



New Jersey Department of Environmental Protection Site Remediation Program

INSTRUCTIONS FOR THE REMEDIAL ACTION WORKPLAN FORM

General Instructions

- 1. Applicability.** Use this form to when submitting a *Remedial Action Workplan* (RAW). The New Jersey Department of Environmental Protection (NJDEP) will use the information presented to determine the priority of the case and level of review, if necessary.
- 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/sra/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 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 an 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 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.);
- **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. 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.

Section C. Site Use

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 D. Public Funds

Indicate if the site utilized public funds. If "Yes," check the applicable fund(s) used.

Section E. Scope of Remedial Action Workplan

1. Specify, via the appropriate check box, whether the RAW is:
 - a) for specific area(s) of concern (AOCs) or
 - b) for the entire site (note: "entire site" is only a valid option if a PA/SI has been completed for the site).
2. Identify the total number of contaminated AOCs for your case (individually – do not combine). This number refers to the entire case not just contaminated AOCs addressed in this submittal.
3. Identify the total number of contaminated AOCs addressed in this submittal.

Section F. General

1. Indicate whether there are any Site Remediation Program permit approvals needed prior to implementation. If "Yes," list the type and the page of the report on which the request can be found.
2. Pursuant to N.J.A.C. 7:26E-5.1 indicate if, as of May 7, 2010, new construction or a change in the use of the site is proposed for the purposes of residential use, use as a licensed child care center, use as a school or for another purpose that involves use by a sensitive population. If "Yes," then indicate if an unrestricted use or presumptive remedy is being proposed.
3. Pursuant to N.J.A.C. 7:26E-5.1, indicate if the proposed remedial action is an alternative remedy. If "Yes," specify the page(s) of the RAW where the alternative remedy is proposed.
5. through 10. Self explanatory.
11. Please indicate if contamination from the site is discharging to a surface water body. If "Yes," identify the contaminant(s) and concentration(s) in the monitoring well nearest the surface water body.

The NJDEP needs to capture the associated fee if ground water is contaminated above the applicable Surface Water Quality Standard that is an unpermitted discharge to surface water.

Section G. Site Conditions

1. For each media type, please indicate the current highest concentration range for each class of contaminants for one sample point. For example, if the total concentration of VOCs is 500 ppm for soils, check the box in the appropriate range category. The ranges are meant to provide the NJDEP with the level and type of contamination in the affected media (i.e., an individual well that has the highest class of contaminants).

Be advised, surface water is addressed in this section so that the NJDEP can capture the associated fee if ground water is contaminated above an applicable Surface Water Quality Standard that is an unpermitted discharge to surface water.

***Please note that the units for dioxin are in parts per billion for all media.**

2. For the contaminants in the previous section that are marked with an asterisk, please indicate the specific contaminant that has the highest concentration above the applicable remediation standards/criteria. For example, if VOCs and metals are checked for ground water, identify which individual VOC and metal has the highest level of contamination and list it with the number 2 next to it.
3. Specify via check box whether laboratory minimum detection limits are below applicable remediation standards and criteria.
4. Please indicate by checking the appropriate box(es) any and all soil and ground water conditions currently present.
5. Indicate the objective of each remedial action in the categories listed. For example, if treating ground water that has LNAPL, and removing soils, check the ground water and LNAPL boxes in the "Treatment" category and the soils box in the "Removal" category. Also indicate if a migration pathway is present or exposure was identified.
6. Indicate if the remedial action is an Interim Remedial Measure pursuant to N.J.A.C. 7:26E-1.12.

Section H. 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 I. Applicable Remediation Standards

On June 2, 2008, the NJDEP adopted new Soil Remediation Standards (N.J.A.C. 7:26D). The ground water and surface water remediation standards were previously effective at N.J.A.C. 7:26E-1.13. The Remediation Standards rules and Basis and Background documents are available at <http://www.nj.gov/dep/srp/guidance/rs/>.

1. The default box should be checked if utilizing the NJDEP derived default remediation standards/criteria/screening levels. The default direct contact health based criteria and soil remediation standards can be found at http://www.nj.gov/dep/srp/regs/rs/rs_appendix1.pdf. The default Impact to Ground Water Soil Screening Levels can be found in Table 1 of the Development of Site Specific Impact to Ground Water Soil Remediation Standards Using the Soil- Water Partition Equation Guidance Document found at http://www.state.nj.us/dep/srp/guidance/rs/partition_equation.pdf. The Ecological Screening Levels can be found at <http://www.state.nj.us/dep/srp/guidance/ecoscreening/>.

The default box should also be checked if the Soil Cleanup Criteria (SCC), that were in effect prior to June 2, 2008, are being applied to the site. See <http://www.state.nj.us/dep/srp/guidance/rs/phasein.htm> for guidance on which sites may continue to utilize the SCC, which were in effect prior to June 2, 2008.

2. Indicate if compliance averaging was used to determine compliance with Inhalation pathway. Guidance can be found at <http://www.state.nj.us/dep/srp/guidance/rs/>.
3. Indicate if the compliance option was utilized for the Impact to Ground Water pathway and identify via the check boxes which compliance option was used. Guidance can be at <http://www.state.nj.us/dep/srp/guidance/rs/>.
4. Indicate if any Alternative Remediation Standards for the Ingestion/Dermal have been utilized in the remedial action of the site. Guidance can be found at <http://www.state.nj.us/dep/srp/guidance/rs/>.
5. Indicate if any Alternative Remediation Standards for the Inhalation Pathway have been utilized in the remedial action of the site. Guidance can be found at <http://www.state.nj.us/dep/srp/guidance/rs/>.
6. Indicate if a site specific standard for the Impact to Ground Water pathway was utilized. Identify all methods that were used to develop the site specific standard. Guidance on the site specific impact to ground water soil remediation standards can be found at http://www.state.nj.us/dep/srp/guidance/rs/igw_intro.htm.

7. Indicate if site specific ecological risk based remediation goals were developed. This is generally done on a site by site basis with direction from the NJDEP.
8. Specify the ground water classification at the site pursuant to N.J.A.C. 7:9C.

Section J. Soil/Sediment Reuse

Indicate whether any onsite contaminated medium was characterized for onsite or offsite reuse and/or recycling. Soil reuse guidance may be found at <http://www.state.nj.us/dep/srp/regs/soilguide/>.

Section K. Remedial Action Workplan Information

General

1. Indicate whether any federal, state and local permits and permit modifications or certifications are needed. If "Yes," list the type.

Soils

2. Indicate by checking the box for each type of remedial action being proposed for soils.
3. Indicate if the proposed remedial action addresses all saturated zone source material.
4. Self explanatory.
5. Indicate if all property owners have given consent for a restricted use remedial action.
6. Indicate if the remedial action is a presumptive remedy pursuant to N.J.A.C. 7:26E-5.1.

Ground Water

7. Indicate by checking the box for each type of remedial action being proposed for ground water.

Ecological

8. Indicate the type of remediation being proposed.

Indoor Air

9. Indicate if soil gas concentrations are ten times greater than soil gas screening levels.
10. Indicate by checking the box for each type of remedial action being proposed for indoor air.

Section L. Miscellaneous

1. Indicate if there will be any injured natural resources restored. If "Yes," has the Office of Natural Resources Restoration been involved?
2. Indicate if the proposed remedial action is a presumptive remedy.

Section M. 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 N. 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.