

Soil RAP Application Screening Checklist

Complete?	
	<ul style="list-style-type: none"> • Post-NFA Case → NFA letter (is addressee on application?) • LSRP case → Remedial Action Report*
	<ul style="list-style-type: none"> • Post-NFA → Biennial Certification + fee • LSRP → check for RAR “gray bar”
	Electronic attachments <ul style="list-style-type: none"> • Stand-alone pdf of deed notice • Application • RAR
	GIS/GeoWeb <ul style="list-style-type: none"> • GIS shape files sent by email? • GeoWeb location correct? • Block & Lot Numbers correct?
	Financial Assurance <ul style="list-style-type: none"> • Check financial instrument → original letter of credit/line of credit? • No financial instrument → check exemption
	Are there names where there are supposed to be names? (no “Accounts Payable” “Loan Officer”, or the like)
	Section H. Are .4 & .5 completed? (i.e. no “See Attached”)

* RAR checklist - Note: If the site requires a presumptive remedy (e.g. child care), the review of the remedy is handled by BIR or BFO. In all other cases, BRAP will review the remedy.

- The soil sample result tables and maps are examined to see whether the contamination is delineated.
- If the contamination is delineated, the contaminated area is compared to the proposed engineering control to see if it is protective.
- If no engineering control is proposed, the data are checked to make sure there are no samples above non-residential standards. If there is compliance averaging, a referral is usually made to BEERA.
- If the case is a Traditional Oversight case, we will assume the case manager has done the above unless we are informed otherwise.
- We compare the remedy in the RAR to that submitted to GIS and approve the shape if appropriate.

Groundwater Remedial Action Permit Helpful Hints

If Property Owner refuses to sign permit application

- Document in the cover letter that reasonable attempts were made to notify the Property owner and get their signature/acceptance

CEA Fact Sheet

- Include CEA/WRA Fact Sheet Form included (this is needed even when there was a CEA already established & there are no changes);
- List all of the correct Block and Lots for the Property covered by the CEA are in the CEA Fact Sheet form;
- All COC's detected in the GW in excess of the standards should be listed on CEA Fact Sheet (include anything detected above PQL or back ground in the Pinelands);
- Include reasonable/logical/calculated expiration date (i.e. <30 years, unless for metals) and
- Indeterminate CEAs will not be issued for Volatile Organic Contaminants
- Two rounds of clean GW data are required to remove contaminants from the CEA

Ground Water Monitoring Plan

- Is the plume delineated, vertically & horizontally
- Is a clean sentinel, located downgradient of the source, present?
- Is the monitoring frequency & number of wells and location of wells adequate? Is it protective of all receptors?
- Replacement wells should be placed close to the former location (i.e. not 60' up gradient)
- If wells are damaged fix or replace

Remedial Action Report

- Present groundwater delineation information
- Include all ground water data
- Include PA/SI when there is a claim that there is off-site contamination coming on to the Property

Post NFA Groundwater Remedial Action Permit Applications

- Submit No Further Action Letter
- Submit Remedial Action Report the No Further Action Letter is based on
- Submit a CEA Fact Sheet
- Ground Water Monitoring is required (even if it was not when NFA was approved) submit a Ground Water Monitoring Plan
- If it is an Active GW treatment or the site has a sub-slab depressurization system for Vapor Intrusion then Financial Assurance is required. Submit Financial Assurance and Cost Review forms.

After the permit application goes out....

- Notify the Department if something changes while the permit is being reviewed
- If permit is issued any change requested is generally a modification and a fee will be required.

GW RAP Application Screening Checklist

Complete?	
	<p>Latest Application Form Completely filled out (every blank)</p> <ul style="list-style-type: none"> • Check box of who is responsible for permit compliance marked
	<p>Check for Applicable Fee</p> <ul style="list-style-type: none"> • Check to make sure fees are paid
	<p>Signatures (LSRP, Responsible Party and Property Owner)</p> <ul style="list-style-type: none"> • Confirm LSRP signing form is retained for case • A subsurface evaluator cannot sign
	<p>CEA Fact Sheet Completed</p> <ul style="list-style-type: none"> • Include CEA/WRA Fact Sheet Form • Needed even when CEA was already established
	Site Location Map (separate from RAR)
	Ground Water Map (show monitoring wells and CEA area)
	Ground Water Monitoring Plan
	<p>Remedial Action Report</p> <ul style="list-style-type: none"> • Include fate and transport description and model
	Submit GIS Information online – include documentation
	Financial Assurance and form (needed for active gw treatment or SSDS)

BCAIN PERMIT APPLICATION CHECKLIST

Post NFA Monitoring Activities with Permit Requirements

- Remedial Action Protectiveness/ Biennial Certification Form
- \$375 review fee
- Remedial Action Permit Application Form (Soil or Ground Water)
- Copy of applicable Remedial Action Report
- Copy of NFA letter
- For Soil- Deed Notice (including stand-alone electronic copy)
- For Ground Water- CEA/WRA Form and attachments
- Remediation Cost Review and RFS/FA Form with attachment-if necessary
- Electronic copies of all documents

Soil Remedial Action Permit Applications (Active LSR Cases)

- Remedial Action Permit Application- Soils Form
- \$940 review fee
- Up-to-date Remedial Action Report (with RAR Form, Updated Receptor Eval, CID etc. for BIR)
- Deed Notice (including stand-alone electronic copy)
- CEA/WRA Form for Historic Fill- if necessary
- Remediation Cost Review and RFS/FA Form with attachment-if necessary
- Electronic copies of all documents

Ground Water Remedial Action Permit Applications (Active LSR Cases)

- Remedial Action Permit Application- Ground Water Form
- \$1250 Review Fee (Natural Attenuation)/ \$1565 Review Fee (Active System)
- Up-to-date Remedial Action Report (with RAR Form, Updated Receptor Eval, CID etc. for BIR)
- CEA/WRA Fact Sheet Form with attachments
- Remediation Cost Review and RFS/FA Form with attachment-if necessary
- Electronic copies of all documents