



New Jersey Department of Environmental Protection
Site Remediation Program

**INSTRUCTIONS FOR THE CLASSIFICATION EXCEPTION AREA / WELL
RESTRICTION AREA (CEA/WRA) PERMIT FACT SHEET**

General Instructions

1. **Applicability.** Use this form to submit the documentation (i.e., application) for a Classification Exception Area/Well Restriction Area (CEA/WRA). Submittal of this documentation is required by N.J.A.C. 7:26E-6.2(a)17, as part of the Remedial Action Work Plan, and by N.J.A.C. 7:26E-6.3(h), as part of the Ground Water Remedial Action Permit application. The required content of the CEA application, the completed form and all the Exhibits that must be attached, is indicated in N.J.A.C. 7:26E-8.3. A courtesy copy of the Technical Requirements for Site Remediation is available at <http://www.state.nj.us/dep/srp/regs/techrule/>.
2. **Form Updates.** This form may be updated periodically. Please use the current version of this form. Download the current version of this form from the Department's Website: <http://www.nj.gov/dep/srp/srra/forms>. It is **not** required to submit this form in duplicate.
3. **Signature.** This form must be signed by the Licensed Site Remediation Professional (LSRP), consultant/Non-LSRP or NJDEP licensed Subsurface Evaluator responsible for completion of the form and attached Exhibits.

Non-LSRP (Existing), LSRP, Subsurface Evaluator Check Box: Please make sure you check the appropriate box as it pertains to the current status of the case, i.e. non-LSRP (existing cases) – cases that have been with the Department prior to November 3, 2009 and are NOT regulated underground storage tanks(USTS); LSRP – cases that have come into the Department on or after November 3, 2009 or have an approved Request To Proceed Without Department Pre-Approvals Form; or Subsurface Evaluator – for existing regulated UST cases and cases with unregulated heating oil tanks (UHOT) where you are an NJDEP licensed Subsurface Evaluator. These check boxes correspond to the signatory requirements included in Section M. of this form.

Be advised that the Non-LSRP option will only be available until May 7, 2012. Also, the Subsurface Evaluator option will only be available on forms specific to the UHOT Program after May 7, 2012.

4. Send the completed form with the attached Exhibits to:

Bureau of Case Assignment & Initial Notice
Site Remediation Program
NJ Department of Environmental Protection
401-05H
PO Box 420
Trenton, NJ 08625-0420

Specific Instructions

SECTION A. SITE/CASE INFORMATION

- **Site/Case Name** – Provide the name of the site i.e., ABC Corporation Site and all other known names for the site.
- **Case ID/Case Number(s)** – Provide all NJDEP generated site identification numbers, [e.g., the number obtained from the Department's Hotline (1-877-927-6337), ISRA case number (if an existing case)]. If this form is being submitted with an application for a Ground Water Remedial Action Permit Modification, Transfer or Termination, include your permit number.
- **Program Interest (PI) Number(s)** – Provide the PI Number assigned to the site/case. The Program Interest Number is assigned by the Department and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS).

CEA Component Information

CEA guidance can be found at <http://www.nj.gov/dep/srp/guidance/cea> which provides information on how to describe CEA components (i.e., boundaries, contaminants and longevity) and limited guidance regarding fate and transport modeling, however, it has not been updated since 1998. Other useful modeling guidance and free public domain fate and transport ground water models (e.g., BIOCHLOR) are available from the USEPA Center for Subsurface Modeling Support (CSMoS); their web site is: <http://www.epa.gov/nrmrl/gwerd/csmos/index.html> .

1. **Contaminant(s):** Required by N.J.A.C. 7:26E-8.3(b)1i-iii. Fill in the table within the form as indicated in the instructions immediately preceding the table and the foot notes below it. Where applicable, Surface Water Quality

Standards can be obtained at <http://www.nj.gov/dep/wms/bwqsa/swqs.htm> and Ground Water Screening levels can be obtained through <http://www.nj.gov/dep/srp/guidance/vaporintrusion/>. List site-specific screening levels if they have been approved. If this table is not large enough to include all contaminants, check the box below the foot notes and use the Addendum to the form to list the additional contaminants and associated values.

Exhibit A: Monitor Well/Sampling Point Data – Required by N.J.A.C. 7:26E-8.3(b)1i. These data tables can follow the same format and content as summary tables included in a Remedial Investigation Report (RIR) or a Remedial Action Progress Report. For each ground water sampling point used to define the CEA, or the subset of those points described below, data tables shall include all contaminant data and their concentrations, that exceed the ground water quality standards, from the most recent 24 months of ground water sampling.

The subset of wells indicated at N.J.A.C. 7:26E-8.3(b)3 are: those defining the furthest down gradient extent and the greatest width of the contamination; at least one well representative of the highest levels of contamination; wells used to construct the cross section required by N.J.A.C. 7:26E-8.3(b)3iv; down gradient monitoring well(s) closest to the area(s) of concern that caused the ground water contamination; and any sentinel well(s) required by N.J.A.C. 7:26E-6.3.

The Exhibit A table must include a comparison with the ground water quality standards but it does not have to include the Surface Water Quality Standards nor Ground Water Screening Levels.

If all the wells/sampling points used to define the CEA have not been sampled in the last 24 months, use the most recent data for each well/point, or the defined subset, for the 24 months prior to the latest sampling date for each well/point.

2. **CEA Boundaries:** Required by N.J.A.C. 7:26E-8.3(b). Fill in the table within the form and if this table is not large enough to include all properties included within the CEA, check the box below the table and use the Addendum to the form to list the additional blocks and lots. Use the check box within the table to indicate lots located off-site.

Exhibit B: Site Location Maps - Required by N.J.A.C. 7:26E-8.3(b)3i and ii. Paper and PDF copies must be submitted with the form; the PDF should be on a compact disc (CD) until an alternate electronic submittal process is available.

Exhibit C: Site Map(s) and Cross Section - Required by N.J.A.C. 7:26E-8.3(b)3iii through v. Paper and PDF copies must be submitted with the form; the PDF should be on a CD until an alternate electronic submittal process is available. The GIS compatible format maps including CEA polygon, source-area polygon and cross section data submitted as a spread sheet (excel spreadsheet template is posted in association with this form) shall only be sent to srpgis@dep.state.nj.us and should not be included on the CD submitted with the form. GIS guidance is available at <http://www.nj.gov/dep/srp/guidance/techgis/>. Direct any questions on GIS matters to srpgis@dep.state.nj.us.

Site Map(s) – One site map should include all items listed below if the resulting map is legible when printed, otherwise submit one map that includes the first group of items and another with the second group of items:

N.J.A.C. 7:26E-8.3(b)3iii items

- Known and predicted extent of the most mobile and persistent ground water contaminant(s)
- Prevailing ground water flow direction
- Proposed CEA boundary
- Locations and IDs of wells/sampling points required by N.J.A.C. 7:26E-6.3
- Identification of wells/sampling points that represent:
 - the furthest down gradient extent of the contamination
 - the greatest width of the contamination
 - well or wells representative of the highest levels of ground water contamination

N.J.A.C. 7:26E-8.3(b)3v items

- Location of any area(s) of concern that caused the ground water contamination (i.e., source-area)
- Location(s) and ID of down gradient well(s) closest to that/those area(s) of concern

Cross Section – The cross section should be along the prevailing ground water flow direction and define the approximate ground water contaminant plume centerline. It should include identification of:

- Location/ID of all wells and borings used to draw the cross section
- Generalized location of the water table
- Generalized hydrostratigraphy
- Known and predicted extent of the contaminant plume
- Proposed CEA boundaries (including upper and lower)

NAICS – If the North American Industry Classification System (NAICS) code for the operations that caused the contamination is known, include it in the attribute table for the Exhibit C GIS map and on the form where indicated.

Narrative description of proposed CEA:

Indicate whether the plume is expected to remain on site or migrate off site, whether the site property boundaries are being used to define the CEA extent, and whether regional historic fill is responsible for the contamination per N.J.A.C. 7:26E-3.12(b)6. Identify roads, streams, and other natural and manmade borders that can be used to describe the CEA boundaries. Indicate whether the CEA is horizontally and vertically delineated based only on actual data or whether fate and transport projections have been used.

Name of the affected Geologic Formation/Unit:

Include only the name of the formation(s)/unit(s) known to be and projected to be affected. The interactive mapping applications NJ-GeoWeb or i-MapNJ Geology, at <http://www.nj.gov/dep/gis/newmapping.htm>, can be used to obtain correct names and distribution information for geologic formations or units (GIS Layers: Surficial Geology and Bedrock Geology). Aquifer names (which differ from formations) and distribution information can also be obtained from these GIS applications.

Direction of ground water flow:

Include the direction of the contaminant plume (see N.J.A.C. 7:26E-3.7(e)).

Ground Water Classification:

Indicate the classification of ground water within the CEA based on the Ground Water Quality Standards (GWQS), N.J.A.C. 7:9C-1.5, available at <http://www.nj.gov/dep/wms/bwqsa/gwqs.htm>. The classifications are: Class I-A; Class II-A; Class I-PL Pinelands Protection Area; Class I-PL Pinelands Preservation Area; Class III-A; and Class III-B

Vertical Depth of CEA	Horizontal Extent of CEA
Vertical extent in feet below ground surface and mean sea level.	Areal extent of the CEA in acres or square feet.

The depth and extent values inserted in the table where indicated shall be based on actual data and potentially on projections documented and described in Exhibit E.

Exhibit D: Vertical Contaminant Data – Required by N.J.A.C. 7:26E-8.3(b)1iv. This table shall follow the format and content indicated in the form and in footnotes 5 and 6. The required depth data shall be supplied for each ground water sampling point used to establish the CEA or the subset of wells/points defined in the second paragraph under Exhibit A instructions. The depth data shall be based on the most recent 24 months of data or the most recent data if vertical delineation was completed prior to 24 months from submittal of Exhibit D. The “Top of Plume” and “Thickness of Clean Water Lens” columns are not applicable if a clean water lens was not already identified in the RIR.

Exhibit E: Fate and Transport Description and Model Documentation – See N.J.A.C. 7:26E-8.3(b)2 for detailed requirements. If ground water contamination is a result of historic fill, check the box and go to Section B. Otherwise, all information outlined below is required. In general Exhibit E must document: that degradation products were addressed appropriately; how horizontal and vertical extent predictions were performed; that a conceptual site model was developed; how the CEA duration was projected; that the vapor intrusion pathway was included in the fate and transport description, if applicable; and that a site specific evaluation was conducted on how changes in property use or conditions above the CEA could effect the fate and transport of the ground water contamination or of vapors emanating from the plume. See the section on **Longevity** and APPENDIX A in the CEA guidance document for additional information.

3. **Projected Term of CEA:** Required by N.J.A.C. 7:26E-8.3(b)2ii. Based on the modeling/calculations documented in Exhibit E, report the projected duration of the CEA in years from the time the calculations were performed. The duration can be “indeterminate” for metals.

SECTION B. CURRENT AND PROJECTED GROUND WATER USE DOCUMENTATION

Exhibit F: Well Search Results – Required by N.J.A.C. 7:26E-8.3(b)4. A well search should have been conducted pursuant to N.J.A.C. 7:26E-1.17(a)1 and the results submitted as Exhibit F.

Future use: Check each box if the documentation exists that the corresponding source or entity listed, as required by N.J.A.C. 7:26E-8.3(b)4ii, was assessed or contacted to determine projections of future ground water use for the next 25 years in the aquifer(s) in which the CEA is located.

SECTION C. WELL RESTRICTION INFORMATION

Required by N.J.A.C. 7:26E-8.3(b) and the GWQS at N.J.A.C. 7:9C-1.6(d). See the explanation in the paragraph preceding the well restriction checklist. Detailed restrictions for each item on the list in this section are as follows:

Double Case Wells: With the exception of monitoring wells installed into the first water bearing zone, any proposed well to be installed within the CEA/WRA boundary shall be double cased to an appropriate depth in order to prevent vertical contaminant migration pathways. This depth is either into a confining layer or 50 feet below the vertical extent of the CEA.

Sample Potable Wells: Any potable well to be installed within the footprint of the CEA/WRA shall be sampled annually for the parameters of concern. The first sample shall be collected prior to using the well. If contamination is detected, contact

your local Health Department. If the contamination is above the Safe Drinking Water Standards, then the NJDEP Hot Line should be called. Treatment is required for any well that has contamination above the Safe Drinking Water Standards.

Evaluate Production Wells: Any proposed high capacity production wells in the immediate vicinity of the CEA/WRA should be pre-evaluated to determine if pumping from these wells would draw a portion of the contaminant plume into the cone of capture of the production wells or alter the configuration of the contaminant plume.

SECTION D. PUBLIC NOTIFICATION REQUIREMENTS

Check the applicable boxes based on the CEA location and extent **after** notifications per N.J.A.C. 7:26E-8.3(b)5 are completed (i.e., notification letters are to be sent **prior** to the submittal of this form). Department approval of the CEA boundaries is not required prior to completing the notifications; seeking such approval should not delay the notifications.

Where ground water contamination has migrated off site, the Department has coordinated the CEA notification requirements and those of Subchapter 1 as specified at N.J.A.C. 7:26E-1.4(l)6i. This provision and these instructions provide the following exemption from the requirements of N.J.A.C. 7:26E-1.4(l); the person responsible for conducting the remediation is not required to prepare, distribute and publish an updated fact sheet within 30 days after the horizontal and vertical extent of ground water contamination has been determined if the CEA notifications are done within 30 days after the completion of the delineation of off-site contamination. See Department guidance at http://www.nj.gov/dep/srp/guidance/public_notification/offsiteguide/ regarding "Distribution/Promulgation of Notifications" and "Coordination and Consolidation of Various Public Notification Requirements." The content of CEA notification letters can be based on the letter content described at N.J.A.C. 7:26E-1.4(j)4 and/or the notification fact sheet described at N.J.A.C. 7:26E-1.4(l)4. A copy of the CEA/WRA Permit Fact Sheet form and the Exhibit B maps to be submitted to the Department, should be attached to the CEA notification letters.

Exhibit G: List of Names and Addresses – Required by N.J.A.C. 7:26E-8.3(b)5. Only a list of the names and addresses of those notified should be sent to the Department. Copies of the certified letters, sent return receipt requested, should not be submitted to the Department.

SECTION E. (signatures/certifications)

Based on the current case status i.e., non-LSRP (Existing Cases), LSRP and Subsurface Evaluator, complete the appropriate signature and information requirements below:

Non-LSRP Site Remediation Professional Statement

- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Site Remediation Professional (Consultant).
- The statement shall be signed and dated by the Site Remediation Professional.
- The Non-LSRP Site Remediation Professional should indicate by placing an "X" in the box if there have been no changes since the last submittal.

Licensed Site Remediation Professional Information and Statement

- LSRP ID Number: Provide the Licensed Site Remediation Professional ID Number.
- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Licensed Site Remediation Professional.
- The Licensed Site Remediation Professional should indicate the level of oversight he/she provided by placing an "X" in appropriate box(es).
- The certification in this section shall be signed and dated by the Licensed Site Remediation Professional.
- The Licensed Site Remediation Professional should indicate by placing an "X" in the box if there have been no changes since the last submittal.

Subsurface Evaluator UST Report Certification Form

- Provide the facility name, phone numbers, address (city/town, state, zip code) , and block(s) and lot(s) associated with the UST.
- Provide the name of owner of the facility, address (city/town, state, zip code) and phone number.
- If available, provide the case manager name, UST registration number, incident report number and TMS number.
- The certification in this section shall be signed and dated by the Subsurface Evaluator. Include the evaluator's name, UST certification number, the firm's name, the firm's UST certification number, address (city/town, state, zip code) and telephone number.
- The Subsurface Evaluator should indicate by placing an "X" in the box if there have been no changes since the last submittal.

ADDENDUM/CEA Component Information

Complete addendum using instructions from Section A, items 1 and 2 as applicable.