



New Jersey Department of Environmental Protection Site Remediation and Waste Management Program

INSTRUCTIONS FOR NJDEP ONLINE – SITE INVESTIGATION REPORT SERVICE

Applicability

Use these instructions when submitting a Site Investigation (SI) Report via the New Jersey Department of Environmental Protection (NJDEP) Online SI Service.

NJDEP Online Account (one time only)

1. The Remedial Phase Document Submission Services are **NOT** compatible with the **Microsoft Internet Explorer 9.0, or the most recent version of Mozilla Firefox (Version 52.0.2)** This service **IS** compatible with **Microsoft Internet Explorer 10.0 in Compatibility Mode, Microsoft Internet Explorer 11.0, and Mozilla Firefox versions 26 to 52.0.1.**
2. The Remedial Action Report Service 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.
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

1. (One Time Setup) 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. 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 link will be added to your My Workspace.
4. You will need to add any facilities you wish to use for Remedial Phase Document 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 SI Facility Selection page from the Add Facilities link.

Site Investigation Report

1. **Files you will need (minimum)**
 - a. A CID spreadsheet (**Versions 1.2 or later ONLY**) filled out and saved to your computer. This form, other forms listed below, and their associated instructions are available at: <http://www.nj.gov/dep/srp/srra/forms>.
 - b. An EDD zip file (If there are multiple EDDs, they must be placed in separate folders and the folders must be zipped into one zip file). EDD support: hazsite@dep.nj.gov (609) 633-1380.
 - c. The Site Investigation Report (PDF) saved to your computer.
 - d. Authorization form (PDF) to submit reports online (signed by the person responsible for conducting remediation).
2. **Site Investigation 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 'Remedial Phase Document Submission' label and click 'Continue'. Read the brief instructions and click 'Continue'.

3. **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.
4. **Case Selection:** Choose a case at that facility by clicking a radio button on the left and click 'Continue'.
5. **Submission Type Selection:**
Choose from one of the submission types and click 'Continue':

Site Investigation (SI) Submissions:

- a) **SI Area(s) of Concern.** Use this service when the SI is complete for one or more Areas of Concern, but not for the entire site. Also, use this service if the SI was conducted to support the determination of an off-site source.
 - b) **SI Entire Site.** Use this service when the SI is complete for entire site.
6. **Submission Name:** The submission name field will be auto-populated using information from the Department's data management system. You may edit or rename the submission. Please note, the submission name field should contain sufficient useful information to reference the facility and this particular submission, such as Facility name in the future. Add any comments you wish to see associated with this individual service and click 'Continue'.
 7. **Additional Site Information:** You cannot change or edit the information displayed under the 'Location Address' screen. It is possible that the name of the city may not match the name of the municipality. The name of the municipality (Incorporated name) where the taxes are paid should be used. You can only check this information for accuracy, and if the information needs to be changed or the address is incorrect, please contact Bureau of Case Assignment and Initial Notice at (609) 292-2943. You do have the ability to modify or add additional Blocks and Lots, if necessary. If there are no Block/Lots, click "I certify that a valid block lot combination does not apply for this project"

In the Coordinate Selection, you may change the X and Y coordinates if they are not correct. To change the coordinates, click on the "Undo Location" button, click on the map at the center of the site or the center of the facility (Moves the red X mark to a different location) and then click on the "Set Location" button, then choose the Center of the Site or the Center of the Facility from the Location Reference drop-down.

In the Location Confirmation Section, after you ensure that the location of the facility for this submission is correct, click on the radio button in front of the certification statement which indicates, "I hereby certify that the location of the property for which I am submitting this service is the same as the site location displayed above". Then, click 'Continue' to proceed.

8. **Contacts:** You must enter all contact information for the Person Responsible for Conducting the Remediation (Person Remediating). If the Responsible Party is the Person Remediating, you may copy the Responsible Party contact by clicking the 'Insert from Existing Contact(s)' drop-down and choosing a Responsible Party. 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 the Responsible Entity/Party tab displays, the fields will not be editable. If a change in the Responsible Entity/Party Contact information is required, contact Bureau of Case Assignment and Initial Notice at (609) 292-2943 or complete and submit the Site and Contact Information Update Form at: <http://www.nj.gov/dep/srp/srra/forms>.

9. **Case Inventory Document (CID) Upload:** You must upload the completed Case Inventory Document (CID) Excel spreadsheet via the SI Service. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms>.

To upload a file, click the 'Browse...' button and navigate to the CID spreadsheet, and click 'open'. It will take a few moments for the file to be uploaded. When complete, the browse button will disappear and the 'Continue' button will appear. If you would like to undo a particular upload, click the icon containing the 'x'.

10. **Case Inventory Document (CID) Upload Confirmation:** The first eight columns of the CID will display along with three additional columns. In the 'Included in Submission' column check each AOC that is covered in the report. The 'New AOC?' and 'Associate with Existing AOC' columns allow the CID AOCs to be matched with AOCs previously uploaded. If this is the first CID upload for the case, all the AOCs will be identified as new. If a CID has been uploaded in an online service previously, some or all CID rows will display 'System Found Match' in the Associate with Existing AOC' column. If the NJDEP service did not match a current AOC correctly with an AOC listed from a previous submission, match them by selecting 'No' in the 'New AOC?' column, and choose the AOC from the 'Associate with Existing AOC' drop-down. You can get a report of AOCs previously uploaded by clicking the 'AOC Report' link.

11. **AOC/Tank Relationship:** This page will only appear if an AOC is State or Federally Regulated Storage Tanks. On the AOC/Tank Relationship page, you will have the ability to associate AOCs from the uploaded CID to existing tanks in the NJDEP's UST Registration database. For any tank that is in an AOC, choose the AOC from the dropdown next to that tank.

Note: Each AOC option contained in the AOC dropdown window must be associated with at least one Tank prior to being able to continue with the service. Conversely, you are not required to make an AOC ID selection for all Tanks in the grid. For example, there may be five AOC ID's contained in the AOC dropdown window, and there may be 10 tanks generated in the grid. As long as you have associated every AOC in the dropdown window with at least one tank, then you will be able to continue with the service.

12. SI Submission Scope

Site Use: Add rows to list all the current and future uses that apply to the site. Note: If the site's current or future use is a residence, school, or childcare, please ensure it is listed here. If the correct site use is not listed here, important questions will not appear in subsequent services and the submission will be invalid.

Case Type

- Indicate if the remediation used public funds.
- Verify case types and add appropriate additional case types.

Scope

- Identify the total number of contaminated AOCs for your case (individually – do not combine). This number refers to the entire case not just contaminated AOCs addressed in this submission. When determining the total number of contaminated AOCs associated with this case please note the following:
 - a) An "Area of concern" means any location defined as such pursuant to the Technical Requirements for Site Remediation, at N.J.A.C. 7:26E-1.8 available at <http://www.nj.gov/dep/srp/regs/>.
 - b) AOCs that have been identified in a PA where it was determined no sampling is required should not be included.
 - c) Contaminated AOCs that have received a final remediation document (NFA/RAO) should not be included.
 - d) **Do** include contaminated AOCs that previously received a No Further Investigation (NFI) since they have not received a final remediation document.
- Identify the total number of contaminated AOCs addressed in in this submission.
- Indicate if the Site Investigation is complete for potentially contaminated AOCs identified for this case. If "Yes":

- ◆ Provide the date the Site Investigation was complete for all potentially contaminated AOCs associated with this case.
- Indicate if a well search has been conducted.
- Indicate if there are any potable wells within 200 feet of the contaminated AOC(s) or within 200 feet of the site boundary.
- Identify the media(s) addressed in this submission: Soil/Groundwater/Mixed Media (Both Soil and GW)
Note: Selection of the wrong choice for your remedial phase report will cause your submission to be invalid. The media controls the questions asked in the service. Select the appropriate media included in the Remedial Phase Report. If the Report included remedial action for Soil and Ground Water AOCs, choose 'Mixed media'. Mixed media means anything other than soil alone or ground water alone.

13. SI Details

Note: Not all fields will be displayed upon navigating into the SI Detail pages; however, selected additional fields will be displayed based on your selection(s). Directions for questions, where needed, are displayed in blue text above the question.

c) SI Details

- Indicate if a discharge has occurred from a federally regulated UST that has not received an NFA/RAO.
- Indicate if an environmentally sensitive natural resource (ESNR) is present on, adjacent to, or potentially impacted by the site.
 If "Yes":
 - ◆ Identify the location in the report of the site map showing the location of all ESNRs.
 - ◆ Indicate if there are visible signs of impact/impairment (e.g., discolored media, stressed vegetation, discharge/spill, seeps, fish kill).
 - ◆ Indicate if land use permits required to complete any of the investigative activities.
 If "Yes":
 - Provide the section/page(s) of the report where the land use permits are discussed.
- Indicate if there are any AOCs at which an SI was conducted and an RI/RA is not proposed.
 If "Yes", answer the following questions:
 - ◆ Are any soil analytical results greater than the most stringent Direct Contact Soil Remediation Standards (DCSRS)?
 - ◆ Are any soil analytical results greater than the default Impact to Ground Water Soil Screening Levels (IGWSSL)?
 - ◆ Are any ground water analytical results greater than the Ground Water Quality Standards (GWQS)?
 - ◆ Are any Reporting Limits (RLs) greater than the applicable soil and/or ground water standards or screening levels?
 - ◆ Are any surface water analytical results greater than the most stringent Surface Water Quality Standards?
 - ◆ Are any sediment analytical results above the screening levels?
 - ◆ Are any soil analytical results greater than Soil Ecological Screening Criteria in an Environmentally Sensitive Natural Resource (ESNR)?
 - ◆ Are any analytical results above the vapor intrusion screening levels?
 - ◆ Did the SI demonstrate via background investigation per N.J.A.C. 7:26E-3.8 that contamination is naturally occurring?
 - ◆ Did the SI demonstrate via background investigation per N.J.A.C. 7:26E-3.9, that contamination is migrating onto this site?
 - ◆ Contamination is associated with an ongoing ISRA remediation not related to this investigation?

d) SI Detail – Soils

Soil Investigation (*Displayed when media type is Soil or Mixed Media*)

- Indicate if soil contamination is present at levels greater than the Applicable Remediation Standards. If “Yes”,
 - ◆ Select all of the ‘Contaminated Soil Conditions’ that apply by adding rows to the dropdown table.
- Indicate if historic fill is present. Information on Category 1 and Category 2 EPH is available at: <http://www.nj.gov/dep/srp/guidance/rs/#phc>.
- Indicate if historic fill is present. Determine if historic fill is located on a site in accordance with N.J.A.C. 7:26E-3.12 and N.J.A.C. 7:26E-4.7 which limits the scope of both the remedial investigation and remedial action. Historic fill contaminant delineation is limited to the on-site property boundaries. Ground water delineation is limited when the extent of the historic fill is contained within the property boundaries. Additional information about Historic Fill is available at: http://www.nj.gov/dep/srp/guidance/#historic_fill. If “Yes”:
 - ◆ Indicate all of the types of evidence that support the presence of historic fill by adding rows to the dropdown table.
 - ◆ Indicate if there are any other AOC’s (i.e. location of discharge and any contaminants that may have migrated to the area) located within the defined boundaries of the historic fill. If “Yes”:
 - Have the same contaminant type(s) (e.g. lead, arsenic, benzo(a)pyrene, etc.) characterized as being present in the historic fill been sampled for as a contaminant of concern at these co-located AOC’s?

e) **SI Details – Ground Water**

Ground Water (*Displayed when media type is Ground water or Mixed Media*)

- Choose the appropriate Ground Water Classification(s) from the dropdown table. Add additional rows if necessary. Additional information about Ground Water Classifications is available at: <http://www.nj.gov/dep/wms/bwqsa/gwqs.htm>.
- Indicate if any ground water concentrations are greater than the Applicable Remediation Standard. If “Yes”:
 - ◆ Select all of the ground water conditions that apply by adding rows to the dropdown table. General guidance can be viewed at: <http://www.nj.gov/dep/srp/guidance>. Specific ground water remediation guidance can be viewed at: http://www.nj.gov/dep/srp/guidance/index.html#pa_si_ri_gw.
- Indicate if contaminated ground water is present in the bedrock aquifer.
- Indicate if any contaminant levels in ground water exceed the Vapor Intrusion Screening Levels(VISL). If “Yes”:
 - ◆ Indicate if a vapor intrusion investigation was conducted.
 - ◆ Select all of the ‘Vapor Intrusion Conditions’ that apply by adding rows to the dropdown table.

f) **Applicable Remediation Standards**

Applicable Remediation Standards

Complete this section to identify Applicable Remediation Standards, including any compliance averaging, compliance options, and site specific standards that were utilized. The Remediation Standards rules and Basis and Background documents are available at: <http://www.nj.gov/dep/srp/guidance/rs/>.

On June 2, 2008, the NJDEP adopted new Soil Remediation Standards (N.J.A.C. 7:26D). For Phase In Guidance for Use of Remediation Standards, N.J.A.C. 7:26D, available at: <http://www.state.nj.us/dep/srp/guidance/rs/phasein.htm>.

The ground water (N.J.A.C. 7:9C) and surface water (N.J.A.C. 7:9B) remediation standards were previously effective and are available at: <http://www.nj.gov/dep/wms/bwqsa/gwqs.htm>.

- Indicate if compliance averaging has been utilized to determine compliance with an exposure Pathway.
If “Yes”:
 - ◆ Identify the specific pathway(s) and method(s) for which they were used by completing the dropdown table. Add rows as necessary. Additional information on compliance averaging can be found in the NJDEP Technical Guidance for the Attainment of Remediation Standards and Site-Specific Criteria available at: http://www.nj.gov/dep/srp/guidance/#attainment_comp
- Indicate if a compliance option has been utilized to determine compliance with the Impact to Ground Water (IGW) Pathway.
If “Yes”:
 - ◆ Identify all of the Compliance Options used for the IGW Pathway by completing the dropdown table. Add rows as necessary. Guidance on compliance options can be found at: <http://www.state.nj.us/dep/srp/guidance/rs>
- Indicate if Site Specific Standards were used for the Impact to Ground Water Pathway.
If “Yes”:
 - ◆ Identify all of the Site Specific Standards used for the IGW Pathway by completing the drop down table. Add rows as necessary. Guidance on the site specific impact to ground water soil remediation standards can be found at: http://www.state.nj.us/dep/srp/guidance/rs/igw_intro.htm
 - ◆ Was the “Alternative or New Remediation Standard and/or Screening Level Application Form” submitted?
- Indicate if Alternative Remediation Standards were used for the Ingestion/Dermal Pathway. Guidance can be found at <http://www.state.nj.us/dep/srp/guidance/rs/>.
If “Yes”:
 - ◆ Was the “Alternative or New Remediation Standard and/or Screening Level Application Form” submitted?
- Indicate if Alternative Remediation Standards were used for the Inhalation Pathway. Guidance can be found at <http://www.state.nj.us/dep/srp/guidance/rs/>.
If “Yes”:
 - ◆ Was the “Alternative or New Remediation Standard and/or Screening Level Application Form” submitted?
- Indicate if an interim soil remediation standard was proposed where a standard does not currently exist.
If “Yes”:
 - ◆ Was the “Alternative or New Remediation Standard and/or Screening Level Application Form” submitted?
- Indicate if a site-specific screening level was developed for the evaluation of the VI pathway, or if you are proposing an alternate vapor intrusion screening level.
If “Yes”:
 - ◆ Was the “Alternative or New Remediation Standard and/or Screening Level Application Form” submitted?

g) SI Details - Miscellaneous

Miscellaneous

- Indicate if dioxin has been detected in any site media. Answer “Yes” if dioxin was detected in soil, ground water, or sediment utilizing acceptable analytical methods. If dioxin was not included in the laboratory analysis, select “N/A”.
- Indicate whether any new information has been generated during the current remedial phase that changes or contradicts any conclusions previously provided in reports. Provide specific details of any changes or corrections by adding an additional row and selecting “Other Information”; then include the description of new information in that row. Add all rows that are applicable.

- Indicate if a variance from the regulations has been implemented. If a variance from the Tech Rules, N.J.A.C. 7:26E, was initiated at any point in the investigation/remediation answer “Yes”. For additional information on variances, see the Technical Requirements for Site Remediation N.J.A.C. 7:26E-1.7 at: http://www.nj.gov/dep/rules/rules/njac7_26e.pdf.

If “Yes”:

- ◆ Complete the dropdown table by providing the page number of report where the rationale for the variance is provided and the citation from which the remediation has varied. Add additional rows as necessary.
- Indicate if the laboratory reporting levels below applicable remediation standards/screening levels required for the site.
- Indicate if any NFAs/RAOs have been issued for this site prior to this submission.
If “Yes,” answer the following questions:
 - ◆ Does the site currently have a deed Notice?
 - ◆ Does the site currently have a Classification Exception Area (CEA)?
 - ◆ Has an order of magnitude evaluation been performed?

14. Attachment Upload (Not the SI Report yet) The SI itself is not uploaded here; the SI Report is uploaded on the next page.

Note: If the required files are not submitted here (signed affidavit, and if applicable, EDD and Receptor Evaluation) they must be sent to the NJDEP on CD within 14 days or this submission will be deemed administratively incomplete, and will have to be resubmitted.

- Click the dropdown list above ‘Add Attachment’ to add any optional attachments.
- On each row click the ‘Browse...’ button and navigate to the file to be uploaded and choose it, and click open. The file will take a moment to upload. The Browse button will disappear when the file is finished uploading. When all rows are complete click “Continue” button at bottom of screen.
- If any file fails to upload, click ‘Bypass upload’. If you must bypass any attachment your SI submission will not be complete until the attachment is received by NJDEP by mail. The acknowledgement letter will contain a detailed attachment cover page to submit.

15. Remedial Phase Report Upload (Site Investigation Report, Maps & Figures, Data Deliverables)

Upload the Remedial Phase Report on this page. The document can be uploaded as a single file, or split into three sections, the Main Report, Maps and Figures, and Data Deliverables. Each section can be further divided into multiple pdfs if necessary. The NJDEP recommends uploading the data deliverables as a separate file.

- To upload the required report, click the ‘Browse...’ button and navigate to the file to be uploaded, choose it, and click open. The file will take a moment to upload. The Browse button will disappear when the file is finished uploading.
- If the report has been divided into more than one file, click on the “Add Attachments” dropdown list to add the additional files. Select the appropriate attachment type then click on the blue “Add Attachment” button (there will be a short wait before the new row appears).
- If any file fails to upload, click ‘Bypass upload’. If you must bypass any attachment your submission will not be complete until the attachment is received by NJDEP by mail. The acknowledgement letter will contain a detailed attachment cover page to submit. If the complete Remedial Phase Report is not submitted here it must be sent to the NJDEP on CD within 14 days or this submission will be deemed administratively incomplete, and will have to be resubmitted.

16. 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. You may also only certify if you are a current LSRP of record at the case.

- a) Read the certification and check off one or both:
 - "I directly oversaw and supervised all of the referenced remediation"; and/or
 - "I personally reviewed and accepted all of the referenced remediation presented herein."
- b) Answer the challenge question, click submit.
- c) 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.

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 click the 'View' Icon to review the data prior to certifying the submission. Only services that have reached the certification page will appear in the 'Certifications' tab.

17. **Summary:** On the Submission Summary page, you will be able to review and print a summary of information entered throughout the service.
18. 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.
19. A confirmation e-mail will be sent to the LSRP, person conducting Remediation and any Responsible Parties if different with an attached acknowledgement letter. Should any file upload be bypassed, a transmittal page will be attached to the email. Print the transmittal page and attach it to a CD containing the bypassed files and mail it to the address noted on the transmittal page.
20. Please direct questions pertaining to Remedial Phase Report interpretation of questions to the duty officer of the Bureau of Inspection and Review at (609) 633-1408. Questions about the online service should be directed to PortalComments@dep.state.nj.us.