



## New Jersey Department of Environmental Protection Site Remediation and Waste Management Program

### INSTRUCTIONS FOR NJDEP ONLINE – CHILD CARE PA, CLEAN PASI, OR CLEAN SI STANDALONE REPORT SUBMISSION

#### Applicability

Use this service if a Child Care Preliminary Assessment (PA), Clean Child Care Preliminary Assessment/Site Investigation (PA/SI), or Clean Child Site Investigation (SI) in Support of Child Care Licensing must be submitted, and an RAO was not yet issued or will not be issued soon, and no contamination was found. Submit using the Online Service Child Care PA, Clean PASI, or Clean SI Standalone Report Submissions in New Jersey Department of Environmental Protection (NJDEP) Online, found under Site Remediation's LSRP Related Services. If a Child Care RAO has been issued, do not use this service, upload the supporting document(s) in the RAO service. Do not use this service if contamination was found or the Facility is a Madden subject educational facility.

#### NJDEP Online Account (one time only)

1. The Child Care Licensing Standalone PA, Clean SI or Clean PASI Submissions only Service is NOT compatible with the Microsoft Internet Explorer 9.0, or the most recent version of Mozilla Firefox (Version 52.0.2). This service IS compatible with Google Chrome.
2. The Child Care Licensing Standalone PA, Clean SI or Clean PASI Submissions only service may be prepared by another person but must be certified by an LSRP. The LSRP must have filed a retention form prior to certifying this online service.
3. To prepare or submit forms through NJDEP Online, you must have an NJDEP Online account. If you do not already have an account, go to: <http://www.state.nj.us/dep/online/> for setup instructions.

#### My Workspace Setup

1. (One Time Setup) Login to NJDEP Online, then from the 'My Workspace' tab, click on 'User Profile'. Scroll to the bottom of the page and click 'Add License Numbers', then type in your LSRP License number, and click 'Save'. If the license is valid, your name will display. Click 'Save' to add your license to your profile. Your License can only be saved to one NJDEP Online account. Make sure to add your current address and email and work phone number to your user profile, as the NJDEP will reach out to you there if there are issues with services.
2. LSRPs will need a PIN number in order to certify. If you do not have an existing PIN, click 'Request Cert PIN' at the top of the page.
3. Click the tab on the upper left to go to My Workspace and click 'Configure Services'. Choose 'LSRP-Related Services', and click OK, the link will be added to your My Workspace.
4. You will need to add any facilities you wish to use for LSRP related submissions to My Facilities\Program Interests before running services. Click 'Add Facilities', choose 'Site Remediation' in the (Optional) Select NJDEP Program: drop-down, and then type in the program interest (Facility ID) in the Facility ID field, or the Facility name in the Facility name field and click 'Search'. Click the checkbox next to the facility you wish to add to your Facilities, and Click 'Add Selected Facilities'. You may also add a facility from within the Facility Selection page from the Add Facilities link.

#### Child Care Licensing Standalone PA, Clean SI or Clean PASI Submissions only Service

1. **Files you will need (minimum)**
  - a. You must first complete the Child Care Center/Educational Facility Remediation Form, and have it scanned to a PDF and saved to your computer. This form, and their associated instructions are available at: <http://www.nj.gov/dep/srp/srra/forms>.
  - b. The PA, PA/SI or SI saved as a PDF.
  - c. The Case Information Document (CID)
  - d. Any Electronic Data Deliverables (EDDs) not yet submitted.

2. **Child Care Licensing Standalone PA, Clean SI or Clean PASI Submissions only Service:** After logging onto NJDEP Online, from My Workspace, Service Selection, click 'LSRP-Related Services', then on the next page, click the radio button next to the 'Child Care PA, Clean PASI, or Clean SI Standalone Report Submissions' label and click 'Continue'. Read the brief instructions and click 'Continue'.
3. **Submission Name:** The Submission Name Field should be populated with the Facility name and type of submission. Add any comments you wish to see associated with this individual service and click 'Continue'.
4. **Submission Type Selection:** Select the appropriate submission type by clicking the radio button then click 'Continue'.
  - a) **Child Care Licensing PA Report (Standalone)**
  - b) **Child Care Licensing PA/SI Report (Standalone, Clean)**
  - c) **Child Care Licensing Site Investigation Report (Standalone, Clean)**
5. **Facility Selection:** Choose one of the facilities you added to your profile by clicking a radio button on the left and click 'Continue'. You may add an additional facility by clicking the link at the bottom of the page.
6. **Case Selection:** Choose a Case (Activity) at that facility by clicking a radio button on the left and click 'Continue'.
7. **Contacts:** You must enter all contact information for the Person Responsible for Conducting the Remediation (Person Remediating). Note that a \* indicates a required field. Click 'Add Number' if there is no phone number and add a number with a number type.

**Note:** If Save to My Favorite Contact is selected, this contact will be saved to the Existing Contacts & will be available to be selected from the Insert from Existing Contacts Dropdown.
8. **Attachment Upload:** All of the attachments for the Child Care Licensing Standalone PA, Clean PASI, or Clean SI Submissions only Service must be uploaded here. Once all the required attachments are entered, the continue button will become enabled. Required attachments are:
  - a) Child Care Center/Educational Facility Remediation Form
  - b) PA, PA/SI or SI Report
  - c) Attach if Required:
    - The Case Information Document (CID)
    - Any Electronic Data Deliverables (EDDs) not yet submitted.

**Note:** The CID is not checked in this upload. Make sure you are using the latest CID version and you have successfully Validated and Locked the CID before upload.
9. **Service Certification:**
  - a) Answer the challenge question, click submit.
  - b) LSRPs enter their PIN number to certify and click "Certify".
10. **Summary:** On the Submission Summary page, you will be able to review and print a summary of information entered throughout the service.
11. **Completed Services** appear in My Workspace under My Services Submitted section. Services where another user has prepared the service, but the LSRP has only certified, will appear in the LSRP's Certifications tab under Certification History.
12. **A confirmation e-mail** will be sent to the LSRP & the person conducting Remediation.

13. Direct questions pertaining to issues concerning the Child Care licensing program should to [Ellen.Hutchinson@dep.nj.gov](mailto:Ellen.Hutchinson@dep.nj.gov), (973) 656-4430 or [Gary.Greulich@dep.nj.gov](mailto:Gary.Greulich@dep.nj.gov) (973) 656-4465. Questions about the online service should be directed to [njdeponlinesupport@dep.nj.gov](mailto:njdeponlinesupport@dep.nj.gov).