



## **Documentation Plan Template Now Available**

### **Who is affected by this initiative?**

Facilities in New Jersey regulated by the Toxic Catastrophe Prevention Act (TCPA) Program rules, N.J.A.C. 7:31. These facilities include sites that have or generate Extraordinarily Hazardous Substances (EHS).

### **Why would I need help?**

TCPA facilities are required to have a documentation plan listing all the documents in their risk management program pursuant to N.J.A.C. 7:31-1.1. The documentation must include the document titles, identification numbers, and locations. The documentation plan must identify all risk management program documentation such as procedures, process safety information, records, reports, and tracking systems. The length of the listing will vary by facility. The TCPA program developed this template to include a listing of documents required by each subject area of the Federal and State rules.

### **What compliance assistance is available?**

This is an optional comprehensive resource for the TCPA regulated facilities and makes it easier to comply with the documentation plan requirement. It is a recommended format for the TCPA documentation plan. The template is available for viewing and download from the “Special Topics Guidance” section of [www.nj.gov/dep/enforcement/tcpa/tcpadown.htm](http://www.nj.gov/dep/enforcement/tcpa/tcpadown.htm).

### **Who should I contact with questions?**

Questions can be directed to the Bureau of Release Prevention’s TCPA section in the Compliance and Enforcement Program at (609) 633-0610 or [tcpa@dep.nj.gov](mailto:tcpa@dep.nj.gov).

### **Where can I get more information?**

The following websites can be accessed for additional information:

- The Toxic Catastrophe Prevention Act Program website: [www.nj.gov/dep/enforcement/tcpa.html](http://www.nj.gov/dep/enforcement/tcpa.html)
- For general NJDEP information (Contact NJDEP): [www.nj.gov/cgi-bin/dep/contactdep.pl](http://www.nj.gov/cgi-bin/dep/contactdep.pl)
- To comment on this advisory: [www.nj.gov/dep/enforcement/survey.html](http://www.nj.gov/dep/enforcement/survey.html)

Please note this advisory is intended to be a summary explanation of a department initiative. It does not include all potentially applicable requirements. If you have any questions related to compliance with this initiative, please contact the Enforcement number listed above.