



## New Jersey Department of Environmental Protection Site Remediation Program

### INSTRUCTIONS FOR COMPLETING THE PA/SI FORM

#### General Instructions

- 1. Applicability.** Use this form when you submit a Preliminary Assessment (PA), a Site Investigation (SI), or a combined Preliminary Assessment and Site Investigation Report to the New Jersey Department of Environmental Protection (NJDEP).
- 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. Signatures.** 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
- 5. All Key documents (PA/SI, RIR, RAW, RAR, RAO) must be submitted with a complete Receptor Evaluation Form and Case Inventory Document. All Case Inventory Documents must identify all active and inactive Areas of Concern (AOCs).**

#### 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, complete with "Yes" and specify the case manager. If there are no active cases, complete with "No."

## Section C. Submittal Status

This section is to assist the NJDEP in understanding the status of submittals and permit applications. Check the boxes to indicate the status of all submissions and provide the appropriate dates.

Complete all columns that are applicable. If a PA and SI are conducted, **the PA/SI must be submitted together** with the PA/SI form. The Preliminary Assessment Report and Site Investigation boxes must be checked off. If the submittal is for one or more areas of concern (AOCs) and a PA was not performed, only check off Site Investigation Report.

**NOTE: A Phase I or Phase II report is not equivalent to a PA, therefore, it will not be an acceptable substitution for a PA. A PA only can be submitted for an ISRA case type in order to meet the 3 month requirement after a triggering event.**

## Section D. Site Use

Check off all boxes that are applicable. At least one box must be checked off for Current Site Use and Intended Future Site Use.

## Section E. Case Type

Check the boxes for all the current uses that apply to the site; and check all the boxes for all the future uses that apply to the site.

## Section F. Public Funds

Indicate if the site utilized public funds. If "Yes," check the applicable fund(s) used. Additional information regarding the types of funds can be found at <http://www.state.nj.us/dep/srp/finance/>

## Section G. General

1. Specify whether a site inspection (walk through) of the property was conducted and specify the most recent date of the inspection.
2. After completing the PA, did the information identify any areas of concern as defined in the Tech Rule N.J.A.C 7:26E-1.8?
3. List the page number of the site map that references all the AOCs identified in Section H2. For review purposes all AOCs should be depicted on one map.
4. After completing the requirements outlined in the Tech Rule, N.J.A.C 7:26E-3.1, list all businesses/operators and use of the property (e.g., industrial directories) in section H1.
5. Identify any No Further Action Letters (NFAs) or Response Action Outcome (RAO) reports that have been issued for the site. Check the website at <http://www.nj.gov/dep/srp/> ( DEP DATA MINER REPORTS) to determine if any NFAs or RAOs have been issued.
  - a. A list of sites with Deed Notices established can be found at [http://datamine2.state.nj.us/DEP\\_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Conditions](http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Conditions). The report enables the requestor to receive a list of all Declaration of Environmental Restrictions / Deed Notices (DER/DN) issued within the SRWM. "DER/DN" is a document that provides notice of specific real

property contamination issues in accordance with N.J.A.C. 7:26 E, Appendix E. There is also GIS coverage on NJDEP iMap.

- b. A list of sites with CEAs can be found at [http://datamine2.state.nj.us/DEP\\_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Conditions](http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Conditions). The report enables the requestor to receive a list of all Classification Exception Areas (CEAs) issued within the Site Remediation Program. CEA means an area where one or more constituent standards and designated uses are suspended in accordance with N.J.A.C. 7:9 C-1.6. There is also GIS coverage on NJDEP iMap.
  - c. The requirements for the evaluation can be found in the Tech Rule N.J.A.C 7:26E 3.2 (a) 5. <http://www.nj.gov/dep/srp/regs/techrule/techrule.pdf>.
6. Class 1 includes ground water within watersheds of FW1 surface waters, State-owned Natural Areas, and the major aquifers of the Pinelands Area. The designated use for Class I ground water is the maintenance of special ecological resources. Secondary uses include potable, agricultural and industrial water.
- 7 & 8. Locate potable wells through a file search using all available NJDEP, county and local records. Available NJDEP records include without limitation, paper, microfiche, electronic and antique well records maintained by the Bureau of Water Allocation. The NJDEP Geographic Information System shall be used as part of the file search. If the site is located in a groundwater use area the NJDEP will determine if further action, such as a door-to-door survey, is required.
- 8a. Complete if any potable wells were identified within 200 feet of the AOCs listed in H2 or within 200 feet of the site boundary.
9. Indicate if any Environmentally Sensitive Natural Resources (ESNR) are located on, adjacent to, or potentially impacted by the site. Include a scaled figure with proper names for ESNRs if applicable, e.g. names of surface water bodies, wildlife refuges, wildlife management areas and preserves. Include common names as applicable, e.g. unnamed tributaries, ditches, lagoons, and general wetland class designations.
10. Self explanatory.

## **Section H. Site Information**

### **H1. Current and Historic Operators/Operations**

List all businesses/operators that operated on site and the time period of operation.

### **H2. Areas of Concern**

Check off all AOC categories that apply based on the site inspection, review of historical information and other information utilized to identify all areas of concern.

- a. If the AOC currently exists, check "Yes." If "No," then leave blank.
- b. If the AOC formerly existed, check "Yes." If "No," then leave blank.

NOTE: If an AOC category currently and formerly existed, complete both columns with "Yes."

- c. SI Conducted: If sampling was conducted, check "Yes" for each AOC category where sampling occurred. If "No," then leave blank.
- d. RI Proposed: If sampling was conducted and additional sampling will be required to determine the extent of contamination, check "Yes." If "No," then leave blank.

### **H3. ISRA Section**

This section should only be completed if the site previously triggered ISRA and a waiver or NFA was issued under an expedited review or Limited Site Review. Check off all that apply and complete the ISRA case # and Date of the waiver or NFA.

### **H4. Regulated USTs**

Complete if the submittal involves USTs regulated pursuant to N.J.A.C. 7:14B. If the submittal does not involve regulated USTs, proceed to Section H6.

- a. All USTs regulated pursuant to N.J.A.C. 7:14B must be registered. An Underground Storage Tank Facility Certification Questionnaire must be completed and submitted to the NJDEP's Registration and Billing Unit. The form can be found at <http://www.nj.gov/dep/srp/forms/ust/ust021.pdf>.

- b. All incidents related to releases associated with a regulated UST must be investigated/remediated. Incidents reported to the NJDEP's hotline can be found at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS- INCIDENTS/COMPLAINTS).
- c. To determine if an UST has been removed on/after September 4, 1990, check the data miner report for the specified PI # at <http://www.nj.gov/dep/srp/> ( DEP DATA MINER REPORTS-Underground Storage Tanks).
- d. If an UST has been removed on/after September 4, 1990, a Site/Remedial Investigation report must be submitted for the closure of all regulated USTs. Check the data miner report for the specified PI # at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS-Underground Storage Tanks).

## H5. Compliance Check

- a. Check off all media impacted above the applicable standards/screening levels. Check off each class of contaminants above the applicable standards/screening levels. If contaminants are detected above the applicable standards/screening levels in soil and ground water, check both categories. If all analytical results are below the applicable standards/screening levels, proceed to b.
- b. This section must be completed if an SI was conducted but an RI or RA is not being proposed. If an RI is being proposed for the AOC categories identified in H2, the RI proposed field must be completed with "Yes."
  - 1. The analytical results must be compared with the **most stringent** Soil Remediation Standards (Residential and Non Residential). The Soil Remediation Standards can be found at <http://www.nj.gov/dep/srp/regs/rs/> .
  - 2. The analytical results must be compared with the **default** Impact to Groundwater Soil Screening Levels (IGWSL). The IGWSL can be found at <http://www.nj.gov/dep/srp/guidance/rs/> under Impact to Groundwater Guidance-Soil Water Partition Equation section.
  - 3. If groundwater samples were obtained from properly installed monitoring wells or using one of the Alternative Ground Water Sampling Techniques, available at <http://www.state.nj.us/dep/srp/regs/agws/>, the results must be compared to the Groundwater Quality Standards (GWQS). The GWQS can be found at <http://www.nj.gov/dep/wms/bwqsa/gwqs.htm>. If ground water was not sampled as part of the Site Investigation, complete with "NA."
  - 4. The MDLs must be compared to the appropriate remediation standard to determine if the MDLs are below the most stringent soil and ground water standards or default impact to ground water soil screening levels. If the MDLs are above the soil, ground water standards or screening levels, check off "Yes" and complete the table below the questions indicating which AOCs have MDLs above the appropriate standard or screening levels.
  - 5. If surface water sampling was performed, the analytical results must be compared to the Surface Water Quality Standards (SWQS). The SWQS can be found at <http://www.nj.gov/dep/wms/bwqsa/swqs.htm>. If sampling of surface water was not performed, select "NA."
  - 6. If sediment sampling was performed, the analytical results must be compared to the ecological screening levels. The ecological screening levels can be found at <http://www.state.nj.us/dep/srp/guidance/ecoscreening/>. If sampling of sediments was not performed, select "NA".
  - 7. If sub-slab samples, indoor air samples or ground water samples were collected as part of a vapor intrusion investigation, the results must be compared to the vapor intrusion screening levels. The vapor intrusion screening levels can be found at <http://www.nj.gov/dep/srp/guidance/vaporintrusion/> . If groundwater samples, sub-slab samples or indoor air samples were not taken as part of a vapor intrusion investigation, select "NA."
  - 8. If a SI was performed and the analytical results reveal levels above the soil or ground water standards and the contamination is not attributed to an on site source, specify if the contamination is attributed to an off site source, naturally occurring, or both. Only answer questions a and b if the contamination is being attributed to an off site source. If the contamination is not being attributed to an off site source or is not naturally occurring, select "NA."
  - 9. If contamination is associated with an ongoing ISRA remediation, please complete.
- c. If an Alternative Remediation Standard (ARS) has been utilized for Inhalation and/or Ingestion/Dermal pathways, complete with "Yes." The ARS application can be found at <http://www.nj.gov/dep/srp/srra/forms>. If the Direct Contact Soil Remediation Standards were utilized to determine compliance, complete with "No."
- d. If a site specific IGWSRS has been established for the site, complete with "Yes." The IGWSRS guidance document can be found at <http://www.nj.gov/dep/srp/guidance/rs/> under Impact to Groundwater Guidance-Soil Water Partition Equation (section VI - Developing a site-specific impact to ground water soil remediation standard). A spreadsheet is available from the NJDEP that will calculate site-specific impact to ground water soil remediation standards. The spreadsheet can be found at [http://www.nj.gov/dep/srp/guidance/rs/partition\\_equation.xls](http://www.nj.gov/dep/srp/guidance/rs/partition_equation.xls) .

## Table

If you answered "Yes" to any of the questions in section H6. b.) 1-4, c or d, the table must be completed. The Area of Concern column can be completed with the AOC # category (1-38) for each AOC specified in H2 where the analytical results of the samples indicate levels above the categories specified in the table. Check off all the columns that are applicable for each AOC category. If an ARS or site specific IGWSRS was established, reference the page # in the comment section which discusses the ARS or IGWSRS.

## Section I. Alternative Standard/Variations

1. If an Alternative Remediation Standard (ARS) or Alternative Vapor Intrusion Screening Level is being proposed, check the box and attach the Alternative Soil Remediation Standard and/or Screening Level Application Form. The Alternative Soil Remediation Standard and/or Screening Level Application Form can be found at <http://www.nj.gov/dep/srp/srra/forms/>. The ARS requirements can be found at <http://www.nj.gov/dep/srp/regs/rs/> (Subchapter 7 of the Remediation Standards Rule).
2. Refer to NJDEP Vapor Intrusion Guidance for proposing alternate screening levels. The guidance can be found at: <http://www.nj.gov/dep/srp/guidance/vaporintrusion/vig.htm>
3. 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 J. 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 K. 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: Note 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.