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Polychlorinated Biphenyl Inspection Manual

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Chapter Five

Regulatory Requirements and Inspection Procedures

5.0 Regulatory Requirements and Inspection Procedures

This chapter presents the key regulatory provisions applicable to PCBs and inspection procedures for the major regulatory provisions. The summary addresses authorized activities pertaining to PCBs and PCB Items: marking; disposal; storage for disposal; and recordkeeping and reporting. Appendices I through M contain operating and reporting requirements applicable to the following *specific facilities*: incinerators, chemical waste landfills, high efficiency boilers, alternative disposal facilities, and scrap metal recovery ovens and smelters. Inspectors should follow the procedures listed below when conducting an inspection.

5.1 Authorizations

5.1.1 Transformer Use Conditions

Regulation Reference: §761.30

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
Transformers, except railroad transformers, may contain PCBs at any concentration for the remainder of their useful lives (including servicing and rebuilding) subject to the following *use* conditions: §761.30(a)	
• As of 10/1/85, a person may not use or store for use PCB Transformers in such a manner that they pose an exposure risk to food or feed. §761.30(a)(1)(i)	Determine whether facility location of transformers is near food or feed posing an “exposure risk to food or feed." Remind operator/owner of the definition of "exposure."
• As of 10/1/90, a person may not use network PCB Transformers with higher secondary voltages (i.e., voltage $\geq$ 480 volts, including 480/277 volt systems) in or near commercial buildings. §761.30(a)(1)(ii)	Determine whether transformer is a "network" or “radial” transformer by asking responsible facility official. Then review transformer repair, maintenance, and rebuilding procedures at the facility: • Ask company. • Ask utility. • Review/obtain electrical schematic.

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
• A person who removes from service a network PCB Transformer with higher secondary voltages in accordance with this requirement must either reclassify the transformer to PCB-contaminated or non-PCB status, place it into storage for disposal, or dispose of it. §761.30(a)(1)(ii)	
• As of 10/1/85, no person may install PCB Transformers which have been placed into storage for reuse or which have been removed from another location in or near a commercial building. §761.30(a)(1)(iii) - EPA indefinitely permits the installation of a retrofilled mineral oil PCB Transformer for reclassification purposes. §761.30(a)(1)(iii)(A)	Check PCB nameplates of transformers installed in or near commercial buildings. If any are PCB Transformers, check to see whether service records show that (1) such units have been placed into storage or (2) relocated from another location.

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
-- A person installing a retrofilled transformer for reclassification purposes must test the PCB concentration 3 months after installation. Classification from the testing results is as follows: §761.30(a)(1)(iii)(B) * <50 ppm PCB= non-PCB transformer * 50-500 ppm PCB= PCB-Contaminated Transformer, and * ≥500ppm= repeat the reclassification process until the transformer can be classified as to non-PCB or a PCB-contaminated status; or remove the transformer from service.	Request and review reclassification PCB testing data. Ensure reclassification procedures and testing data are in compliance with regulations. Proper procedures include: • owner/operator assumption that transformer contains >1000 ppm of PCBs. • owner/operator retrofills transformer with fluid containing <50 ppm of PCBs and assumes transformer is a PCB-Contaminated Transformer (50 ppm - 500 ppm). • or use appropriate testing methods such as those listed under 40 CFR 760(g)(1)(iii): Gas Chromatography methods: - EPA Method 608 "organochlorine Pesticide and PCBs found at 40 CFR part 136, Appendix A - EPA Method 8082 - PCB by Capillary Column Gas Chromatography, SW-846, available from NTIS Obtain copies of documentation for reclassification procedures.
• In order to avoid transformer ruptures from high current faults, all radial PCB Transformers and lower secondary voltage network PCB Transformers not located in sidewalk vaults (i.e., network transformers with secondary voltages <480 volts) must have electrical protection if they are located in or near commercial buildings. §761.30(a)(1)(iv)	Conduct visual inspection and check facility records for existence of such units at the facility and determine whether electrical protection has been installed and the date of installation.

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
• As of 10/1/90, PCB Transformers must have protective equipment, such as current-limiting fuses or other equally effective methods, to detect sustained high current faults and de-energize the transformer before transformer rupture occurs. The owner of the transformer must install, set, and maintain the protective equipment in accordance with good engineering practices. §761.30(a)(1)(iv)(A)	Document types of protective equipment via statements from responsible officials, photos, electrical drawings, and service records. Ask responsible official(s) to clarify any uncertainties.
• As of 10/1/93, lower secondary voltage network PCB Transformers located in or near commercial buildings (not located in sidewalk vaults) must have protective equipment. §761.30(a)(1)(iv)(B)	Determine from registration records whether any lower secondary voltage network transformers are PCB Transformers. If any are PCB Transformers, inspect for required protective equipment.
• The owner must register the PCB Transformer with the EPA Regional Administrator (RA) by 10/1/90. The registration must include §761.30(a)(1)(iv)(C): - Location of the PCB Transformer - Building address/building location of the transformer - Transformer identification number.	Verify that the owner registered each PCB Transformer with EPA or Regional offices by comparing the PCB Transformer Registration Database (www.epa.gov/pcb/data.html) with the identification number of each transformer in the facility.
• As of 10/1/93, no lower secondary voltage network PCB Transformers located in sidewalk vaults in use near commercial buildings may be in service. §761.30(a)(1)(iv)(D) • As of 10/1/93, in order to avoid transformer ruptures from low current faults, all radial PCB Transformers with higher secondary voltages (i.e., $\geq$ 480 volts, including 480/277 volt systems) must have electrical protection if they are located in or near commercial buildings. §761.30(a)(1)(v)	Explain to responsible official what a secondary voltage network transformer is and ask if there are any. Check facility records for dates removed from service, if such units exist at facility. Conduct visual inspections for operation of such units at facility and determine whether electrical protection has been installed and date of installation.
• Facilities must have detection equipment such as pressure and temperature sensors or other equivalent technology to detect sustained low current faults. §761.30(a)(1)(v)(A)	If any, check facility records for use of such equipment. Ask facility official(s) for clarification if necessary and for locations of equipment. Ensure that applicable criteria are met.

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
• Disconnect equipment must be provided to ensure complete de-energization of transformer in the event of abnormal conditions in accordance with §761.30(a)(1)(v)(B). Equipment must: - Operate automatically within 30 seconds to 1 minute of signaling a sustained low current fault (circuit breakers must also have the capacity to be opened manually if necessary); or - Allow for manual de-energization from a manned onsite control center after audio/visual signaling of a sustained low current fault. Such manual de-energization must occur within 1 minute of the audio/visual signal.	
• The facility must properly install, maintain, and set sensitively enough electrical protection system to detect sustained low current faults such that de-energization occurs prior to transformer rupture and PCB release. §761.30(a)(1)(v)(C)	Review settings and maintenance records to verify that the electrical protection system works properly and detects sustained low current faults. Review facility procedures with facility officials and document the procedures to be implemented in case of sustained low current fault detection (i.e., who is responsible for de-energizing the PCB Transformer).

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
• Owners of PCB Transformers (including PCB Transformers in storage for reuse) were required to register those transformers with EPA by 12/28/98. Persons taking possession of a registered PCB Transformer after 12/28/98 do not need to register. An owner, who discovers after 12/28/98 an unregistered PCB Transformer, must register within 30 days, unless the owner has already registered other PCB Transformers at the same location. The registration must include the following information §761.30(a)(1)(vi): - Company name and address - Contact name and telephone number - Actual address of PCB Transformers - Number of PCB Transformers - Total kilograms of PCBs in transformers - Signature of authorized representative The registration may optionally include information on whether any transformers have flammable dielectric fluid. The owner must keep records of the transformer registration with the transformer inspection and maintenance records for at least 3 years after disposal of the transformer.	Check the PCB Transformer Registration Database (www.epa.gov/pcb/data.html) prior to the inspection to find registrations from the facility. During the inspection, review the inspection and maintenance records for PCB Transformers to locate registration records. Verify that the registration contains the required information (refer to left column).
• As of 12/1/85, owners of PCB Transformers must register them with the building owner of record if they are located in commercial buildings and with all owners of buildings within 30 meters of the transformer if the PCB Transformer is located near commercial buildings. The registrations must include the following information §761.30(a)(1)(vii): - The specific location of the PCB Transformer - The principal constituent of the transformer's dielectric fluid - The type of transformer installation	Ensure registration has all of the required information (refer to left column). Verify with commercial building owners if transformers are registered with them and surrounding commercial buildings.

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
• Effective 12/1/85, no person may store combustibles within a PCB Transformer enclosure, within 5 meters of a PCB Transformer enclosure, or, if unenclosed, within 5 meters of an PCB Transformer. §761.30(a)(1)(viii)	Inspect several transformer enclosures to ensure that no combustibles are stored inappropriately.
• Once every 3 months with at least 30 days between inspections, owners must visually inspect PCB Transformers in use or stored for reuse. Owners must inspect PCB Transformers for leaks of dielectric fluid on or around the transformer. The inspections should not require electrical shutdowns. §761.30(a)(1)(ix)	Explain requirement, ask for policy and procedures, review records, and obtain documentation.
• Owners must eliminate the source of any external PCB leaks from a PCB Transformer and follow proper cleanup and disposal requirements (§761.60) for PCBs resulting from a leak. Owners must initiate cleanup as soon as possible, but no longer than 48 hours after discovery of PCB releases. In addition, owners must contain PCBs from an active leak and inspect the containment daily to ensure that human or environmental exposures are prevented. §761.30(a)(1)(x)	Explain requirement to facility officials. Ascertain what policy and practice the facility uses concerning leaks of PCBs and obtain documentation, if available. Review records to determine whether there has been a leak (or leaks) and how it was handled. Inspect units that leaked and containment area(s).

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
• The owner of a PCB Transformer must report any fire-related incidents involving such equipment to the National Response Center (NRC) (toll free 1-800-424-8802; in Washington, DC 202-426-2675). The owner must supply the following information to the NRC: §761.30(a)(1)(xi) - The type of PCB Transformer installation involved. - The cause of the fire-related incident. In addition, the owner of the PCB Transformer must seek to contain and control any potential releases of PCBs and incomplete combustion products as soon as is feasible/safely possible. The owner should: - Block all floor drains in the transformer's vicinity - Contain water runoff - Control/treat water used in cleanup processes prior to release.	Explain requirements to facility officials. Ascertain what policy and practice is at facility concerning fire-related incidents, and obtain documentation of such policy/practice. Obtain documentation of incident. Check both National Response Center and facility records. Through interviews with responsible facility officials, records review, and site observations, determine whether all requirements have been met. Inspect transformer/location involved in incident. Inspect the facility for proper containment and control for potential PCB releases. Ensure the areas comply with requirements (refer to left column).

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
• Owners of PCB Transformers must keep inspection and maintenance records. They must maintain the records until at least 3 years after disposal of the PCB Transformer and make these records available for EPA inspection. The records must include the following §761.30(a)(1)(xii): - The location of the PCB Transformer - Visual inspection dates and dates on which any leaks were discovered - Name of inspectors - Location of any leaks - Estimates of amounts of dielectric fluid released from leaks - Dates and descriptions of any cleanup, containment, repair, or replacement - Description of results of containment and daily inspection records for any uncorrected active leaks - Transformer registration records - Records of transfer of ownership [see §761.180(a)(2)(ix)]	Review records and document missing information. If incomplete, request responsible official to provide missing information and/or clarify. Note what type and amount of incomplete information or missing records.
• EPA requires visual inspections only once every 12 months if the PCB Transformer §761.30(a)(1)(xiii): - (A) Has an impervious, undrained, secondary containment capacity of at least 100 percent of the total dielectric fluid volume, or - (B) Has a tested concentration of <60,000 ppm PCBs (after 3 months use if the transformer was serviced to reduce the PCB concentration). A minimum period of 180 days must occur between the annual inspections.	Ask how inspections are conducted, who conducts them, and how often they are conducted. Review inspection records and document facility inspection practices.

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
• If a PCB Transformer in use or stored for reuse constitutes an exposure risk to food or feed, it is subject to an increased visual inspection schedule of at least one inspection per week. The user of the PCB Transformer is responsible for inspection, recordkeeping, and maintenance until the user notifies the owner of the potential exposure risk. Once notified, the owner is responsible for determining the actual extent of the exposure risk. §761.30(a)(1)(xiv)	Check facility inspection records of PCB Transformers in use or in storage for reuse.
• Mineral oil transformers tested and found to contain >500 ppm PCBs are subject to all of the requirements of §761. The owner must implement the following steps immediately to bring the transformer into compliance §761.30(a)(1)(xv):	Inquire whether facility has PCB testing programs. Check records and obtain documentation. Determine compliance with conditions.
- Report fire-related incidents.	
- Mark the transformer within 7 days of discovery.	Inspect the PCB Transformer for proper marking. If missing, photograph all sides of the PCB Transformer.
- Mark the vault door, machinery room, fence, hallway, or other access ways within 7 days of discovery.	Inspect vault doors, etc., for proper marking.
- Register the transformer with the building owner within 30 days of discovery.	Check and review facility owner's records for compliance with registration provisions.
- Install electrical protective equipment if a radial transformer/non-sidewalk vault lower secondary voltage network transformer is located in or near commercial buildings within 18 months of discovery or by 10/1/90 (whichever is later).	Review documentation as to whether the time frames are being met. Obtain photos, electrical schematics, policy statements. Obtain clarification from responsible officials if necessary.

Regulatory Requirements	Inspection Procedures
Transformer Use Conditions	
- Remove the transformer from service if electrical protective equipment is not installed on a non-sidewalk vault, or a lower secondary voltage network transformer within 18 months of discovery or by 10/1/93. - Remove lower secondary voltage network transformers from service if they are located in sidewalk vaults within 18 months of discovery or by 10/1/93. - Retrofill and reclassify radial PCB Transformers and lower/higher secondary voltage network PCB Transformers within 18 months or by 10/1/90 (whichever is later). - Retrofill and reclassify higher and lower secondary voltage network PCB Transformers which are located in sidewalk vaults within 18 months or by 10/1/90 (whichever is later).	Visually inspect the areas described in the left column.

5.1.2 Transformer Servicing Conditions

Regulatory Requirements	Inspection Procedures
Transformer Servicing Conditions	
• Owners of PCB-Contaminated Transformers (i.e., transformers that have less than 500 ppm PCBs) must service or rebuild them with dielectric fluids containing less than 500 ppm PCBs. §761.30(a)(2)(i) • No person may service a PCB Transformer by removing the transformer coil from the casing. §761.30(a)(2)(ii) • PCB Transformer owners/operators may service the transformers with dielectric fluid at any PCB concentration. §761.30(a)(2)(ii) • People servicing PCB Transformers must capture and reuse the PCBs as dielectric fluid or dispose of the PCBs in accordance with the disposal regulations. §761.30(a)(2)(iii) • Persons servicing PCB Transformers must not mix PCBs from PCB Transformers with dielectric fluid from PCB-Contaminated Transformers. §761.30(a)(2)(iii) • Electrical equipment may not contain dielectric fluid of less than 500 ppm PCBs that has been mixed with fluids of 500 ppm or greater. The entire mixture must be considered to be greater than 500 ppm PCB and must be disposed of in an incinerator that meets the requirements in §761.70. §761.30(a)(2)(iv)	Ask facility owner/operator to see service records to assess if any transformers have been serviced or rebuilt in the facility. Ensure proper servicing procedures were followed, such as: • Using dielectric fluids containing <500 ppm. • Not removing the transformer coil from the casing. • Not mixing PCBs from PCB Transformers with dielectric fluid from PCB-Contaminated Transformers. • Refer to retrofilling chart in 40 CFR 761.30(a)(2) located in Appendix N of this manual.

Regulatory Requirements	Inspection Procedures
Transformer Servicing Conditions	
• A person may reclassify a PCB Transformer as a PCB-Contaminated Transformer or non-PCB Transformer by draining, refilling, and servicing the transformer with non-PCB dielectric fluid. After 3 months, the dielectric fluid must contain 50 to 500 ppm PCBs (for PCB-contaminated reclassification) or less than 50 ppm (for non-PCB reclassification). §761.30(a)(2)(v) - If an owner discovers after reclassification that the PCB concentration in the transformer has changed, the owner must follow the regulations based on its actual PCB content. - Owners must keep reclassification records in accordance with §761.180(g).	Determine number of PCB Transformers reclassified as PCB-contaminated or non-PCB from records. Sample reclassified de-energized transformers if non-compliance is suspected. Check testing records.
• Persons using dielectric fluid containing 50 ppm or greater PCB to service transformers must store the PCBs in accordance with the storage for disposal requirements of §761.65. §761.30(a)(2)(vi)	Obtain records of facility policy concerning storage and servicing. Inspect storage area for: • proper marking requirements, • reports of fire-related incidents, if any, • inspection requirements, and • recordkeeping requirements for storage areas.
• Only persons granted an exemption under TSCA may process or distribute PCBs for the purposes of servicing transformers. §761.30(a)(2)(vii)	If there is evidence that the facility processed or distributed PCBs, determine whether the facility has an exemption.

5.1.3 Railroad Transformers

Regulatory Requirements	Inspection Procedures
Railroad Transformers	
• After 7/1/86, the regulations prohibit the use of railroad transformers that contain dielectric fluids with a PCB concentration greater than 1,000 ppm. §761.30(b)(1)	Conduct visual inspections and review records.
• If the coil is removed from the casing of a railroad transformer after 1/1/82, the person servicing the transformer may not refill the transformer with dielectric fluid containing a PCB concentration greater than 50 ppm PCBs. §761.30(b)(2)(i)	Review rebuilding, repair, and maintenance records. Determine from written work procedures or interviews of workers/operators what these procedures are. Determine level of compliance with servicing restrictions.
• After 1/1/84, persons may only service railroad transformers with dielectric fluid containing less than 1,000 ppm. §761.30(b)(2)(ii)	
• Dielectric fluid may be filtered through activated carbon or otherwise industrially processed to reduce the PCB concentration. §761.30(b)(2)(iii)	
• Persons servicing PCB railroad transformers must store PCB dielectric fluid in accordance with the storage for disposal requirements of §761.65. §761.30(b)(2)(iv)	Obtain records of facility policy concerning storage and inspect storage areas.
• Only those granted an exemption under TSCA may process and distribute PCBs for purposes of servicing railroad transformers. §761.30(b)(2)(v)	If there is evidence that the facility processed or distributed PCBs, determine whether the facility has an exemption
• A person may reclassify a PCB Transformer as a PCB-Contaminated Transformer or non-PCB Transformer by draining, refilling, and servicing the transformer with non-PCB dielectric fluid so that after 3 months, the dielectric fluid contains 50 to 500 ppm PCBs (for PCB-contaminated reclassification) or less than 50 ppm (for non-PCB reclassification). §761.30(b)(2)(vi)	Determine number of PCB Transformers reclassified as PCB-contaminated or non-PCB from records. Sample reclassified de-energized transformers if non-compliance is indicated. Check testing records.

5.1.4 Mining Equipment

Regulatory Requirements	Inspection Procedures
Mining Equipment	
Mining equipment may only contain PCBs at concentrations less than 50 ppm. §761.30(c)	Check to determine whether PCBs are still in use. Sample fluid from suspected PCB motors when non-compliance is suspected.

5.1.5 Heat Transfer Systems

Regulatory Requirements	Inspection Procedures
Heat Transfer Systems	
Heat transfer systems may only contain PCBs at concentrations less than 50 ppm. Persons may service heat transfer systems in operation after 7/1/84 to maintain a PCB concentration less than 50 ppm. Persons may only service heat transfer systems with fluids containing less than 50 ppm PCBs. §761.30(d)	Check records for compliance. Take samples as necessary. Question facility officials regarding procedures for reducing PCB concentrations.

5.1.6 Hydraulic Systems

Regulatory Requirements	Inspection Procedures
Hydraulic Systems	
Hydraulic systems may only contain concentrations of less than 50 ppm. Persons may service hydraulic systems in operation after 7/1/84 to maintain a PCB concentration less than 50 ppm. Persons may only service hydraulic systems with fluids containing less than 50 ppm PCBs. §761.30(e)	Check records for compliance. Take samples as necessary. Question facility officials regarding procedures for reducing PCB concentrations.

5.1.7 Carbonless Copy Paper

Regulatory Requirements	Inspection Procedures
Carbonless Copy Paper	
Any person may use carbonless copy paper in a non-totally enclosed manner indefinitely. §761.30(f)	

5.1.8 Electromagnets, Switches, and Voltage Regulators

Regulatory Requirements	Inspection Procedures
Electromagnets, Switches, and Voltage Regulators	
Persons may use PCBs to service or rebuild electromagnets, switches (sectionalizers and motor starters), and voltage regulators for the remainder of their useful lives subject to the following conditions: §761.30(h)	Interview facility officials and review records to see whether such PCB use is taking place and to ensure that required conditions are being met.
• No one may use or store for service any electromagnet that poses an exposure risk to food or feed if it contains greater than 500 ppm PCBs. §761.30(h)(1)(i)	Review testing records. Locate electromagnet at the facility.
• Voltage regulators with 1.36 kg (3 lbs.) or more of dielectric fluid with a PCB concentration of $500 ppm are subject to the following regulations: §761.30(h)(1)(ii) - The owner must mark the voltage regulator in accordance with §761.40. - The owner must immediately report any fire-related incident to the NRC. - The owner must inspect the voltage regulator according to the requirements of §761.30(a)(1)(ix), (xiii), and (xiv). - The owner must comply with the recordkeeping and reporting requirements at §761.180.	Inspect the voltage regulator for proper marking. If missing, photograph all sides of the voltage regulator to document. Check that all requirements are being met by verifying that the owner/facility designated official complies with: • proper marking requirements, • reports of fire-related incidents, if any, • inspection requirements, and • recordkeeping requirements for storage areas.
• If an owner discovers that a voltage regulator assumed to have <500 ppm PCBs in fact has a concentration $500 ppm, the owner must comply with marking requirements within 7 days, and with fire incident reporting, inspection, and recordkeeping/reporting requirements immediately. §761.30(h)(1)(iii)	
• No person may service or rebuild electromagnets, switches, or voltage regulators if the servicing requires the removal and rework of internal components and the use of PCBs with a concentration of $\geq$ 500 ppm. §761.30(h)(2)(i)	

Regulatory Requirements	Inspection Procedures
Electromagnets, Switches, and Voltage Regulators	
• Persons servicing or rebuilding electromagnets, switches, or voltage regulators that are classified as PCB-Contaminated Electrical Equipment may only use PCBs of less than 500 ppm. §761.30(h)(2)(ii)	Interview service technicians and review servicing protocols to verify compliance with PCB concentration limits.
• Persons servicing or rebuilding electromagnets, switches, or voltage regulators must be capture and either reuse as dielectric fluid or dispose of in accordance with §761.60 all PCBs removed during servicing. §761.30(h)(2)(iii)	Interview service technicians and review servicing protocols to verify compliance with dielectric fluid handling requirements.
• No person may mix PCBs from electromagnets, switches, or voltage regulators with a concentration $\geq$ 500 ppm with the dielectric fluid from PCB-Contaminated Electrical Equipment. §761.30(h)(2)(iii)	
• No person may use dielectric fluid in electrical equipment that is a combination of fluid with a concentration of < 500 ppm PCBs and $\geq$ 500 ppm PCBs. The regulations require that the mixture be disposed of in an approved incinerator. §761.30(h)(2)(iv)	

Regulatory Requirements	Inspection Procedures
Electromagnets, Switches, and Voltage Regulators	
• PCB electromagnets, switches, and voltage regulators may be reclassified to PCB-Contaminated Electrical Equipment or to a non-PCB classification. PCB-Contaminated Electrical Equipment may be reclassified to non-PCB by draining, refilling, and/or otherwise servicing the equipment. §761.30(h)(2)(v) - A person may reclassify electromagnets, switches, and voltage regulators as PCB-Contaminated Electrical Equipment or Non-PCB Electrical Equipment by servicing the equipment with non-PCB dielectric fluid so that after 3 months of in-service use, the dielectric fluid contains 50 to >500 ppm PCBs (for PCB-contaminated reclassification) or less than 50 ppm (for non-PCB reclassification). - In-service uses means the equipment is used electrically under loaded conditions. The Assistant Administrator may approve an alternative method that simulates loaded conditions without further rulemaking. - If an owner discovers after reclassification that the PCB concentration in the electromagnet, switch, or voltage regulator has changed, the owner must follow the regulations based on its actual PCB content. - Owners must keep reclassification records in accordance with §761.180(g). • Persons must store PCBs of a concentration $\geq$ 50 ppm used for servicing electromagnets, switches, and voltage regulators in accordance with disposal requirements §761.65. §761.30(h)(2)(vi)	Check facility records, including the facility's required reclassification records, for data on reclassified electromagnets.

Regulatory Requirements	Inspection Procedures
Electromagnets, Switches, and Voltage Regulators	
• Only those granted an exemption under TSCA may process and distribute PCBs for purposes of servicing electromagnets, switches, and voltage regulators §761.30(h)(2)(vii). Note: Exemptions may not be granted for more than one year (TSCA 6(e)(3)(B).	If facility claims exemption, check facility paperwork on exemption granted by the Administrator and check if it is current.

5.1.9 Natural Gas Pipeline Systems

Regulatory Requirements	Inspection Procedures
Natural Gas Pipeline Systems	
• Natural gas pipeline systems may contain PCBs in concentrations of less than 50 ppm. §761.30(i)(1)(i)	
• An owner of a natural gas pipeline system who is not a seller or distributor of natural gas may use PCBs at or over 50 ppm in that system. §761.30(i)(1)(ii)	Gather company information to determine ownership and business lines.
• An owner of a natural gas pipeline system who is a seller or distributor of natural gas may use PCBs at or over 50 ppm in that system if §761.30(i)(1)(iii)(A):	
- The owner submits to EPA upon request a written description of the nature and location of PCBs at or over 50 ppm within the pipeline system (this may include historical information)	
- The owner characterizes the extent of PCB contamination by sampling and analysis to determine the beginning and end points of the segment contaminated at 50 ppm or greater. The characterization must be complete by 12/28/98 or 120 days after discovering contamination of 50 ppm or greater, whichever date is later. This characterization may include historical information.	Review the sampling and characterization report to verify that it was completed by 12/28/98 or 120 days after discovering the contamination.

Regulatory Requirements	Inspection Procedures
Natural Gas Pipeline Systems	
- The owner samples and analyzes for PCB concentration all potential sources of introduction of PCBs to the pipeline system, including compressors, scrubbers, filters, and interconnects. The sampling and analysis must be complete by 12/28/98 or 120 days after the characterization of the extent of PCB contamination, whichever date is later. These analyses may include historical data.	Review the sampling and characterization report to verify that all potential sources of introduction of PCBs to the pipeline system were sampled and analyzed.
- Within one year of characterization of the extent of PCB contamination, the owner: -- reduces all demonstrated sources of PCBs $50 ppm to <50 ppm, or -- removes the contaminating sources from the pipeline system, or -- implements other engineering measures or methods to reduce levels to under 50 ppm and prevent further introduction of PCBs over 50 ppm (e.g., pigging, decontamination, or in-line filtration). Note: The owner may use documented historical actions to reduce PCB concentrations to meet this requirement.	Interview facility personnel and review records to verify that the owner completed one of the three possible actions.
- The owner must repeat sampling and analysis for PCBs at least annually until the pipeline segment or component is under 50 ppm PCBs in two successive samples with a minimum interval between samples of 180 days.	Review sampling records to verify.
- The owner must mark aboveground sources of PCB liquids $50 ppm with the M_L mark in accordance with §761.45(a).	Inspect aboveground sources for the M_L mark. If missing, document through photography and field notes.

Regulatory Requirements	Inspection Procedures
Natural Gas Pipeline Systems	
• Owners or operators of systems without potential sources of PCB contamination need not complete characterization, sampling and analysis for potential sources, reduction of PCB concentration, or marking. They must comply with other parts of the regulations such as sampling and recordkeeping. §761.30(i)(1)(iii)(B)	Inspect the area to verify that there are no potential sources of PCB contamination.
• The owner of a natural gas pipeline system must document in writing all data and actions (taken or not taken) pursuant to the requirements of §761.30(i)(1)(iii)(A). The owner must keep the records for at least 3 years after the pipeline segment's PCB concentration falls below 50 ppm. §761.30(i)(1)(iii)(C)	Review records, if any, and ensure compliance with recordkeeping requirements.
• EPA may modify the requirements of §761.30(i)(1)(iii)(A). §761.30(i)(1)(iii)(D)	
• Any person may reuse PCB-contaminated natural gas pipe and appurtenances in a natural gas pipeline system, provided all free-flowing liquids have been removed. §761.30(i)(2)	Ask if using PCB-contaminated natural gas pipeline drained of free-flowing liquids in the manner described on the left column. If so, verify facility owner/operator has written consent of the POTW.
• Any person may use PCB-contaminated natural gas pipe, drained of all free-flowing liquids, in the transport of liquids (e.g., bulk hydrocarbons, chemicals, petroleum products, or coal slurry), as casing to provide secondary containment or protection (e.g., protection for electrical cable), as industrial structural material (e.g., fence posts, sign posts, or bridge supports), as temporary flume at construction sites, as equipment skids, as culverts under transportation systems in intermittent flow situations, for sewage service with written consent of the Publicly Owned Treatment Works (POTW), for steam service, as irrigation systems (<20 inch diameter) of less than 200 miles in length, and in a totally enclosed compressed air system. §761.30(i)(3)	

Regulatory Requirements	Inspection Procedures
Natural Gas Pipeline Systems	
• Any person characterizing PCB contamination in natural gas pipe or natural gas pipeline systems must do so by analyzing organic liquids collected at existing condensate collection points in the pipe or pipeline system. The level of PCB contamination found at a collection point is assumed to extend to the next collection point downstream. Any person characterizing multi-phasic liquids must do so in accordance with §761.1(b)(4); if no liquids are present, they must use standard wipe samples in accordance with subpart M of this part. §761.30(i)(4)	
• Any person disposing of liquids containing PCBs $50 ppm removed, spilled, or otherwise released from a natural gas pipeline system must do so in accordance with §761.61(a)(5)(iv) based on the PCB concentration at the time of removal from the system. Any person disposing of materials contaminated by spills or other releases of PCBs $50 ppm from a natural gas pipeline systems, must do so in accordance with §§761.61 or 761.79, as applicable. §761.30(i)(5)(i)	Review sampling and disposal records to verify compliance with concentrations stated in §761.61(a)(5)(iv), 761.61, or 761.79 as applicable.
• Any person who markets or burns for energy recovery liquids containing PCBs at concentrations <50 ppm PCBs at the time of removal from a natural gas pipeline system must do so in accordance with the provisions pertaining to used oil at § 761.20(e). No person may use liquid containing PCBs at concentrations above the quantifiable level/level of detection removed from a natural gas pipeline system in any other way. §761.30(i)(5)(ii)	

5.1.10 Research and Development

Regulatory Requirements	Inspection Procedures
Research and Development	
A person may use PCBs in a non-totally enclosed manner for research and development, subject to the following conditions: §761.30(j)	Determine whether PCBs are still in use at the facility by reviewing records and interviewing facility personnel.
• User obtains PCBs from sources authorized under §761.80 and the PCBs are packaged in compliance with the Hazardous Materials Regulations at 49 CFR Parts 171 through 180.	
• User stores all PCB wastes resulting from R&D activities (e.g., spent laboratory samples, residuals, contaminated media such as clothing, etc.) in compliance with §761.65(b) and disposes of all PCB wastes in compliance with §761.64.	Inspect area where PCB wastes are stored to verify compliance with §761.65(b). Review storage and disposal procedures and records.
• A person granted an exemption under §6(e)(3)(B) of TSCA may process and distribute PCBs for research and development. §761.30(j)(4)	Verify that the facility has an exemption and check with Regional Office and National Program Chemicals Division.

5.1.11 Scientific Instruments

Regulatory Requirements	Inspection Procedures
Scientific Instruments	
• A person may use PCBs in a non-totally enclosed manner indefinitely in scientific instruments, e.g., in oscillatory flow birefringence and viscoelasticity instruments for the study of the physical properties of polymers, as microscopy mounting fluids, as microscopy immersion oil, and as optical liquids. §761.30(k)	If PCBs are in use, determine if use is allowed.
• Only persons granted an exemption under TSCA section 6(e)(3)(B) may manufacture, process, or distribute in commerce PCBs for use in scientific instruments. §761.30(k)	If the facility manufactures, processes, or distributes PCBs, determine if used in scientific instruments by checking to whom they ship. Check if facility has exemption from Administrator and check that it is current. Exemptions are only good for up to one year.

5.1.12 Capacitors

Regulatory Requirements	Inspection Procedures
Capacitors	
Capacitors may contain PCBs at any concentration subject to the following conditions: §761.30(l)	
• No person may use or store for reuse any large PCB High- and Low-Voltage Capacitors that pose an exposure risk to food or feed. §761.30(l)(1)(i)	Inspect area to determine whether capacitor is near food or feed and conditions that allow exposure can pose a threat.
• No person may use large PCB High- and Low- Voltage Capacitors unless capacitors are within a restricted-access electrical substation or in a contained and restricted-access indoor installation. §761.30(l)(1)(ii)	Inspect substation or installation to determine that it is • an outdoor fenced or walled-in facility that restricts public access, or • an indoor installation that has a roof, wall, and floor that are adequate to contain the release of PCBs and restricts public access.
• A restricted-access electrical substation is an outdoor fenced or walled-in facility that restricts public access and is used for the transmission or distribution of electrical power. A contained and restricted-access indoor installation does not have public access and has a roof, wall, and floor that are adequate to contain the release of any PCBs. §761.30(l)(1)(ii)	

5.1.13 Circuit Breakers, Reclosers, and Cable

Regulatory Requirements	Inspection Procedures
Circuit Breakers, Reclosers, and Cable	
A person servicing circuit breakers, reclosers, and cable may use PCBs of any concentration in and for the servicing subject to the following conditions: §761.30(m)	Review facility records to determine compliance with servicing restrictions.
• A person may service or rebuild with PCBs of less than 50 ppm. §761.30(m)(1)(i)	
• A person must service in accordance with §761.30(h)(2) "Use in and servicing of electromagnets..." where the PCBs are found to be at least 50 ppm. §761.30(m)(1)(ii)	

5.1.14 Porous Surfaces Contaminated with PCBs

Regulatory Requirements	Inspection Procedures
Porous Surfaces Contaminated with PCBs	
Any person may use porous surfaces contaminated by spills of liquid PCBs at concentrations >10 µg/100 cm^2 for the remainder of the useful life of the surface and subsurface material if the following conditions are met: §761.30(p) • The source of PCB contamination is removed or contained to prevent further release to porous surfaces. • If the porous surface is accessible to superficial surface cleaning: - The double wash rinse procedure in subpart S of this part is conducted on the surface to remove surface PCBs. - The treated surface is allowed to dry for 24 hours. • After accessible surfaces have been cleaned according to paragraph (p)(1)(ii) of this section and for all surfaces inaccessible to cleanup: - The surface is completely covered to prevent release of PCBs with: -- Two solvent resistant and water repellent coatings of contrasting colors to allow for a visual indication of wear through or loss of outer coating integrity; or -- A solid barrier fastened to the surface and covering the contaminated area or all accessible parts of the contaminated area. Examples of inaccessible areas are underneath a floor mounted electrical transformer and in an impassible space between an electrical transformer and a vault wall.	Interview facility personnel and review records to verify that the conditions for using porous surfaces contaminated by spills of liquid PCBs were met. Note: Review 2003 Final Rulemaking "Polychlorinated Biphenyls (PCBs) - Use of Porous Surfaces, Amendment in Response to Court Decision." Visually inspect the accessible area. Note and photograph wear of paint coatings, if applicable.

Regulatory Requirements	Inspection Procedures
Porous Surfaces Contaminated with PCBs	
- The surface is marked with the M_L Mark in a location easily visible to individuals present in the area; the M_L Mark shall be placed over the encapsulated area or the barrier to the encapsulated area. M_L Marks shall be replaced when worn or illegible.	Inspect the surface for proper marking. If missing, worn, illegible, or not easily visible, photograph to document.
A person may remove a porous surface contaminated with PCBs from its location or current use *only* for disposal in accordance with §761.61 or 761.79 for surfaces contaminated by spills, or §761.62 for manufactured porous surfaces.	Verify compliance by reviewing records, if available.

5.1.15 Rectifiers

Regulatory Requirements	Inspection Procedures
Rectifiers	
Any person may use PCBs at any concentration in rectifiers for the remainder of the PCBs' useful life and may use PCBs <50 ppm in servicing (including rebuilding) rectifiers. §761.30(r)	Review servicing records and protocols to verify that only PCBs <50 ppm are used to service rectifiers.

5.1.16 Air Compressor Systems

Regulatory Requirements	Inspection Procedures
Air Compressor Systems	
Any person may use PCBs in air compressor systems at concentrations <50 ppm. §761.30(s)(1)	Verify that the PCB concentration in the air compressor system is <50 ppm.
Any person may use PCBs in air compressor systems (or components thereof) at concentrations $50 ppm provided that: §761.30(s)(2)	Review operating records, if available, operating conditions, and other relevant information to verify compliance.

Regulatory Requirements	Inspection Procedures
Air Compressor Systems	
• All free-flowing liquids containing PCBs $50 ppm are removed from the air compressor crankcase and the crankcase is refilled with non-PCB liquid. • Other air compressor system components contaminated with PCBs $50 ppm, are decontaminated in accordance with §761.79 or disposed of in accordance with subpart D of this part. • Air compressor piping with a nominal inside diameter of less than 2 inches is decontaminated by continuous flushing for 4 hours, at no less than 300 gallons per hour (§761.79 contains solvent requirements). • These requirements must be completed by August 30, 1999 or within 1 yr of the date of discovery of PCBs at $50 ppm in the air compressor system, whichever is later. The EPA may extend this deadline.	

5.1.17 Other Gas or Liquid Transmission Systems

Regulatory Requirements	Inspection Procedures
Other Gas or Liquid Transmission Systems	
• Intact and non-leaking gas or liquid transmission systems may contain PCBs at concentrations <50 ppm. §761.30(t)(1) • Intact and non-leaking gas or liquid transmission systems not owned or operated by a seller or distributor of the gas or liquid transmitted in the system may contain PCBs at concentrations $50 ppm. §761.30(t)(2) • Any person may use PCBs at concentrations $50 ppm in intact and nonleaking gas or liquid transmission systems, with the written approval of EPA, subject to the requirements applicable to natural gas pipeline systems at paragraphs (i)(1)(iii)(A), (i)(1)(iii)(C) through (i)(1)(iii)(E), and (i)(2) through (i)(5) of this section. §761.30(t)(3)	Interview facility personnel and review records, such as operating records, written approval for operating system, if applicable, or any records indicating the system PCB concentration, to determine who owns or operates the system. If the owner or operator is a seller or distributer of the gas or liquid transmitted in the system, verify that the system does not contain PCBs at concentrations $50 ppm unless the owner/operator has written EPA approval from the Director of EPA's National Program Chemicals Division.

5.1.18 Decontaminated Materials

Regulatory Requirements	Inspection Procedures
Decontaminated Materials	
• Any person may use equipment, structures, other non-liquid or liquid materials that were contaminated with PCBs during manufacture, use, servicing, or because of spills from, or proximity to, PCBs $50 ppm, including those not otherwise authorized for use under this part, provided that the materials were decontaminated in accordance with: A. A TSCA PCB disposal approval issued under subpart D of this part; B. Section 761.79; or C. Applicable EPA PCB spill cleanup policies (e.g., TSCA, RCRA, CERCLA, EPA regional) in effect at the time of the decontamination.	Verify that proper decontamination procedures were followed by reviewing records and procedures.
• If not previously decontaminated, the materials now meet an applicable decontamination standard in §761.79(b). §761.30(u)(1)	
• No person shall use or reuse such decontaminated materials in direct contact with food, feed, or drinking water unless otherwise allowed under this section or this part. §761.30(u)(2)	Verify that decontaminated materials are not in direct contact with food, feed, or drinking water.
• Any person may use water containing PCBs at concentrations #0.5µg/ L PCBs without restriction. §761.30(u)(3)	
• Any person may use water containing PCBs at concentrations <200 µg/ L (i.e., < 200 ppb PCBs) for non-contact use in a closed system where there are no releases (e.g., as a non-contact cooling water). §761.30(u)(4)	

5.2 Storage for Reuse

Regulation Reference: §761.35

Regulatory Requirements	Inspection Procedures
Storage for Reuse	
The owner or operator of a PCB Article may store it for reuse in an area which is not designed, constructed, and operated in compliance with §761.65(b), for no more than 5 years after the date the Article was originally removed from use (e.g., disconnected electrical equipment) or 5 years after August 28, 1998, whichever is later, if the owner or operator complies with the following conditions §761.35(a): • Follows all use requirements at §761.30 and marking requirements at subpart C of this part that are applicable to the PCB Article. • Maintains records starting at the time the PCB Article is removed from use or August 28, 1998. The records must indicate: - The date the PCB Article was removed from use or August 28, 1998, if the removal date is not known. - The projected location and the future use of the PCB Article. - If applicable, the date the PCB Article is scheduled for repair or servicing.	Some facilities applied for and received EPA approvals for their storage for reuse areas. The inspector should check for such EPA approvals prior to the inspection and should consult with the permit writer or the person responsible for the permit to determine if any critical areas of the facility need to be inspected or do not need to be inspected. Visually inspect and verify compliance with storage time limit by reviewing records and procedures. Review records to verify that they contain the required information.

Regulatory Requirements	Inspection Procedures
Storage for Reuse	
The owner or operator of a PCB Article may store it for reuse in an area that does not comply with §761.65(b) for a period longer than 5 years, provided that the owner or operator has received written approval from the EPA RA for the Region in which the PCB Article is stored. An owner or operator of a PCB Article seeking approval to extend the 5-year period must submit a request for extension to the EPA RA at least 6 months before the 5-year storage for reuse period expires and must include an item-by-item justification for the desired extension. The owner or operator of the PCB Article being stored for reuse must comply with the other applicable provisions of this part, including the record retention requirements at §761.180(a). §761.35(b) Any person may store a PCB Article for reuse indefinitely in: §761.35(c) • A unit in compliance with §761.65(b). • A unit permitted under section 3004 of RCRA to manage hazardous wastes in containers. • A unit permitted by a State authorized under section 3006 of RCRA to manage hazardous waste.	Review records to determine if the 5-year limit has expired. If so, check company records for EPA approval. If no records found, note what required records are missing. Note records may be checked at EPA prior to the inspection.

5.3 Marking of PCBs and PCB Items

Regulation Reference: §§761.40 & 761.45

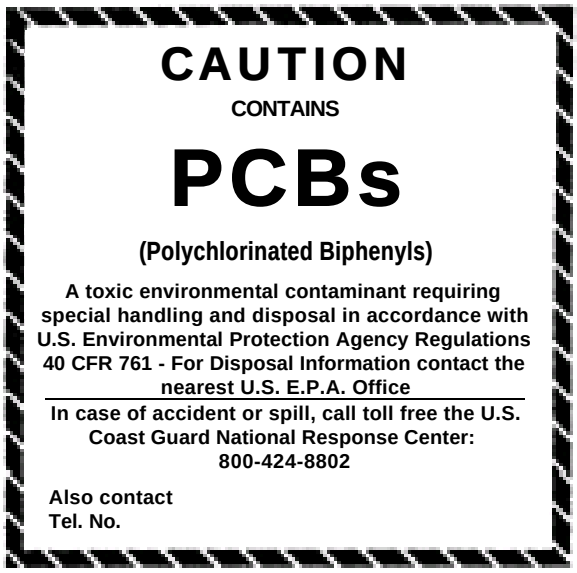

Figure 5-1. Large PCB Mark, also referred to as M_L. See Appendix D for a Large PCB mark (M_L) that is six inches by six inches, the size required by the regulations at §761.45(a).

Figure 5-2. Small PCB Mark, also referred to as M_S. The size required by the regulations at §761.45(b) is 1 inch by 2 inches.

Regulatory Requirements	Inspection Procedures
Marking Requirements	
Each of the following PCB Items in existence on or after July 1, 1978, shall be marked with the mark M_L: (1) PCB containers; (2) PCB Transformers; (3) Large High-Voltage Capacitors; (4) Large Low-Voltage Capacitors; (5) PCB Large Low Voltage Capacitors at the time of removal from use; (6) Electric motors using PCB coolants; (7) Hydraulic systems; (8) Heat transfer systems; (9) PCB Article Containers containing articles or equipment; (10) Each storage area used to store PCBs and PCB Items for disposal. §761.40(a)	Check for unmarked or improperly marked items. Note location and, if available, the serial or identification numbers of the equipment. Photograph items to document unmarked or improperly marked items.

Regulatory Requirements	Inspection Procedures
Marking Requirements	
The owner or operator of each transport vehicle loaded with PCB containers that contain more than 45 kg of liquid PCBs at concentrations of $50 ppm or loaded with one or more PCB Transformer shall mark the vehicle on each end and each side with the M_L mark. §761.40(b)	Inspect transport vehicles (including forklifts) for proper marking. Photograph unmarked or improperly marked PCB transport vehicles. Note the type of PCB material carried and the vehicle identification number. Sample PCB material to determine concentration if necessary.
If one or more PCB Large High Voltage Capacitors are installed in a protected location, such as on a power pole or behind a fence, the owner or operator of the location must mark the structure with the M_L mark. The owner or operator of the protected location must maintain a record or procedure identifying the capacitors. §761.40(c)(2)(ii)	Inspect the structure for proper marking. Photograph unmarked or improperly marked structures. Ask to review the records or procedures that the owner or operator is required to maintain identifying the capacitors.
After January 1, 1979, manufacturers of equipment containing a PCB Small Capacitor must mark the equipment with the statement, "This equipment contains PCB Capacitor(s)." This mark must be the same size as mark M_L. §761.40(d)	Inspect the equipment for proper marking. Photograph unmarked or improperly marked equipment.
As of October 1, 1979, owners or operators of PCB containers, electric motors using PCB coolants, hydraulic systems, and heat transfer systems containing PCBs in concentrations of 50 to 500 ppm shall mark the items with the M_L mark. §761.40(e)	Inspect the equipment for proper marking. Photograph unmarked or improperly marked equipment.
The manufacturer of large low voltage capacitors, small capacitors normally used in alternating current circuits, and fluorescent light ballasts between July 1, 1978, and July 1, 1998, must mark the items "No PCBs" if they contain none. Note: Requirement has expired. §761.40(g)	
Owners or operators must place all marks required in §761.40 in a position on the exterior of the PCB items, storage units, or transport vehicles so that persons inspecting or servicing the PCB items, storage units, or transport vehicles can easily read the mark. §761.40(h)	Inspect all marks to verify that they can be easily read. Photograph marks that are faded, damaged, or inverted.

Regulatory Requirements	Inspection Procedures
Marking Requirements	
Containers of PCBs manufactured under an exemption granted by EPA are not subject to the requirements in §761.40 unless so specified in the exemption (PCB Articles and equipment containing these PCBs are subject to marking requirements). §761.40(i)	
The owner or operator of all PCB Transformer locations must mark the vault and machinery room doors, fences, hallways, or means of access with the M_L mark unless the conditions of §761.40(j)(2) are met. The owner or operator must place the mark in a manner that emergency personnel can read easily. §761.40(j)	Inspect all PCB Transformer locations for proper marking. Photograph unmarked or improperly marked locations.
As of 4/26/99, the owner or operator of all PCB Large Low Voltage Capacitors not marked under §761.40(a), shall mark the capacitor individually, or shall mark the protected location where the capacitor is installed (e.g., power pole, structure, or fence). The owner or operator shall maintain a record or procedure identifying the PCB Capacitors at the protected location. The owner or operator does not need to mark each PCB Large Low Voltage Capacitors in inaccessible locations inside equipment, provided the owner or operator marks the equipment in accordance with §761.40(k)(2) and marks the individual capacitors at the time of removal from use in accordance with §761.40(a). §761.40(k)(1)	Ask to review the records or procedures that the owner or operator is required to maintain identifying the capacitors at protected locations. Inspect the capacitors or their protective location for proper marking. Photograph unmarked or improperly marked capacitors or locations.
As of 4/26/99, the owners or operators of all equipment not already required to be marked under §761.40(a) containing a PCB Transformer or a PCB Large High or Low Voltage Capacitor shall mark the equipment. §761.40(k)(2)	Inspect all equipment containing a PCB Transformer or large capacitor for proper marking. Photograph unmarked or improperly marked equipment.
Owners or operators must mark each voltage regulator that contains 1.36 kilograms (3 lbs.) or more of dielectric fluid with a PCB concentration of $500 ppm. §761.40(l)(1)	Inspect voltage regulators for proper marking. Verify that unmarked voltage regulators contain less than 3 lbs. of dielectric fluid with a PCB concentration of $500 ppm. Photograph unmarked or improperly marked voltage regulators.

Regulatory Requirements	Inspection Procedures
Marking Requirements	
Owners or operators of locations of voltage regulators that contain 1.36 kilograms (3 lbs.) or more of dielectric fluid with a PCB concentration of $500 ppm shall mark the vault door, machinery room door, fence, hallway, or means of access, other than grates or manhole covers with the M_L mark. §761.40(l)(2)	Inspect locations of voltage regulators for proper marking. Verify that unmarked locations have voltage regulators that contain less than 3 lbs. of dielectric fluid with a PCB concentration of $500 ppm. Photograph unmarked or improperly marked voltage regulator locations.
Mark M_L must be at least 15.25 cm (6 inches) on each side. If the PCB Article or PCB Equipment is too small to accommodate this size, the mark may be reduced in size proportionately down to a minimum of 5 cm (2 inches) on each side. §761.45(a)	Photograph all sides of items potentially not in compliance. Note circumstances. Sample unmarked suspect items to determine presence/concentration of PCBs. The marking requirements are <u>not</u> applicable to PCB-Contaminated Electrical Equipment.
Mark M_S must appear as a rectangle of 2.5 x 5 cm (1 inch x 2 inches). The mark may be reduced to a minimum of 1 x 2 cm (0.4 x 0.8 inches) if the PCB Article or PCB Equipment is too small to accommodate this size. §761.45(b)	
All PCB marks must have letters and striping on a yellow or white background and must be sufficiently durable to equal or exceed the life of the items they label. They must be placed on the exterior of items so they can be easily read. §761.45 (a) and (b)	

5.4 Storage and Disposal

5.4.1 Applicability

Regulation Reference: §761.50

Regulatory Requirements	Inspection Procedures
Applicability	
Any person storing or disposing of PCB waste must follow subpart D of this part. The following prohibitions and conditions apply to all PCB waste storage and disposal: §761.50(a) • No person may openly burn PCBs. Combustion of PCBs approved under §761.60 (a) or (e), or otherwise allowed under part 761, is not open burning. • No person may process liquid PCBs into non-liquid forms to circumvent the high temperature incineration requirements of §761.60(a). • No person may discharge water containing PCBs to a treatment works (as defined Sec. 503.9(aa) of this chapter) or to navigable waters unless the PCB concentration is <3 Fg/L (approximately 3 ppb), or unless the discharge is in accordance with a PCB discharge limit included in a permit issued under section 307(b) or 402 of the Clean Water Act. • Spills and other uncontrolled discharges of PCBs at concentrations of $50 ppm constitute the disposal of PCBs. • Any person land disposing of non-liquid PCBs may avoid otherwise-applicable sampling requirements by presuming that the PCBs disposed of are $500 ppm (or $100 Fg/100 cm^2 if no free-flowing liquids are present). • Any person storing or disposing of PCBs is also responsible for determining and complying with all other applicable Federal, State, and local laws and regulations. Any person removing PCB liquids from use (i.e., not PCB remediation waste) must dispose of them in accordance with §761.60(a), or decontaminate them in accordance with §761.79. §761.50(b)(1)	Inspect the facility, interview facility personnel, and review required records as specified in Section 4.8 to determine compliance with the PCB waste storage and disposal prohibitions.

Regulatory Requirements	Inspection Procedures
Applicability	
Any person removing from use a PCB Item containing an intact and non-leaking PCB Article must dispose of it in accordance with §761.60(b), or decontaminate it in accordance with §761.79. PCB Items where the PCB Articles are no longer intact and non-leaking are regulated for disposal as PCB bulk product waste under §761.62(a) or (c). §761.50(b)(2)	Visually inspect and check what PCB Articles facility has, if any. Check PCB Articles are disposed properly. For example, transformers must be disposed of in a TSCA incinerator or approved chemical waste landfill. See Section 5.4.2 for the disposal requirements for other PCB Articles.
Fluorescent light ballasts containing PCBs only in an intact and non-leaking PCB Small Capacitor are regulated for disposal under §761.60(b)(2)(ii). Fluorescent light ballasts containing PCBs in the potting material are regulated for disposal as PCB bulk product waste under §761.62. §761.50(b)(2) (i) and (ii)	For the disposal requirements applicable to flourescent light ballasts refer to Table 3-5.
PCB remediation waste, including PCB sewage sludge, is regulated for cleanup and disposal in accordance with §761.61. §761.50(b)(3)	Ask owner/operator if any spills or releases of PCBs have occurred and if so, when did they occur, have they been remediated, when and how. In addition to spills or other releases from electrical equipment, inspectors should check hydraulic systems. Previous use of PCBs in hydraulic systems and subsequent spills from that system are the main source of contamination at facilities currently undergoing remediation. Spills from the use of PCB-contaminated hydraulic oil contaminate surrounding floors, drainage systems, outfalls, and streams. Inspectors may also collect samples from outfalls and oil/water separators to check for PCBs.

Regulatory Requirements	Inspection Procedures
Applicability	
• Any person responsible for PCB waste at as-found concentrations $50 ppm that was either placed in a land disposal facility, spilled, or otherwise released into the environment prior to April 18, 1978, regardless of the concentration of the spill or release; or placed in a land disposal facility, spilled, or otherwise released into the environment on or after April 18, 1978, but prior to July 2, 1979, where the concentration of the spill or release was $50 ppm but < 500 ppm, must dispose of the waste as follows: §761.50(b)(3)(i)	
- Sites containing these wastes are presumed not to present an unreasonable risk of injury to health or the environment from exposure to PCBs at the site. However, the EPA RA may make a finding that an unreasonable risk of injury exists, and then direct the owner or operator of the site to dispose of the PCB remediation waste in accordance with §761.61 such that an unreasonable risk of injury no longer exists.	

Regulatory Requirements	Inspection Procedures
Applicability	
- Unless directed by the EPA RA to dispose of PCB waste in accordance with paragraph (b)(3)(i)(A) of this section, any person responsible for PCB waste at as-found concentrations ≥50 ppm that was either placed in a land disposal facility, spilled, or otherwise released into the environment prior to April 18, 1978, regardless of the concentration of the spill or release; or placed in a land disposal facility, spilled, or otherwise released into the environment on or after April 18, 1978, but prior to July 2, 1979, where the concentration of the spill or release was greater than 50 ppm but less than 500 ppm, who unilaterally decides to dispose of that waste (for example, to obtain insurance or to sell the property), is not required to cleanup in accordance with §761.61. Disposal of the PCB remediation waste must comply with §761.61. However, cleanup of those wastes that is not in complete compliance with §761.61 will not afford the responsible party with relief from the applicable PCB regulations for that waste. • Any person responsible for PCB waste at as-found concentrations $50 ppm that was either placed in a land disposal facility, spilled, or otherwise released into the environment on or after April 18, 1978, but prior to July 2, 1979, where the concentration of the spill or release was $500 ppm; or placed in a land disposal facility, spilled, or otherwise released into the environment on or after July 2, 1979, where the concentration of the spill or release was $50 ppm, must dispose of it in accordance with either of the following: §761.50(b)(3)(ii) - In accordance with the PCB Spill Cleanup Policy (Policy) at subpart G of this part, for those PCB remediation wastes that meet the criteria of the Policy.	

Regulatory Requirements	Inspection Procedures
Applicability	
The owner or operator of a site containing PCB remediation waste has the burden of proving the date that the waste was placed in a land disposal facility, spilled, or otherwise released into the environment, and the concentration of the original spill. §761.50(b)(3)(iii)	Inspector should ask owner/operator if any PCB remediation waste is at the site or removed from the site. If so, ask for records that show the date waste was removed and that show it was disposed of.
Any person disposing of PCB bulk product waste must do so in accordance with §761.62. PCB bulk product waste is waste that was $50 ppm when originally removed from service, even if its current PCB concentration is <50 ppm. PCB bulk product waste is regulated for disposal based on the risk from the waste once disposed. Land disposed waste is regulated based on how readily the waste is released from disposal to the environment, in particular by leaching out from the land disposal unit. §761.50(b)(4)(i)	
Any person disposing of metal surfaces in contact with PCBs (e.g., painted metal) may use thermal decontamination procedures in accordance with §761.79(c)(6) [see §761.62(a)(6)]. §761.50(b)(4)(ii)	
Any person storing or disposing of PCB Household Waste must do so in accordance with §761.63. §761.50(b)(5)	
Any person disposing of PCB wastes generated during and as a result of research and development for use under §761.30(j), or for disposal under §761.60(j), must do so in accordance with §761.64. §761.50(b)(6)	
Any person storing or disposing PCB/radioactive waste $50 ppm PCBs must do so taking into account both its PCB concentration and its radioactive properties, except as provided in §761.65(a)(1), (b)(1)(ii), and (c)(6)(i). §761.50(b)(7)	

Regulatory Requirements	Inspection Procedures
Applicability	
In most cases a person must dispose of porous surfaces as materials where PCBs have penetrated far beneath the surface, rather than a simple surface contamination. §761.50(b)(8) • Any person disposing of porous surfaces on which PCBs have been spilled and meeting the definition of PCB remediation waste at §761.3 must do so in accordance with §761.61. • Any person disposing of porous surfaces which are part of manufactured non-liquid products containing PCBs and meeting the definition of PCB bulk product waste at §761.3 must do so in accordance with §761.62. • Any person may decontaminate concrete surfaces upon which PCBs have been spilled in accordance with §761.79(b)(4), if the decontamination procedure is commenced within 72 hours of the initial spill of PCBs to the concrete or portion thereof being decontaminated. • Any person may decontaminate porous non-liquid PCBs in contact with non-porous surfaces, such as underground metal fuel tanks coated with fire retardant resin or pitch, for purposes of unrestricted use or disposal in a smelter in accordance with §761.79(b)(3). Any person who holds PCB waste must store it in accordance with §761.65. §761.50(c)	
Performance specifications for disposal technologies: • Any person using an incinerator to dispose of PCBs must use an incinerator that meets the criteria in §761.70. §761.50(d)(1) • Any person using a high efficiency boiler to dispose of PCBs must use a boiler that meets the criteria in §761.71. §761.50(d)(2) • Any person using scrap metal recovery ovens and smelters to dispose of PCBs must use a device that meets the criteria in §761.72. §761.50(d)(3) • Any person using a chemical waste landfill to dispose of PCBs must use a chemical waste landfill that meets the criteria in §761.73. §761.50(d)(4)	Verify that the disposal facilities meet the necessary criteria by reviewing records that the incinerator meets criteria specified in the regulations as stated in Appendix I of this manual. Verify facility has appropriate TSCA Coordinated Approval documentation, if applicable. Documentation may include the application, any notice of deficiencies, and final approval by EPA.

5.4.2 Disposal Requirements

Regulation Reference: §761.60

Regulatory Requirements	Inspection Procedures
Disposal Requirements	
Persons must dispose of PCB liquids at concentrations $50 ppm in an incinerator that complies with §761.70. §761.60(a)	
• Persons may dispose of mineral oil dielectric fluid with a PCB concentration of $50 ppm and <500 ppm in a high efficiency boiler according to §761.71(a) NOTE: Owners or users of mineral oil dielectric fluid electrical equipment may use the procedures in §761.60(g) to determine the concentration of PCBs in the dielectric fluid.	Review records to ensure compliance with all applicable requirements (e.g., concentration of mineral oil dielectric fluid is between $50 & <500 ppm at the time of disposal).
• Persons may dispose of liquids, other than mineral oil dielectric fluid, containing a PCB concentration of $50 ppm and <500 ppm in a high efficiency boiler according to §761.71(b).	Review records and verify that liquids containing a PCB concentration of $50 ppm and <500 ppm, other than mineral oil dielectric fluid, are disposed in compliance with all applicable requirements.
• Persons may dispose of liquids from incidental sources, such as precipitation, condensation, leachate or load separation and are associated with PCB Articles or non-liquid PCB wastes in a chemical waste landfill that complies with §761.75 <u>if</u> information is provided to the owner or operator of the landfill that shows that the liquids are <500 ppm and are not an ignitable waste per §761.75(b)(8)(iii).	
Persons may dispose of PCB Transformers in accordance with either of the following: §761.60(b)(1) • An incinerator that complies with §761.70 • A chemical waste landfill that complies with §761.75, <u>provided</u> that the requirements of §761.60(b)(1)(i)(B) are met.	Review records and verify that PCB Transformers are disposed in compliance with all applicable requirements.

Regulatory Requirements	Inspection Procedures
Disposal Requirements	
Any person may dispose of PCB Small Capacitors as municipal solid waste, unless that person is or was a PCB Capacitor manufacturer. The owner or any PCB Large High- or Low- Voltage Capacitor that contains $500 ppm PCBs must dispose of the capacitor in an incinerator that complies with §761.70. Any person who manufactures or at any time manufactured PCB Capacitors or PCB Equipment and acquired the PCB Capacitors in the course of such manufacturing must place PCB small capacitors in a container meeting DOT requirements and dispose of them in an incinerator that complies with §761.70. EPA may by notice allow disposal of the above items in a chemical waste landfill compliant with §761.75. §761.60(b)(2)	Verify that all PCB Capacitors are disposed of in compliance with all applicable requirements by reviewing records. Conduct a physical inspection of what is stored for disposal or its records. Small capacitors contain less than 1.36 kg (3 lbs.) of dielectric fluid. If the actual weight is unknown, the inspector can assume that a capacitor whose total volume is less than 1,639 cm^3 (100 in^3) meets the definition of a small capacitor. If the capacitor weighs less than 4.08 kg (9 lbs.), the inspector can assume that a capacitor whose total volume is between 1,639 and 3,278 cm^3 meets the definition of a small capacitor.
Any person disposing of PCB hydraulic machines that contain concentrations of $50 ppm PCBs (such as die casting machines) must drain the machines of all free-flowing liquid and disposed of the liquid in an incinerator that complies with §761.70. If the PCB liquid contains $1000 ppm PCBs, the person must decontaminate the machine in accordance with §761.79 or flush the machine prior to disposal with a solvent containing <50 ppm PCB and disposed of in accordance with §761.60(a) or §761.79. §761.60(b)(3) The drained PCB hydraulic machines may be disposed of: • at a properly approved solid waste facility • in accordance with the decontamination procedures at §761.79 • in a scrap metal recovery oven or smelter operating in compliance with §761.72 • in an approved disposal facility.	Verify that PCB hydraulic machines are disposed of in compliance with all applicable requirements by reviewing records.

Regulatory Requirements	Inspection Procedures
Disposal Requirements	
Any person disposing of PCB-Contaminated Electrical Equipment (except capacitors) must drain all free-flowing liquid from the electrical equipment and dispose of the liquid in an incinerator or high efficiency boiler. Persons must dispose of the drained equipment and keep records for four years: • at a properly approved solid waste facility • in accordance with the decontamination procedures at §761.79 • in a scrap metal recovery oven or smelter operating in compliance with §761.72. • in an approved disposal facility. Any person disposing of large capacitors with $50 and <500 ppm PCBs must do so in an approved disposal facility and keep records for four years. §761.60(b)(4)	Verify that PCB-Contaminated Electrical Equipment is disposed of in compliance with all applicable requirements by reviewing records.
The owner or operator of natural gas pipeline systems containing $50 ppm PCBs, when no longer in use, shall dispose of the system either by abandonment in place of the pipe under paragraph §761.60(b)(5)(i) or removal under paragraph §761.60(b)(5)(ii). Any person determining the PCB concentrations in natural gas pipeline systems shall do so in accordance with paragraph §761.60(b)(5)(iii). §761.60(b)(5) • Any person disposing of liquids containing PCBs $50 ppm removed, spilled, or otherwise released from a natural gas pipeline system must do so in accordance with §761.61(a)(5)(iv) based on the PCB concentration at the time of removal from the system. • Any person disposing of material contaminated by spills or other releases of PCBs $50 ppm from a natural gas pipeline system, must do so in accordance with §761.61 or §761.79, as applicable.	

Regulatory Requirements	Inspection Procedures
Disposal Requirements	
• Any person who burns for energy recovery liquid containing PCBs at concentrations <50 ppm PCBs at the time of removal from a natural gas pipeline system must do so in accordance with the provisions pertaining to used oil at §761.20(e). • No other use of liquid containing PCBs at concentrations above the quantifiable level of detection removed from a natural gas pipeline system is authorized.	Check facility records, including old records, new relevant records, and test results, to determine compliance.
Any person must dispose of PCB Articles with concentrations at $500 ppm PCBs in an incinerator that complies with §761.70 or a chemical waste landfill that complies with §761.75, provided that all free-flowing liquid PCBs have been thoroughly drained from any articles before the articles are placed in the landfill and the drained liquids are disposed of in an incinerator that complies with §761.70. §761.60(b)(6)(i)	Verify that PCB Articles, such as capacitors, transformers, electric motors, pumps, and others, are disposed of in compliance with all applicable requirements by reviewing the facility's records and procedures and the disposal facility's records and procedures.
Any person disposing of a PCB-contaminated article must remove all free-flowing liquid from the article and dispose of the liquid in accordance with §761.60(a). The drained article must be disposed of: §761.60(b)(6)(ii) • at a properly approved solid waste facility • in accordance with the decontamination procedures at §761.79 • in a scrap metal recovery oven or smelter operating in compliance with §761.72. • in an approved disposal facility.	
Persons disposing of fluorescent light ballasts containing PCBs in their potting material must dispose of them in a TSCA-approved disposal facility, as bulk product waste under §761.62, as household waste under §761.63 (where applicable), or in accordance with the decontamination provisions of §761.79. §761.60(b)(6)(iii)	Review disposal records such as manifests to verify that fluorescent light ballasts containing PCBs are disposed of in a TSCA-approved disposal facility, as bulk product waste under §761.62, as household waste under §761.63 (where applicable), or in accordance with the decontamination provisions of §761.79. NOTE: Procedures for inspecting ballast disposers and recyclers are discussed in Appendix L.

Regulatory Requirements	Inspection Procedures
Disposal Requirements	
Persons disposing of PCB Articles must wear or use protective clothing or equipment to protect against dermal contact with or inhalation of PCBs or materials containing PCBs. §761.60(b)(8)	Inspect the protective clothing or equipment to verify that the facility has appropriate protective gear. Observe if disposal is occurring.
Any person disposing of PCB Containers with a concentration of $500 ppm PCBs, unless decontaminated in accordance with §761.60(c)(2) or §761.79, must dispose of them in an incinerator that complies with §761.70, or a chemical waste landfill that complies with §761.75, provided that the PCB Container is first drained and the PCB liquid disposed of in accordance with §761.60(a). Any container used to contain only PCBs at a concentration of <500 ppm can be disposed of as municipal solid waste, provided that the PCB Container is first drained and the PCB liquid disposed of in accordance with §761.60(a). §761.60(c)	Verify that PCB containers are disposed of in compliance with all applicable requirements by reviewing records. Interview facility officials and see what their disposal procedures are.
Any person who is required to incinerate any PCBs and PCB Items may apply to EPA for a waiver if that person can demonstrate that an alternative method of destroying PCBs and PCB Items exists. The person must not use the alternative method until obtaining approval of the waiver. §761.60(e)	Verify that any alternative methods in use were approved by EPA by reviewing the required paperwork.
Persons must dispose of PCBs resulting from spills and other uncontrolled discharges at concentrations of 50 ppm or greater in accordance with §761.60(a).	Verify that PCBs resulting from spills and other uncontrolled discharges in concentrations of 50 ppm or greater are disposed of in accordance with §761.60(a) by reviewing disposal records.

Regulatory Requirements	Inspection Procedures
Disposal Requirements	
Any person may conduct research and development for PCB disposal without prior written approval from EPA if they: §761.60(j)(1) • file a notification and obtain an EPA identification number. §761.60(j)(1)(i) • notify the EPA RA, the state environmental protection agency, and local environmental protection agency, having jurisdiction where the R&D for PCB disposal activity will occur in writing at least 30 days prior to the commencement of any R&D for PCB disposal activity. §761.60(j)(1)(ii) • do not treat more than 500 gal or 70 ft^3 of liquid or non-liquid PCBs or maximum concentration of 10,000 ppm PCBs annually. §761.60(j)(1)(iii) • dispose of no more than 1 kg total of pure PCBs per year in all R&D for PCB disposal activities at the facility. §761.60(j)(1)(iv) • conduct each R&D for PCB disposal activity for no more than 1 calendar year. §761.60(j)(1)(v) • store all PCB wastes (treated and untreated PCB materials, testing samples, spent laboratory samples, residuals, untreated samples, contaminated media or instrumentation, clothing, etc.) in compliance with §761.65(b) and disposes of them according to the undiluted PCB concentration prior to treatment. §761.60(j)(1)(vi) • use manifests for all R&D PCB wastes being transported from the R&D facility to an approved PCB storage or disposal facility. However, §761.207 through §761.218 do not apply if the residuals or treated samples are returned either to the physical location where the samples were collected or a location where other regulated PCBs from the physical location where the samples were collected are being stored for disposal. §761.60(j)(1)(vii) • package and ship all PCB wastes according to DOT requirements under 49 CFR 171 through 180. §761.60(j)(1)(viii) • comply with the recordkeeping requirements of §761.180. §761.60(j)(1)(ix)	Verify that the conditions are met if conducting R&D for PCB disposal without prior written approval from EPA. Verify that each written notification includes the EPA identification number, the quantity of PCBs to be treated, the type of R&D technology to be used, the general physical and chemical properties of material being treated, and an estimate of the duration of the PCB activity. Note records may be checked at EPA prior to the inspection. Verify that material limitations (500 gallons/70ft^3 of liquid or non-liquid PCB or maximum concentration of 10,000 ppm PCB) and time limitations (one year) are not exceeded without prior written approval from EPA.

Regulatory Requirements	Inspection Procedures
Disposal Requirements	
Portions of samples of a size designated in a chemical extraction and analysis method for PCBs and extracted for purposes of determining the presence of PCBs or concentration of PCBs are unregulated for PCB disposal. §761.64(a)	
All other wastes generated during these activities are regulated for disposal based on their concentration at the time of disposal as follows: §761.64(b) • Liquid wastes, including rinse solvents, must be disposed of according to §761.61(a)(5)(iv). • Non-liquid wastes must be disposed of in the same manner as non-liquid cleaning materials and personal protective equipment waste according to §761.61(a)(5)(v)(A).	

5.4.3 PCB Remediation Waste

Regulation Reference: §761.61

(NOTE: The PCB Spill Cleanup Policy found at Regulation Reference §761.125 (page 4-83) is intended for spills less than 72 hours old. Any spills older than 72 hours must be cleaned up as PCB remediation waste. There are three options for disposal/cleanup of PCB remediation waste: self implementing, performance-based standards, and risk-based cleanup.)

Regulatory Requirements	Inspection Procedures
PCB Remediation Waste	
Self Implementing Cleanup Policy Persons should use self-implementing onsite cleanup and disposal of PCB remediation waste only for a general, moderately-sized site where there should be low residual environmental impact from remedial activities. Persons may not use the self-implementing procedures to cleanup the following: §761.61(a)(1) • surface or ground waters • sediments in marine and freshwater ecosystems • sewers or sewage treatment systems • any private or public drinking water sources or distribution systems • grazing lands • vegetable gardens.	Verify that the site is adequately characterized to be able to provide the required notification information.
The self-implementing cleanup notice includes: §761.61(a)(3)(i) • the nature of the contamination, including kinds of materials contaminated • a summary of the procedures used to sample contaminated and adjacent areas and a table or cleanup site map showing PCB concentrations measured in all pre-cleanup characterization samples • the location and extent of the identified contaminated area, including topographic maps with sample collection sites cross referenced to the sample identification numbers in the data summary • a cleanup plan for the site, including schedule, disposal technology, and approach	Verify that at least 30 days prior to the date that the self-implementing cleanup of a site begins, the person in charge of the cleanup or the owner of the property where the PCB remediation waste is located notifies, in writing, the EPA Regional Administrator, the director of the state or tribal environmental protection agency, and the director of the county or local government where the cleanup will be conducted.

Regulatory Requirements	Inspection Procedures
PCB Remediation Waste	
• a written certification, signed by the owner of the property where the cleanup site is located and the party conducting the cleanup, that all sampling plans, sample collection procedures, sample preparation procedures, extraction procedures, and instrumental/chemical analysis procedures used to assess or characterize the PCB contamination at the cleanup site, are on file at the location designated in the certificate, and are available for EPA inspection • when applicable, a statement that alternate methods for chemical extraction and chemical analysis for site characterization will be used and that a comparison study which meets or exceeds the requirements of Subpart Q of §761, and for which records are on file, has been completed prior to verification sampling.	Verify that once the self-implementing cleanup is underway, the person conducting the cleanup provides any proposed changes from the notification to the EPA RA in writing no less than 14 calendar days prior to the implementation of the change.
The EPA RA will respond in writing approving the self-implementing cleanup, disapproving the self-implementing cleanup, or requiring additional information. If the EPA RA does not respond within 30 days of receiving the notice, the person submitting the notice may assume that it is acceptable and proceed with the cleanup according to the information provided to EPA. §761.61(a)(3)(ii)	Review records to verify that the cleanup was done in accordance with the notice provided to EPA. If any changes were made, verify that the EPA Regional Administrator was notified no less than 14 days prior to the implementation of the proposed change.
Any person conducting a cleanup activity may obtain a waiver of the 30-day notification requirement, if they receive a separate waiver, in writing, from each of the agencies they are required to notify. The person must retain the original written waiver. §761.61(a)(3)(iii)	Review the original written waiver, if applicable.

Regulatory Requirements	Inspection Procedures
PCB Remediation Waste	
Responsible party must collect and analyze samples to verify the cleanup and onsite disposal of PCB waste according to specific parameters. §761.61(a)(6)(i) Where sample analysis results in a measurement of PCBs less than or equal to the levels specified in §761.61(a)(4), self-implementing cleanup is complete. Otherwise, the owner or operator of the site must either dispose of the sampled PCB remediation waste, or reclean the waste represented by the sample and reinitiate sampling and analysis. §761.61(a)(6)(ii)	Verify that any person collecting and analyzing samples to verify the cleanup and onsite disposal of bulk PCB remediation wastes and porous surfaces do so in accordance with Subpart O of §761. Sampling by the responsibly party according to Subpart O must precede the beginning of cleanup for self-implementing cleanup to be a viable option. Verify that any person collecting and analyzing samples from non-porous surfaces does so in accordance with §761, Subpart P. Verify that any person collecting and analyzing samples from liquids does so in accordance with §761.269.

Regulatory Requirements	Inspection Procedures
PCB Remediation Waste	
Caps for PCB cleanup sites must meet specific requirements. When referring to onsite cleanup and disposal of PCB remediation waste, a cap means a uniform placement of concrete, asphalt, or similar material of minimum thickness spread over the area where remediation waste was removed or left in place in order to prevent or minimize human exposure, infiltration of water, and erosion. §761.61(a)(7)	Verify that any cap is designed and constructed in accordance with §264.310(a), and complies with the permeability, sieve, liquid limit, and plasticity index parameters in §761.75(b)(1)(ii) through (b)(1)(v). Verify that there is a cap of compacted soil with a minimum thickness of 25 cm (10 in). Verify that a concrete or asphalt cap has a minimum thickness of 15 cm (6 in). Verify that the cap integrity is sufficient to maintain its effectiveness during the use of the cap surface which is exposed to the environment. Verify that a cap is not contaminated at a level $1 ppm PCB per Aroclor (or equivalent) or per congener before use by sampling or reviewing testing data. Visually inspect for breaches and determine if repair began within 72 hours of discovery. Verify that, when there is a fence or cap, the fence or cap is maintained.

Regulatory Requirements	Inspection Procedures
PCB Remediation Waste	
When a cleanup activity conducted under this section includes the use of a fence or a cap, the owner of the site must maintain the fence or cap, in perpetuity. In addition, whenever a cap, or the procedures and requirements for a low occupancy area, is used, the owner of the site must record a notice on the deed. The owner of the site may remove a fence or cap after conducting additional cleanup activities and achieving cleanup levels (§761.125) that do not require a cap or fence. The owner may remove the notice on the deed no earlier than 30 days after achieving the cleanup levels that do not require a fence or cap. § 761.61(a)(8)	Verify that the owner 1) recorded a notation on the deed to the property, or on some other document which is normally examined during a title search, and 2) submitted a signed certification that they recorded the notation to the EPA RA within 60 days of completion of a cleanup activity. The notation will in perpetuity notify any potential purchaser of the property: - That the land has been used for PCB remediation waste disposal and is restricted to use as a low occupancy area as defined in §761.3. - Of the existence of the fence or cap and the requirement to maintain the fence or cap. - The applicable PCB levels left at the site, inside the fence, and/or under the cap.
Performance Based Standards Any person disposing of liquid PCB remediation waste shall do so according to §761.60(a) or (e), or decontaminate it in accordance with §761.79. §761.61(b)(1)	
Any person disposing of non-liquid PCB remediation waste shall do so by one of the following methods: • Dispose of it in a high temperature incinerator approved under §761.70(b), an alternate disposal method approved under §761.60(e), a chemical waste landfill approved under §761.75, or in a facility with a coordinated approval issued under §761.77. • Decontaminate it in accordance with §761.79. §761.61(b)(2)	Verify that the fence or cap is maintained.

Regulatory Requirements	Inspection Procedures
PCB Remediation Waste	
Any person may manage or dispose of material containing < 50 ppm PCBs that has been dredged or excavated from waters of the United States: §761.61(b)(3) • in accordance with a permit that has been issued under Section 404 of the Clean Water Act, or the equivalent of such a permit as provided for in regulations of the U.S. Army Corps of Engineers at 33 CFR 320 • in accordance with a permit issued by the U.S. Army Corps of Engineers under section 103 of the Marine Protection, Research, and Sanctuaries Act, or the equivalent of such a permit as provided for in regulations of the U.S. Army Corps of Engineers at 33 CFR 320.	Identify whether facility has appropriate permits and is operating in accordance with the permit.
Risk-Based Cleanup Provisions Any person wishing to sample, cleanup, or dispose of PCB remediation waste in a manner other than prescribed in the self implementing cleanup policy or performance based standards, or store PCB remediation waste in a manner other than prescribed in §761.65, must apply in writing to the appropriate EPA RA or to the Director of the National Program Chemicals Division. Each application must contain information described in the notification required by §761.61(a)(3). No person may conduct cleanup activities under this paragraph prior to obtaining written approval by EPA. §761.61(c)(1)	Some facilities applied for and received EPA approvals for the remediation of PCBs. The inspector should check for such EPA approvals prior to the inspection and should consult with the permit writer or the person responsible for the permit to determine if any critical areas of the facility need to be inspected or do not need to be inspected.

5.4.4 Disposal of PCB Bulk Product Waste

Regulation Reference: §761.62

Regulatory Requirements	Inspection Procedures
Disposal of PCB Bulk Product Waste	
Performance-based disposal of PCB bulk product waste must be in accordance with specific parameters. §§761.50(b)(4), 761.62(a) and 761.62(c)	
Persons may dispose of PCB bulk product waste: §761.62(a) • in an incinerator approved under §761.70 • in a chemical waste landfill approved under §761.75 • in a permitted hazardous waste landfill • under an alternate disposal method approved under §761.60(e) • in accordance with the decontamination provisions of §761.79 • for metal surfaces in contact with PCBs, in accordance with the thermal decontamination provisions of §761.79(c)(6) • in accordance with a TSCA PCB Coordinated Approval issued under §761.77 • as daily landfill cover as long as the daily cover remains in the landfill and is not released or dispersed by wind or other action or under asphalt as part of a road bed.	Check disposal records to determine where and how materials were disposed.
Disposal of PCB bulk product waste in solid waste landfills must be in accordance with specific parameters (§761.62(b) through 761.62(d)).	When PCB bulk product waste is disposed of in a solid waste landfill, verify that the landfill is permitted, licensed, or registered by a state as a municipal or non-municipal non-hazardous waste landfill. For any disposal of PCB bulk product waste, verify that a written record is maintained of all sampling and analysis of PCBs or notifications made for 3 years from the date of the waste's generation.

Regulatory Requirements	Inspection Procedures
Disposal of PCB Bulk Product Waste	
Any person may dispose of the following PCB bulk product waste in a facility permitted, licensed, or registered by a state as a municipal or non-municipal non-hazardous waste landfill: §761.62(b) • plastics (such as plastic insulation from wire or cable; radio, television, and computer casings; vehicle parts; or furniture laminates); pre-formed or molded rubber parts and components; applied dried paints, varnishes, waxes or other similar coatings or sealants; caulking; Galbestos; non-liquid building demolition debris; or non-liquid PCB bulk product waste from the shredding of automobiles or household appliances from which PCB small capacitors have been removed (shredder fluff) • other sampled PCB bulk product waste that leaches PCBs at <10 µg/L of water measured using a procedure used to simulate leachate generation.	Verify that, if materials other than those listed under regulatory requirements are disposed of in a facility that is permitted, licensed, or registered by a state to manage municipal solid waste or nonmunicipal nonhazardous waste, the following are met: • the PCB bulk product waste is segregated from organic liquids disposed of in the landfill unit • leachate is collected from the landfill unit and monitored for PCBs.
Any release of PCBs (including but not limited to leachate) from the landfill unit must be cleaned up in accordance with §761.61. §761.62(c)	If PCB release is suspected, sample.
Bulk product waste as described in the above NOTE statement may be disposed of as daily landfill cover as long as the daily cover remains in the landfill and is not released or dispersed by wind or other action or under asphalt as part of a road bed.)	
Any person disposing off-site of PCB bulk product waste regulated under §761.62(b)(1) or (2) at a waste management facility not having a commercial PCB storage or disposal approval must provide written notice to the facility a minimum of 15 days in advance of the first shipment from the same disposal waste stream and, for disposal in solid waste landfills, with each shipment thereafter. §761.62(b)(4)	Verify that the written notice states that the PCB bulk product waste may include components containing PCBs at $ 50 ppm based on analysis of the waste in the shipment or application of a general knowledge of the waste stream (or similar material) which is known to contain PCBs at those levels, and that the PCB bulk product waste is known or presumed to leach $ 10 µg/L PCBs.

Regulatory Requirements	Inspection Procedures
Disposal of PCB Bulk Product Waste	
Any person sampling or disposing of PCB bulk product waste in a manner other than prescribed in §761.62(a) or (b), or storing PCB bulk product waste in a manner other than prescribed in §761.65, must apply in writing to the EPA and receive written approval. §761.62(c) Any person may dispose of bulk product waste described in §761.62(b)(1) provided EPA RA approves: • as daily landfill cover as long as the cover remains in the landfill and is not released or dispersed by wind or other actions • under asphalt as part of a road bed.	Verify that, if bulk product waste is disposed of in a manner other than prescribed in §761.62(a) or 761.62(b), the EPA RA (if the disposal site is located in a single EPA Region) or the Director of the National Program Chemicals Division (if disposal is occurring in more than one EPA Region) received and approved the application. Inspector can check PCB website for a list of approved facilities: www.epa.gov/pcb/stordisp.html

5.4.5 Storage for Disposal

Regulation Reference: §761.65

(NOTE: This section applies to the storage for disposal of PCBs at concentrations $50 ppm and PCB Items with concentrations of $50 ppm.)

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
No one may store PCB waste for more than one year from the date they determined it to be waste and decided to dispose of it. §761.65(a)(1)	Check storage records to verify that no containers stored for disposal have been in storage for more than nine months (The one-year disposal time includes 90 days for the disposal facility to conduct the disposal, so the generator's effective storage time is nine months.) NOTE: This is a policy requirement.
To obtain an automatic one-year extension, the person storing PCB waste for disposal may notify the EPA Region that efforts to secure disposal were unsuccessful. §761.65(a)(2) EPA may grant additional extensions beyond the one-year extension. EPA may also grant extended storage time as part of a PCB storage or disposal approval. §§761.65(a)(3) and (4)	If PCB wastes have been stored for more than one year, verify with National Program Chemical Division that the facility sent a complete notice for the one-year automatic extension or received another extension from EPA. NOTE: The one year starts when PCB waste is first placed into the container or when PCB Items were removed from service for disposal.
Storage areas where PCBs and PCB Items are stored for disposal must be marked with mark M_L. §761.65(c)(1) Roofs and walls of storage facilities must be adequate to prevent rain water from reaching PCBs and PCB Items. §761.65(b)(1)(i)	Before entering a storage area, allow the storage area to ventilate sufficiently. Inspect storage area for proper markings. Photograph and note location of unmarked or improperly marked storage areas. Inspect roof and walls for evidence of leakage. Provide exact location of leaks by measurement from floor, wall, or ceiling. Photograph when possible, and draw a scale floor plan noting objects water might contact. Note drainage path of water (run-on and runoff) around the storage building.

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
Floors must have at least a 6" continuous curb creating a containment area (PCB radioactive wastes are exempt). The containment area must not have any drains, valves, expansion joints, sewer lines, or other openings that would permit liquids to flow from the curbed area. The floor and curbing must provide a containment volume equal to the greatest of: §§761.65(b)(1)(ii) and (iii) • at least twice the internal volume of the largest PCB Article or Container stored • or 25 percent of the total internal volume of all PCB Articles or Containers stored.	Visually inspect floor for openings that would permit liquids to flow from the curbed area. Estimate volume of all stored articles or containers through records or by actual measurement. Take special note of largest container or article and take photographs. Measure surface dimensions and curbing height to determine volume of containment area. Compare the above to determine adequacy of containment area. Check to ensure that all items are stored far enough away from dike to prevent potential leaks from escaping over the dike. If a discrepancy is found, verify all measurements, and record in field notebook. Photocopy records describing volume of containers or articles if available. NOTE: When estimating the volume of storage remember to account for the footprint of drums, tanks, pallets, etc. which reduce the volume.
Floors and curbing must be constructed of Portland cement, concrete, or continuous, smooth, and non-porous materials, to prevent or minimize penetration of PCBs. §761.65(b)(1)(iv)	Inspect containment area for any openings, including cracks, floor drains, and pipe conduits. Review construction records including piping and sewer blueprints. If openings are found, verify exact location and determine drainage path and ultimate disposal. Note exact location of any openings relative to a stationary object. Photograph or provide scale floor plan. Review blueprints showing openings.
The facility's PCB storage area must be located above the 100- year flood elevation. §761.65(b)(1)(v)	Prior to the inspection, determine the 100-year flood elevation from U.S. Geological Survey or U.S. Army Corps of Engineers records. During the inspection, determine the elevation of facility from facility records.

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
PCBs and PCB Items designated for disposal must be stored in a storage unit approved by EPA pursuant to §761.65(d) or meeting the design requirements of §761.65(b), unless the unit meets one of the following conditions: §761.65(b)(2)	Check with the National Chemical Program Division if unit is approved. If the storage unit has not been approved or does not meet the above design requirements, determine if it meets one of the conditions for exemption by reviewing records.
• The unit is permitted by EPA under section 3004 of RCRA to manage hazardous waste in containers, and PCB spills are cleaned up in accordance with §761 subpart G.	
• The unit qualifies for interim status under section 3005 of RCRA to manage hazardous waste in containers, meets the requirements for containment at Sec. 264.175 of this chapter, and PCB spills are cleaned up in accordance with §761 subpart G.	
• The unit holds a permit from a State authorized under section 3006 of RCRA to manage hazardous waste in containers, and PCB spills are cleaned up in accordance with §761 subpart G.	
• The unit is approved or otherwise regulated pursuant to a State PCB waste management program no less stringent in protection of health or the environment than the applicable TSCA requirements found in this part.	
• The unit is subject to a TSCA Coordinated Approval, which includes provisions for storage of PCBs, issued pursuant to §761.77.	Review the TSCA Coordinated Approval for storage conditions. Facilities must keep a copy of the approval, so inspectors can review the facility copy.
• The unit has a TSCA PCB waste management approval, which includes provisions for storage, issued pursuant to §761.61(c) or §761.62(c).	

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
Persons may store the following PCB Items in an area that does not comply with §761.65(b) for up to 30 days from the date the item was removed from service, provided that they attach a notation to the PCB Item indicating the date the item was removed from service: §761.61(c)(1) • Non-leaking PCB Articles and PCB Equipment • Leaking PCB Articles and PCB Equipment if the PCB Items are placed in a non-leaking PCB Container that contains sufficient sorbent material to absorb any liquid PCBs remaining in the PCB Items. • PCB Containers containing non-liquid PCBs (e.g., contaminated soil, rags, and debris) • PCB Containers containing liquid PCBs at concentrations ≥ 50 ppm, provided a Spill Prevention Control and Countermeasure (SPCC) Plan has been prepared for the temporary storage area and the liquid PCB waste is in packaging authorized in the Department of Transportation (DOT) Hazardous Materials Regulations (HMR) at 49 CFR Parts 171 through 180 or stationary bulk storage tanks.	Verify that only items meeting the appropriate requirements are in temporary storage. Inspect all equipment or articles for leaks. Photograph and establish location of discrepant items. Describe leaks, number of containers, condition of equipment, drainage path, and ultimate disposition. Collect sample of leaked material. Check notation on each item in temporary storage to determine date item was removed from service. Compare with copies of records indicating date of removal from service. Note discrepancies. Verify that an SPCC Plan has been prepared for the temporary storage area in accordance with 40 CFR 112; obtain a copy of the plan, and review for compliance with 40 CFR 112.
Persons may store non-leaking, undrained, structurally undamaged PCB Large High Voltage Capacitors and PCB-Contaminated Electrical Equipment outside on pallets next to a storage facility meeting the general requirements described above. §761.65(c)(2)	Check transformers and capacitors for structural integrity and evidence of leakage. Observe general condition of outside storage area. Sample, photograph suspected leaks. Verify that the owner or operator checks the capacitors and equipment for leaks weekly.

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
Persons may store capacitors and equipment outside only when there is immediately available space within the prescribed facility equal to 10% of the volume of all capacitors and equipment stored outside the facility. §761.65(c)(2)	Determine the volume of PCB Capacitors and transformers stored outside. Calculate volume of unfilled stored space inside facility. Enter measurements and calculations in field notebook. Verify figures if discrepancy appears. NOTE: This requirement provides for immediate inside storage of leaking capacitors or equipment. When estimating volume of storage, remember to account for the footprint of drums, tanks, pallets, etc. which reduce the volume.
Persons temporarily storing capacitors and equipment outside must check them for leaks weekly.	Verify that personnel are conducting weekly inspections. Obtain records and/or statements. Note discrepancies.
No one may remove moveable equipment that is used for handling PCBs and PCB Items in the storage units and comes in direct contact with PCBs unless it has been decontaminated as specified in §761.79. §761.65(c)(4)	Visually inspect moveable equipment used within the storage facility area for proper decontamination; check decontamination procedures and verify use of these procedures. Obtain wipe samples from suspect equipment.
Owners/operators must check for leaks at least once every 30 days on all PCB Articles and PCB Containers in storage §761.65(c)(5)	Verify that regular inspection is carried out. Check for facility records of the inspections.
Owners/operators must transfer immediately to properly marked non-leaking containers any leaking PCB Articles and PCB Containers and their contents. Owners/operator must immediately cleanup and properly dispose of any spilled or leaked PCB-contaminated materials and residues. §761.65(c)(5)	Inspect articles, containers, and the general storage area for evidence of leakage. Determine whether leaking articles and containers have been placed in properly marked non-leaking containers. Note, describe, and establish location and photograph leaking articles and containers. Collect samples of suspected PCB spills.

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
PCB Containers must meet the shipping container specifications of the Hazardous Materials Regulations (HMR) at 49 CFR Parts 171 through 180. §761.65(c)(6)	The specifications include exemptions to the packaging requirements (49 CFR 173.155); packaging requirements for non-bulk shipments (49 CFR 173.202); and packaging requirements for bulk shipments of liquid PCBs (49 CFR 173.241) and solid PCBs (49 CFR 173.240).
Persons must package PCB waste not subject to HMR (under 20 ppm or less than 1 pound of waste) in accordance with Packaging Group III, unless other hazards require Groups I or II. §761.65(c)(6) Containers for PCB/radioactive waste need not meet HMR standards, but: • must not be leaking, • for non-liquid wastes, must be designed to prevent the buildup of liquids if in an area meeting §761.65(b)(1)(ii), • must meet all requirements for nuclear criticality safety. §761.65(c)(6)(i)	
A person may use the following containers for liquid PCBs for storage and transportation activities not subject to DOT regulation: §761.65(c)(6)(ii) • Specification 5 containers, without removal heads • Specification 5B containers, without removal heads • Specification 6D overpack with specifications 2S or 2SL polyethylene containers • Specification 17E containers	Check specification numbers where available. When specification numbers are not present, compare to DOT specifications. (Use a caliper gauge to measure container thickness). Note and describe non-compliance with DOT regulations and notify DOT.
A person may use the following containers for non-liquid PCBs for storage and transportation activities not subject to DOT regulation: §761.65(c)(6)(ii) • Specification 5 containers, without removal heads • Specification 5B containers, without removal heads • Specification 17C containers	Verify that containers used to hold nonliquid PCBs meet all applicable DOT specifications, or in the case of larger non-DOT specification containers, that containers provide adequate protection against leaking.

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
Larger liquid PCB Containers other than those specified above must be designed, constructed, and operated in compliance with Occupational Safety and Health Administration standards in 29 CFR 1910.106. Prior to use, the above design must be reviewed to determine the structural safety for containing PCBs. §761.65(c)(7)	Check specification numbers and compare to OSHA regulations. Note and describe non-compliance. Verify by records or by statements that safety of design was reviewed by owner/operator. Note names, dates, and findings. Use of such containers must coincide with the preparation and implementation of an SPCC Plan. Inspectors may notify OSHA if noncompliance is suspected.
Containers larger than those specified in DOT specifications 5, 5B, or 17C may be used for non-liquid PCBs if the containers are designed and constructed in a manner that will provide as much protection against leaking and exposure to the environment as the DOT specification containers, and are of the same relative strength and durability as specification DOT containers.	
Owners/operators of facilities using these containers must keep records indicating the quantity of PCBs and the date PCBs were added to or removed from these containers. Disposition of any PCBs removed must also be included.	Inspect these records for compliance. Note missing or erroneous records. Non-liquid PCB Containers must meet the shipping container specifications of the Department of Transportation per §761.65(c)(6).
Persons storing PCB Articles and Containers must place the date of storage on the PCB Items when they are placed in storage and manage the storage area so that articles and containers can be located by the date they entered storage. §761.65(c)(8)	Verify that dates appear on all articles and containers. Note locations and contents of undated articles and containers. Compare storage date records with stored articles and containers to see that they can be located by date of storage. If discrepancy appears, obtain copy of records, and establish location of relevant items.
Persons may store bulk PCB remediation waste or PCB bulk product waste at the clean-up site or site of generation for 180 days subject to the following conditions: §761.65(c)(9) • The waste pile is designed and operated to control wind dispersal, where necessary, by means other than wetting.	Verify that the storage site meets the conditions through visual examination and records review.

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
• The waste does not generate leachate through decomposition or other reactions.	
• The storage site has: - A liner designed, constructed, and installed to prevent any migration of wastes off or through the liner into the adjacent subsurface soil, ground water or surface water at any time during the active life (including the closure period) of the storage site. The liner may allow waste to migrate into the liner. The liner must be: -- Constructed of materials that have appropriate chemical properties and sufficient strength and thickness to prevent failure due to pressure gradients (including static head and external hydrogeologic forces), physical contact with the waste or leachate to which they are exposed, climatic conditions, the stress of installation, and the stress of daily operation. -- Placed upon a foundation or base capable of providing support to the liner and resistance to pressure gradients above and below the liner to prevent failure of the liner due to settlement, compression, or uplift. -- Installed to cover all surrounding earth likely to be in contact with the waste. - A cover that meets the requirements §761.65(c)(9)(iii)(A), is installed to cover all of the stored waste likely to be contacted with precipitation and is secured so as not to be functionally disabled by winds expected under normal seasonal meteorological conditions at the storage site.	Conduct visual inspections of the area.

Regulatory Requirements	Inspection Procedures
Storage for Disposal	
- A run-on control system designed, constructed, operated, and maintained such that it -- Prevents flow onto the stored waste during peak discharge from at least a 25-year storm. -- Collects and controls at least the water volume resulting from a 24-hour, 25-year storm. Collection and holding facilities (e.g., tanks or basins) must be emptied or otherwise managed expeditiously after storms to maintain design capacity of the system.	

5.4.6 Approval of Commercial Storers

Regulatory Requirements	Inspection Procedures
Approval of Commercial Storers	
Commercial storers must submit an application to EPA for storage approval. The storer must not store PCB waste at its facility prior to written approval from EPA. §761.65(d)	Review facilities' EPA approval document and facility records to verify that the storer did not store PCB waste prior to receipt of written approval from EPA. Also review the regional files. NOTE: Commercial storers were required to submit "complete" applications by August 1990, and some facilities may still be operating without written approval.
EPA's approval includes a maximum PCB storage capacity that the commercial storer must not exceed. The approval may include other conditions as EPA deems necessary. .• Storage areas at transfer facilities are exempt from the requirement to obtain approval as a commercial storer of PCB waste under this paragraph, unless the same PCB waste is stored at these facilities for a period of time greater than 10 consecutive days between destinations. §761.65(d)(5) • Storage areas at RCRA-permitted facilities may be exempt from the separate TSCA storage approval requirements if they meet the criteria at §761.65(d)(6). • Storage areas ancillary to TSCA-approved disposal facilities may be exempt from a separate facility approval provided they meet the criteria at §761.65(d)(7).	Obtain and bring a copy of the EPA approval to check for conditions. Obtain information on the amount of PCBs currently in storage. Collect copies of at least the last 12 months of manifests and bills of lading to determine if the facility at anytime exceeded their approved storage capacity or store waste for 10 days or more.

Regulatory Requirements	Inspection Procedures
Approval of Commercial Storers	
Commercial storers of PCB waste must have a closure plan that has been accepted and approved by EPA. The plan must include: §§761.65(e)(1) and (2) • a description of how the PCB storage areas of the facility will be closed in a manner that eliminates the potential for post-closure releases of PCBs into the environment • an identification of the maximum extent of storage operations that will be open during the active life of the facility, including an identification of the extent of PCB storage operations at the facility relative to other wastes that will be handled at the facility • an estimate of the maximum inventory of PCB wastes that could be handled at one time at the facility over its active life and a detailed description of the methods or arrangements to be used during closure for removing, transporting, storing, or disposing of the facility's inventory of PCB waste, including an identification of any offsite facilities that will be used • a detailed description of the steps needed to remove or decontaminate PCB waste residues and contaminated containment system components, equipment, structures, and soils during closure, including a description of the methods for sampling and testing of surrounding soils, and the criteria for determining the extent of removal or decontamination • a detailed description of other activities necessary during the closure period to ensure that any post-closure releases of PCBs will not present unreasonable risks to human health or the environment (e.g., ground-water monitoring, runon and runoff control, and facility security).	Verify that the commercial storer of PCB waste has a written closure plan that EPA has determined to be acceptable. Check list of EPA's approved commercial storers: www.epa.gov/pcb.

Regulatory Requirements	Inspection Procedures
Approval of Commercial Storers	
• a schedule for closure of each area of the facility where PCB waste is stored or handled, including the total time required to close each area of PCB waste storage or handling, and the time required for any intervening closure activities • an estimate of the expected year of closure of the PCB waste storage areas, if a trust fund is opted for as the financial mechanism.	
Commercial storers do not need to submit a separate and new closure plan in cases where a facility is currently covered by a TSCA approval or a RCRA permit, upon a showing to the satisfaction EPA that the existing closure plan is substantially equivalent to current requirements for closure plans and that the plan adequately accounts for PCB waste inventories. §761.65(e)(3)	
The commercial storer must submit a written request to EPA for modification of its closure plan if: §761.65(e)(4) • changes in ownership, operating plans, or facility design affect the existing closure plan • there is a change in the expected date of closure, if applicable • in conducting closure activities, unexpected events require a modification of the approved closure plan.	Verify that the commercial storer of PCB waste submitted a written request to EPA for a modification to its storage approval to amend its closure plan if the storer meets the criteria and that EPA has approved it. Facility may be operating without written approval.

Regulatory Requirements	Inspection Procedures
Approval of Commercial Storers	
Commercial storers of PCB waste must follow a specific closure schedule. They must: §761.65(e)(6) • notify EPA RA or Director of National Program Chemicals Division at least 60 days prior to the date on which final closure of its PCB storage facility is expected to begin. • "expect to begin closure" no later than 30 days after the date on which the facility received its final quantities of PCB waste. • remove all PCB waste in storage from the facility within 90 days after receiving the final quantity of PCB waste for storage. • complete closure activities within 180 days after receiving the final quantity of PCB waste for storage at the facility. When PCB waste is removed from the storage facility during closure, the owner or operator becomes a generator of PCB waste subject to the generator requirements of §761.180 through 761.193.	Verify that the commercial storer complies with the schedule. Note that for good cause shown, EPA may approve a reasonable extension to the required deadlines regarding closure activities. Approved commercial storers may be found at the PCB website (www.epa.gov/pcb/waste.html).
During the closure period, the commercial storer must dispose of all contaminated system component equipment, structures, and soils in accordance with the disposal requirements, or, if applicable, decontaminated in accordance with the levels specified in the PCB Spills Cleanup Policy. §761.65(e)(7)	Verify that the commercial storer properly disposed of or decontaminated the required items.
Within 60 days of completion of closure of each facility for the storage of PCB waste, the commercial storer of PCB waste must submit to the EPA RA (or Director, NPCD if he approved the closure plan), by registered mail, a certification that the PCB storage facility has been closed in accordance with the approved closure plan. §761.65(e)(8)	Obtain a copy of the certification from the facility representative and verify that the owner or operator and an independent registered professional engineer signed the certification.

Regulatory Requirements	Inspection Procedures
Approval of Commercial Storers	
Commercial storers of PCB waste must have a detailed written estimate from the commercial storer, in current dollars, of the cost of closing the facility in accordance with its approved closure plan. §761.65(f)(1) The person who prepared the cost estimate must certify it. The estimate must: • equal the cost of final closure at the point in the PCB storage facility's active life when the extent and manner of PCB storage operations would make closure the most expensive, as indicated by the facility's closure plan • be based on the costs to the owner or operator of hiring a third party to close the facility, and the third party is not be either a corporate parent or subsidiary of the owner or operator, or member in joint ownership of the facility • include the current market costs for offsite commercial disposal of the facility's maximum estimated inventory of PCB wastes, except that onsite disposal costs may be used if onsite disposal capacity will exist at the facility at all times over the life of the facility • not incorporate any salvage value that may be realized with the sale of wastes, facility structures or equipment, land, or other assets associated with the facility at the time of closure. During the active life of the PCB storage facility, the commercial storer of PCB waste must adjust the cost estimate annually for inflation within 60 days prior to the anniversary date of the establishment of the financial instruments used to demonstrate financial responsibility for closure, except that owners or operators who use the financial test or corporate guarantee must adjust their closure cost estimates for inflation within 30 days after the close of the storer's fiscal year. §761.65(f)(2)	Request the most recent cost estimate to verify that it is kept at the facility. Review the cost estimate to verify that it was certified by the person who prepared the cost estimate and meets the necessary criteria listed in the regulatory requirements and has properly been adjusted for inflation each year.

Regulatory Requirements	Inspection Procedures
Approval of Commercial Storers	
When the EPA approves a modification to the facility's closure plan, and that modification increases the cost of closure, the owner or operator must revise the closure cost estimate no later than 30 days after the modification is approved. §761.65(f)(3) A commercial storer must establish financial assurance for closure of each PCB storage facility that they own or operate. §761.65(g)	
Laboratories are exempt from the reporting and documentation requirements for commercial storers if they meet stipulated conditions. §761.65(i)(1) Laboratory samples are exempt from the manifesting requirements of §761.208 if the sample is being: §761.65(i)(2) • transported to a laboratory for the purpose of testing • transported back to the sample collector after testing • stored by the sample collector before transport to a laboratory for testing • stored in a laboratory before testing • stored in a laboratory after testing but before it is returned to the sample collector • stored temporarily in the laboratory after testing for a specific purpose (e.g., until conclusion of a court case enforcement action where further testing of the sample may be necessary).	Verify that the laboratory is storing samples held for disposal in a facility that complies with the standards in §761.65(b)(1)(i) through (b)(1)(iv).

Regulatory Requirements	Inspection Procedures
Approval of Commercial Storers	
To qualify for the exemptions in §761.65(i)(2), the sample collector or laboratory shipping the sample must: §761.65(i)(3) • comply with applicable DOT or U.S. Postal Service (USPS) shipping requirements, found respectively in 49 CFR 173.345 and U.S. Postal Regulations 652.2 and 652.3 • assure that the following information accompanies the sample: - the sample collector's name, mailing address, and telephone number - the laboratory's name, mailing address, and telephone number. - the quantity of the sample - the date of shipment - a description of the sample. • package the sample so that it does not leak, spill, or vaporize from its packaging.	Review records and facility procedures to verify that the facility personnel are properly shipping samples.
After the laboratory determines the concentration of the PCB sample and terminates its use, the laboratory must either manifest the PCB waste to a disposer or commercial storer, retain a copy of each manifest, and follow up on exception reporting, or return the sample to the sample collector who must then properly dispose of the sample. §761.65(i)(4)	If inspecting a laboratory that conducts PCB analysis, review facility records to verify that the samples are properly manifested to a disposer or returned to the sample collector.

5.4.7 Coordinated Approval

Regulation Reference §761.77

Regulatory Requirements	Inspection Procedures
Coordinated Approval	
Any owner or operator of a facility that he or she intends to use to: landfill PCB wastes; incinerate PCB wastes; dispose of PCB wastes using an alternative disposal method that is equivalent to disposal in an incinerator approved under §761.70 or a high efficiency boiler operating in compliance with §761.71; or store PCB wastes; or conduct research and development (R&D) into PCB disposal methods (regardless of PCB concentration), or conduct PCB remediation activities may apply to EPA for a TSCA PCB Coordinated Approval. Generally, EPA must find that such a person holds a permit or other document which properly regulates PCB wastes. All requirements, conditions, and limitations of any such other permit or waste management document, cited or described in paragraph (b) and (c) of this section, as the technical or legal basis on which the TSCA PCB Coordinated Approval is issued, are conditions of the TSCA PCB Coordinated Approval. §761.77	Verify compliance with the permit or other document on which the Coordinated Approval is based.

5.4.8 Decontamination Standards and Procedures

Regulation Reference §761.79

Regulatory Requirements	Inspection Procedures
Decontamination Standards and Procedures	
Decontamination in accordance with the standards in §761.79(b) does not require a disposal approval under §761, Subpart D. Materials from which PCBs have been removed by decontamination may be distributed in commerce, used or reused, and are unregulated for disposal. §761.79(a)	If the facility has conducted decontamination, review records to verify that it had a disposal approval or that it conducted decontamination in accordance with the standards in §761.79(b).
Any person decontaminating porous surfaces other than concrete and non-porous surfaces covered with a porous surface, such as paint or coating on metal, must obtain an alternative decontamination approval. §761.79(a)(5)	Request the facility's alternative decontamination approval if the facility decontaminated porous surfaces other than concrete or non-porous surfaces covered with a porous surface.
Persons using chopping (including wire chopping), distilling, filtering, oil/water separation, spraying, soaking, wiping, stripping of insulation, scraping, scarification, or abrasives or solvents to remove or separate PCBs from liquids, concrete, or non-porous surfaces must adhere to standards. §761.79(b) • Standards for water containing PCBs: - < 200 µg/L (i.e., 200 ppb PCBs) for non-contact use in a closed system where there are no releases - for water discharged to a treatment works or to navigable waters, <3 µg/L (approximately <3 ppb) or a PCB discharge limit included in a permit issued under section 307(b) or 402 of the Clean Water Act - #0.5 µg/L (i.e., approximately # 0.5 ppb PCBs) for unrestricted use • Standards for organic liquids and non-aqueous inorganic liquids containing PCBs: - <2 mg/kg (i.e., <2 ppm PCBs)	Verify that they are adhering to the applicable decontamination standards.

Regulatory Requirements	Inspection Procedures
Decontamination Standards and Procedures	
• Standards for non-porous surfaces previously in contact with liquid PCBs at any concentration, where no free-flowing liquids are currently present, for unrestricted use: - # 10 µg/100 cm^2 as measured by a standard wipe test at selected locations • Standards for non-porous surfaces in contact with non-liquid PCBs (including non-porous surfaces covered with a porous surface, such as paint or coating on metal) - cleaning to Visual Standard No. 2, Near-White Blast Cleaned Surface Finish, of the National Association of Corrosion Engineers (NACE) as verified by visually inspecting all cleaned areas. • Standards for non-porous surfaces previously in contact with liquid PCBs at any concentration, where no free-flowing liquids are currently present for disposal in a smelter meeting specified standards under §761.72: - < 100 µg/100 cm^2 as measured by a standard wipe test at selected locations • Standards for non-porous surfaces in contact with non-liquid PCBs (including non-porous surfaces covered with a porous surface, such as paint or coating on metal) for disposal in a smelter meeting specified standards under §761.72: - cleaning to Visual Standard No. 3, Commercial Blast Cleaned Surface Finish, of NACE as verified by visually inspecting all cleaned areas. • Standard for concrete - #10 µg/100 cm^2 as measured by a standard wipe test if the decontamination procedure is started within 72 hours of the initial spill of PCBs to the concrete or portion thereof being decontaminated.	

Regulatory Requirements	Inspection Procedures
Decontamination Standards and Procedures	
Any person performing self-implementing decontamination procedures must comply with one of the following procedures: §761.79(c) • For PCB Containers, flush the internal surfaces of the container 3 times with a solvent containing <50 ppm PCBs. The volume of each rinse must equal approximately 10% of the PCB Container capacity. §761.79(c)(1) • For PCB-contaminated movable equipment, tools, or sampling equipment, swab surfaces with a solvent, perform a double wash/rinse in accordance with §761.360 through 761.378, or perform another applicable decontamination procedure. §761.79(c)(2) • For non-porous surface in contact with free-flowing mineral oil dielectric fluid (MODEF) at levels ≤10,000 ppm, drain all free-flowing MODEF and allow the surfaces to drain for an additional 15 h, dispose of drained MODEF according to §761.75(g), soak the surfaces in a sufficient amount of clean (containing <2 ppm PCBs) performance-based organic decontamination fluid (PODF) such that there is a minimum of 800 mL of PODF for each 100 cm^2 of contaminated or potentially contaminated surface for at least 15 h at $ 20°C, drain the PODF from the surfaces, and dispose of the drained PODF in accordance with §761.79(g). Approved PODFs include kerosene, diesel fuel, terpene hydrocarbons, and mixtures of terpene hydrocarbons and terpene alcohols. §761.79(c)(3)	Verify that persons performing self-implementing decontamination complied with one of the procedures in §761.79(c) by reviewing records.

Regulatory Requirements	Inspection Procedures
Decontamination Standards and Procedures	
• For a non-porous surface in contact with free-flowing MODEF containing >10,000 ppm PCB in MODEF or askarel PCB (up to 70 percent PCB in a mixture of trichlorobenzenes and tetrachlorobenzenes), drain the free-flowing MODEF or askarel and allow the residual surfaces to drain for an additional 15 h, dispose of drained MODEF or askarel in accordance with §761.79(g), soak the surfaces to be decontaminated in a sufficient amount of clean PODF (containing < 2 ppm PCBs) such that there is a minimum of 800 mL of PODF for each 100 cm^2 of contaminated or potentially contaminated surface for at least 15 h at $\geq$ 20°C, drain the PODF from the surfaces, dispose of the drained PODF in accordance with §761.79(g), resoak the surfaces to be decontaminated in a sufficient amount of clean PODF (containing < 2 ppm PCBs) such that there is a minimum of 800 mL of PODF for each 100 cm^2 of surface for at least 15 h at $\geq$ 20°C, drain the PODF from the surfaces, dispose of the drained PODF in accordance with §761.79(g). §761.79(c)(4)	

Regulatory Requirements	Inspection Procedures
Decontamination Standards and Procedures	
• Any person decontaminating piping and air lines in an air compressor system must: §761.79(c)(5) - before decontamination proceeds, disconnect or bypass the air compressors and air dryers from the piping and air lines and decontaminate the air compressors and air dryers separately - dispose of filter media and desiccant in the air dyers based on their existing PCB concentration - test the connecting line and appurtenances of the system to assure that there is no leakage by introducing air into the closed system at from 90 to 100 psi. Only if there is a pressure drop of < 5 psi in 30 minutes may decontamination take place. - when there is no leakage, fill the piping and air lines with clean (containing < 2 ppm PCBs) solvent. Solvents include PODF, aqueous potassium hydroxide at a pH between 9 and 12, or water containing 5 percent sodium hydroxide by weight - circulate the solvent to achieve turbulent flow through the piping and air lines in the air compressor system until the total volume of solvent circulated equals 10 times the total volume of the particular article being decontaminated, then drain the solvent - calculate the total volume of solvent circulated by multiplying the pump rate by the time of pumping - refill the system with clean solvent and repeat the circulation and drain process. • For metal surfaces in contact with liquid and non-liquid PCBs at concentrations < 500 ppm, use a scrap metal recovery oven or smelter. • For metal surfaces in contact with liquid or non-liquid PCBs at concentrations ≥ 500 ppm, decontaminate to a surface concentration of 100 µg/100 cm^2 then use a scrap metal recovery oven or smelter.	Interview facility workers on decontamination procedures. Check disposal records to ensure facility complied with disposal requirements.

Regulatory Requirements	Inspection Procedures
Decontamination Standards and Procedures	
Decontamination solvents: §761.79(d) • must be 5 percent or more by weight (unless otherwise provided) • must have a PCB concentration of <50 ppm • may be tested and validated for performance-based decontamination of non-porous surfaces contaminated with MODEF or other PCB liquids, in accordance with the self-implementing procedures. Specific conditions for the performance-based testing from this validation are determined in the validation study.	
Any person conducting decontamination activities shall limit their exposure and take necessary measures to protect against direct release of PCBs to the environment from the decontamination area. §761.79(e)	Verify that individuals participating in decontamination activities wear or use protective clothing or equipment to protect against dermal contact or inhalation of PCBs or materials containing PCBs.
Persons conducting self-implementing decontamination must retain a written record documenting compliance with required compliance sampling or self-implementing decontamination procedures for 3 years after completion of the decontamination. §761.79(f)	Verify that the persons conducting self-implementing decontamination have retained the required written record for 3 years after completion of the decontamination.

Regulatory Requirements	Inspection Procedures
Decontamination Standards and Procedures	
Persons must dispose of decontamination waste and residues at their existing PCB concentration unless otherwise specified. §761.79(g)	Verify that • distillation bottoms or residues and filter media are disposed of as PCB remediation waste. • PCB wastes physically separated from regulated waste are disposed of at their original concentration • hydrocarbon solvent that contains <50 ppm PCB is burned and marketed in accordance with §761.20(e), disposed of in accordance with §761.60(a) or 761.60(e), or decontaminated. • chlorinated solvent with any PCB concentration are disposed of in an incinerator in accordance with §761.70 or decontaminated • solvents ≥ 50 ppm other than those described above are disposed of in accordance with §761.60(a) or decontaminated • non-liquid cleaning materials and personal protective equipment waste at any concentration, including non-porous surfaces and other non-liquid materials such as rags, gloves, booties, other disposable personal protective equipment, and similar materials resulting from decontamination are disposed of in accordance with §761.61(a)(5)(v).
Any person wishing to decontaminate material or perform sampling using an alternate method must apply in writing to the EPA RA and receive approval. §761.79(h)	Verify that the facility does not conduct decontamination or sampling using an alternate methodology prior to obtaining written approval from EPA.

5.5 Transboundary Shipments of PCBs for Disposal

Regulation Reference §761.91 through §761.99

Regulatory Requirements	Inspection Procedures
Import for Disposal	
No person may import PCBs or PCB Items for disposal without an exemption issued under the authority of TSCA section 6(e)(3). §761.93(a)	From EPA databases, review facility historical enforcement data and obtain information on whether the facility imported PCBs or PCB Items. If so, verify that the facility had received an exemption at the time of import.
Export for Disposal	
No person may export PCBs or PCB Items for disposal without an exemption, except that PCBs and PCB Items at concentrations <50 ppm (or <10 µg PCB/100 cm^2 if no free-flowing liquids are present) may be exported for disposal. §761.97(a)(1) Persons shall treat PCBs and PCB Items of unknown concentrations as if they contain ≥50 ppm. §761.97(a)(2)	Obtain information on whether the facility exported PCBs or PCB Items. If so, verify that the facility received an exemption prior to export, or that the PCBs were below the specified concentrations.
Other Transboundary Shipments	
The following transboundary shipments are not considered exports or imports: • PCB waste generated in the U.S., transported outside the Customs Territory of the U.S. (including any residuals resulting from cleanup of spills of such wastes in transit) through another country or its territorial waters, or through international waters, and returned to the U.S. for disposal. §761.99(a) • PCB waste in transit, including any residuals resulting from cleanup of spills during transit, through the U.S. (e.g., from Mexico to Canada, from Canada to Mexico). §761.99(b)	

Regulatory Requirements	Inspection Procedures
• PCB waste transported from any State to any other State for disposal, regardless of whether the waste enters or leaves the customs territory of the U.S., provided that the PCB waste or the PCBs from which the waste was derived were present in the U.S. on January 1, 1979, and have remained within the U.S. since that date. §761.99(c)	

5.6 PCB Spill Cleanup Policy

Regulation Reference §761.125

(NOTE: The PCB Spill Cleanup Policy is intended for spills less than 72 hours old. Any spills older than 72 hours must be cleaned up as PCB Remediation Waste found at Regulation Reference §761.61 (page 4-49). This is a policy, not a regulation.)

Regulatory Requirements	Inspection Procedures
PCB Spill Cleanup Policy	
Unless expressly limited, the reporting, disposal, and precleanup sampling requirements below apply to all spills of PCBs at concentrations of ≥ 50 ppm which are subject to decontamination requirements under TSCA including those spills listed under §761.120(b) which are excluded from the cleanup standards of §§761.125(b) and (c). §761.125(a)	
Where a spill directly contaminates surface water, sewers, or drinking water supplies, the responsible party must notify the appropriate EPA regional office or National Chemical Program Division and obtain guidance for appropriate cleanup measures within 24 hours of discovery or sooner if possible. §761.125(a)(1)(i)	Determine who is the responsible party based on interviews and information gathered from the citizen complaint. Verify that the responsible party notified the EPA within 24 hours of discovery.
Where a spill directly contaminates grazing lands or vegetable gardens, the responsible party must notify the appropriate EPA regional office and proceed with immediate requirements specified under §§761.125(b) or (c) within 24 hours of discovery or sooner if possible. §761.125(a)(1)(ii)	Verify that the responsible party notified the EPA within 24 hours of discovery and immediately began cleanup.
Where a spill exceeds 10 pounds of PCBs by weight and is not addressed in §§761.125(a)(1)(i) or (ii), the responsible party must notify the appropriate EPA regional office and proceed to decontaminate the spill area in accordance with this Policy within 24 hours of discovery or sooner if possible. §761.125(a)(1)(iii)	Verify that the responsible party notified the EPA within 24 hours of discovery and immediately began cleanup.
Where a spill is 10 pounds or less and is not addressed in §§761.125(a)(1)(i) or (ii), the responsible party must decontaminate the spill area in accordance with this Policy but does not need to notify EPA. §761.125(a)(1)(iv)	

Regulatory Requirements	Inspection Procedures
PCB Spill Cleanup Policy	
The responsible party must properly store, label, and dispose of all concentrated soils, solvents, rags, and other materials resulting from the cleanup in accordance with Subpart D. §761.125(a)(2)	
The responsible party must use a statistically based sampling scheme to determine the boundaries of the spill where there are insufficient visible traces yet there is evidence of a leak or spill. §761.125(a)(3)	
Low-concentration spills which involve less than 1 pound of PCBs by weight (less than 270 gallons of untested mineral oil) §761.125(b) Within 48 hours after they were notified or became aware of the spill, the responsible party must: §761.125(b)(1) • Double wash/rinse (as defined under §761.123) all solid surfaces • Clean all indoor, residential surfaces other than vault areas to 10 µg/100 cm^2 by standard commercial wipe tests. • Excavate all soil within the spill area (i.e., visible traces of soil and a buffer of 1 lateral foot around the visible traces) and restore the ground to its original configuration by back-filling with clean soil (< 1 ppm PCBs).	Verify decontamination procedures.
The responsible party may delay completion of cleanup beyond 48 hours in case of circumstances including but not limited to, civil emergency, adverse weather conditions, lack of access to the site, and emergency operating conditions. The occurrence of a spill on a weekend or overtime costs are not acceptable reasons to delay response. The delay may only last for the duration of the adverse conditions. If the adverse weather conditions, or time lapse due to other emergency, has left insufficient visible traces, the responsible party must use a statistically based sampling scheme to determine the spill boundaries. §761.125(b)(2)	If cleanup completion was delayed beyond 48 hours, document the reason for the delay.

Regulatory Requirements	Inspection Procedures
PCB Spill Cleanup Policy	
At the completion of cleanup, the responsible party shall document the cleanup with records and certify decontamination. They must maintain the records and certification for 5 years. The records and certification shall consist of the following: §761.125(b)(3) • Identification of the source of the spill. • Estimated or actual date and time of the spill occurrence. • Date and time cleanup was completed or terminated (the nature and duration of the delay, if applicable). • Description of the spill location. • Precleanup sampling data used to establish the spill boundaries, if required, and a brief description of the sampling methodology used to establish the spill boundaries. • Description of the solid surfaces cleaned and of the double wash/rinse method used. • Approximate depth of soil excavation and the amount of soil removed. • A certification statement signed by the responsible party stating that the cleanup requirements have been met and that the information contained in the record is true to the best of their knowledge.	Check the company records and copy of certification of decontamination for the required information if applicable.
High-concentration spills and low-concentration spills involving 1 pound or more PCBs by weight (270 gallons or more of untested mineral oil). §761.125(c) As quickly as possible and within no more than 24 hours (48 hours for PCB Transformers) after the responsible party was notified or became aware of the spill, they must: §761.125(c)(1) • Notify the EPA regional office and the National Response Center (NRC) as required by §761.125(a)(1) or by other applicable statutes. • Cordon off or otherwise delineate and restrict an area encompassing any visible traces plus a 3-foot buffer and place clearly visible signs advising persons to avoid the area to minimize the spread of contamination and the potential for human exposure.	Verify that the responsible party completed the required notification, restriction, and documentation.

Regulatory Requirements	Inspection Procedures
PCB Spill Cleanup Policy	
• Record and document the area of visible contamination, noting the extent of the visible trace areas and the center of the visible trace area. If there are no visible traces, the responsible party shall record this fact and contact the regional office of the EPA for guidance in completing statistical sampling of the spill area to establish spill boundaries. • Initiate cleanup of all visible traces of the fluid on hard surfaces and initiate removal of all visible traces of the spill on soil and other media, such as gravel, sand, oyster shells, etc. • Estimate (based on the amount of material missing from the equipment or container) the area of the spill and immediately cordon off the area of suspect contamination if there has been a delay in reaching the site and there are insufficient visible traces of PCBs remaining at the spill site and utilize a statistically based sampling scheme to identify the boundaries of the spill area as soon as practicable. • Achieve prompt decontamination (EPA will consider promptness of completion in determining whether the responsible party made good faith efforts to cleanup in accordance with this policy.)	Take photographs of the spill.
Note: The responsible party may delay the actions above beyond 24 hours for the duration of the adverse conditions (e.g., civil emergency, hurricane, tornado, or other similar adverse weather conditions, lack of access due to physical impossibility, or emergency operating conditions). The occurrence of a spill on a weekend or overtime costs are not acceptable reasons to delay response. Owners of spilled PCBs who have delayed cleanup because of these types of circumstances must keep records documenting the fact that circumstances precluded rapid response.	If any of the actions above were delayed beyond 24 hours, verify that adverse circumstances cause the delay.

Regulatory Requirements	Inspection Procedures
PCB Spill Cleanup Policy	
The party responsible for a spill in outdoor electrical substations must: §761.125(c)(2) • Clean contaminated solid surfaces (both impervious and non-impervious) to a PCB concentration of 100 µg/100 cm2 (as measured by standard wipe tests). • At the option of the responsible party, clean soil contaminated by the spill to 25 ppm PCBs by weight, or to 50 ppm PCBs by weight provided that a label or notice is visibly placed in the area. If the responsible party demonstrates that cleanup to 25 ppm or 50 ppm will jeopardize the integrity of the electrical equipment at the substation, the EPA regional office may establish an alternative cleanup method or level and place the responsible party on a reasonably timely schedule for completion of cleanup. • Verify conformance to the cleanup standards by post-cleanup sampling as specified under §761.130.	Verify that the responsible party cleaned the spill to the prescribed concentrations. If improper cleanup procedures are suspected or no records are available, the inspector may sample.
The party responsible for a spill in other restricted access areas must: §761.125(c)(3) • Clean high-contact solid surfaces to 10 µg/100 cm^2 (as measured by standard wipe tests). A high-contact surface is a surface that is repeatedly touched, often for long periods of time. Examples of high-contact industrial surfaces are manned machinery or control panels. Examples of high-contact residential/commercial surfaces are doors, walls below 6 feet, uncovered flooring, windowsills, bannisters, fencing, stairs, automobiles, and children's play areas. • Decontaminate low-contact, indoor, impervious solid surfaces to 10µg/100 cm^2.	Verify company's sampling records to ensure that the responsible party cleaned the spill to the prescribed concentrations.

Regulatory Requirements	Inspection Procedures
PCB Spill Cleanup Policy	
• At the option of the responsible party, clean low-contact, indoor, nonimpervious surfaces to 10 µg/100 cm^2 or clean to 100 µg/100 cm^2 and encapsulate. The EPA RA may disallow the encapsulation option for a particular spill situation upon finding that the uncertainties associated with that option pose special concerns at that site. • Clean low-contact, outdoor surfaces (both impervious and nonimpervious) to 100 µg/100 cm^2. • Clean soil contaminated by the spill to 25 ppm PCBs by weight. • Verify conformance to the cleanup standards by postcleanup sampling as specified under §761.130. Note: Persons responsible for spills to outdoor electrical substations or other restricted access areas that have been converted to another use must clean the spill to the nonrestricted access requirements at §761.125(c)(4).	
The party responsible for a spill in nonrestricted access areas must: §761.125(c)(4) • Dispose of furnishings, toys, and other easily replaceable household items in accordance with the provisions of subpart D of this part and replace them. • Clean indoor solid surfaces and high contact outdoor solid surfaces, defined as high contact residential/commercial surfaces under §761.123, to 10 µg/100 cm^2 (as measured by standard wipe tests). • Decontaminate indoor vault areas and low-contact, outdoor, impervious solid surfaces to 10 µg/100 cm^2.	Visually inspect and review company sampling records to ensure that the responsible party cleaned the spill to the prescribed concentrations. If improper sampling is suspected, inspector may sample area affected by the spill.

Regulatory Requirements	Inspection Procedures
PCB Spill Cleanup Policy	
• At the option of the responsible party, clean low-contact, outdoor, nonimpervious solid surfaces to 10 µg/100 cm^2 or clean to 100 µg/100 cm^2 and encapsulate. The EPA RA may disallow the encapsulation option for a particular spill situation upon finding that the uncertainties associated with that option pose special concerns at that site. • Decontaminate soil contaminated by the spill to 10 ppm PCBs by weight, excavate the soil to a minimum depth of 10 inches, replace the excavated soil with clean soil (<1 ppm PCBs), and restore the spill site. • Verify conformance to the cleanup standards by postcleanup sampling as specified under §761.130.	
The responsible party must document the cleanup with records of decontamination and maintain the records for 5 years. The records and certification shall consist of the following: §761.125(c)(5) • Identification of the source of the spill • Estimated or actual date and time of the spill occurrence • Date and time cleanup was completed or terminated (the nature and duration of the delay, if applicable). • Description of the spill location (outdoor electrical substation, other restricted access location, or in a nonrestricted access area) and the nature of the materials contaminated. • Precleanup sampling data used to establish the spill boundaries, if required, and a brief description of the sampling methodology used to establish the spill boundaries. • Description of the solid surfaces cleaned. • Approximate depth of soil excavation and the amount of soil removed. • Postcleanup verification sampling data and, if not otherwise apparent, a brief description of the sampling methodology and analytical technique used.	Check the records and certification of decontamination for the required information.

5.7 General Records and Reports

5.7.1 PCBs and PCB Items in Service or Projected for Disposal

Regulation Reference §761.180(a)

Regulatory Requirements	Inspection Procedures
PCBs and PCB Items in Service or Projected for Disposal	
Beginning 2/5/90, owners and operators of a facility other than a commercial storer or disposer of PCB waste, using or storing at any time at least 45 kilograms (99.4 pounds) of containerized PCBs, one or more PCB Transformers, or 50 or more PCB Large High-or Low-Voltage Capacitors must develop and maintain all annual records and a written annual document log of the disposition of PCBs and PCB Items. The owners and operators must prepare a written annual document log for each facility by July 1st covering the previous calendar year (January - December) and maintain the annual document log for at least 3 years after the facility ceases using or storing PCBs. §761.180(a)	Check the amount of PCBs or PCB Items to determine whether facility is subject to general recordkeeping requirements. If PCBs or PCB Items are present in prescribed amounts, verify that the facility is preparing and maintaining the proper records.
The annual records must include: §761.180(a)(1) • All signed manifests generated by the facility during the calendar year • All certificates of disposal (CODs) that have been received by the facility during the calendar year • Records of inspections and cleanups performed in accordance with §761.65(c)(5).	Inspect annual records for required information.
The annual document log must include: §761.180(a)(2) • Name, address, and EPA ID number of the facility covered by the annual document log and the calendar year covered by the annual document log §761.180(a)(2)(i)	Inspect annual document log for required information.

Regulatory Requirements	Inspection Procedures
PCBs and PCB Items in Service or Projected for Disposal	
• The manifest number of every manifest generated during the calendar year, and from each manifest and for unmanifested waste stored at the facility, the following information: §761.180(a)(2)(ii) **All PCB Items** — First date it was removed from service for disposal, date it was placed into transport for storage or disposal, and date of disposal. **Bulk PCB waste** — Weight in kg, total bulk weight in kg of bulk PCB waste that was placed into storage for disposal or disposed of during the calendar year. **PCB Transformers** — The serial number or other means of identifying each PCB Transformer, weight in kg of the PCB waste in the transformer or capacitor, and the total number of PCB Transformers and total weight in kg of PCBs contained in the transformers. **PCB Containers** — A unique number identifying each PCB Container, a description of the contents of each PCB Container (liquid, soil, cleanup debris, etc.), total weight in kg of PCB Container(s), and total weight in kg of the contents of PCB Containers. **PCB Articles** — a unique number identifying each PCB Article Container, a description of the contents of each PCB Article Container (pipes, capacitors, motor pumps, etc.), total weight of material in PCB Container(s), the total number by specific type of PCB Articles, total weight in kg of PCBs and PCB Articles, and total number of PCB Article Containers.	Interview owner/operator and verify what materials the facility handles and inspect annual document log for required information applicable to specific materials. Take photographs of facility's PCB items, waste, transformers, containers, and articles. Ensure all of the above comply with the appropriate requirements.

Regulatory Requirements	Inspection Procedures
PCBs and PCB Items in Service or Projected for Disposal	
• The total number by specific type of PCB Articles and the total weight in kg of PCBs in PCB Articles, the total number of PCB Article Containers and total weight in kg of the contents of PCB Article Containers, the total number of PCB Containers and the total weight in kg of the contents of PCB Containers, and the total weight in kg of bulk PCB waste that was placed into storage for disposal or disposed during the calendar year. §761.180(a)(2)(iii) • The total number of PCB Transformers and total weight in kg of PCBs contained in the transformers remaining in service at the end of the calendar year. §761.180(a)(2)(iv) • The total number of Large High or Low Voltage PCB Capacitors remaining in service at the end of the calendar year. §761.180(a)(2)(v)	
• The total weight in kg of any PCBs and PCB Items in PCB Containers, including the identification of container contents, remaining in service at the facility at the end of the calendar year. §761.180(a)(2)(vi)	
• For any PCBs or PCB Item received from or shipped to another facility owned or operated by the same generator, the information required under §761.180(a)(2)(ii). §761.180(a)(2)(vii)	Verify whether any PCBs or PCB Items were received from or shipped to another facility owned or operated by the same generator; if so, check annual report log for required information.
• A record of each telephone call, or other means of verification agreed upon by both parties, made to each designated commercial storer or designated disposer to confirm receipt of PCB waste transported by an independent transporter (as required by §761.208). §761.180(a)(2)(viii)	Verify whether any PCBs or PCB Items were shipped for storage or disposal via transportation by an independent transporter; if so, check annual report log for records of required verification.

Regulatory Requirements	Inspection Procedures
PCBs and PCB Items in Service or Projected for Disposal	
• Whenever a PCB Item, excluding small capacitors, with a concentration of $50 ppm is distributed in commerce for reuse pursuant to §761.20(c)(1), the name, address, and telephone number of the person to whom the item was transferred, date of transfer, and the permanently marked serial number or internal identification number of the item. §761.180(a)(2)(ix)	Verify whether any PCB Item was transferred, sold, or otherwise distributed in commerce.
For purposes of the annual document log, PCB Voltage Regulators must be recorded as PCB Transformers. §761.180(a)(4)	

5.7.2 Disposers and Commercial Storers of PCB Waste

Regulation Reference: §761.180(b)

Regulatory Requirements	Inspection Procedures
Disposers and Commercial Storers of PCB Waste	
Beginning 2/5/90, each owner and operator of a facility (including high-efficiency boiler operations used for the commercial storage or disposal of PCBs and PCB Items) must maintain annual records on the disposition of all PCBs and PCB Items at the facility and prepare and maintain a written annual document log for PCBs and PCB Items that were handled as PCB waste at the facility. §761.180(b)	Verify that annual records and written annual document log are being maintained and are correct.
The owner and operator must prepare the written annual document log by July 1 for the previous calendar year (January - December) and maintain the log at each facility for at least 3 years after each facility is no longer used for the storage or disposal of PCBs and PCB Items, except that owners/operators of chemical waste landfills must maintain the annual document log for at least 20 years after the landfill is no longer used for PCB disposal. The maintenance requirements for annual records are the same as those for the annual document log. §761.180(b)	Verify that annual records and annual document log are maintained according to specified time table.

Regulatory Requirements	Inspection Procedures
Disposers and Commercial Storers of PCB Waste	
The annual records must include: §761.180(b)(1) • All signed manifests generated by the facility during the calendar year • All certificates of disposal (CODs) that have been received by the facility during the calendar year • Records of inspections and cleanups performed in accordance with §761.65(c)(5).	Inspect annual document log for all required information.
The annual document log must contain the following information: §761.180(b)(2) • Name, address, and EPA ID number of the facility covered by the annual document log and the calendar year covered by the annual document log §761.180(b)(2)(i) • The manifest number of every manifest generated by the facility during the calendar year and from each manifest and for unmanifested waste stored at the facility, the following information: §761.180(b)(2)(ii) **All PCB Items** — First date it was removed from service for disposal, date it was received at the facility, date it was placed into transport offsite disposal (if applicable), date of disposal (if known), and confirmed date of disposal. **Bulk PCB waste** — Weight in kg. **PCB Articles not in a PCB Container** — A unique number identifying each PCB Article and weight in kg of the PCB waste in the article. **PCB Containers** — The unique number assigned by the generator identifying each PCB Container and a description of the contents of each PCB Container (liquid, soil, cleanup debris, etc.), and total weight in kg of the PCB waste in the PCB Container(s).	Verify what materials are handled at facility and inspect annual document log for required information applicable to specific materials. The inspector should also obtain copies of at least one years worth of shipping documents (manifests and bills of lading). By comparing the dates of incoming and outgoing weights, the inspector can determine if the facility at any time exceeded their allowed storage capacity.

Regulatory Requirements	Inspection Procedures
Disposers and Commercial Storers of PCB Waste	
PCB Article Containers — The unique number assigned by the generator identifying each PCB Article Container and a description of the contents of each PCB Article Container (e.g., pipes, capacitors, electric motors, pumps, etc.), and total weight in kg of the PCB waste in the PCB Article Container.	Verify what materials are handled at facility and inspect annual document log for required information applicable to specific materials.
For any PCBs or PCB Items received from or shipped to another facility owned or operated by the same generator, the information listed in §761.180(b)(2)(ii). §761.180(b)(2)(iii)	Verify whether any PCBs or PCB Items were received from or shipped to another facility owned or operated by the same generator; if so, check annual report log for required information.
The owner or operator of a PCB disposal or commercial storage facility must submit an annual report (that briefly summarizes the records and annual document log required to be maintained and prepared as indicated above) to the RA of the EPA Region where the facility is located by July 15 of each year. §761.180(b)(3)	During the inspection, verify that annual report has been submitted to the EPA Regional Administrator according to required timetable.

Regulatory Requirements	Inspection Procedures
Disposers and Commercial Storers of PCB Waste	
The annual report must contain: • Name, address, and EPA identification number of the facility covered by the annual report for the calendar year §761.180(b)(3)(i) • A list of the numbers of all signed manifests of PCB waste initiated or received by the facility during that year §761.180(b)(3)(ii) • The total weight in kg of bulk PCB waste, PCB waste in PCB Transformers, PCB waste in PCB Large High- or Low- Voltage Capacitors, and PCB waste in PCB Containers in storage at the facility at the beginning of the calendar year, received or generated at the facility, or disposed of at the facility during the calendar year and remaining in storage for disposal at the facility at the end of the calendar year. (The information must be provided for each of these categories as appropriate.) §§761.180(b)(3)(iii and v) • The total number of PCB Transformers, the total number of PCB Large High- or Low-Voltage Capacitors, the total number of PCB Article containers, and the total number of PCB Containers in storage at the facility at the beginning of the calendar year, received or generated at the facility, or disposed of at the facility during the calendar year, and remaining in storage for disposal at the facility at the end of the calendar year. (The information must be provided for each of these categories as appropriate.) §§761.180(b)(3)(iv and vi)	Inspect annual report for all required information. (See left column.)
The requirement to submit annual reports to the EPA RA continues until the submission of the annual report for the calendar year during which the facility ceases PCB storage or disposal operations. §761.180(b)(3)(vii)	If facility has ceased operations, verify that an annual report was submitted to the EPA RA for the calendar year in which the facility ceased operations.
Whenever a commercial storer of PCB waste accepts PCBs or PCB Items at his or her storage facility and transfers the PCB waste offsite to another facility for storage or disposal, the commercial storer of PCB waste must initiate a manifest for the transfer of PCBs or PCB Items to the next storage or disposal facility. §761.180(b)(4)	Verify whether facility has accepted PCBs or PCB Items and transferred the PCBs or PCB Items to an offsite facility for storage or disposal; if so, inspect manifests executed pursuant to this requirement.

Regulatory Requirements	Inspection Procedures
Disposers and Commercial Storers of PCB Waste	
For purposes of these requirements, PCB Voltage Regulators must be recorded as PCB Transformers. §761.180(b)(5)	

5.7.3 Retention of Special Records by Storage and Disposal Facilities

Regulation Reference: §761.180(f)

Regulatory Requirements	Inspection Procedures
Retention of Special Records by Storage and Disposal Facilities	
In addition to the information required to be collected and maintained under §761.180(b),(c),(d) and (e), each owner or operator of a PCB storage or disposal facility (including high-efficiency boiler facilities) must collect and maintain for three years the following data for the time period specified in §761.180(b): §761.180(f): • All documents, correspondence, and data that have been provided to the owner or operator of the facility by any State or local government agency and that pertain to the storage or disposal of PCBs and PCB Items at the facility	Inspect facility records for all required information.
• All documents, correspondence, and data that have been provided by the owner or operator of the facility to any State or local government agency and that pertain to the storage or disposal of PCBs and PCB Items at the facility • Any applications and related correspondence sent by the owner or operator of the facility to any local, State, or Federal authorities in regard to wastewater discharge permits, solid waste permits, building permits, or other permits or authorizations such as those required by §§761.70(d) and 761.75(c).	

5.7.4 Certification Program and Retention of Records by Importers and Persons Generating PCBs in Excluded Manufacturing Processes

Regulation Reference: §761.185

Regulatory Requirements	Inspection Procedures
Certification Program and Retention of Records by Importers and Persons Generating PCBs in Excluded Manufacturing Processes	
Manufacturers with processes inadvertently generating PCBs and importers of products containing inadvertently generated PCBs must report to EPA any excluded manufacturing processes or imports for which the concentration of PCBs in products leaving the manufacturing site or imported is greater than 2 µg/g (approximately 2 ppm) for any resolvable gas chromatographic peak. The manufacturers and importers must file such reports within 90 days of having processes or imports for which such reports are required. The reports must contain the following: §761.185(a)	Verify whether the manufacturing facility or importer has manufactured or imported products with PCBs and determine the concentration; if greater than 2 µg/g, inspect report for all required information and verify that it was sent to the EPA National Chemical Program Division within 90 days of the commencing of the process or importation for which the report was required.
• For manufacturers—the number, type, and location of excluded manufacturing processes in which PCBs are generated when the PCB level in products leaving any manufacturing site is greater than 2 Fg/g for any resolvable gas chromatograph peak. • For importers—the concentration of PCBs in imported products when the PCB concentration of products being imported is greater than 2 Fg/g for any resolvable gas chromatograph peak.	Verify whether the report has been properly certified by a company-authorized person and submitted to EPA National Chemical Program Division.
Persons required under this section to report to EPA must also certify the following: §761.185(b) • Their compliance with all applicable requirements of §761.1(f), including any applicable requirements for air and water releases and process waste disposal.	Review the report to verify that the following items were certified: • Compliance with all applicable requirements of §761.1(f) (recordkeeping and reporting requirements of Subpart J), • Whether determinations of compliance are based on actual monitoring of PCB levels or on theoretical assessments, and • That such determinations of compliance are being maintained.

Regulatory Requirements	Inspection Procedures
Certification Program and Retention of Records by Importers and Persons Generating PCBs in Excluded Manufacturing Processes	
• Whether determinations of compliance are based on actual monitoring of PCB levels or on theoretical assessments (if the determination of compliance is based on a theoretical assessment, the letter must also notify EPA of the estimated PCB concentration levels generated and released). • That such determinations of compliance are being maintained.	
Any person who reports pursuant to this section: §761.185(c) • Must have performed either a theoretical analysis or actual monitoring of PCB concentrations; and • Must maintain for a period of 3 years after ceasing process operations or importation, or for 7 years, whichever is shorter, records containing the following information: **Theoretical analysis**—Manufacturers records must include the reaction or reactions believed to be generating PCBs; the levels of PCBs generated; and levels of PCBs released. Importers records must include the reaction or reactions believed to be generating PCBs and the levels of PCBs generated; the basis for all estimations of PCB concentrations; and the name and qualifications of the person or persons performing the theoretical analysis; -or- **Actual monitoring**—The method of analysis, the results of the analysis including data from the Quality Assurance Plan, description of the sample matrix, name of the analyst(s), date and time of the analysis, and numbers for lots from which the samples are taken.	Verify whether theoretical or actual analysis was utilized in determining PCB levels in manufactured or imported products and that the records containing the analysis are being maintained for 3 years after ceasing process operations or importation, or for 7 years., whichever is shorter.
A responsible corporate official must sign the certification required by section §761.185(b) in accordance with §761.185(d) and (e).	Verify a responsible corporate official properly signed the report.

Regulatory Requirements	Inspection Procedures
Certification Program and Retention of Records by Importers and Persons Generating PCBs in Excluded Manufacturing Processes	
The manufacturer or importer must repeat the certification process whenever process conditions are significantly modified to make the previous certification invalid. §761.185(g)	Verify the facility records and ensure that the certification process is repeated whenever process conditions are significantly modified to make the previous certification no longer valid. Obtain information on modifications of process conditions.

5.7.5 Reporting Importers and by Persons Generating PCBs in Excluded Manufacturing Processes

Regulation Reference: §761.187

Regulatory Requirements	Inspection Procedures
Reporting Importers and by Persons Generating PCBs in Excluded Manufacturing Processes	
PCB-generating manufacturing processes or importers of PCB-containing products are "excluded manufacturing processes" only when the following conditions are met: • The owner/operator or importer reports to the EPA data concerning the total quantity of PCBs in product from excluded manufacturing processes leaving any manufacturing site in any calendar year when such quantity exceeds 0.0025% of that site's rated capacity for such manufacturing processes as of October 1, 1984; or the total quantity of PCBs imported in any calendar year when such quantity exceeds 0.0025% of the average total quantity of such product containing PCBs imported by such importer during the years 1978, 1979, 1980, 1981 and 1982. §761.187(a)	Compare internal facility reports to those submitted to EPA, which can be found in the National Chemical Program Division database at http://www.epa.gov/pcb/data.html, to verify that the data reported to EPA are correct.

Regulatory Requirements	Inspection Procedures
Reporting Importers and by Persons Generating PCBs in Excluded Manufacturing Processes	
• The owner/operator or importer reports to the EPA data concerning the total quantity of inadvertently generated PCBs released to the air or water from excluded manufacturing processes at any manufacturing site in any calendar year when such quantity exceeds 10 pounds. §§761.187(b) and (c)	

5.7.6 Maintenance of Monitoring Records by Persons Who Import, Manufacture, Process, Distribute in Commerce, or Use Chemicals Containing Inadvertently Generated PCBs

Regulation Reference: §761.193

Regulatory Requirements	Inspection Procedures
Maintenance of Monitoring Records by Persons Who Import, Manufacture, Process, Distribute in Commerce, or Use Chemicals Containing Inadvertently Generated PCBs	
Persons who import, manufacture, process, distribute in commerce, or use chemicals containing PCBs present as a result of inadvertent generation or recycling or who perform any actual monitoring of PCB concentrations must maintain records of any such monitoring for a period of 3 years after a process operation or importation ceases, or for 7 years, whichever is shorter. §761.193(a)	Verify if monitoring of PCB concentrations has taken place; if so, inspect monitoring records of all required information and retention for prescribed time period.
Monitoring records must contain the method of analysis, results of the analysis, including data from the Quality Assurance Plan, description of the sample matrix, name of the analyst(s), date and time of the analysis, and numbers for the lots from which the samples are taken. §761.193(b)	

5.8 PCB Waste Disposal Records and Reports

5.8.1 EPA Identification Numbers

Regulation Reference: §761.202

Regulatory Requirements	Inspection Procedures
EPA Identification Numbers	
A generator of PCB waste shall not: • Process, store, dispose of, transport, or offer for transportation PCB waste without having received an EPA identification number. A generator of PCB waste who is exempted from notification under §761.205(c)(1) or who notifies EPA in a timely manner under §761.205(c)(2)(i), but has not yet received a unique identification number, shall be regarded as having received from EPA the **identification number "40 CFR PART 761."** §761.202(b)(1)(i) • Offer the PCB waste to transporters, disposers, or commercial storers of PCB waste who have not received an EPA identification number. §761.202(b)(1)(ii)	Check National Chemical Program Division database records to ensure that the generator of PCB waste has an EPA identification number.
A transporter of PCB waste shall not: • Transport PCB waste without having received an EPA identification number. §761.202(b)(2)(i) • Deliver PCB waste to transporters, disposers, or commercial storers of PCB waste that have not received an EPA identification number. §761.202(b)(2)(ii)	Check records to ensure that the transporter of PCB waste transported waste only after receiving an EPA identification number and only delivered waste to facilities that had EPA identification numbers.
A commercial storer of PCB waste shall not accept any PCB waste for storage without having received an EPA identification number. §761.202(b)(3)	Check records to ensure that the commercial storer of PCB waste has an EPA identification number.
A disposer of PCB waste shall not accept any PCB waste for disposal without having received an EPA identification number. A disposer of PCB waste who owns more than one disposal facility or mobile treatment unit shall not accept waste unless the disposer has received an EPA identification number for each facility or mobile unit. §761.202(b)(4)	Check records to ensure that the disposer of PCB waste has an EPA identification number.

Regulatory Requirements	Inspection Procedures
EPA Identification Numbers	
Generators (other than generators exempt from notification under §761.205(c)(1)), commercial storers, transporters, and disposers of PCB waste who are required to have EPA identification numbers, and who engaged in PCB waste handling prior to 2/5/90, are not subject to the prohibitions of §761.202(b) if they have applied for an EPA identification number. Such persons must use "40 CFR Part 761" or a number assigned by EPA or a State under RCRA, until EPA or a State issues a specific identification number under §761.205(a), (b) or (c). §761.202(c)	If the generator, commercial storer, transporter or disposer is handling PCBs without an EPA identification number, verify that (1) facility was handling PCBs prior to 2/5/90, and (2) that facility has applied for an EPA identification number in accordance with §761.205.

5.8.2 Notification of PCB Waste Activity

Regulation Reference: §761.205

Regulatory Requirements	Inspection Procedures
Notification of PCB Waste Activity	
All commercial storers, transporters, and disposers of PCB waste who were engaged in PCB waste handling activities on or prior to 2/5/90 shall notify EPA of their PCB waste activities by filing EPA Form 7710-53 with EPA by no later than 4/4/90. §761.205(a)(1)	Prior to inspection, check National Chemical Program Division database to verify that the facility filed EPA Form 7710-53 before 4/4/90. Can also check PCB website (www.epa.gov/pcb/waste.html) for approved facilities.
All generators (other than generators exempt from notification under paragraph (c)(1) of this section), commercial storers, transporters, and disposers of PCB waste who first engage in PCB waste handling activities after 2/5/90, shall notify EPA of their PCB waste activities by filing EPA Form 7710-53 with EPA prior to engaging in PCB waste handling activities. §761.205(a)(2)	Verify that the facility filed EPA Form 7710-53 before engaging in PCB waste handling activities by reviewing records. Note: Not all generators have to notify; most can use the generic identification number for manifesting.
Upon receiving the notification form, EPA will assign an EPA identification number to each entity that notifies.	

Regulatory Requirements	Inspection Procedures
Notification of PCB Waste Activity	
All of the following information shall be provided to EPA on Form 7710-53: §761.205(a)(4) • The name of the facility, and the name of the owner or operator of the facility • EPA identification number, if any, previously issued to the facility • The facility's mailing address • The location of the facility • The facility's installation contact and telephone number • The type of PCB waste activity engaged in at the facility • Signature of the signer of the certification statement, typed or printed name and official title of signer, and date signed.	Review Form 7710-53 to verify that all of the information was provided and is accurate.
Generators (other than those generators exempt from notification under §761.205(c)(1)), commercial storers, transporters, and disposers of PCB waste who have previously notified EPA or a State of hazardous waste activities under RCRA shall notify EPA of their PCB waste activities under this part by filing EPA Form 7710-53 with the Director of National Chemical Program Division or Regional Administrator by no later than 4/4/90. The notification shall include the EPA identification number previously issued by EPA or the State and upon receipt of the notification, EPA shall verify and authorize the use of the previously issued identification number for PCB waste activities. §761.205(b)	
Generators of PCB waste need not notify EPA and receive unique EPA identification numbers unless their PCB waste activities meet the following requirements of §761.205(c)(2). Generators exempted from notifying PEA shall use the generic identification “40 CFR PART 761." §761.205(c)(1).	Note that most generators do not have to notify and can use the generic identification number for manifesting.

Regulatory Requirements	Inspection Procedures
Notification of PCB Waste Activity	
• Generators of PCB waste who use, own, service, or process PCBs or PCB Items shall notify EPA of their PCB waste activities only if they own or operate PCB storage facilities subject to the storage requirements of §761.65(b) or (c)(7). Such generators shall notify EPA in the following manner: §761.205(c)(2) - Generators storing PCB waste subject to the storage requirements of §761.65(b) or (c)(7) shall notify EPA by filing EPA Form 7710-53 with EPA by no later than 4/4/90. - Generators who desire to commence storage of PCB waste after 2/5/90 shall notify EPA and receive an EPA identification number before they may commence storage of PCBs at their facilities established under §761.65(b) or (c)(7). - Generators of PCB waste shall submit a separate notification to EPA for each PCB storage facility they own or operate. Upon receiving these notifications, EPA will assign generators unique EPA identification numbers for each storage facility.	
When a facility has previously notified EPA (National Chemical Program Division Director or RA) of its PCB waste handling activities using EPA Form 7710-53 and those activities change, the facility must resubmit EPA Form 7710-53 to reflect those changes no later than 30 days from when a change is made. Examples of when a PCB waste handler must renotify EPA include, but are not limited to the following: the company changes location of the facility; or the company had notified solely as engaging in a certain type of PCB waste handling activity and now wishes to engage in another PCB waste activity (e.g., previously only commercially stored PCB waste and now wishes to transport PCB waste). §761.205(f)	Identify whether the facility has changed its PCB waste handling activities by reviewing Form 7710-53, their current manifests, waste storage areas, and disposal records. Check National Chemical Program Division database and PCB website (www.epa.gov/pcb/waste.html) to see if all are approved in their current form. If they have, verify that the facility resubmitted Form 7710-53.

5.8.3 The Manifest - General Requirements

Regulation Reference: §761.207

Regulatory Requirements	Inspection Procedures
The Manifest - General Requirements	
A generator who ships by transporting, or offering for transport by his or her own vehicle or by a vehicle owned by another person, PCB wastes for commercial offsite storage or offsite disposal must prepare a manifest on EPA Form 8700-22, with a continuation sheet if necessary. On the manifest, the generator must specify: §761.207(a)	Inspect manifests for all required information, signatures (manifests must be maintained as part of the facility annual record). Verify that the facility has manifests terminated (signed) by the storage or disposal facility for all shipments of PCB waste.
• For each bulk load of PCBs, identification of the PCB waste, the date of removal from service for storage and/or disposal, and the weight in kg of the PCB waste; • For each PCB Article Container or PCB Container, the unique identifying number, type of PCB waste (e.g., soil, debris, small capacitors), date of removal from service for storage and/or disposal, and weight in kg of the PCB waste; • For each PCB Article not in a PCB Container, the serial number (if available) or other identification number if there is no serial number, the date of removal from service for storage and/or disposal, and weight in kg of the PCB waste in each PCB Article.	An inventory sheet should accompany the manifest with the appropriate number of waste and the out-of-service date of each piece of equipment.
The generator must designate on the manifest one offsite commercial storage or disposal facility approved for the commercial storage and/or disposal of PCBs and PCB Items described on the manifest. §761.207(g)	Verify that the designated storage and/or disposal facility listed on the manifest is approved under the Part 761 for the storage and/or disposal of the PCBs or PCB Items listed on the manifest.
The manifest that accompanies the PCB waste must consist of at least the minimum number of copies required to provide the generator, the initial transporter, each subsequent transporter, and the owner or operator of the designated commercial storage or disposal facility with one legible copy for each of their records, and one additional copy signed by the commercial storage or disposal facility and returned to the generator. §761.207(i)	Verify that the facility is manifesting waste using an adequate number of manifest copies.

Regulatory Requirements	Inspection Procedures
The Manifest - General Requirements	
The requirements of this section apply only to PCB wastes as defined in §761.3. This includes PCB wastes with PCB concentrations below 50 ppm where the PCB concentration below 50 ppm was the result of dilution; these PCB wastes are required under §761.1(b) to be managed as if they contained PCB concentrations of 50 ppm and above. An example of such a PCB waste is spill cleanup material containing <50 ppm PCBs when the spill involved material containing PCBs at a concentration of $50 ppm. However, there is no manifest requirement for material currently below 50 ppm which derives from pre-April 18, 1978, spills of any concentration, pre-July 2, 1979, spills of <500 ppm PCBs, or materials decontaminated in accordance with §761.79. §761.207(j)	

5.8.4 Manifest Procedures

Regulation Reference: §761.208 through §761.211

Regulatory Requirements	Inspection Procedures
Manifest Procedures	
Generators of PCB waste—for shipments of PCB waste for which a manifest must be executed, the generator must: • Sign the manifest certification by hand • Obtain the handwritten signature of the initial transporter and date of acceptance on the manifest • Retain one copy among its records for at least 3 years in accordance with §761.209(a) • Give to the transporter the remaining copies of the manifest that will accompany the shipment of PCB waste. §761.208(a)(1)	Verify that generator of PCB waste is in compliance with required manifesting procedures.
For bulk shipments of PCB waste within the U.S. transported solely by water, the generator must send three copies of the manifest dated and signed in accordance with this section directly to the owner or operator of the designated commercial storage or disposal facility. Copies of the manifest are not required for each transporter. §761.208(a)(2)	If the generator is shipping bulk shipments of PCBs via water, verify that special requirements for such shipments are being met, such as sending 3 copies of manifests to the owner/operator of the designated commercial storage or disposal facility.
For rail shipments of PCB waste within the U.S. which originate at the site of generation, the generator must send at least three copies of the manifest dated and signed in accordance with this section to the next nonrail transporter, if any, and the designated commercial storage or disposal facility if transported solely by rail. §761.208(a)(3)	If the generator is shipping bulk shipments of PCBs via rail, verify that special requirements for such shipments are being met, such as sending 3 copies of the manifest to the non-rail transporter, if any, and to the storage or disposal facility.
When a generator has employed an independent transporter to transport the PCB waste to a commercial storer or disposer, the generator must confirm by telephone, or by other means of confirmation agreed to by both parties, that the commercial storer or disposer actually received the manifested wastes. The generator must confirm receipt of the waste by the close of business the day after they receive the manifest copy hand-signed by the commercial storer or disposer. §761.208(a)(4)	Verify that the generator has in place the required procedures for confirming receipt of PCB waste shipments.

Regulatory Requirements	Inspection Procedures
Manifest Procedures	
If a generator does not receive the copy of the manifest hand-signed by the commercial storage or disposal facility within 35 days after the transporter accepted the PCB waste, the generator must telephone, or communicate by some other agreed upon means, the disposer or commercial storer to determine whether the PCB waste has actually been received. If the PCB waste has not been received, the generator must contact the transporter to determine the disposition of the PCB waste. If the generator has not received a hand-signed manifest from an EPA-approved facility within 10 days from the date of the telephone call or other means of agreed upon communication, to the transporter, the generator must submit an exception report to the EPA RA for the Region in which the generator is located pursuant to the requirements of §761.215. The generator must retain a written record of all telephone or other confirmations to be included in the annual document log in accordance with §761.180. §761.208(a)(4)	Verify that the generator has in place the required procedures for PCB waste for which a hand-signed terminated manifest is not returned to the generator within the specified period of time. Verify that if such procedures have been invoked by the generator, then all required records are included in the annual document log.
A generator of PCB waste must keep a copy of each manifest signed in accordance with §761.208(a)(1) until they receive a signed copy from the designated commercial storage or disposal facility that received the PCB waste. The generator must retain the signed copy of the manifest for at least 3 years from the date the PCB waste was accepted by the initial transporter. Note: A generator subject to annual document requirements under §761.180 must retain manifest copies for the period of time specified in §761.180(a). §761.209(a)	Verify that the generator has on hand all required copies of manifests for shipments of PCB waste for storage or disposal. For recent shipments where the copy from the storage or disposal facility has not yet been received by the generator, verify that the generator has a copy of manifest with the generator and transporter hand-signed signatures.
Transporters of PCB wastes—for shipments of PCB waste for which a manifest must be executed: • A transporter may not accept PCB waste from a generator unless it is accompanied by a manifest signed by the generator as required by §761.208(a)(1). §761.208(b)(1)	Verify that the PCB waste transporter is in compliance with required manifesting procedures.

Regulatory Requirements	Inspection Procedures
Manifest Procedures	
A manifest is not required if any of the following conditions exists: • The shipment of PCB waste consists solely of PCB wastes with PCB concentrations <50 ppm, unless the PCB concentration <50 ppm was the result of dilution, in which case §761.1(b) requires that the waste be managed as if it contained PCBs at the concentration prior to dilution. • The PCB waste is accepted by the transporter for transport only to a storage or disposal facility owned or operated by the generator of the PCB waste.	If the transporter has transported PCB waste without an accompanying manifest, verify that one or both of these conditions existed for the shipment shipped without a manifest.
Before transporting the PCB waste, the transporter must sign and date the manifest acknowledging acceptance of the PCB waste from the generator. The transporter must return a signed copy to the generator before leaving the generator's facility. §761.208(b)(2) The transporter must ensure that the manifest accompanies the PCB waste. §761.208(b)(3) *	Review the generator's manifests to verify that the transporter acknowledged acceptance of the PCB waste and returned the signed copy.
A transporter who delivers PCB waste to another transporter, or to the designated commercial storer or disposer, must: §761.208(b)(4) * • Obtain the date of delivery and the handwritten signature of the subsequent transporter, or of the owner or operator of the designated commercial storage or disposal facility designated on the manifest. • Retain one copy of the manifest in accordance with §761.209(b)(1). • Give the remaining copies of the manifest to the accepting transporter of PCB waste, or to the designated commercial storage or disposal facility. §761.208(b)(4)	Review the transporter's manifests to verify that they are properly dated and signed.

Regulatory Requirements	Inspection Procedures
Manifest Procedures	
* Note: These requirements do not apply to transporters of bulk shipments by water or rail shipment if <u>all</u> of the following applicable conditions are met: <u>For transporters of bulk shipments by water</u> §761.208(b)(5) • The PCB waste is delivered by water to the designated commercial storage or disposal facility. • A shipping paper containing all the information required on the manifest (excluding EPA identification number, generator certification, and signatures) accompanies the waste. • The person delivering the PCB waste to the initial water transporter obtains the date of delivery and signature of the water transporter on the manifest and forwards it to the designated facility. • Each water transporter retains a copy of the shipping paper or manifest in accordance with §761.209(b). <u>For shipments involving rail transportation</u>— §761.208(b)(6) • These requirements do not apply; instead, the requirements described at 40 CFR §263.20(f) [Rail Transportation of Hazardous Waste] apply to rail shipments of PCB waste.	
The transporter must deliver the entire quantity of PCB waste accepted from a generator or transporter to either the designated commercial storage or disposal facility listed on the manifest or the next designated transporter of PCB waste. §761.208(b)(7)	
If PCB waste cannot be delivered in accordance with §761.208(b)(7), the transporter must contact the generator for further directions and shall revise the manifest and/or return the PCB waste according to the generator's instructions. §761.208(b)(8)	Verify that the transporter has in place and observes the required procedures to comply with the requirements for undeliverable shipments of PCBs.

Regulatory Requirements	Inspection Procedures
Manifest Procedures	
A transporter of PCB waste must keep a copy of the manifest signed by the generator, transporter, and the next designated transporter, if applicable, or the owner or operator of the designated commercial storage facility. This copy must be retained for at least 3 years from the date the PCB waste was accepted by the initial transporter. §761.209(b)(1)	Verify that the transporter is in compliance with manifest retention requirements.
A water (bulk shipment) transporter must retain a copy of the shipping paper described in §761.208(b)(5)(ii) for a period of at least 3 years from the date the PCB waste was accepted by the initial transporter. §761.209(b)(2)	Verify that the water (bulk shipment) transporter is in compliance with manifest retention requirements.
The initial rail transporter shall keep a copy of the manifest and the shipping paper required to accompany the PCB waste for a period of at least 3 years from the date the PCB waste was accepted by the initial transporter. §761.209(b)(3)(i) The final rail transporter shall keep a copy of the signed manifest, or the required shipping paper if signed by the designated facility in lieu of the manifest, for a period of at least 3 years from the date the PCB waste was accepted by the initial transporter. §761.209(b)(3)(ii)	Verify that the rail transporter is in compliance with manifest retention requirements.
<u>Commercial storage or disposal facilities receiving offsite shipment of PCB wastes</u> for which a manifest was executed must: • Sign and date each copy of the manifest to certify that the PCB waste covered by the manifest was received. • Note any significant discrepancies in the manifest (as defined in §761.210(a)(1)) on each copy of the manifest. • Give the transporter at least one copy of the signed manifest immediately. • Send a hand-signed copy of the manifest to the generator within 30 days after the delivery. • Retain a copy of each manifest among the facilities records in accordance with §761.209(d). §761.208(c)(1)	Verify that the commercial storage or disposal facility is in compliance with required manifesting procedures.

Regulatory Requirements	Inspection Procedures
Manifest Procedures	
If a commercial storage or disposal facility receives PCB waste from a rail or water (bulk shipment) transporter accompanied by a shipping paper containing all of the information required on the manifest except the EPA identification numbers, generator's certification, and signatures, the owner or operator, or her/his agent, must: • Sign and date each copy of the manifest or shipping paper to certify that the PCB waste covered by the manifest or shipping paper was received. • Note any significant discrepancies in the manifest or shipping paper on each copy of the manifest or shipping paper. • Give the rail or water transporter at least one copy of the manifest or shipping paper immediately. • Send a copy of the hand-signed and dated manifest to the generator; however, if the manifest has not been received within 30 days after delivery, the owner or operator must send a copy of the shipping paper signed and dated to the generator within 30 days after the delivery. • Retain at the commercial storage or disposal facility a copy of the manifest and shipping paper, if signed in lieu of the manifest, in accordance with §761.209(d). §761.208(c)(2)	If commercial storage or disposal facility accepts PCB waste shipments by water (bulk shipment) or rail transport, verify that manifesting procedures are in place and the facility is complying with those procedures.
If the commercial storage or disposal facility initiates any offsite shipments of PCB waste, the owner or operator of the commercial storage or disposal facility must comply with all manifest requirements applicable to generators of PCB waste. §761.208(c)(3) The owner or operator of a PCB commercial storage or disposal facility that receives offsite shipments of PCB waste shall retain a copy of each manifest or shipping paper that the owner or operator signs in accordance with §761.208(c)(1) or (c)(3). §761.209(c)	If the commercial storage or disposal facility ships PCB waste offsite, then the facility becomes a generator of PCB waste for that shipment; verify that the facility complies with all requirements applicable to generators.

Regulatory Requirements	Inspection Procedures
Manifest Procedures	
Upon discovering a significant manifest discrepancy as defined in §761.210(a)(1), the owner or operator of the designated commercial storage or disposal facility must attempt to reconcile the discrepancy with the waste generator or transporter. If the discrepancy is not resolved within 15 days after receiving the PCB waste, the owner or operator must immediately submit to the EPA RA for the Region in which the designated facility is located a letter describing the discrepancy and attempts to reconcile it, and a copy of the manifest or shipping paper at issue. §761.210(b)	Verify that the commercial storage or disposal facility has in place and complies with the required manifest discrepancy procedures. If the discrepancy is not resolved within 15 days, verify that facility submitted a letter describing the discrepancy to the EPA RA.
If, after 4/4/90, a PCB commercial storage or disposal facility receives any shipment of PCB waste from an offsite source without an accompanying manifest or shipping paper (where required in place of a manifest), and any part of the shipment consists of any PCB waste regulated for disposal, then the owner or operator of the commercial storage or disposal facility must attempt to contact the generator. If the owner or operator cannot contact the generator of the PCB wastes, he shall notify the RA of the EPA Region in which the facility is located. Within 15 days after receiving the unmanifested PCB waste, the owner or operator must prepare and submit to the EPA RA an unmanifested waste report prepared in accordance with the requirements of §761.211(c). §761.211(a) Note: The periods of record retention required by §761.209 will be automatically extended during the course of any outstanding enforcement action regarding the regulated activity.	If the facility has ever accepted unmanifested waste after 4/4/90, verify that an unmanifested waste report was prepared and submitted to the EPA RA in accordance with §761.211. Check Regional records.

5.8.5 Exception Reporting

Regulation Reference: §761.215

Regulatory Requirements	Inspection Procedures
Exception Reporting	
A generator must file an exception report with the EPA RA if the generator has not received a copy of the manifest with the hand-written signature of the owner or operator of the designated facility within 45 days of the date the waste was accepted by the initial transporter. The exception report shall be submitted to EPA no later than 45 days from the date on which the generator should have received the manifest. The exception report shall include the following: §§761.215(a) and (b) • A legible copy of the manifest for which the generator does not have confirmation of delivery • A cover letter signed by the generator or his authorized representative explaining the efforts taken to locate the PCB waste and the results of those efforts.	When inspecting facility records, if it is determined that the generator had not received a copy of the manifest with the hand-written signature of the owner or operator of the designated facility within 45 days of the date the waste was accepted by the initial transporter for any waste shipments, verify that the generator initiated an exception report in conformance with all exception report requirements.
A disposer of PCB waste shall submit a One-year Exception Report to the EPA RA for the Region in which the disposal facility is located no later than 45 days from the end of the 1-year storage for disposal date when the following occurs: §761.215(c) • The disposal facility receives PCBs or PCB Items on a date more than 9 months from the date the PCBs or PCB Items were removed from service for disposal, as indicated on the manifest or continuation sheet. • Because of contractual commitments or other factors affecting the facility's disposal capacity, the disposer of PCB waste could not dispose of the affected PCBs or PCB Items within 1 year of the date of removal from service for disposal.	If the disposer of PCB waste was required to submit a One-year Exception Report to the EPA RA, verify that the report was submitted in conformance with all exception report requirements by reviewing the facility's regional files and facility records.

Regulatory Requirements	Inspection Procedures
Exception Reporting	
A generator or commercial storer of PCB waste who manifests PCBs or PCB Items to a disposer of PCB waste shall submit a One-year Exception Report to the EPA RA for the Region in which the generator or commercial storer is located no later than 45 days from the date the following occurs: §761.215(d) • The generator or commercial storer transferred the PCBs or PCB Items to the disposer of PCB waste on a date within 9 months from the date of removal from service for disposal of the affected PCBs or PCB Items, as indicated on the manifest or continuation sheet. • The generator or commercial storer either has not received within 13 months from the date of removal from service for disposal a Certificate of Disposal confirming disposal of the affected PCBs or PCB Items on a date more than one year after the date of removal from service. The one-year exception report must include: §761.215(e) • A legible copy of any manifest or other written communication relevant to the transfer and disposal of the affected PCBs or PCB Items • A cover letter signed by the submitter or an authorized representative explaining: (1) the date(s) when the PCBs or PCB Items were removed from service for disposal; (2) the date(s) when the PCBs or PCB Items were received by the submitter of the report, if applicable; (3) the date(s) when the affected PCBs or PCB Items were transferred to a designated disposal facility; (4) the identity of the transporters, commercial storers, or disposers known to be involved with the transaction; and (5) the reason, if known, for the delay in bringing about the disposal of the affected PCBs or PCB Items within 1 year from the date of removal from service for disposal.	If a generator or commercial storer of PCB waste who manifests PCBs or PCB Items to a disposer of PCB waste was required to submit a one-year exception report to the EPA RA, verify that one-year exception report was submitted in conformance with all one-year exception report requirements by reviewing Regional records and facility records.

Regulatory Requirements	Inspection Procedures
Exception Reporting	
PCB/radioactive waste that is exempt from the one-year storage for disposal time limit pursuant to §761.65(a)(1) is also exempt from the exception reporting requirements of §761.215 (c), (d), and (e). §761.215(f)	

5.8.6 Certificates of Disposal

Regulation Reference: §761.218

Regulatory Requirements	Inspection Procedures
Certificates of Disposal	
For each shipment of manifested PCB waste that the owner or operator of a disposal facility accepts by signing the manifest, the owner or operator of the disposal facility must prepare a Certificate of Disposal for the PCBs and PCB Items disposed of at the facility. The Certificate of Disposal must include: §761.218(a) • The identity of the disposal facility, by name, address and EPA identification number • The identity of the PCB waste affected by the Certificate of Disposal including reference to the manifest number for the shipment • A statement certifying the fact of disposal of the identified PCB waste, including the date(s) of disposal, and identifying the disposal process used • A certification pursuant to §761.3.	Verify that the disposal facility is in compliance with all Certificate of Disposal requirements.
The owner or operator of the disposal facility must send the Certificate of Disposal to the generator identified on the manifest which accompanied the shipment of PCB waste within 30 days of the date that disposal of the PCB waste identified on the manifest was completed unless the generator and the disposer contractually agree to another time frame. §761.218(b)	Check disposal facility records for dates the facility sent manifests to generators. Compare these to the dates of disposal on the Certificates of Disposal. If over 30 days, ask facility whether it had an agreement to use another time frame. Obtain a copy of the agreement if possible.
The disposal facility must keep a copy of each Certificate of Disposal among the records that it is required to retain under §761.180(b). §761.218(c)	Verify that the disposal facility has retained copies of all Certificates of Disposal as required.

Regulatory Requirements	Inspection Procedures
Certificates of Disposal	
Generators of PCB waste must keep a copy of each Certificate of Disposal that they receive from disposers of PCB waste among the records they retain under §761.180(a). §761.218(d)(1)	Verify that the generator facility has retained copies of all Certificates of Disposal as required.
Commercial storers of PCB waste must keep a copy of each Certificate of Disposal that they receive from disposers of PCB waste among the records they are required to retain under §761.180(b). §761.218(b)(2)	Verify that the commercial storage facility has retained copies of all Certificates of Disposal as required.

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