

# 9 Policy and Procedures for Munitions Disposal

## Purpose

1. The purpose of this chapter of JSP 762 is to outline the policy and procedures for munitions disposals including the different categories, disposal routes and points of contact for assistance.

## Ownership and Points of Contact

2. The policy, processes and procedures described in this chapter are owned by the DGM Disposal Manager who coordinates disposals for defence on behalf of the MoD: [REDACTED] Tel: Mil [REDACTED] Civ [REDACTED]

## Introduction

3. Ordnance, Munitions and Explosives (OME), like most other items, follow the CADMID lifecycle and, although best inventory management expects to waste out stocks, they will need to be disposal at some stage for any of the following reasons:

- a. Capability has been declared as unrequired.
- b. Legislation has changed.
- c. Full quantity has not been consumed as expected.
- d. Shelf life expired.
- e. Unserviceable.

Unlike some other supply classes, OME present some unique challenges and need to be disposed of in a suitable, acceptable and timely manner. However, the processes outlined are designed to complement and develop the overarching disposals policies set out in JSP 886 Volume 2 Part 404 – The Disposal of Inventory.

4. On behalf of Defence, DGM PT has been nominated as the MoD lead for Munitions Disposal Policy. This includes a responsibility to provide advice to PTs concerning the most appropriate munition disposal options and to manage a central process to dispose of routine arisings, which also may include OME related inert items.

5. However, the owning OME Project Team Leader is responsible for the OME system as duty holder throughout the CADMID/T cycle, which includes making provision for funded and timely safe Disposal when no longer required which is to be included in the Through Life Management Plan and Safety Case. A disposal contractor is responsible for the process, but MoD holds responsibility for the selection of the contractor, provision of accurate and comprehensive technical data to the contractor, and ensuring the contractor is aware of the hazards associated with the munitions.

6. If munitions are still owned, or going to be owned, beyond their predicted serviceable life, arrangements must be made by the owning PT to ensure they remain safe for storage, transportation and demilitarisation. JSP 520 (MoD Ordnance, Munitions and Explosives Safety Management System) describes the approach that is to be taken to ensure that OME remains tolerably safe pending disposal.

## **Munitions Disposal Policy**

7. MoD Policy requires the disposal of munitions to be carried out in an environmentally responsible way, and where possible, to maximise recovery and reuse of materials. Most disposals are conducted as an industrial process by facilities within Europe. They may be subject to a Site Environmental Management System (EMS) that will include a demonstration of compliance against the range of applicable Health, Safety and Environmental legislation. It is the contracting authority's responsibility to confirm that the contractor meets the legislation for the specific disposal process. MoD environmental policy requires environmental assessments at certain stages in a projects life.

8. Large scale Open Detonation (OD) or Open Burning (OB) options are widely perceived to be environmentally damaging, but if carried out correctly and in an appropriate location, can often be demonstrated to be the Best Practicable Environmental Option. Smaller scale OB/OD are necessary techniques applicable in a variety of circumstances other than Large Scale disposal. For example, the immediate disposal by OD of items unsafe to move, the OB of excess propelling charges at the end of a firing day, OB/OD on operations and as a means of routine disposal where it can be shown not to cause any environmental damage with no practicable alternative. MoD will need to retain the full range of OD/OB techniques and, where justified, utilise them in a competent and authorised way.

9. DGM PT chairs the quarterly Defence OME Demilitarisation Committee (DOME DC) with representation from the major in-service munition PTs, JSC, DM, TEST PT and QinetiQ plus other specialists as required. The DOME DC provides a primary mechanism to prioritise and manage routine arisings, de-conflict logistic disposals and spread best practice. The Terms of Reference for the DOME DC are at Annex A.

10. A PT must endeavour to minimise disposal arisings by optimising stocks of munitions balancing training/operational usage, lifing and re-procurement. Once stocks for disposal have been identified, consideration of a detailed disposal strategy should be addressed. It may sometimes be more effective to allow potential disposal stocks to accumulate and then arrange disposal of a combined economic tranche. As a guide, the following disposal routes should, in order of priority, be followed:

- a. Sale of serviceable but surplus stocks by the DSA to other nations or back to manufacturer.
- b. Re-working by a contractor.
- c. Demilitarisation Options:

- i. Core Long Term Partnering Arrangement (LTPA) - no cost to PTs.
- ii. Marginal LTPA where available- minor cost to PTs.
- iii. Enabling Contract - full costs but no contracting process.
- iv. Open Competition - full costs and full project responsibility.

## Disposal Routes

11. There are several disposal routes to reflect the range of munition types, quantities and timescales:

- a. **Sale.** The sale of surplus but serviceable stocks must be conducted via the DSA and full up to date details of procedures can be found on their website. Stocks for disposal by sale are assigned Condition Code D1.
- b. **LTPA Disposal.** This covers smaller quantities or bin ends i.e less than 20 Units of Space (UOS) per nature, of munitions requiring disposal on an 'as arising' basis due to damage or life expiry. MoD has established a contract for disposal with QinetiQ Shoeburyness within the LTPA framework. The LTPA contract is overseen by TEST PT with DGM PT providing day to day management of the disposals process. DGM are charged for the LTPA and receive priority for their natures. However, surplus capacity may be offered to other PTs and other organisations when available. These PTs nominate the stores requiring disposal to DGM PT's Disposal Section using Annex B and, if accepted, DGM manage the remainder of the process with the natures becoming Condition Code D2. Marginal cost tasks are also possible if spare QinetiQ capacity is available.
- c. **DGM Enabling Agreement.** This is a contract designed to cater for medium scale disposals of up to 100 UOS that can not be effectively carried out by the LTPA and that are not economically large enough to warrant open competition. It provides a flexible and fast demilitarisation capacity that does not require lengthy contractual action. Although, managed by DGM, all PTs can utilise this method with funding remaining the OME owning PT's responsibility. The munitions are also allocated Condition Code D2.
- d. **Logistic Disposal.** This usually covers the disposal of large quantities of munitions and is assigned Condition Code D3. It falls to individual PTs to project manage this disposal via a separately competed contract using mandated commercial procedures. This type of open competition follows the normal commercial procedures for contracts. This may include use of the NATO Supply Agency (NSPA) who maximise leverage across the European demilitarisation market if there is shared logistic disposal requirement with other NATO nations.
- e. **Inert items.** These can be disposed via DSA contracts which recoup up to 91% of the market scrap value to the tax payer. As they remain the owning PT's responsibility, they are allocated Condition Code D3. This is distinct from D1 Sales which is concerned with serviceable stocks for sale. More information including the Annex J can be found on the DSA website.

12. Key to achieving effective disposals is a clear understanding of the different options available. DGM PT is able to provide disposal advice to PTs at any stage of the project/munition lifecycle.

## **Procedures for Disposal under the LTPA**

13. The LTPA has a number of munition categories outlining maximum totals of OME that can be put through the contract per year. However, a strength of the LTPA is that with mutual agreement categories can be adjusted to reflect the demilitarisation requirement ensuring that the demilitarisation capacity of the LTPA is fully utilised.

14. When a munition is offered for disposal, DGM PT will be informed by the owning PT Supply Chain Manager<sup>1</sup> using the form at Annex B. It will continue to be the owning PT's responsibility to ensure that the OME is safe to store/transport and adequate information can be provided from technical publications on request to both DGM and the LTPA. This will aid the safe system of work, disposal method and risk assessment.

15. DGM PT will match the overall disposal requirements with the capacity available at QQ and prioritise to maximise throughput. If a demilitarisation request cannot be accommodated the following process will be used:

a. The Supply Chain Manager will be asked if the safe to store and transport life can be extended, allowing the item to move to a later slot. If this is not possible step b will be used.

b. The Supply Chain Manager will be asked if another item from the same category may have its safe to store and transport life extended, thus allowing space in the programme. If this is not possible step c will be used.

c. DGM PT can approach QinetiQ to consider changing the allocations and flex with another category. The contract is flexible enough to allow for adjustments with both sides agreeing on the change.

d. If capacity can still not be created to satisfy the need, then the owning PT needs to consider other disposal options as outlined in para 11.

16. DGM PT will manage the demand process within normal JSP 886 pipeline times to push feed the LTPA ensuring that both economies of scope and scale are achieved by QinetiQ having adequate stocks. However, stocks held at QinetiQ must not be held for more than 12 months before demilitarisation. Certificates of destruction may be copied to PTs if requested at the start of the task.

17. DGM also co-ordinate the Enabling Agreement which is currently contracted to Nammo. This is designed for medium scale disposals and is available to any PT with confirmed available funding. The outline procedure is:

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<sup>1</sup> Also referred to as Inventory managers or Capability Managers in some PTs

- a. Proposed disposal details sent to DGM Disposal Team including:
  - i. Nature including description.
  - ii. Relevant technical publications.
  - iii. Quantity and locations.
  - iv. Timescale.
  - v. Any packaging required back, ITAR issues or other special requests.
- b. This will enable Rough Order of Magnitude Costs to be sourced.
- c. If the owning PT wishes to proceed they need to satisfy their own internal business procedures in addition to completing a Task Approval Form supplied by DGM Disposals Team.
- d. Once the task is accepted, the owning PT is to raise a demand on ASTRID.
- e. The owning PT will liaise with the contractor and depot for collection.
- f. Upon completion, a Certificate of Destruction (CoD) will be sent to the owning PT if requested on the Task Approval Form (TAF).

## **Overseas Disposals Procedures**

18. Whilst Supply Chain Manager retain responsibility for oversight of their natures in all depots worldwide, overseas depots and operation Ammunition Supply Points all present their own challenges due to distance, multimodal transportation and limited Information Systems for example. Due to such constraints, it is vital that a simple yet controllable and effective system is in place to oversee disposals. This routine system is:

- a. The overseas depot will send a list of D stock at regular periods, certainly no longer than at quarterly interviews, to the DGM Munitions Focal Point (MFP). If PTs or Supply Chain Manager believe that the D stock holdings are abnormally high, then it is acceptable for them to request a list out of cycle.
- b. The MFP will coordinate both DGM and other PT's natures by forwarding the list to Supply Chain Managers to ensure that further life extensions can not be granted.
- c. Supply Chain Managers liaise with the DGM Disposal Team to see whether it is suitable for local disposal, returned to Shoeburyness or other nominated DM Depot and inform the requesting depot.
- d. If Supply Chain Manager decide that local disposal is the only option, it is critical that the overseas depot has the resources including manpower, ranges with sufficient NEQ limit and equipment. If the depot reasonably reports back that it does not have the assets to conduct local demolitions, the

Supply Chain Manager are responsible for staffing the case to gain the additional resources to achieve the desired outcome.

- e. The overseas depot will then either:
  - i. Locally dispose, or
  - ii. If sealift is required, this is booked, the ISOs are stuffed and sent on its way to either the nominated DM Depot or Shoeburyness for disposal.

## **Urgent Requests**

19. In the case of any OME requiring urgent disposal, DGM should be consulted immediately. The urgency of a demilitarisation request will, in the first instance, be judged by its safe to store and transport life. For genuinely urgent requests the EOD arisings allocation may be considered if the timescale does not permit contract action to be taken. In the exceptional event that it is judged as unsafe to move, EOD or other action can take place within the depot or nearby.

## **Returned Packaging Requirements**

20. The LTPA includes the CFFE and return to Longtown, as default unless otherwise specified by consigning PT, of any packaging for subsequent reuse or alternative disposal. Consideration of the return of scarce or valuable packaging must be factored into any other method of disposals and as this task requires additional resources, a value for money assessment must be made to verify this requirement.

## **Future Disposals Forecast**

21. To inform longer term planning and optimise disposal tasks, DGM PT will maintain a programme of future predicted disposal arisings. This programme provides visibility of the best estimates of arisings and, where confirmed, the proposed disposal option over a rolling 3 year period. This allows Defence to make best use of all existing disposal options whether the LTPA, enabling agreement or logistic disposal by coordinated activity. This could include phasing a small quantity over an extended period through the LTPA to avoid a separate Logistic Contract or suggesting that certain natures be combined to secure economies of scale. The information can only represent a snapshot with some items changing significantly between updates.

## **EOD Arisings**

22. EOD arisings are processed within the LTPA but are subject to separate procedures. Details are given in JSP 482, Chapter 13.

## **Range Ammunition Salvage (Brass and other Arisings)**

23. The recovery of Range Ammunitions Salvage (RAS) including fired cases falls within the LTPA and is covered by JSP 482, Pt 3, Chapter 27 and JSP 886 Vol 6 Part 1.

**TERMS OF REFERENCE FOR THE DEFENCE ORDNANCE, MUNITIONS & EXPLOSIVES DEMILITARISATION COMMITTEE (DOME DC)**

**INTRODUCTION**

1. The process defined in JSP 762 Chapter 9, Munitions Disposal Policy & Procedures describes the process of nominating munitions for disposal to the DGM PT. However, due to the pan defence nature of demilitarisation a regular forum is required to allow optimum coordination of MoD demilitarisation activity in the broader context. The DOME DC meets with the Terms of Reference as set out below.

**PURPOSE**

2. The DOME DC provides the primary mechanism to prioritise and manage routine arisings, de-conflict logistic disposals and spread best practice. It also seeks to minimise any other demilitarisation activity that the MoD must undertake at extra cost. The DOME DC also provides a forum for the promulgation of demilitarisation related information and policies such as new safety legislation, waste directives or other regulations, policies or laws that will change the procedure for managing and demilitarising ammunition.

**OBJECTIVES**

3. The DOME DC seek to achieve the following objectives:
- a. A two way communication forum for demilitarisation activities.
  - b. Coordinate a programme of demilitarisation with QinetiQ using the information provided by the process and other information from the committee.
  - c. Review and quantify natures requiring demilitarisation under the LTPA, enabling agreement or under logistic disposal.
  - d. Identify short-term priorities and examine longer-term demilitarisation requirements with the possibility of joint/pan PT contracts, offering cost effectiveness for logistic demilitarisation where size, nature and probable demilitarisation method make this appropriate.
  - e. Resolve any concerns as focal point of contact between PTs and QinetiQ.
  - f. Provide a forum for promulgating and developing regulations.
  - g. A record of decisions will be made from each meeting and distributed after each meeting by the DGM PT

## PERIODICITY AND MEMBERSHIP

4. The committee will meet quarterly at Abbey Wood.
5. Each represented PT will nominate an empowered individual to act as the demilitarisation focus point to represent their PT on the DOME DC. A focal point is required from all WOC PTs.
6. Representation by an appropriate individual is also required from DM, JSC and QinetiQ.
7. The following organisations may be requested to attend on a case by case basis:  
  
Other DE&S PTs managing munitions as required  
DOSG  
TEST PT  
DSA  
Dstl  
AWE
8. The DGM PT will Chair and provide the Secretary for the meeting.



**LPTA DEMILITARISATION NOMINATION FORM – FROM.....PT**

The listed natures below are safe for storage and transport. They are available for disposal and the packaging is/is not required to be returned.

Continuation sheets can be used for either comments or natures to be demilitarised.

FULL ADAC	BKI	DESIGNATION	QTY	TOTAL NEQ(Kg)	HCC	UN SERIAL NO.	TOTAL BOXES	UNITS OF SPACE	DEPOT

**NAME:**

**TEL NO.**

**RANK/GRADE:**

**POST:**

**DATE:**