

# GHG Monitoring and Reporting Rule Refrigeration Facility Registration Instructions

## Step 1:

To register a refrigeration facility, please login into [www.NJDEPonline.com](http://www.NJDEPonline.com). Once you are logged-in, you will need to add GHG Monitoring and Reporting Rule to your “Service Selection” in your “My Workspace” by clicking on the “Configure Services” button.

### 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**

## Step 2:

Under the “Air Program”, place a check mark in box next to “GHG Monitoring & Reporting Rule”. Scroll to the bottom of the page and click the “OK” button.

### 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
- CEMS/COMS Submittals
- Stack Testing Submittals
- RGGI Submittals

### Site Remediation Reform Act (SRRRA) - Notifications Services

- Public Notification and Outreach Form Submission

### Site Remediation Reform Act (SRRRA) - Report and Workplan Services

- Direct Oversight Document Submission
- Child Care PA, Clean PASI, or Clean SI Standalone Report Submissions

### Division of Land Resource Protection

- Apply for Land Use Permit
- Apply for Land Use Permit by Certification
- Apply for or Revise a Letter of Interpretation
- Renew Tidelands License
- Tidelands Additional Documentation
- Tidelands License Ownership Change
- New Tidelands Application
- Submit Additional Information for a Land Use Authorization or Permit

### Step 3:

In your My Workspace, under Service Selection, click on GHG Monitoring & Reporting Rule link to begin the Refrigeration Facility Registration.

#### 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

### Step 4:

You will come to an instructions screen. Read the instructions and then click the "Continue" button. Then you must make a "Service Type Selection". Choose "Refrigeration Facility Registration" by clicking inside the radio button (circle). And then click the "Continue" button.

Server: Server\_2

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

#### SERVICE TYPE SELECTION

- 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.

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](#)

**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 5:

Enter your facility's physical location information. Then scroll down and click on the "Map Location" button

## SITE INFORMATION

Please provide detailed information regarding the site that the proposed project will occur. The address for the site must be the physical address with the corresponding zip code and not the mailing address. The site information you provide will assist you and the Department in accurately locating the subject property. All fields marked with an asterisk are required and must be completed before continuing. The following options are available to locate your project site on the map below:

1. Enter the X,Y Coordinates of the property. Click on "Map Location."
2. Enter location address line 1, City and Zip Code in upper left corner. Click on "Map Location."
3. Use the embedded mapping tool to locate the property by zooming into a location.

\*Facility Name:

\*NAICS:

\*TAX ID/EIN:

**\*Location Address:**

\*Line 1:   
\*Line 2:   
\*Line 3:   
\*City:   
\*State:   
\*Zip Code:

\*County:

\*Municipality:

**Coordinates:**

X Coordinate	Y Coordinate	Coordinate System
<input type="text"/>	<input type="text"/>	01 - NJ State Plane (NAD83) - USFEET

The X,Y coordinates must be in the New Jersey State Plane, NAD 83 (ft.), Coordinate System and must directly correspond to the County and the Municipality information you have provided in the top right data fields on this screen.

If you do not know the X,Y coordinates of the property, you may be able to obtain them using one of the following methods:

1. Adding as much information into the "Location Address" above, and clicking the "Map Location" button.
2. Interacting with the map below to zoom into your desired location. When you have found your location, click the "Undo Location" button, click on the map at the center of the site or the center of the facility (moves the red X mark to the center of the map), and then click on the "Set Location" button.

After entering valid location information above, click the Map Location button to update the map below.

# Step 6:

## Review the map.

a) If the **+** is in the correct location, check off the box under “Location Certification” to certify the location and then click on the “Continue” button.

### Location Confirmation

Verify the location of the Site for which this Air Permit is being submitted.

I hereby certify that the location of the proposed project for which I am submitting this service is the same as the information provided above.

**Continue**

b) If the **+** is in the wrong location, click on the “Undo Location” button below the map, then place your cursor on the correct location of your facility on the map and click your left mouse button. The **+** will be moved to the new location. Once you have moved the **+** to the correct location, click on the “Set Location” button, then check off the box under “Location Certification” to certify the location and then click on the “Continue” button.

### Coordinate Selection

Use the 'Map Tool' along the left side of the map to zoom in to the specific location of your site. If the site location is incorrect:

1. Click the 'Undo Location' button.
2. Click on the correct site location.
3. Click the 'Set Location' button to set the point as the location.
4. Upon clicking 'Set Location' the X and Y Coordinate information associated with your site will automatically be updated.

Coordinates - Easting (X): 426022.40 Northing (Y): 508417.45  
 County: MERCER Municipality: Hamilton Township  
 Block: 1726 Lot: 3 PAMS\_PIN: 1103\_1726\_3



**Legend**

**Selected Location**

**Parcels (Block and Lot)**

**Municipalities**

**Counties**

**State Boundary**

NJ State Plane Coordinates (NAD83) - Easting(X): 424970.10, Northing (Y): 509004.30

**Set Location** **Undo Location**

**\*Coordinates**

*X Coordinate	*Y Coordinate	Coordinate System
426232.62	508450.21	01 - NJ State Plane (NAD83) - USFEET

### Location Confirmation

Verify the location of the Site for which this Air Permit is being submitted.

I hereby certify that the location of the proposed project for which I am submitting this service is the same as the information provided above.

**Continue**

## Step 7:

If the Site Name and Site Location of one of the facilities in the "Partial Matches" table matches your facility's information, please select that site by clicking on the adjoining radio button. Otherwise scroll to the bottom of the Site Selection screen and click on the "Create New Site" checkbox, then click the "Continue" button.

<input checked="" type="radio"/>	640462	TRENTON MARKET	301 East State Street Trenton, NJ 08625	Mercer	Trenton City	
<input type="radio"/>	640537	WE TEST THEM	111 EAST STATE ST Trenton City, NJ 08608	Mercer	Trenton City	

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

Create new Site

[Continue](#)

## Step 8:

Enter contact information for someone that is a "Facility Contact", "Responsible Official", "Fees/Billing Contact". Each contact tab must be completed. Contact information can be repeated from the same person. Click on the "Next" button to move through the contact tabs. Once all three contact types have been completed then click the "Continue" button.

### Contacts

- 1. Facility Contact
- 2. Responsible Official
- 3. Fees/Billing Contact

#### 1. Facility Contact

*Note:* Selecting an option below will replace all information for this contact.  Save to My Favorite Contacts

Insert From Existing Contact(s)...

*First Name:	<input type="text"/>	*Address Line 1:	<input type="text"/>
Middle Initial:	<input type="text"/>	Address Line 2:	<input type="text"/>
*Last Name:	<input type="text"/>	Address Line 3:	<input type="text"/>
Title:	<input type="text"/>	*County:	<input type="text"/>
*E-Mail Address:	<input type="text"/>	*City:	<input type="text"/>
*Confirm E-Mail:	<input type="text"/>	*State:	New Jersey
*Organization Name:	<input type="text"/>	*Zip Code:	<input type="text"/>
*Organization Type:	<input type="text"/>		

*Type	*Contact Number(must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Number

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

[<< Previous](#) [Next >>](#) [Save](#) [Continue](#)

# Step 9:

To certify this registration, you must answer the challenge questions that you selected when you created your NJDEPonline account, and by entering in your Certification Pin.

## Challenge/Response Question

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

\*What is your favorite color?  (Not Case Sensitive)

## Certification PIN

\*Certification PIN:  (Case-Sensitive)

\* Required

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

# Step 10:

## PAYMENT SUMMARY

### Charges

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
873220	N/A	Example Facility	Air Program	GHG Monitoring & Reporting Rule	Refrigeration Facility Registration	09/14/2022	\$400.00
<b>Total:</b>							\$400.00

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

Choose your payment method. If you choose eCheck, you will need a bank routing number and bank account number. A successful eCheck payment will complete your registration process.

If you choose Bill Me, you will need to select an address to where the Refrigeration Facility Registration invoice will be sent. The registration is not complete until the NJDEP receives payment confirmation from the Department of Treasury.