

ENVIRONMENTAL JUSTICE IMPACT STATEMENT PUBLIC NOTICE TEMPLATE FORM

DIRECTIONS FOR USE OF THE PUBLIC NOTICE TEMPLATE

OVERVIEW

The Department is providing a public notice template to assist facilities in drafting the required public notice of availability of their Environmental Justice Impact Statement and notice of hearing and public comment period. The public notice template is to be used as guidance only. A facility may draft their own public notice without utilizing the language in this template.

In the public notice template, each section heading is in **bold** and identifies required information. The section headings are intended to provide an outline of required information and are not expected to appear in the public notice. All **highlighted** fields in the public notice template identify information required by the EJ rules. Text that is {bracketed} is provided as instructive or as an example only and should be replaced with text unique to the facility preparing the draft public notice. All other text is suggested/optional.

NOTES CORRESPONDING TO EACH SECTION HEADING

FACILITY AND PERMIT INFORMATION (PHYSICAL LOCATION, NOT MAILING)

The applicant should replace the sample text (provided as an example only) encased in brackets to list each permit application and permit application # that is included in the applicant's EJIS and part of the EJ review.

HEARING DATE, TIME, LOCATION, INCLUDING VIRTUAL COMPONENT

- *N.J.A.C. 7:1C-4.1(b)5 requires a facility to accept written comments for at least 30 days after the hearing and a total minimum written comment period of 60 days. Applicant must ensure the comment period listed in the Public Notice complies with the requirement.*
- *When a facility is submitting their draft public notice with their EJIS, the facility does not need to provide a hearing date, time, and location if unknown at the time. However, after the Department authorizes the facility to proceed with the public process, the facility must submit the final notice to the Department with all information included for the Department to review to ensure the date, time, and location are consistent with the rules. After the Department approves, the facility must send the final notice to the Department to post on its website.*

GENERAL DESCRIPTION OF THE PROPOSED NEW FACILITY, PROPOSED EXPANSION OF AN EXISTING FACILITY, OR EXISTING MAJOR SOURCE SEEKING TO RENEW ITS OPERATING PERMIT

The applicant must replace the sample text encased in brackets, which is intended only as an example. The facility description should explain the facility's current or proposed new operation(s), including, as applicable, number and types of regulated equipment, control measures, monitoring equipment, types of materials handled, input and output numbers/limits, emission limits, capacity limits, hours of operation, number of employees, traffic routes. For an existing facility, the description should also explain any proposed changes in operation. If the existing source is a major source seeking renewal of its operating permit and the renewal application proposes no changes, this should be specifically stated. For a new facility, the description should include proposed construction schedule.

Please note that this is a guidance document only and use of this guidance is not mandatory. This document does not constitute final agency action and may be revised at any time.

BRIEF SUMMARY OF THE ENVIRONMENTAL JUSTICE IMPACT STATEMENT (EJIS)

The applicant may use language from the EJIS Executive Summary here. If applicable, the applicant should include a summary of any supplemental information required to be included pursuant to N.J.A.C. 7:1C-3.3, -5, -6, or -8, or any supplemental information that was provided/included at the Department's request. If supplemental information was submitted, link to the supplemental information must be included as well.

MAP

The applicant must include a legible, clearly marked map that shows, by outlining, the location of the facility in the overburdened community/communities and municipality/municipalities. The map must also identify the street address, municipality(ies), county(ies), tax map block(s) and lot(s), and the size of the facility property. The map is required to meet these criteria.

GENERAL NOTES/REMINDERS

- N.J.A.C. 7:1C-4.1(a)1 requires a facility to give at least 60 days' notice of the public hearing.
- N.J.A.C. 7:1C-4.2(a)1 requires the applicant to hold the public hearing in the overburdened community, unless there is no suitable hearing space and the Department approves a hearing location elsewhere. If the facility is located in more than one overburdened community, the applicant must propose a central location within close proximity to all affected overburdened communities, for Department approval.
- N.J.A.C. 7:1C-4.2(a)2 requires all hearings to be conducted on a weekday and no earlier than 6:00 P.M. Eastern Standard Time/Eastern Daylight Time.

PUBLIC NOTICE TEMPLATE

Facility and permit information (physical location (not mailing), including all applicable Program Interest numbers and all applicable permit activity numbers)

Name of the applicant/facility

Contact person & Title

Physical Street Address

City, County, State, Zip

EJ Project ID #

Program Interest Number(s)

Permit Activity Numbers(s) and type of permit application

{e.g. BOP230001, Title V operating permit renewal; BOP 220004, Title V operating permit renewal; includes Solid waste Minor Technical Review, TRP230001}}

Hearing date, time, location, including virtual component

Please TAKE NOTICE that {facility name} will hold a public hearing on {date, time, at location}, regarding the above-referenced permit application(s), as required by the Environmental Justice rules, N.J.A.C. 7:1C. The hearing will be conducted in-person, and the public will also have an option to participate virtually. The virtual component will be recorded and available online for the public to view after the hearing until the close of the public comment period. All interested persons are invited to participate in the public hearing.

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To join from your computer, tablet, or smartphone, please use the link below:

{add link}

Individuals may also dial in using your phone (audio only):

{call-in info}

Please also TAKE NOTICE that any interested person may submit comments to the facility beginning {date} and ending {date}. Please submit written comments to:

{name/address/email}.

General description of the proposed new facility, proposed expansion of an existing facility, or existing major source seeking to renew its operating permit

{Applicant has been operating as an electric generating unit since 1987. Applicant’s Title V Operating permit was last renewed on September 17, 2017 and includes the operation of five pieces of equipment classified as major sources of air pollution and 10 pieces of equipment classified as minor sources. The application for a permit renewal proposes changes to the compressor station that would reduce PM emissions by 10 tpy. All other changes are administrative in nature. Upon final approval by NJDEP, the permit will be renewed for an additional five years.}

Map

A map depicting the location and size of the facility is {attached or below}. The map shows the facility boundaries and size and identifies the location of the facility by street address, municipality, county, and tax map block(s) and lot(s) numbers.

Brief summary of the Environmental Justice Impact Statement (EJIS)

The facility has prepared an Environmental Justice Impact Statement (EJIS) which includes the information required pursuant to N.J.A.C. 7:1C-3.2. {In the EJIS, the facility has analyzed the environmental and public health stressors in the overburdened community that are associated with the facility and has determined that the facility will/will not cause a disproportionate impact. The EJIS includes measures that the facility proposes to implement to avoid or reduce its contribution to existing stressors in the overburdened community and to avoid causing a disproportionate impact. Summary sample language}. A copy of the complete EJIS is available at {link} and may be viewed at {location}.