

Phase I Environmental Site Assessment (ESA) Report Template

Chapter 447 of the WSDOT Environmental Manual lists triggers for real estate transactions and whether a Phase I Environmental Site Assessment (ESA) is needed. The following guidance assists those conducting a Phase I ESA for all real estate transactions where property is being acquired, and for permanent or temporary easements. The intent is to identify environmental liability under Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (i.e. Superfund) and/or corresponding state law (Model Toxic Control Act (MTCA) prior to real estate transaction.

Please follow [Chapter 447](#) of the [WSDOT Environmental Manual](#) on what triggers a transactional review, a Phase I, and note a Phase II recommendation is required in the conclusion. The following is guidance to assist WSDOT employees and consultants in conducting a Phase I ESA. Phase I ESAs must be prepared in conformance with Advancing Standards Transforming Markets (formerly known as American Society for Testing and Materials) (ASTM) E1527-21. And the All Appropriate Inquiry (AAI) Final Rule requirements of [40 Code of Federal Regulations \(CFR\) Part 312](#).

Fill out the Phase 1 Environmental Site Assessment report using the databases and webpages below:

To complete the table below, data from the following databases may be needed:

- [Google Map Search the area](#)
- [Facility/Site search](#): Department of Ecology. (Facility site ID)
- [Cleanup and Tank Search](#): Department of Ecology. (Underground Storage Tanks/UST)
- [Department of Ecology Spills Map](#)
- General County parcel search on history of the parcel and surrounding areas.
- WSDOT right of way plans

Use the webpages below, if the project or parcels are within Tribal Reservations, Tribal Lands or Indian Country.

- [Bureau of Indian Affairs Tract Viewer](#): Screenshot/Staff familiarization.
- [Tribal UST and LUST Data](#): US Environmental Protection Agency. (Underground Storage Tanks/LUST see Region 10)
- [EnviroAtlas Interactive Map](#): US Environmental Protection Agency.

Find County Information:

- Click the **County** in the table below to find general county services, forms, and contact info.
- Find the **County's Parcel Lookup/GIS Map** to search for property details by address, parcel number, or owner.
- These tools typically offer property valuations, tax history, maps, and ownership records

Washington State Counties

Counties A – C	Counties D – J	Counties K – O	Counties P - Sp	Counties St – Y
<u>Adams</u>	<u>Douglas</u>	<u>King</u>	<u>Pacific</u>	<u>Stevens</u>
<u>Asotin</u>	<u>Ferry</u>	<u>Kitsap</u>	<u>Pend Oreille</u>	<u>Thurston</u>
<u>Benton</u>	<u>Franklin</u>	<u>Kittitas</u>	<u>Pierce</u>	<u>Wahkiakum</u>
<u>Chelan</u>	<u>Garfield</u>	<u>Klickitat</u>	<u>San Juan</u>	<u>Walla Walla</u>
<u>Clallam</u>	<u>Grant</u>	<u>Lewis</u>	<u>Skagit</u>	<u>Whatcom</u>
<u>Clark</u>	<u>Grays Harbor</u>	<u>Lincoln</u>	<u>Skamania</u>	<u>Whitman</u>
<u>Columbia</u>	<u>Island</u>	<u>Mason</u>	<u>Snohomish</u>	<u>Yakima</u>
<u>Cowlitz</u>	<u>Jefferson</u>	<u>Okanogan</u>	<u>Spokane</u>	

Phase 1 Recommended Template Includes:

- **Cover Page:** Project name, report type, address/location information, date, image of property.
- **Title Page:** Title information, signature block of document preparer (if different from Environmental Professional), signature block of Environmental Professional (optional)
- **Executive Summary:** Single table summary of key information.
- **Table of Contents:** List all items that are in this report.

1. Property Description

Property Name:	
Property Address/Legal Address:	
Purchase Area/Structures:	
Owner:	
Occupant (if survey complete):	
Tribal Property (Y/N)	
Assessor Parcel Number(s):	
WSDOT Parcel Number(s):	
Age of structures (if present):	
Size of structure (square feet)	
Type of Structure(s)	
Land/water area (acres/square feet)	
Description of Adjoining land/ Properties (i.e., agricultural, commercial, residential/raw land, etc.):	
Property Zoning:	
Registered business(es) based on a review of Google and County Assessor information:	
Environmental Office Recommendation:	

2.0 Introduction

This section introduces why this report is being done, location, by whom, and for whom.

2.1 Purpose

Describes the objective of the Phase I ESA, which is to identify recognized environmental conditions (RECs), Historical Recognized Environmental Conditions (HRECs), and Controlled Recognized Environmental Conditions (CRECs) and other relevant conditions as defined by ASTM E1527-21.

2.2 Scope of Services

Details the services provided during the assessment, including site visits, records review, and interviews.

2.3 Significant Assumptions, Limitations and Exceptions

Lists any assumptions made during the assessment, as well as limitations and exceptions that may affect the findings.

2.4 Involved Parties

Identifies the parties involved in the assessment, including the client, consultants, and agencies.

2.5 Special Terms and Conditions

Outlines any special terms and conditions agreed upon for the assessment.

3.0 Site Description

Provides a detailed description of the site, including its location, legal description, and physical setting.

3.1 Location, Legal Description, and Setting

Describes the geographical location, legal boundaries, parcel data, topography, geological and hydrological setting of the property.

3.2 Descriptions of Structures, Roads, and Other Improvements

Details the existing structures, roads, and other improvements on the property.

3.3 Current Uses of the Property

Describes how the property is currently being used.

3.4 Past Uses of the Property (to the extent identified)

Provides information on the historical uses of the property.

3.5 Current/Past Uses of Adjoining Properties (to the extent identified)

Describes the current and past uses of properties adjacent to the subject property.

4.0 User Provided Information

Summarizes information provided by the user, records, specialized knowledge, and appraisal.

4.1 Records on the Subject Property (**Real Estate Services to provide**)

Lists any environmental liens, controls, or use limitation records related to the property.

4.2 Actual and Specialized Knowledge

Details any specialized knowledge or actual knowledge the user has about the property.

4.3 Estimated Fair Market Value (**Real Estate Services to provide**)

Provides information on the evaluation on the appraiser's opinion on whether it meets fair market value.

5.0 Records Review

Reviews standard environmental records from federal, state, and tribal sources, as well as other relevant reports.

5.1 Standard Environmental Records Sources, Federal and State

Lists the standard environmental records reviewed from federal and state sources including local agency records, Department of Ecology's Facility/Site search and Cleanup and Tank search, US EPA Superfund search, etc.

The ASTM E1527-21 Standard (Current Industry Guidelines for Phase I ESAs)

Database Type	Search Radius
National Priorities List (NPL)	1 mile
CERCLIS (Superfund/Comprehensive sites)	0.5 to 1 mile
RCRA Corrective Action Sites	1 mile
RCRA Treatment, Storage & Disposal (TSD)	0.5 mile
RCRA Generators	Site and adjacent
Underground Storage Tanks (USTs)	Site and adjacent
Leaking USTs (LUSTs)	0.5 mile
State/Tribal equivalent sites	0.5 to 1 mile

Note that the Environmental Professional can adjust the search radius.

5.2 Federal Records as specified by ASTM E1527-21

Details the federal records reviewed as specified by ASTM E1527-21 (National Priority List, Superfund Enterprise Management System, Corrective Action Report, RCRA Treatment Storage and Disposal Facilities search, RCRA Generators Facilities, Emergency Response Notification System, Institutional/Engineering Control Registries, etc.).

5.3 State and Tribal Records as Specified by ASTM E1527-21

Details the state and tribal records reviewed as specified by ASTM E1527-21 (Hazardous Sites List, Confirmed and Suspected Contaminated Sites List, Leaking Underground Storage Tank database, Underground Storage Tank database, Voluntary Cleanup Program, Institutional Controls Remedial Actions, Brownfields Sites, Confirmed and Suspected Contaminated Sites List, Solid Waste/Recycling Facility Permit Holders, etc.).

5.4 Other Reports Reviewed

Lists any additional reports reviewed during the assessment.

5.5 Environmental Liens (Real Estate Services to Provide)

Identifies any environmental liens on the property.

5.6 Physical Setting Sources

Describes the physical setting sources reviewed, including geology and hydrology.

5.7 Geology and Hydrology

Provides information on the geology and hydrology of the property.

5.8 Historical Use Information

Summarizes historical use information for the property.

6.0 Site Reconnaissance

Details the observations made during the site reconnaissance, including interior, exterior, and adjoining site observations, and relevant information gathered from the user interview.

6.1 Site Observations

Describes the observations made on the site.

6.1.1 Interior Observations

Details the interior observations made during the site visit.

6.1.2 Exterior Observations

Details the exterior observations made during the site visit.

6.1.3 Adjoining Sites Observations

Describes the observations made on adjoining sites.

6.2 Summary of Site Reconnaissance

Provides a summary of the site reconnaissance findings.

7.0 Information from Interviews (See Interview for Site Visit)

Summarizes information gathered from interviews with knowledgeable individuals.

8.0 Findings and Conclusions

Presents the findings and conclusions of the assessment, including any data gaps, discussions, and recommendations.

8.1 Data Gaps

Identifies any data gaps encountered during the assessment.

8.2 Findings and Discussion

Discusses the findings of the assessment.

8.3 Conclusions

Provides the conclusions drawn from the assessment.

8.4 Recommendations

Offers recommendations based on the findings and conclusions.

Pick one option below based on the data collected for this report:

Recommend Phase II	
Proceed with Purchase	

9.0 Environmental Professional Statement

Includes a statement from the environmental professional responsible for the assessment.

By signing this report, I acknowledge I meet the requirements of an Environmental Professional under the All-Appropriate Inquiries Rule, Section 312.10.

I also acknowledge that all work to produce this documentation was completed by me, under my supervision, and/or under my directional charge.

APPENDICES

Contains any additional supporting documents and information.

Interview Questions for Site Visit

- 1. Name:** **Relationship to the site:**
- 2. How long have you owned or worked on this property?**
- 3. How long have you lived or worked in the area of the property?**
- 4. What is the property used for today?**
- 5. Do you know of any previous uses of the property?**
- 6. Have any previous environmental assessments been done for this property?**
- 7. To your knowledge, have there been any Hazardous Building Materials (HBM) in these structures such as asbestos or lead-based paint?**
- 8. Have there been any HBM assessments performed on the building?**
- 9. Do you know of any chemicals used or being used on the property?**
- 10. Any fuel storage or handling on the property?**
- 11. Are there any drums or containers with chemicals on the property?**
- 12. Are you aware of any spills or hazardous materials on the property?**

13. Are you aware of any illegal dumping on the property?
14. Are any types of wastes generated?
15. What waste disposal methods are used?
16. Are there utilities on the property? Water, telephone, sewer, electricity, wastewater, natural gas, heating fuel?
17. Are there any:
 - USTs (underground storage tanks)?
 - ASTs (aboveground storage tanks)?
 - Evidence of underground storage tanks, such as pipes or fill ports?
 - Septic tanks?
 - Transformers?
 - Generators?
18. Are you aware of any Fires on the property? If there were any fires, what was used for fire suppression?
19. Are you aware of any Meth labs in the area?
20. Do you know of anyone else who would have knowledge of the property?
21. Are you aware of any environmental liens, engineering controls (e.g., caps), or institutional controls (e.g., restricted uses) in place or recorded for this property?
22. Do you have any knowledge of potential past activities on or adjacent to the property that might pose an environmental concern? Also, have you observed or are knowledgeable of any environmental features/ concerns on or near the property that have resulted or could result in contamination on the property?
23. Do you have any other information, beyond that already transmitted to us, regarding the property or surrounding properties that might indicate a release or threatened release of contaminants?

24. Does the appraisal reflect fair market value (FMV)? If the appraisal is lower than FMV, is it due to known or perceived contamination on the property? (Real Estate Services to provide).

Observations from Site Visit:

To be conducted by the Site Assessor and Team.

Please take and label pictures and note any site observations including odors.

Access to Property:

Drainage Paths:

Storage Tanks:

Obvious Odors:

Evidence of Landfills, Dumping, or Burial Activities:

Evidence of Surface Impoundments or Holding Ponds:

Evidence of Air Emissions or Wastewater Discharge:

Monitoring Wells or Remedial Activities:

Evidence of Stained or Discolored Soils:

Evidence of Leachate or Seeps:

Evidence of Distressed, Discolored, or Stained Vegetation:

Evidence of Chemical Spills or Releases:

Evidence of Groundwater or Surface Water Contamination:

Discharges, Leachate, Migration, or Runoff of Potential Contaminants from Off-Property Sources:

Other Known or Observed Environmentally Sensitive Conditions:

Transformers and PCB Equipment:

On-Property Regulated Substance Identification/Inventory:

Adjacent Property Use:

