

Reclamation Manual

Directives and Standards

Subject:	Reporting Procedures for Sulfur Hexafluoride (SF ₆)
Purpose:	This Directive and Standard (D&S) outlines the basic requirements for the Bureau of Reclamation's tracking and reporting of SF ₆ (a greenhouse gas (GHG)), that may be inadvertently leaked to the environment from circuit breakers and similar equipment. These reporting procedures will ensure consistent and verifiable results across Reclamation regions.
Authority:	40 CFR Part 98 - Mandatory Greenhouse Gas Reporting; Executive Order (E.O.) 13423 - Strengthening Federal Environmental, Energy, and Transportation Management, January 24, 2007 (E.O. 13423); E.O. 13514 – Federal Leadership in Environmental, Energy, and Economic Performance, October 5, 2009 (E.O. 13514)
Approving Official:	Director, Technical Resources
Contact:	Power Resources Office (PRO), 86-61600

1. **Introduction.** Reclamation facilities have many circuit breakers and other equipment containing SF₆. This equipment may inadvertently leak SF₆ into the environment, and SF₆ has been identified as one of the GHGs responsible for climate change. Release of SF₆ into the atmosphere must be tracked and annually reported to the Director, Policy and Administration (84-57000), who is the Reclamation Senior Sustainability Officer, for inclusion in the annual Reclamation GHG and Sustainability Data Report. This D&S describes Reclamation's tracking and reporting procedures for SF₆.
2. **Applicability.** These tracking and reporting procedures apply to all Reclamation staff who have responsibility for operating and maintaining power and water facilities with equipment that may emit SF₆. All Reclamation offices are required to implement this D&S.
3. **Responsibilities.**
 - A. **Director, Technical Resources.** The Director, Technical Resources, or as delegated, is responsible for ensuring compliance with this D&S.
 - B. **Technical Resources, Power Resources Office (PRO) Manager.** The PRO Manager is responsible for:
 - (1) addressing and coordinating corporate SF₆ management issues with the Department of the Interior, Office of Environmental Policy and Compliance;
 - (2) providing liaison with the Department's, Office of Environmental Policy and Compliance, Power Marketing Administrations, and other utilities;

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- (3) providing corporate guidance to field offices on current SF₆ regulations, statutes, policy, and practices;
- (4) reporting Reclamation's annual SF₆ status to the Director, Policy and Administration Office (84-57000), because SF₆ is a data element in Reclamation's annual GHG and Sustainability Data Report to the Department (SF₆ is a scope 1 GHG emission and subject to the Department's emission reduction targets); and
- (5) maintaining and updating the Equipment Inventory Sheet (Appendix A).

C. **Regional Directors.** Each regional director is responsible for:

- (1) annually providing an updated Equipment Inventory Sheet (Appendix A) to the PRO; and
- (2) annually providing a consolidated report of SF₆ emissions utilizing the SF₆ Emissions Reporting Form (Appendix B) to the PRO.

4. Reporting Requirements

A. **Equipment Inventory.** Annually, by September 1, each Reclamation office with SF₆ equipment will complete the required Equipment Inventory Sheet (Appendix A) to identify all SF₆ equipment including circuit breakers, gas carts, etc. and confirm equipment designation, location, and quantity of SF₆ in pounds.

B. **Emission Measurement.** Annually, by September 1, each Reclamation office with SF₆ equipment will perform the required SF₆ emissions measurement utilizing the SF₆ Emissions Reporting Form (Appendix B).

C. **Regional Reporting.**

- (1) Annually, by September 15, each regional office with SF₆ equipment will provide to the PRO (86-61600) an updated and completed Equipment Inventory Sheet (Appendix A) and consolidated SF₆ Emissions Reporting Form (Appendix B).
- (2) Note: Reclamation offices who oversee transferred project works (operation and maintenance responsibility transferred to an operating entity) are responsible for verifying that the equipment is included in the regional Equipment Inventory Sheet (Appendix A) and SF₆ emissions are included in the regional SF₆ Emissions Reporting Form (Appendix B) or that the operating entity reports SF₆ emissions to the Environmental Protection Agency under their own program.

D. **Corporate Reporting.** Annually, by October 1, PRO (86-61600) will consolidate regional information and report the status of the Reclamation SF₆ Program to the

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Director, Policy and Administration (84-57000) using the SF₆ Emissions Reporting Form (Appendix B). Electronic copies of the regional reports, consolidated Reclamation report, and updated SF₆ inventory (Appendix A) will be retained by the PRO (86-61600).