



New Jersey Department of Environmental Protection  
Site Remediation Program

**INSTRUCTIONS FOR THE REMEDIAL INVESTIGATION REPORT FORM**

**General Instructions**

1. **Applicability** – Use this form when submitting a *Remedial Investigation Report (RIR)*. The purpose of a remedial investigation (RI) is to fully delineate the extent of contamination in all impacted media and to define the subsurface conditions that result in contaminant transport. As the investigation continues, the sampling results are evaluated to determine if any human or ecological receptors are potentially impacted, to conduct sampling to evaluate potential impact allowing for expedited corrective action as needed. Samples are collected until the full extent of the discharge is defined horizontally and vertically in all impacted media. Data is also collected to assist in the development of site specific remediation standards. The results of the remedial investigation is tabulated, represented on maps and charts, interpreted and consolidated in a single, comprehensive remedial investigation report. **This report is used to develop a remedial action workplan or final remedy to clean up contamination exceeding remediation standards.**

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 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-9.2l;
  - 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 Investigation Report

1. Specify, via the appropriate check box, whether the RIR 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 in this submittal.
4. Indicate if the remedial investigation is complete. If "Yes," provide the date the remedial investigation was complete.

### Section F. 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.

### **Section G. Applicable Remediation Standards/Screening Levels.**

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](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](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](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 H. Background Conditions**

Completing a proper background investigation is one of many critical factors defining whether a person has liability for contamination found on a site. Two common scenarios related to background contamination relate to upgradient ground water contaminant sources and natural background levels of contamination in soil.

1. Specify if an upgradient investigation of ground water away from any on-site areas of concern identified that all or part of the ground water contamination is migrating onto the site. In order to answer this question, the requirements of N.J.A.C. 7:26E -3.7(g) must be followed, including but not limited to, conducting a full site PA/SI to determine if there are any on-site areas of concern that may be contributing to this contamination. If the case does not involve ground water contamination, a background investigation was not conducted or if all contamination is linked to on-site AOCs, check NA as the answer.
2. Specify whether naturally occurring soil contamination has been documented by following the requirements of N.J.A.C. 7:26E-3.10 (Site investigation - background investigation in soil). If a naturally occurring background soil contamination investigation was not completed or if all contamination is linked to on-site AOCs, check NA as the answer.

### **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. Historic Fill**

The determination that historic fill is located on a site in accordance with N.J.A.C. 7:26E-3.12 and N.J.A.C. 7:26E-4.6 limits the scope of both the remedial investigation and remedial action. If historic fill is present, rather than fully characterizing the contaminant types and concentrations, Table 4.2 of the Technical Requirements for Site Remediation may be utilized, historic fill contaminant delineation is limited to the on-site property boundaries, a ground water investigation for historic fill is only needed when receptors are proximate to the site and the presumptive remedy is capping. These same outcomes do not apply to discharges. The question in this Section will help determine if a proper historic fill investigation was completed.

1. Self explanatory. Check all that apply. NJDEP Mapped areas of historic fill can be found via <http://www.state.nj.us/dep/njgs/geodata/dgs04-7md.htm>
2. Self explanatory. Check all that apply.
3. And 4. It is very common that the presence of historic fill is first suspected via sampling of known areas of concern. In order to determine if the contamination is from a discharge or historic fill, samples to characterize historic fill must be taken away from known areas of concern. Differentiation when the same contaminants are suspected to be from historic fill and from the discharge can be difficult especially if there is no contaminant gradient or if the contaminants are not linked to a specific fill depth/material. These questions are designed to determine if this situation is present. Questions are self-explanatory.

### **Section K. Ground Water Trigger**

Completing a ground water investigation when triggered pursuant to N.J.A.C. 7:26E-4.4(a) is a critical step in determining if ground water is impacted and if so, initiating the required receptor evaluations that relate directly to ground water contamination both on and off-site. NOTE: In addition to the Remedial Investigation Report and form, an updated Receptor Evaluation Report and form are also due pursuant to N.J.A.C. 7:26E-4.8(f).

1. If no ground water investigation was triggered, check "NA." If a ground water investigation was triggered but not conducted, the answer should be "No."
2. Indicate if delineation of soil contamination to the appropriate remediation standards has been completed.

### **Section L. Ground Water Remedial Investigation Information**

1. Indicate if contaminants are present with a specific gravity less than water (less than 1).
  - 1a. Indicate if any monitor wells are screened below the water table and identify them.
2. Indicate if contaminants are present with a specific gravity greater than water (greater than 1).
  - 2a. Indicate if multiple depth discrete ground water samples collected in a vertical profile at each ground water sampling location where dense contaminants were suspected.
3. Indicate if ground water in the bedrock aquifer is contaminated.
  - 3a. Indicate whether bedrock cores were used to characterize the bedrock aquifer. Guidance on coring methods may be found at [http://www.state.nj.us/dep/srp/guidance/fspm/pdf/chapter06\\_all.pdf](http://www.state.nj.us/dep/srp/guidance/fspm/pdf/chapter06_all.pdf).
  - 3b. Indicate whether geophysical logging methods were used to characterize the bedrock aquifer. Guidance on conducting geophysical investigations may be found at <http://www.state.nj.us/dep/srp/guidance/fspm/pdf/chapter08.pdf>.
4. Indicate if ground water contamination has been delineated to the Ground Water Remediation Standards.

### **Section M. Ecological Receptor**

The questions are self explanatory. Provide an explanation where required

## Section N. Laboratory Data

1. If "No" is checked, please indicate where in the document the deviation may be found or briefly explain in "6. Comments."
2. If "No" is checked, please indicate where in the document the deviation may be found or briefly explain in "6. Comments."
3. Indicate by checking each box that applies. If "Other" is checked, indicate what was used for the review.
4. Self explanatory.
5. Self explanatory.
6. Use this section for 1 and 2 above where applicable or if any additional comments are necessary.

## Section O. Miscellaneous

1. Complete if the submittal involves USTs regulated pursuant to N.J.A.C. 7:14B. If the submittal does not involve regulated USTs, please proceed to Item 3.

To determine the list of regulated USTs, please check the Data Miner report, *Regulated UST Facilities by PI Number (Facility ID), UST Summary*, for the specified PI # at [http://datamine2.state.nj.us/DEP\\_OPRA/OpraMain/categories?category=Underground+Storage+Tanks](http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Underground+Storage+Tanks) (DEP DATA MINER REPORTS-Underground Storage Tanks).

All USTs regulated pursuant to N.J.A.C. 7:14B must be registered. If you answered "Yes" to this question, 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>.

- 1a. **Federal Release.** This question pertains to discharges that have occurred from a federally regulated underground storage tank (UST) system(s). The Federal Energy Policy Act of 2005 requires the NJDEP report on sources and causes of releases from these systems. In most cases the required information has already been provided on your Confirmed Discharge Notification form which should have been submitted within 5 days after the occurrence of a discharge. If you did not know the source and/or cause of the Federal Release at the time of the initial filing of the Confirmed Discharge Notification form, this information should be reported now on a revised Confirmed Discharge Notification form. Refer to [http://www.nj.gov/dep/srp/forms/ust/ust\\_release\\_reporting.htm](http://www.nj.gov/dep/srp/forms/ust/ust_release_reporting.htm) for additional information.
2. Self explanatory.
3. Identify all remedial measures being conducted at the site.
4. Indicate whether any on-site contaminated media was characterized for on-site or off-site reuse. Soil reuse guidance may be found at <http://www.state.nj.us/dep/srp/regs/soilguide/>.
5. Self explanatory.
6. Indicate whether any new information has been generated during the RI that changes or contradicts any conclusions previously provided in reports. Provide specific details of any changes or corrections.
7. Indicate if any past deficiencies/notice of deficiencies have been addressed in this submittal.

## Section P. 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 Q. 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.