

Annual Reporting Guide for Mobile Cargo Handling Equipment at Ports & Rail Yards

Reporting Guide for Cargo Handling Equipment (CHE) at Ports and Rail Yards – Annual Report (July 2025)

N.J.A.C. 7:27-34

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This document is provided to assist parties in completing an annual report pursuant to the reporting requirements at N.J.A.C. 7:27-34.14(d). Completed reports are to be submitted via the DEP Online Services Portal using the instructions that are provided below.

Users should first become familiar with the program rules at N.J.A.C. 7:27-34 - <u>Mobile Cargo Handling</u> <u>Equipment at Ports and Rail Yards</u> before completing and submitting the form. This is to ensure that your submittal complies with the full regulation and satisfies all reporting requirements. The regulation shall prevail over any discrepancies.

<u>General Instructions</u> – Users should log into <u>MyNew Jersey</u> and choose DEPOnline Services from the DEP Apps section. Once logged on to DEPOnline, users should see "Annual Reporting" as a selection under Service Selection. If "Annual Reporting" is not present, click on the Configure Services button to access the menu. In Configure Services, please click on "Annual Reporting" under the "Cargo Handling – Ports and Rail Yard" section. Then click "OK" at the bottom of the screen. Once back at My Workspace, select "Annual Reporting".

Some facilities included non-diesel CHE and registered on-road vehicles in their initial inventory submittals. We are asking facilities to remove these as part of their Annual Report as these vehicles are not applicable to the CHE regulations. This will help reduce the size and complexity of any future Annual Reports.

Equipment that is retired but is still on-site should be reported as "Removed from Fleet" using the selections on the right side of the equipment information screen after the specific CHE is selected. Please also upload a clear image of the hour meter reading for each piece of retired CHE that remains on site and use the facility's equipment name as the file name.

Lost Password, User ID or Certification PIN – Please refer to the Frequently Asked Questions page on the DEP Online Portal <u>https://dep.nj.gov/online/njdep-online-faqs/</u>. This page contains detailed instructions for resolving common issues.

### Annual Report Details -

- <u>Application Name</u>
  - Provide an Application Name for the service, i.e. 2025 Annual Report



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- Facility Selection
  - $\circ$   $\;$  Select your facility from the Facility Selection screen
- Facility Information
  - o Verify that the facility Name and Address are still correct
- <u>Contacts</u>

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- Verify that the Facility Contacts are still correct, or make any necessary changes
- Equipment Information
  - The electronic inventory for your equipment fleet will load. Please review the information that is in the loaded tables and make sure that it is complete and correct. Any updates to existing vehicles can be performed by clicking on the vehicle in the table and then updating the information that appears in the Details sections below. Please remove any vehicles that are no longer part of your fleet by entering an "Out of Service Date" and "Out of Service Method" in the "Removal" section. If there are any new vehicles added to your fleet that need to be reported, you can do so by clicking on the "Add New" button and completing the Details sections. Once finished, click the "Continue" button.
  - Non-regulated CHE remove any CHE that is not diesel-powered or is an on-road vehicle that has a registration and a New Jersey License tag. In the removal section, select "other" for the reason.
    - "Cargo handling equipment" means any mobile off-road, self-propelled vehicle, or equipment with a diesel-fueled CI engine used at a port or intermodal rail yard to lift or move container, bulk, or liquid cargo carried by ship, train, or another vehicle, or used to perform maintenance and repair activities that are routinely scheduled or that are due to predictable process upsets. Cargo handling equipment includes yard trucks and non-yard trucks.
  - Main and Auxiliary Engines Auxiliary Engine require the same type of information and offer separate inputs to provide engine specific data when a piece of equipment has multiple engines. The Auxiliary Engine information only needs to be entered in this case, otherwise those fields should be left blank.
  - Engine Family Name The Engine Family Name is a key piece of information for understanding an engine's emission levels, controls and options for any retrofit technologies. It is a ten to eleven character code assigned by USEPA or the California Air Resources Board when the engine is certified for emissions compliance. It is not the same as the engine manufacturer's name for the engine or engine series. Below are examples of emission control information labels. The label can be found in the engine compartment, typically on an upper surface of the engine. They are more difficult to



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find on older engines since locations were not standardized. Labels may also be covered in residue, worn or removed. Where the engine family name cannot be found on the equipment, the facility must research the information and provide it on the form. Submittals that do not have valid engine family information for all CHE will be rejected and the facility contact will be asked to provide another Annual Report with the correct information.

EMISSION CONTROL INFORMA	TION 型数
THIS ENGINE MEETS 2018 Tier4 EMISSION R FOR U.S. EPA AND CALIFORNIA NONROAD	REGULATIONS CIENGINES.
KUBOTA COL	rporation
MODEL : D3. 8H-CR-T-EF02 ENGINE D FAMILY: JKBXL03. 8CKD	ISP.: 3.8L
POWER : 54.6kW/2200rpm CATEGORY:3 VALVE CLEARANCE (COLD) : IN 0.25mm EX	7-56kW 0.25mm
ECS: EM, DFI, TC, EGR, ECM, PTOX, OC ULTRA LOW SULFUR DIESEL FUEL ONLY	2018/12
DEL ASSY	1H839-1

MODEL	TCD 3.	6 L4		SER NO	XXX	XXXXX	EMISSION CONTROL INFORMATION
CODE	C4DI90	DISPL	3621	SPEC			THIS ENGINE COMPLIES WITH U.S. EPA AND CALIFORNIA
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RPM	2300	KW red	0	Ē	0	0	FAMILY: DDZXL03.6017 POWER CATEGORY: 56 - 130 KW
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- <u>Attachment Upload</u>
  - If any of the vehicles listed are requesting an alternative compliance option, compliance extension, or need to upload a picture of a hour meter, supporting documents should be attached.
- Pre-Certification
  - Be sure to review the rule text and certify that the information submitted is in compliance with the rule. Select both checkboxes and press continue.
- <u>Certification</u>
  - The Annual Report must be certified by the person completing the application and the Responsible Official. Clicking on a blue ribbon will bring the user to the certification page, where the user will have to answer two questions to certify the submission. Once both blue ribbons have been completed the user will be able to click "Continue"
  - Once the user has clicked "Continue" on the certification page, the Annual Report will be submitted. The user will then see a summary of the information submitted and verification of the submission.
- <u>Completed Submittals-</u>
  - Once submitted the Annual Report will no longer appear under My Services In Progress on your My Workspace tab. Instead, it will appear under My Services – Submitted.



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### **DEP Online Services Portal Instructions**

Compartment of Environmental Protection							
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Non-registered S			red Services	1/54			
<ul> <li>on not require NJDEP Unline or myNewJersey accorbe accessed without logging in:</li> <li>Pay a Paper Invoice (Certain invoice types are online payment)</li> <li>Documents and Forms</li> </ul>	e not available for	require users to create a NJDE     To see the types of onlin     Registered Services.     (You must be logged in t	P unime and mynewJersey account: e services available, click here: View o use these services)	Forgot your password?			
vocuments and Forms     Pay for a License     Pesticide Product Registration     Saltwater Angler Registration     Request a Waiver		Click here to create a new	$\rightarrow$ (	New User? Request Access to NJDEP Online			
Vehicle Registration Renewal (Recommended companies with 10 or fewer vehicles)	Vehicle Registration Add-on/Modification     Vehicle Registration Renewal (Recommended renewal method for     companies with 10 or fewer vehicles)			Please read the following carefully before continuing: Registration instructions <b>P</b> , Frequently Asked Questions			
				For use with Mozilla Profex 34 or later or Google Chrome 33 or			



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Once you've logged in, you need to select the Cargo Handling Annual Reporting.

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Submission Approval Area	(i) Sewage Overflow Bypass Reporting
Division of Water Quality      (1) NIPDES Monitoring Reports (DMRs, WCRs, RTRs)	Division of Water Resources Management
① Dental Waste Certifications	Document Creation Services
1 Dental Waste Registration - New	🚯 🗌 Solid and Hazardous Waste Reporting Spreadsheet Request
Dental Waste Registration - Renewal	Office of Dispute Resolution
SSRP Annual Report	
Stormwater Document Submittal	Pesticide Operations      (1) Apply For Aquatic Pesticide Permit
Site Remediation ③ □ CERCLA / RCRA / DOD / DOE / EPA / Chrome Submission	Solid and Hazardous Waste ③ □ Solid and Hazardous Waste Reporting Services
ISRP-Related Services	(1) 🗌 eWaste Collection Plan
① ISRA General Information Notice (GIN)	(j) □ eWaste Renewal Registration
	① Tidelands License Ownership Change
	Inew Tidelands Application
	(j) □ Submit Additional Information for a Land Use Authorization or Permit
Other Site Remediation Reform Act (SRRA) Services (1) DEP CSRR Requested Document Submission	Right to Know and Pollution Prevention Program (j) Community Right To Know Survey
	👔 🗌 Release and Pollution Prevention Report and Pollution Prevention Plan Summary
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UST Registration Services	Water Supply
i UST Additional Certification Service	(i) Drinking Water(eDWR)
	Private Well Testing Act (PWTA) Analytical Results
	Water Diversion, water Dulization and Monitoring Results Submittai
	(i) □ Physical Connection Program Service Selection
	③ □ WQAA Capital Improvement than alials OK
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I well Permitting Service Selection	
Check AB	OK Cancel

If this is your first time accessing Cargo Handling Services, you will need to add your facility:



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Cargo Handling Equipment at Ports & Rail Yards

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Annual Reporting Guide for Mobile Cargo Handling Equipment at Ports & Rail Yards

The Equipment Inventory for the facility will now be loaded and be displayed as a table. The user can add/remove vehicles as necessary and make any updates to the vehicles already listed.

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on	Vehicle/Equipment	On/Off Road	Facility Equip. Name	UN#	Serial Number	License Plate	Make 1	Model 3	Year :	Hours of Use	: Mileage :	Fuel Usage	Fuel Usage	# Months in Use	Out of Service Date	: Disposal Method	
t	Buildozer	On Road	Test8	12345678909864351		cieuhgrhj93	Make	Model	2019		123423	Natural Gas	Kilogram	12			
on	Chassis Flipper	On Road	Test10	83917502836291400		W1SJPX	Ford	Tesla	1968		7654	Gasoline	Gallons	12			
nt	Chassis Flipper	Off Road	Test1		987654		Toyota	Camry	1970	875		Gasoline	Gallons	12			
	Excavator	Off Road	Test9		98765456789		Make1	Node1	2015	956		Hydrogen	Kilogram	12			
ication	Floating Crane	Off Read	TestS		65432		Ford	C-Class	1972	65		Diesel	Gallons	12			
on	Fondift (10-18 Ton)	Off Read	Testo	39486201758349200	24562122	GH1K56	Voikswägen	hourd	2020	5612	. 78	Excused	Gallors	12			
ote	Forklift (52+ Top)	On Road	Test2	83026057128401600	34502132	K01764	Chevrolet	Silverado	1971	5612	567	Gasoline	Gallore	12			
ed page	Sweener	Off Road	Testd	03520037120491000	23422	NOL MIT	EMW	3 Caries	1073	987	307	Gasoline	Gallons	12			
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creen.	Truck	On Road	Test/	19284756027384900		HUKUH12	Nissan	Altima	2020		800	Diesel	Gallons	12			
	Test8 FadIity Equipment Name 12345678909864351				Natural Gas "Fuel Usage Gallons						č	Alternate C	Compliance				
	"VIN #				*Fuel Usage	Quantity Type						No	or?				
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After reviewing the information and making any necessary changes, click Continue.



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Report

Annual Reporting Guide for Mobile Cargo Handling Equipment at Ports & Rail Yards

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# Bureau of Mobile Sources

Annual Reporting Guide for Mobile Cargo Handling Equipment at Ports & Rail Yards

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My Workspace         User Profile         Certifications:         Payments         Documents and Forms         Permit Folder         NJDEP O           Version:         150.01         Currently logged in:         Server: I         Ser	Datiane FAQs Certification PIN and your Password identical values. y page to appear, then scroll to the bottom and click "	Help   Logout If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below Return" before exiting the browser or clicking on any tabs.
Certification by Access Type: General		Constitue Data Manual
172386       Cargo Handling - Perts and Rail Yard - Annual Submittal         "I certify under penalty of law that 1 believe the information provided in this document is true, accurate, and complete. I incomplete information."         Name of Certifying       User Name         Party:       User D of Certifying         User D of Certifying       User_ID         Prior to certifying your submission, you must answer the following Question correctly:         *What is your favorite color?       (Not Case Sensitive)         Submit       Cancel         Certification PIN         *Certification PIN:         * Required	Enter the answer to your challenge question and click submit.	Certify Forgot Certification PIN Cancel
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Version: 17.0.07 Currently logged in: Server: Server_1			Help   Logout
SUMMARY - Cargo I	Handling Equipment - Annual		
Service Information	n		Printer Friendly Version
Service ID:	1728171		
Service Type:	Annual Reporting: Cargo Handling - Annual Reporting	Marken along the state of the	
Service Name:	Annual Test	when done, you will see this	
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Facility ID: Facility Name:		You can click return at the bottom	
County:	Camden	when done.	
Facility Location:	10 Main Lane Audubon Boro, NJ 06325		
Mailing Address:	10 Main Lane Audubon Boro, NJ 06325		

### On Road Equipment Information

Equipment Det	ipment Details for: Bulldozer   VIN #: 12345678909864351   Facility Equipment Name: Test8													
Vehicle Type:	Bulldozer	VIN #:	12345678909864351	License Plate:	oieuhgrhj93	Facility Equipment Name:	Test8							
Make:	Make	Model:	Model	Year:	2019	Mileage:	123423	# Months in Use: 12						
Fuel Usage:	Natural Gas	Fuel Usage Qty.	Gallons	Applying For alternate	No	Applied and approved for alternate	No	Out of Service Date:	Disposal Method:					



**Annual Reporting Guide for Mobile** Cargo Handling Equipment at Ports & Rail Yards

### **Off Road Equipment Information**

### ent Details for: Empty Container Handler | Serial #: 103177 | Facility Equipment Name: MT022 Eauip

**ENVIRONMENTAL** 

PROTECTION

Vehic	le Type:	Emp	Empty Container Handler Serial #:					License Plate:		Facility Equipment Name:	MT022				
Make		Fantuzzi Model:		Model:	FDC25KBDB		Y	ear:	2012	# Hours of Use:		# Months in Use:	12		
Fuel	Jsage:	ge: Diesel Fuel Usa					Qty. Type: Gallons		oplying For alternate ompliance?	No	Applied and approved for alternate compliance?				
Main	Main Engine Information				Auxiliar	Auxiliary Engine Information									
Make	Cummins	Model:	Cummins	Year:	2012	Make:	Model	: Year:	:						
			QSC 8.3			Size:	Size:	Size: Tier:	Fami	ily:					
Size:	160	Tier:	Tier 3	Family:	CCEXL0505AAE	Hours of									
Hours of Us	s 2830 e: 2830					Use:	Use:								

### Equipment Details for: Empty Container Handler | Serial #: 103178 | Facility Equipment Name: MT023

Vehicle	Type:	Empty Container Handler Serial #:				1			License Plate:		Facility Equipment Name: MT023		
Make:		Fantu	JZZi		Model:			FDC25KBDB	Year:	2012	# Hours of Use:	# Months in Use:	12
Fuel U	el Usage: Diesel Fuel Usag			age (	Qty. Type: Gallons		Applying For alternate compliance?	No	Applied and approved for alternate compliance?				
_													
Main I	ingine Inform	nation					Auxiliary	Engine Information					
Make:	Cummins	Model	Cummins	Year:	2012		Make:	Model:	Year:				
			QSC 8.3			-	Size:	Tier:	Family:				
Size:	160	Tier:	Tier 3	Family:	MCEXL0505AAE		Hours of						
Hours	2400						Use:						
of Use	2490												

### Equipment Details for: Empty Container Handler | Serial #: 103179 | Facility Equipment Name: MT024

-													
Vehicle Type: Empty Container Handler Serial #:					Serial #:				License Plate:		Facility Equipment Name: MT024		
Make	e: Fantuzzi Model:			FDC25KBDB		Year:	2012	# Hours of Use:	# Months in Use:	12			
Fuel Usage: Diesel Fuel Usag				e Qty. T	Qty. Type: Gallons		Applying For alternat compliance?	e No	Applied and approved for alternate compliance?				
Main	Main Engine Information						Auxiliary Engine Information						
Make:	Cummins	Model:	Cummins	Year:	2012	Ma	ke:	Model:	Year:				
			QSC 8.3			Siz	e:	Tier:	Family:				
Size:	160	Tier:	Tier 3	Family:	NCEXL0505AAE	Ma	un of			-			
Hours	1509					Use	t:						

Escility Contact ble Official (Diesel)

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ponse Question ponse Answer: on PIN: e of Certification:

der penalty of law that I believe the information provided in this docur te, 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

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