Guidance for Site Coordinates Submissions

Background
The Site Remediation and Waste Management Program (SRWMP) maintain a single site coordinate for all remedial and nonremedial Site Remediation Program (SRP) interests. This location represents the entire site and, as such, is usually the centroid of the site boundary. Most of SRWMP's GIS layers are based on the Program Interest coordinates.

General Information
The following guidance has been developed to assist Licensed Site Remedial Professionals (LSRP) and other consultants overseeing the remediation of contaminated sites in New Jersey to verify and correct, (if needed) coordinates for SRP program sites. A customized version of NJ-GeoWeb, which is referred to as the Site Remediation NJ-GeoWeb Profile, has been developed to assist users interested in GIS layers specific to Site Remediation. One layer in the Site Remediation NJ-GeoWeb Profile is the known Contaminated Sites List, which displays all pending and active SRP cases with verified contamination. This GIS layer can be utilized to search for a site location by the Preferred ID (note: The Preferred ID number is sometimes referred to as the Program Interest number). The following instructions are written for verifying/updating site locations using the Site Remediation NJ-GeoWeb Profile.

Site Remediation NJ-GeoWeb Profile
1. Launch the Site Remediation NJ-GeoWeb Profile
    The Site Remediation NJ-GeoWeb Profile will open in a new window. NJ-GeoWeb uses windows and tool bars to group similar features and functions.

    -   Close the Splash screen

        The 'About this App' screen has several useful links that will orient new users to NJ-GeoWeb and provide more information for those users looking to learn more about the NJ-GeoWeb platform and GIS data that is provided. The links are:
        -   NJ-GeoWeb 4.0 Users Guide
        -   NJ-GeoWeb Tools
        -   Layer List Groupings/Descriptions/Metadata

    -   Close the 'About this App' screen

        Basic navigation:
        Zooming: Adjust the scale as needed using the mouse wheel or the '+' and '–' buttons in the upper left corner of the screen. A zoom box is created by holding the shift key and then use the mouse to draw a box to zoom in to the selected area.

        Panning: The map view can be repositioned by clicking and holding in the left mouse button and then moving the cursor to the desired location.

Screen Setup
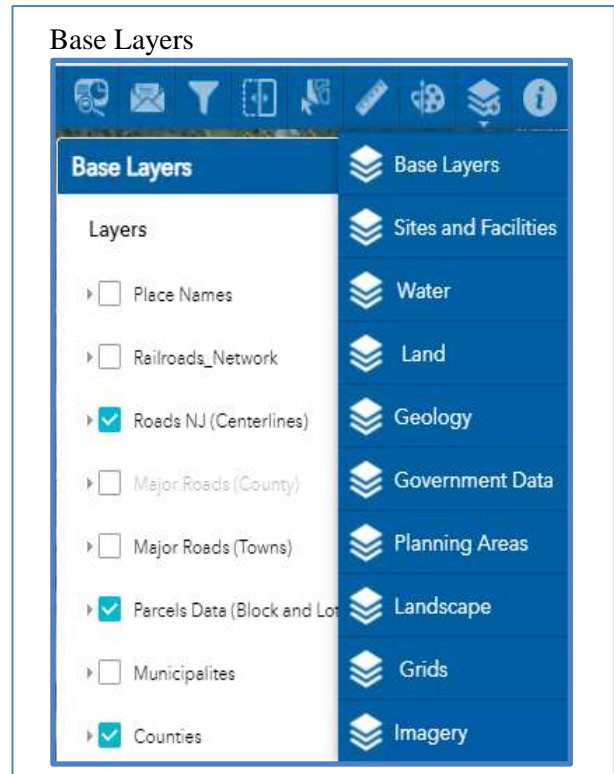2. To assist in the coordinate evaluation, turn on or turn off GIS layers, as needed.

GIS layers are listed in groupings accessed via the Layer List widget in the upper right screen.

In the example to the right, the Layer List widget was clicked and then the Base Layers Group was opened to identify the GIS layers contained within this grouping.

The recommended GIS layers to aid in this process are:
- Roads NJ (Centerlines)
- Parcel Data (Block and Lot)
- 2015 Color Imagery

The Roads and Parcel layers are grouped within the Base layers at the top of the Layer List and the NJDEP orthophoto imagery is grouped in the Imagery layers at the bottom of the Layer List.
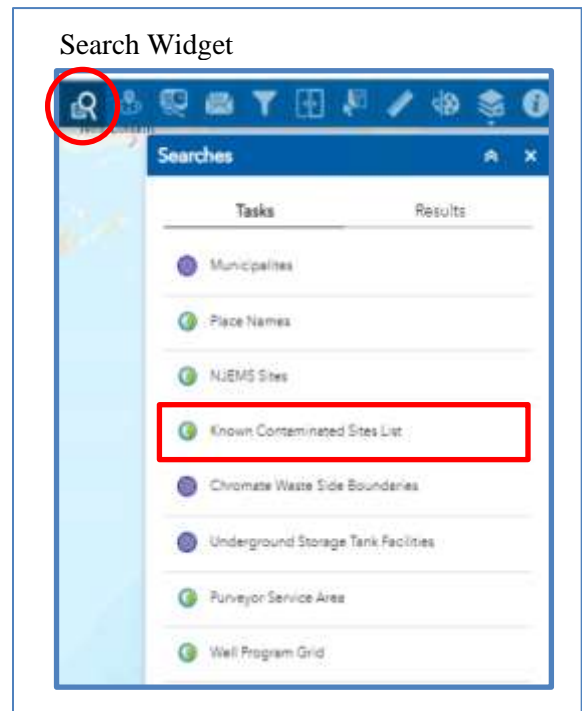
Base Layers

Program Notes:
- *Be advised that some layers are scale dependent and will be grayed out until zoomed in or zoomed out to an appropriate distance on the map for them to display.*
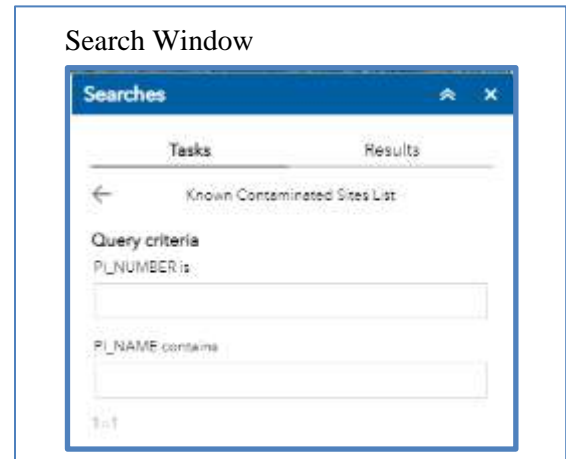
Find the Site

3. Click on the 'Searches' widget, then on 'Known Contaminated Sites List' Search

   A search window will appear.

Search Widget

4. Searches in this Window can be done by SRP Preferred Interest Name (PI Name) or SRP Preferred Interest Number (PI Number).

   - Enter the SRP Preferred ID Number in the Search box and click the 'Apply' button at the bottom of the Searches box.

        o If the search was not successful, click on 'Task' and repeat the search process.
        o If the site cannot be found, move to step 8.
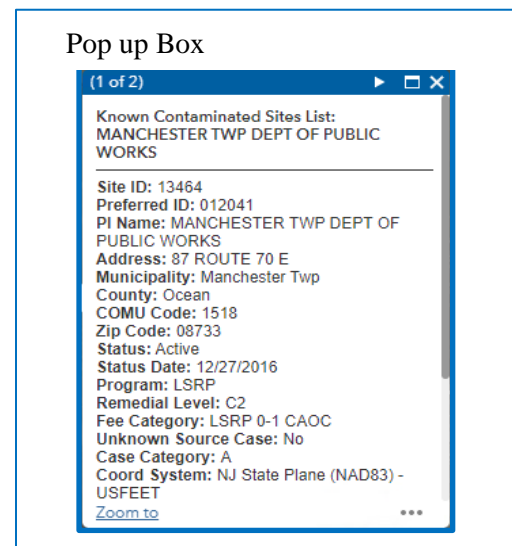
Search Window

5. If the Preferred ID is found, NJ GeoWeb will zoom to the chosen Preferred ID and display information about the Known Contaminated Site in the Searches Toolbox at the right of the screen.

6. Determine the correct location of the site based on the 2015 aerial imagery, 'Roads NJ (Centerlines)' and 'Parcel Data (Block and Lot)' layers.

   The attribute information about a particular layer can be viewed by clicking on the map feature (symbol). A popup box will appear with information about the point of interest. If features overlap, the user may need to use the arrow buttons ◄ ► to scroll through all the attribute tables before reaching the layer of interest.

Pop up Box

7. If the location is correct, no further review is needed. If the location is incorrect, proceed to Step 8.

Capture Correct Coordinates for an Incorrectly Located Site

8. Follow the procedures below to correct the location for sites that are incorrectly located or missing in NJ-GeoWeb.

   Find the correct location either by using the available parcel or street address search tools and panning and zooming to the correct location.

Search tools

Parcel Search   Street Address Search

Choosing the correct location

9. Since the location represents all SRWMP interests at the site, the point that represents the site should be located at the property centroid (Center of Site). If there is a large area that is undeveloped, then the point can be in the center of the developed area (Center of Facility). The location should never be related to a specific Area of Concern associated with the site. The only exception to this would be one-time discharge not related to the site, such as transformer leaks or tanker spills. Please use one of the following to identify the new location chosen for a site.
    - Center of Site - when there is a defined site and the site is either undeveloped or completely developed, or
    - Center of Facility - when there is a defined site that is only partially developed, place the cursor at the center of the developed portion of the site, or
    - Center of Area of Interest – only used for point source discharges that do not involve a specific site, such as tanker spills or transformer leaks.

10. Obtain the correct coordinates as follows:
    - Click on the "Enable to Get Coordinates" tool, which is found in the bottom left corner of the map. In the example to the right, the tool is circled in red.

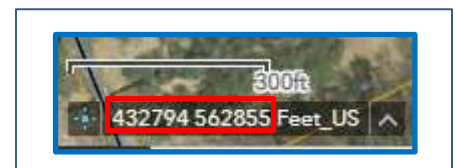   Once the tool is enabled, the icon is highlighted in turquoise and the coordinate box expands. The user can now search for coordinates of a given location on the map in NAD 83 NJ State Plane feet.

    - Click on the map at the location that represents either the Center of Site or Center of Facility. A green marker will be placed at the location.

      Note: If the location is incorrect, just click on the map again and the new coordinates will be added in the lower left corner of the map.

      The coordinates of the location clicked on the map will appear in the lower left corner of the map. The X and Y coordinates are separated by a space
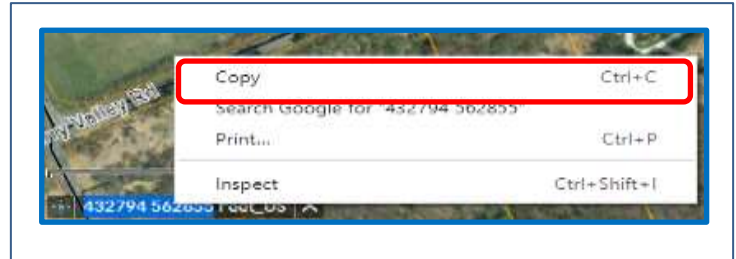
Copy Coordinates to Clipboard

11. To copy the coordinates, left click next to the number on the far right, holding down the left mouse button and dragging across both sets of numbers to highlight them.

- Right click on the highlighted coordinates and choose Copy from the dropdown (or Ctrl + C) to copy the coordinates to the devices clipboard.

- To Paste, use Control + Shift+ V (this will paste the coordinates without any formatting)

Emailing Coordinate Corrections to SRP

12. The corrected coordinates for the site need to be emailed to SRP at srpgis@dep.nj.gov using the format detailed below. The corrected coordinates can be pasted from the clipboard into the email.

The Coordinates:
- must be provided in New Jersey State Plane Coordinates feet (NAD83)
- must be a whole number (omit decimal point and any digits to the right of the decimal point)
- must not include commas in the value

For SRP to process the email, the submission needs to be standardized because the coordinate information is taken from the subject line and body of the email. If the email follows this standardized format shown in the figure below, then SRP can make the requested changes. In addition, only one corrected set of coordinates should be submitted with each email.

Please adhere to the following guidance:

<u>Subject line</u>: The subject line shall include the SRP Preferred ID for the site and then the phrase "Location Update", separated by a comma.

Example: submittal for XYZ site with a Program Interest Number of 013164 would be:

013164, Location Update

<u>Body of the Email</u>: The body of the email contains basic information needed to: 1) identify the submittal, 2) provide the new coordinates, 3) document what the updated coordinate represents, 4) indicates how the coordinate was determined.

To standardize the delivery of this information, please copy the field names below into the body of the email and fill out the correct information.

Preferred ID:
Name of Site:
X:
Y:
Location:
Method:

Valid values for the Location and Method fields. The Location and Method fields have valid values, which are used to standardize the information being submitted. The valid values for Location and Method are:
- **Location** *(what the site coordinates represent? See step 8 for description)*
  - Center of Site
  - Center of Facility
  - Center of Area of Interest
- **Method** *(how was the coordinate determined?)*
  - NJ GeoWeb
  - GPS
  - Survey
  - *Other:* Please identify

Standardized Email format to change the Locational Information for the example site (Preferred ID 013164).

	To...	srpgis@dep.nj.gov
	Cc...	
Send	Bcc...	
	Subject:	013164, Location Update

Preferred ID: 013164
Name of Site: XYZ Site
X: 619733
Y: 680030
Location: Center of Site
Method: NJ GeoWeb