



New Jersey  
Department of  
Environmental Protection



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

Presented By Scott Tyrrell



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## 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



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## Submitting a Confirmed Discharge Notification (CDN) Online

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## 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.

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## 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*).

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## 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.

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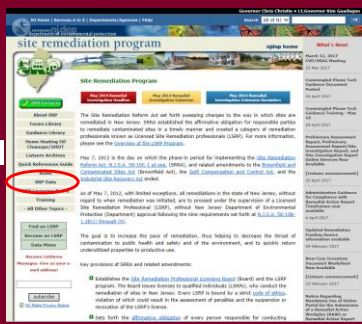
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# DataMiner Reports

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

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

- Click "SRP Data"

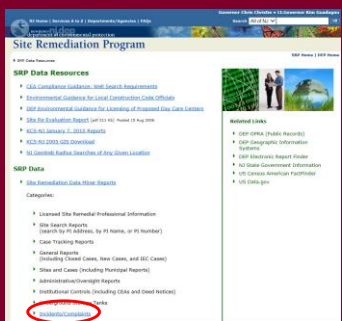


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# DataMiner Reports

- To search for an incident number, Click Incidents/Complaints



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# DataMiner Reports - Incidents

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

Address

Number

County & Date

**Incidents and Complaints**

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

- Incidents by Address (Incidents)
 

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 registered 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 Communication Center Number
 

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

This report displays incident information for 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 registered 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 registered 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 registered 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.

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## DataMiner Reports - Incidents

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

The screenshot shows the DEP DataMiner website with the search criteria set to 'Incidents by Communications Center Number - Report Criteria'. It includes a text input field for the Communications Center number and a 'Submit' button.

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## 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 website with search criteria for 'Incidents by Address (Selected) - Report Criteria'. It features input fields for the beginning and end dates of the search, and a text field for the address.

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## DataMiner Reports - Incidents

To search by County, provide a date range and County

The screenshot shows the DEP DataMiner website with search criteria for 'Incidents by County and Date - Report Criteria'. It includes a dropdown menu for selecting a county and input fields for the start and end dates of the search.

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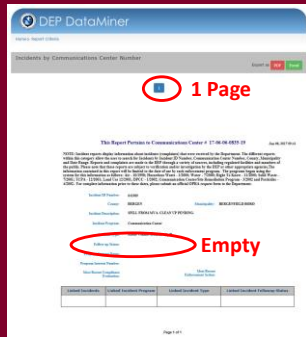
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# DataMiner Reports - Incidents

## 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.



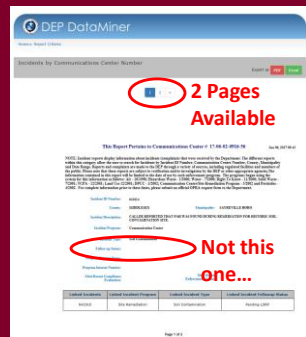
13



# 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.



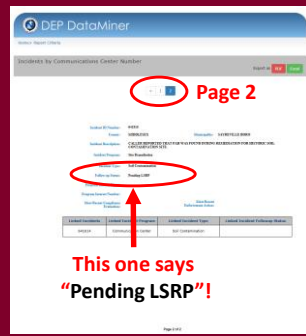
14



# DataMiner Reports - Incidents

## Incident Report Results

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



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# 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.




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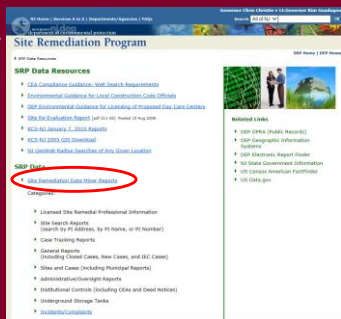
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# DataMiner Reports - Facilities

To search for a Facility click:

"Site Remediation DataMiner Reports"




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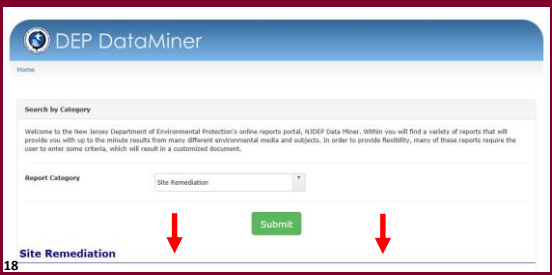
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# DataMiner Reports - Facilities

Scroll Down To "SITE SEARCH REPORT (3)"




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## 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 SRPW 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 SRPW 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 SRPW 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.

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## DataMiner Reports - Facilities

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

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## DataMiner Reports - Facilities

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

PI Number	Program	County	Municipality	PI Name	Location	Site ID	Site Activity Information
07047	Site Remediation	Burlington	Swedesboro Twp	HAMILTON ROAD SITE	211 WYOM	46290	Click for Details
02209	Site Remediation	Burlington	Swedesboro Twp	S.P. POSTAL SERVICE	211 WYOM	46290	Click for Details

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# 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




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# 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.




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# Setup a NJDEP Online Account

The screenshot shows the NJDEP Online Business Portal. At the top, it says "Welcome to New Jersey Department of Environmental Protection's Online Business Portal". Below this, there are sections for "New User?" and "Already a Registered User?". The "New User?" section includes a link to "Request Access to NJDEP Online". A red circle is drawn around this link, and a red arrow points to it with the text "Click here".




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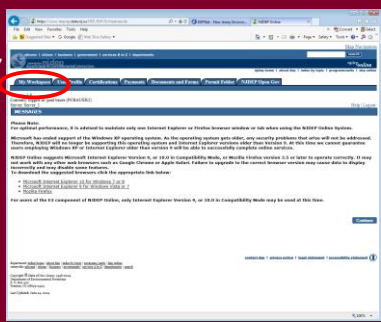






# Setup My Workspace

- Click on the "My Workspace" tab



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# 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.

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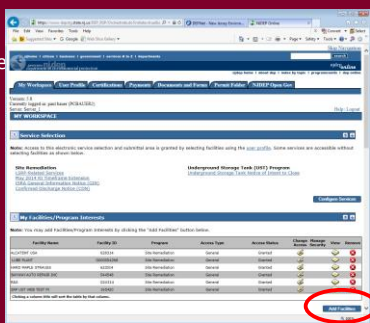
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# Add your Facility

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"



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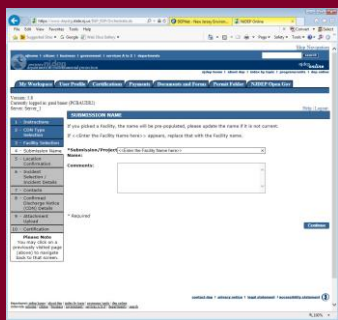






## Submission Name - New

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



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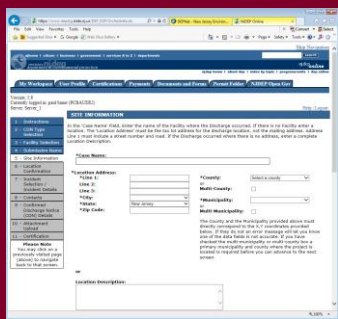
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## Site Information

- **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.



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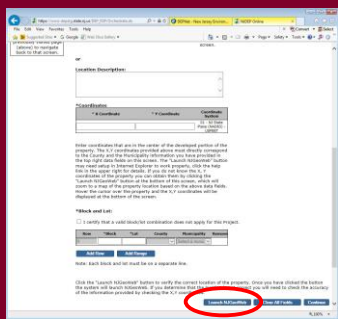
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## Site Information

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



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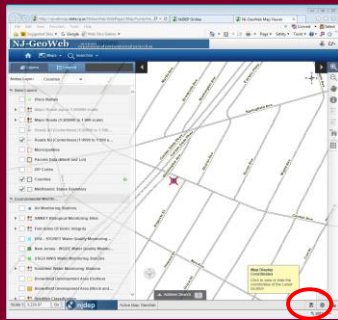
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# NJ - GEOWEB

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.



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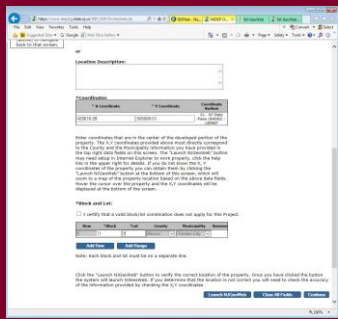
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# Site Information

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



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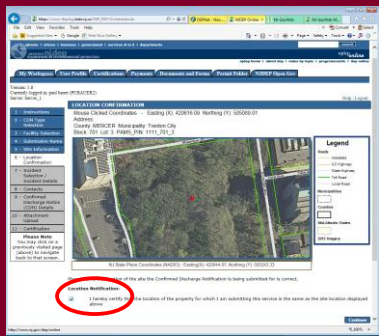
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# Location Confirmation

- Check the box to certify the property location
- Click "Continue"



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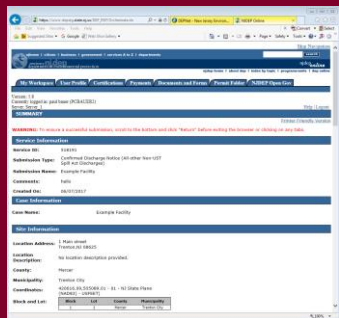






## Summary

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



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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.

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## Submitting a ISRA General Information Notice (GIN) Online

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## 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.

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## 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

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## 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/sra/forms>

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

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**New Jersey Department of Environmental Protection**  
Site Remediation Program  
**AUTHORIZATION FORM TO SUBMIT A CDN OR GIN**  
THROUGH NJDEP ONLINE

**SECTION A. SITE NAME AND LOCATION**  
Site Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Municipality: \_\_\_\_\_ (Township, Borough or City)  
County: \_\_\_\_\_ (County)  
Program Number (P.L. Number): \_\_\_\_\_ (Site Code)

**SECTION B. STATEMENT OF AUTHORIZATION**  
I/We hereby certify that I/We am/are the owner(s) of the property located at the address above and that I/We am/are responsible for the cleanup of the property located at the address above.  
 General Remediation (SRP)  
 Contaminated Discharge Notice (CDN)

**Authorized Parties**  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Municipality: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail 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: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

I/We hereby certify that I/We have personally examined and am/are familiar with the information submitted herein, including the CDN and/or GIN, and that I/We have prepared and am/are responsible for the information submitted herein.

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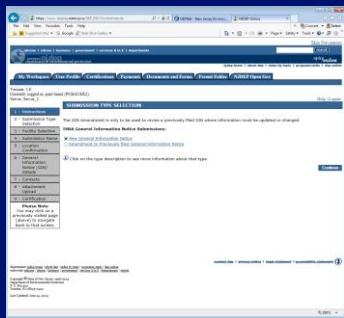
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## GIN Type Selection

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



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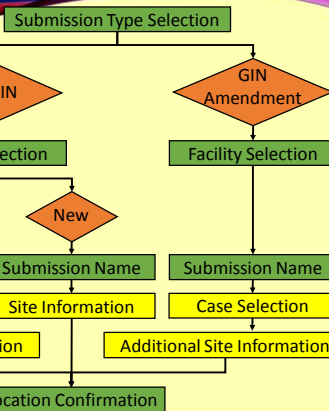
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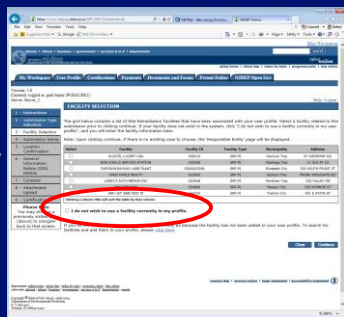
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## Facility Selection

- 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"



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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"



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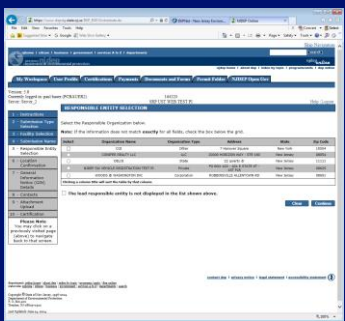
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## Path 1: New GIN – Select Existing Facility

### 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"



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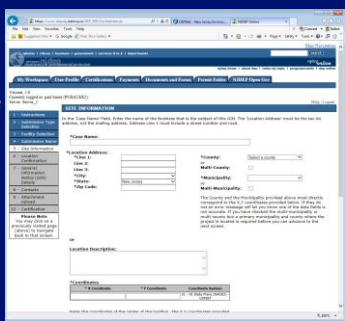
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## Path 2: New GIN – Add a New Facility

### 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.



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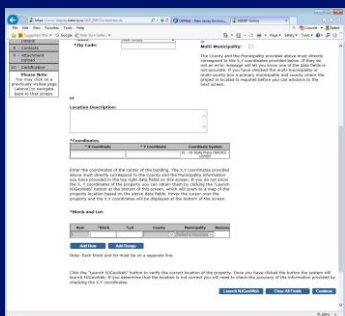
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## Path 2: New GIN – Add a New Facility

### 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”



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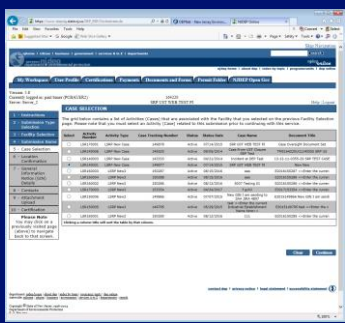
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## Path 3: GIN Amendment

### Case Selection

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



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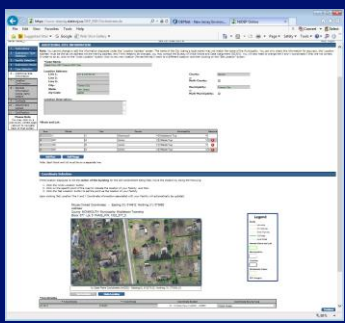
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## Paths 1&3: Additional Site Information

- 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”



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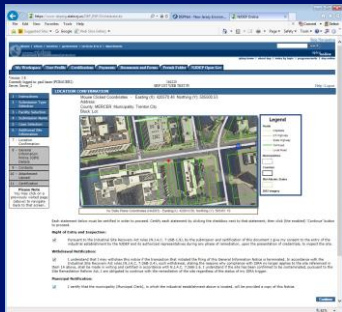
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## Location Confirmation

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



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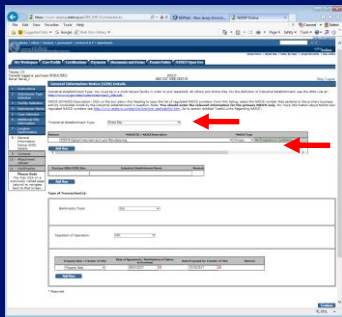
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## General Information Notice (GIN) Details

- **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



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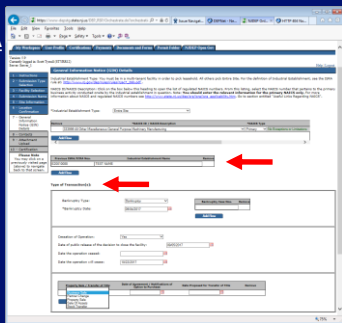
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## General Information Notice (GIN) Details

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



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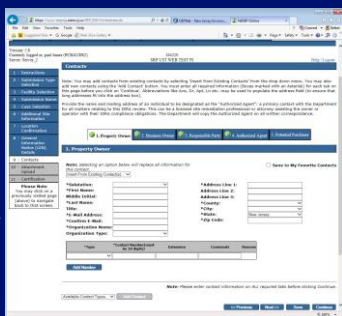
# Contacts

**Provide contact information for:**

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

Click “Continue”

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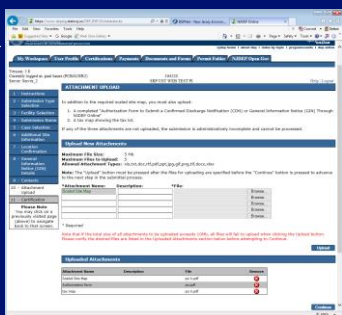
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# Attachment Upload

**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

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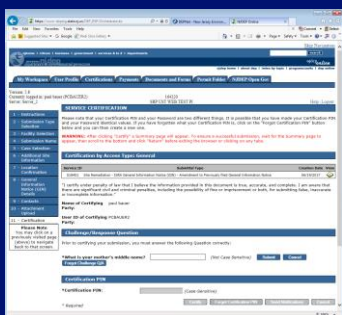
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# Certification

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

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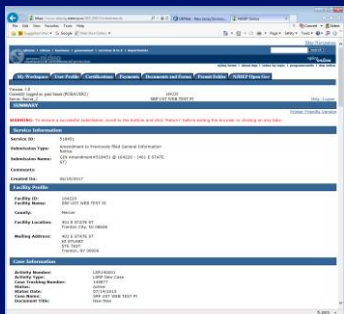
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# Summary

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



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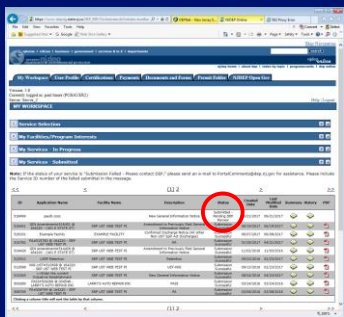
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# Conclusion

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".



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# 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.

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