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Logistics

**PRECIOUS METALS RECOVERY PROGRAM
(PMRP)**

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OPR: 60 LGR/LGRDMS
(TSgt Jeannette Bucklin)
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Certified by: 60 LGR/CC
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This instruction implements AFD 20-1, *Logistics Strategic Planning*. Precious Metals Recovery Program (PMRP) is established to ensure that precious metals are conserved and recovered for authorized internal use or as Government-Furnished Material (GFM) for repair and production contracts. The program includes gold, silver, and the platinum family of metals: platinum, palladium, iridium, rhodium, osmium, and ruthenium. It applies to all on-base activities, including tenant organizations. HQ AFMC is the Air Force manager for PMRP and the Travis AFB monitor is the 60th Logistics Readiness Squadron Chief Inspector (60 LGR/LGRDMS).

SUMMARY OF REVISIONS

Paragraph 1.9., deleted reference AFI 31-209, *The Installation and Resources Protection Program*. Paragraph **6.7.** and **7.8.**, change silver recovery process regulations and procedures. Paragraph **8.**, change Resource Protection Program Manager procedures. **A bar (|) indicates a change since the last edition.**

1. References.

- 1.1. DOD Manual 4160.21, DOD Utilization and Disposal Manual, Chapter XVII, *Precious Metals Recovery Program*.
- 1.2. AFMAN 23-110, Volume I, Part One, Chapter 10, Section S, *Safeguarding Government Property*.
- 1.3. AFMAN 23-110, Volume III, Part One, Chapter 9, Section H, *Utilization of Assets Government-Furnished Equipment (GFE) and Government-Furnished Material (GFM)*.
- 1.4. AFMAN 23-110, Volume VI, Chapter 4, *Precious Metals Recovery Program*.
- 1.5. AFMAN 23-110, Volume VI, Chapter 2, *USAF Excess Authorities and Turn-Ins to the Defense Reutilization and Marketing Office (DRMO)*.

- 1.6. AFMAN 23-110, Volume VI, Chapter 3, *Property Requiring Special Processing*.
- 1.7. T.O. 00-25-113, *Conservation Segregation and Disposal of Critical Alloys and Precious Metals*.
- 1.8. AFI 31-101, *The Air Force Installation Security Program*.

2. Travis AFB Precious Metals Recovery Program Responsibilities.

2.1. 60 LGR/LGRDMS is the overall Travis AFB PMRP monitor. The monitor is the focal point for all PMRP matters at Travis AFB. Unit commanders will appoint unit monitors within each activity that use precious metals in any form, generates precious metals bearing scrap or waste, or use silver recovery equipment. All levels of supervision will make sure there is a clear line of communication and response to recommendations of the base PMRP monitor and unit monitors.

3. Base PMRP Monitor (60 LGR/LGRDMS) will.

- 3.1. Represent the base in the day-to-day planning, organizing, directing, and controlling of the PMRP.
- 3.2. Keep a current list of program monitors and precious metals generating/using activities. This list will also have the site (building number) of the activity, type of recovery equipment used, kinds of precious metals bearing scrap or waste generated, and other forms of precious metals used. If large volumes of precious metals are generated, coordinate with the resource protection program manager for storage requirements.
- 3.3. Visit each generating/using activity annually for review of operations, documentation, and adherence to overall policies, AFMAN 23-110, Volume VI, Chapter 4, AMC Sup 1.
 - 3.3.1. Prepare and maintain a report of findings.
 - 3.3.2. Send copies of the report of findings to the Wing Commander and 60 MXG/CC.
- 3.4. Keep a file of precious metals generating/using activities' operating instructions (OIs), self-inspection checklists, and any other records needed to effectively manage the program.
- 3.5. Maintain a record of refined precious metals that are GFM.
- 3.6. Check the adequacy of methods used by the base activities to comply with HQ USAF, HQ AMC, and base directives on the PMRP.
- 3.7. Check the adequacy of identification, safeguarding, and disposal of precious metals in the base inventory.
- 3.8. Send a list of precious metals producing/using activities to the Resource Protection Executive Committee and Security Forces Administration Section (60 SFS/SPA) to ensure a comprehensive inspection program.
- 3.9. Contact the local DRMO, relative to any guidance on scrap segregation.
- 3.10. Maintain liaison with the Defense Logistics Agency (DLA) Precious Metals Area Representative and the DRMO to keep abreast of silver recovery techniques and to obtain or give assistance on the overall PMRP.
- 3.11. Develop and implement local regulations and operating instructions to assign responsibilities and to provide guidance for the safeguarding, accounting, and processing of precious metals and pre-

cius metals bearing scrap and waste. Coordinate with the Resource Protection Program Manager for OI review.

4. All Precious Metals Generating/using Organizations will.

- 4.1. Appoint, in writing, a unit PMRP monitor and alternate. Send a copy of the appointment letter containing the names, ranks, office symbols, and phone numbers, to 60 LGR/LGRDMS.
- 4.2. Advise the base PMRP monitor, 60 LGR/LGRDMS, immediately in writing of any changes. The monitor or an alternate will accompany the base PMRP monitor on the annual surveys.
- 4.3. Unit Commander will appoint in writing an individual to receipt for and issue precious metals to witness the harvesting of precious metals and to certify weight annotated on the disposal turn-in document.
- 4.4. Initiate and maintain a self-inspection program to include items such as security requirements, testing hypo fluids, receipt, issue, and turn-in procedural requirements. Ensure checklists show the peculiarities of each precious metals generating/using activity. (Use AF Form 2519, **All Purpose Checklist**, for the purpose). Update checklists to show the results of the findings and recommendations of annual inspections.
- 4.5. Provide item managers (IMs) with results of laboratory tests (positive or negative) conducted on items to determine presence of precious metals. This will ensure assignment of the correct Precious Metals Indicator Code I of the Federal Cataloging System ([Attachment 2](#)).

5. Unit Monitors must Maintain a Record of.

- 5.1. Precious metals.
- 5.2. Precious metals bearing items generated and turned in to DRMO.
- 5.3. Silver recovery cartridges obtained, by serial number, and those turned in to the DRMO.
 - 5.3.1. Account for all silver recovery cartridges under a debit/credit system of accounting. Most recovery cartridges have serial numbers. Use this number on all transaction documents when receiving and/or transferring these cartridges from activity to activity.
 - 5.3.2. When a cartridge does not have a serial number at the time of receipt, the number assigned will consist of the activity's functional code, followed by the Julian date, and will be sequenced starting with 0001 for the first cartridge.
- 5.4. Issue OIs to show all PMRP instructions. Write and revise OIs on the basis of HQ USAF and HQ AMC guidance, and from the base program monitor. In addition, revise OIs on the basis of experience gained in audits and annual inspections, and of new developments in precious metals recovery technology. As a minimum OIs will:
 - 5.4.1. List the specific duties required to handle and account for precious metals in their inventory.
 - 5.4.2. Have examples of precious metals used by the unit, known stock numbers, and type of scrap generated.
 - 5.4.3. Have a plan to:
 - 5.4.3.1. Find, segregate, and sort items with precious metals.

5.4.3.2. Safeguard all precious metals scrap/silver flake and sludge or residue in their account from pilferage.

5.4.3.3. Turn-in accumulation of precious metals (scrap, film harvested silver, etc.), and items containing precious metals at least quarterly, or sooner if feasible.

6. Details for using Chemical Silver Recovery Cartridges.

6.1. Ensure adequate ways for checking cartridge off-flow. This is to ensure no fixer with silver will flow through the cartridge into drains, due to steel wool deterioration or oxidation. Accomplish a silver estimating test at least monthly, using Silver Test Kit, NSN 6760-01-355-4635. Document the monthly test with date, result, and initials of the tester.

6.2. Keep recovery equipment in good repair, operating per manufacturer's instructions furnished with the equipment.

6.3. Before turning in exhausted cartridges fill them with spent hypo or water to prevent oxidation and fire hazard while enroute to their destination.

6.4. Soak leaking cartridges in water to prevent oxidation, then place in a heavy plastic bag. Soak cartridge with water by removing screw-on caps; **DO NOT** remove metal ring around cartridge. Turn in to DRMO as soon as possible.

6.5. Secure recovery cartridges (in-use or expended) from pilferage at all times.

6.6. Under no circumstances should you attempt to recover silver with bleach using the cartridge recovery system, as bleach is not compatible with cartridges.

6.7. The silver recovery process is regulated under wastewater discharge requirements and hazardous waste disposal regulations. Do not change existing procedures including operating instructions, inspection schedules and volume treated logs without review by 60CES/CEVC Water Quality and Hazardous Waste Sections.

7. Instruction for using the Electrolytic Silver Recovery Units.

7.1. Secure units from pilferage.

7.2. Empty units at frequent intervals and turn-in silver flake to DRMO using DD Form 1348-1A, **Issue Release/Receipt Document**.

7.3. Accomplish a silver estimating test at least weekly, using Silver Test Kit, NSN 6760-01-355-4635. Document the monthly test with date, result, and the initials of the tester.

7.3.1. Notify DRMO in advance of date/time to turn-in precious metals.

7.3.2. If possible, turn in silver flake/sludge (wet weight) in package not to exceed 2,000 grams each.

7.3.3. Contact DRMO for procedures on how to turn in packages exceeding 2,000 grams.

7.4. The user will perform minor repairs, such as day-to-day adjustments, replacement of fuses and gaskets, and cleaning/reconditioning.

7.5. Ensure proper controls to prevent possible electrical hazards.

7.6. Institute controls to prevent possible ground and water pollution from spent photographic solution.

7.7. After publishing OIs and self-inspection checklists send the base PMRP monitor a copy.

7.8. The silver recovery process is regulated under wastewater discharge requirements and hazardous waste disposal regulations. Do not change existing procedures including operating instructions, inspection schedules and volume treated logs without review by 60 CES/CEVC Water Quality and Hazardous Waste Sections.

8. The Resource Protection Program Manager 60 SFS/SFOSE will.

8.1. IAW AFI 31-101, paragraph 22.2.5, SFOSE inspects annually any facility designated as a controlled area (CA). CA designation is not required in areas that provide adequate protection through circulation control procedures.

8.2. SFOSE will conduct an inspection of any precious metals producing units upon receipt of request from that unit.

8.3. Forward a copy of inspection results to 60 CES/CEV. Do not change silver recovery procedures without 60 CES/CEV approval.

9. The Defense Reutilization and Marketing Office (DRMO) will.

9.1. Accept accountability for, receive, store, safeguard, report, and make disposition of precious metals and precious metals bearing scrap or waste turned in.

9.2. Aid in getting silver recovery equipment and supplies for generating activities.

9.3. Help determine the degree of segregation of scrap. Identify metals not readily decided without special expertise, and supply collection receptacles at the generating location.

9.4. Maintain a PMRP in compliance with current DLA instructions.

9.5. All base activities involved in PMRP are responsible for making recommendations to the base PMRP monitor regarding improvement or enhancement of the program. The base PMRP monitor will consolidate recommendations for submission to HQ AFMC/LOLP.

10. Turn-in Procedures.

10.1. Turn in to DRMO precious metals bearing scrap/waste and excess refined precious metals. Classify excess and condemned items bearing precious metals as turn-in items, unless they qualify for turn-in as scrap. You will find specific guidance for completing DD Form 1348-1A in AFMAN 23-110, Volume II, Part 13. Maintain a suspense copy of the turn-in document until you receive a receipt copy from DRMO. Dispose of the receipt copy IAW AFMAN 37-139, *Records Disposition Schedule*.

11. Requisitioning and use of Refined Precious Metals.

11.1. Precious metals recovered by this program are refined and stored by DLA. They are available for use on approved internal AF programs for use as GFM. They are available for just the cost of recovery plus an authorized administrative surcharge and transportation charge. These combined costs are much less than the open market price of the metal.

11.2. Activities initiating purchase requests for precious metals or for repair of items, where precious metals can be furnished as GFM, will contact the base PMRP monitor located in 60 LGR/LGRDMS. The base PMRP monitor will coordinate with DLA to determine availability.

11.3. Requisitioning activities will coordinate any correspondence between base activities and DLA with the base PMRP monitor.

12. Adopted Forms. AF Form 2519 and DD Form 1348-1A.

DENNIS M. MCCARTHY, Col, USAF
Director of Wing Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD Manual 4160.21, DOD Utilization and Disposal Manual, Chapter XVII, *Precious Metals Recovery Program*.

AFMAN 23-110, Volume I, Part One, Chapter 10, Section S, *Safeguarding Government Property*.

AFMAN 23-110, Volume III, Part One, Chapter 9, Section H, *Utilization of Assets Government-Furnished Equipment (GFE) and Government-Furnished Material (GFM)*.

AFMAN 23-110, Volume VI, Chapter 4, *Precious Metals Recovery Program*.

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AFMAN 23-110, Volume VI, Chapter 3, *Property Requiring Special Processing*.

AFI 31-101, *The Air Force Installation Security Program*.

T.O. 00-25-113, *Conservation Segregation and Disposal of Critical Alloys and Precious Metals*.

Attachment 2**PRECIOUS METAL INDICATOR CODES****PRECIOUS METAL INDICATOR CODE LIST**

<u>Code</u>	<u>Definition</u>
A	Item does not contain precious metal.
C	Item contains combination of two or more precious metals (silver, gold, and platinum).
G	Item contains gold.
P	Item contains platinum family metals.
S	Item contains silver.
U	Precious metal type is unknown.
V	Precious metal type varies between manufactures.