



## New Jersey Department of Environmental Protection Site Remediation Program

### INSTRUCTIONS FOR THE REMEDIAL ACTION REPORT FORM

#### General Instructions

1. **Applicability.** Use this form when submitting a *Remedial Action Report* (RAR). The New Jersey Department of Environmental Protection (NJDEP) will use the information presented in the form 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 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 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).

#### 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 (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.); Attach additional sheets if necessary;

#### Section B. Scope of the Remedial Action Report

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 submission. This number should be consistent with the number of contaminated AOCs identified on your most recent annual remediation Fee Form.
3. Identify the total number of contaminated AOCs addressed in this submission.
4. Indicate if this remedial action report is the final remedial action report whereby all contaminated AOCs have been addressed.
5. Indicate if this RAR 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

Substance Stored/ Used	Tank Capacity	Applicable Law(s)	Comments/Explanations
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>

### Section C. General

1. Indicate whether there are any Site Remediation Program Remedial Action Permit Applications included with this submission.
2. Pursuant to N.J.A.C. 7:26E-5.1, indicate if as of May 7, 2010, if 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," indicate if an unrestricted use or presumptive remedy was implemented.
3. Indicate if the remedial action was an alternative remedy pursuant to N.J.A.C. 7:26E-5.1 and specify the date of NJDEP approval.
4. If a variance from 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. Specify via check box whether laboratory Reporting Limits (RLs) are below applicable remediation standards and screening levels.
6. Indicate if past NJDEP-documented deficiencies have been addressed in this submission. Check "N/A" if there are no outstanding NJDEP-documented deficiencies associated the AOC(s) addressed in this submission, or if all deficiencies have previously been addressed.
7. *through* 8. Self-explanatory

### Section D. Site Conditions

1. *through* 2. Self-explanatory
3. Additional information about free product or Non-aqueous Phase Liquid (NAPL) can be found in the NJDEP LNAPL Technical Guidance Document at <http://www.nj.gov/dep/srp/guidance/#lnapl>.

4. Indicate if dioxin was detected at levels above the NJDEP's interim direct contact soil screening level of 50 ppt dioxin TEQ (TCDD Toxicity Equivalence Quotient) in any AOCs addressed in this submission.
5. *through 7.* Self-explanatory
8. Additional information about ENSRs and ESC can be found in the NJDEP Ecological Evaluation Technical Guidance at [http://www.nj.gov/dep/srp/guidance/#eco\\_eval](http://www.nj.gov/dep/srp/guidance/#eco_eval).
9. Please indicate by checking the appropriate box(es) any and all soil and ground water conditions currently present at the AOC/site.

### **Section E. 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](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 a compliance averaging method was used to determine compliance with an exposure pathway. If "Yes," identify the specific pathway(s) and method(s) of compliance averaging utilized. Check all that apply. Additional information on compliance averaging can be found in the NJDEP Technical Guidance for the Attainment of Remediation Standards and Site-Specific Criteria Document at: [http://www.nj.gov/dep/srp/guidance/#attainment\\_comp](http://www.nj.gov/dep/srp/guidance/#attainment_comp).
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 an interim standard was used for a contaminant where a standard does not exist.
5. 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/>.
6. 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/>.
7. 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).
8. 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.
9. Specify the ground water classification at the site pursuant to N.J.A.C. 7:9C.

### **Section F. Alternative and Clean Fill Use**

Questions 1 through 5 are self-explanatory. *Alternative and Clean Fill Guidance for SRP Sites* may be found at [http://www.nj.gov/dep/srp/guidance/#fill\\_srp](http://www.nj.gov/dep/srp/guidance/#fill_srp).

### **Section G. Remedial Action Report Information**

#### **Soils**

1. Indicate if the remedy included a remedial action for soils. If there was no remedial action for soils, skip to the Ground Water questions.
2. Indicate if a restricted use is required. If "Yes," list the type of use restriction.
3. Indicate if all property owners have given consent for a restricted use remedial action.
4. Self-explanatory.

**Ground Water**

5. Indicate if the remedy included a remedial action for ground water. If there was no remedial action for ground water, skip to the Ecological questions.
6. Indicate if an unrestricted use is being proposed for ground water.
7. Indicate if the current CEA is required to be revised.
8. Self-explanatory.

**Ecological**

9. Indicate if the remedy included a remedial action for Environmentally Sensitive Natural Resources (ESNRs). If there was no remedial action for ESNRs, skip to the Indoor Air questions.
10. Indicate if post remedial sampling was conducted to determine if contaminant levels meet the ecological screening levels or ecological remediation goals.
11. *through* 13. Self-explanatory.

**Indoor Air**

14. Indicate if an engineering control/mitigation system has been installed to mitigate a vapor hazard. If "Yes," specify the engineering control that was implemented.

**Section H. . 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.