



## DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION

BUREAU OF WATER PROTECTION AND LAND REUSE  
REMEDIAL DIVISION

[www.ct.gov/deep/remediation](http://www.ct.gov/deep/remediation) | 860-424-3705

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### INSTRUCTIONS FOR COMPLETION OF INVESTIGATION (DEEP-REM-COI) AND REMEDIAL ACTION PLAN (DEEP-REM-RAP) TRANSMITTAL FORMS

The Completion of Investigation (COI-TF) and Remedial Action Plan (RAP-TF) transmittal forms are summary documents to transmit applicable reports and/or plans to the Remediation Division of the Department of Energy and Environmental Protection (the Department). Upload to the Connecticut Secure File Transfer (SFT) website (<https://sft.ct.gov>) the [Electronic Transmittal Form](#) (page 1), the RAP or COI Transmittal Form, and all supporting documents.

Pursuant to Section 22a-134a [Property Transfer Law] of the Connecticut General Statutes (CGS), administrative orders, and other laws and regulations, milestone documents related to the investigation and remediation of a property are required to be submitted to the Commissioner “on a form prescribed by the Commissioner”. These transmittal forms, with the applicable attachments, are the prescribed forms.

The RAP Transmittal Form must be submitted with the RAP in order to enter the Voluntary Remediation Program under CGS section 22a-133y.

The transmittal forms have been created to ensure that (1) the party(s) responsible to submit the milestone information is privy to the submission; (2) the licensed environmental professional contracted to complete the transmittal form approves of the information documenting the milestone requirement; and (3) key and relevant information is conveyed to the Department so that the Department can properly process the submittal and obtain a synopsis of the environmental setting and condition, and/or the nature of the release areas and intentions for remedial actions. Therefore, all sections of transmittal forms must be completed, as applicable.

Part I of the transmittal forms provides ‘General Information’ that identifies the property; identifies the party(s) responsible to complete the task and/or submit the transmittal form and applicable documentation; indicates the purpose of the submittal; and lists the documentation attached to the transmittal form. The party responsible to complete the task is to certify that they are submitting the transmittal form and attached documentation.

Part II of the transmittal forms provides key information on the nature of the attached documentation. For example, Part II of the COI-TF provides relevant information regarding the environmental setting of the property and a summary of the findings of the investigation of the property; and Part II of the RAP-TF provides general reasons for the proposed remedial actions at the property. An environmental professional licensed (LEP) pursuant to CGS Section 22a-133v is to sign and seal Part II of both transmittal forms to indicate his/her approval of the forms.

#### Completion of Investigation Transmittal Form (DEEP-REM-COI)

In accordance with CGS Section 22a-134a [Property Transfer Law], the Certifying Party of a Form III filed with the Department after July 1, 2007 shall submit to the Commissioner documentation, approved in writing by a LEP, that the investigation of the parcel has been completed in accordance with prevailing standards and guidelines. The final site investigation report must be submitted to the Department not later than two (2) years after receipt of acknowledgement from the Commissioner that the Form III filed with the Department is complete, unless a later date has been specified by the Commissioner in writing.

The COI-TF must be signed and submitted by the Certifying Party to document that the investigation of the parcel has been completed in accordance with CGS Section 22a-134a(g)(1). A final report on the investigation of the property must be attached to the COI-TF, as well as all other applicable documentation which demonstrates the investigation has been completed in accordance with prevailing standards and guidelines. The final report must conform to the reporting requirements described in the [Site Characterization Guidance Document](#) (SCGD).

Outside of the current statutory requirement of the Property Transfer Law, administrative orders, and other laws and regulations, the Commissioner may request documentation to demonstrate that the investigation of the property has been completed in accordance with prevailing standards and guidelines. The party responsible to complete the investigation is to use the COI-TF as a summary document for the final investigation report and all other documents that demonstrate the investigation has been completed. The party responsible to complete the investigation of the property is to sign Part I of the transmittal form.

Whether the COI-TF and final investigation report are submitted pursuant to the Property Transfer Law, pursuant to administrative order, or per request of the Commissioner, the LEP is to complete Part II ("Site Summary") of this form, and sign and seal it to indicate that the LEP approves that the investigation of the property has been completed in accordance with prevailing standards and guidelines.

### **Remedial Action Plan Transmittal Form (DEEP-REM-RAP)**

In accordance with CGS Section 22a-134a [Property Transfer Law], the Certifying Party of the Form III filed with the Department after July 1, 2007 shall submit to the Commissioner a remedial action plan, approved in writing by a LEP, on a form prescribed by the Commissioner. The remedial action plan must be submitted to the Department not later than three (3) years after receipt of acknowledgment from the Commissioner that the Form III filed with the Department is complete, unless a later date has been specified by the Commissioner in writing.

The authorized signatory for the Certifying Party of the Form III filed with the Department is to complete, sign, and submit the RAP-TF, with the remedial action plan (RAP) attached, as well as documentation that the Public Notice of Remediation has been published in accordance with CGS Section 22a-134a(i) and RCSA section 22a-133-k-1(d)(1). The RAP is to be attached to the RAP-TF and approved by a LEP.

The RAP Transmittal Form and RAP are required to enter the Voluntary Remediation Program under CGS section 22a-133y. Leave the Remediation ID Number blank, as it will be assigned upon submission.

Outside of the current statutory requirement of the Property Transfer Law, administrative orders, and other laws and regulations, the Commissioner may request documentation to demonstrate that the remediation of the property has been initiated. The party responsible to remediate the property is to use the RAP-TF as a summary document for the RAP. The party responsible to remediate the property is to sign Part 1 of this form.

Whether the RAP-TF and RAP are submitted pursuant to the Property Transfer Law, pursuant to administrative order, or per request of the Commissioner, the LEP is to complete the Remedial Action Plan Summary of the RAP-TF and sign and seal this form to indicate that the LEP approves the RAP.

The RAP must be attached to the RAP-TF, in addition to documentation that Public Notice of Remediation has been published in accordance with applicable statutes, regulations, or other laws.