

# Instructions for the annual GHG Monitoring and Reporting Rule's Facility Refrigeration System Report

You should begin the reporting process only after your facility has been registered. If you have not registered, you can do so by following the instructions at the following link: [GHGMRR Registration Instructions](#).

# Step 1:

If you are using an account other than the account that was used to register the facility, you will need to configure services and add facilities. First select “Configure Services.”

If you already have the services configured and your facility added, you may skip to step 5.

The screenshot shows a web application interface with a top navigation bar containing tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. Below the navigation bar, the user's version (10.1.04), login information (Maxwell Graham), and server (Server\_2) are displayed. A 'Help | Logout' link is in the top right. The main content area is titled 'MY WORKSPACE' and features a 'Service Selection' section. A note explains that access to electronic services is granted by selecting facilities. Below this, it states 'You do not have access to any services.' A red box highlights a 'Configure Services' button. The 'My Facilities/Program Interests' section includes another note about adding facilities and a table with columns for Facility Name, Facility ID, Program, Access Type, Access Status, Change Access, Manage Security, View, and Remove. An 'Add Facilities' button is located at the bottom right.

Version: 10.1.04  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2

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.

You do not have access to any services.

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

Add Facilities

# Step 2:

Scroll until you find the heading “Air Program,” and check the box that reads “GHG Monitoring and Reporting Rule,” then scroll to the bottom of the page and select “Ok.”

**Services**

**Environmental Justice**  
 EJ Submissions

**Division of Water Quality**  
 NJPDES Monitoring Reports (DMRs, WCRs, RTRs)  
 Dental Waste Certifications  
 Stormwater Construction General Authorization  
 MSRP Annual Report  
 Stormwater Document Submittal

**Enforcement**  
 Self Audit

**Pesticide Operations**  
 Apply For Aquatic Pesticide Permit

**Solid and Hazardous Waste**  
 Solid and Hazardous Waste Reporting Services  
 eWaste Collection Plan  
 eWaste Renewal Registration  
 Vehicle Registration Add-on/Modification  
 Vehicle Registration Renewal

**Dam Safety**  
 Emergency Action Plan (EAP)

**Division of Water Resources Management**  
 WQMP - Wastewater Management Plan  
 BMWM Shellfish Permit Attachment Approval  
 BMWM Shellfish Permit Attachment Submittal Service

**Document Creation Services**  
 Solid and Hazardous Waste Reporting Spreadsheet Request

**Office of Dispute Resolution**  
 Request Alternative Dispute Resolution

**Site Remediation**  
 CERCLA / RCRA / DOD / DOE / EPA / Chrome Submission  
 LSRP-Related Services  
 ISRA General Information Notice (GIN)  
 Confirmed Discharge Notification (CDN)

**Air Program**  
 Facility Submittal  
 RADIUS File Submission  
 General Permits (for minor source facilities only)  
 General Operating Permits (for Title V major source facilities only)  
 Permit/Certificate Folder  
 Registrations  
 NOx RACT Combustion Adjustment  
 Excess Emission Monitoring Performance Reports (EEMPR)  
 Periodic Compliance Certification  
 Diesel Retrofit Program  
 GHG Monitoring & Reporting Rule

# Step 3:

You should then return to the “My Workspace” tab and select “Add Facilities” under “My Facilities/Program Interests.”

The screenshot displays a web application interface. At the top, there is a navigation bar with tabs: "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", "Permit Folder", and "NJDEP Open Gov". Below the navigation bar, the following information is shown: "Version: 10.1.04", "Currently logged in: Maxwell Graham (MPG423)", and "Server: Server\_2". On the right side of this bar, there are links for "Help" and "Logout".

The main content area is titled "MY WORKSPACE". Below this, there is a section for "Service Selection" with up and down arrow icons. A note states: "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." Underneath, there is a link for "Air Program" and a sub-link "GHG Monitoring & Reporting Rule". A "Configure Services" button is located on the right.

The next section is "My Facilities/Program Interests" with up and down arrow icons. A note says: "Note: You may add Facilities/Program Interests by clicking the 'Add Facilities' button below." Below this is a table with the following columns: "Facility Name", "Facility ID", "Program", "Access Type", "Access Status", "Change Access", "Manage Security", "View", and "Remove". A note below the table reads: "Clicking a column title will sort the table by that column." At the bottom right, there is a blue button labeled "Add Facilities" which is highlighted with a red rectangular box.

# Step 4:

Select the button that reads “Retrieve only those facilities that match the search criteria (Need facility ID or name for search)” and enter in your facility ID in the box highlighted below. Then select “Search.”

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

new jersey njdep department of environmental protection

SKIP Navigation

search

njdep online

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

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

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

Version: 10.1.04  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2

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:

Search Cancel

# Step 5:

If you are reporting for multiple facilities, you may select “Add More Facilities.” Once you have added all necessary facilities, check the box on the line of *all* facilities you wish to add, and then select “Add Selected Facilities.”

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

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

Version: 10.1.04  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2 [Help](#) | [Logout](#)

### FACILITY SEARCH RESULTS

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

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.

**Facilities already in your user profile:**

**Facilities currently not in your user profile:**

Facility	Facility ID	Program	Program Interest Type	County	Municipality
<input checked="" type="checkbox"/> 2021-07-21-01	Y0049	Air Quality	AIR GHG	Mercer	Hamilton Twp

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

[Clear/Check All](#) [Add More Facilities](#) [Add Selected Facilities](#) [Cancel](#)

# Step 6:

You can either be an “Individual with Direct Knowledge” or “Responsible Official”. In the “My Workspace” tab under the “My Facilities/ Program Interests” heading you can change your access to “Responsible Official” by selecting the pen and paper icon. A Responsible official will be required to certify for a submission of the annual report.

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

Version: 10.1.04  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2 [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**  
[GHG Monitoring & Reporting Rule](#)

[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
2021-07-21-01	Y0049	Air	Individual With Direct Knowledge	Granted				

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

[Add Facilities](#)

# Step 7:

You can select either “Responsible Official” or “Individual with Direct Knowledge,” in the drop-down menu highlighted below, and then select continue.

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

Facility Details | **Change Access Type**

Version: 10.1.04  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2

Y0049  
2021-07-21-01

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

### CHANGE ACCESS TYPE

- 1 - Select Access Type
- 2 - Access Change Confirmation

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

**Add New Access Level**

Facility Name: 2021-07-21-01

Current Access Type: No Access

Change Access Type To:

[Continue](#)

### Existing Access Levels

You currently do not have any existing access levels.

[Return](#)

# Step 8:

Check the box that reads “I agree” and select continue.

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

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

Version: 10.1.04  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2

Y0049  
2021-07-21-01

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**ACCESS CHANGE CONFIRMATION**

[View/Print Language](#)

1 - Select Access Type

2 - Access Change Confirmation

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

**Access Change - Online Approval**

**Facility Name:** 2021-07-21-01  
**Facility ID:** Y0049  
**Access Type Requested:** Responsible Official

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

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

I agree

[Continue](#)

# Step 9:

Return to the “My Workspace Tab” and select “GHG Monitoring & Reporting Rule” under “Service Selection.”

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

Version: 10.1.00  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2 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 Operating Permits \(for Title V major source facilities only\)](#)

[GHG Monitoring & Reporting Rule](#)

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
2021-07-21-01	Y0049	Air	Responsible Official	Granted				

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

Add Facilities

# Step 10:

Select “continue.”

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

[My Workspace](#)

[User Profile](#)

[Certifications](#)

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[NJDEP Open Gov](#)

Version: 10.1.00

Currently logged in: Maxwell Graham (MPG423)

Server: Server\_2

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## INSTRUCTIONS

1 - Instructions

2 - Service Type

3 - Contacts

4 - Certification

### Please Note

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

Welcome to the Greenhouse Gas Monitoring and Reporting online service portal. On the following screen please choose the appropriate service submittal.

[Continue](#)

# Step 11:

Select “Annual Refrigeration Facility Report Submission” and click “Continue.”

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

Version: 10.1.00  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2 [Help](#) | [Logout](#)

### SERVICE TYPE SELECTION

Please select the radio button adjacent to the appropriate Service Type, and then click on the Continue button to proceed.

Refrigeration Facility Registration  
 Annual Refrigeration Facility Report Submission

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

**i** Click on the type description to see more information about that type.  
Note that the information will appear in a new window, so you may need to disable pop-up blocking for this site in order for the information to appear.

[Continue](#)

# Step 12:

Select the facility you would like to submit a report for and click “Continue.”

Version: 10.1.00  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2

## FACILITY SELECTION

- 1 - Instructions
  - 2 - Service Type
  - 3 - Facility Selection
  - 4 - Contacts
  - 5 - Certification
- Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

Select	Facility	Facility ID	Municipality	Address
<input type="radio"/>	2021-07-21-01	Y0049	Hamilton Twp	1009 MER-EDINBURG RD

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

[Continue](#)

Please use this hyperlink to leave this service and add facilities to my profile using the [Facility Search](#) page.  
*\* Required*

# Step 13:

Select “Initial” if this is the first time you are reporting this facility this year, or “Revised” if you are making a revision. Select the reporting year, then click “continue.”

## ANNUAL REPORT SELECTION

1 - Instructions

2 - Service Type

3 - Facility Selection

4 - Annual Report Selection

5 - Contacts

6 - Certification

### Please Note

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

Please select Initial if you are submitting a first time Annual Report for a registered facility for a given reporting year.

Please select Revised if you are submitting a revision to an existing Annual Report for a registered facility for a given reporting year.

Initial  
 Revised

Reporting Year:

2020 ▾

Continue

# Step 14:

Enter the equipment information for the first system in the boxes below. Additional guidance can be found by clicking the “” buttons highlighted in red below. If the equipment model is not readily available, please include a detailed description of the equipment and its location.

6 - Contacts

7 - Certification

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

If you need to include a refrigerant that is not listed in the table, please select "Other." For the unlisted refrigerant type, please provide the refrigerant's 20 year GWP and 100 year GWP values. This information may be available from the refrigerant manufacturer, Federal or State sources, or from the Intergovernmental Panel on Climate Change (IPCC). If you need assistance in providing GWP verification information, please contact us at: [ghgmrr@dep.nj.gov](mailto:ghgmrr@dep.nj.gov).

**Equipment Information**

**Refrigeration System ID:** Y0095-

**\*Equipment Type:**  Commercial

**\*Temperature Classification:**  Medium Temperature

**\*Equipment Manufacturer:** Kysor/Warren

**\*Full Charge (in lbs):**  1000

**\*Equipment Model or Description:** TD400-050-SC-4-NHC-C

**\*Date of Installation:** 02/02/2010 MM/DD/YYYY

**\*Equipment Model Year:** 2010

**\*Serial Number:** 010527588

# Step 15:

Scroll down to the box titled “Refrigerant Types.” You may scroll through the list or search the name of the refrigerant. Many of the refrigerants on the list include alternate names of the refrigerants. After you have located the appropriate refrigerant/refrigerants for the system, check the box next the name of the refrigerant/refrigerants and select “save” at the bottom right of the page. If there is more than one applicable refrigerant in the system, make sure to check the box for each refrigerant.

**Refrigerant Types**

Show  entries Search:

<input type="checkbox"/>	Refrigerant Description	Refrigerant Other Name
<input type="checkbox"/>	R-125/R-290/R-134a/R-600a (55.0/1.0 /42.5/1.5)	ICOR AT-22
<input type="checkbox"/>	R-401A	SUVA MP-39
<input type="checkbox"/>	R-401B	SUVA MP-66
<input type="checkbox"/>	R-401C	R-401C
<input type="checkbox"/>	R-402A	HP-80
<input type="checkbox"/>	R-402B	HP-81
<input type="checkbox"/>	R-403B	ISCEON 69-L
<input checked="" type="checkbox"/>	R-404A	SUVA HP-62
<input type="checkbox"/>	R-406A	GHG-12, GHG-X3, McCool, Autofrost X3
<input type="checkbox"/>	R-407A	Klea 60, Klea 407A

Showing 21 to 30 of 84 entries Previous 1 2 **3** 4 5 ... 9 Next

# Step 16:

Verify that the details for the refrigeration system you have just described are correct in the table that displays on the page. If any of the information is incorrect, you can select the pen and paper icon to update the information. If you have additional systems to report, select “add new” and repeat the process in steps 14 & 15. Once you have added every necessary system in your facility, select continue.

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

Version: 10.1.02  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_1

Y0095  
2022-02-25-001

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

### SYSTEM SELECTION

Search:

System ID	Equipment Type	Equipment Manufacturer	Equipment Model/Description	Equipment Model Year	Serial Number	Temperature Classification	Full Charge (in lbs)	Refrigerant Type(s)	Date of Installation	Details	Delete System
Y0095-	Commercial	Kysor/Warren	TD400-050-SC-4-NHC-C	2010	010527588	Medium Temperature	1000	R-404A	02/02/2010		

Showing 1 to 1 of 1 entries

[Add New](#) [Continue](#)

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

# Step 17:

The current page should list all the refrigerants you have reported thus far for your entire facility. For each refrigerant, please record the amount purchased, charged, recovered, stored and shipped off site. For definitions of each of these terms, click the “i” buttons highlighted below in red. When all the information has been filled in for each refrigerant, please click “Continue.”

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

Version: 10.1.02  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_1

Y0095  
2022-02-25-001

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

### FACILITY-WIDE REFRIGERANT DATA

Search:

Refrigerant Type	Amount (in lbs)				
	Purchased 	Charged 	Recovered 	Stored 	Shipped Off-Site 
R-404A	500	200	100	400	0

Showing 1 to 1 of 1 entries

[Save](#) [Continue](#)

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

# Step 18:

Verify information for “Responsible Official” and click “Continue.” if the information for the “Responsible Official” is not correct, you must submit a change of registration form at the following link: [Refrigeration Registration Change Form](#)

1. Responsible Official 2. Individual with Direct Knowledge

## 1. Responsible Official

Save to My Favorite Contacts

\*First Name: Henry2  
Middle Initial:  
\*Last Name: Ho2  
Title:  
\*E-Mail Address: henry.ho@cgi.com  
\*Confirm E-Mail: henry.ho@cgi.com  
\*Organization Name: CGI\_2  
\*Organization Type: Private

\*Address Line 1: 12 Abc Street  
Address Line 2:  
Address Line 3:  
\*County: Out Of State  
\*City: New York  
\*State: New York  
\*Zip Code: 10002

*Type	*Contact Number (must be 10 digits)	Extension	Comments
Work Phone Number	(212) 612-3600		
Cell Phone Number	(516) 931-1088		

**Note:** Please enter contact information on ALL required before clicking Continue.

<< Previous

Next >>

Save

Continue

# STEP 19:

Designate an individual with direct knowledge. This individual should have direct knowledge about the refrigeration systems being reported. You can either select a contact from the “Insert From Existing Contact” drop-down menu or input a new contacts info. When finished, click “continue.”

1. Responsible Official 2. Individual with Direct Knowledge

## 2. Individual with Direct Knowledge

**Note:** Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s)...

Save to My Favorite Contacts

**\*First Name:** Maxwell  
**Middle Initial:** p  
**\*Last Name:** Graham  
**Title:**  
**\*E-Mail Address:** maxwell.graham@dep.nj.gov  
**\*Confirm E-Mail:** maxwell.graham@dep.nj.gov  
**\*Organization Name:** NJ Department of Environmen  
**\*Organization Type:** State - DEP only

**\*Address Line 1:** 401 E State Street  
**Address Line 2:**  
**Address Line 3:**  
**\*County:** Mercer  
**\*City:** Trenton (Mercer)  
**\*State:** New Jersey  
**\*Zip Code:** 08625

*Type	*Contact Number(must be 10 digits)	Extension	Comments	Remove
24 Hr Line	(609) 633-2805			

Add Number

**Note:** Please enter contact information on ALL required before clicking Continue.

<< Previous

Next >>

Save

Continue

# Step 20:

The “Responsible Official” or the “Individual with Direct Knowledge” must start the certification process by pressing the blue ribbon next to their title (both must eventually certify this report.) You can use the “Send Notification” button to inform the other certifier that the report is ready to certify.

- 1 - Instructions
- 2 - Service Type
- 3 - Facility Selection
- 4 - Annual Report Selection
- 5 - Refrigeration System Selection
- 6 - Facility-Wide Refrigerant Data
- 7 - Contacts
- 8 - Certification

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

**CERTIFICATION - SINGLE SUBMISSION SUMMARY**

**873499 - Y0049 - Annual Refrigeration Facility Report Submission - October 19, 2022**

To certify electronically, please click on the blue ribbon.

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

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

[Send Notifications](#) [Add Certification Type](#) [Continue](#)

# Step 21:

The challenge question and certification pin must be entered. The certifier must then select “Certify,” which will bring them back to the screen shown in step 20. The other certifier must then complete steps 20 and 21 as well.

**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: Responsible Official**

Service ID	Submittal Type	Creation Date	View
873499	Air Program - GHG Monitoring & Reporting Rule - Annual Refrigeration Facility Report Submission	10/19/2022	

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information 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:** Maxwell Graham

**User ID of Certifying Party:** MPG423

**Challenge/Response Question**

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

**\*Something you always wanted to do?**  (Not Case Sensitive)

**Certification PIN**

**\*Certification PIN:**  (Case-Sensitive)

\* Required

# Step 22:

Once the “Responsible Official” and “Individual With Direct Knowledge” have both completed steps 20 & 21, select “Continue” and to complete the process for reporting this facility.

- 1 - Instructions
- 2 - Service Type
- 3 - Facility Selection
- 4 - Annual Report Selection
- 5 - Refrigeration System Selection
- 6 - Facility-Wide Refrigerant Data
- 7 - Contacts
- 8 - Certification

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

## CERTIFICATION - SINGLE SUBMISSION SUMMARY

### 873499 - Y0049 - Annual Refrigeration Facility Report Submission - October 19, 2022

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✔	Maxwell Graham	Responsible Official	Certified on 10/19/2022	No Notifications Sent			
✔	Maxwell Graham	Individual With Direct Knowledge	Certified on 10/19/2022	No Notifications Sent			

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

- Send Notifications
- Add Certification Type
- Continue**

This will bring you to a summary of the report.  
The reporting process is now complete.

new jersey njdep department of environmental protection

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njdep online

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

Version: 10.1.02  
Currently logged in: Maxwell Graham (MPG423)  
Server: Server\_2

Y0095  
2022-02-25-001

Help | Logout

**SUMMARY**

Printer Friendly Version

**Service Information**

**Service ID:** 873587  
**Service Type:** GHG Monitoring & Reporting Rule: Annual Refrigeration Facility Report Submission  
**Service Name:** Y0095 - Annual Refrigeration Facility Report Submission - November 4, 2022  
**Created On:** 11/04/2022  
**Submitted On:** 11/16/2022

**Facility Profile**

**Facility ID:** Y0095  
**Facility Name:** 2022-02-25-001  
**County:** Monmouth  
**Facility Location:** 195 MAIN STREET  
Middletown Twp, NJ 12345  
**Mailing Address:** 195 MAIN STREET  
Middletown Twp, NJ 12345

**Coordinates Grid:**

On the “My Workspace” tab, under my “My Services –Submitted,” your facility should now appear with the status “Submission Successful.” You must repeat the reporting process for each facility you have registered under the Greenhouse Gas Monitoring and Reporting Rule.

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department of environmental protection njdep **online**

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

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**Note:** If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to [njdeponlinesupport@dep.nj.gov](mailto:njdeponlinesupport@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
873587	Y0095 - Annual Refrigeration Facility Report Submission - November 4, 2022	2022-02-25-001	Annual Refrigeration Facility Report Submission	Submission Successful	11/04/2022	11/16/2022			
873572	Y0095 - Annual Refrigeration Facility Report Submission - November 1, 2022	2022-02-25-001	Annual Refrigeration Facility Report Submission	Submission Successful	11/01/2022	11/16/2022			
873491	Y0049 - Annual Refrigeration Facility Report Submission - October 14, 2022	2021-07-21-01	Annual Refrigeration Facility Report Submission	Submission Successful	10/14/2022	10/17/2022			
873423	GHG Monitoring & Reporting Rule - OCT 04, 2022		Refrigeration Facility Registration	Submission Failed - - Please contact DEP	10/04/2022	10/26/2022			

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