

Below are the comments/suggestions on the Process Document:

1st line: change completion to conducting

4<sup>th</sup> line: add, after NJDEP, this reference as per NJSA5B:10 C-21.

6<sup>th</sup> line: insert “,as needed,” after requirements

Section 1. make reference to NJSA 5B:10 C-23 for the selection of any other LSRP to be included in the audit process

Section 2. 1<sup>st</sup> sentence refers to the last sentence of Section 1 and doesn't relate to the next couple of sentences in Section 2. so, it should be deleted or more easily meshed with the last sentence of Section 1. this ALSO applies to the last 2 sentences in Section 2. Section 1 speaks to the selection process. Section 2 should speak only to the “who is going to do it” part of the process. Also there is a contradiction in terms in the same sentence (2<sup>nd</sup> to last in Section 2) with the terms random and predetermined. Take out predetermined phrase. AND move to Section 1.

Add the phrase the sentence “ All reviews conducted by the Audit Team will be independent of the Board meetings.” After the word Board in the 7<sup>th</sup> sentence of the Section.

Section 3. define the letter – add “,announcing inclusion in the Audit Process,”.

After mailed in 1<sup>st</sup> sentence add “, to the randomly selected LSRP,”

2<sup>nd</sup> line change to “...Vice Chairperson. This letter will detail...”

4<sup>th</sup> line – after “return” add “, to the Board,”

4<sup>th</sup> line – timeframe contradicts questionnaire (21 v 30 days)

4<sup>th</sup> line - add “Failure to submit will result in.....”

Section 4 – 1<sup>st</sup> line - add “completed and”

2<sup>nd</sup> line - remove “, outside of Board meeting,” as it was included in Section 2, more appropriately and completely.

In conclusion section of Section 4

Line a. Put a period after “required” Make audit =Audit

Line 2 of c. – Should “Board” be added to NJDEP

In Note line of c. instead of data miner “available and accepted data bases (e.g. Data Miner) since there is a *technological chance* this may change in the coming years.

Section 5. 1<sup>st</sup> line what does “full Board” mean

2<sup>nd</sup> line – removes “that concludes” put a period after audit and begin next sentence with “ Satisfactory will then be posted...”

3<sup>rd</sup> line - change to “ This posting will list the number.....”

7<sup>th</sup> line - a referral by who? What is the Board response time? Can the LSRP participate until a decision is rendered?

Section 6 – 60 days even if there are “further investigations” or “disciplinary actions” to be taken?

Section 7. – line 1 take out “he or she” and insert “they”

This sections needs clarification. It contradicts itself. It says that you will be removed from the list for 3 years BUT you could still be in the 10% selection process.

If this is the case then you need to explain the selection process better in section 1 to make it clear that there are 2 pools to be drawn from since there is a “list” you can be removed from. LSRP in or out?

Note : questionnaire states that the LSRP will be notified in writing of the findings of the audit yet in the process it is only suggested that a posting will be made ONLY of satisfactory findings.

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## Questionnaire

30 days v. 21 days in process document

Put a check box under the Email Address line to indicate if any of the information provided above has changed (i.e. different from your License Application)

Make the request timeframes consistent: take out the word “ever” . if you preface all the questions with “As an LSRP” it will eliminate confusion.

Also some of the questions say “in the last 3 years”

Section A Question 4. I believe “plead” should be pled or pleaded

Section B – do individuals and/or organizations get “retained”

Remove emboldened YOU from document

Item 16 - line 1. add “or a contractor..” after client

## Section C

Line 1 add “the” after “List”

## Section D

Take out parenthetic numerals

Line 2 – add “,or have been,” before retained. Can’t be completed if aren’t currently retained.

## Section E

If the LSRP is supervising remediation they might have to have the OSHA supervisor training and refresher (up to date).

## Section F

Line 3 of affidavit should be changed from “(SRPLB)” to “(Board)” to be consistent with page 1.