New Jersey
Department of
Environmental Protection

Hot Topic Training: How to Submit a CDN or ISRA GIN Online

Presented By Scott Tyrrell

Today's Training

Today's training will go through all the steps necessary for a first time user to submit a CDN or GIN through the NJDEP's Online services including:

- How to run helpful DataMiner reports
- How to setup an Online account

Submitting a Confirmed Discharge Notification (CDN) Online

Submitting a CDN

- A CDN is required to be filed within 14 days after a discharge of hazardous substance has been reported to the NJDEP's Action Hotline (1-877-WARNDEP).

- The information provided in the service will be used to create or update the site information in the NJDEP's New Jersey Environmental System Database.

Submitting a CDN

- If contaminated historic fill material is the only area of concern identified at the site, do not call NJDEP's Action Hotline, instead call the Bureau of Case Assignment and Initial Notice (BCAIN) at: (609) 292-2943

- This service cannot be completed until the NJDEP has processed the reported incident *(which may take up to 3 days)*.

Before You Begin

Too ensure a fast and smooth submission run DataMiner Reports to :

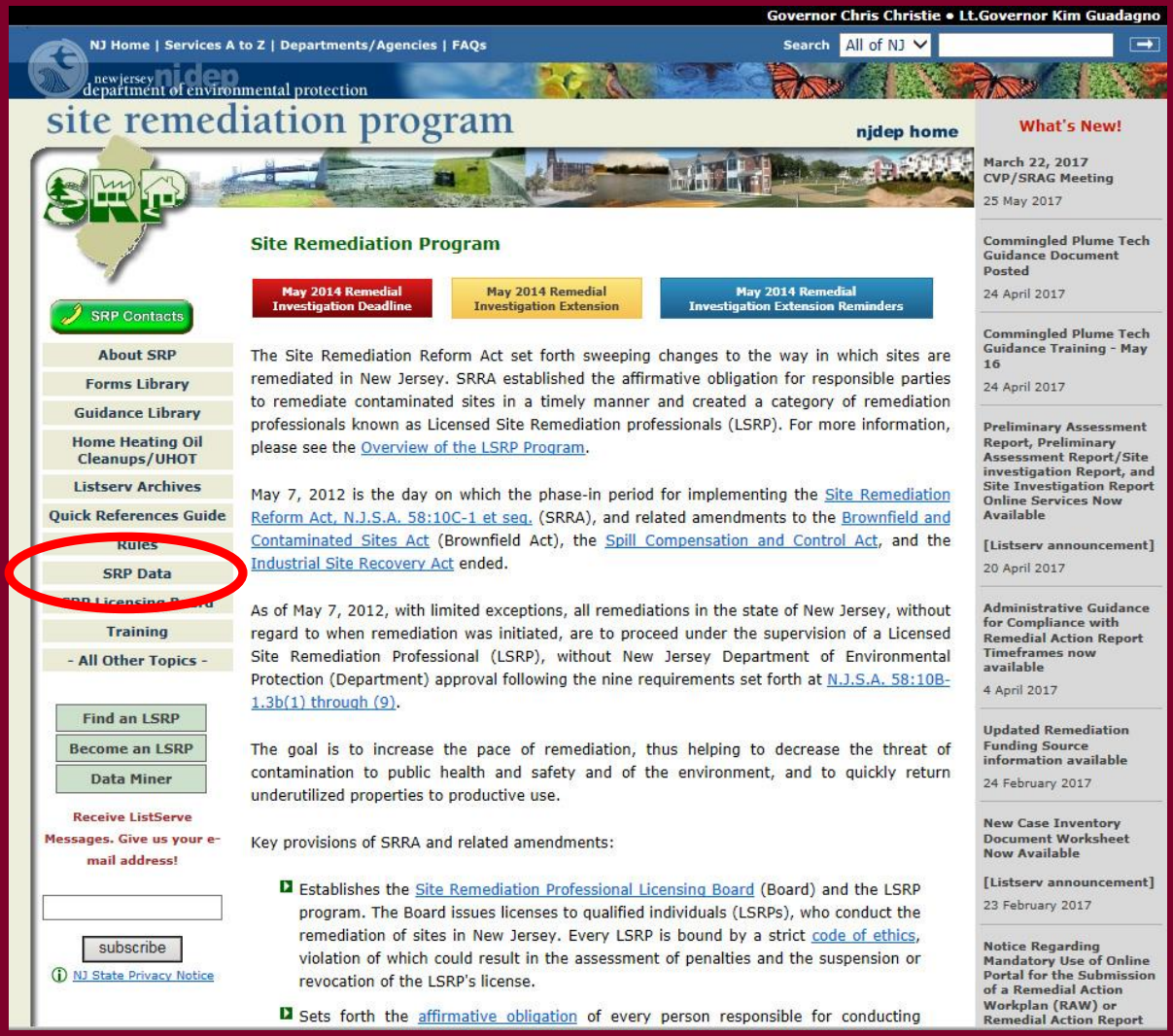
- Ensure your incident number has been processed by the NJDEP
- Determine if the facility already exists in NJDEP's database.
- The CDN Service may be prepared by one person and certified by another only if an existing facility is picked during the Service.

DataMiner Reports

- To run a Dataminer report, go to the SRP home page available at:

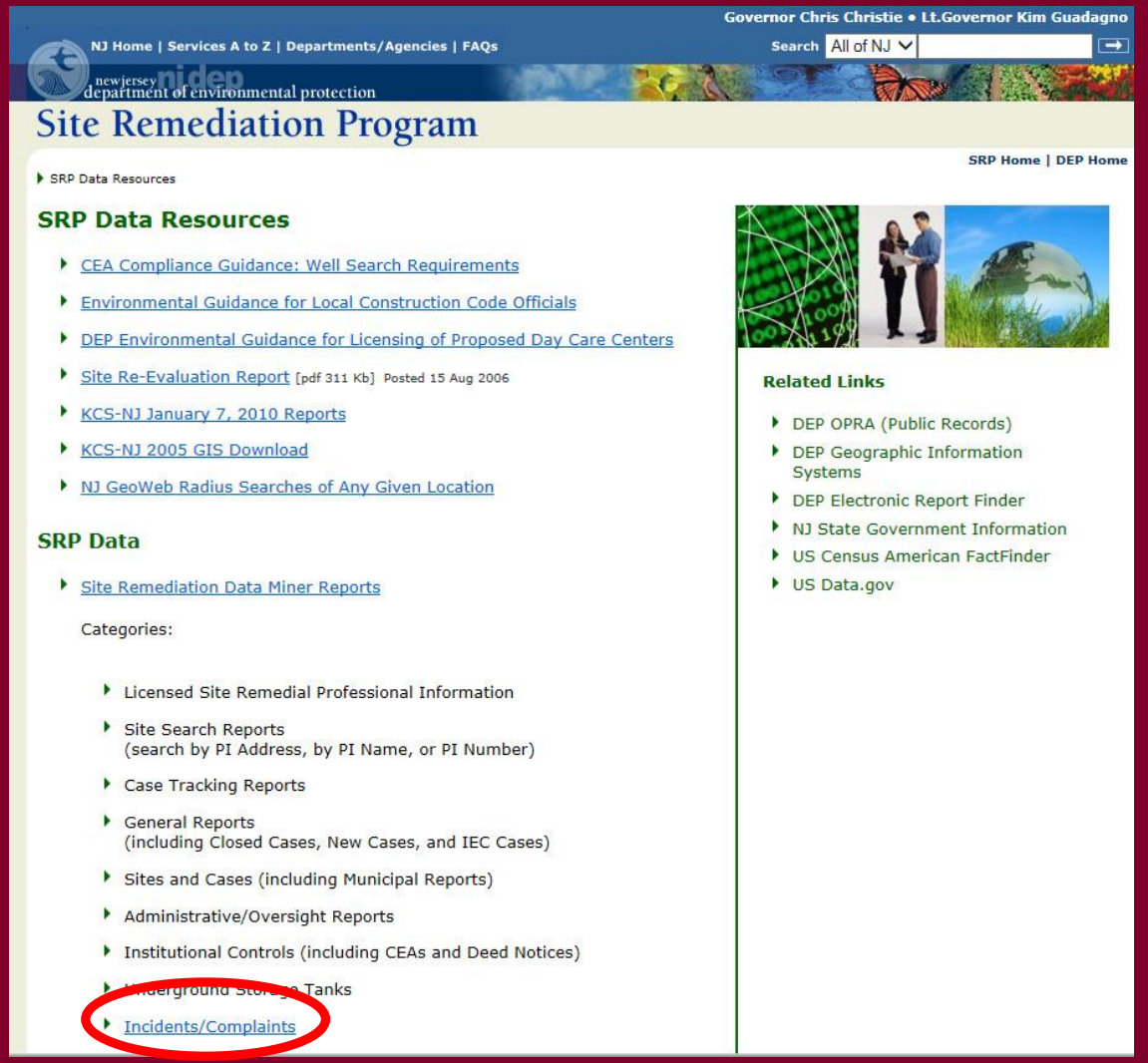
http://www.nj.gov/dep/srp

- Click “SRP Data”



DataMiner Reports

To search for an incident number, Click Incidents/Complaints



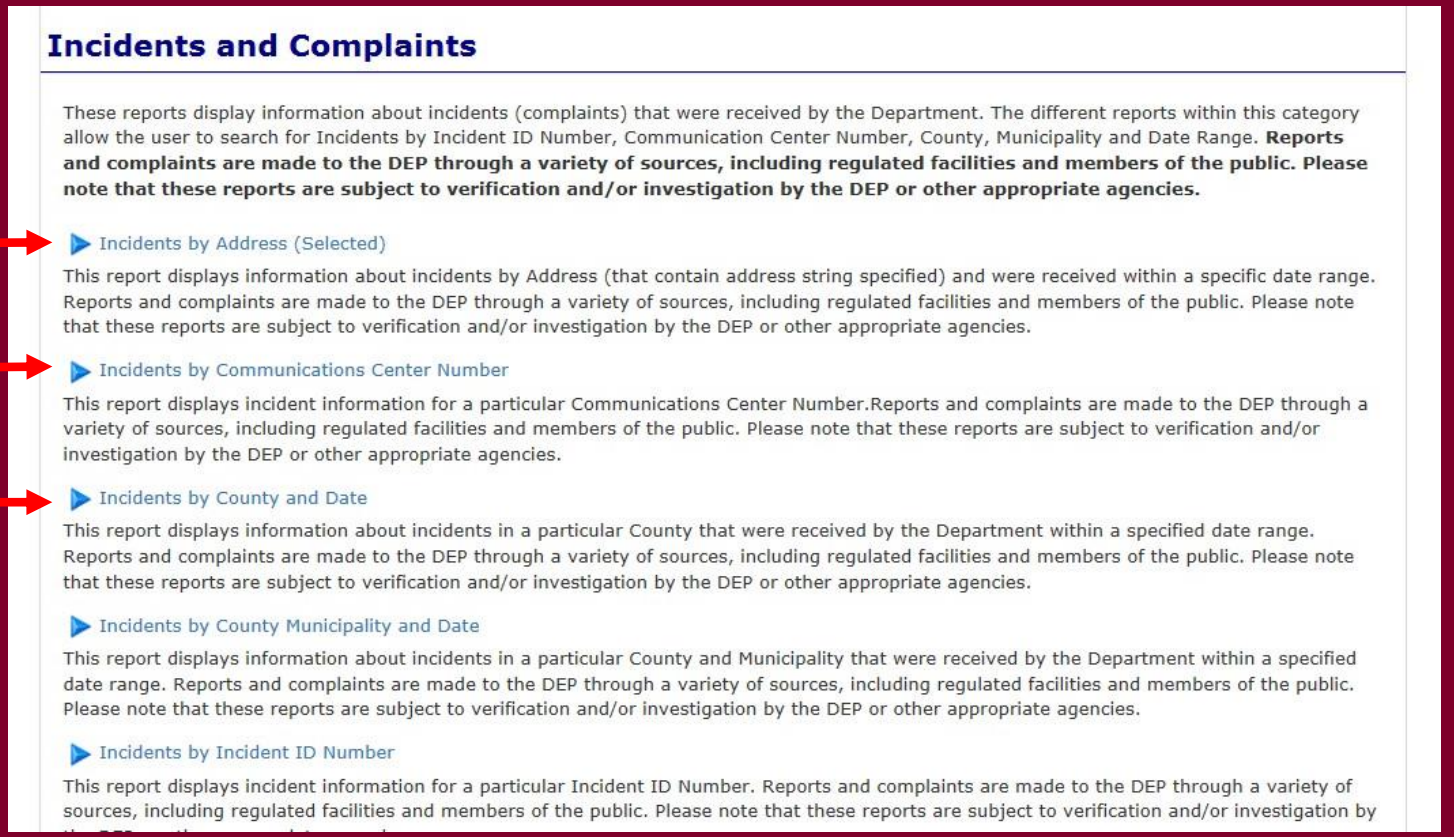
DataMiner Reports - Incidents

Select how you like to search for the incident number, by Address, Number, or County and Date.

Address

Number

County & Date



Incidents and Complaints

These reports display information about incidents (complaints) that were received by the Department. The different reports within this category allow the user to search for Incidents by Incident ID Number, Communication Center Number, County, Municipality and Date Range. **Reports and complaints are made to the DEP through a variety of sources, including regulated facilities and members of the public. Please note that these reports are subject to verification and/or investigation by the DEP or other appropriate agencies.**

▶ Incidents by Address (Selected)

This report displays information about incidents by Address (that contain address string specified) and were received within a specific date range. Reports and complaints are made to the DEP through a variety of sources, including regulated facilities and members of the public. Please note that these reports are subject to verification and/or investigation by the DEP or other appropriate agencies.

▶ Incidents by Communications Center Number

This report displays incident information for a particular Communications Center Number.Reports and complaints are made to the DEP through a variety of sources, including regulated facilities and members of the public. Please note that these reports are subject to verification and/or investigation by the DEP or other appropriate agencies.

▶ Incidents by County and Date

This report displays information about incidents in a particular County that were received by the Department within a specified date range. Reports and complaints are made to the DEP through a variety of sources, including regulated facilities and members of the public. Please note that these reports are subject to verification and/or investigation by the DEP or other appropriate agencies.

▶ Incidents by County Municipality and Date

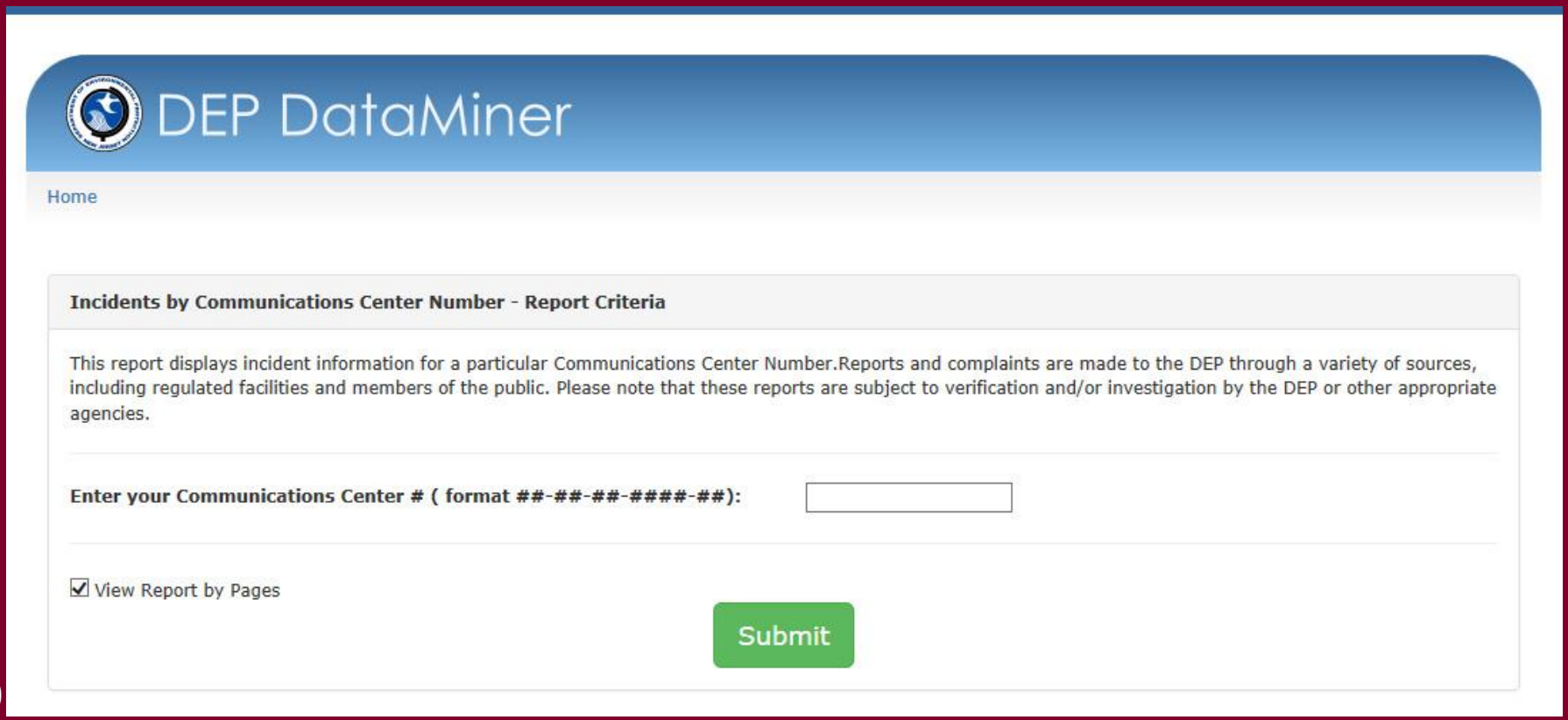
This report displays information about incidents in a particular County and Municipality that were received by the Department within a specified date range. Reports and complaints are made to the DEP through a variety of sources, including regulated facilities and members of the public. Please note that these reports are subject to verification and/or investigation by the DEP or other appropriate agencies.

▶ Incidents by Incident ID Number

This report displays incident information for a particular Incident ID Number. Reports and complaints are made to the DEP through a variety of sources, including regulated facilities and members of the public. Please note that these reports are subject to verification and/or investigation by

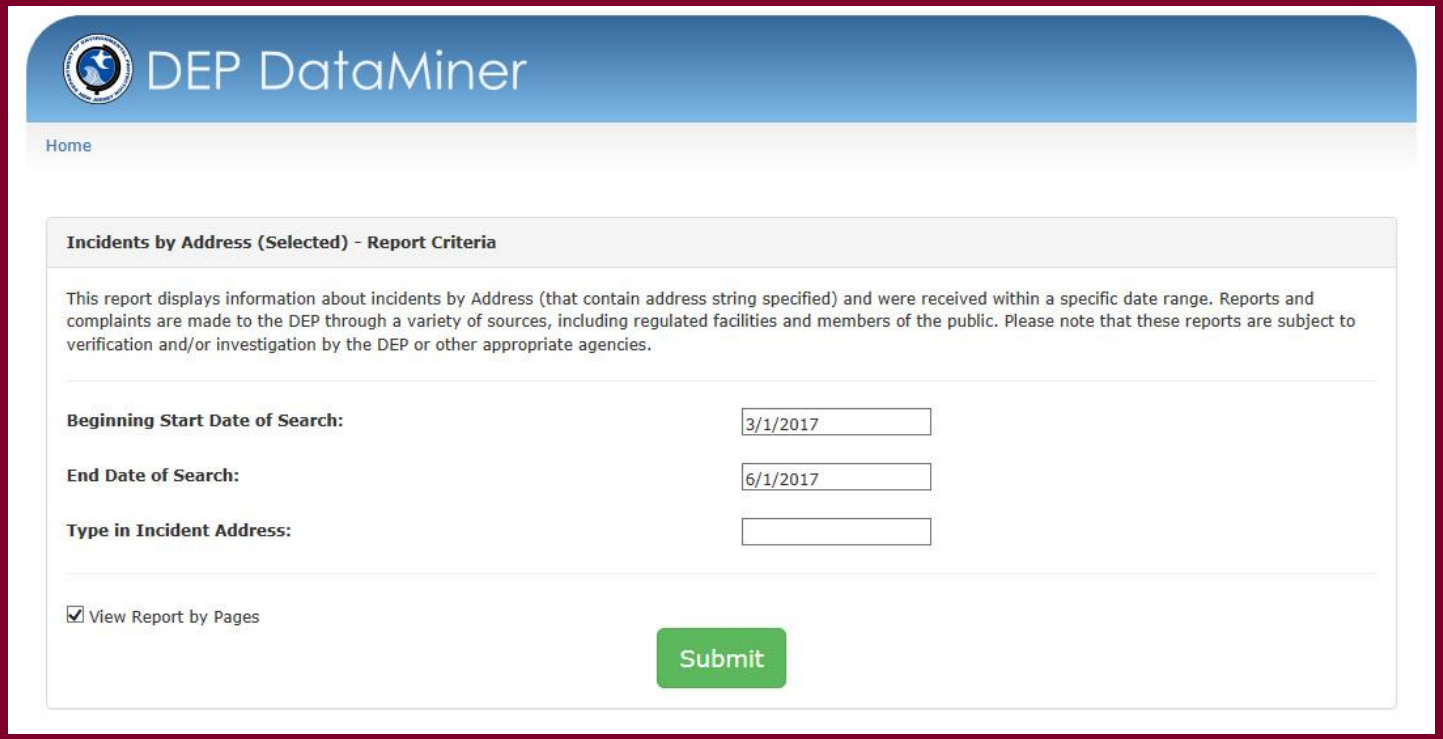
DataMiner Reports - Incidents

To search by incident number, enter the incident number provided by the hotline.



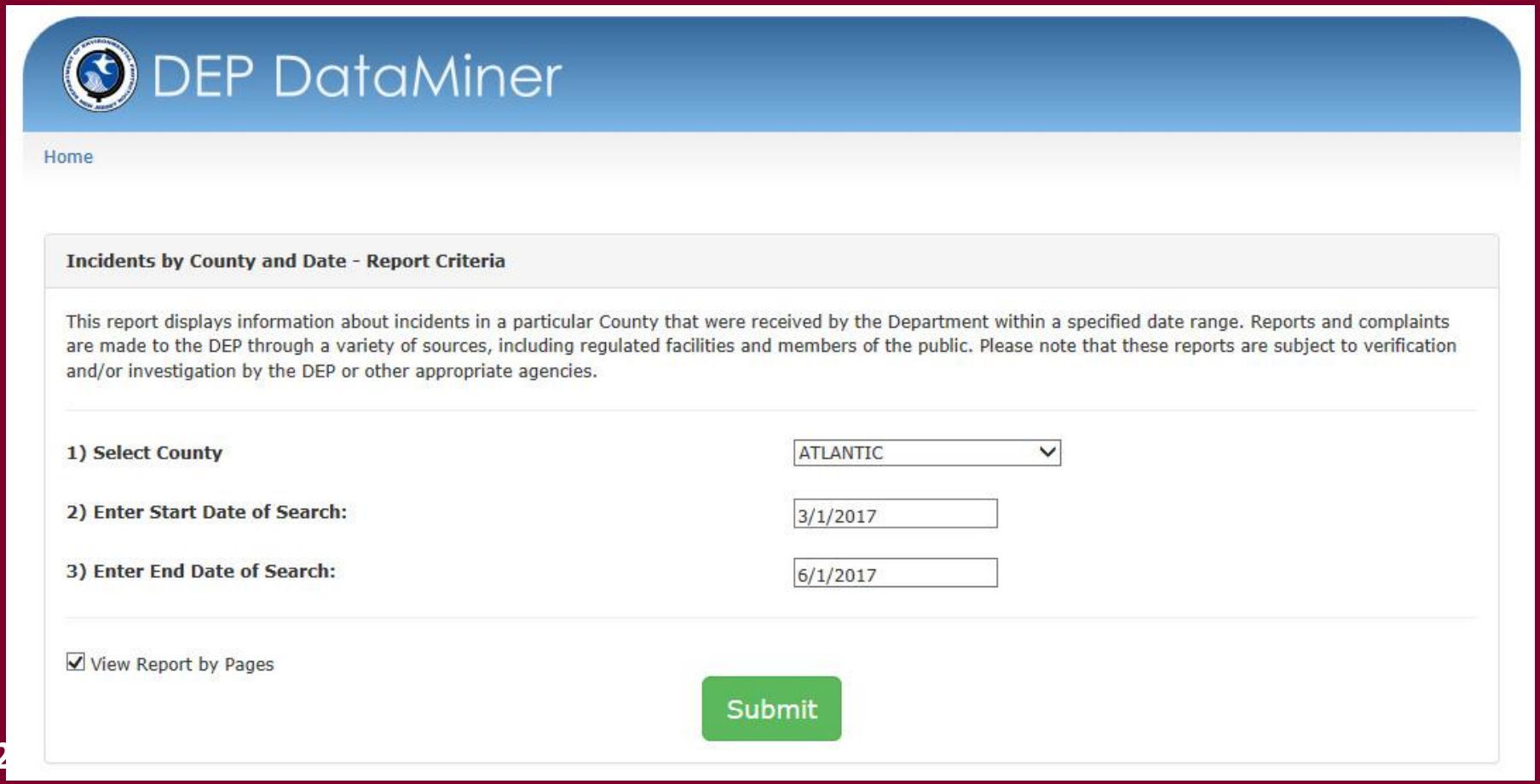
DataMiner Reports - Incidents

To search by address, provide a date range, then type in the beginning part of the street address (the street number and the start of the name of the street)



DataMiner Reports - Incidents

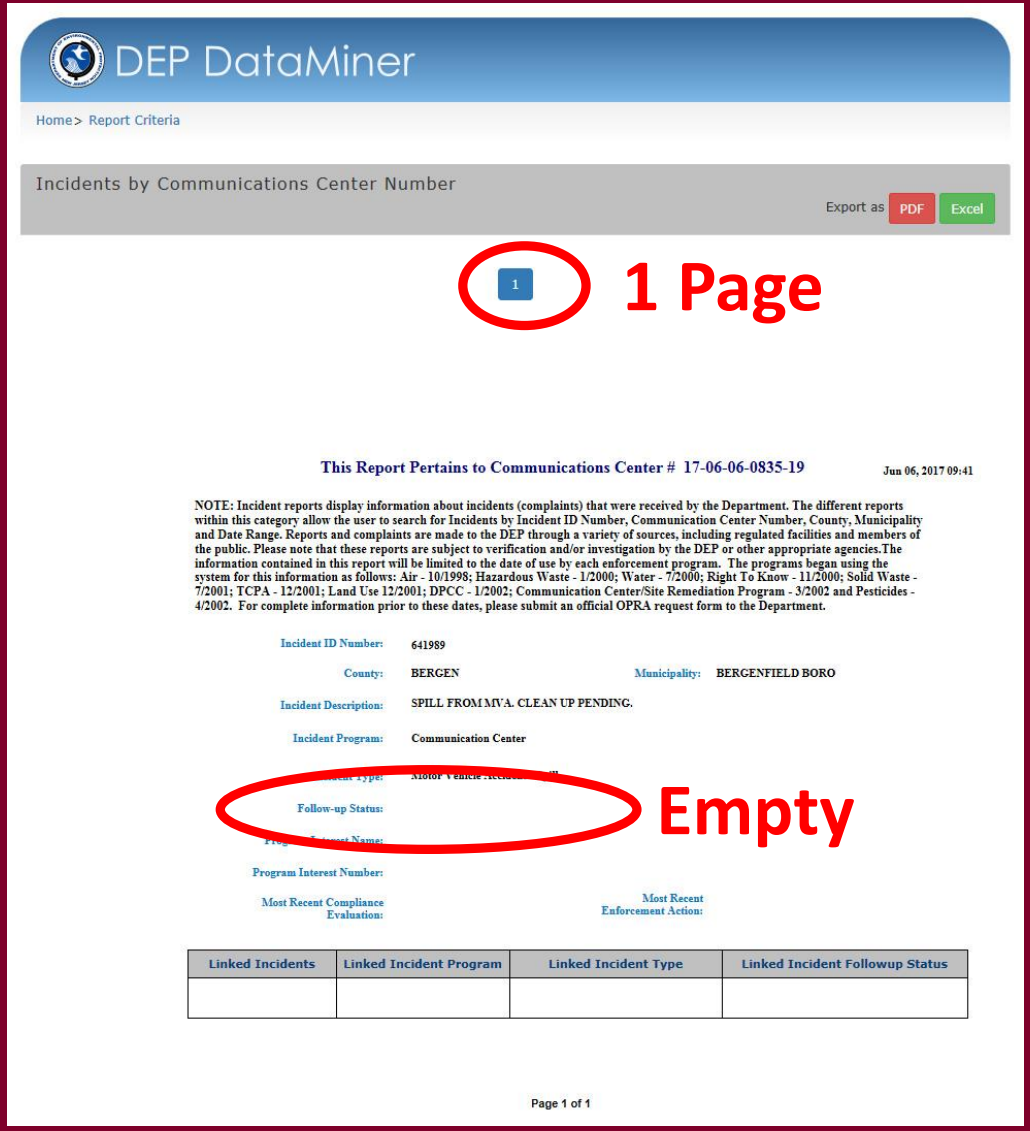
To search by County, provide a date range and County



DataMiner Reports - Incidents

Incident Report Results

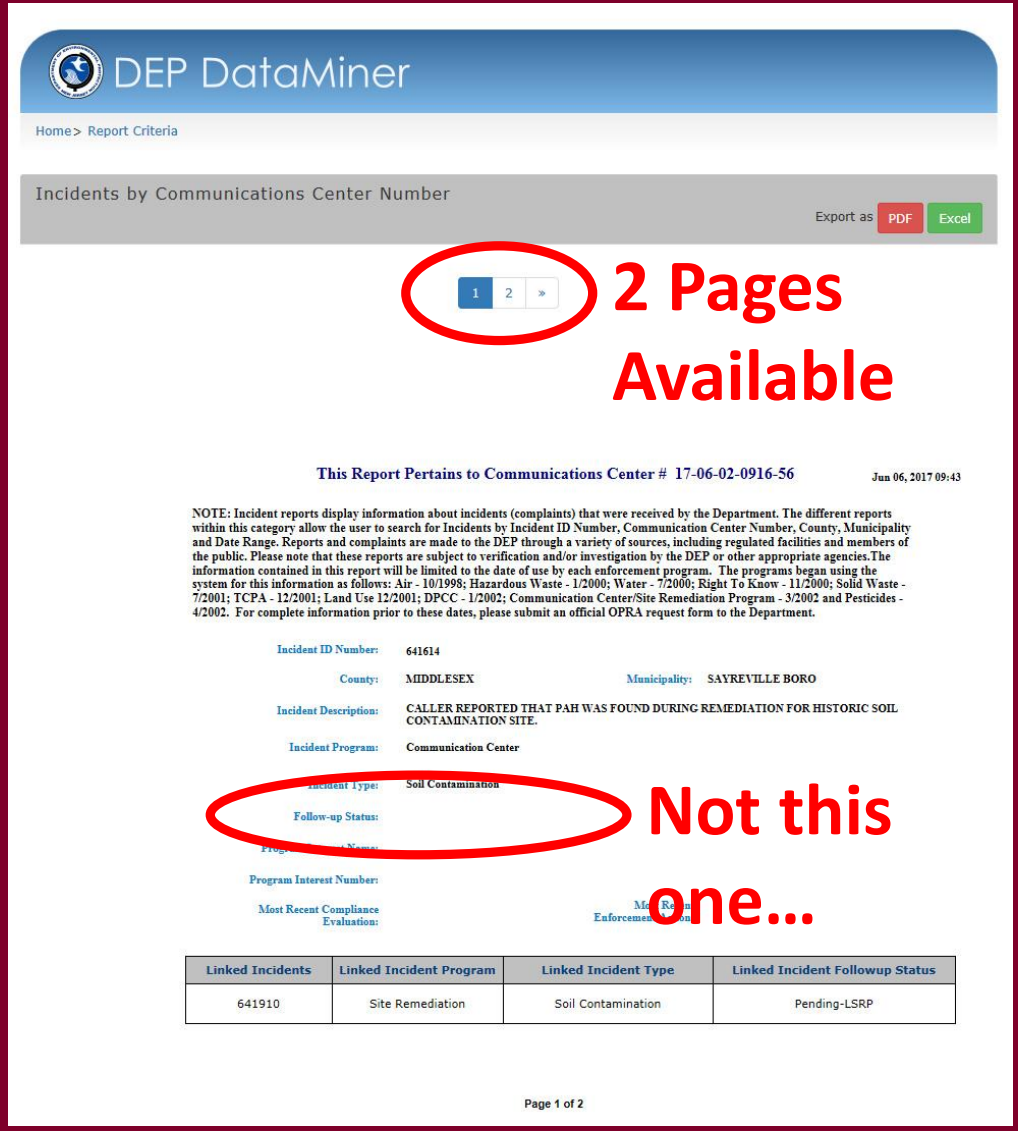
- If the incident has not been processed by the NJDEP yet, The report will be 1 page long and the “Follow-up Status” will be empty.



DataMiner Reports - Incidents

Incident Report Results

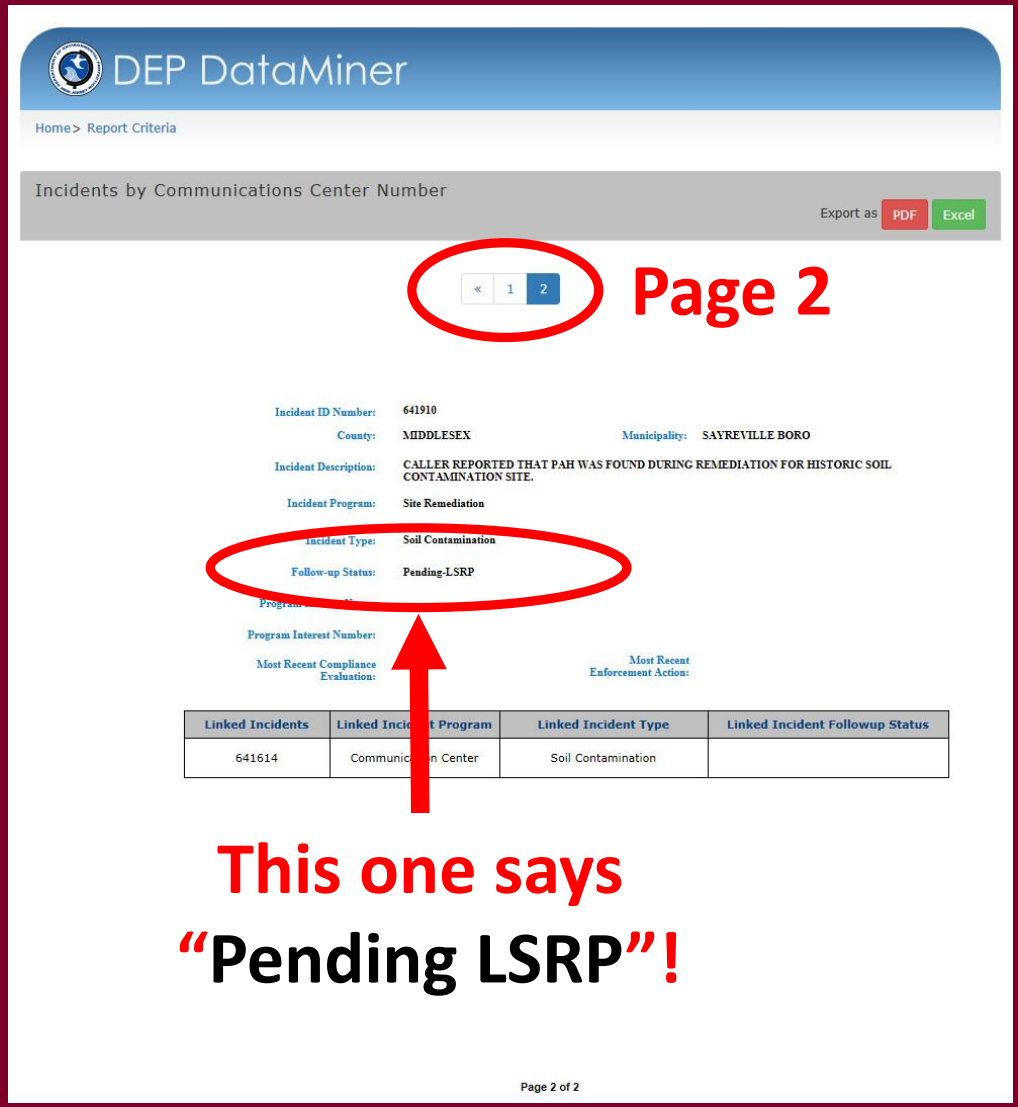
- If the incident has been processed by the NJDEP, The report will be 2 pages long and the "Follow-up Status" on page 2 will say "Pending LSRP" if the incident can be used for a CDN.



DataMiner Reports - Incidents

Incident Report Results

- "Follow-up Status" on page 2 will say "Pending LSRP"
- You can begin the online service.



DataMiner Reports - Facilities

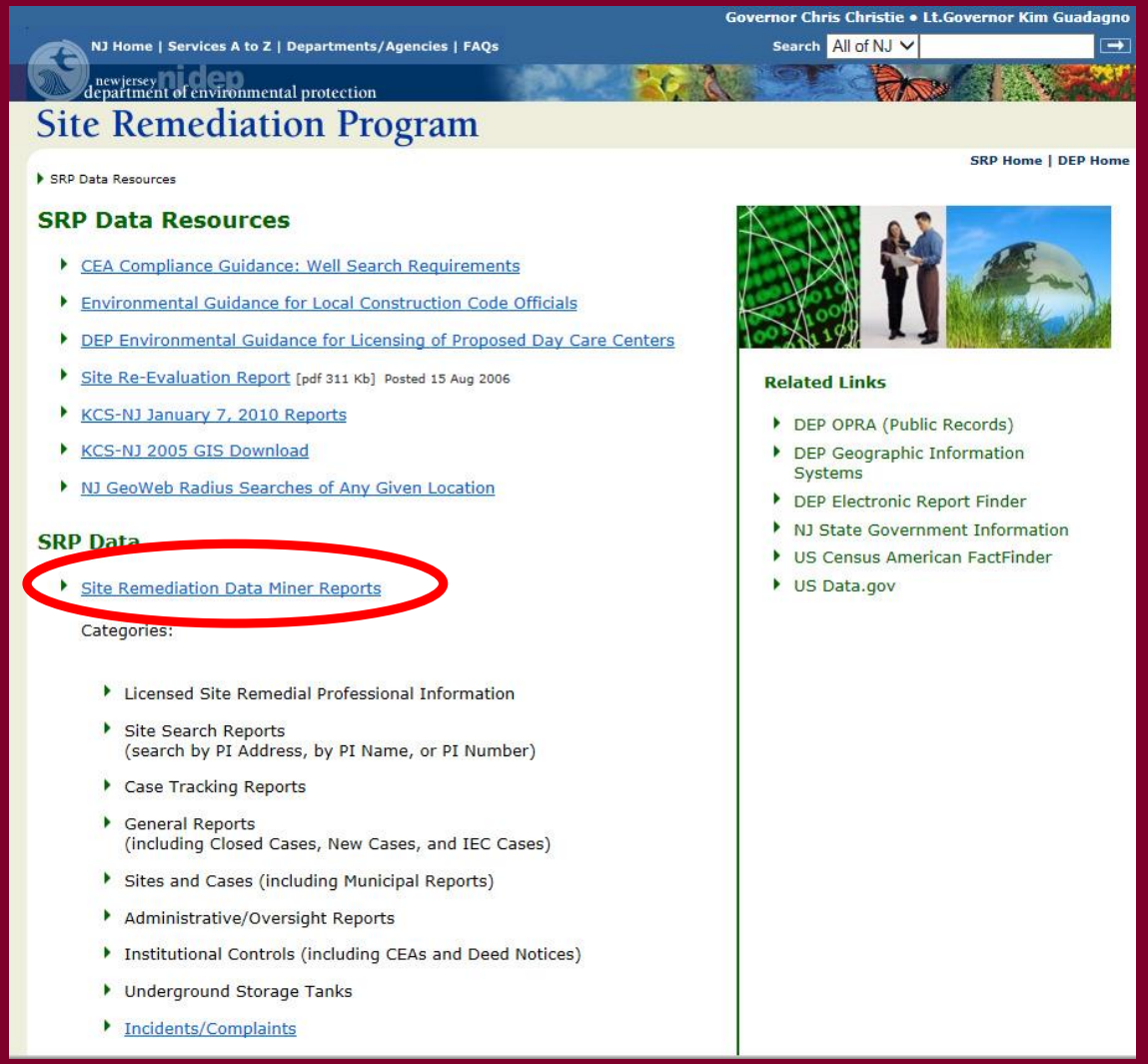
Run a Dataminer report to check if your facility already exists in the NJDEP database.

- If it exists, it will show up in the Facilities Report. Record the "PI Number" so can add it to your workspace later.
- If it is not in the report, you will have an opportunity to add your facility in the Online CDN service.

DataMiner Reports - Facilities

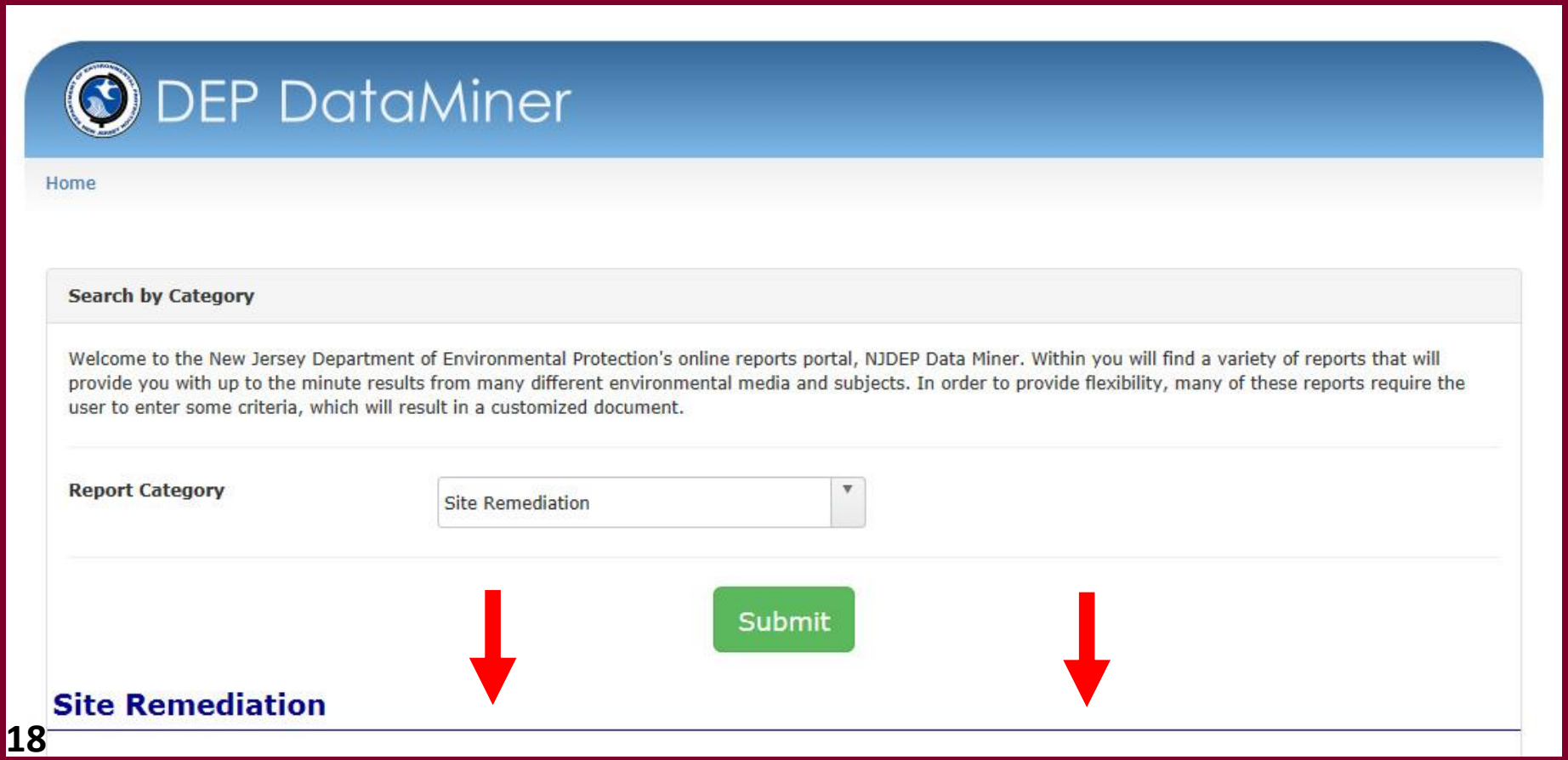
To search for a Facility, click:

"Site Remediation DataMiner Reports"



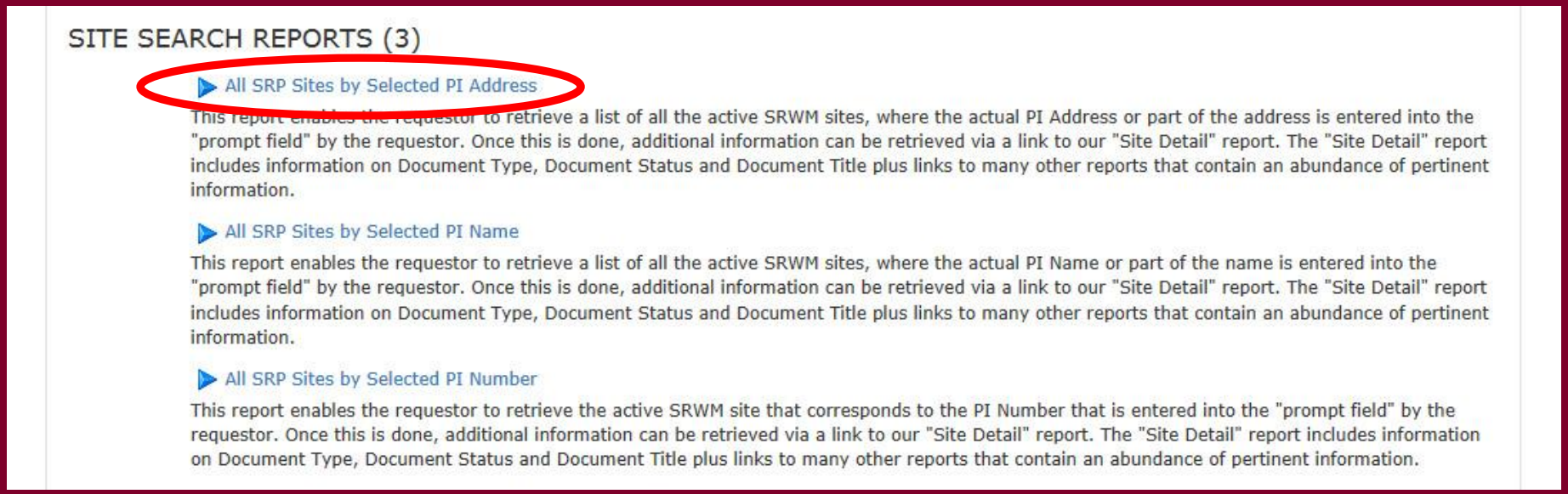
DataMiner Reports - Facilities

Scroll Down To “SITE SEARCH REPORT (3)”



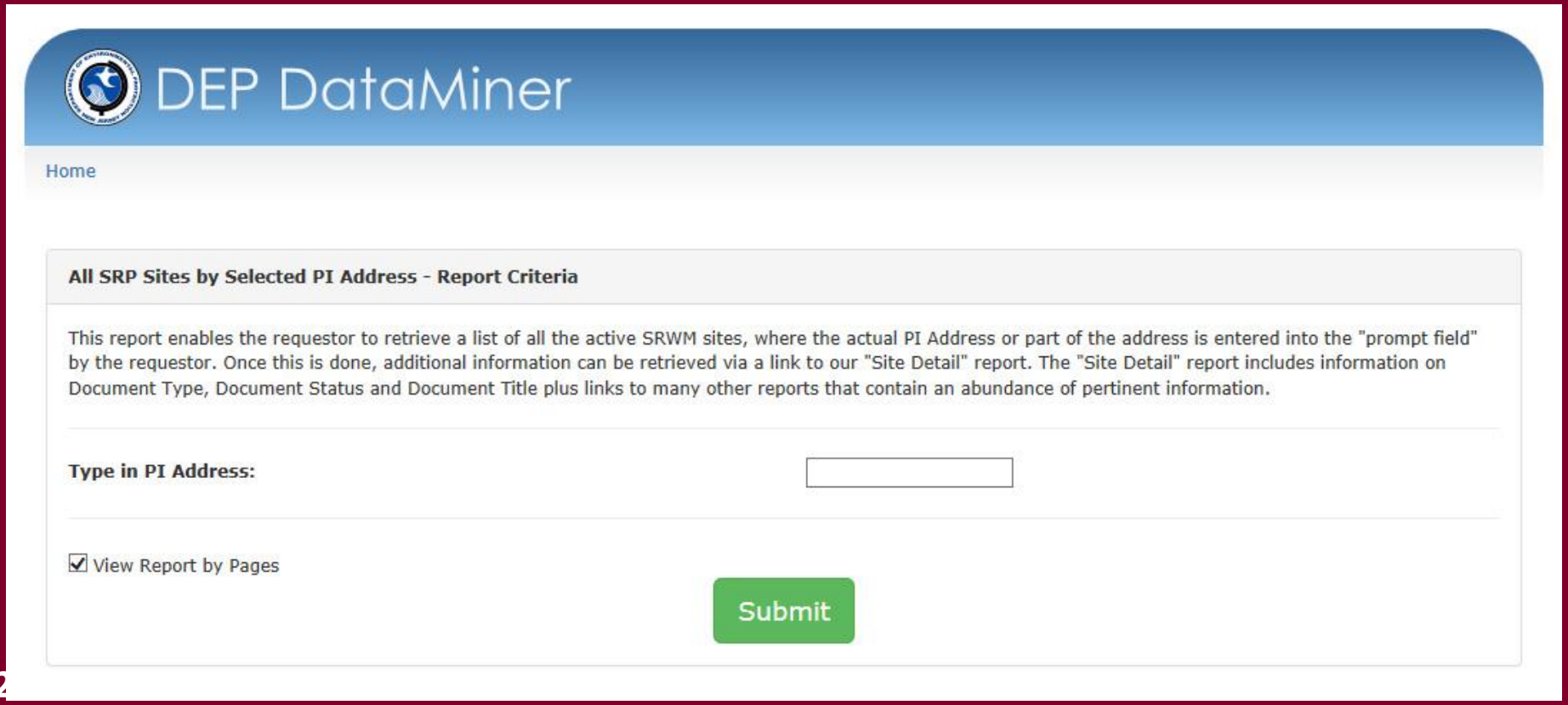
DataMiner Reports - Facilities

Select “All SRP Sites by Selected PI Address”



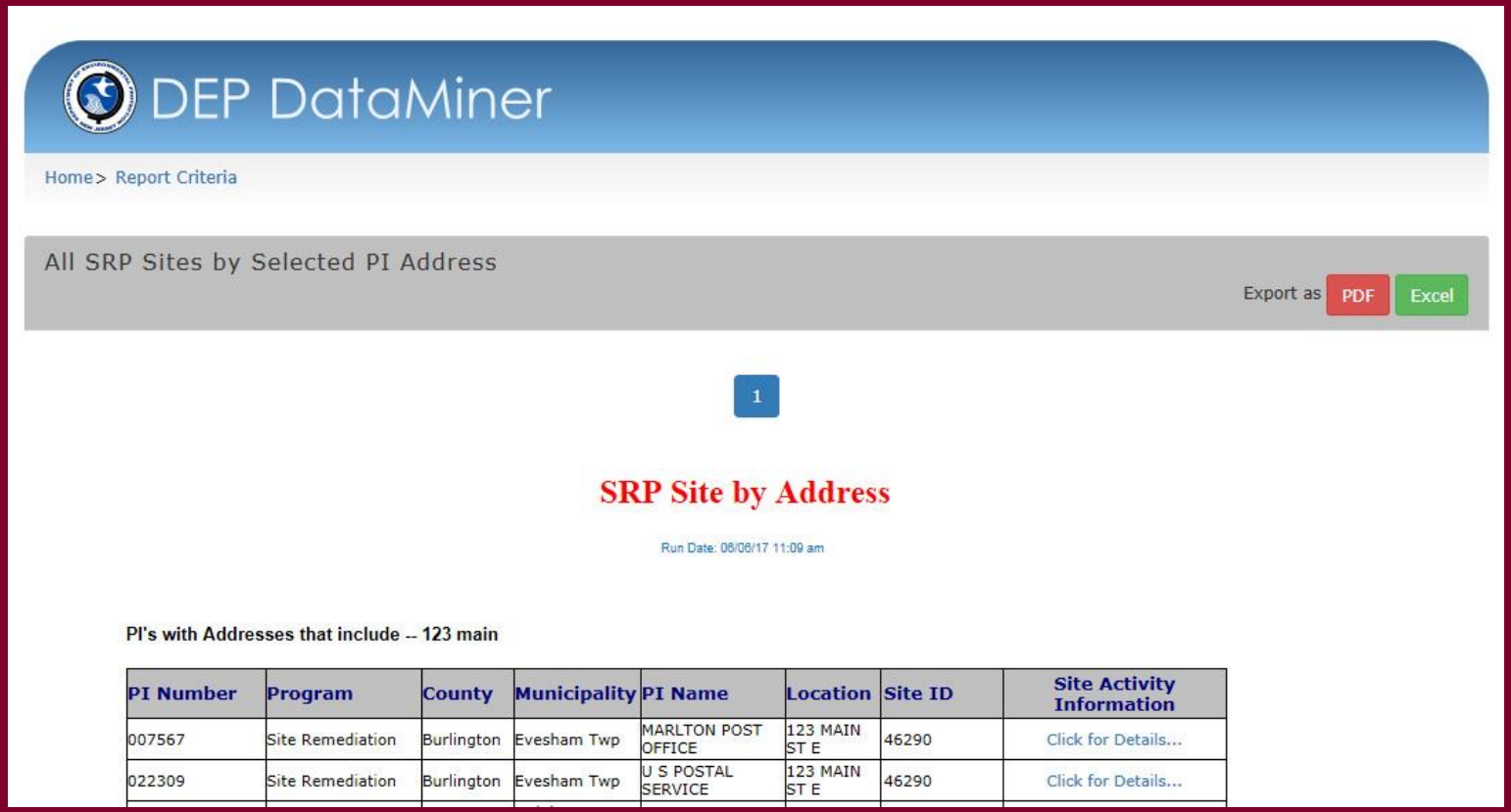
DataMiner Reports - Facilities

Type in the beginning part of the street address (the street number and the start of the name of the street)



DataMiner Reports - Facilities

If found, write down the ‘PI Number’. If your facility is not listed in the report, it is not in the NJDEP database.



PI Number	Program	County	Municipality	PI Name	Location	Site ID	Site Activity Information
007567	Site Remediation	Burlington	Evesham Twp	MARLTON POST OFFICE	123 MAIN ST E	46290	Click for Details...
022309	Site Remediation	Burlington	Evesham Twp	U S POSTAL SERVICE	123 MAIN ST E	46290	Click for Details...

Submitting a CDN Online

STEPS

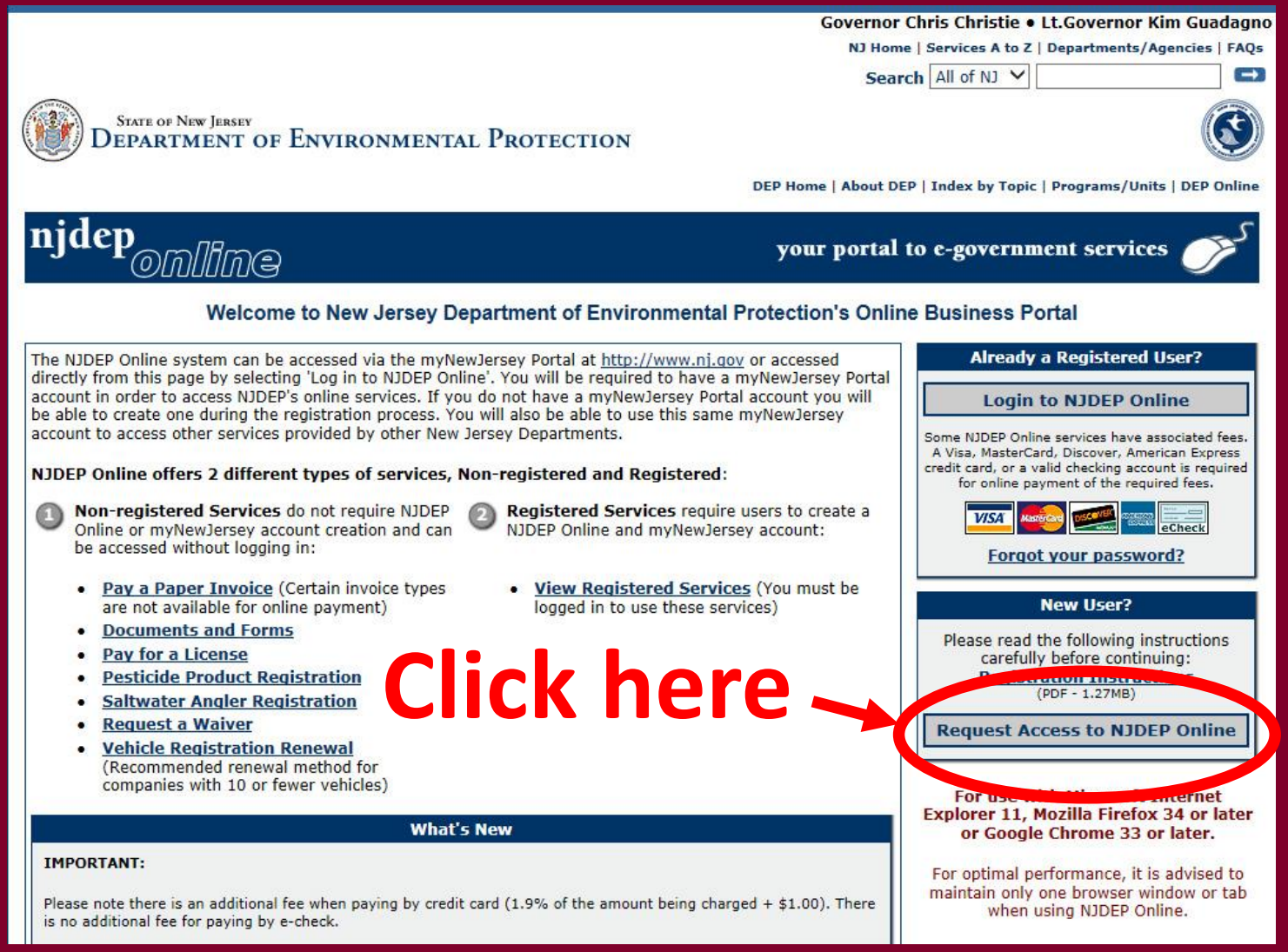
- Setup a NJDEP Online Account
- Setup ‘My WorkSpace’
- Complete the “Authorization Form for CDN or GIN Submissions Through NJDEP Online” form.
- Complete The CDN Online Service

Setup a NJDEP Online Account

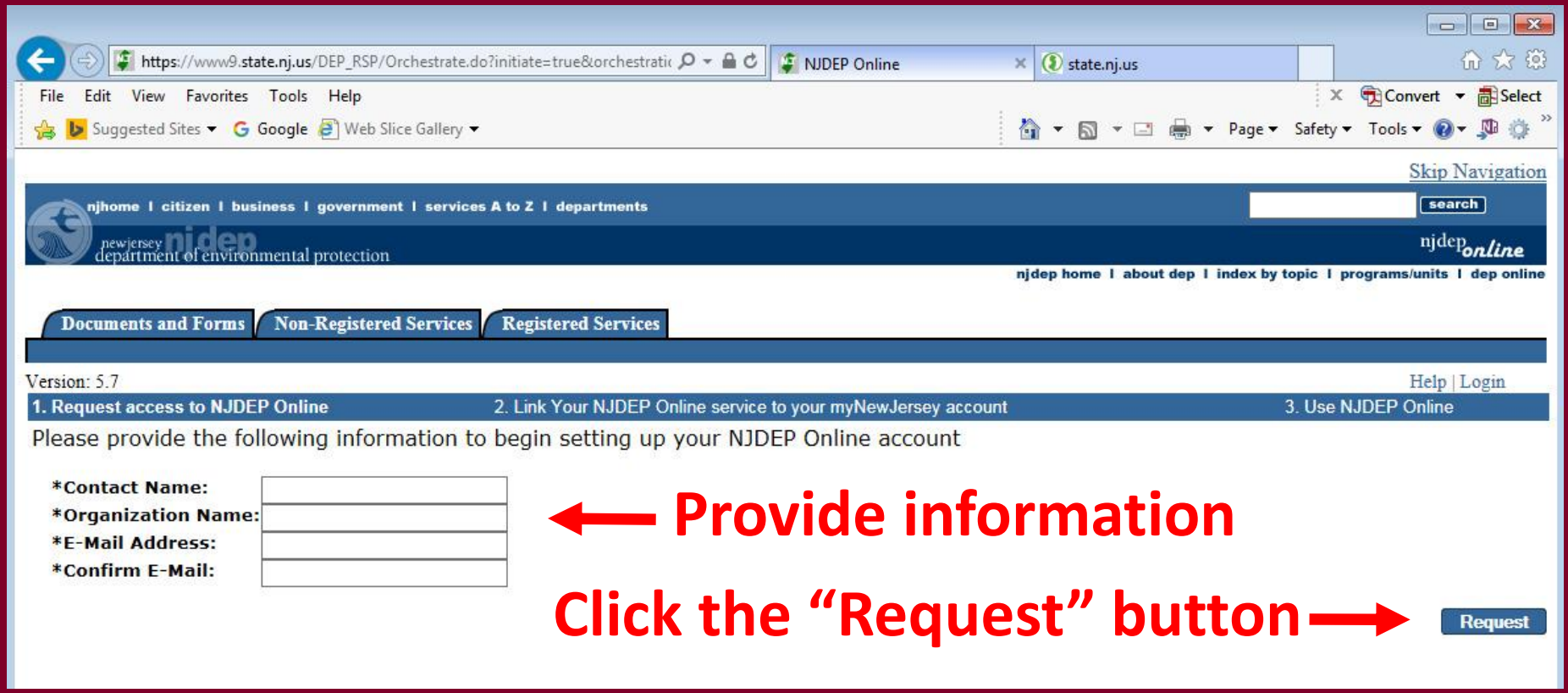
- Use a compatible internet browser. A current list of compatible browsers is presented in the service when you login.
- Go to: http://www.state.nj.us/dep/online/

  to setup your online account.

Setup a NJDEP Online Account

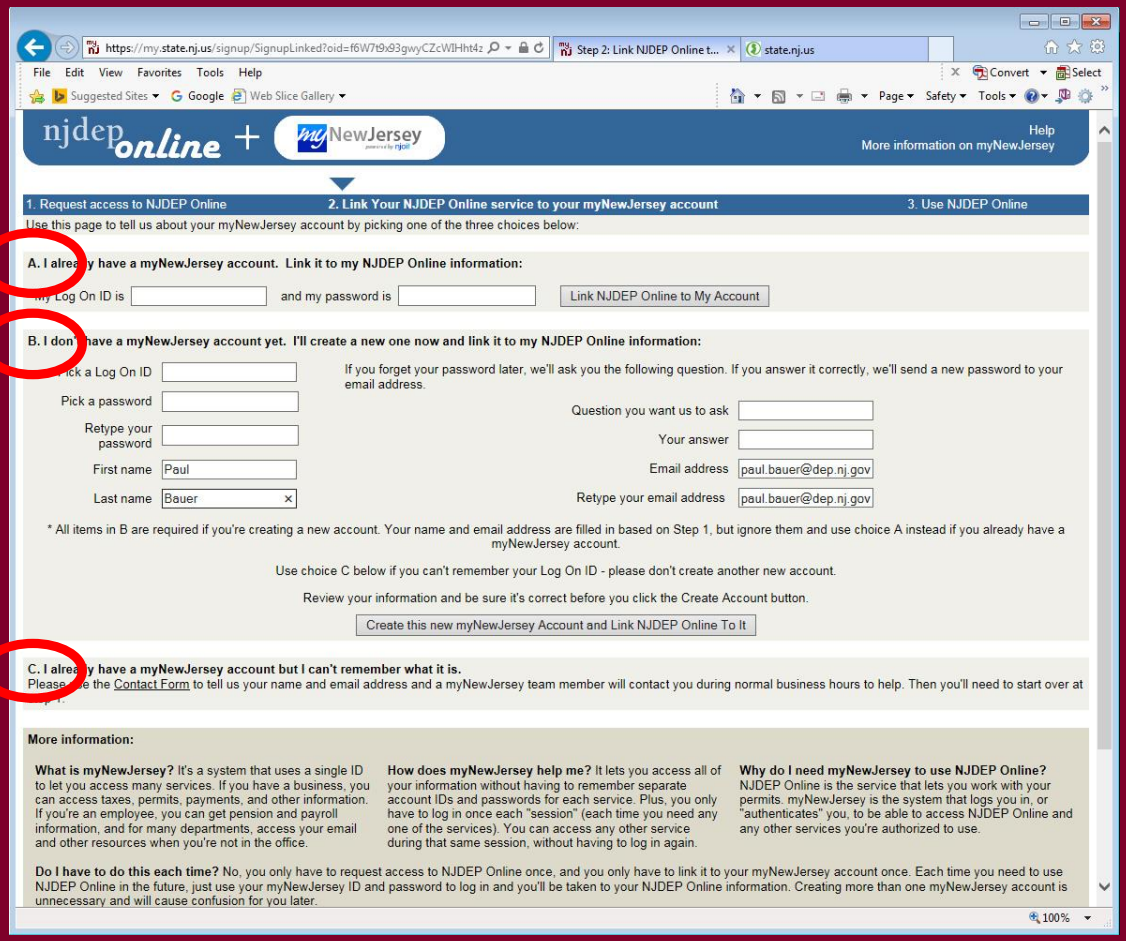


Setup a NJDEP Online Account



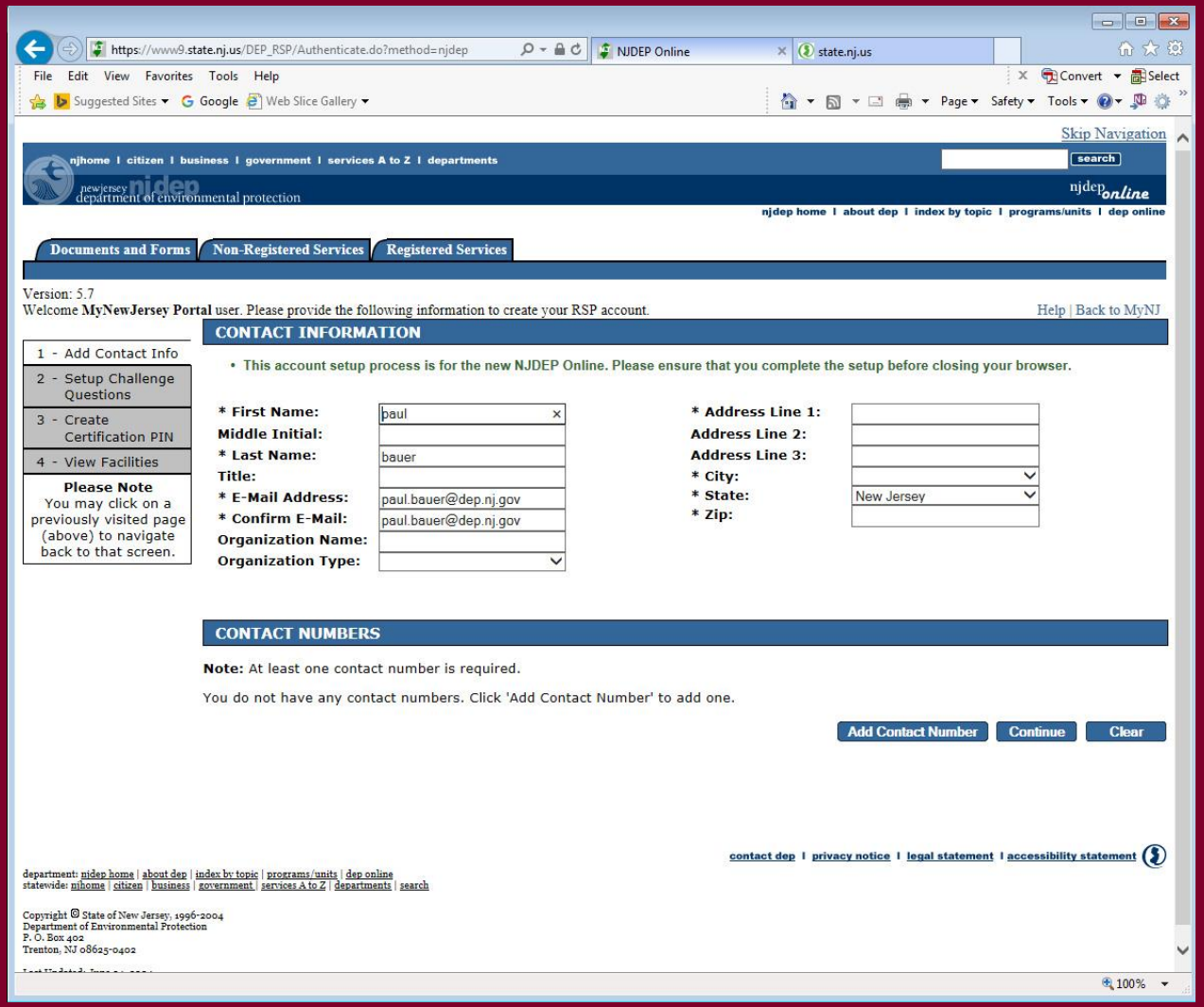
Setup a NJDEP Online Account

- If you already have a myNewJersey account Complete “**A**”
- If you do not have a myNewJersey account complete “**B**”
- If you can’t remember your login ID complete “**C**”



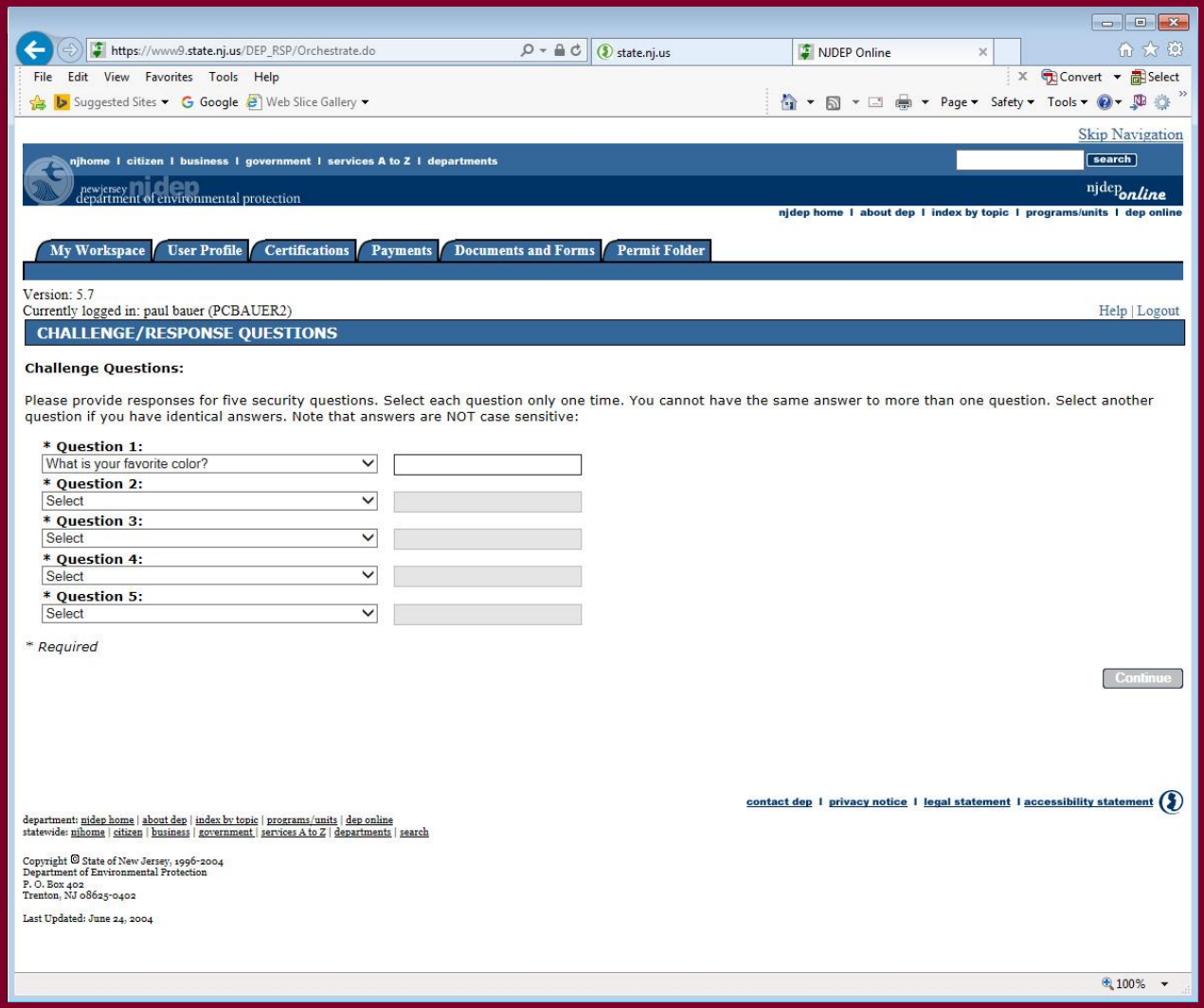
Setup a NJDEP Online Account

- Enter your contact information
- Add at least 1 phone number
- Click “Continue”



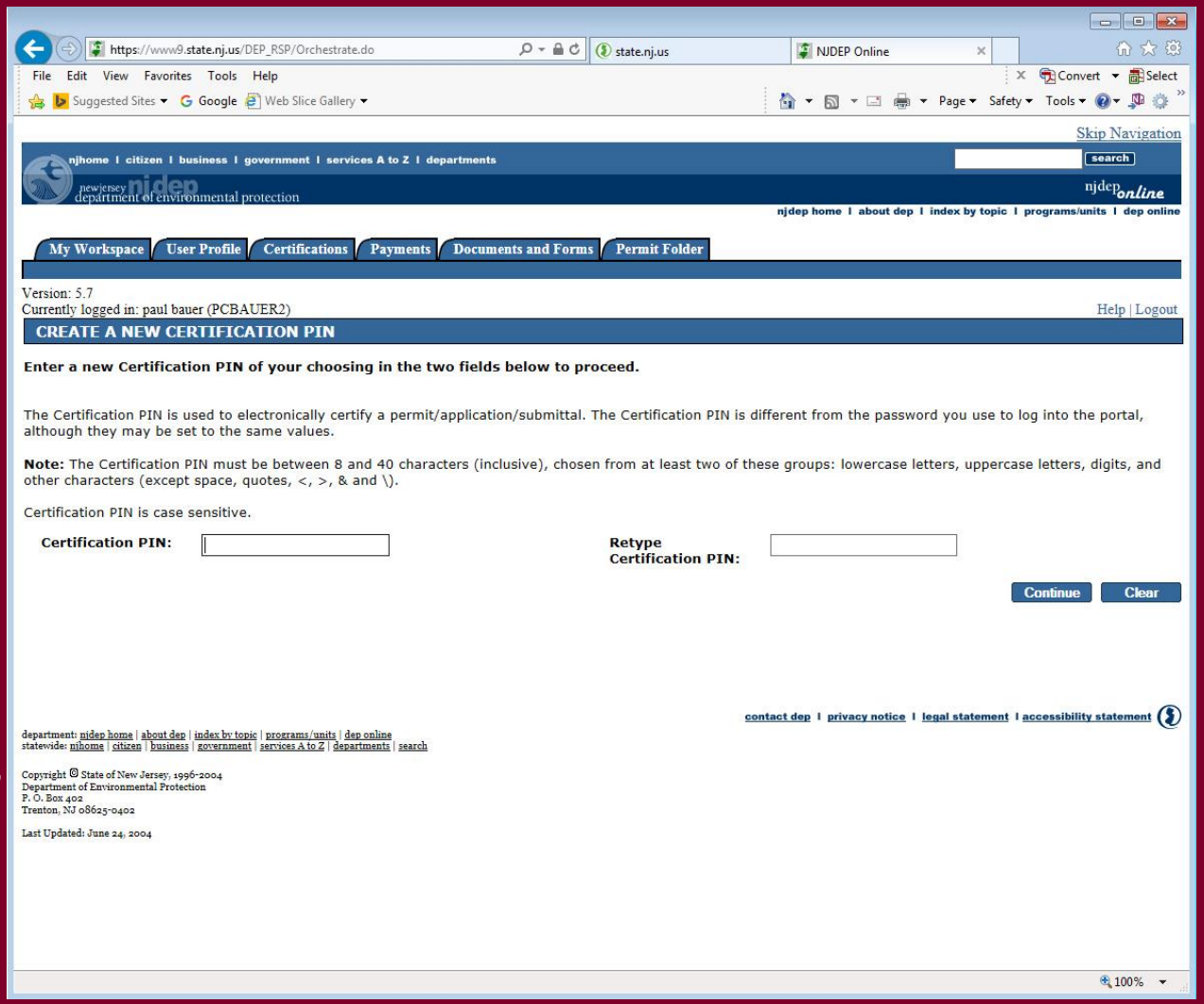
Setup a NJDEP Online Account

- Select a challenge question and answer for all five rows
- Click “Continue”



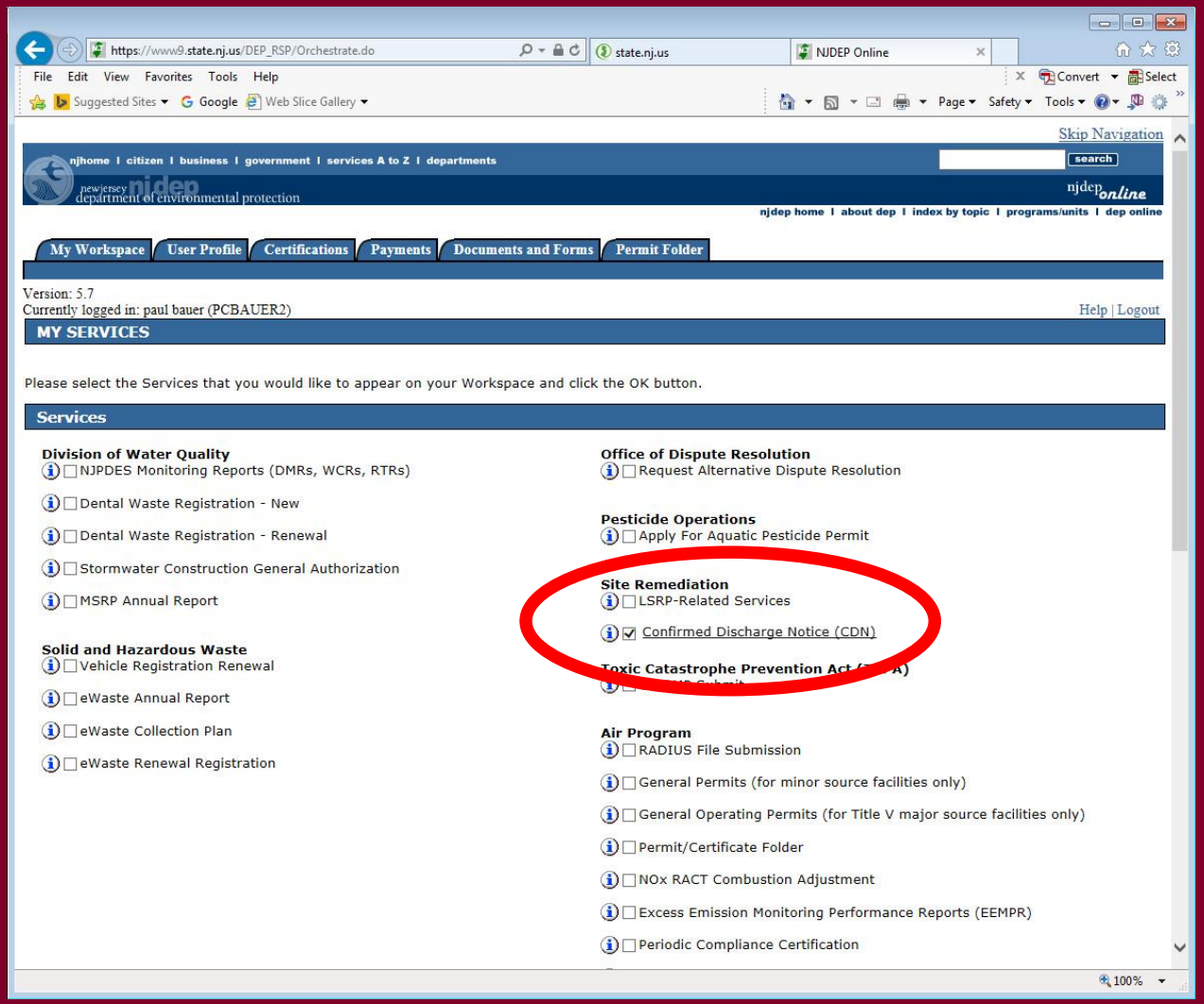
Setup a NJDEP Online Account

- Create a Certification *(Your certification PIN can be the same as your NJDEP Online password)*
- Click “Continue” to proceed to “My Workspace” setup



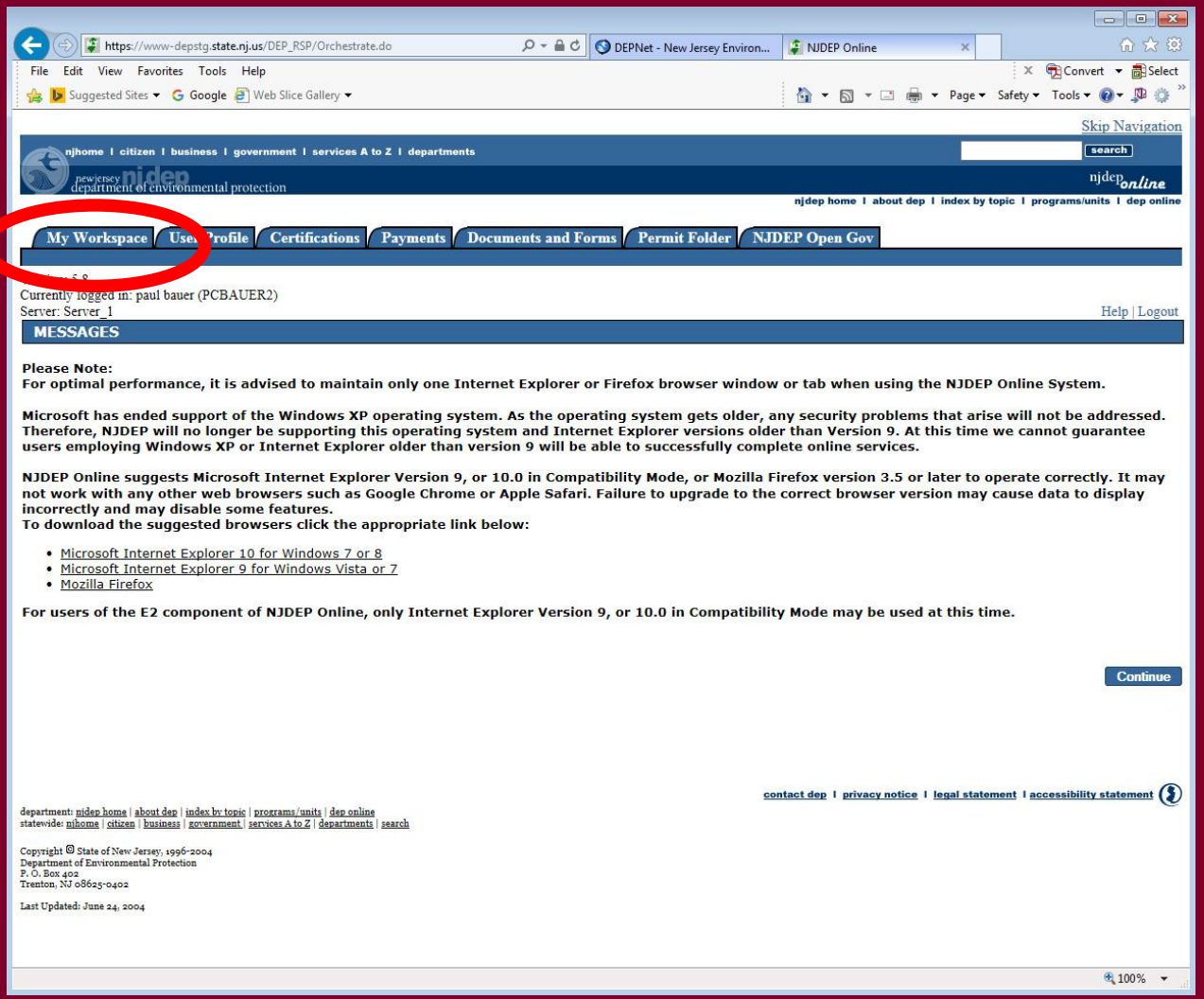
Setup My Workspace

- Check “Confirmed Discharge Notice (CDN)” under Site Remediation
- Scroll to the bottom and click “OK” to continue



Setup My Workspace

- Click on the "My Workspace" tab



Setup My Workspace

- After completing the registration process you will be able to access NJDEP Online at any time by visiting:

  http://www.njdeponline.com

  and clicking the button labeled “Login to NJDEP Online” within the blue box at the top right of the screen.

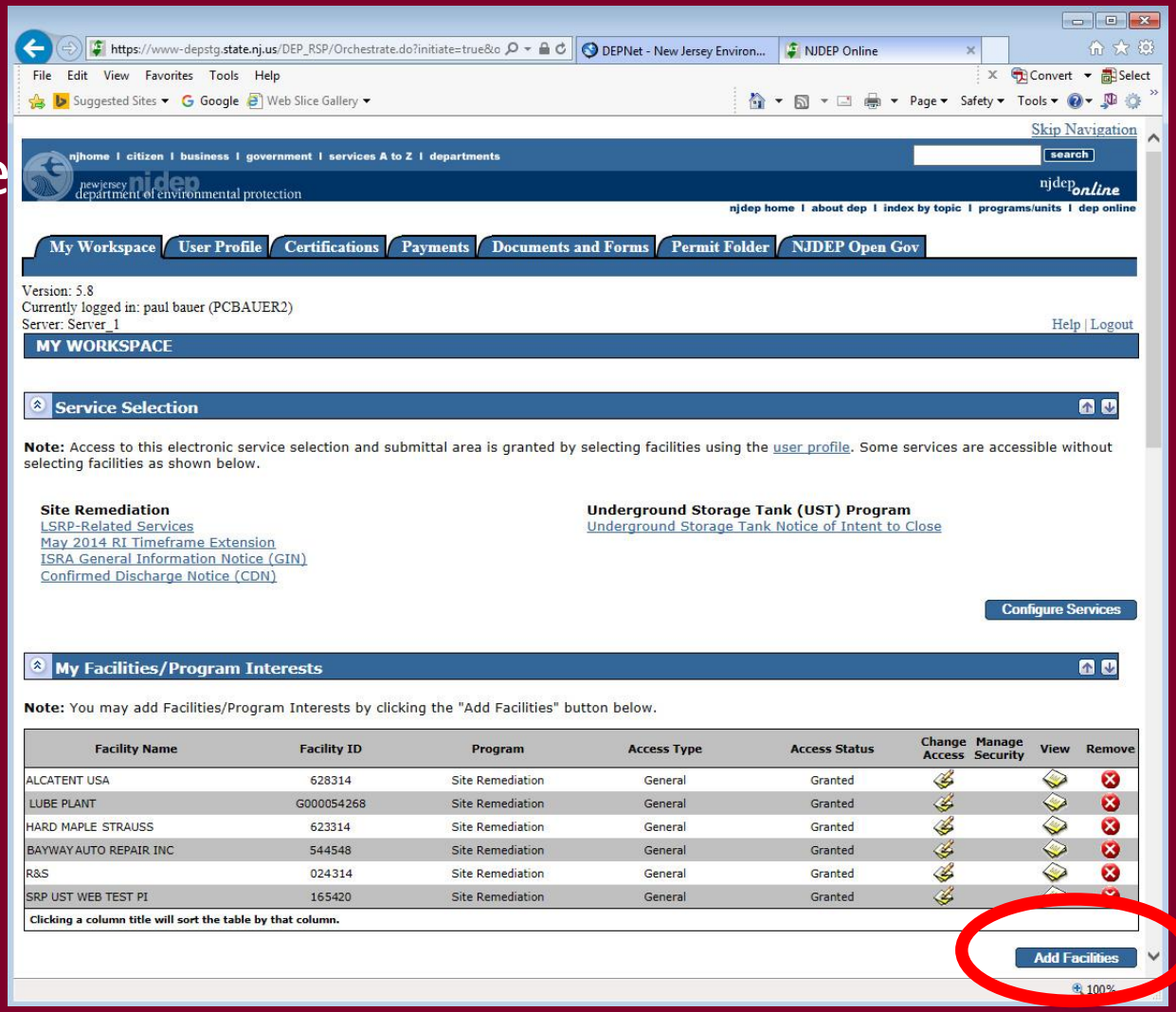
- NJDEP Online can also be accessed by logging into myNewJersey at: http://www.nj.gov

  and clicking the ‘Login’ link near the top left of the screen.

Add your Facility

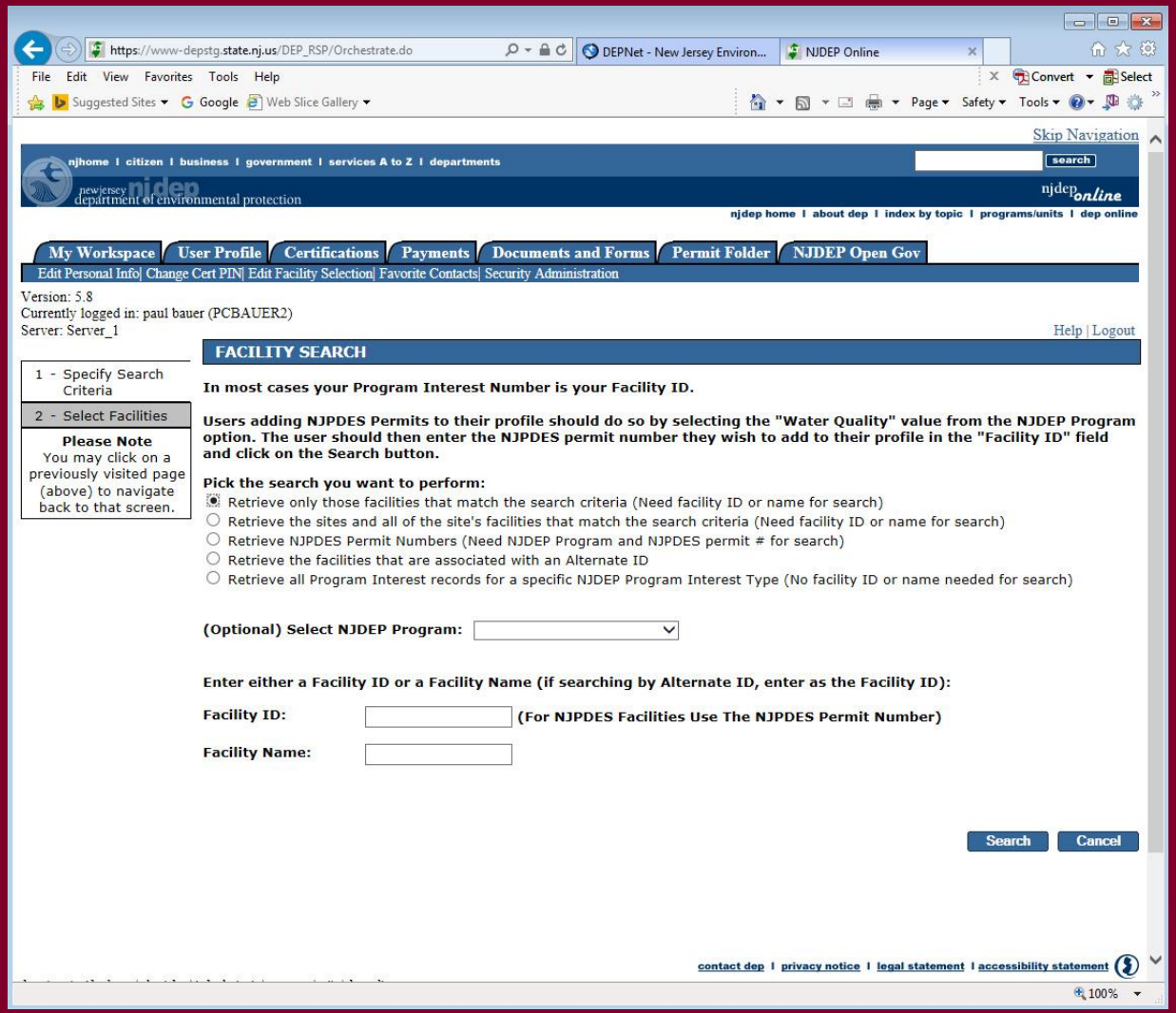
If your facility already exists in the NJDEP's database, add it to your workspace before beginning the CDN service.

- From the "My Workspace " tab click "Add Facilities"



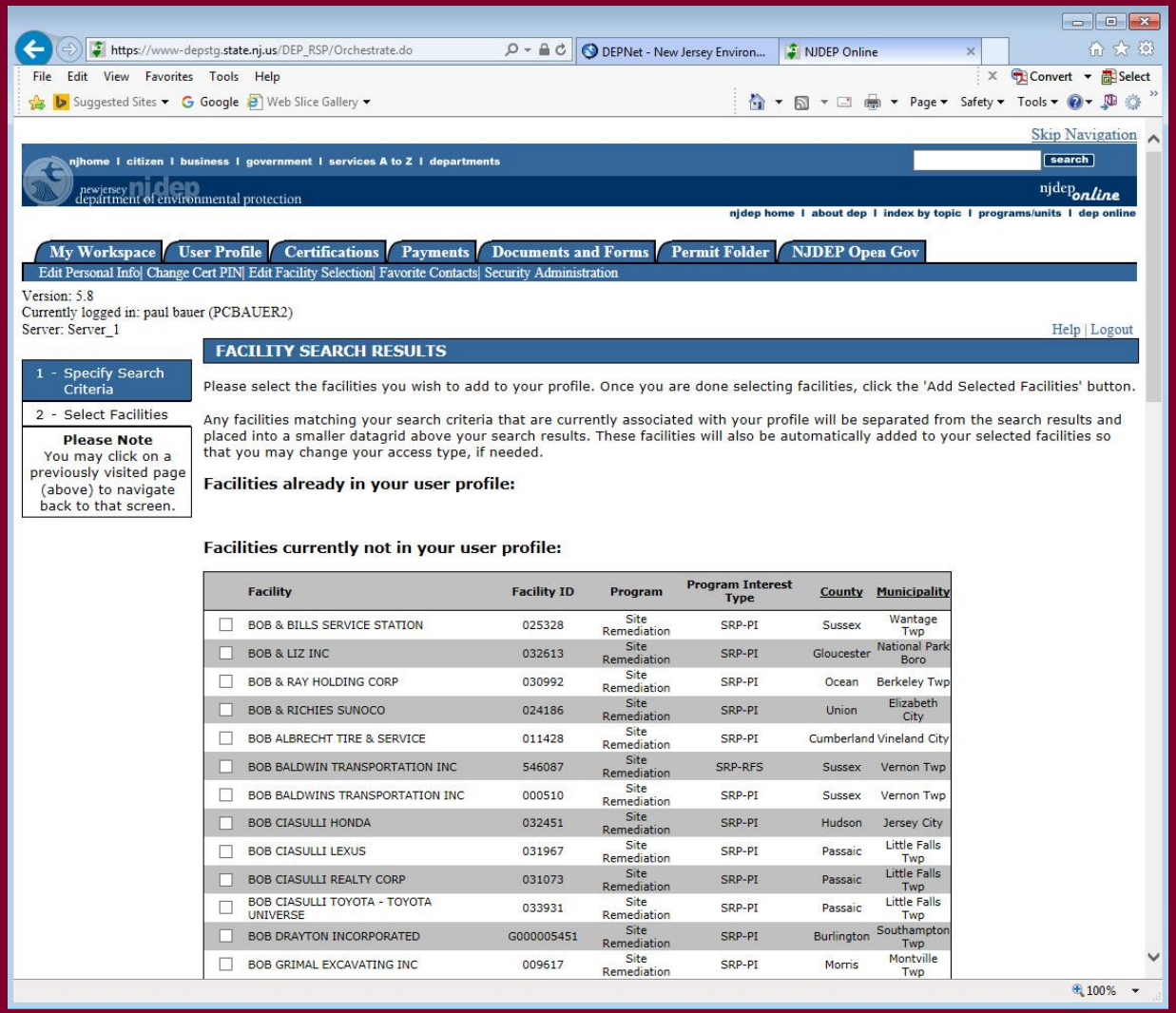
Add your Facility

- Pick the search you want to perform
- Choose ‘Site Remediation’ in the Select NJDEP Program drop-down
- Enter the Facility ID Number (*Your PI Number is your Facility ID number)*



Add your Facility

- Click the checkbox next to the facility you want to add
- Click “Add Selected Facilities” at the bottom of the screen

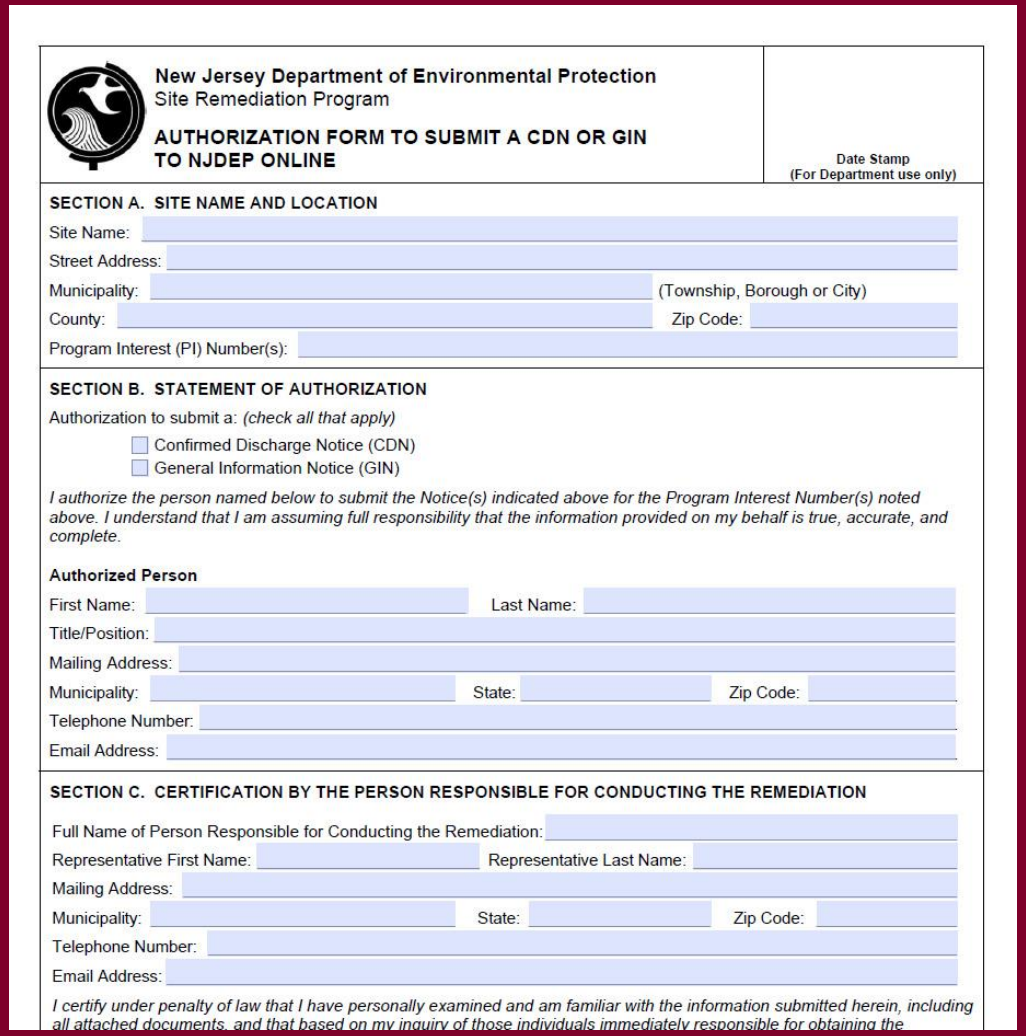


Prepare the Authorization Form

Complete the "Authorization Form for CDN or GIN Submissions Through NJDEP Online" form available at:

http://www.nj.gov/dep/srp/srra/forms

The form must be completed, printed out, signed by the responsible party, then scanned and turned back into a pdf.



New Jersey Department of Environmental Protection
Site Remediation Program

AUTHORIZATION FORM TO SUBMIT A CDN OR GIN TO NJDEP ONLINE

Date Stamp
(For Department use only)

SECTION A. SITE NAME AND LOCATION

Site Name:
Street Address:
Municipality: (Township, Borough or City)
County: Zip Code:
Program Interest (PI) Number(s):

SECTION B. STATEMENT OF AUTHORIZATION

Authorization to submit a: *(check all that apply)*

- ☐ Confirmed Discharge Notice (CDN)
- ☐ General Information Notice (GIN)

I authorize the person named below to submit the Notice(s) indicated above for the Program Interest Number(s) noted above. I understand that I am assuming full responsibility that the information provided on my behalf is true, accurate, and complete.

Authorized Person

First Name: Last Name:
Title/Position:
Mailing Address:
Municipality: State: Zip Code:
Telephone Number:
Email Address:

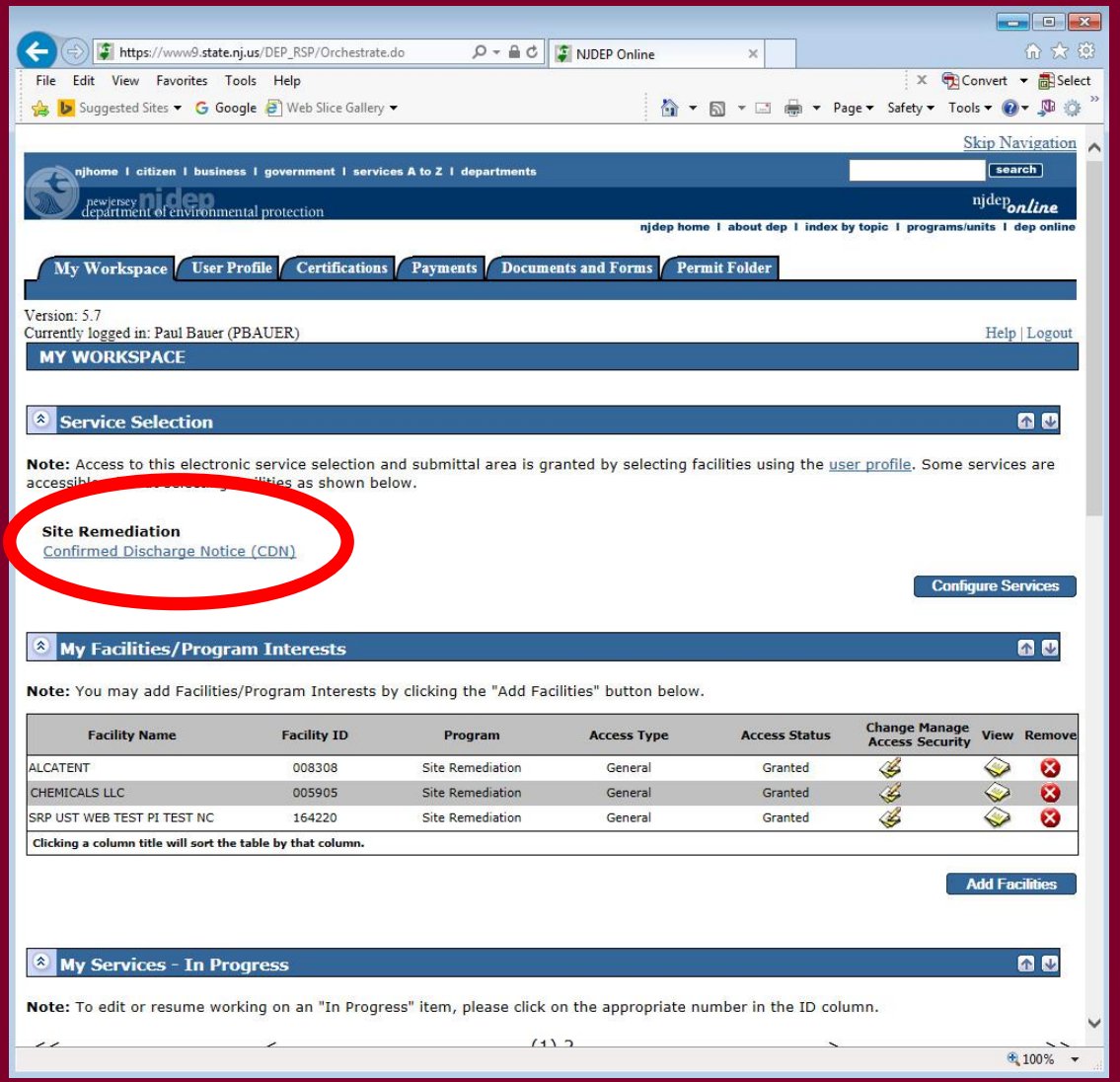
SECTION C. CERTIFICATION BY THE PERSON RESPONSIBLE FOR CONDUCTING THE REMEDIATION

Full Name of Person Responsible for Conducting the Remediation:
Representative First Name: Representative Last Name:
Mailing Address:
Municipality: State: Zip Code:
Telephone Number:
Email Address:

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, including all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the

Complete the CDN Online Service

- From ‘My Workspace’ under ‘Service Selection’ Click “Confirmed Discharge Notice (CDN)”

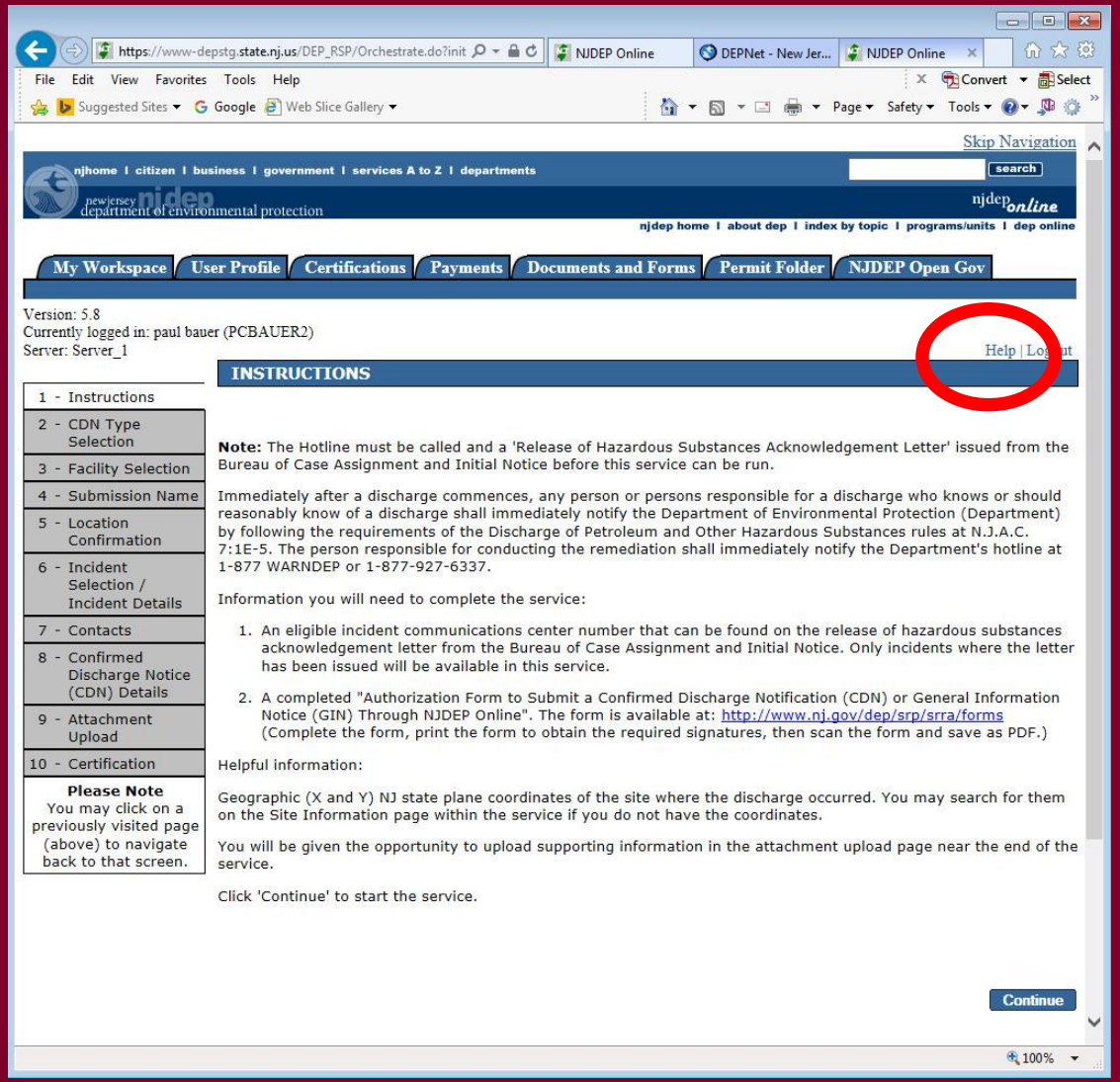


Complete the CDN Online Service

- Note ‘Help’ at top of every page, goes to general help and links to email for service help:

PortalComments@dep.nj.gov

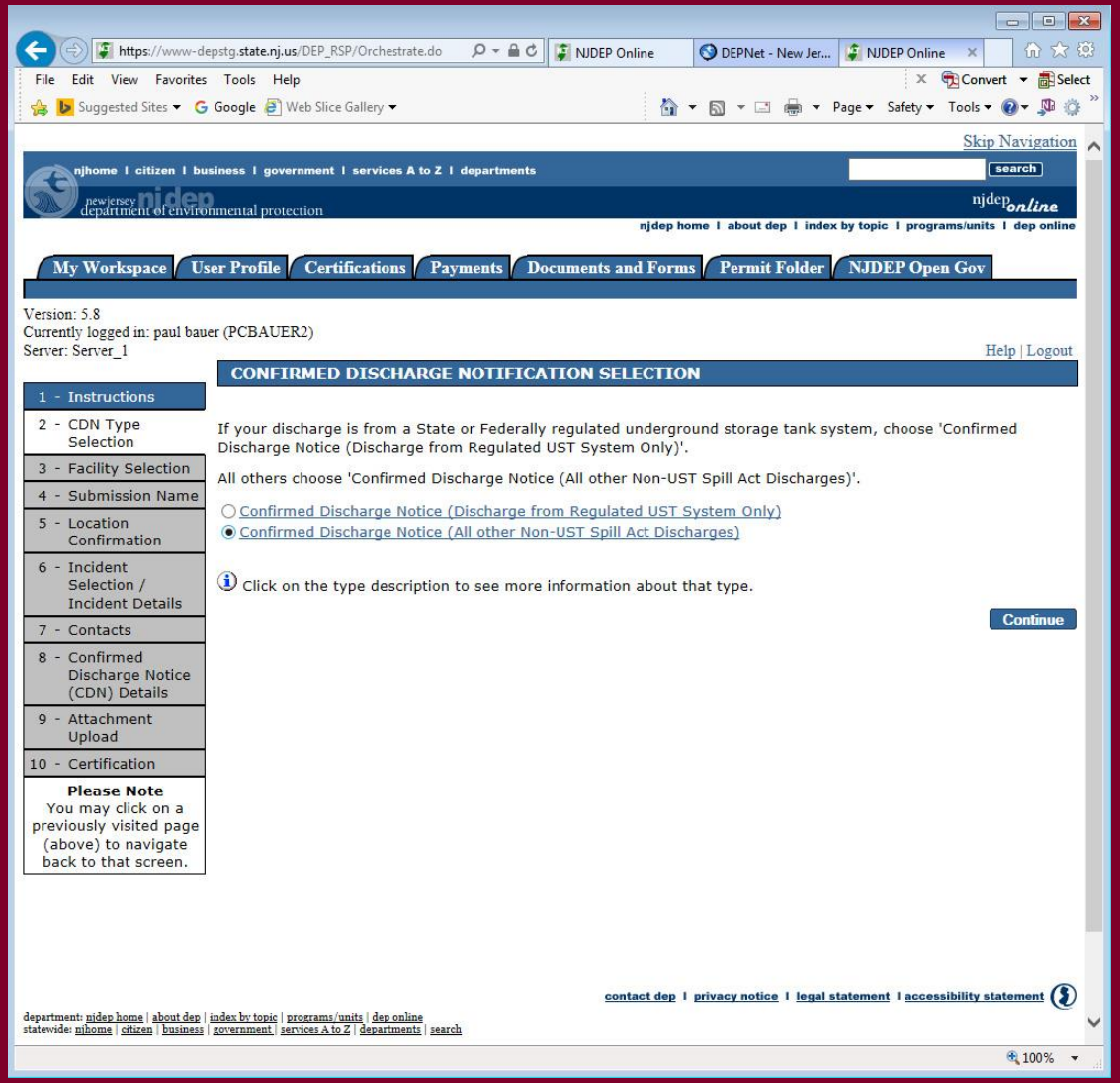
- Read the instructions and click ‘Continue’



CDN Type Selection

If your discharge is from a State or Federally regulated underground storage tank system, choose “Confirmed Discharge Notice (Discharge from Regulated UST System Only)”.

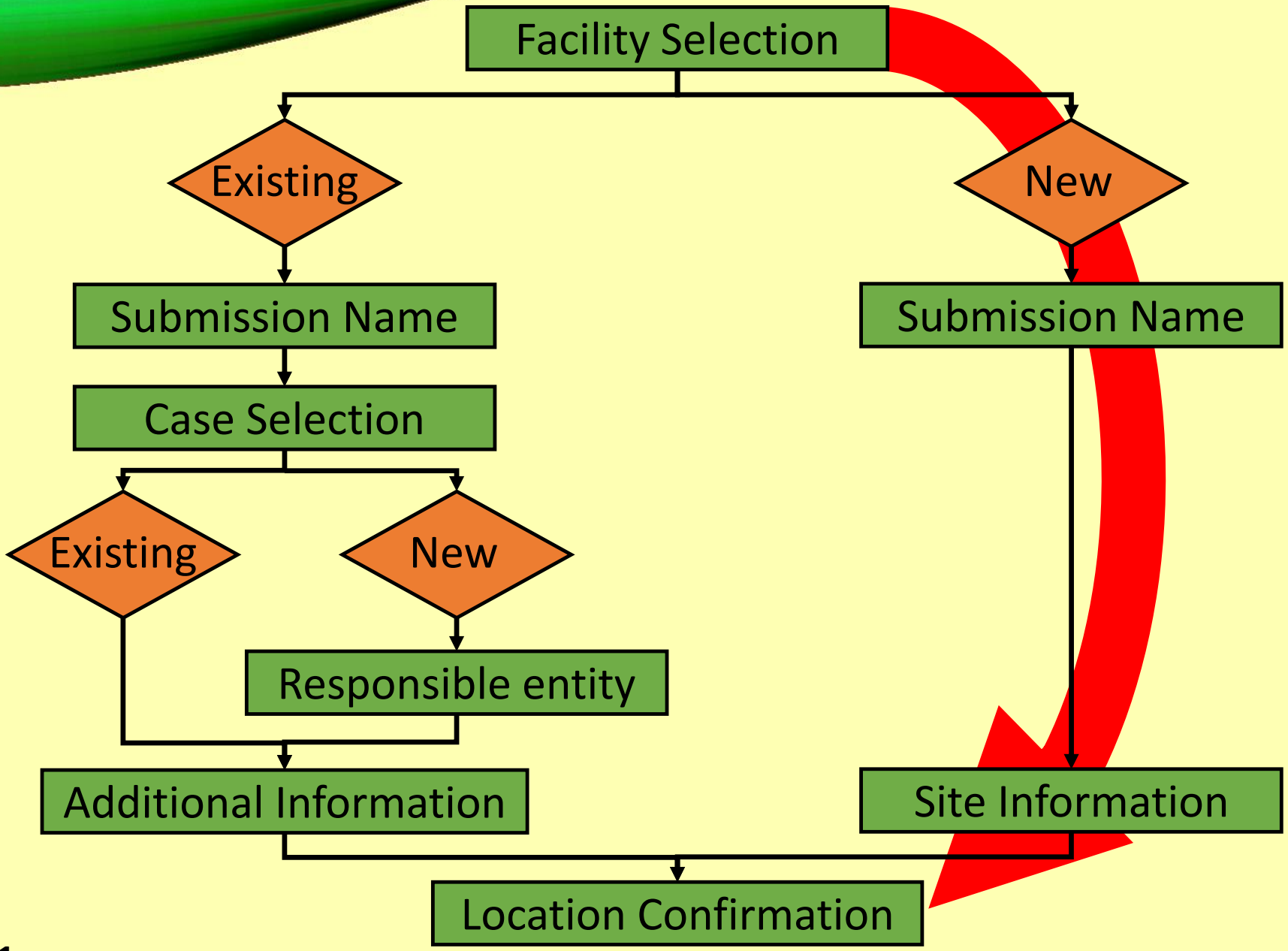
All others choose “Confirmed Discharge Notice (All other Non-UST Spill Act Discharges)”



Facility Selection

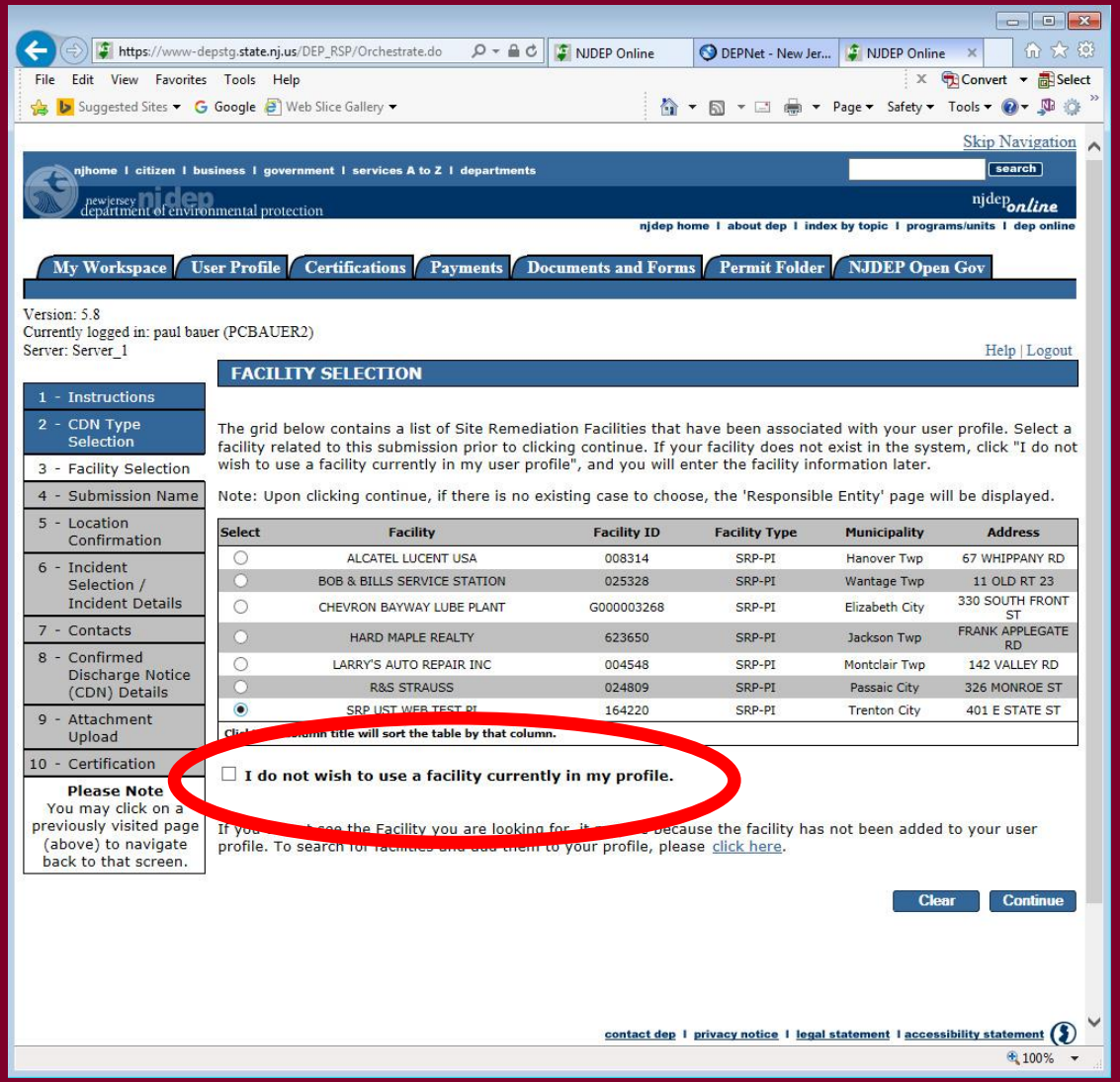
The grid displayed on this page contains list of Site Remediation Facilities that have been associated with your profile. Choose one of the two options below:

- **Pick from the List –** Choose this option if the facility that is the subject of this submission is displayed in the grid
- **Add a new Facility –** Choose this option if the facility that is the subject of this submission is new to the Department


Facility Selection
Existing
New
Submission Name
Submission Name
Case Selection
Existing
New
Responsible entity
Additional Information
Site Information
Location Confirmation

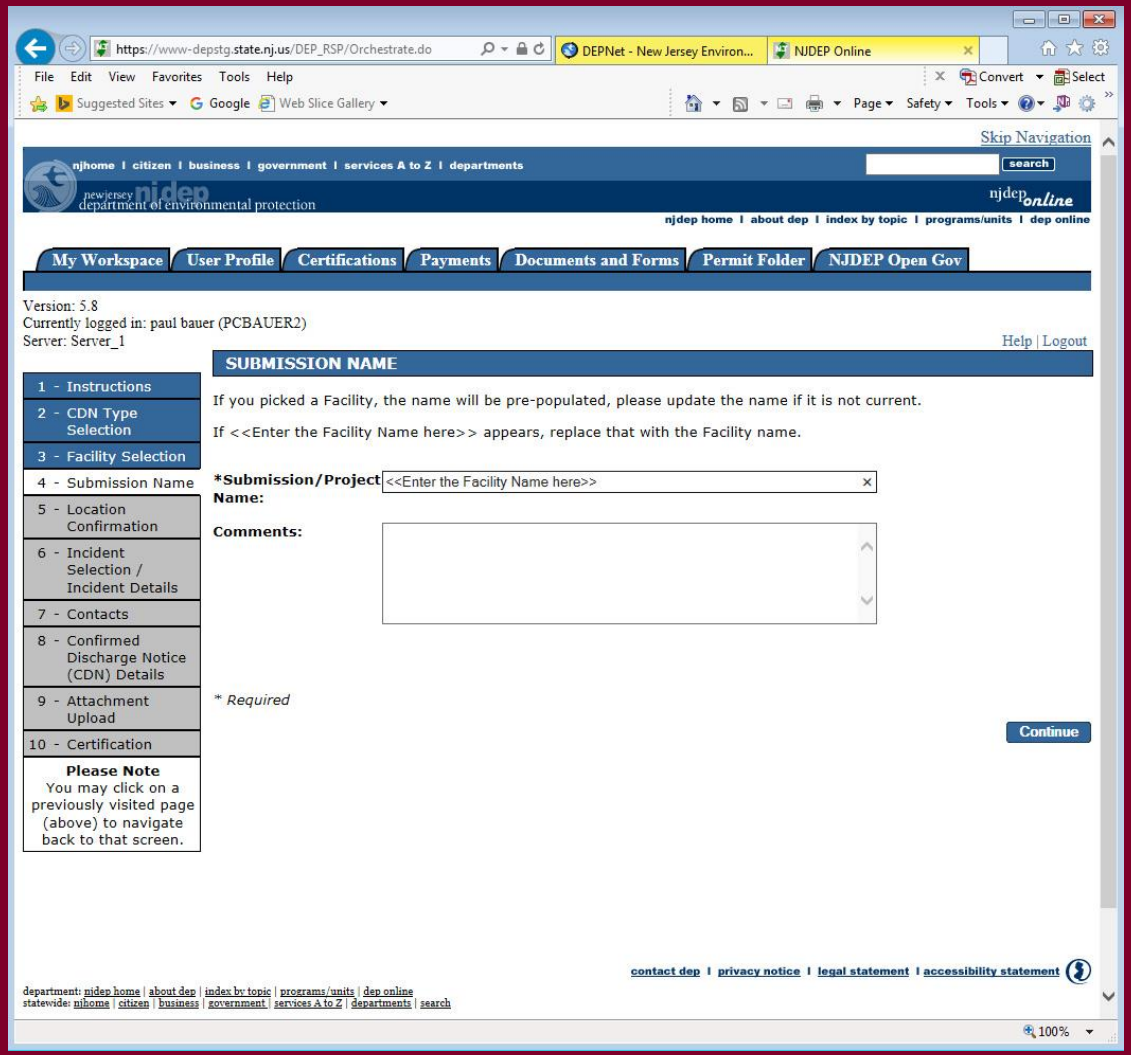
Facility Selection - New

- To add a new facility, Click on the checkbox below the list of facilities that says “I do not wish to use a facility currently in my profile”
- Click “Continue”



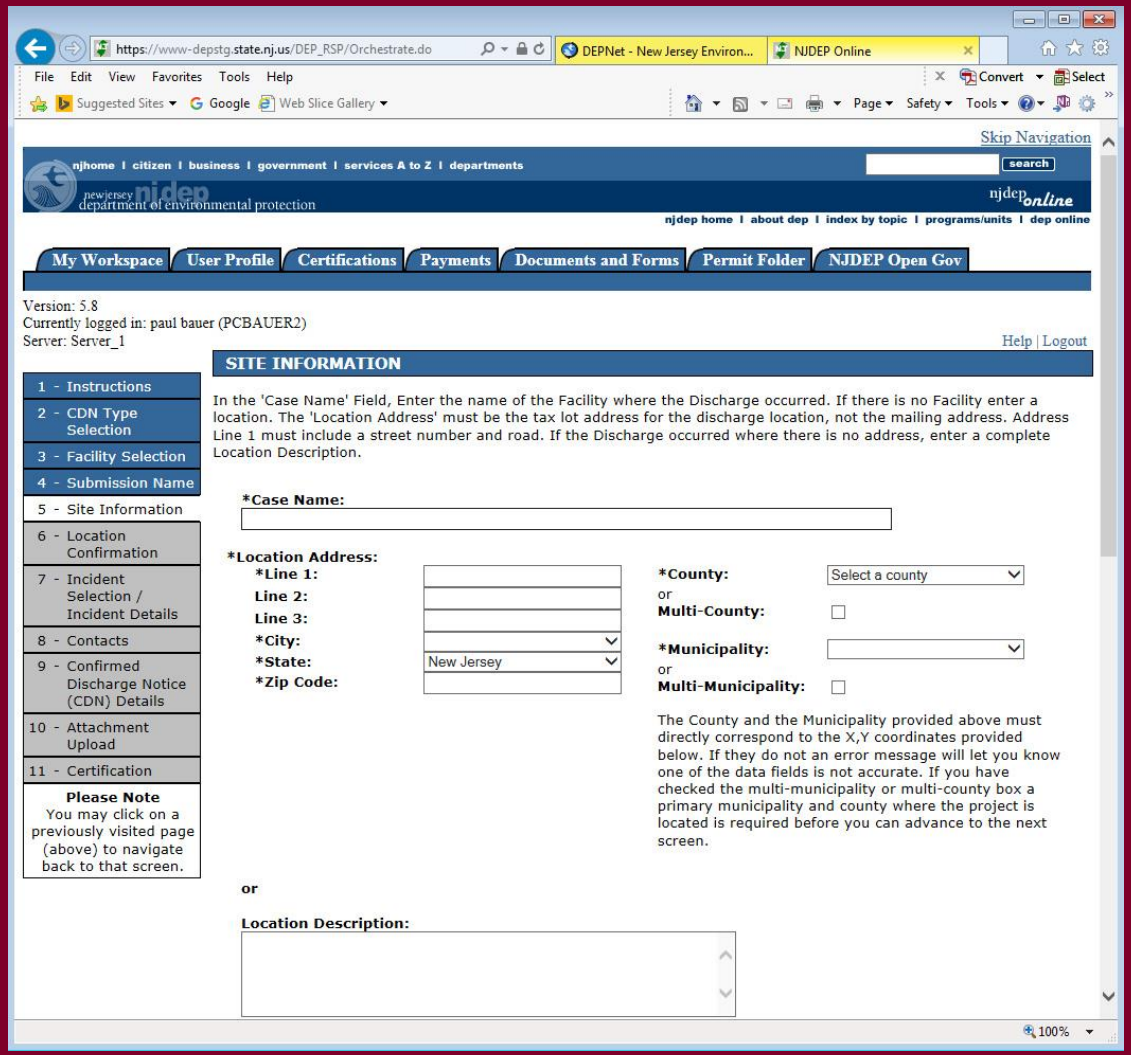
Submission Name - New

- Enter the name of the facility.
- Add any comments you wish to see associated with this individual service
- Click “Continue”



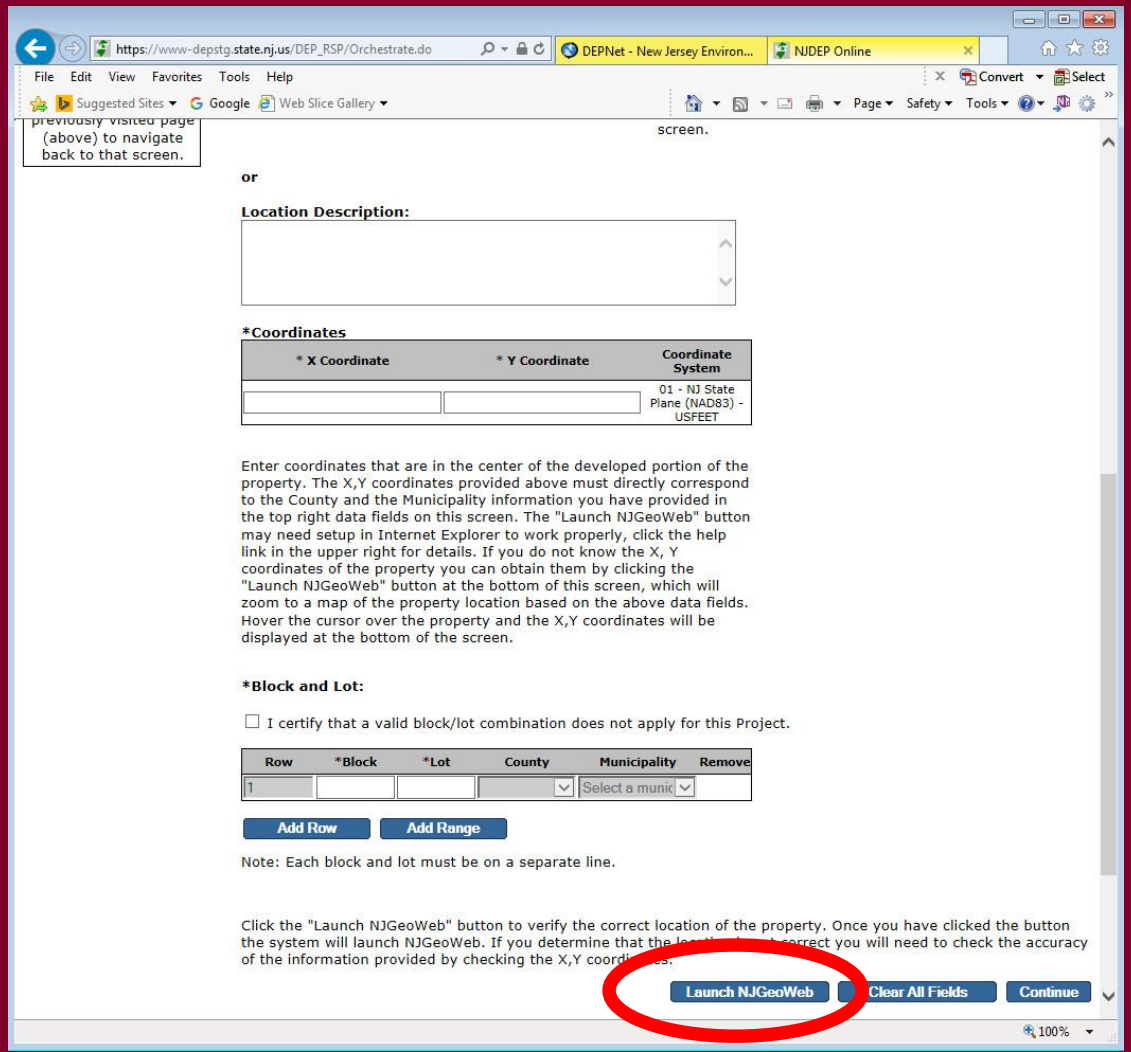
Site Information

- **Case Name**
  Enter the name of the facility where the discharge occurred.
- **Location address**
  Provide the physical address.
- **Location Description**
  If there is no address, provide a detailed location description.



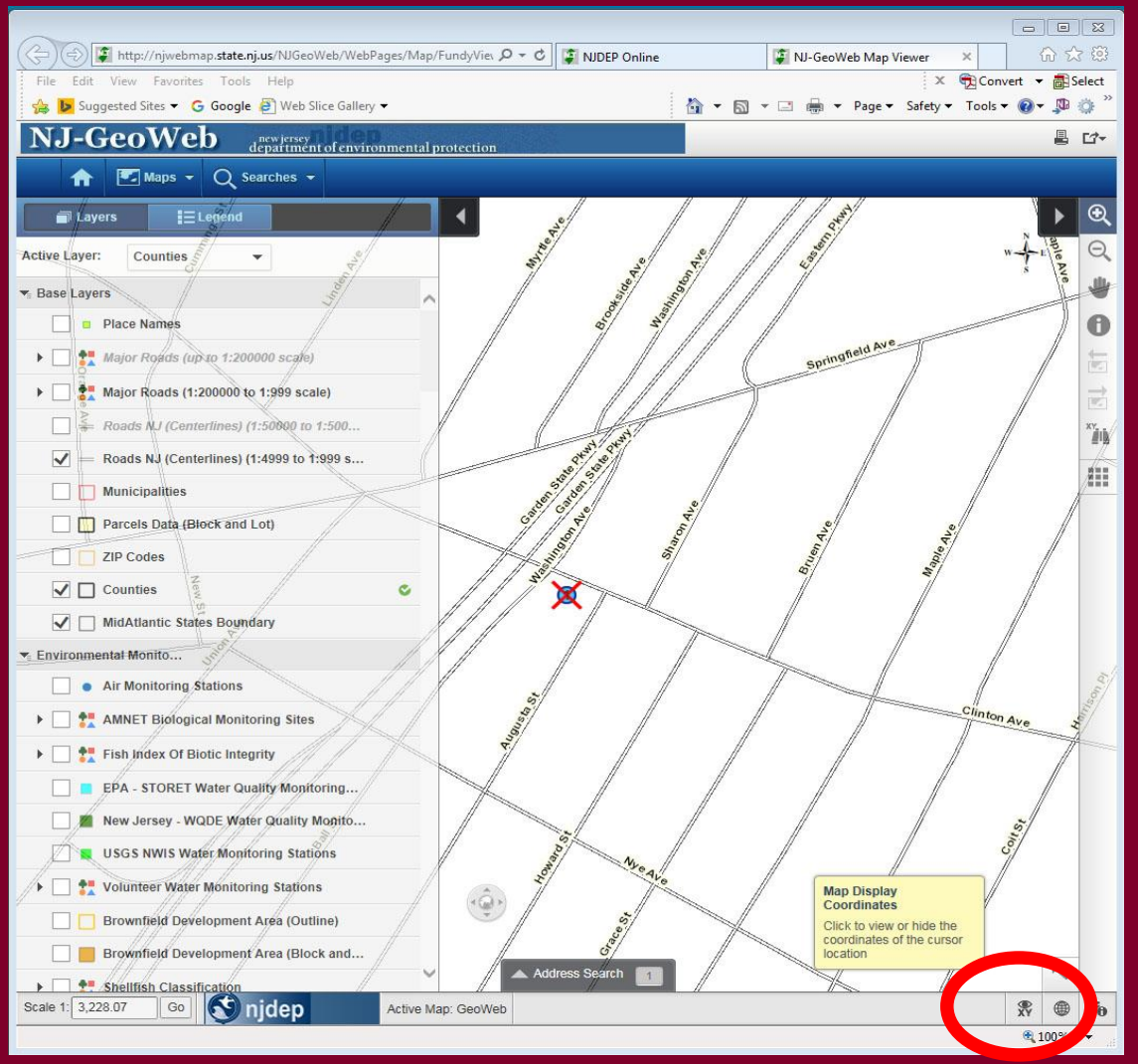
Site Information

- **Enter coordinates**
  Enter the X and Y coordinates of the location of the discharge. To determine the coordinates, click on the "Launch NJGeoWeb" button.



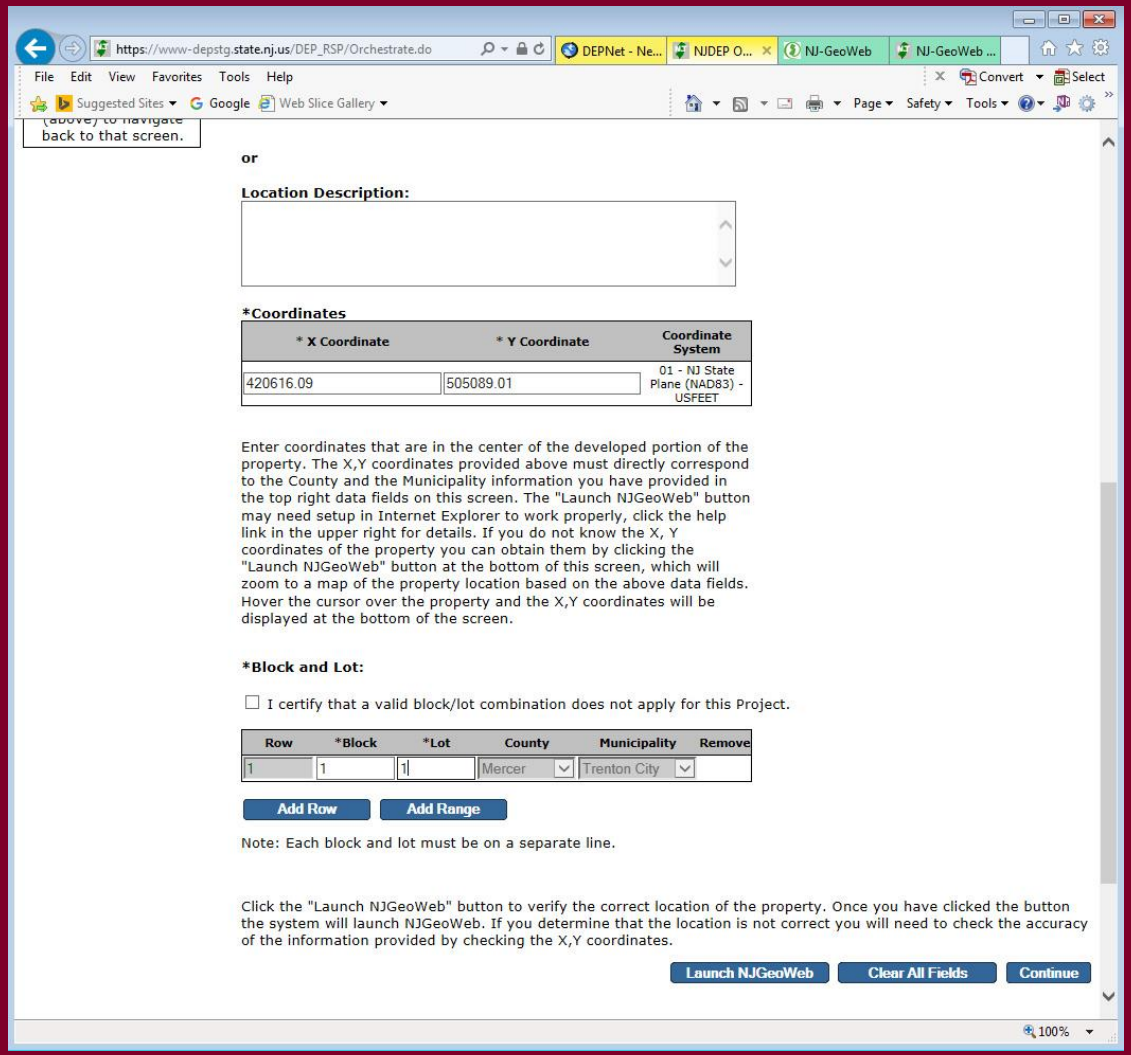
NJ - GEOWEB

If you entered a valid address and corresponding zip code, the application will open to your site. Click on the eye icon in the bottom right of the screen to display the coordinates.



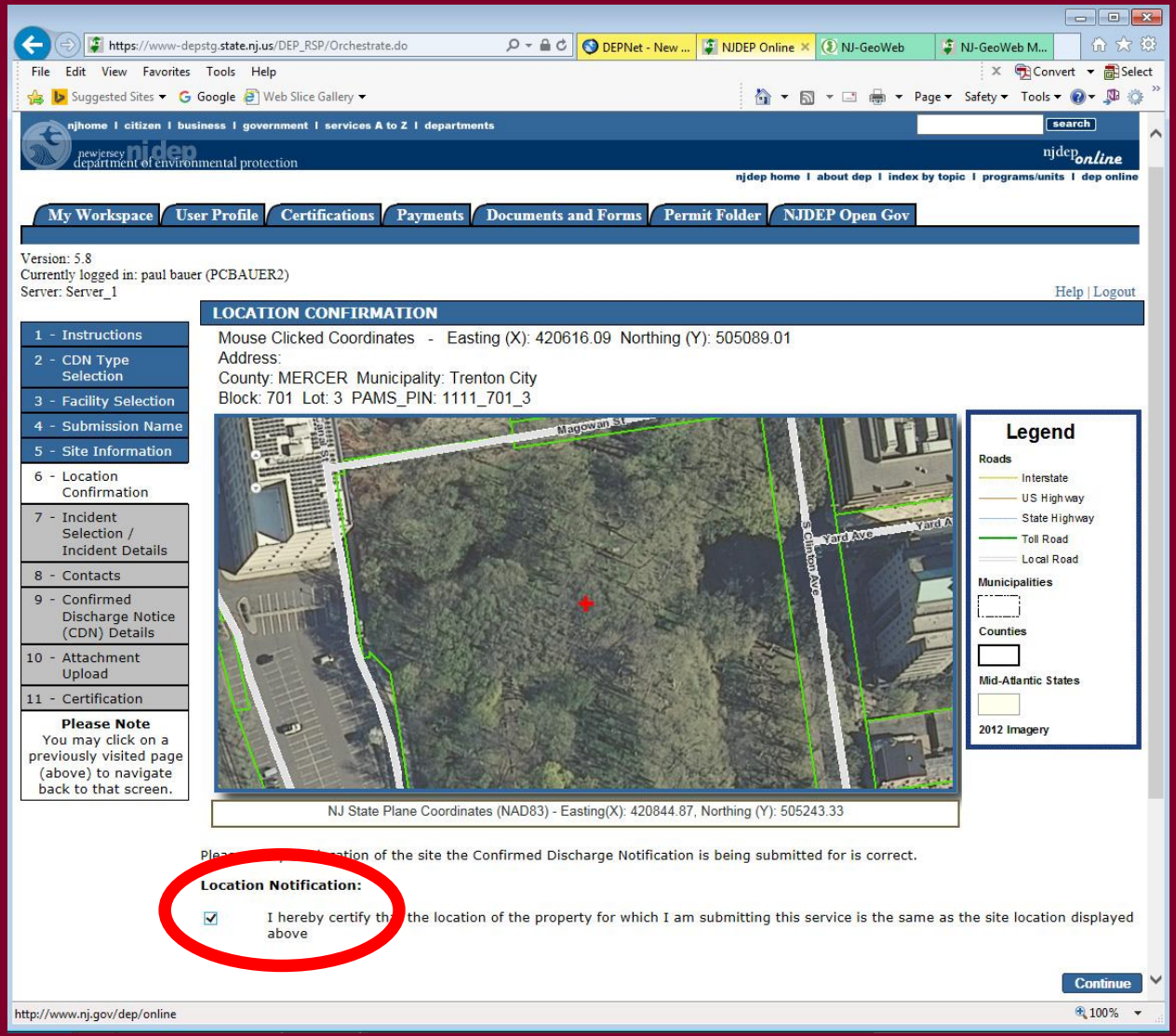
Site Information

- Enter the X and Y coordinates
- Enter tax blocks and lots where the discharge occurred.
- Click “Continue”



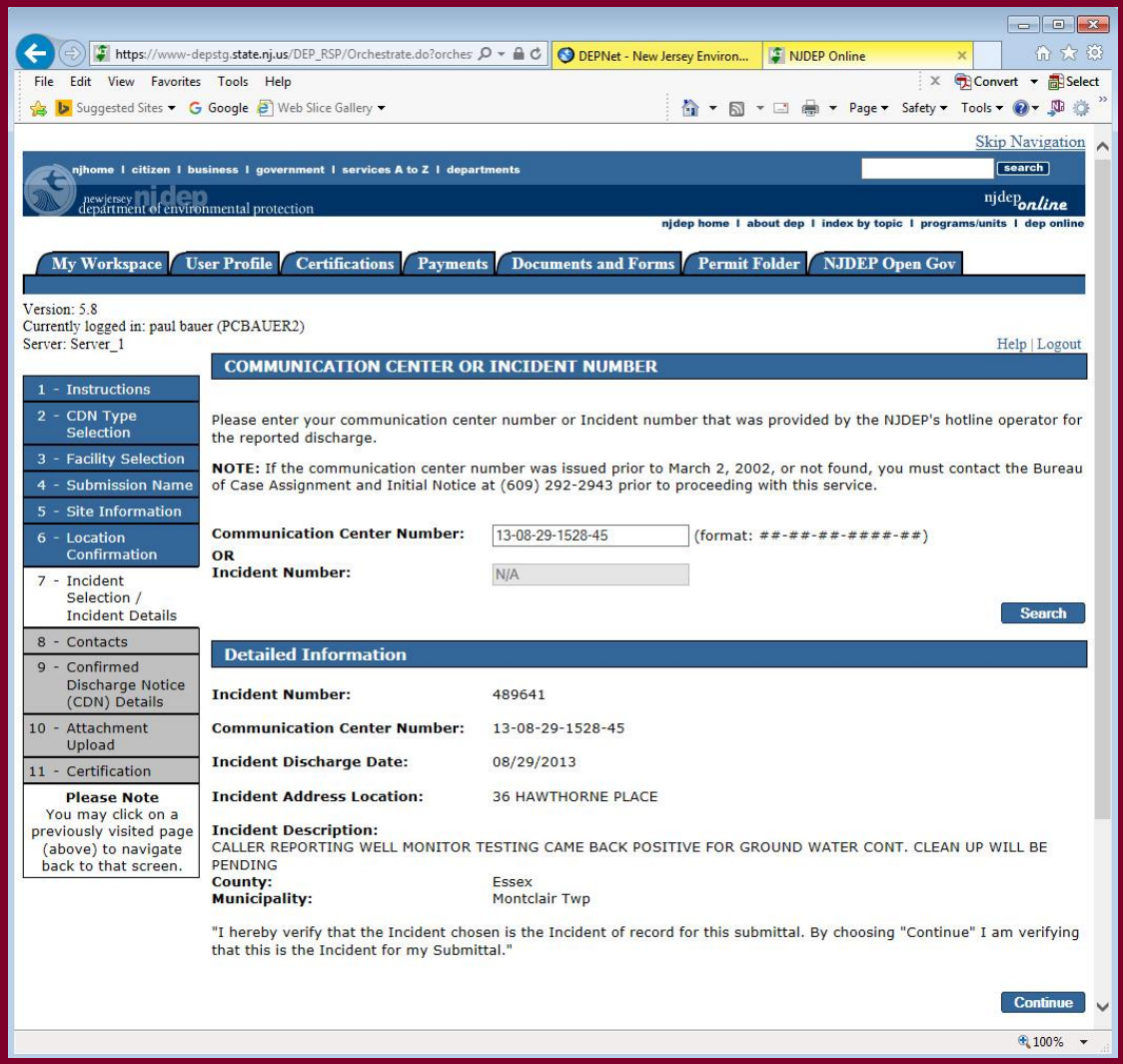
Location Confirmation

- Check the box to certify the property location
- Click “Continue”



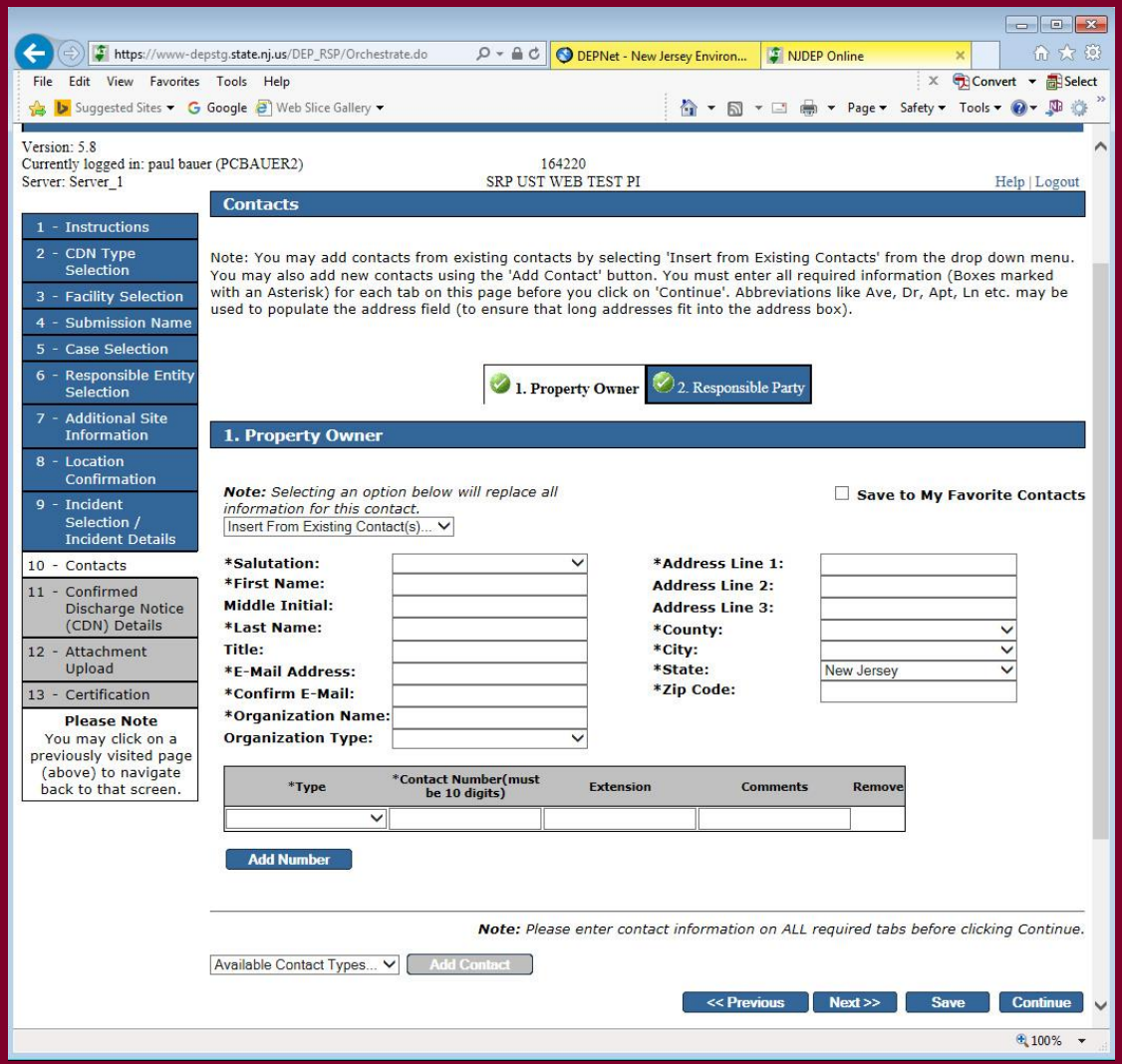
Incident Selection / Incident Details

- Enter a Communication Number or a Incident Number and click “Search”.
- Verify the detailed information and click “Continue”



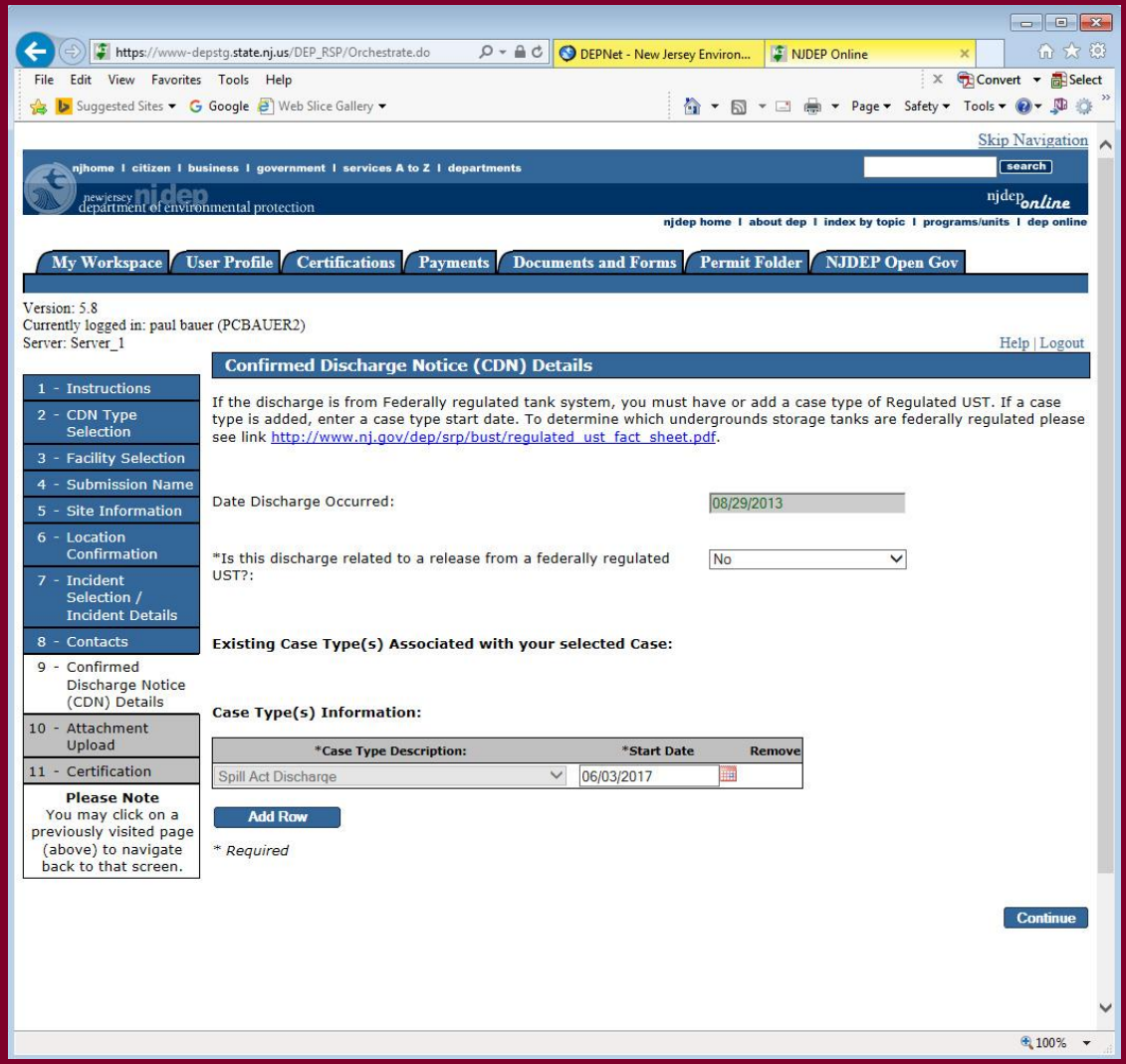
Contacts

- Provide contact information for Property Owner and Responsible Party
- Click “Continue”



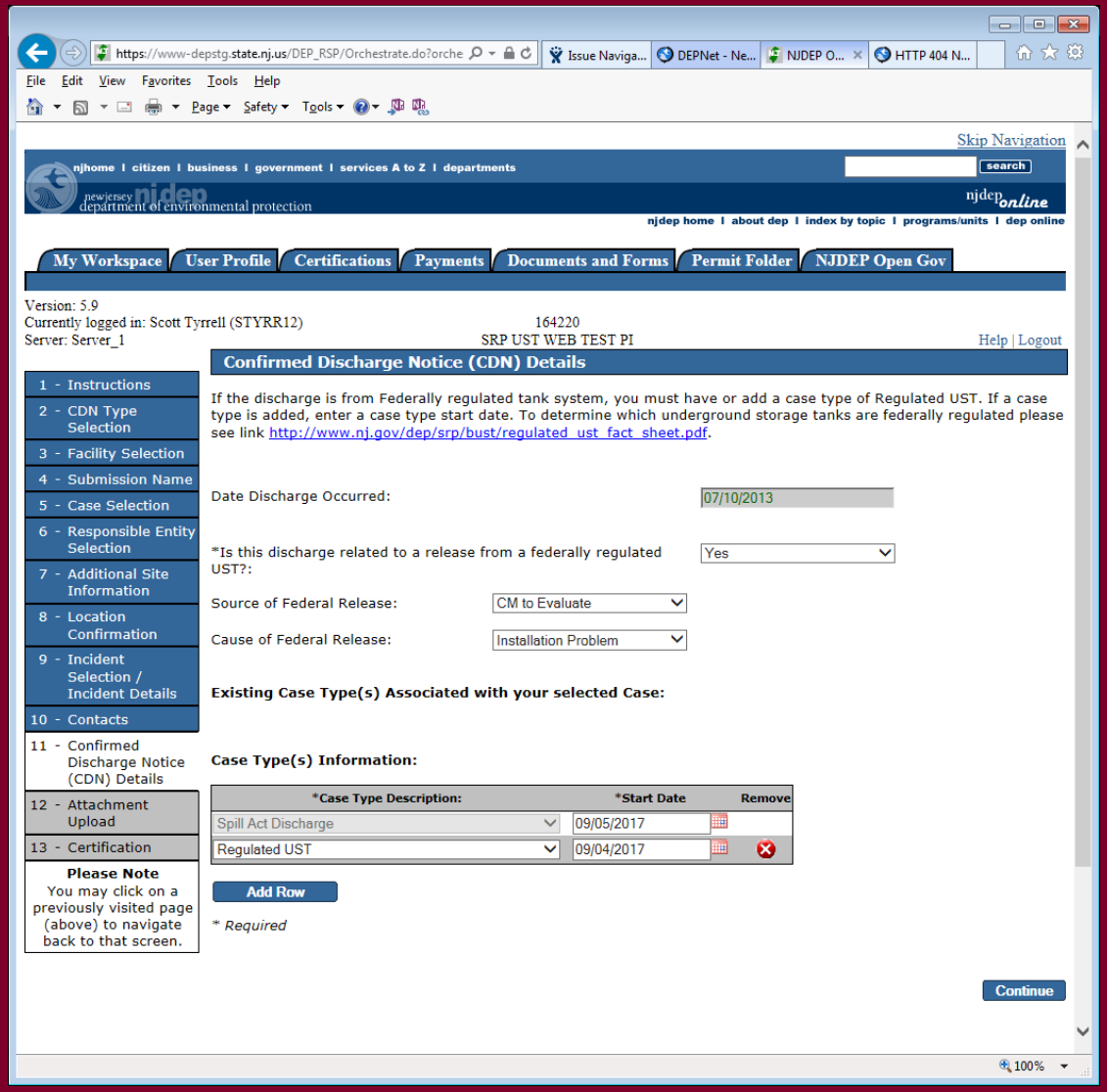
Confirmed Discharge Notice (CDN) Details

- Is discharge related to regulated USTs? *If "No":*
- Provide the start date in the grid
- Identify all applicable Case Types
- Click "Continue"



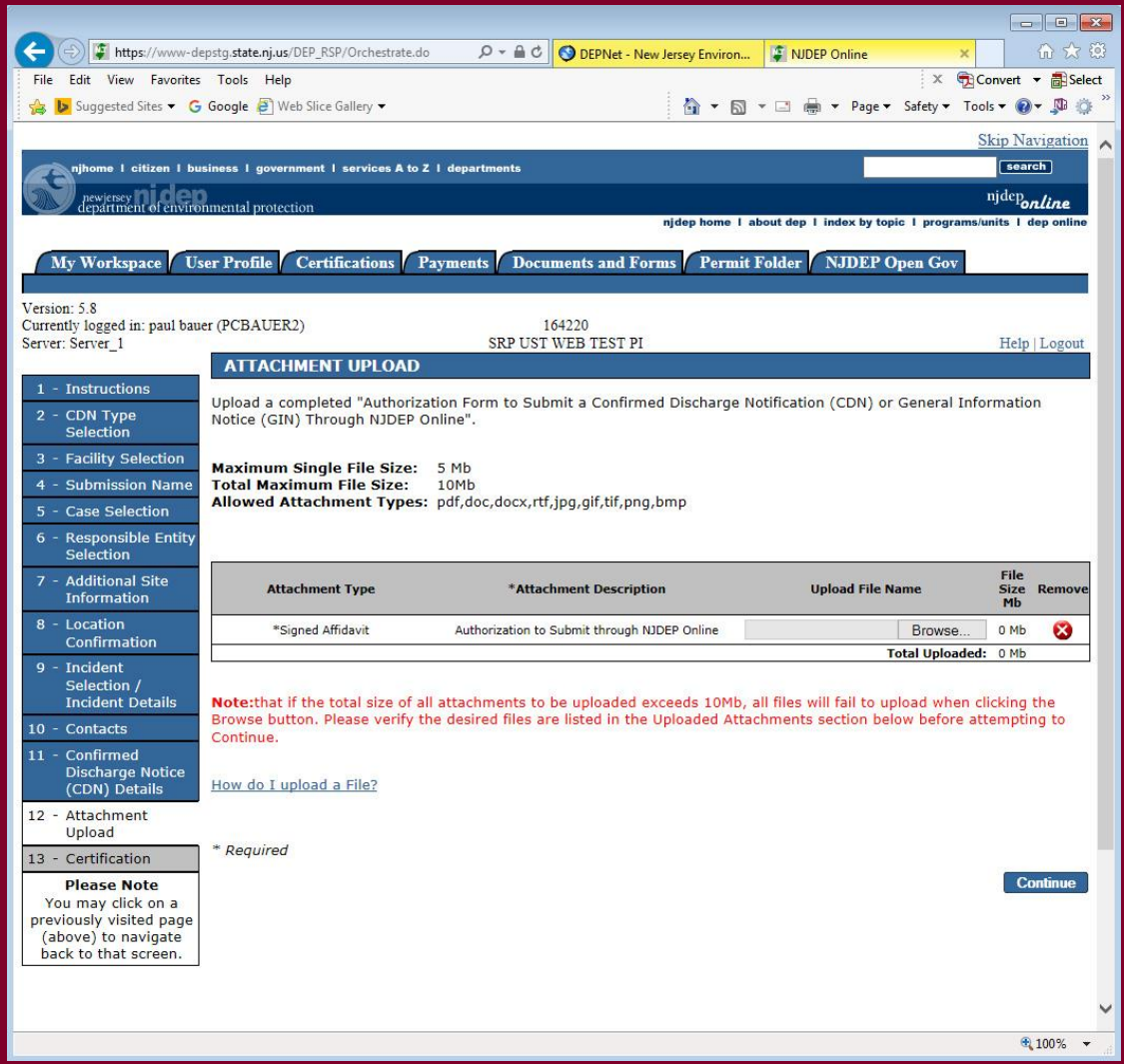
Confirmed Discharge Notice (CDN) Details

- Is discharge related to regulated USTs? *If "Yes":*
- Answer Source and cause of release
- Add regulated UST case type, and put a start date in the grid
- Identify all applicable Case Types
- Click "Continue"
- *A tank selection page would display next*



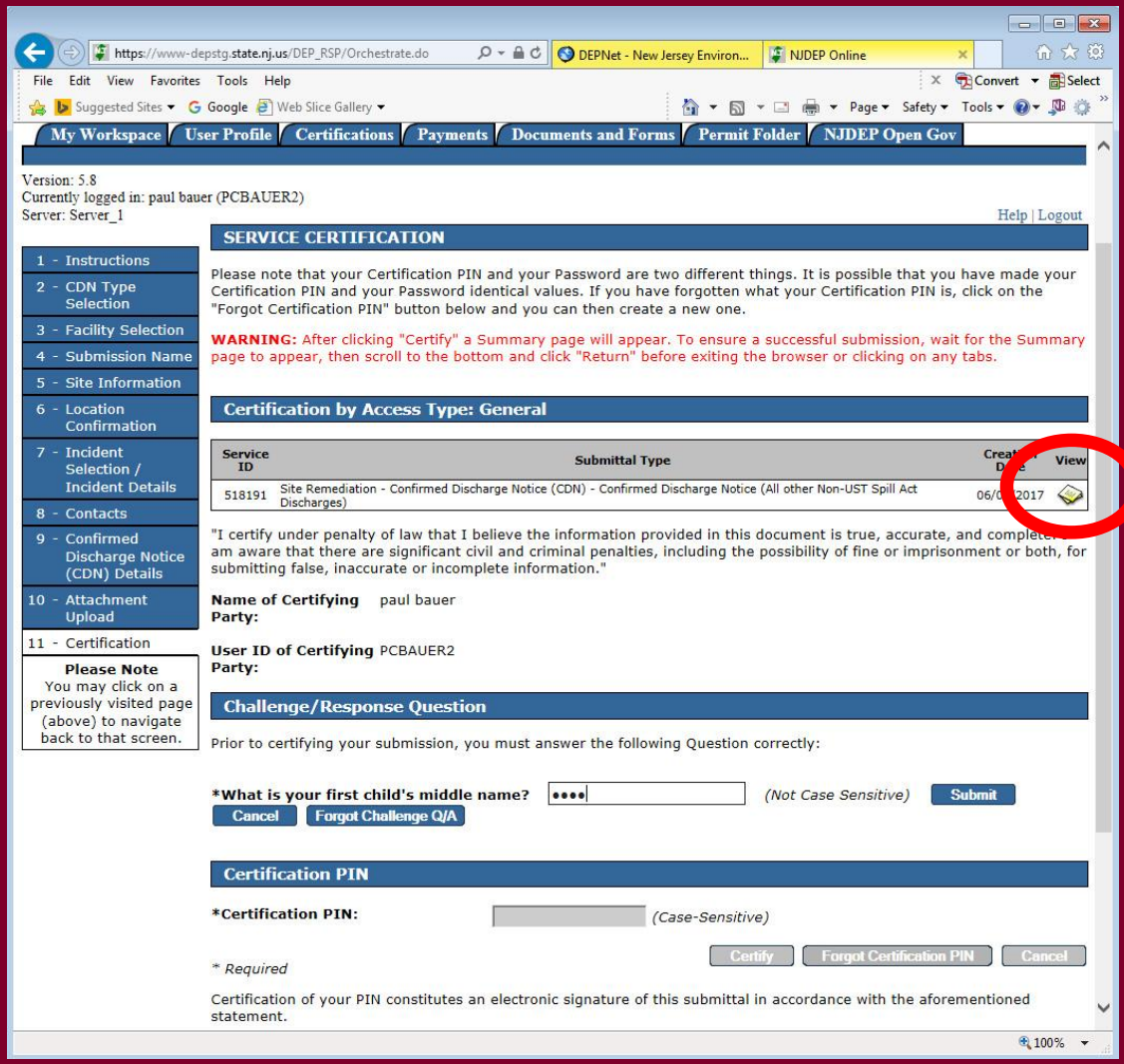
Attachment Upload

- Upload a completed "Authorization Form for CDN or GIN Submissions Through NJDEP Online"
- Click "Continue"



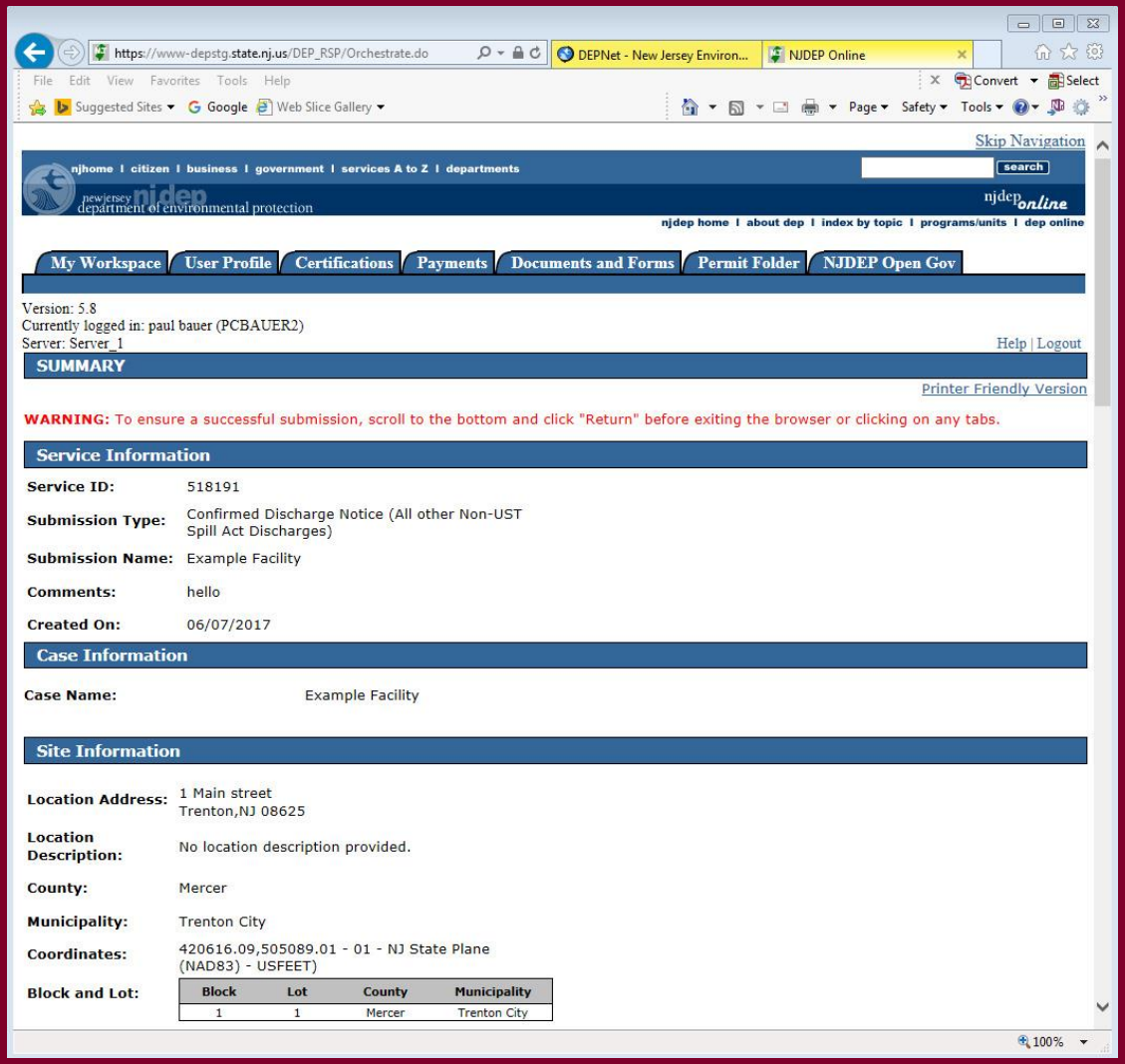
Certification

- Click on “View” to review review submission before certifying
- Answer Challenge question
- Provide Certification Pin
- Click “Certify”
- After clicking “Certify”, a Summary Page will appear.



Summary

To ensure a successful submission, wait for the Summary page to appear then scroll to the bottom and click “Return” before exiting browser.



Note on Facilities with existing cases:

Choosing a facility with a case will cause the case selection page to display. Do not choose an existing case if:

- The Responsible Party for the discharge is different
- The Remedial Timeframes for the new incident can't be met with the existing case timeframes.
- Don't choose the case if you can't answer those questions, or call BCAIN at (609) 292 2943 to clarify.

Submitting a ISRA General Information Notice (GIN) Online

Submitting a GIN

- Use this online service to notify the NJDEP when an ISRA triggering event has occurred pursuant to the Industrial Site Recovery Act (ISRA) rules, N.J.A.C. 7:26B.
- Notification to the NJDEP must occur within 5 calendar days after the ISRA triggering event.
- The GIN Service may be prepared by one person and certified by another only if an existing facility is picked during the Service.

Before You Begin

Prepare the Required PDF Attachments:

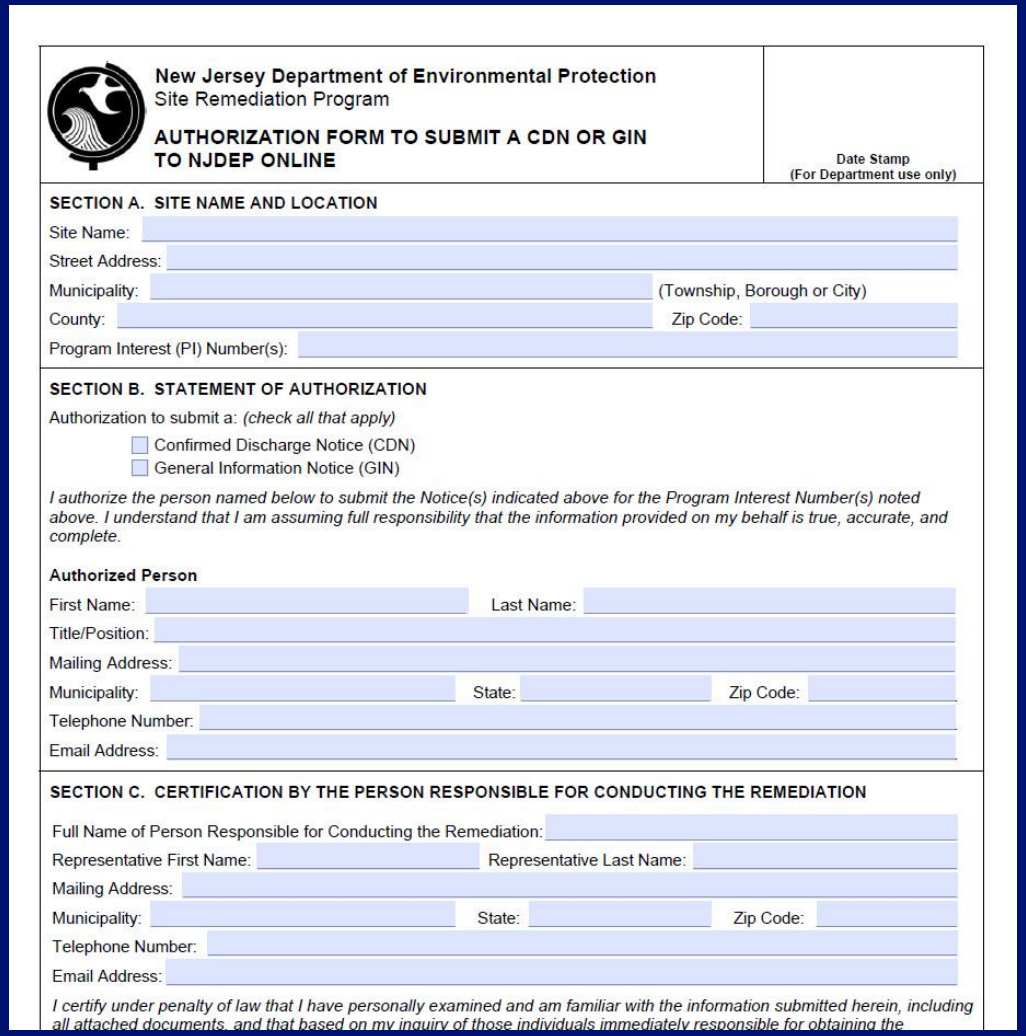
- Completed “Authorization Form for CDN or GIN Submissions Through NJDEP Online”
- Scaled site map showing the entire property
- Tax map showing the tax lot

Prepare the Authorization Form

The "Authorization Form for CDN or GIN Submissions Through NJDEP Online" form is available at:

http://www.nj.gov/dep/srp/srra/forms

The form must be completed, printed out, signed by the responsible party, then scanned and turned back into a pdf.



New Jersey Department of Environmental Protection
Site Remediation Program

AUTHORIZATION FORM TO SUBMIT A CDN OR GIN TO NJDEP ONLINE

Date Stamp
(For Department use only)

SECTION A. SITE NAME AND LOCATION

Site Name:
Street Address:
Municipality: (Township, Borough or City)
County: Zip Code:
Program Interest (PI) Number(s):

SECTION B. STATEMENT OF AUTHORIZATION

Authorization to submit a: *(check all that apply)*

- ☐ Confirmed Discharge Notice (CDN)
- ☐ General Information Notice (GIN)

I authorize the person named below to submit the Notice(s) indicated above for the Program Interest Number(s) noted above. I understand that I am assuming full responsibility that the information provided on my behalf is true, accurate, and complete.

Authorized Person

First Name: Last Name:
Title/Position:
Mailing Address:
Municipality: State: Zip Code:
Telephone Number:
Email Address:

SECTION C. CERTIFICATION BY THE PERSON RESPONSIBLE FOR CONDUCTING THE REMEDIATION

Full Name of Person Responsible for Conducting the Remediation:
Representative First Name: Representative Last Name:
Mailing Address:
Municipality: State: Zip Code:
Telephone Number:
Email Address:

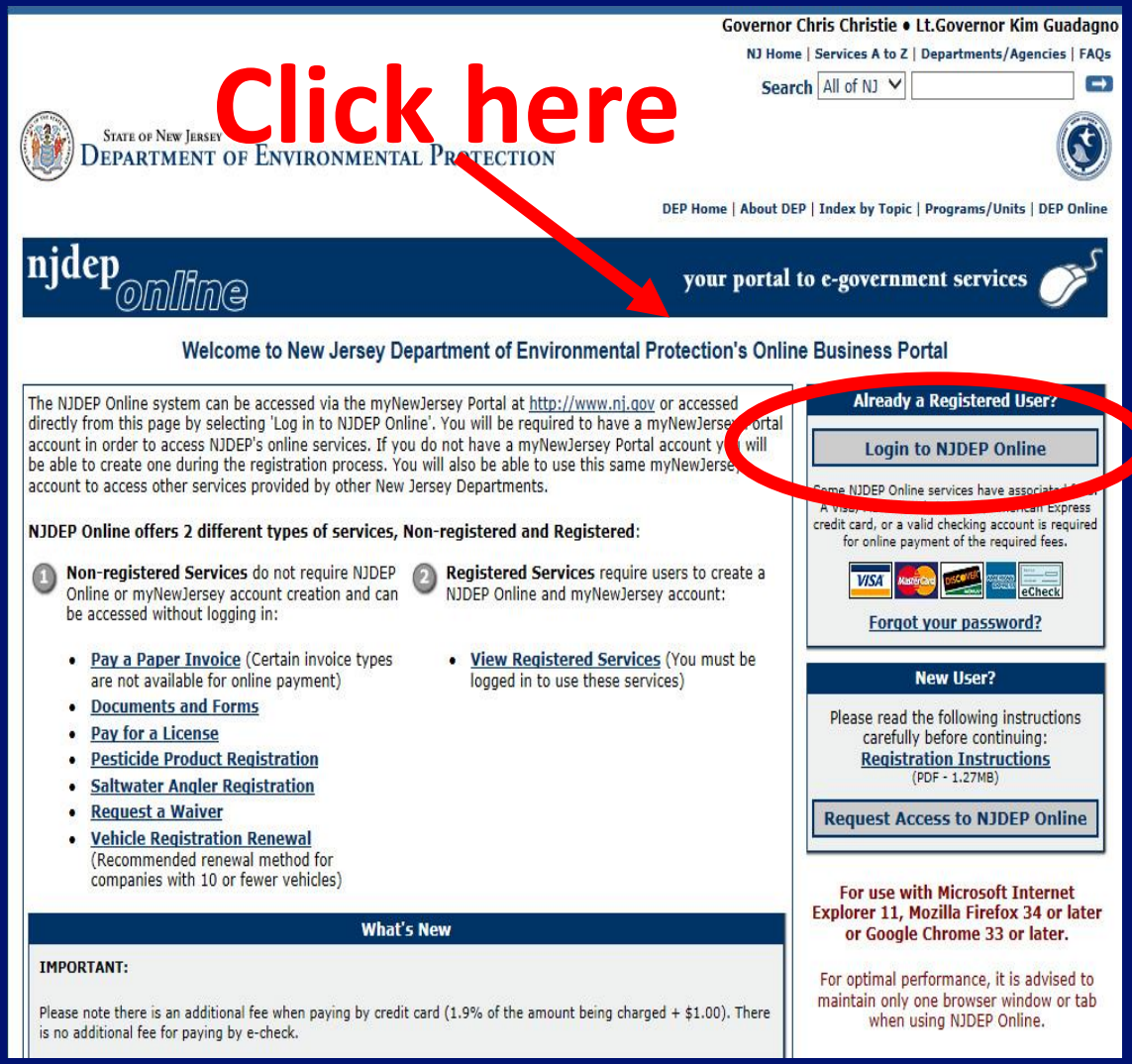
I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, including all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the

Login to NJDEP Online

- Go to the NJDEP Online home page available at:

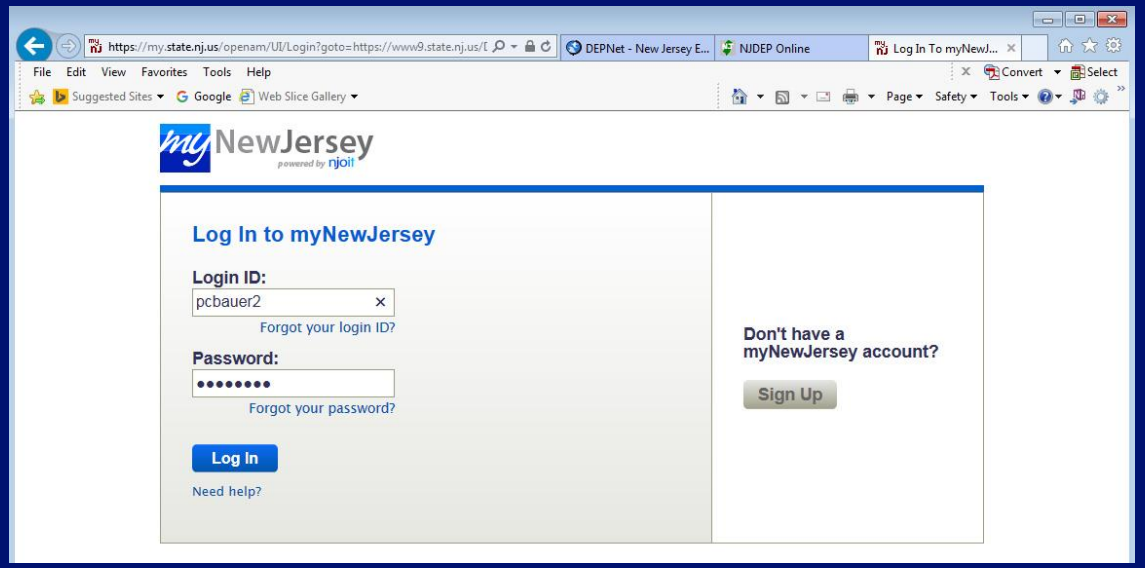
http://www.nj.gov/dep/online

- Click “Login to NJDEP Online”

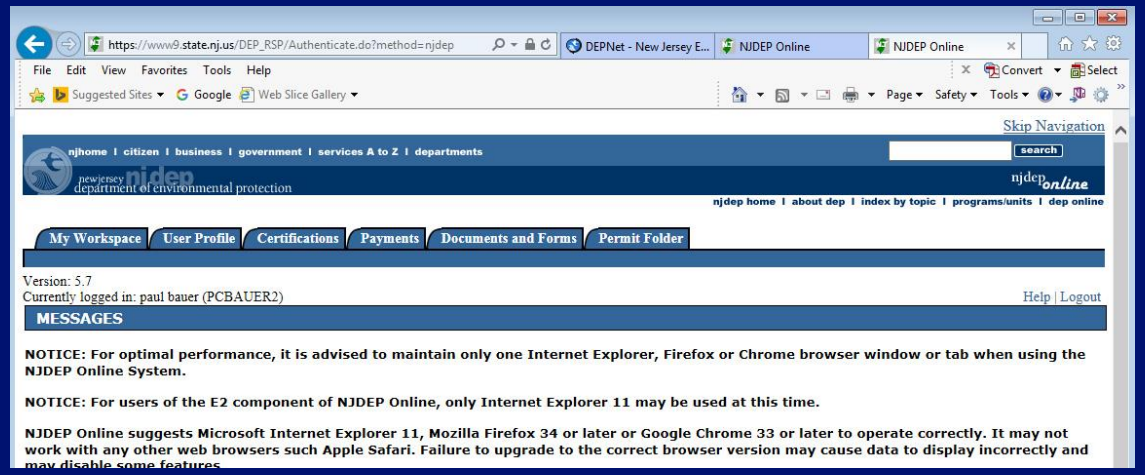


Login to NJDEP Online

- Login to NJDEP Online

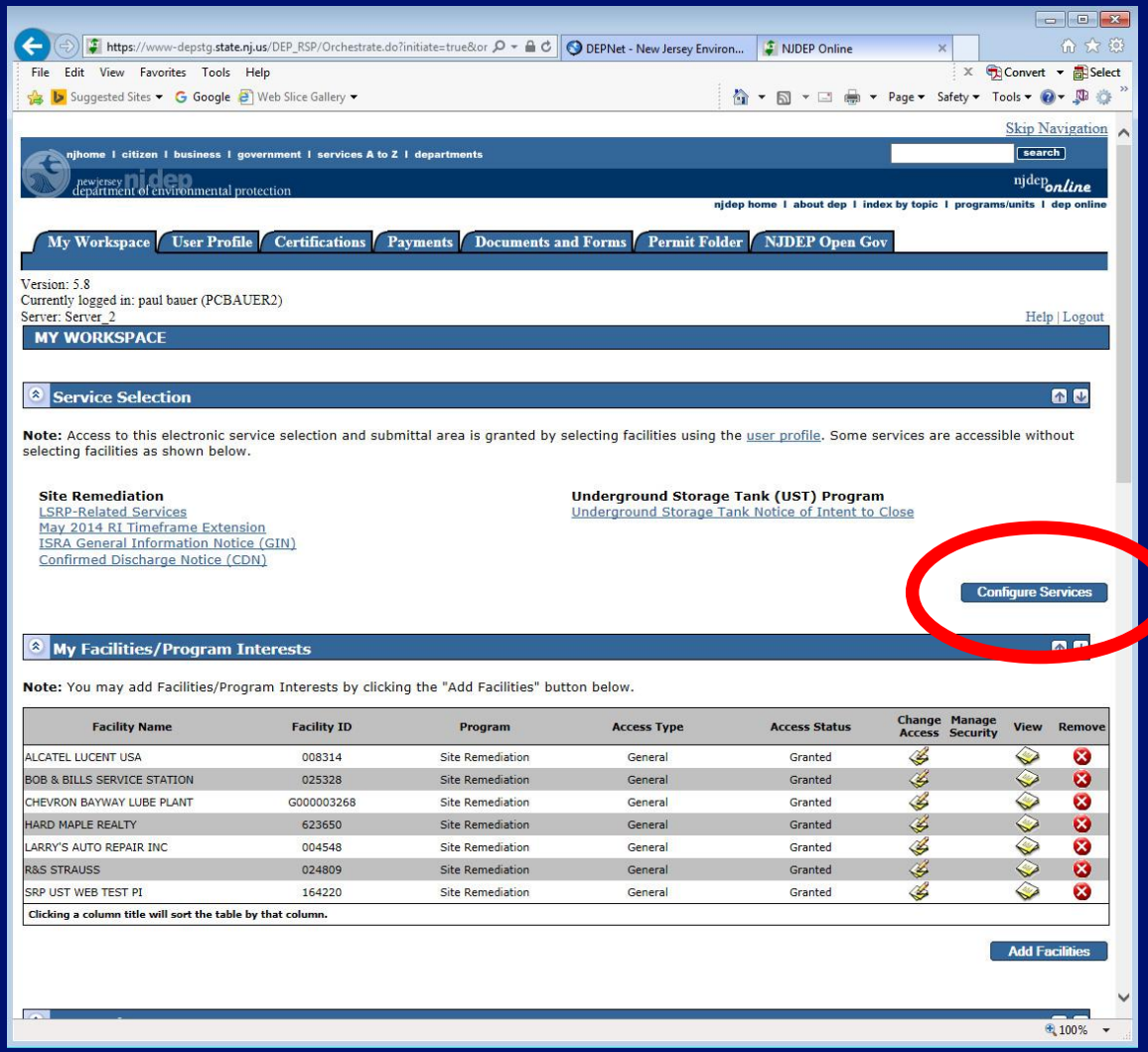


- Read the Messages that appear
- Click “Continue”



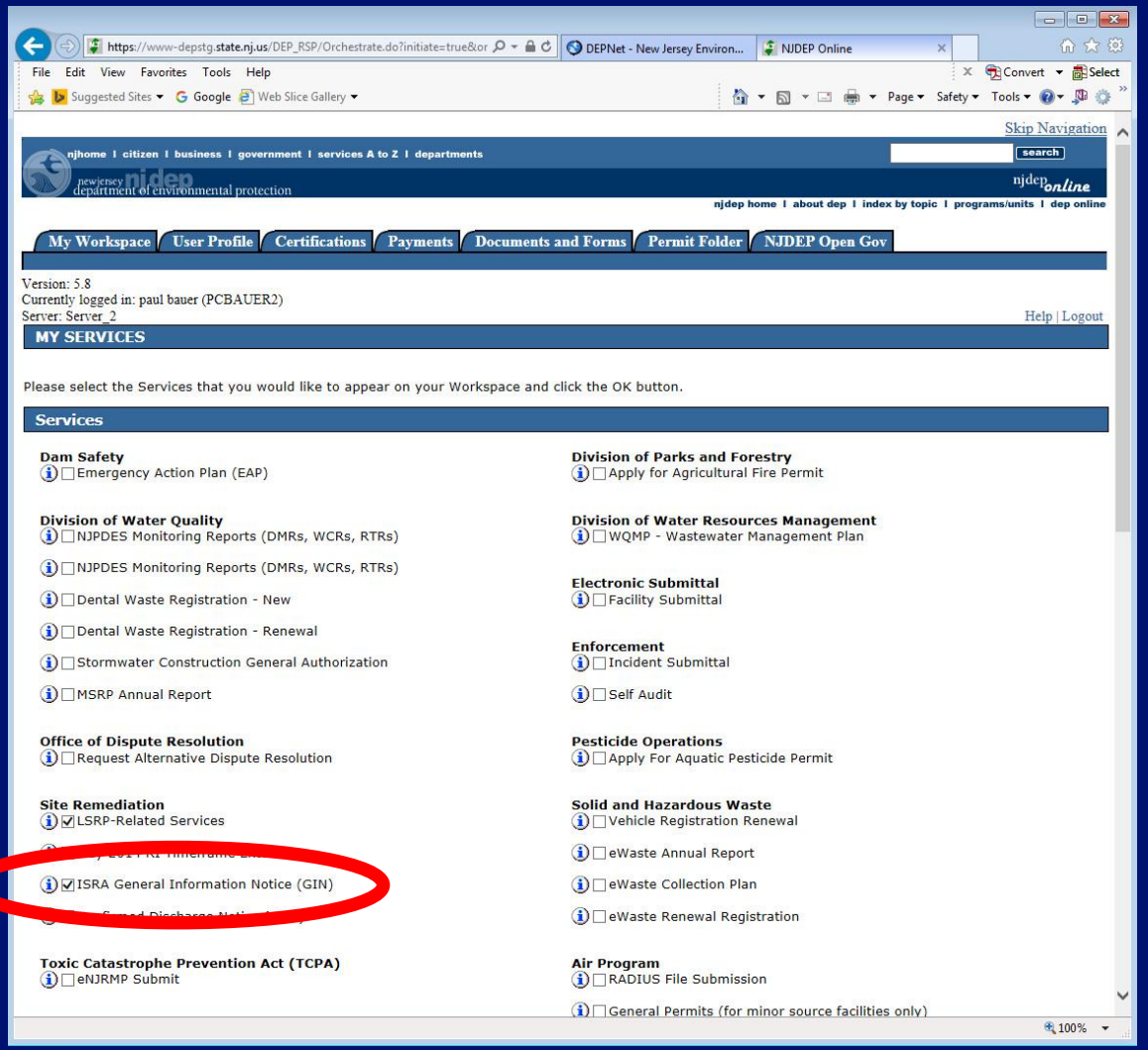
Add GIN Service to Your Workspace

Under Service Selection click “Configure Services”.



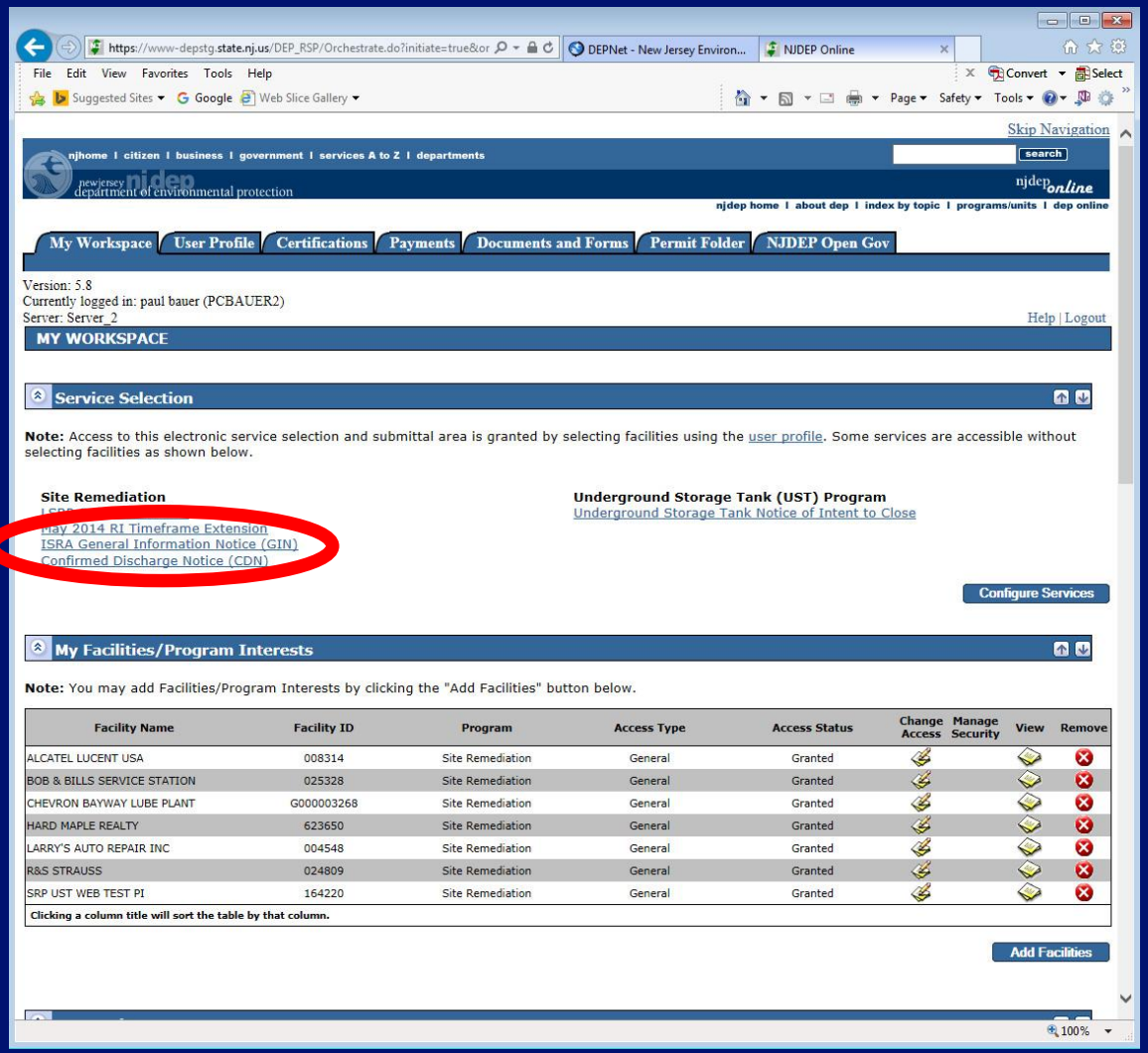
Add GIN Service to Your Workspace

- Check “General Information Notice (GIN)” under Site Remediation
- Scroll to the bottom and click “OK” to continue



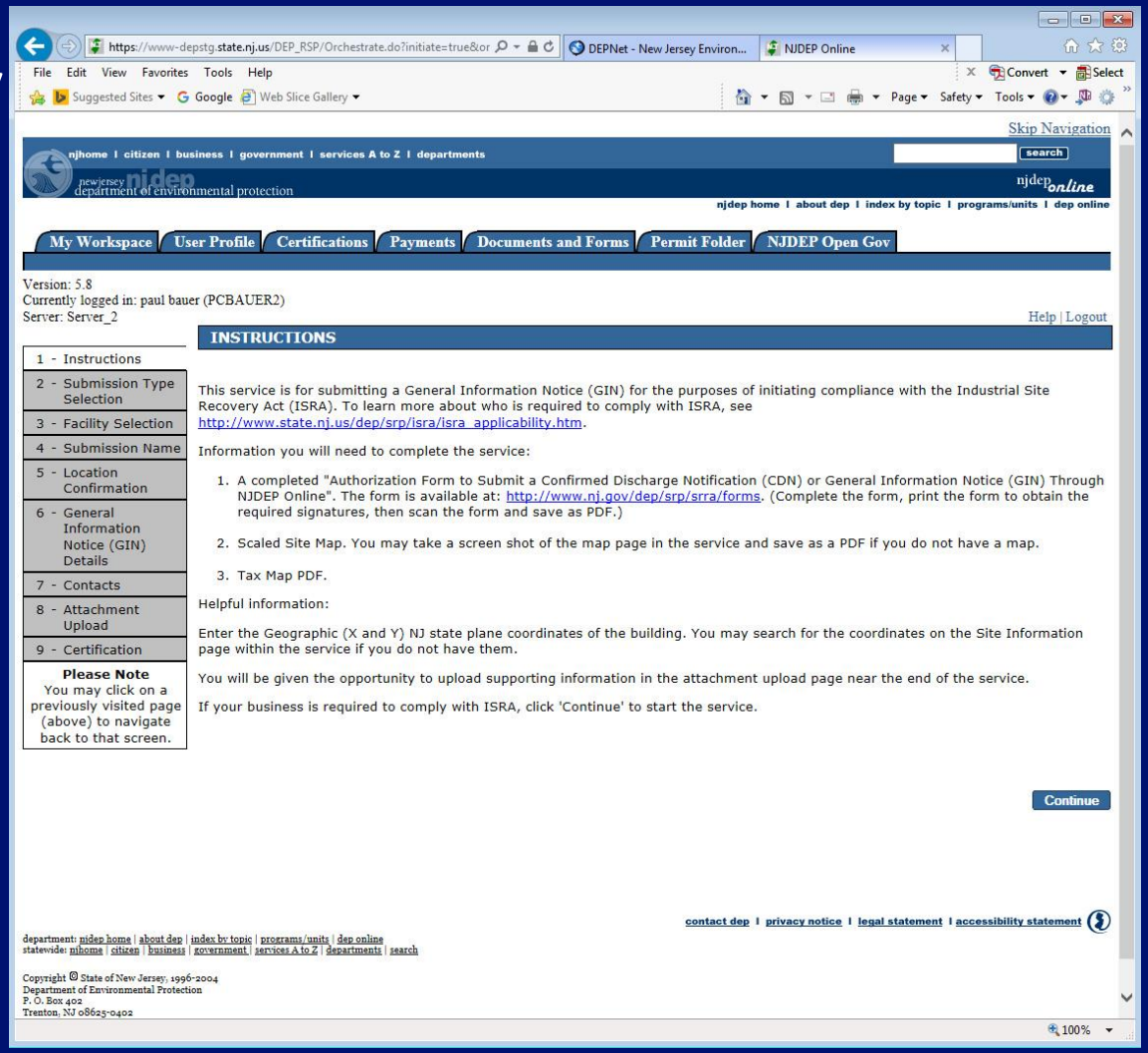
Complete the GIN Online Service

- From ‘My Workspace’ under ‘Service Selection’ Click “General Information Notice (GIN)”



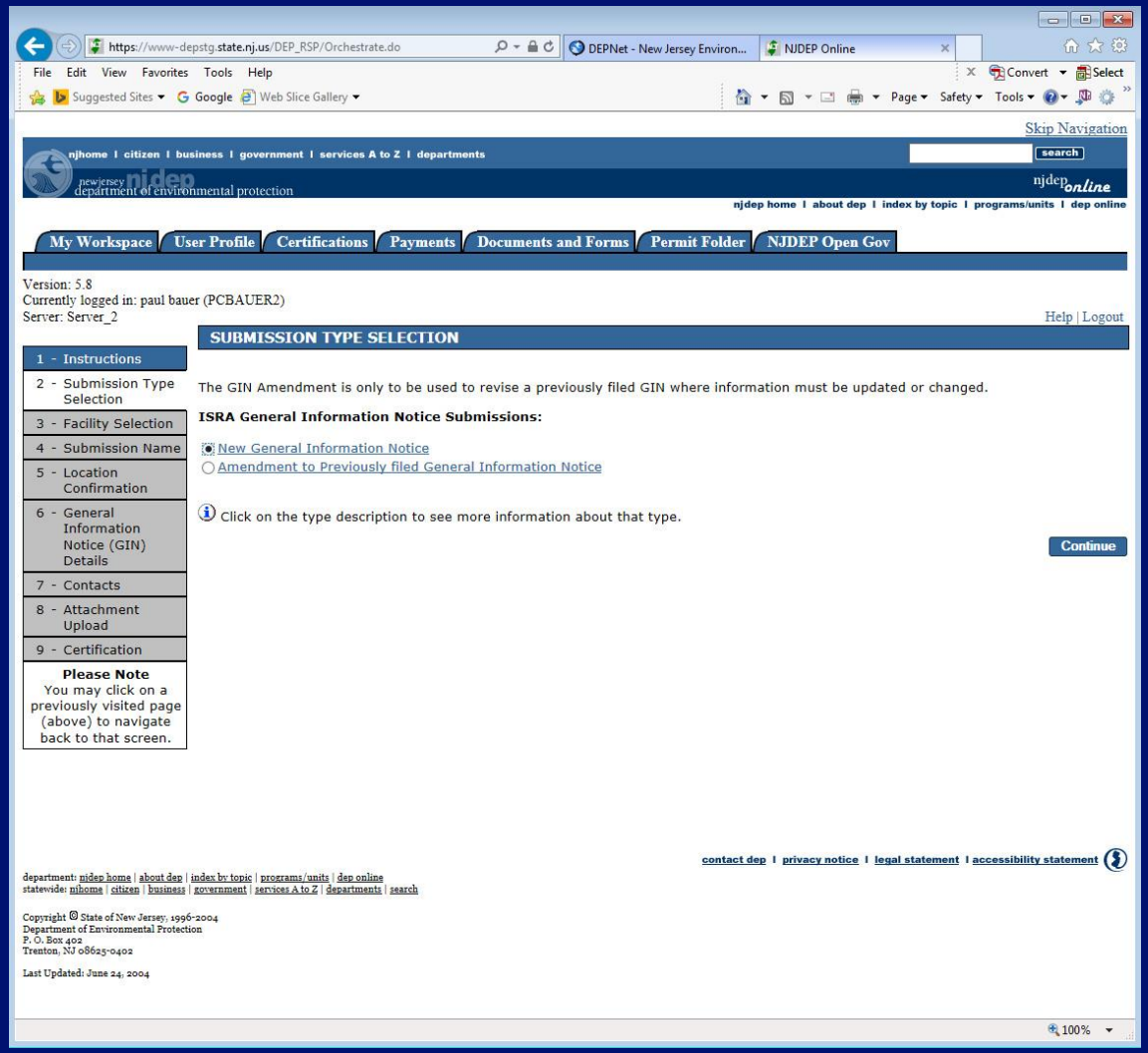
Complete the GIN Online Service

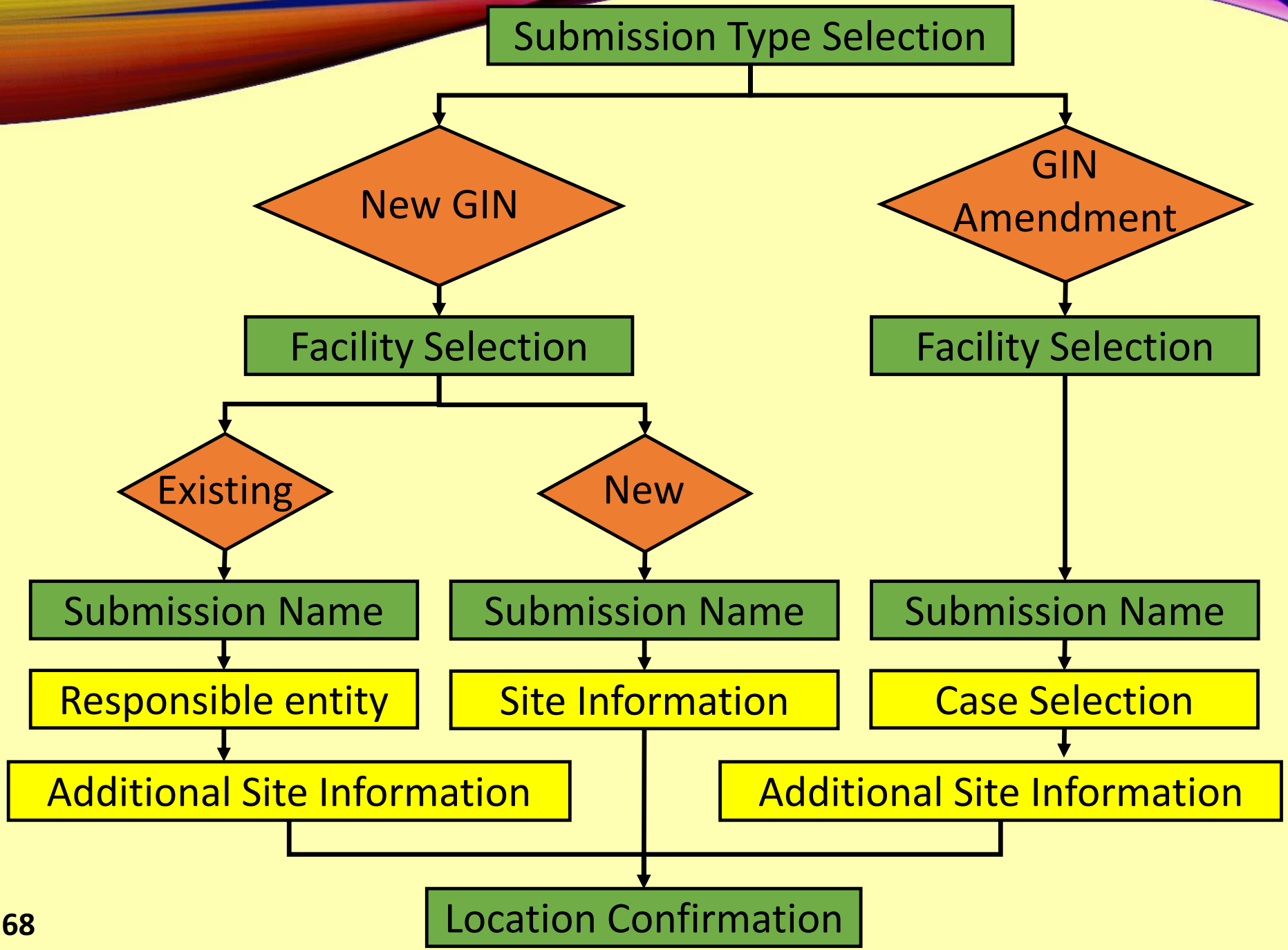
- Read the messages / instructions and click ‘Continue’



GIN Type Selection

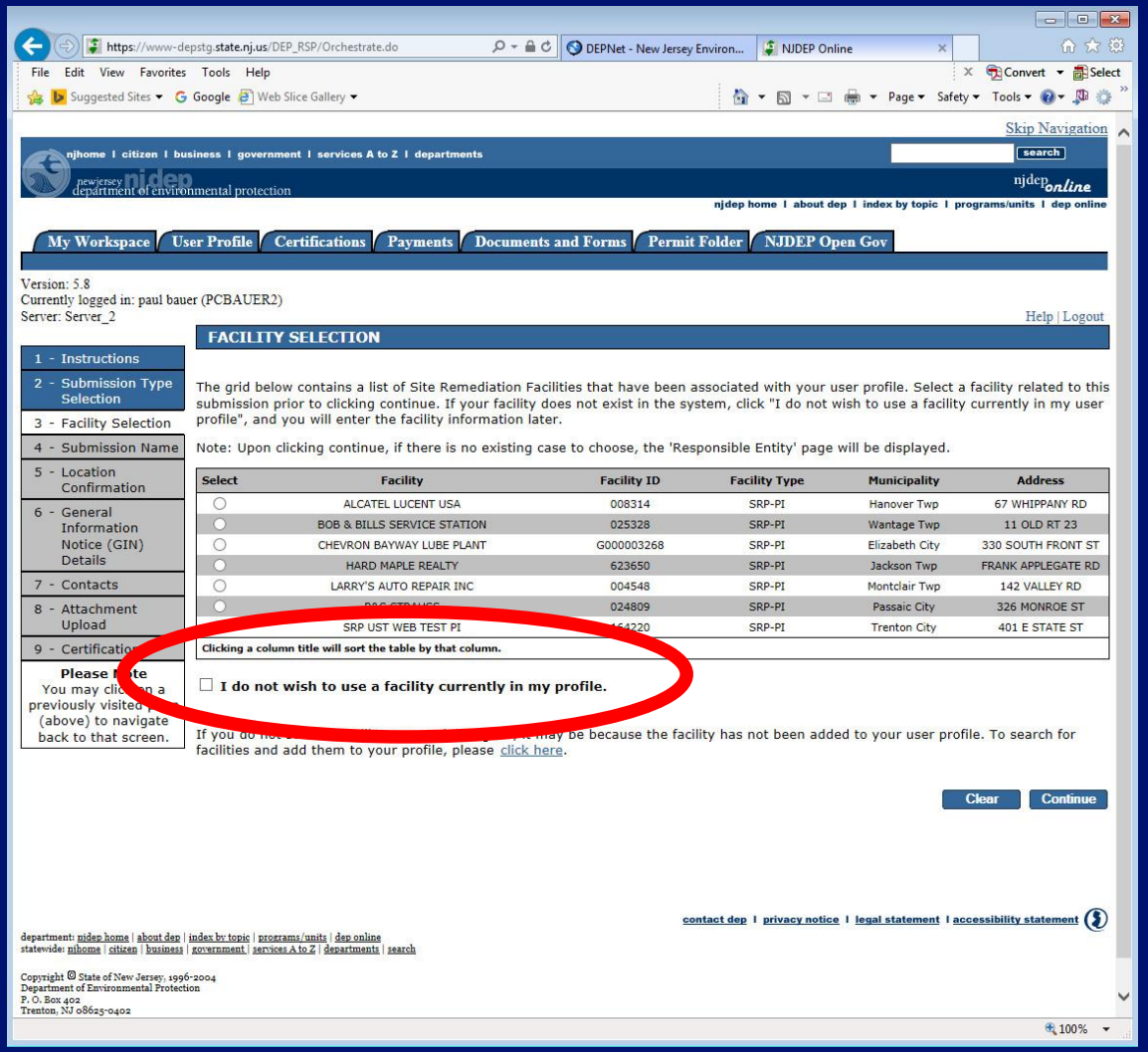
- Choose the submission type:
  - New GIN
  - Amendment to a previously filed GIN
- Click “Continue”




Submission Type Selection
New GIN
GIN Amendment
Facility Selection
Facility Selection
Existing
New
Submission Name
Submission Name
Submission Name
Responsible entity
Site Information
Case Selection
Additional Site Information
Additional Site Information
Location Confirmation

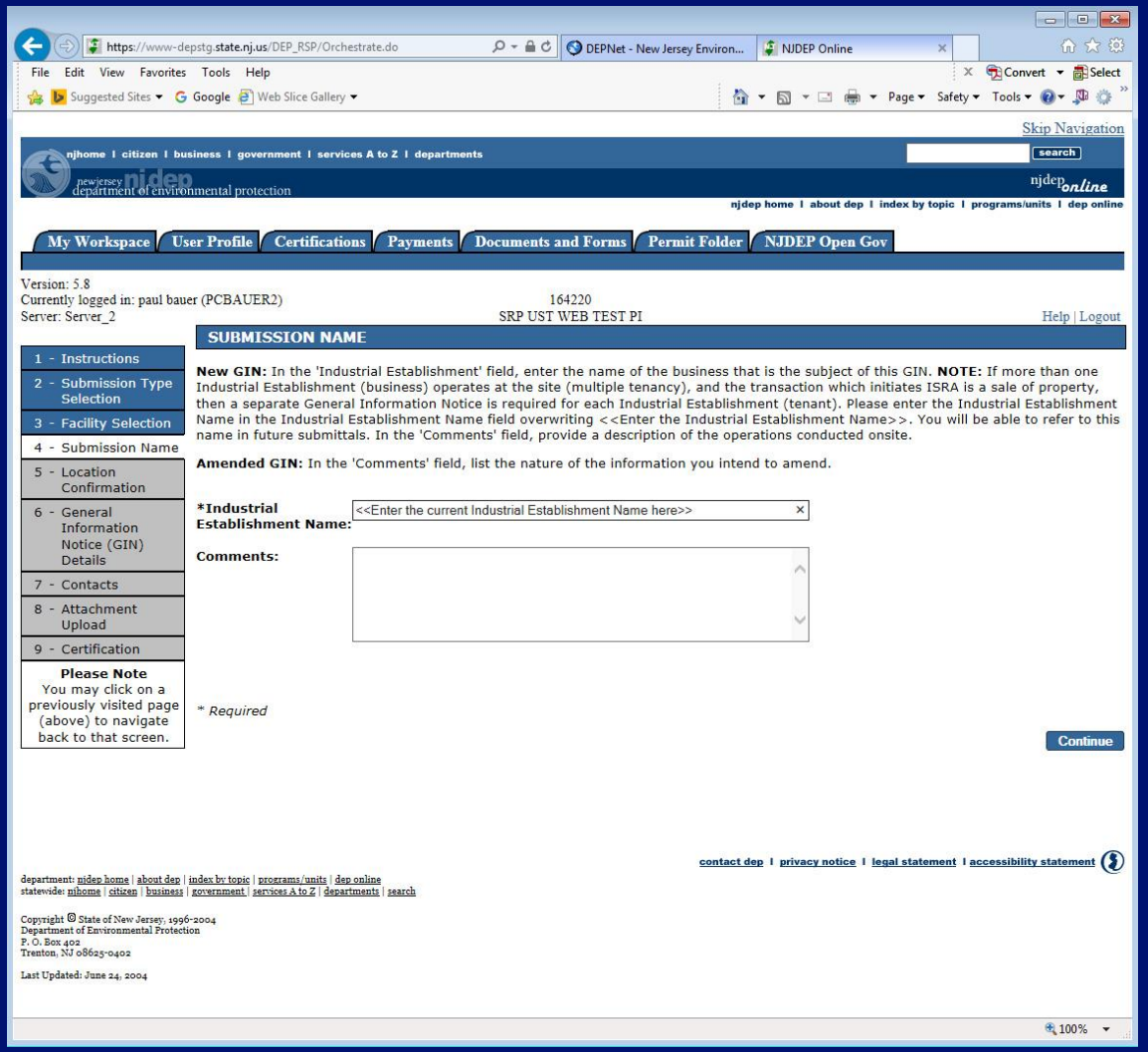
Facility Selection

- Select a facility from the list or, click on the checkbox below the list of facilities that says “I do not wish to use a facility currently in my profile”
- Click “Continue”.



Submission Name

- Enter the name of the Business.
- If you are submitting a GIN Amendment the name will be prepopulated
- Under Comments, describe the reason for this GIN submission
- Click “Continue”

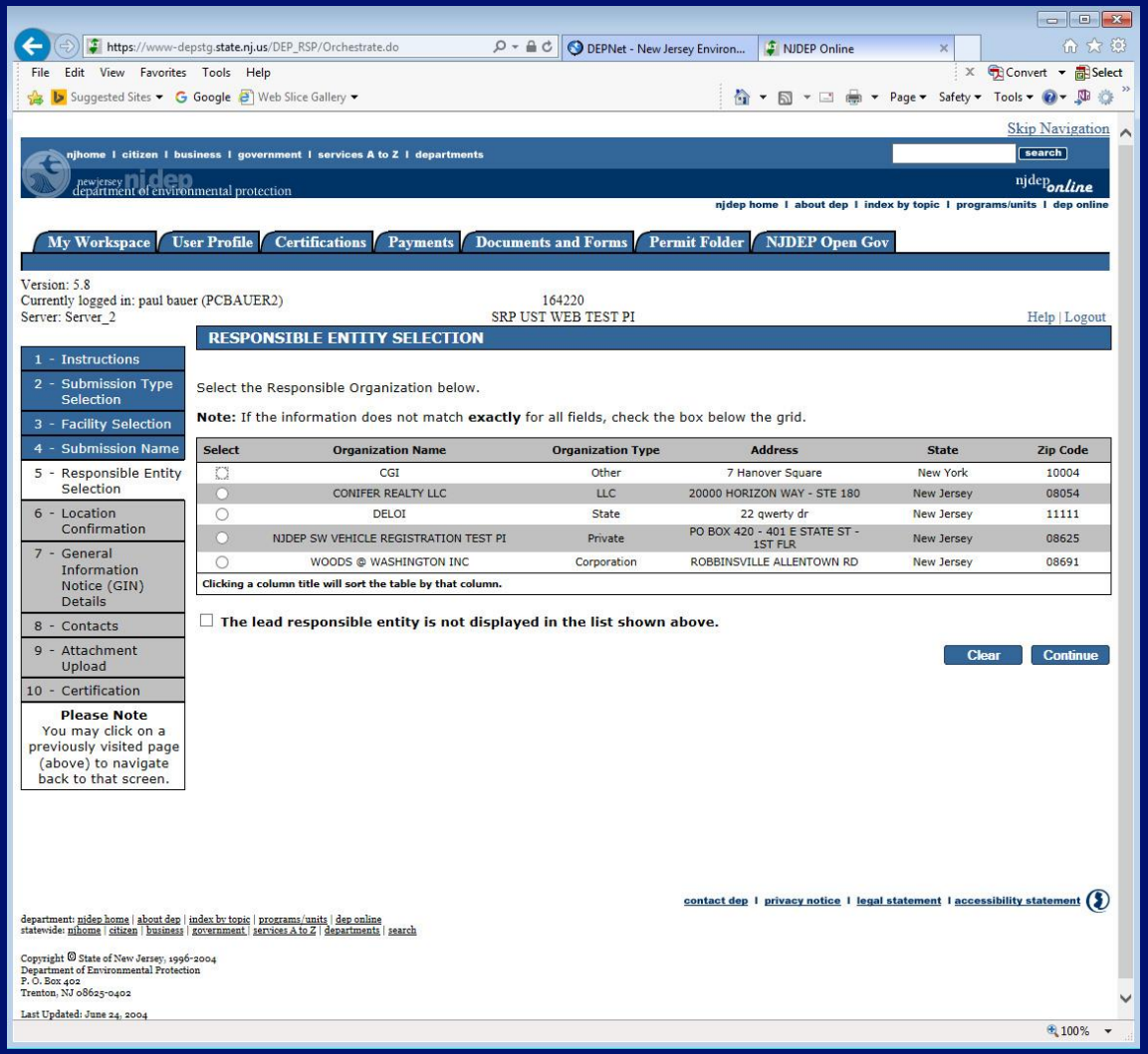


Path 1: New GIN – Select Existing Facility

Responsible Entity

Select a Responsible Entity from the list or click on the checkbox below the list that says “The lead responsible entity is not displayed in the list shown above”

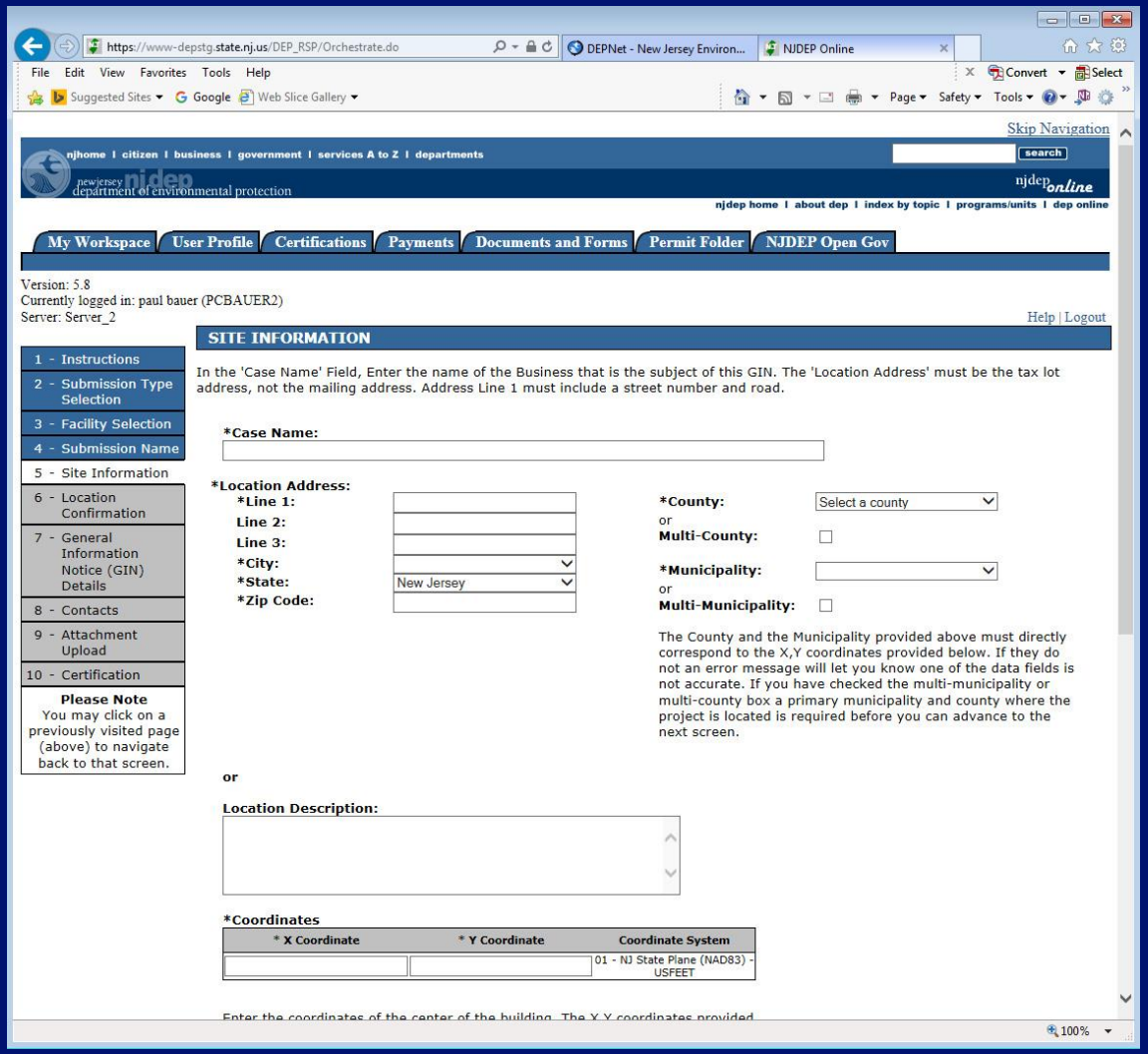
- Click “Continue”



Path 2: New GIN – Add a New Facility

Site Information

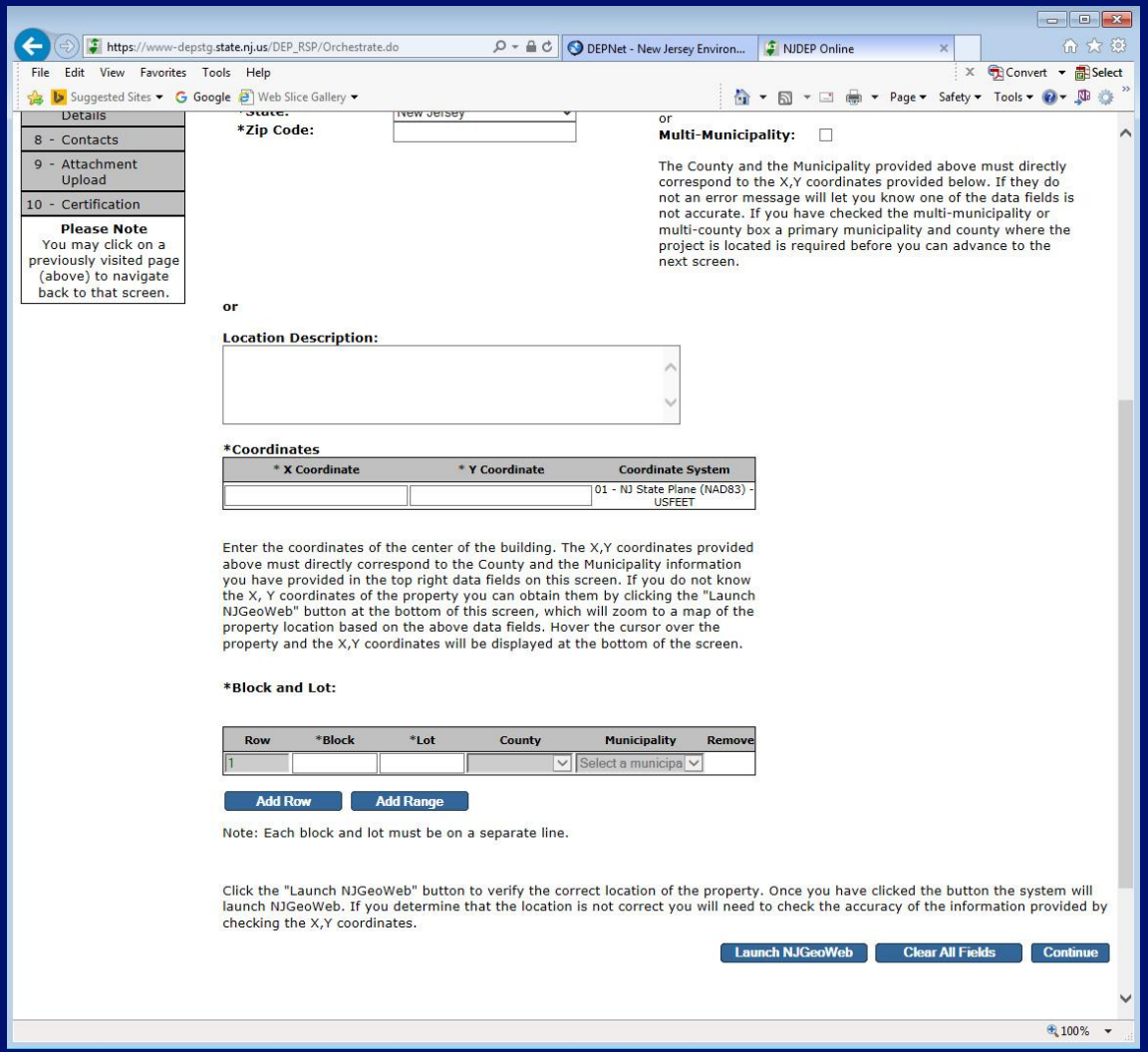
- **Case Name**
  Enter the name of the business that is the subject of this GIN.
- **Location address**
  Provide the physical address.
- **Location Description**
  If there is no address, provide a detailed location description.



Path 2: New GIN – Add a New Facility

Site Information

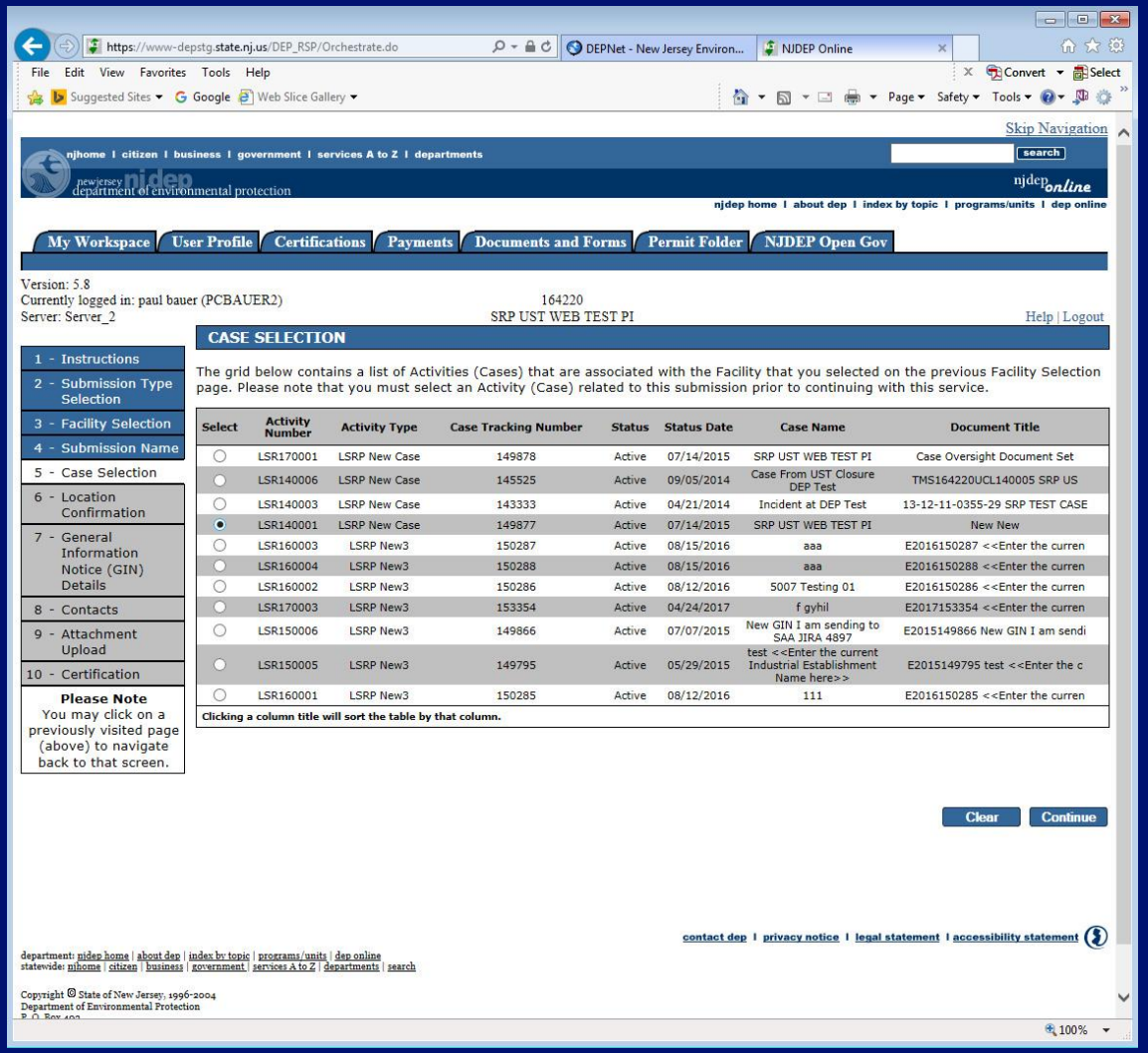
- Enter the X and Y coordinates. To determine the coordinates, click on the "Launch NJGeoWeb" button.
- Enter tax blocks and lots.
- Click "Continue"



Path 3: GIN Amendment

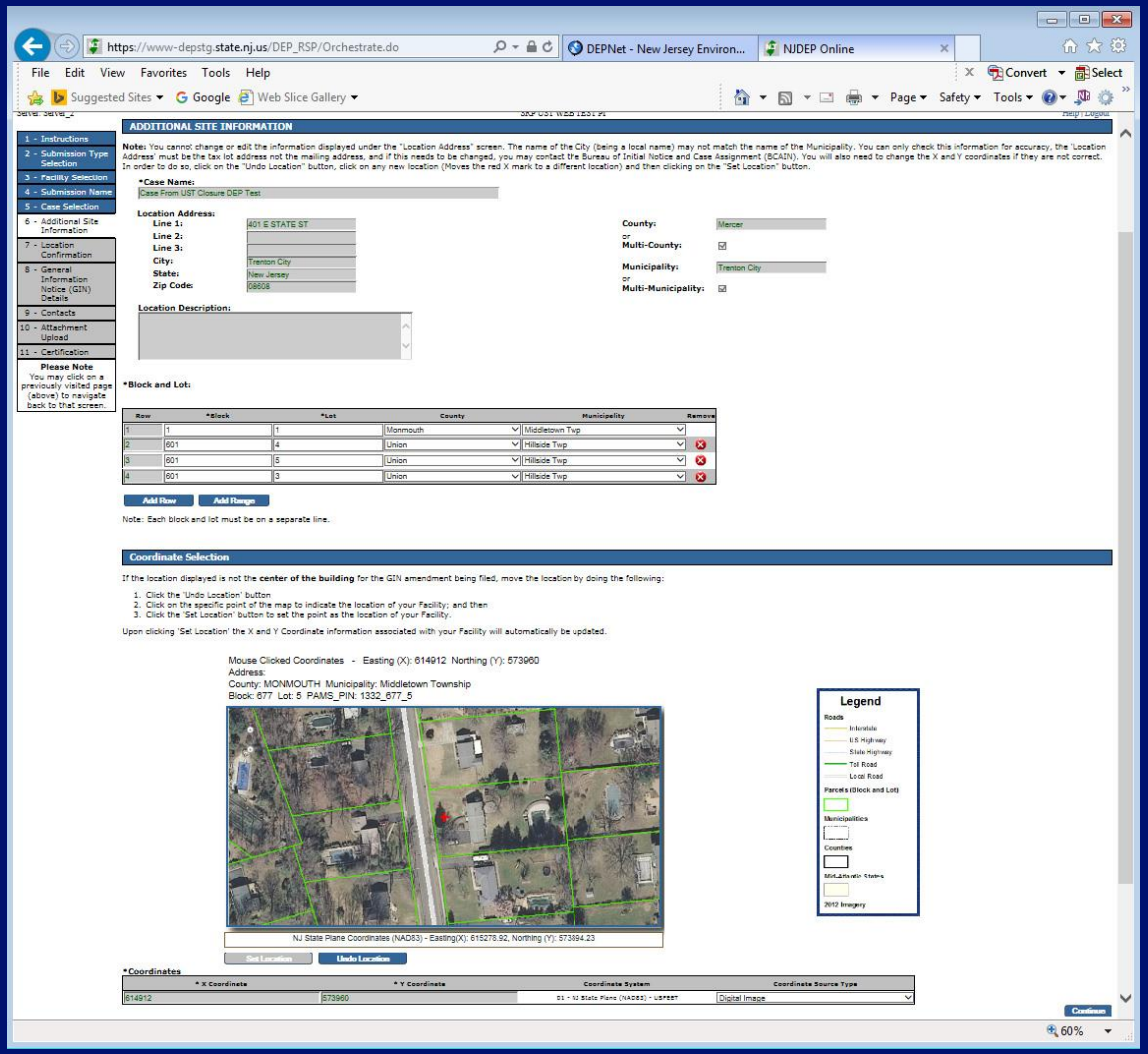
Case Selection

- Select a case from the list
- Click “Continue”



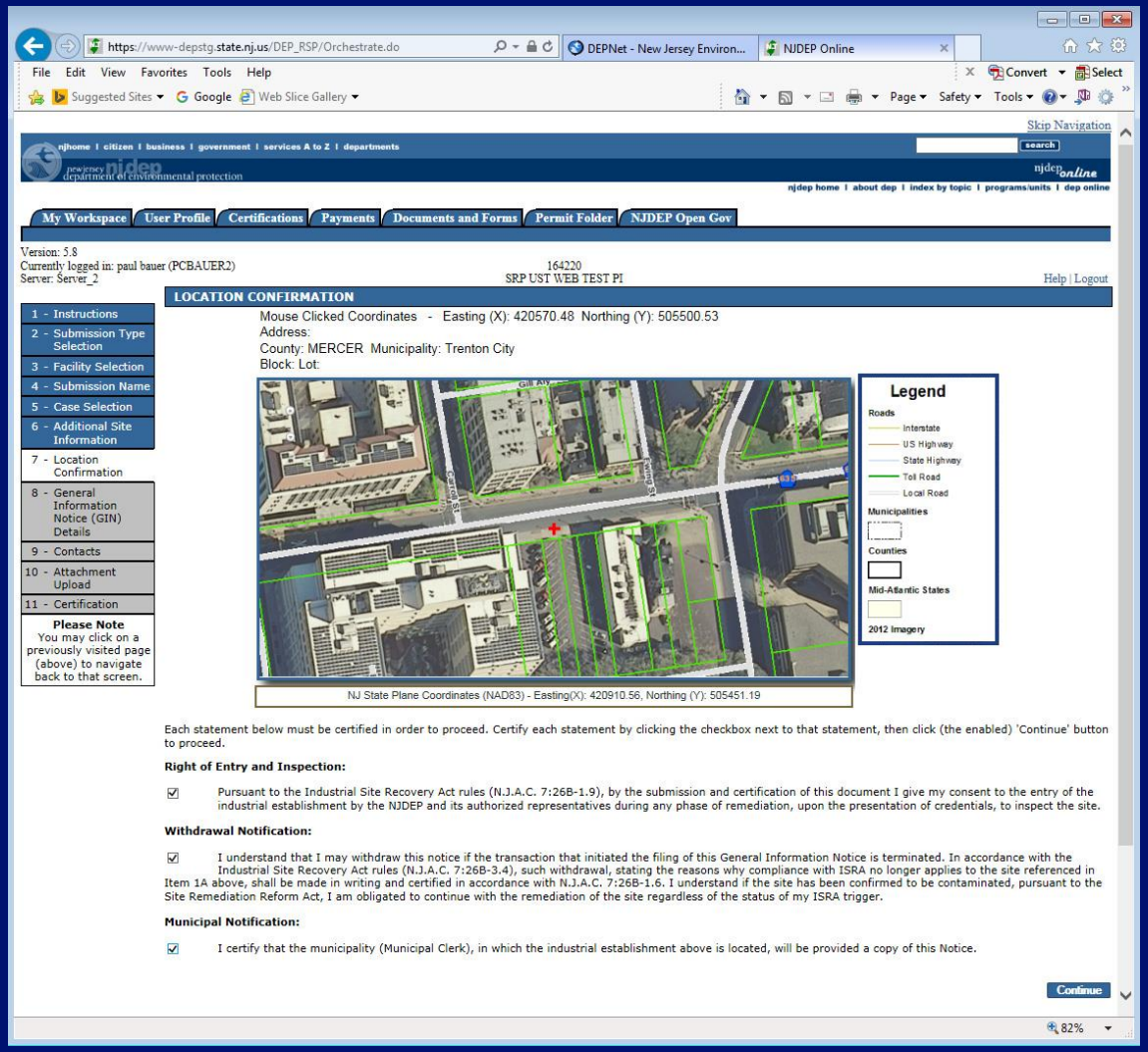
Paths 1&3: Additional Site Information

- Review the Location address information
- Verify Tax Blocks and Lots. You can modify or add, if necessary.
- Verify the location of the Building
- Click “Continue”



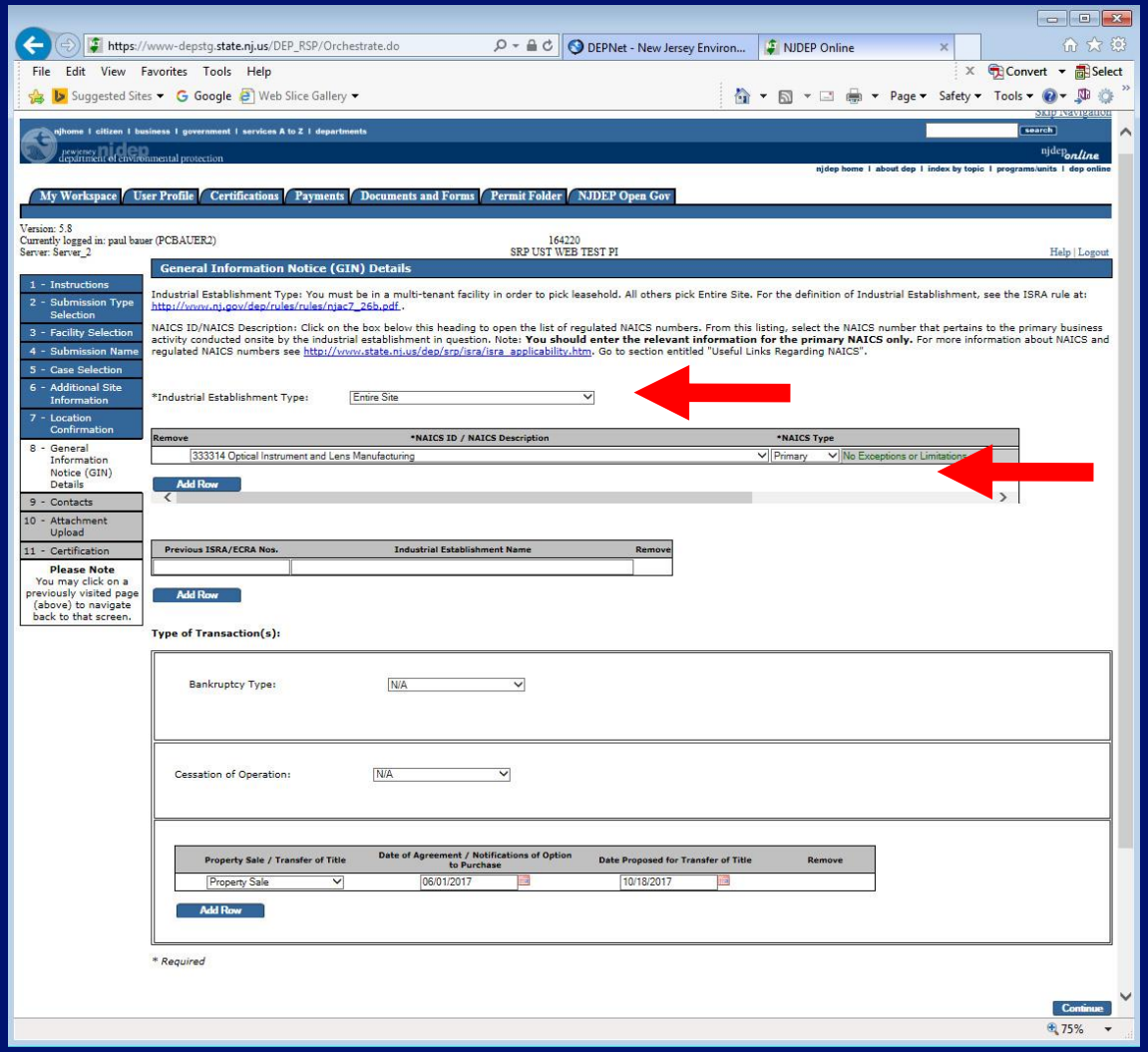
Location Confirmation

- The site location is displayed for verification.
- Certify each statement by clicking the checkbox next to that statement
- Click “Continue”



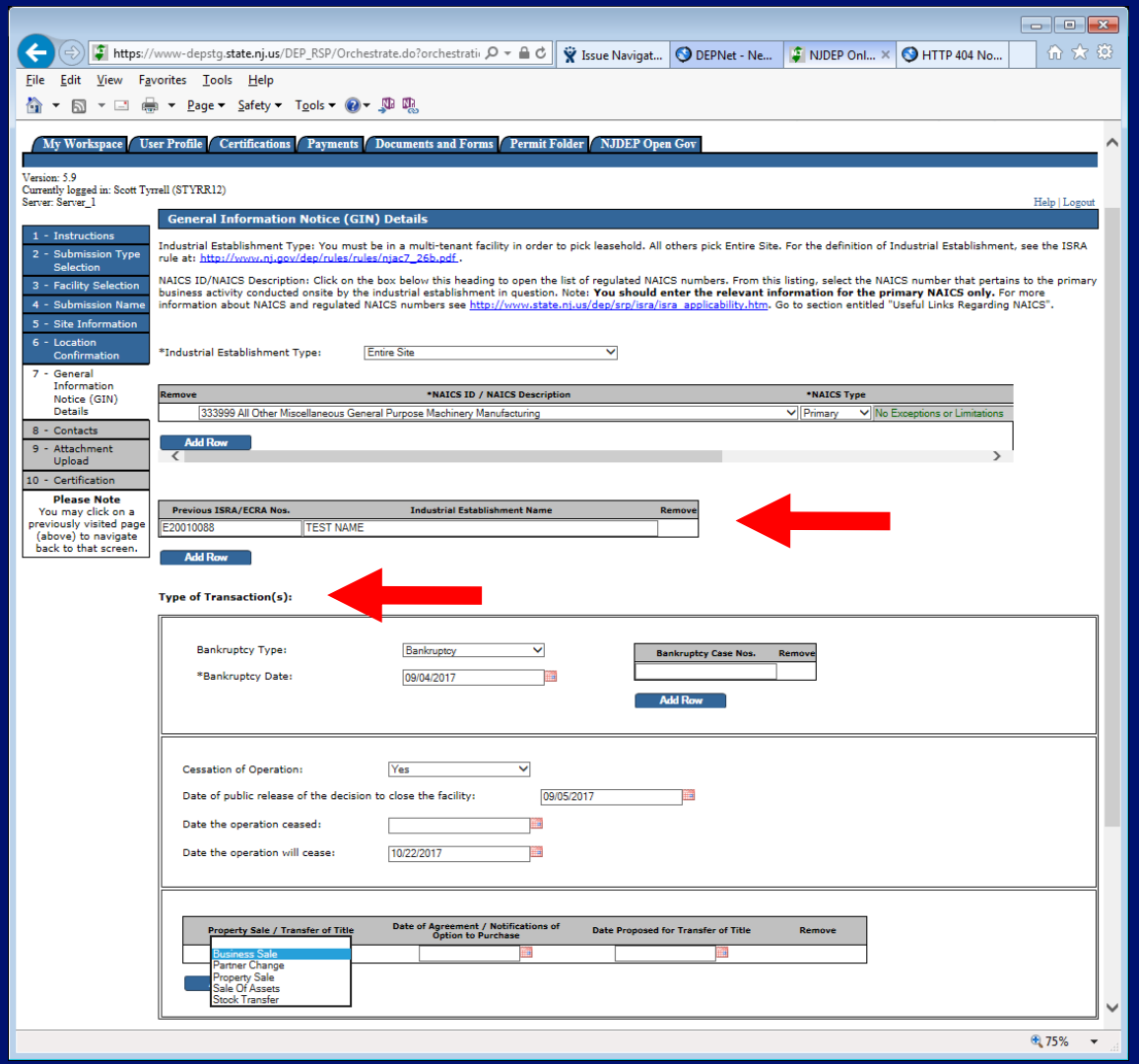
General Information Notice (GIN) Details

- **Industrial Establishment Type** Select entire site or a leasehold portion
- **NAICS ID/NAICS Description and NAICS Type** NAICS codes are listed in Appendix C of the ISRA rules, N.J.A.C. 7:26B



General Information Notice (GIN) Details

- **Previous ISRA/ECRA Numbers and Industrial Establishment Name**
- **Transaction Types**
  Select the transaction type(s) that initiates ISRA review and provide the appropriate dates

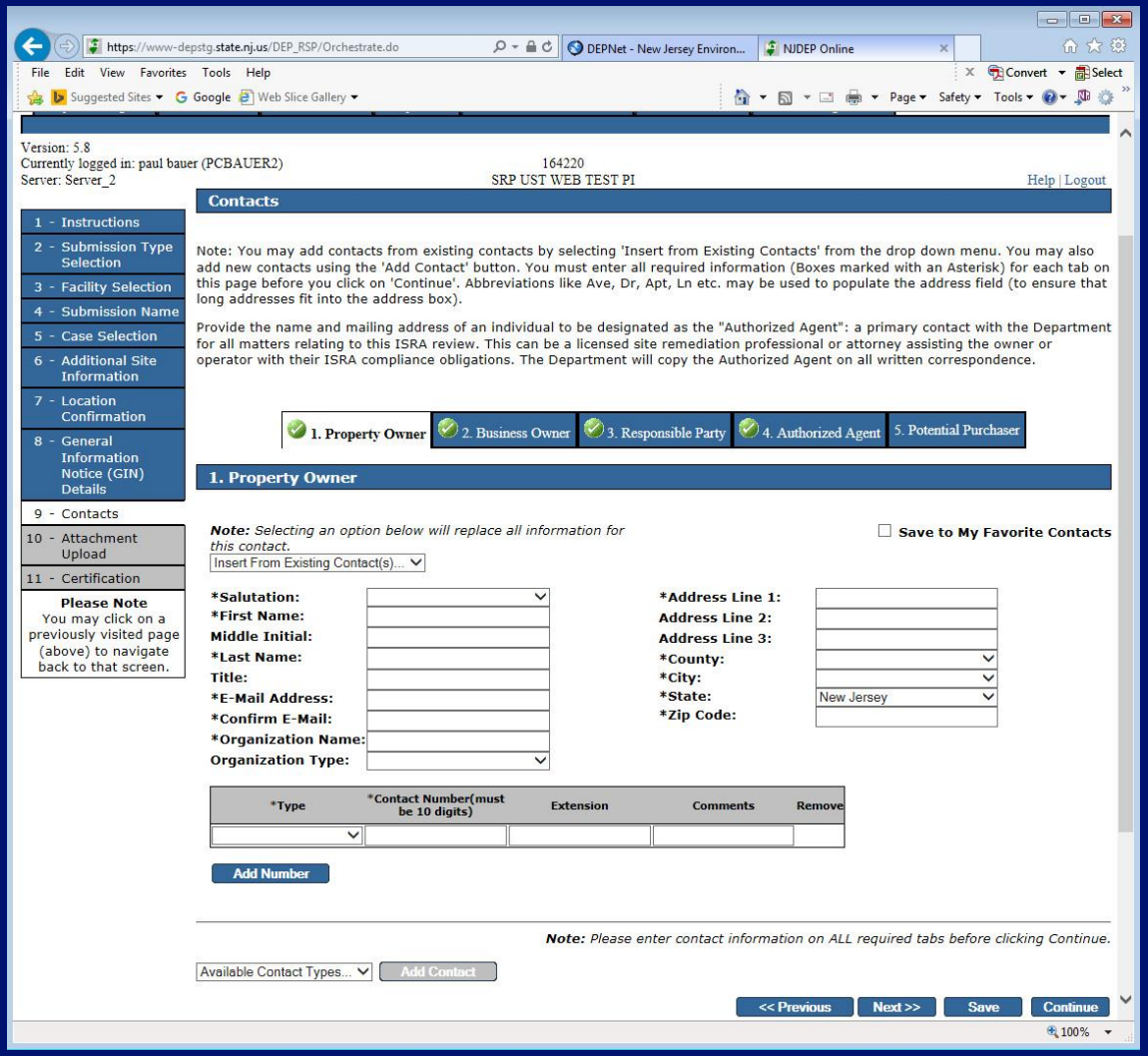


Contacts

Provide contact information for:

- Property Owner
- Business Owner
- Responsible Party
- Authorized Agent
- Potential Purchaser

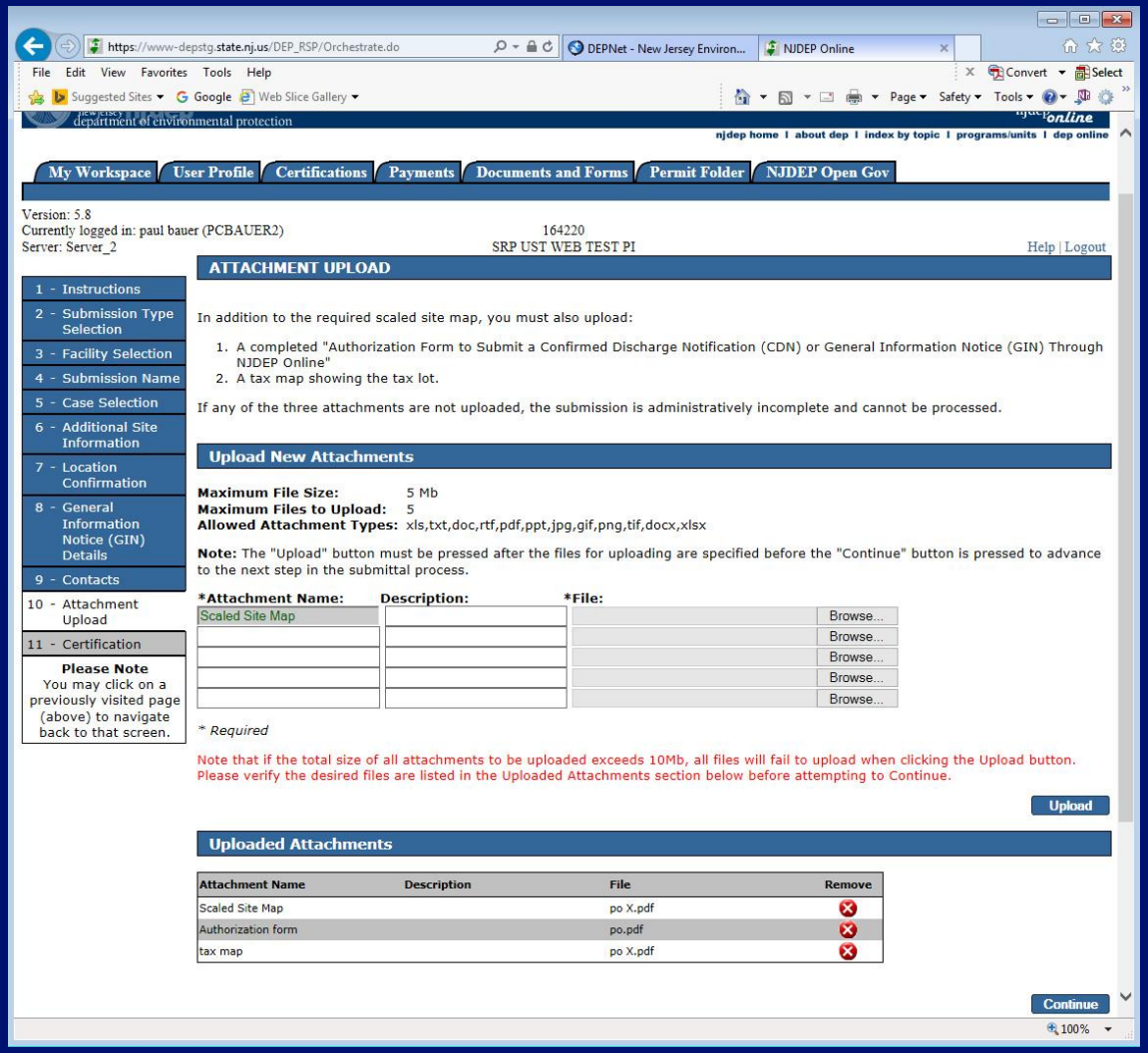
Click “Continue”



Attachment Upload

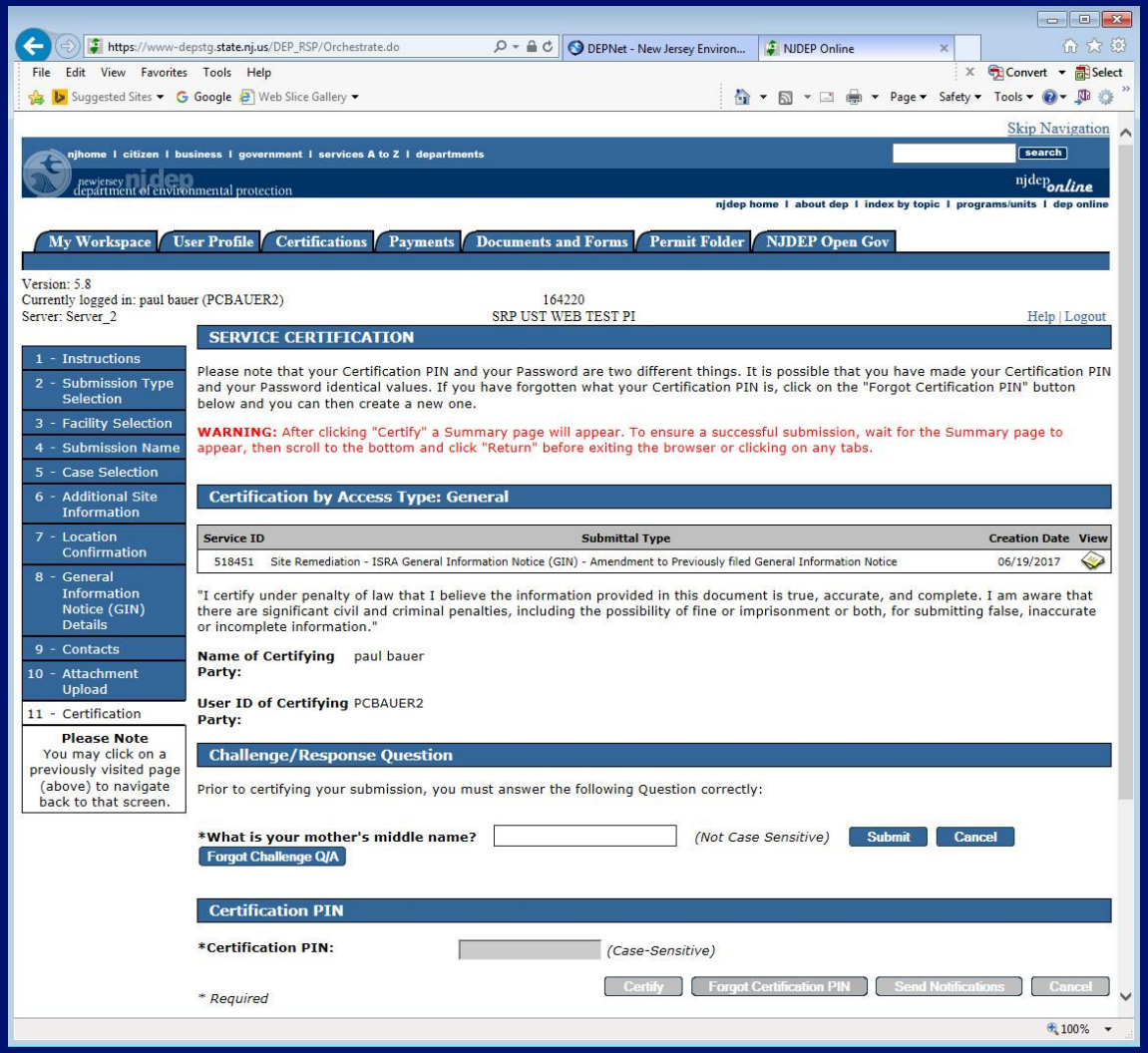
Required Attachments:

- Completed "Authorization Form for CDN or GIN Submissions Through NJDEP Online"
- Scaled site map showing the entire property
- Tax map showing the tax lot



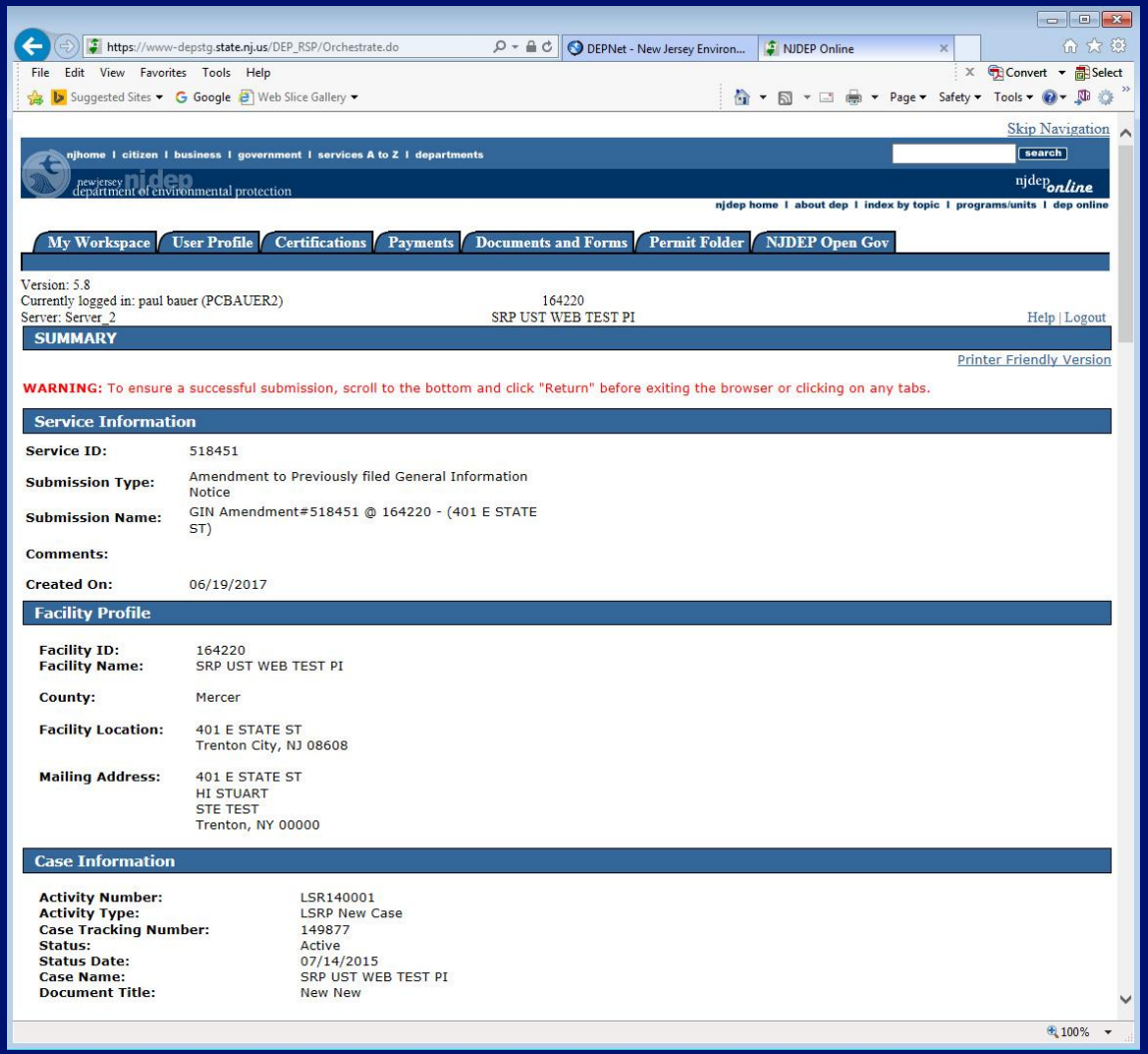
Certification

- Answer Challenge question
- Provide Certification Pin
- Click “Certify”
- After clicking “Certify”, a Summary Page will appear.



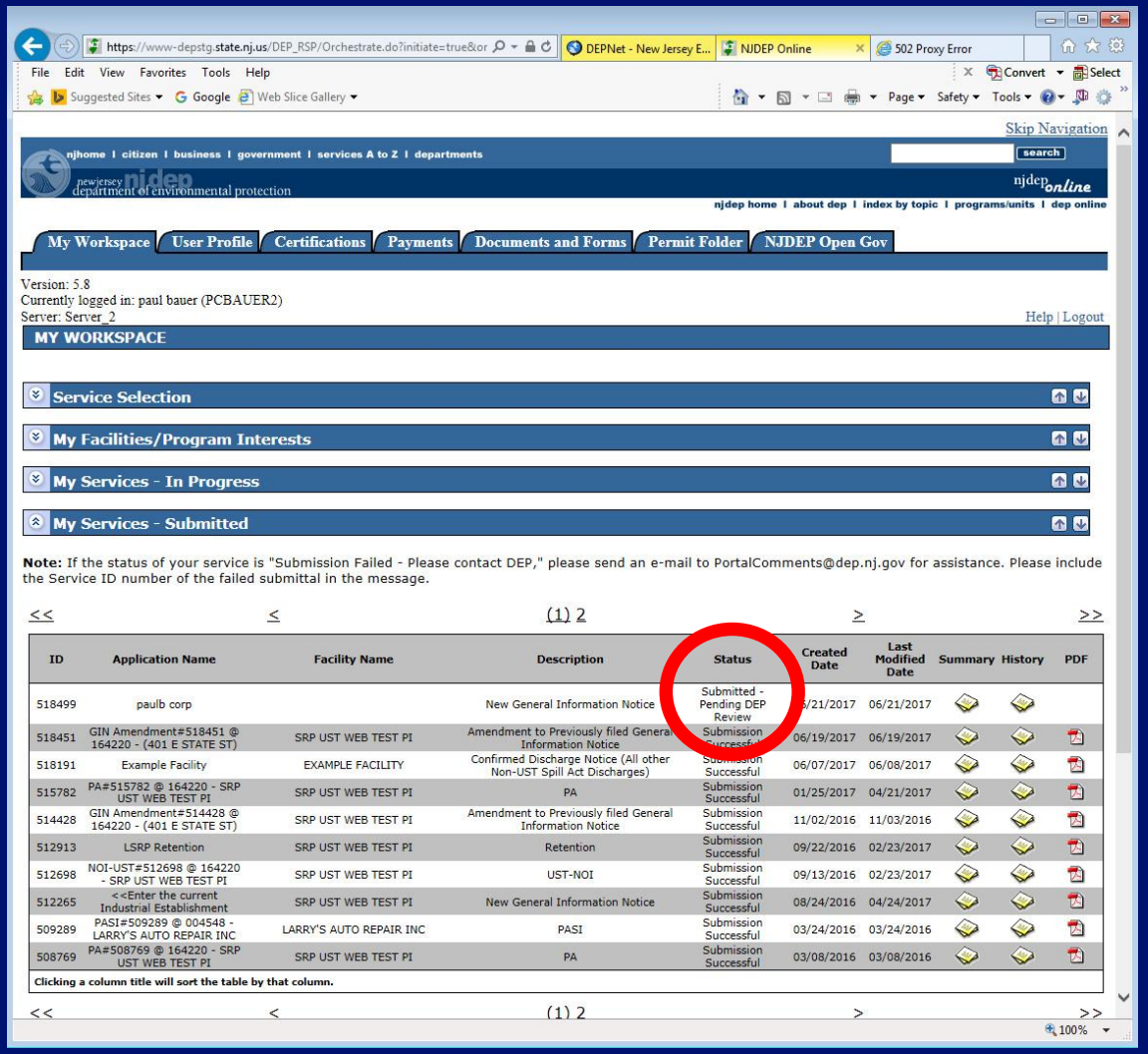
Summary

To ensure a successful submission, wait for the Summary page to appear then scroll to the bottom and click “Return” before exiting browser.



Conclusion

If you added a new facility, or added a responsible party on the contacts page, the status of the submission in 'My Workspace' will be "Submitted – Pending DEP Review".



Conclusion

- During the review, the Department attempts to match the submission to the existing database so Facilities and Responsible Parties are not duplicated.
- Someone from BCAIN may reach out if they have questions.
- Once the submission review has been completed, an Acknowledgement email will go out to the contacts in the Service, and the certifier.

QUESTIONS?