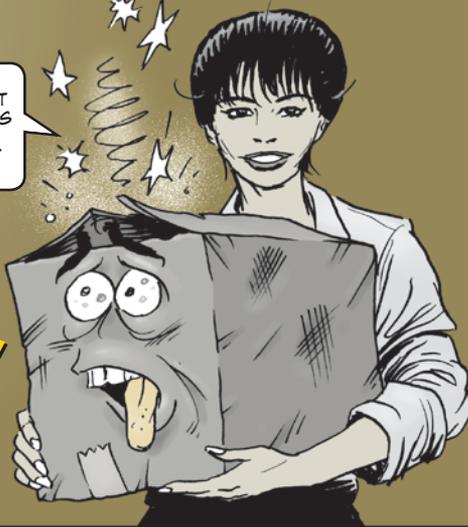


Packaging...

MILITARY PACKAGES MUST BE ABLE TO SURVIVE WORLDWIDE SHIPPING, ROUGH HANDLING AND SEVERE STORAGE CONDITIONS.

SO IT'S IMPORTANT THAT THOSE PACKAGES MEET THE STANDARDS SET FOR THEM.

HOW TO FILE SUPPLY DISCREPANCY REPORTS



THE FOLLOWING LISTS ARE EXAMPLES OF PACKAGING PROBLEMS THAT MAY REQUIRE YOU TO FILE A SUPPLY DISCREPANCY REPORT (SDR).

USE THESE TIPS WHEN CHECKING INCOMING PRODUCTS FOR PROBLEMS, AND AS GUIDELINES FOR REPORTING ANY PACKAGING DEVIATIONS OR OMISSIONS...

Preservation Problems

- Preservation inadequate
- Item corroded
- Material contaminated
- Cushioning inadequate
- Wrong materials used
- Too much preservative used
- Wrong number of items in unit container

Packing Problems

- Deficiencies in the following areas:
 - Container
 - Closure
 - Strapping
 - Cushioning
 - Blocking
- Skids left off
- Excessive packing

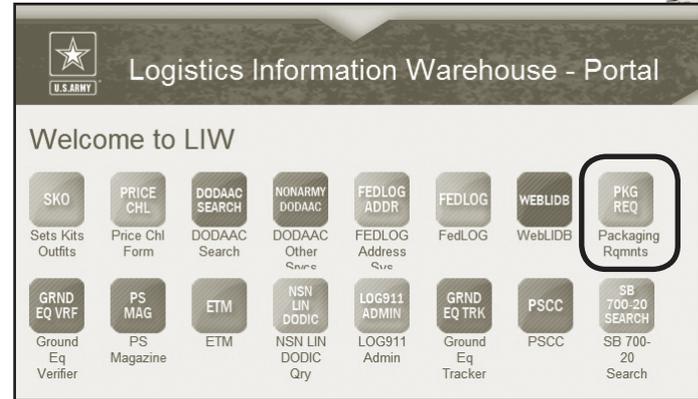


Marking Problems

- Wrong national stock number (NSN) used
- Wrong item description listed
- Incorrect quantity on unit container
- Wrong unit of issue
- Method/date of packaging incorrect or missing
- Contract number wrong or missing
- Electrostatic discharge (ESD) symbol, label or marking incorrect or missing
- Radio frequency identification (RFID) tag missing or incorrectly labeled (P311-P317)
- Heat-treated wood markings (P215). Wood packing materials stamped with "HT" do not meet guidelines.

IF YOU SUSPECT IMPROPER PACKAGING, CHECK YOUR ITEM'S PACKAGING CODES IN LIW: <https://liw.logsa.army.mil/>

SEARCH UNDER "PACKAGING REQUIREMENTS." IF YOU CAN'T FIND PACKAGING REQUIREMENTS IN LIW, TRY FED LOG.



Submit a packaging SDR if:

- The cost of using the right packaging exceeds \$100 or the value of the item, shipment or package exceeds \$2,500.
- The discrepancy involves hazardous material where a hazardous condition could result.
- The discrepancy results in damaged material that may endanger people or impair combat or deployment operations.

HERE'S A SAMPLE SCENARIO...



A SHIPMENT OF CIRCUIT CARDS ARRIVES AT YOUR UNIT. HOWEVER, THE PACKAGING MATERIAL DOES NOT CONFORM TO MIL-B-81705, BARRIER MATERIALS, FLEXIBLE, ELECTROSTATIC DISCHARGE PROTECTIVE, HEAT-SEALABLE, ESD PROTECTIVE PACKAGING. THE MARKINGS SPECIFIED IN MIL-STD-129, MILITARY MARKING FOR SHIPMENT AND STORAGE, ARE ALSO MISSING ON THE UNIT PACK.

THE ESTIMATED COST OF REPACKAGING IS GREATER THAN \$100; THE CIRCUIT CARDS, WHICH ARE WORTH MORE THAN \$2,500, ARE USED IN AVIONICS AND ARE CRITICAL SAFETY ITEMS.

IN THIS CASE, A PACKAGING SDR **MUST** BE SUBMITTED.

SDR procedures are found in Defense Logistics Manual (DLM) 4000.25, Volume 2 (Supply Standards and Procedures), Chapter 17 (Supply Discrepancy Reporting). You can find the pub here:

http://www2.dla.mil/j-6/dlms/eLibrary/Manuals/dlm/dlm_pubs.asp

For SDR FAQs, info and links, go to:

<http://www.landandmaritime.dla.mil/Offices/Packaging/PkgSDRS.asp>

Additional SDR training can be found at:

http://www2.dla.mil/j-6/dlms/eApplications/Training/websdr/WebSDR_Training.ppt

The primary method for submitting a packaging SDR is via WebSDR:

<https://www2.transactionservices.dla.mil/websdr/home.asp>

WebSDR requires CAC access. Submit a System Access Authorization Request (SAAR) to register. WebSDR is a web-based entry method. It automatically tracks SDR response information, and also allows you to upload supporting documentation like pictures.

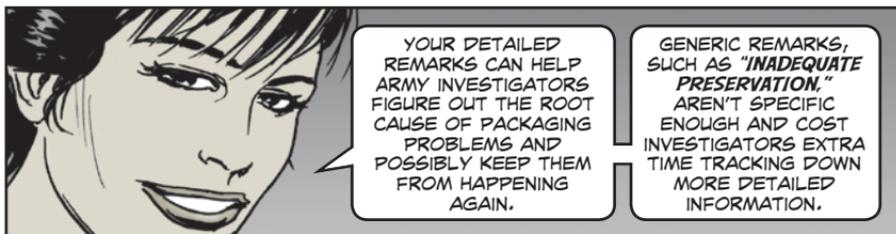
Army users submitting SDRs for Army action activities (source of supply) must follow the instructions in the link named "THIS ARMY GUIDANCE."

Begin by selecting "New" under "Submit an SDR" from the left side of the screen. WebSDR will guide you through each step, including selecting the packaging discrepancy code(s). You may enter a maximum of three discrepancy codes.

Until electronic reporting is available for everyone, you can also submit SDRs using a hard copy SF 364, *Report of Discrepancy*. The form is available at:

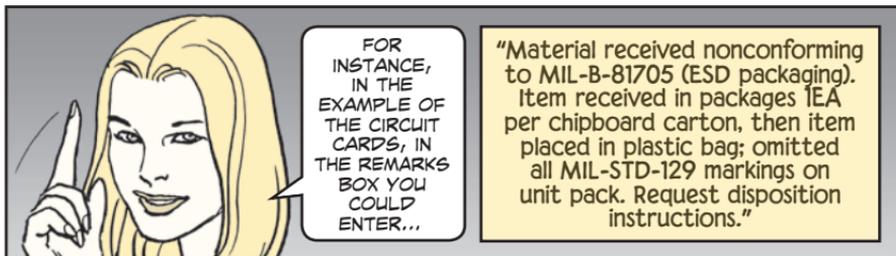
<http://www.gsa.gov/portal/forms/download/116282>

Put Remarks in the REMARKS Section



YOUR DETAILED REMARKS CAN HELP ARMY INVESTIGATORS FIGURE OUT THE ROOT CAUSE OF PACKAGING PROBLEMS AND POSSIBLY KEEP THEM FROM HAPPENING AGAIN.

GENERIC REMARKS, SUCH AS "INADEQUATE PRESERVATION," AREN'T SPECIFIC ENOUGH AND COST INVESTIGATORS EXTRA TIME TRACKING DOWN MORE DETAILED INFORMATION.



FOR INSTANCE, IN THE EXAMPLE OF THE CIRCUIT CARDS, IN THE REMARKS BOX YOU COULD ENTER...

"Material received nonconforming to MIL-B-81705 (ESD packaging). Item received in packages 1EA per chipboard carton, then item placed in plastic bag; omitted all MIL-STD-129 markings on unit pack. Request disposition instructions."

Before submitting the information in WebSDR, you can list two email addresses to receive a distribution copy.

WebSDR-input reports will trigger creation of a distribution copy as proof of the SDR submission. Keep these SDRs in pdf or Microsoft Word digital format.

After submission, use WebSDR to update, follow up on or cancel the SDR. Remember, the purpose of an SDR is to determine the cause of the problem, take corrective action and keep it from happening again.



WEBSDR IS A TOOL THAT HELPS MAKE SURE FUTURE SHIPMENTS USE THE RIGHT PACKAGING.

If you have any SDR or packaging-related questions, email LOGSA PSCC at: toby.pt@us.army.mil

