Common Issues with Compliance Reports



Presented by:

ACEacademy

New Jersey Department of Environmental Protection

- Forgot username, password, pin, or answer to challenge questions
- 2. Correct browser versions
- Responsible Official vs Individual with Direct Knowledge
- 4. Air PI# listed in MyWorkspace
- 5. Failure to click continue button after certification

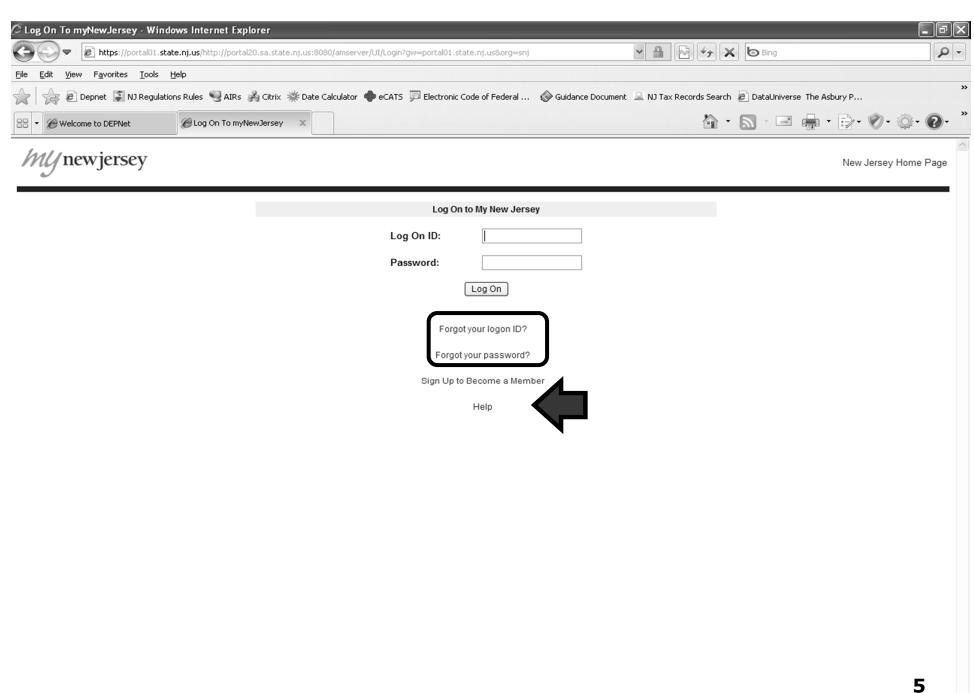
6/9/2015

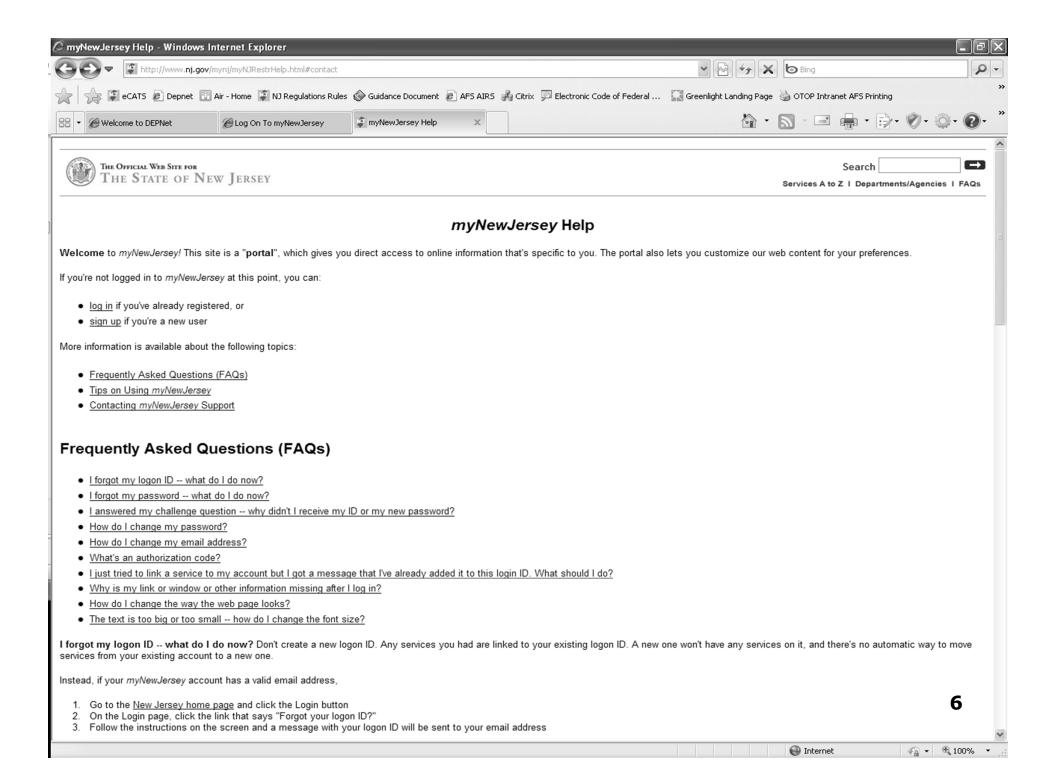
- 6. Annual CombustionAdjustment2 decimal places
- 7. My Services submitted vs My services in progress
- 8. EER spreadsheet requested but not created notify DEP
- 9. Limit attachment to 5 MB
- 10. EER don't change file name

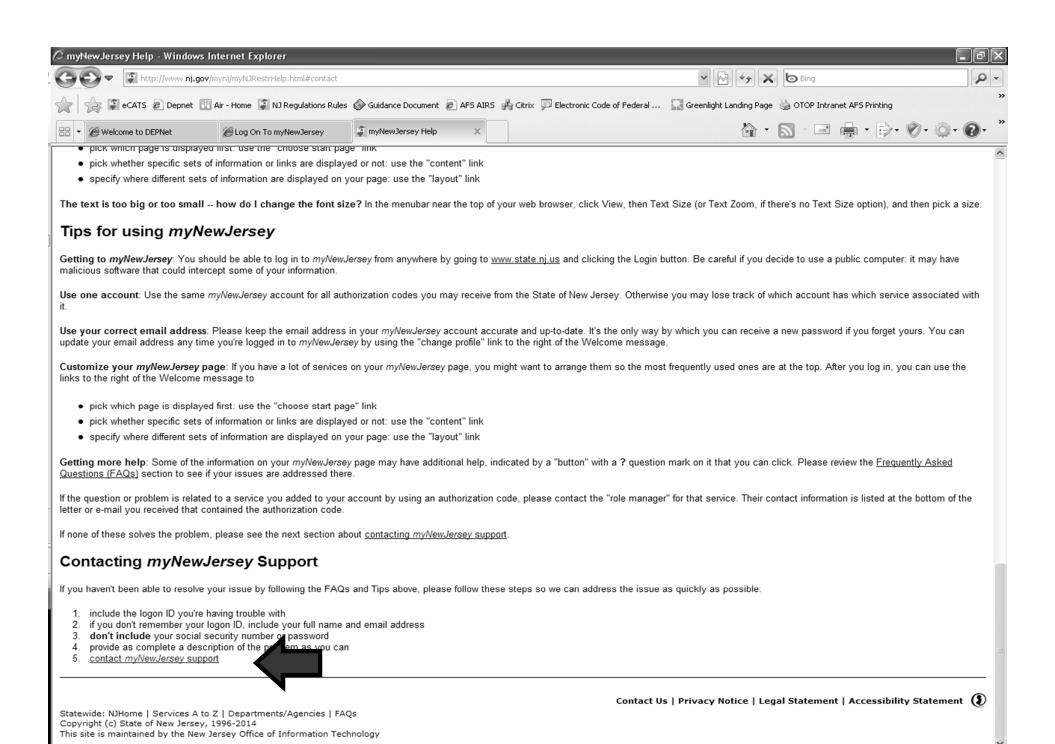
6/9/2015

Forgot username, password, pin, or answer to challenge questions

6/9/2015

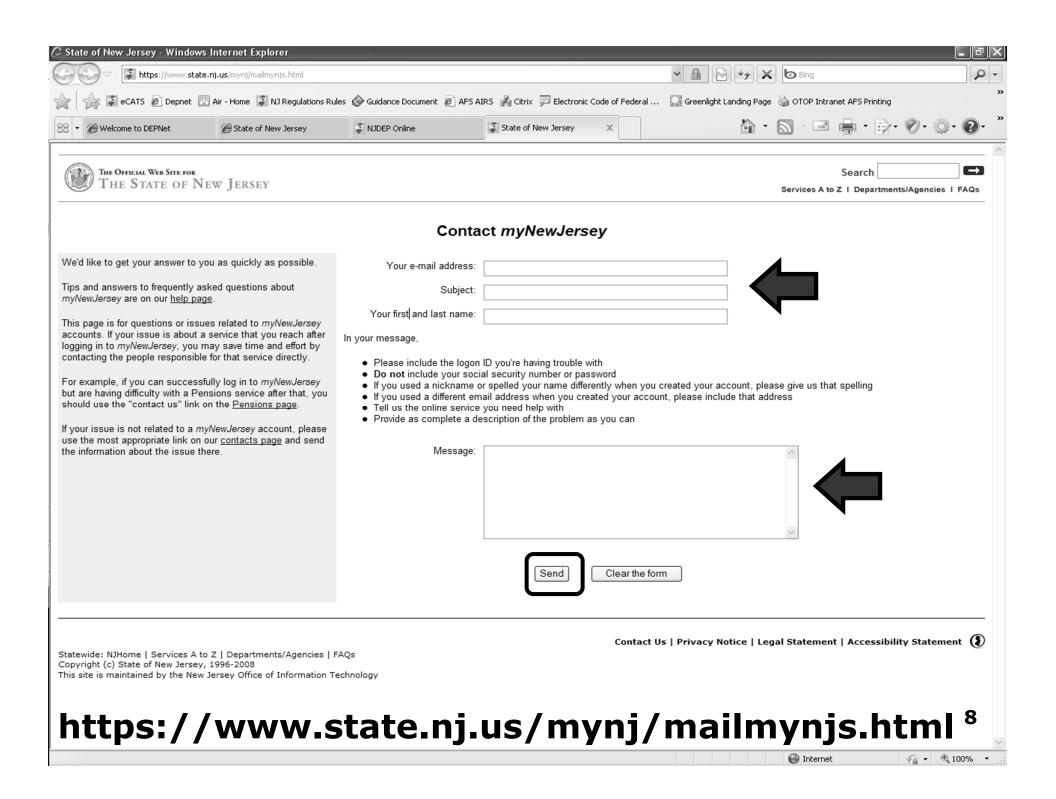


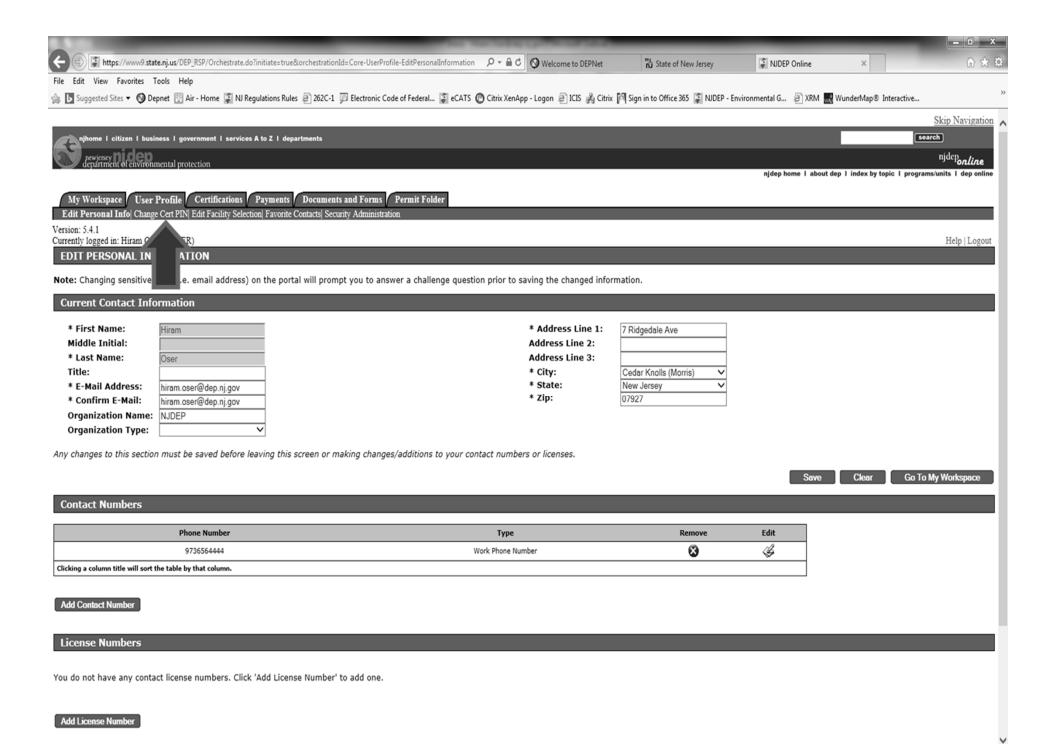




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Internet







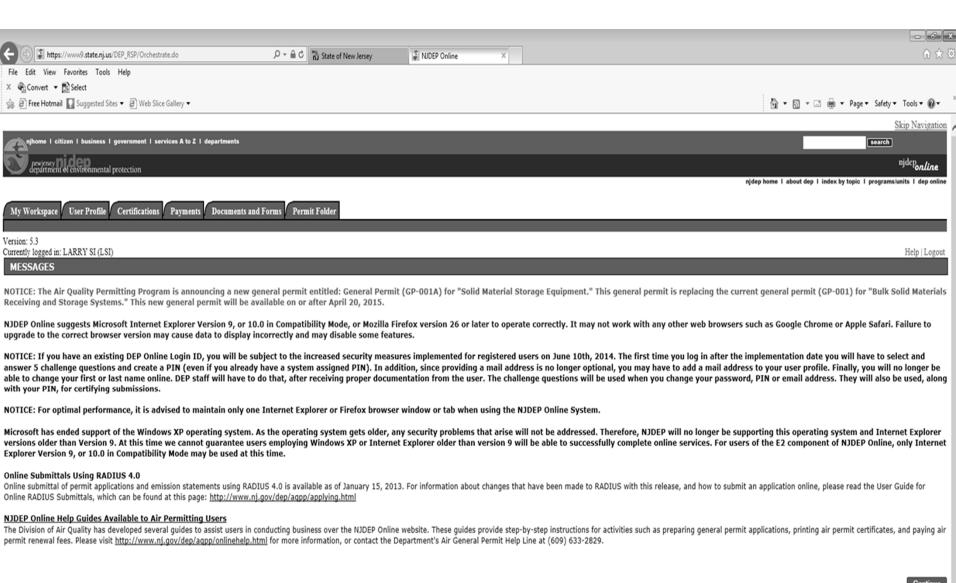
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Last Updated: June 24, 2004

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Correct browser type



The Division of Air Quality has developed several guides to assist users in conducting business over the NJDEP Online website. These guides provide step-by-step instructions for activities such as preparing general permit applications, printing air permit certificates, and paying air

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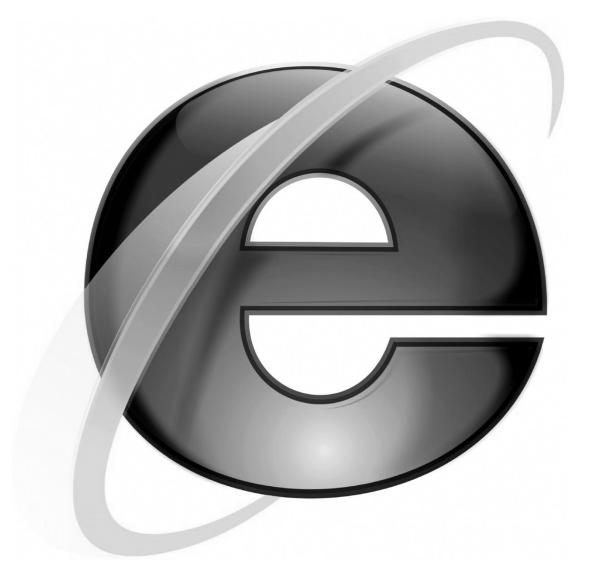








Good - IEv9 or 10



Good - MFv26



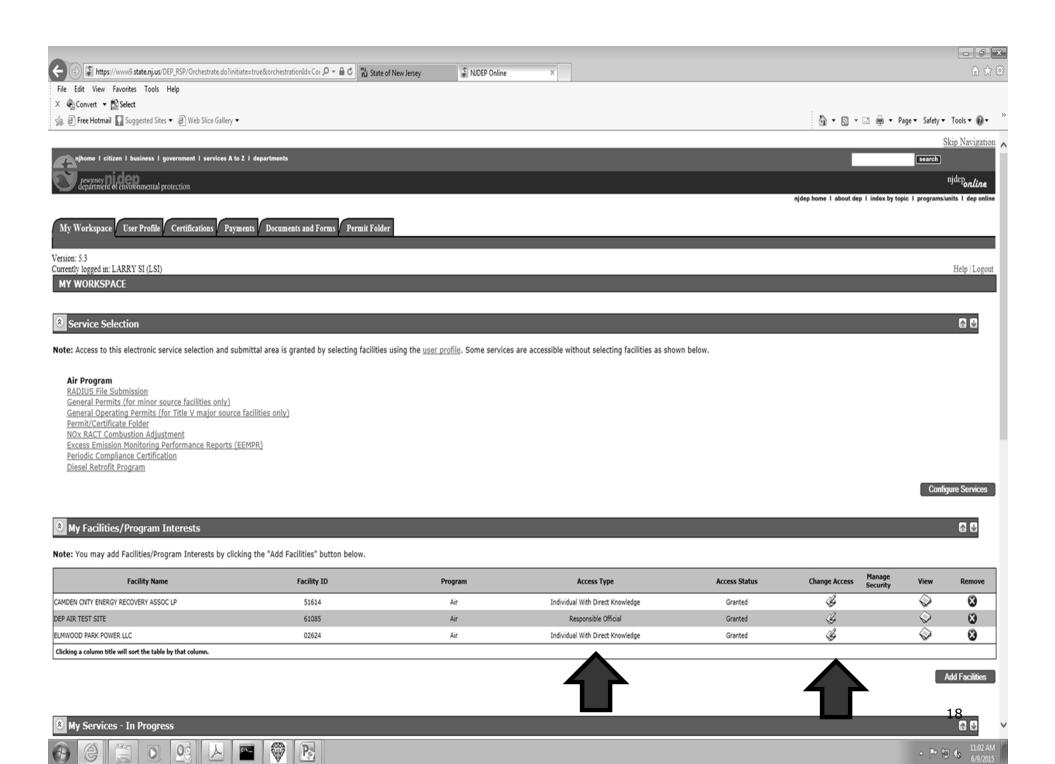
Wrong

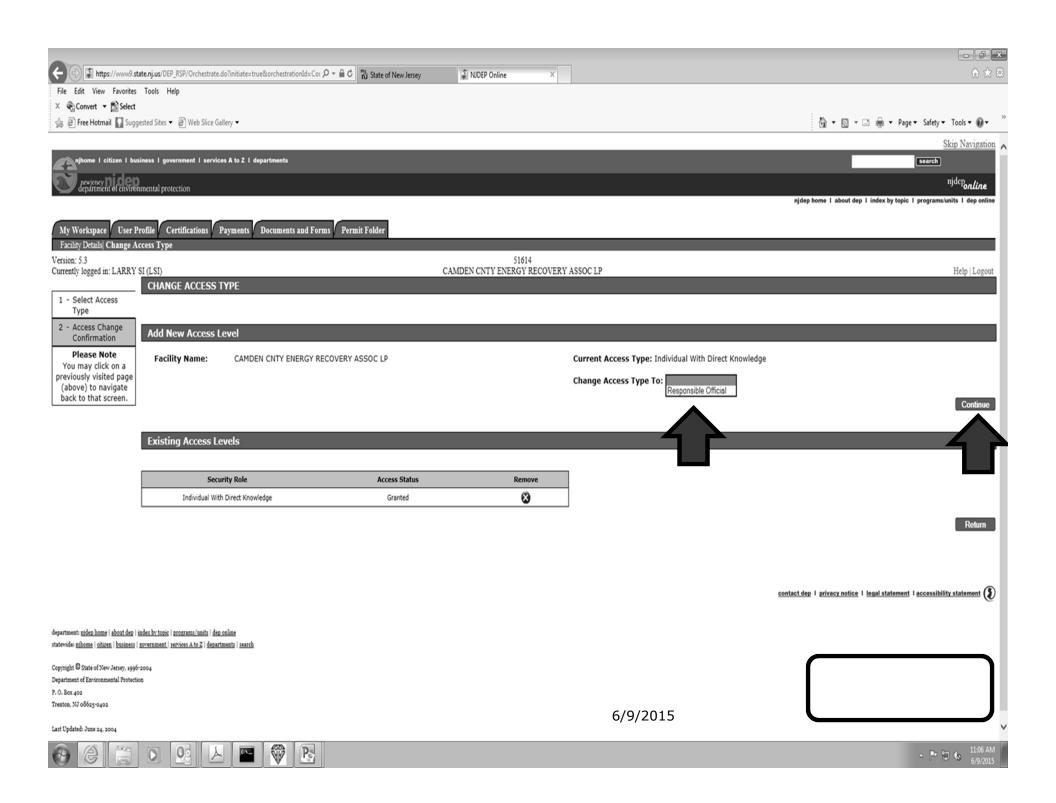


Wrong

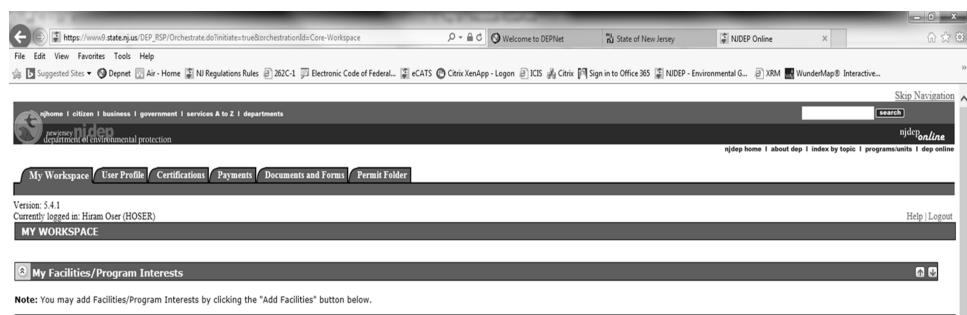


Responsible Official vs Individual with Direct Knowledge





Air PI# listed in My Workspace



Change Manage **Facility Name** Facility ID Access Type **Access Status** Remove Program View Access B ◈ 8 61085 DEP AIR TEST SITE Air Responsible Official Granted Clicking a column title will sort the table by that column.

Add Facilities



Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below.

Air Program

RADIUS File Submission
General Permits (for minor source facilities only)
General Operating Permits (for Title V major source facilities only)
Permit/Certificate Folder
NOX RACT Combustion Adjustment
Excess Emission Monitoring Performance Reports (EEMPR)
Periodic Compliance Certification

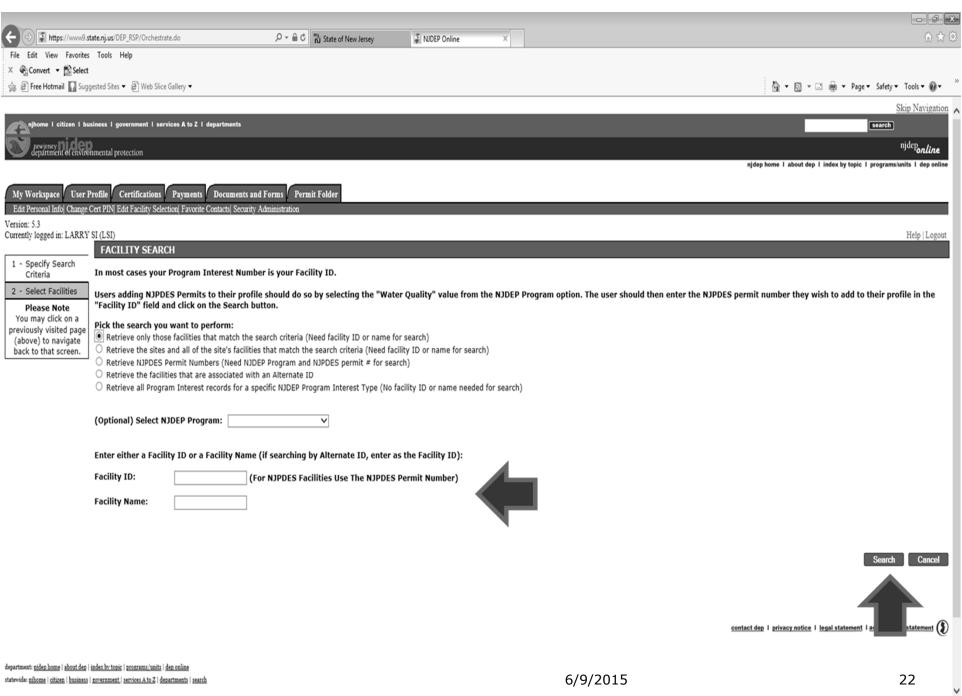
Configure Services

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My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID Application Name Facility Name Description Status Created Date Last Modified Date Summary History Cancel Clicking a column title will sort the table by that column.



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My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder Edit Personal Info| Change Cert PIN| Edit Facility Selection| Favorite Contacts| Security Admir

Currently logged in: LARRY SI (LSI)

Version: 5.3

Help | Logout

- Specify Search Criteria

2 - Select Facilities

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

FACILITY SEARCH RESULTS

Please select the facilities you wish to add to your profile. Once you are done selecting facilities, click the 'Add Selected Facilities' button.

Any facilities matching your search criteria that are currently associated with your profile will be separated from the search results and placed into a smaller datagrid above your search results. These facilities will also be automatically added to your selected facilities so that you may change your access type, if needed.

Facilities already in your user profile:

Facilities currently not in your user profile:



	Facility	Facility ID	Program	Program Interest Type	County	Municipality
	324 326 62ND STREET	516111	Site Remediation	SRP-PI	Hudson	West New York Town
	CHANDER K KHULLAR	516115	Water Quality	N2 INDUSTRIAL LICENSE	Morris	Parsippany-Troy Hills
	DANIEL BARANSKY	516117	Water Quality	S4 WASTEWATER TREATMENT LICENSE	Hunterdon	Milford Boro
✓	GEORGIA-PACIFIC GYPSUM LLC	51611	Air	AIR OPERATING PERMITS	Camden	Camden City
	JOHN W DUBBS	516118	Pesticides	COMMERCIAL PESTICIDE APPLICATOR	Ocean	Brick Twp
	MANTUA TWP	516118	Solid Waste	RECYCLING CENTER	Gloucester	Mantua Twp
	SOUTH-WESTERN PUBLISHING COMPANY	51611000000	Right To Know		Monmouth	Tinton Falls Boro
Clicking a	olumn title will sort the table by that column.					

Clear/Check All

Add Selected Facilities contact dep I privacy notice I legal stat

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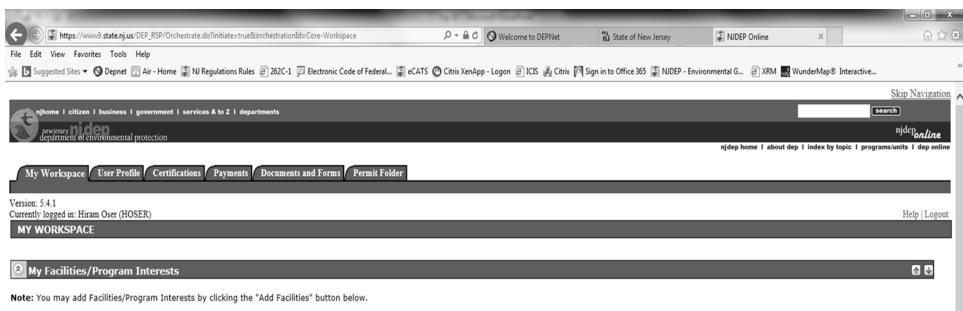












Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
DEP AIR TEST SITE	61085	Air	Responsible Official	Granted	\$		\oint 	8
Clicking a column title will cost the table by that column								

Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below.

Air Program

RADIUS File Submission General Permits (for minor source facilities only) General Operating Permits (for Title V major source facilities only) Permit/Certificate Folder NOx RACT Combustion Adjustment Excess Emission Monitoring Performance Reports (EEMPR) Periodic Compliance Certification

Configure Services

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Add Facilities

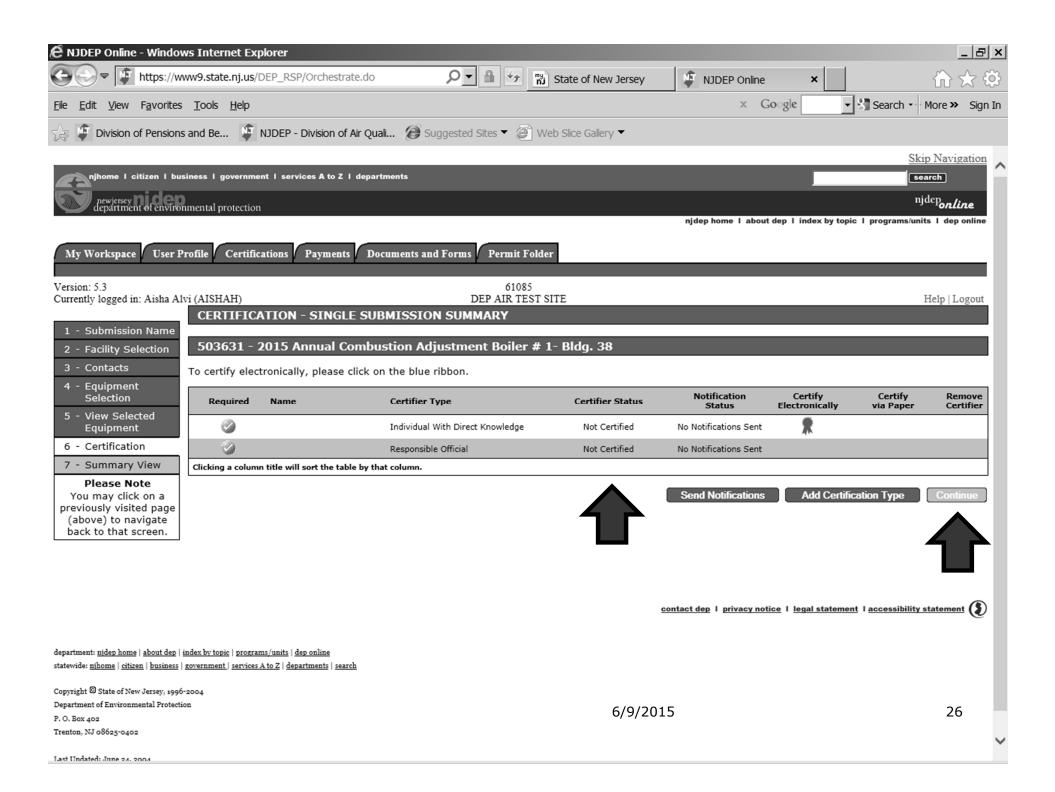
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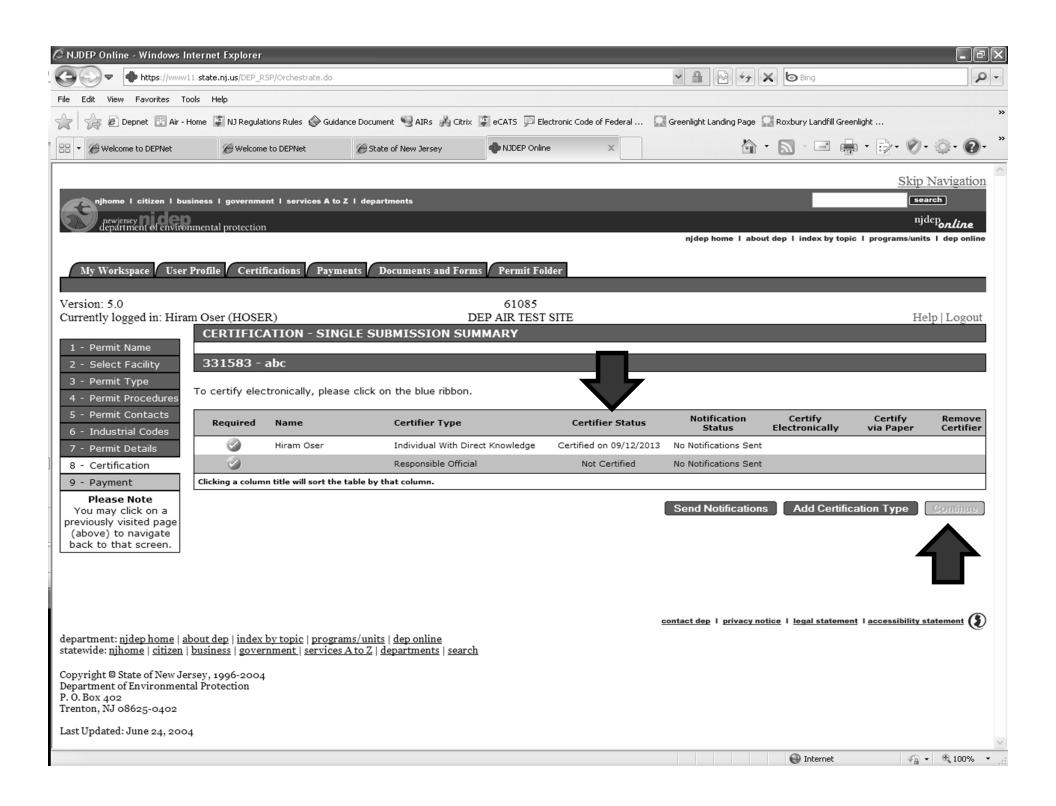
My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

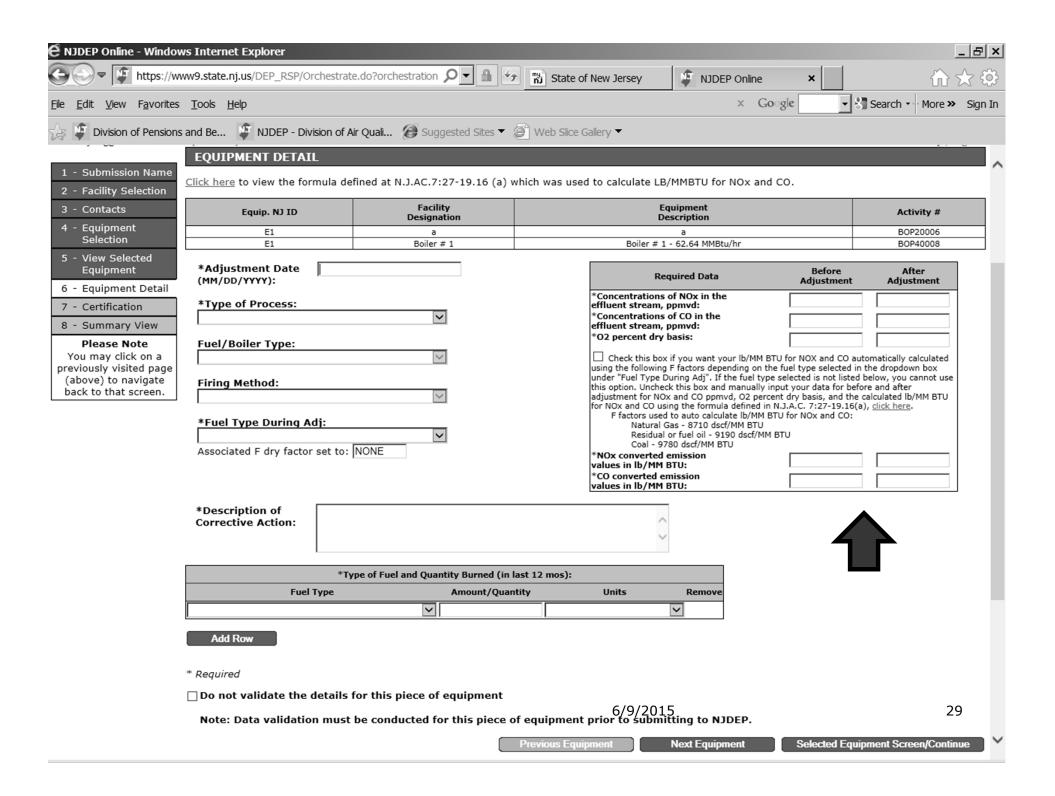
ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	Cancel
Clicking a colum	n title will sort the table by that column.								

Failure to click continue button after certification

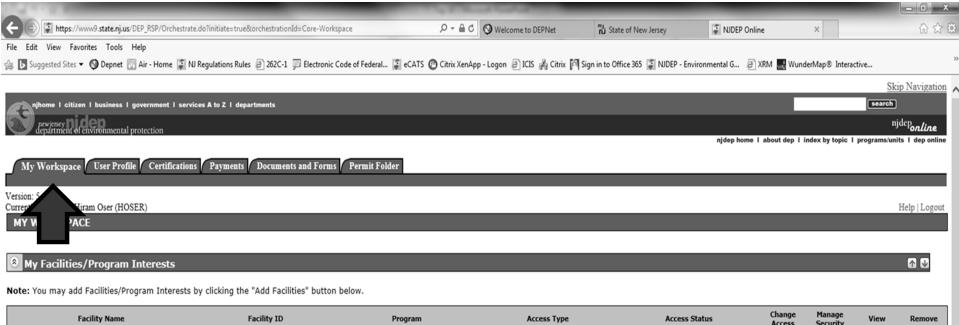




Combustion Adjustments 2 Decimals or less (ex. 5.00)



My Services submitted VS My Services in progress



Facility Name Facility ID Program Access Type Access Status Change Access Security View Remove

DEP AIR TEST SITE 61085 Air Responsible Official Granted S Security S

Add Facilities

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Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below.

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Configure Services

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My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID Application Name Facility Name Description Status Created Date Last Modified Date Summary History Cancel Clicking a column title will sort the table by that column.



My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
CAMDEN CNTY ENERGY RECOVERY ASSOC LP	51614	Air	Individual With Direct Knowledge	Granted	ĕ		\oint 	8
DEP AIR TEST SITE	61085	Air	Responsible Official	Granted	4		\Q	8
ELMWOOD PARK POWER LLC	02624	Air	Individual With Direct Knowledge	Granted	4		\times	8
Clicking a column title will sort the table by that column.								

Add Facilities

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8 My Services - In Progress

Note: To edit or resume working on an "In Progre" item, please click on the appropriate number in the ID column.

You do not have any "In Progress" Services.

My Services - Submitted

Note: If the status of your service is "Submission Failed Please contact DEP," please send an e-mail to PortalComments@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	PDF
Annual Cert - Test #1	DEP AIR TEST SITE	Periodic Compliance Certification	Submission Successful	01/29/2014	01/29/2014	>	>	
ACA - Test#3	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	01/28/2014	01/28/2014	>	>	
ACA - Test#2 - Jan28	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	01/28/2014	01/28/2014			
ACA - Test - Jan28	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	01/28/2014	01/28/2014	>	\Q	
6-month dev - 1/1/13 to 6/30/13	DEP AIR TEST SITE	Periodic Compliance Certification	Submission Successful	10/23/2013	10/23/2013	>	~	
Six Month Deviation Report - Jan 1, 2012 to June 30, 2012	DEP AIR TEST SITE	Periodic Compliance Certification	Submission Successful	09/30/2013	09/30/2013	\$	>	
Annual Combustion Adjustment for 2013 - Boiler #5	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	09/27/2013	09/30/2013			
Combined Six-month Deviation and Annual Compliance Certification for 2011	CARLL'S CORNER ENERGY CENTER	Periodic Compliance Certification	Submission Successful	01/31/2012	01/31/2012	>	>	
	Annual Cert - Test = 1 ACA - Test = 2 - Jan28 ACA - Test - Jan28 ACA - Test - Jan28 6-month dev - 1/1/13 to 6/30/13 Six Month Deviation Report - Jan 1, 2012 to June 30, 2012 Annual Combustion Adjustment for 2013 - Boiler = 5 Combined Six-month Deviation and Annual	Annual Cert - Test #1 ACA - Test#3 DEP AIR TEST SITE ACA - Test#2 - Jan28 DEP AIR TEST SITE DEP AIR TEST SITE ACA - Test - Jan28 DEP AIR TEST SITE DEP AIR TEST SITE OF AIR TEST SITE Six Month Deviation Report - Jan 1, 2012 to June 30, 2012 Annual Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE DEP AIR TEST SITE DEP AIR TEST SITE ACA - Test#2 - Jan28 DEP AIR TEST SITE DEP AIR TEST SITE Combined Six-month Deviation and Annual	Annual Cert - Test #1 DEP AIR TEST SITE Periodic Compliance Certification ACA - Test #3 DEP AIR TEST SITE NOX RACT Combustion Adjustment ACA - Test #2 - Jan28 DEP AIR TEST SITE NOX RACT Combustion Adjustment ACA - Test - Jan28 DEP AIR TEST SITE NOX RACT Combustion Adjustment ACA - Test - Jan28 DEP AIR TEST SITE Periodic Compliance Certification Six Month Deviation Report - Jan 1, 2012 to June 30, 2012 Annual Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE Periodic Compliance Certification NOX RACT Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE Periodic Compliance Certification NOX RACT Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE Periodic Compliance Certification	Annual Cert - Test #1 DEP AIR TEST SITE Periodic Compliance Certification ACA - Test#3 DEP AIR TEST SITE NOX RACT Combustion Adjustment ACA - Test#2 - Jan28 DEP AIR TEST SITE NOX RACT Combustion Adjustment ACA - Test - Jan28 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful ACA - Test - Jan28 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful 6-month dev - 1/1/13 to 6/30/13 DEP AIR TEST SITE Periodic Compliance Certification Submission Successful Six Month Deviation Report - Jan 1, 2012 to June 30, 2012 Annual Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful Annual Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful Annual Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful Annual Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful Annual Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful	Annual Cert - Test #1 DEP AIR TEST SITE Periodic Compliance Certification Submission Successful 01/29/2014 ACA - Test#3 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful 01/28/2014 ACA - Test#2 - Jan28 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful 01/28/2014 ACA - Test - Jan28 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful 01/28/2014 6-month dev - 1/1/13 to 6/30/13 DEP AIR TEST SITE Periodic Compliance Certification Submission Successful 10/23/2013 Six Month Deviation Report - Jan 1, 2012 to June 30, 2012 Annual Combustion Adjustment for 2013 - Boiler #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful 09/30/2013 Combined Six-month Deviation and Annual Capit #5 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful 09/27/2013	Application Name Annual Cert - Test #1 DEP AIR TEST SITE Periodic Compliance Certification Submission Successful O1/29/2014 O1/28/2014 ACA - Test#3 DEP AIR TEST SITE NOX RACT Combustion Adjustment ACA - Test#2 - Jan28 DEP AIR TEST SITE NOX RACT Combustion Adjustment Submission Successful O1/28/2014 O1/	Annual Cert - Test #1 DEP AIR TEST SITE Periodic Compliance Certification Submission Successful O1/29/2014 O1/28/2014 O1	Annual Cert - Test #1 DEP AIR TEST SITE Periodic Compliance Certification Submission Successful 01/29/2014 01/28/2014

Configure Workspace













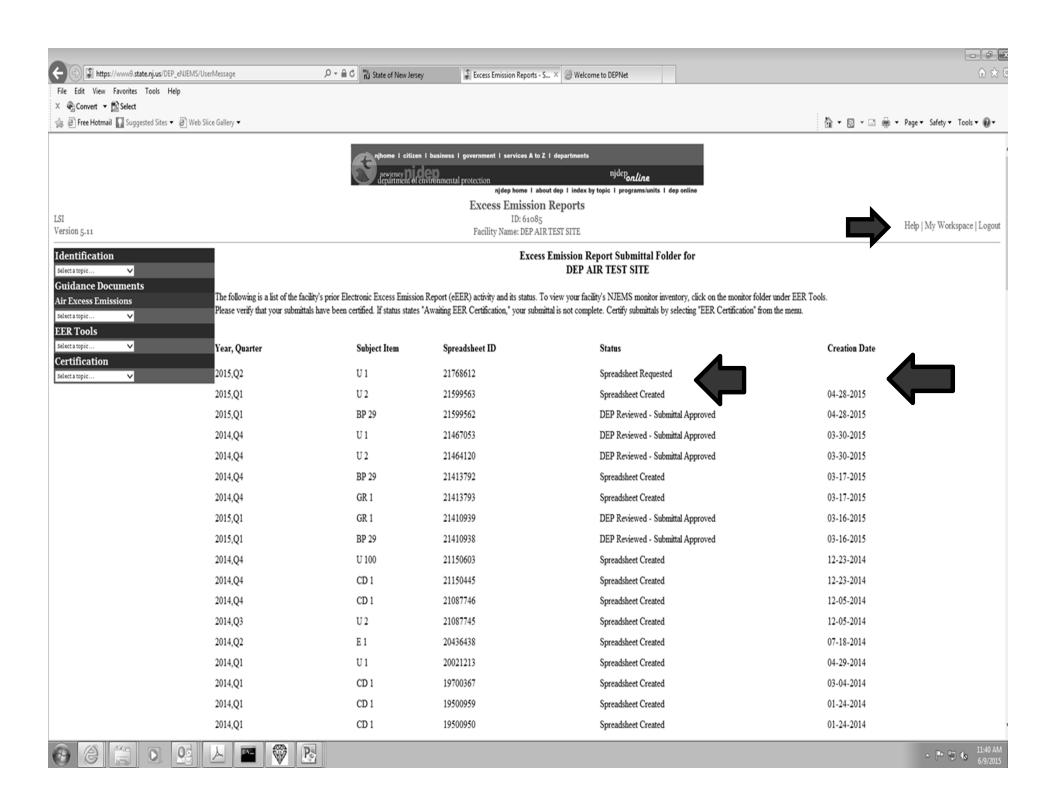








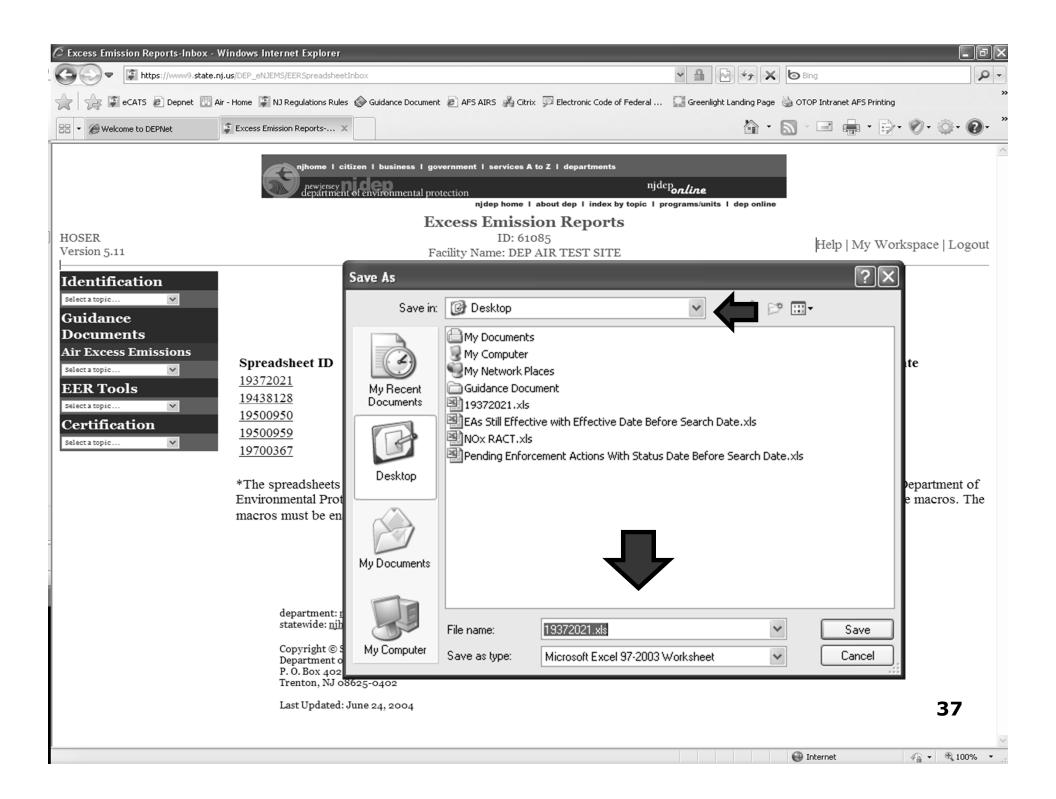
EER Requested but not created

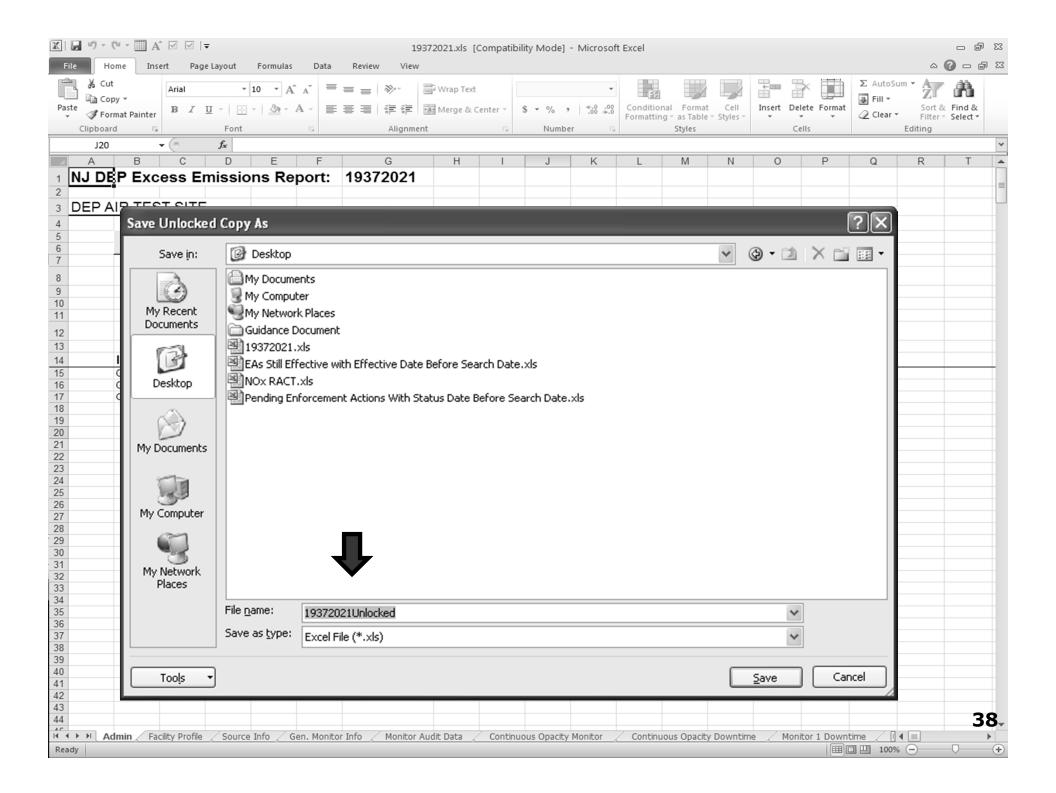


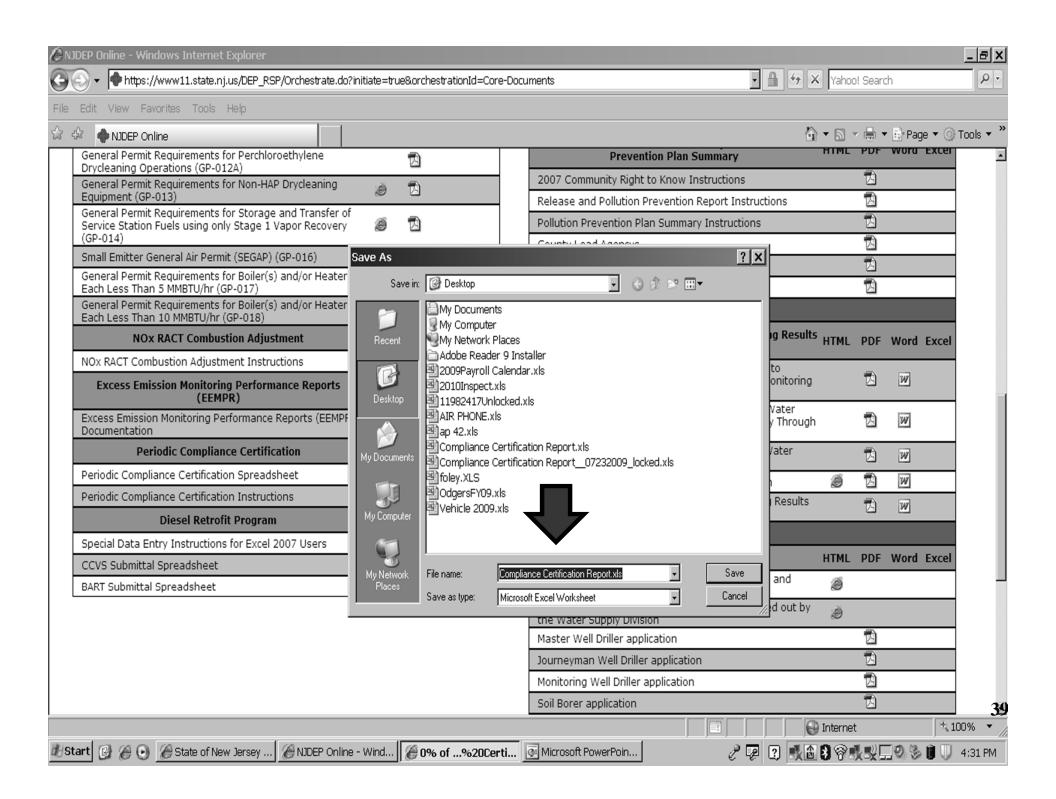
Limit Attachments to 5 MB

EEMPRs Don't change the file name

For example: save as .xls rather than .xlsx







Contacts

Northern Regional Office (<u>Hiram Oser</u>):
 (973) 656-4444

Counties: Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Union & Warren

Central Regional Office (<u>Aisha Alvi</u>):
(609) 292-3187

Counties: Burlington, Mercer, Middlesex, Monmouth & Ocean

Southern Regional Office (<u>Donna Summers</u>)
 (856) 614-3601

Counties: Atlantic, Camden, Cape May, Cumberland, Gloucester & Salem

Questions

