



New Jersey Department of Environmental Protection Site Remediation Program

PUBLIC NOTIFICATION AND OUTREACH INSTRUCTIONS

General Instructions

1. **Applicability.** Use this form when you submit documentation of public notification and outreach pursuant to N.J.A.C. 7:26E-1.4 to the New Jersey Department of Environmental Protection (Department).
2. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms/>.
3. It is **not** required to submit this form in duplicate.
4. **Signatures.** This form must be signed by the person responsible for conducting the remediation.

Please make sure you 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 NJDEP prior to November 3, 2009 and are NOT regulated underground storage tanks (USTS); LSRP – cases that have come into the NJDEP on or after November 3, 2009 or have an approved Request To Proceed Without NJDEP Pre-Approvals Form; or Subsurface Evaluator – for existing regulated UST cases and cases with unregulated heating oil tanks (UHOT) where you are a NJDEP licensed Subsurface Evaluator. Insure that the corresponding signature page is included with the form.

Be advised that the Non-LSRP option will only be available until May 7, 2012. Also, the Subsurface Evaluator option will only be available on forms specific to the UHOT Program after May 7, 2012.

5. 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

Section A. Site Name and Location

- **Site Name:** The name of the facility;
- **Street Address:** Address of the site. Do not use the mailing address;
- **Municipality:** Provide the name of the municipality and indicate if it is a township, a borough, or a city. NOTE: This should be the name of the municipality and not the local name;
- **County:** County where the site is located;
- **Zip Code:** Self explanatory;
- **Program Interest (PI) Numbers:** 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 Numbers:** Provide all NJDEP generated site identification numbers (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.);
- **Date Remediation Initiated:** Provide the Date Remediation Initiated: A person initiates remediation when:
 - 1) The date a person discovers or becomes liable in any way for a discharge;
 - 2) The date the owner or operator of a regulated tank system:
 - i) Determines there has been a known or suspected discharge from the regulated tank system, pursuant to N.J.A.C. 7:14B; or
 - ii) Closes a regulated tank system pursuant to N.J.A.C. 7:14B-8.1(a)6, 9.1(d) and N.J.A.C. 7:14B-9.2i;
 - 3) The date the owner or operator of an ISRA industrial establishment files their General Information Notice (GIN) with the NJDEP provided that the GIN is filed pursuant to the timeframes set forth in ISRA;

- 4) The person submits a document to the NJDEP concerning a site for which the NJDEP has rescinded a no further action letter or has invalidated a response action outcome, prior to the submission of the document; or
 - 5) When additional remediation or other activities would result in the need to file a new deed notice or replace a declaration of environmental restrictions, associated with the real property.
- **State Plane Coordinates:** The (X,Y) coordinates are computed by projecting latitudes and longitudes from a mathematical approximation of the earth (i.e., NAD 83) onto a surface that can be laid out flat. Additional information can be found at <http://www.state.nj.us/dep/njgs/geodata/dgs03-1usrgd.htm?Return3=Top>.
 - **Municipal Block(s) and lot(s):** Provide all lot and block numbers for the site.

Section B. Notification Information

1. Indicate if this is an initial notification or if it is an updated letter or updated fact sheet.
2. Please check all appropriate boxes that identify the method(s) by which public notification was conducted. You may need to check more than one box.
3. Please check "Yes" if public notification was conducted in any language other than English and identify the language.
4. The person responsible for conducting the remediation is required to submit public notification documentation (i.e., photograph of a public notification sign with site information, copy of public notification letter and list of recipients and copy of fact sheet and newspaper advertisement) to the municipal clerk of each municipality in which the site is located, the designated local health official, and the local health agency. Please review N.J.A.C. 7:26E-1.4 for specific requirements. Please check "Yes" if copies of the required documentation were provided to the municipal clerk of each municipality in which the site is located, the designated local health official, and the local health agency.
5. Indicate if electronic copies of all required submittals were provided.
6. Indicate if public notification was conducted because the person responsible for conducting the remediation is proposing to bring contaminated material on to the site in an amount that is in excess of the amount that is needed to complete the remediation requirements.
7. N.J.A.C. 7:26E-1.4(g) requires the person responsible for conducting the remediation to conduct additional public outreach if the Department determines that additional outreach is needed, or when the Department determines that there is substantial public interest in remediation activities concerning a contaminated site. Please check "Yes" if additional public notification was conducted pursuant to this provision. If not applicable, please check "No."

Section C. Person Responsible for Conducting the Remediation Information and Certification

The certification in this section shall be signed and dated by the person responsible for conducting the remediation. The certification in this section shall **not** be signed by the licensed site remediation professional or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section 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; or
 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 full legal name of the person responsible for conducting the remediation;
 - Provide the full name of the representative of the person responsible for conducting the remediation, pursuant to N.J.A.C. 7:26C-1. Enter "Same" if the representative is the same person as the person responsible for conducting the remediation;

- Provide the title of the representative of the person responsible for conducting the remediation;
- Provide the telephone number, extension number, and fax number of the representative of the person responsible for conducting the remediation;
- Provide the mailing address, including the city/town, state, and zip code of the representative of the person responsible for conducting the remediation;
- Provide the email address of the representative of the person responsible for conducting the remediation;
- The representative for the person responsible for conducting the remediation shall provide:
 - ❖ His/her signature where indicated;
 - ❖ His/her name and title (i.e., President, CEO); and
 - ❖ The date when the signing occurred.
- 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.

Section D. Based on the current case status i.e., non-LSRP (Existing Cases), LSRP and Subsurface Evaluator, 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 indicate 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: Provide 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 indicate 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 indicate by placing an "X" in the box if there have been no changes since the last submittal.

Subsurface Evaluator UST Report Certification Form

- The certification in this section shall be signed and dated by the Subsurface Evaluator. Include the evaluator's name, UST certification number, the firm's name, the firm's UST certification number, address (city/town, state, zip code) and telephone number.
- The Subsurface Evaluator should indicate by placing an "X" in the box if there have been no changes since the last submittal.