

24 NOVEMBER 2004



Supply

**PRECIOUS METALS RECOVERY PROGRAM
(PMRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 439 AWI 23-501, 2 October 1998

Pages: 3
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 23-5, *Reusing and Disposing of Materiel*, DOD Manual 4160.21-M, *Recovery and Reutilization of Precious Metal Program*, and Air Force Manual (AFMAN) 23-110, Volume 6, Chapter 4, *Precious Metal Recovery Program*. It outlines the responsibilities for recovery, storage, accountability and disposal of precious metals. The metals covered in the precious metals recovery program (PMRP) include gold, silver, platinum, palladium, iridium, rhodium, osmium, and ruthenium. It applies to all Wing organizations processing, utilizing property containing or performing tasks that result in the production of waste containing precious metals.

SUMMARY OF REVISIONS

This revision identifies specific PMRP procedures (paragraph 2.5.1.); deletes scrap film and negative requirements (formerly paragraph 2.5.4.); deletes the requirement for unit monitors to submit all requirements for supplies and equipment to 439 LRS/LGRD (formerly paragraph 2.5.6.); requires the segregation of precious metal bearing material and waste material prior to turn-in (paragraph 2.5.8.); deletes the requirement to attend workshops and training (formerly paragraph 2.6.1); and deletes Attachment 1, PMRP Unit Monitor Responsibilities. A bar (|) indicates revision from the previous edition.

1. Applicable References. In addition to the above listed publications, the following will be used for sources of additional information further defining the PMRP.

- 1.1. AFMAN 23-110, Volume 2, Part 13, *Standard Base Supply Customer's Procedures*.
- 1.2. Air Force Instruction (AFI) 31-401, *Information Security Program Management*.

2. Responsibilities.

2.1. The Installation Commander appoints the Chief of Supply to be the PMRP manager for Westover ARB, responsible for overall program management.

2.2. The Chief of Supply designates the Material Storage and Distribution Flight Inspector, as the PMRP monitor and the Material Storage and Distribution Flight Chief as the alternate PMRP monitor.

2.3. PMRP manager will maintain a list of organizations using or generating items in the program for all base organizations. The manager will ensure program management to conform with AFMAN 23-110, Volume 6, Chapter 4. The manager is responsible for surveillance visits to applicable organizations at least every two years. The PMRP manager will act as liaison with the servicing Defense Reutilization Marketing Office (DRMO) for program administration, supplies, and equipment necessary for program management, training, information or other contractual requirements.

2.4. The PMRP monitor will administer the program and act as the base focal point for program matters. The monitor will receive and process turn-ins from installation organizations and provide assistance when requested.

2.5. Commanders of organizations responsible for storage, generation or use of items containing precious metals must appoint a unit monitor and alternate. This information must be provided to the PMRP manager in writing upon appointment and when changes occur.

2.5.1. Commanders ensure that unit monitors comply with all current publications addressing PMRP procedures, specifically AFMAN 23-110, Volume 6 Chapter 4, AFMAN 23-110, Volume 2, Part 13, and applicable supplements.

2.5.2. Commanders ensure work center personnel fully understand and comply with their responsibilities in the identification, recovery and control of material containing precious metal residue (i.e., silver nitrate contained in microfiche files, photographic developing solutions, non-destructive inspection solutions/materials, etc.).

2.5.3. Commanders of activities, receiving, issuing, and using fine precious metals which are assigned a controlled item code (CIC) "R" must appoint an individual(s) in writing to receipt for and issue these materials.

2.5.4. Each activity involved in the PMRP will perform a self inspection at least annually.

2.5.5. Generating activities will ensure that any new items containing precious metals are identified to the PMRP monitor. Refer all problems and/or questions concerning PMRP to Base Supply Distribution Flight.

2.5.6. Unit monitors maintain a file that consists of, but is not limited to, the following: letters of appointment, unit procedures, PMRP surveys of unit operations, if applicable, checklists, and any corrective actions.

2.5.7. Unit monitors will placard collection point container(s) with "Precious Metals" and ensure a locking mechanism is in use.

2.5.8. Prepare AF Form 2005, **Issue/Turn-In Request**, and deliver paperwork and property to Base Supply. Segregate precious metal bearing material and waste material prior to turn-in to the Distribution Flight.

2.5.9. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in

accordance with Air Force Web-RIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>.

2.5.10. Any specific state mandated controls for handling, transportation or disposal of precious metals having any hazardous characteristics are identified by Environmental Engineering, Bioenvironmental Engineering Services, and the Transportation office.

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Commander