



New Jersey Department of Environmental Protection
Site Remediation Program

INSTRUCTIONS FOR COMPLETING A GENERAL INFORMATION NOTICE (GIN)

General Instructions

Answer all questions. Should you encounter any problems in completing this form, do not hesitate to call (609) 292-2943 between the hours of 8:00 a.m. and 4:30 p.m. and ask for a representative of the Initial Notice Section.

1. **Applicability.** Use this form to notify the New Jersey Department of Environmental Protection (Department) when an ISRA triggering event has occurred.
2. **Form Updates.** This form may be updated periodically. Please use the current version of this form. Download the current version of this form from the Department's Website: <http://www.nj.gov/dep/srp/srra/forms>.
3. **Timeframe.** Notification to the Department must occur within 5 calendar days after the ISRA triggering event.
4. **Signature.** This form must be signed by the person responsible for conducting the remediation.
5. **Filing.** This form is **not** required to be filed in duplicate. Please send completed form 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. Industrial Establishment

- Enter the name of the Industrial Establishment (business which operates at the site) as defined in N.J.A.C. 7:26B-1.4, which is the subject of this application. This will be the business that uses hazardous substances and has a SIC/NAICS number within the subject realm of 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 is required for each Industrial Establishment (tenant) that uses hazardous materials and has a NAICS number within the subject realm of ISRA.**
- Telephone #: List the telephone number for the industrial establishment.
- Street Address: Address of the industrial establishment. Please do not use the mailing address.
- Municipality: The municipality where the industrial establishment is located. Please use the name of the township or the incorporated name of the town. Do not use local names.
- County: The county where the industrial establishment is located.
- If a GIN was previously filed you should have an ISRA case number that begins with "E." If this is a revised or amended GIN, please provide your ISRA case number.
- Tax Block(s) and Lot(s): List all municipal block(s) and lot(s) associated with the industrial establishment.
- Indicate by placing an "X" in the space provided if the industrial establishment includes the entire site or a leasehold portion of the block and lots listed in 1B. If the industrial establishment leases the entire building, then check entire site.
- Enter date triggering compliance with N.J.A.C 7:26B-3.2(a).
- NAICS Code: 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.
- Provide a description of the operations conducted on the site by the industrial establishment listed in 1A.
- Business Name: The business name of the current owner of the property.
- Contact Person: The name of the contact person for the owner of the property.
- Telephone #: The phone number for the property owner contact.

- Street Address, Municipality, State, Zip Code: The mailing address for the current owner of the property.
- Business Name: The business name of the current business owner.
- Contact Person: The name of the contact person for the business owner.
- Telephone #: The phone number for the business owner contact.
- Street Address, Municipality, State, Zip Code: The mailing address for the current business owner of the business.

Section B. Maps to Provide

- Provide current site and tax maps showing the entire property. This is to ensure the information in Section A is correct.

Section C. Previous ISRA/ECRA Submissions

- Indicate as appropriate, whether there have been any previous or concurrent ISRA/ECRA submissions. Provide names, case numbers and status.

Section D. NFA, RAO or Negative Declaration

- Indicate whether the same property occupied by the industrial establishment has received a No Further Action (NFA) Letter, Remedial Action Outcome (RAO) or Negative Declaration Approval. If yes, provide the requested information noted in the section.

Section E. Type of Transaction

- Indicate the transaction(s) which initiates the ISRA review. Check all that apply.

Section F. Cessation of Operations

- Provide the information required in the section if a cessation of operations is involved at this location.

Section G. Property Sale/Transfer of Title

- Provide the information required in the section if the transaction initiating the ISRA review is an agreement of sale or execution of an option to purchase.

Section H. Authorized Agent

- Name: Name of the individual acting as the Authorized Agent.
- Telephone #: Phone number of the Authorized Agent.
- Street Address, Municipality, State, Zip Code: The mailing address for the Authorized Agent.
- Fax #/Email Address of the Authorized Agent.

Section I. Notifications

- Notification statements must be initialed by the signatory on the certification page.

Section J. 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.
- Provide the name and mailing address of the property owner or business owner 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 listed in Section H. 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 responsible party who is submitting this notification.
 - Indicate by placing an "X" in the space provided if the individual or firm owns the property, business or both.
 - The person responsible for conducting the remediation should indicate by placing an "X" in the box if there have been no changes in this section since the last submittal.