New Jersey Department of Environmental Protection
Contaminated Site Remediation & Redevelopment Program

INSTRUCTIONS FOR COMPLETING THE CASE INVENTORY DOCUMENT (CID)

General Instructions (for CID version 1.51)

1. **Applicability.** Use this spreadsheet when submitting a Remedial Phase Document to the New Jersey Department of Environmental Protection (NJDEP).

2. **Updates.** The NJDEP may update this form periodically. Please use the latest version of this form. Download the latest version of this form from the NJDEP Website: http://www.nj.gov/dep/srp/srra/forms.

3. The Case Inventory Document (CID) must be kept in the **.xlsm format**. Do not right click the CID file and use "Save as...". The CID will not work if converted to any format other than .xlsm. The file CAN be copied and pasted, then renamed, but must retain the .xlsm extension. After opening the CID, make sure to click "Enable Editing" and "Enable Content" if those appear on yellow banners above the CID, and choose Yes to Make Trusted Document if it appears.

4. If submitting a multiphase document, the LSRP need not customize the CID for each phase. The CID should reflect the last completed phase of remediation for each AOC and the same CID may be submitted with each phase document.

5. Only list Areas of Concern for a single case (Activity Number) on the CID.

   - Only use one row for each Area of Concern (AOC).

   - When addressing an AOC or set of AOCs (not an Entire Site), include only those AOCs for which the LSRP has been retained.

   - For an Entire Site submittal, include all AOCs, current and historic.

   - For ISRA cases, list all current and historic AOCs on the site/property or leasehold at the time of the ISRA trigger.

   - For Remediation in Progress (RIP) Waiver applications, include all AOCs in the CID. Distinguish current AOCs from AOCs already being remediated by using "RIP Waiver" in the AOC status for AOCs that are being addressed by a prior owner or operator.

   - If multiple LSRPs are remediating AOCs at the same case, shown as the "Activity Number" in DataMiner reports, then the LSRPs should use the same CID.

   - If a Person Responsible for Conducting the Remediation is remediating multiple cases at a site, shown as the "Activity Number" in DataMiner reports, only list AOCs for a single case (Activity Number) on each associated CID.

6. In the NJDEP Online services, use the "Comments" box on Submission Name page for explanations regarding the CID or service that don't fit neatly in other areas of the service or CID to alert the NJDEP. For example, the CID starts with AOC-10 because AOC-1 though AOC-9 are addressed under a separate Activity Number.

7. The completed spreadsheet should be uploaded to NJDEP Online and submitted (electronically) with the Response Action Outcome (RAO).

Individual Field/Column Instructions

Notes: Any field where the character limit has been exceeded or the field is required will turn **red**.
Frequently Asked Questions (FAQs) are located at the end of these instructions.

<u>**Field**</u>

Case Name

This is the Case Name from DataMiner or the NJDEP Online Case Selection Page.

PI#

This is the PI Number of the site for which the CID is being submitted. This number is referred to as Facility ID in NJDEP Online

Activity#

This is a New field for CID 1.5. It is the Department ID for the case at the PI# above, it is formatted similar to: LSR120001, and can be found in DataMiner or on NJDEP Online Case Selection Page

Version Number

This field is not editable and shows the CID version. Make sure you are using the current version. The current version is shown on the CID upload page in the NJDEP Online services, and can be found on the SRP Forms page under the Remedial Phase Reports, Receptor Evaluation, and CEA Forms header at https://www.nj.gov/dep/srp/srra/forms/ in the Version and Date Column for the Case Inventory Document Worksheet. If you have a Version 1.3,.1.4 or a previously validated and locked Version 1.5 CID that is populated with AOCs, it can be converted by emailing it to srpcidconversion@dep.nj.gov and the data will be automatically converted to the latest version and emailed back. The conversion email box is not monitored, do not reply or send the converter questions. Repeated emails without CIDs sent to the box may be treated as spam to protect the converter processor.

Validate For Upload

The CID will not upload until this button has been clicked and the CID finalized. click "Validate for Upload", then "No" to check for any errors. Cells turn reddish if required. Correct any errors, then click "Validate for Upload", then "Yes", then if there are no errors, click "Yes" again to lock. To check if it is ready for upload, click in a dropdown cell, if the dropdown list does not appear, the CID is ready for upload.

Enable for Editing

Click to enable the CID for editing again after it has been locked.

A   AOC ID

The user defines this column. Leave the AOC ID unchanged once it has been defined in a previously submitted CID. Each row must have a unique AOC ID. Duplicate or blank entries will not work. It is recommended that the AOC ID be referenced on any maps showing AOCs.

B   AOC Type

Choose the AOC type from the dropdown list. This list is derived from N.J.A.C. 7:26E-1.8. If a specific AOC type is not on the list, choose the AOC type from the list that best describes the AOC type.

Only identify ground water as a separate AOC in the following situations:

- If a media specific RAO-A (i.e., soils only) is being issued and the other media needs to continue to be tracked as an active AOC.
- If contamination is identified in ground water only (i.e., PCE was identified in ground water from an off-site source).

C   AOC Description

Provide a concise and unique description of the AOC. For example:

- General: AOC name and location (i.e. Northern Drum Storage Pad)
- UST or AST: Tank number from UST registration record, number, volume, contents (i.e., USTs (E1, E2, E3), 3/10,000-gallon unleaded gasoline)
- Piping and drains: Floor drains leading to pre-treatment system or floor drain in janitor's closet
- Media specific description: Chlorinated Ground Water Contamination from off-site source or sediment in on-site brook)

Notes:

- There is a 500-character limit for this column.

D   Confirmed Contamination

Select the status from the dropdown.

- If any contamination is present or has ever been present above the applicable remediation standards, including background, select "Yes"
- If the AOC required use of a demonstration of attainment, select "Yes"
- If the AOC requires or required a remedial action, select "Yes"
- If a previously contaminated AOC received a final remediation document, select "Yes"
- If contamination was never present above the applicable remediation standards, select "No"
- If there is no sampling trigger, select "No Sampling Trigger". The following are examples where sampling may not have been conducted:
  - Active Rail Spur
  - Historic Fill
  - Historically Applied Pesticides
  - Or any other situation that may not require sampling for the case (i.e. AST within secondary containment with no signs of staining/discharge and the containment is in good condition)
- Use the "Undetermined" status when an AOC has not yet been investigated. This only applies to the PA phase.

Refer to the rules and guidance for situations that may not require sampling.

E   Exclude AOC from Billing

Choose 'Yes' if:

- Confirmed Contamination is 'Yes', and the AOC has been included in a Final Remediation Document, and no new contamination was found subsequent to issuance of the Final Remediation Document; or
- Confirmed Contamination is 'Yes', and the AOC is being remediated and included in the billing under a different Case at the Site, or
- Confirmed Contamination is 'Yes', but other circumstances exclude the AOC from being included in the billing at the Case.

A contaminated AOC should not be removed from the billing category until a Final Remediation Document has been issued.

Note: AOCs with Confirmed Contamination = 'Yes' will be counted by inspectors to verify that the current case billing category is correct. The Exclude AOC from Billing column allows inspectors to determine if contaminated AOCs should be excluded from the count after a Final Remediation Document has been issued for the AOC.

Before submitting, review the last Remediation Fee Form/service filed to verify the case billing category is correct. Immediately file an Online Remediation Fee Service if the case will remain open and the billing category changed because additional AOCs were determined to be contaminated or an RAO was issued.

For further details see the Fee Guidance Document Available at: https://www.nj.gov/dep/srp/guidance.

F   AOC Status Achieved

This column reflects the status of the investigation/remediation for each AOC at the time of the associated key document submission and should be updated with each submission. Choose the status that best applies to each AOC. The status for each AOC may be different. If "No Sampling Trigger" was selected in the Confirmed Contamination column, indicate the phase in which the determination was made.

If submitting a multiphase document, the LSRP need not customize the CID for each phase. The CID should reflect the last completed phase of remediation for each AOC and the same CID may be submitted with each phase document.

G   Status Achieved Date

Date format is MM/DD/YYYY. 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 that the final remediation document was issued.

H   Incident Communication Center #s Managed in Case

If there are multiple incident #s associated with a single AOC, PUT A COMMA BETWEEN INCIDENT #s. Enter the comma delimited list of up to 10 incident #s associated with this AOC. Format as follows: YY-MM-DD-HHMM-SS. If there is no incident #, leave blank. DO NOT ADD ANY OTHER TEXT. An incident included in this column that occurred after 11/4/2009 is expected to have had a Confirmed Discharge Notification filed for it.

Only include incident #s that are associated with that AOC.
DO NOT enter incident #s in this column associated with:

- Other cases under the same PI # and/or site
- Other PI #s
- Verified off-site sources*
- Do not include ISRA numbers
- Do not include RFS numbers
- Include only Site Remediation related incidents

*If an incident # is reported for compound(s) detected in any media and it is later proven that it is from an off-site source, only the original incident # should be entered in this column. The incident # for the verified off-site source should be included in the Activity column. For further details see the Off-Site Source Ground Water Investigation Technical Guidance available at: https://www.nj.gov/dep/srp/guidance.

I   NJDEP ID

- This column must be blank for the first upload.
- This number is assigned to the AOC in the Department's database when it is first uploaded in an online service.
- Enter the DEP AOC ID when there is a change in the AOC ID (Column A) or AOC Type (Column B) or AOC Description (Column D).
- The DEP AOC ID is listed in the attachment to the acknowledgement email and in the Submission Summary PDF in the user's Workspace, or LSRP's Certification History.

J   Contaminated Media

- If Confirmed Contamination is "No" or "Undetermined" for the AOC, leave blank.
- If multiple media are or were contaminated select "Mixed Media".
- If Confirmed Contamination = Yes, a media should be selected. Like the Confirmed Contamination column, this column should remain populated through the life of the case.

K   Contaminants of Concern

- If Confirmed Contamination is "No" or "Undetermined" then leave blank.
- If more than one selection from the dropdown menu applies, use the "Additional Contaminants of Concern" columns as needed.
- Contaminants may be added as the remediation progresses but should not be removed. Remediation of contaminants should be addressed in the AOC Status and Status Date fields.

L   Additional Contaminants of Concern

See instructions for Contaminants of Concern. If an entry is not needed, leave this column blank.

M   Additional Contaminants of Concern

See instructions for Contaminants of Concern. If an entry is not needed, leave this column blank.

N   Applicable Remediation Standard

- If Confirmed Contamination is "Undetermined" for the AOC, then leave blank.
- Identify the Applicable Remediation Standard that applies to the contaminants of concern at this AOC.
    - By reference in the Remediation Standards rule, the Ground Water Remediation Standards are the Ground Water Quality Standards (both numeric and narrative). Please see N.J.A.C. 7:26D-2.2(a).
- The Soil Cleanup Criteria is applicable for:
    - RAWs and RARs received by the Department prior to 12/2/08 and either approved by the Department or determined to be in compliance by the LSRP, and
    - NFAs issued by the Department prior to 12/2/08.
- If an AOC specific Alternate Remediation Standard (ARS) was used, identify the method and contaminant in the Activity column.

O   Exposure Route

Select the exposure route for this AOC. If more than one exposure route applies, populate the next column as well.

P   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.

Q   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 select "Remedial Action Not Required". If this AOC is not yet at the remedial action phase, leave this column blank.

R   Additional RA Type

Select from the dropdown if more than one RA Type applies to this AOC. If an entry is not needed, leave this column blank. If more than two RA Type apply to this AOC, identify the RA Type in the "Activity" column.

S   Was an Order of Magnitude Evaluation Conducted?

Populate this column when an Order of Magnitude evaluation is required.

If Confirmed Contamination is "Yes", the question must be answered.

- Yes = evaluation was conducted
- No = evaluation was not conducted
- Not Applicable = not warranted for this phase of remediation

An Order of Magnitude evaluation is required when a Final Remediation Document was previously issued or when a Remedial Action Workplan was approved. For further details see the Department's Order of Magnitude Guidance Document https://www.nj.gov/dep/srp/guidance/rs

T   Activity

If the contents of this cell exceed the 4,000-character limit the CID will not upload.

- Provide a concise remediation summary for all media, focusing only on critical and necessary details.
- Full details of the AOC should be included in a phase report. If a concise summary of the remediation cannot be conveyed in 4,000 characters or less, then the section and page number of the report should be referenced.
- For AOCs that were not sampled, provide justification for the decision.
- Identify any compliance options and/or alternate remediation standards used (e.g. SPLP used for Pb).
- Identify impacts to receptors.
- If remediation of the AOC is not complete, identify the next phase to be completed (e.g. RI to be conducted).

Frequently Asked Questions

1. **I have registered underground storage tank (UST) AOCs that are both Federal and State regulated. What AOC type do I choose for the CID?**
   Choose "Storage tank and appurtenance - State or Federal Regulated underground storage tank".

2. **I have an AOC that is a 550-gallon heating oil UST. What AOC type do I choose for the CID?**
   Heating oil USTs of 2,000 gallons or less capacity and used for on-site consumption are unregulated. Choose "Storage tank and appurtenance – Unregulated Underground storage tank".

   If the aggregate of heating oil in multiple USTs is 2,0001-gallons or greater, then the USTs are all State regulated. Choose "Storage tank and appurtenance - State or Federal Regulated underground storage tank".

3. **I have an AOC that is a heating oil UST greater than 2,000 gallons. What AOC type do I choose for the CID?**
   Heating oil USTs of greater than 2,000 gallons are state regulated, not federally regulated. Choose "Storage tank and appurtenance – State or Federal Regulated Underground storage tank".

4. **Do I have to connect every AOC on the CID to a registered UST?**
   No. However, every regulated UST AOC included in the submission needs to be associated with at least one registered UST.

5. **Do I have to connect every registered UST to an AOC?**
   No. However, every regulated UST AOC included in the submission needs to be associated with at least one registered UST.

6. **Who do I contact if I have questions about my CID prior to submission?**
   Email questions regarding your CID prior to submission to NJDEPOnlineSupport@dep.nj.gov.

7. **What if I discover my CID has errors after submission?**
   Email the revised CID to the Bureau of Inspection and Review at: srpbir@dep.nj.gov. Note that issues such as this may require the submission to be withdrawn or delay inspection.

8. **I would like to transfer data from an old CID to the newest CID version. How can I do that safely?**
   Email your old CID to srpcidconversion@dep.nj.gov. If you have a Version 1.3,.1.4 or a previously validated and locked 1.5 CID that is populated with AOCs, it can be converted by emailing it to srpcidconversion@dep.nj.gov and the data will be automatically converted to the latest version and emailed back. The conversion email box is not monitored, do not reply or send the converter questions. Repeated emails without CIDs attached that are sent to the box may be treated as spam to protect the converter processor.

9. **I get an error message when I try to upload the upload the CID, what can I do?**

   Use the most recent version of Excel. The CID must be validated and locked before upload or the upload page will return message that the CID is the wrong version. You can tell the CID is locked by clicking in a cell with a dropdown like "AOC Type". If the dropdown does not display, the CID is locked. If the CID is saved locked, and then opened, and then "Enable Content" is clicked, the CID may unlock and need to be Validated for Upload again.

   Users have reported that Malwarebytes and other virus software may prevent the macros that run the CID validations from running. If you are having trouble locking the CID or see a runtime error, close Excel completely, and open only the CID or converted CID to edit and validate. After opening the CID, make sure to click "Enable Editing" and "Enable Content" if those appear on yellow banners above the CID, and choose Yes to Make Trusted Document if it appears.

   Activity # near the top left is a new field and its format is like LSR120001. If you can't recall the Activity #, it can be found on the case selection page of the Online Service, or in DataMiner. Once you have finished editing the CID content, click "Validate for Upload", then "No" to check for any errors. Cells turn reddish if required. Correct any errors, then click "Validate for Upload", then "Yes", then if there are no errors, click "Yes" again to lock.

Again, you can't upload the CID until it validates and locks successfully. To check if it is ready for upload, click in a dropdown cell, if the dropdown list does not appear, the CID is ready for upload. If it still won't upload, email the CID to NJDEPOnlineSupport@dep.nj.gov.

10. How do I print/Save to PDF (CID shows blank when I save to PDF or Print)?

In the Excel Print menu, if you choose Microsoft Print to PDF, and in the settings dropdown, choose 'ignore print area'. Click through the image of the CID to see how many pages in the beginning of the PDF it occupies. Small CIDs will be on page one and two. Choose Pages: 1 to 2 (or how many are needed). If there are many AOCs large activities, you will need to be more pages to capture it. The image below shows the setting drop-down, and then the final settings. When you click print, you will be asked where to save the PDF. Open the PDF and print.
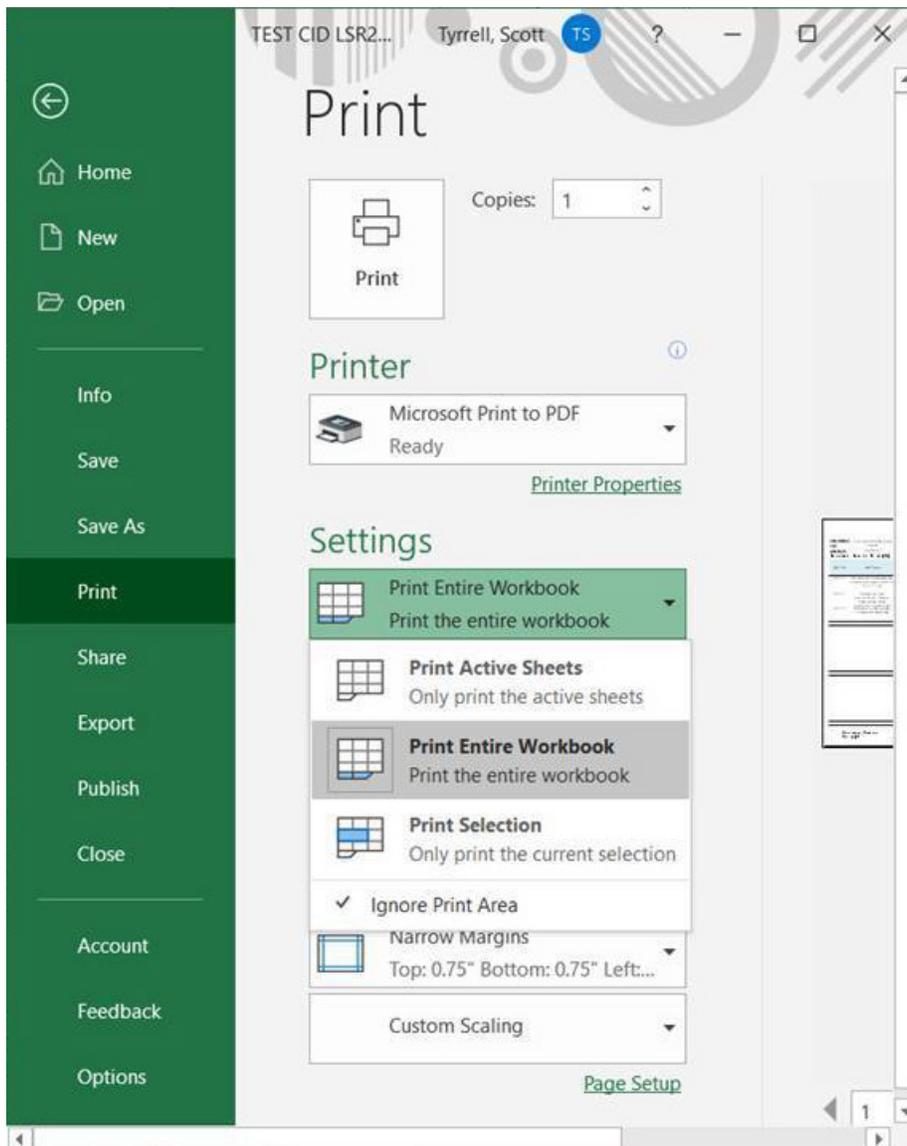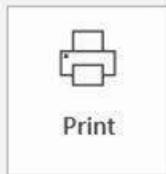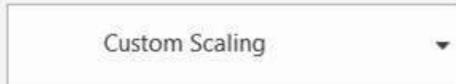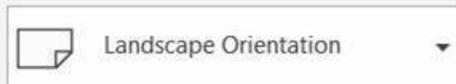
Another alternative is to display the CID maximized on your screen, then zoom to 40%, and use the windows Snipping tool to make a screenshot of the whole CID. You can paste in the report or a separate document. Our test CID looks like this: