



New Jersey Department of Environmental Protection Site Remediation Program

INSTRUCTIONS FOR COMPLETING THE NEGATIVE DECLARATION AFFIDAVIT

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.** This form shall only be used in the case of an ISRA transactional event listed at N.J.A.C. 7:26B-3.2(a) for which the Department received the general information notice prior to November 4, 2009 and a Licensed Site Remediation Professional was not utilized to oversee the remediation.
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.** This form shall be submitted with the preliminary assessment report, site investigation report or remedial action report, as applicable to demonstrate that there have been no discharges of a hazardous substance or hazardous waste at the industrial establishment or that any discharged hazardous substance or hazardous waste has been remediated.
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 and Negative Declaration Affidavit Fee of \$150.00, checks made payable to Treasurer, State of New Jersey, 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

- Name of the Industrial Establishment: The current name of the industrial establishment as identified in the General Information Notice.
- 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.
- Site Remediation Program Interest Number (AKA PI #): The PI Number is assigned by the Department and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank.
- Case Tracking Number: ISRA case number.
- Date Remediation Initiated Pursuant to N.J.A.C. 7:26C-2.2 or 2.3(b): Self explanatory.
- Tax Block(s) and Lot(s): List all municipal block(s) and lot(s) associated with the industrial establishment.
- 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.

Current Owner

- Name: The name of the current owner of the property.
- Street Address, Municipality, State, Zip Code: The mailing address for the current owner of the property.
- Indicate the telephone number for the industrial establishment.

Current Business Owner

- Business Name: The name of the current business.

- Contact Person: Name of the contact person for the current business.
- Telephone: The telephone number for the individual to whom the negative declaration affidavit should be addressed.
- Street Address, Municipality, State, Zip Code: The mailing address for the current business owner.

Section B. Transaction/Trigger

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

Section C. Statement

- Check the appropriate statement.

Section D. 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.

Business or Firm: The name of the business or firm that is assuming the primary responsibility for the remediation of the site subject to this filing.

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.