

APPENDIX D
INSTRUCTIONS:

DATA ENTRY

Data shall be entered into the supplied Excel97 (or compatible) report file using all capital letters in Arial 12-point font. The data entry format will be in the style supplied in the sample file. No modification to the format, style or arrangement of the data columns is allowed.

DISKETTE NUMBERING, FILE NAMING, LABELING

Facilities will use the following conventions for file and/or diskette numbering and file naming:

Diskette number – use your DEIC class letter (Class 1, or Fleet), plus 3 digits of your DEIC#, plus the report period and last two digits of the year.

Example: **C001Q201**

C = DEIC type, 001 = DEIC number, Q2 = quarter of year (April, May, June), 01 = year (2001)

File Name – use the same format as the diskette number, plus the file type extension: **C001Q299.xls**

Files and/or diskettes transmitted to the Department will be clearly labeled or accompanied with the following information in this order:

- Line 1 - Facility DEIC ID number
- Line 2 - file and/or diskette ID number
- Line 3 - reporting period dates, inclusive
- Line 4 – file name
- Line 5 – Method of transmittal (E-mail, USPS, FEDEX, etc.)

REPORTING PERIODS

Reporting periods will be assigned as DEICs enroll in the program, starting with the next full reporting period.

Quarterly: 1 = Jan/Feb/Mar, 2 = Apr/May/Jun, 3 = Jul/Aug/Sep, 4 = Oct/Nov/Dec

REPORTING PERIODS IN WHICH NO INSPECTIONS WERE PERFORMED

If, during the reporting period (for example, the calendar quarter 7/1/02-9/30/02) you have not performed any HDDV opacity inspections, then follow the procedure below:

1- On the day that your normal report is due, you will transmit an e-mail to the DEP Program Manager at dieseld@dep.state.nj.us.

2- The subject will be the name of the report that you would normally have submitted such as "F001Q302", plus "No Inspections". So the subject line will look thus: **F001Q302 - No Inspections**

3- The message will contain the text of Appendix B.

4- After the line "TOTAL NUMBER OF INSPECTION RECORDS SUBMITTED:" insert the phrase, "NO INSPECTIONS THIS QUARTER". All other required information must be included as for a normal quarterly report.

This procedure will apply to all "no inspection" situations, including temporary business closures and vacations.

REPORT TRANSMITTAL

Via Postal Service:

The Facility will prepare and label two identical file and/or diskettes containing the data for the current reporting period, as stipulated in the **TRADING PARTNER AGREEMENT**. One file and/or diskette will be maintained at the Facility, to be available upon demand, and the other will be submitted to the Department.

Please send the signed the original file and/or diskette and the signed Certification form (**Appendix B**) to:

NJDEP, Bureau of Motor Vehicle Inspections and Maintenance
HDDV Electronic Reporting Unit
P.O. Box 437
Trenton, NJ 08625-0437

Via E-mail:

The Facility will transmit the data file as an attachment to the following address:

dieseld@dep.state.nj.us

Copy Appendix B into the e-mail message box, and enter the required information. By typing your name on the signature line, you are signing a legal document. In the subject line type "REGULAR REPORT, _Q01". Make sure the reporting quarter number and year are correct.

The message portion of the e-mail will contain: the Facility's' e-mail return address; the date of submittal; the name of the Facility; the name and title of the party making the submittal; the DEIC ID number; the reporting period dates, inclusive; and the file name.

The Bureau will respond by including your e-mail message text, with our representative electronically signing the Department Certification on your attachment. Print and keep a copy of the signed Certification for your records.

For your convenience, make an electronic copy of Appendix B, correct the spacing, and enter any repetitive data for future transmissions. You can then copy and paste the text into your next e-mail submission.

FINDINGS OF INCOMPLETENESS, ERROR CORRECTION -VERIFICATION , TRANSMITTAL

Via Postal Service:

In the event of a **FINDING OF INCOMPLETENESS**, after the Department has reviewed your data submittal, the file and/or diskette will be returned to the Facility for error correction. An ERROR REPORT, and a signed copy of APPENDIX C will accompany the file and/or diskette.

Verify that the information on the error report is or is not identical to the original data file and/or diskette as determined by a line-by-line comparison of the report printout or by using accurate disk comparison procedures.

If the data is identical, correct the printout and the data file. Certify the data contained in the corrected printout and data file by signing the HDDV Emission Inspection Report Verification form (**APPENDIX C – Part 2**). Return the corrected printout, data file and/or diskette, and Verification Form to:

NJDEP, Bureau of Motor Vehicle Inspections and Maintenance
HDDV Electronic Reporting Unit
P.O. Box 437
Trenton, NJ 08625-0437

Please have an individual with direct knowledge of and responsibility for the information contained upon the HDDV Emission Inspection Report sign and date the verification form and provide the other information below.

If the data is NOT identical, send a letter to the Department, indicating that the information contained in the printout was not identical to the original data file and/or diskette.

The letter, the entire printout, the original data file and/or diskette, and an HDDV Emission Inspection Report Verification form must be received within 15 calendar days from your receipt of the request for verification. The Department will not allow changes to be made to the original data file and/or diskette through this verification process.

Changes to the reporting period data previously provided must be made separately according to the procedures outlined in the Guidance Document for making corrections.

Corrected and verified file and/or diskettes will be marked on label Line 5 “CORRECTED” and dated with the postmark date of return to the Department. Please return the letter, signed verification form, original file and/or diskette, and the printout to:

NJDEP, Bureau of Motor Vehicle Inspections and Maintenance
HDDV Electronic Reporting Unit
P.O. Box 437
Trenton, NJ 08625-0437

Via E-mail:

The Department will transmit the data file as an attachment to the Facility's e-mail address, along with an electronically signed copy of APPENDIX C. Part 1 will be signed by the Departments' representative.

The Facility, after following the corrective procedure above, will transmit the data file as an attachment to the Department at the following address:

dieseld@dep.state.nj.us.

The message portion of the e-mail will contain Appendix C, electronically signed by the Facility's representative in Part 2 (CLICK "REPLY TO" AND CHECK "INCLUDE MESSAGE RECEIVED FROM SENDER"), and the Facility's e-mail return address; the date of submittal; the name of the Facility; the name and title of the party making the submittal; the DEIC ID number; the reporting period dates, inclusive; and the file name. In the subject line type "DEIC ### - CORRECTED DATA FILE".

After review, the Bureau will respond via e-mail with our representative signing the Department Certification (APPENDIX C – Part 3) on your original message. Print and keep a copy of the signed Certification for your records.

If you have any questions, or need further instructions, you may contact the Bureau at 609-530-4035.