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January 5, 2009

DIRECTIVE 99

SUBJECT: Rules and Regulations Concerning Expenditures for Radiological Emergency Response

- A. The State Office of Emergency Management will establish a listing of priorities and criteria for purchase requests based upon program reviews and evaluation of performance in annual exercises. The listing of priorities and criteria will be provided to the County OEM for dissemination to local agencies prior to the State of New Jersey's Fiscal Year for which the purchases will be made. The State of New Jersey fiscal year runs from July 1 to June 30.
- B. Requests must be submitted to the State OEM by the County OEM by April 15<sup>th</sup> prior to the start of the fiscal year.
- C. After review, the State OEM will provide a listing of approved and disapproved purchase requests by July 15<sup>th</sup> to the County Coordinators.
- D. Preparation, Submission, Review and Approval of Applications:
  1. Each item requested must be submitted on an individual form SP20.
  2. Request form SP20 must be prepared by the specific agency requiring the service or equipment. Instructions for completion are included on the form and must be followed in detail. Incomplete forms will not be accepted.
  3. Submission of completed applications will be through the preparing agency's chain of supervision for approval or disapproval.
    - (a) Municipal applications will be forwarded to the Municipal Emergency Management Coordinator for review. The Coordinator will indicate approved or disapproved by checking the appropriate box and affixing initials at the bottom of form SP20. County level applications will be forwarded to the County Emergency Management Coordinator for review. The County Coordinator will indicate approved or disapproved by checking the appropriate box and affixing initials at the bottom of



checking the appropriate box and affixing initials to the bottom of form SP20. The County Coordinator will forward all requests to the Region Coordinator.

The Region Coordinator will then forward approved requests to the State OEM and advise the municipalities of those requests which they approved and those that were disapproved.

- (b) County level applications will be forwarded through the County OEM for review. The County Coordinator will indicate approved or disapproved by checking the appropriate box at the bottom of form SP20 and affixing their initials prior to forwarding. They will also advise the appropriate county agency of approved and disapproved requests.
  - (c) State level applications will be forwarded through the responsible Department authority for approval or disapproval prior to forwarding to the State OEM.
  - (d) All requests for communications equipment must be accompanied by the appropriate FCC License(s).
  - (e) All requests for communications equipment or services must also be accompanied by a completed RERP Radio Request Form SP47 for each item.
  - (f) All requests must be accompanied by a "NJOEM Mission Compliance Acknowledgment" form, signed by the requestor and the County Coordinator.
4. Justification: It is the responsibility of each submitting agency to substantiate that the service or equipment requested is needed to perform their mission as identified in the Radiological Emergency Response Plan.

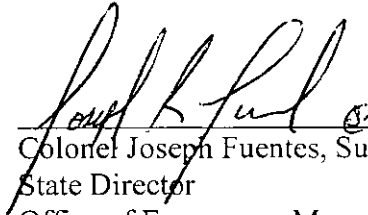
The justification must include:

- (a) A listing of equipment that was previously provided to your organization to support your assigned task.
  - (b) A brief description of why additional equipment is required to fulfill your agency's assigned mission.
  - (c) A listing of personnel who have annually received training for emergency worker protection and training specifically related to the agencies mission (i.e. monitoring).
5. County Emergency Management Coordinators will maintain an application status log based on the agency control number. The agency control number will consist of six (6) digits as follows: the first two digits represent the fiscal year, the remaining four digits will be a sequential number assigned by the County OEM beginning with 0001 (i.e. 880001).

6. The review process will include:
  - (a) Administrative Review to insure compliance with this Directive. Incomplete or incorrect submissions will not be accepted.
  - (b) Procedural review to determine the validity of the requests in terms of the missions assigned in the RERP Plans.
  - (c) Technical review to insure that the requested item is the best available considering cost, capability, and service life to accomplish its function.
  - (d) Each application will be approved or disapproved after review by the State Director of Emergency Management or designee.
  - (e) Purchases will be accomplished by utilizing the New Jersey State Purchase Procedure or with prior approval by the County/Municipal agency that will be reimbursed by the State OEM.
- E. Applicants will be notified when their equipment is ready for pickup. Consignment agreements will be completed at the time of receipt.
- F. Custodial and security responsibilities transfer to the using agency with the completion of the Consignment Agreement. Specifically, each receiving agency will be responsible for:
  1. Providing normal custodial care (i.e. storage, service, cleaning).
  2. Providing security against loss or theft.
  3. Conducting and submitting an annual inventory of equipment issued to them and forwarding the inventory to the State OEM by January 1 of each year. Attached to inventory:
    - (a) Proof of certificate of insurance on all equipment that has been purchased through this program.
    - (b) If agency is self insured, proof of insurance is required.
  4. Submitting a letter of notification (including police report and proof of notification to insurance carrier) to the State OEM on lost, stolen or damaged equipment within seven working days of such discovery.
  5. Providing replacement or repair of equipment lost, stolen, damaged or destroyed by neglect on the part of the using agency. Determination of neglect will be made by the State OEM.

6. The State OEM will conduct periodic physical inventories in each county.
  7. Any equipment requiring re-consignment must have prior written approval from the State.
- G. Repair and maintenance of equipment purchased for support of the State Radiological Emergency Response Plan will be accomplished through the State OEM utilizing appropriate procedures/protocols or at the discretion of the State Director or designee. A Trouble Report must be completed on the appropriate form and submitted to the State OEM for all equipment repairs.

Directive 99 dated January 5, 1990 is hereby revised.

  
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Colonel Joseph Fuentes, Superintendent  
State Director  
Office of Emergency Management