

Regulated Underground Storage Tank Registration Frequently Asked Questions (FAQs)

1. Are the regulated Underground Storage Tanks (USTs) at my site or specified address registered with the Department?

The “Regulated UST Facilities by Municipality” Data Miner report is available to determine if USTs are registered with the Department if the Program Interest (PI) number or registration number is unknown. The report can be found at <https://www13.state.nj.us/DataMiner#>

Search Options: Select Search by Category
Report Category: Site Remediation
Scroll to Underground Storage Tanks Section
Select “Regulated UST Facilities by Municipality”

Note: If you know the PI # Select “Regulated UST Facilities by PI Number (Facility ID)”
You can also search by site address or site name to identify the PI # to help refine the search.
Search Options: Select Search by Category
Report Category: Site Remediation
Scroll to Site Search Reports
Select “All SRP Sites by Selected PI Address” or “All SRP Sites by Selected PI Name”

2. I’m trying to match the regulated underground storage tanks (USTs) on my Case Inventory Document (CID) to the current registration but they do not match. How can I update the registration to match the USTs on my CID? I am aware the CID must be submitted via *DEP Online* and I want to ensure the information submitted is correct.

An Underground Storage Tank Facility Certification Questionnaire (USTFCQ) must first be completed and submitted to the UST Registration Unit to update the registration. To avoid future CID/registration discrepancies with *DEP Online* service please make sure you run the “Regulated UST Facilities by PI Number” Data Miner report to verify that the USTs registered reflect the correct USTs at the site before initiating any *DEP Online* service. If you select the UST Tank Summary section it will display the USTs registered with the Department. If there’s a discrepancy with the TANK No. (UST), Tank Size, Tank Contents or Tank Status, an USTFCQ must be submitted to make the corrections. You must wait until the registration is updated before proceeding with *DEP Online*. Additional FAQs regarding the CID/Areas of Concern can be found at <http://www.nj.gov/dep/srp/srra/forms/> under *DEP Online* Services.
<https://www13.state.nj.us/DataMiner#>

3. Where do I send the USTFCQ?

It’s dependent on whether the USTFCQ is being submitted for a renewal, initial registration, modifications or response to a deficiency.

Renewals Only with an Invoice: All regulated UST facilities are billed at least 60 days prior to the expiration date on their UST registration certificate. Failure to submit all three items to the correct address will result in delays in processing your renewal and issuance of a new UST registration certificate. Please see invoice for the correct address. **Do not** send the USTFCQ to the address listed below if an UST registration renewal with an invoice and payment. The invoice, payment and USTFCQ **must** be submitted to the address listed on the invoice.

All other USTFCQs (No Invoice): USTFCQs submitted for Initial registrations, modifications and responses to deficiencies must be submitted to the following address:

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

4. What do I have to do if I discover a previously unknown underground storage tank(s) (UST) on my property that based on tank size and substance stored requires the UST(s) to be registered and I want to remove these UST(s)?

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An USTFCQ must first be completed and submitted with the correct fee to the UST Registration Unit to register all regulated USTs. Once the USTs are registered with the Department, the 'Notice of Intent to Close' (NOI) for the newly registered UST(s) may be submitted via *DEP Online*. The USTs will not be available on the NOI service at *DEP Online* unless the USTs are first registered.

5. I didn't receive my UST registration certificate but paid the renewal fee. Why haven't I received the certificate?

All UST registration certificates are mailed to the facility address. If the UST registration certificate is returned as undeliverable, the UST registration certificate will then be mailed to the tank owner's address. A \$35-dollar fee will be assessed if requesting a copy of the UST registration certificate. The Department will not email copies of the certificate.

Note: To check the address listed for the facility please see the "Regulated UST Facilities by PI Number" data miner report at <https://www13.state.nj.us/DataMiner#>.

If you are an UST owner/operator which owns or operates more than 25 UST facilities a request can be submitted to mail the registration certificates to a specified address.

6. Can I send a PDF copy of the USTFCQ to the UST Registration & Billing Unit?

A paper copy of the USTFCQ with original signatures will be required when submitting a USTFCQ for renewals, modifications and initial registrations.

7. Do I have to submit the entire insurance policy for the UST system?

The Department is requiring that the entire policy is submitted. The policy can be sent via email to the following email address srpustregistration@dep.nj.gov or mailed to the following address:

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

Please make sure that all submissions via the above referenced email address includes the PI number for the site for which the submission is being made.

8. What form does a new owner/operator of the tank system complete?

A USTFCQ must be submitted if a sale or transfer of the tank system takes place. The entire form must be completed by the new entity within 30 days after the contract date or the date of closing.

9. Do I have to complete Attachment A?

Attachment A will not be required If you are submitting the USTFCQ for a renewal with no changes. Please see Section A (1.) of the USTFCQ which specifically indicates when you must include Attachment A.

10. Can I submit the new USTFCQ form via email to srpustregistration@dep.nj.gov?

A paper copy of the USTFCQ with original signatures is required when submitting a USTFCQ for renewals, modifications and initial registrations. The registration will not be deemed complete until the paper copy with original signatures is received by the Department. The srpustregistration@dep.nj.gov email was only established to assist in expediting the submissions of facility plans, insurance policies and other attachments noted under Section D of the new USTFCQ form.