
APPENDIX S Petroleum Oil and Lubricant (POL) Documents

The purpose of this Appendix is to explain how to identify Petroleum, Oil and Lubricant (POL) sites and select/process associated documents which are eligible for inclusion in NIRIS. New and historic POL documents from ER,N-funded Underground Storage Tank (UST) and Aboveground Storage Tank (AST) sites are discussed in this Appendix.

POL is a separate cleanup program; the cleanup work parallels the CERCLA process but it is not part of CERCLA. Not all POL UST/AST site documents are eligible for inclusion in NIRIS. Some UST/AST sites are fully funded by Compliance and have never been associated with the CERCLA program.

The basis for including UST/AST site documents in NIRIS is based on funding. UST/AST site information is available in **NORM**, the Environmental Restoration budget database. The following types of sites meet the funding criteria and are eligible to have associated documents added to NIRIS.

- POL sites which had cleanup work originally funded by ER,N
- POL sites which have cleanup work currently funded by ER,N or ER,N II
- POL sites which will definitely have cleanup funded by ER,N II in the future

See the Guidelines, Historic and New POL Documents information on page 3 for detailed guidance.

NORM

- DON Project Managers provide NORM UST information to Records Management so that sites can be identified and the status of installation UST/AST sites determined. Project Managers should provide a list of installation UST sites which have never been ER,N funded
- The NORM list is available.
- In addition to NORM site information, DON Project Managers will supply Records Management with a list of site 'aliases' so historic UST/ASTs which are already in NIRIS can be identified and reviewed. Aliases will also help to correctly identify new POL documents.

- Records Managers will work very closely with DON Project Managers, installation by installation, to identify historic documents in NIRIS which need to be re-designated and flagged as part of the POL Program.

Installations housed in NIRIS may have UST/AST documents in one of their Files. Records Managers or their designated representatives are tasked to obtain and review the list of installation UST/ASTs from NORM in order to identify installation sites which must have associated documents re-designated as POL.

Records Managers or their designated representatives are tasked to review the list of installation UST/ASTs from NORM in order to identify the site documents which must be added to NIRIS.

Records Managers or their designated representatives are tasked to review the list of installation UST/ASTs from NORM in order to identify the BRAC site documents which must be added to NIRIS.

EDMS

- **File Type** pull down menu = **POL**
 - POL Definition: “tanks and associated piping”
- All metadata fields are available to describe the document
- When **POL** is selected as the File Type, the Public Metadata and Public Document checkboxes will be available to check, as appropriate, to make metadata and/or a document publicly available on an installation-specific public web page
- Identify documents which have Land Use Control information and make them available in the LUC module

ER Search

Users can select POL from the File Type menu and include or exclude POL documents in an ER Document search. Users can also search for POL documents only.

Public Web Pages

Current: If the EDMS Public Document checkbox was checked, UST/AST documents will be available in the installation-specific public CERCLA Administrative Record File web pages.

Document Disposition Schedule

- U S Navy Standard Subject Identification Code (SSIC) Number = **5000-33**
- Definition: All tanks and appropriate piping used to store, distribute and dispense the products
- The SSIC determines the document retention schedule = 50 years
 - All documents associated with an UST/AST site are considered a single case file
 - The 50 year retention schedule is based on when the final cleanup/response complete document is issued for the site
 - A contingency clause will be added to the retention schedule so that all documents associated with an UST/AST site will have the same disposition schedule date
- Electronic documents will not be printed to create a paper copy
- A copy of electronic documents will be sent to the FRC
- Paper documents will be scanned/converted to .PDF/OCR using the standards in the NAVFAC Recordkeeping Manual, see Appendix K
- Paper documents will not be retained. The documents will be disposed of in accordance with DON policy

GUIDELINES Historic and New POL Documents

Add These Types of Historic and New POL Documents

- If UST/AST documents in NIRIS are identified as ER,N funded, re-designate, via EDMS, as POL
- If UST/AST documents are identified as E,RN funded, add documents, via EDMS, to NIRIS
- If an UST/AST site was created and initially funded by E,RN then subsequently moved to another Environmental Program, treat documents associated with the site as ER,N documents and add, via EDMS, to NIRIS
- If an UST/AST site was created and funded by the Compliance Program but it can be confirmed that the site was moved into the ER,N (ER,N II) Program, treat

documents associated with the site as ER,N documents and add to NIRIS. The Environmental Restoration Program will manage these types of sites in the future and it will be useful to have all information available in a single location, NIRIS.

- This direction applies ONLY to those sites where there is a high level of confidence that they will be moved to ER,N II
- There are still a number of sites where uncertainty exists and some, that, at this time, will not join ER,N II
- Do not add UST/AST sites for which a determination has not yet been made regarding transition to ER,N II

Do Not Re-designate or Add These Types of Historic and New POL Documents

- If the UST/AST document is associated with an Environmental Restoration cleanup, add the documents to the installation Administrative Record File because it was most likely a factor in the decision making process for the Environmental Restoration site. Check with the Project Manager if there is doubt.
- If an UST/AST was created and funded by Compliance and is currently in Compliance, it stays in Compliance; do NOT add it to NIRIS

Review UST/AST documents; check and confirm that they meet the criteria and should be added

When an UST/AST site is moved from one Program (e.g. Compliance to CERCLA) to another, move the associated documents to reflect the change. The documents cannot be part of both Programs