



New Jersey Department of Environmental Protection
Contaminated Site Remediation & Redevelopment Program

**INSTRUCTIONS FOR THE REMEDIAL ACTION PERMIT CONTACT INFORMATION
CHANGE FORM**

General Instructions

1. **Applicability.** Use this form to change the fee billing contact person/information for a Remedial Action Permit (RAP); to change the contact information (contact person, phone number, and email address) only for the Person Responsible for Conducting the Remediation and the Property Owner currently identified on the Remedial Action Permit (RAP); and to change the co-permittee designated with Primary Contact for Permit Compliance. Be advised that these updates will be made in our computer database (NJEMS) for the RAP only and that the Department will not be issuing a revised RAP for the site.

Notes:

To make changes in the address of the Person Responsible for Conducting the Remediation or the Property Owner you must submit a RAP Modification Application available at <http://www.nj.gov/dep/srp/srra/forms> to modify the RAP.

The “Person Responsible for Conducting the Remediation” that is currently identified on a RAP can only be changed/modified if the responsible entity no longer exists and appropriate documentation is submitted; this situation would also require the submission a RAP Modification Application to modify the RAP.

2. **Updates.** The New Jersey Department of Environmental Protection (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, the current property owner, and the Licensed Site Remediation Professional (LSRP) responsible for completion of the form and the attached documents.
4. Completed forms should be sent to:

Bureau of Case Assignment & Initial Notice (BCAIN)
Site Remediation and Waste Management Program
NJ Department of Environmental Protection
401-05H
PO Box 420
Trenton, NJ 08625-0420

Section A. Site Name and Location

- **Site Name:** Provide the name of the site (i.e., ABC Corporation Site) according to DataMiner, which can be obtained at <https://www13.state.nj.us/DataMiner/Search/SearchByCategory?isExternal=y&getCategory=y&catName=Site+Remediation>;
- **List All AKAs:** List all other known names for the site;
- **Street Address:** Provide the street address for the site Note: This should be the physical location of the site – not the mailing address – and should be consistent with what is in the tax database(s) (e.g., etaxmaps.com and http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms_user=monm); if not consistent, then indicate why in Section H below;
- **Municipality:** Provide the name of the municipality(ies) in which the site is physically located and indicate if it is a township, borough, village, or city. Note: This should be the name of the incorporated municipality and not the local name;
- **County:** Provide the name of the county(ies) where the site is located;
- **Zip code:** Enter the five-digit code for the physical location of the site;
- **Program Interest (PI) Number(s):** Provide the PI Number assigned by the NJDEP according to DataMiner (see web link above);
- **Case Tracking Numbers:** Provide all NJDEP generated site identification numbers (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.). Include the most recent RAP Number obtained;

- **Municipal Block(s) and Lot(s):** Provide the municipal block(s) and lot(s) numbers for the entire site (not just the municipal block(s) and lot(s) numbers of the permit); this should be consistent with what is in the tax database(s) (e.g., etaxmaps.com and http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms_user=monm); if not consistent, then indicate why in Section H below and provide additional documentation as necessary;
- **Federal Case:** Indicate if the site is a federal case. If “Yes,” indicate the case type; check all that apply. Please note that the following Federal Facility case types are ineligible to proceed without the NJDEP’s pre-approval: US Department of Energy sites, US Department of Defense sites, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites (commonly known as NPL/Superfund sites), and Resource Conservation and Recovery Act (RCRA) Government Priority Remedial Action (GPRA) Sites listed at <http://www.epa.gov/epawaste/hazard/correctiveaction/pdfs/2020scc.pdf>. Additional information regarding the Site Remediation Reform Act (SRRA) implementation process for RCRA, CERCLA and Federal Facility Sites can be found at: http://www.nj.gov/dep/srp/srra/training/matrix/quick_ref/rcra_cercla_fed_facility_sites.pdf.

If you have any questions, please contact the Bureau of Case Management at 609-633-1455.

Section B. Remedial Action Permit Contact Information Change Form

Indicate the reason(s) for the Remedial Action Permit (RAP) contact information change(s) by checking off the following selections:

- Fee Billing Contact Person/Information Change (Complete Sections A, B, C, G, H, I, J and K)
- Person Responsible for Conducting the Remediation Contact Information Change (Complete Sections A, B, D, G, H, I, J, and K)
- Property Owner Contact Information Change (Complete Sections A, B, E, G, H, I, J, and K)
- Co-Permittee designated as Primary Contact for Permit Compliance Change (Complete Sections A, B, F, G, H, I, J, and K)

Section C. Fee Billing Contact Person/Information Change

Complete this section only if you are changing the fee billing contact person/information for the RAP. The Annual Permit Fee Invoice will be mailed to this person.

Section D. Person Responsible for Conducting the Remediation Contact Information Change

Complete this section only if you are changing the contact information (contact name, phone number, and email address) for the Person Responsible for Conducting the Remediation.

Section E. Property Owner Contact Information Change

Complete this section only if you are changing the contact information (contact name, phone number, and email address) for the Property Owner.

Section F. Co-Permittee Designated as Primary Contact for Permit Compliance Change

Complete this section to change the Co-Permittee designated as Primary Contact for Permit Compliance on the RAP.

Only check off one of the following selections:

- Person Responsible for Conducting the Remediation is now designated as Primary Contact for Permit Compliance.
- Property Owner is now designated as Primary Contact for Permit Compliance.

Section G. Attached Document

Attach the following document with the RAP Contact Information Change Form:

- Hard copy **and** electronic copy in Adobe PDF file format on a compact disc (CD) of the RAP Contact Information Change Form using the current form on the NJDEP Website (<http://www.nj.gov/dep/srp/srra/forms/>).

Section H. Other Information Provided

List any other pertinent information to support the RAP Contact Information Change, including any other Soil or Ground Water RAPs applied for or obtained.

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

The certification in this section shall be signed and dated by the person responsible for conducting the remediation. The certification in this section shall **not** be signed by the LSRP or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section shall be executed as follows:

1. For a corporation or limited liability company, by a principal executive officer of at least the level of vice president; or
 2. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
 3. For a municipality, state, Federal or other public agency, by either a principal executive officer or ranking elected official; or
 4. By a duly authorized representative of the corporation, partnership, sole proprietorship, municipality, state or Federal or other public agency, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in 1, 2 or 3 above and the authorization meets the following criteria:
 - i. The authorization specifies either an individual or a position having responsibility for the overall operation of the industrial establishment or activity, such as the position of plant manager, or a superintendent or person of equivalent responsibility (a duly authorized representative may thus be either a named individual or any individual occupying a named position);
 - ii. The written authorization is submitted to the 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;
 - Provide the full name of the representative of the person responsible for conducting the remediation, pursuant to N.J.A.C. 7:26C-1. Enter "Same" if the representative is the same person as the person responsible for conducting the remediation;
 - Provide the title of the representative of the person responsible for conducting the remediation;
 - Provide the telephone number, extension number, and fax number of the representative of the person responsible for conducting the remediation;
 - Provide the mailing address, including the city/town, state, and zip code of the representative of the person responsible for conducting the remediation;
 - Provide the email address of the representative of the person responsible for conducting the remediation;
 - The representative for the person responsible for conducting the remediation shall provide:
 - ❖ His/her signature where indicated;
 - ❖ His/her name and title (i.e., President, CEO); and
 - ❖ The date when the signing occurred.

Note: There may be circumstances where the person responsible for conducting the remediation signature cannot be obtained. In these situations, a copy of the completed permit application excluding the person responsible for conducting the remediation signature should be provided to the person responsible for conducting the remediation. To document that the person responsible for conducting the remediation was provided a copy of the permit application, a copy of the letter transmitting the permit application needs to be included with the application submitted to the NJDEP.

Section J. Current Owner of the Site Information and Certification

The certification in this section shall be signed and dated by the person who owns the property. The certification in this section shall **not** be signed by the LSRP or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section shall be executed as follows:

1. For a corporation or limited liability company, by a principal executive officer of at least the level of vice president; or
2. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or

3. For a municipality, state, Federal or other public agency, by either a principal executive officer or ranking elected official; or
 4. By a duly authorized representative of the corporation, partnership, sole proprietorship, municipality, state or Federal or other public agency, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in 1, 2 or 3 above and the authorization meets the following criteria:
 - i. The authorization specifies either an individual or a position having responsibility for the overall operation of the industrial establishment or activity, such as the position of plant manager, or a superintendent or person of equivalent responsibility (a duly authorized representative may thus be either a named individual or any individual occupying a named position);
 - ii. The written authorization is submitted to the 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 who owns the property;
 - Provide the full name of the representative of the person who owns the property, pursuant to N.J.A.C. 7:26C-1. Enter "Same" if the representative is the same person as the person who owned the property;
 - Provide the title of the representative of the person who owned the property;
 - Provide the telephone number, extension number, and fax number of the representative of the person who owned the property;
 - Provide the mailing address, including the city/town, state, and zip code of the representative of the person who owned the property;
 - Provide the email address of the representative of the person who owned the property;
 - The representative for the person who owned the property shall provide:
 - ❖ His/her signature where indicated;
 - ❖ His/her name and title (i.e., President, CEO); and
 - ❖ The date when the signing occurred.

Note: There may be circumstances where the current property owner signature cannot be obtained. In these situations, a copy of the completed permit application excluding the current property owner signature should be provided to the property owner. To document that the current property owner was provided a copy of the permit application, a copy of the letter transmitting the permit application needs to be included with the application submitted to the NJDEP.

Section K. Licensed Site Remediation Professional Information and Statement

- Provide the LSRP ID Number.
- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the LSRP.
- The certification in this section shall be signed and dated by the LSRP.