



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

MAY 30 2006

OFFICE OF  
SOLID WASTE AND  
EMERGENCY RESPONSE

**MEMORANDUM**

**SUBJECT:** Property Lease Information at Federal Facilities in CERCLIS

**FROM:**   
James E. Woolford, Director  
Federal Facilities Restoration and Reuse Office

**TO:** Federal Facilities Regional Program Representatives

In an attempt to eliminate double-counting of acreage at Federal facilities, regions should follow the process outlined below for zeroing out property leases which have turned into transfers.

*Property leases that have turned into transfers:*

- For that given facility, on Finding of Suitability to Lease (FOSL) screen in CERCLIS, zero out the acreage associated with the lease.
- Put a comment in the "Description" filed on the FOSL screen documenting that the lease turned into a transfer.
- Keep the acreage associated with the transaction in the Finding of Suitability to Transfer (FOST) screen. If it is a new transfer, create a new record on the FOST screen.

*Property leases where a portion of the property covered by the lease turns into a transfer, or becomes part of a larger transfer with surrounding acres:*

- For that given facility, on the FOSL screen in CERCLIS, subtract the amount of acres from the lease that have turned into the transfer, so that the remaining acres in the FOSL screen are what is covered by the lease at that time.
- Put a comment in the "Description" field in the FOSL screen that documents how much of the former lease turned into a transfer, and note the date of the action.
- The leased acreage which has been transferred should remain a part of the associated FOST acreage.
- *Example:*
  - In 2001, Parcel A was a lease of 20 acres.
  - In 2004, Parcel B was a transfer of 5 acres, and all 5 acres are a part of Parcel A.
  - In CERCLIS, the region should go to the FOSL screen, find Parcel A, and decrease the acreage to 15 total acres. Make a note in the "Description" field

documenting the transaction. Then ensure that the Parcel B transfer is only recording 5 acres in the FOST screen.

*In the situation where a lease has expired and the property returns to the continued use of the service:*

Regions should leave the lease on the FOSL screen, and put a note in the “Description” field documenting the date on which the lease expired.

If you have any questions or concerns, please contact Brendan Roache at 703-603-8704.

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