



New Jersey Department of Environmental Protection Site Remediation Program

ONLINE – UNDERGROUND STORAGE TANK NOTICE OF INTENT TO CLOSE INSTRUCTIONS

Applicability

Use this service when notifying the New Jersey Department of Environmental Protection (NJDEP) of the closure of a regulated Underground Storage Tank System (UST).

Time Frame

Per N.J.A.C. 7:14B-9.2, the owner or operator of an underground storage tank system is required to notify the **NJDEP and all county and municipal health departments and municipal agencies** of the intent to close an underground storage tank system at least 14 calendar days prior to the anticipated closure date. The notification requires **no fee**.

NJDEP Online Account (one time only)

1. The Underground Storage Tank Notice of Intent to Close (NOI) Service may be prepared by another person but must be certified by a Licensed Site Remediation Professional (LSRP).
2. In order to submit forms through NJDEP Online, you must have an NJDEP Online account. If you do not already have an account, go to: <http://www.state.nj.us/dep/online/> for setup instructions.
3. The UST system must be registered. If the UST system is not registered this service cannot be completed. The UST Facility Certification Questionnaire can be found at <http://www.state.nj.us/dep/srp/forms/ust/ust021b.pdf>.
4. Pursuant to 7:14B-9.2 (d)2, the owner or operator of an underground storage tank system shall ensure the system is closed by an LSRP.

MyWorkspace Setup

1. If you do have an account, login, from the 'My Workspace' tab, click on 'User Profile'. Make sure to add your current address and email to your user profile, as the Department will reach out to you there if there are issues with services.
2. Account users will need a PIN number in order to certify. If you do not have an existing PIN, click 'Request Cert PIN' at the top of the page.
3. Click the tab on the Upper left to go to My Workspace, and click 'Configure Services'. Choose 'Underground Storage Tank Notice of Intent to Close' under 'Underground Storage Tank (UST) Program' header, and click 'OK', the Service will be added to My Workspace.
4. If you are filing a NOI, you will need to add the facility you wish to use to My Facilities\Program Interests before running any services. Click 'Add Facilities', choose 'Site Remediation' in the (Optional) Select NJDEP Program: drop-down, and then type in the program interest (facility id) in the Facility ID field, or the Facility name in the Facility name field and click 'Search'. Click the checkbox next to the facility you wish to add to your Facilities, and Click 'Add Selected Facilities'.

Closure Notification – Underground Storage Tank Service

1. **Service Selection:** Click on 'Underground Storage Tank Notice of Intent to Close' link, then on the next page, read the brief instructions and click 'Continue'.
2. **Facility Selection:** Choose one of the facilities you added to your profile by clicking a radio button on the left and click 'Continue'.
3. **Case Selection:** The grid displayed on this page contains a list of Activities (Cases) that are associated with the Facility that you selected on the 'Facility Selection' page. Please select the Activity (Case) that this UST Closure submission will be tracked under and click on 'Continue'. If an Activity (Case) is not chosen, one will be created automatically if the USTs are required to be closed as per N.J.A.C. 7:14B. If you see a case you are not aware of, contact the Bureau of case Assignment and Initial Notice at (609) 292-2943 and ask to speak to the Duty Officer. If no case is available this page will not display.

4. **Submission Name:** The submission name field should contain sufficient useful information such as Facility name to reference the Facility and this particular submission in the future. Add any comments you wish to see associated with this individual service and click 'Continue'. **If the closure has occurred prior to the submittal add any comments that are needed to explain.**
5. **Additional Site Information:** The main purpose of the 'Additional Site Information Page' is to allow you to make a note of the X and Y Coordinates and change them if necessary. Note: The user cannot change or edit the information displayed under the 'Location Address' screen. The name of the City (a local name) may not match the name of the Municipality. Check this information for accuracy, and if it needs to be changed or the address is incorrect, please submit a revised UST Facility Cert Questionnaire which can be downloaded at: <http://www.state.nj.us/dep/srp/forms/ust/ust021b.pdf>. Update X and Y coordinates if they are not correct. In order to do so, click on the "Undo Location" button, click on the new location (Moves the red X mark to a different location) and then click the "Set Location" button.
6. **Location Confirmation:** After you ensure the location of the UST facility listed in the submittal is correct, the Location must be certified which states 'I hereby certify that the location of the property for which I am submitting this service is the same as the site location displayed above' and then click 'Continue'.
7. **Tank Selection:** A list of tanks from the NJDEP's UST Registration database is displayed for the selected UST facility. They represent information submitted by the Owner or Operator on a New Jersey Underground Storage Tank Certification Questionnaire. If the UST(s) is/are not listed, the Owner or Operator must submit a New Jersey Underground Storage Tank Certification Questionnaire registering the UST(s) and have it processed, prior to completing this online form. Changing another UST's information to represent the UST not registered is not permitted. You must check the Select checkbox for the UST(s) that is/are to be included with this submission. Piping length (ft) is a required field. If piping is being closed without an associated tank, please choose 'Yes' for 'Piping Only', otherwise choose No. 'Tank Status' represents the current status prior to the completion of this closure activity.
8. **Contacts:** You must enter all contact information for the Tank Owner, Facility Operator, Responsible Entity, and Fees/Billing Contact. Please note that you may provide additional contact information using the 'ADD Contact' button at the bottom of the page. Add or update as needed, note that a * indicates a required field. Click 'Add Number' if there is no phone number and add a number with a phone type.
9. **Closure Notification Details:** This section asks if Closure has occurred prior to this submittal. If an UST was previously removed, please enter the Closure date and the name of the Company or Individual who performed the Closure. A 'Yes' to the question 'Closure has occurred prior to this submittal?' requires that all fields must have an entry. After research please answer to the best of your ability. In regards to 'abandonment in place', please answer 'No' to the question 'Closure has occurred prior to this submittal?' if the UST has not been closed properly pursuant to the American Petroleum Institute Recommended Practice 1604, "Closure of Underground Petroleum Storage Tanks".
10. **Certification:** LSRPs enter their PIN number to Certify, and click Certify. You may only certify if you have saved your valid LSRP license number to your user profile. NOTE: If another user has prepared the service for the LSRP to certify, as long as you have added the facility to your user profile, you can access services to certify by clicking the 'Certifications' tab in My Workspace. LSRPs can view each service there and certify it. Only services that have reached the certification page will appear in the 'Certifications' tab.
11. **Summary:** Upon successful completion of Certification, a 'Summary' page will be display, which details all the information that has been input by the user from the starting point of this service till completion. This serves as a record for each submission.
12. Completed Services appear in My Workspace under My Services Submitted section. Services where another user has prepared the service but the LSRP has only certified will appear in the LSRP's Certifications tab under Certification History. A confirmation e-mail will be sent to the LSRP, and the Closure Notification will be attached.
13. Please send questions pertaining to the online services to PortalComments@dep.nj.gov.