



New Jersey Department of Environmental Protection Site Remediation Program

CLOSURE NOTIFICATION / EXTENSION REQUEST OF AN UNDERGROUND STORAGE TANK SYSTEM INSTRUCTIONS

General Instructions

- 1. Applicability** Use this form when notifying the New Jersey Department of Environmental Protection (NJDEP) of the closure of a regulated Underground Storage Tank System (UST) or to request an Out of Service Extension for a period of more than 12 months.
 - Per N.J.A.C. 7:14B-9.2, the owner or operator of an underground storage tank system is required to notify the **Department and all county and municipal health departments and municipal agencies** of the intent to close an underground storage tank system at least 14 calendar days prior to the anticipated closure date. The notification requires **no fee**.
 - The owner or operator can request an extension for an UST system to remain out of service for a period more than 12 months without having to close the tank system per N.J.A.C. 7:14B-9.1(c).
- 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>.
- The NJDEP On-Line service at <http://www.njdeponline.com> can be used and highly encouraged to notify the NJDEP of the closure of an underground storage tank system. Using the **on-line application** fulfills the requirement for closure notification and this form is not required to be submitted. However, all out of service extension request must be submitted on this form and cannot be done on-line.
- Pursuant to 7:14B-9.2 (d) 2, the owner or operator of an underground storage tank system shall ensure the system is closed by a licensed site remediation professional when closure is initiated on or after November 4, 2009.
- The UST system must be registered. If the UST system is not registered this form will not be processed. Additionally, an UST Facility Certification Questionnaire must be completed and submitted to the Department within seven days upon completion of all closure activities. Furthermore, Registration and Billing will require a copy of the final remediation document, when issued, to finalize the registration of the UST system(s) pursuant to 7:14B-2.4. The UST Facility Certification Questionnaire can be found at <http://www.nj.gov/dep/srp/forms/ust/ust021.pdf>.

Specific Instructions

Section A. Site Name, Location, and Information

- Site Name-provide the name of the site i.e., ABC Corporation Site;
- List all other known names for the site;
- Provide the street address for the site;
- Provide the name of the municipality and state if it is a Township, a Borough, or a City;
- Provide the name of the County and the zip code;
- Provide all NJDEP generated site identification numbers.

Section B. Current Owner of the Site

Complete owner information. If the owner is also the operator, check the box and go to Section D.

Section C. Current Operator of the Site

Complete operator information.

Section D. Activity Type

Check the appropriate box.

Notice of Intent: As per N.J.A.C. 7:14B-9, the owner or operator of an underground storage tank system is required to notify the **Department and all county and municipal health departments and municipal agencies** of the intent to close an underground storage tank system at least 14 calendar days prior to the anticipated closure date. This notification requires **no fee**. Verification from the Department will be sent to the address listed in Section F.

Out of Service Extension: The owner or operator can request an extension for an UST system to remain out of service for a period more than 12 months without having to close the tank system per N.J.A.C. 7:14B-9.1(c). This form along with a Site Investigation Report completed in accordance with N.J.A.C. 7:26E must be submitted at least 30 calendar days prior to the expiration of the 12-month period. The appropriate fee must be submitted for the review of the site investigation report. The fee structure can be found at http://www.nj.gov/dep/srp/regs/arrcs/arrcs_04.pdf. If a release monitoring system exists then an out of service UST extension request may be made as per N.J.A.C. 7:14B-9.1(c) 2.

NOTE: *A completed UST Facility Certification Questionnaire must have been previously submitted to the Bureau of Case Assignment and to Initial Notices, Registration and Billing Section indicating the UST system(s) is out of service.*

Section E. Closure Information

List all the underground storage tanks that will be closed. A summary of the USTs registered with the Department can be found at http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Underground+Storage+Tanks. If the PI Number is known, click on the "Regulated UST Facilities by PI Number (Facility ID)" report. To search by the municipality, select the "Regulated UST Facilities by Municipality" report and choose the county/municipality.

If piping is being closed without the associated tank, please include associated Tank No., Tank Size, and Tank Contents fields and check the piping only box.

Section F. Licensed Site Remediation Professional Information and Statement

This form must be signed by the LSRP submitting the Closure Notification/Extension Request of an underground storage tank system form.

Section G. Closure Certificate Mailing Address

Complete this section to inform the Department where to mail the approval if different from the contact in Section F.