

TECHNICAL REVIEW CHECKLIST
SUBCHAPTER T REGISTRATION AND PERMIT CHECKLIST
Municipal Solid Waste Permits Section, Waste Permits Division

This checklist serves as a guideline for the Sub-T application information requirements of 30 TAC Chapter 305, Subchapters C and D, and 30 TAC Chapter 330, Sections 330.951 through 330.963. For portions which are not applicable, mark the NA column. This checklist is intended to be used as a guide and must be used in conjunction with reading the rules.

FACILITY NAME: _____

LOCATION: _____

(County)

APPLICANT'S NAME: _____

TYPE OF APPLICATION: _____

PROPOSED MSW PERMIT NO.: _____

DATE OF APPLICATION: _____

DATE APPLICATION RECEIVED: _____

DATE TECHNICALLY COMPLETE: _____

TECHNICAL REVIEW BY: _____

(Signature and Date)

(Printed Name)

SUPERVISOR: _____

(Signature and Date)

(Printed Name)

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DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Development Registration for Existing Enclosed Structure								
Development Registration Application	330.956(a)							
Part A submitted prior to public hearing								
Part B submitted upon completion of construction								
Special design considerations	330.956(c)							
Site specific concerns that require special design considerations								
Number of copies (3)	330.956(d)							
Preparation with Engineering Act	330.956(e)							
Responsible engineer sign and seal on each sheet of plans and drawings, and title pages as required by Texas Engineering Practice Act	330.956(e)(1)							
Application Format	330.956(f)							
Submitted in three ring loose-leaf binders	330.956(f)(1)							
Narrative on 8-1/2 in by 11 in white paper, drawings on no larger than 11 in by 17 in paper	330.956(f)(2)							
All pages numbered and dated	330.956(f)(3)							
Revisions shall have revision date and revised text marked	330.956(f)(4)							
Application Drawings	330.956(g)							
Information legible	330.956(g)(1)							
Drawings submitted at standard engineering scale	330.956(g)(2)							
Drawing shall have:	330.956(g)(3)							
Dated title block	330.956(g)(A)							
Bar scale at least one in long	330.956(g)(B)							
Revision block	330.956(g)(C)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Engineers seal	330.956(g)(D)							
Drawing number and page number	330.956(g)(E)							
Map and drawings shall also have	330.956(g)(4)							
North arrow	330.956(g)(4)(A)							
Reference to base map and date	330.956(g)(4)(B)							
Legend	330.956(g)(4)(C)							
Two longitudes and latitudes	330.956(g)(4)(D)							
Maps shall show the following	330.956(g)(5)							
Prevailing wind direction with wind rose	330.956(g)(5)(A)							
All known water wells within 500 feet	330.956(g)(5)(B)							
Area streams, ponds, lakes, and wetlands	330.956(g)(5)(C)							
Property boundary of site	330.956(g)(5)(D)							
Drainage, pipeline, and utility easements within or adjacent to site	330.956(g)(5)(E)							
Schools, licensed day care facilities, hospitals and other health care facilities within 1,000 feet of boundaries of fill area	330.956(g)(5)(F)							
Match and section lines shall reference the drawing where the match or section is shown	330.956(g)(6)							
Requirement for Registration of an Existing Structure Built Over a Closed MSWLF	330.959							
Owner's name, address, phone	330.959(1)							
Legal description	330.959(2) 330.957(f)							
Legal description, county, book, volume, and page	330.957(f)(1)							
Platted property	330.957(f)(2)							
Metes and bounds RPLS	330.957(f)(3)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Metes and bounds drawing RPLS	330.957(f)(4)							
Certified copies of notices	330.959(3)							
Notice to real property records	330.961							
Owner of property	330.961(a)							
Former use of land as CMSWLF	330.961(a)(1)							
Legal description of property	330.961(a)(2)							
Notice of restrictions to develop pre Health & Safety Code	330.961(a)(3)							
Name of owner	330.961(a)(4)							
Local Government Official	330.961(b)							
Legal description of property	330.961(b)(1)							
Current owner of tract	330.961(b)(2)							
Notice of tracts former use as MSW LF	330.961(b)(3)							
Notice of restrictions to develop pre Health & Safety Code	330.961(b)(4)							
Notice to Buyers, Lessees, and Occupants	330.962							
Compliance with 330.961(a)	330.962(a) 330.961(a)(3) 330.961(a)(4)							
Owner shall notify lessees and occupants of CMSWLF	330.962(b)							
Land prior use as LF	330.962(b)(1)							
Structural controls in place to minimize danger posed by CMSWLF	330.962(b)(2)							
Lease Restrictions	330.963							
Development in compliance with subchapter	330.963(1)							
Person gives notice to potential lessee of development requirements	330.963(2)							
Site operating plan (SOP)	330.957(r)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Describe equipment other than monitoring equipment	330.957(r)(1)							
Detailed description of operation the equipment	330.957(r)(2)							
Plan to implement 330.960	330.957(r)(3)							
Operational requirements for an enclosed structure over a CMSWLF	330.960							
General	330.960(a)							
Landfill gas control	330.960(b)							
Air criteria	330.960(c)							
Ponded water	330.960(d)							
Water pollution control	330.960(e)							
Groundwater monitoring	330.963(f)							
Conduits	330.960(g)							
Recording keeping requirements	330.960(h)							
Structures gas management plan	330.959(5)							
Owner shall ensure the concentration of methane gas does not exceed 20% of LEL in facility structures	330.959(5)(A)(i)							
New enclosed structures shall contain automatic methane gas sensors that trigger audible alarm when methane is greater than 20%								
May suspend if no potential to migrating gas	330.959(5)(A)(ii) 330.957(s)(1)(B)							
Requirements for a structure gas management plan	330.959(5)(B)							
Analysis of specific site characteristics and potential migration pathways as set forth in 330.957(s)(2)	330.959(5)(B)(i)							
Requirements for a structure gas management plan	330.957(s)(2)							
Discussion of site and migration paths	330.957(s)(2)(A)							

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		Y	N	Y	N			
Site drawing, drawn to scale, which indicates the location of all waste disposal areas, existing structures, creeks, and ponds	330.959(5)(B)(ii)							
Narrative describing modifications to the existing structures including, structural, electrical, mechanical, and gas monitoring	330.959(5)(B)(iii)							
Schedule to install landfill gas monitoring equipment	330.959(5)(B)(iv)							
Sampling and analysis plan as set forth in 330.957(s)(2)(F)	330.959(5)(B)(v)							
Sampling and analysis plan for determining landfill gas components	330.957(s)(2)(F)							
Sample withdrawal equipment and techniques	330.957(s)(2)(F)(i)							
Sampling protocol	330.957(s)(2)(F)(ii)							
QA/QC Sampling plan	330.957(s)(2)(F)(iii)							
Landfill gas analysis as set forth in 330.957(s)(2)(G)	330.959(5)(B)(vi)							
Operational Requirements for an Enclosed Structure Over a Closed MSWLF	330.960							
Copy of registration maintained on-site	330.9601(1)							
Owner shall retain operating record for life of structure	330.9601(2)							
Landfill gas control	330.9601(b) 330.957 330.959							
Owner of structure shall provide equipment for monitoring on-site structures	330.960(b)(1)(A)							
Monitoring on-site structures may include periodic monitoring using probes or continuous monitoring systems	330.960(b)(1)(B)							
Structures located on top of waste area shall be monitored on a continuous basis with audible alarms	330.960(b)(1)(C)							

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		Y	N	Y	N			
Reporting	330.960(b)(2)							
All on-site structures sampled for methane on a monthly basis	330.960(b)(2)(A)							
Reports shall be submitted in triplicate in loose leaf binders to ED	330.960(b)(2)(B)							
Air Criteria	330.960(c)							
Ventilation of CMSWLF and any structures shall be provided in accordance with TCEQ rules and regulations	330.960(c)							
Prevention of ponded water	330.960(d)							
Surface drainage in and around structure shall be controlled to minimize surface water running on, into or off CMSWLF	330.960(e)							
Groundwater monitoring maybe required and in accordance with 330.230-330.242	330.960(f)							
All conduits shall be double containment	330.960(g)							
Recordkeeping requirements	330.960(h)							
Retain all results from gas monitoring and remediation plans	330.960(h)(1)(A)							
All unit design documentation for placement of gas monitoring system and leachate and gas condensate removal or disposal	330.960(h)(1)(B)							
Copies of all correspondence to development permit	330.960(h)(1)(C)							
All documents relation to operation and maintenance of building site	330.960(h)(1)(D)							
Any other documentation	330.960(h)(1)(E)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Development Permit for New Enclosed Structure								
Development Permit Application	330.956(a)							
Part A submitted prior to public hearing								
Part B submitted upon completion of construction								
Special design considerations	330.956(c)							
Site specific concerns that require special design considerations								
Number of copies (3)	330.956(d)							
Preparation with Engineering Act	330.956(e)							
Responsible engineer sign and seal on each sheet of plans and drawings, and title pages as required by Texas Engineering Practice Act	330.956(e)(1)							
Application format	330.956(f)							
Submitted in three ring loose-leaf binders	330.956(f)(1)							
Narrative on 8-1/2 in by 11 in white paper, drawings on no larger than 11 in by 17 in paper	330.956(f)(2)							
All pages numbered and dated	330.956(f)(3)							
Revisions shall have revision date and revised text marked	330.956(f)(4)							
Application Drawings	330.956(g)							
Information legible	330.956(g)(1)							
Drawings submitted at standard engineering scale	330.956(g)(2)							
Drawing shall have:	330.956(g)(3)							
Dated title block	330.956(g)(A)							
Bar scale at least one in long	330.956(g)(B)							
Revision block	330.956(g)(C)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Engineers seal	330.956(g)(D)							
Drawing number and page number	330.956(g)(E)							
Map and drawings shall also have	330.956(g)(4)							
North arrow	330.956(g)(4)(A)							
Reference to base map and date	330.956(g)(4)(B)							
Legend	330.956(g)(4)(C)							
Two longitudes and latitudes	330.956(g)(4)(D)							
Maps shall show the following	330.956(g)(5)							
Prevailing wind direction with wind rose	330.956(g)(5)(A)							
All known water wells within 500 feet	330.956(g)(5)(B)							
Area streams, ponds, lakes, and wetlands	330.956(g)(5)(C)							
Property boundary of site	330.956(g)(5)(D)							
Drainage, pipeline, and utility easements within or adjacent to site	330.956(g)(5)(E)							
Schools, licensed day care facilities, hospitals and other health care facilities within 1,000 feet of boundaries of fill area	330.956(g)(5)(F)							
Match and section lines shall reference the drawing where the match or section is shown	330.956(g)(6)							
Technical Requirements of Part A of Application	330.957							
Title page	330.957(a)(1)							
Name of project								
TNRCC development application number, if known								
Name of applicant								
Location by city and county								
Date part was prepared								
If revision, number and date								

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Signed and sealed								
Table of contents	330.957(a)(2)							
Signed and sealed								
Certification of No Potential Threat to Public Health or Environment	330.957(a)(3)							
Existing conditions summary	330.957(a)(4)							
Condition of final cover	330.957(a)(4)(A)							
Waste characterization	330.957(a)(4)(B)							
Gas Production	330.957(a)(4)(C)							
Potential Environment Impacts	330.957(a)(4)(D)							
Legal Authority	330.957(b)							
Evidence of competency	330.957(c)							
Notice of appointment	330.957(d)							
Notice of coordination	330.957(e)							
Legal description, county, book, volume, and page	330.957(f)(1)							
Platted property	330.957(f)(2)							
Metes and bounds RPLS	330.957(f)(3)							
Metes and bounds drawing RPLS	330.957(f)(4)							
Site drawing drawn to scale indicating waste disposal areas, existing and proposed structures, creeks and ponds	330.957(g)							
Maps shall clearly show boundaries of land under development	330.957(h)							
General location maps prepared by TxDOT with the scale being least one half inch equals one mile	330.957(h)(1)							
General topographic maps (USGS) with scale one inch equals 2000 feet	330.957(h)(2)							
Aerial photograph	330.957(i)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Scale range of one inch equal 1,667 feet to 3, 334 ft								
Area within one mile								
General geology and soils statement, including any known pathways for leachate and landfill gas migration	330.957(j)							
Groundwater and surface water statement, including how any groundwater or surface water will be impacted by development	330.957(k)							
Foundation plans	330.957(l)							
Geomembrane or equivalent shall be installed between slab and subgrade, and a permeable layer of a minimum thickness of 12 inches shall be installed between geomembrane and subgrade	330.957(l)(1)(A)							
Geotextile filter shall be utilized to prevent introduction of fine soil or particulate matter into permeable layer	330.957(l)(1)(B)							
Landfill gas ventilation or active collection system shall be installed consistent with Structures Gas Monitoring Plan	330.957(l)(1)(C)							
Alterations of existing structures are exempt under requirements of paragraph (1) of this subsection	330.957(l)(2)							
May submit request for variance	330.957(l)(3)							
Other plans	330.957(m)							
Grading and drainage	330.957(m)(1)							
Irrigation systems	330.957(m)(2)							
Dimensional Control Plan	330.957(m)(3)							
Relating all existing and proposed enclosed structures								
Locations of all improvements and appurtenances								
Legal description boundary of site and limits of waste disposal area								

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Signed and sealed by RPLS								
Soil tests	330.957(n) 330.953							
Certified copies of notices	330.957(o)							
Notice to real property records	330.961							
Owner of property	330.961(a)							
Former use of land as CMSWLF	330.961(a)(1)							
Legal description of property	330.961(a)(2)							
Notice of restrictions to develop pre Health & Safety Code	330.961(a)(3)							
Name of owner	330.961(a)(4)							
Local Government Official	330.961(b)							
Legal description of property	330.961(b)(1)							
Current owner of tract	330.961(b)(2)							
Notice of tracts former use as MSW LF	330.961(b)(3)							
Notice of restrictions to develop pre Health & Safety Code	330.961(b)(4)							
Notice to Buyers, Lessees, and Occupants	330.962							
Compliance with 330.961(a)	330.962(a) 330.961(a)(3) 330.961(a)(4)							
Owner shall notify lessees and occupants of CMSWLF	330.962(b)							
Land prior use as LF	330.962(b)(1)							
Structural controls in place to minimize danger posed by CMSWLF	330.962(b)(2)							
Lease Restrictions	330.963							
Development in compliance with subchapter	330.963(1)							
Person gives notice to potential lessee of development requirements	330.963(2)							
Closure plan	330.957(p)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Operational requirements	330.957(q)							
Operational requirements for an enclosed structure over a CMSWLF	330.960							
General	330.960(a)							
Landfill gas control	330.960(b)							
Air criteria	330.960(c)							
Ponded water	330.960(d)							
Water pollution control	330.960(e)							
Groundwater monitoring	330.963(f)							
Conduits	330.960(g)							
Recording keeping requirements	330.960(h)							
Site operating plan (SOP)	330.957(r)							
Describe equipment other than monitoring equipment	330.957(r)(1)							
Detailed description of operation the equipment	330.957(r)(2)							
Plan to implement 330.960	330.957(r)(3)							
Structures gas management plan	330.957(s)							
Owner shall ensure the concentration of methane gas does not exceed 20% of LEL in facility structures	330.957(s)(1)(A)							
New enclosed structures shall contain automatic methane gas sensors that trigger audible alarm when methane is greater than 20%	330.957(s)(1)(A)(i)							
Any new structures built over a CMSWLF shall utilized ventilation or active gas extraction and collection system	330.957(s)(1)(A)(ii)							
May suspend if no potential to migrating gas	330.957(s)(1)(B)							
Requirements for a structure gas management plan	330.957(s)(2)							
Discussion of site and migration paths	330.957(s)(2)(A)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Locations of buildings and structures	330.957(s)(2)(A)(i)							
Nature and age of waste and its potential to generate landfill gas	330.957(s)(2)(A)(ii)							
Routes of entry for intrusion of landfill gas into structures	330.957(s)(2)(A)(iii)							
Ignition sources within structures	330.957(s)(2)(A)(iv)							
Location of utility lines or pipelines that cross, adjacent or near CMSWLF	330.957(s)(2)(A)(v)							
Number of people occupying structure and duration of occupation	330.957(s)(2)(A)(vi)							
Depth of final cover over deposited waste	330.957(s)(2)(A)(vii)							
Narrative describing modifications to the existing structures including	330.957(s)(2)(B)							
Structural	330.957(s)(2)(B)(i)							
Electrical	330.957(s)(2)(B)(ii)							
Mechanical	330.957(s)(2)(B)(iii)							
Description of ventilation or active gas collection system to be utilized including engineering drawings and manufacturers specification sheets. Systems must comply with applicable parts of 111.152-115.159	330.957(s)(2)(C)							
Description of landfill gas monitoring equipment to be used in existing and proposed structures, complete with manufactures specification sheets	330.957(s)(2)(D)							
Detailed implementation schedule for installation of gas monitoring equipment	330.957(s)(2)(E)							
Sampling and analysis plan for determining landfill gas components	330.957(s)(2)(F)							
Sample withdrawal equipment and techniques	330.957(s)(2)(F)(i)							
Sampling protocol	330.957(s)(2)(F)(ii)							
QA/QC Sampling plan	330.957(s)(2)(F)(iii)							
Field sampling	330.957(s)(2)(F)(iii)(l)							

DESCRIPTION	REGULATORY CITATION (30 TAC unless noted)	SUBMITTED		TECHNICALLY ADEQUATE		NA	LOCATION OF INFORMATION	COMMENTS
		Y	N	Y	N			
Analytical methods	330.957(s)(2)(F)(iii)(II)							
Quality control samples and methods	330.957(s)(2)(F)(iii)(III)							
Laboratory data reduction	330.957(s)(2)(F)(iii)(IV)							
Documentation required	330.957(s)(2)(F)(iii)(V)							
Complete analysis of the landfill gas to include:	330.957(s)(2)(G)							
Mass balance analysis	330.957(s)(2)(G)(i)							
Trace analysis for hydrogen sulfide, mercaptans, and ammonia	330.957(s)(2)(G)(ii)							
Analysis for volatile organic compounds	330.957(s)(2)(G)(iii)							
Safety and evacuation plan	330.957(t)							
Technical Requirements of Part B of Application	330.958							
Construction plans and specifications of proposed or modified structure shall be prepared and one copy maintained all times during construction								
After completion of structure, one set of as-built construction plans and specifications shall be submitted to executive director and another shall be maintained at permitted development								