



INACTIVATION OF NJPDES PERMIT MONITORING AND REPORTING REQUIREMENTS

This procedure specifies the action required to inactivate the monitoring and reporting requirements of a New Jersey Pollutant Discharge Elimination System (NJPDES) permit or an authorization under a general NJPDES permit (GP Authorization). All other requirements of the permit remain in effect.

If the permitted discharge has ceased or is temporarily discontinued, a permittee may request inactivation of monitoring and reporting requirements of an individual permit or GP Authorization. Upon inactivation a permittee may stop submitting Monitoring Report Forms (MRFs) for subsequent reporting periods when notified by the Department. The inactivation of the MRF submittal requirement does not terminate the Permit nor does this inactivation affect any requisite Permit fees and/or penalties due to the Department.

To inactivate monitoring and reporting requirements of an individual permit or GP Authorization, a permittee must:

A. Notify the Department by contacting the appropriate Bureau of Water Compliance and Enforcement region to verify cessation of the permitted discharge. These Bureaus may be contacted at the following addresses and telephone numbers:

- For facilities located in the counties of ***Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex*** and ***Warren***, contact:

Northern Bureau of Water Compliance and Enforcement
7 Ridgedale Avenue
Cedar Knolls, NJ 07927
(973) 656-4099 (phone) / (973) 656-4400 (fax)

- For facilities located in the counties of ***Mercer, Middlesex, Monmouth, Ocean*** and ***Union***, contact:

Mail Code 44-03
Central Bureau of Water Compliance and Enforcement
4 Station Plaza
P.O. Box 420
Trenton, NJ 08625-0420
(609) 292-3010 (phone) / (609) 292-6493 (fax)

- For facilities located in the counties of ***Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester*** and ***Salem***, contact:

Southern Bureau of Water Compliance and Enforcement
One Port Center
2 Riverside Drive - Suite 201
Camden, NJ 08103
(609) 614-3655 (phone) / (856) 614-3608 (fax)

B. After verifying that the permitted discharge has ceased, the appropriate Water Compliance and Enforcement Bureau will advise the Office of Permit Management to inactivate the monitoring and reporting requirements of the NJPDES permit or GP Authorization.

*If you wish to **permanently revoke** your NJPDES permit (i.e. Discharge has permanently ceased, or a NJPDES SIU permit can be revoked if an exemption criterion under N.J.A.C. 7:14A-21.9 is met), please submit a Request for Permit Revocation/Certification of Closure or Request for Revocation of a Stormwater NJPDES permit as applicable.