



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

### INSTRUCTIONS FOR THE REMEDIAL ACTION PERMIT TERMINATION APPLICATION – GROUND WATER

Please review the Remedial Action Permits for Ground Water Quick Reference Guide ([https://www.nj.gov/dep/srp/srra/training/matrix/quick\\_ref/rap\\_gw.pdf](https://www.nj.gov/dep/srp/srra/training/matrix/quick_ref/rap_gw.pdf)), the Ground Water Remedial Action Permit Guidance ([http://www.nj.gov/dep/srp/guidance/index.html#rap\\_gw](http://www.nj.gov/dep/srp/guidance/index.html#rap_gw)), and the Monitored Natural Attenuation Technical Guidance ([http://www.nj.gov/dep/srp/guidance/#mon\\_nat\\_atten](http://www.nj.gov/dep/srp/guidance/#mon_nat_atten)) before completing this application.

The New Jersey Department of Environmental Protection (NJDEP) considers the Licensed Site Remediation Professional (LSRP) that submits this Remedial Action Permit (RAP) Application to be the LSRP retained for this RAP after the Response Action Outcome (RAO) is issued. If the LSRP is dismissed or dismisses him/herself for the RAP any time after the issuance of the RAO, the LSRP shall submit the Licensed Site Remediation Professional Notification of Retention or Dismissal Form online and the permittee shall retain another LSRP within 45 days. A permittee that fails to retain a new LSRP within 45 days will be deemed out of compliance and subject to potential enforcement actions.

1. **Applicability.** Use this form to apply for a termination of an existing Ground Water RAP pursuant to N.J.A.C. 7:26C-7.13. This form should be submitted for each Ground Water RAP obtained from the NJDEP that is intended to be terminated.
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, the property owner, and the LSRP responsible for completion of the form and attached documents.
4. Completed forms with fee payment should be sent to:

Bureau of Case Assignment & Initial Notice (BCAIN)  
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) according to DataMiner, which can be obtained at <https://www13.state.nj.us/DataMiner/Search/SearchByCategory?isExternal=y&getCategory=y&catName=Site+Remediation>;
- **List all AKAs:** Provide 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 – and should be consistent with what is in the tax database(s) (e.g., etaxmaps.com and [http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms\\_user=monm](http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms_user=monm)); if not consistent, then indicate why in Section I below;
- **Municipality:** Provide the name of the municipality(ies) in which the site 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):** Provide the PI Number assigned by the NJDEP according to DataMiner (see web link above). If this application is being submitted due to a subdivision of the site, please contact BCAIN prior to permit application in order to determine if new PI Numbers are needed. Contact BCAIN by email to [SRWM\\_NJEMS@dep.nj.gov](mailto:SRWM_NJEMS@dep.nj.gov) and include the following information along with your request: the subdivided lots, tax maps (current and new), owners of each lot, and the newly designated addresses for the subdivided lots;
- **Case Tracking Numbers:** Provide all NJDEP generated site identification numbers (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.). Include the most recent Ground Water RAP Number obtained;

- **Municipal Block(s) and Lot(s):** Provide the municipal block(s) and lot(s) numbers for the site/property (not just the municipal block(s) and lot(s) numbers of the CEA); this should be consistent with what is in the tax database(s) (e.g., etaxmaps.com and [http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms\\_user=monm](http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms_user=monm)); if not consistent, then provide additional documentation;
- **Federal Case:** Indicate if the site is a federal case. If “Yes,” indicate the case type; check all that apply. Please note that the following Federal Facility case types are ineligible to proceed without the NJDEP’s pre-approval: US Department of Energy sites, US Department of Defense sites, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites (commonly known as NPL/Superfund sites), and Resource Conservation and Recovery Act (RCRA) Government Priority Remedial Action (GPRA) Sites listed at <http://www.epa.gov/epawaste/hazard/correctiveaction/pdfs/2020scc.pdf>. Additional information regarding the Site Remediation Reform Act (SRRA) implementation process for RCRA, CERCLA and Federal Facility Sites can be found at: [http://www.nj.gov/dep/srp/srra/training/matrix/quick\\_ref/rcra\\_cercla\\_fed\\_facility\\_sites.pdf](http://www.nj.gov/dep/srp/srra/training/matrix/quick_ref/rcra_cercla_fed_facility_sites.pdf).

If you have any questions, please contact the Bureau of Case Management at 609-633-1455.

## Section B. Ground Water Remedial Action Termination Permit Application

**Note:** This Ground Water RAP Termination Application will not be processed until all RAP annual fees, including any past due fees, have been paid in full, and all previously required RAP Applications (Modifications and/or Transfer/Change of Property Ownership) have been submitted.

1. Indicate the reason(s) for the Ground Water RAP Termination Application by checking one of the following selections:

- **Site Remediated to applicable Ground Water Quality Standards**

The permittee shall collect at least two rounds of ground water samples such that the time between sampling events accounts for seasonal fluctuations in the ground water table and the number of ground water samples collected is in accordance with the approved Ground Water Monitoring Plan for the site. If ground water samples indicate that contaminant concentrations have decreased to or below the applicable Ground Water Quality Standards throughout the ground water Classification Exception Area (CEA), then the permittee may request that the Department remove the ground water CEA pursuant to N.J.A.C. 7:26C-7.3(g) and terminate the Ground Water RAP pursuant to N.J.A.C. 7:26C-7.13.

- **Subdivision of an existing Ground Water RAP**

For a termination due to a subdivision of a restricted area (source) already under a Ground Water RAP, indicate if a Ground Water RAP Initial Application(s) was also submitted. If the permit application is for a subdivision, but a Ground Water RAP Initial Application has not been submitted, then check the “No” box and indicate in Section I below why it was not submitted. If the permit application is for a subdivision and the restricted area (source) is limited to just one sub-divided parcel, then a Ground Water RAP Modification Application can be submitted. Be advised that the GW RAP remains associated with the parcel(s) from which the discharge(s) occurred.

- **Other (provide reason)**

2. You must include the appropriate application fee that is indicated on the form and can also be found in the Fee Guidance Document (<https://www.nj.gov/dep/srp/guidance/fees/>). Note that the document must be postmarked by June 30 of each fiscal year to apply that year’s fee. Documents submitted on or after July 1 of each fiscal year will be required to apply that year’s fee. Checks shall be made payable to “Treasurer State of New Jersey.” Include your PI Number on your check.

## Section C. Person Responsible for Conducting the Remediation – Co-Permittee.

Complete this section for the Person Responsible for Conducting the Remediation (PRCR). A person’s name must be submitted as the contact person, not a title. **All contact information provided in this section should be for the PRCR, not the agent/person with power of attorney to complete/sign this application on behalf of the PRCR. “Care of” (C/O) is not acceptable unless it is for a special circumstance (e.g., condo association, person requiring special assistance); if this is the case, then explain why in Section K below and provide additional documentation as necessary.** If there is more than one person, complete Addendum A for the additional person(s).

Check the box if this entity is the “Primary Contact for Permit Compliance” (i.e., will be sampling monitoring wells, submitting Ground Water Remedial Action Protectiveness/Biennial Certification Forms, submitting Ground Water RAP Applications). This box should not be checked off in both Section D and Section E.

## Section D. Current Owner of the Site – Co-Permittee.

Complete this section for the current owner of the site; this should be consistent with what is in the tax database(s) (e.g., etaxmaps.com and [http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms\\_user=monm](http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms_user=monm)); if not consistent, then indicate why in Section I below. A person's name must be submitted as the contact person, not a title. **All contact information provided in this section should be for the current owner, not the agent/person with power of attorney to sign this application on behalf of the current owner. "Care of" (C/O) is not acceptable unless it is for a special circumstance (e.g., condo association, person requiring special assistance); if this is the case, then explain why in Section K below and provide additional documentation as necessary.** If there is more than one person, complete Addendum A for the additional person(s).

Check the box if this entity is the "Primary Contact for Permit Compliance" (i.e., will be sampling monitoring wells, submitting Ground Water Remedial Action Protectiveness/Biennial Certification Forms, submitting Ground Water RAP Applications). This box should not be checked off in both Section D and Section E.

## Section E. Attached Documents

Attach the following documents with the Ground Water RAP Termination Application: (*Check all that apply*)

**Note:** All electronic copies should be provided in Adobe PDF file format on a compact disc (CD). All the documents required below can be combined into a single Adobe PDF file on the CD.

- Hard copy **and** electronic copy of the completed Ground Water RAP Termination Application using the current form on the NJDEP Website (<http://www.nj.gov/dep/srp/srra/forms/>). Required for all reasons in Section B above.
- Hard copy **and** electronic copy of the cover letter explaining the reason(s) for the Ground Water RAP Termination Application with a summary report of the necessary documentation supporting the termination, including a description of the ground water sampling method/events conducted that accounted for seasonal fluctuations at the site. If the documentation submitted to support the application is in the form of a RAR, then it should not be submitted through the portal as a key document. Required for all reasons in Section B above (note that the description of ground water sampling method/events is not required for a subdivision).
- Electronic copy of a summary table of the ground water sampling results by monitoring well in tabular format, including all historical ground water sampling data for the site. Required if the site is remediated to the applicable Ground Water Quality Standards.
- Electronic copy of the laboratory data that is being used to terminate the Ground Water RAP. Required if the site is remediated to the applicable Ground Water Quality Standards.
- Electronic copy of a scaled site map with all ground water monitoring wells/temporary well points on it. Required if the site is remediated to the applicable Ground Water Quality Standards.
- Electronic copy of the field sampling sheets. Required if the site is remediated to the applicable Ground Water Quality Standards.
- Indeterminate Vapor Intrusion Pathway Status - Electronic copy of the sub-slab soil gas sampling results for each building along with a scaled site map depicting the building and sub-slab soil gas sampling locations on it, if applicable. Required to remove an Indeterminate Vapor Intrusion Pathway Status for any building(s) from the Ground Water RAP.
- Vapor Intrusion Long-Term Monitoring Plan - Electronic copy of the sub-slab soil gas sampling results for each building along with a scaled site map depicting the building and sub-slab soil gas sampling locations on it, if applicable. Required to remove any long-term vapor intrusion monitoring from any building(s) from the Ground Water RAP.
- Vapor Intrusion Engineering Control/Mitigation System - Electronic copy of the sub-slab soil gas and indoor air sampling results for each building along with a scaled site map depicting the location of the building, the vapor intrusion engineering control/mitigation system type/design, and the sub-slab soil gas and indoor air sampling locations on it, if applicable. Required to remove any vapor intrusion engineering control(s)/mitigation system(s) installed at a building(s) from the Ground Water RAP.
- Point of Entry Treatment (POET) Water System - Electronic copy of the potable well sampling results for each building along with a scaled site map depicting the building and the potable well sampling locations on it, if applicable. Required to remove any POET water system(s) for a potable well(s) from the Ground Water RAP.

## Section F. Ground Water Sampling Information

1. Indicate if the results of the ground water sampling demonstrate that the contaminant concentrations have decreased to or below the applicable Ground Water Quality Standards for at least two consecutive sampling events accounting for seasonal fluctuations at the site. If “No”, provide the justification for the deviation of this ground water sampling requirement in Section I below.
2. Indicate if ground water sampling was conducted in accordance with the approved Ground Water Monitoring Plan for the site. If “No”, provide the justification for the deviation of the Ground Water Monitoring Plan in Section I below.

## Section G. Financial Assurance

Indicate if Financial Assurance was posted for this Ground Water RAP.

## Section H. Affected Receptor Summary

1. Indicate if there were any buildings with an Indeterminate Vapor Intrusion Pathway status. If “No”, proceed to Question 2 below. If “Yes”, indicate if sub-slab soil gas sampling has been conducted in accordance with the Department’s Vapor Intrusion Technical Guidance document to demonstrate that these buildings no longer have an Indeterminate Vapor Intrusion Pathway status that requires an institutional control at the site.

If sub-slab soil gas sampling was conducted, then attach an electronic copy of the sub-slab soil gas sampling results for each building along with a scaled site map depicting the building and sub-slab soil gas sampling locations as indicated in Section E above.

If sub-slab soil gas sampling was not conducted, then provide the justification for the deviation of this sub-slab soil gas sampling requirement in Section I below.

2. Indicate if there was soil gas contamination above the Soil Gas Screening Levels (SGSLs) beneath any buildings that required long-term monitoring. If “No”, proceed to Question 3 below. If “Yes”, indicate if sub-slab soil gas sampling has been conducted in accordance with the Department’s Vapor Intrusion Technical Guidance document to demonstrate that these buildings no longer have an Indeterminate Vapor Intrusion Pathway status that requires an institutional control at the site.

If sub-slab soil gas sampling was conducted, then attach an electronic copy of the sub-slab soil gas sampling results for each building along with a scaled site map depicting the building and sub-slab soil gas sampling locations as indicated in Section E above.

If sub-slab soil gas sampling was not conducted, then provide the justification for the deviation of this sub-slab soil gas sampling requirement in Section I below.

3. Indicate if there were any vapor intrusion engineering controls/mitigation systems installed at any buildings as a result of the ground water contamination at the site. If “No”, proceed to Question 4 below. If “Yes,” indicate if sub-slab soil gas and indoor air sampling was conducted in accordance with the Department’s Vapor Intrusion Technical Guidance document to demonstrate that these vapor intrusion engineering controls/mitigation systems are no longer required.

If sub-slab soil gas and indoor air sampling was conducted, then attach an electronic copy of the sub-slab soil gas and indoor air sampling results for each building along with a scaled site map depicting the location of the building, the vapor intrusion engineering control/mitigation system type/design, and the sub-slab soil gas and indoor air sampling locations as indicated in Section E above.

If sub-slab soil gas and indoor air sampling was not conducted, then provide the justification for the deviation of this sub-slab soil gas and indoor air sampling requirement in Section I below.

4. Indicate if there were any POET water systems installed as a result of the ground water contamination at the site. If “No”, proceed to the next Section. If “Yes”, indicate if potable well sampling was conducted to demonstrate that the POET water systems are no longer required.

If potable well sampling was conducted, then attach an electronic copy of the potable well sampling results for each building along with a scaled site map depicting the building and the potable well sampling locations as indicated in Section E above.

If potable well sampling was not conducted, then provide the justification for the deviation of this potable well sampling requirement in Section I below.

## Section I. Other Information Provided

List any other pertinent information to support the Ground Water RAP Termination Application, including any other Soil or Ground Water RAPs applied for or obtained. This section can also be used for professional judgement justification, compliance averaging, variances from rules/guidance, etc.

## Section J. 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 LSRP 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.

**Note:** There may be circumstances where the person responsible for conducting the remediation signature cannot be obtained. In these situations, a copy of the completed permit application excluding the person responsible for conducting the remediation signature should be provided to the person responsible for conducting the remediation. To document that the person responsible for conducting the remediation was provided a copy of the permit application, a copy of the letter transmitting the permit application needs to be included with the application submitted to the NJDEP.

## Section K. Current Owner of the Site Information and Certification

The certification in this section shall be signed and dated by the person who owns the property. The certification in this section shall **not** be signed by the LSRP 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 who owns the property;
  - Provide the full name of the representative of the person who owns the property, pursuant to N.J.A.C. 7:26C-1. Enter "Same" if the representative is the same person as the person who owns the property;
  - Provide the title of the representative of the person who owns the property;
  - Provide the telephone number, extension number, and fax number of the representative of the person who owns the property;
  - Provide the mailing address, including the city/town, state, and zip code of the representative of the person who owns the property;
  - Provide the email address of the representative of the person who owns the property;
  - The representative for the person who owns the property shall provide:
    - ❖ His/her signature where indicated;
    - ❖ His/her name and title (i.e., President, CEO); and
    - ❖ The date when the signing occurred.

**Note:** There may be circumstances where the current property owner signature cannot be obtained. In these situations, a copy of the completed permit application excluding the current property owner signature should be provided to the property owner. To document that the current property owner was provided a copy of the permit application, a copy of the letter transmitting the permit application needs to be included with the application submitted to the NJDEP.

#### **Section L. Licensed Site Remediation Professional Information and Statement**

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