

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Reporting Procedures for Sulfur Hexafluoride (SF <sub>6</sub> )
<b>Purpose:</b>	This Directive and Standard (D&S) outlines the basic requirements for the Bureau of Reclamation's tracking and reporting of SF <sub>6</sub> (a greenhouse gas (GHG)), that may be inadvertently leaked to the environment from circuit breakers and similar equipment. These reporting procedures will ensure consistent and verifiable results across Reclamation regions.
<b>Authority:</b>	40 CFR Part 98 – Mandatory Greenhouse Gas Reporting; Executive Order (E.O.) 13834 – Efficient Federal Operations, May 17, 2018.
<b>Approving Official:</b>	Senior Advisor, Hydropower
<b>Contact:</b>	Power Resources Office (PRO) (86-51000), Environmental Compliance Division (ECD-84-53000)

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1. **Introduction.** Reclamation facilities have many circuit breakers and other equipment containing SF<sub>6</sub>. This equipment may inadvertently leak SF<sub>6</sub> into the environment, and SF<sub>6</sub> has been identified as one of the GHGs responsible for climate change. Release of SF<sub>6</sub> into the atmosphere must be tracked and annually reported to the Director, Policy and Administration (84-53000), who is the Reclamation Senior Sustainability Officer, for inclusion in the annual Reclamation GHG and Sustainability Data Report. This D&S describes Reclamation's tracking and reporting procedures for SF<sub>6</sub>.
2. **Applicability.** These tracking and reporting procedures apply to all Reclamation staff who have responsibility for operating and maintaining power and water facilities with equipment that may emit SF<sub>6</sub>. All Reclamation offices are required to implement this D&S.
3. **Responsibilities.**
  - A. **Senior Advisor, Hydropower.** The Senior Advisor, Hydropower, or as delegated, is responsible for ensuring compliance with this D&S.
  - B. **Manager, Power Resources Office (PRO).** The Manager, PRO, is responsible for:
    - (1) Collecting and ensuring that the Equipment Inventory Sheet (Appendix A) has been received from all regions and submitting it to the Environment Compliance Division.
    - (2) Maintaining and updating the Equipment Inventory Sheet (Appendix A).
    - (3) Coordinating to address SF<sub>6</sub> reporting issues between the regional offices and the environmental compliance division.

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- C. **Manager, Environmental Compliance Division.** The Manager, Environmental Compliance Division, is responsible for:
- (1) Providing corporate guidance to field offices on current SF<sub>6</sub> regulations, statutes, policy, and practices;
  - (2) Corporate Reporting of SF<sub>6</sub> data to the applicable agency(s) on behalf of Bureau of Reclamation.
- D. **Regional Directors.** Each regional director is responsible for:
- (1) Annually providing an updated Equipment Inventory Sheet (Appendix A) to the Power Resources Office; and
  - (2) Annually providing a consolidated report of SF<sub>6</sub> emissions utilizing the SF<sub>6</sub> Emissions Reporting Form (Appendix B) to the Manager, Power Resources Office.
4. **Reporting Requirements.**
- A. **Equipment Inventory.** Annually, each facility with SF<sub>6</sub> equipment will complete the required Equipment Inventory Sheet (Appendix A) to identify all SF<sub>6</sub> equipment including circuit breakers, gas carts, etc.; and confirm equipment designation, location, and quantity of SF<sub>6</sub> in pounds. Facilities will provide the form to their regional office by September 1.
- B. **Emission Measurement.** Annually, each facility with SF<sub>6</sub> equipment will perform the required SF<sub>6</sub> emissions measurement utilizing the SF<sub>6</sub> Emissions Reporting Form (Appendix B) and provide the form to their regional office by September 1.
- C. **Regional Reporting.**
- (1) Annually, by September 30, each regional office with SF<sub>6</sub> equipment will provide to the Manager of Power Resource Office (86-51000) an updated and completed Equipment Inventory Sheet (Appendix A) and consolidated SF<sub>6</sub> Emissions Reporting Form (Appendix B).
  - (2) Reclamation Offices who oversee transferred project works (operation and maintenance responsibility transferred to an operating entity) are responsible for verifying that the equipment is included in the regional Equipment Inventory Sheet (Appendix A) and SF<sub>6</sub> emissions are included in the regional SF<sub>6</sub> Emissions Reporting Form (Appendix B) or that the operating entity reports SF<sub>6</sub> emissions to the Environmental Protection Agency under their own program.
- D. **Corporate Reporting.** Annually, by November 1, Power resource office (84-53000) will consolidate regional information and report the status of the Reclamation SF<sub>6</sub>

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Program to the Manager of Environmental compliance (84-53000) using the SF<sub>6</sub> Emissions Reporting Form (Appendix B). Manager of Environmental Compliance will report the SF<sub>6</sub> Emission data to the applicable agency(s) on behalf of Bureau of Reclamation as part of routine annual reporting. Electronic copies of the regional reports, consolidated Reclamation report, and updated SF<sub>6</sub> inventory (Appendix A) will be retained by the Power resources office (PRO) (86-51000).

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_