Reporting Guide for Mobile Cargo Handling Equipment at Ports and Rail Yards (6/11/2024)

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

This document is provided to assist parties in completing an initial report pursuant to the reporting requirements at N.J.A.C. 7:27-34.14(b). Reports are to be completed using the CHE Initial Reporting.xls form that can be found at www.stopthesoot.org. Completed and validated reports are to be submitted via the DEP Online Services Portal instructions for which are provided below. Questions should be emailed to stopthesoot@dep.nj.gov. Please mention CHE or Cargo Handling in the subject line.

Users should first become familiar with the program rules at N.J.A.C. 7:27-34 - Mobile Cargo Handling Equipment at Ports and Rail Yards (accessible here: https://dep.nj.gov/wp-content/uploads/aqm/sub34.pdf) before completing and submitting the form. This is to ensure that your submittal complies with the full regulation and satisfies all reporting requirements. The rules shall prevail over any discrepancies.

General Instructions – Users should download the CHE Initial Reporting.xls form and save it to their computer. Please include the facility name or an appropriate and recognizable abbreviation in the file name when saving it. Some users' systems may disable the integrated macros and you will have to access the saved file's properties to enable them. Complete the form for all cargo handling equipment then run "Validate Data" found at the top of the Equipment tab. Once you have successfully completed these steps, save the file and then you may transmit it to the Department.

Details -

- Read the full Instructions tab.
- Existing Inventories If you have an electronic inventory for your equipment fleet you may copy and paste available information into the form. If copying blocks of information, please remember that it is your responsibility to ensure that all fields are correctly matched to the respective equipment. A detailed discussion about copying and pasting data can be found later in this document under the heading "Copying Data from Your Own Inventory"
- <u>Data Validation</u> You must use the Validate Data feature in the first row of the Equipment Tab before uploading the form through the Department's Remote Service Portal. This feature checks for errors such as incomplete VINs or data inconsistent with On Road or Off-Road designations. We recommend running this feature after completing each row or a few rows at a time. It is much easier to identify and solve any errors in small segments.

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- Main and Auxiliary Engines Columns R through Z for Main Engine and AA through AI for
 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. 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 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.







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• Copying Data from Your Own Inventory – You can copy one or more rows into the spreadsheet. This must be done carefully to meet the formatting and validation requirements. Your information will need to be in the order of the columns in the CHE-initial-reporting form using the prescribed formats and must contain the same number of columns as the reporting form. Selecting the entire row and attempting to paste this into the form will not work. This is critical since the data validation will reject any non-conforming information and the user will be confronted with multiple error messages. Several columns utilize drop down menus. You may paste information into cells containing drop down menus only if the information is an exact match to one of the items in the drop-down list, including spaces and spelling. The user may need to make some changes to their own inventory data in order to successfully complete any copying and pasting efforts. We suggest that the user conducts one or more test runs with a single row of vehicle information to become acclimated prior to doing larger blocks of vehicle information. Thereafter we recommend copying and pasting in blocks of ten rows or less. Instructions for entries into each column are contained in the table below.

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Field Specific Instructions

Column	Column Heading	Instructions	Notes for Copy/Paste	
Α	Facility Name	Enter the facility name	Free text	
В	Vehicle/Equipment Type	Select the type of cargo handling equipment from the dropdown list. Refer to rule definitions 34.3	Copied entries must exactly match items in the dropdown list.	
С	Facility Equipment Name	Owner assigned unique designation for the vehicle/equipment, visibly displayed for identification.	nation Free text	
D	On/ Off Road	Select from the dropdown list.	Copied entries must exactly match items in the dropdown list.	
E	VIN – On Road	Vehicle Identification Number – 17 characters VIN found on all On Road vehicles.	Must have 17 characters. Leave blank if column D is Off Road	
F	License Plate	Registration number on the license plate issued by the NJ Motor Vehicle Commission. Required for On Roads	Free text	
G	Serial Number – Off Road	Chassis serial number designated by the equipment manufacturer. Off Road equipment only.	Free text Leave blank if column D is On Road	
Н	Make	Enter the vehicle/equipment manufacturer	Free text	
1	Model	Enter the vehicle/equipment model	Free text	
J	Year	Manufacturer designated equipment model year.	Copied entries must exactly match items in the dropdown list.	
K	Hours of Use – Off Road	Number of hours the equipment was used in calendar year 2023	Number format. Maximum value is 8,760 Leave blank if column D is On Road	
L	Mileage – On Road	Enter the odometer reading at the end of CY2023	Number format Leave blank if column D is Off Road	
М	Fuel Usage	Select the type of fuel from the dropdown list	Copied entries must exactly match items in the dropdown list.	
N	Fuel Usage Quantity Type	Select the units used to measure the fuel quantity	Copied entries must exactly match items in the dropdown list.	
0	Fuel Usage - Amount	Enter the annual fuel use quantity	Number format	



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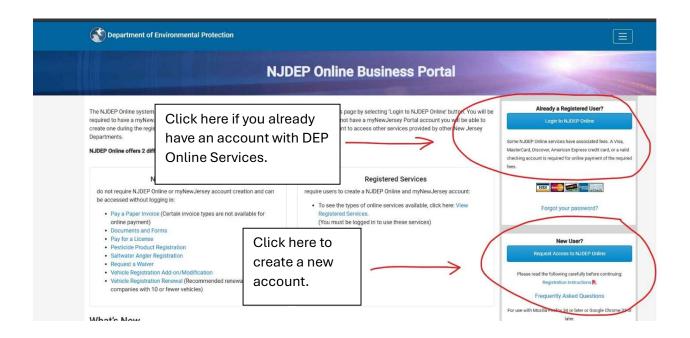
Column	Column Heading	Instructions	Notes for Copy/Paste		
P	How Many Months Was It Used	Select from the dropdown list the number of months per year that the vehicle/equipment is used.	Copied entries must exactly match items in the dropdown list.		
Q	Are You Applying For Alternate Compliance?	Select Yes or No from the dropdown list. Refer to rule section 34.10, 34.10A and 34.10B	Copied entries must exactly match items in the dropdown list.		
R, AA	Engine Make	Enter the manufacturer of the engine Copied entries me exactly match ited the dropdown list			
S, AB	Engine Model	Enter the engine model designated by the manufacturer	Free text		
T, AC	Engine Year	Enter the engine model year designated by the manufacturer. This can be found on the emissions control information label.	Copied entries must exactly match items in the dropdown list.		
U, AD	Engine Size	Enter the engine size in rated horsepower. If the manufacturer's rating is in kilowatt hours, then you must convert it to horsepower.	Number format		
V, AE	Engine Tier – Off Road	Select the emissions control tier level from the dropdown list to which the engine conforms. This information can be found on the emissions control information label. • Select Tier 0 for precertification era Off-road engines. Certifications began model year 1996 for 175-749 hp, 1997 for 100-174 hp, 1998 for 50-99 hp, 1999 for 25-49 hp, and 2000 for less than 25 hp and over 750 hp. • Select Tier 4 for "Tier 4i" or "Tier 4 Interim" • Select Tier 4f for Tier 4 final engines	Copied entries must exactly match items in the dropdown list. Leave blank if column D is On Road		
W, AF	Engine Family	Enter the engine family name found on the emissions control information label. If the label is not present, then you must research to find the information. Enter NA for precertification engines.	Free text		



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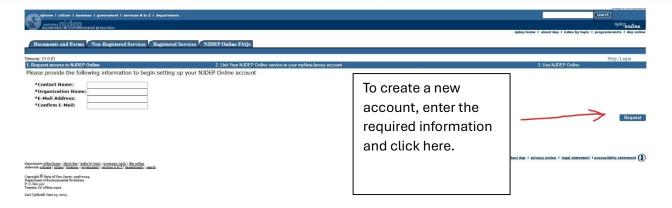
Column	Column Heading	Instructions	Notes for Copy/Paste	
X, AG	No Plate or Label Present on Engine	Check the box if the emission control information label is missing. You still need to provide the engine family name.	Copying a cell with an "x" will select the check box. If this doesn't work, then you can leave a blank cell in your copied row then you will have to select it manually.	
Y, AH	Hours of Use – Off Road	For Off Road engines enter the annual hours of use for CY 2023.	Number format. Maximum value is 8,760 Leave blank if column D is On Road	
Z, Al	Engine Mileage – On Road	For On Road engines enter the annual mileage	Number format Leave blank if column D is Off Road	
AJ	Comments	Provide any additional details that you think may be useful to the reviewer.	Free text	

DEP Online Services Portal Instructions

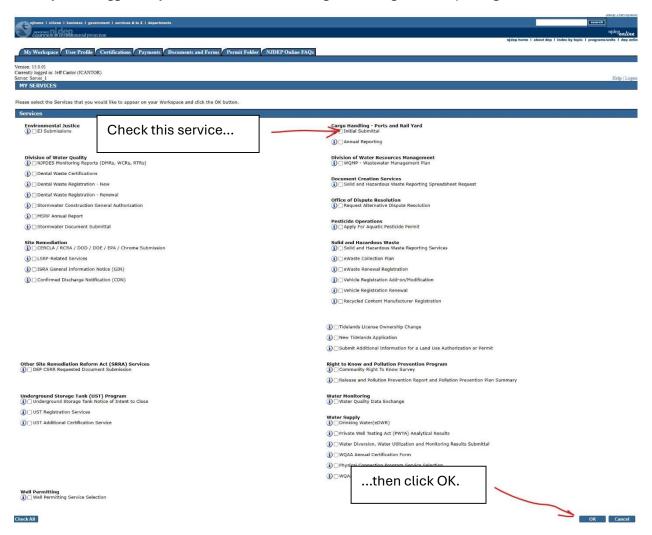




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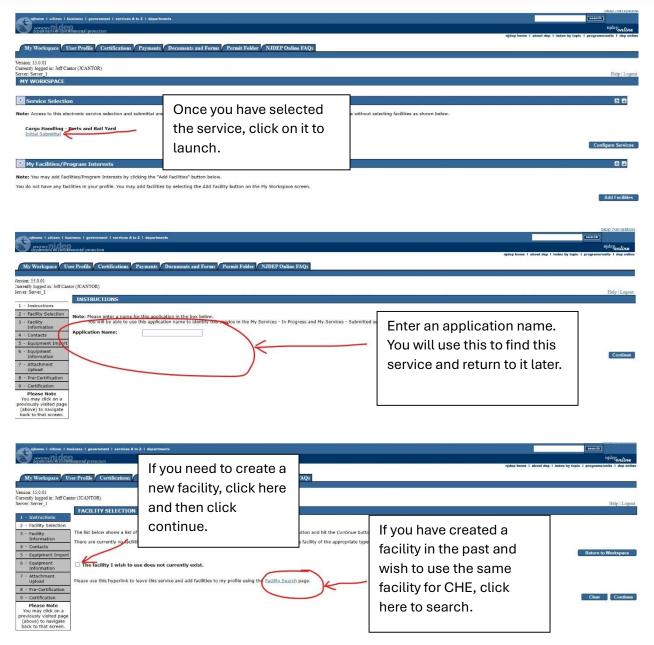


Once you've logged in, you need to select the Cargo Handling Initial Reporting.





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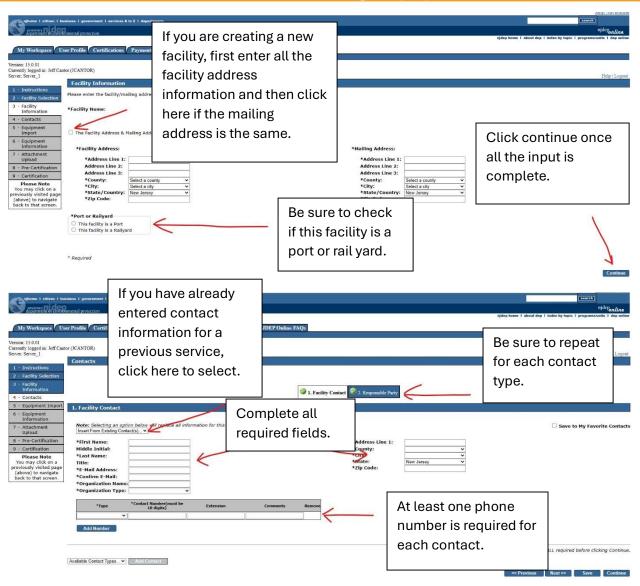


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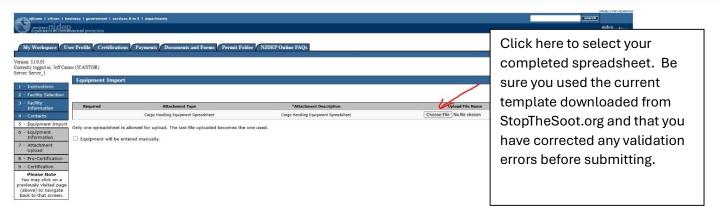
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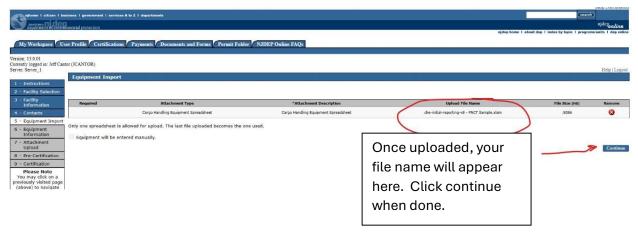


Now you are ready to upload your equipment inventory spreadsheet.

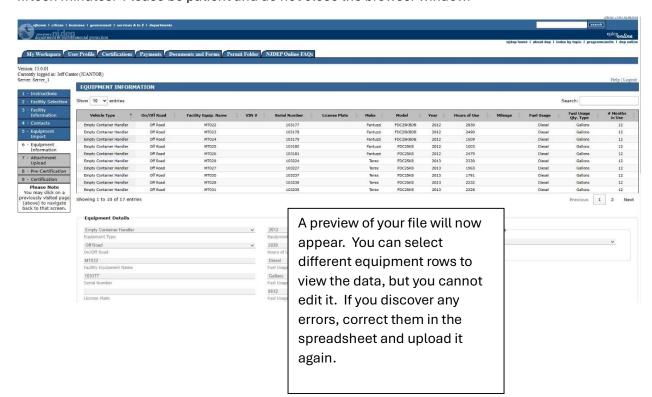


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Most spreadsheets will load in a few minutes but large files – 200 to 300 rows – may take up to fifteen minutes. Please be patient and do not close the browser window.



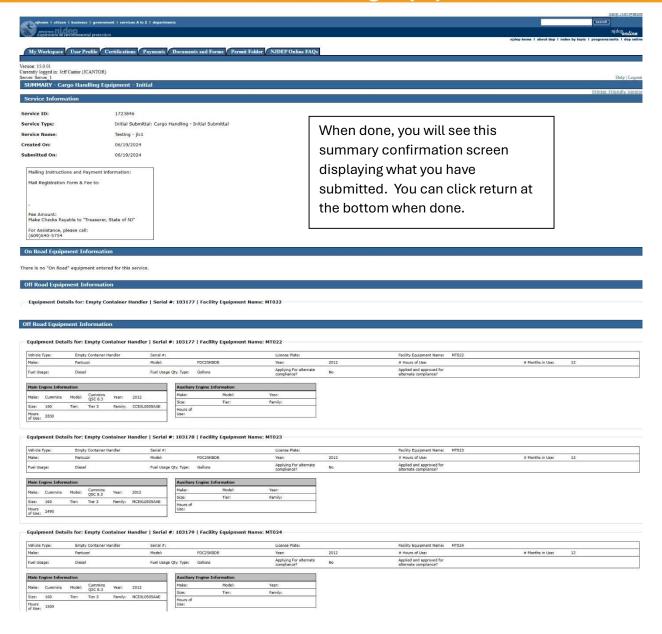


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Jeff Cantor JCANTOR What is your favorite color? ******* 06/19/2024 15:00

"I certify under penalty of law that I believe the information I incomplete information."