

INFORMATION REQUIRED FOR PROCESSING APPLICATIONS FOR A SOIL OR GROUND WATER REMEDIAL ACTION PERMIT

If Submitting a Soil Remedial Action Permit (RAP)

1. Soil RAP Application
2. Application Fee
3. Remedial Action Report with Remedial Action Report Form, Case Inventory Document, and updated Receptor Evaluation Form
4. Deed Notice
5. A copy of each No Further Action (NFA) letter the Department issued for the site or AOC (if applicable)
6. Remediation Cost Review and Remediation Funding Source/Financial Assurance Form with original Financial Assurance Instrument (if required)
7. Copies of the above in electronic format
8. A GIS compatible map of the Deed Notice boundary (sent by email to srpgis_dn@dep.nj.gov)

If Submitting a Ground Water RAP

1. Ground Water RAP Application
2. Application Fee
3. Remedial Action Report with Remedial Action Report Form, Case Inventory Document, and updated Receptor Evaluation Form
4. Classification Exception Area/Well Restriction Area Fact Sheet Form
5. A ground water monitoring plan and schedule
6. A copy of each No Further Action (NFA) letter the Department issued for the site or AOC (if applicable)
7. An Operation, Maintenance and Monitoring Plan for vapor intrusion engineering control/mitigation systems(s) or POET water treatment systems(s) (if applicable)
8. Remediation Cost Review and Remediation Funding Source/Financial Assurance Form with original Financial Assurance Instrument (if required)
9. Copies of the above in electronic format
10. A GIS compatible map of the Deed Notice or CEA boundary (sent by email to srpgis_dn@dep.nj.gov or srpgis_cea@dep.nj.gov)

Please see the Quick Reference Guides for Soil and Ground Water RAPs available at www.nj.gov/dep/srp/srra/training/quick_reference.html.

If the RAP application is incomplete, the LSRP is notified in writing of the deficiency by BCAIN and provided the opportunity to address and correct the deficiency. The administratively deficient RAP application is not forwarded for technical review. If this RAP application is not corrected within 30 days, it is archived and any follow-up submission will require the resubmission of the entire document. All applicable fees will apply for resubmission of the RAP application.

If the RAP application is administratively complete, the RAP application is forwarded to the Bureau of Remedial Action Permitting (BRAP) for the assignment of a permit writer who performs a technical review and issuance of the RAP. A copy of the Remedial Action Report (RAR) and RAR form are forwarded to the BIR.

For technically deficient RAP applications, the LSRP is notified by email by BRAP of the deficiency and provided the opportunity to address and correct the deficiency. If the deficiency cannot be corrected within the required timeframe, then the RAP application will be withdrawn by BRAP and the RAP will not be issued. All applicable fees will apply for resubmission of the RAP application.

BRAP will review all components of the RAR that pertain to the RAP application. BIR will inspect all RAR forms. Based on the inspection process, a RAR may receive additional BIR review once a RAO has been submitted. **BIR will not duplicate BRAP's review.** Rather, BIR will defer to BRAP on all RAR issues pertaining to the RAP. When necessary, BRAP and BIR staff will coordinate to resolve issues identified during staff reviews that affect both programs.