



BUSINESS PARTNERS - RELOCATION OR CLOSEOUT

ENVIRONMENTAL GUIDELINES



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PURPOSE

The purpose of this guideline is to provide guidance on what DEN's expectations are for the Tenant Relocation and Closeout Process regarding environmental elements. These activities can have an impact on both Compliance Obligations and Voluntary Commitments, as well as being in accordance with DEN Rule and Regulation Part 180 and the DEN Environmental Managements System (EMS). Each operator and tenant conducting facility closeout or relocation activities is responsible for understanding the applicable regulations and managing their activities accordingly; this Environmental Guideline is meant only as guidance and does not supersede any regulations.

ACTIVITY DEFINITION

The closure of tenant activities at any DEN tenant site, for either of the following reasons:

- Relocation to another tenant site within the DEN property boundary, or
- Cessation of activities within the DEN property boundary.

Based on the type of activities performed at the tenant site, DEN reserves the right to require that an environmental assessment be performed on the property by a third-party consultant prior to final closeout. DEN may also require more extensive assessment(s) and/or remedial activities as warranted. Prior to the final closeout of any DEN lease, the tenant must provide sufficient information/data to the DEN representative for the lease agreement indicating that all environmental issues have been addressed and there are no outstanding concerns. The tenant must arrange for the transfer of assets that have environmental aspects (e.g., petroleum storage tanks, emissions sources, refrigerant sources) and removal and disposal of all waste including trash, empty containers, drums, stained soil, etc. at their expense.

EXPECTATIONS

Best Practices

- Notify DEN Environmental Services early in the process once a relocation or closeout is known.
- Work directly with assigned Multi Media Compliance Assistance Program Inspection to understand potential environmental concerns based on recent inspections.
- DEN will require information to evaluate the petroleum storage system and fuel distribution systems (if any) prior to final closeout.
- Parties interested in leasing properties at DEN will have access to any site assessment data or reports for consideration prior to leasing. Those parties may collect additional information as deemed necessary to accept responsibility for future environmental concerns. If an interested party opts to conduct additional



investigation activities, a Work Plan must be prepared and submitted to DEN Environmental for review and approval.

- Tenants are responsible for notifying all applicable local, state and federal agencies of the intent to vacate a DEN leasehold site and closing or (in the case of relocations) transferring or revising any permits, registrations, or other agreements with those agencies. A list of commonly encountered permits/agreements includes [but is not limited to] the following:
 - Denver Fire Department Permits
 - Tank Registrations
 - Air Pollutant Emission Notices (APENs)/Permits
 - Wastewater permits
 - Stormwater permits
 - Universal and Hazardous waste identification numbers
- Tenants may be responsible for upgrading site infrastructure to meet current regulatory requirements prior to finalizing closeout or relocation to a new site.
- If relinquishing only a portion of DEN leasehold area or relocating to a new area on DEN property, tenant must revise and submit the SWMP survey/matrix, business activities narration and site-specific SWMP map to DEN Environmental, as applicable.
- Tenants relocating to a new site on DEN property must prepare a Spill Prevention, Control, and Countermeasure (SPCC) Plan if any petroleum products or fuels will be stored on site. Contact DEN Environmental Services for guidance on SPCC planning. Maintain all inspection, testing, monitoring data pursuant to the established plan.
- If a spill occurs, call DEN Communications Center immediately at 303-342-4200.
- Perform and document all DEN, EPA, OPS, and CDPHE required inspections and maintain records for a minimum of three years.
- If relocating or relinquishing only a portion of leasehold area at DEN:
 - Obtain a blank copy of SWMP Survey/matrix from DEN Environmental Services (ES), or in Appendix B of the SWMP
 - Complete form and return to Sustainability along with revised business activities narration and site-specific SWMP map
 - Maintain all site-specific SWMP information on file after review by DEN Environmental Services
 - Consult with DEN Environmental Services for guidance on how to develop a pretreatment device maintenance plan if a pretreatment device will be installed.
- If Stationary Emission Sources will be closed out, submit cancellation or transfer of ownership to APCD and DEN Environmental.
- If an OPS regulated tank is closed out, then submit storage tank closure or transfer of ownership documentation to OPS and DEN Environmental.
- Manifests, LDRs and profile forms can be obtained from the disposal facility
- Operator must maintain waste management records at the facility for a minimum of 3 years
- Request site access from Airport Legal Services and DEN ES to conduct assessment
- Submit all data/reports to DEN Environmental Services upon completion of site assessment
- If any contamination is encountered, tenant/operator must obtain a NFA from OPS and provide a copy to DEN Environmental Services



Shall Not

- Improper closure of above- or below-ground tanks
- Incomplete removal of hazardous materials and/or hazardous or universal wastes
- Release of maintenance or other fluids to sewer
- Improper maintenance or closure of pretreatment device
- Contamination of site (soil, surface water, ground water) from tank operations or other facility activities

REFERENCES

Contacts

- DEN Communications Center (for spill reporting): 303-342-4200
- DEN Environmental Services (Main Line): 303-342-2730; DENEnvironmental@flydenver.com

Additional Resources

- DEN Stormwater Management Plan (SWMP)
- DOT Labeling and Placarding Guidance
- SPCC Plan
- 40 CFR Part 112 Oil Pollution Prevention (SPCC OPA/Plans)
- 40 CFR 117.3 Determination of Reportable Quantities for a Hazardous Substance
- 40 CFR 122-124 NPDES Regulations for Storm Water Discharges
- 6 CCR 1007-3, Parts 260-262 State RCRA Regulations
- 7 CCR 1101-14 State Storage Tank Regulation
- 5 CCR 1001-3 through -23 State Air Pollution Regulations
- Denver Wastewater Management Division Rules & Regulations
- Metro Water Recovery Rules & Regulations
- DEN Rules & Regulation 180
- Denver Fire Department Regulations (International Fire Code)
- SWMP Industrial Activities Survey/Matrix & Instructions
- Air Pollutant Emission Notice (APEN) forms