New Jersey Department of Health Portal Directions

IEHA Directions: Forms A-H and Compliance Forms
Updated 10/26/2022

Form A (General Information)

1. Login to the NJ DOH portal (https://iehprogram.nj.gov/)
2. Click on the "Child Care Center Applications" link at top of page
3. Click on the "New Child Care Center" button (right side of page)
4. Complete all required fields (indicated with an *)
5. When done click the "Save & Go to Forms B to H" (bottom of page)

Form B (Historical and Current Uses of Building and Site) (you will only be able to create one

Note: Normally forms B-H can be done in any order, the only exception is that <u>Form B must be done prior to doing form F</u>.

6. Click on "Create Form B" button (right side of page)
7. Complete all required fields (indicated with an *)
8. When you indicate that the building is co-located, indicate Yes for any of the listed Current or Prior Property uses or High Hazard Adjacent or Proximate Properties, you must provide a detailed explanation in the box provided. This also applies to the question on ISRA.
9. Click "Save" when done.
10. When done saving, you can upload any related attachments (see **Appendix A** below for directions)
11. After uploading your attachments click "Save" and then "Close"

Form C (Descriptions and Conditions of Building Components)

12. Click on "Create Form C" button (right side of page)
13. Complete all required fields (indicated with an *)
14. You must provide a description of each Interior Components
15. Select all that apply for Exterior Components and provide a description and condition of each component selected
16. Provide any related information regarding playground and other building components
17. Click "Save" when done
18. After the form is saved click "Close"

Form D (Descriptions of Heating and Cooling Systems)

19. Click on "Create Form D" button (right side of page)
20. Complete all required fields (indicated with an *)
21. Click "Save" when done
22. When done saving, you can upload any related attachments (see **Appendix A** below for directions)
23. After uploading your attachments click "Save" and then "Close"

Form E (Water and Sewer Information)

24. Click on "Create Form E" button (right side of page)
25. Complete all required fields (indicated with an *)
26. Click "Save" when done
27. Click "Close"

Form F (Hazardous Substances and Vapor Intrusion) – Form B must be completed before beginning this form

28. Click on "Create Form F" button (right side of page)

29. Complete all required fields (indicated with an *)
30. If the building was constructed prior to 1978 fields pertaining to lead and asbestos will appear as you answer the questions

Asbestos

31. When you get to "Check all types of ACM and/or PACM present (hold down Ctrl key and select all that apply)" if applicable, select all types of asbestos materials you found
32. If an asbestos abatement was conducted, you must upload documentation (10-day asbestos abatement notification, clearance sampling, disposal records, etc.) pertaining to the abatement

Lead

33. A lead inspection must be conducted by NJ Department of Community Affairs (DCA)-licensed Lead Evaluation Contractor of any building built prior to 1978.
34. If lead is present, a copy of the lead risk assessment (no more than three yeas old) must be submitted
35. If lead hazards are found, they must be remediated
36. Lead Hazard Free Certification: A DCA-approved Lead Hazard Free Certificate must be issued if lead is still present but there are no lead hazards
37. Lead-Free Certification: A DCA-approved Lead-Free Certificate must be issued if no lead is present

Important: The citations for the above requirements can be found at N.J.A.C. 8:50-3.1(a) which refers to N.J.A.C. 5:17-3.6

Mold

38. You must answer whether or not mold was found in the building

Radon

39. Radon testing must be conducted and must be done within the last five (5) years. If the results you have are more than five (5) years old, new test results will be required.

40. Complete the remainder of the required questions and click "Save"
41. When the system finishes saving the form, you will be required to upload (see directions below) radon test results
42. When done uploading the required documents, click "Save" then "Close".

Form G (Summary of Testing and Evaluation Results)

43. Click on "Create Form G" button (right side of page)
44. Complete all required fields (indicated with an *)
45. Click "Save" when done
46. If sampling was done, you will need to upload (see below) any additional information including sampling results.
47. Click "Save" and "Close"

Form H (Assessment Summary, Conclusions, Recommendations and Corrective Actions

48. Click on "Create Form H" button (right side of page)
49. Complete all required fields (indicated with an *)
50. Click "Save" and "Close" when done

Compliance and Payments Info form

51. This form is at the top of the page (that lists the B through H forms). Click on the 3rd tab (Compliance and Payments Info)
52. Click on the down arrow on the right side of the page and select "Compliance and Payment Info"
53. A page with 5 tabs will appear
54. The first tab, Indoor Environmental Health Assessment forms, is a list of forms A through H. If each form is complete, there will be a check mark. If a check mark is missing, you will need to go back and finish completing that form before you try to submit the IEHA to DOH.

55. "Additional Information" tab.
56. Complete all required fields (note: you must submit the Response Action Outcome letter and Preliminary Assessment with the IEHA; RAOs must be signed and dated and cannot be a Draft).
57. When done, click "Next"
58. "Payment" tab
59. Select the Payment Type (note: a message will pop up that basically says if the applicant has already done payment that they should not pay again). Additional information on payments:
    - If a cashier's check or money order will be submitted, DOH's review will not begin until payment is received;
    - Company and personal checks are not accepted.
    - If an organization needs the NJDOH fee schedule, a button called "Fee Statement" has been added. Click on that button and print the list of fees.
60. When done, click "Save & Continue" and then click "Next"
61. On the "Attach Documents" tab there will be a list of all documents required to be uploaded with the IEHA. Follow the directions below to upload the documents.
62. Click "Next" when done.
63. On the "Submit IEHA" tab, answer both questions.
64. Check the "I agree" box and complete required fields (indicated with an *)
65. Click "Save"
66. When it finishes saving, click "Submit Application to DOH".
67. If everything has been done correctly, the following message will pop up:

⊕ dohiehuat.nj.gov

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

[OK]   [Cancel]
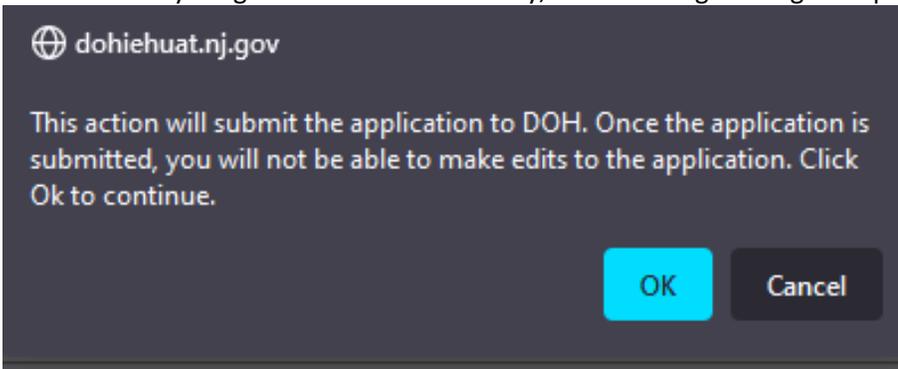
68. If you get a message other than the above message, read it carefully to determine what is wrong with the application. If you got this message, click "OK".
69. Once the IEHA is submitted, you will receive this message:

⊕ dohiehuat.nj.gov

Child Care Center application submitted successfully.

[OK]
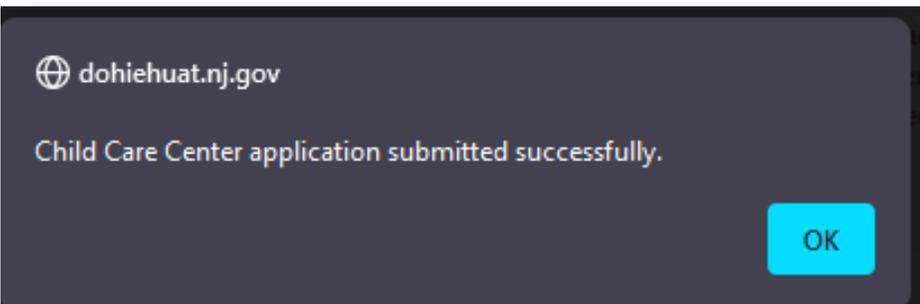
70. The Application Status will be changed to "Pending". If it is still "Draft" the application was not submitted.

Appendix A – How to upload attachments

1. Click "Add Attachments" button
2. Select the "Document Type" (which matches the type of document you will be uploading)
3. Click "Save" button
4. Click "Browse" button

5. Navigate to the item(s) you want to upload into this category (note: if a required document is not loaded into the correct category the system won't recognize it and will not let you submit the IEHA).
6. Select the item(s) you want to upload and click "Open"
7. Click "Add files" button.
8. When done adding files to the category, click "Save & Close" button
9. Follow steps 1-8 to upload documents for other categories

If you need to add more files to an existing category, click the down arrow on the right side of the line for that category and select "Edit" (you can also view the category by clicking "View Details" or delete the entire category by clicking "Delete"

Appendix B – Troubleshooting Problems and Error Messages

Form cannot be saved error messages - When you click a "Save" button, the message "The form could not be submitted for the following reasons" (see example below) appears. There is a list of items which need to be addressed, click on each item so that the system will take you to that field. In the example below, you would click on "Nail Salon…." And then answer the question.

ⓘ The form could not be submitted for the following reasons:

Nail Salon (Prior Use) is a required field.

You don't have the appropriate permissions message - This means that you have been logged out of the system (see below). Refresh (F5) the page and Sign In again. Below is one example of that message.

🔒You don't have the appropriate permissions.
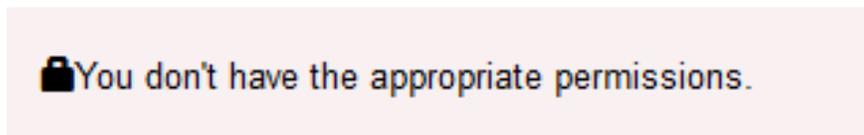
System logged you out: For security purposes the system will log you out automatically if it has been inactive for more that 15 minutes. Although each form is changed once you click save, if you have completed or partially completed a form without saving it and the system times out, the information will be lost on that form, so you will need to redo the form after you log back in.

Appendix C – Printing the IEHA

A "Print" button has been added to each form of the IEHA so that it can be saved as a .pdf. If you have Adobe Acrobat Professional, you can combine them into one document or leave them as individual documents.