

**Texas Commission on Environmental Quality  
Remediation Division  
Closure Report Checklist  
(Revised July 28, 2011)**

Title 30 of the Texas Administration Code (TAC) §335.8, establishes the obligation for persons to perform closure of waste management units (WMUs) used to store industrial solid waste or municipal hazardous waste. Closure is the act of permanently taking a WMU out of service. In order to close a WMU, a person must remove all waste from the WMU and demonstrate that a release from the WMU to the environment has not occurred. If a release has occurred, refer to 30 TAC 350 and the guidance memo, "Determining Which Releases are Subject to TRRP".

The Texas Commission on Environmental Quality (TCEQ), Remediation Division developed this checklist to assist persons in preparing a closure report for units listed on the facilities Notice of Registration (NOR). This checklist should not be used for Resource Conservation and Recovery Act (RCRA) units (permitted or interim status). Persons/Facilities that are in the TCEQ's Corrective Action (CA) or Voluntary Cleanup Program (VCP) should close/transfer all WMUs for properties which will change ownership. Persons/Facilities that are in CA or VCP which will remain active should investigate land base WMUs for possible releases. Closure reports submitted to the Remediation Division should include the following general information:

- Owner / operator information and hard copy of the Notice of Registration (NOR),
- Location of facility (address, city),
- Description of the WMU, including NOR No., construction, condition, operational history, waste(s) managed, waste characterization results (process knowledge or analytical results), and any waste spill(s) and cleanup response(s),
- Reason for the WMU closure (for example, facility closing, TCEQ inspection),
- A map of the facility showing the WMU location,
- Description of how the WMU was closed and demonstrated to not have released to the environment,
- Photographs with descriptions of the WMU before, during, and following closure, and a
- Description of the WMU and waste dispositions, including copies of waste manifest, if applicable.

Other supporting documentation may include completed facility inspection logs and maintenance reports.

For less-than 90 day containers, also provide a discussion that demonstrates the container(s) was empty in accordance with 40 Code of Federal Regulations §261.7.

For less-than 90 day tanks, also provide a discussion of the decontamination process including analytical results for rinsate or wipe samples.

If any samples were collected, submit the following:

- Description of sample (rinsate, soil, etc.),
- Reports of chemical analyses, chain of custody forms and QA/QC data,
- Summary table of analytical results, and a
- Map that shows the sampling locations.

For WMUs which are below ground or in direct contact with the ground surface (for example, surface impoundments, landfills, underground storage tanks, sumps) soil samples are required for release determination and closure. Closure reports submitted to the Remediation Division should include the following:

- Soil sample depths and description of soil surrounding WMU,
- Table of analytical results. Investigation sample results should be compared to the appropriate regulatory values (e.g. residential assessment level or background),
- Map that shows borings or sampling locations demonstrating extent of COCs, if any,
- Depth and construction details of WMU, and
- Reports of chemical analyses, chain of custody forms and QA/QC data.

Additional guidance on the closure process may be found in *Closure of Waste-Management Units Subject to TRRP* (RG-366/TRRP-2A) and *TRRP Compatibility with RCRA* (RG-366/TRRP-3). These guidance documents may be obtained from the TCEQ's TRRP Guidance and Forms page at <http://www.tceq.texas.gov/remediation/trrp/guidance.html>.

An original and one copy of the closure report should be submitted to the Texas Commission on Environmental Quality, Remediation Division (MC-127), P. O. Box 13087, Austin, TX 78711-3087, and one copy of the closure report should be submitted to your local TCEQ Regional Office.