



## New Jersey Department of Environmental Protection (NJDEP) Site Remediation Program

### ONLINE - RETENTION RELEASE FORM INSTRUCTIONS

#### NJDEPOnline Account (one time only)

1. The Retention Release Service may be prepared by another person but must be certified by an LSRP. The LSRP may be retained or released from a facility by completing this online service with the NJDEP.
2. As an LSRP, in order to submit forms and eventually reports through NJDEPOnline, you must add your LSRP License number to your NJDEPOnline account. If you do not already have an account, go to: <http://www.state.nj.us/dep/online/> for setup instructions.

#### MyWorkspace Setup

1. If you do have an account, login, from the "My Workspace" tab, click on "User Profile". Scroll to the bottom of the page and click "Add License Numbers", choose "Licensed Site Remedial Professional", 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 DEPOne account. Make sure to add your current address and email to your user profile, as the Department 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 Service will be added to My Workspace.
4. You will need to add any facilities you wish to use to My Facilities\Program Interests before running any services except Retention Child Care Licensing. 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'.

#### LSRP Notification of Retention or Dismissal

1. **Retention Release Reporting Service:** Click 'LSRP-Related Services', then on the next page, click the radio button next to the LSRP Notification of Retention or Dismissal label and click 'Continue'. Read the brief instructions and click 'Continue'.
2. **Facility Selection:** Choose one of the facilities you added to your profile by clicking a radio button on the left and click 'Continue'.
3. **Case Selection:** Choose a case at that facility profile by clicking a radio button on the left and click 'Continue'.
4. **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. If you are submitting this form for Retention, please remove the word 'Release' from the auto-populated field, Likewise, if you are submitting this form for Release, please remove the word 'Retention' from the auto-populated field. Add any comments you wish to see associated with this individual service and click 'Continue'.
5. **Submission Type Selection:** Choose from one of the submission types and click 'Continue':
  - a) **Retention:** Use this service when you are retained to perform the remediation and you are the LSRP of Record. This service requires the selection of a case.

**Do not use this submission type for:**

- Child Care Licensing for conducting a PA or PA/SI for the purpose of obtaining a Child Care License.
- Prospective purchaser conducting due diligence where the prospective purchaser is not a responsible party.
- Unregulated Heating Oil Tanks

This is because the 'Retention' service mandates that you select a Facility and Child Care may not have an existing Facility in the Department's database. The NJDEP does not require the prospective purchaser conducting due diligence where the prospective purchaser is not a responsible party to file. The NJDEP does not require retention forms for closures of only Unregulated Heating Oil Tanks.

- b) **Release:** Use this service when you have been released from performing the remediation and you were the LSRP of Record.
- c) **Retention – Child Care Licensing:** Use this Service if you were hired to perform a PA or PA/SI for the purpose of obtaining a Child Care License. Use the Retention Service, listed above, if contamination has been confirmed at this location.
- d) **Release – Child Care Licensing:** Use this Service if you were released from performing a PA or PA/SI for the purpose of obtaining a Child Care License. Use the Release Service, listed above, if contamination has been confirmed at this location.
- e) **Retention – Publicly Funded:** Use this service if you were retained by the NJDEP Publicly Funded Response Element to conduct an investigation or cleanup. This service is ONLY for cases where the remediation is being implemented by the Publicly Funded Response Element.
- f) **Release – Publicly Funded:** Use this service if you were released by the NJDEP Publicly Funded Response Element. This service is ONLY for cases where the remediation is being implemented by the Publicly Funded Response Element.
- g) **Retention – Regulated Underground Storage Tank (UST) Closure:** Use this service if you were retained for closure of a regulated UST only. Use the regular Retention (a) if there has already been a discharge or trigger and you are hired for other Areas of Concern (AOCs).
- h) **Release – Regulated Underground Storage Tank Closure:** Use this service if you were released from the closure of a regulated UST.
6. **Multi-Facility Selection:** The grid on the page contains a list of Site Remediation Facilities that have been associated with your user profile. Please select one facility related to this submission prior to clicking 'Continue'. If you do not see a facility for which you would like to make this submission, you may use the Facility Search link at the bottom of the page to add Facilities to your user profile.

Note: At this time picking multiple Facilities is not fully supported.

Retentions for Child Care Licensing who do not have a Facility will need to fill out the site information page so that a Facility can be created.

7. **Multi-Case Selection:** The grid on this page contains a list of activities (Cases) that are associated with all facilities that you selected on the previous Facility Selection page. Please select all Activities (Cases) related to this submission prior to clicking 'Continue'.

Please note that by selecting an Activity (Case) below, you are being retained for this Case. If you choose not to select an Activity (Case) you will be retained at the facility. If you choose not to select an Activity and your

interest subsequently becomes a Case, then you may need to re-submit an online service to be retained specifically for a Case.

8. **Contacts:** You must enter all contact information for both the Responsible Entity and the Retained by for this service. Please note that you may provide additional contact information using the 'ADD Contact' button at the bottom of this page. Add or update as needed, note that a \* indicates a required field. Click 'Add Number' if there is no phone number and add a number with a number type.
9. **LSRP Retention Details: Please complete all required fields**
  - a. Date Retained: The date that you were hired to begin the remediation in the form of mmddyyyy (like 05042012).
  - b. Hired to address: Please indicate the extent of what you were hired for to conduct the remediation.
  - c. Total number of contaminated AOCs associated with this site: Please include the total number of known contaminated AOCs associated with this site in the field provided.
  - d. Total number of contaminated AOC(s) on site that this LSRP is addressing: Please include the total number of contaminated AOCs that you will be addressing in the field provided.
  - e. Optional: In the Responsible Party Category, for Child Care Licensing, please indicate property owner or tenant.
  - f. Click 'Continue' to go to the certification page.
10. **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.  
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 view each service there and certify it. Only services that have reached the certification page will appear in the 'Certifications' tab.
11. **Summary:** A Summary will appear detailing the Facility and Activity that a LSRP has been retained for or released from. If the user was retained for Child Care Licensing that does not yet have a DEP Facility, the Facility information will appear. A Facility (Program Interest) ID will be assigned.
12. 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.
13. A confirmation e-mail will be sent to the LSRP.
14. Please send questions pertaining to the online services to [PortalComments@dep.state.nj.us](mailto:PortalComments@dep.state.nj.us).

**NOTE: The following Federal Facility case types may have an LSRP retained but are ineligible to proceed without the Department's pre-approval: Department of Energy sites, Department of Defense sites, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites (commonly known as Superfund sites), and Resource Conservation and Recovery Act (RCRA) Government Priority Remedial Action Sites listed at <http://www.epa.gov/epawaste/hazard/correctiveaction/pdfs/2020scc.pdf>. Additional information regarding the Site Remediation Reform Act (SRRA) implementation process for RCRA, CERCLA and Federal Facility Sites can be found at: [http://www.nj.gov/dep/srp/srra/training/matrix/quick\\_ref/rcra\\_cercla\\_fed\\_facility\\_sites.pdf](http://www.nj.gov/dep/srp/srra/training/matrix/quick_ref/rcra_cercla_fed_facility_sites.pdf). If you have any questions please contact the Bureau of Case Management at 609-633-1455.**