

# Tips for Receptor Evaluation Form Issues

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# Editing and Saving Fillable PDFs

- ▶ Many PDFs submitted to Site Remediation and Waste Management Program have the data within extracted and processed.
- ▶ Some examples are the Receptor Evaluation, CEA Fact sheet, and Public Notification and Outreach forms.
- ▶ Do not edit downloaded PDFs with a web browser!

# Save the file from the SRP Forms Page

- ▶ Start with a clean template from the SRRRA Forms page. Right click and then choose 'Save link as...'

Worksheet			Log
● Receptor Evaluation form	Form pd	Instructions 2.4	See <a href="#">Update</a> <a href="#">Log</a> 7:26E-1.12
● Well Search Spreadsheet	Sp xls		See <a href="#">Update</a> <a href="#">Log</a>
● CEA/Well Restriction Area (WRA) Fact Sheet form	Fc pd		See <a href="#">Update</a> <a href="#">Log</a> 7:26C-7.3

Open link in new tab

Open link in new window

Open link in incognito window

**Save link as...**

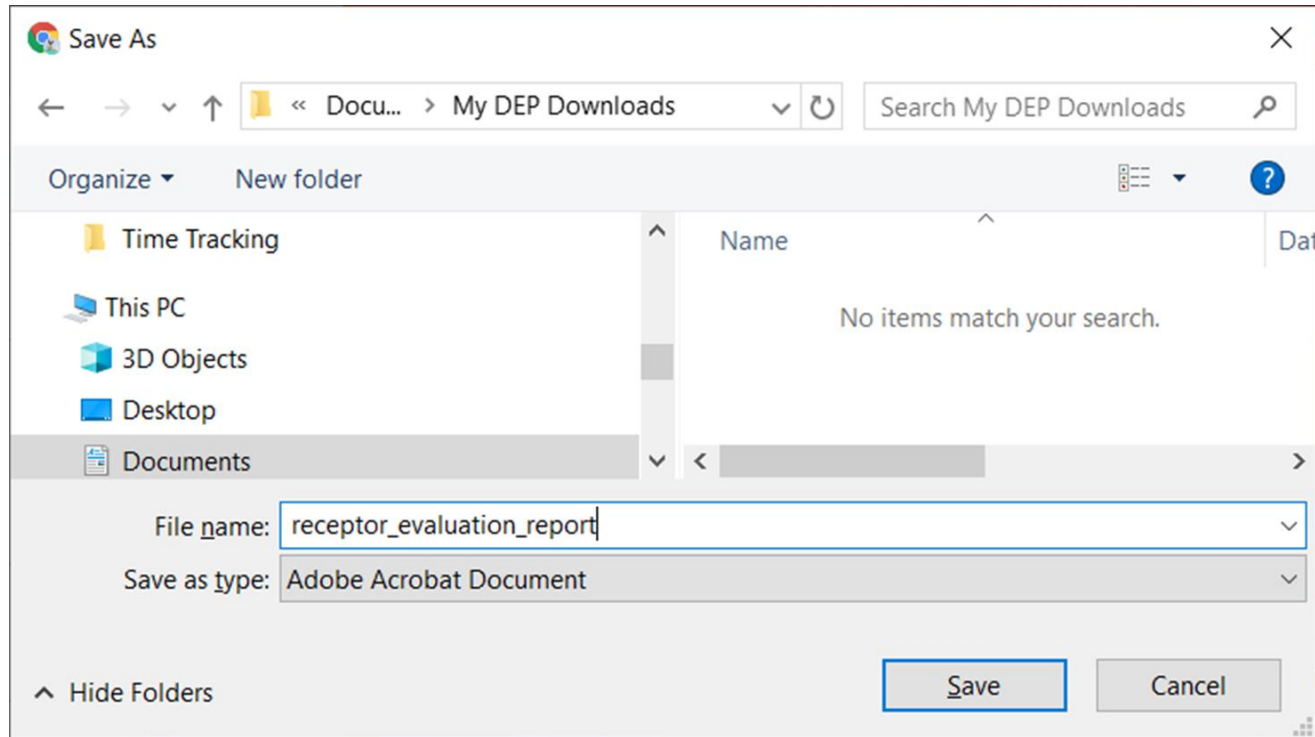
Copy link address

Inspect Ctrl+Shift+I

Changes

# Save Dialog Box


- ▶ Save as type 'Adobe Acrobat Document' (a PDF file).



# Edit PDF and Save

- ▶ Use Adobe Acrobat, not a third-party application. There is a free reader, Adobe Acrobat Reader DC.
- ▶ Don't merge the PDF with other PDFs into one file.
- ▶ Loss of the readable fields may be caused by editing with a browser, or “Print to PDF” instead of ‘Save’ or ‘Save As...’.

*When the form fields still exist and are still extractable, the form will display them as blue fields in Acrobat.*

 <p>New Jersey Department of Environmental Protection Site Remediation Program</p> <p><b>RECEPTOR EVALUATION (RE) FORM</b></p>	<p>Date Stamp (For Department use only)</p>
<p><b>SECTION A. SITE</b></p> <p>Site Name: <input type="text"/></p> <p>Program Interest (PI) Number(s): <input type="text"/></p> <p>Case Tracking Number(s) for this submission: <input type="text"/></p> <p style="text-align: center;"><b>This form must be attached to the Cover/Certification Form if not submitted through a Remedial Phase Online Service</b></p> <p><b>Indicate the type of submission:</b></p> <p><input type="checkbox"/> Initial RE Submission</p> <p><input type="checkbox"/> Updated RE Submission</p> <p>Indicate the reason for submission of an updated RE form</p> <p><input type="checkbox"/> Submission of an Immediate Environmental Concern (IEC) source control report;</p> <p><input type="checkbox"/> Submission of a Remedial Investigation Report;</p> <p><input type="checkbox"/> Submission of a Remedial Action Report;</p> <p>Check if included in updated RE</p> <p><input type="checkbox"/> The known concentration or extent of contamination in any medium has increased;</p> <p><input type="checkbox"/> A new AOC has been identified;</p> <p><input type="checkbox"/> A new receptor is identified;</p> <p><input type="checkbox"/> A new exposure pathway has been identified.</p>	

*In this instance, the document isn't scanned, but the fields are no longer editable. The blue overlay on the fields have disappeared, which will fail the import process.*

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<p><b>SECTION A. SITE</b></p> <p>Site Name: ABCDEF Corporation _____</p> <p>Program Interest (PI) Number(s): 123456 _____</p> <p>Case Tracking Number(s) for this submission 12-13-14-1516-17 _____</p> <p style="text-align: center;"><b>This form must be attached to the Cover/Certification Form if not submitted through the RIR Online Service</b></p> <p><b>Indicate the type of submission:</b></p> <p><input type="checkbox"/> Initial RE Submission</p> <p><input checked="" type="checkbox"/> Updated RE Submission</p> <p>Indicate the reason for submission of an updated RE form</p> <p><input type="checkbox"/> Submission of an Immediate Environmental Concern (IEC) source control report;</p> <p><input checked="" type="checkbox"/> Submission of a Remedial Investigation Report;</p> <p><input type="checkbox"/> Submission of a Remedial Action Report;</p> <p>Check if included in updated RE</p> <p><input type="checkbox"/> The known concentration or extent of contamination in any medium has increased;</p> <p><input type="checkbox"/> A new AOC has been identified;</p> <p><input type="checkbox"/> A new receptor is identified;</p> <p><input type="checkbox"/> A new exposure pathway has been identified.</p>	