

1. Appendix B

Informal Audits

In Fiscal Year (FY) 1995 the U.S. Fish and Wildlife Service implemented an environmental compliance auditing program to assist its field stations in ensuring compliance with Federal, State, and local environmental regulations. Due to their size and/or configurations, some of our facilities do not warrant a formal onsite audit by a team of three individuals and the associated travel costs. Therefore, the EFC in cooperation with the Regional Environmental Coordinators has developed a process that is called an "informal audit".

The informal audit, or self audit, will be performed by station personnel through the use of the attached questionnaire. Prior to the informal audit, the station, Regional Environmental Coordinator, and perhaps a person from the EFC will participate in an inbrief conference call to explain and answer any questions associated with the process.

After the station personnel have physically walked through their facilities and addressed each item in the questionnaire, an outbrief will be accomplished through a conference call with the Regional Environmental Coordinator, and perhaps a person from the EFC.

This is not intended to be a desk audit. A detailed visual inspection of each building and associated facilities must be performed to meet the intent of the informal auditing process. The intent is to accomplish this process in a 30-day period.

Informal Compliance Audit

Please fill out this questionnaire as completely as possible.

Name of Facility: _____

Location/State: _____

County: _____

Region: _____

Organizational Code: _____

Point of Contact: _____

Phone Number: _____

Date Completed: _____

Has the facility received a Notice of Violation (NOV) or Notice of Noncompliance (NON) from the state, county, or local government for any environmental issue? _____

If yes, what was done as a result of the NOV/NON? _____

QUESTION/DESCRIPTION

Section 1. Air Emissions Management

1. Does the facility operate a fuel burner (central steam plant, or hot water steam boiler) or incinerator?

If YES for boilers, how large and what fuel is used?

Size	Fuel	Emissions tested for:
_____	_____	_____
_____	_____	_____
_____	_____	_____

If Yes for Incinerators, which of the following is burned (circle the applicable option):

- trash
- plant waste
- animal carcasses
- other _____

2. Has emissions testing been done on any of the facilities air emission sources other than boilers?

3. Are there labels on the facility fuel dispensing pumps indicating what type of fuel is being dispensed?

4. Does the facility have any air quality permits? _____

5. Does the facility do any open burning? _____

6. Does the facility use any degreasers (solvent baths)? What cleaner is used in the degreasers?

Where is used solvent disposed of and how often? _____

Is the degreaser lid left open when not in use? _____

7. Does the facility repair any units containing refrigerant? (circle the applicable options)

- motor vehicles air conditioners
- refrigerators
- freezers
- window air conditioning units
- building (central) refrigeration

8. Have the facility vehicles undergone vehicle emissions testing? _____

Section 2. Drinking Water Management

1. Does the facility purchase its drinking water from a nearby municipality's water system? _____

QUESTION/DESCRIPTION

2. Does the facility treat and distribute its own drinking water? If yes, answer the following:

How many people (family members included) reside year round on the station? _____

How many service connections (i.e. water distribution lines into buildings) are at the facility? _____

Does the Visitor's Center/Picnic area have its own drinking water fountain? _____

How many visitors does the facility average in a year? _____

What is typically the largest number of visitors in any one month? _____

3. Does the facility have any drinking water wells in use? How many? _____

Are the wells all drawing from the same aquifer? _____

4. Has the drinking water at the facility been tested for anything (e.g. lead, bacteria, arsenic etc.)? If yes, what and when?

Substance	Last tested (date)	Future Planned Testing (date)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Has the drinking water ever failed a bacteriological test (coliform)? _____

If yes, what did the facility do in response? _____

6. Does the facility have any abandoned water wells? _____

Have these wells been officially closed? _____

Is there paperwork documenting the closure? _____

Section 3. Hazardous Materials Management

(Please attach a copy of the hazardous materials inventory for the facility to this questionnaire.)

1. Does the facility have a written hazard communication plan that is tailored to their facility? (For laboratories this is called a Chemical Hygiene Plan). _____

2. Does the facility conduct onsite (at the facility) training for the storage/handling of hazardous substance? This includes actions such as how to read a Material Safety Data Sheet (MSDS), safety equipment needed for chemical use. _____

Is the training done in the following circumstances:

For each new employees/volunteers ? _____

Whenever a new chemical/hazardous substance is brought onsite for use? _____

QUESTION/DESCRIPTION

Whenever a new process/procedure is implemented? _____

3. Does the facility have MSDSs for all the hazardous substances stored onsite? _____

Where are they kept? _____

Who has access to the MSDSs? _____

4. Do all containers have hazard class labels identifying contents and hazard warnings (i.e. flammable, corrosive, explosive etc.)? _____

5. Does the facility store onsite more than 1379 gal of fuel at any one time or 1350 lb (148 gal at 30% solution) of formalin? _____

If yes, have these amounts been reported to the local fire department or State emergency response commission? _____

6. Does the facility operate a laboratory? If yes, describe the activities that occur

7. Does the facility store any flammable/combustible liquids (i.e., paints, solvents) in (circle applicable types of storage):

- lockers,
- storage sheds,
- storage rooms within buildings
- tanks?
- outdoor storage
- other, where? _____

8. Does the facility store incompatible materials together in such a way that if there is a spill a reaction will occur? (See Appendix A) _____

Examples include storing flammable substances with corrosive substances.

9. Does the facility store any compressed gases? If yes, what? _____

Where are the full and empty cylinders stored? _____

Are the full and empty cylinders stored together? How far apart? _____

Are the cylinders containing gas chained to a solid structure (a wall, a post, etc.?) _____

Section 4. Hazardous Waste Management

1. Is the facility a producer/generator/creator of hazardous waste? _____

Examples include waste paint, waste solvent, waste paint thinner, waste pesticides, waste acids, waste batteries, expired hazardous materials. (NOTE: Solvents include trichloroethane, methylene chloride, tetrachloroethylene, carbon tetrachloride, chlorinated fluorocarbons, toluene, MEK, mineral spirits, and xylene)

QUESTION/DESCRIPTION

List the types of waste being generated and typically how much is disposed of in 1 yr.:

Waste	Quantity	Where did it go?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Does the facility have outdated hazardous materials that should be discarded as hazardous waste? What types? _____

3. Does the facility recycle or send to a recycler/waste burner any of its hazardous waste? If yes, does the facility have documentation of the amounts being sent? _____

4. Does the facility generate/dispose of less than 100 kg [220.46 lb, approx. 26.5 gal] of hazardous waste in 1 mo? _____

5. Does the facility generate/dispose of more than 100 kg [220.46 lb] but less than 1000 kg [2204.62 lb, approx. 265 gal] of hazardous waste in 1 mo? _____

6. Does the facility generate/dispose of more than 1000 kg [2204.62 lb] of hazardous waste in 1 mo? _____

7. Has anyone at the facility been designated as responsible for the hazardous waste activities at the site? Who? _____

8. Has anyone at the facility had training on how to handle hazardous waste? _____

9. What do the labels on containers of hazardous waste awaiting disposal say? _____

10. Where is hazardous waste stored at the facility? _____

11. Does the facility utilize any services such as Safety Kleen for the recycling of its hazardous waste? _____

12. Does the facility have a firing range? _____

QUESTION/DESCRIPTION

13. Does the facility have any contaminated sites? _____

Section 5. Pesticide Management

1. Do facility personnel engage in the application of pesticides, herbicides, fungicides, or termaticides? If yes, what products are used and how much is used in a year?

Product name	Amount used
_____	_____
_____	_____
_____	_____
_____	_____

2. Does the facility use contractor personnel to apply pesticides? _____

3. Is anyone at the facility licensed or certified to apply pesticides by the state? _____

Are Service employees which apply pesticides/herbicides undergoing health monitoring for the effects of the pesticides/herbicides? _____

4. Where are pesticides/herbicides stored at the facility? _____

Does the area have a drain? if yes, where does the drain go? _____

5. Where are pesticides/herbicides mixed for application at the facility? _____

Does the area have secondary containment? _____

Does the area have a drain? If yes where does the drain go? _____

6. What personal protective equipment does the facility have available for its pesticide applicators?

7. Are there at least 2 people present for each mixing and application? _____

8. How does the facility dispose of pesticides? _____

Section 6. Petroleum, Oil, and Lubricant (POL) Management

1. How many gallons of petroleum products are stored at the facility? Include all fuels, hydraulic fluids, lubricating oils, etc., in tanks, barrels, and smaller containers. _____

How many gallons are stored aboveground? _____

How many gallons are stored underground? _____

QUESTION/DESCRIPTION

2. Does the facility have a Spill Prevention Control and Countermeasure Plan tailored to its' activities?

3. Does the facility have any aboveground POL storage tanks that are over 660 gal? _____
If yes, do these tanks have secondary containment? _____

4. Do the aboveground storage tanks at the facility undergo tank integrity tests or is there a reconciliation log of the input and outflow of the tank in order to check for leaks? _____

5. How does the facility dispose of its used oil? _____

Where are the records of disposal kept? _____

6. What does the label on used/waste oil tanks or drums say? _____

Section 7. Solid Waste Management

1. Where does the trash/garbage from the facility, including animal carcasses, go for disposal?

2. Does the facility have any dumps/landfills/land disposal sites on the property?

Active? _____

Closed? _____

If closed, when was it closed? _____

If closed, was the state/county consulted? _____

If closed, where are the closure records? _____

If known, what was typically placed in the dump/landfill/disposal site?

3. Does the facility operate a boneyard or storage area for excess materials? If yes, what is currently in the boneyard?

QUESTION/DESCRIPTION

4. Does the facility handle or dispose of human medical waste such as needles, bloody wastes, pathogenic waste, etc.? If yes, how? _____

5. Do refuse containers have lids? _____

Section 8. Special Pollutants Management

1. Does the facility have any electrical transformers on the property? If yes, do they belong to the Service or the Utility company and are they marked in any manner indicating whether or not they contain PCBs?

2. Does the facility use PCBs in research? _____

3. Does the facility have a copy of an asbestos survey of the buildings? _____

If yes, did any of the buildings test positive and how did they test positive? _____

If no, when were they built? _____

4. Does the facility have personnel that remove asbestos, perform maintenance work on asbestos covered structures, pipes, or insulation? _____

Are these personnel certified to perform work on asbestos? _____

5. How is asbestos containing waste from the facility disposed of? _____

What records are there of the disposal actions? _____

6. Does the facility have a copy of a radon survey of its buildings?

Were any of the test results over 4 pci? _____

If yes, what remediation actions were performed? _____

7. Has the facility received any noise complaints from its neighbors? _____

Section 9. Underground Storage Tank (UST) Management

1. Does the facility have any USTs in the process of being replaced or upgraded?

How many, what are their contents, and what is being done? _____

QUESTION/DESCRIPTION

2. Have any of the facility USTs been removed?

How many? _____

Has the state/county given you a letter of final closure for the sites where tanks were removed?

3. Does the facility have any USTs that are still in the ground that are not in the process of being replaced or upgraded? If yes, how old are they?

How is monitoring for leak detection done on these USTs? _____

Section 10. Wastewater Management

1. Does the facility have any potential sources discharging to the environment? (circle the applicable)

wastewater treatment plant

oil/water separator

washrack

septic system (with or without leach fields)

other _____

What is discharged?

Source	Effluent
_____	_____
_____	_____
_____	_____
_____	_____

2. Does the facility have a National Pollutant Discharge Elimination System (NPDES)/ State Pollutant Discharge Elimination System (SPDES) permit?

If yes, what tests/samples does it require? _____

3. Does the facility discharge to a local wastewater treatment plant? (circle the appropriate sources of discharge)

domestic sewage

wastewater treatment plant

QUESTION/DESCRIPTION

oil/water separator
washrack
laboratory sinks

What is discharged?

Source	Effluent
_____	_____
_____	_____
_____	_____

4. Has the facility had any pretreatment standards imposed upon it by the local wastewater treatment plant? An example of a pretreatment standards would be a prohibition from putting specific substance down the drain or a limit on how much of a substance can go down the drain or the concentration of substances that can be put down the drain.

5. If the facility has a wastewater treatment facility other than a septic system what is the treatment process?

Section 11. Greening [Added September 2000]

- 1. Does the facility have an Environmental Management Plan? _____
- 2. Does the facility have a recycling program? _____
- 3. Does the facility purchase products containing recovered materials? _____

Date completed: _____

Signature _____

Hazardous Materials/Hazardous Waste Storage Incompatibility Chart

Substances in bold have detailed example lists on the next page.

If the material contains:	It may not be stored with any of the following:
Acid (pH below 2.0)	Caustics (pH above 12.5) Reactive Metals Alcohol Water Aldehydes Halogenated, Nitrated, or Unsaturated Hydrocarbons Reactive Organic Compounds and Solvents Spent Cyanide and Sulfide Solutions Oxidizers
Caustic (pH above 12.5)	Acid (pH below 2.0) Reactive Metals Alcohol Water Aldehydes Halogenated, Nitrated, or Unsaturated Hydrocarbons Reactive Organic Compounds and Solvents
Reactive Metals	Caustics Acids Alcohol Aldehydes Halogenated, Nitrated, or Unsaturated Hydrocarbons Reactive Organic Compounds and Solvents Oxidizers
Reactive Organic Compounds and Solvents	Caustics Acids Reactive Metals
Spent Cyanide and Sulfide Solutions	Acids
Oxidizers	Acetic or Other Organic Acids Concentrated Mineral Acids Reactive Metals Reactive Organic Compounds and Solvents Ignitable [Flammable/Combustible] Wastes*

* "Ignitable" in this context refers to substances with a flashpoint below 140° F, and includes:
Combustible substances, with a flashpoint below 140° F
Flammable substances, with a flashpoint below 100° F.

Some Deadly Combinations

Acids + Oil or Grease = Fire Flammable Liquids + Hydrogen Peroxide = Fire/Explosion

Acids + Caustics = Heat/Spattering Aluminum Powder + Ammonium Nitrate = Explosion

Caustics + Epoxies = Extreme Heats Sodium Cyanide + Sulfuric Acid = Lethal Hydrogen Cyanide

Chlorine Gas + Acetylene = Explosion Ammonia + Bleach = Noxious Fumes

In general: **Reactives** must be segregated from **Ignitables**

Acids must be segregated from **Caustics**

Corrosives should be segregated from **Flammables**

Oxidizers should be segregated from **EVERYTHING**

Many Corrosives are "Water Reactive"

Most **Organic Reactives** must be segregated from **Inorganic Reactives** (metals)

Ignitables (Flammables/Combustibles)	Corrosives	
	Acids	Caustics
Carburetor Cleaners Engine Cleaners Epoxy, Resins, Adhesives, and Rubber Cements Finishes Fuels Lacquers Paints Paint Thinners Paint Wastes Pesticides that contain Solvents (such as Methyl Alcohol, Ethyl Alcohol, Isopropyl Alcohol, Toluene, Xylene). Petroleum Solvents (Drycleaning Fluid) Solvents: Acetone Benzene Carbon Tetrachloride (Carbon Tet) Ethanol (Ethyl Alcohol) Ethyl Benzene Isopropanol (Isopropyl Alcohol) Kerosene (Fuel Oil #1) Methanol (Wood Alcohol) Methyl Ethyl Ketone (MEK) Petroleum Distillates Tetrahydrofuran (THF) Toluene (Methacide, Methylbenzene, Methylbenzol, Phenylmethane, Toluol, Antisal 1A) White Spirits (White Spirits, Mineral Spirits, Naptha) Xylene (Xylol) Stains Stripping Agents Varsol Waste Fuels Waste Ink Wax Removers Wood Cleaners	Battery Acids Degreasers and Engine Cleaners Etching Fluids Hydrobromic Acid Hydrochloric Acid (Muriatic Acid) Nitric Acid (<40%) (Aquafortis) Phosphoric Acid Rust Removers Sulfuric Acid (Oil of Vitriol)	Acetylene Sludge Alkaline Battery Acids Alkaline Cleaners Alkaline Degreasers Alkaline Etching Fluids Lime and Water Lime Wastewater Potassium Hydroxide (Caustic Potash) Rust Removers Sodium Hydroxide (Caustic Soda, Soda Lye)
	<hr/> Reactive Metals <hr/> Lithium (Batteries) Aluminum Beryllium Calcium Magnesium Sodium Zinc Powder	<hr/> Reactive Organic Compounds and Solutions <hr/> Alcohols Aldehydes Chromic Acids (from chrome plating, copper stripping and aluminum anodizing) Cyanides (from electroplating operations) Hypochlorides (from water treatment plants, swimming pools, sanitizing operations) Organic Peroxides (including Hydrogen Peroxide) Perchlorates Permanganates Sulfides
	Oxidizers Chlorine Gas Nitric Acid (>40%), aka Red Fuming Nitric Nitrates (Sodium Nitrate, Ammonium Nitrate) Perchlorates Perchloric Acid Peroxides Calcium Hypochlorite (>60%)	

Definitions

- *Aquifer* - a geologic formation, group of geologic formations, or a portion of a geologic formation capable of yielding groundwater to wells or springs (40 CFR 503.21(b)).

- *Acquisition* – the acquiring by contract with appropriate funds for supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when an agency’s needs are established and includes the description of requirements to satisfy agency needs, solicitation, and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.
- *Acute Hazardous Waste* - any waste listed under 40 CFR 261.31 - 261.33(c) with a hazard code of H. These include USEPA Hazardous waste numbers: F020, F021, F022, F023, F026, and F027 (40 CFR 261.31 through 261.33).
- *Appliance* - any device which contains and uses a Class I or Class II substance as a refrigerant and which is used for household or commercial purposes, including any air conditioner, refrigerator, chiller, or freezer (40 CFR 82.152).
- *Asbestos* - substances comprised of or derived from actinolite, amosite, anthophyllite, chrysotile, crocidolite, or tremolite (40 CFR 61.14).
- *Asbestos-Containing Waste Materials* - means mill tailings or any waste that contains commercial asbestos and is generated by a source subject to the provisions of 40 CFR 141. This term also includes filters from control devices, friable asbestos waste material, and bags or other similar packaging contaminated with commercial asbestos. However, as applied to demolition and renovation operations, this term includes regulated ACM waste and materials contaminated with asbestos including disposable equipment and clothing (40 CFR 61.141).
- *Asbestos Material* - asbestos or any material containing asbestos (40 CFR 61.141).
- *Biobased Products (Biobased-Content Product or BCP)* – a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry products (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.
- *Bulky Wastes* - large items of solid waste such as household appliances, furniture, large auto parts, trees, branches, stumps, and other oversize wastes which large size precludes or complicates their handling by normal solid waste collection, processing, or disposal methods (40 CFR 243.101).
- *Certified Applicator* - any individual who is certified by the USEPA or the state to use or supervise the use of any restricted use pesticide covered by that individual’s certification (7 CFR 110.2).
- *Characteristics of Hazardous Waste* - the characteristics of ignitability, corrosivity, reactivity, and toxicity which identify hazardous waste (40 CFR 261.20 through 261.24).
- *Cold Cleaning Machine* - any device or piece of equipment that contains and/or uses liquid solvent, into which parts are placed to remove soils from the surface of the parts or to dry the parts. Cleaning machines that contain and use heated, nonboiling, solvent to clean the parts are classified as cold cleaning machine (40 CFR 63.461).
- *Combustible Liquid* - a liquid having a flashpoint at or above 100 °F (37.8 °C). Combustible liquids are categorized as Class II or Class III liquids and are further subdivided as follows (29 CFR 1910.106(a)(18)):
 1. Class II liquids are those having a flashpoint at or above 100 °F (37.8 °C), and below 140 °F (60 °C) except any mixture having components with flashpoints of 200 °F (93.3 °C) or higher, the volume of which makes up 99 percent or more of the total volume of the mixture.

2. Class III A liquids are those having flashpoints at or above 140 °F (60 °C), and below 200 °F (93.3 °C) except any mixture having components with flashpoints of 200 °F (93.3 °C) or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
 3. Class III B liquids are those having flashpoints at or above 200 °F (93.3 °C).
- *Commercial Applicator* - a certified applicator, other than a private applicator, who uses or supervises the use of any pesticide, for any purpose, on any property, or performs other pest control related activities (40 CFR 171.2).
 - *Community Water System* - a public water system that serves at least 15 service connections used by year round residents or regularly serves at least 25 year-round residents (40 CFR 141.2)
 - *Construction and Demolition Wastes* - the waste building materials, packaging and rubble resulting from the construction, renovation, repair, and demolition operation on pavements, houses, commercial buildings, and other structures (40 CFR 243.101).
 - *Deferred USTs* - USTs which are exempt from meeting the requirements in 40 CFR 280 except those concerning release response and corrective action for UST systems containing petroleum or hazardous substances in 40 CFR 280.60 through 280.67. These tanks include (40 CFR 280.10(e)):
 1. wastewater treatment tank systems
 2. any UST systems containing radioactive material that are regulated under the *Atomic Energy Act of 1954*
 3. any UST system that is a part of an emergency generator system at nuclear power generation facilities regulated by the Nuclear Regulatory Commission under 10 CFR 50, Appendix A
 4. airport hydrant fuel distribution systems
 5. UST system with field-constructed tanks.

See also the definitions for USTs and Excluded USTs.
 - *Effluent Limitations* - any restriction established by the Administrator on quantities, rates, and concentrations of chemical, physical, biological, and other constituents which are discharged from point sources, other than new sources, into navigable waters, the waters of the contiguous zone, or the ocean (40 CFR 401.11(i)).
 - *Environmentally Preferable* – products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) [**Added September 2000**].
 - *Excluded USTs* - these are USTs which are not required to meet the requirements found in 40 CFR 280 and include (40 CFR 280.10(b)):
 1. any UST system holding hazardous wastes listed under Subtitle C of the *Solid Waste Disposal Act* (SWDA), or a mixture of such hazardous waste and other regulated substances
 2. any wastewater treatment tank system that is part of a wastewater treatment facility regulated under Section 402 or 307(b) of the *Clean Water Act* (CWA)
 3. equipment or machinery that contains regulated substances for operational purposes such as hydraulic lift tanks and electrical equipment
 4. any UST system whose capacity is 110 gal [416.40 L] or less
 5. any UST system that contains a de minimis concentration of a regulated substance
 6. any emergency spill or overflow containment UST system that is expeditiously emptied after use.

See also the definitions for Deferred USTs and USTs.
 - *Extremely Hazardous Substances* - all substances listed in Appendices A and B in 40 CFR 355 (see the column labeled in Appendix 3-1) (40 CFR 355.20).

- *Federally Enforceable* - all limitations and conditions enforceable by the Administrator, including those requirements developed pursuant to 40 CFR 60 and 61, requirements within any applicable state implementation plan, and any permit requirements established pursuant to 40 CFR 52.21 or under 40 CFR 51.18 and 40 CFR 51.24 (40 CFR 60.41b).
- *Flammable Aerosol* - an aerosol that is required to be labeled FLAMMABLE under the *Federal Hazardous Substance Labeling Act* (15 USC 1261). These aerosols are considered Class IA liquids (29 CFR 1910.106(a)(19)).
- *Flammable Liquid* - a liquid with a flashpoint below 100 °F (37.8 °C) except any mixture having components with flashpoints of 100 °F (37.8 °C) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids are categorized as Class 1 liquids, and are further subdivided as follows (29 CFR 1910.106(a)(19)):
 1. Class IA are those that have a flashpoint below 73 °F (22.8 °C) and boiling point below 100 °F (37.8 °C)
 2. Class IB are those that have flashpoints below 73 °F (22.8 °C) and boiling points at or above 100 °F (37.8 °C)
 3. Class IC are those that have flashpoints at or above 73 °F (22.8 °C) and below 100 °F (37.8 °C).
- *Flashpoint* - the minimum temperature at which a liquid gives off vapor in sufficient concentration to form an ignitable mixture with air near the surface of the liquid. Flashpoints are established using several standard closed cup test methods (29 CFR 1910.106(a)(14)).
- *Friable Asbestos Material* - any material that contains more than 1 percent asbestos by weight and can be crumbled, pulverized, or reduced to powder, when dry, by hand pressure (40 CFR 61.141).
- *Hazardous Chemical* - in relationship to laboratories, a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees (29 CFR 1910.1450(b)).
- *Hazardous Substance* - any substance designated pursuant to 40 CFR 302 (see the column titled Hazardous Substance Reportable Quantity (RQ) in Appendix 3-1) (40 CFR 302.3).
- *Hazardous Waste* - a solid waste identified as a characteristic or listed hazardous waste in 40 CFR 261.3 (40 CFR 260.10).
- *Hazardous Waste Constituent* - a constituent that caused the hazardous waste to be listed in 40 CFR 261, Subpart D (lists of hazardous wastes from nonspecific and specific sources, and listed hazardous wastes), or a constituent listed in the table of maximum concentrations of contaminants for the toxicity characteristic) (40 CFR 260.10).
- *Incompatible Waste* - a hazardous waste that is unsuitable for (40 CFR 280.10):
 1. placement in a particular device or facility because it may cause corrosion or decay of containment materials (e.g., container liners or tank walls)
 2. commingling with another waste or material under uncontrolled conditions because the commingling conditions produce heat or pressure, fire or explosion, violent reaction, toxic dusts, mist, fumes or gases, or flammable fumes or gases.
- *Infectious Waste* - (40 CFR 240.101):
 1. equipment, instruments, utensils, and fomites of a disposable nature from the rooms of patients who are suspected to have or have been diagnosed as having a communicable disease and must, therefore, be isolated as required by public health agencies
 2. laboratory wastes such as pathological specimens and disposable fomites (any substance that may harbor or transmit pathological organisms)

3. surgical operating room pathological specimens and disposable fomites attendant thereto and similar disposable materials from outpatient areas and emergency rooms.
- *Laboratory* - a facility where the laboratory use of hazardous chemicals occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a nonproduction basis (29 CFR 1910.1450(b)).
 - *Life Cycle Assessment* – the comprehensive examination of a product’s environmental and economic aspects and potential impacts throughout its lifetime, including raw material extraction, transportation, manufacturing, use, and disposal (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.
 - *Life Cycle Cost* – the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.
 - *Manifest* - the shipping document originated and signed by the generator containing the information required by 40 CFR 262, Subpart B (40 CFR 260.10).
 - *Material Safety Data Sheet (MSDS)* - written or printed material which contains information on hazardous chemicals such as common name, physical hazards, health hazards (29 CFR 1910.1200(c)).
 - *Medical/Pathological Wastes* - any solid waste that is generated in the diagnosis, treatment, or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals. This does not include hazardous waste or household waste (40 CFR 259.10).
 - *Motor Vehicle Air-Conditioner (MVAC)* - any appliance that is an MVAC as defined in 40 CFR 82, subpart B (40 CFR 82.152).
 - *MVAC-Like Appliance* - mechanical vapor compression, open-drive compressor appliances used to cool the driver’s or passenger’s compartment of a nonroad motor vehicle. This includes the air conditioning equipment found on agricultural or construction vehicles. This definition is not intended to cover appliances using HCFC-22 refrigerant (40 CFR 82.152).
 - *Noncommunity Water System* - a public water system that is not a community water system (40 CFR 141.2).
 - *Nontransient, Noncommunity Water System (NTNCWS)* - a public water system that is not a community water system and that regularly serves at least 25 of the same persons over 6 mo/yr (40 CFR 141.2).
 - *NPDES Permit* - a permit granted by USEPA to a direct discharger which permits wastewater discharge to a watercourse in accordance with the conditions of the permit. NPDES means National Pollutant Discharge Elimination System (40 CFR 403.3(l)).
 - *Open Dump* - a land disposal site at which solid wastes are disposed of in a manner that does not protect the environment, are susceptible to open burning, and are exposed to the elements, vectors, and scavengers (40 CFR 240.101).
 - *Open Top Vapor Cleaning Machine* - a batch solvent cleaning machine that has its upper surface open to the air and boils solvents to create solvent vapor used to clean and/or dry parts (40 CFR 63.461).
 - *PCB or PCBs* - a chemical substance that is limited to the biphenyl molecule that has been chlorinated to varying degrees or any combination of substances which contains such substance (40 CFR 761.3).

- *Pesticide* - any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or disinfectant; and is further categorized into the following (40 CFR 165.1):
 1. Excess pesticides means all pesticides that cannot be legally sold pursuant to the Act or that are to be discarded.
 2. Organic pesticides means carbon-containing substances used as pesticides, excluding metallo-organic compounds.
 3. Inorganic pesticides means noncarbon-containing substances used as pesticides.
 4. Metallo-organic pesticides means a class of organic pesticides containing one or more metal or metalloid atoms in the structure.

- *Point Source* - any discernible confined and discrete conveyance including but not limited to a pipe, ditch, channel, or conduit from which pollutants are or may be discharged (40 CFR 401.11(d)).

- *Pollution Prevention* – Source Reduction as defined in the Pollution Prevention Act of 1990 (42 USC 13102), and other practices that reduce or eliminate the creation of pollutants through: (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**:
 1. increased efficiency in the use of raw materials, energy, water, or other resources
 2. protection of natural resources by conservation.

- *Postconsumer Material* – a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is part of a broader category of Recovered Material (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.

- *Public Water System* - a system for providing piped water to the public for human consumption, if such system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. This term includes (40 CFR 141.2):
 1. any collection, treatment, storage, and distribution facilities under control of the operator of such system
 2. any collection or pretreatment storage facilities not under such control that are used primarily in connection with such system.

A public water system is either a community water system or a noncommunity water system.

- *Publicly Owned Treatment Works (POTW)* - a treatment works which is owned by the state or a municipality. This includes any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes, and other conveyances only if they convey waste to a POTW (40 CFR 403.3(o)).

- *Radon-222* - a naturally occurring, inert, radioactive gas that is formed from the radioactive decay of uranium.

- *Recover Refrigerant* - to remove refrigerant in any condition from an appliance and to store it in an external container without necessarily testing or processing it in any way (40 CFR 182.52(s)).

- *Recovered Materials* – waste materials and by-products that have been recovered or diverted from solid waste, but such term does not include those materials and by-products generated from and commonly reused within an original manufacturing process (42 USC 6903(19)) **[Added September 2000]**.

- *Recyclability* – the ability of a product or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.

- *Recycle Refrigerant* - to extract refrigerant from an appliance and clean refrigerant for reuse without meeting all of the requirements for reclamation. In general, recycled refrigerant is refrigerant that is cleaned using oil separation and single or multiple passes through devices, such as replaceable core filter-driers, which reduce moisture, acidity, and particulate matter. These procedures are usually implemented at the field job site (40 CFR 82.152).
- *Recycled-Content Product or RCP* – products or services that include in their manufacture, recovered materials (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.
- *Recycling* – the series of activities, including collection, separation, and processing by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion. For purposes of this *Strategic Plan*, recycling shall include composting of green organic waste (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.
- *Restricted-Use Pesticides* - pesticides designated for restricted use under the provisions of Section 3(d)(1)(c) of FIFRA (40 CFR 171.2).
- *Sanitary Landfill* - a land disposal site employing an engineered method of disposing of solid wastes on land in a manner that minimizes environmental hazards by spreading the solid wastes in thin layers, compacting the solid wastes to the smallest practical volume, and applying and compacting cover material at the end of each operating day (40 CFR 240.101).
- *Sewage Sludge* - solid, semi-solid, or liquid residue generated during the treatment of domestic sewage in a treatment works. Sewage sludge includes, but is not limited to, domestic septage, scum or solids removed in primary, secondary, or advanced wastewater treatment processes; and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludges in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewerage in a treatment works (40 CFR 257.2).
- *Small Appliance* - any of the following products that are fully manufactured, charged, and hermetically sealed in a factory with 5 lb or less of refrigerant (40 CFR 82.152):
 1. refrigerators designed for home use
 2. freezers designed for home use
 3. room air conditioners (including window air conditioners and packaged terminal air conditioners)
 4. packaged terminal heat pumps
 5. dehumidifiers
 6. under-the-counter ice makers
 7. vending machines
 8. drinking water coolers.
- *Small Quantity Generator* - a generator who generates less than 1000 kg [2204.62 lb] or hazardous waste in a calendar month but more than 100 kg [220.46 lb] (40 CFR 260.10).
- *Solvent Cleaning Machine* - any device or piece of equipment that uses halogenated HAP solvent liquid or vapor to remove soils from the surface of materials. Types of solvent cleaning machines include, but are not limited to, batch vapor, in-line vapor, in-line cold, and batch cold solvent cleaning machines. Buckets, pails, and beakers with capacities of 7.6 L (2 gal) or less are not considered solvent cleaning machines (40 CFR 63.461).
- *Spill Prevention, Control, and Countermeasure (SPCC) Plan* - the SPCC plan shall be a carefully thought-out plan prepared in accordance with good engineering practices, and which has the full approval of management at a level with authority to commit the necessary resources (40 CFR 112.3).

- *Treatment Works* - either a federally owned, publicly owned, or privately owned device or system used to treat (including recycle and reclaim) either domestic sewage or a combination of domestic sewage and industrial waste of a liquid nature (40 CFR 503.9(aa)).
- *Underground Storage Tank (UST)* - any one or a combination of tanks (including underground pipes connected thereto) that is used to contain an accumulation of regulated substances, and the volume of which (including the volume of underground pipes connected thereto) is 10 percent or more beneath the surface of the ground. This term does not include any (40 CFR 280.12):
 1. Farm or residential tank of 1100 gal [4163.95 L] or less capacity used for storing motor fuel for noncommercial purposes.
 2. Tank used for storing heating oil for consumptive use on the premises where stored.
 3. Septic tanks.
 4. Pipeline facility (including gathering lines) that is regulated by other Acts.
 5. Surface impoundment, pit, pond, or lagoon.
 6. Stormwater or wastewater collection system.
 7. Flow-through process tank.
 8. Liquid trap or associated gathering lines directly related to oil or gas production and gathering operations.
 9. Storage tank situated in an underground area if the storage tank is situated upon or above the surface of the floor such as basements or tunnels.
 10. Tanks holding 110 gal [416.40 L] or less.
 11. Emergency spill and overfill tanks.

(NOTE: The definition of UST does not include any pipes connected to any tank which is described in para (1) through (9) of this definition. Also refer to the definition for Deferred UST and Excluded UST.)

- *Used Oil* - any oil that has been refined from crude oil or any synthetic oil that has been used and as a result of such use is contaminated by physical or chemical impurities (40 CFR 279.1).
- *Used Oil Generator* - any person, by site, whose act or process produces used oil or whose act first causes used oil to become subject to regulation (40 CFR 279.1).
- *Volatile Organic Compound (VOC)* - any compound of carbon, excluding CO, CO₂, carbonic acid, metallic carbides, or carbonates, and ammonium carbonate, which participates in atmospheric photochemical reactions (40 CFR 51.100).
- *Waste Prevention* – any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.
- *Waste Reduction* – preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products (Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, and Federal Acquisition, May 2000) **[Added September 2000]**.
- *Wetlands* - those areas that are inundated or saturated by surface or groundwater at a frequency or duration sufficient to support and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include playa lakes, swamps, marshes, bogs, and similar areas such as sloughs, prairie potholes, wet meadows, prairie river overflows, mudflats, and natural ponds (40 CFR 110.2).