



New Jersey Department of Environmental Protection Site Remediation Program

RECEPTOR EVALUATION FORM INSTRUCTIONS

General instructions

1. **Applicability.** The purpose of this Receptor Evaluation Form is to document in summary form the existence of human or ecological receptors and the actions taken to protect those receptors. This form has been created to assist in completing a receptor evaluation in accordance with the Technical Requirements for Site Remediation, N.J.A.C. 7:26E-1.15. The Technical Requirements for Site Remediation and all applicable New Jersey Department of Environmental Protection (NJDEP) guidance documents, including the Receptor Evaluation FAQs (<http://www.nj.gov/dep/srp/srra/faqs/>), should be used in concert with this form to ensure all appropriate technical data is collected and evaluated properly.

2. **Timeframe.** The Technical Requirements for Site Remediation include substantive requirements for the receptor evaluation process including the requirement for the person responsible for conducting the remediation to initiate a receptor evaluation upon discovery of a discharge. Discovery of a discharge would typically be when a discharge is confirmed by analytical data or confirmed in the field based on field observations by an environmental professional (i.e., discovery of an ongoing discharge of hazardous substances, free product) during investigation in a well or soil.

The NJDEP's regulatory timeframe for submission of the initial receptor evaluation for existing sites was March 1, 2011, or one year after the initiation of a remediation that occurs after March 1, 2010. The mandatory timeframe for submission of the initial receptor evaluation for existing sites is March 1, 2012, or two years after the initiation of a remediation that occurs after March 1, 2010. The Technical Requirements for Site Remediation require the person responsible for conducting the remediation to include new findings related to receptor impacts in updated Receptor Evaluation Form required pursuant to N.J.A.C. 7:26E-1.15(d). The receptor evaluation documents that the appropriate investigation has been conducted at the time of submittal. For instance, if at the time of an initial receptor evaluation submittal the site is undergoing a soils investigation and a ground water investigation has not been triggered, a well search would not be expected to be completed or required as part of the receptor evaluation.

A receptor evaluation is not required to be submitted if an unrestricted remedial action is completed before the due date of the Initial receptor evaluation or within one year after the initiation of remediation. A receptor evaluation is also not required for contamination that is attributed and documented to be natural background contamination.

If the person responsible for conducting the remediation discovers additional contamination during the remediation after that person has submitted the initial receptor evaluation, the Technical Requirements for Site Remediation do not require the person responsible for conducting the remediation to submit an amended receptor evaluation report. However, the Technical Requirements for Site Remediation do require the person responsible for conducting the remediation to conduct an updated receptor evaluation and to report the results of this evaluation with each report for a phase of remediation submitted to the NJDEP (for example, site investigation report, remedial investigation report, remedial action report). If the contamination remains, the receptor evaluation continues under the Biennial Certification process. The Receptor Evaluation Form is required to be submitted until a Remedial Action Outcome / No Further Action is issued. The Technical Requirements for Site Remediation also require the person responsible for conducting the remediation to remediate any additional contamination discovered and to address additional receptor pathways identified after the initial receptor evaluation.

3. **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/>.

In addition to submitting the initial Receptor Evaluation Form, as noted above, the Receptor Evaluation Form is required to be updated and submitted with each Remedial Investigation Report, Remedial Action Report and Immediate Environmental Concern (IEC) source control report. An Updated Receptor Evaluation form must also be submitted when: the known concentration or extent of contamination in any medium increases; a new AOC has been identified; a new receptor is identified; or a new exposure pathway has been identified.

Note: Updated Receptor Evaluation Forms must be filled out completely, not just the sections that have changed.

4. **Signatures.** This form must be signed by the person responsible for conducting the remediation, and if a Licensed Site Remediation Professional (LSRP) is overseeing the remediation, the Receptor Evaluation Form must also be signed by the LSRP.

Please 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 submitted an LSRP Retention or Dismissal 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. Include the corresponding signature page 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.

5. **Filing.** A copy of all Receptor Evaluation Forms must also be sent directly to the municipal clerk and designated local health department.

Submit this form to NJDEP at the following address:

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 by Section.

Section A. General Site Information – N.J.A.C. 7:26E-1.15

Complete all information in Section A and provide as attachments any lists or additional information that does not fit in the space provided.

Indicate if this is the “Initial Receptor Evaluation” submitted for a confirmed discharge or an “Interim Submission”, which is for all subsequent receptor evaluation submissions. Submit Initial Receptor Forms pursuant to N.J.A.C. 7:26E-1.15 for all contaminated sites. If all receptor concerns have been addressed at the site and documentation for that work already exists in the reports that have been submitted to the NJDEP, the remediating party must submit the Receptor Evaluation Form and reference the previously submitted documentation. If this is a subsequent receptor evaluation and no changes are required to the Form based on the evaluation, please check no changes, provide the date of the last Receptor Evaluation Form submittal and skip to Section G. No additional information is needed although the form is required.

Section B. Receptor Evaluation-Land Use – N.J.A.C. 7:26E-1.16

Evaluate the site use and surrounding property uses that are within 200 feet of the site property boundary.

In addition to providing the required information contained in this section of the Form, submit the following:

1. If any sensitive uses are on site or within 200 feet of the site property boundary, attach a list of addresses, facility names, type of use, and a map depicting the site boundary and each location of any sensitive populations/uses that have been identified or indicate on the Form that none of the listed sensitive populations/uses exist. Any required maps shall be in compliance with N.J.A.C. 7:26E-3.13 (d).
2. Provide a complete list of the current on-site uses. Attach supplemental information/descriptions as needed. Note: If site use includes sensitive uses (residence, school, child care or parks and other recreational areas) facility names, addresses and a map are required.
3. For any identified off-site change in property use within 200 feet of the property boundary, identify any changes to a more sensitive use that have been approved by the municipal government. Provide a map depicting the location of the changes.

Section C. Description of Contamination

This section is intended to provide an overview of any high level contamination that exists on site.

1. Check all boxes as appropriate based on the investigation results available at the time of the submission. Identify whether the free product is light non-aqueous phase liquid (LNAPL) (measured thickness of .01 feet or greater) or dense non-aqueous phase liquid (DNAPL) product (see [US EPA DNAPL Overview](#) for definition) and the date identified. Please note that a LNAPL Free Product Reporting Form is required to be submitted if LNAPL product is encountered.

High concentration source materials include material that based on the concentration, volume, or mass of material and its condition and location would present a high level of hazard and easy access for receptor exposure. Circumstances where materials have not been discharged to the environment, are properly secured from unauthorized access or discharge to the environment, or without an exposure route would not result in checking the box.

2. Based on sampling collected to date. Has the horizontal and vertical extent of the soil contamination been delineated to the applicable Direct Contact Soil Remediation Standard?
If “Yes,” is all of the contaminated soil that remains at the site below the applicable Direct Contact Soil Remediation Standard or being addressed by an approved institutional control (i.e. deed notice)?
3. Submit a brief summary of the contamination unless the Receptor Evaluation Form is submitted with the next remedial phase report that includes this information. The brief summary should include the overall nature of the contamination at the site including a description of all the contaminant(s) of concern, their concentrations or if necessary, the range of contaminant levels present at the site.

Section D. Receptor Evaluation- Ground Water – N.J.A.C. 7:26E-1.17

A receptor evaluation for ground water use in the area surrounding the site is required if any ground water sample is found in excess of the Class II Ground Water Remediation Standards (GWRS). The NJDEP recommends that the well search be re-evaluated every 2 years.

1. Based on information obtained to date, has a ground water investigation been required in accordance with N.J.A.C. 7:26E-3.7?
Proceed to Section F, “Ecological Receptors” if ground water sampling has not been triggered.
2. If awaiting laboratory data or the GWRS have not been exceeded, proceed to Section F, “Ecological Receptors”.
Indicate the date the laboratory data was provided documenting ground water contamination if ground water data exceeded the GWRS or if awaiting data, provide the expected due date of the data.
3. Based on sampling collected to date. Has the horizontal and vertical extent of the ground water contamination been delineated to the applicable Ground Water Remediation Standard?
4. A well search has been completed in accordance with N.J.A.C. 7:26E-1.17(a). If “yes”, provide the data the well records search was completed. Based on the ½ mile well search determine the distance to receptors from the known contamination if ground water contamination was identified. Indicate if the contamination is located within a Tier 1 or Tier 2 wellhead protection area (WHPA). The full well search including a map of all receptor wells, as required in N.J.A.C. 7:26E-1.17(a)1, should be submitted with the appropriate key document.
5. Attach a copy of the completed Well Search Spreadsheet and if applicable, the historical well search table. Also submit an electronic copy of the spreadsheet to srpgis_wrs@dep.state.nj.us. Please refer to the NJDEP’s Well Search E-Tools Instructions at <http://www.nj.gov/dep/srp/gis> to complete the spreadsheet. For updates to historical well searches monitoring wells and other non-pumping wells that do not threaten receptors which are identified during the search do not need to be included in the Receptor Evaluation Form. However, they should be evaluated as part of the remedial investigation. A well location map is also not required to be submitted with the receptor evaluation unless specifically requested by NJDEP after review of the form. For new sites a map should be submitted with the full well search as part of the next technical document submitted for review.
6. Indicate whether potable wells or irrigation wells have been identified within a ½ mile and whether the area has been canvassed to physically locate and/or confirm the findings of the well search. The door-to-door survey/canvas is required when potable wells are identified in the ½ mile well search or when there is doubt if the ground water is being used by nearby residents. If “No”, proceed to Section E, “Vapor Intrusion”.
7. Identify if potable or irrigation use well sampling has been conducted in accordance with N.J.A.C.7:26E-3.7(e)3.i and the Field Sampling Procedures Manual and analyzed using accepted laboratory methods. Please note that NJDEP notification on a Potable Well/Indoor Air Sampling Notification Form should be submitted 7 days prior to sampling potable wells.
8. Indicate whether the contamination detected in the potable well(s) is not suspected to be from the site and provide justification for this determination. For example, there may be evidence of an off site source of ground water contamination.
9. Indicate whether potable well data exceed the Class II GWRS or Federal Drinking Water Standards. See the NJDEP’s Immediate Environmental Concern (IEC) Guidance http://www.nj.gov/dep/srp/guidance/srra/draft_iec_guidance.pdf for contamination in excess of the Class II GWRS. Submit a copy of the existing Receptor Evaluation Form, including the analytical summary sheet and a scaled map when an IEC is reported.
If contamination is not detected above standards in potable wells, submit a full laboratory deliverables package to the NJDEP within 60 days of sampling.
Indicate whether an engineered system response (e.g. Point Of Entry Treatment system [POETs] or connection to public water) has been completed for all applicable receptors and provide a brief narrative description.

Provide the date the engineered system response was completed. If a DEP case manager is assigned, provide the case manager name.

10. Non-potable use data (i.e., irrigation well) that are above the Ground Water Quality Standards (GWQS) require confirmation that there is no interconnection with potable supply and that the occupants do not use the water for potable purposes. **If potable use is identified** notify the NJDEP of the IEC by submission of an IEC Notification Form.
11. Have all of the ground water usage issues been addressed as outlined above and has the ground water contamination been delineated to the applicable Remediation Standard? A “Yes” answer means that all potential ground water usage issues have been identified and addressed.

Section E. Receptor Evaluation-Vapor Intrusion (VI) – N.J.A.C. 7:26E-1.18

A receptor evaluation for vapor intrusion is necessary when ground water exceeds the ground water screening levels pursuant to the NJDEPs Vapor Intrusion Technical Guidance and structures exist within specified distances or other conditions exist as specified in the Technical Requirements N.J.A.C 7:26E1.18(a).

1. If no contaminants exceeded the vapor intrusion screening levels for ground water check “No” and proceed to Section F, “Ecological Receptors.” If the awaiting laboratory data box is checked, provide the expected due date of the data and proceed to Section F, “Ecological Receptors.”
If ground water contamination is above the screening levels, write the date that the data was provided documenting contamination above the VI trigger levels.
2. Evaluate the ground water data to determine whether the contamination plume has been delineated to the extent needed to assess the VI pathway as outlined by the Vapor Intrusion Technical Guidance Document <http://www.nj.gov/dep/srp/guidance/vaporintrusion/vig.htm>.
3. Indicate if any site-specific options were used in determining the evaluation of a VI pathway as specified in the NJDEP Vapor Intrusion Guidance. Submit to the NJDEP for review the development of alternative screening levels based on new chemical toxicity information or changes in the risk assessment methodologies, as well as adjustments to the Johnson & Ettinger and other models.
4. Identify on a scaled map any structures/sensitive populations within the distances provided. Vapor intrusion receptors include any subsurface utilities, school, child care facility, residential structures, or any other occupied building structures. Identify any other conditions, such as unsaturated zone contamination, landfills, elemental mercury, etc. that are located on or adjacent to site.
5. Provide technical justification to support the claim that no VI pathway is not a concern at or adjacent to the site.
6. If any structures/sensitive populations have been identified in #3 above, indicate if a vapor intrusion sampling (e.g. sub-slab soil gas sampling, air sampling) has been conducted. Refer to the Vapor Intrusion Technical Guidance Document. Please note that NJDEP notification on a Potable Well/Indoor Air Sampling Notification Form is required 7 days prior to sampling indoor air or sub-slab sampling.
7. Indicate if indoor air sampling was conducted at identified receptors (e.g., structures/sensitive populations).
8. If any indoor air contamination above applicable indoor air screening levels were attributed to background sources, indicate here and provide justification.
9. Identify if any indoor air samples were above the NJDEP’s proposed vapor intrusion Rapid Action Levels. If so, see the NJDEP’s Immediate Environmental Concern Guidance Document http://www.nj.gov/dep/srp/guidance/srra/draft_iec_guidance.pdf for details. Write the date the data was available that confirmed contamination above the Rapid Action Levels. If the awaiting laboratory data box is checked, provide the expected due date. If an IEC engineering system response for receptor control was implemented, provide the date and name of the assigned NJDEP Case Manager.
10. Identify if any indoor air samples were above the NJDEP’s Indoor Air Screening Levels or were at or below the vapor intrusion Rapid Action Levels. If results were above the indoor air screening levels but at or below the vapor intrusion Rapid Action Levels, the LSRP must notify the NJDEP via the Vapor Concern Response Action Form within 14 days of the receipt of the data showing exceedances. A plan to mitigate the exceedances must be submitted to the NJDEP within 60 days of the receipt of data with the implementation of the plan within 120 days of receipt of data. A mitigation response action report should be submitted within 180 days of receipt of data.

In accordance with N.J.A.C.7:26E-1.18, if contamination is not detected above screening levels in indoor air, submit a full laboratory deliverables package to the NJDEP within 14 days of receiving the data from the laboratory. Submit indoor air results (not the laboratory deliverables to the Department of Health and Senior Services. This data is not required to be submitted with the Receptor Evaluation Form.

11. Have all of the VI issues been addressed as outlined by the Vapor Intrusion Technical Guidance Document and has the ground water contamination been delineated to the applicable Screening Level? A "Yes" answer means that all potential VI issues have been identified and addressed.

If "No" is the VI investigation continuing or stepping out by additional testing and/or ground water investigation? If "No", attach a written justification explaining why the VI issues have not been completely addressed, but the investigation is not continuing.

Section F. Receptor Evaluation-Ecological Receptors – N.J.A.C. 7:26E-1.19

1. Indicate if a Baseline Ecological Evaluation (BEE) has been conducted as specified in N.J.A.C.7:26E-3.11.
2. Identify if further remedial investigation of the ecological receptors is required, pursuant to N.J.A.C. 7:26E-4.7, based on results the BEE.
3. Indicate if a remedial investigation of ecological receptors been conducted and provide the date.
4. Provide name(s) of surface water bodies on/or within 200 feet of the site.
5. Identify if free product contamination and/or residual product is located within 100 feet of an ecological receptor.
6. Indicate if ecological receptors, surface water, or sediment have been impacted. Submit a description of the type of contamination and provide a schedule and a description of all actions to be taken to mitigate exposure, if necessary, unless the Receptor Evaluation Form is submitted with the next remedial phase report that includes this information.

Section G. 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 Department 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 Department 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 H. 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.