



New Jersey Department of Environmental Protection Site Remediation Program

INSTRUCTIONS FOR THE REMEDIAL ACTION WORKPLAN FORM

General Instructions

1. **Applicability.** Use this form when submitting a *Remedial Action Workplan* (RAW). The New Jersey Department of Environmental Protection (NJDEP) will use the information presented 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. Alternative Fill / PBR Request

1. Indicate if this form is being used to submit a proposal to the NJDEP for preapproval to use alternative fill on the site in an amount that is in excess of the amount that is needed to complete the remedial action. Additional information about the use of alternative fill can be found at http://www.nj.gov/dep/srp/guidance/#fill_srp.
If this submission is a proposal for preapproval to use excess alternative fill:
 - a.) Indicate if notification has been provided to each of the entities listed. The notification shall include the type and concentrations of contaminants in the fill material, the proposed use of the fill and the controls designed to reduce or eliminate exposure.
 - b.) If the submission is a fill plan only and not a complete RAW, **complete only the following sections of this form: Section A; Section B Question 1; Section I; and the certifications for the person responsible for conducting the remediation and the LSRP.**
2. Indicate if a Discharge to Ground Water Permit by Rule Authorization Request is required. If "Yes," indicate if the Authorization Request is attached to this submission or if it was previously submitted to the NJDEP. If the Authorization Request was previously submitted, provide the date it was submitted.

Section C. Scope of Remedial Action Workplan

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.

Section D. General

When answering the questions in this section consider only the AOCs addressed in this submission.

1. Indicate if an unrestricted use or presumptive remedy is required. If “Yes,” then indicate if an unrestricted use or presumptive remedy is being proposed.
An unrestricted use or presumptive remedy is required pursuant to N.J.A.C. 7:26E-5.1, if new construction or a change in the use of the site is proposed after May 6, 2010, 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.
2. Pursuant to N.J.A.C. 7:26E-5.1, indicate if the proposed remedial action is an alternative remedy. If “Yes,” specify the page(s) of the RAW where the alternative remedy is proposed.
3. 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.
4. Self-explanatory.

Section E. Site Conditions

When answering the questions in this section consider only the AOCs addressed in this submission.

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. Self-explanatory
5. Please indicate by checking the appropriate box(es) any and all soil and ground water conditions currently present at the AOC/site.

Note that radionuclides remedial action requires NJDEP approval.

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.

Section G. Remedial Action Workplan Information

Permit Information

1. Indicate if the site contains any land use features (e.g. wetlands, flood hazard area, etc.) that have been or will be impacted by remedial activities.
2. Indicate if any land use permits are required prior to implementation of the remedial action. If “Yes,” specify the section/page(s) in the RAW where land use permits are discussed.
3. Indicate whether any federal, state and local permits and permit modifications or certifications are needed for this remedial Action. If “Yes,” specify the section/page(s) in the RAW where the permits are discussed.

Soils

4. Indicate if a soil remedial action is required. If it is not required, skip to the Ground Water questions.
5. Indicate by checking the box for each type of remedial action being proposed for soils.
6. Indicate if the proposed remedial action addresses all saturated zone source material if applicable.
7. Self explanatory.
8. Indicate if all property owners have given consent for a restricted use remedy.

Ground Water

9. Indicate if a ground water action is required. If it is not required, skip to the Non-Aqueous Phase Liquid questions.

10. Check the box for each type of remedial action being proposed for ground water.

Non-Aqueous Phase Liquid (NAPL)

11. Indicate if the proposed remediation includes a remedial action for Light Non-Aqueous Phase Liquid (LNAPL) or Dense Non-Aqueous Phase Liquid (DNAPL). If "Yes," check the appropriate boxes. If you checked "Other," specify the type of remediation proposed.

Environmentally Sensitive Natural Resource (ESNR)

12. Indicate if a remedial action is required for an ESNR. If it is not required, skip to the Indoor Air questions.

13. Indicate the type of remediation being proposed for ENSR(s).

Indoor Air

14. Indicate if an indoor air investigation is required. If it is not required, skip to the Natural Resource Restoration question.

15. Indicate if soil gas concentrations are ten times greater than soil gas screening levels. If soil gas concentrations are not known check "No".

16. Indicate by checking the box for each type of mitigation action being proposed for indoor air.