

GW RAP Application Screening Checklist

Complete?	
	Latest Application Form Completely filled out (every blank) <ul style="list-style-type: none"> • Check box of who is responsible for permit compliance marked
	Check for Applicable Fee <ul style="list-style-type: none"> • Check to make sure fees are paid
	Signatures (LSRP, Responsible Party and Property Owner) <ul style="list-style-type: none"> • Confirm LSRP signing form is retained for case • A subsurface evaluator cannot sign
	CEA Fact Sheet Completed <ul style="list-style-type: none"> • Include CEA/WRA Fact Sheet Form • Needed even when CEA was already established
	Site Location Map (.jpg separate from RAR)
	CEA Map with monitoring wells and CEA area highlighted (.jpg separate from RAR)
	Ground Water Monitoring Plan
	Remedial Action Report <ul style="list-style-type: none"> • Include fate and transport description and model
	Submit GIS Information online – include documentation
	Financial Assurance and form (needed for active gw treatment or SSDS)

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Groundwater Remedial Action Permit Helpful Hints

If Property Owner refuses to sign permit application

- Document in the cover letter that reasonable attempts were made to notify the Property owner and get their signature/acceptance

CEA Fact Sheet Form

- Include CEA/WRA Fact Sheet Form included (this is needed even when there was a CEA already established & there are no changes);
- List all of the correct Block and Lots for the Property covered by the CEA are in the CEA Fact Sheet form;
- All COC's detected in the GW in excess of the standards should be listed on CEA Fact Sheet (include anything detected above PQL or back ground in the Pinelands);
- Include reasonable/logical/calculated expiration date (i.e. <30 years, unless for metals);
- Indeterminate CEAs will not be issued for Volatile Organic Contaminants for MNA RAPs;
- Two rounds of clean GW data are required to remove the CEA and terminate the permit: data can be submitted at any time during the life of the CEA/RAP.

Ground Water Monitoring Plan

- Is the plume delineated, vertically & horizontally?
- Is there a clean sentinel well, located downgradient of the source, present?
- Is the monitoring frequency, number of wells and location of wells adequate? Is it protective of all receptors?
- Replacement wells should be placed close to the former location (i.e. not 60' up gradient).
- If wells are damaged fix or replace.

Remedial Action Report (RAR)

- Always to be submitted, including older, already submitted/approved reports on Post NFA cases;
- Present groundwater delineation information;
- Include all historical ground water data;
- Include PA/SI when there is a claim that there is off-site contamination coming on to the Property

Post NFA Groundwater Remedial Action Permit Applications

- Submit copy of No Further Action Letter;
- Submit Remedial Action Report the No Further Action Letter is based on;
- Submit a CEA Fact Sheet Form, updated if any recent GW sampling or work has been done;
- Ground Water Monitoring is required during the life of the permit (even if it was not required when NFA was approved), submit a Ground Water Monitoring Plan;
- If it is an Active GW treatment or the site has a sub-slab depressurization system for Vapor Intrusion then Financial Assurance is required. Submit Financial Assurance and Cost Review forms.

After the permit application goes out....

- Notify the Department if something changes while the permit is being reviewed i.e. permittee's contact information
- If permit is issued any change requested is generally a modification and a fee will be required.

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