

Texas Commission on Environmental Quality

CHECKLIST WORKSHEET

MSW SITE OPERATING PLAN

Regulating Entity Name

Date:

Additional I D:

Investigator Name:

Item Number		Description	SECTION A: Personnel, Equipment, and Prohibited Wastes		
		Answer	Citations		Notes
Item Number		Description	Does the Site Operating Plan include the following:		
		Answer	Citations		Notes
Item Number	1	Description	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?		
		Answer	Citations	330.127(1)	Notes
Item Number	2	Description	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?		
		Answer	Citations	330.127(2)	Notes
Item Number	3	Description	A description of the general instructions that the operating personnel shall follow concerning the operational requirements of this subchapter?		
		Answer	Citations	330.127(3)	Notes
Item Number	4	Description	Identification of applicable training requirements relating to Personnel Training?		
		Answer	Citations	330.127(4)	Notes
Item Number	5	Description	A plan for the detection and prevention of the disposal of prohibited wastes?		
		Answer	Citations	330.127(5)	Notes
Item Number	5A	Description	Procedures to be used by the owner or operator to control the receipt of prohibited wastes?		
		Answer	Citations	330.127(5)(A)	Notes
Item Number	5B	Description	Records of inspections?		
		Answer	Citations	330.127(5)(B)	Notes
Item Number	5C	Description	Personnel training?		
		Answer	Citations	330.127(5)(C)	Notes
Item Number	5D	Description	Incident notification (to TCEQ for disposal of hazardous or PCB waste)?		
		Answer	Citations	330.127(5)(D)	Notes
Item Number	5E	Description	Remediation procedure?		
		Answer	Citations	330.127(5)(E)	Notes
Item Number	6	Description	Any other requirements of the site operating plan?		
		Answer	Citations	330.127(6)	Notes
Item Number		Description	SECTION B: Fire Protection		
		Answer	Citations		Notes
Item Number	7	Description	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?		
		Answer	Citations	330.129	Notes

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Item Number	8	Description	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?		
		Answer	Citations	330.129	Notes
Item Number		Description	SECTION C: Access Control		
		Answer	Citations		Notes
Item Number	9	Description	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.		
		Answer	Citations		Notes
Item Number	10	Description	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?		
		Answer	Citations	330.131	Notes
Item Number		Description	SECTION D: Unloading of Waste		
		Answer	Citations		Notes
Item Number	11	Description	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?		
		Answer	Citations	330.133(a)	Notes
Item Number	12	Description	Does the facility unload waste in unauthorized areas?		
		Answer	Citations	330.133(b)	Notes
Item Number	13	Description	Does the facility allow unloading of prohibited waste(s)?		
		Answer	Citations	330.133(c)	Notes
Item Number	14	Description	Is the facility a Type IV or Type IVAE landfill? If no skip to Section E.		
		Answer	Citations		Notes
Item Number	15	Description	Are only brush and construction demolition waste and rubbish that are free of putrescible and household waste allowed?		
		Answer	Citations	330.133(e)	Notes
Item Number	16	Description	Does the facility provide a written procedure on site to ensure that putrescible wastes are not accepted?		
		Answer	Citations	330.133(f)(1)	Notes
Item Number	17	Description	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?		
		Answer	Citations	330.133(f)(2)	Notes
Item Number	18	Description	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?		
		Answer	Citations	330.133(f)(3)	Notes
Item Number	19	Description	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)?		
		Answer	Citations	330.133(g)	Notes

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Item Number	20	Description	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?		
		Answer	Citations	330.133(h)	Notes
Item Number		Description	SECTION E: Operating Hours, Site Sign, Control of Windblown Waste, Easements and Buffers		
		Answer	Citations		Notes
Item Number	21	Description	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?		
		Answer	Citations	330.135(a)	Notes
Item Number	22	Description	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?		
		Answer	Citations	330.135(d)	Notes
Item Number	23	Description	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?		
		Answer	Citations	330.137	Notes
Item Number	24	Description	Does the facility follow the portion of the SOP concerning confining windblown waste and litter?		
		Answer	Citations	330.139(1)	Notes
Item Number	25	Description	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?		
		Answer	Citations	330.139(2)	Notes
Item Number	26	Description	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?		
		Answer	Citations	330.141(a)	Notes
Item Number	27	Description	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?		
		Answer	Citations	330.141(b)	Notes
Item Number		Description	SECTION F: Landfill Markers and Benchmark		
		Answer	Citations		Notes

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Item Number	28	Description	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?		
		Answer	Citations	330.143(a)	Notes
Item Number	29	Description	Are all markers posts that extend at least six feet above ground level and not obscured by vegetation?		
		Answer	Citations	330.143(b)(1)	Notes
Item Number	30	Description	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?		
		Answer	Citations	330.143(b)(2)	Notes
Item Number	31	Description	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?		
		Answer	Citations	330.143(b)(3)	Notes
Item Number	32	Description	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?		
		Answer	Citations	330.143(b)(1)(	Notes
Item Number	33	Description	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?		
		Answer	Citations	330.143(b)(5)	Notes
Item Number	34	Description	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?		
		Answer	Citations	330.143(b)(1)(	Notes
Item Number	35	Description	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?		
		Answer	Citations	330.143(b)(7)	Notes
Item Number	36	Description	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?		
		Answer	Citations	330.143(b)(8)	Notes
Item Number		Description	SECTION G: Tarps, Large Item Disposal, Odor Management, Vector Control & Access Roads		
		Answer	Citations		Notes
Item Number	37	Description	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?		
		Answer	Citations	330.145	Notes
Item Number	38	Description	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.		
		Answer	Citations		Notes

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Item Number	39	Description	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?		
		Answer	Citations	330.149	Notes
Item Number	40	Description	Disease Vector Control - Does the site operating plan include the general methods and performance-based frequencies for disease vector control?		
		Answer	Citations	330.151	Notes
Item Number	41	Description	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?		
		Answer	Citations	330.153(a)	Notes
Item Number		Description	SECTION H: Scavenging, Endangered Species, Landfill Gas and Oil, Gas and Water Wells		
		Answer	Citations		Notes
Item Number	42	Description	Does salvaging or scavenging occur at the facility?		
		Answer	Citations	330.155	Notes
Item Number	43	Description	Endangered Species Protection - Does the site operating plan contain criteria for the protection of any identified endangered species?		
		Answer	Citations	330.157	Notes
Item Number	44	Description	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)?		
		Answer	Citations	330.159	Notes
Item Number	45	Description	Are there any existing or abandoned water wells?		
		Answer	Citations	330.161(a)	Notes
Item Number	46	Description	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?		
		Answer	Citations	330.161(b)	Notes
Item Number		Description	SECTION I: Compaction, Landfill Cover and Poned Water		
		Answer	Citations		Notes
Item Number	47	Description	Compaction - Does the facility follow the methods for compaction in the approved SOP?		
		Answer	Citations	330.163	Notes
Item Number	48	Description	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?		
		Answer	Citations	330.161(b)	Notes
Item Number	49	Description	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?		
		Answer	Citations	330.165(c)	Notes
Item Number	50	Description	Alternative daily cover: Is the entity authorized to use an alternative daily cover?		
		Answer	Citations	330.165(d)	Notes
Item Number	51	Description	Does the facility have an alternative daily cover operating plan that includes the following? Does the facility follow the plan?		

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		Answer	Citations	330.165(d)(1)	Notes
Item Number	51A	Description	A description and minimum thickness of the alternative material to be used?		
		Answer	Citations	330.165(d)(1)(	Notes
Item Number	51B	Description	Its effect on vectors, fires, odors, and windblown litter and waste?		
		Answer	Citations	330.165(d)(1)(	Notes
Item Number	51C	Description	The application and operational methods to be utilized at the site when using this alternative material?		
		Answer	Citations	330.165(d)(1)(	Notes
Item Number	51D	Description	Chemical analysis of the material and/or the Material Safety Data Sheet(s) for the alternative material?		
		Answer	Citations	330.165(d)(1)(	Notes
Item Number	51E	Description	Any other pertinent characteristic, feature, or other factors related to the use of this alternative material?		
		Answer	Citations	330.165(d)(1)(	Notes
Item Number	52	Description	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?		
		Answer	Citations	330.165(d)(2)	Notes
Item Number	53	Description	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)?		
		Answer	Citations	330.165(f)	Notes
Item Number	54	Description	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?		
		Answer	Citations	330.165(g)	Notes
Item Number	55	Description	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?		
		Answer	Citations	330.165(h)	Notes
Item Number	56	Description	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?		
		Answer	Citations	330.167	Notes
Item Number		Description	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.		
		Answer	Citations		Notes
Item Number		Description	SECTION J: Disposal of Special and Industrial Wastes		
		Answer	Citations		Notes
Item Number	57	Description	Disposal of Special Wastes - Describe the types of special waste accepted by the landfill.		
		Answer	Citations		Notes

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Item Number	58	Description	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?		
		Answer	Citations	330.173(b)	Notes
Item Number	59	Description	Is the Type I or Type IAE landfill that is authorized to accept regulated asbestos-containing material (RACM)?		
		Answer	Citations	330.173(c)	Notes
Item Number	60	Description	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?		
		Answer	Citations	330.173(f)	Notes
Item Number	61	Description	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?		
		Answer	Citations	330.173(g)	Notes
Item Number	62	Description	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?		
		Answer	Citations	330.173(h)	Notes
Item Number	63	Description	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)?		
		Answer	Citations	330.173(i)	Notes
Item Number	64	Description	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?		
		Answer	Citations		Notes
Item Number	65	Description	Visual Screening of Deposited Waste - Does the owner or operator provide visual screening of deposited waste materials?		
		Answer	Citations	330.175	Notes
Item Number	66	Description	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?		
		Answer	Citations	330.177	Notes
Item Number		Description	SECTION K: Class I Industrial Solid Waste		
		Answer	Citations		Notes
Item Number	67	Description	Does the Type I or Type IAE landfill facility managing Class 1 industrial solid waste complied with:		
		Answer	Citations		Notes
Item Number	67A	Description	335.585 of this title (relating to General Inspection Requirements)?		
		Answer	Citations	330.179(a)(1)	Notes
Item Number	67B	Description	335.586 of this title (relating to Personnel Training)?		
		Answer	Citations	330.179(a)(2)	Notes
Item Number	67C	Description	335.587 of this title (relating to Waste Analysis)?		
		Answer	Citations	330.179(a)(3)	Notes
Item Number	67D	Description	335.588 of this title (relating to General Requirements for Ignitable, Reactive, or Incompatible Wastes)?		

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Item Number	67E	Description	Answer	Citations	330.179(a)(4)	Notes
			335.589 of this title (relating to Contingency Plan)?			
Item Number	67F	Description	Answer	Citations	330.179(a)(5)	Notes
			335.590(25) of this title (relating to Operational and Design Standards)?			
			Answer	Citations	330.179(a)(6)	Notes