

## GUIDANCE FOR SUBMISSION OF ELECTRONIC DOCUMENTS ON COMPACT DISC OR OTHER PORTABLE MEDIA

version 03-16-2016

In accordance with N.J.A.C. 7:26C-1.6(b), all forms, applications, documents, lab deliverables and maps 11"x17" or less are required to be submitted to the Department electronically in Adobe portable document format (PDF) on a compact disk (CD). While CD is the current preferred format, the Department will also accept Digital Video Disk (DVD) and Flash Drive which will collectively be referred to for the purposes of this document as "CD."

In order to help improve the efficiency of administrative processing and inspection and review, the Department requests that LSRPs adhere to the following protocol when naming files saved on CD:

- This guidance only applies to submissions made by mail. **It does not apply to submissions made through the online portal.**
- Please note that this guidance does not apply to Electronic Data Deliverables
- All files on the CD should be named using this basic format:

**Year-Month-Day of submission + Item Description + PI Number**

Please note that the Department's database does not allow the names of files to be longer than 75 characters. This includes spaces. Spaces in a file name can be denoted by a space, period (.), hyphen (-), or underscore (\_). Slashes (/) cannot be used.

For example, if you are submitting a Remedial Investigation report for PI Number 999999 on May 7, 2016 the file name on the CD would be: **2016-05-07\_RIR\_999999**

- The Department requests that the following items remain separate stand-alone files on the CD:

<u><b>Item</b></u>	<u><b>File Name</b></u>
Alternative or New Remediation Standard and/or Screening Level Application Form	<b>Date_AltRemStdForm_Pi Number</b> (ex. <b>2016-05-07_AltRemStdForm_999999</b> )
Light Non-Aqueous Phase Liquid (LNAPL) Form	<b>Date_LNAPLform_Pi Number</b>
Receptor Evaluation Form	<b>Date_REform_Pi Number</b>
CEA/ Well Restriction Area (WRA) Fact Sheet Form	<b>Date_CEAform_Pi Number</b>
Deed Notice	<b>Date_DeedNotice_Pi Number</b>
Remedial Action Permit Application Form (Ground Water or Soil)	<b>Date_RAPappFormGW_Pi Number or</b> <b>Date_RAPappFormSoil_Pi Number</b>

<b><u>Item</u></b>	<b><u>File Name</u></b>
Remedial Action Protectiveness/ Biennial Certification Form (Ground Water or Soil)	<b>Date_BiCertFormGW_Pi Number</b> <i>or</i> <b>Date_BiCertFormSoil_Pi Number</b>
Lab Data	<b>Date + Report Type Lab Data + PI Number</b> (ex. 2016-05-07_RIR-Lab-Data_999999)
Case Inventory Document	<b>Date_CID_Pi Number</b>
Response Action Outcome Letter	<b>Date_RAO-A-Letter_Pi Number</b> <i>or</i> <b>Date_RAO-E-Letter_Pi Number</b>

- All other forms should be consolidated into one file and be named **Date\_Forms\_Pi Number**
- The entire remedial phase report including tables, figures, and appendices should be consolidated into one file and be named **Date\_Report Type\_Pi Number**. If one report includes multiple remedial phases, please alter the name of the file as necessary. Use hyphens to separate the different report types included in the file. For example, if you are submitting one report that includes a Preliminary Assessment/Site Investigation, Remedial Investigation Report, and Remedial Action Workplan the file name would be:  
**2016-05-07\_PASI-RIR-RAW\_999999**
- Any supporting documentation, historical reports and/or documents, and/or correspondence can be included in a file named **Date\_SupportDoc\_Pi Number**

Please adhere to the following five helpful hints to improve efficiency of file uploads and accuracy of electronic submissions.

1. Check that the CD contains only files that pertain to the intended submission. Do not include files for more than one case on a CD.
2. Only include forms and letters that are signed and complete.
3. Ensure that the CD is clean and free of scratches. Label all CDs with the PI number(s) that are associated with the case and case name.
4. Check the CD to ensure all files can be opened and read.
5. Secure the CD case with a binder clip or in a sealed folder to ensure it is not misplaced. Submit CD in a case or bubble wrap to prevent damage to the CD during transport.