



**REQUEST FOR AUTHORIZATION (RFA) CHECKLIST  
NJPDES/Discharge to Surface Water Permit  
Category B4B - General Ground Water Petroleum Product Clean-up (GPPC)  
Permit Authorization**

**TO HELP US PROCESS YOUR RFA MORE EFFICIENTLY, PLEASE PROVIDE ALL THE ITEMS LISTED BELOW.**

This checklist is provided to you as guidance for completing a Request for Authorization (RFA) under NJPDES/DSW permit NJ0102709. This checklist is appropriate for any new or renewal authorization applications.

Should you have any questions pertaining to the applicability of the renewal GPPC permit to a discharge scenario; the resulting effluent limitations and requirements; or questions regarding completion of the RFA forms, please contact the Bureau of Surface Water Permitting at (609) 292-4860.

Be sure to read all instructions and answer all questions when filling out the following RFA forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

- FORM NJPDES - 1** - Instructions are provided with the form.  
Be sure to indicate in items 5 and 9B if the treated groundwater will be conveyed to the receiving waterbody through a storm drainage system. If a storm drainage system will be used, indicate in item 5 who has ownership of such storm drainage system (e.g., municipality, county or New Jersey Department of Transportation (NJDOT)). Be sure to obtain local approval if you will discharge to a municipal or county storm drainage system. If you will make an attachment to or install drainage facilities to any NJDOT drainage structure or within the state highway system, a separate drainage permit is required to be obtained from the NJDOT. Please refer to Attachment I for more information regarding NJDOT projects.
  
- EVIDENCE OF RFA SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY** - Applicable for NEW discharges or activities or for a change in the location or method of discharge for EXISTING discharges. Submit copies of the signed and dated notices that were sent along with the RFA to the affected sewerage entity(ies) and municipality via certified mail return receipts requested or by other means of verification, and copies of the dated certified mail return receipts or other means of verification of receipt.  
**NOTE:** Prior to submitting an RFA to the Department, submit the following to the affected sewerage entity(ies) and municipality in accordance with N.J.A.C. 7:14A-4.3(a)13:
  1. A copy of the RFA.
  2. A written notice (certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the Department written comments regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. The Department shall consider these comments in determining whether to issue an authorization. The Department can proceed with the authorization even if comments are not submitted.
  
- NJPDES TECHNICAL FORM (Form C)** - Detailed instructions are provided on the form. **Complete all Items, except Item 7.**  
**Note:** The applicant must also perform and submit the results of at least **ONE REPRESENTATIVE ANALYSIS OF THE UNTREATED WASTEWATER** from a recovery well, monitoring well, or from an excavation resulting from the removal of a leaking petroleum product tank(s) or other sources. The Department recognizes that Form C requires that effluent data be included; however, for the purposes of the GPPC permit, untreated wastewater data is required. All applicants should submit the most recent representative data. However, the analytical data must all be from the same sampling event and must have occurred no more than 12 months before the date of RFA submission. Instead of including RFA data in items 10A, B, C and D of Form C, applicants may specify "See attached Ground Water Characterization Report" and attach copies of analytical results and laboratory data sheets. Samples shall be collected in accordance with the current NJDEP Field

Sampling Procedures Manual available at <http://www.state.nj.us/dep/srp/guidance/fspm/>. All analyses must be performed by a NJ certified laboratory. The analysis shall address the following compounds:

- **Conventional/Non-conventional Compounds:**  
Total Organic Carbon  
Total Suspended Solids  
pH  
Petroleum Hydrocarbons
- **Toxic Metal Compounds:**  
Toxic Metals for **NEW SOURCE** RFAs as specified in Attachment II of this checklist.
- **Fuel Oxygenates:**  
Methyl-*Tert*-Butyl Ether for both **RENEWAL** RFAs and **NEW SOURCE** RFAs;  
AND  
*Tert*-Butyl-Alcohol for both **RENEWAL** RFAs and **NEW SOURCE** RFAs;
- **Volatile Compounds**
- **Acid Compounds**
- **Base Neutral Compounds**

**The Department as part of the technical review may require additional analytical requirements based on site-specific conditions.**



#### **B4B CERTIFICATION FORM**

**Administrative Certification.** The signature must be completed according to N.J.A.C. 7:14A-4.9. The permittee is required to publish an intent to request authorization under the General Permit pursuant to N.J.A.C. 7:14A-6.13(d)3. The following public notice shall be used as established in the General Permit:

"Notice is hereby given that pursuant to N.J.A.C. 7:14A-6.13(d)3, \_\_\_\_\_  
[name of applicant] intends to submit a request for authorization under the General Groundwater  
Petroleum Product Clean-up Permit, No.NJ0102709 to the N.J. Department of Environmental  
Protection. This authorization will allow \_\_\_\_\_  
[name and address of facility] to discharge decontaminated groundwater from petroleum product  
remediation projects into select surface waters of the State."

**Professional Certification.** A Professional Engineer **OR** a New Jersey Certified Subsurface Evaluator must complete this certification.

#### **SUBMIT ONE ORIGINAL AND ONE COPY OF THE RFA TO:**

**Mail Code 401-02B  
Bureau of Pretreatment and Residuals  
Permit Administration Section  
Division of Water Quality  
P.O. Box 420  
Trenton, New Jersey 08625-0420**

## ATTACHMENT I

### STORM DRAINAGE SYSTEMS UNDER THE JURISDICTION OF THE NJDOT

If the applicant will make an attachment or install drainage facilities to any NJDOT storm drainage system or within the state highway system, it shall contact the appropriate NJDOT office below:

**Northern Office**  
973-770-5140

**Counties:** Bergen Essex, Hudson, Morris, Passaic, Sussex, Union  
and Warren (North of Route 57 only)

**Central Office**  
732-308-4106

**Counties:** Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset  
and Warren (South of Route 57 only)

**Southern Office**  
609-486-6688

**Counties:** Burlington, Camden, Gloucester, Cumberland, Cape May, Atlantic  
and Salem

---

## ATTACHMENT II

### TOXIC METAL COMPOUNDS

Antimony, Total Recoverable  
Arsenic, Total Recoverable  
Beryllium, Total Recoverable  
Cadmium, Total Recoverable  
Chromium, Total Recoverable  
Copper, Total Recoverable  
Lead, Total Recoverable  
Mercury, Total Recoverable  
Nickel, Total Recoverable  
Selenium, Total Recoverable  
Silver, Total Recoverable  
Thallium, Total Recoverable  
Zinc, Total Recoverable

SOURCE: N.J.A.C. 7:14A-4, APPENDIX A, TABLE III.