


## Helpful Hints for LSRP Submittals

**Kirstin Pointin-Hahn**, Chief  
Bureau of Case Assignment & Initial Notice



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## No Piecemeal Submittals

**Send all parts of the submittal together**

- Group all forms together in the **front** of the package (including Full Data deliverables, Alternate Remediation Standards, CEA proposals, etc.)
- Include Receptor Evaluation with Remedial Phase Reports (not required if remediation completed within 1 year)
- Include CD containing all supporting documentation with RAO
  - Include historic reports
- Include Cover Letter explaining unusual circumstances
  - (i.e., multiple deed notices, multiple Pls, etc. )



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## Electronic Submittals (CDs)

- Clearly name the files on the CD
- Organize files by document type on CD
  - Case Inventory Document
  - Reports
  - Lab Data
- Keep file size in mind
  - Must be under 150 Mb
  - If too large, break into smaller separate files such as: Report Text, Figures, Tables



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### Form Completeness

- Correct Block and Lot
- Correct Municipality
- Underground Storage Tank Registration Reconciliation
- All Incident Numbers
- Include ISRA Triggers



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### Form Completeness (cont'd)

- Use most recent version
- Include all relevant case identification numbers such as:
  - PI #s, ISRA #s, UST Closure #s
- All Forms must be signed by:
  - LSRP
  - Person Responsible for Conducting the Remediation
- Include current email address for Person Responsible for Conducting the Remediation



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### Remedial Phase Completeness

- **Only** submit RI Form and Report if RI is complete for all AOCs being addressed
- Must submit CEA/WRA Fact Sheet Form for cases with GW contamination when RI is complete
- Remedial Action Permit applications require submittal of a corresponding RAR and RAR Form



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### RAO Completeness

- Prior to issuing an RAO
  - All fees must be paid
  - Applicable permits must be obtained
  - Applicable CEA Lift/Removal must be completed
- Only include incident # on RAO if all associated media are remediated
- Once issued, the RAO should never be altered, except by the amendment process



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### Questions



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