Indianapolis, IN 46249-3001. The GBL will cite the fund citation along with the following document number “SO(Y)JHH2582.01 MS” where (Y) equals the last digit of the fiscal year.

3. Preparation for Shipment to a Recovery Contractor

a. Documentation for shipments, DD Form 1348-1A, of precious metal-bearing material shall be prepared in accordance with Chapter 3, Attachment 1, and any special provisions provided by DRMS.

   (1) Documentation shall show, as the document quantity, the net avoirdupois weight (in pounds and decimals of a pound) of material shipped.

   (2) Shipping documents shall cite this paragraph as authority for shipment and identify, as fully as possible, the contents of each container.

   (3) Two advance copies of each shipping document shall be forwarded to the designated collection site or DRMO.

b. Care shall be exercised to use secure, nonporous containers (glass not acceptable) when shipping precious metal-bearing material. Paper or wooden containers must not normally be used to ship material that may be susceptible to loss through particle adhesion.

c. All reasonable care shall be taken in the packaging of material for shipment to minimize the possibility of theft or loss through leakage or container damage.
d. Unless specific shipping instructions apply, shipments shall be made by the most economical means available that is consistent with safe transit and delivery. Parcel post shipments shall be registered.

F. SECURITY

1. General. Whenever a DRMO accepts accountability for precious metal-bearing material but the generating activity retains custody of the material, the generating activity continues to be responsible for the care and safekeeping of material until it is placed in the physical possession of the DRMO, or released to a commercial contractor.

2. Precious metal-bearing material in the custody of a generating activity is subject to respective Military Service/Defense Agency security requirements. However, for the material which is in the custody of DRMOs, the following minimum requirements for secured storage and handling apply:

   a. High purity material shall be stored in a safe or locked cabinet within a locked room. More bulky precious metal-bearing material shall be stored in a locked room when practicable. Where the volume of this material is so large as to make inside storage impracticable, it may be stored outside within a chain link fence enclosure.

   b. Weighing of precious metal-bearing material receipts and shipments shall be accomplished by a designated weigher in the presence of a disinterested person (the same disinterested individual must not be allowed to sign for more than 2 consecutive days in 1 week), and the names of both persons must appear on the weigh bill or other processing document.

   c. Entry to those areas where high purity precious metals are stored shall be by access list only.

      (1) This list should be kept current, limited to employees with a need to enter, and posted inside the entrance.

      (2) Visitors shall be required to sign the visitor register and be accompanied by an individual on the access list. The visitor must have a need to enter, and further identification may be requested.

      (3) Access list personnel do not require security clearance.

G. REUTILIZATION OF FINE PRECIOUS METALS

1. General

   a. DoD components and participating Federal civil agencies shall requisition PMRP metals for approved contracts.
b. PMRP metals are priced at the cost of recovery plus an authorized administrative surcharge.

c. It is DLA policy not to procure precious metals from the commercial market if the PMRP does not provide sufficient quantities to the DLA Distribution System to satisfy customer demand. Therefore, requiring activities are encouraged to call DISC-YAA/GA (DSN 442-2734; Commercial (215) 697-2734) for asset availability before requisitioning any quantity of precious metal. DISC shall reserve requested quantities of precious metals for 120 days.

2. DISC currently manages nine precious metals NSNs, each having a unit of issue of troy ounce:

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<tr>
<td>Silver</td>
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<tr>
<td>Ruthenium</td>
<td>9660-01-039-0313</td>
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3. The above NSNs are stored at two locations: Engelhard Industries, Iselin, NJ; Handy and Harman, Fairfield, NJ. These commercial firms are under contract with DISC to provide no-cost storage of precious metals. Due to the large volume of business compounding silver alloys that these companies do for various U.S. Government customers, it has proven cost-effective to maintain silver stocks at each facility to enable transfer of PMRP silver to given contracts without the program incurring the expense of repeated small shipments of silver to these companies.

4. The following specific procedures shall be used to requisition fine precious metals from DISC:

   a. A MILSTRIP requisition shall be submitted citing one of the above NSNs. The requisition must cite full troy ounces, not partial quantities. (Quantities cited in partial ounces such as 700.2 shall be rounded off.)

   b. Exception data shall be cited in the "REMARKS" section of the requisition. These data include:

      (1) An unclassified "ship to" address specifying exact location (building, office, and individual) and applicable zip code. The DoDAAC is not always sufficient for delivery.
(2) The number of the contract or work order on which the precious metal is to be used, for control and audit purposes.

(3) The end item application, the NSN, part number, or any other data that identifies the item or component in which the precious metal shall be used, as well as the quantity of precious metal which shall be used for each item or component, if known.

(4) Name and telephone number of a contact point at the requisitioning activity, to resolve any problem, as required.

c. The requisition may be submitted by message or letter, however, electrical transmission is preferred. To avoid being mis-routed, messages shall be addressed to DISC-YAB/GD. Delivery normally shall be accomplished within 2 to 3 weeks after receipt of the requisition.

5. Transportation charges are included in the unit price. Transportation is usually by premium mode (armored van). Therefore, requisitions to the same destination should be consolidated whenever possible.

6. Questions concerning the above procedures or availability of assets should be directed to the DISC focal point (see Attachment 4, this chapter).
The DoD program for the recovery and use of precious metals from excess and surplus end items, scrap, hypo solutions, and other precious metal-bearing materials provides for the establishment of focal points at DoD component levels to coordinate on all matters pertaining to the PMRP.

(1) Headquarters DLA  
DLA/MMLC (Program Manager)  
8725 John J. Kingman Road, STE 4133  
Fort Belvoir, VA  22060-6221

(2) Defense Reutilization and Marketing Service (DRMS)  
74 N. Washington Avenue  
Battle Creek, MI 49017-3092

(3) Defense Industrial Supply Center  
DISC-OIBA/YC (DISC)  
700 Robbins Avenue  
Philadelphia, PA  19111-5096

(4) Army  
HQ DA (DALO SMP)  
5006 Army Pentagon  
Washington,  DC  20301-0500

(5) Army Alternate  
HQ AMC (AMC LG MS)  
5001 Eisenhower Avenue  
Alexandria, VA  22333-0001

(6) Navy  
Naval Supply Systems Command  
5450 Carlisle Pike  
P.O. BOX 2050  
Mechanicsburg, PA 17055-0791

(7) Air Force  
HQ AFMC/LGID-2  
4375 Chidlaw Road, STE 6  
Wright-Patterson AFB, OH  45433-5006

(8) Marine Corps  
HQ US Marine Corps (CODE LPP-2)  
2 Navy Annex  
Washington, DC 20380-1775
(9) U.S. Coast Guard

U S Coast Guard (G-CFM-3)
2100 Second Street, SW.
Washington, DC 20593-0001
CONVERSION FACTORS USED IN THE PMRP

Reference: Chapter 11, Paragraph C3d(2)

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1. Incinerators/Furnaces. Procurement or replacement of Military Service and other DoD component-owned and operated incinerators or furnaces, which are used for the DEMIL or declassification of classified film or other classified materials, is the responsibility of the Military Services or owning DoD components. Likewise, the DEMIL or destruction of classified film or other classified materials is a Military Service/Defense Agency responsibility. This responsibility is exercised at the option of the Military Service/Defense Agency either by incineration or other means at the Military Service/Defense Agency facilities or through transfer through the Intelligence Community Network for incineration or destruction at the centralized Intelligence Community Destruction Facility at Fort Meade, Maryland. In either event, resulting precious metal-bearing ash or residues are required to be turned in to DRMOs or released, as directed by DRMS, to a commercial contractor for precious metal recovery. Special care shall be exercised to ensure that incinerators are effectively used, operated, and maintained in order to maximize silver recovery while conforming to local air pollution standards.

2. Electrolytic Recovery Units/Passive Silver Cells

   a. General. In photographic and X-ray processing, significant amounts of high purity silver are generated in fixing baths as a result of chemical action. Recovery of silver from the spent fixing solution (hypo) can be accomplished by chemical precipitation, metal displacement, or electrolytic methods. Potential generators of spent hypo are hospitals, dispensaries, dental clinics, photographic laboratories, printing plants, microfilm and microfiche producing facilities, and hobby craft shops.

   b. Acquisition of Silver Recovery Supplies/Equipment.

      (1) PMRP generators shall submit requests for PMRP supplies; such as, silver test paper, PSCs, fittings, control valves, replacement parts which are peculiar to recovery equipment, to the appropriate PMRP representative who shall arrange for shipment from stock or forward request to DRMS for initiation of a purchasing action.

      (2) Electrolytic recovery equipment shall be acquired and installed as follows:

         (a) Generating activities shall apprise DRMS (see Attachment 4, this chapter) of the need for PMRP assistance or recovery equipment to start up silver recovery operations or to enhance the effectiveness of ongoing silver recovery operations to ensure maximum recovery.

         (b) The PMRP representative shall make arrangements to have the hypo-generating work site surveyed as the basis for determining specific onsite equipment needs.
(c) DRMS shall procure and furnish without cost to authorized PMRP participants electrolytic recovery units, PSCs, chemical tanks, and supporting parts and equipment used to recover silver from silver-bearing film processing solutions.

(d) Generating activities are responsible for installing silver recovery equipment.  
1 DRMS shall provide installation and operating instructions with the equipment.

2 When special or unusual circumstances arise, generators shall request assistance from the PMRP representative (preferably in conjunction with actions outlined in subparagraphs b(2)(a) or (b)).

(3) Maintenance of Silver Recovery Equipment

(a) Generating activities are responsible for performing operating level preventive maintenance on recovery equipment in their possession. Preventive maintenance includes day-to-day adjustments, cleaning, replacement of fuses and gaskets, and any like action which can be performed periodically with a minimum of effort as a safeguard against excessive equipment downtime.

(b) The servicing representative shall be contacted immediately in the event of equipment malfunctions that defy "troubleshooting" efforts of the generating activity. Representatives shall respond promptly to such notices and make all arrangements necessary to repair or replace equipment in a timely manner.

(c) During any period when silver recovery equipment is deadlined, generating activities shall ensure that no spent hypo solution is discarded. Spent hypo solution shall either be collected and turned in to the servicing DRMO along with a generator fund cite for ultimate disposal, taken to another nearby recovery facility, or collected and retained until deadlined recovery equipment is again operating. Spent hypo solution shall be handled in accordance with all Federal, state, and local environmental and transportation regulations.

3. Vacuum Sweepers

a. DRMS shall procure and provide, without cost to authorized users, vacuum sweepers and collection bags, used primarily in dental facilities to collect precious metals bearing dust or sweeps.

b Generators shall turn-in precious metals dust collected through use of the vacuum sweepers.

4. Gram Scales

a. Gram scales are not construed to be "precious metals recovery oriented" and are
authorized to be purchased for use by DRMOs and other DRMS facilities to ascertain precise weights of scrap material, as needed, for the purpose of inventory and accountability.

b. DLA will not procure gram scales for use by generating activities turning in scrap for precious metals recovery.

5. Special Supporting Equipment for Precious Metals Processing and Preparing. Special precious metals processing equipment required by DRMOs for the processing or preparation of precious metal-bearing property may be purchased as needed to support approved precious metals processing. Such equipment would include special power tools, cutters, saws to facilitate the sorting, segregation, or upgrading of precious metal-bearing scrap.

6. Accountability for Precious Metals Recovery Equipment

a. When precious metals recovery equipment is needed, it shall be issued from stock or purchased (with PMRP funds) and shipped to the generating activity concerned. The Accountable Property Officer or equivalent shall hand-receipt equipment to a responsible individual at the generating activity upon delivery of equipment or, as in the case of equipment already in DoD component custody, as soon as possible after such equipment is transferred to DRMS.

b. Precious metals recovery equipment in the possession of DoD components and participating Federal civil agencies shall be carried on the property account of DRMS.

c. DRMS shall maintain a current record of all precious metals recovery equipment in the custody of serviced generating activities.

d. Generating activities shall contact the PMRP representative for turn in of precious metals recovery equipment. DRMS shall provide instructions to include a document number for turning in the equipment.
PMRP REPRESENTATIVES LOCATIONS AND AREAS COVERED

Reference: Chapter 11, Attachment 3, Paragraph 2b(2)(a)

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<th>Areas Covered</th>
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<tr>
<td>ATTN: DRMS-DÉO</td>
<td>Missouri, and Puerto Rico and Panama</td>
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<tr>
<td>926 Taylor Station Road</td>
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<td>Blacklick, OH 43004-9615</td>
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<td>DSN 850-2114/4195</td>
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<td>COM (614) 692-2114/4195</td>
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