

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.

You must submit an UST Registration Service at njdeponline.com to update the UST information. If the registration is already terminated or the tank(s) in question are listed as “Removed” or “Abandoned in Place,” please contact the BCAIN duty officer at (609)292-2943 for assistance. 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 UST Registration Service must be submitted to make the corrections. The changes will be reflected in the database immediately upon submittal of the service. 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. 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)?

You must submit an UST Registration Service at njdeponline.com to update the UST information. The service will calculate the registration fee based on questions answered during the service, and the fee can be paid online with a check or credit card. 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. The USTs will be available immediately upon certification of the UST Registration Service.

4. I didn't receive my UST registration certificate but I renewed via the UST Registration Service. Why haven't I received the certificate?

All UST registration certificates are emailed to the Tank Owner, Facility Operator, and the e-submitter of the UST Registration Service. The Department must first review your submittal and if approved, the certificate will be emailed the following day. Please make every effort to ensure that all email addresses entered into the service are correct, as paper certificates are no longer being mailed. You can also download your certificate from Dataminer. Please visit [ust_facility_cert_faqs.pdf](#) for instructions.

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

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

The Department requires that the entire policy is submitted. It must be submitted to the Department via the attachment upload process during the UST Registration Service at njdeponline.com for every submittal made, regardless of if the same policy was previously submitted to the Department.

You can use the "Financial Responsibility Policy Update" service at njdeponline.com to update your insurance policy with the Department in between renewal periods. Please note that it is required that you submit your new insurance policy within 30 days of expiration of the old one.

Insurance policies and copies of questionnaires **should not** be emailed to srpustregistration@dep.nj.gov.

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

An UST Registration Service at njdeponline.com must be submitted if a sale or transfer of the tank system takes place. The service must be completed within 30 days after the contract date or the date of closing.

7. What if I am submitting the UST Registration Service on behalf of the owner and/or operator who does not have a njdeponline account?

There are two options for certifying on behalf of the owner/operator.

1. You can certify as the “Tank Owner” and/or “Facility Operator” as applicable. If you choose this option, the owner and/or operator must complete and authorization form giving you authority to sign on their behalf. The Department has a template authorization form that can be used, available at [NJDEP| Contaminated Site Remediation & Redevelopment Program | UST](#), or you may use your own version. This form must be uploaded during the attachment upload process for **every** submittal, regardless of if it was previously supplied to the Department. The authorization form itself does not need to be renewed each year, but it must be uploaded every time an UST Registration Service is submitted.
2. You can certify as “Third Party.” Using this option, the owner and operator will still need their own njdeponline.com accounts to certify the submittal.

8. My agency does not allow me to pay online via a credit card or e-check. How can I pay my renewal fee?

If you cannot pay online during the UST Registration Service, you can still mail a check or money order directly to Treasury at:

NJ Department of Treasury
Division of Revenue
PO Box 417
Trenton, NJ 08646-0417

Please ensure your facility ID# is listed on the check and mail with your invoice stub.

Note: Do not start the online UST Registration Service until Treasury has applied the funds to your account. When you begin the service, you will see a green message stating that the annual renewal fee is due. If you do not see that message, you will know that Treasury has cashed the check and you can begin the service at that time.

9. Where can I go for more information about the online UST Registration service?

PDFs and Youtube webinars for all three online UST Registration services can be found at [NJDEP| Contaminated Site Remediation & Redevelopment Program | Regulated](#) under the heading “UST Facility Registration – NJDEP Online Service.”

