



North Carolina Department of Environment and Natural Resources  
Division of Waste Management

Pat McCrory  
Governor

John E. Skvarla, III  
Secretary

November 5, 2014

**MEMORANDUM**

**To: Solid Waste Directors, Public Works Directors, Landfill Operators, and Landfill Owners**

**From: Solid Waste Section**

**Re: Groundwater, Surface Water, Soil, Sediment, and Landfill Gas Electronic Document Submittal**

The Solid Waste Section is continuing its efforts to improve efficiencies in document management. All groundwater, surface water, soil, sediment, and landfill gas documents submitted to the Solid Waste Section are stored electronically and are made readily available for the public to view on our webpage. Please remember that hard copies/paper copies are not required, and should not be submitted. The submittal of these electronic documents following a consistent electronic document protocol will also assist us in our review. Please follow these procedures when submitting all groundwater, surface water, soil, sediment, and landfill gas documents to the Solid Waste Section.

**Submittal Method and Formatting**

- All files must be in portable document format (pdf) except for Electronic Data Deliverables (EDDs) unless otherwise specified by the Solid Waste Section. All pdf files should meet these requirements:
  - Optical Characteristic Recognition (OCR) applied;
  - Minimum of 300 dpi;
  - Free of password protections and/or encryptions (applies to EDDs as well);
  - Optimized to reduce file size; and
  - Please begin using the following naming convention when submitting all electronic files: Permit Number (00-00)\_Date of Document (YYYYMMDD). For example: 00-00\_20140101.
- Please submit all files via email or by file transfer protocol (FTP) via email to the appropriate Hydrogeologist unless otherwise specified by the Solid Waste Section. If the electronic file is greater than 20 MB, please submit the file via FTP or on a CD. If submitting a CD, please mail the CD to the appropriate Hydrogeologist. The CD should be labeled with the facility name, permit number, county, name of document, date of monitoring event (if applicable), and the date of document.
- Please be sure a signed Environmental Monitoring Data Form is submitted as part of the electronic file for all water quality and landfill gas documents (monitoring, alternate source demonstration, assessment, investigation, corrective action). This completed form should be the first page of the document before the cover/title page and should not be submitted as an individual file. Blank forms can be downloaded at <http://www.wastenotnc.org/swhome/EnvMonitoring/NCEnvMonRptForm.pdf>

**Monitoring Data**

Monitoring data documents may include any or all of the following: 1) groundwater and surface water monitoring; 2) soil and sediment, and 3) landfill gas monitoring. In addition to the above procedures, at a minimum, please include the following:

**Groundwater and Surface Water Monitoring**

- A copy of the laboratory report(s).
- A copy of the sampling log(s).
- A separate table of detections and exceedances for each monitoring location.

1

- All analytical results should be reported in micrograms per liter (ug/L) except for field parameters and specific Monitored Natural Attenuation (MNA) parameters.
- Please also include the laboratory's method detection limit (MDL) in ug/L, the Solid Waste Section Limit (SWSL) in ug/L, the appropriate NC regulatory standard in ug/L (2L, 2B, GWPS, IMAC), and the Federal Maximum Contaminant Level (MCL) in ug/L.
- Please **BOLD** each exceedance result.
- A separate table of field parameters for each monitoring location.
- An Electronic Data Deliverable (EDD) spreadsheet for each monitoring event submitted in the correct format. All analytical results should be reported in micrograms per liter (ug/L) except for field parameters and specific Monitored Natural Attenuation (MNA) parameters. The blank EDD template can be downloaded at [http://www.wastenotnc.org/swhome/enviro\\_monitoring.asp](http://www.wastenotnc.org/swhome/enviro_monitoring.asp). Please pay attention to the formats within the spreadsheet. Any EDD received that is not formatted correctly will be emailed back to be resubmitted via email within five (5) days.
- A separate groundwater monitoring well construction table.
  - Please also include the date the well was drilled, well diameter, total well depth, depth to top of screened interval (in feet), screened interval (in feet), geology of screened interval, TOC elevation, ground elevation, groundwater elevation, GPS coordinates (latitude and longitude), and depth to water (in feet).
- A separate groundwater table with groundwater flow rate(s).
- A recent facility figure that includes labeled groundwater and surface water monitoring locations.
- A groundwater flow map with an arrow(s) indicating flow direction(s), including date the measurements were taken.

#### Soil and Sediment Sampling

- A copy of the laboratory report(s).
- A copy of the sampling log(s).
- A separate table of detections and exceedances for each sampling location.
  - Please also include the results in micrograms per liter (ug/L), the laboratory's method detection limit (MDL) in ug/L, and the appropriate NC regulatory standard (PSRG) in ug/L.
  - Please **BOLD** each exceedance result.
- A separate table of soil and/or sediment characteristics.
- A recent facility figure that includes labeled sampling locations.

#### Landfill Gas Monitoring

- A blank Landfill Gas Monitoring Data Form can be found within the *Landfill Gas Monitoring Guidance* document and can be downloaded at [http://portal.ncdenr.org/c/document\\_library/get\\_file?uuid=da699f7e-8c13-4249-9012-16af8aefdc7b&groupId=38361](http://portal.ncdenr.org/c/document_library/get_file?uuid=da699f7e-8c13-4249-9012-16af8aefdc7b&groupId=38361).
- A separate table of landfill gas detections and exceedances for each monitoring location. Please **BOLD** each exceedance result.
- A recent facility figure that includes labeled landfill gas monitoring locations (both permanent and temporary).

If you have any questions or concerns regarding electronic submittals, please feel free to contact the Hydrogeologist overseeing your facility. The Solid Waste Section greatly appreciates your assistance on this matter. Working together, we can continue to provide excellent customer service to you and to the public.

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