



**New Jersey Department of Environmental Protection
Site Remediation Program**

**INSTRUCTIONS FOR THE REMEDIAL ACTION PERMIT APPLICATION –
GROUND WATER**

- 1. Applicability.** Use this form to apply for a permit for a ground water remedial action that includes an engineering and/or institutional control that require Classification Exception Area/Well Restriction Areas (CEA/WRA) or long-term monitoring, maintenance and evaluation requirements pursuant to N.J.A.C. 7:26C-7.
- 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 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 certified 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. 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 Department 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.). If this is a Ground Water Remedial Action Permit Modification, Transfer or Termination, include your permit number.

Section B. Permit Type and Fees

Permit Type and Fee – Check the appropriate box for the application and fee that will accompany this permit application form. Checks shall be made payable to “Treasurer State of New Jersey.” Include your Program Interest ID and Permit (modification/transfer or termination applications only) number on your check.

Fee Billing Contact – provide the Name/Business Name and Address where the annual permit fee invoice should be mailed.

Section C. Person Responsible For Conducting the Remediation – Co-Permittee.

Complete this section the person responsible for conducting the remediation. If there is more than one person, complete the Addendum for the additional person(s).

Section D. Current Owner of the Site – Co-Permittee.

Complete this section for the current owner of the real property at the site for the permit.

Section E. Classification Exception Area (CEA) Information

- 1a. Attach the completed CEA Fact Sheet Form.
- 1b. Attach the CEA Map (in paper and PDF). GIS compatible map must be produced in conformance with guidance at http://www.nj.gov/dep/srp/srra/forms/cea_wra_fact_sheet_form_ins.pdf , <http://www.nj.gov/dep/srp/gis> and sent by email only to srpgis_cea@dep.state.nj.us .
- 1c. Attach the Fate and Transport Description and Model used to determine the extent and duration of the CEA. Guidance can be found at <http://www.nj.gov/dep/srp/guidance/cea>.
- 1d. Attach the summary table of ground water sample results. The summary table should follow the same format and content as those included in your Remedial Action Progress Reports (N.J.A.C.7:26E 6.6(b)8).
2. Report the aerial Extent of CEA in **acres**.
3. Identify if the ground water plume extends off-site.
4. Provide the vertical depth of contamination in feet.
5. Report the name of the aquifer impacted.
6. Report the flow direction of ground water.
7. Report the duration of CEA in **years**.
8. Notification letters are to be sent per N.J.A.C.7:26E-8.3(b)5 **prior** to the permit application being submitted.
9. Report the Block and Lots of the CEA.

Section F. Monitoring, Maintenance and Evaluation Information

Must be completed for all active/long term ground water remediation per N.J.A.C. 7:26E-6.2(a)18.

1. **Type of Remediation** – Check either the box for Natural Attenuation or Active Remediation to identify the type of remedial action implemented at the site.
 - 1a. If you checked Natural Attenuation, complete questions 1 and 2 below the check box for Natural Attenuation.
 - 1b. If you checked Active Remediation, check if the active remediation is to maintain hydraulic control or if there will be on-going treatment of the ground water plume. If there will be treatment occurring, indicate the Type of Treatment. Treatment Type Options include: Multiple Phase Extraction System, SVE/Air Sparging, Ozone Sparging, Pump & Treat, and Other (specify). Also, complete questions 1 through 4 below the check box for Active Treatment. If “No” is the answer for any of these questions, provide an explanation in Section L - Other Information.
- 2a. Attach copies of the applicable Remedial Action Report(s) on CD in Adobe Portable Document format (PDF) describing the remedial action requiring the remedial action permit.
- 2b. Refer to the Technical Requirements for Site Remediation <http://www.state.nj.us/dep/srp/regs/techrule/>, specifically sections N.J.A.C 726E-6.2(a)18 and 6.3(e) for natural attenuation remedial actions or 6.4(f) for active remedial actions.
- 2c. Check the monitoring and reporting schedule that summarizes your monitoring proposal. **NOTE:** The monitoring and reporting schedules do NOT have to be at the same interval. For example, the monitoring schedule can be monthly or semi-annually and the reporting schedule can be annually.
- 2d. Complete the GW Monitoring Plan spreadsheet and attach to the application. Include the schedule for both the analytical monitoring as well as hydraulic monitoring. Identify the monitoring points, frequency of analysis and frequency of reporting on the spreadsheet. The GW Monitoring Plan spreadsheet has instructions within the spreadsheet.
- 2e. Attach a scaled site map (including bar scale) and orientation (including north arrow) depicting the sampling points including the identification of any wells that will serve as sentinel wells.

Section G. Engineering Control and Financial Assurance

1. **An engineering control** means any physical mechanism to contain or stabilize contamination or ensure the effectiveness of a remedial action. Engineering controls for ground water containment systems include, without limitation, slurry walls and ground water pumping systems.

If the permit is to include a containment system for ground water such as a slurry wall, grout jet walls, sheet pilings or an active pumping or treatment system, the permit will require financial assurance to be established for the life of the operating system.

Based on the above, if the proposed ground water remedial action includes an engineering control, answer "Yes." Complete Section G. **If "Yes," financial assurance must be obtained prior to filing this application. Refer to N.J.A.C. 7:26C-5 to complete the financial assurance requirements**
<http://www.nj.gov/dep/srp/enforcement/rfs.htm>.

If "No," financial assurance is not required, skip the rest of this section and go to Section H. Note: Permits for Natural Attenuation do not require financial assurance.

2. The Administrative Requirements for the Remediation of Contaminated Sites, specifically N.J.A.C. 7:26C-7.7(b), defines certain entities that are exempt from filing financial assurance. Check all that qualifies you to be exempted, skip the rest of this section and go to Section H.
3. Indicate whether the current owner of the site is either a homeowner association or a condominium association by including "X" in the appropriate box. If a homeowner association or a condominium association is the only permittee identified in Section C and D of this Permit Application, attach a copy of the association's annual budget that includes funds for monitoring and maintenance of the engineering control. Skip questions 4 through 9 and go to Section h.
4. Include a cost estimate for the maintenance and monitoring of the engineering control. Guidance for acceptable cost estimates can be found in the Remedial Action Permit Guidance at <http://www.nj.gov/dep/srp/guidance/srra/>. The cost estimate should be for the duration (lifetime) of the active system.
5. Attach the details of the cost estimate.
6. If an engineering control will be used, identify the form as one or a combination of the following. 1. Remediation Trust Fund, 2. Environmental Insurance Policy, 3. Line of Credit, 4. Letter of Credit. Enter in the amount for the duration that the engineering control will be in place.

The following is guidance on acceptable financial assurance mechanisms for engineering controls.

Financial Assurance Mechanism	Acceptable as Financial Assurance for an Engineering Control?
1. A remediation trust fund agreement in accordance with N.J.A.C. 7:26C-5.4	Yes
2. An environmental insurance policy in accordance with N.J.A.C. 7:26C-5.5	Yes
3. A line of credit agreement in accordance with N.J.A.C. 7:26C-5.6	Yes
4. A letter of credit in accordance with N.J.A.C. 7:26C-5.7	Yes
5. A self-guarantee in accordance with N.J.A.C. 7:26C-5.8	No

7. Enter the dollar amount of the financial assurance.
8. Provide the name, address, and phone number of the contact at the financial institution for the financial assurance.
9. Attach the original financial assurance instrument.

Section H. Property Use.

Check (all that apply) indicating what the current property use(s) is for the site where the discharge originated from. Also check all the off-site land use within the aerial extent of the CEA.

Section I. Receptor Evaluation Summary

1. Identify if any of the listed are within 200 feet of the plume boundary (check all that apply).

Well Head Protection Area locations are available on the Department's NJ-GeoWeb application which can be found at: <http://www.nj.gov/dep/gis/geoweb splash.htm>.

2. Subchapter 1 of the Technical Requirements for Site Remediation requires an evaluation of receptors during each phase of investigation and remediation. Based on these evaluations, answer question 2.

If "Yes," fill in the date of Receptor Control and IEC Contaminant Source Control.

The date of Receptor Control is when treatment systems were installed for all receptors (pre-November 4, 2009) or when the IEC Engineered System Action Report (120-day) is filed with the Department.

The date of IEC Contaminant Source Control is when the source of contamination for the IEC condition has been delineated and remediated (pre-November 4, 2009), or when the IEC Contaminant Source Control Report is filed with the Department.

Section J. Are other remediation permits also being applied for?

Identify if any other remedial action permits are being applied for or obtained. List the Permit Type, Permit Number and Effective Date for each permit.

Section K. Other Information Provided

Explain any additional information submitted with the permit application. This shall include the explanation required in Section F.1.b.

Section L. 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 M. 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.