

SITE REMEDIATION PROFESSIONAL LICENSING BOARD AUDIT QUESTIONNAIRE

You have been randomly chosen by the Site Remediation Professional Licensing Board (SRPLB) to be audited for your work as a Licensed Site Remediation Professional (LSRP) in accordance with the Site Remediation Reform Act, N.J.S.A. 58:10C-24, et seq. (SRRRA), which states:

The Board shall audit annually the submissions and conduct of at least 10 percent of the total number of licensed site remediation professionals. A licensed site remediation professional and the person responsible for conducting the remediation shall cooperate with the Board in the conduct of the audit and shall provide any information requested by the Board as part of the audit.

Please complete this entire questionnaire and return to the SRPLB office at the address stated below on Page 7 along with any supporting or requested documentation within **30** days of receipt. An electronic submission of support or requested documentation is preferred, but not mandatory. If you cannot return this form within **30** days of receipt, you must provide the SRPLB-Audit Committee a written explanation of the reasons prior to the end of this period. You will be notified in writing of the findings of this audit and may receive questions or comments from the Audit Team. **As stated above, in SRRRA, your cooperation is required.**

Please print legibly or type.

Date: _____

Name: _____ LSRP Number: _____

Home Address: _____

City, State, Zip Code: _____

Current Employer: _____

Employer Address: _____

City, State, Zip Code: _____

Email Address: _____

The SRPLB will contact you by email and US Mail Service. Which mailing address do you prefer to receive mail: _____business _____home?

ALL OF THE FOLLOWING QUESTIONS ARE BASED UPON YOUR CONDUCT SINCE BECOMING LICENSED AS A LICENSED SITE REMEDIATION PROFESSIONAL.

ANY AND ALL QUESTIONS REFERRING TO “YOU” REFERS TO YOU AS AN INDIVIDUAL, NOT YOUR EMPLOYER OR CLIENT.

A. LEGAL AND DISCIPLINARY HISTORY (The following questions apply to the entire United States, not just New Jersey)

1. Have you ever been disbarred, suspended, reprimanded, censured or otherwise disciplined as a member of any profession or holder of any public office, or have you voluntarily surrendered a professional license?
_____ No _____ Yes If “Yes”, explain the circumstances on a separate page.
2. Are you currently a defendant in a criminal proceeding involving an environmental crime, or any similar or related criminal offense under federal or State law, or any crime involving fraud, theft by deception, forgery, or related criminal offense under federal or State law? _____ No _____ Yes
If “Yes”, explain the circumstances on a separate page.
3. Are you currently the subject of pending professional disciplinary proceedings?
_____ No _____ Yes If “Yes”, explain the circumstances on a separate page.
4. Have you ever been convicted of, or plead guilty to, an environmental crime, or any similar or related criminal offense under federal or State law, or any crime involving fraud, theft by deception, forgery, or related criminal offense under federal or State law? (N.J.S.A. 58:10C-7.d.(6)).
_____ No _____ Yes If “Yes”, explain the circumstances on a separate page.
5. Has there ever been a judgment against you for malpractice or negligence related to the remediation of contaminated sites? _____ No _____ Yes If “Yes”, explain the circumstances on a separate page.
6. Are you currently the subject of any regulatory legal action for work you performed related to the remediation of contaminated sites? _____ No _____ Yes If “Yes”, explain the circumstances on a separate page.

B. LSRP SUBMISSIONS AND CODE OF CONDUCT (Any documents submitted since you were approved as an LSRP may be reviewed as part of this audit)

1. For how many sites have you been retained as LSRP? _____
(attach a list of all the sites you have been retained as an LSRP, include site name, address, and New Jersey Department of Environmental Protection (NJDEP) Program Interest (PI) Number, client name and contact information, facility type, and scope of retention)
2. Have you submitted any documents to NJDEP as an LSRP for sites referenced above, aside from the LSRP Retention Form? _____ No _____ Yes

3. How many Response Action Outcomes (RAO) have you issued in the past 3 years? (please provide site name, address, and NJDEP PI No., client name and contact information, and facility type, i.e., Regulated UST, Child Care Facility, School Facility, ISRA, Landfill, Coal Gas, Spill Act Discharge)
 Site-Wide: _____
 Area of Concern: _____
4. Has NJDEP invalidated any response action outcome that you have issued? _____ No
 _____ Yes If "Yes", explain the circumstances on a separate page, including the PI#, Responsible Party and reason for invalidation.
5. Have you provided services outside of your area(s) of professional competency? (N.J.S.A. 58:10C-16c) _____ No _____ Yes If "Yes", explain the circumstances on a separate page.
6. Has a client ever released you (voluntarily or involuntarily) as an LSRP, or have you ever withdrawn as an LSRP for a particular remediation prior to the issuance of a response action outcome for the site or area of concern (N.J.S.A. 58:10C-16d) _____ No
 _____ Yes If "Yes", explain the circumstances on a separate page, include site name, address, and NJDEP PI No., client name and contact information, and the circumstances surrounding the release.
7. To the best of your knowledge, has the NJDEP ever requested that you or your client correct any technical deficiencies in the remediation of a contaminated site for which you are the LSRP? (N.J.S.A. 58:10C-16e & 16g) _____ No _____ Yes If "Yes", explain the circumstances on a separate page and how you are handling any of these noted issues. Please include site name, address, and NJDEP PI No., client name and contact information, and the circumstances surrounding the request to correct the deficiency, along with the outcome.
8. As an LSRP, have you completed any phase of remediation based on remediation work performed under the supervision of another LSRP in accordance with SRRA? (N.J.S.A. 58:10C-16f) _____ No _____ Yes If "Yes", explain the circumstances on a separate page.
9. Have you certified any document submitted to NJDEP that you as LSRP did not manage, supervise or perform the work? _____ No _____ Yes If "Yes", did you periodically review and evaluate the work performed by other persons? (N.J.S.A. 58:10C-16h) _____ No _____ Yes If "No", explain the circumstances on a separate page.
10. Have you reported all Immediate Environmental Concerns (IEC) you have knowledge of to the NJDEP? (N.J.S.A. 58:10C-16j) _____ No _____ Yes _____ None Reported If "No", explain the circumstances on a separate page.

11. Have you reported to NJDEP all known discharges, not previously reported, discovered as part of any remediation for which you, as an LSRP for a site, are responsible? (N.J.S.A. 58:10C-16k) _____ No _____ Yes _____ N/A If "No or N/A", explain the circumstances on a separate page.

12. Have you reported any actions or decisions by a client that resulted in a deviation from the remedial action workplan or other report for which **you** developed as LSRP? (N.J.S.A. 58:10C-16l) _____ No _____ Yes _____ N/A If "No", explain the circumstances on a separate page.

13. Have you as LSRP reported any material facts, data or other information received subsequent to the completion of a report concerning a phase of remediation, which, in your professional judgment, would result in a material difference to the findings of the report submitted? (N.J.S.A. 58:10C-16n & 16o) _____ No _____ Yes _____ N/A If "Yes", explain the circumstances on a separate page.

14. Has another LSRP that you supervised committed any violation of any provision of Section 16 of SRRA? (N.J.S.A. 58:10C-16r) _____ No _____ Yes If, "Yes", explain the circumstances on a separate page, including any steps you took to avoid or mitigate the violation.

CERTIFICATION OF COMPLIANCE WITH CODE OF CONDUCT

I hereby certify that:

1. I have read the LSRP Code of Conduct, stated in SRRA Section 16; and
2. Except as described below, to the best of my knowledge and belief, I have complied with the Code of Conduct at all times.

Certified: _____
 Signature of LSRP

UPDATE OF PREVIOUS SUBMISSIONS CONCERNING YOUR LSRP LICENSE

On a separate sheet of paper, please provide any corrections or updates that are necessary for your application for licensure as an LSRP. (Such as change of employment or mailing address)

C. CONTINUING EDUCATION

List three (3) most recent courses or seminars you have attended, related to site remediation activities and your environmental profession, which were offered by NJDEP, an accredited university, professional organization or other federal or State agency.

Course Name	Affiliation	Location	Date	Total Number of Hours Attended

D. REFERENCES (The Board may contact your references)

Please provide three (3) professional references for site remediation services, which shall include at least one (1) responsible party for which **YOU** are retained as LSRP.

Name	Affiliation	Telephone Number	Email Address	PI#

E. HEALTH AND SAFETY

Please submit a copy of your most recent OSHA 8-Hour Refresher.

1. Is your OSHA 8-hour refresher up to date? _____ Yes _____ No. If "No", explain the circumstances on a separate page.

F. AFFIDAVIT

This affidavit is to be executed by the LSRP before a notary public:

State of: _____

County of: _____

I, _____, swear (or affirm) that I am an Licensed Site Remediation Professional (LSRP) and that all information provided in connection with my responses to the Site Remediation Professional Licensing Board (SRPLB) audit questionnaire under the provisions of NJSA 58:10C-1 et seq. of Site Remediation Reform Act (SRRA) is true to the best of my knowledge and belief. I understand that any knowing omissions, inaccuracies or failure to make full disclosure may result in an unsatisfactory audit finding and subject me to disciplinary action and/or suspension or revocation of my license.

I further swear (or affirm) that I have read the SRRA (N.J.S.A. 58:10C-1 et seq.) and fully understand that by holding a Site Remediation Professional License, I am bound by the requirements of SRRA.

Furthermore, in accordance with Section 24 of SRRA, I voluntarily consent to an audit by the SRPLB and a thorough investigation of my past and present employment and other activities for the purpose of verifying my remediation submissions and adherence to the Code of Conduct. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, State, federal and foreign) to release any information, files or records requested by the SRPLB.

Finally, I understand that knowingly providing inaccurate information or declining to participate in the audit shall result in disciplinary action and may result in the suspension or revocation of my license.

LSRP Signature

LSRP Number

Sworn and subscribed to me this _____

day of _____
Month Year

Name of Notary Public (please print)

Affix Stamp Here

Signature of Notary Public

Return to via Certified Mail or Overnight with tracking:

Site Remediation Professional Licensing Board
c/o New Jersey Department of Environmental Protection/Site Remediation Program
Office of Assistant Commissioner
PO Box 420; Mailcode 401-06
401 East State Street
Trenton, New Jersey 08625-0420
Attn: Audit Committee

Electronic Submissions and Questions can be forwarded to the attention of the Audit Committee at:
srplboardcontact@dep.state.nj.us

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