

## **NOTICE OF INCOMPLETE (NOI) INITIAL GROUND WATER REMEDIAL ACTION PERMIT (RAP) APPLICATION CHECKLIST**

The checked item(s) should be addressed within 60 days of receipt of this checklist. A checked item(s) was determined to be either incorrect or incomplete since sufficient scientific or technical justification were not provided for that item(s).

LSRPs may use these checklists when preparing to submit a RAP Application and Remedial Action Report (RAR) to confirm that sufficient information is included in these documents. The checklist should not be included with the RAP Application or RAR. Ensure that any exceptions that are identified on the checklist are further explained in Section K of the RAP Application or are clearly identified in the RAR.

### **RAP Application Submittal (N.J.A.C. 7:26C-7.5)**

- ☐ Site address provided does not match what is in the tax database (i.e., etaxmaps.com, njpropertyrecords.com, and [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)) and the discrepancy was not explained
- ☐ Site block and lot provided does not match what is in the tax database and the discrepancy was not explained
- ☐ Person Responsible for Conducting the Remediation (PRCR) identified in Section D of the RAP Application does not match the entity listed on the No Further Action (NFA) Letter (Post-NFA Case), if applicable  
*See Section IV.4.a. of the Ground Water RAP Guidance Document for guidance on addressing this issue.*
- ☐ Property Owner identified in Section E of the RAP Application does not match what is in the tax database
- ☐ Contact information missing for the PRCR
- ☐ Contact information missing for the Property Owner
- ☐ "Care of" (c/o) entity provided for the PRCR or Property Owner is not acceptable  
*All contact information provided in the Ground Water RAP Application should be for the PRCR and current property owner, not the agent/person with power of attorney to sign this application on behalf of the PRCR and current property owner. See Section IV.4.c of the Department's Ground Water RAP Guidance document as it relates to the above issue.*
- ☐ Required section(s)/question(s) not completed on the RAP Application  
NJDEP Comments – Identify Section(s)/Question(s) left blank:
  
- ☐ Other Issue(s) or Additional NJDEP Comments:

### **Ground Water Receptor Evaluation (N.J.A.C. 7:26E-1.14)**

- ☐ Well Search Spreadsheet missing
  - ☐ Well Search Map missing
  - ☐ Well construction details for potable/irrigation wells missing
  - ☐ Potable/irrigation wells within the sampling trigger distance not sampled as required
  - ☐ Tier 1 Well Head Protection Area supply well not sampled as required or pre-treatment analytical results for the chemicals of concern in ground water not provided from sampling completed within the last three months for the supply well
  - ☐ Door-To-Door Survey/Evaluation\*:
    - ☐ Not conducted
    - ☐ Door-To-Door Survey/Evaluation incomplete
    - ☐ Results Table missing
- \*The Department expects an evaluation of all properties within the sampling trigger distance, as identified in N.J.A.C. 7:26E-1.14(a)ii., to determine the existence of any unpermitted potable or irrigation wells. **It is not required that***

**every door be visited to complete the door-to-door survey/evaluation.** Well survey questionnaires or "mailings" are recommended to be sent concurrently as certified mail and standard mail to encourage a maximum response to the inquiry. It is expected that a follow-up inquiry/ mailing will occur with any property owner in which a response to the mailing has not been received. For properties that do not respond to the survey questionnaire, lines of evidence may be provided to ensure there is no impact to public health or the environment.

☐ Other Issue(s) or Additional NJDEP Comments:

### Vapor Intrusion Exposure Pathway Receptor Evaluation (N.J.A.C. 7:26E-1.15)

☐ Vapor Intrusion Exposure Pathway investigation/evaluation required:

- ☐ Structure(s) located within the vapor intrusion sampling trigger distance was not evaluated as required
- ☐ A new vapor intrusion sampling trigger for a structure(s) has been identified and needs to be evaluated as ground water conditions have changed since the Vapor Intrusion Exposure Pathway investigation was last conducted

NJDEP Comments – Specific structure(s)/direction(s) incomplete:

*See Sections III.1.g and III.2.g of the Department's Ground Water RAP Guidance document and Sections 2.1.1 and 2.1.2 of the Department's Vapor Intrusion Technical (VIT) Guidance document as it relates to the above issues.*

☐ Indoor Air Building Survey and Sampling Form(s) missing

☐ Vapor intrusion investigation(s) conducted not documented sufficiently/justified:

- ☐ Insufficient sub-slab soil gas samples collected based on structure(s) size or tenant spaces
- ☐ Insufficient indoor air samples collected based on structure(s) size or tenant spaces
- ☐ Indoor air samples not collected during heating season (November 1<sup>st</sup> through March 31<sup>st</sup>)
- ☐ Ambient (Outdoor) air sample(s) not sufficient or collected, if applicable
- ☐ Confirmation sampling not conducted

NJDEP Comments – Identify structure(s)/reason(s):

*See Sections 3.3.1.4 and 3.5.5 of the Department's VIT Guidance document as it relates to the above issues.*

☐ Vapor intrusion sampling results:

- ☐ No discussion provided in the RAR
- ☐ Sampling Results Table missing (compared to both Residential and Non-Residential Vapor Intrusion Soil Gas Screening Levels and Indoor Air Remediation Standards)
- ☐ Map with sample locations and building features missing

☐ Indeterminate Vapor Intrusion Pathway Status with Change in Use Plan for a structure(s):

- ☐ Not submitted
- ☐ Not documented sufficiently/justified

NJDEP Comments – Identify structure(s)/reason(s):

*See Sections 6.5 and 6.6 of the Department's VIT Guidance document and Section XI.2 of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Change in Use Plan for sub-slab soil gas contamination that exceeds the Residential Soil Gas Screening Levels for a Non-Residential Structure

☐ Not submitted

☐ Not documented sufficiently/justified

NJDEP Comments – Identify structure(s)/reason(s):

*See Sections 6.4.1, 6.5, and 6.6 of the Department's VIT Guidance document and Sections VII.2.g, VIII.2.g, and XI.2 of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Vapor Intrusion Long-Term Monitoring Plan for structure(s) with sub-slab soil gas contamination:

☐ Not submitted

☐ Not documented sufficiently/justified

NJDEP Comments – Identify structure(s)/reason(s):

*See Sections 6.5 and 6.6 of the Department's VIT Guidance document and Section XI.2 of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Vapor Intrusion Long-Term Operation, Maintenance, and Monitoring Plan for structure(s) with vapor intrusion engineering control/mitigation system:

☐ Not submitted

☐ Not documented sufficiently/justified

NJDEP Comments – Identify structure(s)/reason(s):

*See Sections 6.5 and 6.6 of the Department's VIT Guidance document and Section XI.2 of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Other Issue(s) or Additional NJDEP Comments:

### Ecological Evaluation (N.J.A.C. 7:26E-1.16)

- ☐ Surface Water Sampling:

☐ Not conducted. Sampling is required since Contaminants of Concern are above the Acute or Chronic Aquatic Surface Water Ecological Screening Criteria and/or the Human Health Surface Water Standards in ground water next to the Environmentally Sensitive Natural Resource (ESNR).

NJDEP Comments – Identify ESNR/direction:

☐ Sampling method(s) not discussed

☐ Sampling Results Table missing

☐ Map with sample locations and ESNR(s) is missing

☐ Surface water samples collected/locations are not documented sufficiently/justified

NJDEP Comments – List reason(s) why:

☐ Sediment Sampling:

- ☐ Not conducted. Sampling is required since Contaminants of Concern are above the Acute or Chronic Aquatic Surface Water Ecological Screening Criteria in ground water next to the ENSR.

NJDEP Comments – Identify ESNR/direction:

- ☐ Sampling method(s) not discussed  
☐ Sampling Results Table missing  
☐ Map with sample locations and ESNR(s) is missing  
☐ Sediment/pore water samples collected/locations not documented sufficiently/justified

NJDEP Comments – List reasons why:

☐ Ecological Risk Assessment:

- ☐ Not conducted  
☐ Not documented sufficiently/justified

NJDEP Comments – List reasons why:

*An ecological evaluation (sediment and surface water sampling) is required for a site if a contaminant of concern in ground water is above the Acute or Chronic Aquatic Surface Water Ecological Screening Criteria immediately adjacent to a water body (i.e., clean (below the Ground Water Remediation Standards) ground water sampling could not be achieved between the contaminant plume and water body). From a human health perspective, surface water sampling (no sediment sampling required, but recommended to do pore water sampling with the surface water sampling) is required if a contaminant of concern in ground water is above the Human Health Surface Water Standards immediately adjacent to a water body. Additionally, long-term surface water sampling is required if a contaminated monitoring well is immediately adjacent to a water body.*

☐ Other Issue(s) or Additional NJDEP Comments:

### Horizontal and Vertical Delineation (N.J.A.C. 7:26E-4.3(a))

*See Sections III.1.e and III.2.e of the Department's Ground Water RAP Guidance document as it relates to the below delineation issues.*

☐ Vertical delineation:

- ☐ Not conducted/incomplete  
☐ Insufficient information has been provided to support vertical delineation (i.e., at or as close as possible downgradient of the former AOC/source area/excavation area)  
☐ Insufficient information has been provided to support that a confining layer exists and is consistent (horizontally and in thickness) throughout the entire site.

NJDEP Comments – Identify why delineation appears not to be conducted/incomplete:

- ☐ Horizontal delineation not conducted/incomplete:
  - ☐ Downgradient – specify direction from monitoring well(s):
  - ☐ Side-gradient – specify direction from monitoring well(s):
  - ☐ Upgradient – specify direction from monitoring well(s):
  - ☐ Monitoring Well(s) not screening the same interval/aquifer:

NJDEP Comments – Identify why delineation appears not to be conducted/incomplete:

- ☐ Other Issue(s) or Additional NJDEP Comments:

### RAR Submittal (N.J.A.C. 7:26C-7.5(c)3i and (d)4i and N.J.A.C. 7:26E-5)

- ☐ Monitored Natural Attenuation Ground Water Remedial Action not documented sufficiently/justified:
  - ☐ Stable or increasing contaminant trends
  - ☐ Contaminant levels are indicative of product/source material remaining
  - ☐ Product or evidence of product (i.e., sheen) remaining  
*See Section III.1.c of the Department's Ground Water RAP Guidance document as it relates to the above issue.*
  - ☐ Insufficient ground water sampling events conducted  
*See Section III.1.b of the Department's Ground Water RAP Guidance document as it relates to the above issue.*
  - ☐ Ground water sampling events do not support current ground water conditions and CEA Fate and Transport Modeling as detailed below
  - ☐ Other Issue or NJDEP Comments:
  
- ☐ Active Ground Water Remediation System not documented sufficiently/justified:
  - ☐ Selected active remediation is not considered a long-term remedy  
*See Section III.2.a of the Department's Ground Water RAP Guidance document as it relates to the above issue.*
  - ☐ Increasing contaminant trends
  - ☐ Insufficient ground water sampling events conducted  
*See Section III.2.b of the Department's Ground Water RAP Guidance document as it relates to the above issue.*
  - ☐ Ground water sampling events do not support current ground water conditions and CEA Fate and Transport Modeling as detailed below
  - ☐ Source area not defined
  - ☐ Other Issue(s) or NJDEP Comments:

- ☐ Technical Impracticability (TI) Determination not approved

NJDEP Comments – List reason(s) why:

- ☐ Source Area:

- ☐ Source area unknown or not clearly identified

- ☐ AOC/source area monitoring well(s) not placed at or as close as possible downgradient of the former AOC/source area/excavation area

*See Sections VII.2.c. Note i and VII.2.f. Note i of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Area of Concern (AOC) Map:

- ☐ Missing

- ☐ Source area location unknown or not clearly identified

- ☐ Monitoring well or temporary well point locations unknown or not clearly identified

*See Section VII.2.c of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Abandoned/lost monitoring wells necessary for monitoring not replaced

NJDEP Comments – Specify Monitoring Wells:

*All monitoring wells no longer in use should be properly decommissioned; contact the Department's Bureau of Water Allocation and Well Permitting at 609-984-6831 or [wellpermitting@dep.nj.gov](mailto:wellpermitting@dep.nj.gov) for guidance regarding wells that cannot be found.*

- ☐ Historic Ground Water Data Table missing or presentation of data unclear

*A summary of the ground water sampling results by monitoring well and temporary well point in tabular format, including all historical/current ground water sampling data for contaminants of concern and ground water elevation (depth to water) data should be provided for the site. See the Model Table in Appendix 1 of the Ground Water Remedial Action Permit Guidance Document as it relates to this matter.*

- ☐ Monitoring Well Construction Details Table missing or incomplete

*A table that summarizes well construction details for all monitoring wells and temporary well points should be provided for the site. See Section VII.2.c. of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Ground Water Contour Maps missing or not enough maps provided

*Ground Water contour maps for at least the last four ground water sampling events for the site should be provided.*

- ☐ Insufficient discussion/evaluation of utilities provided in the RAR

*A discussion of how the utilities in the area of the site were evaluated and a site map with all utilities depicted on it should be provided pursuant to N.J.A.C. 7:26E-1.6(b) and 1.15(b).*

- ☐ Ground Water Sampling Method not documented sufficiently/justified or consistent with Field Sampling Procedures Manual:

- ☐ Vertical profiling not conducted for discrete sampling

- ☐ Volume Averaged samples not collected if appropriate and justification not provided

- ☐ Discrete ground water samples not collected at a consistent depth

- ☐ Contaminant trend analysis included ground water data where different sampling methods were used and justification not provided

- ☐ Pore water sampling to characterize/document the ground water discharge zone to surface water:

- ☐ Not conducted

- ☐ Insufficient discussion provided in the RAR

☐ Other Issue or NJDEP Comments:

☐ Field Sampling Logs/Notes missing

*Field sampling logs for at least the last four ground water sampling events for the site should be provided pursuant to N.J.A.C. 7:26E-1.6(b) and the Field Sampling Procedures Manual.*

☐ Conceptual Site Model of Bedrock Aquifer for ground water investigation and delineation:

☐ Not provided

☐ Not supported

*See Section 3.4.1 of the Department's Ground Water Technical Guidance: Site Investigation, Remedial Investigation, and Remedial Action Performance Monitoring as it relates to the matter.*

☐ RAR does not meet the general reporting requirements per N.J.A.C. 7:26E-5.7(b) and thus protectiveness cannot be determined

☐ Permit-by-rule (PBR) Approval Letter and Baseline/Post-Injection Sampling Results not provided

☐ Approved PBR Sampling Requirements/Monitoring Plan not conducted as required

☐ Other Issue(s) or Additional NJDEP Comments:

**Classification Exception Area (CEA)/Well Restriction Area (WRA) Fact Sheet Form Submittal  
(N.J.A.C. 7:26C-7.5(c)2)**

☐ CEA/WRA Fact Sheet Form:

☐ Not submitted

☐ Contaminants of concern missing

NJDEP Comments – Specify contaminants of concern:

☐ Duration not documented sufficiently/justified

NJDEP Comments – List reason(s) why:

☐ Vertical depth not documented sufficiently/justified

NJDEP Comments – List reason(s) why:

☐ Horizontal extent/CEA shape not documented sufficiently/justified

NJDEP Comments – List reason(s) why:

*The boundaries of the CEA shape are recommended to be drawn to clean ground water sampling points in all directions at the remedial action stage. See Section V.1.b of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Cross-Section Figure(s):
- ☐ Not submitted
  - ☐ Not documented sufficiently/justified
- NJDEP Comments – List reason(s) why:

- ☐ Other Issue(s) or Additional NJDEP Comments:

#### Ground Water Monitoring Plan (GWMP) Submittal (N.J.A.C. 7:26C-7.5(c)4)

- ☐ GWMP Spreadsheet missing
- ☐ GWMP Spreadsheet and GWMP in RAR do not match
- ☐ Monitoring Well network not documented sufficiently/justified
- NJDEP Comments – List reason(s) why:

- ☐ Surface Water monitoring required, if applicable
- NJDEP Comments – Specify water body(ies) and rationale:

- ☐ Sentinel Well(s):
- ☐ None or insufficient
  - ☐ Additional sentinel well(s) needed
- NJDEP Comments – List reason(s) why:

*See Sections III.1.f and 2.f and VII.2.f of the Department's Ground Water RAP Guidance document as it relates to the above issue.*

- ☐ Insufficient Monitoring Wells for triangulation
- At least three monitoring wells to be included in the GWMP are required to account for triangulation and to generate ground water contour maps for the site.*
- ☐ Insufficient sampling frequency
- NJDEP Comments – List reason(s) why:



☐ Missing sampling parameters

NJDEP Comments – Specify Monitoring Well(s)/sampling parameters:

☐ XY coordinates of the monitoring wells in the Ground Water Monitoring Plan

☐ Missing

☐ Incorrect

NJDEP Comments – Specify Monitoring Well(s):

☐ Other Issue(s) or Additional NJDEP Comments:

#### **Financial Assurance (FA) Submittal (N.J.A.C. 7:26C-7.5(c)6 and (d)7)**

☐ Financial Assurance not submitted with Remediation Cost Review and RFS/FA Form as required

☐ Other Issue(s) or NJDEP Comments:

#### **Geographic Information System (GIS) Compatible Map of the CEA Shape (N.J.A.C. 7:26C-7.3(c)1)**

☐ GIS Compatible Map of CEA Shape:

☐ Not submitted

☐ Not acceptable

NJDEP Comments – List reason(s) why:

☐ Other Issue(s) or Additional NJDEP Comments:

#### **NFA Letter for Post-NFA Case (N.J.A.C. 7:26C-7.5(c)3ii)**

☐ NFA Letter for the site or AOC issued prior to May 7, 2012 not submitted

☐ Other Issue(s) or NJDEP Comments:

### **Additional NJDEP Comments**

In addition to the NJDEP comments listed above, note the following: