

### **Introduction and Instructions for Use**

In an effort to improve the quality and completeness of submittals made to the Department, and to in turn facilitate Department review, checklists have been developed for each submittal type. All remediation must be conducted in accordance with the Technical Requirements for Site Remediation (Tech Rule), N.J.A.C. 7:26E. The contents of the checklists mirror the requirements included in the rule. The checklists are intended for use by those conducting remediation to double check the completeness and quality of technical documents prior to submittal to the Department. The Department strongly recommends that the appropriate checklist be provided with the submittal. Inclusion of the checklist with the submittal may reduce the Department's review time and thus minimize the Department's oversight costs.

For each requirement listed which has been addressed for the subject site or AOC, put a YES in the "Included" column on the appropriate checklist.

Note that all requirements included in the Tech Rule must be considered during remediation. However, the Department acknowledges that some requirements may not apply under certain conditions. If a person responsible for conducting remediation believes that a particular provision of the Tech Rule that would normally be applicable does not apply due to site-specific considerations, the person must include in the submittal adequate justification for why that particular requirement was not met. This justification is required whether the checklists are used or not. The justification must identify the specific site conditions upon which the assertion is based and documentation to support the assertion that the provision does not apply. The determination as to whether or not the provision applies to the site shall be made solely by the Department.

For any applicable requirement listed which is not addressed for the subject site or AOC due to site-specific conditions, on the appropriate checklist put NO in the "Included" column and note in the "Page #" column the page number where the Case Manager may find justification for why a particular requirement that would normally apply was not met. If the listed item is not required, put NA in the "Included" column.

In addition to checklists which summarize requirements for each type of technical submittal, checklists have been developed for the UST and ISRA regulatory programs, remediation agreements and administrative consent orders, as well as for remediation funding source and surcharge requirements. These checklists may also be used as a means to check compliance with the requirements of the applicable regulatory program or oversight document. These checklists may also accompany submittals made to the Department.

SRP CHECKLIST:		Requirements for Notification, Certification & Variances		
	N.J.A.C. 7:26E-	Use this checklist to assure all applicable certification and notification requirements have been met and to assure a variance request has been submitted when required.	Included: Yes/No/NA (see note below)	Page #
<i>Notification</i>				
	1.4(a)1	For sites not already known to the Department, has the Department been notified prior to sampling?		
	1.4(a)2	Has the municipal clerk been notified when required?		
	1.4(a)3	Have the Department & municipal clerk been notified 45 days prior to implementation of a remedial action that has not received Department pre-approval?		
	1.4(b)	When an immediate environmental concern has been identified, have proper notifications been made and have required actions been initiated?		
	1.4(d)	Have the notifications included the required information?		
	1.4(e)	Have the notifications been sent to the proper place?		
	1.4(f)	Have Pinelands notification requirements been met when required?		
	1.4(g)	Has the Pinelands notification been sent to the proper place?		
<i>Certification</i>				
	7:26B-1.6	For remediation conducted pursuant to ISRA, has the required certification been submitted?		
	7:14B-1.7	For remediation conducted pursuant to UST has the required certification been submitted?		
	7:26B-1.6	For remediation conducted pursuant to a remediation agreement has the required certification been submitted?		
	7:26C-1.2	For remediation conducted pursuant to an administrative consent order has the required certification been submitted?		
	7:26C-1.2	For remediation conducted pursuant to a memorandum of agreement has the required certification been submitted?		
<i>Variances</i>				
	1.6(d)	If approval of an alternate approach to the requirements in N.J.A.C. 7:26E-2 through 6 is desired, has a variance request been submitted, as required?		

NOTE: Yes = required and addressed; No = required and not addressed (indicate page # for justification); NA = not required

SRP CHECKLIST:		QUALITY ASSURANCE PROJECT PLAN (QAPP)		
	<b>N.J.A.C. 7:26E-</b>	<b>Use this checklist to assure all applicable quality assurance requirements have been met.</b>	<b>Included: Yes/No/NA (see note below)</b>	<b>Page #</b>
<i>General QA requirements</i>				
	<b>2.1(a)1</b>	<b>Is the laboratory certified to conduct the applicable analytical procedures?</b>		
	2.1(a)3	Have the analytical procedures been approved by organizations with recognized expertise?		
	2.1(a)4	Have proper sample preservation methods been proposed?		
	2.1(a)5	Have acceptable alternate analytical methods (with MDLs below the cleanup std) been chosen and documented?		
	2.1(a)6	Have acceptable indicator parameters been proposed if needed?		
	2.1(a)7	Will the lab follow QA/QC procedures specified in the analytical methods?		
	2.1(a)8	Will solid sample results be reported on a dry weight basis?		
	2.1(a)9	Is sample cleanup proposed when required?		
	2.1(a)10	Have acceptable sample cleanup methods been proposed?		
	2.1(a)11	Have acceptable methods been proposed for the determination of the presence of free and/or residual product in soil or water?		
	2.1(a)12	Has the appropriate use of gas spectrometry with a mass spectrometer detector system been proposed?		
	2.1(a)13	Will full or reduced laboratory data deliverables be submitted, as required?		
	2.1(a)14*	Do proposed sampling methods, sample preservation procedures sample handling times, decontamination procedures for field equipment (including for the disposal of installation, development, purge & decontamination waters & drill cuttings), and frequency for field blanks, field duplicates and trip blanks conform to applicable requirements?		
	2.1(a)15	Will samples be preserved immediately and submitted to the lab within 48 hours?		
	2.1(b)	Is proposed use of field screening appropriate?		
	2.1(c)	Is analysis for the proper parameters proposed?		
	2.1(d)	Does the sample analysis proposal meet the requirements in Table 2-1?		
	2.1(e)	Does the proposal adequately address how tentatively identified compounds will be addressed?		
<i>Quality Assurance Project Plan</i>				
	2.2(a)	Was an adequate and complete QAPP submitted in accordance with the schedule when required?		
<i>(For less than 10 AOCs)</i>				
	2.2(a)1i	Is an adequate description of the project's scope and complexity, and how it relates to the overall site remediation strategy included?		
	2.2(a)1ii	Are the data quality objectives included?		
	2.2(a)1iii	Are the names, addresses, and DEP certification number for labs used included?		
	2.2(a)1iv	Are the names and numbers of individuals responsible for project coordination, sampling activities, and lab activities included?		

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	2.2(a)1v	Is the Analytical Methods/Quality Assurance Summary Table included?		
	2.2(a)1vi	Is a detailed description of sampling methods, sample storage, and sampling handling time included?		
	2.2(a)1vii	Is an adequate description of all maintenance procedures for field analytic instrumentation included?		
	2.2(a)1viii	Is an adequate description of procedures to obtain duplicate and split samples included, if required?		
	2.2(a)1ix	Is an adequate description of chain of custody procedures included?		
	2.2(a)1x	Is an adequate description of sample storage procedures to be used by the lab included?		
	2.2(a)1xi	Are the lab data deliverable formats to be used included?		
<i>(For more than 10 AOCs)</i>				
	2.2(a)2i	Are all the requirements above included. [2.2(a)1i through 2.2(a)1x]		
	2.2(a)2ii	Is an adequate description of field quality control audit procedures included?		
	2.2(a)2iii	Are the procedures for field sampling activities included?		
	2.2(a)2iv	Is an adequate description of the data reporting procedures and format for analytical data included?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		
<p>*The NJDEP Field Sampling Procedures Manual (FSPM) at <a href="http://www.nj.gov/dep/srp/guidance/fspm">www.nj.gov/dep/srp/guidance/fspm</a> should be consulted for applicable requirements. Additionally, the SRP NJPDES Technical Manual should be consulted regarding permit-by-rule provisions [N.J.A.C. 7:14A-7.5(a)4] for disposal of waters generated during well installation and development, purge and decontamination water, and drill cuttings. The FSPM addresses the on-site disposal of these discharges in sections 2.4.5.6 and 2.4.5.7.</p>				

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SRP CHECKLIST:		PRELIMINARY ASSESSMENT REPORT		
	N.J.A.C. 7:26E-	Use this checklist to assure that all preliminary assessment requirements have been met.	Included: Yes/No/NA (see note below)	Page #
<b>Preliminary Assessment Objectives</b>				
	3.1(a)	Have all potentially contaminated AOCs been identified based on diligent inquiry and a site visit?		
<i>Preliminary Assessment</i>				
	<b>3.1(c)</b>	<b>Was a PA conducted based upon diligent inquiry?</b>		
	3.1(c)1	Did the PA include an evaluation of historic information as required?		
	3.1(c)1i	Did the PA utilize appropriate historical sources and maps?		
	3.1(c)1ii	Did the PA include site history and ownership and use information?		
	3.1(c)1iii	Did the PA include consideration of raw materials, finished products, intermediates, by products, formulations and hazardous substances, hazardous wastes, & pollutants?		
	3.1(c)1iv	Did the PA identify and evaluate past and present production processes, dates, water use, potential and actual discharge points, receiving areas?		
	3.1(c)1v	Did the PA include an adequate inventory of containers as required?		
	3.1(c)1vi	If the site exceeds 2 acres, did the PA include an adequate evaluation of the aerial photographic history?		
	3.1(c)1vii	Did the PA include an adequate evaluation of known discharges?		
	3.1(c)1viii	Did the PA include an adequate evaluation and required information concerning remediation activities completed or underway?		
	3.1(c)1ix	Did the PA include an adequate evaluation of the protectiveness of implemented remedial actions?		
	3.1(c)1x	Did the PA include an evaluation of all existing data?		
	3.1(c)1xi	Did the PA include an evaluation of changes in site conditions?		
	3.1(c)1xii	Did the PA include identification of all previous and current permits applied for and received?		
	3.1(c)1xiii	Did the PA include identification of and required information concerning all enforcement actions?		
	3.1(c)1xiv	Did the PA include identification of and dates for fill areas?		
	3.1(c)2	Did the PA include a site visit?		
<i>Preliminary Assessment Report</i>				
	3.2(a)1	Is all the information required to be collected during the PA presented and discussed ?		
	3.2(a)2	Is the PA Report presented in the proper format?		
	3.2(a)3	Does the PA Report include scaled site plans, historical site plans, a copy of the USGS map, and data summary as required?		
	3.2(a)4	Does the PA Report include an appropriate recommendation regarding the need for further remediation for each AOC?		
	3.2(a)5	Does the PA Report include an adequate comparison with current standards for area previously remediated and include an appropriate recommendation regarding the need for further remediation?		
	3.2(b)	Does the PA Report include the required table for comparing prior and current standards, for AOCs previously NFAed?		

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<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		

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SRP CHECKLIST:	SITE INVESTIGATION REPORT			
	N.J.A.C. 7:26E-	Use this checklist to assure that all site investigation requirements have been met.	Included: Yes/No/NA (see note below)	Page #
<b>Site Investigation Objectives</b>				
	3.3(a)	Has sampling been conducted at each AOC to determine if any contaminants are present at the site, or have emanated or are emanating from the site, at levels above the applicable unrestricted use standard?		
<i>SI - general sampling requirements</i>				
	3.3(b)	Did the SI satisfy all requirements including general sampling requirements, building interiors, soils, ground water, surface water and sediment, area specific requirements, background requirements (if applicable), ecological and historic fill?		
	3.3(c)	Was an SI Report submitted when required?		
	3.4(a)	Were properly biased samples collected from all potentially contaminated areas of concern?		
	3.4(b)	Were samples collected and analyzed pursuant to N.J.A.C. 7:26E-2.1 Quality Assurance requirements?		
	3.4(c)	Were all samples discrete, except as allowed for waste classification pursuant to N.J.A.C.7:26-8?		
<i>SI - building interiors</i>				
	3.5 #	Was an adequate evaluation of building interiors conducted when required, including an investigation of contaminants outside buildings which have the potential to migrate into buildings?		
<i>SI - soils</i>				
	3.6(a)1	Was an adequate subsurface survey for buried vessels and wastes conducted when required?		
	3.6(a)2	Was an adequate subsurface profile developed?		
	3.6(a)3	Were initial characterization soil samples properly collected?		
	3.6(a)4	Were soil samples analyzed for volatile organics properly collected?		
	3.6(a)5	Were soil samples collected in discrete 6-inch increments?		
	3.6(a)6	Were at-depth samples collected properly if required?		
	3.6(a)7	Were saturated soil samples collected if required?		
	3.6(c)2	Was the SI of soil conducted in accordance with quality assurance and quality control requirements?		
<i>SI - ground water</i>				
	3.7(a)	Was at least one ground water sample collected for each area of concern if:		
		3.7(a)1 Contaminant with solubility >100 mg/l @ 20-25 degrees C, and intervening soil is <15% silt and clay		
		<b>OR</b>		
		3.7(a)2 Contaminant with solubility >100 mg/l @ 20-25 degrees C and AOC is within 2000 ft of public supply well		
	3.7(c)1	Was the SI of ground water conducted in accordance with quality assurance and quality control requirements?		
	3.7(c)2 *	Were acceptable methods used to obtain ground water samples?		
	3.7(c)3	Were ground water sampling points properly located?		
		3.7(c)3i in the excavation of any source(s) of contamination		
		3.7(c)3ii downgradient and within 10 feet of the AOC		
	3.7(d)	Were the proper number of ground water samples collected?		

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	3.7(e)	Were the ground water SI results properly evaluated?		
	<b>3.7(e)3</b>	<b>Were potable well receptors evaluated as required if ground water contamination was confirmed?</b>		
		<b>3.7(e)3i Within 6 weeks of confirmation of ground water contamination, was a well search conducted ?</b>		
		<b>3.7(e)3ii(1) Within 2 weeks of well search completion, were potable wells within 1000 feet of each AOC identified to DEP ?</b>		
		<b>3.7(e)3ii(2) Within 8 weeks after identification of potable wells, were samples collected from each potable well that is suspected to be contaminated?</b>		
		<b>3.7(e)3ii(3) Within 45 days of completion of potable well sampling, were all analytical results submitted to the Department?</b>		
		<b>3.7(e)3iii Within 2 weeks of the discovery of contamination above the drinking water standards in potable wells, was sampling conducted/proposed for additional potable wells within 1/2-mile increments as required?</b>		
	3.7(e)iv	Was the ground water flow direction determined for each affected aquifer?		
	3.7(e)v	Was a groundwater remedial investigation recommended/scheduled/conducted?		
	<b>3.7(f)</b>	<b>For prospective purchasers, was a potable water investigation initiated within 30 days of property acquisition?</b>		
	3.7(g)	If a claim is being made that contamination detected is due to background contamination, was a background ground water investigation properly conducted?		
	3.7(g)5	Was the Department notified of an existing upgradient source?		
<i>SI - surface water and sediment</i>				
	3.8(a)	Were potential impacts to surface water bodies adequately evaluated?		
	3.8(b)	If there is evidence that a discharge to surface body has occurred, was a surface water investigation conducted adequately?		
	3.8(b)1	Was the SI of surface water and sediment conducted in accordance with quality assurance and quality control requirements?		
	3.8(b)2	Was potentially impacted surface water properly sampled?		
	3.8(b)3	Was potentially impacted sediment properly sampled?		
<i>SI- area specific requirements</i>				
	3.9(a)1	Were soil samples properly collected in area of above ground tanks over unpaved soil?		
	3.9(a)2	Were soil samples properly collected in area of above ground tanks over paved surfaces?		
	3.9(a)3	Were soil samples properly collected in area of underground tanks?		
	3.9(a)4	Were soil samples properly collected in area of above grade piping?		
	3.9(a)5	Were soil samples properly collected in area of below grade piping?		
	3.9(a)6	Were soil samples properly collected in loading and unloading areas?		
	3.9(b)1	Were soil samples properly collected in area of all pads?		
	3.9(b)2	Were soil samples properly collected in area of all storage and staging areas over permeable cover?		

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	3.9(c)	Were surface impoundment sediments properly sampled if required?		
	3.9(d)	Were all drainage systems sampled if required?		
	3.9(e)	Were all discharge and waste disposal systems and areas sampled if required?		
	3.9(f)	Were other potentially contaminated areas adequately sampled?		
<i>SI- Background</i>				
	3.10	If a claim is being made that a soil contaminant is due to natural background, has sampling been conducted and required information provided to support that claim?		
<i>SI- ecological evaluation</i>				
	3.11(a)***	Was a baseline ecological evaluation conducted?		
	3.11(a)1	Were data adequately evaluated to identify site specific contaminants of ecological concern?		
	3.11(a)2	Were ecologically sensitive natural resources properly identified?		
	3.11(a)3	Were potential contaminant migration pathways or impacts adequately identified?		
	3.11(a)4	Were appropriate conclusions drawn regarding the need for further investigation?		
<i>SI- historic fill material</i>				
	3.12(a)	Was an RI conducted if historic fill was assumed to be above residential soil remediation standard?		
		<b>OR</b>		
	3.12(b)	Have historic fill areas been identified as potentially contaminated AOCs, to be investigated as part of the remedial investigation?		
	3.12(c)	Were the appropriate number of ground water samples taken to demonstrate ground water is not contaminated in an area where ground water is used for potable water?		
<i>Site Investigation Report</i>				
	3.13(b)1**	Is historical information included and adequate if required?		
	3.13(b)2**	Is physical setting information included and adequate, including the well search results in the format given in Appendix B?		
	3.13(b)3	Is a technical overview included and adequate?		
	3.13(b)4	Are appropriate findings and recommendations included?		
	3.13(c)1	Are the results of analyses, copies of lab data sheets, and required lab data results, including full or reduced deliverables as appropriate, included and adequate?		
	3.13(c)2	Is a summary table of lab methods and QA indicators included and adequate?		
	3.13(c)3****	Is a hard copy and an electronic copy (EDSA disc) of the summary table of sampling results and remediation standards included and adequate?		
	3.13(c)4	Are stratigraphic logs included and adequate?		
	3.13(c)5	Are stratigraphic cross sections included and adequate?		
	3.13(c)6	Are boring, piezometer and well records included and adequate?		
	3.13(c)7	Is required information for sampled wells included and adequate?		
	3.13(c)8	Is other data obtained during the SI included and adequate?		
	3.13(d)	Are the required maps and diagrams included and adequate?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		

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\*The NJDEP Field Sampling Procedures Manual (FSPM) at [www.nj.gov/dep/srp/guidance/fspm](http://www.nj.gov/dep/srp/guidance/fspm) should be consulted for applicable requirements. Additionally, the SRP NJPDES Technical Manual should be consulted regarding permit-by-rule provisions [N.J.A.C. 7:14A-7.5(a)4] for disposal of waters generated during well installation and development, purge and decontamination water, and drill cuttings. The FSPM addresses the on-site disposal of these discharges in sections 2.4.5.6 and 2.4.5.7.

\*\* Historical and physical setting information is required unless the remediation is directed at a specific discharge event (rather than a particular AOC) or any UST or UST system.

\*\*\* BEE not req'd for AOC that is heating oil UST for on-site consumption in 1-4 family residence.

\*\*\*\*EDSA not req'd for soils-only remediation of AOC that is heating oil UST for on-site consumption in 1-4 family residence.

# The NJDEP Vapor Intrusion Guidance document at [www.nj.gov/dep/srp/guidance/vaporintrusion](http://www.nj.gov/dep/srp/guidance/vaporintrusion) should be consulted regarding investigation of vapor impacts on potential receptors.

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SRP CHECKLIST:		REMEDIAL INVESTIGATION WORKPLAN		
	N.J.A.C. 7:26E-	Use this checklist to assure that the proposed remedial investigation meets all technical requirements.	Included: Yes/No/NA (see note below)	Page #
<b>Remedial Investigation Objectives</b>				
	4.1(a)1	Will implementation of the workplan result in the full horizontal and vertical delineation of all contaminants in all media at each AOC?		
	4.1(a)2	Will implementation of the workplan result in a good understanding of surface and subsurface characteristics of the site, including depth to ground water?		
	4.1(a)3 #	Will implementation of the workplan identify all migration pathways and actual or potential receptors through all media or structures?		
	4.1(a)4 ##	Will implementation of the workplan collect all data necessary for the evaluation of remedial action alternatives?		
	4.1(a)5	Will implementation of the workplan collect all data necessary for the evaluation of the actual and potential ecological impacts and characterization of all natural resource injuries?		
	4.1(a)6	Will implementation of the workplan collect all data necessary to develop permit limitations for any discharge that may be required as part of a remedial action under consideration?		
	4.1(a)7	Does the workplan identify containment and/or stabilization activities to prevent contaminant exposure and migration while alternatives are being evaluated?		
<i>RI workplan</i>				
	4.2(b)1	Is a schedule included and adequate?		
	4.2(b)2	Is personnel information included and adequate?		
	4.2(b)3**	Is historical information included and adequate, if required?		
	4.2(b)4**	Is information regarding the physical setting included and adequate, if required?		
	4.2(b)5	Is each area of concern adequately described?		
	4.2(b)6*	Is an area of concern sampling summary table included and is proposed sampling and analysis adequate to fully characterize and delineate contaminants in all media per 4.1(b)?		
	4.2(b)7	Are sample locations indicated on a sample location map?		
	4.2(b)8	Are other sampling proposals included and adequate?		
	4.2(b)9	Does the WP include an adequate Quality Assurance Project Plan that proposes full or reduced data deliverables, as appropriate?		
	4.2(b)10	Has an adequate Health and Safety Plan been prepared?		
<i>RI of Soil</i>				
	4.1(b)	Does the WP include sampling to fully delineate soil contamination at each AOC?		
	<b>4.3(a)</b>	<b>Does the WP include RI of soils at all AOCs with contamination above applicable soil remediation standards?</b>		
	4.3(b)1	Does the WP include RI of soils to be conducted in accordance with quality assurance and quality control requirements?		
	4.3(b)2	Does the WP include proposal to conduct an adequate soil investigation in accordance with 3.6?		
		3.6(a)1 Is an adequate subsurface survey for buried vessels and wastes proposed when required?		

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		3.6(a)2 Is development of an adequate subsurface profile proposed?		
		3.6(a)3 Does proposal for initial characterization soil samples reflect proper collection depth?		
		3.6(a)4 Does proposal reflect proper collection procedures for soil samples to be analysed for volatile organic analysis?		
		3.6(a)5 Does proposal reflect that soil samples will be collected in discrete 6-inch increments?		
		3.6(a)6 Does proposal include the collection of at-depth samples if warranted?		
		3.6(a)7 Does proposal include the collection of saturated soil samples when the sampling point is within the saturated zone?		
<i>RI of ground water</i>				
	<b>4.4(a)</b>	<b>If any of the following triggers are met, does the WP include a ground water RI for each AOC as required?</b>		
		4.4(a)1 Contaminants in ground water above the applicable ground water standard		
		4.4(a)2 Contaminants in soil within 2 feet of saturated zone or bedrock above the applicable soil remediation standard		
		4.4(a)3 Contaminants in soil column above the applicable soil remediation standard and the contaminant will not be actively remediated.		
		4.4(a)4i Contaminant with solubility >100 mg/l @ 20-25 degrees C, and intervening soil is <15% silt and clay		
		<b>OR</b>		
		4.4(a)4ii Contaminant with solubility >100 mg/l @ 20-25 degrees C and AOC is within 2000 ft of public supply well		
	4.4(c)	Does the WP include RI of ground water to be conducted in accordance with quality assurance and quality control requirements?		
	4.4(d)	Does the WP include proposal to collect ground water samples in accordance with acceptable professional methods?		
	4.4(e)	Does the WP include proper locations for initial GW sampling points?		
		4.4(e)i in the excavation of any source(s) of contamination		
		4.4(e)ii downgradient and within 10 feet of the AOC		
	4.4(f)	Does the WP include an adequate number of samples?		
	4.4(g)	Does the WP include proper construction, permitting, logging, surveying, developing, marking, securing and decommissioning for all ground water monitoring wells and piezometers?		
	4.4(h)3i	Does the WP include proposal to fully delineate GW contamination?		
	4.4(h)3ii	Does the WP include proposal to determine GW flow direction in each affected aquifer?		
	4.4(h)3iii	Does the WP include proposal to adequately characterize impacted aquifers?		
	4.4(h)3iv	Does the WP propose adequate investigation needed to support model use for GW flow?		
	<b>4.4(h)3v</b>	<b>Does the WP include a well search?</b>		
	<b>4.4(h)3vi</b>	<b>Does the WP include proposal to sample all potentially impacted wells?</b>		
	<b>4.4(h)3vii</b>	<b>Does the WP include proposal to evaluate all potentially impacted surface water bodies ?</b>		

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	4.4(h)3viii #	<b>Does the WP include proposal to evaluate subsurface utilities, basements &amp; other structures to determine whether vapor hazards exist?</b>		
	4.4(h)3ix	Does the WP include proposal to evaluate current & future 25-year planning ground water uses?		
	4.4(i)	Does the WP include proposal to conduct soil gas studies if appropriate?		
<i>RI of Surface water, wetlands and sediment</i>				
	4.5(a)	<b>Does the WP include proposal to evaluate potentially impacted surface water, wetlands and sediments as part of the remedial investigation?</b>		
	4.5(b)	Does the WP's proposal for the evaluation of surface water meet the RI requirements and quality assurance and quality control requirements?		
	4.5(d)	Does the WP's proposal for the evaluation of surface water, wetlands and sediments comply with sampling requirements and include a receiving water body analysis?		
<i>RI of landfills and historic fill material</i>				
	4.6(a)	<b>Does the WP include proposal to properly investigate landfills as part of the remedial investigation?</b>		
	4.6(b)	Does the WP include an adequate proposal for the investigation of historic fill material?		
<i>RI of ecological receptors</i>				
	4.7(a)***	Does the WP include a proposal for the proper investigation of ecological receptors?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		
*The NJDEP Field Sampling Procedures Manual (FSPM) at <a href="http://www.nj.gov/dep/srp/guidance/fspm">www.nj.gov/dep/srp/guidance/fspm</a> should be consulted for				
** Historical and physical setting information is required unless the remediation is directed at a specific discharge event (rather than a particular AOC) or any UST or UST system.				
*** BEE not req'd for AOC that is heating oil UST for on-site consumption in 1-4 family residence.				
# The NJDEP Vapor Intrusion Guidance document at <a href="http://www.nj.gov/dep/srp/guidance/vaporintrusion">www.nj.gov/dep/srp/guidance/vaporintrusion</a> should be consulted regarding investigation of vapor impacts on potential receptors.				
## The SRP NJPDES Technical Manual should be consulted for detailed guidance regarding the permit-by-rule provisions.				

NOTE: Yes = required and addressed; No = required and not addressed (indicate page # for justification); NA = not required

SRP CHECKLIST:		REMEDIAL INVESTIGATION REPORT		
	N.J.A.C. 7:26E-	Use this checklist to assure that the remedial investigation conducted is complete and meets all technical requirements.	Included: Yes/No/NA (see note below)	Page #
<b>Remedial Investigation Objectives</b>				
	4.1(a)1	Has full horizontal and vertical delineation of all contaminants in all media at each AOC been achieved?		
	4.1(a)2	Has the RI resulted in a good understanding of surface and subsurface characteristics of the site, including depth to ground water?		
	4.1(a)3 #	Have all migration pathways and actual or potential receptors through all media or structures been identified?		
	4.1(a)4 ##	Has all data necessary for the evaluation of remedial action alternatives been collected?		
	4.1(a)5	Has all data necessary for the evaluation of the actual and potential ecological impacts and characterization of all natural resource injuries been collected?		
	4.1(a)6	Has all data necessary to develop permit limitations for any discharge that may be required as part of a remedial action under consideration been collected?		
	4.1(a)7	Have containment and/or stabilization activities to prevent contaminant exposure and migration while alternatives are being evaluated been implemented?		
<i>RI of Soil</i>				
	4.3(a)	<b>Was an RI conducted of all soil above applicable soil remediation standards?</b>		
	4.3(b)1	Was the remedial investigation of soil conducted in accordance with quality assurance and quality control requirements?		
	4.3(b)2	Were the technical requirements for soil investigation conducted in accordance with 3.6?		
		3.6(a)1 Was an adequate subsurface survey for buried vessels and wastes conducted when required?		
		3.6(a)2 Was an adequate subsurface profile developed?		
		3.6(a)3 Were initial characterization soil samples properly collected?		
		3.6(a)4 Were soil samples analyzed for volatile organic properly collected?		
		3.6(a)5 Were soil samples properly collected?		
		3.6(a)6 Were at-depth samples collected properly if required?		
		3.6(a)7 Were saturated soil sample collected if required?		
	4.1(b)	Has soil contamination been fully delineated at each AOC?		
<i>RI of ground water</i>				
	4.4(a)	<b>Has a GW investigation been conducted for each AOC as required?</b>		
		4.4(a)1 Contaminants in ground water above the applicable ground water standard		
		4.4(a)2 Contaminants in soil within 2 feet of saturated zone or bedrock above the applicable soil remediation standard		
		4.4(a)3 Contaminants in soil column above the applicable soil remediation standard and the contaminant will not be actively remediated.		
		4.4(a)4i Contaminant with solubility >100 mg/l @ 20-25 degrees C, and intervening soil is <15% silt and clay		

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		<b>OR</b>		
		4.4(a)4ii Contaminant with solubility >100 mg/l @ 20-25 degrees C and AOC is within 2000 ft of public supply well		
	4.4(c)	Was the GW investigation conducted in accordance with quality assurance and quality control requirements?		
	4.4(d)	Were GW samples collected in accordance with acceptable professional methods?		
	4.4(e)	Were initial GW sampling points properly located?		
		4.4(e)i in the excavation of any source(s) of contamination		
		4.4(e)ii downgradient and within 10 feet of the AOC		
	4.4(f)	Were an adequate number of samples collected?		
	4.4(g)	Were all ground waster monitoring wells and piezometers properly constructed, permitted, logged, surveyed, developed, marked, secured and decommissioned?		
	4.4(h)3i	Has confirmed GW contamination been delineated at each AOC?		
	4.4(h)3ii	Has GW flow direction been confirmed in each affected aquifer?		
	4.4(h)3iii	Have impacted aquifers been adequately characterized?		
	4.4(h)3iv	Is adequate documentation included to support model use for GW flow?		
	<b>4.4(h)3v</b>	<b>Was a well search conducted/updated?</b>		
	<b>4.4(h)3vi</b>	<b>Were all potentially impacted wells sampled?</b>		
	<b>4.4(h)3vii</b>	<b>Were all surface water bodies potentially impacted evaluated?</b>		
	<b>4.4(h)3viii</b>	<b>Were subsurface utilities &amp; structures evaluated?</b>		
	4.4(h)3ix	Were current & future 25-year planning ground water uses evaluated?		
	4.4(i)	Were soil gas studies conducted if appropriate?		
<i>RI of Surface water, wetlands and sediment</i>				
	<b>4.5(a)</b>	<b>Was an investigation of potentially impacted surface water, wetlands and sediments conducted as part of the remedial investigation?</b>		
	4.5(b)	Was the investigation of surface water conducted in accordance with the RI requirements and quality assurance and quality control requirements?		
	4.5(d)	Did the investigation of surface water, wetlands and sediments comply with sampling requirements and include a receiving water body analysis?		
<i>RI of landfills and historic fill material</i>				
	<b>4.6(a)</b>	<b>Was the investigation of landfills properly conducted?</b>		
	4.6(b)	Was the investigation of historic fill material properly conducted?		
<i>RI of ecological receptors</i>				
	4.7(a)***	Was the investigation of ecological receptors properly conducted?		
<i>RI Report</i>				
	4.8(b)1**	Is the required historical information included and adequate?		
	4.8(b)2**	Is a description of the physical setting included and adequate, including the well search results in the format given in Appendix B?		
	4.8(b)3	Is a technical overview included and adequate?		
	4.8(b)4	Are findings and recommendations included and adequate?		
	4.8(c)1	Are the results of analyses, data sheets and lab data deliverables included and adequate, including full or reduced deliverables as appropriate?		

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	4.8(c)2	Is a summary table of analytical methods and QA indicators included and adequate?		
	4.8(c)3****	Is a summary table of sampling results and remediation standards included and adequate, and has both a hard copy and an electronic copy (EDSA disc) been submitted?		
	4.8(c)4	Are stratigraphic logs included and adequate?		
	4.8(c)5	Are stratigraphic cross sections included and adequate?		
	4.8(c)6	Is information for borings, piezometers and wells included and adequate?		
	4.8(c)7	Is information for sampled monitoring wells included and adequate?		
	4.8(c)8	Is GW elevation information included and adequate?		
	4.8(c)9	Is inventory control information included and adequate?		
	4.8(c)10	Is information to support bench, pilot or treatability studies included and adequate?		
	4.8(c)11	Is information to develop permit limitations included and adequate?		
	4.8(c)12	Are the results of ecological evaluations and risk assessments included and conducted in accordance with N.J.A.C. 7:26E-4.7(b)?		
	4.8(c)13	For landfills, is a summary of waste disposal records included and adequate?		
	4.8(c)14	For historic fill material, is the required documentation included and adequate?		
	4.8(c)15	Are other relevant data included and adequate?		
	4.8(d)	Does the report include the required maps and diagrams, including the contour Map Reporting Form in Appendix G?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		
** Historical and physical setting information is required unless the remediation is directed at a specific discharge event (rather than a particular AOC) or any UST or UST system.				
*** BEE not req'd for AOC that is heating oil UST for on-site consumption in 1-4 family residence.				
****EDSA not req'd for soils-only remediation of AOC that is heating oil UST for on-site consumption in 1-4 family residence.				

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SRP CHECKLIST:		REMEDIAL ACTION SELECTION REPORT			
	N.J.A.C. 7:26E-	Use this checklist to assure that the remedial action selected meets all requirements.	Included: Yes/No/NA (see note below)	Page #	
<b>Remedial Action Selection Objectives</b>					
	5.1(b)	Have objectives/goals been properly identified for each AOC?			
	5.1(c)1	Are selected remedial actions protective of public health and safety and the environment?			
	5.1(c)2	Are selected remedial actions implementable?			
	5.1(c)3	Are selected remedial actions consistent with applicable laws and regulations?			
	5.1(c)4	Are impacts of the selected remedial action on the local community acceptable?			
	5.1(c)5	Do selected remedial actions pose low potential to cause injury to natural resources?			
	5.1(d)	Is required information included and adequate to support approval of the use of an innovative technology?			
	<b>5.1(e)</b>	<b>Does the selected remedial action include compliance with the requirements for the use of engineering and institutional controls N.J.A.C. 7:26E-8 when applicable?</b>			
<i>Remedial action selection Report</i>					
	5.2(a)1	Has a RASR been submitted for a restricted use remedial action?			
	5.2(a)2	Has a RASR been submitted for a remedial action involving the use of innovative technology?			
	5.2(a)3	Has a RASR been submitted for a remedial action that will take more than 5 years to complete?			
	5.2(a)4	Has a RASR been submitted for a remedial action involving ground water, surface water, sediment or ecological impacts?			
	5.2(c)1	Is a detailed description of the selected remedial action included and adequate?			
	5.2(c)2	Is a list of remediation standards that will be achieved for each media at each AOC included and adequate?			
	5.2(c)3	Is a discussion of how the remedial action satisfies applicable criteria included and adequate?			
	5.2(c)4	Has adequate additional required information to support remedy selection been submitted?			
	5.2(d)	Has the RASR been submitted with the RI Report or the RA Work Plan, when Department pre-approval of the remedial action workplan is sought or required per 6.1(b)?			
	5.2(e)	Has the RASR been submitted with the RA Report when Department pre-approval of the remedial action workplan is not sought or required per 6.1(b)?			
<i>Certification</i>					
	Varies (see certification checklist)	Has the required certification been submitted?			

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SRP CHECKLIST:		REMEDIAL ACTION WORK PLAN & SCHEDULE		
	N.J.A.C. 7:26E-	Use this checklist to assure that the proposed remedial action and meet all technical and administrative requirements.	Included: Yes/No/NA (see note below)	Page #
<b>Remedial Action Objectives</b>				
	6.1(a)	Were the Department & local agencies properly notified pursuant to N.J.A.C. 7:26E- 1.4, when required?		
	6.1(b)1	Is each remedial action to be conducted included as part of the workplan for pre-approval by the Department if required?		
	6.1(b)2	Does each proposed remedial action achieve all applicable remediation standards?		
	6.1(b)3 *	Does each proposed remedial action comply with all applicable Federal, State and local laws & requirements?		
	6.1(b)4	Are all proposed remedial actions sound in that they do not cause an uncontrolled or unpermitted discharge or transfer of contaminants among media?		
	6.1(d)	Will free and/or residual product determined to be present be addressed through treatment, removal or containment as appropriate?		
	6.1(e)	Does the proposed remedial action include the establishment of necessary institutional controls where a restricted use remedy or limited restricted use remedy will be used?		
	6.1(f)	Does the proposed remedial action adequately address historic fill areas and other fill material, as required?		
<i>Remedial action workplan</i>				
	6.2(a)1	Is RI Report information provided or summarized as required?		
	6.2(a)2*	Is a sampling summary table of post-remediation samples included and adequate?		
	6.2(a)4	Are all applicable remediation standards accurately identified?		
	6.2(a)5	Is a detailed description of the remedial action and technology for each area of concern included and adequate?		
	6.2(a)6	Are remedial action locations adequately depicted on a map?		
	6.2(a)7	Is a Quality Assurance Project Plan included and adequate?		
	6.2(a)8##	Is a list of all permits included and adequate?		
	6.2(a)9	Is construction activity information included and adequate?		
	6.2(a)10	Is a description of soil and sediment erosion control and monitoring included and adequate?		
	6.2(a)11	Is a Health and Safety Plan included and adequate?		
	6.2(a)12	Is a description of site restoration plans included and adequate?		
	6.2(a)13	Is a demobilization plan included and adequate?		
	6.2(a)14	Is a cost estimate included and adequate?		
	6.2(a)15	Is a schedule of the remedial action and completion date included and adequate?		
	6.2(a)16	Is all the required information to support approval of a deed notice included and adequate, including:		
	6.2(a)16i	8.2(b) For remedial actions involving use of engineering and institutional controls, has the property owner's consent been obtained and written approval been provided?		

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	6.2(a)16ii	8.2(c ) For remedial actions involving use of engineering and institutional controls, is a proposed deed notice included and adequate and worded exactly as the model document in Appendix E?		
	6.2(a)17	Is the required information for the establishment of a CEA included and adequate and pursuant to 8.3?		
		8.3(b)1 Is the list of all contaminants and their concentrations, that do not meet GW quality standards included?		
		8.3(b)2 Is the description of the fate and transport of the contaminant plume included, as well as a CEA Fact Sheet from Appendix F?		
		8.3(b)3 Are all the required maps included?		
		8.3(b)4 Is the information regarding current and projected use of GW in the aquifers in which the CEA I is located included and adequate?		
		8.3(b)5 Are copies of the certified letters, return receipt requested, notifying the appropriate persons of the need to establish a CEA included?		
	8.1(b)2	Does the workplan demonstrate that the selected remedy will remain protective, that access to the site and exposure to contamination can be controlled and that current & planned use of the site is consistent with proposed engineering and institutional controls?		
	6.2(a)18	Is a plan for the maintenance of engineering and institutional controls included and adequate and pursuant to 8.5, 8.6, and 8.7?		
	6.2(b)	If contaminated soil is reused at a site, is an evaluation is an evaluation and proposal included and adequate?		
	6.2(c)	Is the required documentation regarding historic fill left untreated or removed included and adequate?		
Specific remedial action requirements				
	<b>6.3(a)</b>	<b>Does the workplan include proposal to contain/stabilize contaminants as a first priority?</b>		
	<b>6.3(b)</b>	<b>When the remedial action includes underground storage tank closure, does the proposed remedial action meet the applicable requirements?</b>		
	6.3(c)1 ##	Does the proposed remediation include the type of discharge to ground water authorized by the NJPDES permit-by-rule provisions at N.J.A.C. 7:14A-7.5(b)3vii (e.g., discharge at nonresidential site where duration exceeds 180 days) and has the required information (i.e., discharge characterization data, public notice, etc.) been included in the workplan?		
		6.3(c)1i Does the WP include a discussion concerning compliance with ground water and surface water quality standards?		
		6.3(c)1ii Does the WP include a discussion of the proposed treatment system and its operation?		
		6.3(c)1iii Does the WP include a description of the discharge and its effects?		
		6.3(c)1iv Does the WP include a description of discharge contaminant concentrations?		
		6.3(c)1v Does the WP include a description of discharge chemical content?		
		6.3(c)1vi Does the WP include a detailed monitoring plan?		
		6.3(c)1vii Does the WP include a proposal to establish or modify a CEA?		

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		6.3(c)1viii Does the WP include a detailed schedule for report submission?		
		6.3(c)1ix Does the WP include specs for underground injection system if applicable?		
		6.3(c)1x Does the WP include a draft public notice per the model in Appendix H?		
	6.3(c)3	Has a copy of the RAWP been distributed as required when it includes the type of discharge eligible for a permit-by-rule as described at 7:14A-7.5(b)3vii?		
	6.3(d)	For a RAWP that proposes natural ground water remediation, has the required investigation/action been conducted, and has the required information been provided, to support the proposal for natural remediation, including:		
		6.3(d)1 Does the RAWP demonstrate that GW contaminant concentrations will decrease to applicable remediation standards?		
		6.3(d)2 For natural ground water remediation, does the RAWP demonstrate that residual/free product in the unsaturated/saturated zone will be treated or removed?		
		6.3(d)3 For natural ground water remediation, does the RAWP demonstrate that all soil contamination in the unsaturated zone will be remediated to the applicable standard in accordance with the schedule?		
		6.3(d)4 For natural ground water remediation, does the RAWP demonstrate that GW contamination has been delineated to the standard applicable to the nearest downgradient receptor?		
		6.3(d)5 For natural ground water remediation, does the RAWP demonstrate that GW contamination above the appropriate standard will not reach the nearest downgradient receptor?		
		6.3(d)6 For natural ground water remediation, does the RAWP demonstrate that the fate of the contaminant plume has been documented?		
		6.3(d)7 For natural ground water remediation, does the RAWP demonstrate that contaminant levels in GW do not present vapor risks?		
		6.3(d)8 For natural ground water remediation, does the RAWP demonstrate that predicted impacts to receptors are consistent with the current and potential GW uses based on a 25 year planning horizon?		
		6.3(d)9 For natural ground water remediation, does the RAWP demonstrate that all necessary agreements to monitor GW have been obtained?		
		6.3(d)10 For natural ground water remediation, does the RAWP demonstrate that all necessary information regarding the CEA has been provided to DEP?		
	6.3(e)	Is the required information to support monitoring and performance requirements for natural remediation included and adequate?		
	6.3(e)1	When a natural remediation remedy is proposed for GW, is a monitoring plan included and adequate?		
	6.3(e)2	When a natural remediation remedy is proposed for GW, is a CEA also proposed and adequate, pursuant to 7:26E:8, including all information required in Appendix F?		
<i>RA schedule</i>				
	6.5(a)	Has a schedule been submitted if the remedial action will take more than 3 months?		

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	6.5(b)	Is the schedule complete and adequate?		
		7.1(c) Is the permit application schedule complete and adequate?		
		6.3(c)2 Does the schedule include publication of public notice of a request for permit-by-rule at least 45 days prior to the proposed start of the ground water discharge, if applicable?		
	6.5(c)	Was the remedial action schedule revised and submitted within 30 days of Department approval of the workplan?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		
*The NJDEP Field Sampling Procedures Manual (FSPM) at <a href="http://www.nj.gov/dep/srp/guidance/fspm">www.nj.gov/dep/srp/guidance/fspm</a> should be consulted for applicable requirements. Additionally, the SRP NJPDES Technical Manual should be consulted regarding permit-by-rule provisions [N.J.A.C. 7:14A-7.5(a)4] for disposal of waters generated during well installation and development, purge and decontamination water, and drill cuttings. The FSPM addresses the on-site disposal of these discharges in sections 2.4.5.6 and 2.4.5.7.				
## The SRP NJPDES Technical Manual should be consulted for detailed guidance regarding the permit-by-rule provisions.				

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SRP CHECKLIST:		REMEDIAL ACTION PROGRESS REPORT		
	N.J.A.C. 7:26E-	Use this checklist to assure that the remedial action progress report is complete and meets all technical requirements.	Included: Yes/No/NA (see note below)	Page #
<i>RA Progress Report</i>				
	6.6(a)	Have progress reports been submitted as required?		
	6.6(b)1	Is a description of each remedial action included and adequate?		
	6.6(b)2	Is a discussion of problems and proposal for correction included and adequate?		
	6.6(b)3	Are proposals for deviation from approved WP adequately addressed?		
		6.3(e)3iii If requesting to reduce sampling frequency have the requirements at 6.3(e)3iii and in Appendix C been met?		
	6.6(b)4	Is a revised schedule included and adequate?		
	6.6(b)5	Is the status of permit applications included and adequate?		
	6.6(b)6	Is a list of upcoming remedial actions included and adequate?		
	6.6(b)7	Is the cost of each remedial action adequately documented?		
	6.6(b)8	Is a table of sampling results, summary of data and conclusions included and adequate?		
	6.6(b)9	Is information for active GW remediation included and adequate?		
		6.6(b)9i Has a ground water Contour Map Reporting Form (Appendix G) been completed and included?		
	6.6(b)10	Is information for natural GW remediation included and adequate?		
	6.6(b)11	Is a description of wastes generated included and adequate?		
	6.6(b)12	Has other important information been included:		
		If not previously provided, has a map of the CEA been included along with a CEA Factsheet from Appendix F?		
		If the RAPR includes a proposal to revise the CEA, has all the necessary information per 6.3 and Appendix F been included?		
		Does the report indicate whether biennial certifications have been submitted for CEAs &/or DERs?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		

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SRP CHECKLIST:		REMEDIAL ACTION REPORT		
	N.J.A.C. 7:26E-	Use this checklist to assure that the remedial action conducted is complete and meets all technical requirements.	Included: Yes/No/NA (see note below)	Page #
<b>Remedial Action Objectives</b>				
	6.1(a)	Were the Department & local agencies properly notified pursuant to N.J.A.C. 7:26E- 1.4, when required?		
	6.1(b)1	Was the remedial action pre-approved by the Department prior to implementation when required?		
	6.1(b)2	Does each remedial action achieve all applicable remediation standards?		
	6.1(b)3	Does each remedial action comply with all applicable Federal, State and local laws & requirements?		
	6.1(b)4	Are all remedial actions sound in that they do not cause an uncontrolled or unpermitted discharge or transfer of contaminants among media?		
	6.1(d)	Has all free and/or residual product determined to be present been addressed through treatment, removal or containment as appropriate?		
	6.1(e)	For restricted use remedy or limited restricted use remedy, have institutional controls been established?		
	6.1(f)	Have historic fill areas and other fill material been remediated as required?		
<i>Remedial action report</i>				
	6.7(b)1***	Is a summary of the RI included, including the results of the Baseline Ecological Evaluation?		
	6.7(b)2	Is a summary of all remedial actions completed for each area of concern included and adequate?		
	6.7(b)3	Is a list of remediation standards achieved by each remedial action included and adequate?		
	6.7(b)4	Are as-built diagrams included and adequate?		
	6.7(b)5	Is a detailed description of site restoration activities included and adequate?		
	6.7(b)6	Is information regarding the cost of the remedial action and an estimate of costs related to maintenance and monitoring of each engineering and institutional control included and adequate?		
	6.7(c)1	Are tables and figures documenting completion of the remediation and volume of soil or sediment remediated included and adequate?		
	6.7(c)2	Are executed manifests included and adequate?		
	6.7(c)3	Is the final draft deed notice included and adequate?		
	6.7(d)	Are graphs depicting changes in GW contaminant concentration over time for all monitoring wells included and adequate?		
	6.7(e)1	For natural remediation GW remedial actions, is a summary table of monitoring results included and adequate?		
	6.7(e)2	For natural remediation GW remedial actions, is a discussion of Mann-Whitney U-Test included and adequate?		
	6.7(e)3	Is an appropriate conclusion included regarding the status of GW remediation and the continuing need for the CEA?		
	6.7(e)4	For natural remediation GW remedial actions, is a plan for monitoring maintenance and certification of the protectiveness of each CEA included and adequate?		

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	7.1(b)	Were all applicable Federal, State and local permits obtained prior to implementation of the remedial action?		
<i>Post Remedial Action Requirements</i>				
	6.4(a)* & ****	Was post-remediation sampling adequate, is a summary of sampling results and remediation standards included and adequate, and has both a hard copy and an electronic copy (EDSA disc) been submitted??		
	6.4(b)	Have all remediated areas been restored?		
	6.4(c)	Have all wells been properly decommissioned?		
	6.4(d)	Was an adequate soil reuse proposal approved by the Department prior to implementation?		
	<b>6.4(e)</b>	<b>Has property not owned by the party conducting remediation been remediated to the applicable unrestricted use standard if the property owner did not provide written consent to institutional/engineering controls and a deed notice?</b>		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		
*The NJDEP Field Sampling Procedures Manual (FSPM) at <a href="http://www.nj.gov/dep/srp/guidance/fspm">www.nj.gov/dep/srp/guidance/fspm</a> should be consulted for applicable requirements. Additionally, the SRP NJPDES Technical Manual should be consulted regarding permit-by-rule provisions [N.J.A.C. 7:14A-7.5(a)4] for disposal of waters generated during well installation and development, purge and decontamination water, and drill cuttings. The FSPM addresses the on-site disposal of these discharges in sections 2.4.5.6 and 2.4.5.7.				
***BEE not req'd for AOC that is heating oil UST for on-site consumption in 1-4 family residence.				
****EDSA not req'd for soils-only remediation of AOC that is heating oil UST for on-site consumption in 1-4 family residence.				

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SRP CHECKLIST:		DEED NOTICE MONITORING REPORT		
	N.J.A.C. 7:26E-	Use this checklist to assure that the required monitoring for a remedy that includes a deed notice has been conducted and that the monitoring report is complete.	Included: Yes/No/NA (see note below)	Page #
<i>Requirements for deed notices and declarations of environmental restrictions</i>				
	8.5(a)1	Have actual and pending land use changes been adequately considered?		
	8.5(a)2	Have adequate inspections been conducted and have disturbances been noted?		
	8.5(a)3	Have subsequent law, regulations and standards been adequately considered?		
	8.5(a)4	Has a detailed monitoring log been adequately maintained?		
	8.5(b)	Has a complete and adequate monitoring report been prepared?		
	8.5(c)1	Has an adequate certification been submitted concerning the protectiveness of the remedial action?		
	8.5(c)2	Has a written and electronic version of the certification and monitoring report been submitted to the Department?		
	8.5(c)3	Has the certification and monitoring report been submitted to municipal and county clerks, local, county and regional health departments, property owners, and the Department on time?		
	8.5(d)1	Has the person relinquishing responsibility for monitoring the remedy notified the Department within 30 days?		
	8.5(d)2	Has the person assuming responsibility for monitoring the remedy submitted the required information to the Department within 30 days?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		

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SRP CHECKLIST:		CEA MONITORING REPORT		
	N.J.A.C. 7:26E-	Use this checklist to assure that the required monitoring for an established CEA has been conducted and that the monitoring report is complete.	Included: Yes/No/NA (see note below)	Page #
<i>Requirements for GW CEAs</i>				
	8.6(a)1	Have changes to laws, regulations and standards been adequately considered?		
	8.6(a)2	Has the 25-year water use been adequately considered?		
	8.6(a)3	Have actual changes in GW use been adequately identified?		
	8.6(a)4	Have inspections been conducted and logs been maintained for each monitoring well?		
	8.6(a)5	Have land use disturbances that could result in a discharge to surface water been adequately identified?		
	8.6(a)6i	Have actual or proposed ground water use changes been adequately evaluated to determine their impact on the protectiveness of the remedy?		
	8.6(a)6ii	Has adequate consideration been given to the need to reevaluate GW fate & transport and revise the CEA to assure the continued protectiveness of the remedy?		
	8.6(a)7	Have samples been collected and has an adequate assessment of GW quality been conducted?		
	8.6(b)	Has a complete and adequate monitoring report been prepared?		
	8.6(c)1	Has an adequate certification concerning the protectiveness of the remedial action been submitted?		
	8.6(c)2	Has an electronic and written version of the certification and monitoring report been submitted to the Department?		
	8.6(c)3	Has the certification and monitoring report been submitted to the appropriate agencies, property owners and the Department on time?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		

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SRP CHECKLIST:		E&I CONTROLS MONITORING REPORT		
	N.J.A.C. 7:26E-	Use this checklist to assure that the required monitoring for a remedy that engineering/institutional controls other than a deed notice or CEA has been conducted and that the monitoring report is complete.	Included: Yes/No/NA (see note below)	Page #
<i>Engineering and institutional controls (not DER or CEA)</i>				
	8.7(a)1	Have inspections been conducted to monitor site use and remedial action protectiveness?		
	8.7(a)2	Have the engineering controls been properly monitored?		
	8.7(a)3	Have changes to the laws, regulations and standards been adequately considered?		
	8.7(a)4	Has an adequate log been maintained?		
	8.7(b)	Has an adequate monitoring report been prepared?		
	8.7(c)1	Has an adequate certification been submitted concerning the protectiveness of the remedial action?		
	8.7(c)2	Has a written and electronic version of the certification and monitoring report been submitted to the Department?		
	8.7(c)3	Has the certification and monitoring report been submitted to the Department on time?		
<i>Certification</i>				
	Varies (see certification checklist)	Has the required certification been submitted?		

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SRP CHECKLIST:		No Further Action Requirements		
	<b>N.J.A.C. 7:26E-</b>	<b>Use this checklist to assure that site conditions warrant requesting the Department to issue a No Further Action determination.</b>	<b>Included: Yes/No/NA (see note below)</b>	<b>Page #</b>
	3.1(a)	Has a Preliminary Assessment, conducted in accordance with N.J.A.C. 7:26-3, confirmed that no potentially contaminated areas exist on site?		
	3.3(a)	Has a Site Investigation, conducted in accordance with N.J.A.C. 7:26-3, demonstrated that all potentially contaminated areas identified in the Preliminary Assessment do not contain contaminants above the applicable unrestricted use standards?		
		3.7(e)1 Are the results of all ground water samples collected during the Site Investigation below the applicable remediation standards?		
		3.7(g) Has an investigation been conducted as required to support a claim that contamination detected in onsite ground water samples is caused by background ground water contamination?		
		3.10(a) Has an investigation been conducted as required to support a claim that contamination detected onsite in excess of the applicable remediation standard due to natural background?		
	4.1(a)	Has Remedial Investigation, conducted in accordance with N.J.A.C. 7:26E-4, demonstrated that further remediation is not necessary because samples collected for all media and for all AOCs are below the applicable remediation standards?		
		4.4(h)1 Are the results of all ground water samples collected in accordance with the requirements of N.J.A.C. 7:26E-4.4(c), below the applicable standards?		
	5.1(c)	Has a remedy been implemented which reduces or eliminates exposure to contaminants above the applicable remediation standards and which meets the requirements in N.J.A.C. 7:26E-6?		
		6.1(b)1 Was the remedial action approved by the Department prior to implementation if required pursuant to N.J.A.C. 7:26E-5.2(a)?		
		6.1(b)2 Does the remedial action comply with all applicable remediation standards?		
		6.1(b)3 Does the remedial action comply with all Federal, State and local requirements?		
		6.1(b)4 Does the remedial action prevent a discharge or transfer of contaminants?		
		6.1(d) Does the remedial action include treatment or removal of all residual and free product?		
		6.1(e) If a restricted use or limited restricted use remedy was implemented, have required institutional controls been properly filed?		
		6.1(f) Does the remedial action address contaminated fill material as required?		

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		6.3(e) If the remedial action includes a natural ground water remedy have the conditions for a NFA determination been met, as follows:		
		6.3(e)3i(1) Contaminants in the sentinel well have not exceeded the applicable standards at any time during the monitoring program,		
		<b>AND</b>		
		6.3(e)3i(2) Contaminant levels at the source areas monitoring wells have been at or below the applicable standards for 2 consecutive seasonal high water table monitoring events,		
		<b>AND</b>		
		6.3(e)3i(3) Contaminant concentrations at all plume monitoring wells have been at or below the applicable standards for 2 consecutive quarterly monitoring events.		

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SRP CHECKLIST:		RFS & SURCHARGE REQUIREMENTS		
	N.J.A.C. 7:26C-	Use this checklist to assure that requirements related to the establishment and maintenance of a remediation funding source and payment of the RFS surcharge have been met.	Included: Yes/No/NA (see note below)	Page #
<i>Establishing remediation funding sources</i>				
	7.2(a)	Has a RFS been established and maintained if required pursuant to a court order, Administrative Consent Order, Remediation Agreement, or upon Department approval of a Remedial Action Work Plan for an industrial establishment?		
	7.2(c)1	Has a RFS been established and maintained in an amount equal to the cost of the remediation?		
	7.2(c)2	Has a RFS been established and maintained for the duration of the remediation, including operation and maintenance?		
	7.2(d)	Has a RFS been established using one of the acceptable forms?		
<i>Determination of remediation funding source amount</i>				
	7.3(a)	Was the required information concerning the RFS submitted to the Department within the required timeframes?		
	7.3(b)	Was adequate information submitted regarding areas of concern and estimated costs?		
	7.3(c)	Was adequate additional information required by the Department submitted?		
	7.9(d)	Was the RFS amount increased within 30 days when required?		
<i>Remediation trust fund</i>				
	7.4(a)	Was an adequate trust fund agreement submitted when required?		
	7.4(b)	Does the executing party have authority to act as trustee?		
	7.4(b)1	Does the trust fund agreement specify case identification information?		
	7.4(b)2	Does the trust fund agreement require Department written approval prior to termination?		
	7.4(b)3	Does the trust fund agreement limit disbursements to those authorized in writing by the Department?		
	7.4(b)4	Does the trust fund agreement limit use of funds to remediation and trust fund management?		
	7.4(b)5	Does the trust fund agreement specify that the Department is the sole beneficiary?		
	7.4(c)	Was an adequate written statement from the trustee submitted annually, 30 days prior to anniversary date of establishment?		
<i>Environmental insurance policy</i>				
	7.5(a)	Was an adequate environmental insurance policy submitted when required?		
	7.5(b)	Was the insurance policy issued by appropriately licensed entity?		
	7.5(b)1	Does the insurance policy specify case identification information?		
	7.5(b)2	Does the insurance policy require Department written approval prior to termination?		
	7.5(b)3	Does the insurance policy limit disbursements to those authorized in writing by the Department?		
	7.5(b)4	Does the insurance policy limit use of funds to remediation?		
	7.5(b)5	Does the insurance policy specify that the Department is the sole beneficiary?		

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	7.5(c)	Was an adequate written statement from the insurance company submitted annually, 30 days prior to anniversary date of establishment?		
<i>Line of credit</i>				
	7.6(a)	Was an adequate line of credit agreement submitted when required?		
	7.6(b)	Was the line of credit agreement issued by appropriately licensed entity?		
	7.6(b)1	Does the line of credit agreement specify case identification information?		
	7.6(b)2	Does the line of credit agreement require Department written approval prior to termination?		
	7.6(b)3	Does the line of credit agreement limit disbursements to those authorized in writing by the Department?		
	7.6(b)4	Does the line of credit agreement limit use of funds to remediation and management of line of credit?		
	7.6(b)5	Does the line of credit agreement specify that the Department may use it, or allow another party to use it, to conduct remediation?		
	7.6(c)	Was an adequate written statement from the lender submitted annually, 30 days prior to anniversary date of establishment?		
<i>Self-guarantee</i>				
	7.7(a)	Was a self-guarantee written statement submitted when required?		
	7.7(b)	Was the self-guarantee written statement adequate?		
	7.7(d)	Was the information required to renew the self-guarantee submitted annually, 30 days prior to anniversary date of establishment?		
<i>Remediation funding source surcharge</i>				
	7.8(a)	Was the remediation surcharge submitted if the RFS form utilized is a trust fund, insurance policy or line of credit?		
	7.8(b)1	Was the remediation surcharge submitted in an amount equal to 1% of the RFS?		
	7.8(b)2	Was the remediation surcharge submitted within the required timeframe?		

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SRP CHECKLIST:		UST REQUIREMENTS		
	N.J.A.C. 7:14B-	Use this checklist to assure all UST requirements have been met.	Included: Yes/No/NA (see note below)	Page #
<i>UST investigation &amp; SI requirements</i>				
	7.1(a)	Was an investigation of a suspected release conducted within 7 days of discovery?		
	7.2(a)	Was the 7-day investigation properly conducted?		
	7.2(b)	When the investigation required in N.J.A.C. 7:14B-7.1(a) was inconclusive, was a Site Investigation completed within 60 days of discovery of a suspected release ?		
	7.3	Were the Department and local health agency notified immediately of a confirmed discharge?		
	7.4	For unknown sources, was a Site Investigation conducted and Site Investigation Report submitted to the Department within 90 days of the Department's request?		
	9.2(b)	For tank closure, was a closure plan approved and implemented, which included a Site Investigation?		
	9.5(a)	For tank closure, was a Site Investigation Report concerning a Site Investigation conducted as part of tank closure submitted 120 days after the initiation of closure activities?		
<i>UST Remediation Requirements</i>				
	8.1(a)1	Upon confirmation of a release, was immediate action taken to determine the source of the discharge?		
	8.1(a)2	Upon confirmation of a release, was immediate action taken to cease use of the UST system?		
	8.1(a)3	Upon confirmation of a release, was immediate action taken to mitigate fire, safety or health hazard?		
	8.1(a)4	Upon confirmation of a release, was a visual inspection and mitigation of evident discharges conducted immediately?		
	8.1(a)5	Upon confirmation of a release, were hazardous substances properly and immediately removed from the UST?		
	8.1(a)6	Upon confirmation of a release, was the UST immediately repaired, replaced or closed?		
	8.1(a)7	Upon confirmation of a release, were discharge notification requirements met?		
	8.2(a)1	Was a Remedial Investigation conducted in accordance with N.J.A.C. 7:26E-4?		
	8.2(a)2	Was a Remedial Action conducted in accordance with N.J.A.C. 7:26E-6?		
	8.2(a)3	Were wastes properly classified?		
	8.2(a)4	Were non-hazardous wastes properly managed?		
	8.2(a)5	Were hazardous wastes properly managed?		
	8.3(a)	Was a Remedial Investigation Report submitted within 120 days of discharge confirmation?		
	8.3(b)	Was the Remedial Investigation Report prepared by a certified subsurface evaluator?		
	8.3(c)	Was a No Further Action letter request, Remedial Investigation Work Plan or Remedial Action Work Plan submitted with the Remedial Investigation Report?		
	8.3(d)	Was a Remedial Investigation Report submitted within 90 days of Remedial Investigation Workplan approval?		

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	8.3(e)	Was additional remediation conducted if required?		
	8.3(f)	Was an adequate revised submittal that addresses all deficiencies made within 30 days of notification of deficiencies?		
	<b>8.3(i)</b>	<b>Was adequate notice and field access provided?</b>		
	8.3(j)	Was the revised Remedial Investigation Work Plan implemented if required?		
	<b>8.3(k)</b>	<b>Was an adequate Remedial Action Work Plan submitted within 45 days for an interim action if required?</b>		
	8.4(a)	Was the approved Remedial Action Work Plan properly implemented?		
	8.4(c)	Was an amended Remedial Action Work Plan submitted that included a revised schedule and fees if required?		
	8.4(d)	Was an adequate progress report submitted as required?		
	8.5(a)	Was an adequate Remedial Action Report submitted?		
	8.5(b)	Were inadequacies related to the Remedial Action and Remedial Action Report corrected and an adequate revised Remedial Action Report submitted?		
	8.6	Was remediation conducted in accordance with 7:26E?		
	<b>8.7</b>	<b>Were remediation activities conducted in accordance with an adequate Health and Safety Plan?</b>		
<i>UST Fees &amp; Oversight Costs</i>				
	3.5(c)	Were fees paid?		
	3.5(d)	Were oversight costs paid?		

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SRP CHECKLIST:		ISRA REQUIREMENTS		
	N.J.A.C. 7:26B-	Use this checklist to assure all ISRA requirements have been met.	Included: Yes/No/NA (see note below)	Page #
<i>ISRA Administrative requirements</i>				
	1.10(c)	Was a No Further Action letter issued, Remedial Action Work Plan approval, or Remedial Action executed prior to the transfer of ownership/operations?		
	3.2(a)	Was a GIN submitted within 5 calendar days of triggering event?		
	3.3	Was an adequate GIN submitted?		
	3.3(c)2	Were deficiencies in the GIN adequately addressed?		
	3.4(b)	Were amendments to GIN submitted within 30 days?		
<i>ISRA Remediation Requirements</i>				
	1.7(b)	Was required remediation completed and were noted deficiencies addressed in resubmittal?		
	3.2(b)	<b>Was the site remediated as required?</b>		
	6.1(b)	Was an adequate Preliminary Assessment Report submitted within 35 days of the GIN?		
	6.1(c)	Was an adequate Site Investigation Report submitted within 120 days of the GIN?		
	6.1(d)	Was an adequate Remedial Investigation Work Plan submitted within 180 days of the GIN?		
	6.1(e)	Was an adequate Remedial Investigation Report submitted within 300 days of the GIN or 120 days of Department approval?		
	6.2(a)	<b>Was Department approval of a soil remedial action obtained prior to implementation when required?</b>		
	6.2(c)	For soil remediation conducted without prior Department approval, was adequate written notice submitted within 420 days of the GIN?		
	6.2(g)	Was an adequate Remedial Action Work Plan for soil remediation submitted within 420 days of the GIN or 120 days of Department approval of the Remedial Investigation Report?		
	6.3	Was an adequate Remedial Action Work Plan for ground water or surface water remediation submitted within 420 days of the GIN or 120 days of Department approval of the Remedial Investigation Report?		
	6.4	<b>Was an adequate remediation funding source submitted upon Department approval of the Remedial Action Work Plan?</b>		
	6.5 (a)	Has the party conducting remediation complied with the applicable schedule?		
	6.5(b)	Was adequate written notice of anticipated noncompliance submitted to the Department 15 days prior?		
	6.6	Were all work plans, reports and additional information requested submitted?		
<i>ISRA Fees and Oversight Costs</i>				
	8.1	Were fees paid?		
	8.2	Were oversight costs paid?		

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SRP CHECKLIST:		REMEDIATION AGREEMENT REQUIREMENTS		
	N.J.A.C. 7:26B-	Use this checklist to assure all RA requirements have been met.	Included: Yes/No/NA (see note below)	Page #
<i>Remediation Agreement</i>				
	Appendix A			
	I.1.	Was an adequate Remedial Investigation Work Plan submitted within specified days of RA execution?		
	I.2.	Was a modified Remedial Investigation Work Plan submitted within specified days after receipt of the Department's written comments on the Remedial Investigation Work Plan?		
	<b>I.3.</b>	<b>Was the approved Remedial Investigation Work Plan implemented in accordance with the approved schedule?</b>		
	I.4.	Was an adequate Remedial Investigation Report submitted in accordance with the approved schedule?		
	I.5.	Was additional Remedial Investigation work conducted when required?		
	I.6.	Was a modified Remedial Investigation Report submitted within specified days after receipt of the Department's written comments on the Remedial Investigation Report?		
	I.7.	Was a Remedial Action Work Plan submitted within specified days after receipt of the Department's written approval of the Remedial Investigation Report?		
	II.8.	Was a modified Remedial Action Work Plan submitted within specified days after receipt of the Department's written comments on the Remedial Action Work Plan?		
	<b>II.9.</b>	<b>Was the approved Remedial Action Work Plan implemented in accordance with the approved schedule?</b>		
	II.10.	Was an adequate Remedial Action Report submitted in accordance with the approved schedule?		
	II.11.	Was additional Remedial Action work conducted when required?		
	II.12.	Was a modified Remedial Action Report submitted within specified days after receipt of the Department's written comments on the Remedial Action Report?		
	III.13.	Was additional Remedial Investigation & Remedial Action conducted if required?		
	III.13.	Was a negative declaration submitted within 30 days after the Department's request?		
	IV.15.	Was the quarterly progress report submitted?		
	V.17.	Was the contact person identified?		
	V.19.	Was the Department notified prior to field activities?		

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	<b>VI.21.</b>	<b>Has a Remediation Funding Source been established and maintained?</b>		
	VI.22.	Has the annual Remediation Funding Source Surcharge been paid if required?		
	VII.23.	Was the annual detailed remediation cost summary submitted?		
	<b>VII.25.</b>	<b>Was the amount of the Remediation Funding Source increased within 30 days of the Department's request?</b>		
	VII.27.	Were fees paid?		
	VII.28.	Were oversight costs paid?		

Note: The list above reflects current requirements at 7:26B Appendix A. RAs executed prior to the adoption of this version may have different requirements. However, generally all RAs require compliance with the Technical Requirements at N.J.A.C. 7:26E and the timely submittal of documentation to demonstrate compliance.

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SRP CHECKLIST:		<b>ADMINISTRATIVE CONSENT ORDER REQUIREMENTS</b>		
	<b>N.J.A.C. 7:26C-</b>	<b>Use this checklist to assure all ACO requirements have been met.</b>	<b>Included: Yes/No/NA (see note below)</b>	<b>Page #</b>
<i>Administrative Consent Order</i>				
	Appendix A			
	I.7.	Was an adequate Remedial Investigation Work Plan submitted within specified days of ACO execution?		
	I.8.	Was a modified Remedial Investigation Work Plan submitted within specified days after receipt of the Department's written comments on the Remedial Investigation Work Plan?		
	<b>I.9.</b>	<b>Was the approved Remedial Investigation Work Plan implemented in accordance with the approved schedule?</b>		
	I.10.	Was an adequate Remedial Investigation Report submitted in accordance with the approved schedule?		
	I.11.	Was additional Remedial Investigation work conducted when required?		
	I.12.	Was a modified Remedial Investigation Report submitted within specified days after receipt of the Department's written comments on the Remedial Investigation Report?		
	II.13.	Was a Remedial Action Work Plan submitted within specified days after receipt of the Department's written approval of the Remedial Investigation Report?		
	I.14.	Was a modified Remedial Action Work Plan submitted within specified days after receipt of the Department's written comments on the Remedial Action Work Plan?		
	<b>I.15.</b>	<b>Was the approved Remedial Action Work Plan implemented in accordance with the approved schedule?</b>		
	I.16.	Was an adequate Remedial Action Report submitted in accordance with the approved schedule?		
	I.17.	Was additional Remedial Action work conducted when required?		
	I.18.	Was a modified Remedial Action Report submitted within specified days after receipt of the Department's written comments on the Remedial Action Report?		
	III.19.	Was additional Remedial Investigation & Remedial Action conducted if required?		
	IV.20.	Was the quarterly progress report submitted?		
	V.22.	Was the contact person identified?		
	V.24.	Was the Department notified prior to field activities?		
	<b>VI.26.</b>	<b>Has a Remediation Funding Source been established and maintained?</b>		
	VI.27.	Has the annual Remediation Funding Source Surcharge been paid if required?		
	VII.28.	Was the annual detailed remediation cost summary submitted?		
	<b>VII.30.</b>	<b>Was the amount of the Remediation Funding Source increased within 30 days of the Department's request?</b>		

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	VIII. 32. Were oversight costs paid?		
<p>Note: The list above reflects current requirements at 7:26C Appendix A. ACOs executed prior to the adoption of this version may have different requirements. However, generally all ACOs require compliance with the Technical Requirements at N.J.A.C. 7:26E and the timely submittal of documentation to demonstrate compliance.</p>			

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