

ACTION BY: All Divisions and Offices

Abatement of Air and Water Pollution at Federal Facilities

I PURPOSE

This Instruction sets forth policy and responsibilities in the Agricultural Marketing Service (AMS) for implementing requirements of the following:

A Executive Order 11507, Prevention, Control, and Abatement of Air and Water Pollution at Federal Facilities.

B Secretary's Memorandum No. 1695, Protecting and Improving the Quality of the Environment, and Supplements to that Memorandum.

C Agricultural Property Management Regulations, Part 104-52, Prevention, Control, and Abatement of Air, Water, and Other Pollution at Federal Facilities.

II GENERAL

A Executive Order 11507 directs Federal agencies to design, operate, and maintain their facilities in a way that will provide leadership in the nationwide effort to protect and enhance the quality of our environment. All facilities in which Federal offices or laboratories are located are required to be operated and maintained so as to:

1 Conform to air and water quality standards in force for the particular geographical area in which they are located.

2 Avoid or minimize wastes created through the complete cycle of operations of each facility.

3 Use municipal or regional waste collection or disposal systems for the disposal of wastes from the facility.

4 Avoid or minimize the possibilities for water and air pollution that might result from the use, storage, and handling of all materials.

5 Avoid the disposal or discharge of any waste in a manner that could result in the pollution of water which would endanger the health or welfare of the public.

B Secretary's Memorandum No. 1695 and related Supplements state that the Department will insure that its own facilities are designed, operated, and maintained in accordance with the requirements of Executive Order 11507. (Secretary's Memorandum No. 1695 and its Supplements are attached to AMS Instruction 118-5, Environmental Quality Activities, distributed to Division and Staff Directors.)

C Agriculture Property Management Regulations Part 104-52 implements Executive Order 11507 and includes other requirements relating to prevention, control, and abatement of pollution at Federal facilities. Among these is a requirement that agencies of the Department involved in the handling, using, or storing of oil or any hazardous substance, establish liaison with the Regional Offices of the Environmental Protection Agency. (See Section IV below.)

### III DEFINITIONS

For purposes of Section IV A 4 of this Instruction, the following definitions apply:

A Oil is defined as oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil.

B Hazardous substance is defined as an element or compound, other than as defined in paragraph A, above, which when discharged in any quantity into or upon the navigable waters of the United States or adjoining shorelines or the waters of the contiguous zone, presents an imminent and substantial danger to the public health or welfare, including, but not limited to, fish shellfish, wildlife, shorelines, and beaches.

### IV RESPONSIBILITIES

A Heads of all AMS offices (headquarters and field) are expected to:

1 Maintain a continuous awareness of the operation and maintenance of facilities in which they are housed for conformance with requirements stated in Section II, above.

2 Cooperate with other Government agencies in carrying out their responsibilities under Executive Order 11507.

3 Report:

a Any suspected violation of local air and water pollution standards to the appropriate Buildings Manager, local General Services Administration office or to the Director, Administrative Services (AS) Division, AMS.

b Any pollution spills to the Environmental Protection Agency and to the Director, AS Division, immediately. (See paragraphs 4 and 5 below.)

4 Establish liaison with the appropriate Regional Office of the Environmental Protection Agency, Federal Water Quality (Regional Response Centers), if involved in the handling, using, or storing of oil or other hazardous substance in quantities or in any operation having the potential of a pollution spill, as follows:

a Complete a report in the format of Exhibit A, attached, giving the name and location of the office or laboratory where the oil or hazardous substance is handled, used, or stored, and the names of persons who will serve as the On-Scene Coordinator and Alternate should a pollution spill occur.

b Send the report to the appropriate Regional Office of the Environmental Protection Agency. (See Exhibit B, attached, for addresses.)

c Send a copy of the report to the Director, Administrative Services Division, AMS. (Negative reports are not required.)

5 Notify the Regional Response Center, Environmental Protection Agency, immediately, if a spill occurs, and cooperate as follows:

a Furnish information about the spill, such as the nature, amount, and location of the material spilled; probable direction and rate of travel of the material; resources and installations which may be affected; and priorities for protecting them.

b Initiate defensive action to restrain the pollutant and its effect on water related resources.

c Collect the pollutant and related materials, if possible, and dispose of in a nonpolluting manner.

d Provide documentation, samples, and other activities to fully record the incident and all actions taken.

B The Administrative Services Division will assist in meeting AMS needs for technical assistance and in coordinating necessary action with the Chairman, AMS Environmental Quality Committee, and the Office of Plant and Operations of the Department.

/s John E. Tromer  
Acting Deputy Administrator  
Management

Attachments

FGIS 4790.10  
EXHIBIT A

Format for Report of Oil or Hazardous Substance  
Handled Used. or Stored

To: (Address of Regional Office of the  
Environmental Protection Agency -  
see Exhibit B, attached.)

Name of Office Reporting

Location  
(City, town, and State, or distance and direction from nearest city)

Mailing address of Office reporting:

Type of Office reporting (laboratory, inspection, grading, classing, etc.)

On-Scene Coordinator:

Name

Title

Telephone Nos: Duty Hours

Non-Duty Hours

Alternate:

Name

Title

Telephone Nos: Duty Hours

Non-Duty Hours

Name of office(s) supplying On-Scene Coordinator and Alternate:

U.S. Department of Agriculture  
Agricultural Marketing Service  
(Name of Division)  
(Name of Branch or field level -  
Regional office, Area office, etc.)

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EXHIBIT B

Locations of Regional Offices of the Environmental Protection  
Agency (Regional Response Centers)

Region	Address	States
I	Regional Administrator Environmental Protection Agency John F. Kennedy Fed. Bldg. Boston, Massachusetts 02203	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
II	Regional Administrator Environmental Protection Agency 26 Federal Plaza	New Jersey, New York, Puerto Rico New York, New York 10007
III	Regional Administrator Environmental Protection Agency P.O. Box 129000 Philadelphia, Pennsylvania 19108	Delaware, Maryland, Pennsylvania, Virginia, West Virginia
IV	Regional Administrator Environmental Protection Agency 1421 Peachtree Street, N.E. Atlanta, Georgia 30309	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
V	Regional Administrator Environmental Protection Agency 33 East Congress Parkway Chicago, Illinois 60605	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
VI	Regional Administrator Environmental Protection Agency 1114 Commerce Street Dallas, Texas 75202	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
VII	Regional Administrator Environmental Protection Agency 911 Walnut St., Room 702 Kansas City, Missouri 64106	Iowa, Kansas, Missouri, Nebraska

Locations of Regional Offices of the Environmental Protection  
Agency (Regional Response Centers) - CON.

Region	Address	States
VIII	Regional Administrator Environmental Protection Agency 1860 Lincoln Street Denver, Colorado 80203	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
IX	Regional Administrator Environmental Protection Agency 760 Market Street San Francisco, California 94102	Arizona, California, Hawaii, Nevada
X	Regional Administrator Environmental Protection Agency Room 501 Pittock Block 921 S.W. Washington St. Portland, Oregon 97205	Alaska, Idaho, Oregon, Washington