

**Texas Commission on Environmental Quality**

**CHECKLIST WORKSHEET**

**MSW RECORDKEEPING REQUIREMENTS**

Reg Ent Name : \_\_\_\_\_

Date : \_\_\_\_\_

Add ID \_\_\_\_\_

Investigator Name \_\_\_\_\_

Item No.	Description	Answer	Citations	Notes
	SECTION A: REQUIRED RECORDS			
1	Is a copy of the permit, the approved site development plan, the site operating plan, the final closure plan, the post-closure maintenance plan, the landfill gas management plan, and any other required plan or other related document maintained at the municipal solid waste facility, or an alternate location approved by the executive director?		330.125(a)	
2	Has the following information been recorded and retained in the operating record within 7 working days of completion or receipt of analytical data, as appropriate?			
2A	Any and all location-restriction demonstrations?		330.125(b)(1)	
2B	Inspection records, training procedures, and notification procedures relating to excluding the receipt of prohibited waste?		330.125(b)(2)	
2C	All results from gas monitoring and any remediation plans relating to explosive and other gases?		330.125(b)(3)	
2D	Any and all unit design documentation for the placement of leachate or gas condensate in a municipal solid waste landfill?		330.125(b)(4)	
2E	Any and all demonstration, certification, findings, monitoring, testing, and analytical data relating to groundwater monitoring and corrective action?		330.125(b)(5)	
2F	Closure and post-closure care plans and any monitoring, testing, or analytical data relating to post-closure requirements?		330.125(b)(6)	
2G	Any and all cost estimates and financial assurance documentation relating to financial assurance for closure and post-closure?		330.125(b)(7)	
2H	Any and all information demonstrating compliance with the small community exemption criteria?		330.125(b)(8)	
2I	Copies of all correspondence and responses relating to the operation of the facility, modifications to the permit, approvals, and other matters pertaining to technical assistance?		330.125(b)(9)	
2J	Any and all documents, manifests, shipping documents, trip tickets, etc., involving special waste?		330.125(b)(10)	
2K	For any spray-applied alternative daily cover (ADC) material, records of the application rate and total amount ADC applied to the working face on those days in which ADC is applied?		330.125(b)(11)	
2L	Any other document(s) as specified by the approved permit or by the executive director?		330.125(b)(12)	

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**MSW RECORDKEEPING REQUIREMENTS (Cont)**

3	Is the aforementioned information retained in the operating record within 7 working days of completion or receipt of analytical data, maintained in an organized format which allows the information to be easily located and retrieved, furnished and made available for inspection by the Executive Director?		330.125(c)	
<b>SECTION B: ADDITIONAL RECORDS</b>				
4	Is all information contained within the operating record and different plans required for the life of the facility, including the post-closure care period, being maintained as required?		330.125(d)	
5	Are all required training records being maintained?		330.125(e)	
6	Are personnel operator licenses relating to Municipal Solid Waste Facility Supervisors being maintained?		330.125(f)	
7	Has the ED set alternative schedules for recordkeeping and notification requirements as specified in 330.125(a)-(f), except for those contained in Subchapter M of this chapter for any proposed lateral expansion located within a six mile radius of any airport runway end used by turbojet or piston-type aircraft or notification relating to landowners whose property overlies any part of the plume of contamination, if contaminants have migrated off site as indicated by groundwater sampling?		330.125(g)	
8	Are all annual waste acceptance rate records maintained in the operating record, including the quarterly solid waste summary reports and the annual solid waste summary reports required by 330.675 (relating to Reports)?		330.125(h)	
9	Does the owner or operator maintain records to document the waste acceptance rate for the facility and does the documentation include maintenance of quarterly solid waste summary reports and the annual solid waste summary reports required by 330.675 in the operating record?		330.125(h)	
10	Has the annual waste acceptance rate exceeded the rate estimated in the landfill permit application and the waste increase is not due to a temporary occurrence? If no exceedance has occurred, skip to the end of the Checklist.			
10A	Has an application to modify the permit been filed, including the revised estimated waste acceptance rate, within 90 days of the exceedance as established by the sum of the previous four quarterly summary reports?		330.125(h)	

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