



State of New Jersey
DEPARTMENT OF HEALTH
VITAL STATISTICS AND REGISTRY
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CATHLEEN D. BENNETT
Acting Commissioner

January 11, 2016

TO: Funeral Directors, Local Registrars and Other EDRS Users

RE: EDRS Outage Contingency Plan

The EDRS Outage Contingency Plan (Contingency Plan) outlined below is for prolonged or catastrophic EDRS outages ONLY. In order for the Contingency Plan to be enacted, the New Jersey State Registrar, or his authorized representative, must determine that an EDRS outage will or has occurred for a prolonged period of time and, that as a result of the outage, utilization of the Contingency Plan is warranted. Upon making this determination, the State Registrar, or his authorized representative, will activate the Contingency Plan. Following the activation of the Contingency Plan, notice of the activation will be delivered through the New Jersey State Funeral Directors Association to its user members, if the outage has not also affected its own systems, and directly through the State Registrar to hospitals, medical certifiers, local registrars and other EDRS users.

It is ONLY upon the State Registrar's activation and approval, or that of his authorized representative, that the Contingency Plan may be used. Attempted utilization of the Contingency Plan without activation is subject to a monetary penalty.

Contingency Plan Terms and Steps

A. If local registrars are available and have the capability to issue burial, cremation or transit permits, the following procedure shall be observed:

1. Upon activation of the Contingency Plan, funeral directors must submit a completed paper death certificate form (REG – 18), including the appropriate medical certification by an authorized party, to the appropriate local registrar to obtain a paper burial, cremation or transit Permit. Funeral directors that have completed a case on EDRS and have printed an abstract death certificate from EDRS, but have not printed a burial, cremation or transit permit, may submit the EDRS generated abstract to the local registrar in place of the REG – 18 form.
2. The State Registrar recommends that funeral directors print or download the blank death certificate form (REG – 18) from EDRS or the OVSR website in advance of a possible outage. The State Registrar has included a PDF of this form with this communication for retention.
3. Upon submission of a completed death certificate form (REG – 18) to the local registrar, the local registrar will provide the funeral director with a burial, cremation or transit permit. The burial, cremation or transit permit issued by the local registrar will serve as an official permit and funeral directors shall provide this permit to the place of disposition.
4. Funeral directors are not to pay burial, cremation or transit permit fees to local registrars upon issuance of a paper burial, cremation or transit permit. Rather, once restored and functioning,

EDRS will collect these fees when funeral directors file the cases electronically, in accordance with the ordinary process.

5. Upon resumption of EDRS service, funeral directors who received paper permits from local registrars, in accordance with the Contingency Plan, shall backfill EDRS by electronically submitting all cases provided to local registrars on paper into EDRS as if observing the ordinary course. Funeral directors shall complete this no later than 48 hours after the resumption of EDRS.

6. Likewise, the same medical certifier who executed a paper record shall resubmit the medical portion of the same decedent's record into EDRS no later than 48 hours after the resumption of EDRS.

7. Upon completing the case on EDRS, funeral directors must print the resulting electronic burial, cremation or transit permit and keep the permit with the decedent's funeral file which is retained at the funeral home in accordance with New Jersey State Board of Mortuary Science regulations.

8. The State Registrar will consider any filed paper death certificates to be a temporary record and that the obligation to file the death certificate shall not be met unless and until the funeral director electronically completes the case via EDRS. Local registrars and the State Registrar are prohibited from issuing certified copies of filed paper death certificates. Local registrars and the State Registrar shall issue certified copies exclusively from the electronic record following the restoration of EDRS.

9. If a funeral director fails to submit a case in EDRS after receiving a permit from a local registrar in accordance with the Contingency Plan, the State Registrar will report the noncompliance to the New Jersey State Board of Mortuary Science.

10. The EDRS Help Desk hotline is available at 877-797-4796. To obtain assistance during the outage, please telephone the hotline and leave a message. Help Desk staff will return messages on an hourly basis.

B. If local registrars are NOT available or do not have the capability to issue burial, cremation or transit permits, the following procedure shall be observed:

1. Upon activation of the Contingency Plan, funeral directors may complete and use the "Temporary Burial/Cremation/Transit Permit" authorized by the State Registrar and issued through the NJSFDA for the predetermined period of system outage, in place of a standard, EDRS-issued burial, cremation or transit permit.

2. Funeral directors shall complete the required information fields present on the "Temporary Burial/Cremation/Transit Permit" to the best of their ability.

3. A completed "Temporary Burial/Cremation/Transit Permit" within the permitted date range shall allow funeral directors to proceed with burial, cremation or transportation out of State the same as permitted by a standard, EDRS-issued burial, cremation or transit permit.

4. By signing the "Temporary Burial/Cremation/Transit Permit," funeral directors certify that a standard, EDRS-issued burial, cremation or transit permit will be hand delivered, sent via

expedited delivery service, emailed or faxed to the place of disposition no later than 48 hours after the resumption of EDRS.

5. Upon resumption of EDRS service, funeral directors that previously used the "Temporary Burial/Cremation/Transit Permit," in accordance with the Contingency Plan, shall backfill EDRS by electronically submitting all cases for which there has been no death certificate filed on EDRS as if observing the ordinary course. Funeral directors shall complete this no later than 48 hours after the resumption of EDRS.

6. Upon filing the case via EDRS, EDRS will collect the necessary burial, cremation or transit permit fees.

7. Following the completion of the case on EDRS, funeral directors must print the resulting electronic burial, cremation or transit permit and deliver, email or fax the permit to the place of disposition no later than 48 hours after the resumption of EDRS.

8. The State Registrar will consider the completed and submitted "Temporary Burial/Cremation/Transit Permit" forms to be an impermanent record and that the obligation to file the death certificate shall not be met unless and until the funeral director electronically completes the case via EDRS. Local registrars and the State Registrar will not issue certified copies of death certificates using information exclusively from the "Temporary Burial/Cremation/Transit Permit." Local registrars and the State Registrar shall issue certified copies exclusively from the electronic record following the restoration of EDRS.

9. If a funeral director fails to submit a case into EDRS after using a "Temporary Burial/Cremation/Transit Permit" in accordance with the Contingency Plan, the State Registrar will report the noncompliance to the New Jersey State Board of Mortuary Science.

10. The EDRS Help Desk hotline is available at 877-797-4796. To obtain assistance during the outage, please telephone the hotline and leave a message. Help Desk staff will return messages on an hourly basis.

Thank you for your cooperation.

Sincerely,



Vincent T. Arrisi
State Registrar of Vital Statistics