



New Jersey Department of Environmental Protection
Contaminated Site Remediation & Redevelopment

**INSTRUCTIONS FOR THE LSRP SUPPLEMENTAL CERTIFICATION FOR INITIAL
SOIL REMEDIAL ACTION PERMIT APPLICATION**

General Instructions

This LSRP Supplemental Certification for Initial Soil Remedial Action Permit (RAP) Application (Supplemental Certification) lists conditions in the introductory Initial Soil RAP Certification Criteria section and Section B that **must** be met for the person responsible for conducting the remediation and the Licensed Site Remediation Professional to be able to use this Supplemental Certification for Initial Soil RAP Application. The Department will use the Supplemental Certification to conduct a limited evaluation and expedite processing of the Soil RAP Application.

Soil RAP Applications accompanied by a Supplemental Certification will be processed ahead of applications submitted with the "Prioritized Initial RAP Application Addendum" form

(https://www.nj.gov/dep/srp/srra/forms/prioritized_initial_rap_app_addendum.pdf?version_1_0) (Prioritized Addendum); only this Supplemental Certification should be submitted for the case if you are eligible for both. This Supplemental Certification can be submitted with the Initial Soil RAP Application to BCAIN or after as a Supplemental Certification to cssr_brp_submissions@dep.nj.gov if the Soil RAP application has already been submitted. This Supplemental Certification is not required to be submitted with a RAP Application.

1. Applicability.

This Supplemental Certification may be completed for a previously submitted Soil RAP Application (even if a Prioritized Addendum was submitted) that is pending Department review or for a new Initial Soil RAP Application. The Supplemental Certification may only be used for sites at which the retained LSRP can certify that all statements in the *Certification Criteria* section below are accurate and by certifying the conditions in Section B. Questions on the Supplemental Certification can be directed to the BRAP Duty Officer at 609-984-2990.

INITIAL SOIL RAP CERTIFICATION CRITERIA:

For previously submitted Soil RAP Applications that are pending Department review (not applicable to new Initial Soil RAP Applications), the retained LSRP shall certify that the following two (2) statements are accurate by checking the associated boxes:

- The pending Soil RAP Application has no outstanding administrative issues (i.e., Notice of Administrative Deficiency); this can be verified in the DataMiner report (Pending Permit Progress Report by Program Interest ID) if the End Administrative Review task has a complete date.
- No comment letter (i.e., Notice of Incomplete RAP Application letter or Notice of Technical Deficiency) has been issued by the Department for the Area(s) of Concern (AOC(s)) associated with this RAP Application.
 - However, if a comment letter was issued and the application was subsequently withdrawn by the LSRP or deemed incomplete by the Department, the LSRP may submit this Supplemental Certification with a new Soil RAP Application that addresses the issue(s)/deficiency(ies) previously noted.

For both previously submitted Soil RAP Applications and new Initial Soil RAP Applications, the retained LSRP shall certify that the following five (5) statements are accurate for the AOC(s) associated with this RAP Application by checking the associated boxes:

- This site is not a traditional oversight or direct oversight case with an assigned Department case manager. This Supplemental Certification may be submitted if the case is subject to direct oversight, but a case manager has not been assigned;
- This site is not a landfill case;
- This site is not a school, childcare, or residence;
- The Remedial Action does not include a proposed technical impracticability (TI) determination; and
- The Remedial Action does not include a sediment or soil cap to address ecological receptors.

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: <https://dep.nj.gov/srp/forms/>.
3. **Signatures.** This form must be signed by the retained LSRP for the AOC(s) associated with this submitted Soil RAP Application. Be advised that this form will not be processed by the Department without the signature of the LSRP.
4. **Submission of completed forms.**
 - For sites that have not submitted an Initial Soil RAP Application yet, complete and include this Supplemental Certification with the RAP Application that is submitted to BCAIN at the following address:
Bureau of Case Assignment & Initial Notice (BCAIN)
Contaminated Site Remediation & Redevelopment
NJ Department of Environmental Protection
401-05H
PO Box 420
Trenton, NJ 08625-0420
 - For sites that have previously submitted an Initial Soil RAP Application, email the Supplemental Certification to: cssr_brap_submissions@dep.nj.gov.

Section A. Case Information

- **Site Name:** Provide the name of the site (i.e., ABC Corporation Site) according to DataMiner, which can be obtained at: <https://njems.nj.gov/DataMiner/Search/SearchByCategory?isExternal=y&getCategory=y&catName=Site+Remediation>;
- **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 – and should be consistent with what is in the tax database(s) (e.g., etaxmaps.com and https://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?menu=index&ms_user=monm&passwd=data&district=1301&mode=11);
- **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);
- **Case Tracking Number:** Provide the case tracking number for the site;
- **Remedial Action Permit Activity Number:** Provide the RAP activity number for the site if applicable (i.e., RAP240001);
- **Specific Area(s) of Concern responsible for the soil contamination:** This area should list the AOC(s) associated with this RAP Application; and
- Indicate if the RAP Contact Information for the Person Responsible for Conducting the Remediation and Property Owner previously provided on the Initial Soil RAP Application is current. If **“No”**, please attach revised pages 2 and 10 of the Initial Soil RAP Application with the updated contact information and signature to this form.

Section B. Licensed Site Remediation Professional Information and Certification Statement

This form shall be signed by the LSRP who is submitting this notification in accordance with N.J.S.A. 58:10C-14, and N.J.S.A. 58:10B-1.3b(1) and (2). The LSRP certifying this Certification Statement is certifying that all information contained herein is correct and appropriate.

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

Section B lists 12 subsections with conditions that **must** be certified for the site to be eligible for this Supplemental Certification. At least one box should be checked off in each subsection. **If a subsection(s) is left unchecked, then the LSRP will be asked to resubmit the Supplemental Certification.** If more than one box is appropriate for the site or the AOC(s) associated with this RAP Application, additional boxes may be checked.

1. Deed Notice or Notice in Lieu of Deed Notice - check one: certify if the case has a Deed Notice or Notice in Lieu of Deed Notice that follow the models (<https://dep.nj.gov/srp/forms/>) provided by the NJDEP and if all required information has been filed as applicable.
2. Financial Assurance (FA) - check one: certify if FA is required and submitted with the Initial Soil RAP Application.
 - “FA Not Required pursuant to 7:26C-7.10(c)” should be checked if FA is not required (no engineering control) or all permittees are exempt.
 - “FA Required pursuant to N.J.S.A. 58:10C-19 and N.J.A.C. 7:26C-5 and Remediation Cost Review and RFS/FA Form submitted with LSRP-certified cost estimate for FA in accordance with N.J.A.C. 7:26C-5.3” should be checked if FA is required and the appropriate forms/supporting documentation have been submitted. Supporting documentation submitted with the Remediation Cost Review and RFS/FA (RCR) Form should include the LSRP-certified cost estimate and the original FA mechanism in the FA format.

Note: A RCR Form with a cost estimate **is** required to be submitted even if using Homeowner/Condo Association Budget to satisfy the FA requirement.

3. Alternative Remediation Standard (ARS) - check at least one: certify if an ARS was used for the AOC(s) associated with this Soil RAP Application. If an ARS was used, it is required that the specifics of the ARS be identified using the check boxes provided.
 - ARS developed with required Department pre-approval (please attach the pre-approval letter to the Supplemental Certification).
 - Migration to Ground Water (MGW) Alternative Soil Remediation Standard (SRS) – check one:
 - Soil Water Partition Equation (SWPE) using calculator for foc and SWPE, except when site-specific Dilution-Attenuation Factor (DAF) is proposed.
 - Synthetic Precipitation Leaching Procedure (SPLP) except when site-specific DAF is proposed or for PFAS.
 - Narrative Standards (Immobile Chemicals and Site Soil and Ground Water Data Evaluation).

Notes:

- The Supplemental Certification may be used if a site-specific DAF that has been pre-approved by the Department.
- Compliance averaging and rounding are not considered ARS and their use does not prohibit an LSRP from submitting a Supplemental Certification.

If an ARS other than those listed above was used the Supplemental Certification cannot be utilized.

4. Delineation for non-historic fill material – check one: If the AOC(s) associated with this Soil RAP Application is for historic fill only, check the box “No non-historic fill material present.” If non-historic fill material is present, certify that all delineation (horizontal and vertical) for non-historic fill material has been completed in accordance with N.J.A.C. 7:26E-4.2(a) by analytical results or by employing a variance.
5. Historic Fill material – check one: If the site is not a historic fill case or if historic fill is not being addressed for the AOC(s) associated with this Soil RAP Application, check the appropriate box. If historic fill is present, certify all delineation (horizontal and vertical) has been completed either analytically or visually in accordance with N.J.A.C. 7:26E-4.7.
6. Engineering Controls – check one: certify if an engineering control is required for the AOC(s) associated with this Soil RAP Application. All engineering controls should be documented in the Deed Notice and should represent current site conditions.
7. MGW Exposure Pathway – check at least one: certify if an exceedance of the Soil Remediation Standard for the MGW Exposure Pathway does or does not exist at the AOC(s) associated with this Soil RAP Application. If an exceedance of the Soil Remediation Standard for the MGW Exposure Pathway exists, check the box(es) indicating how it was addressed.

8. Free or Residual Product – check one: certify that no free or residual product currently exists and there is no exceedance of the 30,000 ppm EPH ceiling limit at the AOC(s) associated with this Soil RAP Application. The Supplemental Certification cannot be used for cases where In-Situ Stabilization/Solidification was used for product. The Supplemental Certification cannot be used when EPH exceeds the 30,000 ppm ceiling limit at the AOC(s) associated with this Soil RAP Application.
9. Alternative Fill – check at least one: certify if alternative fill was or was not used at the AOC(s) associated with this Soil RAP Application, and whether a pre-approval was obtained (please attach the pre-approval letter to the Supplemental Certification).
10. Polychlorinated biphenyls (PCBs) – check one: certify if PCBs are or are not present at the AOC(s) associated with this Soil RAP Application that meet the requirements listed in the Supplemental Certification. If PCBs were found to be in exceedance of the applicable standard, check the appropriate box indicating the scenario or required action that was taken. The EPA approval letter should be attached to the Supplemental Certification for a risk-based application.
11. Receptors: certify that all impacted and potentially impacted receptors at the AOC(s) associated with this Soil RAP Application have been evaluated and remediated as necessary pursuant to N.J.A.C. 7:26E-1.12.
12. Remedial Action Protectiveness: certify that the Soil Remedial Action is protective of public health and the safety of the environment and satisfies all the requirements of N.J.A.C. 7:26E-5.1(d).

At least one box should be checked in each subsection noted above; further explanation can be provided in Section C if necessary.

Please see Section XVI, Potentially Applicable Guidance Documents in the [Soil RAP Guidance Document](#) as it relates to the subsections listed above.

Section C. ADDITIONAL INFORMATION TO SUPPORT LSRP CERTIFICATION (OPTIONAL)

This section may be used to provide other pertinent information, support professional judgment justification, or to note any inconsistencies with the Initial Soil RAP Application previously submitted. This section may also be used to support any of the certification statements made if necessary.

Note: The inclusion of information in Section C may necessitate additional inspection and review by NJDEP staff. The information provided should not exceed the space allowed in Section C.