



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

### INSTRUCTIONS FOR NJDEP ONLINE – REMEDIAL ACTION WORKPLAN SERVICE

#### Applicability

Use these instructions when submitting a Remedial Action Workplan (RAW) via the New Jersey Department of Environmental Protection (NJDEP) Online RAW 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 Workplan 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 Facility Selection page from the Add Facilities link.

#### Remedial Action Workplan

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 RAW (PDF) saved to your computer.
  - c. Authorization form (PDF) to submit reports online (signed by the person responsible for conducting remediation).
2. **Remedial Action Workplan 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 Report 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:**

Choose from one of the submission types and click 'Continue':

**Remedial Action Workplan Submissions:**

- a) **RAW Area(s) of Concern.** Use this service when the RAW for this submission is complete for one or more Contaminated Areas of Concern (CAOCs) or media (e.g. soils). NOTE: If a PA as defined under N.J.A.C. 7:26E-1.8 was conducted for this contaminated site and you are addressing ONLY some of the CAOCs with this submission, select this radio button.
  - b) **RAW Entire Site.** Use this service when the RAW for this submission is complete for all discharges/Contaminated Areas of Concern (CAOCs) known for the entire contaminated site, based upon the completion of a PA as defined under N.J.A.C. 7:26E-1.8.
6. **Submission Name:** 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 RAW 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:** You must upload the completed Case Inventory Document (CID) Excel spreadsheet via the RAW Service. 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'.

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' dropdown. 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. **RAW Details:**

**Note:** Not all fields will be displayed upon navigating into the RAW Detail pages; however, selected additional fields will be displayed based on your selection(s). Directions for questions, where needed, are displayed in blue text above the question.

a) **RAW 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 and the submission will be invalid.

**Case Type**

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

**Scope**

- Identify the total number of contaminated AOCs for your case (individually – do not combine). This number refers to the entire case not just contaminated AOCs addressed in this submission. When determining the total number of contaminated AOCs associated with this case please note the following:
  - ◆ An "Area of concern" means any location defined as such pursuant to the Technical Requirements for Site Remediation, at N.J.A.C. 7:26E-1.8 available at <http://www.nj.gov/dep/srp/regs/>.
  - ◆ AOCs that have been identified in a PA where it was determined no sampling is required should not be included.

- ◆ Contaminated AOCs that have received a final remediation document (NFA/RAO) should not be included.
- ◆ **Do** include contaminated AOCs that previously received a No Further Investigation (NFI) since they have not received a final remediation document.
- Identify the total number of contaminated AOCs addressed in in this submission.
- Identify the media(s) addressed in this submission: Soil/Groundwater/Mixed Media (Both Soil and GW)

**b) RAW Details – Excess Fill - Site Conditions**

**Excess Alternative Fill** (*Displayed when media type is Soil or Mixed Media*)

- Indicate if the submission is a proposal to obtain NJDEP pre-approval for using an alternative fill in excess of the volume required for a remedial action.  
If “Yes”:
  - ◆ Indicate if notification has provided to each of the entities listed in the grid.

**Residence, School, or Child Care** (*Displayed when current or future site use includes Residence, School, or Child care*)

- Indicate if an unrestricted use or a presumptive remedy is required.  
If “Yes”:
  - ◆ Indicate if an unrestricted use or presumptive remedy is being proposed.
- Indicate if the proposed remedial action is an alternative remedy.  
If “Yes”:
  - ◆ Provide the section/page(s) of the RAW where the alternative remedy is proposed.

**Site Conditions**

- Indicate if there is any radiological contamination currently present at the AOCs addressed in this submission.
- Indicate if, at any time, did any of the AOCs addressed in this submission contain Ordnance and Explosives/Unexploded Ordnance (OE/UXO).
- Indicate if any dioxin has been detected at levels above the NJDEP's Interim Direct Contact Soil Screening Level, in any AOCs addressed in this submission.
- Indicate if the remedial action applies to any AOCs that contain Ordnance and Explosives/Unexploded Ordnance (OE/UXO), chlorinated dioxins and furans, hexavalent chromium, landfills; or the treatment or removal of free or residual product is not practicable.
- For each contaminant listed in the grid, indicate if the contaminant has ever been detected in sediment above the ecological screening level at the AOCs in this submission.

**c) RAW Details - Soil**

**Soil Investigation** (*Displayed when media type is Soil or Mixed Media*)

- If soil contamination is greater than the Applicable Remediation Standard, select all of the contaminated soil conditions that apply by adding rows to the dropdown table. Information on Category 1 and Category 2 EPH is available at: <http://www.nj.gov/dep/srp/guidance/rs/#phc>.

**Proposed Remediation – Soil**

- List all types of remediations being proposed by adding rows to the dropdown table. If “Other” is selected, provide a description of the remediation type.
- Indicate if the proposed remedial action will address all saturated zone source material.
- Indicate if an engineering control is being proposed in the submission.  
If “Yes”:
  - ◆ Complete the grid to indicate the receptor(s) each engineering control is intended to protect.

- If a restricted use remedy is being proposed, indicate if consent from all involved property owners has been obtained.

#### **Alternative and Clean Fill Use**

- Indicate if alternative fill will be used.
- Indicate if clean fill will be used.
- If you answered “Yes” to either question above:
  - ◆ Specify the section/page(s) in the RAW where the Fill Use Plan pursuant to N.J.A.C. 7:26E-5.2(g) can be found.
- Indicate if material will be sent off-site for use as alternative and/or clean fill at a Site Remediation Program (SRP) site.
 

If “Yes”:

  - ◆ Specify the section/page(s) in the RAW where the Fill Use Plan pursuant to N.J.A.C. 7:26E-5.2(g) can be found.
- Indicate if material will be sent off-site for use as alternative and/or clean fill at a non-SRP site.
 

If “Yes”:

  - ◆ Specify the section/page(s) in the RAW where the Fill Use Plan pursuant to N.J.A.C. 7:26E-5.2(g) can be found.

#### **d) RAW Details - Ground Water**

##### **RAW Ground Water** (*Displayed when media type is Ground water or Mixed Media*)

- Choose Ground Water Conditions. Select all of the ground water conditions that apply by adding rows to the dropdown table.

##### **Proposed Remediation – Ground Water**

- Select all Proposed Groundwater Remediation Types that apply by adding rows.

#### **e) RAW Details - NAPL, ESNR, INDOOR AIR**

##### **Non-Aqueous Phase Liquid (NAPL)**

- Indicate if the proposed remediation includes a remedial action for LNAPL or DNAPL.
 

If “Yes”:

  - ◆ Complete the grid to indicate the applicable remediation type proposed.

##### **Environmentally Sensitive Natural Resource (ESNR)**

- Indicate if remedial action is required for an ESNR?
 

If “Yes”:

  - ◆ Complete the grid to indicate the remediation type(s) proposed.

##### **Indoor Air**

- Indicate if a soil gas investigation is required.
 

If “Yes”:

  - ◆ Indicate if soil gas concentrations are currently greater than 10 times SGSLs.
  - ◆ Indicate if a vapor intrusion engineering control/mitigation system required.
 

If “Yes”:

    - Complete the grid to indicate the remediation type(s) proposed.

#### **f) RAW Miscellaneous Details**

##### **Miscellaneous**

- 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”.

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 the proposed remedial action will render the property unusable for future redevelopment or for recreational use.

### Permit Information

- Indicate if a Discharge to Ground Water Permit by Rule Authorization Request is required. If "Yes", Indicate if the authorization request is attached to this submission.

If "Yes":

- ◆ There will be a required attachment upload for the Ground Water Permit-By-Rule Authorization Request form in attachment upload, **and a bill will be generated and mailed for the fee associated with the form.** The Ground Water Permit-By-Rule Authorization Request form can be found on the NJDEP's forms website at <http://www.nj.gov/dep/srp/srra/forms/>.

If "No":

- ◆ Indicate the Date the Authorization Request was submitted to the NJDEP.
- Indicate if the site contains any land use features (e.g. wetlands, flood hazard area, etc.) that have been or will be impacted by the remedial activities.
- Indicate if land use permits are required prior to the implementation of the remedial action.

If "Yes":

- ◆ Specify the section/page(s) in the RAW where the Land Use Permit types are listed.
- Indicate if there are any federal, state, or local permits, permit modifications, or certifications needed for this remedial action.

If "Yes":

- ◆ Specify the section/page(s) in the RAW where these other items are listed.

**Note:** Do not upload the RA permit application with this RAW service. The completed RA permit application and appropriate fees must be mailed to the address identified on the application form. If the RA permit application is being sent after completion of this RAW service, choose "Remedial Action Permit will be submitted in the future" from the choices provided.

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

The Discharge to Ground Water Permit-By-Rule Authorization Request form can be found on the NJDEP's forms website at <http://www.nj.gov/dep/srp/srra/forms/>. If this form is required below, **a bill will be generated and mailed for the fee associated with the form.** The authorization request form will not be processed by the NJDEP until the fee is received.

**Note:** If the required files are not submitted here (signed affidavit, and if applicable Discharge to Ground Water Permit by Rule authorization form) 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.

Based on your answers to the questions in the RAW Online Service, the table will automatically be populated with Discharge to Ground Water Permit by Rule Authorization Form, if required.

- 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 RAW 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.

#### 14. Remedial Phase Report Upload (Remedial Action Workplan, 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.

15. **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.

16. **Summary:** On the Submission Summary page, you will be able to review and print a summary of information entered throughout the service.

17. 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.

18. 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.

19. Please direct questions pertaining to Remedial Action Workplan 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](mailto:PortalComments@dep.state.nj.us).