

**Forest Service Handbook
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**Forest Service Handbook 7309.11 – Buildings and Related Facilities Handbook
Chapter 40 - Management**

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Approved by: Tina J. Terrell, Associate Deputy Chief, NFS

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Responsible Staff:

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

40: Revises chapter in its entirety.

41.22: Revises direction on Building Access Security to fulfill requirements of an Office of Inspector General's audit.

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In this chapter, facilities may be buildings and associated facilities that may either be owned, occupied, under lease, or other instruments. Generally, ownership is assumed. Requirements for non-Government owned facilities are designated by the additional phrase “or occupied.” (see sec. 40.5 of this chap. for definitions)

In addition to this chapter, refer to FSM 7310.41b which describes responsibilities for Director of Engineering and FSH 6409.12, chapter 60, Lease Administration. Owned buildings located on recreation sites must follow guidance set in FSH 2309.13, chapter 50, Operation and Maintenance of Recreations Sites, and the guidance in this chapter.

40.1 - Authority

1. Architectural Barriers Act of 1968, (42 U.S.C. 4151 et seq.). The Architectural Barriers Act requires that facilities designed, built, altered, or leased with funds supplied by the U. S. Government be accessible to the public.
2. Executive Order 12977 issued October 19, 1995 (E.O. 12977). This order created the Interagency Security Committee (ISC) to address continuing Government-wide security for Federal facilities. Prior to 1995, minimum physical security standards did not exist for nonmilitary federally owned or leased facilities.
3. Lead Based Paint Hazard Reduction Act of 1992. This act requires:
 - a. The Environmental Protection Agency (EPA) to regulate hazards associated with the use of lead-based paint, and
 - b. The Department of Housing and Urban Development (HUD) to develop requirements for the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in federally Owned Residential Property.
4. National Historic Preservation Act (NHPA) of 1966. This legislation is intended to preserve historical and archaeological sites in the United States of America. This act created the National Register of Historic Places, the list of National Historic Landmarks, and the State Historic Preservation Offices.
5. Title 7, Code of Federal Regulations, Part 15e.150(d). This legislation requires that the Agency shall operate each program or activity so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with handicaps.
6. Title 16, Code of Federal Regulations, Part 1303. This part pertains to the ban of lead-containing paint and certain consumer products bearing lead-containing paint.
7. Title 15, U.S.C. Part 2661. The National long-term goal of the United States with respect to radon levels in buildings is that the air within buildings in the United States should be as free of radon as the ambient air outside of buildings.
8. Title 29, Code of Federal Regulations, Part- 1902.1. This part applies the provisions of section 18 of the Williams-Steiger Occupational Safety and Health Act of 1970 relating to

State plans for the development and enforcement of State occupational safety and health standards. The provisions of the part set forth the procedures by which the Assistant Secretary for Occupational Safety and Health (hereinafter referred to as the Assistant Secretary) under a delegation of authority from the Secretary of Labor (Secretary's Order No. 12-71, 36 FR 8754, May 12, 1971) will approve or reject State plans submitted to the Secretary.

9. Title 40, Code of Federal Regulations, Part 700. Title 40 arranges mainly environmental regulations that were promulgated by the U.S. Environmental Protection Agency (EPA), based on the provisions of United States laws (statutes of the U.S. Federal Code). Parts of the regulation may be updated annually on July 1.

10. Title 41, Code of Federal Regulations, 101, Part 102-75. Disposal agencies must provide, in a timely, efficient, and cost-effective manner, the full range of real estate services necessary to support their real property utilization and disposal needs. Disposal agencies must have adequate procedures in place to promote the effective utilization and disposal of such real property

11. Toxic Substances Control Act, (15 U.S.C. 2601 et seq.). This act establishes a National long-term goal for radon levels in buildings that requires the air within buildings should be as free of radon as the ambient air outside of buildings.

40.2 - Objectives

Facilities management includes the following objectives:

1. To ensure effective management of facilities after occupancy commences.
2. To provide for the most cost-effective, safe, accessible, sustainable, and functionally efficient use of space within available resource.
3. To ensure that buildings, related facilities, equipment, and subsystems function as originally designed or subsequently modified.

40.4 - Responsibility

It is the responsibility of the Forest Engineer, Facilities Program Manager, and/or Facilities Point of Contact, as delegated by a Line Officer, to ensure the following are accomplished:

1. Operations Management. Ensures the comfort, health, and safety of building occupants and visiting public through properly functioning and monitored facility equipment and components.
2. Workspace Management. Provides workspaces that are functionally efficient, flexible, accessible, sustainable, and meet mission requirements and the as-constructed space policies.

3. Inspections, Assessments, Surveys, Code Compliance and Inventories. Oversees or accomplishes all required inspections, assessments, surveys, code compliance, and inventories. Maintains a log and records of these actions which include dates, findings, reports, and so forth. A shared team approach to accomplish these activities is encouraged. The shared team may include but not be limited to the Unit and Facility Engineer, Unit Environmental, Safety and Occupational Health Manager, Leasing Officer, Safety Office, and more. Section 44.1, exhibit 01-Inspection Frequency provides details on inspection type and required minimum frequency.

4. Maintenance Management. Facility maintenance management involves the identification, accomplishment, evaluation, and review of all work required to maintain facilities. It identifies the staff, equipment, supplies, and funds needed and identifies the work that can and cannot be accomplished with the allotted resources. A facility maintenance management system promotes balancing staff and equipment to accomplish the work most effectively. It also provides feedback to verify estimates and ensure consistent results. This process promotes the most cost-effective use of maintenance funds and provides a sound basis for decision making by managers. Ensures that the facility is maintained to a standard appropriate to the identified Maintenance Level as described in section 42.2, exhibit 01-Maintenance Levels as funding and priorities allow.

5. Facility Records. Creates, maintains, and updates facility records and Natural Resource Manager (NRM) buildings, water, wastewater, and business applications so that the information is current, complete, and accurate. The records should contain at a minimum:

- a. All as-built drawings,
- b. Operation and maintenance manuals,
- c. Hazardous materials documentation,
- d. Warranty information,
- e. Work order logs,
- f. Inspection records, and
- g. Other information required by policy or law.

NRM data must be entered and maintained in accordance with NRM Support Documentation contained on the NRM Forest Service Website (<http://fsweb.nrm.fs.fed.us/support/index.php>) and records must be kept in accordance with FSH 7309.11, chapter 60 - Reference Records and Reports.

6. Contracts and Service Work. Responsible for all phases and aspects of facilities related contracts and service work; seeing that they are professionally managed, lifecycle cost effective, and meet the Forest Service requirements and facility user's needs.

7. Facility Vendor and Occupant Communication. Ensures that new and existing building occupants are informed and updated regularly about safety and security procedures, work order initiation process, egress procedures, congregation areas, special equipment, hazards, recycling, energy conservation, and Risk Assessment (RA) elements associated with the facility. Information should be readily available on-site and electronically for the occupants to review, such as specific Emergency and Security Plans for the building. Ensures that all vendors and service workers are aware of and adhere to all safety requirements and RA to protect themselves and occupants.

8. Budget and Planning. Advises leadership about the annual maintenance and operations budget, maintenance and operation costs, maintenance options (force account versus service vendors), opportunities for water and energy reduction, and repair and capital improvement alternatives. Facilitates the setting of Maintenance Level to ensure that it is appropriate for the current use of the facility and is in alignment with the current Facility Master Plan.

9. Sustainable Building Operations. Understands and deploys the concepts of sustainable building operations and maintenance as detailed in FSH 7309.11, chapter 70 - Sustainable Buildings and the Federal Energy Management Program (FEMP) Operations and Maintenance best practices guidance. Updates systems and components with those with greater efficiencies, reduced operations and maintenance costs, and/or savings in staff time, when lifecycle cost effective. Understands and makes maximum use of building technologies such as energy-efficient lighting, water-saving fixtures, automation, and monitoring devices. Facilitates energy and water conservation audits, assessments, re-commissioning, and other efforts to ensure facility is operating at peak efficiency and comfort for occupants. Ensure facilities meet current energy and environmental performance requirements in a manner that increases efficiency, optimizes performance, eliminates unnecessary use of resources, and protects the environment, as required by latest legislation.

10. Historic Facilities. Maintain officially designated historically significant facilities in a manner that is in compliance with Secretary of the Interior standards. Select materials that both compliment and protect facilities against the elements. Always consult with a qualified heritage professional before taking action. Maintenance and renovation activities may require consultation with State Historic Preservation Offices.

11. Security. Ensures all necessary security measures and policies including those mandated by Executive Order, Office of Management Budget, and other National polices, are met (sec. 41.2). Each Federal facility and associated assets must be assessed in accordance with the Department of Homeland Security Interagency Security Committee, Risk Management process (<https://www.cisa.gov/publication/isc-risk-management-process>). For Federal facilities and/or assets (such as dams, aircraft, explosives bunkers, and so forth) that are not specifically addressed in the Interagency Security Committee (ISC), Risk Management Process (RMP) ISC-RMP, the Designated Official or designee shall identify, document, and implement the necessary supplemental and/or enhanced security countermeasures and procedures. All facilities require a Facility Security Level (FSL) Determination, security assessment, and approved RMP (sec. 44.1, ex. 01 for frequency).

At a minimum, a Designated Official is required to take and pass the courses found at the following website: <https://www.cisa.gov/interagency-security-committee-training>. A Designated Official shall be documented in writing.

40.5 - Definitions

Accessible. A facility in compliance with the accessibility standards, codes and guidelines in place at the time it was constructed. Use of the Existing Building Code accessibility requirements may be used when an existing facility is altered. Facilities that are designed, constructed, altered, rented or leased by, for or on behalf of a Federal agency are to comply the applicable standards and guidelines such as Architectural Barriers Act of 1968 (42 U.S.C. 4151).

Accessibility Transition Plans. This term is used when structural changes are needed to a facility to achieve program accessibility and must include: identifying the physical obstacle, method(s) used to make the facility accessible, resolution schedule, and identify the official responsible for plan implementation, see 7 CFR part 15e.150(d) applicable to owned facilities.

Asbestos Containing Building Material (ACBM). Surfacing thermal system insulation, or miscellaneous asbestos containing materials ACMs that are found in or on structural members or building components.

Asbestos Containing Material (ACM). Material containing more than one percent asbestos.

Asbestos Inspection. An activity undertaken on a public or commercial building, to determine the presence or location, to assess the condition of friable or non-friable ACBM or suspected ACBM whether by visual or physical examination, or by collecting samples of such material. Asbestos inspection includes re-inspections of friable and non-friable known or assumed ACBM which has been previously identified.

Asbestos inspection does not include the following activities:

1. Periodic surveillance of the type described in 40 CFR part 763.92(b) solely for the purpose of recording or reporting a change in the condition of known or assumed ACBM,
2. Inspections performed by employees or agents of Federal, State, or local government solely for the purpose of determining compliance with applicable statutes or regulations, and/or
3. Visual inspections of the type described in 40 CFR part 763.90(i) solely for the purpose of determining completion of response actions.

Asbestos Response Action. A method, including removal, encapsulation, enclosure, repair, and operation and maintenance, that protects human health and the environment from friable ACBM.

Child-Occupied Facility. A building, or portion of a building, constructed prior to 1978, visited regularly by the same child, under 6 years of age, on at least two different days within any week (Sunday through Saturday period), provided that each day's visit lasts at least 3 hours and the combined weekly visits last at least 6 hours, and the combined annual visits last at least 60 hours. Child-occupied facilities may include, but are not limited to, day care centers, preschools, and kindergarten classrooms. Child-occupied facilities may be located in target housing or in public or commercial buildings. With respect to common areas in public or commercial buildings that contain child-occupied facilities, the child-occupied facility encompasses only those common areas that are routinely used by children under age 6, such as restrooms and cafeterias. Common areas that children under age 6 only pass through, such as hallways, stairways, and garages are not included. In addition, with respect to exteriors of public or commercial buildings that contain child-occupied facilities, the child-occupied facility encompasses only the exterior sides of the building that are immediately adjacent to the child-occupied facility or the common areas routinely used by children under age 6.

Class I Asbestos Work. Activities involving the removal of Thermal System Insulation (TSI) and surfacing Asbestos Containing Material and Presumed Asbestos Containing Material (PACM).

Class II Asbestos Work. Activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.

Class III Asbestos Work. Repair and maintenance operations, where ACM, including TSI and surfacing ACM and PACM, is likely to be disturbed.

Class IV Asbestos Work. Maintenance and custodial activities during which employees contact but do not disturb ACM or PACM and activities to clean up dust, waste and debris resulting from Class I, II, and III activities.

Competent Person. In addition to the definition in 29 CFR part 1926.32 (f), one who is capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure, who has the authority to take prompt corrective measures to eliminate them, as specified in 29 CFR part 1926.32(f): in addition, for Class I and Class II work who is specially trained in a training course which meets the criteria of EPA's Model Accreditation Plan (40 CFR part 763) for Supervisor, or its equivalent and, for Class III and Class IV work, who is trained in a manner consistent with EPA requirements for training of local education agency maintenance and custodial staff as set forth at 40 CFR part 763.92 (a)(2).

Designated Official. The highest ranking official (such as a Forest Supervisor) of the primary occupant agency of a Federal facility, or alternatively, a designee selected by mutual agreement of tenant agency officials.

Facility. In this chapter, facilities may be buildings and associated facilities that may either be owned, occupied, under lease, or other instruments. Generally, ownership can be assumed

unless otherwise stated such as with the term “or occupied” as defined below. Requirements for non-Government-owned facilities are designated by the additional phrase “or occupied.” In addition to this chapter, refer to FSM 7310.41b which describes responsibilities for Director of Engineering and FSH 6409.12, chapter 60, Lease Administration.

Facility Security Assessment. The process and final product documenting an evaluation of the security risks to a facility. The process analyzes potential threats, vulnerabilities, and estimated consequences culminating in the risk impacting a facility using a variety of sources and information.

Facility Security Level. A categorization based on the analysis of several security related factors, which serves as the basis for implementation of countermeasures.

Federal Facility. Leased and owned facilities in the United States (inclusive of its territories) occupied by executive branch Federal employees for nonmilitary activities at least 51 percent of the time.

Friable Asbestos-Containing Material. Any asbestos-containing material applied on ceilings, walls, structural members, piping, duct work, or any other part of a building which when dry may be crumbled, pulverized, or reduced to powder by hand pressure. The term includes non-friable asbestos-containing material after such previously non-friable material becomes damaged to the extent that when dry it may be crumbled, pulverized, or reduced to powder by hand pressure.

Historic Facilities. A district, site, building, structure or object significant in American history, architecture, engineering, archeology or culture at the National, State, or local level.

Buildings may or may not be part of a historic site, district or landscape so special consideration is necessary for management. Determinations of eligibility of historic facilities must be done by a qualified heritage professional in consultation with State Historic Preservation Offices.

Lead-based Paint. Paint or other surface coatings that contain lead equal to or in excess of 1.0 milligrams per square centimeter or more than 0.5 percent by weight.

Lead-based Paint Abatement. For the purposes of the Environmental Protection Agency certification, is any measure or set of measures designed to permanently eliminate lead-based paint hazards.

Lead-based Paint Activities. Inspection, risk assessment and abatement in the case of target housing and child-occupied facilities, as defined 40 CFR part 745.

Lead-based Paint Activities Courses. Initial and refresher training courses (worker, Supervisor, inspector, risk assessor, project designer) provided by accredited training programs.

Lead-based Paint Hazard. Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, or lead-contaminated paint that is deteriorated or

present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as identified pursuant to Toxic Substances Control Act (TSCA) section 403.

Lead-based Paint Inspection. Surface-by-surface investigation to determine the presence of lead-based paint and the provision of a report explaining the results of the investigation.

Level of Protection. The degree of security provided by a particular countermeasure or set of countermeasures.

Level of Risk. The combined measure of the threat, vulnerability, and consequence posed to a facility from a specified undesirable event.

Major Fiber Release Episode. Any uncontrolled or unintentional disturbance of ACBM, resulting in a visible emission, which involves the falling or dislodging of 3 square or linear feet or more of friable ACBM.

Minor Fiber Release Episode. Any uncontrolled or unintentional disturbance of ACBM, resulting in a visible emission, which involves the falling or dislodging of 3 square or linear feet or less of friable ACBM.

Mission Dependency. The value an asset brings to the performance of the mission as determined by the governing agency.

Presumed Asbestos Containing Material (PACM). Thermal system insulation and surfacing material found in buildings constructed no later than 1980.

Regulated Area. An area established by the employer to demarcate areas where airborne concentrations of asbestos exceed, or there is a reasonable possibility they may exceed, the permissible exposure limits.

Renovation. The modification of any existing structure, or portion thereof, that results in the disturbance of painted surfaces, unless that activity is performed as part of an abatement as defined by Title 40 part 745. The term renovation includes (but is not limited to):

1. Removal, modification or repair of painted surfaces or painted components (modification of painted doors, surface restoration, window repair, surface preparation activity (such as sanding, scraping, or other such activities that may generate paint dust));
2. Removal of building components (walls, ceilings, plumbing, windows);
3. Weatherization projects (cutting holes in painted surfaces to install blown-in insulation or to gain access to attics, planning thresholds to install weather-stripping); and
4. Interim controls that disturb painted surfaces.

A renovation performed for the purpose of converting a building, or part of a building, into target housing or a child-occupied facility is a renovation under 40 CFR part 745. The term renovation does not include minor repair and maintenance activities.

Risk Assessment Lead-Based Paint (LBP). Refers to:

1. An on-site investigation to determine the existence, nature, severity, and location of lead based-paint hazards, and
2. The provision of a report by the individual or the firm conducting the risk assessment, explaining the results of the investigation and options for reducing lead-based paint hazards.

Target Housing. Any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless any one or more children age 6 years or under resides or is expected to reside in such housing for the elderly or persons with disabilities) or any 0-bedroom dwelling.

Thermal System Insulation. ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.

41 - Operational Considerations

41.1 - Management of Hazardous Materials in Buildings

The hazardous materials and air quality issues identified in this section, if unrecognized or improperly managed can cause serious adverse health effects, including cancer and other diseases. All instances of hazardous materials must be documented in a unit's facilities files, cost estimates developed for mitigation (even if left in place), and the Natural Resource Manager updated with appropriate work items that fully represent the potential future mitigation costs.

41.11 - Asbestos-Containing Materials

Asbestos is a group of naturally occurring mineral fibers used in many building materials, especially those manufactured before 1980. Working with Asbestos-Containing Materials (ACM) is highly regulated to minimize occupational disease and environmental contamination.

The requirements in this section govern ACM management in all Forest Service buildings, related structures, utilities, and operations. Forest Service employees shall not remove or disturb friable asbestos products.

The paragraphs that follow list requirements for: training, certification, management plans, signing and recordkeeping for management of ACM present in Forest Service buildings.

1. Activities Restricted to Accredited Individuals. With respect to friable ACM in Forest Service buildings, 29 CFR part 1926.1101(k) (9) requires training and certification that is

consistent with the Environmental Protection Agency's (EPA) Asbestos Model Accreditation Plan (MAP) (40 CFR part 763). The MAP requires accreditation for the following activities:

- a. A response action other than a small-scale short-duration (SSSD) activity.
- b. A maintenance activity that disturbs friable ACM other than a SSSD activity.
- c. A response action for a major fiber release episode.

2. Activities Restricted to Trained Individuals. Individuals preparing asbestos management plans and/or completing SSSD activities including but not limited to the ones listed in items a-j of this section shall be trained. Individuals preparing or updating management plans shall complete a 16-hour Asbestos Management Planner course or possess current Asbestos Management Planner certification. Custodial and maintenance staff who conduct activities including, but not limited to, the ones listed in items a-j of this section or any other activities that may result in the disturbance of ACM must receive 16 hours of Operation and Maintenance training (comprised of 2 hours of Awareness Training and 14 hours of Special Operation and Maintenance Training).

- a. Removal of asbestos-containing insulation on pipes.
- b. Removal of small quantities (3 square feet or less) of asbestos-containing insulation on beams or above ceilings.
- c. Replacement of an asbestos-containing gasket on a valve.
- d. Installation or removal of a small section of drywall.
- e. Installation of electrical conduits through or proximate to ACM.
- f. Removal of small quantities of ACM only if required in the performance of another maintenance activity not intended as asbestos abatement.
- g. Removal of asbestos-containing thermal system insulation not to exceed amounts greater than those that can be maintained in a single glove bag.
- h. Minor repairs to damaged thermal system insulation that do not require removal.
- i. Repairs to a piece of asbestos-containing wallboard.
- j. Repairs, involving encapsulation, enclosure, or removal, to small amounts of friable ACM only if required in the performance of emergency or routine maintenance activity and not intended solely as asbestos abatement. Such work may not exceed amounts greater than those that can be contained in a single prefabricated mini enclosure. In order to perform its intended containment function, the enclosure must conform spatially and geometrically to the localized work area.

3. Management. Establish and maintain management plans for all asbestos containing materials. The scope of the management plans may be for a single building, an activity, or for an entire facility where ACMs are present. The ACM management plans must be included in the facility's operation and maintenance plan.

An ACM management plan should include as a minimum:

- a. A copy of inspection and laboratory results and risk assessment of the materials found.
 - b. A listing of the presence and condition of all ACMs found by exact location, type of article or component, and type and content of asbestos. Note materials suspected of containing asbestos, but not verified. For example: Exterior white asbestos shingle siding; 9-inch floor tile in office (suspect); heat shield behind furnace; water mains over 4 inches in diameter.
 - c. The management option selected for the material (removal, encapsulation, enclosure, or monitor and maintain in place) and the date management commenced, or modifications were completed. For materials not removed, include the proposed re-inspection or surveillance plans and any operations and maintenance considerations.
4. Signing. Provide appropriate identification for ACM's remaining in buildings. Sign all regulated areas (29 CFR part 1910.1001(b)) in accordance with 29 CFR part 1910.1001(j)(4) - 1910.1001 (J)(4)(ii)(A). Signs must be in language(s) that can be read by persons needing the information. The required sign reads:

**DANGER
ASBESTOS
MAY CAUSE CANCER
CAUSES DAMAGE TO LUNGS
AUTHORIZED PERSONNEL ONLY**

5. Recordkeeping. Records must be kept on health monitoring as well as building operation and maintenance.

- a. Health monitoring records. Maintain health monitoring records of all Forest Service workers who are exposed to airborne asbestos concentrations at or above the action level in accordance with 29 CFR part 1910.1001. Keep these records in the employee's Office Personnel Folder.
- b. Asbestos containing materials records. Maintain permanent records of all inspection and laboratory results, management plans, mitigation action in the building operation and maintenance records until the building no longer exists. Records must be transferred with building ownership.

41.12 - Radon

Generally, outdoor radon is not a problem. However, dangerous conditions can occur when gases are entrapped in basements and poorly vented building spaces. The National long-term goal for radon levels in buildings requires the air within buildings should be as free of radon as the ambient air outside of buildings (15 U.S.C. 2661).

Indoor radon levels may be affected by several factors: local geological formations, building construction features and maintenance conditions, and building use and operating practices of the occupants.

Water has been determined a relatively minor contributor of indoor radon in normal residential use. This contribution, however, is dependent upon the amount of use, the radon concentration within the ground water, and water system design and operations. Depending on usage, consider water aeration or ventilation only after other radon mitigation actions have proven to be insufficient in lowering the concentration limits below 4 picocuries per liter (pCi/l).

1. Radon Action Levels. Radon action levels have been established by the Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA). Action levels established by EPA are guidance while action level established by OSHA are legal requirements. However, Forest Service facilities should follow the most stringent requirement to ensure protection of human health.

The EPA has set a standard for radon gas in the air inside buildings at 4 picocuries per liter (pCi/l) or less and in water at 300 pCi/L or less. EPA (15 U.S.C. 2661-2671) recommends remediation at annual indoor average concentration levels of 4 picocuries per liter (pCi/l) of air and greater.

The OSHA has a workplace exposure limit of 100 pCi/L for 40-hours over 7 consecutive workdays (29 CFR part 1910.1096(c) (1)).

For workers under the age of 18, OSHA has a workplace exposure limit of 3 pCi/L for 40 hours-over 7 consecutive workdays (29 CFR part 1910.1096(c) (2)). Access to areas where the radon concentration is greater than 3.0 pCi/L must be restricted for anyone under 18. Areas that exceed 25 percent of the OSHA workplace exposure limits must be signed in accordance with 29 CFR part 1910.1096(e)(4)(ii) when the weekly average exceeds 25 percent of these levels.

2. Radon Measurement. Except as noted, the following actions are for air measurement of radon gas concentrations. There are no certification requirements for persons using radon detectors. Detectors should not be used as a substitute for performing a conventional radon test. Detectors are suitable for monitoring radon levels only after an initial assessment has been performed using conventional test kits or by a radon professional. Further, periodic testing using conventional test kits should be done in conjunction with the detector to ensure it is working properly.

Unless verifiable evidence exists that no radon hazard is present in the immediate area, take the following actions at all Forest Service sites having occupied residences and/or offices:

- a. Radon measurement/sampling will be performed in accordance with the latest version of EPA Publications "Indoor Radon and Radon Decay Product Measurement Device Protocols" and "Protocols for Radon and Radon Decay Product Measurement in Homes." The radon measurement technician shall advise the client of the necessity for closed house conditions. A sign or label stating the need for maintenance of closed house conditions and advising against tampering with the measurement device must be placed at the measurement site.
- b. Various factors impact the ability of detectors to accurately measure the amount of radon present in a building. As a minimum, do not move testing devices or open doors and windows during testing; follow all manufacturer's instruction regarding the number of detectors required for a given workspace or residential area and their placement. Workspace configurations (open areas versus individual offices) will require a different number of detectors. Testing devices must remain in place for the required time period.
- c. Screen all occupied year-round buildings and similar facilities using long-term detectors during the coldest months of the year or during "closed house" conditions. Screen seasonal facilities during the period of occupancy.
- d. To obtain fast test results, take short-term measurements for 90 consecutive days. Do not test during stormy weather or high wind conditions.
- e. To capture seasonal fluctuations, take long-term measurements (365 days or more) in all year-round occupied buildings on those sites where any single short-term screening measurement exceeds 4 picocuries per liter (pCi/l). Long term measurements must be performed during a time period that spans heating and non-heating seasons.
- f. Take short- and long-term measurements after mitigation is accomplished. Continue mitigation efforts until long-term measurements indicate that concentration levels are below the recommended action level.
- g. Document radon monitoring and mitigative actions in the facility's information system, operation and maintenance plan, or similar permanent record.
- h. If settlement or building movement has occurred or other ground contact conditions change, retest for radon concentrations.
- i. Facilities with radon mitigation systems must be re-tested at intervals not exceeding 10 years to ensure the mitigation system is still effective. Re-testing must also be conducted when significant repairs (for example, fan replacement) are made to the mitigation system. (Because radon levels fluctuate with each season, short- and long-term re-testing must be conducted to ensure the system is functioning effectively

and the building is safe for its occupants). Follow the testing procedures described in items b, d, e and f of this section.

3. Radon Mitigation. Prior to new construction, replacement of existing buildings and leasing existing buildings, a review of the EPA Map of Radon Zones must be conducted. The purpose of the radon zone map is to assess the potential for radon gas generation inside the building and implement approved radon-resistant building techniques. Proven radon-resistant reduction systems include the following:

- a. A layer of clean, coarse gravel applied below the foundation (a perforated pipe or a collection mat can be used in place of the gravel);
- b. Heavy duty plastic sheeting or a vapor retarder placed over the gravel (or perforated pipe or collection mat) to inhibit radon and other soil gases from entering the building;
- c. Appropriately sized vent piping installed vertically from the gravel layer (or perforated pipe or collection mat) through the building's conditioned space and roof to safely vent radon outside the building and away from window openings;
- d. Seal openings, cracks, and crevices in the concrete foundation and walls with polyurethane caulk to prevent radon from entering the building; and
- e. Electrical junction box (outlet) for use with a vent fan.

Some locations may have radon introduced from the soil and by water use in the enclosed space. The concentration of radon introduced from water use is dependent upon the amount of use and the configuration of the water supply system. Generally, radon from water sources is limited. Mitigate soil gas sources first. If unable to reduce the concentration of radon below the action threshold, then mitigate the waterborne radon source.

Use the latest advice in EPA and American National Standards Institute/American Association of Radon Scientists and Technologists (ANSI/AARST) publications for cost-effective, long-term hazard mitigation.

Specific requirements for radon mitigation systems in new construction can be found in the EPA 1993 Radon Mitigation Standards (EPA402-R-93-078), ANSI/AARST Radon Mitigation Standards for Schools and Large Buildings (RMS-LB 2018), International Building Code and the International Residential Code.

a. Radon Mitigation in New Construction.

For new construction and building replacement located in Radon Zone1, installation of a sub-slab soil exhaust system designed to reduce radon concentrations within the building must be included in the initial design specifications or building lease costs.

New or replacement construction that includes radon mitigation systems must be tested for radon after occupancy using the testing procedures outlined in section 41.12 (2)(a-i) of this handbook.

b. Radon Mitigation in Existing Buildings.

Undertake mitigation measures in all year-round occupied residences and offices where average annual concentrations are 4 picocuries per liter (pCi/l) or greater. Take action in seasonally occupied facilities when seasonal levels indicate concentrations of 4 pCi/l or more.

(1) Commence mitigation immediately where measurements exceed levels of 200 pCi/l. Occupants shall vacate the building until levels are reduced to less than 4 pCi/l.

(2) Commence mitigation within 6 months where concentrations range between 20 to 200 pCi/l.

(3) Commence mitigation within 5 years for concentrations between 4 to 20 pCi/l.

c. Radon Mitigation in Leased Facilities.

For leased facilities, a review of and/ or measurement of radon levels must also be conducted using the testing procedures outlined in section 41.12 (2)(a-i) of this handbook. For leased facilities located in Radon Zone 1, installation of a sub-slab soil exhaust system designed to reduce radon concentrations within the building must be included in the initial design specifications or building lease costs.

Additional Radon mitigation techniques for leased buildings can be found in the EPA 1993 Radon Mitigation Standards (EPA402-R-93-078), ANSI/AARST Radon Mitigation Standards for Schools and Large Buildings (RMS-LB 2018), International Building Code and the International Residential Code.

4. Radon Mitigation Systems Operation and Maintenance. Radon mitigation systems must be operated and maintained in accordance with manufacturer's instructions to ensure the system is properly operating and venting radon gas away from the building. As a minimum, the following inspections should be performed: fans associated with the system should be checked to ensure they are operating a continuous basis; piping associated with the system should be checked to ensure it is not damaged; the exit point of the piping associated with the system should not be blocked; caulking and sealing associated with the system should be checked to ensure it not separating or cracking. Inoperable fans and damaged piping must be replaced. Blocked exit points must be cleared of obstructions. Separated and cracking caulking must be replaced.

5. Activities Restricted to Certified Personnel. All testing (initial and subsequent) and mitigation must be performed under the supervision of a Radon Professional. The Radon Professional shall possess certification from either the American Association of Radon

Scientists and Technologists (AARST), National Radon Proficiency Program (NRPP), or the National Radon Safety Board (NRSB), and certification/license from the State in which the testing or mitigation work is being conducted, if required.

6. Recordkeeping. Retain mitigation records for 3 years or the period of warranty, whichever is greater. Retain Radon Health and Safety records for 20 years.

41.13 - Polychlorinated Biphenyls

Polychlorinated biphenyls (PCB's) were commonly used as an electrical transformer coolant. Very hazardous conditions may result if the PCB materials are exposed to and/or ignited in a fire.

The Environmental Protection Agency (EPA) regulations governing response and management of transformers vary with the PCB concentration contained in the transformer coolant. Inspection and removal of PCB materials and soils contaminated by spills must be conducted by individuals who are trained to inspect and remove PCB materials.

See FSM 7400 for direction on non-facility related PCB environmental hazards.

1. Inspect and test all Government-owned transformers on Forest Service sites for PCB's.
2. Label and register all PCB-containing transformers with the EPA.
3. Contact the National Response Center at 1-800-424-8802 as soon as there is knowledge that PCB materials are spilled and/or involved in a fire.
4. Cleanup all soils contaminated by the spill of PCB materials in accordance with the Spill Cleanup Policy 40 CFR part 761, Subpart G.
5. Secure a receipt certifying that PCB materials and contaminated soils have been disposed of by an EPA licensed disposal facility.
6. Document in a permanent file all test results and actions taken regarding PCB materials.

41.14 - Wood Preservatives

Restrict the use of treated wood with the following restrictions, precautions, or guidance:

1. Pentachlorophenol or creosote treated wood must not be used:
 - a. Where frequent and prolonged contact with bare skin is anticipated, such as furniture, handrails, and more, unless effective sealers are applied.
 - b. In residential or industrial building interiors unless two coats of sealer are applied; except, pentachlorophenol must not be used for log homes, and creosote treated wood must not be used for residential interiors.

- c. In interiors of farm buildings where livestock or domestic animals may be in direct contact or might bite or lick the treated wood.
 - d. Where there is direct or indirect contact with public, domestic animal, or livestock drinking water supplies, except for uses involving incidental contact such as docks and bridges.
 - e. On food contact surfaces such as picnic tables, cutting boards, countertops, and so forth.
2. Inorganic arsenical pressure treated wood must not be used for picnic tables, playground equipment, and benches. Consult the Environmental Protection Agency guidance for further limitations.
 3. Creosote treated wood may be used for pole framing, posts, piling, or railroad tie applications. Field application of any material must be in strict conformance with and by certified and licensed applicators. Creosote treated wood must not be used for residential use, landscaping timbers, or garden borders.
 4. Dispose of all pentachlorophenol, creosote, or inorganic arsenical treated wood or wood wastes, including sawdust, by collection and disposal at any waste management facility authorized under State and local law to manage such material. (Missoula Technology and Development Center (MTDC) publication number 0677-2809.) Do not burn treated wood wastes except in commercial or industrial boilers, in accordance with Federal and State regulations.
 5. Urethane, shellac, latex epoxy enamel, and varnish are acceptable sealers for pentachlorophenol treated wood. Coal tar and coal tar pitch emulsions are effective sealers for creosote treated wood block flooring. Urethane, epoxy, and shellac are acceptable sealers for all creosote-treated wood (MTDC publication number 0677-2809).
 6. Only certified and licensed applicators may apply restricted-use wood preservatives. Any exceptions must have the advance approval of the Regional Forester, Station Director, or The International Institute of Tropical Forestry (IITF) Director.
 7. Stocks of used and/or unused quantities of restricted-use wood preservatives must be either used up by contracting with certified commercial applicators or disposed of in accordance with current State and Federal regulations. Under no condition must stocks of unused preservatives be transferred to uncertified individuals or agencies.

41.15 - Lead-Based Paint

Buildings constructed before 1978 may contain lead-based paint (LBP); more prevalent in pre-1960s facilities and less frequent in the 1970s era. In 1992, Congress passed direction (Lead Based Paint Hazard Reduction Act of 1992 (Title X (“Title Ten”) of the Housing and Community Development Act of 1992) requiring agencies to protect families from exposure to lead from paint, dust, and soil.

The current maximum amount of lead allowed in paint is 90 parts per million (PPM) or 0.009 percent as established by Consumer Product Safety Commission (CPSC) in 2008. Allowable paint lead levels established by the CPSC are subject to change. Prior to purchasing paint that contains lead, verify current allowable levels by reviewing 16 CFR part 1303.2 (b) (2).

The lead level threshold for requiring abatement, established by the Department of Housing and Urban Development (HUD), is 5,000 PPM or 1 milligram/square centimeter. HUD requirements are subject to change; verify current HUD lead level thresholds by reviewing 24 CFR part 35.86.

The following LBP management requirements are applicable to Forest Service buildings and related structures.

1. Disclosure. Provide information regarding LBP to the purchaser, lessee, or permittee of Forest Service-owned housing constructed prior to 1978. The arrangements allowing Forest Service employees to live in Forest Service owned target housing are considered a lease for the purposes of disclosure.

a. Exemptions. The following are exemptions to the disclosure requirements.

(1) Leases or permits for target housing that have been found to be lead-based paint free by a certified inspector.

(2) Short-term leases, rentals, or permits of 100 days or less for target housing where no lease or permit renewals or extensions can occur.

(3) Renewals of existing leases or permits for target housing in which the Forest Service has previously disclosed all information required and no new information has come into the possession of the Forest Service. Renewal includes both renegotiations of existing lease or permit terms and/or ratification of a new lease or permit.

b. Required Information. Provide the following information:

(1) EPA's lead-hazard information pamphlet entitled "Protect Your Family From Lead in Your Home," which is available from EPA (40 CFR part 745).

(2) Copies of written descriptions of any LBP inspections, risk assessments, or abatement activities and any other information known to the Forest Service that may indicate the presence of LBP or LBP hazards in the target housing.

(3) Each sales contract, lease, or permit for target housing must include, as an attachment or within the contract, lease, or permit, the following elements:

(a) A Lead Warning Statement with the following language:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed

properly. Lead exposure is especially harmful to young children and pregnant women. Before buying or renting pre-1978 housing, the Forest Service must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Purchasers, lessees, or permittees must also receive a federally approved pamphlet on lead poisoning prevention.

(b) A statement by the Forest Service official disclosing all the known information about the presence of lead-based paint and/or lead-based paint hazards in the target housing being sold, leased, or permitted, or a statement indicating no knowledge of the presence of lead-based paint and/or lead-based paint hazards.

(c) A list of any records or laboratory results available to the Forest Service pertaining to lead-based paint and/or lead-based paint hazards in the housing that have been provided to the purchaser, lessee, or permittee. Indicate if no such information is available.

(d) A statement by the purchaser, lessee, or permittee affirming receipt of the information.

(e) The signatures of the Forest Service Officer and purchasers, lessees, or permittees certifying the accuracy of their statements, to the best of their knowledge, and the dates of signatures.

2. Activities Restricted to Accredited Individuals. All Forest Service LBP activities, including risk assessments, inspection, renovation, repair, painting and abatement, in target housing and child-occupied facilities must be performed by individuals certified through the EPA training program or an EPA-approved State accredited training program (40 CFR part 745.220-745.239). The certification and training requirements are applicable to all Forest Service employees, volunteers, Senior Community Service Employment Program (SCSEP) personnel, and contractors who perform LBP activities. Effective dates for using individuals accredited at EPA-approved State programs will be as specified in each State program.

3. Renovation, Repair and Painting. Renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities and schools where six square feet or more of lead-based paint is disturbed in a room or 20 square feet or more of lead-based paint is disturbed on the exterior or the work includes window replacement, demolition, or prohibited practices must include the following measures:

a. Certified and trained companies and individuals shall perform the work (40 CFR part 745.80-745.92).

b. EPA's lead-hazard information pamphlet entitled "Renovate Right: Important Lead Hazard Information Families, Child Care Providers, and Schools" which is available from EPA must be provided to the lessee, permittee, and to parents and guardians of children under age six that attend child-care facilities.

- c. Work should include procedures such as containing the work area, minimizing dust, and cleaning up thoroughly.

4. Abatement and Construction. Abatement does not include renovation and remodeling where the intent is to repair, restore, or remodel a structure or dwelling. Additionally, abatement does not include interim controls, operation and maintenance activities, or other measures and activities designed to temporarily reduce lead-based paint hazards. LBP abatement must follow EPA abatement rules and regulations.

All construction work where an employee may be occupationally exposed to lead must be done in accordance with the Occupational Safety and Health Administration construction regulations (29 CFR part 1926.62). Construction, for the purposes of this regulation, includes demolition, remodeling, renovation, repair, construction, installation, removal, or encapsulation of any building or building component that contains lead or uses materials containing lead.

5. Painting. Forest Service employees may paint Forest Service- owned facilities after accredited individuals have stabilized and sealed (encapsulated) lead-based paint.

6. Management Plan. Establish and maintain management plans for lead-based paints. The scope of management plans may be for a single building, an activity, or for an entire facility where LBP is present. The LBP management plan should be included in the facility operation and maintenance plan.

An LBP management plan should include as a minimum:

- a. Copy of inspection reports, risk assessments, and abatement actions.
 - b. The management option(s) selected for the building or building components with LBP (removal, encapsulation, or replacement). Wastes containing lead-based paint may be hazardous wastes as defined by EPA. Hazardous wastes must be handled as specified in FSM 2163.
 - c. An implementation schedule for accomplishing the requirements related to target housing, disclosure, and other buildings. The schedule must be consistent with available funds and other unit facility priorities.
7. Recordkeeping. Maintain the following records according to the applicable requirements:
- a. Permanent records of all inspections, risk assessments, maintenance, and abatement actions in the building operations and maintenance records until the building no longer exists. Records must be transferred with building ownership.
 - b. Maintain certification and training records for any employee engaged in lead-based activities as required by EPA or OSHA.
 - c. Maintain medical surveillance records for employees engaged in lead-based paint activities as required by 29 CFR part 1910.1020(d)(1)(i), or EPA.

- d. Retain a copy of each completed and signed statement in 1(b)(3) in the permanent file for each building sold, leased, or permitted.

41.16 - Hantavirus

Hantavirus is a serious disease caused by a virus that individuals get through contact with urine, droppings, or saliva of infected rodents. Structures are potential sites where individuals may be exposed to the virus. The best way to prevent human contact with Hantavirus in facilities is to exclude rodents through pest control and by sealing up entryways into buildings. It is not recommended to clean structures until the rodents and entryways have been eliminated. Cleaning of structures must follow recommended practices published by the Centers for Disease Control and Prevention (CDC).

41.2 - Security of Property and Operations

41.21 - Planning

Using [E.O. 12977](#), the President established the Interagency Security Committee (ISC). This multi-Department group developed the ISC “Security Design Criteria” to ensure that security becomes an integral part of the planning, design, and construction of new Federal buildings, modernization projects, and lease agreements. The criteria consider security in all building systems and elements for every type of building occupied by Federal employees.

The ISC’s [The Risk Management Process for Federal Facilities](#) (<https://www.cisa.gov/publication/isc-risk-management-process>) directs the user to a set of standards that applies to all Government facilities whether they were owned or leased. These documents define the process to be used in determining the Facility Security Level of a building, and its Level of Protection, which serves as the basis for implementing protective measures.

1. The ISC/Risk Management Process (RMP), an interagency security committee standard is available on line on the Department of Homeland Security Site (<https://www.cisa.gov/publication/isc-risk-management-process>). The supplemental documents, Appendix A: The Design-Basis Threat Report, Appendix B: Countermeasures, Appendix C: Child-Care Center Level of Protection Template are Controlled Unclassified Information (CUI) and not available publicly. Users with need-to-know may access these For Official Use Only (FOUO) appendices. To request access, please send an e-mail to ISCAccess@hq.dhs.gov with your full name and contact information, including email, agency name, and reason for access.
2. To ensure Forest Service implementation and compliance with the ISC/RMP, on an annual basis, the Regional Forester will report the number of facility security assessments that were completed in that year, the number of facilities (new or old) that require an assessment, and the number of facilities that are overdue for their revalidation assessment.

41.22 – Building Access Security

For security of property and operations there must be controls in place to prevent unauthorized building access. Implementation of such controls includes prompt deactivation of electronic access equipment when it is reported as lost, stolen, or has been replaced.

If an employee, visiting non-Forest Service researcher, or building occupant is being suspended, voluntarily or involuntarily terminated, reassigned, transferred, or retires, all building keys, access cards or fobs shall be collected and properly secured and/or deactivated.

Building occupants should be instructed to not hold doors open for people who do not have proper building access and to not share or loan out their electronic building access to others.

Building access authorization lists shall be reviewed and updated on a regular basis. If a user's access is no longer warranted remove that user's access privileges immediately.

See additional information in AQM directives FSM 6443.3 Safeguarding Premises.

41.3 - Accessibility

Accessibility requirements for both new and existing buildings are listed in FSH 7309.11, section 34.16. Additional guidance on building accessibility is found on the Technology and Development Program site: <http://fsweb.mtdc.wo.fs.fed.us/toolbox/acc/index.htm>. Inspect facility, develop a transition plan that identifies compliance deficiencies and how and when the facility is to be brought into compliance and provide report of findings within 60 days of inspection. The transition plan becomes part of the Facility Master Plan. Evaluate projects requiring extensive renovation and capital investments in terms of the relative performance, quality, and safety of the building. See section 43.3 and 44.7.

42 - Maintenance and Repair

42.1 - Facility Maintenance Programmed Approach

1. Establish Maintenance Levels of facilities and applicable code requirements, such as Health and Safety, and Accessibility (sec. 42.2).
2. Perform Facility Condition Assessments, inspections, and work analysis to determine the requirements and costs of maintenance tasks (sec. 44).
3. Update facilities database of record, Natural Resource Manager so that the data accurately and completely represents the current state of facilities on a unit (sec. 44.12).
4. Collaboratively develop work program, priorities, and funding strategies with applicable staff and leadership.
5. Schedule project work based on staff capacities, funding, geographic and area attributes, priorities, and risks. Allow for unknowns, emergencies, and other planned unit projects.

6. Prepare for seasonal surges in work orders via seasonal hires, service contracts, and managing inventories based on expected work.
7. Evaluation of all work which includes cost comparisons, work performance reviews, and recommendations for future program development.
8. Building maintenance requirements prescribed in this handbook should be a part of the recreation site requirements and included within the recreation site annual Operation and Maintenance plans.

42.2 - Maintenance Levels

Forest Service facilities range from large, high-risk complexes to simple, low-risk structures. As such, maintenance program needs range from formal preventive maintenance to a break-and-fix approach. Each building, utility system, or related facility component for which the Forest Service has primary operation and maintenance responsibility must have an assigned maintenance level or levels.

1. Maintenance Level Assignment. The responsible Line Officer assigns the appropriate maintenance level based on management objectives and program support needs. Express these objectives and needs in terms of:

- a. Safe and healthful working conditions.
- b. Mission criticality and continuity of services.
- c. Functionality of components.
- d. Operation, maintenance, and repair cost controls.
- e. Protection of materials and property.
- f. Appearance.
- g. Accessibility.

2. Description of Maintenance Levels. Exhibit 01 describes, in general terms, types of facilities usually assigned a specific level, the standards of care associated with maintenance levels, and operational considerations. Buildings may have areas or components that require higher or lower maintenance levels because of specific risks or functions. The operation and maintenance plan identify those areas (sec. 43.1). Maintenance levels are as follows:

- a. Maintenance Level 1. Buildings in this level are awaiting retirement and are not in operation or use; therefore, the building water, heating, and cooling systems are drained, power is disconnected, and general access is restricted. Protection of investment and materials is not a consideration. Assignment of maintenance level one to a historic Building may be considered an adverse effect. Consult with a qualified heritage professional before assigning this value. A State Historic

Preservation Office review may also be necessary. Historic buildings in this category may qualify to move to higher maintenance levels through alternative uses such as leasing and cabin rental. The building is not abandoned.

b. Maintenance Level 2. Buildings assigned this level are buildings the Forest Service uses infrequently. For example, a shed that is used an average of one time per week all year or a storage building that is used two to four times per week for seasonal or project work. Ordinarily, do not assign any employee to work continuously in these buildings. Public access is administratively restricted.

c. Maintenance Level 3. This level includes buildings, systems, and facilities that employees use actively on a continuing basis. All building systems and components are operational. This level is used primarily for offices, shop buildings, warehouses, storage structures, seasonal (used for 4 to 6 months out of a year) barracks and bunkhouses, and similar facilities. General public access limited, where necessary, by design, location, or administrative control.

d. Maintenance Level 4. This level includes actively used facilities with high employee use and less than 50 visitors per day. This level may include, but is not limited to, district offices, visitor centers, operations centers, crew quarters, and employee quarters.

e. Maintenance Level 5. This level includes actively used facilities with high employee use and more than 50 visitors per day. This level may include, but is not limited to, regional and Supervisors offices, laboratories, and visitor centers.

42.2 - Exhibit 01

Maintenance Levels for Facilities – Care and Operation

Maintenance Level*	Type of Facility	Standard of Care	Operational Considerations
1	-All types, no longer needed, no human occupancy. -Awaiting retirement (demolition, conveyance, surplus).	-Maintain only to abate health and safety hazards.	-Remove exposed personnel. -Abate health or safety hazards. -Do not use or abandon. Secure building to ensure there is no occupancy. -Conduct periodic inspections to ensure protective measures remain in place
2	-All types with infrequent human use.	-Maintain only to extend life until retirement, -Prevent blighted appearance.	- Safety inspections; abate health and safety hazards.
3	-Minor office, (nonpublic) shop, warehouses. Seasonal quarters; general nonpublic areas. (office/work spaces occupied frequently or continuously due to need, but should be replaced. Support structures – infrequent, or no human use.)	-All systems and components operational. -Maintain to extend life 10-15 years or anticipated retirement date. -Repair of critical service interruptions in 24 hours; noncritical in 2 weeks. -Appearance neat and pleasing, good quality.	-Refer to section 44 for required inspections and frequency; abate all hazards.
4	-Major office and high employee use area with less than 50 visitors per day, and operations centers, crew quarters, employee quarters.	-Same as level 3 except critical service repaired in 24 hours; noncritical in 5 days. Maintain to extend life 20+ years.	-Refer to section 44 for required inspections and frequency, abate all hazards.

42.2 - Exhibit 01 – continued

Maintenance Level*	Type of Facility	Standard of Care	Operational Considerations
5	-Major offices and suburban offices, visitor centers, major laboratories similar to level 4 except greater than 50 visitors/day.	-Same as level 4 but highest quality materials and workmanship. -Continual maintenance custodial staffing.	- Refer to section 44 for required inspections and frequency; abate all hazards.

*Subscript H may be used to designate Historic Structure. Maintenance objectives would be as required in section 42.4

42.3 - Qualifications

Use personnel qualified in the building trades for maintenance or repairs that require particular skills. There are specific qualifications and supervision requirements when personnel are working on systems and distribution components that present a health and safety risk to the employee or occupant; examples of these are: plumbing, electrical, lightning protection, water, wastewater, mechanical, propane/gas, and utility systems. Major repair work such as alterations or changes in capacity will require consultation with a qualified designer and could require a State-certified or equivalent inspection prior to placing the system in service. See the following for guidance:

1. FSH 6609.14 – Telecommunications Handbook;
2. FSH 6709.11 – Health and Safety Code Handbook;
3. FSM 7400 – Public Health and Pollution Control Facilities;
4. FSH 7409.11 – Sanitary Engineering and Public Health Handbook;
5. FSM 7500 – Water Storage and Transmission;
6. Occupational Safety and Health Act (Administration) standards;
7. National Electrical Code (NEC);
8. National Fire Protection Association (NFPA); and
9. International Code Council Codes.

In addition to the above guidance, electrical and lightning protection systems and distribution components maintenance must follow the guidance in FSM 7600 - Electrical Engineering (FSH 7611.3 - Construction of Forest Service-Owned Systems and 7611.4 - Operation, Maintenance, and Repair).

Operation of building related systems must be performed by qualified personnel that have received technical training and have demonstrated skills and knowledge in the operation of specific equipment, system interactions, and overall desired outcomes. They shall be familiar with operation guides and documentation and have those readily available.

Alternatives to prescribed code requirements, building materials/components, and building systems may only be used after evaluation by a qualified architect or engineer. Evaluation should include personnel risk analysis and benefit/cost/risk analysis. Decisions must be documented and approved by the responsible Line Officer.

When working with local jurisdictions, Public Law 100-678 and Title 40, United States Code, section 3312 applies. These authorities set forth project notification requirements, restricts government from paying permit fees, allows jurisdictions to review plans and inspect, and allows

Forest Service to pay for reviews and describe inspections under contract. Compliance with a jurisdiction's findings is not mandatory; although following local codes and zoning laws are required to the maximum extent feasible.

42.4 - Historic Buildings and Facilities

Use the National Historic Preservation Act (NHPA) of 1966 (CITE), as amended, to guide treatment of all historic buildings, structures and features. Consult with a qualified heritage professional to determine if a facility is historic. Historic properties are buildings and structures that meet the criteria for inclusion in the National Register of Historic Places (NRHP). Title 36, Code of Federal Regulations, Part 800 (36 CFR part 800) defines the rules and procedures to be followed in considering the Agency's undertaking on properties included in or eligible for the NRHP as required by section 106 of NHPA. Regarding these regulations, an undertaking includes any activity including maintenance, decommissioning, or alteration. The Agency must consult with the State Historic Preservation Office to determine if an activity has potential to adversely affect the historic character of a property. There are many options available in the section 106 compliance process to achieve agency objectives and avoid an adverse effect.

Use the Secretary of the Interior's Standards for Historic Preservation Projects and Guidelines for Applying the Standards for technical guidance for preservation, rehabilitation, restoration, and maintenance of historic structures. In addition, the Department of the Interior, National Park Service, has published a number of technical guides for maintaining, stabilizing, rehabilitating, and restoring various materials, finishes, and architectural components.

43 - Facility Management Documents

43.1 - Operations and Maintenance Plan

Facilities operation and maintenance plans must include the following:

1. Description of site and building operation and maintenance elements such as:
 - a. Functions, hours of operation;
 - b. Maintenance level and responsibility;
 - c. Points of contact, seasons;
 - d. Size;
 - e. Age;
 - f. Staff and public uses;
 - g. Utilization, utilities;
 - h. Future plans;

- i. Architectural; and
 - j. Historical features.
- 2. Detailed written statement(s) by the designer of a building, component, or system on how the design should operate and function. Cite routine guidance; precautionary, emergency, and pertinent high-risk situations; and mitigating measures.
- 3. Risk-based facility interruption program which describes the necessary maintenance program, backup systems, and investments required to manage interruptions based on the buildings normal operations and functions in an emergency.
- 4. A reference of contacts for specialists, parts distributors, manufacture representatives, warranties, equipment data, as-built plans, instructions, and more, including operating records, experiences, and previous maintenance costs incurred.
- 5. A stated maintenance program philosophy and objectives that are commensurate with risks, staffing, and cost-effectiveness. Outcomes of this philosophy are the assignment of Maintenance Levels, identification and management of health and safety issues, and designation of maintenance strategies such as: reactive maintenance, preventative maintenance, predictive maintenance, and/or Reliability Centered Maintenance (RCM).
- 6. Specific information for various building components, systems, and utilities including:
 - a. Operational use patterns, system and equipment procedures;
 - b. Operating conditions and capacities;
 - c. System optimization procedures including seasonal adjustments;
 - d. Controls;
 - e. Safety and operational risks; and
 - f. Specialized safety procedures such as lockout, enclosed space, electrical, and gas fired appliances.
- 7. Provide specific details on architectural, cultural, and historic building components or site features and specific guidance on applicable treatments, maintenance and operational requirements, to ensure their preservation.
- 8. Address the required frequency of inspection, service, and replacement. Have copies of applicable maintenance checklists, inventories, forms, logs, health and safety reviews, and more.
- 9. All warranties provided or stipulated by contract highlighting conditions required to retain the warrants, expiration dates, and other specific information desired.

10. In addition to this chapter, buildings that are part of a recreation site must meet the requirements of FSH 2309.13, chapter 50, Operation and Maintenance Plan.

43.2 - Emergency and Security Plans

The following are part of the emergency and security plan:

1. Commensurate with local situations, provide for each occupied facility emergency contingency and security plans for fire suppression, medical aid, wildfire, earthquake, flood, bomb threat, hazardous material spills, suspicious packages, demonstrations, and other potentially dangerous situations.
2. Provide a current Occupant Emergency Plan (OEP) as outlined in 29 CFR part 1910.38 for each occupied facility.
3. For each occupied facility, provide a current Facility Security Plan (FSP), as outlined in the Interagency Security Committee/ Risk Management Plan standards.

43.3 - Facility Accessibility Transition Plans

Conduct Facility Accessibility Assessments (sec. 44.21) for each administrative, research and worksite facility for which the Forest Service has primary responsibility. Develop an accessibility transition plan to address any deficiencies.

Accessibility deficiencies and transition plans must be documented in Natural Resource Manager (NRM) Accessibility Form and update the unit's Facility Master Plan (FMP) in accordance with FSH 7309.11, chapter 20, Planning. FMPs must include when the facility will be brought into compliance with the applicable accessibility standards or other appropriate mitigation.

Track projects with respect to major milestones, and document actual completion date. Update NRM when work items are completed. Archive and retain the plan and completion data of each feature brought into compliance.

Include in the Accessibility Transition Plans:

1. The names and positions of the personnel conducting the evaluation surveys and the date the survey was completed.
2. A listing of each accessibility deficiency found:
 - a. Control Number (CN);
 - b. Administrative organization number;
 - c. Administrative organization name, building number;
 - d. Building name;

- e. Date assessed; and
 - f. Estimated compliance date.
3. A description, in detail, of the methods and actions that could be used to bring the deficiency into compliance with Architectural Barriers Act Accessibility Standards (ABAAS) or other appropriate ways to mitigate the barrier. Include work priority, cost estimates, entry of applicable NRM Work Items to represent the cost of the work, deferred maintenance (DM) or capital investment (Pre 1968 Construction) determination, historic concerns, future of facility, applicable accessibility standards, and proposed fiscal year for completion of the work.
4. Identify the Line Officer responsible for implementation of the plan.

44 - Inspections

Inspect all facilities as required by Forest Service and National, State, or local codes. Use the most stringent Forest Service requirement or National, State, or local codes. Use trained and experienced personnel to conduct inspections (and assessments, inventories) that are as comprehensive as practicable. Consider both building-related features and the effect of occupancy, use, and activities associated with the facility. Inspections should identify operational problems, conditions contributing to those problems, their causes, and recommended solutions. Pay particular attention to changes created by building alteration or modification of operations. Consider trends during inspections of building or utility elements that indicate problems with the element's function, the risk involved in the current condition, the contribution the element is currently making and the consequence of continuing with the current condition.

Buildings and related facilities may be located within several Government jurisdictions that require various periodic inspections of different types. Encourage specific inspections when available through these entities.

When entering facilities with potential hazards such as hantavirus, confined spaces, electrical, and so forth, conduct a risk-based decision making assessment and follow the framework in accordance with FSM 6718 and conduct a Risk Assessment in accordance with FSM 6719.

44.1 - Inspection Frequency

Ensure that all facilities are inspected at the frequency indicated in section 44.1, exhibit 01.

44.1 - Exhibit 01

Inspection Frequency

Type	Minimum Frequency	Remarks
Health and safety	<ul style="list-style-type: none"> - Annually, except for maintenance Level 1 which is a five-year interval. - High risk facilities need to be inspected more frequently. - Prior to lease and lease renewal negotiations. 	See 29 CFR 1960.25(c) and FSM 6717 for additional information. Conduct for all leased and owned facilities.
Facility Condition Assessments (FCA)	<ul style="list-style-type: none"> - Five years. 	See WO FSWeb WO Engineering FCA policy and guidance .
Maintenance condition survey	<ul style="list-style-type: none"> - Annually 	Preventative maintenance should be done per operation and maintenance plan.
Government-furnished quarters	<ul style="list-style-type: none"> - Annually and prior to arrival of new occupants for housing or for barracks, prior to first seasonal occupant. - Check out inspection at time occupancy is vacated. 	See FSH 7309.11, Section 34.13 for standards.
Facility performance	<ul style="list-style-type: none"> - Ten years or with major review of master plan. - Prior to lease renewal negotiations. 	Consider effectiveness of location, spatial arrangements, and environmental conditions.
Energy audits and sustainability assessments	<ul style="list-style-type: none"> - Sustainability assessed on a five year cycle, for buildings subject to the Guiding Principles only. - Energy/water audits according to energy intensity of the building. See Chapter 70 for more information and frequency. 	See FSH 7309.11, Chapter 70
Facility Accessibility Assessments	<ul style="list-style-type: none"> - Initial assessment and as accessibility regulations change. - Prior to new construction or remodel. 	See FSH 7309.11, Section 34.16 for requirements and standards.

44.1 - Exhibit 01 – continued

Type	Minimum Frequency	Remarks
Physical Security Assessments	<ul style="list-style-type: none">- 5 years for Facility Security Level I and II sites- 3 years for Level III sites- Prior to initial occupancy, remodel, or lease renewal.	See RMP document in Section 41.2 for definitions of the Facility Security Levels.
Asbestos management inspections	<ul style="list-style-type: none">- Inspect:<ul style="list-style-type: none">- friable ACM's annually.- all ACM's every 3 years.- Air sample all areas having friable ACM's.	Section 41.11.
Pre-occupancy inspections	<ul style="list-style-type: none">-Prior to occupying leased space.	FSH 7309.11, section 31.5.

44.11 - Inspection Forms

1. Facility Condition Assessments. Use the Facility Condition Assessment Form from Natural Resource Manager for conducting and documenting inspections. Checklists and inspection forms available from commercial sources may be used to assist the inspector with specific questions, code references, and standards of care.
2. Facility Maintenance Condition Survey. The inspector may use the Maintenance Condition Survey Checklist, Form R1-FS-7300-1 or customize commercially available forms to accommodate inspection of a building or a series of similar buildings and to improve the quality of the inspection. For Form R1-FS-7300-1, the Maintenance Condition Survey Checklist, go to the following link:
<http://fsweb.wo.fs.fed.us/eng/programs/facilities/r01forms.htm>.
3. Accessibility Assessments. Checklists and instructions for facility accessibility survey data collection, coding, and data entry are available from the Forest Service Regional Accessibility Coordinators (RAC). Accessibility Assessments of recreation buildings and sites are conducted using the Forest Service Accessibility Database Survey Tool.

44.12 - Inventory of Findings

The inspector and Unit Manager may use the Natural Resource Manager (FSH 7309.11, ch. 60) database to:

1. Store specific facility-related data and required management documents.
2. Store inspection findings.
3. Generate customized inspection forms.
4. Generate portions of inspection reports.
5. Monitor inspection activities to ensure that inspection of all facilities occurs as frequently as is required.
6. Monitor inspection compliance to ensure timely completion of remedial work and abatement of safety and health deficiencies. Facility safety and health hazards which cannot be abated within 30 days require an Interim Hazard Abatement Plan be developed until permanent abatement can be completed (29 CFR part 1960.30).
7. Generate information for pre-inspection review by inspectors, such as types of systems and appliances, fueling systems, size, compliance with basic egress, occupancy separations, and similar inspection needs.
8. Maintain locally specific survey results and access information relating to particular sites. Each Region, Station, and Institute shall manage and maintain general accessibility data on administrative sites, recreation sites, and agency programs.

Ensure only accurate, current, and consistent data are entered into the facilities management system after performing condition assessment surveys.

44.2 - Health and Safety Inspections

Inspect more frequently facilities that house increased-risk operations, as described in 29 CFR part 1960.25(c), and specific high-hazard situations. Intensity of inspection must be commensurate with the risk involved (FSM 6710). Report deficiencies as required in FSM 6710.

The Regional Staff Director for engineering activities or the Assistant Director for Administration and the Region or Station Safety and Health Manager jointly determine the frequency and intensity of inspections.

In addition to the Region, Station, or local unit Safety and Health Manager, who should meet the occupational qualifications outlined in 29 CFR part 1960.2(s), the Regional Staff Director for engineering activities or the Assistant Director for Administration may select additional facility inspectors from the following series, if the candidates have experience in facility design and training in safety and health inspection techniques:

1. General Engineer (GS 801),
2. Architect (GS 808),
3. Civil Engineer (GS 810),
4. Environmental Engineer (GS 819),
5. Mechanical Engineer (GS 830),
6. Electrical Engineer (GS 850).

The Washington Office, Director of Occupational Safety and Health and the Director of Engineering may jointly approve the designation of an individual as a facility inspector if the individual's position is not one of the occupations series listed above. A summary of training and experience must accompany each request for designation.

Safety and health inspections, maintenance condition surveys, and vulnerability assessments may be done concurrently where the functions of the inspections or remediation of problems found in these inspections are interrelated.

Retain documentation of each inspection as required by FSM 6717.1 at the facility site in accordance with retention periods established in FSH 6209.11, Records Management Handbook.

44.21 - Facility Condition Assessments

Facility Condition Assessments (FCA) serve a number of purposes for assets: a reconnaissance and physical inventory; inform the valuation and condition; identifying and updating deferred maintenance work items; and identification and taking action on critical health, safety, environmental, and other similar conditions that need to be addressed immediately.

Staff performing facility condition assessments need to have the training, certification, and qualifications to successfully perform the assessments that are in alignment with national direction and fully document all deferred maintenance including hazmat work items, health and safety issues, accessibility deficiencies, and resource protection issues. The FCA training requirements and resources are found on the Facility Condition Assessment Site (FSWeb).

The standards for accomplishing FCAs and the associated data entry into Natural Resource Manager (NRM) is on FSWeb in the following locations:

1. Washington Office Facility Condition Assessment Site which includes training materials (<http://fsweb.wo.fs.fed.us/eng/programs/facilities/assess.htm>);
2. NRM Support Page (<http://fsweb.nrm.fs.fed.us/support/docs.php?appname=buildings>); and
3. FCA Field Guide developed by the National Technology and Development Program (http://fsweb.mtdc.wo.fs.fed.us/php/library_card.php?p_num=1473%202830).

44.22 - Maintenance Condition Surveys

Required facility maintenance surveys, (sec. 44.1, ex. 01) are different from the Facility Condition Assessments that must be entered into the Natural Resource Manager for each building every 5 years. For more information about yearly facility maintenance condition surveys, see So That's Why It's Always Cold in Here: A Guide for Conducting Facilities Condition Assessment Surveys (http://fsweb.mtdc.wo.fs.fed.us/php/library_card.php?p_num=0473%202839). The information from facility maintenance condition surveys is used to plan yearly maintenance work. The surveys are more detailed than condition assessments, and different inspection forms are used. For the Maintenance Condition Survey Checklist form (R1-FS-7300-1), go to the following link: <http://fsweb.wo.fs.fed.us/eng/programs/facilities/r01forms.htm>.

44.3 - Facility Performance Review

Review facilities or buildings owned by the Forest Service to evaluate the overall performance capability and response of the facility compared to the original needs, design solution, energy consumption, current situation, and near-term needs. The design prospectus is the original source of this information. Also, consider validated information about projected changes in conditions, such as from vulnerability assessments of security threats or of climate change risks. Consider using an interdisciplinary team including an Architect, Engineer, and a Line Officer for review of more complex facilities.

Document deficiencies in facility performance, such as functional obsolescence, escalating operating and maintenance costs, and similar findings.

Report findings and recommendations in a supplement or update to the Facility Master Plan.

44.4 - Energy Audits and Sustainability Assessments

Follow the requirements of FSH 7309.11, chapter 70 for energy and water audits, and for sustainability assessments.

For energy and water auditing, refer to guidance and resources on the Facilities Energy Site (FSWeb), at <http://fsweb.wo.fs.fed.us/eng/programs/facilities/energy.htm>.

Sustainability Assessments and the “Sustainability” field in Natural Resource Manager (a Federal Real Property Profile data element) are to be updated at least every 5 years, on buildings subject to the Guiding Principles for Sustainable Federal Buildings. Specific requirements, resources, and forms are on the Sustainable/Green Buildings Site (FSWeb), at http://fsweb.wo.fs.fed.us/eng/programs/facilities/sus_green. (As of June 2018, subject buildings generally included Forest Service-owned buildings greater than 5000 GSF.) It is recommended these assessments be done at same time as the Facility Condition Assessments.

44.5 - Facility Accessibility Assessments

Evaluate all agency policies, programs, and facilities to determine compliance with accessibility standards and guidelines. Include in the assessments the following items:

1. Policy Evaluations. (FSM 1760).
2. Accessibility Evaluations. Recommend use of the [USDA AD-2056 Building/Site Accessibility Compliance Checklist](#) and [Architectural Barriers Act Accessibility Standards](#) (ABAAS) to evaluate owned buildings. At recreation sites, use the [Forest Service Accessibility database \(FSAD\) survey tool and guide](#), ABAAS, and [Forest Service Outdoor Recreation Accessibility Guidelines](#) (FSORAG) for exterior developments such as plazas and exterior picnic areas. Coordination with Regional Accessibility Coordinators is recommended.

Review leased facilities before executing a new lease or renewing an existing lease to ascertain if the facility is in compliance with the ABAAS, for all Forest Service programs and employees. Involve an agency accessibility specialist in those reviews, consult the Forest Service Regional Accessibility Coordinator (RAC) for an appropriate accessibility specialist. Provide, at the request of the Leasing Officer, accessibility surveys for facilities to be leased or already leased that could be used to negotiate removal of existing barriers. All leased facilities shall be accessible.

Give priority to those buildings in which person-to-person public services are provided and those with office spaces.

Reassess all facilities every 3 years for accessibility. Use the transition plans to look at completion status of non-complying features and evaluate all new features for compliance with ABAAS.

44.6 - Government-Furnished Housing

Inspectors of Government-furnished housing should use chapters 10 and 25 of the Uniform Housing Code and requirements for suitable Government-furnished quarters (FSH 7309.11, sec. 34.13). FSM 6445 and FSH 6409.11 provide further quarters guidance.

Inspectors shall give the occupant(s) a 10-day notice prior to performing inspections of Government-furnished housing, except when a delay would cause immediate damage to employees' and/or Government property. Inspectors should encourage occupants of Government-furnished housing to be present during inspections and inspectors should seek information from the occupants on conditions not readily discernible by the inspection.

Ensure that items, conditions, and provisions that affect the overall quality of the housing facility are in good operating condition and repair. Note Government-furnished items that are missing or in disrepair, and the general quality of the facilities provided by commercial sources. Include recommendations for corrective action.

Provide an inspection report to the Line Officer responsible for the facility. If the inspector believes that the housing is substandard, and an unsuitable rating is warranted, transmit a copy of the report to the next responsible organizational level. Review FSM 6445.03, paragraph 3 and FSH 6409.11, section 12.11 for policy.

44.7 - Physical Security Assessments

Conduct Physical Security Assessments in accordance to section 44.1, exhibit 01. Physical security assessment Worksheet and Physical Security Assessment report must be used to conduct physical security assessments. Forest Service facilities normally meet the requirements of two security levels; I and II. The USDA writing template should be used when conducting assessments. The template can be obtained by contacting Regional Physical Security Points of Contact or Washington Office Physical Security Representatives.

Recommend a team approach consisting of a Line Officer (such as a Forest Supervisor) and members representing safety, facilities, engineering, Law Enforcement and Investigations, facility security representative, Chief Information Office, and acquisition management (leasing officers) in any combination. This team structure is not mandatory, but rather a suggestion regarding skill sets that appears to be effective.

Only a Line Officer, such as a Forest Supervisor or District Ranger, or designated official, with law enforcement consultation, has the authority to accept a known risk.

See also section 41.2 for further direction on security of property and operations.

44.8- Asbestos Management Inspections

Inspections. Perform inspections or re-inspections every 3 years to determine whether Asbestos-Containing Materials (ACM) are present in owned buildings or if existing ACM is becoming friable or presents a risk. Document all identified asbestos containing material in an asbestos management plan. Inspections must be completed by accredited personnel.

Periodic Surveillance. Visually inspect all asbestos containing material identified in the asbestos management plan periodically.

45 - Facility Decommissioning

Once a facility has been determined to be excess to the Forest Service mission or needs and the unit's FMP recommended action has been updated to "decommission", the unit must update the applicable Natural Resource Manager (NRM) data fields and keep current as the facility moves through the decommissioning process. See NRM link for further direction:

<http://fsweb.nrm.fs.fed.us/support/docs.php?appname=buildings>.

A preliminary project analysis (PPA) must be prepared to document the decommissioning process, studies performed, analysis of options, and final decision. The PPA must be commensurate with the complexity of the facility being decommissioned. FSM 7312.1, FSM 1241, FSH 7309.11, section 22 and 23, "Facilities Planning", EM-7310-4, Facilities Toolbox (<http://fsweb.mtdc.wo.fs.fed.us/toolbox/exs/index.htm>) provide guidance on decommissioning. From the PPA, the best value decommissioning method is recommended, depending on the facility's location, historic significance, value, deferred maintenance needs, and other factors. Decommissioning methods typically include, but are not limited to: demolition, dismantling, move, obliteration, recycling, salvage, stabilize in place, exchange, sell, out-lease and conveyance. The National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA) Section 106 Review Process (36 CFR Part 1800), NHPA Section 111, and Housing and Urban Development (HUD), will also be influencing factors as to which methods and regulations are required for decommissioning. NEPA documentation is required, usually in the form of a categorical exclusion. Section 106 of NHPA requires evaluation for historic structures and sites.

If a decision is reached to dispose of a facility during the decommissioning process, discussed above, unit staff shall coordinate closely with their real property, personal property, and lands staffs to ensure adherence to all policies, regulations, and laws. The unit's Accountable Property Officer (Regional Forester, Forest Supervisor, Station Director, or equivalent) approval is required to dispose excess facilities, see FSM 6590.04g. Disposal authority is delegated to the Secretary of Agriculture when the Fair Market Value (FMV) is less than \$50,000 per Department of Agriculture Property Management Regulations, 102-75.1075, 41 CFR part 102-75-Real Property Disposal. Assets with a FMV equal to or greater than \$50,000 require USDA and GSA review and approval. Contact your real property management officer for guidance and necessary authorizations.

Prior to any facility decommissioning, with the exception of Forest Service Facilities Realignment and Enhancement Act conveyances (<https://www.fs.fed.us/eng/toolbox/exs/exs33.htm>), each facility needs to be tested and documented for the presence or absence of hazardous materials such as lead-based paint, asbestos containing materials, mercury containing thermostats, and so forth as well as any current mitigation. Hazardous waste materials must be removed and disposed of properly prior to decommissioning. The Regional Environmental Engineer shall be involved throughout this process. Requirements for handling hazardous materials are complex and vary by State. Prior to any facility demolition, appropriate permits shall be obtained, such as National Emissions Standards for Hazardous Air Pollutants (NESHAP) permits. Units shall also manage and maintain hazardous waste disposal paperwork on site such as hazardous waste manifests that are to be kept for a minimum of 3 years. See the document “Hazardous Materials Requirements for Building Demolition” at the following link, http://fsweb.mtdc.wo.fs.fed.us/php/mtdc_search.php?category=Program&srchword=5 which contains requirements for handling hazardous waste materials in each State and Puerto Rico. The site development plan must be changed to reflect the most up-to-date information. FSH 7309.11, chapter 24 details requirements for updating site development plans, including when changes are made to the site (such as facility disposals) and when the planning documents are updated.

Property disposal regulations are outlined in the Forest Service Asset Management Procedural Journal, Volume 1 – Real Property, <http://fsweb.wo.fs.fed.us/aqm3/pages/asset-management/real-property/?tab=processes> and GSA Real Property Utilization and Disposal, <https://disposal.gsa.gov/FAA>. The National Technology and Development Facilities Toolbox also has a comprehensive outline of facility disposal procedures at the following link: <http://fsweb.mtdc.wo.fs.fed.us/toolbox/exs/index.htm>.