

Act 2 Report Submissions

September 2024

Josh Shapiro, Governor

Jessica Shirley, Acting Secretary



Overview

AGENDA:

- Elements of a Report Submission
- Additional Background on Important Submittal Pieces
- Submittal Process
- Common Errors



Overview

GOALS:

- To reduce errors and omissions in Act 2 Report Submittals
- Eliminate Administrative Deficiencies and Disapprovals due to inaccurate submissions



Helpful Documents/Links

1. [Technical Guidance Manual \(TGM\) Section II](#)
2. [Forms and Lists \(pa.gov\)](#)
3. [Question and Answer Document \(pa.gov\)](#)
4. [ePermitting \(pa.gov\)](#)



Overview

Act 2 Report Submissions:

- Notice of Intent to Remediate (NIR)
- Remediation Reports
 - Final Report (FR)
 - Remedial Investigation Report
 - Risk Assessment Report
 - Cleanup Plan
 - Baseline Environmental Report



Notice of Intent to Remediate

NIR Submissions: (TGM II.A.3)

- NIR Package includes
 - Proof of municipal and public notification of NIR
 - NIR Form

NIR Form

Forms and Lists

Forms & Checklists

[Notice of Intent to Remediate](#) (PDF)

[Notice of Intent to Remediate](#) (Word)

[Background Checklist](#) (PDF)

[Background Checklist](#) (Word)

[Site Specific Checklist](#) (PDF)

[Site Specific Checklist](#) (Word)

[Statewide Health Standard Checklist](#) (PDF)

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[Special Industrial Areas](#) (PDF)

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[Transmittal Sheet for Plan/Report
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[Request for Determination of Non-Use
Aquifer](#) (PDF)

[Request for Determination of Non-Use
Aquifer](#) (Word)

[Notification Correspondence Examples](#)
(Word)

[Final Report Summary](#) (PDF)

[Final Report Summary](#) (Word)

Notice of Intent to Remediate

2610-FM-BECB0010 Rev. 8/2023



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS

NOTICE OF INTENT TO REMEDIATE

For DEP Use Only
PF # _____
Rem ID # _____

Date: _____

NIR Status:

New

Revised

Act 1995-2 requires four general information items to be included in the NIR: the general location, listing of contaminants, intended use of property, and proposed remediation measures. In addition, indicate the standard(s) to be obtained and attach a scaled site map (if available). Certain project amendments or changes will require submission of a revised NIR, a new public notice, and a new notification to the municipality. Changes to information marked by (**) or (††) indicate when a new NIR and new public and municipal notices are needed. DEP should also be notified of any significant changes to the initial NIR submission, including the change of future use of the property, contaminants added or removed, change of standards from site-specific to background or Statewide health, any change in the media being investigated, or change of any contact information.

Property Name _____

Former Name(s)/AKA _____

Address/Location _____

City _____

Zip Code _____

**Municipality(s) _____ County(ies) _____

Tax Parcel ID# (if known) _____

Latitude _____° (deg). _____' (min) _____" (sec)

Longitude _____° (deg). _____' (min) _____" (sec)

Horizontal Collection Method _____

Horizontal Reference Datum _____ Reference Point _____

**Wish to participate in the DEP/EPA [One Cleanup Program](#).

Contact the Land Recycling Program Manager for details at landrecycling@pa.gov.

EPA ID#, if known _____

DEP ID#(s), if known _____

(i.e. eFACTs primary facility ID#, storage tank facility ID#, water quality permit #, etc.)



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Notice of Intent to Remediate

Contamination, Land Usage, and Proposed Remediation Section

Provide a brief description of the site contamination, to the extent known, in plain language (e.g., fuel oil spill, historical chemical industrial area, etc.), the current and intended future use of the property in the box below.

Provide a general description of proposed remediation measures.

Notice of Intent to Remediate

Standards Selection Section

Check all the boxes that apply for the appropriate contaminant groups according to the standard(s) and media of the remediation to be performed.

NOTE: Either the site-specific standard or a special industrial area requires a 30-day public and municipal comment period.

Contaminant Groups	Background		Statewide Health-Residential		Statewide Health-Non-Residential		††Site-Specific Standard		††Special Industrial Area	
	Soil	GW	Soil	GW	Soil	GW	Soil	GW	Soil	GW
Aviation Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diesel Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Oil No. 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Oil No. 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Oil No. 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Oil No. 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Oil No. 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kerosene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jet Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaded Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Motor Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unleaded Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used Motor Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chlorinated Solvents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inorganics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MTBE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Organics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAHs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PCBs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pesticides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PFAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GW= groundwater



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Notice of Intent to Remediate

Property Owner, Remediator/Participant, and Consultant

Complete the form below for each recipient obtaining a release of liability upon approval of the final report. Attach additional sheets as necessary.

Property Owner	
Contact Person/Title _____	eFACTs Client ID(If Known) _____
Phone Number _____	Email Address _____
Company Name _____	EIN or Federal ID # _____
Address (street, city, state, zip) _____	
Client Type (choose from list below) _____	

Client Types:

Association/Organization
Authority
County
Estate/Trust
Federal Agency
Individual
Limited Liability company

Limited Liability Partnership
Municipality
Non-Pennsylvania
Government
Other (Government)
Other (Non-Government)

Partnership-General
Partnership-Limited
Pennsylvania Corporation
School District
Sole Proprietorship
State Agency

Consultant	
Contact Person/Title _____	Email Address _____
Phone Number _____	Company Name _____
Address (street, city, state, zip) _____	
Other Participant (Remediator)	
Contact Person/Title _____	
Relationship to Site _____ (e.g. remediator, participant in cleanup if other than owner, etc.)	
Phone Number _____	Email Address _____
Company Name _____	EIN or Federal ID # _____
Address (street, city, state, zip) _____	
Preparer of Notice of Intent to Remediate	
Name _____	Title _____
Phone Number _____	Email Address _____
Company Name _____	
Address (street, city, state, zip) _____	



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Revision of an NIR

2610-FM-BECB0010 Rev. 8/2023



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS

NOTICE OF INTENT TO REMEDIATE

For DEP Use Only
PF # _____
Rem ID # _____

Date: _____	NIR Status: <input type="checkbox"/> New <input type="checkbox"/> Revised
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Act 1995-2 requires four general information items to be included in the NIR: the general location, listing of contaminants, intended use of property, and proposed remediation measures. In addition, indicate the standard(s) to be obtained and attach a scaled site map (if available). Certain project amendments or changes will require submission of a revised NIR, a new public notice, and a new notification to the municipality. Changes to information marked by (**) or (†) indicate when a new NIR and new public and municipal notices are needed. DEP should also be notified of any significant changes to the initial NIR submission, including the change of future use of the property, contaminants added or removed, change of standards from site-specific to background or Statewide health, any change in the media being investigated, or change of any contact information.

Property Name _____

Former Name(s)/AKA _____

Address/Location _____

City _____ Zip Code _____

**Municipality(s) _____ County(ies) _____

Tax Parcel ID# (if known) _____

Latitude _____° (deg). _____' (min) _____" (sec)

Longitude _____° (deg). _____' (min) _____" (sec)

Horizontal Collection Method _____

Horizontal Reference Datum _____ Reference Point _____

**Wish to participate in the DEP/EPA [One Cleanup Program](#).
Contact the Land Recycling Program Manager for details at landrecycling@pa.gov.

EPA ID#, if known _____

DEP ID#(s), if known _____

(i.e. eFACTs primary facility ID#, storage tank facility ID#, water quality permit #, etc.)



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Revision of an NIR

A revised NIR along with new public and municipal notifications must be submitted through the same process for the following reasons:

- Change or addition of municipality
- Change to site-specific standard, combination of standards, or special industrial area
- Change in project scope or future use of the property
- Change to contaminants or media being investigated
- Decision to participate in the One Cleanup Program



Proof of Notification

Proof of notification: (TGM II.A.3)


1. A copy of the proposed text of the newspaper notice and expected publication date. This includes publication in an online news site.

2. A copy of the letter mailed to the municipality along with one of the following:
 - a. a certified mail receipt
 - b. a read-receipt
 - c. a confirmation email from a municipal email account

Proof of Notification

Proof of notification:

A certified mail receipt

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none">■ Complete items 1, 2, and 3.■ Print your name and address on the reverse so that we can return the card to you.■ Attach this card to the back of the mailpiece, or on the front if space permits.	<p>A. Signature <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p>
1. Article Addressed to: CITY OF WILLIAMSPORT 100 WEST 3 rd ST. WILLIAMSPORT, PA 17701	B. Received by (Printed Name) <input checked="" type="checkbox"/> Agent C. Date of Delivery 12-19-23
 9590 9402 7548 2098 1008 48	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
2. Article Number (Transfer from service label) 7018 2290 0001	3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)
	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt





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Proof of Notification

Proof of notification:

A read receipt

From  Barrick, Tim
To  Fair, Carolyn
Subject Read: NIR Ashley Borough

Your message

To: Barrick, Tim
Subject: NIR Ashley Borough
Sent: Tuesday, January 23, 2024 11:52:48 AM (UTC-05:00) Eastern Time (US & Canada)

was read on Tuesday, January 23, 2024 12:56:49 PM (UTC-05:00) Eastern Time (US & Canada).

Proof of Notification

Proof of notification:

A confirmation email from a municipal email account

From: [Pribulka, David](#)
To: [Phillip M. Donmoyer, P.G., LRS](#)
Cc: [Justin Mandel](#)
Subject: [EXTERNAL] RE: Former Harner Farm - Act 2 Final Report Submission
Date: Wednesday, November 10, 2021 3:29:51 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)

Received. Thank you.

David G. Pribulka
Township Manager
Ferguson Township
tel: (814) 238-4651
fax: (814) 954-7642



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Remediation Reports

- A 30-day public comment period following municipal & public notification is required for site-specific standard (SSS) or the special industrial area (SIA).
- Applicant must inform the municipality of the 30-day comment period as well as their right to request a public involvement plan (PIP).
- DEP will not accept an Act 2 report submission until after the 30-day comment period.



Remediation Reports

Act 2 Remediation Report Submissions: (TGM II.A.3)

- Report Package includes

- Transmittal Sheet

- Report(s) being submitted

- FR Summary (For FR only)

- Proof of Municipal and public notification

(Not required for background or Statewide health FR when submitted within 90 days of the date of release. Not required for baseline environmental reports under SIA)

- Checklist (optional)

- Fee

Transmittal Sheet

Forms and Lists

Forms & Checklists

[Notice of Intent to Remediate](#) (PDF)

[Notice of Intent to Remediate](#) (Word)

[Background Checklist](#) (PDF)

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[Notification Correspondence Examples](#)
(Word)

[Final Report Summary](#) (PDF)

[Final Report Summary](#) (Word)



Transmittal Sheet

2610-FM-BECB0023 Rev. 6/2019



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS
LAND RECYCLING PROGRAM

Land Recycling Program Transmittal Sheet for Plan/Report Submission

Instructions: Please provide all requested information in each of the four sections. This transmittal sheet shall accompany any plan/report submitted to the Department under the Land Recycling Program. Proper completion of the Transmittal Sheet will assist Department review and may avoid a finding of plan/report deficiency. The Facility ID number can be obtained from the Department's Environmental Cleanup Program in the region where the site is located.

Section 1 - Site Identification

eFACTS Facility ID _____

Site Name _____

Site Address _____

Municipality and County _____



Transmittal Sheet

Section 2 - Remediation Standard . . Plan/Report . . Fees

Identify the remediation standard being pursued and the type of plan/report being submitted. Please note required Department fees follow each type of plan/report.

Check the relevant standard and the type of plan/report being submitted.

Background Standard
Final Report (\$250 fee)

Site-Specific Standard

Remedial Investigation Report
(\$250 fee)

Risk Assessment Report
(\$250 fee)

Cleanup Plan (\$250 fee)

Final Report (\$500 fee)*

Statewide Health Standard*
Final Report (\$250 fee)

Special Industrial Area

Work Plan
(no fee)

Baseline Environmental Report
(no fee)

*A final report submitted under a combination of cleanup standards should be accompanied with a fee representing the higher of the two standards' final report fee.

Ensure your check covers all required fees and is made payable to the **Commonwealth of Pennsylvania**.



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Transmittal Sheet

Section 3 - Municipal/Public Notice Confirmation

There are two stages in the Land Recycling Program where municipal and public notices are required. Read the information associated with each stage. You will be asked to confirm that information establishing your compliance with these notification requirements has been included with this submission.

- Check here if you are planning to meet the Background or Statewide Health Standard and your Final Report has been submitted within 90 days of the release.

Indicate date of release here

No further completion of this section is required if your Final Report for these two standards conforms to the 90 day time frame.

Stage 1 - Notice of Intent to Remediate (NIR)

- Check here to confirm you have included proof that a copy of your NIR was provided to each municipality where your site is located. Proof will be a copy of your cover letter and a copy of a signed certified mail receipt slip from the municipality.
- Check here to confirm a copy of a proof of publication document from a newspaper serving the area of your site has been included with this submission.
- Check here to indicate that a Site-Specific Standard or a Special Industrial Area is involved and a municipal request was received for development of a public involvement plan. The plan/report submission shall include municipality and public comments, which were submitted, and your responses to those comments.

Stage 2 - Cleanup Plan/Report Submission

Place date here that each municipality was notified of any plan or report submitted under any of the three remediation standards.

Place the newspaper name and date that your notice of your plan/report submission was published.

Transmittal Sheet

Section 4 - Project Contact

On the lines below, place the name, company, mailing addresses and business phone number of the individuals who can be contacted regarding this submission:

Consultant

Contact Person/Title: _____
Phone Number _____
Email Address _____
Company Name: _____
Mailing Address (street, city, state, zip)

Remediator

Contact Person/Title: _____
Phone Number _____
Email Address _____
Company Name: _____
Mailing Address (street, city, state, zip)

Other

Contact Person/Title: _____
Relationship to Site _____
(e.g. owner, participant in cleanup, responsible party, etc.)
Phone Number _____
Email Address _____
Company Name: _____
Mailing Address (street, city, state, zip)

FR Summary

Forms and Lists

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FR Summary

FINAL REPORT SUMMARY

The Final Report Summary (FRS) is a brief report consisting of set of data required in addition to the Act 2 Final Report. The summary is used in part as a reference to the Final Report Approval Letter which conveys liability relief to the remediator and other applicable persons. It is of value long after the remediation to be used by the public and Department in understanding key information about the site and remediation.

This use is increased by the fact that it will ultimately be merged into the Department's eFACTS system, which allows the public to have the ease of computer access to environmental information at sites. For more information, see www.ahs.dep.pa.gov/eFACTSWeb/default.aspx. Finally, the summary will be used by the Department to help to better assess the status and the level of success of the program. In the past, numbers of sites remediated has been tracked. With the inclusion of this summary information, progress can be tracked in many specific ways, including identification of individual chemical constituents, and the mass treated, removed or managed safely in place.

Identification

Property Name

Property Descriptor

Address / Location

Address

City Zip Code

Municipality(s) County(ies)

Latitude ° (deg). ' (min) " (sec) Longitude ° (deg). ' (min) " (sec)

Horizontal Collection Method

Horizontal Reference Datum Reference Point

Property Specifics

Size of Property Number of Sites

Combined acreage of sites

Remediation

Standards attained or special industrial area attainment. (Check all that apply. Can use multiple.)

Background Statewide Health Site-Specific Special Industrial Area

Proposed future property use - scenario for which the attainment of Statewide Health standard is demonstrated

Residential Non-residential

List of contaminants

Soils

Chemical Name	CAS Number	Mass Contaminant Treated or Removed (lbs.)	Mass Contaminant Managed on Site (lbs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





Remediation Reports

Act 2 Remediation Report Submissions: (TGM II.A.3)

- Report Package includes

- Transmittal Sheet

- Report(s) being submitted

- FR Summary (For FR only)

- Proof of Municipal and public notification

(Not required for background or Statewide health FR when submitted within 90 days of the date of release. Not required for baseline environmental reports under SIA)

- Checklist (optional)

- Fee

Notification Templates

Forms and Lists

Forms & Checklists

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Special Industrial Areas (PDF)	Special Industrial Areas (Word)
Transmittal Sheet for Plan/Report Submission (PDF)	Transmittal Sheet for Plan/Report Submission (Word)
Request for Determination of Non-Use Aquifer (PDF)	Request for Determination of Non-Use Aquifer (Word)
	Notification Correspondence Examples (Word)
Final Report Summary (PDF)	Final Report Summary (Word)

Templates are available for wording of notification to municipalities

Notification Templates

Municipality Notice of Submission of Plan and/or Report for site-specific standard cleanups.

Dear Municipal Official:

Notice is hereby given that _____ (*name of person or firm submitting the plan or report*) has submitted a _____ (*specify type of plan or report*) to the Department of Environmental Protection for the site [known as][owned by] at _____ (*site name, location*). The _____ (*specify name of plan or report*) indicates that the remediation [planned will] [performed has] attain[ed] compliance with the site-specific cleanup standard.

This notice is made under the provision of the Land Recycling and Environmental Standards Act, the Act of May 19, 1995, P.L. #4, No. 2.

Sincerely,

Templates are available for wording of notification to municipalities

Checklists

Forms and Lists

Forms & Checklists

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Checklists are available to help make sure you have included everything needed

Checklists

SITE-SPECIFIC STANDARD CHECKLIST

Notice of Intent to Remediate

1. Site name and location information, including latitude and longitude
2. Description of site and intended future use of property
3. Contact information
 - a. Remediator
 - b. Owner
 - c. Consultant
4. Site map
5. Submit Public Involvement Plan (if requested by municipality)

Remedial Investigation Report, Risk Assessment Report, Cleanup Plan

1. Remedial Investigation Report
2. Risk Assessment Report (if necessary)
3. Cleanup Plan (if necessary)
4. Transmittal sheet
5. Notifications
 - a. Public Notice (A copy of the proposed text of the newspaper notice and the anticipated publication date)
 - b. Municipal Notices (A copy of letter to municipality with USPS Certified Mail Receipt)
6. Fees



Additional Background

FR Summary

Public Notification

Public Involvement

Submission of Multiple Reports



Additional Background

FR Summary

- DEP requests this as part of the submission
- Plain language summary
- Part of Public Record



Additional Background

Public Notification –

Proof of notification is required to ensure public has been given opportunity to comment

1. Certified mail receipt, read-receipt, or confirmation email along with letter
2. Text of newspaper notice along with publication date

Additional Background

Public Involvement –

All SSS and SIA reports cannot be submitted until after 30 days from the NIR submittal to allow for comment.



Additional Background

Public Involvement Plan (PIP)

- Plan between the Municipality and the Remediator
- Allows for Municipality and public to comment on any concerns or inconsistencies
- Municipality can request a PIP
- If requested, the PIP
 - is submitted to both municipality and DEP
 - must be submitted before a Remedial Investigation Report for SSS, and before a Baseline Environmental Report for SIA
- TGM Section II.A.3.c



Additional Background

Submission of Multiple Reports

- Multiple Reports can be submitted together
- It is preferred that SSS FR be submitted separately
- If one of the reports combined with the SSS FR is not approved, the entire package will be disapproved.
- Consult the Q&A Document referenced on Slide 4 for further detail (Question II.5)

Submittal Process

See Something? Say Something.

Submit an Environmental Complaint

Report



[Report an Emergency](#)



[Environmental Complaints](#)



[Electronic Submissions](#)



[Regional Resources and Contacts](#)



[Newsroom](#)



[Grants](#)



[Reports](#)



[Public Records](#)

[Electronic Submissions Including Payments Now Available](#)



[DEP Weekly Permitting Efficiency: 850 Permit And Authorization Actions, 1,406 Inspections, 3 Emergency Responses](#)



[2023 Permit Plan](#)



Submittal Process



Report an Emergency



Environmental Complaints



Electronic Submissions



Regional Resources and
Contacts



Newsroom



Grants



Reports



Public Records

[DEP > Data and Tools > Electronic Submissions](#)

Electronic Submissions

DEP provides a menu of different methods for the submission of documents to the department. Electronic submission is the most efficient way to submit documents and provides the fastest review timeframes for authorizations. Select your preferred submission method from the options below.

Submission Types
Available

ePermitting Submissions

DEP's e-permitting system for electronic submission is strongly recommended and is DEP's preferred submission method. The system is designed to ensure that applicants submit the required information at the time of submission, which reduces errors, and provides the most efficient fastest review timeframes for [permit authorizations available in e-permitting](#).

Public Upload with Electronic Payment

DEP accepts [permit and authorization applications](#) as well as many other documents via [public upload](#) including electronic payments, if applicable. While this submission process is not as efficient as using e-permitting, it provides a much more efficient option than printing and mailing applications with paper

Submittal Process

Public Upload

Public Submission

Submission Information

Submitter Information

Submitter Name*

Submitter's Organization*

Submitter Email Address*

Phone Number*

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)

Submission Type Select from the list

DEP Program Area

Request Type*

Permit #/Project #

Applicant EIN

Select options

Check all Uncheck all

AIR QUALITY AQ

CLEAN WATER CW

DISTRICT MINING OPERATIONS DMO

ENV CLEANUP & BROWNFIELDS ECB

MINE SAFETY MS

Resubmittal

Is this a resubmittal?*

Yes No

Submittal Process

Public Upload

Public Submission

Submission Information

Submitter Information

Submitter Name*

Submitter's Organization*

Submitter Email Address*

Phone Number*

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver'.

Filter Submission Types by Program (optional)

Submission Type - Select from the list*

DEP Program Area

Request Type*

Permit #/Project #

Applicant EIN

Resubmittal

Is this a resubmittal?* Yes No

1 selected

Select a value

- ABOVEGROUND STORAGE TANK THIRD PARTY INSPECTION
- LAND RECYCLING BACKGROUND STANDARD FINAL REPORT
- LAND RECYCLING COMBINATION OF STANDARDS FINAL REPORT
- LAND RECYCLING CONSENT ORDER AND AGREEMENT
- LAND RECYCLING ENVIRONMENTAL COVENANT



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PROTECTION

Submittal Process

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)

1 selected

Submission Type - Select from the list*

LAND RECYCLING COMBINATION OF STAND...

Please refer to the transmittal sheet for fee calculation. Upload a copy of the transmittal sheet with the payment.

Please submit all parts of the report together, including Final Report Summaries, Transmittal Sheets, etc. [Land](#)

Recycling Program, Transmittal Sheet for Plan/Report Submission

DEP Program Area

ENV CLEANUP & BROWNFIELDS ECB

Request Type*

Select a value

Permit #/Project #

Applicant EIN

Submittal Process

Address

City

State

PA



Zip Code

County/Municipality/Region*

County(ies)	Municipality (ies)	Is Primary?	Region(s)	Edit	Delete
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No data to display

[Add County/Municipality/Region](#)

Submission Notes

Provide any necessary comments below for the review staff

Attachments (0)

[Attach Scanned Form](#)

[Submit](#)



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Avoiding Common Errors

1. Required public notice – legal ad in local paper or online news site
2. Proof of public and municipal notice
3. Time for comment period and PIP
4. Professional Geologist seal
5. Combined reports submissions
6. Correct fee



Next Steps

- Training recording link on the Land Recycling webpage
- PowerPoint available on webpage
- List of helpful documents/links



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Bureau of Environmental Cleanup & Brownfields

Questions?

ra-eplandrecycling@pa.gov