

**NJEMS**



# PRE-SCI NJEMS

- Print out or write down Registration info
- This should include number of USTs, volume, contents, construction of tanks and piping, type of piping operation, insurance info, owner/operator info, SRP-PI#, effective/expiration dates, installation/upgrade date, in/out of service, active/closed remedial case (LSRP)
- If facility is a GDF, Air-PI# and permit info (If GP-004A, stage 1 and 2 system info, and throughput option selected)
- Previous enforcement actions still effective or pending???
- Create pending SCI gray bar (CEHA-UST Inspection)

# Post-Inspection

- Enter inspection report (include UST and Air checklists, and as much info as possible)
- If violations were present, create Field NOV (CEHA-NOV) by using the checkbox at the bottom of the checklist
- Enter RP in FNOV
- Fill out activity tracking for both NOV and inspection report.  
Assign “review and approve” task to me.

# Follow ups

- If no follow-up site visit is needed, only documentation is submitted, simply create a “follow up” task in activity tracking of FNOV and leave a comment
- If you perform a site visit, create a short checklist under the FNOV gray bar and include only items previously marked “OC”. Also, add the task in activity tracking.
- If no non-minor violations were included, FNOV can be closed
- If non-minor violations included, create a CEHA Offer of Settlement
- If they never return to compliance, refer to DEP

# Settlements

- CEHAs do not issue penalty assessments in the UST program, only settlements
- When facility returns to compliance, and no historical outstanding issues remain, they can be offered an up-front offer of settlement
- Create the CEHA Offer of Settlement gray bar, include the enforcement action (bring forward violations from FNOV), Settlement Conference Summary, and Settlement document

# Settlements

- FNOV should be superseded
- Make sure activity tracking is filled out and “review and approval” is in my name
- I will lock SCS upon approval, but will not make action “effective” and lock document until I’m told the offer has been accepted.
- Once penalty is paid in full, the action can be closed
- If they reject settlement, refer to DEP

# Data/Reports

- Always remember, big brother is watching
- Monthly reports are generated
- Stay on top of your to-do list and violation list!
- When I find old issues during normal review and approve activities, I will email or call
- **Your annual work is NOT complete (and grant money will not be released) until everything is entered into NJEMS properly**
- **Ask questions if you're unsure of something!**