



# 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

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)					1. REQUEST NO.		2. VOUCHER NO.		
3. SEND TO Warehouse, USAMMC-K			4. DATE MATERIAL REQUIRED (YYYYMMDD) 20110115		5. DODAAC W90UJB		6. PRIORITY		
8. REQUEST FROM TMC CP Casey, 168 MMB (SSG John Doe)			9. END ITEM IDENT Turn in Expired Items.		9a. NAME/MANUFACTURER		9b. MODEL		
* CODE I-Initial R-Replacement			TURN-IN PWT-Fair Wear And Tear RS-Report of Survey		EX-Excess SC-Strnt of Charges		LT-Lateral Transfer		
12. ITEM NO. a			STOCK NO. b		ITEM DESCRIPTION c		UNIT OF ISSUE d		
QUANTITY e			CODE* f		SUPPLY ACTION g		UNIT PRICE h		
TOTAL COST i			j. POSTED DATE (YYYYMMDD)		BY				
1	00409-9137-05	Lidocaine 1% 50mg/5ml	BT	2	▼	Exp : 07/10		0.00	
2	49502-0697-24	Albuterrol 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-----			▼				
					▼				
					▼				
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					▼				
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					▼				
					SHEET TOTAL		GRAND TOTAL		
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED.		DATE (YYYYMMDD) 20110115		BY Doe, John		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)	
				BY		15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE (YYYYMMDD)	

DA FORM 3161, DEC 2000

PREVIOUS EDITION MAY BE USED

APD PE v1.03ES

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

