Before you start... Before you start...

We are making every effort to provide useful tools such as this checklist to assist reporting agencies in preparing the SF 118 Report of Excess *[FMR (41 CFR) 102-75.975]. This is an electronic interactive version of the checklist. Simply follow the directions provided below.*

Instructions to fill out the form

Check applicable items and provide the required documentation. Attach the completed checklist to the SF 118, Report of Excess Real Property (the checklist may be in narrative form). Copies of the SF 118 can also be found on the Internet at *www.gsa.gov/forms/zero.htm* as well as at this *ResourceCenter* web site.

Should there be an appraisal report available (any age), please furnish a copy with the report of excess.

Note: **The FMR requires that the report on title be prepared and signed by a qualified employee of the reporting agency; this would be a realty specialist, perhaps working in conjunction with an attorney or agency counsel.**

EXCESS REAL PROPERTY CHECKLIST

1. **The Property is Locally Known As:**

County of State of ZIP

Inventory Control No. -

The legal description for the excess area is as follows:

Provide metes and bounds, township and range, or block and lot description as applicable below or on separate page. Attach a legible drawing/assessor's map with the excess area outlined. If the property is described by metes and bounds, the courses and distances should be shown on the drawing. This drawing should also show the location of outgranted areas (e.g., roadway easements).

Provide copies of available maps depicting buildings, improvements, utility lines, sidewalks etc.

2. **How Government Acquired Title:**

☐ Title was acquired by deed. Provide a copy of the recorded document and any other title documentation acquired at time of acquisition by Government.

☐ Title was acquired by condemnation. Provide a copy of the recorded Declaration of Taking and any pertinent title documentation acquired at the time of taking.

☐ Property was set-aside for public purposes. Provide a copy of the Executive Order, legislation or other pertinent act.

☐ Land was withdrawn from the public domain. Provide certification from the Bureau of Land Management (BLM) that the land is not suitable for return to the public domain and should be reported as excess. Include BLM determination whether the minerals will also be reported excess and if any other Federal agency or other party claims any jurisdiction (use) over the withdrawn land.

☐ Property was acquired by Federal transfer. Attach a letter of transfer; document transferring custody and accountability and original acquisition documents.

☐ Other. If the property was acquired by other than the above (including leasehold or license), provide an explanation and pertinent documentation.

Describe here or name attachment:

3. **Exceptions to Title Acquired:** *(applies to excess area only)*

☐ There are none. ☐ There are exceptions to title acquired.

State all exceptions, reservations, conditions, and restrictions and attach legible copies of all such easements, permits, licenses, and encumbrances. The areas should be reflected on the drawing. Include any documentation addressing clouds on title, legal opinions, reversionary clauses, and reservations of minerals or water rights.

Describe here or name attachment:

4. **Actions That Occurred After Acquisition by the Government That Have or May Have Affected Title:**

☐ There were no actions occurring after acquisition of title by the Government that affect right, title or interest in the excess property.

☐ The following actions have occurred which may have or have affected the Government's interest in the property. List all easements, permits, licenses or other encumbrances granted and provide copies of the documents. Show applicable areas on drawing.

NOTE:
Provide copies of any existing outgrant, permits or licenses, which are being reported with the property.

Provide any easements or reservations the reporting agency is creating or retaining (if not recorded) over the excess area - including legal descriptions, if applicable.

Describe here or name attachment:

5. **Jurisdiction:**

Civil and criminal jurisdiction over the excess area is:

☐ Exclusive ☐ Proprietorial ☐ Partial ☐ Concurrent

Contact the local disposal office for GSA assistance, if needed.

6. **Screening of Property:**

☐ This property has been screened against the known needs of the reporting agency (Departmental level)

If this statement cannot be made, the property is not "excess."

For DoD properties only:

☐ This property has been screened against the known needs of the Department of Defense.

☐ The provisions of 10 U.S.C. 2662 (Title 10) have been met.

☐ The reported property is not subject to the provisions of 10 U.S.C. 2662 (Title 10).

7. **NEPA Compliance:**

☐ Yes Reporting agency has complied with the National Environmental Policy Act.

☐ No If not currently in compliance, indicate when reporting agency will be in compliance:

NOTE: The NEPA Federal action for the reporting agency is the reporting of the property to GSA, not the disposal of the property.

8. **Floodplain/Wetland Certification:**

☐ This property is not located in an identified floodplain or wetland and is not subject to flood hazards or flooding. This statement is based on a search of Agency records and consultation with FEMA, the Army Corps of Engineers, or the National Wetland Inventory.

☐ This property is located in a 100-year floodplain.*

☐ This property is located in a floodway.*

☐ This property is located in a 500-year floodplain.*

** Provide detailed information about any known flood hazards and a list of citations for all flood-related restrictions on land use under Federal, state, and local regulations as required in Executive Orders 11988 and 11990.*

The excess area is located in a wetland. This statement is based on a search of agency records and contact with the Corps of Engineers. **

☐ Yes ☐ No ☐ Unknown

*** Provide detailed information about any known wetlands, including any existing delineations and a listing of citations to relevant requirements under applicable Federal, state, or local regulations.*

There are vernal pools known to exist onsite. Provide available information.

☐ Yes ☐ No ☐ Unknown

The property is located adjacent to a Wild and Scenic River.

☐ Yes ☐ No ☐ Unknown

If the property is located adjacent to a Wild and Scenic River, provide documentation placing the river in the Wild and Scenic River category. GSA would appreciate inclusion of the names and telephone numbers of the contacts that provided any of the information requested above to assist us in the disposal process.

NOTE: All of the above to be provided on a separate page.

9. **Endangered Species & Biological Resources:**

This property contains Federal endangered, threatened or candidate species and/or Federal designated or candidate critical habitat.

☐ Yes ☐ No ☐ Unknown

Provide information, studies, assessments, which characterize any known endangered species (plants and/or animals), which reside (and/or migrate) on the property. Indicate

results of (if) any consultations with the US Fish & Wildlife Service (FWS). List FWS personnel contacted.

Describe here or list attachment(s)

10. Archeological and Cultural Resources:

☐ The property, related personal property or fixtures has no known historic, architectural, archeological, or cultural significance and is not listed, eligible for listing, or in proximity to any property that is listed on the National Register of Historic Places.

This would include sacred or cultural items identified pursuant to the American Graves Protection and Repatriation Act (25 U.S.C. 3003(d)) and Executive Order 13007 Indian Sacred Sites.

☐ No effort by the public to have this property listed has come to the attention of the landholding agency.

☐ This property, related personal property, or fixtures has historic, architectural, archeological or cultural significance and is listed, eligible for listing, or in proximity to a property listed on the National Register of Historic Places.*

** If the property is historic or has historic fixtures or related personal property, etc., provide specifics. If applicable, provide copies of the nomination form, archeological surveys, any memorandum of agreement, listing in the Federal Register, and correspondence from the Advisory Council on Historic Preservation, the State Historic Preservation Officer, historic societies or tribal representatives. Provide any information available regarding any effort by the public to have the property so listed.*

Describe here or list attachment(s)

☐ The property being reported excess does not contain historic and/ or non-historic fine arts (e.g., murals, paintings, sculptures, and decorative architectural features)

☐ The property being reported excess does contain historic and/ or non-historic fine arts (e.g., murals, paintings, sculptures, and decorative architectural features)

NOTE: *If the property contains fine arts, please provide a complete listing of the artwork and its location.*

Describe here or list attachment(s)

11. Asbestos:

The below statements shall be made based on information that is reasonably available or ascertainable from agency files, personnel, and other inquiry.

☐ The property has no known asbestos-containing material (ACM).

☐ The property has asbestos-containing materials.

If there is ACM, provide description, type, location and condition of ACM incorporated in the construction, repair or alteration of any improvements on the property and a description of any asbestos control methods taken. In the event a cost/time estimate to remove the ACM is available, include this information. Provide this information on a separate page.

12. Hazardous Substance Activity Certification

Hazardous Substance Activity includes: (1) the known release of hazardous substances in quantities equal to or greater than the reportable quantity found in 40 CFR 302.4; (2) the disposal of a hazardous substance at the subject facility; or (3) the storage for one year or more of a hazardous substance in quantities of 1000 kilograms or more, or the reportable quantity found in 40 CFR 302.4, whichever is greater. Hazardous substance activity includes storage in quantities greater than or equal to one kilogram if the substances are listed under 40 CFR 261.30 as acutely hazardous substances.

Check either statement (A) or (B) below:

A. ☐ The reporting agency has determined, based upon a complete search of agency files, that there is no evidence to indicate that hazardous substance activity took place on the property during or prior to federal ownership. Therefore, all remedial action necessary to protect human health and the environment with respect to any such substance remaining on the property has been taken prior to the report of excess.

B. ☐ Hazardous substance activity occurred on the property. Based upon a complete search of agency files, the attached documents provide the following information:

1. the type and quantity in kilograms and pounds;
2. the dates that such storage, release or disposal took place;

(and the following information if applicable)

3. the Chemical Abstracts Services Registry Number (CASRN);
4. the regulatory synonym; and
5. the RCRA hazardous waste number (40 CFR 261.30).

If (B) was checked above, you must check either (C) or (D) below:

C. ☐ All remedial action necessary to protect human health and the environment with respect to any such substance remaining on the property has been taken prior to the report of excess. Provide copies of all reports on the cleanup.[1] **(Please note: this requirement is met if EPA has concurred in writing that an installed remedial design is "operating properly and successfully".** Please provide a copy of EPA's concurrence.)

D. ☐ Remedial action has not yet been taken or completed, but remediation will be completed by (date). Remedial action has not been completed because . Attach additional pages if necessary to describe why remedial action has not yet occurred.

Check the correct response:

The property or a portion thereof ☐**is** /☐ **is not** proposed for or listed on the National Priorities List of Superfund sites.

NOTE: Please provide copies of all environmental reports, correspondence with regulators and other documents related to the environmental condition of the property. In the event that the reporting agency conducts environmental investigations as part of the excessing process, GSA requests use of the ASTM standards for Phase I and Phase II environmental site assessments.

13. Polychlorinated Biphenyls (PCBs):

Prior to completing this section, review regulations issued by EPA under 40 CFR 761.

☐ There are no known PCBs on or associated with the excess property.

☐ There are known PCBs on the property. An inventory and description of protective action taken is attached.

☐ The reporting agency certifies that it is, and will continue to be, up to the time of disposal, in compliance with 40 CFR 761 to include maintenance of PCB containing equipment.

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[1] Please note that holding agencies are obligated to return to the site and complete any additional remedial action found to be necessary by the applicable regulatory authority with regard to hazardous substance activity that took place on the property prior to the transfer.

14. *Lead Based Paint (LBP)

Any building constructed or rehabilitated prior to 1978 is assumed to contain LBP.

☐ The improvements have been constructed after 1978 and are assumed free from LBP.

☐ The improvements were constructed prior to 1978 but have not been tested for LBP.

☐ Testing indicated that LBP exists in some or all of the improvements.*

☐ Remedial action has been taken for removal of LBP.*

Does target housing exist on the property?
☐ Yes ☐ No

If yes, have a risk assessment and paint inspection been completed?
☐ Yes ☐ No

Have lead-based paint hazards been abated?
☐ Yes ☐ No

* NOTE: *The landholding agency is responsible for completing a lead-based paint risk assessment and paint inspection for residential structures constructed prior to 1978. The landholding agency is also responsible for abating lead-based paint hazards in pre-1960 residential structures, though this requirement may be passed on to the purchaser. If completed, please provide method of testing, description of remediation and any certification received upon completion of work on a separate page and copies of all studies. If the risk assessment and paint inspection have not been completed, please provide proposed schedule for completion. Additional information on lead-based paint is available from HUD. Additional information is available from HUD on the Internet at http://www.hud.gov/offices/lead.*

Describe here or list attachment(s)

15. Underground Storage Tanks:

☐ There are not and have not been any USTs located on the property.

☐ There are or have been USTs located on the property. Include, a completed EPA Form 7530-1 (Notification of UST) or a form containing this information to include: the number of UST's; their location; capacity; whether the USTs are in use; past and/or current substances stored; date upgraded (if applicable); date out of service (if applicable).

The USTs ☐**have/** ☐**have not** been maintained and are currently in compliance, or will be as of the date of transfer with EPA UST provisions codified at 40 CFR Part 280 and other applicable laws.

NOTE: As of December 22, 1998, all USTs must be removed, closed or upgraded to applicable standards for the following: spill protection, overfill protection, and corrosion protection. Information on USTs is available from the EPA at http://www.epa.gov/OUST.

16. Mold:

Indoor Mold Hazards are known to exist within a building or buildings on the property being reported excess.

☐ No.

☐ Unknown.

☐ Yes, there is a known mold hazard or hazards within a building or buildings on the property. If yes, please describe any mold hazards found and any mold abatement measures that have been taken to date.

In requesting this information about mold, GSA does not expect the excessing agency to complete any additional environmental studies. GSA simply requests whatever information may be in the real property files or otherwise available about the presence of mold or any mold hazards.

17. Radon:

Radon hazards are known to exist within a building or buildings on the property being reported excess.

☐ No

☐ Unknown

☐ Yes, it is known that a radon hazard (i.e., at or above 4 pCi/L) exists within a building or buildings on the property. If yes, please describe any radon hazards found and any radon mitigation or abatement measures taken to date.

In requesting this information about radon, GSA does not expect the excessing agency to complete any additional environmental studies. Landholding agencies were required to test their buildings for radon in 1989 pursuant to§2669 of the Indoor Radon Abatement Act of 1988 (15 USC §2661, et seq.) and therefore may have information related to radon in their possession. GSA simply requests whatever information may be in the real property files regarding any previously-identified radon hazards.

18. Pesticides:

Pesticides (including herbicides, fungicides, and rodenticides) have been applied in the management of the property.

☐ No

☐ Unknown

☐ Yes, they have been applied properly*, in accordance with the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA -- 7 U.S.C. Sec. 136, et seq.), its implementing regulations, and the instructions provided with such substances.

☐ Yes, they have been applied. However, it is known that there has been misapplication of the pesticides, including a spill or a leak. Improper application of pesticides that qualified as a release of hazardous substances is further documented with the *Hazardous Substances Activity Certification,* part 12 of the *Report of Excess Checklist.*

NOTE: While different pesticides are in fact classified as hazardous substances, pesticides that are properly applied in accordance with the FIFRA, its implementing regulations and the instructions provided with such substances, do not constitute a release under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

In requesting this information about pesticides, GSA does not expect the excessing agency to complete any additional environmental studies. GSA simply requests whatever information may be in the real property files regarding the past application of pesticides on the property.

19. Contamination by Ordnance/Explosives:

☐ The property was not used for ammunition training or any other activity in which ordinance or explosives were used.

☐ The property is the site of unexploded ordnance or other explosives.

If the second statement is applicable, explain, on a separate page, the extent of decontamination accomplished or plans for decontamination or further decontamination. List any restrictions on use.

20. Coastal Zone Management:

The property is in a coastal zone or affected by a coastal zone management plan.

☐ Yes ☐ No ☐ Unknown

Include all available information.

21. Protection and Maintenance (P&M):

☐Attached on a separate page is a breakdown of the required P&M of the excess property which will be reimbursable by GSA pursuant to FMR 102-75.965.

22. Continued Federal Occupancy:

Continued Occupancy of the property is required by the Holding Agency after the date the property is reported excess.

☐ Yes / ☐ No

If Yes, in the event that GSA determines that the property is applicable for conveyance under the McKinney-Vento Homeless Assistance Act, will the property be vacant within 24 months?

☐ Yes / ☐ No

NOTE: Certification of capacity to vacate within 24 months of the Report of Excess is required in the event GSA determines that a McKinney-Vento Homeless Assistance Act conveyance is pending. Properties that clear the McKinney-Vento process may remain occupied by the Federal agency after title conveyance by GSA.

23. Homeless Reports:

☐ A homeless checklist has been sent to the Department of Housing and Urban Development (HUD) for suitability determination. The property has been determined:

☐ **suitable** / ☐ **unsuitable** for homeless use.
A copy of the checklist and HUD's determination are attached.

☐ A checklist has not been sent to HUD.

24. National Park or Indian Reservation:

☐ The property is not located within the boundaries of a National Park or Indian Reservation.

☐ The property is within a National Park. Known as

(Provide a copy of law establishing park and a map of park. Outline excess area on map.)

☐ The property is located within the boundaries of a Federally recognized Indian Reservation. The name of the reservation is .

(Provide evidence of tribe's Federal recognition and map showing location within boundaries.)

25. National Forest or Wildlife Refuge:

☐ The property is not within or adjacent to the boundaries of a National Forest or Wildlife Refuge.

☐ The property is within or adjacent to the boundaries of a National Forest or Wildlife Refuge known as :

Provide copies of maps and laws establishing National Parks or Wildlife Refuges for excess properties located within or adjacent to boundaries of such designated areas.

26. FAA Determination:

☐ The property is located within 6 nautical miles of a public airport. Provide name(s) and location of airport.

☐ The property is not located within 6 nautical miles of a public airport.

☐ I don't know if the property is located within 6 nautical miles of a public airport.

27. Public Body Interest:

☐ There has been interest from public bodies in acquiring all or a portion the excess property. List public body interest:

☐ There has not been interest from public bodies in acquiring all or a portion the excess property.

28. Other Pertinent Information:

By: _____ **Date:**
(Signature)

Name:_____ **Telephone:**
(Typed)

Title:

Agency:

Exhibit

LEGAL DESCRIPTION

ASBESTOS-CONTAINING MATERIALS
INFORMATION

LEAD-BASED PAINT
INFORMATION

HAZARDOUS SUBSTANCE ACTIVITY
DESCRIPTION(S) OR REPORT(S)