

Process for Handling Incidents Referred to the Site Remediation Program

1. Incidents are referred to the Bureau of Case Assignment & Initial Notice (BCAIN) from the Department's Communications Center.
2. The Case Assignment Unit (CAS) within BCAIN runs a daily report to capture the referrals to the Site Remediation Program.
3. The incidents are evaluated by CAS to determine how they should be handled. CAS refers incidents to the following agencies/programs: CEHA Agency, Unregulated Heating Oil Tank Program (UHOT), Licensed Site Remediation Program (LSRP), Bureau of Case Management (BCM), Bureau of Remedial Action Permitting (BRAP) and the Bureau of Environmental Measurement & Site Assessment/Receptor Survey Team (BEMSA/RST). In addition, CAS may also close out an incident without referring it to another agency or program. These incidents involve small quantity discharges that a local HAZMAT team has already remediated.
4. Referrals to the Bureau of Case Management are made when the incident is related to a site which that bureau is handling.
5. Referrals to the Bureau of Remedial Action Permits are made when the incident is related to the disruption of an engineering control.
6. Referrals to the Bureau of Environmental Measurement & Site Assessment/Receptor Survey Team are made when the incident relates to contamination from an unknown source.
7. A "LSRP" letter is sent to the Responsible Entity when the discharge requires the hiring of a Licensed Site Remediation Professional. The letter details the requirements of the Site Remediation Reform Act (SRRA). When the Department receives the Confirmed Discharge Notification form the incident is linked to a LSRP New Case or to an existing LSRP Case, if applicable, in the Department's database.
8. A "UHOT" letter is sent to the Responsible Entity when the discharge relates to an unregulated heating oil tank that will require the issuance of a No Further Action letter by the Department's UHOT Program. A case is created in the Department's database when the Remedial Action Report or a request for a permit is submitted to CAS.
9. Prior to the referral of an incident to the appropriate CEHA Agency a determination as to whether the incident is an exemption to the LSRP legislation, N.J.A.C. 7:26C-2.3 must be made. The exemptions are as follows:
 - a. A petroleum surface spill of less than 100 gallons that does not reach the waters of the State of New Jersey provided that:
 - Any contamination is remediated within 90 days after the occurrence of the spill; and
 - The person responsible for conducting the remediation documents, at the time of the spill, his or her specific knowledge of the date and volume of the spill;

- b. A discharge that results from a passenger motor vehicle accident; or
- c. A discharge that the Department refers to its Bureau of Emergency Response, to the New Jersey Office of Emergency Management, or to a County Environmental Health Agency.

10. Should it be determined by the CEHA Agency that the incident or discharge is in fact subject to N.J.A.C. 7:26C-2.3, or that the cleanup is beyond the ability of the CEHA Agency to oversee, the incident shall be referred back to CAS for review and/or action. The CEHA investigation report should be faxed to CAS at (609) 292-2117. In addition, a mailing address for the responsible party must be included so that CAS can notify them that they are now subject to the above referenced Statute.
11. Should it be determined that the discharge documented in the incident report was remediated or unfounded, the CEHA investigation report should be faxed to CAS at (609) 292-2117. The CAS incident coordinator will then update the incident in the Department's incident module to reflect that the incident had been investigated and remediated and/or merits no further action by the CEHA Agency.
12. Should an incident be reported anonymously, as a citizen complaint or confidential report, CAS shall refer the incident to the CEHA Agency for investigation. If it is determined by the CEHA Agency that the incident or discharge is in fact subject to the N.J.A.C. 7:26C-2.3, or that the cleanup is beyond the ability of the Agency to oversee, then the incident shall be referred back to the Case Assignment Unit (CAS) for review and/or action. The CEHA investigation report should be faxed to CAS at (609) 292-2117. In addition, a mailing address for the responsible party must be included so that we can notify them that they are now subject to the above referenced Statute.