



## New Jersey Department of Environmental Protection Site Remediation Program

### LIGHT NON-AQUEOUS PHASE LIQUID (LNAPL) REPORTING FORM INSTRUCTIONS

#### General Instructions

1. **Applicability.** Use this form for reporting the discovery of LNAPL and initial recovery efforts. In addition, use this form for submittal of a focused LNAPL Remedial Investigation and Interim Remedial Measures (IRM) Reports. Identify the purpose of the submittal by checking the correct submittal type.

2. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms>.

3. **Signature.** This form must be signed by the person responsible for conducting the remediation.

Please make sure you check the appropriate box with regards to the signatory requirements as it pertains to the current status of the case; i.e., non-LSRP (existing cases) – cases that have been with the NJDEP prior to November 3, 2009 and are NOT regulated underground storage tanks (USTS); LSRP – cases that have come into the NJDEP on or after November 3, 2009 or have an approved Request To Proceed Without NJDEP Pre-Approvals Form; or Subsurface Evaluator – for existing regulated UST cases and cases with unregulated heating oil tanks (UHOT) where you are a NJDEP licensed Subsurface Evaluator. Insure that the corresponding signature page is included with the 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. Completed forms should be sent to:

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

#### Section A. Site Name and Location

- **Site Name:** provide the name of the site (i.e., ABC Corporation);
- **List all AKAs:** Provide all other known names for the site;
- **Street Address:** Provide the street address for the site NOTE: This should be the physical location of the site – not be the mailing address;
- **Municipality:** Provide the name of the municipality and indicate if it is a township, a borough, or a city. NOTE: This should be the name of the municipality and not the local name;
- **County:** Provide the name of the county where the site is located;
- **Zip code:** self explanatory
- **Program Interest (PI) Numbers:** The PI Number is assigned by the NJDEP and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank.
- **Case Tracking Numbers:** Provide all NJDEP generated site identification numbers (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.);
- **Date Remediation Initiated:** Provide the Date Remediation Initiated: A person initiates remediation when:
  - 1) The date a person discovers or becomes liable in any way for a discharge;
  - 2) The date the owner or operator of a regulated tank system:
    - i) Determines there has been a known or suspected discharge from the regulated tank system, pursuant to N.J.A.C. 7:14B; or
    - ii) Closes a regulated tank system pursuant to N.J.A.C. 7:14B-8.1(a)6, 9.1(d) and N.J.A.C. 7:14B-9.2I;
  - 3) The date the owner or operator of an ISRA industrial establishment files their General Information Notice (GIN)

with the NJDEP provided that the GIN is filed pursuant to the timeframes set forth in ISRA;

- 4) The person submits a document to the NJDEP concerning a site for which the NJDEP has rescinded a no further action letter or has invalidated a response action outcome, prior to the submission of the document; or
  - 5) When additional remediation or other activities would result in the need to file a new deed notice or replace a declaration of environmental restrictions, associated with the real property.
- **State Plane Coordinates:** The (X,Y) coordinates are computed by projecting latitudes and longitudes from a mathematical approximation of the earth (i.e., NAD 83) onto a surface that can be laid out flat. Additional information can be found at <http://www.state.nj.us/dep/njgs/geodata/dgs03-1usrgd.htm?Return3=Top>.
  - **Municipal Block(s) and lot(s):** Provide all lot and block numbers for the site.

## Section B. NJDEP Case Manager

If there's an active case with the NJDEP and a case manager has been assigned, check "Yes" and provide the case manager's name. If there are no active cases, check "No."

## Section C. Action Being Reported

This form shall be submitted to notify the NJDEP when there has been the discovery of a LNAPL and to document subsequent actions to respond to this discovery in accordance with N.J.A.C. 7:26E-1.12(b).

1. **Discovery of LNAPL.** This section is self-explanatory and should be completed noting all known or suspected discharged product types, date of discovery, how the LNAPL was discovered and initial actions taken to recover LNAPL unless technically impracticable. The NJDEP expects the Investigator to use professional judgment in matching the method and frequency of initial LNAPL recovery efforts to the type and amount of product identified and subsurface conditions. **Complete Item 1. only of Section C. when initially reporting the discovery of LNAPL and the initial action taken for LNAPL recovery.**

**Note:** All of section C is required to be completed when submitting the 1-year LNAPL reporting submission.

2. **LNAPL Interim Remedial Measure (IRM).** The NJDEP expects this section to provide information on the remedial investigation focused on determining the extent of the LNAPL and LNAPL IRM that is required following the completion of the focused remedial investigation. Complete all of Section C. when submitting this form to report on the implementation of the LNAPL IRM.
  - a. Provide the status of the focused LNAPL remedial investigation. Check the appropriate answer.. If the answer is "No", provide an explanation why it has not been completed. Please note that if the investigator identifies that this activity will not be completed within the regulatory or mandatory timeframes, an extension request to the regulatory and/or mandatory timeframes must be submitted 30 days or 60 days prior to the respective due date using the "Remediation Timeframe Extension Request" form (see N.J.A.C. 7:26C-3).
  - b. Since initial recovery efforts are required following LNAPL discovery, it is possible that those actions successfully removed the LNAPL. This question requests information on whether LNAPL is still present following initial recovery efforts. If the LNAPL is no longer present, questions 2.c. through 2.e do not apply, proceed to question 2.f.
  - c. This question requests information on the status of the LNAPL IRM. Check the appropriate answer. Pursuant to N.J.A.C. 7:26E-1.12(b)2. a LNAPL IRM must be implemented within 1 year of the date LNAPL was discovered. This activity must be designed to control, stabilize (prevent migration) and recover the LNAPL (when practicable) to reduce contaminant mass and exposure to receptors. The NJDEP recognizes that the Investigator, using professional judgment, must match this IRM to the type, amount and extent of LNAPL using the data collected during the focused remedial investigation and used in the development of the conceptual site model. The NJDEP also recognizes that the approach to LNAPL recovery (when practicable) may or may not warrant a fully engineered system. The Investigator must be able to justify the selected IRM. If there is an operational LNAPL recovery system or equivalent method to contain, stabilize and recover LNAPL at the site to prevent contaminant migration, reduce contaminant mass and exposure to receptors, check "Yes;" if not, check "No." If the answer is "No", provide an explanation why it has not been completed.

"Date IRM Implemented" is the date when the IRM commenced. In general, the IRM implementation should follow completion of the LNAPL focused remedial investigation. However, a thorough understanding of the extent of the LNAPL and conceptual site model could provide technical justification for the continuation of an existing remedial measure to satisfy the IRM requirements.

"List type of IRM" Self-explanatory. Appendix A of the LNAPL Guidance list some IRM examples.
  - d. and e. The answers to these questions are used to identify whether any monitoring data, information or observations indicate that the LNAPL is migrating or expanding horizontally. If these conditions are identified, the

NJDEP then wants the Investigator to identify whether the IRM being implemented is designed to address the condition(s) identified in follow-up question 2.e.

- f. This question is used to identify whether the LNAPL activities conducted followed the LNAPL Guidance document. If the investigator deviated from this Guidance, the investigator should explain the deviation(s).

Note: For any questions that ask for additional explanations, attach additional sheets to this form. Use the report to document the outcome of the focused remedial investigation, the justification for and description of the selected approach(es) to initial recovery and LNAPL IRM, the plan for operational monitoring and results of those activities. See the LNAPL Guidance for suggested reporting format.

#### **Section D. Variance from Regulations**

If a variance from N.J.A.C. 7:26E was initiated at any point in the investigation/remediation, reference the applicable pages in the report that justify the technical basis for the variance and reference any other documentation that was relied upon for technical support.

#### **Section E. Person Responsible for Conducting the Remediation Information and Certification**

The certification in this section shall be signed and dated by the person responsible for conducting the remediation. The certification in this section shall **not** be signed by the licensed site remediation professional or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section shall be executed as follows:

1. For a corporation or limited liability company, by a principal executive officer of at least the level of vice president; or
  2. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
  3. For a municipality, state, Federal or other public agency, by either a principal executive officer or ranking elected official; or
  4. By a duly authorized representative of the corporation, partnership, sole proprietorship, municipality, state or Federal or other public agency, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in 1, 2 or 3 above and the authorization meets the following criteria:
    - i. The authorization specifies either an individual or a position having responsibility for the overall operation of the industrial establishment or activity, such as the position of plant manager, or a superintendent or person of equivalent responsibility (a duly authorized representative may thus be either a named individual or any individual occupying a named position);
    - ii. The written authorization is submitted to the NJDEP along with the certification; and
    - iii. If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the industrial establishment or activity, a new authorization satisfying the requirements of this section shall be submitted to the NJDEP prior to or together with any reports, information, or applications to be signed by an authorized representative.
- Provide the full legal name of the person responsible for conducting the remediation;
  - Provide the full name of the representative of the person responsible for conducting the remediation, pursuant to N.J.A.C. 7:26C-1. Enter "Same" if the representative is the same person as the person responsible for conducting the remediation;
  - Provide the title of the representative of the person responsible for conducting the remediation;
  - Provide the telephone number, extension number, and fax number of the representative of the person responsible for conducting the remediation;
  - Provide the mailing address, including the city/town, state, and zip code of the representative of the person responsible for conducting the remediation;
  - Provide the email address of the representative of the person responsible for conducting the remediation;
  - The representative for the person responsible for conducting the remediation shall provide:
    - ❖ His/her signature where indicated;
    - ❖ His/her name and title (i.e., President, CEO); and
    - ❖ The date when the signing occurred.
  - The person responsible for conducting the remediation should note by placing an X in the box if there have been no changes since the last submittal.

**Section F. Based on the current case status i.e., non-LSRP (Existing Cases), LSRP and Subsurface Evaluator, please complete the appropriate signature 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**

- 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.