



Quarterly Site Inspections

Standard Operating Procedure

WASTE
REDUCTION
& DISPOSAL
DIVISION

Inactive Landfill Maintenance

Waste Discharge Requirements (WDR's) issued by the Regional Water Quality Control Board (RWQCB) for inactive landfill sites require that quarterly site inspections be performed and results reported semi-annually. The following SOP will ensure that this requirement is complied with and that necessary reporting is made.

Guidelines:

1. At least once each quarter Inactive Landfill field staff shall visit all inactive landfill sites to complete a visual site inspection. This includes inspection of all drainage devices to evaluate the adequacy of existing best management practices. **Note:** Record your findings, sign and date on the *Quarterly Site Inspection (QSI) form* which you can download from the EMS website in the Forms Section under Inactive Landfills.
2. Scan the form for inclusion in the electronic folder located on the Division shared (S) drive under Site Inspections and file the hard copy in the Division's central records library.
3. Ensure the Inactive Landfill Supervisor is aware of any identified deficiencies so s/he can determine and prioritize any work required to affect repairs.
4. The Groundwater Program Manager shall include a copy of the applicable completed QSI forms in all semi-annual and annual groundwater reports submitted to the RWQCB.
5. The Inactive Landfill Supervisor shall include a copy of the applicable QSI forms in all National Pollution Discharge Elimination System (NPDES) and Urban Runoff Management Program (URMP) reports submitted to the RWQCB.

Benefit of Compliance to Instruction:

- Maintain compliance with permit conditions
- Reduces maintenance costs and by identifying and correcting problems early

Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agencies
- Non-conformance to Environmental Policy and ISO 14001 Standard

Environmental Management System (EMS) –ISO 14001

PROCESS MAP #: SM-1.0

Reviewed by: Michael D. Thompson, *Project Officer II*, Ray Purtee, *Senior Mechanical Engineer*

Approved by: Kip Sturdevan, *Deputy Environmental Services Director, WRAD*

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