



# Turn-in of Medical Supplies



- Prepare Turn-in document-DA Form 3161
  - NSN, Nomenclature, Unit of Issue, Expiration Date and Quantity
- Do not mix Hazardous Materials and waste
- Separate DA Form 3161 for Serviceable, Unserviceable, Non-controlled Pharmaceutical, Controlled Pharmaceutical and Med-surgical items



# Class VIII Turn-In Procedures



## For MEDSURG/ Non-Controlled Pharmaceutical items

Contact Customer Support (CS) at 765-8195/ 8199  
to Initiate Turn-in Process



Send DA 3161 to CS for Approval



CS will contact turn-in representatives at 765-  
1305/8579 to coordinate Turn-in Date and Time



Turn-in Item(s) to warehouse



SAVE    SAVE AS    PRINT    EMAIL

<b>REQUEST FOR ISSUE OR TURN-IN</b> <i>(DA PAM 710-2-1)</i>						1. REQUEST NO.		2. VOUCHER NO.	
						ISSUE TURN-IN		SHEET NO. 1	NO. SHEETS 1/1
3. SEND TO: <b>Warehouse, USAMMC-K</b>						4. DATE MATERIAL REQUIRED (YYYYMMDD)      20110115		5. DODAAC W90UJB	
8. REQUEST FROM: <b>TMC CP Casey, 168 MMB (SSG John Doe)</b>						9. END ITEM IDENT <b>Turn In Expired Items.</b>		6. PRIORITY	
						9a. NAME/MANUFACTURER		7c. SERIAL NO.	
* CODE    ISSUE                  TURN-IN                  EX-Excess                  LT-Lateral Transfer Initial       R-Replacement     FWI-Fair Wear And Tear     RS-Report of Survey     SC-Strut of Charges						10. PUBLICATION		11. JOB ORDER NO.	
12. ITEM NO.                  STOCK NO.                  ITEM DESCRIPTION                  UNIT OF ISSUE                  QUANTITY                  CODE*                  SUPPLY ACTION                  UNIT PRICE                  TOTAL COST                  POSTED DATE (YYYYMMDD) BY									
1	00409-9137-05	Lidocaine 1% 50mg/5ml	BT	2	▼	Exp : 07/10		0.00	
2	49502-0697-24	Albuterol sulfate 0.083\$ Inh Sol	BX	3	▼	Exp : 08/10		0.00	
3	60432-0357-60	Nystatin Sus 100,000 u/ml	BT	4	▼	Exp : 04/10		0.00	
4	51762-1279-03	Fluocinonide Gel 0.05% 60g	TU	1	▼	Exp : 06/09		0.00	
5	00487-9801-30	Ipratropium 0.02% Inh sol	BX	2	▼	Exp : 02/10		0.00	
6	00409-5534-34	Sodium Bicarbonate 4/2% infant	PG	3	▼	Exp : 06/10		0.00	
-----Nothing		Follows-----			▼				
					▼				
					▼				
					▼				
					▼				
					▼				
					▼				
					▼				
					▼				
						SHEET TOTAL			GRAND TOTAL

DA FORM 3161, DEC 2000

PREVIOUS EDITION MAY BE USED

ADD RE = 1.02E+

NUM



# Class VIII Turn-In Procedures

## For Controlled Substances

Contact Customer Support (CS) at 765-8195/ 8199 to Initiate Turn-in Process



Send DA 3161 to CS for Approval



CS will contact Vault Personnel at 765-7252 to Coordinate Turn-in Date and Time



Receive 'Shipment Container and Seal'



Turn-in Item(s) to Vault

