



New Jersey Department of Environmental Protection Site Remediation and Waste Management Program

INSTRUCTIONS FOR NJDEP ONLINE – PRELIMINARY ASSESSMENT REPORT SERVICE

Applicability

Use these instructions when submitting a Preliminary Assessment (PA) Report via the New Jersey Department of Environmental Protection (NJDEP) Online PA Service.

NJDEP Online Account (one time only)

1. The Remedial Phase Document Submission Services are **NOT** compatible with the **Microsoft Internet Explorer 9.0, or the most recent version of Mozilla Firefox (Version 52.0.2)** This service **IS** compatible with **Microsoft Internet Explorer 10.0 in Compatibility Mode, Microsoft Internet Explorer 11.0, and Mozilla Firefox versions 26 to 52.0.1.**
2. The Remedial Action Report Service may be prepared by another person but must be certified by an LSRP. The LSRP must have filed a retention form prior to certifying this online service.
3. To prepare or submit forms through NJDEP Online, you must have an NJDEP Online account. If you do not already have an account, go to: <http://www.state.nj.us/dep/online/> for setup instructions.

My Workspace Setup

1. (One Time Setup) Login to NJDEP Online, then from the 'My Workspace' tab, click on 'User Profile'. Scroll to the bottom of the page and click 'Add License Numbers', then type in your LSRP License number, and click 'Save'. If the license is valid, your name will display. Click 'Save' to add your license to your profile. Your License can only be saved to one NJDEP Online account. Make sure to add your current address and email and work phone number to your user profile, as the NJDEP will reach out to you there if there are issues with services.
2. LSRPs will need a PIN number in order to certify. If you do not have an existing PIN, click 'Request Cert PIN' at the top of the page.
3. Click the tab on the upper left to go to My Workspace, and click 'Configure Services'. Choose 'LSRP-Related Services', and click OK, the link will be added to your My Workspace.
4. You will need to add any facilities you wish to use for Remedial Phase Document submissions to My Facilities\Program Interests before running services. Click 'Add Facilities', choose 'Site Remediation' in the (Optional) Select NJDEP Program: drop-down, and then type in the program interest (Facility ID) in the Facility ID field, or the Facility name in the Facility name field and click 'Search'. Click the checkbox next to the facility you wish to add to your Facilities, and Click 'Add Selected Facilities'. You may also add a facility from within the PA Facility Selection page from the Add Facilities link.

Preliminary Assessment Report

1. **Files you will need (minimum)**
 - a. A CID spreadsheet (**Versions 1.2 or later ONLY**) filled out and saved to your computer. This form, other forms listed below, and their associated instructions are available at: <http://www.nj.gov/dep/srp/srra/forms>.
 - b. The Preliminary Assessment Report (PDF) saved to your computer.
 - c. Authorization form (PDF) to submit reports online (signed by the person responsible for conducting remediation).
2. **Preliminary Assessment Service:** After logging onto NJDEP Online, from My Workspace, Service Selection, click 'LSRP-Related Services', then on the next page, click the radio button next to the 'Remedial Phase Document Submission' label and click 'Continue'. Read the brief instructions and click 'Continue'.
3. **Facility Selection:** Choose one of the facilities you added to your profile by clicking a radio button on the left and click 'Continue'. You may add an additional facility by clicking the link at the bottom of the page.

4. **Case Selection:** Choose a case at that facility by clicking a radio button on the left and click 'Continue'.
5. **Submission Type Selection:** Under 'Preliminary Assessment (PA) Submissions' choose 'PA' by clicking a radio button on the left and click 'Continue'.
6. **Submission Name:** The submission name field will be auto-populated using information from the Department's data management system. You may edit or rename the submission. Please note, the submission name field should contain sufficient useful information to reference the facility and this particular submission, such as Facility name in the future. Add any comments you wish to see associated with this individual service and click 'Continue'.
7. **Additional Site Information:** You cannot change or edit the information displayed under the 'Location Address' screen. It is possible that the name of the city may not match the name of the municipality. The name of the municipality (Incorporated name) where the taxes are paid should be used. You can only check this information for accuracy, and if the information needs to be changed or the address is incorrect, please contact Bureau of Case Assignment and Initial Notice at (609) 292-2943. You do have the ability to modify or add additional Blocks and Lots, if necessary. If there are no Block/Lots, click "I certify that a valid block lot combination does not apply for this project"

In the Coordinate Selection, you may change the X and Y coordinates if they are not correct. To change the coordinates, click on the "Undo Location" button, click on the map at the center of the site or the center of the facility (Moves the red X mark to a different location) and then click on the "Set Location" button, then choose the Center of the Site or the Center of the Facility from the Location Reference drop-down.

In the Location Confirmation Section, after you ensure that the location of the facility for this submission is correct, click on the radio button in front of the certification statement which indicates, "I hereby certify that the location of the property for which I am submitting this service is the same as the site location displayed above". Then, click 'Continue' to proceed.

8. **Contacts:** You must enter all contact information for the Person Responsible for Conducting the Remediation (Person Remediating). If the Responsible Party is the Person Remediating, you may copy the Responsible Party contact by clicking the 'Insert from Existing Contact(s)' drop-down and choosing a Responsible Party. Note that a * indicates a required field. Click 'Add Number' if there is no phone number and add a number with a number type.

Note: If the Responsible Entity/Party tab displays, the fields will not be editable. If a change in the Responsible Entity/Party Contact information is required, contact Bureau of Case Assignment and Initial Notice at (609) 292-2943 or complete and submit the Site and Contact Information Update Form at: <http://www.nj.gov/dep/srp/srra/forms>.

9. **Case Inventory Document (CID) Upload:** Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms>.

To upload a file, click the 'Browse...' button and navigate to the CID spreadsheet, and click 'open'. It will take a few moments for the file to be uploaded. When complete, the browse button will disappear and the 'Continue' button will appear. If you would like to undo a particular upload, click the icon containing the 'x'.

If there were no potential AOCs, and therefore, no CID was created, check the box at the bottom of the screen that says "I certify that there are no potential AOCs." to bypass the CID upload, then click 'Continue'.

10. **Case Inventory Document (CID) Upload Confirmation:** The first eight columns of the CID will display along with three additional columns. In the 'Included in Submission' column check each AOC that is covered in the report. The 'New AOC?' and 'Associate with Existing AOC' columns allow the CID AOCs to be matched with

AOCs previously uploaded. If this is the first CID upload for the case, all the AOCs will be identified as new. If a CID has been uploaded in an online service previously, some or all CID rows will display 'System Found Match' in the Associate with Existing AOC' column. If the NJDEP service did not match a current AOC correctly with an AOC listed from a previous submission, match them by selecting 'No' in the 'New AOC?' column, and choose the AOC from the 'Associate with Existing AOC' drop-down. You can get a report of AOCs previously uploaded by clicking the 'AOC Report' link.

11. **AOC/Tank Relationship:** This page will only appear if an AOC is State or Federally Regulated Storage Tanks. On the AOC/Tank Relationship page, you will have the ability to associate AOCs from the uploaded CID to existing tanks in the NJDEP's UST Registration database. For any tank that is in an AOC, choose the AOC from the dropdown next to that tank.

Note: Each AOC option contained in the AOC dropdown window must be associated with at least one Tank prior to being able to continue with the service. Conversely, you are not required to make an AOC ID selection for all Tanks in the grid. For example, there may be five AOC ID's contained in the AOC dropdown window, and there may be 10 tanks generated in the grid. As long as you have associated every AOC in the dropdown window with at least one tank, then you will be able to continue with the service.

12. PA Submission Scope

Site Use: Add rows to list all the current and future uses that apply to the site. Note: If the site's current or future use is a residence, school, or childcare, please ensure it is listed here. If the correct site use is not listed here, important questions will not appear in subsequent services and the submission will be invalid.

Case Type

- Indicate if the remediation used public funds.
- Verify case types and add appropriate additional case types.

13. PA Details

- Indicate if a site inspection was conducted.
If "Yes,":
 - ◆ Provide the date of the most recent inspection.
- Provide all current and historic industrial, commercial, agricultural, or residential operations conducted at the site dating back to the time the site was naturally vegetated. Provide the name of the operator and operation start and end dates for each operation. For current site operations, leave the "Operation End Date" blank. Add additional rows as necessary.

Regulated USTs: If a federally regulated UST at the site is not registered or the tank status is not accurate, submit an updated UST Facility Certification Questionnaire to the NJDEP. The form is available at:

<http://www.state.nj.us/dep/srp/forms/ust/>.

- Indicate if all regulated USTs on the site have been registered with the NJDEP.
- Indicate if all regulated USTs that have been closed have been delisted from the registration.
- Indicate if any USTs have been removed on or after September 4, 1990.
- Including this submission, indicate if an SI/RI report has been submitted for all USTs closed on or after September 4, 1990.

14. PA Details - Miscellaneous

- Indicate if ground water at the site is classified as a Class I Ground Water.
- Indicate if a variance from the regulations has been implemented. If a variance from the Tech Rules, N.J.A.C. 7:26E, was initiated at any point in the investigation/remediation answer "Yes". For additional information on variances, see the Technical Requirements for Site Remediation N.J.A.C. 7:26E-1.7 at: http://www.nj.gov/dep/rules/rules/njac7_26e.pdf.
If "Yes":

- ◆ Complete the dropdown table by providing the page number of workplan where the rationale for the variance is provided and the citation from which the remediation has varied. Add additional rows as necessary.
- Indicate if there is a potable well onsite.
- Indicate if any NFAs/RAOs have been issued for this site prior to this submission.
If “Yes,” answer the following questions:
 - ◆ Does the site currently have a deed Notice?
 - ◆ Does the site currently have a Classification Exception Area (CEA)?
 - ◆ Has an order of magnitude evaluation been performed?

15. **Attachment Upload (Not the PA Report yet)** The PA itself is not uploaded here; the PA Report is uploaded on the next page.

Note: If the required files are not submitted here (signed affidavit, and if applicable and Receptor Evaluation) they must be sent to the NJDEP on CD within 14 days or this submission will be deemed administratively incomplete, and will have to be resubmitted.

- a) Click the dropdown list above ‘Add Attachment’ to add any optional attachments.
- b) On each row click the ‘Browse...’ button and navigate to the file to be uploaded and choose it, and click open. The file will take a moment to upload. The Browse button will disappear when the file is finished uploading. When all rows are complete click “Continue” button at bottom of screen.
- c) If any file fails to upload, click ‘Bypass upload’. If you must bypass any attachment your PA submission will not be complete until the attachment is received by NJDEP by mail. The acknowledgement letter will contain a detailed attachment cover page to submit.

16. **Remedial Phase Report Upload (Preliminary Assessment Report, Maps & Figures, Data Deliverables)**

Upload the Remedial Phase Report on this page. The document can be uploaded as a single file, or split into three sections, the Main Report, Maps and Figures, and Data Deliverables. Each section can be further divided into multiple pdfs if necessary. The NJDEP recommends uploading the data deliverables as a separate file.

- a. To upload the required report, click the ‘Browse...’ button and navigate to the file to be uploaded, choose it, and click open. The file will take a moment to upload. The Browse button will disappear when the file is finished uploading.
- b. If the report has been divided into more than one file, click on the “Add Attachments” dropdown list to add the additional files. Select the appropriate attachment type then click on the blue “Add Attachment” button (there will be a short wait before the new row appears).
- c. If any file fails to upload, click ‘Bypass upload’. If you must bypass any attachment your submission will not be complete until the attachment is received by NJDEP by mail. The acknowledgement letter will contain a detailed attachment cover page to submit. If the complete Remedial Phase Report is not submitted here it must be sent to the NJDEP on CD within 14 days or this submission will be deemed administratively incomplete, and will have to be resubmitted.

17. **Certification:** LSRPs enter their PIN number to certify, and click “Certify”. You may only certify if you have saved your valid LSRP license number to your user profile. You may also only certify if you are a current LSRP of record at the case.

- a) Read the certification and check off one or both:
 - “I directly oversaw and supervised all of the referenced remediation”; and/or
 - “I personally reviewed and accepted all of the referenced remediation presented herein.”
- b) Answer the challenge question, click submit.
- c) Enter your Certification PIN and click “Certify”.

WARNING: After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Note: If another user has prepared the service for the LSRP to certify, as long as you have added the facility to your user profile, you can access services to certify by clicking the 'Certifications' tab in My Workspace. LSRPs can click the 'View' Icon to review the data prior to certifying the submission. Only services that have reached the certification page will appear in the 'Certifications' tab.

18. **Summary:** On the Submission Summary page, you will be able to review and print a summary of information entered throughout the service.
19. Completed Services appear in My Workspace under My Services Submitted section. Services where another user has prepared the service but the LSRP has only certified will appear in the LSRP's Certifications tab under Certification History.
20. A confirmation e-mail will be sent to the LSRP, person conducting Remediation and any Responsible Parties if different with an attached acknowledgement letter. Should any file upload be bypassed, a transmittal page will be attached to the email. Print the transmittal page and attach it to a CD containing the bypassed files and mail it to the address noted on the transmittal page.
21. Please direct questions pertaining to Remedial Phase Report interpretation of questions to the duty officer of the Bureau of Inspection and Review at (609) 633-1408. Questions about the online service should be directed to PortalComments@dep.state.nj.us.