Dental Amalgam Certification Renewal
Quick Guide

1. Log In through [http://www.njdeponline.com/](http://www.njdeponline.com/) or [https://my.state.nj.us/openam/UI/Login](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:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>