

Physical Connection E-Permitting Renewal Service Instructions

NJDEP

Bureau of Water System Engineering

January 2015

Instructions on how to use the Regulatory Service Portal (RSP) for the renewal of backflow permits.

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NOTE: if you are using Internet Explorer 11 for the Renewal Service and have data entry problems, you may want to try an older version of Internet Explorer or try using Firefox

A. Creating User ID Instructions

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Log on to: <http://www.nj.gov/dep/online/> for instructions on how to create a User ID.

If you already have registered with the DEP Portal for a different DEP Program, you do not need to create a separate User ID for the Physical Connection Renewal Service. Below is some information on the Renewal Service:

- You have to wait until the Certified Tester has completed entering test results before proceeding with the renewal service.
- You can renew your permit only if you have a permit for the prior year, if it's been a while since you had a permit from DEP, you cannot renew your permit online and you must call the Bureau for assistance.
- There is a time frame as to when you can renew your permit online (approx. 90 days prior to expiration and 60 days after expiration.)

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WELCOME

Non Registered Services
I want to pay a bill, create a new account or retrieve my password.
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Registered Services
I want to apply for a permit, sign up for notifications, submit monitoring results, check the status of an application or download a responsible official form.
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LOGIN

User ID: Password:

[Create new account>>](#) [Forgot my password>>](#)

HIGHLIGHTS

Please Note:
For optimal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System.

NJDEP Online requires Microsoft Internet Explorer version 8.0 or later or Mozilla Firefox version 26 or later to operate correctly. It will not work with any other web browsers such as Google Chrome or Apple Safari. Failure to upgrade to the correct browser version will cause data to display incorrectly and may disable some functionality.

To download the required browsers click the appropriate link below:

- [Microsoft Internet Explorer 10 for Windows 7 or 8](#)
- [Microsoft Internet Explorer 9 for Windows Vista or 7](#)
- [Microsoft Internet Explorer 8 for Windows XP or Vista](#)
- [Mozilla Firefox 26](#)

1. Your User ID must be alphanumeric and be between 6 and 40 characters in length. Then click the Continue button.

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CREATE USER ID

- 1 - Create User ID
- 2 - Choose Password
- 3 - Add Contact Info
- 4 - Setup Challenge Questions
- 5 - Create Certification PIN

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

Note: Your User ID must be alphanumeric (no punctuation, spaces or special characters) and between 6 and 40 characters in length.

User ID:



2. Passwords must be between 8 and 40 characters and contain a minimum of 1 letter and 1 number. Please remember that passwords **ARE** case sensitive. You will have to reenter the password again. Then click the Continue button.

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CHOOSE PASSWORD

1 - Create User ID

2 - Choose Password

3 - Add Contact Info

4 - Setup Challenge Questions

5 - Create Certification PIN

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

Note: Passwords must be between 8 and 40 characters in length and contain at least 1 letter and 1 number or special character.
Special Characters include: !"#%&'()*+,-./:;<=>?@^_`{|}~][
Passwords are case sensitive.

User Password:
Retype User Password:

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B. Contact Information

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3. In the Contact Information page information with an asterisk (*) sign is mandatory to fill in. It is also mandatory to add one phone number. Click on the Add Contact Number button.

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CONTACT INFORMATION

<p>* First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>* E-Mail Address: <input type="text"/></p> <p>* Confirm E-Mail: <input type="text"/></p> <p>Organization Name: <input type="text"/></p> <p>Organization Type: <input type="text"/></p>	<p>* Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="text"/></p> <p>* Zip: <input type="text"/></p>
---	---

CONTACT NUMBERS

Note: At least one contact number is required.

You do not have any contact numbers. Click 'Add Contact Number' to add one.

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4. After entering the Contact number and type, click on the Save button. This will take you back to the Contact Info page. Click the Continue button

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ADD CONTACT NUMBER

Note: Contact number must be entered without dashes. Ex: 6092922082

***Contact # Type:**

* **Contact Number:**

Extension:

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C. Security Questions

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5. The next page after this will be the Challenge/Response Questions. This is a very **IMPORTANT** page. After selecting the five questions and answers, **PLEASE** remember to write these down as they will be used as part of the certification for both the Quarterly and Renewal services and any other DEP online services you may use. Click on the Continue button. Click [here](#) for more information on security questions.

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CHALLENGE/RESPONSE QUESTIONS

Challenge Questions:

Please provide responses for five security questions. Select each question only one time. You cannot have the same answer to more than one question. Select another question if you have identical answers. Note that answers are NOT case sensitive:

* **Question 1:**
 What is your favorite book?

* **Question 2:**
 What is your favorite car?

* **Question 3:**
 What is your favorite color?

* **Question 4:**
 What is your favorite movie?

* **Question 5:**
 What is your favorite song?

* Required

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D. Certification PIN

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- For the Certification Pin page you must pick a pin that is between 8 and 40 characters in length and contain a minimum of 1 letter and 1 number. Note that the Certification Pin **IS** case sensitive. You need to **REMEMBER** this pin as it's needed to submit your test results. Click on the Continue button.

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Currently logged in: [David C. ... \(428428\)](#) [Help](#) | [Logout](#)

CERTIFICATION PIN

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 may be set to the same values.

Note: Certification PIN must be between 8 and 40 characters in length and contain at least 1 letter and 1 number or special character. Certification PIN is case sensitive.

Certification PIN: **Retype Certification PIN:**

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E. My Services

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7. You will then be taken to the My Services Page. On this page scroll to the bottom and under Water Supply check the Physical Connection Program Service Selection box and click OK.

<p>Solid and Hazardous Waste</p> <ul style="list-style-type: none"><input type="checkbox"/> Vehicle Registration Renewal - New<input type="checkbox"/> eWaste Annual Report<input type="checkbox"/> eWaste Collection Plan<input type="checkbox"/> eWaste Renewal Registration	<p>Air Program</p> <ul style="list-style-type: none"><input type="checkbox"/> RADIUS File Submission<input type="checkbox"/> General Permits<input type="checkbox"/> Permit/Certificate Folder<input type="checkbox"/> NOx RACT Combustion Adjustment<input type="checkbox"/> Excess Emission Monitoring Performance Reports (EEMPR)<input type="checkbox"/> Periodic Compliance Certification<input type="checkbox"/> Diesel Retrofit Program
<p>Division of Land Use Regulation</p> <ul style="list-style-type: none"><input type="checkbox"/> Apply for Land Use Permit<input type="checkbox"/> Renew Tidelands License<input type="checkbox"/> Apply for Letter of Interpretation<input type="checkbox"/> Tidelands License Ownership Change	<p>Right to Know and Pollution Prevention Program</p> <ul style="list-style-type: none"><input type="checkbox"/> Community Right To Know Survey<input type="checkbox"/> Release and Pollution Prevention Report and Pollution Prevention Plan Summary
<p>Water Monitoring</p> <ul style="list-style-type: none"><input type="checkbox"/> Water Quality Data Exchange	<p>Underground Storage Tank (UST) Program</p> <ul style="list-style-type: none"><input type="checkbox"/> UST Notice of Intent to Close<input type="checkbox"/> Initial UST Registration<input type="checkbox"/> Modification of UST Registration<input type="checkbox"/> Renewal of UST Registration<input type="checkbox"/> Notice of Intent to Close - Underground Storage Tanks (NOI-UST)
<p>Well Permitting</p> <ul style="list-style-type: none"><input type="checkbox"/> Well Permitting Service Selection	<p>Water Supply</p> <ul style="list-style-type: none"><input type="checkbox"/> Drinking Water(eDWR)<input type="checkbox"/> Private Well Testing Act (PwTA) Analytical Results<input type="checkbox"/> Water Diversion, Water Utilization and Monitoring Results Submittal<input checked="" type="checkbox"/> Physical Connection Program Service Selection



8. The next page is the Messages page. Click the Continue button.

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MESSAGES

Please Note:
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NJDEP Online requires Microsoft Internet Explorer version 7.0 or later or Mozilla Firefox version 3.5 or later to operate correctly. It will not work with any other web browsers such as Google Chrome or Apple Safari. Failure to upgrade to the correct browser version will cause data to display incorrectly and may disable some functionality.

To download the required browsers click the appropriate link below:

- [Microsoft Internet Explorer 7 for Windows XP](#)
- [Microsoft Internet Explorer 8 for Windows XP or Vista](#)
- [Microsoft Internet Explorer 9 for Windows Vista or 7](#)
- [Mozilla Firefox 3.6](#)
- [Mozilla Firefox 4.0](#)

For users of the E2 component of NJDEP Online, only Internet Explorer may be used at this time.

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F. My Workspace

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9. You will be directed to the My Workspace Page. If you do not have any facilities associated with your User ID, you may do so by clicking on Add Facilities under the My Facilities/Program Interest blue bar

The screenshot displays the NJDEP online user interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. A search box is present on the right. Below this is a secondary navigation bar with 'njdep online' and 'Skip Navigation'.

The main content area features a horizontal menu with tabs: 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. Below the menu, it shows 'Version: 5.2' and 'Currently logged in: [username]'. A 'Help | Logout' link is on the right.

The 'MY WORKSPACE' section is highlighted. It contains a 'Service Selection' header with up/down arrows. A note states: 'Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below.' Underneath, there is a 'Water Supply' section with a link to 'Physical Connection Program Service Selection'. A 'Configure Services' button is located to the right.

The 'My Facilities/Program Interests' section follows, with a note: 'Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.' Below this note, it says: 'You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.' A red arrow points to an 'Add Facilities' button.

The 'My Services - In Progress' section is at the bottom, with a note: 'Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.' Below this, it says: 'You do not have any "In Progress" Services.'

If you already have a User ID you need to add the Physical Connection Program Service. Click on ‘Configure Services’ and select “Physical Connection Program Service Selection.”

10. In the Facility Search page, select Water Supply in the NJDEP Program drop down window. Then enter the 4-digit Program Interest number for the facility you wish to add or you may enter the facility name (must match the spelling) and click on the Search button.

The screenshot shows the NJDEP Facility Search page. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar with a 'search' button. The NJDEP logo and 'department of environmental protection' are visible. A secondary navigation bar includes 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. A third navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. Below this is a sub-navigation bar with 'Edit Personal Info', 'Change Cert PIN', 'Edit Facility Selection', 'Favorite Contacts', and 'Security Administration'. The page version is 5.2, and the user is currently logged in. A 'Help | Logout' link is present. The main heading is 'FACILITY SEARCH'. A sidebar on the left contains two sections: '1 - Specify Search Criteria' and '2 - Select Facilities'. A 'Please Note' box states: 'You may click on a previously visited page (above) to navigate back to that screen.' The main content area includes the instruction: 'In most cases your Program Interest Number is your Facility ID.' Below this, it says: 'Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.' A section titled 'Pick the search you want to perform:' lists five radio button options. The first option is selected: 'Retrieve only those facilities that match the search criteria (Need facility ID or name for search)'. Below this, there is a dropdown menu for 'NJDEP Program' with 'Water Supply' selected. The instruction 'Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):' is followed by two input fields: 'Facility ID:' and 'Facility Name:'. At the bottom right, there are 'Search' and 'Cancel' buttons.

11. If multiple facilities are listed under the Facilities currently not in your user profile, check the appropriate facility box and click on the Add Selected Facilities button.

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My Workspace | **User Profile** | **Certifications** | **Payments** | **Documents and Forms** | **Permit Folder** | **NJDEP Open Gov**

[Edit Personal Info](#) | [Change Cert PIN](#) | [Edit Facility Selection](#) | [Favorite Contacts](#) | [Security Administration](#)

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Currently logged in: M... (USER1) [Help](#) | [Logout](#)

1 - Specify Search Criteria

2 - Select Facilities

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

FACILITY SEARCH RESULTS

Please select the facilities you wish to add to your profile. Once you are done selecting facilities, click the 'Add Selected Facilities' button.

Any facilities matching your search criteria that are currently associated with your profile will be separated from the search results and placed into a smaller datagrid above your search results. These facilities will also be automatically added to your selected facilities so that you may change your access type, if needed.

Facilities already in your user profile:

Facilities currently not in your user profile:

Facility	Facility ID	Program	Program Interest Type	County	Municipality
<input checked="" type="checkbox"/> C...	...	Water Supply	PHYSICAL CONNECTION	Hudson	Bayonne City

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

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G. Access Type

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12. You will be taken back to the My Workspace page. If you are a Certified Tester and only submitting results for a facility(ies) then your Access Type can remain as General. However, if you will be submitting the Renewal Service, your Access Type **MUST** be a Responsible Official. You may request that change in the column marked Change Access under the My Facilities/Program Interests blue bar.

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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 accessible without selecting facilities as shown below.

Water Supply
[Physical Connection Program Service Selection](#)

My Facilities/Program Interests ↑ ↓

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

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
STANLEY'S LLC	0010	Water Supply	General	Granted				

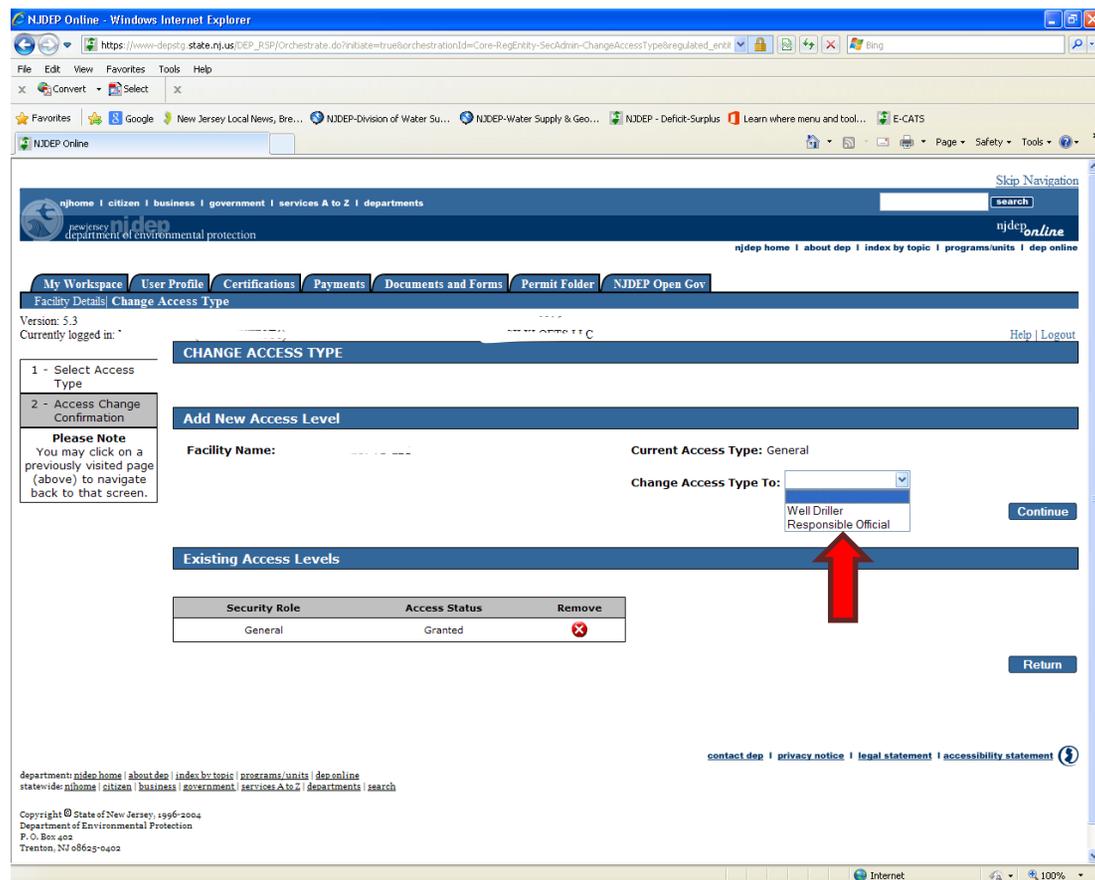
Clicking a column title will sort the table by that column.

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.

You do not have any "In Progress" Services.

13. When you click on the Access Type icon, you will be directed to the screen Change Access Type. In the Change Access Type drop down window, select the Responsible Official and then click the Continue Button. This will then trigger an email to the Facility Site Administrator to approve your Access Type. When the change has been made, you will receive an email notifying you that you are now have access as a Responsible Official. Please make sure you wait for the confirmation email before proceeding through the Renewal Service.



H. Facility Site Administrator

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14. Facility Site Administrator

The Department does not manage / approve who is a Responsible Official of the Facility. This designation has to be done electronically by the Owner of the Facility. The Owner may be the property owner, or depending on lease conditions, the tenant.

No permit renewal can be submitted without the certification of the Responsible Official and that cannot occur until that individual is approved by the Facility Site Administrator (FSA).

Depending on the contract arrangements you make with your Certified Tester you can assign them as the Responsible Official however as the Owner you are responsible for ensuring that the testing is done and the renewal applications submitted.

Therefore prior to the submission of a Permit Renewal the Owner of the Facility needs to:

- Create a user account
- Obtain the rights to electronically approve the individuals who can on their behalf certify the application. This is done by completing and submitting the Facility Site Administrator [application form](#) to the Bureau of Water System Engineering.

1 2 3 4 5 6 7 8 9 ...

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
100 & RW CRA, LLC, C/O NATIONAL BUSINESS PARK		Water Supply	General	Granted				
1000 WATERVIEW LLC		Water Supply	General	Granted				
253 SHEFFIELD INC		Water Supply	General	Granted				
300 CRA, LLC C/O NATIONAL BUSINESS PARKS, INC		Water Supply	General	Granted				
35 O'BRIEN ST LLC		Water Supply	General	Granted				
5 THORNTON ROAD ASSOCIATES LLC		Water Supply	General	Granted				
60 LOCKWOOD ASSOCIATES LLC		Water Supply	General	Granted				
7TH STREET LAUNDROMAT		Water Supply	General	Granted				
9 FRANKLIN ST CAR WASH LLC		Water Supply	General	Granted				
A & F ELECTROPLATING		Water Supply	General	Granted				
A K STAMPING CO INC		Water Supply	General	Granted				
A Z ELECTRIC MATERIALS		Water Supply	General	Granted				
ABERDEEN CAR WASH		Water Supply	General	Granted				
ACADEMY LINES INC		Water Supply	General	Granted				
ACCURATE BOX COMPANY INC		Water Supply	General	Granted				

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

- When you have been assigned the FSA rights there will be an icon in the manage security column.
- Ensure that the individuals that will be submitting the renewal application create their own user account and electronically submit their request for Responsible Official rights. You will receive an email when they request the change.
- As Facility Site Administrator (FSA) you then approve their request by clicking on the Manage Security icon. Select the individual requesting Responsible Official from the “Available Users” the click the “Grant Access” button or the “Deny Access” button if they should not have rights.

Facility Name: _____
Facility ID: _____

Use the tool below to manage the users with access to your facility. You can grant access to users who have requested access or revoke access to those who currently have access to your facility.
Available Users: Users who have requested the ability to access your facility.

- Grant Access: Allow access for the role requested.
- Deny Access: Prevent access for the role requested. Request will be removed from the Available Users queue.

Assigned Users: Users who have been granted access to your facility.

- Revoke Access: Access for the role requested will be un-assigned and moved to the Available Users queue.
- Remove: Access for the role requested will be deleted. This item will be removed completely from the page.

Available Users

Select	Name	ID	Phone	Email Address	Access Type
<input checked="" type="checkbox"/>	_____	_____	_____	_____	General
<input type="checkbox"/>	_____	_____	_____	_____	General

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

Check/Clear All

Grant Access Deny Access

Assigned Users

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	_____	_____	_____	_____	General
<input type="checkbox"/>	_____	_____	_____	_____	Responsible Official
<input type="checkbox"/>	_____	_____	6062922956	_____	Facility Security Administrator
<input type="checkbox"/>	_____	_____	_____	_____@gmail.com	General
<input type="checkbox"/>	_____	_____	_____	_____	General
<input type="checkbox"/>	_____	_____	_____	_____	Responsible Official

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

Check/Clear All

Revoke Access Remove

If the Responsible Official changes, then as FSA you would cancel their rights by selecting the appropriate user from the “Assigned Users” and click Revoke Access.

15. Once your access has been granted, you may log back into the Renewal Service and under the My Workspace Page you may click on the Physical Connection Program Service Selection under the Service Selection blue bar.

16. Under the Service Selection blue bar, click on the Physical Connection Program Service Selection link. This will take you to the Instructions page. Click the Continue button.

Skip Navigator

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new jersey njdep department of environmental protection njdep online

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My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Version: 5.2
Currently logged in: [username] ([logout]) Help | Logout

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 accessible without selecting facilities as shown below.

Water Supply
[Physical Connection Program Service Selection](#)

My Facilities/Program Interests ↑ ↓

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

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
...	...	Water Supply	General	Granted				

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

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.

You do not have any "In Progress" Services.

INSTRUCTIONS

- 1 - Instructions
 - 2 - Service Selection
- Please Note**
You may click on a previously visited page (above) to navigate back to that screen.

Welcome to NJDEP's Water Supply online Regulatory Service Portal! In an effort to better serve the environment and our regulated community, NJDEP is accepting online applications for the following:

-  **Renew Physical Connection Permit:** Renew your Physical Connection permit by using this service.
Please Note: In order to complete your permit renewal, you must first add the facility that was previously associated with the permit to your profile. If you have not already done so, you may do so via the [Facility Search](#) page, and then return to this service to begin the Renewal Process.

-  **Report Quarterly Test Results:** Testers can report Quarterly Test Results by using this service.
Please Note: In order to complete your online submittal, you must first add the facility that is associated with the quarterly test to your profile. If you have not already done so, you may do so via the [Facility Search](#) page, and then return to this service to begin reporting results.



I. Service Selection

[back to TOC](#)

17. On the Service Selection Page click on the Renew Physical Connection Permit radio button then click the Continue button.

The screenshot shows the NJDEP online interface. At the top, there is a navigation bar with links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The main content area is titled 'SERVICE SELECTION PAGE' and includes a 'Please Note' box, a 'Physical Connection' section with two radio buttons, and 'Continue' and 'Return' buttons. Red arrows highlight the 'Renew Physical Connection Permit' radio button and the 'Continue' button.

J. Facility Selection

[back to TOC](#)

18. On the Facility Selection Page, select the radio button for the facility which you wish to renew the permit.

abhu (CXXXXXXXXXX)

[Help](#) | [Logout](#)

FACILITY SELECTION

Below is a list of Water Supply Facilities associated with your user profile. Please select a facility related to the type of submission before clicking on the Continue Button. If the facility you wish to make a submission for is not listed below, you may click on the Add Facilities link at the bottom of this page to add additional facilities to your user profile.

Select*	Facility	Facility ID	Facility Type	Municipality	Address
<input type="radio"/>	RENEWAL DEVELOPMENT CO	XXXX	PC	Kearny Town	XXXXX AVE
<input checked="" type="radio"/>	XXXXXXXXXX	XXXX	PC	Bayonne City	XXXXX AVE

Click on column title will sort the table by that column.

Clear

Continue

Please use this hyperlink to leave this service and add facilities to my profile using the [Add Facilities](#) page.

* Required

K. Fees/Billing Contact

[back to TOC](#)

19. The next screen will be the Fees/Billing Contact listed in the system. Please make sure that all fields with an asterisk (*) are filled and that there is at least one phone number. If all the information is correct you can click on the Continue button. If you make changes to the contact screen, make sure you click on the Save button before clicking on the Continue button.

✔ **1. Permit Contact**

1. Permit Contact

Note: Selecting an option below will replace all information for this contact. Save to My Favorite Contacts

Insert From Existing Contact(s)...

*Salutation:	Mr.	*Address Line 1:	06 HARBORON AVE
*First Name:	Doug	Address Line 2:	
Middle Initial:	X	Address Line 3:	
*Last Name:	F...	*County:	Bergen
Title:	enviro coord	*City:	CLIFFSIDE PARK
*E-Mail Address:	f...	*State:	New Jersey
*Confirm E-Mail:	f...	*Zip Code:	07627

*** At least 1 phone number is required.**

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
Work Phone Number	(800, 000 0000)			
Fax Number	(800, 000 0000)			✖

You must enter at least one phone number in order to proceed

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

L. Renewal – Valve Details

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20. You will then be directed to the Valve Details Page. On this page click the permit year for which you will be renewing your permit.

Version: 5.3
Currently logged in: [User Name] [Company Name] Help | Logout

VALVE DETAILS

Please select a permit year in the drop down for the permit renewal.

You are renewing the following:
Activity Type: Renew Phy Connect Permit
Permit Number: WPC160002

Please indicate the year for which you are submitting this permit renewal:

Valves replaced during life cycle of this permit:

Below is the list of valves associated with your permit. Please check all the information and make any changes necessary. Update the Line Status columns for each quarter as to whether the valve was in service during that quarter. Select the appropriate box if the valve is a Bypass, Detector, or in a Pit/Vault. If any information on this screen is incorrect, do not proceed with the service and call NJDEP at (609) 292-2957.

Renew	SI ID	Local Name	Type	Manufacturer	Model Number	Serial Number	Size	Unit (Size)	Q1 (Jan-Mar) Status
<input checked="" type="checkbox"/>	WSPC000000001	Physical Connection Valve SI	Double Check Valve	Stockham	FM	Q123	6	in	In Service

Page 1 of 1

Select year of renewal. Note that you can renew your permit for the upcoming permit year or the current year only

21. Scroll across the window and make sure that the four quarters have a status in them. If your device was in use all year, then all quarters must have In Service as a status. If your device is used seasonally then make sure that the quarters reflect the correct status.

Valves replaced during life cycle of this permit:

Below is the list of valves associated with your permit. Please check all the information and make any changes necessary. Update the Line Status columns for each quarter as to whether the valve was in service during that quarter. Select the appropriate box if the valve is a Bypass, Detector, or in a Pit/Vault. If any information on this screen is incorrect, do not proceed with the service and call NJDEP at (609) 292-2957.

Unit (Size)	Q1 (Jan-Mar) Status	Q2 (Apr-Jun) Status	Q3 (Jul-Sept) Status	Q4 (Oct-Dec) Status	Bypass	Detector	Pit/Vault
in	In Service	In Service	In Service	In Service	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Prev Page 1 of 1 Go Next Continue

Use the scroll bar to check the quarter status

22. Make sure you scroll across all the way to the left and ensure that the Local Administrative Authority field is filled in, then click on the Continue button

Valves replaced during life cycle of this permit:

Below is the list of valves associated with your permit. Please check all the information and make any changes necessary. Update the Line Status columns for each quarter as to whether the valve was in service during that quarter. Select the appropriate box if the valve is a Bypass, Detector, or in a Pit/Vault. If any information on this screen is incorrect, do not proceed with the service and call NJDEP at (609) 292-2957.

Approved Water Source	Unapproved Water Source	Local Administrative Authority	Construction Material	Service Line Type	Line Size Diameter	Units (Line Size)	Comr
Process Water		Bayonne Health Department	Epoxy Coated Cast Iron	Commercial	6 in	Meter	Reverse E

Page 1 of 1

Buttons: [Prev](#) [Next](#) [Continue](#)

If you have multiple valves then make sure that you check all valves, if there are more than 20 valves, then the valves will be listed on multiple pages. You can click on the next button to see all the valves

M. Renewal – Valve Location

[back to TOC](#)

23. The next screen will be the Valve Location Information screen. This screen is for the physical location of the valve. Note that the Lot/Block information is required in order to proceed. Click the Continue button when all information is correct. If there are changes to be made to the location screen you can click on the Modify checkbox which will then enable the fields to be edited.

VALVE LOCATION INFORMATION

Please verify that the locational information on each valve is correct. If not, then click on the Modify check box and make the appropriate changes before clicking on the Continue Button.

Modify	SI-ID	Line 1	Line 2	City	State	Zip Code
<input type="checkbox"/>	WSPC000000001	151 East Avenue		Bayonne (Hudson)	New Jersey	07002

Prev Page 1 of 1 Go Next Continue

VALVE LOCATION INFORMATION

Please verify that the locational information on each valve is correct. If not, then click on the Modify check box and make the appropriate changes before clicking on the Continue Button.

City	State	Zip Code	County	Municipality	Block	Lot
Bayonne (Hudson)	New Jersey	07002	Hudson	Bayonne City	08	15

Prev Page 1 of 1 Go Next Continue

N. Quarterly Test Results

[back to TOC](#)

24. The next screen is the Quarterly Test Results screen. Your Certified Tester(s) have to enter the test results for all quarters in order for you to submit your online permit renewal. Click [here](#) for more information on the quarterly test report. If you add an attachment to your renewal, the permit will not be auto approved. Staff in the Bureau will have to review the information before it is approved. Click [here](#) for more information.

The image shows two screenshots of a web application interface for 'QUARTERLY TEST RESULTS'. The top screenshot shows the initial form with a checkbox for certification and a 'Continue' button. A red arrow points to the 'click here' link, and a callout box explains that as a permittee, you must click this link to view test results submitted by your Certified Tester. Another red arrow points to the checkbox, with a callout box stating that it must be checked to continue. The bottom screenshot shows the same form after the checkbox is checked and the 'Continue' button is now active. A red arrow points to the 'Continue' button, and a callout box explains that attachments are not required for renewal but can be used to explain inconsistencies. Another red arrow points to a dropdown menu set to 'No', with a callout box explaining that attachments are not required for auto-renewal and will be reviewed by the Bureau.

QUARTERLY TEST RESULTS

The quarterly test results must be submitted by the Certified Tester prior to completing the Renewal Service. Please click on link to view the quarterly test results before continuing with service.

To view your Quarterly Test Results for this permit, please [click here](#).

"I certify that the results displayed in the report are accurate to the best of my knowledge."

I will be uploading a supporting attachment as part of the submission:

Please note: If you submit an attachment, auto-approval of your permit will not be available.

Continue

QUARTERLY TEST RESULTS

The quarterly test results must be submitted by the Certified Tester prior to completing the Renewal Service. Please click on link to view the quarterly test results before continuing with service.

To view your Quarterly Test Results for this permit, please [click here](#).

"I certify that the results displayed in the report are accurate to the best of my knowledge."

I will be uploading a supporting attachment as part of the submission:

Please note: If you submit an attachment, auto-approval of your permit will not be available.

No

Continue

Callout Boxes:

- As a permittee you must click on the link to view the test results that your Certified Tester has submitted and make sure that all valves have been tested in each quarter of the year. This is critical as you will be certifying that the data is accurate.
- You have to check this box in order to continue
- Attachments are not required to be submitted for renewal of a permit. If you add an attachment to your submission, please note that your permit will not be auto renewed. Your submission will have to be reviewed by the Bureau before it can be approved.
- You may use the attachment screen to add a document to explain any inconsistencies in the test results which will allow the Bureau to process the application without sending a deficiency letter.

Note: A person with General user access may process the renewal service until the above screen. The Responsible Official can then log on with his/her ID and select the Certifications tab and certify the services.

O. Certification

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25. After clicking Continue you will be taken to the Certification – Single Submission Summary screen. If you have not changed your Access Type to Responsible Official, then under the Certify Electronically column you will not see a Blue Ribbon. If your Access Type is Responsible Official, then you can click the Blue Ribbon

Version: 5.3
Currently logged in as: [User Name]

CERTIFICATION - SINGLE SUBMISSION SUMMARY

321724 - 0016 - Renew Physical Connection Permit - June 19, 2017

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✔		Responsible Official	Not Certified	No Notifications Sent			

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

Buttons: Send Notifications, Add Certification Type, Continue

Version: 5.3
Currently logged in as: [User Name]

CERTIFICATION - SINGLE SUBMISSION SUMMARY

321724 - 0016 - Renew Physical Connection Permit - June 19, 2017

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✔		Responsible Official	Not Certified	No Notifications Sent			

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

Buttons: Send Notifications, Add Certification Type, Continue

26. By clicking on the Blue Ribbon, you will be taken to the Service Certification Page. On this page, you will answer one of the five security questions then click on the Submit button.

SERVICE CERTIFICATION

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

Certification by Access Type: Responsible Official

Service ID	Submittal Type	Created
321724	Water Supply - Renew Physical Connection Permit - Renew Physical Connection Permit	06/1

I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information. As a Licensed Site Remediation Professional, I am also aware of my duties and responsibilities under the Site Remediation Reform Act at N.J.S.A. 58:10C-1 that the information submitted herein is in accordance with the provisions of that Act. I further understand that as a Licensed Site Remediation Professional I am found by the Site Remediation Professional Licensing Board to have violated any provision of the Act, I am subject to disciplinary action which may include a monetary penalty, license suspension or revocation, or possible imprisonment.

Name of Certifying Party: [Text Field]

User ID of Certifying Party: [Text Field]

Challenge/Response Question

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

*What is your favorite book? (Not Case Sensitive)

Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

One question from the five security questions answered earlier will appear here

27. Once you answered the correct question, the Certification PIN field will be enabled and you must enter the PIN number you selected then click on the Certify button

Party:

Challenge/Response Question

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

*What is your favorite book? (Not Case Sensitive)

Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.



28. After clicking the Certify button you will be directed back to the Certification – Single Submission Summary screen. Click the Continue button

CERTIFICATION - SINGLE SUBMISSION SUMMARY

321724 - 0016 - Renew Physical Connection Permit - June 19, 2017

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
<input checked="" type="checkbox"/>	M. ...	Responsible Official	Certified on 06/19/2017	No Notifications Sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



P. Payment Summary

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29. The next screen will be the Payment Summary screen. You may pay with either with a Credit Card or via an eCheck.

The screenshot shows a web interface for a payment summary. At the top, there are logos for 'City of Dallas' and 'Dallas Water & Sewer Utility' on the left, and 'Help | Logout' on the right. Below the logos is a blue header bar with the text 'PAYMENT SUMMARY'. Underneath is another blue bar labeled 'Charges'. The main content is a table with the following data:

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
321724	0010	Water Supply	Water Supply	Renew Physical Connection Permit	Renew Physical Connection Permit	06/19/2017	\$200.00
Total:							\$200.00

Below the table, there is a note: 'Clicking a column title will sort the table by that column.' At the bottom right of the screen, there are three buttons: 'Pay via Credit Card', 'Pay via eCheck', and 'Return'.

30. After completing the payment for your permit, you will be at the Payment Confirmation page. Click the Continue button

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Version: 5.3
Currently logged in as: [redacted] Help | Logout

PAYMENT CONFIRMATION

Your transaction was a **SUCCESS**. Please print this page for your records. [Printer Friendly Version](#)

Payment Details

Confirmation Number: [redacted]
 Payment Type: VISA
 Transaction Date: 05/31/2017
 User Name: [redacted]

Payment Items

Charges:

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
320807	[redacted]	[redacted]	Water Supply	Renew Physical Connection Permit	Renew Physical Connection Permit	05/31/2017	\$200.00
Total:							\$200.00

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

[Continue](#)

Q. Summary of Renewal

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31. You will be directed to the Summary of Physical Connection Renewal screen. When you have reviewed your information, click on the Return button which will take you back to the My Workspace page.

The screenshot shows the NJDEP online portal interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. A search bar is located on the right. Below this is the NJDEP logo and the text 'new jersey department of environmental protection'. A secondary navigation bar contains 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. A third navigation bar features tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The main content area displays 'Version: 5.2' and 'Currently logged in: [redacted]'. The page title is 'SUMMARY OF PHYSICAL CONNECTION RENEWAL'. A 'Printer Friendly Version' link is visible on the right. The 'Service Information' section lists: Service ID: 319221, Service Name: [redacted] Physical Connection Permit - April 18, 2017, and Created On: 04/18/2017. The 'Facility Selection' section lists: Facility ID: [redacted], Facility Name: CAPE MAY REGIONAL WASTEWATER TREATMENT PLANT, County: Cape May, Facility Location: [redacted], and Mailing Address: [redacted]. The 'Contacts' section lists: Name: [redacted], Title: Director Plant Operations, Contact Type: Permit Contact, Organization Name: [redacted], Organization Type: [redacted], E-Mail: [redacted], Phone: (609) 885-2453 (fax number), and Contact Address: [redacted]. The 'Renewed Valve Details' section lists: Year to renew for: 2017.

32. When you click on the Return button in the previous screen, you will be directed back to the My Workspace screen. If you scroll all the way down on that screen, you will see a blue bar labeled My Services – Submitted. Under this bar, you will see your services that were submitted successfully and all the way to the right, you will see a PDF of your permit. It may take a few minutes before the PDF shows up under the blue bar. You may click on the PDF and save it to your computer. The Fees/Billing contact person will also receive an email to say the permit is approved.

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us 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	PDF
322544	Renew Physical Connection Permit - August 6, 2017	[REDACTED]	Renew Physical Connection Permit	Submission Successful	08/06/2017	08/06/2017	[Icon]	[Icon]	[PDF Icon]
321729	Report Quarterly Test Results - June 20, 2017	[REDACTED]	Report Quarterly Test Results	Submission Successful	06/20/2017	06/20/2017	[Icon]	[Icon]	[PDF Icon]
321728	Report Quarterly Test Results - June 20, 2017	[REDACTED]	Report Quarterly Test Results	Submission Successful	06/20/2017	06/20/2017	[Icon]	[Icon]	[PDF Icon]
321727	Report Quarterly Test Results - June 20, 2017	[REDACTED]	Report Quarterly Test Results	Submission Successful	06/20/2017	06/20/2017	[Icon]	[Icon]	[PDF Icon]
321726	Report Quarterly Test Results - June 20, 2017	[REDACTED]	Report Quarterly Test Results	Submission Successful	06/20/2017	06/20/2017	[Icon]	[Icon]	[PDF Icon]

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

PDF of your Permit - Click on the icon and save to your computer.

33. Click on the Logout link to exit the service.

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 **njdep**
new jersey
department of environmental protection

njdep *online*

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Version: 5.2
Currently logged in: [\[User Name\]](#)  [Help](#) | [Logout](#)

SERVICE SELECTION PAGE

Please select one of the following options: You may renew your Physical Connection Permit or report the quarterly test results.

Physical Connection:

- [Renew Physical Connection Permit](#)
- [Report Quarterly Test Results](#)

 Once you have made your selection, you may click Continue to begin. If you would like to return to the Instructions page, please click Return.

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EXAMPLES

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QUARTERLY TEST RESULTS

The quarterly test results must be submitted by the Certified Tester prior to completing the Renewal Service. Please click on link to view the quarterly test results before continuing with service.

To view your Quarterly Test Results for this permit, please [click here](#).

"I certify that the results displayed in the report are accurate to the best of my knowledge."

I will be uploading a supporting attachment as part of the submission: No

Please note: If you submit an attachment, auto-approval of your permit will not be available.

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SDW Physical Connection and e-permitting Report

PI Number:

Activity: WPC160002

Expiration Date	Activity Type Description	Document Status
3/31/2017	Renewed Physical Connection Permit	Expired

Valve ID	Valve Subject Item Description	Result Year	Quarter Description	Test Date	Result Description	Status	License Number	Replced Valve	Date Last Replaced	Date Last Rebuild	Comments
WSPC0000000001	Physical Connection Valve SI	2013	January - March	1/15/2013	Pass Pressure Test	In Service	9040				
			April - June	5/15/2013	Pass Pressure Test	In Service	9040				
			July - September	9/1/2013	Pass Pressure Test	In Service	9040				
			July - September	9/15/2013	Pass Internal Inspection	In Service	9040				
			October - December	11/11/2013	Pass Pressure Test	In Service	9040				

Note that each backflow device must be tested once per quarter. If there isn't a test for each quarter, the permit will not be auto approved. Also if you have a Double Check Valve Assembly type of device, the Certified Tester must inspect it once during the last 6 months of the year and record the test in order to have your permit auto approved.

Example 2- Attachment

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QUARTERLY TEST RESULTS

The quarterly test results must be submitted by the Certified Tester prior to completing the Renewal Service. Please click on link to view the quarterly test results before continuing with service.

To view your Quarterly Test Results for this permit, please [click here](#).

"I certify that the results displayed in the report are accurate to the best of my knowledge."

I will be uploading a supporting attachment as part of the submission:

Please note: If you submit an attachment, auto-approval of your permit will not be available.

[Continue](#)

Attachments are not required to be submitted for renewal of a permit. If you add an attachment to your submission, please note that your permit will not be auto renewed. Your submission will have to be reviewed by the Bureau before it can be approved.

Example 3- Security Questions

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CHALLENGE/RESPONSE QUESTIONS

Challenge Questions:

Please provide responses for five security questions. Select each question only one time. You cannot have the same answer to more than one question. Select another question if you have identical answers. Note that answers are NOT case sensitive:

* **Question 1:** What is your favorite book?

* **Question 2:** What is your favorite car?

* **Question 3:** What is your favorite color?

* **Question 4:** What is your favorite movie?

* **Question 5:** What is your favorite song?

* Required

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Please write these questions and answers down as they WILL be required to certify your submission. After answering the 5 questions, you may print the page and scan to keep for your records. If you don't remember the answers to these questions, you would have to email DEPPortalComments@dep.nj.gov to request your questions and answers reset.