

**New Jersey Department of Environmental Protection
Unregulated Heating Oil Tank Program Questionnaire**

This Unregulated Heating Oil Tank Program Questionnaire (Questionnaire) has been developed to enable a remediating party to obtain a No Further Action Determination or oversight from the Department of Environmental Protection (DEP) for remediation activities associated with a discharge from an unregulated heating oil tank. The environmental professional (Subsurface Evaluator), in conjunction with the remediating party and/or the party's authorized agent, must complete this Questionnaire, as directed. The DEP can not process a submittal unless the entire questionnaire is completed and all information is provided to the satisfaction of the DEP. Once completed, the Questionnaire must be submitted with an original notarized Unregulated Heating Oil Tank Program Certification, the final Remedial Action Report and a check for \$400.00 made payable to "Treasurer, State of New Jersey" to the following address:

**New Jersey Department of Environmental Protection
Bureau of Case Assignment & Initial Notice
401 East State Street, PO Box 434
Trenton, NJ 08625-0434**

If you are submitting a Discharge to Ground Water Proposal (formerly Permit By Rule, or PBR) or a Discharge to Surface Water Proposal using On-Scene Coordinator Authority (OSC) please, note that the following fees apply:

Discharge to Ground Water Proposal \$350.00.

Discharge to Surface Water Proposal \$400.00.

Further information regarding Discharge to Ground Water Proposals can be found in the NJPDES Discharge to Ground Water Technical Manual on the DEP webpage at:

<http://www.nj.gov/dep/srp/guidance/njpdess/>

Completed Remedial Action Reports that employed a Discharge to Ground Water or Discharge to Surface Water Authorization (OSC) must be submitted with the \$400.00 fee to the Bureau of Case Assignment & Initial Notice.

The Questionnaire may also be used to obtain a No Further Action Determination for aboveground heating oil tanks and heating oil spills through the Unregulated Heating Oil Tank Program.

Information regarding the Unregulated Heating Oil Tank Program can be found on the DEP webpage at <http://www.nj.gov/dep/srp/unregulatedtanks/> or by calling the Unregulated Heating Oil Tank Program at (609) 292-1251.

Information regarding the Petroleum Underground Storage Tank Remediation, Upgrade and Closure Fund can be found on the DEP webpage at <http://www.state.nj.us/dep/srp/finance/ustfund/> or by calling the Bureau of Contract and Fund Management at (609) 777-0101



New Jersey Department of Environmental Protection Unregulated Heating Oil Tank Program Questionnaire

I. General Information

1. DEP incident # _____
Site Name _____
Street Address _____
Municipality _____ County _____ Zip Code _____
Block(s)* _____ Lot(s)* _____

*Available from the tax assessor's office

2. Full Name of Applicant _____
Address _____
City _____ State _____ Zip Code _____
Telephone # _____ Email Address _____

3. Current Property/Business Owner(s) (if different than above)
Name(s) _____
Firm _____ Telephone # _____
Street Address _____
Municipality _____ State _____ Zip Code _____

4. Select document that is being submitted:
- | | |
|--|----------|
| <input type="checkbox"/> Remedial Action Report | \$400.00 |
| <input type="checkbox"/> Discharge to Ground Water Proposal (PBR Request) | \$350.00 |
| <input type="checkbox"/> Discharge to Surface Water Proposal (OSC Request) | \$400.00 |

5. Current Use: Agricultural _____ Industrial _____ Undeveloped _____ Residential _____
Commercial _____ Other _____

6. Has a Grant Application for the Petroleum Underground Storage Tank Remediation, Upgrade and Closure Fund ("UST Fund") been filed with the Department in connection with the Site?

If yes, indicate the date of application and status of application.

If no, will an applications be filed in the future?

Yes

No

7. Has the property been or is the property currently the subject of any remediation with DEP oversight? [] Yes [] No

If Yes, provide the following:

Case Number _____

Case Lead (Program) _____

Case Manager _____

Case Status _____

8. Subsurface Evaluator:

Name _____

Business Firm _____

Street Address _____

City _____ Zip Code _____

Individual UST Certification #: _____

Business Firm UST Certification #: _____

Phone #: _____

Email address: _____

II. IEC Condition

Does an Immediate Environmental Concern (IEC) condition exist at the site, as defined by the DEP's guidance document found at: http://www.nj.gov/dep/srp/guidance/srra/draft_iec_guidance.pdf. [] Yes

[] No

III. Special Conditions

Do any of the following apply to this submittal? Please check all that apply:

- [] Ground water contamination exceeding a Ground Water Quality Standard (GWQS) and a potable well (on site or off site) within 100 feet of the contamination;
- [] Ground water contamination that has migrated beyond the property boundaries of the owner of the tank;
- [] The initiation of a vapor intrusion investigation;
- [] A release from the tank results in a discharge to surface water and/or wetland;
- [] A non-permanent remedy that requires an engineering or institutional control;
- [] Remediation to an Alternative Remediation Standard;
- [] A variance from the Technical Requirements pursuant to N.J.A.C. 7:26E-1.6(d);
- [] Remediation of the soil and/or ground water utilized a Discharge to Ground Water Proposal (PBR); or
- [] IEC condition was identified, and has been addressed.

IV. Site Specific Information

- 1. List the size of the tank(s) subject to the submittal. Attach a map providing tank/discharge location(s), sample location(s) and depth(s), and sample results. Attach additional sheets, if needed.

- 2. Was a discharge of a hazardous substance, contaminant or pollutant identified? Yes No

If so, was the discharge to: (check all that apply)

Soil Ground Water Surface Water Ecologically Sensitive Area

Other (specify) _____

- 3. How was the discharge identified? (check all that apply)

Sample Analysis Olfactory Visual Record/Loss of Product Chemical analysis

Other (specify) _____

- 4. Were any of the following conditions present ? (check all that apply.)

Soil Staining Distressed or Dead Vegetation Product Entering Storm Sewer

Product Entering Basement Off-site Migration Product Observed on Surface Water

Other (specify) _____

V. Soils

- 1. Were soil samples collected in accordance with the Technical Requirements for Site Remediation (N.J.A.C. 7:26E) and the Department’s most recent Field Sampling Procedures Manual? Yes No

- 2. Were soil samples biased toward the most contaminated areas using field instruments and/or visual and olfactory observations? Yes No

How was this accomplished? _____

- 3. Was the vertical and horizontal extent of soil contamination delineated prior to remediation? Yes No

- 4. Fully describe the method of soil remediation _____

- 5. What is depth of the tank invert? _____ feet

- 6. What was the depth of the bottom of the excavation? _____ feet.

- 7. Was contaminated soil removed from the site? Yes No

How much soil was removed? _____ tons/cubic yards (circle one)

To what facility was the soil taken? _____

Date(s) taken: _____

If no soil was removed, was it reused on site? Yes No

8. If soil was reused on site, was sampling conducted pursuant to the N.J.A.C. 7:26E-6.4(d) and the Guidance Document for the Remediation of Contaminated Soils? Yes No

9. Were the analytical results for all soil post excavation/remediation samples below the Department's most stringent Soil Remediation Standards and Screening Levels? Yes No

VI. Ground Water

1. What is the approximate depth to the saturated zone (seasonally high water table)? _____ feet.
How was this determined? _____

2. What is the approximate depth to bedrock? _____ feet.
How was this determined? _____

3. What is the percentage of silt/clay in the soil between the depth of the contaminant and the saturated zone or bedrock? _____.
How was this determined? _____

4. Was ground water present in the excavation? Yes
 No

If yes, was a sheen observed on ground water? Yes No

5. Was a ground water investigation conducted in accordance with N.J.A.C.7:26E 3.7 or 4.4? Yes No N/A

6. Were all ground water samples collected in accordance with N.J.A.C. 7:26E and the Department's most recent Field Sampling Procedures Manual? Yes No N/A
Include all monitoring well permit #s _____

7. Was any contamination detected in the ground water above the applicable Ground Water Quality Standards, N.J.A.C. 7:9C? Yes No N/A

8. Was the vertical and horizontal extent of ground water contamination delineated prior to remediation? Yes No N/A

9. Does ground water contamination extend beyond the property boundary? Yes No N/A

10. Is a private potable well located within 100 feet of the contamination? (either on or off the property) Yes No

If yes, what is the distance from the contamination to the private potable well? _____ ft

11. Was a well search conducted pursuant to N.J.A.C. 7:26E-3.7(e)3? Yes No N/A

12. Fully describe the method of ground water remediation? _____

13. Was contaminated ground water removed from the site? Yes No
 What volume was removed? _____ gallons
 To what facility was it taken? _____
 Date(s) taken: _____
14. Are there two rounds of confirmatory sampling that indicate the ground water contaminant concentrations are below the applicable Ground Water Quality Standards, N.J.A.C. 7:9-C? Yes No N/A

VII. Remedial Action Requirements

1. Was the site restored in accordance with N. J.A.C. 7:26E-6.4(b)? Yes No
2. Was a Baseline Ecological Evaluation conducted pursuant to N.J.A.C 7:26E? Yes No
[Not applicable to residential heating oil tanks (1-4 families)]
 If yes, is there a contaminant of concern present? Yes No
 Are there environmentally sensitive natural resources within or surrounding the property? Yes
 No
 Are there potential contaminant migration pathways present? Yes No
 Were potential ecological impacts identified? Yes No
3. Was the Remedial Action Report prepared in accordance with N.J.A.C. 7:26E? Yes
 No
4. Remediation completion date: _____
5. Total cost of the remediation: \$ _____
6. Subcontractors employed during the investigation/remediation (list all):

Name/Address: _____

Name/Address: _____

Remedial Action Report Checklist:

- Contaminated Soil Disposal Receipt (fully executed manifest) [] Yes [] No [] NA
- Tank Disposal Certificate [] Yes [] No [] NA
- Tank Contents Disposal Receipt (fully executed manifest) [] Yes [] No [] NA
- Fill was “certified clean” in accordance with N.J.A.C.7:26E-6.4 [] Yes [] No [] NA
- Contaminated Ground Water Disposal Receipt (fully executed manifest) [] Yes [] No [] NA
- All local permits submitted [] Yes [] No [] NA
- USGS Topographic map of the area [] Yes [] No
- Sample Results Summary Tables (N.J.A.C.7:26E-4.8(c)) [] Yes [] No
- Scaled site map with tank, soil sample and monitor well location(s) and north arrow (N.J.A.C. 7:26E-4.8(d)) [] Yes [] No
- Laboratory was certified to perform the required tests [] Yes [] No
- Chain of Custody forms submitted [] Yes [] No
- Signed laboratory deliverables checklist and Non-Conformance Summaries submitted [] Yes [] No
- Problems identified in the laboratory deliverables checklist and Non-Conformance summaries* [] Yes [] No
- Holding times were met for all analyses [] Yes [] No
- MDLs below Soil and Ground Water Remediation Standards [] Yes [] No
- Laboratory sample summary submitted [] Yes [] No
- QA/QC package (reduced deliverables) submitted [] Yes [] No
- Electronic data package
- [Not applicable to residential heating oil tanks (1-4 families)] [] Yes [] No [] NA
- Baseline Environmental Evaluation
- [Not applicable to residential heating oil tanks (1-4 families)] [] Yes [] No [] NA

* If problems were identified, check yes and discuss whether the data are useable.

Unregulated Heating Oil Tank Program Certification

“I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, to the best of my knowledge, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I may be committing a crime if I make a written false statement, which I do not believe to be true, accurate and complete. I hereby certify that the area of concern being remediated was remediated pursuant to, and in compliance with the Technical Requirements for Site Remediation rules, N.J.A.C. 7:26E. In addition, I certify that I have provided direct on-site supervision of the remediation. Moreover, I understand that should I discover evidence of a discharge of a hazardous substance, I will provide written notice to the owner of the unregulated heating oil tank system as to that discovery and to the Department pursuant to the Technical Requirements for Site Remediation rules at N.J.A.C. 7:26E-1.4. I am also aware that if I knowingly direct or authorize the violation of any statute, I can be personally liable for the penalties”

Subsurface Evaluator Name (Print)

Subsurface Evaluator Signature/Date

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public (application must be notarized)

By: (signature)_____

Remediating Party Certification

"I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, to the best of my knowledge, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I may be committing a crime if I make a written false statement, which I do not believe to be true. I am also aware that if I knowingly direct or authorize the violation of any statute, I can be personally liable for the penalties."

Remediating Party Name (Print)

Remediating Party Signature/Date

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public (application must be notarized)

By:(signature)_____