



New Jersey Department of Environmental Protection Site Remediation Program

CASE CREATION REQUEST FORM - INSTRUCTIONS (Only for the special circumstances listed below)

General Instructions

1. **Applicability.** Use this form to request the New Jersey Department of Environmental Protection (NJDEP) create a case (LSR Activity) for the following special cases:
 - **CDN for Historic Fill Only** Use this form to notify the New Jersey Department of Environmental Protection (NJDEP) of a discharge when the only contaminated Area Of Concern (AOC) at the site is historic fill. If contaminated historic fill material is the only AOC identified at the site, you are not required to call NJDEP's Hotline, however you must submit this form. All other confirmed discharge notices must be submitted online at: <http://www.nj.gov/dep/online/>. If you plan to remediate the Historic Fill AOC under an existing case (LSR Activity), DO NOT submit this form. Instead, just add the Historic Fill AOC to the CID for the existing case.
Additional information regarding historic fill can be found at: https://www.nj.gov/dep/srp/guidance/#historic_fill.
 - **Madden Subject Educational Facility** Additional information on Madden Subject Educational Facilities is available at: <https://www.nj.gov/dep/dccrequest/schools.html>.
 - No Statutory or Regulatory Requirement, but remediation is conducted for the purpose of obtaining a **Response Action Outcome (RAO)**

The information on this form will be used to create or update the site information in the NJDEP's New Jersey Environmental Management System Database. Please complete the form as accurately and completely as possible.

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/sra/forms/>.
3. **Signatures.** This form must be signed by the person responsible for conducting the remediation.
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; and should be consistent with what is in the tax database(s) (e.g., etaxmaps.com and http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?district=1301&ms_user=monm); if not consistent, then provide additional documentation;
- **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:** Self-explanatory;
- **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). If this is a new site with no previous SRP involvement, leave blank.
- **Date Historic Fill Identified** (if applicable) self-explanatory

- **State Plane Coordinates:** The (X,Y) coordinates are computed by projecting latitudes and longitudes from a mathematical approximation of the earth (i.e., NAD 83) onto a surface that can be laid out flat. Additional information can be found at <http://www.state.nj.us/dep/njgs/geodata/dgs03-1usrqd.htm?Return3=Top>.
- **Municipal Block(s) and lot(s):** Provide all lot and block numbers for the site.

Section B. Current Owner of the Site.

The information submitted on this form should identify the current owner of the real property.

Section C. Site Use

Indicate the current use of the site, and the intended future use, if known.

Section D. 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 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 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.