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# **Attachment A:**

## **Price Proposal Form**



**REVISED ATTACHMENT A - PRICE PROPOSAL FORM**

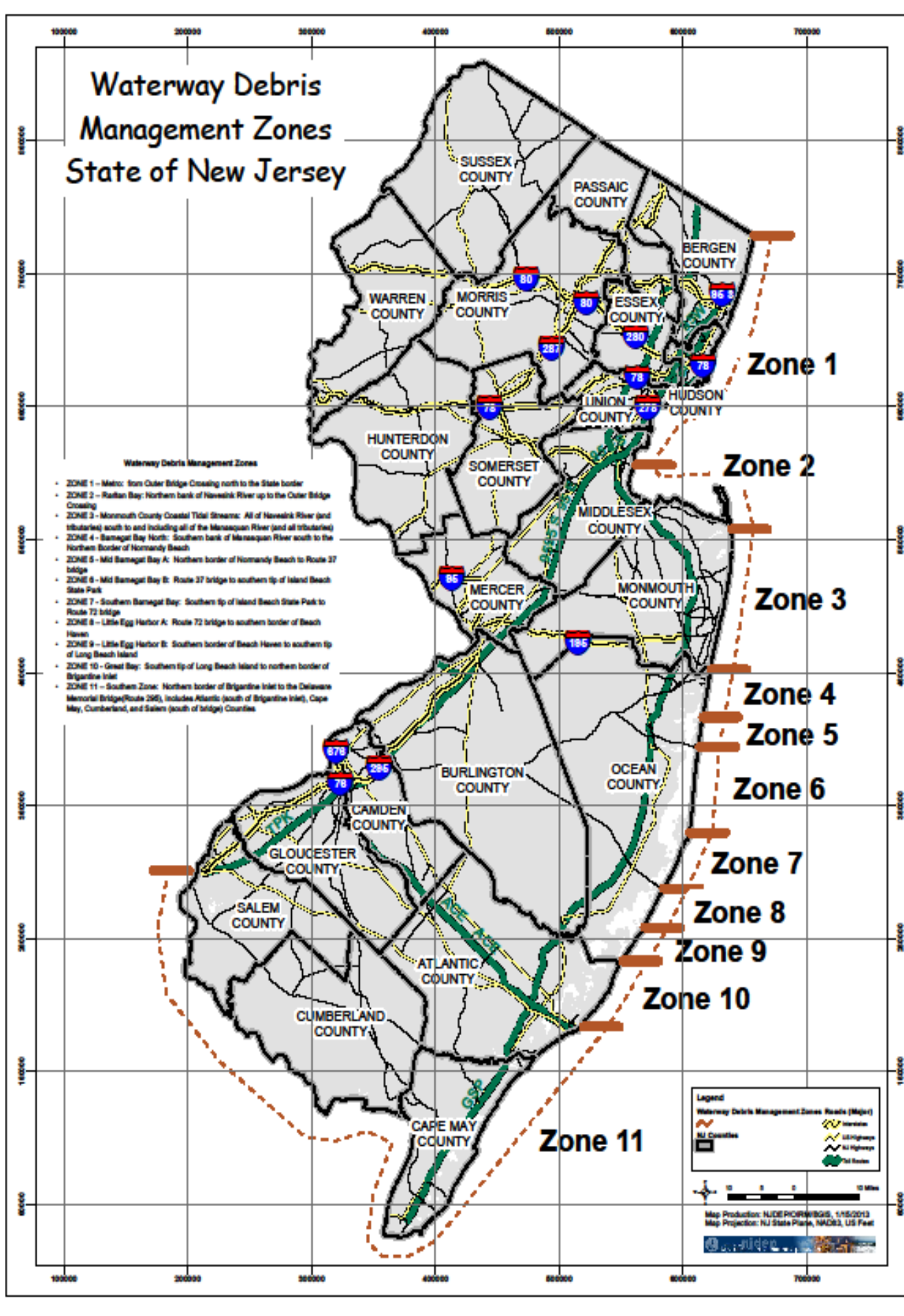
Line #	Description	Units	Measure of Distance	ZONE 1 (A)	ZONE 2 (B)	REGION TOTAL (A)+(B)	ZONE 3 (C)	ZONE 4 (D)	ZONE 5 (E)	ZONE 6 (F)	ZONE 7 (G)	REGION TOTAL SUM (C) THRU (G)	ZONE 8 (H)	ZONE 9 (I)	ZONE 10 (J)	ZONE 11 (K)	REGION TOTAL SUM (H) THRU (K)	STATE TOTAL SUM (A) THRU (K)		
38	<b>Pre-removal Assessment of Debris</b> - use of cost-effective technology, including side scan sonar to provide identification and assessment of debris locations	Price per acre	0-100 acres																	
39			101-300 acres																	
40			301-600 acres																	
41			601-1000 acres																	
42			1001 + acres																	
43	<b>Verification of Debris Removal</b> - use of cost-effective technology, including side scan sonar to provide verification to State that debris has been removed and waterway depth has been restored	Price per acre	0-100 acres																	
44			101-300 acres																	
45			301-600 acres																	
46			601-1000 acres																	
47			1001 + acres																	
48	<b>Operation of Vehicle/Vessel Aggregation Site</b> - operation of vehicle and vessel aggregation site, includes all phases of operation, including tower equipment, security, staffing and restoration of site to pre-use condition	Per Day	Daily																	
49	<b>Operation of Temporary Debris Management Area</b> - operation of TDMA, includes all phases of operation, including tower equipment, security and staffing and restoration of site to pre-use condition	Per Day	Daily																	

Total State Price is the single price that Bidder would offer, per price line, for all 11 zones in the State.

# **Attachment B:**

## **Zone Map**

# Waterway Debris Management Zones State of New Jersey



### Waterway Debris Management Zones

- ZONE 1 – Metro: from Outer Bridge Crossing north to the State border
- ZONE 2 – Raritan Bay: Northern bank of Haverhill River up to the Outer Bridge Crossing
- ZONE 3 – Monmouth County Coastal Tidal Streams: All of Haverhill River (and tributaries) south to and including all of the Manasquan River (and all tributaries)
- ZONE 4 – Barnegat Bay North: Southern bank of Manasquan River south to the Northern border of Normandy Beach
- ZONE 5 – Mid Barnegat Bay A: Northern border of Normandy Beach to Route 37 bridge
- ZONE 6 – Mid Barnegat Bay B: Route 37 bridge to southern tip of Island Beach State Park
- ZONE 7 – Southern Barnegat Bay: Southern tip of Island Beach State Park to Route 72 bridge
- ZONE 8 – Little Egg Harbor A: Route 72 bridge to southern border of Beach Haven
- ZONE 9 – Little Egg Harbor B: Southern border of Beach Haven to southern tip of Long Beach Island
- ZONE 10 – Great Bay: Southern tip of Long Beach Island to northern border of Brigantine Inlet
- ZONE 11 – Southern Zone: Northern border of Brigantine Inlet to the Delaware Memorial Bridge (Route 295), includes Atlantic (south of Brigantine Inlet), Cape May, Cumberland, and Salem (south of bridge) Counties

**Legend**

- Waterway Debris Management Zones: Roads (Major)
- All Counties
- Waterways: Interstates
- Highways: US Highways
- Tidal Rivers

Map Production: NUDE PIERWIGS, 1/15/2013  
 Map Projection: NJ State Plane, NAD83, US Feet

## **Attachment C:**

### **Certification of Non-Debarment**





- 3) Is convicted of any crime under state or federal law, or of any disorderly persons offense or misdemeanor involving a business related offense.

Sworn and subscribed to before me

This \_\_day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Principal

Notary Public of \_\_\_\_\_

My commission expires: \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Title



## **Attachment D:**

### **Oil and Hazardous Substance Release Response and Natural Resource Injury Assessment**

## **Oil and Hazardous Substance Release Response and Natural Resource Injury Assessment**

The proposal shall provide NJDEP a plan for:

- 1) Avoiding or minimizing physical injury to natural resources while removing debris;
- 2) Avoiding or minimizing releases of hazardous substances or oil while removing debris;
- 3) Characterizing and responding to the release of hazardous substances or oil during debris removal, if it occurs;
- 4) Remediating the release of a hazardous substance or oil, if it occurs;
- 5) Characterizing injuries to natural resources and public use of those resources in the event of a hazardous substance or oil release;
- 6) Identifying potential projects/measures to restore or compensate the public for demonstrated natural resource injuries;
- 7) Rehabilitate oiled or injured wildlife.

The Contractor shall demonstrate how work will conform with the following: the US Coast Guard's Area Contingency Plans for Sector Delaware Bay and/or Sector New York Harbor; USDOJ NRDA Regulations (CERCLA) "Type A" NRDA Regulations, 43 C.F.R. 11; USDOJ NRDA Regulations (CERCLA) "Type B" NRDA Regulations, 43 C.F.R. 11; National Contingency Plan (NCP) 40 CFR 300; NJDEP Technical Requirements for Site Remediation N.J.A.C. 7:26-E and associated guidance documents; NJDEP Field Sampling Procedures Manual 2005; NJDEP Ecological Evaluation Technical Guidance Document 2012.

The Contractor must perform work in accordance with the following statutes:

Comprehensive Environmental Response and Compensation Liability Act of 1980 (CERCLA) P.L. 96-510, 42 U.S.C. §§9601 et seq.; Oil Pollution Act of 1990 (OPA) P.L. 101-380, 33 U.S.C. §2701 et seq.; Clean Water Act of 1972 (CWA) P.L. 92-500 33 U.S.C §§1251 et seq.; Endangered Species Act of 1973 (ESA) P.L. 93-205, 7 U.S.C. §136; 16 U.S.C. §1531 et seq.; New Jersey Spill Compensation and Control Act N.J.S.A. 58:10.11 et seq.; New Jersey Water Pollution Control Act N.J.S.A. 58:11A-1 et seq.;

# **Attachment E:**

## **Sample Task Order**

**SAMPLE TASK ORDER**

TO \_\_\_\_\_  
Task Order No.

In accordance with \_\_\_\_\_ (Contractor) contract, with the \_\_\_\_\_  
\_\_\_\_\_, Agreement No. \_\_\_\_\_ for Hurricane/Disaster Debris Removal,  
Reduction, and Disposal dated \_\_\_\_\_ the \_\_\_\_\_ hereby requests and authorizes the  
service to be performed on the project as described below:

**Project:** \_\_\_\_\_

**Specific Work to be performed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duration of Work (Include Start Date, End Date and Total Calendar Days):**

\_\_\_\_\_  
\_\_\_\_\_

**Method of Payments:**

\_\_\_\_\_  
\_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Estimated Cost of This Task Order: \$ \_\_\_\_\_

**COMMONWEALTH/AGENCY USE ONLY**

\_\_\_\_\_  
Monitor: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Vendor No.: \_\_\_\_\_ Account No.: \_\_\_\_\_ Project: \_\_\_\_\_  
Purchasing: \_\_\_\_\_ Budget: \_\_\_\_\_ Accounting: \_\_\_\_\_

# **Attachment F:**

## **TDMA Operation Guidelines**

## **TEMPORARY DEBRIS MANAGEMENT AREA (TDMA) SETUP, OPERATION AND CLOSEOUT GUIDELINES**

### **Temporary Debris Management Area (TDMA) Setup**

The topography and soil/substrate conditions shall be evaluated to determine best site layout. When planning site preparation, the CONTRACTOR shall incorporate restoration measures. For example, if the local soils are very thin, the topsoil can be scraped to bedrock and stockpiled in perimeter berms. Upon site closeout, the uncontaminated soil can be spread to preserve the integrity of the tillable soils.

The following site baseline data checklist shall be used to evaluate a site before the CONTRACTOR begins operations and used during and after to ensure that site conditions are properly documented.

### **TDMA Baseline Data Checklist. As directed by the AGENCY, the CONTRACTOR may be required to:**

Before activities begin:

- Take ground or aerial video/photographs
- Note important features, such as structures, fences, culverts, and landscaping
- Take random soil samples, **if required**
- Take random groundwater samples, **if required**
- Take water samples from existing wells, **if required**
- Check the site for volatile organic compounds, **if required**
- Comply with all Federal, State and Local permit conditions, as applicable

After activities begin:

- Establish groundwater-monitoring wells
- Take groundwater samples
- Take spot soil samples at household hazardous waste, ash, and fuel storage areas
- Maintain construction entrance
- Perform dust control, if required
- Progressive updates:
  - Update videos/photographs
  - Update maps/sketches of site layout
  - Update quality assurance reports, fuel spill reports, etc.

### **TDMA Operations**

Lined temporary storage areas shall be established for ash, household hazardous waste, fuels, and other materials that may contaminate soils and groundwater. Plastic liners shall be placed under stationary equipment such as generators and mobile lighting plants with addition of a six-inch sand layer or other absorbent material. These actions shall be included as a requirement in the contract scope of work. If the site is also an equipment storage area, fueling and equipment repair shall be monitored to prevent and mitigate spills of petroleum products and hydraulic fluids.

The CONTRACTOR shall be aware of and lessen the effects of operations that might irritate occupants of neighboring areas. Establishment of a buffer zone can abate concerns over smoke, dust, noise, and traffic.

The CONTRACTOR shall consider on-site traffic patterns and segregate materials based on planned volume reduction methods and approved material recycling programs. Operations that modify the landscape, such as substrate compaction and over excavation of soils when loading debris for final disposal, will adversely affect landscape restoration.

Debris removal/disposal shall be viewed as a multi-staged operation with continuous volume reduction. There shall be no significant accumulation of debris at a TDMA. Instead, debris shall be constantly flowing to burners and grinders, or recycled with the residue and mixed construction and demolition materials going to a landfill.

The CONTRACTOR shall advise the AGENCY of all recycling plans that involve use of a TDMA. Any marketable materials such as: timber suitable for lumber and chips/mulch suitable for boiler fuel or landscaping will be controlled separately from all reduced debris that will be hauled to a landfill. Such recycling products will be measured in quantity and reported to the AGENCY.

### **TDMA Closeout Inspection**

Each site shall be eventually emptied of all material and be restored to its previous condition and use unless otherwise agreed upon. The CONTRACTOR is required to remove and dispose of all mixed debris, construction and demolition debris, and debris residue to approved landfills. Appropriate AGENCY inspectors will monitor all closeout activities to ensure that the CONTRACTOR complies with this Contract. Additional measures may be necessary to meet local, State, and Federal environmental requirements because of the nature of the TDMA operation. It should be noted that the New Jersey Department of Environmental Protection Emergency Permits include closure and site restoration standards. DEQ Emergency Permit requirements must be met to ensure proper site closure and compliance will be a condition for reimbursement by FEMA and Federal Highway funding sources. Where sites are not properly closed or environmental releases occur, post-closure care may be mandated.

### **TDMA Closeout Planning**

The CONTRACTOR must assure the AGENCY that all TDMA are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site remediation will go smoothly if baseline data collection and site operation procedures are followed.

### **TDMA Remediation**

During the debris removal process and after the material has been removed from each of the TDMA, environmental monitoring is required to close each of the sites. This is to ensure that no long-term environmental contamination remains on the site. The monitoring shall be done on three different media: ash, soil, and groundwater.

- **Ash:** The monitoring of the ash shall consist of chemical testing to determine the suitability of the material for either agricultural use or as a landfill cover material.
- **Soil:** Monitoring of the soils shall be by portable inspection methods to determine if any of the spoils are contaminated by volatile hydrocarbons. The CONTRACTOR is required to perform this inspection if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring shall be performed after the stockpiles are removed from the site, if required.
- **Ground Water:** The monitoring of the groundwater shall be done to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas, if required.

### **TDMA Closeout Coordination**

The CONTRACTOR shall coordinate the following closeout requirements through the AGENCY staff:

- Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.



- Establish an independent testing and monitoring program. The CONTRACTOR responsible for environmental restoration of both public and leased sites. The CONTRACTOR shall also remove all debris from sites for final disposal at landfills prior to closure.
- Reference appropriate and applicable environmental regulations. Prioritize site closures.
- Schedule closeout activities.
- Determine separate protocols for ash, soil and water testing.
- Develop decision criteria for certifying satisfactory closure based on limited baseline information. Develop administrative procedures and contractual arrangements for closure phase.
- Inform local and State environmental agencies regarding acceptability of program and established requirements. Designate approving authority to review and evaluate CONTRACTOR closure activities and progress.
- Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist shown below.

#### **Temporary Debris Management Area (TDMA) Closure Checklist**

- Site number and location
- Date closure complete
- Household hazardous waste removed
- CONTRACTOR equipment and temporary structures removed
- CONTRACTOR petroleum spills remediated
- Ash piles removed
- Comparison of baseline information to conditions after the CONTRACTOR has vacated the temporary site
- Appendices
- Closure documents Contracting status reports
- Contract
- Testing results
- Correspondence
- Narrative responses

# **Attachment H:**

## **Motor Vehicle Forms**



1-888-486-3339 ext. 5069

## Public Agency's Guide to Abandoned & Unclaimed Vehicles

### General Information

Pursuant to N.J.S.A 39:10A-1 through 39:10A-7, a vehicle abandoned on public property must either be offered for sale at public auction or junked. A **junk** title will only be issued if the vehicle is inoperable or cannot be put in safe operational condition except at a cost in excess of the value of the vehicle.

The vehicle must have been abandoned and unclaimed for more than 20 business days, if requesting a standard title, or 15 business days if requesting a junk title. License plates must be removed before the auction and surrendered to the Motor vehicle Commission (MVC).

*In order to keep processing time to a minimum, it is highly recommended that you forward requests on a frequent basis rather than allowing requests to build up and mailing them all at once.*

### A. Junk Title Instructions

Report possession of an abandoned vehicle and request a Junk Title Certificate to be issued in the name of the Public Agency by completing the following steps:

1. Complete a check with the National Crime Information Center (NCIC) to determine whether the vehicle is stolen.
2. Complete Form OS/SS-87 – “Report of Possession of Abandoned Vehicle by Public Agency and Request for a Junk Title. This must also be signed by an authorized representative of the Public Agency.
  - a. Pursuant to N.J.S.A 39:10A-1, the Public Agency must perform an NCIC check, and, within three business days, notify the owner of record and lienholder (if applicable). The public agency shall also, within three business days, notify the person storing the abandoned vehicle. Upon receipt of the notice from the Public Agency, the person storing the abandoned motor vehicle shall notify the owner of record and any lienholder. If the OS/SS-87 form is not properly filled out reflecting this information, the request will be rejected.
  - b. If the vehicle has a digital odometer, and the key is not available to start the vehicle, please mark the word “DIGITAL” on the OS/SS-87 Form.
3. The Public Agency must also report possession of an abandoned vehicle to the National Insurance Crime Bureau. The Public Agency can prepare the OS/SS-87 Form in duplicate and stamp the duplicate copy “NICB”. The duplicate copy is to be filed with: NICB, 145 Pinelawn Rd, Suite 310 South, Melville, N.Y. 11747, ATTN: Michael Fella.
4. Mail required documents along with a \$2.00 check or money order (payable to NJMVC) to the MVC at the above listed address.

**Note:** The below listed documents are available from our website at [www.njmvc.gov/biz](http://www.njmvc.gov/biz).

- Form OS/SS-87 – “Report of Possession of Abandoned Vehicle & Request for Junk Title”
- Form OS/SS-89 – “Report of Possession of Abandoned Vehicle”
- Public Agency's Guide to Abandoned & Unclaimed Vehicles
- Checklist for acquiring title for abandoned vehicles
- Sample bill of sale.

***Any questions? Please call the Abandoned Unit at 888-486-3339 x5069 prior to submitting your request.***

## B. Standard Title Instructions

1. Complete a check with the National Crime Information Center (NCIC) to determine that this is not a stolen vehicle.
2. Give notice of the sale at auction by certified mail, to the owner, if his name and address are known and to the lienholder of any security interest filed with the Chief Administrator.
3. Fully complete Form OS/SS-89 – “Report of Possession of Abandoned Vehicle by Public Agency”. This must also be signed by an authorized representative of the Public Agency. If the vehicle has a digital odometer, and the key is not available to start the vehicle, please mark the word “DIGITAL” on the OS/SS-89 Form.
  - a. Pursuant to N.J.S.A 39:10A-1, the Public Agency must perform an NCIC check, and, within three business days, notify the owner of record and lienholder (if applicable). The public agency shall also, within three business days, notify the person storing the abandoned vehicle. Upon receipt of the notice from the Public Agency, the person storing the abandoned motor vehicle shall notify the owner of record and any lienholder. If the OS/SS-87 form is not properly filled out reflecting this information, the request will be rejected.
4. Mail the original OS/SS-89 Form to the MVC to the address listed on Page 1.
5. The Public Agency must also report possession of an abandoned vehicle to the National Insurance Crime Bureau. The Public Agency can prepare the OS/SS-89 Form in duplicate and stamp the duplicate copy “NICB”. The duplicate copy is to be filed with: NICB, 145 Pinelawn Rd, Suite 310 South, Melville, N.Y. 11747, ATTN: Michael Fella.
6. Upon receipt and approval of documentation, the MVC will issue the “Application to Title Abandoned Vehicle by Public Agency and Sold at Public Sale” (Form OS/SS-88) and it will be mailed to the Public Agency. This form contains an assignment, which when executed, will result in issuance of a Certificate of Title to the purchaser.
7. Upon receipt of the OS/SS-88 Form, the Public Agency must publish a notice at least 5 days before the date of the auction in one or more newspapers published in this state and circulating in the municipality in which the motor vehicle is held.
8. Hold public auction. When, \*and if, the vehicle is sold, the Public Agency must supply the purchaser with the following items:
  - A fully completed and signed OS/SS-88 Form
  - A certified affidavit of newspaper publication
  - A bill of sale from the Public Agency. The bill of sale must contain the sale price, sale date, purchase name, address and signature, and the public agency name, address, authorized representative’s name and signature. A sample is available on-line at [www.njmvc.gov/biz](http://www.njmvc.gov/biz).
9. The purchaser must then mail the above documents with a \$3.00 check or money order made payable to NJMVC, 7% sales tax on the purchase price of the vehicle, and a photocopy of the purchaser’s driver’s license. Mail documents to the MVC at the address list on the reverse side.

**\*Special Note:** If the price bid for a motor vehicle is less than the minimum bid established by the public agency for the motor vehicle, or if no bid is made, then the public agency may withdraw the vehicle from auction and apply for title to the vehicle. The MVC will only honor requests for titles in the name of the public agency if the request is accompanied by a certification, on public agency letterhead, signed by the auctioneer and authorized agency representative. The certification must verify that the vehicle was indeed offered for sale a public auction and that either an unacceptable bid was offered or no bid was received. The certification also must include the following information:

- Year, make, model, and vehicle identification number (VIN) of the vehicle,
- Date of auction, Amount of bid,
- Printed names and signatures of auctioneer and agency representative including signatures and date.



## NOTICE - PUBLIC AUCTION OF ABANDONED VEHICLES – EFFECTIVE 4/1/2010

### To All Public Agencies:

A recent review of procedures pertaining to the public auction of abandoned vehicles has revealed that not all statutory requirements are being met by applicants. Based on the review and the recommendation of the Motor Vehicle Commission's Security & Investigations Unit, the Commission will begin requiring strict compliance with all statutory provisions, effective April 1, 2010. Any application with incomplete or incorrect information will be rejected. Please note that, upon the sale of any vehicle for which no junk title certificate shall have been issued, the Public Agency shall execute and deliver to the purchaser a **bill of sale and application for certificate of ownership**. A sample bill of sale has been created and is enclosed for your use. Please produce a bill of sale on your Public Agency letterhead.

- Additionally, the Motor Vehicle Commission (MVC) will issue a title for an abandoned vehicle in the name of the public agency if the vehicle in question was offered for sale at public auction and at this auction either no acceptable bid was obtained or no bid at all was obtained. In either case, the Public Agency must submit a certification on agency letterhead to the MVC attesting to the following:
  1. The vehicle was offered for sale at public auction. A certified copy of the newspaper advertisement must be included.
  2. That no acceptable bid or no bid at all was obtained at the time of the auction.
  3. That because of the circumstances the public agency is seeking to title the vehicle in the agency's name.

The certification must be signed by the auctioneer and an authorized representative of the Public Agency.

**NOTE:** Once the vehicle is titled in the Public Agency's name the agency is free to use or dispose of the vehicle in any manner that is consistent with the agency's policies and procedures.

- The MVC has provided a checklist to ensure that the Public Agency has completed and submitted all required documents accurately. This checklist is not required to be returned to the MVC.

- The MVC has provided a Public Agency's Guide to Abandoned & Unclaimed Vehicles. These instructions list, in detail, the steps the Public Agency must follow depending on whether the Public Agency is requesting a Standard or Junk Title.
- The Application for Certificate of Title – Abandoned Vehicle Sold at Public Sale by Public Agency (Form OS/SS-88) will only be valid for one year following its issuance.

The following forms have also been revised and must be used effective April 1, 2010:

- *Form OS/SS-87* "Report of Possession of Abandoned Vehicle & Request for Junk Title Certificate" **(ENCLOSED)**
- *Form OS/SS-89* "Report of Possession of Abandoned Vehicle by Public Agency" **(ENCLOSED)**
- *Form OS/SS-88* "Application for Certificate of Title - Abandoned Vehicle Sold at Public Sale by Public Agency" (Note: This form should always contain a raised seal. If it does not, call the Abandoned Unit immediately).

**NOTE:** For electronic versions of the Abandoned Public Agency documents (*including instructions, forms, a checklist, and a sample bill of sale*), please visit our website at [www.njmvc.gov/biz](http://www.njmvc.gov/biz) and navigate to the Abandoned page under the Titles section.

# **Attachment I:**

## **Abandoned Vessels Disposition Law Guide**

***N.J. Stat. § 39:10A-1 (2010)***

§ 39:10A-1. Public auction of abandoned motor vehicles; notices required

a. When the State or any county, county park commission, municipality or any authority created by any thereof, hereinafter referred to as a "public agency," shall have taken possession of a motor vehicle found abandoned, such taking of possession shall be reported immediately to

(1) The Chief Administrator of the Motor Vehicle Commission on a form prescribed by the administrator, for verification of ownership and

(2) The National Insurance Crime Bureau.

(3) Upon receipt of verification of ownership of the vehicle from the administrator, the public agency shall within three business days provide notice of possession of the vehicle to the owner of record and the holder of any security interest filed with the administrator by telephone, mail, facsimile or electronically. The public agency may assess the person claiming the vehicle, be it the owner of record or the holder of any security interest, for the actual costs of providing the notice required under this paragraph.

(4) The public agency shall also within three business days notify the person storing the abandoned motor vehicle. The notice shall be given in the same manner as in the case of notification of the owner of record and the security interest holder and shall include the name and address of the owner of record and the holder of any security interest in the stored motor vehicle.

(5) Upon receipt of the notice required by paragraph (4) of this subsection, the person storing the abandoned motor vehicle shall provide notice to the owner of record and to any security interest holder.

(a) The notice shall be by first class mail, with a certificate of mailing, and shall include a schedule of the costs imposed for storing the motor vehicle and instructions explaining how the owner of record or the security interest holder may claim the stored motor vehicle.

(b) Except as provided in subparagraph (c) of this paragraph, if the person storing the motor vehicle fails to provide this notice to the owner of record and to the security interest holder within 30 days of the date on which the storer of the vehicle received the notice required under paragraph (4) from the public agency, the maximum amount that person may charge the owner of record or the security interest holder for storing that motor vehicle shall be \$ 750, provided that the owner of record or security interest holder submits a proper claim for the vehicle not later than the 30th day following the date the notice is delivered from the public agency to the person storing the motor vehicle.

(c) When a vehicle is abandoned due to the death or incapacitation of the driver or any passenger, the person storing the vehicle shall charge the owner of record or the security interest holder no more than \$ 100 for the first 72 hours after the vehicle is placed on the premises.

(d) If the owner of record or security interest holder fails to submit a proper claim for the vehicle on or before that 30th day, the person storing the motor vehicle may charge the security interest holder reasonable costs for the removal and storage of the motor vehicle. If the notice is properly provided by the person storing the motor vehicle, that person may charge the owner of record or the



security interest holder reasonable costs for the removal and storage of the motor vehicle from the date the person removed and stored the motor vehicle.

(e) The public agency may assess the person storing the abandoned motor vehicle, and the person storing the abandoned motor vehicle may assess the security interest holder, for the actual costs of providing the notices required under paragraphs (4) and (5) of this subsection.

b. When such motor vehicle which has been ascertained not to be stolen and to be one which can be certified for a junk title certificate under section 3 of P.L.1964, c.81 (*C.39:10A-3*) shall have remained unclaimed by the owner or other person having a legal right thereto for a period of 15 business days, even if at that time the owner has not been identified as a result of efforts to make identification by the public agency or the Motor Vehicle Commission, the same may be sold at auction in a public place. If the certified motor vehicle is sold at auction prior to identification of the owner, the public agency shall document the condition of the motor vehicle in writing and with photographs prior to the sale; document the amount obtained from the sale of the motor vehicle; and notify the owner, if his name and address are identified after the sale, of the actions taken by the public agency to dispose of the motor vehicle.

c. When a motor vehicle which cannot be certified for a junk title certificate under section 3 of P.L.1964, c.81 (*C.39:10A-3*) remains unclaimed by the owner or other person having a legal right thereto for a period of 20 business days, the motor vehicle may be sold at auction in a public place, but shall be sold no later than 90 business days after the public agency takes possession of the vehicle, except that a waiver of the 90-day limit may be obtained for good cause from the Division of Local Government Services in the Department of Community Affairs.

d. The public agency shall give notice of a sale conducted pursuant to subsection b. or c. of this section, by certified mail, to the owner, if his name and address be known and to the holder of any security interest filed with the administrator, and by publication in a form to be prescribed by the administrator by one insertion, at least five days before the date of the sale, in one or more newspapers published in this State and circulating in the municipality in which such motor vehicle is held.

### ***N.J. Stat. § 39:10A-2 (2010)***

#### **§ 39:10A-2. Reclaiming possession; payment of costs and penalties**

At any time prior to sale the owner or other person entitled thereto may reclaim possession of the motor vehicle upon payment of the reasonable costs of removal and storage of the vehicle and any fine or penalty and court costs assessed against him for a violation which gave rise to the seizure or taking possession of such vehicle.

1. A person can retain title to a towed vehicle by paying the towing and storage charges at any time prior to the public sale.

***N.J. Stat. § 39:10A-3 (2010)***

§ 39:10A-3. Issuance of junk title certificate; grounds

If the public agency taking possession of a motor vehicle pursuant to this act shall, in its report thereof to the director, certify on an application prescribed by him that such motor vehicle is incapable of being operated safely or of being put in safe operational condition except at a cost in excess of the value thereof, the division shall, without further certification or verification, issue to the public agency for a fee of \$ 2.00 a junk title certificate thereto, with proper assignment thereon, which shall be assigned and delivered to the purchaser of the vehicle at public sale.

***N.J. Stat. § 39:10A-4 (2010)***

§ 39:10A-4. Execution and delivery of application for certificate of ownership; issuance of certificate; fee

Upon the sale of any motor vehicle for which no junk title certificate shall have been issued, the public agency shall execute and deliver to the purchaser an application for certificate of ownership prescribed by the director in the same form and manner as provided in Revised Statutes 39:10-15, which shall also contain the name and address, if known, of the former owner. Such application shall be accepted by the director for issuance of a certificate of ownership for a fee of \$ 3.00.

***N.J. Stat. § 39:10A-5 (2010)***

§ 39:10A-5. Sale as barring claims of interest; remission of proceeds of sale

Upon the sale of a motor vehicle pursuant to the provisions of this act all claims of interest therein shall be forever barred and the proceeds realized therefrom after payment of the expenses of possession and sale, shall be remitted to the treasury of the public agency as its sole property.

***N.J. Stat. § 39:10A-6 (2010)***

§ 39:10A-6. Rules and regulations

The Director of the Division of Motor Vehicles may make and promulgate rules and regulations to implement the provisions of this act.

***N.J. Stat. § 39:10A-7 (2010)***

§ 39:10A-7. Additional remedy

This act is intended to provide an additional remedy and shall not be construed to supersede procedures provided under any other act.

# **Attachment J:**

## **Abandoned Vessels Form**

**Report of Possession of Abandoned Vehicle by Public Agency  
and Request for Junk Title Certificate**

*Date of Request:*

The undersigned authorized representative of the below named Public Agency hereby certifies that the following described motor vehicle was found abandoned within our jurisdiction and further certifies, in accordance with N.J.S.A. 39:10A-3, that such vehicle is incapable of being operated safely or of being put in safe operational condition except at cost in excess of the value thereof.

**Note:** Before submitting this application you are required to first check with National Crime Information Center (NCIC) to determine if this may be a stolen vehicle.

**In accordance with the provisions of N.J.S.A. 39:10A-1, the following requirements have been completed (check all that has been completed).**

Public Agency		Storage Facility	
<input type="checkbox"/> NCIC Checked	<input type="checkbox"/> Public Agency Notified Storage Facility	<input type="checkbox"/> Storage Facility Notified Owner	<input type="checkbox"/> Storage Facility Notified Lienholder
<input type="checkbox"/> Public Agency Notified Owner	<input type="checkbox"/> NICB Notified		
<input type="checkbox"/> Public Agency Notified Lienholder			

<b>Vehicle</b>	Vehicle Identification Number	Body Type	
	Year	Make	Mileage (No tenths)
	Model		

Pursuant to N.J.S.A. 39:10A-1 et seq., the undersigned submits the above information to the Chief Administrator of the Motor Vehicle Commission in order to obtain a Junk Title Certificate for assignment to the purchaser at public sale.

<b>Public Agency</b>	Name of Agency	15 Digit NJ Corpcode
	Street Address	City State Zip
	<p><b>Signature of Authorized Representative</b> <span style="float: right;"><b>Date</b></span></p>	

<b>Information</b>	Name & Address of Owner	Registration Plate Number
	Name & Address of Lienholder	

**Mail Completed Form To:** NJ Motor Vehicle Commission  
Special Titles/Abandoned Unit  
225 East State St.  
P.O. Box 017  
Trenton, NJ 08666-0017



# Motor Vehicle Commission

State of New Jersey  
P.O. Box 017  
Trenton, NJ 08666-0017  
1-888-486-3339 x5069

## Report of Possession of Abandoned Vehicle by Public Agency

Date of Request: \_\_\_\_\_

The undersigned authorized representative of the below named Public Agency hereby certifies that the following described motor vehicle was found abandoned within our jurisdiction and, in accordance with the provisions of N.J.S.A. 39:10A-1 et seq, we have taken possession of same and hereby request verification of ownership and issuance of an application for certificate of ownership. **Note:** Before submitting this application you are required to first check with the National Crime Information Center (NCIC) to determine if this may be a stolen vehicle.

**In accordance with the provisions of N.J.S.A. 39:10A-1, the following requirements have been completed (check all that has been completed).**

Public Agency		Storage Facility
<input type="checkbox"/> NCIC Checked	<input type="checkbox"/> Public Agency Notified Storage Facility	<input type="checkbox"/> Storage Facility Notified Owner
<input type="checkbox"/> Public Agency Notified Owner	<input type="checkbox"/> NICB Notified	<input type="checkbox"/> Storage Facility Notified Lienholder

<b>Vehicle</b>	Vehicle Identification Number		Body Type	
	Year	Make	Model	Mileage (No tenths)

<b>Public Agency</b>	Name of Agency		15 Digit NJ Corpcode	
	Street Address	City	State	Zip
<b>Signature of Authorized Person</b>			<b>Date</b>	

<b>Information</b>	Name & Address of Owner		Registration Plate Number	
	Name & Address of Lienholder			
	Name & Address of Storage Facility/Tower			

### Title Requirements - For Informational Purposes Only

Pursuant to N.J.S.A. 39:10A-1, when a motor vehicle remains unclaimed by the owner or other person having a legal right thereto for a period of 20 days, and the vehicle cannot be certified for a junk title certificate, it may be sold at auction in a public place. When a motor vehicle remains unclaimed by the owner or other person having a legal right thereto for a period of 15 days and the vehicle can be certified for a junk title certificate, it may be sold at auction in a public place. Notice of the sale must be given by certified mail, return receipt requested, to the owner, if known, and to the holder of security interest, if any. **The public agency must provide notice** of sale by publication, in a form prescribed by the Chief Administrator of the Motor Vehicle Commission by one insertion at least 5 days before the date of sale in one or more newspapers published in this state and circulating in the municipality in which such motor vehicle is held. Pursuant to N.J.S.A. 39:10A-2, at any time prior to sale the owner or other person entitled to thereto may reclaim possession of the motor vehicle upon payment of the reasonable costs of removal and storage of the vehicle and any fine or penalty and court costs assessed against him for a violation which gave rise to the seizure or taking possession of such vehicle. If the person storing the vehicle fails to provide notice to the owner of record and to the security interest holder within 30 days of the date on which the storage facility received the notice from the public agency, the maximum amount that person may charge the owner of record or the security interest holder for storing the vehicle shall be \$750, provided that the owner of the vehicle or security interest holder submits a proper claim for the vehicle not later than the 30<sup>th</sup> day following the date the notice is delivered from the public agency to the person storing the vehicle.



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STATE OF NEW JERSEY  
1-888-486-3339 ext. 5069 (in state)  
1-609-292-6500 ext. 5069 (out of state)

## Instructions to Implement the Abandoned Vessel Disposition Law

**\*\* Please note that each case is unique and additional documents may be required upon request. \*\***

### **Purpose and Authority:**

These instructions implement the Abandoned Vessel Disposition Law (N.J.S.A. 12:7C-7 et seq.,) which provides property owners with a mechanism for legal acquisition and disposition of vessels abandoned upon their property; however, this is not a substitute for the settlement of disputes between the property owner and vessel owner.

---

### **Provisions:**

Pursuant to N.J.S.A. 12:7C-9, it is unlawful for any owner to abandon any vessel to or upon public land or waters of this State, including any municipal waterway, to or upon any municipally-owned land, or upon any private property, or the water immediately adjacent thereto without the consent of the official designated by law to have jurisdiction over such public land or waterway, or the owner or other person in charge of the private property except when an emergency exists.

A vessel which has remained moored, grounded, docked, or otherwise attached or fastened to or upon any public land or waterway or any private property without such consent for a period of more than 30 days, or which is submerged partially or completely into the water for a period of time, shall be deemed abandoned and may be impounded if an official authorized by statute or ordinance to enforce regulations related to municipal waterways or a law enforcement officer having enforcement authority has reason to believe that the vessel has been abandoned.

The vessel may be removed from a municipal waterway by, or at the direction of, the municipality or harbor commission and may be impounded and removed to a storage space, and its registration plates seized.

The owner shall be responsible for the cost of the removal, transportation, storage or disposal, and any other incidental costs associated with the impounded vessel.

Whenever a vessel is removed, the official designated by law to have jurisdiction over the municipal waterway shall file an incident report with the New Jersey Motor Vehicle Commission (MVC).

Pursuant to N.J.S.A. 12:7C-10, if the owner of the vessel fails to claim the impounded vessel and pay the reasonable costs of removal and storage by midnight of the 30<sup>th</sup> day following impoundment, it shall be prima facie evidence of abandonment and shall establish a rebuttable presumption that the vehicle is abandoned. A landowner, his lessee, or his agent or a municipality or harbor commission, in the case of a municipal waterway, may institute proceedings to acquire title to any abandoned vessel on his land or the water immediately adjacent thereto in the case of a landowner, his lessee, or his agent, or which has become abandoned in a municipal waterway, in the case of a municipality or harbor commission. The acquisition of title divests any other person and any other legal entity, including lienholders, of any interest in the vessel.

At any time prior to the final acquisition of title by the landowner, his lessee, his agent, or a municipality or harbor commission, the owner or a lessor or holder of a lien on the vessel may reclaim possession of it upon payment of the reasonable costs of removal and storage of the vessel and any outstanding penalties and court costs assessed against him; provided, however, that if it is a lessor or the holder of a lien who is reclaiming the vessel, he may reclaim the vessel without payment for the storage but shall pay the costs of removal. In such cases, the owner of the vessel shall be liable for all outstanding costs, fines and penalties, and the municipality shall have a lien against the property and income of that violator for the total amount of those outstanding costs, fines, and penalties if the vessel has been abandoned in a municipal waterway or on municipally-owned land.

## Procedure and Requirements to Acquire Title:

**If the abandoned vessel has a New Jersey boat registration number**, the applicant must furnish a "Vehicle Registration Application Request" Form DO-11A along with a \$15.00 check or money order made payable to "NJ MVC" (no cash). Mail documents to the following address: NJ Motor Vehicle Commission (MVC), Data Output, 225 E. State Street, Trenton, NJ, 08666.

Upon receipt of registration information from the MVC, the applicant must determine whether the vessel was used for commercial or non-commercial purposes.

1

**If the Registration Code (Reg Code) on the Registration Application is a Code 81** the vessel was used for *non-commercial purposes*. In this case, the applicant must contact the County Recording Officer of the county in which the registered owner resides and request a certificate of search pertaining to lienholders on the vessel. The applicant shall comply with the procedures and fees of the County Officer. Note: Some counties may require the applicant to utilize title search companies.

**If the Registration Code (Reg Code) on the Registration Application is anything other than Code 81**, the vessel was used for *commercial purposes*. In this case, the applicant must contact the Secretary of State, Division of Commercial Recording, P.O. Box 303, Trenton, NJ, 08625 and request the Secretary of State to supply him/her with a certificate of search pertaining to lienholders on the vessel.

**If the abandoned vessel has a boat registration number from a state other than New Jersey or does not have a boat registration number** or other obvious owner identification (e.g. papers, identification documents aboard, etc.), a search must be made for a vessel documentation number on the main beam of the vessel. If a number is found, the applicant must contact the U.S. Coast Guard, National Vessel Documentation Center, 2039 Stonewall Jackson Drive, Falling Waters, West Virginia, 25419, and request that the Coast Guard furnish him/her with the name(s) and address of the owner and lienholder, if any.

2

The applicant must also request a lien search with the New Jersey MVC. Lien Search Application (DO-22) with a \$15 check or money order payable to "NJ MVC" is required to be submitted. If there is no record in New Jersey, we will perform an additional search, and if a record is found you will be notified. If no records are found, a certified search from the Motor Vehicle Authority of New York, Delaware, Pennsylvania, Connecticut and Maryland will be required. Submit your lien search request with one of the documents listed in step 3.

3

**If the vessel was abandoned on private property**, a notarized statement is required stating how and when you came into possession of the vessel. The statement must contain a complete description of the vessel, the applicant's name and address, the current date, and the applicant's signature.

**If the vessel was abandoned at a marina** and the marina owner entered into a storage contract with the vessel owner, a copy of the contract(s) is/are required if in existence. In cases where the marina owner has made repairs to the vessel, a copy of the repair bill(s) is/are required.

**Do Not Continue** until you receive a response regarding steps 1 & 2. For assistance, call the telephone number listed on Page 1 of this procedure.

4

Upon receiving the certificate of search, the applicant must notify the vessel owner and any secured party or assignee thereof by mailing "Abandoned Vessel Notice" Form OS/SS-64. The notice must be sent United States Postal Service Certified Mail, Return Receipt requested. If the registered owner responds that the vehicle was sold or transferred to another person, the applicant shall then redirect the notice to the new owner. If no owner can be identified, or no secured party appears on the records of the Secretary of State, County Recording Officer, Motor Vehicle Commission, or the U.S. Coast Guard, the "Abandoned Vessel Notice" Form OS/SS-64 does not need to be sent. A copy of this notice and the signed return receipts are required to be submitted to this office. If returned undeliverable, the original, unopened envelope is required.

## Procedure and Requirements to Acquire Title: *(continued)*

5

At the same time as step 4, the applicant must place a notice in a newspaper that is published and circulated within the county and/or municipality where the vessel is located. The newspaper advertisement must (Number-HIN and/or Registration Number). Publication must also state that if the vessel is not claimed and removed within 30-days after the publication date, the applicant will apply for title in the applicant's name in accordance with the Abandoned Vessel Disposition Law, N.J.S.A. 12:7C-7 et seq. An affidavit of newspaper publication is required to be submitted to this office. Copies must be certified.

**Note:** The newspaper publication and letter (steps 4 & 5) shall not contain any statements conditioning the release of the vessel upon the payment of overdue repairs or storage costs with respect to the vessel.

6

If the vessel is not claimed and removed within 30 days after the publication date of the notice, the person, entity, municipality, or harbor commission desiring to acquire title shall apply to the MVC for transfer of title to the vessel.

7

The applicant may apply to the MVC for title to the vessel in his name by submitting a completed and notarized "Application for Title to an Abandoned Vessel" Form OS/SS-65 and a \$60.00 check or money order (no cash) made payable to: NJMVC. You may mail documents to the below address. Note: No title shall be issued if there is any dispute between the applicant and the owner of the vessel.

8

After review of your documents, the MVC may find it necessary for the vessel to have the Hull Identification Number (HIN) inspected by the NJ Marine State Police. If a HIN inspection is required, you will be contacted prior to issuance of the Certificate of Ownership. You must have the ISM/SS-10A completed by the Marine State Police.

9

After review and approval of all required documents, the MVC may issue the applicant title to the vessel in the form of a Certificate of Ownership. The acquisition of title to the vessel by the applicant divests any other person of any interest in the vessel.

***After making copies for your records,  
mail required documents to:***

Motor Vehicle Commission  
Special Title/Abandoned Unit  
225 East State Street  
P.O. Box 017  
Trenton, New Jersey 08666-0017





# New Jersey Motor Vehicle Commission

NJ MVC/Abandoned Unit  
P.O. Box 017  
Trenton, NJ 08666-0017

STATE OF NEW JERSEY  
1-888-486-3339 ext. 5069 (in state)  
1-609-292-6500 ext. 5069 (out of state)

Date of Application: \_\_\_\_\_

## Application for Title to an Abandoned Vessel

Identifi	Last Name		First Name		Middle Initial	
	Street Address			City	State	Zip
	NJ Driver License No. (if Business-Corpcode)					

Identifi	Name, <i>if any</i>			Hull Identification Number (HIN)		
	State Boat Registration Number			U.S. Coast Guard Documentation Number, <i>if any</i>		
	Year	Make	Length	Hull Material		
	Type (Cabin, open, etc.)		Fuel Used (Gasoline, diesel, etc.)		Propulsion (Inboard, outboard, i/o, etc)	
	Date Vessel Abandoned without Permission			Location Vessel Abandoned		

Ownership of Vessel	Owner Name (Last, First)					
	Owners Address					
	<b>Ascertained Ownership Information From (<i>check and complete statements as necessary</i>):</b>					
	<input type="checkbox"/> -Boat registration information from the NJ MVC or the State of: _____(attach copies).					
	<input type="checkbox"/> -A vessel documentation check by the U.S. Coast Guard (attach copy).					
<input type="checkbox"/> -Through the following means in the absence of the foregoing, or based upon ownership information received: ( <i>Describe in full, what you did and attach letters or other substantiating data as appropriate. Use extra sheets if necessary.</i> )						
_____						
_____						
_____						
_____						

**Ascertained Lienholder Information From** (check and complete statements as necessary):

-The Secretary of State of New Jersey responded that a lien is held on this commercially used vessel by: \_\_\_\_\_

\_\_\_\_\_  
*Name & Address of Institution or Individual*

\_\_\_\_\_  
*(If not applicable or none, so state)*

-The recording officer of \_\_\_\_\_ County in the State of \_\_\_\_\_, wherein the  
*County State*  
registered Vessel owner resides, responded that a lien is currently held on this pleasure used vessel by: \_\_\_\_\_

\_\_\_\_\_  
*Name & Address of Institution or Individual*

\_\_\_\_\_  
*(If not applicable or none, so state)*

-The Authorities of the State of \_\_\_\_\_ have responded that a lien is held on this vessel by:  
*State*

\_\_\_\_\_  
*Name & Address of Institution or Individual*

\_\_\_\_\_  
*(If not applicable or none, so state)*

Date Notice Appeared in Newspaper

Name and Address of Newspaper

County & City in which Newspaper Circulates

**Notification to Owner & Lienholder, if applicable (Form OS/SS-64)**

(check and complete statements as necessary)

-I mailed a registered "Abandoned Vessel Notice" Form OS/SS-64 to the owner and lienholder (if applicable), in accordance with the provisions of the Abandoned Vessel Disposition Law (N.J.S.A. 12:7C-7, et seq.). The notice was mailed on: \_\_\_\_\_ . Further, I am unaware of any dispute by the vessel owner or lienholder.  
*Date Notice Mailed*

-I was unable to ascertain the owner and lienholder (if applicable); therefore, I could not send the registered letter.

Lienh

Pub

**State of New Jersey**

**County of \_\_\_\_\_**

**BEFORE ME**, the undersigned Notary, \_\_\_\_\_  
[name of Notary before whom affidavit is sworn], on this \_\_\_\_\_ [day of month] day of  
\_\_\_\_\_, [month], 20\_\_\_\_, personally appeared  
\_\_\_\_\_, [name of affiant], known to me to be a credible  
person and of lawful age, who being by me first duly sworn, on \_\_\_\_\_ [his or her] oath, deposes and says:

1. I submit this application to obtain a New Jersey title for the above-described vessel, which was impounded after remaining on public land or waterway, or private property, without the consent of the person in control of the property or waterway, for a period of more than thirty (30) days. The owner of the vessel failed to claim the vessel by midnight of the thirtieth day.

2. On \_\_\_\_\_, I placed notice in the above newspaper, describing the vessel, its location of abandonment, any identifying number, and stating that if the vessel is not claimed and removed within thirty (30) days after the publication date of the notice, I would apply for title to the vessel in my name under the Abandoned Vessel Disposition Law (N.J.S.A. 12:7C-7, et seq.). To date, there has been no response to my public notice.

3. Check one:

\_\_\_ On \_\_\_\_\_, I mailed a registered Abandoned Vessel Notice (OS/SS-64) to the owner and to the vessel lienholder (if applicable), stating that if ownership is not claimed and the vessel not removed within thirty (30) days, title to the vessel will be applied for in my name. To date, there has been no response to my registered notice(s);

\_\_\_The owner has responded; See response.

\_\_\_I was unable to ascertain the owner (or lienholder) and I could not send a registered letter requesting removal of the vessel.

4. To the best of my knowledge, this vessel is not the subject of any court action in which ownership, unpaid storage or repair bills are in dispute.

5. Accordingly, having complied with all applicable provisions of the law governing the disposition of abandoned vessels within the waters of the State of New Jersey, I hereby request that title to the vessel abandoned for more than thirty days, as described herein, be issued to me.

\_\_\_\_\_  
*[signature of affiant]*

\_\_\_\_\_  
*[typed name of affiant]*

\_\_\_\_\_  
*[address of affiant, line 1]*

\_\_\_\_\_  
*[address of affiant, line 2]*

Subscribed and sworn to before me, this \_\_\_\_\_ *[day of month]*

day of \_\_\_\_\_ *[month]*, 20\_\_\_\_.

*[Notary Seal:]*

\_\_\_\_\_  
*[signature of Notary]*

\_\_\_\_\_  
*[typed name of Notary]*

NOTARY PUBLIC

My commission expires: \_\_\_\_\_, 20\_\_\_\_.

Applicant Last Name: \_\_\_\_\_

## Abandoned Vessel Checklist

Use the below checklist as a guide as it may be useful to ensure that you have met all the requirements of the Abandoned Vessel Procedure. To ensure your request is processed in a timely manner, please only submit complete and accurate documents. If you have any questions or concerns, please contact the telephone number listed prior to submitting your request. **This checklist must be submitted with your completed request.**

**Please Note:** Each case is unique and is handled on an individual basis. Additional documents may be required upon request.

- 
- Boat ownership information furnished by the NJ MVC or the State of \_\_\_\_\_.
  - U.S. Coast Guard Documentation Number Certification (if applicable).
  - Certificate of Search, State of New Jersey (if applicable).
  - Certificate of Search, County of \_\_\_\_\_.
  - Affidavit of Newspaper Publication with actual Newspaper Publication (a clipping).
  - Original registered Abandoned Vessel Notice(s) (Form OS/SS-64) sent to the Owner and Lienholder (if applicable) AND the original signed return receipts. If envelope was returned as undeliverable, the original, unopened envelope with US Postal Service notation is required.
  - If applicable, A Copy of Contract and/or Repair-Storage Bill(s).
  - *If abandoned on Private Property*, a notarized letter stating how the applicant came into possession of the vessel.
  - Check or money order in the amount of \$60.00 made payable to: NJ MVC.
  - Application for Certificate of Vessel or Hull Ownership (Form OS/SS-27).
  - Application for Title to Abandoned Ve
  - Hull Identification Number (HIN) Investigation Report, Form OS/SS-10A (if applicable).
-

**Attachment K:**

**Debris Load Ticket**

**SOLID WASTE ORIGIN AND DISPOSAL FORM**

**A. Transporter Section** (To be completed by the Transporter prior to transport to the disposal site)

1. Name of Registered Transporter: _____		Phone No. _____		2. NJDEP Registration No.: _____	
3. Type of Transporter Registration: (Check One) <input type="checkbox"/> A-901 Licensed <input type="checkbox"/> Registered self-generator <input type="checkbox"/> Registration Exempt					
4. Waste Self-Generated: (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO					
5. Name of LESSOR if the solid waste vehicle is leased: _____					
6. Decal No.	Type	License Plate No.	Capacity	Leased – Yes or No	7. A. Waste Types (Please circle)
_____	Cab or Single Unit	_____	_____	_____	ID 10 ID 13 ID 13C ID 23
_____	Container	<u>N/A</u>	_____	_____	ID 25 ID 27 ID 27A ID 27I
_____	Trailer	_____	_____	_____	Other: _____
8. Transporter to complete waste origin information.					
<u>Municipality (ies)</u>	<u>County(ies)</u>	<u>State</u>	<u>% of Total Load</u>		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
9. Date Waste Collected: _____					
10. Transporter's Certification: <i>I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE.</i>					
PRINT DRIVER'S NAME		SIGNATURE		DATE	

\* Sending Facility: (If solid waste is transported from a solid waste intermodal, transfer, or material recovery facility, list the facility name in the Municipality column, ID # in the County column and the State in which the sending facility is located in the State column.)

**B. Disposal Destinations**

11. Final Disposal Facility Name & State (Transporter Completes 11 & 12): _____	
12. Non Hazardous Manifest # or Bill of Lading # or Pull Ticket #: _____	
13. In State weigh location (Weigh master completes 13 through 16): _____	
14. GROSS WT.: _____	NET WT. (IN STATE DISPOSAL ONLY): _____
15. SCALE TICKET No. (IN STATE DISPOSAL ONLY): _____	
16. Weigh master's Certification: <i>I CERTIFY THAT THIS FORM HAS BEEN COMPLETED BY THE REGISTERED TRANSPORTER IDENTIFIED ABOVE, AND THAT THE GROSS WEIGHT FIGURE IS TRUE AND ACCURATE FOR LOADS GOING OUT OF STATE.</i>	
SIGNATURE: _____	
DATE: _____	

**C. In State Disposal Facility Section** (To be completed by facility operator for loads disposed of in State only)

17. New Jersey Receiving Facility Operator Certification: <i>I CERTIFY THAT THIS FORM HAS BEEN COMPLETED BY THE REGISTERED TRANSPORTER IDENTIFIED ABOVE, AND THAT THE WASTE AS IDENTIFIED BY THE TRANSPORTER IS PERMITTED TO BE DISPOSED OF AT THIS FACILITY</i>			
Receiving Facility Permit or ID#:	DATE	TIME	OPERATOR'S STAMP OR SIGNATURE
_____	_____	_____	_____

## Instructions for completing NJDEP Solid Waste Origin And Disposal Form

1. **Name of Registered Transporter and Phone Number:** The transporter must use the registered trade name of the transporter as identified on the NJDEP Solid Waste Transporter Registration along with the appropriate telephone number (including area code) of the company. Nicknames, aliases and abbreviations are not acceptable.
2. **NJDEP registration No.:** The correct NJDEP Solid Waste Transporter Registration Number must be filled out. This number appears on the registration certificate which must be carried with the vehicle.
3. **Type of Transporter Registration:** The appropriate box must be checked depending on whether the transporter is licensed, is a self generator exempted from licensing requirements, or the vehicle is not subject to NJDEP registration requirements.
4. **Waste Self Generated:** The appropriate box must be checked to disclose whether the waste was self generated by the entity performing the transportation.
5. **Name of LESSOR if the solid waste vehicle is leased:** The name of the lessor as indicated on the lease must be filled in if the vehicle is leased. The lease must be carried in the registered vehicle.
6. **Decal No., Type, License Plate No., Capacity, and Leased:** The decal number must be filled in for the appropriate type of registered equipment (i.e. container, trailer, cab, etc.). The License plate must also be filled in for the appropriate equipment along with the capacity (i.e. 30 cubic yard container). Yes or No must be filled in next to the appropriate type of equipment to indicate if it is leased.
7. **Waste Types and Source Separated Recyclables:** The transporter must indicate the type(s) of waste being transported by circling the appropriate waste types. An example of “other” would be non hazardous bulk liquid (type 72) for example. If a load consists of source separated recyclables the transporter must circle the appropriate material. If the load consists of more than one co-mingled type of recyclable, “co-mingled” must be indicated under the “Other” section along with the approximate percentages (i.e. co-mingled paper 25%, metal 50%, plastics 25%)
8. **Municipality, County State, % of Load:** The transporter must identify the waste origin by municipality, county, and state along with the respective percentage of each waste origin. In the event waste is transported from one solid waste facility to another (for example from a transfer station to a landfill for disposal) the transporter must indicate the sending facility’s name in the municipality column, the facility permit # in the County column, and the State in which the sending facility is located in the State column, in addition to the waste origin(s). The percentage of waste sent from a single solid waste facility such as a transfer station should be recorded as 100%.
9. **Date Waste Collected:** The transporter must fill in the actual date the solid waste was collected.
10. **Transporter’s Certification:** The driver representing the transporter must print and sign his/her name and date to certify the information in the Transporter Section was completed accurately.
11. **Final Disposal Facility Name & State:** The transporter must fill in the final disposal facility name and State in which the facility is located.
12. **Non Hazardous Manifest # or Bill of Lading # or Pull Ticket #:** The transporter must identify the appropriate manifest or bill of lading number for loads being transported for out of State disposal. The pull ticket number must be recorded for all loads where such a document is generated.
13. **In State weigh location:** The weigh master must complete the location of the weighing facility. For most instances of in State disposal this is the same location as the disposal facility, however in cases involving loads being transported out of State, the weigh location may be designated to be a location other than a disposal facility.
14. **Gross Wt. And Net Wt.:** The weigh master must complete the gross weight for all vehicles transporting waste and recyclables into solid waste facilities within this State. The gross weight must also be completed for all loads destined for out of State waste disposal facilities. The net weight must be recorded for all loads being disposed of in this State.
15. **Scale ticket #.** The weigh master must record the appropriate scale ticket # generated for loads received for disposal within this State.
16. **Weigh master’s Certification:** The weigh master must certify the information he or she recorded is accurate.
17. **New Jersey Receiving Facility Operator Certification:** The person responsible for recording information for loads received at New Jersey solid waste facilities must fill in the facility number the date and time and stamp or sign the the form to certify the form was completed by the transporter and that the waste identified by the transporter is permitted to be accepted at the facility for disposal.

Failure to carefully follow these instructions in accurately completing the Solid Waste Origin and Disposal Form can lead to enforcement action including penalties.

Waste Type ID 10 = municipal solid waste

Waste Type ID 13 = bulky solid waste

Waste Type ID 13C = construction & demolition debris

Waste Type ID 23 = vegetative waste

Waste Type ID 25 = animal and food processing waste

Waste Type ID 27 = dry industrial waste

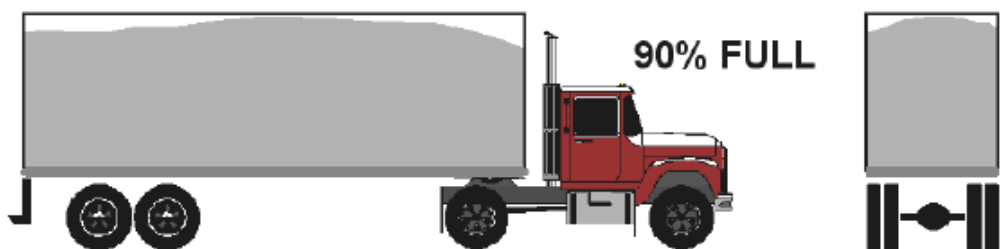
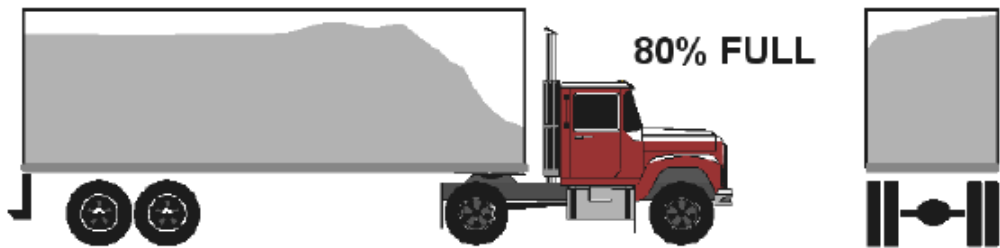
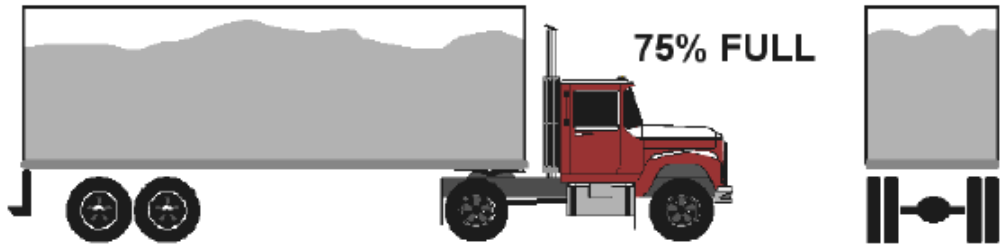
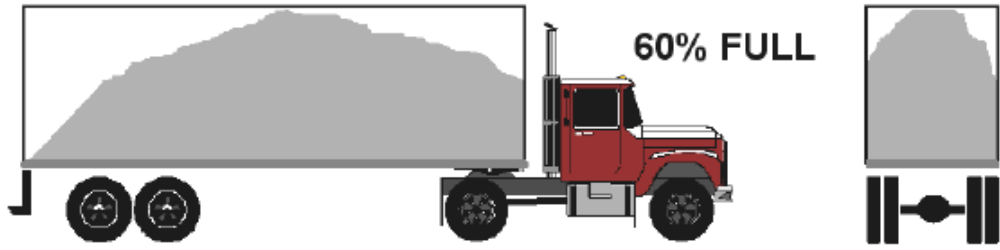
Waste Type ID 27A = asbestos containing waste

Waste Type ID 27I = incinerator ash

# **Attachment L:**

## **Load Capacity Estimator**





# **Attachment M:**

## **NJDEP Debris Removal Planning Sheet**

## **NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION EMERGENCY DEBRIS PLANNING FACT SHEET**

Recent natural disasters, such as Hurricane Irene, the October 2011 Nor'easter, and the June 2012 Derecho, have challenged New Jersey municipalities and counties to safely and timely collect, stage, and transport offsite the large amount of vegetative and waste debris generated by these events. These and other recent disasters point out the need for local and county agencies to review regularly and revise, if necessary, their emergency debris management plans. The Department believes all debris management plans at a minimum should address the following areas:

- General Debris Handling and Waste Prioritization
- Pre-Approved Temporary Staging Areas for Vegetative and Waste Debris
- Emergency Debris Removal & Transportation Contracts
- Communications and Information Resources for local officials, residents & businesses
- Personnel Training

In addition to the information provided below, FEMA has numerous municipal debris removal guidance documents at the following web site:

[http://www.fema.gov/government/grant/pa/debris\\_main.shtm](http://www.fema.gov/government/grant/pa/debris_main.shtm)

### **A. General Debris and Waste Handling & Prioritization**

Depending on the severity of the disaster, it will not be possible to address the pickup and disposal of all generated debris in a timely manner in addition to regular garbage pick up activities. Every municipal and county debris management plan should, therefore, focus first on clearing the debris that hinders immediate lifesaving and emergency response actions and that poses an immediate threat to health and safety. Once such debris is addressed, other debris can be removed, segregated, temporarily staged (if necessary), and then transported to a disposal facility. County/Municipal debris management plans should consider the order in which this non-emergency waste will be collected and alert residents of any expected delay in garbage collection (see also "Garbage Delay Fact Sheet included).

Residents need to be advised that waste materials should be separated by type to facilitate prompt removal. It is especially important to properly separate out and bag putrescible materials (for example, food wastes and other waste that cause odors and/or attract insects, rodents and other animals) so that they may be picked up on a priority basis. Additionally, household hazardous waste and e-waste (for example TVs and computers) must be separated from other wastes so that they may be handled in an environmentally safe manner. Lastly, waste and debris should not be placed in the road, block mailboxes, electric and water meters, fire hydrants, storm drains, or areas prone to flooding. Residents should also be made aware that during the debris removal process they may experience increased traffic and noise.

Waste separation at the debris management area is important to minimize odors and rodent or other vector problems, and to protect the workers and the public who may come in contact with waste materials. Coordination with the county Office of Emergency Management (OEM), county

household hazardous waste program, and county & local health departments is essential and all parties should participate in the planning process.

In addition, materials which can be recycled such as tree branches, certain construction and demolition debris, and white goods should be separated from those that must be disposed of as waste. This will facilitate the flow of these materials to recycling facilities and reduce the burden on solid waste disposal operations. Separation of waste by type may also reduce costs, as generally waste disposal costs more than recycling.

## **B. Debris Management Areas**

Municipalities and counties should identify in advance of an emergency appropriate debris management areas that can be used to stage and/or process excess materials. Please be aware that the use of such areas must comply with FEMA requirements in order to receive FEMA reimbursement, including NJDEP approval of those areas. NJDEP has a pre-approval process to assist towns and counties to select the appropriate sites in advance of emergencies, which is explained in the next section, "Obtaining Pre-Approval of Debris Management Areas." Identification of debris management areas should be appended to both the municipal and county OEM planning documents for reference. This will allow post-emergency/recovery clean-up efforts to begin early and proceed in an efficient manner. For towns with no appropriate areas for managing debris or towns with small populations, it is essential to identify appropriate regional debris management areas that can be used and agreed upon by all parties before an emergent situation arises.

Debris management areas should only be located at sites which can be secured and under no circumstance should they be located within a flood hazard area. Prior approval from the local Office of Emergency Management, the local Fire Marshall, and the Pinelands Commission, if applicable, are necessary for a debris management area to be approved by the Department. Additional considerations for siting a debris management area are as follows:

- Putrescible solid waste debris, some types of construction and demolition debris (such as wallboard, gypsum, and sheetrock),hazardous waste debris, including household hazardous waste, and e-Waste must be stored on a paved area or in containers. The entire debris staging area does not have to be paved, but the areas for staging/storing these types of solid waste and hazardous waste debris must be paved;
- Vegetative debris, white goods (ie refrigerators, washers and dryers), masonry debris (concrete, brick, and block), and construction and demolition wood waste do not need to be stored on a paved area;
- Avoid managing waste in other environmentally sensitive areas and historic/archeological sites;
- Avoid choosing debris management areas near residences, schools, and hospitals. Local tolerance of impacts from noise, dust, and traffic significantly diminish over time;

- Use public lands first to avoid costly leases. Use private land only if public sites are unavailable;
- Look for sites with good ingress/egress to accommodate heavy truck traffic and that have a site configuration that will allow for an efficient layout;
- Consider siting a debris management area on a closed municipal landfill, if available. Please note that additional approvals may be necessary from the Bureau of Landfills & Hazardous Waste Permitting; and
- Conduct a baseline environmental survey before debris operations begin so the site can be returned to those conditions at the conclusion of the debris operations. The baseline environmental survey should document physical features, historic significance, and environmental sampling (soil and water). Digital photos can be helpful and are recommended.

### **C. Obtaining Pre-Approval of Debris Management Areas**

The temporary storage of debris (waste and vegetative) may not be conducted without approval from the Department's Solid and Hazardous Waste Management Program. Therefore the DEP recommends seeking an approval for a debris management area in advance of a storm event.

To obtain a pre-approval of a debris management area, the following information must be provided:

- Location of the site, including street address and what the site is normally used for
- Certification that the areas used to stage/store putrescible solid waste debris, wallboard, gypsum, and sheetrock, and hazardous waste debris (including household hazardous waste and e-waste) are paved. Areas used for staging vegetative debris, white goods, masonry debris, and construction and demolition wood waste do not need to be paved.
- Certification that the Debris Management Area is secured and not located within a flood hazard area or a Pinelands Management Area. If the staging area is to be located within a Pinelands Management Area, prior approval from the Pinelands Commission must be obtained.
- Anticipated height of debris storage and maximum volume of storage area
- A description of the processing activities that will be conducted at this site. Processing (ie chipping and shredding) of vegetative debris is permitted at debris management areas provided all processing equipment has a valid Air Pollution Control Permit and the municipality or county has a dust management plan containing measures to be implemented if dust is generated during processing. Processing, with the exception of non-mechanized processing systems, of solid waste or household hazardous waste is not permitted at debris management areas. Removal of refrigerants from white goods is allowed at debris management areas, in accordance with applicable regulations.
- Documentation of endorsement by the county Office of Emergency Management
- Approval by the local Fire Marshall

- For properties not owned by the county or municipality, documentation of an agreement with the property owner for use of the property.
- Contact information for the individual responsible for the debris management area

The above information should be sent to the following address:

Mary Jo Aiello, Director  
Solid and Hazardous Waste Management Program  
P.O. Box 420  
Mail Code 401-02C  
Trenton, NJ 08625  
(609) 633-9839 (fax)

Use of a debris management area can only occur when both an Executive Order has been signed by the Governor declaring a state of emergency in the county in which the debris management area is located and an Administrative Order has been signed by the Department's Commissioner allowing the relaxation of certain Solid Waste Management Rules. Without these documents, use of a debris management area constitutes an illegal solid waste disposal facility under the Solid Waste Management Rules and subjects the county or municipality to appropriate enforcement action.

Upon signature of the above documents, counties and municipalities with pre-approved debris management areas may begin using them to manage debris generated by the emergency in accordance with their Department approval. They need only notify the Department prior to starting debris management operations at the site. This notification may take the form of an e-mail to [solidwasteemergencies@dep.state.nj.us](mailto:solidwasteemergencies@dep.state.nj.us) or a fax to (609) 984-0565 *and must include* an estimate of the length of time the debris management area will be in operation. Since time is of the essence during an emergency event, there is no need to wait for acknowledgement of your notification from the Department prior to using a pre-approved debris management area. The Department will follow-up in a timely manner with each county or municipality that provides a notification.

If a county or municipality does not obtain pre-approval of a debris management area and needs to temporarily manage debris subsequent to an emergency event, the above information must be submitted to the Department and written approval must be obtained prior to the debris management area being utilized. Under no circumstances can debris be managed at a site without Departmental approval.

Due to the nature of putrescible solid waste, pre-approved debris management areas used for the storage of putrescible solid waste may only be operated for an initial period of 7 days. Additional operational time beyond the initial 7 day pre-approval may be requested of the Department.

Debris management areas for vegetative debris, white goods, masonry debris, construction and demolition wood waste, e-waste, and hazardous waste may be operated under a pre-approval for a period of 60 days. At the end of the 60 day period, all debris and waste must have been

removed to an appropriate recycling or disposal facility. If additional storage time is required, approval from the Department must be obtained prior to the expiration of the 60 day pre-approved period. Debris management areas that are allowed to operate beyond the initial 60 day pre-approved period may be required to implement storm water control measures such as containerizing certain wastes, covering non-containerized wastes, and containment and perimeter controls (i.e. sediment fencing, hay bales, absorbent booms, etc.) for the entire site.

#### **D. Debris Removal & Transportation Contracts**

It is often necessary during an emergency that generates significant quantities of debris to utilize additional transportation equipment and/or debris removal services. A municipality or county should inventory its governmental vehicles that can be put into service to assist in debris removal and disposal. Additionally, contracts with emergency debris contractors for removal services should be reviewed and amended if necessary to ensure that such services will be available, especially if the emergency event is regional in nature. Contracts covering waste transportation should only be made with companies that use or are licensed solid waste transporters. This is not required for contracts for recyclable materials transport. Lastly, it is important to know if the contractor is also obligated to assist other municipalities or counties to determine if they will have adequate capacity to respond to all calls for assistance during an emergency.

The Department maintains a list of licensed solid waste transporters that is available on the Licensing and Registration web site <http://www.nj.gov/dep/dshw/hwr/regislic/lru.htm>. Choose the report titled "Report - Registered Solid Waste Transporters and Capabilities" from the drop-down listing of available resources at the bottom of the web page.

#### **E. Communications and Information Resources**

Municipal/county debris management plans should address how communication between all levels of government and emergency responders will be handled and where additional information can be obtained.

It is especially important to consider how information will be shared with residents during the initial stage of debris response. Such communication is necessary to alert residents of possible delays in garbage collection and the need for separation of and proper placement of debris.

The Department's Solid and Hazardous Waste Management Program maintains an e-mail account for solid and hazardous waste emergencies. Any correspondence with the Solid and Hazardous Waste Management Program can be conducted via that e-mail account at [solidwasteemergencies@dep.state.nj.us](mailto:solidwasteemergencies@dep.state.nj.us). All official correspondence from the Department concerning relaxation of rules during an emergency event will be sent out from this e-mail address. In addition, all information regarding an emergency event will be posted on the Department's web page at [www.state.nj.us/dep](http://www.state.nj.us/dep).

## **F. Personnel Training**

All personnel conducting debris operations must be trained, at a minimum, on items such as identification of hazards and proper use of personal protective equipment. Additional training specific to the job duties of all personnel must be conducted to ensure the health and safety of the staff and residents using the site.

## **G. Recordkeeping**

To be reimbursed by FEMA you must maintain records of the amount of debris removed and the facilities it was sent to. FEMA will not reimburse without information regarding the destination facilities, including identification numbers. In addition, you must be able to provide FEMA with documentation of approval from the Department for your debris management operations.