

SRPL BOARD BULLETIN



ISSUE NO. 2025-Q3 | JULY 2025 | 3RD QUARTERLY NEWSLETTER

JOINING FORCES

Meet The New Jersey State Geologist



Steven Domber joined the Site Remediation Professional Licensing Board in December 2024, the same day Governor Murphy and Commissioner LaTourette appointed him New Jersey State Geologist, pursuant to N.J.S.A. 58:10C-3.b.(2). Steven serves on the SRPL Board Professional Conduct Committee and various ad-hoc committees as needed.

Steven, a 25-year veteran of the Department, is the 11th State Geologist to be appointed since 1835 and follows in the footsteps of retired State Geologists Jeffrey Hoffman and Karl Muessig who also served as SRPL Board members. In his current position he serves the dual roles of State Geologist and Assistant Director of the Geological and Water Survey (Survey) Element in the Division of Water Supply & Geoscience. He represents the State in geologic matters, including bedrock, surficial and aquifer mapping, geophysical and geologic data collection, assessments of mineral resources and identification of geologic hazards (e.g., earthquakes, landslides, mine collapse and sinkholes). He also oversees the well permitting and water allocation programs, sits on the State Well Drillers and Pump Installers Examining and Advisory Board and serves as an Alternate Commissioner of the Delaware River Basin Commission.

Despite his 25 years at the Department, Steven is relatively new to LSRP and site remediation work. When asked about this new role he stated, “I am continually impressed by the breadth of knowledge, dedication, and professionalism of my fellow Board Members and Board Staff, and I hope to be able to contribute to the critical work that the Board and LSRP community do day-in and day-out around the state.”

Steven holds a Bachelor’s degree in Geoscience from Hobart and William Smith Colleges and Master’s degrees in Geology and Geophysics and Water Resource Management from the University of Wisconsin- Madison.



When not at work Steven volunteers for several non-profits and enjoys playing golf and tennis and walking his 9-year-old mutt, Bailey.

WHAT’S IN THIS NEWSLETTER...

STAY IN COMPLIANCE TRACK YOUR TIMEFRAMES!

Dana Haymes
SRPLB, Executive Director

AUDITS? WHAT ARE THEY AND HOW TO PREPARE FOR YOUR AUDIT

Meredith Marcus
SRPLB, Regulatory Officer 1

Tips for Audit Submission

LSRP RETENTION AND DISMISSAL NOTIFICATIONS

Charles Stebbins
Outreach Committee Chairperson

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● ATTENTION ALL LSRPs ●

Stay in Compliance – Track Your Timeframes!

Every LSRP knows that remediation must follow NJDEP's regulatory and mandatory timeframes.
Even experienced LSRPs can forget the tools and steps available to stay on track and avoid violations.

✓ Track Your Timeframes Monthly

Use the Case Tracking Tool in Dataminer to check the status of all your cases.

🦉 **Tip:** Run the [CASE TRACKING TOOL BY LSRP](#) every month to catch issues early.

⚠️ Notify DEP if a Timeframe May Be Missed ⚠️

Under N.J.A.C. 7:26I-6.8(c): If a regulatory timeframe may be missed – notify the PRCR.
If an expedited site-specific or mandatory timeframe may be missed – notify both the PRCR and the Department, **even if an Administrative Consent Order is in place or being negotiated.**

Don't Risk a Violation: Submit the required [Notice of Failure to Comply Form](#)

Not sure about a Timeframe?

Call 📞 BCAIN 609-292-2943

🚨 Final Rule of Thumb: When in Doubt – Make the Notification! 🚨

📁 Track Monthly

📅 Notify Promptly

📞 Ask Questions

✓ Stay Compliant

Did You Know ??? Over 30 LSRPs have been penalized for failing to notify that a timeframe may be missed.

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“Dear LSRP, *You’ve been selected for* AUDIT ...”

Not the most welcome email in your inbox. But every LSRP will eventually receive this email, as auditing of LSRPs is required by statute (N.J.S.A. 58:10C-24). The SRPL Board understands that being audited can be taxing for an LSRP.

The purpose of this article is to explain the process and offer some tips to make the audit run more smoothly.

HOW IS AN AUDIT CONDUCTED?

The Audit Committee of the SRPL Board conducts audits assisted by Board Staff.

The process is as follows:

STEP 1 - Board Staff selects 6 LSRPs to audit monthly. *The total number of LSRPs audited each year must equal 10% of the total number of LSRPs, so approximately 70 at this time.*



STEP 2 - Board Staff notifies auditees that they have been selected and provides a due date.

STEP 3 - Each LSRP must submit a complete questionnaire and site list by the due date.
[Audit Questionnaire Form & Site List.](#)

STEP 4 – Board Staff reviews the completed questionnaire and site list and compares them to the License Site Remediation Professional Comprehensive Report and Case Tracking Tool.

STEP 5 – Board Staff reviews up to 25 of the LSRP’s cases in NJEMS for indications of any technical or administrative deficiencies, communication issues, or other problems. Board Staff may contact the LSRP for clarifications of any issues or questions.

STEP 6 - Board Staff reports back to the Audit Committee Members, who review and discuss each audit.

STEP 7 - If the Audit Committee finds no issues of concern, the Audit will be concluded and listed on the New Jersey Site Remediation Professional Licensing Board website under [Audit Results](#).

STEP 8 - If issues are identified, the Audit Committee will request further information and may also ask for a meeting with the LSRP. Following that, the Audit Committee will either decide to conclude the Audit or bring a complaint.





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TIPS to *Help* you **PREPARE** for Your **AUDIT**

- ❖ Keep an up-to-date list of your sites and the status of each including documents submitted and timeframes by using the [Audit Questionnaire Form & Site List as a template](#).
- ❖ Ensure all notifications are made to the client and the NJDEP if timeframes will be missed in accordance with N.J.A.C. 7:26I-6.8(b) and (c) – failure to make the required notification is the most common issue identified in audits! File this form, even if an ACO is in place or being negotiated
[Notice of Failure To Comply Form](#).
- ❖ Ensure you submit notifications of retention and dismissal to the NJDEP in a timely manner. It is especially important to do this when you change jobs.
- ❖ Create a habit of visiting DataMiner to review your  [Case Tracking Tool By LSRP](#) to confirm timeframes and ensure compliance with notification requirements.
- ❖ If you **believe** a timeframe is **not correct** as shown in DataMiner, Call  BCAIN at 609-292-2943 to have the timeframe corrected.
- ❖ Include all sites for which you have been retained since the submission of your last audit response, even sites that appeared in your previous audit if you were still retained and submitted documents since your last audit.
- ❖ If a document was withdrawn or deemed rejected/incomplete, provide an explanation.

LSRP RETENTION AND DISMISSAL NOTIFICATIONS

Who's responsible?

A Person Responsible for Conducting the Remediation (PRCR) must retain a Licensed Site Remediation Professional (LSRP) under key circumstances.

 N.J.A.C. 7:26C-2.2 and 2.3 [NJAC 7:26C](#)

When must a PRCR retain an LSRP?

Within **45 days** of:

- Discharging a hazardous substance or becoming responsible for a discharge
- Determining or suspecting a discharge from or undertaking closure of a regulated Underground Storage Tank (UST)
- Triggering an Industrial Site Recovery Act (ISRA) investigation
- Discovering a discharge
- Rescission of a No Further Action letter or Invalidation of a Response Action Outcome
- Executing or becoming subject to a MOA, ACO or similar agreement with the NJDEP

When must an LSRP be dismissed?

Within **45 days** after completing work on a site or area of concern (AOC).


Who files the notification?

The **LSRP** submits notifications of retention or dismissal via the **DEP Online Portal**.

<https://www.nj.gov/dep/online>

Deadlines to Submit Notification of Retention or Dismissal:

- **15 days** after being retained or dismissed (before an RAO is issued)
- If self-dismissing, the LSRP must also **notify the PRCR in writing**.

 N.J.A.C. 7:26I-6.5 [NJAC 7:26I](#)

Important Tip: Use the actual date of retention/dismissal in the Notification Form—which may be different than the form submission date.