

Notification and Public Outreach

Action	When	Forms	Other sources of info	N.J.A.C. Rule citations
Hotline notification				
Notify the hotline if: <ul style="list-style-type: none"> • A discharge commences • Contamination caused by a discharge is not known by the Department • There is an immediate environmental concern (IEC) • Contamination has migrated onto the site from another site 	Immediately after discharge is identified (15 min)	NA	1-877 WARNDEP or 1-877-927-6773	7:26C-1.7(a-c) 7:1E-5
Submit written documentation of: <ul style="list-style-type: none"> • A discharge commences • Known or suspected release from a UST • Closure of UST • A site investigation 	Within 14 days after the occurrence of any of the events	Confirmed Discharge Notification Form Notice of Intent to Close a UST (this can only be completed online via NJDEPOnline.com) PA/SI form	Submit to: NJDEP Bureau of Case Assignment & Initial Notice (BCAIN) Mail Code 401-05H 401 East State Street PO Box 420 Trenton, NJ 08625-0420	7:26C-1.7(d) 7:1E-5.7 7:14B-8.1(a)6, 9.1(d), 9.2
Notification and public outreach (except for emergency response and UHOT cases)				
Conduct public notification by posting a sign or sending letters	Within 14 days prior to initiating field activities associated with remedial actions (*see note)	NA	Public Notification and Outreach Guidance	7:26C-1.7(h)2
Submit documentation of sign or letters to: <ul style="list-style-type: none"> • Municipal clerk 	Within 14 days prior to initiating field activities associated with remedial actions (*see note)	NA		7:26C-1.7(h)2iii

Action	When	Forms	Other sources of info	N.J.A.C. Rule citations
<ul style="list-style-type: none"> County Health Department Local Health Agency 				
Submit documentation of sign or letters to: <ul style="list-style-type: none"> DEP Case Assignment 	Subsequent applicable remedial phase report	Public Notification and Outreach Form	Submit to: NJDEP BCAIN Mail Code 401-05H 401 East State Street PO Box 420 Trenton, NJ 08625-0420	7:26C-1.7(g)
If letters are used, distribute updated notification letters	Every 2 years until final remediation document is filed	NA	Public Notification and Outreach Guidance	7:26C-1.7(h)2i
Public notification requirements for sites with <u>off-site</u> contamination (in addition to notification outlined above)				
Distribute a fact sheet Exceptions: <ul style="list-style-type: none"> Fact sheet is not required when only contamination from historic fill migrates offsite When contamination is limited to soil and affected one adjoining property only, notify affected property owner and tenant in writing. 	Within 14 days after off-site contamination is identified	NA	Public Notification and Outreach Guidance	7:26C-1.7(l)1 7:26E-1.7(m) 7:26C-1.7(l)4ii
Send fact sheet to: <ul style="list-style-type: none"> Owners/Tenants 200 feet of site boundary Municipal clerk County Health Department Local Health Agency 	Within 14 days after off-site contamination is identified	NA	Public Notification and Outreach Guidance	7:26C-1.7(l)2

Action	When	Forms	Other sources of info	N.J.A.C. Rule citations
Publish fact sheet or fact sheet template in local newspaper	Within 30 days after off-site contamination is identified	NA	Public Notification and Outreach Guidance	7:26C-1.7(l)3
<u>For off site soil contamination:</u> Update, redistribute, and republish the fact sheet	Within 90 days after completion of delineation	NA	Public Notification and Outreach Guidance	7:26C-1.7(l)4i
Submit documentation of distribution and publication of all fact sheets to: <ul style="list-style-type: none"> DEP BCAIN 	Subsequent applicable remedial phase report	Public Notification and Outreach Form	Submit to: NJDEP BCAIN Mail Code 401-05H 401 East State Street PO Box 420 Trenton, NJ 08625-0420	7:26C-1.7(g)
For off-site ground water contamination when delineation is complete, conduct public notification is required when the Department establishes the CEA	NA	NA	NA	7:26C-1.7(l)5

***Note: ARRCs states that public notification must be conducted 14 days prior to commencing field activities associated with the Remedial Action (RA). This differs from the previous requirement in the *Technical Requirements* that public notification must be conducted 14 days prior to commencing field activities associated with the Remedial Investigation (RI). This change was made in error and the requirement for public notification will be changed back to the RI in a future rule amendment package. Until the amendment package is adopted, and as mentioned above, the Department believes that it is beneficial to everyone that early public outreach and notification occurs, and supports RPs conducting public outreach prior to the RA.**

For more information about public notification and outreach requirements see:

- FAQs on this topic available at http://www.nj.gov/dep/srp/guidance/public_notification/public_notification_faq.htm.
- There are no fees specific to this activity

Public Notification & Outreach Information: Karen Kloo (609) 777-1971, Karen.Kloo@dep.nj.gov