

Department of Environmental Quality  
Division of Waste Management  
Superfund Section  
Inactive Hazardous Sites Branch

**VOLUNTARY REMEDIAL ACTION OVERSIGHT BY REGISTERED ENVIRONMENTAL CONSULTANTS**

Inactive Hazardous Sites Response Act (the Act) was enacted in 1987 to address the hundreds of sites in the state contaminated with hazardous substances that were not cleanup priorities for the federal Superfund program. Under the Act, responsible parties and owners may volunteer to clean up sites by entering into agreements with the state where the state would provide oversight and approval during the course of the site assessment and remedial action. Having very limited staff resources, the Inactive Hazardous Sites Branch had been unable to respond to all of the requests for oversight of voluntary remedial actions.

Amendments to the Act in 1994 and 1995 provided the Department of Environment and Natural Resources the authority to approve qualified environmental consultants (working for responsible parties) to certify remedial action compliance in place of state oversight. The legislation required the development of implementation rules. Those rules are codified at 15A NCAC 13C .0300 (effective April 1, 1997).

A "Registered Environmental Consultant" or "REC" is an approved environmental consulting or engineering firm that implements an environmental cleanup and certifies that the work complies with the rules and regulations in place of state oversight. An REC must designate one or more Registered Site Managers or RSMs that meet the minimum qualifications specified in REC Rules 15A NCAC 13C .0304. Only the approved RSM(s) may make work phase completion and document completion certifications on behalf of the REC. The exact language for these certifications is specified in the REC rules.

The Branch will conduct both random and targeted audits of the REC-lead cleanup actions. Penalties exist for falsification or misrepresentation by any persons involved in this work. RECs may also be subject to loss of approval status and possibly other applicable legal actions. REC approval status will be valid for five years unless revoked earlier by the Department.

Environmental consulting firms wishing to apply for REC status should review the instructions to the application package below and then contact one of the staff members on the REC Program website: <https://deq.nc.gov/about/divisions/waste-management/superfund-section/registered-environment-consultant-program> if you have any questions.

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# Registered Environmental Consultant Application Package

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*(Read ALL Instructions Before Completing)*

*October 2019*

**Department of Environmental Quality  
Division of Waste Management  
Superfund Section  
Inactive Hazardous Sites Branch  
1646 Mail Service Center Raleigh,  
North Carolina 27699-1646  
(919) 707-8200**



**INSTRUCTIONS FOR COMPLETING REGISTERED ENVIRONMENTAL CONSULTANT  
REQUEST FOR APPROVAL FORMS**  
*(Do Not Exceed Space Provided on the Forms)*

**DEFINITIONS**

1. **"Applicant"** means an environmental consulting or engineering firm seeking Department approval to act as a Registered Environmental Consultant.
2. **"Applicant RSM"** means an individual proposed by an Applicant to fill the role of Registered Site Manager.
3. **"Department"** means the North Carolina Department of Environmental Quality.
4. **"Hazardous Substance or Waste Disposal Site"** means sites where hazardous substances (as defined in CERCLA) have been released. Hazardous substance releases do not include petroleum releases. Hazardous substances do include RCRA hazardous wastes.
5. **"Registered Environmental Consultant"** or **"REC"** means an environmental consulting or engineering firm approved to implement and oversee voluntary remedial actions pursuant to G.S. 130A-310.9(c).
6. **"Registered Site Manager"** or **"RSM"** means the key person(s) approved by the Department to manage all site activities and make certifications on behalf of the Registered Environmental Consultant in its role as consultant to responsible parties for implementation and oversight of a voluntary remedial action pursuant to G.S. 130A-310.9(c).
7. **"Request for Approval"** means the application and qualifications documentation package which must be submitted by an environmental consulting or engineering firm to the Department, so the Department can determine an Applicant's eligibility to operate as a Registered Environmental Consultant.

**GENERAL**

1. Prior to completing the REC Application, Applicant firms should ensure they are using the most recent version.
2. These application forms should be filled in online and not regenerated. An original Part 1 form must be submitted, and Part 2 and associated attachments should be direct copies of the original form.
3. All information must be typed except where indicated.
4. Applicants should carefully review forms for completeness and accuracy. Do not exceed the space provided on the forms. Submittal of incomplete or improperly completed forms will delay Departmental review of the application.
5. Every Registered Environmental Consultant Request for Approval application submitted for Departmental review must include the following:
  - A. Part 1 - Applicant Information;
  - B. Part 2 - Registered Site Manager Application (*for each Applicant RSM*);
  - C. For each Applicant RSM, a sufficient number of Position Description forms to demonstrate the minimum required experience (Attachments PD-1 and PD-2); and

- D. For each Applicant RSM, at least three, but no more than five, completed Project Description forms (Attachment PD-3).
6. Pursuant to 15A NCAC 13C .0303(b), the Department may require the Applicant to supply actual copies of work products to verify the nature of the Applicant's business and of its Applicant RSM(s)' experience or may otherwise require clarification of information provided in the Request for Approval.
  7. All completed applications should be scanned and emailed to [REC.Program@ncdenr.gov](mailto:REC.Program@ncdenr.gov) or sent via U.S. mail to:

REC Program  
Division of Waste Management  
1646 Mail Service Center  
Raleigh, North Carolina 27699-1646

## COMPLETING PART 1

- Section I: The Applicant name is the name of the consulting firm seeking approval to act as an REC.
- Section II: The Principal Contact does not need to be a proposed RSM or corporate officer. The name provided here must be the principal point of contact for the Department's verbal and written inquiries and updates regarding the Applicant REC's Request for Approval and for REC notification/information dissemination in general. This contact name and address will be included on the Department's published list of contacts for approved RECs if the Applicant is approved as an REC.
- Section III: Self-explanatory.
- Section IV: At least one Applicant RSM must be proposed. As a reminder, the RSM is the key person managing all project activities and making certifications on behalf of the REC. The RSM must have direct involvement to properly manage remedial action projects and to certify their compliance. The Applicant firm should consider carefully before proposing individuals in corporate officer positions as to whether they would be able to perform these functions.
- Section V: Self-explanatory.
- Section VI: An owner, partner, or corporate officer of the firm must sign the sworn Request for Approval certification statement under Section VI. **This form should be signed last.**

## COMPLETING PART 2

1. The information requirements for Part 2, Sections I, II, III, V, VI, and VIII are self-explanatory.
2. Transcripts/Proof of Degree provided pursuant to Part 2 Section IV must be sent directly from the college or university to the Inactive Hazardous Sites Branch. Applications will not be reviewed until Transcripts/Proof of Degree documentation is received. The Applicant must provide the name and telephone number of the regional accrediting agency that accredited the college or university where the Applicant RSM earned his/her qualifying degree.
3. Under Section VII, an Applicant RSM may not include work performed while obtaining the qualifying degree identified under Section IV as relevant work experience if the work was

performed to satisfy the requirements of the degree. Relevant work performed while obtaining additional degrees may be counted regardless if it is work performed to satisfy the requirements of the additional degrees.

4. Under Section VII, work performed in other states is valid work experience if the work otherwise meets the specified requirements.

## **COMPLETING ATTACHMENT PD-1**

1. The PD-1 form is to be used to document work experience in investigation and remediation of hazardous substance or waste disposal sites. Hazardous substance or waste disposal site investigation and cleanup experience must be work involving the assessment, control and/or mitigation of hazardous substance (as defined in CERCLA) or hazardous waste (as defined in RCRA) releases to soils, groundwater, surface waters, or other media (e.g., site cleanup pursuant to CERCLA, RCRA, or the Inactive Hazardous Sites Response Act or a comparable program in another state). Petroleum products are excluded from the definition of CERCLA hazardous substances. Therefore, remediation of petroleum releases does not qualify as relevant experience in investigation and remediation of hazardous substance or waste disposal sites.
2. To qualify an entire position as experience in investigation and remediation of hazardous substance or waste disposal sites, at least 50 percent of the job duties must have been in the area of investigation and remediation of environmental media (e.g. soils, groundwater, sediment, surface water) contaminated with hazardous substances or hazardous wastes. If less than 50 percent of the job involved hazardous substance or waste site assessment or cleanup experience, indicate the percentage under Section IV. A. on the relevant PD-1 form. The relevant experience will be applied toward satisfaction of this requirement on a pro-rata basis. Example: Employee works full-time five years in a position where 20 percent of his/her duties were of a hazardous substance cleanup nature (PD-1 hazardous substance cleanup work) and 80 percent were environmental permitting (PD-2 general environmental work). This results in one-year hazardous substance site cleanup experience which can be applied to the five-year requirement and four years of experience which can be applied to the general overall environmental experience requirement. See instructions on completing Attachment PD-2 for work which qualifies as general relevant professional environmental experience. Note that in either category (PD-1 or PD-2) relevant work includes, but is not limited to, site work and related administrative work. However, employment which involves exclusively, or predominantly administrative work is not considered relevant experience.
3. One or more Attachment PD-1 forms (job description forms) must be completed for each Applicant RSM, demonstrating that the Applicant RSM has at least five years of experience in hazardous substance or waste site assessment and cleanup. Use a separate form for each position. At least three of those years must be experience in directly supervising site investigation and remediation projects at hazardous substance or waste disposal sites. To demonstrate non-supervisory experience, complete all but the last three questions of Attachment PD-1. To demonstrate supervisory experience, complete all of Attachment PD-1.
4. The hours per week requirement refers to the number of hours in the position as a whole, not the number of hours doing site work. This is meant to determine if position is part-time or full-time.

## **COMPLETING ATTACHMENT PD-2**

1. Relevant professional environmental experience includes experience that qualifies under Part 2, Section VII A and B (demonstrated on Attachment PD-1), as well as remediation of petroleum storage tank releases and solid waste contamination, projects related to asbestos abatement, lead (paint) abatement, environmental permitting, Toxic Substance Control Act compliance, waste water and water treatment, environmental laboratory work, and similar relevant professional environmental experience. The Applicant RSM must demonstrate that he/she has at least eight years total professional environmental experience. If the Applicant RSM has already demonstrated eight years of experience on Attachment PD-1, Attachment PD-2 does not need to be completed.
2. The number of hours per week requirement refers to the number of hours in the position as a whole, not the number of hours doing site work. This is meant to determine if position is part-time or full-time.

## **COMPLETING ATTACHMENT PD-3**

1. At least three, but no more than five, project description forms (Attachment PD-3) must be completed for each Applicant RSM as part of the demonstration of adequate hazardous substance or waste site investigation and remedial action experience. A PD-3 form must be prepared for at least one project from each position described on the PD-1 forms. If the Applicant RSM has more than three PD-1 forms, select at least one project from each of the three positions of the longest duration. Also, at least two of the descriptions must be projects in which the Applicant RSM supervised/ directed work. At least one of the two supervised project descriptions must have involved subsurface investigation, and at least one, remedial action activities.
2. The names of clients for each project description must be provided on the forms. An application will not be rejected solely because a client name was not revealed. However, the application may be rejected if questions about the Applicant RSM's professional experience cannot be answered satisfactorily because references, clients, or supervisors were not available to verify the Applicant RSM's claims. At least three of the PD-3 forms should have client information.

## **COMPLETING PART 3**

1. Part 3 must be completed only when an REC is reporting deletion of RSMs or voluntary termination of REC status or is requesting approval of additional individuals as RSMs. Part 2 with Attachments PD-1, PD-2, and PD-3 must be completed for each new Applicant RSM.
2. Priority will be given to first-time Applicant REC packages and REC packages where the sole RSM has left the firm. Otherwise, requests will be evaluated on a first come, first served basis based on the date the Department receives a complete request package [Parts 2 and 3 and all attachments (Attachments PD-1, PD-2, and PD-3) and supplemental information such as university transcripts].

# Registered Environmental Consultant Request for Approval

## Application Checklist

*This form must be submitted with the application.*

*The entire instructions should be read prior to completing any of the application forms*

### For Original Application:

*Check all items included in the application:*

Part 1

Part 2

Number of Forms

PD - 1

Number of Forms

PD - 2

Number of Forms

PD - 3

Number of Forms

Copy of firm's own statement of qualifications attached?

Transcripts being sent from university for each Applicant RSM?

### For Renewal or Modification of REC Approval Status:

*Check all items included in the application:*

Part 2

Number of Forms

PD - 1

Number of Forms

PD - 2

Number of Forms

PD - 3

Number of Forms

Part 3

Transcripts being sent from university for each new Applicant RSM?

|  |
|--|
| Registered Environmental Consultant<br>Application # _____<br>FOR DEQ USE ONLY |
|--|

If this is a re-application, please write the previous application number here: \_\_\_\_\_

**REGISTERED ENVIRONMENTAL CONSULTANT (REC)  
REQUEST FOR APPROVAL**

**PART 1: APPLICANT INFORMATION**  
*(Read ALL instructions prior to completing)*

**I. Applicant's Name:** *(Legal Firm Name)* \_\_\_\_\_

**II. Applicant's Legal Mailing Address:** *(The Branch will use the address you provide here for all correspondence).*

Principal Contact: \_\_\_\_\_

Office Street Address: \_\_\_\_\_

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

\_\_\_\_\_  
(City/Town)

\_\_\_\_\_  
(State/Province)

\_\_\_\_\_  
(ZIP or postal code)

\_\_\_\_\_  
(Country, if other than USA)

**III. Principal Contact's Telephone Number(s):**

Daytime Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_ *(optional)*

**IV. List all Applicant Registered Site Managers (RSMs):** *A Request for Approval Form (Part 2) must be completed and attached for each Applicant RSM listed.*

**V. Proof of Nature of Business:**

A. State whether it is a partnership, corporation, or sole proprietorship?  
\_\_\_\_\_

B. Briefly state your company's core business.  
\_\_\_\_\_

C. How long has your company been in the environmental consulting business?



- D. Describe how your company is organized and provide an organizational chart of all of your environmental consulting staff (including the applicant RSMs), including job titles, for each office in which an Applicant RSM is situated. An organizational chart should also be provided for the Applicant firm as a whole, showing each division and office in its structure.
  
- E. Attach a representative list of environmental projects conducted during the last two years. Include the type of project, client name, name and telephone number of a contact with the client, and the duration of the project. This list shall be sufficiently comprehensive to demonstrate that the Applicant has an established environmental consulting practice. The regulatory jurisdiction for each project must be stated. A copy of the firm's own statement of qualifications should also be submitted with this form if available.

**VI. Sworn Certification of Applicant (must be an owner, partner, or corporate officer):**

I certify under penalty of law that, to the best of my knowledge and belief, the information provided on this application (Parts 1 and 2 with all attachments) is true and accurate and that I have read and am familiar with the Inactive Hazardous Sites Response Act (N.C.G.S. 130A-310) and the regulations adopted under 15A NCAC 13C .0300. I also certify that I am authorized to legally bind the Applicant in regard to this Request for Approval form.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title (*Specify official corporate title, owner, or partner*)

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

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip

\_\_\_\_\_  
(*State in which signature is witnessed*)

\_\_\_\_\_ COUNTY

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

(OFFICIAL SEAL)

My commission expires \_\_\_\_\_, \_\_\_\_\_.

Registered Environmental Consultant  
Application # \_\_\_\_\_  
FOR DEQ USE ONLY

If this is a re-application, please write the previous application number here: \_\_\_\_\_

**REGISTERED ENVIRONMENTAL CONSULTANT (REC)  
REQUEST FOR APPROVAL**

**PART 2: REGISTERED SITE MANAGER (RSM) APPLICATION**  
*(Read ALL instructions prior to completing)*

**I. Applicant RSM's Name:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Will the Branch receive information about you under a different name?      Yes:      No:

If your answer is "Yes," fill in that name here:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**II. Applicant RSM's Office Street Address:**

\_\_\_\_\_ Street Address

\_\_\_\_\_ (City/Town)

\_\_\_\_\_ (State/Province)

\_\_\_\_\_ (ZIP or postal code)

\_\_\_\_\_ (Country, if other than USA)

**III. Applicant RSM's Telephone Number(s) and e-mail:**

Daytime Phone # \_\_\_\_\_

Other # \_\_\_\_\_ (optional)

E-mail \_\_\_\_\_

**IV. Applicant RSM's Four-Year or Graduate Qualifying Degree:**

\_\_\_\_\_ College/University      \_\_\_\_\_ City/State      \_\_\_\_\_ Field of Study      \_\_\_\_\_ Degree

\_\_\_\_\_ Year Graduated      \_\_\_\_\_ University Accrediting Agency      \_\_\_\_\_ Agency Phone Number

CHECK ONE BOX ONLY:    Standard Degree<sup>1</sup>      Alternate Degree<sup>2</sup>

1 Standard Degree: Must be a field identified in 15A NCAC 13C .0304 (c)(i)-(xxi). Proof of degree earned must be sent directly from the college or university to the Branch.

2 Alternate Degree: For all Applicant RSMs wishing to qualify a scientific degree not specified in 15A NCAC 13C .0304 (c), a copy of transcripts showing the degree and course credits earned must be sent directly from the college or university to the Branch. The Branch will determine whether the degree is applicable.

**V. Applicant RSM's Record of Professionalism and Integrity:**

|   |       |
|---|-------|
| Have you ever   |       |
| (1) been convicted of a felony?   | _____ |
| (2) been convicted of a misdemeanor involving fraud, deceit, misrepresentation or forgery?                    | _____ |
| (3) had an adverse civil judgement in an action involving fraud, deceit, misrepresentation or forgery?        | _____ |
| (4) been disbarred or disciplined in relation to any professional license requirement?                        | _____ |
| (5) been disqualified from government contracts for negligent acts or failure to perform required work?       | _____ |
| If you answered yes to any question, explain the circumstances on a separate page.<br>Separate page attached? | _____ |

**VI. Applicant RSM's Hazardous Site Safety Training:**

Statement of Applicant Employee Responsible for OSHA Health and Safety Compliance for the Applicant:

Applicant RSM has sufficient training to maintain current REC compliance with the hazardous waste operations and emergency response training standard, 29 CFR 1910.120.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature of Applicant Employee Responsible for OSHA Health and Safety Compliance

\_\_\_\_\_  
Date

**VII Applicant RSM's Relevant Professional Experience:**

An Applicant RSM must demonstrate he/she has:

- A. At least five years of experience in investigation and remediation of hazardous substance or waste disposal sites (see definition). Complete one Attachment PD-1 position description form for each position where you earned such experience. In addition, at least three (and no more than five) project description forms (Attachment PD-3) must be completed as part of the demonstration of adequate experience. See instructions before completing any of these forms.
- B. At least three of the years of experience documented in (A) must be experience directly supervising investigation and remediation of hazardous substance or waste disposal sites. Hazardous substance site supervisory experience is documented by completing questions IV.B., V.D., V.E., and V.F. on the PD-1 form for the relevant position.
- C. At least eight years overall professional environmental experience. If you claimed less than eight years in (A) above, complete one Attachment PD-2 form for each additional professional environmental position you held.

As with Parts 1 and 2 of this application, the instructions should be read completely prior to completing the attachments.

Total Professional Experience Summary:

- | Years / Months   | Description of Professional Experience   |
|------------------|--|
| A. _____ / _____ | Experience working on investigations and remedial actions at hazardous sites.  |
| B. _____ / _____ | Experience as a project manager directly supervising investigations and remedial actions at hazardous substance or waste disposal sites (this is a subset of A). |
| C. _____ / _____ | Total years professional environmental experience claimed (years of experience under A plus additional environmental experience claimed on PD-2 forms).          |

Number of Attachment PD-1 position description forms attached: \_\_\_\_\_

Number of Attachment PD-2 position description forms attached: \_\_\_\_\_

Number of Attachment PD-3 project description forms attached: \_\_\_\_\_

**VIII Applicant RSM's Affidavit and Handwriting Sample:**

Write in ink in your usual handwriting the following statement in the space provided below, then sign and date.

**AFFIDAVIT**

"Under the pains and penalties of perjury, I acknowledge that the person completing and submitting this application is the person signing hereto, that, to the best of my knowledge and belief, the information provided on this form (Request for Approval, Part 2) and any and all attachments (Attachments PD-1, PD-2, and PD-3) is true and accurate, and that I have read and am familiar with the Inactive Hazardous Sites Response Act (N.C.G.S. 130A-310, *et. seq.*) and the regulations adopted under it at 15A NCAC 13C .0300."

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Applicant RSM's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

\_\_\_\_\_  
*(State in which signature is witnessed)*

\_\_\_\_\_ COUNTY

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby certify that \_\_\_\_\_ did personally appear and sign before me this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

(OFFICIAL SEAL)

My commission expires \_\_\_\_\_, \_\_\_\_\_.

Registered Environmental Consultant  
Application # \_\_\_\_\_  
FOR DEQ USE ONLY

PD-1 Position  
Description  
\_\_\_\_\_ of \_\_\_\_\_

**Attachment PD-1**

**Hazardous Substance or Waste Disposal Site Investigation and  
Remedial Action Experience**

**POSITION DESCRIPTIONS**

*(Read ALL instructions prior to completing)*

**I. Applicant RSM's Name:** \_\_\_\_\_

**II. Position Information:**

A. Position Title and Description: \_\_\_\_\_  
\_\_\_\_\_

B. Position Duration: Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(Mo/Yr) End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(Mo/Yr)

C. Employer Name: \_\_\_\_\_

D. Location (City/State): \_\_\_\_\_

E. Supervisor Name: \_\_\_\_\_

F. Supervisor Telephone #: \_\_\_\_\_

**III. Was position a part-time position of less than an average of 20 hours/week? Yes No**

**If yes, average hours/week:** \_\_\_\_\_

**III. Portion of Position Having Applicable Job Duties:**

A. What percentage of the time in the position constituted hazardous substance or hazardous waste site investigation and remedial action work? \_\_\_\_\_

B. What percentage of the time in the position did you directly supervise hazardous substance or hazardous waste site investigations and remedial action projects? \_\_\_\_\_

C. What percentage of the time in the position constituted other environmental work (i.e., petroleum remediation, environmental permitting)? \_\_\_\_\_

**IV. Respond to the following in the spaces provided:**

- A. Please explain how your responsibilities related to assessment and cleanup of **hazardous substance or hazardous waste sites** and how they were an integral component of this position. Be specific.

- B. Please provide, for this position, a representative list of assessment and remediation projects along with the specific hazardous substances associated with each site project.

- C. Identify the types of documents that you prepared, such as remedial investigation reports, feasibility studies, remedial action plans, engineering design reports, and remedial action completion/closure reports. Identify the regulatory program for which these reports were prepared (e.g., CERCLA, RCRA, Inactive Hazardous Sites Response Act, State Water Quality).

**To qualify this position time for supervisory experience, respond to the following in the spaces provided:**

- D. Please give examples of the sampling methods, site assessment methods and remedial technologies that you selected or recommended.

E. Please describe the types and levels of responsibilities of persons you coordinated or supervised while conducting assessments or cleanups of hazardous substance or hazardous waste sites. What level of authority and exercise of control did you assume over their work? What was the average size of teams you coordinated or supervised?

F. Please describe the levels of responsibility and independent judgment you exercised in this position by providing three examples. In particular, describe the nature of conclusions you reached, the extent to which you used those conclusions in making recommendations to employers or clients regarding actions at sites, and the form in which you made those recommendations. Describe the level of review provided by supervisors of your conclusions, recommendations, and opinions on projects.



Registered Environmental Consultant  
Application # \_\_\_\_\_  
FOR DEQ USE ONLY

PD-2 Position  
Description  
\_\_\_\_\_ of \_\_\_\_\_

**Attachment PD-2**

**Additional Professional Environmental Experience**

**POSITION DESCRIPTIONS**

*(Read ALL instructions prior to completing)*

**I Applicant RSM's Name:** \_\_\_\_\_

**II Position Information:**

- A. Position Title and Description: \_\_\_\_\_  
\_\_\_\_\_
- B. Position Duration: Start Date: \_\_\_\_\_ / \_\_\_\_\_ (Mo/Yr)      End Date: \_\_\_\_\_ / \_\_\_\_\_ (Mo/Yr)
- C. Employer Name: \_\_\_\_\_
- D. Location (City/State): \_\_\_\_\_
- E. Supervisor Name: \_\_\_\_\_
- F. Supervisor Telephone #: \_\_\_\_\_

**III Was position a part-time position of less than an average of 20 hours/week?      Yes      No**

If yes, average hours/week: \_\_\_\_\_

**IV Respond to the following in the spaces provided.**

A. Please describe the nature and field(s) of work activities.

B. Identify the types of reports, studies, and documents prepared.

C. Identify the number and disciplines of individuals directly supervised or coordinated.

Registered Environmental Consultant  
Application # \_\_\_\_\_  
FOR DEQ USE ONLY

Project  
Description  
\_\_\_\_\_ of \_\_\_\_\_

### Attachment PD-3

## Hazardous Substance or Waste Disposal Site Investigation and Remedial Action Experience

### PROJECT DESCRIPTIONS (Read ALL instructions prior to completing)

I. Applicant RSM's Name: \_\_\_\_\_

II. Project Information:

A. Site Project Description:

B. Site Location (*city/state*): \_\_\_\_\_

C. Project Duration: Start Date: \_\_\_\_\_/\_\_\_\_\_(Mo/Yr) End Date: \_\_\_\_\_/\_\_\_\_\_(Mo/Yr)

D. Project Client (*include contact name and telephone number*): \_\_\_\_\_  
\_\_\_\_\_

E. Did subsurface investigations occur during this project? Yes No

F. Employer Information:

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Phone # \_\_\_\_\_

III. Respond to the following in the spaces provided:

A. Please describe the nature and extent of the contamination associated with the project. List the specific hazardous substances found to be present at the site.

B. Please describe your role, if any, in the planning and implementing of site assessment activities including any subsurface investigations.

C. Please describe your role, if any, in the evaluation, planning, design, or implementation of the site remedy including preparing feasibility studies, conducting field-scale pilot tests, and preparing engineering design reports.

D. Please describe the extent to which you were a principal decision-maker for this project. In answering, please describe your overall role in the project, including a description of your conclusions and recommendations, and the method by, or form in which, you communicated them. This box must be completed for at least two project descriptions to demonstrate project supervisory experience.

Registered Environmental Consultant  
Application # \_\_\_\_\_  
FOR DEQ USE ONLY

**REGISTERED ENVIRONMENTAL CONSULTANT (REC)  
REQUEST FOR APPROVAL**

**PART 3: CHANGE IN REC STATUS**

**REC Name:** \_\_\_\_\_

**Application #:** \_\_\_\_\_

**Check all that apply to this request:**

**Change in Principal Contact**

New Principal Contact: \_\_\_\_\_

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

\_\_\_\_\_

Telephone #: \_\_\_\_\_

**Add the following previously approved Registered Site Managers:**

Name: \_\_\_\_\_

Prior REC firm \_\_\_\_\_

Name: \_\_\_\_\_

Prior REC firm \_\_\_\_\_

**Add the following new RSM Applicants:**

Name: \_\_\_\_\_

Part 2 with PD-1, PD-2, and PD-3 are included

Name: \_\_\_\_\_

Part 2 with PD-1, PD-2, and PD-3 are included

**Remove the following approved RSMs\*:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Terminate our REC status**

\* **NOTE:** If an REC's Department-approved RSM intends to change employment, the REC must notify the Department within 24 hours of the RSM providing such notice and, within 30 days of the RSM's notice to the REC, submit to the Department for approval the name and qualifications (Request for Approval Form, Parts 2 and 3) of another person to perform the role of the RSM. Failure to provide notice may cause the revocation of the REC's approval.

**Certification by REC (owner, partner, or corporate officer):**

I certify under penalty of law that I have personally examined and am familiar with the information contained on this form and any and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, the material and information provided herein is, to the best of my knowledge and belief, true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (type or print)

\_\_\_\_\_  
Mailing Address (type or print)

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

\_\_\_\_\_  
*(State in which signature is witnessed)*

\_\_\_\_\_ COUNTY

I, \_\_\_\_\_, a Notary Public of said County and State, do hereby  
certify that \_\_\_\_\_ did personally appear and sign before me this the  
\_\_\_\_\_ day of \_\_\_\_\_.

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

(OFFICIAL SEAL)

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