New Jersey Department of Environmental Protection
Division of Solid and Hazardous Waste

NJDEP ONLINE – SOLID WASTE FACILITY MONTHLY TONNAGE REPORT INSTRUCTIONS

A. <u>Applicability</u>

Use of this online service is required to submit the monthly summary of wastes received at a solid waste facility (SWF) as required by N.J.A.C. 7:26-2.13(e).

B. <u>Time Frame</u>

Monthly summaries are due no later than 20 days after the last day of the month being reported.

C. <u>Before You Can Submit</u>

Before you can submit a service, you must register for a NJDEP Online Account, setup your My Workspace, and input the monthly waste summary data to the current version of the SWF Monthly Tonnage Report Workbook.

This service will <u>not</u> work with all internet browsers. A current list of compatible browsers is presented in NJDEP Online when you login.

<u>NJDEP Online Account (one time only)</u>

You must have an NJDEP Online account to submit SWF Monthly Tonnage Reports through NJDEP Online. If you do not already have an account, go to: http://www.state.nj.us/dep/online/ for new user registration instructions and to request access.

NJDEP Online accounts must be set up for an individual person and should be tied to an individual's email address. **Do not set up one account for your entire organization.** Accounts will have an associated password, challenge questions, and certification PIN to provide security and ensure the integrity of the data submitted. The password, challenge questions, and certification PIN should be kept secure by the individual person who owns the account.

NJDEP Online accounts are linked to MyNewJersey accounts. If you already have a MyNewJersey account, you can link the two accounts when you set up your NJDEP Online account. If you do not have a MyNewJersey account, one will be created upon setup of your NJDEP Online account.

<u>My Workspace Setup</u>

Once you have an account, you can login to NJDEP Online at http://www.state.nj.us/dep/online/.

Submissions through NJDEP Online are managed under the My Workspace tab. You can get to the My Workspace tab by clicking on it at any time.

To set up the types of services you would like to submit, click the 'Configure Services' button. A complete list of available services will open. Under the **Solid and Hazardous Waste** heading, click on the checkbox for the 'Solid and Hazardous Waste Reporting Services" and click 'OK.' You will be returned to My Workspace; the Solid and Hazardous Waste Reporting Services will be added to the Services Selected section of the page.

To link facilities to your account, click the 'Add Facilities' button. A Facility Search screen will open. In the Select NJDEP Program drop down, select 'Solid Waste.' You can search by either Facility ID (For Solid Waste Facilities this is the Preferred ID #) or Facility Name. Upon clicking the 'Search' button, a list of available facilities will display. To select a facility, click the associated checkbox. Make sure the Program Interest Type of your selected facility is 'Solid Waste Facility.' Click the 'Add Selected Facilities' button. You will be returned to My Workspace; the selected facility will be added to the My Facilities/Program Interests section of the page.

Solid Waste Facility Monthly Tonnage Report Workbook

The monthly tonnage report data required to be submitted must be entered into an Excel Workbook template provided by the NJDEP. You can find the latest Workbook template and instructions at https://www.nj.gov/dep/dshw/resource/forms.htm. The completed Workbook must be uploaded during your Solid Waste Facility Monthly Tonnage Report service.

After data entry, the Workbook must be validated and prepared before it can be uploaded.

D. **General Information**

Returning to a Previous Step in the Report

As you are proceeding through the report, you can return to a previous step by clicking on the screen name in the list on the left. Returning to certain screens will require you to clear data. Once you go back to an earlier screen, you must proceed through the entire process from that point.

Partially Completed Reports

If you start a report submission, but are unable to finish it in one sitting, you can log out of DEP Online and finish the service at a later time. You can find a row identifying each partially completed service in the 'My Services – In Progress' section on the My Workspace tab. You can resume the service where you left off by clicking on the ID # for the service on the far-left side of the row.

E. **Solid Waste Facility Monthly Tonnage Report Service Step-by-Step Instructions**

1. Submission Type Selection

    On the My Workspace tab, click on the 'Solid and Hazardous Waste Reporting Services' link.

    An 'Instructions' page will open describing the available reports. Click the 'Continue' button.

A 'Selections' page will open. Click the radio button for 'Solid Waste Facility Monthly Report,' and click the 'Continue' button.
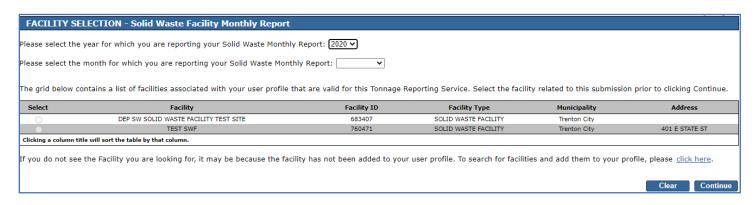
2. Facility Selection Page

Year: From the dropdown field, select the year for which you are reporting data.

Month: From the dropdown field, select the month for which you are reporting data.

In the grid, click the radio button associated with the Solid Waste Facility for which you are reporting data. When you click the radio button, the system will check for previous submissions for the same facility for the same month. If a previous submission was made, you will be provided with a warning message in green text informing you of the previous submission. You can choose to revise the month and facility selected or you can choose to proceed. If you complete and submit the reporting service for an identical month and facility that was previously submitted, the earlier submission will be superseded and replaced by the more recent version.

If the facility does not appear in the grid, you have not added the facility to your User Profile. To add the facility, you can click on the 'click here' link below the grid or you can return to the My Workspace tab and follow the instructions for adding facilities in My Workspace Setup above.

Click the 'Continue' button to proceed.

FACILITY SELECTION - Solid Waste Facility Monthly Report					
Please select the year for which you are reporting your Solid Waste Monthly Report: 2020 ✔					
Please select the month for which you are reporting your Solid Waste Monthly Report: ✔					
The grid below contains a list of facilities associated with your user profile that are valid for this Tonnage Reporting Service. Select the facility related to this submission prior to clicking Continue.					
Select	**Facility**	**Facility ID**	**Facility Type**	**Municipality**	**Address**
⚪	DEP SW SOLID WASTE FACILITY TEST SITE	683407	SOLID WASTE FACILITY	Trenton City	
⚪	TEST SWF	760471	SOLID WASTE FACILITY	Trenton City	401 E STATE ST
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

3. Case Selection (Permit Selection) Page

On the Case Selection page, the user selects the Solid Waste Facility Permit that was in effect during the reported month. In most cases, only one Solid Waste Facility Permit will be available to select.
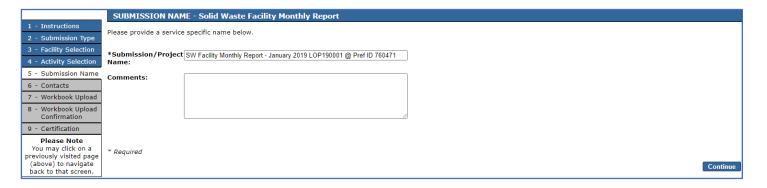
Click the applicable radio button and click the 'Continue' button.

4. Submission Name Page

This page allows you to name your submission. The Submission/Project Name field is fully editable so the user may choose any name. However, the system will auto-generate a name based on the type of report (SW Facility Monthly Report), the report month, the Solid Waste Facility Permit #, and the

Preferred ID of the facility. The user may choose to keep the auto-generated name or change it any way they wish.

This page also includes a field that allows the user to enter any comments they would like regarding the monthly report. **Do not include questions or important information that the Department must act on in this field. In such circumstances, please contact the Bureau of Solid Waste Permitting at (609)292-9880 or the Bureau's assigned engineer/specialist for the facility by telephone or email.**

5. Contacts Page

The user is required to provide contact information for two individuals, a General Contact and an Emergency Contact. Each contact is identified on a separate data entry tab.

The General Contact is the person the Department would contact regarding questions about the monthly report submission.

The Emergency Contact is the primary person the Department would contact on a 24-hour a day/7-day a week basis regarding any possible emergency situation that may impact the facility, e.g. hurricane preparation and recovery, etc.

If you are a Contact, you can enter your DEP Online Profile Contact information into this Contacts screen by simply selecting the drop-down arrow labeled 'Insert from Existing Contacts,' and selecting your name under My Profile Information.

If someone else is the General or Emergency Contact, enter their Name, Address, E-mail Address, and Telephone information.

Fields marked with an '*' are required. At least one phone number is required. Additional phone numbers can be entered by adding rows.

If you would like to save a Contact's information for your future use, you can check the 'Save to My Favorites Contacts' checkbox and click the Save button. The Favorites contact information will then be saved and selectable from the 'Insert from Existing Contacts' drop-down.

Click the 'Continue' button after both Contacts are complete.

CONTACTS - Solid Waste Facility Monthly Report

Enter the contact information for each contact type shown below. At a minimum, a General Contact for questions regarding this report is required. If additional contact types are required, e.g. Emergency Contact, additional tabs are displayed.

Fields marked with an "*" are required to be completed.

To save a person's information for use in other services, check the "Save to My Favorite Contacts" box and click Save.

Navigation (left side):
- 1 - Instructions
- 2 - Submission Type
- 3 - Facility Selection
- 4 - Activity Selection
- 5 - Submission Name
- 6 - Contacts
- 7 - Workbook Upload
- 8 - Workbook Upload Confirmation
- 9 - Certification

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

Tabs: ✓ 1. General Contact   ✓ 2. Emergency Contact

1. General Contact

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

☐ Save to My Favorite Contacts

- *Salutation:
- *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.

[<< Previous] [Next >>] [Save] [Continue]

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6. Service-Specific Details Page

The Service-Specific Details Page is used to upload your completed Solid Waste Facility Monthly Tonnage Report Workbook. You can find the latest Workbook template and instructions at https://www.nj.gov/dep/dshw/resource/forms.htm.

To upload your completed, validated and prepared Workbook, click the 'Choose File' button. A popup will open that allows you to navigate to and select the file to upload. Select the completed Workbook and click 'Open.' The system will start uploading the file. Extracting the data may take some time. **Do not close your browser during this process.** Once the upload process is complete, the 'Continue' button will become available. Click 'Continue' to proceed to the next step.

You may get an error message after attempting to upload the Workbook. Common problems include:

- You are using the wrong version of the Workbook. Find the latest version of the Workbook template at the location specified above.
- You haven't validated and prepared the Workbook prior to attempting to upload. Validation and preparation are found on the last tab of the Workbook and are required prior to upload. See the instructions for completing the Workbook at the location specified above.
- The month and year of the report provided in the Workbook do not match the month and year you entered at the beginning of the online service.

If you have followed all the instructions for the Workbook completion and these upload instructions and you still have not succeeded in uploading your Workbook, contact njdeponlinesupport@dep.nj.gov.

SERVICE-SPECIFIC DETAILS - Solid Waste Facility Monthly Report	
Navigation	**Content**
1 - Instructions	Upload your data using an Excel workbook template provided by the Department. Make sure you are uploading the current version of the workbook (Version #).
2 - Submission Type	Load the workbook using the browse button. Status will confirm upload. Extracting the data can take up to several minutes.
3 - Facility Selection	Do Not Close your browser during this process.
4 - Activity Selection	Once the workbook processing is complete, the Continue button will become available.
5 - Submission Name	**The permit activity selected is: LOP190001**
6 - Contacts	**The permit document title is: Solid Waste Permit Set**
7 - Workbook Upload	**The reporting period you have selected for this submission is from 01/01/2019 through 01/31/2019.**
8 - Workbook Upload Confirmation	
9 - Certification	

Solid Waste Facility Monthly Report Document Upload

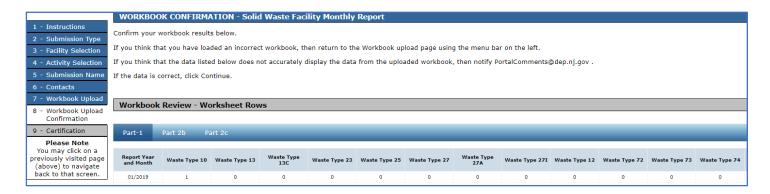| File Name	Status	Remove
Choose File No file chosen		

Continue

7. Workbook Confirmation Page

The Workbook Confirmation Page displays the data uploaded from the Workbook. A separate tab will display for each tab in the Workbook. You should confirm that the uploaded data matches the data provided in the Workbook.

If you think that you have uploaded an incorrect workbook, return to the Workbook Upload page using the menu bar on the left navigation to delete the Workbook and upload the correct version.

If you think that the data does not accurately display the data from the uploaded workbook, then notify njdeponlinesupport@dep.nj.gov.

If the data is correct, click Continue.

WORKBOOK CONFIRMATION - Solid Waste Facility Monthly Report

Confirm your workbook results below.

If you think that you have loaded an incorrect workbook, then return to the Workbook upload page using the menu bar on the left.

If you think that the data listed below does not accurately display the data from the uploaded workbook, then notify PortalComments@dep.nj.gov .

If the data is correct, click Continue.

Workbook Review - Worksheet Rows

Part-1 | Part 2b | Part 2c

Report Year and Month	Waste Type 10	Waste Type 13	Waste Type 13C	Waste Type 23	Waste Type 25	Waste Type 27	Waste Type 27A	Waste Type 27I	Waste Type 12	Waste Type 72	Waste Type 73	Waste Type 74
01/2019	1	0	0	0	0	0	0	0	0	0	0	0

8. Certification Page

The person submitting the report must certify to the following statement:

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information 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."

To verify your identity, enter a response to the Challenge Question and click the 'Submit' button. If you do not remember the Challenge Question/Answer, you can click the 'Forgot Challenge Q/A' button and follow the instructions. Note that answers to Challenge Questions are not case sensitive.

Once the Challenge Question is answered correctly, the Certification PIN will become enabled. Enter your Certification PIN and click 'Certify.' Note that Certification PINs are case sensitive. Clicking 'Certify' constitutes an electronic signature of the submission.

Note that your Certification PIN and Password are two different things. It is possible that you made your Certification PIN and Password identical values. If you forgot your Certification PIN, click the 'Forgot Certification PIN' button to create a new one.

After clicking 'Certify,' **do not close your browser while the system completes the submission**. This may take several minutes.

1 - Instructions	**CERTIFICATION - Solid Waste Facility Monthly Report**
2 - Submission Type	• Our system shows that a report for this activity and reporting period has already been provided. If you continue, the previous submission will be archived, and this report will replace that submission.
3 - Facility Selection	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.
4 - Activity Selection	
5 - Submission Name	**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.
6 - Contacts	
7 - Workbook Upload	
8 - Workbook Upload Confirmation	**Certification by Access Type: Individual With Direct Knowledge**
9 - Certification	

Certification by Access Type: Individual With Direct Knowledge

Service ID	Submittal Type	Creation Date	View
868261	Solid and Hazardous Waste - Solid and Hazardous Waste Reporting Services - Solid Waste Facility Monthly Report	04/19/2021	📄

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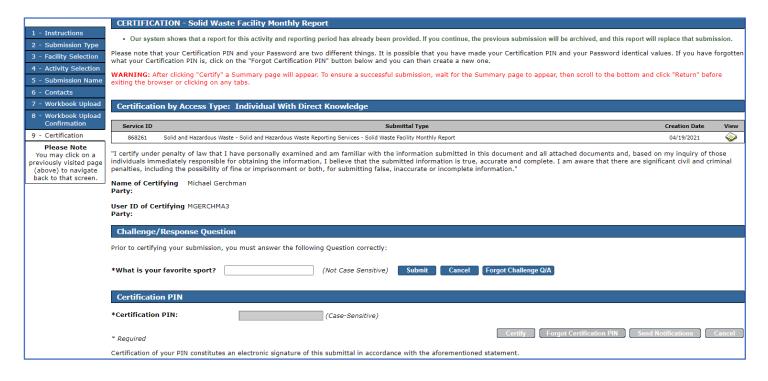You may click on a previously visited page (above) to navigate back to that screen.

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information 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: Michael Gerchman

User ID of Certifying Party: MGERCHMA3

Challenge/Response Question

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

*What is your favorite sport? [   ] *(Not Case Sensitive)* [Submit] [Cancel] [Forgot Challenge Q/A]

Certification PIN

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

[Certify] [Forgot Certification PIN] [Send Notifications] [Cancel]

* Required

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

9. Summary Page

A page will open displaying a summary of the information provided in the monthly report submission. You can return to the My Workspace by clicking on the My Workspace tab or by clicking the 'Return' button at the bottom of the Summary page.

F. **Submission Status/PDF**

On the My Workspace tab, you can see a list of your submissions under the 'My Services – Submitted' header.

The list provides various information regarding the service, including a Status of the submission. If the status of the service is "Submission Failed – Please contact DEP," send an email to njdeponlinesupport@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

At the far right-hand side of the row, you can find a PDF of the Summary page for your records.

Upon successful submission of the report, you will also receive an email that acknowledges the Department's receipt of the report.

G. Questions

Please direct inquiries pertaining to completion of the Workbook to the Bureau of Solid Waste Permitting at (609) 292-9880. Questions about the online service should be directed to njdeponlinesupport@dep.nj.gov.