



**New Jersey Department of Environmental Protection
Site Remediation and Waste Management Program**

**INSTRUCTIONS FOR THE UNREGULATED HEATING OIL TANK (UHOT)
SYSTEM REMEDIATION FORM**

General Instructions

1. **Applicability:** Use this form to obtain a UHOT No Further Action letter or oversight from the New Jersey Department of Environmental Protection (NJDEP) for remediation activities associated with a discharge from or related to an unregulated heating oil tank or for a discharge to surface water proposal for an unregulated heating oil tank.

This form should **not** be used if a Licensed Site Remediation Professional (LSRP) will be issuing an RAO for the UHOT as part of their larger LSRP case. This form should be used if the person responsible for conducting the remediation is requesting a No Further Action Letter from the NJDEP for the remediation of the UHOT, even though the remediation is being overseen by an LSRP; in this situation, the appropriate fee listed in Section D is required.

This form should **not** be used for sites subject to and being remediated pursuant to the Industrial Site Recovery Act and Rules. For these sites, the remediation of the unregulated heating oil tank system is to be performed by the LSRP and included in the RAO for the entire site.

Note: Do not use this form for non-residential heating oil tanks if the total combined capacity of all heating oil tanks for non-residential use at the site exceeds 2,000 gallons. You must hire an LSRP and conduct the remediation in accordance with N.J.A.C. 7:26C-2.3.

A NJDEP Certified Subsurface Evaluator or Licensed Site Remediation Professional (LSRP), in conjunction with the Person Responsible for Conducting the Remediation/UHOT owner, or the Person Responsible for Conducting the Remediation/UHOT owner's authorized agent, must complete this form, as directed. The NJDEP cannot process a submission unless the entire form is completed, and all required information is provided.

Information regarding the Unregulated Heating Oil Tank Program can be found on the NJDEP webpage at <http://www.nj.gov/dep/srp/unregulatedtanks/> or by calling the Unregulated Heating Oil Tank Program at (609) 633-0544.

Information regarding the Petroleum Underground Storage Tank Remediation, Upgrade and Closure Fund can be found on the NJDEP webpage at <http://www.state.nj.us/dep/srp/finance/ustfund/> or by calling the Bureau of Contract and Fund Management at (609) 777-0101.

CEA/WRA Proposals

If you are proposing a Classification Exception Area /Well Restriction Area (CEA/WRA) for an unregulated heating oil tank only, attach a completed Classification Exception Area /Well Restriction Area (CEA/WRA) Fact Sheet Form to this form. The Site Information / Certification Form is not required to be submitted for the CEA/WRA Fact Sheet Form. The Certifications completed for this form will also certify the attached CEA/WRA Fact Sheet Form.

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. **Signatures:** This form must be signed by the Person Responsible for Conducting the Remediation/UHOT owner and either a NJDEP Certified Subsurface Evaluator, or a Licensed Site Remediation Professional (LSRP).
4. **Send to:** Completed forms shall be filed electronically through the email address [srpuhot@dep.nj.gov](mailto:sruphot@dep.nj.gov). Email a completed UHOT System Remediation form, a Remedial Action Report, and any other required documentation. For the NJDEP to identify and process the electronic forms, the subject line of the email must contain the name of the form followed by the Communication Center Number and Site Address. Please note that the attachment is requested to be submitted in the following order: UHOT Form, UHOT Report, and Laboratory data.

The fee can be paid by mail or electronically.

- a) To pay the required processing fee electronically, refer to the "UHOT How to Manual – Paying Bill Online" available at: <https://www.nj.gov/dep/srp/unregulatedtanks/>.
- b) To pay the required processing fee by mail, send payment 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 Location

- **Incident Number/Communication Center Number:** Provide the Incident Number/Communication Center Number for the discharge being reported with this submission. The Incident Number/Communication Center Number is a number provided to you when you call the NJDEP's Action Hotline (1-877-WARNDEP). The format of the number is: 00-00-00-0000-00;
- **Site Name:** Provide the name of the site (i.e., ABC Corporation). If the site is a private residence, the name of the site should be the street address of the residence (i.e., 100 Main St);
- **Street Address:** Provide the street address for the site NOTE: This should be the physical location of the site – not the mailing address;
- **Municipality:** Provide the name of the municipality in which the site is physically located and indicate if it is a township, a borough, village, or a city. NOTE: This should be the name of the incorporated municipality and not the local name;
- **County:** Provide the name of the county where the site is located;
- **Program Interest (PI) Numbers:** The PI Number is assigned by the NJDEP 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;
- **Zip code:** Enter the five-digit code for the physical location of the site;
- **Municipal Block(s) and lot(s):** Provide all lot and block numbers for the site.

Section B. Person Responsible for Conducting the Remediation Mailing Address

Provide the full name, mailing address, email address, and telephone number of the Person Responsible for Conducting the Remediation/owner of the UHOT.

Section C. Environmental Professional

Indicate if the environmental professional retained for this remediation is a Certified Subsurface Evaluator or a Licensed Site Remediation Professional (LSRP) and provide their applicable certification or license number.

Provide the full name, mailing address, email address, and telephone number of all the environmental professionals that performed work at this site or were retained for this remediation.

Provide the contact information for any other Environmental Professionals that performed any work (Tank Removal, Investigation or Remediation) at this site. If there are more than 4, attach additional pages.

Section D. Reason for Submission

On the form check all that apply:

- **Submission of a Remedial Action Report:** Completed Remedial Action Reports must be submitted with the required **\$400.00** fee. The fee is required even if you previously submitted to the NJDEP a Discharge to Ground Water or Discharge to Surface Water Authorization (OSC) Proposal with the required fee for that proposal.
- **Re-issuance of NFA with Amended Form:** If you are requesting that the NJDEP issue a corrected UHOT No Further Action letter due to incorrect administrative site information submitted to the NJDEP, check the appropriate box and submit the required **\$100.00** fee.
- **On Scene Coordinator Request for a Discharge to Surface Water Proposal:** If you are submitting a Discharge to Surface Water Proposal using On-Scene Coordinator Authority (OSC) please include the required fee of **\$400.00**.

Note: To apply for a Permit-by-Rule (PBR) for a discharge to ground water, submit the "Discharge to Ground Water Permit By Rule Authorization Request Form" to the NJDEP. The form can be found at: <http://www.nj.gov/dep/srp/srra/forms>. Do not submit this form for a PBR proposal. Further information regarding Discharge to Ground Water Proposals can be found in the NJPDES Discharges to Ground Water Technical Manual on the DEP webpage at: http://www.nj.gov/dep/srp/guidance/index.html#njdeps_dgw_tech_manual.

Section E. Site Conditions

If an immediate environmental concern (IEC) condition exists at the site, check the appropriate box. See NJDEP IEC guidance at: <http://www.nj.gov/dep/srp/guidance/index.html#iec>.

Check all current site uses that apply to the site.

Check all special conditions that apply to the site.

Section F. Site Specific Information

Attach a map to this form providing tank/discharge location(s), the locations of all relevant buildings, sample location(s) and depth(s), and sample results and the location(s) of all potable wells within 100 feet of the UHOT (on and off site).

Complete the table indicating the type, size, and contents of the heating oil tank(s) addressed in this submission. List each tank individually.

Complete questions 1 through 3.

Section G. Soils

Complete all information in Section G.

Section H. Ground Water

Complete all information in Section H.

Section I. Remediation Requirements

Complete all information in Section I including whether the site was remediated following the NJDEP's UHOT guidance, whether there were impacts to surface water or other sensitive environmental resources, the total cost of the remediation, and the date remediation was completed.

Section J. Laboratory Quality Assurance Information

Complete all information in Section J.

Section K. Remedial Action Report Checklist

The Remedial Action Report Checklist is provided to ensure that all the information and documentation that is required to be submitted in support of a remedial action is included in the submission to the NJDEP.

Section L. 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 /UHOT owner. The certification in this section shall **not** be signed by the LSRP or law firm hired to assist the UHOT owner 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 NJDEP 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 NJDEP 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/UHOT owner;
- Provide the full name of the representative of the Person Responsible for Conducting the Remediation/UHOT owner, 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/UHOT owner;
- Provide the title of the representative of the Person Responsible for Conducting the Remediation/UHOT owner;
- Provide the telephone number, extension number, and fax number of the representative of the Person Responsible for Conducting the Remediation/UHOT owner;
- Provide the mailing address, including the city/town, state, and zip code of the representative of the Person Responsible for Conducting the Remediation/UHOT owner;
- Provide the email address of the representative of the Person Responsible for Conducting the Remediation/UHOT owner;
- The representative for the Person Responsible for Conducting the Remediation/UHOT owner shall provide:
 - ❖ His/her signature where indicated;
 - ❖ His/her name and title (i.e., President, CEO); and
 - ❖ The date when the signing occurred.

Section M. Please complete the appropriate signature requirements below for Subsurface Evaluator or LSRP.

If you have both a subsurface evaluator certification and are a licensed LSRP, certify based on the selection made in Section C of this form. If more than one Subsurface Evaluator conducted remediation at the site submit a separate certification for each one.

Subsurface Evaluator Certification

- 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), email and telephone number.

Licensed Site Remediation Professional Certification

- 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 certification in this section shall be signed and dated by the Licensed Site Remediation Professional.