

CID Column	Instruction
General Instructions	The CID must be kept in the .xlsx format. Do not right click the CID file and use "Save as...". The CID will not work if converted to .xls format. The file CAN be copied and pasted, then renamed, but must retain the .xlsx extension.
AOC ID	The user defines this column. Leave the AOC ID unchanged once it has been defined.
AOC Type	<p>Choose the area of concern (AOC) from the dropdown list. Do NOT paste into this column. This list is derived from N.J.A.C. 7:26E-1.8. If your specific AOC is not on the list, choose the AOC from the list that best describes the AOC. If there is an IEC or VC condition concerning potable wells or vapor issues, select "Environmental media - Media Ground water" or "Environmental media - Media Air", as appropriate.</p> <p>Contaminated ground water is an identified AOC as per N.J.A.C. 7:26E-1.8. Select "Environmental media - Media Ground water" and track this AOC separately from the originating discharge source.</p> <p>Note: An UST system is Federally regulated unless one of the following conditions apply:</p> <ul style="list-style-type: none"> • The UST system is less than 110 gallons in rated volume; • The UST system is a SUMP as defined in the UST regulations at N.J.A.C. 7:14B-1.6; • The hazardous substance stored in the UST system is a RCRA regulated waste; • The UST system contained heating oil used exclusively for onsite consumption; • The UST system was used for motor fuel for non-commercial farm or residential purposes and the total rated capacity of all motor fuel USTs at the site is less than 1,100 gallons.
AOC Details	Complete this column to provide a concise, unique description of the AOC type selected. Provide specific details of the AOC, such as size, contents, and quantity of the UST, AST; location of floor drain if multiple drains exist.
Confirmed Contamination	Select the status from the dropdown. If any contamination, as defined by N.J.A.C. 7:26E-1.8, is present above the applicable remediation standards, select "Yes". If the AOC requires remediation, select "Yes". Use the "undetermined" status when an AOC has not yet been investigated. Once an AOC is identified as contaminated, it remains as such until an RAO is issued.
AOC Status	This column reflects the status of the investigation/remediation for this AOC at the time of this submission. Choose the status that best applies to this AOC based on what has been submitted to the Department. Do NOT paste into this column.
Status Date	Enter the date this status was attained, based on when the document was submitted to the Department. For an NFA or RAO, use the date of that final document.

Incident #	Enter the comma delimited list of incident numbers associated with this AOC. Format as follows: YY-MM-DD-HHMM-SS. If there is no incident #, leave blank.
DEP AOC Number	The DEP AOC Number is generated by the NJDEP. The number will be generated upon first submission of the electronic Case Inventory Form for the case. If this number is known for an AOC, enter it in subsequent Case Inventory Document submissions.
Contaminated Media	Select from the dropdown. If multiple media are contaminated, or if sediment, surface water, or indoor air are contaminated, select "Mixed Media". If the contaminated media has been remediated, select the media that was previously contaminated. If no discharge is associated with this AOC, select "none".
Contaminants of Concern	Select from the dropdown. If contamination is not present, select "Not Applicable". If more than one selection from the dropdown menu applies, use additional columns as needed. Contaminants may be added as the remediation progresses but shall not be removed. Remediation of contaminants shall be addressed in the AOC Status and Status Date fields.
Additional Contaminants of Concern	Select from the dropdown. If an entry is not needed, leave this column blank.
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Applicable Remediation Standard	Identify the applicable remediation standard that applies to the contaminants of concern at this AOC. If an AOC specific ARS is utilized, identify the method, contaminant and resultant ARS in the "Activity" column of this CID. The Default Remediation Standards are listed at N.J.A.C. 7:26D. The Soil Cleanup Criteria are applicable to NJDEP-approved RAWs or NFAs that were received prior to December 2, 2008. Identify any additional applicable remediation standards applied to the AOC in the "Activity" column. It is assumed that the Ground Water Quality Standards for the ground water classification at the site will apply to ground water.
Exposure Route	Select the exposure route for this AOC. If more than one exposure route applies, populate the next column as well.
Additional Exposure Route	Select from the dropdown if more than one exposure route applies to this AOC. If an entry is not needed, leave this column blank. If more than two exposure routes apply to this AOC, identify the additional exposure routes in the "Activity" column.
RA Type	Use this column to identify current, past, and interim remedial measures at this AOC. Select from the dropdown. Use additional columns as needed. If a remedial action is not required or the remediation at this AOC is not at the remedial action phase, leave this column blank.
Additional RA Type	If an entry is not needed, leave this column blank.

Additional RA Type

If an entry is not needed, leave this column blank. If additional RA types apply to this AOC, list them in the "Activity" column.

Was an Order of Magnitude Evaluation Conducted?

Populate this column when an Order of Magnitude (OOM) determination is required. See the Department's Order of Magnitude Guidance Document for applicability. If OOM does not apply, leave this column blank.

Activity

Briefly describe the condition of each AOC. Do not repeat information that has been provided elsewhere in the CID. Provide a concise summary of the remediation that has been completed to date (e.g. contaminant(s) that drive the remediation, status of delineation of each media, water table depth, date of UST removal). If remediation of the AOC is not complete, identify the next phase to be completed (e.g. RI to be conducted). For potential AOCs that were not sampled, include a brief rationale for the decision not to perform sampling. Identify any compliance options and/or alternate remediation standards used (e.g. SPLP used for "contaminant", site specific standard is XXX mg/kg). Focus on critical and necessary details. Update this column with each submittal by adding on information as the investigation progresses.