

Closed Landfill Inspection Report Instructions

It is best to review the form before beginning the inspection of the site. As the inspection is conducted, it will be necessary to shift between pages as different conditions are noted. This form is the same as that used by DEP staff and has been designed so that most of the information can be recorded by checking a box. Remarks may be added in the right hand column if a short description is necessary.

It is highly recommended that you next complete a rough site sketch as required in Section 13 of the Report Form. Instructions for this are noted below. This will be used throughout your inspection activity to note relative locations for problem areas, broken gas vents, bare spots, leachate breakouts, new home locations, etc.

Section 1. Heading:

Facility – Please fill in the landfill name e.g. “Bath Municipal Landfill”, “Augusta Sewer District Landfill”

Owner – Please write in the name of the owner. Usually this is the municipality but could be a sewer district, quasi-municipal organization or private land owner.

Location – List the street name and town or city name where the site is located.

Latitude and longitude – These are not necessary to fill in unless specifically requested by DEP.

Closure date – If known, please fill in the year the site closed.

Approximate size – If known, please fill in the estimated size of the site in acres.

Inspector – Please fill in the name of the person who completed the inspection and filled out the report form.

Inspection date – month/day/year

Other people present – Please add in the names of any other people who may have helped in the inspection.

Section 2. Vegetation:

Types of growth – Please check all that apply. Remarks may be made such as “mostly grass” or “even mix of plant types”

Condition of growth – This is somewhat subjective but will give an indication on condition of the soil nutrients.

Woody plants - Woody plants such as shrubs or tree seedlings and saplings can damage the cap and indicate if regular mowing is conducted. Remarks may include type of trees, abundance and location on landfill.

Invasive plants – The most common invasive plants found at closed landfills are Japanese Knotweed and common reed. Please see attached fact sheets. Remarks may describe extent and location of growth.

Sections 3 through 12: Check the appropriate boxes and explain as necessary. Any unusual conditions noted should also be labeled in their relative locations on the site sketch (see Section 13 below.)

Section 13: Other required information:

Site sketch- Attach a hand drawn site sketch on a plain white piece of paper of 8 ½”x 11” or greater size. Locations of main features such as roads, transfer station, nearby homes, water bodies, problem areas, etc. should be noted and labeled. Scale should be approximate; there is no expectation that this will be a formal drawing with an absolute scale for all items noted.

Photographs- Photographs of the landfill and any special conditions noted need to be attached to the report. If digital photos are taken, please print these on 8 ½”x 11” copy paper and attach to the back of the report.

Corrective action- In addition, if any repairs or corrective actions are found to be needed, then an explanation of these activities should be described at the end of the report in the space provided.