

New Jersey Department of Environmental Protection

Division of Water Quality



*EDI Reference Manual*  
for  
NJPDES  
Monitoring Report Forms

6/19/03 Edition

# Introduction

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The New Jersey Department of Environmental Protection has developed an electronic data interchange (EDI) reporting program that is intended to provide NJPDES permit holders a simple, easy interface to submit monitoring report forms (MRFs) via the Internet. This web-based system is an innovative reporting system that allows permittees to submit certain reports to the NJDEP over the Internet. Use of the system is voluntary and provides permittees with an alternative to submitting paper forms.

The basic steps include:

- Logging into the EDI application,
- Establishing an electronic signature
- Downloading the MRF forms,
- Entering data into the of MRF shells,
- Uploading completed forms, and
- Certifying the forms with an electronic signature (PIN).

The NJPDES EDI program relies heavily on e-mail. Every user given access to the NJPDES EDI program is required to provide us with a valid e-mail address. E-mail is the EDI application's main communication tool. Users may receive e-mail messages from NJDEP when forms are:

- Ready for download,
- Submitted,
- Ready for electronic signature, and
- Postmarked as received by the Department.

## Guidance Topics

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This reference manual will guide EDI participants through a step-by-step procedure in submitting MRFs through the NJDEP Online Web Site. Following the instructions in this document should ensure the successful electronic submission of your MRFs. Guidance in the following areas is provided:

**Logging into the NJDEP Portal** – The URL address is <http://www.state.nj.us/dep/online>

**Creating a User Profile** – The user profile consists of creating a logon ID and PIN. This combination of logon ID and PIN constitutes your electronic signature.

**Security Options** - Discussion of the available types of security; General, Responsible Official and Facility Administrator.

**Downloading a Monitoring Report Form** – How to download MRFs from the Web Portal to your PC.

**Completion of a Monitoring Report Form** - There are three types of MRFs: Discharge Monitoring Reports, Waste Characterization Reports, and Residual Transfer Reports.

**Uploading a Monitoring Report Form** – How to upload an MRF.

**Monitoring Report Form Certification** – How to certify an MRF using your electronic signature.

**Resubmittal of a previously submitted electronic Monitoring Report Form** – How to resubmit a corrected form.

**Common Reporting Mistakes** - Mistakes to look out for to ensure the information is exactly what you intend it to be.

**Monitoring Report Form Signature Requirements** - The sign-off procedures for facilities, including "local agencies".

# NJPDES EDI Reference Manual

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## Chapter 1 - Things to Know

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This chapter assists the user in getting started to work in the NJPDES EDI application. Recommendations are offered along with pointing out several of the EDI application features. We hope to minimize your start up time and help accelerate the learning curve process.

### Monitoring Report Forms

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Monitoring Report Forms are those documents that are provided to a permittee so that they may record data in them as required by their respective permits. These forms are more commonly known as Discharge Monitoring Reports or DMRs, Waste Characterization Reports or WCRs and Residual Transfer Reports or RTRs. Collectively these reports are referred to as Monitoring Report Forms or MRFs. Throughout this manual we will refer to all reports as MRFs unless addressing a specific individual form type.

### File Management

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Before you begin downloading forms we suggest you create some folders on your hard drive to store the electronic monitoring report form files. Create one folder and call it NJPDES EDI, then within this folder three sub-folders, Downloaded, Uploaded\_Locked and Uploaded\_Unlocked

The **Downloaded** folder is used to store the downloaded monitoring report forms.

The **Uploaded\_Locked** folder will be used to store the uploaded locked copies of monitoring report forms that have been uploaded (sent to NJDEP Online).

The **Unlocked\_Copies** folder will be used to store unlocked copies of the monitoring report forms that the system saves.

### MRF Retention

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While you will be using a new medium to submit your MRFs the NJPDES rules that govern the record keeping requirements have not changed. Please see N.J.A.C.7:14A-6.6 Recordkeeping. The electronic files should be made available at all times. These files will replace your paper copies and should be made available for the Bureau of Enforcement and Compliance. We strongly suggest you create backup copies of all of your electronic MRF files.

## ToolBoxes

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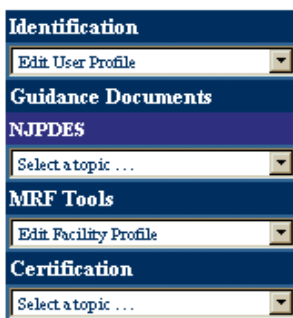
When logged onto NJDEP OnLine a couple of toolboxes are made available that may help surf through the screens a bit more efficiently.

- Generic Toolbox



The toolbox is always located to the left of your screen. It contains hot links to certain screens for easy access. There are two versions of the toolbox available. The first toolbox that a user will see will list options that are generic in scope for all of the individual programs within the Department, which have EDI capabilities.

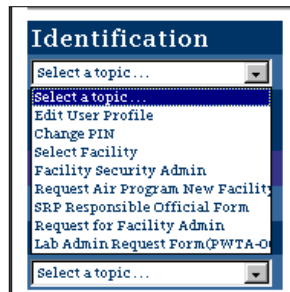
- NJPDES EDI Toolbox



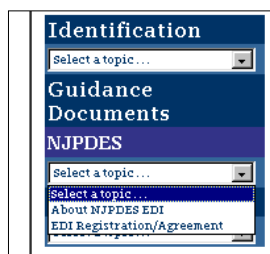
The second toolbox you will come across and probably become most familiar with is available to you upon accessing the **Monitoring Report Form Pending Folder**. All of the options made available in this toolbox are relevant to the NJPDES EDI application.

The following choices are available from the NJPDES EDI application toolbox:

- **Identification** - Contains a dropdown with the following options, only the first four options are pertinent to the NJPDES EDI application:

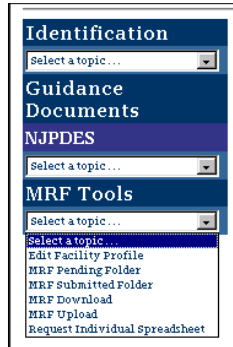


- Edit User Profile - takes the user to the User Profile page where they may make changes to their user profile
  - Change your PIN - takes the user to the User Profile page where they may change their PIN
  - Select Facility - takes the user back to the NJPDES Permit Selection page
  - Facility Security Administration - this takes the Facility Administrator to the system's administration screens.
- **Guidance Documents NJPDES** – Contains a dropdown with the following options:

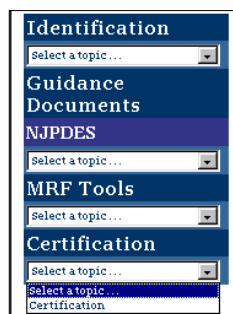


- About NJPDES EDI - Gives the user a short description of the NJPDES EDI application
- EDI Registration/Agreement - This is a copy of the NJPDES EDI Agreement form that individuals need to complete and return to the Department, if they would like to sign up for the NJPDES EDI application

- **MRF Tools** – This is a navigation tool that will help the user go directly to certain folders from any page in the EDI application. MRF Tools contains a dropdown with the following options:



- Edit Facility Profile - Not used please disregard
  - MRF Pending Folder - Takes the user to the MRF Pending Folder
  - MRF Submitted Folder - Takes the user to the MRF Submitted Folder
  - MRF Download - Takes the user to the MRF Download Folder
  - MRF Upload - Takes the user to the MRF Upload Folder
  - Request Individual Spreadsheet - Takes the user to the Monitoring Report Form Resubmittal Request page
- **Certification** – This will take you right to the MRF Certification screen.





## Folders

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There are five folders in the NJPDES Monitoring Report Form program:

- **Monitoring Report Form Pending Folder** – This folder contains all the MRFs that have not been uploaded.
- **Monitoring Report Form Spreadsheet Download** – This folder contains all the MRFs that are available for download.
- **Monitoring Report Form Spreadsheet Upload** - This folder contains all the MRFs that are awaiting upload.
- **Monitoring Report Form Submitted Folder** – This folder contains all the MRFs forms that have been submitted. Currently all submitted forms will continue to display for a period of 1 year.
- **Monitoring Report Form Certification** - This folder contains all of the MRFs that are ready to be certified. Once certified the forms are no longer available in this folder.

## Folder Column Descriptions

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- **Permit Number** – NJPDES Permit Number.
- **Report Type** – Report type being submitted.
- **Monitored Location** – The monitored location and monitored location description.
- **Monitoring Period** – The monitoring period for the report type.
- **Status column** – This column informs you of the status of the MRF. The status of each form will change as you move through the submittal process. More information may be found in [Appendix C - Statuses](#).
- **Date** – The date of the status of a specific report.
- **Due Date** – The date form is due to NJDEP.

## **Compromised Ids and PINs**

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If a user's ID and PIN have been compromised, Facility Administrators should revoke their access as soon as possible. If warranted the user may need to create a new ID and PIN. If the ID and PIN of a Facility Administrator has been compromised you must notify us as soon as possible so that we may revoke the access. If warranted the Facility Administrator may need to create a new ID and PIN.

## **Changes to Information in the NJPDES EDI Agreement**

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If the current Facility Administrator of the facility has been replaced a revised NJPDES EDI Agreement form must be filled out and sent to the Department advising of the change so that their access may be revoked and access be granted to the newly designated Facility Administrator. The NJPDES EDI Agreement form may be downloaded from the NJDEP Online web site.

## Chapter 2 - Establishing a NJDEP Online ID and PIN

If you are a Facility Administrator and have already been approved by the Department, you have already created a Login ID and PIN and do not have to read this chapter. See [Chapter 3 - Monitoring Report Form Access](#) for Monitoring Form Access and also [Appendix B - Facility Administration](#) for directions on how to grant, revoke and change access to Responsible Official and General users.

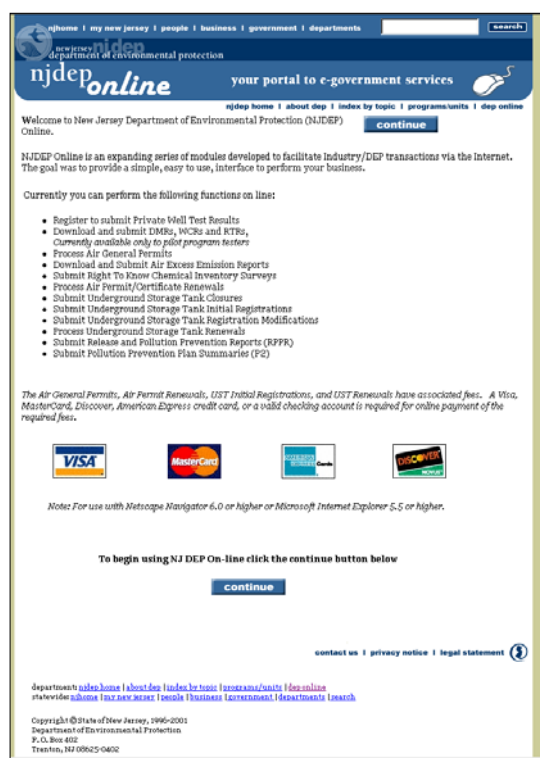
### Establish a Login ID and Password

Prior to accessing the NJPDES EDI application you must establish an ID and a Personal Identification Number (PIN). The PIN in combination with your Login ID is your electronic signature in the system.

#### ▪ Access NJDEP Online

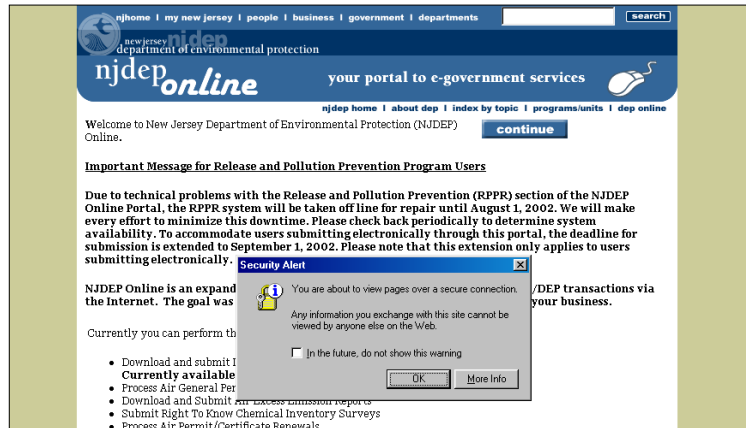
Access the NJDEP Online Login screen by getting on the Internet and typing in the following URL: <http://www.njdeponline.com>. You will be taken to the NJDEP Online main menu. (You may want to save this URL in your web browser's favorites folder).

The second bullet is the NJPDES EDI option.



Click the Continue button in the upper right hand corner to get to the NJDEP Online screen.

Upon depressing the Continue button you will be presented with a message box indicating that the next web pages are viewable only by you by way of a secure connection.



Hit OK

The Login screen should display



Hit the [Need an ID](#) hyperlink

njhome | my new jersey | people | business | government | departments

new jersey njdep department of environmental protection njdep online

njdep home | about dep | index by topic | programs/units | dep online

help

**Identification**  
select a topic...  
**Guidance Documents**  
select a topic...  
**Air General Permits**  
select a topic...  
**Air Excess Emissions**  
select a topic...  
**Community Right To Know**  
select a topic...

**Follow these 3 steps to Login**

**Step 1: \* Enter Your DEP User ID**

[Need an ID?](#)

**Step 2: \* Enter Your PIN**

[Forgot Your PIN?](#)

**Step 3:**

*NOTE: Required fields are indicated with an Asterisk (\*).*

[Click here to learn more about NJDEP Online](#)

You should be taken to the Access Information Screen.

njhome | my new jersey | people | business | government | departments

new jersey njdep department of environmental protection njdep online

njdep home | about dep | index by topic | programs/units | dep online

help

**Identification**  
select a topic...  
**Guidance Documents**  
select a topic...  
**Air General Permits**  
select a topic...  
**Air Excess Emissions**  
select a topic...  
**Community Right To Know**  
select a topic...  
**NJPDES**  
select a topic...  
**Release & Pollution Prevention Reporting**  
select a topic...  
**Pollution Prevention Planning**  
select a topic...  
**Private Well Testing Act**  
select a topic...  
**Underground Storage Tanks**  
select a topic...

**Create New User Profile**

If you don't have a DEP User ID and Personal Identification Number (PIN), you may register now. You will create a user profile to identify the regulatory programs within DEP with which you will transact business. Please have the regulatory program identifiers available. **Please note, this PIN is different than the RADIUS PIN used to certify Air Permits and Emission Statements.** [Create New User Profile](#)

**Facility Administration**

The NJDEP-Online system allows facilities to enable enhanced security and user administration at their request. This security function is enabled through the registration of a Facility Administrator. Once registered, only the Facility Administrator will be able to grant users access to the facility. [Click here for more information.](#) [Facility Administration Request Form](#)

**Site Remediation Program Responsible Official**

If you are a Responsible Official for your facility and require a Responsible Official PIN for the Site Remediation Program, you may print, fill out and mail us this form. [SRP Responsible Official \(SRP-001\) Form](#)

**Private Well Testing Act Program-Reporting Laboratory Manager or Designee**

If you are a New Jersey certified laboratory submitting well test data in compliance with the Private Well Testing Act Regulations, the Reporting Laboratory Manager or Designee must register with the Department as a Laboratory Administrator. You may register by downloading and completing the Laboratory Administration Request Form (PWTA-001). Once registered, the laboratory manager or designee will be able create a user profile within this site and also have the ability to grant other users of the same lab access to the Department's online portal. [Laboratory Administration Request Form \(PWTA-001\)](#)

**NOTE:** Use of an electronic PIN by a reporting laboratory shall be used as an electronic signature certifying that all sampling, analyses and quality control procedures were conducted in accordance with N.J.A.C. 7:9E and N.J.A.C. 7:18. Please print and complete this form and mail to the address at the top of the form. Please note that you will not be able to create an online ID until the Department receives and reviews the Laboratory Administration Request Form (PWTA-001).

*For use with Netscape Navigator 6.0 or higher or Microsoft Internet Explorer 5.5 or higher.*

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Department of Environmental Protection  
P.O. Box 402  
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Last Updated: December 20, 2002

- **Access the User Profile Screen**

Hit the [Create New User Profile](#) hyperlink located in the upper right side of the screen.

The next screen is the User Profile screen. Here you will need to provide information in sections 1, 2 & 3.

### Section 1 - User Name

Enter your full first and last name.

**1. Enter a User Profile Name (i.e. John Smith)**

\* User Name:  Up to 40 characters.

### Section 2 - Access

User ID - The system will not create an ID for you. You must provide one. We suggest the first initial of your first name, followed immediately with no spaces in between, by your last name.

User PIN - The system will not create a PIN for you. You must provide one. Your PIN must be at least 6 characters long and can be an alphanumeric combination.

**For security purposes please do not share your ID or PIN with anyone. Should a Facility Administrator password be compromised, the user must contact the DEP immediately.**

<b>2. Access</b>		
* User ID:	<input type="text" value="Jdmr"/>	Up to 30 characters.
* User PIN:	<input type="password" value="k0k0k0k0"/>	Must be at least 6 characters.
* Retype User PIN:	<input type="password" value="k0k0k0k0"/>	

### Section 3 - User Mailing Address/Contact Information

Enter your mailing address, if appropriate please include PO Box designation, phone number, fax number, e-mail address and the name of the organization you work for and/or represent.

It is essential that you include your e-mail address. The NJPDES EDI application will use your e-mail address, as it's primary means of communicating with you.

<b>3. User Mailing Address</b>		<b>Contact Information</b>	
Address Line 1:	<input type="text" value="401 E State St"/>	* Phone:	<input type="text" value="(609)984-4428"/> Ext.: <input type="text"/>
Address Line 2:	<input type="text"/>	Fax:	<input type="text" value="(609)777-0430"/>
Address Line 3:	<input type="text"/>	* E-mail:	<input type="text" value="jcollazo@dep.state.nj.us"/>
City:	<input type="text" value="Trenton"/>	Organization:	<input type="text" value="NJDEP - DWQ - BPM"/>
State:	<input type="text" value="New Jersey"/>		
Zip:	<input type="text" value="086250029"/>		

### Submit Request

When sections 1, 2 & 3 have been filled out hit the Submit Request button in the lower left-hand corner of the screen.

<p>A Responsible Official is defined in N.J.A.C. 7:27-1.4 as follows:</p> <ul style="list-style-type: none"> <li>• For a corporation: A president, secretary, treasurer, or vice-president of the corporation, any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative responsible for the overall operation of a facility (plant manager, etc.)</li> <li>• For a partnership: A general partner.</li> <li>• For a sole proprietorship: The proprietor</li> <li>• For a government agency: Either a principal executive officer or ranking elected official.</li> </ul>	
<input type="button" value="Submit Request"/>	

- **ID and PIN created**

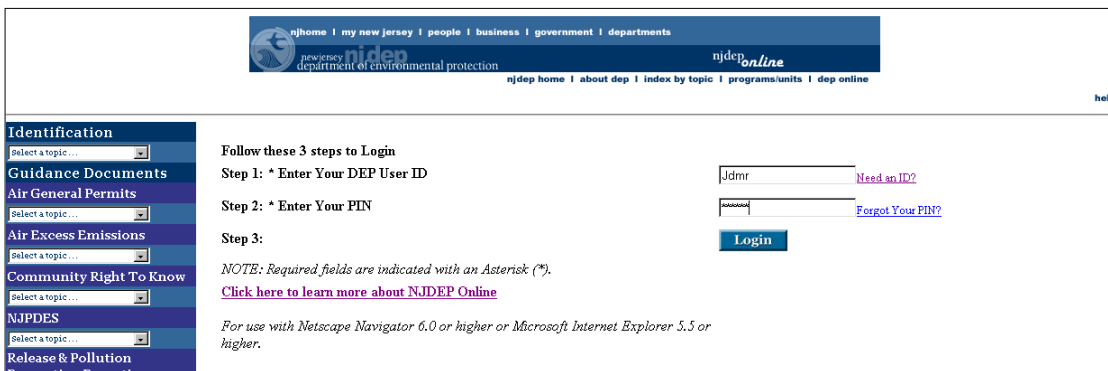
If everything was filled out correctly and no required fields were left blank a message indicating the successful establishment of your ID and PIN will be displayed.



Hit the Continue button.

- **Login**

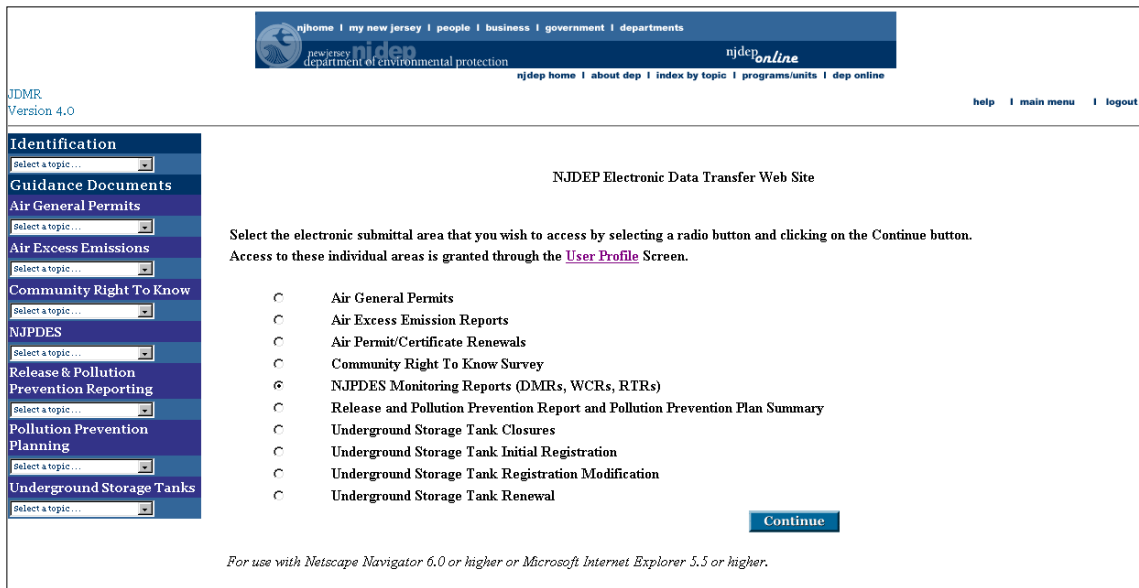
You should be taken to the Login screen. Enter your newly created ID and PIN and hit the Login button.



The NJDEP Electronic Data Transfer Web Site web page should be displayed.



After logging in, the NJDEP Electronic Data Transfer Web Site page will always be your starting point into the NJPDES EDI application. Place your cursor on the radio button for the **NJPDES Monitoring Reports (DMRs, WCRs, RTRs)** option.



njhome | my new jersey | people | business | government | departments  
 njdep online  
 njdep home | about dep | index by topic | programs/units | dep online  
 help | main menu | logout

JDMR  
 Version 4.0

**Identification**  
 select a topic...  
**Guidance Documents**  
**Air General Permits**  
 select a topic...  
**Air Excess Emissions**  
 select a topic...  
**Community Right To Know**  
 select a topic...  
**NJPDES**  
 select a topic...  
**Release & Pollution Prevention Reporting**  
 select a topic...  
**Pollution Prevention Planning**  
 select a topic...  
**Underground Storage Tanks**  
 select a topic...

NJDEP Electronic Data Transfer Web Site

Select the electronic submittal area that you wish to access by selecting a radio button and clicking on the Continue button. Access to these individual areas is granted through the [User Profile](#) Screen.

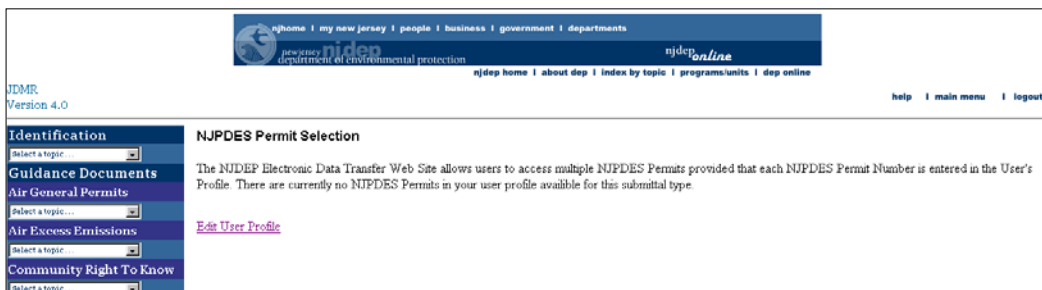
- Air General Permits
- Air Excess Emission Reports
- Air Permit/Certificate Renewals
- Community Right To Know Survey
- NJPDES Monitoring Reports (DMRs, WCRs, RTRs)
- Release and Pollution Prevention Report and Pollution Prevention Plan Summary
- Underground Storage Tank Closures
- Underground Storage Tank Initial Registration
- Underground Storage Tank Registration Modification
- Underground Storage Tank Renewal

[Continue](#)

*For use with Netscape Navigator 6.0 or higher or Microsoft Internet Explorer 5.5 or higher.*

Hit the Continue button at the lower right hand corner.

The **NJPDES Permit Selection** page should be displayed. However, since no NJPDES permits have yet to be authorized for EDI submission, you will not be able to access any forms for any permit.



njhome | my new jersey | people | business | government | departments  
 njdep online  
 njdep home | about dep | index by topic | programs/units | dep online  
 help | main menu | logout

JDMR  
 Version 4.0

**Identification**  
 select a topic...  
**Guidance Documents**  
**Air General Permits**  
 select a topic...  
**Air Excess Emissions**  
 select a topic...  
**Community Right To Know**  
 select a topic...

**NJPDES Permit Selection**

The NJDEP Electronic Data Transfer Web Site allows users to access multiple NJPDES Permits provided that each NJPDES Permit Number is entered in the User's Profile. There are currently no NJPDES Permits in your user profile available for this submittal type.

[Edit User Profile](#)

*For use with Netscape Navigator 6.0 or higher or Microsoft Internet Explorer 5.5 or higher.*

**You have successfully created your Login ID and PIN!**

## Chapter 3 - Monitoring Report Form Access

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Individuals with a valid ID and PIN may access the NJPDES EDI application however, they will soon find that they will not be able to do much of anything, because MRFs have yet to be made available to them. In order to make MRFs available for EDI purposes, access must be granted. A user will need to know the type of access needed and what NJPDES permit(s) contain the MRFs they are seeking access to.

This chapter will discuss the different types of Security and how a user may obtain access to the NJPDES EDI application.

### Security Types

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The NJPDES EDI application offers three distinct security access types. They are:

- **Facility Administrator**

The Facility Security Administrator is the person in the company who will manage user access to the facility's NJPDES MRFs. This person will grant or revoke access to both responsible official users and general users. Facility Administrator access also gives the user the ability to download, fill out, upload, review and certify MRFs. The Facility Administrator must be an employee of the company.

- **Responsible Official**

The Responsible Official has full access to MRFs. They may download, fill out, upload, review and certify MRFs. Facilities may need more than one individual with Responsible Official user access depending on their NJPDES permit and/or MRFs. For definitions of Responsible Official please see N.J.A.C. 7:14A-4.9. An instance of when a facility would need more than one Responsible Official to certify its MRFs would be if it were classified as a "local agency". For more information on local agency signatory requirements please see [Appendix E - Local Agency MRForm Signature Requirements](#). It is important to note that if more than one Responsible Official is created for a permit its corresponding MRFs will not be considered certified until all Responsible Officials have accessed the specific MRF and certified it.

- **General**

A General user may only download, fill out and upload MRFs. A facility may have more than one General user per facility or permit.

## Access

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Once a determination has been made about the type of security needed, individuals may request access in 1 of 2 ways:

- Individuals designated on the NJPDES EDI Agreement form as Facility Administrator will have their access rights assigned to them by the Department upon approval and initial setup,
- Responsible Official and General user access requests will be handled by and made directly to the Facility Administrator through the User Profile screen.

### ▪ Facility Administrator Access

Upon EDI approval, NJDEP will grant the individual designated as the Facility Administrator on the NJPDES EDI Agreement form, the appropriate access rights.

The Facility Security Administrator is the person in the company who will manage user access to the facility's NJPDES Monitoring Report Forms (MRFs). This person will grant or revoke access to Responsible Official users and General Access users. Facility Administrator access also allows the user to download, filling out, upload, and certify MRFs. \*Note: This person must be an employee of the company.

After a Facility Administrator is given access they may Login to the portal and see the permit number for the MRFs they have been given access to in the NJPDES Permit Selection screen.

The screenshot shows a web interface for selecting an NJPDES permit. On the left is a navigation menu with categories: Identification, Guidance, Documents, Air General Permits, Air Excess Emissions, and Community Right To Know. The main content area is titled "NJPDES Permit Selection" and contains the following text: "The NJDEP Electronic Data Transfer Web Site allows users to access multiple NJPDES Permits provided that each NJPDES Permit Number is entered in the User's Profile. In order to access the appropriate NJPDES Permit, please select it from the menu below." Below this text is a label "\* NJPDES Permit:" followed by a dropdown menu currently displaying "BAYWAY REFINERY - NJ0001511". A blue "Continue" button is positioned below the dropdown menu.

If a user has been given access to MRFs for more than one permit, clicking the dropdown data window button will reveal all of the permit numbers made available to them.

**Identification** NJPDES Permit Selection

Select a topic...

**Guidance Documents**

**Air General Permits**

Select a topic...

**Air Excess Emissions**

Select a topic...

**Community Right To Know**

Select a topic...

**NJPDES**

Select a topic...

**Release & Pollution**

The NJDEP Electronic Data Transfer Web Site allows users to access multiple NJPDES Permits provided that each NJPDES Permit Number is entered in the User's Profile. In order to access the appropriate NJPDES Permit, please select it from the menu below.

\* NJPDES Permit:

BAYWAY REFINERY - NJ0001511

BAYWAY REFINERY - NJ0001511

PASSAIC VALLEY SEWERAGE COMM - NJ0021016

SOUTHERN WATER POLLUTION CONTROL FACILITY - NJ0026018

NORTHERN WATER POLLUTION - NJ0028142

OCEAN CNTY UA - NJ0029408

OCEAN SPRAY CRANBERRIES INC - NJ0103829

OCEAN CNTY UA - NJ0104299

BUENA BOROUGH MUA - NJ0104337

SOUTHLAND CORP - NJG0066532

OCEAN SPRAY CRANBERRIES INC - NJG0104272

At this point the Facility Administrator has access and may continue to work in the application as appropriate. For directions on how to grant, revoke and change access to Responsible Official and General users please see Appendix B - [Facility Administration](#)

- **General User and Responsible Official Access**

General and Responsible Official user requests to access permit MRFs will be directed to the appropriate Facility Administrator. Requests will be created and submitted via the User Profile screen of the EDI application. The online certification process triggers the movement of the uploaded electronic shell from the EDI application into the Department's New Jersey Environmental Management System (NJEMS) database and acknowledges it's receipt.

Before a user is granted access to the EDI application, they will have to establish a Login ID and a Password. Please see [Chapter 2 - Establishing a NJDEP Online ID and PIN](#) and follow the instructions up until **Submit Request**. Instead of submitting the request please continue and provide the information for line item 4.

In the User Profile screen a user must provide the NJPDES permit numbers for the MRF shells they want access to. This is accomplished by entering the NJPDES permit number(s) into one of the two Access data entry boxes provided under line item number 4, under the **Division of Water Quality - NJPDES Permits - Monitoring Report Submission** heading.

You will have to scroll past the different Department programs until you reach the correct heading, "**Division of Water Quality - NJPDES Permits - Monitoring Report Submission**".

Private Well Testing Act (PwTA) Analytical Results

Facility ID:

**Division of Water Quality - NJPDES Permits - Monitoring Report Submission**

Note: General access allows access to the facility information. Users who request responsible official access must meet the requirements below to gain additional privileges.

NJPDES Permit #

General Access	Responsible Official Access
NJ0001511 NJ0021016 NJ0026018 NJ0028142 NJ0029408 NJ0103829 NJ0104299 NJ0104337 NJG0066532	NJG0104272

Note: If you have more than one NJPDES Permit Number, please enter one or more NJPDES Permit numbers in the space provided. Please separate each NJPDES Permit number with a space.

The individual seeking access to the NJPDES EDI application should enter the NJPDES permit number(s) for the MRFs they are seeking access to into the appropriate Access data entry box; General Access or Responsible Official Access. You may only have one Access type defined for a particular NJPDES permit number per user, do not input the same NJPDES permit number into each Access box.

If the Access type desired is Responsible Official Access, enter the permit number for the MRFs you are seeking access to in the corresponding Data Entry Box under the heading, "Responsible Official Access".

Responsible Official Access

If the Access type desired is General User Access, enter the permit number for the MRFs you are seeking access to in the corresponding Data Entry Box under the heading, "General Access".

General Access

If seeking access to MRFs for multiple permits please enter each permit number side by side leaving a space in between them.



NJ0001511	NJ0021016	NJ0026018	▲
NJ0028142	NJ0029408	NJ0103829	
NJ0104299	NJ0104337	NJG0066532	▼

### Submit Request

When sections 1, 2, 3 & 4 have been filled out hit the Submit Request button in the lower left-hand corner of the screen.

A Responsible Official is defined in N.J.A.C. 7:27-1.4 as follows:	
• For a corporation:	A president, secretary, treasurer, or vice-president of the corporation; any other person who performs similar policy or decision making functions for the corporation; or a duly authorized representative responsible for the overall operation of a facility (plant manager, etc.)
• For a partnership:	A general partner.
• For a sole proprietorship:	The proprietor
• For a government agency:	Either a principal executive officer or ranking elected official.
<a href="#">Submit Request</a>	

The user will be taken to the following screen, which informs them of the creation of their ID and PIN. The user is also informed that their request has been forwarded via e-mail to the Facility Administrator for access consideration.

	
	
<a href="#">njdep home</a>   <a href="#">about dep</a>   <a href="#">index by topic</a>   <a href="#">programs/units</a>   <a href="#">dep online</a> <span style="float: right;"><a href="#">help</a></span>	
<b>Identification</b> Select a topic... <b>Guidance Documents</b> <b>Air General Permits</b> Select a topic... <b>Air Excess Emissions</b> Select a topic...	<p><b>Your eNJEMS User Profile, ID and PIN Request has been granted. Your User ID and PIN are now active and you may log into the eNJEMS Portal. One or more of the facilities you have requested access to requires approval by the facility administrator. An e-mail request has been sent. You will be notified by e-mail when your request is processed.</b></p> <p><a href="#">Continue</a></p>

After a review of the request the Facility Administrator will notify the user and advise them on whether or not they have been approved or denied.

Upon approval the General or Responsible Official user may Logon to the portal using their previously created Login ID and PIN. Upon accessing the NJPDES Permit Selection Screen the permit(s) number(s) for those MRFs they have been approved for should now be available in the NJPDES Permit data drop down window.

## Chapter 4 - Downloading a Monitoring Report Form

From the **Monitoring Report Form Pending Folder** click the Download button located in the lower left-hand corner of the page.

### Choose Monitoring Report Form (MRF) to Download

You should be taken to the **Monitoring Report Form Spreadsheet Download** page.

**JDMR**  
Version 4.0

**njdep**  
new jersey department of environmental protection

**njdep online**  
njdep home | about dep | index by topic | programs/units | dep online

**NJPDES Monitoring Report Forms**  
ID: NJ0000019  
Facility Name: ISP ENVIRONMENTAL SERVICES INC

help | main menu | logout

**Identification**  
select a topic...

**Guidance Documents**  
select a topic...

**MRF Tools**  
select a topic...

**Certification**  
select a topic...

**Monitoring Report Form Spreadsheet Download**

Below is a list of Monitoring Report Form spreadsheets that are available for download. If you do not see a spreadsheet listed, it may have not yet been generated or it may have already been uploaded onto the Portal. To download a spreadsheet to your computer, click on the link in the first column below.

Permit #	Report Type	Monitored Location	Monitoring Period	Status
<a href="#">NJ0000019</a>	Residuals DMR	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available
<a href="#">NJ0000019</a>	Residuals Transfer	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available
<a href="#">NJ0000019</a>	Residuals WCR - Annual	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available
<a href="#">NJ0000019</a>	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002	Available
<a href="#">NJ0000019</a>	Surface Water DMR	001A SW Outfall 001A	08/01/2002 - 08/31/2002	Available
<a href="#">NJ0000019</a>	Surface Water DMR	001A SW Outfall 001A	09/01/2002 - 09/30/2002	Available

\* The spreadsheets that are downloaded from this page contain macros which were created by the State of New Jersey Department of Environmental Protection. When the spreadsheet is opened, you will be prompted to choose whether or not to enable the macros. The macros must be enabled in order for the spreadsheet to function properly.

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departments: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)  
statewide: [nj home](#) | [my new jersey](#) | [people](#) | [business](#) | [government](#) | [departments](#) | [search](#)

Copyright © State of New Jersey, 1996-2002  
Department of Environmental Protection  
P. O. Box 402  
Trenton, NJ 08625-0402  
Last Updated: May 14, 2002

The Monitoring Report forms are listed horizontally by NJPDES Permit # first, followed by the Report type, Monitored Location, Monitoring Period and finally the Status column.

Place your cursor on the hotlink for the row containing the Monitoring Report form you would like to download, double click.



## Save MRF file

You will be presented with a dialog box asking, "What would you like to do with this file?" The radio button will be defaulted to the, "Save this file to disk" option.

Click the **OK** button.

The screenshot shows the NJPDES Monitoring Report Forms web application interface. The main content area displays a table of Monitoring Report Form spreadsheets available for download. A "File Download" dialog box is overlaid on the page, asking the user what they would like to do with the file. The dialog box has two radio buttons: "Open this file from its current location" (which is selected) and "Save this file to disk". There is also a checkbox for "Always ask before opening this type of file".

Permit #	Report T	Monitoring Period	Status
<a href="#">NJ0000019</a>	Residuals	01/01/2002 - 12/31/2002	Available
<a href="#">NJ0000019</a>	Residuals	01/01/2002 - 12/31/2002	Available
<a href="#">NJ0000019</a>	Residuals	01/01/2002 - 12/31/2002	Available
<a href="#">NJ0000019</a>	Surface W	07/01/2002 - 07/31/2002	Available
<a href="#">NJ0000019</a>	Surface W	08/01/2002 - 08/31/2002	Available
<a href="#">NJ0000019</a>	Surface W	09/01/2002 - 09/30/2002	Available

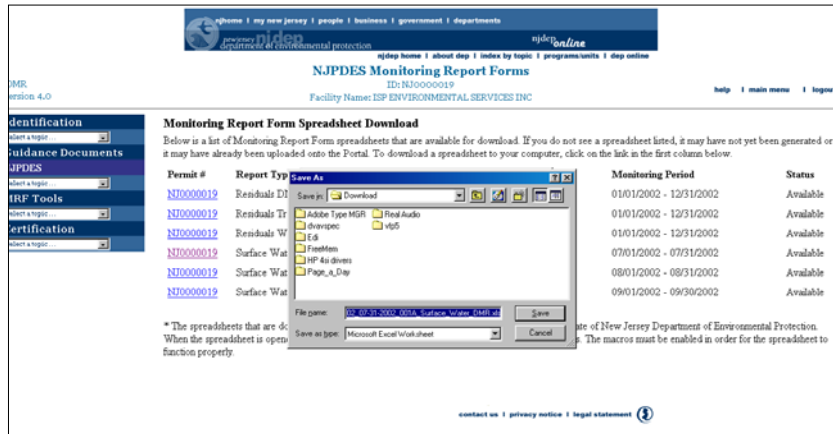
The **Save AS** dialog box will be displayed. The spreadsheet file will have a default name associated with it. **Do not change the name of this file**, save it as is.

The file name format is:

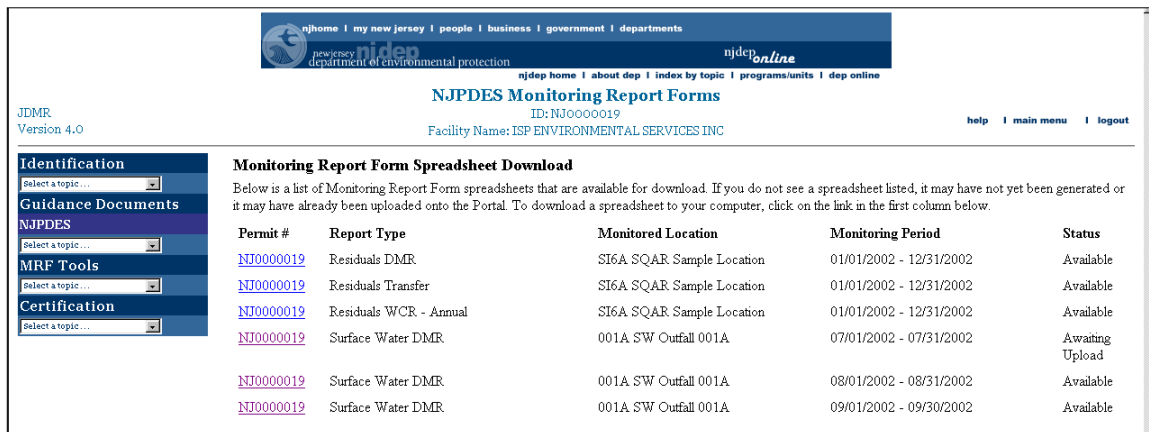
- NJPDES permit number followed by
- the monitoring period,
- pipe designator,
- type of monitoring report form and finally
- the excel file extension
  - i.e. - **NJ0000019\_07-01-2002\_07-31-2002\_001A\_Surface\_Water\_DMR.xls**

The screenshot shows the "Save As" dialog box for the spreadsheet file. The "File name" field contains the default name: "02\_07-31-2002\_001A\_Surface\_Water\_DMR.xls". The "Save as type" is set to "Microsoft Excel Worksheet". The dialog box is overlaid on the same web application interface as the previous screenshot.

Choose the folder labeled **Downloaded** and click the **Save** button, the standard download information box will display advising you of the progress of the download. Once complete the information box will indicate that the download is complete.



If you examine the Monitoring Report Form Spreadsheet Download page closely you will notice that the status of the file that has just been downloaded has changed to, **"Awaiting Upload"**.



You may exit the web portal, click the **Logout** option in the upper right-hand corner of the page.

You are ready to begin entering data into the MRF spreadsheet.

## Chapter 5 – Opening and Completing MRF Spreadsheets

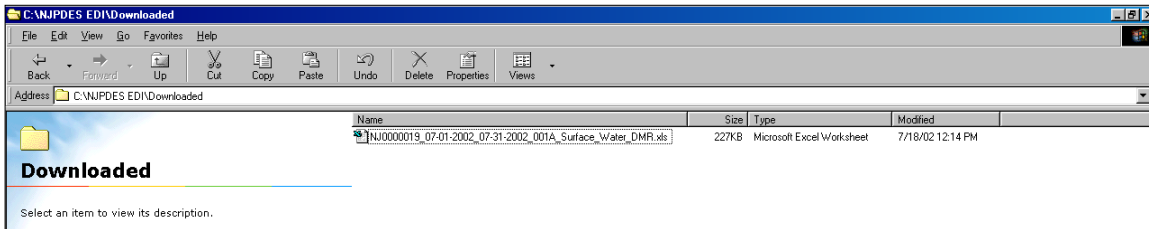
---

This chapter will give the user a description of the actual MRF Spreadsheet including functionality and how to open and fill out the form.

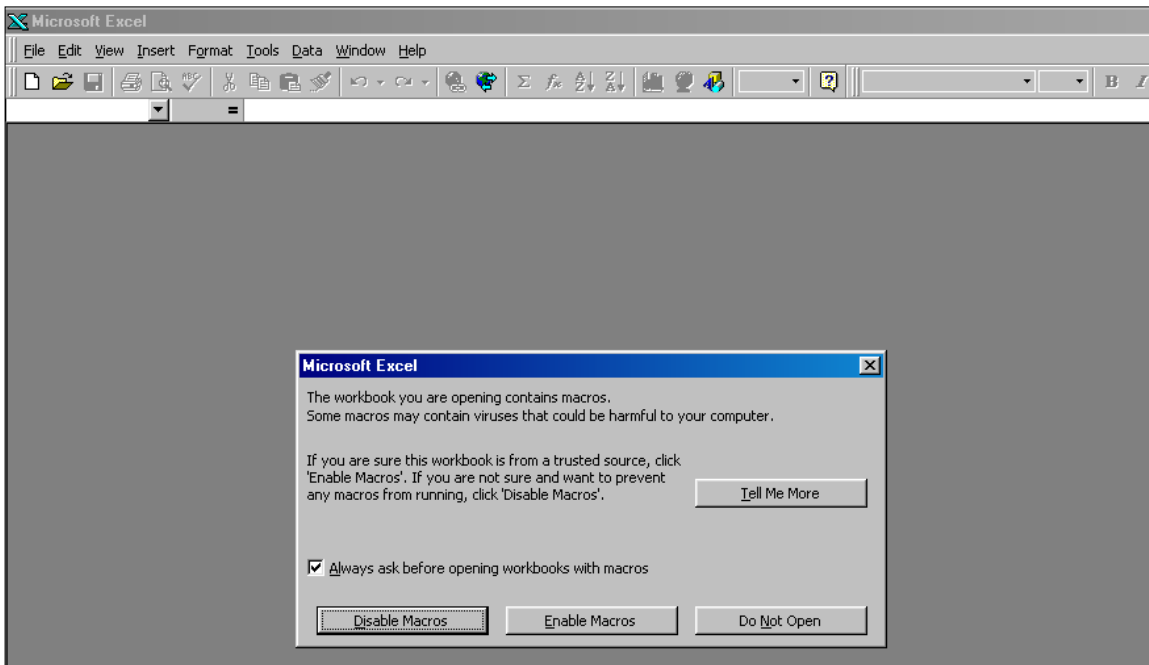
### Opening A MRF Spreadsheet

---

To access a downloaded Monitoring Report form, access the file from within the **NJPDES EDI Downloaded** folder and double-click on the file name.



The file will open with an answer box. You will need to decide to enable or disable the macros that are associated with the downloaded spreadsheet. **You must depress the Enable the Macros options button. If you do not the spreadsheet will be useless!**



Click on **Enable Macros** options button and the spreadsheet will open.

## Worksheet Tabs

---

Each Monitoring Report form consists of three worksheets:

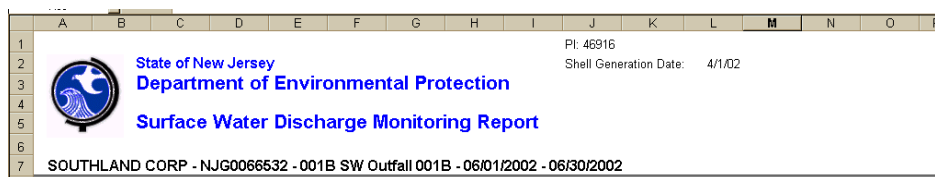
- **Report Administration,**
- **Submittal Form**
- **Discharge Monitoring Data, Residual Transfer Data, or Waste Character Data** (depending on form type).

You access each spreadsheet by clicking on the tabs at the bottom of the MRF spreadsheet.



All three tabs list the same header information:

- DEP Name
- Program Interest Number - A number assigned to this site indicating that there is NJPDES activity
- Shell Generation Date - the date this specific form was created by the NJEMS database system
- Facility Name
- NJPDES permit number
- Pipe Designator
- Monitoring Period



- **Report Administration**

This portion of the workbook spreadsheet is used to validate and lock the spreadsheet from further updates. You will also receive your confirmation code for the spreadsheet upon locking the spreadsheet from this screen.

Although this is the first screen you are greeted with, this is actually the last tab you will access before submittal.

State of New Jersey  
Department of Environmental Protection  
Surface Water Discharge Monitoring Report

PI: 46916  
Shell Generation Date: 4/1/02

SOUTHLAND CORP - NJG0066532 - 001B SW Outfall 001B - 06/01/2002 - 06/30/2002

After completing the 'Discharge Monitoring Data' tab, return to this tab to validate the report by clicking the 'Validate Spreadsheet' button. After the spreadsheet has been validated, lock the spreadsheet by clicking the 'Lock Spreadsheet For Submission' button. After Locking the Spreadsheet, proceed to your organization's MRF Upload screen to upload the spreadsheet and then certify the submittal.  
Comments: If you have any questions or comments, please contact the Bureau of Pretreatment and Residuals at (609) 633 3823

Validate Spreadsheet      Lock Spreadsheet for Submission

We will skip this tab for now. The Report Administration tab will be discussed fully in **Chapter 6 - Validating and Locking Spreadsheets.**

- **Submittal Form Tab**

The Submittal Form spreadsheet mimics the Monitoring Report Submittal Form. In addition to the repeating header information the Submittal Form display the following information:

State of New Jersey  
Department of Environmental Protection  
Surface Water Discharge Monitoring Report

Shell Generation Date: 4/1/02

SOUTHLAND CORP - NJG0066532 - 001B SW Outfall 001B - 06/01/2002 - 06/30/2002

**Permittee:**

**Location of Activity:**  
SOUTHLAND CORP  
ABANDONED CITGO STATION  
754 WYCKOFF AVE & FOREST RD  
MAHWAH TWP, NJ 074300000

**Report Recipient:**  
ENSR  
2005 CABOT BLVD WEST  
ATTN: MIKE MERINEY  
LANGHORNE, PA 19047

**NJPDES Permit Number:** NJG0066532  
**Monitoring Period:** 06/01/2002 To 06/30/2002  
**Monitored Location:** 001B SW Outfall 001B  
**Monitored Location Group:**  
**Region / County:** Northern / Bergen

**Check if Applicable:**  No Discharge This Monitoring Period

**Monitoring Report Comments:**

- Permittee Name
- The Location of Activity
- The Report Recipient Name
- Monitored Location Group - Name associated with a specific group of Monitored Locations grouped because of like monitoring requirements
- Region/County
- No Discharge This Monitoring Period check box
- Monitoring Report Comments field

If there is no discharge from the monitored location, indicate by clicking the check box. Comments are entered in the Monitoring Report Comments Box.

▪ **Discharge Monitoring Data**

The Discharge Monitoring Data spreadsheet mimics an actual DMR. As with the paper DMR all boxes must be completed to be in compliance.

State of New Jersey Department of Environmental Protection Surface Water Discharge Monitoring Report												
SOUTHLAND CORP - NJG0066532 - 001B SW Outfall 001B - 06/01/2002 - 06/30/2002												
Discharge Monitoring Data:												
Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No Ex.	Frequency of Analysis	Sample Type	
Flow, In Conduit or Thru Treatment Plant	Sample Measurement	.25	.25	GPD	*****	*****	*****	*****	0	1 Month	METER	
50050 1	Permit Requirement	REPORT 01MOAV	REPORT 01DAMX		*****	*****	*****		*****	0	1 Month	METER
Effluent Gross Value	MDL										1/Month	METER
Flow, In Conduit or Thru Treatment Plant	Sample Measurement	.112	.112	GPD	*****	*****	*****	*****	0	1 Month	METER	
50050 1	Permit Requirement	REPORT 01MOAV	REPORT 01DAMX		*****	*****	*****		*****	0	1 Month	METER
Effluent Gross Value	MDL										1/Month	METER
pH	Sample Measurement	*****	*****	CODE=E	Analysis Not Done	*****	*****	SU	0	1 Quarter	GRAB	
00400 1	Permit Requirement	*****	*****		*****	6	*****		9	*****	1/Quarter	GRAB
Effluent Gross Value	MDL					01MOMIN			01MOMX			GRAB
pH	Sample Measurement	*****	*****	*****	6.9	*****	6.9	SU	0			
00400 1	Permit Requirement	*****	*****		*****	6	*****		9	*****	1/Quarter	GRAB
Effluent Gross Value	MDL					01MOMIN			01MOMX			GRAB
Solids, Total Suspended	Sample Measurement	*****	*****	*****	*****			MGL	0			
00530 1	Permit Requirement	*****	*****		*****	*****	REPORT		40	*****	1 Month	GRAB
Effluent Gross Value	MDL					*****	REPORT 01MOAV		01DAMX			GRAB

The loading and concentration boxes should be completed with your lab results.

Each box consists of two stacked cells. The top cell is for the reporting of test results,

Discharge Monitoring Data:			
Parameter		Quantity or Loading	
Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value	Sample Measurement		.25
	Permit Requirement	0.350	REPORT
	MDL	01MOAV	01DAMX

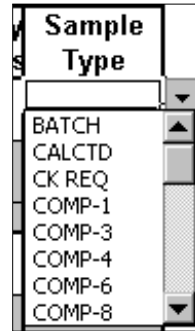
the bottom cell consists of no discharge codes specific to DMRs.

Discharge Monitoring Data:			
Parameter		Quantity or Loading	Units
Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value	Sample Measurement		
	Permit Requirement	0.350	CODE=E Analysis Not Done
	MDL	01MOAV	REPORT
			01DAMX
BOD, 5-Day (20 oC) 00310 1 Effluent Gross Value	Sample Measurement	*****	
	Permit Requirement	*****	CODE=M No Discharge
	MDL		CODE=N No Discharge

Users enter a result or a no discharge code, **but not both**. Also, if you select a no discharge code for one box, be consistent and use that no discharge code in all the other boxes for that particular parameter. **Note:** When leaving a cell where a No Discharge Code has been chosen, be aware that the No Discharge Code information will display across the other boxes on the row.


Discharge Monitoring Data:			
Parameter		Quantity or Loading	Units
Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value	Sample Measurement		
	Permit Requirement	0.350	CODE=E Analysis Not Done
	MDL	01MOAV	REPORT
			01DAMX

There are built in drop downs for the Frequency of Analysis and Sample Types. The Frequency of Analysis box is also split into two cells, with the number of frequencies in the top cell and the time period description in the bottom cell. Where there are drop downs available in a cell, you must choose from that list. You cannot type freely in these cells.



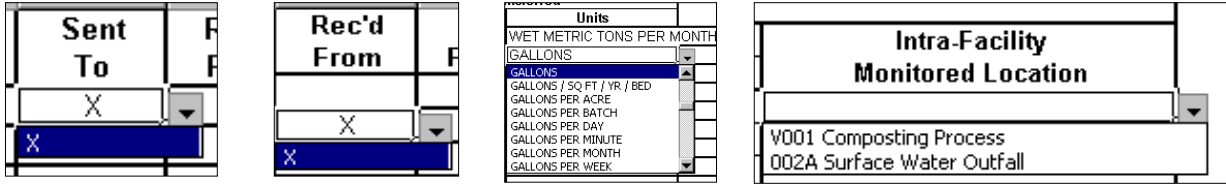
- **Residual Transfer Report**

The Residual Transfer Report mimics the paper RTR form.

 <b>State of New Jersey Department of Environmental Protection</b> Residuals Transfer Report							PI: 46318 Shell Generation Date: 10/31/02
BAYWAY REFINERY - NJ0001511 - S18A SQAR - 07/01/2000 - 07/31/2000							
<b>Residuals Transfer Data:</b>							
#	Sent To	Rec'd From	Facility ID Number	Amount Transferred		Intra-Facility Monitored Location	
				Quantity	Units		
1	X		46162	1000000	GALLONS		
2		X	74274	56,5487	WET METRIC TONS PER MONTH		
3		X	46318	2500	GALLONS	S18A SQAR	
4							
5							
6							
7							
8							
9							
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11							
12							
13							
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24							
25							
26							
27							
28							
29							
30							
31							



There are drop downs to accommodate the Sent To, Rec'd From, Units, and Intra-Facility Monitored Location.



As with the DMR, where there are drop downs available in a cell, you must choose from that list. You cannot type freely in these cells. The Intra-Facility Monitored Location cell will only be available if you have an intra-facility occurrence.

Whenever possible you should use a Facility ID number in the Facility ID Number cell. However, if you do not have the Facility ID and need to enter a permit number or facility name, please be aware the column width is limited to 40 characters. Entering more than the allotted 40 characters will cause the information to not transmit correctly into the NJEMS database.

▪ **Waste Characterization Data**

The Waste Characterization Data screen mimics the paper WCR form.

The screenshot shows a software window titled 'Report Administration' with a sub-window 'Waste Characterization Data'. The report header includes the State of New Jersey Department of Environmental Protection logo and text: 'Residuals Waste Characterization Report', 'BAYWAY REFINERY - NJ0001511 - S18A SQAR - 07/01/2000 - 07/31/2000', 'Sample Date: (mm/dd/yyyy) 07/15/2000', 'PI: 46318', and 'Shell Generation Date: 10/31/02'. Below the header is a table with the following data:

Parameter	Reported Value	Units	Remark Code	Sample Type
Sludge Landfilled		DMT/MO		CALCTD
*ASDL 18 Industrial Residuals	CODE=M No Sludge	DMT/MO		CALCTD
Sludge Land Applied		DMT/MO		CALCTD
*ASLA 18 Industrial Residuals	CODE=M No Sludge	DMT/MO		CALCTD
Sludge Disposed Out-of-State		DMT/MO		CALCTD
*ASPO 18 Industrial Residuals	CODE=M No Sludge	DMT/MO		CALCTD
Amt Sludge Rmvd, Wet Cubic Yards	5.25	WCM/MO		CALCTD
*ASR1 18 Industrial Residuals		WCM/MO	C Calculated value	CALCTD
Amt Sludge Rmvd, Wet Metric Tons	6.25	WMT/MO		CALCTD
*ASR2 18 Industrial Residuals		WMT/MO		CALCTD
Amt Sludge Rmvd, Gallons		GAL/MON		CALCTD
*ASR3 18 Industrial Residuals	CODE=M No Sludge	GAL/MON		CALCTD
Sludge Bene Use Out-of-State		DMT/MO		CALCTD
*ASR4 18 Industrial Residuals	CODE=D Lost Sample	DMT/MO		CALCTD
Sludge Surface Disposed	23000	DMT/MO		CALCTD
*ASSD 18 Industrial Residuals		DMT/MO		CALCTD
Total Amount of Sludge Removed		DMT/MO		CALCTD
*ASUD 18 Industrial Residuals		DMT/MO		CALCTD
Sludge Incinerated		DMT/MO		CALCTD
*MASI 18 Industrial Residuals		DMT/MO		CALCTD
Sludge Disposed- Other Methods		DMT/MO		CALCTD
*SPOM 18 Industrial Residuals		DMT/MO		CALCTD

As with the DMRs, the Reported Value box is two stacked cells, the top cell is used for the reporting of test results and the bottom cell is a drop-down containing no discharge codes specific to WCR forms. Users enter either a result or a no discharge code, **not both**. The Remark Code column is also a drop-down.

Reported Value
22

Reported Value
CODE=E Analysis Not Done
CODE=S Frozen Conditions
CODE=F Insufficient Flow
CODE=H Invalid Test
CODE=D Lost Sample
NODI No Discharge
CODE=M No Sludge
CODE=N Not Required

Remark Code	Sc
K Actual value is < reported val	
L Actual value is > reported val	
U Analyzed for but not detected	
C Calculated value	
N Detected in blank also	
D Indicates field measurement	
S Laboratory test	
A Mean of 2 or more determinat	

Once you are confident your forms are complete, you are ready to validate the spreadsheet and lock the spreadsheet for submission.

## Chapter 6 – Validating and Locking Spreadsheets


Before a user may electronically submit a MRF the spreadsheet must go through a Validation process to ensure that the information is entered correctly. There are no scientific validations occurring. The validations are based on business logic. An example of a Validation scenario could be the following: if a user has Checked the No Discharge Monitoring Period Check Box on the submittal form and but also inputs data in the spreadsheet cells, upon depressing the Validation button , a message will be presented to the user indicating a conflict.

Once the through the validation process a user has to Lock the spreadsheet. Locking the spreadsheet prepares the spreadsheet for uploading purposes. In the process the user will save 2 copies of the electronic submittal, one locked for submittal and file retention purposes and one unlocked for possible resubmittal purposes. In addition the system will create a unique confirmation code for the corresponding spreadsheet to be used when uploading.

Let's begin the validation process. Click the Report Administration Tab.

### Validate Spreadsheet

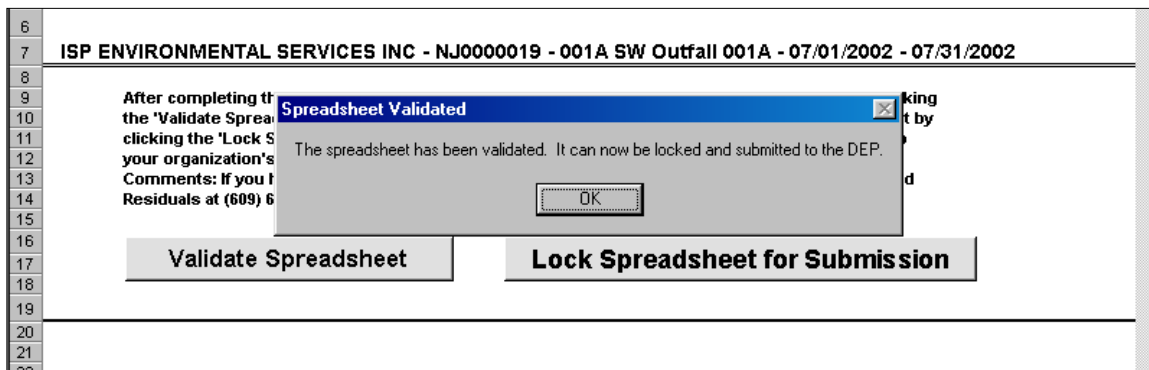
Click the **Validate Spreadsheet** button. Invalid entry messages are displayed and validation may not proceed until certain errors are resolved. Be aware however, the system does allow you to leave blanks and only leave cells blank if that truly is your intent. Just keep in mind any blank cell will create an omission violation in the NJEMS database.

	<b>State of New Jersey</b> <b>Department of Environmental Protection</b> <b>Surface Water Discharge Monitoring Report</b>	PI: 46370 Shell Generation Date: 7/2/02
<b>ISP ENVIRONMENTAL SERVICES INC - NJ0000019 - 001A SW Outfall 001A - 07/01/2002 - 07/31/2002</b>		
<p>After completing the 'Discharge Monitoring Data' tab, return to this tab to validate the report by clicking the 'Validate Spreadsheet' button. After the spreadsheet has been validated, lock the spreadsheet by clicking the 'Lock Spreadsheet For Submission' button. After Locking the Spreadsheet, proceed to your organization's MRF Upload screen to upload the spreadsheet and then certify the submittal. Comments: If you have any questions or comments, please contact the Bureau of Pretreatment and Residuals at (609) 633-3823</p>		
<b>Validate Spreadsheet</b>		<b>Lock Spreadsheet for Submission</b>
INVALID ENTRIES: (* indicates required data) Discharge Monitoring Data: D12 can not be filled when the NODI value is checked. Discharge Monitoring Data: L12 can not be filled when the NODI value is checked. Discharge Monitoring Data: K13 can not be filled when the NODI value is checked.		
Report Administration / Submittal Form / Discharge Monitoring Data		

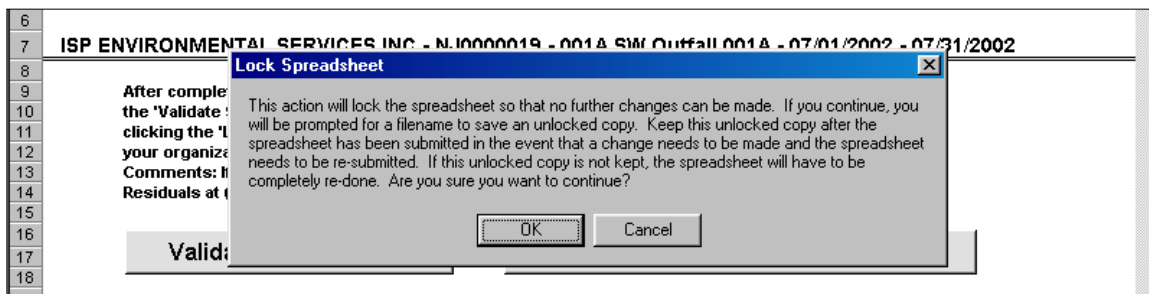
Access the correct tab to make the necessary adjustments. Once errors are resolved you will need to validate the spreadsheet again. If error messages still display repeat the process. Invalid entry messages cease to display once the user has addressed all of the errors. If you do not receive any invalid entry messages, the validation process has been completed. An answer box will be displayed advising the user that the spreadsheet has been validated. The answer box also directs the user to proceed to lock the spreadsheet and then submit it to NJDEP. Click Ok.

## Lock Spreadsheet for Submission

Click the **Lock Spreadsheet for Submission** button to lock the spreadsheet. A message box appears indicating that the spreadsheet has been validated and can now be locked.

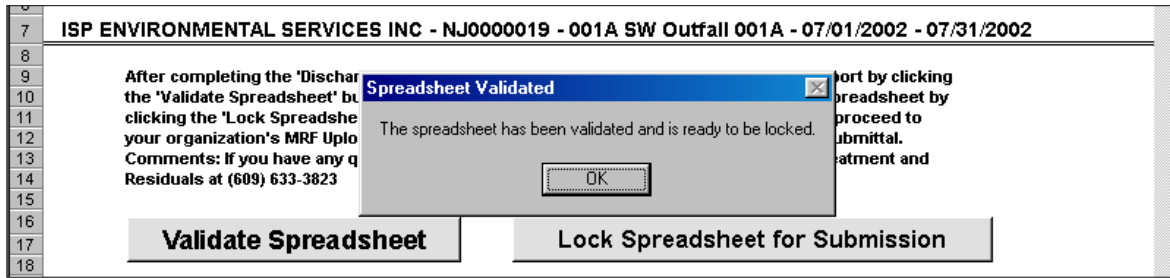


Click on the **Lock Spreadsheet for Submission** button. You will receive a message box stating this action will lock the spreadsheet from further updates. In addition, the message advises the user that they will be prompted to save an unlocked copy of the spreadsheet. Click **OK**.



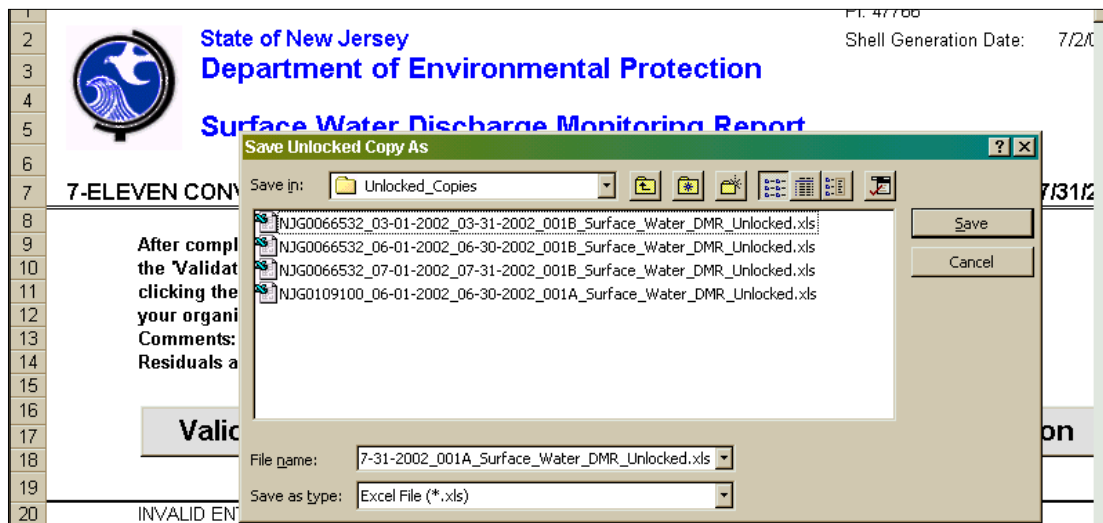
AGAIN you will be advised that the spreadsheet has been validated and is ready to be locked.

Click the **OK** button.

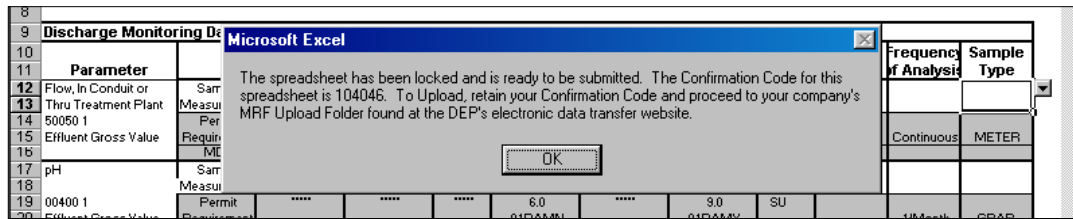


Upon Hitting the OK button you will be presented with **Save Unlocked Copy AS** save box. The system will provide a default file name for the spreadsheet, please retain this filename and do not alter it. Save a copy of the spreadsheet in the **Unlocked\_Copies** subfolder under the **NJPDES EDI folder**. The system will save a copy of the spreadsheet in an unlocked format and attach the word "Unlocked" to the end of the file like:

**NJG0109100\_06-01-2002\_6-30-2002\_001A\_Surface\_Water\_DMR\_Unlocked.xls**



Once saved the system an information message will be displayed. The message will advise the user that the spreadsheet is locked and ready to be submitted. In addition, the message will provide the user with a Confirmation Code that is specific to the locked spreadsheet. This Confirmation Code will be used by the system to identify which form is being uploaded. Please **WRITE DOWN THE CONFIRMATION CODE** it will be needed in the uploading process.



Click **OK** and close out of Excel. The system saves the locked spreadsheet in the **Downloaded Folder** (its original location). You are ready to upload.

Note: If you followed these procedures you should have two copies of the spreadsheet, one unlocked copy of the spreadsheet in the Unlocked\_Copies folder and the original copy (which is now locked) in the Downloaded folder.

## Chapter 7 - Uploading a Monitoring Report Form

Once the user has completely filled out their MRF, validates and locks it, it is ready to be uploaded to the Department. This is accomplished by logging back onto the web portal and transmitting it through the NJPDES EDI application.

### Monitoring Report Form Pending Folder

Access the NJDEP On-line web portal. Log-in and go to the **Monitoring Report Form Pending Folder**.

**NJPDES Monitoring Report Forms**  
ID: NJ000019  
Facility Name: ISP ENVIRONMENTAL SERVICES INC

**Monitoring Report Form Pending Folder**

The following is a list of the facility's pending Monitoring Report Forms. In order to download a Generated spreadsheet, please click on the Download button below or on the Download link on the menu to the left. In order to upload a Downloaded spreadsheet, please click on the Upload button below or on the Upload link on the menu to the left.

Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0000019	Residuals DMR	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals Transfer	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals WCR - Annual	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002	Awaiting Upload	07/18/2002	08/26/2002
NJ0000019	Surface Water DMR	001A SW Outfall 001A	08/01/2002 - 08/31/2002	Available	07/02/2002	09/26/2002
NJ0000019	Surface Water DMR	001A SW Outfall 001A	09/01/2002 - 09/30/2002	Available	07/02/2002	10/26/2002

[Download](#) [Upload](#) [Resubmittal Request](#)

The primary purpose of the Monitoring Report Form Pending Folder is to inform the user of the status of specific MRFs. For more information on Statuses please see **Appendix D - Statuses**. Since you are interested in uploading a MRF you previously downloaded, a status of **Awaiting Upload** in the **Status** column should be displayed on the row corresponding to your specific MRF.

Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0000019	Residuals DMR	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals Transfer	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals WCR - Annual	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002	Awaiting Upload	07/18/2002	08/26/2002

Click the **Upload** button found at the bottom left of the page.

You will be taken to the **Monitoring Report Form Spreadsheet Upload** page.

## Monitoring Report Form Spreadsheet Upload Screen

The Monitoring Report Form Spreadsheet Upload screen is used to transmit MRFs to the Department. Only MRFs that have a Status of Awaiting Upload will be displayed.

Your MRF should be listed.

**Monitoring Report Form Spreadsheet Upload**

Use this screen to post your completed spreadsheets to the DEP Online Portal. For each spreadsheet that you would like to upload, you must do three things. First, click on the checkbox for the appropriate Monitoring Report Form. Then, enter the Confirmation Code that you received upon locking that particular spreadsheet. Next, enter the location on your computer where the spreadsheet resides. You can use the Browse button to help in this process.

Once you have entered the information for all of the spreadsheets that you wish to upload, click the Upload button at the bottom of the screen.

Select	Permit #	Report Type	Monitored Location	Monitoring Period	Status
<input type="checkbox"/>	NJ0000019	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002	Awaiting Upload

Confirmation Code:

File Location:

**Upload** Pressing the Upload button will transfer your spreadsheet to the eNJEMS server. Please be patient, as this may take a few minutes.

There could be multiple Monitoring Report forms available for upload. The forms are listed horizontally. Verify that you are choosing the correct form by reading across and comparing the information with the file name of the locked spreadsheet you are about to upload.

Check the **Select** box for the form you would like to upload.

Select	Permit #	Report Type	Monitored Location	Monitoring Period	Status
<input checked="" type="checkbox"/>	NJ0000019	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002	Awaiting Upload

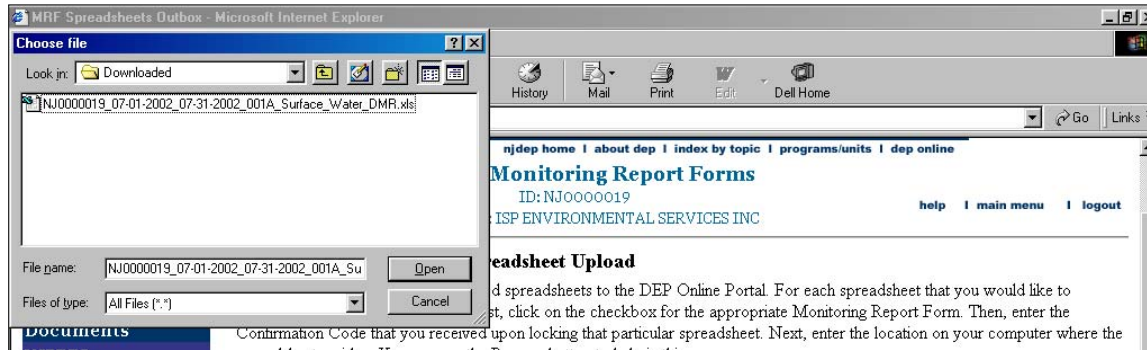
Enter the **Confirmation Code** for the spreadsheet in the Confirmation Code field.

Confirmation Code:

File Location:



You may now enter the path of the spreadsheet file you want to upload in the File Location field. If you know the path by memory just enter the information in the **File Location** field. If you don't remember the path just click the **Browse** button and locate the **NJPDES EDI folder** and the **Downloaded folder** and choose the correct locked spreadsheet.



After locating the file select it and click the **Open** button.

Confirmation Code: 104046	File Location: C:\NJPDES EDI\Downloaded\NJ0000019_07-01-2002_07-31-2002_001A_Surface_Water_DMR.xls	Browse...
------------------------------	---	-----------

You are now ready to upload.

## Upload

Click the **Upload** button in the lower left-hand side. If the server is up and running you should be successful. You should receive an acknowledgement online of the status of your transaction.



**It is important to note that although the user has uploaded the MRF it is not considered fully transmitted and accepted by the Department until it is Certified.**

Click the **Continue** button.

You will be taken to the **Monitoring Report Form Submitted Folder**.

## Monitoring Report Form Submitted Folder

Here you can verify the status of your uploaded form. The forms are listed horizontally with the NJPDES permit number displayed in the very first column on the left-hand side of the screen. Each report form is represented by a row.

The screenshot displays the NJPDES Monitoring Report Forms interface. At the top, there is a navigation bar with links for 'njhome', 'my new jersey', 'people', 'business', 'government', and 'departments'. Below this, the NJPDES logo and 'njdep online' are visible. The page title is 'NJPDES Monitoring Report Forms' with the ID 'NJ0052990' and Facility Name 'CAPE MAY COUNTY MUA'. A sidebar on the left contains a menu with 'Identification', 'Guidance Documents', 'NJPDES', 'MRF Tools', and 'Certification'. The main content area is titled 'Monitoring Report Form Submitted Folder' and contains a table of submitted forms. The table has columns for Permit #, Report Type, Monitored Location, Monitoring Period, Status, Date, and Due Date. A 'Certify' button is located at the bottom of the table.

Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0052990	Residuals DMR	SL4A SQAR Belt Filter Press	10/01/2002 - 10/31/2002	Uploaded	12/16/2002	12/31/2002
NJ0052990	Residuals DMR	SL4A SQAR Belt Filter Press	11/01/2002 - 11/30/2002	Post-Marked	12/10/2002	01/30/2003
NJ0052990	Residuals DMR	SL4A SQAR Belt Filter Press	12/01/2002 - 12/31/2002	Post-Marked	12/10/2002	03/02/2003
NJ0052990	Residuals Transfer	SL4A SQAR Belt Filter Press	07/01/2002 - 07/31/2002	Post-Marked	12/17/2002	09/30/2002
NJ0052990	Residuals Transfer	SL4A SQAR Belt Filter Press	10/01/2002 - 10/31/2002	Uploaded	12/10/2002	12/31/2002
NJ0052990	Residuals Transfer	SL4A SQAR Belt Filter Press	11/01/2002 - 11/30/2002	Post-Marked	12/10/2002	01/30/2003
NJ0052990	Residuals Transfer	SL4A SQAR Belt Filter Press	12/01/2002 - 12/31/2002	Post-Marked	12/10/2002	03/02/2003
NJ0052990	Residuals WCR - Monthly	SL4A SQAR Belt Filter Press	10/01/2002 - 10/31/2002	Uploaded	12/16/2002	12/31/2002
NJ0052990	Residuals WCR - Monthly	SL4A SQAR Belt Filter Press	12/01/2002 - 12/31/2002	Post-Marked	12/10/2002	03/02/2003

The status of this uploaded form should now indicate that the Monitoring Report form is **"Uploaded"**. It is now ready to be certified.

Forms will continue to display in the **Monitoring Report Form Submitted Folder** for a period of up to one year from the time it is uploaded.

The uploaded form is now ready for **Certification**.

## **File Maintenance**

---

Once the MRF has been uploaded you need to move it out of the Downloaded Folder and into the Uploaded\_Locked Folder. Also verify that the unlocked copy has been saved to the Unlocked\_Copies folder (remember the file will actually say unlocked) if it isn't there please move it there.

The locked uploaded files once certified are recognized as your official MRF files and should be kept for 5 years and available at all times for review by the Office of Compliance and Enforcement.

## Chapter 8 - Certifying Monitoring Report Forms

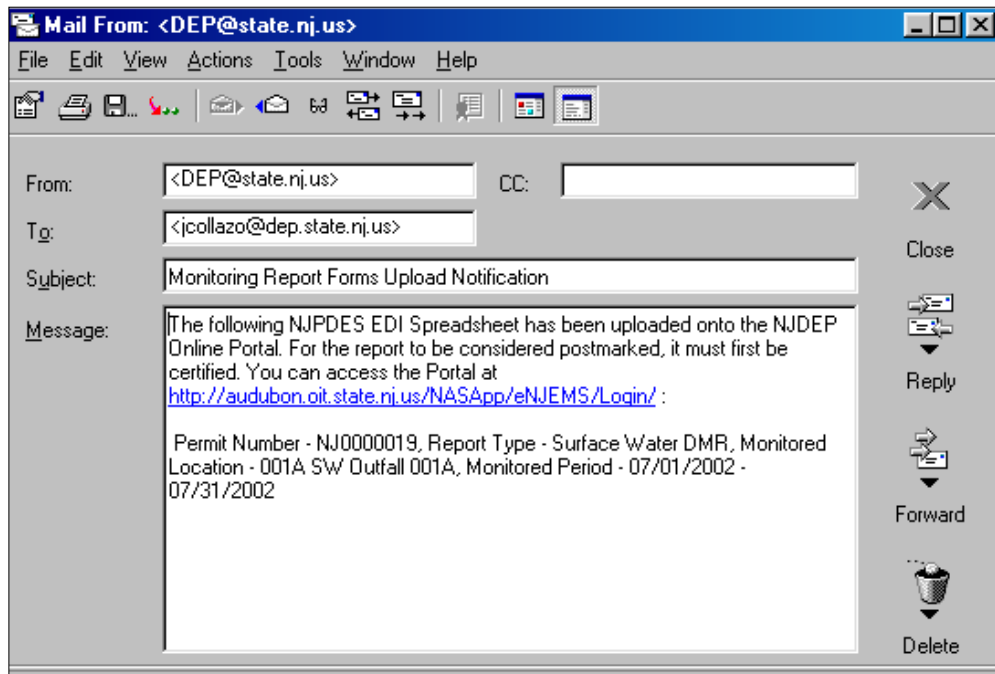
---

Uploading a MRF is only part of the NJPDES EDI acceptance process. The Department does not technically accept the MRF until a Responsible Official certifies it.

### Responsible Official Certification Notification

---

Upon the successful uploading of a Monitoring Report form an e-mail message is sent to the Responsible Official(s) informing them that a form is ready to be certified.



The Responsible Official(s) should access the web portal and certify the spreadsheet(s) listed in the e-mail.

### Monitoring Report Form Certification

---

Once logged in the certifier may access the **Monitoring Report Form Certification** page from the **Monitoring Report Form Pending Folder**

There are several ways a user may access the certification page, however, since the **Monitoring Report Form Pending Folder** is the first screen the user sees when they login they may access the certification page from there. From the menu on the left-hand side of the page access the Certification menu item and choose the Certification option.

**NJPDES Monitoring Report Forms**  
ID: NJ0000019  
Facility Name: ISP ENVIRONMENTAL SERVICES INC

JDMR  
Version 4.0

[help](#) | [main menu](#) | [logout](#)

**Identification**

Select a topic ...

**Guidance Documents**

**NJPDES**

Select a topic ...

**MRF Tools**

Select a topic ...

**Certification**

Select a topic ...

Certification

**Monitoring Report Form Pending Folder**

The following is a list of the facility's pending Monitoring Report Forms. In order to download a Generated spreadsheet, please click on the Download button below or on the Download link on the menu to the left. In order to upload a Downloaded spreadsheet, please click on the Upload button below or on the Upload link on the menu to the left.

Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0000019	Residuals DMR	SI6A S-QAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals Transfer	SI6A S-QAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals WCR - Annual	SI6A S-QAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Surface Water DMR	001A SW Outfall 001A	08/01/2002 - 08/31/2002	Available	07/02/2002	09/26/2002
NJ0000019	Surface Water DMR	001A SW Outfall 001A	09/01/2002 - 09/30/2002	Available	07/02/2002	10/26/2002

[Download](#)   [Upload](#)   [Resubmittal Request](#)

Once the Certification option is selected the system will take you to the **Monitoring Report Form Certification** page. The MRF that is ready for certification is displayed in a horizontal interface beginning with a select checkbox as the first item in the row of the corresponding report form.

**Identification**

Select a topic ...

**Guidance Documents**

**NJPDES**

Select a topic ...

**MRF Tools**

Select a topic ...

**Certification**

Select a topic ...

**Monitoring Report Form Certification**

Check the document(s) that you wish to certify, then complete the section below.

To review a specific Monitoring Report Form before Certification please click on the NJPDES permit number under the Permit # column.

Select	Permit #	Report Type	Monitored Location	Monitoring Period
<input type="checkbox"/>	<a href="#">NJ0000019</a>	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002

**CERTIFICATION**

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment, pursuant to N.J.A.C. 7:14A-6.9(B). The New Jersey Water Pollution Control Act provides for penalties up to \$50,000 per violation."

Name of Certifying Party: JDMR

\* Personal Identification Number:

[Certify](#)

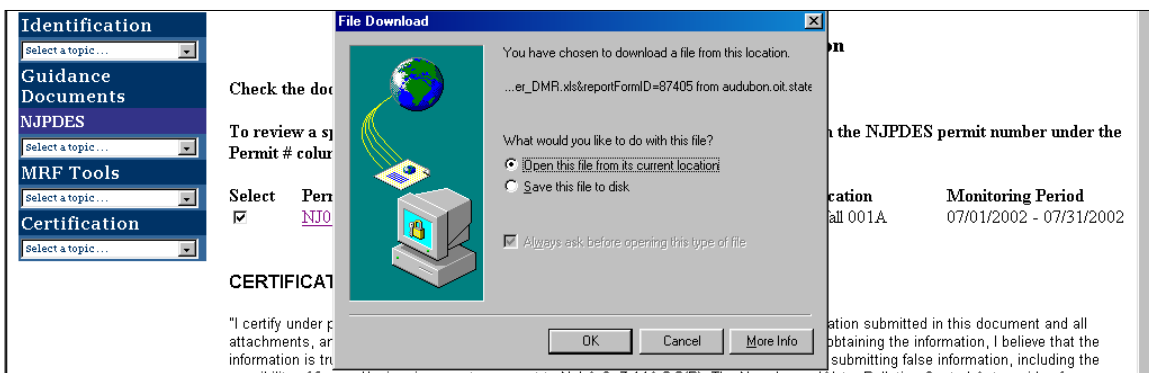
Certification of your PIN constitutes an electronic signature of this document in accordance with the aforementioned statement.

- **MRF Review**

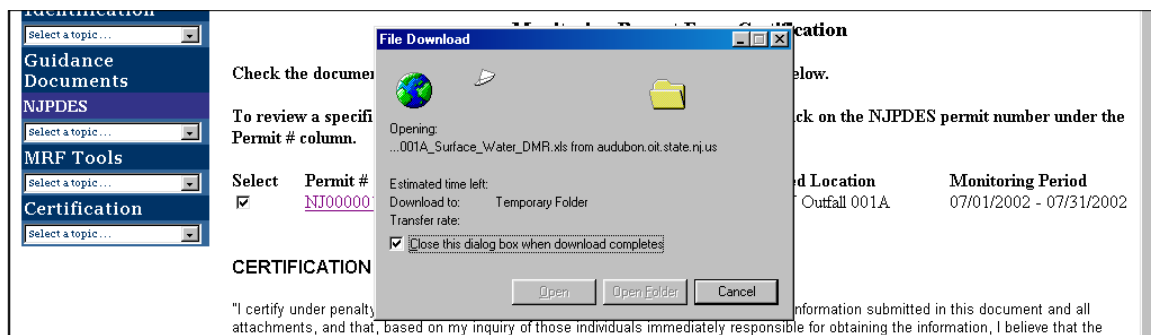
Prior to certifying the MRF, the Responsible Official may want to review the information that has been uploaded. If the Responsible Official has not completed the data entry of the MRF, it is probably good practice to review the report prior to certifying it. Remember you are applying an electronic signature to the form indicating your agreement with what is being submitted.

To view the specific form, click on the permit number of the form you would like to view. This hotlink will open up the file you are about to certify. The user has the option of saving the file to their PC and then opening it up or opening the file immediately online and reviewing it.

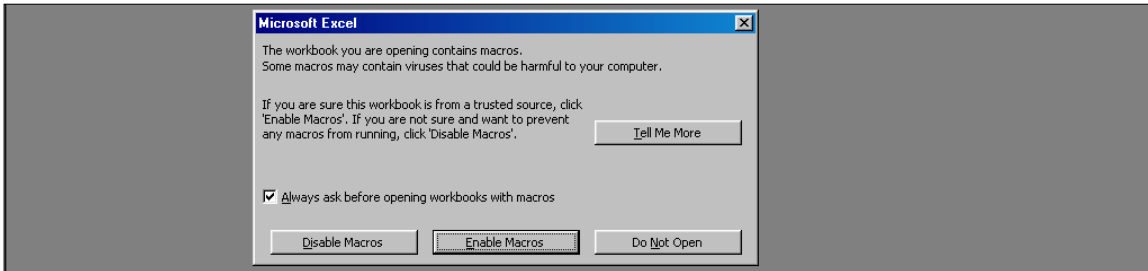
If you would like to save a copy of the report, when the File Download answer box is displayed choose the, "Save this file to disk" option and hit OK. For demonstration purposes we will choose to view the report online. Choose the, "Open this file from its current location" option.



The File Download process will commence and keep you abreast of the download status.



Once the download is complete the spreadsheet will be opened and an answer box will be displayed asking you whether or not you want to enable the macros associated with this sheet. You should choose the **Enable Macros** option.



The certifier may review the information by clicking on each of the tabs. If the Responsible Official is satisfied with the information on the MRF, the spreadsheet may be closed and proceed with the certification process.

**The Responsible Official may not make any changes to this file. If the form needs to have changes made to it, the Responsible Official will need to notify the individual who uploaded the form and advise them of the needed changes. The form will have to be recreated by the Department and made available again in the web portal for download purposes again. For more information see the Chapter 9 - Requesting a Resubmittal.**

- **Certification**

Select the form(s) you want to certify by clicking in the check box under the Select column, of the row corresponding to the desired MRF. You may select multiple boxes.

Select	Permit #	Report Type	Monitored Location	Monitoring Period
<input checked="" type="checkbox"/>	<a href="#">NJ0000019</a>	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002

Your ID will already be displayed in the **Name of Certifying Party** field, Enter your **PIN** in the **Personal Identification Number** field.

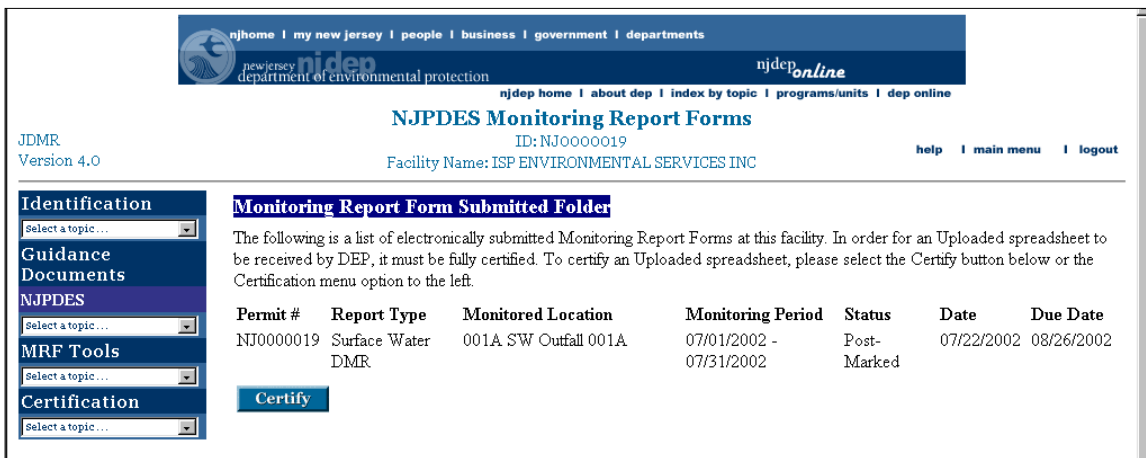
Name of Certifying Party:	JDMR
* Personal Identification Number:	<input type="text" value="XXXXXXXX"/>
<input type="button" value="Certify"/>	
<i>Certification of your PIN constitutes an electronic signature of this document in accordance with the aforementioned statement.</i>	

Click the **Certify** button at the bottom of the page. If certification is successful you will receive a message immediately after indicating as such. The message will indicate that the forms chosen for certification have been certified and have been postmarked and submitted to the Department.



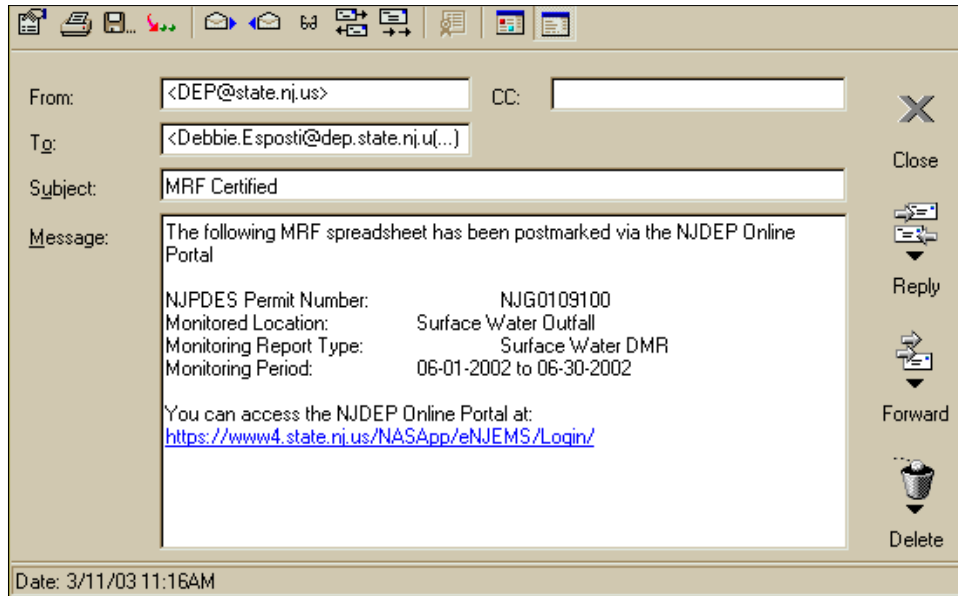
Click the **OK** button. You should be returned to the **Monitoring Report Form Submitted Folder** page.

The status of the Monitoring Report form that has just been certified should indicate a status of, "**Postmarked**". "**Postmarked**" means that the submittal transaction has been completed and accepted by the NJDEP.





An e-mail message will be sent to the Responsible Official advising that the form has been Postmarked via the NJDEP Online Portal.



## Chapter 9 - Requesting a Resubmittal

There are many reasons you may want to resubmit a form to the Department. In these instances you will need to access the web portal and ask for a particular MRF to be made available again so that you may revise all or a portion of the data and resubmit it to the Department. The MRFs that are made available are new forms and do not have any information that you may have previously entered in them. Only those forms that have been created since your acceptance into the NJPDES EDI program are available for resubmittal through the web portal.

### Resubmittal Request

Log into the NJPDES EDI application. Upon accessing the **Monitoring Report Form Pending Folder** click the **Resubmittal Request** button.

The screenshot shows the 'Monitoring Report Form Pending Folder' page. On the left is a navigation menu with categories: Identification, Guidance Documents, NJPDES, MRF Tools, and Certification. The main content area has a title 'Monitoring Report Form Pending Folder' and a paragraph: 'The following is a list of the facility's pending Monitoring Report Forms. In order to download a Generated spreadsheet, please click on the Download button below or on the Download link on the menu to the left. In order to upload a Downloaded spreadsheet, please click on the Upload button below or on the Upload link on the menu to the left.'

Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0000019	Residuals DMR	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals Transfer	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals WCR - Annual	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Surface Water DMR	001A SW Outfall 001A	08/01/2002 - 08/31/2002	Available	07/02/2002	09/26/2002
NJ0000019	Surface Water DMR	001A SW Outfall 001A	09/01/2002 - 09/30/2002	Available	07/02/2002	10/26/2002

At the bottom of the table are three buttons: 'Download', 'Upload', and 'Resubmittal Request'.

- **Monitored Location Selection**

The **Monitoring Report Form Resubmittal Request - Monitored Location Selection** page will be displayed.

The screenshot shows the 'Monitoring Report Form Resubmittal Request - Monitored Location Selection' page. On the left is the same navigation menu as in the previous screenshot. The main content area has a title 'Monitoring Report Form Resubmittal Request - Monitored Location Selection' and a paragraph: 'The following is a list of Monitored Locations for each of the NJPDES Permits registered for your organization. Select the Monitored Location for which you would like to re-submit a Monitoring Report Form spreadsheet.'

Select	Permit Number	Monitored Location
<input type="radio"/>	NJ0000019	001A SW Outfall 001A
<input type="radio"/>	NJ0000019	SI6A SQAR Sample Location

At the bottom of the table is a 'Continue' button.

You will need to select the Monitored Location for which you want to resubmit a form for. Click on the radio button corresponding to your choice. Click the **Continue** button.

- **Report Type Selection**

The **Monitoring Report Form Resubmittal Request - Report Type Selection** page will be displayed.

Select	Report Type
<input checked="" type="radio"/>	Surface Water DMR

A list of the available **Report Types** for the selected Monitored Location is displayed. Click the radio under the **Select** column for the row corresponding to the Report Type of your resubmittal form. Click the **Continue** button.

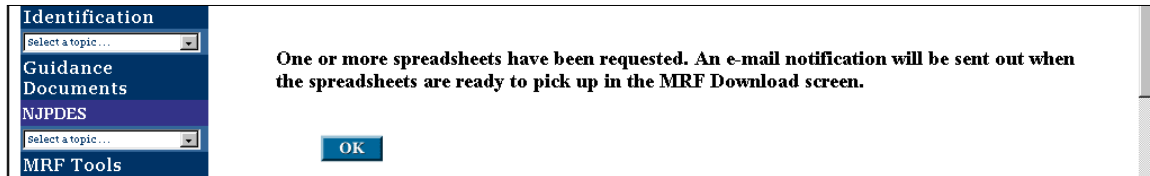
- **Monitoring Period Selection**

The **Monitoring Report Form Resubmittal Request - Monitoring Period Selection** page will be displayed.

Select	Monitoring Period
<input type="checkbox"/>	09/01/2002 - 09/30/2002
<input type="checkbox"/>	08/01/2002 - 08/31/2002
<input type="checkbox"/>	07/01/2002 - 07/31/2002

A list of the available Monitoring Periods will be displayed. Click in the box under the **Select** column for the **Monitoring Period** you are interested in resubmitting. Click the **Request Spreadsheet** button.

A message will be displayed indicating that the request has been sent and that an e-mail will be sent to the requester upon its creation and posting on the web portal.



Click the OK button. You will be taken to the **Monitoring Report Form Pending Folder** Page. The form that you have requested is now listed in the folder with a status of **"Requested"**.

You may **logout** and await the e-mail notification that the MRF is now available.

## Form Corrections

- **DMRs & WCRs**

When submitting a correction on a DMR or a WCR, it is not necessary for the user to completely fill out the whole MRF again. The user only needs to input data into all the cells for those parameters whose information is being revised. The example below indicates a change to the Ph parameter. The Ph minimum had a value that needed to be corrected. Only the cells corresponding to the Ph parameter row need to be fully completed on the resubmittal form, this includes the sample type and frequency of analysis fields.

SOUTHLAND CORP - NJG0066532 - 001B SW Outfall 001B - 06/01/2002 - 06/30/2002									
Discharge Monitoring Data:									
Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No Ex
Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value	Sample Measurement			GPD	*****	*****	*****	*****	0
	Permit Requirement	REPORT 01MOAV	REPORT 01DAMX		*****	*****	*****		
	MDL								
Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value	Sample Measurement			GPD	*****	*****	*****	*****	0
	Permit Requirement	REPORT 01MOAV	REPORT 01DAMX		*****	*****	*****		
	MDL								
pH 00400 1 Effluent Gross Value	Sample Measurement	*****	*****	*****	6.5	*****	8.9	SU	0
	Permit Requirement	*****	*****		6	*****	9		
	MDL				01MOMN		01MOMX		


When a DMR or WCR form is resubmitted to the Department the NJEMS database will know that the form is a resubmittal and review only those rows that have a positive entry in them. However, if you have left a cell in the row blank a non-reporting violation will be generated by the system.

If comments have to be changed the user should include everything that is pertinent to the whole report. The system will supercede comments that were submitted in the earlier submittal. If you'd like to include new comments please either append at the beginning or at the end of the existing comments.

Parameter additions will not be accepted by the NJPDES EDI application. If you believe your MRFs are not correct please contact the NJPDES permitting bureau listed in the comments section of your MRFs to have your concerns addressed.

- **RTRs**

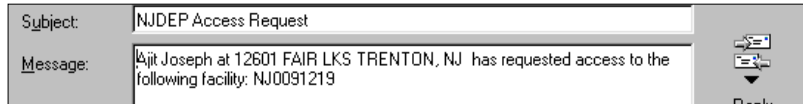
Unlike the DMRs and WCRs when making a correction on a resubmittal for an RTR the whole form needs to be completed filled out and resubmitted. You may cut and past into the resubmittal form from the unlocked form you saved on your hard drive. Make the necessary corrections or additions and resubmit. In the example below Sludge Farm data needed to be added to the form.

 <b>State of New Jersey Department of Environmental Protection</b> <b>Residuals Transfer Report</b>						
						PI: 46318
						Shell Generation Date:
<b>BAYWAY REFINERY - NJ0001511 - S18A SQAR - 07/01/2000 - 07/31/2000</b>						
<b>Residuals Transfer Data:</b>						
#	Sent To	Rec'd From	Facility ID Number	Amount Transferred		Intra-Facility Monitored Location
				Quantity	Units	
1	X		46162	1000000	GALLONS	
2		X	74274	56.5487	WET METRIC TONS PER MONTH	
3		X	46318	2500	GALLONS	S18A SQAR
4	X		46085	200	GALLONS	
5		X	Sludge Farm	25000	WET METRIC TONS PER MONTH	
6						
7						
8						
9						

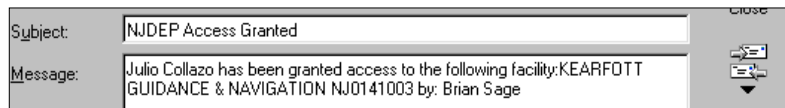
## Appendix A - e-mail Messages

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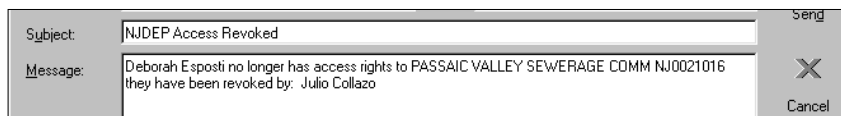
**NJDEP Access Request** - The message advises the Facility Administrator that a user has established an ID and PIN and is requesting access to a specific NJPDES permit's Monitoring Report forms.



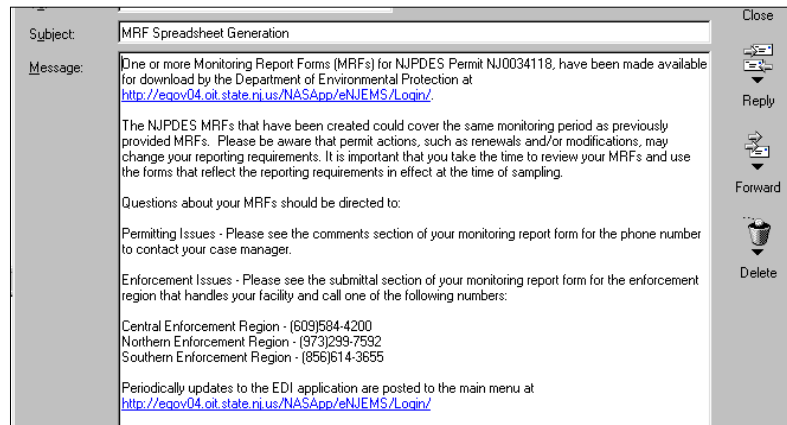
**NJDEP Access Granted** - This message advises a user that his/her access has been granted.



**NJDEP Access Revoked** - This message advises a user that his/her access has been revoked.



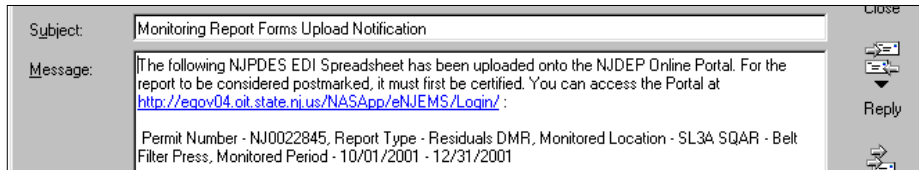
**MRF Spreadsheet Generation** - This message advises the user that Monitoring Report form(s) have been made available in the web portal.



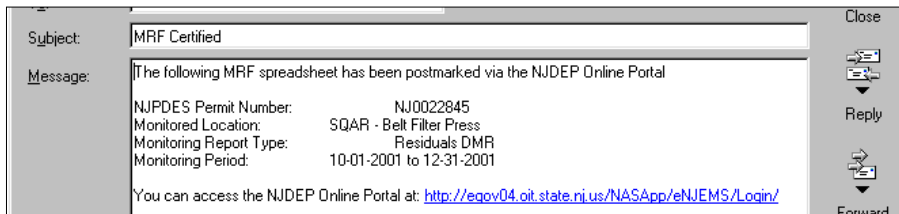
## Appendix A - e-Mail Messages - continued

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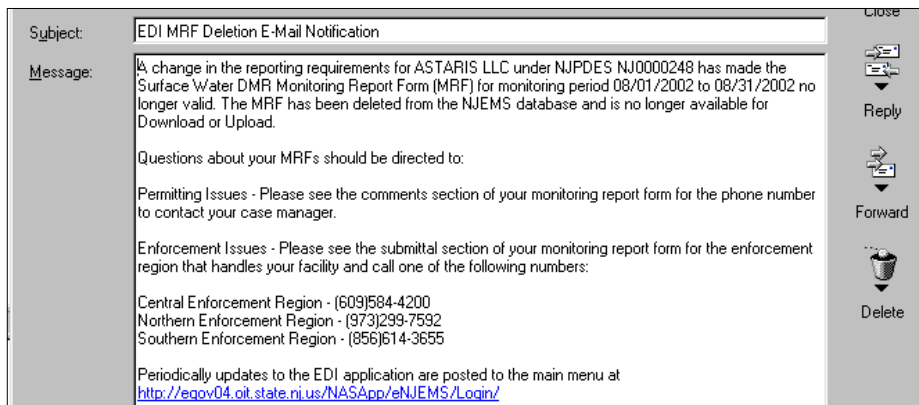
**Monitoring Report Forms Upload Notification** - This message advises a user that Monitoring Report forms have been uploaded and are available for certification.



**MRF Certified** - This message advises the Responsible Official (Certifier) that a Monitoring Report form has been postmarked.



**EDI MRF Deletion E-Mail Notification** - This message advises the user that a form has been deleted for the web portal and is no longer available for download, upload and/or certification.



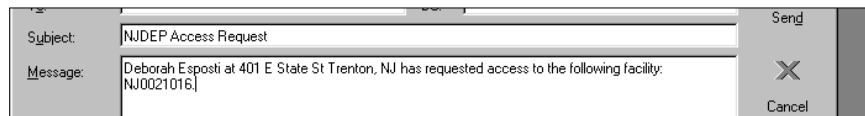




## Appendix B – Facility Administration

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The NJPDES EDI application has been developed to give the participant the flexibility to maintain a list of those individuals who have access to the portal. Users are provided with this ability upon approval to participate in the EDI program. Once set up, your Facility Administrator will be able to maintain who accesses your portal. Individuals seeking access to your MRF information will be required to submit a request through the EDI application's User Profile screen. The request will be sent to your Facility Administrator in the form of an e-mail.



The Facility Administrator will address the request abiding by their organization's unique guidelines on granting, changing or denying access.

The Facility Administrator can be anyone the Responsible Official designates. In addition, a Responsible Official if so desired, may also function as their own Facility Administrator.

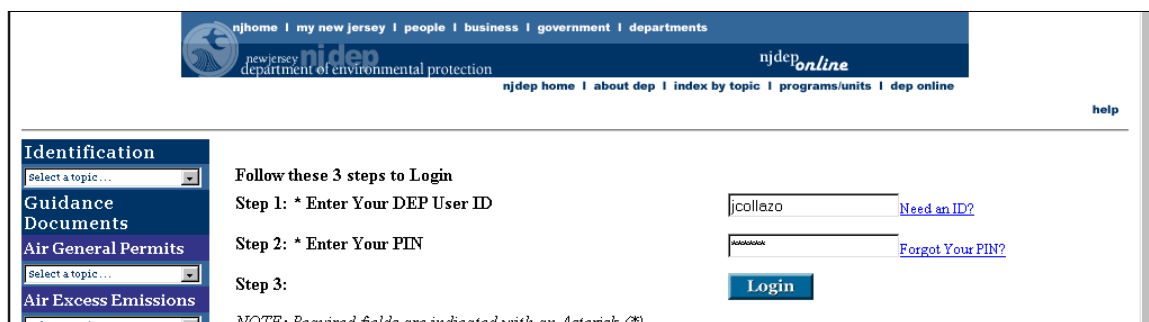
### Facility Administration - Generic Steps

---

The following steps are to be followed when addressing an Access request:

- **Access the Login Screen**

Log into the NJPDES EDI application.



## Appendix B – Facility Administration - continued

You should be taken to the **NJDEP Electronic Data Transfer Web Site** screen.

- **NJDEP Electronic Data Transfer Web Site screen**

njhome | my new jersey | people | business | government | departments

newjersey njdep department of environmental protection njdep online

JCOLLAZO  
Version 4.2.08 on NJEMSDEV

help | main menu | logout

**Identification**

Select a topic...  
Select a topic...  
Edit User Profile  
Change PIN  
**Facility Security Admin**  
Request Air Program New Facility  
SRP Responsible Official Form  
Request for Facility Admin.  
Lab Admin Request Form (PWTA-O  
**AIR EXCESS EMISSIONS**  
Select a topic...  
Community Right To Know  
Select a topic...  
NJPDES  
Select a topic...

**NJDEP Electronic Data Transfer Web Site**

Select the electronic submittal area that you wish to access by selecting a radio button and clicking on the Continue button.  
Access to these individual areas is granted through the [User Profile](#) Screen.

Air General Permits  
 Air Excess Emission Reports  
 Air Permit/Certificate Renewals  
 Community Right To Know Survey

A generic toolbox should be on the left side of the screen. Choose the **Identification** option and open up the data drop down window and pick **Facility Security Admin**. You should be taken to the Facility Selection screen.

- **Facility Selection screen**

njhome | my new jersey | people | business | government | departments

newjersey njdep department of environmental protection njdep online

JCOLLAZO  
Version 4.2

help | main menu | logout

**Identification**

Select a topic...  
**Guidance Documents**  
Select a topic...  
**Air General Permits**  
Select a topic...  
**Air Excess Emissions**  
Select a topic...  
**Community Right To Know**  
Select a topic...  
**NJPDES**  
Select a topic...  
**Release & Pollution**

**Facility Selection**

Please select the facility for which you wish to administer security.

\* Facility ID/Program Interest ID: PASSAIC VALLEY SEWERAGE COMM - NJ0021016

**Access Facility**

## Appendix B – Facility Administration - continued

Access the **Facility ID/Program Interest ID** data drop down window and pick the appropriate Facility and NJPDES permit number corresponding to the request for General Access. If you are the Facility Administrator for multiple facilities and/or NJPDES permits, the Facility ID/Program Interest ID data dropdown window will present you with all of the facilities in your domain. The list is displayed in NJPDES permit number order. The name of the facility is listed first followed by its corresponding NJPDES permit number.

The screenshot shows the NJPDES online application interface. At the top, there is a navigation bar with links for 'njhome', 'my new jersey', 'people', 'business', 'government', and 'departments'. Below this, the NJPDES logo is displayed, along with the text 'new jersey department of environmental protection' and 'njdep online'. A secondary navigation bar contains links for 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. The user's name 'JCOLLAZO' and 'Version 4.2' are shown on the left, and 'help', 'main menu', and 'logout' are on the right.

The main content area is titled 'Facility Selection'. It contains a message: 'Please select the facility for which you wish to administer security.' Below this message is a label '\* Facility ID/Program Interest ID:' followed by a dropdown menu. The dropdown menu is open, showing a list of facilities and their corresponding NJPDES permit numbers:

- PASSAIC VALLEY SEWERAGE COMM - NJ0021016
- PASSAIC VALLEY SEWERAGE COMM - NJ0021016
- SOUTHERN WATER POLLUTION CONTROL FACILITY - NJ0026018
- NORTHERN WATER POLLUTION - NJ0028142
- OCEAN CNTY UA - NJ0029408
- OCEAN SPRAY CRANBERRIES INC - NJ0103829
- OCEAN CNTY UA - NJ0104299

Once you have picked the appropriate Facility/NJPDES permit number combination click the **Access Facility** button.

You should be taken to the **Facility Security Administration** screen.

### ▪ Facility Security Administration screen

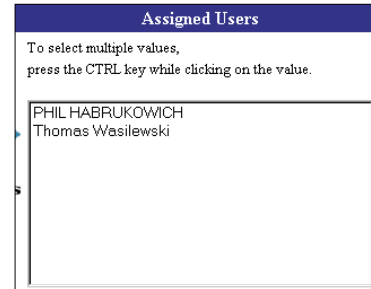
The Facility Security Administration screen will present you with two lists.

The screenshot shows the 'Available Users' screen. It has a title bar 'Available Users' and a message: 'To select multiple values, press the CTRL key while clicking on the value.' Below the message is a list of users. The first user listed is 'Deborah Esposti'.

The first list represents those individuals who have requested General Access to the NJPDES EDI application and is located on the left-hand side of the Facility Security Administration screen under the heading of **Available Users**.

## Appendix B – Facility Administration - continued

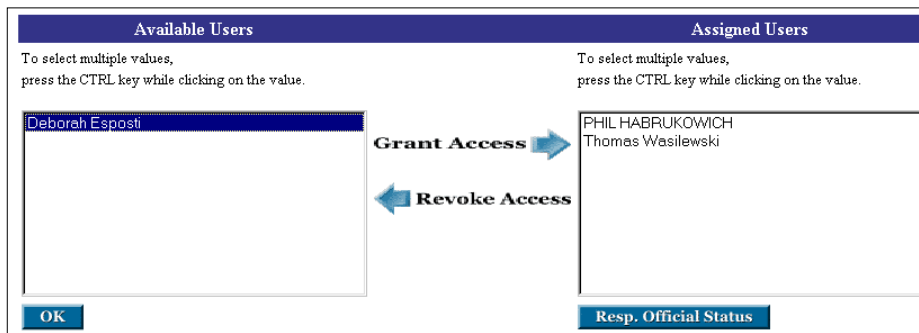
The second list represents those individuals who currently have General Access security and is located on the right-hand side of the Facility Security Administration screen under the heading **Assigned Users**.



The image shows a window titled "Assigned Users" with a blue header. Below the header, it says "To select multiple values, press the CTRL key while clicking on the value." Below this text is a list box containing two names: "PHIL HABRUKOWICH" and "Thomas Wasilewski".

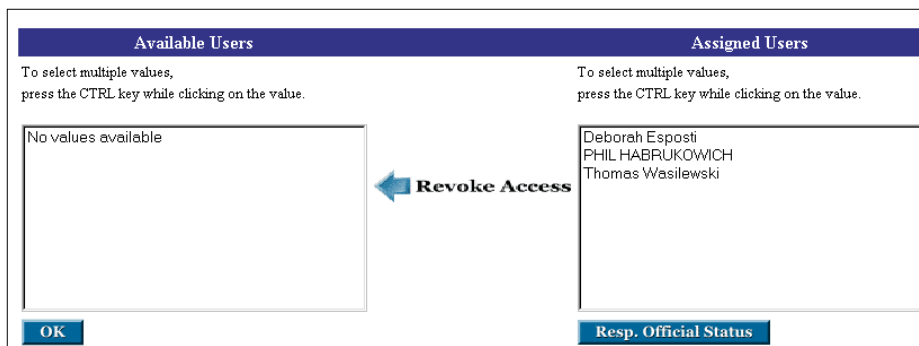
### Grant Access To A General User

To grant an individual's request for General Access hi-lite the individuals name in the Available Users box and hit the **Grant Access** option arrow.



The image shows a dialog box with two panes. The left pane is titled "Available Users" and contains a list box with "Deborah Esposti" highlighted. The right pane is titled "Assigned Users" and contains a list box with "PHIL HABRUKOWICH" and "Thomas Wasilewski". Between the panes are two arrows: a blue arrow pointing right labeled "Grant Access" and a blue arrow pointing left labeled "Revoke Access". At the bottom of the left pane is an "OK" button, and at the bottom of the right pane is a "Resp. Official Status" button.

As the arrow indicates the name originally located in the Available User box will move to the Assigned Users box.



The image shows the same dialog box as above, but with the "Revoke Access" arrow highlighted. The "Available Users" list box now contains the text "No values available". The "Assigned Users" list box now contains "Deborah Esposti", "PHIL HABRUKOWICH", and "Thomas Wasilewski". The "OK" button is at the bottom of the left pane, and the "Resp. Official Status" button is at the bottom of the right pane.

## Appendix B – Facility Administration - continued

Hit the OK button in the lower left-hand side.

You should be taken back to the **NJDEP Electronic Data Transfer Web Site** screen.

The screenshot shows the NJDEP Electronic Data Transfer Web Site interface. At the top, there is a navigation bar with links: njhome | my new jersey | people | business | government | departments. Below this is the NJDEP logo and the text "new jersey department of environmental protection" and "njdep online". A secondary navigation bar contains: njdep home | about dep | index by topic | programs/units | dep online. On the left side, there is a user profile section for "JCOLLAZO" with "Version 4.2" and links for "help", "main menu", and "logout". A vertical menu on the left lists categories: Identification, Guidance Documents, Air General Permits, Air Excess Emissions, Community Right To Know, and NJPDES, each with a "Select a topic..." dropdown. The main content area features a heading "NJDEP Electronic Data Transfer Web Site" and instructions: "Select the electronic submittal area that you wish to access by selecting a radio button and clicking on the Continue button. Access to these individual areas is granted through the [User Profile](#) Screen." Below this are four radio button options:  Air General Permits,  Air Excess Emission Reports,  Air Permit/Certificate Renewals, and  Community Right To Know Survey.

An e-mail message will be sent to the user advising them of their approval.

The screenshot shows an email composition window. The "Subject:" field contains "NJDEP Access Granted". The "Message:" field contains "Debbie Esposti has been granted access to the following facility: PASSAIC VALLEY SEWERAGE COMM NJ0021016 by: Julio Collazo". On the right side, there are three buttons: "Send", a close button (X), and "Cancel".

You may logout of the application.

## Appendix B – Facility Administration - continued

---

### Revoke A General User's Access

---

To revoke an individuals' access hi-lite their name in the **Assigned Users** box.

The screenshot shows a window with two main sections: 'Available Users' on the left and 'Assigned Users' on the right. Both sections have a header and a sub-header. The 'Available Users' section contains the text 'No values available' and an 'OK' button. The 'Assigned Users' section contains a list of names: 'Deborah Esposti', 'PHIL HABRUKOWICH', and 'Thomas Wasilewski'. The name 'Deborah Esposti' is highlighted in blue. A blue arrow labeled 'Revoke Access' points from the 'Assigned Users' box to the 'Available Users' box. Below the 'Assigned Users' list is a 'Resp. Official Status' button.

Click the **Revoke Access** arrow option and the individuals' name should be moved to the **Available Users** box.

The screenshot shows the same window as the previous one, but now 'Deborah Esposti' has been moved to the 'Available Users' box. The 'Assigned Users' box now contains 'PHIL HABRUKOWICH' and 'Thomas Wasilewski'. A blue arrow labeled 'Grant Access' points from the 'Available Users' box to the 'Assigned Users' box, and a blue arrow labeled 'Revoke Access' points from the 'Assigned Users' box to the 'Available Users' box. The 'OK' button is still present in the 'Available Users' section, and the 'Resp. Official Status' button is still present in the 'Assigned Users' section.

Hit the OK button.

## Appendix B – Facility Administration - continued

---

You should be returned to the NJDEP Electronic Data Transfer Web Site page.

The screenshot shows the NJDEP Electronic Data Transfer Web Site interface. At the top, there is a navigation bar with links for 'njhome', 'my new jersey', 'people', 'business', 'government', and 'departments'. Below this, the NJDEP logo and 'njdep online' are displayed. The user is logged in as 'JCOLLAZO' (Version 4.2). A sidebar on the left contains a menu with categories: Identification, Guidance Documents, Air General Permits, Air Excess Emissions, Community Right To Know, and NJPDES. The main content area features a heading 'NJDEP Electronic Data Transfer Web Site' and instructions: 'Select the electronic submittal area that you wish to access by selecting a radio button and clicking on the Continue button. Access to these individual areas is granted through the [User Profile](#) Screen.' Below the instructions is a list of options with radio buttons: Air General Permits (selected), Air Excess Emission Reports, Air Permit/Certificate Renewals, and Community Right To Know Survey.

The individual's rights have been revoked. The individual whose privileges have been revoked is sent an e-mail advising them of their new status.

The screenshot shows an email notification window. The subject is 'NJDEP Access Revoked'. The message text reads: 'Deborah Esposti no longer has access rights to PASSAIC VALLEY SEWERAGE COMM NJ0021016 they have been revoked by: Julio Collazo'. The window includes 'Send', 'Cancel', and a close button (X).

The revocation process is complete. You may logout of the system.

### Grant Responsible Official Access To A User

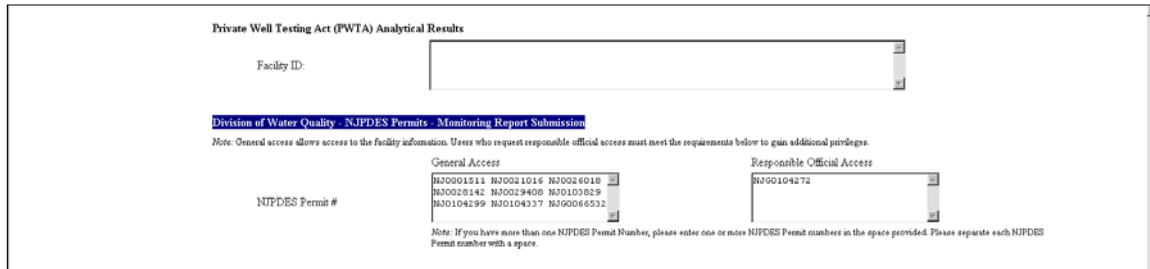
---

The steps involved in granting or revoking access privileges for a Responsible Official user are basically the same as for the General User. The difference is that you will grant and deny access through the **Responsible Official Security Administration** screen.

Follow the steps outlined in the **Facility Administration - Generic Steps** section of this chapter up until the General Access section.

## Appendix B – Facility Administration - continued

When a user enters a NJPDES permit number in the Responsible Official Access box in the User Profile screen and clicks on submit,



the individual's name will appear in the Available Users box of the Responsible Official Security Administration screen located on the left-hand side of the page.





## Appendix B – Facility Administration - continued

To access the Responsible Official Security Administration screen you must click the **Resp. Official Status** button located on the right-hand side of the **Facility Security Administration** screen underneath the Assigned Users box.

The screenshot shows the 'Facility Security Administration' interface for 'OCEAN SPRAY CRANBERRIES INC'. At the top, there is a navigation bar with 'njhome | my new jersey | people | business | government | departments' and 'njdep online'. Below this, the user 'JCOLLAZO' is logged in, and the facility name is 'OCEAN SPRAY CRANBERRIES INC'. The main heading is 'Facility Security Administration for OCEAN SPRAY CRANBERRIES INC'. A descriptive paragraph explains the tool's purpose. Below are two columns: 'Available Users' (currently empty) and 'Assigned Users' (listing 'Joanne Maxwell' and 'M. Sue Stockum'). A 'Revoke Access' button with a left-pointing arrow is positioned between the columns. At the bottom, there are 'OK' and 'Resp. Official Status' buttons.

You should be taken to the **Responsible Official Security Administration** screen

The screenshot shows the 'Responsible Official Security Administration' interface for 'OCEAN SPRAY CRANBERRIES INC'. The layout is similar to the previous screen, but the main heading is 'Responsible Official Security Administration for OCEAN SPRAY CRANBERRIES INC'. The 'Available Users' column now contains 'Julio Collazo'. The 'Responsible Official Users' column contains 'Joanne Maxwell' and 'M. Sue Stockum'. Between the columns are 'Grant Access' (with a right-pointing arrow) and 'Revoke Access' (with a left-pointing arrow) buttons. An 'OK' button is located at the bottom left.

## Appendix B – Facility Administration - continued

To grant an individual's request for Responsible Official Access hi-lite the individuals name in the Available Users box and hit the **Grant Access** option arrow.

The screenshot shows a web application window titled "Responsible Official Security Administration for OCEAN SPRAY CRANBERRIES INC". At the top left is a "Identification" dropdown menu with "Select a topic..." selected. Below the title is a paragraph of instructions: "Use the below tool to maintain the list of users with responsible official access to your facility. The list on the left comprises those users who currently do not have responsible official access to your facility on the Portal. The list on the right comprises those users who do have responsible official access to your facility. The buttons in between the two lists will move selected users from one category to another." Below this are two columns. The left column is titled "Available Users" and contains a list box with "Julio Collazo" selected. Below the list box is an "OK" button. The right column is titled "Responsible Official Users" and contains a list box with "Joanne Maxwell" and "M. Sue Stockum". Between the two list boxes are two arrows: a blue arrow pointing right labeled "Grant Access" and a blue arrow pointing left labeled "Revoke Access".

As the arrow indicates the name originally located in the Available Users box will move to the Responsible Official Users box.

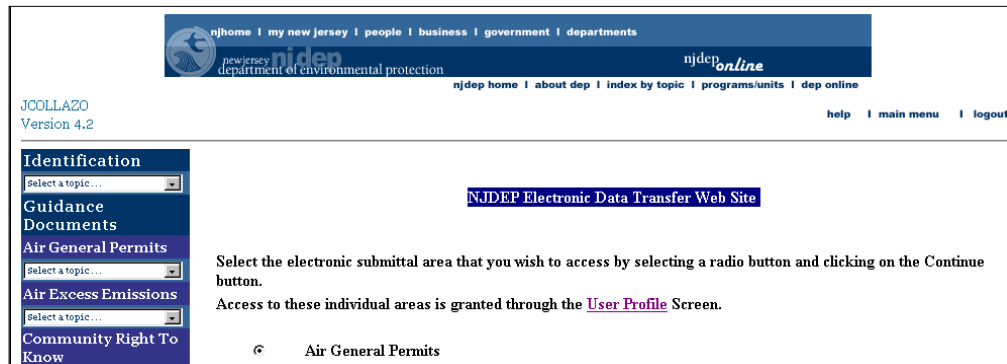
The screenshot shows the same web application window as above. The "Available Users" list box now contains the text "No values available". The "Responsible Official Users" list box now contains "Joanne Maxwell", "Julio Collazo", and "M. Sue Stockum". The "Grant Access" arrow is no longer visible, but the "Revoke Access" arrow is still present, pointing from the right list box back to the left list box. The "OK" button remains at the bottom left.

## Appendix B – Facility Administration - continued

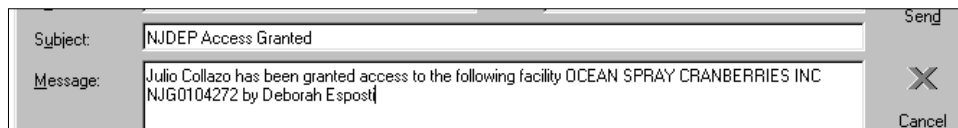
---

Hit the OK button in the lower left-hand side.

You should be taken back to the **NJDEP Electronic Data Transfer Web Site** screen.



An e-mail message will be sent to the user advising them of their approval.



You may logout of the system.

### Revoke A Responsible Official User's Access

---

To revoke a user's Responsible Official access, hi-lite their name in the **Responsible Official Users** box located on the right-hand side of the **Responsible Official Security Administration** screen.

## Appendix B – Facility Administration - continued

**Identification**  
Select a topic...

**Responsible Official Security Administration for**  
**OCEAN SPRAY CRANBERRIES INC**

Use the below tool to maintain the list of users with responsible official access to your facility. The list on the left comprises those users who currently do not have responsible official access to your facility on the Portal. The list on the right comprises those users who do have responsible official access to your facility. The buttons in between the two lists will move selected users from one category to another.

Available Users	Responsible Official Users
To select multiple values, press the CTRL key while clicking on the value.	To select multiple values, press the CTRL key while clicking on the value.
No values available	Joanne Maxwell Julio Collazo M. Sue Stockum
<b>← Revoke Access</b>	
<b>OK</b>	

Click the **Revoke Access** arrow option and the individuals' name should be moved to the **Available Users** box.

Available Users	Responsible Official Users
To select multiple values, press the CTRL key while clicking on the value.	To select multiple values, press the CTRL key while clicking on the value.
Julio Collazo	Joanne Maxwell M. Sue Stockum
<b>Grant Access →</b>	
<b>← Revoke Access</b>	
<b>OK</b>	

Hit the OK button. You should be returned to the NJDEP Electronic Data Transfer Web Site page.

## Appendix B – Facility Administration - continued

The screenshot shows the NJDEP Electronic Data Transfer Web Site interface. At the top, there is a navigation bar with links for 'njhome', 'my new jersey', 'people', 'business', 'government', and 'departments'. Below this, the NJDEP logo and 'njdep online' are displayed. The user 'JCOLLAZO' is logged in, and the version is 'Version 4.2'. On the right, there are links for 'help', 'main menu', and 'logout'. The main content area is titled 'NJDEP Electronic Data Transfer Web Site'. It contains instructions: 'Select the electronic submittal area that you wish to access by selecting a radio button and clicking on the Continue button. Access to these individual areas is granted through the [User Profile](#) Screen.' Below the instructions, there are two radio button options: 'Air General Permits' (which is selected) and 'Air Excess Emission Reports'.

The individual's rights have been revoked. The individual whose privileges have been revoked is sent an e-mail advising them of their new status.

The screenshot shows an email notification window. The 'Subject' field contains 'NJDEP Access Revoked'. The 'Message' field contains the text: 'Julio Collazo no longer has access rights to the following facility OCEAN SPRAY CRANBERRIES INC NJG0104272 they have been revoked by Deborah Esposti'. On the right side of the window, there are three buttons: 'Send', a close button (represented by an 'X' icon), and 'Cancel'.

The revocation process is complete. You may logout of the system.

## Appendix C - [Statuses](#)

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- **Requested** - A request to recreate a form that was previously made available on the web has been submitted. As soon as the system creates the form it will be made available for downloading purposes again.
- **Available** - A form is available to be downloaded.
- **Awaiting Upload** - A form has been downloaded and has yet to be uploaded.
- **Uploaded** - A form has been uploaded and ready for certification.
- **Certified 1/2** - Multiple certifications are needed. The first number indicates how many certifiers have certified the specific Monitoring Report form. The second number indicates how many individuals need to certify the form before it is considered Postmarked. This will most likely come into play if you are a "local agency". The highest-ranking licensed operator will need to sign off on the Monitoring Report Form in addition to the facility's Responsible Official. For more information on Monitoring Report Form signature requirement please see [Appendix E - MRF Signature Requirements](#).
- **Postmarked** - A form has been certified and considered submitted and acknowledged by NJDEP.
- **Submitted via Paper** – The form has been submitted via Paper.

## Appendix D - Modifying a User Profile

From time to time, for various reasons, you may find the need to modify some of the information in your User Profile. If you need to modify your User Profile, log onto the web portal NJDEP Online. Access the **NJPDES Permit Selection** screen and select the **Edit User Profile** from the **Identification** data drop down window in the toolbox located on the left-hand side of the screen.

All of the information on the User Profile screen can be changed. The following is a breakdown of the sections of the User Profile screen along with some possible reasons you may have that would make you want to change the existing information:

- **Section 1 - Your Name.** This should never change, that is unless you have legally changed your name.

Make the change to your User Name and

## Appendix D - Modifying a User Profile - continued

Submit the request by hitting the **Submit** button at the bottom of the screen.

A Responsible Official is defined in N.J.A.C. 7:27-14 as follows:

- For a corporation: A president, secretary, treasurer, or vice-president of the corporation, any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative responsible for the overall operation of a facility (plant manager, etc.)
- For a partnership: A general partner.
- For a sole proprietorship: The proprietor.
- For a government agency: Either a principal executive officer or ranking elected official.

[Submit Request](#)

[contact us](#) | [privacy notice](#) | [legal statement](#)

You should receive a message confirming that your User Profile has been saved.

[njhome](#) | [my new jersey](#) | [people](#) | [business](#) | [government](#) | [departments](#)

new jersey department of environmental protection

[njdep online](#)

JCOLLAZO  
 Version 4.2.08 on NJEMSDEV

[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

[help](#) | [main menu](#) | [logout](#)

**Identification**

Select a topic...

**Guidance Documents**

Air General Permits

Select a topic...

Air Excess Emissions

**Profile for user JCOLLAZO has been saved.**

[Continue](#)

- **Section 2** - allows for the change of your PIN. If you find that your PIN has been compromised please change as appropriate.

**Community Right To Know**

Select a topic...

**NJPDES**

Select a topic...

**Release & Pollution Prevention Reporting**

Select a topic...

**2. Access**

\* User ID: **JCOLLAZO**

To change your User PIN, enter your old PIN, new PIN, and validate your new PIN below. To keep your current User PIN, leave the following three fields blank.

Old User PIN:

User PIN:  Must be at least 6 characters.

Retype User PIN:



## Appendix D - Modifying a User Profile - continued

Establish a new PIN and

Community Right To Know  
Select a topic...  
NJPDES  
Select a topic...  
Release & Pollution Prevention Reporting  
Select a topic...

**2. Access**  
\* User ID: **JCOLLAZO**  
To change your User PIN, enter your old PIN, new PIN, and validate your new PIN below. To keep your current User PIN, leave the following three fields blank.  
Old User PIN:   
User PIN:  Must be at least 6 characters.  
Retype User PIN:

Submit the request by hitting the **Submit** button at the bottom of the screen.

A Responsible Official is defined in N.J.A.C. 7:27-14 as follows:  
• For a corporation: A president, secretary, treasurer, or vice-president of the corporation, any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative responsible for the overall operation of a facility (plant manager, etc.)  
• For a partnership: A general partner.  
• For a sole proprietorship: The proprietor.  
• For a government agency: Either a principal executive officer or ranking elected official.

**Submit Request**

[contact us](#) | [privacy notice](#) | [legal statement](#)

You should receive a message confirming that your User Profile has been saved. The message also indicates that your password has been successfully changed.

njhome | my new jersey | people | business | government | departments  
njdep online  
njdep home | about dep | index by topic | programs/units | dep online

JCOLLAZO  
Version 4.2.08 on NJEMSDEV  
help | main menu | logout

**Profile for user JCOLLAZO has been saved. Your password has been successfully changed.**

**Continue**

## Appendix D - Modifying a User Profile - continued


- **Section 3 - Mailing Address and Contact Information.** It is very important to keep this information up to date. The information in section 3 is what allows the system to communicate with you via e-mail.

<input type="text" value="select a topic..."/> <b>Private Well Testing Act</b> <input type="text" value="select a topic..."/> <b>Underground Storage Tanks</b> <input type="text" value="select a topic..."/>	<b>3. User Mailing Address</b> Address Line 1: <input type="text" value="401 E STATE ST"/> Address Line 2: <input type="text"/> Address Line 3: <input type="text"/> City: <input type="text"/> State: <input type="text" value="New Jersey"/> Zip: <input type="text" value="086250029"/>	<b>Contact Information</b> * Phone: <input type="text" value="6099844428"/> Ext.: <input type="text"/> Fax: <input type="text"/> * E-mail: <input type="text" value="Julio.Collazo@dep.state.nj.us"/> Organization: <input type="text" value="NJDEP-DWO-BPM"/>
---	--	--

Make your changes and

<b>Planning</b> <input type="text" value="select a topic..."/> <b>Private Well Testing Act</b> <input type="text" value="select a topic..."/> <b>Underground Storage Tanks</b> <input type="text" value="select a topic..."/>	<b>3. User Mailing Address</b> Address Line 1: <input type="text" value="401 East State St"/> Address Line 2: <input type="text" value="Floor 3"/> Address Line 3: <input type="text"/> City: <input type="text" value="TRENTON"/> State: <input type="text" value="New Jersey"/> Zip: <input type="text" value="08625"/>	<b>Contact Information</b> * Phone: <input type="text" value="6099844428"/> Ext.: <input type="text"/> Fax: <input type="text"/> * E-mail: <input type="text" value="julio.collazo@dep.state.nj.us"/> Organization: <input type="text" value="DWO-BPM"/>
--	---	--

Submit the request by hitting the **Submit** button at the bottom of the screen.

<b>A Responsible Official is defined in N.J.A.C. 7:27-1.4 as follows:</b>	
• For a corporation: • For a partnership: • For a sole proprietorship: • For a government agency:	A president, secretary, treasurer, or vice-president of the corporation, any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative responsible for the overall operation of a facility (plant manager, etc.) A general partner The proprietor Either a principal executive officer or ranking elected official.
<input type="button" value="Submit Request"/>	
<a href="#">contact us</a>   <a href="#">privacy notice</a>   <a href="#">legal statement</a> 	

## Appendix D - Modifying a User Profile - continued

You should receive a message confirming that your User Profile has been saved

The screenshot shows the NJDEP online user interface. At the top, there is a navigation bar with links: njhome | my new jersey | people | business | government | departments. Below this is the NJDEP logo and the text 'njdep online'. A secondary navigation bar contains: njdep home | about dep | index by topic | programs/units | dep online. The user's name 'JCOLLAZO' and version information 'Version 4.2.08 on NJEMSDEV' are displayed. On the right, there are links for 'help', 'main menu', and 'logout'. A left-hand menu includes 'Identification', 'Guidance Documents', 'Air General Permits', and 'Air Excess Emissions'. The main content area displays the message: 'Profile for user JCOLLAZO has been saved.' Below this message is a blue 'Continue' button.

- **Section 4** - allows the user to request General User or Responsible Official access to NJPDES permits of their choice or change the type of access they currently have for one or more NJPDES permits.
- **General User or Responsible Official Request**

The screenshot shows the 'Division of Water Quality - NJPDES Permits - Monitoring Report Submission' form. A note states: 'Note: General access allows access to the facility information. Users who request responsible official access must meet the requirements below to gain additional privileges.' The form has two main sections: 'General Access' and 'Responsible Official Access'. The 'General Access' section has a text input field labeled 'NJPDES Permit #'. The 'Responsible Official Access' section has a list box containing several NJPDES permit numbers: NJ0001333, NJ0001511, NJ0004995, NJ0021326, NJ0022110, NJ0024015, NJ0026671, NJ0029190, NJ0052990, NJ0101451, NJ0104272, and NJ0140996. A note at the bottom states: 'Note: If you have more than one NJPDES Permit Number, please enter one or more NJPDES Permit numbers in the space provided. Please separate each NJPDES Permit number with a space.'

Type in the NJPDES permit in either the General Access box or in the Responsible Official Access box. For illustration purposes we will enter a NJPDES permit number in the General Access box.

## Appendix D - Modifying a User Profile - continued

When entering multiple NJPDES permit numbers please separate them by entering a space between them.

**Division of Water Quality - NJPDES Permits - Monitoring Report Submission**

*Note: General access allows access to the facility information. Users who request responsible official access must meet the requirements below to gain additional privileges.*

	General Access	Responsible Official Access
NJPDES Permit #	<input type="text" value="NJ0142123"/>	<input type="text" value="NJ0001333 NJ0001511 NJ0004995 NJ0021326 NJ0022110 NJ0024015 NJ0026671 NJ0029190 NJ0052990 NJ0101451 NJ0104272 NJ0140996"/>

*Note: If you have more than one NJPDES Permit Number, please enter one or more NJPDES Permit numbers in the space provided. Please separate each NJPDES Permit number with a space.*

Submit the request by hitting the **Submit** button at the bottom of the screen.

A Responsible Official is defined in N.J.A.C. 7:27-1.4 as follows:

- For a corporation: A president, secretary, treasurer, or vice-president of the corporation, any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative responsible for the overall operation of a facility (plant manager, etc.)
- For a partnership: A general partner.
- For a sole proprietorship: The proprietor.
- For a government agency: Either a principal executive officer or ranking elected official.

[Submit Request](#)

[contact us](#) | [privacy notice](#) | [legal statement](#)

You should receive a message confirming that your User Profile has been saved and that the request has been forwarded to the facility administrator for access consideration via e-mail.

[njhome](#) | [my new jersey](#) | [people](#) | [business](#) | [government](#) | [departments](#)

**njdep** new jersey department of environmental protection [njdep online](#)

[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

JCOLLAZO  
Version 4.2.08 on NJEMSDEV [help](#) | [main menu](#) | [logout](#)

**Identification**

Select a topic...

**Guidance Documents**

Air General Permits

Select a topic...

Air Excess Emissions

Select a topic...

**Profile for user JCOLLAZO has been saved. One or more of the facilities you have requested access to requires approval by the facility administrator. An e-mail request has been sent. You will be notified by e-mail when your request is processed.**

[Continue](#)

## Appendix D - Modifying a User Profile - continued

The facility administrator will notify the requestor once it is reviewed with an approval or denial.

- **Section 4** - continued. In addition to the above request situation, a user may request for a change in the type of access they currently have for a specific NJPDES permit.

- **Access Request Change**

**Division of Water Quality - NJPDES Permits - Monitoring Report Submission**  
*Note: General access allows access to the facility information. Users who request responsible official access must meet the requirements below to gain additional privileges.*

	General Access	Responsible Official Access
NJPDES Permit #	NJ0001511 NJ0021016 NJ0026018 NJ0028142 NJ0029408 NJ0103829 NJ0104299 NJ0104337 NJG0066532 NJG0104272	

*Note: If you have more than one NJPDES Permit Number, please enter one or more NJPDES Permit numbers in the space provided. Please separate each NJPDES Permit number with a space.*

Delete or cut the NJPDES permit number from the General Access box and

**Division of Water Quality - NJPDES Permits - Monitoring Report Submission**  
*Note: General access allows access to the facility information. Users who request responsible official access must meet the requirements below to gain additional privileges.*

	General Access	Responsible Official Access
NJPDES Permit #	NJ0001 NJ0028 NJ0104: NJG006	6 NJ0026018 8 NJ0103829 7 272

*Note: If you have more than one NJPDES Permit Number, please enter one or more NJPDES Permit numbers in the space provided. Please separate each NJPDES Permit number with a space.*

## Appendix D - Modifying a User Profile - continued

type or paste it into the Responsible Official Access box.

**Division of Water Quality - NJPDES Permits - Monitoring Report Submission**

*Note: General access allows access to the facility information. Users who request responsible official access must meet the requirements below to gain additional privileges.*

	General Access	Responsible Official Access
NJPDES Permit #	<input type="text" value="NJ0021016 NJ0026018 NJ0028142 NJ0029408 NJ0103829 NJ0104299 NJ0104337 NJG0066532 NJG0104272"/>	<input type="text" value="NJ0001511"/>

*Note: If you have more than one NJPDES Permit Number, please enter one or more NJPDES Permit numbers in the space provided. Please separate each NJPDES Permit number with a space.*

Go back to the General Access box and ensure that there is a space between all of the existing NJPDES permit numbers remaining or delete and leading spaces in the first entry in the box.

**Division of Water Quality - NJPDES Permits - Monitoring Report Submission**

*Note: General access allows access to the facility information. Users who request responsible official access must meet the requirements below to gain additional privileges.*

	General Access	Responsible Official Access
NJPDES Permit #	<input type="text" value="NJ0021016 NJ0026018 NJ0028142 NJ0029408 NJ0103829 NJ0104299 NJ0104337 NJG0066532 NJG0104272"/>	<input type="text" value="NJ0001511"/>


*Note: If you have more than one NJPDES Permit Number, please enter one or more NJPDES Permit numbers in the space provided. Please separate each NJPDES Permit number with a space.*

Submit the request by hitting the **Submit** button at the bottom of the screen.

A Responsible Official is defined in N.J.A.C. 7:27-1.4 as follows:

• For a corporation:	A president, secretary, treasurer, or vice-president of the corporation, any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative responsible for the overall operation of a facility (plant manager, etc.)
• For a partnership:	A general partner
• For a sole proprietorship:	The proprietor
• For a government agency:	Either a principal executive officer or ranking elected official.

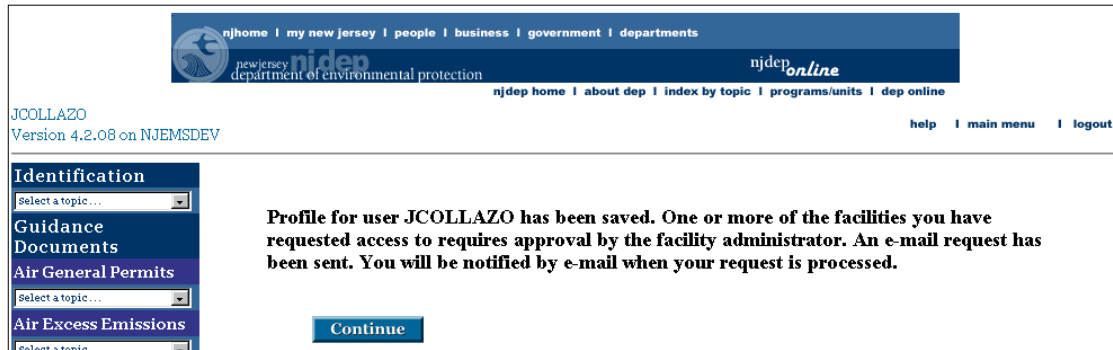
[Submit Request](#)

[contact us](#) | [privacy notice](#) | [legal statement](#) 

## Appendix D - Modifying a User Profile - continued

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You should receive a message confirming that your User Profile has been saved and that the request has been forwarded to the facility administrator for access consideration via e-mail.



The screenshot shows the njdep online interface. At the top, there is a navigation bar with links: njhome | my new jersey | people | business | government | departments. Below this is the njdep logo and the text 'newjersey department of environmental protection' and 'njdep online'. A secondary navigation bar contains: njdep home | about dep | index by topic | programs/units | dep online. The user is logged in as JCOLLAZO, and the version is 4.2.08 on NJEMSDEV. There are links for help, main menu, and logout. On the left, a sidebar menu is visible with categories: Identification, Guidance, Documents, Air General Permits, Air Excess Emissions, and another partially visible category. The main content area displays a confirmation message: 'Profile for user JCOLLAZO has been saved. One or more of the facilities you have requested access to requires approval by the facility administrator. An e-mail request has been sent. You will be notified by e-mail when your request is processed.' Below the message is a 'Continue' button.

The facility administrator will notify the requestor once it is reviewed and determined to be approved or denied.

## Appendix E - Local Agency MRF Signature Requirements

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If your facility is a “local agency,” then the signatory requirements for your monitoring report forms have changed.

A “local agency” is a political subdivision of the state, or an agency or instrumentality thereof, that owns or operates a municipal treatment works (e.g. municipal or county sewage authority, school board, state department, etc).

For a local agency, the highest-ranking licensed operator of the treatment works shall sign the Monitoring Report Submittal Form that accompanies each Discharge Monitoring Report (DMR), Waste Characterization Report (WCR) or Residuals Transfer Report (RTR). In the case where a local agency has contracted with another entity to operate the treatment works, the highest-ranking official who signs the certification on the form shall be an employee of the contract operator.

If the highest ranking licensed operator of the local agency does not have the ability to authorize capital expenditures and hire personnel, a person at the local agency having that responsibility must now complete and submit a Supplemental Certification (copy enclosed) with each DMR, WCR, and RTR. This new certification only indicates that a person has received and reviewed the accompanying monitoring reports. Also, in the case where a local agency has contracted with another entity to operate the treatment works, the person submitting the certification shall be an employee of the permittee and not of the contract operator.

If you are not sure whether your facility is a “local agency” or not, please contact the permitting bureau identified on your preprinted reporting forms for confirmation at one of the following phone numbers.

Bureau of Point Source Permitting, Region 1: (609) 633-3869  
Bureau of Point Source Permitting, Region 2: (609) 292-4860  
Bureau of Nonpoint Pollution Control: (609) 633-7021  
Bureau of Pretreatment and Residuals: (609) 633-3823



## Appendix F - Common Reporting Mistakes

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A review of all types of monitoring reports submitted over a period of six months has been performed. This document was created to highlight the most common reporting mistakes identified. It will be necessary to refer back to the yellow “Your Monitoring Report Forms Have Changed!” document dated 7/20/00 for supporting information. Your attention to the problems identified will result in better data submitted electronically and improve permit compliance.

### Discharge Monitoring Reports (DMRs) – All Types

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- Do not forget to report the Laboratory Certification numbers(s) in the space(s) provided. Enter only one lab ID per block. It is not necessary to enter the same lab ID more than once. On the DMR use the open fields running horizontally across the DMR on the PARAMETER ROW labeled LAB CERTIFICATION #. No alpha characters should be entered, this means do not write the name of the lab. Start the first LAB ID in column one. (For example, do not start in column 3, and do not enter the lab ID in the parameter description column.) Unused LAB CERTIFICATION # fields may be left blank. Do not make up a LAB ID and do not use 99999. If you need to know your lab’s ID call your respective permitting Bureau.
- DO NOT LEAVE BLANKS – A result or applicable DMR Code must be provided in all open fields on the DMR form (except for the Lab Certification # fields as noted above). Either an applicable code or analytical results must be entered consistently across a row. When only one result is available, this result will be entered in more than one field in a row, for example daily maximum and monthly average.
- Do not use “ND<” on DMR. Use “<” and the detection level.
- WCR remark codes can not be used on DMR forms. “CODE M” is only valid on a residuals DMR or a residuals WCR.

### Waste Characterization Report (WCRs) – All types

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- Do not forget to report the Laboratory Certification Numbers(s) in the space(s) provided. Enter only one lab ID per block. It is not necessary to enter the same lab ID more than once. On the WCR use the vertical “Reported Value” column to enter the lab ID on the PARAMETER ROWS labeled LAB CERTIFICATION #. No alpha

## Appendix F - Common Reporting Mistakes - continued

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- characters should be entered, this means do not write the name of the lab. Start the first LAB ID in row one. (For example, do not start in row 3, and do not enter the lab ID in the parameter description column.) Unused LAB CERTIFICATION # fields may be left blank. Do not make up a LAB ID and do not use 99999. If you need to know your lab's ID call your respective permitting Bureau.
- DO NOT LEAVE BLANKS – A result or applicable WCR code must be provided in all open fields on the WCR form (except for the Lab Certification # fields as noted above).
- Either an applicable code or an analytical result must be entered consistently down a “CODE M” is only valid on a residuals DMR or residuals WCR.

### **Discharge Monitoring Reports (DMRs) – Surface Water**

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- Calculating Pollutant Loadings – Data should not show the monthly average as a less than value or the daily max as a real reported value. If you need assistance in calculating pollutant loading, please call the Bureau of Point Source Permitting Region 1 (609) 633-3869, or Region 2 at (609) 292-4860.

### **Waste Characterization Report (WCRs) – Ground Water**

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- Unless specifically indicated in your permit, analyses for metals shall be conducted and reported as TOTAL not dissolved. The Ground Water Quality Standards (GWQS) in N.J.A.C. 7:9-6 is based on total metals. If you have any questions you may contact your case manager in the Bureau of Nonpoint Pollution Control at (609) 292- 0407.
- When monitoring for petroleum hydrocarbons in ground water monitoring wells, a quantitative analysis may be required to be performed with the results reported in mg/l. However, many times the permit requires a visual analysis instead. The GWQS for petroleum hydrocarbons is “none noticeable”. If your permit requires a visual analysis, report whether there was a visual sheen. The Department uses the results of the visual

## Appendix F - Common Reporting Mistakes - continued

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- analysis to determine whether additional quantitative analyses are required. If you believe that your permit requires a quantitative analysis, and/or that your electronic WCR form is in error, or if you have any additional questions, please contact your case manager.

### Waste Characterization Report (WCRs) – Residuals

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- Minimum of four items must be filled out (total amount of sludge removed – wet, total amount of sludge removed – dry, at least one management method, and the percent total solids). No blanks may be left in the “Reported Value” column. For those fields that are not applicable during the reporting period use “CODE M”. (Do not use CODE N or “0”.)
- Report “CODE M” in the “Reported Value” Column only. Do not report “CODE M” in the “Remark Code” column.
- If sludge has been removed for the monitoring period, the “Total Amount of Sludge Removed” (Dry Metric tons) and at least one management method (dry Metric ton) must be reported. If only one management method is used, only one management method row must be filled out. For example, if an out-of-state landfill is used, use the “Sludge Disposed Out-of-state” row only, and do not also use the “sludge Landfilled” row. More than one management method row may be used only when more than one type of management alternative is used (for example, land application and incineration.) The sum of all sludge management method rows must equal the amount recorded in the “Total Amount of Sludge Removed” row.
- “Sludge Disposed – Other Methods” should be rarely used. One of the few instances where this management method may be used is for the quality sent to Phragmites Reed Beds. Industrial treatment works that are more likely to utilize unique management alternatives may also use this management method more often. If using another POTW for sludge management services, use the same management method as the receiving POTW. Contact the receiving POTW to clarify what management method they report. For example, if sludge is removed to PVSC, currently report “Amount Sludge Removed Beneficial Use Out-of-State” as the management alternative instead of the “Other Methods” row.
- Three sludge production rows for reporting information on a wet basis are provided (that is, wet cubic yards, wet metric tons, and gallons). Only one of the three, needs to be completed unless more than one type of sludge is removed (for example, dewatered and liquid).

## Appendix F - Common Reporting Mistakes - continued

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- Use calculations for dry weight which have been provided on the “yellow instruction package”, and which are attached (use total solids as a percent, not as a decimal in those calculations).

### **Residuals Transfer Report (RTRs)**

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- Use proper units and use wet units only. Do not report dry metric tons on this form. The units must be entered as wet metric tons per month, wet cubic yards per month or gallons per month for a monthly requirement, or wet metric tons per year, wt cubic yards per year or gallons per year for an annual requirement. Use the same wet weight information on the residuals WCR.
- Use only the 5 digit NJEMS facility ID Number under the “Facility ID Number” column. In addition, do not use any prefixes or suffixes (for example, do not use # or No.). If you are not sure of the Facility ID Number contact the Bureau of Pretreatment and Residuals at (609) 633-3823.
- Report only the total for the month of sludge “sent to” or “received from” a specific management facility or generator. Do not report each daily amount received or generated.