



## New Jersey Department of Environmental Protection Contaminated Site Remediation & Redevelopment

### ONLINE – Confirmed Discharge Notification (CDN) INSTRUCTIONS

#### Applicability

Use this online service to submit a Confirmed Discharge Notification to the New Jersey Department of Environmental Protection (NJDEP). The person responsible for conducting the remediation is required to file a Confirmed Discharge Notification within 14 days after a discharge of hazardous substance has been reported to the NJDEP's Action Hotline (1-877-WARNDEP).

#### Historic Fill Only Sites

If contaminated historic fill is the only contaminated Area of Concern (AOC) identified at the site, do not call NJDEP's Hotline and do not use this online service to submit the CDN. Submit the CDN via a Case Creation Request form available in the General Category at: <https://dep.nj.gov/srp/forms/>

The information provided in the service will be used to create or update the site information in the NJDEP's New Jersey Environmental System Database.

#### Time Frame

Notification to the NJDEP must occur within 14 calendar days after a discharge of hazardous substance has been reported to the New Jersey Department of Environmental Protection (NJDEP)'s Action Hotline (1-877-WARNDEP).

It may take up to 3 business days for an incident called in to be evaluated. This service cannot be completed until the NJDEP has evaluated the incident and determined it is regulated by the Site Remediation Reform Act (SRRA).

#### NJDEPOnline Account (one time only)

1. This service will not work with all internet browsers. A current list of compatible browsers is presented in the service when you login.
2. Confirmed Discharge Notification (CDN) Service may be prepared by one person and certified by another only if an existing facility is picked during the Service. If there is no facility (PI) in the system, the person who creates the CDN must complete it and certify it.
3. You must have an NJDEPOnline account to submit forms through NJDEPOnline. If you do not already have an account, go to: <https://dep.nj.gov/online/> for setup instructions.

#### MyWorkspace Setup

1. If you do have an account, login, from the 'My Workspace' tab, click on 'User Profile'. 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. Account users will need a PIN number 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'. If adding/changing a block and lot, add a comment about why the change is being made
4. If you are filing a CDN, and if the facility already exists in the Department's Database, you will need to add the facility 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'. If you do not know your facility ID, search for it in DataMiner at <https://njems.nj.gov/DataMiner/>; choose "Search by Site", then click on the "Advanced" tab.

## **Before You Begin**

Near the end of the online service you will be required to upload a completed “Authorization Form for CDN or GIN Submissions Through NJDEP Online”. The form is available at: <https://dep.nj.gov/srp/forms/>. The form must be printed out, completed and signed by the responsible party, then scanned and turned back into a pdf.

## **Confirmed Discharge Notification (CDN) Service**

Click on ‘Confirmed Discharge Notification (CDN)’ then on the next page, read the brief instructions and click ‘Continue’.

**Incident Selection / Incident Details:** Enter your communication center number or incident number that was provided by the NJDEP’s hotline operator for the reported discharge, then click ‘Search’. The incident number can be found on the incident letter from BCAIN. Not all incidents require an LSRP. Only incidents subject to SRRA will be found by the incident search. Additional information about an incident can be found by running the Dataminer report ‘Incidents by Communications Center Number’, found in:

<https://njems.nj.gov/DataMiner/Search/SearchByCategory?isExternal=y&getCategory=y&catName=Incidents+and+C+omplaints>

**NOTE:** If the communication center number is prior to March 2, 2002, or the number does not display, you must contact BCAIN at (609) 292-2943 prior to proceeding with this service.

If the ‘Detailed Information’ displayed after clicking the search button is correct, click ‘Continue’ to proceed. If the information is not correct contact BCAIN at (609) 292-2943 prior to proceeding with this service

**CDN Type Selection:** If your discharge is from a State or Federally regulated underground storage tank system, choose ‘Confirmed Discharge Notification (Discharge from Regulated UST System Only)’. All others choose ‘Confirmed Discharge Notification (All other Non-UST Spill Act Discharges)’. To determine which underground storage tanks are federally regulated, please refer the information available at:

[https://www.nj.gov/dep/srp/bust/regulated\\_ust\\_fact\\_sheet.pdf](https://www.nj.gov/dep/srp/bust/regulated_ust_fact_sheet.pdf). Click ‘Continue’ to proceed.

**Facility Selection:** The grid displayed on this page contains list of Site Remediation Facilities that have been associated with your profile. Choose one of the two options below:

- **Pick from the List** - Select a facility related to this submission from the list and click ‘Continue’. If you don’t see the facility you are looking for, it may be because it has not been added to your user profile. Click on the blue “[Click Here](#)” at bottom of the screen to search for the facility and add it to the list.
- **Add a new Facility** – If the facility that is the subject of this submission is new to the Department, click on the checkbox below the list of facilities that says “I do not wish to use a facility currently in my profile” and click continue. (*Note: This checkbox will not be available if you chose “Discharge from a Regulated UST System Only” on the previous screen.*)

### **Proceed to the Section that correspondences with the Facility Selection option selected above:**

- I. Pick an existing Facility
- II. Add a new Facility

## **Section I. Pick an Existing Facility**

**Submission Name:** The Submission Name Field will contain information regarding the Submission Type (CDN), the program interest number (facility ID), and name of the facility. Please update the name if it is not current. Add any comments you wish to see associated with this individual service and click 'Continue'.

**Responsible Entity Selection:** Select an organization from the list *only* if *all* the information displayed matches *exactly*. Otherwise, click on the checkbox below the grid that says "The lead responsible entity is not displayed in the list shown above". If you click on the checkbox below the grid, you will be given an opportunity to add the responsible entity information later in the service.

**Additional Site Information:** If the information needs to be changed or the address is incorrect, please contact Bureau of Case Assignment and Initial Notice at (609) 292-2943.

- **Case Name.** If the case name field is not populated, enter the name of the facility where the discharge occurred. If there is no facility, enter the location.
- **Location address.** If the location address is not populated, provide the physical address. Address line 1 must include a street number and road. If the discharge occurred where there is no address, enter a complete location description.
- **Location Description.** If there is no address, provide a detailed location description.
- **Enter Tax Blocks and Lots.** Tax block and lots may be auto populated. If not, enter the tax blocks and lots of the facility where the discharge occurred. Modify or add additional Blocks and Lots, if necessary. If there are no Block/Lots, click, "I certify that a valid block lot combination does not apply for this project"
- **Coordinate Selection.** In the Coordinate Selection, you may change the X and Y coordinates if they are not correct. To do so, click on the "Undo Location" button, click on the map at the center of the site or the center of the facility (Moves the red X mark to a different location) and then click on the "Set Location" button. Click 'Continue' to proceed.

**Location Confirmation:** Certify the location of the site of the discharge by clicking on the checkbox that says "*I hereby certify that the location of the property for which I am submitting this service is the same as the site location displayed above*" and then click 'Continue'. If the location is not correct, return to the previous screen (Additional Site Information) and change the coordinates to the correction location.

***Proceed to Section III.***

## **Section II. Add a new Facility**

**Submission Name:** The submission name field should contain ONLY the Site Name related to the Discharge. Add any comments you wish to see associated with this individual service and click 'Continue'.

**Site Information:**

- **Case Name.** Enter the name of the facility where the discharge occurred. If there is no facility, enter the location.
- **Location address.** Provide the physical address. Address line 1 must include a street number and road. If the discharge occurred where there is no address, enter a complete location description.

- **Location Description.** If there is no address, provide a detailed location description.
- **Enter coordinates.** Enter the X and Y coordinates of the location of the discharge. To determine the coordinates, click the “Launch NJGeoWeb” button at the bottom of the screen.
- **Enter Tax Blocks and Lots.** Enter tax blocks and lots where the discharge occurred.

**Location Confirmation:** Certify the location of the site of the discharge by clicking on the checkbox that says “*I hereby certify that the location of the property for which I am submitting this service is the same as the site location displayed on the above map*” and then click ‘Continue’. If the location is not correct, return to the previous screen (Site Information) and change the coordinates to the correction location.

### **Section III.**

**Contacts:** You must enter all contact information for the Property Owner and Responsible Entity. Please note that you may provide additional contact information using the ‘ADD Contact’ button at the bottom of the page. Add or update contacts as needed. Note that a \* indicates a required field. Click ‘Add Number’ if there is no phone number and add a number with a number type. After all required contact information has been provided, click ‘Continue’ to proceed.

**Confirmed Discharge Notification Details:** Indicate if the discharge is related to a release from a federally regulated Underground Storage Tank (UST). To determine which underground storage tanks are federally regulated, please refer the information available at: [http://www.nj.gov/dep/srp/bust/regulated\\_ust\\_fact\\_sheet.pdf](http://www.nj.gov/dep/srp/bust/regulated_ust_fact_sheet.pdf). If ‘Yes’ is selected, indicate the source and the cause of the Federal Release by selecting from the available dropdown lists.

Indicate if a claim was filed under an UST Financial Responsibility Insurance policy. If Yes, Provide the UST Financial Responsibility Insurance Policy Number and Claim Number. If No, Provide the reason for not filing a claim under an UST Financial Responsibility Insurance policy. If the discharge was not from a regulated UST system, answer ‘Not Required’.

Existing Case Types already associated with your selected case are displayed in a grid. Add additional rows as necessary to identify all applicable Case Types (such as regulated UST, Child Care Facility, etc.). A release from a regulated UST requires a Regulated UST Case Type. After all required Confirmed Discharge Notification details have been provided, click ‘Continue’ to proceed.

**Tank Selection:** This page will be displayed only if you picked ‘Confirmed Discharge Notification (Discharge from Regulated UST System Only)’ earlier in CDN Type Selection. This page will display a list of tanks from the Department’s UST Registration database that are associated with the Facility that you selected at the beginning of this service. They represent information submitted by the Owner or Operator on a New Jersey Underground Storage Tank Certification Questionnaire. If the UST(s) is/are not listed, the Owner or Operator must submit a New Jersey Underground Storage Tank Certification Questionnaire registering the UST(s) prior to completing this online form. Changing another UST’s information to represent the UST not registered is not permitted. Click on the checkbox in ‘Select’ column for all UST(s) associated with the discharge reported in this submission. ‘Piping length (ft) is a required field, choose “None” if the piping is unknown or not associated with the discharge.

**Attachment Upload:** Upload a completed “Authorization Form for CDN or GIN Submissions Through NJDEP Online” by clicking the “Browse” button, navigating to the file to be uploaded, choosing it, and clicking open. The file will take a moment to upload. The Browse button will disappear when the file is finished uploading. Click “Continue” button at bottom of screen to proceed.

**Certification:** You must enter your Certification PIN number, and click Certify. You do not have to be an LSRP to certify an online CDN submission.

**Summary:** On the Submission Summary page, you will be able to review and print a summary of information entered throughout the service.

Completed Services appear in My Workspace under My Services Submitted section.

A status of “Pending NJDEP Review” will appear if a facility was not picked, a responsible entity was not picked, or a responsible entity contact was added. The NJDEP will review the submission and attempt to match the Facility and Responsible Entity to existing ones in the NJDEP’s database. It may take up to 3 business days to complete the process. When completed, a confirmation e-mail will be sent to the individual who certifies the CDN submission. A case activity will be created with every CDN submission. If the incident should be combined with an existing case see the Activity Merge Guidance [https://www.nj.gov/dep/srp/guidance/srra/activity\\_merge\\_requirements\\_guidance.pdf](https://www.nj.gov/dep/srp/guidance/srra/activity_merge_requirements_guidance.pdf)

Please direct inquiries pertaining to Confirmed Discharge Notifications to the Bureau of Case Assignment and Initial Notice at (609) 292-2943. Questions about the online service should be directed to [njdeponlinesupport@dep.nj.gov](mailto:njdeponlinesupport@dep.nj.gov).