

ADMINISTRATIVE AND TECHNICAL EVALUATION CHECKLIST COMMERCIAL INDUSTRIAL NONHAZARDOUS WASTE APPLICATION

This checklist serves as a guideline for the requirements of 30 TAC §305 Subchapters C and D and 30 TAC §335 Subchapters A. This checklist follows the format of Industrial Nonhazardous Waste Permit Application Forms and Instruction. Sections of the application which are shaded in grey in the checklist should be reviewed during the administrative review to determine if the information has been submitted. For portions which are not applicable mark the NA column.

FACILITY NAME: _____

LOCATION: _____

PERMIT NO.: _____

ISW REG. NO.: _____

DATE OF APPLICATION: _____

TYPE OF APPLICATION: _____

DATE APPLICATION RECEIVED: _____

ADMINISTRATIVE REVIEW:

DATE ADMINISTRATIVELY COMPLETE: _____

ADMINISTRATIVE REVIEW BY: _____
(SIGNATURE)

(PRINTED NAME)

SUPERVISOR: _____
(SIGNATURE)

(PRINTED NAME)

TECHNICAL REVIEW:

DATE TECHNICALLY COMPLETE: _____

TECHNICAL REVIEW BY: _____
(SIGNATURE)

(PRINTED NAME)

SUPERVISOR: _____
(SIGNATURE)

(PRINTED NAME)

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
I. GENERAL INFORMATION								
A. Applicant Information	305.43, 305.45 (a) (1)							
B. Authorized Persons/Facility Contact								
C. Application Available for Public	39.405 (g)							
D. Application Type	305.42, 305 Sub. D							
E. Other Permits at the Facility	305.45 (a) (7)							
F. Facility Information								
1. Applicant/Operator Information	305.45 (a) (3)							
2. Owner Information	305.50 (a) (3)							
3. Copy of Lease Agreement	305.50 (a) (3)							
4. Description of Facility and Activities to be Permitted	305.45 (a) (4), (a) (5)							
5. Ownership Status	305.45 (a) (2)							
6. Facility Located within Incorporated Limits or Extraterritorial Jurisdiction of Municipality	305.50 (a) (3)							
7. Is Processing/Storage Prohibited	305.50 (a) (3)							
8. Located on Indian Lands	305.50 (a) (3)							
9. Located within Coastal Management Program Boundary.	305.50 (a) (3)							
10. Brief Description of Location	305.45 (a) (1)							
11. Facility Coordinates	305.45 (a) (1)							
12. Legal Description of Facility								
13. Total Acreage of Facility Being Permitted								
14. Drainage Basin and Segment								
G. Other Sites Owned, Operated, or Controlled by Applicant	305.50 (a) (2)							
H. Wastewater and Stormwater Disposition	305.45 (a) (6) (D)							
I. Waste Management Unit List - Table I.	305.45 (a) (8) (A)							
J. Date Waste Management Activities Will Begin or Have Begun	305.50 (a) (3)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
K. Map - Scale at least 1" per mile - Extend at 1 mile beyond boundaries	305.45 (a) (6)							
1. Facility Boundaries	305.45 (a) (6)							
2. Location of Waste Management Units	305.45 (a) (6) (C), (E)							
3. Land Uses Surrounding the Facility	305.45 (a) (6) (B)							
4. The Boundaries of Tracts of Land Adjacent to Facility	305.45(a)(6)(D)							
5. Wells, Springs, Surface Water Bodies	305.45(a)(6)(A)							
L. Map of Adjacent Landowners & Names/Addresses of Landowners - Adequate map should be provided and keyed to list	39.5(b)							
M. Source of Names and Addresses of Affected Parties	305.45(a)(6)(D)							
N. Completed Core Data Forms (Form 10400)								
O. Signature Page - Original signature on page - Requires proof of authorization/notary seal	305.44							
II. FACILITY MANAGEMENT								
A. Security Procedures	305.45(a)(8)(C)							
B. Inspection and Maintenance								
1. Inspection Schedule - Table II.	305.45(a)(8)(C)							
2. Inspection Procedures	305.45(a)(8)(C)							
C. Staffing Patterns and Personnel Qualifications	305.50(a)(2)							
D. Description of Equipment to be Used in Operations	305.45(a)(8)(A)							
E. Record Keeping Practices	305.45(a)(8)(C)							
F. Description of Roads within Facility	305.45(a)(8)(C)							
III. WASTE ANALYSIS PLAN								
A. Table III.A	305.45(a)(8)(C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
B. Table III.B.	305.45(a)(8)(C)							
1. 3-Digit Form Codes and 1-Digit Classification Codes	305.45(a)(8)(C)							
2. Hazardous Waste Management <ul style="list-style-type: none"> EPA Hazardous Waste Numbers Documentation of compliance with 40 CFR 264.17(b) 	305.41(d)(8)							
C. Table III.C.	305.45(a)(8)(C)							
D. Waste Analysis Plan <ul style="list-style-type: none"> - Inspection procedures - Waste sampling procedures - Waste analysis procedures - Management of flammable/incompatible wastes 	305.45(a)(8)(C)							
IV. ENGINEERING REPORT								
A. Table IV.	305.45(a)(8)(C)							
B. Flow Diagram/Flow Descriptions	305.45(a)(8)(C)							
1. Waste origin and classification code	305.45(a)(8)(C)							
2. Means of conveyance	305.45(a)(8)(C)							
3. Component name and function	305.45(a)(8)(C)							
4. Disposition of wastes and residues	305.45(a)(8)(C)							
C. USGS Map	305.45(a)(8)(C)							
D. Site Map <ul style="list-style-type: none"> Appropriate contour interval Facility improvements shown Scale not less than 1" = 200' 	305.45(a)(8)(C)							
E. Aerial Photograph	305.45(a)(8)(C)							
F. Container Storage Areas								
1. Engineering Plans and Specifications	305.45(a)(8)(C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
2. Engineering Description - Materials of construction - Container management practices - Run-On prevention - Overflow prevention	305.45(a)(8)(A), (C)							
3. Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number	22 TAC 137.33(n), 22TAC 137.77(h),							
G. Tank Systems								
1. Engineering Plans and Specifications	305.45(a)(8)(C)							
2. Piping and Instrumentation Drawings	305.45(a)(8)(C)							
3. Engineering Description - Materials of Construction - External Corrosion Protection - Spill Prevention Controls - Overfill Prevention Controls	305.45(a)(8)(A), (C)							
4. Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number	22 TAC 137.33(n), 22TAC 137.77(h),							
H. Containment Buildings								
1. Engineering Plans and Specifications	305.45(a)(8)(C)							
2. Engineering Description - Materials of construction - Waste management practices.	305.45(a)(8)(A), (C)							
3. Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number	22 TAC 137.33(n), 22TAC 137.77(h),							
I. Drip Pads								
1. Engineering Plans and Specifications	305.45(a)(8)(C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
2. Engineering Description - Liner - Leak detection system - Leachate collection system - Run-off prevention - Run-on prevention - Materials of construction - Operating practices	305.45(a)(8)(A), (C)							
3. Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number	22 TAC 137.33(n), 22TAC 137.77(h),							
J. Waste Piles								
1. Engineering Plans and Specifications	305.45(a)(8)(C)							
2. Engineering Description - Liner - Leak detection system - Leachate collection system - Run-off prevention controls - Run-on prevention controls - Materials of construction - Operating practices	305.45(a)(8)(A), (C)							
3. Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number	22 TAC 137.33(n), 22TAC 137.77(h),							
K. Incinerators								
1. Engineering Plans and Specifications	305.45(a)(8)(C)							
2. Piping and Instrumentation Drawings	305.45(a)(8)(C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
3. Incinerator Engineering Description - Manufacturer=s name and model # - Type and description of incinerator - Air pollution control equipment - Materials of construction - Auxiliary fuels used - Operating ranges for key parameters - Stack gas monitoring equipment	305.45(a)(8)(A), (C)							
4. Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number	22 TAC 137.33(n), 22TAC 137.77(h),							
L. Miscellaneous Units								
1. Engineering Plans and Specifications	305.45(a)(8)(C)							
2. Piping and Instrumentation Drawings	305.45(a)(8)(C)							
3. Engineering Description - Liners - Air pollution control equipment - Leak detection system - Leachate collection system - Run-off prevention controls - Run-on prevention controls - Materials of construction - Operating practices	305.45(a)(8)(C)							
4..Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number	22 TAC 137.33(n), 22TAC 137.77(h),							
M. Surface Impoundments								
1. Engineering Plans and Specifications - Design features - 100-year flood zone	305.45(a)(8)(C)							
2. Liner Specifications - Type and Thickness	305.45(a)(8)(A), (C)							
3. Site Preparation	305.45(a)(8)(A), (C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
4. Imported Reworked Soil - Liner installation method - Moisture content - Compaction method - Design density - Hydraulic conductivity	305.45(a)(8)(A), (C)							
5. Artificial Liner Materials - Material specifications - Waste compatibility - Installation method	305.45(a)(8)(A), (C)							
6. All Liners - Quality control measures during installation	305.45(a)(8)(A), (C)							
7. Engineering Description - Leak detection system - Leachate collection system - Run-off prevention controls - Run-on prevention controls	305.45(a)(8)(A), (C)							
8. Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number.	22 TAC 137.33(n), 22TAC 137.77(h),							
N. Land Treatment Units								
1. Engineering Plans and Specifications - Design features - 100-year flood zone	305.45(a)(8)(C)							
2. Performance Evaluation Plan	305.45(a)(8)(A), (C)							
3. Site Preparation - Soil importation - Preparation - Chemical amendments	305.45(a)(8)(A), (C)							
4. Waste Application Methods	305.45(a)(8)(A), (C)							
5. Application Rate Table	305.45(a)(8)(A), (C)							
6. Engineering Description - Leak detection system - Leachate collection system - Run-off prevention controls - Run-on prevention controls	305.45(a)(8)(A), (C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
7. Detailed Plans and Specifications Individually Sealed, Signed and Dated by a Licensed Professional Engineer with Current Texas Registration Along with the Registered Engineering Firm's Name and Registration Number	22 TAC 137.33(n), 22TAC 137.77(h),							
V. GEOLOGY REPORT								
A. Geology Report - Professional Geoscientist seal - Stratigraphy - Structural setting - Faulting - Land surface subsidence - Regional aquifers - Groundwater bearing and transmitting properties of subsurface units - Water table contour map/potentiometric surface map	305.45(a)(8)(C)							
1. Location of Water Wells Within 1 Mile and Their Use	305.45(a)(8)(C)							
2. Analysis of Groundwater at Site								
B. Subsurface Soils Investigative Report - Soil borings - Boring locations, boring depths	305.45(a)(8)(C)							
1. Soil Borings - Boring logs - Description of materials encountered - Investigative procedures - Sufficient number of borings - Sufficient depth	305.45(a)(8)(C)							
2. Table V. and Data Which Describes Geotechnical Properties of Subsurface Soil - Test procedures - Characterization of major strata - Unified Soil Classification - Moisture content - Sieve test - Atterberg limits - Coefficient of permeability	305.45(a)(8)(C)							
3. Coefficient of Permeability - Test methods used	305.45(a)(8)(C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
4. Description of Surficial Soils (Land Treatment Units Only)	305.45(a)(8)(C)							
a. Name and Description of Soils at Site	305.45 (a) (8) (C)							
b. Physical Properties of Soil Series - Depth - Permeability - Available water capacity - Soil pH - Erosion factors	305.45(a)(8)(C)							
c. Engineering Properties/Classifications - Unified Soil Classification - Size gradation - Atterberg limits	305.45(a)(8)(C)							
d. Cation Exchange Capacity	305.45(a)(8)(C)							
VI. GROUND AND SURFACE WATER PROTECTION								
A. Ground and Surface Water Protection Plan - Locations and Typical Sections of Levees, Dikes, Liners, Curbs, Holding Ponds, etc.	305.45(a)(8)(C)							
B. Subsurface Monitoring Plan - Location, operation, construction, and Installation of monitoring devices - Zone to be monitored - Constituents to be analyzed - Analytical methods - Sampling frequency - Determination of release - Boring logs	305.45(a)(8)(C)							
1. Groundwater Monitoring	305.45(a)(8)(C)							
a. Table VI.A.	305.45(a)(8)(C)							
b. Table VI.B.	305.45(a)(8)(C)							
• Suite of waste specific parameters								
• Sampling frequencies and intervals								
• Sample preparation and analytical methods with achievable detection limits								

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
<ul style="list-style-type: none"> Concentration limit for determining whether a release has occurred from the unit/area 								
2. Unsaturated Zone Monitoring	305.45(a)(8)(C)							
a. Hazardous Constituents Monitored	305.45(a)(8)(C)							
<ul style="list-style-type: none"> Current parameters 								
<ul style="list-style-type: none"> Proposed parameters 								
b. Number of Soil-Pore Liquid Sampling Points	305.45(a)(8)(C)							
<ul style="list-style-type: none"> Depth of sampling points 								
<ul style="list-style-type: none"> Equipment used for soil pore liquid monitoring 								
c. Number of Soil Core Sampling Points	305.45 (a) (8) (C)							
<ul style="list-style-type: none"> Depth of soil core sampling points 								
<ul style="list-style-type: none"> Facility map showing locations of all sampling points 								
C. Climate								
1. Regional Climatic Conditions	305.45(a)(8)(C)							
2. Magnitude of Storm Events (Inches)								
a. 100-Year/24-Hour	305.45(a)(8)(C)							
b. 50-Year/24-Hour	305.45(a)(8)(C)							
c. 25-Year/24-Hour	305.45(a)(8)(C)							
3. Average Monthly and Annual Rainfall	305.45(a)(8)(C)							
4. Facility Located Within 100-Year Flood Zone	305.45(a)(8)(C)							
5. Facility Located Within Coastal Surge Zone	305.45(a)(8)(C)							
6. Average Monthly and Annual Evaporation Rate	305.45(a)(8)(C)							
D. Rainfall Run-Off Prevention Measures	305.45(a)(8)(C)							
E. Run-On Prevention	305.45(a)(8)(C)							
F. Route of Accidental Discharge	305.45(a)(8)(C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
VII. CLOSURE AND POST-CLOSURE PLANS								
A. Closure								
1. Table VII.A.	335.8, 305.45(a)(8)(C)							
2. Closure Plan to Include Each Unit <ul style="list-style-type: none"> • Procedures to be followed • Materials and manpower to be used • Disposition of wastes • Decontamination procedures • Sampling and analysis • Schedule for final closure of facility • Land-Based units shall include <ul style="list-style-type: none"> ○ Type, volume, and source of cover material ○ Dismantling/Demolition of structures and other improvements ○ Disposition of liquid wastes ○ Final grading/contouring of facility ○ Topsoil, seed, fertilizer, and irrigation to establish cover ○ Equipment and manpower 	335.8, 305.45(a)(8)(C)							
3. Table VII.B. - Closure Cost Estimate for Each Unit	335.8, 305.45(a)(8)(C)							
<ul style="list-style-type: none"> • "Worst-Case" basis (See Technical Guideline No. 10 for details and assumptions) 								
4. Table VII.C. - Closure Cost Estimate for Facility	335.8, 305.45 (a) (8) (C)							
<ul style="list-style-type: none"> • Estimate in current dollars • Statement from authorized signatory • Financial assurance requirements • Financial mechanism copy 	335.8, 305.44, Chapter 37, Subchapter P, 335.7							
5. Contingent Closure Plan for Each Permitted Unit Which Has Released to the Environment	Chapter 350							
B. Post-Closure Care Plan	335.8, 305.45(a)(8)(C)							

DESCRIPTION	REGULATIONS	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS OR VARIANCE
		Y	N	Y	N			
1. Maintenance or Monitoring of Waste Containment Systems	335.8, 305.45(a)(8)(C)							
2. Monitoring or Reporting of Groundwater Monitoring Systems	335.8, 305.45(a)(8)(C)							
3. Monitoring or Reporting of Unsaturated Zone Monitoring Systems	335.8, 305.45(a)(8)(C)							
4. Security Measures	335.8, 305.45(a)(8)(C)							
5. Future Land Use(s)	335.8, 305.45(a)(8)(C)							
VIII. CONFIDENTIAL MATERIAL	See page ii of form instructions and Section I.D.6.			Not Applicable	Not Applicable			Manage confidential materials in accordance with TCEQ Operating Policies