

# Submitting an Annual Combustion Adjustment

## Report for NJAC 7:27-19.16 in NJ DEP Online

(The New Jersey Department of Environmental Protection's Regulatory Services Portal)

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## New Users - Registration for a MyNJ Account

New users of NJ DEP Online must first establish a MyNJ account before accessing NJ DEP Online. To create a MyNJ account and add the NJ DEP Online system to your account, please follow the instructions at <http://www.njdeponline.com/>.

Once you have completed following the instructions at <http://www.njdeponline.com/>, you should have a MyNJ account with the NJ DEP Online system activated, and you should have configured your NJ DEP Online account and received a certification PIN number by e-mail. The next step will be to set up your "My Workspace" screen to add the NOx RACT Combustion Adjustment service.

If you already have access to NJ DEP Online and you're familiar with using My Workspace, you can go to page 6 below to learn how to submit a NOx RACT Combustion Adjustment report.

## My Workspace

### Service Selection – Configure Services

Whenever you log into DEP's Web portal, you are brought to the My Workspace screen (following any special announcements or messages that you might receive). The "Service Selection" area of this screen is the launch pad from which you can access any of the online services that are available to you. The services that appear under "Service Selection" are chosen the first time you log into the Portal with your username; but they can be changed at any time by clicking on the "Configure Services" button at the bottom right of this section. To add or remove any items from this area, or to see what other items are available, click on this button.

Skip Navigation

njhome | citizen | business | government | services A to Z | departments

newjersey njdep department of environmental protection njdep online

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

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

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MY WORKSPACE

Service Selection

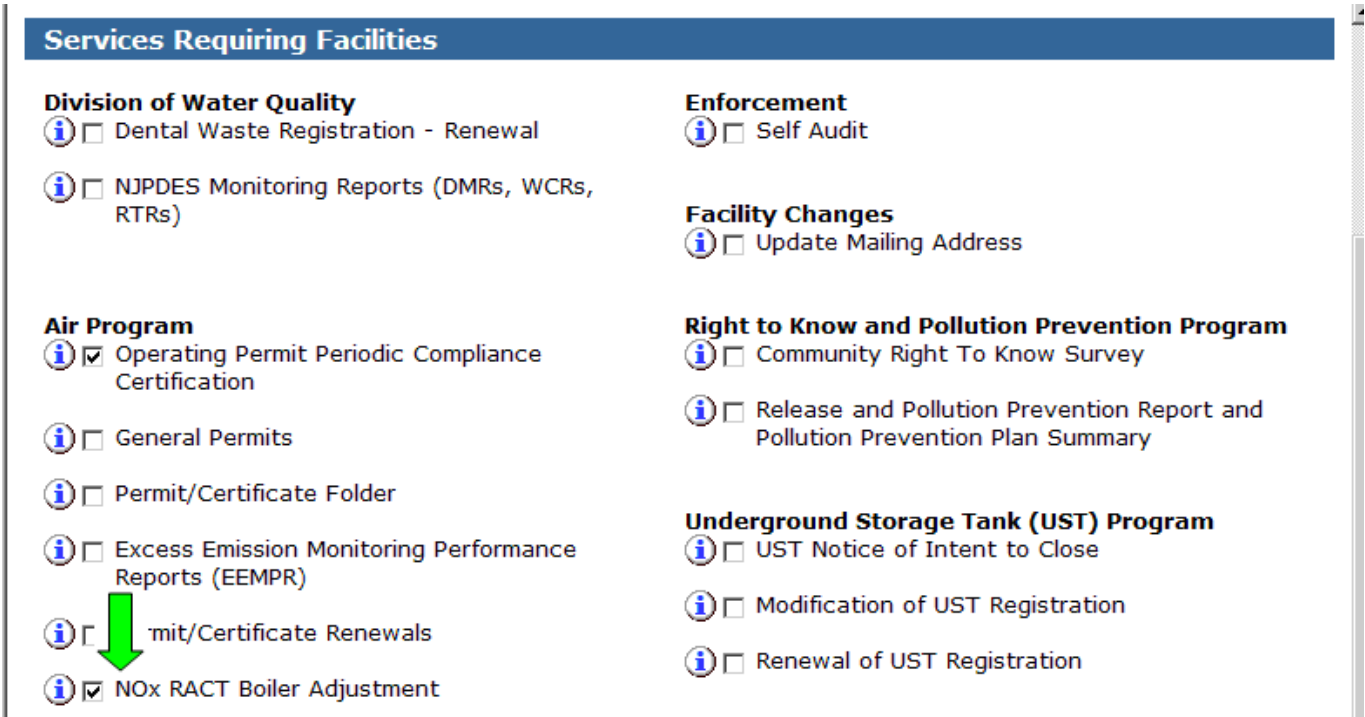
**Note:** Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

**Air Program**  
[Operating Permit Periodic Compliance Certification](#)  
[NOx RACT Boiler Adjustment](#)

Configure Services

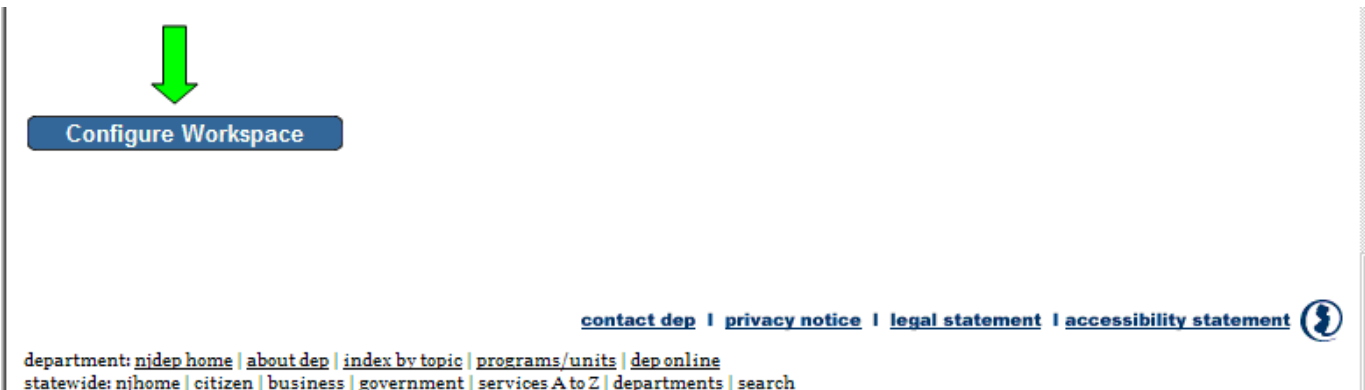
On the configuration screen that appears after clicking on the button, you can click in the various checkboxes to determine what items will be included in the “Service Selection” area of My Workspace. Make sure you have selected the checkbox for the NOx RACT Boiler Adjustment service, and any other services you plan to use.

Scroll down and click OK on the bottom right of the screen when you are done, or “Cancel” to go back to My Workspace without making any changes.



### Configure My Workspace

You can also choose what particular sections (in addition to Service Selection) appear on the My Workspace screen. If you scroll down to the bottom of the screen, you will see a button on the bottom left labeled "Configure Workspace." Click on this button to proceed to a screen where you can select and arrange the sections that appear in your workspace.



On the screen that appears are two sections. The top section (“Selected Workspace Items”) shows the items that are currently set to appear on your My Workspace screen. The lower section (“Available Workspace Items”) shows any additional items that are available. To add an item from the lower section, click on the plus icon in the “Add” column of the corresponding row. To remove an item that is in the top section, click on the x icon in the “Remove” column of the corresponding row. The order in which the sections appear on the My Workspace screen can also be changed by using the up and down arrows

in the "Order" column of the upper section. (The order that the rows appear in the table is the order in which the sections will appear on the "My Workspace" screen.) It is recommended that you include all four sections – Service Selection, My Facilities/Program Interests, My Services - In Progress, and My Services - Submitted – in your workspace for now, since you will probably find each one useful at some point in the future. You can always remove a section later if you find that it is not necessary.

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### WORKSPACE CONFIGURATION

#### Selected Workspace Items

Display Order	Workspace Item	Workspace Item Description	Order	Remove
1	Service Selection	SERVICE SELECTION long text		
2	My Facilities/Program Interests	MY FACILITIES long text		
3	My Services - In Progress	MY SERVICES - IN PROGRESS long text		

Clicking a column title will sort the table by that column.

#### Available Workspace Items

Workspace Item	Workspace Item Description	Add
My Services - Submitted	MY SERVICES - Submitted long text	

Clicking a column title will sort the table by that column.

[Return to Workspace](#)

When you are finished making changes, click on the "Return to Workspace" button on the bottom right of the screen.

### My Facilities/Program Interests – Edit Facility Selection

The next thing you should do is make sure that the facility or facilities you need to access are included in your facility selection. The section of My Workspace titled "My Facilities/Program Interests" includes a table listing all of the facilities included in your profile.

**My Facilities/Program Interests**

Note: You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
HUDSON APARTMENTS	06289	Air	Responsible Official				
DEP AIR TEST SITE	61085	Air	No Security Role				

Clicking a column title will sort the table by that column.

[Add Facilities](#)

By default, it is sorted alphabetically by Facility Name; however, if your list is large, you may wish to sort it by another criterion, such as Program or Facility ID. You can sort the list by an item in any of the first four columns by clicking on the respective column heading. To add a facility to your list, click on the "Add Facilities" button to the bottom right of this table.

A screen with the heading "Facility Search" will appear. On this screen, you can select "Air" from the program list to limit your search to facilities in the air permitting program. If you know the five-digit

Program Interest Number of the facility, you can enter that in the box labeled “Facility ID”; otherwise, you can search by the facility name. The percent sign (%) can be used as a wild card character in the search. (Asterisks (\*) do not work.) Search terms are not case-sensitive.





After clicking on the “Search” button, a screen will appear showing the results of the search. To add a facility from this list to your profile, click the checkbox next to the facility and then click on the “Add Selected Facilities” button at the bottom right of the screen. After doing so, you will be returned to the My Workspace screen.

In addition to making sure that the required facilities are in your list, you should also ensure that you have the correct access level required to perform the tasks that you will need to complete. For instance, two certifications are required in order to successfully submit a NOx RACT Combustion Adjustment-certification by Individual With Direct Knowledge, and certification by Responsible Official. Only an individual with Responsible Official access will be able to complete the Responsible Official certification. For most facilities in the air program, you are given a default access level of Individual With Direct Knowledge when you first add a facility to your facility selection list. If you need to carry out both certifications yourself, you will need to change your access level to Responsible Official. Note that you should only do this if you are authorized to act as a Responsible Official and meet the conditions that will be explained to you on the screen as you proceed.

To change your access level, click on the icon in the “Change Access” column of the appropriate row of the My Facilities/Program Interests table.

**My Facilities/Program Interests**

**Note:** You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
HUDSON APARTMENTS	06289	Air	Responsible Official				

On the next screen, there will be a drop-down list box containing the other access types available. After doing this, click on the "Continue" button to proceed to the next screen.

**My Workspace** | **User Profile** | **Certifications** | **Payments** | **Documents and Forms** | **Permit Folder**

Facility Details | **Change Access Type**

Version: 4.0 61085  
 Currently logged in: John Walsh (JWINPA2) DEP AIR TEST SITE [Help](#) | [Logout](#)

**CHANGE ACCESS TYPE - SELECTION**

1 - Select Access Type



2 - Change Access Type

3 - Access Change Confirmation

**Facility Name:** DEP AIR TEST SITE

**Current Access Type:** No Security Role

**Change Access Type To:** Responsible Official

The next screen explains how "Responsible Official" is defined in the New Jersey Administrative Code. You must check the checkbox next to "I agree" and then click on the "Continue" button to carry out the change. Please note that in doing so, you are certifying that you are authorized to receive this level of access at the facility. If this is not the case, click on the "Return" button to cancel the change in access type; this will return you to the My Workspace screen.







When the change in access is successfully carried out, a confirmation screen will appear informing you of this. You can then click on the "Continue" button to return to the My Workspace screen.

### My Services – In Progress

This section of your workspace shows any services (such as a NOx RACT Combustion Adjustment report) that you have begun but have not yet finished. The status column indicates what remains to be done. For a NOx RACT Combustion Adjustment, there are two possible values – "In Progress," meaning that one or more parts of the service have not been filled out or completed yet; and "Awaiting Certification," meaning the service is complete, but has not yet been certified by one or more required parties. Any item that has not been certified yet can still be modified, though modifying a NOx RACT Combustion Adjustment service that has already been certified will remove the certifications and they will have to be completed again. To resume work on an "In Progress" item, click on the ID Number in the far left column of the appropriate row of the table. You will be brought to the stage of the NOx RACT Boiler Adjustment on which you were last working.

**My Services - In Progress**

**Note:** To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Remove
<a href="#">17481</a>	Process Heaters	HUDSON APARTMENTS	NOx RACT Boiler Adjustment	In-Progress	10/12/2009	10/12/2009			
<a href="#">16877</a>	Test Boiler	DEP AIR TEST SITE	NOx RACT Boiler Adjustment	In-Progress	10/02/2009	10/02/2009			

Clicking a column title will sort the table by that column.

You can view an item without editing it (on a single, printable screen) by clicking on the icon in the column labeled "View" on the right-hand side of the appropriate row, and you can see a short history of

milestones for the service by clicking on the icon in the “History” column. Clicking on the circle with an “x” in it in the “Remove” column will delete the service in the respective row.

### My Services – Submitted

The “My Services – Submitted” section of your workspace shows you the status of services that have been submitted to DEP. When certification for a NOx RACT Boiler Adjustment service has been completed, the service is submitted to DEP, which should begin a migration process that transfers the service to DEP’s computer system. A NOx RACT Boiler Adjustment that has just been submitted will disappear from the “My Services – In Progress” section of My Workspace, and, after a short moment, will appear in the “My Services – Submitted” section with a status of “Submitted.” The “Submitted” status is only temporary, and will usually change to a permanent status of “Migrated” within a few minutes. You will need to refresh the screen to see these changes. If there is a problem with the migration process, the status column will read “Data Migration Issue – Please Contact NJDEP.” If this occurs, you will need to contact your Regional Enforcement Office as soon as possible to resolve the problem.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History
16276	Test Multiple Certification	HUDSON APARTMENTS	NOx RACT Boiler Adjustment	Migrated	07/07/2009	10/29/2008		
16144	Boiler Test 2	DEP AIR TEST SITE	NOx RACT Boiler Adjustment	Migrated	07/02/2008	07/07/2009		
16135	Facility Test 3	HUDSON APARTMENTS	NOx RACT Boiler Adjustment	Migrated	07/02/2008	07/02/2008		
16022	Boiler Test 2	DEP AIR TEST SITE	NOx RACT Boiler Adjustment	Migrated	07/02/2008	07/02/2008		
15846	Facility Test 3	HUDSON APARTMENTS	NOx RACT Boiler Adjustment	Data Migration Issue - Please Contact NJDEP	07/01/2008	07/01/2008		
15770	Boiler Test 2	DEP AIR TEST SITE	NOx RACT Boiler Adjustment	Migrated	06/30/2008	06/30/2008		

Clicking a column title will sort the table by that column.

In the above screenshot, note the links numbered 1 ~ 3, and arrow links (“<<,” “<,” “>,” & “>>”) immediately above and below the table. When you have a large number of services in any of the tables on the My Workspace screen, they will be divided into a number of “pages,” as in this example. Use the numerical or arrow links to navigate to the different pages of items.

The “View” and “History” features work the same in this table as they do in the “My Services – In Progress” section.

## Submitting an Annual Combustion Adjustment Report

### My Workspace

To begin submitting a new NOx RACT Combustion Adjustment service, look under the “Service Selection” section of the My Workspace screen, and click on the “NOx RACT Combustion Adjustment” link that should appear under the “Air Program” heading. (If this link does not appear in your workspace, see page 1 of this document [under the heading “Service Selection – Configure My Services”] for information on how to add it. Note that depending on how you have configured your workspace, the link may appear in a slightly different location from that shown in the below screenshot.)

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

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**MY WORKSPACE**

**Service Selection** ⌵

**Note:** Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

**Air Program**  
[Periodic Compliance Certification](#)  
[NOx RACT Boiler Adjustment](#)

**Configure Services**



### Step 1 – Submission Name

The first step in processing the NOx RACT Combustion Adjustment report is choosing a name for the service. This is the name that will show up in My Workspace to identify the service, so choose something that would be useful to you in distinguishing it from other services.

It is not necessary to include the type of service in the name, since that will also appear in the workspace in its own column automatically. There is also a space where you can enter comments; however, this is an optional field and the comments will not be visible to you later, so do not use this space to store anything important. When you are satisfied with the name you have chosen, click on the “Continue” button to proceed to the next step.

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**SUBMISSION NAME**

1 - Submission Name  
 2 - Facility Selection  
 3 - Contacts  
 4 - Equipment Selection  
 5 - View Selected Equipment  
 6 - Certification  
 7 - Summary View


Please provide a service specific name below.

**\*Application/Project Name:**

**Comments:**

\* Required

**Continue**



### Step 2 – Facility Selection


The second step is to select the facility for the NOx RACT Combustion Adjustment. A table appears showing all of the air program facilities to which you have access. To select the facility, click on the icon in the far right column of the appropriate row, titled “Access Facility.” If your facility does not appear here, please go to page 3 and follow the instructions under My Facilities/Program Interests – Edit Facility Selection.



My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

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**FACILITY SELECTION**

Facility	Facility ID	Municipality	Access Type	Access Facility
HUDSON APARTMENTS	06289	Teaneck Twp	Responsible Official	

Clicking a column title will sort the table by that column.

- 1 - Submission Name
- 2 - Facility Selection
- 3 - Contacts
- 4 - Equipment Selection
- 5 - View Selected Equipment
- 6 - Certification
- 7 - Summary View

### Step 3 – Contacts

On the next screen, you must enter information about the facility contacts before you can proceed further. For NOx RACT Combustion Adjustment, there is just one contact type for which information must be filled out: NOx RACT Annual Adjustment Report Contact. This contact is mandatory, and is also the only type that you should attempt to enter. DO NOT use the “Add Contact” button beneath the table to enter contact information! This button is intended for use by other programs, and cannot be used with NOx RACT Boiler Adjustment submittals. To enter or edit information for this contact in the table, click on the icon in the “Edit” column of the respective row.



My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

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06289  
HUDSON APARTMENTS

**CONTACTS**

**Note:** Information for all required contacts must be entered before advancing to the next page.

Required	Name	Type	Remove	Edit
		NOx RACT Annual Adjustment Report Contact	-	

Clicking a column title will sort the table by that column.

 [Continue](#)

- 1 - Submission Name
- 2 - Facility Selection
- 3 - Contacts
- 4 - Equipment Selection
- 5 - View Selected Equipment
- 6 - Certification
- 7 - Summary View

Clicking on this icon will open a new screen in which you enter the specific contact information, or load it from another location (Service Contacts or Favorite Contacts). Items with an asterisk (\*) next to them are mandatory and must be filled out. To add a phone number, click on the “Add Contact Number” button and enter the information on the screen that appears. When all of the information has been entered, you can click on “Save” (at the bottom right of the screen) to save the information. However, if this contact is going to be used often for future permits, you may wish to save it to your list of Favorite Contacts first. (Continue to the next paragraph for more information on that.)

**CONTACT INFORMATION**

- 1 - Submission Name
- 2 - Facility Selection
- 3 - Contacts
- 4 - Edit Contact Info
- 5 - Equipment Selection
- 6 - View Selected Equipment
- 7 - Certification
- 8 - Summary View

\* **First Name:**       \* **Address Line 1:**

**Middle Initial:**

\* **Last Name:**       \* **Address Line 2:**

**Title:**       \* **Address Line 3:**

\* **Contact Type:**       \* **City:**

\* **E-Mail Address:**       \* **State:**

\* **Confirm E-Mail:**       \* **Zip:**

**Organization Name:**

**Organization Type:**

\* Required

[Add from Favorite Contacts](#)    [Add from Service Contacts](#)

**CONTACT NUMBERS**

Phone Number	Type	Remove	Edit
6096337288	Work Phone Number		

Clicking a column title will sort the table by that column.

[Add Contact Number](#)

[Save](#)    [Save to Favorite Contacts](#)    [Cancel](#)

• ----- **Favorite Contacts** -----

The Favorite Contacts list is a list in which contact information can be saved, and from which you can load duplicate contact information quickly without having to repeatedly enter the same data into all of the fields. The contacts in this list are associated with your user ID, and can be used whenever contact information is needed throughout the DEP Online system. Once you have filled out all of the information in the above screen, you can click the "Save to Favorite Contacts" button to add the contact to your list. You can then use the "Add from Favorite Contacts" button in the future to retrieve this information for future NOx RACT Combustion Adjustment reports or other services. You can also access this list of contacts from your User Profile, from which point you can add, remove, or edit stored contact information. (If you click on the User Profile tab, you will see a link to Facility Contacts in the top row of links immediately below the tab.)

My Workspace    User Profile    Certifications    Payments    Documents and Forms    Permit Folder

[Edit Personal Info](#) | [Request Cert PIN](#) | [Edit Facility Selection](#) | [Favorite Contacts](#) | [Security Administration](#)

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**FAVORITE CONTACTS**

Name	Type	Remove	Edit
John Walsh	NOx RACT Annual Adjustment Report Contact		
John Walsh	Compliance Certification Contact		

Clicking a column title will sort the table by that column.

[Add Contact](#)      [Go To My Workspace](#)

To load contact information data that has already been saved to your favorite contact list, click on the "Add from Favorite Contact" button, and then choose the appropriate contact from the list of contacts displayed. Note that the contact need not be listed as a NOx RACT Annual Combustion Report Contact in your Favorite Contact list in order to be loaded into this contact type. The contact type shown in the

Favorite Contact list will always be overwritten by the contact type into which you are loading the information.

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### FAVORITE CONTACTS LIST

Below is the list of your current favorite contacts. Select the corresponding 'Add' button to default the data from that contact.

Name	Type	Organization Name	Address Line 1	Add
John Walsh	NOx RACT Annual Adjustment Report Contact	NJDEP	401 E. State St	
John Walsh	Compliance Certification Contact	NJDEP testing		

Clicking a column title will sort the table by that column.

Cancel

When the required contact information has been entered the name entered will appear in the "Name" column and the "Continue" button will become enabled. Click on "Continue" to proceed to the next step.

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### CONTACTS

**Note:** Information for all required contacts must be entered before advancing to the next page.

Required	Name	Type	Remove	Edit
	John Walsh	NOx RACT Annual Adjustment Report Contact	-	

Clicking a column title will sort the table by that column.

Add Contact Continue

### Step 4 – Equipment Selection

Now you are ready to begin entering the NOx RACT Annual Adjustment data. The first step in this process is selecting all the equipment for which you are submitting a "NOx RACT Annual Adjustment Report." The default Equipment selection screen will display all boilers and heaters as specified in your current air pollution permits. Click the Select box for all equipment that you are including in this submittal.

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

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### EQUIPMENT SELECTION

**Note:** 1) The Details of all selected equipment should be entered on the View Selected Equipment screen.  
 2) Checking or Clearing All applies to the equipment on this page only.

Select	Equip. NJ ID	Activity #	Facility Designation	Equipment Description	Equipment Type
<input type="checkbox"/>	E1	GEN60001	BOILER 1	0	GP-Boiler Heater
<input type="checkbox"/>	E2	GEN60001	BOILER 2	1	GP-Boiler Heater

Clicking a column title will sort the table by that column.

Clear/Check All

View All Equipment Continue

If any equipment requiring an annual adjustment is not displayed, click the “View All Equipment” button to display all other possible combustion equipment from all of your current air permits. If the desired equipment is still not displayed, please contact your Regional Enforcement Office (see page 17). If your permits include more than 50 pieces of equipment, you may need to select equipment from more than one page using the “page” links that will appear immediately above and below the table. When you are finished selecting the equipment, click on the “Continue” button to proceed. This will display a list of all the equipment you have selected.

### Step 5 – View Selected Equipment and Enter Adjustment Details

All of the equipment selected in Step 4 is now displayed on the screen. The Details screen is where you enter all of the required data for each piece of equipment selected. The first step is to click on the Details link for one of the pieces of equipment. This will open a new screen titled “Equipment Detail.”

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**VIEW SELECTED EQUIPMENT**

**Note:** You must enter the Details of all pieces of equipment (by clicking the Details link) before Continuing.

Equip. NJ ID	Facility Designation	Equipment Description	Activity #	Enter Details	Status	Remove Equipment
E1	BOILER 1	0	GEN60001	<a href="#">Details</a>	-	
E2	BOILER 2	1	GEN60001	<a href="#">Details</a>	-	

Clicking a column title will sort the table by that column.

[Select More Equipment](#) [Continue](#)

• ----- **Entering Adjustment Data** -----

All of the data that is required to be submitted by N.J.A.C. 7:27-19.16(c) is included on the Equipment Detail screen. You need to enter data for “Fuel/Boiler Type” and “Firing Method” only for boilers over 50 MM BTU/hr.

Additional guidance on completing the boiler adjustment can be found on the Department’s website at: <http://www.state.nj.us/dep/aqpp/adjustment.htm>

My Workspace / User Profile / Certifications / Payments / Documents and Forms / Permit Folder

Version: 4.0      06289  
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### EQUIPMENT DETAIL

Equip. NJ ID	Facility Designation	Equipment Description	Activity #
E1	BOILER 1	0	GEN60001

\*Adjustment Date (MM/DD/YYYY):

\*Type of Process:

Fuel/Boiler Type:

Firing Method:

\*Fuel Type During Adj:

\*Description of Corrective Action:

Required Data	Before Adjustment	After Adjustment
*Concentrations of NOx in the effluent stream, ppmvd	50	50
*Concentrations of CO in the effluent stream, ppmvd	20	20
*O2 percent dry basis	3	3
*NOx converted emission values in lb/MM BTU	.064	.064
*CO converted emission values in lb/MM BTU	.026	.026

\*Type of Fuel and Quantity Burned (in last 12 mos):

Fuel Type	Amount/Quantity	Units	Remove
#2 fuel oil	20000	gallons	<input type="button" value="X"/>

\* Required

Do not validate the details for this piece of equipment

Note: Data validation must be conducted for this piece of equipment prior to submitting to NJDEP.

Once you have entered all combustion adjustment data for this equipment, click on the "Previous Equipment" or "Next Equipment" button if you have more equipment for which you need to enter data. When all boiler adjustment data has been entered for all equipment (or to return to the "View Selected Equipment Screen" at any time), click on the button labeled "Selected Equipment Screen/Continue." If you have not entered all required data, you will receive a validation error message. If you do not have all of the required data yet, but wish to save the data already entered for any equipment, check the "Do not validate the details for this piece of equipment" checkbox before clicking on any of the buttons. You will need to return to this equipment detail screen and complete the data entry at a later time before you can certify and submit the report. Make sure all fuel burned in the previous 12 months is entered. If more than one type of fuel was used in the equipment in any year, use the "Add Row" button to add rows on which to enter the addition fuel types and amounts. You only need to enter adjustment data for the primary fuel burned during the year.

• ----- **After Completing All Details** -----

After you have entered the adjustment details for all equipment and are returned to the "View Selected Equipment Screen," the "Status" column should read "Completed" for all equipment. If "Completed" does not appear in any of the equipment rows, you must return to the details screen for that equipment to complete the data entry. When the Status value for all rows is "Completed," click on the "Continue" button to proceed.

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**VIEW SELECTED EQUIPMENT**

**Note:** You must enter the Details of all pieces of equipment (by clicking the Details link) before Continuing.

Equip. NJ ID	Facility Designation	Equipment Description	Activity #	Enter Details	Status	Remove Equipment
E1	BOILER 1	0	GEN60001	<a href="#">Details</a>	Completed	
E2	BOILER 2	1	GEN60001	<a href="#">Details</a>	Completed	

Clicking a column title will sort the table by that column.

[Select More Equipment](#)   [Continue](#)

## Step 6 – Certification

### • ----- Certification by the user who prepared the permit -----

Once the adjustment information and data has all been successfully entered and saved, the NOx RACT Combustion Adjustment report is ready for certification. If you just completed entering the adjustment details and clicked on the “Continue” button, you will be brought automatically to the certification screen. If you do not want to complete the certification now, you can access this screen later from My Workspace by clicking on the ID number of the service in the My Services - In Progress section, which will now have a status of “Awaiting Certification.”

The certification screen has two rows, one for each of the required certifications (Individual With Direct Knowledge & Responsible Official). A blue ribbon will appear in each row to which you have the required access level. (I.e., if you have Individual With Direct Knowledge access, a blue ribbon will only appear in this row, and the Responsible Official will have to complete the other certification. If you have Responsible Official access, a ribbon will appear in each row.) To change your certification access level, see the instructions on pages 4 and 5. To complete one of the certifications, click on the blue ribbon in the column labeled “Certify Electronically” of the appropriate row.

On the certification screen that appears, there is a statement as to what exactly you are certifying (which varies slightly for each certification type), and a place to enter your Certification PIN. Your certification PIN is a six-character alphanumeric code assigned by the system. When you first set up your account, you had the opportunity to have it e-mailed to you. If you misplaced or forgot your PIN, or never requested one in the first place, you can click on the “Forgot Certification PIN” button to have a new one sent to you. It will be sent to the e-mail address you specified in your user profile. (There will be a confirmation message before sending the PIN, so that you can verify that the e-mail address is correct, as well as a link to where the e-mail address on file can be updated.) It is recommended that you copy the PIN directly from the e-mail and paste it into the certification code box, since it is easy to make a mistake when entering the code manually.

To see a copy of the adjustment data that is being certified prior to completing the certification, click on the icon in the “View” column on the right-hand side of the table preceding the certification statement. (You will also be able to view the same data after completing the certification using the similar icon in the “My Services – Submitted” table of your My Workspace page.)

My Workspace | User Profile | **Certifications** | Payments | Documents and Forms | Permit Folder

Version: 4.0      06289  
 Currently logged in: John Walsh (JWINPA2)      HUDSON APARTMENTS      Help | Logout

**CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE**

Service ID	Submittal Type	Creation Date	View
20724	Air Program - NOx RACT Boiler Adjustment - NOx RACT Boiler Adjustment	10/01/2008	

**Certification of the Individual With Direct Knowledge**

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

**Name of Certifying Party:** John Walsh

**User ID of Certifying Party:** JWINPA2

**\*Certification PIN:**

*\* Required*

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

**Certify**   **Forgot Certification PIN**   **Cancel**

Click on the "Certify" button to complete the certification and return to the previous page. The "Certifier Status" for the row that you just certified will now show as certified, with today's date, and your username will appear in the Name column. If you have Responsible Official access, you can continue with the next certification in the same way just described.

My Workspace | User Profile | **Certifications** | Payments | Documents and Forms | Permit Folder

Version: 4.0      06289  
 Currently logged in: John Walsh (JWINPA2)      HUDSON APARTMENTS      Help | Logout

**CERTIFICATION - SINGLE APPLICATION SUMMARY**

**20724 - Boiler # 2 annual adjustment for 2009**

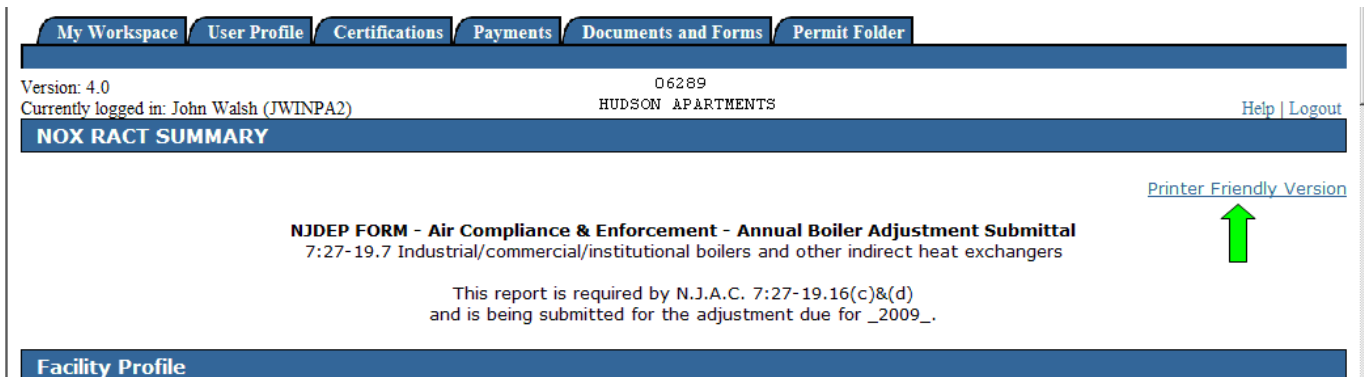
Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
<input checked="" type="checkbox"/>	John Walsh	Individual With Direct Knowledge	Certified on 10/29/2008	No notifications sent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Responsible Official	Not Certified	No notifications sent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clicking a column title will sort the table by that column.

**Continue**   **Send Notifications**   **Add Certification Type**

You may have also noticed the two other buttons on this screen, "Send Notifications" and "Add Certification Type." The "Send Notifications" button allows you to send e-mail notifications to any user you choose who has the associated facility in his or her User Profile, to let the person know that the NOx RACT Boiler Adjustment is ready to be certified. The "Add Certification Type" button allows you to specify a third person who is required to certify the application before continuing. (This might be necessary if one person is familiar with the information in one section of the NOx RACT Combustion Adjustment report, and a different person is familiar with the rest.)

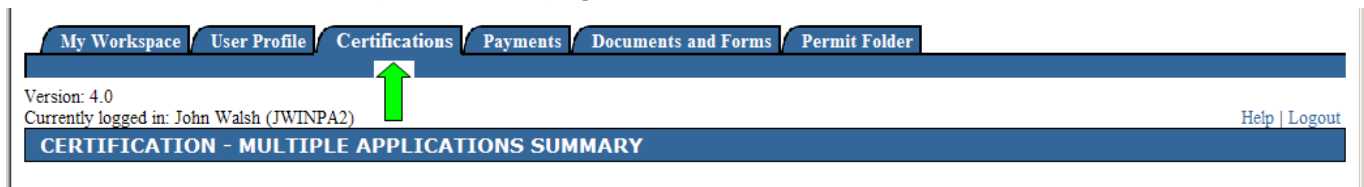
Once both of the certifications for a NOx RACT Boiler Adjustment have been completed, a NOX RACT SUMMARY page will be displayed.



Clicking the “Printer Friendly Version” will produce a copy of all the data you entered for this NOx RACT Boiler Adjustment service, including the certifications. Print and save this for your records.

• ----- **Certification by another user** -----

If a person needing to certify the NOx RACT Combustion Adjustment report is NOT the same person who entered the data in it, he or she will not see the NOx RACT Combustion Adjustment service in his or her workspace. (This could happen if the person who prepared the NOx RACT Combustion Adjustment report is not the Responsible Official, for example. The Responsible Official is still required to certify the service.) Providing that person has the facility set up in his or her user profile, however, he or she can still access the NOx RACT Combustion Adjustment report via the Certifications tab appearing at the top of the screen on almost every DEP Online page.



Clicking on this tab will bring up a multiple application certification screen, which shows all of the services requiring certification for that user’s facilities. To certify an individual service, the user should click on the blue ribbon in the “Certify” column of the appropriate row, and then follow the same procedure outlined in the previous section.

The user can also view the item (on a single, printable screen) prior to completing the certification. To do this, after clicking on the initial ribbon button (as described in the previous paragraph) to enter the individual service, click on the icon in the column labeled “View” on the right-hand side of the table on the screen that appears. When the person acting as Individual With Direct Knowledge is different from the Responsible Official, using this View button allows the user to see all of the information being certified, even if he or she is not the person who entered it originally.



# Navigational Tips

## Breadcrumbs Menu

Throughout many Portal activities, you will see a list of items on the left-hand side of the screen indicating steps that you have already taken in the process, and steps that remain to be taken in order for the process to be completed. This is called a “breadcrumbs menu.”

You can use this navigation pane to move to different sections of the item on which you are working. Sections that have already been filled out or completed are shaded blue. The current step is white, and future steps are shaded grey. You cannot jump forward to a future step without completing all of the steps before it in order first. You can go back and revise any of the blue items, though, by clicking on the corresponding link. Note that changing certain items that affect downstream data may result in loss of saved information in the subsequent steps. A warning message will appear if this is about to occur. Certain items, such as contact information, should remain intact even if prior information is changed.

## Viewing/Printing a Service Item

You can view the contents of any item in My Workspace (including both pending items and submitted items) by clicking on the icon in the “View” column of the corresponding row of the table.

A window will open showing all of the information that has been filled out so far, including contact information, adjustment details, certification information, and more.

## Department Contact Information

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**NJDEP Air Quality Permitting**

**609-292-9258**

**Air Compliance and Enforcement - Northern Field Office**

**973-656-4444**

(Bergen, Essex, Hudson Hunterdon, Morris, Passaic, Somerset, Sussex, Warren and Union Counties)

**Air Compliance and Enforcement – Central Field Office**

**609-584-4100**

(Burlington, Mercer, Middlesex, Monmouth and Ocean Counties)

**Air Compliance and Enforcement – Southern Field Office**

**856-614-3601**

(Atlantic, Camden, Cape May, Cumberland, Gloucester, and Salem Counties)