

**Site Remediation Reform Act (SRRA) Listserv Archives**  
**October 26, 2021 - [EXTERNAL]: Electronic submission of**  
**Unregulated Heating Oil Tank (UHOT)**  
**forms, applications, and documents and online payment of fees**

**From:** NJ Department of Environmental Protection  
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**To:** NJDEP@public.govdelivery.com

**Date & Time:** 10/26/2021 12:51:00 PM

**Subject** [EXTERNAL]: Electronic submission of Unregulated Heating Oil Tank (UHOT) forms, applications, and documents and online payment of fees

[EXTERNAL]: Electronic submission of Unregulated Heating Oil Tank (UHOT) forms, applications, and documents and online payment of fees

On October 18, 2021, the New Jersey Department of Environmental Protection (Department) published a Notice in the New Jersey Register stating the availability of a dedicated email address, [srpuhot@dep.nj.gov](mailto:srpuhot@dep.nj.gov), for the submission of forms, applications, and documents required pursuant to N.J.A.C. 7:26F, Heating Oil Tank System Remediation (HOTSR) rules. A copy of the notice is included below.

Pursuant to N.J.A.C. 7:26F-7.3(c), submittal via the email address becomes mandatory 90 days after publication of the Notice, or on January 16, 2022. The Department will accept submittals either by the email service or by paper form until that date. The use of this email service allows persons, including certified Subsurface Evaluators and Licensed Site Remediation Professionals (LSRPs), a quick and efficient method to submit required information to the Department without requiring the submission of a paper copy.

Forms, documents, and applications submitted through [srpuhot@dep.nj.gov](mailto:srpuhot@dep.nj.gov) have a maximum size limit of 25 MB. Documents larger than 25 MB should be split into smaller units and submitted separately: identified as part 1, 2, 3 or saved into a drop box and the retrieval information sent via an email to [srpuhot@dep.nj.gov](mailto:srpuhot@dep.nj.gov). For the Department to identify and process the electronic forms, the subject line of the email must contain the name of the form followed by the Communication Center Number and/or site name.

In addition, pursuant to N.J.A.C. 7:26F-1.8(c)2, Unregulated Heating Oil Tank (UHOT) fees may now be paid electronically by e-check or credit card, using <http://www.nj.gov/dep/online/> with the option of 'Pay a Paper Invoice'. An automatic email will be sent with an invoice number once the Department has received a complete administrative submittal.

Please contact the Bureau of Case Assignment and Initial Notice at 609-292-2943 if you have any questions regarding this new submittal process.

The New Jersey Register Notice dated October 18, 2021 stated:

53 N.J.R. 1818(a)

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PUBLIC NOTICES

ENVIRONMENTAL PROTECTION  
SITE REMEDIATION AND WASTE MANAGEMENT PROGRAM

Notice of Mandatory Use of Online Portal for the Submission of Forms, Applications, and Documents Required Pursuant to N.J.A.C. 7:26F

**Take notice** that the New Jersey Department of Environmental Protection

(Department) hereby gives notice that its online portal for the submission of forms, applications, and documents required pursuant to N.J.A.C. 7:26F, Heating Oil Tank System Remediation Rules, is now available.

Pursuant to N.J.A.C. 7:26F-7.3(c), within 90 days after the date that the Department informs the public by a notice in the New Jersey Register that an electronic portal is available, all persons are required to submit, to the Department, electronically through the electronic portal all forms, applications, and documents required by the Heating Oil Tank System Remediation Rules, N.J.A.C. 7:26F.

Accordingly, beginning on January 16, 2022, all forms, applications, and documents required by the Heating Oil Tank System Remediation Rules, N.J.A.C. 7:26F, shall be filed electronically through the email address [srpuhot@dep.nj.gov](mailto:srpuhot@dep.nj.gov).

**Take further notice** that pursuant to N.J.A.C. 7:26F-1.8(c)2, fee payments may now be made electronically, either by e-check or credit card, using <http://www.nj.gov/dep/online/>.

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Celebrating its 50th anniversary in 2020, the New Jersey Department of Environmental Protection is dedicated to protecting New Jersey's environment and public health. The agency prioritizes addressing climate change, protecting New Jersey's water, revitalizing its communities and managing and promoting its natural and historic resources.

For the most recent information about the DEP, follow its Twitter feed at [@NewJerseyDEP](https://twitter.com/NewJerseyDEP) or visit [www.nj.gov/dep](http://www.nj.gov/dep).