



New Jersey Department of Environmental Protection
Site Remediation Program

**INSTRUCTIONS FOR THE “MAY 7, 2014, REMEDIAL INVESTIGATION COMPLETE”
SUPPORTING DOCUMENTATION FORM**

General Instructions

- 1. Applicability:** This form is to be used ONLY to document that the Statutory Remedial Investigation Deadline is not applicable to your case and you are submitting supporting documentation or written response to the New Jersey Department of Environmental Protection’s (NJDEP) “Compliance Assistance Alert – May 2014 Deadline for Completing Remedial Investigation”.
- 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://nj.gov/dep/srp/timeframe/index.html>.
- 3. Submittal:** Completed forms 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
Attn: May 2014 Deadline

Section A. Site Name and Location

- **Site Name:** Provide the name of the site (i.e., ABC Corporation);
- **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 be the mailing address;
- **Municipality:** Provide the name of the incorporated municipality and indicate if it is a township, a borough, or a city. NOTE: This should be the name of the municipality and not the local name;
- **County:** Provide the name of the county where the site is located;
- **Zip code:** self-explanatory
- **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.
- **Activity Number(s):** Provide the activity number referenced in the “Compliance Assistance Alert – May 2014 Deadline for Completing Remedial Investigation” letter.
- **Municipal Block(s) and Lot(s):** Provide the tax block(s) and lot(s) for the site.

Section B. Documentation / Certification

Check the appropriate box(es) to indicate the type of documentation and/or certification being submitted with this form.

- **No Further Action (NFA) Letter previously issued by NJDEP:** The NFA must be for the entire contaminated site (as defined in the NJDEP Policy Statement attached to the letter) for which the May 7, 2014, remedial investigation complete time frame applies. Check this box and attach a copy of the NFA letter issued by the NJDEP. **Do not complete Section C of this form.**
- **NJDEP letter(s) stating that the remedial investigation was completed:** The letter(s) must state the remedial investigation was completed for the entire contaminated site (as defined in the NJDEP Policy Statement attached to the letter) for which the May 7, 2014, remedial investigation complete time frame applies. Check this box and attach a copy of the letter(s) issued by the NJDEP. This may include correspondence from the NJDEP that indicates the remedial investigation is complete or that no further investigation is required for the entire contaminated site for which the May 7, 2014, remedial investigation complete time frame applies. Remedial Action Workplan approval letters that do not include language specifically stating that the remedial investigation is complete do not fulfill this requirement. **Do not complete Section C of this form.**

- **A previously submitted Remedial Investigation Report that did not receive NJDEP response by May 7, 2012:** Check this box if you previously submitted Remedial Investigation Report that did not receive a response from your case manager by May 7, 2012. Have a licensed site remediation professional (LSRP) review the remedial investigation report, and attach a fully completed Remedial Investigation Report Form and Case inventory Document (CID). **Do not complete Section C of this form.**
- **The discharge occurred after May 7, 1999:** Check this box if any of the conditions described below apply. Complete Section C of this form.
 - Documentation the discharge was reported on a different day
 - Pertinent information from 3rd party documents (SI, RI, RA reports, correspondence to/from the NJDEP) that demonstrate the discharge was incorrectly reported or reported on a date subsequent to May 7, 1999.
 - Pertinent 3rd party information (SI, RI, RA reports, correspondence to/from the NJDEP) or a copy of the incident report that confirms the incident reported does not reflect a discharge to the environment.
- **Discrepancy in discharge location:** Check this box if you are documenting that the discharge may have originated at a location that is different from the site location identified in the "Compliance Assistance Alert - May 2014 Deadline for Completing Remedial Investigation." Provide documentation, which shall include a map demonstrating tax lot and block, property boundary, discharge location, and other relevant information. Complete Section C of this form.

NOTE: Do not submit this form for claims that contamination is from an offsite source. Such claims must be resolved pursuant to the Technical Requirements for Site Remediation, N.J.A.C. 7:26E-3.

- **Other Supporting Documentation:** Check this box if:
 - a General Information Notice (GIN) for the ISRA triggering event was withdrawn.
 - o Submit documentation demonstrating the withdrawal of the GIN.
 - the GIN for the ISRA triggering event occurred after May 7, 1999.
 - o Submit documentation of the ISRA triggering event and date.
 - the UST Closure occurred after May 7, 1999.
 - o Submit documentation of the actual date of the UST closure as supported by 3rd party documents (UST Facility Certification Questionnaire, SI, RI, RA reports, correspondence to/from the NJDEP, local permits, etc.)
 - the site identified in the "Compliance Assistance Alert - May 2014 Deadline for Completing Remedial Investigation" letter is not subject to the Administrative Requirements for the Remediation of Contaminated Sites rules (N.J.A.C. 7:26C-1.4).
 - o Submit documentation that identifies which exemption from N.J.A.C. 7:26C-1.4 applies.
 - for ISRA cases, the NJDEP issued an extension prior to May 7, 1999, to complete the site investigation after May 7, 1999. *Note this does not apply to discharges discovered prior to May 7, 1999 regardless of the status of the Site Investigation.*

Complete Section C of this form.

Section C. 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. See N.J.A.C. 7:26C-1 to determine who can sign the form.