

CHAPTER 4

PETROLEUM LABORATORY PERSONNEL, FACILITIES AND TESTING EQUIPMENT

Section I. Petroleum Laboratory Personnel

PETROLEUM LABORATORY OFFICER

The petroleum officer, 92F, 0-2, commands or exercises staff responsibilities for units engaged in petroleum operations. He directs the acquisition, storage, inspection, testing, issue and distribution of petroleum products and water. Specific to the petroleum laboratories, his responsibilities include:

- Determine QS requirements.
- Perform and direct QS at points of procurement and throughout the petroleum distribution system.
- Direct base or mobile laboratory operations in testing procedures.
- Supervise performance of standard physical and chemical tests.
- Evaluate test results to ensure products meet federal and military specifications.
- Recommend disposition of off-specification or captured petroleum products.

PETROLEUM LABORATORY SPECIALIST

The petroleum laboratory specialist supervises or conducts laboratory tests on POL. The tests are performed IAW ASTM test methods and the products are evaluated IAW military and federal specifications. At the ascending skill levels, the laboratory specialist is responsible for identifying sources and types of contamination and deterioration, recommending reclamation and disposition, planning and implementing QS operations, and performing QA/QS as a OAR/OSR. At all skill levels, the laboratory specialist is responsible

for adherence to fire and safety procedures and compliance with all governing environmental regulations.

DUTIES OF PETROLEUM LABORATORY SPECIALIST

Skill Level 1. Specific responsibilities of the petroleum laboratory specialist at skill level 1 are described below.

- Receives samples and conducts tests on petroleum products.
- Reports findings IAW ASTM test methods.
- Evaluates test results with specification requirements and makes recommendations regarding product disposition.
- Applies fire prevention and safety control procedures in handling volatile POL products.
- Applies principles of OHSA and EPA regulations for possible violations of environmental control laws.

Skill Level 2. Specific responsibilities of the petroleum laboratory specialist at skill level 2 are described below.

- Identifies sources and types of contamination and deterioration. Makes recommendations for reclamation and disposition.
- Furnishes required QS reports to higher HQ.
- Performs organizational and preventive maintenance and calibration on laboratory equipment.
- Performs fire and safety inspections.

- Applies principles of OSHA and EPA regulations for possible violations of environmental control laws.

Skill Level 3. Specific responsibilities of the petroleum laboratory specialist at skill level 3 are described below.

- Plans and organizes petroleum laboratory activities.
- Establishes files and technical references and specifications.
- Prepares and reviews administrative and technical reports.
- Supervises all supply activities and coordinates activities with POL storage and distribution.
- Assists in establishment and supervision of QS programs.
- Ensures adherence to laboratory fire and safety procedures.

- Applies principles of OSHA and EPA regulations for possible violations of environmental control laws.

Skill Level 4. Specific responsibilities of the petroleum laboratory specialist at skill level 4 are described below.

- Performs staff and advisory duties by assisting and planning quality assurance, surveillance operations, and programs.
- Inspects contractor facilities to ensure compliance with all provisions of the contract.
- Coordinates special testing of POL products, including troubleshooting of differences in results among laboratories.
- Applies principles of OSHA and EPA regulations for possible violations of environmental control laws.

Section II. Petroleum Laboratories

GENERAL

Petroleum facilities and testing equipment used to perform QS in a theater of operations includes several types of laboratories and a series of test kits. The Army inventory includes base labs, modular base labs, mobile labs and airmobile labs. It also includes aviation fuel contamination test kits, ground fuels test kits, captured fuels test kits, sampling and gauging kits, and aqua glo test kits. Actual needs for QS equipment/facilities will vary depending on the structure of the units deployed, location within the theater, urgency, and other considerations.

CONUS ARMY LABORATORY FACILITIES

Facilities established to perform QS testing of Army-owned stocks in depots and commercial terminals are located as stated below. Other laboratory facilities that can perform most petroleum

tests are at Fort Rucker, AL, Fort Bragg, NC, Fort Stewart, GA, and Fort Lee, VA.

The states located east of the Mississippi River are served by the Chief, Army Petroleum Center, Field Office, East, New Cumberland, PA, 17070. The states located west of the Mississippi River, are served by the Chief, Army Petroleum Center, Field Office West, Tracy, CA 95376.

OCONUS LABORATORIES

Laboratory facilities overseas are designated by AR 700-36 as area laboratories. These facilities are responsible for QS testing for all military services in their geographic area of responsibility.

TYPES OF LABORATORIES

The Army has petroleum laboratories which provide increasing capability in both testing scope and output. These laboratories are staffed by petroleum laboratory specialists and are assigned to petroleum units or platoons. The different types of

laboratories are: Base Petroleum Laboratory, Modular Base Petroleum Laboratory, Mobile Petroleum Laboratory, Airmobile Petroleum Laboratory, and Petroleum Quality Analysis System. Capabilities of existing laboratories, described below, are listed in Table 4-1, page 4-4. See Appendix A for illustrations of the mobile and airmobile petroleum laboratories.

BASE PETROLEUM LABORATORY (LIN: N83225)

The Base Petroleum Laboratory will be replaced by the Modular Base Petroleum Laboratory. The Base Petroleum Laboratory, is used to perform all type A, B and C tests on petroleum products, such as gasoline, diesel fuel, kerosene, lubricating oils and greases.

MODULAR BASE PETROLEUM LABORATORY (LIN: Z56271)

The MBPL consists of one mobile petroleum laboratory and a second semi-trailer containing test equipment, water supply, power distribution, and environmental control systems. The MBPL will fill the need to have a rapidly deployable base laboratory and will augment the mobile laboratories in theaters where fixed facilities do not exist. The MBPL is capable of performing all tests required by MIL-HDBK-200 on fuels and lubricants. This includes all required A-level tests, IAW approved ASTM procedures, federal test methods, and related standard petroleum procedures. The physical layout of the MBPL permits all of its test equipment, documentation, and supplies to be mounted or stored in the laboratory during operations or movement, without impeding personnel movement within the MBPL. The MBPL is powered by a 60 kw generator. This generator is capable of sustaining operations for a minimum of 20 hours. It can operate a self-contained water supply system to provide for emergency showers, eyewash, and to flush accidental spills of chemicals, (minimum of 50 gallons). It also maintains component devices in a clean, uncontaminated state after initial installment. The MBPL is also equipped with a computer for semi-automated data collection and

reporting. The MBPL is a deployable, major test facility. It is allocated to a petroleum group, and normally will be employed in EAC in the COMMZ.

MOBILE PETROLEUM LABORATORY (LIN: 3800).

The mobile petroleum laboratory is a self-contained unit housed in either an M-822 or M-971 semi-trailer van. It is used to perform qualitative and quantitative tests on petroleum products in the field. Laboratory personnel can perform B-1, B-2, B-3, and C type tests on fuels; modified type A tests on fuels; and modified type B-2 tests on packaged lubricants, greases, and related fluids. The laboratory requires only an external power source, a water supply, and a waste water disposal facility when in operation. The laboratory is C-141 deployable with landing gear and dolly removed. This facility can be allocated to a Quartermaster Petroleum Supply Battalion, a Petroleum Pipeline and Terminal Operating Battalion, and a Corps or EAC area. TM 5-6640-215-13 and TM 10-6640-215-23P contain the operating and maintenance data for this laboratory.

AIRMOBILE PETROLEUM LABORATORY (LIN: L33184)

The airmobile petroleum laboratory is a self-contained unit which only needs an external power source, a water supply, and a waste-water disposal facility when in operation. The laboratory is essentially an S-280 B/G military shelter that has been modified to accommodate all of the equipment, apparatus, instruments, and supplies needed to support fuel quality testing in the forward areas. It can perform a variety of critical tests in the field, on aviation and diesel fuel. It is designed for rapid movement by ground or air and for quick on-site setup. It is air deployable by C-130 or larger aircraft or CH-47 helicopter, either by internal or sling loading. This facility is allocated to a Main Support Battalion to provide divisional support. TM 10-6640-216-13&P contains the operating and maintenance data for this laboratory.

Table4-1. Capabilities of petroleum laboratories

Test	Test Method	Base/Modular Base Petroleum Laboratory LIN L83275 LIN Z56271	Mobile Petroleum Laboratory LIN L33800	Airmobile Petroleum Laboratory LIN L33184
D 56	Flash Point by Tag Closed Tester	X	X	
D 86	Distillation of Petroleum Products	X	X	X
D 91	Precipitation Number of Lubricating Oils	X	X	
D 92	Flash and Fire Point by Cleveland Open Cup	X	X	
D 93	Flash Point by Penske-Martens Closed Tester	X	X	X
D 94	Saponification Number by Petroleum Products	X	X	
D-95	Water in Petroleum Products and Bituminous Materials by Distillation	X	X	
D 96	Water and Sediment in Crude Oils	X		
D 97	Pour Point of Petroleum Oils	X	X	
D 129	Sulfur in Petroleum Products (General Bomb Method)	X		
D 130	Detection of Copper Corrosion from Petroleum Products by the Copper Strip Tarnish Test	X	X	X
D 156	Saybolt Color of Petroleum Products (Saybolt Chromometer Method)	X		
D 189	Conradson Carbon Residue of Petroleum Products	X	X	
D 217	Cone Penetration of Lubricating Grease	X	X	
D 287	API Gravity of Crude Petroleum and Petroleum Products (Hydrometer Method)	X	X	X
D 322	Gasoline Diluent in Used Gasoline Engine Oils by Distillation	X	X	
D 323	Vapor Pressure of Petroleum Products (Reid Method)	X	X	X
D 341	Viscosity-Temperature Charts for Liquid Petroleum Products	X	X	
D 381	Existent Gum in Fuels by Jet Evaporation	X	X	
D 445	Kinematic Viscosity of Transparent and Opaque Liquid (and the Calculation of Dynamic Viscosities)	X	X	
D 446	Films Deposited from Bituminous Emulsions	X	X	
D 473	Sediment in Crude and Fuel Oils by Extraction	X	X	
D 482	Ash from Petroleum Products	X	X	

Table4-1. Capabilities of petroleum laboratories (continued)

Test	Test Method	Base/Modular Base Petroleum Laboratory LIN L83275 LIN Z56251	Mobile Petroleum Laboratory LIN L33800	Airmobile Petroleum Laboratory LIN L33184
D 524	Ramsbottom Carbon Residue of Petroleum Products	X		
D 525	Oxidation Stability of Gasoline (Induction Period Method)	X	X	
D 526	Lead in Gasoline Gravimetric Method	X	X	
D 566	Dropping Point of Lubricating Grease	X	X	
D 611	Aniline Point and Mixed Aniline Point of Petroleum Products and Hydrocarbon Solvents	X	X	
D 873	Oxidation Stability of Aviation Fuels (Potential Residue Method)	X	X	
D 874	Sulfated Ash from Lubricating Oils and Additives	X	X	
D 892	Foaming Characteristics of Lubricating Oils	X	X	
D 893	Insoluble in Used Lubricating Oils	X	X	
D 942	Oxidation Stability of Lubrication Greases by the Oxygen Bomb	X	X	
D 974	Neutralization Number by Color-Indicator Titration	X	X	
D 976	Calculated Cetane Index of Distillate Fuels	X	X	X
D 1012	Aniline Point and Mixed Aniline of Hydrocarbon Solvents	X	X	
D 1085	Gaging Petroleum and Petroleum Products	X	X	X
D 1086	Measuring the Temperature of Petroleum and Petroleum Products	X	X	X
D 1094	Water Reaction of Aviation Fuels	X	X	X
D 1218	Refractive Index and Refractive Dispersion of Hydrocarbon Liquids	X		
D 1250	Petroleum Measurement Tables	X	X	X
D 1266	Sulfur in Petroleum Products (Lamp Method)	X		
D 1275	Test for Corrosive Sulfur in Electrical Insulating Oil	X		
D 1287	pH of Antifreeze, Antirust and Coolants	X	X	
D 1298	Density, Relative Density (Specific Gravity) or API Gravity of Crude Petroleum and Liquid Petroleum Product by Hydrometer Method	X	X	
D 1332	Smoke Point of Aviation Turbine Fuels	X		

Table 4-1. Capabilities of petroleum laboratory (Continued)

Test	Test Method	Base/Modular Base Petroleum Laboratory LIN L83275 LIN Z56251	Mobile Petroleum Laboratory LIN L33800	Airmobile Petroleum Laboratory LIN L33184
D 1796	Water and Sediment in Crude Oils and Fuel Oils by Centrifuge	X	X	
D 2270	Calculating Viscosity Index from Kinematic Viscosity	X	X	
D 2273	Trace Sediment in Lubricating Oils	X	X	
D 2276	Particulate Contaminant in Aviation Fuels by Line Sampling	X	X	X
D 2386	Freezing Point of Aviation Fuels	X	X	
D 2392	Color of Dyed Aviation Gasoline	X	X	
D 2500	Cloud Point of Petroleum Oils	X	X	
D 2547	Lead in Gasoline, Volumetric Chromate Method	X	X	
D 2550	Separation Characteristics of Aviation Turbine Fuels (WSIM)	X	X	
D 2624	Electrical Conductivity of Aviation and Distilled Fuels in a Static Dissipator	X	X	X
D 2709	Water and Sediment in Distillate Fuels by Centrifuge	X	X	
D 3240	Undissolved Water in Aviation Turbine Fuels	X	X	X
D 3241	Thermal Oxidation Stability of Aviation Turbine Fuels (JFTOT Procedure)	X	X	
D 3703	Determination of Peroxide Content of Aviation Turbine Fuels	X		
D 3948	Determining Water Separation Characteristics of Aviation Fuels by Portable Separator	X	X	
D 4057	Manual Sampling of Petroleum and Petroleum Products	X	X	X
D 5006	Measure of Fuel System Icing Inhibitors (Ether Type) in Aviation Fuels	X	X	X
FTMS 5101	Neutrality (Qualitative)	X	X	
FTMS 5327.3	Determination of Fuel System Icing Inhibitor (FSII) in Hydrocarbon Fuels	X	X	X
FTMS 5329	Humidity Cabinet Protection	X	X	
FTMS 5330	Visual Colorimetric Determination of FSII in Hydrocarbon Fuels	X	X	
FTMS 5340	Inhibitor in Hydrocarbon Fuels/B2	X	X	X
FTMS 5415	Resistance of Greases to Aqueous Solutions	X	X	

PETROLEUM QUALITY ANALYSIS SYSTEM (LIN: Z48700)

Research is being conducted for future development of the PQAS. The PQAS will include modern analytical instrumentation and communications equipment mounted on a highly mobile flat-

form. It will be capable of performing rapid analysis and quality testing of mobility fuels from COMMZ to areas forward of the FSB. It will eventually replace the petroleum Air Mobile Laboratory, a highly mobile laboratory equipped with communications and capable of operating independently throughout the theater.

Section III. Test Kits

GENERAL

Various test kits are used throughout the theater of operations to provide limited QS of fuels. The kits are designed to provide a final check on fuel quality and include only tests that indicate the most common forms of fuel contamination such as inclusion of water and sediment and commingling. Also, most kits include equipment which allows the user to sample and measure the fuel's volume. Test kits provide daily testing at the brigade and battalion levels. If there is any doubt about the quality of the product tested, a sample should be submitted to the supporting laboratory. Capabilities of the various petroleum test kits described below, are listed in Table 2, page 4-8

AVIATION FUEL CONTAMINATION TEST KIT (LIN: T05741)

The aviation fuel contamination kit is designed to provide a final check on aviation fuel just before fueling of an aircraft. It is a one-person, portable kit consisting of components and testing equipment capable of performing the Particulate Contamination Test on aviation gasoline and turbine fuel; the API gravity and temperature tests; and determining free water content in aviation fuel samples (Aqua-Glo series). Particulate contamination can be performed by color method or the match weight method. The match weight monitor method is an alternate to ASTM D 2276. The color rating can be made in the field by visual analysis, and does not require stringent laboratory procedures. The match weight method must be sent to a laboratory for analysis. This kit is primar-

ily used by aviation companies and can be operated by the fuel truck operator. TM 5-6630-218-10 contains the operating and maintenance data for this test kit (see Figure 4-1).

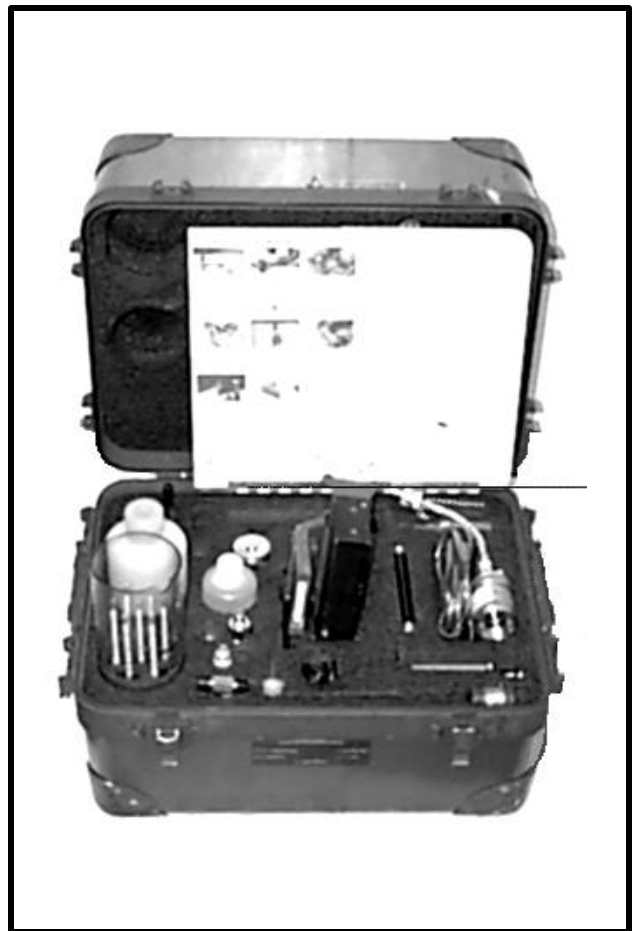


Figure 4-1. Aviation Fuel Contamination test kit

Table 4-2. Capabilities of petroleum testing kits

Test	Test Method	Ground Fuels Petroleum Test Kit LIN W05673	Sampling and Gaging Kit LIN W02115	Aviation Fuel Contamination Test Kit LIN T05741	AquaGlo Test Kit Series II/III LIN G04106
D 86	Distillation of Petroleum Products	X			
D 93	Flash Point by Pensky-Martens Closed Tester	X			
D 270	Sampling Petroleum and Petroleum Products	X	X		
D 287	API Gravity of Crude Petroleum and Petroleum Products (Hydrometer Method)	X	X	X	
D 1085	Gaging Petroleum and Petroleum Products	X	X	X	
D 1086	Measuring the Temperature of Petroleum and Petroleum Products	X			
D 1250	Petroleum Measurement Tables	X			
D 1298	Density, Relative Density (Specific Gravity), Or Gravity of Crude Petroleum And Liquid Petroleum products by Hydrometer Method	X	X	X	
D 2276	Particulate Contamination in Aviation Turbine Fuels			X	
D 3240	Undissolved Water in Aviation Turbine Fuels			X	X
D 4057	Manual Sampling of Petroleum and Petroleum Products		X	X	

SAMPLING AND GAGING KIT (LIN: W02115)

The sampling and gaging kit has the capability to determine the API gravity of fuels. This test provides the user with an indication of product type or a check for commingling of fuels. TM 10-6640-230 contains the operating and maintenance data for this test kit (see Figure 4-2).



Figure 4-2. Sampling and Gaging test kit

GROUND FUELS CONTAMINATION TEST KIT (LIN: W05673)

The ground fuels contamination test kit is designed specifically to test diesel fuels and motor gasoline to be used in ground equipment (see Figure 4-3, page 4-10). The ground fuels test kit has the capability to accurately determine if commingling has occurred. Because this kit is supplemented by separate Aqua-Glo and Millipore test equipment, it can determine contamination of the fuel by water and particulate matter. TM 10-6630-247 contains the operating and maintenance data for this kit

CAPTURED FUELS TEST KIT (LIN: P95280)

The captured fuels test kit is a compact, portable kit intended for use by field soldiers. It can determine if a fuel of opportunity (captured or unknown) is suitable for use in diesel or gas turbine engines. Determination is by approximate measurement of specific gravity, viscosity, and visual contamination. Fuel sample size to perform the test is less than 300 milliliters. All tests are combined in a single tester. Fuel is considered suitable only if all three tests have given "GO" readings. Operational time to perform the test should not exceed ten minutes. TM 10-4320-314 contains the operating and maintenance data for this kit.

AQUA-GLO TEST KIT (LIN: G04106)

The Aqua-Glo III water detector/mini monitor contamination test kit is used to detect and measure the amount of undissolved water in kerosene-type jet fuels. The AquaGlo Series III has a new light source, and is capable of operating on AC power or battery packs.

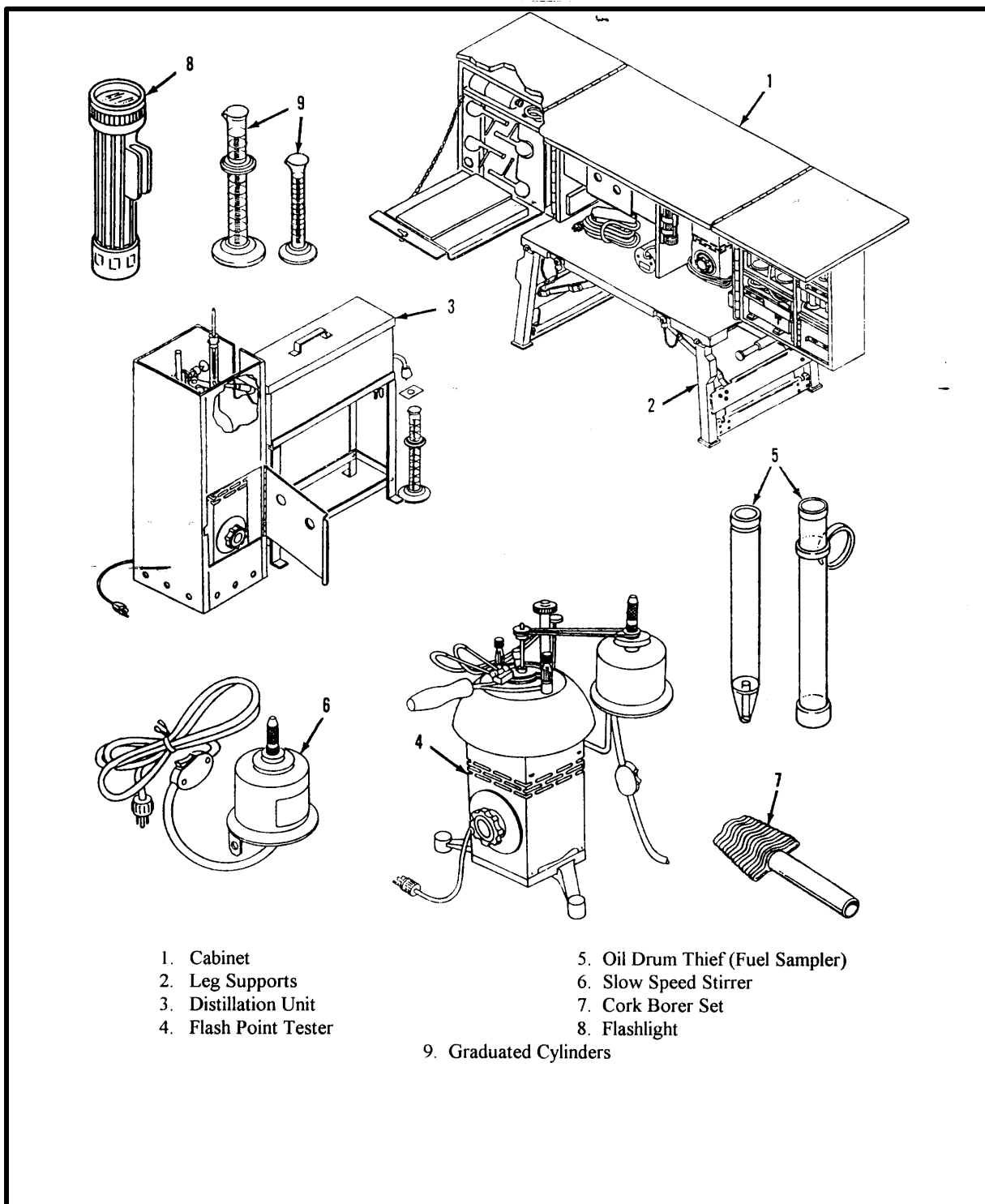


Figure 4-3. Ground Fuels Contamination test kit

Section IV. Laboratory Equipment Maintenance and Supply

MAINTENANCE

Instructions for maintaining the laboratories and their special components are in the applicable TMs. Because maintenance personnel are not assigned to petroleum laboratories, all laboratory personnel must perform operator maintenance on the equipment. A maintenance schedule should be prepared detailing the maintenance to be performed on each piece of equipment. Suspense folders containing Schedule and Record DD Forms 314 (Preventive Maintenance) should be maintained. These folders are given to technicians in the laboratory to check the listed items and perform the required maintenance. A checklist format is satisfactory. The equipment in the laboratory, whether in use or not, should remain in a high state of readiness.

CALIBRATION

According to AR 750-25, all petroleum laboratory personnel are responsible to ensure all of the laboratory equipment listed in TB 43-180 is periodically calibrated. Calibration logs, though not required, have proven valuable in maintaining an equipment audit trail. They can then be used to schedule the C-level calibration workload within the laboratory and A-level calibration by the TMDE personnel.

CALIBRATION OF TEST KITS

In addition to petroleum laboratory equipment, components of the test kits may also require calibration. The sampling and gaging kit contains an innage tape and bob that must be periodically calibrated. Kits that contain thermohydrometers or thermometers and hydrometers will need calibration. Personnel responsible for the operation of these kits should contact the nearest mobile or base petroleum laboratory for C-level calibration support. Most of the time, a one-for-one exchange of

each item of equipment can be arranged. The captured fuels test kit does not require calibration.

A-LEVEL CALIBRATION PROCEDURES

A-level calibration is not performed by petroleum laboratory personnel. It is performed by personnel from a TMDE calibration center. Petroleum laboratories can either schedule a TMDE calibration laboratory team to perform A-level calibration on site or send the equipment to a TMDE calibration and repair center, or a combination of both. The method chosen depends on the regulations and policies within the specific command. Laboratories sending equipment for calibration must have at least two sets of the equipment on hand. Never turn in both sets at the same time. Rotate them to keep a calibrated set on hand. DA Form 2402 (Exchange Tag) is filled out and attached to each item of equipment that must be sent to a calibration facility. The sending petroleum laboratory files the bottom portion of the tag for accountability purposes.

C-LEVEL CALIBRATION PROCEDURES

C-level calibration (standardization) is performed at the petroleum laboratory by laboratory personnel using an A-level calibrated set of equipment. C-level calibration methods are listed in ASTM Volume 5.03, Series E (ASTM Method E1 for thermometers or E 100 for hydrometers). Once an item of equipment has passed C-level calibration, a completed DA Label 80 (US Army Calibrated Instrument) is either attached to the item of equipment or to the DD 314 and kept on file. Items of equipment which fail C-level calibration should have a DA Form 2417 (US Army Calibration System Rejected Instrument) attached so that they will not be used. These items of equipment, along with items of equipment being re-

turned from the A-level calibration facility, should be turned in for repair or disposal.

SUPPLY

Equipment requirements for petroleum laboratories are determined by TOE, TDA, TMs, military and federal specifications, and the current MIL-HDBK-200. These are used as guides to establish the basic requirements for the laboratory. Stocks have to be added to as new tests are adopted. This facilitates accomplishment of special test programs the laboratory is responsible for or involved in. Reviewing the current mission is the best way of determining required stock levels and for planning acquisition of new equipment or other required items.

Standard Items. Standard items are found in the 6600-series or 6800-series FSC lists or the USAPC supply catalog for petroleum laboratories. Many standard petroleum items are normally in short supply in the theater because they are not high-demand items. Requisitions should be submitted far in advance, and long delays should be expected because of surface shipment from distant points.

Nonstandard Items. Nonstandard items are those not available in the military supply system. These items can normally be obtained from commercial company catalogs. These catalogs may be

obtained directly from the company by sending a letter from the laboratory or the supply officer (S4).

INVENTORIES

One of the senior laboratory specialists is usually assigned the additional duty of laboratory supply chief. This individual should maintain a stock level control file or a current running inventory on all laboratory apparatus and chemicals required. Once a 100 percent inventory has been conducted, a current running inventory can be maintained by using a usage/breakage list and a periodic updating of the inventory. A 100 percent inventory is recommended on a quarterly basis.

PRESCRIBED LOAD LIST

Upon deployment of the mobile laboratories, the person in charge of ordering supplies must re-order all items of equipment listed in each of the laboratory's overpack content list. This ensures that replenishment of expendable supplies is accomplished before the overpack supplies are exhausted. A laboratory PLL must be developed based on actual demand data after the initial order. Subsequent requests for supplies will be based on the laboratory's PLL. The PLL is subject to change as the mission dictates.

Section V. Equipment Publications and Forms

GENERAL

Each laboratory is required to maintain a current library of specifications (military and federal), military standards, and other standardization documents as appropriate for the mission. Most documents can be ordered using the DODISS and DD Form 1425 (Specifications and Standards Requisition).

DODISS

DODISS is a cumulative alphabetical and numerical listing of specifications, standards and related standardization documents. It is sorted by federal supply class and available for military activities from:

Commanding Officer
Naval Publications and Forms Center
ATTN: NPFC 105
5801 Tabor Avenue
Philadelphia, PA 19120-5099

The DODISS is in three parts. Part I is the DODISS alphabetical listing. It lists all active documents alphabetically by nomenclature, cross referenced to document number, document date, preparing activity, and custodians. Part II is the

DODISS numerical listing. It lists all active documents in document number sequence by document type. Part III is the DODISS FSC listing. It lists all current documents in FSC sequence, cross referenced to document number, document date, preparing activity, and custodians.

DD FORM 1425

DD Form 1425 is available through the normal forms distribution system. It includes a self-addressed gummed label. Use of DD Form 1425 ensures faster service when requisitioning standardization documents. However, all requests will be honored without regard to the requisition form used. Military activities having a requirement for automatic distribution of standardization documents in specific FSCs should refer to DOD 4120.3-M.

REQUISITION PROCESSING

To expedite requisitions for special documents, be sure to follow these procedures:

- Indicate complete mailing address.
- Indicate desired quantity of each document.
- List each desired specification or standard by document symbol as shown in the DODISS.
- List federal specifications in alphabetical order and all others in numerical order. The following sequence is preferred: military specification, military standards, federal specifications, federal standards, QPLs and others.
- Limit the number of line items per request to five or less.
- All amendments and revisions will automatically be issued with the basic specification unless otherwise specified by the requester. For more information, refer to the introduction of the DODISS.