



**New Jersey Department of Environmental Protection
Contaminated Site Remediation & Redevelopment Program
INSTRUCTIONS FOR NJDEP ONLINE – CERCLA, RCRA, DOD,
EPA, CHROME SUBMISSIONS**

Applicability

Use this service to submit CERCLA, RCRA, DOD, EPA, or Chrome submissions to the New Jersey Department of Environmental Protection (NJDEP). The service can be found in NJDEP Online under Site Remediation's LSRP Related Services.

NJDEP Online Account (One Time Setup)

1. The CERCLA, RCRA, DOD, EPA, or Chrome Submissions 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. The CERCLA, RCRA, DOD, EPA, or Chrome Submissions Service may be prepared by another person but must be certified by the person submitting the 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 (One Time Setup)

1. **Get a Pin:** Certifiers (submitters) will need a PIN number in order to certify. If you do not have an existing PIN, login to NJDEP Online, then from the 'My Workspace' tab, click on 'User Profile', and click 'Request Cert PIN' at the top of the page.
2. **Add the Service to Your Workspace:** Click the tab on the upper left to go to My Workspace and click 'Configure Services'. Choose 'CERCLA / RCRA / DOD / DOE / EPA / Chrome Submission', and click OK, the link will be added to your My Workspace.
3. **Add Facilities to Your Profile:** Any facilities you wish to provide submissions for must be added to your 'My Facilities\Program Interests' before running services. Click 'Add Facilities', choose 'Site Remediation' in the 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 list, and click 'Add Selected Facilities'. You may also add a facility from within the Facility Selection page from the Add Facilities link.

CERCLA, RCRA, DOD, EPA, or Chrome Submissions Service

1. **Files you will need (minimum)**
 - a. At least one CERCLA, RCRA, DOD, DOE, EPA, OR Chrome related document in PDF format ready for submission to the NJDEP.
 - b. Include scans of hard copies of any required certifications with the document(s) to be submitted. This service does not provide certification services for documents submitted.
 - c. The Program Interest (PI) number and/or Facility Name of the facility for which documents will be submitted.
2. **CERCLA, RCRA, DOD, EPA, or Chrome Submissions Service:** After logging onto NJDEP Online, from My Workspace, Service Selection, click 'CERCLA / RCRA / DOD / DOE / EPA / Chrome Submission'. 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 radio button 'CERCLA, RCRA, DOD, EPA, or Chrome Submissions' then click 'Continue'.
4. **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.
5. **Select Activity:** Choose an Activity (case) at that facility by clicking a radio button on the left and click 'Continue'.
6. **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.

7. **Attachment Upload:** All attachments for the CERCLA, RCRA, DOD, EPA, or Chrome Submissions Service must be uploaded here. To add files, click on the drop-down list above 'Add Attachment' and choose the appropriate file type:
 - Document Contains Confidential Information*
 - Document Public Information

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
(Application, Correspondence, Form, Invoice, Memo, Report)
- Select Sub-Document Type

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

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

8. **Submission Confirmation** Although the headers on this page are titled 'Service Certification', this service does not provide certification services for the documents submitted.

Submitters:

- 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 Certifier and Submitter contact if different.
13. **Questions** about the online service should be directed to njdeponlinesupport@dep.nj.gov.