Submission of Electronic GIS Deliverables via Email

The Site Remediation Program is automating much of the processing for email submissions. Therefore, please closely follow the instructions as written. These are the general administrative requirements for metadata. Some metadata requirements are unique to a submission type and will be described at the GIS web page for that type. For instance, CEA submissions require Area of Concern and NAICS designations that are not discussed here in detail. Until the more specific instructions are posted on to the web page for a specific submission type, please use the following general requirements.

Direct submission of GIS deliverables should consist of one Program Interest and one GIS deliverable type per email (see discussion below on multiple deliverables per single type). The email address you use for a submission depends on the specific GIS deliverable you are sending as noted below. You should send the email at the time you mail your form or report containing same information to NJDEP.

SUBMISSION TYPE and SUFFIX	EMAIL
Area of Concern (AOC)	srpgis_cea@dep.nj.gov
Deed Notices (DN)	srpgis_dn@dep.nj.gov
Classification Exception Areas (CEA):	srpgis_cea@dep.nj.gov
Currently Known Extent (CKE)	srpgis_cke@dep.nj.gov
Well Receptor Searches (WRS)	srpgis_wrs@dep.nj.gov
IEC for potable wells (IECp)	srpgis_iec@dep.nj.gov
IEC for vapor intrusion (IECv)	srpgis_iec@dep.nj.gov
IEC for direct contact (IECd)	srpgis_iec@dep.nj.gov
General Questions/Comments:	srpgis@dep.nj.gov

Single Submission Type with Multiple Deliverables

This section deals with naming protocols intended to avoid confusing the identity of multiple GIS records at a single site. It is relevant in any situation when one submission type has existing multiple records or where multiple records are proposed (such as two CEAs or two DNs at one site).

Most existing GIS submission types have "subject item ID" stored in the New Jersey Environmental Management System [NJEMS]. For example, see subject item IDs for CEAs at the Dataminer query "Sites with a Classification Exception Area" at http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Institutional+Controls+and+Special+Conditions.

Updating Records: The subject item ID is needed when multiple records exist or are being proposed and you are submitting an update deliverable due to a change in CEA spatial extent or because you are seeking a ground water permit for an existing CEA. This number must be entered into the CEA spreadsheet on the Case Info Tab and in the transmitting email as noted below.

Proposing New Records: Where multiple institutional controls are proposed for a single Program Interest number, use an ascending numerical naming protocol to establish the uniqueness of the record [CEA1, CEA2, etc].

Email Subject Line Format

The subject line should contain the Program Interest Number and submission type suffix, separated by a comma.

Example: You are submitting in a CEA for XYZ site in Hamilton Twp with the Program Interest number of 013164. So, the Email Subject Line should be only: 013164, CEA

NOTES: Maintain a single GIS deliverable submission per email. However, if you are proposing two CEAs for Program Interest [e.g., 013164], the first email Subject Line should be 013164, CEA1 and the next email Subject Line should be 013164, CEA2.

Body of Email

The body of the email contains basic information needed to identify the environmental company and LSRP overseeing work, the professional who should be contacted if a submission has technical GIS problems and site identification information.   It also provides fields that can check for errors made in the naming of file attachments or Subject Lines.

To standardize the delivery of this information, please copy the field names below. It is suggested that for fields such as Author, you key the information and save it so that you will not have to repeat the process. Then paste these field names into your email without changes to their content or order. Then key in any remaining information as needed after each field name.

Name of GIS author Company and mailing address:
Name and license number of any LSRP overseeing work:
Email for LSRP overseeing work:
Name of professional performing GIS work:
Email for Professional performing GIS work:
Phone Number for Professional performing GIS work:
Program Interest Number for Site:
Name of Site as known to NJDEP:
Physical address of Site:
Submission Type Suffix:
Subject Item ID:
If submission is a CEA, is associated remedial action "natural remediation", "active remediation" or "not yet selected":
If submission is CEA, is the boundary the "site boundary" or a modeled extent "within the site boundary"?:

NOTES: Submission Type Suffix should include the ascending number if appropriate. If you are submitting a CEA, answer the CEA boundary question by only pasting the correct choice after the colon. No comment is needed for CEAs which are beyond the site boundary.

Spatial Accuracy Statement: Please read the Minimum Accuracy Requirements (http://www.nj.gov/dep/srp/gis) and determine whether you intend to provide fully rendered Federal Geographic Data Committee's (FGDC) Metadata or copy the following statement into your email: I certify that data submitted meets minimum accuracy requirements of the Site Remediation Program.

GIS Compliant File types

ARC users: mdb (geodatabase) are no longer accepted for security reasons. Attach shape files.
CAD users: DWG files.   Must be defined in "model space" NAD 83 State Plane Coordinate feet. **Be advised, the NJDEP is moving toward shape files as the sole GIS deliverable type. It is expected that CAD users will be able to comply by outputting shape files from CAD.** See CAD record naming protocols section of SRP GIS web page.

File Naming Protocols:

File names of email attachments shall be ONLY: Program Interest number of the site followed by an underscore and then date of submission followed by valid Suffix Type. The official date of the data will be assumed to be date of the most recent submission.

File Naming example for CEA submission:

Consultants Client Name: XYZ Inc
DEP Program Interest number: 013164
Date of Submittal: May 13, 2009

Correct File Name: 013164_051309CEA

Incorrect file names: XYZ Inc
                          013164-5/13/09
                          64-05_13_09
                          013164_May 13, 2009

NOTES: Where multiple institutional controls exist for a single Program Interest, the correct ascending submission type name [ie, CEA1, CEA2, etc] must be in the file name. So, for the example above, the name would be 013164_051309CEA2.

Program Interest numbers online: If you do not have the Program Interest number, go to http://datamine2.state.nj.us/dep/DEP_OPRA. Select the search you think most efficient to find the site.