

**Texas Commission on Environmental Quality**

**CHECKLIST WORKSHEET**

**MSW SITE OPERATING PLAN**

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

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

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

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

Item No.	Description	Answer	Citations	Notes
	SECTION A: Personnel, Equipment, and Prohibited Wastes			
	Does the Site Operating Plan include the following:			
1	A description of functions and minimum qualifications for each category of key personnel to be employed at the facility and for the supervisory personnel in the chain of command?		330.127(1)	
2	A description, including the minimum number, size, type, and function, of the equipment to be utilized at the facility based on the estimated waste acceptance rate and other operational requirements, and a description of the provisions for back-up equipment during periods of breakdown or maintenance of this listed equipment?		330.127(2)	
3	A description of the general instructions that the operating personnel shall follow concerning the operational requirements of this subchapter?		330.127(3)	
4	Identification of applicable training requirements relating to Personnel Training?		330.127(4)	
5	A plan for the detection and prevention of the disposal of prohibited wastes?		330.127(5)	
5A	Procedures to be used by the owner or operator to control the receipt of prohibited wastes?		330.127(5)(A)	
5B	Records of inspections?		330.127(5)(B)	
5C	Personnel training?		330.127(5)(C)	
5D	Incident notification (to TCEQ for disposal of hazardous or PCB waste)?		330.127(5)(D)	
5E	Remediation procedure?		330.127(5)(E)	
6	Any other requirements of the site operating plan?		330.127(6)	
	SECTION B: Fire Protection			
7	Does the owner or operator maintain a source of earthen material to extinguish fires in accordance with the SOP? Is the facility operated in accordance with the fire protection plan in the SOP?		330.129	
8	Is the regional office contacted immediately after detection of a fire, but no later than four hours by telephone, and in writing within 14 days with a description of the fire and the resulting response?		330.129	
	SECTION C: Access Control			
9	Describe the way public access to the municipal solid waste facility is controlled (by means of artificial barriers, natural barriers, or a combination of both) to protect human health and safety and the environment.			

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**MSW SITE OPERATING PLAN (Cont)**

10	Does the facility follow the SOP including the inspection and maintenance schedule, notification to the commission's regional office of a breach, provisions for temporary and permanent repairs, and notification to the commission's regional office when a permanent access control breach repair is completed?		330.131	
	SECTION D: Unloading of Waste			
11	Is the maximum size and number and types of the unloading area as specified in the site operating plan? Do trained staff monitor incoming loads and direct and observe the unloading waste during operational hours?		330.133(a)	
12	Does the facility unload waste in unauthorized areas?		330.133(b)	
13	Does the facility allow unloading of prohibited waste(s)?		330.133(c)	
14	Is the facility a Type IV or Type IVAE landfill? If no skip to Section E.			
15	Are only brush and construction demolition waste and rubbish that are free of putrescible and household waste allowed?		330.133(e)	
16	Does the facility provide a written procedure on site to ensure that putrescible wastes are not accepted?		330.133(f)(1)	
17	Does the facility provide a written procedure on site for the removal of any putrescible wastes and other prohibited waste to an approved disposal facility?		330.133(f)(2)	
18	Does the facility provide a procedure whereby the transporter certifications required by §330.7(c) of this title (relating to Permit Required) are retained at the landfill and be available for inspection by the executive director?		330.133(f)(3)	
19	Does the Type IV landfill accept wastes from completely enclosed containers or enclosed vehicles except in accordance with §330.169 of this title (relating to Waste in Enclosed containers or Enclosed Vehicles Accepted at Type IV Landfills)?		330.133(g)	
20	Does the Type IV landfill site sign identify wastes that are not allowed and state the landfill's requirements for transporters, such as certificates, manifests, and surcharges or other penalties that may be imposed in the event that transporters do not meet the requirements of this chapter?		330.133(h)	
	SECTION E: Operating Hours, Site Sign, Control of Windblown Waste, Easements and Buffers			
21	Does the facility follow the waste acceptance hours and the facility operating hours when materials will be transported on or off site, and the hours when heavy equipment may operate specified in the SOP?		330.135(a)	
22	If the facility has utilized alternative operating hours, does the facility maintain a record in the site operating record the dates, times, and duration when any alternative operating hours are utilized?		330.135(d)	

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**MSW SITE OPERATING PLAN (Cont)**

23	Site Sign - Has the facility conspicuously displayed at all entrances through which wastes are received, a sign measuring at least four feet by four feet with letters at least three inches in height stating the type of site, the hours and days of operation, an emergency 24-hour contact phone number(s), the local emergency fire department phone number, and the permit number or facility number and is the facility sign must be readable from the facility entrance?		330.137	
24	Does the facility follow the portion of the SOP concerning confining windblown waste and litter?		330.139(1)	
25	Does the facility follow the portion of the SOP concerning picking up litter scattered throughout the site, along fences and access roads, and at the gate once a day on the days the facility is in operation and properly managed?		330.139(2)	
26	Does the facility allow waste unloading, storage, disposal, or processing operations within any easement, buffer zone, or right-of-way that crosses the site? Does the facility allow waste disposal within 25 feet of the center line of any utility line or pipeline easement, unless otherwise authorized by the executive director? Are all pipeline and utility easements must be clearly marked with posts that extend at least six feet above ground level, spaced at intervals no greater than 300 feet?		330.141(a)	
27	Is a minimum separating distance maintained between solid waste processing and disposal activities within and adjacent to the facility boundary on property owned or controlled by the owner or operator as determined by the requirements of §330.543 of this title (relating to Easements and Buffer Zones)? Does the buffer zone provide for safe passage for fire-fighting and other emergency vehicles?		330.141(b)	
	SECTION F: Landfill Markers and Benchmark			
28	Does the owner or operator maintain the visibility of all required landfill markers and the benchmark and does the owner or operator shall inspect landfill markers on a monthly basis and maintain records of all inspections at the facility?		330.143(a)	
29	Are all markers posts that extend at least six feet above ground level and not obscured by vegetation?		330.143(b)(1)	
30	Are all facility boundary markers black and are they placed at the corner of the facility and along each boundary line at intervals of no greater than 300 feet?		330.143(b)(2) 330.143(b)(1)(A)	
31	Are all buffer zone markers yellow? Are markers identifying the buffer zone must be placed along each buffer zone boundary at all corners and between corners at intervals of no greater than 300 feet?		330.143(b)(1)(B) 330.143(b)(3)	
32	Are Easement and right-of-way markers green and are they placed along the centerline of an easement and along the boundary of a right-of-way at each corner within the facility and at the intersection of the facility boundary?		330.143(b)(1)(C) 330.143(b)(4)	
33	Are landfill grid system markers white? Is a landfill grid system installed and are markers spaced no greater than 100 feet apart measured along perpendicular lines?		330.143(b)(1)(D) 330.143(b)(5)	

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**MSW SITE OPERATING PLAN (Cont)**

34	Are soil liner or geomembrane liner (GML) area markers red and are they placed so that all areas for which a soil liner evaluation report or GML evaluation report has been submitted are readily determinable?		330.143(b)(1)(E) 330.143(b)(6)	
35	Are flood protection markers blue and are they installed for any area within a solid waste disposal facility that is within the 100-year floodplain and is the area subject to flooding clearly marked by means of permanent posts not more than 300 feet apart or closer if necessary to retain visual continuity?		330.143(b)(1)(F) 330.143(b)(7)	
36	Has a permanent benchmark been established at the facility in an area of the facility that is readily accessible and will not be used for disposal and is the benchmark a bronze survey marker set in concrete and does it have the benchmark elevation and survey date stamped on it?		330.143(b)(8)	
	SECTION G: Tarps, Large Item Disposal, Odor Management, Vector Control & Access Roads			
37	Materials Along the Route to the Site - Has the facility owner or operator taken steps to encourage that vehicles hauling waste to the facility are enclosed or provided with a tarpaulin, net, or other means to effectively secure the load in order to prevent the escape of any part of the load by blowing or spilling?		330.145	
38	Disposal of Large Items - Describe how Large, heavy, or bulky items that may be white goods (household appliances), air conditioner units, metal tanks, large metal pieces, and automobiles handled at the landfill.			
39	Odor Management Plan- Does the site operating plan have an odor management plan that addresses the sources of odors and includes general instructions to control odors or sources of odors and does the plan include the identification of wastes that require special attention such as septage, grease trap waste, dead animals, and leachate?		330.149	
40	Disease Vector Control - Does the site operating plan include the general methods and performance-based frequencies for disease vector control?		330.151	
41	Does the facility follow the methods for controlling mud and associated debris tracked onto public roadways, regarding of on-site and other access roads, and daily pick up of waste on access roads in the SOP? Is tracked mud and debris at the facility access to public roads removed at least once per day when necessary? Is dust a nuisance?		330.153(a)	
	SECTION H: Scavenging, Endangered Species, Landfill Gas and Oil, Gas and Water Wells			
42	Does salvaging or scavenging occur at the facility?		330.155	
43	Endangered Species Protection - Does the site operating plan contain criteria for the protection of any identified endangered species?		330.157	
44	Landfill Gas Control - Are all landfill gases monitored in accordance with a landfill gas management plan in accordance with Subchapter I of this chapter (relating to Landfill Gas Management)?		330.159	
45	Are there any existing or abandoned water wells?		330.161(a)	
46	Are there any existing or abandoned on-site crude oil or natural gas wells, or other wells associated with mineral recovery that are under the jurisdiction of the Railroad Commission of Texas?		330.161(b)	

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**MSW SITE OPERATING PLAN (Cont)**

	SECTION I: Compaction, Landfill Cover and Poned Water			
47	Compaction - Does the facility follow the methods for compaction in the approved SOP?		330.163	
48	Daily cover: Has the landfill applied six inches of well-compacted earthen material not previously mixed with garbage, rubbish, or other solid waste at the end of each operating day?		330.161(b)	
49	Intermediate cover: All areas that have received waste but will be inactive for longer than 180 days must provide intermediate or final cover and is this cover not less than 12 inches of suitable earthen material?		330.165(c)	
50	Alternative daily cover: Is the entity authorized to use an alternative daily cover?		330.165(d)	
51	Does the facility have an alternative daily cover operating plan that includes the following? Does the facility follow the plan?		330.165(d)(1)	
51A	A description and minimum thickness of the alternative material to be used?		330.165(d)(1)(A)	
51B	Its effect on vectors, fires, odors, and windblown litter and waste?		330.165(d)(1)(B)	
51C	The application and operational methods to be utilized at the site when using this alternative material?		330.165(d)(1)(C)	
51D	Chemical analysis of the material and/or the Material Safety Data Sheet(s) for the alternative material?		330.165(d)(1)(D)	
51E	Any other pertinent characteristic, feature, or other factors related to the use of this alternative material?		330.165(d)(1)(E)	
52	Has the facility submitted a status report on the alternative daily cover on a two-month basis to the executive director during the temporary authorization period and does the report describe the effectiveness of the alternative material, any problems that may have occurred, and corrective actions required as a result of such problems?		330.165(d)(2)	
53	Final cover: Is the final cover for the landfill in accordance with the site closure plan and Subchapter K of this chapter (relating to Closure and Post-Closure)?		330.165(f)	
54	Erosion of cover: Does the site operating plan establish a frequency, and identify other occasions, for conducting inspections of the final and intermediate covers to detect the need for repairs?		330.165(g)	
55	Cover inspection record. Does the landfill keep a cover application record on site that specifies the date applied, the method of placement, the last area covered and that it applies to daily, intermediate, and alternative daily cover? For final cover, does it specify the date applied, thickness applied and is each entry certified?		330.165(h)	
56	Does the facility follow the ponding prevention plan in the SOP regarding prevention techniques, an inspection schedule, corrective actions, and general instructions to manage water that has been in contact with waste? Is the ponding of water eliminated by filling in a regarding within 7 days?		330.167	

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**MSW SITE OPERATING PLAN (Cont)**

	NOTE: If the facility is missing required daily, intermediate, alternate or final cover, document the approximated size of the area missing cover in the investigation comments section for penalty calculation purposes.			
	SECTION J: Disposal of Special and Industrial Wastes			
57	Disposal of Special Wastes - Describe the types of special waste accepted by the landfill.			
58	Have the owners or operators of the municipal solid waste landfill facility accepted Class 1 industrial solid waste without prior written approval from the executive director and specific authorization in the permit?		330.173(b)	
59	Is the Type I or Type IAE landfill that is authorized to accept regulated asbestos-containing material (RACM)?		330.173(c)	
60	Is the facility operating under any authorization to accept Class 1 waste that is subject to the site operating in compliance with these rules and any specific conditions required under any letter(s) of authorization?		330.173(f)	
61	If the landfill has accepted shipments of Class 1 waste, does the facility operator retain the disposal facility copy of the manifest for a period of three years?		330.173(g)	
62	If the facility has accepted any Class 1 waste, has it submitted to the executive director a written report of Class 1 waste received and was the report submitted no later than the 25th day of the month following the month that the waste was received?		330.173(h)	
63	If the facility is a Type IV and Type IVAE landfill, does it accept Class 2 industrial solid waste consistent with the limitations established in §330.5(a)(2) of this title (relating to classification of Municipal Solid Waste Facilities) and the waste acceptance plan required by §330.61(b) of this title (relating to Contents of Part II of the Application)?		330.173(i)	
64	If the facility is a Type I, Type IAE, Type IV, or Type IVAE landfill, does it accept and dispose of Class 3 industrial solid waste?			
65	Visual Screening of Deposited Waste - Does the owner or operator provide visual screening of deposited waste materials?		330.175	
66	Does the owner or operator recirculate leachate or gas condensate unit into a Type I landfill unit designed and constructed with a leachate collection system and a composite liner? If so, has the owner or operator made the procedure for leachate or gas condensate recirculation part of the SOP? Do they follow the recirculation plan?		330.177	
	SECTION K: Class I Industrial Solid Waste			
67	Does the Type I or Type IAE landfill facility managing Class 1 industrial solid waste complied with:			
67A	335.585 of this title (relating to General Inspection Requirements)?		330.179(a)(1)	
67B	335.586 of this title (relating to Personnel Training)?		330.179(a)(2)	
67C	335.587 of this title (relating to Waste Analysis)?		330.179(a)(3)	

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**MSW SITE OPERATING PLAN (Cont)**

67D	335.588 of this title (relating to General Requirements for Ignitable, Reactive, or Incompatible Wastes)?		330.179(a)(4)	
67E	335.589 of this title (relating to Contingency Plan)?		330.179(a)(5)	
67F	335.590(25) of this title (relating to Operational and Design Standards)?		330.179(a)(6)	

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