The New Jersey Department of Environmental Protection (DEP) has created a secure mechanism for owners of water systems to electronically upload Water Infrastructure Protection Act (WIPA) documentation for DEP's review of the Emergent Condition(s). This is an electronic library which authorized users (those designated by the municipality and DEP reviewers) will have access to. Documents may be uploaded to the folders within this library as they are available. Once the municipality and its advisors determine that they are ready to formally submit their Emergent Condition Certification and supporting documentation, they are asked to upload the completed Checklist that DEP has provided. This will notify DEP that all the documents that the municipality is submitting for review have been uploaded.

Submission of Emergent Condition Certification and Supporting Documentation to DEP

1. Request an authorization code from DEP for electronic submission of WIPA documents by sending an email to: WIPA@dep.nj.gov
    a. Specify the names, titles and contact information for all those that will be authorized to access/ upload documents (for example, Business Administrator, technical advisor/ consultant, independent financial advisor, system operator)
2. DEP will send an authorization code to each person identified to upload or access the secure folder created just for your WIPA submission.

Getting Access, Uploading and Downloading to a MyNJ Document Library

1. DEP staff will assign rights to each municipal user for each document library. Users will get notification of access to a MyNJ library via an email which contains an authorization code.
2. The email will instruct the municipal user to create a MyNJ account (if they do not already have one) and enter the authorization code (further instructions can be found at MyNJDocumentLibraries).
3. Each library will have three folders: **DEP WIPA Guidance**, **Emergent Condition Supporting Info**, and **WIPA Submission Documents**
    a. **DEP WIPA Guidance folder** contains documents prepared by DEP to aid in the submission of an Emergent Condition Certification including a Guidance document, a Submission Checklist, and a FAQ.
    b. **Emergent Condition Supporting Info folder** is for the municipal user to upload all supporting information for each Emergent Condition such as maps, utility rate studies, Consumer Confidence Reports, municipal budgets/ narratives, capital improvement plans, financial assessments, lab results, DEP correspondence, etc.
    c. **WIPA Submission Documents folder** is for the municipal user to upload the required WIPA documentation including the Municipal Resolution of the Emergent Condition(s), Copy of Public Hearing Notice, Completed Checklist, and the Independent Financial Analysis and evidence of its transmittal to DCA-DLGS and BPU and availability for public review.
4. The municipal users are asked that they only upload documents[1] to the "**Emergent Condition Supporting Info**" and "**WIPA Submission Documents**" folders.
    a. Within these folders, municipal users will click the "add document" button to begin uploading.
    b. Municipal users will be asked to select the appropriate file to upload, create a document name, and provide a document description.
    c. Prior to clicking "add document", please **uncheck** **"Notify Members"**
        i. The "Notify Members" check box is to be used upon submitting the last piece of information to inform the Department that the submittal is complete.
    d. Municipal users must **check** **"Notify Members"** once all the documents are uploaded.

The DEP will ensure that all necessary information has been uploaded correctly and issue a confirmation of receipt to the municipality, thereby initiating the 30-day review process.

---

[1] All uploaded documents may be opened by clicking their respective links. This will open a new window with the document which may then be downloaded and saved locally as needed.