2009 BIENNIAL HAZARDOUS WASTE REPORT.
NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION.
ELECTRONIC REPORTING GUIDE FOR WEB-BASED SOFTWARE

The New Jersey Department of Environmental Protection (DEP) in partnership with the United States Environmental Protection Agency (EPA) encourages generators to use a computer based submission instead of a paper copy submission to avoid errors. American Resource Management, Incorporated (ARM) under contract with the DEP has a computer based option to assist you in the preparation of the 2009 Hazardous Waste Report.

WEB-BASED SOFTWARE. The electronic forms are available on ARM's secure web site. To access this site you will need the Internet browser Microsoft Internet Explorer 6.0 or higher. ARM's software is not compatible with the Netscape browser. **To access the web-based version of the hazardous waste report forms, please go to** http://www.arminc.net **Select "Easitrak 2009."** You must register as a new user each reporting year. Select "Registration For New User" and you will be asked to enter the typical registration information for secure sites. Once you have registered, you will be able to access the software. While remaining on line, fill out the biennial report forms. Once the forms are completed, submit them to ARM by clicking on the "SUBMIT" button on their window. If you don't click "SUBMIT" you have not submitted your report.

REQUIRED PAPER DOCUMENTS. **Even though you submitted your report using the web-based software, there are paper documents that must be submitted. A certification page will need to be printed that will have a time/date stamp on the form matching the time/date stamp on the SI form. The Fee Verification Form, a check and a copy of the signed Site Identification Form (Site ID) must be returned by mail to NJDEP.** The mailing address is listed on the Fee Verification Form. The Fee Verification Form and the Site ID Form may be printed from ARM's web site. Do not attempt to electronically return the Fee Form to ARM. You may not use diskettes, CD-ROMs or e-mail to return your web-based software report directly to NJ.

PREPARE YOUR COMPUTER TO USE EASITRAK. There are two suggested tasks. 1. Please make sure you have gone to the Microsoft Windows Update web page and updated your operating system. The Easitrak software is programmed to run with the newer Microsoft updates. Occasionally updating your operating system will also prevent your computer from becoming obsolete before its time. You may go to the Windows Update web page by clicking on your computer desktop on the "start" button, "All Programs," then "Windows Update," or "Microsoft Update." 2. Please go to the ARM "SUPPORT" page to print or view their "WEB VERSION ISSUES" paragraph. This will help you in the event that some problem develops while using the software.

OBTAIN THE SOFTWARE INSTRUCTION MANUAL. Please be sure to print the software instructions available to you on ARM's web-site before trying to use the software. The instructions for ARM's software are in Adobe .pdf format. If you do not have Adobe Acrobat reader, you may download it from www.adobe.com. To view or print the software instructions, click on "Easitrak 2009 Instructions for Most States" on the "DOCUMENTATION" page.

TECHNICAL SUPPORT. Technical support is available for questions concerning the use of the ARM software referred to above. ARM, INC provides this technical support via e-mail (no phones) at info@arminc.net. Your e-mail will be answered within 24 hours. Do not contact ARM for guidance regarding hazardous waste issues. The NJ DEP will not be able to supply guidance regarding how to use the software.

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