

Dental Amalgam Certification Renewal Quick Guide



1. Log In through <http://www.njdeponline.com/> or <https://my.state.nj.us/openam/UI/Login>
2. Enter your **Logon ID** and **Password**.
3. Under DEP Apps, click on **DEPOnline Services**.
4. IF a **Verify Personal Information** screen appears, click on appropriate button. When done, continue onwards.
5. A **Messages** screen will appear, click **Continue**.
6. On the **My Workspace** tab, find the **Service Selection** row. If you do not see “**Dental Waste Certifications**” on the right-hand side, click the **Configure Services** button. If you see “**Dental Waste Certifications**”, proceed to step 9.
7. Under the **Services** row, locate **Division of Water Quality**.
8. Check the **Dental Waste Certifications** box. Scroll to the bottom of the page and click **OK**.
9. Click on **Dental Waste Certifications**, which should now be located under the **Service Selection** row.
10. **Dental Waste Certification Type**: Choose “**Renewal**”. Click **Continue**.
11. **Existing Applications**: Your facility should be listed. Click **Continue**.
12. **Dental Waste Instructions**: read the instructions and collect any needed information, then click **Continue**.
13. **Facility Selection**: under “Access Facility”, click icon associated with facility you are renewing. Note: You may only renew one facility at a time. If you have multiple practices, complete all the steps below, and then repeat beginning with Step 4 above.
14. **Responsible Party**: Review and update the information and click **Save**. Then, click the **Continue** button.
15. **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**.
16. **Terms and Conditions**: click the checkbox to accept the Terms and Conditions. Then click the **Yes** button.
17. **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**.
18. **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.)

19. **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 finished certifying your facility. Remember to renew your facility during the Annual Certification Period (January through March of each year).

Notes:
