



## New Jersey Department of Environmental Protection Site Remediation Program

### INSTRUCTIONS FOR COMPLETING THE PA/SI FORM (Also Use this Form for Unknown Source Investigations)

#### General Instructions

1. **Applicability.** Use this form when you submit one of the following documents to the New Jersey Department of Environmental Protection (NJDEP): a Preliminary Assessment (PA), a Site Investigation (SI), a combined Preliminary Assessment and Site Investigation Report, or when reporting the results of an investigation conducted pursuant to N.J.A.C. 7:26E-3.9 to investigate the extent to which contamination in soil or ground water is migrating from an offsite source (Unknown Source Investigation).
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 submitted with a completed Cover/Certification Form signed by the person responsible for conducting the remediation and the Licensed Site Remediation Professional (LSRP).
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. The Receptor Evaluation Form must be submitted with all RIR, RAR, and RAO submissions.
6. The Case Inventory Document (CID) must be submitted with all PA/SI, RIR, RAW, RAR, and RAO submissions. All Case Inventory Documents must identify all active and inactive Areas of Concern (AOCs) and be accompanied by an AOC map. A CID is not required for a submission that is for a PA ONLY and no suspected AOCs have been identified.

#### Section A. Site Name and Location

- **Site Name:** Provide the name of the site (i.e., ABC Corporation);
- **Program Interest (PI) Numbers:** The PI Number is assigned by the NJDEP 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 for this submission:** Provide all NJDEP generated site identification numbers for this submission (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.). Attach additional sheets if necessary;

#### Section B. General

1. Identify any No Further Action Letters (NFAs) or Response Action Outcome (RAO) reports that have been issued for the site. Check the website at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS) to determine if any NFAs or RAOs have been issued.
  - a. A list of sites with Deed Notices established can be found at [http://datamine2.state.nj.us/DEP\\_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Conditions](http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Conditions). The report enables the requestor to receive a list of all Declaration of Environmental Restrictions / Deed Notices (DER/DN) issued pursuant to SRP regulatory requirements. "DER/DN" is a document that provides notice of specific real property contamination issues in accordance with N.J.A.C. 7:26 C-7. There is also GIS coverage on NJ-GeoWeb.
  - b. A list of sites with Classification Exemption Areas (CEAs) can be found at [http://datamine2.state.nj.us/DEP\\_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Con](http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Con)ditions. The report enables the requestor to receive a list of all CEAs established by the Site Remediation Program. CEA means an area where one or more constituent standards and designated uses are suspended in accordance with N.J.A.C. 7:9 C-1.6. There is also GIS coverage on NJDEP NJ-GeoWeb.

c. Order of Magnitude Evaluation

The preliminary assessment data gathering activities must also include an evaluation of each area of concern identified at the site at which analytical data was collected and for which a final remediation document was filed or issued, to compare the contaminant concentrations remaining in the area of concern with the applicable remediation standards at the time of the comparison. Additional information regarding the order of magnitude evaluation can be found in the Preliminary Assessment Technical Guidance Document at [http://www.nj.gov/dep/srp/guidance/#pa\\_soils](http://www.nj.gov/dep/srp/guidance/#pa_soils) and in N.J.A.C. 7:26C-6.4 (a) 2.

2. Class I includes ground water within watersheds of FW1 surface waters, State-owned Natural Areas, and the major aquifers of the Pinelands Area. The designated use for Class I ground water is the maintenance of special ecological resources. Secondary uses include potable, agricultural and industrial water.
3. Identify whether there are wells located on site that are used, or intended to be used, for drinking water.
4. If a variance from the Tech Rules, N.J.A.C. 7:26E, was initiated at any point in the investigation/remediation, enter the citation for the requirement from which the variance occurred and reference the applicable pages in the report that justify the technical basis for the variance and any other documentation that was relied upon for technical support.
5. Check off all AOC categories that apply based on the site inspection, review of historical information and other information utilized to identify all areas of concern.
  - a. If the AOC currently exists, check "Yes." If "No," then leave blank.
  - b. If the AOC formerly existed, check "Yes." If "No," then leave blank.

**NOTE:** If an AOC category currently and formerly existed, complete both columns with "Yes."

  - c. SI Conducted: If sampling was conducted, check "Yes" for each AOC category where sampling occurred. If "No," then leave blank.
  - d. RI Proposed: If sampling was conducted and additional sampling will be required to determine the extent of contamination, check "Yes." If "No," then leave blank.

### Section C. Preliminary Assessment

1. Specify whether a site inspection (walk through) of the property was conducted and provide the date of the most recent inspection.
2. After completing the PA, did the information identify any areas of concern as defined in the Tech Rule N.J.A.C 7:26E-1.8?
3. Identify the location in the report (e.g. page #, Figure #, Appendix #) of the site map that identifies all the AOCs identified in Section F. For review purposes all AOCs should be depicted on one map.
4. After completing the requirements outlined in the Tech Rule, N.J.A.C 7:26E-3.1, list all businesses/operators and uses of the property (e.g., industrial directories, Sanborn maps, city directories, etc.).
5. All USTs regulated pursuant to the UST Rules, N.J.A.C. 7:14B, must be registered. 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>. Check "NA" if there are no regulated USTs associated with the site.
6. The owner or operator who made any change in status of the underground storage tank system since the initial registration shall notify the NJDEP by completing and submitting to the NJDEP's Registration and Billing Unit the New Jersey Underground Storage Tank Facility Certification Questionnaire. The form can be found at <http://www.nj.gov/dep/srp/forms/ust/ust021.pdf>. Check "NA" if there are no regulated USTs associated with the site.
7. One source of information available to determine if an UST has been removed on/after September 4, 1990, is the data miner report for the specified PI # at <http://www.nj.gov/dep/srp/> ( DEP DATA MINER REPORTS-Underground Storage Tanks). LSRPs should not rely exclusively on Data Miner and should review all available documents as well as interview UST owners and operators. Check "NA" if there are no regulated USTs associated with the site.
8. If an UST has been removed on/after September 4, 1990, a Site/Remedial Investigation report must be submitted for the closure of all regulated USTs. Check the data miner report for the specified PI # at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS-Underground Storage Tanks). Check "NA" if there are no regulated USTs associated with the site.

### Section D. Site Investigation

1. Indicate if a site investigation has been completed for specific AOCs or for the entire site based on a PA. The report must address the AOC(s) being identified in this form.

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 submission.
3. Identify the total number of contaminated AOCs addressed in in this submission.
4. Identify all media impacted above the applicable standards/screening levels.

If any media are impacted above the applicable standards/screening levels identify each class of contaminants above the applicable standards/screening levels. Check all that apply.

5. Locate potable wells through a file search using all available NJDEP, county and local records. Available NJDEP records include without limitation, paper, microfiche, electronic and antique well records maintained by the Bureau of Water Allocation. The NJDEP Geographic Information System shall be used as part of the file search.  
If a well search was conducted, indicate if any potable wells were identified within 200 feet of the contaminated AOCs listed in Section F or within 200 feet of the site boundary.
6. Indicate if any free product has been identified.
7. Indicate if any Environmentally Sensitive Natural Resources (ESNR) are located on, adjacent to, or potentially impacted by the site pursuant to 7:26E-1.8.

If ESNRs have been identified

- a. Provide the location in the report of the site map showing the location of all ESNRs. The scaled figure shall include proper names for ESNRs if applicable, e.g. names of surface water bodies, wildlife refuges, wildlife management areas and preserves. Include common names as applicable, e.g. unnamed tributaries, ditches, lagoons, and general wetland class designations.
  - b. Indicate if there are visible signs of impact/impairment;
  - c. Indicate if land use permits were required to complete any of the investigative activities;
  - d. Provide the location in the report where land use permits are discussed and permit numbers are listed;
8. Indicate if an Alternative Soil Remediation Standard (ASRS) has been utilized for Inhalation and/or Ingestion/Dermal pathways. If the Direct Contact Soil Remediation Standards were utilized to determine compliance, check "No." The Alternative Remediation Standard and/or Screening Level Application Form can be found at <http://www.nj.gov/dep/srp/srra/forms/>. The ASRS requirements can be found at <http://www.nj.gov/dep/srp/regs/rs/> (Subchapter 7 of the Remediation Standards Rule).
  9. If an ASRS, Alternative Vapor Intrusion Screening Level or ecological site specific goal is being proposed, check "Yes," and attach the Alternative Remediation Standard and/or Screening Level Application Form. The form can be found at <http://www.nj.gov/dep/srp/srra/forms/>. The ASRS requirements can be found at <http://www.nj.gov/dep/srp/regs/rs/> (Subchapter 7 of the Remediation Standards Rule).
  10. Refer to NJDEP Vapor Intrusion Technical Guidance for proposing alternate screening levels. The guidance can be found at: <http://www.nj.gov/dep/srp/guidance/vaporintrusion/>.
  11. If a site specific Impact to Groundwater Soil Remediation Standard has been established for the site, check "Yes." The Impact to Groundwater Soil Remediation Standard guidance document can be found at <http://www.nj.gov/dep/srp/guidance/rs/> under Impact to Groundwater Guidance-Soil Water Partition Equation (section VI - Developing a site-specific impact to ground water soil remediation standard). A spreadsheet is available from the NJDEP that will calculate site-specific impact to ground water soil remediation standards. The spreadsheet can be found at [http://www.nj.gov/dep/srp/guidance/rs/partition\\_equation.xls](http://www.nj.gov/dep/srp/guidance/rs/partition_equation.xls).
  12. Indicate if an Interim Soil Remediation Standard is being proposed where a Standard does not currently exist. If "Yes," attach the Alternative Remediation Standard and/or Screening Level Application Form as an addendum.
  13. Indicate if Historic Fill is present. If Historic Fill is present, describe the evidence used to determine if Historic Fill is present, and indicate if there are any other AOCs co-located within the Historic Fill. If any AOCs are collocated with Historic fill, indicate if the same contaminant types (e.g. lead arsenic, etc.) characterized as being present in the Historic Fill have been sampled for as contaminants of concern at these co-located AOCs.
  14. Indicate if ground water contamination is present above applicable standards. If ground water contamination is present above applicable standards, describe the conditions, indicate if contaminated ground water is present in a bedrock aquifer, and if contaminated ground water is present at levels above Vapor Intrusion Screening Levels.

If ground water contamination is present at levels above Vapor Intrusion Screening Levels, indicate if a vapor investigation was conducted, and if the Vapor Concern (VC) or Immediate Environmental Concern (IEC) condition has been identified.

15. Indicate if this investigation addresses a discharge/release from a federally regulated UST. Additional information about Federally Regulated USTs can be found in the “Regulated Underground Storage Tank Fact Sheet” at: [http://www.nj.gov/dep/srp/bust/regulated\\_ust\\_fact\\_sheet.pdf](http://www.nj.gov/dep/srp/bust/regulated_ust_fact_sheet.pdf) and in the table below:

**Applicability and Summary of Regulated Underground Storage Tanks in New Jersey**

<b>Substance Stored/ Used</b>	<b>Tank Capacity</b>	<b>Applicable Law(s)</b>	<b>Comments/Explanations</b>
Heating oil for sale, distribution or commercial use	any amount	<u>Federal</u> & state UST laws	Fuel oil dealers, and others who sell, distribute, or use heating oil in a commercial process, must comply.
Heating oil for non-residential heating	more than 2,000 gallons	State UST law	Facilities with aggregate UST capacities of 2,000 gallons or less are exempt from the state UST law. Heating oil tanks of any size used for residential heating are also exempt.
Motor fuels for non-residential use or sale	any amount	<u>Federal</u> and state UST laws	Includes petroleum products used in the operation of a motor: gasoline, diesel, aviation, gasohol, etc.
Motor fuels for farm or residential use	more than 1,100 gallons	<u>Federal</u> and state UST laws	USTs located at a residence but used for business purposes are required to comply. Owners of farm USTs should contact the DEP at the number below for special applicability information.
Waste oil	any amount	<u>Federal</u> and state UST laws	Waste oil includes used automotive crankcase oil and other used lubricating oils.
Hazardous wastes	any amount	State UST law	Although they are not regulated by the federal UST law, hazardous wastes <u>are</u> regulated by Subtitle C of the Resource Conservation and Recovery Act (42 U.S.C. §6921). For hazardous waste classification and technical assistance, contact the DEP’s Hazardous Waste Technical Assistance unit at 609/292-8341.
Other hazardous substances	any amount	<u>Federal</u> and state UST laws	A list of hazardous substances is available by calling DEP’s Discharge Prevention Program at (609) 633-0610 or downloading Appendix A of N.J.A.C. 7:1E at <a href="http://www.nj.gov/dep/rpp/brp/dp/dpdown.htm">http://www.nj.gov/dep/rpp/brp/dp/dpdown.htm</a>

If you answer “Yes” to question 15 provide the date the discharge occurred, the date the NJDEP was notified, the types of media contaminated (if a discharge to surface water occurred provide the name of the receiving waters), the tank ID from UST registration, tank system size, and tank contents.

If a Confirmed Discharge Notification (CDN) form has not been previously submitted to the NJDEP specifically for the discharge from a Federally Regulated UST, attach a completed CDN form to this submission.

16. All USTs regulated pursuant to N.J.A.C. 7:14B must be registered. 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>. Check “NA” if there are no regulated USTs addressed in this submission.
17. The owner or operator who made any change in status of the underground storage tank system since the initial registration shall notify the NJDEP by completing and submitting to the NJDEP’s Registration and Billing Unit the New Jersey Underground Storage Tank Facility Certification Questionnaire. The form can be found at <http://www.nj.gov/dep/srp/forms/ust/ust021.pdf>. Check “NA” if there are no regulated USTs addressed in this submission.
18. Indicate if there are any AOCs at which an SI was conducted and an RI/RA is not proposed.

**Answer questions 19 through 29 ONLY if an SI or an UST Unknown Source Investigation was conducted for the AOCs identified in Section F but an RI or RA is not being proposed.**

19. The analytical results must be compared with the **most stringent** Soil Remediation Standards (Residential and Non Residential). The Soil Remediation Standards can be found at <http://www.nj.gov/dep/srp/regs/rs/>.

20. The analytical results must be compared with the **default** Impact to Groundwater Soil Screening Levels (IGWSL). The IGWSL can be found at <http://www.nj.gov/dep/srp/guidance/rs/> under Impact to Groundwater Guidance-Soil Water Partition Equation section.
21. If groundwater samples were obtained from properly installed monitoring wells or using one of the Alternative Ground Water Sampling Techniques, available at <http://www.state.nj.us/dep/srp/regs/agws/>, the results must be compared to the Groundwater Quality Standards (GWQS). The GWQS can be found at <http://www.nj.gov/dep/wms/bwqsa/gwqs.htm>. If ground water was not sampled as part of the Site Investigation, complete with "NA."
22. Reporting Limits (RLs) must be compared to the appropriate remediation standard to determine if the RLs are below the most stringent soil and ground water standards or default impact to ground water soil screening levels. If the RLs are above the soil, ground water standards or screening levels, check off "Yes" and complete the table below the questions indicating which AOCs have RLs above the appropriate standard or screening levels.
23. If surface water sampling was performed, the analytical results must be compared to the Surface Water Quality Standards (SWQS). The SWQS can be found at <http://www.nj.gov/dep/wms/bwqsa/swqs.htm>. If sampling of surface water was not performed, select "NA."
24. If sediment sampling was performed, the analytical results must be compared to the ecological screening levels. The ecological screening levels can be found at <http://www.state.nj.us/dep/srp/guidance/ecoscreening/>. If sampling of sediments was not performed, select "NA".
25. If soil sampling was performed, the analytical results must be compared to the ecological screening levels. The ecological screening levels can be found at <http://www.state.nj.us/dep/srp/guidance/ecoscreening/>. If sampling of soils was not performed, select "NA".
26. If sub-slab samples, indoor air samples or ground water samples were collected as part of a vapor intrusion investigation, the results must be compared to the vapor intrusion screening levels. The vapor intrusion screening levels can be found at <http://www.nj.gov/dep/srp/guidance/vaporintrusion/>. If groundwater samples, sub-slab samples or indoor air samples were not taken as part of a vapor intrusion investigation, select "NA."
27. Check "Yes," if a SI or an UST Unknown Source Investigation was performed, and *all* the following conditions apply:
  - Analytical results reveal contaminant levels above the soil or ground water standards;
  - A natural background investigation conducted pursuant to N.J.A.C. 7:26E-3.8 indicates that the contamination is not attributable to an onsite source, and;
  - The contamination is naturally occurring.Check "NA" if contaminant levels were not above the soil or ground water standards.
28. Check "Yes," if a SI or an UST Unknown Source Investigation was performed, and *all* the following conditions apply:
  - Analytical results reveal contaminant levels above the soil or ground water standards;
  - An off-site source investigation conducted pursuant to N.J.A.C. 7:26E-3.9 indicates that the contamination is not attributable to an onsite source, and;
  - The contamination is not naturally occurring.Check "NA" if contaminant levels were not above the soil or ground water standards.
29. Indicate if contamination is associated with an ongoing ISRA remediation not related to this investigation.

## Section E. Laboratory Data

1. Self-explanatory.
2. Self-explanatory.
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. Provide the page number for the "Reliability of Data" section of the report.