



## **Instructions for Completing the TCEQ Remediation Division Correspondence Identification Form (TCEQ-20428)**

1. Check the setting of your Macro Security Level in MS Word. To run properly, set the Macro Security Level to Medium at a minimum. To set your Macro Security Level in MS Word: Click on the Tools Menu, click on Macro, click on Security, and set the security level to Medium.
2. Open (double-click) the electronic file titled “TCEQ Remediation Division Correspondence Identification Form.”
3. Upon opening the file, the user will be asked to enable or disable macros. Please click the “Enable Macros” button. If the user clicks the “Disable Macros” button the form will not work.
4. Once opened, the user will be presented with the layout of the TCEQ Remediation Division Correspondence Identification Form. The form is laid out into three sections. The top section is titled “Site & Program Area Identification”, the middle section is titled “Document(s) Identification”, and the bottom section is titled “Contact Information”. Please start at the top section and work your way down to the bottom section.
5. On the left side of the top section, type in site name, address, city, and zip code. Next, select the county from the drop-down list, and the corresponding TCEQ Region will appear in the box below.
6. On the right side of the top section, you must answer the question “Is This Site Being Managed Under A State Lead Contract”. Click the box next to the corresponding answer. A message box will appear at this point informing the user that the form is generating the appropriate drop-down lists and other necessary information related to the selected check box. The message box should disappear automatically. If the message box does not disappear, you may click the red “X” at the top right corner of the message box. The appropriate Program Areas (e.g. IHW Corrective Action, Petroleum Storage Tank, Superfund, etc.) will be generated in the drop-down list in the box below.
7. In the Program Areas text box, use the down arrow at the far right of the text box to activate the drop-down menu. Select the appropriate Remediation Division Program Area from the drop-down list. A message box will appear at this point informing the user that the form is generating the appropriate drop-down lists and other necessary information related to the particular Section selected. The message box should disappear automatically. If the message box does not disappear, you may click the red “X” at the top right corner of the message box. Upon selection of a Program Area, the corresponding TCEQ Mail Code will appear in the box below.
8. You must answer the question “Is This A New Site To This Program Area?” Click the box next to the corresponding answer. Please refer to the options below to determine what to do for each corresponding answer:
  - a. Selecting “No”:

- i. It is assumed that in selecting this answer, the site has been assigned an appropriate Program Area ID Number such as an IHW Corrective Action ID No., IOP No., LPST No., Superfund No., or VCP No. Please enter the appropriate information in the blank box(es) below. If a field says "--Leave This Field Blank--", then do not enter any information in this box. After entering the required information, go to Step 8.
  - b. Selecting "Yes":
    - i. For the LPST Program Area: A message box will appear. Please either enter the LPST No. for the site or check the box indicating "LPST No. Not Applicable or Not Yet Assigned." In addition, please either enter the Facility ID No. or check the box indicating "Facility ID No. Not Yet Assigned". Finally, click the button "Return To Form". The information you entered in the message box will be transferred to the corresponding boxes on the form. You are ready to go to Step 8.
    - ii. For the Dry Cleaner Remediation Program, IHW Corrective Action, IOP, Superfund, and VCP Program Areas: A message box will appear. The user will be asked to determine whether or not a TCEQ Core Data Form has been completed and submitted to the TCEQ for this site. In addition, the user will have the option to immediately download the TCEQ Core Data Form from the TCEQ website and save it to their computer for completion. Selecting any one of the 3 options presented at this screen will direct the user to Step 8 of these instructions. Please note that selection of option 3 requires a connection to the internet. The information corresponding to each button will be transferred to the appropriate boxes on the form. You are ready to go to Step 8.
9. Focus your attention to the middle section titled "Document(s) Identification." This section will allow you to select the appropriate document name(s) you intend to submit. Please note that a maximum of 5 reports/documents may be included with one TCEQ Remediation Division Correspondence Identification Form. If submitting more than 5 reports/documents, please complete additional TCEQ Remediation Division Correspondence Identification Forms as necessary.
  - a. On the left side of the section, use the down arrow at the right of the text box to activate the drop-down menu for the "PHASE OF REMEDIATION". Select the phase of remediation that most closely represents the phase of remediation that is associated with the particular report/document being submitted. For example, if submitting an Affected Property Assessment Report, select "ASSESSMENT"; if submitting a Self Implementation Notice, select "REMEDIATION". If submitting a report/document that is not related to an actual phase of assessment but is more administrative in nature, such as a Program Application, Request for an Extension, Response to Comments, or a Status Report, please select "MISCELLANEOUS". For a listing of all document names categorized by the specific phase of the corrective action process, please refer to the "GLOSSARY OF DOCUMENT NAMES".
  - b. On the right side of the section, use the down arrow at the right of the text box to activate the drop-down menu for the "DOCUMENT NAMES". Select the Document Name from the available drop-down list. Again, for a listing of all document names categorized by the specific phase of the corrective action process, please refer to the "GLOSSARY OF DOCUMENT NAMES". After all Phases of Remediation and Document Names have been selected, go to Step 9.
10. Focus your attention to the bottom section titled "Contact Information." Enter all required contact information in the fields indicated.
11. Please review your form for accuracy and completeness. If any changes to the form are necessary, please feel free to go back to the corresponding Step in these instructions to edit your information. Please print the form now and attach it to the front of the submittal.

# GLOSSARY OF DOCUMENT NAMES

Below is a listing of all the document names submitted to the Remediation Division. Each document name is followed by a definition or explanation of the document type. Included within some of the definitions are links to website addresses to applicable rules, forms, guidance documents, interoffice memorandums, spreadsheets, or other websites to further enhance the understanding of corrective action activities conducted under the oversight of the TCEQ Remediation Division.

The glossary is categorized into six categories. Each of the six (6) categories represents a specific phase of the corrective action process. The six categories are:

## **PRE-ASSESSMENT PHASE**

## **ASSESSMENT PHASE**

## **REMEDICATION PHASE**

## **CLOSURE PHASE**

## **POST – CLOSURE CARE PHASE**

## **MISCELLANEOUS**

The document names are listed in alphabetical order within each category. The applicable Remediation Division program area(s) are indicated in parenthesis at the end of each definition. The eight (8) Remediation Division program areas are: Brownfields Site Assessment (BSA), Brownfields State Lead (BSL), Dry Cleaner Remediation Program (DCRP), Industrial & Hazardous Waste Corrective Action (IHWCA), Innocent Owner/Operator Program (IOP), Petroleum Storage Tank (PST), Superfund (SF), and Voluntary Cleanup Program (VCP). If no program areas are listed for a document name, then it is understood that the document name applies to all eight program areas.

## **PRE-ASSESSMENT PHASE**

1. **ACCESS AGREEMENT:** A legal document signed by property owner(s) granting access for State Lead contractors or environmental consultants to the on-site property or surrounding properties for the purpose of conducting field activities. (BSA, BSL, DCRP, PST, SF)
2. **ACCESS ASSISTANCE:** A request to the TCEQ for off-site access assistance due to difficulties encountered when negotiating with property owners to reach an access agreement. Access agreements are necessary when continuing the assessment off-site to determine if the contaminated media extends past the site's property boundary. (BSA, BSL, DCRP, IHWCA, PST, SF, VCP)
3. **INVESTIGATION PLAN:** A plan to investigate the potential release of chemicals of concern (COCs) to environmental media. (IOP)
4. **INVESTIGATION PLAN REVISION:** Revisions or addendums to an investigation plan. (IOP)
5. **NOTICE OF RELEASE:** Notification to the TCEQ within 24 hours of identification of a new release of contaminants into the environment. (IHWCA Only)
6. **NOTICE OF SAMPLING OR FIELDWORK:** Notification to the TCEQ Remediation Division at least 14 days in advance before conducting any field activities at a site. (IHWCA, VCP)

7. **NOTIFY ADJACENT PROPERTY OWNERS:** If it's suspected that contamination from the release has migrated off-site, the responsible party must notify the affected landowner(s) within 30 days of becoming aware of a documented impact. (PST Only)
8. **PHASE I SITE ASSESSMENT:** Initial site evaluations. Typically, a search of records, maps, and historical evidence/knowledge from former employees. (BSA, IOP, PST, VCP)
9. **PHASE II SITE ASSESSMENT:** Phase II is an extension of Phase I and may include media sampling for a more focused assessment based on what was discovered in Phase I. (BSA, IOP, PST, VCP)
10. **PRE-REMEDIAL INVESTIGATION REPORT:** Any report completed prior to the formal start of the Remedial Investigation (RI) planning phase. These reports may include site inspection, site evaluation or data assessment reports. (SF Only)
11. **RCRA PUBLIC NOTICE:** Formal public notice of substantial changes at RCRA permitted hazardous waste management facilities. (IHWCA Only).
12. **RECEPTOR SURVEY:** A report to document public or private drinking water supply within 0.5 mile radius beyond the site boundary. The report also documents a records survey of water wells within the coverage area and a 500 foot visual receptor survey to locate water wells that were not identified during the records survey and to confirm the information obtained during the records survey. The report is not TWC §26.408 specific. (IHWCA, DCRP, PST, SF, VCP)
13. **RELEASE DETERMINATION REPORT ([RDR - TCEQ-0621](#)):** A report documenting the results of an investigation from a suspected or confirmed release or the results of permanent removal from service or a repair of a tank system or its components. This form must be completed within 20 days after release confirmation. For further guidance, please refer to [RG-411](#), *Investigating and Reporting Releases from Petroleum Storage Tanks (PSTs)* and [IOM-073103](#), *Sample Handling and Preservation Procedures; Collection Procedures for Groundwater Samples*. (BSA, PST, VCP)
14. **RESPONSE TO COMMENTS:** A technical response addressing a TCEQ correspondence.
15. **SITE INVESTIGATION REPORT (SIR):** A report containing a sufficient amount of information for the TCEQ to make a determination that the IOP Applicant is innocent of the release of contaminants discovered on the property. For further guidance, please refer to the [Site Investigation Report Checklist](#). (IOP Only)
16. **SITE INVESTIGATION REPORT (SIR) REVISION:** Revision or addendum to the Site Investigation Report (SIR). (IOP Only)
17. **SITE SPECIFIC QUALITY ASSURANCE PROJECT PLAN (QAPP):** A site specific QAPP is a formal document describing in comprehensive detail the necessary quality assurance (QA), quality control (QC), and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. A QAPP presents the steps that should be taken to ensure that environmental data collected are of the correct type and quality required for a specific decision or use. It presents an organized and systematic description of the ways in which QA and QC should be applied to the collection and use of environmental data. A QAPP integrates technical and quality control aspects of a project throughout its life cycle, including planning, implementation, assessment, and corrective actions. (SF Only)
18. **STATE LEAD WORK ORDER AMENDMENT PROPOSAL:** A proposal to modify or revise a currently approved work plan. (BSA, BSL, DCRP, PST)

19. **STATE LEAD WORK ORDER PROPOSAL:** A proposal to conduct field activities. (BSA, BSL, DCRP, PST)
20. **TANK CLOSURE:** A report documenting the removal or properly abandoning in place petroleum storage tanks. (BSA, PST, VCP)
21. **TRRP 350.55 NOTIFICATION:** Owners and tenants of affected property (including leased lands, off-site properties, easement/franchise area, municipal or private utility right-of-way, etc.) must be notified of the availability of any sampling data, evidence, or historic information that indicates the property likely contains COCs in excess of Tier 1 residential human health PCLs. The notification must also provide the critical PCL values for the applicable land use classification. (BSA, IHWCA, VCP)

## **ASSESSMENT PHASE**

1. **ACCESS AGREEMENT:** A legal document signed by property owner(s) granting access for State Lead contractors or environmental consultants to the on-site property or surrounding properties for the purpose of conducting field activities. (BSA, BSL, DCRP, PST, SF)
2. **ACCESS ASSISTANCE:** A request to the TCEQ for off-site access assistance due to difficulties encountered when negotiating with property owners to reach an access agreement. Access agreements are necessary when continuing the assessment off-site to determine if the contaminated media extends past the site's property boundary. (BSA, BSL, DCRP, IHWCA, PST, SF, VCP)
3. **AFFECTED PROPERTY ASSESSMENT REPORT ([APAR – 10325/APAR](#)):** A report on the entire area (i.e., on-site and off-site; including all environmental media) which contains releases of chemicals of concern at concentrations equal to or greater than the assessment level applicable for residential land use and groundwater classification. The APAR is the investigation and assessment report required under Chapter 350. For further guidance, please refer to [TRRP-12](#), *Affected Property Assessment Requirements*. (BSA, BSL, DCRP, IHWCA, VCP)
4. **AFFECTED PROPERTY ASSESSMENT REPORT (APAR) REVISION ([APAR Revision – 10325/APAR](#)):** Revision or addendum to the Affected Property Assessment Report. (BSA, BSL, DCRP, IHWCA, VCP)
5. **ANNUAL GROUNDWATER MONITORING REPORT:** A report which documents all the groundwater monitoring sampling and gauging events for the year. The report provides a discussion of any significant changes that may have occurred in the subsurface conditions. The report usually contains a Report Summary, Chronology of Events, Tables and Maps, Conclusions and Recommendations, QA/QC Procedures and Appendices. For further guidance, please refer to [RG-14](#), *Soil and Groundwater Sampling and Analysis*; [RG-43](#), *Groundwater Monitoring and Reporting*; [IOM-073103](#), *Sample Handling and Preservation Procedures*; *Collection Procedures for Groundwater Samples*; [IOM-011001](#), *Standard Operating Procedure for Evaluation of Costs of Sampling & Analysis of Groundwater Samples for Monitor Wells with Water Levels Above the Top of the Wellscreen* and [IOM-051801](#), *Guidelines for Sampling Domestic Water Wells for Petroleum Storage Tank Contaminants*. (PST Only)
6. **AQUIFER TEST REPORT:** A report documenting the results of an aquifer yield test to lend support to groundwater classification and/or remedial technologies for a site. The report shall include Remedial Technology Screening Form ([TCEQ-0695](#)), narrative description of field work, site diagrams, field measurements, well plots, analysis of field data, summary of design parameters, photographs, completion details of wells used during test and waste manifests. (PST Only)

7. **DATA USABILITY SUMMARY REPORT:** A report based on data review of analytical results and evaluation of associated field notes. The report shall include summary tables of data that include data qualifiers resulting from the data review being performed. (PST Only)
8. **DRINKING WATER SURVEY REPORT – EXPEDITED REVIEW ([TWC §26.408](#)):** A Drinking Water Survey Report submitted in response to TCEQ’s determination of an impact or imminent threat to a water well. The Expedited Drinking Water Survey Report must be submitted to the TCEQ within 20 days of discovery of an impact or imminent threat to a water well. (BSA, BSL, DCRP, IHWCA, PST, SF, VCP)
9. **DRINKING WATER SURVEY REPORT ([TWC §26.408](#)):** A report to document the availability of a public water supply (PWS) within 0.5 mile radius beyond the known extent of groundwater contamination and to identify the properties that are not serviced by or connected to an existing public water supply. The report also documents a records survey of water wells within the coverage area, a 500 foot visual receptor survey, and if warranted by the records search, a 0.25 mile door-to-door survey to locate water wells that were not identified during the records survey and to confirm the information obtained during the records survey. (BSA, BSL, DCRP, IHWCA, PST, SF, VCP)
10. **DRINKING WATER SURVEY REPORT REVISION ([TWC §26.408](#)):** Revision or addendum to the TWC §26.408 Drinking Water Survey. (BSA, BSL, DCRP, IHWCA, PST, SF, VCP)
11. **DRINKING WATER SURVEY RESPONSE:** A response to a request from the TCEQ to perform the TWC §26.408 Drinking Water Survey. (BSA, BSL, DCRP, IHWCA, PST, SF, VCP)
12. **ECOLOGICAL (ECO) RISK PLAN:** A plan to conduct a comprehensive Tier 2 or Tier 3 risk assessment for ecological receptors (not for human health). For further guidance, please refer to <http://www.tceq.state.tx.us/remediation/eco/eco.html>. (DCRP, IHWCA, VCP)
13. **ECOLOGICAL (ECO) RISK REPORT:** A report providing the risk assessment results of a Tier 2 or Tier 3 ecological risk assessment. (BSA, BSL, DCRP, IHWCA, VCP)
14. **EXPLOSIVE VAPOR ASSESSMENT REPORT:** A report summarizing vapor sampling protocol and conclusions/recommendations for additional corrective action. Attachments shall include Worksheet 9.0 and Attachment 11 of the Assessment Report Form ([TCEQ-0562](#)). A separate Vapor Report is not necessary when an Assessment Report Form ([TCEQ-0562](#)) is submitted at same time. (PST Only)
15. **FEASIBILITY STUDY TECHNICAL MEMO OR REPORT:** A memo or report outlining the mechanism for the development, screening, and detailed evaluation of alternative remedial actions at a site. For further guidance, please refer to <http://www.epa.gov/superfund/cleanup/rifs.htm>. (SF Only)

### **FIELD ACTIVITY REPORT:**

1. **DCRP** – A report that summarizes the data collected and activities performed during a specified phase of field effort at a dry cleaning facility or a Brownfields site. Information and data included in this report should be formatted for incorporation in an Affected Property Assessment Report. (BSA, BSL, DCRP)
2. **PST** - A report ([FAR - TCEQ-0017](#)) used to document field activities associated with monitor well replacement or Remediation Action Plan (RAP) implementation (system installation or system modifications). For further guidance, please refer to [RG -14](#), *Soil and Groundwater Sampling and Analysis*; [RG-19](#), *Soil Boring and Monitor Well Installation* and [IOM-073103](#), *Sample Handling and Preservation Procedures; Collection Procedures for Groundwater Samples*. (PST Only)

3. **GROUNDWATER (OR OTHER MEDIA) MONITORING PLAN:** A plan associated with long term monitoring. Groundwater monitoring is the most common activity reported. However, the plan can also involve long-term monitoring of all media (e.g., vadose zone soils, surface water, air) and operation and maintenance activities (e.g., groundwater remediation, landfill caps, any engineering or institutional control). (DCRP, IHWCA, PST, SF, VCP)
4. **GROUNDWATER (OR OTHER MEDIA) MONITORING REPORT:** A report associated with long-term monitoring. Groundwater monitoring reports are the most common. However, long-term monitoring of any media conditions (surface water or vapor), operation and maintenance activities, or engineering/institutional controls are also reported. (BSA, BSL, DCRP, IHWCA, SF, VCP)
5. **GROUNDWATER (OR OTHER MEDIA) MONITORING REPORT REVISION:** An addendum or revision to a groundwater (or other media) monitoring report. (DCRP, IHWCA, VCP)
6. **GROUNDWATER CLASSIFICATION REPORT:** A report demonstrating that groundwater can be designated as Class 2 or Class 3 or a non-groundwater bearing unit (GWBU). By default, groundwater is designated Class 1 unless it can be demonstrated otherwise. TRRP groundwater classifications are discussed in §350.52. For further guidance, please refer to [RG-366 - TRRP-8, Groundwater Classification](#). (DCRP, IHWCA, VCP)
7. **GROUNDWATER OR SURFACE WATER MODELING REPORT:** A report presenting the methodology used and results of fate and transport modeling for groundwater and/or surface water in order to ensure the receptor is protected. (SF Only)
8. **INTERIM ASSESSMENT REPORT:** A technical memo, letter, or report of technical findings or technical recommendations discovered during the assessment of a site. Examples include aquifer testing, summary of field activities, laboratory data, survey reports, drawings. (SF Only)
9. **INVESTIGATION PLAN:** A plan to investigate the potential release of chemicals of concern (COCs) to environmental media. (BSA, IHWCA, VCP)
10. **INVESTIGATION PLAN REVISION:** Revisions or addendums to an investigation plan. (BSA, VCP)
11. **INVESTIGATION REPORT:** An investigation report (other than a Phase II Assessment Report, Affected Property Assessment Report (APAR) or a Risk-Based Assessment Report (RBA)) documenting a potential release of chemicals of concern (COCs) to environmental media. (BSA, IHWCA, PST, VCP)
12. **INVESTIGATION REPORT REVISION:** An addendum or revision to an investigation report. (BSA, IHWCA, PST, VCP)
13. **MONITOR WELL NETWORK MODIFICATIONS:** The installation, plugging and abandonment (P&A) of monitor wells, or changes to the groundwater monitoring well network. Well installations and P&A require certification in accordance with Water Well Drillers and Pump Installers Administrative Rules provided in Texas Administrative Code, Chapter 76. (DCRP, IHWCA, VCP)
14. **MONITORING EVENT SUMMARY AND STATUS REPORT ([MESSR – TCEQ-0013](#)):** A report used to document a one time groundwater monitoring event. For further guidance, please refer to [RG-14, Soil and Groundwater Sampling and Analysis](#); [RG-43, Groundwater Monitoring and Reporting](#); [IOM-073103, Sample Handling and Preservation Procedures](#); [Collection Procedures for Groundwater Samples](#); [IOM-011001, Standard Operating Procedure for Evaluation of Costs of Sampling & Analysis of Groundwater Samples for Monitor Wells with Water Levels Above the Top of the Wellscreen](#) and [IOM-](#)

[051801](#), *Guidelines for Sampling Domestic Water Wells for Petroleum Storage Tank Contaminants*. (PST Only)

15. **MUNICIPAL SETTINGS DESIGNATION (MSD) APPLICATION:** An application for an [MSD](#) to certify that contaminated groundwater within a municipality or its extraterritorial jurisdiction is not and will not be used as potable water. The prohibition must be in the form of a city ordinance, or a restrictive covenant that is enforceable by the city and filed in the property records. (BSA, IHWCA, VCP)
16. **MUNICIPAL SETTINGS DESIGNATION (MSD) REVISION:** Revision or addendum to the [MSD](#) Application. (BSA, IHWCA, VCP)
17. **PLAN A RISK BASED ASSESSMENT (RBA) REPORT ([RBA – TCEQ-0562](#)):** A report which documents the comprehensive source area evaluation of a release. The report includes facility information, release information, land use, site maps, water well search, walking receptor survey, vapor survey, Beneficial Groundwater Use (BGU) category, installation of soil borings/monitor wells, gradient maps, analytical methods and data, site priority, waste management, and/or other assessment activities required to evaluate exposure pathways. For further guidance, please refer to [RG-14](#), *Soil and Groundwater Sampling and Analysis*; [RG-19](#), *Soil Boring and Monitor Well Installation*; [RG-36](#), *Risk-Based Corrective Action for Leaking Storage Tank Sites*; [RG-44](#), *Selecting an Environmental Consultant/Corrective Action Specialist* and [RG-175](#), *Guidance for Risk-Based Assessments at LPST Sites in Texas*. Additional information may also be obtained in TCEQ Interoffice Memorandums located at [http://www.tceq.state.tx.us/remediation/pst\\_rp/downloads.html](http://www.tceq.state.tx.us/remediation/pst_rp/downloads.html). (BSA, PST, VCP)
18. **PLAN A RISK BASED ASSESSMENT (RBA) REPORT REVISION ([RBA Revision – TCEQ-0562](#)):** Revision or addendum to the Risk Based Assessment Report. (BSA, PST, VCP)
19. **PLAN B RISK BASED ASSESSMENT (RBA) REPORT:** A report which documents the risk based assessment process establishing site specific targets levels (SSTLs) for all open exposure pathways. SSTLs are based upon exposure assumptions that are more reflective of actual site conditions. The report includes mathematical calculations/formulas showing how the newly developed SSTLs were derived. Please refer to [RG-36](#), *Risk-Based Corrective Action for Leaking Storage Tank Sites*; [RG-91](#), *Guidance Manual for Risk Assessment, Contaminant Fate and Modeling*; [IOM-090606](#), *Chapter 334 Closure Criteria for Domestic Irrigation Wells*; [IOM-110199](#), *Guidance for Leaking Petroleum Storage Tank (LPST) Sites Located on State Designated Major/Minor Aquifers or Local Water Supply*; [IOM-081297](#) (includes [Attachment 2](#) and [References](#)), *Protective Concentrations in Groundwater for Construction Worker Exposure* and [IOM-030697](#), *Clarifications and Amendments for Implementation of RG-36*. (BSA, PST, VCP)
20. **PLAN B RISK BASED ASSESSMENT (RBA) REPORT REVISION:** Revision or addendum to the Plan B Risk Based Assessment Report. Please refer to [RG-36](#), *Risk-Based Corrective Action for Leaking Storage Tank Sites* and [RG-91](#), *Guidance Manual for Risk Assessment, Contaminant Fate and Modeling*. (PST, VCP)
21. **PRODUCT RECOVERY PLAN:** A plan recommending remedial action for product (NAPL) removal only and includes all historical data related to NAPL thickness, gauging data and previous recovery efforts. Contingency plans shall be included in the event that the proposed plan is not effective once implemented. The plan may be for manual or automated NAPL recovery. (PST Only)
22. **PROPOSAL FOR PLAN A RISK BASED ASSESSMENT (14) ([TCEQ Spreadsheet – 0952](#)):** A proposal to conduct an initial comprehensive source area evaluation of a release which includes the installation of monitor wells, water well search, walking receptor survey, vapor survey, and/or other assessment activities to evaluate current and potential human health risks. The goal of the assessment is to

collect sufficient data to determine site priority and to support a Plan A risk evaluation. For further guidance, please refer to [RG -14, Soil and Groundwater Sampling and Analysis](#); [RG-19, Soil Boring and Monitor Well Installation](#); [RG-36, Risk-Based Corrective Action for Leaking Storage Tank Sites](#) and [RG-175, Guidance for Risk-Based Assessments at LPST Sites in Texas](#). Additional information may also be obtained in TCEQ Interoffice Memorandums located at [http://www.tceq.state.tx.us/remediation/pst\\_rp/downloads.html](http://www.tceq.state.tx.us/remediation/pst_rp/downloads.html). (PST Only)

23. **PROPOSAL FOR PLAN B RISK BASED ASSESSMENT (15) ([TCEQ Spreadsheet - 0955](#))**: A proposal to complete a limited risk based assessment to evaluate current and potential human health risks and short-term and long-term fate of the contaminants by developing site specific target levels (SSTLs) for groundwater and/or soil when concentrations are above exposure levels. A Plan B evaluation should only be conducted after an evaluation of the site under the exit criteria to eliminate exposure pathways. For further guidance, please refer to [RG-36, Risk-Based Corrective Action for Leaking Storage Tank Sites](#); [RG-91, Guidance Manual for Risk Assessment, Contaminant Fate and Modeling](#) and [RG-175, Guidance for Risk-Based Assessments at LPST Sites in Texas](#); [IOM-090606, Chapter 334 Closure Criteria for Domestic Irrigation Wells](#); [IOM-110199, Guidance for Leaking Petroleum Storage Tank \(LPST\) Sites Located on State Designated Major/Minor Aquifers or Local Water Supply](#); [IOM-081297](#) (includes [Attachment 2](#) and [References](#)), [Protective Concentrations in Groundwater for Construction Worker Exposure](#) and [IOM-030697, Clarifications and Amendments for Implementation of RG-36](#). (PST Only)
24. **PROPOSAL FOR ANNUAL GROUNDWATER MONITORING (18) ([TCEQ Spreadsheet – 0953](#))**: A proposal to conduct a one time groundwater monitoring event. For further guidance, please refer to [RG -14, Soil and Groundwater Sampling and Analysis](#); [RG-43, Groundwater Monitoring and Reporting](#); [IOM-073103, Sample Handling and Preservation Procedures; Collection Procedures for Groundwater Samples](#) and [IOM-011001, Standard Operating Procedure for Evaluation of Costs of Sampling & Analysis of Groundwater Samples for Monitor Wells with Water Levels Above the Top of the Wellscreen](#). (PST Only)
25. **PROPOSAL FOR QUARTERLY GROUNDWATER MONITORING (8) ([TCEQ Spreadsheet - 0953](#))**: A proposal to conduct quarterly groundwater monitoring. For further guidance, please refer to [RG -14, Soil and Groundwater Sampling and Analysis](#); [RG-43, Groundwater Monitoring and Reporting](#); [IOM-073103, Sample Handling and Preservation Procedures; Collection Procedures for Groundwater Samples](#) and [IOM-011001, Standard Operating Procedure for Evaluation of Costs of Sampling & Analysis of Groundwater Samples for Monitor Wells with Water Levels Above the Top of the Wellscreen](#) (PST Only)
26. **PROPOSAL FOR SEMI-ANNUAL GROUNDWATER MONITORING (16) ([TCEQ Spreadsheet – 0953](#))**: A proposal to conduct two groundwater monitoring events. For further guidance, please refer to [RG -14, Soil and Groundwater Sampling and Analysis](#); [RG-43, Groundwater Monitoring and Reporting](#) and [IOM-073103, Sample Handling and Preservation Procedures; Collection Procedures for Groundwater Samples](#) and [IOM-011001, Standard Operating Procedure for Evaluation of Costs of Sampling & Analysis of Groundwater Samples for Monitor Wells with Water Levels Above the Top of the Wellscreen](#). (PST Only)
27. **PROPOSAL FOR SITE ASSESSMENT (5) ([TCEQ Spreadsheet - 0952](#))**: A proposal to conduct site assessment activities in order to evaluate the extent and magnitude of the release. Activities include installation of monitoring wells, soil borings, water well search, walking receptor survey, vapor survey or other related assessment activities to evaluate the site in relation to current and potential human health risks. All assessment activities should evaluate and eliminate exposure pathways and move the site toward closure. For further guidance, please refer to [RG -14, Soil and Groundwater Sampling and Analysis](#); [RG-19, Soil Boring and Monitor Well Installation](#); [RG-36, Risk-Based Corrective Action for Leaking Storage Tank Sites](#) and [RG-175, Guidance for Risk-Based Assessments at LPST Sites in Texas](#). Additional information may also be obtained in TCEQ Interoffice Memorandums located at [http://www.tceq.state.tx.us/remediation/pst\\_rp/downloads.html](http://www.tceq.state.tx.us/remediation/pst_rp/downloads.html). (PST Only)

28. **RCRA FACILITY ASSESSMENT (RFA):** An assessment identifying all areas of potential release at a RCRA facility. An RFA may also be used to assess and report potential releases from specific solid waste management units (SWMUs) and areas of concern (AOCs). It is equivalent to a phase 2 site assessment that may or may not proceed to a comprehensive RCRA Facility Investigation, depending on its findings. (IHWCA Only)
29. **RCRA FACILITY INVESTIGATION (RFI):** An investigation for solid waste management units (SWMUs) and areas of concern (AOCs) at a RCRA facility. RFIs are now conducted in accordance with Chapter 350 procedures and performance criteria. (IHWCA Only)
30. **RECEPTOR SURVEY:** A report to document public or private drinking water supply within 0.5 mile radius beyond the site boundary. The report also documents a records survey of water wells within the coverage area and a 500 foot visual receptor survey to locate water wells that were not identified during the records survey and to confirm the information obtained during the records survey. The report is not TWC §26.408 specific. (BSA, DCRP, IHWCA, PST, SF, VCP)
31. **RELEASE FROM AN UNKNOWN SOURCE:** A response from a potential responsible party to conduct a subsurface assessment in the vicinity of any potential source areas at the facility to determine if a release has occurred. (PST Only)
32. **REMEDIAL INVESTIGATION (RI) TECHNICAL MEMO OR REPORT:** Remedial Investigation (RI) Report, Phased RI Technical Memorandum (TM), or Conceptual Site Model (CSM) Report. A report presenting the findings and conclusions of major sampling events and describing the most current understanding of the nature and extent of contamination. The CSM presents the most current understanding of the nature and extent of contamination and site features that affect fate and transport and relevant exposure scenarios, and may be submitted under separate cover prior to the start of the RI. The CSM is usually updated within the phased RI TM and/or the RI Report. For further guidance, please refer to <http://www.epa.gov/superfund/cleanup/rifs.htm>. (SF Only)
33. **REMEDIAL INVESTIGATION OR FEASIBILITY STUDY (RI/FS) WORKPLAN:** A workplan for a remedial investigation (RI) or feasibility study (FS) including management plans, Field Sampling Plan (FSP), Health and Safety Plan (HSP or HASP), and Data Quality Objectives (DQO) documents. The work plans define the nature and extent of contamination and evaluates the possible remedial alternatives. For further guidance, please refer to <http://www.epa.gov/superfund/cleanup/rifs.htm>. (SF Only)
34. **RESPONSE TO COMMENTS:** A technical response addressing a TCEQ correspondence.
35. **RISK ASSESSMENT REPORT:** This report that includes a baseline human health risk assessment (BLHHRA), a baseline ecological risk assessment (BERA), a screening level ecological risk assessment (SLERA), and/or a critical PCL document. The report establishes protective concentration levels or clean-up goals for contaminants found at the site. For further guidance, please refer to [http://www.epa.gov/oswer/riskassessment/risk\\_superfund.htm](http://www.epa.gov/oswer/riskassessment/risk_superfund.htm). (SF Only)
36. **RISK ASSESSMENT WORKPLAN:** A workplan to assess the human or ecological risk presented by contaminant levels found at a given site. For further guidance, please refer to [http://www.epa.gov/oswer/riskassessment/risk\\_superfund.htm](http://www.epa.gov/oswer/riskassessment/risk_superfund.htm). (SF Only)
37. **RISK REDUCTION STANDARD BASELINE RISK ASSESSMENT (RRS BLRA):** A baseline risk assessment report conducted under the Risk Reduction Rules ([Chapter 335, Subchapter A](#) and [Subchapter S](#)) describes the potential adverse effects under both current and future conditions caused by the release of contaminants in the absence of any actions to control or mitigate the release. (IHWCA Only)

38. **RISK REDUCTION STANDARD BASELINE RISK ASSESSMENT (RRS BLRA) REVISION:** Revision or addendum to the BLRA, or comments to the TCEQ's review of a BLRA. (IHWCA Only)
39. **SITE SPECIFIC QUALITY ASSURANCE PROJECT PLAN (QAPP):** A site specific QAPP is a formal document describing in comprehensive detail the necessary quality assurance (QA), quality control (QC), and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. A QAPP presents the steps that should be taken to ensure that environmental data collected are of the correct type and quality required for a specific decision or use. It presents an organized and systematic description of the ways in which QA and QC should be applied to the collection and use of environmental data. A QAPP integrates technical and quality control aspects of a project throughout its life cycle, including planning, implementation, assessment, and corrective actions. (SF Only)
40. **STATE LEAD WORK ORDER AMENDMENT PROPOSAL:** A proposal to modify or revise a currently approved work plan. (BSA, BSL, DCRP, PST)
41. **STATE LEAD WORK ORDER PROPOSAL:** A proposal to conduct field activities. (BSA, BSL, DCRP, PST)
42. **TANK CLOSURE:** A report documenting the removal or properly abandoning in place petroleum storage tanks. (BSL, PST)
43. **TIER 1 ECOLOGICAL EXCLUSION CRITERIA CHECKLIST:** A checklist used to quickly reveal whether incomplete or insignificant ecological exposure pathways preclude the need for a formal Tier 2 or Tier 3 ecological risk assessment (ERA). (BSA, BSL, DCRP, PST, SF)
- The [Tier 1 Ecological Exclusion Criteria Checklist](#) is provided in Chapter 350 §350.77(b) and is required in all APARs, unless a Tier 2 or Tier 3 ERA is conducted.
44. **WASTE MANIFEST:** Waste manifests documenting proper handling and disposal of investigation-derived wastes. For use when manifests are submitted separately from other reports that document field activities. (PST Only)

## REMEDIATION PHASE

1. **ACCESS AGREEMENT:** A legal document signed by property owner(s) granting access for State Lead contractors or environmental consultants to the on-site property or surrounding properties for the purpose of conducting field activities. (BSA, BSL, DCRP, PST, SF)
2. **ACCESS ASSISTANCE:** A request to the TCEQ for off-site access assistance due to difficulties encountered when negotiating with property owners to reach an access agreement. Access agreements are necessary when continuing the assessment off-site to determine if the contaminated media extends past the site's property boundary. (BSA, BSL, DCRP, IHWCA, PST, SF, VCP)
3. **AQUIFER TEST REPORT:** A report documenting the results of an aquifer yield test to lend support to groundwater classification and/or remedial technologies for a site. The report shall include Remedial Technology Screening Form ([TCEQ-0695](#)), narrative description of field work, site diagrams, field measurements, well plots, analysis of field data, summary of design parameters, photographs, completion details of wells used during test and waste manifests. (PST Only)

4. **CONCEPTUAL ENVIRONMENTAL ASSESSMENT MODEL (CEAM):** Allows the responsible party or VCP Applicant to effectively and efficiently direct the investigation process and ultimately assists in determining response action objectives as required in 30 TAC 333 Subchapter A. Generally, risk-based response actions are those actions in which traditional components of a response action (such as site investigation, remedial action planning, and compliance monitoring) are integrated and conducted concurrently with the risk/exposure assessment process. (IHWCA, VCP)
5. **CONSTRUCTION OR REMEDY IMPLEMENTATION PLANS OR SPECIFICATIONS:** Specifications and plans for construction or implementation of the remedy formally selected and described in the Record of Decision or Remedy Selection Document. For further guidance, please refer to <http://www.epa.gov/superfund/policy/remedy/sfremedy/remedies.htm>. (SF Only)
6. **CORRECTIVE ACTION PLAN (CAP)** (CAP Forms and Worksheets - [TCEQ-0694](#), [TCEQ-0695](#), and [TCEQ-0707](#)): The Plan will include the CAP worksheets, Site-Specific Geology and Hydrogeology, Site Assessment History, Risked Based Target Goals, Remedial System Design, OMP Plan, Closure Plan, Costs Proposals, and Equipment Specifications. The CAP is a detailed plan showing the schematics and as built design of an engineered system needed to address the contamination present at a site. It also contains a comprehensive monitoring plan which includes the start-up phase, monitoring plan for long-term operations, sampling points and frequencies, monitoring and reporting requirements for any discharge permits. In addition, a discussion on determining how the target goals will be met or how optimum mass removal will be achieved by the system, and a contingency plan if the system is not meeting the designed performance criteria. Monitored Natural Attenuation (MNA) and Oxygen Release Compound (ORC) injection are considered non-engineered CAPs as long as the plan establishes and attains milestones/clean-up goals with specified time frames. For further guidance, please refer to [RG-41](#), *Corrective Action Plan for LPST Sites*; [RG-43](#), *Groundwater Monitoring and Reporting* and [RG-261](#), *Operation, Monitoring and Performance of Remedial Systems at LPST Sites*. (PST Only)
7. **CORRECTIVE ACTION PLAN (CAP) REVISION** (CAP Forms and Worksheets - [TCEQ-0694](#), [TCEQ-0695](#), and [TCEQ-0707](#)): Revisions or addendums to the design of the remediation system. (PST Only)
8. **CORRECTIVE ACTION PLAN IMPLEMENTATION OR SYSTEM INSTALLATION** ([CAP System Installation – TCEQ-0017](#)): A report documenting the installation of a remediation system as designed in the Corrective Action Plan. (PST Only)
9. **CORRECTIVE ACTION PLAN MODIFICATION** ([CAP Modification – TCEQ-0017](#)): A report that describes revisions/modifications made to the remediation system. (PST Only)
10. **CORRECTIVE MEASURES STUDY (CMS):** A RCRA term for the formal evaluation of potential remedial technologies that are applicable at a site. The process is to evaluate different technologies to determine which is most effective, least costly and technically feasible. (IHWCA Only)
11. **CORRECTIVE MEASURES STUDY (CMS) REVISION:** Revision or addendum to a corrective measures study. (IHWCA Only)
12. **DATA USABILITY SUMMARY REPORT:** A report based on data review of analytical results and evaluation of associated field notes. The report shall include summary tables of data that include data qualifiers resulting from the data review being performed. (PST Only)

## FIELD ACTIVITY REPORT:

1. **DCRP** – A report that summarizes the data collected and activities performed during a specified phase of field effort at a dry cleaning facility, or a Brownfields site. Information and data included in this report should be formatted for incorporation in an Affected Property Assessment Report. (BSA, BSL, DCRP)
2. **PST** - A report ([FAR - TCEQ-0017](#)) used to document field activities associated with monitor well replacement or Remediation Action Plan (RAP) implementation (system installation or system modifications). For further guidance, please refer to [RG -14](#), *Soil and Groundwater Sampling and Analysis* and [RG-19](#), *Soil Boring and Monitor Well Installation*. (PST Only)
3. **FACILITY OPERATION AREA (FOA) PLAN**: A plan to address multiple releases from solid waste management units (SWMUs) within a petroleum refinery or chemical manufacturing plant that is required to conduct corrective action pursuant to a hazardous waste permit or corrective action order. A Facility Operation Area (FOA) is limited to the contiguous area actively used for the development, manufacture, process, transfer, storage, and management of chemical or refinery products, hazardous materials, substances and wastes subject to RCRA. For further guidance, please refer to [TRRP-34](#), *Facility Operations Areas*. (IHWCA Only)
4. **FACILITY OPERATION AREA (FOA) REPORT**: A report addressing multiple releases within a Facility Operation Area (FOA) on a petroleum refinery or chemical manufacturing plant that is required to conduct corrective action pursuant to a hazardous waste permit or corrective action order. (IHWCA Only)
5. **FEASIBILITY TEST REPORT**: A report documenting the results of a feasibility or pilot test for a particular technology being considered for full-scale system implementation. The report shall contain Remedial Technology Screening Form ([TCEQ-0695](#)), narrative description of field work, site diagrams, field measurements, summary of design parameters, photographs, completion details of wells used during test, waste manifests, vapor treatment method and [PI-7 form](#). (PST Only)
6. **GROUNDWATER (OR OTHER MEDIA) MONITORING PLAN**: A plan associated with long term monitoring. Groundwater monitoring is the most common activity reported. However, the plan can also involve long-term monitoring of all media (e.g., vadose zone soils, surface water, air) and operation and maintenance activities (e.g., groundwater remediation, landfill caps, any engineering or institutional control). (DCRP, IHWCA, SF, VCP)
7. **GROUNDWATER (OR OTHER MEDIA) MONITORING REPORT**: A report associated with long term monitoring. Groundwater monitoring reports are the most common. However, long-term monitoring of any media conditions, operation and maintenance activities, or engineering/institutional controls are also reported. (BSA, BSL, DCRP, IHWCA, SF, VCP)
8. **GROUNDWATER (OR OTHER MEDIA) MONITORING REPORT REVISION**: An addendum or revision to a groundwater (or other media) monitoring report. (BSA, DCRP, IHWCA, VCP)
9. **INTERIM MEASURE PLAN**: A plan proposing an interim response action to prevent contaminant migration to actual receptors before the final response action is in place. (IHWCA, VCP)
10. **INTERIM MEASURE REPORT**: A report documenting an interim response action to prevent contaminant migration to actual receptors before the final response action is in place. (IHWCA, VCP)
11. **MONITOR WELL NETWORK MODIFICATIONS**: The installation, plugging and abandonment (P&A) of monitor wells, or changes to the groundwater monitoring well network. Well installations and

P&A require certification in accordance with Water Well Drillers and Pump Installers Administrative Rules provided in Texas Administrative Code, Chapter 76. (DCRP, IHWCA, VCP)

12. **NOTICE OF REMEDIAL SYSTEM INSTALLATION ([NRSI – TCEQ-0694](#))**: A report which gives TCEQ advanced notice that a remediation system being installed or modified. (PST Only)
13. **OPERATION, MONITORING, AND PERFORMANCE REPORT ([OMPR – TCEQ-0696](#))**: A report which documents the groundwater monitoring activities and performance of the remediation system. Documented performance of the system is evaluated to determine if the progress goals and standards of the design criteria are being met. The OMPR should be submitted 60 days prior to the expiration of any current span of approved remedial activities to ensure continued system operation through the review and approval process. For further guidance, please refer to [RG-261](#), *Operation, Monitoring and Performance of Remedial Systems at LPST Sites*. (PST Only)
14. **PRE-RISK REDUCTION RULES REMEDIATION**: Any report documenting remediation at a site under rules that predate the Risk Reduction Rules and the Texas Risk Reduction Program. (IHWCA Only)
15. **PRODUCT RECOVERY PLAN**: A plan recommending remedial action for product (NAPL) removal only and includes all historical data related to NAPL thickness, gauging data and previous recovery efforts. Contingency plans shall be included in the event that the proposed plan is not effective once implemented. The plan may be for manual or automated NAPL recovery. (PST Only)
16. **PRODUCT RECOVERY REPORT ([MPR - TCEQ-0025](#))**: A report used to document the effectiveness of Non-aqueous Phase Liquid (NAPL) recovery efforts. Recovery methods include Mobil Dual Phase Extraction (MDPE), hand bailing, absorbent socks, passive skimmers, and other non-engineered recovery methods. (PST Only)
17. **PROPOSAL FOR A FEASIBILITY TEST (6) ([TCEQ Spreadsheet - 0954](#))**: A proposal to conduct an aquifer test to obtain site specific information on soils and groundwater in designing the remediation system. Typically, the duration of the test is 24 hours. Parameters collected during an aquifer test are groundwater radius of influence (ROI), drawdown, vapor flow rate (CFM), hydrocarbon recovery, and water chemistry analyses to help in system design. (PST Only)
18. **PROPOSAL FOR ANNUAL GROUNDWATER MONITORING (18) ([TCEQ Spreadsheet – 0953](#))**: A proposal to conduct a one time groundwater monitoring event. For further guidance, please refer to [RG - 14](#), *Soil and Groundwater Sampling and Analysis*; [RG-43](#), *Groundwater Monitoring and Reporting*; [IOM-073103](#), *Sample Handling and Preservation Procedures*; *Collection Procedures for Groundwater Samples* and [IOM-011001](#), *Standard Operating Procedure for Evaluation of Costs of Sampling & Analysis of Groundwater Samples for Monitor Wells with Water Levels Above the Top of the Wellscreen*. (PST Only)
19. **PROPOSAL FOR CORRECTIVE ACTION PLAN (CAP) PREPARATION (9) ([TCEQ Spreadsheet - 0955](#))**: A proposal to design a fixed engineered remediation system. On rare occasions, non-engineered options such as Oxygen Release Compound (ORC) injection/implementation and Monitored Natural Attention (MNA) can be proposed. (PST Only)
20. **PROPOSAL FOR GROUNDWATER EXTRACTION TREATMENT (10) ([TCEQ Spreadsheet - 0956](#))**: A proposal to install an engineered designed groundwater treatment system. Typically, referred to as groundwater pump and treat. (PST Only)
21. **PROPOSAL FOR NAPL RECOVERY (19) ([TCEQ Spreadsheet - 0950](#))**: A proposal to remove non-aqueous phase liquid (NAPL). Recovery methods include Mobil Dual Phase Extraction (MDPE), hand bailing, absorbent socks, passive skimmers, and other non-engineered recovery methods. (PST Only)

22. **PROPOSAL FOR OPERATION, MONITORING AND PERFORMANCE (OMP) (12) (TCEQ Spreadsheet - 0957)**: A proposal to start up or continue operating a remediation system. The proposal includes a collection of groundwater and vapor analytical data to determine remediation system performance and to evaluate attainment of cleanup goals. For further guidance, please refer to [RG-261](#), *Operation, Monitoring and Performance of Remedial Systems at LPST Sites*. (PST Only)
23. **PROPOSAL FOR QUARTERLY GROUNDWATER MONITORING (8) (TCEQ Spreadsheet - 0953)**: A proposal to conduct quarterly groundwater monitoring. For further guidance, please refer to [RG -14](#), *Soil and Groundwater Sampling and Analysis*; [RG-43](#), *Groundwater Monitoring and Reporting*; [IOM-073103](#), *Sample Handling and Preservation Procedures*; *Collection Procedures for Groundwater Samples* and [IOM-011001](#), *Standard Operating Procedure for Evaluation of Costs of Sampling & Analysis of Groundwater Samples for Monitor Wells with Water Levels Above the Top of the Wellscreen* (PST Only)
24. **PROPOSAL FOR SEMI-ANNUAL GROUNDWATER MONITORING (16) (TCEQ Spreadsheet – 0953)**: A proposal to conduct two groundwater monitoring events. For further guidance, please refer to [RG -14](#), *Soil and Groundwater Sampling and Analysis*; [RG-43](#), *Groundwater Monitoring and Reporting* and [IOM-073103](#), *Sample Handling and Preservation Procedures*; *Collection Procedures for Groundwater Samples* and [IOM-011001](#), *Standard Operating Procedure for Evaluation of Costs of Sampling & Analysis of Groundwater Samples for Monitor Wells with Water Levels Above the Top of the Wellscreen*. (PST Only)
25. **PROPOSAL FOR SITE ASSESSMENT (5) (TCEQ Spreadsheet - 0952)**: A proposal to conduct site assessment activities in order to evaluate the extent and magnitude of the release. Activities include installation of monitoring wells, soil borings, water well search, walking receptor survey, vapor survey or other related assessment activities to evaluate the site in relation to current and potential human health risks. All assessment activities should evaluate and eliminate exposure pathways and move the site toward closure. For further guidance, please refer to [RG -14](#), *Soil and Groundwater Sampling and Analysis*; [RG-19](#), *Soil Boring and Monitor Well Installation*; [RG-36](#), *Risk-Based Corrective Action for Leaking Storage Tank Sites* and [RG-175](#), *Guidance for Risk-Based Assessments at LPST Sites in Texas*. Additional information may also be obtained in TCEQ Interoffice Memorandums located at [http://www.tceq.state.tx.us/remediation/pst\\_rp/downloads.html](http://www.tceq.state.tx.us/remediation/pst_rp/downloads.html). (PST Only)
26. **PROPOSAL FOR SOIL EXCAVATION (3) (TCEQ Spreadsheet - 0951)**: A proposal to remove contaminated soil above established target levels - soil excavation. For further guidance, please refer to [RG-36](#), *Risk-Based Corrective Action for Leaking Storage Tank Sites*. (PST Only)
27. **PROPOSAL FOR SOIL VAPOR EXTRACTION (SVE) (11) (TCEQ Spreadsheet - 0956)**: A proposal to install an engineered system using soil vapor extraction or dual phase (vapor/groundwater) extraction to address the contamination. (PST Only)
28. **RECORD OF DECISION/PROPOSED PLAN**: A formal record of the remedy proposed (Proposed Plan) and selected for a superfund site. Record of Decision is used for Federal Sites and Remedy Selection Document is used for State Sites. (SF Only)
29. **REMEDIAL ACTION WORKPLAN**: A workplan associated with the construction or implementation of the remedial action including contractor's operations plans, quality control plans, Field Sampling Plan (FSP), Quality Assurance Project Plan (QAPP), Health and Safety Plan (HSP or HASP), construction plans, data sheets, and shop drawings. For further guidance, please refer to <http://www.epa.gov/superfund/policy/remedy/sfremedy/remedies.htm>. (SF Only)
30. **REMEDIAL DESIGN WORKPLAN**: A workplan associated with the Remedial Design (RD) phase of the project, including Field Sampling Plan (FSP), Quality Assurance Project Plan (QAPP), Health and

Safety Plan (HSP or HASP). These workplans are used during the development of the remedial design documents. For further guidance, please refer to

<http://www.epa.gov/superfund/policy/remedy/sfremedy/remedies.htm>. (SF Only)

31. **REMEDATION ACTION TERMINATION REQUEST (RATR):** A request to turn off the remediation system due to ineffectiveness or due to site specific target levels (SSTLs) or site objectives having been met. (PST Only)
32. **REMEDATION SYSTEM REPORT:** A report associated with startup and continued operations and/or evaluation of the effectiveness of the remediation systems such as groundwater treatment systems or vapor recovery systems. (SF Only)
33. **REMOVAL ACTION REPORT:** A report associated with waste characterization and removal activities. (BSA, SF)
34. **REMOVAL WORKPLAN:** A workplan for a removal action. The workplan may include waste characterization plan, the removal action work plan, Field Sampling Plan (FSP), Quality Assurance Project Plan (QAPP), Health and Safety Plan (HSP or HASP), etc. (SF Only)
35. **RESPONSE ACTION EFFECTIVENESS REPORT ([RAER – 10327/RAER](#)):** A report submitted for response actions not completed within three years after submitting a self-implementation notice (SIN), or from the date of the Response Action Plan (RAP) approval. The RAP is the report that documents the progress or effectiveness of ongoing response actions conducted under Chapter 350. (BSA, BSL, DCRP, IHWCA, VCP)
36. **RESPONSE ACTION PLAN (RAP) FOR REMEDY STANDARD A ([RAP A – 10326/RAP](#)):** A report documenting response actions conducted under Remedy Standard A. The RAP is the report that documents the removal, decontamination, and/or control of chemicals of concern in excess of critical Protective Concentration Levels (PCLs) in environmental media under Chapter 350. (BSA, BSL, DCRP, IHWCA, VCP)
37. **RESPONSE ACTION PLAN (RAP) FOR REMEDY STANDARD B ([RAP B – 10326/RAP](#)):** A report documenting response actions conducted under Remedy Standard B. The RAP is the report that documents the removal, decontamination, and/or control of chemicals of concern in excess of critical Protective Concentration Levels (PCLs) in environmental media under Chapter 350. (BSA, BSL, DCRP, IHWCA, VCP)
38. **RESPONSE ACTION PLAN (RAP) REVISION ([RAP Revision for Remedy Standard A or B – 10326/RAP](#)):** Revision or addendum to the Response Action Plan A or Response Action Plan B. (BSA, BSL, DCRP, IHWCA, VCP)
39. **RESPONSE TO COMMENTS:** A technical response addressing a TCEQ correspondence.
40. **SELF IMPLEMENTATION NOTICE ([SIN – 10323/SIN](#)):** A notice to the TCEQ that the responsible party intends to self-implement response actions under Chapter 350 Remedy Standard A. (BSA, IHWCA, VCP)
41. **SITE SPECIFIC QUALITY ASSURANCE PROJECT PLAN (QAPP):** A site specific QAPP is a formal document describing in comprehensive detail the necessary quality assurance (QA), quality control (QC), and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. A QAPP presents the steps that should be taken to ensure that environmental data collected are of the correct type and quality required for a specific decision

or use. It presents an organized and systematic description of the ways in which QA and QC should be applied to the collection and use of environmental data. A QAPP integrates technical and quality control aspects of a project throughout its life cycle, including planning, implementation, assessment, and corrective actions. (SF Only)

42. **STATE LEAD WORK ORDER AMENDMENT PROPOSAL:** A proposal to modify or revise a currently approved work plan. (BSA, BSL, DCRP, PST)
43. **STATE LEAD WORK ORDER PROPOSAL:** A proposal to conduct field activities. (BSA, BSL, DCRP, PST)
44. **SYSTEM STATUS REPORT:** A monthly report documenting the status, performance and effectiveness of an active remediation system. The report shall also include a description of activities conducted by State Lead Contractors during O&M site visits, and plans and recommendations for future system activities. (PST Only)
45. **SYSTEM-SPECIFIC OPERATION AND MAINTENANCE MANUAL:** A manual detailing system design of a specific remediation system installed at a site. The manual shall include complete system drawings, control panel specifications, manufacturer's system component specification sheets and complete instructions on system operation and maintenance. (PST Only)
46. **TANK CLOSURE:** A report documenting the removal or properly abandoning in place petroleum storage tanks. (PST Only)
47. **TREATABILITY STUDY WORKPLAN:** A workplan to assess a treatment technology's potential effectiveness on contaminated material from the site, either when the treatment technology is being considered or after selection of the remedy. (SF Only)
48. **UNDERGROUND INJECTION CONTROL (UIC) AUTHORIZATION:** Authorization to construct an underground injection well. Authorization is granted by the Waste Permit's Underground Injection Control (UIC) Section. The Remediation Division usually only deals with Class V injection wells used for groundwater remediation. For further guidance, please refer to <http://www.tceq.state.tx.us/nav/permits/uic.html>. (BSA, BSL, DCRP, IOP, PST, VCP)
49. **WASTE MANIFEST:** Waste manifests documenting proper handling and disposal of investigation-derived wastes. For use when manifests are submitted separately from other reports that document field activities. (PST Only)
50. **WASTE WATER DISCHARGE REQUEST:** A request to discharge wastewater to surface water bodies. Authorization is granted by the Wastewater Permits Section. (VCP Only)

## **CLOSURE PHASE**

1. **ACCESS AGREEMENT:** A legal document signed by property owner(s) granting access for State Lead contractors or environmental consultants to the on-site property or surrounding properties for the purpose of conducting field activities. (BSA, BSL, DCRP, PST, SF)
2. **ACCESS ASSISTANCE:** A request to the TCEQ for off-site access assistance due to difficulties encountered when negotiating with property owners to reach an access agreement. Access agreements are necessary when continuing the assessment off-site to determine if the contaminated media extends past the site's property boundary. (BSL, DCRP, IHWCA, PST, SF, VCP)

3. **DEED NOTICE:** Chapter 350, Chapter 335 and Chapter 344 require the responsible party to file a notice of contamination and exposure controls on the property deed in the county clerk's office where the site is located. Please see [§350.111](#) or [§334.208](#) for deed notice requirements. (BSL, DCRP, IHWCA, PST)
4. **FINAL SITE CLOSURE (FSC) REQUEST ([FSC – TCEQ-0030](#)):** A report documenting the monitor well plugging or other necessary site restoration activities to complete actual site closure. (PST Only).
5. **PRELIMINARY CLOSE OUT OR CLOSURE REPORT:** An Environmental Protection Agency (EPA) report describing the process for accomplishing remedial action completion, construction completion, site completion, and site deletion. (SF Only)
6. **PROOF OF FILING:** A certified copy of the deed record or deed notice recorded in the county deed records. (BSA, IOP, PST, VCP)
7. **PROPOSAL FOR PLUGGING AND ABANDONING MONITORING WELL(S) (13) ([TCEQ Spreadsheet - 0955](#)):** A proposal to restore the site to its original condition by plugging and abandoning existing monitor wells and/or removing a remediation system as a part of closure activities. Also, required if the assessment or remediation is on-going and it becomes necessary to plug and abandon existing monitoring well(s) which are damaged, dry or need to be removed due to impending construction activities. (PST Only)
8. **READY FOR REUSE REQUEST:** A request for a long-term corrective action "measure of success" for all EPA/state cleanup programs that recognizes when a site/facility has been assessed and, if necessary, remediated to the extent that the property is safe for reuse or redevelopment. Ready for Reuse encourages cleanups that will quickly support protective redevelopment opportunities. For further guidance, please refer to <http://www.epa.gov/earth1r6/ready4reuse/>. (IHWCA Only)
9. **REMEDIAL ACTION REPORT:** A report documenting the completion of remedial action. (BSA, SF)
10. **RESPONSE ACTION COMPLETION REPORT (RACR) FOR REMEDY STANDARD A ([RACRA – 10328/RACR](#)):** A report submitted 90 days after the completion of the Remedy Standard A response action. (BSA, BSL, DCRP, IHWCA, VCP)
11. **RESPONSE ACTION COMPLETION REPORT (RACR) FOR REMEDY STANDARD B ([RACR B – 10328/RACR](#)):** A report submitted 90 days after the completion of the Remedy Standard B response action. (BSA, BSL, DCRP, IHWCA, VCP)
12. **RESPONSE ACTION COMPLETION REPORT (RACR) REVISION ([RACR Revision or Addendum For Remedy Standard A or B - 10328/RACR](#)):** Revision or addendum to the Response Action Completion Report A or Response Action Completion Report B (BSA, BSL, DCRP, IHWCA, VCP)
13. **RESPONSE TO COMMENTS:** A technical response addressing a TCEQ correspondence.
14. **RISK REDUCTION STANDARD (RRS) FINAL REPORT REVISION:** Revision or addendum to a final Risk Reduction Rule report. (IHWCA Only)
15. **RISK REDUCTION STANDARD (RRS) FINAL REPORT STANDARD 1:** The final Risk Reduction Rule report documenting the site has attained Standard 1 (background) conditions in accordance with [§§335.553](#) and [335.554](#). (IHWCA Only)

16. **RISK REDUCTION STANDARD (RRS) FINAL REPORT STANDARD 2:** The final Risk Reduction Rule report documenting the site has attained Standard 2 (health-based) in accordance with [§335.553](#) and [§§335.555 – 335.560](#). (IHWCA Only)
17. **RISK REDUCTION STANDARD (RRS) FINAL REPORT STANDARD 3:** The final Risk Reduction Rule report demonstrating that the remedy attained Standard 3 ([§§335.561 – 335.565](#)) closure detailed in the approved work plan. The final report must also contain a proposed Deed Record in accordance with [§335.566](#). (IHWCA Only)
18. **SITE CLOSURE REQUEST ([SCR - TCEQ-0028](#)):** A request for no further action to be taken at the site because all necessary corrective action requirements have been completed and final closure is appropriate. Please refer to [IOM-071703](#), *Process for Expedited Closure Evaluation for Priority 4.1 Petroleum Hydrocarbon LPST Sites* and [IOM-021097](#) (and [errata](#)), *Guidance for Judging the Adequacy of Contaminant Delineation for Purposes of Determining if Further Corrective Action is Needed* and *Process for Closure Evaluation of Petroleum Hydrocarbon LPST Sites Exceeding Target Concentrations*. (BSA, PST, VCP)
19. **STATE LEAD WORK ORDER AMENDMENT PROPOSAL:** A proposal to modify or revise a currently approved work plan. (BSA, BSL, DCRP, PST)
20. **STATE LEAD WORK ORDER PROPOSAL:** A proposal to conduct field activities. (BSA, BSL, DCRP, PST)
21. **SURVEY OR PLAT MAP:** A survey map signed and sealed by a Registered Professional Land Surveyor that includes the metes and bounds description for the site. (BSA, IOP, VCP)
22. **TANK CLOSURE:** A report documenting the removal or properly abandoning in place petroleum storage tanks. (PST Only)
23. **UNIT CLOSURE NOTICE:** A notice of intent or request to close a waste management unit. (IHWCA Only)
24. **UNIT CLOSURE PLAN:** A plan to close a waste management unit. (IHWCA Only)
25. **UNIT CLOSURE REPORT:** A report documenting closure of a waste management unit. (IHWCA Only)
26. **UNIT CLOSURE REPORT REVISION:** Revision or addendum to a report documenting closure of a waste management unit. (IHWCA Only)
27. **WASTE MANIFEST:** Waste manifests documenting proper handling and disposal of investigation-derived wastes. For use when manifests are submitted separately from other reports that document field activities. (PST Only)

## POST – CLOSURE CARE PHASE

1. **ACCESS AGREEMENT:** A legal document signed by property owner(s) granting access for State Lead contractors or environmental consultants to the on-site property or surrounding properties for the purpose of conducting field activities. (BSL, DCRP, PST, SF)
2. **ACCESS ASSISTANCE:** A request to the TCEQ for off-site access assistance due to difficulties encountered when negotiating with property owners to reach an access agreement. Access agreements are necessary when continuing the assessment off-site to determine if the contaminated media extends past the site's property boundary. (BSL, DCRP, IHWCA, PST, SF, VCP)
3. **DATA USABILITY SUMMARY REPORT:** A report based on data review of analytical results and evaluation of associated field notes. The report shall include summary tables of data that include data qualifiers resulting from the data review being performed. (PST Only)
4. **GROUNDWATER (OR OTHER MEDIA) MONITORING PLAN:** A plan associated with long term monitoring. Groundwater monitoring is the most common activity reported. However, the plan can also involve long-term monitoring of all media (e.g., vadose zone soils, surface water, air) and operation and maintenance activities (e.g., groundwater remediation, landfill caps, any engineering or institutional control). (DCRP, IHWCA, SF, VCP)
5. **GROUNDWATER (OR OTHER MEDIA) MONITORING REPORT:** A report associated with long term monitoring. Groundwater monitoring reports are the most common. However, long-term monitoring of any media conditions (surface water or vapor), operation and maintenance activities, or engineering/institutional controls are also reported. (BSA, BSL, DCRP, IHWCA, SF, VCP)
6. **GROUNDWATER (OR OTHER MEDIA) MONITORING REPORT REVISION:** An addendum or revision to a groundwater (or other media) monitoring report. (DCRP, IHWCA, VCP)
7. **MONITOR WELL NETWORK MODIFICATIONS:** The installation, plugging and abandonment (P&A) of monitor wells, or changes to the groundwater monitoring well network. Well installations and P&A require certification in accordance with Water Well Drillers and Pump Installers Administrative Rules provided in Texas Administrative Code, Chapter 76. (DCRP, IHWCA, VCP)
8. **POST CLOSURE CARE (PCC) OR OPERATION & MAINTENANCE (O&M) PLAN:** A plan developing procedures or activities to be implemented during the post-closure care monitoring period. This plan is only submitted for sites regulated under Chapter 335. (IHWCA, SF)
9. **POST CLOSURE CARE (PCC), OR OPERATION & MAINTENANCE (O&M) REPORT:** A report documenting the ongoing post-closure care activities implemented at a site. The Post Closure Care (PCC) and Operation & Maintenance (O&M) Reports document the results of any monitoring program, summary of activities related to the inspection, operation, and maintenance of physical controls, and discussion of any corrective actions taken in response to failure of institutional and/or physical controls. This report is only submitted for sites regulated under Chapter 335. (IHWCA, SF, VCP)
10. **POST RESPONSE ACTION COMPLETION REPORT (PRACR):** A report documenting the ongoing post-closure care activities implemented under Chapter 350. The Post Response Action Care Report (PRACR) documents the results of any monitoring program, summary of activities related to the inspection, operation, and maintenance of physical controls, and discussion of any corrective actions taken in response to failure of institutional and/or physical controls. (BSA, BSL, DCRP, IHWCA, VCP)

11. **RESPONSE TO COMMENTS:** A technical response addressing a TCEQ correspondence.
12. **SITE SPECIFIC QUALITY ASSURANCE PROJECT PLAN (QAPP):** A site specific QAPP is a formal document describing in comprehensive detail the necessary quality assurance (QA), quality control (QC), and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. A QAPP presents the steps that should be taken to ensure that environmental data collected are of the correct type and quality required for a specific decision or use. It presents an organized and systematic description of the ways in which QA and QC should be applied to the collection and use of environmental data. A QAPP integrates technical and quality control aspects of a project throughout its life cycle, including planning, implementation, assessment, and corrective actions. (SF Only)
13. **STATE LEAD WORK ORDER AMENDMENT PROPOSAL:** A proposal to modify or revise a currently approved work plan. (BSL, DCRP, PST)
14. **STATE LEAD WORK ORDER PROPOSAL:** A proposal to conduct field activities. (BSL, DCRP, PST)
15. **TANK CLOSURE:** A report documenting the removal or properly abandoning in place petroleum storage tanks. (PST Only)
16. **WASTE MANIFEST:** Waste manifests documenting proper handling and disposal of investigation-derived wastes. For use when manifests are submitted separately from other reports that document field activities. (PST Only)

## **MISCELLANEOUS**

1. **ADMINISTRATIVE ORDER CORRESPONDENCE:** All non-technical correspondence relating to the Administrative Order process. (SF Only)
2. **APPLICATION TO TRANSFER TO STATE LEAD UNDER TWC 26.3573:** An application completed by the responsible party to allow the State Lead Program to continue remediation activities at an LPST site. The application is submitted to the TCEQ when expenditures are at or approaching the \$1 million cap limit under the PST reimbursement fund and the responsible party demonstrates financial inability. (PST Only)
3. **BROWNFIELDS SITE ASSESSMENT (BSA) APPLICATION ([BSA Application](#)):** An application to participate in the Brownfields Site Assessment Program. (BSA Only)
4. **BROWNFIELDS SITE ASSESSMENT (BSA) APPLICATION AMENDMENT ([BSA Application](#)):** Revision or Addendum to the BSA Application. (BSA Only)
5. **BROWNFIELDS SITE ASSESSMENT (BSA) CONTRACT WORKORDER PROPOSAL:** A proposal to conduct field activities for a State Lead BSA project. (BSA Only)
6. **CHANGE CONSULTANT OR CONTACT INFORMATION:** A notice to the TCEQ of a change in contact information (e.g. name, address, phone number) of a Responsible Party, VCP/IOP Applicant, or environmental consultant. (IHWCA, IOP, PST, SF, VCP)
7. **CITIZEN CORRESPONDENCE:** All correspondence from citizens, public officials, etc. regarding a particular Superfund issue. (DCRP, SF)

8. **CONTRACT CORRESPONDENCE:** All non-technical correspondence relating to the contract, work order and procurement process. (SF Only)
9. **DELINQUENT FEE RESPONSE:** A response to the TCEQ Remediation Division from the Responsible Party or VCP/IOP Applicant regarding the payment of all delinquent fees and penalties consistent with the September 1, 2006 Protocol for Delinquent Fees and Penalties. (BSA, IHWCA, IOP, PST, SF, VCP)
10. **DRY CLEANER REMEDIATION PROGRAM (DCRP) APPLICATION:** The initial application to enter the DCRP. Please refer to [http://www.tceq.state.tx.us/remediation/dry\\_cleaners/forms.html](http://www.tceq.state.tx.us/remediation/dry_cleaners/forms.html) for the DCRP Application and Ranking Forms. (DCRP Only)
11. **DRY CLEANER REMEDIATION PROGRAM (DCRP) APPLICATION AMENDMENT:** Administrative changes to the initial DCRP application. Please refer to [http://www.tceq.state.tx.us/remediation/dry\\_cleaners/forms.html](http://www.tceq.state.tx.us/remediation/dry_cleaners/forms.html) for the DCRP Application and Ranking Forms. (DCRP Only)
12. **DRY CLEANER REMEDIATION PROGRAM (DCRP) APPLICATION UPDATE:** An update to an initial DCRP application that includes additional assessment data which may affect the ranking of a DCRP site. (DCRP Only)
13. **DRY CLEANER REMEDIATION PROGRAM (DCRP) PROGRAM PARTICIPATION ELECTION FORM (PPEF) (DCRP PPEF):** A form used by a DCRP-eligible VCP Applicant to notify the TCEQ of their intent to withdraw from the VCP. This form (Attachment D of the DCRP application) should be completed, notarized, and included with the DCRP application. This form should only be submitted for VCP Applicants choosing to withdraw from the VCP and continue remediation efforts in the DCRP. (DCRP, VCP)
14. **ENVIRONMENTAL BASELINE SURVEY (EBS) OR ENVIRONMENTAL CONDITION OF PROPERTY (ECP):** Department of Defense (DOD) documents that provide a comprehensive environmental assessment of military installations slated for privatization under the base realignment and closure (BRAC) program. (IHWCA Only)
15. **FINANCIAL ABILITY DETERMINATION (FAD):** A financial report that documents the income and financial assets of the responsible party. (PST Only)
16. **FINDING OF SUITABILITY TO TRANSFER (FOST) OR FINDING OF SUITABILITY TO LEASE (FOSL):** A Department of Defense (DOD) document that presents the environmental condition of property and associated land/use restrictions, covenants, and warranties required by law, regulation, or guidance. (IHWCA Only)
17. **INNOCENT OWNER/OPERATOR PROGRAM (IOP) APPLICATION FORM ([IOP Application](#)):** An application to participate in the IOP Program. (IOP Only)
18. **INNOCENT OWNER/OPERATOR PROGRAM (IOP) APPLICATION FORM REVISION ([IOP Application](#)):** Revision or addendum to the IOP Application. (IOP ONLY)
19. **INVOICE OR FINANCIAL DOCUMENTATION:** An itemized bill for services and materials provided, containing individual prices, the total charge, and the terms. Documentation associated with billing invoices. (BSA, IHWCA, IOP, PST, VCP)

20. **NOT THE RESPONSIBLE PARTY:** Correspondence from the potential responsible party indicating they are not the owner/operator of the property, not the tank system operator at the time of the release, or did not contribute to the contamination identified at the site. (PST, SF)
21. **OTHER AGENCY CORRESPONDENCE:** All non-technical correspondence from other governmental agencies, such as the Environmental Protection Agency (EPA) or Office of the Attorney General (OAG). (SF Only)
22. **POTENTIAL RESPONSIBLE PARTY OR RESPONSIBLE PARTY CORRESPONDENCE NOT OTHERWISE SPECIFIED (NOS):** All correspondence from Potential Responsible Parties (PRPs) and Responsible Parties (RPs) not otherwise specified. (SF Only)
23. **POTENTIAL RESPONSIBLE PARTY OR RESPONSIBLE PARTY RESPONSE:** A Potential Responsible Party (PRP) or Responsible Party's response to a specific TCEQ notice, request, or requirement. (SF Only)
24. **POTENTIAL RESPONSIBLE PARTY SEARCH OR IDENTIFICATION REPORT:** A formal legal search or identification of Potential Responsible Parties (PRPs) to determine liability in the cleanup of a site. (SF Only)
25. **PROOF OF NOTICE:** Documentation (U.S. Postal Service return receipt notification cards) to the TCEQ verifying that notice to adjacent property owners has been performed when submitting an IOP or BSA application to the TCEQ. (BSA, IOP)
26. **PROOF OF PAYMENT FOR DELINQUENT FEES:** Documentation to the TCEQ Remediation Division reflecting payment of all delinquent fees and penalties from the Responsible Party or VCP/IOP Applicant consistent with the September 1, 2006 Protocol for Delinquent Fees and Penalties. (BSA, IHWCA, IOP, PST, VCP)
27. **REFERRAL FROM THE RAILROAD COMMISSION:** A referral of the site from the Railroad Commission to the TCEQ for future direction with the responsible party under the appropriate Rules of the PST Program. (PST Only)
28. **REQUEST FOR EXTENSION:** A request from a responsible party, VCP/IOP Applicant, or from a party on their behalf, to extend the due date of a specific request, response or report required by the TCEQ. (BSA, BSL, DCRP, IHWCA, IOP, PST, SF)
29. **REQUEST FOR INFORMATION:** A written request for site specific information.
30. **RESPONSE TO COMMENTS:** A technical response addressing a TCEQ correspondence.
31. **RESPONSE TO TCEQ OVERDUE LETTER:** A written response to a TCEQ overdue item or activity.
32. **SIGNED AFFIDAVIT:** An affidavit prepared by the VCP, IOP, or BSA Program indicating that the Applicant has fulfilled all technical and administrative requirements of the Program and is eligible for a Certificate. This affidavit must be signed by the Applicant and notarized. (BSA, IOP, VCP)
33. **STATUS REPORT:** Weekly or monthly reports, project schedules or meeting minutes. (IHWCA, IOP, PST, SF, VCP)
34. **TAXPAYER RELIEF ACT REQUEST ([TPRA Request](#)):** A Federal Brownfields tax relief certification request for tax reduction on Brownfield properties to stimulate redevelopment. (BSA, VCP)

35. **TECHNICAL CORRESPONDENCE NOT OTHERWISE SPECIFIED (NOS):** Correspondence relating to technical issues not otherwise specified by another document type.
36. **TECHNICAL REPORT NOT OTHERWISE SPECIFIED (NOS):** A report of technical findings or technical recommendations not otherwise specified by another document type.
37. **TECHNICAL RESPONSE NOT OTHERWISE SPECIFIED (NOS):** A response to previous TCEQ correspondence not otherwise specified by another document type. (IHWCA Only)
38. **TECHNICAL WORKPLAN NOT OTHERWISE SPECIFIED (NOS):** A workplan relating to the planning of technical activities that is not otherwise specified by another document type.
39. **TEXAS RISK REDUCTION PROGRAM (TRRP) VARIANCE:** A written request for a variance to the applicability of Chapter 350 in accordance with Title 30 Texas Administrative Code (30 TAC) Section (§) 350.2(g)(1). (PST Only)
40. **VOLUNTARY CLEANUP PROGRAM (VCP) AGREEMENT ([VCP Agreement Form](#)):** A legal binding document signed by a VCP Applicant and a representative of the TCEQ accepting the Applicant into the VCP Program. The Applicant must comply with the requirements set forth in the Agreement. (VCP Only)
41. **VOLUNTARY CLEANUP PROGRAM (VCP) AGREEMENT AMENDMENT ([VCP Agreement Form](#)):** Revision or addendum to the VCP Agreement. The Applicant must comply with the requirements set forth in the Agreement. (VCP Only)
42. **VOLUNTARY CLEANUP PROGRAM (VCP) APPLICATION FORM ([VCP Application](#)):** An application to participate in the VCP Program. (VCP Only)
43. **VOLUNTARY CLEANUP PROGRAM (VCP) APPLICATION FORM AMENDMENT ([VCP Application](#)):** Revision or addendum to the VCP Application. (VCP Only)
44. **VOLUNTARY CLEANUP PROGRAM (VCP) / BROWNFIELDS SURVEY:** A survey mailed to VCP and/or Brownfields Applicants upon issuance of a Certificate of Completion. The survey helps the TCEQ to serve applicants and others better in the future and to determine the value of the VCP. By completing this survey, applicants are providing information which is vital in helping the TCEQ reach its goal of providing the best possible service by understanding the issues and focusing on solutions which will continually improve the VCP. (BSA, VCP)
45. **VOLUNTARY CLEANUP PROGRAM (VCP) SCHEDULE AMENDMENT:** An amendment to the VCP Schedule of Submittals Section of a VCP Agreement. The amendment may include the type of reports required or their respective due dates. (VCP Only)
46. **WITHDRAWAL:** An Applicant's official written notice of intent to formally withdraw from the DCRP, VCP or IOP Program. (BSA, DCRP, IOP, VCP)