



Texas Commission on Environmental Quality  
Texas Risk Reduction Program

## SELF-IMPLEMENTATION NOTICE

### Purpose

Use this form to notify the TCEQ that you choose to self-implement response actions under Remedy Standard A in accordance with the Texas Risk Reduction Program Rule in Title 30, Texas Administrative Code §350.32(d).

### Objectives

Use of these instructions will facilitate the following objectives:

- Who must complete and submit the Self-Implementation Notice?
- Who cannot use the Self-Implementation Notice?
- When must the Self-Implementation Notice be submitted to the TCEQ?
- How do I submit the form?
- How do I complete the Self-Implementation Notice?
- How do I get more information?

### Primary Regulatory Citations

30 TAC §350.32(d) and 350.92

### Acronyms

APAR	affected property assessment report	RBELs	risk-based exposure limits
COC	chemical of concern	SIN	self-implementation notice
CPCL	critical protective concentration level	SWR	solid waste registration
MC	mail code	TCEQ	Texas Commission on Environmental Quality
PCL	protective concentration level	TRRP	Texas Risk Reduction Program
PRP	potentially responsible party	VCP	Voluntary Cleanup Program
RAP	response action plan		

### Definitions

#### **Affected Property** [30 TAC §350.4(a)(1)]

The entire area (i.e. on-site and off-site; including all environmental media) which contains releases of chemicals of concern at concentrations equal to or greater than the assessment level applicable for residential land use and groundwater classification.

#### **Off-site property** [30 TAC §350.4(a)(59)]

All environmental media which is outside of the legal boundaries of the on-site property.

#### **On-site property** [30 TAC §350.4(a)(60)]

All environmental media within the legal boundaries of a property owned or leased by a person who has filed a self-implementation notice or a response action plan for that property or who has become subject to such action through one of the agency's program areas for that property.

**Person** [30 TAC §350.4(a)(62)]

An individual, corporation, organization, government or governmental subdivision or agency, business trust, partnership, association, or any other legal entity, but excluding a governmental entity that is not a responsible party performing a remedial action.

## **General**

This form is used to notify the TCEQ that you choose to self-implement response actions under Remedy Standard A in accordance with the Texas Risk Reduction Program Rule in Title 30, Texas Administrative Code §350.32(d). Note that the Texas Risk Reduction Program Rule does not specify the methods or timing of release reporting. Please refer to the source program area (for example, Corrective Action, Superfund) for information on initial reporting of releases. This form is not for use on spill sites that will be handled under the Spill Prevention and Control Rule (Title 30, Chapter 327). Complete and submit only the actual form. Do not include the instructions.

### **Who must complete and submit the Self-Implementation Notice?**

Use this form when you wish to self-implement a response action under Remedy Standard A. Note that Remedy Standard A response objectives include the actions in §350.32(a). Although Remedy Standard A is a self-implementing standard, the remedial alternatives must be capable of achieving the Remedy Standard A objectives within a reasonable time frame. If the response action is inappropriate, the TCEQ may require an appropriate response action to be taken. Be aware that a Response Action Effectiveness Report (RAER) is due to the TCEQ every 3 years following submittal of the Self-Implementation Notice.

### **Who cannot use the Self-Implementation Notice?**

- Persons who plan to use Remedy Standard A but choose not to self-implement. In that case, the person should submit a Response Action Plan (RAP) for review and approval (include an Affected Property Assessment Report (APAR) if not previously submitted).
- Persons who intend to seek modification of exposure factors relating to the development of risk-based exposure limits (RBELS). Note: obtain prior approval in accordance with the procedures in 350.74(j).
- Persons who will be taking response actions under Remedy Standard B.
- Applicants of the Voluntary Cleanup Program do not need to submit the SIN because the information is included in the VCP application/agreement.

### **When must the Self-Implementation Notice be submitted to the TCEQ?**

Submit this form at least 10 days prior to conducting the response action. You may then perform the response action without receiving agency approval unless such prior approval is required by another agency rule, order or permit.

Please note that this notice is typically submitted after an affected property assessment is conducted. However, if the response action is to be conducted simultaneously with the assessment, then concentration data for the chemicals of concern may not yet be available at the time this form is submitted. For example, an affected property assessment has not been previously conducted, but affected soil will be excavated and sampled as a response action. In this instance, submit the form in as complete a manner as possible at least 10 days prior to beginning the response action.

## How do I submit the form?

Submit a copy of this form to both the applicable TCEQ program area in the Austin Central Office and to the appropriate TCEQ Region Office. The mailing address and phone number for each of the Regional Offices may be found at <http://www.tceq.state.tx.us/AC/about/directory/region/reglist.html>. The address for the Central Office is:

TCEQ  
[specify program area], MC-\_\_\_\_  
P.O. Box 13087  
Austin, Texas 78711-3087

## How do I complete the Self-Implementation Notice?

A header is used to properly identify the completed pages of the form. Insert the TCEQ case/tracking number of the on-site property and the page numbers of the submitted form in the header. If this form is completed as a computer file, please ensure that the header is inserted on all pages. If this form is printed from a downloaded PDF form or as a hard copy, the text blocks are not expandable. Attach additional pages as needed with the header information. Do not include the instructions in the submittal.

Specify the date the form is completed, the TCEQ case/tracking number assigned to the affected property by the TCEQ (for example, solid waste registration (SWR) number), and the TCEQ Region Office number where the affected property is located. Be sure to specify the type of identification number (for example, SWR-XXXX). If an identification number has not been assigned to the affected property, please contact the appropriate program area at the phone number listed at the end of these instructions.

## TCEQ Program

Check the appropriate TCEQ program area under which the on-site property is managed. Be sure to include the mail code (MC) in the address when you submit the form.

## On-Site Property Information

Indicate the address of the on-site property. Note that the physical address is not a P.O. Box or a rural route. Include the following information for the on-site property. (example: 814 North 35th Street West)

- Street number (example: **814**) Leave blank if none.
- Street predirectional - compass direction of the street address that occurs before the street name (example: **North**). Leave blank if none.
- Street name (example: **35<sup>th</sup>**) Leave blank if none.
- Street type (example: **Street**) Leave blank if none.
- Street postdirectional - compass direction of the street address that occurs after the street name (example: **West**). Leave blank if none.
- City
- County
- County code (see list at end of instructions)
- Zip code

Specify the nearest street intersection or location description. For example, a location description may be: "On FM 1055, 1 mile south of the intersection of FM 1055 and US Highway 57" or "On Main Street at the intersection of Main Street and Broad Street."

Specify the latitude and longitude near the center of the on-site property, either in terms of degrees,

minutes, seconds or decimal degrees. Indicate the units used. For information on geographic data, refer to the TCEQ document *Attribute Standards for TCEQ Geographic Locational Data* and the TCEQ policies 8.11 and 8.12, available on the agency's web page at <http://www.tnrc.state.tx.us/gis/gisplcy.html>. Please refer to the definitions of on-site and affected property at §350.4(a)(1).

**Affected Property**

Specify the name/number of the affected property for which this notice is filed.

**Description of Release**

Provide a brief and concise description of the release. Information provided should include a discussion of how the release occurred, type of source, extent of impacts, how the release was discovered, etc. Attach required header information to any additional pages.

**Off-Site Affected Property Information**

Include the address information as specified above for any off-site affected property. Attach additional pages if necessary to list the same information for each off-site affected property.

**Contact Person Information and Acknowledgement**

Provide information on the identity and address of the person undertaking the response action (not the consultant). Please refer to the definition of “person” in §350.4. The person should review the acknowledgement carefully and must sign and date this form.

**Chemicals of Concern**

List the known chemicals of concern that require a response action, the media in which each COC is found, and the known maximum or representative concentration in that media. Specify the Critical PCL for each COC in each media and the Tier (1, 2, or 3) used to establish the critical PCL. Indicate whether the critical PCL is based on ecological (Eco) or human health (HH residential or commercial/industrial). An example is shown below:

Chemical of Concern	Environmental Media	Maximum or Representative COC Concentration (specify units, e.g., mg/kg or mg/L)	Critical PCL		Tier (1, 2, or 3)
			Concentration (specify unit, e.g., mg/kg or mg/L)	Eco or HH	
benzene	surface soil	1.55 mg/kg (max)	0.026 mg/kg	HH(res)	1
benzene	Class I groundwater	0.2 mg/L (rep)	0.005 mg/L	HH(res)	1
lead	surface soil	52 mg/kg (rep)	3 mg/kg	HH(res)	1
chromium	surface sediment	180 mg/kg (max)	50 mg/kg	Eco	2

## Qualitative Objectives

Use this space to describe any additional objectives not included in the above table of chemicals of concern. Examples of qualitative objectives include: restoring the upper five feet of soil, returning the site to previous use, constructing a process unit, constructing a parking lot, or sale of the property for residential use.

## Exposure Conditions

Based on the information known to date, identify any probable or actual human exposure conditions. Include information on the source, the pathway, and the receptor. *Example: The next-door neighbor has a shallow water well which could be impacted.* Attach any necessary certifications for required notifications if not previously submitted (§350.55(d) or (e)).

## Response Action

Provide a detailed description of the response actions that will be taken to achieve the critical PCLs. If additional information is needed to completely describe the response actions and exposure conditions, such as maps, geologic and hydrogeologic information, tables, etc., attach the information to this form. *Example: Person elects to remove affected media (surface soil) so that the concentration of the COC in the media is below the Tier 1 residential PCL concentration for each COC. The removal and the disposal of affected media will be fully documented with reporting of the analytical results from confirmation soils samples demonstrating effective removal. Documentation will also be provided regarding excavation procedures, transportation of removed soil, decontamination procedures for equipment, disposal records at an approved facility and subsequent filing of institutional controls as needed.*

## Schedule

Provide the anticipated schedule for implementation and completion of the response action.

## How do I get more information?

Information on the Texas Risk Reduction Program is available at <http://www.tnrcc.state.tx.us/permitting/trrp.htm>. As new guidance becomes available, the web page will be updated with the new information. Questions regarding your affected property should be addressed to the program area that is handling your case. Phone numbers for the TCEQ programs are listed below.

Corrective Action Section	512/239-2343
Municipal Solid Waste Permits	512/239-6784
Superfund Cleanup Section	512/239-2425
RPR Section	512-239-2200

## COUNTY CODES AND TCEQ REGION NUMBERS

County	County Code	Region No.	County	Code	Reg No.	County	Code	Reg No.	County	Code	Reg No.	County	Code	Reg No.
Anderson	1	5	Comal	46	13	Grayson	91	4	Kinney	136	16	Orange	181	10
Andrews	2	7	Comanche	47	3	Gregg	92	5	Kleberg	137	14	Palo Pinto	182	4
Angelina	3	10	Concho	48	8	Grimes	93	9	Knox	138	3	Panola	183	5
Aransas	4	14	Cooke	49	4	Guadalupe	94	13	Lamar	139	5	Parker	184	7
Archer	5	3	Coryell	50	9	Hale	95	2	Lamb	140	2	Pecos	232	13
Armstrong	6	1	Cottle	51	3	Hall	96	1	Lampasas	141	9	Polk	187	10
Atascosa	7	13	Crane	52	7	Hamilton	97	9	La Salle	142	16	Potter	188	5
Austin	8	12	Crockett	53	8	Hansford	98	1	Lavaca	143	14	Presidio	189	6
Bailey	9	2	Crosby	54	2	Hardeman	99	3	Lee	144	11	Rains	190	5
Bandera	10	13	Culberson	55	6	Hardin	100	10	Leon	145	9	Randall	191	1
Bastrop	11	11	Dallam	56	1	Harris	101	12	Liberty	146	12	Reagan	192	8
Baylor	12	3	Dallas	57	4	Harrison	102	5	Limestone	147	9	Real	193	13
Bee	13	14	Dawson	58	7	Hartley	103	1	Lipscomb	148	1	Red River	194	5
Bell	14	9	Deaf Smith	59	1	Haskell	104	3	Live Oak	149	14	Reeves	195	7
Bexar	15	13	Delta	60	5	Hays	105	11	Llano	150	11	Refugio	196	14
Blanco	16	11	Denton	61	4	Hemphill	106	1	Loving	151	7	Roberts	197	1
Borden	17	7	DeWitt	62	14	Henderson	107	5	Lubbock	152	2	Robertson	198	9
Bosque	18	9	Dickens	63	2	Hidalgo	108	15	Lynn	153	2	Rockwall	199	4
Bowie	19	5	Dimmit	64	16	Hill	109	9	McCulloch	154	8	Runnels	200	3
Brazoria	20	12	Donley	65	1	Hockley	110	2	McLennan	155	9	Rusk	201	5
Brazos	21	9	Duval	66	16	Hood	111	4	McMullen	156	16	Sabine	202	10
Brewster	22	6	Eastland	67	3	Hopkins	112	5	Madison	157	9	San Augustine	203	10
Briscoe	23	1	Ector	68	7	Houston	113	10	Marion	158	5	San Jacinto	204	10
Brooks	24	15	Edwards	69	13	Howard	114	7	Martin	159	7	San Patricio	205	14
Brown	25	3	Ellis	70	4	Hudspeth	115	6	Mason	160	8	San Saba	206	9
Burleson	26	9	El Paso	71	6	Hunt	116	4	Matagorda	161	12	Schleicher	207	8
Burnet	27	11	Erath	72	4	Hutchinson	117	1	Maverick	162	16	Scurry	208	3
Caldwell	28	11	Falls	73	9	Irion	118	8	Medina	163	13	Shackelford	209	3
Calhoun	29	14	Fannin	74	4	Jack	119	3	Menard	164	8	Shelby	210	10
Callahan	30	3	Fayette	75	11	Jackson	120	14	Midland	165	7	Sherman	211	1
Cameron	31	15	Fisher	76	3	Jasper	121	10	Milam	166	9	Smith	212	5
Camp	32	5	Floyd	77	2	Jeff Davis	122	6	Mills	167	9	Somervell	213	4
Carson	33	1	Foard	78	3	Jefferson	123	10	Mitchell	168	3	Starr	214	15
Cass	34	5	Fort Bend	79	12	Jim Hogg	124	15	Montague	169	3	Stephens	215	3
Castro	35	1	Franklin	80	5	Jim Wells	125	14	Montgomery	170	12	Sterling	216	8
Chambers	36	12	Freestone	81	9	Johnson	126	4	Moore	171	1	Stonewall	217	3
Cherokee	37	5	Frio	82	13	Jones	127	3	Morris	172	5	Sutton	218	8
Childress	38	1	Gaines	83	7	Karnes	128	13	Motley	173	2	Swisher	219	1
Clay	39	3	Galveston	84	12	Kaufman	129	4	Nacogdoches	174	10	Tarrant	220	4
Cochran	40	2	Garza	85	2	Kendall	130	13	Navarro	175	4	Taylor	221	3
Coke	41	8	Gillespie	86	13	Kenedy	131	15	Newton	176	10	Terry	223	2
Coleman	42	3	Glasscock	87	7	Kent	132	3	Nolan	177	3	Throckmorton	224	3
Collin	43	4	Goliad	88	14	Kerr	133	13	Nueces	178	14	Titus	225	5
Collingsworth	44	1	Gonzales	89	14	Kimble	134	8	Ochiltree	179	1	Tom Green	226	8
Colorado	45	12	Gray	90	1	King	135	2	Oldham	180	1	Travis	227	11

**Texas Commission on Environmental Quality  
SELF-IMPLEMENTATION NOTICE**

TCEQ Regulatory ID No.: \_\_\_\_\_ Page \_\_\_\_\_

Use the Self-Implementation Notice (SIN) form to notify the TCEQ that you choose to self-implement response actions under Remedy Standard A in accordance with the Texas Risk Reduction Program Rule in Title 30, Texas Administrative Code §350.32(d). Submit a copy of this form to both the applicable TCEQ program area in the Austin Central Office as indicated below and to the appropriate TCEQ Region Office at least 10 days prior to conducting the response action.

Submittal Date: \_\_\_\_\_ TCEQ Region No.: \_\_\_\_\_

**TCEQ Program** (check one)

- |  |   |
|--|---|
| <input type="checkbox"/> Corrective Action Section (MC-127)                  | <input type="checkbox"/> Superfund PRP Lead (MC-143)        |
| <input type="checkbox"/> Municipal Solid Waste Permits Section (MC-124)      | <input type="checkbox"/> Superfund Site Assessment (MC-142) |
| <input type="checkbox"/> Petroleum Storage Tank Program RPR Section (MC-137) |   |

**On-Site Property Information**

On-Site Property Name: \_\_\_\_\_

Street no. \_\_\_\_\_ Pre dir. \_\_\_ Street name \_\_\_\_\_ Street type \_\_\_ Post dir. \_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ County Code \_\_\_ Zip \_\_\_\_\_

Nearest street intersection or location description: \_\_\_\_\_

Latitude: Degrees, Minutes, Seconds OR Decimal Degrees: (indicate) North \_\_\_\_\_

Longitude: Degrees, Minutes, Seconds OR Decimal Degrees: (indicate) West \_\_\_\_\_

**Description of Release**

Provide a brief description of the release at the affected property and reason for filing this form:

**Affected Property**

Affected Property Name/No. for which this notice is filed \_\_\_\_\_

**Off-Site Affected Property Information**

Off-site affected property name: \_\_\_\_\_

Street no. \_\_\_\_\_ Pre dir. \_\_\_ Street name \_\_\_\_\_ Street type \_\_\_ Post dir. \_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ County Code \_\_\_ Zip \_\_\_\_\_

**Contact Person Information**

Person (or company) Name:

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address:

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Texas Commission on Environmental Quality  
SELF-IMPLEMENTATION NOTICE**

TCEQ Regulatory ID No.: \_\_\_\_\_

Page \_\_\_\_\_

**Acknowledgement**

By my signature below, I acknowledge the requirement of §350.2(a) that no person shall submit information to the executive director or to parties who are required to be provided information under this chapter which they know or reasonably should have known to be false or intentionally misleading, or fail to submit available information which is critical to the understanding of the matter at hand or to the basis of critical decisions which reasonably would have been influenced by that information. Violation of this rule may subject a person to the imposition of civil, criminal, or administrative penalties.

I acknowledge that any permits needed to implement the remedy will be obtained prior to implementation of the remedy.

Signature of Person \_\_\_\_\_ Name (print) \_\_\_\_\_ Date \_\_\_\_\_

**Chemicals of Concern:**

Provide a list of the chemicals of concern that require a response action as determined pursuant to program area requirements. For each environmental media, provide a comparison of the Critical Protective Concentration Level (PCL) to the available maximum or representative chemical of concern (COC) concentrations. Also identify the Tier (1, 2 or 3) and ecological (Eco) or human health (HH residential or commercial/industrial) on which each critical PCL is based:

Chemical of Concern	Environmental Media	COC Concentration (specify unit, e.g., mg/kg or mg/L)	Critical PCL		Tier (1, 2, or 3)
			Concentration (specify unit, e.g., mg/kg or mg/L)	Eco or HH (Res or Com/Ind)	

**Texas Commission on Environmental Quality**  
**SELF-IMPLEMENTATION NOTICE**

TCEQ Regulatory ID No.: \_\_\_\_\_

Page \_\_\_\_\_

**Qualitative Objectives:**

Provide additional discussion not provided in the table above on the qualitative objectives to be achieved by the response action:

**Exposure Conditions:**

Describe any exposure conditions when there is an actual or probable human exposure to a chemical of concern at a concentration that exceeds the Tier 1 human health PCL. These exposure conditions require notice under §350.55(e). If not previously provided to the TCEQ, attach any needed certifications in response to §350.55(d) or (e).

**Response Action:**

Describe the response action chosen to achieve Remedy Standard A. Discuss if institutional controls are required.

**Schedule:**

Provide the schedule for implementation and completion of the response action. If the response action is predicted to take more than 15 years to complete (refer to §350.31(h)), provide a copy of the institutional control proposed to comply with §350.111(b)(1):