Appendix B.1 - General Checklist Forms

These general checklist forms and analytical data sheets have been created to clarify the data that must be collected and to improve consistency in the data received which should lead to reduced staff time for report reviews by excluding what is often extraneous information found in reports. These forms should be utilized when submitting the corresponding reports requested by the Agency. If there is additional information about a site that a tank owner/operator believes it is important for the Agency to know to fully understand the site conditions, nothing precludes them from submitting additional information as a supplement to these forms; however, any additional information provided should be concise. The Agency believes that the forms are self-explanatory; however, a brief description is provided below.

- Document Submittal Form – This one-page document should be submitted with all reports. It is a cover sheet for your report identifying the responsible party and their contact information, basic site information, and the type of report being submitted.

- FastTrack – This is for low impact sites (soils contamination only) where the owner/operator chooses to move forward swiftly with remediation of the site. The owner/operator has discussed this option with the TCAU PM who agrees the site is a good candidate for this process. The FastTrack form must be filled out completely. The following attachments, as applicable, will be required for the form: data tables, soil boring logs and/or soil description, lab analytical, disposal records, etc.

- Initial Abatement Measures and Site Check – This form should be submitted only when requested. The form is typically associated with USTs and may be requested by the Agency to meet requirements of 40CFR280.62. If requested, the form should be filled out completely. A site map(s) is required as part of this submittal. Samples are not generally collected as part of the initial abatement measures and site check; however, if they are then data tables, soil boring logs, lab analytical, etc. are required to be submitted with this form.

- Initial Site Characterization - This form should be submitted only when requested. The form is typically associated with USTs and may be requested by the Agency to meet requirements of 40CFR280.63. If requested, the form should be filled out completely. A site map(s) is required as part of this submittal. Samples are often collected as part of the initial site characterization. If they are then data tables, soil boring logs, lab analytical, etc. are required to be submitted with this form.

- Free Product Recovery Report - The form is typically associated with USTs and may be requested by the Agency to meet requirements of 40CFR280.64. If requested, the form should be filled out completely. Attachments should include a site map and free product recovery sheet which is attached to the form.

- Site Investigation Report – This form is required for both ASTs and USTs as part of the delineation of contamination at a site. The form along with appropriate analytical data tables should be fully completed and all attachments submitted. Attachments will include site map(s), soil borings, monitoring well logs, lab analytical, etc.

- Quarterly Groundwater Monitoring report – This form along with appropriate data tables should be used when submitting a quarterly groundwater monitoring report. The form should be fully completed, and all attachments submitted.

- Data Tables – Anytime analytical data needs to be submitted, the information should be provided in a table. Tables for common contaminants have been prepared for use. In using the tables, it should be noted that if you enter certain data (i.e. sample name, date, etc.) on the first sheet in the Excel file, that data will be pre-populated to the other pages of the data sheet. The cells are not locked, so the user may delete the formulas in the cells and enter the data on each sheet if they so choose. If a table has not yet been developed for your chemicals of concern, the owner/operator may create an appropriate data table and submit it. An owner/operator create table must show at a minimum the following: sample description, sample depth, analytical parameter, units, sample concentration, and the action level.

    - Analytical data tables – Tables for common contaminants (generally related to petroleum sites) along with the appropriate action levels are provided for use in attachments to the above referenced reports. Tier 1 and/or Tier 2 soil tables should be utilized unless there is a WVDEP approved deed restriction in place restricting the site to non-residential usage. Tier 3 can be used if an approved deed restriction is in place.

    - Analytical data table (groundwater) - Tables for common contaminants (BTEX, MTBE, TBA, Chlorides, PAHs, and RCRA metals) along with the appropriate action levels are provided for use in attachments to the above referenced reports.