



New Jersey Department of Environmental Protection  
Site Remediation and Waste Management Program

**UNDERGROUND STORAGE TANK  
FACILITY CERTIFICATION QUESTIONNAIRE INSTRUCTIONS**

**General instructions**

1. **Fee.** (If applicable) Please make check payable to: "Treasurer, State of New Jersey".
  - The Initial Registration Fee for the owner or operator of a facility that has not been previously registered with the NJDEP is **\$200.00**. This fee does not apply for USTs added to an existing facility.
  - The Annual Renewal Fee is **\$50.00**.
  - There is no fee if you are submitting this form to notify the NJDEP of a change in status such as transfer of ownership, abandonment or removal, substantial modifications, new or replacement installations, and changes in the designation of Class A or Class B operators. ***The questionnaire must be submitted no later than 30 days after the change in status.***
2. **Penalty.** Failure by owner or operator of a regulated underground storage tank to comply with any requirement of N.J.A.C. 7:14B et seq. may result in penalties set forth in N.J.S.A. 58:10A-12.
3. **Emergency.** If a discharge or spill occurs, you are to **IMMEDIATELY** - 24 hours a day - call the NJDEP Hotline at (877) 927-6337.
4. **Exemption.** Residential heating oil underground storage tanks are exempt from the rules as per N.J.S.A. 58:10A-21 et seq. Please see N.J.A.C. 7:14B.-1.4(b) for other exemptions.
5. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/bust>.
6. **Signatures.** This form must be signed by the facility owner and each facility operator. This form must also be signed by the installer for new installations.
7. **Filing.**

**Annual renewal with a billing invoice**

If a billing invoice has been received for an **annual renewal (only)**, send the completed UST Facility Certification Questionnaire (USTFCQ) with attachments, the applicable \$50 fee, and the invoice payment stub to:

NJ Department of Treasury  
Division of Revenue  
PO Box 417  
Trenton, NJ 08646-0417

**All Other Types of Submissions**

All other submissions for initial registrations, modifications and responses to deficiencies must be submitted to the address below. Send the completed USTFCQ with attachments and any applicable fee to:

NJ Department of Environmental Protection  
Site Remediation and Waste Management Program  
Bureau of Case Assignment and Initial Notice  
UST Registration & Billing Unit  
401-05H  
PO Box 420  
Trenton, NJ 08625-0420

**Note:** The required **Facility Site Plan**, the entire **Financial Responsibility Insurance Policy**, and other attachments can be submitted electronically by emailing them to the NJDEP at [srpustregistration@dep.nj.gov](mailto:srpustregistration@dep.nj.gov). Save the documents in Adobe Portable Document Format (PDF) and add them as attachments to the email. The email subject line should contain the Facility UST # (Program Interest ID) and the year, separated by a comma.

Example: You are submitting for XYZ facility in Hamilton Twp. with the Facility UST # of 013164. The email Subject Line should be only: 013164,2015.

## Section A. General Facility Information

- **Facility UST # (Program Interest ID):** The Facility UST number / PI Number is assigned by the NJDEP and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous Site Remediation and Waste Management Program involvement, leave blank.
- **Facility Name:** Provide the name of the facility (i.e., ABC Corporation);
- **Street Address:** Provide the street address for the site. NOTE: This should be the physical location of the site – not the mailing address;
- **Municipality:** Provide the name of the municipality in which the facility is physically located and indicate if it is a township, borough, village, or city. NOTE: This should be the name of the incorporated municipality and not the local name;
- **County:** Provide the name of the county where the facility is located;
- **Zip code:** Enter the five-digit code for the physical location of the site;

## Real Property Information

Provide the name of the owner of the real property, contact person, address, phone number, and email address for the real property owner. Provide all the municipal block and lot numbers for the site.

### 1. Type of Submission

Check the appropriate box to indicate the type of submission. *Check all that apply.*

- a) Registration of a newly installed underground storage tank(s). **Complete Attachment A.**
  - b) Registration of an existing underground storage tank not presently registered. **Complete Attachment A.**
  - c) Change, correction, or amendment to an existing facility registration. If c) is checked; indicate the type of change, correction, or amendment being reported by checking the appropriate boxes and completing Attachment A as indicated.
  - d) Annual Renewal.
2. Provide total number of regulated underground storage tanks at facility.
  3. Provide total storage capacity (in gallons) of all regulated underground storage tanks at facility.
  4. Facility Type: Self-explanatory
  5. Self-explanatory
  6. Self-explanatory

## Section B. UST Facility Owner and Operator Information

1. **UST Facility Owner:** (*Owner of tanks*) Provide the contact and business information for the Tank Owner.
2. **UST Facility Operator:** Provide the contact and business information for each Facility Operator. If there is only a single Facility Operator, and the Facility Operator information is exactly the same as the Tank Owner information, you can check the "Same as Tank Owner" box instead of completing the facility operator section.
3. **Class A Operator:** Provide the contact information for the designated Class A operator for the facility.
4. **Class B Operator:** Provide the contact information for the designated Class B operator for the facility.
5. **Billing Contact:** Provide the Billing Contact information.

## Section C. Financial Responsibility

Provide the required Financial Responsibility information. If this is an initial submission or if there are any changes in the Financial Responsibility Assurance Mechanism, the entire Financial Responsibility Insurance Policy must be submitted. The NJDEP recommends submitting the document electronically by email. Instructions for submitting the document electronically are provided above in "General instructions" under filing.

## Section D. Attachments

Check the appropriate boxes to indicate which attachments are being submitted with this form and how they are being submitted (attached to this form or by email).

## Section E. Installer Certification

All owners and operators of **new** UST systems shall ensure that the installer certifies in the UST Facility Certification Questionnaire the methods used to install the tank(s) and piping complies with the requirements at N.J.A.C. 7:14B-4.1(a)4.

The owner and operator intending to put an **out-of-service** underground storage tank system back into service shall ensure that the installer certifies in the UST Facility Certification Questionnaire that the system is properly designed and capable of being put back into service.

The certification in this section shall be signed and dated by the installer. The installer shall check the applicable boxes to indicate the methods used to comply with installation/return-to-service requirements. The certification in this section shall **not** be signed by the licensed site remediation professional or law firm hired to assist the installer.

## Section F. Tank Owner Certification

The certification in this section shall be signed and dated by the owner or his/her representative. The certification in this section shall **not** be signed by the licensed site remediation professional or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section shall be signed as follows:

- i. For a corporation, by a responsible corporate official. A responsible corporate official means:
  - (1) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
  - (2) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the UST facility; or the authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- ii. For a limited liability company, a responsible company official shall sign. For the purpose of this section, a responsible company official means an individual who has the authority to bind the limited liability company to the provisions of this chapter, including without limitation, an officer, member, or manager of the limited liability company;
- iii. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; and
- iv. For a municipality, county, State, Federal or other public agency, by either a principal executive officer or ranking elected official. A principal executive officer of a Federal agency includes:
  - (1) The chief executive officer of the agency; or
  - (2) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator)
- v. By a duly authorized representative if:
  - (1) The authorization is made in writing by a person described above;
  - (2) The authorization specifies either an individual or a position whose occupant has responsibility for the overall operation of the UST facility, or an individual or position whose occupant has overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.); and
  - (3) The owner or operator submits the written authorization to the Department along with the New Jersey Underground Storage Tank Facility Certification Questionnaire.

## Section G. Tank Operator Certification

The certification in this section shall be signed and dated by each operator or his/her representative. The certification in this section shall **not** be signed by the licensed site remediation professional or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section shall be executed as follows:

- i. For a corporation, by a responsible corporate official. A responsible corporate official means:
  - (1) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
  - (2) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the UST facility; or the authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- ii. For a limited liability company, a responsible company official shall sign. For the purpose of this section, a responsible company official means an individual who has the authority to bind the limited liability company to the provisions of this chapter, including without limitation, an officer, member, or manager of the limited liability company;

- iii. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; and
- iv. For a municipality, county, State, Federal or other public agency, by either a principal executive officer or ranking elected official. A principal executive officer of a Federal agency includes:
  - (1) The chief executive officer of the agency; or
  - (2) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator)
- v. By a duly authorized representative if:
  - (1) The authorization is made in writing by a person described above;
  - (2) The authorization specifies either an individual or a position whose occupant has responsibility for the overall operation of the UST facility, or an individual or position whose occupant has overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.); and
  - (3) The owner or operator submits the written authorization to the Department along with the New Jersey Underground Storage Tank Facility Certification Questionnaire.

## Attachment A - Specific Tank Information

Provide the tank number for each tank that you are reporting on.

### 5. Piping Operations

**C. "European" Suction Piping** - Suction piping which has enough slope so that the product in the pipe can drain back into the tank when the suction is released, and which has only one check valve, located directly beneath the pump in the dispensing unit. Any underground storage tank equipped with "European" Suction Piping has no monitoring detection requirements for piping.

### 7. Type of Monitoring/Detection

**I. In-Line Electronic Pressure Monitor** - (Used with pressurized piping only) A monitor which checks for loss of pressure within piping when no product is dispensed. This method may be used once every 30 days or every time the dispenser turns off.

**J. Automatic Line Leak Detectors** - (Used with pressurized piping - Must be able to detect a 3 gph leak within 1 hour of its occurrence). Types of detectors are:

1. Flow restrictors and flow shut offs which monitor pressure within piping. When a suspected leak is detected, either restricts the flow of product through the piping well below the 3 gph leak rate it detects, or completely cuts off product flow and shuts down the pump.
2. Continuous alarm systems which constantly monitor piping conditions and trigger an audible or visual alarm if a leak is suspected.

### 10. Tank Status Information

**B. Out of Service Storage Tank** - Any underground storage tank system in which hazardous substances are contained or have been contained, but from which hazardous substances are not or have not been introduced or dispensed pending a decision to close the system or begin reuse of the system.

Owner or operators intending to take an UST system out of service or to close an UST system in accordance with N.J.A.C. 7:14B-9 must submit an amended New Jersey Underground Storage Tank Facility Certification Questionnaire within seven calendar days after the underground storage tank system is placed out of service or closed.

Underground storage tank systems which are out of service shall comply with the provisions of N.J.A.C. 7:14B-9.1. The owner or operator of an underground storage tank system which is out of service for a period greater than three months shall follow the guidelines in the current American Petroleum Institute Bulletin #1604. The owner or operator may request that the underground storage tank system remain out of service for a period of more than 12 months without having to permanently close the tank system by complying with the provisions of N.J.A.C. 7:14B-9.1. That includes:

- Submitting a Site Investigation (SI) Report prepared by a licensed site remediation professional at least 30 days before expiration of the 12-month period, or submitting documentation showing that the underground storage tank is being maintained in compliance with all applicable environmental rules, including release detection monitoring.

- Documentation showing that the corrosion protection is in place and will be operated and maintained in accordance with N.J.A.C. 7:14B-5.2 must also be submitted.
- Only those tanks with secondary containment are allowed to remain out of service for more than 12 months.

#### **11. Tank Use Information**

**B. Sump** - Any underground storage tank used to collect or contain a hazardous substance for no more than 48 hours.