**Application Amendment #**Select Number.

**Project Name:** [Insert Project Name]

**VRP #** [XXXXX]

**Record of Original Application**

The undersigned party, [Insert Current Applicant], previously made application to the West Virginia Department of Environmental Protection (WVDEP) on or about [Insert Date], to enter property located at [Insert Location], [Insert City] WV, in [Insert County], into the Voluntary Remediation Program. The noted application was accepted by WVDEP in correspondence dated [Insert Date].

**Reason for Application Amendment**

Due to [Insert Reason(s) for Amendment], the current applicant hereby requests to amend the accepted application to reflect the following changes:

 [ ]  Change of Applicant

 *Complete Sections 2 and 8 of the Voluntary Remediation Program Application and provide any necessary attachments.*

[ ]  Addition of Applicant(s)

 *Complete Sections 2 and 8 of the Voluntary Remediation Program Application and provide any necessary attachments.*

[ ]  Change in Size of Property

*Complete Sections 4, 5, 6, and 8 of the Voluntary Remediation Program Application and provide a Site Map as well as any necessary attachments. If adding acreage or parcels to the Voluntary Remediation Program site, complete the Conceptual Site Model Worksheet.*

[ ]  Change in Ownership of Property

 *Complete Sections 2, 4, and 8 of the Voluntary Remediation Program Application and provide any necessary attachments.*

**Statement of Affirmation**

I certify that I am fully authorized to act on behalf of the current applicant and approve this amendment:

|  |
| --- |
|  |
|  | **Applicant** | Print Name: | Print Name |  | Title: | Title |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Signature |  | Date |  |  |
|  |  |  |
|  | **Co-Applicant 1** | Print Name: | Print Name |  | Title: | Title |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Signature |  | Date |  |  |
|  |  |  |
|  | **Co-Applicant 2** | Print Name: | Print Name |  | Title: | Title |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Signature |  | Date |  |  |
|  |

**Voluntary Remediation Program Application**

|  |
| --- |
|  **Section 2 – APPLICANT INFORMATION** |
|  Applicant |
|  | Applicant’s Legal Name **Applicant’s Legal Name** |
| Aliases or Other Names By Which Applicant Is Known or Does Business **Aliases** |
| Address **Address** | City **City** | State **State** | Zip Code **Zip Code** |
| Type of Entity [ ]  Private Business [ ]  Non-Profit Corporation [ ]  Federal Government [ ]  State Government [ ]  Local Government [ ]  Other:Other |
| Relationship to Property [ ]  Owner [ ]  Operator [ ]  Prospective Purchaser [ ]  Prospective Operator [ ]  Other: Other |
| Contact Name **Contact Name** | Contact Title **Contact Title** |
| Phone **Phone** | Alternate Phone **Alternate Phone** | Email **Email** |
|  Co-Applicant 1 (if applicable) |
|  | Co-Applicant’s Legal Name **Applicant’s Legal Name** |
| Aliases or Other Names By Which Co-Applicant Is Known or Does Business **Aliases** |
| Address **Address** | City **City** | State **State** | Zip Code **Zip Code** |
| Type of Entity [ ]  Private Business [ ]  Non-Profit Corporation [ ]  Federal Government [ ]  State Government [ ]  Local Government [ ]  Other:Other |
| Relationship to Property [ ]  Owner [ ]  Operator [ ]  Prospective Purchaser [ ]  Prospective Operator [ ]  Other: Other |
| Contact Name **Contact Name** | Contact Title **Contact Title** |
| Phone **Phone** | Alternate Phone **Alternate Phone** | Email **Email** |
|  Co-Applicant 2 (if applicable) |
|  | Co-Applicant’s Legal Name **Applicant’s Legal Name** |
| Aliases or Other Names By Which Co-Applicant Is Known or Does Business **Aliases** |
| Address **Address** | City **City** | State **State** | Zip Code **Zip Code** |
| Type of Entity [ ]  Private Business [ ]  Non-Profit Corporation [ ]  Federal Government [ ]  State Government [ ]  Local Government [ ]  Other:Other |
| Relationship to Property [ ]  Owner [ ]  Operator [ ]  Prospective Purchaser [ ]  Prospective Operator [ ]  Other: Other |
| Contact Name **Contact Name** | Contact Title **Contact Title** |
| Phone **Phone** | Alternate Phone **Alternate Phone** | Email **Email** |
|  Billable Party |
|  | Billable Party **Billable Party’s Name** | Phone **Phone** |
| Mailing Address **Address** | City **City** | State **State** | Zip Code **Zip Code** |
| Billable Party Contact Name **Contact Name** | Billable Party Contact Title **Contact Name** | Billable Party Contact Email**Contact Name** |
|  Legal Right to Perform Work Required |
|  | One or more of the following forms of proof of the applicant’s legal right to perform the work required is attached to the application: |
|  | [ ]  Property Deed | [ ]  Property Access Agreement  |
|  Financial Capabilities |
|  | Provide a brief description of the applicant’s financial capabilities to successfully complete the voluntary remediation and satisfy any contractual obligations entered into by the applicant that relate to the voluntary remediation.  |
|  | **[Brief Description of the Applicant’s Financial Capabilities]** |
| One or more of the following forms of proof of the applicant’s financial capability is attached to the application.  |
|  | [ ]  Annual Report or Prospectus for a Publicly Held Company[ ]  Grant Award | [ ]  Letter of Credit or financial reference from Financial Institution[ ]  Other: Other  |
| Is a party other than the applicant providing the proof of financial capability? |
|  | [ ]  No |  |
|  | [ ]  Yes | Demonstrate the relationship to the applicant. |
|  |  |  | **[Demonstration of Relationship to Applicant]** |
|  Confidentiality Claim |
|  | Information obtained by WVDEP for the Voluntary Remediation Program is available to the public unless the applicant demonstrates that the information or parts thereof, if made public, would divulge methods, processes, or activities entitled to protection as trade secrets (any information protected from disclosure under WV Code §29B-1-4(1)).  |
|  | [ ]  Applicant asserts a confidentiality claim.  | [ ]  Applicant does not assert a confidentiality claim. |
| If asserting a confidentiality claim, specify the items for which confidentiality is being claimed. |
|  | **[Specification of Confidentiality Claim]** |

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|  **Section 4 – SITE DESCRIPTION** |
|  Physical Location |
|  | Site Name **Site Name** | Size (acres) **Size (acres)** |
| Physical Address **Address** | City **City** | Zip Code **Zip Code** | County **County** |
| Driving Directions (if necessary) **Driving Directions (if necessary)** |
|  GIS Data |
|  | Collection Point [ ]  Center of Site [ ]  Main/Front Door [ ]  Main Entrance/Front Gate [ ]  Other: Other  |
| Latitude (decimal degrees) **Latitude** | Longitude (decimal degrees) **Longitude** | Horizontal Datum **Horizontal Datum** | Accuracy (≤5 meters required) **Accuracy** |
|  Additional Locational Data |
|  | [ ]  | At least one site map identifying the VRP project site boundaries is attached to the application and also provided as a georeferenced digital file (kml, shp, or dwg).  |
| If necessary, provide a brief description of any other identifying information that will serve to clearly and concisely identify the property. |
|  | **[Brief Description of Other Identifying Information]** |
|  Legal Description |
|  | Provide tax map information for each tax map parcel within the site boundaries. |
| **District** | **Address/Description** | **Map No.** | **Parcel No.** | **Deed Book** | **Page No.** | **Acres** |
| **District** | **Address** | **Map No.** | **Parcel No.** | **Deed Book** | **Page No.** | **Acres** |
| **District** | **Address** | **Map No.** | **Parcel No.** | **Deed Book** | **Page No.** | **Acres** |
| **District** | **Address** | **Map No.** | **Parcel No.** | **Deed Book** | **Page No.** | **Acres** |
| **District** | **Address** | **Map No.** | **Parcel No.** | **Deed Book** | **Page No.** | **Acres** |
| **District** | **Address** | **Map No.** | **Parcel No.** | **Deed Book** | **Page No.** | **Acres** |
| **District** | **Address** | **Map No.** | **Parcel No.** | **Deed Book** | **Page No.** | **Acres** |
|  Survey |
|  | [ ]  | A survey of the property has been made and is attached to the application. (optional) |
|  Property Owner |
|  |  [ ]   | Applicant is property owner. |
|  [ ]   | Owner **Owner’s Name** |
| Address **Address** | City **City** | State **State** | Zip Code **Zip Code** |
| Owner Contact Name **Contact Name** | Owner Contact Title **Contact Title** |
| Phone **Phone** | Alternate Phone **Alternate Phone** | Email **Email** |
|  [ ]  | The site has more than one current property owner, and additional property owner information is attached to the application. |
|  Operator |
|  |  [ ]   | n/a |  [ ]   | Applicant is operator. |  [ ]   | Property owner is operator. |
|  |  [ ]   | Operator **Operator’s Name** |
| Address **Address** | City **City** | State **State** | Zip Code **Zip Code** |
| Operator Contact Name **Contact Name** | Operator Contact Title **Contact Title** |
| Phone **Phone** | Alternate Phone **Alternate Phone** | Email **Email** |
|  [ ]  | The site has more than one current operator, and additional operator information is attached to the application. |

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|  **Section 5 – EXISTING ENVIRONMENTAL INFORMATION** |
|  Site Identification |
|  | List all WVDEP and USEPA identification numbers assigned to the site (solid waste, UST/LUST, CERCLIS, RCRIS, UIC, etc.). |
| **Issuing Agency** | **Type** | **Identification Number** |
|  | **Type** | **ID Number** |
|  | **Type** | **ID Number** |
|  | **Type** | **ID Number** |
|  | **Type** | **ID Number** |
|  | **Type** | **ID Number** |
|  | **Type** | **ID Number** |
|  Environmental Permits |
|  | List all past, present, and pending permits issued by WVDEP or USEPA relating to the site. |
| **Issuing Agency** | **Type** | **Permit ID** | **Issue Date** | **Expiration Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  | **Permit Type** | **Permit ID** | **Date** | **Date** |
|  Site Assessment |
|  | Have any environmental site assessments, sample collections, or analyses been performed on the site? |
|  | [ ]  Yes [ ]  No |
|  | The following environmental site assessments, sample collections, or analyses have been performed and are attached to the application: |
|  |  | [ ]  Phase I [ ]  Phase II [ ]  Other: Other |
|  Past Proceedings |
|  | Has the property (or any activity conducted on the property) ever been the subject of an administrative (e.g. consent order), civil, or criminal investigation related to protection of the environment? |
|  | [ ]  No |  |
|  | [ ]  Yes | Provide a brief explanation and dates of actions. |
|  | **[Brief Explanation]** |

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|  **Section 6 – REMEDIATION OBJECTIVES** |
|  Post-Remediation Use |
|  | Future Property Use (check all that apply) [ ]  Agricultural [ ]  Commercial [ ]  Industrial [ ]  Recreational [ ]  Residential [ ]  School [ ]  Vacant  [ ]  Unknown [ ]  Other: Other |
|  Redevelopment |
|  |  [ ]  In Progress  | Provide a brief description of redevelopment plans. |
|  [ ]  Imminent  |  | **[Brief Description of Redevelopment Plans]** |
|  [ ]  n/a  |  |

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|  **Section 8 – STATEMENT OF AFFIRMATION** |
|  | I certify that I am fully authorized to act on behalf of the applicant. I affirm that the information provided in this application amendment and its attachments, to the best of my knowledge and belief, is true, complete, and accurate. Upon approval of this application amendment, I will execute a Voluntary Remediation Agreement (VRA) Modification within thirty-one (31) days of the date of WVDEP’s acceptance letter. |  |
|  |  |  |
|  | **Applicant** | Print Name: | Print Name |  | Title: | Title |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Signature |  | Date |  |  |
|  |  |  |
|  |  |  |
|  | **Co-Applicant 1** | Print Name: | Print Name |  | Title: | Title |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Signature |  | Date |  |  |
|  |  |  |
|  |  |  |
|  | **Co-Applicant 2** | Print Name: | Print Name |  | Title: | Title |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Signature |  | Date |  |  |
|  |  |  |
|  | I certify that I have prepared and/or approved the site assessment provided with the application. |  |
|  |  |  |
|  | **LRS** | Print Name: | Print Name |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Signature |  | Date |  |  |
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| **ATTACHMENTS** |
|  | Indicate the items attached to the application amendment. |  |
|  Required Attachments |
|  |  [ ]  Proof of Legal Right to Perform Work Required (Section 2) [ ]  Proof of Financial Capability (Section 2) [ ]  Site Map(s) and Georeferenced Digital File(s) (Section 4) [ ]  Environmental Site Assessment(s) (Section 5) [ ]  Conceptual Site Model Worksheet |
|  Conditional Attachments |
|  |  [ ]  Survey of Property (Section 4) [ ]  Additional Property Owner Information (Section 4) [ ]  Additional Operator Information (Section 4) [ ]  Other: Other [ ]  Other: Other [ ]  Other: Other [ ]  Other: Other [ ]  Other: Other |

**Conceptual Site Model Worksheet**

|  |
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| **Section 1 – SITE CHARACTERISTICS** |
|  Geologic Setting  |
|  | Geologic Setting Characteristics [ ]  Alluvial Setting [ ]  Fractured Rock [ ]  Karst [ ]  None Listed |
|  Soil |
|  | Soil Type (check all that apply) [ ]  Gravel [ ]  Sand [ ]  Silt [ ]  Clay [ ]  Fill Material |
|  Groundwater |
|  | Depth to Groundwater Range (feet) **Depth to Groundwater** | Groundwater Flow Direction **Direction** | Underlying Aquifer [ ]  Confined [ ]  Perched [ ]  Unconfined [ ]  Unknown  |
| Are there any known discharge points from the underlying aquifer? |  [ ]  Yes [ ]  No | Distance from Known Discharge Points to Site (miles) **Depth to Groundwater** |
|  Surface Water |
|  | List each local surface water body (lake, pond/impoundment, river, spring/seep, stream, wetlands). |
| **Type** | **Name or Identifying Information** | **Distance from Site (feet)** |
|   | **Name or Identifying Information** | **Distance from Site** |
|   | **Name or Identifying Information** | **Distance from Site** |
|   | **Name or Identifying Information** | **Distance from Site** |
|   | **Name or Identifying Information** | **Distance from Site** |
|   | **Name or Identifying Information** | **Distance from Site** |
|   | **Name or Identifying Information** | **Distance from Site** |
|  Site Activities |
|  | Past or Current Site Activities [ ]  Deep/Surface Mining [ ]  Injection or Extraction Wells [ ]  Monitoring Wells [ ]  Waste Storage/Disposal |

|  |
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|  **Section 2 – SITE USE** |
|  Historical Site Use |
|  | Land Use (check all that apply) [ ]  Agricultural [ ]  Commercial [ ]  Industrial [ ]  Recreational [ ]  Residential [ ]  School [ ]  Vacant [ ]  Other: Other |
| List past and current property owners/operators, a description of operations, and the approximate dates of ownership/operation.  |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
| **Approximate Dates** | **Owner/Operator Name** | **Description of Operations** |
|  Current Site Use |
|  | Land Use (check all that apply) [ ]  Agricultural [ ]  Commercial [ ]  Industrial [ ]  Recreational [ ]  Residential [ ]  School [ ]  Vacant [ ]  Other: Other |
| If necessary, provide additional current site use description. |
|  | **[Additional Site Use Description]** |
|  Future Site Use |
|  | Land Use (check all that apply) [ ]  Agricultural [ ]  Commercial [ ]  Industrial [ ]  Recreational [ ]  Residential [ ]  School [ ]  Vacant  [ ]  Unknown [ ]  Other: Other |
| If necessary, provide additional future site use description. |
|  | **[Additional Site Use Description]** |
|  Historical Adjacent Property Use |
|  | Land Use (check all that apply) [ ]  Agricultural [ ]  Commercial [ ]  Industrial [ ]  Recreational [ ]  Residential [ ]  School [ ]  Vacant [ ]  Other: Other |
| If necessary, provide additional historical adjacent property use description. |
|  | **[Additional Adjacent Property Use Description]** |
|  Current Adjacent Property Use |
|  | Land Use (check all that apply) [ ]  Agricultural [ ]  Commercial [ ]  Industrial [ ]  Recreational [ ]  Residential [ ]  School [ ]  Vacant [ ]  Other: Other |
| If necessary, provide additional current adjacent property use description. |
|  | **[Additional Adjacent Property Use Description]** |

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| **Section 3 – CONTAMINANT SOURCE CHARACTERISTICS** |
|  Nature of Contamination |
|  | Provide a brief description of the type, source, and extent of the contamination. |
|  | **[Brief Description of Nature of Contamination]** |
|  Evidence of Contamination |
|  | Known or Suspected Source(s) of Contamination (check all that apply) [ ]  Analytical data [ ]  Free product or sheen on groundwater surface [ ]  Free product or sheen on ponded water [ ]  Free product or sheen on surface water body [ ]  Odor | K[ ]  Oil, tar, or other non-aqueous phase contaminant (≥1,000 sq ft)[ ]  Ponded contaminants[ ]  Stained saturated soil or backfill[ ]  Stressed biota (fish kills, stressed vegetation, etc.) |
|  [ ]  Other: Other |
|  Source(s) of Contamination |
|  | Known or Suspected Source(s) of Contamination (check all that apply) [ ]  Aboveground Storage Tank System (AT) [ ]  Adjacent Property (AP) [ ]  Burial or Dumping of Wastes (BD) | K[ ]  Drums or Storage Containers (DS)[ ]  Industrial Accident (IA)[ ]  Routine Industrial Operations (IO) | K[ ]  Surface Spill or Discharge (SD)[ ]  Underground Storage Tank System (UT)[ ]  Unknown (UK) |
|  [ ]  Other (OT): Other |
|  Contaminants  |
|  | For each contaminant, indicate:  | Source(s) of contamination as labeled above (AT, AP, BD, etc.)Known (K) and suspected (S) contamination for each media affected |
| **Contaminant** | **Source(s)** | **Soil** | **Groundwater** | **Surface Water** | **Sediments** | **Air** |
| ***Example*** | ***BD, IO*** | ***K*** | ***K*** | ***S*** |  |  |
| Chlorinated Solvents | **Source(s)** |   |   |   |   |   |
| Dioxins | **Source(s)** |   |   |   |   |   |
| Metals | **Source(s)** |   |   |   |   |   |
| PCBs | **Source(s)** |   |   |   |   |   |
| Pesticides / Herbicides | **Source(s)** |   |   |   |   |   |
| Petroleum | **Source(s)** |   |   |   |   |   |
| SVOCs | **Source(s)** |   |   |   |   |   |
| VOCs | **Source(s)** |   |   |   |   |   |
| Other: Other | **Source(s)** |   |   |   |   |   |
| Other: Other | **Source(s)** |   |   |   |   |   |
| Other: Other | **Source(s)** |   |   |   |   |   |
| Other: Other | **Source(s)** |   |   |   |   |   |

|  |
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| **Section 4 – INTERIM REMEDIAL ACTIONS** |
|  Interim Remedial Actions |
|  | Are there any interim remedial actions that have or will take place on the site? |
|  | [ ]  No |  |
|  | [ ]  Yes | Specify the remedial actions. |
| **Remedial Action** | **Planned** | **Initiated** | **Completed** |
| Containing contamination | [ ]  | [ ]  | [ ]  |
| Excavating contaminated soil | [ ]  | [ ]  | [ ]  |
| Providing temporary water supplies | [ ]  | [ ]  | [ ]  |
| Recovering free product | [ ]  | [ ]  | [ ]  |
| Removing regulated substance from storage tank(s) | [ ]  | [ ]  | [ ]  |
| Removing storage tank(s) | [ ]  | [ ]  | [ ]  |
| Other: Other | [ ]  | [ ]  | [ ]  |
| Other: Other | [ ]  | [ ]  | [ ]  |

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| **Section 5 – AFFECTED MEDIA, TRANSPORT MECHANISMS, EXPOSURE PATHWAYS, AND RECEPTORS** |
|  Affected Media  |
|  | Affected or Potentially Affected Media (check all that apply) [ ]  Soil [ ]  Groundwater [ ]  Surface Water [ ]  Sediments [ ]  Air |
|  Transport Mechanisms |
|  | Identify contaminant transport mechanisms. |
| **Contaminant** | **Erosion/Runoff** | **Fugitive Dust** | **Leaching** | **Volatilization** |
| **Choose an item.** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Choose an item.** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Choose an item.** | [ ]  | [ ]  | [ ]  | [ ]  |
| **Choose an item.** | [ ]  | [ ]  | [ ]  | [ ]  |
|  Local Water Supplies |
|  | Indicate the supply for each local water need and the distance of the supply from the site. |
| **Local Water** | **Surface** | **Downstream Distance (feet)** | **Well** | **Downgradient Distance (feet)** |
| Public Water System | [ ]  | **Distance from Site** | [ ]  | **Distance from Site** |
| Private Residential | [ ]  | **Distance from Site** | [ ]  | **Distance from Site** |
| Agricultural  | [ ]  | **Distance from Site** | [ ]  | **Distance from Site** |
| Industrial / Commercial | [ ]  | **Distance from Site** | [ ]  | **Distance from Site** |
| Is the groundwater connected to or part of an aquifer that serves as a source of drinking water? |  [ ]  Yes [ ]  No  |
|  Other Surface Water Use |
|  | Surface Water Use (check all that apply) [ ]  Boating [ ]  Fish and Wildlife Habitat [ ]  Recreational Fishing [ ]  Subsistence Fishing [ ]  Swimming [ ]  Not Used  [ ]  Other: Other |
|  Exposure Pathways |
|  | Current and Future Exposure Pathways (check all that apply) |
|  | **Inhalation** [ ]  Soil Particles [ ]  Vapors released from Groundwater [ ]  Vapors released from Soil | **Dermal Contact**  [ ]  Groundwater [ ]  Sediments [ ]  Soil  [ ]  Surface Water | **Ingestion** [ ]  Groundwater [ ]  Sediments [ ]  Soil [ ]  Surface Water [ ]  Aquatic Organisms [ ]  Plants [ ]  Terrestrial Animals |
|  Receptors |
|  | Current and Future Receptors (check all that apply) |
|  | **Human** [ ]  Residential [ ]  Commercial / Industrial  [ ]  Construction / Outdoor Maintenance Worker [ ]  Recreational / Trespasser  [ ]  Other: Other | **Ecological** [ ]  Aquatic [ ]  Terrestrial |