



**New Jersey Department of Environmental Protection
Site Remediation Program**

CONFIRMED DISCHARGE NOTIFICATION INSTRUCTIONS

General Instructions

1. This form is required to be submitted by the person responsible for conducting the remediation within 5 days after a discharge of hazardous substance has been reported to the New Jersey Department of Environmental Protection's Action Hotline (1-877-WARNDEP).
2. The information on this form will be used to create or update the site information in the Department's New Jersey Environmental System Database. Please complete the form as accurately and completely as possible.
3. This form may be updated periodically, please use the current version of the form which can be found at <http://www.state.nj.us/dep/srp/srra/forms/>.
4. 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 Instruction by Section

Section A. Site Location. The date that triggered compliance with Section 30 of the Site Remediation Reform Act is the date on which a discharge was first discovered. The PI Number and Case Tracking Number should be included if known.

Section B. Person Responsible For Conducting the Remediation.

1. Any person who executes or is otherwise subject to an oversight document to remediate a contaminated site;
2. The owner or operator of an industrial establishment subject to N.J.S.A.13:1K-6 et seq. for the remediation of a discharge;
3. The owner or operator of an underground storage tank subject to N.J.S.A. 58:10A-21 et seq. for the remediation of a discharge;
4. Any other person who discharges a hazardous substance or is in any way responsible for a hazardous substance, pursuant to N.J.S.A. 58:10-23.11g, that was discharged at a contaminated site; or
5. Any other person who is remediating a site.

Section C. Current Owner of the Site. The information submitted on this form should indicate the current owner of the real property at the site on which a discharge has occurred.

Section D. Site Use. Please indicate the current use of the site, and also the intended future use if different. Please make sure to give a detailed description of the types of Substance Released, the Release Status as one of the following: Continuous or Intermittent or Terminated or Undetermined, the media impacted, and the specific location of the discharge at the site.

Section E. Federal Release. This section only needs to be completed if the discharge occurred from a federally regulated underground storage tank (UST) system. The Federal Energy Policy Act of 2005 requires the NJ Department of Environmental Protection (DEP) to report on sources and causes of releases from these systems. Refer to http://www.nj.gov/dep/srp/forms/ust/ust_release_reporting.htm for additional information.

Section F. Case Type. Please check any of the boxes which apply to the site.

Section G. 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:
 - i. 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);
 - ii. The written authorization is submitted to the Department along with the certification; and
 - iii. 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 and mailing address of the person assuming the primary responsibility for the remediation of the referenced site subject to this filing. This is NOT the licensed site remediation professional or law firm hired to assist the owner or operator with their ISRA compliance obligations. The Department will address all correspondence to this individual and will provide a copy of the correspondence to the designated Authorized Agent. This information may be amended after filing this notice if a purchaser will assume responsibility for the remediation pursuant to a remediation certification.
 - The certification shall be signed and dated by the person responsible for conducting the remediation who is submitting this notification.
 - The person responsible for conducting the remediation should note by placing an X in the box if there have been no changes since the last submittal.