

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

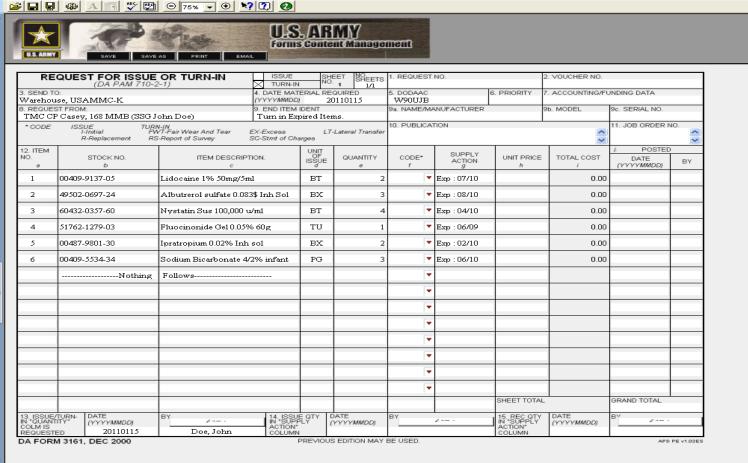
Turn-in Item(s) to warehouse



7 DA FORM 3161, DEC 2000

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





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



7 DA FORM 3161, DEC 2000

Example DA Form 3161 (Controlled Substances)



REC	QUEST FOR ISSUE	OR TURN-IN	ISSUE X TURN-IN	SHE NO.	SHEETS	1. REQUEST	NO.		2. VOUCHER NO.		
SEND TO: 4. DATE MATI Varehouse, USAMMC-K. (YYYYMMDD)						5. DODAAC 6. PRIORITY W90UJD			7. ACCOUNTING/FUNDING DATA		
REQUEST FROM: TMC CP Casey, 168th MMB (SSG John Doe) Turn in Exp				DENT			NUFACTURER		9b. MODEL	9c. SERIAL NO.	
* CODE Island TURN-IN Finitial TURN-IN Finitial FWT-Fair Wear And Tear EX-Excess SC-Stmt of Cha					Lateral Transfer	10. PUBLICAT	TION		_	11. JOB ORDER	NO.
. ITEM). a	STOCK NO.	ITEM DESCRIPT	ION.	UNIT OF ISSUE	QUANTITY #	CODE*	SUPPLY ACTION g	UNIT PRICE	TOTAL COST	j. POSTED DATE (YYYYMMDD)	ВУ
1	NDC 00406035701	Lortab 5/500 mg		EA	5	-			0.00		
		LOT# M0357P7, Exp: 01/10				~					
2	NDC 00046036301	Lortab 10/500 mg LD		BT	1	~			0.00		
		LOT# 14111b, Exp: 11/10				~					
3	NDC 00185008401	Dextroamphetamine S	cchar 5mg	PG	1	-			0.00		
		LOT# ME080264, Exp:	12/10			-					
	Nothing	Follows				~					
						-					
						-					
						-					
						-					
						-					
						-					
						-					
								SHEET TOTA	L	GRAND TOTAL	

NUM