

FOR GENERAL INQUIRIES
REGARDING THIS BILL
CONTACT:
DIRECT BILLING & COST RECOVERY
UNIT
PO BOX 0413 - 6TH FLOOR WEST
TRENTON, NJ 08625-0413
(609) 633-0701 (PHONE)
(609) 633-1439 (FAX)

FOR CASE SPECIFIC QUESTIONS
YOU SHOULD CONTACT YOUR CASE
MANAGER. YOUR CASE MANAGER'S
NAME AND LEAD PROGRAM ARE
FIRST LISTED ON THE 'BALANCE
AND INTEREST SUMMARY' PAGE OF
THE INVOICE ATTACHMENTS

LEAD PROGRAM: BUST
BUREAU OF UNDERGROUND STORAGE
TANKS
PO BOX 0433
TRENTON, NJ 08625-0433
PHONE: (609) 292-8761
FAX: (609) 777-4285

Address and Phone information
for the Direct Billing and Cost
Recovery Unit.

LEAD PROGRAM: BFO-N
BUREAU OF NORTHERN FIELD
OPERATIONS
7 RIDGEDALE AVE
CEDAR KNOLLS, NJ 07927
PHONE: (973) 631-6401
FAX: (973) 656-4440

LEAD PROGRAM: BFO-S
BUREAU OF SOUTHERN FIELD
OPERATIONS
PO BOX 0407
TRENTON, NJ 08625-0407
PHONE: (609) 584-4150
FAX: (609) 584-4170

LEAD PROGRAM: BCM
BUREAU OF CASE MANAGEMENT
PO BOX 0028
TRENTON, NJ 08625-0028
PHONE: (609) 633-1455
FAX: (609) 633-1439

LEAD PROGRAM: BOMM
BUREAU OF OPERATION
MAINTENANCE & MONITORING
PO BOX 0413
TRENTON, NJ 08625-0413
PHONE: (609) 984-2990
FAX: (609) 633-2360

LEAD PROGRAM: ISRA
BUREAU OF INDUSTRIAL SITE
REMEDICATION
PO BOX 0432
TRENTON, NJ 08625-0432
PHONE: (609) 777-0899
FAX: (609) 633-1454

LEAD PROGRAM: BER
BUREAU OF EMERGENCY RESPONSE
PO BOX 0028
TRENTON, NJ 08625-0028
PHONE: (609) 633-2168
FAX: (609) 777-0985

D9901B (Rev. 03-14-02)

REQUESTED CHANGES TO INFORMATION FOR PRIMARY BILLING PARTY

Contact Organization: _____

Contact Person: _____ Phone No.: _____

Street Address: _____

Postal City: _____ State: _____ Zip: _____

D9901B

NOTE: The values shown on this sample invoice are only examples. Your invoice may have different values.



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
SITE REMEDIATION - OVERSIGHT COSTS

INVOICE NO.
 012345678

Program Interest
JOHN DOE & SMITH LLP 1234 MAIN ST Anytown NJ 08808-1234 123456

Type of Notice
ORIGINAL (NON-INITIAL)

Amount Due
\$ 1,096.81

Billing Date
12/06/07

Due Date
02/04/08

NJEMS Bill ID
000000012345678

Remedial Action and Construction
 UST Remediation
 This bill was created BY the Assessments TRIGGER.

ASSESSMENTS
 Start-End Date: 12/05/2007-12/05/2007 Activity: **USR000001**
 Assessment Type: FEE(Oversight - Balance Transfer) Status: Open (Pending Payment)
 Regulatory Basis: Amount: \$ 0.00

Start-End Date: 12/06/2007-12/06/2007 Activity: **USR000001**
 Assessment Type: FEE(Oversight - Spill Fund) Status: Open (Pending Payment)
 Regulatory Basis: Amount: \$ 398.59

Start-End Date: 12/06/2007-12/06/2007 Activity: **USR000001**
 Assessment Type: FEE(Oversight - HDSRF) Status: Open (Pending Payment)
 Regulatory Basis: Amount: \$ 698.22

Total Amount Assessed: \$ 1,096.81

Assessment Type
FEE (Oversight - Balance Transfer). This field is used for DEP accounting. This assessment is created when the outstanding balance from DEP's old Direct Billing System is transferred into the new NJEMS based billing system.

Regulatory Basis: N.J.A.C. Chapter 26C, Department Oversight of the Remediation of Contaminated Sites

Assessment Types
FEE (Oversight - Spill Fund) or FEE (Oversight - HDSRF).
 This field is used for DEP accounting and represents where a DEP employee's salary is derived from, i.e., the 'Spill Fund' or the 'Hazardous Discharge Site Remediation Fund'.

Activity: A DEP identification number used for the type of activity that generated the invoice.

NOTE: The values shown on this sample invoice are only examples. Your invoice may have different values.



SITE REMEDIATION - OVERSIGHT COSTS

Program Interest

Program Interest ID #: This is a unique identification number used by the Site Remediation Program.

Anytown NJ 08808-1234

1234

Balance and Interest Summary Page: This page shows a summary of the total outstanding amount of the invoice broken down by the type of assessment as well as the interest rate currently in effect and any accrued interest charges based on overdue charges.

ORIGINAL (NO)

Billing Date

12/06/07

Amount Due

\$ 1,096.81

NJEMS Bill ID

000012345678

BALANCE AND INTEREST SUMMARY

CASE INFORMATION

PI ID : 123456
 LOCATION: 1234 MAIN ST
 Anytown NJ 08808-1234

DEP CASE MANAGER : Morrow, J
 ACTIVITY INFORMATION: USR000001
 LEAD PROGRAM : BUST

DEP Case Manager: Indicates the current or last active Site Remediation Program Case Manager.

Activity: A DEP identification number used for the type of activity that generated the invoice.

Lead Program: Indicates the current or last active lead program (bureau) for the Site Remediation Program. Refer to Lead Program Contact information on the back of the first page of your invoice.

PAYMENTS RECEIVED:

OUTSTANDING BALANCE PENALTY ASSESSMENT SUMMARY

ASSESSMENT DATE	ASSESSMENT TYPE	OUTSTANDING AMOUNT
12/05/2007	FEE(Oversight - Balance Transfer)	\$0.00
12/06/2007	FEE(Oversight - Spill Fund)	\$398.59
12/06/2007	FEE(Oversight - HDSRF)	\$698.22
Total Amount Outstanding		\$1,096.81

Interest rate currently in effect : 00%

Issue Date: 12/06/2007

Interest Rate: Current interest rate in effect and that was applied to an overdue balance if applicable.

Assessment Types
 FEE (Oversight - Spill Fund) or FEE (Oversight - HDSRF). This field is used for DEP accounting and represents where a DEP employee's salary is derived from, i.e., the 'Spill Fund' or the 'Hazardous Discharge Site Remediation Fund'.

Assessment Type:
 FEE (Oversight - Balance Transfer). This field is used for DEP accounting. This assessment is created when the outstanding balance from DEP's old Direct Billing System is transferred into the new NJEMS based billing system.

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- OVERSIGHT COSTS

Progr
JOHN DOE & SMITH LL
1234 MAIN ST
Anytown NJ 08808-12
123456

Additive Rate %: The salary additive rate represents the prorated percentage of charges attributable to NJDEP employees' reimbursable "down time."
Reimbursable "down time" includes vacation time, administrative leave, compensatory time, sick leave, holiday time, emergency or early closing, jury duty, absent with pay, convention, injury in the line of duty (SLI), military allowance with pay, union negotiating sessions, lost time on first day of injury, counseling employee advisory service, union business activities, grievances/hearings/Department conferences, civil service examinations, absent with pay in lieu of working holiday, and workers' compensation/SLI.

Type of Notice
(NON-INITIAL)
Date
/07

Amount Due
\$ 1,096.81

Expenditure Summary: The calculations on this page represent the oversight cost formula used by the Department for oversight activities that are directly billed to the person conducting the remediation of a site. This formula is found in the Oversight Rules, 7:26C at: http://www.state.nj.us/dep/srp/regs/oversight/oversight_09.pdf

EXPENDITURE SUMMARY
FOR PERIOD 06/09/2007 TO 10/12/2007

CASE INFORMATION

PI ID : 123456
LOCATION: 1234 MAIN
Anytown NJ 08808-1234

DEP CASE MANAGER : Morrow, J
ACTIVITY INFORMATION: USR000001
LEAD PROGRAM : BUST

DEP ADMINISTRATIVE CHARGES FOR OVERSIGHT

SALARY ADDITIVE & FRINGE BENEFIT RATE CALCULATION (A)

	FY2007	FY2008
Additive Calculation		
Base Salaries*	\$20.66	\$297.11
Additive Rate %	23.00%	
Additive Amount (Base Salary x Additive Rate)	\$4.75	
Additive Subtotal		
Fringe Benefit Calculation		
Fringe Rate %		
Fringe Amount (Additive Subtotal x Fringe Rate)	\$34.24	\$486.59
SUBTOTAL A (Additive Subtotal + Fringe Amt)		

Base Salaries: This is the sum of the salary 'amounts' on the "Cost Analysis (Salary)" page of the invoice.

Fringe Rate %: Represents the Department's percentage charges for the following benefits: pension, health benefits including prescription drug and dental care program, workers compensation temporary disability insurance, unused sick leave and FICA.

Salary Additive & Fringe Benefit Rate Calculation: This section of the page shows, by fiscal year, the calculation of the 'Additive Sub-total' (Base Salary x Additive Rate). It also shows the calculation of the 'Fringe Benefit' (Additive Sub-total x Fringe Rate). These two calculations are combined into 'SUBTOTAL A'.

INDIRECT SALARY COSTS CALCULATION (B)

	FY2007	FY2008
Base Salaries*	\$20.66	\$297.11
Indirect Rate %	95.29%	163.09%
SUBTOTAL B (Base Salary x Indirect Rate)	\$19.69	\$484.54
Case Mgmt. Cost (Subtotal A + Subtotal B)	\$53.93	\$971.13

Base Salaries: This is the sum of the salary 'amounts' on the "Cost Analysis (Salary)" page of the invoice.

Indirect Salary Costs Calculation: This section of the page shows, by fiscal year, the calculation of the indirect salary costs (Base Salary x Indirect Rate). This calculation is shown as 'SUBTOTAL B'.

Total CASE Management Costs \$1,025.06

Direct Costs:
Division Of Law Administration Charges \$0.00
Non-Salary Costs** \$71.75

Grand Total

Division of Law Administrative Charges: Charges would list here if a delinquent account had been referred to the Division of Law for cost recovery services.

Indirect Rate %: The rate which has been developed for the recovery of indirect program costs in the Site Remediation Program. This indirect rate is developed by the Department on an annual basis in accordance with the New Jersey Department of Treasury. The components of the indirect program cost rate include the Department's operating and overhead expenses that cannot be coded as direct salary charges for a particular case. In addition, the indirect cost rate includes the Site Remediation Program's proportionate share of the costs associated with the Offices of the Commissioner, the Division of Financial Management and General Services, and the Division of Personnel.

Non-Salary Costs: See "Cost Analysis (Non-Salary)" page for the detailed breakdown of the direct costs. Examples of Direct Costs are equipment or supply costs as well as Emergency Response overtime hours. These costs are not subject to additive, fringe, or indirect multipliers.

Issue Date: 12/06/2007

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NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
SITE REMEDIATION - OVERSIGHT COSTS

INVOICE NO.
 012345678

Program Interest
JOHN DOE & SMITH LLP 1234 MAIN ST Anytown NJ 08808-1234 123456

Type of Notice	
ORIGINAL (NON-INITIAL)	
Billing Date	Due Date
12/06/07	02/04/08

Cost Analysis (Salary): Contains information on the Department's salary charges incurred on the case during the period indicated. This breakdown includes, in part, the DEP staff member who charged time to the case, the two-week pay period during which the time was charged, a description of the activity performed and the direct salary cost incurred by the Department. This section may be multiple pages.

**COST ANALYSIS (SALARY)
 FOR PERIOD 06/09/2007 TO 10/12/2007**

CASE INFORMATION

PI ID : 123456
 LOCATION: 1234 MAIN ST
 Anytown NJ

DEP CASE MANAGER : Morrow, J
 ACTIVITY INFORMATION: USR000001
 LEAD PROGRAM : BUST

DEP SALARY CHARGES

FISCAL YEAR	ACTIVITY DESCRIPTION	JOB NUMBER	NAME	PERIOD ENDING	HOURS	AMOUNT
2007	SITE STAT REP/UPDATE	A1234567	MORROW J	06/22/2007	.50	\$20.66
2008	DATA VALIDATION	A1234567	MIN D	09/14/2007	2.00	\$97.55
2008	DATA VALIDATION	A1234567	ANGUILIANO J	09/28/2007	.50	\$24.39
2008	FILE MAINTENANCE	A1234567	MORROW J	09/27/2007	.50	\$21.20
2008	POTABLE WELL LETTERS	A1234567	MORROW J	09/25/2007	.00	\$42.39
2008	POTABLE WELL LETTERS	A1234567	MORROW J	10/01/2007	.00	\$84.78
2008	WELL MANAGEMENT/SUPERVISOR	A1234567	LISZEWSKI J	10/01/2007	.00	\$26.79

Issue Date: 12/06/2007

Activity Description: A general description of the type of activity or document review performed by DEP staff (or vendor in the case of the non-salary cost page).

Job Number: This is a unique identification number used by the DEP to track staff time associated with a case.

Name: The name of the DEP staff member who performed that activity during that billing period.

Period Ending: Represents the last calendar day of the prior two week period in which the 'hours' were billed (e.g. 06/22/2007 actually represents the two week period from 06/09/2007 - 06/22/2007).

Hours: Represents the total hours worked by DEP staff during the two week period preceding the date indicated in the Period Ending column.

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NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
SITE REMEDIATION - OVERSIGHT COSTS

INVOICE NO.
 012345678

Program Interest
JOHN DOE & SMITH LLP 1234 MAIN ST Anytown NJ 08808-1234 123456

Type of Notice
ORIGINAL (NON-INITIAL)

Amount Due
\$ 1,096.81

Billing Date
12/06/07

Due Date
02/04/08

NJEMS Bill ID
000000012345678

COST ANALYSIS (NON-SALARY)
 FOR PERIOD 06/09/2007 TO 10/12/2007

CASE INFORMATION

PI ID : 123456
 LOCATION: 1234 MAIN ST
 Anytown NJ 08808-1234

DEP CASE MANAGER : MORROW
 ACTIVITY INFORMATION: USR000
 LEAD PROGRAM : BUST

Cost Analysis (Non-Salary): Contains information on the Department's non-salary charges incurred on the case for the period indicated, such as Department sampling or analytical costs, and contractor expenses. This page may include the vendor who worked on the case, the date the invoice was paid, a description of the activity performed and the non-salary cost incurred by the Department. This section may be multiple pages.

NON-SALARY CHARGES FOR OVERSIGHT

FISCAL

YEAR ACTIVITY DESCRIPTION
 2007 EMERGENCY RESPONSE

JOB NUMBER VENDOR
 A1234567 SIMPSON

TRANS

DATE
 06/10/2007

AMOUNT
 \$71.75

Issue Date: 12/06/2007

Activity Description: A general description of the type of activity or document review performed by DEP staff (or vendor in the case of the non-salary cost page).

Vendor: If noted, it represents the name of the vendor to whom payment was made for services.

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