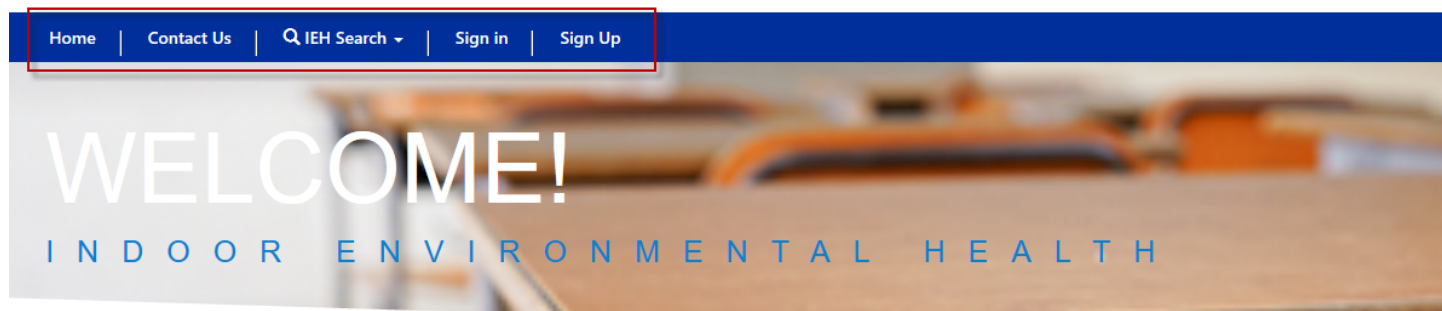


Submitting an Initial Indoor Environmental Application for Child Care Centers

Section 1: To Begin

Visit the Indoor Environmental Health portal (<https://iehprogram.nj.gov/>) and navigate to top of the homepage.



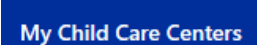
Section 2: Application Permissions – Web roles

There are two web roles to fill out IEHA forms and submit the IEHA to the DOH.

1. Enter & upload - If you have “Enter & upload” permission for your consulting firm, you will be able to fill out all forms and submit the IEHA.
2. Submit - If you have “Submit” permission for your consulting firm, you will be able to edit the compliance form and submit the IEHA to the DOH.

Section 3: Logging into and Accessing Your Child Care Centers

Below is an overview of the instructions for submitting an Initial Child Care Center Indoor Environmental Health Assessment (IEHA) and required attachments online:

1. Create an account for the portal at: <https://iehprogram.nj.gov/CreateNewAccount-instructions>.
2. Instructions related to creating an account can be found here: <https://iehprogram.nj.gov/CreateNewAccount-instructions>
3. Instructions related to signing in, can be found here: <https://iehprogram.nj.gov/signin-instructions>
4. Once you are logged in, please click on  to access your Child Care Centers.



5. When you click on “My Child Care Centers”, the portal will take you to the list of the Child Care Centers that have been submitted by your Firm through the portal system. No centers will show until you begin submitting IEHAs through this system.

Section 4: Helpful Navigation Information, Overview of Steps and Requirements to Submit a New Child Care Center Application

1. After you have completed and saved a form, click on the “Close” button to remain in the application and move onto the next form. If you click X you will be taken out of the application.
2. Click on the [New Child Care Center](#) button on right side of page.
3. If you don’t have this button click ctrl-F5 to refresh the screen. If you still don’t have the link (or have other issues), click on “Contact Us” in the top navigation bar and send a message describing the problem.

OFFICIAL SITE OF THE STATE OF NEW JERSEY Governor Phil Murphy • Lt. Governor Sheila Oliver
NJ.gov | Services | Agencies | FAQs | Translate | Search

Indoor Environmental Health

Home | Contact Us | IEH Search | My Child Care Centers | Jipsa Patel

Home / IEH My Consultant Child Care Centers

Child Care Centers

Show 10 entries

Please click "New Child Care Center" to create new initial submission.

Search:

Child Care Center Name	Street Address	City	County	DCF License No.	Case ID	CCC DOH No.	Consultant Company Name	Created On	Created By	Application Status	Issue Date	Expiration Date
00 Wz Col Test	21 Strrer Street	Trenton	Mercer	Pending Lic. No.		6983	ATLANTIC ENVIRONMENTAL INCORPORATED	5/27/2020		Draft		
Century @ Child Care Center	25 South	Tret	Mercer	Pending Lic. No.		6978	ATLANTIC ENVIRONMENTAL INCORPORATED	5/26/2020	Jane Doe	Draft		
New Child care Center 2	25 S. stockston st	trenton	Mercer	Pending Lic. No.	IEH-01792-M0P1G9	6985	ATLANTIC ENVIRONMENTAL INCORPORATED	5/28/2020	Jane Doe	Pending		
New Child	10 Marshall	Hopkiss	Mercer	Pending		6979	ATLANTIC	5/21/2020	Jane Doe	Draft		

4. **Beginning a Submission:** After you click on “New Child Care Center,” the system will take you to Form A
 - a. When completing forms, **please use proper case.**
5. **Forms B to H and Compliance/Payment:** Once you have completed and saved Form A, the user will be taken to a screen with the following tabs:
 - Environmental Consultant and Child Care Information (Form A)
 - Forms B to H – Licensing Application and
 - Compliance and Payments Info.


Indoor Environmental Health

Home | Contact Us | IEH Search | My Child Care Centers | Manage Consultants | Cynthia Mitchell

Home / IEH Child Care Center Initial

Environmental Consultant and Child Care Center Information | Forms B to H - Licensing Application | Compliance and Payments Info

- a. To begin completing forms B to H, the user will click on the “Forms B to H – Licensing Application” tab
- b. The IEHA forms can be created and saved in any order **except you must complete and save Form B before you begin Form F.** Form F cannot be saved if Form B has not been completed.
- c. You do not have to finish the entire initial submission in one sitting, but you must complete all required fields (marked with an *) on a form in order to save it.

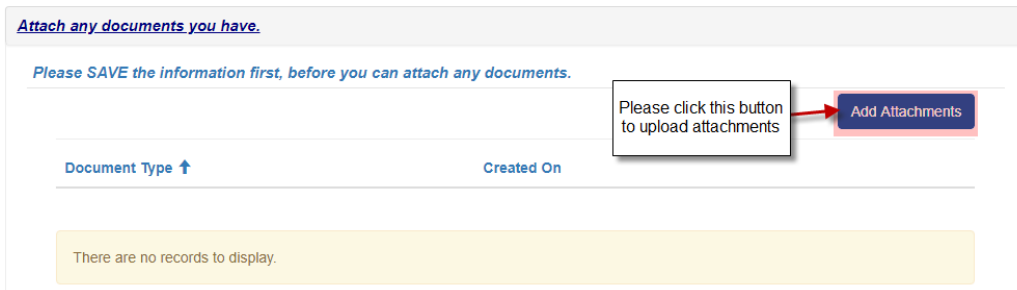
6. **Attachments:** Forms B, D, F, G, H and the Compliance form each allow you to attach documents related to those forms. You must first, complete and save the form, then you will be able to attach any related documents. You can find directions on how to attach documents below. Form-specific instructions can be found under the directions for each form.
7. **Error Messages:** After clicking a form’s “Save” button, you may receive an error message (will appear at the top of the form). You must first correct all errors before you can proceed. Most error messages are linked to the section they refer to. Therefore, you can click on the error message to go to the section referred to in the message.
8. **Required Items:** In order to submit the IEHA application to the Department of Health (DOH) for review, the following must be complete and attached:
 - Forms A – H
 - Response Action Outcome (RAO) Letter signed and dated
 - Preliminary Assessment (PA)
 - Radon report no more than 5 years old
 - For buildings built prior to 1978, a lead inspection report is required. If lead was found, a lead risk assessment is also required
 - For buildings built prior to 1973, an asbestos inspection report is required.
 - Payment of \$1500
 - Various attachments of required information (see individual form instructions)
9. **Finalized Submission:** Once the initial application is submitted to the DOH, you cannot make any further changes to the application. All forms will be viewable but not editable. Please check all the forms and attachments before you click on the  button (found on the “Compliance and Payment Info” form).

Section 5: Attachments

1. Attachments can be no larger than 50mb. The DOH recommends that users limit the size to 45mb to avoid any unforeseen problems. Directions for splitting large .pdf documents using Adobe Pro are included in Appendix A of this manual.
2. Before the user can add attachments, the form must first be saved.
3. General attachment directions:
 - a. Click “Add Attachments” button
 - b. Click the down arrow to select the type of attachment
 - c. Click “Save”
 - d. Click “Choose Files”
 - e. Select all document for the category selected in b above.
 - f. When done with the selection, click “Open” (in Windows 10)
 - g. Click “Add Files”
 - h. Click “Save & Close”
 - i. Follow the directions in a-h above to add other attachment categories to Form B
4. For additional form-specific information regarding attachments, please refer to specific directions for each form below.

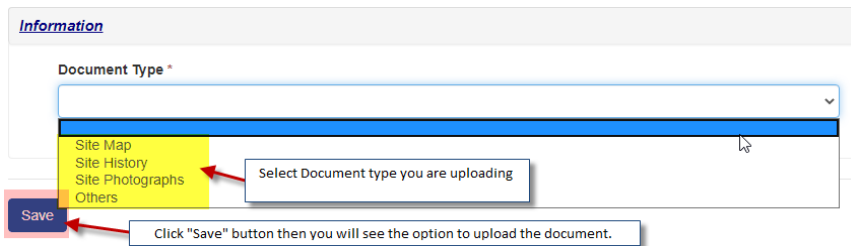
Screenshots on how to do attachments (this is from Form B, but the process is the same for all forms):

After saving a form that requires attachments, the following will appear:

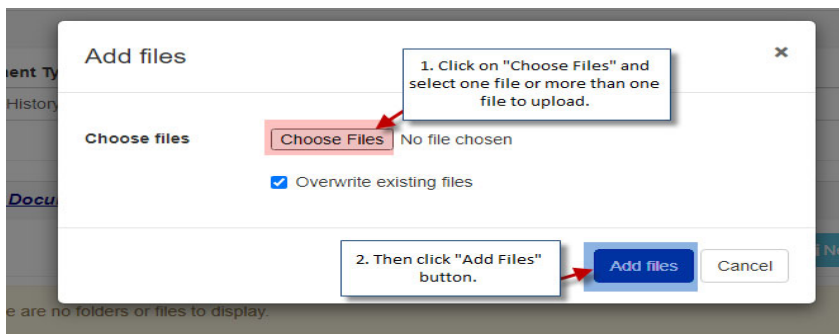


To add attachments:

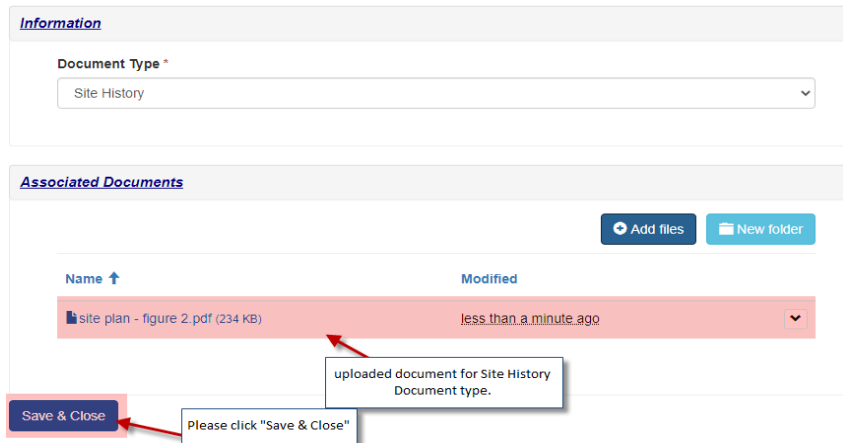
1. Click “Add Attachments” button (see above)
2. Click the down arrow and select the type of attachment (Site Map, Site History, Site Photographs or Others)



3. Click “Save”
4. Click “Choose Files” (see below)
5. Select all documents for the category. When done with selection, click “Open” (in Windows 10) and then “Add Files”



6. Click “Save & Close”
7. Follow the above directions to add other categories of attachments to Form B



After uploading attachments, the attachment list will look something like this:

[Attach any documents you have.](#)

Please **SAVE** the information first, before you can attach any documents.

Create

Document Type ↑	Created On	
Others	6/4/2020 2:29 PM	▼
Site History	6/4/2020 2:02 PM	▼
Site Map	6/4/2020 2:34 PM	▼
Site Photographs	6/4/2020 2:35 PM	▼

Save

Close

Click "Close" to go back to "Forms B to H" and continue to next form.

Example of how attachments will appear.

Section 6: Form-Specific Directions

Form A – Environmental Consultant and Child Care Center Information

Information on Form A:

- Environmental Consultant name and individual who conducted the IEHA
- Licensed Site Remedial Professional (LSRP) information
- Information that identifies the child care center: name, physical address, lot and block numbers, etc. Mailing address
- Contact and operator information

Click here to select the individual who conducted the IEHA and the LSRP Name

Consulting Firm Name *
 ATLANTIC ENVIRONMENTAL INCORPORATED

Primary Individual Who Conducted Assessment *
 Jipsa test

Additional Individual Who Conducted Assessment
 Nidhi Soni

Date Assessment Completed *
 7/21/2020

1096
 DOH Approval No. (Primary) *
 000
 DOH Approval No. (Additional)
 1234

These fields will be filled automatically by the system per your Consultant License and Staff Approval

Licensed Site Remedial Professional (LSRP)

LSRP Name

Child Care Center Information

Child Care Center Legal Name *
 Test

Center Email Address *
 test@gmail.com

DCF License Number *
 Pending Lic. No.

DOH No.
 6625

This field will be populated by the system when form is saved.

Child Care Center Contact Information

Salutation
 First Name *
 Laura

Middle Initial
 Last Name *
 Huoi

Title
 Contact Email Address *
 Laura@gmail.com

Daytime Phone Number *
 987-879-6544

Extension
 980

Cell Phone Number
 Fax Number

Enter numbers only for telephone and fax fields, the system will add dashes after the form is saved.

Child Care Center Operator Information

Is the operator information the same as contact information? *
 No Yes

Please use proper case when completing forms.

Physical Address

Street Address Line 1 *
 453 Fgfdtrrr

Street Address Line 2

City *
 Trenton

State *
 NJ

ZIP Code *
 08635

County *
 Somerset

Block Number *
 65

Lot Number *
 65

Mailing Address

Is the mailing address the same as physical address? *
 No Yes

Click this button after completing all required fields, you will be able to save the form and see other IEHA forms

Save Close

Form B to H – Licensing Application

After saving Form A in the system, the “Form B to H – Licensing Application” tab will appear at the top. You

The screenshot displays five sections for creating forms, each with a table header and a 'There are no records to display' message. The sections are:

- FORM D - Description of Heating and Cooling Systems**: Callout: "Form D will be created by clicking this button." Button: "Create Form D"
- FORM E - Water and Sewer Information**: Callout: "Form E will be created by clicking this button." Button: "Create Form E"
- Form F - Hazardous Substances and Vapor Intrusion**: Callout: "Form F will be created by clicking this button." Button: "Create Form F"
- Form G - Summary of Testing and Evaluation Results**: Callout: "Form G will be created by clicking this button." Button: "Create Form G"
- Form H - Assessment Summary, Conclusions, Recommendations and Corrective Actions**: Callout: "Form H will be created by clicking this button." Button: "Create Form H"

can now begin completing Forms B to H.

Form B: Historical and Current Uses of Building and Site

Click “Create Form B” button (see directions under Section 6, Form A above) to begin completing form B.

Information on Form B:

- Building Owner Information
- Basic Building Information
- Co-Located
- Current and/or Prior use of the Building
- Adjacent or Proximate(nearby) Properties
- Industrial Site Recovery Act (ISRA) sections

Child Care Center Legal Name *	Address	Application Status	Case ID
Test	453 Fgfdtrrr, Trenton, NJ 0860	Draft	—

Building Owner Information

Is the building owner the same as Child Care Center owner? *

No Yes

Building Owner Information

Owner Name *

John Doe

Street Address

City

State

Zip Code

Daytime Phone Number *

555-555-5555

Extension

Basic Building Information

Year Building Built *

1955

Number of Floors *

1

Number of Rooms *

4

Building Additions

Have there been any additions to the building? *

No Yes

Check all that are present in building

Attic

Basement

Crawlspace

Give brief description of current usage of site and building (upload any documentation that might be necessary)

Current Usage *

A church.

Give brief description of all prior uses of site and building (upload any documentation that might be necessary)

Prior Uses *

Vacant land.

Potential ACM?

Potential LBP?

Co-Located

Dry Cleaner (Co-Located) *

No Yes

Nail Salon (Co-Located) *

No Yes

Hair Salon (Co-Located) *

No Yes

High Hazard Purposes – Current and/or Prior Use of Building

If Yes is selected for any items below:

1. Upload Site Map of Property
2. Upload diagram indicating areas where hazardous materials are/were stored/used

Autobody (Prior Use) *

No Yes

Dental Office (Prior Use) *

No Yes

Dry Cleaner (Prior Use) *

No Yes

Farm (Prior Use) *

No Yes

Funeral Home (Prior Use) *

No Yes

Gas Station (Prior Use) *

No Yes

Hair Salon (Prior Use) *

No Yes

Industrial (Prior Use) *

No Yes

Nail Salon (Prior Use) *

No Yes

Print Shop (Prior Use) *

No Yes

Residential (Prior Use) *

No Yes

Storage (Prior Use) *

No Yes

Vacant Land (Prior Use) *

No Yes

Other (Prior Use) *

No Yes

When the user selects Yes, additional information is required.

Vacant Land Explanation *

Was vacant land prior to church being built.

Other Specify *

Church

Other Explanation *

Has been a church since 1955.

High Hazard Purposes – Adjacent or Proximate (Nearby) Properties

If Yes is checked, must provide explanation of conditions, descriptions, etc. Upload any appropriate report and/or documentation.

[View NJ Department of Environmental Protection GeoWeb Map](#)

Dry Cleaner (High Hazards) *

No Yes

Factory (High Hazards) *

No Yes

Gas Station (High Hazards) *

No Yes

Hair Salon (High Hazards) *

No Yes

Industrial (High Hazards) *

No Yes

Nail Salon (High Hazards) *

No Yes

Other (High Hazards) *

No Yes

Industrial Site Recovery Act (ISRA)

Is the site under jurisdiction of ISRA? *

No Yes

Click Save after completing all required fields.

Save Close

Form B Attachments

Please follow the directions in Section 5 of this manual to upload attachments. Form B allows for two categories of attachments:

- Site Map
- Site History
- Site Photographs
- Others

Information

Document Type *

Dropdown menu with options: Site Map, Site History, Site Photographs, Others

Save

Form C: Descriptions and Conditions of Building Components

Click “Create Form C” button (see directions under Section 6, Form A above) to begin completing form C.

Information on Form C:

- Interior Components
- Exterior Components
- Playground
- Information
- Additional Building Components sections

Interior Components

Provide a general description of each building component and note components that are damaged, under renovation, etc.

Walls *

Floors *

Ceilings *

Windows *

Doors *

Stairs *

Other, specify additional component(s)

Exterior Components

Type of Siding:

- 1. Check all that apply
- 2. Include any siding underneath the visible siding
- 3. Provide description of Siding

- Wood Clapboard *
- Wood Shingles
- Aluminum/Vinyl
- Brick
- Stone
- Masonry
- Asbestos Shingles
- Other Shingles
- Other Type of Siding

At least one item from this group must be selected

Playground Information

Rubber Mats

- No Yes

Rubber Mulch

- No Yes

Turf

- No Yes

Other

- No Yes

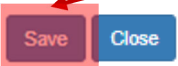
Additional Building Components

Indicate any additional building components (inside or outside) which might be a concern

Additional Building Components

- No Yes

Click "Save" when done and then "Close"



Form D: Description of Heating and Cooling Systems

Click “Create Form D” button (see directions under Section 6, Form A above) to begin completing form D.

Information on Form D:

- Heating, Air-conditioning
- Fuel/Energy Sources
- Make-Up/Outside Air

Heating

Describe the Heating System (including condition of components) *

Air Conditioning

Is there air conditioning? *

No Yes

Fuel/Energy Sources

Check all that apply (must select at least one Fuel/Energy source.) *

- Fuel Oil *
- Propane
- Electric
- Natural Gas
- Other

At least one item from this group must be selected

Comments

Make-Up/Outside Air

Is there a source of make-up air? *

No Yes

Save

Close

Click “Save” when done and then “Close”

Form D Attachments

Please follow the directions in Section 5 of this manual to upload attachments. Form D allows for two categories of attachments:

- HVAC Photographs
- Others

Information

Document Type *

▼

HVAC Photographs

Others

Save

Form E: Water and Sewer Information

Click “Create Form E” button (see directions under Section 6, Form A above) to begin completing form F.

Information on Form E:

- Heating, Air-conditioning
- Fuel/Energy Sources

Potable Water Supply

Is the potable water certified to meet the NJ DEP's safe drinking water standards? *

No Yes

Check Type of water supply *

▼

Comments or Concerns on Potable Water Supply:

Waste System

Type of Waste system *

▼

Comments or Concerns on Waste System:

Click “Save” when done and then “Close”

Save **Close**

Form F: Hazardous Substances and Vapor Intrusion

Click “Create Form F” button (see directions under Section 6, Form A above) to begin completing form F.

Information on Form F:

- Asbestos
- Lead
- Mold
- Radon
- History of USTs
- Additional Hazardous Substances/Contaminants

If the user has not created Form B before they create Form F, they will not be able to save Form F. This is because some of the information on Form F depends on information from Form B:

- If the year-built value on Form B is prior to 1973, then form F requires Asbestos information.
- If the year-built value on Form B is prior to 1978, then form F requires Lead information.
- If the year-built value on Form B is after 1978, then form F on requires Mold, Radon, History of USTs & Additional Hazardous Substances/Contaminants sections.
-

Year Building Built

1955

This date is from Form B; Since the year built is before 1973, asbestos and lead information are required

Hazardous Substances and Vapor Intrusion

Was the area above any drop ceilings checked for ACM/PACM, mold/water damage and lead? *

Yes

Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Materials (PACM)

You indicated that the building was built prior to 1973:

Was a complete asbestos inspection performed? *

Yes

Since the year built in this example is 1955, the user must select “Yes” for this question in order to proceed and save the form.

Asbestos Section A

Was asbestos identified? *

No

Was the ACM confirmed by sampling? *

No

Were some materials not sampled and assumed to contain asbestos? *

Yes

Select all types of ACM and/or PACM present (hold down Ctrl key and select all that apply):

- Sprayed on
- Troweled on
- Thermal System Insulation (TSI)
- Flooring and/or mastic
- Plaster/Schriefer

Make more than one selection by holding down the “Ctrl” key and clicking on each type of ACM/PACM material.

Has any ACM/PACM been repaired and or abated? *

Yes

Has any ACM/PACM been repaired and or abated? *

No

Comments pertaining to ACM/PACM:

Once the user has completed all required fields in the Asbestos section, the Lead-Based Paint section will appear.

Lead-Based Paint

You indicated that the building was built prior to 1978, you must complete this section:

Was a lead inspection conducted? *

Yes

Since the year built in this example is 1955, the user must select "Yes" for this question in order to proceed and save the form.

Date of Lead Inspection Report: *

5/27/2020

You must upload the complete Lead Inspection Report (with testing results).

Please provide the name of the file (lead inspection report): *

lead

Was lead-based paint found? *

Yes

Lead Risk Assessment Report should include the condition of all lead-based paint surfaces and dust-wipe sampling results.

Was a lead risk assessment performed? *

Yes

Date of lead risk assessment (can be no more than 3 years old):

5/27/2020

The lead risk assessment date can be no more than 3 years old.

You must upload the complete Lead Risk Assessment Report and the Lead-hazard Free Certificate.

Please provide the name(s) of the file(s) (risk assessment rpt, lead-hazard free cert): *

Lead Report

You must upload a copy of the NJ Department of Community Affairs's Lead Evaluation Firm License.

Please provide the name of file (NJCA firm license): *

lead license

Comments

Comments pertaining to lead

Once the user has completed all required fields in both the Asbestos and Lead sections, the Mold, Radon and Additional Hazardous Substances/Contaminant sections will appear.

Mold

Has mold been identified in the building? *

Radon

Has radon testing been performed? *

Yes

The user must answer "Yes" in order to proceed and save the form.

End date of last radon test (no more than 5 years old): *

5/14/2020 The Radon testing date can be no more than 5 years old.

You must upload radon test results.

Please provide the name of the file (radon test results): *

Radon

Were radon levels above 4pCi/L? *

No

Comments pertaining to radon:

History of Underground Storage Tanks (USTs) on the Property

Is there a history of USTS on the property? *

No

Additional Hazardous Substances / Contaminants

[View NJ Department of Environmental Protection GeoWeb Map](#)

Except for anything indicated in the Asbestos, Lead, Mold or Radon Sections are there any other Hazardous Substances/Contaminants present or formerly present in the facility?

Additional hazardous substances/contaminants present or formerly present that are not listed above? *

No

Click "Save" when done and then "Close"

Save Close

Form F Attachments

Please follow the directions in Section 5 of this manual to upload attachments. Form F allows for ten categories of attachments:

- Vapor Intrusion (VI) Report
- Radon Test Results
- Lead Inspection, Sampling, Abatement,
- Lead Risk Assessment
- Lead Free Certification
- Lead Hazard-Free Certification
- Asbestos Inspection, Sampling, Abatement
- Mold Sampling
- UST Report and Documentation
- Others

Information

Document Type *

Vapor Intrusion (VI) Report

Radon Test Results

Lead Inspection, Sampling, Abatement

Lead Risk Assessment

Lead Free Certification

Lead Hazard-Safe Certification

Asbestos Inspection, Sampling, Abatement

Mold Sampling

UST Reports and Documentation

Others

Save

Form G: Summary of Testing and Evaluation Results

Click "Create Form G" button (see directions under Section 6, Form A above) to begin completing form G.

Information on Form G:

- Environmental Sampling not already included on Form F

Important: Do not include any sampling on this page that was already included on Form F

Do not include Lead, Asbestos, Radon or Mold Sampling results on this page. To upload those sample results, please go to Form F

For samples taken, complete below information

Was environmental sampling required to be performed at this property? *

No Yes

If the user answers "Yes" to this question, the required items below must be completed.

You must complete all relevant sampling information below and include copies of all sample result reports.

Sampling Reason

General Information

Total # Children Allowed by Licensing *

Age Range Allowed by Licensing *

Number of Samples Taken *

Reason for Sampling (Check all that apply)

<input type="checkbox"/> Adjacent/Proximate Source *	<input type="checkbox"/> Remediation Performed
<input type="checkbox"/> Building Operations/Components	<input checked="" type="checkbox"/> Vapor Intrusion
<input type="checkbox"/> Co-Location	<input type="checkbox"/> Other
<input type="checkbox"/> Prior Use	

Source of Contaminant

- | | |
|------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Adjacent Business * | <input type="checkbox"/> Known Contaminated Site |
| <input type="checkbox"/> Building Component | <input type="checkbox"/> Nail Salon |
| <input type="checkbox"/> CCC Operations | <input type="checkbox"/> Proximate Business |
| <input type="checkbox"/> Contaminated Ground Water | <input type="checkbox"/> UST |
| <input type="checkbox"/> Contaminated Soil | <input type="checkbox"/> Prior Use Operations or Contaminants |
| <input type="checkbox"/> Dry Cleaner | <input type="checkbox"/> Source Unknown |
| <input checked="" type="checkbox"/> Ground Water CEA | <input type="checkbox"/> Other Source |
| <input type="checkbox"/> Hair Salon | |

Comments on Contaminant Source - List by name, address or other identifier

Sample Results

All sampling reports must be uploaded before submitting form

Sample Results Uploaded?

- No Yes

Sample results must be uploaded before the form can be submitted.

Attach Documents you may have

Add Attachments

Document Type ↑

Created On

There

Click "Save" when done and then "Close"

Save

Close

Form G Attachments

Please follow the directions in Section 5 of this manual to upload attachments. Form G allows for four categories of attachments:

- Indoor Air (TO15) Test Results
- Formaldehyde Results
- Other Indoor Air Sampling Results
- Others

Information

Document Type *

- Indoor Air (TO15) Test Results
- Formaldehyde Results
- Other Indoor Air Sampling Results
- Others

Save

Form H: Assessment Summary, Conclusions, Recommendations and Corrective Actions
Click “Create Form H” button (see directions under Section 6, Form A above) to begin completing form H.

Information on Form H:

- Assessment Summary
- Conclusion
- Hazardous Substances/Environmental Conditions
- Remediation Work Conducted

Important: Do not include any sampling on this page that was already included on Form F

Assessment Summary

Summarize the Assessment Conducted of this Facility/Site (include anything noted that adversely affects the environmental conditions of the facility/site)

Assessment *

Conclusions

Summarize your Conclusions regarding the indoor environmental conditions at this Facility/Site (include areas of concern):

Conclusions *

Hazardous Substances/Environmental Conditions

Select if hazardous substances/environmental conditions are identified

Identified? *
 No Yes

Summarize Recommendations

Remediation Work Previously Conducted at Site/Facility

Provide information regarding any remediation work which has been performed at the facility/ site (including any work conducted in the same building, but not within the area occupied by child care center).

Has remediation work been performed? *

No Yes

Click "Save" when done and then "Close"

Save Close

Form H Attachments

Please follow the directions in Section 5 of this manual to upload attachments. Form H allows for three categories of attachments:

- Remediation Reports and Documentation
- Other Site Related Reports or Information
- Others

Information

Document Type *

Save

Remediation Reports and Documentation

Other Site Related Reports or Information

Others

Section 7: Editing Forms B through H

If you want to edit any of the forms, you must do so before the IEHA is submitted to the DOH. Go to the "Forms B to H – Licensing Application" tab. Click the down arrow next to the form you would like to edit and click on the form name.

All forms can be edited anytime until you submit the application to the DOH. Once the submission is complete, forms will become **read only**.

Form B - Historical and Current Uses of Building and Site

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On	
Form B - Historical and Current Uses of Building and Site	Z test 20 Jipsa LLC	6989	Jane Doe	6/4/2020 10:53 AM	Jane Doe	6/4/2020 2:02	<div style="border: 1px solid black; padding: 2px;">1. Click this down arrow.</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;"> Form B </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">2. Then click this to edit Form B.</div>

Section 8: Compliance and Payments Info

To complete and submit the IEHA, you must proceed to the Compliance and Payment form. To access this form, 1 - click on the “Compliance and Payments Info” tab; 2 - click the down arrow at the end of the form line and 3 – click on the name of the form

Home / IEH Child Care Center Initial

Environmental Consultant and Child Care Center Information | Forms B to H - Licensing Application | **Compliance and Payments Info**

Name ↑	Child care Center Name	DOH No	Created By	Created On	Modified by	Modified On
Compliance and Payment Info	CM TEST 7	6631	CRM Test-User1	7/23/2020 1:59		7/24/2020 2:42

1 – Click on “Compliance and Payments Info”

2 – Click on down arrow

3 – Click on “Compliance and Payments Info” tab

The Compliance and Payment Info Form consists of 4 tabs:

- Indoor Environmental Health Assessment forms
- Additional Information
- Payment
- Attach Documents

Users must provide information on Additional Information, Payment and Attach Documents and then the IEHA can be submitted.

Indoor Environmental Health Assessment forms tab

Indoor Environmental Health Assessment forms | Additional Information | Payment | Attach Documents

Form A * Submission Information:

- Consultant
- Facility type, name and address

Form B Historical and Current Uses of Building and Site:

- Describe current conditions and uses of the child care center or educational facility site and building
- Provide building history
- Identify all chemicals, contaminants and areas of concern from previous uses of the site or building
- Identify all current chemicals, contaminants and areas of concern in the child care center or educational facility or in adjacent and proximate businesses
- Assessment of adjacent businesses or known contaminated sites which can impact the child care center or educational facility
- Industrial Site Recovery Act information

Form C Descriptions and Conditions of Building Components:

- Describe interior building components
- Describe exterior building components
- Indicate any other building component of concern

The system will automatically check off forms as they are completed. This shows that Form C has not yet been completed. Before submission, the user must complete any forms not checked.

- Form D Description of Heating and Cooling System

 - Describe HVAC system
 - Describe fuel/energy source
 - Describe where make-up/fresh air comes from (if any)

- Form E Water and Sewer Information

 - Describe potable water system
 - Describe waste system
 - Indicate any concerns about either

- Form F Hazardous Substances and Vapor Intrusion

 - Indicate if asbestos, lead-based paint, mold, or volatile organic compounds are/were present, their condition and location
 - Indicate if other metals (besides lead) are/were present, their condition and location
 - Indicate if other hazardous substances (other than previously indicated) are/were present, their condition and location
 - Evaluate the potential for vapor intrusion, identify the chemical(s), and include site diagram indicating source
 - Indicate whether or not an underground storage tank is present; if so indicate where it is, what it contains and included a site diagram indicating location

- Form G Summary of Testing and Evaluation Results

 - List all tests performed, include contaminant, sample result, sample number, sample date, sample type, analytical method, and sample location for each sample taken
 - Attach site drawings that identify sampling and testing locations
 - Attach copies of field sampling forms and analytical laboratory reports
 - Attach copies of all sample chain of custody documents
 - If no samples were taken, check the box at the top of the first page and leave the rest blank

- Form H Assessment Summary, Conclusions, Recommendations and Corrective Measures

 - Only an authorized representative of the consultant firm can complete and sign this form
 - The summary, conclusions and recommendations resulting from the assessment must be included here. In addition, any type of resulting corrective measures must also be outlined, including sample results from any clearance sampling and name and address of the contractor performing the work

Additional Information tab

Site Drawings Site drawings that identify the proposed/existing child care center or educational facility and areas or businesses of concern

NFA Letter A copy of a "No Further Action Letter" or equivalent issued by the NJDEP

Response Action Outcome (RAO) Letter *

Yes

Name of RAO Document *

RAO

RAO letter is signed and Dated * RAO letter is NOT a Draft *

Preliminary Assessment (PA) Report *

Yes

PA Report Document Name *

PA

Site Investigation (SI) Report

Remedial Action (RA) Report

A Remedial Action Outcome letter and Preliminary Assessment must be included in order for the IEHA to be submitted.

Payment tab

Check type of payment and then complete items. Note: Payment via check or money order will delay the review process.

Payment Type *

E-Payment

Payment Amount **Payment Date** **Payment Reference Number(s)**

1500 7/16/2020 4646498

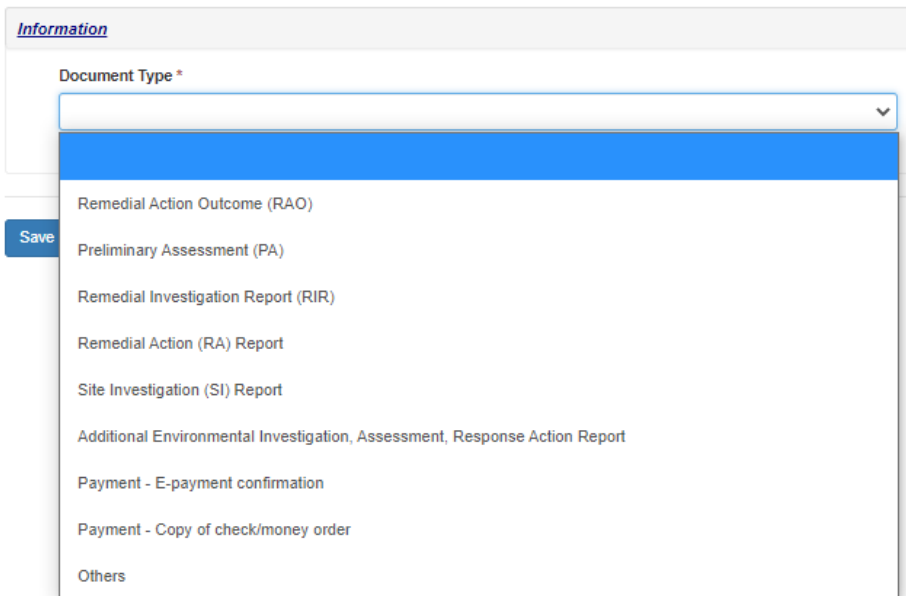
A \$1500 payment must be included in order for the IEHA to be submitted.

Once the user has completed all required information, the form must be Saved and the RAO, PA and payment confirmation must be attached.

Attach Documents tab

Once the document is saved, the user can upload attachments to the Compliance and Payments Info form. Please follow the directions in Section 5 of this manual to upload attachments. The Compliance and Payments Info allows for nine categories of attachments:

- Remedial Action Outcome (RAO)
- Preliminary Assessment (PA)
- Remedial Investigation Report (RIR)
- Remedial Action (RA) Report
- Site Investigation (SI) Report
- Additional Environmental Investigation, Assessment, Response Action Report
- Payment – E-payment confirmation
- Payment – Copy of check/money order
- Others



The screenshot shows a web form with a tab labeled "Information". Below the tab is a "Document Type *" dropdown menu. The dropdown is open, displaying a list of document categories. A blue bar highlights the top of the dropdown list. To the left of the dropdown is a "Save" button.

Document Type *
Remedial Action Outcome (RAO)
Preliminary Assessment (PA)
Remedial Investigation Report (RIR)
Remedial Action (RA) Report
Site Investigation (SI) Report
Additional Environmental Investigation, Assessment, Response Action Report
Payment - E-payment confirmation
Payment - Copy of check/money order
Others

Submitting the IEHA

In order to submit the IEHA:

1. The Compliance form must be saved and complete
2. All forms must be completed
3. All attachments must have been uploaded on forms B,D,F,G,H and the Compliance and Payments Info forms

Indoor Environmental Health Assessment forms
Additional Information
Payment
Attach Documents

Submit IEHA

IMPORTANT NOTE: In order for you to be able to submit the IEHA application to Department of Health for review, the following documents has to completed and submitted.

- Forms A - H
- Response Action Outcome (RAO) Letter signed and dated
- Preliminary Assessment (PA)
- Payment of \$1500
- The individual who completed the IEHA has reviewed all information entered and has verified that it is accurate and correct.

Please **SAVE** the form first to enable the Submit.

The individual who completed the IEHA has reviewed all information entered and has verified that it is accurate and correct.

Yes

Are you ready to submit the application for DOH review?

Yes

*** As an authorized representative of above mentioned Consulting Company, I hereby certify under penalty of law, that this document and all information required to be provided for the Indoor Environmental Health Assessment (IEHA), are true, accurate and complete to the best of my professional knowledge and judgment. I also certify that all individuals who conducted the IEHA are qualified personnel and that all samples and information was collected in accordance with appropriate regulatory requirements.**

By signing this Indoor Environmental Health Assessment, I certify (1) to the statements contained in this submission* and (2) that the information herein is true, complete and accurate to the best of my knowledge. I also agree to comply with any requests for associated environmental information relating to Child Care Center located at the above Legal address. In addition, I am aware that in accordance with the provisions of N.J.A.C. 8:50, there are significant penalties for submitting false information. These penalties include, but are not limited to, the suspension of my firm's Consultant License as well as penalties of up to \$25,000 per day for the first offense and \$50,000 per day for the second and each subsequent offense.

Please agree with Certification Compliance

I agree

Name of Authorized Consultant Submitting IEHA *	Title *	Agreement Date
John Doe	Test	7/24/2020

Fully complete all information on "Submit IEHA" tab and then click on Submit Application to DOH

Submit Application to DOH
E-Payment
Save

Close

- Message Received when IEHA Submitted Successfully:

iehdev3.powerappsportals.us says

This action will submit the application to DOH. Once the application is submitted, you will not be able to make edits to application. Click OK to continue.

OK
Cancel

Troubleshooting

Issue: No error message, but user cannot select “Are you ready to submit the application for DOH review?”

In this example, Form C was not completed, so the user is unable to select “Yes” for “Are you ready to submit the application for DOH review?” and continue.

Indoor Environmental Health Assessment forms
Additional Information
Payment
Attach Documents

Submit IEHA

IMPORTANT NOTE: In order for you to be able to submit the IEHA application to Department of Health for review, the following documents has to completed and submitted.

- Forms A - H
- Response Action Outcome (RAO) Letter signed and dated
- Preliminary Assessment (PA)
- Payment of \$1500
- The individual who completed the IEHA has reviewed all information entered and has verified that it is accurate and correct.

Please **SAVE** the form first to enable the Submit.

The individual who completed the IEHA has reviewed all information entered and has verified that it is accurate and correct.

Yes
▼

Are you ready to submit the application for DOH review?

No
▼

E-Payment
Save
Close

Problem: A form was not completed.

Solution: Complete and Save the missing form.

<input checked="" type="checkbox"/> Form A *	<p>Submission Information:</p> <ul style="list-style-type: none"> Consultant Facility type, name and address
<input checked="" type="checkbox"/> Form B	<p>Historical and Current Uses of Building and Site:</p> <ul style="list-style-type: none"> Describe current conditions and uses of the child care center or educational facility site and building Provide building history Identify all chemicals, contaminants and areas of concern from previous uses of the site or building Identify all current chemicals, contaminants and areas of concern in the child care center or educational facility or in adjacent and proximate businesses Assessment of adjacent businesses or known contaminated sites which can impact the child care center or educational facility Industrial Site Recovery Act information
<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> <input type="checkbox"/> Form C </div>	<p>Descriptions and Conditions of Building Components:</p> <ul style="list-style-type: none"> Describe interior building components Describe exterior building components Indicate any other building component of concern

Issue: All forms have been completed and the user is able to fully complete the Submit IEHA tab (see Figure 1 below), but receives an error message (see Figure 2 below)

Figure 1

Indoor Environmental Health Assessment forms
Additional Information
Payment
Attach Documents

Submit IEHA

IMPORTANT NOTE: In order for you to be able to submit the IEHA application to Department of Health for review, the following documents has to completed and submitted.

- Forms A - H
- Response Action Outcome (RAO) Letter signed and dated
- Preliminary Assessment (PA)
- Payment of \$1500
- The individual who completed the IEHA has reviewed all information entered and has verified that it is accurate and correct.

Please **SAVE** the form first to enable the Submit.

The individual who completed the IEHA has reviewed all information entered and has verified that it is accurate and correct.

Yes

Are you ready to submit the application for DOH review?

Yes

*** As an authorized representative of above mentioned Consulting Company, I hereby certify under penalty of law, that this document and all information required to be provided for the Indoor Environmental Health Assessment (IEHA), are true, accurate and complete to the best of my professional knowledge and judgment. I also certify that all individuals who conducted the IEHA are qualified personnel and that all samples and information was collected in accordance with appropriate regulatory requirements.**

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Please agree with Certification Compliance

I agree

Name of Authorized Consultant Submitting IEHA *	Title *	Agreement Date
John Doe	Test	7/24/2020

Submit Application to DOH
E-Payment
Save

Close

Figure 2

Attachments

Following document types and respective attachments are required to Submit the application:

- Form F - Radon Test Results attachment is required
- Form F - Lead Inspection attachment is required

Close

Child Care Center Address Application Status Case ID

Indoor Environmental Health Assessment

Submit IEHA

IMPORTANT: The following information is required to complete the application:

- Form F - Radon Test Results attachment is required
- Form F - Lead Inspection attachment is required

Please SAVE the form first to enable the Submit.

The individual who completed the IEHA has reviewed all information entered and has verified that it is accurate and correct.

Yes

Are you ready to submit the application for DOH review?

Yes

* As an authorized representative of above mentioned Consulting Company, I hereby certify under penalty of law, that this document and all information required to be provided for the Indoor Environmental Health Assessment (IEHA), are true, accurate and complete to the best of my professional knowledge and judgment. I also certify that all individuals who conducted the IEHA are qualified personnel and that all samples and information was collected in accordance with appropriate regulatory requirements.

By signing this Indoor Environmental Health Assessment, I certify (1) to the statements contained in this submission* and (2) that the information herein is true, complete and accurate to the best of my knowledge. I also agree to comply with any requests for associated environmental information relating to Child Care Center located at the above Legal address. In addition, I am aware that in accordance with the provisions of N.J.A.C. 8:50, there are significant penalties for submitting false information. These penalties include, but are not limited to, the suspension of my firm's Consultant License as well as penalties of up to \$25,000 per day for the first offense and \$50,000 per day for the second and each subsequent offense.

Please agree with Certification Compliance

I agree

Name of Authorized Consultant Submitting IEHA *	Title *	Agreement Date
John Doe	Test	7/24/2020

Submit Application to DOH E-Payment Save

Close

Problem: Required attachments have not been uploaded

Solution: Upload Missing Attachments

Issue: Cannot upload a .pdf because it is over 45mb.

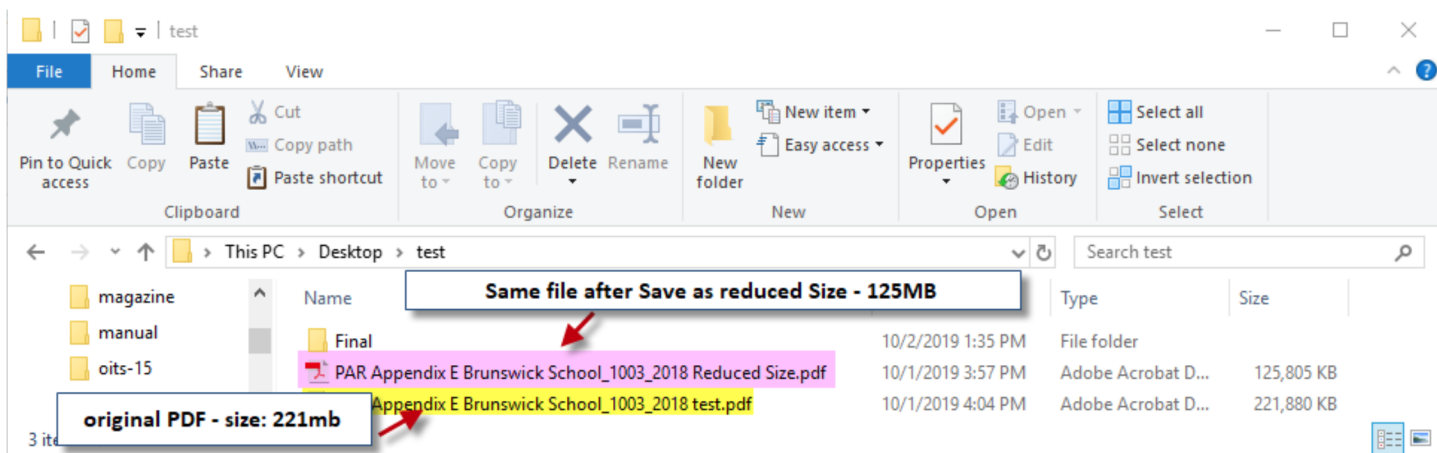
Problem: The DOH system has a 45mb size limit

Solution: See Appendix A – Splitting Large .pdf files using Adobe Pro

Appendix A – Splitting Large .pdf files using Adobe Pro

The DOH Portal has an attachment size limit to 50mb (50,000kb), however, the DOH recommends limiting the size of documents to no more than 45mb to avoid any upload issues. In order to easily split large .pdf documents, you can follow the steps below:

1. Open the .pdf you need to split in Adobe Acrobat DC / Pro. Save your pdf as reduced size. E.g if I have file which is 221,000kb(221mb) size. First save that file by choosing File...Save as ...Other...Reduced Size PDF. This will bring the file size down to 40% to 50% of the original size.



2. If the .pdf is still too large, open it in Adobe Acrobat DC /Pro. Then choose “Organize Pages” from the right panel

Search - 59 Results - No terms specified

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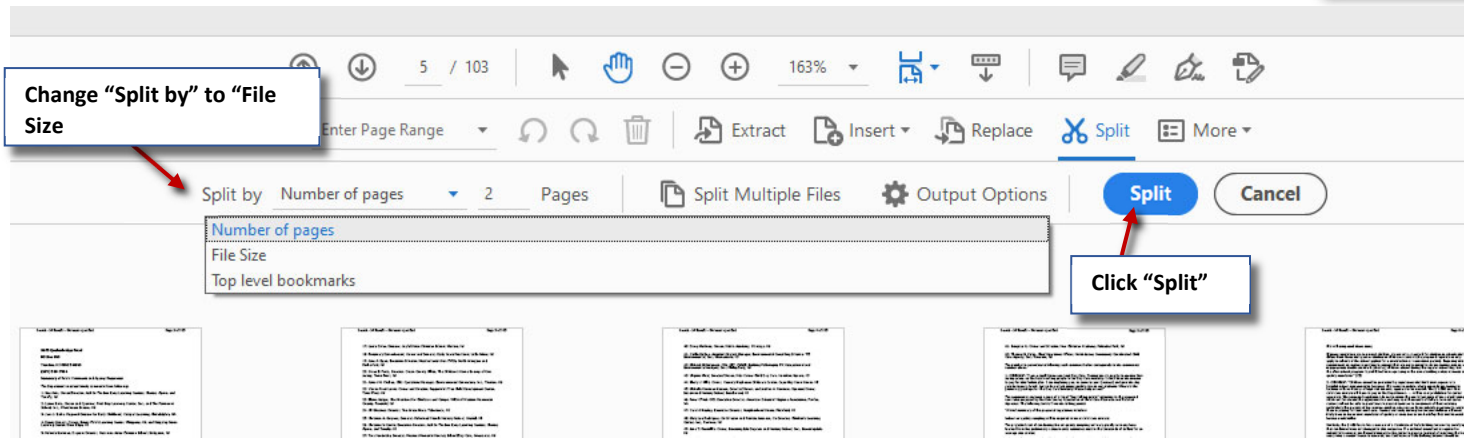
ISSUE DATE: **SEPTEMBER 8, 2009**

RULE ADOPTIONS

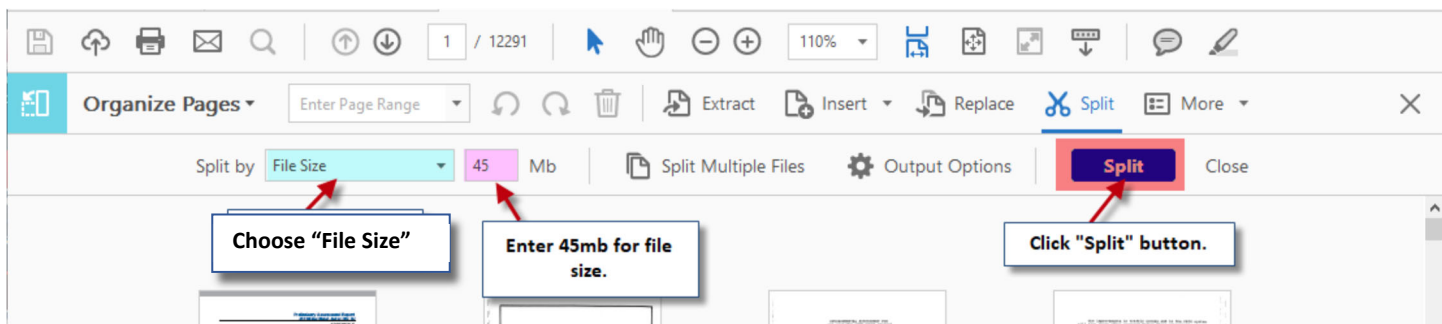
Organize Pages

Click “Organize Pages” from right panel

3. Then click “Split”. Then next to “Split by”



4. Change "File Size" to 45mb and then click "Split" again.



5. This will split your .pdf in 45mp parts, which can easily be uploaded to the IEH Portal.