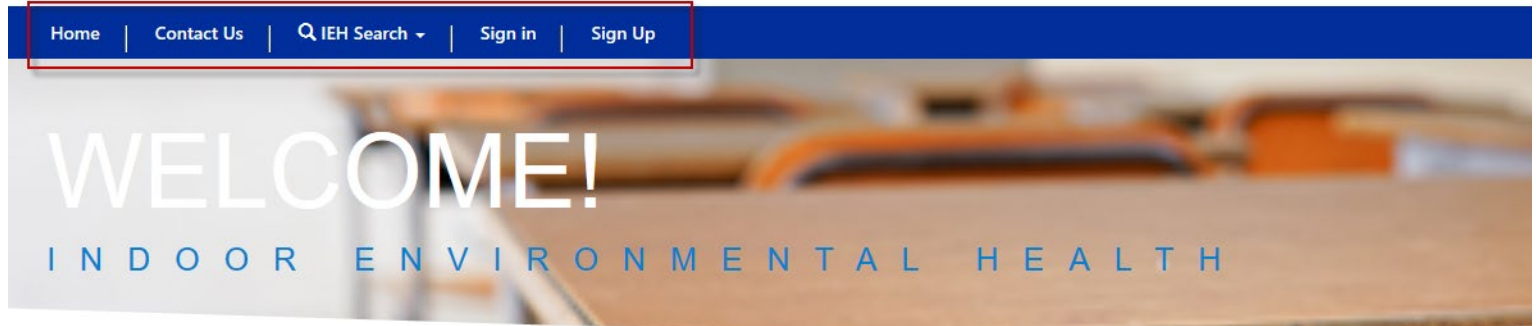


# How to submit initial application for Child Care Center

Visit the portal (<https://dohcrmdev3.crm9.dynamics.com/>) and navigate to top of the homepage.



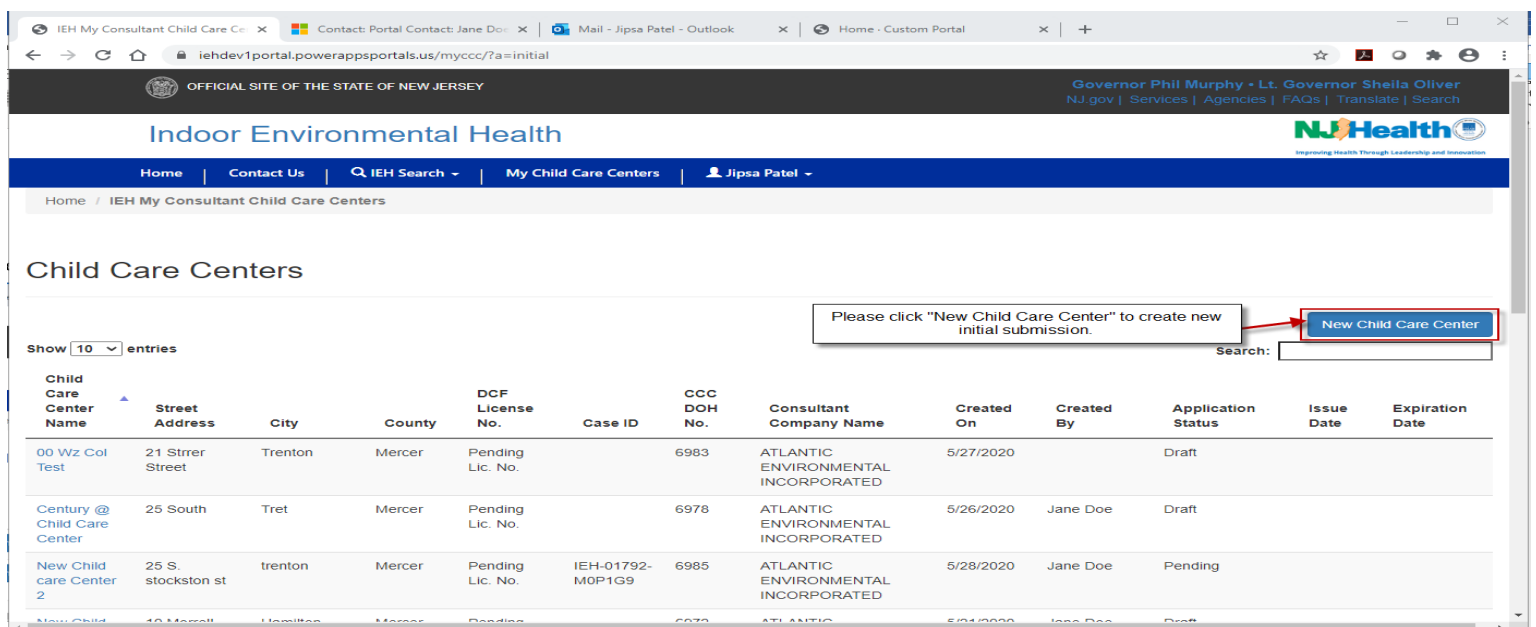
Please follow the instructions below for submitting Child Care Center Initial Application(IEHA) online:


1. Please create an account on the portal <https://iehdev1.powerappsportals.us>. (For instructions related to creating an account, please [click here](#))
2. Once the account is created sign into portal; please [click here](#) to go to sign in page. (For instructions related to sign in, please [click here](#))
3. Once you logged in, please click on **My Child Care Centers** to access the list of Child Care Centers that you have access to.

When clicked on “My Child Care Centers”, the portal will take you to the list of the child Care Centers belongs to your Consulting Firm.



4. Please click on **New Child Care Center** button on top right to create initial submission.



5. By clicking on “New Child Care Center” will take you to the first form A of the IEHA package (from A-H). Please fill out Form A and save then you would see the tabs for forms B to H and compliance form.
6. Forms B, D, F, G, H and Compliance form allow you to attach each form related attachments. Please fill out the form and Save the form to be able to attach any document related to the form.
7. You can fill out all the required fields on the form and save the form in the system. E.g. If I fill out form A, B and C and save them. When I login next time I will have to start from Form D. You don’t have to finish whole initial submission in one sitting. But you cannot save each form filled halfway through unless you fill out all required fields on the form, you cannot save them.
8. Once you submit the initial application to Department of Health, you cannot make any changes in the application. All the forms can be viewable but not editable. Please check all the forms and attachments before you click  button on Compliance and Payment Info form.
9. All the IEHA forms can be created and saved in Child Care Center initial application in any order except you need to have Form B created to be able to create and save Form F. so please create Form B before Form F.
10. **In order to submit the IEHA application to Department of Health for review, the following documents must complete and attach.**
  - Forms A – H
  - Response Action Outcome (RAO) Letter signed and dated
  - Preliminary Assessment (PA)
  - Payment of \$1500

## Application Permissions – Web roles

Please follow instructions related to each form to fill out initial submission and submit.

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

1. Enter & upload - If you have “Enter & upload” permission for your consulting Firm, you will be able to fill out all forms for initial submission.
2. Submit - If you have “Submit” permission for your consulting Firm, you will be able to edit compliance form and submit initial submission to Department of Health.

## Form A – Environmental Consultant and Child Care Center Information

Please fill out all the required fields with red asterisk (\*) on the form. This form has Environmental Consultant information, Licensed Site Remedial Professional (LSRP), Child Care Center Information, Child Care Center Contact Information, Child Care Center Operator Information, Physical Address and Mailing

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

### Environmental Consultant Information

Please click here to select individual name who conducted the Assessment and LSRP Name.

**Consulting Firm Name \***  
 ✕ 🔍

**Primary Individual Who Conducted Assessment \***  
 ✕ 🔍

**Additional Individual Who Conducted Assessment**  
 ✕ 🔍

**Date Assessment Completed \***  
 📅

**Consulting Firm License Number**  
1062

**DOH Approval No. (Primary) \***  
111

**DOH Approval No. (Additional)**  
623

These fields will be filled automatically by the system as per your Consulting firm and consultants.

### Licensed Site Remedial Professional (LSRP)

**LSRP Name**  
 🔍

### Child Care Center Information

<b>Child Care Center Legal Name *</b> <input type="text" value="Test Child Care Center"/>	<b>Center Email Address *</b> <input type="text" value="testchildcare@gmail.com"/>	<b>DCF License Number *</b> Pending Lic. No.	<b>DOH No.</b> <input type="text" value="—"/>
--	---	---	--

These field will be filled automatically by the system when you save this form.

### Child Care Center Contact Information

<b>Salutation</b> <input type="text" value=""/>	<b>First Name *</b> <input type="text" value="John"/>	<b>Middle Initial</b> <input type="text" value=""/>	<b>Last Name *</b> <input type="text" value="Doe"/>
<b>Title</b> <input type="text" value=""/>	<b>Contact Email Address *</b> <input type="text" value="testchildcare@gmail.com"/>	<b>Daytime Phone Number *</b> <input type="text" value="6099136054"/>	<b>Extension</b> <input type="text" value=""/>
<b>Cell Phone Number</b> <input type="text" value=""/>	<b>Fax Number</b> <input type="text" value=""/>		

### Child Care Center Operator Information

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

### Physical Address

<b>Street Address Line 1 *</b> <input type="text" value="205 Canal view drive"/>	<b>Street Address Line 2</b> <input type="text" value=""/>	<b>City *</b> <input type="text" value="mercerville"/>	<b>State *</b> <input type="text" value="NJ"/>
<b>Block Number *</b> <input type="text" value="200"/>	<b>Lot Number *</b> <input type="text" value="200.5"/>	<b>ZIP Code *</b> <input type="text" value="08648"/>	<b>County *</b> <input type="text" value="Mercer"/>

### Mailing Address

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

After filling all required fields with \* (red asterisk) you will be able to save this form and see other IEHA forms by clicking this button.

Save & Go to Forms B to H

Close

Application will close by clicking this button.

Address sections.

After saving Form A in the system, you will see the new tab for “Form B to H – Licensing Application”. You can fill out Forms B to H and save each form.

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

---

**Form B - Historical and Current Uses of Building and Site** Form B will be created by clicking this button. [Create Form B](#)

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

---

**FORM C - Descriptions and Conditions of Building Components** Form C will be created by clicking this button. [Create Form C](#)

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

---

**FORM D - Description of Heating and Cooling Systems** Form D will be created by clicking this button. [Create Form D](#)

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

---

**FORM E - Water and Sewer Information** Form E will be created by clicking this button. [Create Form E](#)

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

---

**Form F - Hazardous Substances and Vapor Intrusion** Form F will be created by clicking this button. [Create Form F](#)

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

---

**Form G - Summary of Testing and Evaluation Results** Form G will be created by clicking this button. [Create Form G](#)

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

---

**Form H - Assessment Summary, Conclusions, Recommendations and Corrective Actions** Form H will be created by clicking this button. [Create Form H](#)

Name ↑	DOH No	Created by	Created On	Modified by Portal	Modified On
There are no records to display.					

Please fill out all forms B to H to be able to submit your application to DOH for review. If any of the B to H form not created and saved in the application, you won't be able to submit your application to DOH.

## Form B: Historical and Current Uses of Building and Site

Please click "Create Form B" button to fill out form B and and save.

[Environmental Consultant and Child Care Center Information](#) | 
 [Forms B to H - Licensing Application](#) | 
 [Compliance and Payments Info](#)

**Form B - Historical and Current Uses of Building and Site**

Please click this button to create Form B.

+ Create Form B

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

Form B has 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. Please fill out all the required fields with red asterisk (\*) on the form to be able to save the form.

**Building Owner Information**

Is the building owner the same as Child Care Center owner? \*  
 No  Yes

**Building Owner Information**

Owner Name \*

Street Address  City  State  Zip Code

Daytime Phone Number \*  Extension

**Basic Building Information**

Year Building Built \*  Number of Floors \*  Number of Rooms \*

**Building Additions**

Is there 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 \*

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

Prior Uses \*

Potential ACM?  Potential LBP?

**Co-Located**

**Dry Cleaner \***

No  Yes

**Nail Salon \***

No  Yes

**Hair Salon \***

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 \***

No  Yes

**Dental Office \***

No  Yes

**Dry Cleaner \***

No  Yes

**Farm \***

No  Yes

**Funeral Home \***

No  Yes

**Gas Station \***

No  Yes

**Hair Salon \***

No  Yes

**Industrial \***

No  Yes

**Nail Salon \***

No  Yes

**Print Shop \***

No  Yes

**Residential \***

No  Yes

**Storage \***

No  Yes

**Vacant Land \***

No  Yes

**Vacant Land Explanation \***

This has a vacant land.

**Other \***

No  Yes

**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 \***  
 No  Yes

**Factory \***  
 No  Yes

**Gas Station \***  
 No  Yes

**Hair Salon \***  
 No  Yes

**Industrial \***  
 No  Yes

**Nail Salon \***  
 No  Yes

**Other \***  
 No  Yes

**Industrial Site Recovery Act (ISRA)**

**Is the site under jurisdiction of ISRA? \***  
 No  Yes

**ISRA Case Number \***

250215

**ISRA Case Manager Information**

**First Name**

**Last Name**

**Phone Number**

**Provide explanation and upload any appropriate reports and/or documentation**

Save

Please fill out all required fields on the Form B and save this form by clicking this button.

## Instructions for Form B Attachment(s)

After you save the form, you will see the section at the bottom of the form for attachments. Please attach all Form B related attachments here. E.g. Sitemap, Site History, Site Photographs etc. Attachments allowed here should be 45mb or lower in the size. If you have attachment bigger than 45mb then please upload in parts.

Please click “Add Attachment” button to select the type of the Document you want to upload for Form B.

**Attach any documents you have.**

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

Please click this button to upload attachments → **Add Attachments**

Document Type ↑	Created On
There are no records to display.	

Please click to select the type of the Document you want to upload for Form B.

**Add Attachments** [X]

**Information**

Document Type \*

- Site Map
- Site History
- Site Photographs
- Others

Select Document type you are uploading

Save

Click "Save" button then you will see the option to upload the document.

e.g. if I select “Site History” as Document type and save then it would allow me to upload Site History document by clicking “add Files” button.

**Add Attachments** [X]

**Information**

Document Type \*

Site History

**Associated Documents**

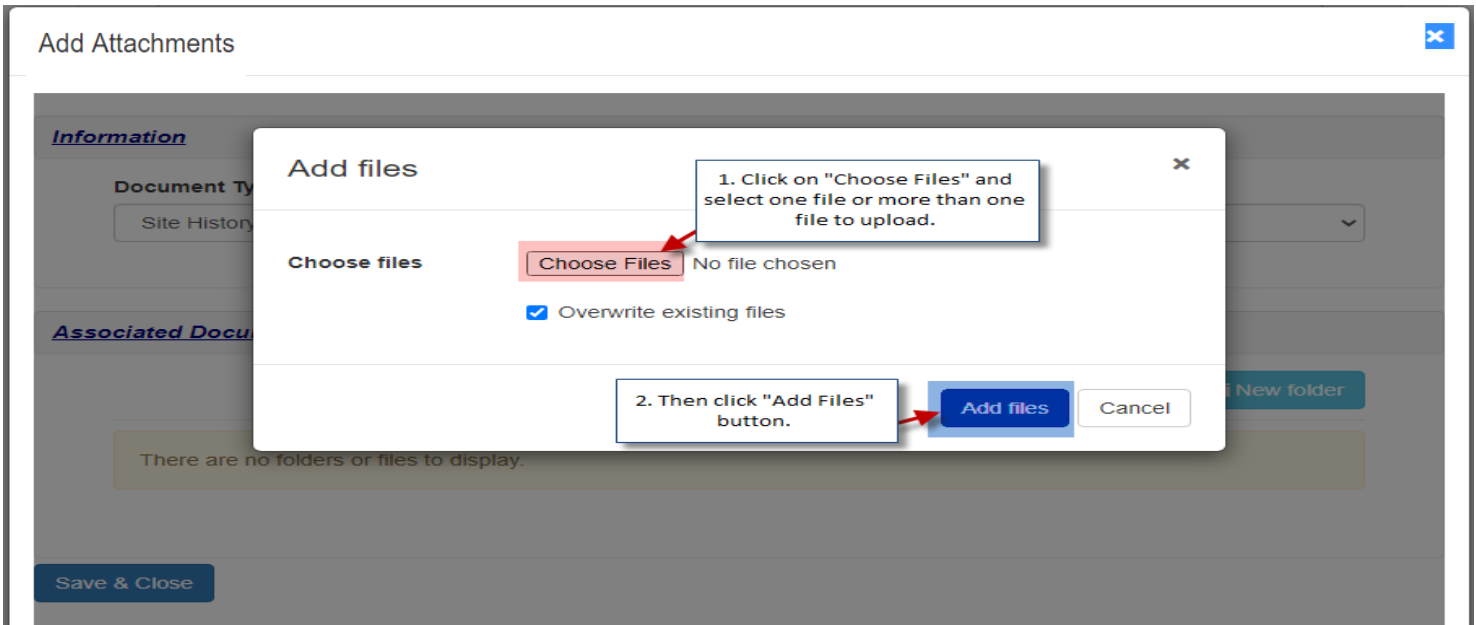
Click this button to upload documents for selected Document type. → **Add files** **New folder**

There are no folders or files to display.

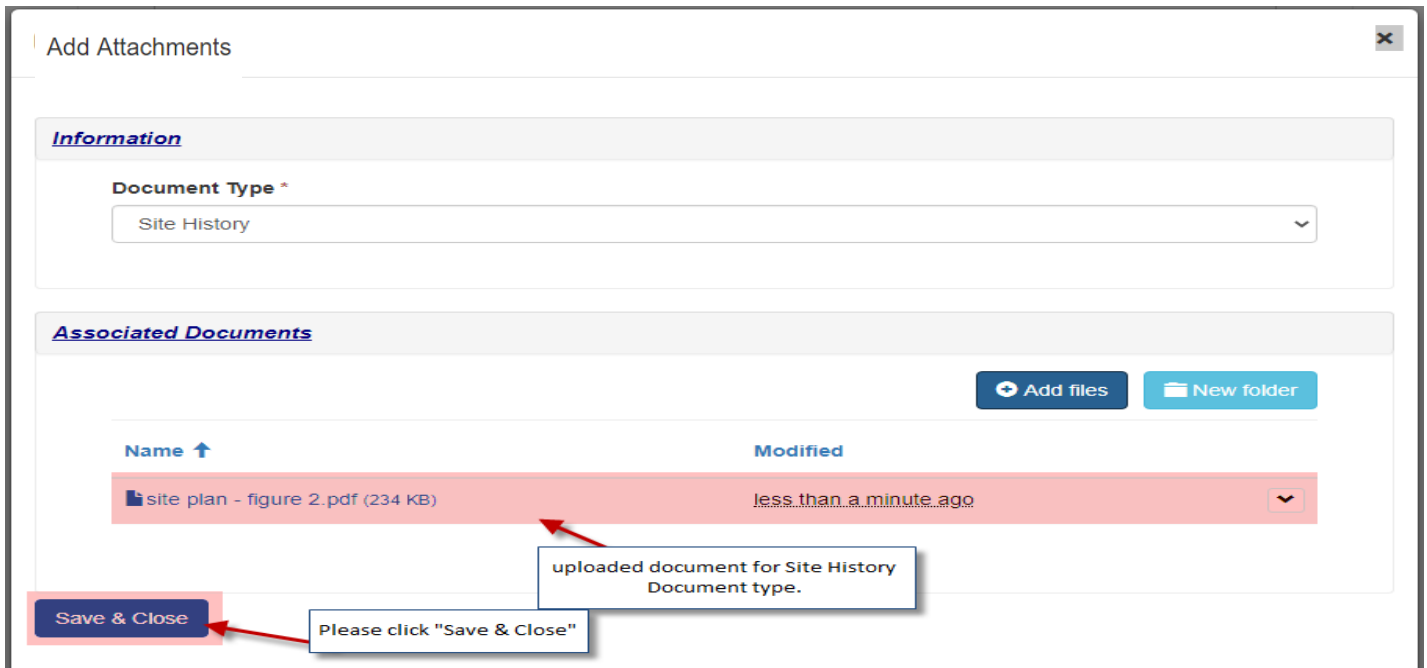
**Save & Close**

After that you can choose one or multiple files to upload and click “Add Files” button.





You would see your uploaded document. Click “Save & close”.



Then you can choose other Document type and attach that with Form B if you have site map or Site Photos. If you have any other attachment for Form B, please upload it by choosing “Other” as document type. After uploading Form B attachments, the Attachments would look like blow.

[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	▼

1. Attachment section would look like this depend on how many attachments

[Save](#) [Close](#)

Please click "Close" to close Form B and you can enter Form C of IEHA.

By clicking "Close" button, you will be redirected to "Forms B to H - Licensing Application" tab.

## EDIT Form B

If you want to edit form B at this point, please click the arrow next to the Form and click on [Form B](#) (edit Form B).

### Form B - Historical and Current Uses of Building and Site

1. Click this down arrow.

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	▼

2. Then click this to edit Form B.

[Form B](#)

All forms can be editable anytime until you submit the application to DOH. Once the submission happen, forms will become read only.

## Form C: Descriptions and Conditions of Building Components

Please click "Create Form C" button to fill out form C.

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

**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 PM	▼

Please click this button to create Form C

→

Create Form C

**FORM C - Descriptions and Conditions of Building Components**

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

Form C has Interior Components, Exterior Components, Playground Information and Additional Building Components sections. Please fill out all the required fields with red asterisk (\*) on the form to be able to save the form.

**Interior Components**

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

**Walls \***

Test

**Floors \***

Test

**Ceilings \***

Test

**Windows \***

Test

**Doors \***

Test

**Stairs \***

Test

**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**

**Description and Condition \***

Test

At least one from this group must be selected.

**Playground Information**

**Rubber Mats**

No  Yes

**Rubber Mulch**

No  Yes

**Turf**

No  Yes

**Other**

No  Yes

**Explanation \***

Test

### Additional Building Components

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

**Additional Building Components**

No  Yes

**Additional Building Components \***

Test


Save

Please click "Save" to save the Form C.

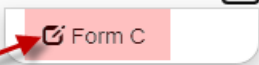
After saving form C, there is “Close” button show up next to “Save” button.

By clicking “Close” button, you will be redirected to “**Forms B to H – Licensing Application**” tab.

## EDIT Form C

If you want to edit form C at this point, please click the arrow next to the Form and click on  (edit Form C).

### FORM C - Descriptions and Conditions of Building Components

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On	
FORM C - Descriptions and Conditions of Building Components	Z test 20 Jipsa LLC	6989	Jane Doe	6/5/2020 12:32 PM	Jane Doe	6/5/2020 12:32	 <div data-bbox="880 1465 1247 1522" style="border: 1px solid black; padding: 2px;">           Click here to edit the Form C.         </div>

All forms can be editable anytime until you submit the application to DOH. Once the submission happen, forms will become read only.

Form C doesn't allow any attachments.

## Form D: Descriptions of Heating and Cooling Systems

Please click “Create Form D” button to fill out form D.

[Environmental Consultant and Child Care Center Information](#)
[Forms B to H - Licensing Application](#)
[Compliance and Payments Info](#)

---

**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 PM	▼

---

**FORM C - Descriptions and Conditions of Building Components**

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On	
FORM C - Descriptions and Conditions of Building Components	Z test 20 Jipsa LLC	6989	Jane Doe	6/5/2020 12:32 PM	Jane Doe	6/5/2020 12:32 PM	▼

Please click this button to create Form D

---

**FORM D - Description of Heating and Cooling Systems**

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

Form D has Heating, Air-conditioning, Fuel/Energy Sources and Make-Up/Outside Air. Please fill out all the required fields with red asterisk (\*) on the form to be able to save the form.

**Heating**

**Describe System (including condition of components) \***

Test

**Air Conditioning**

**Is there air conditioning? \***

No
  Yes

**Describe the system (including condition of components) \***

Test|

### Fuel/Energy Sources

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

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

#### Comments

### Make-Up/Outside Air

Is there a source of make-up air? \*

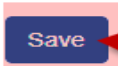
- No  Yes

Describe the source of make-up/outside air \*

Test

Description of area around intake (include photos if necessary) \*

Test



Please click this button to save the form D.

## Instructions for Form D Attachment(s)

After you save the form, you will see the section at the bottom of the form for attachments. Please attach all Form D related attachments here. E.g. HVAC Photographs etc. Attachments allowed here should be 45mb or lower in the size. If you have attachment bigger than 45mb then please upload in parts.

Please click "Add Attachment" button to select the type of the Document you want to upload for Form D.

Attach any documents you have.

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

Please click this button to upload attachments

Add Attachments

Document Type ↑

Created On

There are no records to display.

Add Attachments



**Information**

Document Type \*

Select Document type

HVAC Photographs

Others

Save

Click "Save" button then you will see the option to upload the document.

Please click "Save" button to save type of the Document you want to upload. Then it would allow you to upload the document by clicking "Add Files" button.

**Information**

Document Type \*

HVAC Photographs

**Associated Documents**

Click this button to upload documents for selected Document type.

Add files

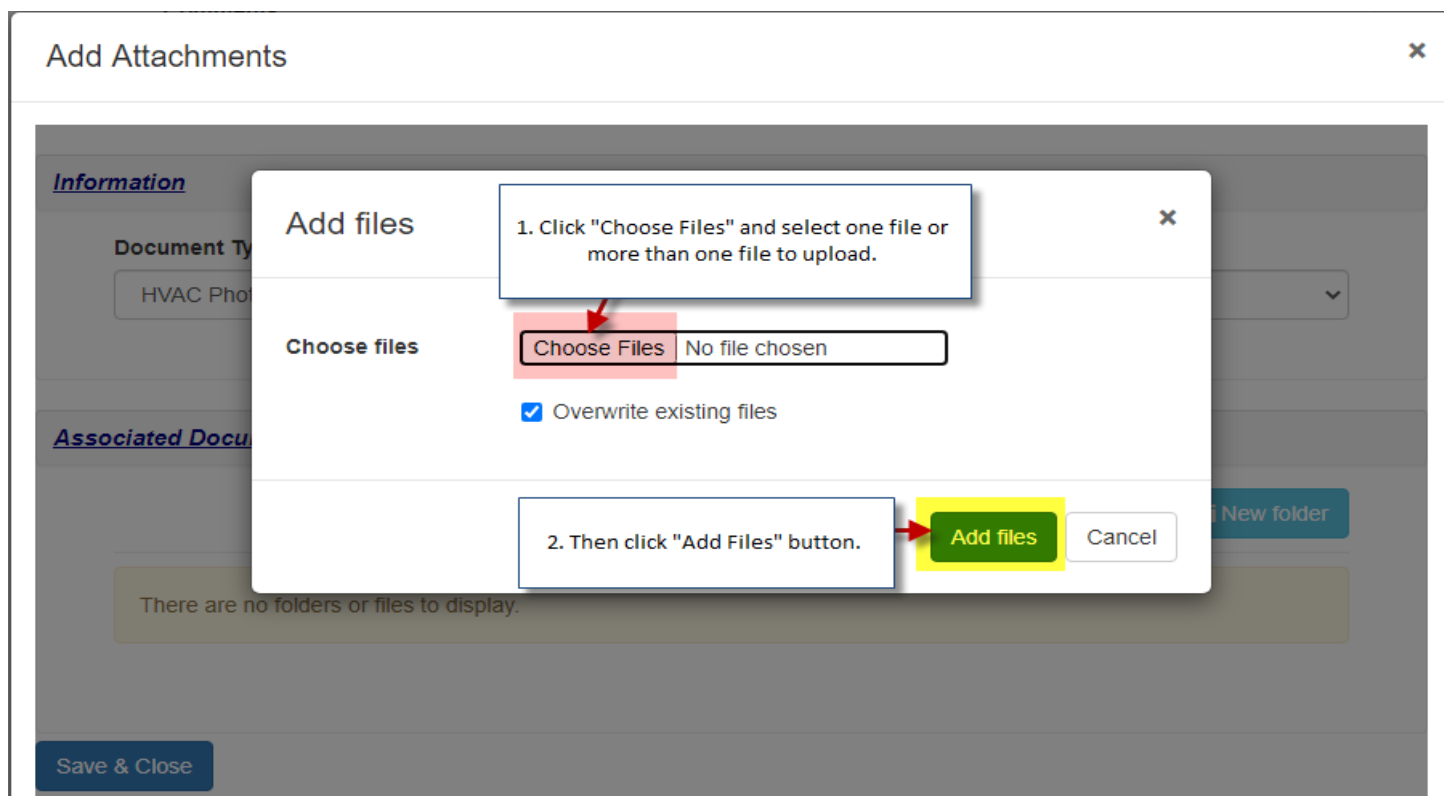
New folder

There are no folders or files to display.

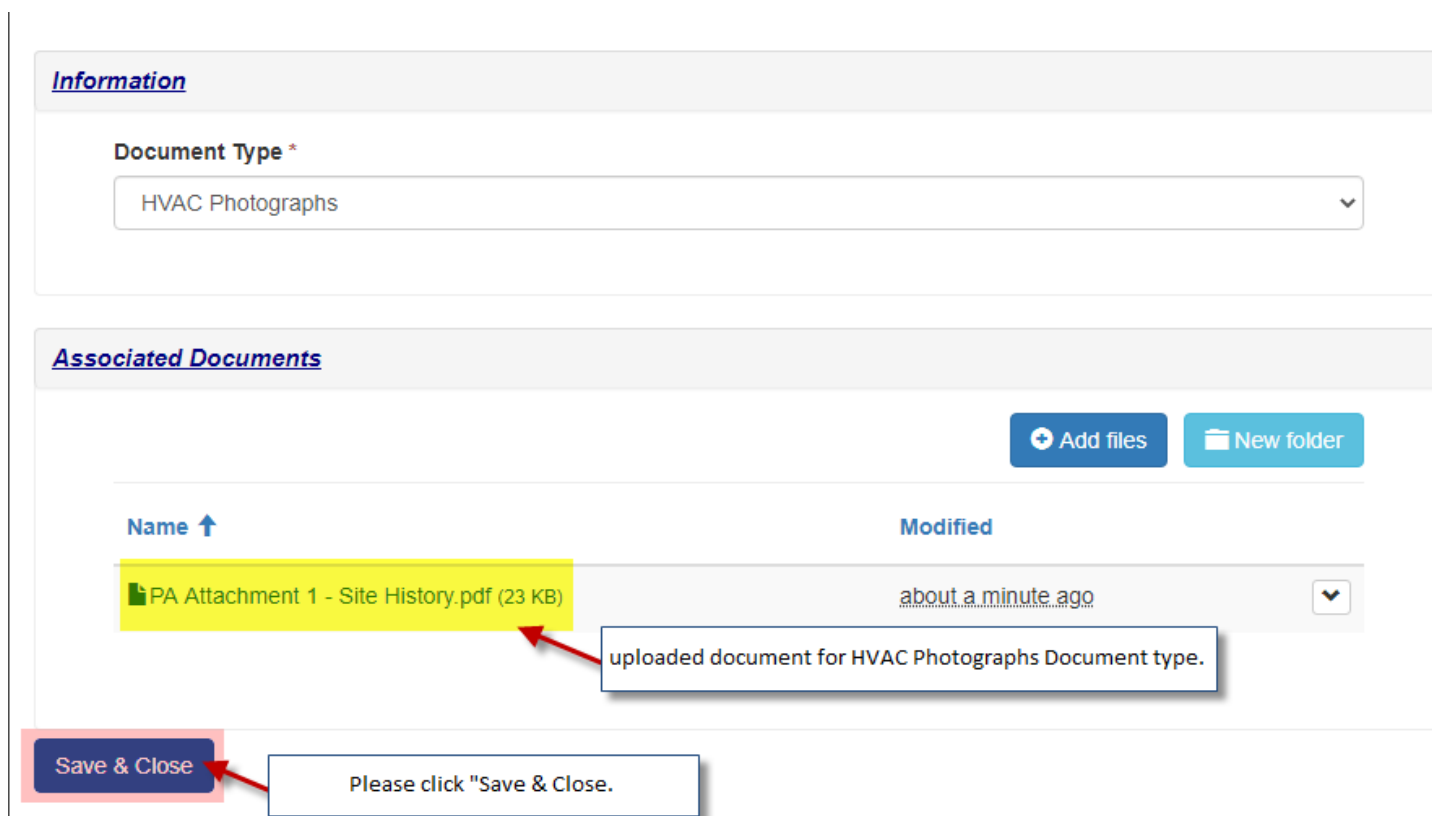
Save & Close

After that you can choose one or multiple files to upload and click "Add Files" button.



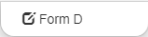


You would see your uploaded document. Click “Save & close”. Then you can choose other Document type and attach that with Form D.


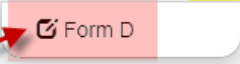


By Clicking “close” button, you will be redirected to “Forms B to H – Licensing Application” tab.

## EDIT Form D

If you want to edit form D at this point, please click the arrow next to the Form and click on  (edit Form D).

**FORM D - Description of Heating and Cooling Systems**

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On	
FORM D - Description of Heating and Cooling Systems	Z test 20 Jipsa LLC	6989	Jane Doe	6/8/2020 3:34 PM	Jane Doe	6/8/2020 3:34	 

1. Click this down arrow.

Then click this to edit Form D.

All forms can be editible anytime until you submit the application to DOH. Once the submission happen, forms will become read only.

## Form E: Water & Sewer Information

Please click "Create Form E" button to fill out form E.

**FORM E - Water and Sewer Information**

Please click this button to create Form E.

+ Create Form E

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

Form E has Potable Water Supply and Sewer System sections. Please fill out all the required fields with red asterisk (\*) on the form to be able to save the form.

**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 \***

Public Community Water System ▼

**Comments or Concerns on Potable Water Supply:**

Test

**Waste System**

**Type of Waste system \***

Public Community Sewer System ▼

**Comments or Concerns on Waste System:**

Test

Please click "Save" to save teh Form E.

Save

Close

Form E doesn't allow any attachments. After saving Form E, please click "Close" button. by clicking "Close" button, you will be redirected to **"Forms B to H - Licensing Application"** tab.

## EDIT Form E

If you want to edit form E at this point, please click the arrow next to the Form and click on (edit Form E).

Form E

**FORM E - Water and Sewer Information**

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On	
FORM E - Water and Sewer Information	Z test 20 Jipsa LLC	6989	Jipsa Patel	6/9/2020 3:44 PM	Jipsa Patel	6/9/2020 3:44 PM	<div style="border: 1px solid black; padding: 2px;"> <span>Form E</span> </div>

1. Click this down arrow.

2. Click this to edit Form E.

All forms can be editable anytime until you submit the application to DOH. Once the submission happen, forms will become read only.

Form E doesn't allow any attachments.

## Form F: Hazardous Substances Vapor Intrusion

Please click "Create Form F" button to fill out form F and and save.

Form F - Hazardous Substances and Vapor Intrusion

Please click this button to create Form F.

+ Create Form F

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

Form B must be created before Form F. Form F loads the tabs depend on the value of Year Built from Form B.

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

Please fill out all the required fields with red asterisk (\*) on the form to be able to save the form.

**Year Child Care Center built**

1950

Since the year built is before 1973, Asbestos and Lead information is required.

**Hazardous Substances and Vapor Intrusion**

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

**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?

Since year built is 1950, asbestos inspection has to be "Yes" other wise you won't be able to submit your

Save

Close

If year built is later than 1973, then you won't see ACM/PACM section on the form.

**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

Was asbestos identified? \*

Yes

Was the ACM confirmed by sampling? \*

Yes

You must upload the Asbestos Inspection Report. Please provide the name of file: \*

asb\_inspection\_report

Were some materials not sampled and Assumed to contain asbestos? \*

Yes

Check all types of ACM and/or PACM present:

Sprayed on  
Troweled on  
Thermal System Insulation (TSI)  
Flooring and/or mastic  
Roofing/Siding

Please make these selection by holding "Ctrl" key if you need to select more than one type.

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

Yes

You must upload any Asbestos Abatement Reports. Please provide the name of file: \*

asb\_abat\_report

Comments pertaining to ACM/PACM:

Test

When ACM/PACM section is finished, you will see "Lead-based paint" section because the year building built is prior to 1978. If you select "No" to first question under this section, then you won't be able to finish Form F and submit your application to DOH.

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

Was a lead inspection conducted?

Yes

Lead inspection has to be selected "Yes" if the building built prior to 1978.

**Lead-Based Paint**

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

Was a lead inspection conducted?

Date of Lead Inspection Report: \*

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

Please provide the name of the file: \*

Was lead-based paint found? \*

*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?

Date of lead risk assessment (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): \*

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

Please provide the name of file: \*

**Comments**

Comments pertaining to lead

When ACM/PACM and Lead-based Paint sections are finished, you will see Mold, Radon & UST sections on the form.

**Mold**

Has mold been identified in the building? \*

Yes

Has the mold been abated in the building? \*

Yes

Has the water infiltration problem been corrected? \*

Yes

*You must upload any reports pertaining the mold abatement, water infiltration and repairs.*

Please provide the name(s) of the file(s): \*

mold report

Comments pertaining to mold

Test

**Radon**

Has radon testing been performed?

Yes

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

4/27/2016

*You must upload radon test results.*

Please provide the name of the file: \*

radon

Were radon levels above 4pCi/L? \*

No

Comments pertaining to radon:

Test



### History of Underground Storage Tanks (USTs) on the Property

Is there a history of USTS on the property? \*

Is there a record of the removal? \*

*You must provide documents related to all UST removals and a copy of the NJDEP case closure documentation.*

Is there a record of case closure(s)? \*

Indicate Name of all electronic documents: \*

### 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? \*

List Additional Hazardous Substances/Contaminants \*

Additional hazardous substance comments \*

Please click this button to save the Form F and then attach the related documents for Form F.

## Instructions for Form F Attachment(s)

Once you save the form, you will see the section at the bottom of the form for attachments. Please attach all Form F related attachments here. E.g. Mold, Radon, Asbestos & Lead related reports etc. Attachments allowed here should be 45mb or lower in the size. If you have attachment bigger than 45mb then please upload in parts.

Please click “Add Attachments” button to select the type of the Document you want to upload for Form F.

[Attach any documents you have.](#)

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

Please click this button to upload attachments → **Add Attachments**

Document Type ↑	Created On
There are no records to display.	

### Add Attachments

[Information](#)

**Document Type \***

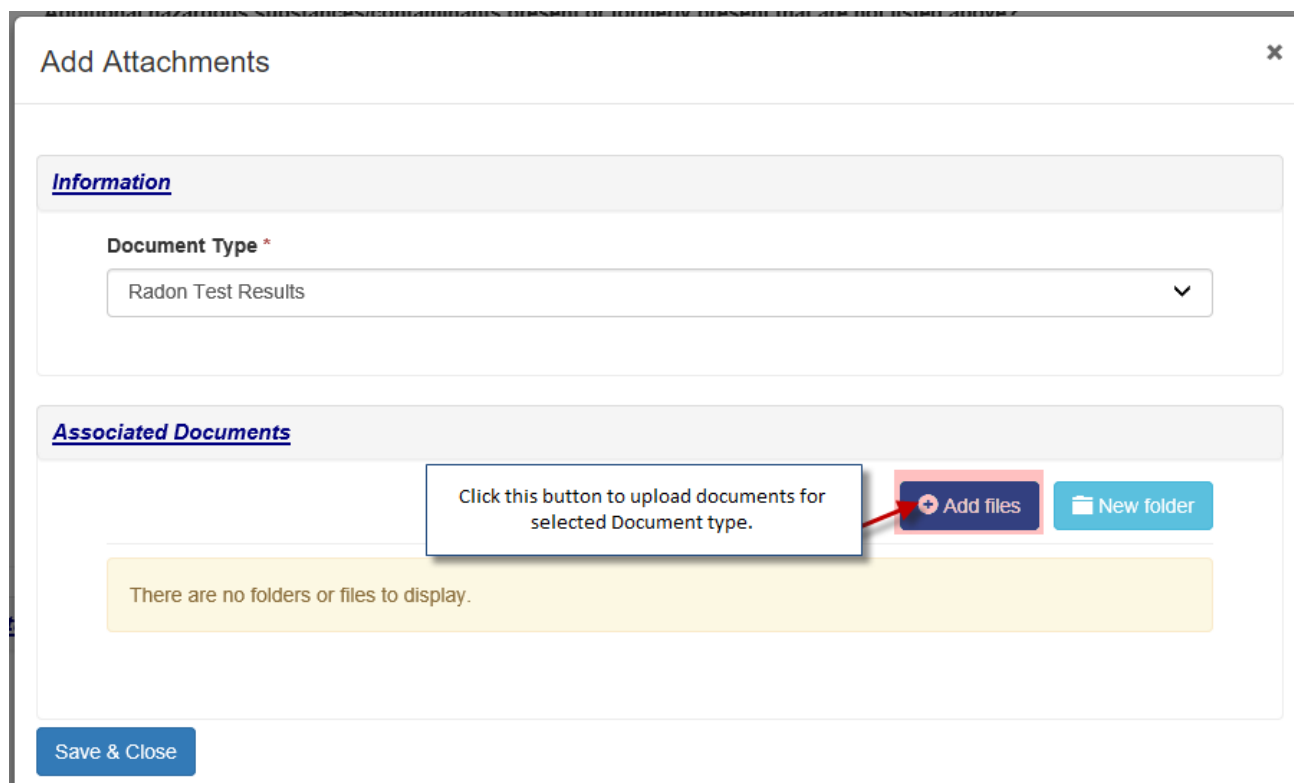
- Vapor Intrusion (VI) Report
- Radon Test Results
- Lead Inspection and Sampling
- Lead Risk Assessment
- Lead Free Certification
- Lead Hazard-Safe Certification
- Asbestos Inspection and Sampling
- Mold Sampling
- UST Reports and Documentation
- Others

**Save**

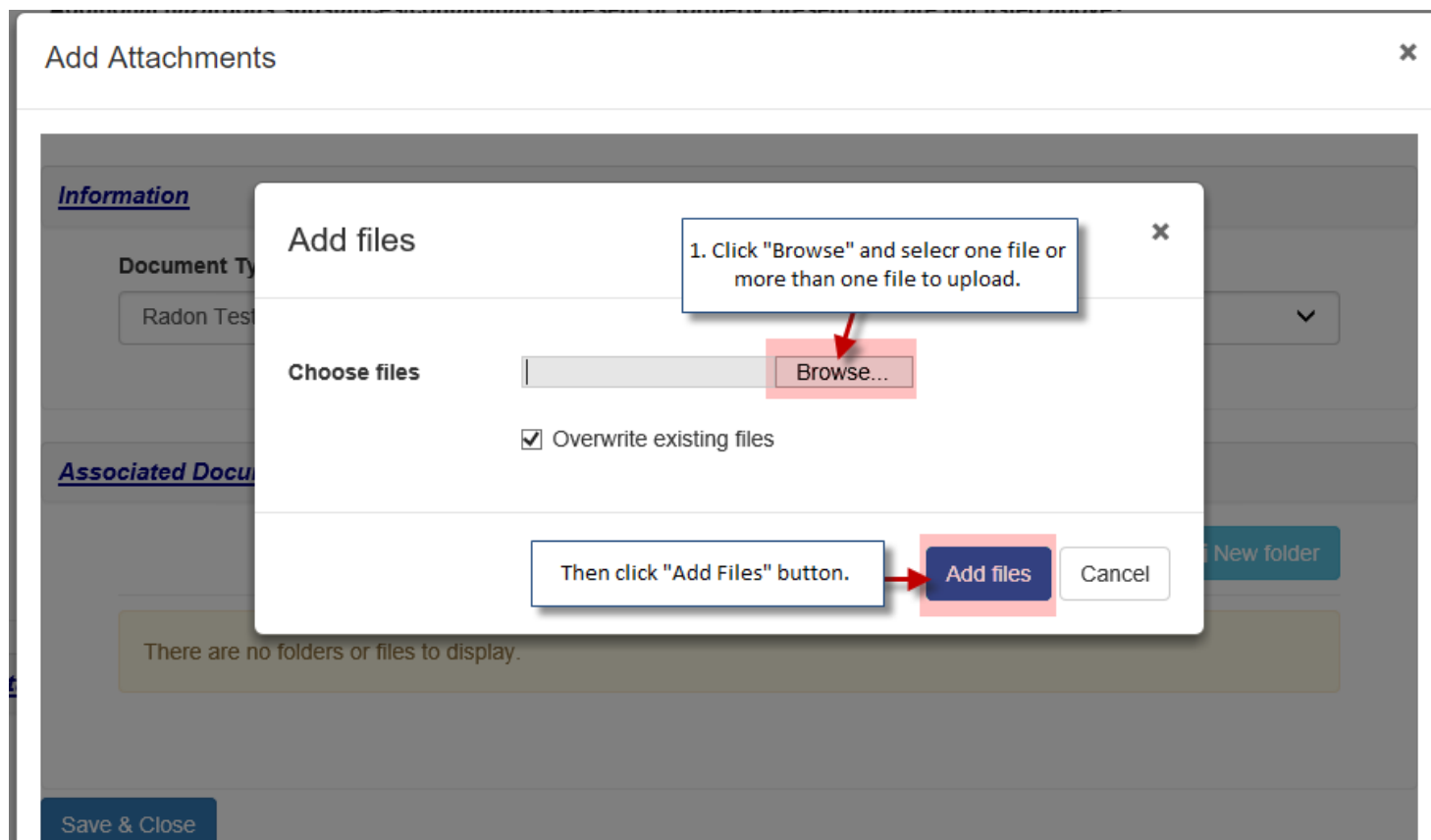
Select Document Type

Click "Save" button then you will see the option to upload the document.

Please click “Save” button to save type of the Document you want to upload. Then it would allow you to upload the document by clicking “Add Files” button.



After that you can choose one or multiple files to upload and click “Add Files” button.



You would see your uploaded document. Click “Save & close”. Then you can choose other Document type and attach that

with Form F.

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

### Add Attachments

**Information**

Document Type \*  
Radon Test Results

**Associated Documents**

+ Add files    New folder

Name ↑	Modified
Radon.pdf (225 KB)	6/11/2020 3:39 PM

uploaded document for Radon Test Results Document Type.

Save & Close    Please click "Save& Close".

By Clicking “close” button under the form, you will be redirected to “Forms B to H – Licensing Application” tab.

## EDIT Form F

Form F

If you want to edit form F at this point, please click the arrow next to the Form and click on (edit Form F).

Form F - Hazardous Substances and Vapor Intrusion

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On	
Form F - Hazardous Substances and Vapor Intrusion	Z test 20 Jipsa LLC	6989	Jane Doe	6/10/2020 10:57 AM	Jane Doe	6/10/2020 10:57 AM	<div style="border: 1px solid black; padding: 2px;">           1. Click this down arrow.         </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           2. Then Click this to edit Form F.         </div>

All forms can be editable anytime until you submit the application to DOH. Once the submission happen, forms will become read only.

## Form G: Summary of Testing & Evaluation Results

Please click “Create Form G” button to fill out form G and and save.

**Form G -Summary of Testing and Evaluation Results**

Please click this button to create Form G.

+ Create Form G

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
There are no records to display.						

Form G has Sampling Reason and Sampling Results sections. Please fill out all the required fields with red asterisk (\*) on the form to be able to save the form. Form Load with following question.

**For samples taken, complete below information**

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

No  Yes

If answer is “Yes” then Sampling Reason and Sampling Results section will be visible on the form.

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

---

**Source of Contaminant**

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

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

Sampling results must be uploaded before submitting the form.

**Sample Results**

*All sampling reports must be uploaded before submitting form*

Sample Results Uploaded?

No  Yes

List names of all reports uploaded \*

Name of sampling result files|

Save

Close

Please click "Save" to save the Form G.

## Instructions for Form G Attachment(s)

After you save the form, you will see the section at the bottom of the form for attachments. Please attach all sampling results here. Attachments allowed here should be 45mb or lower in the size. If you have attachment bigger than 45mb then please upload in parts.

Please click "Add Attachments" button to select the type of the Document you want to upload for Form D.

**Attach any documents you have.**

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

Please click this button to upload attachments

Add Attachments

Document Type ↑

Created On

There are no records to display.

Select Document type to upload the attachment.

## Add Attachments

**Information**

**Document Type \***

Indoor Formaldehyde Results  
Other Indoor Air Sampling Results  
Others

Please select an item in the list.

Please select the document type and save then you will see the option to upload the document.

Save

Please click “Save” button to save type of the Document you want to upload. Then it would allow you to upload the document by clicking “Choose Files” button.

**Add Attachments**

**Information**

**Document Type**

Formaldehyde

**Associated Documents**

There are no folders or files to display.

**Add files**

1. Click "Choose Files" and select one or more than one file to upload.

**Choose files**

Choose Files No file chosen

Overwrite existing files

2. Then click "Add Files" button.

Add files Cancel

You will see your uploaded document. Click “Save & close”. Then you can choose other Document type and attach that with Form G.

**Information**

Document Type \*  
Formaldehyde Results

---

**Associated Documents**

Name ↑	Modified
2-23-10.pdf (419 KB)	6/12/2020 2:34 PM

uploaded document for Formaldehyde Results Document type.

Save & Close

Please click "Save & Close".

By Clicking “close” button, you will be redirected to “**Forms B to H – Licensing Application**” tab.

## EDIT Form G

If you want to edit form D at this point, please click the arrow next to the Form and click on (edit Form G).



**Form G -Summary of Testing and Evaluation Results**

Name ↑	Child Care Center Name	DOH No	Created by	Created On	Modified by	Modified On
Form G -Summary of Testing and Evaluation Results	Z test 20 Jipsa LLC	6989	Jipsa Patel	6/12/2020 2:07 PM	Jipsa Patel	6/12/2020 2:07 PM

1. Click this Down arrow.

2. Then click this to edit Form G.

Form G

All forms can be editable anytime until you submit the application to DOH. Once the submission happen, forms will become read only.



## Form H: Assessment Summary, Conclusions, Recommendations and Corrective Actions

Please click "Create Form H" button to fill out form H.

[Form H - Assessment Summary, Conclusions, Recommendations and Corrective Actions](#)

Please click this button to create Form H.

+ Create Form H

Name ↑	DOH No	Created by	Created On	Modified by Portal	Modified On
There are no records to display.					

Form H has Assessment Summary, Conclusion, Hazardous Substances/Environmental Conditions and Remediation Work Conducted sections. Please fill out all the required fields with red asterisk (\*) on the form to be able to save the form.

**Assessment Summary**

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

---

**Assessment \***

Test

**Conclusions**

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

---

**Conclusions \***

Test

**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

1. Please select if the remediation work has been performed.

Save

Close

2. Please save the form.

If the remediation work has been performed is selected “Yes” and save the form, there will be section visible on the form to enter remediation work.

**Remediation Work Performed**

Please fill out all the required information above and save the form in order to enter this section. After saving, to begin click on "+" at right of screen.

Remediation Work Performed (Remediation Work)

Please click "Create" to add remediation work.

+ Create

Remediation Type ↑	Remediation Records Available?	Dates of Remediation	Location of Remediation	Samples Taken	Remediation Firm Name	Comments
--------------------	--------------------------------	----------------------	-------------------------	---------------	-----------------------	----------

There are no records to display.

After you finish with remediation work, you will see the section at the bottom of the form for attachments.

## Instructions for Form H Attachment(s)

Please attach all Form G related attachments here. Attachments allowed here should be 45mb or lower in the size. If you have attachment bigger than 45mb then please upload in parts.

[Attach any documents you have.](#)

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

Please click this button to upload attachments → **Add Attachments**

Document Type ↑	Created On
There are no records to display.	

Please click “Add Attachments” and select Document type to upload the attachment.

Add Attachments ×

**Information**

**Document Type \***

Remediation Reports and Documentation

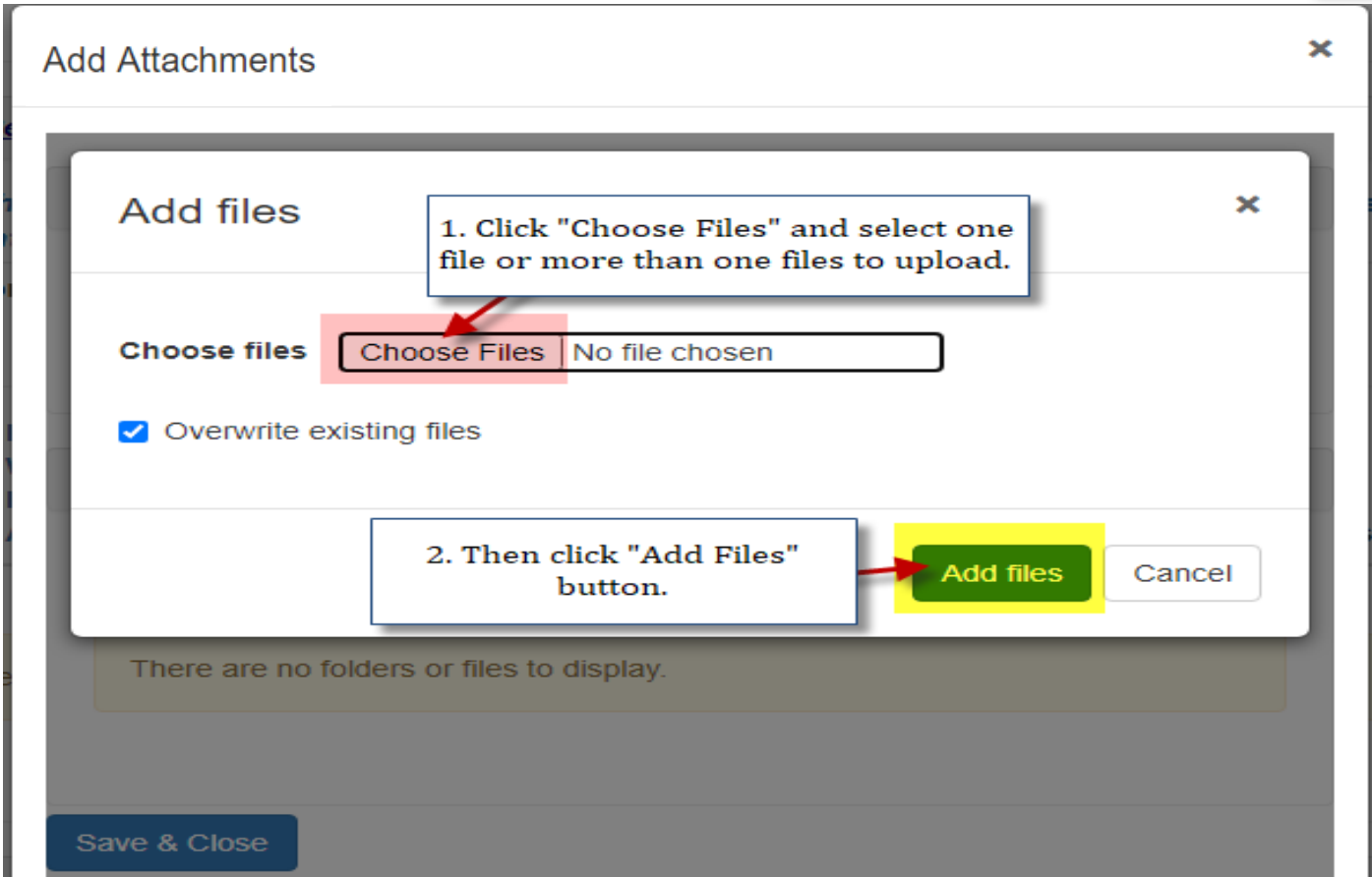
Remediation Reports and Documentation  
 Other Site Related Reports or Information  
 Others

Select Document type →

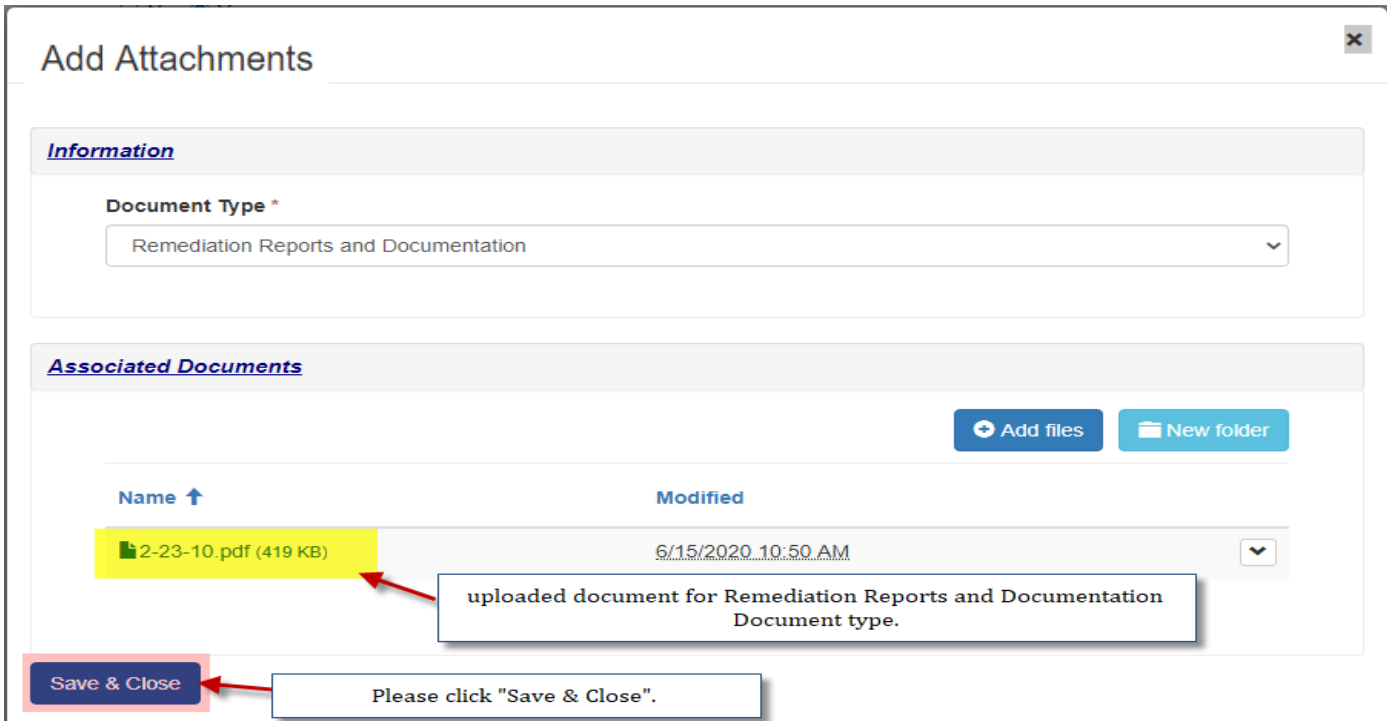
**Save**

Click "Save" button then you will see the option to upload the document.

After Clicking “Choose Files”, you can choose one or multiple files to upload and click “Add Files” button.



You will see your uploaded document. Click “Save & close”. Then you can choose other Document type and attach that with Form H.



By Clicking “close” button on the form, you will be redirected to “Forms B to H - Licensing Application” tab.

## EDIT Form H

If you want to edit form H at this point, please click the arrow next to the Form and click on (edit Form H).

Form H

**Form H - Assessment Summary, Conclusions, Recommendations and Corrective Actions**

Name ↑	DOH No	Created by	Created On	Modified by Portal	Modified On	
Form H - Assessment Summary, Conclusions, Recommendations and Corrective Actions	6989	Jipsa Patel	6/15/2020 10:05 AM	Jipsa Patel	6/15/2020 10:05 AM	<div style="border: 1px solid black; padding: 2px;"> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">  Form H                 </div>

1. Click this down arrow.

2. Then click this to edit Form H.

All forms can be editable anytime until you submit the application to DOH. Once the submission happen, forms will become read only.

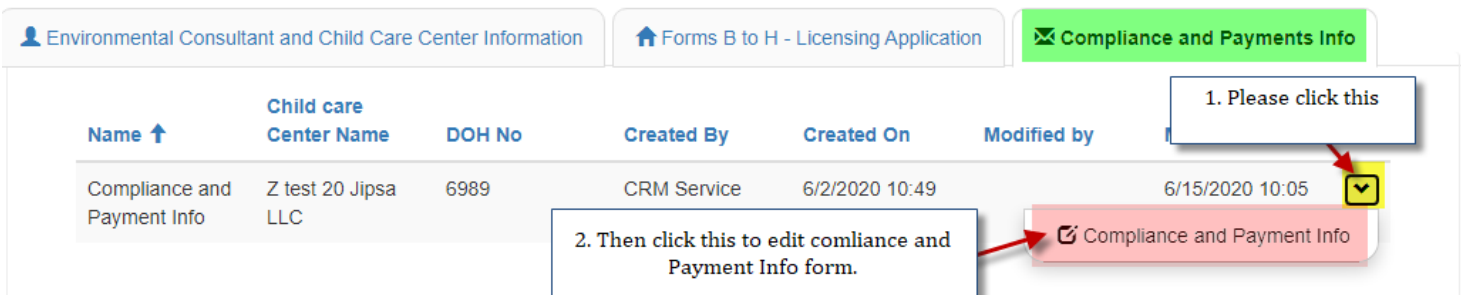
## Compliance and payment info

After All the forms are done, please click on “Compliance and Payment Info” tab.

“Compliance and Payment Info” Form is there created by the application.

Please edit this form to make a payment and submit your initial Child Care Center Application to DOH.

Please click the arrow next to the Form and click on  (edit Compliance & Payment Info).



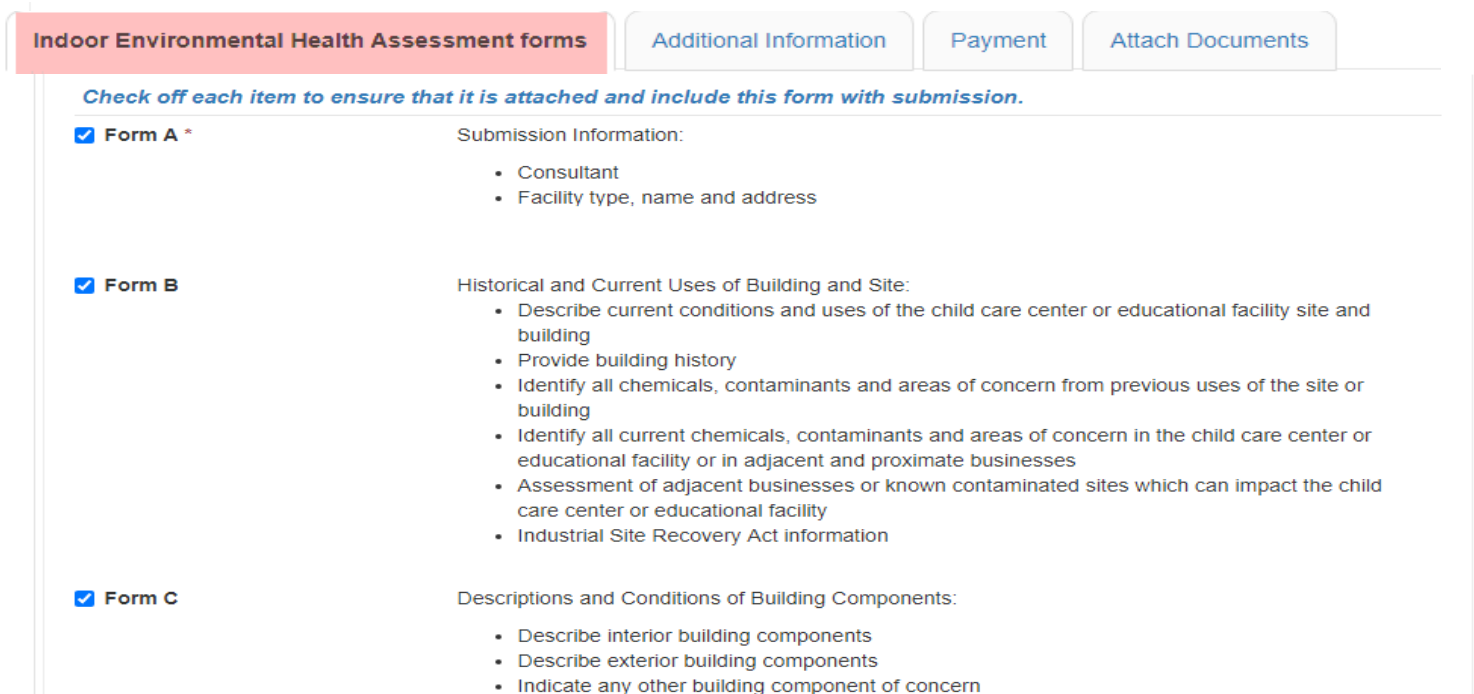
Name ↑	Child care Center Name	DOH No	Created By	Created On	Modified by
Compliance and Payment Info	Z test 20 Jipsa LLC	6989	CRM Service	6/2/2020 10:49	6/15/2020 10:05

Please fill out all the required fields with red asterisk (\*) on all tabs of the form to be able to save the form and submit it to DOH.

If you have Enter & Upload permission, you will be able to fill out all the tabs on compliance form except “Submit to DOH” tab.

If you have Submit permission, you will be able to edit any tab on compliance form and submit the initial submission to Department of Health(DOH).

The first tab under compliance form is “Indoor Environmental Health Assessment forms”. This tab is filled by system from verifying all IEHA forms are created and saved in the application. If any of the form is missing, you will not be able to submit IEHA to DOH.



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

*Check off each item to ensure that it is attached and include this form with submission.*

- 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

- 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 form 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

The second tab under compliance form is “Additional Information”. Response Action Outcome(RAO) Letter and Preliminary Assessment(PA) Report are required. Select all which apply to your application.

Indoor Environmental Health Assessment forms
Additional Information
Payment
Attach Documents

**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
▼

**RAO Letter Name \***

rao.pdf

**RAO letter is signed and Dated \***

**RAO letter is NOT a Draft \***

**Preliminary Assessment (PA) Report \***

Yes
▼

**PA Report Name \***

pa.pdf

**Site Investigation (SI) Report**

**Remedial Action (RA) Report**

The third tab under compliance form is “Payment”. Please select payment type and fill out all required fields. There are four different options for Payment type. Bank Check, E-payment, Inter departmental Transfer and Money Order. Interdepartmental Transfer is only used by State agencies.

Note: Payment with Bank Check or Money Order will delay the review process.

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

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

**Payment Type \***

- Bank Check
- E-Payment
- Interdepartmental Transfer
- Money Order

Four types of Payment options. Interdepartmental Transfer is used by other state agencies.

Save Close

Please fill out all required fields with red asterisk (\*) after Payment Type selection.

If Selection is Bank Check or Money Order, please upload copy of check or money orders.

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

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

**Payment Type \***

Bank Check

**Payment Amount \*** 1500

**Payment Date \*** 6/15/2020

**Payment Reference Number(s) \*** 1111220

**A copy of payment document has been uploaded? \*** Yes

**Name of electronic copy of document \*** check.pdf

Please fill out all required fields for Payment Type.

Save Close

Please click "Save" button after all the tabs are done.

If selection is E-payment, please save the form and you can make payment by clicking “E-payment” button.



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

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

**Payment Type \***

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

**Name of document**  1. Please save the Form.

2. Click "E-payment" and make the payment.

After you finish making payment through e- payment, system will load compliance form and you will see message about E-payment has been done successfully. Please click on Payment tab to check E-payment confirmation number.

**Success!** E-payment has been done successfully. message for E-payment status.

**Child Care Center Legal Name \*** Z test 20 Jipsa LLC      **Daytime Phone \*** 222-522-5555      **Center e-mail ID \*** abc@xyz.com

Please click on payment tab to check E-payment confirmation number.

Indoor Environmental Health Assessment forms | Additional Information | Attach Documents you may have | **Payment**

*Check off each item to ensure that it is attached and include this form with submission.*

**Form A \***      Submission Information:

Payment tab will have Date and confirmation number filled for e-payment.

## Instructions for Compliance Form Attachment(s)

The fourth tab under compliance form is "Attach Documents". Please attach RAO, PA & payment proof if you are paying through check or Money order payment method.

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

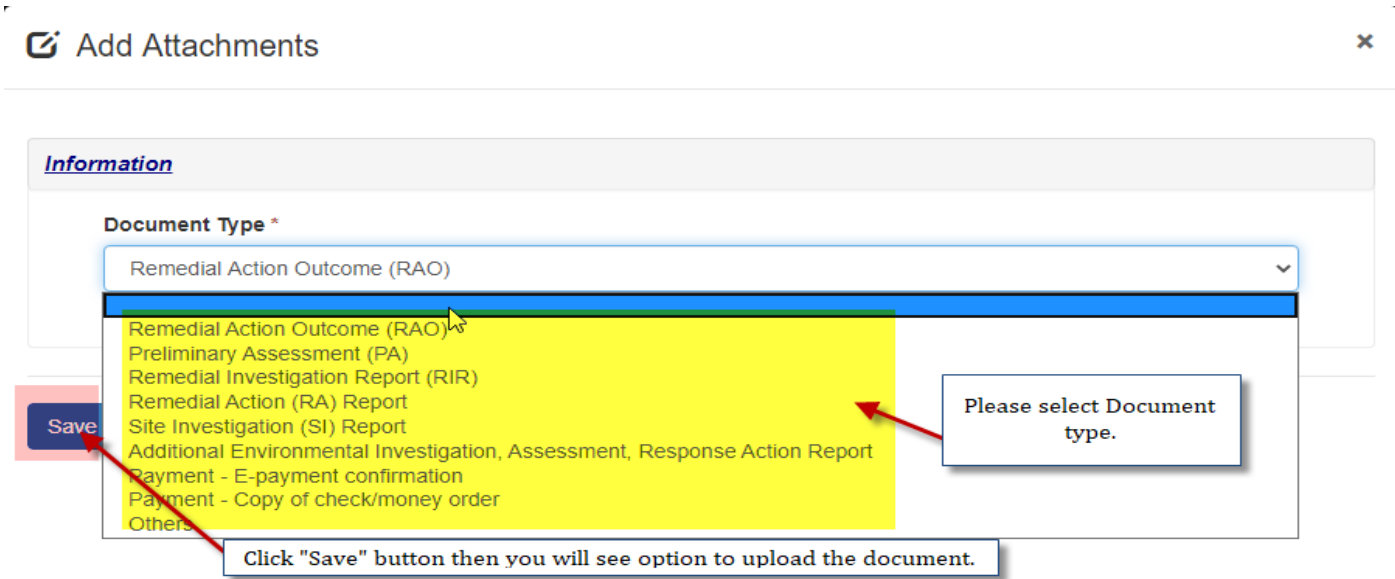
*Please SAVE the information first, before you can attach any documents.*

Please click this button to upload attachment.

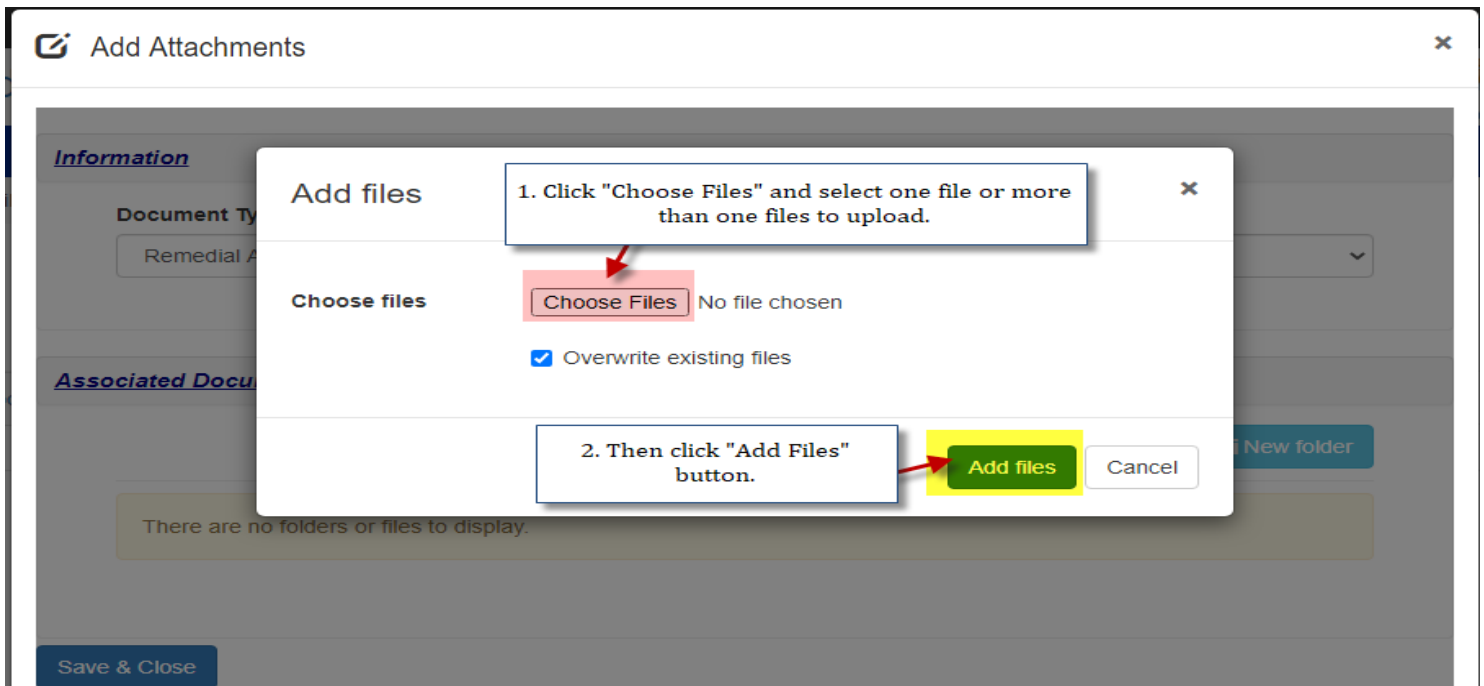
**Document Type ↑**      **Created On**

There are no records to display.

Please click “Add Attachment” and select Document type to upload the attachment.



Please click “Save” button to save type of the Document you want to upload. After Clicking “Choose Files”, you can choose one or multiple files to upload and click “Add Files” button.



You will see your uploaded document. Click “Save & close”.

Then you can choose other Document type for PA and payment proof and attach that with compliance form.

If you have Enter & upload permission in the system, you can fill out all IEHA forms (A- H) and compliance from payment and attachments.

### Submit Application to Department of Health(DOH)

You can submit the application to DOH if you have “submit” permission. You will see “Submit IEHA” tab after “Payment” tab on compliance form if you have “submit” permission.

Person with “Submit” permission can edit any tab on compliance from.

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

Please also verify following checklist is there to submit IEHA to DOH.

- 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

All the forms A-H are editable until you submit the IEHA to DOH. Once you submit the IEHA to DOH, all the forms will be read only.

After verifying everything, please fill out all the fields under “Submit IEHA” tab. Once you select “Yes” for IEHA is verified by individual who conducted the Assessment, then you will be able to select “Yes” to submit your application to DOH.

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.

Answer for this has to be "Yes" to submit IEHA to DOH.

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

**Are you ready to submit the application for DOH review?**

No

Save
E-Payment
Close

Then check “I agree” for compliance.

*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
 

Check this to agree with compliance then you will see the section for digital signature.

Once you check “I agree”, you will see the button to submit Application to DOH. Please fill out your name and title fields and then you can click “Submit Application to DOH” button to 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

<b>Name of Authorized Consultant Submitting IEHA *</b>	<b>Title *</b>	<b>Agreement Date</b>
Jane Doe	Consultant	6/16/2020

Click this button to submit your IEHA to DOH.

Save **Submit Application to DOH** E-Payment Close

After you click “Submit Application to DOH” button, you will get following pop up to confirm the submission.

iehdev1.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.

Click OK to submit. **OK** Cancel

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If you have any document type created without document attached in any of the form, you will receive notification to attach missing documents to be able to submit the application to DOH. If you have created that Document type by mistake, please delete that document type then you will be able to submit the application to DOH.

e.g. On form B, I have added “Site History” document type but I don’t have any attachment for that then please click the down arrow next to “Site History” document type and click Delete.

Attach any documents you have.

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

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- Edit
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1. Click this down arrow next to the document type.

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- Edit
- Delete

2. Click Edit.

Save Close