

Records, Reporting and Response Activities

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Records, Reporting and Response Activities**5.1 Purpose**

This section contains the response actions to be taken in the event of a spill or release of a solid, liquid or airborne radioactive material or hazardous substance. This section also details the requirements for reporting chemical information pursuant to the Emergency Planning and Community Right-To-Know (EPCRA) and for developing and maintaining an environmental monitoring program to include effluent monitoring and environmental surveillance. This section identifies numerous records and reports required by federal, state and local environmental regulations. U.S. Department of Energy, Richland Operations Office (RL) environmental compliance support service and information channels are also given and provide a method for coordinating environmental compliance issues with DOE.

5.2 Scope

This section is applicable to all Westinghouse Hanford Company (WHC), ICF Kaiser Hanford Company (ICF KH), Boeing Computer Services Richland, Inc. (BCSR) activities on the Hanford Site, involving the handling and management of radioactive, hazardous or dangerous wastes, hazardous or extremely hazardous substances, polychlorinated biphenyls (PCBs), oil and petroleum products. The Release Reporting and Recordkeeping requirements can be found in Table 5-1 and Table 5-2, respectively.

5.3 Spills and Release Reporting

This section identifies organizational responsibilities and response actions to be taken in the event of an accidental, routine or non-routine release of a solid, liquid or airborne substance, which includes, radioactive, hazardous or dangerous wastes, hazardous or extremely hazardous substances, polychlorinated biphenyls (PCBs), oil or petroleum products. Implementation of response actions will ensure compliance with release clean-up, recordkeeping and notification requirements per applicable environmental regulations.

5.3.1 Responsibilities

1. All WHC and BCS employees shall immediately report all releases covered in Section 5.3 to either their immediate manager, building emergency director, and or Environmental Reports (ER). Reference Flow Chart Figure 5.0.

ICF KH releases shall be reported in accordance with their "Spill Prevention and Countermeasures Procedure, Number ENV 8."

2. The facility manager, or building emergency director, shall report releases and implement response actions in accordance with the requirements contained in 5.3.2 of this section.
3. Environmental Reports (ER) shall:
 - a. Provide notifications in accordance with the provisions of 5.3.2 of this section.

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- b. Provide the facility management or designee with information on the reportability of the spill.
4. The WHC Generator/Waste Acceptance Services (GWAS) will provide the following information to the facility management, if necessary:
 - a. Specify the proper packaging, and disposal requirements (including waste disposal packaging) for the wastes generated during cleanup activities.
 - b. Perform spill designations in accordance with WHC procedures.
 - c. Provide ER with an evaluation of the spill designations upon request.
 5. Radiological Control (RC) and Industrial Safety and Fire Protection (IS&FP) shall specify to the facility management what employee protection and site monitoring requirements are necessary during monitoring and cleanup activities associated with the spill.
 6. Transportation shall specify to the facility management, as required, the proper transportation requirements for wastes generated during cleanup.

5.3.2 Requirements

1. If a release of a hazardous substance, dangerous waste, mixed waste, radionuclides, PCB, oil or petroleum product (regardless of the quantity) is discovered:
 - a. The responsible organization, facility manager, area manager, building emergency director (BED), or building warden (BW) shall:
 - (1) Immediately report any situations affecting the facility and/or personnel safety requiring emergency assistance by notifying Patrol Operations Center (POC) 911 and ER, then implement the actions specified in the appropriate facility/site emergency procedures and plans as required.

BASIS: WAC 173-303-350 and the Hanford Facility Contingency Plan, 29 CFR 1910.120(q)
 - (2) Report any release that exceeds a Washington Administration Code emission limit, Prevention of Significant Deterioration (PSD) permit or the discharge limits in a National Pollutant Discharge Elimination System (NPDES) permit to ER.

BASIS: Any release in excess of a permit emission limit is to be reported to ER, to determine if reporting to offsite regulatory authorities is required. WAC 173-400-107, NPDES.

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- (3) Immediately report any spills or releases, covered by Section 5.3, regardless of the quantity, to ER. In case of an emergency the Hanford Fire Department (HFD) shall be notified through the POC. The HFD can also be contacted for assistance in spill control or designation of material released, if requested.

BASIS: DOE has designated the HFD as the "hazardous materials incident command agency" for spills and releases that require emergency assistance, in accordance with RCW 70.136.030.

NOTE: ER should be contacted prior to any routine use of a hazardous substances if there is any question whether such use could result in a discharge that exceeds a CERCLA or EPCRA RQ.

ER points-of-contact can be found in the following way: 1. See: "Spill/Release contact personnel for the Hanford Site" on the Hanford Information Network. 2. Call the "Occurrence Notification Center (ONC)". 3. Look under "Spills and Unplanned releases" in the General Phone Classification Directory (F2).

NOTE: ER points-of-contact are available on a 24 hr. basis. Continue to call until someone is directly contacted, leaving a "Voice Mail, CC:Mail" or home answering machine message does not constitute proper notification to ER. If no contact can be made by phone, refer to the Pager Number in the references above.

- (4) Immediately determine from ER if the release will warrant notifying an offsite regulatory agency, review the occurrence, and assess its significance as soon as possible (within two hours of identification) and categorize the event or condition in accordance with WHC-CM-1-5, Section 7.1 or DOE Work Order 232.1 requirements. Then immediately notify the Occurrence Notification Center (ONC) (376-2900) and the RL facility representative if the facility manager or area manager determines that the release is categorized as an emergency, unusual occurrence, or off-normal. In general, WHC-CM-1-5, Section 7.1 requires submittal of written notification as soon as practical for events categorized as emergencies and within 24 hours for events categorized as unusual occurrences or off-normal events.

BASIS: WHC-CM-1-5, Section 7.1, DOE 232.1, and DOE 5400.1.

- (5) To prevent any threat or potential threat to human health or the environment, the responsible organization shall see that all releases covered by Section 5.3 are cleaned up per statutory time limits and as

soon as practicable, then disposed of per state and federal regulatory requirements.

BASIS: WAC 173-303-145, Best Management Practice.

- (6) If spills or releases cannot be immediately cleaned up and will be left for future cleanup as part of the Operable Unit, the site will be required to be entered into the Waste Information Data System (WIDS) as a new waste site or an update to an existing waste site.

BASIS: WHC CM-7-5, Section 5.4, and Tri-Party Agreement.

- (7) Inform personnel responsible for facility sampling and monitoring programs of releases that have the potential to affect sampling and monitoring data.

BASIS: WHC conducts routine sampling and monitoring for various facilities. Item (5) is intended to alert appropriate personnel of releases that could cause sampling and monitoring data to deviate from normal results.

b. ER shall:

- (1) Collect and retain all pertinent information on the release from the person reporting the incident.
- (2) Contact AS to obtain an approved designation of the release when the substance is not on the CERCLA 302.4 list. Table 5-1 provides a summary of non-permit release reporting requirements.

BASIS: WAC 173-303-145

- (3) Evaluate the spill/release information furnished and direct the ONC to notify the appropriate off site environmental regulatory agency(s), if a release exceeds a CERCLA or EPCRA threshold RQ, Department of Ecology hazardous waste tank or underground storage tank (UST) reporting limits; Resource Conservation and Recovery Act (RCRA) underground storage tank reporting limit; National Pollutant Discharge Elimination System (NPDES) permit limit; Prevention of Significant Deterioration (PSD) permit limit, DOE Order limit; or any other applicable local, state, or federal air, water, or land pollution control standards.
- (4) Any spills or releases from the 200 Area Tank Farm high-level radioactive waste tanks and connected tank farm piping systems that meet any of the reporting requirements, listed below, ER shall direct the ONC

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to send the "Preliminary Notification Report" to the Heart of America representative within one day (24 hrs) after this same written report is sent to any offsite environmental agency.

- a. A reportable quantity (RQ) exceedance under CERCLA 103(a) including continuous release reporting under 40 CFR 302.8.
- b. Notice to potential injured parties under 40 CFR 111(g).
- c. Notice of release under WAC 173-303-145.
- d. Notice of implementation of a contingency plan under WAC-173-303-360.

NOTE: See Heart of America Northwest et. al. vs Westinghouse et. al. requirements in Appendix A.

- (5) Notify WHC Corporate Environmental Affairs, Public Involvement Services and the WHC environmental counsel of any releases that necessitates reporting to an outside environmental regulatory agency.
- (6) Report any spills or releases that may require notification to the news media to WHC Project Communications.

BASIS: CERCLA Section 111(g)

- (7) Prepare and distribute a monthly report to WHC, ICF KH Management and RL summarizing all WHC, ICF KH, and BCSR spills and releases.

BASIS: Fiscal Year FY 1995 Multi-Year Work Program Plan/Fiscal Year Work Plan, WBS 1.5.2/7.4.11; WHC-SP-1112.

- c. Hanford Fire Department shall:
 - (1) Evaluate all spills and releases, if required, to determine if immediate response by the HFD Hazardous Material (HazMat) team is warranted.
- d. Solid Waste Disposal (SWD) shall:
 - (1) Assist the Hanford Fire Department, upon request, to determine the emergency actions to be performed.
 - (2) Specify the appropriate action to clean up the spill site in conjunction with the responsible area manager, IS&FP and RC personnel.

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- e. Transportation and Packaging shall:
 - (1) Identify appropriate transportation and packaging requirements for waste generated during cleanup.
2. Cross references to Section 5.0, from other Sections of this manual.
 - a. 2.0 Air Quality, Sections: 2.4.2(6); 2.5.4.1(b) and 2.5.6.1. 7.0 Solid Waste Management, Sections, 7.4.1(3); 7.8.2.1.10(e)(f); 7.9.1.3(3); 7.10.1.1(8); 7.10.1.4(3); 7.10.1.5(1); 7.12.1(1)(c); 7.12.2.1(1)(h). 8.0 Water Quality, Sections: 8.3.1(5); 8.4.1(1)(2); 8.4.2(4); 8.4.8.4.

5.4 Environmental Monitoring**5.4.1 Responsibilities**

1. Environmental Monitoring and Investigations (EMI) shall:
 - a. Investigate reports of suspect or known waste sites for WHC and ICF KH.
 - b. ~~Provide information to the Waste Information Data System (WIDS) administrator for Approve/disapprove the status of a suspect waste site and its entry into WIDS.~~
 - c. Obtain information needed and complete the *WIDS Information Acquisitions Form (A-6000-501)* for submittal to the WIDS Administrator.
 - d. Manage, operate, and maintain an environmental radioactivity and chemical emission monitoring program at WHC facilities and associated active and inactive waste sites, as required to demonstrate compliance to environmental regulations.
 - e. Maintain Washington State and federal permits for the collection and/or research of Hanford Site flora and fauna in accordance with Section 12 of this manual.
 - f. Manage, operate, and maintain an environmental radioactivity and chemical diffuse/fugitive emission monitoring program of WHC facilities and operations for diffuse sources and report.
 - g. Develop, maintain, and implement a Vadose zone monitoring plan (VZMP) for active and inactive waste sites that is capable of detecting lateral and downward migration of radionuclides and hazardous substances.
2. Effluent Monitoring shall manage, operate, and maintain an environmental radioactivity and chemical emission monitoring program of WHC facilities and operations for point and diffuse sources.

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3. All WHC employees and subcontractors shall:
 - a. Report suspect waste sites to EMI upon discovery.
 - b. Provide information for waste site investigation of WIDS entry or modification.
 - c. Upon discovery, report changes or modifications of existing waste sites to EMI for inclusion into WIDS.
4. Site planning shall:
 - a. Designate sites as waste sites or appoint managers for suspect waste sites in accordance with WHC Building Structure List (Report HFCR, Design Document Master Index [Report RBR001]), or on approved/released engineering documents (blueprints) for existing facilities or waste sites that have an established name/number.
 - b. Assign building and other structure numbers in accordance with WHC-CM-8-7, Section 907.
5. Radiological Control Organization shall conduct the radiological surveillances, as directed by EMI, for environmental contamination.
6. Quality Assurance shall perform reviews to ensure compliance with applicable WHC and DOE environmental quality assurance requirements.
7. Facility, Area, and project Managers shall ensure waste sites under their purview are entered into the WIDS.

5.4.2 Requirements

1. General
 - a. Effluent monitoring shall be performed as required by DOE 5400.1. The effluent monitoring requirements of the Order are considered to be met if compliance is maintained with the specific monitoring requirements in this manual.

BASIS: DOE 5400.1
 - b. Operational or nonoperational, radioactive or nonradioactive, hazardous or nonhazardous waste treatment, storage, and disposal facilities shall be monitored by an environmental monitoring program that complies with the requirements of DOE 5820.2A and 5400.1.
 - c. The environmental monitoring program shall be designed to measure:

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- (1) Migration of radionuclides.
- (2) Disposal unit subsidence.
- (3) Changes in disposal facility and disposal site parameters that may affect long-term site performance.
- (4) Biota with the potential to become contaminated.

BASIS: Identifies requirements established in DOE 5820.2A, Chapter III, 3.k.(2).

- d. The environmental monitoring program may include, but not necessarily be limited to, monitoring surface soil, air, surface water, and (in the subsurface) both soil and water in the saturated and the unsaturated zones.

BASIS: Identifies requirements established in DOE 5820.2A, Chapter III, 3.k.(3).

- e. Environmental monitoring for nonradioactive pollutants shall be performed if it is not possible to determine compliance with federal, state, or local environmental regulations on the basis of effluent monitoring data. Migration of nonradioactive pollutants can be modeled using monitoring data for radionuclides.

BASIS: DOE 5484.1, Chapter III, 3, states this requirement.

- f. The monitoring program shall be capable of detecting changing trends sufficiently in advance to allow application of any corrective actions prior to exceeding performance objectives, and shall be able to ascertain whether or not effluents from each treatment, storage, or disposal facility/site meet requirements.

BASIS: Identifies requirements established in DOE 5820.2A, Chapter III, 3.k.(4).

- g. Preoperational environmental surveys shall be performed to obtain background and baseline data at least 1 year and preferably 2 years prior to full facility operation.

BASIS: DOE 5400.1, Chapter IV, paragraph 3.

- h. Preoperational environmental surveys shall establish background levels of radioactive and chemical pollutants, characterize pertinent environmental and ecological parameters, and identify potential pathways for human exposure or environmental impact as a basis for determining the nature and extent of the subsequent routine operational effluent and environmental monitoring program.

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BASIS: DOE 5484.1, Chapter III, 1, states the requirements for preoperational surveys.

- i. Standard analyses shall be performed on effluent samples to demonstrate compliance with regulations, whenever such methods are required by regulatory programs.

BASIS: DOE 5400.1, Chapter IV, paragraph 5.a.(2)(c).

2. Diffuse Source Monitoring

- a. Diffuse sources shall be monitored in accordance with the provisions of 40 CFR 61 (including radioactive materials).

BASIS: DOE 5484.1, Chapter III, 2.b, requires monitoring to determine whether and to what extent the releases from DOE sites comply with applicable standards.

DOE 5400.1, Chapter IV, 7.a and 8.a, requires airborne emissions to be monitored in accordance with the requirements stated in 40 CFR 61.

- b. Individual diffuse sources shall be monitored when together they have the potential to contribute more than 10 percent of the total dose from site operations to members of the public.

Sources of diffuse or fugitive emission releases due to resuspension of residual radioactive material or from waste storage shall be described. The release rate in Ci/yr and effective dose equivalent to the public shall be described. The method used to determine the values reported shall be described.

The following procedures shall be applied when compiling an assessment of a diffuse source:

- (1) The assessment shall be accomplished by using appropriate computational modes and/or a downwind array of samplers arranged and operated over a sufficient period to characterize the concentrations of radionuclides in any resulting plume.
- (2) Empirical data and sound assumptions shall be used with the computational models to define the source term for a diffuse source.

BASIS: WHC best management practice is based on the guidance contained in Environmental Regulatory Guide for Radiological Effluent Monitoring and Environmental Surveillance, U. S. Department of Energy, January, 1991, DOE/EH-0173T.

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- c. For other airborne effluent diffuse source guidelines refer to Section 2 of this manual.
- d. For airborne effluent point source guidelines refer to Section 2 of this manual.

3. Groundwater Monitoring

- a. Groundwater shall be monitored in accordance with 40 CFR 264, Subpart F; 40 CFR 265, Subpart F; WAC 173-303; DOE 5484.1; and applicable requirements identified in DOE 5820.2A.

BASIS: DOE 5484.1, Chapter III, 2.b, requires monitoring to determine whether and to what extent the releases from DOE sites comply with applicable standards.

DOE 5400.1, Chapter IV, 9.c, requires that, where appropriate, groundwater shall be monitored in accordance with 40 CFR 264, Subpart F; 40 CFR 265, Subpart F; and WAC 173-303.

- b. For sites with multiple groundwater pollutant sources, site-specific characteristics should determine monitoring needs.

BASIS: DOE 5400.1, Chapter IV, 9.c, states that site-specific factors will affect the groundwater monitoring program and that sites with multiple groundwater pollution sources or extensive groundwater pollution may require more extensive information than required by 40 CFR 264 and 40 CFR 265.

4. Reporting

- a. A report shall be prepared annually by EMI to summarize and interpret the monitoring results that assess the effectiveness of environmental controls imposed on operations and waste management practices (DOE 5484.1, Chapter III).

BASIS: DOE 5400.1, Chapter II, 5; and 5400.5, Chapter I, 8(b)(a) and ii, state the requirements for reporting the results from the effluent monitoring programs. WHC is responsible for submitting the annual effluent report.

5. Quality Assurance

- a. Environmental monitoring activities shall be consistent with DOE 5700.6C and shall cover each element of environmental monitoring and surveillance programs commensurate with its nature and complexity.

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BASIS: DOE 5400.1, Chapter IV, 10, verbatim requirement.

- b. The environmental monitoring program shall include an established routine quality assurance program to satisfy the requirements of applicable DOE Orders.

BASIS: WHC best management practice based on the Environmental Regulatory Guide for radiological effluent monitoring and environmental surveillance. DOE 5400.1, Chapter IV, 10.a.

- c. Contracted laboratories performing environmental sample analyses shall be appropriately certified by the U.S. Environmental Protection Agency (EPA) regional office or Ecology.

BASIS: DOE 5400.1, Chapter IV, 10.b, states, "Where DOE operations secure the support of outside contractor laboratories, this work shall be conducted by appropriately certified laboratories."

- d. The DOE or contractor-operator laboratories that conduct sample analyses shall be appropriately-certified-by-the-EPA-regional-office-or-Ecology.

BASIS: DOE 5400.1, Chapter IV, 10.b, states that DOE and DOE contractor laboratories shall confirm the need and apply for any certification requirements with appropriate federal, state, or local agencies.

- e. All laboratories that conduct analytical work in support of DOE environmental radiological monitoring programs for radioactive materials shall participate in the DOE interlaboratory quality assurance program coordinated by the DOE Environmental Measurements Laboratory, New York, New York.

BASIS: DOE 5400.1, Chapter IV, 10.c.

5.4.3 Environmental Monitoring Plan

The Environmental Monitoring Plan (EMP) shall contain the rationale, design, and operational criteria for monitoring and sampling programs; the extent and frequency of monitoring and sampling; procedures for laboratory analysis; quality assurance requirements; and the verification and direction for the preparation and disposition of reports as required by DOE 5400.1 and DOE/EH-0173T.

The EMP shall consist of two major activities:

1. Effluent Monitoring

- a. Operational Environmental Monitoring program (OEMP). An OEM manual shall be administered by EMI.
- b. Environmental surveillance plans, programs, operations, and other activities pertinent to near-facility monitoring are provided by EMI.
- c. Facility Effluent Monitoring Plan (FEMP).
 - (1) Each facility manager shall be responsible for obtaining a FEMP determination for those operations and processes that use, generate, release, or manage regulated substances. If the determination indicates that a FEMP is necessary, the facility manager shall be responsible for ensuring that a FEMP is written. In general, a FEMP will be required for facilities that (1) have a total projected dose from radionuclides in excess of 0.1 mrem effective dose equivalent (EDE) from any one discharge point, or (2) if any one regulated material discharged from the facility exceeds 100 percent of a reportable quantity or a permitted quantity, or (3) if a liquid effluent is regulated by the National Pollutant Discharge Elimination System (NPDES) and contains radionuclides that will cause any person consuming that effluent to receive an EDE greater than 4.0 millirem per year. Additional information on the FEMP process may be found in WHC-EP-0438-1, 11A, "Guide for Preparing Hanford Site Facility Effluent Monitoring Plans."

Facility management is required to obtain the Effluent Monitoring (EM) function's approval for all changes to the FEMPs, including those generated in the annual review and update. In addition, the FEMP shall be reviewed by QA and Environmental Policy.

Contractor management is responsible for assigning appropriate personnel to perform the reviews, assessments, and approvals as required, and for maintaining this documentation. DOE may require additional reviews, as necessary, to ensure program integrity.

- (2) The FEMP should be revised as process or regulatory changes occur. The FEMP shall undergo a formal review by the facility by June 1 of each year and be updated as necessary.
- (3) Management at waste generating units shall obtain EM approval for all changes to monitoring operations. The annual FEMP shall be reviewed and updated when changes are made to the process.

BASIS: DOE 5400.1

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- a. Environmental surveillance plans, programs, operations, and other activities pertinent to sitewide activities are maintained by Pacific Northwest Laboratories (PNL).

The requirements of this section shall be met before startup of new or modified facilities. Preoperational studies should be conducted for a new site, facility, or process, in accordance with the requirements of Section 9.0 of this manual.

BASIS: Reflects WHC best management practice, and in some cases, DOE order or regulatory requirements.

5.5 Emergency Planning and Community Right-to-Know Act (EPCRA) Reporting

There are three separate reporting requirements under Subtitle B of EPCRA:

- Material Safety Data Sheet (MSDS) Listing, or Hazardous Chemical Listing (Section 311)
- Tier II Emergency and Hazardous Chemical Inventory (Section 312)
- Toxic Chemical Release Inventory (Section 313)

Each of the periodic reports are prepared for the entire Hanford Site, incorporating information from all RL contractors. This section defines WHC responsibilities for input to the Hanford Site reports, supporting site compliance with the EPCRA reporting requirements.

5.5.1 Responsibilities**1. Facility managers shall:**

- a. Designate responsible engineering, scientific, or trained technical personnel to function as the EPCRA Reporting Representative(s).
- b. Support the development of facility hazardous material inventory control practices, to assure all hazardous materials stored at the facility are accounted for, with respect to the reporting requirements of Section 5.5.2.
- c. Review facility input to the annual Hanford Site Tier II Emergency and Hazardous Chemical Inventory report and provide a signed certification statement equitable to that which is signed by RL on the final Hanford Site Tier II form.
- d. Review facility input to the annual Hanford Site Toxic Chemical Release Inventory report and associated report preparation activities. Provide written certification that the information is true and complete.

2. EPCRA reporting representatives shall:

- a. Develop hazardous material inventory control practices to assure all hazardous materials are accounted for, with respect to the reporting requirements in Section 5.5.2. These practices should be documented in written procedures, desk instructions, or other appropriate form.
- b. Coordinate with other designated EPCRA reporting representatives assigned to overlapping areas of responsibility to assure that all hazardous materials are properly reported.
- c. Conduct physical inventories of hazardous materials stored in locations under the control of the applicable organizations. Utilize the Hazardous Material Inventory Database (HMID) to transmit necessary inventory information and update the information on a monthly basis.
- d. Prepare facility input to the site Toxic Chemical Release Inventory (TRI) report, according to instructions from WHC Environmental Reports (ER).
- e. Verify accuracy and completeness of facility input to all site reports. Facilitate ~~line management review and certification of the input~~. Verification and certification shall be performed on an annual basis, at a minimum, to meet established report preparation schedules.
- f. Determine applicability of EPCRA exemptions at the facility. Document all claimed exemptions and submit copies to ER annually.
- g. Maintain supporting documentation for all facility input to site EPCRA reports.

3. WHC Environmental Reports (HMID Administration) shall:

- a. Provide necessary training with respect to EPCRA reporting requirements. Review applicable regulations, develop applicable guidance, and communicate relevant information to Reporting Representatives. Facilitate the resolution of issues regarding interpretation of reporting requirements.
- b. Administer HMID, including the addition and maintenance of appropriate reference information.
- c. Review HMID inventory information on a quarterly basis to identify hazardous chemicals present on site in quantities exceeding minimum threshold levels. Prepare an updated Hanford Site hazardous chemical listing, according to the requirements of 40 CFR 370.21. Submit the listing to RL for transmittal to the State emergency response commission, local emergency planning committees, and local fire departments.

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- d. Coordinate the preparation and review of the annual Hanford Site Tier II Emergency and Hazardous Chemical Inventory (Tier II) report, according to requirements of 40 CFR 370.25. Schedule report preparation activities to assure submittal by the March 1 regulatory due date.
- e. Collect toxic chemical use and release information as necessary for compliance with the reporting requirements of 40 CFR 372. If required, prepare the annual Hanford Site Toxic Chemical Release Inventory report to assure submittal by the July 1 regulatory due date. If a TRI report is not required, prepare an EPCRA 313 Compliance Validation Report to document activities leading to that determination.
- f. Facilitate RL concurrence review for the Tier II and TRI reports (or EPCRA 313 Compliance Validation Report). Incorporate all comments, as appropriate, and prepare final report for transmittal to appropriate agencies.

5.5.2 Requirements

1. The Hanford Site meets the definition of a single "facility" with respect to EPCRA reporting requirements. Therefore, annual reports must be prepared with consolidated information from all RL contractors, comparing aggregated quantities to applicable reporting thresholds.
2. Inventory information for all hazardous chemicals stored at the Hanford Site must be considered, including those in mixtures as well as pure forms. The term hazardous chemical means any substance which is a health hazard or a physical hazard, as defined in 29 CFR 1910.1200(c). The following substances are excluded from the definition:
 - a. Foods, additives, drugs, or cosmetics regulated by the FDA.
 - b. Substances present as a solid in any manufactured item, where exposure to the substance does not occur.
 - c. Substances used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public.
 - d. Substances used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual.
 - e. Substances used in routine agricultural operations, or is a fertilizer held for sale.
 - f. Waste managed under RCRA and/or WAC 173-303.
3. The following inventory information must be provided for each hazardous chemical.
 - a. Material identity.

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- b. Identity and concentration of each known constituent.
 - c. Container type.
 - d. Temperature and pressure conditions of storage (designated as "ambient", "less than ambient", or "greater than ambient", or "cryogenic" for temperature).
 - e. Location of storage (identified by the Hanford Facilities Core official building number and room number, if applicable).
 - f. Dates present at specific storage location.
 - g. Quantity of material in inventory, updated monthly when a change in quantity occurs. Inventory quantities must be entered for January 1 of each calendar year to provide a baseline for the HMID calculations of average quantity on site, number of days on site, and other data required on the Tier II form.
4. Annual usage quantities of all toxic chemicals must be estimated, including those in mixtures at concentrations of 1 percent or greater (0.1 percent or greater if the chemical is an OSHA defined carcinogen). Toxic chemicals are listed in 40-CFR 372.65, and include specifically listed chemicals and reportable categories of chemicals.
5. The following exemptions apply to Toxic Chemical Release reporting, as described in 40 CFR 372.38.
- a. If a toxic chemical is present in a mixture below de minimis concentrations (1 percent or 0.1 percent for carcinogens), that use of that mixture is exempt.
 - b. If a toxic chemical is present in an article (a solid manufactured item), and no releases of the chemical occur during the use of that article, the use of the article is exempt.
 - c. The use of ANY toxic chemical for the following activities is exempt:
 - i) Structural component of a facility.
 - ii) Routine janitorial or grounds maintenance activities.
 - iii) Personal use by employees.
 - iv) Maintenance of motor vehicles.
 - v) Process water or air, as drawn from the environment.
 - d. The use of toxic chemicals in a laboratory under the supervision of a technically qualified individual is exempt, except for specialty chemical production or pilot plant scale operations.
6. The following usage information must be provided for all reportable activities that use toxic chemicals during each calendar year.

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- a. A detailed description of the activity.
 - b. Dates the activity occurred.
 - c. Identity of each material used to perform the activity, including the identity and concentration of each known constituent.
 - d. An estimate of the annual usage quantity for each material.
7. If aggregated annual usage quantities of a specific toxic chemical exceed applicable thresholds, the following information must be provided for inclusion in the site TRI report.
- a. Quantities of the chemical released to the air as a fugitive or stack air emission, discharged to receiving streams or water bodies, injected underground, and released to the land.
 - b. Information on transfers of the chemical in wastes to off site locations.
 - c. Waste stream types, on site treatment methods, and treatment efficiencies for all waste streams containing the chemical.
 - d. Source reduction and pollution prevention activities involving the chemical.

5.6 Environmental Compliance Issue Coordination

The purpose of this section is to provide RL with the means to coordinate significant WHC-related environmental compliance issues with DOE EH-23 and Program Offices to ensure timely development and consistent application of DOE environmental policy and guidance.

5.6.1 Responsibilities

1. Each facility and project manager shall identify and advise WHC's Environmental Services and the appropriate RL program section, in a timely manner to assure early DOE involvement, of significant environmental compliance issues and related activities needing resolution.
2. Environmental Services shall:
 - a. Advise RL's Office of Assistant Manager for Environmental Management (AME), and the WHC-managed facility or project manager where applicable, in a timely manner to assure early DOE involvement, of significant environmental compliance issues brought to the attention of the WHC Environmental Services.

Records, Reporting and Response Activities

- b. Provide RL with information as requested to assist in the resolution and coordination of significant environmental compliance issues and the development of responses to them.
- c. Provide RL's AME information on all existing and anticipated environmental permits and permit applications to support an RL submittal date of October 1 of each year, in accordance with Attachment 2 of DOE 5400.2A.

5.6.2 Requirements

Support RL in identifying significant environmental compliance issues that have the potential of setting precedent or creating controversy, and/or would involve DOE HQ notification, concurrence, or approval. Information provided should include that outlined in Attachment 1 of DOE 5400.2A. "Significant environmental compliance issues" are defined in paragraph 4.a of DOE 5400.2A.

BASIS: DOE 5400.2A.

5.7 Record and Reporting Requirements

Timely environmental recordkeeping and reporting is mandatory in demonstrating regulatory compliance. Accessibility to environmental compliance documentation is required to accommodate regulatory reviews by agency inspectors. To accomplish this goal, specific regulatory files shall be established to demonstrate compliance with applicable environmental regulations.

A regulatory file shall be developed for any facility that must maintain records to demonstrate compliance with environmental regulations. A regulatory file shall contain information such as operating records and supporting documentation which demonstrates compliance with WAC 173-303 and other environmental regulations. Identification of each regulatory file is accomplished by preparing a regulatory file checklist that identifies the required documentation, the location, and the name and telephone number of the record custodian.

A copy of the regulatory file checklist is to be maintained at each waste management unit. All regulatory file documentation must be cleared for regulatory access.

5.7.1 Responsibilities

1. Facility management shall:
 - a. Assign file custodians, as needed, to maintain regulatory file documentation.
 - b. Assign an environmental compliance contact, as needed, to ensure regulatory compliance.
 - c. Ensure that all operating records and supporting documentation have been reviewed for clearance purposes to release to a regulator.

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2. Project Services shall:
 - a. Maintain copies of regulatory file checklists. Information contained in the checklists will provide "pointers" to all compliance documents required to demonstrate regulatory compliance.
 - b. Assure that documentation identified on the Regulatory File Checklist has been cleared for public release. When required, initiate clearance forms to obtain required technical and legal reviews as needed for public release.
3. Tank Waste Remediation shall:
 - a. Interface with EM-14 as they develop future guidance related to compliance with DOE 5820.2A, Chapter VI.
 - b. Be prepared to compile and consolidate the information required by the Section 5.7.2 below at the direction of RL.
4. Environmental Restoration Organization shall be prepared to compile and consolidate information on the Decommissioning of Radioactively Contaminated Facilities ~~according to the Attachment to the Waste Management Plan~~ outline of DOE 5820.2A, Chapter VI, at the direction of RL.
5. Planning and Systems Integration shall compile information provided by waste management organizations and the Environmental Restoration Organization as directed by RL.

5.7.2 Requirements

Compile and consolidate information from radiological, hazardous, or mixed waste constituent management operations, sufficient for an annual report, facility identification, forces acting to change current waste management systems, and plans for the next fiscal year. The information shall be formatted according to the Waste Management Plan outline of DOE 5820.2A, Chapter VI and its Attachment, or as otherwise directed by the DOE.

5.8 Reporting Enforcement Notices**5.8.1 Informal Notices**

Regulatory agencies issue enforcement actions that are generally either informal or formal. Informal enforcement actions typically relate to matters that do not pose actual or potential, critical or serious threat to human health and/or the environment. Informal actions are usually developed by the regulatory agency without a specific statutory or regulatory requirement other than general enforcement authority. Informal notifications are to be reported in accordance with WHC-CM-1-5.

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BASIS: DOE 232.1

5.8.2 Formal notices

Formal enforcement actions are used by the regulatory agencies to compel handlers into compliance with the applicable regulations. The specific types of formal enforcement actions vary depending on the issuing regulatory agency and the applicable statute/regulation.

The following are examples of formal enforcement actions:

Issued by the State of Washington Department of Ecology:

- **Notice of Violation (NOV)** - A document authorized by Chapters 90.48, 90.58, and/or 70.94 of the Revised Code of Washington that provides formal notice that a specific violation has occurred or is about to occur and requests a report from the violator (typically within 30 days) on the circumstances surrounding the violation and what steps are being taken to correct or prevent the violation.
- **Administrative Order** - An Administrative Order directs the violator to take a specified course of action within a specified time to achieve compliance. It is a unilateral action, issued by the agency pursuant to statutory authorities.
- **Civil Penalty** - A monetary penalty assessed against any violator, as provided by law, up to a maximum level. From the date a violator receives a notice of penalty or the department's response to a request for relief, the violator has 30 days from the date of receipt to appeal.
- **Criminal Prosecution** - A notice or action initiating a criminal proceeding. A criminal proceeding is the most severe enforcement action available to Ecology and may be initiated in cases of willful or intentional violations.

Issued by the State of Washington Department of Health:

- **Notice of Violation** - A written notice served whenever the Department of Health has reason to believe that a provision of the Washington Administrative Code (WAC) 246-47 has been violated. The notice will specify the provision of WAC 246-247 alleged to be violated and the facts alleged to constitute a violation.
- **Compliance Orders** - Compliance Orders are generally issued in conjunction with a Notice of Violation. The Order will require the recipient of the notice of violation either to take necessary corrective action or to submit a plan for corrective action and a date when such action will be initiated.
- **Civil Penalty** - A monetary penalty assessed against any violator, as provided by law, up to a maximum level. From the date a violator receives a notice of penalty or the department's response to a request for relief, the violator has 30 days from the date of receipt to appeal.

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Issued by the U.S. Environmental Protection Agency:

- **Compliance Orders** - A notification requiring any person who is not complying with a requirement to take steps to come into compliance. A compliance order may require immediate compliance or may set out a timetable to be followed in moving toward compliance. The order can contain a penalty of up to \$25,000 per day for each day of noncompliance and can suspend or revoke a permit.
- **Corrective Action Orders** - A notice requiring corrective action in the event there is evidence of a release of hazardous waste or a hazardous constituent into the environment. These orders can be issued to require corrective action activities ranging from investigations to repairing liners or pumping to treat a plume of contamination. Corrective action notices can be received regardless of when waste was placed at the facility.
- **Corrective Action** - A civil action where a court order is used to force any person to correct a problem and take any necessary response measures. A notice from the court will be received.
- **Criminal Action** - A notice or action initiating a criminal proceeding. The EPA can issue criminal actions for serious and often repeated violations.

5.8.2.1 Responsibilities

1. Facility Management shall complete required notifications in a timely manner.
2. Environmental Services shall provide guidance and support to Facility Management as requested.
3. General Counsel shall provide guidance and support to Facility Management as requested.

5.8.2.2 Requirements

1. Facility Management shall contact the manager of Environmental Services upon receiving written or electronic correspondence, and/or verbal notification from a regulatory agency of an alleged compliance deficiency. Environmental Services will provide assistance to Facility Management in determining whether the notification constitutes formal or informal enforcement.
2. All formal enforcement notices from any Governmental, State, or Local regulatory enforcement agency shall be reported to the manager of Environmental Services and to the Occurrence Notification Center (ONC).
3. Within 24 hours or by the close of the next business day (not to exceed 80 hours) of receipt of a formal enforcement notice, an Unusual Occurrence notification shall be prepared by the unit at which the violation is directed. Procedures for Unusual

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Occurrence notifications are found in Standard Operating Practices (WHC-CM-1-5, 7.1). The Unusual Occurrence notification shall include all information needed to respond to the items below:

- The nature of the alleged violation and of the environmental threat posed thereby;
 - Whether the alleged violation has been corrected, or is continuing;
 - The basis for the regulatory authority's discovery of the alleged violation (e.g., self-reporting or external regulatory inspection); and
 - Whether fines or penalties are being assessed and, if so, the amount.
4. Copies of the formal enforcement notification and the Unusual Occurrence Notification shall be provided to the RL Contracting Officer within 24 hours or by the close of the next business day (not to exceed 80 hours) of receipt.
5. Within 10 working days after receipt of a formal enforcement notice, the Unusual Occurrence notice shall be updated. The update shall include:
- A preliminary assessment of whether the alleged violation resulted from a failure of RL to provide requested guidance, funding, or authorization to correct the conditions leading to the alleged violation;
 - A preliminary assessment of whether WHC disagrees with the legal or factual grounds for the alleged violation;
 - A preliminary recommendation as to whether the issuing authority's proposed resolution should be accepted, or whether an attempt should be made to contest the notice or to negotiate a different settlement; and
 - A description of actions taken, or proposed, to prevent similar alleged violations from occurring in the future.

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6. New information and developments on the resolution of the enforcement action shall be provided in updates to the Unusual Occurrence report. New information and developments includes ultimate resolution and any payment of fines and penalties.

BASIS: Memorandum from Robert D. Larson (RL) to Contractors; Reporting Requirements - Enforcement Actions Related To Violations Of Environmental Requirements; dated November 1, 1993. Based on a memorandum from Hazel R. O'Leary to Secretarial Officers, Managers, DOE Operations Offices; Guidance On Reporting Procedures For Enforcement Actions Related To Violations Of Environmental Requirements; dated August 18, 1993.

Standard Operating Practices (WHC-CM-1-5, 7.1)

5.9 Designated Reviewing Organizations

Organizations listed below are responsible for this process. If you have any questions about this procedure, please contact the process owner.

Designated Reviewing Organizations

CMPOC

Environmental Services (process owner)	PSO/ES
Quality Assurance	ESQ/QA
Nuclear Safety Regulatory Compliance	ESQ/NSC
Safeguards and Security	ESQ/SAS
B Plant	TRP/BP
Fast Flux Test Facility	TRP/FTF
Fuels Fabrication Facility Transition Project	TRP/FFT
Spent Nuclear Fuel Project	SNF
Operations Maintenance Programs Improvements	TRP/OMP
Plutonium Finishing Plant	TRP/PFP
PUREX Plant	TRP/PRX
Liquid Effluent Services	PSS/LES
Tank Waste Remediation System	TWR

5.10 References

NOTE: For additional references, see Appendix B of this manual.

DOE/EH-0173T, "Environmental Regulatory Guide for Radiological Effluent Monitoring and Environmental Surveillance."

DOE 5820.2A, "Radioactive Waste Management."

DOE 5480.11, "Radiation Protection for Occupational Workers."

WHC-CM-1-5, *Standard Operating Practices*, Section 7.1, "Report Occurences and Processing Operations Information."

WHC-CM-4-1, *Emergency Plan*.

WHC-CM-8-7, *Operations Support Services*, 907, "Building Number Assignments and Retirement Requirements."

Records, Reporting and Response Activities

Table 5-1. Release Reporting Requirements. (sheet 1 of 3)

Type of Release	Substance	Reporting Criteria	Common Exemptions	Agency to be Notified*	Reporting Time Frame	Regulatory Citation
General hazardous substance or dangerous waste release	Hazardous substance (including dangerous waste) as designated in 40 CFR 302 (includes 40 CFR 116 and 117 standards)	Any release into the environment that, over a 24-hour period, exceeds a Reportable Quantity	Federally permitted releases; continuous releases for which notification has been provided pursuant to 40 CFR 302.8	National Response Center	Immediately; follow-up via newspaper notice required by Section 111(g) of CERCLA	40 CFR 302.6
	Extremely hazardous substance as designated in 40 CFR 355 or hazardous substance as designated in 40 CFR 302	Any release that, over a 24-hour period, exceeds a Reportable Quantity if any portion of the release goes beyond the facility boundary.	Federally permitted releases; continuous releases for which notification has been provided pursuant to 40 CFR 302.8	Community emergency coordinator for the local emergency planning committee; State emergency response commission	Immediately; follow-up notification required per 40 CFR 355.40(b)(3)	40 CFR 355.40(b)
	Dangerous waste or hazardous substance as defined in WAC 173-303-040	Any spill or discharge into the environment in an amount equal to or greater than the reportable quantity listed in the table at 40 CFR 302.4, or in an amount that threatens human health or the environment.	None	Department of Ecology; local authorities in accordance with local emergency plan	Immediately	WAC 173-303-145
	Toxic chemicals as designated in 40 CFR 372	Any release to the environment, including off-site waste shipments to be considered for those chemicals that the site use threshold is exceeded	Janitorial use, lab activities, articles de minimis, structural component of facility	EPA	Annual (July 1)	40 CFR 372

*All notifications to regulatory agencies are made by the Occurrence Notification Center

Records, Reporting and Response Activities

Table 5-1. Release Reporting Requirements. (sheet 2 of 3)

Type of Release	Substance	Reporting Criteria	Common Exemptions	Agency to be Notified*	Reporting Time Frame	Regulatory Citation
General dangerous waste	Dangerous waste	Discharge into the environment from a dangerous waste tank system	Releases of less than 1 pound <u>provided</u> that the waste is immediately contained and cleaned up	Department of Ecology	Within 24 hours of detection; follow-up notification required per WAC 173-303-640(7)(d)(iii)	WAC 173-303-640(7); 40 CFR 265.196(d)
		Any release that requires implementation of the facility emergency plan	N/A	Local authorities if appropriate; Department of Ecology	Immediately if human health or the environment are threatened; follow-up written report required by WAC 173-303-360-(2)(k)	WAC 173-303-360(2)(a), (d), (k)
Release during transportation	Hazardous material (including hazardous waste) designated in 49 CFR 172	UST system spill or overflow that comes in contact with soil, groundwater, or surface water or that exceeds a de minimis amount	Spill or overflow that does not exceed a de minimis amount as defined in WAC 173-360-375	Department of Ecology	Immediately for hazardous substances; immediately for petroleum that comes in contact with soil, groundwater, or surface water, within 24 hours for other petroleum releases	WAC 173-303-375
		Unintentional release of hazardous material from a package or discharge of any quantity of hazardous waste during transportation	Certain specific exemptions as shown in 49 CFR 171.16(e)	Department of Transportation	Within 30 days of discovery	49 CFR 171.16

*All notifications to regulatory agencies are made by the Occurrence Notification Center

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Records, Reporting and Response Activities

Table 5-1. Release Reporting Requirements. (sheet 3 of 3)

Type of Release	Substance	Reporting Criteria	Common Exemptions	Agency to be Notified*	Reporting Time Frame	Regulatory Citation
Polychlorinated biphenyl (PCB) spill	PCBs	Spill involving PCBs in concentration that exceeds 50 ppm and that (1) directly contaminates surface water, sewers, or drinking water supplies; (2) grazing land or vegetable gardens, or (3) exceeds 1 pound of PCBs by weight. (See also "Dangerous Waste Release")	Spills of less than 1 pound are not required to be reported to the National Response Center, unless it threatens human health or the environment.	EPA Regional Office of Pesticides and Toxic Substances Branch and the National Response Center.	In the shortest possible time after discovery, but in no case more than 24 hours	40 CFR 761.125(a)(1)
Oil discharge to navigable waterway	Oil as defined in 40 CFR 110.1	Any oil discharge to navigable waterways or adjoining shoreline that (1) violates an applicable water quality standard or (2) causes a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or causes a sludge or emulsions to be deposited beneath the surface of the water or adjoining shorelines	Discharges in compliance with an NPDES permit	National Response Center	Immediately	40 CFR 110.1, 33 CFR 153

*All notifications to regulatory agencies are made by the Occurrence Notification Center

Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping.(sheet 1 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
90-day accumulation areas	Records of inspection for waste containers in 90-day accumulation areas	W	Section 7.8	WAC 173-303-200
Air emissions - emissions of leaking organics from affected TSD equipment	A log pertaining to all affected equipment must be maintained in the management unit record. The log must include: a list of identification numbers for equipment; a list of identification numbers for equipment that is designated as having no detectable emissions; a list of equipment identification numbers for pressure relief devices; a date of each required compliance test, the background level measured during each test, and the maximum instrument reading during each test; a list of identification numbers for equipment in vacuum service; a list of identification numbers for valves that are designated as unsafe to monitor, an explanation for each valve stating why the valve is difficult to monitor, and the planned schedule for monitoring each valve; the criteria used to detect leaks in compressors and in light liquid service pumps; an analysis determining the design capacity of the hazardous waste management unit; a statement listing the hazardous waste influent and effluent at each unit, and an analysis determining whether these wastes are heavy or light liquids; an up-to-date analysis and supporting information and data used to determine whether or not equipment is subject to the requirements	D	Section 2.5.2.2	40 CFR 264/265, Subpart BB/CC "Air Emission Standards for Equipment Leaks"
Air emissions - leaks of leaking organics from affected TSD equipment	Management units which have identified a leak must record the following information in an inspection log and maintain the log in the management unit operating record for a minimum of 3 years: instrument and operator identification numbers and the equipment identification number; date that evidence of a potential leak was found; date the leak was detected and dates of each attempt to repair the leak; the repair methods applied; the date of successful repair; the maximum instrument reading if above 10,000 ppm after any repair attempt; and, if the leak is not repaired within 15 days, documentation supporting the reason for the delay	D	Section 2.5.2.2	40 CFR 264/265, Subpart BB/CC, "Air Emission Standards for Equipment Leaks"

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 2 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Air emissions of leaking organics from affected TSD vents - use of alternative leak detection	WHC EEM shall be notified if (or when) an alternative standard is being considered for leak detection of organic air emissions from affected valves in gas/vapor or "in light liquid service"	O	Section 2.5.2.2	WHC best management practice
Air emissions of leaking organics from affected TSD equipment - maintenance of records	Management units must maintain up-to-date management unit records of the following for each piece of affected equipment on any management unit: equipment identification number and hazardous waste management unit identification; approximate location of the equipment; type of equipment; percent-by-weight total organics in the hazardous waste stream at the equipment; state of waste at equipment (gas/vapor or liquid); and the method of compliance with the standard	O	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"
Air emissions of leaking organics from affected TSD equipment - documentation of schedule for compliance retrofits	Management units must maintain up-to-date management unit records of the following for each piece of affected equipment on any management unit: an implementation schedule (for management units operating before 12/21/90) for installation of compliant systems or devices	O	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"
Air emissions of leaking organics from affected TSD equipment - performance test plan to demonstrate organic removal efficiency	Management units must maintain up-to-date management unit records of the following for each piece of affected equipment on any management unit: a performance test plan if test data is used to demonstrate the organic removal efficiency	O	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"
Air emissions of leaking organics from affected TSD equipment - documentation for management units with closed-vent systems and control devices	Management units must document compliance for each piece of affected equipment, including detailed design documentation or performance test results	O	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 3 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Air emissions of leaking organics from affected TSD equipment - documentation for management units with closed-vent systems and control devices	Management units must document the monitoring, operating, and inspection information for each affected system and control device	D	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"
Air emission rates of organics from affected TSD vents.	Current operating emission rates for each affected vent shall be documented in the unit record. All information and data supporting the determination of such rates or any emissions reductions shall be documented. Report the rates to WHC ESA prior to start-up of any affected operation.	O	Section 2.5.2.1	40 CFR 264.1036, Subpart AA, "Air Emission Standards for Process Vents"
Air emission rates of organics from affected TSC vents.	The required control device on each affected vent shall have a flow indicator to allow recording of vent stream flow to the control device.	H	Section 2.5.2.1.	40 CFR 264.1036, Subpart AA, "Air Emission Standards for Process Vents."
Air emissions of organics from affected TSD vents - measurement system anomalies	The waste management unit shall report to WHC EEM the dates that control devices exceeded or operated outside the design specifications.	M	Section 2.5.2.1.	40 CFR 264.1036, Subpart AA, "Air Emission Standards for Process Vents"
Air emissions of organics from affected TSD vents - reporting	WHC EEM shall provide a semiannual report as described in 40 CFR 264.1036	B	Section 2.5.2.1.	40 CFR 264.1036, Subpart AA, "Air Emission Standards for Process Vents"

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 4 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Airborne emissions: excess emissions or loss of measurement capability	If there is a potential for increased airborne emissions, facility operations or activity management shall notify WHC EEM within 4 hours of any belief there has been a noncompliance with Operational Safety Requirements (OSR), Operating Specifications Documents (OSD), permit or approval requirements, technical specifications, or any requirement of Section 2.0 of this manual	O	Section 2.5.6.6	WHC best management practice
Airborne emissions: expected excess emissions or loss of measurement capability	If there is a potential for increased airborne emissions, facility operations or activity management shall notify WHC EEM within 2 working days in advance of any operations that could result in exceeding the OSD, permit or approval requirements or technical specifications	O	Section 2.5.6.6	WHC best management practice
Airborne emissions: expected loss of accurate measurement capability	Facility operations or activity management shall notify WHC EEM within 4 hours of any shutdown of any CEMS outside the allowed downtime for maintenance or any other change that prevents accurate measurement of emissions to the environment	O	Section 2.5.6.4	WHC best management practice
Airborne emissions: failed test of air effluent treatment system	Facility operations or activity management shall notify WHC EEM within 1 working day of any failure of a required air effluent treatment system test	O	Section 2.5.6.4	WHC best management practice
Air emissions	Annual report to EPA and DOH	A	Section 2.6	40 CFR 61, Subpart H WAC 246-247
Air emissions report	WHC EM shall submit a report to Ecology within the first 105 days of each calendar year.	A	Section 2.5.1.3	WAC 173-400-105

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 5 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Air emissions of organics from TSD management units and recycling operations	Record in the unit record the appraisal of all process vents associated with the listed processes to determine if the waste being treated has organic concentrations of 10 parts per million by weight (ppmw) or greater on an average annual basis	O	Section 2.5.2.1.	40 CFR 264.1036, Subpart AA, "Air Emission Standards for Process Vents"
Air emissions - emissions of leaking organics from affected TSD equipment	Management units must maintain up-to-date management unit records. The records must include a schedule for monitoring, and the percent of valves found leaking during each monitoring period, for valves in gas/vapor or in light liquid service for which alternate standards have been elected.	D	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"
Air emissions - reporting of unrepaired leaks of organics from affected TSD equipment	Management units must report all leaks that are not or cannot be repaired within 15 days to WHC EEM. WHC EEM must receive the report by the end of the 15-day period. The report is to include the equipment identification number for each leaking item.	O	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"
Air emissions - emissions of leaking organics from affected TSD equipment - reporting of control devices operating outside of design specifications	Management units with closed-vent systems or control devices shall report to WHC EEM whenever any device exceeds or is operated outside of the design specifications and the condition is not corrected within 24 hours. The report must include the duration and cause of each emission that exceeded standards and any corrective measures taken. This report must be received by WHC EEM no later than 3 days after the occurrence.	O	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"
Air emissions - reporting of leaking organics from affected TSD equipment -	WHC EEM shall complete a semiannual report as described in 40 CFR 264.1065	B	Section 2.5.2.2	40 CFR 264, Subpart BB, "Air Emission Standards for Equipment Leaks"

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 6 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Air emissions - determination of monitoring and alarm requirements	For each source of radioactive air emissions, a determination shall be made as to whether potential offsite impacts require continuous monitoring and alarm capability. The determination shall be documented in the applicable Facility Effluent Monitoring Plan (FEMP).	O	Section 2.5.3.2	DOE/EH-0173T, Chapter 3, Sections 3.5 and 3.6
Air emissions - documentation of alarm settings	Documentation of the air emission alarm settings and the bases for their selection are to be documented in the applicable FEMP	O	Section 2.5.3.2	DOE/EH-0173T, Chapter 3, Section 3.3
Air emissions - continuous monitoring instrument maintenance, calibrations, anomalies, etc.	Each facility maintenance organization shall maintain access to a record of maintenance, calibrations, system anomalies, etc., for each continuous air emission monitoring instrument at that facility for a period of at least 2 years	O	Section 2.5.3.2	WHC best management practice
Air emissions - installation or removal of record sampling capability	All new installation or removal of record sampling capability shall be documented in the applicable FEMP	O	Section 2.5.3	WHC best management practice in support of DOE/EH-0173T, Chapter 3.0, Section 3.3
Air emissions - calibration of record sampling systems	For any radioactive air emissions record sampling system, records of calibration, conditions of calibration, performance checks, and evaluation shall be maintained at the source for a minimum of 2 years	O	Section 2.5.3.2	40 CFR 61, Section 61.14(f)
Air emissions - radioactive particulate filter testing frequencies	Radioactive particulate filter systems exposed to extreme conditions shall be tested on a frequency which takes into account those conditions. The conditions shall be documented in the applicable FEMP	O	Section 2.5.3.4	WHC best management practice
Air emissions - radioactive air filter systems requiring testing	All radioactive air filter systems requiring testing shall be identified as such in the applicable FEMP	O	Section 2.5.3.4	WHC best management practice

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 7 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Air emissions - startup or shutdown of any radioactive air emissions unit	Waste generation management shall notify WHC EEM directly no later than 1 working day after any startup or shutdown of a radioactively contaminated forced ventilation exhaust system. Such notification shall also include any shutdown of stack sampling or monitoring systems or other change that may affect the measurement of airborne emissions	O	Section 2.5.6.3	WAC 246-274-080
Air emissions - new or modified sources or emission units	Any proposed activity identified in Section 2.5.5 as requiring a notification, Notice of Construction (NOC), approval, approved design criteria, or registration according to the Clean Air Act based regulations is required to obtain an NOC pursuant to this section. New activities shall prepare an environmental requirements checklist to identify applicable clean air requirements.	O	Section 2.5.5 Section 9.4	WAC 173-400, WAC 246-247, Best Management Practice.
Air emissions - registration of radioactive air emissions units	Each source of airborne radionuclide emissions shall register the source with the Washington State Department of Health	O	Section 2.5.5.7	WAC 246-247-080.
Air emissions - notice of construction for any new or modified radioactive air source	An application for approval of any new source or modification of any existing source emitting radioactive air pollutants shall be submitted to and approved by the EPA, Region 10 and the Washington State Department of Health before the construction or modification commences	O	Section 2.5.5.1	WAC 246-247 and 40 CFR 61, Subpart H

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 8 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Air emissions - notification of replacement of radioactive emission control equipment or process equipment	For any source which is required to register with the Washington State Department of Health, notification shall be forwarded to that department prior to replacement of radioactive emission control equipment or process equipment other than replacement for routine maintenance and repair	O	Section 2.5.5.1	WAC 246-247-060.
Asbestos	Temperature records when wetting of asbestos is not required	O	Section 3.5	40 CFR 61
Asbestos demolition and renovation	Notification to SFRC	O, A	Section 3.5	40 CFR 61
Asbestos waste disposal	Waste disposal report	A	Section 3.5	40 CFR 61
Burning (open burning)	Obtain permit from WHC Fire Department and concurrence from WHC EES	O	Section 2.5.4.5	WHC best management practice
CERCLA Reportable Quantities Release	Notification to EPA	O	Section 8.3.2	40 CFR 302.6
CERCLA Reportable Quantities Release - Continuous Release	Notification to EPA and other authorities - update at end of first year; notify whenever statistically significant increase occurs. Additional records must be maintained at facility.	O, A, P	Section 5.0	40 CFR 302
Chemical, Physical, Biological treatment	Records of inspection of control and safety equipment	D	Section 7.10	40 CFR 265 Subpart Q

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|------------------------------|---------------------------------|
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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 9 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Chemical, Physical, Biological treatment	Records of inspection of data from monitoring equipment	D	Section 7.10	40 CFR 265 Subpart Q
Chemical, Physical, Biological treatment	Records of inspection of construction materials of discharge confinement equipment	W	Section 7.10	40 CFR 265 Subpart Q
Closure	Record of notification of closure	O	Section 7.10	WAC 173-303-610
Continuous monitoring of air emissions	Facility managers ensure written procedures are developed with concurrence from WHC EEM for calibration; drift determination; adjustments; preventive maintenance; corrective actions; data recording, calculating, and reporting; and audit procedures.	O	Section 2.5.3.2	WAC 173-400-105; 40 CFR 61; 40 CFR 51, Appendix P, Section 3.4
Continuous emission monitoring system (CEMS) for airborne emissions: documentation of performance	Operations management shall maintain the following records for a minimum of 3 years, or longer if specified in applicable permits or approvals: calibration, maintenance, and repair records; date and time the abatement equipment was out of service; magnitude, date, and time of all violations of the requirements of Section 2.0 of this manual; date and time of each period during which any required CEMS was inoperative and the nature of repairs or adjustments; recorder checks and applicable logs; measurements of emissions performed to demonstrate compliance with Section 2.0 of this manual.	O	Section 2.5.3	40 CFR 51, Appendix P, Section 4.0, "Minimum Data Requirements"

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 10 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Dangerous waste generation data - such as description, quantity, and method	Include in annual report to Ecology	A	Section 7.0	WAC 173-303-220
Dangerous waste - receipt of unmanifested waste from offsite	Report to Ecology within 15 days of occurrence	O	Section 7.0	WAC 173-303-390
Discharges to underground injection wells	Register underground injection control well with Ecology	O	Section 8.3.6	WAC 173-218
Effluent, environmental, and groundwater monitoring data	Annual report to DOE	A	Section 8.3.2	DOE 5400.1
Elementary neutralization	Records of incidents for tanks	O	Section 7.12	WAC 173-303-380 WAC 173-303-802
Elementary neutralization	Record for inclusion to Hanford annual dangerous waste report	A	Section 7.12	WAC 173-303-390
Emergency equipment	Records of testing and maintenance of emergency equipment	P	Section 7.8	WAC 173-303-340

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 11 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Groundwater - change in indicator parameter level at interim status facility	Report to Ecology within 7 days of confirmation	O	Section 7.0	40 CFR 265
Groundwater monitoring	Records of sampling and analysis	P	Section 7.10	40 CFR 265
Groundwater monitoring	Groundwater monitoring annual program		Section 8.5.1	DOE 5400.5 Consent Order No. DE 91NM-177
Hazardous chemicals	Submit Material Safety Data Sheets or list of chemicals in excess of statutory threshold required to have an MSDS to the local emergency planning organizations	QTR	Section 5.5	40 CFR 370
Hazardous chemicals	Submit chemical inventory forms of chemicals in excess of statutory thresholds to local emergency planning organizations	A	Section 5.5	40 CFR 370
Inactive radioactive waste site	Record of survey to ensure radiological conditions are maintained	A	Section 6.3	DOE 5400.1
Inactive waste site	Record of documentation of process line isolation	O	Section 6.3	WHC best management practice
Inactive waste site	Record of surveillances	QTR	Section 6.3	40 CFR 264.90
LDR wastes	Records of notification or certification	O	Section 7.11	40 CFR 268
Landfill	Records of waste location in cell	O	Section 7.10	40 CFR 265 Subpart N
Lead	Inventory of lead in unit	A	Section 7.7	WHC best management practice
Liquid discharges from new or modified facilities	Notification of EPA and Ecology prior to discharge		Section 8.6.1	NPDES Permit No. WA000374-3, Consent Order No. 91NM-177
Manifest (Waste)	Manifest copies for off-site shipments	O	Section 7.8 Section 7.9	WAC 173-303-370

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 12 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
New suspect waste site or modification to existing waste site	Notify EMI, provide necessary information, and ensure waste site is properly documented (e.g. entered into WIDS)	O		RCRA 3004 (u) of HSWA
Non-routine releases	Various reports will be required depending on circumstances	O		
Non-hazardous, non-radioactive waste disposal facility	Operating log	D	Section 7.3	WAC 173-304-405
Non-hazardous, non-radioactive waste disposal facility	Facility activity report	A	Section 7.3	WAC 173-304-405
Non-hazardous, non-radioactive waste disposal site	Records of general inspections	W,QTR	Section 7.3	WAC 173-304-405
Non-hazardous, non-radioactive waste disposal site	Records of groundwater monitoring results	QTR	Section 7.3	WAC 173-304-490
Non-hazardous, non-radioactive waste disposal site	Statement on land deed recorded at closure	O	Section 7.3	WAC 173-304-405
Oil Procurement	Certification from vendor that oil is PCB free	O	Section 3.6	40 CFR 761 WAC 173-303-071(3)(k)
Operation of public water system	Sampling and analysis reporting		Section 8.7	WAC 246-290
Pesticide application	Records of applications	O	Section 3.4	WAC 16-228
Pesticide storage	Storage inventory	O	Section 3.4	40 CFR 165.10
pH of potentially corrosive waste streams	Recording, measuring, reporting pH of all potentially corrosive waste streams		Section 8.3.7	WAC 173-303

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 13 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Piping	Records of written performance claims for release detection systems and results of sampling, testing, or monitoring.	O	Section 3.8	WAC 173-360-350
PCB	Inventory of PCB items	O	Section 3.6	40 CFR 761
PCB	Inspection of PCB transformers	M,QTR,A	Section 3.6	40 CFR 761
PCB	Inspection of PCB-contaminated transformers	A	Section 3.6	WHC best management practice
PCB	Inspection of PCB-contaminated transformers in storage for disposal	M	Section 3.6	40 CFR 761
PCB	Inspection of PCB-contaminated electrical equipment in storage for disposal	M	Section 3.6	40 CFR 761
PCB	Inspection of large PCB capacitors and electromagnets	M	Section 3.6	40 CFR 761
PCB	Inspection of PCB and PCB-contaminated items outside of approved storage facility awaiting disposal	W	Section 3.6	40 CFR 761
PCB	Inspection of leaking PCB transformers	D	Section 3.6	40 CFR 761
PCB	Inspection of PCB storage facility, floors and curbs	M	Section 3.6	WHC best management practice
PCB	Spill response records	O	Section 3.6	40 CFR 761
PCB	Registration record for PCB transformers. Filed with Fire Department and Area or Building Administrator	O	Section 3.6	40 CFR 761
PCB	Sampling and refilling records	O	Section 3.6	40 CFR 761
PCB	Records of manifests and receipt verification for off-site shipments	O	Section 3.6	40 CFR 761
PCB	Certificates of disposal for PCB wastes	O	Section 3.6	40 CFR 761
PCB	Records of exception reports for late PCB shipments or disposal dates	O	Section 3.6	40 CFR 761

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 14 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
PCB	Annual document log for PCB activity	A	Section 3.6	40 CFR 761
R&D activity with chemical not on TSCA Inventory	Documentation and notification	O	Section 3.3	40 CFR 720.36 and 761.78(b)(1)
Radioactive effluent waste stream monitoring	Documentation in FEMP		Section 8.4.2.8	DOE/EH-0173T, Section 2.0, DOE 5400.5, Chapter 4
Radioactive non air - effluent, onsite discharge, and unplanned release data	Report to EG&G, Idaho	A	Section 2.6.2	DOE 5400.1
Release of waste in excess of applicable limits to an underground injection well	Notification to Ecology	O	Section 8.3.6	WAC 173-218
Routine discharge of listed or characteristic hazardous waste to a POTW	Notification to EPA, Ecology and the POTW	O	Section 8.3.4	City of Richland Ordinance No. 35-84
Sampling	Annual inventory of nonradioactive pollutants in liquid discharges to the environment	A	Section 8.3.8	DOE 5400.1, Chapter 4
Sampling - nonradioactive waste streams	Sampling program		Section 8.3.8	WAC 173-303 40 CFR 141 40 CFR 143 RL commitment to Ecology 7-19-90
Sampling - radioactive waste streams	Sampling program		Section 8.4.2.8	DOE 5400.5 DOE/EH-0173T

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 15 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Satellite accumulation areas	Records of inspection for waste containers in satellite accumulation areas	W	Section 7.8	WAC 173-303-200
Stack flow rate measurements	Applicable flow rate measurement requirements shall be included in the Facility Effluent Monitoring Plan (FEMP)	O	Section 2.5.1.2	WHC best management practice
Storage areas (permitted)	Records of inspection for waste containers in permitted storage areas	W	Section 7.10	WAC-173-303-370
Surface impoundments	Records of inspection of freeboard	D	Section 7.10	40 CFR 265 Subpart K
Surface impoundments	Records of inspection of dikes and covers	W	Section 7.10	40 CFR 265 Subpart K
Tank repair	Record of certification	O	Section 7.12	40 CFR 265.196 WAC 173-303-400
Tanks	Leak and deterioration inspection records for above ground oil and storage tanks	W	Section 3.8	40 CFR 112 WHC best management practice

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Records, Reporting and Response Activities

Table 5-2. Reporting and Recordkeeping. (sheet 16 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Tanks	Inventory monitoring of oil product storage tanks	D	Section 3.7	WHC best management practice
Tanks	Notification for underground tanks	O	Section 3.7	WAC 173-360-200
Tanks	Notification of proper installation	O	Section 3.7 Section 7.12	WAC 173-303-305 40 CFR 265.192
Tanks	Release monitoring records for petroleum underground storage tanks	M	Section 3.7	WAC 173-360-340
Tanks	Record of report of conditions that a release occurred and the monitoring results	O	Section 3.7	WAC 173-360-360
Tanks	Report of release from underground storage tank	O	Section 3.7	WAC 173-340-450
Tanks	Integrity testing records	P	Section 3.7 Section 7.12	40 CFR 112 WHC best management practice, 40 CFR 265.191-193 40 CFR 270.11 WAC 173-303-400
Tanks	Free product removal report at underground tank cleanup site where investigation determines that free product is present	O	Section 3.7	WAC 173-340-450
Tanks	Site characterization report for underground storage tank system release	O	Section 3.7	WAC 173-340-450
Tanks	Records of inspection	D	Section 7.12	40 CFR 265.195
Tanks	Report results of cleanup action for release from underground storage tank	O	Section 3.7	WAC 173-340-450
Thermal treatment	Records of inspection of thermal process	D	Section 7.10	40 CFR 265 Subpart P
Toxic chemical release	Submit report to EPA for any toxic chemicals produced or used	A	Section 5.5	40 CFR 372
Training	Records of personnel training for generators of dangerous waste	P	Section 7.8 Section 7.10	WAC 173-303-330

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Table 5-2. Reporting and Recordkeeping. (sheet 17 of 17)

Material or Activity	Required Action	Frequency	ECM Cross-Reference	Basis
Treatability studies	Records of samples for treatability studies	O	Section 7.10	WAC 173-303-071
TSDF	Records of site inspections	P	Section 7.10	WAC 173-303-320
TSDF	Operating record	D	Section 7.10	WAC 173-303-380
TSDF	Annual report submitted to ecology (Hanford Site)	A	Section 7	WAC 173-303-390
Underground injection wells - data on waste constituents and volume	Use of well for nonhazardous nonradioactive waste disposal	O	Section 7.10	WAC 173-218
Underground piping	Record of line tightness testing for piping under pressure	A	Section 3.7	WAC 173-360-350
Underground piping	Record of line tightness testing or piping under suction	P	Section 3.7	WAC 173-360-350
Waste	Record of dangerous waste designation	O	Section 7.6 Section 7.8	WAC 173-303-070
Waste containers	Records of inspection for waste containers in satellite accumulation areas	W	Section 7.8	WAC 173-303-200
Waste containers	Records of inspection for waste containers in 90-day accumulation areas	W	Section 7.8	Wac 173-303-200
Waste containers	Records of inspection for waste containers in permitted storage areas	W	Section 7.10	WAC 173-303-630
Waste manifesting	Manifest copies for off-site shipments	O	Section 7.8 Section 7.9	WAC 173-303-370
Waste minimization - efforts to reduce the volume and toxicity of waste generated	Report to regulatory authorities and DOE	B1	Section 7.0	40 CFR 265; DOE 5400.1
Wastewater treatment	Records of incidents for tanks	O	Section 7.12	WAC 173-303-380 WAC 173-303-802

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Records, Reporting and Response Activities

Table 5-3. Existing Facility Environmental Data Submittal and Recordkeeping Requirements (Records).

Requirement (Records)	Source	Compliance Criteria	Data Submitter	Due Date	Interim Record-Keeper
1. Groundwater monitoring	RCRA SDWA	TSD facility	NA	NA	Facility
2. Waste stream monitoring	RCRA CAA CWA	Hazardous waste generator	NA	NA	Facility
3. Instrumentation maintenance and calibration	RCRA CAA CWA	Hazardous waste generator, TSD facility	NA	NA	Facility
4. Waste shipment manifests	RCRA	Hazardous waste generator, TSD facility	NA	NA	Facility
5. Injection well monitoring	RCRA SDWA	Existence and use	NA	NA	Facility
6. Microbiological, inorganic and organic chemical sampling	SDWA	Operator of water system	NA	NA	Facility
7. Radioactivity/effluent monitoring	DOE 5484.1	Presence of radioactive material	NA	NA	Facility
8. HLW monitoring	DOE 5820.2A	HLW in interim storage tanks	NA	NA	Facility
9. Pesticide spray usage	WAC 16-228 FIFRA	Pesticide Use	NA	NA	Environmental Engineering
10. Test results, waste analyses, operating records, annual reports	WAC 173-303 RCRA	Hazardous waste generator, TSD facility	NA	NA	Facility
11. Personnel hazardous waste training records	WAC 173-303 RCRA	Hazardous waste generator, TSC facility	NA	NA	Facility
12. Statement as to existence of a waste minimization program	RCRA	Hazardous waste generator	NA	NA	Facility
13. Plan of operation for nonhazardous, solid waste disposal site	WAC 173-304	Owner/operator of nonhazardous, solid waste disposal site	NA	NA	Facility
14. Operating records for nonhazardous, solid waste disposal site	WAC 173-304	Owner/operator of nonhazardous, solid waste disposal site	NA	NA	Facility
15. PCB	TSCA	Presence of PCBs	NA	NA	Facility
16. Inventory Records	EPCRA Section 312	Presence of hazardous materials	NA	NA	Facility
17. Use and release data and supporting documentation	EPCRA Section 313	Use and/or release of toxic chemicals	NA	NA	Facility

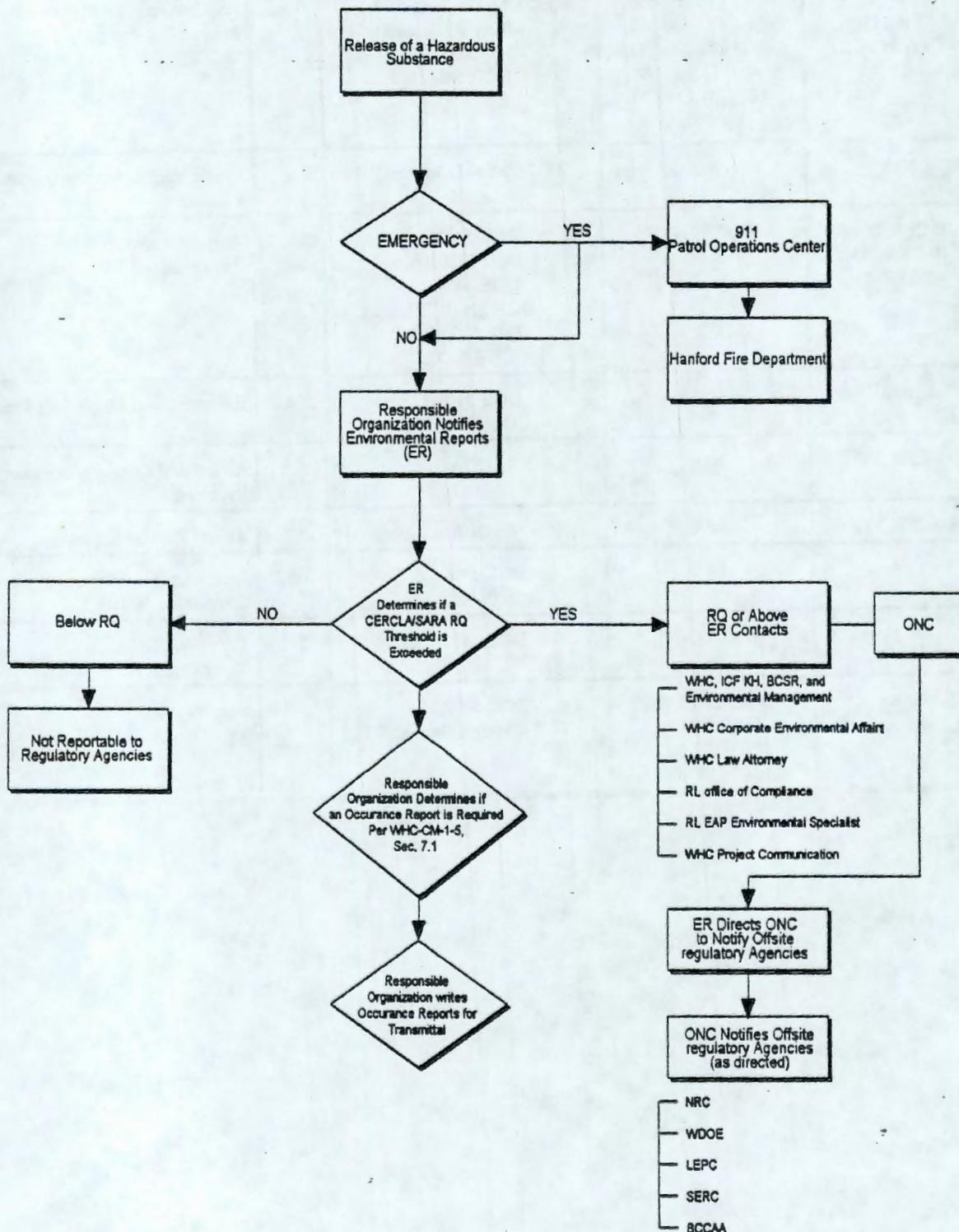
Table 5-4. Surplus/Inactive Environmental Data Submittal and Recordkeeping Requirements (Records).

Requirement (Records)	Source	Compliance Criteria	Data Submitter	Due Date	Interim Recordkeeper
1. Groundwater monitoring	DOE 5820.2A	Radioactive wastes disposed of prior to 1984	NA	NA	Facility
2. Quarterly inspection log	WHC-CM-7-5	Inactive dangerous waste sites	NA	NA	Facility
3. Survey data	WHC-CM-7-5	Inactive dangerous waste sites	NA	NA	Environmental Protection

Table 5-5. Regulatory Basis/Drivers

40 CFR 302.8, 40 CFR 111(g), 29 CFR 1910.120	WAC 173-303-350, WAC 173-400-107, WAC 173-303-145, WAC 173-303-360, RCW 70.136.030	WHC-CM-1-5, Section 7.1, Tri-Party Agreement, DOE 5000.3B, DOE 5400.1	5.3.2	Requirements for Spills and Release Reporting
N/A	N/A	WHC-CM-9-7, Section 907	5.4.1	Environmental Monitoring Site Planning
40 CFR 264, 40 CFR 265, 40 CFR 61	WAC 173-303	DOE 5400.1, DOE 5820.2A, DOE 5484.1, DOE/EH-0173T, DOE 5700.6C, DOE 5400.5	5.4.2	Requirements for Environmental Monitoring
N/A	N/A	DOE 5400.1, DOE/EH-0173T	5.4.3	Environmental Monitoring Plan
40 CFR 370	N/A	N/A	5.5	Annual and Quarterly Inventory Reporting
40 CFR 372	N/A	N/A	5.5	Annual Release Reporting
N/A	N/A	DOE 5400.2A	5.6.2	Significant Environmental Compliance Issues
N/A	WAC 173-303	DOE 5820.2A	5.7	Tank Waste Remediation Responsibilities
N/A	WAC 246-247, RCW 70.94, RCW 90.48, RCW 90.58	DOE 5000.3B, WHC-CM-1-5, Section 7.1	5.8	Notifications

Figure 5.0 Spill/Release Reporting Flow Chart



Appendix F

Heart of America Settlement Agreement

This Settlement Agreement is made an entered into by and between the following parties who shall be referred to collectively as the "Settling Parties:"

1. Heart of America Northwest, a nonprofit corporation;
2. Legal Advocates for Washington, a nonprofit corporation;
3. Westinghouse Hanford Company, a corporation (WHC); and
4. the United States Department of Energy, an agency of the United States ("DOE").

DOE is the owner of the Hanford Site (the "Site") located in Benton County, Washington. WHC is a DOE prime contractor responsible for the management of a major portion of the Site. Heart of America and Legal Advocates for Washington shall be referred to collectively as "Plaintiffs." DOE and WHC shall be referred to collectively as "Defendants."

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth in this Agreement, and for other good and valuable consideration, the Settling Parties agree as follows:

1. Reporting Procedures. Defendants, or one Defendant, as appropriate, agree to notify Plaintiffs as set forth in paragraphs A through D below with respect to releases of hazardous substances and hazardous wastes from tank farm high-level radioactive waste tanks and connected tank farm piping systems located in the 200 Area of the Site that are reported by either or both of the Defendants to regulatory agencies under section 103(a), 103(c) and 111(g) of the Comprehensive Environmental Response, Compensation, and Liability Act, as amended ("CERCLA"), 42 U.S.C. § § 9603(a), 9603(c) and 9611(g); amended ("RCRA"), 40 U.S.C. § 6903(a); and Washington Administrative Code 173-303-145.
 - A. For releases where immediate written notification is provided to regulatory agencies, Defendants, or one Defendant as appropriate, shall provide a copy of any written notification provided under the statutes and regulation cited above to Plaintiffs by facsimile within one business day following such notification.
 - B. For all other releases reported in writing by Defendants to agencies under the statutes and regulation cited above, Defendants, or one Defendant, as appropriate, shall provide to Plaintiffs copies of any written release reports which are provided to regulatory agencies. Defendants shall transmit such copies by facsimile or by deposit in the

First Class Mail within one business day following expiration of the reporting period under the applicable statute.

- C. Defendants, or one Defendant, as appropriate, shall make available to the public copies of each written notification provided under paragraphs A and B above at the information repositories and reading rooms established pursuant to the Hanford Federal Facility Agreement and Consent Order ("Tri-Party Agreement") within seven calendar days of filing of the notification with a regulatory agency.
- D. Defendants, or one Defendant, as appropriate, shall submit for publication in the "Hanford Update" a written summary of releases that were reported during the prior publication period in accordance with paragraphs A and B above. Such written summary shall direct interested persons to the information repositories and reading rooms established pursuant to the Tri-Party Agreement for additional information.

For purposes of this paragraph, the term "regulatory agency" includes the National Response Center.

- 2. Access to Data. DOE currently provides to the Washington State Department of Ecology ("Ecology") and the United States Environmental Protection Agency ("EPA") access to data upon which Defendants rely in making recommendations and determination concerning potential releases from the single-shell tanks ("SSTs") located in the 200 Area of the Site. The information includes data describing SST construction, contents, measurements, reference material and related issues. Computer access is provided through Tank Waste Information Network System. Defendants hereby confirm to the Plaintiffs that such data is provided to Ecology and the EPA in accordance with the Tri-Party Agreement. Defendants shall make a formal request to Ecology to make the information available to the Plaintiffs.
- 3. Monitoring and Reporting Procedures. Under the Tri-Party Agreement Milestone M-05-18A, DOE has provided to Ecology and EPA data sheets and administrative procedures relevant to monitoring SST liquid level detection instruments and identifying and reporting out-of-specification readings. These procedures require all operators to report out-of-specification liquid level readings to supervision, and to make initial notification to Ecology within 24 hours, which Ecology may then share with Plaintiffs. Under Tri-Party Agreement Milestone M-05-18B, DOE has provided to Ecology and EPA procedures to accomplish controlling and tracking of Discrepancy Reports which are generated to document adverse trends or data anomalies concerning SST operations. Defendants, or one Defendant, as appropriate, shall provide copies of the monitoring and reporting procedures which were provided to Ecology and EPA pursuant to Tri-Party Agreement Milestones M-05-18A and M-05-18B to the Plaintiffs.

Records, Reporting and Response Activities

4. Recommendations to Improve SST Liquid Level Monitoring. DOE has submitted to Ecology and EPA a Tri-Party Agreement change request regarding technical changes to improve the ability to monitor SST levels. A copy of any approved change request shall be provided to Plaintiffs.
5. Liquid Effluent Discharges. The Settling Parties acknowledge and affirm that significant reductions of liquid effluent discharges at the Site have occurred and that further reductions are anticipated under Tri-Party Agreement Action Plan § 13.0 and the Milestones referenced therein.
6. Enforceability of Tri-Party Agreement. The Settling Parties acknowledge and affirm that the Tri-Party Agreement is enforceable in accordance with all its terms, reservations and applicable law.
7. Notification of Other Contractors. DOE shall notify its current and future contractors at the Site of the existence of this settlement and the obligations thereunder and shall provide them with copies of this Agreement.
8. Payment. To avoid the expense, inconvenience and uncertainty of further litigation, Defendants agree to pay Heart of America Northwest the sum of Fifty Four Thousand Six Hundred Ninety Nine dollars and eighty two cents (\$54,699.82). Such payment shall be made within 120 days of the Effective Date, as that term is determined in paragraph 19 of this Agreement. No provision of this Settlement Agreement shall be interpreted as constituting a commitment or requirement that the United States obligate funds in contravention of the Anti-Deficiency Act, 31 U.S.C. § 1341.
9. Dismissal of Appeal. The Settling Parties are all parties to an appeal before the United States Court of Appeals for the Ninth Circuit, Heart of America Northwest, et al. v. Westinghouse Hanford Company, et al., Cause Number CS-92-144-AAM (the "Lawsuit"). The Settling Parties agree to enter, pursuant to Fed. R. App. P. 42(b), a stipulation to dismiss the appeal, with each party to bear its own costs. Said stipulation shall be presented to the court no later than thirty (30) days from the Effective Date of the Settlement Agreement, as determined by paragraph 19 herein.
10. No Vacation of District Court Order. On April 15, 1993, the United States District Court for the Eastern District of Washington entered an Order Granting in Part, and Denying in Part Motion to Dismiss, holding that Plaintiffs' causes of action are barred by Section 113(h) of CERCLA, 42 U.S.C. § 9613(h). The Settling Parties agree that none of them will seek vacation of the District Court Order, either directly or indirectly.
11. Release of All Claims by the Plaintiffs. The Plaintiffs hereby release, waive, discharge, abandon, settle and forever give up any and all claims, rights, actions or causes of action, including claims for attorney's fees and costs, asserted or which could have been asserted, in the Lawsuit and Appeal, or arising out of the

facts that are the subject of the Lawsuit and Appeal, including but not limited to claims relating to violations of the Federal Clean Water Act, 33 U.S.C. §§ 1251-1387, and claims under CERCLA and RCRA for alleged failure to report releases of hazardous substances and hazardous wastes, that Plaintiffs had, now have or may have in the future against Defendants, and each of them, and their respective officials, officers, directors, shareholder, insurers, agents, attorneys, employees, predecessors, successors, and assigns, and each of them, both past and present, whether known or unknown; provided, that this paragraph is subject to any right which the Plaintiffs may have to enforce this Settlement Agreement and shall not apply to spills, discharges or other releases of hazardous substances or hazardous wastes that may commence after the Effective Date of this Agreement, as determined by paragraph 19 herein. Plaintiffs agree that the procedures in paragraph 1 satisfy any obligation Defendants may have to report any such releases to Plaintiffs or the public.

12. Release of All Claims by the Defendants. Defendants hereby release, waive, discharge, abandon, settle and forever give up any and all claims, rights, actions or causes of action, including counterclaims and claims for attorney's fees and costs, asserted or which could have been asserted, in the Lawsuit and Appeal, or arising out of the facts that are the subject of the Lawsuit and Appeal, that Defendants had, now have or may have in the future against the Plaintiffs, and each of them, and their respective officer, directors, shareholders, insurers, agents, attorneys, employees, predecessors, successors and assigns, and each of them, both past and present, whether known or unknown; provided, that this paragraph is subject to any right which the Defendants may have to enforce this Settlement Agreement and shall not apply to spills, discharges or other releases of hazardous substances or hazardous wastes that may commence after the Effective Date of this Agreement, as determined by paragraph 19 herein.
13. Disclaimer of Liability. Defendants, and each of them, disclaim any liability in the Lawsuit, and specifically disclaim that they are liable under the Federal Clean Water Act, CERCLA or RCRA for the alleged acts, or failure to act, set forth in Plaintiffs' causes of action. The Settling Parties agree that all actions taken by Plaintiffs and Defendants pursuant to this Settlement Agreement are strictly for the purpose of settlement and compromise, and do not constitute and shall not be construed as admissions of any kind, including admissions regarding court jurisdiction over the Lawsuit and Appeal. The Settling Parties agree that this Settlement Agreement shall not be admitted as evidence of an admission or a declaration against interest in any proceeding.
14. Venue. Venue for any action seeking to enforce this Settlement Agreement shall be in the United States District Court for the Eastern District of Washington.
15. Complete Agreement. This Settlement Agreement is fully integrated and constitutes the complete and final agreement among the Settling Parties with respect to the settlement of matters described herein. All previous agreements, offers, counteroffers and negotiations are merged herein.

Records, Reporting and Response Activities

- 16. Amendments. This Settlement Agreement may be amended, modified or terminated by a writing signed by all of the Settling Parties. Any Settling Party may move to terminate this Settlement Agreement in accordance with applicable principles of law.
- 17. Authority to Sign. Each of the Settling Parties hereby represents and warrants that the person signing this Settlement Agreement on behalf of the Party is duly authorized to do so.
- 18. Duplicate Originals. This Settlement Agreement may be executed in any number of duplicate originals, each of which may have the signature of only one Settling Party, but each of which shall be deemed an original, and all of which, when taken together, shall be deemed to be a single Agreement among all the Settling Parties.
- 19. Effective Date. This Settlement Agreement is effective on the date that it is duly executed by all Settling Parties.

HEART OF AMERICA NORTHWEST

LEGAL ADVOCATES FOR WASHINGTON

By (Original signed) _____
 Its _____
 Date _____

By (Original signed) _____
 Its _____
 Date _____

UNITED STATES OF AMERICA
 Assistant Attorney General
 Environment and Natural Resources
 Division

WESTINGHOUSE HANFORD COMPANY

By (Original signed) _____
 Its _____
 Date _____

By (Original signed by) _____
 Robin L. Juni
 Trial Attorney
 Environmental Defense Section
 Date _____