

How to Initiate a Voluntary Cleanup

General Program Information

- This voluntary cleanup program is administered by the Division of Waste Management's Inactive Hazardous Sites Branch (Branch) and is intended for sites that the Branch has determined to be lower in risk to human health and the environment.
- In this privatized program, the Remediating Party hires a Registered Environmental Consultant (REC) to conduct and certify a voluntary cleanup in place of state oversight.
- REC rules for implementing and overseeing voluntary remedial actions (15A NCAC 13C .0300) specify the minimum qualification requirements for RECs and the requirements for conducting voluntary remedial actions in the program.
- The REC Program relies on document certification and work phase completion forms to ensure that the work is conducted according to the REC rules in absence of state review, and the REC is submitting true, accurate and complete information, to the best of their knowledge.
- The REC Program is funded by an initial fee of \$3,000 and an annual fee that is adjusted each year to reflect the actual cost of the audit program and availability of remaining funds. Annual fees have historically been less than \$3,000.

How to Proceed with Site Cleanup

1. Complete and submit to the Branch a *Site Conditions Questionnaire* (Questionnaire) downloaded from the Inactive Hazardous Sites Program website with the aid of a qualified environmental consultant. Branch staff will review the Questionnaire and determine whether the site is eligible for the REC Program.
2. If the site is referred to the REC Program, retain a qualified and experienced REC. A list of approved RECs may be found on the REC Program website.
3. Contact Nick Kelly by email at Nicholas.Kelly@deq.nc.gov and provide the following information for the development of an Administrative Agreement:
 - Site name, street address/location, city, and county;
 - Exact name of remediating party;
 - Name, title, telephone number, email address, and mailing address of the highest ranking official of the remediating party having day-to-day responsibility for the performance of the remedial response action;
 - Name, title, telephone number, email address, and mailing address of any other contact person(s);

- Name, title, telephone number, email address, and mailing address of the proposed REC; and
 - Current property owner of the site.
4. Review the Draft Administrative Agreement (Agreement) prepared by the Branch to confirm you are willing and able to comply with the contents. See ***Sample Agreement*** on the REC Program's website.
 5. To begin the required 30-day public notice period, submit a site location map (typically a tax map or parcel map) and the mailing addresses for each of the adjacent surrounding property owners to the REC Program via email. Public notification of the Agreement can begin while the following steps are completed.
 6. Pay the administrative fee, currently \$3,000, to the NC Division of Waste Management with reference to the REC Trust Fund.
 7. Both the RP and the REC sign the original, final Agreement received via US Mail. Return the signed original Agreement to the Branch via US Mail for signature, signifying execution of the Agreement. A scan of the final, executed Agreement will be emailed to the RP and REC.

Questions regarding the REC Program or these procedures should be directed to the REC Program Manager, Nick Kelly, at (919) 707-8340 or Nicholas.Kelly@deq.nc.gov.

Sites with Only Soil Contamination

An option exists to expedite cleanup of properties where soil is the only medium affected and the contamination is limited in extent and/or contaminant levels. See the Branch's ***Quick Closure of Soil-Only Sites*** using the IHSB Guidance Documents link on the REC Program's website or contact the REC Program for how to proceed with this short-term cleanup with lesser reporting requirements.