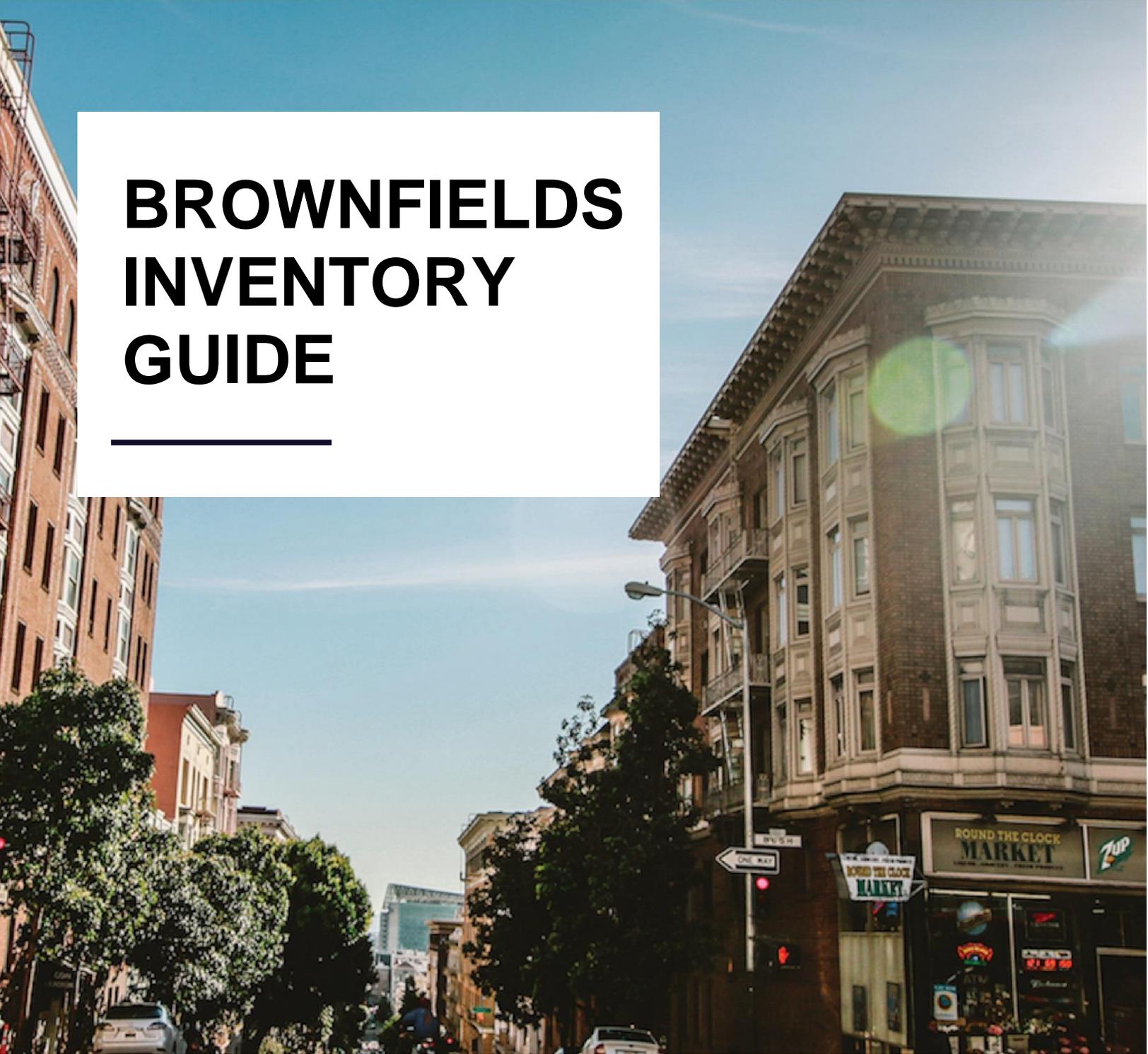


BROWNFIELDS INVENTORY GUIDE



NJ BROWNFIELDS ASSISTANCE CENTER @ NJIT

NJIT

New Jersey Institute
of Technology



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Introduction

The New Jersey Brownfields Assistance Center at the New Jersey Institute to Technology (NJIT) has created this guide as a resource for communities and organizations interested in creating an inventory of brownfield sites. This guide provides an overview of the steps taken to develop a brownfields inventory, sources of data needed for the inventory, and suggestions on how to use the brownfields inventory once completed. As there is no standard methodology for creating a brownfields inventory, this guide provides a suggested framework for collecting data, field checking, and compiling the inventory.

What is a brownfield?

As defined under New Jersey state law (N.J.S.A. 58:10B-23.d), a brownfield is “any former or current commercial or industrial site that is currently vacant or underutilized and on which there has been, or there is suspected to have been, a discharge of a contaminant.” The property’s contamination, or the perception that the property is contaminated oftentimes limits redevelopment interests.

Examples of potential brownfield properties include, but is not limited to the following:

- closed schools
- former gas stations and auto repair facilities
- former car dealerships that preformed vehicle maintenance and repairs
- former dry cleaners
- closed factories
- vacant warehouses
- parking lots
- former mills
- abandoned railroads
- former railroad switching yards
- landfills

Why care about brownfields?

Across the country, communities face the challenge of dealing with brownfields, from cities with abandoned factories to rural towns blighted with abandoned mills.

Brownfields are the legacy of our industrial past, but they are also commercial facilities including former gas stations and dry cleaners. While brownfields have negative impacts on communities, they hold the potential to become valuable community resources. Cleaning up and redeveloping a brownfield can improve environmental quality and reduce public health and safety threats. For economically depressed communities, redeveloping brownfield sites can catalyze economic development, create jobs, increase tax revenue, and diversify the local economic base. Redeveloping brownfield sites can help improve social equity by removing eyesores and improving community appearances, alleviating community fears and worries, and transforming these properties into community needed uses such as affordable housing, recreation, schools, health care facilities, urban agriculture, and much more. Redeveloping brownfields can also help preserve the undeveloped green space in communities and reduce the tendency toward urban sprawl.

What is a brownfields inventory?

A brownfields inventory is a list of properties that meet the definition a brownfield and includes their associated attributes and data such as ownership information, street address, and lot size.

A brownfields inventory is a valuable land use planning tool; however, a brownfields inventory needs to be a living document. The inventory should be updated regularly as new, site specific information becomes available, when properties are redeveloped, and when new brownfield properties are identified. This document should be utilized *for information purposes only* and no way qualifies as due diligence under New Jersey state or federal law.

Why inventory brownfields sites?

There are several good reasons why a brownfields site inventory is useful. The inventory helps define the scope of a community's brownfields issue. It can also serve as the foundation for acquiring resources as well as the better allocation of available resources to assess and cleanup brownfields. Having information about the extent of brownfields in a community allows for more effective and efficient public policy. A brownfields inventory coupled with information about the contamination or potential contamination at sites can be used by economic development agencies to market properties to businesses and developers seeking to relocate to an area.

Additionally, a comprehensive brownfields inventory can serve as:

- a resource for the municipal master plan
- a resource during review of planning or zoning requests and any other local permits and approvals
- a tool for making decisions about placement of infrastructure
- an educational tool for residents to learn more about their community and potential threats to their health and the health of their environment
- a resource when applying for funding (grants and loans) for contamination assessment and cleanup

The Steps to Building a Brownfields Inventory

Step 1: Gathering Information

- Utilize multiple resources to identify potential brownfields
- Confirm the sites meet the definition of a brownfield
- Compile available data

Step 2: Conducting Windshield Survey

- Observe the use and conditions of the potential brownfields sites
- Take photos of each site

Step 3: Compiling the Brownfields Inventory

- Assemble all relevant data for each property, including photos and mapping
- Organize the data in a manner that is easy to read and update

Step 1
Gathering Information

The first step in building your brownfields inventory involves identifying potential brownfields and confirming these sites as brownfields. A database and records search is a great first step to identify and research potential brownfields. Knowledge from the local community is also extremely important and is a helpful way to identify any additional or undocumented potential brownfields.

Database & Record Searches

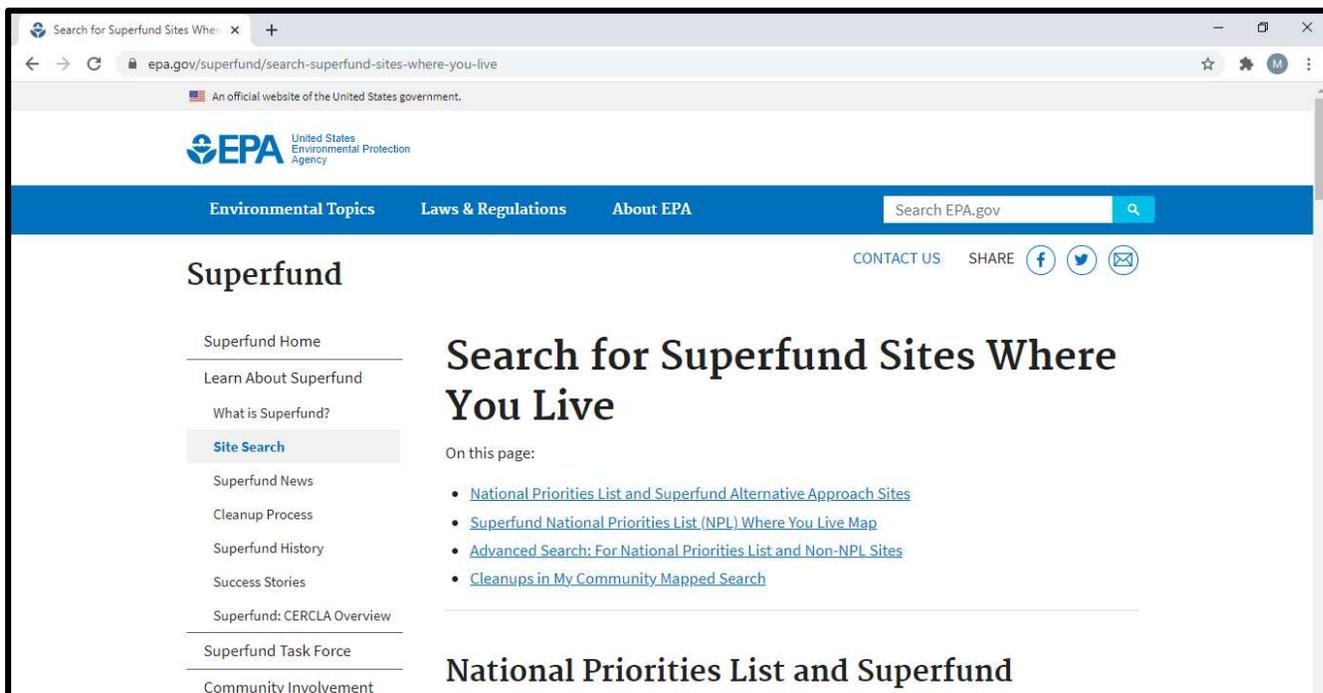
The person compiling the brownfields inventory can begin with no specific sites and identify potential sites through the database and records search, or they can start with some properties that they suspect to be brownfield sites and gather information on those sites. The inventory can be created either way or with a combination of both methods.

There is no one database in New Jersey that lists brownfield sites, but there are numerous records, listings, and databases that contain information that may indicate contamination of a property, potential contamination of a property, and current or past industrial or commercial uses of a property. Some resources are more direct while others require combining multiple pieces of information together to see the bigger picture. The following resources contain publicly available information that serve as a good starting point for identifying potential brownfield sites. As you begin to collect this data, the scope of the community's brownfields issue will emerge, as well as possible strategies for the redevelopment of these properties into community assets.

Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS)

This U.S. Environmental Protection Agency's (EPA) website contains information on hazardous waste sites and remedial activities across the nation. The database includes sites that are on the National Priorities List (NPL) or that are being considered for the NPL. The NPL is the listing of sites that have entered the Superfund Program. Sites on the NPL that have entered Superfund status **do not** qualify as brownfields sites and **would not** be included on an inventory. The purpose of searching this database is to eliminate certain known contaminated sites from your brownfields inventory (because they are considered Superfund sites.)

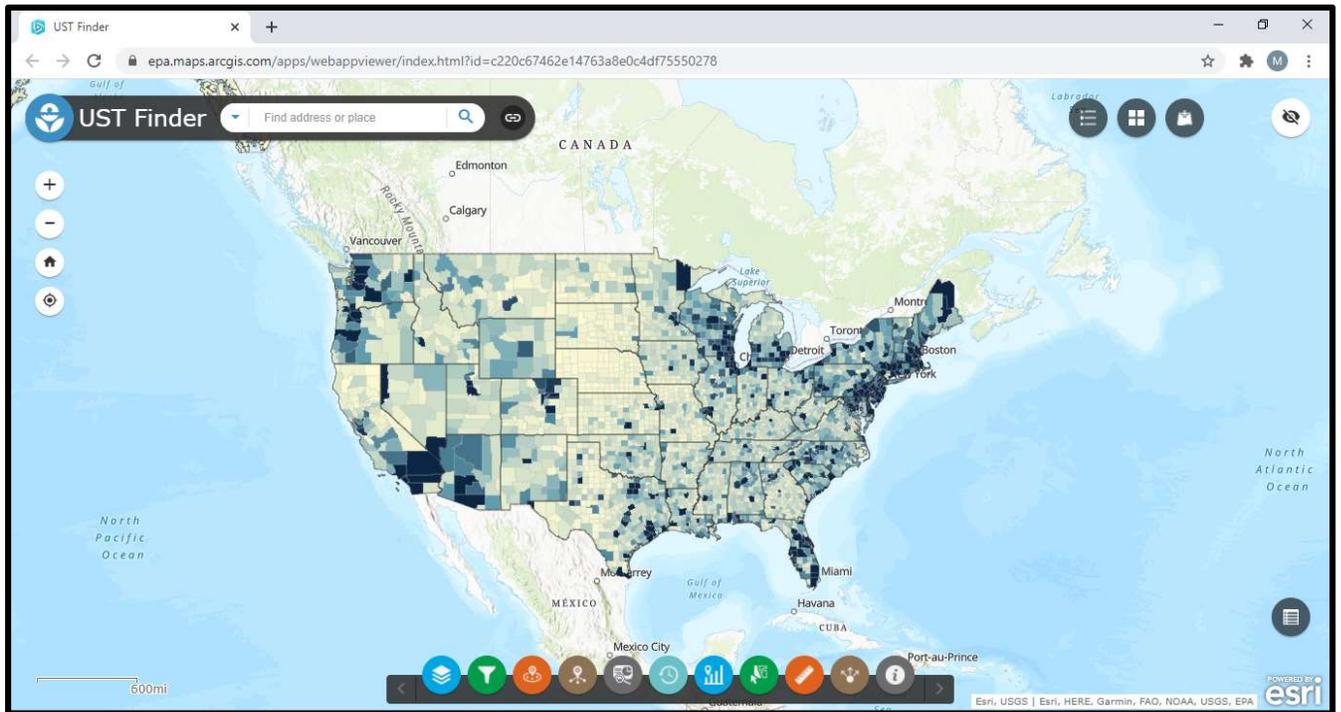
<http://www.epa.gov/superfund/sites/>



U.S. EPA Underground Storage Tank (UST) Finder

The EPA UST Finder website allows users to view, query, and analyze EPA Geographic Information System (GIS) data related to underground storage tanks. While the presence of an underground storage tank does not solely qualify a site as a brownfield, many facilities utilized USTs and petroleum-based products as part of their industrial and commercial operations. Thus, this database gives clues as to the property's current and past uses.

<https://epa.maps.arcgis.com/apps/webappviewer/index.html?id=c220c67462e14763a8e0c4df75550278>



New Jersey Department of Environmental Protection (NJDEP) Electronic Reports

This website contains links to all of NJDEP's publicly available electronic reports. The reports vary from generic site information contained in DataMiner to more specific data, such as well permits and facility air emissions statements. This view allows the scope of the brownfields problem to be more visually apparent. Examples of information that can be obtained from this website that would be helpful in identifying a property as a potential brownfield would be a NJDEP spill number, UST registration information, and compliance and enforcement documentation.

https://www.nj.gov/dep/opra/report_finder.html

NJDEP - Open Public Records Act | nj.gov/dep/opra/report_finder.html

Governor Phil Murphy • Lt. Governor Sheila Oliver
 NJ Home | Services A to Z | Departments/Agencies | FAQs

STATE OF NEW JERSEY
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 RECORD ACCESS PROGRAM | OPRA

DEP Home | About DEP | Index by Topic | Programs/Units | DEP Online

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OPRA | Open Public Records Act

NJDEP Electronic Report Finder

The following categories and links are provided as a quick resource to access the New Jersey Department of Environmental Protection's (NJDEP) Data Miner Report Portal & Program Area's online reports. Most of the reports will provide you with up to the minute results from the NJDEP's data systems.

FACILITY IDENTIFICATION # / PROGRAM INTEREST (PI #)

Some of the below reports may request a Program Interest #, commonly referred to as the PI# to provide the exact information for a particular facility/site. If so, the following reports will provide you the tools to identify the applicable PI #s for your interest.

- Search for regulated Sites by Location (County/Municipality)
- Search for regulated Sites by Site Name

❖ **Air Quality**

- Air Emissions
- Air Permits
- Title V Facilities

❖ **Brownfield Development Areas**

- Listing of Brownfield Development Areas
- UST Sites for Possible Brownfield Redevelopment

❖ **Childcare Center Facilities**

NJDEP - Open Public Records Act | nj.gov/dep/opra/report_finder.html

❖ **Childcare Center Facilities**

- CCF Preliminary Assessment/Site Investigation Report Status

❖ **Certified Laboratories**

- Certified Laboratories (Testing - Drinking Water, Private Well, Radon, Water Pollution, etc)

❖ **Contractors**

- Landscape - Irrigation
- Licensed Site Remedial Professional
- Tree Experts
- Underground Storage Tank Systems Certified Firms
- Unregulated Heating Oil Tank (UHOT) Program Professionals
- Wastewater Operators (Collection, Wastewater Treatment, Water Distribution, Industrial, etc)
- Well Drillers & Pump Installers
- Well Drilling Companies

❖ **Enforcement & Oversight Documents**

- Administrative Consent Orders (ACOs) & Remediation Agreements (RAs) (Site Remediations Only)
- Compliance & Enforcement Program's Activities & Compliance Rates (Enforcement Programs #s)
- Enforcement Actions
- Enforcement Action Initiatives (Specific Enforcement Action Sweeps)
- Enforcement Blotter (Recent Compliance & Enforcement activities)
- Inspections & Compliance Evaluations
- Violations

❖ **Engineering & Institutional Controls**

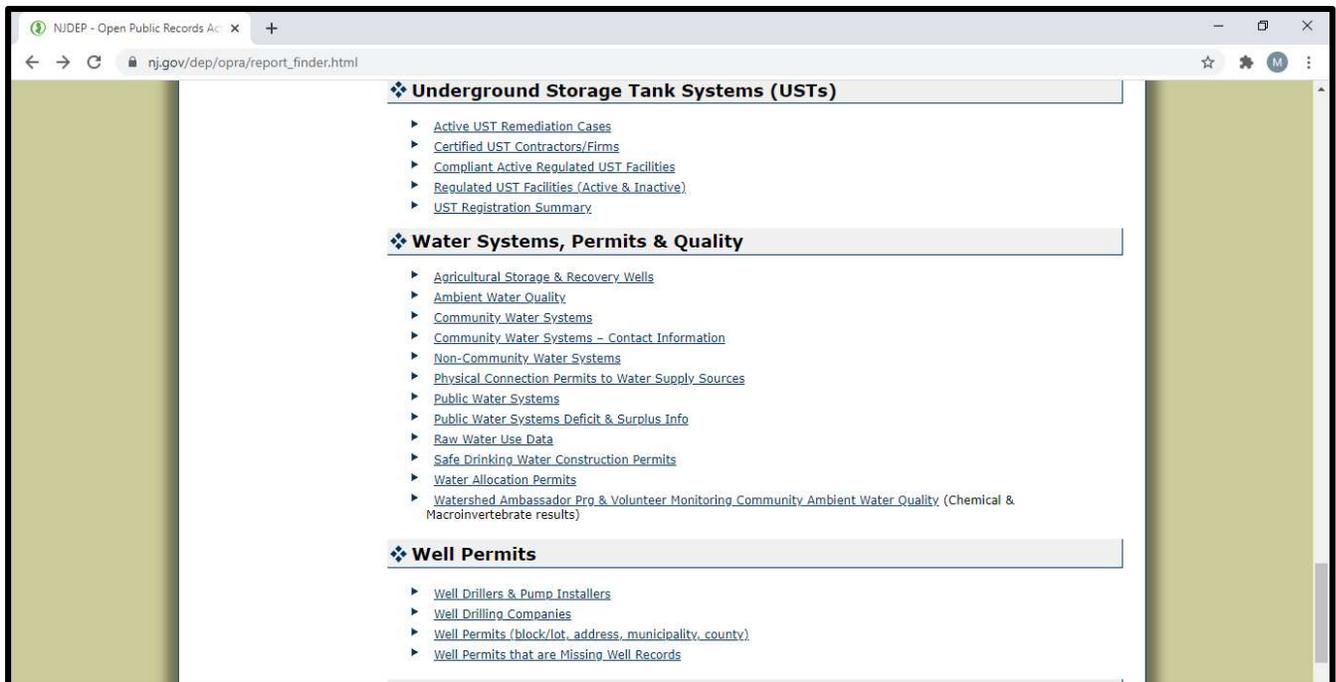
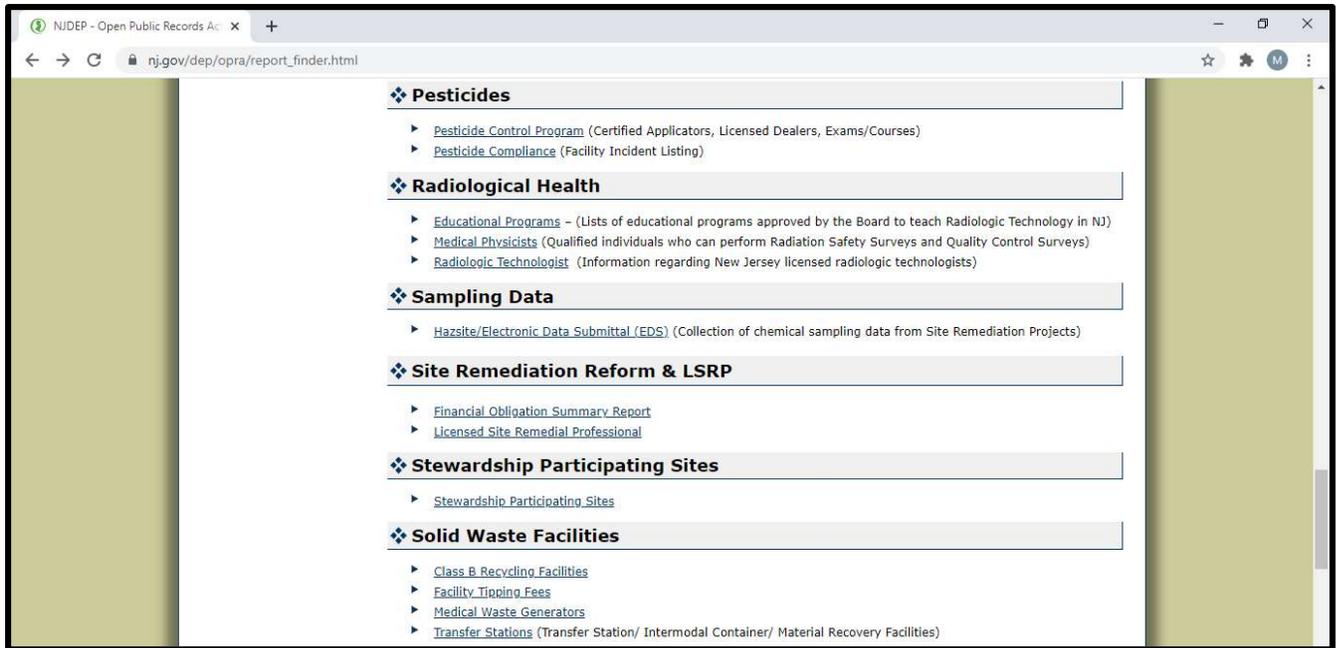
- Deeds of Environmental Restrictions (Deed Notices)
- Classification Exception Areas (CEAs)

NJDEP - Open Public Records Act | nj.gov/dep/opra/report_finder.html

- ❖ **Hazardous Waste**
 - ▶ [Facility Manifest Data \(1980 - 2009\)](#)
 - ▶ [Facility Manifest Data \(2010 - Present\)](#)
- ❖ **Historical Sites**
 - ▶ [Listing of New Jersey Historical Sites](#)
- ❖ **Incident ("DEP Hotline Complaints") Reports**
 - ▶ [Incidents Complaints](#)
- ❖ **Known Contaminated Sites**
 - ▶ [Active Site Remediation Cases - \(Municipality Breakdown\)](#)
 - ▶ [All Active Site Remediation Cases - \(By Name, Address, or PI #\)](#)
 - ▶ [Chromium Contaminated Sites](#)
 - ▶ [Known Contaminated Sites in New Jersey \(Main Page\)](#)
 - ▶ [Known & Suspected Contaminated Sites in New Jersey \(County Breakdown\)](#)
 - ▶ [Listing of All Sites \(Contaminated & Uncontaminated\) in New Jersey](#)
 - ▶ [No Further Action \(NFA\) Sites](#)
 - ▶ [Superfund: National Priorities List Sites in NJ \(EPA\)](#)
- ❖ **Landfills**
 - ▶ [Class B Recycling Centers](#)
 - ▶ [Commercial Operating Landfills](#)
 - ▶ [Landfill Location & Status Database](#)
 - ▶ [Private Operating Landfills](#)

NJDEP - Open Public Records Act | nj.gov/dep/opra/report_finder.html

- ❖ **Maps**
 - ▶ [Geographic Information Systems \(GIS\) \(Environmental Mapping Tool\)](#)
 - ▶ [NJ-GeoWeb](#)
 - ▶ [Sanborn Fire Insurance Maps \(Princeton University\)](#)
- ❖ **NJPDES – New Jersey Pollution Discharge Elimination Systems**
 - ▶ [Discharge Monitoring Reports \(DMRs\)](#)
 - ▶ [NJPDES Permits](#)
 - ▶ [NJPDES Wastewater Characterization Reports](#)
- ❖ **Parks, Forests, Recreational Areas & Marinas**
 - ▶ [Listing of State Parks, Forests, Recreation Areas & Marinas](#)
- ❖ **PERMITS DASHBOARDS (Charts milestones & review times in the permitting process)**
 - ▶ [Air Permitting – Minor Source](#)
 - ▶ [Air Permitting – Major Source](#)
 - ▶ [Hazardous Waste](#)
 - ▶ [Land Use](#)
 - ▶ [NJPDES](#)
 - ▶ [Pending Permits Status & Understanding Pending Permits](#)
 - ▶ [Permit Actions by Timeframe](#)
 - ▶ [Solid Waste](#)
 - ▶ [Water Quality – Treatment Works Approval \(TWA\)](#)
 - ▶ [Water Supply - Physical Connections](#)
 - ▶ [Water Supply - SDW Construction](#)

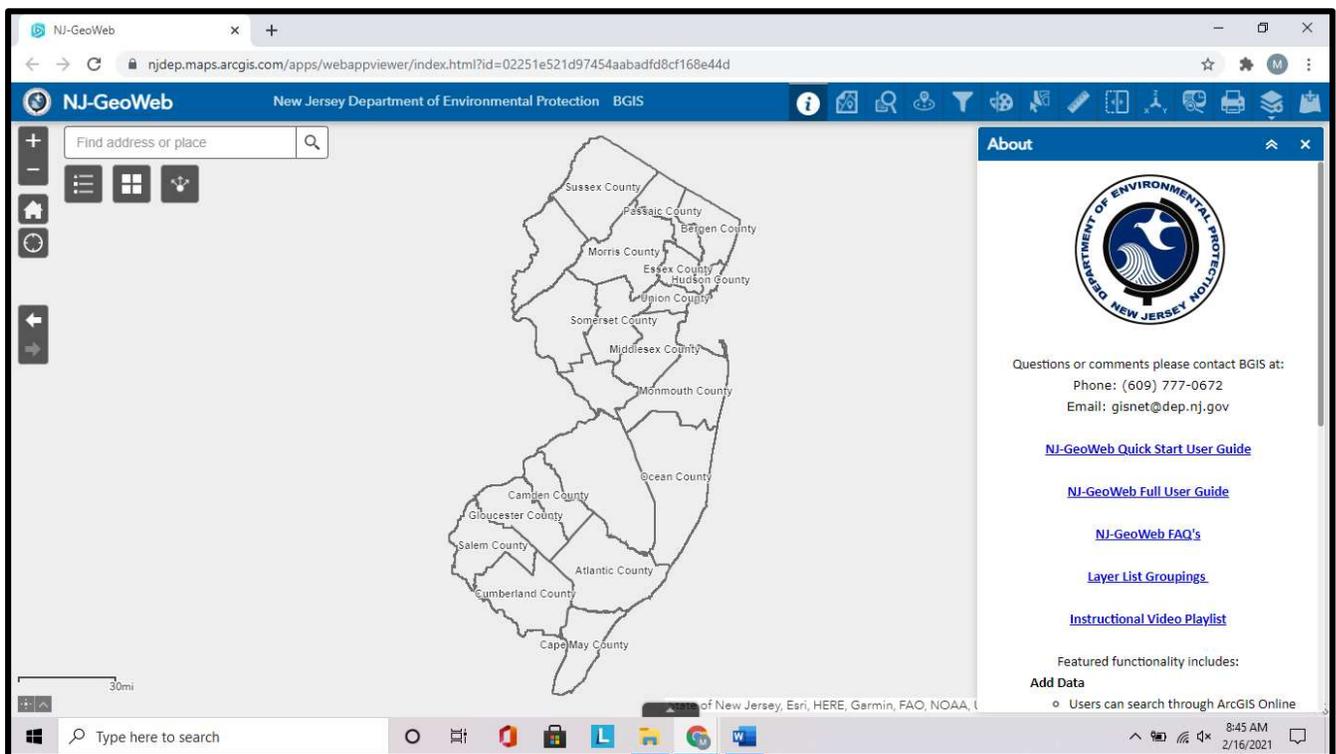


Two of the most commonly used electronic databases are the NJ-GeoWeb and DEP DataMiner. These databases are explained in more detail below:

NJ-GeoWeb

NJ-GeoWeb is a good starting point for mapping out potential brownfields properties within a specific area. The NJ-GeoWeb website allows users to view, query, and analyze NJDEP GIS data related to site-specific information from publicly available environmental reports. This resource provides valuable information about potential brownfields throughout the entire state. Available information from NJ-GeoWeb includes historic districts, watershed management areas, well program grid, and more. The Known Contaminated Site List (KCSL) is an important piece of data that one would find on this database that would help identify a property as a potential brownfield site.

<https://www.nj.gov/dep/gis/geoweb splash.htm>



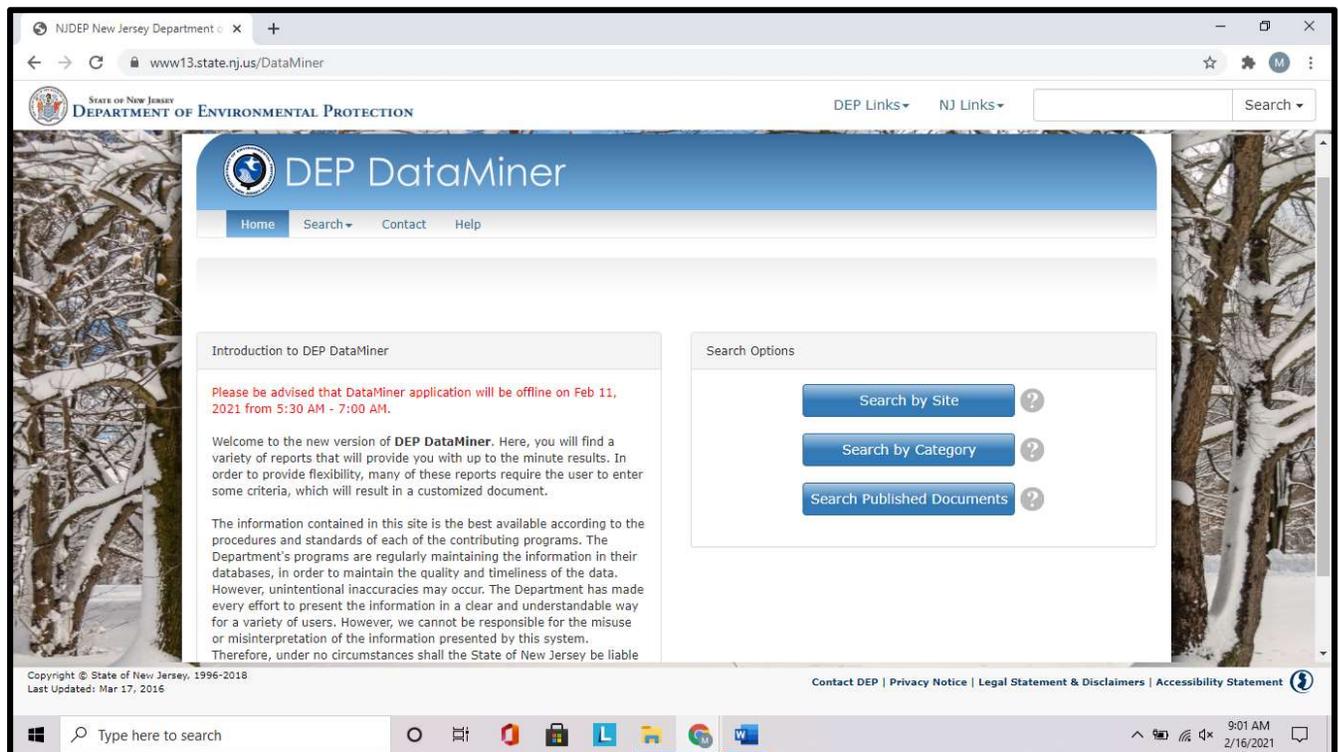
DEP DataMiner

The DEP DataMiner website contains site-specific information for active and completed NJDEP cases and allows users to query searches of NJDEP's electronic databases that contain publicly available information. NJDEP cases includes sites and/or activities that are regulated by the State of New Jersey. DataMiner searches can be conducted by county, municipality, zip code, facility name, facility address, tax lot and block information and NJDEP Program Interest (PI) number. The DEP DataMiner will provide basic

property data. Additional information about the property and any case activities will be located under the “Site Detail Report” and “Case Oversight Info” links. The “Activity Tracking” and “Detailed Activity Tracking Report” links will provide the status of the property’s contamination cleanup schedule including tasks and dates.

Just because a property is listed on the DEP DataMiner and has known contamination does not mean it qualifies as a brownfield. The site may have been remediated but the documentation has not yet been completed or contamination could remain on the site managed under a NJDEP permit and an engineering and/or institutional control. While the site may have known contamination, the property may have a viable business or industry currently operating on the site, and thus, would not be considered a brownfield. These non-brownfield sites may be kept on a separate list as that information may be valuable in another capacity; however, they **would not** be included on the brownfields inventory.

<https://www13.state.nj.us/DataMiner>



Sustainable Jersey, a 501(c)(3) non-profit organization, has created a spreadsheet resource that provides instructions on how to download information from DEP

DataMiner, provides definitions of the various fields, and makes suggestions on how other fields can be added to a brownfields inventory. The spreadsheet contains the following tabs:

- Tab 1: Instructions to Download DataMiner Report
- Tab 2: Field Definitions
- Tab 3: DataMiner Report + Other Fields
- Tab 4: Prioritization Sheet (Example)

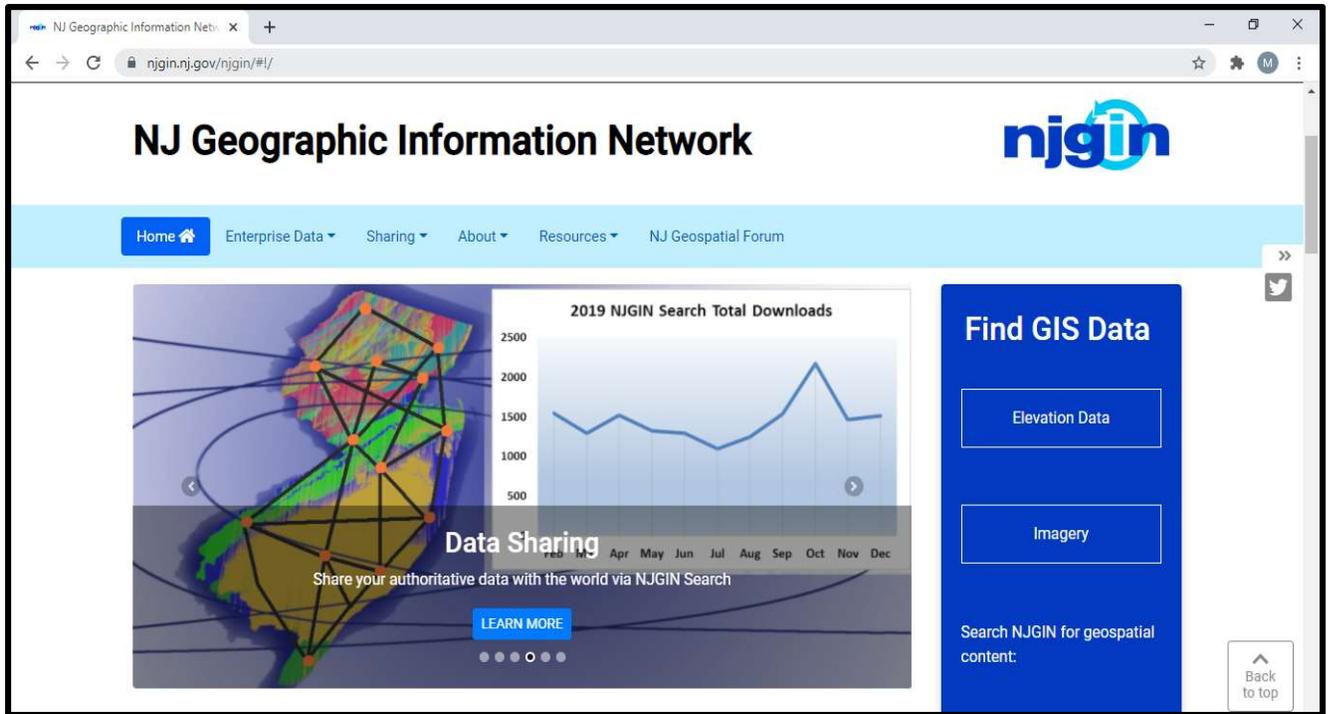
The spreadsheet can be downloaded here:

[http://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Brownfields/2 - Dataminer Instructions.xlsx](http://www.sustainablejersey.com/fileadmin/media/Actions_and_Certification/Actions/Brownfields/2_-_Dataminer_Instructions.xlsx)

NJ Geographic Information Network (NJGIN)

This resource provides valuable historical and current mapping information about properties throughout the entire state. These maps can provide insight into the former usage of potential brownfields in your community. The NJ Geographic Information Network (NJGIN) website contains spatial and GIS data for the state of New Jersey. The site's Imagery Warehouse allows users to download tiles from the most frequently requested imagery collections such 1930 aerial imagery. Historical imagery is one of the ways that former property usage can be uncovered. Property history via historical imagery is an important piece of information for brownfields identification and can be a useful part of the inventory.

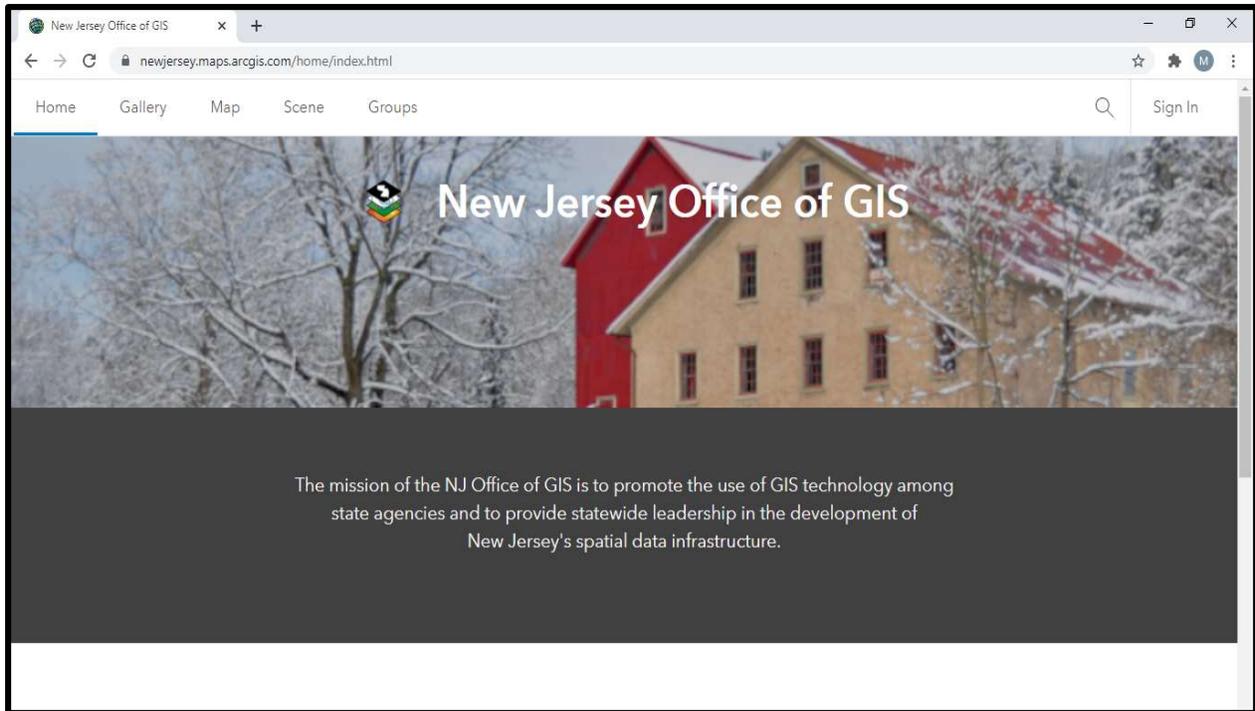
<https://njgin.nj.gov/njgin/#/>



New Jersey Office of GIS

This resource provides valuable historical and current mapping information about properties throughout the entire state. These maps can provide insight into the former usage of potential brownfields in your community. The New Jersey Office of GIS website contains spatial data for the state of New Jersey. The “Gallery” and “Map” tabs on the website contain a wealth of information such as 1930 Black & White Imagery, 1970 Wetlands Imagery, 1977 Tidal Imagery, and the New Jersey Pinelands Boundary. Historical imagery is one of the ways that former property usage can be uncovered. Property history via historical imagery is an important piece of information for brownfields identification and can be a useful part of the inventory.

<https://newjersey.maps.arcgis.com/home/index.html>



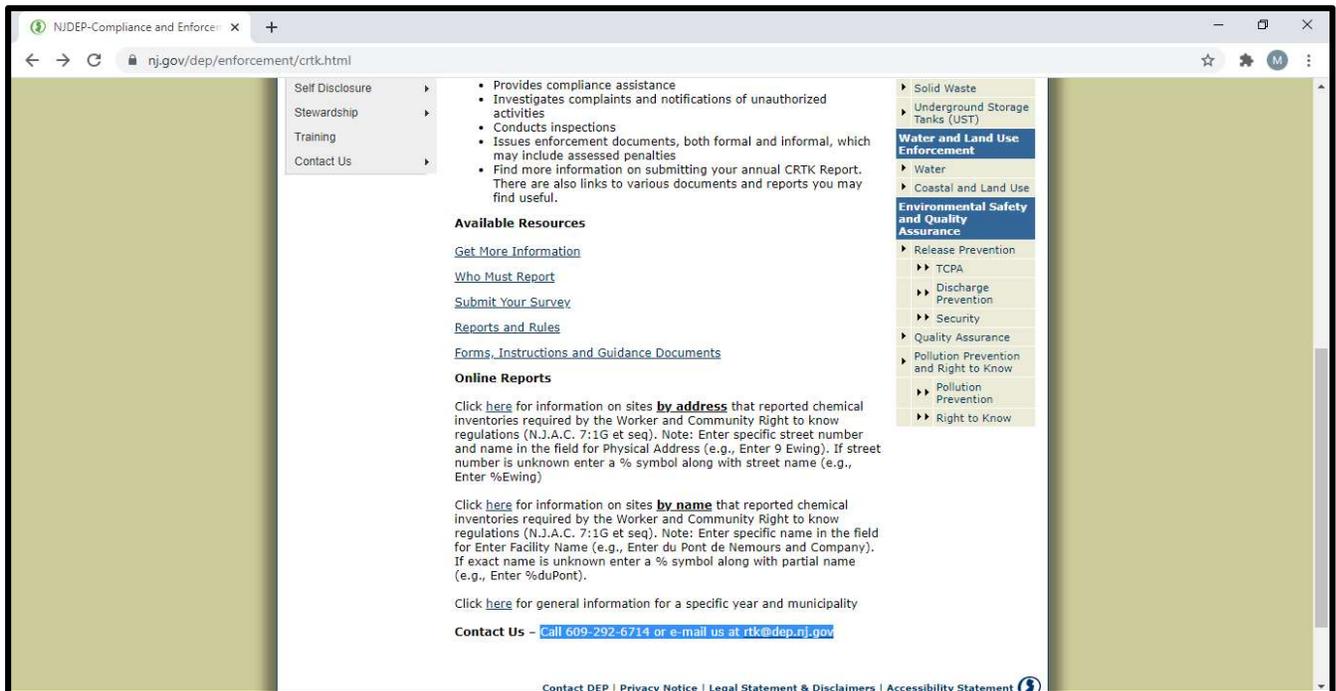
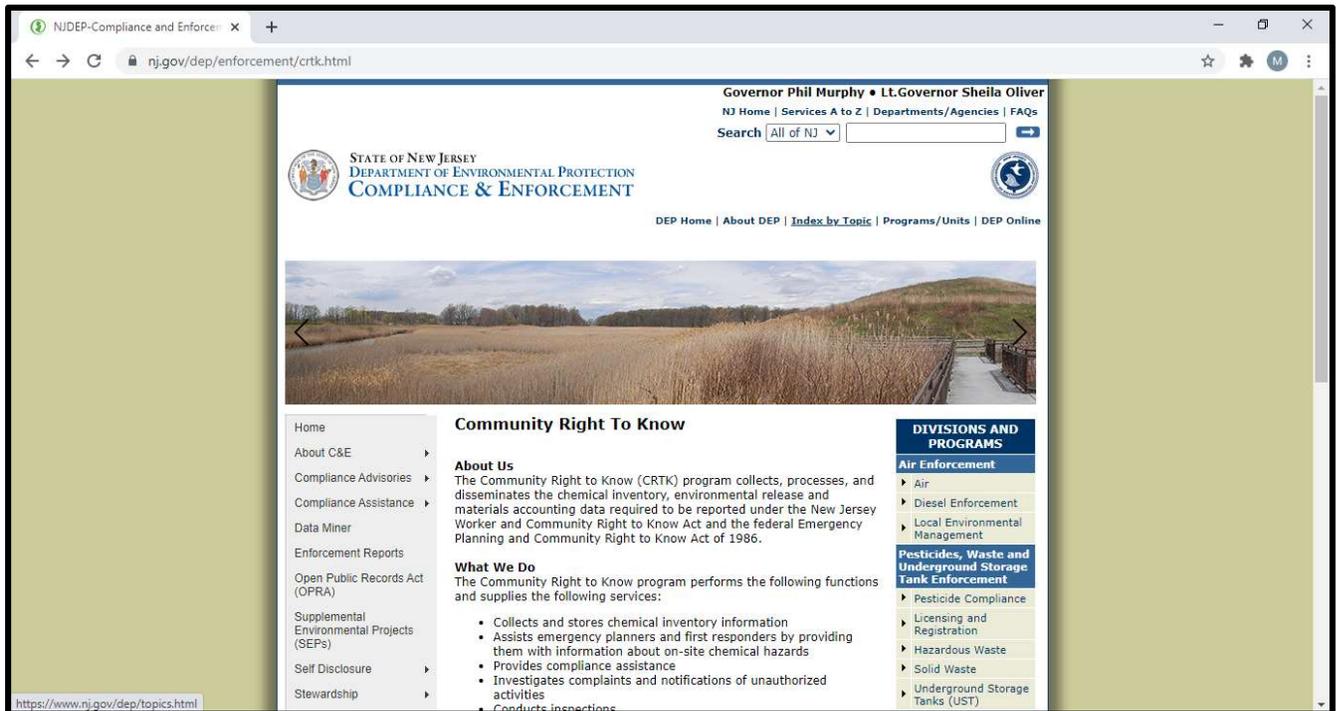
Community Right-To-Know

The Community Right-to-Know (CRTK) provisions of the Emergency Planning Community Right-to-Know Act help increase the public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. This website can be used to find facilities that released, stored, transported, generated, or treated hazardous substances possibly indicating contamination that still exists. Obviously, not all of the facilities and businesses in the databases will be brownfields but when the information about a facility's actions and permitted activities is combined with additional information, such as whether or not the facility is still in operation, this process can indicate potential brownfields.

The website contains three searchable databases (by address, by facility name, or by year and municipality). Other data on this NJDEP website includes records on permit compliance, spills reported, emergency response plans filed and other hazardous waste-related items that have the possibility of identifying potential brownfields.

The NJDEP Compliance & Enforcement can be contact by phone at (609) 292-6714 or via email at rtk@dep.nj.gov.

<https://www.nj.gov/dep/enforcement/crtk.html>

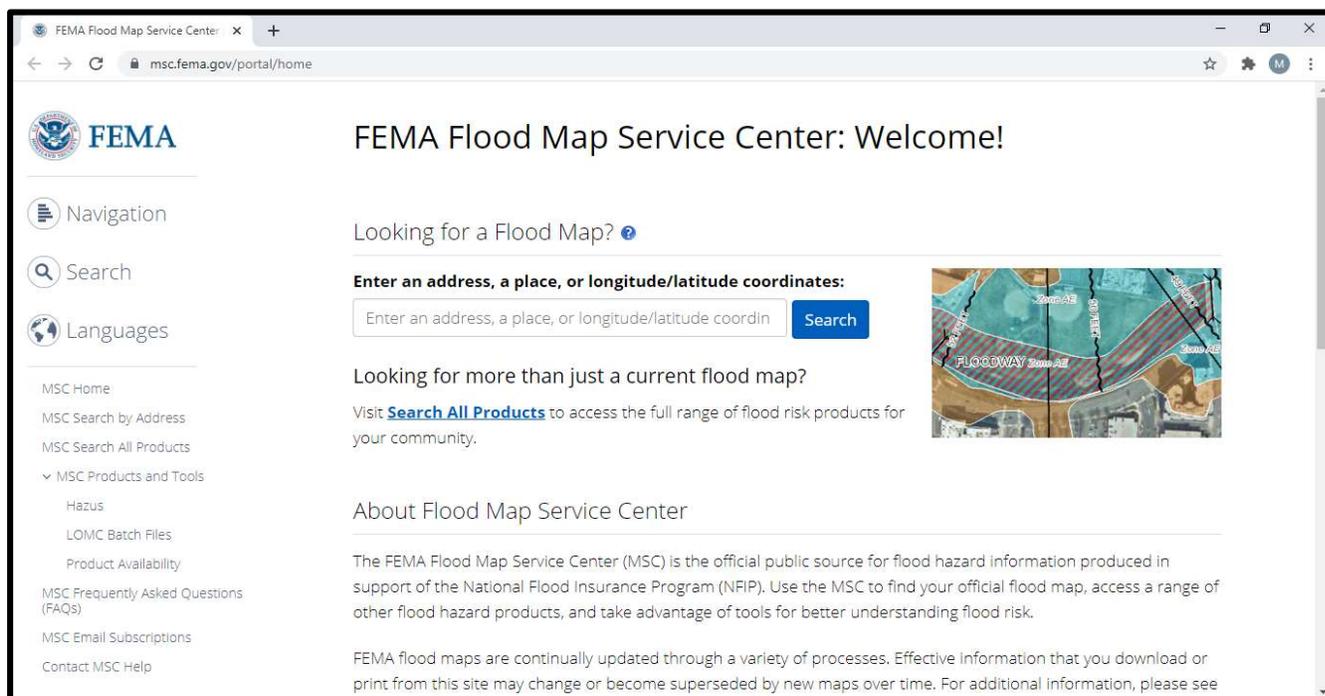


FEMA Flood Maps

Many former industrial facilities were located along riverbanks and other water features that are now designated flood zones. The FEMA Flood Map Service Center

(MSC) is the official public source for flood hazard information produced in support of the National Flood Insurance Program (NFIP). Use the MSC to find your official flood map, access a range of other flood hazard products, and take advantage of tools for better understanding flood risk. For the brownfields inventory, the FEMA website can supply information like flood maps, flood insurance studies, and FIRM databases containing flood hazard data and GIS layers.

<https://msc.fema.gov/portal/home>



City Directories

City directories are listings of residents, businesses, organizations, and institutions for a given city and are usually organized by address or street name. They are useful for identifying business names or types of businesses at a particular place and time in history and can be helpful when attempting to identify potential brownfields by historical operations. The NJ State Library has a collection of city directories in print and on microfilm and microfiche. For more information, you can visit the library's website at:

https://www.njstatelib.org/research_library/collections/genealogy_and_local_history/city_directories/.

Additionally, Polk City Directories are available online at:

<https://app.polkcitydirectories.com/polk/>.

Historical Aerial Photographs

Google Earth has historical imagery that can be viewed on its website: <https://www.google.com/earth/>. Additionally, digital historical aerial images can be purchased from: <https://www.historicaerials.com/>. Historical imagery is one of the ways that former property usage can be uncovered. Property history via historical imagery is an important piece of information for brownfields identification and can be a useful part of the inventory.

NOTE: In the event that no records indicate that the site has environmental issues, the site may still be listed as a brownfield if it perceived to be contaminated. ***This is where your knowledge of the community plays a key role!***

Networking in the Community

Networking in the community can lead to the identification of potential brownfields. This activity includes speaking with local government officials and searching local government databases, as well as speaking with business associations and community groups.

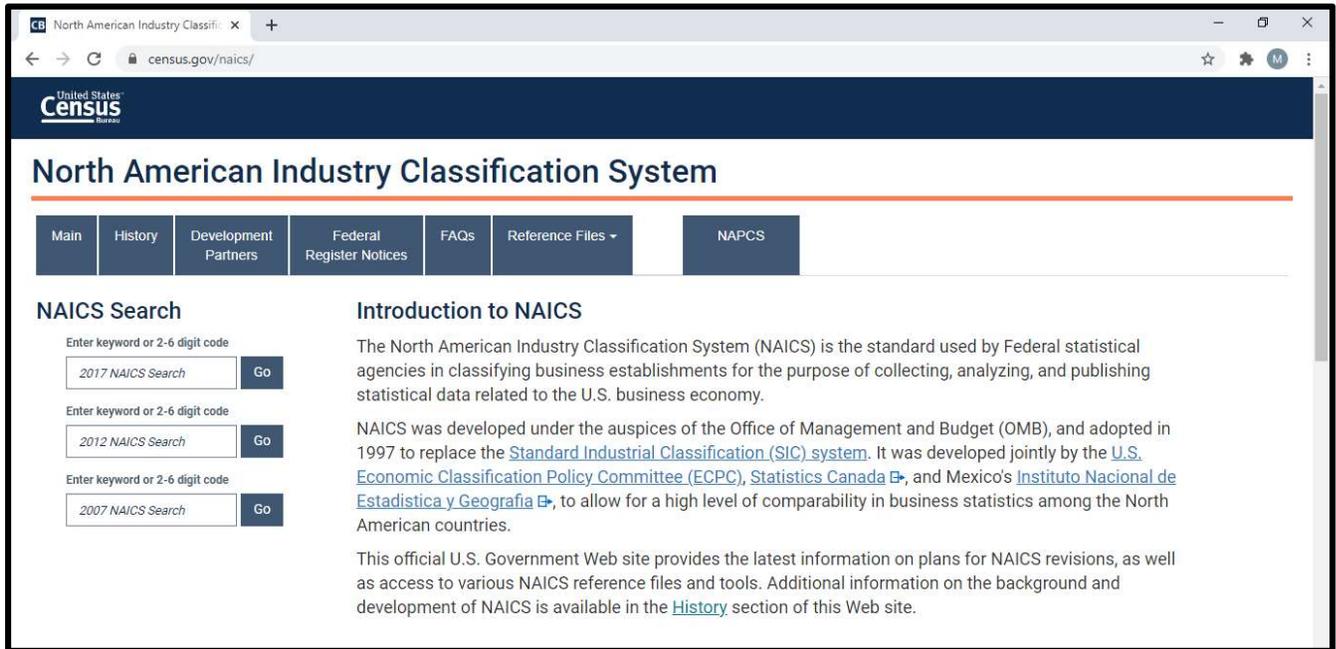
Local Government Sources of Information

When seeking to identify potential brownfields, speaking with government officials and community organizations can result in valuable information. These individuals may have their own ideas about specific properties to include in the brownfields inventory. Consider consulting elected leaders, municipal clerks, the engineering, zoning, and planning officials, and others who may have knowledge of specific properties with obstacles to being fully productive and developed. Environmental engineers and environmental compliance officers employed by a county or municipality may also suggest properties to investigate further for inclusion in a brownfields inventory. The municipality may operate a hazardous material permitting program whose database may contain clues as to potential brownfields.

Local tax records often indicate tax valuations and land use and contain information on tax collections. Tax records and knowledge about the use of the property can be combined to identify potential brownfields. For example, if the tax record on a tax delinquent property lists an industrial code from the North American Industry Classification System (NAICS formerly SIC) and that code corresponds to a typically polluting industry, it may be a brownfield.

The following website lists NAICS codes and to what industry they correlate to:

<http://www.census.gov/naics>



The tax assessor's office can also provide additional useful information valuable at the confirmation stage in the brownfields inventory process. With the cooperation of that office, a printout may be obtained which will indicate information such as ownership, addresses of owners and property, acreage, value of land and improvements, year improvements were constructed, reference to when property last changed ownership, etc. In some instances, this information is available online.

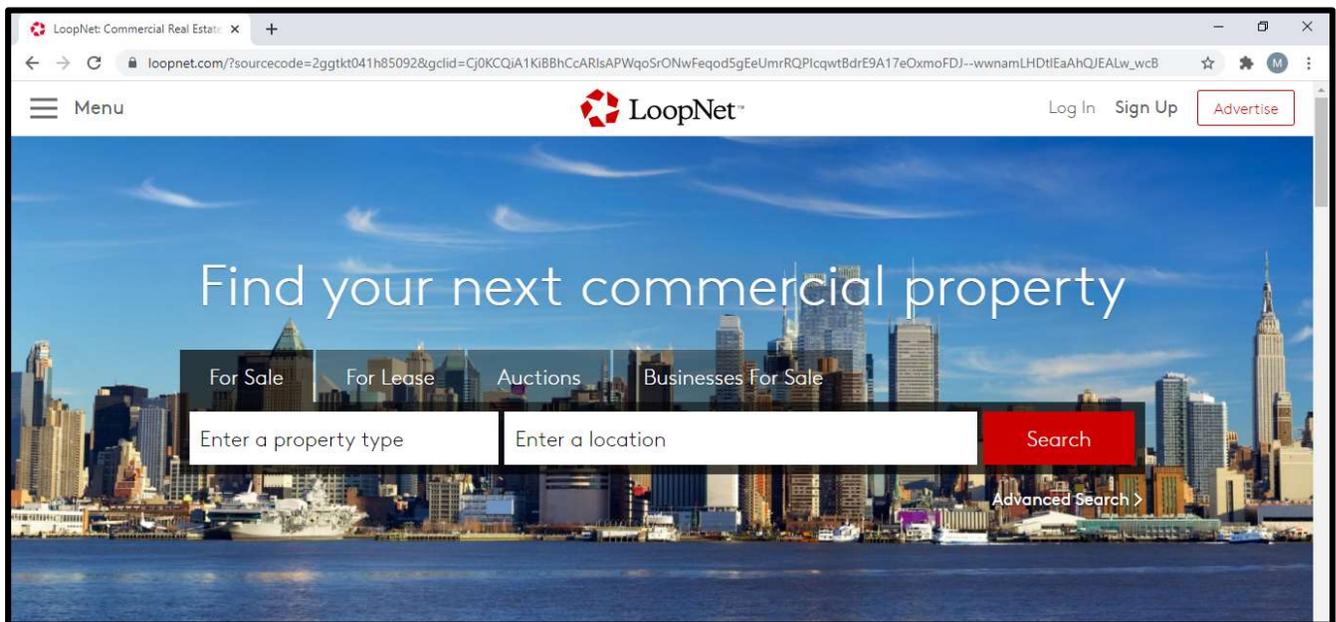
Additionally, many municipalities have building code enforcement offices that may have records of violations on blighted, rundown, or abandoned buildings. These records can give information on the property indicating the potential as a brownfield.

Fire departments play a role in regulating and monitoring entities that deal with hazardous materials. Fire departments respond to hazardous material situations such as spills and may oversee the emergency planning requirements of those who handle hazardous waste or materials. Conversations with fire department personnel as well as a search of their records can lead to the discovery of potential sites for inclusion in a brownfields inventory.

Business Associations

Local chambers of commerce typically collect information on industrial and commercial activity and can act as economic development agencies for a community. Designated economic development agencies may have listings of properties to market to entities seeking to locate in an area. Commercial real estate firms have listings of properties zoned for industrial or commercial uses. Each of these sources may have knowledge or listings of properties with real or perceived contamination that may qualify them as brownfields.

One commercial real estate website that may help when identifying potential brownfields is: <https://www.loopnet.com/>



Community Groups

Community members often have ideas about properties that may qualify as brownfields. If the community has an organized environmental group or neighborhood association, making presentations on the brownfields inventory work can serve two purposes - finding undiscovered potential brownfields and raising awareness and gaining support for future brownfields work.

Making presentations about the inventory project before civic groups such as Kiwanis or Rotary may also generate support for a community brownfields

redevelopment program and perhaps lead to the identification of more potential brownfields.

Confirmation

At this point in building a brownfields site inventory it becomes necessary to narrow the list of potential brownfield sites created through the database searches and networking in the community. The list needs to be reduced to include *only those properties that meet the definition of a brownfield* and, thus, the most appropriate to be included in your inventory and possibly moved further along in the brownfields redevelopment process. This will be accomplished through further investigation and site visits.

The database searches and community networking will result in two kinds of properties:

- Sites with a record of environmental issues, tax delinquency at industrially zoned sites, or some other reason to suspect environmental contamination.
- Sites with no record of environmental issues but identified based on recommendation through networking or on the basis of some other attribute such as vacancy or tax delinquency.

Step 2

Conducting Windshield Survey

Conducting Windshield Survey

After the initial list of potential brownfields has been narrowed down to those sites with the most probability of meeting the definition of a brownfield, the next step is to conduct a windshield survey. A windshield survey may provide additional, more useable information with which to build the inventory. Photographs of each site will document potential features of interest.

The first step in assessing the status of these sites is to determine if they are in productive use. This can be accomplished by completing a windshield survey of the property. If the site is operational, it would not be included in your brownfield inventory unless it is determined to be an underutilized property. (Remember that just because a property has known contamination, does not make it a ‘brownfield’. The site must also be vacant or underutilized as per the State’s definition.)

A windshield survey is an informal survey where the person that is creating the brownfields inventory observes the property *without entering the property*. When conducting the windshield survey, you should be looking for things like soil or water staining, drums, pipes sticking out of the ground, and distressed vegetation. These are signs that would indicate possible contamination on a property. Additionally, you should note any structures on the property and their general condition. Photographs can be taken from a publicly accessible location such as the street or sidewalk. A windshield survey provides a general visual overview of the potential brownfield properties. The information obtained from the windshield survey should be included in the brownfields inventory.

Step 3

Compiling the Brownfields Inventory

Your brownfields inventory is a comprehensive report of all the available information about the properties you have identified as brownfields. Information for a complete property entry should include:

- property name and address/location
- tax lot and block information
- ownership and operational history
- property size
- status (vacant or occupied)
- former and current usage type (industrial, commercial, former landfill)
- zoning information
- regulatory and contamination status (from databases and local records)
- general site description
- site photos

Additional optional information for a property entry can include:

- floodplain information
- presence of wetlands
- proximity to major transportation facilities
- Opportunity Zone (OZ) status
- Business Development Area (BDA) status
- Historic Register
- any associated planning documents (such as Master Plans, Redevelopment Plans, and/or Transportation Plans)
- any other pertinent details such as age and condition of the building(s)

There is no one way to complete a brownfields inventory. The inventory may contain text, GIS mapping, other maps, a spreadsheet, or any combination of these methods. One example of a brownfields inventory spreadsheet is:

Site ID	Current Site Name	Address	Zip Code	Contamination	Acres	Block	Lot	Ownership	Environmental Status (if known)	Site Description	Zoning
68470	100 WEST END AVENUE	100 W END AVE	08625	Known							
69807	102 HERMITAGE AVENUE	102 HERMITAGE AVE	08618	Suspected							
87795	1129 PENNSYLVANIA AVENUE	1129 PENNSYLVANIA AVE	08669	Suspected							
91464	114 DIVISION STREET	114 DIVISION ST	08611	Suspected							
74337	115 KENSINGTON AVENUE	115 KENSINGTON AVE	08611	Suspected							
202454	1228 MARTIN LUTHER KING BOULEVARD	1228 MARTIN LUTHER KING BLVD	08638	Suspected							
68905	132 PENNINGTON AVENUE	132 PENNINGTON AVE	08618	Suspected							

Next Steps

Using the Brownfields Site Inventory

A brownfields inventory is a tool that can be used by communities to select properties for redevelopment, turning former industrial and commercial sites into community needed uses. As discussed below, the brownfields inventory can be used by the community's Brownfields Task Force and is an essential part of the community's Brownfields Blueprint.

Form a Brownfields Task Force

Many communities are faced with the challenges of identifying, assessing, cleaning up, and redeveloping brownfield sites. These challenges can be overwhelming, especially for communities that have multiple brownfield sites. One way to tackle these challenges is to create a Brownfields Task Force or Brownfields Advisory Committee (or any other name that works for you).

A Brownfields Task Force is a multi-disciplinary group of people with a vested interest in community revitalization. Typically, Task Force members include different divisions of the local government (such as the engineering department, and economic development agency) and different community organizations (such as the Chamber of Commerce) who bring multiple perspectives and resources to the table. The reasons to create a Brownfields Task force include: to steer the creation of a vision for redevelopment; to create of a unified strategy for addressing brownfield sites; to identify funding opportunities; and/or to market the brownfield sites. The brownfields inventory is a tool that the Task Force can use to support these activities.

Develop a Brownfields Blueprint

A brownfields blueprint is a roadmap to redevelopment. It includes all of the necessary steps to identify brownfield sites, determine the existence of contamination, cleanup the contamination, and plan for the redevelopment of the properties. This is a strategic approach to putting vacant or underutilized contaminated (or potentially contaminated) properties back into productive use. Some of the features of a brownfields blueprint include: the creation of a brownfields task force (as mentioned above), creation of a redevelopment vision, steps to navigate the NJ regulatory process, identification of funding sources, marketing sites for redevelopment, and engaging the community. Compiling the brownfields inventory is one of the first steps in the brownfields blueprint.

Choosing Sites from the Brownfields Inventory

Different brownfield sites can be redeveloped for different uses. For communities that have multiple sites, selecting the right site for the right use can be daunting.

Perform Criteria Screening and Site Prioritization

Once you have compiled a brownfields inventory, you may want to prioritize properties for redevelopment. Criteria used to screen the properties include physical site characteristics, location, community-based considerations, and technical considerations. Often the criteria used to evaluate brownfield sites are dependent on local priorities and the specific needs and interests of the local community such as economic development or affordable housing. The prioritization criteria are often associated with a points system which produces a quantitative measure for comparing the sites to each other and how they relate to the overall redevelopment goal (i.e., open space preservation, additional housing options, economic growth, etc.).

The State of New Jersey has a Site Evaluator that makes it possible to produce a map that includes planning, environmental, transportation, economic development, workforce, demographic, and housing information. The GIS-based Site Evaluator can be found here: https://njgin.state.nj.us/OIT_BusinessMap2/

Conduct Stakeholder Surveys

Another way to discern which brownfields sites are more attractive for promotion through the redevelopment process is to survey community leaders for their input. Key community leaders may have their own criteria for what sites they prefer to see redeveloped.

In order to make their input more meaningful, those consulted should be given as much information as possible about the sites. Information can be organized in a table listing site locations, available information, and any other pertinent features. Combining the input of community stakeholders with the criteria screening data will result in a prioritized list of brownfield sites and can help guide the allocation of time and resources for further actions.

Promote the Sites

Brownfield properties that were ranked high in the prioritization process can be championed by government representatives or other local leaders. Presentations can be made before civic and neighborhood groups describing the brownfields effort while raising awareness and support for brownfields redevelopment. The properties can also be showcased for commercial real estate agents and developers.

Receive Free Technical Assistance to Overcome Your Brownfield Challenges

The NJ Brownfields Assistance Center @ NJIT provides free technical assistance to New Jersey's county and municipal governments and nonprofits with the tools and resources necessary to reclaim and redevelop brownfield sites. The NJ Brownfields Assistance Center @ NJIT can assist in compiling an inventory, prioritizing the brownfields sites, forming the Brownfields Task Force, developing the community's Brownfields Blueprint, and in any other brownfield challenges your community is facing.

If you have any questions about this guide to creating a brownfields inventory, or would like to receive free technical assistance, contact the NJ Brownfields Assistance Center @ NJIT via email at njbrownfields@njit.edu.

Brownfields Site Inventory Checklist

1. Step 1 - Gathering Information

Did you complete a database and record search for each potential brownfield?

Did you network in the community for potential brownfields?

Did you confirm that the sites on the list meet the definition of a brownfield?

2. Step 2 – Conducting Windshield Survey

Did you conduct a windshield survey for each of the sites?

Did you note any spills, leaks, areas of staining, pipes, tanks, drums, distressed vegetation, or illegal dumping?

Did you take photos of each site?

3. Step 3 – Compiling the Inventory

Did you create an entry for each brownfield site?

Did your entry include categories for the specific information learned about each brownfield site?

Did you create a comprehensive report of all the available information for the brownfield sites?