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PCB Inventory Form

Inventory of PCB-Containing Equipment

First issue
August 2002

UNEP

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Inventory of PCB-Containing Equipment

| | |
|----------------|--|
| Record number: | |
| Date: | |
| Inspector: | |

| A | Information about the company and the site | |
|----|--|--|
| 1 | Name: | |
| 2 | Address: | |
| 3 | Address of site: (if different from A2) | |
| 4 | Phone: | |
| | Fax: | |
| | E-mail: | |
| 5 | Name/position of contact: | |
| 6 | Type of company / industry type / production at specific site: | |
| 7 | Public or private company? | |
| 8 | Location: | Industrial zone |
| | | Other urban area |
| | | Rural area |
| 9 | Number of staff at visited site: | >50 |
| | | 10-50 |
| | | <10 |
| 10 | Total number of pieces of equipment at site | Transformers |
| | | Capacitors |
| | | Others |
| 11 | Total electricity consumption at site | in 1985 |
| | | now |
| | | kWh / year |
| | | kWh / year |
| 12 | PCB elimination action plan in place? - action plan intended but not started? - previous disposal activities? - time frame for program? | <i>(Use a separate sheet if necessary)</i> |



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| B | Information related to the potentially PCB-containing equipment <i>(repeat this section on a separate Section B form for each additional piece of equipment)</i> | |
|----|---|--|
| 1 | Name of manufacturer and country of origin | |
| 2 | Type (transformer, capacitor, etc.) | |
| 3 | Serial number | |
| 4 | Power rating (voltage) | |
| 5 | Date of fabrication | |
| 6 | Weight: | Equipment (dry weight in kg) ----- Oil / liquid (L or kg) ----- Total weight (kg) ----- Size of equipment (length, width, height in ft or m) |
| 7 | Name of liquid or insulating oil/coolant, etc. | |
| 8 | PCB content of liquid | > 10 % PCB ----- > 0.05 % PCB or 500 ppm ----- > 0.005 % or 50 ppm ----- < 0.005 % or 50 ppm ----- No PCBs present in liquid (according to plaque) ----- PCB content not known ----- Equipment emptied of liquid |
| 9 | PCB analysis performed? If yes, which method and when? | |
| 10 | Source of the above information (e.g., a plaque or name plate on the equipment) | |
| 11 | Operational status of equipment | In use: yes / since ----- On stand-by ----- Decommissioned |
| 12 | Condition of equipment | Leaking? ----- Immediate action needed? ----- Storage situation (e.g. open air, locked enclosure etc.) |



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| | | | |
|----|--------------------------|--|--|
| 13 | Maintenance of equipment | Retrofilled? | |
| | | If yes, last retrofit when? | |
| | | By which company ? | |
| | | With which replacement liquid /insulating oil? | |
| | | Name of original liquid / insulating oil, if known | |
| 14 | Other observations: | <i>(Use a separate sheet if necessary)</i> | |

| C Information on wastes liable to contain PCB | | | |
|--|---|--|--|
| 1 | Nature of the wastes (e.g., transformer oil in drums or reservoirs) | | |
| 2 | Estimated quantity | | |
| 3 | Are containers leak-proof? | | |
| 4 | Is the place of storage clearly marked to show the presence of PCB? | | |
| 5 | Have soil or buildings been contaminated by leaking PCB? (indicate magnitude of problem if possible, e.g. tonnes or cubic metres of contaminated soil) | | |
| 6 | Brief history of any previous remediation efforts, e.g., removal of PCB-containing equipment and waste PCB for disposal (when, by whom, where to, etc.) | | |
| 7 | Other relevant information (e.g., results of any sampling and analysis already undertaken) | <i>(Use a separate sheet if necessary)</i> | |



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| D | Record of site visit | |
|---|---|--|
| 1 | Company official(s) involved Name, position, signature, date | |
| 2 | Government inspector(s) Name, position, signature, date | |

Explanatory Notes:

The Stockholm Convention on Persistent Organic Pollutants, in its Annex A and Article 6, requires Parties to identify, label and remove from use equipment containing polychlorinated biphenyls (PCBs), and to dispose of the waste PCB-containing materials in an environmentally sound manner.

This inventory form should assist countries in the preparation of their first nation-wide PCB inventory for the following purposes:

1. Identification of owners and locations of potentially PCB-containing equipment and wastes (section A);
2. Identification and quantification of potentially PCB-containing equipment such as transformers, capacitors, vacuum pumps, lamp ballast, and electrical cables (section B); and
3. Identification and quantification of waste PCBs or PCB-contaminated sites (section C).

The aim of this questionnaire is to be simple and resource-efficient but detailed enough to help a country/Party to the Stockholm Convention identify its major PCB sources and establish a priority list for action. Such priority may arise from either high concentrations and large volumes of PCB or immediate risk to the environment due to unsecured use or storage of PCB-containing equipment or wastes.

The questionnaire should be used during a site visit of a government inspector together with one or more staff from the potential PCB owner. Usually one form per site should be filled in, except that in cases where there are multiple pieces of equipment on site, such as transformers, section B should be repeated for each individual piece of equipment (this is not necessary for multiple small items of the same type, e.g. capacitors).

This questionnaire has been issued for the first time in August 2002 on a trial basis. Comments and suggestions for improvements would be welcome.

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Loose copy of Section B.

(Each additional piece of equipment at the site should be recorded on a separate copy of Section B, which should then be attached to the main inventory form for the site.)

| | |
|--|--|
| This additional Section B report relates to a piece of equipment located at: | |
| Record number for this site: | |

| B | Information related to the potentially PCB-containing equipment <i>(repeat this section for each piece of equipment)</i> | |
|---|---|--|
| 1 | Name of manufacturer and country of origin | |
| 2 | Type (transformer, capacitor, etc.) | |
| 3 | Serial number | |
| 4 | Power rating (voltage) | |
| 5 | Date of fabrication | |
| 6 | Weight: | Equipment (dry weight in kg) |
| | | Oil / liquid (L or kg) |
| | | Total weight (kg) |
| | | Size of equipment (length, width, height in ft or m) |
| 7 | Name of liquid or insulating oil/coolant, etc. | |



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| | | | |
|----|---|--|--|
| 8 | PCB content of liquid | > 10 % PCB | |
| | | > 0.05 % PCB or 500 ppm | |
| | | > 0.005 % or 50 ppm | |
| | | < 0.005 % or 50 ppm | |
| | | No PCBs present in liquid (according to plaque) | |
| | | PCB content not known | |
| | Equipment emptied of liquid | | |
| 9 | PCB analysis performed? If yes, which method and when? | | |
| 10 | Source of the above information (e.g., a plaque or name plate on the equipment) | | |
| 11 | Operational status of equipment | In use: yes / since | |
| | | On stand-by | |
| | | Decommissioned | |
| 12 | Condition of equipment | Leaking? | |
| | | Immediate action needed? | |
| | | Storage situation (e.g. open air, locked enclosure etc.) | |
| 13 | Maintenance of equipment | Retrofilled? | |
| | | If yes, last retrofill when? | |
| | | By which company ? | |
| | | With which replacement liquid /insulating oil? | |
| | | Name of original liquid / insulating oil, if known | |
| 14 | Other observations: | <i>(Use a separate sheet if necessary)</i> | |