

Instructions for Completing RPS Feedback Submittal

These directions describe how to use the feedback portion of the Department's Remedial Priority Score (RPS) service. In the Feedback Portion you can upload several files that will be used to update the data input for the RPS Model. These include the RPS Feedback Form, GIS polygons, and Electronic Data Deliverable (EDD) corrections (LOCLIST.DBF). The RPS Feedback Form is required for all submittals. When entering the information into the service, please use the SRP Referred ID (Facility ID), Activity, and Case Number that appears on the RPS Letter.

If the case is required to have a Licensed Site Remediation Professional, the LSRP must certify the submittal utilizing this service. The License ID needs to be in your profile to confirm that you are the LSRP for the case. If you have not added your License ID, please do so prior to completing this service.

Files to be uploaded should be saved to your computer before starting. The RPS Feedback Form is located at: http://www.nj.gov/dep/srp/srra/rps/docs/rps_feedback_form.pdf, directions to create GIS shape files are at: http://www.nj.gov/dep/srp/srra/rps/docs/rps_feedback_gis_submissions_instr.pdf, and directions to update the LOCLIST.DBF file are at: http://www.nj.gov/dep/srp/srra/rps/docs/rps_feedback_edd_loclist_instr.pdf. In this service, please fill out the required fields on each page and then click continue to proceed. In the following pages, enter your Facility ID in the Submission/Project Name field and your Case Tracking Number in the Comments field.

Introduction

A user must have a MyNewJersey Account and an NJDEP Online' account to use the Remedial Priority System Service, which has been established to request additional information from the Department.

What is myNewJersey? It's a system that uses a single ID to let you access many services. You can access taxes, permits, payments, and other information.

Why do I need myNewJersey to use NJDEP Online? NJDEP Online is the service that lets you work with your Department submittals. 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.

➔ **Before you use the RPS Service (Feedback Submittal), please download and complete the "RPS Feedback Form" at http://www.nj.gov/dep/srp/srra/rps/docs/rps_feedback_form.pdf.**

Section A. (Logging into MyNewJersey Account and NJDEP Online

1. **NJDEP Online Opening Screen (Figure 1):** Open an Internet browser and type www.njdeponline.com.
2. **If you already have a MyNJersey and a NJDEP Online Account** click on the 'Log in to NJDEP Online' button, click continue or My Workspace, then click on the 'Configure Services' button and proceed to Step 7. All other users must continue to step 3.
3. Select 'NEW USERS Request Access to NJDEP Online' button and fill in the following fields: 'Contact Name', 'Organization Name', 'Email Address', and 'Confirm E-Mail' and Click on the 'Request' button. This will take you to a page where NJDEP Online and MyNewJersey will be linked (Figure 2). The service will search to see if you have a MyNewJersey Account and populate the fields in the appropriate section for step 4.
4. If you already have a MyNewJersey Account: Fill out Section A with your MyNewJersey Login ID and Password and click 'Link NJDEP Online with My Account'.

If you do not have a MyNewJersey Account: Fill out Section B with your desired Log On ID, Password, Security Question and answer to that question and click 'Create this new MyNewJersey Account and Link NJDEP Online to it' button.

Note: *Save you ID and Password for future use. Be sure to remember your challenge question and answer in case you forget your password. Passwords must be at least 8 characters long, chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).*

Instructions for Completing RPS Feedback Submittal

Section B. Using NJDEP Online

- 5. NJDEP Online Contact Information Page:** Ensure that the proper contact information (including the proper email address) is entered, and add at least one contact number, and upon returning to the NJDEP Online Contact Information Page, click 'Continue'.
- 6. Request Certification PIN Page:** Request your Certification PIN by clicking 'Request PIN'. You will receive a Certification PIN via Email. You will only be required to use the Certification PIN if you plan to electronically certify a submittal using this account. If you do not need a Certification PIN, click 'Complete Setup'.

Note: *Upon requesting a Certification PIN and clicking 'Continue' on the confirmation screen, your account setup will be complete.*

- 7. Services Page (Figure 3):** Under the Site Remediation Heading, select the Remedial Priority System (RPS) Service to add it to your workspace by clicking the checkbox next to Remedial Priority System (RPS), and click the 'OK' button in the lower right corner. If the message page appears, read and then click.
- 8. My Facilities Pages (Figure 3):** If your facility is not present (a facility is required for this service), click 'Add Facilities'. Add your facility to your account by selecting Site Remediation in the DEP Program Field, and entering the Facility ID from the attached letter and click 'Search'. Check the check box next to your facility and click 'Add Selected Facility'. You may have to click the 'Complete Setup' button to continue.
- 9.** From My Workspace, under the heading Service Selection, click 'Remedial Priority System (RPS)'.
- 10. Instructions Page:** Read the instructions, and then click 'continue.'
- 11. Submission Name Page (Figure 4):** Enter the submission Name and Comments. The submission name should be a combination of the Preferred ID Number and the facility name. The Case Tracking number listed in the letter needs to be located in the Comments. Include only the Case Tracking Number in the Comments field. Once the information is entered, click 'Continue.'

Submission Name: 000000 – Facility Name

Comments: 124567 (*enter your case tracking number*)

- 12. Facility Selection Page:** Click the 'Select' radio button next to your facility then click 'Continue.'
- 13. Contacts Page (Figure 5):** Information for both the Responsible Party and RPS Feedback Primary Contact is required to be completed in this section. Items that are starred are mandatory fields. A phone number is also a required element for the contact page. You will need to click on the 'contacts' tab to switch between the two contacts. Once both contacts are entered, click 'Continue' to save the information
 - If the contacts are the same, click the 'Save to My Favorite Contacts' radio button and then 'Save' button before entering the 2nd contact.
 - If contact has already been saved, click on the 'Insert from Existing Contact(s)' drop down to pick 1) Responsible Party.
- 14. Select Activity Page:** Refer to the letter and find the correct activity for the site. Choose the activity with the select radio button on the right and click 'Continue.'
- 15. Attachment Upload Page (Figure 6):** In this step, the service allows the user to attach all of the files that are to be submitted to the Department. The "RPS Feedback Form" is required to be submitted. The three GIS files (RPS_Extent.shp, RPS_Extent.shx & RPS_Extent.dbf) and the EDD file (LOCLIST.DBF) are optional.

To start the upload process, enter "RPS Feedback Submittal" into the Attachment Name, click 'Browse' then find the "RPS Feedback Form" file and then click 'Open' to select the file. If you want to add the other optional files,

Instructions for Completing RPS Feedback Submittal

enter the Attachment Name, click 'Browse' then find the file that you want to attach, and then click 'Open' to select the file. Continue with this step until all files have been attached.

Once all of the files are attached, click 'Upload.' When the files have been uploaded, click 'Continue.'

16. Attachment Specific Information Page (Figure 7): Select the following Document Type and Sub-Doc Type for all of files that you have attached and then click 'Continue.'

Document Type: Correspondence
Sub-Doc Type: RPS Feedback Submittal

17. Certification Page: Enter your PIN # from the certification PIN e-mail (see step 6), and click 'Certify.' Results will not be accepted without this certification.

If the case is required to have a Licensed Site Remediation Professional, the LSRP must certify the submittal utilizing this service. The License ID needs to be in your profile to confirm that you are the LSRP for the case. If you have not added your License ID, please do so prior to completing this service.

18. Facility Submittal Summary: Review the submittal Summary and then click 'Return.'

You have completed your request. An email will be sent out with the requested information

Please view the website at <http://www.state.nj.us/dep/srp/srra/rps/> or contact the Bureau of Information Systems, Planning and Support at 1-866-442-0889 if you require additional assistance.

Amended Instructions for Completing the Remedial Priority Scoring (RPS) Feedback Submittal

Figure 1. NJDEP online opening screen

Users already registered

New Users Request

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

NJDEP Online can now 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.

NEW NJDEP Online New User Registration Instructional Video (Video will open in a new window. Please make sure your computer volume is enabled.)

NJDEP Online New User Registration Instructions (Please read the instructions thoroughly before continuing. Instructions will open in a new window so you can print them or follow along. If you do not have Adobe's free Acrobat Pdf reader please download it [here](#) in order to read or save the instructions.)

NEW USERS Request Access to NJDEP Online

Registered and Non-Registered Services:

NJDEP Online offers two different types of online services, Registered and Non-Registered.

Already a registered user?
Log in 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.

Note: For use with Mozilla Firefox 3.5 or higher or Microsoft Internet Explorer 7.0 or higher.

Forgot your password?

Figure 2.

Link NJDEP Online to My Account

Create this new MyNewJersey Account and Link NJDEP Online to it

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 **Link NJDEP Online to My Account**

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.

Create this new myNewJersey Account and Link NJDEP Online To It

Amended Instructions for Completing the Remedial Priority Scoring (RPS) Feedback Submittal

Figure 3. My Workspace on NJDEP Online.

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.

Site Remediation
Remedial Priority System (RPS)

[Configure Services](#)

My Facilities/Program Interests

Note: You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
Site 1	000000A	Site Remediation	General				
Site 2	000000B	Site Remediation	General				

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

[Add Facilities](#)

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Remove
141112	000000B - Site 2	Site 2	Site Remediation - Remedial Priority System	In-Progress	10/28/2011	10/28/2011			

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

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View History	Permit
141015	000000A - Site 1	Site 1	Site Remediation - Remedial Priority System	Submission Successful	10/04/2011	10/04/2011		

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

[Configure Workspace](#)

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

Amended Instructions for Completing the Remedial Priority Scoring (RPS) Feedback Submittal

Figure 4. Submission Name Page.

SUBMISSION NAME

Enter your Facility ID in the Submission/Project Name Field. Enter your Case Tracking Number in the Comments Field.

***Submission/Project Name:**

Comments:

* Required

Figure 5. Contacts Page.

✔ 1. RPS Feedback Primary Contact
🌐 2. Responsible Party

1. RPS Feedback Primary Contact

Note: Selecting an option below will replace all information for this contact.

Save to My Favorite Contacts

***First Name:**

Middle Initial:

***Last Name:**

Title:

***E-Mail Address:**

***Confirm E-Mail:**

Organization Name:

Organization Type:

***Address Line 1:**

Address Line 2:

Address Line 3:

***County:**

***City:**

***State:**

***Zip Code:**

* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

Amended Instructions for Completing the Remedial Priority Scoring (RPS) Feedback Submittal

Figure 6. Attachment Upload Page.

ATTACHMENT UPLOAD

Upload New Attachments

Maximum File Size: 5 Mb
Maximum Files to Upload: 10
Allowed Attachment Types: xls,txt,doc,rtf,pdf,ppt,jpg,gif,png,bif

Note: The "Upload" button must be pressed after the files for uploading are specified before the "Continue" button is pressed to advance to the next step in the submittal process.

*Attachment Name:	Description:	*File:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse...
<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse...
<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse...
<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse...
<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse...

** Required*

Note that if the total size of all attachments to be uploaded exceeds 5Mb, all files will fail to upload when clicking the Upload button. Please verify the desired files are listed in the Uploaded Attachments section below before attempting to Continue.

Uploaded Attachments

There are no attachments for uploading at this time.

Figure 7. Attachment Specific Information Page.

Document Type: Correspondence
 Sub-Doc Type: RPS Feedback Submittal

ATTACHMENT SPECIFIC INFORMATION

In the Document Type drop down, choose Correspondence. In the Sub-Doc Type drop-down, choose Remedial Priority System Feedback Request.

Attachment Name: file	*Document Type: <input type="text" value="Correspondence"/>
File Name: MASTER_CORE_PI_COORDINATE_DETAIL.xls	*Sub-Doc Type: <input type="text" value="RPS Feedback Submittal"/>
	*Document Date: <input type="text" value="11/14/2011"/> <small>(MM/DD/YYYY)</small>