

INSTRUCTIONS FOR COMPLETING WATER DIVERSION, UTILIZATION AND MONITORING SUBMITTALS THROUGH NJDEP ONLINE

Please contact the Bureau of Water Allocation & Well Permitting at (609) 984-6831 with any additional questions regarding the Annual or Quarterly Diversion and Monitoring Reports.

General Instructions:

1. Completed monitoring results are due to the Bureau of Water Allocation & Well Permitting no later than due dates indicated on the submittal action task list. Failure to submit monitoring results by the due dates will result in an automatic violation, and possible enforcement action.
2. Quarterly Reports must be completed online.
3. Make sure all information in your user profile is complete and correct before certifying.
4. All information must be submitted and successfully certified for the Department to receive it.
5. The requested information will vary from the examples below, depending on the regulated activity.

Create an Account

If you already have a NJDEP Online account skip to **Log into Account** on Page 6.

Please follow the instructions below to set up your NJDEP Online account. Similar instructions can also be downloaded on the NJDEP Online page at '<http://www.njdeponline.com>' by selecting the link labeled "Registration Instructions".

Requesting Access to NJDEP Online

1. Go to '<http://www.njdeponline.com>' and select the button labeled "NEW USERS Request Access to NJDEP Online."
2. Fill in the following fields: 'Contact Name', 'Organization Name', 'Email Address', and 'Confirm E-Mail'.
3. Click on the "Request" button.

department of environmental protection

Documents and Forms Non-Registered Services Registered Services NJDEP Online FAQs

Version: 16.0.02

1. Request access to NJDEP Online 2. Link Your NJDEP Online account

Please provide the following information to begin setting up your NJDEP Online account

*Contact Name:	Test
*Organization Name:	Test NJDEP
*E-Mail Address:	Test@Test.Gov
*Confirm E-Mail:	Test@Test.Gov

If you already have a myNewJersey account: Fill out Section A with your myNewJersey 'Log On ID' and 'Password' and click "Link NJDEP Online to My Account."

If you do not have a myNewJersey account: Fill out Section B (See Below) with your desired 'Log On ID', 'Password', 'Security Question', and 'Security Answer' and click "Create this new myNewJersey Account and Link NJDEP Online To It."

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is and my password is

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to you.

Pick a password Question you want us to ask

Retype your password Your answer

First name Email address

Last name Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

C. I already have a myNewJersey account but I can't remember what it is.
Please use the "Need help?" service to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1.

Additional NJDEP Online Account Setup

1. Enter your contact information and at least 1 contact number and click “Continue.”

Version: 16.0.02

Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account.

CONTACT INFORMATION	
1 - Add Contact Info	
* First Name:	Test
Middle Initial:	Q
* Last Name:	Test
Title:	Tester
* E-Mail Address:	Test@Test.Gov
* Confirm E-Mail:	Test@Test.Gov
Organization Name:	TEST
Organization Type:	LLC
* Address Line 1:	123 Test Road
Address Line 2:	
Address Line 3:	
* City:	Aberdeen Twp (Monmouth)
* State:	New Jersey
* Zip:	12345

CONTACT NUMBERS		
Note: At least one contact number is required.		
Phone Number	Type	Remove
1234567890x123	Work Phone Number	
Clicking a column title will sort the table by that column.		

2. Add answers to the five Challenge/Response questions. These questions will be used as part of the certification process and will also be needed to reset your Certification PIN. After setting the Challenge Questions and providing answers, click “Continue”.

CHALLENGE/RESPONSE QUESTIONS	
1 - Add Contact Info	
2 - Setup Challenge Questions	
3 - Create Certification PIN	
4 - View Facilities	
Please Note You may click on a previously visited page (above) to navigate back to that screen.	
Challenge Questions: Please provide responses for five security questions. Select each question only one time.	
* Question 1: Something you always wanted to do?	DO
* Question 2: What is your all-time favorite sports team?	TEAM
* Question 3: What is your dream car?	CAR
* Question 4: What is your favorite book?	BOOK
* Question 5: What is your favorite food?	FOOD

3. Create a new Certification PIN, and click “Continue”. (Note that the PIN is case sensitive.)

Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account.

CREATE A NEW CERTIFICATION PIN	
1 - Add Contact Info	
2 - Setup Challenge Questions	
3 - Create Certification PIN	
4 - View Facilities	
Please Note You may click on a previously visited page (above) to navigate back to that screen.	
Enter a new Certification PIN of your choosing in the two fields below to proceed.	
The Certification PIN is used to electronically certify a permit/application/submittal. The Certification PIN is different from the password you use to log into the portal, although they are related.	
Note: The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters.	
Certification PIN is case sensitive.	
Certification PIN:
Retype Certification PIN:

4. In the ‘Services’ page, locate the ‘Water Supply’ heading. Click the checkbox to select the ‘Water Diversion, Water Utilization and Monitoring Results Submittal’ Service to add it to your workspace. Then click “OK”

Water Supply

☐ Drinking Water(eDWR)

☐ Private Well Testing Act (PWTa) Analytical Results

☒ Water Diversion, Water Utilization and Monitoring Results Submittal

☐ WQAA Annual Certification Form

☐ Physical Connection Program Service Selection

☐ WQAA Capital Improvement Reporting

5. Click “Add Facilities” to open the ‘Facilities Search’ screen. In the Facilities Search Screen, add your facility to your account by selecting ‘Water Supply’ in the DEP Program Field and entering the Facility ID and click “Search”.

FACILITY SEARCH

Pick the search you want to perform:

- ☒ Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- ☐ Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID)
- ☐ Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
- ☐ Retrieve the facilities that are associated with an Alternate ID
- ☐ Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID)

(Optional) Select NJDEP Program:

Enter either a Facility ID or a Facility Name

Facility ID:

Facility Name:

Alternate ID, enter as the Facility Name

Facilities Use The NJPDES Program

[department: nidep home](#) | [about dep](#) | [index by topic](#) | [process](#)
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 Department of Environmental Protection
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6. Click on the checkbox for your facility in the search results and click “Add Selected Facilities”. Click “Complete Setup”, then Click “Done”.

Account Setup is now complete. Your facility will now appear in your Workspace under the heading **My Facilities/Program Interests** as shown below.

[My Workspace](#)
[User Profile](#)
[Certifications](#)
[Payments](#)
[Documents and Forms](#)
[Permit Folder](#)
[NJDEP Online FAQs](#)

Version: 16.0.02
 Currently logged in: Test Test (DEPTEST321)
 Server: Server_1

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 :

Water Supply
[Water Diversion](#), [Water Utilization and Monitoring Results Submittal](#)

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program
PEQUEST FISH HATCHERY	2006P	Water Supply

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

Checking Facility Information in My Workspace

Users can click the “View” symbol as shown below to view facility Information. The Facility Information includes the following information as entered in the Department database: Facility ID (Program Interest ID), Location of the Activity, and mailing address. Please note this address is also the mailing address for all correspondence related to the activity. Please verify this information, making any necessary changes by filling out form BWA-009, found at: <http://www.nj.gov/dep/watersupply/bwa-009.pdf> and submit it by mail to the address at the top of the form, or as an attachment via an email sent to WaterAllocation@Dep.NJ.Gov

Access Type	Access Status	Change Access	Manage Security	View	Remove
General	Granted				

Click “Return” to return to My Workspace.

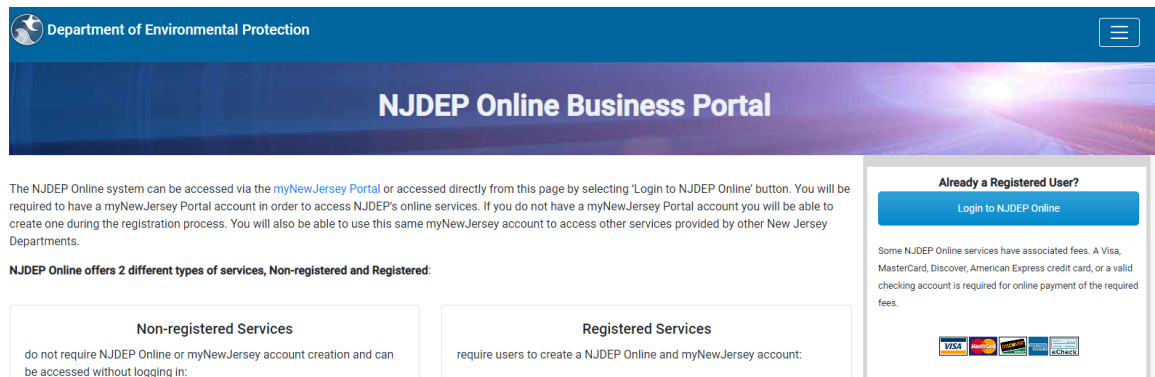
Note: After completing these steps, you will be able to access NJDEP Online at any time by visiting ‘<http://www.njdeponline.com>’ and clicking “Log in to NJDEP Online” within the blue box at the righthand side of the screen. NJDEP Online can also be accessed by logging into myNewJersey at ‘<http://www.nj.gov>’ and clicking the “Login” link near the top of the screen.

If you need further assistance, please click the “NJDEP Online Frequently Asked Questions” link at the bottom of <http://www.njdeponline.com>. Also, at the bottom of the NJDEP Online FAQ page, under the ‘Additional Help’ section there is a button to “Contact NJDEP Online Support”.

If you are ready to enter monitoring results skip to **Enter Monitoring Results** on Page 7.

Log into Account

To begin entering monitoring results, sign on to NJDEP Online by navigating to <http://www.nj.gov/dep/online/> Click the “Login to NJDEP Online” button shown below



The screenshot shows the NJDEP Online Business Portal. At the top is a blue header with the Department of Environmental Protection logo and the text "NJDEP Online Business Portal". Below the header, there is a section titled "The NJDEP Online system can be accessed via the myNewJersey Portal or accessed directly from this page by selecting 'Login to NJDEP Online' button. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments."

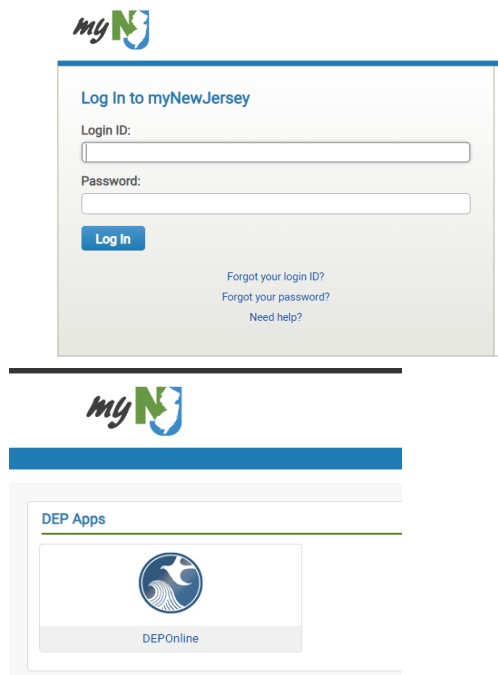
Below this text, it states: "NJDEP Online offers 2 different types of services, Non-registered and Registered:"

There are two columns of services:

- Non-registered Services**: do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
- Registered Services**: require users to create a NJDEP Online and myNewJersey account:

On the right side, there is a section titled "Already a Registered User?" with a button "Login to NJDEP Online". Below this, it says: "Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees." Below this text are logos for Visa, MasterCard, Discover, American Express, and eCheck.

Or navigate to <https://nj.gov/> and enter your MyNewJersey Logon Id and password, Click “Log In”. On the next screen, click “DEP Online” under DEP Apps to access DEP Online.



The first screenshot shows the myNJ login page. It has the myNJ logo at the top. Below the logo is a box titled "Log In to myNewJersey". Inside this box are two input fields: "Login ID:" and "Password:". Below these fields is a blue "Log In" button. At the bottom of the box are three links: "Forgot your login ID?", "Forgot your password?", and "Need help?".


The second screenshot shows the DEP Apps section. It has the myNJ logo at the top. Below the logo is a section titled "DEP Apps". Inside this section is a box with the DEP Online logo and the text "DEPOnline" below it.

Note: You will need the “Water Diversion, Water Utilization, and Monitoring Results Submittal” Service, and a Facility/Program Interest added to your profile. If you are missing either one, See “Additional NJDEP Online Account Setup” steps 4 & 5 above.

Enter Monitoring Results

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

MY WORKSPACE

 **Service Selection**

Note: Access to this electronic service selection and submittal area is gr accessible without selecting facilities as shown below.

Water Supply
[Water Diversion, Water Utilization and Monitoring Results Submittal](#)

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 reports are generated for each activity, reflecting the required monitoring data for that monitoring period.

2. To begin entering new results, click on the “Submit” link under the Action column.

1 - Facility Selection

2 - Submittal Action Task List

3 - Submission Name

4 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

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
WAP090001	10/30/2024	Submit Private Quarterly Monitoring Report	07/01/2024 - 09/30/2024		Submit
WAP090001	01/30/2025	Submit Private Quarterly Monitoring Report	10/01/2024 - 12/31/2024		Submit

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

Note: Changing the radio button to “Show Complete” and Clicking “Refresh” will display previously submitted reports 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.

☒ Show Complete ☐ Show Incomplete **Refresh**

first prev 1 2 next last

Due Date	Task Description	Monitoring Period	Completed Date	Action
07/30/2003	Submit Private Quarterly Monitoring Report	01/01/2003 - 03/31/2003	07/11/2003	Submit Revised
07/30/2003	Submit Private Quarterly Monitoring Report	04/01/2003 - 06/30/2003	07/11/2003	Submit Revised
10/30/2003	Submit Private Quarterly Monitoring Report	07/01/2003 - 09/30/2003	10/07/2003	Submit Revised
01/30/2004	Submit Private Quarterly Monitoring Report	10/01/2003 - 12/31/2003	01/05/2004	Submit Revised
04/30/2004	Submit Private Quarterly Monitoring Report	01/01/2004 - 03/31/2004	04/05/2004	Submit Revised
07/30/2004	Submit Private Quarterly Monitoring Report	04/01/2004 - 06/30/2004	07/07/2004	Submit Revised
10/30/2004	Submit Private Quarterly Monitoring Report	07/01/2004 - 09/30/2004	10/06/2004	Submit Revised
01/30/2005	Submit Private Quarterly Monitoring Report	10/01/2004 - 12/31/2004	01/10/2005	Submit Revised
04/30/2005	Submit Private Quarterly Monitoring Report	01/01/2005 - 03/31/2005	04/04/2005	Submit Revised
07/30/2005	Submit Private Quarterly Monitoring Report	04/01/2005 - 06/30/2005	07/05/2005	Submit Revised
10/30/2005	Submit Private Quarterly Monitoring Report	07/01/2005 - 09/30/2005	10/05/2005	Submit Revised
01/30/2006	Submit Private Quarterly Monitoring Report	10/01/2005 - 12/31/2005	01/05/2006	Submit Revised
04/30/2006	Submit Private Quarterly Monitoring Report	01/01/2006 - 03/31/2006	04/06/2006	Submit Revised
07/30/2006	Submit Private Quarterly Monitoring Report	04/01/2006 - 06/30/2006	07/13/2006	Submit Revised
10/30/2006	Submit Private Quarterly Monitoring Report	07/01/2006 - 09/30/2006	10/05/2006	Submit Revised
01/30/2007	Submit Private Quarterly Monitoring Report	10/01/2006 - 12/31/2006	01/08/2007	Submit Revised

After choosing the submittal task for the form you wish to enter, the Submission Name screen displays with a default value of the form type, monitoring period, facility ID, and activity. Add any additional information you wish which identifies this monitoring period submittal in the Submission/Project Name field. Add any comments you wish to see on the Submission Summary screen. Then click “Continue”.

Server: Server_1

SUBMISSION NAME	
1 - Facility Selection	<p>Please provide a service specific name below.</p> <p>*Submission/Project Name: <input type="text" value="Submit Private Quarterly Monitoring Report 04/01/2024 - 06/30/2024 2006P V"/></p> <p>Comments: <div style="border: 1px solid black; height: 60px; width: 100%;"></div></p>
2 - Submittal Action Task List	
3 - Submission Name	
4 - Certification	
<p>Please Note You may click on a previously visited page (above) to navigate back to that screen.</p>	

The Additional Information screen is displayed, which asks questions concerning the submittal as shown in the following table. Scroll down to choose the correct answers on each question and the next question will display. Questions may be skipped based on answers selected. When all questions have been answered, click “Continue” to proceed to the Monitoring Results entry screen or the Agricultural Information Screen.

QUESTION	AVAILABLE RESPONSES
Are you required to measure static water level?	Yes, or No
How do you primarily measure static water level?	M-Scope, Air-line and Gauge, Other, tape, Fixed Transducer, Multiple Methods
Which two methods are primarily used? (Displays if Multiple Methods selected above)	M-Scope, Air-Line, and Gauge, M-Scope and Tape, M-Scope and Fixed Transducer, Air-line, Gauge, and Tape, Air-line, gauge, and Fixed transducer Tape and fixed transducer
How is your diversion measured?	Totalizing flow meters, Hours of operation X hourly pump capacity, # heads X hourly head capacity X hours of operation Area of flooding X average depth of flooding Flume or Weir

If the report is for an Agricultural facility, the next screen will be the ‘Agricultural Information’ Screen. Other reports will skip this screen and the ‘Monitoring results’ screen will display. Complete the required fields and click “Add Row” to add additional crop types, then click “Continue”.

- 1 - Facility Selection
- 2 - Submittal Action Task List
- 3 - Submission Name
- 4 - Additional Information
- 5 - Agricultural Information
- 6 - Monitoring Results
- 7 - Certification

AGRICULTURAL INFORMATION

Warning: Navigating away from this screen without saving first will delete the current page of results.

***Total Acres:**

***Acres Farmed:**

Please enter the following information if Acres Farmed is greater than 0.

*Crop Type	*Acreage Planted	*Acreage Irrigated	Remove
Vegetables	40	35	
Nursery	30	10	✖

[Add Row](#)

* Required

[Save](#)
[Continue](#)

The ‘Monitoring results’ screen is displayed. Enter all required monitoring results. Quantity fields are numeric. Date fields, if required, must be in the form MM/DD/YYYY or MM/DD/YY. See **Appendix A ‘Water Diversion and Monitoring Results Additional Information’** for detailed information regarding the results screen.

Annual Report example:

ANNUAL MONITORING RESULTS

Warning: Navigating away from this screen without saving first will delete the current page of results.

NJDEP Preprint ID: 66411 Monitoring Period: 01/01/2009 - 12/31/2009 Activity Code: AGC080001

Row Number	Item	Parameter	Units of	Quantity /Result Jan	Quantity /Result Feb	Quantity /Result Mar	Quantity /Result Apr	Quantity /Result May	Quantity /Result Jun	Quantity /Result Jul	Quantity /Result Aug	Quantity /Result Sept
1	WSIN71853 - LOCKATONG CREEK INTAKE 1	Water Diverted	Million Gallons									
2	WSWL6449 - 2400023039, WELL 2	Water Diverted	Million Gallons									

[Clear All](#)
[Save](#)
[Continue](#)

Form Comments:

Quarterly Report Example:

QUARTERLY MONITORING RESULTS

Warning: Navigating away from this screen without saving first will delete the current page of results.

Monitoring Period: 07/01/2008 - 09/30/2008 Activity Code: WAP080001 NJDEP Preprint ID:

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[prev](#)
[1](#)
[2](#)
[next](#)
[last](#)

Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	July		August		September	
					Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date
1	WSIN174756 - PUMPED STORAGE RESERVOIR, BRICK OFF-STREAM RESERVOIR	Water Transferred to Treatment Plant	Each Month	Million Gallons		NOT REQD		NOT REQD		NOT REQD
2	WSIN174756 - PUMPED STORAGE RESERVOIR, BRICK OFF-STREAM RESERVOIR	Water Returned to Source	Each Month	Million Gallons		NOT REQD		NOT REQD		NOT REQD
3	WSWL66329 - 2900007791, WELL 10 (ASR)	Water Recovered (ASR)	Each Month	Million Gallons		NOT REQD		NOT REQD		NOT REQD

Enter the data for each month, in this example July, August, and September. If there are multiple pages, click the “Next” button (or 2) as shown below to see the next page of monitoring results.

- 1 - Facility Selection
- 2 - Submittal Action Task List
- 3 - Submission Name
- 4 - Additional Information
- 5 - Monitoring Results
- 6 - Certification

QUARTERLY MONITORING RESULTS

Warning: Navigating away from this screen without saving first will delete the current page of results.

Monitoring Period: 07/01/2008 - 09/30/2008 Activity Code: WAP080001 NJDEP Preprint ID:

[first](#) [prev](#) [1](#) [2](#) [next](#) [last](#)

Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	July		August		September	
					Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date
26	WSWL66314 - 2900006841, WELL 9	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
27	WSWL66342 - 2900008356, WELL 11	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
28	WSWL66401 - 2900012006, WELL 12	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
29	WSWL66732 - 2900030639, WELL 14	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
30	WSWL66760 - 2900032043, WELL 13	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
31	WSWL66309 - 2900006579, WELL 6	Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		

Enter the data for each month on each page of monitoring results. When complete click the “Continue” button as shown below.

Row Number	Subject Item	Parameter	Required Frequency	Units of	Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date
26	WSWL66314 - 2900006841, WELL 9	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
27	WSWL66342 - 2900008356, WELL 11	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
28	WSWL66401 - 2900012006, WELL 12	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
29	WSWL66732 - 2900030639, WELL 14	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
30	WSWL66760 - 2900032043, WELL 13	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
31	WSWL66309 - 2900006579, WELL 6	Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
32	WSWL66314 - 2900006841, WELL 9	Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
33	WSWL66309 - 2900006579, WELL 6	Chloride	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
34	WSWL66314 - 2900006841, WELL 9	Chloride	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		

Clear All
Save
Continue

Any errors in the data will appear as shown below. In this example, January quantity was left blank, and while it's not visible in the screenshot, some Static water sample dates were entered in the future.

QUARTERLY MONITORING RESULTS

- Page 1, Row 1, Column: 'January Quantity/Result' - This field is Mandatory. If no diversion/flow occurred, report 0. If a meter reading was missed, click Help on this page for estimation methods.
- Page 1, Row 2, Column: 'January Sample Date' - Cannot be in the future.
- Page 1, Row 2, Column: 'February Sample Date' - Cannot be in the future.
- Page 1, Row 2, Column: 'March Sample Date' - Cannot be in the future.

Warning: Navigating away from this screen without saving first will delete the current page of results.

Monitoring Period: 01/01/2009 - 03/31/2009 Activity Code: WAP050001 NJDEP Preprint ID: 65013

Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	January		February		March		Row Comment
					Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date	
1	WSWL91213 - 2900048826, SA	Water Diverted	Each Month	Million Gallons		NOT REQD	.003	NOT REQD	.001	NOT REQD	

Done Internet

Monitoring Results Data Validations and Error Messages

Screen	Validation	Message
Monitoring Results entry screen	Validation for parameter=Chloride	The quantity/Result entered exceeds 2500 Mg/L. Verify the results and enter an explanation in the row comments about why the result exceeds this amount.
Monitoring Results entry screen	Validation for parameter=Sodium	The quantity/Result entered exceeds 250 Mg/L. Verify the results and enter an explanation in the row comments about why the result exceeds this amount.
Monitoring Results entry screen	Validation parameter for Rated Pump capacity	The Quantity/result entered exceeds the reported capacity of the installed pump. Result must be reported in units of Million Gallons. Please click Help on this page for additional information.
Monitoring Results entry screen	Validation for Static Water Level = 0	A Quantity/Result of 0 reported for Static Water Level indicates that the water level in the well was measured and is at ground surface. If Static Water Level was not taken, leave the Quantity/Result blank and enter an explanation in the row comments of why Static Water Level was not measured, and when sampling will resume. A value of zero indicates the depth to water is 0 feet, or at ground surface, NOT a missed reading.
Monitoring Results entry screen	Validation where Quantity/Result field is filled in, and Sample Date = null, and parameter is not on the list of date exempted parameters.	A sample date is required for this parameter.
Monitoring Results entry screen	Quantity/Result, not numeric entries, not <> -	Only numbers and the special characters <> - followed immediately by a number are allowed.
Monitoring Results entry screen	Quantity/Result, <> - detected not followed by a number	The special characters <> - must be followed immediately by a number with no spaces between the character and the number.
Monitoring Results entry screen	Date in the future	Date cannot be in the future
Cut and Paste	User pastes more lines than are required	More rows were pasted than exist in the form. Extra rows were truncated. Review the data carefully to ensure the correct

Cut and Paste	Pasted text has empty rows in between	monitoring period is selected.
Cut and Paste	More tabs on a line than are allowed	Pasted data included one or more empty rows. Data was populated using next available data. Review the data carefully to ensure the data is in the correct cells.
Cut and Paste	Fewer tabs on a line than are allowed	Fewer rows were pasted than exist in the form, leaving blank rows at the end of the form. Review the data carefully to ensure the correct monitoring period is selected.
Cut and Paste	Fewer tabs on a line than are allowed	Pasted data has fewer tabs on one or more rows than available columns, leaving some data null. Review the data carefully to ensure the data is fully populated and in the correct cells

In the next example, the quantity for water diverted exceeds the capacity of the pump. This is often a unit problem. The amount entered for Water Diverted is normally reported in Million gallons. For example, one million gallons must be reported as a '1'. For additional information see **Appendix B – Meter Reading and Correct Units Reporting**.

QUARTERLY MONITORING RESULTS											
<ul style="list-style-type: none"> Page 1, Row 1, Column: 'January Quantity/Result' - This field is Mandatory. If no diversion/flow occurred, report 0. If a meter reading was missed, click Help on this page for estimation methods. Page 1, Row 2, Column: 'March Quantity/Result' - A Quantity/Result of 0 reported for Static Water Level indicates that the water level in the well was measured and is at the ground surface. If Static Water Level was not taken, leave the Quantity/Result blank and enter an explanation in the row comment of why Static Water Level was not measured, and when sampling will resume. 											
Warning: Navigating away from this screen without saving first will delete the current page of results.											
Monitoring Period: 01/01/2009 - 03/31/2009				Activity Code: WAP050001				NJDEP Preprint ID: 65013			
Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	January Quantity /Result	January Sample Date	February Quantity /Result	February Sample Date	March Quantity /Result	March Sample Date	Row Comments
1	WSWL91213 - 2900048826, 5A	Water Diverted	Each Month	Million Gallons		NOT REQD	3.0	NOT REQD	3.7	NOT REQD	
2	WSWL91213 - 2900048826, 5A	Static Water Level	Each Month	Feet	22	01/31/08	26	02/28/2008	0	03/31/2008	
<div> <input type="button" value="Clear All"/> <input type="button" value="Save"/> <input type="button" value="Continue"/> </div>											

Once all data is entered and you are satisfied that all information is correct, click the "Continue" button. If the results entered pass validation, the 'Service Certification' screen will display as shown below. (If a Facility Administrator has been set up, the screen may be different).

1 - Facility Selection

2 - Submittal Action Task List

3 - Submission Name

4 - Additional Information

5 - Monitoring Results

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

You have correctly answered your challenge. Please enter your PIN now to sign.

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

WARNING: After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Certification by Access Type: General

Service ID	Submittal Type	Creation Date	View
1724859	Water Supply - Water Diversion, Water Utilization and Monitoring Results Submittal - Monitoring Results Submittal	09/13/2024	

I certify under penalty of law in accordance with N.J.S.A. 58:1A-5(b) that the information submitted is accurate and complete.

Name of Certifying Party: M M

User ID of Certifying Party: MMVERSTEST1

Challenge/Response Question

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

***What is your all-time favorite sports team?** (Not Case Sensitive)

Certification PIN

***Certification PIN:** (Case-Sensitive)

SUBMISSION CONFIRMATION

Submission: 1724859:Submit Private Quarterly Monitoring Report 04/01/2024 - 06/30/2024



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Additional info found on the My Workspace screen:

The section **My Services – In Progress** shows submittals that have not completed. If you wish to continue working on a submittal, click the blue ID link in the appropriate row.

The submittal has been processed when it appears in the **My Services – Submitted** section. If the Status of the submittal is “Submission Successful” that means the NJDEP has received the submittal.

From the **My Services – Submitted** section you may also click on the “Summary” icon to view the details of the submission. From the Service Summary screen, A Printer Friendly version is available. Click “Return” to return to My Workspace.

My Services - In Progress								
Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.								
ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History
1724860	Submit Agricultural Annual Water Use Report 01/01/2024 - 12/31/2024 BU0100 AGC170001	ROBERT GARDNER FARM	Monitoring Results Submittal	In-Progress	09/13/2024	09/13/2024		
Clicking a column title will sort the table by that column.								

My Services - Submitted								
Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to njdeponlinesupport@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.								
ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History
1724859	Submit Private Quarterly Monitoring Report 04/01/2024 - 06/30/2024 2006P WAP090001	PEQUEST FISH HATCHERY	Monitoring Results Submittal	Submission Successful	09/13/2024	09/13/2024		
Clicking a column title will sort the table by that column.								

You may also click the “Water Diversion, Water Utilization and Monitoring Results Submittal” link to submit another form. or click the “Logout” link if you are finished using NJDEP Online.

Facility Administration

You can prevent unauthorized access to your facilities reports by setting up a Facility Administrator. See the heading for ‘Facility Security Administration’ under ‘Documents and Forms’ and click the link “Facility Administrator Request Form For Water Supply” for additional information.

Appendix A - Water Diversion and Monitoring Results Additional Information

Each monitoring requirement is represented by a row on the monitoring results screen. The following is a description of each of the columns on the Results Form.

1. **SUBJECT ITEM-**

- a. Contains information identifying the source, which includes Department Id's and a local name
- b. **Note to facilities utilizing storage ponds as diversion sources:** Surface water sources may require a calculation to avoid double counting water that is pumped from wells or other sources into storage ponds. See the instructions for correcting and reporting CORRECTED storage pond values, if necessary.

2. **PARAMETER-** Specifies the required monitoring for the applicable subject item in that row. Some parameters require dates which must be entered in the correct format as described below and must not be in the future.

3. **QUANTITY/RESULT** – The value fields where monitoring data is recorded.

- a. Only numbers, decimal points, less than sign <, minus sign are accepted. **DO NOT ENTER WORDS, OR N/A IN ANY OF THE RESULTS/QUANTITY BOXES.** Any non-numeric marks will prevent submission of the form.
- b. If water is not diverted from a source in a particular month(s), report Water Diverted as the number zero (0).
- c. If Static Water Levels or chemical monitoring was not performed as required for the timeframe, leave the Quantity/Result and Sample Date fields blank. This will require a comment explaining why results were not taken in the row comments field, and when sampling will resume. Failure to perform required monitoring is a violation and may result in enforcement action.

NOTE: REQUIRED STATIC WATER LEVELS OR CHEMICAL MONITORING ARE REQUIRED EVEN IF THE SOURCE WAS NOT USED

- d. Static Water Levels must be reported in decimal feet (for example 9.45).
- e. Grey fields marked “NOT REQD” indicate that no sampling or reporting is required for that source/parameter/month combination for the activity. These fields are not modifiable.
- f. Please write any explanations of reporting data in the row comments or form comments field.

5. **SAMPLE DATE** – Dates a parameter is sampled. Sample dates are not required for parameters that are an end of month total, such as water diverted. Sample dates are required for other reporting parameters.

The correct, full date that a water level, sample, or month end reading is taken must be entered in the following format: MM/DD/YYYY or MM/DD/YY, for example, 10/21/2003 or 5/30/03.

6. **REPORT VALUE IN UNITS OF** - Indicates the required reporting units for the monitored parameter. For example, Water Diverted must be reported in **Million Gallons** unless otherwise stated, while Static Water Levels are reported in **Feet**. Values must be reported in the units displayed on the form.

To convert Gallons to Million Gallons, divide the total number of gallons by one million (1,000,000). Example: 365,000 Gallons = 0.365 Millions Gallons

Actual diversion in Gallons	Report diversion in Million Gallons
1,000,000	1.000
100,000	0.100
10,000	0.010
1,000	0.001

Appendix B – Meter Reading and Correct Units Reporting

To report the correct amount, check your meter to see if there is a multiplier on it. This will look like X 100 or X 1000 indicating the number is to be multiplied by either 100 or 1000 to obtain the amount metered.

For example on the meter below the multiplier is X 100. To obtain the month end reading, 35844 is multiplied by 100 resulting in 3584400, which is then divided by one million (1,000,000), or multiplied by (.000001) to get the end of month meter reading of 3.584 million gallons.

Subtract last months end of month reading from this months and report that volume.

