

Instructions for Submitting Online SEP Data Form


How to Submit Data Form:

1. Complete fillable PDF in its entirety. Incomplete data forms will not be considered for review.
2. Save PDF as 'Contact Name_Project Name_Date of Submission'.
 - Example: Bob Smith_Grenloch Solar Panels_09-25-2015
3. If SEP Data Form has attached pictures, save pictures as .png and name it in the format 'Contact Name_Project Name_Picture #'.
 - Example: Bob Smith_Grenloch Solar Panels_Picture1
4. Attach SEP Data Form and associated pictures to email and send to SEP@dep.nj.gov
5. A confirmation email will be sent out acknowledging that your project form has been received.

Terms and Conditions:

1. By submitting your SEP Data Form to the NJDEP, you hereby grant the NJDEP permission to post your contact information on the NJDEP website.
2. All projects submitted using the Supplemental Environmental Projects Data Form must be fundable/tangible projects. SEP monies cannot be used for administrative work, permit fees, engineering design costs, salaries, etc.
3. The NJDEP cannot accept incomplete data forms for projects.
4. NJDEP will review SEP proposals and recommend changes when necessary.
5. NJDEP will only post those projects that will result in direct and significant public health or environmental protection, improvement or enhancement, and addresses the needs of the community.
6. NJDEP recommends projects that:
 - a. Reduce the environmental impact on overburdened communities, or
 - b. Enhance the Barnegat Bay, or
 - c. Align with a category of the Stewardship program such as Environmental Management System or Hazardous Materials Reduction.
7. Posting of a proposed SEP project is at the discretion of the Department.
8. The posting of a proposed SEP project does not guarantee that the project will be chosen by a respondent.

Helpful Tools:

1. [Click here](#) to review the NJDEP SEP policy.
2. For a map of example completed projects go to [NJDEP Completed SEPs Map](#).
3. To convert latitude and longitude to NJ State Plane coordinates click the conversion widget provided .
4. An example SEP Data Form can be found on the NJDEP Compliance and Enforcement webpage under the Supplemental Environmental Projects tab. This form provides an example of an acceptable SEP project submission: [Example form](#)
5. For a list of the 21 NJDEP stewardship categories, [click here](#).

Contact:

Questions regarding the supplemental environmental projects (SEPs) program can be emailed to SEP@dep.nj.gov or call Helen Owens at (609) 984-6537.



Supplemental Environmental Project Data Form

*All fields are required fields

1. Contact Information

Contact Name: _____

Contact Phone Number(s): _____

Contact's Organization: _____

Mailing Address: _____

Email Address: _____

2. Project Information

Project Name: _____

Project Location NJ State Plane X Coordinates (US Feet): _____

Project Location NJ State Plane Y Coordinates (US Feet): _____

[Link to NJ state plane conversion widget](#)

Project Sponsor(s), if different from Contact's Organization:

Estimated Start Date: _____

Estimated Completion Date: _____

3. Project Cost Information

Estimated Cost: _____

3rd Party contributing to project funds, if different than contact organization or project sponsor
(list all): _____

4. Project Details

Description:

Means of Verification:

Environmental Benefit:

Pictures attached (Y/N):