Registration Steps for the New Jersey Pollutant Discharge Elimination System (NJPDES) Monitoring Report Form (MRF) Electronic Submission Service

1. Access the NJDEP Online Portal at http://www.nj.gov/dep/online/. In the box on the right labeled New User? click on the Request Access to NJDEP Online link. This link will take you through the following steps needed to complete your setup for NJDEP Online.

2. Enter your contact information (i.e. name, organization, and email address) and click the Request button. Important Note: If you have an existing myNewJersey account, the email address entered must match the email address associated with that account.

3. Conduct the following steps to link your NJDEP Online service to your myNewJersey account.
   a. If you have an existing myNewJersey account, please enter your myNewJersey log on ID and password in section A of the webpage. Click the Link NJDEP Online to My Account button.
   b. If you DO NOT have an existing myNewJersey account, please complete the information in Section B of the webpage to create a myNewJersey account. Click the Create this new myNewJersey Account and Link NJDEP Online To It button.

4. In the Add Contact Info tab, provide the appropriate contact information. Important Note: At least one contact telephone number is required to complete this step. When finished, click the Continue button.

5. In the Setup Challenge Questions tab, select five security questions and provide their responses. When finished, click the Continue button.

6. In the Create Certification PIN tab, enter and re-enter a certification PIN that will be used for electronically certifying a MRF submission. When finished, click the Continue button.

7. On the My Services page, activate the checkbox next to the NJPDES Monitoring Reports (DMRs, WCRs, RTRs) service. When finished, click the OK button.

8. Under My Workspace tab, you will need to add the NJPDES permit number to your My Facilities/Program Interests list. Under the bar labeled My Facilities/Program Interests click on the Add Facilities button. On the Facility Search page, select the 3rd bullet labeled Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search). In the Select NJDEP Program dropdown, select “Water Quality”. In the Facility ID field, enter the NJPDES Permit number (i.e. NJ or NJG in caps and then entering the remaining permit number). Important Note: DO NOT enter a value in the Facility Name field. When finished click the Search button. This will bring you to the Facility Search Results window and your permit. Click the box next to the facility name and click on the Add Selected Facilities button. Repeat this step for each NJPDES permit number.

9. For users seeking access as a Facility Administrator for a permittee’s MRFs, the NJPDES Agreement Form for Electronic Submission of Monitoring Report Forms form (available at http://www.nj.gov/dep/dwq/pdf/NJPDES_agreement_form.pdf) must be completed and return to the NJDEP Permit Administration Section via mail at Mail Code 401-02B, 401 East State Street, P.O. Box 420, Trenton, NJ 08625-0420 or via email to dwq_pas@dep.nj.gov.

10. For users seeking access as a Responsible Official or General User for a permit’s MRFs, please contact your existing Facility Administrator. If your Facility Administrator is unknown, please contact the appropriate permitting Bureau:

    Bureau of Nonpoint Pollution Control – (609) 633-7021 (Ground Water & Stormwater Permits)
    Bureau of Surface Water Permitting – (609) 292-4860 (Discharge to Surface Water Permits)
    Bureau of Pretreatment and Residuals – (609) 984-4428 (Pretreatment and Residuals Permits)

For further information on how to register for electronic MRF submissions, as well as additional reference materials, please visit http://www.nj.gov/dep/dwq/mrf.htm.