



**New Jersey Department of Environmental Protection
Site Remediation and Waste Management Program
INSTRUCTIONS FOR
NJDEP ONLINE – PUBLIC NOTIFICATION SUBMISSION**

Applicability Use these instructions when submitting a Public Notification Form via the New Jersey Department of Environmental Protection (NJDEP) Online Public Notification Service found under Site Remediation’s LSRP Related Services.

NJDEP Online Account (one time only)

1. The Public Notification Submission 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 Public Notification Submission 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.

Public Notification and Outreach Submission Service

1. **Files you will need (minimum)**
 - a) The Public Notice form filled out and saved to your computer. This form, other forms listed below, and their associated instructions are available at: <http://www.nj.gov/dep/srp/srra/forms>.
 - b) The Authorization form (PDF) to submit reports online (signed by the person responsible for conducting remediation) available at: <http://www.nj.gov/dep/srp/srra/forms>.
 - c) Public Notice Sign/Letter/Fact Sheet Documentation - proof of the public notice, i.e., a picture of the Notice, or a copy of the letter or fact sheet document.
2. **Public Notification and Outreach 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 ‘Public Notice Form’ 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) Public Notice Form (Initial) - Use this service type when submitting the very first Public Notification for this case.
 - b) Public Notice Form (Updated) - Use this service type when submitting any updated Public Notification for this case.
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 Public Notification must be uploaded here. Once all the required attachments are entered, the Continue button will become enabled. Required attachments are:
 - a) Public Notice Form
 - Document Type = Form or DEP-Online Submittals
 - Sub Doc Type = Form
 - b) Authorization form
 - Document Type = Form or DEP-Online Submittals
 - Sub Doc Type = Form
 - c) Public Notice Sign/Letter/Fact Sheet Documentation
 - Document Type = Photo
 - Sub Doc Type = Photo
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** Direct questions pertaining to Public Notifications to the Community Relations (OCR) Duty Officer at (609) 984-3081. Questions about the online service should be directed to njdeponlinesupport@dep.nj.gov.