



Gas Monitoring Plan Checklist

July 2019

The Alaska Department of Environmental Conservation (ADEC) Solid Waste Program has provided this checklist to outline the minimum required content for a landfill explosive gas monitoring plan. The Solid Waste Program can and will require additional information on a site specific basis. This checklist is not intended as a comprehensive explosive gas monitoring guidance. For additional guidance please refer to other Solid Waste Program guidance documents.

CHECKLIST DESCRIPTION		PAGE/SECTION
Project Management		
1.	Title page	
2.	Distribution list	
3.	Table of contents	
4.	Project/task organization – identify key project team members and their respective roles and responsibilities (facility manager, operator, environmental project manager, field sampler, etc). This may be provided in table format.	
5.	List of acronyms and abbreviations	
Background		
6.	State purpose of plan, decisions to be made, or outcome to be achieved	
7.	Background information – historical, scientific, and regulatory perspective for the monitoring project including:	
	a. Facility location, local geology and hydrogeology, details on any site investigations pertaining to gas migration, and gas monitoring program history	
	b. Provide gas well and gas probe logs and any additional installation information	
8.	Cite applicable regulatory criteria	
Project/Task Description		
9.	Provide summary of the monitoring program and monitoring network (purpose and intent, active vs inactive monitoring locations, monitoring location rationale, etc.)	
10.	Facility map with all monitoring locations and all structures on and within one-quarter mile of the facility	
11.	Details on the specific locations for each monitoring point within each structure.	
12.	Monitoring schedule information	
	a. Frequency of scheduled monitoring events	
	b. Timing of scheduled monitoring events (or an acceptable range)	
	c. Any weather conditions that must be met for sampling events (if ambient air sampling is still applicable)	
Special Training/Certification		
13.	Identify any specialized training or certifications required and provide documentation of that training for project team members	
14.	Outline any confined space access requirements and required trainings	
Field Sampling		
15.	Gas meter and other monitoring equipment (include manufacturer manual - suggested)	

CHECKLIST DESCRIPTION		PAGE/SECTION
16.	Instrument checks, operation, and calibration procedures	
17.	Field sampling procedures	
	a. Structures	
	b. Ambient air	
	c. Gas probes	
	d. Gas vents/wells	
18.	Identify how gas concentrations will be measured at the various types of monitoring locations	
19.	Provide copy of gas monitoring logs and field forms	
20.	Identify how exceedances of the applicable limits will be identified and documented, and the process for determining corrective action	
Data Management		
Describe how data will be managed from the initial monitoring to final reporting.		
21.	Record keeping	
22.	Data storage and retrieval – all historical data should be available	
Gas Management Planning		
23.	If you are currently performing ambient air monitoring:	
	a. Include an ambient air monitoring plan which includes the monitoring locations and intervals	
	b. Include a proposed timeline for the installation of gas probes and a gas probe monitoring plan	
24.	Include a plan and timeline for how exceedances of 18 AAC 60.350 will be handled	
	a. Within 60 days of an exceedance the owner or operator shall implement an approved long-term remediation plan for the methane gas releases, place a copy in the operating record, and submit written notification to the department that the plan has been implemented	
25.	Include a gas management plan that will be implemented until a remediation plan can be developed	
	a. Owner or operator shall take all necessary steps to reduce or dissipate the concentrations of methane to ensure public health, safety, and welfare.	
26.	Include a plan and timeline for how a long-term remediation plan will be developed and implemented within 60 days of detecting an exceedance of methane concentration standards	
Reporting		
27.	Provide a reporting schedule and frequency of reporting	
28.	Include a statement that the Solid Waste Program will be notified immediately by telephone and in writing if levels exceed limits listed in 18 AAC 60.350	