The following are the minimum requirements for the content and form required for all Site Assessment/Closure Reports submitted to the Tacoma-Pierce County Health Department. Please reference the General Provisions of the Model Toxics Control Act Cleanup Regulation, Chapter 173-340 WAC, Part VIII for additional guidance.

Content and Form Requirements

1) Site diagram:
   a) Provide the location of the site and indicate orientation with a North arrow.
   b) Identify the exact location of the spill or release in relation to structures, property lines, utilities, etc. with a depiction of the affected area.

2) Source removal information:
   a) List the dimensions (length, width, depth) of any soil excavation and the volume of soil removed.
   b) Depict the excavation area on a site map.
   c) Describe the observed conditions of the excavated material and the resulting excavation.
   d) Describe the soil type(s) encountered.
   e) List the depth at which groundwater is encountered, if applicable.
   f) Describe the proximity of the excavation to groundwater and/or surface water.

3) Sample information:
   a) Indicate the exact location of all samples, including depth, and depict the sample locations together with sample identification on a site map.
   b) Provide information on field instrument readings, odors noted, sheen or discoloration observed.
   c) Indicate and describe sampling method (e.g. backhoe, hand tool, etc.) and procedure. Please note required changes in soil sampling methodology for gasoline and volatile organic compounds as detailed in Ecology’s Implementation Memorandum #5, effective June 22, 2004.
   d) Indicate the type of samples (composite or discrete) and matrix (soil or water).
   e) Describe quality control and chain of custody procedures.
   f) Indicate parameters sampled for and provide rationale.

Sampling related to petroleum releases must comply with Table 830-1 in the Model Toxics Control Act Cleanup Regulation, Chapter 173-340 WAC, as amended February 12, 2001. The number of samples required to establish achievement of clean limits in an excavation are dependent on site conditions and size of the excavation, standard protocol includes 4 sidewall and 1 bottom sample. Discrete soil samples are required. Soil samples should be collected from areas where contamination is most likely to remain.

4) Provide name and address of analytical laboratory used. Please note that only results from laboratories accredited to perform the pertinent analyses will be accepted. In addition, the practical quantitation limit must be below the MTCA Cleanup Level for the results to be useful.

5) Provide table of analytical results, combined with a discussion of the significance of the data. Include analytical methods used. Attach copies of lab reports including any discussion of data quality.

6) Specify if the excavation was backfilled and/or the disposition of the excavated soils.

7) Proof of proper soil disposal must be provided in the form of receipts from the receiving facility; include any analytical results for the excavated soil used in justification of the soil’s waste classification.

8) Provide both conclusions and recommendations on any further action needed.

9) The report should be written so it can stand alone.

Reports that do not meet these minimum requirements will be considered insufficient to recommend No Further Action to the Department of Ecology. Additional requirements may be issued, depending on the technical nature of the site being assessed.

NOTE: Site Assessment/Closure Reports must be submitted within 60 days of the completion of site work.

If you have any questions, please contact the Health Department at (253) 798-2891.