



New Jersey Department of Environmental Protection Site Remediation Program

INSTRUCTIONS FOR THE SITE AND CONTACT INFORMATION UPDATE FORM

General Instructions

1. **Applicability.** This form is to be used to provide the New Jersey Department of Environmental Protection (NJDEP) with:

- Changes in site address or block and lot information;
- Changes in contact information for:
 - Any responsible party;
 - Person(s) responsible for conducting remediation; or
 - Licensed Site Remediation Professional (LSRP).

This form may also be used to:

- Add yourself as a responsible party; or
- Change the person responsible for conducting remediation.

Notes:

- a) **This form cannot be used to update the Annual Remediation Fee Billing Contact or Remedial Action Permits.** The fee billing contact must be updated via NJDEP Online at <http://www.nj.gov/dep/online>.
- b) Pursuant to N.J.S.A. 58:10B-12o, the NJDEP is required to ensure that each final remediation document (No Further Action Letter (NFA) or Response Action Outcome (RAO)) and Remedial Action Permit include a condition for maintaining a current name and address with the NJDEP. This condition requires that each person who was liable for remediation pursuant N.J.S.A. 58:10-23.11g (Spill Compensation and Control Act) and who remains liable for the discharge on that site due to a possibility that a remediation standard may change, undiscovered contamination may be found, or because an engineering control was used to remediate the discharge, shall maintain with the NJDEP a current address at which that person may be contacted in the event additional remediation needs to be performed at the site. This form should be used to provide name and address updates to comply with this provision.
- c) **A change in the person responsible for conducting remediation does not affect an entity's status as a responsible party.**
2. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms>.
3. **Signatures.** Certification requirements for each type of information change are detailed in the relevant sections below.
4. 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. Existing Site Name and Location

Complete this section with the existing (old) information. The updated (new) information will be provided in Section C. below.

- **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;
- **Tax Lot Address (if different):** Provide the address of the property as listed in the tax records if it is different than the street address.

- **Municipality:** Provide the name of the municipality(ies) in which the facility 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) 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);
- **Case Tracking Numbers:** Provide all NJDEP generated site identification numbers (UST Notice of Intent to Close numbers, ISRA numbers, etc.);
- **Mailing Address:** Provide only if different from the Street Address.
- **Municipality / State / Zip code:** Provide only if Mailing Address is different than Street Address.

Section B. Information to be Updated

Indicate the type of information to be updated. Check all that apply, then complete the corresponding section(s) of the form and the appropriate certifications as indicated below. When required to complete a section of this form, complete the entire section, providing all information requested (not just the information being changed). The specific sections that must be completed for each change are detailed below.

Note Definitions:

A Responsible Party is a party that has an affirmative obligation to remediate, as defined by the Brownfield and Contaminated Sites Act, N.J.S.A. 58:10B-1.3, as stated below:

"An owner or operator of an industrial establishment subject to the provisions of P.L. 1983, c.330 (C.13:1K-6 et al.), the discharger of a hazardous substance or a person in any way responsible for a hazardous substance pursuant to the provisions of subsection c. of section 8 of P.L. 1976, c.141 (C.58:10-23.11g), or the owner or operator of an underground storage tank regulated pursuant to the provisions of P.L. 1986, c.102 (C.58:10A-21 et seq.), that has discharged a hazardous substance, shall remediate the discharge of a hazardous substance."

A Person Responsible for Conducting the Remediation includes all parties who are conducting remediation, regardless of their status as a Responsible Party. A Person Responsible for Conducting the Remediation is defined by SRRA, N.J.S.A. 58:10C-2, as stated below:

"Person responsible for conducting the remediation" means (1) any person who executes or is otherwise subject to an oversight document to remediate a contaminated site, (2) the owner or operator of an industrial establishment subject to P.L. 1983, c.330 (C.13:1K-6 et al.), for the remediation of a discharge, (3) the owner or operator of an underground storage tank subject to P.L. 1986, c.102 (C.58:10A-21 et seq.), for the remediation of a discharge, (4) any other person who discharges a hazardous substance or is in any way responsible for a hazardous substance, pursuant to section 8 of P.L. 1976, c.141 (C.58:10-23.11g), that was discharged at a contaminated site, or (5) any other person who is remediating a site."

1. Changes in Site Address or Block and Lot Information:

- Provide the changes in address or block and lot information in *Section C. Changes in Site Address or Block and Lot Information*;
- Provide both address and block and lot information (not just the information being changed).
- If providing changes to block and lot information **attach map(s)** showing the old and new block and lot configuration;
- Requires certification by *either* the responsible party or the person responsible for conducting remediation. Complete either *Section D. Responsible Party Information and Certification*, or *Section E. Person Conducting the Remediation Information and Certification*.

Note: If more than one block and lot, the blocks and lots must be contiguous and have the same owner.

2. Changes in Responsible Party Information:

- Select either:
 - I am adding Myself as a Responsible Party
 - I am Updating the Responsible Party's Contact Information
- Provide the changes in information in *Section D. Responsible Party Information and Certification*. Complete the entire section, providing all information requested (not just the information being changed).

- Requires certification by the responsible party.
- This form **cannot** be used to change the name of, or remove a responsible party, only to change contact information, or add yourself as a responsible party;
- A change in the “Person Responsible for Conducting Remediation” does not affect an entity’s status as a responsible party.

3. Changes in Person Responsible for Conducting Remediation Information:

- Select either:
 - I am changing the Person Responsible for Conducting Remediation (**Entity is Changing**)
 - I am Updating the Contact Information for the Person Responsible for Conducting Remediation (**Entity remains the same**)
- Provide the changes in information in *Section E. Person Responsible for Conducting Remediation information and Certification*. Complete the entire section, providing all information requested (not just the information being changed).
- Requires certification by the Person Responsible for Conducting Remediation.
- Changing the Person Responsible for Conducting Remediation also requires the Annual Remediation Fee Billing Contact be updated via NJDEP Online at <http://www.nj.gov/dep/online>;
- A change in the person conducting remediation does not affect an entity’s status as a responsible party;
- If the LSRP assigned to this site will change, a completed LSRP Notification of Retention or Dismissal Form must be filed electronically through NJDEP Online at <http://www.nj.gov/dep/online> to dismiss the assigned LSRP, and a separate complete LSRP Notification of Retention or Dismissal Form must be filed to retain the new LSRP.

4. Changes in LSRP Contact Information:

- If a LSRP is updating contact information they do not need to fill out Section A.;
- Provide the changes and complete the certification in *Section J. Licensed Site Remediation Professional Information and Certification*;
- This form **cannot** be used to change the name of the LSRP assigned to the site, only contact information. To change the LSRP for the site, a completed LSRP Notification of Retention or Dismissal Form must be filed electronically through NJDEP Online at <http://www.nj.gov/dep/online> to dismiss the assigned LSRP. A separate complete LSRP Notification of Retention or Dismissal Form must be filed to retain the new LSRP.
- This form updates license information in the NJDEP’s the database. It will not update your user profile information on NJDEP Online. You must update that information yourself on NJDEP Online available at: <http://www.nj.gov/dep/online>.

Section C. Changes in Site Address or Block and Lot Information

- Complete this section to report changes in the site address or block and lot information for the site.
- If more than one block and lot, the blocks and lots must be contiguous and have the same owner.
- Requires certification by either the responsible party or the person responsible for conducting remediation.

Section D. Responsible Party Information and Certification

The certification in this section shall be signed and dated by the responsible party. 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 responsible party;
- Provide the Name of Organization / Affiliation;
- Provide the full name of the representative of the responsible party, pursuant to N.J.A.C. 7:26C-1. Enter "Same" if the representative is the same person as the responsible party;
- Provide the title of the representative of the responsible party;
- Provide the telephone number, extension number, and fax number of the representative of the responsible party;
- Provide the mailing address, including the city/town, state, and zip code of the representative of the responsible party;
- Provide the email address of the representative of the responsible party;
- Indicate your relationship to the site: property owner, leasehold, developer, or other;
- The representative for the responsible party shall provide:
 - ❖ His/her signature where indicated;
 - ❖ His/her name and title (i.e., President, CEO); and
 - ❖ The date when the signing occurred.

Section E. 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 person conducting the remediation 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:
 - iv. 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);
 - v. The written authorization is submitted to the NJDEP along with the certification; and
 - vi. 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 Name of Organization / Affiliation;
 - 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 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;

- Indicate your relationship to the site: property owner, leasehold, developer, or other;
- 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.

Section F. Licensed Site Remediation Professional Information and Certification

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