



Contaminated Site Remediation & Redevelopment



From NJ Department of Environmental Protection
To NJDEP@public.govdelivery.com
Date & Time 1/28/2026 11:52 AM EST
Subject Electronic submission of Remedial Action Permit related documents and online payment of fees (effective Feb 17)

Effective February 17, 2026, all Remedial Action Permit (RAP) Applications, Remedial Action Protectiveness/Biennial Certification Forms, RAP Contact Information Change Forms, and associated documents can be submitted electronically to the New Jersey Department of Environmental Protection (Department) through a dedicated email address. In an upcoming NJ Register, the Department will formally publish a Notice announcing the availability of this email address and its mandatory use.

Electronic Submission Guidelines

- Where to Send: Email documents to srp_submissions@dep.nj.gov.
- Subject Line: To ensure processing, include the name of the form in the subject line followed by the PI Number, e.g., RAP Contact Info Change PI#051102.
- File Size: The maximum limit is 25 MB.
- *For files larger than 25 MB*, split into smaller emails (part 1, 2, etc.) or upload to a drop box and email the retrieval link to the address above.
- Paper Copies: Hard copies of the applications and forms should **not** be submitted unless specifically requested by the Department.

Invoicing & Online Payment

RAP applications and forms received electronically will be invoiced following completion of the administrative review conducted by Contaminated Site Remediation & Redevelopment. An email notification will be sent to the retained Licensed Site Remediation Professional with the invoice number, and payment can be made by any of the parties involved.

- How to Pay: Visit njdeponline.com, select 'Non-Registered Services,' and click 'Pay a Paper Invoice'. Payment is accepted with a credit card or an e-check.
- In limited circumstances, if you are unable to pay online, contact the Bureau of Case Assignment and Initial Notice to obtain a copy of the invoice to pay by physical check. Mail the check and the invoice stub to Treasury as indicated on the payment stub. Note that physical checks require additional processing time to allow Treasury to post.

Original Financial Assurance Mechanisms/ Hard Copy Submissions

The following items **cannot** be submitted electronically and must be mailed to the address noted below pursuant to N.J.A.C. 7:26C-5: Originals of Remediation Trust Fund Agreements, Letters of Credit, Lines of Credit, Environmental Insurance Policies, and Surety Bonds.

Attn: Financial Assurance Coordinator
New Jersey Department of Environmental Protection
Division of Enforcement and Financial Operations
Financial Assurance Unit
Mail Code 401-06K

P.O. Box 420
401 East State Street
Trenton, NJ 08625-0420

For questions about this message, please contact the Bureau of Case Assignment & Initial Notice at 609-292-2943 or your assigned case manager.

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.

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