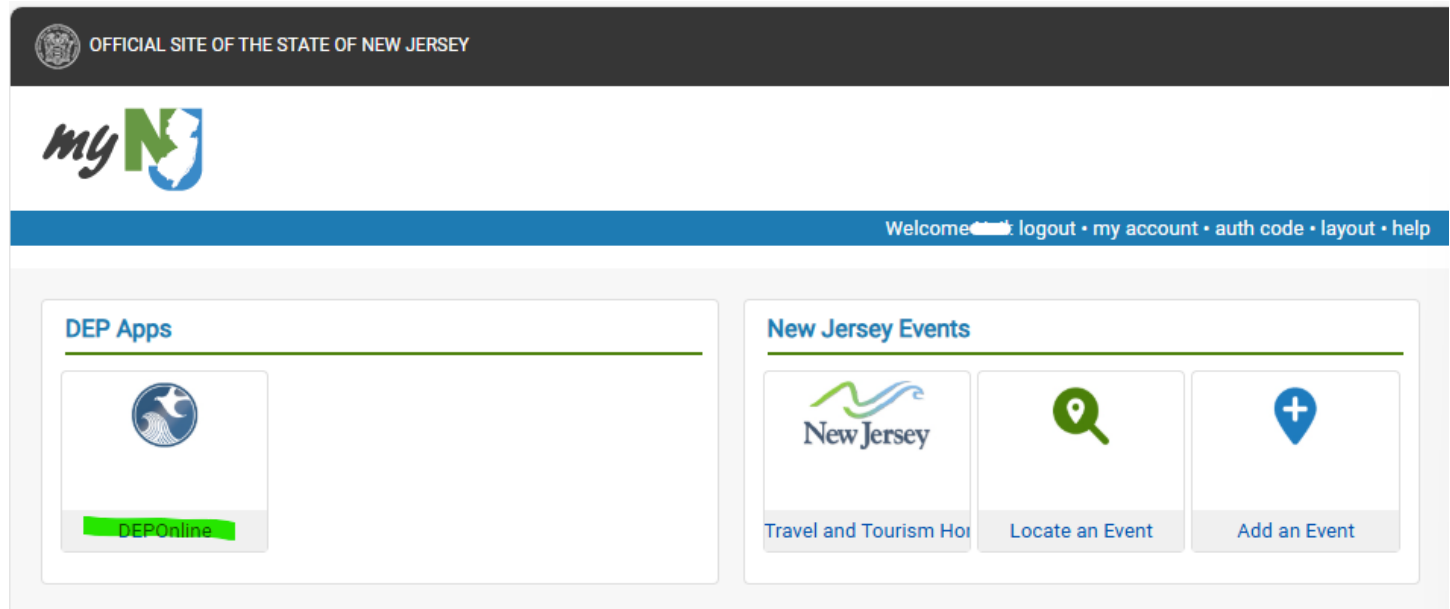


Instructions for registering a myNewJersey account to have access to DEP Online

Before anyone can use the Facility Submission Service (FSS), DEP Online access is required. This can be set up by clicking on this link: https://dep.nj.gov/online/reg_instructions_new/ and following the instructions.

After logging in to myNewJersey, you will be taken to this page. Click the DEP Online icon under DEP Apps.



Initially, you need to add services to your list by clicking the Configure Services button under the MY WORKSPACE tab.

Version: 17.0.01
Currently logged in:
Server: Server_2

[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.

You do not have access to any services.

[Configure Services](#)

Click in the CEMS/COMS and Stack Testing Submittals check boxes to add these to your list of services.

Air Program

-  ☐ RADIUS File Submission
-  ☐ General Permits (for minor source facilities only)
-  ☐ General Permits - NJDEP Staff
-  ☐ General Operating Permits (for Title V major source facilities only)
-  ☐ Registrations
-  ☐ NOx RACT Combustion Adjustment
-  ☐ Permit/Certificate Folder
-  ☐ Excess Emission Monitoring Performance Reports (EEMPR)
-  ☐ Periodic Compliance Certification
-  ☐ Diesel Retrofit Program
-  ☐ GHG Monitoring & Reporting Rule
-  ☒ CEMS/COMS Submittals
-  ☐ RGGI Submittals
-  ☒ Stack Testing Submittals
-  ☐ Submission Approval Area RGGI (FSS)
-  ☐ Submission Acceptance Area CEMS/COMS/Stack (SAA)
-  ☐ GHG Pipeline Modernization Report
-  ☐ Submission Acceptance Area GHG (FSS)

After clicking OK, you should now see these in your list of services. You are now ready to make submissions. Following this page, you will find instructions for each type of submittal to EMS.

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.

Air Program

[CEMS/COMS Submittals](#)
[Stack Testing Submittals](#)

Configure Services

I. Instructions for Submitting a CEMS/COMS Equipment Protocol using the FSS.

To initiate a CEMS/COMS Protocol submission, begin by clicking the CEMS/COMS Submittals link.

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.

Air Program

- CEMS/COMS Submittals**
- [Stack Testing Submittals](#)

Configure Services

The next page is the instructions page. Please include the facility name and PI# in the Submission/Project Name box and in the Comments box, provide information such as the type of submittal, Permit #, Operating Scenario and whether or not this is an initial submission or one with an existing TST#. When finished, click Continue.

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

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

INSTRUCTIONS PAGE

The following allows for the electronic submission of CEMS/COMS related documents, including Equipment Protocols, PST Protocols and PST Reports. To process your submission more efficiently, on the following page, please include:

- The facility Program Interest Number and Name in the "Submission/Project Name".
- The type of submittal, the Permit Number, other identifying information such as the applicable Subject Item(s) and Operating Scenario(s), and whether this is an initial submittal or one for an existing TST Activity in the "Comments:" space. If the latter, please include the TST Number.

Continue

Server: Server_1

Help | Logout

SUBMISSION NAME

Please provide a service specific name below.

***Submission/Project Name:**

Comments:

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

* Required

Continue

Choose the type of submission.

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

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

SUBMISSION TYPE SELECTION

Select the type of submission below:

☒ Submit CEMS Equipment Protocol

☐ Submit CEMS Equipment Protocol NOD Response

☐ Submit CEMS PST Protocol

☐ Submit CEMS PST Protocol NOD Response

☐ Submit CEMS PST Report

Continue

Select the facility from the list. If the facility does not appear, click the “[click here](#)” link. After either adding or choosing the facility, click on the Continue button.

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

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

FACILITY SELECTION

The grid below includes facilities you have previously imported to your user profile. If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#).

Select	Facility	Facility ID	Facility Type	Municipality	Address
☒	DEP AIR TEST MAJOR PI	61517	AIR OPERATING PERMITS	Trenton City	401 EAST STATE ST MAJOR SOURCE ST AD L 1

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

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#).

Clear

Continue

Complete the Submitter information. Before clicking “Continue”, check the “Save to My Favorite Contacts” check box to prevent the need to enter this information more than once.

Version: 16.0.18
Currently logged in.
Server: Server_1

61517
DEP AIR TEST MAJOR PI

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

- 1 - Instructions
- 2 - Submittal Name
- 3 - Submission Type Selection
- 4 - Facility Selection
- 5 - Contacts
- 6 - Attachment Upload
- 7 - Submission Confirmation

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

Contacts

 1. Submitter

1. Submitter

Note: Selecting an option below will replace all information for this contact.

☒ Save to My Favorite Contacts

Insert From Existing Contact(s)... ▼

*First Name:
Middle Initial:
*Last Name:
Title:
*E-Mail Address:
*Confirm E-Mail:
*Organization Name:
*Organization Type:

*Address Line 1:
Address Line 2:
Address Line 3:
*County:
*City:
*State/Country:
*Zip Code:

* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
v				

Add Number

* Required

Click the “Add Attachment” down arrow to select the attachment. Only the attachment type that was selected in 3 – Submission Type Selection will be shown. Then click the Add Attachment button to navigate to your document and attach it for uploading. **Do not** change the “Document Type” or “Sub-Doc Type” selections. When the Status check is green, click “Continue” when the button turns from grey to blue.

Server: Server_1

DEP AIR TEST MAJOR PI

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

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Facility Selection
5 - Contacts
6 - Attachment Upload
7 - Submission Confirmation

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

ATTACHMENT UPLOAD

Note: You must add a minimum of one attachment prior to clicking "Continue".

To add attachments after clicking "Continue", please click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading. It will be replaced by the file name and a green circle with a check will appear under the "Status" column.

Note: The Document Type and Sub Document Type have ben prepopulated based on the Submittal Type Selection you have chosen. Please do not change these selections without consulting EMS.

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	*Document Type	*Sub-Doc Type	*Document Date (MM/DD/YYYY)	Status	File Size (MB)	Remove
CEMS Equipment Protocol	CEMS Equipment Protocol	pdf, txt, doc, docx, ppt, pptx, xls, xlsx, rtf, gif, jpg, png, tif, zip, accdb	Browse...			02/27/2025		0	X
								Total Uploaded: 0 MB	

* Required

[How do I upload a File?](#)

CEMS Equipment Protocol ▾

Server: Server_1

DEP AIR TEST MAJOR PI

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

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Facility Selection
5 - Contacts
6 - Attachment Upload
7 - Submission Confirmation

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

ATTACHMENT UPLOAD

Note: You must add a minimum of one attachment prior to clicking "Continue".

To add attachments after clicking "Continue", please click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading. It will be replaced by the file name and a green circle with a check will appear under the "Status" column.

Note: The Document Type and Sub Document Type have ben prepopulated based on the Submittal Type Selection you have chosen. Please do not change these selections without consulting EMS.

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	*Document Type	*Sub-Doc Type	*Document Date (MM/DD/YYYY)	Status	File Size (MB)	Remove
CEMS Equipment Protocol	CEMS Equipment Protocol	pdf, txt, doc, docx, ppt, pptx, xls, xlsx, rtf, gif, jpg, png, tif, zip, accdb	Browse...	Correspondence	Equip. Protocol	02/27/2025		0	X
								Total Uploaded: 0 MB	

* Required

[How do I upload a File?](#)

Add Attachment... ▾

Complete the submission certification by answering the Challenge Question and entering the PIN.

Version: 16.0.18
Currently logged in:
Server: Server_1

61517
DEP AIR TEST MAJOR PI

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

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Certification

8 - Submission Confirmation

Please Note

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

SERVICE CERTIFICATION

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
1858795	Air Program - CEMS/COMS Submittals - Submit CEMS Equipment Protocol	02/07/2025	

"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 significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party:

User ID of Certifying Party:

Challenge/Response Question

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

*What is your favorite color?

(Not Case Sensitive)

Submit

Cancel

Forgot Challenge Q/A

Certification PIN

*Certification PIN:

(Case-Sensitive)

* Required

Certify

Forgot Certification PIN

Send Notifications

Cancel

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

Upon successful submission, EMS will receive a notification email that your submittal has been sent. Soon after, EMS will contact you to confirm receipt and issue a TST# to reference when submitting future correspondence relating to this Activity.

II. Instructions for Submitting a CEMS/COMS PST report to an existing activity using the FSS.

To initiate a CEMS/COMS PST Report submission related to a previously created activity with a TST#, begin by clicking the CEMS/COMS Submittals link, then clicking Continue.

Like before, please include the facility name and PI# in the Submission/Project Name box and in the Comments box, and provide the type of submittal and the TST# since this is an existing activity. To move to the next step, click Continue.

Server: Server_2

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

SUBMISSION NAME	
1 - Instructions	Please provide a service specific name below. *Submission/Project Name: DEP Test Site PI#61517 Comments: PST Report TST#250005 <i>* Required</i> Continue
2 - Submittal Name	
3 - Submission Type Selection	
4 - Facility Selection	
5 - Contacts	
6 - Attachment Upload	
7 - Submission Confirmation	
Please Note You may click on a previously visited page (above) to navigate back to that screen.	

Select the type of submission, in this case CEMS PST Report, then click Continue.

Server: Server_2

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

SUBMISSION TYPE SELECTION	
1 - Instructions	Select the type of submission below: ☐ Submit CEMS Equipment Protocol ☐ Submit CEMS Equipment Protocol NOD Response ☐ Submit CEMS PST Protocol ☐ Submit CEMS PST Protocol NOD Response ☒ Submit CEMS PST Report Continue
2 - Submittal Name	
3 - Submission Type Selection	
4 - Facility Selection	
5 - Contacts	
6 - Attachment Upload	
7 - Submission Confirmation	
Please Note You may click on a previously visited page (above) to navigate back to that screen.	

Choose the facility. Since a submission for this facility has already been sent, the facility should appear in the Facility Selection list. After selecting or adding a facility, click Continue.

Server: Server_2

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

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Facility Selection
5 - Contacts
6 - Attachment Upload
7 - Submission Confirmation

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

FACILITY SELECTION

The list below shows a list of the facilities that you have listed in your profile. If you would like to make an electronic submittal for one of the listed facilities, please select the radio button and hit the *Continue* button.

Select	Facility	Facility ID	Facility Type	Municipality	Address
☒	DEP AIR TEST MAJOR PL	61517	AIR OPERATING PERMITS	Trenton City	401 EAST STATE ST MAJOR SOURCE ST AD L 1

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

☐ The facility I wish to use does not currently exist.

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#)

Clear

Continue

Complete the Submitter information. You should be able to click the Insert From Existing Contacts down arrow and find your information if you checked the Save to My Favorite Contacts check box. Then click Continue.

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Facility Selection
5 - Contacts
6 - Attachment Upload
7 - Submission Confirmation

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

Contacts

 1. Submitter

1. Submitter

Note: Selecting an option below will replace all information for this contact.

☐ Save to My Favorite Contacts

[Insert From Existing Contact\(s\)](#) ▼

*First Name:
*Middle Initial:
*Last Name:
*Title:
*E-Mail Address:
*Confirm E-Mail:
*Organization Name:
*Organization Type:

*Address Line 1:
*Address Line 2:
*Address Line 3:
*County:
*City:
*State/Country:
*Zip Code:

* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove

Add Number

* Required

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

Save

Continue

Click the “Add Attachment” down arrow to select the attachment. Only the attachment type that was selected in 3 – Submission Type Selection will be shown. Then click the Add Attachment button to navigate to your document and attach it for uploading. **Do not** change the “Document Type” or “Sub-Doc Type” selections. When the Status check is green, click “Continue” when the button turns from grey to blue.

Server: Server_1

DEP AIR TEST MAJOR PI

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

ATTACHMENT UPLOAD

- 1 - Instructions
- 2 - Submittal Name
- 3 - Submission Type Selection
- 4 - Facility Selection
- 5 - Contacts

- 6 - Attachment Upload
- 7 - Submission Confirmation

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

Note: You must add a minimum of one attachment prior to clicking "Continue".

To add attachments after clicking "Continue", please click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading. It will be replaced by the file name and a green circle with a check will appear under the "Status" column.

Note: The Document Type and Sub Document Type have ben prepopulated based on the Submittal Type Selection you have chosen. Please do not change these selections without consulting EMS.

There are currently no required attachments associated with your service. To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button.

* Required

[How do I upload a File?](#)

CEMS PST Report ▼

Add Attachment

Continue

Server: Server_1

DEP AIR TEST MAJOR PI

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

ATTACHMENT UPLOAD

- 1 - Instructions
- 2 - Submittal Name
- 3 - Submission Type Selection
- 4 - Facility Selection
- 5 - Contacts

- 6 - Attachment Upload

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

Note: You must add a minimum of one attachment prior to clicking "Continue".

To add attachments after clicking "Continue", please click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading. It will be replaced by the file name and a green circle with a check will appear under the "Status" column.

Note: The Document Type and Sub Document Type have ben prepopulated based on the Submittal Type Selection you have chosen. Please do not change these selections without consulting EMS.

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	*Document Type	*Sub-Doc Type	*Document Date (MM/DD/YYYY)	Status	File Size (MB)	Remove
CEMS PST Report	CEMS PST Report	pdf, txt, doc, docx, ppt, pptx, xls,xlsx, rtf, gif, jpg, png, tif, zip, accdb	Test PST Report.pdf	Report ▼	Cert. (PST) Report ▼	03/04/2025		0.09	
Total Uploaded:								0.09 MB	

* Required

[How do I upload a File?](#)

Add Attachment... ▼

Add Attachment

Continue

Certify as before on the next page by answering the Challenge Question and entering the PIN.

III. Instructions for Submitting a Stack Test Protocol using the FSS.

To initiate a Stack Test Protocol submission, begin by clicking the Stack Testing Submittals link then click Continue.

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.

Air Program
[CEMS/COMS Submittals](#)
[Stack Testing Submittals](#)

Configure Services

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

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

INSTRUCTIONS PAGE

The following allows for the electronic submission of CEMS/COMS related documents, including Equipment Protocols, PST Protocols and PST Reports. To process your submission more efficiently, on the following page, please include:

- The facility Program Interest Number and Name in the "Submission/Project Name".
- The type of submittal, the Permit Number, other identifying information such as the applicable Subject Item(s) and Operating Scenario(s), and whether this is an initial submittal or one for an existing TST Activity in the "Comments:" space. If the latter, please include the TST Number.

Continue

Please include the facility name and PI# in the Submission/Project Name box and in the Comments box, provide information such as the type of submittal, Permit #, Operating Scenario and whether or not this is an initial submission or one with an existing TST#. When finished, click Continue.

Server: Server_1

SUBMISSION NAME

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

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

Please provide a service specific name below.

***Submission/Project Name:** DEP Test Site PI#61517

Comments: Stack Test Protocol, U1 RTO Renewal Test, Initial submittal

** Required*

Continue

Select the type of submission, in this case Submit Stack Test Protocol, then click Continue.

Server: Server_1

help | Logout

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

SUBMISSION TYPE SELECTION

Select the type of submission below:

☒ Submit Stack Test Protocol

☐ Submit Protocol NOD Response or Re-submit Protocol

☐ Submit or Re-submit Stack Test Report

Continue

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

Select the facility from the list. If the facility does not appear, click the “click here” link. When finished, click Continue.

Server: Server_1

help | Logout

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

FACILITY SELECTION

The list below shows a list of the facilities that you have listed in your profile. If you would like to make an electronic submittal for one of the listed facilities, please select the radio button and hit the *Continue* button.

Select	Facility	Facility ID	Facility Type	Municipality	Address
☒	DEP AIR TEST MAJOR PT	61517	AIR OPERATING PERMITS	Trenton City	401 EAST STATE ST MAJOR SOURCE ST AD L 1

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

☐ The facility I wish to use does not currently exist.

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#)

ClearContinue

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

Complete the Submitter information. Before clicking “Continue”, check the “Save to My Favorite Contacts” check box to prevent the need to enter this information more than once.

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

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

Contacts

1. Submitter

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s) ▼

*First Name:

*Middle Initial:

*Last Name:

Title:

*E-Mail Address:

*Confirm E-Mail:

*Organization Name:

*Organization Type:

▼

*Address Line 1:

*Address Line 2:

*Address Line 3:

*County:

▼

*City:

▼

*State/ Country:

New Jersey ▼

*Zip Code:

* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
▼				

Add Number

* Required

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

Save

Continue

Click the “Add Attachment” down arrow to select the attachment. Only the attachment type that was selected in 3 – Submission Type Selection will be shown. Then click the Add Attachment button to navigate to your document and attach it for uploading. **Do not** change the “Document Type” or “Sub-Doc Type” selections. When the Status check is green, click “Continue” when the button turns from grey to blue.

Server: Server_1
DEP AIR TEST MAJOR PI
Help | Logout

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Facility Selection
5 - Contacts
6 - Attachment Upload
7 - Submission Confirmation

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

ATTACHMENT UPLOAD

Note: You must add a minimum of one attachment prior to clicking "Continue".

To add attachments after clicking "Continue", please click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading. It will be replaced by the file name and a green circle with a check will appear under the "Status" column.

Note: The Document Type and Sub Document Type have ben prepopulated based on the Submittal Type Selection you have chosen. Please do not change these selections without consulting EMS.

There are currently no required attachments associated with your service. To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button.

* Required

[How do I upload a File?](#)

Stack Test Protocol
Add Attachment
Continue

Server: Server_1
DEP AIR TEST MAJOR PI
Help | Logout

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Facility Selection
5 - Contacts
6 - Attachment Upload
7 - Submission Confirmation

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

ATTACHMENT UPLOAD

Note: You must add a minimum of one attachment prior to clicking "Continue".

To add attachments after clicking "Continue", please click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading. It will be replaced by the file name and a green circle with a check will appear under the "Status" column.

Note: The Document Type and Sub Document Type have ben prepopulated based on the Submittal Type Selection you have chosen. Please do not change these selections without consulting EMS.

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	* Document Type	* Sub-Doc Type	* Document Date (MM/DD/YYYY)	Status	File Size (MB)	Remove
Stack Test Protocol	Stack Test Protocol	pdf, txt, doc, docx, ppt, pptx, xls, xlsx, rtf, gif, jpg, png, tif, zip, accdb	Test Stack Test Protocol.pdf	Correspondence	Stack Test Protocol	02/11/2025	✓	0.09	✗
								Total Uploaded:	0.09 MB

* Required

[How do I upload a File?](#)

Add Attachment...
Add Attachment
Continue

Certify as before on the next page by answering the Challenge Question and entering the PIN.

Upon successful submission, EMS will receive a notification email that your submittal has been sent. Soon after, EMS will contact you to confirm receipt and issue a TST# to reference when submitting future correspondence relating to this activity.

IV. Instructions for Submitting a Stack Test report to an existing activity using the FSS.

To initiate a Stack Test Reprt submission related to a previously created activity with a TST#, begin by clicking the Stack Testing Submittals link, then clicking Continue.

Like before, please include the facility name and PI# in the Submission/Project Name box and in the Comments box, and provide the type of submittal and the TST# since this is an existing activity. When finished, click Continue.

Choose the facility. Since a submission for this facility has already been sent, the facility should appear in the Facility Selection list. When finished, click Continue.

Stack Test Submittals

Stack Test Submittals

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

SUBMISSION NAME

Please provide a service specific name below.

***Submission/Project Name:** DEP Test Site PI#61517

Comments: Stack Test Report for TST#250008

* Required

Continue

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

Stack Test Submittals

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SUBMISSION TYPE SELECTION

Select the type of submission below:

☐ Submit Stack Test Protocol

☐ Submit Protocol NOD Response or Re-submit Protocol

☒ Submit or Re-submit Stack Test Report

Continue

Please Note
You may click on a previously visited page (above) to navigate

Complete the Submitter information. You should be able to click the Insert From Existing Contacts down arrow and find your information if you checked the Save to My Favorite Contacts check box.

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Contacts

1. Submitter

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s) ▼

*First Name:

*Middle Initial:

*Last Name:

Title:

*E-Mail Address:

*Confirm E-Mail:

*Organization Name:

*Organization Type:

▼

*Address Line 1:

*Address Line 2:

*Address Line 3:

*County:

▼

*City:

▼

*State/ Country:

New Jersey ▼

*Zip Code:

* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
▼				

Add Number

* Required

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

Save

Continue

Click the “Add Attachment” down arrow to select the attachment. Only the attachment type that was selected in 3 – Submission Type Selection will be shown. Then click the Add Attachment button to navigate to your document and attach it for uploading. **Do not** change the “Document Type” or “Sub-Doc Type” selections. When the Status check is green, click “Continue” when the button turns from grey to blue.

Server: Server_2

DEP AIR TEST MAJOR PI

Help | Logout

ATTACHMENT UPLOAD

1 - Instructions

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

Note: You must add a minimum of one attachment prior to clicking "Continue".

To add attachments after clicking "Continue", please click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading. It will be replaced by the file name and a green circle with a check will appear under the "Status" column.

Note: The Document Type and Sub Document Type have ben prepopulated based on the Submittal Type Selection you have chosen. Please do not change these selections without consulting EMS.

There are currently no required attachments associated with your service. To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button.

* Required

[How do I upload a File?](#)

Stack Test Report ▼

Add Attachment

Continue

Server: Server_2

DEP AIR TEST MAJOR PI

Help | Logout

ATTACHMENT UPLOAD

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Please Note
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Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	*Document Type	*Sub-Doc Type	*Document Date (MM/DD/YYYY)	Status	File Size (MB)	Remove
Stack Test Report	Stack Test Report	pdf, txt, doc, docx, ppt, pptx, xls, xlsx, rtf, gif, jpg, png, tif, zip, accdb	Stack Test Report.pdf	Report	Stack Test Report	02/14/2025		0.09	
Total Uploaded:								0.09 MB	

* Required

[How do I upload a File?](#)

Add Attachment... ▼

Add Attachment

Continue

Certify as before on the next page by answering the Challenge Question and entering the PIN.