

Dental Amalgam Certification Guidance

Adding another Facility or New Location

If you have additional locations or you move your practice from one office location to another, you must register the additional or new location. Login to your MyNewJersey account and on the **My Workspace** screen choose “**Dental Waste Certifications**” and complete the following steps:

- 1) **Dental Waste Certification Type:** Choose “**New**”. Click **Continue**.
- 2) An **Existing Applications** screen will display. Click on the **Continue** button.
- 3) A **Dental Waste Instructions** screen will appear. Click **Continue**.
- 4) **Site Information:** Add the “**required**” information (indicated by an asterisk) for the NEW location and click **Continue**.
- 5) **Responsible Party:** Review and update the information, answer **Yes** to the question near the top of the page if you need to make changes, click **Save**. Then, click **Continue**.
- 6) **Applicability Phase I:** Answer **Yes** to the first question if your facility generates amalgam waste through placement or removal of amalgam, and then click on your type of Dental Practice. To select your multiple dental practices, press and hold “**Ctrl**” key on your keyboard and click on the appropriate practices. Click **Continue**.
- 7) **Terms and Conditions:** Click the checkbox to accept the Terms and Conditions. Then click the **Yes** button.
- 8) **Registration Specific Information:** under **Certify**, check one or both **Yes** as appropriate. Enter the **Total Number of Operatories/Chairs** and **Total Which MAY Produce Amalgam Waste**. Enter the **Make** and **Model** of **your separator**. Enter the **Installation Date** of your Separator(s). The **Installation Date** is when the actual separator was installed, not when the cartridge was replaced. If you do not know the exact date of installation use a best estimation date. Answer the **Recycling Question**. Then, **ONLY IF** recycling occurred, enter **Recycler NAME**. Click **Continue**.
- 9) **Service Certification:** Answer **Challenge Question** and hit **Submit**. Enter your **Certification PIN** in the box and click **Certify**. (Note: If you forgot your Certification PIN, click on “**Forgot Certification PIN**” and follow the instructions.)
- 10) **Service Summary** screen will appear. Use **Printer Friendly Version** link (right-hand side) and Print (Ctrl-P) this information (2 pages) for your files.

Congratulations! You are done Certifying your facility. Remember to renew your facility during the Annual Certification Period (January through March each year).

Notes:
