



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

INSTRUCTIONS FOR ISRA ALTERNATE COMPLIANCE OPTIONS FORM

This form shall be used to apply for an ISRA Expedited Review (N.J.A.C. 7:26B-5.1), Limited Site Review (N.J.A.C. 7:26B-5.5), Remediation in Progress Waiver (N.J.A.C. 7:26B-5.4), Regulated Underground Storage Tank Waiver (N.J.A.C. 7:26B-5.3), or a Minimal Environmental Concern Waiver (N.J.A.C. 7:26B-5.6). Should you encounter any problems in completing this form, do not hesitate to call (609) 633-0708 between the hours of 8:00 a.m. and 4:30 p.m. and ask for a representative of the ISRA Initial Notice Section. Submitting insufficient data may cause processing delays and possible postponement of your transaction.

Please check the appropriate box with regards to the signatory requirements as it pertains to the current status of the case; i.e.: non-LSRP (existing cases) – cases that have been with the department prior to November 3, 2009, or LSRP – cases that have come into the Department on or after November 3, 2009 or have an approved Request To Proceed Without Department Pre-Approvals Form. Insure that the corresponding signature page is included with the form.

Send completed forms to:

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

Section A. Industrial Establishment – All applicants must complete Section A.

1. Enter the name, address and telephone number of the Industrial Establishment subject to this application. This must be the same as the information provided on the General Information Notice. Enter all of the Block and Lot numbers associated with the Industrial Establishment. Note 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 above.
2. Provide the name of the business that owns the property, the name of a contact for the property owner and the address and telephone number of the property owner.
3. Provide the name of the business that owns the Industrial Establishment, the name of a contact for the business owner and the address and telephone number of the business owner.
4. If a sale is involved, provide the name, address and telephone number of the purchaser of the business or property.

Section B. ISRA Alternate Compliance Fees

Fee and Application Fee Type – Check the appropriate box for the application and fee that will accompany this application form. Checks shall be made payable to “Treasurer State of New Jersey.” Include your Program Interest ID on your check.

Section C. Expedited Review / Limited Site Review – FOR EXISTING CASES ONLY – Complete Section B if seeking an **Expedited Review** or **Limited Site Review** and sign the certification at the end of the form.

1. Check the appropriate statement depending on whether a no further action approval, negative declaration approval or an approval issued by the USEPA exists for the same blocks and lots as occupied by the Industrial establishment listed in Section A.1.
2. If seeking an Expedited Review or Limited Site Review approval, submit a copy of the revised Preliminary Assessment and as applicable Site Investigation Report and check the appropriate statement and provide the appropriate additional attachments as applicable.
3. Check the appropriate statement regarding the presence or absence of any regulated underground storage tanks.

Section D. Remediation In Progress Waiver – Complete Section C if seeking a **Remediation in Progress Waiver** and sign the certification at the end of the form.

1. Provide the case name and case number of the active case ongoing at the same blocks and lots occupied by the Industrial Establishment identified in section A.1.A

2. Submit a copy of the revised Preliminary Assessment and as applicable, Site Investigation Report.
3. Check the appropriate statement and include the applicable attachment as necessary.
4. If a sale is involved, provide documentation that the purchaser has been notified the site is subject to an ongoing remediation.
5. By signing the certification at the end of this form the current applicant has certified that it was verified that an adequate funding source exists to ensure the remediation of the site is fully funded. This can be accomplished by contacting a representative of the party conducting the remediation of the site to verify the estimated cost to remediate the site and that a funding source of at least that amount has been established.
6. Self explanatory.

Section E. Regulated Underground Storage Tank Waiver – Complete Section D if seeking a Regulated Underground Storage Tank Waiver and sign the certification at the end of the form.

1. Submit a copy of the Preliminary Assessment and/or Site Investigation Report to support the application.
2. Check the appropriate statement. Note: The owner or operator of an Industrial Establishment where there has been a discharge from the regulated underground storage tank system is considered in compliance with the provisions of N.J.S.A. 58:10A-21 et seq. as it relates to the discharge, if the owner or operator is in compliance with the remediation schedules established in N.J.A.C. 7:26C and N.J.A.C. 7:14B. For the purposes of this section, obtaining a permit to remove a leaking regulated underground storage tank will not qualify the applicant for an ISRA waiver.
3. Provide a copy of the current financial insurance for the facility.
4. Self explanatory

Approval of the application closes the ISRA case and requires the application not continue compliance under the applicable underground storage tank laws.

Section F. Party 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.

The certification shall be signed and dated by the responsible party who is assuming the primary responsibility for the filing of the form.

Section G. Based on the current case status i.e., non-LSRP (Existing Cases), or LSRP, please complete the appropriate signature requirements below:

Non-LSRP Site Remediation Professional Statement

- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Site Remediation Professional (Consultant).
- The statement shall be signed and dated by the Site Remediation Professional.
- The Non-LSRP Site Remediation Professional should note by placing an "X" in the box if there have been no changes since the last submittal.

Licensed Site Remediation Professional Information and Statement

- LSRP ID Number: Note 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 note 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 note by placing an "X" in the box if there have been no changes since the last submittal.