

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

To 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"

The screenshot shows the NJDEP website for the Site Remediation Program. The navigation menu on the left includes: SRP Contacts, About SRP, Forms Library, Guidance Library, Home Heating Oil Cleanups/UHOT, Listserv Archives, Quick References Guide, Rules, **SRP Data** (circled in red), SRP Licensing Board, Training, and - All Other Topics -. Below the menu are buttons for 'Find an LSRP', 'Become an LSRP', and 'Data Miner'. A 'Receive ListServe Messages' section is also present. The main content area features a 'Site Remediation Program' header, a 'What's New!' sidebar with recent updates, and several news items. A 'Data Miner' button is located in the bottom left navigation area.

SRP Data

Site Remediation Program

What's New!

- March 22, 2017 CVP/SRAG Meeting
25 May 2017
- Commingled Plume Tech Guidance Document Posted
24 April 2017
- Commingled Plume Tech Guidance Training - May 16
24 April 2017
- Preliminary Assessment Report, Preliminary Assessment Report/Site Investigation Report, and Site Investigation Report Online Services Now Available
[Listserv announcement]
20 April 2017
- Administrative Guidance for Compliance with Remedial Action Report Timeframes now available
4 April 2017
- Updated Remediation Funding Source information available
24 February 2017
- New Case Inventory Document Worksheet Now Available
[Listserv announcement]
23 February 2017
- Notice Regarding Mandatory Use of Online Portal for the Submission of a Remedial Action Workplan (RAW) or Remedial Action Report

May 2014 Remedial Investigation Deadline

May 2014 Remedial Investigation Extension

May 2014 Remedial Investigation Extension Reminders

The Site Remediation Reform Act set forth sweeping changes to the way in which sites are remediated in New Jersey. SRRA established the affirmative obligation for responsible parties to remediate contaminated sites in a timely manner and created a category of remediation professionals known as Licensed Site Remediation professionals (LSRP). For more information, please see the [Overview of the LSRP Program](#).

May 7, 2012 is the day on which the phase-in period for implementing the [Site Remediation Reform Act, N.J.S.A. 58:10C-1 et seq.](#) (SRRA), and related amendments to the [Brownfield and Contaminated Sites Act](#) (Brownfield Act), the [Spill Compensation and Control Act](#), and the [Industrial Site Recovery Act](#) ended.

As of May 7, 2012, with limited exceptions, all remediations in the state of New Jersey, without regard to when remediation was initiated, are to proceed under the supervision of a Licensed Site Remediation Professional (LSRP), without New Jersey Department of Environmental Protection (Department) approval following the nine requirements set forth at [N.J.S.A. 58:10B-1.3b\(1\) through \(9\)](#).

The goal is to increase the pace of remediation, thus helping to decrease the threat of contamination to public health and safety and of the environment, and to quickly return underutilized properties to productive use.

Key provisions of SRRA and related amendments:

- Establishes the [Site Remediation Professional Licensing Board](#) (Board) and the LSRP program. The Board issues licenses to qualified individuals (LSRPs), who conduct the remediation of sites in New Jersey. Every LSRP is bound by a strict [code of ethics](#), violation of which could result in the assessment of penalties and the suspension or revocation of the LSRP's license.
- Sets forth the [affirmative obligation](#) of every person responsible for conducting

Find an LSRP

Become an LSRP

Data Miner

Receive ListServe Messages. Give us your e-mail address!

subscribe

[NJ State Privacy Notice](#)

DataMiner Reports

To search for an incident number, Click Incidents/Complaints

NJ Home | Services A to Z | Departments/Agencies | FAQs

Governor Chris Christie • Lt. Governor Kim Guadagno

Search All of NJ

newjersey department of environmental protection

Site Remediation Program

SRP Home | DEP Home

SRP Data Resources

SRP Data Resources

- ▶ [CEA Compliance Guidance: Well Search Requirements](#)
- ▶ [Environmental Guidance for Local Construction Code Officials](#)
- ▶ [DEP Environmental Guidance for Licensing of Proposed Day Care Centers](#)
- ▶ [Site Re-Evaluation Report \[pdf 311 Kb\] Posted 15 Aug 2006](#)
- ▶ [KCS-NJ January 7, 2010 Reports](#)
- ▶ [KCS-NJ 2005 GIS Download](#)
- ▶ [NJ GeoWeb Radius Searches of Any Given Location](#)

SRP Data

Categories:

- ▶ Licensed Site Remedial Professional Information
- ▶ Site Search Reports (search by PI Address, by PI Name, or PI Number)
- ▶ Case Tracking Reports
- ▶ General Reports (including Closed Cases, New Cases, and IEC Cases)
- ▶ Sites and Cases (including Municipal Reports)
- ▶ Administrative/Oversight Reports
- ▶ Institutional Controls (including CEAs and Deed Notices)
- ▶ Underground Storage Tanks
- ▶ [Incidents/Complaints](#)

Related Links

- ▶ [DEP OPRA \(Public Records\)](#)
- ▶ [DEP Geographic Information Systems](#)
- ▶ [DEP Electronic Report Finder](#)
- ▶ [NJ State Government Information](#)
- ▶ [US Census American FactFinder](#)
- ▶ [US Data.gov](#)

DataMiner Reports - Incidents

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

Address

▶ 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.

Number

▶ 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.

County & Date

▶ 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

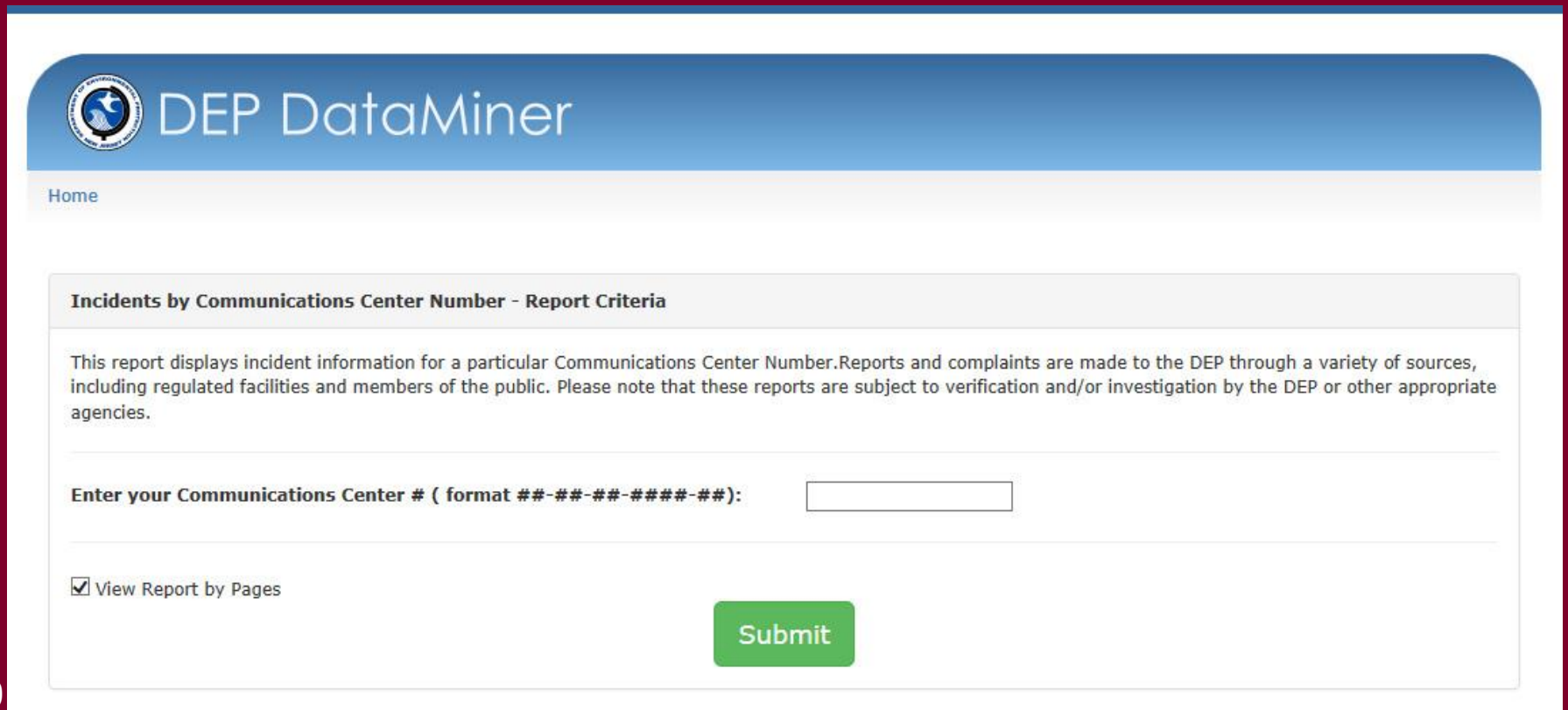
This report displays information about incidents in a particular County and Municipality that were received by the Department within a specified date range. Reports and complaints are made to the DEP through a variety of sources, including regulated facilities and members of the public. Please note that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

DataMiner Reports - Incidents

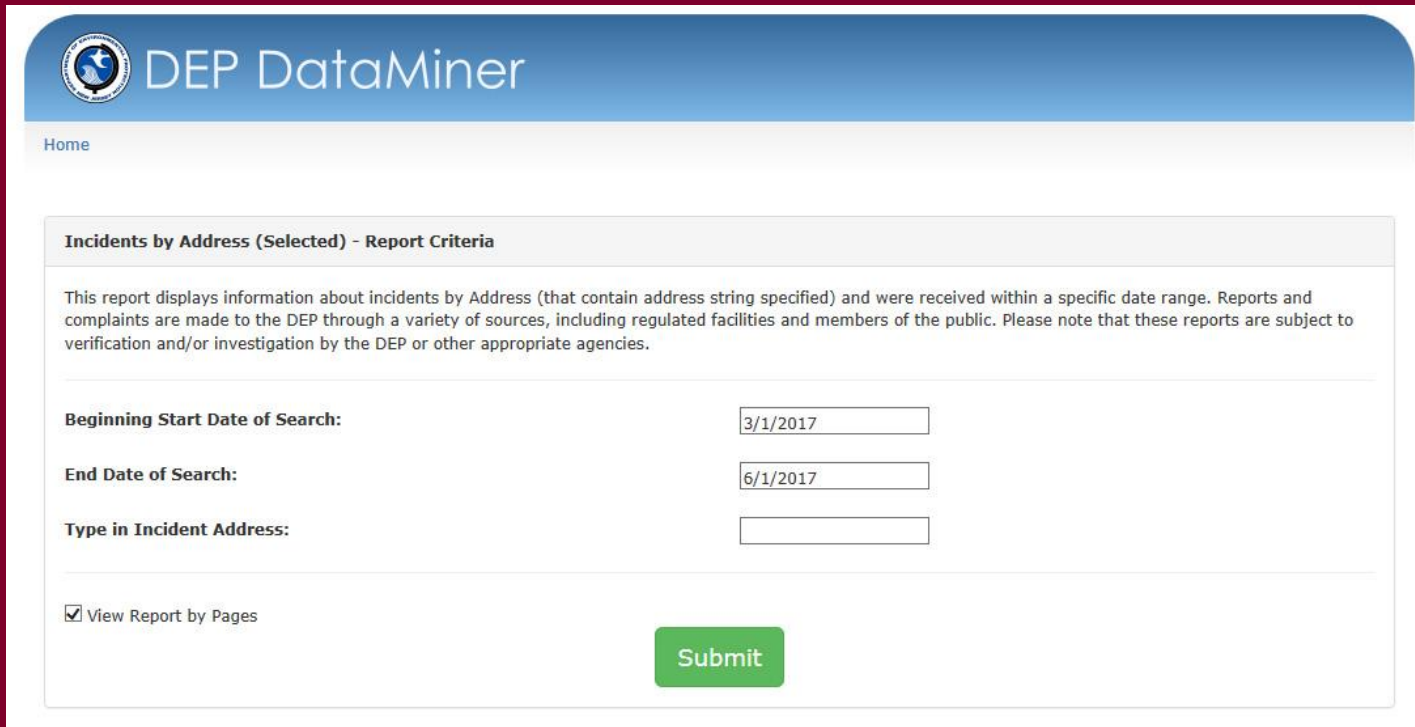
To search by incident number, enter the incident number provided by the hotline.



The screenshot shows the DEP DataMiner web interface. At the top left is the DEP logo, a circular emblem with a globe and the text 'DEPARTMENT OF ENVIRONMENTAL PROTECTION'. To the right of the logo is the text 'DEP DataMiner'. Below this is a 'Home' link. The main content area is titled 'Incidents by Communications Center Number - Report Criteria'. Below the title is a paragraph of text: '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.' Below the text is a form with a label 'Enter your Communications Center # (format ##-##-##-####-##):' and an empty text input field. Below the input field is a checkbox labeled 'View Report by Pages' which is checked. At the bottom right of the form is a green 'Submit' button.

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)



The screenshot shows the DEP DataMiner web interface. At the top left is the DEP logo and the text "DEP DataMiner". Below this is a "Home" link. The main section is titled "Incidents by Address (Selected) - Report Criteria". It contains a paragraph of text explaining the report's purpose. Below the text are three input fields: "Beginning Start Date of Search:" with the value "3/1/2017", "End Date of Search:" with the value "6/1/2017", and "Type in Incident Address:" which is currently empty. At the bottom left, there is a checkbox labeled "View Report by Pages" which is checked. A green "Submit" button is located at the bottom center.

DEP DataMiner

Home

Incidents by Address (Selected) - Report Criteria

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.

Beginning Start Date of Search:

End Date of Search:

Type in Incident Address:

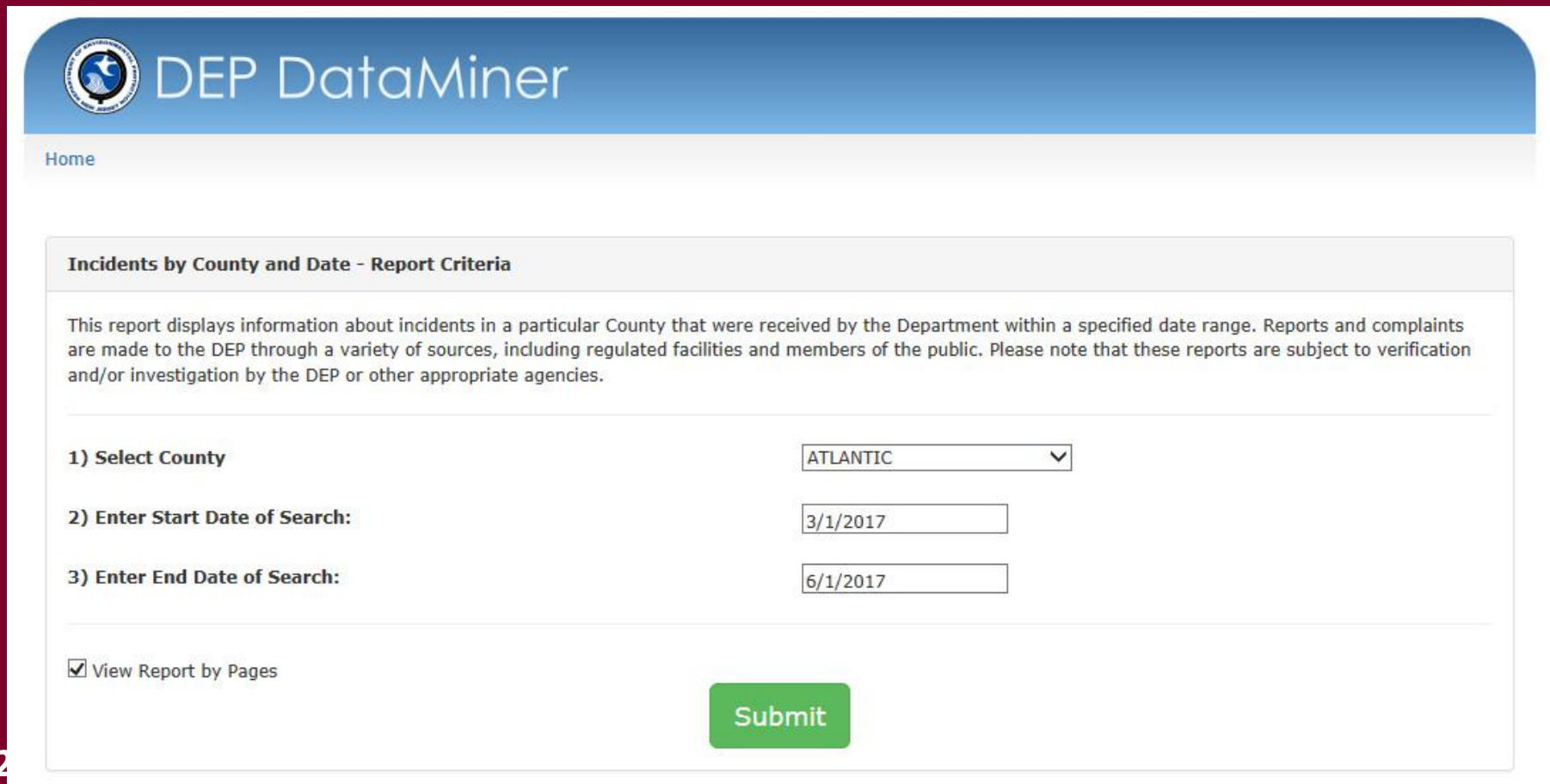
View Report by Pages

Submit



DataMiner Reports - Incidents

To search by County, provide a date range and County



The screenshot shows the DEP DataMiner web application interface. At the top left is the DEP logo, a circular emblem with a globe and the text 'DEPARTMENT OF ENVIRONMENTAL PROTECTION'. To its right is the text 'DEP DataMiner'. Below the logo is a 'Home' link. The main content area is titled 'Incidents by County and Date - Report Criteria'. It contains a paragraph explaining that the report displays information about incidents in a particular County received by the Department within a specified date range. Below this is a form with three main sections: 1) 'Select County' with a dropdown menu showing 'ATLANTIC'; 2) 'Enter Start Date of Search:' with a text input field containing '3/1/2017'; and 3) 'Enter End Date of Search:' with a text input field containing '6/1/2017'. At the bottom left of the form is a checkbox labeled 'View Report by Pages' which is checked. At the bottom center is a green 'Submit' button.

DEP DataMiner

Home

Incidents by County and Date - Report Criteria

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.

1) Select County ATLANTIC

2) Enter Start Date of Search: 3/1/2017

3) Enter End Date of Search: 6/1/2017

View Report by Pages

Submit

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.

DEP DataMiner

Home > Report Criteria

Incidents by Communications Center Number

Export as PDF Excel

1 Page

This Report Pertains to Communications Center # 17-06-06-0835-19 Jun 06, 2017 09:41

NOTE: Incident 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. The information contained in this report will be limited to the date of use by each enforcement program. The programs began using the system for this information as follows: Air - 10/1998; Hazardous Waste - 1/2000; Water - 7/2000; Right To Know - 11/2000; Solid Waste - 7/2001; TCPA - 12/2001; Land Use 12/2001; DPCC - 1/2002; Communication Center/Site Remediation Program - 3/2002 and Pesticides - 4/2002. For complete information prior to these dates, please submit an official OPRA request form to the Department.

Incident ID Number: 641989
County: BERGEN Municipality: BERGENFIELD BORO
Incident Description: SPILL FROM MVA. CLEAN UP PENDING.
Incident Program: Communication Center
Incident Type: Motor Vehicle Accidents
Follow-up Status: Empty
Program Interest Number:
Most Recent Compliance Evaluation: Most Recent Enforcement Action:

Linked Incidents	Linked Incident Program	Linked Incident Type	Linked Incident Followup Status

Page 1 of 1

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.

DEP DataMiner

Home > Report Criteria

Incidents by Communications Center Number

Export as PDF Excel

1 2 >

2 Pages Available

This Report Pertains to Communications Center # 17-06-02-0916-56 Jun 06, 2017 09:43

NOTE: Incident 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. The information contained in this report will be limited to the date of use by each enforcement program. The programs began using the system for this information as follows: Air - 10/1998; Hazardous Waste - 1/2000; Water - 7/2000; Right To Know - 11/2000; Solid Waste - 7/2001; TCEA - 12/2001; Land Use 12/2001; DPCC - 1/2002; Communication Center/Site Remediation Program - 3/2002 and Pesticides - 4/2002. For complete information prior to these dates, please submit an official OPRA request form to the Department.

Incident ID Number: 641614
County: MIDDLESEX Municipality: SAYREVILLE BORO
Incident Description: CALLER REPORTED THAT PAH WAS FOUND DURING REMEDIATION FOR HISTORIC SOIL CONTAMINATION SITE.
Incident Program: Communication Center
Incident Type: Soil Contamination
Follow-up Status: Pending-LSRP

Linked Incidents	Linked Incident Program	Linked Incident Type	Linked Incident Followup Status
641910	Site Remediation	Soil Contamination	Pending-LSRP

Not this one...

Page 1 of 2

DataMiner Reports - Incidents

Incident Report Results

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

DEP DataMiner

Home > Report Criteria

Incidents by Communications Center Number

Export as PDF Excel

Page 2

Incident ID Number: 641910
County: MIDDLESEX Municipality: SAYREVILLE BORO
Incident Description: CALLER REPORTED THAT PAH WAS FOUND DURING REMEDIATION FOR HISTORIC SOIL CONTAMINATION SITE.
Incident Program: Site Remediation
Incident Type: Soil Contamination
Follow-up Status: Pending-LSRP

Linked Incidents	Linked Incident Program	Linked Incident Type	Linked Incident Followup Status
641614	Communications Center	Soil Contamination	

This one says “Pending LSRP”!

Page 2 of 2

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”

NJ Home | Services A to Z | Departments/Agencies | FAQs

Search All of NJ

newjersey department of environmental protection

Site Remediation Program

SRP Home | DEP Home

SRP Data Resources

SRP Data Resources

- ▶ [CEA Compliance Guidance: Well Search Requirements](#)
- ▶ [Environmental Guidance for Local Construction Code Officials](#)
- ▶ [DEP Environmental Guidance for Licensing of Proposed Day Care Centers](#)
- ▶ [Site Re-Evaluation Report](#) [pdf 311 Kb] Posted 15 Aug 2006
- ▶ [KCS-NJ January 7, 2010 Reports](#)
- ▶ [KCS-NJ 2005 GIS Download](#)
- ▶ [NJ GeoWeb Radius Searches of Any Given Location](#)

SRP Data

- ▶ [Site Remediation Data Miner Reports](#)

Categories:

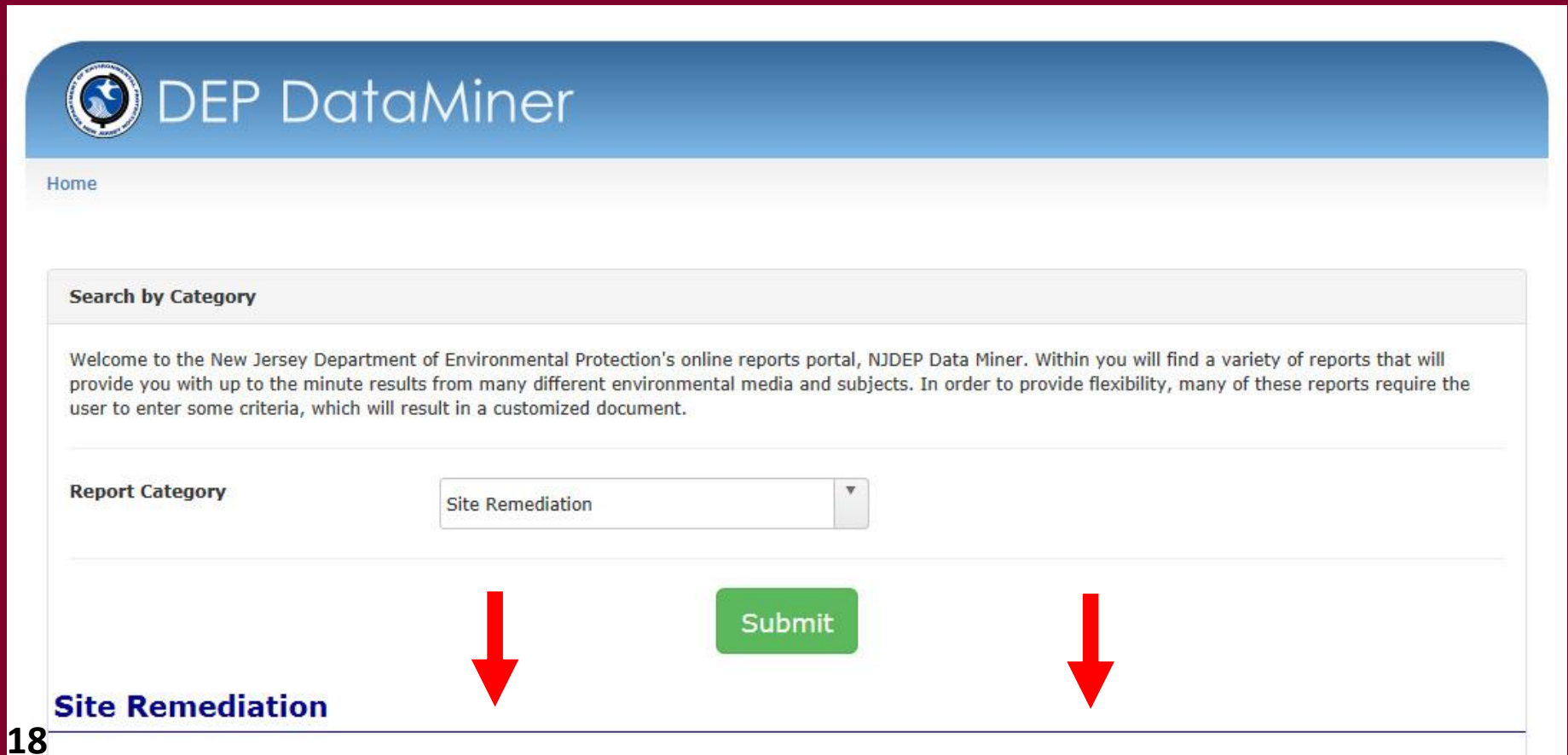
- ▶ Licensed Site Remedial Professional Information
- ▶ Site Search Reports (search by PI Address, by PI Name, or PI Number)
- ▶ Case Tracking Reports
- ▶ General Reports (including Closed Cases, New Cases, and IEC Cases)
- ▶ Sites and Cases (including Municipal Reports)
- ▶ Administrative/Oversight Reports
- ▶ Institutional Controls (including CEAs and Deed Notices)
- ▶ Underground Storage Tanks
- ▶ [Incidents/Complaints](#)

Related Links

- ▶ DEP OPRA (Public Records)
- ▶ DEP Geographic Information Systems
- ▶ DEP Electronic Report Finder
- ▶ NJ State Government Information
- ▶ US Census American FactFinder
- ▶ US Data.gov

DataMiner Reports - Facilities

Scroll Down To “SITE SEARCH REPORT (3)”



DEP DataMiner

Home

Search by Category

Welcome to the New Jersey Department of Environmental Protection's online reports portal, NJDEP Data Miner. Within you will find a variety of reports that will provide you with up to the minute results from many different environmental media and subjects. In order to provide flexibility, many of these reports require the user to enter some criteria, which will result in a customized document.

Report Category

Submit

Site Remediation

18

DataMiner Reports - Facilities

Select “All SRP Sites by Selected PI Address”

SITE SEARCH REPORTS (3)

[▶ All SRP Sites by Selected PI Address](#)

This report enables the requestor to retrieve a list of all the active SRWM sites, where the actual PI Address or part of the address is entered into the "prompt field" by the requestor. Once this is done, additional information can be retrieved via a link to our "Site Detail" report. The "Site Detail" report includes information on Document Type, Document Status and Document Title plus links to many other reports that contain an abundance of pertinent information.

[▶ All SRP Sites by Selected PI Name](#)

This report enables the requestor to retrieve a list of all the active SRWM sites, where the actual PI Name or part of the name is entered into the "prompt field" by the requestor. Once this is done, additional information can be retrieved via a link to our "Site Detail" report. The "Site Detail" report includes information on Document Type, Document Status and Document Title plus links to many other reports that contain an abundance of pertinent information.

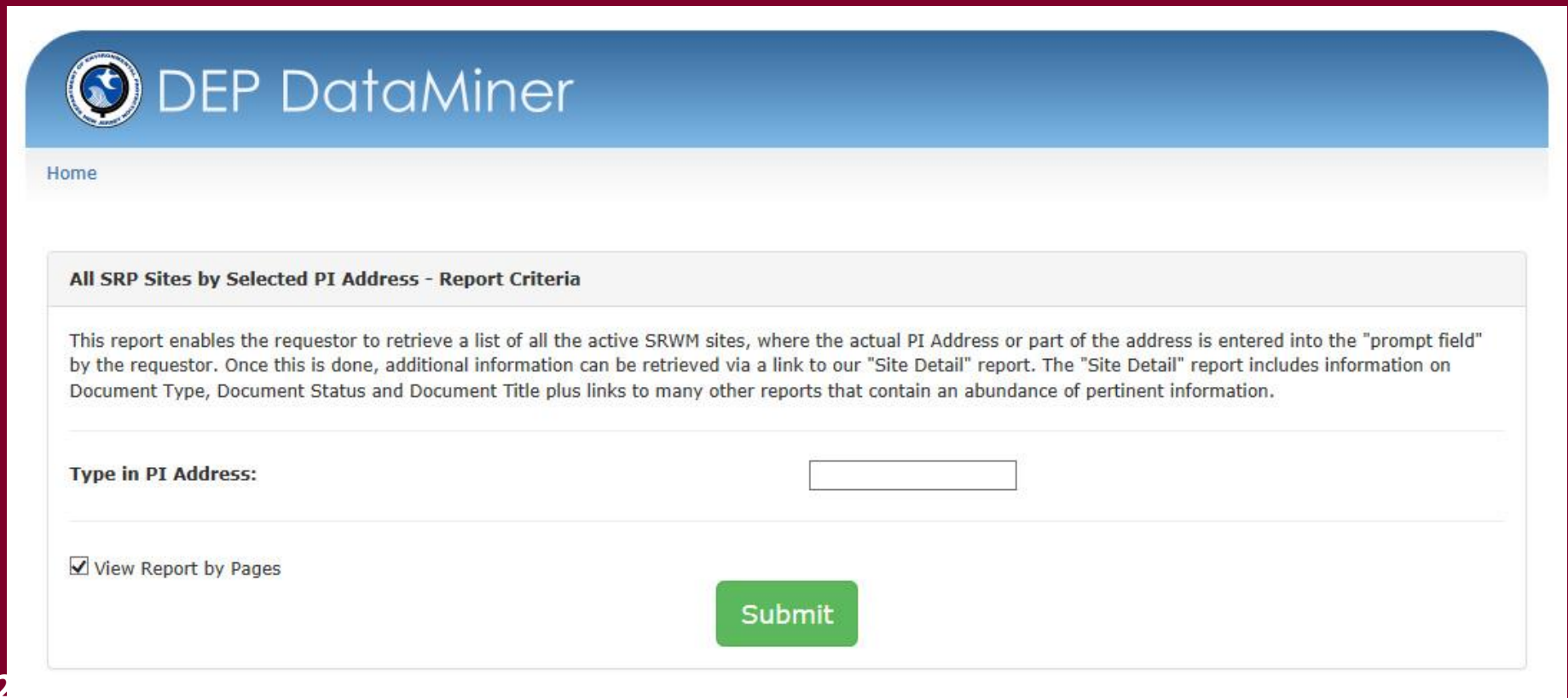
[▶ All SRP Sites by Selected PI Number](#)

This report enables the requestor to retrieve the active SRWM site that corresponds to the PI Number that is entered into the "prompt field" by the requestor. Once this is done, additional information can be retrieved via a link to our "Site Detail" report. The "Site Detail" report includes information on Document Type, Document Status and Document Title plus links to many other reports that contain an abundance of pertinent information.



DataMiner Reports - Facilities

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



The screenshot displays the DEP DataMiner web interface. At the top left is the DEP logo, followed by the text 'DEP DataMiner'. Below this is a 'Home' link. The main content area is titled 'All SRP Sites by Selected PI Address - Report Criteria'. A descriptive paragraph explains that the report allows users to retrieve a list of active SRWM sites based on a partial PI address. Below the text is a form with a label 'Type in PI Address:' and an empty text input field. At the bottom left of the form is a checked checkbox labeled 'View Report by Pages'. A green 'Submit' button is located at the bottom center of the form.

DEP DataMiner

Home

All SRP Sites by Selected PI Address - Report Criteria

This report enables the requestor to retrieve a list of all the active SRWM sites, where the actual PI Address or part of the address is entered into the "prompt field" by the requestor. Once this is done, additional information can be retrieved via a link to our "Site Detail" report. The "Site Detail" report includes information on Document Type, Document Status and Document Title plus links to many other reports that contain an abundance of pertinent information.

Type in PI Address:

View Report by Pages

Submit

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.

The screenshot shows the DEP DataMiner interface. At the top left is the DEP logo and the text 'DEP DataMiner'. Below this is a breadcrumb trail: 'Home > Report Criteria'. The main heading is 'All SRP Sites by Selected PI Address'. To the right of this heading are two buttons: 'Export as PDF' and 'Excel'. Below the heading is a blue box containing the number '1'. The report title 'SRP Site by Address' is displayed in red text, with the run date 'Run Date: 08/08/17 11:09 am' below it. The report content is a table with the caption 'PI's with Addresses that include -- 123 main'. The table has 8 columns: PI Number, Program, County, Municipality, PI Name, Location, Site ID, and Site Activity Information. There are two rows of data.

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

Governor Chris Christie • Lt. Governor Kim Guadagno
NJ Home | Services A to Z | Departments/Agencies | FAQs
Search All of NJ

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEP Home | About DEP | Index by Topic | Programs/Units | DEP Online

njdeponline your portal to e-government services

Welcome to New Jersey Department of Environmental Protection's Online Business Portal

The NJDEP Online system can be accessed via the myNewJersey Portal at <http://www.nj.gov> or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

NJDEP Online offers 2 different types of services, Non-registered and Registered:

- 1 Non-registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
 - [Pay a Paper Invoice](#) (Certain invoice types are not available for online payment)
 - [Documents and Forms](#)
 - [Pay for a License](#)
 - [Pesticide Product Registration](#)
 - [Saltwater Angler Registration](#)
 - [Request a Waiver](#)
 - [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 10 or fewer vehicles)
- 2 Registered Services** require users to create a NJDEP Online and myNewJersey account:
 - [View Registered Services](#) (You must be logged in to use these services)

Click here →

Already a Registered User?

[Login to NJDEP Online](#)

Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.

[Forgot your password?](#)

New User?

Please read the following instructions carefully before continuing:
[Registration Instructions](#)
(PDF - 1.27MB)

[Request Access to NJDEP Online](#)

For use with Internet Explorer 11, Mozilla Firefox 34 or later or Google Chrome 33 or later.

For optimal performance, it is advised to maintain only one browser window or tab when using NJDEP Online.

What's New

IMPORTANT:

Please note there is an additional fee when paying by credit card (1.9% of the amount being charged + \$1.00). There is no additional fee for paying by e-check.



Setup a NJDEP Online Account

Version: 5.7 [Help](#) | [Login](#)

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online

Please provide the following information to begin setting up your NJDEP Online account

*Contact Name:

*Organization Name:

*E-Mail Address:

*Confirm E-Mail:

← Provide information

Click the “Request” button →



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”

https://my.state.nj.us/signup/SignupLinked?oid=f6W7I9t93gwyCZcWjHht4z

Step 2: Link NJDEP Online to your myNewJersey account

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is and my password is

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password

Retype your password

Question you want us to ask

Your answer

First name

Email address

Last name

Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

C. I already have a myNewJersey account but I can't remember what it is.

Please use the [Contact Form](#) to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at Step 1.

More information:

What is myNewJersey? It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, permits, payments, and other information. If you're an employee, you can get pension and payroll information, and for many departments, access your email and other resources when you're not in the office.

How does myNewJersey help me? It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having to log in again.

Why do I need myNewJersey to use NJDEP Online? NJDEP Online is the service that lets you work with your permits. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.

Do I have to do this each time? No, you only have to request access to NJDEP Online once, and you only have to link it to your myNewJersey account once. Each time you need to use NJDEP Online in the future, just use your myNewJersey ID and password to log in and you'll be taken to your NJDEP Online information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.

Setup a NJDEP Online Account

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

Version: 5.7
Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account. [Help](#) | [Back to MyNJ](#)

CONTACT INFORMATION

• This account setup process is for the new NJDEP Online. Please ensure that you complete the setup before closing your browser.

* First Name:	<input type="text" value="paul"/>	* Address Line 1:	<input type="text"/>
Middle Initial:	<input type="text"/>	Address Line 2:	<input type="text"/>
* Last Name:	<input type="text" value="bauer"/>	Address Line 3:	<input type="text"/>
Title:	<input type="text"/>	* City:	<input type="text" value="New Jersey"/>
* E-Mail Address:	<input type="text" value="paul.bauer@dep.nj.gov"/>	* State:	<input type="text" value="New Jersey"/>
* Confirm E-Mail:	<input type="text" value="paul.bauer@dep.nj.gov"/>	* Zip:	<input type="text"/>
Organization Name:	<input type="text"/>		
Organization Type:	<input type="text"/>		

CONTACT NUMBERS

Note: At least one contact number is required.
You do not have any contact numbers. Click 'Add Contact Number' to add one.

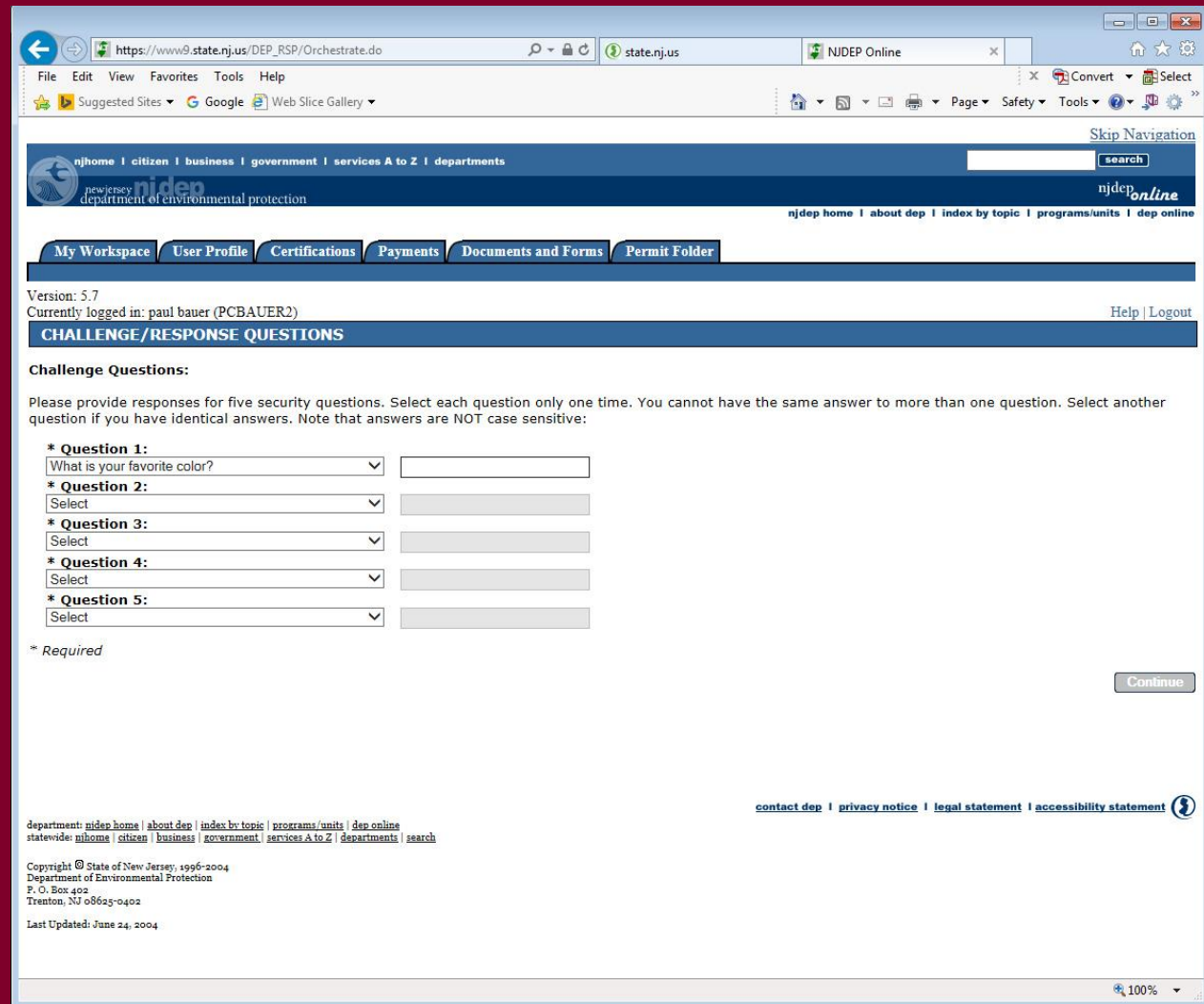
[Add Contact Number](#) [Continue](#) [Clear](#)

department: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)
statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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Setup a NJDEP Online Account

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



The screenshot shows a web browser window with the URL https://www9.state.nj.us/DEP_RSP/Orchestrate.do. The page is titled "NJDEP Online" and features a navigation menu with options like "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The user is logged in as "paul bauer (PCBAUER2)".

CHALLENGE/RESPONSE QUESTIONS

Challenge Questions:

Please provide responses for five security questions. Select each question only one time. You cannot have the same answer to more than one question. Select another question if you have identical answers. Note that answers are NOT case sensitive:

* Question 1: What is your favorite color?	<input type="text"/>
* Question 2: Select	<input type="text"/>
* Question 3: Select	<input type="text"/>
* Question 4: Select	<input type="text"/>
* Question 5: Select	<input type="text"/>

* Required

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Last Updated: June 24, 2004

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

The screenshot shows a web browser window with the URL https://www9.state.nj.us/DEP_RSP/Orchestrate.do. The page is titled "NJDEP Online" and features a navigation menu with links for "njhome", "citizen", "business", "government", "services A to Z", and "departments". Below the navigation menu is a search bar and a "Skip Navigation" link. The main content area is titled "CREATE A NEW CERTIFICATION PIN" and includes the following text:

Version: 5.7
Currently logged in: paul bauer (PCBAUER2) [Help](#) [Logout](#)

CREATE A NEW CERTIFICATION PIN

Enter a new Certification PIN of your choosing in the two fields below to proceed.

The Certification PIN is used to electronically certify a permit/application/submittal. The Certification PIN is different from the password you use to log into the portal, although they may be set to the same values.

Note: The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Certification PIN is case sensitive.

Certification PIN:

Retype Certification PIN:

[Continue](#) [Clear](#)

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Setup My Workspace

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

The screenshot shows a web browser window displaying the NJDEP Online workspace setup page. The browser address bar shows the URL: https://www9.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes the NJDEP logo and navigation links. The main content area is titled "MY SERVICES" and contains a list of services to be selected for the workspace. The "Confirmed Discharge Notice (CDN)" option under the "Site Remediation" section is highlighted with a red circle.

Version: 5.7
Currently logged in: paul bauer (PCBAUER2)

MY SERVICES

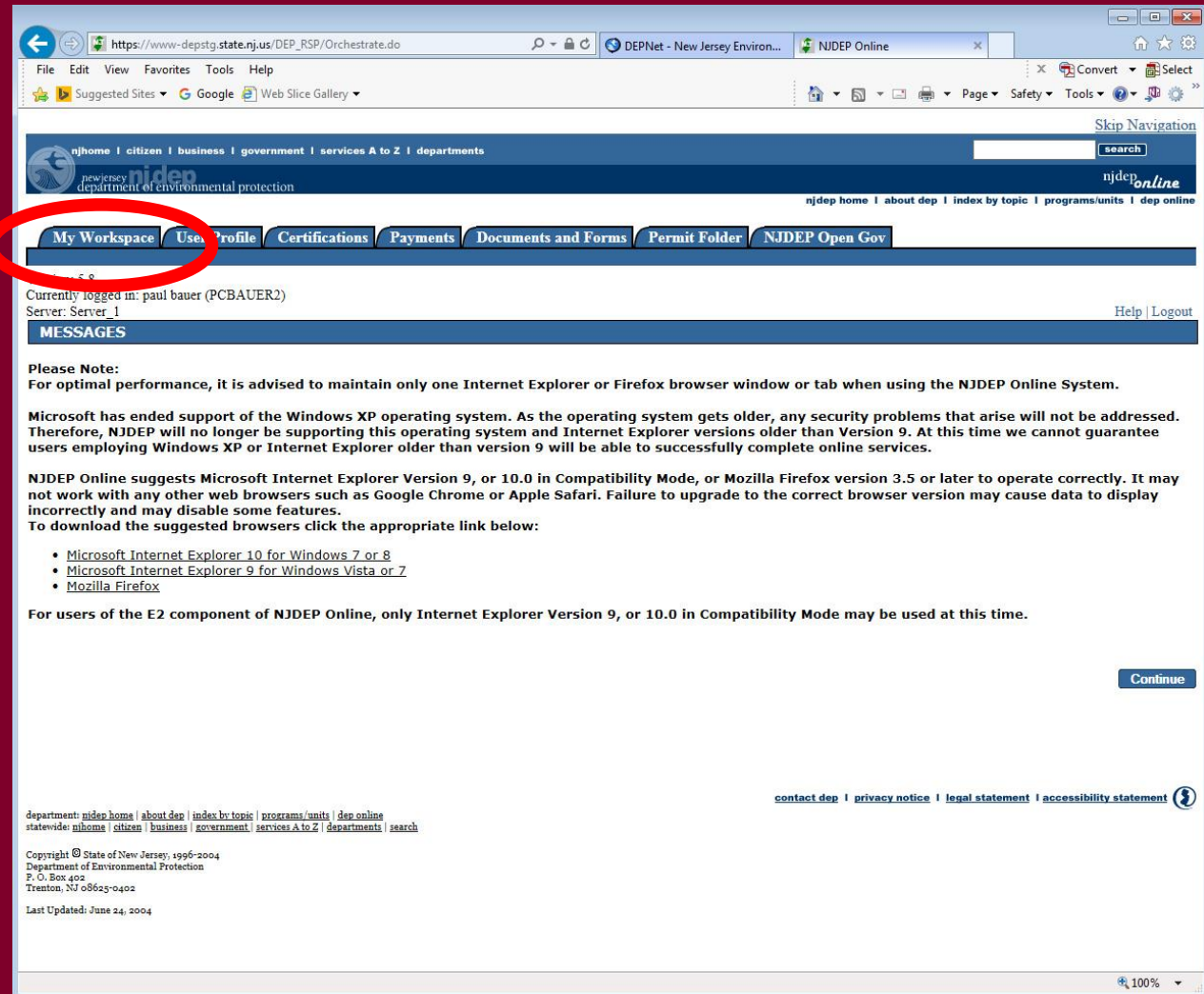
Please select the Services that you would like to appear on your Workspace and click the OK button.

Services

- Division of Water Quality**
 - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)
 - Dental Waste Registration - New
 - Dental Waste Registration - Renewal
 - Stormwater Construction General Authorization
 - MSRP Annual Report
- Solid and Hazardous Waste**
 - Vehicle Registration Renewal
 - eWaste Annual Report
 - eWaste Collection Plan
 - eWaste Renewal Registration
- Office of Dispute Resolution**
 - Request Alternative Dispute Resolution
- Pesticide Operations**
 - Apply For Aquatic Pesticide Permit
- Site Remediation**
 - LSRP-Related Services
 - Confirmed Discharge Notice (CDN)
- Toxic Catastrophe Prevention Act (TCPA)**
 -
- Air Program**
 - RADIUS File Submission
 - General Permits (for minor source facilities only)
 - General Operating Permits (for Title V major source facilities only)
 - Permit/Certificate Folder
 - NOx RACT Combustion Adjustment
 - Excess Emission Monitoring Performance Reports (EEMPR)
 - Periodic Compliance Certification

Setup My Workspace

- Click on the “My Workspace” tab



https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

Suggested Sites Google Web Slice Gallery

njhome | citizen | business | government | services A to Z | departments

njdep
new jersey
department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace Use Profile Certifications Payments Documents and Forms Permit Folder NJDEP Open Gov

Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

Help | Logout

MESSAGES

Please Note:
For optimal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System.

Microsoft has ended support of the Windows XP operating system. As the operating system gets older, any security problems that arise will not be addressed. Therefore, NJDEP will no longer be supporting this operating system and Internet Explorer versions older than Version 9. At this time we cannot guarantee users employing Windows XP or Internet Explorer older than version 9 will be able to successfully complete online services.

NJDEP Online suggests Microsoft Internet Explorer Version 9, or 10.0 in Compatibility Mode, or Mozilla Firefox version 3.5 or later to operate correctly. It may not work with any other web browsers such as Google Chrome or Apple Safari. Failure to upgrade to the correct browser version may cause data to display incorrectly and may disable some features.

To download the suggested browsers click the appropriate link below:

- [Microsoft Internet Explorer 10 for Windows 7 or 8](#)
- [Microsoft Internet Explorer 9 for Windows Vista or 7](#)
- [Mozilla Firefox](#)

For users of the E2 component of NJDEP Online, only Internet Explorer Version 9, or 10.0 in Compatibility Mode may be used at this time.

Continue

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100%

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”

The screenshot shows the NJDEP Online portal interface. The browser address bar displays the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&o. The page title is "DEPNet - New Jersey Environ...". The navigation menu includes "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", "Permit Folder", and "NJDEP Open Gov". The "My Workspace" tab is active.

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Site Remediation
[LSRP-Related Services](#)
[May 2014 RI Timeframe Extension](#)
[ISRA General Information Notice \(GIN\)](#)
[Confirmed Discharge Notice \(CDN\)](#)

Underground Storage Tank (UST) Program
[Underground Storage Tank Notice of Intent to Close](#)

[Configure Services](#)

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
ALCATEL USA	628314	Site Remediation	General	Granted				
LUBE PLANT	G000054268	Site Remediation	General	Granted				
HARD MAPLE STRAUSS	623314	Site Remediation	General	Granted				
BAYWAY AUTO REPAIR INC	544548	Site Remediation	General	Granted				
R&S	024314	Site Remediation	General	Granted				
SRP UST WEB TEST PI	165420	Site Remediation	General	Granted				

Clicking a column title will sort the table by that column.

[Add Facilities](#)

Add your Facility

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

The screenshot shows a web browser window with the URL https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page is titled "FACILITY SEARCH" and is part of the NJDEP Online system. The navigation bar includes links for "njhome", "citizen", "business", "government", "services A to Z", and "departments". The user is logged in as "paul bauer (PCBAUER2)".

1 - Specify Search Criteria

2 - Select Facilities

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

FACILITY SEARCH

In most cases your Program Interest Number is your Facility ID.

Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

- Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
- Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
- Retrieve the facilities that are associated with an Alternate ID
- Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

(Optional) Select NJDEP Program:

Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):

Facility ID: (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name:

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Add your Facility

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

The screenshot shows the NJDEP Online portal interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and a 'Skip Navigation' link. The main navigation tabs include 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The current page is titled 'FACILITY SEARCH RESULTS' and contains the following text:

Please select the facilities you wish to add to your profile. Once you are done selecting facilities, click the 'Add Selected Facilities' button.

Any facilities matching your search criteria that are currently associated with your profile will be separated from the search results and placed into a smaller datagrid above your search results. These facilities will also be automatically added to your selected facilities so that you may change your access type, if needed.

Facilities already in your user profile:

Facilities currently not in your user profile:


Facility	Facility ID	Program	Program Interest Type	County	Municipality
<input type="checkbox"/> BOB & BILLS SERVICE STATION	025328	Site Remediation	SRP-PI	Sussex	Wantage Twp
<input type="checkbox"/> BOB & LIZ INC	032613	Site Remediation	SRP-PI	Gloucester	National Park Boro
<input type="checkbox"/> BOB & RAY HOLDING CORP	030992	Site Remediation	SRP-PI	Ocean	Berkeley Twp
<input type="checkbox"/> BOB & RICHIES SUNOCO	024186	Site Remediation	SRP-PI	Union	Elizabeth City
<input type="checkbox"/> BOB ALBRECHT TIRE & SERVICE	011428	Site Remediation	SRP-PI	Cumberland	Vineland City
<input type="checkbox"/> BOB BALDWIN TRANSPORTATION INC	546087	Site Remediation	SRP-RFS	Sussex	Vernon Twp
<input type="checkbox"/> BOB BALDWIN'S TRANSPORTATION INC	000510	Site Remediation	SRP-PI	Sussex	Vernon Twp
<input type="checkbox"/> BOB CIASULLI HONDA	032451	Site Remediation	SRP-PI	Hudson	Jersey City
<input type="checkbox"/> BOB CIASULLI LEXUS	031967	Site Remediation	SRP-PI	Passaic	Little Falls Twp
<input type="checkbox"/> BOB CIASULLI REALTY CORP	031073	Site Remediation	SRP-PI	Passaic	Little Falls Twp
<input type="checkbox"/> BOB CIASULLI TOYOTA - TOYOTA UNIVERSE	033931	Site Remediation	SRP-PI	Passaic	Little Falls Twp
<input type="checkbox"/> BOB DRAYTON INCORPORATED	G000005451	Site Remediation	SRP-PI	Burlington	Southampton Twp
<input type="checkbox"/> BOB GRIMAL EXCAVATING INC	009617	Site Remediation	SRP-PI	Morris	Montville Twp

Prepare the Authorization Form

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

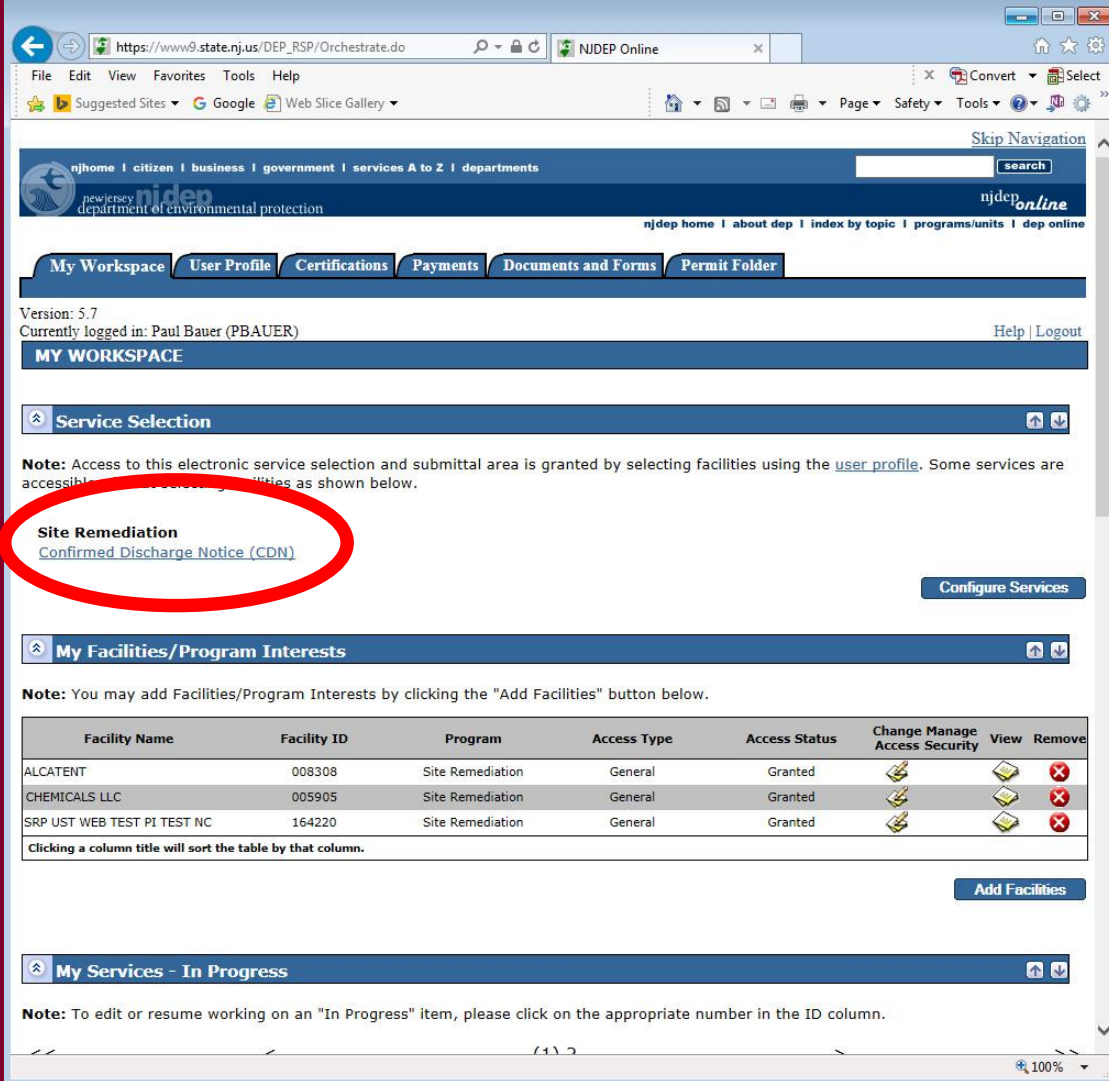
<http://www.nj.gov/dep/srp/srra/forms>

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: <i>(check all that apply)</i>		
<input type="checkbox"/> Confirmed Discharge Notice (CDN)		
<input type="checkbox"/> General Information Notice (GIN)		
<i>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.</i>		
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>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</i>		

Complete the CDN Online Service

- From 'My Workspace' under 'Service Selection' click "Confirmed Discharge Notice (CDN)"



The screenshot shows the NJDEP Online portal interface. The browser address bar displays https://www9.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes navigation links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below the header, there are tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The 'My Workspace' section is active, showing a 'Service Selection' area. A red circle highlights the 'Confirmed Discharge Notice (CDN)' link under the 'Site Remediation' category. Below this, there is a table titled 'My Facilities/Program Interests' with columns for Facility Name, Facility ID, Program, Access Type, Access Status, Change Manage Access Security, View, and Remove. The table contains three rows of data.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Manage Access Security	View	Remove
ALCATENT	008308	Site Remediation	General	Granted			
CHEMICALS LLC	005905	Site Remediation	General	Granted			
SRP UST WEB TEST PI TEST NC	164220	Site Remediation	General	Granted			

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'

The screenshot shows a web browser window displaying the NJDEP Online service page. The address bar shows the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do?init. The page header includes navigation links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below the header is a search bar and a 'Skip Navigation' link. The main navigation menu includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The page content is titled 'INSTRUCTIONS' and includes a 'Help | Logout' link circled in red. The instructions are as follows:

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

INSTRUCTIONS

1 - Instructions

2 - CDN Type Selection

3 - Facility Selection

4 - Submission Name

5 - Location Confirmation

6 - Incident Selection / Incident Details

7 - Contacts

8 - Confirmed Discharge Notice (CDN) Details

9 - Attachment Upload

10 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Note: The Hotline must be called and a 'Release of Hazardous Substances Acknowledgement Letter' issued from the Bureau of Case Assignment and Initial Notice before this service can be run.

Immediately after a discharge commences, any person or persons responsible for a discharge who knows or should reasonably know of a discharge shall immediately notify the Department of Environmental Protection (Department) by following the requirements of the Discharge of Petroleum and Other Hazardous Substances rules at N.J.A.C. 7:1E-5. The person responsible for conducting the remediation shall immediately notify the Department's hotline at 1-877 WARNDEP or 1-877-927-6337.

Information you will need to complete the service:

1. An eligible incident communications center number that can be found on the release of hazardous substances acknowledgement letter from the Bureau of Case Assignment and Initial Notice. Only incidents where the letter has been issued will be available in this service.
2. A completed "Authorization Form to Submit a Confirmed Discharge Notification (CDN) or General Information Notice (GIN) Through NJDEP Online". The form is available at: <http://www.nj.gov/dep/srp/srra/forms> (Complete the form, print the form to obtain the required signatures, then scan the form and save as PDF.)

Helpful information:

Geographic (X and Y) NJ state plane coordinates of the site where the discharge occurred. You may search for them on the Site Information page within the service if you do not have the coordinates.

You will be given the opportunity to upload supporting information in the attachment upload page near the end of the service.

Click 'Continue' to start the service.

[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)”

The screenshot shows a web browser window with the URL https://www-depstg.state.nj.us/DEP_RSP/Orchestrator.do. The page is titled "CONFIRMED DISCHARGE NOTIFICATION SELECTION".

Navigation: njhome | citizen | business | government | services A to Z | departments

Menu: My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

CONFIRMED DISCHARGE NOTIFICATION 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)'.

[Confirmed Discharge Notice \(Discharge from Regulated UST System Only\)](#)
 [Confirmed Discharge Notice \(All other Non-UST Spill Act Discharges\)](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Steps:

- 1 - Instructions
- 2 - CDN Type Selection
- 3 - Facility Selection
- 4 - Submission Name
- 5 - Location Confirmation
- 6 - Incident Selection / Incident Details
- 7 - Contacts
- 8 - Confirmed Discharge Notice (CDN) Details
- 9 - Attachment Upload
- 10 - Certification

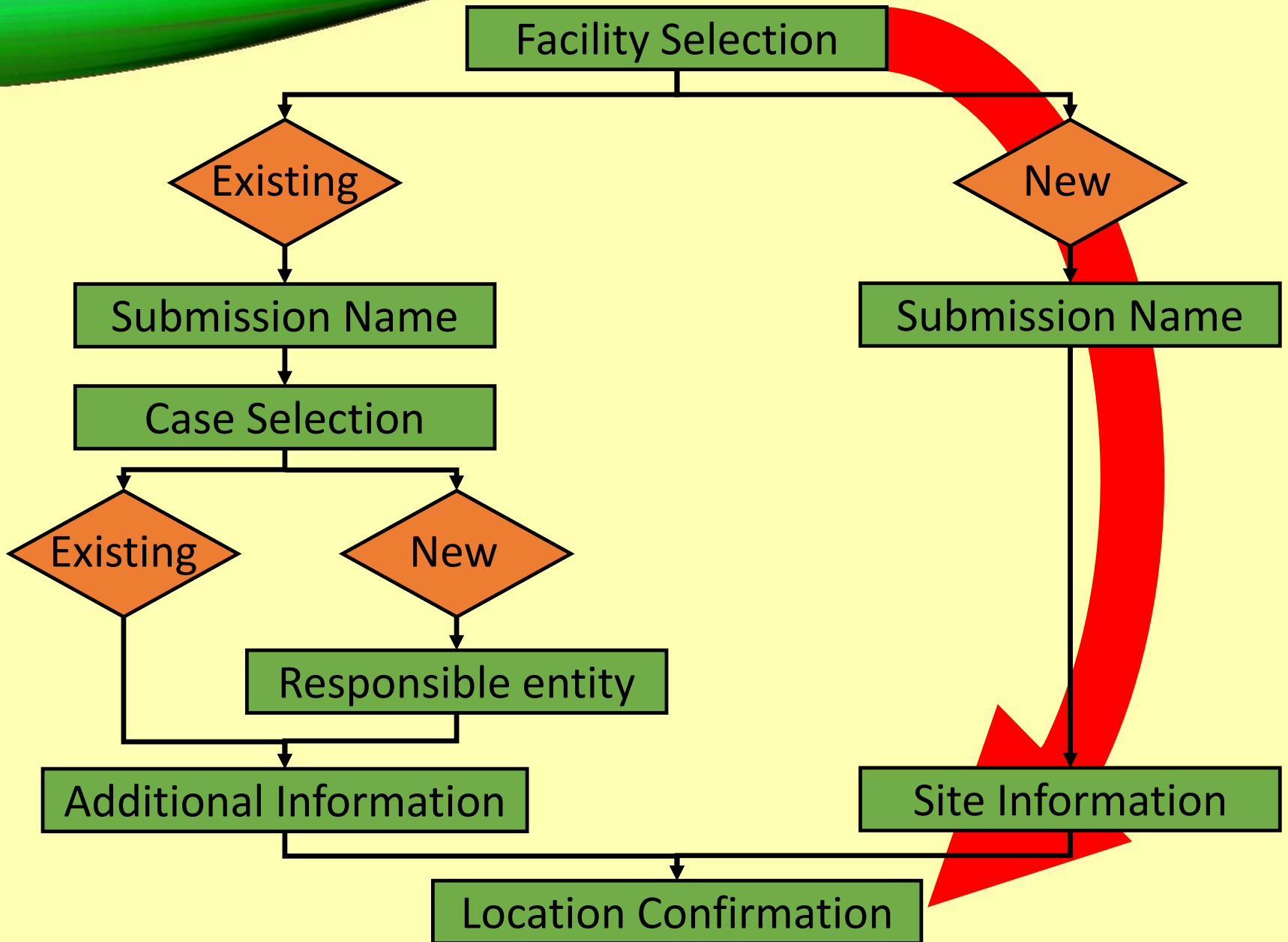
Footer: department: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)
statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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 - 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”

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

FACILITY SELECTION

The grid below contains a list of Site Remediation Facilities that have been associated with your user profile. Select a facility related to this submission prior to clicking continue. If your facility does not exist in the system, click “I do not wish to use a facility currently in my user profile”, and you will enter the facility information later.

Note: Upon clicking continue, if there is no existing case to choose, the 'Responsible Entity' page will be displayed.

Select	Facility	Facility ID	Facility Type	Municipality	Address
<input type="radio"/>	ALCATEL LUCENT USA	008314	SRP-PI	Hanover Twp	67 WHIPPANY RD
<input type="radio"/>	BOB & BILLS SERVICE STATION	025328	SRP-PI	Wantage Twp	11 OLD RT 23
<input type="radio"/>	CHEVRON BAYWAY LUBE PLANT	G000003268	SRP-PI	Elizabeth City	330 SOUTH FRONT ST
<input type="radio"/>	HARD MAPLE REALTY	623650	SRP-PI	Jackson Twp	FRANK APPLGATE RD
<input type="radio"/>	LARRY'S AUTO REPAIR INC	004548	SRP-PI	Montclair Twp	142 VALLEY RD
<input type="radio"/>	R&S STRAUSS	024809	SRP-PI	Passaic City	326 MONROE ST
<input checked="" type="radio"/>	SRP LIST WEB TEST PI	164220	SRP-PI	Trenton City	401 E STATE ST

I do not wish to use a facility currently in my profile.

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#).

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Submission Name - New

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

The screenshot shows a web browser window displaying the NJDEP Online submission form. The browser address bar shows the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page title is "DEPNet - New Jersey Environ...". The browser tabs include "NJDEP Online".

The page header includes navigation links: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#). The NJDEP logo is visible, along with the text "new jersey department of environmental protection" and "njdep online".

The main navigation bar includes: [My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#) | [NJDEP Open Gov](#).

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

Help | Logout

SUBMISSION NAME

If you picked a Facility, the name will be pre-populated, please update the name if it is not current.
If <<Enter the Facility Name here>> appears, replace that with the Facility name.

***Submission/Project Name:** <<Enter the Facility Name here>>

Comments:

** Required*

Continue

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

department: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)
statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

contact dep | privacy notice | legal statement | accessibility statement

100%

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.

The screenshot shows the NJDEP online portal interface. The browser address bar displays https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes navigation links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. A search bar is present. Below the header is a navigation menu with tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The main content area is titled 'SITE INFORMATION' and contains the following text: 'In the 'Case Name' Field, Enter the name of the Facility where the Discharge occurred. If there is no Facility enter a location. The 'Location Address' must be the tax lot address for the discharge location, not the mailing address. Address Line 1 must include a street number and road. If the Discharge occurred where there is no address, enter a complete Location Description.'

The form includes the following fields and options:

- *Case Name:** A text input field.
- *Location Address:** A section with three text input fields labeled 'Line 1:', 'Line 2:', and 'Line 3:'. Below these are dropdown menus for 'City:' (with 'New Jersey' selected) and 'State:'.
- *Zip Code:** A text input field.
- *County:** A dropdown menu with 'Select a county' selected.
- Multi-County:** A checkbox.
- *Municipality:** A dropdown menu.
- Multi-Municipality:** A checkbox.

A note below the form states: 'The County and the Municipality provided above must directly correspond to the X,Y coordinates provided below. If they do not an error message will let you know one of the data fields is not accurate. If you have checked the multi-municipality or multi-county box a primary municipality and county where the project is located is required before you can advance to the next screen.'

At the bottom of the form, there is an 'or' label and a 'Location Description:' text input field.

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.

DEPNet - New Jersey Environ... NJDEP Online

File Edit View Favorites Tools Help

Suggested Sites Google Web Slice Gallery

Convert Select

Page Safety Tools

screen.

or

Location Description:

*Coordinates

* X Coordinate	* Y Coordinate	Coordinate System
		01 - NJ State Plane (NAD83) - USFEET

Enter coordinates that are in the center of the developed portion of the property. The X,Y coordinates provided above must directly correspond to the County and the Municipality information you have provided in the top right data fields on this screen. The "Launch NJGeoWeb" button may need setup in Internet Explorer to work properly, click the help link in the upper right for details. If you do not know the X, Y coordinates of the property you can obtain them by clicking the "Launch NJGeoWeb" button at the bottom of this screen, which will zoom to a map of the property location based on the above data fields. Hover the cursor over the property and the X,Y coordinates will be displayed at the bottom of the screen.

*Block and Lot:

I certify that a valid block/lot combination does not apply for this Project.

Row	*Block	*Lot	County	Municipality	Remove
1				Select a munic	

Add Row Add Range

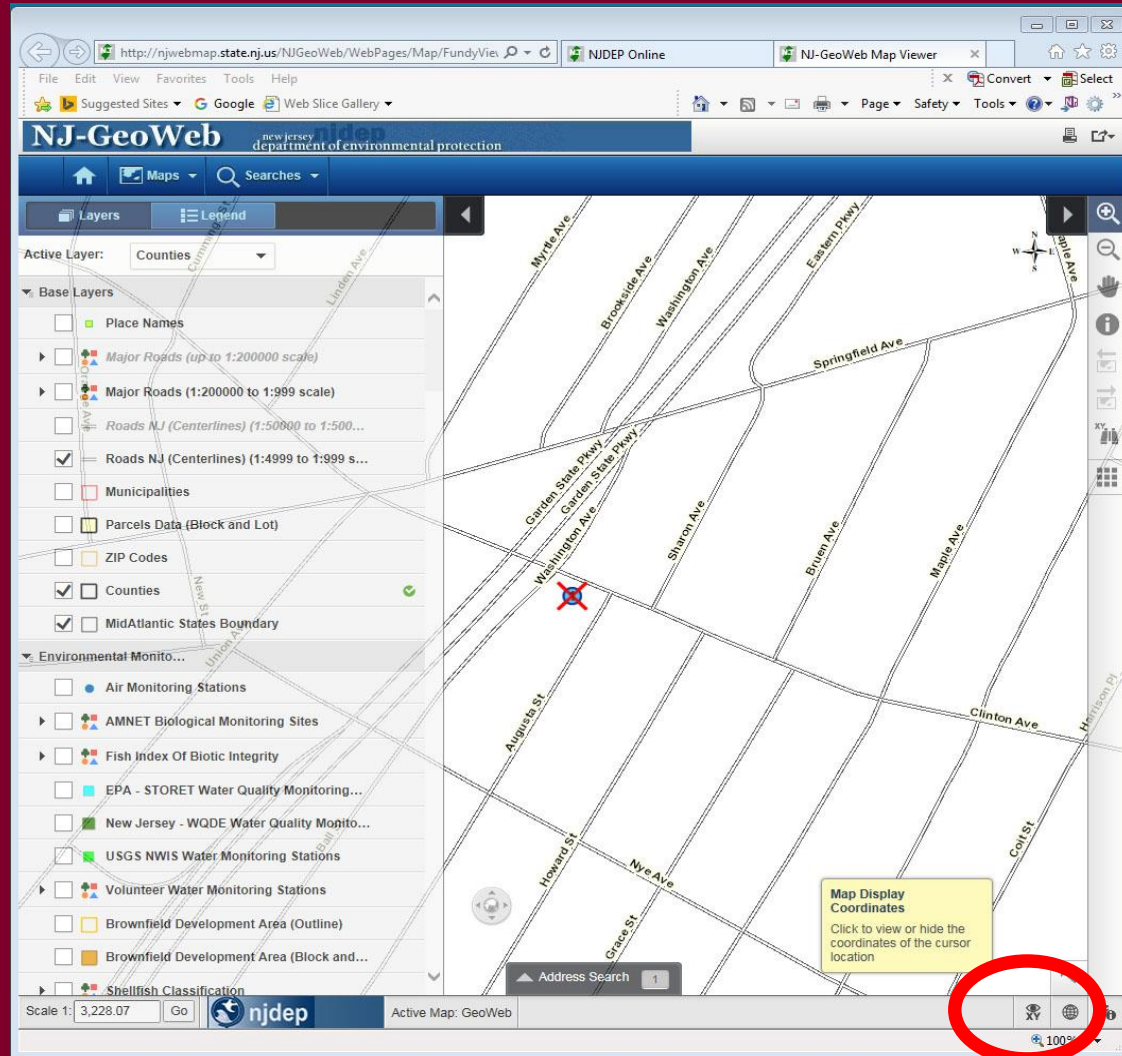
Note: Each block and lot must be on a separate line.

Click the "Launch NJGeoWeb" button to verify the correct location of the property. Once you have clicked the button the system will launch NJGeoWeb. If you determine that the location is incorrect you will need to check the accuracy of the information provided by checking the X,Y coordinates.

Launch NJGeoWeb Clear All Fields Continue

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”

or

Location Description:

***Coordinates**

* X Coordinate	* Y Coordinate	Coordinate System
420616.09	505089.01	01 - NJ State Plane (NAD83) - USFEET

Enter coordinates that are in the center of the developed portion of the property. The X,Y coordinates provided above must directly correspond to the County and the Municipality information you have provided in the top right data fields on this screen. The "Launch NJGeoWeb" button may need setup in Internet Explorer to work properly, click the help link in the upper right for details. If you do not know the X, Y coordinates of the property you can obtain them by clicking the "Launch NJGeoWeb" button at the bottom of this screen, which will zoom to a map of the property location based on the above data fields. Hover the cursor over the property and the X,Y coordinates will be displayed at the bottom of the screen.

***Block and Lot:**

I certify that a valid block/lot combination does not apply for this Project.

Row	*Block	*Lot	County	Municipality	Remove
1	1	1	Mercer	Trenton City	

Add Row **Add Range**

Note: Each block and lot must be on a separate line.

Click the "Launch NJGeoWeb" button to verify the correct location of the property. Once you have clicked the button the system will launch NJGeoWeb. If you determine that the location is not correct you will need to check the accuracy of the information provided by checking the X,Y coordinates.

Launch NJGeoWeb **Clear All Fields** **Continue**

Location Confirmation

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

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

LOCATION CONFIRMATION

Mouse Clicked Coordinates - Easting (X): 420616.09 Northing (Y): 505089.01
Address:
County: MERCER Municipality: Trenton City
Block: 701 Lot: 3 PAMS_PIN: 1111_701_3

NJ State Plane Coordinates (NAD83) - Easting(X): 420844.87, Northing (Y): 505243.33

Please verify that the location of the site the Confirmed Discharge Notification is being submitted for is correct.

Location Notification:

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

[Continue](#)

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

Incident Selection / Incident Details

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

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

COMMUNICATION CENTER OR INCIDENT NUMBER

Please enter your communication center number or Incident number that was provided by the NJDEP's hotline operator for the reported discharge.

NOTE: If the communication center number was issued prior to March 2, 2002, or not found, you must contact the Bureau of Case Assignment and Initial Notice at (609) 292-2943 prior to proceeding with this service.

Communication Center Number: (format: ##-##-##-####-##)

OR

Incident Number:

Detailed Information

Incident Number:	489641
Communication Center Number:	13-08-29-1528-45
Incident Discharge Date:	08/29/2013
Incident Address Location:	36 HAWTHORNE PLACE
Incident Description:	CALLER REPORTING WELL MONITOR TESTING CAME BACK POSITIVE FOR GROUND WATER CONT. CLEAN UP WILL BE PENDING
County:	Essex
Municipality:	Montclair Twp

"I hereby verify that the Incident chosen is the Incident of record for this submittal. By choosing "Continue" I am verifying that this is the Incident for my Submittal."

Contacts

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

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

164220
SRP UST WEB TEST PI

Help | Logout

Contacts

Note: You may add contacts from existing contacts by selecting 'Insert from Existing Contacts' from the drop down menu. You may also add new contacts using the 'Add Contact' button. You must enter all required information (Boxes marked with an Asterisk) for each tab on this page before you click on 'Continue'. Abbreviations like Ave, Dr, Apt, Ln etc. may be used to populate the address field (to ensure that long addresses fit into the address box).

1. Property Owner 2. Responsible Party

1. Property Owner

Note: Selecting an option below will replace all information for this contact. Save to My Favorite Contacts

Insert From Existing Contact(s)...

*Salutation:
*First Name:
*Middle Initial:
*Last Name:
*Title:
*E-Mail Address:
*Confirm E-Mail:
*Organization Name:
*Organization Type:

*Address Line 1:
*Address Line 2:
*Address Line 3:
*County:
*City:
*State:
*Zip Code:

*Type	*Contact Number(must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Please enter contact information on ALL required tabs before clicking Continue.

Available Contact Types...

<< Previous Next >> Save Continue

100%

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”

The screenshot shows a web browser window with the URL https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page title is "Confirmed Discharge Notice (CDN) Details". The navigation bar includes "njhome", "citizen", "business", "government", "services A to Z", and "departments". The user is logged in as "paul bauer (PCBAUER2)".

Confirmed Discharge Notice (CDN) Details

If the discharge is from Federally regulated tank system, you must have or add a case type of Regulated UST. If a case type is added, enter a case type start date. To determine which undergrounds storage tanks are federally regulated please see link http://www.nj.gov/dep/srp/bust/regulated_ust_fact_sheet.pdf.

Date Discharge Occurred:

*Is this discharge related to a release from a federally regulated UST?:

Existing Case Type(s) Associated with your selected Case:

Case Type(s) Information:

*Case Type Description:	*Start Date	Remove
Spill Act Discharge	06/03/2017	<input type="checkbox"/>

* Required

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*

Version: 5.9
Currently logged in: Scott Tyrrell (STYRR12)
Server: Server_1

164220
SRP UST WEB TEST PI

Confirmed Discharge Notice (CDN) Details

If the discharge is from Federally regulated tank system, you must have or add a case type of Regulated UST. If a case type is added, enter a case type start date. To determine which underground storage tanks are federally regulated please see link http://www.nj.gov/dep/srp/bust/regulated_ust_fact_sheet.pdf.

Date Discharge Occurred:

*Is this discharge related to a release from a federally regulated UST?:

Source of Federal Release:

Cause of Federal Release:

Existing Case Type(s) Associated with your selected Case:

Case Type(s) Information:

*Case Type Description:	*Start Date	Remove
Spill Act Discharge	09/05/2017	<input type="checkbox"/>
Regulated UST	09/04/2017	<input checked="" type="checkbox"/>

* Required

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Attachment Upload

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

Version: 5.8
Currently logged in: paul bauer (PCBAUER2) 164220
Server: Server_1 SRP UST WEB TEST PI Help | Logout

ATTACHMENT UPLOAD

Upload a completed "Authorization Form to Submit a Confirmed Discharge Notification (CDN) or General Information Notice (GIN) Through NJDEP Online".

Maximum Single File Size: 5 Mb
Total Maximum File Size: 10Mb
Allowed Attachment Types: pdf,doc,docx,rtf,jpg,gif,tif,png,bmp

Attachment Type	*Attachment Description	Upload File Name	File Size Mb	Remove
*Signed Affidavit	Authorization to Submit through NJDEP Online	Browse...	0 Mb	✖
Total Uploaded: 0 Mb				

Note:that if the total size of all attachments to be uploaded exceeds 10Mb, all files will fail to upload when clicking the Browse button. Please verify the desired files are listed in the Uploaded Attachments section below before attempting to Continue.

[How do I upload a File?](#)

* Required

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

[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.


Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_1

SERVICE CERTIFICATION

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

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.

Certification by Access Type: General

Service ID	Submittal Type	Created Date	View
518191	Site Remediation - Confirmed Discharge Notice (CDN) - Confirmed Discharge Notice (All other Non-UST Spill Act Discharges)	06/01/2017	

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party: paul bauer
User ID of Certifying Party: PCBAUER2

Challenge/Response Question

Prior to certifying your submission, you must answer the following Question correctly:

*What is your first child's middle name? (Not Case Sensitive)

Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

Summary

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

The screenshot shows a web browser window displaying the NJDEP online submission summary page. The browser address bar shows the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes the NJDEP logo and navigation links such as "njhome", "citizen", "business", "government", "services A to Z", and "departments". A search bar is also present. Below the header, there are navigation tabs for "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", "Permit Folder", and "NJDEP Open Gov". The page content is organized into sections: "Service Information", "Case Information", and "Site Information".

Service Information

- Service ID: 518191
- Submission Type: Confirmed Discharge Notice (All other Non-UST Spill Act Discharges)
- Submission Name: Example Facility
- Comments: hello
- Created On: 06/07/2017

Case Information

- Case Name: Example Facility

Site Information

- Location Address: 1 Main street
Trenton, NJ 08625
- Location Description: No location description provided.
- County: Mercer
- Municipality: Trenton City
- Coordinates: 420616.09,505089.01 - 01 - NJ State Plane (NAD83) - USFEET

Block and Lot:

Block	Lot	County	Municipality
1	1	Mercer	Trenton City

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: <i>(check all that apply)</i>		
<input type="checkbox"/> Confirmed Discharge Notice (CDN)		
<input type="checkbox"/> General Information Notice (GIN)		
<i>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.</i>		
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>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</i>		

Login to NJDEP Online

- Go to the NJDEP Online home page available at:

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

- Click “Login to NJDEP Online”

The screenshot shows the NJDEP Online Business Portal homepage. At the top, it features the Governor's name (Chris Christie and Lt. Governor Kim Guadagno) and navigation links for NJ Home, Services A to Z, Departments/Agencies, and FAQs. A search bar is also present. The main header includes the NJDEP logo and the text 'njdep online your portal to e-government services'. Below this is a welcome message: 'Welcome to New Jersey Department of Environmental Protection's Online Business Portal'. The main content area is divided into two columns. The left column contains a paragraph about accessing the system via the myNewJersey Portal and a list of services offered, categorized into Non-registered and Registered services. The right column has a section for 'Already a Registered User?' with a 'Login to NJDEP Online' button circled in red. Below this is a 'New User?' section with a 'Request Access to NJDEP Online' button. At the bottom, there is a 'What's New' section with an 'IMPORTANT:' notice regarding credit card fees.

Governor Chris Christie • Lt. Governor Kim Guadagno
NJ Home | Services A to Z | Departments/Agencies | FAQs
Search All of NJ [input] [button]
STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
NJDEP Home | About DEP | Index by Topic | Programs/Units | DEP Online
njdep online your portal to e-government services
Welcome to New Jersey Department of Environmental Protection's Online Business Portal

The NJDEP Online system can be accessed via the myNewJersey Portal at <http://www.nj.gov> or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

NJDEP Online offers 2 different types of services, Non-registered and Registered:

- 1 Non-registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
 - [Pay a Paper Invoice](#) (Certain invoice types are not available for online payment)
 - [Documents and Forms](#)
 - [Pay for a License](#)
 - [Pesticide Product Registration](#)
 - [Saltwater Angler Registration](#)
 - [Request a Waiver](#)
 - [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 10 or fewer vehicles)
- 2 Registered Services** require users to create a NJDEP Online and myNewJersey account:
 - [View Registered Services](#) (You must be logged in to use these services)

Already a Registered User?
[Login to NJDEP Online](#)
Some NJDEP Online services have associated fees. A valid credit card, or a valid checking account is required for online payment of the required fees.
VISA MasterCard Discover American Express eCheck
[Forgot your password?](#)

New User?
Please read the following instructions carefully before continuing:
[Registration Instructions](#) (PDF - 1.27MB)
[Request Access to NJDEP Online](#)

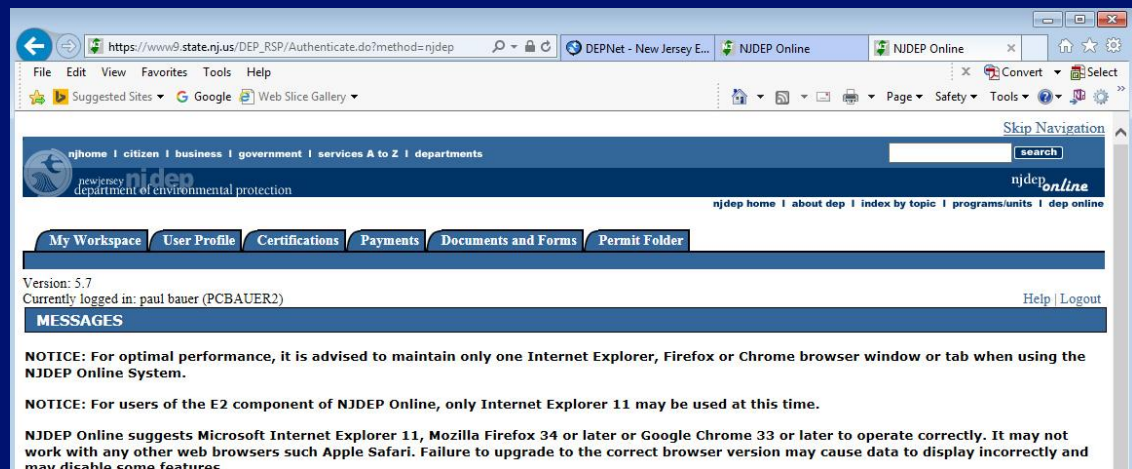
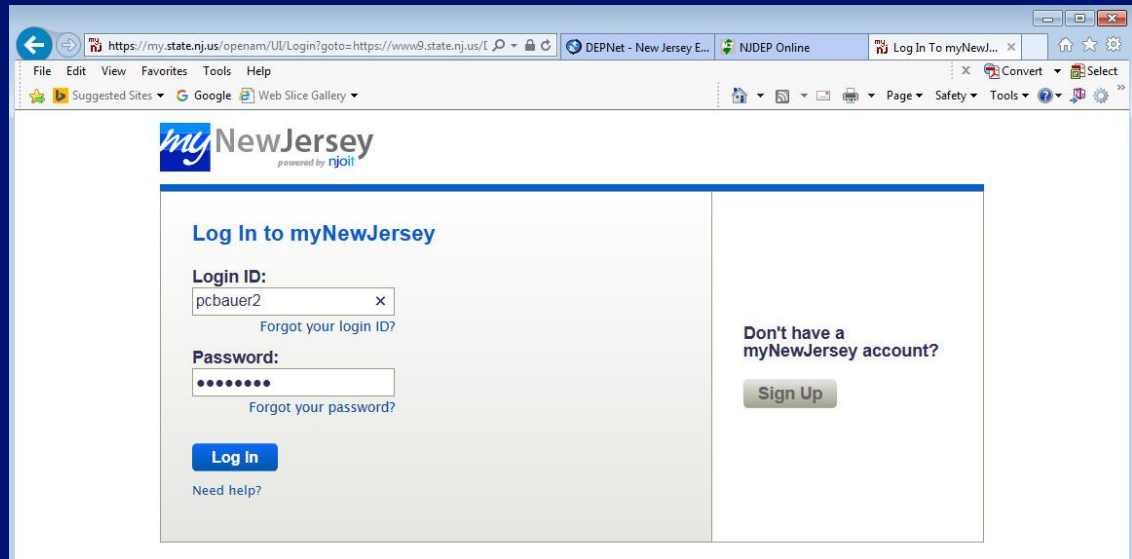
For use with Microsoft Internet Explorer 11, Mozilla Firefox 34 or later or Google Chrome 33 or later.

For optimal performance, it is advised to maintain only one browser window or tab when using NJDEP Online.

What's New
IMPORTANT:
Please note there is an additional fee when paying by credit card (1.9% of the amount being charged + \$1.00). There is no additional fee for paying by e-check.

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”.

The screenshot shows the NJDEP Online workspace interface. The browser address bar displays the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrator.do?initiate=true&or. The page header includes navigation links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. The main navigation bar contains tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The 'MY WORKSPACE' section is active, showing a 'Service Selection' header. Below this, a note states: 'Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below.' Two service categories are listed: 'Site Remediation' (with links for LSRP-Related Services, May 2014 RI Timeframe Extension, ISRA General Information Notice (GIN), and Confirmed Discharge Notice (CDN)) and 'Underground Storage Tank (UST) Program' (with link for Underground Storage Tank Notice of Intent to Close). A blue button labeled 'Configure Services' is circled in red. Below this is the 'My Facilities/Program Interests' section, which includes a table of facilities and an 'Add Facilities' button.

Site Remediation
[LSRP-Related Services](#)
[May 2014 RI Timeframe Extension](#)
[ISRA General Information Notice \(GIN\)](#)
[Confirmed Discharge Notice \(CDN\)](#)

Underground Storage Tank (UST) Program
[Underground Storage Tank Notice of Intent to Close](#)

Configure Services

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
ALCATEL LUCENT USA	008314	Site Remediation	General	Granted				
BOB & BILLS SERVICE STATION	025328	Site Remediation	General	Granted				
CHEVRON BAYWAY LUBE PLANT	G000003268	Site Remediation	General	Granted				
HARD MAPLE REALTY	623650	Site Remediation	General	Granted				
LARRY'S AUTO REPAIR INC	004548	Site Remediation	General	Granted				
R&S STRAUSS	024809	Site Remediation	General	Granted				
SRP UST WEB TEST PI	164220	Site Remediation	General	Granted				

Clicking a column title will sort the table by that column.

Add Facilities

Add GIN Service to Your Workspace

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

The screenshot shows the NJDEP Online workspace configuration page. The browser address bar displays the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&or. The page header includes navigation links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below the header, there are tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The main content area is titled 'MY SERVICES' and contains a list of services to be added to the workspace. The 'ISRA General Information Notice (GIN)' service is selected with a checked checkbox and is circled in red. Other services include 'Dam Safety', 'Division of Water Quality', 'Office of Dispute Resolution', 'Site Remediation', 'Toxic Catastrophe Prevention Act (TCPA)', 'Division of Parks and Forestry', 'Division of Water Resources Management', 'Electronic Submittal', 'Enforcement', 'Pesticide Operations', 'Solid and Hazardous Waste', and 'Air Program'.

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

Help | Log out

MY SERVICES

Please select the Services that you would like to appear on your Workspace and click the OK button.

Services

- Dam Safety**
 - Emergency Action Plan (EAP)
- Division of Water Quality**
 - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)
 - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)
 - Dental Waste Registration - New
 - Dental Waste Registration - Renewal
 - Stormwater Construction General Authorization
 - MSRP Annual Report
- Office of Dispute Resolution**
 - Request Alternative Dispute Resolution
- Site Remediation**
 - LSRP-Related Services
 - ISRA General Information Notice (GIN)
- Toxic Catastrophe Prevention Act (TCPA)**
 - eNJRMP Submit
- Division of Parks and Forestry**
 - Apply for Agricultural Fire Permit
- Division of Water Resources Management**
 - WQMP - Wastewater Management Plan
- Electronic Submittal**
 - Facility Submittal
- Enforcement**
 - Incident Submittal
 - Self Audit
- Pesticide Operations**
 - Apply For Aquatic Pesticide Permit
- Solid and Hazardous Waste**
 - Vehicle Registration Renewal
 - eWaste Annual Report
 - eWaste Collection Plan
 - eWaste Renewal Registration
- Air Program**
 - RADIOUS File Submission
 - General Permits (for minor source facilities only)

Complete the GIN Online Service

- From 'My Workspace' under 'Service Selection' Click "General Information Notice (GIN)"

The screenshot shows the NJDEP Online 'My Workspace' interface. The 'Service Selection' section is active, displaying a list of services under the 'Site Remediation' program. The link for 'ISRA General Information Notice (GIN)' is highlighted with a red circle. Below this, the 'My Facilities/Program Interests' section contains a table of facilities.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
ALCATEL LUCENT USA	008314	Site Remediation	General	Granted				
BOB & BILLS SERVICE STATION	025328	Site Remediation	General	Granted				
CHEVRON BAYWAY LUBE PLANT	G000003268	Site Remediation	General	Granted				
HARD MAPLE REALTY	623650	Site Remediation	General	Granted				
LARRY'S AUTO REPAIR INC	004548	Site Remediation	General	Granted				
R&S STRAUSS	024809	Site Remediation	General	Granted				
SRP UST WEB TEST PI	164220	Site Remediation	General	Granted				

Complete the GIN Online Service

- Read the messages / instructions and click 'Continue'

The screenshot shows a web browser window displaying the NJDEP Online GIN service. The browser address bar shows the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&or. The page title is "NJDEP Online".

The page header includes navigation links: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#). The NJDEP logo is visible, along with the text "New Jersey Department of Environmental Protection".

The main navigation menu includes: [My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#) | [NJDEP Open Gov](#).

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

INSTRUCTIONS

This service is for submitting a General Information Notice (GIN) for the purposes of initiating compliance with the Industrial Site Recovery Act (ISRA). To learn more about who is required to comply with ISRA, see http://www.state.nj.us/dep/srp/isra/isra_applicability.htm.

Information you will need to complete the service:

1. A completed "Authorization Form to Submit a Confirmed Discharge Notification (CDN) or General Information Notice (GIN) Through NJDEP Online". The form is available at: <http://www.nj.gov/dep/srp/sra/forms>. (Complete the form, print the form to obtain the required signatures, then scan the form and save as PDF.)
2. Scaled Site Map. You may take a screen shot of the map page in the service and save as a PDF if you do not have a map.
3. Tax Map PDF.

Helpful information:

Enter the Geographic (X and Y) NJ state plane coordinates of the building. You may search for the coordinates on the Site Information page within the service if you do not have them.

You will be given the opportunity to upload supporting information in the attachment upload page near the end of the service.

If your business is required to comply with ISRA, click 'Continue' to start the service.

[Continue](#)

department: [njdep_home](#) | [about_dep](#) | [index_by_topic](#) | [programs/units](#) | [dep_online](#)
statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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P. O. Box 402
Trenton, NJ 08625-0402

GIN Type Selection

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

The screenshot shows a web browser window displaying the NJDEP online submission system. The address bar shows the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page title is "NJDEP Online". The browser's address bar also shows "DEPNet - New Jersey Environ...".

The page header includes navigation links: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#). The NJDEP logo is visible, along with the text "new jersey niden department of environmental protection". A search bar is present with the text "njden online".

The main navigation menu includes: [My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#) | [NJDEP Open Gov](#).

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

The main content area is titled "SUBMISSION TYPE SELECTION". It contains a list of steps on the left:

- 1 - Instructions
- 2 - Submission Type Selection
- 3 - Facility Selection
- 4 - Submission Name
- 5 - Location Confirmation
- 6 - General Information Notice (GIN) Details
- 7 - Contacts
- 8 - Attachment Upload
- 9 - Certification

The "Please Note" section states: "You may click on a previously visited page (above) to navigate back to that screen."

The main content area also includes the text: "The GIN Amendment is only to be used to revise a previously filed GIN where information must be updated or changed." and "ISRA General Information Notice Submissions:"

There are two radio button options:

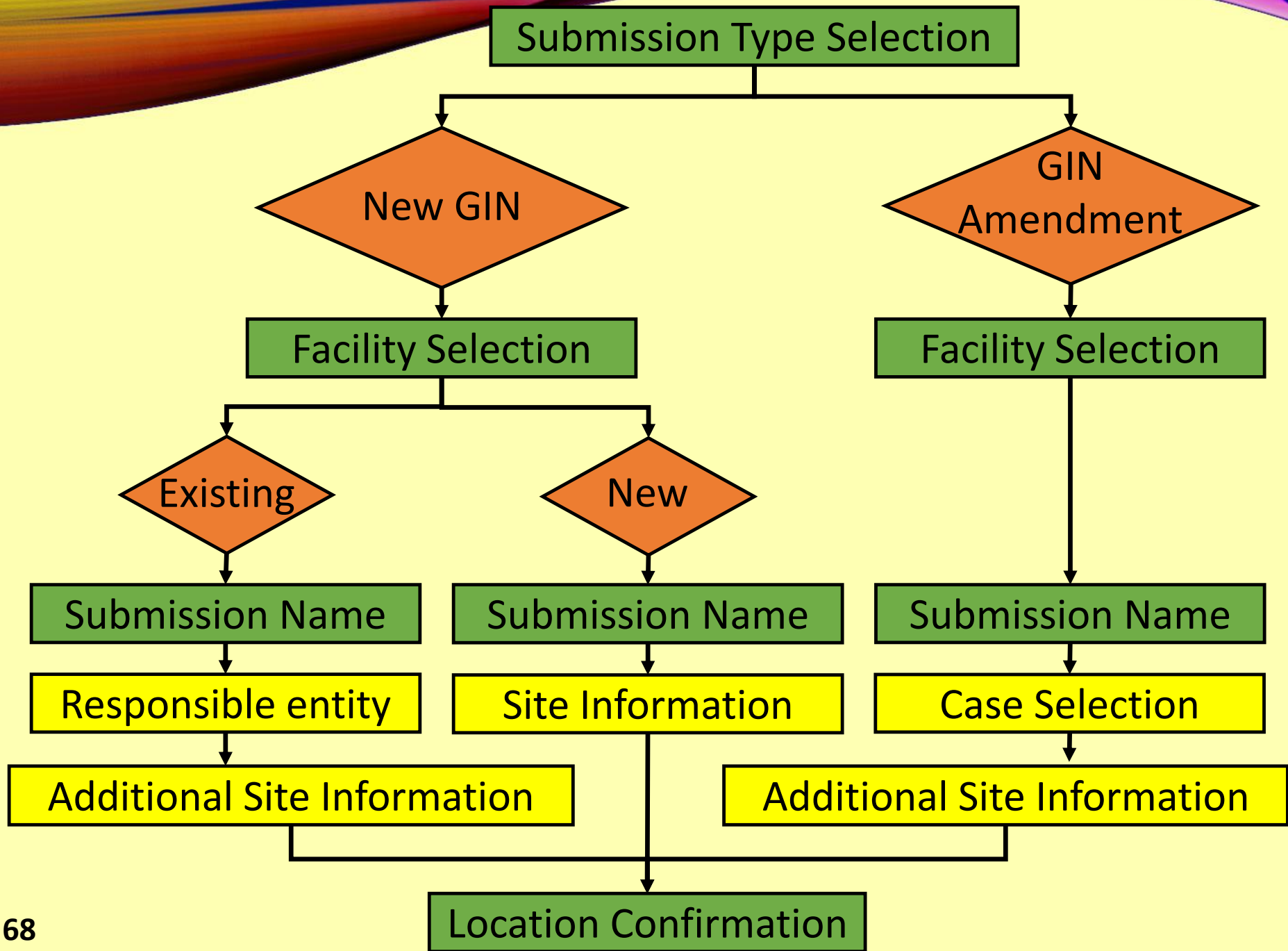
- [New General Information Notice](#)
- [Amendment to Previously filed General Information Notice](#)

An information icon (i) is present with the text: "Click on the type description to see more information about that type."

A "Continue" button is located at the bottom right of the main content area.

The footer includes navigation links: [contact dep](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#) | [help](#)

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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”.

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

FACILITY SELECTION

The grid below contains a list of Site Remediation Facilities that have been associated with your user profile. Select a facility related to this submission prior to clicking continue. If your facility does not exist in the system, click "I do not wish to use a facility currently in my user profile", and you will enter the facility information later.

Note: Upon clicking continue, if there is no existing case to choose, the 'Responsible Entity' page will be displayed.

Select	Facility	Facility ID	Facility Type	Municipality	Address
<input type="radio"/>	ALCATEL LUCENT USA	008314	SRP-PI	Hanover Twp	67 WHIPPANY RD
<input type="radio"/>	BOB & BILLS SERVICE STATION	025328	SRP-PI	Wantage Twp	11 OLD RT 23
<input type="radio"/>	CHEVRON BAYWAY LUBE PLANT	G000003268	SRP-PI	Elizabeth City	330 SOUTH FRONT ST
<input type="radio"/>	HARD MAPLE REALTY	623650	SRP-PI	Jackson Twp	FRANK APPLGATE RD
<input type="radio"/>	LARRY'S AUTO REPAIR INC	004548	SRP-PI	Montclair Twp	142 VALLEY RD
<input type="radio"/>	SRP STRUMPS	024809	SRP-PI	Passaic City	326 MONROE ST
<input type="radio"/>	SRP UST WEB TEST PI	154720	SRP-PI	Trenton City	401 E STATE ST

Clicking a column title will sort the table by that column.

I do not wish to use a facility currently in my profile.

If you do not wish to use a facility currently in my profile, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#).

Clear Continue

department: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)
statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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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"

The screenshot shows a web browser window with the URL https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page is titled "SUBMISSION NAME" and is part of the NJDEP online system. The user is logged in as paul bauer (PCBAUER2) on server SRP UST WEB TEST PI. The interface includes a navigation menu with options like "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", "Permit Folder", and "NJDEP Open Gov". A sidebar on the left lists steps from 1 to 9, with "4 - Submission Name" selected. The main content area contains instructions for entering the business name in the "Industrial Establishment Name" field and a "Comments" text area. A "Continue" button is located at the bottom right. At the bottom of the page, there is a footer with contact information and a copyright notice for the State of New Jersey, 1996-2004.

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

164220
SRP UST WEB TEST PI

Help | Logout

SUBMISSION NAME

1 - Instructions
2 - Submission Type Selection
3 - Facility Selection
4 - Submission Name
5 - Location Confirmation
6 - General Information Notice (GIN) Details
7 - Contacts
8 - Attachment Upload
9 - Certification

New GIN: In the 'Industrial Establishment' field, enter the name of the business that is the subject of this GIN. **NOTE:** If more than one Industrial Establishment (business) operates at the site (multiple tenancy), and the transaction which initiates ISRA is a sale of property, then a separate General Information Notice is required for each Industrial Establishment (tenant). Please enter the Industrial Establishment Name in the Industrial Establishment Name field overwriting <<Enter the Industrial Establishment Name>>. You will be able to refer to this name in future submittals. In the 'Comments' field, provide a description of the operations conducted onsite.

Amended GIN: In the 'Comments' field, list the nature of the information you intend to amend.

***Industrial Establishment Name:** <<Enter the current Industrial Establishment Name here>>

Comments:

* Required

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Continue

department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

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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”

Version: 5.8
Currently logged in: paul bauer (PCBAUER2) 164220
Server: Server_2 SRP UST WEB TEST PI Help | Logout

RESPONSIBLE ENTITY SELECTION

Select the Responsible Organization below.

Note: If the information does not match **exactly** for all fields, check the box below the grid.

Select	Organization Name	Organization Type	Address	State	Zip Code
<input type="checkbox"/>	CGI	Other	7 Hanover Square	New York	10004
<input type="checkbox"/>	CONIFER REALTY LLC	LLC	20000 HORIZON WAY - STE 180	New Jersey	08054
<input type="checkbox"/>	DELOI	State	22 qwerty dr	New Jersey	11111
<input type="checkbox"/>	NJDEP SW VEHICLE REGISTRATION TEST PI	Private	PO BOX 420 - 401 E STATE ST - 1ST FLR	New Jersey	08625
<input type="checkbox"/>	WOODS @ WASHINGTON INC	Corporation	ROBBINSVILLE ALLENTOWN RD	New Jersey	08691

Clicking a column title will sort the table by that column.

The lead responsible entity is not displayed in the list shown above.

[Clear](#) [Continue](#)

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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”

https://www.depstg.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

Suggested Sites Google Web Slice Gallery

State: New Jersey or Multi-Municipality:

* Zip Code:

The County and the Municipality provided above must directly correspond to the X,Y coordinates provided below. If they do not an error message will let you know one of the data fields is not accurate. If you have checked the multi-municipality or multi-county box a primary municipality and county where the project is located is required before you can advance to the next screen.

or

Location Description:

*Coordinates

* X Coordinate	* Y Coordinate	Coordinate System
<input type="text"/>	<input type="text"/>	01 - NJ State Plane (NAD83) - USFEET

Enter the coordinates of the center of the building. The X,Y coordinates provided above must directly correspond to the County and the Municipality information you have provided in the top right data fields on this screen. If you do not know the X, Y coordinates of the property you can obtain them by clicking the "Launch NJGeoWeb" button at the bottom of this screen, which will zoom to a map of the property location based on the above data fields. Hover the cursor over the property and the X,Y coordinates will be displayed at the bottom of the screen.

*Block and Lot:

Row	*Block	*Lot	County	Municipality	Remove
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a municipa	<input type="text"/>

Add Row Add Range

Note: Each block and lot must be on a separate line.

Click the "Launch NJGeoWeb" button to verify the correct location of the property. Once you have clicked the button the system will launch NJGeoWeb. If you determine that the location is not correct you will need to check the accuracy of the information provided by checking the X,Y coordinates.

Launch NJGeoWeb Clear All Fields Continue

Path 3: GIN Amendment

Case Selection

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

Version: 5.8
 Currently logged in: paul bauer (PCBAUER2) 164220
 Server: Server_2 SRP UST WEB TEST PI

CASE SELECTION

The grid below contains a list of Activities (Cases) that are associated with the Facility that you selected on the previous Facility Selection page. Please note that you must select an Activity (Case) related to this submission prior to continuing with this service.

Select	Activity Number	Activity Type	Case Tracking Number	Status	Status Date	Case Name	Document Title
<input type="radio"/>	LSR170001	LSRP New Case	149878	Active	07/14/2015	SRP UST WEB TEST PI	Case Oversight Document Set
<input type="radio"/>	LSR140006	LSRP New Case	145525	Active	09/05/2014	Case From UST Closure DEP Test	TMS164220UCL140005 SRP US
<input type="radio"/>	LSR140003	LSRP New Case	143333	Active	04/21/2014	Incident at DEP Test	13-12-11-0355-29 SRP TEST CASE
<input checked="" type="radio"/>	LSR140001	LSRP New Case	149877	Active	07/14/2015	SRP UST WEB TEST PI	New New
<input type="radio"/>	LSR160003	LSRP New3	150287	Active	08/15/2016	aaa	E2016150287 <<Enter the current
<input type="radio"/>	LSR160004	LSRP New3	150288	Active	08/15/2016	aaa	E2016150288 <<Enter the current
<input type="radio"/>	LSR160002	LSRP New3	150286	Active	08/12/2016	5007 Testing 01	E2016150286 <<Enter the current
<input type="radio"/>	LSR170003	LSRP New3	153354	Active	04/24/2017	f gyhil	E2017153354 <<Enter the current
<input type="radio"/>	LSR150006	LSRP New3	149866	Active	07/07/2015	New GIN I am sending to SAA JIRA 4897	E2015149866 New GIN I am sending
<input type="radio"/>	LSR150005	LSRP New3	149795	Active	05/29/2015	test <<Enter the current Industrial Establishment Name here>>	E2015149795 test <<Enter the current
<input type="radio"/>	LSR160001	LSRP New3	150285	Active	08/12/2016	111	E2016150285 <<Enter the current

Clicking a column title will sort the table by that column.

[Clear](#) [Continue](#)

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 P. 01, Rev. 4/07

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”

ADDITIONAL SITE INFORMATION

Note: You cannot change or edit the information displayed under the "Location Address" screen. The name of the City (being a local name) may not match the name of the Municipality. You can only check this information for accuracy, the Location Address* must be the tax lot address not the mailing address, and if this needs to be changed, you may contact the Bureau of Initial Notice and Case Assignment (BCAIN). You will also need to change the X and Y coordinates if they are not correct. In order to do so, click on the "Undo Location" button, click on any new location (Moves the red X mark to a different location) and then clicking on the "Set Location" button.

*Case Name:
[Case From UST Closure DEP Test]

Location Address:
Line 1: 401 E STATE ST
Line 2:
Line 3:
City: Trenton City
State: New Jersey
Zip Code: 08608

County: Mercer
Multi-County:
Municipality: Trenton City
Multi-Municipality:

Location Description:
[Text Area]

*Block and Lot:

Row	*Block	*Lot	County	Municipality	Remove
1	1	1	Monmouth	Middletown Twp	<input type="checkbox"/>
2	601	4	Union	Hillside Twp	<input checked="" type="checkbox"/>
3	601	5	Union	Hillside Twp	<input checked="" type="checkbox"/>
4	601	3	Union	Hillside Twp	<input checked="" type="checkbox"/>

Add Row Add Range

Note: Each block and lot must be on a separate line.

Coordinate Selection

If the location displayed is not the center of the building for the GIN amendment being filed, move the location by doing the following:

1. Click the "Undo Location" button
2. Click on the specific point of the map to indicate the location of your Facility; and then
3. Click the "Set Location" button to set the point as the location of your Facility.

Upon clicking "Set Location" the X and Y Coordinate information associated with your Facility will automatically be updated.

Mouse Clicked Coordinates - Easting (X): 614912 Northing (Y): 673960
Address:
County: MONMOUTH Municipality: Middletown Township
Block: 677 Lot: 5 PAMS_PIN: 1332_677_5

NJ State Plane Coordinates (NAD83) - Easting(X): 614912.92, Northing (Y): 673964.23

Set Location Undo Location

*Coordinates

* X Coordinate	* Y Coordinate	Coordinate System	Coordinate Source Type
614912	673960	11 - NJ State Plane (NAD83) - UTMET	Digital Image

60%

Location Confirmation

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

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

164220
SRP UST WEB TEST PI

LOCATION CONFIRMATION

Mouse Clicked Coordinates -- Easting (X): 420570.48 Northing (Y): 505500.53
Address:
County: MERCER Municipality: Trenton City
Block: Lot:

NJ State Plane Coordinates (NAD83) - Easting(X): 420910.56, Northing (Y): 505451.19

Each statement below must be certified in order to proceed. Certify each statement by clicking the checkbox next to that statement, then click (the enabled) 'Continue' button to proceed.

Right of Entry and Inspection:

Pursuant to the Industrial Site Recovery Act rules (N.J.A.C. 7:26B-1.9), by the submission and certification of this document I give my consent to the entry of the industrial establishment by the NJDEP and its authorized representatives during any phase of remediation, upon the presentation of credentials, to inspect the site.

Withdrawal Notification:

I understand that I may withdraw this notice if the transaction that initiated the filing of this General Information Notice is terminated. In accordance with the Industrial Site Recovery Act rules (N.J.A.C. 7:26B-3.4), such withdrawal, stating the reasons why compliance with ISRA no longer applies to the site referenced in Item 1A above, shall be made in writing and certified in accordance with N.J.A.C. 7:26B-1.6. I understand if the site has been confirmed to be contaminated, pursuant to the Site Remediation Reform Act, I am obligated to continue with the remediation of the site regardless of the status of my ISRA trigger.

Municipal Notification:

I certify that the municipality (Municipal Clerk), in which the industrial establishment above is located, will be provided a copy of this Notice.

[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

The screenshot shows the NJDEP Online portal interface. The browser address bar displays https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page title is "General Information Notice (GIN) Details".

Navigation tabs include: My Workspace, User Profile, Certifications, Payments, Documents and Forms, Permit Folder, NJDEP Open Gov.

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Serv_2

164220
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Help | Logout

General Information Notice (GIN) Details

Industrial Establishment Type: You must be in a multi-tenant facility in order to pick leasehold. All others pick Entire Site. For the definition of Industrial Establishment, see the ISRA rule at: http://www.nj.gov/dep/rules/rules/njac7_26b.pdf.

NAICS ID/NAICS Description: Click on the box below this heading to open the list of regulated NAICS numbers. From this listing, select the NAICS number that pertains to the primary business activity conducted onsite by the industrial establishment in question. Note: You should enter the relevant information for the primary NAICS only. For more information about NAICS and regulated NAICS numbers see http://www.state.nj.us/dep/erp/isra/isra_applicability.htm. Go to section entitled "Useful Links Regarding NAICS".

*Industrial Establishment Type: Entire Site

Remove	*NAICS ID / NAICS Description	*NAICS Type
	333314 Optical Instrument and Lens Manufacturing	Primary

Add Row

Previous ISRA/ECRA Nos.	Industrial Establishment Name	Remove
-------------------------	-------------------------------	--------

Add Row

Type of Transaction(s):

Bankruptcy Type: N/A

Cessation of Operation: N/A

Property Sale / Transfer of Title	Date of Agreement / Notifications of Option to Purchase	Date Proposed for Transfer of Title	Remove
Property Sale	06/01/2017	10/18/2017	

Add Row

* Required

75%

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

Version: 5.9
Currently logged in: Scott Tyrrell (STYRR12)
Server: Server_1

General Information Notice (GIN) Details

Industrial Establishment Type:

Remove	*NAICS ID / NAICS Description	*NAICS Type
	333999 All Other Miscellaneous General Purpose Machinery Manufacturing	Primary No Exceptions or Limitations

[Add Row](#)

Previous ISRA/ECRA Nos.	Industrial Establishment Name	Remove
E20010088	TEST NAME	

[Add Row](#)

Type of Transaction(s):

Bankruptcy Type:

*Bankruptcy Date:

Cessation of Operation:

Date of public release of the decision to close the facility:

Date the operation ceased:

Date the operation will cease:

Property Sale / Transfer of Title	Date of Agreement / Notifications of Option to Purchase	Date Proposed for Transfer of Title	Remove
<input type="text" value="Business Sale"/> <input type="text" value="Partner Change"/> <input type="text" value="Property Sale"/> <input type="text" value="Sale Of Assets"/> <input type="text" value="Stock Transfer"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Contacts

Provide contact information for:

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

Click "Continue"

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

164220
SRP UST WEB TEST P1

Help | Logout

Contacts

Note: You may add contacts from existing contacts by selecting 'Insert from Existing Contacts' from the drop down menu. You may also add new contacts using the 'Add Contact' button. You must enter all required information (Boxes marked with an Asterisk) for each tab on this page before you click on 'Continue'. Abbreviations like Ave, Dr, Apt, Ln etc. may be used to populate the address field (to ensure that long addresses fit into the address box).

Provide the name and mailing address of an individual to be designated as the "Authorized Agent": a primary contact with the Department for all matters relating to this ISRA review. This can be a licensed site remediation professional or attorney assisting the owner or operator with their ISRA compliance obligations. The Department will copy the Authorized Agent on all written correspondence.

1. Property Owner 2. Business Owner 3. Responsible Party 4. Authorized Agent 5. Potential Purchaser

1. Property Owner

Note: Selecting an option below will replace all information for this contact. Save to My Favorite Contacts

Insert From Existing Contact(s)...

***Salutation:**

***First Name:**

Middle Initial:

***Last Name:**

Title:

***E-Mail Address:**

***Confirm E-Mail:**

***Organization Name:**

Organization Type:

***Address Line 1:**

Address Line 2:

Address Line 3:

***County:**

***City:**

***State:**

***Zip Code:**

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Please enter contact information on ALL required tabs before clicking Continue.

Available Contact Types...

<< Previous Next >> Save Continue

100%

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

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

164220
SRP UST WEB TEST P1

Help | Logout

ATTACHMENT UPLOAD

In addition to the required scaled site map, you must also upload:

1. A completed "Authorization Form to Submit a Confirmed Discharge Notification (CDN) or General Information Notice (GIN) Through NJDEP Online"
2. A tax map showing the tax lot.

If any of the three attachments are not uploaded, the submission is administratively incomplete and cannot be processed.

Upload New Attachments

Maximum File Size: 5 Mb
Maximum Files to Upload: 5
Allowed Attachment Types: xls,txt,doc,rtf,pdf,ppt,jpg,gif,png,tif,docx,xlsx

Note: The "Upload" button must be pressed after the files for uploading are specified before the "Continue" button is pressed to advance to the next step in the submittal process.

*Attachment Name:	Description:	*File:
Scaled Site Map		Browse...
		Browse...
		Browse...
		Browse...
		Browse...

* Required

Note that if the total size of all attachments to be uploaded exceeds 10Mb, all files will fail to upload when clicking the Upload button. Please verify the desired files are listed in the Uploaded Attachments section below before attempting to Continue.

Upload

Uploaded Attachments

Attachment Name	Description	File	Remove
Scaled Site Map		po X.pdf	X
Authorization form		po.pdf	X
tax map		po X.pdf	X

Continue

100%

Certification

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

Version: 5.8
Currently logged in: paul bauer (PCBAUER2)
Server: Server_2

164220
SRP UST WEB TEST PI

Help | Logout

SERVICE CERTIFICATION

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

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.

Certification by Access Type: General

Service ID	Submittal Type	Creation Date	View
518451	Site Remediation - ISRA General Information Notice (GIN) - Amendment to Previously filed General Information Notice	06/19/2017	

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party: paul bauer
User ID of Certifying Party: PCBAUER2

Challenge/Response Question

Prior to certifying your submission, you must answer the following Question correctly:

*What is your mother's middle name? (Not Case Sensitive)

[Forgot Challenge Q/A](#)

Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

Summary

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

The screenshot shows a web browser window displaying the NJDEP Online Summary page. The browser address bar shows the URL: https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes the NJDEP logo and navigation links such as "njhome", "citizen", "business", "government", "services A to Z", and "departments". A search bar is located in the top right corner. Below the header, there are several tabs: "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", "Permit Folder", and "NJDEP Open Gov". The main content area displays the following information:

Version: 5.8
Currently logged in: paul bauer (PCBAUER2) 164220
Server: Server_2 SRP UST WEB TEST PI Help | Logout

SUMMARY [Printer Friendly Version](#)

WARNING: To ensure a successful submission, scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Service Information

Service ID:	518451
Submission Type:	Amendment to Previously filed General Information Notice
Submission Name:	GIN Amendment#518451 @ 164220 - (401 E STATE ST)
Comments:	
Created On:	06/19/2017

Facility Profile

Facility ID:	164220
Facility Name:	SRP UST WEB TEST PI
County:	Mercer
Facility Location:	401 E STATE ST Trenton City, NJ 08608
Mailing Address:	401 E STATE ST HI STUART STE TEST Trenton, NY 00000

Case Information

Activity Number:	LSR140001
Activity Type:	LSRP New Case
Case Tracking Number:	149877
Status:	Active
Status Date:	07/14/2015
Case Name:	SRP UST WEB TEST PI
Document Title:	New New

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".

The screenshot shows the NJDEP Online portal interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and a 'Skip Navigation' link. The main navigation menu includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The user is logged in as 'paul bauer (PCBAUER2)' on 'Server_2'. The 'MY WORKSPACE' section is expanded to show 'My Services - Submitted'. A table of submissions is displayed below, with the 'Status' column circled in red for the first row.

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to PortalComments@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	PDF
518499	paulb corp		New General Information Notice	Submitted - Pending DEP Review	06/21/2017	06/21/2017			
518451	GIN Amendment#518451 @ 164220 - (401 E STATE ST)	SRP UST WEB TEST PI	Amendment to Previously filed General Information Notice	Submission Successful	06/19/2017	06/19/2017			
518191	Example Facility	EXAMPLE FACILITY	Confirmed Discharge Notice (All other Non-UST Spill Act Discharges)	Submission Successful	06/07/2017	06/08/2017			
515782	PA#515782 @ 164220 - SRP UST WEB TEST PI	SRP UST WEB TEST PI	PA	Submission Successful	01/25/2017	04/21/2017			
514428	GIN Amendment#514428 @ 164220 - (401 E STATE ST)	SRP UST WEB TEST PI	Amendment to Previously filed General Information Notice	Submission Successful	11/02/2016	11/03/2016			
512913	LSRP Retention	SRP UST WEB TEST PI	Retention	Submission Successful	09/22/2016	02/23/2017			
512698	NOI-UST#512698 @ 164220 - SRP UST WEB TEST PI	SRP UST WEB TEST PI	UST-NOI	Submission Successful	09/13/2016	02/23/2017			
512265	<<Enter the current Industrial Establishment	SRP UST WEB TEST PI	New General Information Notice	Submission Successful	08/24/2016	04/24/2017			
509289	PASI#509289 @ 004548 - LARRY'S AUTO REPAIR INC	LARRY'S AUTO REPAIR INC	PASI	Submission Successful	03/24/2016	03/24/2016			
508769	PA#508769 @ 164220 - SRP UST WEB TEST PI	SRP UST WEB TEST PI	PA	Submission Successful	03/08/2016	03/08/2016			

Clicking a column title will sort the table by that column.

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.

The background features a dark blue gradient with abstract, flowing, wavy lines in shades of orange, red, and purple. The lines are semi-transparent and overlap, creating a sense of movement and depth.

QUESTIONS?