

Plan Renewal Guidance – revised 6/19/2025

- 1) **It is not necessary or beneficial to resubmit the entire plan as the renewal. Only revised pages or sections need to be submitted. If the information on the maps did not change, neither paper nor digital maps need to be submitted.**
- 2) The plan renewal should consist of those pages containing the following information, as applicable:
 - changes in personnel, including contacts
 - list of discharges for the preceding 36 months
 - updated tank testing tables incorporating current completed/next test dates
 - updated SOP index
 - updated upgrade schedule, including incorporating completed items into the plan
 - current Discharge Cleanup Organization information
 - current Local Emergency Planning Committee agreement
 - current financial responsibility documents
 - new certifications as per N.J.A.C. 7:1E-4.11(a), (b) and (e) (see 6 below)
- 3) **It is recommended to have individual sections for each type of technical information required by N.J.A.C. 7:1E-4.2 and 4.3, with each section numbered separately, such as 1-1, 1-2, 1-3, 2-1, 2-2, etc. Then, by using sectional pagination, a change that affects page numbers early in the plan will not require that the entire plan be submitted even if no changes have been made in subsequent sections.**
- 4) Copies of the current rules and guidance documents are available on the web at <https://dep.nj.gov/brp/dphs/>. The available documents include “Guide to Testing and Inspection of Aboveground Storage Tanks” and “Guide to the Preparation of DPCC and DCR Plans and Plan Renewals.”
- 5) Digital maps must be prepared in a digital environment that is compatible with the Department's Geographic Information System.
 - The Department utilizes ArcPro 3.5 to view and register digital images and the formats most compatible are AutoCAD 2025 or earlier versions, and ArcGIS Desktop projects (ArcMap is expected to be discontinued soon).
 - To be compatible, the digital image must be projected in NJ State Plane Feet coordinates in North American Datum 1983 (NAD83).
 - The digital drawing and all text/hatch patterns/arrows/etc. should be kept in simple text or exploded to separate them into their components if using AutoCAD.
 - The digital maps must meet the requirements of N.J.A.C. 7:1E-4.10(c).
- 6) The renewal must contain **original** (i.e., pen applied to paper) certifications required by N.J.A.C. 7:1E-4.11, including a signed and sealed certification from a professional engineer licensed to practice in New Jersey pursuant to N.J.S.A. 45:8-27 *et seq.*, who is familiar with the facility.