



CC: Adm & DPW

## Summer 2010 EJIF Seminar – Environmental Auditing

Dear Environmental Joint Insurance Fund Member;

The Environmental Joint Insurance Fund (EJIF) wishes to extend an invitation to you and other members of your Municipality or Utility Authority to attend an upcoming workshop on the EJIF's environmental audit process, including an overview of some of the USEPA and NJDEP rules and regulations pertaining to your facilities. Administrators, Clerks and DPW Directors are urged to attend.

This seminar will begin with a description of what to expect during your annual EJIF audit. Every year, an auditor visits your facility and asks the facility contact questions regarding compliance with such environmental regulations as underground storage tanks, air permitting, SPCC regulations, stormwater permitting and recycling. We will also discuss documents that should be onsite for review during your inspection. In addition, new items have been added to the annual audit to help focus on Underground Storage Tank (UST) compliance for recordkeeping and leak detection.

This presentation will also discuss the benefits that being a member of the EJIF affords your Municipality or Authority. This includes the 24-hour emergency hotline and the ability to file an insurance claim, which can help you recover some of the costs associated with environmental cleanups on your property. Two (2) technical contact hours for Public Works Managers and two (2) professional development contact hours for Municipal Clerks are anticipated to be available for attendees. The application for continuing education credits is currently under review by the Department of Community Affairs.

Please feel free to use the other side of this document to reserve your attendance at a class in your area today. There is no charge for attending. If you have any questions, please feel free to contact Kristi Butkowski at BSG-PMK (1-800-879-6681). Please note that the program is being offered in various counties throughout New Jersey at different dates and times. You may sign up for the session most convenient to you.

Sincerely,

- NJ Environmental Risk Management Fund
- Danskin Agency, Conner Strong - Underwriting Managers
- PMK Group, a business unit of Birdsall Services Group

### PROGRAM WORKSHOP SCHEDULE

DATE	TIME	COUNTY	LOCATION
6/17/10	9:00 AM	BERGEN	WESTWOOD BOROUGH HALL
6/17/10	2:00 PM	MORRIS	HANOVER MUNICIPAL BUILDING
6/18/10	9:00 AM	OCEAN	LACEY TOWNSHIP MUNICIPAL BUILDING
6/18/10	1:00 PM	MONMOUTH, CENTRAL JERSEY	WALL TOWNSHIP MUNICIPAL BUILDING
6/24/10	10:00 AM	SOUTH BERGEN, SUBURBAN ESSEX & SUBURBAN MUNICIPAL	LODI MUNICIPAL BUILDING
6/25/10	9:00 AM	CAMDEN, PMM, BURLCO	HADDONFIELD MUNICIPAL BUILDING
6/25/10	1:00 PM	TRICO	GLOUCESTER COUNTY FIRE ACADEMY

**Please mail or fax this page to:** Kristi Butkowski – BSG-PMK Group  
 1415 Wyckoff Road - Suite 206  
 Farmingdale, NJ 07727  
 Phone: 800.879.6681 | Fax: 732.751.9592

Municipality/Authority \_\_\_\_\_

will NOT attend     will attend    Number Attending \_\_\_\_\_

Name(s): \_\_\_\_\_

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Location/Date Attending \_\_\_\_\_