



STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION

NJDEP RADIUS PORTAL



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ACE Academy



OVERVIEW

- Permit Applications & Emission Statements
- Electronic Submittal Optional
- CD Submittals Still Allowed
- Use Latest Version of RADIUS
 - <http://www.state.nj.us/dep/aqpp/radius.html>
- User Guide for Online RADIUS Submittals
 - <http://www.state.nj.us/dep/aqpp/applying.html>
 - “RADIUS Submittal Documents”

CHANGES IN RADIUS

- On-line Certification
- On-line Fee Payments
- PDF File Creation for Online Submittals
 - Visible During & After Submittal Process
 - PDF Generation Time Function of Application Size
- Use “**File/Submit**” for Online Submittals
- Use “**File/Export**” for
 - CD Submittals
 - Transfer or Saving of Application

ABOUT SUBMITTALS

- No email Submittals
 - Not Allowed Under Federal CROMERR
- Paper Certification for CD Submittals
 - <http://www.state.nj.us/dep/aqpp/downloads/forms/papercertpage.pdf>
- Need Approved RCAF for Major Facilities
 - <http://www.state.nj.us/dep/aqpp/downloads/forms/RCAF.pdf>
 - For Identity Proofing

RADIUS Certification Authorization Form (RCAF)

- Open DEP Online Account at
 - <http://www.nj.gov/dep/online/>
- Submit Completed Form (One Per Individual)
 - Responsible Official
 - Individual With Direct Knowledge
- Receive DEP Approval (by email)
- Ready to Submit Application Online

SUBMITTAL STEPS

- Download RADIUS from website
- Complete RADIUS Application
- Open DEP Online Account
- Complete & Submit RCAF (Major Facilities)
- Obtain DEP Approval for Online Certification
- Submit RADIUS Application Online

ONLINE SUBMITTAL STEPS

- DEP Online Account
- Screen Selections
- RADIUS File Upload
- Attachment Upload
- Certification
- Payment
- Submission Confirmation

SCREEN SELECTIONS

- Access NJDEP Online Account
- Add “RADIUS File Submittal Service”
- “My Workspace/Configure Services”
- “Air Program/RADIUS File Submission”
- “My Facilities/Program Interests”
- “Add Facilities”
- May Go Back if Not Finished

RADIUS FILE UPLOAD

- “Submission Information”
 - Type of Submission (OP, PCP, ES)
 - Type of Application(New, Modification, Renewal)
- RCAF Check
- “Upload RADIUS File”
- Upload Confirmation
- May Submit Revised Application
 - Once Original Application Is Active (~2 days)

OP: Operating Permit

PCP: Preconstruction Permit

ES: Emission Statement

ATTACHMENT UPLOAD

- Max File Size: 1 Mb
- Max # of Files: 10
- “Upload” Attachment
- Revision To Application
 - No RADIUS File Changes
 - Must Include at Least One Attachment

CERTIFICATION

- Both “Responsible Official” & “Individual With Direct Knowledge”
- Must Have Appropriate Access Level
- Click on “Blue Ribbon” 
- Enter Your PIN
 - Created When First Logging In
- Click Icon Under “**view**” Column

FACILITY SECURITY ADMINISTRATOR (FSA)

- Security Level in DEP Online Services
- Designated Person to Grant/Deny Level Access
 - Responsible Official (RO)
 - Individual with Direct Knowledge (IDK)
- Complete (FSA) Form at:
 - Facility Administrator Request Form
 - www11.state.nj.us/dep/DEP_eNJEMS/images/security_admin_form.pdf
- DEP Approval Received Through email

PAYMENT

- All Preconstruction Permit Applications
- Initial Operating Permits
- Environmental Improvement Pilot Tests
- Payment Methods
 - eChecks
 - Credit Cards – up to \$2,000.00
 - Bill Me Later
- Payment Confirmation

SUBMISSION CONFIRMATION

- General Information About Application
 - Type of Application
 - Certification
 - Payment
- Link To PDF Document

GETTING HELP

- Online:

- www.state.nj.us/dep/aqpp/onlinehelp.html

- By Phone:

- www.state.nj.us/dep/aqpp/contact.html

- Error Messages:

- Refer to User Guide

