



Administrative Rejection Checklist

This checklist itemizes the inconsistencies, contradictions, and/or incomplete documentation that were identified during administrative review of the verification. The items identified may not be all-inclusive.

Part I: General Information		
<input type="checkbox"/>	The wrong Form was used for the type of transfer	
<input type="checkbox"/>	The signatory for the LEP or Certifying Party was not complete	
<input type="checkbox"/>	The email contact for the Certifying Party was not provided	
Part II: Verification Information		
<input type="checkbox"/>	<input type="checkbox"/>	The date the Form III was filed [the date DEEP received the Form] is incorrect Note: the correct date of the filing is: Click here to enter text.
	<input type="checkbox"/>	Incorrect Rem# identified. The correct Rem# is Click here to enter text
<input type="checkbox"/>	Verification Dates	
	<input type="checkbox"/>	Complete dates – mm/dd/yyyy – were not used
	<input type="checkbox"/>	The date the Phase II Investigation was completed was not provided or is erroneous
	<input type="checkbox"/>	The Phase II date was designated as the effective date of the Verification; however, that date precedes the date of the Form filing, which is not applicable by law
	<input type="checkbox"/>	The date the Verification was signed and sealed was either missing, incomplete, or erroneous
	<input type="checkbox"/>	The effective date for the verification was not designated
<input type="checkbox"/>	Compliance Statement	
	<input type="checkbox"/>	It was not indicated whether remediation was or was not necessary to achieve compliance with the RSRs
	<input type="checkbox"/>	The verification was not signed, sealed, or the LEP identification was incomplete
	<input type="checkbox"/>	The signatory for the Certifying Party is not a legally authorized representative of the CP (someone who has authority to legally bind the CP to contracts and agreements, typically someone in senior management). An employee with no management authority to bind the entity is not sufficient.
Part III: Setting and Receptors		
<input type="checkbox"/>	This section was incomplete Click here to enter text.	
<input type="checkbox"/>	C. Significant Environmental Hazard	
	<input type="checkbox"/>	DEEP records document that a SEHN was filed, but this was not indicated on the verification form
	<input type="checkbox"/>	It was not indicated if a SEH was identified or if a SEHN was filed
	<input type="checkbox"/>	The type of hazard was not identified
	<input type="checkbox"/>	The date of hazard resolution was not provided
Part IV: Compliance History and Approvals		
<input type="checkbox"/>	A.	Information provided does not match the Department's records, specifically: Click here to enter text.

<input type="checkbox"/>	C.1-4	The approval date for Click here to enter text was not provided.
<input type="checkbox"/>	C.5.	It was indicated that an Engineered Control was used, but:
<input type="checkbox"/>		The date the Commissioner approved the EC was not provided
<input type="checkbox"/>		The type of Financial Surety that was established or the date it was submitted to the Commissioner was not provided or indication that it was not required was not provided
<input type="checkbox"/>	C.6. Environmental Use Restriction	
<input type="checkbox"/>		It was indicated that an ELUR was used to achieve compliance, but the date that the Certificate of Title for recordation of the ELUR was accepted by the Commissioner was not provided
<input type="checkbox"/>		It was indicated that an NAUL was used to achieve compliance, but the date that the Certificate of Title for recordation of the ELUR was accepted by/submitted to the Commissioner was not provided
<input type="checkbox"/>	C.7-12 Use of Polluted/Treated Soil/In Situ Remediation/Technical Impracticability/Emerging Technology	
<input type="checkbox"/>		Commissioner approval date was not included
<input type="checkbox"/>		Volume of soil reused was not indicated
<input type="checkbox"/>		Release area(s) was not indicated
Part V: Remediation of Environmental Media – Standards for Soil Remediation		
<input type="checkbox"/>	A.2	It was indicated that there were releases to soil, but:
<input type="checkbox"/>		All columns were not properly completed
<input type="checkbox"/>		Click here to enter text was [not] indicated, yet Click here to enter text
<input type="checkbox"/>		Specific identification of Applicable Release Areas was not provided
<input type="checkbox"/>	B.2	DEC
<input type="checkbox"/>		Compliance with numeric DEC was not indicated
<input type="checkbox"/>		It was not indicated how data were applied to demonstrate compliance with the DEC
<input type="checkbox"/>	B.3	PMC
<input type="checkbox"/>		Compliance with numeric PMC was not indicated
<input type="checkbox"/>		It was not indicated how data were applied to demonstrate compliance with the PMC
Part VI: Remediation of Environmental Media – Groundwater Remediation Standards		
<input type="checkbox"/>	A.2	It was indicated there were releases to groundwater, but:
<input type="checkbox"/>		All columns were not properly completed
<input type="checkbox"/>		Click here to enter text was [not] indicated, yet Click here to enter text
<input type="checkbox"/>	B. 1	All prerequisite boxes were not completed
<input type="checkbox"/>	B.2	Identification of applicable remedial goal inconsistent with other references
<input type="checkbox"/>	B.3	It was not indicated how data were applied to demonstrate compliance with GWPC
<input type="checkbox"/>	B.4	It was not indicated how data was applied to demonstrate compliance with SWPC
<input type="checkbox"/>	B.6	It was not indicated how data was applied to demonstrate compliance with VoIC

Required Attachments Missing	
<input type="checkbox"/>	A copy of the Public Notice, and/or discussion of any public comments received, was not provided
<input type="checkbox"/>	A copy of the Commissioner's APS/AC approval was not provided
<input type="checkbox"/>	The 95% UCL calculations and input data were not provided
<input type="checkbox"/>	A copy of the EUR Fact Sheet and Certificate of Title was not provided
<input type="checkbox"/>	A copy of the Commissioner's Engineered Control approval was not provided
<input type="checkbox"/>	A copy of the Financial Surety Mechanism for the Engineered Control was not provided
<input type="checkbox"/>	A copy of the General Permit or Temporary Authorization for In Situ Remediation was not provided
<input type="checkbox"/>	A copy of the Commissioner's approval for off-site use of polluted soil was not provided
<input type="checkbox"/>	An A2 survey clearly delineating the Portion of the property being verified was not provided

Verification Package	
<input type="checkbox"/>	<p>The Verification Package was not organized as required, with information appended to the Verification Form</p> <p>Appendix A - Public Notice Documentation</p> <p>Appendix B - Approvals and Notifications</p> <p>Appendix C – EUR Information</p> <p>Appendix D – Map Depicting Portion being Verified</p> <p>Exhibit 1 – Verification Report</p>

Verification Report	
<input type="checkbox"/>	Verification Report not included in Verification package
<input type="checkbox"/>	Verification Report indicates Click here to enter text. is included, but it is missing