

COMMON ISSUES **WITH SUBMITTALS AND** **COMPLIANCE REPORTS**



Presented by:

ACEacademy

New Jersey Department of Environmental Protection

TOP 10 COMMON ISSUES WITH SUBMITTALS AND COMPLIANCE REPORTS

NUMBER 1.
CORRECT BROWSER TYPE

DEP ONLINE SERVICES

- For use with **Microsoft Internet Explorer 11**, **Mozilla Firefox 34** or later or **Google Chrome 33** or later.
- For optimal performance, it is advised to maintain only **one (1) browser window** or tab when using NJDEP Online.

(<http://www.nj.gov/dep/online/>)

GOOD - VERSION 11



GOOD - VERSION 34



GOOD - VERSION 33

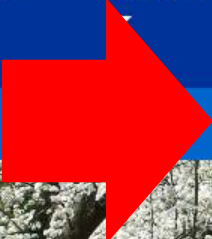


WRONG



NUMBER 2.

YOU FORGOT YOUR
USERNAME, PASSWORD,
PIN, OR THE ANSWER TO
CHALLENGE QUESTIONS



[Login](#) Register



NJMVC is open 24-hours-a-day
You can save time by choosing to perform several transactions online with NJ Motor Vehicle Commission.

Spotlights

YourMoney.NJ.Gov

if you SEE something SAY something™
Report a missing item to 1-866-4-SAFE-NJ

tax time

NJ SNAP-Ed
and healthy, be active.
7



Log In to myNewJersey

Login ID:

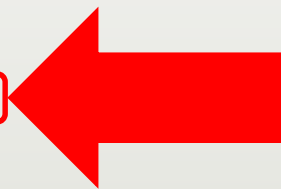
[Forgot your login ID?](#)

Password:

[Forgot your password?](#)

Log In

[Need help?](#)



Don't have a myNewJersey account?

Sign Up



myNewJersey Help

Welcome to *myNewJersey*! myNJ which gives you direct access to online information that's been authorized specifically for you. myNJ also lets you customize our web content for your preferences.

If you're not logged in to *myNewJersey* at this point, you can:

- [log in](#) if you've already registered, or
- [sign up](#) if you're a new user

More information is available about the following topics:

- [Frequently Asked Questions \(FAQs\)](#)
- [Tips on Using *myNewJersey*](#)
- [Contacting *myNewJersey* Support](#)

Frequently Asked Questions (FAQs)

- [I forgot my logon ID -- what do I do now?](#)
- [I forgot my password -- what do I do now?](#)
- [I answered my challenge question -- why didn't I receive my ID or my new password?](#)
- [How do I change my password?](#)
- [How do I change my email address?](#)
- [What's an authorization code?](#)
- [I just tried to link a service to my account but I got a message that I've already added it to this login ID. What should I do?](#)
- [Why is my link or window or other information missing after I log in?](#)
- [How do I change the way the web page looks?](#)
- [The text is too big or too small -- how do I change the font size?](#)

I forgot my logon ID -- what do I do now? Don't create a new logon ID. Any services you had are linked to your existing logon ID. A new one won't have any services on it, and there's no automatic way to move services from your existing account to a new one.

Instead, if your *myNewJersey* account has a valid email address,

1. Go to the [New Jersey home page](#) and click the Login button
2. On the Login page, click the link that says "Forgot your logon ID?"
3. Follow the instructions on the screen and a message with your logon ID will be sent to your email address

If you're certain your *myNewJersey* account doesn't have a valid email address, follow the directions below to [contact us](#).

I forgot my password -- what do I do now? If your *myNewJersey* account has a valid email address,

1. Go to the [New Jersey home page](#) and click the Login button
2. On the Login page, click the link that says "Forgot your password?"
3. Follow the instructions on the screen and a new password will be sent to your email address
4. Follow the instructions that come with your new password if you need to change it to something you can remember more easily

If you're certain your *myNewJersey* account doesn't have a valid email address, follow the directions below to [contact us](#).

or

- 3. you've created more than one *myNewJersey* account, and you added the service to one of those accounts but you're logged in to a different account:

You need to log in to the correct account to access the service you linked to that account. If you created more than one account and you can't remember the logon ID for the one you need, [contact us](#) for help

How do I change the way the web page looks? After you log in, you can use the layout link to the right of the Welcome message to change how the page looks. It lets you pick whether specific content is displayed or not, and where it appears on your page.

The text is too big or too small -- how do I change the font size? In the menubar near the top of your web browser, click View, then Text Size (or Text Zoom, if there's no Text Size option), and then pick a size.

Tips for using *myNewJersey*

Getting to *myNewJersey*: You should be able to log in to *myNewJersey* from anywhere by going to www.state.nj.us and clicking the Login button. Be careful if you decide to use a public computer: it may have malicious software that could intercept some of your information.

Use one account: Use the same *myNewJersey* account for all authorization codes you may receive from the State of New Jersey. Otherwise you may lose track of which account has which service associated with it.

Use your correct email address: Please keep the email address in your *myNewJersey* account accurate and up-to-date. It's the only way by which you can receive a new password if you forget yours. You can update your email address any time you're logged in to *myNewJersey* by using the "my account" link to the right of the Welcome message.

Customize your *myNewJersey* page: If you have a lot of services on your *myNewJersey* page, you might want to arrange them so the most frequently used ones are at the top. After you log in, you can use the layout link to the right of the Welcome message to pick whether specific content is displayed or not, and where it appears on your page.

Getting more help: Some of the information on your *myNewJersey* page may have additional help, indicated by a "button" with a ? question mark on it that you can click. Please review the [Frequently Asked Questions \(FAQs\)](#) section to see if your issues are addressed there.

If the question or problem is related to a service you added to your account by using an authorization code, please contact the "role manager" for that service. Their contact information is listed at the bottom of the letter or e-mail you received that contained the authorization code.

If none of these solves the problem, please see the next section about [contacting *myNewJersey* support](#).

Contacting *myNewJersey* Support

If you haven't been able to resolve your issue by following the FAQs and Tips above, please follow these steps:

1. include the logon ID you're having trouble with
2. if you don't remember your logon ID, include your full name and email address
3. **don't include** your social security number
4. provide as complete a description of the problem as possible
5. [contact *myNewJersey* support](#)

Scroll to the bottom of the page and Click "Contact myNewJersey Support".

can use the layout link to the right of the Welcome message to pick whether specific content is displayed

Getting more help: Some of the information on your *myNewJersey* page may have additional help, indicated in the Frequently Asked Questions (FAQs) section to see if your issues are addressed there.

If the question or problem is related to a service you added to your account by using an authorization code, see the bottom of the letter or e-mail you received that contained the authorization code.

If none of these solves the problem, please see the next section about contacting *myNewJersey* support.

Contacting *myNewJersey* Support

If you haven't been able to resolve your issue by following the FAQs and Tips above, please follow these steps:

1. include the logon ID you're having trouble with
2. if you don't remember your logon ID, include your full name and email address
3. **don't include** your social security number or other identifying information
4. provide as complete a description of the problem as possible
5. contact *myNewJersey* support



Contact myNewJersey

We'd like to get your answer to you as quickly as possible.

Tips and answers to frequently asked questions about myNewJersey are on our [help page](#).

This page is for questions or issues related to myNewJersey accounts. If your issue is about a service that you reach after logging in to myNewJersey, you may save time and effort by contacting the people responsible for that service directly.

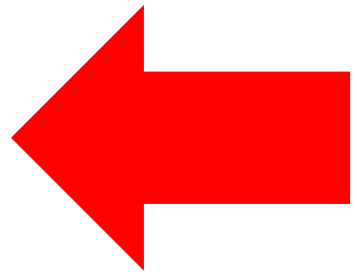
For example, if you can successfully log in to myNewJersey but are having difficulty with a Pensions service after that, you should use the "contact us" link on the [Pensions page](#).

If your issue is not related to a myNewJersey account, please use the most appropriate link on our [contacts page](#) and send the information about the issue there.

Your e-mail address:

Subject:

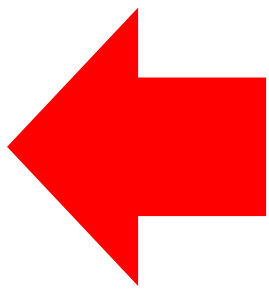
Your first and last name:



In your message,

- Please include the logon ID you're having trouble with
- **Do not** include your social security number or password
- If you used a nickname or spelled your name differently when you created your account, please give us that spelling
- If you used a different email address when you created your account, please include that address
- Tell us the online service you need help with
- Provide as complete a description of the problem as you can

Message:



HTTPS://WWW.STATE.NJ.US/MY NJ/MAILMYNJS.HTML

Forgot your Certification Pin?

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

Version: 6.1 61085
 Currently logged in: Elizabeth Dorry (EFIELDER) DEP AIR TEST SITE Help | Logout

SERVICE CERTIFICATION

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

WARNING: After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Certification by Access Type: Individual With Direct Knowledge

Service ID	Submittal Type	Creation Date	View
806696	Air Program - General Permits (for minor source facilities only) - GP-013 Non-Hap Drycleaning Equipment	04/11/2018	

"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: Elizabeth Dorry

User ID of Certifying Party: EFIELDER

Challenge/Response Question

Prior to certifying your submission, you must answer the following Question correctly:

*What is your mother's middle name? (Not Case Sensitive) Submit Cancel Forgot Challenge Q/A

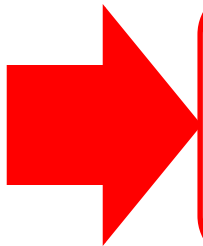
Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

- Certify
- Forgot Certification PIN
- Send Notifications
- Cancel

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



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

Edit Personal Info | **Change Cert PIN** | Edit Facility Selection | Favorite Contacts | Security Administration

Version: 5.4.1
Currently logged in: Hiram O (USER)

EDIT PERSONAL INFORMATION

Note: Changing sensitive information (e.g. email address) on the portal will prompt you to answer a challenge question prior to saving the changed information.

Current Contact Information

* First Name:	Hiram
Middle Initial:	
* Last Name:	Oser
Title:	
* E-Mail Address:	hiram.oser@dep.nj.gov
* Confirm E-Mail:	hiram.oser@dep.nj.gov
Organization Name:	NJDEP
Organization Type:	

* Address Line 1:	7 R
Address Line 2:	
Address Line 3:	
* City:	Ce
* State:	Ne
* Zip:	079

Any changes to this section must be saved before leaving this screen or making changes/additions to your contact numbers or licenses.

Contact Numbers

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

Edit Personal Info | Change Cert PIN | Edit Facility Selection | Favorite Contacts | Security Administration


Version: 5.4.1
Currently logged in: Hiram Oser (HOSER) [Help](#) | [Logout](#)

CHANGE CERTIFICATION PIN

Certification PIN is no longer issued by email. If you wish to change your PIN, you may update it below.

Challenge/Response Question

Prior to changing your PIN, you must answer the following Question correctly.

*What is your father's middle name? (Not Case Sensitive) 

Certification PIN

Note: Your PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Certification PIN is case-sensitive.

*Enter New PIN: *Retype New PIN: 

NUMBER 3.
**ADDING AIR PI# IN MY
WORKSPACE**



My Workspace

User Profile

Certifications

Payments

Documents and Forms

Permit Folder

Version: 6.1

Currently logged in: Elizabeth Dorry (EFIELDER)

Help | Logout

MY WORKSPACE

My Facilities/Program Interests

**Note:** You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
DEP AIR TEST SITE	61085	Air	Individual With Direct Knowledge	Granted				

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

Add Facilities

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**[General Permits \(for minor source facilities only\)](#)[Permit/Certificate Folder](#)[NOx RACT Combustion Adjustment](#)[Excess Emission Monitoring Performance Reports \(EEMPR\)](#)[Periodic Compliance Certification](#)

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

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

Version: 6.1

Currently logged in: Elizabeth Dorry (EFIELDER)

[Help](#) | [Logout](#)

FACILITY SEARCH

In most cases your Program Interest Number is your Facility ID.

Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

- Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
- Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
- Retrieve the facilities that are associated with an Alternate ID
- Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

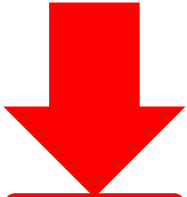
(Optional) Select NJDEP Program:

Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):

Facility ID: (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name:

Enter 5-Digit PI Number and Click "Search"



Search

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

Edit Personal Info | Change Cert PIN | Edit Facility Selection | Favorite Contacts | Security Administration

Version: 5.3

Currently logged in: LARRY SI (LSI)

Help | Logout

FACILITY SEARCH RESULTS

1 - Specify Search Criteria

Please select the facilities you wish to add to your profile. Once you are done selecting facilities, click the 'Add Selected Facilities' button.

2 - Select Facilities

Any facilities matching your search criteria that are currently associated with your profile will be separated from the search results and placed into a smaller datagrid above your search results. These facilities will also be automatically added to your selected facilities so that you may change your access type, if needed.

Please Note

You may click on a previously visited page (above) to navigate back to that screen.

Facilities already in your user profile:

Facilities currently not in your user profile:

	Facility	Facility ID	Program	Program Interest Type	County	Municipality
<input type="checkbox"/>	324 326 62ND STREET	516111	Site Remediation	SRP-PI	Hudson	West New York Town
<input type="checkbox"/>	CHANDER K KHULLAR	516115	Water Quality	N2 INDUSTRIAL LICENSE	Morris	Parsippany-Troy Hills
<input type="checkbox"/>	DANIEL BARANSKY	516117	Water Quality	S4 WASTEWATER TREATMENT LICENSE	Hunterdon	Milford Boro
<input checked="" type="checkbox"/>	GEORGIA-PACIFIC GYPSUM LLC	51611	Air	AIR OPERATING PERMITS	Camden	Camden City
<input type="checkbox"/>	JOHN W DUBBS	51611B	Pesticides	COMMERCIAL PESTICIDE APPLICATOR	Ocean	Brick Twp
<input type="checkbox"/>	MANTUA TWP	516118	Solid Waste	RECYCLING CENTER	Gloucester	Mantua Twp
<input type="checkbox"/>	SOUTH-WESTERN PUBLISHING COMPANY	5161100000	Right To Know		Monmouth	Tinton Falls Boro

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



Clear/Check All

Add More Facilities | **Add Selected Facilities** | Cancel





My Workspace

User Profile

Certifications

Payments

Documents and Forms

Permit Folder

Version: 6.1

Currently logged in: Elizabeth Dorry (EFIELDER)

Help | Logout

MY WORKSPACE

My Facilities/Program Interests

**Note:** You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
DEP AIR TEST SITE	61085	Air	Individual With Direct Knowledge	Granted				
GEORGIA-PACIFIC GYPSUM LLC	51611	Air	Individual With Direct Knowledge	Granted				

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

Add Facilities

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**[General Permits \(for minor source facilities only\)](#)[Permit/Certificate Folder](#)[NOx RACT Combustion Adjustment](#)[Excess Emission Monitoring Performance Reports \(EEMPR\)](#)[Periodic Compliance Certification](#)[Diesel Retrofit Program](#)

Configure Services

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.

NUMBER 4.
RESPONSIBLE OFFICIAL
VS.
INDIVIDUAL WITH
DIRECT KNOWLEDGE

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

Version: 5.3
Currently logged in: LARRY SI (LSI)

Help | Logout

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

- [RADIUS File Submission](#)
- [General Permits \(for minor source facilities only\)](#)
- [General Operating Permits \(for Title V major source facilities only\)](#)
- [Permit/Certificate Folder](#)
- [NOx RACT Combustion Adjustment](#)
- [Excess Emission Monitoring Performance Reports \(EEMPR\)](#)
- [Periodic Compliance Certification](#)
- [Diesel Retrofit Program](#)

Configure Services

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
CAMDEN CNTY ENERGY RECOVERY ASSOC LP	51614	Air	Individual With Direct Knowledge	Granted				
DEP AIR TEST SITE	61085	Air	Responsible Official	Granted				
ELMWOOD PARK POWER LLC	02624	Air	Individual With Direct Knowledge	Granted				

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






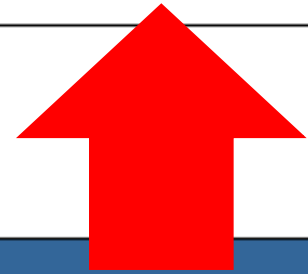
Add Facilities

22

My Services - In Progress

To change the “Access Type”, Click the “Change Access” Icon

Access Type	Access Status	Change Access	Manage Security
Individual With Direct Knowledge	Granted		
Responsible Official	Granted		
Individual With Direct Knowledge	Granted		



[Profile](#) [Certifications](#) [Payments](#) [Documents and Forms](#) [Permit Folder](#)

Access Type

51614

CAMDEN CNTY ENERGY RECOVERY ASSOC LP

[Help](#) | [Logout](#)

SI (LSI)

CHANGE ACCESS TYPE


Add New Access Level

Facility Name: CAMDEN CNTY ENERGY RECOVERY ASSOC LP

Current Access Type: Individual With Direct Knowledge

Change Access Type to:

Existing Access Levels

Security Role	Access Status	Remove
Individual With Direct Knowledge	Granted	

NUMBER 5.
MY SERVICES IN PROGRESS
VS.
MY SERVICES SUBMITTED

Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
DEP AIR TEST SITE	61085	Air	Responsible Official	Granted				

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

Add Facilities

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**
- [RADIUS File Submission](#)
 - [General Permits \(for minor source facilities only\)](#)
 - [General Operating Permits \(for Title V major source facilities only\)](#)
 - [Permit/Certificate Folder](#)
 - [NOx RACT Combustion Adjustment](#)
 - [Excess Emission Monitoring Performance Reports \(EEMPR\)](#)
 - [Periodic Compliance Certification](#)

Configure Services

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	Summary	History	Cancel
Clicking a column title will sort the table by that column.									

If a submittal is located under the “My Services In Progress” bar, the submittal has not yet been submitted to the Department. Once a submittal has been certified and submitted to the Department, the submittal will be located under the “My Services Submitted” bar.

Add Facilities

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.
 You do not have any "In Progress" Services.

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to PortalComments@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	PDF
368455	Annual Cert - Test #1	DEP AIR TEST SITE	Periodic Compliance Certification	Submission Successful	01/29/2014	01/29/2014			
367848	ACA - Test#3	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	01/28/2014	01/28/2014			
367826	ACA - Test#2 - Jan28	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	01/28/2014	01/28/2014			
367761	ACA - Test - Jan28	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	01/28/2014	01/28/2014			
345289	6-month dev - 1/1/13 to 6/30/13	DEP AIR TEST SITE	Periodic Compliance Certification	Submission Successful	10/23/2013	10/23/2013			
335643	Six Month Deviation Report - Jan 1, 2012 to June 30, 2012	DEP AIR TEST SITE	Periodic Compliance Certification	Submission Successful	09/30/2013	09/30/2013			
335164	Annual Combustion Adjustment for 2013 - Boiler #5	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	09/27/2013	09/30/2013			
180065	Combined Six-month Deviation and Annual Compliance Certification for 2011	CARLL'S CORNER ENERGY CENTER	Periodic Compliance Certification	Submission Successful	01/31/2012	01/31/2012			

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


NUMBER 6.

FORGOT TO CLICK
“CONTINUE” BUTTON
AFTER CERTIFICATION

CERTIFICATION - SINGLE SUBMISSION SUMMARY

503631 - 2015 Annual Combustion Adjustment Boiler # 1- Bldg. 38

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✓		Individual With Direct Knowledge	Not Certified	No Notifications Sent			
✓		Responsible Official	Not Certified	No Notifications Sent			

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
- Please Note**
 You may click on a previously visited page (above) to navigate back to that screen.

Send Notifications Add Certification Type **Continue**

Version: 5.0
Currently logged in: Hiram Oser (HOSER) 61085 DEP AIR TEST SITE Help | Logout

- 1 - Permit Name
- 2 - Select Facility
- 3 - Permit Type
- 4 - Permit Procedures
- 5 - Permit Contacts
- 6 - Industrial Codes
- 7 - Permit Details
- 8 - Certification
- 9 - Payment

CERTIFICATION - SINGLE SUBMISSION SUMMARY

331583 - abc

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✓	Hiram Oser	Individual With Direct Knowledge	Certified on 09/12/2013	No Notifications Sent			
✓		Responsible Official	Not Certified	No Notifications Sent			

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

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

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

Certification is required by both the "Individual with Direct Knowledge" and the "Responsible Official".

department: njdep home | statewide: njhome | citizen

NUMBER 7. COMBUSTION ADJUSTMENTS

ENTER 2 DECIMALS (EX. 5.00)

You can enter any number in the fields from 0 to 9999.99, however, no more than 2 decimal places can be submitted in the system.

EQUIPMENT DETAIL

- 1 - Submission Name
 - 2 - Facility Selection
 - 3 - Contacts
 - 4 - Equipment Selection
 - 5 - View Selected Equipment
 - 6 - Equipment Detail
 - 7 - Certification
 - 8 - Summary View
- Please Note**
 You may click on a previously visited page (above) to navigate back to that screen.

[Click here](#) to view the formula defined at N.J.AC.7:27-19.16 (a) which was used to calculate LB/MMBTU for NOx and CO.

Equip. NJ ID	Facility Designation	Equipment Description	Activity #
E1	a	a	BOP20006
E1	Boiler # 1	Boiler # 1 - 62.64 MMBtu/hr	BOP40008

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

***Type of Process:**

Fuel/Boiler Type:

Firing Method:

***Fuel Type During Adj:**

Associated F dry factor set to:

Required Data	Before Adjustment	After Adjustment
*Concentrations of NOx in the effluent stream, ppmvd:	<input type="text"/>	<input type="text"/>
*Concentrations of CO in the effluent stream, ppmvd:	<input type="text"/>	<input type="text"/>
*O2 percent dry basis:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Check this box if you want your lb/MM BTU for NOx and CO automatically calculated using the following F factors depending on the fuel type selected in the dropdown box under "Fuel Type During Adj". If the fuel type selected is not listed below, you cannot use this option. Uncheck this box and manually input your data for before and after adjustment for NOx and CO ppmvd, O2 percent dry basis, and the calculated lb/MM BTU for NOx and CO using the formula defined in N.J.A.C. 7:27-19.16(a), click here . F factors used to auto calculate lb/MM BTU for NOx and CO: Natural Gas - 8710 dscf/MM BTU Residual or fuel oil - 9190 dscf/MM BTU Coal - 9780 dscf/MM BTU		
*NOx converted emission values in lb/MM BTU:	<input type="text"/>	<input type="text"/>
*CO converted emission values in lb/MM BTU:	<input type="text"/>	<input type="text"/>

***Description of Corrective Action:**

*Type of Fuel and Quantity Burned (in last 12 mos):			
Fuel Type	Amount/Quantity	Units	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row

* 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.

NUMBER 8.
**EEMPR SPREADSHEET
REQUESTED, BUT NOT
CREATED**

Contact your Regional Field Office.

Excess Emission Reports
 ID: 61085
 Facility Name: DEP AIR TEST SITE

 [Help](#) | [My Workspace](#) | [Logout](#)

LSI
Version 5.11

Identification
 Select a topic...
Guidance Documents
Air Excess Emissions
 Select a topic...
EER Tools
 Select a topic...
Certification
 Select a topic...

**Excess Emission Report Submittal Folder for
 DEP AIR TEST SITE**

The following is a list of the facility's prior Electronic Excess Emission Report (eEER) activity and its status. To view your facility's NJEMS monitor inventory, click on the monitor folder under EER Tools. Please verify that your submittals have been certified. If status states "Awaiting EER Certification," your submittal is not complete. Certify submittals by selecting "EER Certification" from the menu.

Year, Quarter	Subject Item	Spreadsheet ID	Status	Creation Date
2015,Q2	U 1	21768612	Spreadsheet Requested	
2015,Q1	U 2	21599563	Spreadsheet Created	04-28-2015
2015,Q1	BP 29	21599562	DEP Reviewed - Submittal Approved	04-28-2015
2014,Q4	U 1	21467053	DEP Reviewed - Submittal Approved	03-30-2015
2014,Q4	U 2	21464120	DEP Reviewed - Submittal Approved	03-30-2015
2014,Q4	BP 29	21413792	Spreadsheet Created	03-17-2015
2014,Q4	GR 1	21413793	Spreadsheet Created	03-17-2015
2015,Q1	GR 1	21410939	DEP Reviewed - Submittal Approved	03-16-2015
2015,Q1	BP 29	21410938	DEP Reviewed - Submittal Approved	03-16-2015
2014,Q4	U 100	21150603	Spreadsheet Created	12-23-2014
2014,Q4	CD 1	21150445	Spreadsheet Created	12-23-2014
2014,Q4	CD 1	21087746	Spreadsheet Created	12-05-2014



NUMBER 9.
LIMIT FILE SIZE TO 5 MB

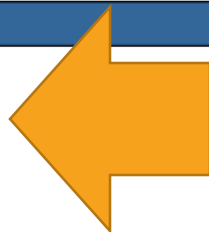
When attaching a document to a submittal, limit the file size to 5 MB or less. PDF Attachments preferred.

- 1 - Instructions
 - 2 - Submission Name
 - 3 - Facility Selection
 - 4 - Contacts
 - 5 - Spreadsheet Upload
 - 6 - Upload Confirmation
 - 7 - Attachment Upload
 - 8 - Certification
 - 9 - Submission Confirmation
- Please Note**
You may click on a previously visited page (above) to navigate back to that screen.

ATTACHMENT UPLOAD

Upload New Attachments

Maximum File Size: 5 Mb
Maximum Files to Upload: 10
Allowed Attachment Types: xls,txt,doc,rtf,pdf,ppt,jpg,gif,png,tif,xlsx,docx



Here is where you may upload any required HardCopy Attachment files, among others.

*Attachment Name:	Description:	*File:
<input type="text"/>	<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/>	<input type="text"/> Browse...

* Required

Note that if the total size of all attachments to be uploaded exceeds 10Mb, all files will fail to upload when clicking the Upload button. Please verify the desired files are listed in the Uploaded Attachments section below before attempting to Continue.

Upload

Uploaded Attachments

There are no attachments for uploading at this time.

Continue

NUMBER 10.

EEMPRS:

DON'T CHANGE THE FILE NAME

For example:

save as .xls

rather than .xlsx

Excess Emission Reports

ID: 61085

Facility Name: DEP AIR TEST SITE

[Help](#) | [My Workspace](#) | [Logout](#)

HOSER
Version 5.11

- Identification**
Select a topic...
- Guidance Documents**
- Air Excess Emissions**
Select a topic...
- EER Tools**
Select a topic...
- Certification**
Select a topic...

Spreadsheet ID

- [19372021](#)
- [19438128](#)
- [19500950](#)
- [19500959](#)
- [19700367](#)

*The spreadsheets
Environmental Protection
macros must be en

department: g
statewide: njh

Copyright © S
Department of
P. O. Box 402
Trenton, NJ 08625-0402

Last Updated: June 24, 2004

Save As

Save in: Desktop

- My Documents
- My Computer
- My Network Places
- Guidance Document
- 19372021.xls
- EAs Still Effective with Effective Date Before Search Date.xls
- NOx RACT.xls
- Pending Enforcement Actions With Status Date Before Search Date.xls

File name: 19372021.xls

Save as type: Microsoft Excel 97-2003 Worksheet

Save Cancel

File Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Arial 10 Font Wrap Text Merge & Center Number

Conditional Formatting Format as Table Cell Styles Insert Delete Format Cells Editing

AutoSum Fill Clear Sort & Filter Find & Select

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	T
1	NJ DEP Excess Emissions Report: 19372021																		
2	DEP AIR TEST SITE																		

Save Unlocked Copy As

Save in: Desktop


- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network Places

19372021.xls
EAs Still Effective with Effective Date Before Search Date.xls
NOx RACT.xls
Pending Enforcement Actions With Status Date Before Search Date.xls

File name: 19372021Unlocked

Save as type: Excel File (*.xls)

Tools Save Cancel



RECAP: COMMON ISSUES

1. Using the Correct Browser Versions
2. You Forgot your username, password, pin, or the answer to challenge questions
3. Adding an Air Pl# in MyWorkspace
4. “Responsible Official” vs. “Individual with Direct Knowledge”
5. My Services -In Progress vs. My Services – Submitted

RECAP: COMMON ISSUES:

6. Forgot to click “Continue” button after Certification
7. Annual Combustion Adjustment - 2 decimal places
8. Excess Emission Monitoring Performance Report (EEMPR) spreadsheet requested, but not created – Notify DEP
9. Limit File Size to 5 MB
10. EEMPRs – Don’t change the file name

REMEMBER:

**Contact your Regional Field Office
for any additional questions or
issues.**

CONTACTS

- Northern Regional Office: **(973) 656-4444**

Counties: Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Union & Warren

- Central Regional Office: **(609) 292-3187**

Counties: Burlington, Mercer, Middlesex, Monmouth & Ocean

- Southern Regional Office **(856) 614-3601**

Counties: Atlantic, Camden, Cape May, Cumberland, Gloucester & Salem

QUESTIONS

