

**INDUSTRIAL AND HAZARDOUS WASTE (IHW) PERMITS SECTION  
RECOMMENDED FORMAT FOR  
GROUNDWATER DETECTION MONITORING (GWDM) REPORTS**

**I. Executive Summary/Introduction (Not more than 2 Pages)**

- a. Reason for Report/Objectives: Permit requirements and any special issues
- b. Report Summary: Permit requirements (Flow and direction, Contaminants of Concern (COC) parameters, Statistically Significant Increase (SSI) evaluation, etc. that meets the detection monitoring objectives of the permit. Reference appropriate sections of the report.)
- c. Summary Recommendations/Conclusions: No changes (flow and direction consistent with previous years) and SSI. If changes to flow, direction, and SSI, what the changes are, and any recommendations.

**II. Certification Statements by Permittee and Geologist/Engineer (with firm number as applicable)**

**III. GWDM Program Status/Description**

- a. Site Description (such as Geology Summary) and History/Background (as needed)
- b. GW Detection Monitoring Network(s)
- c. Parameters/COCs

**IV. GW Monitoring Events**

- a. Schedule (Annual or Semi-Annual)
- b. Inspections (Condition of monitor well, caps, locks, signs, and benchmarks)
- c. Sampling Procedures (Purging, blanks, preservation, Chain of Custody, changes or deviations, etc.)

**V. Data Summary**

- a. Summary Tables (Potentiometric and/or water-table levels as applicable, Parameters/COC - **Minimum previous 3 years data**)
- b. Flow rate and direction
- c. Facility map, Monitoring well location maps, Potentiometric and/or water-table map(s) as applicable
- d. SSI Evaluation/Statistics

**VI. Recommendations/Conclusions: SSI/No SSI, current and future recommended changes**

**VII. Data Analysis**

- a. RCRA Quality Assurance Project Plan (QAPP) Tables D.1.2. and D.1.3. for the current year
- b. Data Quality Objectives (As needed or included as part of the Analytical Report)
- c. Current year analytical data for samples including QA/QC Data and Lab Report (Must include case narrative, lab accreditation and certification).

**VIII. Report Submittal**

Please submit 2 paper copies and 1 electronic copy of the GWDM Report. If you send 1 copy to TCEQ Regional office directly, please only submit 1 paper and 1 electronic copy to IHW Permits Section.