Instructions for Completing RPS Feedback Submittal

These directions describe how to use the feedback portion of the Department's Remedial Priority Score (RPS) service. In the Feedback Portion you can upload several files that will be used to update the data input for the RPS Model. These include the RPS Feedback Form, GIS polygons, and Electronic Data Deliverable (EDD) corrections (LOCLIST.DBF). The RPS Feedback Form is required for all submittals. When entering the information into the service, please use the SRP Referred ID (Facility ID), Activity, and Case Number that appears on the RPS Letter.

If the case is required to have a Licensed Site Remediation Professional, the LSRP must certify the submittal utilizing this service. The License ID needs to be in your profile to confirm that you are the LSRP for the case. If you have not added your License ID, please do so prior to completing this service.

Files to be uploaded should be saved to your computer before starting. The RPS Feedback Form is located at: http://www.nj.gov/dep/srp/srra/rps/docs/rps_feedback_form.pdf, directions to create GIS shape files are at: http://www.nj.gov/dep/srp/srra/rps/docs/rps_feedback_gis_submissions_instr.pdf, and directions to update the LOCLIST.DBF file are at: http://www.nj.gov/dep/srp/srra/rps/docs/rps_feedback_edd_loclist_instr.pdf. In this service, please fill out the required fields on each page and then click continue to proceed. In the following pages, enter your Facility ID in the Submission/Project Name field and your Case Tracking Number in the Comments field.

Introduction

A user must have a MyNewJersey Account and an NJDEP Online' account to use the Remedial Priority System Service, which has been established to request additional information from the Department.

What is myNewJersey? It's a system that uses a single ID to let you access many services. You can access taxes, permits, payments, and other information.

Why do I need myNewJersey to use NJDEP Online? NJDEP Online is the service that lets you work with your Department submittals. MyNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.

→ Before you use the RPS Service (Feedback Submittal), please download and complete the "RPS Feedback Form" at http://www.nj.gov/dep/srp/srra/rps/docs/rps_feedback_form.pdf.

Section A. (Logging into MyNewJersey Account and NJDEP Online

- 1. NJDEP Online Opening Screen (Figure 1): Open an Internet browser and type www.njdeponline.com.
- **2. If you already have a MyNJersey and a NJDEP Online Account** click on the 'Log in to NJDEP Online' button, click continue or My Workspace, then click on the 'Configure Services' button and proceed to Step 7. All other users must continue to step 3.
- 3. Select 'NEW USERS Request Access to NJDEP Online' button and fill in the following fields: 'Contact Name', 'Organization Name', 'Email Address', and 'Confirm E-Mail' and Click on the 'Request' button. This will take you to a page where NJDEP Online and MyNewJersey will be linked (Figure 2). The service will search to see if you have a MyNewJersey Account and populate the fields in the appropriate section for step 4.
- 4. If you already have a MyNewJersey Account: Fill out Section A with your MyNewJersey Login ID and Password and click 'Link NJDEP Online with My Account'.

If you do not have a MyNewJersey Account: Fill out Section B with your desired Log On ID, Password, Security Question and answer to that question and click 'Create this new MyNewJersey Account and Link NJDEP Online to it' button.

Note: Save you ID and Password for future use. Be sure to remember your challenge question and answer in case you forget your password. Passwords must be at least 8 characters long, chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).

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Section B. Using NJDEP Online

- **5. NJDEP Online Contact Information Page**: Ensure that the proper contact information (including the proper email address) is entered, and add at least one contact number, and upon returning to the NJDEP Online Contact Information Page, click 'Continue'.
- **6. Request Certification PIN Page**: Request your Certification PIN by clicking 'Request PIN'. You will receive a Certification PIN via Email. You will only be required to use the Certification PIN if you plan to electronically certify a submittal using this account. If you do not need a Certification PIN, click 'Complete Setup'.

Note: Upon requesting a Certification PIN and clicking 'Continue' on the confirmation screen, your account setup will be complete.

- 7. Services Page (Figure 3): Under the Site Remediation Heading, select the Remedial Priority System (RPS) Service to add it to your workspace by clicking the checkbox next to Remedial Priority System (RPS), and click the 'OK' button in the lower right corner. If the message page appears, read and then click.
- 8. My Facilities Pages (Figure 3): If your facility is not present (a facility is required for this service), click 'Add Facilities'. Add your facility to your account by selecting Site Remediation in the DEP Program Field, and entering the Facility ID from the attached letter and click 'Search'. Check the check box next to your facility and click 'Add Selected Facility'. You may have to click the 'Complete Setup' button to continue.
- 9. From My Workspace, under the heading Service Selection, click 'Remedial Priority System (RPS)'.
- 10. Instructions Page: Read the instructions, and then click 'continue.'
- 11. Submission Name Page (Figure 4): Enter the submission Name and Comments. The submission name should be a combination of the Preferred ID Number and the facility name. The Case Tracking number listed in the letter needs to be located in the Comments. Include only the Case Tracking Number in the Comments field. Once the information is entered, click 'Continue.'

Submission Name: 000000 - Facility Name

Comments: 124567 (enter your case tracking number)

- 12. Facility Selection Page: Click the 'Select' radio button next to your facility then click 'Continue.'
- 13. Contacts Page (Figure 5): Information for both the Responsible Party and RPS Feedback Primary Contact is required to be completed in this section. Items that are starred are mandatory fields. A phone number is also a required element for the contact page. You will need to click on the 'contacts' tab to switch between the two contacts. Once both contacts are entered, click 'Continue' to save the information
 - If the contacts are the same, click the 'Save to My Favorite Contacts' radio button and then 'Save' button before entering the 2nd contact.
 - If contact has already been saved, click on the 'Insert from Existing Contact(s)' drop down to pick 1) Responsible Party.
- **14**. **Select Activity Page**: Refer to the letter and find the correct activity for the site. Choose the activity with the select radio button on the right and click 'Continue.'
- **15**. **Attachment Upload Page (Figure 6)**: In this step, the service allows the user to attach all of the files that are to be submitted to the Department. The "RPS Feedback Form" is required to be submitted. The three GIS files (RPS_Extent.shp, RPS_Extent.shx & RPS_Extent.dbf) and the EDD file (LOCLIST.DBF) are optional.

To start the upload process, enter "RPS Feedback Submittal" into the Attachment Name, click 'Browse' then find the "RPS Feedback Form" file and then click 'Open' to select the file. If you want to add the other optional files,

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enter the Attachment Name, click 'Browse' then find the file that you want to attach, and then click 'Open' to select the file. Continue with this step until all files have been attached.

Once all of the files are attached, click 'Upload.' When the files have been uploaded, click 'Continue.'

16. **Attachment Specific Information Page (Figure 7)**: Select the following Document Type and Sub-Doc Type for all of files that you have attached and then click 'Continue.'

Document Type: Correspondence

Sub-Doc Type: RPS Feedback Submittal

17. **Certification Page**: Enter your PIN # from the certification PIN e-mail (see step 6), and click 'Certify.' Results will not be accepted without this certification.

If the case is required to have a Licensed Site Remediation Professional, the LSRP must certify the submittal utilizing this service. The License ID needs to be in your profile to confirm that you are the LSRP for the case. If you have not added your License ID, please do so prior to completing this service.

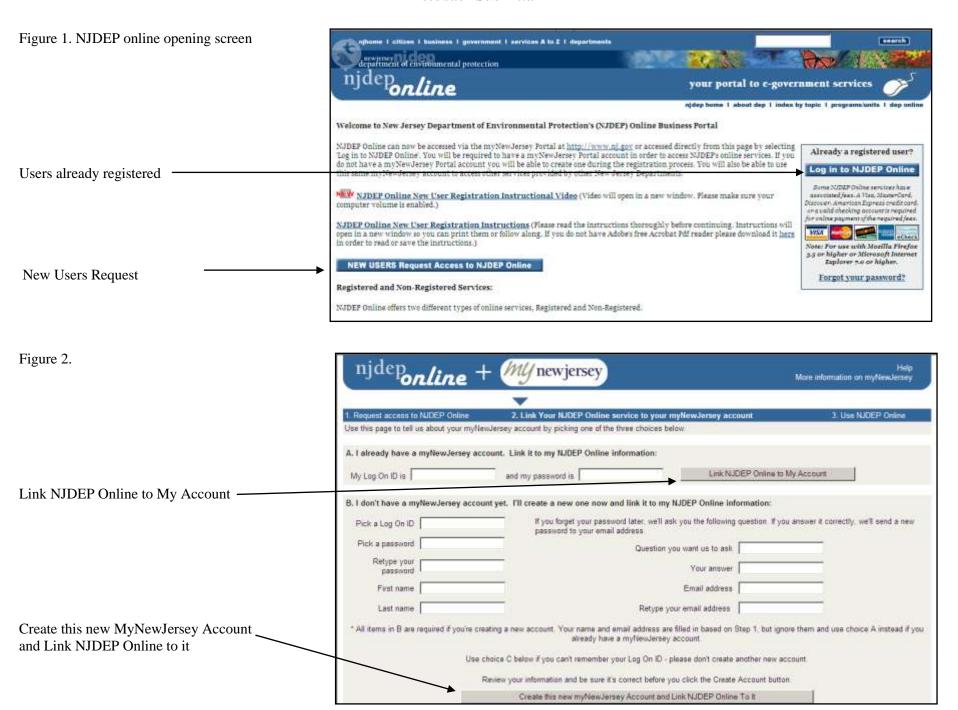
18. Facility Submittal Summary: Review the submittal Summary and then click 'Return.'

You have completed your request. An email will be sent out with the requested information

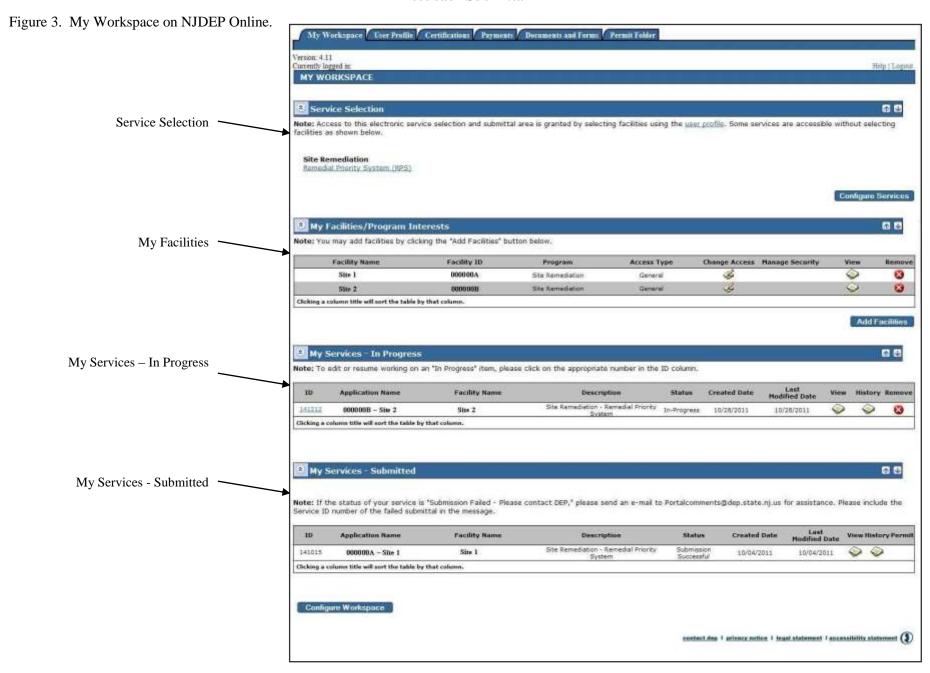
Please view the website at http://www.state.nj.us/dep/srp/srra/rps/ or contact the Bureau of Information Systems, Planning and Support at 1-866-442-0889 if you require additional assistance.

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Amended Instructions for Completing the Remedial Priority Scoring (RPS) Feedback Submittal



Amended Instructions for Completing the Remedial Priority Scoring (RPS) Feedback Submittal

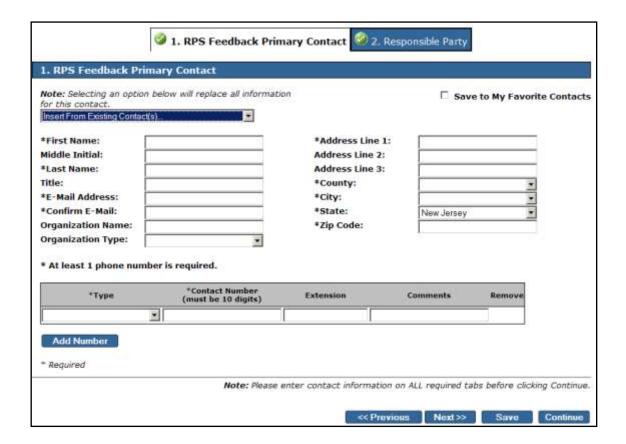


Amended Instructions for Completing the Remedial Priority Scoring (RPS) Feedback Submittal

Figure 4. **Submission Name Page**.

SUBMISSION NAM	4E		10 - 1
Enter your Facility ID in *Submission/Project Name:	the Submission/Project Name Field. Enter your 00000A - Site 1	Case Tracking Number in the Comments Field.	
Comments:	Case tracking Number 01234	<u> </u>	
* Required			Continue

Figure 5. Contacts Page.



Amended Instructions for Completing the Remedial Priority Scoring (RPS) Feedback Submittal

Figure 6. Attachment Upload Page.

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ote: The "Upload" button dvance to the next step			d before the "Continue" button is pre	ssed
Attachment Name:	Description:	*File:	No. Comment	
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Figure 7. Attachment Specific Information Page.

Document Type: Correspondence

Sub-Doc Type: RPS Feedback Submittal

