

ROCKY FLATS PLANT
EMD ADMINISTRATION
MANUAL

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Procedure

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ADMIN RECORD

REVIEWED FOR CLASSIFICATION/CONTROL
By [Signature]
Date 10/21/91

A-SW-001036

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CONTROLLED DOCUMENT
PREPARATION OF EPA
FORM R - ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Approved By:


Director, Environmental Management

10/10/91
Date

This is a RED Stamp

1.0 PURPOSE

The purpose of this procedure is to specify a method for the Chemical Tracking and Control Systems Group of the Air Quality and Chemical Tracking Division to accurately complete the Environmental Protection Agency (EPA) Form R report (Attachment 1) required under the Superfund Amendments and Reauthorization Act Title III, Section 313, of 1986.

2.0 SCOPE

This procedure covers the retrieval of pertinent data for the EPA Form R report from existing information sources at the Rocky Flats Plant (RFP), the peer review of the material, and the final compilation of the EPA Form R report.

3.0 TERMS/DEFINITIONS

3.1 APEN

Air Pollution Emission Notice is the mechanism that allows the Colorado Department of Health to track air pollution sources, determine their environmental impact, and issue appropriate air emission permits. APENs were prepared for approximately 110 buildings on the site that have the potential for chemical emissions.

3.2 AOCTD

Air Quality and Chemical Tracking Division.

3.3 CCS

Chemical Control System is a program consisting of computerized tracking and administrative controls that oversees the planned parenthood to grave movement of

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chemicals at RFP. The CCS is maintained by the Chemical Tracking and Control Systems group of AQCTD with support from Health and Safety, Information Resources, Waste Programs, and production managers.

3.4 CCS DATABASE

CCS database is the ORACLE computer program on the RFP unclassified VAX that consists of a container-based chemical identification and tracking module and an electronic material safety data sheet module.

3.5 CFR

Code of Federal Regulations.

3.6 CONTACT PERSON

A Rocky Flats employee who could supply pertinent information for completion of the EPA Form R report.

3.7 CTCS

Chemical Tracking and Control Systems is a group within the AQCTD of the Environmental Management Department that oversees the real-time tracking of chemicals at RFP. The group is also responsible for completing Superfund Amendments and Reauthorization Act Title III reporting for that Act's Section 312 and 313.

3.8 DOE, RFO

Department of Energy, Rocky Flats Office.

3.9 DE MINIMUS

De minimus level is 1.0 percent concentration of a mixture of chemicals, or 0.1 percent if the chemical meets the Occupational Safety and Health Administration carcinogen standard.

3.10 EPA

Environmental Protection Agency.

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3.11 EPA FORM R REPORT

EPA Form R report, the Toxic Chemical Release Inventory Reporting Form, is required by Section 313 of the Emergency Planning and Community Right-to-Know Act (Title III of the Superfund Amendments and Reauthorization Act of 1986), Public Law 99-499. A completed EPA Form R report must be submitted for each toxic chemical manufactured, processed, or otherwise used at each covered facility as prescribed in the reporting rule in 40 CFR Part 372.

3.12 INVENTORY MODULE

Inventory Module is a part of the inventory menu found on the main menu of the CCS database.

3.13 MSDS

Material Safety Data Sheet.

3.14 PEER REVIEW TEAM

The peer review team is comprised of people assigned to examine and comment on the adequacy of the EPA Form R report prior to its approval.

3.14.1 Citation

The location in the text to which the comment applies.

3.14.2 Comment

The reviewer's comments.

3.14.3 Disposition

CTCS's response to the comment.

3.15 PROCESS ID

Process ID numbers have been assigned to each process that occurs at RFP by EG&G and its subcontractors. The number consists of the building number and a numerical suffix assigned to a given process within the building.

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3.16 RELEASE INVENTORY WORKSHEET

The Release Inventory Worksheet documents all information gathered for the EPA Form R report.

3.17 REPORTABLE CHEMICAL

A reportable chemical is a Section 313 toxic chemical used in excess of 10,000 pounds or a de minimus quantity as designated in the "EPA Toxic Chemical Release Inventory Reporting Form R and Instructions" that must be reported on an EPA Form R report.

3.18 RFP

Rocky Flats Plant.

3.19 SARA

Superfund Amendments and Reauthorization Act.

3.20 SECTION 313 TOXIC CHEMICALS

Section 313 toxic chemicals are those chemicals that are subject to EPA Form R reporting.

3.21 TRIS

Toxic Chemical Release Inventory System (TRIS) is the EPA-issued magnetic media form of the EPA Form R report.

4.0 RESPONSIBILITIES

4.1 CTCS

The CTCS group is responsible for implementing this procedure and for preparing the Form R reports each year.

4.2 Peer Review Team

The peer review team members are responsible for verifying the contents of the Form R report with documented review comments submitted to CTCS.

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5.0 PROCEDURE

NOTE

This procedure assumes the accurate and timely entry of chemical tracking information into the CCS database. If this database is not available or current, contact the CTCS Manager for direction in obtaining the required information.

5.1 Select Chemicals for EPA Form R

- 5.1.1 Query Inventory Module for Section 313 Toxic Chemicals in March to obtain a printout of the amounts of these materials used in the previous calendar year.
- 5.1.2 Add quantities of like chemicals reported as used during the previous calendar year.
- 5.1.3 Designate reportable chemicals based on the "EPA Toxic Chemical Release Inventory Reporting Form R and Instructions."

5.2 Crosscheck CCS Database Information

NOTE

The Inventory Module records the person who received the chemical in various locations. In addition, CTCS personnel have contacts from whom individual building referrals can be obtained.

- 5.2.1 Identify contact person(s) for location(s) of each chemical.

NOTE

A Release Inventory Worksheet for each reportable chemical shall contain information as specified in Section 5.2.2.

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5.2.2 Verify chemical use.

5.2.2.1 Verify amount used of the reportable chemical by calling the contacts referenced in Section 5.2.1 of this document. Note the contact's name, department, telephone number, and the and the date contacted, on the inventory worksheet.

5.2.2.2 Identify the process in which the chemical is required under Section 313 requirements discussed in "EPA Toxic Chemical Release Inventory Reporting Form R and Instructions." Document the process name, location, and emission information on the Release Inventory Worksheet.

5.2.2.3 Sign and date the Release Inventory Worksheet.

5.3 Crosscheck Usage Information

5.3.1 Verify the efficiency and stack release information with the APEN reports, and document this on the analysis.

5.3.2 Equate chemical use to the Waste Stream Identification and Characterization Reports prepared for buildings by a Waste Programs contractor, and document this on the analysis.

5.3.3 If the system does not balance, contact appropriate sources to verify information (see Release Inventory Worksheet) and/or seek additional assistance from the CTCS Manager. Document resolution of any discrepancies on the analysis.

5.3.4 Sign and date the analysis.

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5.4 Prepare Draft EPA Form R

NOTE

The first and second page of each EPA Form R report are to be identical for a single facility as per the Form R instructions.

- 5.4.1 Complete the first and second page of the EPA Form R report as directed per the "Toxic Chemical Release Inventory Reporting Form R and Instructions."
- 5.4.2 Use neat, readable copies as cover sheets for all the EPA Form R reports.

NOTE

Each reportable chemical has an EPA Form R report.

- 5.4.3 Complete pages three through five of the EPA Form R report for each reportable chemical as directed by the "Toxic Chemical Release Inventory Reporting Form R and Instructions."

5.5 CTCS Internal Review

- 5.5.1 Make a copy of the documents from steps 5.2.2.3, 5.3.4, and 5.4.3 and have them verified by the CTCS Manager.
- 5.5.2 Revise the documentation as necessary (repeating steps 5.1 to 5.4, as needed).
- 5.5.3 Once the documentation is verified, have the CTCS Manager sign and date the copy of this form verifying concurrence.

5.6 EPA Form R Peer Review

- 5.6.1 Submit Release Inventory Worksheets and draft EPA Form R reports by May 31 of each year to the Environmental and Waste Management peer review team described below:
 - a. Environmental Management - AQCTD, CTCS

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- b. Environmental Management - AQCTD, Clean Air Act
- c. Waste Operations - Liquid Waste
- d. Waste Operations - Permitting and Compliance
- e. DOE, RFO - Waste Management and Environment Division

5.6.2 Written citations and comments per the EMD Administrative Procedures Manual's "Document Review" procedure (3-21000-ADM-05.05) should be returned to CTCS within 2 weeks.

NOTE

Steps 5.7 and 5.8 should take a total of 1 week to complete.

5.7 Incorporation of Comments

- 5.7.1 Resolve citations and comments generated in Section 5.6. Call contacts specified in Section 5.2.1 of this document, to support disposition as necessary.
- 5.7.2 Document contact's reply and resolution on the document review sheets per 3-21000-ADM-05.05.

5.8 Final EPA Form R Reports

NOTE

EPA requests that the Form R report be submitted to them on magnetic media. The State of Colorado requests submittals in hard copy form.

- 5.8.1 Revise documentation as necessary. Repeat applicable portions of Section 5.4 to 5.7 of this procedure making the corrections indicated in Section 5.7 of this procedure.
- 5.8.2 Prepare an EPA Form R. This may be done using the TRIS Report software. Guidance for using this software is contained in Attachment 3.

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- 5.8.3 Make a copy of the EPA Form R and have it verified against the input data by the CTCS Manager.
- 5.8.4 Revise the EPA Form R as necessary (repeating steps 5.8.2 to 5.8.3, as needed). The CTCS Manager shall resolve any disputes.
- 5.8.5 Once the EPA Form R is verified, have the CTCS Manager sign and date a copy of this form verifying concurrence.
- 5.8.6 Prepare a transmittal draft memo per the direction of the CTCS.
- 5.8.7 Prepare a history package for this EPA Form R containing the documentation referenced in steps 5.5.5, 5.7.2, and 5.8.5 and then submit this history package to the CTCS Manager for transmission to the EMD records center, per 3-21000-ADM-17.01, Records Management.
- 5.8.8 Submit the draft memo and EPA Form R to the CTCS Manager for transmittal.

5.9 EPA Form R Submittal to DOE, RFO

Submit EPA Form R reports to DOE, RFO no later than June 17 of the current year. Form R reports are due to the EPA and the Colorado Department of Health by July 1 of each year.

6.0 REFERENCES

- 6.1 Toxic Chemical Release Inventory Reporting Form R and Instructions, EPA 560, United States Environmental Protection Agency, Washington D. C.
- 6.2 Toxic Chemical Release Inventory Disk and Instructions, United States Environmental Protection Agency, Washington D. C.
- 6.3 EMD Administrative Procedures Manual, 3-21000-ADM-05.05, "Document Review," Rocky Flats Plant, Golden, Colorado.
- 6.4 EMD Administrative Procedures Manual, 3-21000-ADM-17.01, "Records Management," Rocky Flats Plant, Golden, Colorado.

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7.0 ATTACHMENTS

1. EPA Form R report
2. Sample Release Inventory Worksheet
3. Guidance for Preparation of the TRIS Report

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**ATTACHMENT 1
EPA Form R Report**

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Approval Expires: _____

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EPA U.S. Environmental Protection Agency
TOXIC CHEMICAL RELEASE INVENTORY REPORTING FORM
Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986,
also known as Title III of the Superfund Amendments and Reauthorization Act

EPA FORM R

PART I. FACILITY IDENTIFICATION INFORMATION

(This space for your optional use.)

Please reporting burden for this collection of information is estimated to average 30 to 45 minutes per response, including reviewing existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief Information Policy Branch (704-2021), U.S. EPA, 401 M St., S.W., Washington, D.C. 20460, Attention: Bureau and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (2070-0083), Washington, D.C. 20503.

1.1 Are you claiming the exemptal identity on page 3 waste report? Yes (Answer question 1.2; Attach substantiation forms.) No (Do not answer 1.2; Go to question 1.3)

1.2 If "Yes" in 1.1, is this copy: Certified Uncertified

1.3 Reporting Year: 19__

2. CERTIFICATION (Read and sign after completing all sections.)
I hereby certify that I have reviewed the attached statements and that, to the best of my knowledge and belief, the submitted information is true and complete and that the amounts and values in this report are accurate based on reasonable estimates using data available to the operators of this report.
Name and official title of owner/operator or senior management official:

Signature: _____ Date signed: _____

3. FACILITY IDENTIFICATION

Facility or Establishment Name: _____

Street Address: _____

City: _____ County: _____

State: _____ Zip Code: _____

TIN Facility Identification Number: _____

WHERE TO SEND COMPLETED FORMS:

1. EPCRA REPORTING CENTER
P.O. BOX 23779
WASHINGTON, DC 20026-3779
ATTN: TOXIC CHEMICAL RELEASE INVENTORY

2. APPROPRIATE STATE OFFICE (See instructions in Appendix G)

3.2 This report contains information for: (Check only one):
a. An entire facility b. Part of a facility.

3.3 Technical Contact: _____ Telephone Number (include area code): _____

3.4 Public Contact: _____ Telephone Number (include area code): _____

3.5 SIC Code (4 digit):
a. _____ b. _____ c. _____ d. _____ e. _____

3.6 Latitude:
Degree: _____ Minute: _____ Second: _____ Longitude:
Degree: _____ Minute: _____ Second: _____

3.7 Dun & Brasscott Number(s):
a. _____ b. _____

3.8 EPA identification number(s) (RCRA I.D. No.):
a. _____ b. _____

3.9 NPDES Permit Number(s):
a. _____ b. _____

3.10 Receiving Streams or Water Bodies (enter one name per row):
a. _____ b. _____
c. _____ d. _____
e. _____ f. _____

3.11 Underground Injection Well Case (UIC) Identification Number(s):
a. _____ b. _____

4. PARENT COMPANY INFORMATION

4.1 Name of Parent Company: _____ 4.2 Parent Company's Dun & Brasscott number: _____

EPA Form 8350-1 (Rev. 1-81) - Previous editions are obsolete.

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**ATTACHMENT 1 (Continued)
EPA Form R Report**

(Important: Type or print; read instructions before completing form.)

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EPA FORM R PART II. OFF-SITE LOCATIONS TO WHICH TOXIC CHEMICALS ARE TRANSFERRED IN WASTES		(This space for your options use.)
1. PUBLICLY OWNED TREATMENT WORKS (POTWs)		
1.1 POTW name		1.2 POTW name
Street Address		Street Address
City	County	City
State	Zip	State
2. OTHER OFF-SITE LOCATIONS (DO NOT REPORT LOCATIONS TO WHICH WASTES ARE SENT ONLY FOR RECYCLING OR REUSE).		
2.1 Off-site location name		2.2 Off-site location name
EPA Identification Number (RCRA ID. No.)		EPA Identification Number (RCRA ID. No.)
Street Address		Street Address
City	County	City
State	Zip	State
Is location under control of reporting facility or parent company?		Is location under control of reporting facility or parent company?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3 Off-site location name		2.4 Off-site location name
EPA Identification Number (RCRA ID. No.)		EPA Identification Number (RCRA ID. No.)
Street Address		Street Address
City	County	City
State	Zip	State
Is location under control of reporting facility or parent company?		Is location under control of reporting facility or parent company?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5 Off-site location name		2.6 Off-site location name
EPA Identification Number (RCRA ID. No.)		EPA Identification Number (RCRA ID. No.)
Street Address		Street Address
City	County	City
State	Zip	State
Is location under control of reporting facility or parent company?		Is location under control of reporting facility or parent company?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Check if additional pages of Part II are attached. How many? _____		

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EPA Form R Report**

(Important: Type or print; read instructions before completing form.)

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PART III. CHEMICAL-SPECIFIC INFORMATION					
1. CHEMICAL IDENTITY (Do not complete this section if you complete Section 2.)					
1.1 [Reserved]					
1.2 CAS Number (Enter only one number exactly as it appears on the 313 list. Enter NA if reporting a chemical category.)					
1.3 Chemical or Chemical Category Name (Enter only one name exactly as it appears on the 313 list.)					
1.4 Generic Chemical Name (Complete only if Part I, Section 1.1 is checked "Yes." Generic name must be structurally descriptive.)					
2. MIXTURE COMPONENT IDENTITY (Do not complete this section if you complete Section 1.)					
Generic Chemical Name Provided by Supplier (Limit the name to a maximum of 70 characters (e.g., numbers, letters, spaces, punctuation).)					
3. ACTIVITIES AND USES OF THE CHEMICAL AT THE FACILITY (Check all that apply.)					
3.1 Manufacture the chemical:	a. <input type="checkbox"/>	Produce	If produce or import:		d. <input type="checkbox"/>
	b. <input type="checkbox"/>	Import	c. <input type="checkbox"/>	For on-site use/processing	e. <input type="checkbox"/>
3.2 Process the chemical:	a. <input type="checkbox"/>	As a reactant	b. <input type="checkbox"/>	As a formulation component	f. <input type="checkbox"/>
	d. <input type="checkbox"/>	Resealing only	c. <input type="checkbox"/>	As an impurity	g. <input type="checkbox"/>
3.3 Otherwise use the chemical:	a. <input type="checkbox"/>	As a chemical processing aid	b. <input type="checkbox"/>	As a manufacturing aid	c. <input type="checkbox"/>
				As an article component	
4. MAXIMUM AMOUNT OF THE CHEMICAL ON-SITE AT ANY TIME DURING THE CALENDAR YEAR					
[] (enter code)					
5. RELEASES OF THE CHEMICAL TO THE ENVIRONMENT ON-SITE					
You may report releases of less than 1,000 pounds by checking ranges under A.1. (Do not use both A.1 and A.2.)		A. Total Release (pounds/year)		B. Basis of Estimate (enter code)	C. % From Stormwater
		A.1 Reporting Ranges	A.2 Error Estimate		
5.1 Fugitive or non-point air emissions	5.1a	[] [] [] []	[] [] [] []	5.1b	<input type="checkbox"/>
5.2 Stack or point air emissions	5.2a	[] [] [] []	[] [] [] []	5.2b	<input type="checkbox"/>
5.3 Discharges to receiving streams or water bodies (Enter error code from Part I Section 3.10 for streams in the box provided.)	5.3.1 <input type="checkbox"/>	5.3.1a	[] [] [] []	5.3.1b	<input type="checkbox"/>
	5.3.2 <input type="checkbox"/>	5.3.2a	[] [] [] []	5.3.2b	<input type="checkbox"/>
	5.3.3 <input type="checkbox"/>	5.3.3a	[] [] [] []	5.3.3b	<input type="checkbox"/>
5.4 Underground injection	5.4a	[] [] [] []	[] [] [] []	5.4b	<input type="checkbox"/>
5.5 Releases to land	5.5.1 On-site landfill	5.5.1a	[] [] [] []	5.5.1b	<input type="checkbox"/>
	5.5.2 Land treatment/consolidation forming	5.5.2a	[] [] [] []	5.5.2b	<input type="checkbox"/>
	5.5.3 Surface impoundment	5.5.3a	[] [] [] []	5.5.3b	<input type="checkbox"/>
	5.5.4 Other disposal	5.5.4a	[] [] [] []	5.5.4b	<input type="checkbox"/>
[] (Check if additional information is provided on Part IV-Subsequent Information.)					

EPA Form 6350-1 (Rev. 1-91) - Previous editions are obsolete.

PREPARATION OF EPA FORM R

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**ATTACHMENT 1 (Continued)
EPA Form R Report**

(Important: Type or print; read instructions before completing form.)

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EPA		EPA FORM R		(This space for your optional use.)	
PART III. CHEMICAL-SPECIFIC INFORMATION (continued)					
6. TRANSFERS OF THE CHEMICAL IN WASTE TO OFF-SITE LOCATIONS					
You may report transfers of less than 1,000 pounds by checking ranges under A.1. (Do not use both A.1 and A.2.)		A. Total Transfers (pounds/yr)		B. Basis of Estimate (enter code)	C. Type of Treatment/Disposal (enter code)
		A.1 Reporting Ranges 1-10 11-100 100-1000	A.2 Enter Estimate		
Discharge to POTW (enter location number from Part I, Section 1.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.1.1b <input type="checkbox"/>	
Other off-site location (enter location number from Part I, Section 2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.2.1b <input type="checkbox"/>	6.2.1c <input type="checkbox"/> M <input type="checkbox"/>
Other off-site location (enter location number from Part I, Section 2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.2.2b <input type="checkbox"/>	6.2.2c <input type="checkbox"/> M <input type="checkbox"/>
Other off-site location (enter location number from Part I, Section 2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.2.3b <input type="checkbox"/>	6.2.3c <input type="checkbox"/> M <input type="checkbox"/>
[] (Check if additional information is provided on Part IV-Supplemental Information.)					
7. WASTE TREATMENT METHODS AND EFFICIENCY					
<input type="checkbox"/> Not Applicable (NA) - Check if no on-site treatment is applied to any waste stream containing the chemical or chemical category					
A. General Waste Stream (enter code)	B. Treatment Method (enter code)	C. Range of Influent Concentration (enter code)	D. Sequential Treatment? (check if applicable)	E. Treatment Efficiency Estimate	F. Based on Operating Data? Yes No
7.1a <input type="checkbox"/>	7.1b <input type="checkbox"/>	7.1c <input type="checkbox"/>	7.1d []	7.1e %	7.1f [] [] []
7.2a <input type="checkbox"/>	7.2b <input type="checkbox"/>	7.2c <input type="checkbox"/>	7.2d []	7.2e %	7.2f [] [] []
7.3a <input type="checkbox"/>	7.3b <input type="checkbox"/>	7.3c <input type="checkbox"/>	7.3d []	7.3e %	7.3f [] [] []
7.4a <input type="checkbox"/>	7.4b <input type="checkbox"/>	7.4c <input type="checkbox"/>	7.4d []	7.4e %	7.4f [] [] []
7.5a <input type="checkbox"/>	7.5b <input type="checkbox"/>	7.5c <input type="checkbox"/>	7.5d []	7.5e %	7.5f [] [] []
7.6a <input type="checkbox"/>	7.6b <input type="checkbox"/>	7.6c <input type="checkbox"/>	7.6d []	7.6e %	7.6f [] [] []
7.7a <input type="checkbox"/>	7.7b <input type="checkbox"/>	7.7c <input type="checkbox"/>	7.7d []	7.7e %	7.7f [] [] []
7.8a <input type="checkbox"/>	7.8b <input type="checkbox"/>	7.8c <input type="checkbox"/>	7.8d []	7.8e %	7.8f [] [] []
7.9a <input type="checkbox"/>	7.9b <input type="checkbox"/>	7.9c <input type="checkbox"/>	7.9d []	7.9e %	7.9f [] [] []
7.10a <input type="checkbox"/>	7.10b <input type="checkbox"/>	7.10c <input type="checkbox"/>	7.10d []	7.10e %	7.10f [] [] []
[] (Check if additional information is provided on Part IV-Supplemental Information.)					
8. POLLUTION PREVENTION: OPTIONAL INFORMATION ON WASTE MINIMIZATION					
(Indicate actions taken to reduce the amount of the chemical being released from the facility. See the instructions for coded items and an explanation of what information to include.)					
A. Type of Modification (enter code)	B. Quantity of the Chemical in Waste Prior to Treatment or Disposal		C. Index	D. Reason for Action (enter code)	
<input type="checkbox"/> M	Current reporting year (pounds/year)	Prior year (pounds/year)	Or percent change (Check (+) or (-))		
			[] - [] %		
				<input type="checkbox"/> R <input type="checkbox"/>	

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ATTACHMENT 2
Sample Release Inventory Worksheet

EPA FORM R RELEASE INVENTORY WORKSHEET

CHEMICAL _____

COMMENTS

Process ID/Names _____
Total Usage Quantity _____
Process Locations _____
Process emission information _____

Contact person's			
name	department	phone #	date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____

*Number comments with the contact person's number.

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ATTACHMENT 3

Guidance For Preparation of the TRIS Report

1. Load the TRIS Report onto the CTCS's IBM or compatible computer.
2. Configure TRIS Report to conform with the computer being used.
3. Enter the EPA Form R report information documented in Section 5.7.1 of this procedure per the directions accompanying the TRIS diskette.
4. Generate the EPA Form R reports.
5. Print EPA Form R reports.
6. Compare printed TRIS report with the report generated from Section 5.8.1 of this procedure and make necessary corrections.
7. Copy the necessary files from the TRIS Report to a diskette.
8. Label the magnetic diskette as per the directions accompanying the TRIS diskette.
9. Generate a certification cover letter to be signed by the official listed in Section 2 of Part I of the EPA Form R reports as per the directions accompanying the TRIS diskette.