

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. ESH-013 Rev 5 page 1 of 6
Subject: Non-Emergency Environmental Release Notification and Reporting	Effective Date: March 6, 2015	Initiated by: Jerry Levine Head, ESH&S	
	Supersedes: Revision 4 Dated 3/6/2012	Approved by: Stewart Prager Director	

Management System (Primary): 09.00 ESH and Integrated Safety Management

Management System Owner: Head, Environment, Health, Safety & Security

Management Process: 09.10, ESH Environmental Management & Compliance

Process Owner: Head, Environmental Services Division (ESD)

Subject Matter Expert (SME): Head, Environmental Compliance

Applicability

This procedure provides environmental release incident guidelines and instructions for notifying and reporting a discharge of a hazardous substance (HS) or Extremely Hazardous Substance (EHS) to regulatory and emergency response agencies, which is classified as a non-emergency event, in accordance with EPIP-1 *Classification of Emergency Conditions*.

This procedure does not address tritium releases (see procedure OP-AD-79, *Tritium Gaseous Release Permit*), "leaks" as defined by NJAC 7:1E-1.6; parking lot oily-sheen runoff; or Federally Permitted Releases as defined by 40 CFR 355.20, 355.40, and CERCLA sections 101(10), 101(22), and 103(E).

References

PPPL Documents

- *Emergency Preparedness Plan (EPP)*
- *EPIP-1, Classification of Emergency Conditions*
- *Spill Prevention Control and Countermeasure (SPCC) Plan (Supplement 6 of PPPL Emergency Plan)*
- *ESHD-5008, Section 12, Environmental Protection*
- *GEN-006, Investigation and Follow-up of Adverse Events and Conditions (including Occurrence Reporting and Price Anderson Amendment Act Reviews)*

NJ State Documents

- *NJAC 7:1E, Discharges of Petroleum and Other Hazardous Substances*
- *NJAC 7:14 A, Pollution Discharge Elimination System*
- *NJAC 7:26 E, Technical Requirements for Site Remediation*
- *NJDEP, Community Right To Know Survey*
- *NJDEP, Letter J. K. Hamilton to J. R. Stencel (PPPL), Dated 5/29/91*
- *NJDEP, Letter W. Nedrick to J. Faul (DOE-PSO), Dated 11/17/04*

Federal Documents

- 40 CFR 110, Discharge of Oil
- 40 CFR 112, Oil Pollution Prevention.
- 40 CFR 302, Designation, Reportable Quantities, and Notification
- 40 CFR 355, Emergency Planning and Notification
- 40 CFR 355, Appendices A and B, The List of Extremely Hazardous Substances and their Threshold Planning Quantities
- 40 CFR 372, Toxic Chemical Release Reporting: Community Right-To-Know
- 40 CFR 372.65, Subpart D, Specific Toxic Chemical Listings
- 40 CFR 401.15, Toxic Pollutants
- 40 CFR 761.120, PCB Spill Cleanup Policy
- EPA 9360.7-06, Guidance for Federal Facilities on Release Notification Requirements Under CERCLA and SARA Title III, November 1990

Definitions

Definitions are from State of New Jersey Administrative Code, Title 7, Environmental Protection, 7:1E-1.6, *Definitions* unless otherwise noted.

Continuous Release - A release that is "continuous" and "stable in quantity and rate." The release of a hazardous substance that occurs without interruption or abatement, or that is routine, anticipated, intermittent, and incidental to normal operations. In addition, a release that is "stable in quantity and rate" is a release that is predictable and regular in amount and rate of emission [EPA 9360.7-06].

Discharge - Any intentional or unintentional action or omission, unless pursuant to and in compliance with a valid and active Federal or State permit, resulting in the releasing, spilling, pumping, pouring, emitting, emptying, or dumping of a hazardous substance into the waters or onto the lands of the State or into the waters outside the jurisdiction of the State when damage may result to the land, waters, or natural resources within the jurisdiction of the State. This term does not include leak.

Emergency - A discharge incident which is classified in one of four categories according to the Emergency Preparedness Plan.

Hazardous Substances (HS) - Petroleum, petroleum products, pesticides, solvents, and other substances as set forth in N.J.A.C. 7:1E-1.7 and 40 CFR 302.4 (302.4 does not include petroleum, unless otherwise listed, or natural gas). HS includes Hazardous Waste and Extremely Hazardous Substances.

Hazardous Waste - as defined in the U.S. Department of Transportation (DOT) Hazardous Materials Regulations, Title 49 CFR and the Environmental Protection Agency (EPA) Regulations, Title 40 CFR.

Leak or leakage - Any escape of a Hazardous Substance from the ordinary containers employed in the normal course of storage, transfer, processing, or use into a secondary containment or diversion system or onto a surface from which it is cleaned up and removed prior to its escape into the waters or onto the lands of the State.

LEPC – Local Emergency Planning Committee

Non-Emergency - A discharge incident which is not classified as an emergency according to the Emergency Preparedness Plan.

NRC - National Response Center

Release - Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, infecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding of barrels, containers, and other closed receptacles) of any hazardous chemical, extremely hazardous substance, or CERCLA hazardous substance [40 CFR 355.20].

Reportable Quantity (RQ) - an amount (in lbs.) of a Hazardous Substance (HS) or Extremely Hazardous Substance (EHS) released within a 24-hour period. [40 CFR 355; 302.4]

SERC – State Emergency Response Commission

Procedure

A. Notification

Responsibility

Action

- | | |
|------------------------|---|
| Laboratory Personnel | 1. Call 3333 (or 609-243-3333 from a cell phone) and provide details of any environmental release. |
| Communications Officer | 2. Dispatches Emergency Service Unit (ESU) |

Duty Fire Captain
(Incident Commander)

3. Assesses and classifies the release according to the Emergency Preparedness Plan (contact Environmental Services Division (ESD) for aid as needed):

If an emergency condition in accordance with EPIP-1, combine with implementation of the Emergency Plan.

If NOT an emergency, continue with this procedure.

4. Notifies the PPPL on-call Facility Manager (FM) of the event.
5. Determines notification requirements using Attachments 1 and 2.

NOTES:

a. Discharge of a Hazardous Substance requires immediate notification (within 15 minutes of knowledge of the event) to New Jersey Department of Environmental Protection (NJDEP).

b. Any discharge of a hazardous substance as defined by NJAC 7:1E, Appendix A requires notification to NJDEP.

c. Any discharge of a hazardous substance as defined by 40 CFR 302.4 and 355, Appendices A and B, in an amount greater than or equal to the Reportable Quantity (RQ) for that substance, requires notification to the National Response Center (NRC).

6. If necessary, the Incident commander may delegate the following notification action to the Facility Manager or ESD personnel.

NOTE: The responsibility for this notification stays with the Incident Commander.

7. Obtains from Attachment 3 notification information - agency names and phone numbers.
8. Notifies the proper agencies or may delegate to FM.

B. Reporting

Responsibility

Action

Facility Manager

1. Initiates an Occurrence Report per GEN-006, if needed.

Head(s) of Responding
PPPL Organization(s)

2. Sends report to the Facility Manager and Incident Commander on what group members observed and the actions they performed.

Environmental
Compliance Manager

3. Coordinates preparation of follow-up reports to Federal, state and/or local regulatory agencies, as required. NJDEP reported within 5 days. Confirmed Discharge Notification Form: <http://www.state.nj.us/dep/srp/srra/forms>
Attachment 3 provides an example of the notification form.

4. Submits to DOE Princeton Site Office confirmation report with a request to send report to appropriate agencies.

5. NOTE: Non-emergency releases are included in the annual site environmental report and SPCC Plan.

Training

Procedure
Author or
Designee

1. Specifies the appropriate training methods and means (below) and obtains concurrence of the Management System Owner and the Management Process Owner.

Target Audience: ESD and SPD Personnel, and FMs
Instructor: Head, Environmental Compliance or designee

Training Method:

Read only
 Acknowledgment required – EM-AD-18 signed Training Record

Frequency:

Initial
 Other: Upon procedure revision

2. Training records are to be kept with Human Resources.

Records Requirements

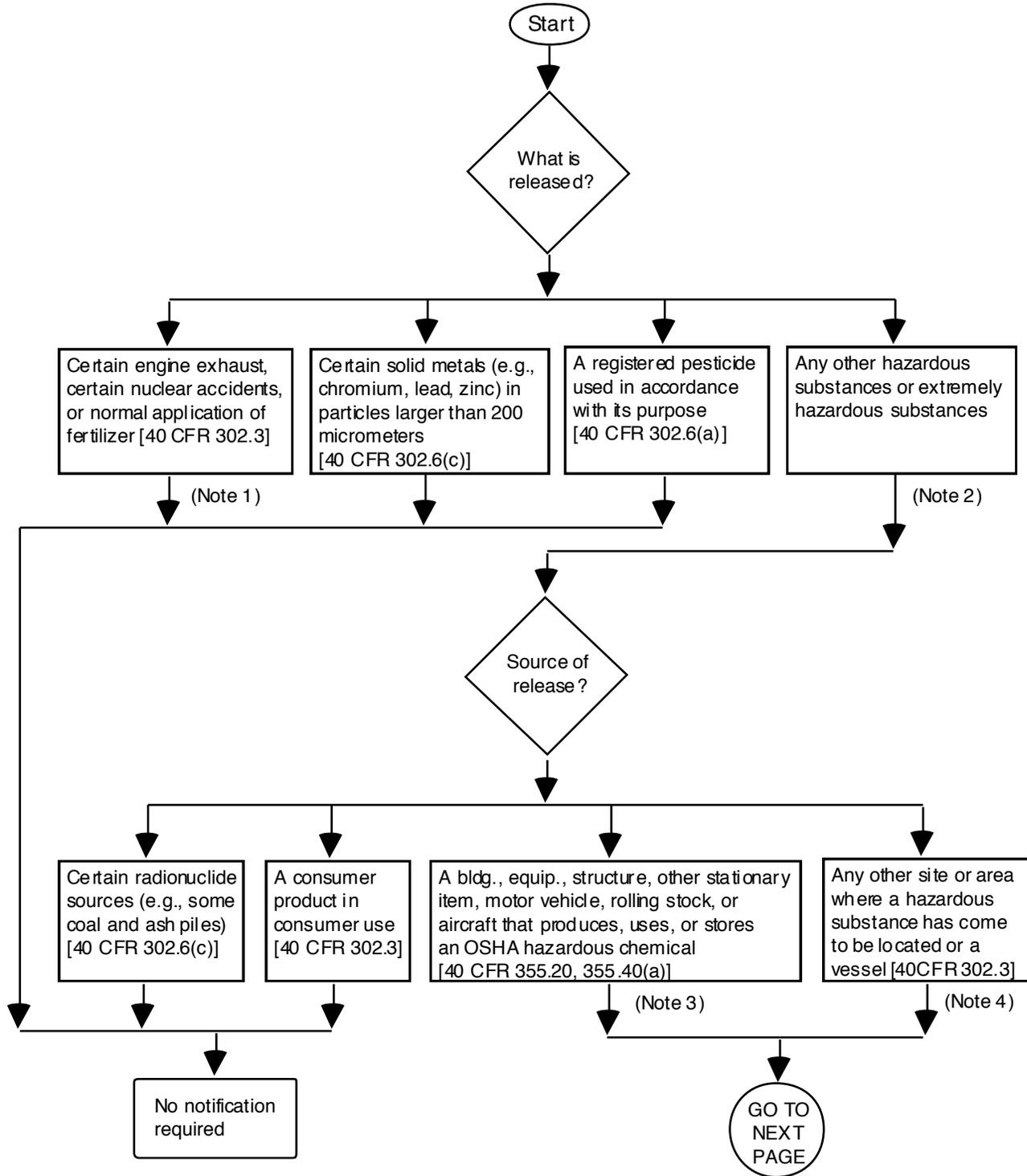
Records Custodians must assure records are maintained as follows:

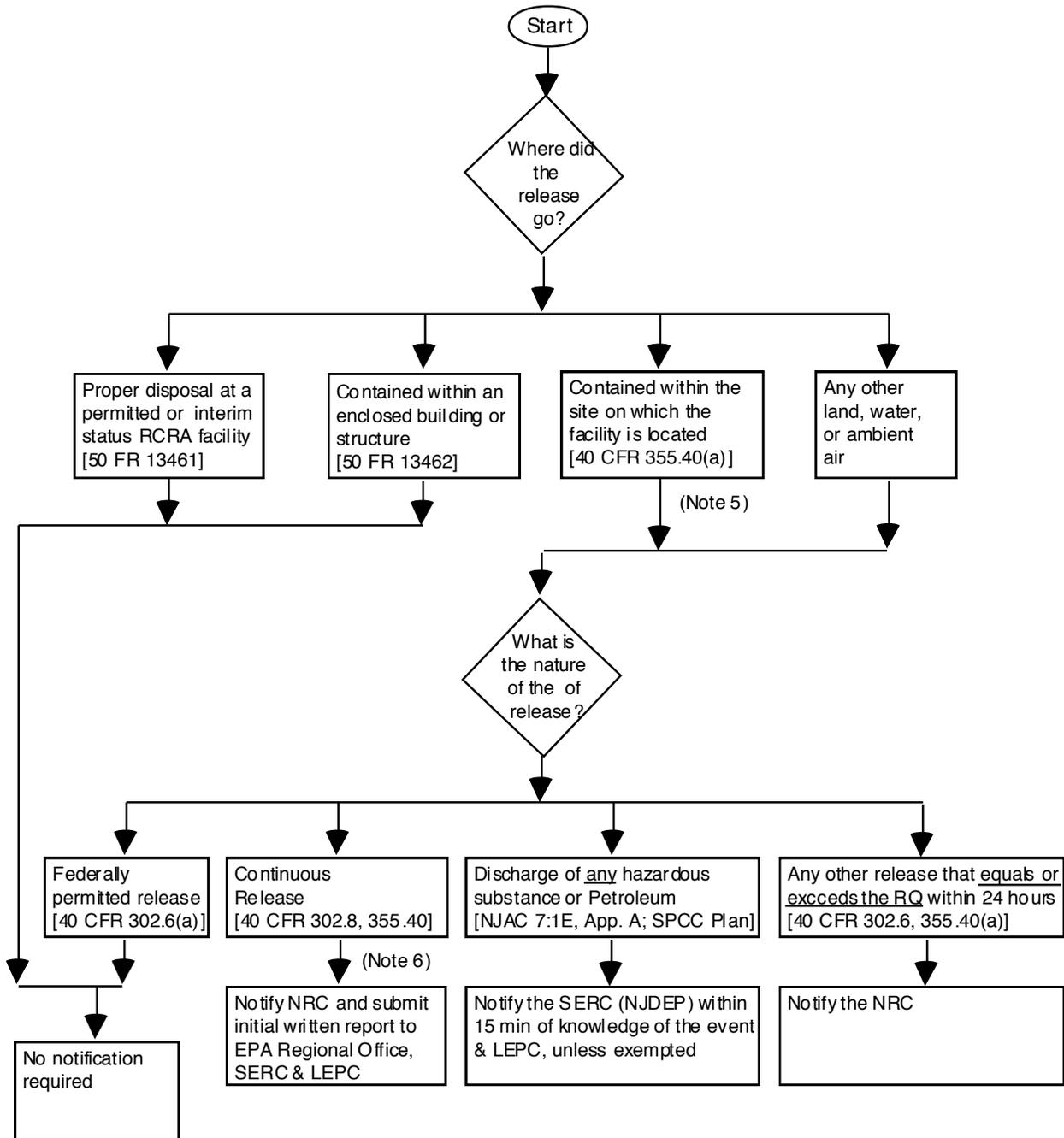
Record Title	Record Custodian	Location	Retention Time
All relevant records- emails, phone conversation reports, sample analyses, drawings, copy of waste manifests and other documents	Environmental Services Division	Environmental Services Division	Minimum 5 years
Final Spill Report	Environmental Services Division	Environmental Services Division	Minimum 5 years

Attachments

1. Flow Chart of Notification Actions
2. Hazardous Substance List
3. Telephone Notification List and Confirmed Discharge Notification Form

This flow chart is provided as a guide for the Incident Commander or Designee to use when determining what agencies need to be notified of releases.





NOTES:

1. Other than these exemptions, a release is broadly defined to include any spilling, leaking, emitting, or discharging into the environment.
2. The requirements of NJAC include the discharge of any petroleum as a hazardous substance. For a list of hazardous substances or extremely hazardous substances, refer to:
 - a. Material Safety Data Sheet (MSDS).
 - b. Attachment 2 of this procedure.
 - c. Contact the PPPL Safety Division for information.
 - d. 40 CFR Part 302, Table 302.4, hazardous substances (does not include petroleum, unless otherwise listed, or natural gas).
 - e. 40 CFR Part 355, Appendices A and B, Extremely Hazardous Substances.
 - f. NJAC 7:1E, Appendix A, Hazardous Substances (includes petroleum).
3. Hazardous chemicals are substances defined in Occupational Safety & Health Administration (OSHA) regulations [29 CFR 19101200(c)], excluding the five exceptions in SARA Title III Section 311(e).
4. Such a release is from a “facility” as defined by the Comprehensive Environmental Response, Compensation & Liability Act (CERCLA) only.
5. Although such a release is exempted from reporting to a SERC or LEPC, Federal or New Jersey regulations require notification.
6. Any statistically significant increase in a continuous release must be reported to the NRC, SERC, and LEPC.

**ATTACHMENT 2
PPPL HAZARDOUS SUBSTANCE LIST**

<u>SUBSTANCE</u>	<u>CAS NO.</u>	<u>NJ</u>	<u>CERCLA</u>		<u>NOTES</u>
		<u>ANY</u>	<u>NRC</u>	<u>RQ¹</u>	
Asbestos (Friable)	1332-21-4	X	X	01	Note 3: TC/TP
Acetone	67-64-1	X	X	5000	Note 3: TC
bis (2-Ethylhexyl) Phthalate (DEHP)	117-81-7	X	X	100	Note 3: TC/TP
Cyanide	74-90-8	X	X	10	Note 3: TP ;Note 5
Cyclohexylamine	108-91-8	X			
Fuel Oil	None	X	X	Any	SPCC; Note 4: DOT 1993
Gasoline	8006-61-9	X	X	Any	SPCC: Note 4
Gallium Trichloride	13450-90-3	X	X		Note 5
Hexane	110-54-3	X	X	5000	Note 3: TP ;Note 5
Hydroquinone	123-31-9	X	X	100	Note 3: TC
Lead	7439-92-1	X	X	10	Note 2; Note 3: TP
Mercury	7439-97-6	X	X	1	Note 3: TC/TP; Note 5
Methanol	67-56-1	X	X	5000	Note 3: TC ;Note 5
Methyl Chloroform (Trichloroethane)	71-55-6	X	X	1000	Note 3: TC/TP
Methyl Ethyl Ketone	78-93-3	X	X	5000	Note 5
Methyl Isobutyl Ketone	108-10-1	X	X	5000	Note 3: TC ;Note 5
Methylene Chloride (Dichloromethane)	75-09-2	X	X	1000	Note: TC
Petroleum Oil	None	X	X	Any	SPCC: Note 4 DOT 1270
Polychlorinated Biphenyls (PCBs)	1336-36-3	X	X	Any	Note 3: TC/TP
Potassium Permanganate	7722-64-7	X	X	100	Note 5
Sodium Hydroxide	1310-73-2	X	X	1000	Note 5
Sodium Hypochlorite	7681529	X	X	100	Note 5
Sulfuric Acid	7664-93-9	X	X	1000	Note 3: TC
Toluene	108-88-3	X	X	1000	Note 3: TC/TP ;Note 5
Trichloroethylene	79-01-6	X	X	100	Note 3: TC/TP ;Note 5

Notes: This list includes most of the hazardous substances found at PPPL, but it is not all inclusive.

Hazardous Substance List

page 2 of 2

1. An “X” in the columns “NJ” and “NRC” indicate reporting required to NJDEP (SERC) and the National Response Center, respectively. The “RQ” or reportable quantity column (lbs.) is applicable as a reporting trigger to only NRC. **“Any” amount of Hazardous Substance discharged must be reported to NJDEP;** N/A refers to Not Applicable.
2. No reporting of releases to federal agencies is required if the diameter of the pieces of Lead released is equal to or less than 100 micrometers (0.004 inches).
3. “TC” indicates Toxic Chemical. “TP” indicates Toxic Pollutant.
4. Reported according to the SPCC Plan pursuant to 40 CFR Part 110 and 112.
5. Waste that has been collected by PPPL’s Environmental Services and disposed of offsite through our Hazardous Waste Program.

CAS Chemical Abstract System

n/a Not applicable

NJ NJ Department of Environmental Protection (NJDEP) or State Emergency Response Center (SERC)

NRC National Response Center is notified when the RQ is exceeded

PCB Polychlorinated Biphenyls - EPA Region II notified for spills where concentrations are greater than 50 ppm or mg/l or exceed 10 pounds by weight, and any spill that directly contaminates water or grazing land.

RQ Reportable Quantity or threshold for reporting in pounds.

SPCC Spill Containment and Countermeasures Plan (40 CFR Parts 110 and 112)

TC Toxic Chemical (40 CFR 372 Toxic Chemical Release Reporting: Community Right-to-Know)

TP Toxic Pollutant - 40 CFR 401.15 lists 65 pollutants as toxic according to Section 307 (a)(1) of the Federal Water Pollution Control Act.

TELEPHONE NOTIFICATION LIST AND NOTIFICATION INFORMATION

AGENCY	National Response Center (NRC)	NJDEP (SERC)	DOE/PSO	Plainsboro (LEPC)	EPA Region II Office of Pesticides and Toxic Substances	Stony Brook Regional Sewerage Authority (SBRSA)
TELE-PHONE #	1-800-424-8802	1-877-WARN DEP 1-877-927-6337	1-609-243-3706	1-609-799-2333	1-732-321-6669	1-609-924-8881 ext. 217 (A. Pchola)
CRITERIA	Oil discharge or release of a HS in an amount <u>equal to or greater than an RQ</u> (40 CFR 302 &355). The NRC is notified only when an amount equal to or greater than an RQ is discharged.	Discharge of <u>any</u> HS (as defined in NJAC 7:1E-Appendix A) which is in such quantity or concentration as may be harmful to public health, welfare or natural resources.	Whenever NRC or NJDEP are notified, notify the DOE/PSO.	Any occurrence reported to the NRC or the NJDEP are to be reported to the Plainsboro Director of Public Safety.	Within 24 hours, PCB spills into water or onto grazing land; PCB spills with concentrations ≥ 50 ppm or exceed 10 pounds PCB's by weight.	When a release occurs and enters the sanitary system (SBRSA), as per the Authority's Rules and Regulations and PPPL's Slug Loading Control Plan.

**SAMPLE DISCHARGE NOTIFICATION FORM
USE ONLY CURRENT VERSION FROM NJDEP WEBSITE**

<http://www.state.nj.us/dep/srp/srra/forms>

7:26E-1.4

 <p>New Jersey Department of Environmental Protection Site Remediation Program</p> <p>CONFIRMED DISCHARGE NOTIFICATION</p>	<p>Date Stamp (For Department use only)</p>																
<p>SECTION A. SITE NAME AND LOCATION</p> <p>Site Name: _____</p> <p>List all AKAs: _____</p> <p>Street Address: _____</p> <p>Municipality: _____ (Township, Borough or City)</p> <p>County: _____ Zip Code: _____</p> <p>Program Interest (PI) Number(s): _____</p> <p>Case Tracking Number(s): _____</p> <p>Date Remediation Initiated Pursuant to N.J.A.C. 7:26C-2. _____</p> <p>State Plane Coordinates for a central location at the site: Easting: _____ Northing: _____</p> <p>Municipal Block(s) and Lot(s):</p> <table style="width:100%; border: none;"> <tr> <td>Block # _____</td> <td>Lot # _____</td> <td>Block # _____</td> <td>Lot # _____</td> </tr> <tr> <td>Block # _____</td> <td>Lot # _____</td> <td>Block # _____</td> <td>Lot # _____</td> </tr> <tr> <td>Block # _____</td> <td>Lot # _____</td> <td>Block # _____</td> <td>Lot # _____</td> </tr> <tr> <td>Block # _____</td> <td>Lot # _____</td> <td>Block # _____</td> <td>Lot # _____</td> </tr> </table>		Block # _____	Lot # _____	Block # _____	Lot # _____	Block # _____	Lot # _____	Block # _____	Lot # _____	Block # _____	Lot # _____	Block # _____	Lot # _____	Block # _____	Lot # _____	Block # _____	Lot # _____
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Block # _____	Lot # _____	Block # _____	Lot # _____														
<p>SECTION B. DISCHARGE BEING REPORTED WITH THIS SUBMISSION</p> <p>Incident Number/Com. Center Number for the discharge being reported with this submission: _____</p> <p>Is there an existing remedial case at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes," would you like to combine this incident number with the existing case? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Provide the Tracking Number for the existing remedial case would you like to combine this incident number with: _____</p>																	
<p>SECTION C. CURRENT OWNER OF THE SITE</p> <p>Affiliation/Name of Organization: _____</p> <p>First Name of Contact: _____ Last Name of Contact: _____</p> <p>Title: _____</p> <p>Phone Number: _____ Ext: _____ Fax: _____</p> <p>Mailing Address: _____</p> <p>City/Town: _____ State: _____ Zip Code: _____</p> <p>Email Address: _____</p>																	
<p>SECTION D. SITE USE</p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> <p>Current Site Use (check all that apply)</p> <p><input type="checkbox"/> Industrial <input type="checkbox"/> Park or recreational use</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Commercial <input type="checkbox"/> Government</p> <p><input type="checkbox"/> School or child care <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Agricultural</p> </td> <td style="width:50%; vertical-align: top;"> <p>Intended Future Site Use, if known (check all that apply)</p> <p><input type="checkbox"/> Industrial <input type="checkbox"/> Park or recreational use</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Commercial <input type="checkbox"/> Government</p> <p><input type="checkbox"/> School or child care <input type="checkbox"/> Future site use unknown</p> </td> </tr> </table>		<p>Current Site Use (check all that apply)</p> <p><input type="checkbox"/> Industrial <input type="checkbox"/> Park or recreational use</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Commercial <input type="checkbox"/> Government</p> <p><input type="checkbox"/> School or child care <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Agricultural</p>	<p>Intended Future Site Use, if known (check all that apply)</p> <p><input type="checkbox"/> Industrial <input type="checkbox"/> Park or recreational use</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Commercial <input type="checkbox"/> Government</p> <p><input type="checkbox"/> School or child care <input type="checkbox"/> Future site use unknown</p>														
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SECTION E. DESCRIPTION OF DISCHARGE

Date Discharge Occurred: _____ Date NJDEP Hotline called: _____

Media Contaminated:

- Soil Groundwater Surface Water Receiving Water: _____
- Historic Fill only

Description of Discharge:

SECTION F. FEDERAL RELEASE

Is this discharge related to a release from a Federally regulated UST?..... Yes No

If "Yes," please answer the following questions:

Tank ID (from Registration): _____ Tank System Size: _____

Contents: _____

Source of Federal Release (check appropriate category):

- Dispenser
- Vent Pipe
- Fill Port/Fill Lines
- Piping (Upgraded)
- Piping (Not Upgraded)
- Spill Bucket
- Tank (Upgraded)
- Tank (Not Upgraded)
- Vapor System Recovery
- Submersible Turbine Pump Area
- Other (Specify) _____
- Delivery Problem
- Unknown

Cause of Federal Release (check appropriate category):

- Spill
- Overfill
- Physical/Mechanical Damage
- Loose Fittings
- Installation Problem
- Vapor Release
- Other (Specify) _____
- Corrosion
- Unknown

SECTION G. CASE TYPE: (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Administrative Consent Order (ACO) | <input type="checkbox"/> Landfill (SRP subject only) |
| <input type="checkbox"/> Brownfield Development Area (BDA) | <input type="checkbox"/> Regulated Underground Storage Tank (UST) |
| <input type="checkbox"/> Child Care Facility | <input type="checkbox"/> Remediation Agreement (RA) |
| <input type="checkbox"/> Chrome Site (Chromate chemical production waste) | <input type="checkbox"/> School Development Authority (SDA) |
| <input type="checkbox"/> Coal Gas | <input type="checkbox"/> School facility |
| <input type="checkbox"/> Due Diligence with RAO | <input type="checkbox"/> Spill Act Defense – Government Entity |
| <input type="checkbox"/> Hazardous Discharge Remediation Fund (HDSRF) Grant/Loan | <input type="checkbox"/> Spill Act Discharge |
| <input type="checkbox"/> Historic Pesticides | <input type="checkbox"/> UST Grant/Loan |
| <input type="checkbox"/> ISRA | <input type="checkbox"/> Other (explain): _____ |

Federal Case (check all that apply)

- RCRA GPRA 2020 CERCLA/NPL USDOD USDOE TSCA

SECTION H. PERSON RESPONSIBLE FOR CONDUCTING THE REMEDIATION INFORMATION AND CERTIFICATION

Full Legal Name of the Person Responsible for Conducting the Remediation: _____

Representative First Name: _____ Representative Last Name: _____

Title: _____

Phone Number: _____ Ext: _____ Fax: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Email Address: _____

This certification shall be signed by the person responsible for conducting the remediation who is submitting this notification in accordance with Administrative Requirements for the Remediation of Contaminated Sites rule at N.J.A.C. 7:26C-1.5(a).

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, including all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, to the best of my knowledge, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement which I do not believe to be true. I am also aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.

Signature: _____ Date: _____

Name/Title: _____

No Changes To Contact Information Since Last Submittal

Completed forms should be sent to:

Bureau of Case Assignment & Initial Notice
Site Remediation Program
NJ Department of Environmental Protection
401-05H
PO Box 420
Trenton, NJ 08625-0420