



## 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 \_\_\_\_\_

### 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)

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

☐ Site-Specific Standard

☐ Special Industrial Area

☐ Remedial Investigation Report  
(\$250 fee)

☐ Work Plan  
(no fee)

☐ Risk Assessment Report  
(\$250 fee)

☐ Baseline Environmental Report  
(no fee)

☐ Cleanup Plan (\$250 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.

☐ Final Report (\$500 fee)\*

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

### 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.

### 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) \_\_\_\_\_  
 \_\_\_\_\_