



New Jersey Department of Environmental Protection Site Remediation Program

ONLINE - ANNUAL REMEDIATION FEE REPORTING FORM INSTRUCTIONS

NJDEPOnline Account (one time only)

1. The Fee Service may be prepared by another person but must be certified by an LSRP. The LSRP may pay or the fees-billing contact may pay.
2. As an LSRP, in order to submit forms and eventually reports through NJDEPOnline, you must add your LSRP License number to your NJDEPOnline account. If you do not already have an account, go to: <http://www.state.nj.us/dep/online/> for setup instructions.

MyWorkspace Setup

1. If you do have an account, login, from the "My Workspace" tab, click on "User Profile". Scroll to the bottom of the page and click "Add License Numbers", choose "Licensed Site Remedial Professional", 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 DEPOne account. Make sure to add your current address and email to your user profile, as the Department 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 Service will be added to My Workspace.
4. You will need to add any facilities you wish to use to My Facilities\Program Interests before running any 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".

Annual Remediation Fee Service

1. **Annual Remediation Fee Reporting Service:** Click "LSRP-Related Services", then on the next page, click the radio button next to the Remediation Fee Assessment and Payment label and click continue. Read the brief instructions and click "Continue".
2. **Facility Selection:** Choose one of the facilities you added to your profile by clicking a radio button on the left and click "Continue".
3. **Case Selection:** Choose a case at that facility profile by clicking a radio button on the left and click "Continue".
4. **Submission Name:** The submission name contains IDs for the facility and case you picked: CTN = case tracking number, PIID = Facility/Program Interest ID, INITIAL or NON INITIAL and the Facility name in (). Add any comments you wish to see associated with this individual service and click continue. Note: If the Submission name contains the word "INITIAL", you can pay through the service. If the Submission name contains the word "NON-INITIAL" you will be updating CAOCs and contaminated media for the next scheduled billing date when the fees billing contact will be invoiced.
5. **Contacts:** If there is a fees billing contact at the case it will display. Add or update as needed, note that a * indicates a required field. The contact entered here is where any bill will go to unless the service is run again to do another update. Click "Add Number" if there is no phone number and add a number with a number type.
6. **Remediation Fee Details:**

The NJDEP updates fee amounts annually. Current fee amounts can be found in the Fees/Oversight Cost Guidance Document at http://www.nj.gov/dep/srp/guidance/#fee_oversight_cost_guidance.

 - a. **Remediation Initiated:** If no date comes in, enter Date of Trigger Pursuant to N.J.A.C. 7:26C-2) in the form of mmddyyyy (like 05042012).

- b. Applicable Category: If there are only regulated tank CAOCs, put a check in the box next to: “DO NOT CHECK THIS BOX IF THERE ARE CONTAMINATED AREAS OF CONCERN (CAOC) OTHER THAN REGULATED UNDERGROUND STORAGE TANK SYSTEMS.” Check this box if the ONLY CAOC(s) are any number of contaminated regulated underground storage tank system areas, excluding regulated heating oil tank systems.” .
 - c. If the facility is a regulated Landfill check the Landfill box.
 - d. Enter the number of CAOCs.
 - e. If neither the Regulated Tank nor Landfill checkbox is chosen the Applicable Category will be calculated based on the number of CAOCs.
 - i. 0-1 CAOC
 - ii. 2-10 CAOCs
 - iii. 11-20 CAOCs
 - iv. > 20 CAOCs
 - f. Contaminated Media: Check the box for each type of contaminated media present. Each additional type checked increases the fee:
 - i. Contaminated ground water
 - ii. Contaminated sediment
 - iii. Contaminated ground water contaminated above a surface water quality standard as defined in N.J.A.C. 7:9B that is migrating to surface water
 - g. Click “Calculate fee” for the totals in Applicable Category, Contaminated Media and the Total Fee Assessed.
 - h. Click “Continue” to go to the certification page.
7. **Certification:** LSRPs enter their PIN number to Certify, and click Certify. You may only certify if you have saved your valid LSRP license number to your user profile.
- NOTE: If another user has prepared the service for the LSRP to certify, as long as you have added the facility to your user profile, you can access services to certify by clicking the “Certifications” tab in My Workspace. LSRPs can view each service there and certify it. Only services that have reached the certification page will appear in the “Certifications” tab.
8. **Summary:** If a payment cannot be made, a Summary page will appear. Fee categories and billing contact has been set ready for the next bill date displayed.
9. **Payments:** If a payment can be made, the payments page will appear. The total will be displayed with payment options. Choose one of four actions:
- a. Exit the service by clicking “My Workspace” so another user can make payment. If the LSRP exits the service before choosing any billing option, another person can pay if they have the facility in their user profile, and click the payments tab. **The Remediation Fee Form will not be filed with DEP unless “Bill Me Later” is chosen, or a payment is completed.**
 - b. The LSRP can click “Bill Me Later” at this point and a bill due 60 days from the date of clicking “Bill Me Later” will go out to the fees billing contact in the service, Click “Continue” on the paper payment page unless you wish to cancel. Click the radio button on the first option (fees billing contact) in the Payment Mailing Address Option page and click “Continue”. Review the information in the Review paper payment billing confirmation and if correct, click “Continue”. The Fee service will be submitted to NJDEP, and a Summary page will appear, scroll through and click return.
 - c. The LSRP or another payer can click “e-check”. A message appears which prevents paying from an account outside the United States. Click an option and then fill in the required check information and click “Continue”. A Review Payment Information page will appear. If the information is correct, click “Authorize Payment”. The Fee service will be submitted to DEP, and a Payment Confirmation page will appear. click “Continue” and the Summary page will appear, scroll through and click return.
 - d. The LSRP or another payer can click “Credit Card”. Fill in the required credit card information and click “Continue”. A Review Payment Information page will appear. If the information is correct, click “Authorize Payment”. The Fee service will be submitted to DEP, and a Payment Confirmation page will appear. Click “Continue” and the Summary page will appear, scroll through and click return. The option to pay by credit card will not be available if your bill exceeds \$10,000.00.
10. 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.
11. A confirmation e-mail will be sent to the fees billing contact. A copy of the email will be sent to the LSRP when a non-initial service has been certified (no bill), a payment has been made, or “Bill Me Later” was chosen.