

**NEW JERSEY DEPARTMENT OF AGRICULTURE  
STATE SOIL CONSERVATION COMMITTEE  
Chapter 251, PL 1975 as amended,  
Engineering Policies- Technical Bulletin**

<b>Technical Bulletin: 2024-1</b>	<b>Effective Date: December 9, 2024</b>
<b>Subject: Policy for the acceptance of electronically signed and sealed documents created by NJ licensed Professional Engineers</b>	<b>From: John E. Showler, P.E., State Engineer  John Matos-Ramos, P.E., State Engineer</b>

**1.01 PURPOSE**

To define the acceptable use of electronically signed and sealed documents created by N.J. Licensed Professional Engineers for use in the N.J. Soil Erosion and Sediment Control Program

**1.02 SUMMARY**

Rules at N.J.A.C. 13:40-8.1 to 8.3, which govern the use of seals and signatures of New Jersey licensed professional engineers, were amended by the New Jersey Board of Professional Engineers in November 2015 to permit the use of electronically sealed and signed documents. Electronic and printed documents which are sealed and signed electronically shall be considered to have the same authority as paper documents with impression type seals and original wet ink signatures.

Therefore, the State Soil Conservation Committee will allow the use of electronically signed and sealed documents in the review and certification of soil erosion and sediment control plans submitted to all New Jersey soil conservation districts pursuant to N.J.S.A. 4:24-39 et. seq in the following manner:

**Plan Review.** The District may, at its discretion, accept either electronic (typically Portable Document Format) files of plans and reports, or printed paper versions of the same, or both. Acceptance is dependent upon the District having adequate computer technology to view and store large electronic files.

**Certification.** The District will still ultimately require printed plans and reports once all documents have been fully reviewed and deemed certifiable. In the case of printed paper documents which indicate that they are signed and sealed electronically, the District will request from the engineering firm a cover letter stating that the plan and report which have been deemed certifiable were signed and sealed electronically. This letter will be kept in the district project file. All other forms of plans and documents will continue to contain a raised seal and wet signature.

**NJDA H&H Database.** If not included in the review and certification process, the District will obtain electronic versions of the final, certifiable plans and reports for uploading to the NJDA Hydrologic and Hydraulic Database at <https://hydro.rutgers.edu> These electronic files should be those which have been verified to have been electronically signed and sealed.