



**REQUEST FOR AUTHORIZATION (RFA) CHECKLIST  
NJPDES/Discharge to Surface Water Permit  
Category BGR – General Groundwater Remediation Clean-up Permit Authorization**

**TO HELP US PROCESS YOUR RFA MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.**

This checklist is provided to you as guidance for completing a Request for Authorization (RFA) under NJPDES/DSW permit NJ0155438. Should you have any questions pertaining to the applicability of the BGR master general permit to a discharge scenario; the resulting effluent limitations and requirements; or questions regarding completion of the RFA forms, please contact the Bureau of Surface Water Permitting at (609) 292-4860.

Be sure to read all instructions and answer all questions when filling out the following RFA forms. If an item is not applicable, enter “N/A” or a similarly appropriate response.

- FORM NJPDES - 1, (NEW & RENEWALS)**- Instructions are provided with the form. Be sure to indicate in items 5 and 9B if the treated groundwater will be conveyed to the receiving waterbody through a storm drainage system. If a storm drainage system will be used, indicate in item 9 who has ownership of such storm drainage system [e.g., municipality, county or New Jersey Department of Transportation (NJDOT)]. Be sure to obtain local approval if you will discharge to a municipal or county storm drainage system. If you will make an attachment to or install drainage facilities to any NJDOT drainage structure or within the state highway system, a separate drainage permit may be required to be obtained from the NJDOT. See Attachment I of this document.

- EVIDENCE OF RFA SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY** - Applicable for **NEW** discharges or for a change in the location or method of discharge for **EXISTING** discharges. Submit copies of the signed and dated notices that were sent along with the RFA to the affected sewerage entity(ies) and municipality via certified mail return receipts requested or by other means of verification, and copies of the dated certified mail return receipts or other means of verification of receipt.

**NOTE:** Prior to submitting an RFA to the Department, submit the following to the affected sewerage entity(ies) and municipality in accordance with N.J.A.C. 7:14A-4.3(a)13:

1. A copy of the RFA.
2. A written notice (certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the Department written comments regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. The Department shall consider these comments in determining whether to issue an authorization.

- NJPDES TECHNICAL FORM, (NEW & RENEWALS) (Form C)** - Detailed instructions are provided on the form. **Complete all Items, except Item 7 and Item 10 (See Below).**

**Note:** The applicant must also perform and submit the results of at least **ONE REPRESENTATIVE ANALYSIS OF THE UNTREATED WASTEWATER** from a recovery well, monitoring well, or from an excavation resulting from the area that will undergo remediation or other sources. The Department recognizes that Form C requires that effluent data be included; however, for the purposes of the BGR permit, untreated wastewater data is required. All applicants should submit the most recent

representative sample data (must have occurred no more than 12 months before the date of RFA submission). Instead of including RFA data in items 10A, B, C and D of Form C, applicants may specify "See attached Ground Water Characterization Report" and attach copies of laboratory analytical results pages only. Samples shall be collected in accordance with the current NJDEP Field Sampling Procedures Manual available for download from the following web address: [www.state.nj.us/dep/srp/guidance/fspm/](http://www.state.nj.us/dep/srp/guidance/fspm/). All analyses must be performed by a NJ certified laboratory. The analysis shall address the following compounds as listed in N.J.A.C. 7:14A-12 Appendix B:

- **Volatile Compounds:** Analysis by GC/MS scan using EPA Method 624
- **Acid Compounds:** Analysis by GC/MS scan using EPA Method 625.
- **Base Neutral Compounds:** Analysis by GC/MS scan using EPA Method 625.
- **Metals and Cyanide.**
- **Pesticides and PCBs**

**The Department as part of the technical review may require additional analytical requirements based on site-specific conditions.**

**BGR CERTIFICATION FORM (NEW & RENEWALS)**

**Administrative Certification.** The signature must be completed according to N.J.A.C. 7:14A-4.9. The permittee is required to publish the following in a daily or weekly newspaper within the affected area for one day to request authorization under the General Permit pursuant to N.J.A.C. 7:14A-6.13(d)3. The following public notice shall be used as established in the General Permit:

"Notice is hereby given that pursuant to N.J.A.C. 7:14A-6.13(d)3, \_\_\_\_\_ [name of applicant] intends to submit a request for authorization under the General Groundwater Remediation Clean-up Permit, No.NJ0155438 to the N.J. Department of Environmental Protection. This authorization will allow \_\_\_\_\_ [name and address of facility] to discharge treated groundwater from remediation projects into select surface waters of the State."

**RESIDUALS APPLICATION FORM R GENERATOR - INDUSTRIAL**

Contact the Bureau of Pretreatment and Residuals at (609) 633-3823 with questions.

**TREATMENT WORKS APPROVAL**

Prior to discharge and upon issuance of a Final permit, a General Industrial Treatment Works Approval (GI TWA) may be required for the construction of a treatment works (N.J.A.C. 7:14A-22) which will enable you to meet limits and conditions of the NJPDES permit. If you have any questions or comments regarding the TWA, please contact Nick Horiates, TWA Review Unit, in the Bureau of Financing & Construction Permits at (609) 984-6840.

**SUBMIT ONE ORIGINAL AND ONE COPY OF THE RFA TO:**

**Mail Code 401-02B  
Bureau of Pretreatment and Residuals  
Permit Administration Section  
Division of Water Quality  
P.O. Box 420  
Trenton, New Jersey 08625-0420**

## ATTACHMENT I

### STORM DRAINAGE SYSTEMS UNDER THE JURISDICTION OF THE NJDOT

If the applicant will make an attachment or install drainage facilities to any NJDOT storm drainage system or within the state highway system, it shall contact the appropriate NJDOT office below:

**Northern Office**  
973-770-5140

**Counties:** Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union and Warren (North of Route 57 only)

**Central Office**  
732-308-4106

**Counties:** Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset and Warren (South of Route 57 only)

**Southern Office**  
609-486-6688

**Counties:** Burlington, Camden, Gloucester, Cumberland, Cape May, Atlantic and Salem