

## Attention: NJDEPOnline.com UST Service Now Available – Submit UST Renewal Online

### **NJ UST Renewal Checklist - Burlington, Mercer, Middlesex, Passaic, & Sussex County**

Below is a checklist of required items which is designed to assist all owners and operators of regulated underground storage tanks when renewing your UST registration certificate. Please complete and check each item listed below. Your facility UST registration expires March 31, 2024, and failure to renew your registration may result in the inability to receive fuel from your distributor and/or an enforcement action. UST renewal is due February 1, 2024.

#### **1. FEE**

- ☐ \$50 annual renewal certification fee attached and made payable to Treasurer, State of New Jersey or paid with NJDEPOnline.com UST Questionnaire by e-check or credit card.

#### **2. UST FACILITY CERTIFICATION QUESTIONNAIRE**

- ☐ The signed UST Facility Certification Questionnaire (USTFCQ) is attached or filed online. The USTFCQ is available at [www.nj.gov/dep/srp/forms/ust](http://www.nj.gov/dep/srp/forms/ust) (UST-021) and must be utilized when renewing your annual registration or filed online at [njdeponline.com](http://njdeponline.com). *Please note: 1. All seven pages of Section A – G (Section E Installer certification optional) must be entirely completed. 2. NJ Business Entity 10-digit ID information can be found at <https://www.njportal.com/dor/businessnamesearch/> 3. Since new fields have been added, Attachment A - Specific Tank Information must be submitted with your questionnaire even if there have been no changes to the tank information previously submitted. Attachment B – Compartmentalized tanks listed if applicable.*

The USTFCQ, insurance, and fee can now be filed online at [njdeponline.com](http://njdeponline.com). A pdf with instructions can be found at [https://www.nj.gov/dep/srp/bust/annual\\_ust\\_reg\\_training.pdf](https://www.nj.gov/dep/srp/bust/annual_ust_reg_training.pdf)  
**A user account or sign up is required. The \$50 Fee is paid at the end of the service.**

#### **3. ENTIRE UST FINANCIAL RESPONSIBILITY INSURANCE POLICY**

- ☐ Unless filed online, the entire UST Financial Responsibility Insurance policy (FR) including all endorsements and certifications has been emailed to: [srpustregistration@dep.nj.gov](mailto:srpustregistration@dep.nj.gov)  
Where other UST financial mechanisms are appropriate, submit their associated documents.  
**\*Please note: Unless you file online, we are requesting that in addition to mailing your annual UST Registration renewal package you should also email the Department a scanned signed copy of the FCQ, \$50 Check, and the FR policy to the above email address. \***

#### **4. (Due February 1, 2024) - MAIL 60 DAYS PRIOR TO EXPIRATION DATE**

- ☐ The invoice payment stub, \$50 payment, and signed USTFCQ by both the owner and operator (and installer, if applicable) have been submitted to the address listed below or filed online **at least 60 days prior (due February 1, 2024) to your facility expiration date. Failure to follow this regulation at N.J.A.C. 7:14B-2.1(d) may cause delays in review time which could lead to enforcement action.**

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

Underground storage tank information including the Regulations Implementing the Underground Storage of Hazardous Substance Act (N.J.A.C. 7:14B) and Frequently Asked Questions are available at <https://www.nj.gov/dep/srp/bust/>