



Illinois Environmental Protection Agency

2520 West Iles Avenue • P.O. Box 19276 • Springfield, Illinois • 62794-9276 • 217-782-3397

Instructions for the Site Remediation Program Application and Services Agreement (Form DRM-1)

General Information:

Completion of this Application and Services Agreement (“Agreement”) is required when requesting enrollment in the Illinois Environmental Protection Agency (“Illinois EPA”), Site Remediation Program (“SRP”). Please read these directions carefully. All information should be typed or legibly printed in ink. The letters “NA” may be used, but only if the requested information is not applicable. Justification must be stated for failure to provide required information.

Once completed with all requested information, submit one original and one copy of the application to:

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
BUREAU OF LAND / RPMS #24
2520 WEST ILES AVENUE
POST OFFICE BOX 19276
SPRINGFIELD, IL 62794-9276**

Documents may be hand-delivered during normal business hours at this address; delivery time should be scheduled in advance with an employee of the Illinois EPA, Remedial Project Management Section.

We recommend you keep a copy of every submittal and any relevant correspondence sent to the Illinois EPA.

Please complete each section that applies to the services requested. The information required is described in the directions on the following pages.

Once the project costs incurred by the Illinois EPA exceed the advance partial payment amount, quarterly invoices will be sent to the RA. Payment to the Illinois EPA is due within 45 days of receipt of the invoice.

In addition to the fees applicable under the agreement, the recipient of an NFR Letter must pay, to the Illinois EPA, an NFR Letter Assessment fee in the amount of the lesser \$2,500 or an amount equal to the costs incurred by the Illinois EPA under the agreement (35 IAC 740.615).

Form DRM-2 must also accompany the application if any plans or reports for Illinois EPA review and evaluation are included with the submitted application.

I. Remediation Site Identification:

The remediation site is the single location, place, tract of land, or parcel or portion of any parcel of property, including contiguous property separated by a public right-of-way, for which review, evaluation, and approval of any plan or report is requested by the Remediation Applicant (“RA”) in this application. A remediation site also includes, but is not limited to, all building and improvements present at that location, place, or tract of land.

Include the remediation site name (if the Illinois EPA already has a site name attributed to the address provided, that site name will be utilized), street address, city, zip code, county, approximate remediation site acreage, Illinois Inventory ID number (if assigned), USEPA ID number (if assigned), and any Illinois EPA permit(s) or LUST/IEMA Incident number(s) applicable to the remediation site. If an Illinois Inventory ID number does not exist, one will be assigned to the site. Sites must be located in the State of Illinois.

A remediation site base map must accompany the application. Failure to include a remediation site base map will result in denial of the application.

The remediation site base map must be of sufficient detail and accuracy to show all the following:

- a. A distance of at least 1,000 feet around the remediation site at a scale no smaller than one inch equal to 200 feet;
- b. Map scale, north arrow orientation, date, and location of the remediation site with respect to township, range and section;
- c. Approximate boundary lines of the remediation site, with the owners of adjacent properties clearly indicated, if reasonably identifiable; and
- d. Surrounding land uses (e.g., residential property, industrial/commercial property, agricultural property, and conservation property).

II. Remediation Applicant (“RA”) Identification:

An RA is any person performing or seeking to perform or performing investigative or remedial activities under the SRP. The RA may be the owner or operator of the site, or persons authorized by law or consent to act on behalf of or in lieu of the owner or operator of the remediation site.

Include the RA’s full legal name of entity or individual, street address, city, state, zip code, phone number, email address, and Federal Employee Identification Number (“FEIN”) or Social Security Number (“SSN”).

If the identified RA intends to allow a secondary person to sign the DRM-2 and receive electronic correspondence for this project, check the box in this section and identify the individual along with their phone number and email address.

III. Project Objectives:

A No Further Remediation (“NFR”) Letter signifies a release from further responsibilities for the conduct of approved remedial actions and provides prima facie evidence that the environmental conditions at the remediation site do not constitute a significant threat to human health and the environment. An NFR Letter applies in favor of the RA and to other persons with ownership interest in the property.

- A) Three (3) types of release letters are available under the SRP: A comprehensive NFR Letter, a focused NFR Letter, and a 4(y) Letter.
- a. Comprehensive NFR Letter: Signifies a release for all recognized environmental conditions and all contaminants of concern as included in 35 Illinois Administrative Code (“35 IAC”) 740 Appendix A Target Compound List. An RA must investigate and address all media (i.e., soil, groundwater, and/or soil gas) for **all** contaminants of concern at the remediation site.
 - b. Focused NFR Letter: Signifies a release for only those limited recognized environmental conditions or contaminants of concern specified by the RA. An RA must investigate and address all media (i.e., soil, groundwater, and/or soil gas) for **only** those limited contaminants of concern at the remediation site.

- c. **4(y) Letter:** Provides a limited release under Section 4(y) of the Illinois Environmental Protection Act to a person who successfully completes preventative or corrective action at the remediation site.

Identify in Section III of this application whether a comprehensive NFR Letter, focused NFR Letter, or 4(y) Letter is requested. If a focused NFR Letter is requested, identify the contaminants of concern to be addressed in the space provided. If a 4(y) Letter is requested, identify the specific release and contaminants associated with the release to be addressed.

- B) Identify any support services requested from the Illinois EPA in addition to the review and evaluation services (e.g. assistance with community relations, coordination between the RA and other governmental entities, etc.).
- C) Indicate the approximate dates that the Illinois EPA should expect receipt of each of the following documents: Site Investigation Report; Remediation Objectives Report; Remedial Action Plan; and Remedial Action Completion Report. Attach a detailed anticipated project schedule (e.g., Gantt Charts), if available.
- D) Identify the current and post-remediation uses of the remediation site (e.g., residential land use or industrial/commercial land use).

IV. Advance Partial Payment:

Submit a \$2,500 advance partial payment with the application. Please include the RA's FEIN or SSN on the check and make the check payable to "Illinois Environmental Protection Agency" with "For Deposit in the Hazardous Waste Fund."

V. Written Permission from the Property Owner:

For multiple property owners, attach additional sheets containing all the information required under this section along with a signed and dated certification for each.

Indicate whether or not the RA is the owner of the remediation site property.

1. If the RA is the sole property owner of the remediation site property, select box and skip to Section VI.
2. If the RA is not the owner of the remediation site property, include the property owner(s)' full legal name(s), and other contact information required in Section V of this application form. The property owner(s), or the authorized agent of the property owner(s), must certify, by original signature, the statement appearing in Section V of this application form.
3. If the RA is a property owner, but not the sole property owner, then include the other property owner(s)' full legal name(s), and other contact information required in Section V of this application form. The property owner(s), or the authorized agent of the property owner(s), must certify, by original signature, the statement appearing in Section V of this application form.

VI. RA Certification Page:

The RA, or authorized agent of the RA, must certify, by original signature, the statement appearing in Section VI of this form. If known, complete consultant of record contact information at the bottom of Section VI.

What Happens Next for the New Remediation Sites?

The Illinois EPA will initially review the application and accompanying documents to ensure the application is complete. Should the application be deficient or if the Illinois EPA is unable to provide the services requested, the RA will be promptly notified of the application denial and the reasons. Upon receipt of the proper application, a project manager will be assigned. Confirmation concerning receipt of advance partial payment, the project manager's name and an Illinois Inventory ID number will be sent to the RA and the RA's consultant, if identified on an accompanying DRM-2.



Illinois Environmental Protection Agency

2520 West Iles Avenue • P.O. Box 19276 • Springfield, Illinois • 62794-9276 • 217-782-3397

Site Remediation Program Application and Services Agreement (DRM-1) Form

This fillable form may be completed online or printed and signed before it is submitted to the Remedial Project Management Section at the above address, along with a Site Base Map and \$2,500 Advance Partial Payment.

I. Remediation Site:

Site Name: _____
(if the Illinois EPA already has a site name attributed to the address provided, that site name will be utilized)

Address: _____ County: _____

City: _____ Zip Code: _____ Acreage: _____

Illinois Inventory ID #: _____ USEPA ID #: _____

LUST/IEMA Incident or Permit #(s): _____

II. Remediation Applicant ("RA"): (RA signature required on last page)

Entity or Individual: _____

Contact (Authorized Agent): _____

Address: _____ P.O. Box: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

FEIN/SSN: _____ Email: _____

Check this box if the RA would like to authorize an additional individual to sign the DRM-2 on behalf of the RA and receive electronic correspondence for this project (consultant of record will receive all electronic correspondence for this project). List the additional contact information below:

Name: _____

Phone: _____ Email: _____

III. Project Objectives:

A. Release Letter Request.
 Check the applicable box. If necessary, additional information may be attached to this application:

Comprehensive No Further Remediation ("NFR") Letter

Focused NFR Letter
 List Contaminants or Contaminant Groups: _____

4(y) Letter
 List Release and Contaminants: _____

B. Identify any support services as provided in 35 IAC 740.210(d) being sought from the Illinois EPA in addition to the review and evaluation services. If necessary, additional information may be attached to this application form. _____

All information submitted is available to the public except where specifically designated by the RA to be treated confidentially in accordance with the Illinois Compiled Statutes, Section 7(a) of the Environmental Protection Act, the Rules and Regulations of the Illinois Pollution Control Board, and the Rules and Regulations of the Illinois EPA.

C. Anticipated Schedule:

Site Investigation Report _____
Remediation Objective Report _____
Remedial Action Plan _____
Remedial Action Completion Report _____

D. Identify the current and post-remediation uses of the remediation site. If necessary, additional information may be attached to this application form.

Current use of remediation site: _____

Post-remediation use: _____

IV. Advance Partial Payment:

- A \$2,500 advance partial payment is included with this application. Please make the check payable to: "Illinois Environmental Protection Agency." Please include "For Deposit in the Hazardous Waste Fund" and the Remediation Applicant's FEIN or SSN on the check.

V. Written Permission from the Property Owner (check applicable box(es), for multiple property owners, attach additional sheet(s) of this page containing all the information below, along with a signed and dated certification for each):

- RA is the sole property owner property owner of the remediation site identified in Section I of this application. [If this box is checked, skip to Section VI]
- RA is not a property owner of the remediation site identified in Section I of this application.
Property Owner Name (Entity or Individual): _____
Contact or Authorized Agent Name: _____
Address: _____ P.O. Box: _____
City: _____ State: _____ Zip Code: _____ Phone: _____
Email: _____
- RA is a partial property owner of the remediation site identified in Section I of this application.
Non-RA Property Owner Name (Entity or Individual): _____
Contact or Authorized Agent Name: _____
Address: _____ P.O. Box: _____
City: _____ State: _____ Zip Code: _____ Phone: _____
Email: _____

I hereby certify that the RA has my permission to enroll the site identified in Section I of this application into the Illinois EPA Site Remediation program. I certify that the RA and designated agents on behalf of the RA have permission to enter the indicated premises for the purpose of conducting remedial investigation or activities.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent conviction is a Class 3 felony. (415 ILCS 5/44(h)).

Remediation Site Property Owner's Signature

Date

VI. RA Certification:

I hereby certify that I am authorized to sign this Application and Services Agreement (“Agreement”). I certify that the proposed project meets the eligibility criteria set forth in Section 58.1(a)(2) of the Environmental Protection Act (415 ILCS 5/58.1(a)(2)) and regulations promulgated thereunder and that this submittal and all attachments were prepared at my direction. In consideration for the Illinois EPA’s agreement to provide (subject to applicable law, available resources, and receipt of the advance partial payment) review and evaluation services for activities carried out pursuant to Title 17 of the Illinois Environmental Protection Act (415 ILCS 5/58-58.12), I agree to:

- (1) Conform with the procedures of Title 17 of the Illinois Environmental Protection Act (415 ILCS 5/58-58.12) and implementing regulations;
- (2) Allow for or otherwise arrange site visits or other site evaluations by the Illinois EPA when requested;
- (3) Pay any reasonable costs incurred and documented by the Illinois EPA in providing such services;
- (4) Agree to perform the Remedial Action Plan as approved under this part;
- (5) Make a \$2,500 advance partial payment to the Illinois EPA for such anticipated services provided in Section IV of this application; and
- (6) In addition to the fee applicable under this Agreement, the recipient of a No Further Remediation (“NFR”) Letter must pay to the Illinois EPA an NFR Letter Assessment fee in the amount of the lesser of \$2,500 or an amount equal to the costs incurred by the Illinois EPA under this Agreement (35 IAC 740.615).

As the RA, I understand that I may terminate this Agreement at any time, by notifying the Illinois EPA in writing that services previously requested under the Agreement are no longer wanted. Within 180 days of receipt of the notice, the Illinois EPA shall provide me with a final invoice for services provided until the date of receipt of such notification.

To the best of my knowledge and belief, this request and all attachments are true, accurate, and complete. I hereby certify that I have authority to enter into this Agreement.

RA Signature

Date

If plans or reports for review and evaluation by the Illinois EPA accompany this application, a completed DRM-2 Form must also accompany this submittal.

Consultant of Record:

Company: _____

Contact (Authorized Agent) Name: _____

Street Address: _____ P.O. Box: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Email: _____

The Illinois EPA is authorized to require, and you must disclose, the information on this required form pursuant to the Environmental Protection Act (“Act”), 415 ILCS 5/1 et seq., and its implementing regulations. Failure to disclose the information may result in denial of enrollment in or termination from the Site Remediation Program and other penalties provided for in the Act, 415 ILCS 5/42-45. Intentional falsification of the information in this form may result in significant criminal and civil penalties as provided by law.