

## **INSTRUCTIONS FOR USING THE CUT AND PASTE FEATURE TO PREPARE WATER DIVERSION, WATER UTILIZATION AND MONITORING SUBMITTALS ELECTRONICALLY THROUGH MYNEWJERSEY**

**Please contact the Bureau of Water Allocation & Well Permitting at 609-984-6831 with any additional questions regarding the Diversion, Water Utilization and Monitoring Reports.**

**The Diversion, Water Utilization and Monitoring Reports service has a feature that will allow monitoring data from a spreadsheet to be copied from and pasted into a window where it will be parsed into the results form. This may be useful for forms that contain many results or pages. It is critical that the data be maintained in the spreadsheet in the same order that it appears in the monitoring results online form, so a DEP Data Miner report was created that generates the correct structure.**

### **General Instructions:**

1. Download or create a spreadsheet to contain your results-make sure results are in the correct format/order.
2. Log into your NJDEP Online account.
3. Make sure all information in your user profile is complete and correct before certifying.
4. Select the submittal task for the monitoring results period you are preparing.
5. Copy your data from Excel, Google Docs, OpenOffice.org or similar spreadsheet into the Optional Paste box and click Populate.
6. All information must be submitted and successfully certified for the Department to receive it.
7. The requested information will vary from the examples below, depending on the regulated activity.

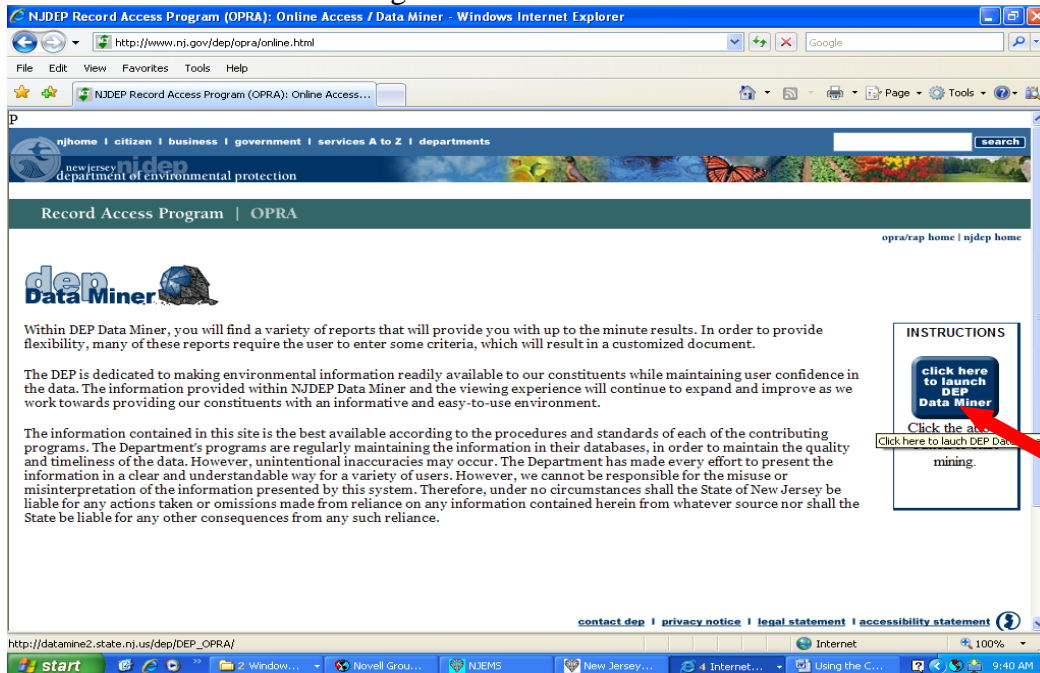
### **Download Data Format**

Open an Internet browser and navigate to [http://datamine2.state.nj.us/DEP\\_OPRA/OpraMain/categories?category=Water+Allocation](http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Water+Allocation) and skip to Click 'Monitoring Data Structure for Cut and Paste – Quarterly' below, or navigate through the NJDEP Home Page at: <http://www.nj.gov/dep/>.

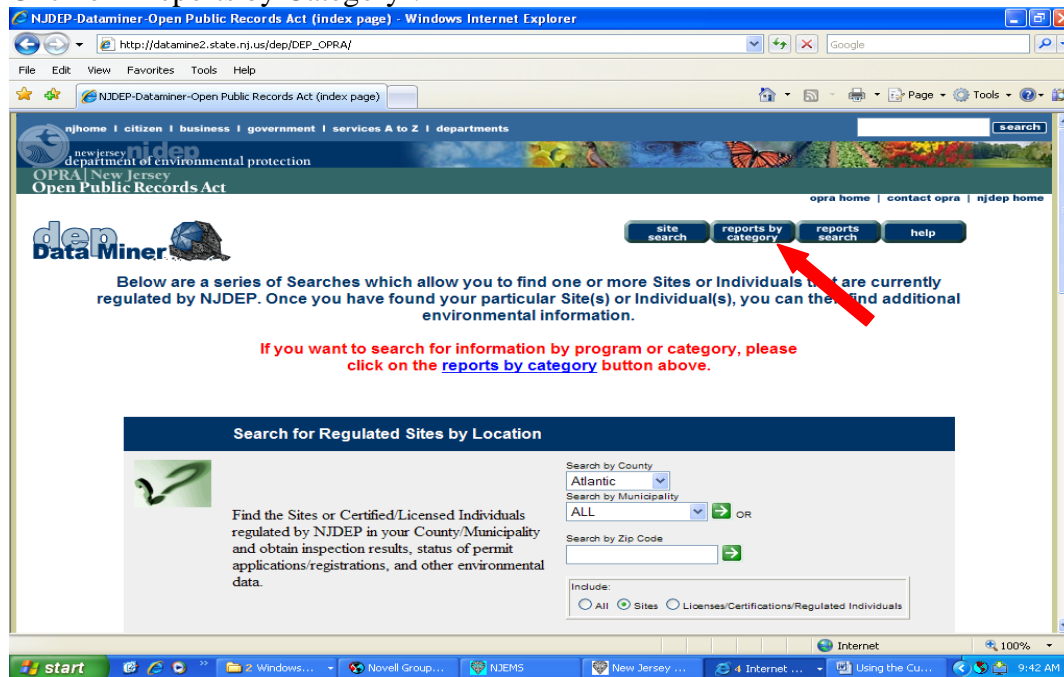
Scroll down to the lower portion of the screen, and on the left side click 'Data Miner' as shown below.



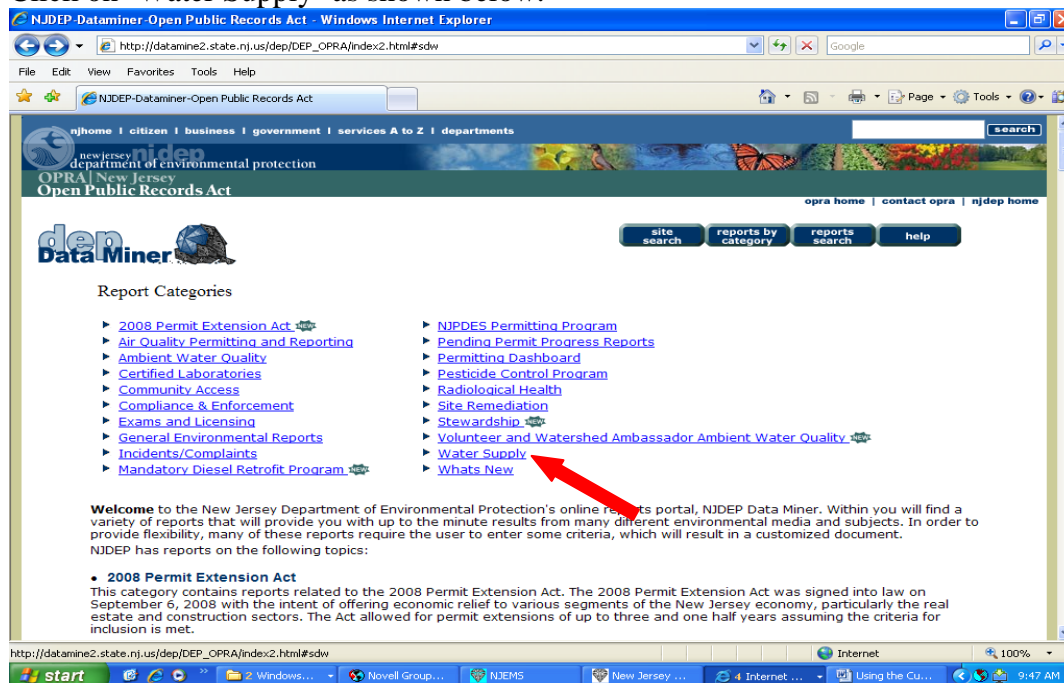
Click the blue button on the right side of the screen as shown below.



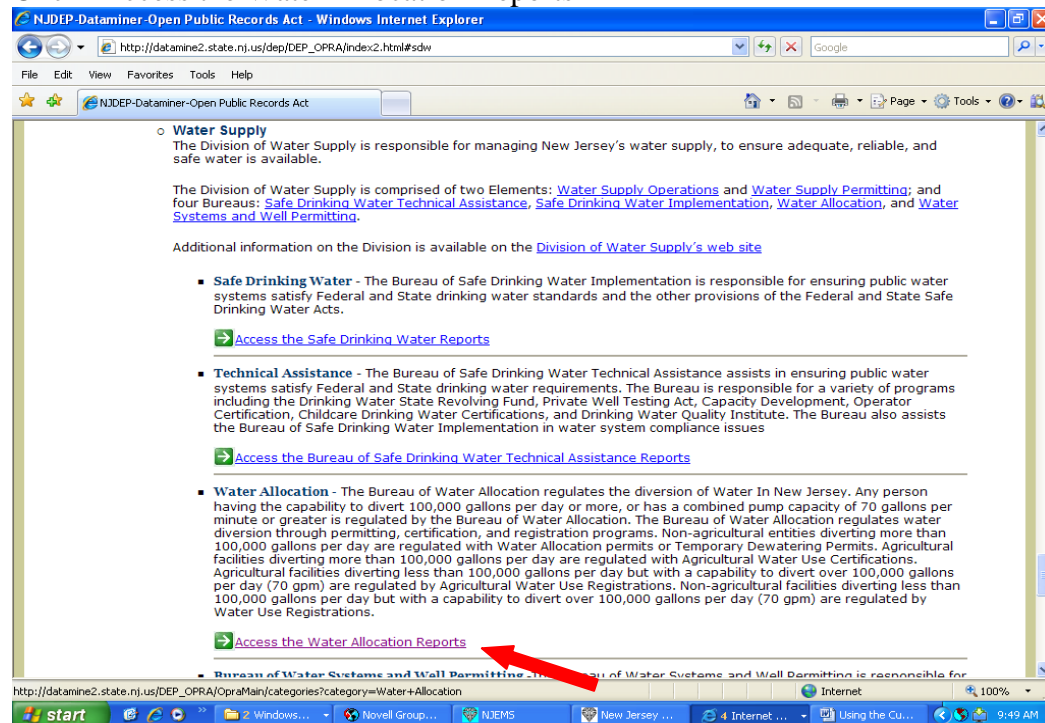
Click on 'Reports by Category'.



Click on 'Water Supply' as shown below.



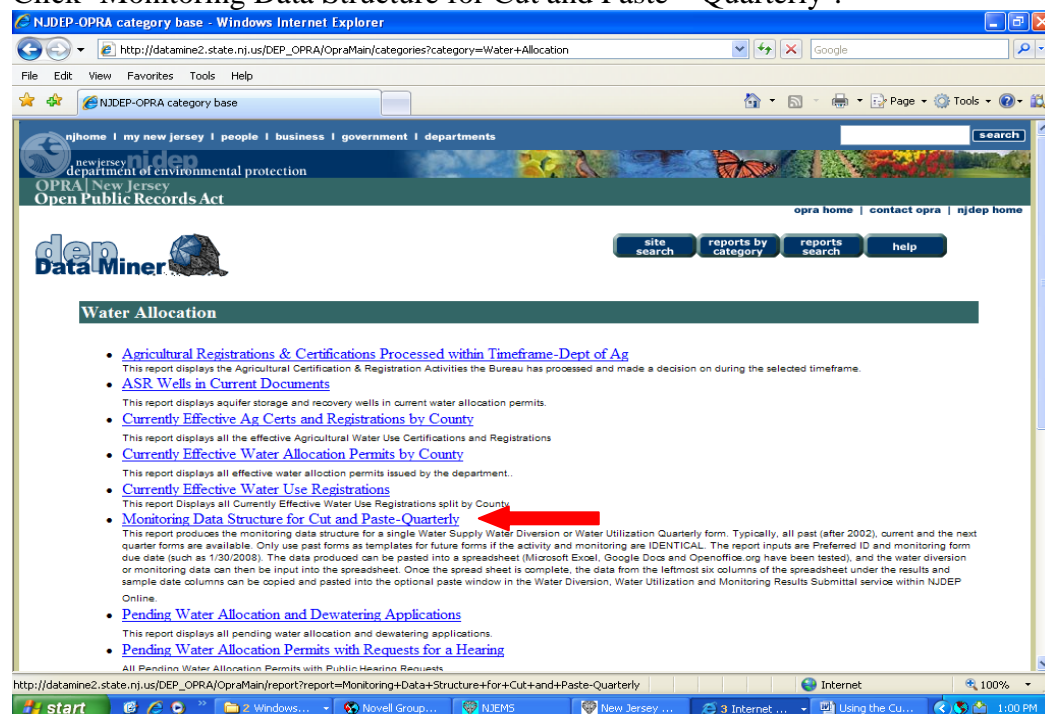
## Click 'Access the Water Allocation Reports'



Bookmark or add this page to your favorites to avoid the steps above in the future.

## Monitoring Data Structure for Cut and Paste Quarterly

Click 'Monitoring Data Structure for Cut and Paste – Quarterly'.



Enter the due date of the form you want to submit, and the Water Allocation ID for Allocation Permits, Dewatering and Equivalencies, or the PWSID for utilization reports. The structure is currently available one quarter in the future. Click 'OK'.

A screen such as the one shown below will display with your facility's submittal information.

Click Pre-Print Details button as shown below.



Select the table of data including the column headers as shown below and copy (Control C).

NJDEP-OPRA report base page - Windows Internet Explorer

http://datamine2.state.nj.us/DEP\_OPRA/OPraMain/get\_long\_report?

NJDEP-OPRA report base page

### PrePrint ID Detail First Quarter

PrePrint ID: 64546

January Results	January Sample Date	February Results	February Sample Date	March Results	March Sample Date	Subject Item Description	Subject Item Designation	SI ID	Parameter	Units
						BRICK OFF-STREAM RESERVOIR	PUMPED STORAGE RESERVOIR	WSIN174756	Water Transferred to Treatment Plant	Million G
						BRICK OFF-STREAM RESERVOIR	PUMPED STORAGE RESERVOIR	WSIN174756	Water Returned to Source	Million G
						WELL 10 (ASR)	2900007791	WSVL66329	Water Recovered (ASR)	Million G
						WELL 10 (ASR)	2900007791	WSVL66329	Water Injected (ASR)	Million G
						METEDECONK 2A (Reservoir Filling)	INTAKE 2A	WSIN75922	Water Diverted	Million G
						METEDECONK 1	INTAKE 1	WSIN75923	Water Diverted	Million G
						METEDECONK 2B (Treatment Plant Feed)	INTAKE 2B	WSIN174748	Water Diverted	Million G
						WELL 5	2900005970	WSVL66280	Water Diverted	Million G
						WELL 4	2900005990	WSVL66281	Water Diverted	Million G
						WELL 2	2900006082	WSVL66288	Water Diverted	Million G
						WELL 3	2900006083	WSVL66289	Water Diverted	Million G
						WELL 6	2900006578	WSVL66309	Water Diverted	Million G
						WELL 8	2900006581	WSVL66311	Water Diverted	Million G
						WELL 9	2900006841	WSVL66314	Water Diverted	Million G
						WELL 10 (ASR)	2900007791	WSVL66329	Water Diverted	Million G
						WELL 11	2900008356	WSVL66342	Water Diverted	Million G
						WELL 12	2900012006	WSVL66401	Water Diverted	Million G
						WELL 14	2900030632	WSVL66732	Water Diverted	Million G
						WELL 15	2900032043	WSVL66798	Water Diverted	Million G
						WELL 2	2900005970	WSVL66280	Static Water Level	Feet

Open Spreadsheet and Paste (Control V).

Microsoft Excel - 5172

File Edit View Insert Format Tools Data Window Help

Type a question for help

A1 October Results

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	October Results	October Sample Date	November Results	November Sample Date	December Results	December Sample Date	Subject Item Description	Subject Item Designation	SI ID	Parameter	Units	Mon Start Date	Mon End Date	Activity Number	
1							BRICK OFF-STREAM RESERVOIR	PUMPED STORAGE RESERVOIR	WSIN174756	Water Transferred to Treatment Plant	Million Gallons	10/1/2008	12/31/2008	VAP060001	
2	106.809	10/1/2008	13.467	12/1/2008	65.567	10/1/2008	BRICK OFF-STREAM RESERVOIR	PUMPED STORAGE RESERVOIR	WSIN174756	Water Returned to Source	Million Gallons	10/1/2008	12/31/2008	VAP060001	
3	0	10/1/2008	0	12/1/2008	0	10/1/2008	WELL 10 (ASR)	2900007791	WSVL66329	Water Recovered (ASR)	Million Gallons	10/1/2008	12/31/2008	VAP060001	
4	0.209	10/1/2008	0.22	12/1/2008	0.332	10/1/2008	WELL 10 (ASR)	2900007791	WSVL66329	Water Injected (ASR)	Million Gallons	10/1/2008	12/31/2008	VAP060001	
5	7.511	10/1/2008	6.698	12/1/2008	9.625	10/1/2008	METEDECONK 2A (Reservoir Filling)	INTAKE 2A	WSIN75922	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
6	44.13		63.302		15.987		METEDECONK 1	INTAKE 1	WSIN75923	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
7	0		0		0		METEDECONK 2B (Treatment Plant Feed)	INTAKE 2B	WSIN174748	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
8	142.703		174.891		69.331		WELL 5	2900005970	WSVL66280	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
9	0		0		0		WELL 4	2900005990	WSVL66281	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
10	0		0		0		WELL 2	2900006082	WSVL66288	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
11	0		0		0		WELL 3	2900006083	WSVL66289	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
12	0		0		0		WELL 6	2900006578	WSVL66309	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
13	0		0		0		WELL 8	2900006581	WSVL66311	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
14	0		0		0		WELL 9	2900006841	WSVL66314	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
15	9.461		0		0		WELL 10 (ASR)	2900007791	WSVL66329	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
16	0		0		0		WELL 11	2900008356	WSVL66342	Water Diverted	Million Gallons	10/1/2008	12/31/2008	VAP060001	
17	20.636		49.503		45.019										

Sheet1 / Sheet2 / Sheet3 /

Sum=81203957958 NUM

Save your spreadsheet file-note what quarter and activity it's for. Enter this monitoring period data based on the subject item and parameter in the spreadsheet. Fields in gray are not required.

## Login to NJDEP AND Prepare to Enter Results

Login to your NJDEP Online account.

To begin entering monitoring results, click on the **Water Diversion, Water Utilization and Monitoring Results Submittal** link in My Workspace as show below.



The **Submittal Action Task List** displays and shows available Monitoring Results reports which can be submitted. Check the monitoring period and due date carefully on the submittal action task list. Unique sets of quarterly forms are generated for each activity, reflecting the required monitoring data for that monitoring period. To begin entering new results, click on the Submit link under the Action column as shown below.

Version: 4.0  
Currently logged in: 5380  
GATEWAY NATIONAL REC AREA-NPS

**SUBMITTAL ACTION TASK LIST**

Choose a form to submit or revise by clicking Submit or Submit Revised under the Action column.

☐ Show All ☐ Show Complete ☒ Show Incomplete **Refresh**

Activity #	Due Date	Task Description	Monitoring Period	Completed Date	Action
WAP050001	04/30/2009	Submit Public Quarterly Monitoring Report	01/01/2009 - 03/31/2009		Submit

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

\* Changing the radio button to Show Complete and Clicking Refresh will display previously submitted forms that can be revised through this Submittal Action Task List.

The action will display as **Submit Revised** if the monitoring results for this monitoring period have been previously submitted as shown below.

Version: 4.0  
Currently logged in: 5380  
GATEWAY NATIONAL REC AREA-NPS

**SUBMITTAL ACTION TASK LIST**

Choose a form to submit or revise by clicking Submit or Submit Revised under the Action column.

☒ Show All ☐ Show Complete ☐ Show Incomplete **Refresh**

Activity #	Due Date	Task Description	Monitoring Period	Completed Date	Action
WAP950001	07/30/2003	Submit Public Quarterly Monitoring Report	01/01/2003 - 03/31/2003	02/09/2004	Submit Revised
WAP950001	07/30/2003	Submit Public Quarterly Monitoring Report	04/01/2003 - 06/30/2003	02/06/2004	Submit Revised
WAP950001	10/30/2003	Submit Public Quarterly Monitoring Report	07/01/2003 - 09/30/2003	02/06/2004	Submit Revised
WAP950001	01/30/2004	Submit Public Quarterly Monitoring Report	10/01/2003 - 12/31/2003	02/06/2004	Submit Revised
WAP950001	04/30/2004	Submit Public Quarterly Monitoring Report	01/01/2004 - 03/31/2004	04/22/2004	Submit Revised

After choosing the submittal task for the form you wish to enter, additional screens will display depending upon the type of form. Complete all screens and navigate to the monitoring results window. Scroll down to the bottom portion of the screen to the Optional Paste box. For example, see below.



NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

22	2900006082, WELL 2	Static Water Level	Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
23	WSWL66289 - 2900006083, WELL 3	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
24	WSWL66309 - 2900006579, WELL 6	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
25	WSWL66311 - 2900006581, WELL 8	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		

first prev 1 2 next last

Clear All Save Continue

**Form Comments:**

**Optional Paste:** Please paste tab-delimited monitoring data and click the 'Populate' button to auto-populate the data grid above with your monitoring results.

Populate

Navigate back to your spreadsheet.

Copy the Spreadsheet data from your spreadsheet by selecting all the cells EXCEPT THE HEADER ROW in the first 6 columns and copy, (Control C). Navigate back to the results screen.

Click in the Optional Paste box as shown below.

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

22	2900006082, WELL 2	Static Water Level	Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
23	WSWL66289 - 2900006083, WELL 3	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
24	WSWL66309 - 2900006579, WELL 6	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
25	WSWL66311 - 2900006581, WELL 8	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		

first prev 1 2 next last

Clear All Save Continue

**Form Comments:**

**Optional Paste:** Please paste tab-delimited monitoring data and click the 'Populate' button to auto-populate the data grid above with your monitoring results.

Populate

Paste the data (Control V) into the Optional Paste Box, and then click **Populate**.

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

NJDEP Online

24	WSWL66311 - 2900006581, WELL 3	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
25	WSWL66311 - 2900006581, WELL 3	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		

first prev 1 2 next last

Clear All Save Continue

**Form Comments:**

Optional Paste: Please paste tab-delimited monitoring data and click the 'Populate' button to auto-populate the data grid above with your monitoring results.

[newline]NOT REQD[tab][tab]NOT REQD[tab][tab]68.4[tab]12/7/2008[tab]WELL 12  
[newline]NOT REQD[tab][tab]NOT REQD[tab][tab]4[tab]12/10/2008[tab]WELL 14  
[newline]NOT REQD[tab][tab]NOT REQD[tab][tab]3[tab]12/10/2008[tab]WELL 13  
[newline]NOT REQD[tab][tab]NOT REQD[tab][tab]13.4[tab]12/2/2008[tab]WELL 6

Populate

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department: nidep home | about dep | index by topic | programs/units | dep online

Orchestrate.do

Verify all data in all rows on all pages has been entered correctly, and if correct click **Continue**.

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

NJDEP Online

20	WSWL66280 - 2900005970, WELL 5	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD	8.3	12/10
21	WSWL66281 - 2900005990, WELL 4	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD	4.3	12/10
22	WSWL66288 - 2900006082, WELL 2	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD	3.9	12/10
23	WSWL66289 - 2900006083, WELL 3	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD	4	12/10
24	WSWL66309 - 2900006579, WELL 6	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD	2.7	12/10
25	WSWL66311 - 2900006581, WELL 8	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD	2.6	12/10

first prev 1 2 next last

Clear All Save Continue

**Form Comments:**

Optional Paste: Please paste tab-delimited monitoring data and click the 'Populate' button to auto-populate the data grid above with your monitoring results.

javascript:func\_set\_param\_vars(['pageIndex','page\_index'],['2','1']);document.getElementById('btnLocalPaging').click();

Proceed with certification as usual.

There are four errors that you may get for the optional paste window. Errors generate for too many rows pasted, too many columns pasted, missing rows, and missing columns. The monitoring results screen places the data in the rows and columns from the spreadsheet even if an error occurs, so carefully review the data if you receive an error message. The data can be corrected in the web form, or you can correct it in the spreadsheet and re-paste it. If the error is too many rows or columns, the data may display correctly and be OK. Check results carefully before submitting and certifying.