



New Jersey Department of Environmental Protection  
Site Remediation Program

**ANNUAL REMEDIATION FEE REPORTING FORM INSTRUCTIONS**

**General Instructions**

1. **Applicability.** Use this form to submit the applicable annual remediation fee to the New Jersey Department of Environmental Protection (NJDEP). Additional information on fees can be found in the Fee Guidance document at: [http://www.nj.gov/dep/srp/guidance/srra/fees\\_oversight\\_costs.pdf](http://www.nj.gov/dep/srp/guidance/srra/fees_oversight_costs.pdf)
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.** This form must be signed by the person responsible for conducting the remediation and the Licensed Site Remediation Professional (LSRP).
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. Site Name and Location**

- **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 be the mailing address;
- **Municipality:** Provide the name of the municipality and indicate if it is a township, a borough, or a city. NOTE: This should be the name of the municipality and not the local name;
- **County:** Provide the name of the county where the site is located;
- **Zip code:** self explanatory
- **Program Interest (PI) Numbers:** The PI Number is assigned by the Department and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank.
- **Case Tracking Numbers:** Provide all NJDEP generated site identification numbers (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.);
- **Date Remediation Initiated:** Provide the Date Remediation Initiated: A person initiates remediation when:
  - 1) The date a person discovers or becomes liable in any way for a discharge;
  - 2) The date the owner or operator of a regulated tank system:
    - i) Determines there has been a known or suspected discharge from the regulated tank system, pursuant to N.J.A.C. 7:14B; or
    - ii) Closes a regulated tank system pursuant to N.J.A.C. 7:14B-8.1(a)6, 9.1(d) and N.J.A.C. 7:14B-9.2l;
  - 3) The date the owner or operator of an ISRA industrial establishment files their General Information Notice (GIN) with the NJDEP provided that the GIN is filed pursuant to the timeframes set forth in ISRA;
  - 4) The person submits a document to the NJDEP concerning a site for which the NJDEP has rescinded a no further action letter or has invalidated a response action outcome, prior to the submission of the document; or
  - 5) When additional remediation or other activities would result in the need to file a new deed notice or replace a declaration of environmental restrictions, associated with the real property.
- Indicate if this submittal is for the first Annual fee or a renewal.

## Section B. Fee Billing Contact

Provide the business name, contact name, address and phone where the annual permit fee invoice should be mailed.

## Section C. Category Fee

Pursuant to N.J.A.C. 7:26C-2.4 and N.J.A.C. 7:26C-4.3, the person responsible for conducting the remediation shall submit the applicable annual remediation fee to the Department. Check the box for the appropriate fee category and enter the fee amount in the space provided.

- a. A person shall pay a nonrefundable annual remediation fee, which shall be the sum of the applicable category fee as determined pursuant to b. below, and the total contaminated media fee as calculated in Section D below.
- b. The applicable category fee shall be assessed as follows:
  - i. **Category 1, \$450:**
    - (1) There are zero or one areas of concern, and there are no contaminated regulated underground storage tanks; (exception: see 4 below)
    - (2) Historic fill is the only contaminated area of concern; or
    - (3) The number of contaminated areas of concern has not been determined based on the information known at the time the fee is calculated;
    - (4) Where a single regulated heating oil tank system is the only area of concern at the site.
  - ii. **Category 2, \$900:**
    - (1) Two through ten contaminated areas of concern;
    - (2) The areas of concern are limited to any number of contaminated regulated underground storage tanks except a single regulated heating oil tank system, and there are no other contaminated areas of concern;
  - iii. **Category 3, \$5,000:**
    - (1) There are 11 through 20 contaminated areas of concern;
    - (2) There are 11 through 20 contaminated areas of concern, at least one of which is a contaminated regulated underground storage tank area of concern; or
    - (3) There is at least one sanitary landfill area of concern, whether by itself or with any other contaminated areas of concern; and
  - iv. **Category 4, \$9,500:**
    - (1) There are more than 20 contaminated areas of concern; or
    - (2) There are more than 20 contaminated areas of concern, at least one of which is a contaminated regulated underground storage tank area of concern.

## Section D. Contaminated Media Fee

Select additional fee(s) as appropriate pursuant to N.J.A.C. 7:26C-4.3.

The total contaminated media fee is as follows. A fee shall be assessed for each separate contaminated medium that is present at the site as determined from the following list. The total contaminated media fee shall be the sum of the individual contaminated medium fees. Media fees must always be accompanied by the CAOC Category Fee, (i.e., 0-1 CAOC at a minimum) identified in Section C above.

### i. **Ground Water, \$1,400:**

The contaminated ground water additive applies when ground water contamination is present at the site above the applicable Ground Water Quality Standards (<http://www.nj.gov/dep/wms/bwqsa/gwqs.htm>). The person responsible for conducting the remediation shall only include the contaminated ground water additive once for each site, regardless of the size of the plume or the number of plumes (distinct or comingled) at the site. This contaminated ground water additive applies until an LSRP has issued a RAO that includes all of the contaminated ground water at the site. A contaminated ground water additive applies to sites conducting background ground water investigations until that contamination is proven to be unrelated to the site.

ii. **Sediment \$1,400:**

The contaminated sediment additive applies when sediments are contaminated above the applicable screening value specified in the Department's "Guidance for Sediment Quality Evaluation" (<http://www.nj.gov/dep/srp/regs/sediment/>) and the contaminant is attributable to the site. This contaminated sediment additive applies until an LSRP has issued an RAO for all of the contaminated sediment attributable to the site

iii. **Contaminated ground water contaminated above a Surface Water Quality Standard as defined in N.J.A.C. 7:9B that is migrating into surface water, \$1,400:**

The contaminated surface water additive applies when there is an ongoing unpermitted discharge from ground water at the site, to surface water at levels that exceed the applicable Surface Water Quality Standards, N.J.A.C. 7:9B (<http://www.nj.gov/dep/wms/bwqsa/swqs.htm>). The contaminated surface water additive applies until an LSRP has determined that the discharge to surface water no longer exceeds the Surface Water Quality Standards.

Enter the appropriate media fee amount in "Subtotal Fee from Section D".

The total fee, which is the sum of the subtotals in Sections C and D, is automatically calculated and entered on the form. This is the amount that shall be submitted with this form unless prorating applies (see Section E ). Checks shall be made payable to "Treasurer – State of New Jersey." Provide the check number in the space provided.

### **Section E. Prorated Fees**

If this submittal is the first annual fee, determine the appropriate fee based on the table below. Enter the amount on the form and provide the check number. The first annual remediation fee shall be due on or before June 20, 2012, and the amount shall be based on the county in which the site is located as indicated in lines 1 through 4 of Table 4-1 below, as follows:

- (1) Each person whose site is located in Hudson, Middlesex and Monmouth counties shall pay the amount indicated on line 1 of Table 4-1 below;
- (2) Each person whose site is located in Atlantic, Hunterdon, Morris, Passaic and Union counties shall pay the amount indicated on line 2 of Table 4-1 below;
- (3) Each person whose site is located in Cape May, Cumberland, Gloucester, Mercer, Ocean, Salem, Somerset, Sussex and Warren counties or out-of-State shall pay the amount indicated on line 3 of Table 4-1 below; and
- (4) Each person whose site is located in Bergen, Burlington, Camden or Essex counties shall pay the amount indicated on line 4 of Table 4-1 below;

### **Columns in Prorated Fee Table specify the following:**

- (1) Column I specifies the county in which the site is located;
- (2) Column II specifies the fee amount due that all persons responsible for conducting the remediation who meet the criteria in (a)4i shall pay, calculated as the pro-rated percentage of the annual remediation fee based on the assigned anniversary month (for example, if the assigned anniversary month is September, the pro-rated percentage is 25 percent, June to September);
- (3) Column III specifies the number of contaminated media at the site;
- (4) Columns IV through VII specify the specific dollar amount (rounded to the nearest dollar) the person responsible for conducting the remediation owes based on category and number of contaminated media at the site;
- (5) Column VIII specifies the date that the second and subsequent annual remediation fee shall be due.

**Prorated Fee Table**

I. County of Origin of Site	II. Fee Amount Due June 20, 2012	III. Number of Contaminated Media	Initial Fee Amount By Category				VIII. Anniversary Date for Second and Subsequent Annual Remediation Fees
			IV. 0-1 Contaminated Areas of Concern Cat. 1	V. 2-10 Contaminated Areas of Concern Cat. 2	VI. 11-20 Contaminated Areas of Concern Cat. 3	VII. >21 Contaminated Areas of Concern Cat. 4	
1. Hudson, Middlesex, Monmouth	25% of Full Annual Remediation Fee	No Contaminated Media	\$ 113	\$ 225	\$ 1,250	\$ 2,375	September 1, 2012 and each September 1 thereafter
		1 Contaminated Media	\$ 463	\$ 575	\$ 1,600	\$ 2,725	
		2 Contaminated Media	\$ 813	\$ 925	\$ 1,950	\$ 3,075	
		3 Contaminated Media	\$ 1,163	\$ 1,275	\$ 2,300	\$ 3,425	
2. Atlantic, Hunterdon, Morris, Passaic, Union	50% of Full Annual Remediation Fee	No Contaminated Media	\$ 225	\$ 450	\$ 2,500	\$ 4,750	December 1, 2012 and each December 1 thereafter
		1 Contaminated Media	\$ 925	\$ 1,150	\$ 3,200	\$ 5,450	
		2 Contaminated Media	\$ 1,625	\$ 1,850	\$ 3,900	\$ 6,150	
		3 Contaminated Media	\$ 2,325	\$ 2,550	\$ 4,600	\$ 6,850	
3. Cape May, Cumberland, Gloucester, Mercer, Ocean, Salem, Somerset, Sussex, Warren, Out-of-State	75% of Full Annual Remediation Fee	No Contaminated Media	\$ 338	\$ 675	\$ 3,750	\$ 7,125	March 1, 2013 and each March 1 thereafter
		1 Contaminated Media	\$ 1,388	\$ 1,725	\$ 4,800	\$ 8,175	
		2 Contaminated Media	\$ 2,438	\$ 2,775	\$ 5,850	\$ 9,225	
		3 Contaminated Media	\$ 3,488	\$ 3,825	\$ 6,900	\$ 10,275	
4. Bergen, Burlington, Camden, Essex	100% of Full Annual Remediation Fee	No Contaminated Media	\$ 450	\$ 900	\$ 5,000	\$ 9,500	June 1, 2013 and each June 1 thereafter
		1 Contaminated Media	\$ 1,850	\$ 2,300	\$ 6,400	\$ 10,900	
		2 Contaminated Media	\$ 3,250	\$ 3,700	\$ 7,800	\$ 12,300	
		3 Contaminated Media	\$ 4,650	\$ 5,100	\$ 9,200	\$ 13,700	

## Section F. 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 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 Department 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 Department 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 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 responsible for 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;
- 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.
- The person responsible for conducting the remediation should note by placing an X in the box if there have been no changes since the last submittal.

#### **Section G. Licensed Site Remediation Professional Information and Statement**

- 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 Licensed Site Remediation Professional should indicate the level of oversight he/she provided by placing an "X" in appropriate box(es).
- The certification in this section shall be signed and dated by the Licensed Site Remediation Professional.
- The Licensed Site Remediation Professional should indicate by placing an "X" in the box if there have been no changes since the last submittal.