

**SITE REMEDIATION PROFESSIONAL LICENSING BOARD AUDIT QUESTIONNAIRE**

You have been randomly chosen by the Site Remediation Professional Licensing Board (Board) to be audited for your work as a Licensed Site Remediation Professional (LSRP) in accordance with the Site Remediation Reform Act, N.J.S.A. 58:10C-24, et seq. (SRRA), which states:

*The Board shall audit annually the submissions and conduct of at least 10 percent of the total number of licensed site remediation professionals. A licensed site remediation professional and the person responsible for conducting the remediation shall cooperate with the Board in the conduct of the audit and shall provide any information requested by the Board as part of the audit.*

Please complete this entire questionnaire and return to the Board office at the address stated below on page 8 along with any supporting or requested documentation within 30 days of receipt. An electronic submission of support or requested documentation is preferred, but not mandatory. If you cannot return this form within 30 days of receipt, you must provide the Board a written explanation of the reasons prior to the end of this period. You will be notified in writing of the findings of this audit and may receive questions or comments from the Board. **Your responsiveness is requested by the Board.**

Please print legibly or type.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ LSRP Number/Date Approved: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ALL OF THE FOLLOWING QUESTIONS ARE BASED UPON YOUR CONDUCT SINCE BECOMING LICENSED AS A LICENSED SITE REMEDIATION PROFESSIONAL**

**A. LEGAL AND DISCIPLINARY HISTORY** (The following questions apply to the entire United States, not just New Jersey)

~~disbarment??~~

1. Have you ever been disbarred, suspended, reprimanded, censured or otherwise disciplined as a member of any profession or holder of any public office, or have you voluntarily surrendered a professional license? or certification  
 No  Yes If "Yes", explain the circumstances on a separate page.
2. Are you currently a defendant in a criminal proceeding involving an environmental crime, or any similar or related criminal offense under federal or State law, or any crime involving fraud, theft by deception, forgery, or related criminal offense under federal or State law?  No  Yes  
 If "Yes", explain the circumstances on a separate page.
3. Are you currently the subject of pending professional disciplinary proceedings?  
 No  Yes If "Yes", explain the circumstances on a separate page.
4. Have you ever been convicted of, or plead guilty to, an environmental crime, or any similar or related criminal offense under federal or State law, or any crime involving fraud, theft by deception, forgery, or related criminal offense under federal or State law? (N.J.S.A. 58:10C-7.d.(6)).  
 No  Yes If "Yes", explain the circumstances on a separate page.
5. Has there ever been a judgment against you for malpractice or negligence related to the remediation of contaminated sites?  No  Yes If "Yes", explain the circumstances on a separate page.
6. Are you currently the subject of any legal action for work you performed related to the remediation of contaminated sites?  No  Yes If "Yes", explain the circumstances on a separate page.

**B. LSRP SUBMISSIONS AND CODE OF CONDUCT** (Any documents submitted since you were approved as an LSRP may be reviewed as part of this audit)

1. How many sites have you been retained as LSRP? \_\_\_\_\_  
 (attach a list of all the sites you have been retained as an LSRP, include site name, address, and New Jersey Department of Environmental Protection (NJDEP) Program Interest (PI) Number, client name and contact information, facility type, and scope of retention)
2. Have you submitted any documents to NJDEP as an LSRP?  No  Yes  
 (submit the cover page **ONLY** of both the most recent regulatory submission and form for each such submission)
3. How many Response Action Outcomes (RAO) have you issued in the past 3 years? \_\_\_\_\_  
 (please provide site name, address, and NJDEP PI No., client name and contact information, and facility type, i.e., Regulated UST, Child Care Facility, School Facility, ISRA, Landfill, Coal Gas, Spill Act Discharge)  
 Site-Wide: \_\_\_\_\_  
 Area of Concern: \_\_\_\_\_

Need to attach 1/57

4. Has NJDEP invalidated any response action outcome that you have issued?  No  Yes If "Yes", explain the circumstances on a separate page, including the PI#, Responsible Party and reason for invalidation.
5. Have you been contacted by NJDEP <sup>inspector/reviewer</sup> relative to submissions for a site in which you are the LSRP?  No  Yes *Yikes - we are calling about everything*  
If "Yes", explain the circumstances on a separate page, include site name, address, and NJDEP PI No., client name and contact information, facility type, reason for contact, and outcome.
6. Have you ever requested a variance pursuant to N.J.A.C. 7:26E-1.7? (N.J.S.A. 58:10C-16i)  No  Yes  
If "Yes", explain the circumstances on a separate page, including the PI#, Responsible Party, reason for variance, and NJDEP's response, if any.
7. Have you complied with the requirement of providing services only within your areas of professional competency? (N.J.S.A. 58:10C-16c)  No  Yes If "No", explain the circumstances on a separate page.
8. An LSRP retained by a person responsible for conducting the remediation shall notify the NJDEP within 15 days after being retained. Have you complied with this reporting requirement? (N.J.S.A. 58:10C-16d)  No  Yes If "No", explain the circumstances on a separate page.  
*rule requires RR to notify in 45 days of triggering event → DEP rules do not mandate the 15 day requirement*
9. Has a client ever released YOU (voluntarily or involuntarily) as an LSRP, or have you ever withdrawn as an LSRP for a particular remediation prior to the issuance of a response action outcome for the site or area of concern (N.J.S.A. 58:10C-16d)  No  Yes If "Yes", explain the circumstances on a separate page, include site name, address, and NJDEP PI No., client name and contact information, and the circumstances surrounding the release.
10. Has the NJDEP ever requested that you or your client correct any deficiencies in the remediation of a contaminated site? (N.J.S.A. 58:10C-16e & 16g)  No  Yes If "Yes", explain the circumstances on a separate page and how you are handling any of these noted issues. Please include site name, address, and NJDEP PI No., client name and contact information, and the circumstances surrounding the request to correct the deficiency, along with the outcome.
11. Have you been the LSRP of record on a remediation where NJDEP has issued an administrative order, issued a civil administrative penalty, or taken other enforcement action against the person responsible for conducting the remediation in response to an allegation that that person did not comply with a regulatory or mandatory timeframe? (N.J.S.A. 58:10C-16e & 16g)  No  Yes If "Yes", explain the circumstances on a separate page and how you are handling any of these noted issues. Please include site name, address, and NJDEP PI No., client name and contact information, and the circumstances surrounding the enforcement action, and its resolution.

*No opposed to our compliance efforts for administration 155 use*

12. Have you completed any phase of remediation based on remediation work performed under the supervision of another LSRP in accordance with SRRA? (N.J.S.A. 58:10C-16f) \_\_\_\_\_ No \_\_\_\_\_ Yes If "Yes", explain the circumstances on a separate page.
13. Have you certified any document submitted to NJDEP that you as LSRP did not manage, supervise or perform the work? \_\_\_\_\_ No \_\_\_\_\_ Yes If "Yes", did you periodically review and evaluate the work performed by other persons? (N.J.S.A. 58:10C-16h) \_\_\_\_\_ No \_\_\_\_\_ Yes If "No", explain the circumstances on a separate page.
14. Have you reported all Immediate Environmental Concerns (IEC) you have knowledge of to the NJDEP? (N.J.S.A. 58:10C-16j) \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ N/A If "No or N/A", explain the circumstances on a separate page. If "Yes", please provide a list of IEC's you have reported, and include site name, address, and NJDEP PI No., client name and contact information, and the circumstances surrounding the IEC.
15. Have you reported to NJDEP all known discharges discovered as part of any remediation for which **YOU**, as an LSRP, are responsible? (N.J.S.A. 58:10C-16k) \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ N/A If "No or N/A", explain the circumstances on a separate page.
16. Have you reported any actions or decisions by a client that resulted in a deviation from the remedial action workplan or other report for which **YOU** developed as LSRP? (N.J.S.A. 58:10C-16l) \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ N/A If "No or N/A", explain the circumstances on a separate page.
17. Have you revealed any information obtained as LSRP deemed confidential by your client? (N.J.S.A. 58:10C-16m) \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ N/A If "Yes or N/A", explain the circumstances on a separate page.
18. Have **YOU** as LSRP reported any material facts, data or other information received subsequent to the completion of a report concerning a phase of remediation, which would result in a material difference to the findings of the report submitted? (N.J.S.A. 58:10C-16n & 16o) \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ N/A If "No or N/A", explain the circumstances on a separate page.
19. Have **YOU** allowed anyone to use your name as LSRP or been involved with anyone in a business venture, who you know has engaged in fraudulent or dishonest business or professional practices regarding the professional responsibilities of an LSRP? (N.J.S.A. 58:10C-16p) \_\_\_\_\_ No \_\_\_\_\_ Yes If, "Yes", explain the circumstances on a separate page.
20. Have **YOU** cooperated with any and all investigations by the Board and/or NJDEP related to site remediation work performed by you? (N.J.S.A. 58:10C-16q) \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ N/A If, "No", explain the circumstances on a separate page.
21. Has another LSRP that you supervised committed any violation of any provision of Section 16 of SRRA? (N.J.S.A. 58:10C-16r) \_\_\_\_\_ No \_\_\_\_\_ Yes If, "Yes", explain the circumstances on a separate page, including any steps you took to avoid or mitigate the violation.

22. Have **YOU** as an LSRP accepted compensation, financial or otherwise, for professional services pertaining to a contaminated site from two or more persons whose interests are or were adverse or conflicting? (N.J.S.A. 58:10C-16x)  No  Yes If "Yes", explain the circumstances on a separate page.
23. Are **YOU** a LSRP responsible for any remediation where you are also a salaried employee of the person responsible for conducting the remediation? (N.J.S.A. 58:10C-16y)  No  Yes If "Yes", explain the circumstances on a separate page.
24. Have **YOU** as LSRP allowed any ownership interest, compensation, or promise of continued employment for you or an immediate family member, affect your professional services? (N.J.S.A. 58:10C-16z)  No  Yes If "Yes", explain the circumstances on a separate page.

**UPDATE OF PREVIOUS SUBMISSIONS CONCERNING YOUR LSRP LICENSE**

On a separate sheet of paper, please provide any corrections or updates that are necessary for your application for licensure as an LSRP. (Such as change of employment or mailing address)

**C. CONTINUING EDUCATION**

List three (3) most recent courses or seminars you have attended, related to site remediation activities and your environmental profession, which were offered by NJDEP, an accredited university, professional organization or other federal or State agency.

Course Name	Affiliation	Location	Date	Total Number of Hours Attended

**D. REFERENCES** (The Board may contact your references)

Please provide three (3) professional references for site remediation services, which shall include at least one (1) responsible party for which **YOU** are retained as LSRP.

Name	Affiliation	Telephone Number	Email Address	PI#

E. HEALTH AND SAFETY

Please submit a copy of your most recent OSHA 8-Hour Refresher.

1. Is your OSHA 8-hour refresher up to date? \_\_\_\_\_ Yes \_\_\_\_\_ No. If "No", explain the circumstances on a separate page.
2. Have you ever conducted or supervised remediation on a site where a health and safety complaint was reported by or to OSHA? \_\_\_\_\_ No \_\_\_\_\_ Yes ? If "yes" explain the circumstances on a separate page.
3. Have you ever conducted or supervised remediation on a site where an injury occurred that was reportable to OSHA? \_\_\_\_\_ No \_\_\_\_\_ Yes . If "yes" explain the circumstances on a separate page.

**F. AFFIDAVIT**

This affidavit is to be executed by the LSRP before a notary public:

State of: \_\_\_\_\_

County of: \_\_\_\_\_

I, \_\_\_\_\_, swear (or affirm) that I am an Licensed Site Remediation Professional (LSRP) and that all information provided in connection with my responses to the Site Remediation Professional Licensing Board (SRPLB) audit questionnaire under the provisions of NJSA 58:10C-1 et seq. of Site Remediation Reform Act (SRRA) is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosure may result in an unsatisfactory audit finding and subject me to disciplinary action and/or suspension or revocation of my license.

I further swear (or affirm) that I have read the SRRA (N.J.S.A. 58:10C-1 et seq.) and fully understand that by holding a Site Remediation Professional License, I am bound by the requirements of SRRA.

Furthermore, in accordance with Section 24 of SRRA, I voluntarily consent to an audit by the SRPLB and a thorough investigation of my past and present employment and other activities for the purpose of verifying my remediation submissions and adherence to the Code of Conduct. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, State, federal and foreign) to release any information, files or records requested by the SRPLB.

Finally, I understand that providing inaccurate information or declining to participate in the audit shall result in disciplinary action and/or suspension or revocation of my license.

\_\_\_\_\_  
LSRP Signature

\_\_\_\_\_  
LSRP Number

Sworn and subscribed to me this \_\_\_\_\_

day of \_\_\_\_\_  
Month Year

\_\_\_\_\_  
Name of Notary Public (please print)

Affix Stamp Here

\_\_\_\_\_  
Signature of Notary Public

Return to via Certified Mail or Overnight with tracking:

Site Remediation Professional Licensing Board  
c/o New Jersey Department of Environmental Protection/Site Remediation Program  
Office of Assistant Commissioner  
PO Box 420; Mailcode 401-06  
401 East State Street  
Trenton, New Jersey 08625-0420  
Attn: Audit Committee

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