

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

TOXIC CATASTROPHE PREVENTION ACT (TCPA) PROGRAM



**eNJRMP
USER'S INSTRUCTION MANUAL**

Issue date: March 10, 2017, Rev. 2

New Jersey Department of Environmental Protection
Bureau of Release Prevention
Toxic Catastrophe Prevention Act Program
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INTRODUCTION

This eNJRMP User’s Instruction Manual provides assistance for the electronic preparation and submittal of Risk Management Plans (RMPs) for covered processes regulated under N.J.A.C. 7:31. The eNJRMP application is designed to significantly reduce errors in submission through validations and checks of the various data elements. Note that eNJRMP cannot be used for deregistering a covered process from the TCPA Program.

This eNJRMP User’s Manual is divided into the following sections:

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For questions or problems regarding eNJRMP, you can contact NJDEP staff by sending an e-mail to the TCPA program at tcpa@dep.nj.gov. In the subject line of your e-mail, specify “eNJRMP question.”

This is the first edition of eNJRMP. We welcome your comments and suggestions for improvements.

I. GETTING STARTED/NJDEP ONLINE ACCOUNT REGISTRATION

A. Obtaining a TCPA ID#

1. Before you can utilize eNJRMP for electronically submitting/accessing Risk Management Plans (RMPs), your facility must have its own unique 4-digit TCPA ID#. **If your facility already has a TCPA ID#, proceed to Section I.B.**
2. If your facility does not currently have a TCPA ID# (as would be the case for a facility that has never been registered with the TCPA Program), first obtain a blank TCPA ID# request form. To access the form directly, click on the following link:
http://www.nj.gov/dep/enforcement/forms/njrmp/TCPA_ID_request_form.pdf or type the address into your web browser.

Alternately, the form can be accessed by first going to NJDEP Online at www.njdeponline.com and then left-clicking on the “Documents and Forms” link as shown below:

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

njdep online your portal to e-government services

Welcome to New Jersey Department of Environmental Protection's Online Business Portal

The NJDEP Online system can be accessed via the myNewJersey Portal at <http://www.nj.gov> or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

NJDEP Online offers 2 different types of services, Non-registered and Registered:

- 1 **Non-registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
 - [Pay a Paper Invoice](#) (Certain invoice types are not available for online payment)
 - [Documents and Forms](#)
 - [Pay for a License](#)
 - [Pesticide Product Registration](#)
 - [Saltwater Angler Registration](#)
 - [Request a Waiver](#)
 - [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 10 or fewer vehicles)
- 2 **Registered Services** require users to create a NJDEP Online and myNewJersey account:
 - [View Registered Services](#) (You must be logged in to use these services)

Already a Registered User?

[Login to NJDEP Online](#)

Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.

VISA MasterCard DISCOVER AMERICAN EXPRESS eCheck

[Forgot your password?](#)

New User?

Please read the following instructions carefully before continuing:
[Registration Instructions](#)
(PDF - 626KB)

[Request Access to NJDEP Online](#)

For use with Microsoft Internet Explorer 11 or Mozilla Firefox 34 or later.

What's New

- The link will take you to a listing of documents. The one you are interested in is shown as the “TCPA ID Request Form,” located under the heading “Toxic Catastrophe Prevention Act (TCPA).” Left-click on the associated PDF icon to open the document.

Right to Know and Pollution Prevention Program				
Release and Pollution Prevention Report and Pollution Prevention Plan Summary	HTML	PDF	Word	Excel
Community Right to Know Guidance Document				
CRTK Facility Identification Form				
Community Right to Know Environmental Hazardous Substance (EHS) List				
County Lead Agents				
Local Emergency Planning Committees				
Community Right to Know Frequently Asked Questions (FAQ)				
Release and Pollution Prevention Report Instructions				
Pollution Prevention Plan Summary Instructions				
Community Right to Know Covered North American Industry Classification System (NAICS) Codes				
Underground Storage Tank (UST) Program				

Site Remediation				
LSRP Notification of Retention or Dismissal	HTML	PDF	Word	Excel
LSRP Notification of Retention or Dismissal Form Instructions				
Remedial Phase Document Submission	HTML	PDF	Word	Excel
Remedial Investigation Report Online Service Instructions				
Remediation Fee Assessment and Payment	HTML	PDF	Word	Excel
Annual Remediation Fee Reporting Form Instructions				
Toxic Catastrophe Prevention Act (TCPA)				
eNJRMP Submit	HTML	PDF	Word	Excel
TCPA ID Request Form				
TCPA FSA Form				
NJRMP De-registration Form				
Water Supply				

- The TCPA Identification Number Request Form can be filled out electronically or printed and filled out manually. Section A of the form contains your facility information, and Section B contains the name, title, contact information, and signature of the person making the request.
- After the form is completed, mail it to the address below (which is also included on the form):

Attn: TCPA ID# Request
 NJDEP-Bureau of Release Prevention
 Mail Code 22-03D
 PO Box 420
 Trenton, NJ 08625-0420

Alternatively, the form can be e-mailed to tcpa@dep.nj.gov with “TCPA ID# Request” specified in the subject line. The e-mail must be followed-up by sending in the original ink-signed hardcopy to the above address.

- Upon receipt of the form, NJDEP will review the request and either approve or reject it. If approved, the requestor will be provided with his/her facility’s TCPA ID# via e-mail and a follow-up hardcopy letter. (Similarly, the requestor would be informed of a rejection via e-mail and letter if that is the outcome of the review.)

B. Designating a Facility Security Administrator (FSA)

Provided your facility has a TCPA ID#, the first step in accessing your Risk Management Plans (RMPs) via eNJRMP is to assign a Facility Security Administrator (FSA). With only one FSA permitted per facility, she or he is responsible for granting individuals access rights for making changes and submitting RMPs via eNJRMP on behalf of your TCPA facility. The FSA also has the necessary access rights to work on RMPs if they so desire. The Department strongly recommends that the TCPA FSA be a member of the facility's management who has the technical ability to work with the NJDEP Online and eNJRMP applications, an understanding of the contents of the RMP, and authority to grant and revoke access to eNJRMP for other designated personnel. The RMP includes offsite consequence analysis data that is critical for Homeland Security, and the TCPA FSA plays a crucial role in maintaining the security of the RMP. Initially, the TCPA Section Chief is the default FSA for all TCPA facilities. The FSA role will be transferred to the designated facility FSA after the Department receives a request from your facility.

C. Creating an NJDEP Online Account

1. Once your facility's FSA has been identified, she or he must then create an NJDEP Online account by going to www.njdeponline.com and left-clicking on the button labeled "Request Access to NJDEP Online."

NOTE: The steps in this section will initially be followed by the FSA, but will subsequently be followed by additional eNJRMP users as described later in Section I.E. *If the FSA and/or additional eNJRMP users already have an NJDEP Online account, they can skip this entire section (I.C). The FSA can proceed to Section I.D, and any additional eNJRMP users with an existing NJDEP Online account can proceed to step 2 of Section I.E.*

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njdep online your portal to e-government services

Welcome to New Jersey Department of Environmental Protection's Online Business Portal

The NJDEP Online system can be accessed via the myNewJersey Portal at <http://www.nj.gov> or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

NJDEP Online offers 2 different types of services, Non-registered and Registered:

1. **Non-registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
 - [Pay a Paper Invoice](#) (Certain invoice types are not available for online payment)
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 - [Pesticide Product Registration](#)
 - [Saltwater Angler Registration](#)
 - [Request a Waiver](#)
 - [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 10 or fewer vehicles)
2. **Registered Services** require users to create a NJDEP Online and myNewJersey account:
 - [View Registered Services](#) (You must be logged in to use these services)

Already a Registered User?

[Login to NJDEP Online](#)

Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.

VISA MasterCard Discover American Express eCheck

[Forgot your password?](#)

New User?

Please read the following instructions carefully before continuing:
[Registration Instructions](#)
(PDF - 626KB)

[Request Access to NJDEP Online](#)

For use with Microsoft Internet Explorer 11 or Mozilla Firefox 34 or later.

For optimal performance, it is advised to maintain only one browser window or tab when using NJDEP Online.

What's New

IMPORTANT:

As of July 1, 2015, the New Jersey Department of Environmental Protection (NJDEP) will be transitioning from a transaction fee model to a convenience fee model for accepting credit card payments. Please note that NJDEP will continue to offer electronic check (eCheck/EFT) and Bill Me Later (available on some services) payment options completely free of any transaction charges.

Starting July 1, 2015, if you select Pay via Credit Card, you will be transferred to the new credit card processing web page. This page will display a line item for the NJDEP fee and a separate Service Fee line item representing the credit card convenience fee to be charged. The convenience fee is 1.9% of the amount being charged + \$1.00.

We welcome comments and suggestions regarding additional functions.
[Address your comments and suggestions to us](#)

Contact DEP | Privacy Notice | Legal Statement & Disclaimers | Accessibility Statement

2. On the screen that is now displayed, enter your name (first and last) as the contact, your organization (company) name, and your e-mail address (must retype/confirm), and then left-click on the “Request” button.

NOTE: If you do not currently have a myNewJersey account, it is strongly recommended that before clicking on “Request,” you write down a username/log on ID, password, and security question that will be needed for the next step because it has a “time out” feature, which will cause an error if you take too long to complete the page. Passwords must be at least 8 characters long, and chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, &, and \). For example, *Jdoeuser1#* would be an acceptable password.

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Documents and Forms | Non-Registered Services | Registered Services

Version: 5.7 Help | Login

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online

Please provide the following information to begin setting up your NJDEP Online account

*Contact Name:

*Organization Name:

*E-Mail Address:

*Confirm E-Mail:

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P. O. Box 402
Trenton, NJ 08625-0402

Last Updated: June 24, 2004

3. On the next screen, you must select one of two options.
 - a. **If you already have a myNewJersey account:**
 - i. Fill out Section A with your current myNewJersey username/log on ID and password.
 - ii. Left-click on the button labeled “Link NJDEP Online to My Account.”
 - b. **If you do not have a myNewJersey account:**
 - i. Fill out section B with your desired username/log on ID, password (must re-type), and security question.
 - ii. Left-click on “Create this new myNewJersey Account and Link NJDEP Online To It.”

NOTE: Make sure you write down your log on ID, password, and security question answer! If you forget your password and security question answer in the future, you will be required to set up a new account.

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is and my password is

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password Question you want us to ask

Retype your password Your answer

First name Email address

Last name Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

C. I already have a myNewJersey account but I can't remember what it is.
Please use the [Contact Form](#) to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1.

More information:

<p>What is myNewJersey? It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, permits, payments, and other information. If you're an employee, you can get pension and payroll information, and for many departments, access your email and other resources when you're not in the office.</p>	<p>How does myNewJersey help me? It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having to log in again.</p>	<p>Why do I need myNewJersey to use NJDEP Online? NJDEP Online is the service that lets you work with your permits. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.</p>
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Do I have to do this each time? No, you only have to request access to NJDEP Online once, and you only have to link it to your myNewJersey account once. Each time you need to use NJDEP Online in the future, just use your myNewJersey ID and password to log in and you'll be taken to your NJDEP Online information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.

4. Enter your contact information and left-click on “Add Contact Number.” After adding and saving at least one contact telephone number, left-click on “Continue” from the Contact Information screen.

Version: 5.7 Help | Login

CONTACT INFORMATION

* First Name:	<input type="text" value="John"/>	* Address Line 1:	<input type="text" value="123 Any Street"/>
Middle Initial:	<input type="text"/>	Address Line 2:	<input type="text"/>
* Last Name:	<input type="text" value="Doe"/>	Address Line 3:	<input type="text"/>
Title:	<input type="text" value="President"/>	* City:	<input type="text" value="Trenton (Mercer)"/>
* E-Mail Address:	<input type="text" value="jdoe@gmail.com"/>	* State:	<input type="text" value="New Jersey"/>
* Confirm E-Mail:	<input type="text" value="jdoe@gmail.com"/>	* Zip:	<input type="text" value="08765"/>
Organization Name:	<input type="text" value="test"/>		
Organization Type:	<input type="text" value="Corporation"/>		

CONTACT NUMBERS

Note: At least one contact number is required.
You do not have any contact numbers. Click 'Add Contact Number' to add one.

[contact dep](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#)

5. On the screen that follows, select challenge questions and provide an answer for all 5 rows, and then left-click on the “Continue” button.

NOTE: Each of the 5 challenge questions and answers must be different. Duplicates will not be accepted and will result in an error.

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new jersey njdep department of environmental protection njdep online

njdep home | about dep | index by topic | programs/units | dep online

Documents and Forms | Non-Registered Services | Registered Services

Version: 5.7 Help | Login

CHALLENGE/RESPONSE QUESTIONS

Challenge Questions:

Please provide responses for five security questions. Select each question only one time. You cannot have the same answer to more than one question. Select another question if you have identical answers. Note that answers are NOT case sensitive:

*** Question 1:**
[Select] []

*** Question 2:**
[Select] []

*** Question 3:**
[Select] []

*** Question 4:**
[Select] []

*** Question 5:**
[Select] []

* Required

[Continue](#)

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Local Intranet 100%

- You must now fill in the “Certification PIN” and “Retype Certification PIN” fields. The PIN must be at least 8 characters in length, and contain 1 letter as well as 1 number or special character. When finished, left-click on the “Continue” button.

The screenshot shows the NJDEP Online portal for creating a Certification PIN. The page has a blue header with navigation links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below the header, there are tabs for 'Documents and Forms', 'Non-Registered Services', and 'Registered Services'. The main content area is titled 'CERTIFICATION PIN' and includes a 'Please Note' box with instructions on navigating back to previous steps. The 'Certification PIN' and 'Retype Certification PIN' fields are empty text boxes. A red arrow points to the 'Continue' button. The footer contains copyright information for the State of New Jersey, 1996-2004, and a 'Local intranet' browser status bar.

- You will next be brought to the “My Services” page. For now, left-click on the blue “Cancel” button on the lower right. The actions required for this screen are discussed later in Section I.E.
- Upon completing account registration, you will be able to access NJDEP Online at any time by visiting www.njdeponline.com and left-clicking on the button labeled “Log in to NJDEP Online” within the box on the right side of the screen. (Additional details regarding the NJDEP Online login process are discussed in step 2 of Section I.E.)

D. Submitting a TCPA FSA Request Form

1. Once the FSA has an NJDEP Online account, he or she must complete a “TCPA Facility Security Administrator (FSA) Request Form,” which will be used to inform the NJDEP that FSA privileges for your facility are to be transferred from the TCPA Section Chief (for the initial request only) to the individual identified on the form. To access the form directly, click on the following link: http://www.nj.gov/dep/enforcement/forms/njrmp/TCPA_FSA_form.pdf or type the address into your web browser.

Alternately, the form can be accessed by first going to NJDEP Online at www.njdeponline.com, and then left-clicking on the “Documents and Forms” link as shown below:

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njdeponline your portal to e-government services

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 - [Pesticide Product Registration](#)
 - [Saltwater Angler Registration](#)
 - [Request a Waiver](#)
 - [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 10 or fewer vehicles)
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Already a Registered User?

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Release and Pollution Prevention Report and Pollution Prevention Plan Summary	HTML	PDF	Word	Excel
Community Right to Know Guidance Document				
CRTK Facility Identification Form				
Community Right to Know Environmental Hazardous Substance (EHS) List				
County Lead Agents				
Local Emergency Planning Committees				
Community Right to Know Frequently Asked Questions (FAQ)				
Release and Pollution Prevention Report Instructions				
Pollution Prevention Plan Summary Instructions				
Community Right to Know Covered North American Industry Classification System (NAICS) Codes				
Underground Storage Tank (UST) Program				

Site Remediation				
LSRP Notification of Retention or Dismissal	HTML	PDF	Word	Excel
LSRP Notification of Retention or Dismissal Form Instructions				
Remedial Phase Document Submission	HTML	PDF	Word	Excel
Remedial Investigation Report Online Service Instructions				
Remediation Fee Assessment and Payment	HTML	PDF	Word	Excel
Annual Remediation Fee Reporting Form Instructions				
Toxic Catastrophe Prevention Act (TCPA)				
eNJRMP Submit	HTML	PDF	Word	Excel
TCPA ID Request Form				
TCPA FSA Form				
NJRMP De-registration Form				
Water Supply				

- The TCPA Facility Security Administrator (FSA) Request Form can be filled out electronically or printed and filled out manually. Section A of the form contains your facility information, and specifically, your facility’s TCPA ID#. (**Note: If your facility does not have a TCPA ID#, you cannot proceed.** Refer to Section I.A for the steps required to obtain a TCPA ID#.) Section B of the form contains the name, title, NJDEP Online user ID, and other contact information of the person requesting to be your facility’s designated FSA.

- After the form is completed, mail it to the address below (which is also included on the form):

Attn: NJDEP Online TCPA Facility Security Administrator
 NJDEP-Bureau of Release Prevention
 Mail Code 22-03D
 PO Box 420
 Trenton, NJ 08625-0420

Alternatively, the form can be e-mailed to tcpa@dep.nj.gov with “TCPA FSA Request” specified in the subject line. The e-mail must be followed-up by sending in the original ink-signed hardcopy to the above address.

- Upon receipt of the form, NJDEP will review the request and either approve or reject it. If approved, the requesting FSA will be granted access rights and will receive an e-mail and a follow-up hardcopy letter stating such. (Similarly, the requestor would be informed of a rejection via e-mail and letter if that is the outcome of the review.)
- Once the FSA is granted access rights, he or she must now do the following:
 - If the FSA will be revising/submitting RMPs:** In NJDEP Online, configure your services to include eNJRMP Submit (if not already) via the “My Workspace” tab as described in steps 2 through 5 of Section I.E.
 - If the FSA will NOT be revising/submitting RMPs:** Nothing further needs to be done at this time until a person requests eNJRMP access as an “Individual with Direct Knowledge” as covered in Section I.F.

Note that your Access Type and Status as shown in the “My Facilities/Program Interests” table on the “My Workspace” tab will be “Facility Security Administrator” and “Granted,” respectively:

Version: 5.7
Currently logged in: [Help](#) | [Logout](#)

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

[Toxic Catastrophe Prevention Act \(TCPA\)](#)
[eNJRMP Submit](#)

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
PETE'S CHEMICALS	5391	TCPA	Facility Security Administrator	Granted				

If you did not configure your services to include eNJRMP Submit (i.e., step I.D.6.b above applies), the area under the “Service Selection” bar would contain the line “You do not have access to any services.”

- If for any reason there is a need to change a facility’s FSA (e.g., retirement, transfer, termination, etc.), all of the steps in Sections I.C and I.D would need to be repeated for the newly designated FSA, assuming that he or she did not already have an account on NJDEP Online. If the new FSA already has an NJDEP Online account, she/he would only need to complete steps I.D.1 through I.D.6 as described in this section.

TO MAINTAIN THE SECURITY ASPECTS OF YOUR FACILITY’S RMP, IT IS IMPERATIVE TO PROCEED AS QUICKLY AS POSSIBLE IF/WHEN IT BECOMES NECESSARY TO CHANGE YOUR FSA.

- If a facility deregisters from the TCPA Program, the FSA’s privileges will automatically be transferred back to the TCPA Section Chief, who will then revoke RMP access from all current users via the procedure discussed in Section I.F.

E. **Requesting eNJRMP Access as an “Individual with Direct Knowledge”**

1. As previously mentioned, the FSA is the only person who can grant access rights to other individuals for making changes and submitting RMPs via eNJRMP on behalf of her/his particular facility (TCPA ID#). For a person other than the FSA to obtain access rights, he or she must first create an NJDEP Online account (if they don't already have one) as previously described in Section I.C.
2. The next steps involve going to NJDEP Online at www.njdeponline.com and left-clicking on the button labeled “Login to NJDEP Online” within the box on the right side of the screen (refer to step I.C.1 for a screenshot).

NOTE: This step, as well as steps I.E.3 through I.E.5 that follow, must also be completed by an FSA who will be revising/submitted RMPs.

Because your NJDEP Online and myNewJersey accounts are linked together, the login screen for the latter will now appear:

The screenshot shows the myNewJersey login interface. The header includes the myNewJersey logo and the text 'powered by njOil'. The main content area is titled 'Log In to myNewJersey' and contains two input fields: 'Login ID:' and 'Password:'. Below each field is a link: 'Forgot your login ID?' and 'Forgot your password?'. A blue 'Log In' button is located below the password field, with a red arrow pointing to it. At the bottom left of the login area is a 'Need help?' link. On the right side of the page, there is a section titled 'Don't have a myNewJersey account?' with a 'Sign Up' button below it.

After entering the ID and password established during account creation, left-click on the blue “Log In” button. (If you previously had a myNewJersey/NJDEP Online account, you would enter that ID/password combination. If you just created an account via NJDEP Online as discussed in Section I.C, you would enter that ID/password combination.)

- When the next page opens, left-click on the “My Workspace” tab near the top of the screen:

njhome | citizen | business | government | services A to Z | departments

search

njdep online
new jersey department of environmental protection

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Version: 5.7
Currently logged in: Help | Logout

MESSAGES

IMPORTANT:

As of July 1, 2015, the New Jersey Department of Environmental Protection (NJDEP) will be transitioning from a transaction fee model to a convenience fee model for accepting credit card payments. Please note that NJDEP will continue to offer electronic check (eCheck/EFT) and Bill Me Later (available on some services) payment options completely free of any transaction charges.

Starting July 1, 2015, if you select Pay via Credit Card, you will be transferred to the new credit card processing web page. This page will display a line item for the NJDEP fee and a separate Service Fee line item representing the credit card convenience fee to be charged. Please be aware that your credit card statement will only contain one line item for the total amount being applied to your credit card. The credit card convenience fee will appear as a charge (but not a separate line item) on your credit card statement. For example, if the DEP fee is \$50.00, the charge on your credit card will appear as \$51.95 (convenience fee = \$1.95). The convenience fee is 1.9% of the amount being charged + \$1.00.

Please Note:
For optimal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System.

- On the “My Workspace” page, left-click on the “Configure Services” button:

njhome | citizen | business | government | services A to Z | departments

search

njdep online
new jersey department of environmental protection

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Version: 5.7
Currently logged in: Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

You do not have access to any services.

Configure Services

My Facilities/Program Interests

- This will place you on the “My Services” page. Left-click on the check box next to “eNJRMP Submit,” located under the heading “Toxic Catastrophe Prevention Act (TCPA):”

Version: 5.7
Currently logged in: Help | Logout

MY SERVICES

Please select the Services that you would like to appear on your Workspace and click the OK button.

Services

- Division of Water Quality**
 - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)
 - Dental Waste Registration - New
 - Dental Waste Registration - Renewal
 - Stormwater Construction General Authorization
 - MSRP Annual Report
- Solid and Hazardous Waste**
 - Vehicle Registration Renewal
 - eWaste Annual Report
 - eWaste Collection Plan
 - eWaste Renewal Registration
- Office of Dispute Resolution**
 - Request Alternative Dispute Resolution
- Pesticide Operations**
 - Apply For Aquatic Pesticide Permit
- Site Remediation**
 - LSRP-Related Services
- Toxic Catastrophe Prevention Act (TCPA)**
 - eNJRMP Submit
- Air Program**
 - RADIUS File Submission
 - General Permits (for minor source facilities only)
 - General Operating Permits (for Title V major source facilities only)
 - Permit/Certificate Folder
 - NOx RACT Combustion Adjustment

Then left-click on the blue “OK” button located on the bottom right of the screen.

NOTE: At this point, FSAs who will be revising/submitting RMPs are finished with this section (I.E). After clicking on the “OK” button as described above, an FSA’s screen will appear as that shown previously in step I.D.6.

The steps that remain in this section only apply to those persons requesting eNJRMP access as an “Individual with Direct Knowledge.”

- The “Program List for Services” and “My Facilities” bars will appear. Initially, there will be nothing listed under “My Facilities.” Left-click on the “Add Facilities” button:

Version: 5.7
Currently logged in: Help | Logout

PROGRAM LIST FOR SERVICES

You have selected some services that require facilities to be included in your profile. For each service listed, you will need to add at least one facility from one of the following listed programs. If a service is listed multiple times, you must add one or more facilities to your profile prior to accessing that service.

Service Description	Program
eNJRMP Submit	Toxic Catastrophe Prevention Act (TCPA)

Clicking a column title will sort the table by that column.

My Facilities

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove

Clicking a column title will sort the table by that column.

Add Facilities

- On the “Facility Search” page that is displayed next, first make sure that the top search type (i.e., “Retrieve only those facilities that match....”) is already selected. If it isn’t, left-click on the radio button next to it. Then, left-click on the arrow in the box next to “(Optional) Select NJDEP Program” to access the pick list, and left-click on “TCPA.” Finally, enter your facility’s four-digit TCPA ID# in the field labeled “Facility ID.” When finished, left-click on the “Search” button near the bottom of the screen:

njhome | citizen | business | government | services A to Z | departments

njden
new jersey
department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Edit Personal Info | Change Cert PIN | Edit Facility Selection | Favorite Contacts | Security Administration

Version: 5.7
Currently logged in: Help | Logout

FACILITY SEARCH

In most cases your Program Interest Number is your Facility ID.

Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

- Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
- Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
- Retrieve the facilities that are associated with an Alternate ID
- Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

(Optional) Select NJDEP Program: TCPA

Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):

Facility ID: 5391 (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name:

Search Cancel

- The results of the search will be shown similar to the example below:

njhome | citizen | business | government | services A to Z | departments

njden
new jersey
department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Edit Personal Info | Change Cert PIN | Edit Facility Selection | Favorite Contacts | Security Administration

Version: 5.7
Currently logged in: Help | Logout

FACILITY SEARCH RESULTS

Please select the facilities you wish to add to your profile. Once you are done selecting facilities, click the 'Add Selected Facilities' button.

Any facilities matching your search criteria that are currently associated with your profile will be separated from the search results and placed into a smaller datagrid above your search results. These facilities will also be automatically added to your selected facilities so that you may change your access type, if needed.

Facilities already in your user profile:

Facilities currently not in your user profile:

Facility	Facility ID	Program	Program Interest Type	County	Municipality
<input type="checkbox"/> PETE'S CHEMICALS	5391	TCPA	TCPA FACILITIES	Middlesex	Woodbridge Twp

Clicking a column title will sort the table by that column.

Clear/Check All Add More Facilities Add Selected Facilities Cancel

Left-click on the empty check-box next to the facility. If you need to add more facilities to your profile (not typical), left click on the “Add More Facilities” button and repeat step I.E.7 and this step as many times as needed. When you are finished selecting all of your facilities, left-click on the “Add Selected Facilities” button.

9. The facilities you just selected will now populate the table “My Facilities/Program Interests,” which is displayed in the “My Workspace” tab/page. Newly added facilities will be indicated by a “Pending” Access Status, and the Access Type for all will be shown as “Individual with Direct Knowledge.” When adding a facility, your designated FSA is automatically notified via e-mail of your access request. Likewise, you will receive an e-mail if/when the FSA grants you access as an “Individual with Direct Knowledge” (as described in Section I.F below), at which point you will be able to edit/submit your facility’s RMPs via eNJRMP. Below is an example of a Facility/Program Interest table where the individual (e.g., a consultant) has previously been granted RMP access for one other facility:

The screenshot shows the NJDEP Online user interface. At the top, there is a navigation bar with the NJDEP logo and the text 'njhome | citizen | business | government | services A to Z | departments'. Below this is a search bar and the text 'njdep online'. A secondary navigation bar contains tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. Below the tabs, it says 'Version: 5.7' and 'Currently logged in:'. The main content area is titled 'MY WORKSPACE' and contains a 'Service Selection' section with a note about access and a link for 'Toxic Catastrophe Prevention Act (TCPA) eNJRMP Submit'. Below this is a 'My Facilities/Program Interests' section with a note about adding facilities and a table of facilities. The table has columns for Facility Name, Facility ID, Program, Access Type, Access Status, Change Access, Manage Security, View, and Remove. Two facilities are listed: PETE'S CHEMICALS (Facility ID 5391, Program TCPA, Access Type Individual With Direct Knowledge, Access Status Pending) and XYZ INC. (Facility ID 5123, Program TCPA, Access Type Individual With Direct Knowledge, Access Status Granted). Below the table is an 'Add Facilities' button.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
PETE'S CHEMICALS	5391	TCPA	Individual With Direct Knowledge	Pending				
XYZ INC.	5123	TCPA	Individual With Direct Knowledge	Granted				

NOTE: If a requestor’s access is denied by the FSA, the phrase “No Access” will be displayed in the Access Type column for the facility of interest even though the Access Status will show “Granted.” No e-mails are sent to notify requestors of access denials.

F. **Granting/Denying/Revoking RMP Access to an “Individual with Direct Knowledge” by the FSA**

1. As stated in step I.E.9, the FSA will receive an e-mail when another person requests access to his or her facility’s RMP through NJDEP Online. It is the FSA’s responsibility to determine if the requestor is someone who should rightfully have access to facility information and be revising/submitting RMPs on behalf of the facility.
2. After receiving notification of an RMP access request, the FSA must login to NJDEP Online and navigate to the “My Workspace” tab/page as covered in steps I.E.2 and I.E.3.

- In the section labeled “My Facilities/Program Interests,” the FSA then left-clicks on the icon (which looks like a notepad and pencil) in the Manage Security column for the facility of interest:

Version: 5.7
Currently logged in: Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

[Toxic Catastrophe Prevention Act \(TCPA\)](#)
[eNJRMP Submit](#)

Configure Services

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
PETE'S CHEMICALS	5391	TCPA	Facility Security Administrator	Granted				

In the example shown above, the FSA for Pete’s Chemicals had previously received an e-mail stating that John Davis is requesting access to the facility’s RMP as an Individual with Direct Knowledge.

- The next page will show a list of all access requests (Available Users) as well as a list of users currently having access to the facility’s RMPs via eNJRMP (Assigned Users). To grant access to a requestor, the FSA first left-clicks on the check box next to the name of the individual(s), and then she/he left-clicks on the “Grant Access” button. The requestor’s name and other information will then be moved to the Assigned Users table, and an e-mail auto-sent informing the requestor that his/her access request has been granted.

Version: 5.7
Currently logged in: Help | Logout

FACILITY SECURITY ADMINISTRATION - GRANT/REVOKE ACCESS

Facility Name: PETE'S CHEMICALS
Facility ID: 5391

Use the tool below to manage the users with access to your facility. You can grant access to users who have requested access or revoke access to those who currently have access to your facility.

Available Users: Users who have requested the ability to access your facility.

- Grant Access: Allow access for the role requested.
- Deny Access: Prevent access for the role requested. Request will be removed from the Available Users queue.

Assigned Users: Users who have been granted access to your facility.

- Revoke Access: Access for the role requested will be un-assigned and moved to the Available Users queue.
- Remove: Access for the role requested will be deleted. This item will be removed completely from the page.

Available Users

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	John Davis	JOHNDAVIS1	6090000000	John.Davis@petes.com	Individual With Direct Knowledge

Clicking a column title will sort the table by that column.

Check/Clear All

Grant Access Deny Access

Assigned Users

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	Sue Smith	SUSANSMITH2	6090000001	Sue.Smith@petes.com	Facility Security Administrator

Clicking a column title will sort the table by that column.

Check/Clear All

Revoke Access Remove

If, however, a request is to be denied, the FSA instead left-clicks on the “Deny Access” button and the requestor’s line of information is deleted from the page.

As stated previously, no e-mails are auto-sent to inform requestors of access denials.

5. If the need ever arises to remove a person's access to a facility's RMP (e.g., they change job roles, leave the company, etc.), the process is similar to that explained in the previous step for denying an access request: In the list of **Assigned Users**, the FSA left-clicks on the check box next to the name of the person having their access revoked or removed, and then either left-clicks on the "Revoke Access" button or the "Remove" button, depending on the desired outcome:
 - a. **Revoke Access** - Access for the role requested will be un-assigned and moved to the Available Users queue. This option could be useful if the individual might need access to the RMP again in the near future.
 - b. **Remove** - Access for the role requested will be deleted and the line of information will be removed completely from the page.

FACILITY SECURITY ADMINISTRATION - GRANT/REVOKE ACCESS

Facility Name: PETE'S CHEMICALS
Facility ID: 5391

Use the tool below to manage the users with access to your facility. You can grant access to users who have requested access or revoke access to those who currently have access to your facility.

Available Users: Users who have requested the ability to access your facility.

- Grant Access: Allow access for the role requested.
- Deny Access: Prevent access for the role requested. Request will be removed from the Available Users queue.

Assigned Users: Users who have been granted access to your facility.

- Revoke Access: Access for the role requested will be un-assigned and moved to the Available Users queue.
- Remove: Access for the role requested will be deleted. This item will be removed completely from the page.

There are currently no requests pending your approval.

Assigned Users

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	Sue Smith	SUSANSMITH2	6090000001	Sue.Smith@petes.com	Facility Security Administrator
<input type="checkbox"/>	John Davis	JOHNDAVIS1	6090000000	John.Davis@petes.com	Individual With Direct Knowledge

Clicking a column title will sort the table by that column.

II. USING eNJRMP

A. Initial Submissions

1. For the most part, initial RMP submissions are handled the same as RMP corrections and resubmissions, with the biggest difference occurring when first starting a new submission. **If you are not dealing with an initial RMP submission, proceed to Section II.B.**
2. After your facility obtains a TCPA ID#, establishes an FSA with an NJDEP Online account, and sets up eNJRMP access to the appropriate individual(s) as discussed in Section I, login to NJDEP Online and navigate to the tab/page labeled “My Workspace” as described in steps I.E.2 and I.E.3. Underneath the “Service Selection” bar, left-click on the link for “eNJRMP Submit.”

Version: 5.7
Currently logged in: _____ Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Toxic Catastrophe Prevention Act (TCPA)
[eNJRMP Submit](#)

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
---------------	-------------	---------	-------------	---------------	---------------	-----------------	------	--------

3. Next, choose your facility by left-clicking on the icon (which looks like sheets of paper) in the Access Facility column of the Facility Selection table. Most individuals will only have access to one facility, but in some cases (such as with consultants, for example), you might have access to multiple facilities, which will all be listed. (Note that the Access Type for FSAs will accordingly be displayed as “Facility Security Administrator” rather than “Individual with Direct Knowledge.”)

Version: 5.7
Currently logged in: _____ Help | Logout

FACILITY SELECTION

Facility	Facility ID	Municipality	Access Type	Access Facility
ACME PLASTICS	5402	Trenton	Individual With Direct Knowledge	

Clicking a column title will sort the table by that column.

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

[contact dep](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#)

4. The following screen will now be displayed for an initial submission:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: ACME PLASTICS
New Jersey TPCA ID: 5402

Submissions

[Create A New Submission](#) [Return to Facility List](#) [Logout](#) [Help](#)

Department: [NJDEP Home](#) | [About DEP](#) | [Index by Topic](#) | [Programs/Units](#) | [DEP Online](#)
Statewide: [NJ Home](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

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Click on the button labeled “Create a New Submission” to bring up a blank RMP template in eNJRMP (shown in part):

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: ACME PLASTICS
New Jersey TPCA ID: 5402

Submission Type: Initial

Menu

[Help](#) [Delete Submission](#) [Validate Submission](#) [Submit RMP](#) [Printable RMP](#) [Return to Submissions List](#)

Section 1 Registration [Help](#)

[Enter Registration Information](#)

Covered Processes

[Add A Covered Process](#)

Click to select a Covered Process from the following list to edit (or delete):

Section 2 Toxics: Worst Case [Help](#)

Click to select a Scenario (Process + Toxic Chemical) from the following list to edit (or delete):

5. You can now proceed to add information, edit, save, error check, submit, etc. as described in Sections II.E through I.

B. Corrections and Resubmissions – General Discussion

1. The owner or operator of a facility must submit an RMP *correction* to reflect history information for a new accident, or a change in emergency contact information. Additional reasons for submitting an RMP correction can include any of the following:
 - a. A new data element is required
 - b. An optional data element has been requested
 - c. A clerical error needs to be fixed
 - d. Additional information is being supplied
 - e. A minor administrative change is noted
 - f. A facility ownership change has occurred
 - g. The executive summary is being revised

A New Jersey RMP *resubmission* is required for any of the reasons listed below:

- a. 5-year update
 - b. A process is no longer covered
 - c. A newly regulated substance is listed
 - d. A new regulated substance is present above its threshold quantity (TQ) in an already covered process
 - e. A regulated substance is present above its TQ in a new (or previously not covered) process
 - f. A process hazard analysis was revised due to a process change
 - g. The offsite consequence analysis was revised due to a process change
2. To simplify and shorten the process of completing an RMP correction or resubmission, eNJRMP provides the option to prepopulate all of the sections using data from the latest EPA submission or New Jersey/TCPA submission. Being that the user gets to select the source of prepopulated information for each section, you should consider which of the following three categories under which your facility falls to help you determine which data you should use to prepopulate your current eNJRMP submission:
 - a. **NJ-only facility:** In this case, you will not have the option of using EPA data. You will therefore be forced to select the latest TCPA RMP information as the starting point.
 - b. **NJ and EPA RMPs same:** You can pick whichever source of data you feel is the most appropriate. In many instances, it will probably be advantageous to start with the most recent submission, whether it was to the EPA or to the NJDEP. (If you do select to prepopulate with EPA data, eNJRMP will use the latest NJ submission to prepopulate the New Jersey supplemental information fields in the RMP.)
 - c. **NJ and EPA RMPs different:** Similar to 2.b above, you will be able to pick whichever source of data is the most appropriate. In this case, however, you must use more caution in making your choices because you can actually end up creating extraneous work due to differences between the two programs such as:
 - i. The regulated substance lists and threshold quantities for TCPA and EPA are not identical. Therefore, there could be significant differences in your registered processes, chemicals, and quantities between your NJ and EPA RMP submissions. This could

propagate to significant differences in the worst and alternate case releases, Prevention Program 3, and accident history sections of the RMP.

- ii. EPA still has Program Levels 1 and 2, but all New Jersey facilities are required to implement Program Level 3.

(Note: EPA RMP data will not be available to prepopulate an eNJRMP submission until approximately 48 hours following the most recent EPA RMP submission. RMPs must be submitted to EPA using the EPA's online application, RMP*eSubmit.)

3. Depending on whether you are completing a correction or resubmission, eNJRMP will not allow you to edit certain fields and/or records. Although not an exhaustive list, below are some of the major editing differences between the two types of submissions:

- a. **Corrections**

- i. Covered processes cannot be added/deleted
- ii. Chemicals cannot be added to/deleted from the covered processes
- iii. Worst Case Scenarios cannot be added/deleted
- iv. Worst Case end point distances cannot be changed by more than a factor of 2
- v. Existing accident records cannot be deleted

- b. **Resubmissions** – most information can be changed for resubmissions, including the following:

- i. Covered processes can be added/deleted
- ii. Chemicals can be added to/deleted from the covered processes
- iii. Worst Case Scenarios can be added/deleted
- iv. Worst Case end point distances can be changed by more than a factor of 2
- v. Existing accident records can be deleted (Note: to meet the requirements of the TCPA rule, accident records that fall within the 5-year period covered by the RMP resubmission must not be deleted.)

C. Initiating RMP Corrections and Resubmissions in eNJRMP

1. To begin an RMP re-submission or correction, first login to NJDEP Online and navigate to the tab/page labeled “My Workspace” as described in steps I.E.2 and I.E.3.
2. Underneath the “Service Selection” bar, left-click on the link for “eNJRMP Submit:”

Version: 5.7
Currently logged in: Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Toxic Catastrophe Prevention Act (TCPA)
[eNJRMP Submit](#)

[Configure Services](#)

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove

3. Next, choose the desired facility by left-clicking on the corresponding icon (which looks like sheets of paper) in the Access Facility column of the Facility Selection table. Most individuals will only have access to one facility, but in some cases (such as with consultants, for example), you might have access to multiple facilities, which will all be listed. (Note that the Access Type for FSAs will accordingly be displayed as “Facility Security Administrator” rather than “Individual with Direct Knowledge.”)

Version: 5.7
Currently logged in: Help | Logout

FACILITY SELECTION

Facility	Facility ID	Municipality	Access Type	Access Facility
PETE'S CHEMICALS	5391	Woodbridge Twp	Individual With Direct Knowledge	
XYZ INC.	5123	Perth Amboy City	Individual With Direct Knowledge	
ABC CORP.	5299	Franklin Twp	Individual With Direct Knowledge	

Clicking a column title will sort the table by that column.

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

[contact dep](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#)

department: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)
statewide: [nhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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Department of Environmental Protection
P. O. Box 402
Trenton, NJ 08625-0402

Last Updated: June 24, 2004

- An RMP Submissions listing for the selected facility will be displayed, from which you must then left-click on the “Create A New Submission” button. **Note: You will not be able to create a new submission if you currently have an RMP that is being edited, which will be indicated by the presence of a red diskette icon in the “Edit” column. To continue editing a currently active revision, skip to section II.D.**



STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP



Facility Legal Name: XYZ INC.
New Jersey TCPA ID: 5123

Submissions

Create A New Submission


Return to Facility List
Logout

Help

Edit/View Existing Submissions

Edit	View	Created	Received	Submission Status	Submission Type
		11/18/2015	11/18/2015	View	Resubmission
		10/23/2015	10/23/2015	View	Correction
		10/21/2015	10/21/2015	View	Correction
		08/25/2015	08/25/2015	View	Correction
		08/25/2015	08/25/2015	View	Correction
		06/12/2015	06/12/2015	View	Correction
		04/09/2015	04/09/2015	View	Correction
		05/19/2014	05/19/2014	View	Correction
		09/18/2013	09/18/2013	View	Initial

Department: [NJDEP Home](#) | [About DEP](#) | [Index by Topic](#) | [Programs/Units](#) | [DEP Online](#)
 Statewide: [NJ Home](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

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5. The “Create New Submission” screen is now shown. Here, you must select which type of submission (i.e., correction or resubmission) you are going to be creating by left-clicking on the appropriate radio button. Next, you must decide whether you want to pre-populate your revised RMP with information from the latest EPA submission or the latest New Jersey/TCPA submission. Simply left-click on the box under the desired source for each section of the RMP. **Note: If your facility is not required to submit an RMP to the EPA, all boxes under the “Latest EPA Submission” will be gray and you will not be able to select them.** Refer to Section II.B.2 above for a more detailed discussion of importing the EPA and NJ-TCPA data.

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Create New Submission

Facility Legal Name: XYZ INC.
EPA Facility Identifier: 100000000000
New Jersey TCPA ID: 5123

Select Submission Type: Correction Resubmission

For each Submission Section below, select whether this new Submission should be pre-populated with data from the latest EPA submission or with data from the latest New Jersey submission. A selection must be made for all Sections listed.

Submission Section	Latest EPA Submission (Initial Submission received 03/11/2015)	Latest New Jersey Submission (Resubmission received 11/18/2015)
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Accident History	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Response Plan	<input type="checkbox"/>	<input type="checkbox"/>
Executive Summary	<input type="checkbox"/>	<input type="checkbox"/>
Processes, Chemicals, Scenarios, and Prevention Programs Level 3	<input type="checkbox"/>	<input type="checkbox"/>

[Create A New Submission](#) [Cancel Create Submission](#)

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When finished making your selections, left-click on the “Create A New Submission” button at the bottom left of the page.

6. Your RMP template will appear, pre-populated with the EPA or NJ-TCPA data selected in the previous step (II.C.5). The type of revision (correction or resubmission) will be shown in the upper right corner. The screen shot below represents an example of a correction:

The screenshot displays the NJRMP web application interface. At the top left, the State of New Jersey Department of Environmental Protection logo is visible, along with the text "STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION eNJRMP". To the right of the logo, the facility information is shown: "Facility Legal Name: XYZ INC." and "New Jersey TCPA ID: 5123". In the upper right corner, the "Submission Type: Correction" is displayed and circled in red. Below the header is a "Menu" bar with buttons for "Help", "Delete Submission", "Validate Submission", "Submit RMP", "Printable RMP", and "Return to Submissions List". The main content area is divided into three sections: "Section 1: Registration", "Section 2: Toxics: Worst Case", and "Section 3: Toxics: Alternative Release". Each section has a "Help" button. Section 1 includes an "Enter Registration Information" button and a "Covered Processes" list with options: "#3", "#4", "Polymer Process", and "TEST". Section 2 includes a "Toxics: Worst Case" list with one option: "#3 : 1,1-Dimethylhydrazine [Hydrazine, 1,1-dimethyl-]". Section 3 includes an "Add A Scenario" button and a "Toxics: Alternative Release" list with two options: "#3 : 1,1-Dimethylhydrazine [Hydrazine, 1,1-dimethyl-]" and "#3 : Ketene".

You can now navigate to any section/field as necessary to make the required changes. Refer to Section II.B.3 above for a discussion of what can be edited as part of an RMP correction or resubmission.

D. **Continuing with a Previously-Initiated Correction, Resubmission, or Initial Submission**

If you want to continue editing an RMP that was started during a previous eNJRMP session but was not yet submitted, you can do so by first accessing your facility's RMP Submissions screen. The active revision will be shown in the top row, with a red diskette in the Edit column and a Submission Status of "In Progress:"

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submissions

Create A New Submission Return to Facility List Logout Help

Edit/View Existing Submissions

Edit	View	Created	Received	Submission Status	Submission Type
		12/11/2015		In Progress	Resubmission
		11/04/2015	11/04/2015	View	Correction
		10/23/2015	10/23/2015	View	Resubmission
		08/07/2015	08/07/2015	View	Resubmission
		06/12/2015	06/12/2015	View	Resubmission
		05/01/2013	05/01/2013	View	Correction
		01/11/2013	01/11/2013	View	Correction
		10/24/2011	10/24/2011	View	Initial

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To continue editing this version, left-click on the diskette icon to open its main RMP/Menu screen.

E. **Entering and Editing Data in eNJRMP**

1. Generally, to enter data in a blank text field that has no drop-down menu, simply left-click on the field and start typing. If information is already present in the text field and you want to change it, you must first highlight the field's contents by simultaneously left-clicking and dragging your mouse. Built-in validations and error checks will alert you if an entry is unacceptable. As an example, assume you need to change your facility's EPA identifier. The first step is to click on the "Enter Registration Information" button on the main RMP/Menu screen:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Menu

Help Delete Submission Validate Submission Submit RMP Printable RMP Return to Submissions List

Section 1 Registration Help

Enter Registration Information

Covered Processes

Add A Covered Process

Click to select a Covered Process from the following list to edit (or delete):

- 1. Bulk Pet. Stor. Facility

Edit Selected Process

After the Registration Information screen appears, highlight the contents of the box labeled “EPA Facility Identifier:”

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Section 1. Registration Information Help

1.1 Source Identification

1.1.a. Facility Name *

1.1.b. Parent Company #1 Name

1.1.c. Parent Company #2 Name

1.2 EPA Facility Identifier x

1.3 Other EPA systems facility ID

Also assume you then accidentally type “zz” in the field and then left-click the mouse anywhere on the screen. (Note: Left-clicking the mouse on any portion of the screen is preferred to hitting “Enter” after making an entry. The latter can trigger irrelevant error and warning messages.)

Upon doing so, a dialog box pops-up as shown below:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Section 1. Registration Information Help

1.1 Source Identification

1.1.a. Facility Name *

1.1.b. Parent Company #1 Name

1.1.c. Parent Company #2 Name

1.2 EPA Facility Identifier

1.3 Other EPA systems facility ID

Message from webpage

'EPA Facility Identifier' must be a number.

OK

After left-clicking on OK, you must fix the entry for the EPA Facility Identifier before eNJRMP lets you continue.

2. In many cases, the first step involved in adding information to a particular section that was previously unpopulated with data is to left-click on the section's "Add..." button located on the main RMP/Menu screen. For example, to add a Toxics Worst Case Scenario to the RMP, you would first click on the "Add A Scenario" button in Section 2:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TPCA ID: 5391

Submission Type: Resubmission

Menu

Help Delete Submission Validate Submission Submit RMP Printable RMP Return to Submissions List

Section 1 Registration Help

Enter Registration Information

Covered Processes

Add A Covered Process

Click to select a Covered Process from the following list to edit (or delete):

1. Bulk Pet. Stor. Facility

Edit Selected Process

Section 2 Toxics: Worst Case Help

Add A Scenario

Click to select a Scenario (Process + Toxic Chemical) from the following list to edit (or delete):

After doing so, the following screen will appear:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TPCA ID: 5391

Submission Type: Resubmission

Section 2. Add Toxic Substance Worst Case Release Scenario Help

Toxic Chemicals By Process:
Select Scenario Chemical from this List

Process: Bulk Pet. Stor. Facility
Acrylonitrile [2-Propenenitrile] (107-13-1)

Add Scenario For This Chemical Clear Selection Cancel and Return

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In this example, you would first need to left-click anywhere on the chemical of interest (which eNJRMP automatically pulled from the toxic chemical(s) listed for the covered processes in the Registration Section), followed by another left-click on the "Add Scenario For This Chemical" box.

At this point, the screen shown below would be displayed (only shown in part):

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Section 2. Toxic Substance Worst Case Release Scenario

2.1 Covered Process and Chemical

Process Name: Bulk Pet. Stor. Facility

2.1.a. Chemical Name: Acrylonitrile [2-Propenenitrile]

2.1.b. Percent weight of chemical: (if in a mixture)

2.2 Physical State *

2.3 Model Used *

- EPA's OCA Guidance Reference Tables or Equations
- EPA's RMP Guidance for Ammonia Refrigeration Reference Tables or Equations
- EPA's RMP Guidance for Waste Water Treatment Plants Reference Tables or Equations
- EPA's RMP Guidance for Warehouses Reference Tables or Equations
- EPA's RMP Guidance for Chemical Distributors Reference Tables or Equations
- EPA's RMP*Comp(TM)
- Areal Locations of Hazardous Atmospheres [ALOHA(R)]
- Other model name (Specify)

Model Used Text (if Other):

The entries are a combination of text boxes, drop-down pick lists (indicated by the “v” symbol), radio buttons, and check boxes (not shown above).

- If you want to edit information in a particular section that already contains entries, you must first select the record of interest by left-clicking on it, and then left-click on the section’s “Edit Selected...” button. For example, if you want to change the information associated with an accident at your facility that occurred on 2/12/2015, you would access the main RMP/Menu screen, left-click on the appropriate accident listed in Section 6 (thus highlighting/selecting it), and then left-click on the “Edit Selected Accident” button:

Section 5 Flammables: Alternative Release

Add A Scenario Click to select a Scenario (Process + Flammable Chemical) from the following list to edit (or delete):

1. Bulk Pet. Stor. Facility : Butane

Edit Selected Scenario

Section 6 Five-Year Accident History

Add An Accident Click to select an Accident (Date and Release Event) from the following list to edit (or delete):

1. 02/12/2015 -- Liquid spill/evaporation;
2. 01/01/2015 -- Liquid spill/evaporation;

Edit Selected Accident

Section 7 Prevention Program Level 3

Add A Prevention Program Click to select a Prevention Program (Process + NAICS Code) from the following list to edit (or delete):

1. Bulk Pet. Stor. Facility : 326199

Edit Selected Prevention Program

This would bring up the screen containing the information associated with the record of interest (e.g., the accident that occurred on 2/12/2015), which can then be edited as described in the other parts of this section. As related to the current example, the screen below, shown in part, would now be displayed:



STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP



Facility Legal Name: **PETE'S CHEMICALS**
New Jersey TCPA ID: **5391**

Submission Type: **Resubmission**

Section 6. Accident History Help

6.1 Date of accident * (MM/DD/YYYY)

6.2 Time accident began (HH:MM) * AM PM

6.3 NAICS Code of Process Involved *

6.4 Release duration * Hours (HHH) Minutes (MM)

6.5 Chemicals involved *

Edit Selected Chemical
Clear Selection
Add A Chemical

6.6 Release event (must select at least one): *

<input type="checkbox"/> 6.6.a. Gas release	<input checked="" type="checkbox"/> 6.6.b. Liquid spills/evaporation	<input type="checkbox"/> 6.6.c. Fire
<input type="checkbox"/> 6.6.d. Explosion	<input type="checkbox"/> 6.6.e. Uncontrolled/Runaway reaction	

4. Deleting an entire record requires one additional step beyond what is described above for editing a record. Specifically, once the record of interest is displayed, you must left-click on the “Delete This ...” button located at the bottom left of the screen. Note that the ability to delete an entire record will depend on what type of submission you are editing. Continuing with the example from step II.E.3 above, if you want to delete the entire record for the accident occurring on 2/12/2015 (which can only be done for a resubmission), you would left-click on the button labeled “Delete This Accident Record” located at the bottom of the screen, as shown below:

6.14 Changes introduced as a result of the accident *

<input checked="" type="checkbox"/> 6.14.a. Improved/upgraded equipment	<input type="checkbox"/> 6.14.b. Revised maintenance	<input type="checkbox"/> 6.14.c. Revised training
<input type="checkbox"/> 6.14.d. Revised operating procedures	<input checked="" type="checkbox"/> 6.14.e. New process controls	<input type="checkbox"/> 6.14.f. New mitigation systems
<input type="checkbox"/> 6.14.g. Revised emergency response plan	<input type="checkbox"/> 6.14.h. Changed process	<input type="checkbox"/> 6.14.i. Reduced inventory
<input type="checkbox"/> 6.14.j. None		

6.14.k. Other (specify)

* denotes a Required Field

Delete This Accident Record
Save and Error Check
Save Changes
Save and Return to Menu
Return to Menu (Do Not Save)

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If, for whatever reason, you need to delete an entire RMP (which cannot be done after an RMP has been submitted), you can left-click on the “Delete Submission” button located at the upper left of the main RMP/Menu screen:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Menu

Help Delete Submission Validate Submission Submit RMP Printable RMP Return to Submissions List

Section 1 Registration Help

Enter Registration Information

Covered Processes Add A Covered Process

Click to select a Covered Process from the following list to edit (or delete):

- 1. Bulk Pet. Stor. Facility

Edit Selected Process

5. Regardless of what changes are made to the RMP, you will be required to indicate your reason for the correction or resubmission, which can be accomplished by first left-clicking on the “Enter Registration Information” button on the main RMP/Menu screen:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: XYZ INC.
New Jersey TCPA ID: 5123

Submission Type: Correction

Menu

Help Delete Submission Validate Submission Submit RMP Printable RMP Return to Submissions List

Section 1 Registration Help

Enter Registration Information

Covered Processes

Click to select a Covered Process from the following list to edit:

- 1. #3
- 2. #4
- 3. Polymer Process
- 4. TEST

Edit Selected Process

Section 2 Toxics: Worst Case Help

6. The Registration Information screen is displayed, which contains a list near its bottom describing the various reasons for a correction or resubmission. The example below is for a correction. You must select one of the reasons by left-clicking on the appropriate radio button:

1.21 New Jersey RMP Developers *

[Edit Selected RMP Developer](#) [Clear Selection](#) [Add An RMP Developer](#)

Reason for correction *

- New data element required by EPA
- Change in emergency contact information
- Optional data element requested by EPA
- Clerical error corrected
- Additional information supplied
- Minor administrative change
- Notification of facility ownership change
- New accident history information
- Removed OCA description from executive summary

* denotes a Required Field

[Save and Error Check](#) [Save Registration](#) [Save and Return to Menu](#) [Return to Menu \(Do Not Save\)](#)

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Similarly, the bottom of the Registration Information screen for a resubmission will appear as below:

1.21 New Jersey RMP Developers *

Project Manager : ABC Chemical Co.

[Edit Selected RMP Developer](#) [Clear Selection](#) [Add An RMP Developer](#)

Reason for resubmission *

- 5-year update (40 CFR 68.190(b)(1))
- Change in program level of covered process (40 CFR 68.190(b)(7))
- Process no longer covered (source has other processes that remain covered) (40 CFR 68.190(b)(7))
- Newly regulated substance listed (40 CFR 68.190(b)(2))
- New regulated substance above TQ in already covered process (40 CFR 68.190(b)(3))
- Regulated substance present above TQ in new (or previously not covered) process (40 CFR 68.190(b)(4))
- Revised PHA due to process change (40 CFR 68.190(b)(5))
- Revised OCA due to change (40 CFR 68.190(b)(6))
- Voluntary update (not described by any of the above reasons)

* denotes a Required Field

[Save and Error Check](#) [Save Registration](#) [Save and Return to Menu](#) [Return to Menu \(Do Not Save\)](#)

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Once again, you must select one of the reasons by left-clicking on the appropriate radio button. (Note: The reason “Change in program level of covered process” is not able to be selected because all New Jersey facilities must implement program level 3.)

F. Saving Changes, Error Checking, and Data Validation

1. With the exception of the main RMP/Menu screen, just about every screen in eNJRMP has the same 4 buttons located at the bottom, as indicated with the arrows in the following screen shot, taken from the RMP's Prevention Program section:

7.14 Date of most recent review or revision of contractor safety procedures 03/01/2006 (MM/DD/YYYY)

7.15 Date of most recent evaluation of contractor safety performance 05/15/2015 (MM/DD/YYYY)

* denotes a Required Field

Buttons: Delete This Program, Save and Error Check, Save Changes, Save and Return to Menu, Return to Menu (Do Not Save)

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The use of the “Delete This...” button was discussed in Section II.E and will not be repeated here. The remaining 4 buttons provide different options for saving changes and/or returning to the main RMP/Menu screen:

- a. **Save and Error Check** – saves the changes that were made on the current screen and finds fields with missing information or information that does not satisfy the fields’ validation criteria. (You remain on the current screen.)
- b. **Save Changes** – saves the changes that were made and keeps you on the current screen. No error check is performed.
- c. **Save and Return to Menu** – saves the changes that were made and takes you to the main RMP/Menu screen. No error check is performed.
- d. **Return to Menu (Do Not Save)** – returns you to the main RMP/Menu screen without saving your changes or performing an error check.

NOTE: Use the above buttons to navigate between screens. Do not use your browser’s “back” and “forward” buttons.

2. If you want to do an error check of your changes (recommended), simply left-click on the “Save and Error Check” button. The example below illustrates the case where the date of the last PHA or PHA update (a required field, as indicated by the asterisk) was left blank in the Prevention Program section. After clicking on the “Save and Error Check” button, a message is displayed at the top of the screen:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Correction

Section 7. Prevention Program. Program Level 3 [Help](#)

The following error(s) must be addressed before this RMP can be submitted:

- '(7.4.a) Date of Last PHA or PHA Update*' must be entered.

EPA Prevention Program Identifier (For Prevention Programs from Federal Submission only)

Prevention Program Description: Butane Storage System

7.1 Covered Process and NAICS Code

7.1.a. Process Name: Bulk Pet. Stor. Facility

7.1.b. NAICS Code: 326199 (All Other Plastics Product Manufacturing)

7.2 Chemicals *

Butane (106-97-8) (F)

[Remove Chemical](#)

7.3 Date on which the safety information was last reviewed or revised * 04/30/2015 (MM/DD/YYYY)

7.4 Process Hazard Analysis (PHA)

7.4.a. Date of last PHA or PHA update * (MM/DD/YYYY)

As the message advises, the error must be corrected before eNJRMP will allow the RMP to be submitted.

- After completing all of the data entry for your RMP, you must perform a validation check to make sure there are no critical errors that will prevent its submission. If you did not complete any error checks as described above in step II.F.2 prior to reaching this point, the validation will capture all issues that would have been identified earlier had an error check been done. To complete the validation, left-click on the “Validate Submission” button, which can only be accessed from the top of the main RMP/Menu screen:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Correction

Menu

Help Delete Submission **Validate Submission** Submit RMP Printable RMP Return to Submissions List

Section 1 Registration Help

Enter Registration Information

Covered Processes

Click to select a Covered Process from the following list to edit:

1. Bulk Pet. Stor. Facility

Edit Selected Process

Section 2 Toxics: Worst Case Help

Click to select a Scenario (Process + Toxic Chemical) from the following list to edit:

Not Applicable

An example screen shot, showing the results from a hypothetical validation, appears below:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Data Warnings for This RMP:

Prevention Program Level 3

Bulk Pet. Stor. Facility: (NAICS Code: 326199)

- 7.5 Date of most recent review or revision of operating procedures' is more than one year in the past. If you are sure the date you have entered is correct, you may ignore this warning and proceed.

The Following Error(s) Must Be Addressed Before This RMP Can Be Submitted:

Registration

- Reason For Resubmission must be entered.

Menu

Help Delete Submission Validate Submission Submit RMP Printable RMP Return to Submissions List

Section 1 Registration Help

Enter Registration Information

Covered Processes

Add A Covered Process

Click to select a Covered Process from the following list to edit (or delete):

1. Bulk Pet. Stor. Facility

Edit Selected Process

Notice that there are two levels of messages: **Warnings** (shown in orange), which do not need to be fixed prior to submission, and **Errors** (shown in red), which **MUST** be fixed to allow submission. For this example, after selecting a reason for the resubmission as discussed in step II.E.6, saving the changes, and once again left-clicking on the “Validate Submission” button, the top of the main RMP/Menu screen now appears as follows:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Data Warnings for This RMP:

Prevention Program Level 3

Bulk Pet. Stor. Facility: (NAICS Code: 326199)

- '7.5 Date of most recent review or revision of operating procedures' is more than one year in the past. If you are sure the date you have entered is correct, you may ignore this warning and proceed.

This RMP is Complete and Ready to be Submitted.

Menu

Help Delete Submission Validate Submission Submit RMP Printable RMP Return to Submissions List

Section 1 Registration Help

Enter Registration Information

Covered Processes

Add A Covered Process

Click to select a Covered Process from the following list to edit (or delete):

- 1. Bulk Pet. Stor. Facility

Edit Selected Process

The message “This RMP is Complete and Ready to be Submitted” is displayed even though the warning (shown in orange) still exists.

G. Certifying and Submitting the RMP

1. When your RMP is complete and ready for submission (i.e., no errors are identified during the data validation step), you must first left-click on the “Submit RMP” button located near the top of the main RMP/Menu screen:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Menu

[Help](#) [Delete Submission](#) [Validate Submission](#) [Submit RMP](#) [Printable RMP](#) [Return to Submissions List](#)

Section 1 Registration [Help](#)

[Enter Registration Information](#)

Covered Processes

[Add A Covered Process](#)

Click to select a Covered Process from the following list to edit (or delete):

1. Bulk Pet. Stor. Facility

[Edit Selected Process](#)

Section 2 Toxics: Worst Case [Help](#)

Click to select a Scenario (Process + Toxic Chemical) from the following list to edit (or delete):

Not Applicable

Doing so will bring up the certification screen:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Submit RMP

To Submit an RMP:

The certification must be signed by the qualified person or position specified in the Risk Management Plan or a person of higher authority for the owner or operator:

Name of Qualified Person: Mr. X.
Title of Qualified Person: Manager

1. Enter the Certifier's Name and Title:
Certifier Name
Certifier Title
2. Produce the Certification Document using the 'Print Certification Document' button.
[Print Certification Document](#)
3. Print, sign and date the Certification Document, and scan it into your computer.
4. Select the signed Certification Document from your computer, using the 'Browse' button below. It will be uploaded with the RMP submission.
Certification Document Name
(Permitted File Types: pdf, jpeg, jpg, gif, bmp, tif) [Browse...](#)
5. Submit the RMP using the 'Submit RMP' button.
[Submit RMP](#) [Cancel](#)

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2. **The certification screen must be filled out in the order shown:**

- a. Enter the certifier's name and title, which could be the qualified person or someone with a higher authority.
- b. Left-click on the "Print Certification Document" button. This will enable you to print out an eNJRMP-generated certification form, which will already contain your owner/operator's legal name, facility address, TCPA ID#, certification statement, and qualified person's name and title as specified in the RMP being submitted. The bottom of the form will contain the certifier's name and title as entered on the screen above, and two blank lines which are reserved for the certifier's signature and date.
- c. After the certifier signs and dates the printed form, scan it into your computer.
- d. Left-click on the "Browse" button. When you find the scanned form, double left-click on it, which uploads the form and brings you back to the screen above.

If everything is done correctly, the screen should now look similar to the example below:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission

Submit RMP

To Submit an RMP:

The certification must be signed by the qualified person or position specified in the Risk Management Plan or a person of higher authority for the owner or operator:

Name of Qualified Person: Mr. X.
Title of Qualified Person: Manager

1. Enter the Certifier's Name and Title:

Certifier Name:
Certifier Title:

2. Produce the Certification Document using the 'Print Certification Document' button.

3. Print, sign and date the Certification Document, and scan it into your computer.

4. Select the signed Certification Document from your computer, using the 'Browse' button below. It will be uploaded with the RMP submission.

Certification Document Name
(Permitted File Types: pdf, jpeg, jpg, gif, bmp, tiff)

5. Submit the RMP using the 'Submit RMP' button.

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3. If you still want to proceed with submitting your RMP, left-click on the "Submit RMP" button. If you need to postpone its submission, left-click on the "Cancel" button, which brings you back to the main RMP/Menu screen.
4. Upon submitting your RMP, notification e-mails will be auto-sent to the appropriate TCPA personnel, and you will be returned to your facility's RMP Submissions screen. The RMP you just submitted will be listed first, and can only be viewed, not edited.

5. You can exit eNJRMP by left-clicking on the “Logout” button located near the upper-right of the Submissions screen.

H. Printing the RMP

1. You can view and print a copy of your RMP during any stage of its revision/completion, or after it has been submitted. To print out your RMP while it is being edited, first left-click on the button labeled “Printable RMP,” located near the upper right of the main RMP/Menu screen as shown below:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Correction

Menu

Help Delete Submission Validate Submission Submit RMP Printable RMP Return to Submissions List

Section 1 Registration Help

Enter Registration Information

Covered Processes

Click to select a Covered Process from the following list to edit:

1. Bulk Pet. Stor. Facility

Edit Selected Process

Section 2 Toxics: Worst Case Help

Click to select a Scenario (Process + Toxic Chemical) from the following list to edit:

Not Applicable

eNJRMP will open a formatted Risk Management Plan in a new tab of your web browser, which will appear similar to the following example (only shown in part):

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Correction

Print RMP

Section 1. Registration Information

1.1 Source Identification

1.1.a. Facility Name Pete's Chemicals

1.1.b. Parent Company #1 Name

1.1.c. Parent Company #2 Name

1.2 EPA Facility Identifier 012345678910

1.3 Other EPA systems facility ID

1.4 Dun & Bradstreet numbers (DUNS)

1.4.a. Facility DUNS

1.4.b. Parent Company #1 DUNS

1.4.c. Parent Company #2 DUNS

To print out a hardcopy of the RMP, left-click on the “Print RMP” button. When printing is complete, you can close the new tab that was opened in your web browser to display the RMP.

2. To print a copy of your RMP after it has been submitted, you must first access your facility's RMP Submissions screen, a sample of which is shown below:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submissions

Create A New Submission Return to Facility List Logout Help

Edit/View Existing Submissions

Edit	View	Created	Received	Submission Status	Submission Type
		11/04/2015	11/04/2015	View	Correction
		10/23/2015	10/23/2015	View	Resubmission
		08/07/2015	08/07/2015	View	Resubmission
		06/12/2015	06/12/2015	View	Resubmission
		05/01/2013	05/01/2013	View	Correction
		01/11/2013	01/11/2013	View	Correction
		10/24/2011	10/24/2011	View	Initial

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Left-clicking on the icon in the “View” column next to the RMP of interest will open it in view-only mode, which will display the same “Printable RMP” button that was discussed in step II.H.1 above:

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
eNJRMP

Facility Legal Name: PETE'S CHEMICALS
New Jersey TCPA ID: 5391

Submission Type: Resubmission
Date Received: 10/23/2015

Menu

Printable RMP Return to Submissions List Help

Section 1 Registration

View Registration Information

Covered Processes

Click to select a Covered Process from the following list:

- #3
- #4
- Polymer Process
- TEST

View Selected Process

The steps for printing the submitted RMP are now identical to those for printing an RMP in active revision: left-click on the “Printable RMP” button, and after eNJRMP opens a formatted Risk Management Plan in a new tab of your web browser, left-click on the “Print RMP” button located near the upper right of the document.

I. Help Screens

- Buttons for accessing detailed screen-specific help information are located throughout the various layers of screens in eNJRMP. Left-clicking on any one of these blue buttons will bring up the associated help information. The following screen shot highlights several of the buttons that are available on the main RMP/Menu screen:

The screenshot displays the eNJRMP interface for a facility named "PETE'S CHEMICALS" with New Jersey T CPA ID 5391. The submission type is "Correction". The main menu includes buttons for "Help", "Delete Submission", "Validate Submission", "Submit RMP", "Printable RMP", and "Return to Submissions List". Below the menu are four sections, each with a "Help" button:

- Section 1: Registration** - Includes "Enter Registration Information" and "Covered Processes" (with a list containing "1. Bulk Pet. Stor. Facility" and an "Edit Selected Process" button).
- Section 2: Toxics: Worst Case** - Includes a "Click to select a Scenario (Process + Toxic Chemical) from the following list to edit:" field with "Not Applicable".
- Section 3: Toxics: Alternative Release** - Includes a "Click to select a Scenario (Process + Toxic Chemical) from the following list to edit (or delete):" field with "Not Applicable".
- Section 4: Flammables: Worst Case** - Includes a "Click to select a Scenario (Process + Toxic Chemical) from the following list to edit (or delete):" field with "Not Applicable".

Red arrows point to the "Help" buttons in the main menu and for each of the four sections.

- Left-clicking on the "Help" button for Section 1 (Registration) would bring up the screen below (shown in part):

The help window for Section 1: Registration includes a "Print Help Window" button and a "Close Help Window" button. The content is as follows:

eNJRMP - Section 1. Registration

All covered facilities must complete the registration portion of the RMP. The registration consists of facility identification information.

The **Enter Registration Information** button enables you to enter/update/edit information within Section 1. Registration: Sections 1.1 to 1.16 and Section 1.18 to 1.21.

If you are a first-time user (Initial Submission) or you are resubmitting (Resubmission), use the **Add A Covered Process** button to add a process within Section 1.17. *You cannot add a covered process for an RMP Correction.*

The **Edit Selected Process** button enables you to update/edit/delete an existing process within Section 1.17: Processes. *You cannot delete a covered process for an RMP Correction.*

Section 1: Registration Table of Contents

See **Help** inside this section for discussion of each of the elements.

1.1 Source identification

If so desired, you can print the entire contents of the particular Help Window by left-clicking on the “Print Help Window” button. When you are finished viewing/printing the help information, left-clicking on the “Close Help Window” button returns you to the RMP screen you were previously on.