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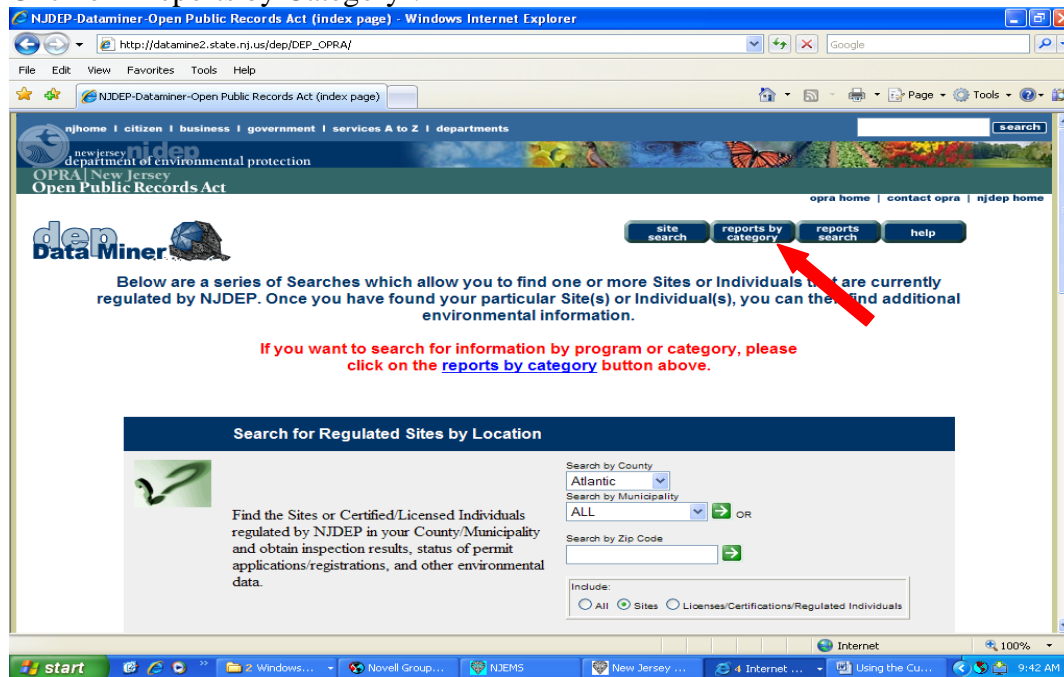
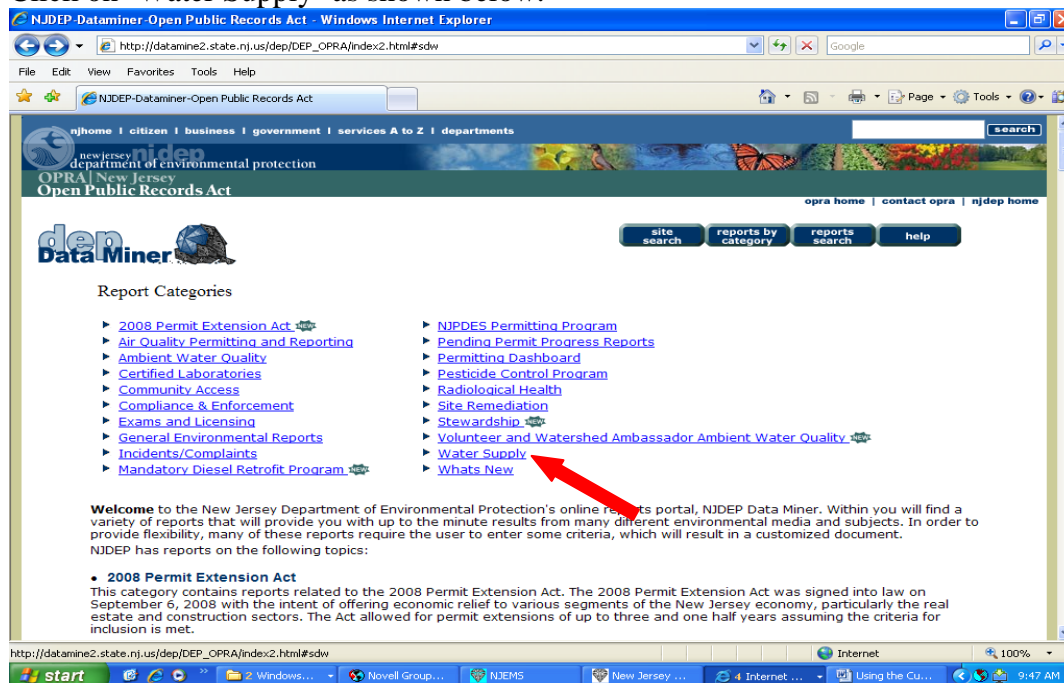Scroll down to the lower portion of the screen, and on the left side click 'Data Miner' as shown below.

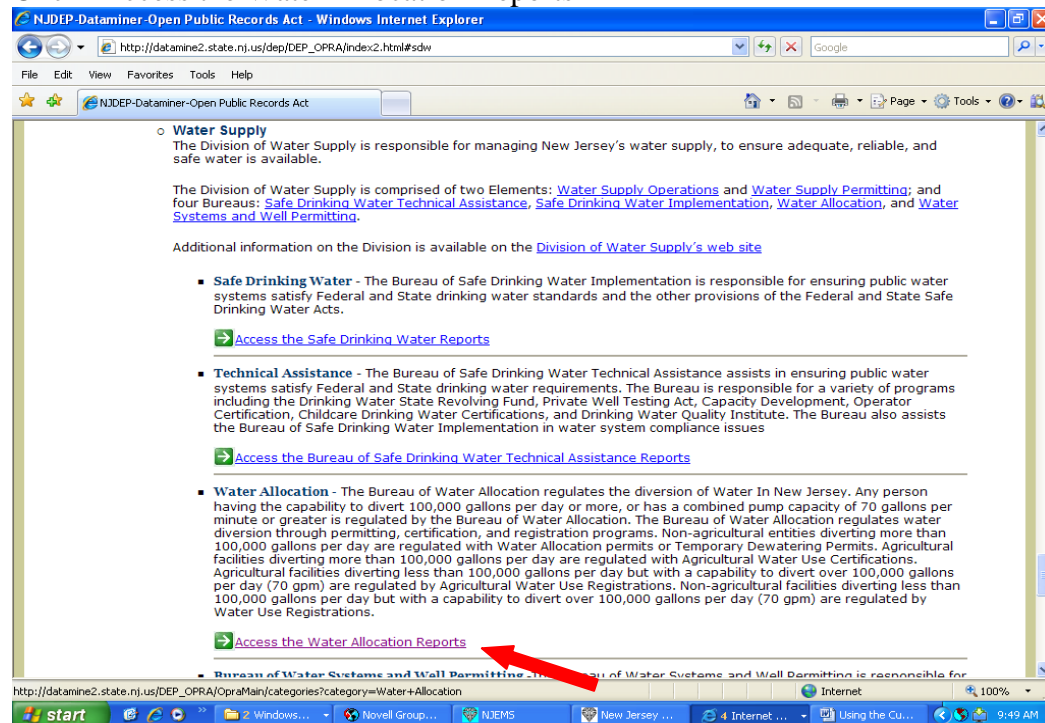Click the blue button on the right side of the screen as shown below.
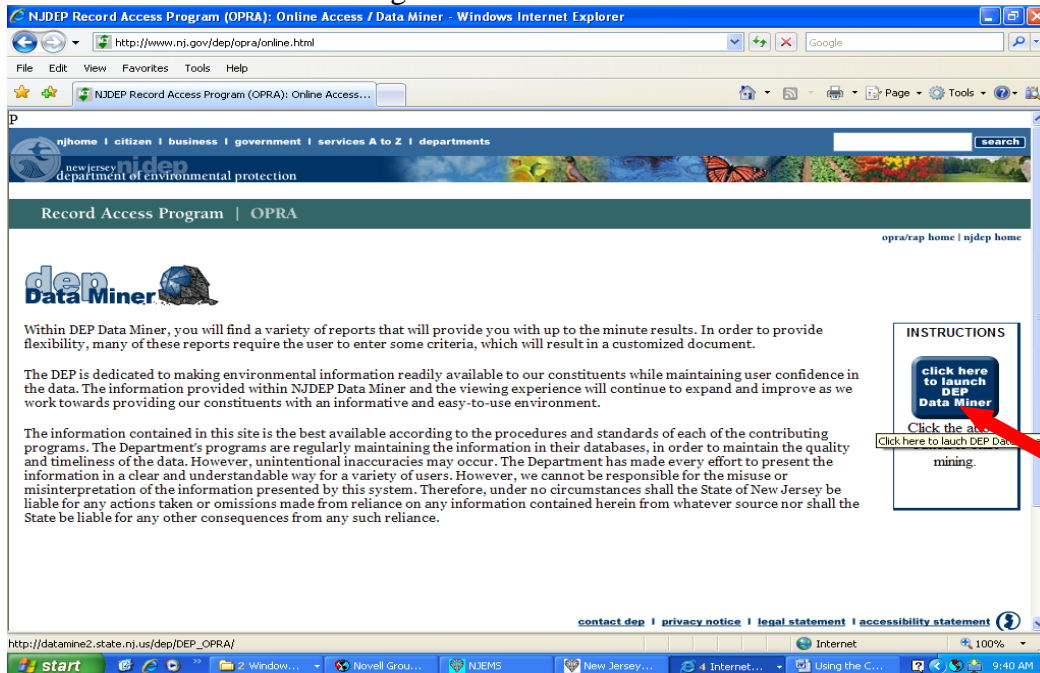
Click on 'Reports by Category'.

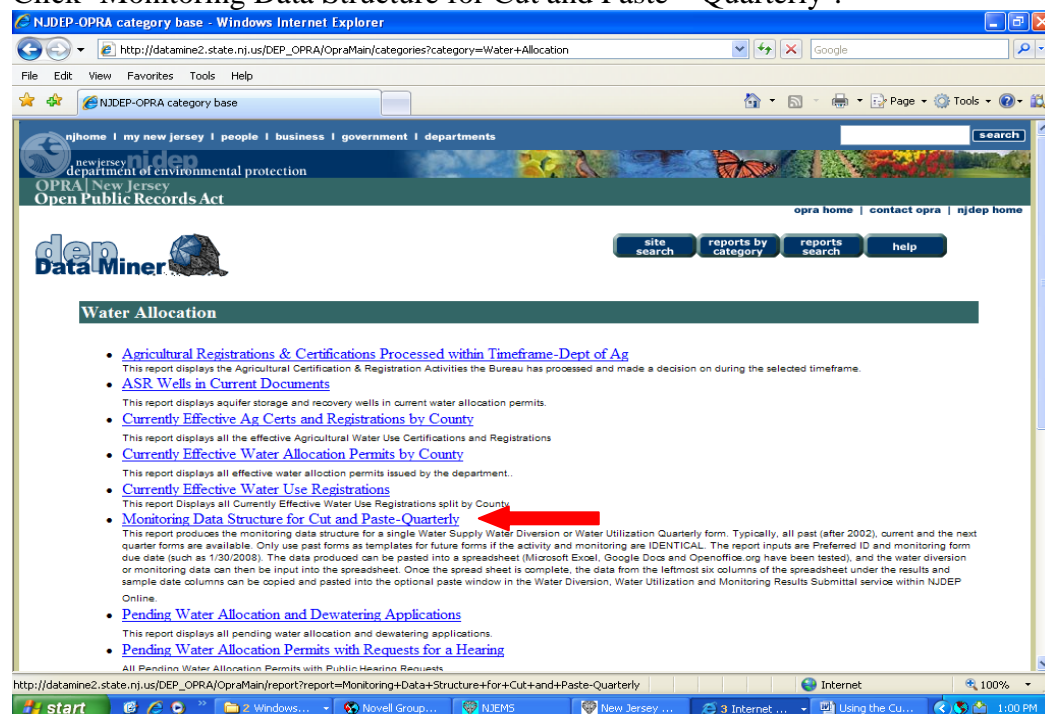

Click on 'Water Supply' as shown below.

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'.

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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).

Open Spreadsheet and Paste (Control V).

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.

* 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.

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.

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.

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

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

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.