

REGULATORY SUBMISSIONS

REMINDERS FOR THE FIRST QUARTER



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REMINDERS FOR THE FIRST QUARTER

REGULATORY SUBMISSIONS

REGULATION	SUBMISSION	FREQUENCY	SUBMISSION DATE
NJDEP Bureau of Air Quality Title V Program	Six Month Deviation Report Annual Compliance Certification	Annual	January 30 March 1
USEPA TSCA New Chemicals	TSCA Polymer Exemption Report	Annual	January 31
OSHA Injury and Illness Recordkeeping and Reporting	POSTING OSHA Injury and Illness Log Summary – Form 300A	Annual	Feb 1 – Apr 30
NJDEP Bureau of Air Quality Emission Statement Rule	2017 Emission Statement Request of Non-Applicability	As warranted	February 1
Emergency Planning and Community Right-to-Know Act (EPCRA) Section 312	Community Right to Know (CRTK) Survey Tier I or II Inventory Form	Annual	March 1
USEPA Resource Conservation and Recovery Act (RCRA)	Hazardous Waste Report	Annual for NY State	March 1
NPDES Stormwater Program	Stormwater Pollution Prevention Annual Certification	Annual	Varies by State NY: Feb 28

NJDEP BUREAU OF AIR QUALITY – TITLE V ANNUAL AND SEMI- ANNUAL COMPLIANCE CERTIFICATION

All major facilities with an approved Operating Permit are required to submit the New Jersey Department of Environmental Protection (NJDEP) and the U.S. Environmental Protection Agency (USEPA) an annual certification that accurately represents the operating conditions of the facility for the preceding year.

The Annual Compliance Certification forms must be submitted **March 1** for the year ending December 31, unless otherwise specified by your approved operating permit. An annual compliance certification may also be considered as your Six Month Deviation Report for the period from July 1 through December 31 which is due by **January 30** of each year if the Annual Compliance Certification is submitted by January 30.

Learn more about the [Annual Compliance Certification Process](#)

USEPA TSCA NEW CHEMICALS

Companies who imported or manufactured a **new polymer in 2016** that met the TSCA Exemption Criteria must submit a TSCA Polymer Exemption Report of manufacture or import by (postmarked) **January 31, 2017**. The notice must include:

- **Manufacturer's (Importer's) information:** This includes the name and address of the manufacturer and the name and telephone number of a technical contact.
- **Number of polymers manufactured or imported:** The number of polymers manufactured under the terms of the exemption for the first time in 2016 must be identified in the notice.

Learn more about the [USEPA TSCA New Chemicals](#)
Learn more about [TSCA Polymer Exemption Report](#)

OSHA INJURY AND ILLNESS RECORDKEEPING AND REPORTING

OSHA requires employers to post a summary (**OSHA Form 300A** - not the OSHA 300 Log) of **the total number of job-related injuries and illnesses that occurred in 2016**. This summary must remain posted from **February 1 to April 30, 2017**, and a company executive must certify the annual summary indicating that the totals are correct and sign the form.

The summary must list the total number of job-related injuries and illnesses that occurred in 2016 and were logged on the OSHA 300 form. Employment information about the annual average number of employees and total hours worked during the calendar year is also required to assist in calculating incidence rates. Companies with no recordable injuries or illnesses in 2016 must post the form with zeros on the total line.

The summary form is to be displayed in a common area wherever notices to employees are usually posted. Employers must make a copy of the summary available to employees who move from worksite to worksite, such as construction workers, and employees who do not report to any fixed establishment on a regular basis.

New OSHA Recordkeeping Rule

OSHA's new rule on Electronic Data Submission took effect on January 1, 2017. The new reporting requirements are scheduled to be phased in over two years. In February 2017 OSHA will provide a secure website that offers three options for data submission – webform, upload of a CSV file, or automated recordkeeping systems will have the ability to transmit data electronically via an API (application programming interface).

- Which employers are affected?

Employers with 250 or more employees, who are designated by OSHA to maintain work related injury/illness data.

- What information and when does it need be submitted electronically?

July 1, 2017: 2016 Form 300A

July 1, 2018: All 2017 Forms (300A, 300, and 301)

March 1, 2019: All 2018 Forms

Learn more about the [OSHA Injury and Illness Recordkeeping and Reporting](#) and about the new rule [Final Rule Issued to Improve Tracking of Workplace Injuries and Illnesses](#).

NJDEP EMISSION STATEMENT PROGRAM – REQUEST OF NON-APPLICABILITY

If a facility reported through the Emission Statement rule in a prior year or was sent a reporting package for this rule by the NJDEP Division of Air Quality and now believes it is not subject to Emission Statement reporting because the "Potential to Emit" from the facility is below all reporting thresholds for all air contaminants, the Responsible Official of the facility is required to submit a **Notice of Non-Applicability by February 1**.

In addition to specified supporting documentation, the request should also contain the name and location of the facility, the facility ID number (assigned by NJDEP), the name and telephone number of the plant contact and the **Responsible Official of the facility**. The person signing the letter and making the request for non-applicability must be a Responsible Official of the facility requesting for exemption. Facilities are allowed to base their decision upon the work of consultants but the ultimate responsibility for compliance still rests with the Responsible Official of the facility.

Learn more about the [NJ Emission Statement Program](#) ... as of this date this reminder was published, the Program site had not be revised for submissions in 2016. We anticipate the update will be completed soon on the NJDEP landing page.

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA) SECTION 312

Sites that store chemicals listed on the **Environmental Hazardous Substance (EHS)** list in quantities that exceed 500 pounds at any given time during 2016, are required to complete and submit an annual **Community Right-to-Know Survey**. In addition, substances on the federal list of extremely hazardous substances must be reported if they are present at the designated threshold (usually less than 500 pounds), as well as any chemical requiring a Safety Data Sheet that is present on site in quantities that exceed 10,000 pounds. This is required by the USEPA. **Sites are required to complete and submit the 2016 survey by March 1, 2017.**

The survey must be submitted to the state environmental protection agency (such as the NJDEP), and hard copies distributed to the Local Emergency Planning Commission, local police and fire Departments, and the County Right-to-Know Lead Agency.

Learn more [EPCRA Section 312](#)

USEPA RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) ANNUAL HAZARDOUS WASTE REPORTING

Generators of hazardous waste located in New York are required to submit reports to Department of Environmental Conservation detailing the hazardous waste activities of the previous year. **Waste generators who meet the definition of “large quantity generator” (LQG) during any calendar month in 2016 are required to complete and submit the hazardous waste report with the information on waste generated in their state’s environmental protection agency by March 1, 2017.**

Learn more about [ANNUAL hazardous waste reporting in New York](#)

Other states have aligned with the USEPA to require submittal of the report every even numbered year with information of the previous year – reporting was required in 2016 and will be required in 2018.

Is your site in New Jersey? New Jersey follows the USEPA requirements for biennial reporting. For information about the 2015 reporting – in 2016 (which might be helpful for planning your 2017 report in 2018)...Learn more about [2015 Biennial Hazardous Waste Reporting](#) in New Jersey. For guidance, the USEPA has prepared the [2015 Hazardous Waste Report Instructions and Forms](#)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

STORMWATER PERMIT PROGRAM

Facilities with stormwater discharge permits are required to submit to the applicable state agency an annual report summarizing their comprehensive site inspection and corrective actions taken during 2016. Stormwater Pollution Prevention Requirements for construction and industrial activities vary by state.

New Jersey: A Stormwater Pollution Prevention Plan (SWPPP) Annual Certification Form must be submitted to the [NJDEP Bureau of Nonpoint Pollution Control](#) as indicated in the site's Individual Industrial Stormwater Permit or General Permit Authorization to Discharge. Annual Certification Forms vary depending on the type of permit issued.

New York: The 2016 [Annual Certification Report](#) must be received by the [NYSDEC, Bureau of Water Permits](#) no later than February 28, 2016.

Learn more about the [USEPA Stormwater Regulatory Requirements, NJ Industrial Stormwater Permitting Program](#) and [NY Stormwater Programs](#).

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