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Logistics



PRECIOUS METALS RECOVERY PROGRAM

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(TSgt Winfield S. Hinkley)
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This instruction establishes procedures and assigns responsibility for the recovery, control, and disposal of precious metals from waste of photographic materials and other scrap and waste items which are reduced to waste through use and are made up of an economically recoverable amount of precious metals. It applies to all organizations, both host and tenant, who generates precious metals bearing property, scrap, and waste materials.

SUMMARY OF REVISIONS

This revision replaces the Chief, Inspection Element, with the Flight Commander, Distribution Flight, as the Primary Base Precious Metals Manager (paragraph 3.2.). The Defense Reutilization and Marketing Office (DRMO) clerk has replaced the Assistant NCOIC, Storage and Issue Element as the Alternate Base Precious Metals Manager (paragraph 3.2.). Squadron Commander replaced Chief of Supply (paragraph 3.1.) and Distribution Flight replaced Combat Operations Support Flight. Adds requirement for commanders of activities participating in the program to appoint in writing a primary and alternate Precious Metals Recovery Monitor (PMRM). **A bar (|) indicates a change since the last edition.**

1. Program Objective: The Precious Metals Recovery Program (PRMP) is established to ensure precious metals (i.e., gold, silver, platinum, etc.) are reclaimed, refined, and used for authorized internal purposes. Due to Department of Defense (DoD) increased emphasis on precious metals, all Air Force activities must ensure internal controls and security measures are put into effect. Emphasis is also required on accounting, documentation, and safeguarding these metals at all levels.

2. General: The recovery of precious metals is of the utmost importance. The cost of precious metals, coupled with continued emphasis in the area of fraud, waste, and abuse, dictates absolute control and accountability. Precious metals are based primarily on their resistance to both heat and oxidation. Silver is available for recovery from several sources: exhausted processing solutions (Silver Bearing Hypo Solu-

tion); scrap file, Polaroid film back; film ash; unserviceable silver-cell batteries; drilling from anode and used welding rods; brazing wire and scraps produced from its use; silver-bearing amalgam or its scrap; expended desalting kits or any products that have silver residue. The term "silver bearing scrap" pertains to the above sources. Activities with the potential to generate precious metals scrap are: overhaul and repair shops; plating shops; photographic laboratories; film libraries; medical or maintenance x-ray laboratories; dental clinics and laboratories; and Security Forces Pass and Identification. The main source of gold comes from dental work, electronic connector pins, and possibly different types of scrap wire. This instruction does not apply to base supply property that is processed to the DRMO as a result of being excess to supply. Items that are excess to the inventory will be processed to DRMO in accordance with established procedures. The procedures do not bar the local use of recovered precious metals for authorized programs.

3. Responsibilities:

3.1. Wing Commander. The Wing Commander designated the 437th Logistics Readiness Squadron (LRS) Commander as the Base PMRP Manager. This designation will ensure an effective program for identification, control, and recovery of precious metals.

3.2. Base Manager. The LRS Commander has designated the Flight Commander, Distribution Flight (437 LRS/LGRD), and DRMO clerk (437 LRS/LGRDCI), as the primary and alternate Base Precious Metals Manager (PMM) to act on behalf of the 437 LRS Commander. The base manager will ensure procedures outlined in this instruction are enforced within each activity as to their assigned responsibilities and will provide guidance for safeguarding, accountability, and processing of precious metals to DRMO.

3.3. Generating Activities.

3.3.1. Commanders are responsible for identifying activities within their area of responsibility which generate/store precious metals and/or precious metals bearing scrap.

3.3.2. Commanders of activities participating in the PMRP will appoint, in writing, a primary and alternate PMRM. These individuals will be familiar with the program directives and will monitor the program within the activity to ensure full program compliance and act as a point of contact for LRS. The name, location, and phone number of the appointees will be provided annually, or when changes are made, to 437 LRS/LGRDCI. During June and December of each year, the commander of each activity will review his/her program to ensure overall compliance. The written results of this review will be forwarded to 437 LRS/LGRDI.

4. Recovery Methods:

4.1. Silver recovery of spent photographic silver bearing hypo solution.

4.1.1. The nondestructive inspection shop receives spent silver bearing hypo solution from the photo laboratory in 3- or 5-gallon plastic containers.

4.1.2. The Maintenance Squadron Commander will designate a Silver Recovery Monitor (SRM) and alternate (SRMA), a Silver Recovery Witness (SRW) and alternate (SRWA), and an official weigher. These designees will be a military grade E-6 (or higher) or civilian grade of GS-7 (or higher) and will be appointed by letter. The designated alternates will perform only in the absence of the primary. The handling of silver residue (remaining plates, stripping, etc.) will only be

accomplished in the presence of both the SRM and SRW or their alternates. Other participating organization commanders will make similar appointments, as they deem necessary.

4.1.3. SRM responsibilities. The SRM will ensure:

4.1.3.1. Rooms containing the electrolytic recovery unit are adequately safeguarded and properly secured and only authorized personnel are permitted access.

4.1.3.2. Silver removed from a silver recovery unit and stripping is safeguarded until it has been properly transferred to the DRMO.

4.1.3.3. Procedures are affected to provide an auditable trail of recovered silver from the reclaim unit through the transfer to DRMO. Records will be maintained separately for the recovery of silver from hypo solution received from the photo laboratory.

4.1.3.4. Silver is accurately weighed, accounted for in grams, and placed in a secure container. The weight will be annotated on DD Form 1348-1, DoD Single Line Item Release/Receipt Document, and certified by SRW and one copy forwarded to 437 LRS/LGRDCI.

4.1.3.5. A designated official is present when subject material is being transferred to LGRDCI for transfer to DRMO. The weight annotated by the DRMO representative is the official weight.

4.1.4. Silver-Bearing Amalgam. Dental scrap containing silver and elemental mercury must be packaged in nonporous, smooth containers (not glass) in such a manner as to preclude the possibility of loss through leakage or container breakage.

4.2. Recovery of Precious/Critical Alloy Metals. Trained personnel through the aid of TO-00-25-113 or other means can identify parts containing precious metals/alloys. Scrap parts identified containing precious metals/alloys will be tagged, marked, and accumulated in suitable containers to indicate the principal alloy group (DPDS-M 4610.12). These containers will be turned in to DRMO through the LRS monitor.

5. Compliance:

5.1. Each activity participating in precious metals recovery will ensure all responsibilities set forth in pertinent directives are performed.

5.2. Safeguard precious metals and scrap at all times to prevent theft or pilferage. All activities will set up a safe place for storing precious metals and scrap. Contact the PMM if assistance is required in obtaining safes or other equipment to store precious metals or scrap.

5.3. Collection points that are secure but do not require use of a safe will be clearly marked as scrap precious metals collection points and appropriate containers will be used to collect segregated types of precious metals scrap. These containers are not to be used for collection of any other material. The locations of these collection points are as permanent as possible.

5.4. Handling of precious metals or scrap will be limited to designated personnel only.

5.4.1. All activities participating in the recovery of precious metals program will maintain records for the following:

5.4.1.1. Date scrap was collected.

5.4.1.2. Type of scrap.

5.4.1.3. Quantity.

5.4.1.4. Document number of transfers.

5.4.1.5. Date silver bearing hypo solution was transferred or received.

5.4.1.6. Name(s) of individual(s) transporting precious metals or scrap to LRS receiving element.

5.4.1.7. Name of individual accepting precious metals or scrap in LRS. Coordinate with the LRS PMM or alternate before moving precious metals or scrap to the DRMO.

6. Unit Precious Metals Manager (PMM) Duties and Responsibilities:

6.1. Act as liaison between DRMO and activities participating in the PMRP.

6.2. Resolve questions/problems resulting from recovery and processing of precious metals.

6.3. Visit participating activities at least annually to review operations, documentation, and adherence of overall program requirements.

6.4. Provide training, as required, on program management to activity monitors.

6.5. Coordinate with DRMO on the time, date, and amounts of precious metals to be moved.

6.6. Transfer all precious metals and scraps to DRMO using the following units of issue:

6.6.1. Grams - Gold: bridgework, caps, teeth, trimmings, grindings, dust, metallic foil and leaf, wire, casting powder, and brazing alloys. Platinum family: platinum, rhodium, palladium, ruthenium, tridium, osmium, dental alloys, scrap, sweepings, jewelry, laboratory ware, sludges, and wire. Silver: used anodes, machining, grain silver, wire, and sterling. Metallic Silver: flake derived from electrolytic processing silver bearing hypo solution.

6.6.2. Pounds - silver dental amalgam and all other precious metals bearing scrap not listed in paragraph.

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