

SITE REMEDIATION PROGRAM - DOCUMENT ROUTING

Unless noted below, Site Remediation Program submittals (forms/documents) are received by the Bureau of Case Assignment and Initial Notice (BCAIN). BCAIN is the point of contact for most submissions to the Site Remediation Program. BCAIN processes the information by doing data input into the Department’s electronic database (NJEMS) and performing an administrative review to ensure the submission contains the basic information required by regulation. Administratively deficient documents are not forwarded for technical review. Both the LSRP and person responsible for conducting remediation will be notified of the deficiencies. Administratively deficient documents not corrected within 30 days are archived and any follow-up submission will require the resubmission of the entire document. **Note:** RAOs that are administratively deficient only, and the missing information will not prevent a “protectiveness” review, are forwarded for technical review to determine if the RAO is protective. For administratively complete documents, BCAIN identifies where the submission should be directed to within the Site Remediation Program.

Document Type	Received by BCAIN	Lead Program Directed to	Support Bureaus Utilized by Lead Program
Preliminary Assessment Report	YES	Bureau of Inspection & Review (BIR)	BGWPA & BEERA
Site Investigation Report	YES	BIR	BGWPA & BEERA
Remedial Investigation Report	YES	BIR	BGWPA & BEERA
Remedial Action Report (RAR)	YES	BIR	BGWPA & BEERA
RAO	YES	BIR	BGWPA & BEERA
Unregulated Heating Oil Tank Report	YES	Bureau of Field Operations (BFO)	BGWPA & BEERA
Discharge to Ground Water Permit-by-Rule Authorization Request	YES	Bureau of Ground Water Pollution Abatement (BGWPA)	None
Request for Emergency Authorization of Discharge to Surface Water	YES	BFO	BGWPA & BEERA
Classification Exception Area/Well Restriction Area (CEA/WRA) – Non Permit	YES	BGWPA	None
Soil Remedial Action Permit (RAP) Application	YES	Bureau of Remedial Action Permitting (BRAP)	None
Ground Water RAP Application	YES	BRAP	None
CEA/WRA – Included with a Ground Water RAP	YES	BRAP	None
Remediation Funding Source Submissions	YES	Bureau of Enforcement and Investigations (BEI)	None
Financial Assurance Submissions	YES	BRAP	BEI
Remedial Action Protectiveness Certifications	YES	BRAP	None
Alternative Soil Standard Requests	YES	Bureau of Environmental Evaluation & Risk Assessment (BEERA)	None
Submissions for Resource Conservation and Recovery Act (RCRA) Sites on EPA’s RCRA Government Performance Results Act List	NO – Documents sent directly to assigned case manager	Bureau of Case Management (BCM)	BGWPA & BEERA
Superfund Site Submissions	NO – Documents sent directly to assigned case manager	BCM	BGWPA & BEERA