

2024



SUBMITTING NJPDES MONITORING REPORT FORMS ONLINE

A REFERENCE MANUAL

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER QUALITY
UPDATED **2/20/2024**

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Introduction

The New Jersey Department of Environmental Protection has developed an **online system** that provides NJPDES permit holders a **browser-based interface** to submit monitoring report forms (including DMRs, WCRs and RTRs) via the Internet. **In addition, this system also allows users to access historically submitted monitoring report forms (MRFs), correct MRFs, and manage user access to the MRF service on behalf of their facility.**

The basic steps for MRF submission include:

- Accessing your permit's monitoring report forms
- Entering your data into the monitoring report forms
- Notifying users that monitoring reports are available to be certified
- Certifying the monitoring report forms for submittal

Before Getting Started

Before jumping into the steps involved in submitting monitoring reports forms, below are some basic terms that will be referred to throughout this manual:

"Monitoring Report Forms" are documents provided to a permittee so that they may record and submit sampling data as required by their respective permits. There are three (3) types of monitoring report forms: Discharge Monitoring Reports (DMRs), Waste Characterization Reports (WCRs), and Residual Transfer Reports (RTRs). Collectively these reports are referred to as "Monitoring Report Forms" or "MRFs". Throughout this manual, all forms will be referred to as "MRFs" unless addressing a specific form type.

"Facility Administrator" is an individual designated by a facility to manage user access to the facility's MRFs. A Facility Administrator may grant, revoke or change user access for both Responsible Officials and General Users. Facility Administrator access also gives the user the ability to complete, review, certify and submit MRFs. The Facility Administrator must be a facility employee or be designated as an agent by an authorized representative of the facility.

"Responsible Official" is an individual with full access to MRFs. They may complete, review, certify and submit MRFs. However, Responsible Officials cannot add, revoke or change security access for other users.

"General User" is an individual with access to enter data into and review MRFs. A General User cannot certify or submit MRFs, or grant/revoke access to other users.

Establishing a MyNewJersey Account and linking it to DEP Online

Before accessing the MRFs for a facility, a user must first establish a MyNewJersey account and link DEP Online services to that account. This process includes creating a user ID and password which will be used to log on to DEP Online. Complete instructions on establishing a MyNewJersey Account and linking it to DEP Online are found here:

https://dep.nj.gov/wp-content/uploads/dwq/njpdes_mrf_submission_service_registration_steps.pdf

As well as video instructions found here:

https://dep.nj.gov/dwq/permitting_information/mrf/#njpdes-mrf-submission-service-video-training-series

After establishing a MyNewJersey account and linking that account to DEP Online, a new user can gain access to the MRFs for a NJPDES permit in one of two ways; by gaining access as a facility administrator or by gaining access as a responsible official or general user:

- 1) To gain access as a Facility Administrator: A Facility Administrator is an individual designated by a facility to manage user access to the facility's MRFs. This includes granting access to new users, revoking user access, and changing access levels of users. To gain access as a new Facility Administrator, please complete and submit the "NJPDES Agreement" form found at the link below. This form **MUST BE COMPLETED AND SUBMITTED FOR THE NJDEP TO GRANT FACILITY ADMINISTRATOR ACCESS. The NJDEP will no longer be managing or granting user access to the MRF service for Responsible Officials and General Users, so we recommend that a Facility Administrator is established to manage user access going forward.** You can mail in the "NJPDES Agreement" form to the address indicated on the form.
"NJPDES Agreement" form:
https://dep.nj.gov/wp-content/uploads/dwq/pdf/forms_and_checklists/form_mrf_service_agreement_form.pdf
- 2) To gain access as a Responsible Official or General User: As mentioned above, **the NJDEP will no longer be managing user access to the MRF service for Responsible Officials and General Users.** To gain access to the MRF service as a Responsible Official or a General User, please follow the instructions on pages 6-7 below which detail the process of requesting access. **After you have added the NJPDES permit number to your "My Workspace" screen, please notify your Facility Administrator that you have requested access so that they may approve your access request. The Facility Administrator is a facility employee or representative previously approved to manage user access to the facility's MRFs. You can find information on the currently approved Facility Administrators for your NJPDES permit number here:** <https://njems.nj.gov/DataMiner/> (Search by Category -> NJPDES Permitting Program -> scroll down to "Facility Security Administrator (FSA) Search for NJDEP MRF Submission Service)

Instructional Videos

There is a “NJPDES MRF Submission Service Video Training Series” for the modernized service located at:

https://dep.nj.gov/dwq/permitting_information/mrf/#njpdes-mrf-submission-service-video-training-series

These videos detail the steps of the MRF submission process contained in this manual. We highly encourage all users to utilize these videos in conjunction with this manual, as some problems may arise that are more easily clarified through watching the process on-screen rather than reading the instructions contained here.

Getting Started

After completing the registration process, you are ready to get started with the process of submitting your MRFs. The sections below outline the steps that are needed to complete the MRF submission process. Throughout the different sections, there will also be commonly asked questions and answers (enclosed within --- lines as **Q:** question and **A:** answer) relevant to each section. These Q/As cover areas that may confuse system users. Don't forget there will also be online videos which demonstrate the different steps as well (refer to the section above). **Please be sure to follow the sections closely, and don't skip over any steps of the process.**

The first step of the submission process is accessing the MRFs.

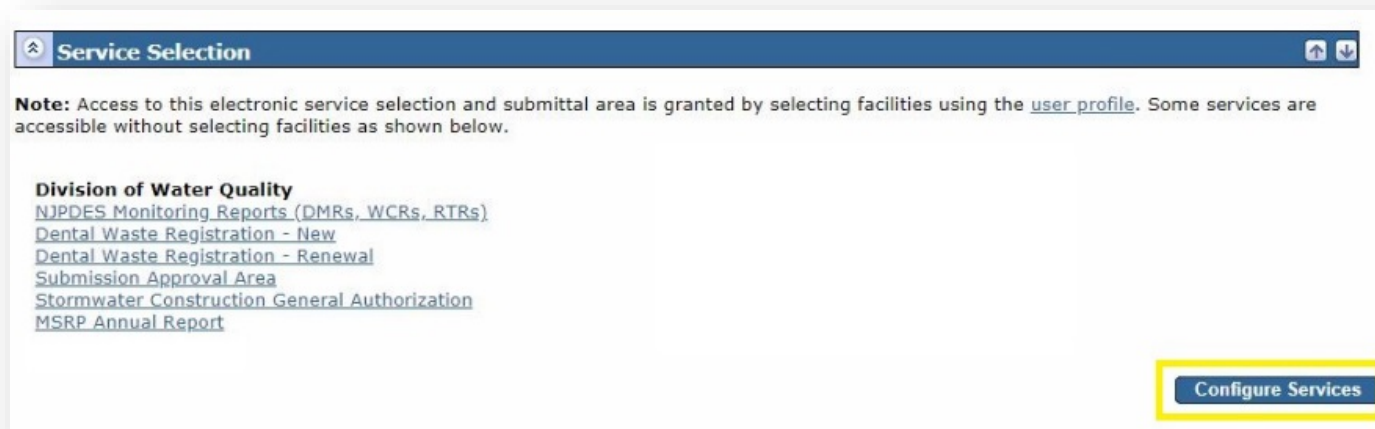
Accessing the MRFs

After you have logged in at <http://www.nj.gov/dep/online/>, and arrived at your “My Workspace” screen, click on the link labeled “NJPDES Monitoring Reports (DMRs, WCRs, RTRs)” located as shown below:



Q: I don't see the link to "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" under the Service Selection bar. Why?

A: If you don't see the link to "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" under the Service Selection bar, you most likely need to add the service to your "My Workspace" page. Under the "Service Selection" header on the right-hand side of the screen, there is a blue button labeled "Configure Services" (see below).



Click the "Configure Services" button, and it will take you to the service selection screen. Find the checkbox for "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" under the heading "Division of Water Quality", check it, and then scroll to the bottom of the page and hit the "OK" button. This will take you back your "My Workspace" screen where the "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" link should now be available.

Clicking the "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" link will take you to the **Permit Selection screen**, which looks like:

My WorkspaceUser ProfileCertificationsPaymentsDocuments and FormsPermit FolderNJDEP Open Gov

Version: 6.5
Currently logged in: Michael Pigiachelli (MPGGLIAC)
Server: Server_2

Help | Logout

1 - Permit Selection

2 - Manage MRF Services

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

PERMIT SELECTION

Please select the permit for which you would like to submit MRFs:

Select Permit	Facility Name	Program Interest ID	NJPDES ID	Municipality	County
<input type="radio"/>	ALEXANDRIA MIDDLE SCHOOL	46032	N000035670	Alexandria Twp	Hunterdon
<input type="radio"/>	ALL SERVICE METAL	460342	N00168653	Trantion City	Hancock
<input type="radio"/>	AMES RUBBER CORP PLANT #1	46062	N000000141	Hartburg Boro	Sussex
<input type="radio"/>	ARTRAK ADAMS HWY FACILITY	46067	N00003499	North Brunswick Twp	Middlesex
<input type="radio"/>	ANGLE IN MOBILE HOME PARK	46395	N00061824	Hovell Twp	Monmouth
<input type="radio"/>	ARTHUR STANULOK SCHOOL	46497	N000031185	Jefferson Twp	Monroe
<input type="radio"/>	BAVDEE STATE PRISON	46113	N00102849	Honice River Twp	Cumberland
<input type="radio"/>	BUCKEYE PERISHAUSKEN TERMINAL LLC	46048	N00004383	Perishausken Twp	Camden
<input type="radio"/>	CANDLER IRON & METAL INC	47526	N000158254	Camden City	Camden
<input type="radio"/>	CARE MAY REG WTP	46172	N00000371	Lower Twp	Cape May
<input type="radio"/>	CEDAR SQUARE SHOPPING CENTER	46192	N00002944	Upper Twp	Cape May
<input type="radio"/>	CHAMBERS WORKS	46287	N00005100	Perkasie Twp	Salem
<input type="radio"/>	DUCK ISLAND TERMINAL INC	46969	N00066753	Hamilton Twp	Hancock
<input type="radio"/>	EVINGLAWRENCE SA WTP	46324	N000198165	Lawrence Twp	Hancock
<input type="radio"/>	FIDOLER'S ELBOW CTRY CLUB WWTP	46536	N00021865	Bedminster Twp	Somerset
<input type="radio"/>	HERON AVE WTP	46772	N000102699	Perkasie Twp	Salem
<input type="radio"/>	HOGANAHES CORPORATION	46443	N00004373	Conamintown Twp	Burlington
<input type="radio"/>	HOWARD H DOWN GENERATING STATION	47054	N00103016	Vineland City	Cumberland
<input type="radio"/>	HUDSON CITY DEPT OF ROADS & PUBLIC PROPERTY	46460	N00023566	Beaumont Town	Hudson
<input type="radio"/>	HAULE SHADE TWP PARK AVE WTP	46579	N00081667	Hopkinton Twp	Burlington
<input type="radio"/>	MARCAL MANUFACTURING LLC	46580	N00002674	Elmwood Park Boro	Bergen
<input type="radio"/>	HORNER-DEAR WTP	46644	N000024956	Perkasie Twp	Camden
<input type="radio"/>	MOUNT HOLLY WPOF	46645	N00024015	Mount Holly Twp	Burlington
<input type="radio"/>	NO AMERICAN WATER CO - MAINFIELD WTP	47774	N000224944	Mainfield Twp	Burlington
<input type="radio"/>	NO AMERICAN WATER CO - WOODLANE WTP	46502	N000224961	Mount Holly Twp	Burlington
<input type="radio"/>	NO TRAINING SCHOOL FOR BOYS	46685	N000028479	Monroe Twp	Middlesex
<input type="radio"/>	NORTH BRUNSWICK TWP WTP	46705	N000224979	Franklin Twp	Somerset
<input type="radio"/>	PASSAIC VALLEY SEWERAGE COMM	46756	N000019106	Newark City	Essex
<input type="radio"/>	PASSAIC VALLEY SEWERAGE COMM	46756	N000119054	Newark City	Essex
<input type="radio"/>	PERISHAUSKEN SANITARY LANDFILL	46756	N000126295	Perishausken Twp	Camden
<input type="radio"/>	PHILLIPS 66 CO	46318	N00001511	Linden City	Union
<input type="radio"/>	PHILLIPSBURG TOWN BTP	46782	N000200808	Phillipsburg Town	Warren
<input type="radio"/>	FINLANDS PARK ELP	46679	N000020227	Egg Harbor Twp	Atlantic
<input type="radio"/>	KARANTAN ROLLSTONE WTP	46300	N000000965	Bridgewater Twp	Somerset
<input type="radio"/>	SANDY HOOK WTP	46378	N00022314	Middletown Twp	Monmouth
<input type="radio"/>	SHEDDENBERG WTP	46967	N000020021	Sheddenberg Boro	Oklawaha
<input type="radio"/>	TRENTON WATER WORKS	47001	N000224952	Trantion City	Hancock
<input type="radio"/>	UNITED WATER LAURENCEVILLE	46533	N000224760	Lambertville City	Hunterdon
<input type="radio"/>	UNITED WATER HATCHAPOXEC	46587	N000224758	Hatchapoxec Twp	Monmouth
<input type="radio"/>	UNITED WATER NO WYANDOTTIE WTP	47096	N000225703	Franklin Lakes Boro	Bergen
<input type="radio"/>	WOODBINE HUA WTP	47096	N000224766	Woodbine Boro	Cape May

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

Add PermitReturn to WorkspaceContinue

From the “Select Permit” column, select the facility and NJPDES permit number that you would like to access, and then click the “Continue” button.

Q: I don’t see my facility or permit number on the Permit Selection screen. Why?

A: If you don’t see your facility on the Permit Selection screen, you most likely haven’t yet added the facility to your user profile. To add the facility to your user profile, you should:

- 1) From the “Permit Selection Screen”, hit the button labeled “Add Permit”

My WorkspaceUser ProfileCertificationsPaymentsDocuments and FormsPermit FolderNJDEP Open Gov

Version: 6.5
Currently logged in: Michael Pigiachelli (MPGGLIAC)
Server: Server_2

Help | Logout

1 - Permit Selection

2 - Manage MRF Services

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

PERMIT SELECTION

Please select the permit for which you would like to submit MRFs:

Select Permit	Facility Name	Program Interest ID	NJPDES ID	Municipality	County
<input type="radio"/>	ALEXANDRIA MIDDLE SCHOOL	46032	N000035670	Alexandria Twp	Hunterdon
<input type="radio"/>	ALL SERVICE METAL	460342	N00168653	Trantion City	Hancock
<input type="radio"/>	AMES RUBBER CORP PLANT #1	46062	N000000141	Hartburg Boro	Sussex
<input type="radio"/>	ARTRAK ADAMS HWY FACILITY	46067	N00003499	North Brunswick Twp	Middlesex
<input type="radio"/>	ANGLE IN MOBILE HOME PARK	46395	N00061824	Hovell Twp	Monmouth
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<input type="radio"/>	BUCKEYE PERISHAUSKEN TERMINAL LLC	46048	N00004383	Perishausken Twp	Camden
<input type="radio"/>	CANDLER IRON & METAL INC	47526	N000158254	Camden City	Camden
<input type="radio"/>	CARE MAY REG WTP	46172	N00000371	Lower Twp	Cape May
<input type="radio"/>	CEDAR SQUARE SHOPPING CENTER	46192	N00002944	Upper Twp	Cape May
<input type="radio"/>	CHAMBERS WORKS	46287	N00005100	Perkasie Twp	Salem
<input type="radio"/>	DUCK ISLAND TERMINAL INC	46969	N00066753	Hamilton Twp	Hancock
<input type="radio"/>	EVINGLAWRENCE SA WTP	46324	N000198165	Lawrence Twp	Hancock
<input type="radio"/>	FIDOLER'S ELBOW CTRY CLUB WWTP	46536	N00021865	Bedminster Twp	Somerset
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<input type="radio"/>	HOWARD H DOWN GENERATING STATION	47054	N00103016	Vineland City	Cumberland
<input type="radio"/>	HUDSON CITY DEPT OF ROADS & PUBLIC PROPERTY	46460	N00023566	Beaumont Town	Hudson
<input type="radio"/>	HAULE SHADE TWP PARK AVE WTP	46579	N00081667	Hopkinton Twp	Burlington
<input type="radio"/>	MARCAL MANUFACTURING LLC	46580	N00002674	Elmwood Park Boro	Bergen
<input type="radio"/>	HORNER-DEAR WTP	46644	N000024956	Perkasie Twp	Camden
<input type="radio"/>	MOUNT HOLLY WPOF	46645	N00024015	Mount Holly Twp	Burlington
<input type="radio"/>	NO AMERICAN WATER CO - MAINFIELD WTP	47774	N000224944	Mainfield Twp	Burlington
<input type="radio"/>	NO AMERICAN WATER CO - WOODLANE WTP	46502	N000224961	Mount Holly Twp	Burlington
<input type="radio"/>	NO TRAINING SCHOOL FOR BOYS	46685	N000028479	Monroe Twp	Middlesex
<input type="radio"/>	NORTH BRUNSWICK TWP WTP	46705	N000224979	Franklin Twp	Somerset
<input type="radio"/>	PASSAIC VALLEY SEWERAGE COMM	46756	N000019106	Newark City	Essex
<input type="radio"/>	PASSAIC VALLEY SEWERAGE COMM	46756	N000126295	Perishausken Twp	Camden
<input type="radio"/>	PHILLIPS 66 CO	46318	N00001511	Linden City	Union
<input type="radio"/>	PHILLIPSBURG TOWN BTP	46782	N000200808	Phillipsburg Town	Warren
<input type="radio"/>	FINLANDS PARK ELP	46679	N000020227	Egg Harbor Twp	Atlantic
<input type="radio"/>	KARANTAN ROLLSTONE WTP	46300	N000000965	Bridgewater Twp	Somerset
<input type="radio"/>	SANDY HOOK WTP	46378	N00022314	Middletown Twp	Monmouth
<input type="radio"/>	SHEDDENBERG WTP	46967	N000020021	Sheddenberg Boro	Oklawaha
<input type="radio"/>	TRENTON WATER WORKS	47001	N000224952	Trantion City	Hancock
<input type="radio"/>	UNITED WATER LAURENCEVILLE	46533	N000224760	Lambertville City	Hunterdon
<input type="radio"/>	UNITED WATER HATCHAPOXEC	46587	N000224758	Hatchapoxec Twp	Monmouth
<input type="radio"/>	UNITED WATER NO WYANDOTTIE WTP	47096	N000225703	Franklin Lakes Boro	Bergen
<input type="radio"/>	WOODBINE HUA WTP	47096	N000224766	Woodbine Boro	Cape May

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

Add PermitReturn to WorkspaceContinue

- 2) Enter the NJPDES permit number of the permit you would like to add in the box labeled “NJPDES Permit Number” and hit the blue “Search” button on the right. **Please be sure to enter capital letters for the ‘NJ’ or ‘NJG’ in the NJPDES permit number** (ex: ‘NJ0029867’ is correct, ‘nj0029867’ is incorrect), **and be sure you are entering the NJPDES permit number, not the Program Interest ID** (NJPDES permit #s start with ‘NJ’ or ‘NJG’ followed by seven digits, Program Interest IDs are 5 or 6 digits).

ADD FACILITY

Enter a NJPDES Permit Number and/or a NJPDES Permit Name:

NJPDES Permit Number:

NJPDES Permit Name:

Search

Results

Please perform a search to view available facilities.

Cancel

After the results are returned, select the radio button next to the permit number and hit the blue “Add Selected Facility” button on the right. This will return you to the “Permit Selection” screen where the permit should now be listed in the grid.

ADD FACILITY

Enter a NJPDES Permit Number and/or a NJPDES Permit Name:

NJPDES Permit Number:

NJG0198226

NJPDES Permit Name:

Search


Results






Select	Facility	Facility ID	NJPDES Number	County	Municipality
<input type="radio"/>	PARSPANY TROY HILLS	46753	NJG0198226	Morris	Parsippany-Troy Hills

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

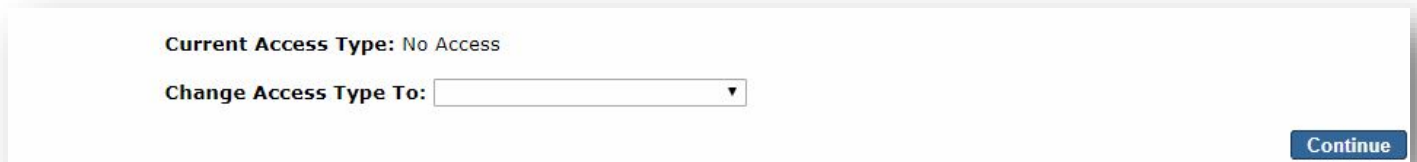
Add Selected Facility

Cancel

By default, the access type requested is “General”. If you need to change the access type of your access request (ex: Responsible Official), you can click on the  icon under the “Change Access” column on the “My Workspace” screen.

My Facilities/Program Interests						
Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.						
		1 2 3 4 5 6 7 8 9 ...				
Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	
2058 SOUTH SHORE RD LLC	NJ0239755	Water Quality	Responsible Official	Pending		
8TH STREET BRIDGE OVER PASSAIC RIVER	NJG026485	Water Quality	Responsible Official	Pending		
ADAMS STREET WTP	NJG0198285	Water Quality	Responsible Official	Pending		
ALBERT C WAGNER YOUTH CORRECTIONAL FACILITY	NJ0026719	Water Quality	Responsible Official	Pending		
ALL SERVICE METAL	NJ0168653	Water Quality	Responsible Official	Pending		

Then on the subsequent screen, use the “Change Access” drop-down to request a new access type and hit the “Continue” button.

A screenshot of a web form. At the top, it says "Current Access Type: No Access". Below that is a label "Change Access Type To:" followed by a dropdown menu. In the bottom right corner, there is a blue button with the text "Continue".



Current Access Type: No Access

Change Access Type To:

Continue

Please notify the Facility Administrator that you have added the permit to your profile so that they can now enable your access to the MRFs for the permit.

After selecting your permit #, you will be taken to the **Manage MRF Services** screen. This is the main screen for the service and displays four (4) grids for the selected NJPDES permit: **Available MRFs, In-Progress MRFs, MRFs Awaiting Certification & Historical MRF Submissions**. Below is a quick look at each grid on the screen before proceeding with the MRF submission process:

displayed only if there are multiple pages). To continue entry of monitoring report form data, a user should click on the corresponding  icon in the “Continue with Service” column for that monitoring report form. Clicking on the  icon in the “Delete” column will remove the monitoring report from the “In-Progress MRFs” grid and return it to the “Available MRFs” grid where it will be available as a blank monitoring report form (i.e. **any/all data previously entered for the monitoring report form will be cleared**).


MRFs Awaiting Certification

MRFs Awaiting Certification

Filter By:
From (Start Date):
To (End Date):
Filter

	Service ID	Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Certs Achieved	Summary	Delete
<input type="checkbox"/>	530991	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2015 - 01/31/2016	02/27/2019	02/26/2016	0 of 1		
<input checked="" type="checkbox"/>	531321	K01K-Discharge Monitoring Pt.-C2	Ground Water DMR	08/01/2016 - 01/31/2017	03/27/2019	02/26/2017	0 of 1		

Email Responsible Official
Certify MRF(s)

The **MRFs Awaiting Certification** grid contains any monitoring report form where data entry of the monitoring results has been completed. These monitoring report forms are awaiting certification by a Responsible Official(s) to complete the submission process. As with the other grids, monitoring report forms listed in **red text** are reports where the due date has passed. The **MRFs Awaiting Certification** grid can also be filtered by monitoring period start date and/or end date, and users can also navigate through pages of the display by using the page number links (1 2 3) and page arrow links (> and << >>) displayed at the top and bottom of the grid (these page number links and arrows will be displayed only if there are multiple pages). Clicking on the  icon in the “Delete” column will remove the monitoring report form from the “In-Progress MRFs” grid and return it to the “Available MRFs” grid where it will be available as a blank monitoring report form (i.e. **any/all data previously entered for the monitoring report form will be cleared**).

Historical MRF Submissions




Historical MRF Submissions

Filter By:
Service ID:
Monitoring Location:
Form Type:
From (Start Date):
To (End Date):
Filter


<< < 1 2 3 > >>

Service ID	Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Revise MRF Submission
530985	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2014 - 01/31/2015	02/27/2019	02/26/2015	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	02/01/2014 - 07/31/2014	08/25/2014	08/26/2014	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2013 - 01/31/2014	06/18/2014	02/26/2014	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	02/01/2013 - 07/31/2013	03/26/2014	08/26/2013	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2012 - 01/31/2013	02/22/2013	02/26/2013	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	02/01/2012 - 07/31/2012	07/18/2013	08/26/2012	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2011 - 01/31/2012	02/28/2012	02/26/2012	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	02/01/2011 - 07/31/2011	08/11/2011	08/26/2011	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2010 - 01/31/2011	08/24/2011	02/26/2011	
	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2009 - 01/31/2010	03/31/2010	02/26/2010	

<< < 1 2 3 > >>

The **Historical MRF Submissions** grid contains any previously submitted monitoring report form. For those MRFs previously submitted online via the modernized MRF service, a summary of the submission can be viewed as a .pdf document by clicking the  icon in the “Submission” column. If a previously submitted MRF was submitted with a file attachment(s), there will be an  icon which, when clicked, will open a folder containing a summary .pdf of the MRF as well as all files that were attached with the MRF submission. As with the other grids, the **Historical MRF Submissions** grid can also be filtered by monitoring period start date and/or end date, and users can also navigate through pages of the display by using the page number links (1 2 3) and page arrow links (\geq and \gg) displayed at the top and bottom of the grid (these page number links and arrows will be displayed only if there are multiple pages). If you need to correct a previously submitted MRF, you will begin the process in this grid by clicking on appropriate  icon in the “Revise MRF” column. The process of revising a previously submitted MRF is described in the section below titled **“Correcting an MRF”**.

MRF Data Entry

Once you have your monitoring data and are ready to input the data into your MRF, click on the appropriate  icon in the “Enter MRF Data” column from the “Available MRFs” grid (or the “Continue with Service” column from the “In-Progress MRFs” grid if the MRF has already been started). This will bring you to the **“Enter MRF Data”** screen. The **“Enter MRF Data”** screen will look slightly different depending on the type of MRF (i.e. DMR, WCR or RTR), so let’s look at each type of MRF individually.

DMR

My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov

Version: 6.3
Currently logged in: Michael Pigiarelli (MPIGLIAC)
Server: Server_2

N00061824
ANGLE IN MOBILE HOME PARK

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1 - Permit Selection
2 - Manage MRF Services
3 - Enter MRF Data
4 - Certification

Enter MRF Data
Notes: A value in the "No. Ex." column is only required when there are sample measurements and/or calculated values that do not comply with the permit requirements. In all other cases, this column may be left blank.
Monitoring Location: K01K-Discharge Monitoring Rt.
Monitoring Period: 02/01/2015 - 07/31/2015
Status: In-Progress
Service ID: S30986
Please Note: You may click on a previously visited page (above) to navigate back to that screen.

☒ No Discharge for Monitoring Period

Row #	Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	
1	Flow Rate	SAMPLE MEASUREMENT					1	6 Months	Calculated
	00056 1 Effluent Gross Value	PERMIT REQUIREMENT					1	6 Months	Calculated
		REPORT							
2	pH	SAMPLE MEASUREMENT					1	6 Months	Grab
	00100 1 Effluent Gross Value	PERMIT REQUIREMENT					1	6 Months	Grab
		REPORT							
3	Solids, Total Dissolved (TDS)	SAMPLE MEASUREMENT					1	6 Months	Grab
	00029 1 Effluent Gross Value	PERMIT REQUIREMENT					1	6 Months	Grab
		REPORT							
4	Sodium, Total (as Na)	SAMPLE MEASUREMENT					1	6 Months	Grab
	00029 1 Effluent Gross Value	PERMIT REQUIREMENT					1	6 Months	Grab
		REPORT							
5	Zinc, Total (as Zn)	SAMPLE MEASUREMENT					1	6 Months	Grab
	00045 1 Effluent Gross Value	PERMIT REQUIREMENT					1	6 Months	Grab
		REPORT							
6	Lab Certification #	SAMPLE MEASUREMENT							
	00000 00 Lab	PERMIT REQUIREMENT							
		REPORT							
		LAB #							
		LAB #							
		LAB #							

Notes: Carriage returns are not accepted in the below field.
Comments:

Save
Add Attachment
Data Entry Complete
Certify

The “Enter MRF Data” screen for a DMR very closely mimics the Discharge Monitoring Data tab of the MRF Excel spreadsheets that most existing users are familiar with. **All blank boxes must be completed prior to submission, apart from the “No. Ex.” Column and Lab Certification parameter cells.** Values in the “No. Ex.” column are only required when there are sample measurements and/or calculated values that do not comply with the permit requirements. In all other cases, this column may be left blank. Cells in the “Quantity or Loading” column consist of a text box for reporting numerical results, and a drop-down menu for selecting “No Discharge” codes that are specific to DMR forms. The form will allow the entry of **EITHER a numerical result OR a “No Discharge” code**. If you are entering a “No Discharge” code for a given parameter, be sure to select the same code for the entire parameter row where required. The form will also allow numerical entries to be up to 12 digits long including the decimal point or the “>” or “<” symbol in the case of entering a detection level. **No other special characters besides the “>” and “<” symbols should be entered.**

Row #	Parameter	Quantity or Loading		Units
1	Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value	SAMPLE MEASUREMENT	5600	MGD
		PERMIT REQUIREMENT	REPORT 01MOAV	
		QL	*****	

Row #	Parameter		Quantity or Loading		Units
1	Flow Rate 00056 1 Effluent Gross Value	SAMPLE MEASUREMENT		*****	GPD
		PERMIT REQUIREMENT	CODE=5 - Frozen Conditions CODE=8 - Other CODE=D - Lost Sample CODE=E - Lab Error CODE=F - Insufficient Flow CODE=H - Invalid Test CODE=M - No Sludge CODE=N - Not Required CODE=X - DEP Invalidated Data CODE=Z - Public Health Emerg. NO DATA		
		QL			
2	pH 00400 1 Effluent Gross Value	SAMPLE MEASUREMENT		*****	*****
		PERMIT REQUIREMENT	*****		
		QL			
3	Solids, Total Dissolved (TDS) 70295 1 Effluent Gross Value	SAMPLE MEASUREMENT		*****	*****
		PERMIT REQUIREMENT	*****		
		QL			

Cells in the “Frequency of Analysis” and “Sample Type” columns will be auto-populated and should not be edited under normal circumstances. There is also an optional “Comments” box located at the bottom of the screen to enter any additional comments related to the DMR.

Q: Do I have to enter “No Discharge” codes in all cells if there has been no discharge this monitoring period?

A: No – you should check the “No Discharge for Monitoring Period” checkbox. Checking the “No Discharge This Monitoring Period” checkbox will generate a warning dialog box. Select the “OK” button to continue. The system will then auto-fill the required cells with the correct “No Discharge” Code (see below screenshots).

Version: 6.5
Currently logged in: Michael Pigliacelli (MPIGLIAC)
Server: Server_1

NJ0062944
CEDAR SQUARE SHOPPING CENTER

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Enter MRF Data

Note: A value in the "No. Ex." column is only required when there are sample measurements and/or calculated values that do not comply with the permit requirements. In all other cases, this column may be left blank.

Monitoring Location: T01T-Discharge Sampling T01T
Monitoring Period: 04/01/2015 - 04/30/2015
Status: Available
Service ID: N/A

☐ **No Discharge for Monitoring Period**

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

Row #	Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
	Flow Rate	SAMPLE		*****	*****		Continuous	Continuous

www.depstg.state.nj.us / DEP_NJ / 0101resstate.nj

Pigliacelli (MPIGLIAC)

Enter MRF Data

Note: A value in the "No. Ex." column is only required when there are sample measurements and/or calculated values that do not comply with the permit requirements. In all other cases, this column may be left blank.

Monitoring Location: 001A-SW Outfall 001A
Monitoring Period: 11/01/2016 - 11/30/2016
Status: Available
Service ID: N/A

☐ **No Discharge for Monitoring Period**

www.depstg.state.nj.us says
Clicking 'No Discharge for Monitoring Period' checkbox will delete data already entered in the reported value field, make all reported value fields in the Detail Data Window not editable, and set the value of appropriate reported value cells to 'NODI'. Please click OK if you want to proceed.

OK **Cancel**

Row #	Parameter	Quantity or Loading	Units	Quality or Concentration	Units
1	Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value	SAMPLE MEASUREMENT			
		PERMIT REQUIREMENT	REPORT 01MOAV	REPORT 01DAMX	
		QL			
	pH	SAMPLE			

Row #	Parameter	Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
1	Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value	SAMPLE MEASUREMENT	NODI	NODI							
		PERMIT REQUIREMENT QL	REPORT 01MOAV	REPORT 01DAMX							
										Continuous	Continuous
2	pH 00400 1 Effluent Gross Value	SAMPLE MEASUREMENT			NODI		NODI				
		PERMIT REQUIREMENT QL			6.0 01RPMN		9.0 01RPMX		1	Day	Grab
3	Solids, Total Suspended 00530 G Raw Sew/Influent	SAMPLE MEASUREMENT									
		PERMIT REQUIREMENT QL			REPORT 01MOAV		REPORT 01WKAV		3	Month	6 Hour Composite

WCR

Version: 6.5

Currently logged in: Michael Pigliacelli (MPIGLIAC)

Server: Server_2

NJ0062944

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Enter MRF Data

[Printer Friendly Version](#)

1 - Permit Selection

2 - Manage MRF Services

3 - Enter MRF Data

4 - Certification

Please Note

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

Note: Remark codes are optional fields on this MRF.

Monitoring Location: MW-1-Monitoring Well MW-1

Monitoring Period: 07/01/2015 - 09/30/2015

Status: Available

Service ID: N/A

Sample Date:

☐ No Discharge for Monitoring Period

Row #	Parameter	Reported		Remark Code	Sample type
		Value	Units		
1	Coliform, Fecal General 74055 MW Monitoring Well		# PER 100 MILLILITERS(MASS)		Grab
2	Depth To H2o From Origin Ground Level 72019 MW Monitoring Well		FEET		Grab
3	Elev. Top Mon. Well Casing above MSL 72110 MW Monitoring Well		FEET		Grab
4	Depth To Water Table From Top Of Casing 82546 MW Monitoring Well		FEET		Grab
5	Lab Certification # 99999 99 Lab		NO VALUE		Not Applicable
6	Lab Certification # 99999 99 Lab		NO VALUE		Not Applicable
7	Lab Certification # 99999 99 Lab		NO VALUE		Not Applicable
8	Lab Certification # 99999 99 Lab		NO VALUE		Not Applicable
9	Lab Certification # 99999 99 Lab		NO VALUE		Not Applicable

Note: Carriage returns are not accepted in the below field.

Comments:

[Save](#)

[Add Attachment](#)

[Data Entry Complete](#)

[Certify](#)

A value in the "Sample Date" box should be entered in all cases where a sample was taken (if there was no sample taken for the monitoring period because there was no discharge, please check the "No Discharge for Monitoring Period" checkbox as described in the DMR section above).

Enter MRF Data

Note: Remark codes are optional fields on this MRF.

Monitoring Location: MW-3-Monitoring Well MW-3

Monitoring Period: 10/01/2002 - 12/31/2002

Status: In-Progress

Service ID: 528863

Sample Date:

☐ **No Discharge for Monitoring Period**

Cells in the "Value" column consist of a text box for reporting numerical results, and a drop-down menu for selecting "No Discharge" codes that are specific to WCR forms. There is an optional "Remark Code" column consisting of a drop-down menu for selecting any relevant lab remark codes associated with a reported result. **Entering remark codes are not required to complete the MRF but may be necessary when further clarification of the reported result is needed.** As with the DMR, there is also an optional "Comments" box located at the bottom of the screen to enter any additional comments related to the WCR.

Row #	Parameter	Reported		Remark Code	S
		value	Units		
1	Nitrogen, Ammonia Total (as N) 00610 MW Monitoring Well	56	MILLIGRAMS PER LITER		
2	Nitrogen, Nitrate Total (as N)		MILLIGRAMS PER LITER		

2	Nitrogen, Nitrate Total (as N) 00620 MW Monitoring Well		MILLIGRAMS PER LITER		
3	Coliform, Total General 74056 MW Monitoring Well		ALL LITERS(CONC)		
4	Depth To H2o From Origin Ground Level 72019 MW Monitoring Well		FEET		
5	Elev. Top Mon. Well Casing above MSL 72110 MW Monitoring Well		FEET		
6	Depth To Water Table From Top Of Casing 82546 MW Monitoring Well		FEET		
7	Lab Certification # 99999 99 Lab		NO VALUE		
8	Lab Certification #		NO VALUE		

Row #	Parameter	Reported		Remark Code
		Value	Units	
1	Nitrogen, Ammonia Total (as N) 00610 MW Monitoring Well	<input type="text"/>	MILLIGRAMS PER LITER	<div> <input type="text"/> <ul style="list-style-type: none"> Code A - Mean of 2 or more determinations Code B - Value exceeds accepted ranges Code C - Calculated value Code D - Indicates field measurement Code G - Value is max of two or more detections Code J - Value invalid-sample hold time exceeded Code K - Actual value is < reported value Code L - Actual value is > reported value Code N - Detected in blank also Code P - Sample handled improperly Code S - Laboratory test Code T - Value detected below QL Code U - Analyzed for but not detected </div>
2	Nitrogen, Nitrate Total (as N) 00620 MW Monitoring Well	<input type="text"/>	MILLIGRAMS PER LITER	
3	Coliform, Total General 74056 MW Monitoring Well	<input type="text"/>	# PER 100 MILLILITERS(CONC)	
4	Depth To H2o From Origin Ground Level 72019 MW Monitoring Well	<input type="text"/>	FEET	
5	Elev. Top Mon. Well Casing above MSL 72110 MW Monitoring Well	<input type="text"/>	FEET	
6	Depth To Water Table From Top Of Casing 82546 MW Monitoring Well	<input type="text"/>	FEET	
7	Lab Certification # 99999 99 Lab	<input type="text"/>	NO VALUE	
8	Lab Certification # 00000 00 Lab	<input type="text"/>	NO VALUE	

RTR

My Workspace
User Profile
Certifications
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NJDEP Open Gov

Version: 6.5
Currently logged in: Michael Pigiacelli (MPIGLIAC)
Server: Server_1

NJG0224952
TRENTON WATER WORKS

Help | Logout
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1 - Permit Selection
2 - Manage MRF Services
3 - Enter MRF Data
4 - Certification

Enter MRF Data
Monitoring Location: S11A-SQAR-Belt Press
Monitoring Period: 03/01/2015 - 03/31/2015
Status: Available
Service ID: N/A
☐ No Discharge for Monitoring Period

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

Row #	Sent	Rec'd	Facility Identification Number	Customer Name	Amount Transferred		Monitored Location	Remove
					Quantity	Units		
1	<input type="checkbox"/>	<input type="checkbox"/>						

1
Add Row

Note: Carriage returns are not accepted in the below field.
Comments:

Copy From Previously Submitted RTR


Save
Add Attachment
Data Entry Complete
Certify

To begin data entry in an RTR, click on either the “Sent” checkbox to indicate the sending of Residuals, or the “Rec’d” checkbox to indicate you have received Residuals. You may then type freely in the “Facility Identification Number” column cells. Please enter the Program Interest (PI) number (you may call the Bureau of Pretreatment & Residuals at (609) 984-4428 to obtain a facility’s PI number). For out-of-state facilities which have not been issued a PI number, you may enter the facility name preceded by OS (out-of-state), and the state’s abbreviation. Please be aware that the column width is limited to 40 characters and **you should only enter alpha-numeric characters (no special characters, no “&”, no “#”, no quotation marks or apostrophes) and numerical values entered in any cell should be no longer than 8 digits**. After you enter a valid PI number in the “Facility Identification Number” column, the “Customer Name” will auto-populate based on the PI number.

Row #	Sent	Rec'd	Facility Identification Number	Customer Name
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	46442	AGFA CORP





You can freely type a number in the “Quantity” column to enter a numerical result, **but do not use commas**. Select the unit from the “Units” column drop-down box (the units are restricted to Gallons, Wet Metric Tons or Wet Cubic Yards). **The “Monitored Location” column is disabled by default, it is only enabled to enter a transfer of residuals between two monitored locations within the same facility (the “Facility Identification Number” entered must be your own facility’s number).**

Amount Transferred		Monitored Location	Remove
Quantity	Units		
	GALLONS	SL2P-SQAR-Sludge Production	

To add one or more rows to the RTR, use the “Add Row” button (you can type in the number of rows you would like to add in the box adjacent to the “Add Row” button). To remove unnecessary rows that you may have added in error, you can click the  button in the “Remove” column. It is not necessary to report each daily amount of sludge received or generated from a specific management facility or generator, just the total amount for each facility or generator over the monitoring period covered by the MRF.

Monitored Location	Remove
<input type="text"/>	

Add Row

Row #	Sent	Rec'd	Facility Identification Number	Customer Name	Amount Transferred		Monitored Location	Remove
					Quantity	Units		
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>				GALLONS		
2	<input type="checkbox"/>	<input type="checkbox"/>						
3	<input type="checkbox"/>	<input type="checkbox"/>						
4	<input type="checkbox"/>	<input type="checkbox"/>						

An additional feature that is unique to the RTR forms is the ability to copy rows from a previously submitted RTR. To copy rows from a previously submitted RTR, click the **“Copy From Previously Submitted RTR”** button. On the subsequent screen, use the drop-down box to select the previously submitted RTR you would like to copy from, and then hit the “Copy” button. This will populate the RTR you are currently working on with the rows from the previously submitted RTR. **Please note:** This will not bring back the data from the “Amount Transferred” columns, only the “Sent/Rec’d” checkboxes and the “Facility Identification Number” for each retrieved row.

Monitored Location	Remove
<input type="text"/>	

Add Row

Copy From Previously Submitted RTR

Copy From Previously Submitted RTR

Monitoring Period: **Copy** **Cancel**

Adding an Attachment to an MRF

A new feature of the modernized service is the ability to attach a file to the submission of an MRF. **This feature is completely optional unless specifically required by a permit condition or direction from your permit writer/enforcement officer (Ex: Non-Compliance Report).** At the bottom right-hand corner of the “Enter MRF Data” screen (for all types of MRFs), there is an “Add Attachment” button.



Clicking the “Add Attachment” button will take you to the “Attachment Upload” screen as shown below.

The screenshot shows the 'ATTACHMENT UPLOAD' screen. On the left is a sidebar with a navigation menu containing five items: '1 - Permit Selection', '2 - Manage MRF Services', '3 - Enter MRF Data', '4 - Attachment Upload', and '5 - Certification'. Below the menu is a 'Please Note' section with text: 'You may click on a previously visited page (above) to navigate back to that screen.' The main content area has a blue header bar with the text 'ATTACHMENT UPLOAD'. Below the header, there is a note: 'NOTE: Please disregard the '* Required' text below.' followed by a paragraph: 'There are currently no required attachments associated with your service, to add attachments please select from the Add Attachment dropdown and click the 'Add Attachment' button.' Below this paragraph is a link: 'How do I upload a File?'. There is a dropdown menu labeled 'Add Attachment...' with a downward arrow. At the bottom of the main content area is a blue button labeled 'Add Attachment'. In the bottom right corner of the screen are two blue buttons: 'Back' and 'Continue'.

First, use the drop-down box on the left to select the type of file you would like to attach, then hit the “Add Attachment” button.

NOTE: Please disregard the "** Required" text below.

Attachment Type
Other

* Required

[How do I upload a File?](#)

Add Attachment...
Add Attachment...
Laboratory Information
Certification
Correspondance
Spreadsheet
Image
Other

NOTE: Please disregard the "** Required" text below.

Attachment Type
Other

* Required

[How do I upload a File?](#)

Other
Add Attachment

This will populate a new row (as shown in the screenshot below) with your selected Attachment Type. Now hit the "Choose File" button from the newly populated row. This will open a dialog box to the files on your computer. Select the file you would like to attach by clicking on it **once**, and then hitting the "Open" button.

ATTACHMENT UPLOAD

Application Type - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)

NOTE: Please disregard the "** Required" text below.

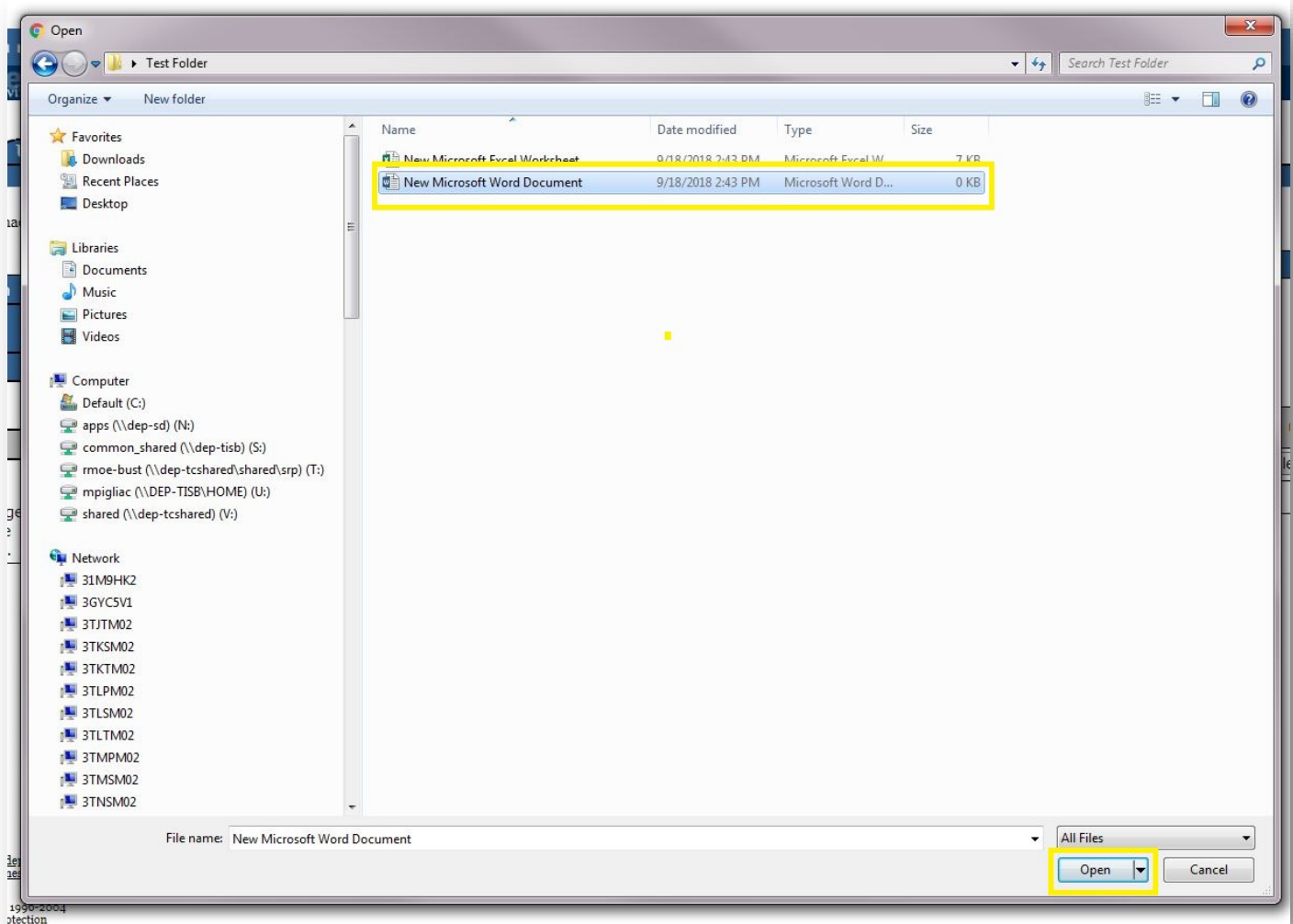
Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	Status	File Size (MB)	Remove
Other	Other	pdf, doc, docx, xls, xlsx, rtf, txt, jpg, zip	Choose File No file chosen		0	
Total Uploaded:					0 MB	



* Required

[How do I upload a File?](#)

Add Attachment...
Add Attachment

Back Continue



This will populate the “Upload File Name” column with your file’s name, and the successful upload of your file will be confirmed by the  shown in “Status” column. **NOTE: You may only upload files types with the extensions shown in the “Allowed Extensions” column (.pdf, .doc, .docx, .xls, .xlsx, .rtf, .txt, .jpg, .zip). Please refrain from uploading unnecessary large files unless specifically directed to do so by DEP staff.** If you need to remove an attachment that was uploaded in error, you can click on the  icon to remove the attachment, or if you decide that you don’t need to attach any file(s) the “Back” button will take you back to the “Enter MRF Data” screen without including any attachment(s) with your MRF submission. After you are satisfied with your attachment(s), you may click the “Continue” button which will take you to the “Enter MRF Data” screen where you can continue with the MRF submission process.

ATTACHMENT UPLOAD

Application Type - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)

NOTE: Please disregard the "** Required" text below.

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	Status	File Size (MB)	Remove
Other	Other	pdf, doc, docx, xls,xlsx, rtf, txt, jpg, zip	New Microsoft Word Document.docx		0.00	
Total Uploaded:					0.00 MB	

* Required

[How do I upload a File?](#)

Add Attachment...

Add Attachment

Back Continue

Notifying Responsible Officials by Email

If you have completed the data entry for a MRF and would like to notify a Responsible Official that the MRF is now ready to be certified, click the checkbox next to the MRF's Service ID in the "MRFs Awaiting Certification" grid. Then click on the "Email Responsible Official" button.

MRFs Awaiting Certification

Filter By: From (Start Date): To (End Date): Filter

Service ID	Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Certs Achieved	Summary	Delete
<input type="checkbox"/> 530991	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2015 - 01/31/2016	02/27/2019	02/26/2016	0 of 1		
<input checked="" type="checkbox"/> 531321	K01K-Discharge Monitoring Pt.-C2	Ground Water DMR	08/01/2016 - 01/31/2017	03/27/2019	02/26/2017	0 of 1		

Email Responsible Official Certify MRF(s)

From the "Email Notification" screen, check the checkbox next to the name(s) of the Responsible Official you would like to notify, and then hit the "Send Notification(s)" button. The email notification confirmation screen will display and you can hit the "Continue" button to return to the "Manage MRF Services" screen.

My Workspace User Profile **Certifications** Payments Documents and Forms Permit Folder NJDEP Open Gov

Version: 6.5
Currently logged in: Michael Pigiacci (MPIGLIAC)
Server: Server 1

NJ0062944
CEDAR SQUARE SHOPPING CENTER

Help / Logout

E-MAIL NOTIFICATION

Select one or more users to receive an email reminder that a service(s) is/are awaiting their certification. When the appropriate users are selected, click the "Send Notification(s)" button. If you do not wish to send a reminder email, please click the "Cancel" button.

Name	Certifier Type	Email Address
<input checked="" type="checkbox"/> Chang Ryu	Responsible Official	
<input type="checkbox"/> Jason Lonardo	Responsible Official	
<input type="checkbox"/> Michael Pigiacci	Responsible Official	
<input type="checkbox"/> Stephen Boyer	Responsible Official	
<input type="checkbox"/> Steve Tulo	Responsible Official	
<input type="checkbox"/> Tom Adams	Responsible Official	

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

Send Notification(s) Cancel

Certification of MRF(s)

After completing the data entry of an MRF, the MRF must be certified by a Responsible Official to complete the submission process. Under the assumption that the user has rights to certify MRFs (i.e. they are a Responsible Official or a Facility Administrator), the user can continue to certify an MRF by either selecting the “Certify” button directly from any “Enter MRF Data” screen

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder NJDEP Open Gov

Version: 6.5
Currently logged in: Michael Pigliacelli (MPIGLIAC)
Server: Server_2

NJ0061834
ANGLE IN MOBILE HOME PARK

Help | Logout

Printer Friendly Version

Enter MRF Data

Note: A value in the "No. Ex." column is only required when there are sample measurements and/or calculated values that do not comply with the permit requirements. In all other cases, this column may be left blank.

Monitoring Location: K01K-Discharge Monitoring Pt.
Monitoring Period: 02/01/2015 - 07/31/2015
Status: In-Progress
Service ID: 530986

☐ No Discharge for Monitoring Period

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

Row #	Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
1	Flow Rate 00056 1 Effluent Gross Value	SAMPLE MEASUREMENT PERMIT REQUIREMENT QL	***** ***** *****	***** ***** *****	GPD ***** *****	***** ***** *****	1 6 Months 6 Months	Calculated Calculated Calculated
2	pH 00400 1 Effluent Gross Value	SAMPLE MEASUREMENT PERMIT REQUIREMENT QL	***** ***** *****	***** ***** *****	SU ***** *****	***** ***** *****	1 6 Months 6 Months	Grab Grab Grab
3	Solids, Total Dissolved (TDS) 70295 1 Effluent Gross Value	SAMPLE MEASUREMENT PERMIT REQUIREMENT QL	***** ***** *****	***** ***** *****	MG/L ***** *****	***** ***** *****	1 6 Months 6 Months	Grab Grab Grab
4	Sodium, Total (as Na) 00325 1 Effluent Gross Value	SAMPLE MEASUREMENT PERMIT REQUIREMENT QL	***** ***** *****	***** ***** *****	MG/L ***** *****	***** ***** *****	1 6 Months 6 Months	Grab Grab Grab
5	Iron, Total (as Fe) 01045 1 Effluent Gross Value	SAMPLE MEASUREMENT PERMIT REQUIREMENT QL	***** ***** *****	***** ***** *****	MG/L ***** *****	***** ***** *****	1 6 Months 6 Months	Grab Grab Grab
6	Lab Certification # 99999 99 Lab	SAMPLE MEASUREMENT PERMIT REQUIREMENT QL	***** ***** *****	***** ***** *****	***** ***** *****	***** ***** *****	Not Applicable Not Applicable Not Applicable	Not Applicable Not Applicable Not Applicable

Note: Carriage returns are not accepted in the below field.

Comments:

Save Add Attachment Data Entry Complete **Certify**

or by checking the checkbox next to the “Service ID” for the MRF they would like to certify from the “MRFs Awaiting Certification Grid”. **Selecting MRFs from the “MRFs Awaiting Certification” grid allows the user to optionally check more than one checkbox to certify multiple reports at one time.**

MRFs Awaiting Certification

Filter By: From (Start Date): To (End Date): Filter

	Service ID	Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Certs Achieved	Summary	Delete
<input type="checkbox"/>	530991	K01K-Discharge Monitoring Pt.	Ground Water DMR	08/01/2015 - 01/31/2016	02/27/2019	02/26/2016	0 of 1		
<input checked="" type="checkbox"/>	531321	K01K-Discharge Monitoring Pt.-C2	Ground Water DMR	08/01/2016 - 01/31/2017	03/27/2019	02/26/2017	0 of 1		

Email Responsible Official **Certify MRF(s)**

Either method shown above will advance the user to the “Service Certification” screen.

Version: 6.5
Currently logged in:
Server: Server_2

NJ0062944
CEDAR SQUARE SHOPPING CENTER

Help | Logout

SERVICE CERTIFICATION

Important Note: When certifying the service(s)/MRF(s), if you enter the wrong challenge question response or certification PIN three (3) times in a row, you will be navigated away from the MRF submission service and won't be able to log in for a few minutes. If you cannot remember your challenge question response or your certification PIN, please click on the applicable buttons in the sections below for further direction.

Certification by Access Type: Responsible Official

Service ID	Service Name	Edit MRF Data	Creation Date	Summary
529424	NJ0062944-T01T-Discharge Sampling T01T-Ground Water DHR-20150401-20150430		09/14/2018	

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this(these) document(s) and all attachments, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe 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."

Name of Certifying Party: TEST NAME
User ID of Certifying Party: TEST ID

Challenge/Response Question

Prior to certifying your submission, you must answer the following question correctly. If you have forgotten the response to your challenge question, click on the "Forgot Challenge Q/A" button below.

*What is your father's middle name? (Not Case Sensitive) [Forgot Challenge Q/A](#)

Certification PIN

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

*Certification PIN: (Case-Sensitive) [Forgot Certification PIN](#)

* Required

[Certify](#) [Cancel](#)

On the “Service Certification” screen shown above, the MRF(s) that was chosen for certification is identified. The user can optionally view a .pdf summary of the submission by clicking the icon in the “Summary” column, and if the user feels that the submission is incorrect, they can edit it by clicking the icon in the “Edit MRF Data” column. If the data in the MRF(s) is correct, the user can certify and submit the MRF(s) by entering both their “Challenge/Response Question” answer and their “Certification PIN” in the appropriate boxes, and then hitting the “Certify” button. This will take the user to the “MRF Activity Confirmation” screen (shown below) confirming that the submission was successful. The user can view a summary of the submission by hitting the icon in the “Summary” column. With the submission now complete, the user can return to either the “Manage MRF Services” screen to work on other monitoring reports for this permit #, or the “My Workspace” screen to exit the application.

MRF ACTIVITY CONFIRMATION

Congratulations! You have successfully certified your MRF(s) and submitted the form(s) to NJDEP.

Submission Date: 09/20/2018

This webpage serves as a receipt for your MRF activity. You may print this page for your records by clicking the "Print" button below.

[Print](#)

If you would like to print a copy of the submitted MRF(s), click on the icon(s) under the Summary column in the MRF Details section below.

MRF Details

Service Type: Division of Water Quality - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)

Service ID	Service Name	Creation Date	Summary
529424	NJ0062944-T01T-Discharge Sampling T01T-Ground Water DHR-20150401-20150430	09/14/2018	

[Go to Manage MRF Services](#) [Go to My Workspace](#)

Q: I forgot/don't know my Personal Identification Number or Challenge Question answers. Where can I reset them?

A: If you forgot your Personal Identification Number or Challenge Question answers, you can reset them by using the “Forgot Challenge Q/A” or “Forgot Certification PIN” buttons, and then following the instructions on the screens to reset them as shown below.

Challenge/Response Question

Prior to certifying your submission, you must answer the following question correctly. If you have forgotten the response to your challenge question, click on the "Forgot Challenge Q/A" button below.

*What is your mother's maiden name? (Not Case Sensitive) [Forgot Challenge Q/A](#)

Certification PIN

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

*Certification PIN: (Case-Sensitive) [Forgot Certification PIN](#)

* Required

[Certify](#) [Cancel](#)

[My Workspace](#) [User Profile](#) [Certifications](#) [Payments](#) [Documents and Forms](#) [Permit Folder](#) [NJDEP Open Gov](#)

Version: 6.5
Currently logged in: Michael Pigliacelli (MPIGLIAC)
Server: Server 1

NJ0062944
CEDAR SQUARE SHOPPING CENTER

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

FORGOT CERTIFICATION PIN

Certification PIN is no longer issued by email. If you forgot your PIN, you may change it below. You are required to answer a Challenge/Response Question prior to changing it.

Challenge/Response Question

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

*What is your favorite pet? (Not Case Sensitive) [Submit](#) [Cancel](#) [Forgot Challenge Q/A](#)

Certification PIN

Note: Certification 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: [Save](#) [Cancel](#)

* Required

[My Workspace](#) [User Profile](#) [Certifications](#) [Payments](#) [Documents and Forms](#) [Permit Folder](#) [NJDEP Open Gov](#)

Version: 6.5
Currently logged in: Michael Pigliacelli (MPIGLIAC)
Server: Server 1

NJ0062944
CEDAR SQUARE SHOPPING CENTER

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

RESET CHALLENGE QUESTIONS

You may reset all of your security challenge questions and responses using this screen. To reset your challenges and responses, you must enter your Certification PIN. Once you have successfully authenticated, your answers will be reset and you will be logged out of DEP Online. You will need to log in again to select new challenges and responses.

If you have forgotten both your Certification PIN as well as your challenge responses, click the Forgot PIN and Challenges button to send an automated alert message to the DEPOnline administrator. You will be logged off and the administrator will contact you regarding your request within 1 business day.


*Certification PIN: (Case-Sensitive)

* Required

[Reset Challenge Questions](#) [Cancel](#) [Forgot PIN and Challenges](#)

Start to Finish Example of an MRF Submittal





















The below example details a typical MRF submission process from start to finish, including certification. For this example, a Ground Water DMR from April 2015 is being submitted. From the “Manage MRFs” screen, a user

would select the MRF they would like to submit from the “Available MRFs” grid by clicking the  icon in the “Enter MRF Data” column:

Available MRFs

Filter By: From (Start Date): To (End Date):

<< < 1 2 3 4 5 6 > >>

Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Enter MRF Data
 T01T-Discharge Sampling T01T	Ground Water DMR	08/01/2015 - 08/31/2015	07/01/2015	09/26/2015	
 MW-3-Monitoring Well MW-3	GW Mon. Well WCR - Quarterly	07/01/2015 - 09/30/2015	07/01/2015	10/26/2015	
 MW-4-Monitoring Well MW-4	GW Mon. Well WCR - Quarterly	07/01/2015 - 09/30/2015	07/01/2015	10/26/2015	
 T01T-Discharge Sampling T01T	Ground Water DMR	09/01/2015 - 09/30/2015	07/01/2015	10/26/2015	
 T01T-Discharge Sampling T01T	Ground Water DMR	10/01/2015 - 10/31/2015	06/27/2017	11/26/2015	
 T01T-Discharge Sampling T01T	Ground Water DMR	11/01/2015 - 11/30/2015	06/27/2017	12/26/2015	
 MW-1-Monitoring Well MW-1	GW Mon. Well WCR - Quarterly	10/01/2015 - 12/31/2015	06/27/2017	01/26/2016	
 MW-3-Monitoring Well MW-3	GW Mon. Well WCR - Quarterly	10/01/2015 - 12/31/2015	06/27/2017	01/26/2016	
 MW-4-Monitoring Well MW-4	GW Mon. Well WCR - Quarterly	10/01/2015 - 12/31/2015	06/27/2017	01/26/2016	
 T01T-Discharge Sampling T01T	Ground Water DMR	12/01/2015 - 12/31/2015	06/27/2017	01/26/2016	

<< < 1 2 3 4 5 6 > >>

This will take the user the “Enter MRF Data” screen for this DMR, where the monitoring results data are entered into the respective cells as shown below:

Enter MRF Data

Printer Friendly Version

Note: A value in the “No. Ex.” column is only required when there are sample measurements and/or calculated values that do not comply with the permit requirements. In all other cases, this column may be left blank.

Monitoring Location: T01T-Discharge Sampling T01T
Monitoring Period: 11/01/2015 - 11/30/2015
Status: Available
Service ID: N/A

☐ No Discharge for Monitoring Period

Row #	Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	
1	Flow Rate 00056 1 Effluent Gross Value	SAMPLE MEASUREMENT	10000	12000	*****	*****	Continuous	Continuous	
		PERMIT REQUIREMENT	REPORT 01MOAV	16600 01DAMX	*****	*****	Continuous	Continuous	
		QL	*****	*****	*****	*****	Continuous	Continuous	
2	Nitrogen, Total (as NO3 + NH3) NTR 1 Effluent Gross Value	SAMPLE MEASUREMENT	*****	*****	*****	8	9	Quarter	Composite
		PERMIT REQUIREMENT	*****	*****	*****	REPORT 01MOAV	10 01DAMX	Quarter	Composite
		QL	*****	*****	*****	*****	*****	Quarter	Composite
3	pH 00400 1 Effluent Gross Value	SAMPLE MEASUREMENT	*****	*****	*****	6	8	Quarter	Grab
		PERMIT REQUIREMENT	*****	*****	*****	5 01DAMN	9 01DAMX	Quarter	Grab
		QL	*****	*****	*****	*****	*****	Quarter	Grab
4	Organics-Volatile Tot 78236 1 Effluent Gross Value	SAMPLE MEASUREMENT	*****	*****	*****	*****	5	6 Months	Grab
		PERMIT REQUIREMENT	*****	*****	*****	*****	REPORT 01RPINMX	6 Months	Grab
		QL	*****	*****	*****	*****	*****	6 Months	Grab
5	Lab Certification # 99999 99 Lab	SAMPLE MEASUREMENT	12345	x	*****	*****	*****	Not Applicable	Not Applicable
		PERMIT REQUIREMENT	REPORT Lab #	REPORT Lab #	*****	*****	*****	Not Applicable	Not Applicable
		QL	*****	*****	*****	*****	*****	Not Applicable	Not Applicable

Note: Carriage returns are not accepted in the below field.

Comments:

Save

Add Attachment

Data Entry Complete

Certify

If the user needed to enter more monitoring data on this form later, or the data needed to be checked by another user, the “Save” button could be selected at this point (which would move the DMR from the “Available MRFs” grid into the “MRFs In-Progress” grid). However, under the assumption that the data entry for this DMR is correct and complete, and no attachments need to be included with the DMR, the user can select the “Data Entry Complete” button which will move the DMR into the “MRFs Awaiting Certification” grid as seen below:

Service ID	Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Certs Achieved	Summary	Delete
<input type="checkbox"/> 531667	T01T-Discharge Sampling T01T	Ground Water DMR	11/01/2015 - 11/30/2015	05/06/2019	12/26/2015	0 of 1		

Filter By: From (Start Date): To (End Date):

After completing the data entry of an MRF, the MRF must be certified by a Responsible Official to complete the submission process. Under the assumption that the user has rights to certify MRFs (i.e. they are Responsible Official or a Facility Administrator), the user can continue to certify the MRF by checking the checkbox next to the “Service ID” for the MRF you’d like to certify. The user now checks the checkbox for Ground Water DMR that was just data entered.

Service ID	Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Certs Achieved	Summary	Delete
<input checked="" type="checkbox"/> 531667	T01T-Discharge Sampling T01T	Ground Water DMR	11/01/2015 - 11/30/2015	05/06/2019	12/26/2015	0 of 1		

Filter By: From (Start Date): To (End Date):

As seen in the screenshot above, after the user checks a checkbox next to a “Service ID”, the “Email Responsible Official” and “Certify MRF(s)” buttons become enabled. Since the user is going to certify the DMR in this example, it is not necessary to notify any additional Responsible Officials about certifying the DMR (this procedure is covered in the section above titled “**Notifying Responsible Officials by Email**”). After checking the appropriate checkbox, the user selects the “Certify MRF(s)” button to advance to the “Service Certification” screen.

SERVICE CERTIFICATION

Important Note: When certifying the service(s)/MRF(s), if you enter the wrong challenge question response or certification PIN six (6) times in a row, you will be navigated away from the MRF submission service and won't be able to log in for a few minutes. If you cannot remember your challenge question response or your certification PIN, please click on the applicable buttons in the sections below for further direction.

Certification by Access Type: Responsible Official

Service ID	Service Name	Edit MRF Data	Creation Date	Summary
531667	NJ0062944-T01T-Discharge Sampling T01T-Ground Water DMR-20151101-20151130		05/06/2019	

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this(these) document(s) and all attachments, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe 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."

Name of Certifying Party: **User Name**
JOSUE L. LUNA

User ID of Certifying Party: **User ID**
JLUNA000

Challenge/Response Question

Prior to certifying your submission, you must answer the following question correctly. If you have forgotten the response to your challenge question, click on the "Forgot Challenge Q/A" button below.

*What is your father's middle name? (Not Case Sensitive) [Forgot Challenge Q/A](#)

Certification PIN

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

*Certification PIN: (Case-Sensitive) [Forgot Certification PIN](#)

* Required

Certify

Cancel

On the "Service Certification" screen shown above, the DMR that was chosen for certification is identified. As described in the **"Certification of MRF(s)"** section above, the user can optionally view a .pdf summary of the submission by clicking the icon in the "Summary" column, and if the user feels that the submission is incorrect, they can edit it by clicking the icon in the "Edit MRF Data" column. If the data in the form is correct, the user can certify and submit the DMR by entering both their "Challenge/Response Question" answer and their "Certification PIN" in the appropriate boxes, and then hitting the "Certify" button. This will take the user to the "MRF Activity Confirmation" screen (shown below) confirming that the submission was successful. The user can view a summary of the submission by hitting the icon in the "Summary" column. With the submission now complete, the user can return to either the "Manage MRF Services" screen to work on other monitoring reports for this permit #, or the "My Workspace" screen to exit the application.

MRF ACTIVITY CONFIRMATION

Congratulations! You have successfully certified your MRF(s) and submitted the form(s) to NJDEP.

Submission Date: 05/06/2019


This webpage serves as a receipt for your MRF activity. You may print this page for your records by clicking the "Print" button below.

Print

If you would like to print a copy of the MRF(s), click on the icon(s) under the Summary column in the MRF Details section below.


MRF Details

Service Type: Division of Water Quality - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)

Service ID	Service Name	Creation Date	Summary
531667	NJ0062944-T01T-Discharge Sampling T01T-Ground Water DMR-20151101-20151130	05/06/2019	

[Go to Manage MRF Services](#) [Go to My Workspace](#)

Correcting an MRF

A situation may arise where a user may need to resubmit a monitoring report form, due to a data entry error or a data omission. In these instances, the user can make a previously submitted MRF available to revise all or a portion of the data, and then resubmit it to the NJDEP. To do so, locate the MRF that needs to be resubmitted/corrected from the **Historical MRF Submissions** grid, and then click on the appropriate  icon in the "Revise MRF" column.

Historical MRF Submissions

Filter By:

Service ID:

Monitoring Location:

Form Type:

From (Start Date):

To (End Date):

Filter





















<<

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1 2 3 4 5 6 7 8 9 ...

>

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Service ID	Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Revise MRF	Submission
528789	001A-Sanitary Outfall	Surface Water WCR - Annual	03/01/2015 - 02/29/2016	07/31/2018	03/26/2016		
518882	001A-Sanitary Outfall	Surface Water DMR	08/01/2015 - 08/31/2015	07/10/2017	09/26/2015		
522355	001A-Sanitary Outfall-C1	Surface Water DMR	08/01/2015 - 08/31/2015	02/07/2018	09/26/2015		
519434	001A-Sanitary Outfall	Surface Water WCR - Semi Annual	03/01/2015 - 08/31/2015	07/25/2017	09/26/2015		
518781	001A-Sanitary Outfall	Surface Water DMR	07/01/2015 - 07/31/2015	07/10/2017	08/26/2015		
520003	001A-Sanitary Outfall	Surface Water DMR	06/01/2015 - 06/30/2015	08/14/2017	07/26/2015		
519687	001A-Sanitary Outfall	Surface Water DMR	05/01/2015 - 05/31/2015	08/10/2017	06/26/2015		
522357	001A-Sanitary Outfall	Surface Water DMR	04/01/2015 - 04/30/2015	01/02/2018	05/26/2015		
522359	001A-Sanitary Outfall-C1	Surface Water DMR	04/01/2015 - 04/30/2015	01/02/2018	05/26/2015		
	001A-Sanitary Outfall	Surface Water DMR	03/01/2015 - 03/31/2015	04/22/2015	04/26/2015		

<<

<

1 2 3 4 5 6 7 8 9 ...

>

>>

This will open an "Enter MRF Data" screen, with previously submitted data for the MRF viewable, but locked for editing (grayed out). To begin revising the MRF, hit the **"Revise MRF"** button located at the top (or bottom right) of the "Enter MRF Data" screen.

Enter MRF Data

Note: Remark codes are optional fields on this MRF.

Monitoring Location: I201-basin monitoring location-C1
Monitoring Period: 09/01/2014 - 08/31/2015
Status: Available
Service ID: N/A
Sample Date:

☒ **No Discharge for Monitoring Period**

Revise MRF

Row #	Parameter	Reported

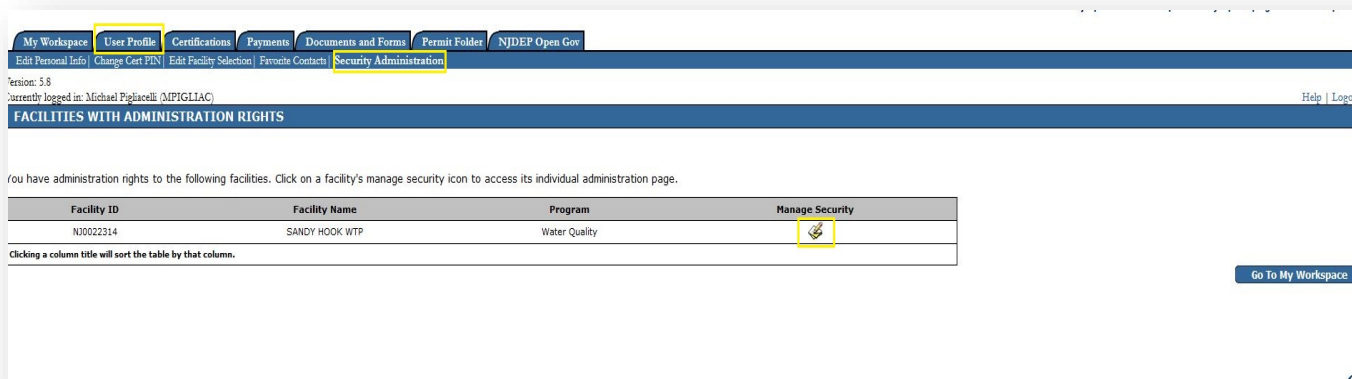
Hitting the “Revise MRF” button will now enable editing of the previously submitted MRF. If the previously submitted MRF had the “No Discharge for Monitoring Period” check box checked, you will need to uncheck the check box to enter numerical data results. **If you need to enter a numerical result for a parameter where a CODE was previously entered, please be sure to access the CODE drop-down box and choose the blank row first.** This will clear the existing CODE and allow for the entry of a numerical result.

At this point, the revised MRF is now completed and submitted in the same manner as a normal MRF. The revised MRF will be assigned a new Service ID and will also display a “C-1” (or “C-2”, “C-3”, etc. – see below screenshot) in the Monitored Location name to distinguish it from the previously submitted MRF.

Historical MRF Submissions						
Filter By:	Service ID:	<input type="text"/>	Monitoring Location:	<input type="text"/>	Form Type:	<input type="text"/>
	From (Start Date):	<input type="text"/>	To (End Date):	<input type="text"/>	<input type="button" value="Filter"/>	
<div style="display: flex; justify-content: space-between; align-items: center;"> << < 1 2 3 > >> </div>						
Service ID	Monitored Location	Form Type	Monitoring Period	Status Date	Due Date	Revise MRF Submission
530011	I201-option 1-unlined basins	GW Discharge WCR - Annual	09/01/2017 - 08/31/2018	11/02/2018		
530378	I201-option 1-unlined basins-C1	GW Discharge WCR - Annual	09/01/2017 - 08/31/2018	12/19/2018		
530379	I201-option 1-unlined basins-C2	GW Discharge WCR - Annual	09/01/2017 - 08/31/2018	12/19/2018		
530009	I201-option 1-unlined basins	GW Discharge WCR - Annual	09/01/2016 - 08/31/2017	11/02/2018		

Facility Administration

Users who are designated by a facility as a “Facility Administrator” are responsible for granting and revoking access to other users who have requested access to a facility’s MRFs. Users request access by adding the facility to their user profile as described on pages 6 and 7 above. To reach the “Facility Administration” screen, first click on the “User Profile” tab, then click on “Security Administration”, and finally click on the icon under “Manage Security” for the appropriate facility as shown below:



Q: When I click “Security Administration” I see the screen shown below or don’t see my facility ID in the list. Why don’t I have administration rights?



A: If you can’t proceed after clicking “Security Administration”, you do not have Facility Administrator access for any facilities (i.e. you have not been designated by a facility as an Administrator). If you feel that you should be granted Facility Administrator access, you should discuss this with facility representatives, who may then submit an updated “Facility Administration Request” form to grant you Facility Administrator access. If you believe that the facility has already designated you as a Facility Administrator, but you still cannot proceed to the Security Administration screen, please contact us at (609) 984-4428 to resolve your access status.

The user will be taken to the “Facility Security Administration” screen, where they can grant, revoke, deny or remove access to users who have made requests to access a facility’s MRFs (see screenshot below). If the Facility Administrator does not see a user who they would like to grant access to, please confirm that the user has added the facility to their user profile as described on pages 6-7 above.

Version: 3.0
Currently logged in: Michael Pylaselli (NPIGLIAC)

FACILITY SECURITY ADMINISTRATION - GRANT/REVOKE ACCESS

Facility Name: [redacted]
Facility ID: [redacted]

Use the tool below to manage the users with access to your facility. You can grant access to users who have requested access or revoke access to those who currently have access to your facility.

Available Users: Users who have requested the ability to access your facility.

- Grant Access: Allow access for the role requested. Request will be removed from the Available Users queue.
- Deny Access: Prevent access for the role requested. Request will be removed from the Available Users queue.

Assigned Users: Users who have been granted access to your facility.

- Revoke Access: Access for the role requested will be un-assigned and moved to the Available Users queue.
- Remove: Access for the role requested will be deleted. This item will be removed completely from the page.

Available Users

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Responsible Official
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Individual With Direct Knowledge

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

Check/Clear All

Grant Access Deny Access

Assigned Users

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Individual With Direct Knowledge
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Responsible Official
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Individual With Direct Knowledge
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Responsible Official
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Facility Security Administrator
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Individual With Direct Knowledge
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Responsible Official

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

Check/Clear All

Revoke Access Remove

Q: I am the Facility Administrator and want to approve a new user’s access, but they aren’t showing up as an Available User?

A: The new user needs to add the NJPDES permit # to their “My Facilities” grid of their “My Workspace” page to request access (see pages 6-7 above for instructions on how to add a NJPDES permit #). **Be sure that the new user is adding the NJPDES permit #, not the Program Interest ID # or any other facility ID#**