



Helpful Hints for LSRP Submittals

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No Piecemeal Submittals

Send all parts of the submittal together

- Group **all** forms together in the **front** of the package (including forms for Full Data Deliverables, Alternate Remediation Standards, CEA proposals, etc.)
- Include Receptor Evaluation with Remedial Phase Reports
- Include CD containing all supporting documentation with RAO
 - Include historic reports
- Include Cover Letter explaining unusual circumstances (i.e., multiple deed notices, multiple PI #s, etc.)





Electronic Submittals (CDs)

- Clearly name the files on the CD
- Organize files by document type on CD
 - Case Inventory Document
 - Reports
 - Lab Data
- Keep file size in mind
 - Must be under 150 Mb
 - If files are too large, create several smaller files
 - Clearly name files – “Report Text”, “Figures”, “Tables”





Administrative Completeness

It is important to have:

- Correct Block and Lot
- Correct Municipality
- Underground Storage Tank Registration Reconciliation
- All Relevant Incident Numbers
- Include the ISRA Trigger





Form Completeness

- Use most recent version of each form
- Include all relevant case identification numbers
 - PI #s, ISRA #s, UST Closure #s
- All Forms must be signed by:
 - LSRP, **and**
 - The Person Responsible for Conducting the Remediation
- Include a current email address for Person Responsible for Conducting the Remediation





Remedial Phase Completeness

- **Only** submit RI Form and Report when the RI is **complete** for all AOCs being addressed
- Submit CEA/WRA Fact Sheet Form for cases when delineation of GW contamination is **complete**
- Remedial Action Permit applications require submittal of a corresponding Remedial Action Report and Form





RAO Completeness

- Prior to issuing an RAO
 - All fees must be paid
 - Applicable permits must be obtained
 - Applicable CEA Lift/Removal must be completed
- Only include incident # on RAO when all associated media are remediated
- Once issued, the RAO should never be altered, except by the amendment process





Questions?

