

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 Materiels 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



Example DA Form 3161 (MEDSURG/Non-Control Pharmaceutical Items



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PRINT

EMAIL



REQUEST NO REQUEST FOR ISSUE OR TURN-IN SHEET NO. 1 VOUCHER NO. SHEETS (DA PAM 710-2-1 TURN-IN 1/1 B. SEND TO: 4 DATE MATERIAL REQUIRED 7. ACCOUNTING/EUNDING DATA DODAAC Warehouse, USAMMC-K VVVVMMODI 20110115 W90UJB 8. REQUEST FROM: 9. END ITEM IDENT a. NAME/MANUFACTURER 9b. MODEL 9c. SERIAL NO Turn in Expired Items. TMC CP Casey, 168 MMB (SSG John Doe) 0. PUBLICATION 1. JOB ORDER NO * CODE ISSUE I-Initial TURN-IN FWT-Fair Wear And Tear EX-Excess LT-Lateral Transfer SC-Stmt of Charges R-Replacement RS-Report of Survey ~ 12. ITEM POSTED UNIT SUPPLY QUANTITY CODE* UNIT PRICE NO. ITEM DESCRIPTION. TOTAL COST STOCK NO DATE ISSUE ACTION BY (YYYYYMMDD) b с 1 h Exp : 07/10 1 00409-9137-05 Lidocaine 1% 50mg/5ml BT 2 0.00 Exp : 08/10 2 49502-0697-24 Albutrerol sulfate 0.083\$ Inh Sol BX 3 0.00 Nystatin Sus 100,000 u/ml BTExp : 04/10 0.00 3 60432-0357-60 4 51762-1279-03 ΤU 0.00 Fluocinonide Gel 0.05% 60g Exp : 06/09 5 00487-9801-30 Ipratropium 0.02% Inh sol BX 2 $E_{xp}: 02/10$ 0.00 Exp : 06/10 б 00409-5534-34 Sodium Bicarbonate 4/2% infant PG 0.00 -----Nothing Follows. SHEET TOTAL BRAND TOTAL DATE DATE 14. ISSUE OTY IN "SUPPLY ACTION" DATE BY. 15. REC OTY IN "SUPPLY 1 1 1 (YYYYMMDD) (YYYYMMDD) (YYYYMMDD) ACTION' 20110115 Doe John COLUMN COLUMN

DA FORM 3161, DEC 2000

PREVIOUS EDITION MAY BE USED

APD PE v1.03ES



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



Example DA Form 3161 (Controlled Substances)



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Warehouse, USAMMC-K 0 8. REOUEST FROM: 9 TMC CP Casey, 168th MMB (SSG John Doe) 1			ISSUE SHEET NO SHEETS TURN-IN NO. 1 1/1			1. REQUEST NO.			2. VOUCHER NO.		
			(YYYYMMDD)	(YYYYMMDD) 20110315		5. DODAAC 6. PRIORITY W90UJD 9a. NAME/MANUFACTURER			7. ACCOUNTING/FUNDING DATA 9b. MODEL 9c. SERIAL NO.		
			Turn in Expired Items			10. PUBLICATION			SB. MODEL	11. JOB ORDER NO.	
* CODE ISSUE TURN-IN I-Initial FWT-Fair Wear And Tear R-Replacement RS-Report of Survey			EX-Excess LT-Lateral Transfer SC-Strnt of Charges						~		< >
12. ITEM NO. a	STOCK NO.		PTION.	UNIT OF ISSUE	QUANTITY	CODE*	SUPPLY ACTION g		TOTAL COST	j. POSTEL DATE (YYYYMMDD)	BY
1	NDC 00406035701	Lortab 5/500 mg		EA	5	•			0.00		
		LOT# M0357P7, Exp	01/10			•					
2	NDC 00046036301	NDC 00046036301 Lortab 10/500 mg LD		BT	1	•			0.00		
		LOT# 14111b, Exp: 11	/10			•					
3	NDC 00185008401	Dextroamphetamine	Sacchar 5mg	PG	1	•			0.00		
		LOT# ME080264, Exp: 12/10				•					
	Nothing	Follows				•					
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								SHEET TOTAL	-	GRAND TOTAL	
13. ISSUE/I IN "QUANTI COLM IS REQUESTE	URN- DATE (YYYYMMDD) BY D 20101227 Doe, John		14. ISSUE IN "SUPF ACTION" COLUMN	E QTY	DATE (YYYYYMMDD)	BY	/ um -	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE (YYYYMMDD)	BY	

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