



New Jersey Office of Emergency Management Directive

<p>REFERENCE</p> <p>N.J.S.A. 26:2D; State of New Jersey Radiological Emergency Response Plan; FEMA Radiological Emergency Preparedness (REP) Program Manual (in effect for any given grant cycle); U.S. Nuclear Regulatory Commission Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants (NUREG-0654/FEMA-REP-1, Rev. 2); New Jersey State Emergency Operations Plan; Directive NJOEM-6 (2022); Directive NJOEM-7 (2022)</p>	<p>EFFECTIVE DATE</p> <p>December 19, 2023</p>	<p>NUMBER</p> <p>NJOEM-12 (2023)</p>
	<p>SUBJECT</p> <p>Procedures for Certain Expenditures in Support of the State’s Radiological Emergency Response Program</p>	
	<p>EXPIRES</p> <p>N/A</p>	
	<p>RESCINDS</p> <p>NJOEM Directive 99</p>	

New Jersey is home to two nuclear power generating stations. The New Jersey Office of Emergency Management (NJOEM), through designated subject matter experts in the Preparedness Bureau, implements N.J.S.A. 26:2D-37 et seq. (Radiation Accident Response Act) and FEMA NUREG-0654.

NJOEM’s Preparedness Bureau develops the State’s Radiological Emergency Response Plan (RERP) and related procedures for protecting the population in the areas located within ten miles (Emergency Planning Zone) of the nuclear power plants, as well as compliance for the decommissioning of a non-operational nuclear power plant. The Preparedness Bureau is also tasked with developing and conducting training and annual exercises in accordance with State and federal guidelines, and directives issued by the State Director of Emergency Management. In addition, Bureau personnel administer the funds paid by the nuclear generating stations to the State pursuant to N.J.S.A. 26:2D-37 et seq. to support emergency preparedness at the State and local level and to implement specific missions assigned pursuant to the RERP.

This Directive NJOEM-12 (2023) describes the program elements and eligibility requirements for receiving funds for emergency preparedness supplies and equipment pursuant to the State’s RERP. It also provides specific application content; the procedures concerning the application and approval process (including the timeline for submission, review, and approval of requests and deadline dates); and guidance for the tracking, maintenance, security and retirement/return of equipment.

This Directive NJOEM-12 (2023) rescinds and replaces Directive 99.

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I. Program Elements

A. Overview

1. Applicable county and municipal Requesting Agencies may apply for emergency preparedness funding for preparedness and response activities in connection with the State’s RERP.
2. Authorized expenditures include: supplies, equipment, training, planning support, costs associated with the development, testing and updating of any plans relating to emergency radiation response, and for the acquisition and maintenance of any equipment necessary to carry out the responsibilities of the Requesting Agencies. N.J.S.A. 26:2D-37 et seq.

B. For purposes of this Directive, Requesting Agencies include municipalities and counties within the Emergency Planning Zone (EPZ) and agencies that provide direct mission support to the EPZ municipalities. Eligibility requirements for Requesting Agencies include the following:

1. Representatives from a Requesting Agency must have participated in at least one State or federal RERP exercise/drill during the prior calendar year and in all federal evaluations as scheduled.
2. Each Requesting Agency must comply with the requirements of the New Jersey Radiation Accident Response Act and the Federal guidelines established in the FEMA Radiological Emergency Preparedness Program Manual, and State guidelines for the applicable period.
3. Each Requesting Agency and its members must have fully participated in training during the prior fiscal year. This includes, at a minimum, the federally required annual training outlined in the FEMA Radiological Emergency Preparedness Program Manual.
4. Each Requesting Agency must submit the required documentation as determined by FEMA for the Annual Letter of Certification submitted by the State to FEMA, as directed by NJOEM and FEMA in accordance with the dates established by FEMA.

C. Timeline

1. February 15th: NJOEM, in cooperation with the applicable County offices of emergency management (OEM), will establish a list of priorities and criteria for purchase requests based upon program reviews and evaluation of performance in annual exercises/drills. The list of priorities and criteria will be sent by NJOEM to the County OEMs for dissemination to county and municipal agencies by February 15th prior to the State's fiscal year for which the purchases will be made.
2. February 15th: A notice of anticipated fiscal year available program funding amounts will be provided to the County OEMs by February 15th prior to the start of the fiscal year. This amount is subject to change depending on program purchases at the State level.
3. April 15th: All requests approved by County OEMs in accordance with Section II.C must be submitted to NJOEM by the County OEM by April 15th prior to the start of the fiscal year.
4. July 15th: NJOEM will review applications and provide a list of approved and unapproved purchase requests to the county emergency management coordinators. A finalized letter of funding will be sent to the County OEM by July 15th.
5. Disbursement Date: A payment for the total amount of approved funding will be made to each County OEM, which will oversee all purchases and/or reimbursements for county and municipal Requesting Agencies within the county. Adjustment of funding for line items due to cost increase from vendors is subject to the approval of NJOEM. County OEMs should immediately notify NJOEM about change in cost for NJOEM's review.

II. Preparation, Submission, Review and Approval of Purchase Requests

- A. Application Package: Each item requested must be submitted on an individual "New Jersey Radiological Emergency Response Request for Service or Equipment" (referred to as the Application Form) to the County OEM. The Application Form must be prepared by the specific agency requesting the service or equipment. Instructions for completion are included on the form and must be followed in detail. Incomplete forms will not be accepted.
- B. Justification: It is the responsibility of each submitting agency to substantiate that the service or equipment requested is needed to perform that agency's mission as identified in the State's RERP. The justification must include:
 1. A brief description of why additional equipment/training is needed to fulfill your agency's assigned mission.

2. How this request meets the established priorities as developed by NJOEM based upon gaps and needs as provided by NJOEM pursuant to Section I.C.1.
3. A listing of personnel who have annually participated in the Radiological Emergency Response Program Training per FEMA guidance.

C. Submission of completed applications will be through channels as follows:

1. Municipal Requesting Agencies will forward applications to the municipal emergency management coordinator for review. The coordinator will indicate approval or disapproval by checking the appropriate box and initialing the bottom of the Application Form. The municipal emergency management coordinator will forward approved applications to the county OEM.
2. County Requesting Agencies will forward applications to the county emergency management coordinator for review, who will indicate approval/disapproval on the Application Form.
3. A completed packet of all applications, including the Application Forms and applicable training records for all county and municipal Requesting Agencies within the county, will then be forwarded from the county emergency management coordinator to the NJOEM Emergency Response Bureau (ERB) Regional Representative.

a) County emergency management coordinators will maintain an application status log for each fiscal year.

4. NJOEM ERB personnel will review all county and municipal applications for compliance with the application criteria per Section II.B. Applications that are incomplete or not in compliance with the criteria for approval will be returned to the County Coordinator for correction. ERB may request a meeting with NJOEM Preparedness Bureau personnel and the county/municipal emergency management coordinator(s) to facilitate compliance if possible.

D. Review and Approval by NJOEM Preparedness Bureau

1. NJOEM Preparedness Bureau staff shall review completed applications submitted by the County OEMs on or before July 15th. NJOEM Preparedness Bureau's review shall include:
 - a) Administrative review to ensure compliance with this Directive. Incomplete or incorrect submissions will not be accepted.
 - b) Substantive review to determine that requests meet any requirements set out in the priorities and criteria along with the terms of the missions assigned in the RERP Plans.

- c) Technical review to ensure that the requested item is the best available considering cost, capability, and service life to accomplish its function and that it is not a duplicative item.
2. Each application will be approved, disapproved or approved with modification after review by the NJOEM Preparedness Bureau.
3. Purchases will be made by utilizing procedures for purchases as outlined in the Requesting Agency guidelines.

III. Tracking, Maintenance, Security and Return/Retirement of Purchased Items

- A. NJOEM will conduct on-site, periodic inspections of equipment and supplies acquired, and evaluation of trainings and plans funded from this program.
- B. Requesting Agencies shall perform custodial and security responsibilities upon receipt of equipment and supplies purchased. Each Requesting Agency will:
 1. Provide all recommended required care and maintenance (i.e., storage, service, cleaning) per manufacturers guidance, as well as ordinary repairs unless the equipment or supplies are no longer serviceable per sub-section C below.
 2. Provide security against loss or theft.
 3. Conduct and submit an annual inventory of equipment issued to them and forward the inventory through the appropriate chain of command (municipal to county to State) to the NJOEM by April 15th of each year. The following items shall be attached to inventory:
 - a) Proof of certificate of insurance on all equipment that has been purchased through this program.
 - b) If the agency is self-insured, a letter on agency level government letterhead stating the agency is self-insured shall be required.
 4. Submit a letter of notification, including police report, proof of notification to insurance carrier or other relevant documentation, to the county OEM (for county/municipal Requesting Agencies) and NJOEM on lost, stolen or damaged equipment within seven working days of discovery.
 5. Provide replacement or repair of equipment lost, stolen, damaged or destroyed by neglect on the part of the using agency. NOTE: determination of neglect will be made by NJOEM.
- C. Equipment that has been verified by NJOEM as being no longer serviceable or usable by the Requesting Agency shall be returned to the County OEM for reconsignment or disposal, or otherwise disposed of in accordance with the

instructions of the County OEM. Any equipment that has been determined as no longer serviceable or useable shall be exempt from the inspection, maintenance, security, and other requirements of Section III.A and B.

1. County and municipal offices of emergency management shall keep accurate records and inventory of all reassigned/disposed of equipment.

IV. Effect

This order shall take effect immediately.



Patrick J. Callahan

Colonel

State Director of Emergency Management