

**RECOMMENDED FORMAT FOR
CONSTRUCTION CERTIFICATION REPORTS**

I. Executive Summary/Introduction

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

II. Construction Certification Statements by Permittee and Engineer (with firm number as applicable)

Statements by permittee and professional engineer with firm number as applicable.

III. Construction Status/Description

- a. Site description: Facility and unit description, including permit and Notice of Registration unit number, and history/background (as needed).
- b. Construction plans: Design specifications and/or standards, materials of construction, project Construction Quality Assurance (CQA) and permit requirements and site preparation.
- c. Construction schedule: Preconstruction planning and activities, mobilization, daily and weekly logs.
- d. Construction and installation procedures: Installation requirements and procedures, geotechnical testing, field tests and logs, sampling activities, specimens, chain of custody, activities, test methods, equipment testing and calibration, certificates, subcontractors' certifications, close outs and/or handovers, and repairs.
- e. Inspections.
- f. Construction standards and deviations: Deviations from permit or standards.

IV. Data Summary

- a. Summary tables of analytical or geotechnical 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 construction project 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/geotechnical data and reports.
- d. Manufacturer's data, testing results, and QA certificates.

VII. 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.