

**FISH AND WILDLIFE SERVICE
POLLUTION CONTROL**

Pollution Control

Part 560 Pollution at FWS Facilities

Chapter 4 Facility Inventories

560 FW 4

4.1 What is the purpose of this chapter? This chapter provides guidance for the performance and scheduling of facility inventories at Service facilities where hazardous waste is stored, treated, or disposed of or has been disposed of at any time.

4.2 What is the authority for conducting inventories? Section 3016 of the Resource Conservation and Recovery Act (RCRA), 42 U.S.C. 6937, et seq., requires all Federal agencies to “undertake a continuing program to compile, publish, and submit to the Environmental Protection Agency (EPA) an inventory of each site which the Federal agency owns or operates or has owned or operated at which hazardous waste is stored, treated or disposed of or has been disposed of at any time.”

4.3 What is the purpose of facility inventories? To identify and evaluate any sites that released or could release hazardous substances into the environment. We must submit this continually updated inventory to EPA by January 31 of even-numbered years.

4.4 What are the definitions of terms used in this chapter?

A. Environment.

(1) The navigable waters, the waters of the contiguous zone and the ocean waters of which the natural resources are under the exclusive management authority of the United States under the Magnuson Fishery Conservation and Management Act.

(2) Any other surface water, ground water, drinking water supply, land surface or subsurface strata, or ambient air within the United States or under the jurisdiction of the United States.

B. Hazardous Substance. A group of substances defined as hazardous under CERCA 101(14) and that appears in 40 CFR 302.4, which due to exposure could result in adverse effects on the health and safety of humans or the environment.

C. Hazardous Waste. Hazardous substances that have been classified as unusable and must be disposed of according to Federal, State, and local regulations.

D. Release. Spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or contaminant), but excludes:

(1) Any release that results in exposure to persons solely within a workplace, with respect to a claim that such persons may assert against the employer.

(2) Emissions from the engine exhaust of a motor vehicle, train, aircraft, vessel, or pipeline pumping station engine.

(3) Release of source, byproduct, or special nuclear material from a nuclear incident.

(4) The normal application of fertilizer.

(5) Releases of small quantities of common household cleaning products into septic systems when such products are used for their intended purpose.

E. Remedial Actions. Typically long-term, permanent cleanups that are designed to permanently eliminate any threat that a site may pose to humans or the environment.

F. Removal Actions. Under CERCLA “removal actions” are undertaken to deal with environmental emergencies. Ordinarily a removal action will be completed within 1 year and costs no more than \$2 million. A removal action alleviates an immediate threat to human health or the environment.

G. Service Facility. Buildings, installations, structures, land, public works, equipment, aircraft, vessels, and other vehicles and property, owned by or constructed or manufactured and leased to, the Service. This includes refuges, hatcheries, and other field stations, as well as any location where the Service occupies space.

4.5 Who is responsible for facility inventories?

A. The **Director** is responsible for providing funding for the accomplishment of the Service’s facility inventory program.

B. Chief, Division of Engineering (DEN) is responsible for the implementation of the Service’s facility inventory program.

C. Chief, Environmental and Facility Compliance (EFC) Branch is responsible for the coordination, performance, documentation and reporting of inventories at all Service facilities. The EFC will be responsible for coordinating any additional investigations or sampling needed to characterize a suspected contaminated site.

D. Regional Compliance Coordinators (RCCs) are responsible for maintaining an inventory of Regional Docket sites and for forwarding to the EFC, information pertaining to any release of hazardous substances.

E. Facility Managers/Project Leaders are responsible for reporting, to their RCCs, Regional Spill Response

Coordinators, and the National Response Center (1-800-424-8802), when a reportable quantity of hazardous substances is released at their facilities. The RCCs or EFC can provide assistance in determining reportable quantities. During normal operations, the facility staff will evaluate their facility to determine if any additional contaminated sites exist.

4.6 What are the guidelines for completing baseline facility inventories?

A. The Division of Engineering will coordinate the baseline facility inventory, which may consist of one or more of the following phases:

(1) Phase I. Conduct interviews, perform records review, and perform visual observations of the facility to identify suspected areas of contamination that warrant further action.

(a) Interviews. Interview current and previous owners and/or operators of facility lands, inholdings, adjacent lands, concessions and special use permit holders.

(b) Records Review. Conduct record searches on historical and current aerial photography; maps; newspaper archives and courthouse records; local, state and Federal records and permits; and EPA databases.

(c) Visual Observations. Accomplish visual observations through the use of motor vehicles or walking the area. In some cases, low level aircraft may be required. Use stereoscopic photo interpretation to supplement visual observations.

(2) Phase II. When Phase I investigations reveal suspected sites of potential releases of hazardous substances, initiate site-specific investigations to determine the possible existence and extent of contamination and the possible need for the sampling and testing of sediments, surface water, or groundwater.

(3) Phase III. Collect and analyze samples from suspected areas of contamination and evaluate results. All results should include a full set of quality assurance/quality control and background samples to provide documentation for future risk assessments or possible hazard rankings.

B. During each phase, evaluate the collected information to determine if a site warrants further investigation or if the site poses no threat to human health or the environment.

C. If after completing Phase III, it is confirmed that there has been a release that is a threat to human health or the environment, there should be sufficient information to submit a preliminary assessment/site investigation (PA/SI) for initiating a remedial/removal action.

4.7 Do I always have to conduct a baseline facility inventory? If interviews conducted during environmental compliance audits reveal no known areas of contamination, you may not have to conduct a baseline inventory. You must document the decision not to proceed with a baseline inventory.

4.8 How often should I evaluate facilities? Facility managers, through normal facility activities, will continually evaluate their previously inventoried facility to determine if any additional contaminated sites exist. Facility managers will provide information related to contaminated site(s) to the RCC, who will then forward it to the EFC for incorporation into the biennial RCRA 3016 Report.

4.9 What should I do before initiating facility inventories? Before facility inventories are initiated, review any previous assessments of the property (e.g. Contaminant Assessment Process (CAP) reports or pre-acquisition surveys) to avoid duplication of efforts and to assist in identifying any potentially contaminated sites.

4.10 What are the reporting requirements?

A. The EFC will consolidate Regional inventory information and submit the RCRA 3016 Report to the EPA by January 31 of each even-numbered year.

B. If inventories, environmental audits, or normal facility activities discover an unreported release of hazardous substances, you must immediately report the release in accordance with 560 FW 3.

4.10 How are remedial or removal actions funded? Funding for remedial or removal actions at sites where the inventory process or facility operations have discovered the release of hazardous substances will be from sources shown in 560 FW 6.