



Illinois
Environmental
Protection Agency

Bureau of Land
1021 North Grand Avenue East
Box 19276
Springfield, IL 62794-9276

**INSTRUCTIONS FOR THE SITE REMEDIATION PROGRAM APPLICATION
AND SERVICES AGREEMENT
(FORM DRM-1)**

General Information

Completion of this Application and Services Agreement is required of a person requesting enrollment in the Site Remediation Program. 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 any failure to provide requested information.

Submit the **original and one copy** of all information requested in this application to:

Illinois Environmental Protection Agency
Bureau of Land
Remedial Project Management Section
Site Remediation Program
1021 North Grand Avenue East
P.O. Box 19276
Springfield, Illinois 62794-9276

Hand carried documents may be delivered during normal business hours, 8:30 a.m. - 5:00 p.m., weekdays, to the above address.

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

Please fill out the sections in this application that apply to the services requested. The information required is described in the directions on the following pages.

- ▶ **If a request is being made for the Illinois EPA to determine the advance partial payment for anticipated services (see Section V of this application), then [Form DRM-3](#) must be included.**
- ▶ **If the application contains plans and reports for review and evaluation by the Illinois EPA, [Form DRM-2](#) must also accompany the submittal.**

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 buildings and improvements present at that location, place, or tract of land.

Include the remediation site name, street address, city, ZIP code, county, approximate size of remediation site (acres), Illinois Inventory I.D. number (if assigned), USEPA I.D. number (if assigned), remediation site base map (attached), and any Illinois Environmental Protection Agency permit(s) or LUST/IEMA Incident Number(s) for the remediation site. An Illinois Inventory I.D. Number (if one does not exist) will be assigned by the Illinois EPA.

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 of 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;
- D. Surrounding land uses (e.g., residential property, industrial/commercial property, agricultural property, and conservation property).

II. Remediation Applicant (“RA”) Information:

A Remediation Applicant (“RA”) is any person seeking to perform or performing investigative or remedial activities under the Site Remediation Program. The Remediation Applicant may be the owner or operator of the site or any other person authorized by law or consent to act on behalf of the owner or operator of the remediation site.

Include the full legal name, title, company, street address, city, state, ZIP code, telephone number, and Federal Employee Identification Number (“FEIN”) or Social Security Number (“SSN”) of the RA. The RA or the authorized agent of the RA must certify, by original signature, the statement appearing in Section II of this application form.

III. Project Objectives:

- A. Three (3) types of release letters are available under the Site Remediation Program: A comprehensive No Further Remediation (“NFR”) Letter, a focused NFR Letter, and a 4(y) Letter.

An NFR Letter signifies a release from further responsibilities for the conduct of approved remedial actions and provides *prima facie* evidence that 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. There are two types of NFR Letters issued by the Illinois EPA under the Site Remediation Program:

1. A comprehensive NFR Letter signifies a release for all recognized environmental conditions and all contaminants of concern. An RA must investigate and remediate all media (i.e., soil and groundwater) for **all** contaminants of concern at the remediation site.
2. A 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 remediate all media (i.e., soil and groundwater) at the remediation site, but **only** for those contaminants of concern specified by the RA.

A 4(y) Letter provides a limited release under Section 4(y) of the Illinois Environmental Protection Act to a person who successfully completes preventive or corrective action at the remediation site. The 4(y) Letter only applies to the RA and not to other persons. Preventive and corrective actions may be limited to activities (e.g., drum removals, spill response, etc.), specific media (e.g., soil), or specific contaminants of concern.

Identify in Section III of this application whether a comprehensive NFR Letter, a focused NFR Letter or a 4(y) Letter is requested. If a focused NFR letter is requested, identify contaminants of concern in the space provided. If a 4(y) Letter is requested, identify the situation (i.e., the media and remedial actions to be taken) and identify contaminants of concern and/or media to be investigated and remediated in the space provided.

- B. Identify any support services requested from the Illinois EPA in addition to the review and evaluation services (e.g., sample collection and analyses, assistance with community relations, coordination and communication 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.

IV. Written Permission from the Property Owner:

Indicate whether or not the RA is the owner of the remediation site. If the RA is not the property owner of the remediation site, include the full legal name, title, the company, the street address, the city, the state, the ZIP code, and the telephone number of the property owner in section IV of this application form. For multiple property owners, attach additional sheets containing all the information required under this section along with a signed, dated certification for each. The property owner or the authorized agent of the property owner must certify, by original signature, the statement appearing in section IV of this application form.

V. Advance Partial Payment:

Please select an advance partial payment plan and mark the appropriate box in Section V. An RA may:

1. Submit a \$500 advance partial payment with the application. Please make the check payable (in the amount of \$500) to “Illinois Environmental Protection Agency” with “For Deposit in the Hazardous Waste Fund” and include the Remediation Applicant’s FEIN or SSN on the check; or
2. Request that the Illinois EPA assess an advance partial payment specific to the project and include a completed [Form DRM-3 \(“Request for Assessment of Advance Partial Payment for Anticipated Services”\)](#). The information reported on Form DRM-3 will be used by the Illinois EPA to determine the appropriate advance partial payment (i.e., approximately one-half (1/2) of the total anticipated costs of the Illinois EPA, not to exceed \$5,000). The amount of the advance partial payment will be requested in writing by the Illinois EPA from the Remediation Applicant listed on the application. The application will not be considered complete and the site will not be enrolled in the Site Remediation Program until the advance partial payment has been received by the Illinois EPA.

The Illinois EPA cannot refund payments without a legislative appropriation. Payment under Plan 1 accelerates the review process but increases the risk of forfeiting the payment if the Remediation Applicant is ineligible or if the application is denied. Payment under Plan 2 may result in a larger advance partial payment when a final determination is made on the application, but it reduces the risk of forfeiture.

VI. Billing

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

In addition to the fees applicable under this Services Agreement, the recipient of a No Further Remediation Letter must pay to the Illinois EPA a No Further Remediation Assessment in the amount of the lesser of \$2500 or an amount equal to the costs incurred by the Illinois EPA under this Agreement ([35 IAC 740.615](#)).

What Happens Next for the New Remediation sites?

The Illinois EPA will initially review the application and accompanying documents to make certain the application is complete. Should the application be deficient or if the Illinois EPA is unable to provide the services requested, the Remediation Applicant 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 money, the name of the project manager and an Illinois Inventory I.D. number will be sent to the RA and the RA’s consultant, if identified.

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

Illinois Environmental Protection Agency
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1021 North Grand Avenue East
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FOR ILLINOIS EPA USE:

LOG No. _____

\$500 Advance Partial Payment Included

DRM-2 SRP Form Included

DRM-3 Request for Assessment Included

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

I. Site Identification:

Site Name: _____
Street Address: _____ P.O. Box: _____
City: _____ ZIP Code: _____
County: _____ Approximate Size of Site (Acres): _____
Illinois Inventory I.D. Number: _____ USEPA I.D. Number : _____
Site Base Map Attached: _____ Illinois EPA Permit(s): _____
LUST/IEMA Incident Number(s), if applicable: _____

II. Remediation Applicant ("RA"):

RA's Name: _____ Title: _____
Company: _____
Street Address: _____ P.O. Box: _____
City: _____ State: _____ ZIP Code: _____
Phone: _____ FEIN or SSN: _____

I hereby certify that I am authorized to sign this application and services 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*; and
- (4) Make an advance partial payment to the Illinois EPA for such anticipated services provided in Section V of this application.

As the Remediation Applicant, I understand that I may terminate this services agreement at any time, by notifying the Illinois EPA in writing that services previously requested under the services agreement are no longer wanted. Within 180 days after 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 the authority to enter into this agreement.

RA's Signature: _____ Date: _____

***In addition to the fees applicable under this Services Agreement, the recipient of a No Further Remediation Letter must pay to the Illinois EPA a No Further Remediation Assessment in the amount of the lesser of \$2500 or an amount equal to the costs incurred by the Illinois EPA under this Agreement ([35 IAC 740.615](#)).**

III. Project Objectives:

A.	Release Letter Requested. Please complete one of the subsections by checking applicable boxes and including other information (if necessary, additional information may be attached to this application form):																
	Comprehensive No Further Remediation ("NFR") Letter																
	Focused NFR Letter Identify the focused contaminants of concern by checking the applicable box(es): <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Volatiles</td> <td style="text-align: center;">BTEX</td> <td style="text-align: center;">PCBs</td> <td style="text-align: center;">Metals</td> <td style="text-align: center;">Semivolatiles</td> <td style="text-align: center;">PNAs</td> </tr> <tr> <td style="text-align: center;">Pesticides</td> <td colspan="5">Other (identify): _____</td> </tr> </table>		Volatiles	BTEX	PCBs	Metals	Semivolatiles	PNAs	Pesticides	Other (identify): _____							
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B.	Identify any support services 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):																
	No additional support services are being sought Assistance with community relations Sample collection and analyses Other (identify): _____																
C.	Anticipated Schedule																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">SRP Document</th> <th style="width: 50%;">Projected Date of Receipt by Illinois EPA</th> </tr> </thead> <tbody> <tr> <td>Site Investigation Report</td> <td></td> </tr> <tr> <td>Remediation Objectives Report</td> <td></td> </tr> <tr> <td>Remedial Action Plan</td> <td></td> </tr> <tr> <td>Remedial Action Completion report</td> <td></td> </tr> </tbody> </table>	SRP Document	Projected Date of Receipt by Illinois EPA	Site Investigation Report		Remediation Objectives Report		Remedial Action Plan		Remedial Action Completion report							
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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:																
	Post-Remediation Use:																

IV. Written Permission from the Property Owner (check one of the applicable boxes and provide additional information):

RA is the property owner of the remediation site identified in Section I of this application.
RA is not the property owner of the remediation site identified in Section I of this application.
Property Owner's Name: _____
Title: _____
Company: _____
Street Address: _____ P.O. Box: _____
City: _____ State: _____ ZIP Code: _____ Phone: _____
I hereby certify that the Remediation Applicant 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 Remediation Applicant and designated representatives have permission to enter upon the indicated premises for the purpose of conducting remedial investigations or activities.
Owner's Signature: _____ Date: _____
For multiple property owners, attach additional sheets containing all the information above along with a signed, dated certification for each.

V. Advance Partial Payment:

The Remediation Applicant shall select one of the following advance partial payment plans: Plan 1: A \$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; or Plan 2: Request that the Illinois EPA determine the appropriate partial payment (i.e., approximately one-half of the total anticipated costs of the Illinois EPA, not to exceed \$5,000). A completed DRM-3 form ("Request for Assessment of Advance Partial Payment for Anticipated Services") must accompany this application so that the Illinois EPA may determine the appropriate advance partial payment specific to the services requested. NOTE: Illinois EPA cannot refund payments without a legislative appropriation. Payment under Plan 1 accelerates the review process but increases the risk of forfeiting the payment if the applicant is ineligible. Payment under Plan 2 may result in a larger advance partial payment when a final determination is made on the application, but it reduces the risk of forfeiture.
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If this application contains plans and reports for review and evaluation by the Illinois EPA, a completed [Form DRM-2](#) must also accompany this submittal.

The Illinois EPA is authorized to require this information under Section 415 ILCS 5/58-58.12 of the Environmental Protection Act and regulations promulgated thereunder. Disclosure of this information is required as a condition of participation in the Site Remediation Program. Failure to do so may prevent this form from being processed and could result in your application being rejected. This form has been approved by the Forms Management Center. All information submitted as part of this Application is available to the public except when specifically designated by the Remediation Applicant to be treated confidentially as a trade secret or secret process in accordance with the Illinois Compiled Statutes, Section 7(a) of the Environmental Protection Act, applicable Rules and Regulations of the Illinois Pollution Control Board and applicable Illinois EPA rules and guidelines.