

**REPORT FORMATS**

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**7.1 FORMATS FOR REPORTS TO NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION****7.1.1 Monthly and Annual Reports:**

The NYCDEP will submit monthly reports, which will be submitted within 45 days of each specified reporting period. The monthly report should include the following:

1. The NYSDEC site identification number, plus the municipality and the county, in the title of the report
2. A description of the on-line performance of the treatment system such as the flare and the leachate force-main, this includes:
  - The number of days the system was run for the reporting period
  - The gallons/cubic feet processed for the time period and the cumulative total for this process
  - The average high and low flows per day
3. A map showing sampling well locations, and significant analytical values at sampling locations. This will only include detected compounds along with applicable standards and with any exceedances highlighted
4. A description of routine maintenance and inspection forms
5. A description of breakdowns and /or repairs along with an explanation for any significant downtime and
6. Comments, conclusions and recommendations based on an evaluation and resolution of performance problems.

Monthly reports are provided by the OM&M contractor and detail activities, results, and problems identified for the reporting month. A copy of this report will be provided to NYSDEC for review. Annual reports are reported in the form of a narrative on the status of operations, highlighting items of significance that occurred in the reporting year.

The reports can include information derived from the following sources:

- Monthly Inspection Checklist – Miscellaneous Systems (Form MS-1 Vol. III Sec.8)
- Groundwater Monitoring Wells and Pieziometers (Table 2-1 Vol. I Sec.2)
- Monitoring Wells and Points (Table 6-1 Vol. III. Sec.6)
- Analytical Schedules (Table 6-2 6-1 Vol. III. Sec.6)
- Reported Monitoring Well Samples Concentrations (Table 6-3 6-1 Vol.III Sec.6)
- Target Compound List (TCL) and Contract Required Quantitation Limits (CRQL) (Table H-1 App. H Vol. III )
- Inorganic Target Analyte List (TAL) Contract Required Detection Limit (Table H-2 App. H Vol. III)
- There are Groundwater Elevation Log Sheets (See Table I-1 App. I Vol. III)
- Groundwater Elevation Calculation Sheets (Table I-2 App. I Vol. III)
- Quarterly Sampling Event Log Sheets that monitor groundwater samples, surface water samples and leachate samples. (See Table I-3 App. I Vol. III)
- Quarterly Groundwater Sampling Log Sheets (Table I-4 App. I Vol. III)
- Quarterly environmental laboratory analysis of the monitoring wells with data gathered in the form of a table. (See Table I-5 App. I Vol. III)
- Inspection and Preventive Maintenance Groundwater/Leachate Management System Estimated Minimum Annual Labor Hours (Unit Cost Information) Table GWL-1 (App B Vol. III)
- Maintenance Repair Logs (Figure 5-1Form RL-1 Vol. I Sec. 5)
- Health and Safety Incident Reports (Figure 4-3 Vol. I Sec 4.)
- Required Analysis Table C-2 (App. C Vol. III)

#### **Inspection Checklists**

#### **Page No.**

- Weekly (Twice per Week) Checklists
  - Form GWL-1 - Groundwater/Leachate Management System A-1 - A-4
  - Form LFG-1 - Landfill Gas Management System
- Monthly Checklists
  - Monthly Inspection Cover Sheet A-6
  - Form FCS-1 - Final Cover System A-7

– Form SMS-1 - Stormwater Management System - Stormwater Drainage Ditches	A-8
– Form SMS-2 - Stormwater Management System - Manholes and Baffled Outlets	A-9
– Form SMS-3 - Stormwater Management System - Sedimentation Ponds	A-10
– Form GWL-2 - Groundwater/Leachate Management System, Manholes and Sumps	A-11
– Form LFG-2 - Landfill Gas Management System, Monthly Monitoring Plan	A-12
– Form AS-1 - Ancillary Systems	A-13
• Quarterly Checklists	
– Form GWL-3 - Groundwater/Leachate Management System, Monitoring Wells	A-14
– Form LFG-3 - Gas Collection System Belowground Piping	A-15
• Form DP-1 Description of Deficiencies and Problem	A-16

### 7.1.2 Yearly Reports:

Information is provided in the yearly report from detailed results summarized from data gathered from the monthly reports, with a goal to identify trends.

The annual report which summarizes all of the monitoring reports and documents the results, conclusions and recommendations of the annual project evaluation will be submitted, within 90 days of the final sampling event of the year. The annual report must include all the requirements for an interim monitoring report as specified as well as the following:

1. A location map.
2. A site map
3. Additional Figures such as groundwater contour or contamination contour maps, which summarize the findings
4. A brief description of the applicable standard test methods run

5. All quarterly or semiannual data with relevant comments and conclusions
6. Comments, conclusions and recommendations based on an engineering evaluation of the information included in the report, which must be prepared by a Professional Engineer
7. All interim O, M & M reports and annual reports will be a bound, written report of findings or an equivalent, in electronic format (i.e., compact computer disks (CD's) acceptable to the DER.

It should be noted that the DER would require a statistical analysis of the data to establish or verify a trend. The method to be used is to be approved by the DER prior to data analysis. This would be done in order to develop an understanding of the effectiveness of the remedy and to begin to identify any trends with regard to the achievement of remedial objectives.

#### **7.1.3 Five Year Reports:**

The five-year reports are a compilation of data from yearly reports. If there is no change or additional data that comes from analysis of results then five-year reports are similar to yearly reports with a goal to identify long-term trends. The 5-year report will be similar to the annual reports but will, in addition, identify long-term trends based on statistical analysis of the accumulated data.