



## CHECKLIST FOR PERMITTEE INITIATED INACTIVATION AND/OR REVOCATION ("TERMINATION") OF A NJPDES PERMIT

**TO HELP US PROCESS YOUR REQUEST MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.**

**Be sure to read all instructions and to answer all questions when filling out the application forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.**

This checklist specifies the information required to 1) inactivate and/or 2) revoke an individual New Jersey Pollutant Discharge Elimination System (NJPDES) Permit or an authorization under a general NJPDES permit (GP Authorization). Before completing and submitting a request, please refer to the attached flow diagram. Note: NJPDES SIU permits can be inactivated or revoked if an exemption criterion under N.J.A.C. 7:14A-21.9 is met.

### **1. Permit Inactivation**

If the permitted discharge has ceased or is temporarily discontinued, a permittee may request inactivation of an individual permit or GP Authorization. Upon inactivation a permittee, whose discharge under that individual permit or GP Authorization has ceased or is temporarily discontinued, may stop submitting Discharge Monitoring Reports for subsequent reporting periods when notified by the Department. Permit fees will be prorated for the year the permit was initially inactivated. However, the prorated fee shall not go below the minimum permit fee. Thereafter, a minimum permit fee will be assessed until the individual permit or GP Authorization is revoked. To inactivate an individual permit or GP Authorization, a permittee must:

A. Notify the Department by contacting the applicable Bureau of Water Compliance and Enforcement region to verify cessation of the permitted discharge. These Bureaus may be contacted at the following addresses and telephone numbers:

- For facilities located in the counties of *Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex* and *Warren*, contact:

Northern Bureau of Water Compliance and Enforcement  
1259 Route 46 - Building #2  
Parsippany, NJ 07054  
(973) 299-7592

- For facilities located in the counties of *Mercer, Middlesex, Monmouth, Ocean* and *Union*, contact:

Central Bureau of Water Compliance and Enforcement  
PO Box 407  
Trenton, NJ 08625-0407  
(609) 584-4200

- For facilities located in the counties of *Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester* and *Salem*, contact:

Southern Bureau of Water Compliance and Enforcement  
One Port Center  
2 Riverside Drive  
Camden, NJ 08102  
(609) 968-2600

B. After verifying that the permitted discharge has ceased, the applicable Water Compliance and Enforcement Bureau will advise the Bureau of Permit Management to inactivate the NJPDES permit or GP Authorization.

## **2. Permit Revocation**

After cessation of the permitted discharge has been verified by the Department, a permittee who desires a permit revocation shall submit the following items:

**FORM NJPDES - 1 (permit revocation only)**

**Note:**

**Item 5.** State, in detail, the discharge(s) or outfall(s) at the facility to be discontinued (i.e., process wastewater to surface water, sanitary or industrial discharge to ground water, discharge to a POTW, etc.). State if the discharge was treated, and if so, with what type of treatment. If treated, will these treatment units be closed as a result of this revocation request? For NJPDES/DGW permits, also include the proposed method for post closure monitoring.

**Item 6.** Be sure to check the REVOC box in the "Requested Permit Action" column for all of the category(ies) to be revoked.

**CERTIFICATION OF CLOSURE FORM (as determined by the applicable Bureau of Water Compliance and Enforcement)**

This form is to be used for the closure of all wastewater and sludge treatment and storage facilities and equipment permanently removed from use or operation at NJPDES permitted facilities.

**REQUEST FOR REVOCATION (Stormwater permits)**

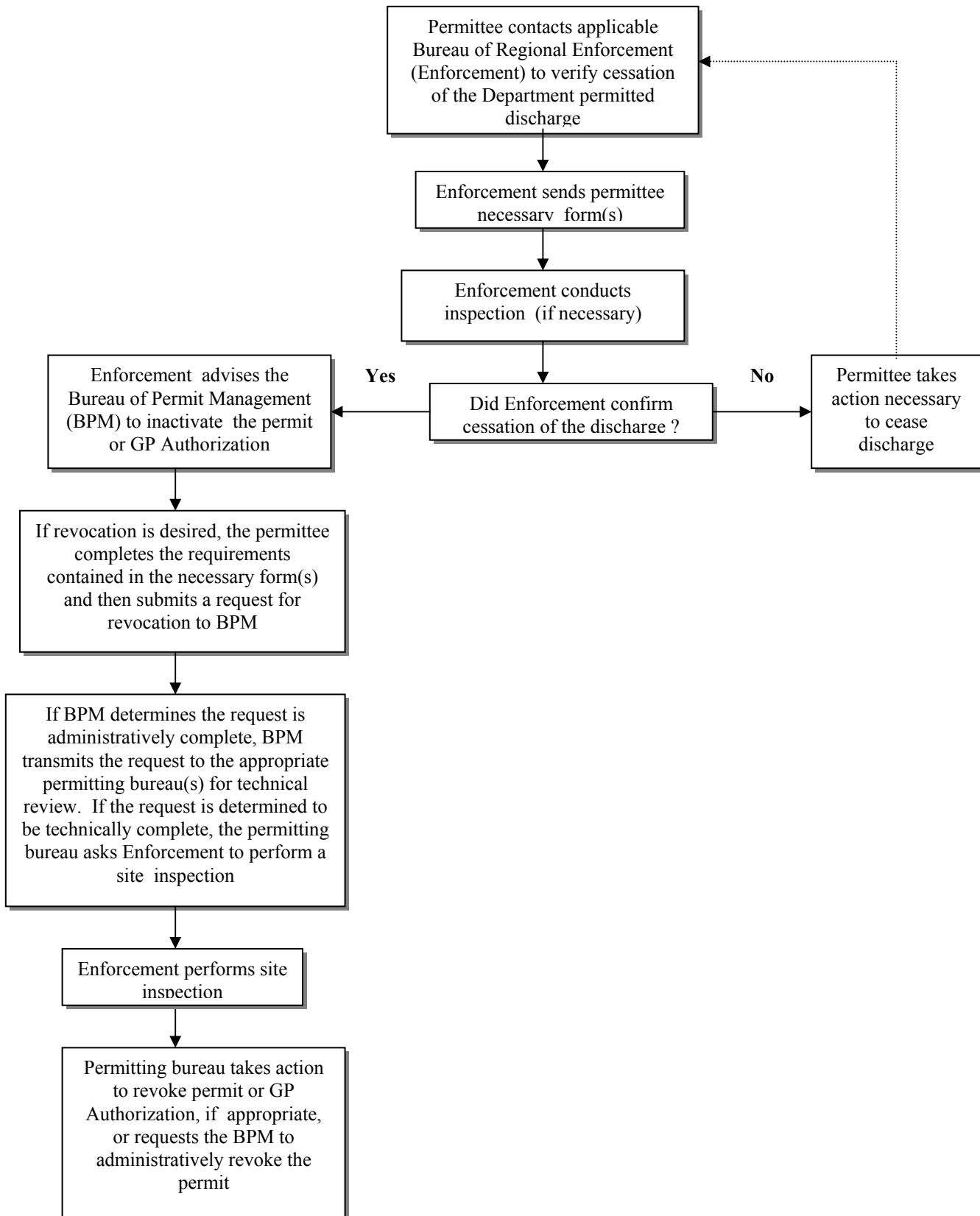
This form is to be used for the revocation of a NJPDES stormwater permit.

Additional information based on site specific conditions may be required by the Department.

**SUBMIT ONE ORIGINAL AND ONE COPY OF THE REQUEST TO:**

**New Jersey Department of Environmental Protection  
ATTN: Administrative Review Unit  
Office of Permit Management  
PO Box 029  
Trenton, New Jersey 08625-0029**

## *Process for Permittee Initiated Inactivation and/or Revocation of a Permit*



New Jersey Department of Environmental Protection  
Division of Water Quality

## CERTIFICATION OF CLOSURE

This form is to be used for the closure of all wastewater and sludge treatment and storage facilities and equipment permanently removed from use or operation at NJPDES permitted facilities or at facilities for which a NJPDES permit has been revoked or an application for renewal denied.

**Be sure to read all instructions and to answer all questions when filling out this form. If an item is not applicable, enter "N/A" or a similarly appropriate response.**

**1a.** NJPDES Permit No. NJ \_\_\_\_\_

**1b.** Facility name \_\_\_\_\_

**1c.** TWA No. (if known) \_\_\_\_\_

**2.** Treatment plant/units or storage units closed, including the date closed (e.g., sludge facilities, lagoons, equalization tanks, trickling filters, clarifiers, sludge digesters, etc.). If the entire plant has been closed write "entire." The units closed are as follows:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**3.** The plant or units described in item 2 above have been closed because of one of the following:

\_\_\_\_\_ Facility has been closed.

\_\_\_\_\_ Connection to Sewerage Entity (e.g., connection to another wastewater treatment plant).

\_\_\_\_\_ Other - Describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4.** All wastes and components of the treatment plant or other units described in item 2 above have been properly managed, disposed and secured as follows, where applicable:

<u>ACTIVITY</u>	<u>Yes</u>	<u>N/A</u>
• Influent and effluent pipes have been sealed.	_____	_____
• The affected units have been closed in such a manner so as to protect public safety and health, and to assure that no contamination of ground or surface water will occur as a result of removing such facilities and equipment from service, either through the act of closure or through continuing the discharge of pollutants into or through equipment; or through leaking, leaching, or discharge of pollutants from wastewater or residuals or other by-products remaining in facilities or equipment which has been removed or remains on site.	_____	_____
• All residual materials and all other solids from the treatment process including, but not limited to, liquid and dried sludges, grit and screenings, scum and sand bed materials have been removed and/or managed in a manner approved by the Department.	_____	_____
• Other, explain: _____		

**5.** I understand that it is a violation of the "Water Pollution Control Act", N.J.S.A. 58:10A-1 et seq., to discharge pollutants except in conformity with a NJPDES permit and that I may be subject to significant civil/criminal penalties for said violation.

**6.** "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

\_\_\_\_\_  
Signature of/for Permittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type: Name

\_\_\_\_\_  
Print or Type: Position