

**TENNESSEE DEPARTMENT OF
ENVIRONMENT AND CONSERVATION
DIVISION OF UNDERGROUND
STORAGE TANKS**



**SITE CHECK
REPORT GUIDELINES**

August 1996

**Tennessee Department of Environment and Conservation
Division of Underground Storage Tanks
Site Check Report Guidelines**

Instructions:

The Site Check Report (SCR) is due within thirty (30) calendar days after the Responsible Party has been directed by the Division to begin an investigation or thirty (30) calendar days after the work has been completed when attempting to reestablish fund eligibility in accordance with Technical Guidance Document - 013 Fund Eligibility Site Check. The SCR shall contain all data gathered during field activities. Environmental assessment activities and evaluation of the subsurface investigation shall be directed by a registered professional geologist under the Tennessee Geologist Act (*T.C.A. §62-36-101 et seq.*), or a registered professional engineer under the Tennessee Architects, Engineers, Landscape Architects, and Interior Designers Law and Rules (*T.C.A. §62-2-101 et seq.*).

If the SCR has not been submitted by the established deadline, a written request, justifying an extension shall be submitted to the appropriate field office by the deadline. The extension is not automatic and enforcement actions may be taken to insure prompt compliance with established deadlines. Failure to meet established deadlines may place the responsible party out of substantial compliance and may result in the loss of fund coverage.

Each section of the SCR shall be prepared and assembled in the order presented within these guidelines. Text shall be provided explaining the associated tables and maps. All maps and tables shall be in the appropriate section, not in appendices. All maps shall be on 8.5 x 11 or 11 x 17 inch paper and contain at a minimum a north arrow, legend, scale bar, and figure number. These guidelines are intended to provide a structured outline. Any information that is not specifically requested but is relevant to the project shall also be included. The preparer shall assemble the required information in each section so as to provide a comprehensive final document. All pages of the report, including the tables and figures, shall be consecutively numbered. Each section and subsection heading shall be clearly printed in the report. A table of contents shall be provided listing the location of all sections, maps, tables, and appendices.

All correspondence, reports, laboratory analysis sheets, etc. shall contain the TN UST Facility ID Number. A copy of all correspondence and reports shall be submitted to the UST central office and the appropriate field office. Photostatic copies of the laboratory analysis sheets are not acceptable unless the originals have previously been submitted in another report.

A. Site Location

1. Provide a vicinity map showing the site location including all streets, buildings, subsurface structures and utilities within one-tenth (0.1) mile from the site.
2. Provide a scaled site map including tank line, and dispenser locations, underground utilities, soil borings and monitoring wells, etc. Indicate former tank systems with a dashed line.

B. Soil Investigation

1. Soil Boring Results

- a. If TGD - 012 or TGD - 013 were not used to conduct the site check, describe the rationale in selecting all soil sampling points. (Note: The sampling locations shall be where contamination is most likely to be present.)
- b. Describe the methods used to drill and sample all soil borings.
- c. Provide detailed boring logs in accordance with TGD - 006 Standard Drilling Log, in an appendix. If TGD - 013 Fund Eligibility Site Check is being performed it is not necessary to provide the boring logs.

2. Analytical Results

- a. Provide all soil analytical results in a table containing the following information:
 - i. Boring number or location of additional sampling points;
 - ii. Date sample was collected;
 - iii. Sample depth;
 - iv. Parameter (i.e. Benzene, Toluene, Xylenes, Ethylbenzene, MTBE, GRO, DRO, and TPH); and,
 - v. Unit of measurement (Parts Per Million, PPM).
- b. Provide all laboratory analysis and chain of custody sheets in an appendix. All laboratory analysis sheets shall include the following, at a minimum:
 - i. The TN UST Facility ID Number;
 - ii. Boring number or location of additional sampling points;
 - iii. Date sample was collected;
 - iv. Date sample analyzed;
 - v. Sample depth;
 - vi. Parameter (i.e. Benzene, Toluene, Xylenes Ethylbenzene, MTBE, GRO, DRO and TPH);
 - vii. Unit of measurement (Parts Per Million, PPM);
 - viii. Analytical method; and
 - ix. Authorized laboratory signature.

Photostatic copies of the laboratory analysis sheets are not acceptable unless the originals have previously been submitted in another report.

3. Soil Contaminant Map

Provide two (2) scaled plan view maps, one showing the horizontal extent of benzene contamination and the other map showing the horizontal extent of TPH contamination. Include the location of tanks, product and vent lines, dispensers, underground utilities, soil borings and monitoring wells (properly labeled and including soil contaminant concentrations), etc. Indicate former tank systems with a dashed line.

C. Ground Water Investigation

1. Provide a water level table containing the following, at a minimum:

- a. Monitoring well number;
- b. Date measured ;
- c. Total depth of well;
- d. Top of casing elevation relative to MSL;
- e. Depth from top of casing to free product;
- f. Depth from top of casing to water;
- g. Thickness of free product;
- h. Potentiometric surface elevation relative to MSL; and,
- i. Adjusted potentiometric surface elevation relative to MSL.

2. Monitoring Well Construction

- a. If TGD-012 or TGD-013 were not used to conduct the site check, describe the rationale in selecting all ground water sampling points. The sampling locations shall be where contamination is most likely to be present.
- b. Describe the monitoring well installation procedures.

3. Well Development

Describe the procedures used to develop all monitoring well(s). Provide a description of how the development water was managed.

4. Monitoring Well Sampling

Describe the procedures used to sample all monitoring well(s) including purging, sampling, and chain of custody protocols.

5. Analytical Results

- a. Provide all ground water analytical results in a table containing the following information:
 - i. Monitoring well number or location of additional sampling points;
 - ii. Date sample was collected;
 - iii. Parameter (i.e. Benzene, Toluene, Xylenes, Ethylbenzene, MTBE, GRO, DRO, and TPH.); and,
 - iv. Unit of measurement (Parts Per Million, PPM).

Provide all laboratory analysis sheets in an appendix. Label and reference all appendices. Include the TN UST Facility ID Number on all laboratory analysis sheets. A copy of the chain of custody sheets shall also be in the appendix.

- b. Provide all laboratory analysis and chain of custody sheets in an appendix. All laboratory analysis sheets shall include the following, at a minimum:
- i. The TN UST Facility ID Number;
 - ii. Monitoring well number or location of additional sampling points;
 - iii. Date sample was collected;
 - iv. Date sample analyzed;
 - v. Parameter (i.e. Benzene, Toluene, Xylenes, Ethylbenzene, MTBE, GRO, DRO, and TPH);
 - vi. Dilution factor;
 - vii. Unit of measurement (Parts Per Million, PPM);
 - viii. Analytical method; and
 - ix. Authorized laboratory signature.

Photostatic copies of the laboratory analysis sheets are not acceptable unless the originals have previously been submitted in another report.

E. Signature Page (To be completed only if this report is not submitted with the Initial Abatement Report.)

A signature page, as shown below shall be attached to the SCR. The page shall be signed by the owner/operator (or authorized representative within the organization) and a registered professional geologist under the Tennessee Geologist Act (*T.C.A. §62-36-101 et seq.*), or a registered professional engineer under the Tennessee Architects, Engineers, Landscape Architects, and Interior Designers Law and Rules (*T.C.A. §62-2-101 et seq.*).

We, the undersigned, certify under penalty of law, including but not limited to penalties for perjury, that the information contained in this report form and on any attachments, is true, accurate and complete to the best of our knowledge, information, and belief. We are aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for intentional violations.

Owner/Operator (Print name) Signature Date

Title

P.E. or P.G. (Print name) Signature Date

Tennessee Registration #

Note: Each of the above signatures shall be notarized separately with the following statement.

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me by _____ on this date

_____. My commission expires _____.

Notary Public (Print name) Signature Date

Stamp/Seal