



New Jersey Department of Environmental Protection Contaminated Site Remediation & Redevelopment Program

INSTRUCTIONS FOR NJDEP ONLINE – DIRECT OVERSIGHT DOCUMENT SUBMISSION SERVICE

Applicability

Use this service to submit direct oversight documents and/or a Person Responsible for Conducting Remediation (PRCR) Certification to the New Jersey Department of Environmental Protection (NJDEP). To submit a PRCR Certification, complete the Traditional/Direct Oversight Report Certification Form available at <https://www.nj.gov/dep/srp/oversight/> before beginning the service. The online service can be found in NJDEP Online under Site Remediation's LSRP Related Services.

NJDEP Online Account *(One Time Setup)*

1. The Direct Oversight Document Submission Service is compatible with the Google Chrome browser or Mozilla Firefox 34 (or later). Other browsers may work but may cause data to display incorrectly and may disable some features. For optimal performance, it is advised to maintain only one browser window or tab when using the NJDEP Online System.
2. Two types of submission are available in the service, Direct Oversight Document Submission or PRCR Certification. The Direct Oversight Document Submission Service type 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. The PRCR Certification Submission type does not require certification by an LSRP but does require certification by the submitter.
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 *(One Time Setup)*

1. **Add your LSRP License Number to Your Profile (LSRPs only):** 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. **Get a Pin:** Certifiers 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. **Add the Service to Your Workspace:** 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. **Add Facilities to Your Profile:** You will need to add any facilities you wish to use for LSRP related 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.

Direct Oversight Document Submission Service

1. **Files you will need (minimum)**
 - a. At least one Direct Oversight document or a Traditional/Direct Oversight Report Certification Form signed by the LSRP and PRCR in PDF format ready for submission to the NJDEP.

- b. The Program Interest (PI) number and/or Facility Name of the facility for which documents will be submitted.

Note: All files should be named using this basic format: Year-Month-Day of submission + Item Description + PI Number. Please note the NJDEP's data base does not allow the names of files to be longer than 75 characters. This includes spaces. Spaces in a file name can be denoted by a space, period (.), hyphen (-), or underscore (_). Slashes (/) cannot be used. For example, If you are submitting a remedial investigation report for PI Number 999999 on May 7, 2016, the file name on the CD would be: 2016-05-07_RIR_999999. See https://www.nj.gov/dep/srp/guidance/srra/electronic_submission_guidance.pdf for additional information on file naming conventions.

2. **Direct Oversight Document Submission 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 'Direct Oversight Document Submission' label and click 'Continue'. Read the brief instructions and click 'Continue'.
3. **Submission Name:** The Submission Name Field should be populated with the Facility name and type of submission. Add any comments you wish to see associated with this individual service and click 'Continue'.
4. **Submission Type Selection:** Select the appropriate submission type by clicking the radio button then click 'Continue'.
 - Direct Oversight Document Submission
 - Direct Oversight PRCR Certification Submission
5. **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.
6. **Select Activity:** Choose an Activity (case) at that facility by clicking a radio button on the left and click 'Continue'.
7. **Contacts:** You must enter all contact information for the Submitter. 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 Save to My Favorite Contact is selected, this contact will be saved to the Existing Contacts & will be available to be selected from the Insert from Existing Contacts Dropdown.

8. Attachment Upload:

For Direct Oversight Document Submission Type:

All attachments for the Direct Oversight Document Submission Service must be uploaded here. To add files, click on the drop-down list above 'Add Attachment' and choose the appropriate file type.

Below is list of attachment types available in the dropdown list:

Preliminary Assessment (PA)	ISRA Leasehold map
Preliminary Assessment Site Investigation (PASI)	ISRA Limited Conveyance map
Remedial Action Report (RAR)	LNAPL Free Product Reporting Form
Remedial Action Workplan (RAW)	Maps & Figures (Pdf)
Remedial Investigation Workplan	Public Notification and Outreach form
Site Investigation (SI)	Public Participation Plan
Supplemental RAO Information	Progress Report
Traditional/Direct Oversight Report Certification Form	Receptor Evaluation (Initial)
Alternative Remedy/Remedial Action Pre-approval	Receptor Evaluation (Updated)
GIS Site Map Including AOC Polygons (zip)	EPH Alternative Product Limit Calculator
Alt. Soil Remediation Standard/Screening Level App	Receptor Evaluation Optional Attachments
Case Inventory Document (CID).xism	Remediation Cost Review and RFS-FA Form
CEA/Well Restriction Area (WRA) Fact Sheet	Remediation Standard Notification Spreadsheet
CEA/Well Restriction Area (WRA) Fact Sheet Form(2)	Signed RAO (Entire Site or RAO-SRA Entire Site)
Data Deliverable (Pdf)	Remedial Investigation Report (RIR)
Discharge to GW Permit by Rule Authorization	Signed Affidavit
EDD (Contaminant Results Data)	Well Search Spreadsheet
Full Laboratory Data Deliverables form	Vapor Concern (VC) Response Action Form

Then click the 'Add Attachment' button. When the table appears:

- Provide an Attachment Description
- Click the browse button to select a file to upload
- Select the document type from the drop-down list
- Select Sub-Document Type

Repeat this process to upload additional files. When complete, click continue.

Note: Submission of confidential information must comply with N.J.A.C. 7:26C.

For Traditional/Direct Oversight Report Certification Form Submission Type:

A completed Traditional/Direct Oversight Report Certification Form, available at <https://www.nj.gov/dep/srp/oversight/>, is required. Ensure both the Person Responsible for Conducting Remediation and the LSRP certify the form.

- Click the browse button to select a file to upload
- Select the document type from the drop-down list
- Select Sub-Document Type
- Click continue

9. Service Certification:

For 'Direct Oversight Document Submission Type', the service must be certified by an LSRP. The 'Traditional/Direct Oversight Report Certification Form Submission Type' service does not require certification by an LSRP but does require certification by the submitter.

- a) Answer the challenge question, click submit.
- b) 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.

10. **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.

12. **A confirmation e-mail** will be sent to the LSRP, and Submitter contact if different.

13. **Questions** about the online service should be directed to njdeponlinesupport@dep.nj.gov.