Disclaimer

The environmental screening checklist and workbook are tools to be used to help you evaluate compliance at your facility. They do not contain an exhaustive list or description of all federal environmental regulations that may apply to your facility. In addition, your facility is responsible for knowing and complying with all applicable state, local, and tribal requirements.

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INTRODUCTION

The United States Environmental Protection Agency (EPA) is providing the *Environmental Screening Checklist and Workbook for Terminal Operations* as a public service to the truck terminal industry with warehouses, loading docks or freight handling. EPA's Office of Compliance, through various meetings with industry representatives, facility owners, and technicians, determined there is a lack of information available to facilities to help them attain or remain in compliance with applicable federal environmental regulations. The checklist and workbook highlight important or key environmental requirements as they apply to the various federal environmental programs.

HOW CAN I USE THE CHECKLIST AND WORKBOOK?

You can use the checklist and workbook to evaluate your facility's compliance with the federal environmental regulations which are applicable to the truck terminal industry. The term ***facility*** refers to, but not limited to, truck terminals with warehouses, loading docks or freight handling. If problems with compliance are discovered while completing the checklist, you may want to conduct a more comprehensive self-audit.

You can use the checklist and workbook to evaluate the compliance of either specific activities or areas of your facility, or your entire facility. Specific areas of your facility that you may want to review are shown in Exhibit 1. This exhibit, "Index of Activities and Requirements for Terminal Operations," is a pictorial representation of specific activities that are regulated or specific environmental requirements at a terminal operations facility. A page reference is included next to each activity/requirement which takes you to the appropriate section of the workbook where this topic is discussed. In addition, this exhibit also includes hotlines that you can contact to obtain more information on applicable environmental requirements. As indicated on the exhibit, one good source of environmental information for the transportation sector is the Transportation Environmental Resource Center (TERC). You can reach TERC to request more information on environmental issues or get answers to your transportation-related environmental questions by phone or on the world wide web:

TERC Toll-Free Info-Line: 1-888-459-0656
TERC Internet Address: http://www.transource.org

Please remember that all of these materials are a <u>beginning, not the final word</u>, on environmental compliance requirements. While federal environmental requirements are highlighted in the checklist and workbook, a comprehensive discussion of all requirements is NOT included. In addition to federal requirements, you may be subject to state, tribal, and/or local requirements. You can use these materials to build a basic understanding or increase your knowledge of federal environmental requirements, and then seek additional assistance from various federal, state, tribal, and local agencies.

This page reserved for

Exhibit 1. Index of Activities and Requirements For Terminal Operations

HOW ARE THE CHECKLIST AND WORKBOOK ORGANIZED?

What Is Included? Following this introductory section are the **checklist** and **workbook**. These materials include the following sections:

- Section 1.0 Permit Requirements
- Section 2.0 Planning and Reporting Requirements
- Section 3.0 Training Requirements
- Section 4.0 Records Maintenance
- Section 5.0 Recyclers and Reclaiming Services

Following these five sections, a **glossary** is provided for your use.

Where Do I Start? You may first want to become familiar with the workbook because it is more comprehensive than the checklist in terms of environmental compliance information and issues. Once you have become familiar with the workbook, you can use the checklist by itself to conduct a compliance evaluation of your facility.

The two-page checklist, located after this introductory text, is basically a streamlined version of the workbook and has been included to help make the evaluation of your facility's compliance as easy and efficient as possible. **Because the checklist was designed to evaluate specific activities and requirements at your operation, it does NOT include all of the questions or activities found in the workbook.**

Each checklist question will ask you about key environmental requirements that are applicable to a trucking facility. After reading each question, pick the most appropriate response for your facility. If you are unsure of what is being asked by the question or what a response means when using the checklist, refer to the same question in the workbook. The workbook includes some general explanatory text for each question, as well as explanations of each response. A "✔" next to a response in the workbook indicates that it is a preferred response in terms of environmental compliance (see box). The use of the workbook is encouraged as it will help you and others at your facility conducting evaluations to respond to the compliance questions consistently and accurately.

WHAT DOES THE "✔" MEAN?

A "✔" next to a response in the guide indicates that is the preferred response in terms of **environmental compliance**. If you select a response without a "✔", you may still be in compliance. However, you should verify that you are in compliance by contacting the appropriate federal or state regulatory agency and discussing your activity with them.

Can the checklist be personalized? The checklist can be personalized to fit the needs of your facility. When evaluating environmental compliance, you or the person conducting it should record certain information on the checklist, including the date, name of the facility, name of the person conducting the evaluation, and any comments or questions regarding the compliance evaluation. Such information will help you monitor your facility's continued progress towards environmental compliance.

WHERE CAN I GET HELP?

During the evaluation and everyday operation of your facility, you may need to obtain additional information on specific environmental requirements Many resources are available to you which can provide valuable information on federal environmental requirements, pollution prevention, and other topics. Some of these resources, which can be contacted by telephone or accessed through the Internet, include publications, hotlines and information lines, EPA Headquarters and regional offices, financial assistance information, and pollution prevention websites.

EMERGENCY RESPONSE & ASSISTANCE

National Response Center (NRC) - U.S. Coast Guard Oil & Hazardous Material Spills (800-424-8802)

CHEMTREC operated by Chemical Manufacturers Association on Health and Safety (800-424-9300)

Environmental Health Effects: (National Institute of Health) Information on chemicals in ground and surface water, hazardous wastes (800-643-4794)

Local Emergency Number: 911

Publications

- *Sector Notebooks*. The following sector notebooks, which may be of interest to the trucking industry, can be downloaded electronically at: **http://es.epa.gov/oeca/sector/index.html** Also copies can be ordered from GPO at (202) 512-1800.

  - *Profile of the Ground Transportation Industry - Railroad, Trucking, and Pipeline*, EPA/310-R-97-002 (134 pages)

  - *Profile of the Transportation Equipment Cleaning Industry*, EPA/310-R-95-018 (81 pages)

- *Transportation Equipment Cleaning Industry Effluent Guidelines and Standards - Proposed Rule*. EPA is proposing a regulation that will establish technology-based effluent limitations guidelines for the discharge of pollutants into waters of the U.S. and into publicly owned treatment works by existing and new facilities that perform transportation equipment cleaning operations. For more information, call (202) 260-4992 or check website: http://www.epa.gov/OST/guide/tecifs22.html

- *Code of Federal Regulation (CFR) References*.
  Website: **http://www.access.gpo.gov/nara/cfr/index.html**

Hotlines and Information Lines

- *Transportation Environmental Resource Center (TERC) Information Line*
  Telephone: (888) 459-0656
  Website: **http://www.transource.org**

  This resource center is designed to help transportation industries stay on top of environmental requirements and technologies.

- *American Trucking Associations*
  Telephone: (703) 838-1700
  Website: **http://www.greentruck.com**

  ATA is a trade association representing trucking interests before government on a wide variety of issues.

- *Air Risk Information Support Center Hotline*
  Telephone: (919) 541-0888
  Fax: (919) 541-0245

  This hotline provides technical assistance and information in areas of health, risk, and exposure assessment for toxic and air pollutants.

- *Emergency and Remedial Response Fax-On Demand Service*
  Telephone: (202) 651-2062

  This service offers one-way fax documents about Emergency and Remedial Response programs.

- *Emergency and Remedial Response Information*
  Telephone: (703) 603-8960 or (800) 424-9346 (RCRA/UST, Superfund, and EPCRA Hotline below)

- *Environmental Justice Hotline*
  Telephone: (800) 962-6215

  This hotline provides environmental assistance and information relating to environmental justice issues, including brownfields. See “Brownfields” listing under *Pollution Prevention Websites* below for more information.

- *Hazardous Waste Generator and Recycling*
  Telephone: (703) 308-8850

  This office provides information regarding regulations and guidance concerning hazardous waste generators, including RCRA manifest and the definitions.

- *Hazardous Waste - Permits and State Programs*
  Telephone: (703) 308-8404

  This office provides outreach and coordination of RCRA hazardous waste programs implementation, including permitting, clean up and technical approach.

- *Hazardous Waste - Risk Assessment and Economic Analysis*
  Telephone: (703) 308-8855

  This office provides toxicology and exposure data; health and ecological risk assessment; and sampling, statistical, and analytical methods.

- Hazardous Waste Information
  Telephone: (703) 308-8482

  This office provides RCRA Government Performance Results Act (GPRA) coordination program information collection outreach and guidance.

- *Hazardous Waste Permits*
  Telephone: (703) 308-8196

  This office provides information regarding regulations and guidance for RCRA hazardous waste permitting program for waste treatment, storage, and disposal.

- *National Pesticides Information Line*
  Telephone: (800) 858-7378

  This service provides information relating to pesticide usage, including label information, incident investigations, emergency human and animal treatment safety practices, clean-up and disposal, laboratory analyses, and regulations.

- *National Response Center Hotline/Oil and Hazardous Material Spills*
  Telephone: (800) 424-8802 or (202) 267-2675
  Fax: (202) 267-2165

  This hotline can be used to report oil and hazardous material spills that (1) violate applicable water quality standards, (2) cause a film or "*sheen*" upon surface waters or adjoining shorelines, or (3) cause a sludge or emulsion to be deposited beneath surface waters or upon adjoining shorelines. This hotline is staffed 24 hours a day, 7 days a week, by U.S. Coast Guard officers and marine science technicians.

- *Pollution Prevention Information Clearinghouse (PPIC)*
  Telephone: (202) 260-1023
  Fax: (202) 260-4659
  Website: **http://www.epa.gov/opptintr/library/libppic.htm**

  PPIC is a free, non-regulatory service of EPA that provides answers and referrals in response to questions from the public concerning pollution prevention.

- *Resource Conservation and Recovery Act (RCRA) Information*
  Telephone: (415) 744-2074

  This hotline responds to requests for information on hazardous waste identification; generators; transporters; treatment, storage, and disposal facilities; recycling sites; and export and import.

- *RCRA/Underground Storage Tanks (RCRA/UST), Superfund, and Emergency Planning and Community Right-to-Know (EPCRA) Hotline*
  Telephone: (800) 424-9346 or (703) 412-9810

  This hotline provides information about the RCRA/UST, Superfund, and EPCRA programs. Specifically, the hotline responds to inquiries about waste

minimization programs required under RCRA, source reduction and hazardous waste combustion, and other components of the waste management regulatory programs.

- *Safe Drinking Water Hotline*
  Telephone: (800) 426-4791 or (703) 285-1093
  Fax: (703) 285-1101
  E-mail: hotline-sdwa@epamail.epa.gov

  This hotline provides information about EPA's drinking water regulations and other related drinking water and groundwater topics. Technicians are available to get details on legislation and regulations or provide important contacts for water resources and information on drinking water and groundwater.

- *Small Business Ombudsman Clearinghouse/Hotline*
  Telephone: (800) 368-5888 or (703) 305-5938
  Fax: (703) 305-6462

  This hotline provides regulatory and other environmental information concerning small business assistance to enhance voluntary regulatory compliance and pollution abatement and control. It also addresses questions covering all media programs within EPA.

- *Stratospheric Ozone Information Hotline*
  Telephone: (800) 296-1996 or (301) 614-3376
  Fax: (301) 614-3395

  This information hotline provides in-depth information on ozone protection regulations and requirements under Title VI of the Clean Air Act Amendments of 1990. In addition, the hotline serves as a distribution center and point of referral for an array of information pertaining to other general aspects of stratospheric ozone protection and depletion.

- *Storm Water Hotline*
  Telephone: (800) 245-6510

  This hotline serves as a clearinghouse for information concerning EPA's storm water general permits. Information specialists are available to answer technical questions concerning permit eligibility, specific permit requirements, and provide guidance materials.

- *Toxic Substances Control Act (TSCA) Assistance Information Service*
  Telephone: (202) 554-1404
  Fax: (202) 554-5603

  The information service provides technical assistance and general information about programs implemented under TSCA, including inquiries about import/export of chemicals under the regulatory program.

- *Underground Storage Tanks*
  Telephone: (703) 603-9900
  Website: **http://www.epa.gov/OUST/**

  This office directs callers on where to obtain information regarding underground storage tanks.

- *Used Filter Hotline*
  Telephone: (800) 99-FILTER (993-4583)
  Website: **http://www.filtercouncil.org**

  This hotline, sponsored by the Filter Manufacturers Council, provides commercial generators of used oil filters with a summary of the state's filter management regulations, referrals to companies that provide filter management services, referrals to state agencies, and a brochure entitled "How to Choose a Filter Management Service."

- *Wetlands Information Hotline*
  Telephone: (800) 832-7828 or (703) 748-1304

  This information line answers questions concerning the value and function of wetlands and options for their protection, and accepts requests for certain wetlands publications.

EPA Headquarters and Regional Office Information

- *EPA Headquarters*
  Telephone: (202) 260-1090
  Fax: (202) 260-0279
  Website: **http://www.epa.gov/**

- *Region 1 (CT, MA, ME, NH, RI, VT)*
  Telephone: (617) 918-1111
  Toll-free: (888) 372-7341
  Website: **http://www.epa.gov/region1/**

- *Region 2 (NJ, NY, PR, VI)*
  Telephone: (212) 637-3000
  Website: **http://www.epa.gov/region2/**

- *Region 3 (DC, DE, MD, PA, VA, WV)*
  Telephone: (215) 814-5000
  Toll-free: (800) 438-2474
  Website: **http://www.epa.gov/region3/**

- *Region 4 (AL, FL, GA, KY, MS, NC, SC, TN)*
  Telephone: (404) 562-9900
  Toll-free: (800) 241-1754
  Website: **http://www.epa.gov/region4/**

- *Region 5 (IL, IN, MI, MN, OH, WI)*
  Telephone: (312) 353-2000
  Toll-free: (800) 621-8431
  Website: **http://www.epa.gov/region5/**

- *Region 6 (AR, LA, NM, OK, TX)*
  Telephone: (214) 665-2200
  Toll- free: (800) 887-6063
  Website: **http://www.epa.gov/region6/**

- *Region 7 (IA, KS, MO, NE)*
  Telephone: (913) 551-7003
  Toll- free: (800) 223-0425
  Website: **http://www.epa.gov/region7/**

- *Region 8 (CO, MT, ND, SD, UT, WY)*
  Telephone: (303) 312-6312
  Toll-free: (800) 227-8917
  Website: **http://www.epa.gov/region8/**

- *Region 9 (AZ, CA, HI, NV)*
  Telephone: (415) 744-1305
  Website: **http://www.epa.gov/region9/**

- *Region 10 (AK, ID, OR, WA)*
  Telephone: (206) 553-1200
  Toll-free: (800) 424-4372
  Website: **http://www.epa.gov/region10/**

- *EPA's Small Business and Self Assessment Policies*
  Website: **http://es.epa.gov/oeca/finalpolstate.pdf**

  This website contains information on how a facility might qualify for penalty reductions through self-disclosure.

  Website: **http://es.epa.gov/oeca/sbcp2000.pdf**

  This website contains information on the Small Business Compliance Policy.

Pollution Prevention Websites

- *EPA's Home Page*
  Website: **http://www.epa.gov**

  This site provides information about EPA offices, programs and initiatives, and regulations.

- *EPA's Compliance Assistance Centers*
  Website: **http://es.epa.gov/oeca/mfcac.html**

  This site provides links to EPA's Compliance Assistance Centers.

- *EPA's Pollution Prevention*
  Website: **http://www.epa.gov/opptintr/p2home/**

  EPA's pollution prevention (P2) site includes general P2 information and publications, information on P2 in the regulations, the definition of P2 as defined under the Pollution Prevention Act of 1990, and information about voluntary P2 programs. There are also links to EPA and non-EPA P2 sites.

- *EPA's Office of Pollution Prevention and Toxics (OPPT)*
  Website: **http://www.epa.gov/opptintr/index.html**

  This site provides access to federal publications, OPPT programs and initiatives, and other information sources related to pollution prevention.

- *EPA's Office of Underground Storage Tanks*
  Website: **http://www.epa.gov/OUST/**

  This site provides access to federal publications and links to other resources about preventing pollution from underground storage tanks containing petroleum or hazardous substances.

- *EPA's Oil Program*
  Website: **http://www.epa.gov/oilspill**

  This site contains comprehensive information on oil spill prevention, preparedness, and response.

- *EPA's Brownfields*
  Website: **http://www.epa.gov/swerosps/bf/index.html#info**

  EPA's Office of Solid Waste and Emergency Response's *Brownfields* site provides information about projects and initiatives, tools, contacts, publications, and other information regarding Brownfields.

- *Chemical Emergency Preparedness and Prevention Office*
  Website: **http://www.epa.gov/ceppo/**

  This site provides information regarding hazardous and extremely hazardous substances, including planning and reporting requirements.

- *EPA's Enviroene*
  Website: **http://es.epa.gov**

  This site provides P2 information, as well as a link to the National P2 Roundtable described below.

- *National Fire Protection Association*
  Website: **http://www.nfpa.org**

  This site contains information on the National Fire Protection Association codes and standards.

- *National Pollution Prevention Roundtable Home Page*
  Website: **http://www.p2.org/**

  This site provides access to the latest information on legislative and regulatory P2 developments, National Roundtable publications, state P2 program websites, and a directory of industrial P2 publications.

- *Pollution Prevention Information Clearinghouse*
  Website: **http://www.epa.gov/opptintr/library/libppic.htm**

  Operated by EPA's Office of Pollution Prevention and Toxics, this clearinghouse is a free, non-regulatory service that provides telephone reference and referral, document distribution for selected EPA documents, and a special collection available for interlibrary loan.

- *Pollution Prevention Cooperatives*

  Coordinated with EPA's Enviroene program, these cooperatives provide easy access to pollution prevention and cleaner production resources around the Internet.

  (1) *U.S. Federal Agency Pollution Prevention Cooperative*
  Website: **http://es.epa.gov/cooperative/federal/**

  (2) *State and Local Government/Business Assistance Cooperative*
  Website: **http://es.epa.gov/cooperative/stateandlocal/**

- *Solvents Alternative Guide (SAGE)*
  Website: **http://clean.rti.org/**

  This on-line guide provides pollution prevention information on solvent and process alternatives for parts cleaning and degreasing. It also provides access to EPA's Air Pollution Prevention and Control Division website.

ENVIRONMENTAL COMPLIANCE CHECKLIST FOR TERMINAL OPERATIONS

Facility Name: **Site Reviewer:**
Facility Location: **Date:**

1.0 PERMIT REQUIREMENTS		
NPDES Permit Program	Has the facility obtained a National Pollutant Discharge Elimination System (NPDES) permit? (p. W-2)	Y N NA
	Has the facility complied with all reporting requirements specified by its NPDES permit? (p. W-3)	Y N NA
	Does the facility have a storm water permit? If Yes, does the facility have a storm water pollution prevention plan (SWPPP)? (p.W-4)	Y N NA Y N NA
	Does the facility's SWPPP include all of the required elements? (p. W-4)	Y N NA
	Is a certification included in the SWPPP? (p. W-5)	Y N NA
Pretreatment Requirements	If discharging to a municipal sanitary sewer, has the facility notified the Publicly-Owned Treatment Work (POTW) and received approval for discharges? (p. W-6)	Y N NA
UIC	If discharging to an underground injection control (UIC) well, does the facility comply with UIC program requirements? (p. W-6)	Y N NA
Air Emissions	Does the facility have air permit(s)? (p. W-8)	Y N NA
Wetlands	Has the facility obtained a CWA Section 404 permit for any projects that may impact wetlands? (p. W-9)	Y N NA
RCRA	Does the facility generate hazardous waste? (p. W-11)	Y N NA
	How much hazardous waste does the facility generate per month? (p. W-11)	Up to 220 lbs >220 and < 2,200 lbs 2,200 lbs or more
	Does the facility have an EPA hazardous waste generator ID number? (p. W-12)	Y N NA
	How does the facility manage/dispose of its hazardous waste? (p. W-12)	Ships hazardous waste off site / Disposes of hazardous waste on site / Other / NA
2.0 PLANNING AND REPORTING REQUIREMENTS		
EPCRA Planning Requirements	Did the facility participate in emergency planning activities when it has extremely hazardous substances (EHSs) in excess of their threshold planning quantities (TPQs)? (p. W-14)	Y N NA
EPCRA Emergency Notification	Did the facility immediately notify the proper authorities after the facility experienced an accidental release of a hazardous or extremely hazardous substance ? (p. W-15)	Y N NA
	When reporting a spill, did the facility include the required information for initial notification? (p. W-15)	Y N NA
	After initial notification of any spills and releases, has the facility provided a written follow-up emergency notice(s) to the proper emergency agencies? (p. W-16)	Y N NA
EPCRA Hazardous Chemical Reporting	Has the facility submitted the MSDSs or list of EPCRA extremely hazardous substances to the local authorities? (p. W-17)	Y N NA
	Does the facility meet its reporting requirement annually under Section 312 of EPCRA? (p. W-18)	Y N NA
RCRA Contingency Plan	For a large quantity generator (LQG), does the facility have a written contingency plan for responding to spills and releases of hazardous wastes? (p. W-19)	Y N NA
	Did the facility submit its written contingency plan to the appropriate authorities? (p. W-19)	Y N NA
	For a small quantity generator (SQG), does the facility have the basic contingency procedures in place? (p. W-20)	Y N NA

ENVIRONMENTAL COMPLIANCE CHECKLIST FOR TERMINAL OPERATIONS

2.0 PLANNING AND REPORTING REQUIREMENTS (CONTINUED)				
USTs	Has the State/Tribal underground storage tank (UST) program been notified of any USTs located on site? (p. W-21)	Y	N	NA
SPCC Plan	Does the facility have a spill prevention, control, and countermeasures (SPCC) plan? (p. W-22)	Y	N	NA
	Does the facility's SPCC plan include all of the required elements? (p. W-23)	Y	N	NA
	Has the facility's SPCC plan been reviewed and certified by a professional engineer? (p. W-24)	Y	N	NA
FRP	Does the facility have a Facility Response Plan (FRP)? (p. W-24)	Y	N	NA
	Does the FRP include all of the required elements? (p. W-25)	Y	N	NA
RMP	Does the facility have a Risk Management Plan (RMP)? (p. W-26)	Y	N	NA
3.0 TRAINING REQUIREMENTS				
RCRA Emergency Response Training	Has the facility trained its employees on how to handle hazardous waste and emergencies? (p. W-28)	Y	N	NA
Air Conditioning Repair Training	Are refrigerant-containing appliances maintained and serviced by certified technicians? (p. W-29)	Y	N	NA
Pesticide Applicator Certification	When applying restricted use pesticides (RUPs) on property, does the facility ensure that the pesticide applicator is currently certified in the appropriate category? (p. W-29)	Y	N	NA
FRP Training Program	If an FRP is required, does the facility provide a facility response training program and oil spill drill/exercise program for its employees? (p. W-30)	Y	N	NA
4.0 RECORDS MAINTENANCE				
NPDES Recordkeeping	Does the facility keep records of monitoring information for the 3 year minimum requirement? (p. W-31)	Y	N	NA
	As part of the SWPPP, does the facility maintain records of incidents (e.g., spills or other discharges) and other information describing the quality and quantity of storm water discharges? (p. W-32)	Y	N	NA
	As part of the SWPPP, does the facility maintain records documenting inspections and maintenance activities? (p. W-32)	Y	N	NA
Air Emissions	Does the facility meet the recordkeeping requirements of its air permit(s)? (p. W-32)	Y	N	NA
RCRA	Does the facility keep copies of its manifests for the 3 year minimum requirement? (p. W-33)	Y	N	NA
	Does the facility maintain records of its hazardous waste management training program? (p. W-33)	Y	N	NA
USTs	Does the facility maintain leak detection records? (p. W-35)	Y	N	NA
	Does the facility maintain corrosion protection records? (p. W-35)	Y	N	NA
	Does the facility maintain records showing that a system was repaired or upgraded? (p. W-35)	Y	N	NA
	Does the facility maintain records of the site assessment results required for permanent closure for at least 3 years after closing a UST? (p. W-36)	Y	N	NA
	Does the facility maintain records that document its financial responsibility? (p. W-36)	Y	N	NA
Records of Pesticide Application	Does the facility maintain accurate records of use and storage of pesticides? (p. W-37)	Y	N	NA
5.0 RECYCLERS AND RECLAIMING SERVICES				
Hiring Recyclers/ Reclaiming Services	If selling used refrigerant, does the facility ensure that the reclaimer is certified? (p. W-38)	Y	N	NA

SECTION 1.0 PERMIT REQUIREMENTS

1.1 National Pollutant Discharge Elimination System (NPDES) Permit Program

NOTE: The following questions, all of which are included in the accompanying checklist, will help the facility examine its operations relating to *NPDES permit program* for compliance with environmental requirements:

a. Has the facility obtained a National Pollutant Discharge Elimination System (NPDES) permit? (p. W-2)

b. Has the facility submitted monitoring results on a discharge monitoring report (DMR) form to its permitting agency? (p. W-3)

c. Has the facility complied with all reporting requirements specified by its NPDES permit? (p. W-3)

d. Does the facility have a storm water pollution prevention plan (SWPPP)? (p. W-4)

e. Does the facility's SWPPP include all of the required elements? (p. W-4)

f. Is a certification included in the SWPPP? (p. W-5)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

Wastewater and Storm Water Management

Truck terminals may discharge wastewater and/or storm water from the following activities:

- Vehicle and equipment cleaning
- Painting and paint removal
- Chemical storage and handling
- Fueling
- Building and grounds maintenance
- Other activities.

Facilities that discharge wastewater and/or storm water directly into surface waters (stream, river, wetland, etc.) or through any conveyance system, such as any pipe, ditch, tunnel, well, container, landfill, vessel, etc., through which water flows and then discharges to surface water must obtain a permit under the Clean Water Act (CWA) NPDES program.

NPDES permits contain industry-specific, technology-based and water quality-based discharge limits and establish pollutant monitoring and reporting requirements. A facility intending to discharge into the nation's waters must obtain a permit prior to initiating it. NPDES permits also contain recordkeeping and possibly site-specific requirements. A facility that intends to discharge into the waters of the United States must obtain an NPDES permit prior to initiating it.

Storm Water Discharges

Under the Clean Water Act, it is illegal to discharge any pollutants into navigable waters of the United States from a point source unless the discharge is authorized by a National Pollutants Discharge Elimination System (NPDES) permit. Storm water regulations have identified eleven major categories that are associated with industrial activity (40 CFR § 122.26 (b) (14) (i - x)). Those facilities identified under these eleven categories must apply for NPDES permit for storm water discharge. Transportation facilities are classified as category (viii) which includes activities such as vehicle maintenance shops, equipment cleaning operations, painting, fueling operations or airport deicing operations. *Contact the state or federal permitting agency for more information regarding NPDES discharge permitting requirements.*

The following discharges do NOT require NPDES permits:

- Introduction of sewage, industrial wastes or other pollutants into a publicly owned treatment works (POTW) by indirect discharges. (Although not federally required, a POTW may require a permit. A facility should contact the local sewer authority to find out more about these requirements).

- Discharges of dredged or fill material into waters of the United States. (These discharges are regulated under CWA Section 404 permits.)

- Discharges of storm water/wastewater into an underground injection well. [These discharges are regulated under the Safe Drinking Water Act (SDWA) Underground Injection Control (UIC)] program. *For more information, contact the Safe Drinking Water Hotline at 1-800-426-4791*].

1.1a Has the facility obtained a National Pollutant Discharge Elimination System (NPDES) permit?

A facility must have an NPDES permits in order to discharge industrial wastewater through a storm sewer or directly into surface waters. Persons responsible for wastewater discharges requiring an NPDES permit must apply for an individual permit or seek coverage under a general permit (if available) *at least 180 days before discharge of wastewater/storm water is scheduled to begin.*

The wastewater may need treatment on site to reduce pollutant concentrations prior to discharge to be in compliance with NPDES permit limits. *Note: Some NPDES permits may include both wastewater and storm water discharge requirements. Other facilities have a separate permit for each type of discharge*.

The EPA or an authorized state or territory can issue an NPDES permits. As of September 1999, EPA has authorized 43 states and one territory to administer the NPDES program. Of the authorized states and territory, only the Virgin Islands does not have delegated authority for the storm water general permits program as well. EPA **has not delegated** authority to the following states and territories: Alaska, Arizona, District of Columbia, Idaho, Maine, Massachusetts, New Hampshire, New Mexico, Pacific Territories, Puerto Rico, and Federal Tribal Lands. *The facility should contact EPA or the appropriate state regulatory agency to find out how to obtain a permit application*.

Yes Facility has obtained an NPDES permit. ✔

No Facility has not obtained an NPDES permit, but requires one.

NA Facility does not discharge wastewater directly to a body of water.

1.1b Has the facility submitted monitoring results on a discharge monitoring report (DMR) form to its permitting agency?

NPDES permits may require a facility to routinely conduct monitoring of its wastewater discharges and submit its monitoring results to the permitting authority (state or EPA). You must submit monitoring results for wastewater and/or sludge analysis on a DMR form. Your permit will specify the monitoring schedule.

Yes Facility has submitted its monitoring results on a DMR form to its permitting agency. ✔

No Facility has not submitted its monitoring results on a DMR form to its permitting agency.

NA Facility does not have applicable monitoring and reporting requirements.

1.1c Has the facility complied with all reporting requirements specified by its NPDES permit?

There are some reporting requirements that apply to all facilities. These requirements are summarized below:

Event	Reporting Time Frame
Any noncompliance with your permit that may endanger health or the environment Other noncompliance	Within 24 hours of becoming aware of violation; written submission within 5 days At the time the facility's monitoring reports are submitted
Any planned physical alterations or additions to your facility	As soon as possible
Any planned changes in your discharge that may result in noncompliance	In advance of changes
Notify the permitting authority of the transfer of the facility to a new owner	As soon as possible

Yes Facility met the above reporting requirements within the required time frame. ✔

No Facility has not met the above reporting requirements within the required time frame.

NA None of the above requirements has applied to the facility.

1.1d Does the facility have a storm water pollution prevention plan (SWPPP)?

If a facility must obtain an NPDES storm water permit, it will need to prepare and implement an SWPPP. Facilities must SWPPPs to prevent storm water from coming in contact with potential contaminants. An SWPPP is a step by step process for ensuring that pollutants from the industrial activities are not making their way into storm water discharges from the site.

Yes Facility has an SWPPP. ✔

No Facility does not have an SWPPP.

NA Facility is not required to have an SWPPP.

1.1e Does the facility's SWPPP include all of the required elements?

SWPPPs are facility specific, because every facility is unique in its source, type, and volume of contaminated storm water discharges. Therefore, SWPPPs will vary. Regardless of the variations, all plans must include several elements, such as a map and site specific considerations. The elements include:

- Facility size and location
- Climate
- Hydrogeology: the environmental setting of each facility (e.g., water quality of receiving stream)
- Predicted flow of storm water discharges
- Volume and type of storm water and pollutants that could potentially be discharged.

SWPPPs must also address how the facility will complete the following activities:

- Develop a pollution prevention team
- Develop general and specific measures and controls to prevent or minimize pollution of storm water (articulated as Best Management Practices in your plan)
- Test outfalls
- Train employees
- Conduct inspections and evaluations
- Conduct recordkeeping and reporting.

Yes Facility's SWPPP includes all of the required elements listed above. ✔

No Facility's SWPPP does not include all of the required elements listed above.

NA Facility is not required to prepare an SWPPP.

1.1f Is a certification included in the SWPPP?

Each SWPPP must include a **certification**, signed by an authorized individual, stating that the facility must test the discharges from the site for the presence of non-storm water discharges. The certification must include the following:

- Description of possible significant sources of non-storm water,
- Results of any test and/or evaluation conducted to detect such discharges,
- The test method or evaluation criteria used, the dates on which tests/evaluations were performed, and the on-site drainage points directly observed during the test or evaluation.

If certification is not feasible, the SWPPP must describe why (e.g., no access to discharge sites).

Yes Facility's SWPPP includes a certification. ✔

No Facility's SWPPP does not include a certification, or certification is not feasible and facility has included an explanation in the SWPPP.

NA Facility is not required to have an SWPPP.

See Section 4.1 for a list of NPDES recordkeeping requirements.

1.2 Pretreatment Requirements

NOTE: The following question, included in the accompanying checklist, will help the facility examine its operations relating to the *pretreatment program* for compliance with environmental requirements:

a. If discharging to a municipal sanitary sewer, has the facility notified the POTW and received approval for discharges? (p. W-6)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

Discharges to Local Publicly-Owned Treatment Works (POTWs)

POTWs are treatment plants that receive and treat wastewater through municipal sanitary sewers prior to discharge to receiving waters (e.g., streams, lakes, rivers). One may also referred to these as municipal wastewater treatment plants (WWTPs). POTWs may implement a pretreatment program and regulate discharges to the sanitary sewer through prohibitions on certain discharges, discharge limits, and discharge permits.

Facilities should contact their local POTW to see if any pretreatment requirements or limits apply to them. To meet discharge limits and requirements, the owner or operator of the facility that generates wastewater (e.g., from vehicle and equipment washing) may have to pretreat the wastewater. Although contacting the POTW is not a federal requirements, the facility could be liable if it discharges a significant amount of oil, or other fluid, and those discharges cause the POTW to violate its own NPDES permit.

1.2a If discharging to a municipal sanitary sewer, has the facility notified the POTW and received approval for discharges?

Yes Facility has contacted POTW and if necessary, received approval for discharges. ✔

No Facility has not contacted POTW or has not received approval for discharges.

NA Facility does not discharge to a municipal sanitary sewer.

1.3 Underground Injection Control (UIC)

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *UIC permits* for compliance with environmental requirements:

a. If discharging to an underground injection control (UIC) well, does the facility comply with UIC program requirements? (p. W-6)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

1.3a If discharging to an underground injection control (UIC) well, does the facility comply with UIC program requirements?

Note: As a general rule, the discharge of industrial wastewater to UIC wells is NOT appropriate.

Facilities that discharge industrial wastewater to underground injection control (UIC) wells must comply with the rules established under the UIC program. Truck terminal facilities may typically use Class V UIC wells. Generally, Class V wells include shallow non-hazardous industrial waste injection wells, septic systems and storm water drainage wells. Class V UIC wells (e.g., septic systems, storm water drainage wells) are authorized by rule provided they **do not endanger underground sources of drinking water** and meet certain minimum requirements.

UIC program requirements stipulate that the facility must submit basic inventory information about a Class V well to the EPA or the primacy state agency. In addition, many UIC primacy state programs have additional prohibitions or permitting requirements. However, certain types of Class V wells release fluids that are very likely to contain elevated concentrations of contaminants that may endanger drinking water. Therefore, New requirements went into effect December 7, 1999, which further regulate two (2) types of Class V wells, Large Capacity Cesspools and Motor Vehicle Waste Disposal Wells. ***Note:*** *See below for information relating to EPA's New rule regarding Class V wells.*

Yes Facility complies with UIC program requirements. ✔

No Facility does not comply with UIC program requirements.

NA Facility does not discharge industrial wastewater to UIC wells.

New Rule for Regulating Class V Wells

EPA is further regulating two (2) types of **UIC Class V wells** in Source Water Protection Areas for community and non-transient non-community water systems that use groundwater as follows:

- **Large-Capacity Cesspools**. New cesspools are prohibited nationwide as of April 5, 2000, and existing cesspools will be phased out nationwide by April 5, 2005.
- **Motor Vehicle Waste Disposal Wells.** New wells are prohibited nationwide as of April 5, 2000. Existing wells in regulated areas will be phased out, but owners and operators can seek a waiver and obtain a permit. *For more information about this New rule, contact the **SDWA Hotline** at **1-800-426-4791**.*

1.4 Air Emissions

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *air permits* for compliance with environmental requirements:

a. Does the facility have air permit(s)? (p. W-8)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

Air Emissions

The federal Clean Air Act (CAA) and the Clean Air Act Amendments (CAAA) of 1990 regulate air pollution in the United States. Although the CAA is a federal law, state and local air pollution control agencies do much of the work in carrying out the act. *It is important for you to know all applicable federal, state, and local regulations, because in many instances, state and local regulations may be more stringent than the federal regulations and/or include additional requirements.*

1.4a Does the facility have air permit(s)?

States typically issue air pollution permits for certain operations such as **painting** and surface preparation if operations meet certain state regulatory criteria are met. Generally a permit is required if air pollution control equipment is used, such as a baghouse or scrubber. Check with the state for specific criteria and requirements. *For more information on air emissions relating to truck terminal operations, refer to* ***http://www.trucking.org/greentruck/air_emissions/.***

Yes Facility has air permits and they are current. ✔
Permit No(s).: _____

No Facility has not obtained air permits.

NA Permits are not required.

See Section 4.2 for recordkeeping requirements for air emissions.

1.5 Wetlands

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *wetlands* for compliance with environmental requirements:

a. Has the facility obtained a CWA Section 404 permit for any projects that may impact wetlands? (p. W-9)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

CWA Section 404 Permits for Wetlands

Under Section 404 of the Clean Water Act (CWA), a facility must have a permit before discharging dredged or fill material into U.S. waters, including most wetlands. Swamps, marshes, bogs, vernal pools, playas, and prairie potholes are common names for wetlands. Under the Section 404 Permit Program, the U.S. Army Corps of Engineers (Corps) reviews permit applications to determine whether the project represents the least environmentally damaging, practicable alternative, and to ensure that the project will not be contrary to the public interest. Additionally, EPA typically provides the Corps with comments on permit applications and has veto authority under Section 404.

The Corps issues permits as either *individual* or *general* permits. *Individual* permits are issued on a case-by-case basis and are commonly required for larger projects. *General permits* may be issued on a state, regional, or nationwide basis, and under certain conditions eliminate the need for an individual permit. To determine whether your project will require an individual or general permit, check with your local Corps office.

1.5a Has the facility obtained a CWA Section 404 permit for any projects that may impact wetlands?

Yes Facility has obtained a permit for all projects impacting wetlands. ✔

No Facility has not obtained a permit.

NA Facility is not planning any new projects at this time.

1.6 Resource Conservation and Recovery Act (RCRA)

NOTE: The following questions, all of which are included in the accompanying checklist, will help the facility examine its operations relating to *RCRA hazardous waste management* for compliance with environmental requirements:

a. Does the facility generate hazardous waste? (p. W-11)

b. How much hazardous waste does the facility generate per month? (p. W-11)

c. Does the facility have an EPA hazardous waste generator ID number? (p. W-12)

d. How does the facility manage/dispose of its hazardous waste? (p. W-12)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

Identifying Hazardous Waste

Facilities with service and maintenance activities may produce hazardous waste (e.g., certain spent chemical solvents, spilled or unused fuels, spilled or unusable paints and thinners, or rags and absorbents used to clean up spills of hazardous wastes). Therefore, it is important that the facility identify and manage hazardous wastes properly to protect the facility, coworkers, and others in the community, as well as the environment. As a waste generator, the facility is responsible for all steps in hazardous waste management, from generation to final disposal. **A facility can be held liable for any mismanagement of its wastes, even after the wastes leave the facility.** Therefore, it is important for every facility to know the facts.

If a facility thinks its waste is hazardous, but is unsure, the facility should call the **RCRA/UST, Superfund, EPCRA Hotline** at **1-800-424-9346**, or the **Chemical Referral Service Hotline** at **1-800-262-8200**, which is maintained by the National Chemical Manufacturer's Association.

What is Hazardous Waste?

To be considered "hazardous waste," materials must first meet EPA's definition of "solid waste." Solid waste is discarded material, such as garbage, refuse, and sludge, and can be solids, semisolids, liquids, or contained gaseous materials. Solid wastes that meet the following criteria are hazardous and subject to regulations under the Resource Conservation and Recovery Act (RCRA) (40 CFR Part 261):

- ***Listed waste.*** Waste is considered hazardous if it appears on one of four lists of hazardous wastes published in 40 CFR Part 261 Subpart D. Currently, more than 400 wastes are listed. Wastes are listed hazardous because they are harmful to human health and the environment when not properly managed. Even when properly managed, some listed wastes are so dangerous that they are called "acutely hazardous wastes." Examples of acutely hazardous wastes include wastes generated from some pesticides that can be fatal to humans even in low doses.

- ***Characteristic waste***. If waste does not appear on one of the hazardous waste lists, it still might be considered hazardous if it demonstrates one or more of the following characteristics:

  - ***Ignitable***: Ignitable wastes can create fire under certain conditions (e.g., temperature, pressure) or are spontaneously combustible (40 CFR 261.21). Examples include certain used paints, degreasers, oils and solvents.

  - ***Corrosive:*** Corrosive wastes are acids or bases that are capable of corroding metal, such as storage tanks, containers, drums, and barrels (40 CFR 261.22). Examples include rust removers, acid or alkaline cleaning fluids, and battery acid.

  - ***Reactive:*** Reactive wastes are unstable and explode or produce toxic fumes, gases, and vapors when mixed with water (40 CFR 261.23). Examples include lithium-sulfide batteries and explosives.

  - ***Toxic:*** Toxic wastes are harmful or fatal when ingested or absorbed, or leach toxic chemicals into the soil or groundwater when disposed of on land (40 CFR 261.24). Examples include wastes that contain high concentrations of heavy metals, such as cadmium, lead, or mercury.

A facility can determine if its waste is toxic by having it tested using the **Toxicity Characteristic Leaching Procedure (TCLP)**, or by **process knowledge**. Result of the **TCLP** analysis is available at a laboratory. It is designed to replicate the leaching process and other effects that occur when wastes are buried in a typical municipal landfill. If the leachate from the waste contains any of the regulated contaminants at concentrations equal to or greater than the regulatory levels, then the waste exhibits the toxicity characteristic. **Process knowledge** is detailed information on wastes obtained from existing published or documented waste analysis data or studies conducted on hazardous wastes generated by similar processes. For example, facilities can used EPA's lists of hazardous wastes in 40 CFR Part 261 (as discussed above) as process knowledge.

Universal Waste Rule

In 1995, EPA issued the **Universal Waste Rule** as an amendment to RCRA to reduce the regulatory burden on businesses by providing an alternative and less stringent set of management standards for three types of waste that potentially would be regulated as hazardous: (1) spent batteries (e.g., nickel cadmium, small sealed lead acid batteries that will not be reclaimed or regenerated at a battery recycling/reclamation facility); (2) pesticides that have been suspended or canceled, including

Universal Waste Rule

On July 6, 1999, EPA issued a final rule called the universal waste rule. This rule provides alternative, less stringent procedures for several types of wastes such as batteries, pesticides, mercury thermostats and lamps including fluorescent. Copies of the rule and corresponding fact sheet can be found at the **RCRA/UST, Superfund, EPCRA Hotline at 1-800-424-9346.**

those that are part of a voluntary or mandatory recall under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) or by the registrant; and (3) mercury thermostats including temperature control devices containing metallic mercury. *Check with the state regulatory agency to see if it has adopted the Universal Waste Rule.* For additional information check website: **http://www.epa.gov/epaoswer/hazwaste/id/univwast.htm**

1.6a Does the facility generate hazardous waste?

Yes	Facility has gone through the waste determination process or used process knowledge and determined that it does generate hazardous waste.
No	Facility has determined that it does not generate hazardous waste.
Not determined	Facility has not gone through this process. ***Note: Facility must immediately conduct this process to determine if it is generating a hazardous waste*.**

1.6b How much hazardous waste does the facility generate per month?

When determining the volumes of waste generated, only waste in a container or other unit waiting to be disposed of is "generated." Thus, solvent stored in a drum waiting for disposal or recycling is "generated," while solvent in a parts cleaner that is currently in use is not yet a waste and is not yet been generated.

The facility generates: (*Pick one*)

No more than 220 lbs *(100 kg)* of hazardous waste per month. This is approximately ½ of a 55-gallon drum or less of hazardous waste in any month. In this case, the facility is considered a ***conditionally exempt small quantity generator (CESQG)*** and an EPA identification (ID) number is <u>not required</u>.

Between 220 lbs (*100 kg*) and 2,200 lbs (*1,000 kg*) of hazardous waste per month. In this case, the facility generates ½ of a 55 gallon drum of hazardous waste, but less than five 55 gallon drums of hazardous waste in any month. In this case, the facility is a ***small quantity generator (SQG)*** and must have an EPA ID number.

Note: If the facility is a CESQG and generates no more than 2.2 lbs (*1 kg*) of *acutely hazardous waste* (or 220 lbs [*100 kg*] of hazardous waste <u>spill residues</u>) in a calendar month, and never stores more than that amount for any period of time, the facility may manage the acutely hazardous waste according to the CESQG requirements. If the facility generates more than 2.2 lbs (*1 kg*) of *acutely hazardous waste*, it must be managed according to the LQG requirements.

Over 2,200 lbs (*1,000 kg*) of hazardous waste per month. In this case, the facility generates approximately five 55 gallon drums or more of hazardous waste in any month. In this case, the facility is a ***large quantity generator (LQG)*** and must have an EPA ID number.

The total weight of hazardous waste generated includes only waste (1) defined as hazardous by EPA regulations, (2) determined to be hazardous by the facility, and (3) not otherwise exempt from counting. For example, used oil that has not been mixed with anything and is destined for recycling does not have to be counted.

Generators who periodically exceed or fall below their normal generation limits in any given calendar month are called ***episodic generators***. If the amount of waste generated in a given calendar month places the generator in a different category, the generator must comply with all applicable requirements of that category for all waste generated during that calendar month. For example, if a generator produces 300 kg of hazardous waste in March, that waste is subject to SQG requirements; if the same generator produces 1,500 kg of hazardous waste in April, that waste is subject to LQG requirements.

1.6c Does the facility have an EPA hazardous waste generator ID number?

If the facility is an SQG or LQG (as discussed in *Question 1.6b*), it must have an EPA hazardous waste generator ID number. This requirement applies even for ***episodic generators*** who may fall into the SQG or LQG categories for one month only. This number must be entered on all hazardous waste manifests. It is usually near the top of the form under the heading, "Generator ID #." If a state issues the number, the number will start with the state abbreviation followed by the number (e.g., NY-12345678). CESQGs do not need an identification number under federal law. Contact the state or EPA regulatory agency to obtain a copy of EPA form 8700-12 “Notification of Hazardous Waste Activity.” For additional help, call the RCRA/UST, Superfund, EPCRA Hotline at 1-800-424-9346 or 703-412-9810.

Yes Facility has obtained an EPA ID permit as described above. ✔

No Facility has not obtained an EPA ID number.

NA Facility is a CESQG and is not required to obtain an EPA ID number.

1.6d How does the facility manage/dispose of its hazardous waste?

Ships hazardous waste off site to:

- A RCRA-permitted TSDF;
- A recycling facility;
- An interim status facility; or
- An exempt facility. ✔

Disposes of hazardous waste on site and is a RCRA-permitted TSDF. ✔

Other ***Note:*** *If not managing hazardous waste by one of the above options, facility is out of compliance and must rectify the situation immediately*.

NA Facility does not generate hazardous waste.

See Section 4.3 for RCRA recordkeeping requirements.

SECTION 2.0 PLANNING AND REPORTING REQUIREMENTS

2.1 Emergency Planning and Community Right-to-Know Act (EPCRA) Planning Requirements

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *EPCRA planning* for compliance with environmental requirements:

> ***a. Did the facility participate in emergency planning activities when it has extremely hazardous substances (EHSs) in excess of their threshold planning quantities (TPQs)? (p. W-14)***

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

EPCRA Planning Requirements

Title III of the Superfund Amendments and Reauthorization Act (SARA), also known as the Emergency Planning and Community Right-to-Know Act (EPCRA) establishes requirements for federal, state, and local governments, and industry regarding emergency planning and "community right-to-know" reporting of hazardous and toxic chemicals. It requires industry to report detailed information concerning the use, generation, and release of hazardous and toxic materials.

The purpose of EPCRA is to: (1) encourage and support industry's emergency planning for response to chemical accidents (in coordination with state and local governments) through emergency planning and emergency notification; and (2) provide local governments and the public with information about possible chemical hazards in their communities by requiring facilities to report to federal, state and local authorities their hazardous chemical inventory and toxic chemical releases.

The ***emergency planning sections*** (Sections 301-303) of EPCRA help state and local government develop emergency response and preparedness capabilities through better coordination and planning, especially with the local community.

2.1a Did the facility participate in emergency planning activities when it has extremely hazardous substances (EHSs) in excess of their threshold planning quantities (TPQs)?

Under Section 302 of EPCRA, if a facility has any of the 400 *extremely hazardous substances* (EHSs) (e.g., ammonia, chlorine, nitric acid, sulfuric acid) listed in 40 CFR Part 355 in excess of their threshold planning quantities (TPQs), the facility must notify its state emergency response commission (SERC) within 60 days that the facility is subject to emergency planning requirements.

A **threshold planning quantity (TPQ)** is the amount of an extremely hazardous substance (in pounds) at a facility that triggers a reporting requirement. EHSs and their TPQs are listed in 40 CFR Part 355.

In addition, the facility must participate in the local emergency process and must provide any information to the local emergency planning committee (LEPC) deemed necessary for development or implementation of a local emergency plan.

Yes The facility did participate in emergency planning activities. ✔

No The facility did not participate in emergency planning activities.

NA The facility does not have any EHSs in excess of their TPQs, and so does not required to participate in emergency planning activities.

2.2 EPCRA Emergency Notification

NOTE: The following questions, all of which are included in the accompanying checklist, will help the facility examine its operations relating to *EPCRA emergency notification* for compliance with environmental requirements:

a. Did the facility immediately notify the proper authorities after the facility experienced an accidental release of a hazardous or extremely hazardous substance, (p. W-15)

b. When reporting a spill, did the facility include the required information for initial notification? (p. W-15)

c. After initial notification of any spills and releases, has the facility provided a written follow-up emergency notice(s) to the proper emergency agencies? (p. W-16)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

2.2a Did the facility immediately notify the proper authorities after the facility experienced an accidental release of a hazardous or extremely hazardous substance?

Under Section 304 of EPCRA, you must immediately notify the *Local Emergency Planning Committees (LEPCs)* and the *State Emergency Response Commissions (SERCs)* likely to be affected, if there is a release into the environment of a hazardous substance that exceeds the reportable quantity for that substance (40 CFR Part 355). The substances (some are common to both lists) which are under these requirements include:

- "Extremely Hazardous Substances" listed in Appendices A and B of 40 CFR Part 355.

- "Hazardous Substances" subject to emergency notification requirements under CERCLA Section 103(a). These substances and reportable quantities are in 40 CFR Section 302.4. ***Note:*** *There are federally permitted release exemptions of these substances that may be applicable to your facility. Refer to your regulatory agency for more information about these exemptions.*

The LEPCs and SERCs will coordinate response activity to your spill or accident, and prevent harmful effects to the public and community at large. In addition, if your facility releases a CERCLA hazardous substance, you also must notify the *National Response Center (NRC) at 1-800-424-8802*.

Yes The facility immediately notified the proper authorities. ✔

No The facility did not immediately notify the proper authorities.

NA The facility did not experience any accidental releases of hazardous or extremely hazardous substances.

2.2b When reporting a spill, did the facility include the required information for initial notification?

Under EPCRA, you must notify the emergency authorities *immediately* upon discovering a reportable spill. (The term immediately is not further defined.) Thus the person making the report must use good judgement in determining how much time to spend in collecting information prior to making the notification. One can notify by telephone, radio, or in person. To the extent possible, provide the following information (40 CFR 355.40):

- Chemical name/identity of material(s) released
- Whether the material(s) is an extremely hazardous or a hazardous substance
- Estimate of the quantity of any material that was released
- Time and duration of the release

- Whether the release was to the air, water, and/or land
- Any known or anticipated acute or chronic health risks associated with the emergency
- Proper precautions to take as a result of the release, including evacuation
- Name and telephone number of the person(s) to be contacted for further information.

Yes The facility included the information listed above to the extent practicable. ✔

No The facility did not include the information listed above to the extent practicable.

NA The facility has not experienced a spill of a hazardous or extremely hazardous substance.

2.2c After initial notification of any spills and releases, has the facility provided a written follow-up emergency notice(s) to the proper emergency agencies?

After initial notification of spills and releases to the appropriate agencies, your facility must provide a written follow-up emergency notice(s), as soon as practical after the release. The follow-up notice(s) must update information provided in the initial notice and provide information on actual response actions taken and advice regarding medical attention for exposed individuals.

Yes Facility submitted a written follow-up emergency notice(s) that included all of the information described here to proper emergency agencies. ✔

No Facility did not submit a written follow-up emergency notice(s) ***or*** did not submit one that included all of the information described above to the proper emergency facilities.

NA The facility has not experienced a spill of a hazardous or extremely hazardous substance.

2.3 EPCRA Hazardous Chemical Reporting

NOTE: The following questions, all of which are included in the accompanying checklist, will help the facility examine its operations relating to *EPCRA hazardous chemical reporting* for compliance with environmental requirements:

a. Has the facility submitted the MSDSs or list of EPCRA extremely hazardous substances to the local authorities? (p. W-17)

b. Does the facility meet its reporting requirement annually under Section 312 of EPCRA? (p. W-18)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

EPCRA Hazardous Chemical Reporting

Section 311 of EPCRA requires you to report to the SERC, LEPC, and local fire department the presence of hazardous chemicals in excess of reporting thresholds at your facility (40 CFR Part 370). This reporting is a one-time requirement unless new information becomes available that reveals a chemical has an additional hazard. Additionally, this reporting requirement must occur within 90 days for any new chemical in excess of the reporting threshold handled on site. The chemicals subject to this requirement include:

- EPCRA extremely hazardous substances (EHS) listed at 40 CFR Part 355 Appendix A in excess of 500 lbs or the threshold planning quantity, whichever is lower (40 CFR 370.20); and

- The Occupational Safety and Health Administration (OSHA) considers any chemical in excess of 10,000 lbs (40 CFR 370.20) hazardous.

2.3a Has the facility submitted the MSDSs or list of EPCRA extremely hazardous substances to the local authorities?

To meet the Section 311 reporting requirement, the facility must submit to the LEPC, the SERC, and the fire department either (1) the MSDSs (or copies), or (2) a list of the EPCRA extremely hazardous substances and OSHA hazardous chemicals above threshold quantities on site at the facility (40 CFR 370.21). (The list must include the chemical or common name of each substance and must identify the applicable hazard categories.)

Yes The facility has met the Section 311 reporting requirement. ✔

No The facility has not met the Section 311 reporting requirement.

NA The facility has none of the regulated chemicals above the threshold quantities.

2.3b Does the facility meet its reporting requirement annually under Section 312 of EPCRA?

Under Section 312 of EPCRA, your facility must meet an annual reporting requirement if it has OSHA hazardous chemicals and EPCRA's EHSs in excess of reporting thresholds. The reporting thresholds are 500 lbs or the TPQ, whichever is lower for EPCRA EHSs and 10,000 lbs for an OSHA hazardous chemical. If exceeding the reporting thresholds at any time in the preceding year, you must submit to the LEPC, SERC, and the fire department an "Emergency and Hazardous Chemical Inventory Form" by March 1 of the following year for those substances.

States may choose one of two formats for the chemical inventory forms: Tier I and Tier II. The Tier I form provides aggregate information on hazardous chemicals and includes estimates of the maximum and average daily amounts present and the location of the chemicals. Tier II information is similar to Tier I information, except that it must be chemical-specific, not aggregate information. Most states use Tier II reporting forms.

Yes The facility met its annual reporting requirement under Section 312. ✔

No The facility did not meet its annual reporting requirement under Section 312.

NA Facility has none of the regulated chemicals in excess of reporting thresholds.

2.4 RCRA Contingency Plan

NOTE: The following questions, all of which are included in the accompanying checklist, will help the facility examine its operations relating to *RCRA contingency plans* for compliance with environmental requirements:

a. For a large quantity generator (LQG), does the facility have a written contingency plan that includes all of the required elements? (p. W-19)

b. Did the facility submit its written contingency plan to the appropriate authorities? (p. W-19)

c. For a small quantity generator (SQG), does the facility have basic contingency procedures in place? (p. W-20)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

RCRA Contingency Plan

A contingency plan usually answers a set of "what if" questions such as "what if one of the vapor degreasers leaks," or "what if there is an explosion and/or fire at a hazardous waste storage area?" If you are a small or large quantity generator of hazardous waste, the emergency preparedness requirements under the Resource Conservation and Recovery Act (RCRA) require that you develop a contingency plan for responding to spills or releases of hazardous wastes.

If you are a **large quantity generator (LQG)**, you must have a written contingency plan. If you are a **small quantity generator (SQG)**, you must have basic contingency procedures in place. A written contingency plan is not federally required for SQGs or **conditionally exempt small quantity generators (CESQGs)**, however, EPA strongly recommends it. It is also important to check with your state and local authorities for any additional contingency plan or emergency preparedness requirements.

What is hazardous waste?
Your waste is hazardous if (1) it appears on one of four lists published in the hazardous waste regulations (40 CFR Part 261); (2) demonstrates one of the four hazardous waste characteristics of ignitability, corrosivity, reactivity, or toxicity; or (3) is a mixture of a listed hazardous waste and other wastes. See *Section 1.5* for more information.

2.4a For a large quantity generator (LQG), does the facility have a written contingency plan that includes all of the required elements?

The written contingency plan for an LQG must contain the following:

- Instructions on what to do in the event of a fire, explosion, or release;
- The arrangements agreed to by local police and fire departments, hospitals, and state and local emergency response teams to provide emergency services;
- An emergency coordinator (employee) responsible for assessing emergency situations and making decisions to respond;
- The names, addresses, and phone numbers of all person qualified to act as emergency coordinators;
- The location of all emergency equipment at the facility; and
- An evacuation plan.

Yes Facility has a written contingency plan that addresses all of the requirements listed above. ✔

No Facility does not have a written contingency plan, or has one that does not include all of the requirements listed above.

NA Facility is not an LQG and is not required to have a written contingency plan.

2.4b Did the facility submit its written contingency plan to the appropriate authorities?

The facility must submit copies of the written contingency plan to the local police and fire departments, hospitals, and state and local emergency response teams that may be called upon to provide emergency services. The facility should maintain documentation showing that local authorities have been notified.

Yes Facility submitted copies of the contingency plan to the appropriate authorities. ✔

No Facility has not submitted copies of the contingency plan to the appropriate authorities.

NA Facility is not required to have a written contingency plan.

2.4c For a small quantity generator (SQG), does the facility have basic contingency procedures in place?

SQGs must have *basic contingency procedures* to follow in the event of an emergency. These procedures include the following:

- An *emergency coordinator* (employee) either at the facility or on call who is responsible for coordinating all emergency response measures.
- *Information posted next to the telephone*, including: (1) the name and number of the emergency coordinator; (2) the locations of the fire extinguishers and spill control material; and (3) the telephone number of the fire department.
- Ensure that all employees are thoroughly familiar with *proper waste handling and emergency procedures.*

Yes Facility has the basic contingency procedures. ✔

No Facility does not have the basic contingency procedures.

NA Facility is not an SQG, and so is not required to follow basic contingency procedures.

See Section 4.3 for a list of RCRA recordkeeping requirements.

2.5 Underground Storage Tanks (USTs)

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *USTs* for compliance with environmental requirements:

a. Has the state/tribal underground storage tank (UST) program been notified of any USTs located on site? (p. W-21)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

Underground Storage Tanks

A facility may have **underground storage tanks** (USTs) to supply fuel for trucks or other vehicles. USTs are also used to store used oil or fuel to run emergency power generators. A UST is a tank and any underground piping connected to the tank that has at least ten percent of its combined volume underground.

Note: USTs that store flammable and combustible liquids must meet provisions under the *National Fire Protection Association* (*NFPA) 30 Flammable and Combustible Liquids Code*. Requirements under *NFPA 30* include provisions for tank storage and piping systems.

To protect human health and the environment from dangerous releases, USTs must have leak detection and spill, overfill, and corrosion protection. Other UST requirements address notification, installation, corrective action, financial responsibility, and recordkeeping. Tanks installed after 1988 need to comply with all UST requirements upon installation. Tanks installed before 1988 had until December 1998 to comply with spill, overfill, and corrosion protection requirements, so these USTs should be in compliance with all requirements now. For more information on USTs, visit EPA's Office of Underground Storage Tanks website at **http://www.epa.gov/OUST/.**

Some USTs are not covered by federal regulations (e.g., tanks storing heating oil used on premises where it is stored, tanks on or above the floor of underground areas, such as basements or tunnels, emergency spill and overflow fill tanks); however, the state, tribal, or local regulatory agency may regulate such USTs. Be sure to ask these agencies if additional or more stringent requirements apply to the facility.

2.5a Has the State/Tribal UST program been notified of any USTs located on site?

Facilities with on-site regulated UST systems must to submit a notification form to the responsible state/tribal Underground Storage Tank (UST) program. The form includes certification of compliance with federal requirements for installation, cathodic protection, release detection, and financial responsibility for UST systems installed after December 22, 1988. For more information on how to obtain and complete the form, call EPA's UST Hotline at **1-800-424-9346**.

Yes Facility has submitted a notification form to the responsible state/tribal UST program office. ✔

No Facility has not submitted a notification form to the responsible state/tribal UST program office.

NA Facility has no USTs.

2.6 Spill Prevention, Control, and Countermeasures (SPCC) Plan

NOTE: The following questions, which are included in the accompanying checklist, will help the facility examine its operations relating to *SPCC plans* for compliance with environmental requirements:

a. Does the facility have a spill prevention, control, and countermeasures (SPCC) plan? (p. W-22)

b. Does the facility's SPCC plan include all of the required elements? (p. W-23)

c. Has the facility's SPCC plan been reviewed and certified by a professional engineer? (p. W-24)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

SPCC Plan

In 1973, EPA issued the Oil Pollution regulation (40 CFR Part 112) to address the oil spill prevention provisions contained in the Clean Water Act (CWA) of 1972. The regulation forms the basis of EPA's oil spill prevention, control, and countermeasures (SPCC) program, which seeks to prevent oil spills from certain aboveground and underground storage tanks.

On December 2, 1997, EPA proposed a rule called the ***Oil Pollution Prevention and Response; Non-Transportation Related Onshore and Offshore Facilities - Proposed Rule.*** It eliminates the requirement of preparing an SPCC plan for those non-transportation related facilities having an aboveground capacity in excess of 660 gallons, as long as the facility stores 1,320 gallons or less of oil. This rule is expected to become final in October 2000. For more information, call **EPA's RCRA/UST, Superfund, and EPCRA Hotline** at **1-800-424-9346**.

2.6a Does the facility have a spill prevention, control, and countermeasures (SPCC) plan?

A facility must have an SPCC plan if it:

- Has an aboveground storage capacity of more than 660 gallons in a single AST or more than 1,320 gallons in multiple ASTs, or a total underground storage capacity of 42,000 gallons; and

- Could reasonably be expected to discharge oil in harmful quantities into navigable waters of the United States.

Note that the limits are different for above and below ground tanks. When adding totals, the capacity:

- Includes amount of oil that could be held (e.g., 1,500-gallon tank with 350 gallons of oil would still count as 1,500 gallons toward the total).

- Includes oil stored in drums, buckets, etc. (e.g., 1,600-gallon aboveground tank, plus a 1,500-gallon aboveground tank, plus five 55-gallon drums would equal 3,375 gallons total storage).

The SPCC plan must be maintained on site if the facility is normally manned for at least 8 hours per day. Otherwise, it must be kept at the nearest field office.

Yes Facility meets the criteria listed above, and has an SPCC plan. ✔

No Facility meets the criteria listed above, but does not have an SPCC plan.

NA Facility does not meet the criteria listed above, and does not have an SPCC plan.

2.6b Does the facility's SPCC plan include all of the required elements?

The facility must maintain the SPCC plan on site if the facility is normally manned for at least eight hours per day. Otherwise, it must be at the nearest field office. An SPCC plan is a written description of how a facility's operations comply with the prevention guidelines under the Oil Pollution Prevention regulation. Each SPCC plan, while unique to the facility it covers, must include certain elements to ensure compliance with the regulations. These elements include:

- Written descriptions of any spills occurring within the past year, corrective actions taken, and plans for preventing their recurrence.

- A prediction of the direction, rate of flow, and total quantity of oil that could be discharged where experience indicates a potential equipment failure.

- A description of secondary containment and/or diversionary structures or equipment to prevent discharged oil from reaching navigable waters.

- If containment and/or diversionary equipment or structures are not practical, a strong oil spill contingency plan and a written commitment of manpower, equipment, and materials to quickly control and remove spilled oil.

Secondary Containment
Under SPCC guidelines, all storage tank installations should be constructed so that secondary containment is provided for the entire contents of the largest single tank plus sufficient freeboard to allow for precipitation. Diked areas should be sufficiently impervious to contain spilled oil. If dikes are not appropriate, a facility may use an alternative system.

- A complete discussion of the spill prevention and control measures applicable to the facility and/or its operations.

An SPCC plan is not the same as a "hazardous materials plan," or an "emergency response plan." However, some facilities may combine the SPCC plan with another plan. If this is done, the plan should include wording such as "spill control and emergency response plan." For more information refer to EPA's website at **http://www.epa.gov/oerrpage/oilspill/spccplan.htm.**

Yes The SPCC plan includes all of the elements listed above. ✔

No The SPCC plan does not include all of the elements listed above.

NA Facility is not required to have an SPCC plan.

2.6c Has the facility's SPCC plan been reviewed and certified by a professional engineer?

A professional engineer must review the facility's SPCC plan and certifies it. After initial certification, a registered professional engineer must review the SPCC plan and approves it once every 3 years. Furthermore, the plan must be modified within six months if a "significant change" occurs at your facility. Review and appropriate modification must occur when new field-proven technology has been developed that will significantly reduce the likelihood of a spill at the facility.

Yes The facility's SPCC plan is certified by a professional engineer. ✔

No The facility's SPCC plan is not certified by a professional engineer, or has not been reviewed once every 3 years by a professional engineer.

NA Facility is not required to have an SPCC plan.

2.7 Facility Response Plan (FRP)

NOTE: The following questions, which are included in the accompanying checklist, will help the facility examine its operations relating to *facility response plans* for compliance with environmental requirements:

a. Does the facility have a Facility Response Plan (FRP)? (p. W-24)

b. Does the FRP include all of the required elements? (p. W-25)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

2.7a Does the facility have a Facility Response Plan (FRP)?

The Oil Pollution Act (OPA) amends the Clean Water Act (CWA) to include requirements for facility response plans (FRPs). An FRP is required if your facility could cause "substantial harm" to the environment. A facility has the potential to cause substantial harm if [40 CFR 112.20(f)(1)]:

(1) The facility transfers oil over water to or from vessels and has a total oil storage capacity, including both aboveground storage tanks (ASTs) and USTs, greater than or equal to 42,000 gallons; or

(2) The facility's total oil storage capacity, including both ASTs and USTs, is greater than or equal to one million gallons and one of the following is true:

- The facility does not have secondary containment for each aboveground storage area sufficient to contain the capacity of the largest AST within each storage area plus freeboard to allow for precipitation;
- The facility is located at a distance such that a discharge could cause injury to an environmentally sensitive area;
- The facility is located at a distance such that a discharge would shut down a public drinking-water intake; or
- The facility has had a reportable spill greater than or equal to 10,000 gallons within the last five years.

A facility may make the determination whether the could cause substantial harm to the environment through two methods:

(1) Through a self-selection process (EPA has established criteria located in 40 CFR Part 112, Appendix C, to assist facilities in making that determination).

(2) By determination of the EPA Regional Administrator (which is based on factors similar to the self-selection factors, and also type of transfer operations at the facility, the facility's oil storage capacity, lack of secondary containment, proximity to environmentally sensitive areas, or drinking-water intakes, and/or the facility's spill history).

Yes Facility has an FRP. ✔

No Facility does not have an FRP.

NA Facility is not required to have an FRP.

2.7b Does the FRP include all of the required elements?

FRPs must address certain critical items, including the following:

- Be consistent with the National Contingency Plan (NCP) and the Area Contingency Plan covering your location;
- Identify a qualified individual having full authority to implement removal actions, and require immediate communication between that person and the appropriate federal authorities and responders;

- Identify and ensure availability of resources to remove, to the maximum extent practicable, a worst-case discharge;

- Describe training, testing, unannounced drills, and response actions of persons at the facility;

- Be updated periodically; and

- Be submitted for approval with each significant change.

Yes Facility's FRP includes all of the elements listed above. ✔

No Facility's FRP does not include all of the elements listed above.

NA Facility is not required to have an FRP.

2.8 Risk Management Plan (RMP)

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *risk management plan* for compliance with environmental requirements:

a. Does the facility have a Risk Management Plan (RMP)? (p. W-26)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

Risk Management Plans

Under Section 112(r) of the Clean Air Act (CAA), EPA must establish a program to prevent accidental chemical releases (Chemical Accidental Release Rule). The main goal of this regulation is to communicate potential risks to the public and to ensure that facilities have implemented a baseline safety management program to reduce the possibility of a release. The primary tool to accomplish this goal is the Risk Management Plan (RMP).

The plan the facility submits to EPA will summarize the program and must be made available to the public. The facility submits the plan for EPA review for accuracy and completeness. The EPA, state, or local agency conducts a site visit at the facility to determine whether the plan accurately reflects its risk management program in operation. For more information about risk management planning requirements, see EPA's **Office of Chemical Emergency Preparedness and Prevention's** website at **http://www.epa.gov/ceppo/.**

2.8a Does the facility have a Risk Management Plan (RMP)?

The facility must develop an RMP if it facility stores any of the 140 regulated substances (e.g., propane) identified under the CAA's Section 112(r) at, or above, specific threshold quantities for those chemicals. *Sources should have complied with the rule by June 20, 1999.* If the facility does not already have an RMP, it must develop one as soon as possible.

Under Section 112(r) of the CAA, an RMP must include the following:

- Documentation of process safety information
- Process hazard analysis of the off-site impact of an accident
- Documentation of operating procedures
- Training program
- Pre-startup reviews
- Maintenance program
- Management of Change Program
- Accident investigation
- Emergency response program
- Safety audits
- Registration with the Chemical Safety and Hazard Investigation Board
- Hazard assessment of worst-case scenario
- Submittal of RMP to EPA, SERC, LEPC, and available for public review.

Yes Facility has an RMP. ✔

No Facility does not have an RMP.

NA Facility is not required to have an RMP.

SECTION 3.0 TRAINING REQUIREMENTS

3.1 RCRA Emergency Response Training

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *RCRA emergency response training* for compliance with environmental requirements:

a. Has the facility trained its employees on how to handle hazardous waste and emergencies? (p. W-28)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

3.1a Has the facility trained its employees on how to handle hazardous waste and emergencies?

Under the Resource Conservation and Recovery Act (RCRA), small quantity generators (SQGs) and large quantity generators (LQGs) must train employees on procedures for properly handling hazardous waste and emergency procedures. The LQGs must formalize and have employees complete the training within six months of accepting a job involving the handling of hazardous waste. In addition, facility personnel must take part in an annual review of the initial training. Furthermore, employees who are responding to releases of hazardous substances and hazardous wastes must be trained under OSHA's Hazardous Waste Operations and Emergency Response (HAZWOPER) requirements. *(See discussion under Question 1.5b for definitions of LQGs and SQGs.)*

Yes The facility has trained its employees as described above. ✔

No Facility has not trained its employees as described above.

NA Facility is not an LQG or an SQG and, therefore, not required to provide hazardous waste management training.

3.2 Air Conditioning Repair Training

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *air conditioning repair training* for compliance with environmental requirements:

a. Are refrigerant-containing appliances maintained and serviced by certified technician? (p. W-29)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

3.2a Are refrigerant-containing appliances maintained and serviced by certified technician?

If the facility uses or employs technicians to service and maintain refrigerant-containing appliances, they must be certified by an EPA-approved technician certification program. (Contact the **Stratospheric Information Hotline** at **1-800-296-1996** for a list of certifying organizations.)

Yes The facility ensures that all technicians are certified. ✔

No The facility does not ensure that all technicians are certified.

NA The facility does not service or maintain refrigerant-containing appliances.

3.3 Pesticide Applicator Certification

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *pesticide applicator certification* for compliance with environmental requirements:

a. When applying restricted use pesticides (RUPs) on property, does the facility ensure that the pesticide applicator is currently certified in the appropriate category? (p. W-29)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

3.3a When applying restricted use pesticides (RUPs) on property, does the facility ensure that the pesticide applicator is currently certified in the appropriate category?

EPA classifies certain pesticides as *restricted use pesticides* (RUPs) based on toxicity or environmental hazard as opposed to non-restricted use pesticides which do not require certified RUP applicators. The facility will know if the pesticide is classified as a *restricted use pesticide (*RUP) by reading the label. These pesticides may be applied only by a certified applicator or under the direct supervision of a certified applicator. States oversee the program for the certification of applicators of restricted use pesticides. Facilities that are interested in having their personnel become certified applicators should contact their State. For a list of state FIFRA/Pesticides contacts, see the **Transportation Environmental Resource Center's** website at **http://www.transource.org/greentruck/state/fifrah.htm.**

Yes The RUP pesticide applicators are currently certified and trained. ✔

No The RUP pesticide applicators are not certified and trained.

NA The facility does not apply restricted use pesticides on its property.

3.4 FRP Training Program

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *facility response plan training* for compliance with environmental requirements:

a. If an FRP is required, does the facility provide a facility response training program and oil spill drill/exercise program for its employees? (p. W-30)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

3.4a If an FRP is required, does the facility provide a facility response training program and oil spill drill/exercise program for its employees?

If the facility must have a facility response plan (FRP), it also must develop and implement a *facility response training program*. Training must be specific in nature and scope to the responsibilities of facility personnel identified in the facility response plan. In addition, the facility must develop and implement an *oil spill drill/exercise program*. The drill/exercise program is comprised of tabletop and deployment exercises that are both announced and unannounced, as well as participation in larger area drills and exercises. To satisfy the drill/exercise program, the facility may participate in the federal government's *Preparedness for Response Exercise Program*.

Yes Facility has a facility response training program and oil spill drill/exercise program for its employees. ✔

No Facility did not develop and implement a facility response training program and/or an oil spill drill/exercise program for its employees.

NA Facility is not required to have an FRP.

SECTION 4.0 RECORDS MAINTENANCE

4.1 NPDES Recordkeeping

NOTE: The following questions, which are included in the accompanying checklist, will help the facility examine its operations relating to *NPDES recordkeeping* for compliance with environmental requirements:

a. Does the facility keep records of monitoring information for the 3 year minimum requirement? (p. W-31)

b. As part of the SWPPP, does the facility maintain records of incidents (e.g., spills or other discharges) and other information describing the quality and quantity of storm water discharges? (p. W-32)

c. As part of the SWPPP, does the facility maintain records documenting inspections and maintenance activities? (p. W-32)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

4.1a Does the facility keep records of monitoring information for the 3 year minimum requirement?

It is extremely important to keep accurate records of monitoring information. The facility must report monitoring results for wastewater discharges on a Discharge Monitoring Report (DMR) form to the NPDES permitting agency. The permit will specify the monitoring and reporting schedule. Permit writers determine such requirements on a facility-specific basis. Records of monitoring information under the NPDES program must include:

- The date, exact place, method, and time of sampling and the names of the person or persons taking the samples;
- The dates analyses were performed;
- Who performed the analyses;
- The analytical techniques or methods used;
- The results of such analyses.

NPDES permits require that all records related to monitoring be maintained at the facility for at least 3 years. ***Note:*** *Many states require these records to be maintained for at least 5 years.*

Yes Facility maintains monitoring records as described above. ✔

No Facility does not maintain monitoring records listed above and/or for a minimum of 3 years.

NA Facility does not have wastewater discharges.

4.1b As part of the SWPPP, does the facility maintain records of incidents (e.g., spills or other discharges) and other information describing the quality and quantity of storm water discharges?

Yes Facility maintains records as described above. ✔

No Facility does not maintain records as described above.

NA Facility is not required to have an SWPPP.

4.1c As part of the SWPPP, does the facility maintain records documenting inspections and maintenance activities?

Yes Facility maintains records as described above. ✔

No Facility does not maintain records as described above.

NA Facility is not required to have an SWPPP.

4.2 Air Emissions Recordkeeping

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *air emissions recordkeeping* for compliance with environmental requirements:

a. Does the facility meet the recordkeeping requirements of its air permit(s)? (p. W-32)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

4.2a Does the facility meet the recordkeeping requirements of its air permit(s)?

States may require facilities that conduct certain operations (e.g., parts cleaning, painting/paint removal, construction) obtain an air permit. Air permits often require recordkeeping to verify permit compliance. *Contact the state or local air pollution control agency for more information.*

Yes Facility meets the recordkeeping requirements of its air permit(s). ✔

No Facility does not meet the recordkeeping requirements of its air permit(s).

NA Facility is not required to have an air permit.

4.3 RCRA Recordkeeping

NOTE: The following questions, which are included in the accompanying checklist, will help the facility examine its operations relating to *RCRA recordkeeping* for compliance with environmental requirements:

a. Does the facility keep copies of its manifests for the 3 year minimum requirement? (p. W-33)

b. Does the facility maintain records of its hazardous waste management training program? (p. W-33)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

4.3a Does the facility keep copies of its manifests for the 3 year minimum requirement?

The facility must meet various recordkeeping requirements as part of its hazardous waste management obligations. The Uniform Hazardous Waste Manifest Form is a multi-copy shipping document that reports the contents of the shipment, the transport company used, and the treatment/disposal facility receiving the wastes. The hazardous waste generator, the transporter, and the treatment/disposal facility must each sign this document and keep a copy. The waste disposal/treatment facility also must send a copy back to the generating facility, so it can be sure that its shipment was received. A copy of the manifest must be at the generating facility for 3 years or until a *signed copy* of the manifest is received from the waste disposal/treatment facility. The signed copy of the manifest must be kept on file for 3 years.

Yes Facility maintains a copy of its manifest for a minimum of 3 years. ✔

No Facility has not maintained a copy of its manifest for a minimum of 3 years.

NA Facility does not generate hazardous waste.

4.3b Does the facility maintain records of its hazardous waste management training program?

As discussed in *Section 3.1*, large quantity generators (LQGs) must provide its employees a hazardous waste management training program within 6 months after the date of employment or assignment to a facility, or to a new position at the facility, whichever is later. The owner or operator of an LQG facility must maintain records of its training program, including:

(1) The job title and name of employee for each position at the facility related to hazardous waste management.

(2) A written job description for each position which must include the requisite skill, education, or other qualifications, and duties assigned for each position.

(3) A written description of the type and amount of both introductory and continuing training given to each person filling a position.

(4) Records that document the training or job experience required has been given to and completed by facility personnel.

Yes Facility maintains all documentation listed above. ✔

No Facility does not maintain all required documentation.

NA Facility is not an LQG and therefore not required to provide a hazardous waste training program.

4.4 Underground Storage Tanks Recordkeeping

NOTE: The following questions, which are included in the accompanying checklist, will help the facility examine its operations relating to *recordkeeping for USTs* for compliance with environmental requirements:

a. Does the facility maintain leak detection records? (p. W-35)

b. Does the facility maintain corrosion protection records? (p. W-35)

c. Does the facility maintain records showing that a repaired or upgraded system was properly repaired or upgraded? (p. W-35)

d. Does the facility maintain records of the site assessment results required for permanent closure for at least 3 years after closing a UST? (p. W-36)

e. Does the facility maintain records that document its financial responsibility? (p. W-36)

These questions appear in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

UST Recordkeeping Requirements

A facility can use underground storage tanks (USTs) to store product or waste. Facilities with USTs are responsible for assuring that there are not leaks or spills from USTs. For example, a facility must assure that USTs maintain their integrity and are protected from spills, overfills, and corrosion. A facility should regularly review areas around the tanks to observe any signs of tank spills, overflows, and leaks. In addition, facilities must maintain all records including permits, registrations, and installation or closure records, and submit appropriate notification information to EPA or the state implementing agency. A facility will have to keep records that are available to an inspector during an on site visit to prove the facility meets certain requirements. The facility must keep these records long enough to show the facility's recent compliance status in five major areas: (1) leak detection; (2) overflow, spill, and corrosion protection; (3) corrective actions; (4) closure; and (5) financial responsibility.

Facilities should check their regulatory authority about specific recordkeeping requirements. Generally, a facility should follow this useful rule of thumb for recordkeeping: When in doubt, keep it.

4.4a Does the facility maintain leak detection records?

The facility will have to keep records of leak detection performance and maintenance information including the following:

- The last year's monitoring results and the most recent tightness test;
- Copies of performance claims provided by leak detection manufacturers; and
- Records of recent maintenance, repair, and calibration of on-site leak detection equipment.

Yes Facility maintains records listed above on site. ✔

No Facility does not maintain all records listed above on site.

NA Facility does not have a UST.

4.4b Does the facility maintain corrosion protection records?

Corrosion protection records include results of last two tests proving the cathodic protection system is working and the last three inspections proving that impressed current systems are operating properly.

Yes Facility maintains corrosion protection records on site. ✔

No Facility does not maintain corrosion protection records on site.

NA Facility does not have a UST.

4.4c Does the facility maintain records showing that a repaired or upgraded system was properly repaired or upgraded?

Yes Facility maintains records as described above. ✔

No Facility does not maintain records as described above.

NA Facility does not have a UST.

4.4d Does the facility maintain records of the site assessment results required for permanent closure for at least 3 years after closing a UST?

These results are important because they show the impact of a facility's UST on the surrounding area.

Yes Facility maintains records for at least 3 years after closing a UST as required. ✔

No Facility does not maintain records for at least 3 years after closing a UST as required.

NA Facility has not closed any USTs.

4.4e Does the facility maintain records that document its financial responsibility?

Financial responsibility documentation shows one of the following. The facility:

- Participates in a state financial assurance fund;
- Has insurance coverage;
- Has a guarantee from another firm;
- Has a surety bond;
- Has a letter of credit;
- Has passed a financial test;
- Has set up a trust fund; or
- Uses another financial method(s) of coverage approved by the state.

Yes Facility maintains records that document financial responsibility. ✔

No Facility does not maintain records that document financial responsibility.

NA Facility does not have a UST.

4.5 Records of Pesticide Application

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *records of pesticide application* for compliance with environmental requirements:

a. Does the facility maintain accurate records of use and storage of pesticides? (p. W-37)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

4.5a Does the facility maintain accurate records of use and storage of pesticides?

Best management practices (BMPs) for pesticides include keeping accurate records of use and storage. Records of use are useful to track when the next application should occur to control weed or pest problems. Label directions can determine the frequency of application. Records of stored pesticides allow for inventory management so that oldest pesticides can be used first. Then a facility avoids purchasing excess pesticides. In addition, accurate recordkeeping for pesticide storage can be crucial in the event of an accidental spill or fire so that emergency responders can know exactly the hazards posed.

Yes Facility maintains accurate records of use and storage of pesticides. ✔

No Facility does not maintain accurate records.

NA Facility does not use pesticides.

SECTION 5.0 RECYCLERS AND RECLAIMING SERVICES

5.1 Hiring Recyclers and Reclaiming Services

NOTE: The following question, which is included in the accompanying checklist, will help the facility examine its operations relating to *hiring recyclers and reclaiming services* for compliance with environmental requirements:

a. If selling used refrigerant, does the facility ensure that the reclaimer is certified? (p. W-38)

This question appears in the following text, accompanied with a discussion of the preferred answer (indicated with a "✔") for environmental compliance.

5.1a If selling used refrigerant, does the facility ensure that the reclaimer is certified?

Under Section 608 of the Refrigerant Recycling Rule, if a facility wants to sell used refrigerant, an EPA-certified reclaimer must process it. To reclaim refrigerant means to reprocess the refrigerant to at least the purity specified in the ARI Standard 700-1993, Specifications for Fluorocarbon Refrigerants and to verify this purity using tests prescribed in Standard 700-1993.

Yes Facility ensured that the reclaimer was certified. ✔

No Facility did not ensure that the reclaimer was certified.

NA Facility does not sell used refrigerant.

GLOSSARY OF TERMS

Aboveground storage tank: Any tank or other container that is aboveground, partially buried, bunkered, or in a subterranean vault. This includes floating fuel system.

Acute Hazardous Waste: Commercial chemical products and manufacturing intermediates having the generic names listed in 40 CFR 261.33; off-specification commercial chemical products and manufacturing chemical intermediates which, if they met specification, would have the generic names listed; any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill of any of these substances; any residue remaining in containers that are not empty by RCRA standards (40 CFR 261.7)

Aquifer: A saturated water bearing formation of permeable rock, sand, or gravel.

Ambient Standards: Standards for the quality of outdoor air.

Asbestos: A naturally occurring fibrous mineral used in buildings for its heat retarding properties that may cause serious respiratory problems if inhaled. CAA regulates removal and disposal.

Caustic: Any substance which can burn, dissolve, corrode, or eat away by chemical reaction.

CERCLA Hazardous Substances: CERCLA Section 101(14), as amended, defines "hazardous substance" by referencing other environmental statutes, including: CWA Sections 311 and 307(a); CAA section 112; RCRA Section 3001; and TSCA Section 7. A list of over 600 CERCLA hazardous substances is provided in 40 CFR 302.4. EPA has the authority to designate additional hazardous substances not listed under the statutory provisions cited above.

CFR: Code of **F**ederal **R**egulations. A codification of the regulations published by federal government agencies.

Chlorofluorocarbons (CFCs): The chemical group found in refrigerants such as freon and in propellants for aerosol containers. These chemicals have been determined to be partially responsible for depletion of ozone levels in the upper atmosphere.

Civil Penalties: Monetary penalties which can be imposed on companies and individuals for violations of civil laws and regulations.

Clean Air Act (CAA): The federal law designed to improve air quality by regulating air pollution emission from stationary and non-stationary sources. The Act includes National Ambient Air Quality Standards (NAAQS) for specific pollutants.

Cleanup: Actions taken to deal with a release or threat of a hazardous substances release that could affect people or the environment. The term "cleanup" is sometimes used interchangeably with the terms "remedial action," "removal action," "response action," "remedy," "remediation," or "correction action."

Cleanup Operation: An operation in which hazardous substances are removed, contained, incinerated, neutralized, stabilized, cleaned up, or in any other manner processed or handled with the ultimate goal of making the site safer for people or the environment.

Clean Water Act (CWA): The purpose of this federal law is to restore and maintain the water quality of lakes, streams and rivers. This goal is being pursued by controlling both point sources and non-point sources of discharge into surface water.

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA): The federal law established in 1980 to identify, investigate, and clean up sites that might release hazardous substances into the environment. It also established funding for these cleanup projects (commonly called Superfund) and procedures for recovering any fund money expended. CERCLA also requires the reporting of spills and releases of hazardous substances.

Conditionally Exempt Small Quantity Generators: Hazardous waste generators who are basically exempt from the majority of RCRA regulations due to the small amounts generated and the low frequency of production. One must generate less than 100 kilograms of hazardous waste per month, or less than 1 kg of acute hazardous waste to qualify as a conditionally exempt small quantity generator.

Container: Any portable device in which a material is stored, transported, treated, disposed of, or otherwise handled, including drums, pails, buckets, and inner liners.

Corrosive: Material with a pH of less than 2.0 or greater than 12.5 or a material capable of dissolving or wearing away steel at a rate greater than 0.25 inch per year.

Cradle-to-Grave: The Resource Conservation and Recovery Act requirement for management and tracking of hazardous waste is documented from the source of the waste (i.e., generator) through its transportation, to treatment, storage and eventually acceptance by a disposal facility.

Criminal Penalties: Penalties imposed for a willful and/or knowing violation of a criminal law. They include monetary fines for companies and individuals and jail time for individuals.

Department of Transportation (DOT): The federal agency that regulates the transport of hazardous materials under the Hazardous Materials Transportation Act. These materials include CERCLA hazardous substances and RCRA hazardous wastes.

Direct Discharge: Clean Water Act defines direct discharge as any addition of any pollutant or combination of pollutants to (a) U.S. waters from any “point source”, or (b) waters of the ``contiguous zone'' or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. This definition includes additions of pollutants into waters of the U.S. from: surface runoff which is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person which do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.

Discharge: The accidental or intentional spilling, leaking, pumping, pouring, emitting, emptying, or dumping of waste into or on any land or water.

Disposal: The discharge deposit, injection, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into any land or water so that such solid waste or hazardous waste, or any constituent thereof, enters the environment, is emitted into the air, or is discharged into any waters, including groundwater.

Disposal Facility: A facility or part of facility at which solid or hazardous waste is intentionally placed into or on any land or water, and at which waste will remain after closure.

Effluent: Any gaseous, liquid, or solid waste material that is released into the environment.

Emergency Response: A response effort by employees from outside the immediate release area or by other designated responders (i.e., mutual-aid groups, local fire departments, etc.) to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance. Responses to incidental releases of hazardous substances which can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel, are not considered to be emergency responses within the scope of the OSHA HAZWOPER standard. Responses to releases of hazardous substances involving no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

Emergency Planning and Community Right-to-Know Act (EPCRA): The federal law requiring corporate disclosure to local communities about the chemicals used by the company. It also requires the notification of certain spills and releases.

EPA Hazardous Waste Code: The code assigned by EPA to each hazardous waste listed in RCRA regulations and to each hazardous waste characteristic identified in RCRA regulations.

EPA ID Number: The identification number assigned by EPA to each hazardous waste generator, transporter and treatment, storage, and disposal facility.

EPA Region: The states and territories found in any one of ten EPA regions, such as Region 4—Tennessee, Kentucky, North Carolina, South Carolina, Georgia, Florida, Alabama, and Mississippi.

Erosion: The process of being worn away or deteriorated by wind or water.

Evacuation: A personnel or population protection strategy that provides for the orderly movement of people away from an actual or potential hazard.

Facility: All buildings, structures, equipment, and other stationary items that are located on a single site or on continuous or adjacent sites and that are owned or operated by the same person (or by any person which controls, is controlled by, or under common control with such person). Under certain circumstances, a facility can include rolling stock and other transport vehicles.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA): The federal law which regulates the sale, distribution, and use of pesticides and establishes requirements for registration, labeling, use, and disposal of these products.

Fire Hazards: Hazardous chemicals, including flammable chemicals, that are liable to cause fire through friction, absorption, spontaneous chemical changes, retained heat, or which can be ignited readily and burn vigorously and persistently; combustible liquids having flashpoints at or above 90°F but below 100°F; flammable liquids with flash points below 100°F; pyrophoric chemicals that ignite spontaneously in air at temperatures of 130°F or below; and oxidizers that can promote combustion in other materials, causing fire either by themselves or through the release of oxygen or other gases.

Freeboard: The vertical distance from the normal water surface to the top of the confining wall.

Friable Asbestos Material: Any material that contains more than one percent asbestos by weight, and can be crumbled, pulverized, or reduced to powder by hand pressure.

Fugitive Emissions: Air emissions not normally vented through a stack, chimney, vent, or equivalent opening. Fugitive emissions includes emissions from ponds, lagoons, landfills, and piles of stored materials.

Generator of Hazardous Waste: Entity that produces hazardous waste. Generators are classified by how much hazardous waste they produce in a given time period. In general, there are three classes of waste generators: conditionally exempt small quantity generators, small quantity generators, and large quantity generators. The generator is required to determine if a waste is hazardous. If the waste is hazardous, the generator must apply for and obtain an EPA ID number before transporting the waste to an approved treatment, storage, and disposal facility. The generator must also use a hazardous waste manifest to track the hazardous waste, must package and label the hazardous waste, and must keep records of its shipments for 3 years.

Groundwater: Water below the land surface in a zone of saturation.

Hazard: A circumstance or condition that can do harm. Hazards are categorized into four groups: biological, chemical, radiation, and physical.

Hazard Classes: These are descriptive terms prescribed by the Department of Transportation to categorize the nature of DOT regulated materials. There are nine numeric classes and two word classes as follows: Class 1 (explosives), Class 2 (gases), Class 3 (flammable liquids), Class 4 (flammable solids and substances), Class 5 (oxidizing substances), Class 6 (poisonous and infectious substances), Class 7 (radioactive), Class 8 (corrosive), and Class 9 [miscellaneous substances, and Combustible Liquids, ORM-D (consumer commodities)].

Hazardous Material: A substance designated by the Department of Transportation as posing a potential hazard when transported. See 49 CFR 171.101 for a list of DOT hazardous materials. Hazardous wastes requiring a manifest are considered hazardous materials.

Hazardous Substance: CERCLA Section 101(14), as amended, defines "hazardous substance" by referencing other environmental statutes, including: CWA Sections 311 and 307(a); CAA section 112; RCRA Section 3001; and TSCA Section 7. A list of over 600 CERCLA hazardous substances is provided in 40 CFR 302.4. EPA has the authority to designate additional hazardous substances not listed under the statutory provisions cited above.

Hazardous Waste: A solid waste material that may cause or significantly contribute to serious illness or death or that may pose a substantial threat to human health or the environment if not managed properly, and which includes liquids, semisolids, and contained gases. Hazardous wastes are subject to manifest reporting requirements. A material is considered a hazardous waste under RCRA if it meets one of the following conditions:

- The material has been listed as a hazardous waste by regulations.
- It is ignitable, corrosive, reactive, or toxic.
- It is a mixture of a listed hazardous waste and a non-hazardous waste.

Hazmat: A contraction of Haz ardous Mat erials.

Ignitable: Material that has a flashpoint less than 140°F, is combustible through friction, is combustible through absorption of moisture, or can spontaneously combust.

Incident: A release or potential release of a hazardous material, substance, or waste into the environment.

Indirect Discharge: A discharge which goes to a publicly-owned treatment works (POTW). Indirect discharges do not need a National Pollutant Discharge Elimination System (NPDES) permit but must comply with the POTW pretreatment standards.

Influent: Wastewater or other raw or partially treated liquid flowing into a basin, treatment process, or treatment plant.

Land Disposal: Includes, but is not limited to placement of hazardous waste in a landfill, surface impoundment, waste pile, injection well, land treatment facility, salt dome formation, salt bed formation, underground mine or cave, or concrete vault or bunker intended for disposal purposes. Land disposal facilities are a subset of treatment, storage, and disposal facilities (TSDFs). Groundwater monitoring is required at all land disposal facilities. Waste material can only be disposed of at a permitted facility.

Land Disposal Restrictions: Regulations prohibiting the disposal of hazardous waste on land without prior treatment of the waste. Land disposal restriction notifications ensure proper treatment of the waste prior to disposal.

Landfill: A disposal facility or part of a facility where waste is placed in or on land and which is not a land treatment facility, a surface impoundment, or an injection well.

Large Quantity Generators: One of three classes of hazardous waste generators under RCRA producing 1,000 kilograms or more of hazardous waste in one calendar month at a given location.

Listed Waste: Waste listed as hazardous under 40 CFR Part 261. A waste is listed as a hazardous waste based on the process from which the waste was generated and/or the constituents found in the waste.

Local Emergency Planning Committee (LEPC): A local community group, including police and fire departments, which must be notified in the event of an accidental release that exceeds the reportable quantity of the following substances (1) EHSs (listed in 40 CFR Part 355, Appendices A and B); or (2) hazardous substances subject to emergency notification requirements under CERCLA Section 103(a) (listed in 40 CFR 302.4).

Major Stationary Source: Any stationary source that emits or has the potential to emit 100 tons per year or more of any air pollutant.

Manifest: The “cradle-to-grave” paperwork recording hazardous waste movement from its generation through final storage or disposal. All parties must keep records for 3 years.

Material Safety Data Sheets (MSDS): Information sheets which provide workers with details on the health and physical hazards of chemicals to which they may be exposed in the workplace.

Maximum Achievable Control Technology (MACT): Generally, the best available control technology, taking into account cost and technical feasibility.

Milligrams per Kilogram (mg/kg): Weight of a substance, measured in milligrams, contained in a weight of the total material, measured in kilograms. A concentration used to measure solid materials such as contamination in soil.

Milligrams per Liter (mg/l): Weight of a substance, measured in milligrams, contained in a volume of solution measured in liters. A concentration used for liquid substances.

Monitoring: The process of measuring certain environmental parameters on a real-time basis for spatial and time variations. For example, air monitoring may be conducted with direct reading instruments to indicate relative changes in air contaminant concentration at various times.

National Ambient Air Quality Standards (NAAQS): Standards established by the Clean Air Act for air quality of an area in terms of allowable levels of specific pollutants.

National Emission Standards for Hazardous Air Pollutants (NESHAP): The EPA regulations which govern specific processes which could possibly emit certain hazardous pollutants such as asbestos into the air.

National Pollutant Discharge Elimination System (NPDES): A permitting system under the CWA established for regulating direct discharges of wastewater from industries and municipalities into surface waters of the United States.

National Priority List (NPL): The prioritized list required by CERCLA of abandoned or uncontrolled hazardous waste sites.

National Response Center: The center (1-800-424-8802) which must be notified immediately of releases of hazardous substances in excess of their reportable quantities and hazardous materials (under certain circumstances).

New Source Performance Standards (NSPS): Standards established by the EPA under the CAA for new, modified, or reconstructed operations which emit air pollutants.

Nonattainment: The status of an area that is determined to exceed any national ambient air quality standard for a particular pollutant.

Oil: Oil of any kind or in any form, including but not limited to petroleum, fuel oil, oil sludge, oil refuse, and oil mixed with wastes.

On site: The same or geographically contiguous property which may be divided by public or private right-of-way, provided the entrance and exit between the properties are at a crossroads intersection and access is by crossing, as opposed to going along, the right-of-way. However, non-contiguous properties owned by the same person but connected by a right-of-way which he or she controls and to which the public does not have access are also considered on-site properties.

Operator: The person responsible for the overall operation of a facility or process.

Occupational Safety and Health Administration (OSHA): A federal agency which protects worker health and safety under the Occupational Safety and Health Act and plays an important role in environmental issues such as chemical exposure in the workplace.

Outfall: The mouth of a drain or sewer which flows directly into surface water.

Owner: The person who owns a facility or part of a facility.

Parts per Million (ppm): A standard or measurement for concentrations of pollutants. A ratio (volume/volume or weight/weight) usually used for airborne concentration of gases or vapors, for concentrations of chemicals in water, or concentrations of chemicals in soil.

Permit: A written document issued by the government that establishes standards and/or pollutant limits for water discharges, air emissions, or for the handling, treating, storing, or disposing of hazardous waste.

Pesticide: Any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest; any substance/mixture of substances intended as a plant regulator, defoliant or desiccant.

pH: A measure of alkalinity or acidity on a scale whose values range from 0 to 14 with 7 representing neutral. Numbers less than 7 correspond to increasing acidity. Numbers greater than 7 correspond to increasing alkalinity.

Point Source Discharges: Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural storm water runoff.

Pollutant or Contaminant: Any element, substance, compound, or mixture which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingesting through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformation in such organisms or their offspring. It presents an imminent and substantial danger to public health or welfare.

Pollution Prevention: Any source reduction activity that results in the reduction of total volume of waste, reduction of toxicity of waste, or both, as long as the reduction is consistent with the goal of minimizing present and future risks to public health and the environment. Transfer of hazardous constituents from one environmental medium to another does not constitute waste minimization (see waste minimization).

Polychlorinated biphenyls (PCBs): A hazardous chemical once widely used in electrical transformer oil and now subject to a manufacturing ban and use restrictions under TSCA.

Potentially Responsible Party: See PRP.

Preliminary Assessment/Site Investigation (PA/SI): The first phase of a site investigation for possible chemical contamination. It consists of a record search, investigation of prior site uses, on-site inspections, and possible site sampling to determine if a potential threat exists.

Publicly-Owned Treatment Works (POTW): Any device or system used in the treatment (including recycling and reclamation) of municipal sewage or industrial wastes of a liquid nature which is owned by a “State” or “municipality.” This definition includes sewers, pipes, or other conveyances only if they convey wastewater to a POTW providing treatment.

Reasonably Available Control Technology (RACT): Control technology that is reasonably available and both technologically and economically feasible. Usually applied to existing sources in nonattainment areas; in most cases is less stringent than new source performance standards.

Regulated Material: A substance or material that is subject to regulations set forth by the EPA, Department of Transportation, or any other federal and/or state agency.

Releases: Defined by federal and most state laws as any spilling, leaking, pouring, dumping, emitting, discharging, injecting, escaping, leaching, or disposing of hazardous wastes or hazardous substances into the environment. This includes the abandonment of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant.

Under environmental laws, the term "release" does not include releases which result in exposure to persons solely within a workplace, with respect to a claim which such persons may assert against the employer of such persons.

Reportable Quantity (RQ): The minimum quantity of a CERCLA hazardous substance or EPCRA extremely hazardous substance which is reportable. A release equal to or greater than

the RQ within a 24-hour period must be reported to the appropriate authorities (i.e., National Response Center).

Resource Conservation and Recovery Act (RCRA): The federal act which regulates the management of hazardous waste from the point of generation through transport, storage, and disposal. It also regulates underground storage tanks and nonhazardous waste disposal under separate subtitles.

SARA Title III: The part of SARA, now known as EPCRA (Emergency Planning and Community Right-to-Know Act) which regulates emergency response plans, community right-to-know issues, and chemical release reporting.

Safe Drinking Water Act (SDWA): The federal act which deals with the quality of treated drinking water. Regulations developed by EPA under authority of this act include drinking water standards.

Sedimentation: The act or process of depositing sediment.

Site Inspection: The collection of information from a Superfund site to determine the extent and severity of hazards posed by the site. It follows and is more extensive than a preliminary assessment.

Sludge: A solid, semi-solid, or liquid material produced by the process of settling or sinking caused by gravity. Sludges are generally waste products and are commonly generated by municipal and industrial water treatment processes and air pollution control processes. Sludges also occur in process tanks where liquids are stored. Sludges must be tested to determine if they are hazardous wastes.

Small Quantity Generators (SQGs): One of the three classes of hazardous waste generators under RCRA. SQGs produce between 100 and 1,000 kilograms of hazardous waste at a given location.

Soil and Groundwater Analysis: Tests used to determine the presence of substance contamination and concentration levels. The analysis may involve soil borings and the installation of test pits and/or monitoring wells.

Solid Waste: Any garbage, refuse, sludge, or other waste materials not excluded by definition. Exclusions include domestic sewage and any mixture of other wastes that pass through a sewer system to a publicly-owned treatment works (POTW); industrial wastewater discharges that are point source discharges subject to regulation under the Clean Water Act; irrigation return flows; nuclear materials defined by the Atomic Energy Act; and "in situ" or "in position"

mining materials. Note that wastewaters being collected, stored, or treated before discharge and sludges generated by wastewater treatment are not excluded. EPA defines hazardous waste as a subset of solid waste.

Solvent: Any substance that can dissolve another substance. The term is most often used to mean petroleum-based solvents, capable of dissolving greases, oils, tars, and asphalts. Many petroleum-based solvents are volatile, flammable, may be hazardous, and may be regulated as an air pollutant. Used solvents being disposed of (even if recycled) must be manifested as hazardous waste unless exempted.

Source Standards: Standards for emission levels at the source or point of emission.

Special Waste: A type of waste which is not a hazardous waste but requires more care than a regular solid waste and may require special disposal procedures. Examples include: certain sludges, asbestos containing waste materials, and oil waste.

Spill Prevention, Control, and Countermeasure (SPCC) Plan: Plan designed to ensure that a facility puts in place containment and other control measures that will prevent oil spills from reaching navigable U.S. waters.

State Emergency Response Commission (SERC): The state agency which must be notified in the event of an accidental release of an extremely hazardous substance, a CERCLA hazardous substance, or a chemical with an MSDS above the chemical's threshold planning quantity (TPQ) or its reportable quantity (RQ).

Stationary Source: Any building, structure, facility, or installation that emits or may emit any air pollutant.

Storage: The holding of hazardous waste for a temporary period, at the end of which the hazardous waste is treated, disposed of, or stored elsewhere. Generators are required to have a RCRA permit for storage of hazardous waste for more than 90 days or 180 days, depending on the generator's status. Treatment or disposal facilities must be permitted.

Superfund Amendments and Reauthorization Act (SARA): The amendments to CERCLA which increased available funds for site cleanups, added cleanup standards, and required hazardous waste operations training for site workers and emergency response personnel.

Superfund: The common name for CERCLA. It also refers to the fund that is to be used for cleaning up hazardous substance sites.

Toxic Substances Control Act (TSCA): The federal law designed to evaluate the human health and environmental effects of all chemical substances entering the U.S. market, to establish an inventory of existing chemicals, and to regulate the use and disposal of toxic substances. PCBs are regulated under TSCA.

Toxicity Characteristic Leaching Procedure (TCLP): A physical/chemical analytical procedure used to determine if a substance is classified as a toxic hazardous waste. If the test results show that a solid waste exceeds any of the limits prescribed for 39 specific contaminants, the waste is deemed to be a characteristically toxic hazardous waste. (The other three characteristics are corrosivity, ignitability and reactivity.)

Transporter of Hazardous Waste: Entity that moves or transports hazardous waste by truck, rail, boat, or plane and has received an EPA hazardous waste transporter ID number. Some states also require proper permits. (On-site movement of hazardous waste does not apply.) Transporters of hazardous waste must properly manifest and record movement as part of "cradle-to-grave" tracking required by RCRA. In addition, transporters must follow Department of Transportation (DOT) Hazardous Materials regulations and must immediately notify the appropriate officials if a release or incident occurs. Transporters are responsible for undertaking emergency response to any accident that occurs during transportation.

Treatment: Any method, technique, or process, including neutralization, designed to change the physical, chemical, or biological character or composition of any hazardous waste to neutralize such waste, to recover energy or material resources from the waste, or to render such waste non-hazardous, safer to transport, store or dispose of, or amenable to recovery, storage, or reduction in volume.

Treatment, Storage, and Disposal Facilities (TSDFs): Usually refers to off-site facilities where untreated hazardous waste can be taken for treatment, storage, and/or disposal. TSDFs are subject to RCRA requirements and permits. TSDFs complete the "cradle-to-grave" cycle by continuing record keeping requirements. There are many complex rules for facility operations and training of employees.

Underground Injection Control (UIC): The program under the Safe Drinking Water Act that regulates the use of wells to pump fluids into the ground.

Underground Storage Tank (UST): USTs are regulated under RCRA, Subtitle I by the federal government and by individual states under state programs. A UST is a tank, including any underground pipes, which contains or used to contain regulated hazardous substances or petroleum and has at least 10% of its volume beneath the surface of the ground.

United States Environmental Protection Agency (EPA): The federal regulatory agency in charge of administering and enforcing various federal environmental laws.

Used Oil: Any oil that has been refined from crude oil or any synthetic oil that has been used and as a result of that use is contaminated by physical or chemical impurities.

Waste Minimization: This is the reduction in volume or toxicity of wastes generated by source reduction or recycling. Generators and TSDFs operating under RCRA permits are required to certify annually that they have waste minimization plans in place and that the plans are being implemented at their facilities. Generators must also sign a waste minimization statement when signing the manifest.

Waste Pile: Any non-containerized accumulation of solid, non-flowing hazardous waste that is used for treatment or storage.

Waters of the United States: (1) Navigable waters, waters subject to tidal action shoreward to the mean high water mark and currently used or may be used to transport goods moving in interstate or foreign commerce, including oceans, coastal and inland waters, lakes, rivers and streams that are navigable; (2) Tributaries of navigable waters; (3) Wetlands, including those adjacent to waters of the United States as defined above; and (4) Surface waters.