



Department of Energy & Environmental Protection  
Bureau of Water Protection and Land Reuse  
Remediation Division  
79 Elm Street, Hartford, CT 06106-5127  
(860) 424-3705 [www.ct.gov/deep/remediation](http://www.ct.gov/deep/remediation)

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## INSTRUCTIONS FOR COMPLETION OF A FINAL FORM IV VERIFICATION FORM (DEEP-LEP-VER-4F-P and DEEP-LEP-VER-4F-B)

The purpose of the Final Form IV Verification Form is to document the written opinion of an environmental professional, licensed pursuant to Section 22a-133v of the CGS, that groundwater monitoring and/or the recording of an Environmental Land Use Restriction (ELUR) has been completed at the property or business establishment (as applicable) in accordance with a Form IV previously filed with the Commissioner.

Pursuant to §22a-134a, a verification shall be rendered on a form prescribed by the Commissioner. The Final Form IV Verification Form (Property) and the Final Form IV Verification Form (Business) are the prescribed forms to close a previously filed Form IV, as applicable.

The Final Form IV Verification Form (**VF**) is essentially a checklist of all applicable requirements and provisions in the RSRs that are available in a Final Form IV scenario. The **VF** includes prompts to guide the LEP in proper completion of the **VF**. All applicable checkboxes should be marked. The **VF** also includes specific references to RSRs provisions. All provisions used to achieve compliance with each criterion are to be marked.

The Department of Energy and Environmental Protection (DEEP) advises that each referenced RSR section be reviewed prior to completing the **VF** to ensure the application of each provision marked as being used to achieve compliance has been properly applied. *Relevant findings (as defined in the Verification Report Guidance Document) that support the applicability and use of the RSRs are to be presented in the Verification Report, which is expected to be attached to the VF.*

The **VF** is inclusive of all releases applicable to the verification. Therefore, certain provisions may be applicable to more than one (1) release area. The **VF** includes space to identify the applicable release areas for each application.

The **VF** and all attached documents should be submitted to:

Remediation Division, 2nd Floor  
Bureau of Water Protection and Land Reuse  
Department of Environmental Protection  
79 Elm Street, Hartford, CT 06106 - 5127

All **VF**'s undergo an administrative completeness review upon receipt. A complete **VF** will include the Verification Report. Incomplete **VF**'s (including Verification Form and Verification Report) will either be: (1) not processed until complete, or (2) the Verification will be rejected, or (3) the Verification will be flagged for audit. DEEP's response actions will be evaluated on a case-by-case assessment.

## General Requirements

**Ver#** - The Verification Number is a unique identifier to each verification received by the Commissioner. The Ver# is auto-assigned when the verification is entered into DEEP's database. The Ver# will be entered onto the **VF** by DEEP.

**Applicable Release Area ID#s** – Throughout the **VF**, Indicate the ID# of all Release Areas (RAs) at which all applicable provisions of the RSRs were used for such RA. Do not include the names of the RAs, just the ID# (e.g., RA-7). The details of names and locations of the RAs should be identified and described in the Verification Report. **Do not state "all" or "site-wide", as this non-specific entry provides no frame of reference. If DEEP must conduct a technical review / research to understand the context of the LEP's application of the RSRs, the Verification will likely be flagged for audit.**

**Contact Information** – The **VF** provides entry of phone number and e-mail addresses of both the LEP and the signatory for the Certifying Party. Much of DEEP's correspondence to the LEP and the CP is via electronic messaging (final documents are still mailed via USPS). It is very important that DEEP has the ability to electronically contact both LEP and the party required by law to complete the remediation of any release.

## Part I: Site Information

*Establishment Name and Address* - Provide the name of the site by the full, legal company/firm name. Use the name that was indicated on the Property Transfer Form filing. If identifying a corporation or limited partnership registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. If identifying an individual's property, provide the full legal name, including title and suffix. Provide the full and exact street address of the location of the site.

*Description in Tax Assessor's Office* - Provide the lot, block, and map numbers, as listed in the Town's land records. If this does not correlate with the lot, block, map numbers indicated on the property transfer form filing, please explain.

*Acreage of Establishment* – Include the total acreage of all contiguous properties that are referred to as part of this site.

## Part II: Verification

**A.** The Final Form IV Verification is rendered for a specific Form IV filing. In order to identify the specific Form IV, provide the date the Form IV was filed with DEEP (this date must match the date of the Form IV filing discussed in the text box below) and the Rem# assigned to that particular Form IV filing. This Rem# is considered the Primary Rem# and is to be entered on each page of the **VF**. If the Final Form IV Verification is being used to close any previous Property Transfer filings, list the applicable Rem#'s. Note the following points:

1. A Final Form IV Verification may close a previous Property Transfer filing only if said filing occurred prior to the date indicated on the Supporting Form IV Verification as the applicable date for that verification.
  - a. A Final Form IV Verification rendered in conjunction with the transfer of a business establishment cannot be used to close a previous Form III filing for a property transfer; however,

- b. A Final Form IV Verification rendered in conjunction with the transfer of a property establishment may be used to close a previous Form III filing for a business transfer; and
  2. **If the Verification references other Property Transfer Act filings as being covered by the verification, but the filings or Rem#'s are erroneous, DEEP will reject the verification.**
- B.** Pursuant to §22a-134a(n), the verification may be applicable to releases that occurred up to the date the Form IV was filed or to the date a Phase II Investigation was completed, **whichever is later**. The verification may also be applicable to releases that occurred up to the date of the verification is signed and sealed. The Verification can only apply to one date.

Enter the date the Form IV was filed with DEEP, the date the Phase II Investigation was completed, and the date the verification is signed. Then **check the date to which the verification applies**. **All releases subsequent to such date will not be closed with this verification.**

- C.** The verification that was signed and sealed to support the filing of the Form IV attested that the Standards for Soil Remediation had been achieved (except for perhaps the recording of an ELUR). Check the action(s) that were completed subsequent and pursuant to the Form IV to achieve full compliance with the RSRs.
- D.** The LEP is to provide his/her legal signature and license number, printed name, phone number, and e-mail address. The LEP is to imprint or stamp his/her seal in the box provided.

### **Part III: Demonstration of Compliance**

#### **A. Significant Environmental Hazard**

Complete this box as applicable. **Note: all SEHN's filed for the subject establishment must be abated or resolved prior to rendering a Final Form IV Verification.**

#### **B. Environmental Land Use Restriction**

This section of the Final Form IV Verification Report is applicable for any and all ELURs that were approved and recorded pursuant to the subject Form IV.

1. **ELUR not required** – If the execution of any ELUR was not required pursuant to the subject Form IV, check this box and skip to Part III. C [Monitored Natural Attenuation].
2. **ELUR Approved and Recorded** - Check this box if an ELUR was approved by the Commissioner and recorded on the land records after the filing of the subject Form IV. If this box is checked, complete the table that follows.
3. **Documentation** – This box is a confirmation by the LEP that the Final Form IV Verification Report documents and explains how the ELUR(s) achieved at each release area. Copies of any and all Certificate of Title page(s) – with volume, page, and date recorded – must be attached to the Verification Report.

4. **Direct Exposure Criteria (DEC) - 22a-133k-2(a)1(A) and k-2(b)** – Check the first box if an ELUR was not required to achieve compliance with the DEC. If an ELUR was executed for DEC, check all applicable sub-boxes to indicate the RSR provision used.
5. **Pollutant Mobility Criteria (PMC) - 22a-133k-2(a)1(B) and k-2(c)** – Check the first box if an ELUR was not required to achieve compliance with the PMC. If an ELUR was executed for PMC, check all applicable sub-boxes to indicate the RSR provision used.
6. **Volatilization Criteria (VoIC) - 22a-133k-3(a)1(A) and k-3(c)** – Check the first box if an ELUR was not required to achieve compliance with the VoIC. If an ELUR was executed for VoIC, check all applicable sub-boxes to indicate the RSR provision used.
7. **Financial Assurance** – The RSRs provide for establishing the surety mechanism within one year of construction of the EC. If required, this mechanism must be in place before the verification is rendered. Indicate the type of surety mechanism and the date the surety mechanism was established and documented. A copy of the surety mechanism must be attached to the Verification Report.

#### C. Monitored Natural Attenuation

1. **MNA was not required** – If MNA was not required pursuant to the subject Form IV, check this box and skip to Part III. D [Application of Groundwater Remediation Standards].
2. **MNA was required** – If MNA was completed pursuant to the subject Form IV, complete the table that follows.

#### D. Application of Groundwater Remediation Standards

This section of the **VF** provides all options / provisions of the RSRs to demonstrate compliance with the Groundwater Remediation Standards and the means used to apply the provisions. Indicate in each table what provisions were used and at what Release Areas they were used. The details of how and what data were used to achieve or demonstrate compliance (“Relevant Findings”) should be explained in the Verification Report. *Ensure that the provisions are properly applied by reading the referenced RSR section next to the provision.*

1. **Groundwater Compliance Monitoring was not required** – If the execution of an ELUR was the only outstanding compliance requirement of the subject Form IV, check this box and skip to Part IV [Certification].
2. **Groundwater Compliance Monitoring was required** – If groundwater compliance monitoring was completed after the filing of the subject Form IV, complete the table that follows and remainder of the **VF**.
3. **Application of Groundwater Remediation Standards - RCSA 22a-133k-3** – In order to validate the application of the Groundwater Remediation Standards, **all** subsections of Table #3 are expected to be completed. The LEP should be able to mark the first two boxes to confirm that the all plumes have been adequately characterized in accordance with prevailing standards and guidelines (including the SCGD), and that he/she has an understanding of the seasonal and dimensional groundwater conditions.

The next box confirms that groundwater monitoring has been completed in accordance with 22a-133k-3(g), with subsections related to the purpose of the groundwater monitoring program. Mark **all** boxes as appropriate. If a specific subsection is not applicable, then mark “Not Applicable”.

The last box is an acknowledgement that the Verification Report presents discussion of adequate representation and data usability for compliance.

**1. Compliance with Criteria for Groundwater - 22a-133k-3(g)2(A)** – The LEP is to check each box to indicate that all pre-requisites to demonstrate compliance have been met. Also indicate if the quarterly compliance sampling was completed within 1 year or 2 years. If any substance was detected above criteria during any of the compliance rounds, indicate where in the Verification Report this is discussed, and the significance of the exceedance. The last box is to be checked if an alternative means to demonstrate compliance had been approved by the Commissioner.

**2a. Groundwater Compliance not applicable – Incidental Sources – 22a-133k-3(f)** – Check this box if the remediation criteria for groundwater do not apply due to “Incidental Sources”. Complete the table to indicate the category of ‘Incidental Source’.

**2. Background Groundwater Quality - 22a-133k-3(a)1(B) and k-3(a)2)** – Check the applicable box to indicate whether Background was the remedial goal, or if achieving Background was not required, or if achieving Background was exempt due to Technical Impracticability.

If meeting Background Water Quality was not required, the LEP is directed to complete Table 4a.

**3. Compliance with Background - 22a-133k-3(g)2(B)** – If Background groundwater quality is used as the goal for remediation of a groundwater plume, indicate how groundwater data was applied to demonstrate compliance.

**4a. Compliance with Background not Required – 22a-133k-3(d)1) or (d)2)** - Check one of the 2 options to indicate why meeting Background Water Quality was not required. All subsets of each option chosen must be filled to indicate valid application.

**4. Groundwater Protection Criteria – 22a-133k-3(a)2(A) and k-3(d)** - Check the applicable boxes to indicate that the provision used to achieve compliance with the GWPC.

**5. Compliance with GWPC - 22a-133k-3(g)2(B)** – If the groundwater protection criteria was the remedial goal for a plume, indicate how groundwater data was applied to demonstrate compliance.

**6. Surface Water Protection Criteria - 22a-133k-3(a)1(A) and k-3(b)** - Check all applicable boxes to indicate the provisions used to achieve compliance with the SWPC.

**7. Compliance with SWPC - 22a-133k-3(g)2(C)** – The surface water protection criteria is applicable at all sites. Indicate how groundwater data was applied to demonstrate compliance.

**8. Volatilization Criteria - 22a-133k-3(a)1(A) and k-3(c)** – Check all applicable boxes to indicate the provisions used to achieve compliance with the VoIC, or whether the VoIC was exempt or not applicable. All subset boxes of the chosen option(s) must be checked to confirm the usability of the chosen option(s).

**9. Compliance with VolC - 22a-133k-3(g)2(D)** – If the volatilization criteria is applicable, indicate how groundwater/soil vapor data was applied to demonstrate compliance.

**10. Other Provisions: “Policy on Upgradient Contamination - 8/28/97” and Technical Impracticability – 22a-133k-3(e)(2)** - Check applicable boxes to indicate if one of these provisions were used to achieve compliance. The details of how all marked provisions were used to achieve compliance are expected to be explained in the Verification Report.

#### **Part V: Certification**

Completion of this Section of the Final Form IV Verification Form is to document that the Certifying Party is cognizant that the verification is being rendered on their behalf, and understands the intended applicability of the verification. This certification must be signed by a legally authorized and binding representative of the Certifying Party.

The date indicated as the applicable date of the Final Form IV Verification must be identical to the date indicated on the Supporting Form IV Verification.