



New Jersey Department of Environmental Protection
Site Remediation Program

ANNUAL REMEDIATION FEE REPORTING FORM INSTRUCTIONS

General Instructions

1. The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms>.
2. It is **not** required to submit this form in duplicate.
3. Applicability: Pursuant to N.J.A.C. 7:26C-4.2, the annual remediation fee is to be paid by a person initiating remediation on or after November 4, 2009, or for a case which has opted into the new program prior to May 2012. The person responsible for conducting the remediation that is subject to N.J.A.C. 7:26C-2.4 shall submit the applicable annual remediation fee to the Department.
 - a. A person shall pay a nonrefundable annual remediation fee, which shall be the sum of the applicable category fee as determined pursuant to b. below, and the total contaminated media fee as calculated pursuant to c. below.
 - b. The applicable category fee shall be assessed as follows:
 - i. The fee for zero to one contaminated areas of concern where the number of contaminated areas of concern is undetermined, determined to be one, or where the site is limited to historic fill: \$450.00. Note: If a contaminated area of concern is identified and determined NOT to be contaminated (including a regulated UST system), or if the contaminated area of concern has been fully remediated prior to the required submission of the first annual remediation fee, then Fee Category 1 applies;
 - ii. The fee for:
 - (1) Two through ten contaminated areas of concern: \$900.00;
 - (2) Any number of contaminated regulated underground storage tank system areas, excluding regulated heating oil tank systems, provided there are no other contaminated areas of concern at the site: \$900.00;
 - iii. The fee for eleven through twenty contaminated areas of concern, or one or more landfills: \$5,000.00; and
 - iv. The fee for more than twenty contaminated areas of concern: \$9,500.00
 - c. The total contaminated media fee is as follows. A fee shall be assessed for each separate contaminated medium that is present at the site as determined from the following list. The total contaminated media fee shall be the sum of the individual contaminated medium fees.
 - i. Ground water \$1,400.00;
 - ii. Surface water sediment \$1,400.00;
 - iii. Ground water contaminated above an applicable Surface Water Quality Standard that is an unpermitted discharge to surface water \$1,400.00.
 - d. The person responsible for conducting the remediation shall submit the first annual remediation fee and the completed Annual Remediation Fee Reporting form, found on the Department's website at <http://www.nj.gov/dep/srp/srra/forms>, to the address noted on the form upon the earliest of the following:
 - i. The submittal of a preliminary assessment report;
 - ii. The submittal of a site investigation report;
 - iii. The submittal of the first remedial phase document; or
 - iv. 270 days after any event listed at N.J.A.C. 7:26C-2.2(b).
 - e. For each subsequent year, the Department shall invoice the person responsible for conducting the remediation for the annual remediation fee on the anniversary date of the first year that the annual fee was submitted pursuant to d. above.
 - i. The person responsible for conducting the remediation shall identify all contaminated areas of concern individually and shall not combine contaminated areas of concern or contaminated media for the purpose of determining the amount of the annual remediation fee.

- ii. The person responsible for conducting the remediation that receives an RAO for a contaminated area of concern may submit a new Annual Remediation Fee Reporting form 90 days prior to the annual remediation fee anniversary date.
 - iii. The person responsible for conducting the remediation that discovers an additional contaminated area of concern shall submit a new Annual Remediation Fee Reporting form 90 days prior to the annual remediation fee anniversary date.
 - iv. The person responsible for conducting the remediation shall continue to pay an annual remediation fee to the Department until a response action outcome for all of the contaminated areas of concern and contaminated media at the site have been filed with the Department.
 - v. If the Department makes a determination that it will undertake direct oversight of a portion or condition of the site pursuant to N.J.S.A. 58:10C-27, the person responsible for conducting the remediation shall pay the annual remediation fee every year and the Department's oversight costs pursuant to N.J.A.C. 7:26C-4.5.
 - vi. If the Department makes a determination that it will undertake direct oversight of the entire site pursuant to N.J.S.A. 58:10C-27, the person responsible for conducting the remediation shall continue to pay the annual remediation fee until it submits the first direct oversight document required by the Department and at that point shall pay the Department's oversight costs pursuant to N.J.A.C. 7:26C-4.5.
 - vii. The person responsible for conducting the remediation does not have to pay the annual Remediation fee in the following circumstances:
 - 1) Upon receipt of notice from the Department that it has assigned a full time case manager to the entire site;
 - 2) If that person is remediating a child care center; or
 - 3) If that person is the owner or operator of an unregulated heating oil tank system.
4. The form must be signed by the representative of the person responsible for conducting the remediation and must be notarized. See N.J.A.C. 7:26C-1 to determine who can sign the form.
 5. Checks shall be made payable to "Treasurer – State of New Jersey."
 6. Completed forms should be sent to:

Bureau of Case Assignment & Initial Notice
 Site Remediation Program
 NJ Department of Environmental Protection
 401-05H
 PO Box 420
 Trenton, NJ 08625-0420

Specific Instructions by Section

Section A. Site Name and Location

- Site Name-provide the name of the site i.e., ABC Corporation Site;
- List all other known names for the site;
- Provide the street address for the site;
- Provide the name of the municipality and state if it is a Township, a Borough, or a City;
- Provide the name of the County and the zip code;
- Provide the mailing address only if it is different from the street address;
- Provide all NJDEP generated site identification numbers;
- Provide the date trigger pursuant to N.J.A.C. 7:26C-2;
- Check if the First Annual fee paid or a Renewal.

Section B. Fee Billing Contact

- Provide the name, business name and address where the annual permit fee invoice should be mailed.

Section C. Application Category Fee

Select the appropriate fee category pursuant to N.J.A.C. 7:26C-4.2(2).

Section D. Contaminated Media Fee

- Select additional fee(s) as appropriate pursuant to N.J.A.C. 7:26C-4.2(3).
- Add the subtotal fee from Section C to the subtotal from Section D here as the total fee paid; include the check number.

Section E. Contaminated Areas of Concern

Provide a description of the contaminated areas of concern (CAOC), as defined in N.J.A.C. 7:26E-1, if the CAOC is new, the RAO Date (if applicable), the Permit Type, ID number and date (if applicable). The person responsible for conducting the remediation shall identify all contaminated areas of concern individually and shall not combine contaminated areas of concern or contaminated media for the purpose of determining the amount of the annual remediation fee.

Section F. Person Responsible for Conducting the Remediation Information and Certification

The certification required in this section above shall be executed as follows:

1. For a corporation or limited liability company, by a principal executive officer of at least the level of vice president;
2. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
3. For a municipality, state, federal or other public agency, by either a principal executive officer or ranking elected official; or
4. By a duly authorized representative of the corporation, partnership, sole proprietorship, municipality, state or federal or other public agency, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in 1, 2 or 3 above and the authorization meets the following criteria:
 - a. The authorization specifies either an individual or a position having responsibility for the overall operation of the industrial establishment or activity, such as the position of plant manager, or a superintendent or person of equivalent responsibility (a duly authorized representative may thus be either a named individual or any individual occupying a named position);
 - b. The written authorization is submitted to the Department along with the certification; and
 - c. If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the industrial establishment or activity, a new authorization satisfying the requirements of this section shall be submitted to the Department prior to or together with any reports, information, or applications to be signed by an authorized representative.

Please provide the name, affiliation, phone number, email address and mailing address of the person responsible for conducting the remediation. This is NOT the licensed site remediation professional or law firm hired to assist the owner or operator with their compliance obligations.

The certification in this section shall be signed and dated by the person responsible for conducting the remediation.

The person responsible for conducting the remediation should indicate by placing an X in the box if there have been no changes since the last submittal.

Section G. Licensed Site Remediation Professional Information and Statement

- LSRP ID Number: Provide the Licensed Site Remediation Professional ID Number.
- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Licensed Site Remediation Professional.
- The Licensed Site Remediation Professional should indicate the level of oversight he/she provided by placing an "X" in appropriate box(es).
- The certification in this section shall be signed and dated by the Licensed Site Remediation Professional.
- The Licensed Site Remediation Professional should indicate by placing an "X" in the box if there have been no changes since the last submittal.