Instructions for Site Coordinates GIS Submissions

GEOGRAPHIC INFORMATION SYSTEMS (GIS) GUIDANCE

Contaminated Site Remediation & Redevelopment

New Jersey Department of Environmental Protection

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Version 2.0

Instructions for Site Coordinates GIS Submissions

Background
The Contaminated Site Remediation & Redevelopment (CSRR) program maintains a single site coordinate for all remedial and nonremedial CSRR interests. This location represents the entire site and, as such, is usually the centroid of the site boundary. Most of CSRR's GIS layers are mapped using the Program Interest coordinates.

General Information
The following instructions have been developed to assist Licensed Site Remedial Professionals (LSRP) and other consultants overseeing the remediation of contaminated sites in New Jersey to verify and correct, (if needed) coordinates for CSRR sites. A customized version of NJ-GeoWeb, which is referred to as the Site Remediation NJ-GeoWeb Profile, has been developed to assist users interested in GIS layers specific to Site Remediation. One layer in the Site Remediation NJ-GeoWeb Profile is the SRP Preferred ID layer, which displays all CSRR cases, both active and closed, excluding the closed unregulated Heating Oil Tank (UHOT) program. This GIS layer can be utilized to search for a site location by the Preferred ID. The Preferred ID number is sometimes referred to as the Program Interest number and the DEP Online Service calls it the Facility ID.

The following instructions are written for verifying/updating site locations using the Site Remediation NJ-GeoWeb Profile.

Site Remediation NJ-GeoWeb Profile
1. Launch the [Site Remediation NJ-GeoWeb Profile](#)
   The Site Remediation NJ-GeoWeb Profile will open in a new window. NJ-GeoWeb uses windows and tool bars to group similar features and functions. The three visible windows are the Splash screen, 'About this App' window and the 'Commonly Used Layers' window.

   - Close the Splash screen

     The 'About this App' screen has several useful links that will orient new users to NJ-GeoWeb and provide more information for those users looking to learn more about the NJ-GeoWeb platform and GIS data that is provided. The links are:

       - [NJ-Geoweb Quick Start User Guide](#)
       - [NJ Geoweb Full Users Guide](#)
       - [Layer Descriptions and Metadata](#)
       - [NJ-GeoWeb Instructional Video Playlist](#)

   - Close the 'About this App' screen

     Basic navigation:
         Zooming: Adjust the scale as needed using the mouse wheel or the '+' and '–' buttons in the upper left corner of the screen. A zoom box is created by holding the shift key and then using the mouse to draw a box to zoom in to the selected area.

         Panning: The map view can be repositioned by clicking and holding in the left mouse button and then moving the cursor to the desired location.

Screen Setup

The GIS layers that you will need to evaluate the Site Coordinates are grouped in the Commonly Used Layers window.

2. To assist in the coordinate evaluation, turn on or turn off GIS layers, as needed.

> The recommended GIS layers to aid in this process are:
> - Known Contaminated Sites List
> - SRP Preferred ID
> - Road Centerlines of NJ
> - Parcel Data (Block and Lot)
> - Counties
> - NJ 2020 Color Imagery

> The Known Contaminated Sites List, Centerline Roads and Parcel Data have labels. These labels can be turned off by clicking the 3-dot icon [...] and selecting 'Hide labels.' Labels are not available for the SRP Preferred ID layer.

> *Note: Be advised that some layers are scale dependent and will be grayed out until zoomed in or zoomed out to an appropriate distance on the map for them to display.*

The following link opens the CSRR version of NJ-GeoWeb with the layers already selected: Site Coordinate Setup

Commonly Used Layers ×

Layers   🔍 ≡✓

▸ ☐ Deed Notice Areas   ...

▸ ☐ Groundwater Contamination Areas (CEA) ...

▸ ☐ Groundwater Contamination Areas (CKE) ...

▸ ☐ Historic Fill   ...

▸ ☐ Immediate Environmental Concern Sites (IECs) ...

▸ ☑ Known Contaminated Sites List   ...

▸ ☐ NJEMS Sites   ...

▸ ☑ SRP Preferred ID   ...

▸ ☐ Child Care Centers   ...

▸ ☐ Purveyor   ...

▸ ☐ Schools   ...

▸ ☐ Streams   ...

▸ ☐ Water Bodies   ...

▸ ☐ Well Head Protection Areas (Community) ...

▸ ☐ Well Head Protection Areas (Non-Community) ...

▸ ☑ Roads NJ (Centerlines)   ...

▸ ☑ Parcels Data (Block and Lot)   ...

▸ ☐ Municipalities   ...

▸ ☑ Counties   ...

▸ ☑ NJ 2020 Natural Color Imagery   ...

Find the Site

3. Use the Search Widget 🔍 to find your site.

   - Click on the 'Searches' widget
       a list of Searches will appear

   - Click on ⬤ SRP Preferred ID

     A search window will appear.
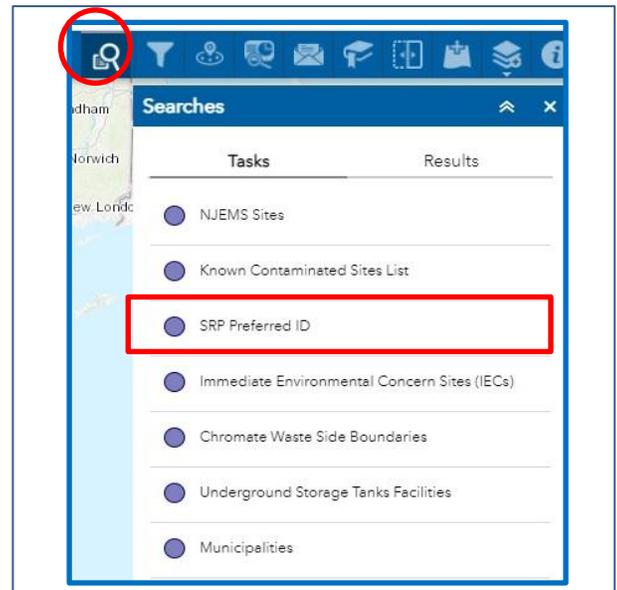
4. Searches in this Window can be done by the SRP Preferred Interest Name (PI Name) or SRP Preferred Interest Number (Preferred ID). The Known Contaminated Sites List layer also can be used to search for the SRP Preferred ID if the site has an active or pending case with known contamination.

   Query Criteria
   - Click the SRP Preferred ID Number Search box, a list of Preferred ID will appear.
   - Enter your Preferred ID in the Search box,
   - Once you see your value in the pick list, click on the value.
   - If the value does not appear, click the Search more link, then use the pick list to select your site.
   - Click the 'Apply' button at the bottom of the Searches box.

     Notes:
     - o Only the first 1,000 records in a layer can be displayed in the pick list at any one time. This causes some records not to display initially. The 'Search more' link re-queries the pick list based on the Search box value and displays more records.
     - o To remove a search criterion, you must click the search box and select 'empty'
     - o To perform another search, click on 'Tasks' button to and reset the Query Criteria.
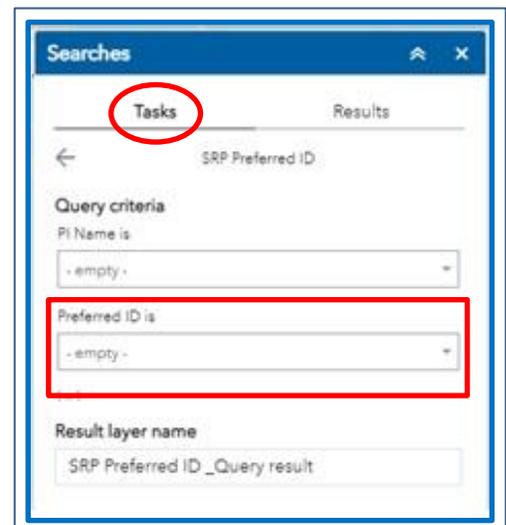
   - If the site cannot be found, move to step 8.

5. After clicking the 'Apply' button, the map will zoom to the chosen Preferred ID and display information about the SRP Preferred ID case in the Searches Window at the right of the screen.

6. Determine the correct location of the site based on the aerial imagery, 'Roads NJ (Centerlines)' and 'Parcel Data (Block and Lot)' layers.

   The attribute information about a particular layer can be viewed by clicking on the map feature (symbol). A pop-up box will appear with information about the point of interest. If features overlap, the user may need to use the arrow buttons ◀ ▶ to scroll through all the attribute tables before reaching the layer of interest.

   Clicking on the Parcel feature will display the address for the parcel layer.

7. If the location is correct, no further review is needed. If the location is incorrect, proceed to Step 8.

Information in Search Window

Displayed features: 1/1

SRP Preferred ID: NJDEP COLLIERS MILLS SHOTGUN AREA

Preferred ID: G000026134
PI Name: NJDEP COLLIERS MILLS SHOTGUN AREA
Address: COLLIERS MILLS RD
Municipality: Jackson Twp
County: Ocean
Case Status: Active
Case Start Date: 1/9/2003
Confirm Contam: Yes
Remedial Level: B
Closed Publicly Funded Case
LSRP Case
Government Case Type: State
X Coord: 513315
Y Coord: 449395
Coord System: NJ State Plane (NAD83) - USFEET
Location Ref: Unknown
Coord Source Org: DEP-GIS
Coord Source Type: GPS
Dataload Date: 1/19/2022, 7:00 PM

View Case Location in Google Maps

Click to view SRP Dataminer Reports:
Site Detail by PI Report
Case Tracking Tool by Select PI Number
Display Alt IDs for a Pref ID

SRP Preferred ID Activity Table

Capture Correct Coordinates for an Incorrectly Located Site

8. Follow the procedures below to correct the location for sites that are incorrectly located or missing in NJ-GeoWeb.

   Find the correct location either by using the available parcel or street address search tools and panning and zooming to the correct location.

Choosing the correct location

9. Since the location represents all SRWMP interests at the site, the point that represents the site should be located at the property centroid (Center of Site). If there is a large area that is undeveloped, then the point can be in the center of the developed area (Center of Facility). The location should never be related to a specific Area of Concern associated with the site. The only exception to this would be one-time discharge not related to the site, such as transformer leaks or tanker spills. Please use one of the following to identify the new location chosen for a site.

   - Center of Site - when there is a defined site and the site is either undeveloped or completely developed, or
   - Center of Facility - when there is a defined site that is only partially developed, place the cursor at the center of the developed portion of the site, or
   - Center of Area of Interest – only used for point source discharges that do not involve a specific site, such as tanker spills or transformer leaks.

10. Obtain the correct coordinates as follows:
    - Click on the "Enable to Get Coordinates" tool, which is found in the bottom left corner of the map. In the example to the right, the tool is circled in red.

      Once the tool is enabled, the icon is highlighted in turquoise and the coordinate box expands. The user can now search for coordinates of a given location on the map in NAD 83 NJ State Plane feet.

- Click on the map at the location that represents either the Center of Site or Center of Facility. A green marker will be placed at the location.

  Note: If the location is incorrect, just click on the map again and the new coordinates will be added in the lower left corner of the map.
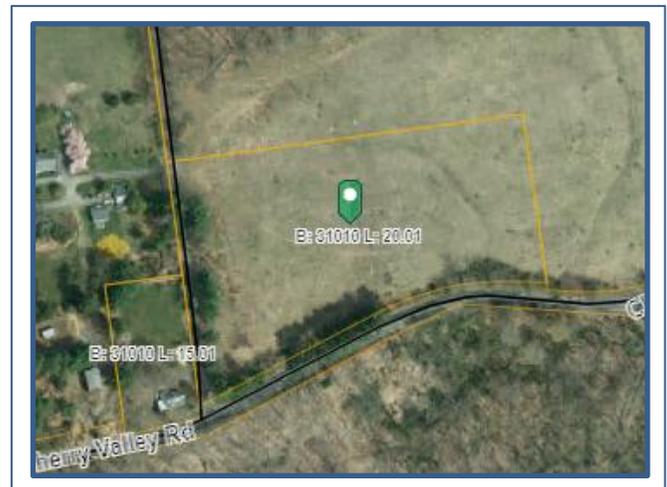
The coordinates of the location clicked on the map will appear in the lower left corner of the map. The X and Y coordinates are separated by a space. The X coordinate is listed first.

Copy Coordinates to Clipboard

11. To copy the coordinates,
    Either,
    - Starting at the beginning of the coordinates, left click and hold mouse button and drag across both sets of numbers to highlight them.

    Or,
    - Double click on each coordinate to select them and copy them one at a time.

    - Right click on the highlighted coordinates and choose Copy from the dropdown (or Ctrl + C) to copy the coordinates to the device's clipboard.
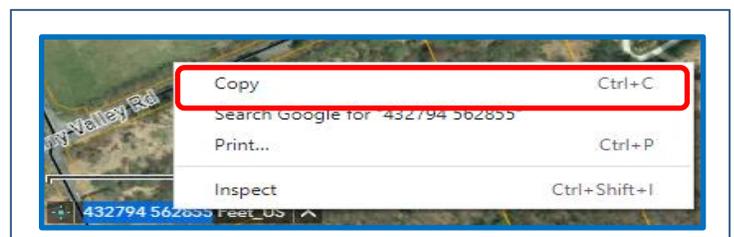
      Note: the copied text includes a white font color format. The coordinates may not be visible when pasted into most apps with a white background.

    - To Paste the coordinates,
      It is best to paste the coordinates without any formatting,
      - use Control + Shift+ V (this will paste the coordinates without any formatting).
      - Microsoft products need to use the keep text only paste option

Emailing Coordinate Corrections to CSRR

12. The corrected coordinates for the site need to be emailed to CSRR at srpgis@dep.nj.gov using the format detailed below. The corrected coordinates can be pasted from the clipboard into the email.

The Coordinates:
- must be provided in New Jersey State Plane Coordinates feet (NAD83)
- must be a whole number (omit decimal point and any digits to the right of the decimal point)
- must not include commas in the value

For CSRR to process the email, the submission needs to be standardized because the coordinate information is taken from the subject line and body of the email. If the email follows this standardized format shown in the figure below, then CSRR can make the requested changes. In addition, only one corrected set of coordinates should be submitted with each email.

Please adhere to the following instructions:

Subject line: The subject line should include the CSRR Preferred ID for the site and then the phrase "Location Update", separated by a comma.

> Example: submittal for XYZ site with a Program Interest Number of 013164 would be:
>
> 013164, Location Update

Body of the Email: The body of the email contains basic information needed to: 1) identify the submittal, 2) provide the new coordinates, 3) document what the updated coordinate represents, 4) indicate how the coordinate was determined.

To standardize the delivery of this information, the user should copy the [metadata templates](#) from the [GIS Deliverable Templates](#) web page or the field names below into the body of the email and fill out the correct information.

Preferred ID:
Name of Site:
X:
Y:
Location:
Method:

Valid values for the Location and Method fields. The Location and Method fields have valid values, which are used to standardize the information being submitted. The valid values for Location and Method are:
- **Location** *(what does the site coordinates represent? See step 9 for description)*
     - Center of Site
     - Center of Facility
     - Center of Area of Interest
- **Method** (*how was the coordinate determined?*)
     - NJ GeoWeb
     - GPS
     - Survey
     - *Other:* Please identify

Standardized Email format to change the Locational Information for the example site (Preferred ID 013164).

To... srpgis@dep.nj.gov

Cc...

Bcc...

Subject: 013164, Location Update

Preferred ID: 013164
Name of Site: XYZ Site
X: 619733
Y: 680030
Location: Center of Site
Method: NJ GeoWeb