

II. Administrative Processes

2. New cases where a discharge is discovered on or after November 4, 2009 (Not including new ISRA or UST cases)

Action	When	Forms	Fees	Other sources of info	Rule citations
Notify the hotline	Immediately after discharge is identified (15 min)	None	None	1-877 WARNDEP or 1-877-927-6773	7:26E-1.4(b)
Submit written documentation of the discharge	Within 5 days after discovering a discharge	Confirmed Discharge Notification Form	None	Submit to: NJDEP Case Assignment/Initial Notice PO Box 434 Trenton, New Jersey 08625-0434	7:26E-1.4(d)
Hire an LSRP and notify Department of LSRP retained	Within 45 days after discovering a discharge	LSRP Retention or Dismissal Form	None	Link to list of LSRPs with temp licenses	7:26C-2
Conduct remediation pursuant to the Technical Rules		Person responsible may proceed to later remedial phases/report but must ensure that all regulatory and mandatory timeframes are met. Proceed without Department pre-approval, except when permits are required.			7:26E and 7:26C-3
Preliminary assessment/Site Investigation (PA/SI) with Remedial Investigation Workplan (RIW). If conducting remediation of entire site * submit: <ul style="list-style-type: none"> PA/SI report RIW CID Receptor Evaluation Fee 	November 26, 2010 or 270 days after the discharge is identified, whichever is later	PA/SI Form CID Form Receptor Evaluation Report Form Annual Remediation Fee Form	Annual remediation fee based on # of AOC and media affected	Technical Guidance CID Guidance Receptor Evaluation Guidance Fee Guidance	7:26E-3 7:26E-4 7:26E-1.15-1.19 7:26C-4.2
Remedial Investigation Report and Remedial Action Workplan (RIR/RAW). If contamination is identified submit: <ul style="list-style-type: none"> RI report RAW report CID 	NA Proceed without Department pre-approval (except when permits are required)	RIR and RAW Form CID Form Receptor Evaluation Report Form	If 1 st submittal: Submit annual fee based on # of AOC and media affected OR If 2 nd submittal: Submit annual fee	Technical Guidance CID Guidance Receptor Evaluation Guidance	7:26E-4 7:26E-5 7:26E-6 7:26E-1.15-1.19 7:26C-4.2

<ul style="list-style-type: none"> • Receptor Evaluation • Fee 		If 1st submittal: Annual Remediation Fee Submission form	to Treasury upon receipt of invoice	Fee Guidance	
Remedial Action Report (RAR) with Response Action Outcome (RAO). When remediation is complete submit: <ul style="list-style-type: none"> • RAR report • CID • Receptor Evaluation • RAO • Fee 	NA Proceed without Department pre-approval (except when permits are required)	RA Report Form CID Form Receptor Evaluation Report Form	Ensure all, oversight costs, annual and permit fees are paid in full.	Technical Guidance CID Guidance Receptor Evaluation Guidance Fee Guidance	7:26E-6-8 7:26C-4.2

***If remediating 1 or more AOCs and not the entire site, a PA/SI report is not required.**

For more information about the remediation of contaminated sites see:

- FAQs on this topic - under development
- Other quick reference guides: under development
 - Immediate Environmental Condition (IEC) requirements
 - Free Product Removal requirements
 - Remedial Action Permits
 - Discharge Permits
 - Remediation funding source (RFS)

Initial notice information: Ralph Downs (609) 292-2943, Ralph.Downs@dep.state.nj.us
Kirstin Pointin-Hahn (609) 292-2943, Kirstin.Pointin-Hahn@dep.state.nj.us