

**RECOMMENDED FORMAT FOR
CLOSURE CERTIFICATION REPORTS**

I. Executive Summary/Introduction

- a. Reason for Report/Objectives: Closure plan related permit requirements and any special conditions.
- b. Report Summary: Closure objectives/requirements, waste management unit description, and brief description of report sections.
- c. Summary Recommendations/Conclusions: Deviations, recommendations, and conclusions.

II. Closure Certification Statements (within 60 days from completion of closure activities)
Statements by permittee and professional engineer with firm number as applicable.

III. Closure Status Description

- a. Site description: Facility and unit description, including permit and Notice of Registration unit number, and history/background.
- b. Closure schedule: Planning and activities, mobilization, and activity logs.
- c. Inspections and inspection related records summary: e.g. secondary containment, cracks, impacted soil, dikes, leachate/leak detection system, and benchmarks, etc.
- d. Closure procedures: Narrative including decontamination procedures, materials of construction; specifications (e.g. liner specifications for landfills) soil and geotechnical sampling, and waste disposal.
- e. Sampling procedures: Blanks and rinsate samples, preservation, chain of custody, liner QA/QC samples, sampling methods and any deviations.
- f. Closure performance standards: Narrative of cleanup standards (e.g. background standards, Texas Risk Reduction Program Standards including deviations).

IV. Data Summary

- a. Summary tables of analytical laboratory results.
- b. Drawings, photographs, site map and topographic map(s).
- c. QA/QC data summary.
- d. Calculations and statistics.

V. Summary and Conclusions:

Narrative explaining how closure performance objectives were achieved and details of any deviations from permit requirements.

VI. Data Analysis

- a. RCRA Quality Assurance Project Plan (QAPP) Tables D.1.2. and D.1.3. as applicable.
- b. Data Quality Objectives (as needed or included as part of the Analytical Report).
- c. QA/QC data including laboratory analysis data and reports.
- d. Manufacturer's data and testing results.
- e. Facility hazardous waste manifest shipment records.

VII. Closure Certification Report Submittal

Two paper copies and one electronic copy of the Report must be sent to IHW Permits Section. If sending one copy to the TCEQ Regional office directly, submit one paper and one electronic copy to IHW Permits Section.