



## New Jersey Department of Environmental Protection Site Remediation and Waste Management Program

### INSTRUCTIONS FOR THE DISCHARGE TO GROUND WATER PERMIT-BY-RULE AUTHORIZATION REQUEST

#### General

1. **Applicability.** Use this form to propose a discharge to ground water to meet the conditions of the [New Jersey Pollutant Discharge Elimination System](#) (NJPDES) permit-by-rule at N.J.A.C. 7:14A-7.5 and 8.5, as applicable, at any site under the purview of the Site Remediation Program. This form is to accompany the Discharge to Ground Water Proposal required pursuant to the NJPDES rules and [Technical Rules for Site Remediation](#), specifically N.J.A.C. 7:26E-5.6, which also outlines the technical information to be submitted to the New Jersey Department of Environmental Protection (NJDEP). More detailed information may be found in the instructions below.
2. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms>.
3. **Signatures.** This form must be signed by the Person Responsible for Conducting the Remediation and either a Licensed Site Remediation Professional (LSRP), or a NJDEP Certified Subsurface Evaluator.

#### LSRP vs. Subsurface Evaluator

Please make sure you check the appropriate box to indicate if a Licensed Site Remediation Professional (LSRP) or a Subsurface Evaluator is certifying the form. The Subsurface Evaluator option is only for unregulated heating oil tanks (UHOT) where you are a NJDEP licensed Subsurface Evaluator and the remediation is for unregulated heating oil tank system(s) and no other areas of concern. Ensure that the corresponding signature page is included with the form.

4. Completed form should be sent to:

Bureau of Case Assignment & Initial Notice  
Site Remediation Program  
NJ Department of Environmental Protection  
401-05H  
PO Box 420  
Trenton, NJ 08625-0420

#### Section A. Site Name and Location

- **Site Name:** Provide the name of the site (i.e., ABC Corporation Site);
- **List All AKAs:** List all other known names for the site;
- **Street Address:** Provide the street address for the site NOTE: This should be the physical location of the site – not the mailing address;
- **Municipality:** Provide the name of the municipality(ies) in which the facility is physically located and indicate if it is a township, borough, village, or city. NOTE: This should be the name of the incorporated municipality and not the local name;
- **County:** Provide the name of the county(ies) where the site is located;
- **Zip code:** Enter the five digit code for the physical location of the site;
- **Program Interest (PI) Number(s):** The PI Number is assigned by the NJDEP and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank.
- **Case Tracking Number(s):** Provide all NJDEP generated site identification numbers for this submission (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.)
- **Municipal Block(s) and lot(s):** Provide the block and lot numbers for the location(s) of the **proposed discharge(s)**.

#### Section B. Fee and Discharge Information

Ensure that the document review fee of \$350.00 is submitted with the form. Processing of the form and review of the discharge to ground water (DGW) proposal will be delayed if the fee is not attached. Checks shall be made payable to "Treasurer State of New Jersey." Include your Program Interest ID number on your check.

## Discharge Type

Check the appropriate boxes for the type(s) of discharge(s) included in the proposal. Check all that apply.

- If the discharge is recovered ground water, indicate if the discharge will be from dewatering only.
- If *in situ* remediation is being proposed by injecting amended, recovered ground water, check both boxes, and provide one combined Discharge to Ground Water Proposal that includes the items listed under both types of Discharge to Ground Water Proposals detailed below.
- Check the last type only for discharges that are not a significant part of the first two types such as: injections that are part of tracer studies; DGW from formation pump tests that won't exceed 30 days in duration; or DGW from pilot testing of a treatment system that will not discharge to the ground after design studies are completed.

## Facility Type

Indicate the type of discharge facility (see the definitions of discharge and facility at N.J.A.C. 7:14A-1.2). Check all that apply.

**Underground Injection Control (UIC) facilities** include individual injection wells, direct push injections and any cavity, tube, pipe or structure used to deliver fluids directly to a point below the ground surface (see definitions of injection well and fluid at N.J.A.C. 7:14A-1.2).

**Non-UIC discharge facilities** include infiltration lagoons or impoundments, spray irrigation, overland flow, or any other surface application of a substance that is, or contains, any kind of pollutant (see definitions of various types of pollutants at N.J.A.C. 7:14A-1.2). Check the Non-UIC box if the discharge will be released directly into a temporary open excavation.

## Attach a Discharge to Ground Water Proposal to this form

Provide all relevant information in the DGW proposal, including a description of any potential negative impacts the proposed discharge might have on ground water or other receptors. Negative impacts on ground water may include: significant displacement of the plume into previously uncontaminated areas; any new noncompliance with the ground water quality criteria (GWQC) such as a temporary increase or decrease in pH that is necessary for adequate treatment of existing subsurface contaminants; or any other temporary or localized noncompliance with GWQC for constituents such as sulfate, sodium, iron, or manganese. Negative impacts on other receptors may include vapor intrusion due to displacement of existing subsurface vapors by a new discharge.

Multiple discharges, regardless of the type, can be included in one DGW proposal if they would all be in relatively close proximity to each other, part of remediating one area of concern, or designed such that the same monitoring plan (including monitoring points or wells) would adequately monitor all the discharges. If both types of discharges, or more than one discharge of the same type, are being proposed at a large contaminated site in distinctly different locations that would require substantially different monitoring plans, then two separate forms, proposals and fees should be submitted for each distinct discharge location.

The lists below provide guidance on what information to include in your DGW proposal based on discharge type. For additional information about DGW proposals, see the NJPDES Discharge to Ground Water Technical Manual at: <http://www.nj.gov/dep/srp/guidance/njpdess/> and/or call the Bureau of Ground Water Pollution Abatement at (609) 292-8427. If applicable include the site property owner information specified in the last item in Section F below.

In addition to the discharge to ground water requirements of N.J.A.C. 7:26E-5.6, the Department may also require submittal of information relevant to proposed discharges pursuant to the NJPDES rules at N.J.A.C. 7:14A-2.11(a) or 2.8(e), as applicable, and the remedial action requirements of N.J.A.C. 7:26E-5.1 and 5.2.

## Proposal for Discharge of Recovered Ground Water

This includes dewatering activities at contaminated sites and remedial actions which may include removing ground water from the subsurface, treating it and discharging the water back to the formation.

Attach to this form a detailed Discharge to Ground Water Proposal that includes:

1. A summary of the remedial investigation of contaminated ground water including the ground water flow direction, the nature and extent of contamination, the name of the formation receiving the discharge, and the type, specific location, volume, and duration of the proposed discharge.
2. A ground water monitoring plan to monitor the effects of the discharge on ground water in the formation and, if any other receptors may be impacted by the discharge, appropriate monitoring of other media must also be proposed to document there are no adverse effects. The monitoring plan must include but is not limited to:

- A down gradient sampling point installed prior to implementing the discharge;
  - A map showing the extent of the contamination, the location of all sampling points and most recent sampling results;
  - A list all the contaminants of concern and the highest levels of that contaminant detected in the most recent sampling event. Include the sampling point label (e.g. MW-1, etc).
3. If applicable, an effluent monitoring plan that includes:
    - Map of the proposed discharge area in relation to the zone of contamination and other relevant site features;
    - A list of any proposed effluent limits for the system based on the applicable ground water classification of the site. Effluent limits are to be based on the Antidegradation Policy found in the Ground Water Quality Standards (GWQS), N.J.A.C 7:9C-1.8;
    - If effluent limits are not proposed, or are not based on the Antidegradation Policy, the monitoring approach shall be consistent with N.J.A.C. 7:9C-1.9(a) or (b) in the GWQS. See Appendix A (pages 28-29) of the NJPDES Discharge to Ground Water Technical Manual for the Site Remediation Program at: <http://www.nj.gov/dep/srp/guidance/njpdess/> for additional information;
    - List of sampling locations, sampling parameters, and sampling frequency. The sampling parameters must include all of the contaminants of concern at the site, field parameters, and constituents in, or potentially impacted by, any amendments being added to the discharged water. See items 2 and 4 below regarding any added amendments.
  4. Any other applicable items in N.J.A.C. 7:26E-5.6(b), such as the information discussed in item 4 below.
  5. A table that summarizes the monitoring plan.

### **Proposal for *in situ* Remediation Discharges**

This includes injection of chemical amendments and/or enhancements to remediate the ground water and/or soils at a contaminated site.

Attach to this form a detailed Discharge to Ground Water Proposal that includes:

1. A summary of the remedial investigation of contaminated ground water including the ground water flow direction, the nature and extent of contamination, the name of the formation receiving the injection, and the type, location, volume, and duration of the proposed injection.
2. List the types(s) of in-situ treatment proposed. Include the list of amendments and/or compounds to be used, all pollutants included in them, and any constituents that have a ground water quality criteria (including specific, interim specific or interim generic criteria, see GWQS section of [SRP Rules](#)). Pollutants includes the conventional and nonconventional pollutants in Table IV at the end of [Subchapter 4 of NJPDES](#) and indicator parameters, such as those listed at N.J.A.C. 7:14A-4.4(b)3i in Subchapter 4 of NJPDES. Include Safety Data Sheets sheets for each compound.
3. A ground water monitoring plan to monitor the effects of the injection on ground water in the formation and if any other receptors may be impacted by the injection, appropriate monitoring of other media must also be proposed to document there are no adverse effects. The monitoring plan must include but is not limited to:
  - A down gradient point installed prior to implementing the injection;
  - A map showing the extent of the contamination, the location of all sampling points and most recent sampling results;
  - A map of the locations of the injection points in relation to the zone of contamination.
  - A list of sampling locations, sampling parameters, and sampling frequency. Sampling parameters must include all the contaminants of concern and the highest levels of that contaminant detected in the most recent sampling event. Include the sampling point labels (e.g., MW-1, etc).
4. Any other applicable items in N.J.A.C. 7:26E-5.6(b), such as a proposal for a permit-related Classification Exception Area if the proposed discharge would, or may, cause temporary or localized noncompliance with any GWQC for constituents to be in, or that could be negatively impacted by, the proposed discharge.
5. A table that summarizes the monitoring plan.

### **Proposal for other types of discharges**

Apply any and all applicable guidance from the above lists to developing proposals for these types. Attach a Discharge to Ground Water Proposal that includes sufficient information to describe the discharge and any appropriate monitoring.

## Section C. Public Notice Requirements

**Please note** that residential heating oil tank cases are exempted from the public notice requirements. Otherwise, if the discharge will be greater than 180 days, a public notice is required to be published in a local newspaper as specified at [N.J.A.C. 7:26E-5.6\(c\)](#). The model public notice in Appendix B of N.J.A.C. 7:26E must be used and modified as instructed in the appendix. If a public notice is required, attach a copy of the public notice written as you intend it to be published. The Department does not approve the public notice but it must be submitted prior to its publication, with the DGW proposal, to the Department and all those listed at N.J.A.C. 7:26E-5.6(c)2. Review and complete all the Technical Requirements for Site Remediation at [N.J.A.C. 7:26E-5.6\(c\)](#) regarding the permit-by-rule public notice provisions.

## Section D. Site Use and Ground Water Classification

Check all the boxes that apply indicating all the current and intended future use(s) for the site.

Indicate the ground water classification for the formation receiving the discharge based on the GWQS at N.J.A.C. 7:9C-1.5, available at <http://www.nj.gov/dep/wms/bwqsa/gwqs.htm>.

## Section E. Receptor Evaluation Summary

Complete the appropriate section for your case, either Non-UHOT or UHOT (Unregulated Heating Oil Tank).

### Non-UHOT

When completing this section please use the most recent receptor information.

1. Identify if any of the listed receptors are on-site or within 200 feet of the site boundary (check all that apply).
2. Indicate if the well search conducted as a part of the receptor evaluation show any well use (potable, industrial, or irrigation). If well use has been identified, indicate the type of use by checking the appropriate box and provide the approximate distance from site of the closest occurrence of that use.
3. Indicate if any of the receptors identified in question 1 have been impacted by existing contamination. If "Yes," indicate if a NJDEP Case Manager has been assigned and provide the case manager's name.

The person responsible for conducting the remediation shall, upon the identification of any immediate environmental concern (IEC) condition Immediately call the NJDEP's hotline at 1-877 WARNDEP or 1-877-927-6337 and immediately notify the case manager if one is assigned. IEC cases are priority remedial cases that involve exposure to contaminants that may result in risks to human health. As soon as an IEC condition is reported to the NJDEP, a case manager will be assigned. A completed Immediate Environmental Concern (IEC) Response Action Form shall be submitted to the NJDEP within 14 days.

If a vapor concern is identified, follow the Vapor Intrusion Technical Guidance at:

<http://www.nj.gov/dep/srp/guidance/index.html#vi> and submit a completed Vapor Concern Response Action Form to the NJDEP within 14 days.

### UHOT

1. Indicate if existing ground water contamination is above the Ground Water Remediation Standards (GWRS). If "Yes," answer questions 2 and 3 below.
2. Indicate if a potable well has been identified within 100 feet of this existing contamination.
3. Indicate whether potable well data exceed the Class II-A GWRS or State or Federal Drinking Water Standards. See the NJDEP's Immediate Environmental Concern (IEC) Guidance at: <http://www.nj.gov/dep/srp/guidance/#iec> for contamination in excess of the Class II GWRS. IEC cases are priority remedial cases that involve exposure to contaminants that may result in risks to human health. As soon as an IEC condition is reported to the NJDEP, a case manager will be assigned. If a potable well has been impacted, the person responsible for conducting the remediation shall, immediately call the NJDEP's hotline at 1-877 WARNDEP or 1-877-927-6337 and submit a completed Immediate Environmental Concern (IEC) Response Action Form to the NJDEP within 5 days.

## Section F. Person Responsible for Conducting the Remediation Information and Certification

The certification in this section shall be signed and dated by the person responsible for conducting the remediation. The certification in this section shall **not** be signed by the licensed site remediation professional or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section shall be executed as follows:

1. For a corporation or limited liability company, by a principal executive officer of at least the level of vice president; or
2. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or

3. For a municipality, state, Federal or other public agency, by either a principal executive officer or ranking elected official; or
  4. By a duly authorized representative of the corporation, partnership, sole proprietorship, municipality, state or Federal or other public agency, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in 1, 2 or 3 above and the authorization meets the following criteria:
    - i. The authorization specifies either an individual or a position having responsibility for the overall operation of the industrial establishment or activity, such as the position of plant manager, or a superintendent or person of equivalent responsibility (a duly authorized representative may thus be either a named individual or any individual occupying a named position);
    - ii. The written authorization is submitted to the NJDEP along with the certification; and
    - iii. If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the industrial establishment or activity, a new authorization satisfying the requirements of this section shall be submitted to the NJDEP prior to or together with any reports, information, or applications to be signed by an authorized representative.
- Provide the full legal name of the person responsible for conducting the remediation;
  - Provide the full name of the representative of the person responsible for conducting the remediation, pursuant to N.J.A.C. 7:26C-1. Enter "Same" if the representative is the same person as the person responsible for conducting the remediation;
  - Provide the title of the representative of the person responsible for conducting the remediation;
  - Provide the telephone number, extension number, and fax number of the representative of the person responsible for conducting the remediation;
  - Provide the mailing address, including the city/town, state, and zip code of the representative of the person responsible for conducting the remediation;
  - Provide the email address of the representative of the person responsible for conducting the remediation;
  - The representative for the person responsible for conducting the remediation shall provide:
    - ❖ His/her signature where indicated;
    - ❖ His/her name and title (i.e., President, CEO); and
    - ❖ The date when the signing occurred.
  - Check the box if the person above is also the property owner of the site or their representative. If this person is not the site property owner do not check the box and ensure the site property owner's name and address is included in the DGW Proposal. In addition indicate that the property owner has been informed about the proposed discharge.

**Sections G. Complete the appropriate signature page.**

**The Subsurface Evaluator option is only for cases associated with unregulated heating oil tanks (UHOT) where you are a NJDEP licensed Subsurface Evaluator and the remediation is for unregulated heating oil tank system(s) and no other areas of concern.**

**Licensed Site Remediation Professional Information and Statement**

- LSRP ID Number: Provide the Licensed Site Remediation Professional ID Number.
- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Licensed Site Remediation Professional.
- The certification in this section shall be signed and dated by the Licensed Site Remediation Professional.

**Subsurface Evaluator UST Report Certification Form**

- The certification in this section shall be signed and dated by the Subsurface Evaluator. Include the evaluator's name, UST certification number, the firm's name, the firm's UST certification number, address (city/town, state, zip code) and telephone number.