



New Jersey Department of Environmental Protection Site Remediation Program

ONLINE – General Information Notice (GIN) INSTRUCTIONS

Applicability

Use this online service to notify the New Jersey Department of Environmental Protection (NJDEP) when an ISRA triggering event has occurred pursuant to the Industrial Site Recovery Act (ISRA) rules, N.J.A.C. 7:26B. Additional information about ISRA is available at: <http://www.nj.gov/dep/srp/isra/>.

Confidential General Information Notices (GINs) **cannot** be submitted online. Confidential GINs must be submitted via the paper form available at: <https://www.nj.gov/dep/srp/srra/forms/>. If you are submitting a confidential GIN, also submit the Confidentiality Request Form.

Time Frame

Notification to the NJDEP must occur within 5 calendar days after the ISRA triggering event.

NJDEPOnline Account (one time only)

1. This service will not work with all internet browsers. A current list of compatible browsers is presented in the service when you login.
2. General Information Notice (GIN) Service may be prepared by one person and certified by another only if an existing facility is picked during the Service. If there is no facility (PI) in the system, the person who creates the GIN must complete it and certify it.
3. You must have an NJDEPOnline account to submit forms through NJDEPOnline. If you do not already have an account, go to: <http://www.state.nj.us/dep/online/> for setup instructions.

MyWorkspace Setup

1. If you do have an account, login, from the 'My Workspace' tab, click on 'User Profile'. Make sure to add your current address and email to your user profile, as the Department will reach out to you there if there are issues with services.
2. Account users will need a PIN number to certify. If you do not have an existing PIN, click 'Request Cert PIN' at the top of the page.
3. Click the tab on the Upper left to go to My Workspace, and click 'Configure Services'. Choose 'ISRA General Information Notice (GIN)' under Site Remediation, and click 'OK', the Service will be added to My Workspace.
4. If a 'New GIN' is being filed, you will not need to add a facility at this time; however, adding an existing Facility greatly streamlines the submission process and is strongly encouraged. If you are filing an Amendment to a previously filed GIN, you will need to add the facility you wish to use to My Facilities\Program Interests before running any services. Click 'Add Facilities', choose 'Site Remediation' in the (Optional) Select NJDEP Program: drop-down, and then type in the program interest (Facility ID) in the Facility ID field, or the Facility name in the Facility name field and click 'Search'. Click the checkbox next to the facility you wish to add to your Facilities, and Click 'Add Selected Facilities'.

If you do not know your facility ID, search for it in DataMiner at: <https://www13.state.nj.us/DataMiner/>; choose "Search by Site", then click on the "Advanced" tab.

Before You Begin

Near the end of the online service you will be required to upload a completed "Authorization Form for CDN or GIN Submissions Through NJDEP Online". The form is available at: <http://www.nj.gov/dep/srp/srra/forms>. The form must be printed out, completed and signed by the responsible party, then scanned and turned back into a pdf.

General Information Notification (GIN) Service

General Information Notification (GIN) Service: Click 'ISRA General Information Notice (GIN)', then on the next page, read the brief instructions and click 'Continue'.

Submission Type Selection: Choose one of the following Submission Types by clicking a radio button on the left and clicking 'Continue'.

- New General Information Notice
- Amendment to a previously filed General Information Notice

Proceed to the Section that correspondences with the type of submission you are completing:

- I. New GIN, Select a Facility (*pick from existing list*)
- II. New GIN, Do Not select a Facility (*add a new facility*)
- III. GIN Amendment

Section I. New GIN, Select a Facility

Facility Selection: Select an existing facility and click 'Continue'. Note: by selecting a New GIN, you will be creating a new case.

Submission Name: Enter the name of the Industrial Establishment (business which operates at the site) as defined at N.J.A.C. 7:26B-1.4, which is the subject of this submission, along with a narrative description of operations conducted onsite in the comments field. The Industrial Establishment is the business that uses hazardous substances and has a NAICS number that is subject to ISRA. **NOTE: If more than one Industrial Establishment (business) operates at the site (multiple tenancy), and the transaction which initiates ISRA is a sale of property, then a separate General Information Notice submission is required for each Industrial Establishment (tenant).** Click 'Continue' when complete.

Responsible Entity Selection: Choose a Responsible Party associated with that facility by clicking a radio button on the left and click 'Continue'. If the responsible entity is not present, choose: "The lead responsible entity is not displayed in the list shown above."

Additional Site Information:

- **Case Name.** Enter the name of the business that is the subject of this GIN.
- **Review the Location address information.** Note: You cannot change or edit the information displayed under the 'Location Address' screen. It is possible that the name of the city may not match the name of the municipality. The name of the municipality (Incorporated name) where the taxes are paid should be used. You can only check this information for accuracy, and if the information needs to be changed or the address is incorrect, please contact Bureau of Case Assignment and Initial Notice at (609) 292-2943.
- **Verify Tax Blocks and Lots.** Verify that all Tax Blocks and Lots that are associated with the entire industrial establishment and are related to the triggering event are correct and have been included. You can modify or add additional Blocks and Lots, if necessary.
- **Verify the location of the Building.** In the Coordinate Selection, you may change the X and Y coordinates if they are not correct. To do so, click on the "Undo Location" button, click on the map at the center of the building (Moves the red X mark to a different location) and then click on the "Set Location" button, and then click continue.

Proceed to Section IV.

Section II. New GIN, Do Not Select a Facility

Facility Selection: Click on the checkbox below the list of facilities that says “I do not wish to use a facility currently in my profile” and click continue. Note: by selecting a New GIN, you will be creating a new case.

Submission Name: Enter the name of the Industrial Establishment (business which operates at the site) as defined at N.J.A.C. 7:26B-1.4, which is the subject of this submission, along with a narrative description of operations conducted onsite in the comments field. The Industrial Establishment will be the business that uses hazardous substances and has a NAICS number that is subject to ISRA. Do not use the name of the property owner unless property owner and operator of the industrial establishment are identical. **NOTE: If more than one Industrial Establishment (business) operates at the site (multiple tenancy), and the transaction which initiates ISRA is a sale of property, then a separate General Information Notice submission is required for each Industrial Establishment (tenant).** Click ‘Continue’ when complete.

Site Information:

- **Case Name.** Enter the name of the business that is the subject of this GIN.
- **Enter the Location address information.** Provide the physical address (or a location description if applicable), County, and Municipality of the case.
- **Enter Tax Blocks and Lots.** Enter all Tax Blocks and Lots that are associated with the entire industrial establishment and are related to the triggering event.
- **Enter coordinates.** Enter the X and Y coordinates of the center of the building. To determine the coordinates, click the “Launch NJGeoWeb” button at the bottom of the screen.

Click ‘Continue’ when complete.

Proceed to Section IV.

Section III. GIN Amendment

Facility Selection: Select the appropriate facility by clicking a radio button on the left and click ‘Continue’. Note: in order for the appropriate facility to display, the facility needs to have a LSR Case with an ISRA Case Type.

Submission Name: The Submission Name Field will contain information regarding the Submission Type, the program interest number (facility ID), and the street address of the facility. In the comments field, describe the changes you are making to the submission, and click ‘Continue’.

Case Selection: Choose the appropriate case associated with that facility by clicking a radio button on the left and click ‘Continue’.

Additional Site Information:

- **Review the Location address information.** Note: You cannot change or edit the information displayed under the ‘Location Address’ screen. It is possible that the name of the city may not match the name of the municipality. The name of the municipality (Incorporated name) where the taxes are paid should be used. You can only check this information for accuracy, and if the information needs to be changed or the address is incorrect, please contact Bureau of Case Assignment and Initial Notice at (609) 292-2943.
- **Verify Tax Blocks and Lots.** Verify that all Tax Blocks and Lots that are associated with the entire industrial establishment and are related to the triggering event are correct and have been included. You do can modify or add additional Blocks and Lots, if necessary.

- **Verify the location of the case.** In the Coordinate Selection, you may change the X and Y coordinates if they are not correct. To do so, click on the “Undo Location” button, click on the map at the center of the site or the center of the facility (Moves the red X mark to a different location) and then click on the “Set Location” button, and then click continue.

Section IV.

Location Confirmation Page

This page displays the location of the site for verification and three statements (shown below) that must be certified in order to proceed. In the service, certify each statement by clicking the checkbox next to that statement, then click (the enabled) ‘Continue’ button to proceed.

- Right of Entry and Inspection:** Pursuant to the Industrial Site Recovery Act rules (N.J.A.C. 7:26B-1.9), by the submission and certification of this document I give my consent to the entry of the industrial establishment by the NJDEP and its authorized representatives during any phase of remediation, upon the presentation of credentials, to inspect the site.
- Withdrawal Notification:** I understand that I may withdraw this notice if the transaction that initiated the filing of this General Information Notice is terminated. In accordance with the Industrial Site Recovery Act rules (N.J.A.C. 7:26B-3.4), such withdrawal, stating the reasons why compliance with ISRA no longer applies to the site referenced in this submission, shall be made in writing and certified in accordance with N.J.A.C. 7:26B-1.6. I understand if the site has been confirmed to be contaminated, pursuant to the Site Remediation Reform Act, I am obligated to continue with the remediation of the site regardless of the status of my ISRA trigger.
- Municipal Notification:** I certify that the municipality (Municipal Clerk), in which the industrial establishment above is located, will be provided a copy of this Notice.

By clicking the checkbox next to each certification, you are certifying each statement. Click ‘Continue’ button to proceed.

General Information Notice (GIN) Details:

- Industrial Establishment Type:** In the field labeled Industrial Establishment Type, please select whether the industrial establishment includes the entire site or a leasehold portion of the block and lots previously listed on the Site Information page. If the Industrial Establishment leases the entire building, then select the entire site.
- NAICS ID/NAICS Description and NAICS Type:** Enter the appropriate NAICS ID/NAICS Description of the Primary NAICS Type. The NAICS Code is the North American Industry Classification System (NAICS) code applicable for the industrial establishment. The NAICS codes are listed in Appendix C of the ISRA rules, N.J.A.C. 7:26B.
- Previous ISRA/ECRA Numbers and Industrial Establishment Name:** Indicate, as appropriate, whether there have been any previous (or concurrent) ISRA/ECRA submissions. Enter the ISRA/ECRA case number with the corresponding industrial establishment name, using additional rows if necessary.
- Transaction Types:** Select the appropriate transaction type(s) which initiates ISRA review. Indicate all types that apply. If the appropriate transaction type is Bankruptcy, select Bankruptcy and include the Bankruptcy Date and Bankruptcy Case Numbers, using additional rows if necessary. If the appropriate transaction type is Cessation of Operations, provide the information in the appropriate fields in this section if a Cessation of Operations is involved at this location. If the transaction type is Property Sale/Transfer of Title, choose the appropriate selection (Business Sale, Partner Change, Property Sale, Sale of Assets, or Stock Transfer), then

provide the Date of Agreement/Notifications of Option to Purchase (in the mm/dd/yyyy format), and the Date Proposed for Transfer of Title (in the mm/dd/yyyy format), using additional rows if necessary.

Contacts: You must enter all contact information for the Property Owner, Business Owner, Responsible Party, Authorized Agent, Fees/Billing Contact, and a Potential Buyer Contact, (if Property Sale/Transfer of Title transaction type was selected). Please note that you may provide additional contact information using the 'ADD Contact' button at the bottom of the page. Add or update as needed, note that a * indicates a required field. Click 'Add Number' if there is no phone number and add a number with a number type.

Attachment Upload: You must upload a completed "Authorization Form for CDN or GIN Submissions Through NJDEP Online", a scaled site map showing the entire property, and a tax map showing the tax lot. Up to five files can be uploaded, and the maximum file size for each file must be no greater than 5 MB. Please note that the "Upload" button must be pressed after the files for uploading are specified before the "Continue" button is pressed to advance to the next step in the submittal process.

Certification: You must enter your Certification PIN number, and click Certify. You do not have to be an LSRP to certify an online GIN submission, but an LSRP must be hired within 45 days of the ISRA trigger date.

Summary: On the Submission Summary page, you will be able to review and print a summary of information entered throughout the service.

Completed Services appear in My Workspace under My Services Submitted section.

A status of "Pending NJDEP Review" will appear if a facility was not picked, a responsible entity was not picked, or a responsible entity contact was added. The NJDEP will review the submission and attempt to match the Facility and Responsible Entity to existing ones in the NJDEP's database. When completed, a confirmation e-mail will be sent to the individual who certifies the GIN submission. A separate email will be sent with a summary attached which may be forwarded to, or printed and mailed to, the Municipal Clerk.

Please direct inquiries pertaining to General Information Notices to the Bureau of Case Assignment and Initial Notice at (609) 292-2943. Questions about the online service should be directed to PortalComments@dep.nj.gov.