



**New Jersey Department of Environmental Protection
Site Remediation Program**

INSTRUCTIONS FOR REMEDIATION TIMEFRAME EXTENSION REQUEST FORM

General Instructions

1. **Applicability:** This form is required to be completed and submitted to the Department whenever the person responsible for conducting the remediation will not comply with a regulatory, mandatory or expedited site-specific deadline that applies to the site. This form is to be completed and submitted for all extension requests, including regulatory timeframe extensions deemed to be approved by the Department under N.J.A.C. 7:26C 3.2(c), and extensions of mandatory or site-specific timeframes deemed to be granted by the Department under N.J.A.C. 7:26C 3.5(c).
2. **Form Updates:** This form may be updated periodically. Please use the current version of this form.
3. **Timeframe:** This form shall be submitted:
 - a. No later than 30 days prior to the regulatory timeframe, or
 - b. No later than 60 days prior to the mandatory timeframe, or
 - c. No later than 60 days prior to the expedited site specific timeframe.
4. Please check the appropriate box with regards to the current status of the case, i.e., non-LSRP (existing cases) – cases that have been with the Department prior to November 3, 2009 and are NOT regulated underground storage tanks (USTS); LSRP – cases that have come into the Department on or after November 3, 2009 or have an approved Request To Proceed Without Department Pre-Approvals Form; or Subsurface Evaluator – for existing regulated UST cases and cases with unregulated heating oil tanks (UHOT) where you are an NJDEP licensed Subsurface Evaluator. Insure that the corresponding signature page is included with the form.

Be advised that the Non-LSRP option will only be available until May 7, 2012. Also, the Subsurface Evaluator option will only be available on forms specific to the UHOT Program after May 7, 2012.

Submit this form to:

Bureau of Case Assignment & Initial Notice
Site Remediation Program
NJ Department of Environmental Protection
401-05H
PO Box 420
Trenton, NJ 08625-0420

Specific Instructions by Section

Section A. Site Name and Location

Include case tracking numbers associated with the site. Two commonly used case tracking numbers are the ISRA Case Number and the Incident Number.

Section B. NJDEP Case Manager

If there's an active case with the Department and a case manager has been assigned, complete with "Yes" and specify the case manager. If there's no active cases, complete with "No."

Section C: Extension Request

1. **Column One – Report Type.** Common report types have been identified in the first column. If the document for which you are requesting an extension is not listed, add it under the "Other" category and identify it by name. Asterisked report types are those reports with mandatory timeframes.
2. **Column Two – Original Due Date.** The original due date of a regulatory timeframe is the regulatory timeframe established by all applicable statutes, rules and guidance. The original due date for a document with a mandatory remediation timeframe is the mandatory timeframe due date specific to the site and report type as defined in N.J.A.C. 7:26C-3.3. Enter the original due date in column two as it applies to the specific report type for which an extension is requested. If you are requesting an extension to a regulatory due date for a report that also has a mandatory due date, utilize the regulatory timeframe as the original due date.

3. Column Three – Number of Days Requested Beyond Original Due Date. Enter the number of additional calendar days requested beyond the original due date. For extensions to regulatory timeframes, the additional amount of time shall not exceed any mandatory remediation timeframe or site specific expedited remediation timeframe.
4. Column Four – Proposed Due Date. Enter the proposed extended regulatory or mandatory timeframe due date in this column.
5. Column Five – Mark if this is an Extension to a Regulatory Timeframe. The reports with mandatory timeframes also have regulatory timeframes. Mark the checkbox if the extension is for the regulatory timeframe rather than the mandatory timeframe. Do not mark the checkbox if the extension is also for the mandatory timeframe.
6. Column Six – Mark if this is a Mandatory or an Expedited Site Specific timeframe. Under certain circumstances the Department may establish a mandatory or an expedited site specific remediation timeframe for a site. Mark the checkbox if the original due date for the report in question is a mandatory or an expedited site specific timeframe.

Section D: Justification for Extension.

1. Complete for Remedial Investigation Reports only. Mark the applicable checkbox or boxes. A one-time, one year extension of the regulatory timeframe for completing the remedial investigation and submitting a remedial investigation report may be sought for each checkbox marked as per N.J.A.C. 7:26E-4.10(c).
2. Complete for all document except for the Remedial Investigation Report. Provide the cause or causes for the extra time needed to complete the work. Discuss the steps taken to minimize the extra time needed to complete the work. Provide all of the information in detail that is required under N.J.A.C. 7:26C-3.3 and 3.5, even for extensions deemed approved or deemed granted. Use additional sheets as necessary. Mark the checkbox or boxes that apply for extensions deemed approved, deemed granted, or that require written approval. The conditions for each are stipulated under N.J.A.C. 7:26C-3.

Section E. Person Responsible for Conducting the Remediation Information and Certification

- Provide the full legal name of the person responsible for conducting the remediation i.e., ABC Corporation.
- Provide the full name of the representative of the person responsible for conducting the remediation, pursuant to N.J.A.C. 7:26C-1.
- 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; shall provide his/her title i.e., President, CEO; and shall provide the date when signing occurred. See N.J.A.C. 7:26C-1 to determine who can sign the form.
- The person responsible for conducting the remediation should indicate by placing an "X" in the box if there have been no changes in this section since the last submittal.

Section F. Based on the current case status i.e., non-LSRP (Existing Cases), LSRP and Subsurface Evaluator, please complete the appropriate signature requirements below:

Non-LSRP Site Remediation Professional Statement

- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Site Remediation Professional (Consultant).
- The statement shall be signed and dated by the Site Remediation Professional.
- The Non-LSRP Site Remediation Professional should indicate by placing an "X" in the box if there have been no changes since the last submittal.

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.

Subsurface Evaluator UST Report Certification Form

- The certification in this section shall be signed and dated by the Subsurface Evaluator. Include the evaluator's name, UST certification number, the firm's name, the firm's UST certification number, address (city/town, state, zip code) and telephone number.
- The Subsurface Evaluator should indicate by placing an “X” in the box if there have been no changes since the last submittal.