

## REC Certification Forms

The Inactive Hazardous Sites Branch views certification of documents and work phase completions as a critical and primary means of ensuring the compliance and integrity of the REC Program and that public health is being protected in absence of state review. Below are the instructions for proper certification of documents and work phase completion certification. The certification forms that are discussed must be completed for submittal with the appropriate document and/or work phase completion statement. Please review the Inactive Hazardous Sites Branch Guidelines for Assessment and Cleanup of Contaminated Sites (January 2020). REC Program staff should be contacted regarding any difficulties downloading the forms.

### Certification of Documents

In accordance with .0306(b)(1) and (b)(2), all work phase completion statements, project schedules, plans, and reports submitted to the Branch must include specific notarized certification statements from the remediating party and from the RSM. The remediating party must sign and have notarized their document content certification **prior** to the RSM's certification. There is specific certification language for the remediating party (*Document Certification Form No. DC-I*) and for the RSM (*Document Certification Form No. DC-II*). The language in the certification statements is specified in the Rules and may not be modified under any circumstances. **Therefore, these specific certification statement forms cannot be reproduced in any way and need to be used for all certifications. The signatures of both the remediating party and RSM on the certification statements must be properly notarized using only the notary text shown on the forms.**

***NOTE: Download forms from the Branch's website only. The RSM certifies all documents LAST.***

### Certification of Work Phase Completion

Work phase completion certification forms must be used to certify the completion of work phases in accordance with .0306(b)(5) and (b)(6). These certifications are in addition to the document content certifications. They do not have to be submitted with a document, but must be submitted prior to the next work phase. All work phase completion forms (whether they accompany a document or are sent to the Branch separately) must be certified by Document Certification Forms DC-I and DC-II. Therefore, the work phase completion forms should pre-date the document certifications discussed above. The work phase completion forms are:

1. Remedial Investigation Completion Certification (*Work Phase Completion Form No. WPC-II*)
2. Proposed Remedial Action Plan Completion Certification (*Work Phase Completion Form No. WPC-III*)
3. **\*New Form\*** Groundwater Remedial Action Initiation (Work Phase Completion Form No. WPC-V)
4. Remedial Action Completion Certification (*Work Phase Completion Form No. WPC-VI*)
5. Remedial Action Completion Certification "for Remedy with Land Use Restrictions" (*Work Phase Completion Form No. WPC-VII*)
6. Combined Remedial Investigation & Remedial Action Completion Certification "for No Action Remedy" (*Work Phase Completion Form No. WPC-VIII*)

IHSB SITE NAME \_\_\_\_\_

DATE & NAME OF DOCUMENT \_\_\_\_\_

TYPE OF SUBMITTAL (Report, Plan, Work Phase Comp. Statement, Schedule Change): \_\_\_\_\_

**REMEDIATING PARTY DOCUMENT CERTIFICATION STATEMENT (.0306(b)(2))**

“I certify that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, the material and information contained herein is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for willfully submitting false, inaccurate, or incomplete information.”

\_\_\_\_\_  
Name of Remediating Party

\_\_\_\_\_  
Signature of Remediating Party

\_\_\_\_\_  
Date

**NOTARIZATION**

\_\_\_\_\_  
(Enter State)

\_\_\_\_\_  
**COUNTY**

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this day, produced proper identification in the form of \_\_\_\_\_, was duly sworn or affirmed, and declared that, to the best of his or her knowledge and belief, after thorough investigation, the information contained in the above certification is true and accurate, and he or she then signed this Certification in my presence.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)

(OFFICIAL SEAL)

My commission expires: \_\_\_\_\_.

IHSB SITE NAME \_\_\_\_\_

DATE & NAME OF DOCUMENT \_\_\_\_\_

TYPE OF SUBMITTAL (Report, Plan, Work Phase Comp. Statement, Schedule Change):

**REGISTERED SITE MANAGER CERTIFICATION OF SIGNATURES**

As the Registered Environmental Consultant for the Site for which this filing is made, I certify that the signatures included herewith are genuine and authentic original handwritten signatures and/or true, accurate, and complete copies of the genuine and authentic original handwritten signatures of the persons who purport to sign for this filing. I further certify that I have collected through reliable means the originals and/or copies of said signatures from the persons authorized to sign for this filing who, in fact, signed the originals thereof. Those persons and I understand and agree that any copies of signatures have the same legally binding effect as original handwritten signatures, and I certify that any person for whom I am submitting a copy of their signature has provided me with their express consent to submit said copy. Additionally, I certify that I am authorized to attest to the genuineness and authenticity of the signatures, both originals and any copies, being submitted herewith and that by signing below, I do in fact attest to the genuineness and authenticity of all the signatures, both originals and copies, being submitted for this filing.

\_\_\_\_\_  
Name of Registered Site Manager

\_\_\_\_\_  
Signature of Registered Site Manager

\_\_\_\_\_  
Date

**REGISTERED SITE MANAGER DOCUMENT CERTIFICATION STATEMENT (.0306(b)(1))**

“I certify that I am personally familiar with the information contained in this submittal, including any and all supporting documents accompanying this certification, and that the material and information contained herein is, to the best of my knowledge and belief, true, accurate and complete and complies with the Inactive Hazardous Sites Response Act N.C.G.S. 130A-310, et seq, and the remedial action program Rules 15A NCAC 13C .0300. I am aware that there are significant penalties for willfully submitting false, inaccurate, or incomplete information.”

\_\_\_\_\_  
Name of Registered Site Manager

\_\_\_\_\_  
Signature of Registered Site Manager

\_\_\_\_\_  
Date

**NOTARIZATION**

\_\_\_\_\_  
(Enter State)

\_\_\_\_\_  
**COUNTY**

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this day, produced proper identification in the form of \_\_\_\_\_, was duly sworn or affirmed, and declared that, he or she is the duly authorized environmental consultant of the remediating party of the property referenced above and that, to the best of his or her knowledge and belief, after thorough investigation, the information contained in the above certifications is true and accurate, and he or she then signed these Certifications in my presence.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)

(OFFICIAL SEAL)

My commission expires: \_\_\_\_\_.

**REMEDIAL INVESTIGATION COMPLETION CERTIFICATION  
15A NCAC 13C .0306(b)(5)(A)**

Media (check all that apply):  All Media  Soil  Ground water  Surface water  Sediment

**REC is in compliance with both 15A NCAC 13C .0305(b)(2) and .0305(b)(3): [check]**

Site Name \_\_\_\_\_ Street Address \_\_\_\_\_

County \_\_\_\_\_

Site ID No. \_\_\_\_\_

**The Remedial investigation, which is the subject of this certification has, to the best of my knowledge, been completed in compliance with the Inactive Hazardous Sites Response Act N.C.G.S. 130A-310, et seq. and the remedial action program Rules 15A NCAC 13C .0300. I am aware that there are significant penalties for willfully submitting false, inaccurate, or incomplete information.**

\_\_\_\_\_  
RSM Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RSM Name

\_\_\_\_\_  
REC Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
REC No.

\_\_\_\_\_  
City, State, ZIP

**NOTARIZATION**

\_\_\_\_\_ (Enter State)

\_\_\_\_\_ **COUNTY**

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this day, produced proper identification in the form of \_\_\_\_\_, was duly sworn or affirmed, and declared that, he or she is the duly authorized environmental consultant of the remediating party of the property referenced above and that, to the best of his or her knowledge and belief, after thorough investigation, the information contained in the above certification is true and accurate, and he or she then signed this Certification in my presence.

WITNESS my hand and official seal this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)

(OFFICIAL SEAL)

My commission expires: \_\_\_\_\_.

**PROPOSED REMEDIAL ACTION PLAN COMPLETION  
CERTIFICATION 15A NCAC 13C .0306(b)(5)(B)**

Media (check all that apply):  All Media  Soil  Ground water  Surface water  Sediment

**REC is in compliance with both 15A NCAC 13C .0305(b)(2) and .0305(b)(3): [check]**

Site Name \_\_\_\_\_ Street Address \_\_\_\_\_  
County \_\_\_\_\_  
Site ID No. \_\_\_\_\_

**The proposed remedial action plan, which is the subject of this certification has, to the best of my knowledge, been completed in compliance with the Inactive Hazardous Sites Response Act N.C.G.S. 130A-310, et seq. and the remedial action program Rules 15A NCAC 13C .0300. I am aware that there are significant penalties for willfully submitting false, inaccurate, or incomplete information.**

\_\_\_\_\_  
RSM Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RSM Name

\_\_\_\_\_  
REC Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
REC No.

\_\_\_\_\_  
City, State, ZIP

**NOTARIZATION**

\_\_\_\_\_ (Enter State)

\_\_\_\_\_ **COUNTY**

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this day, produced proper identification in the form of \_\_\_\_\_, was duly sworn or affirmed, and declared that, he or she is the duly authorized environmental consultant of the remediating party of the property referenced above and that, to the best of his or her knowledge and belief, after thorough investigation, the information contained in the above certification is true and accurate, and he or she then signed this Certification in my presence.

WITNESS my hand and official seal this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)

(OFFICIAL SEAL)

My commission expires: \_\_\_\_\_.

**GROUNDWATER REMEDIAL ACTION INITIATION  
CERTIFICATION 15A NCAC 13C .0306(b)(5)(C)**

**REC is in compliance with both 15A NCAC 13C .0305(b)(2) and .0305(b)(3): [check]**

Site Name \_\_\_\_\_ Street Address \_\_\_\_\_  
County \_\_\_\_\_  
Site ID No. \_\_\_\_\_

**The implementation of the groundwater remedy, which is the subject of this certification has, to the best of my knowledge, been completed in compliance with the Inactive Hazardous Sites Response Act N.C.G.S. 130A-310, et seq. and the remedial action program Rules 15A NCAC 13C .0300. I am aware that there are significant penalties for willfully submitting false, inaccurate, or incomplete information.**

\_\_\_\_\_  
RSM Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
RSM Name \_\_\_\_\_  
\_\_\_\_\_  
REC Name \_\_\_\_\_ Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
REC No. \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

**NOTARIZATION**

\_\_\_\_\_ (Enter State)

\_\_\_\_\_ **COUNTY**

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this day, produced proper identification in the form of \_\_\_\_\_, was duly sworn or affirmed, and declared that, he or she is the duly authorized environmental consultant of the remediating party of the property referenced above and that, to the best of his or her knowledge and belief, after thorough investigation, the information contained in the above certification is true and accurate, and he or she then signed this Certification in my presence.

WITNESS my hand and official seal this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature) (OFFICIAL SEAL)

My commission expires: \_\_\_\_\_.

**REMEDIAL ACTION COMPLETION CERTIFICATION  
15A NCAC 13C .0306(b)(5)(D) and/or (E)**

Media (check all that apply):  All Media  Soil  Ground water  Surface water  Sediment

**REC is in compliance with both 15A NCAC 13C .0305(b)(2) and .0305(b)(3): [check]**

Site Name \_\_\_\_\_ Street Address \_\_\_\_\_  
County \_\_\_\_\_  
Site ID No. \_\_\_\_\_

**The approved and certified site remedial action plan has been implemented, and to the best of my knowledge and belief, cleanup levels determined pursuant to Rule .0308 of this Section have been achieved, and no significant or otherwise unacceptable risk or harm to human health or the environment remains at the site.**

**The remedial action which is the subject of this certification has, to the best of my knowledge, been completed in compliance with the Inactive Hazardous Sites Response Act N.C.G.S. 130A-310, et seq. and the remedial action program Rules 15A NCAC 13C .0300. I am aware that there are significant penalties for willfully submitting false, inaccurate, or incomplete information.**

\_\_\_\_\_  
RSM Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RSM Name

\_\_\_\_\_  
REC Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
REC No.

\_\_\_\_\_  
City, State, ZIP

**NOTARIZATION**

\_\_\_\_\_ (Enter State)

\_\_\_\_\_ **COUNTY**

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this day, produced proper identification in the form of \_\_\_\_\_, was duly sworn or affirmed, and declared that, he or she is the duly authorized environmental consultant of the remediating party of the property referenced above and that, to the best of his or her knowledge and belief, after thorough investigation, the information contained in the above certification is true and accurate, and he or she then signed this Certification in my presence.

WITNESS my hand and official seal this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)

(OFFICIAL SEAL)

My commission expires: \_\_\_\_\_.

**REMEDIAL ACTION COMPLETION CERTIFICATION “FOR  
REMEDY WITH LAND USE RESTRICTIONS” 15A NCAC  
13C .0306(b)(5)(D) and/or (E)**

Media (check all that apply):  All Media  Soil  Ground water  Surface water  Sediment

**REC is in compliance with both 15A NCAC 13C .0305(b)(2) and .0305(b)(3): [check]**

Site Name \_\_\_\_\_ Street Address \_\_\_\_\_

County \_\_\_\_\_

Site ID No. \_\_\_\_\_

**The approved and certified site remedial action plan has been implemented, and to the best of my knowledge and belief, cleanup levels determined pursuant to Rule .0308 of this Section have been achieved, and no significant or otherwise unacceptable risk or harm to human health or the environment remains at the site as long as the land use restrictions are maintained.**

**The remedial action which is the subject of this certification has, to the best of my knowledge, been completed in compliance with the Inactive Hazardous Sites Response Act N.C.G.S. 130A-310, et seq. and the remedial action program Rules 15A NCAC 13C .0300. I am aware that there are significant penalties for willfully submitting false, inaccurate, or incomplete information.**

\_\_\_\_\_  
RSM Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RSM Name

\_\_\_\_\_  
REC Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
REC No.

\_\_\_\_\_  
City, State, ZIP

**NOTARIZATION**

\_\_\_\_\_ (Enter State)

\_\_\_\_\_ **COUNTY**

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this day, produced proper identification in the form of \_\_\_\_\_, was duly sworn or affirmed, and declared that, he or she is the duly authorized environmental consultant of the remediating party of the property referenced above and that, to the best of his or her knowledge and belief, after thorough investigation, the information contained in the above certification is true and accurate, and he or she then signed this Certification in my presence.

WITNESS my hand and official seal this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)

(OFFICIAL SEAL)

My commission expires: \_\_\_\_\_.



**COMBINED REMEDIAL INVESTIGATION & REMEDIAL ACTION COMPLETION  
CERTIFICATION "FOR NO ACTION REMEDY"  
15A NCAC 13C .0306(b)(5)(A) AND (E)**

Media (check all that apply):  All Media  Soil  Ground water  Surface water  Sediment

**REC is in compliance with both 15A NCAC 13C .0305(b)(2) and .0305(b)(3): [check]**

Site Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 County \_\_\_\_\_  
 Site ID No. \_\_\_\_\_

**The remedial investigation, which is the subject of this certification has, to the best of my knowledge, been completed in compliance with the Inactive Hazardous Sites Response Act N.C.G.S. 130A-310, et seq. and the remedial action program Rules 15A NCAC 13C .0300. I am aware that there are significant penalties for willfully submitting false, inaccurate, or incomplete information.**

**This Combined Remedial Investigation and Remedial Action Completion Certification constitutes a "no action remedy" site remedial action plan for purposes of 15A NCAC 13C .0306(b)(6). This approved and certified site remedial action plan has been implemented, and to the best of my knowledge and belief, cleanup levels determined pursuant to Rule .0308 of this Section have been achieved, and no significant or otherwise unacceptable risk or harm to human health or the environment remains at the site.**

\_\_\_\_\_  
 RSM Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 RSM Name \_\_\_\_\_  
 \_\_\_\_\_  
 REC Name \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 REC No. \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

**NOTARIZATION**

\_\_\_\_\_ (Enter State)  
 \_\_\_\_\_ **COUNTY**

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this day, produced proper identification in the form of \_\_\_\_\_, was duly sworn or affirmed, and declared that, he or she is the duly authorized environmental consultant of the remediating party of the property referenced above and that, to the best of his or her knowledge and belief, after thorough investigation, the information contained in the above certification is true and accurate, and he or she then signed this Certification in my presence.

WITNESS my hand and official seal this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public (signature) (OFFICIAL SEAL)

My commission expires: \_\_\_\_\_.