



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

**INSTRUCTIONS FOR REMEDIAL TIMEFRAME NOTIFICATION FORM**

**General Instructions**

1. **Applicability.** This form is required to be completed and submitted to the New Jersey Department of Environmental Protection (NJDEP) for:
  - a. All extension requests, including regulatory timeframe extensions pursuant to N.J.A.C. 7:26C-3.2, and extensions of mandatory or site-specific timeframes pursuant to N.J.A.C. 7:26C-3.5;
  - b. Notifying the NJDEP that the person responsible for conducting the remediation is lengthening the Remedial Investigation Report Regulatory Timeframe pursuant to N.J.A.C. 7:26E-4.10(b); and/or
  - c. Notifying the Department of contamination in any media other than soil to modify the Remedial Investigation/Remedial Action Regulatory Timeframe.
2. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms/>.
3. **Timeframe.**
  - For extensions:** This form shall be submitted:
    - a. No later than 30 days prior to the regulatory timeframe;
    - b. No later than 60 days prior to the mandatory timeframe;
    - c. No later than 60 days prior to the expedited site specific timeframe.
  - For lengthening:** This form shall be submitted at least 30 days prior to the regulatory timeframe established pursuant to N.J.A.C. 7:26E-4.10(b).
  - For notification of contaminated media:** This form shall be submitted at least 30 days prior to the regulatory timeframe established pursuant to N.J.A.C. 7:26E-4.10(b) or 90 days prior to the annual remediation fee anniversary date whichever is earlier.
4. **Signatures.** This form must be signed by the person responsible for conducting the remediation and the Licensed Site Remediation Professional (LSRP).
5. Completed forms should be sent to:

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

**Section A. Site Name and Location**

- **Site Name:** provide the name of the site (i.e., ABC Corporation);
- **List all AKAs:** Provide 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;
- **Municipality:** Provide the name of the municipality(ies) in which the facility is physically located and indicate if it is a township, a borough, village, or a city. NOTE: This should be the name of the incorporated municipality and not the local name;
- **County:** Provide the name of the county(ies) where the site is located;
- **Zip code:** Enter the five-digit code for the physical location of the site;
- **Program Interest (PI) Numbers:** The PI Number is assigned by the NJDEP and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank.

- **Case Tracking Numbers for this submission:** Provide all NJDEP generated site identification numbers (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.);

### **Section B. NJDEP Case Manager**

If there's an active case with the NJDEP and a case manager has been assigned, complete with "Yes" and specify the case manager. If there are no active cases, complete with "No."

### **Section C. Extension Request**

**Complete this section only if you are filing an extension request pursuant to the N.J.A.C. 7:26C-3.2 or 3.5. Do not complete this section if you are providing justification for lengthening the regulatory timeframe of the Remedial Investigation Report based on complexity factors pursuant to Section E.**

**Current regulatory timeframe:** Add the current regulatory timeframe due date only if notifying the NJDEP of an extension to the regulatory timeframe. Enter the date for the report type(s) for which this notification applies.

**Proposed regulatory timeframe:** Add the proposed regulatory timeframe due date only if notifying the NJDEP of an extension to the regulatory timeframe. Enter the proposed date for the report type(s) for which this notification applies. Note the proposed date cannot exceed the mandatory or expedited site specific timeframe.

**Current mandatory or expedited site specific timeframe:** Add the current mandatory or expedited site specific timeframe due date only if notifying the NJDEP of an extension to the mandatory or expedited site specific timeframe. Enter the date for the report type(s) for which this notification applies.

**Proposed mandatory or expedited site specific timeframe:** Add the proposed mandatory or expedited site specific timeframe due date only if notifying the NJDEP of an extension to the mandatory or expedited site specific timeframe. Enter the date for the report type(s) for which this notification applies.

### **Justification for Extension**

In accordance with N.J.A.C. 7:26C-3.2(b) and 3.5 provide the cause or causes for the extra time needed to complete the work and discuss the steps taken to minimize the extra time needed to complete the work. For any site where access is a cause of the need for additional time to complete the work, detail the steps taken to obtain access in accordance with N.J.A.C. 7:26C-8.2. Use additional sheets as necessary.

Extensions to the regulatory timeframe are deemed approved provided the requirements of N.J.A.C. 7:26C-3.2(b) are met. If these requirements are not met, the NJDEP will notify the requestor in writing the extension is denied.

### **Section D. Contaminated Media Notification (to Adjust RI/RA Regulatory Timeframes)**

**Complete this section only when notifying the Department of the discovery of contamination in any media other than soil.**

Check the appropriate box(es) of the media type impacted and note the date(s) when the contamination was discovered.

Note: Completing this section requires the Annual Remediation Fee Form be updated pursuant to N.J.A.C. 7:26C-4.3(e).

### **Section E. Lengthen RIR Timeframe Notification**

**Complete this section only if you are lengthening the Remedial Investigation Report Regulatory Timeframe pursuant to N.J.A.C. 7:26E-4.10**

The person responsible for conducting the remediation may lengthen the regulatory timeframe for completing the remedial investigation and submitting a remedial investigation report to the NJDEP based on site conditions without prior NJDEP approval. A one-time, one year addition of time for the regulatory remediation timeframe may be sought for each justification checkbox marked as per N.J.A.C. 7:26E-4.10(b). The regulatory remediation timeframe may be lengthened by a maximum of 4 years.

1. Indicate if the remediation is being conducted pursuant to the Industrial Site Recovery Act N.J.S.A. 13K et seq.
2. Indicate the number of additional years requested beyond the initial Regulatory Timeframe for completing the remedial investigation and submitting a Remedial Investigation Report.
3. Provide the initial Remedial Investigation Report Regulatory Timeframe due date
4. Provide the revised Remedial Investigation Report Regulatory Timeframe due date.

5. Provide the justification(s) for lengthening the regulatory remediation timeframe by checking the appropriate boxes. A one-time, one year extension of the regulatory timeframe for completing the remedial investigation and submitting a remedial investigation report to the NJDEP may be sought for each checkbox marked as per N.J.A.C. 7:26E-4.10(b).

#### **Section F. Licensed Site Remediation Professional Information and Statement**

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

#### **Section G. Person Responsible for Conducting the Remediation Information and Certification**

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

1. For a corporation or limited liability company, by a principal executive officer of at least the level of vice president; or
  2. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
  3. For a municipality, state, Federal or other public agency, by either a principal executive officer or ranking elected official; or
  4. By a duly authorized representative of the corporation, partnership, sole proprietorship, municipality, state or Federal or other public agency, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in 1, 2 or 3 above and the authorization meets the following criteria:
    - i. The authorization specifies either an individual or a position having responsibility for the overall operation of the industrial establishment or activity, such as the position of plant manager, or a superintendent or person of equivalent responsibility (a duly authorized representative may thus be either a named individual or any individual occupying a named position);
    - ii. The written authorization is submitted to the 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.