2019

# SUBMITTING NJPDES MONITORING REPORT FORMS ONLINE

**A REFERENCE MANUAL**

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER QUALITY
UPDATED 5/6/2019

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## Introduction

The New Jersey Department of Environmental Protection has developed a **modernized online system** that provides NJPDES permit holders a **web browser based interface** to submit monitoring report forms (including DMRs, WCRs and RTRs) via the Internet. The Department believes that this modernized system is a vast improvement over the system that had been in use since 2003. **The modernized system allows users to complete and submit their monitoring report forms (MRFs) completely online, as opposed to the previous system's usage of downloading and uploading Excel spreadsheet files.**

The basic steps include:

- Accessing your permit's monitoring report forms
- Entering your data into the monitoring report forms
- Notifying users that monitoring reports are available to be certified
- Certifying the monitoring report forms for submittal

## Before Getting Started

Before jumping into the steps involved in submitting monitoring reports forms, below are some basic terms that will be referred to throughout this manual:

**"Monitoring Report Forms"** are documents provided to a permittee so that they may record and submit sampling data as required by their respective permits. There are three (3) types of monitoring report forms: Discharge Monitoring Reports (DMRs), Waste Characterization Reports (WCRs), and Residual Transfer Reports (RTRs). Collectively these reports are referred to as "Monitoring Report Forms" or "MRFs". Throughout this manual, all forms will be referred to as "MRFs" unless addressing a specific form type.

**"Facility Administrator"** is an individual designated by a facility to manage user access to the facility's MRFs. A Facility Administrator may grant, revoke or change user access for both Responsible Officials and General Users. Facility Administrator access also gives the user the ability to complete, review, certify and submit MRFs. The Facility Administrator must be a facility employee or be designated as an agent by an authorized representative of the facility.

**"Responsible Official"** is an individual with full access to MRFs. They may complete, review, certify and submit MRFs. However, Responsible Officials cannot add, revoke or change security access for other users.

**"General User"** is an individual with access to enter data into and review MRFs. A General User cannot certify or submit MRFs, or grant/revoke access to other users.

## Establishing a MyNewJersey Account and linking it to DEP Online

Before accessing the MRFs for a facility, a user must first establish a MyNewJersey account and link DEP Online services to that account. This process includes creating a user ID and password which will be used to log on to DEP Online. Complete instructions on establishing a MyNewJersey Account and linking it to DEP Online are found here:

http://www.nj.gov/dep/dwq/pdf/NJPDES_MRF_Submission_Service_Registration_Steps.pdf

As well as video instructions found here:

http://www.nj.gov/dep/dwq/mrf.htm

After establishing a MyNewJersey account and linking that account to DEP Online, a new user can gain access to the MRFs for a NJPDES permit in one of two ways; by gaining access as a facility administrator or by gaining access as a responsible official or general user:

1) To gain access as a Facility Administrator: A Facility Administrator is an individual designated by a facility to manage user access to the facility's MRFs. This includes granting access to new users, revoking user access, and changing access levels of users. To gain access as a new Facility Administrator, please complete and submit the "Facility Administration Request" form found at the link below. This form **MUST BE COMPLETED AND SUBMITTED FOR THE NJDEP TO GRANT FACILITY ADMINISTRATOR ACCESS. The NJDEP will no longer be managing or granting user access to the MRF service for Responsible Officials and General Users, so we recommend that a Facility Administrator is established to manage user access going forward.** You can mail in the "Facility Administration Request" form to the address indicated on the form.

   **"Facility Administration Request" form:**

   https://www9.state.nj.us/dep/DEP_RSP/Doc/security_admin_form_12162013.pdf

2) To gain access as a Responsible Official or General User**:** As mentioned above, **the NJDEP will no longer be managing user access to the MRF service for Responsible Officials and General Users**. To gain access to the MRF service as a Responsible Official or a General User, please follow the instructions on pages 6-7 below which detail the process of requesting access. **After you have added the NJPDES permit number to your "My Workspace" screen, please notify your Facility Administrator that you have requested access so that they may approve your access request. The Facility Administrator is a facility employee or representative previously approved to manage user access to the facility's MRFs.**

## Instructional Videos (will be available by June 1, 2019)

There will be a "NJPDES MRF Submission Service Video Training Series" for the modernized service located at:

http://www.nj.gov/dep/dwq/mrf.htm

These videos will detail the steps of the MRF submission process contained in this manual. We highly encourage all users to utilize these videos in conjunction with this manual, as some problems may arise that are more easily clarified through watching the process on-screen rather than reading the instructions contained here.

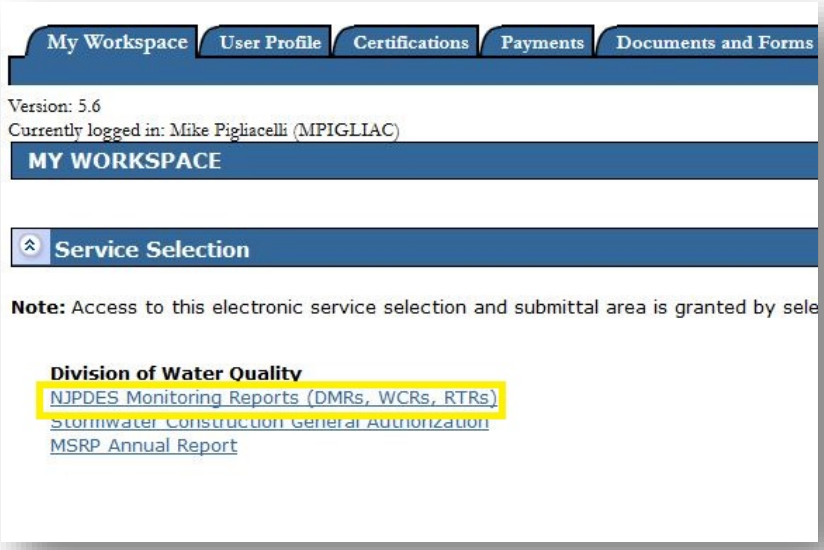
## Getting Started

After completing the registration process, you are ready to get started with the process of submitting your MRFs. The sections below outline the steps that are needed to complete the MRF submission process. Throughout the different sections, there will also be commonly asked questions and answers (enclosed within **---** lines as **Q:** question and **A:** answer) relevant to each section. These Q/As cover areas that may confuse system users. Don't forget there will also be online videos which demonstrate the different steps as well (refer to the section above). **Please be sure to follow the sections closely, and don't skip over any steps of the process.**

The first step of the submission process is accessing the MRFs.

## Accessing the MRFs

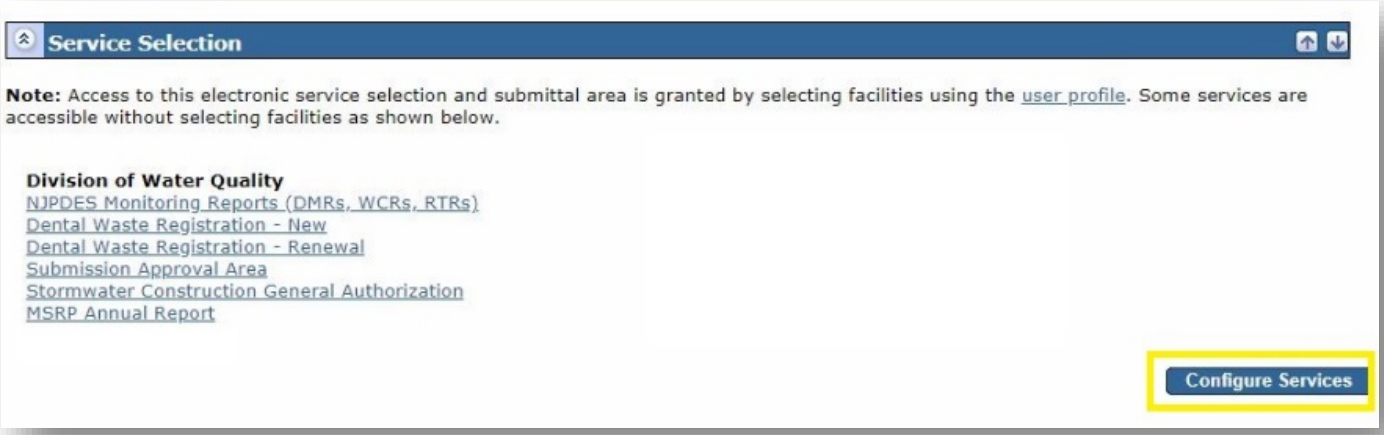
After you have logged in at http://www.nj.gov/dep/online/ , and arrived at your "My Workspace" screen, click on the link labeled **"NJPDES Monitoring Reports (DMRs, WCRs, RTRs)"** located as shown below:



---

**Q: I don't see the link to "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" under the Service Selection bar. Why?**

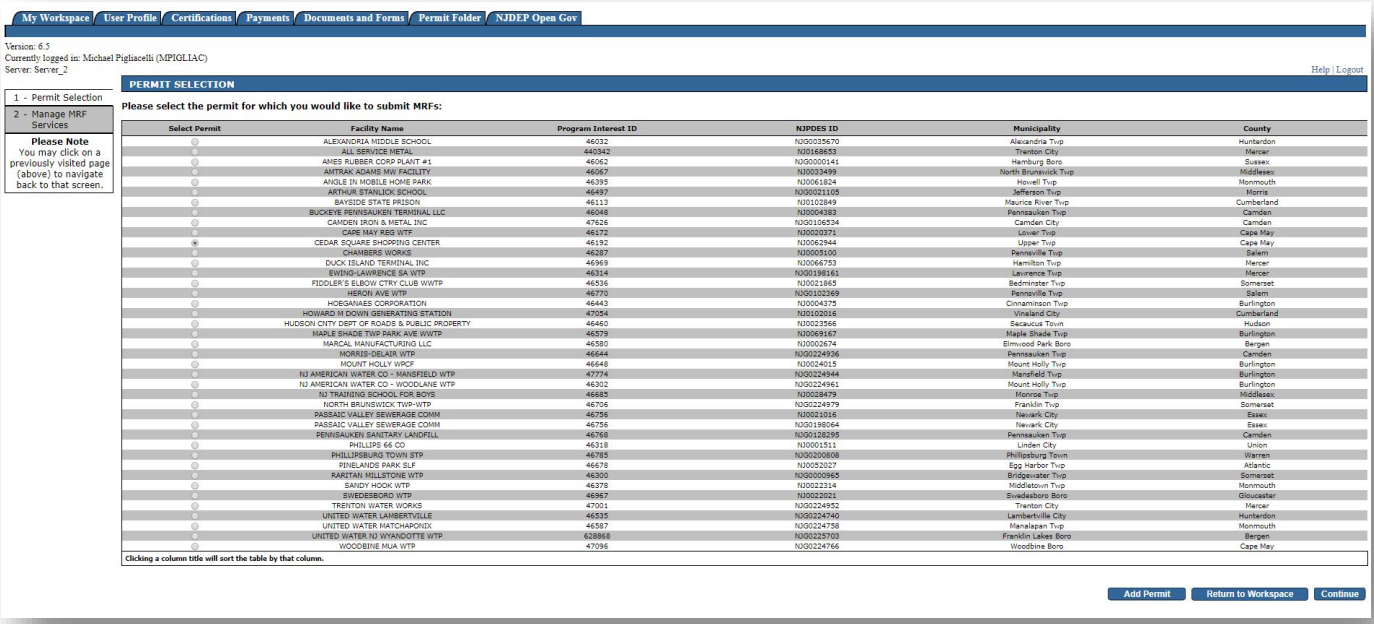
**A:** If you don't see the link to "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" under the Service Selection bar, you most likely need to add the service to your "My Workspace" page. Under the "Service Selection" header on the right-hand side of the screen, there is a blue button labeled "Configure Services" (see below).




Click the "Configure Services" button, and it will take you to the service selection screen. Find the checkbox for "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" under the heading "Division of Water Quality", check it, and then scroll to the bottom of the page and hit the "OK" button. This will take you back your "My Workspace" screen where the "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" link should now be available.

---

Clicking the "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" link will take you to the **Permit Selection screen**, which looks like:



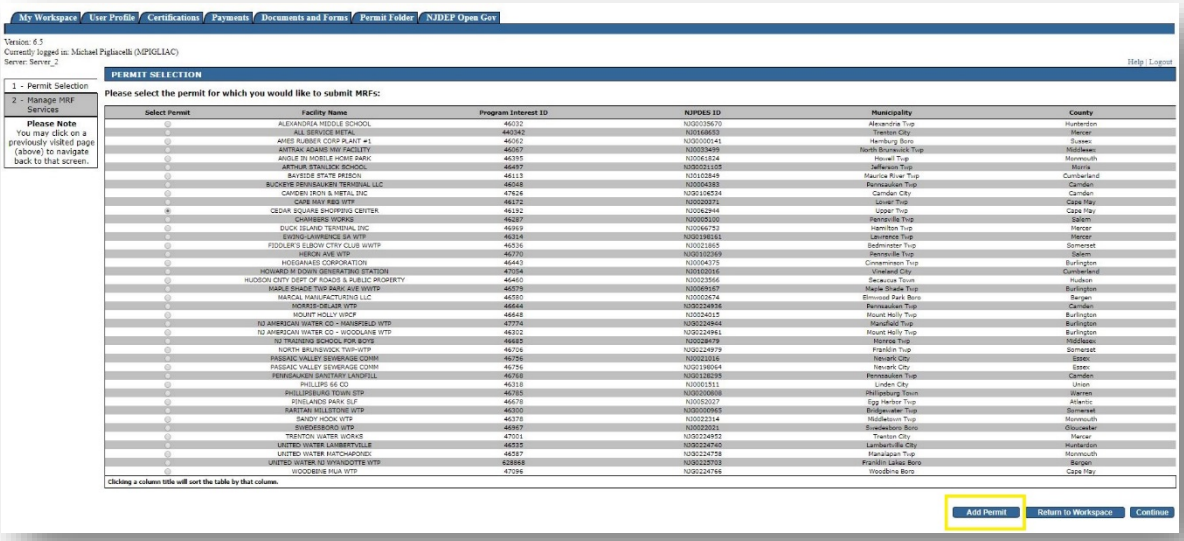

From the "Select Permit" column, select the facility and NJPDES permit number that you would like to access, and then click the "Continue" button.

---

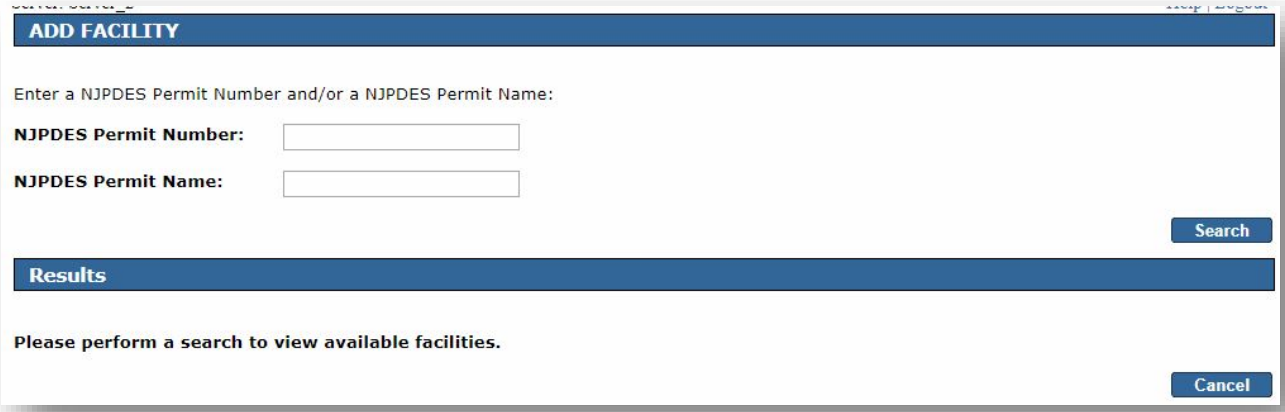
**Q: I don't see my facility or permit number on the Permit Selection screen. Why?**

**A:** If you don't see your facility on the Permit Selection screen, you most likely haven't yet added the facility to your user profile. To add the facility to your user profile, you should:

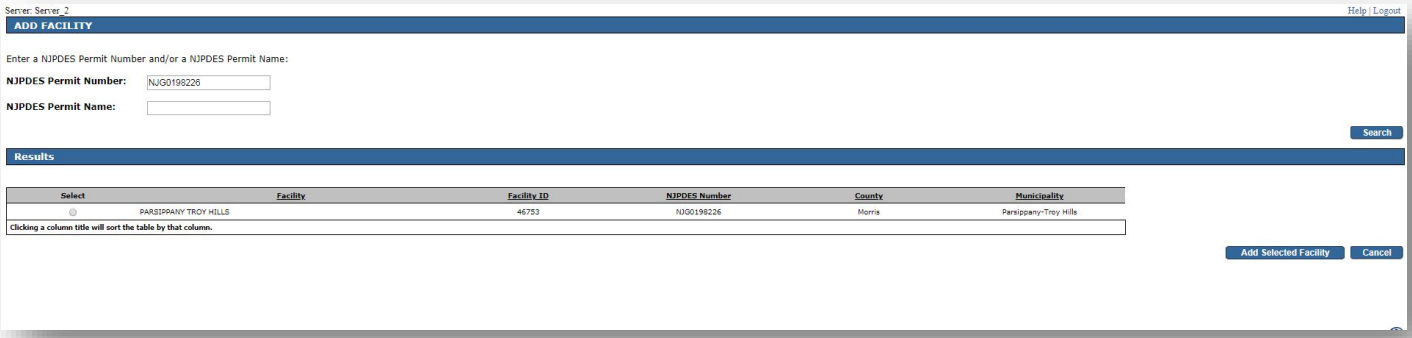
1) From the "Permit Selection Screen", hit the button labeled "Add Permit"



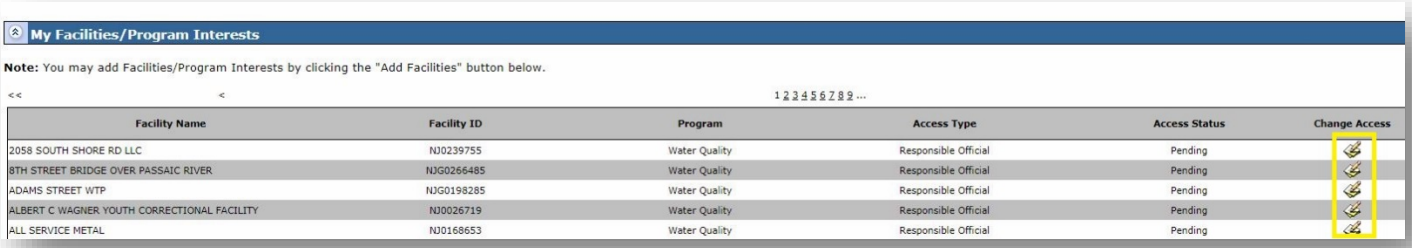
2) Enter the NJPDES permit number of the permit you would like to add in the box labeled “NJPDES Permit Number” and hit the blue “Search” button on the right. **Please be sure to enter capital letters for the ‘NJ’ or ‘NJG’ in the NJPDES permit number** (ex: ‘NJ0029867’ is correct, ‘nj0029867’ is incorrect), **and be sure you are entering the NJPDES permit number, not the Program Interest ID** (NJPDES permit #s start with ‘NJ’ or ‘NJG’ followed by seven digits, Program Interest IDs are 5 or 6 digits).




After the results are returned, select the radio button next to the permit number and hit the blue “Add Selected Facility” button on the right. This will return you to the “Permit Selection” screen where the permit should now be listed in the grid.




By default, the access type requested is “General”. If you need to change the access type of your access request (ex: Responsible Official), you can click on the icon under the “Change Access” column on the “My Workspace” screen.



Then on the subsequent screen, use the “Change Access” drop-down to request a new access type and hit the “Continue” button.

Please notify the Facility Administrator that you have added the permit to you profile so that they can now enable your access to the MRFs for the permit.

---

After selecting your permit #, you will be taken to the **Manage MRF Services** screen. This is the main screen for the service and displays four (4) grids for the selected NJPDES permit: **Available MRFs, In-Progress MRFs, MRFs Awaiting Certification & Historical MRF Submissions.** Below is a quick look at each grid on the screen before proceeding with the MRF submission process:

## Available MRFs

**Available MRFs**

**Filter By:** **From (Start Date):** **To (End Date):** Filter

<< < 1 2 3 4 5 6 7 > >>

| Monitored Location | Form Type | Monitoring Period | Status Date | Due Date | Enter MRF Data |
|---|---|---|---|---|---|
| MW-4-Monitoring Well MW-4 | GW Mon. Well WCR - Quarterly | 10/01/2002 - 12/31/2002 | 10/01/2002 | 01/26/2003 | |
| MW-5-Monitoring Well MW-5 | GW Mon. Well WCR - Quarterly | 10/01/2002 - 12/31/2002 | 10/01/2002 | 01/26/2003 | |
| MW-7-Monitoring Well MW-7 | GW Mon. Well WCR - Quarterly | 10/01/2002 - 12/31/2002 | 10/01/2002 | 01/26/2003 | |
| SL1A-SQAR Sample Location | Residuals DMR | 01/01/2002 - 12/31/2002 | 02/07/2002 | 03/02/2003 | |
| SL1A-SQAR Sample Location | Residuals DMR | 01/01/2003 - 12/31/2003 | 01/01/2003 | 03/01/2004 | |
| SL1A-SQAR Sample Location | Residuals WCR - Annual | 01/01/2004 - 12/31/2004 | 04/28/2004 | 03/02/2005 | |
| T01T-Discharge Sampling T01T | Ground Water DMR | 04/01/2015 - 04/30/2015 | 04/01/2015 | 05/26/2015 | |
| T01T-Discharge Sampling T01T | Ground Water DMR | 05/01/2015 - 05/31/2015 | 04/01/2015 | 06/26/2015 | |
| MW-1-Monitoring Well MW-1 | GW Mon. Well WCR - Quarterly | 04/01/2015 - 06/30/2015 | 04/01/2015 | 07/26/2015 | |
| MW-3-Monitoring Well MW-3 | GW Mon. Well WCR - Quarterly | 04/01/2015 - 06/30/2015 | 04/01/2015 | 07/26/2015 | |

<< < 1 2 3 4 5 6 7 > >>

The **Available MRFs grid contains any monitoring report form that has not been started by a user (i.e. no entry of monitoring data has been initiated).** Monitoring report forms listed in red text are reports where the due date has passed. The **Available MRFs** grid can be filtered by monitoring period start date and/or end date, and users can also navigate through pages of the display by using the page number links (1 2 3) and page arrow links (> and >>) displayed at the top and bottom of the grid. To initiate entry of monitoring report form data, a user should click on the corresponding icon in the "Enter MRF Data" column for that monitoring report form. The entire data entry process is fully described in the section below titled **"MRF Data Entry"**.

## In-Progress MRFs

**In Progress MRFs**

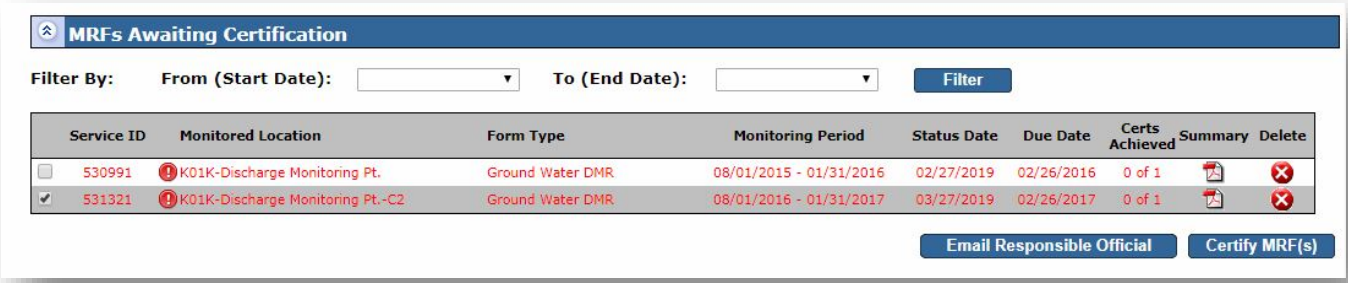
**Filter By:** **From (Start Date):** **To (End Date):** Filter

| Service ID | Monitored Location | Form Type | Monitoring Period | Status Date | Due Date | Continue with Service | Delete |
|---|---|---|---|---|---|---|---|
| 528863 | MW-3-Monitoring Well MW-3 | GW Mon. Well WCR - Quarterly | 10/01/2002 - 12/31/2002 | 08/06/2018 | 01/26/2003 | | |

The **In-Progress MRFs grid contains any monitoring report form that has been started by a user (i.e. data entry has been initiated) but not completed**. Once again, monitoring report forms listed in red text are reports where the due date has passed. The **In-Progress MRFs** grid can be filtered by monitoring period start date and/or end date, and users can also navigate through pages of the display by using the page number links (1 2 3) and page arrow links (> and >>) displayed at the top and bottom of the grid (these page number links and arrows will be

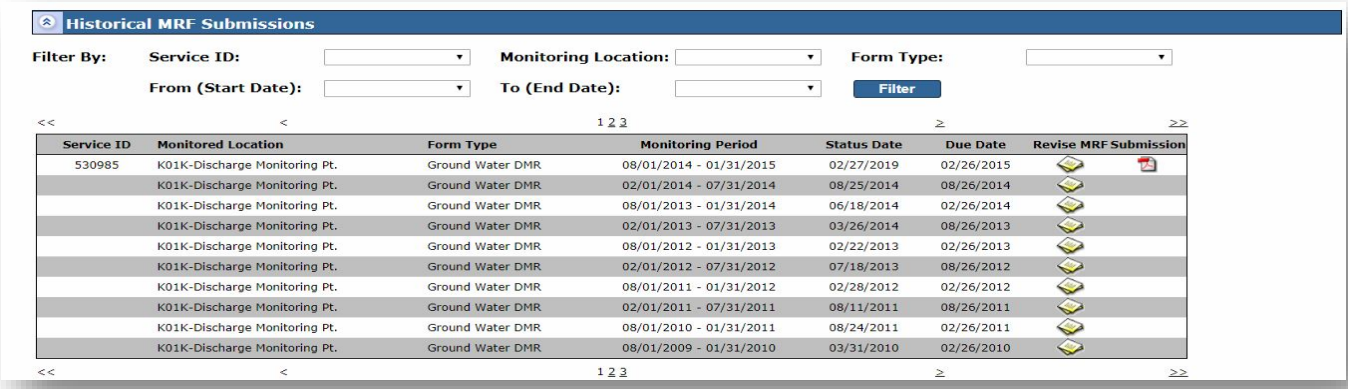
displayed only if there are multiple pages). To continue entry of monitoring report form data, a user should click on the corresponding icon in the "Continue with Service" column for that monitoring report form. Clicking on the icon in the "Delete" column will remove the monitoring report from the "In-Progress MRFs" grid and return it to the "Available MRFs" grid where it will be available as a blank monitoring report form (**i.e. any/all data previously entered for the monitoring report form will be cleared**).

## MRFs Awaiting Certification




The **MRFs Awaiting Certification grid contains any monitoring report form where data entry of the monitoring results has been completed.** These monitoring report forms are awaiting certification by a Responsible Official(s) to complete the submission process. As with the other grids, monitoring report forms listed in red text are reports where the due date has passed. The **MRFs Awaiting Certification** grid can also be filtered by monitoring period start date and/or end date, and users can also navigate through pages of the display by using the page number links (1 2 3) and page arrow links (> and >>) displayed at the top and bottom of the grid (these page number links and arrows will be displayed only if there are multiple pages). Clicking on the icon in the "Delete" column will remove the monitoring report form from the "In-Progress MRFs" grid and return it to the "Available MRFs" grid where it will be available as a blank monitoring report form (**i.e. any/all data previously entered for the monitoring report form will be cleared**).

## Historical MRF Submissions

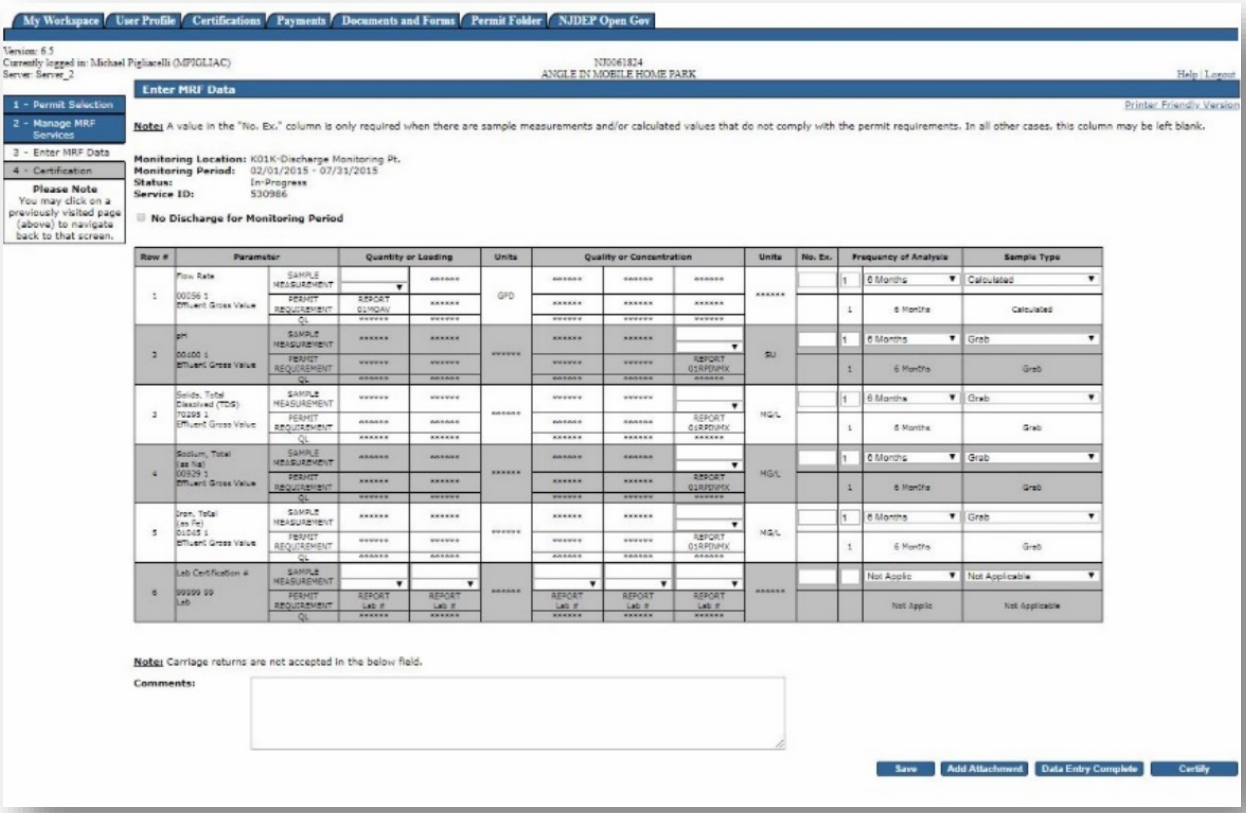


The **Historical MRF Submissions** grid contains any previously submitted monitoring report form. For those MRFs previously submitted online via the modernized MRF service, a summary of the submission can be viewed as a .pdf document by clicking the icon in the "Submission" column. If a previously submitted MRF was submitted with a file attachment(s), there will be an icon which, when clicked, will open a folder containing a summary .pdf of the MRF as well as all files that were attached with the MRF submission. As with the other grids, the **Historical MRF Submissions** grid can also be filtered by monitoring period start date and/or end date, and users can also navigate through pages of the display by using the page number links (1 2 3) and page arrow links (> and >>) displayed at the top and bottom of the grid (these page number links and arrows will be displayed only if there are multiple pages). If you need to correct a previously submitted MRF, you will begin the process in this grid by clicking on appropriate icon in the "Revise MRF" column. The process of revising a previously submitted MRF is described in the section below titled **"Correcting an MRF".**

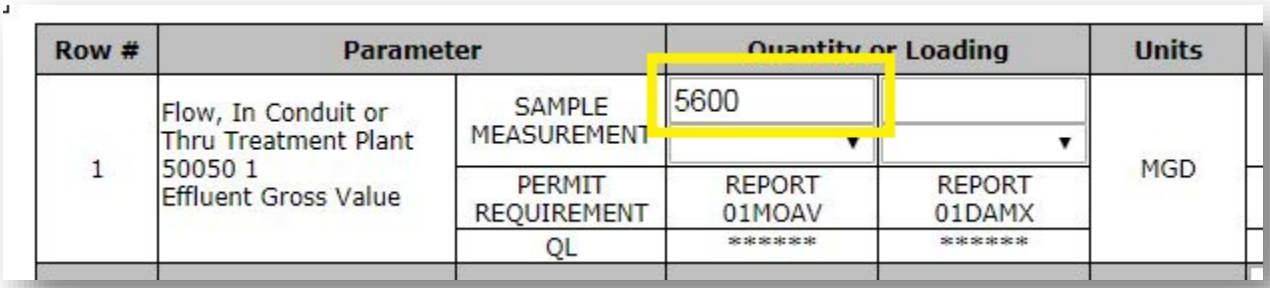
## MRF Data Entry

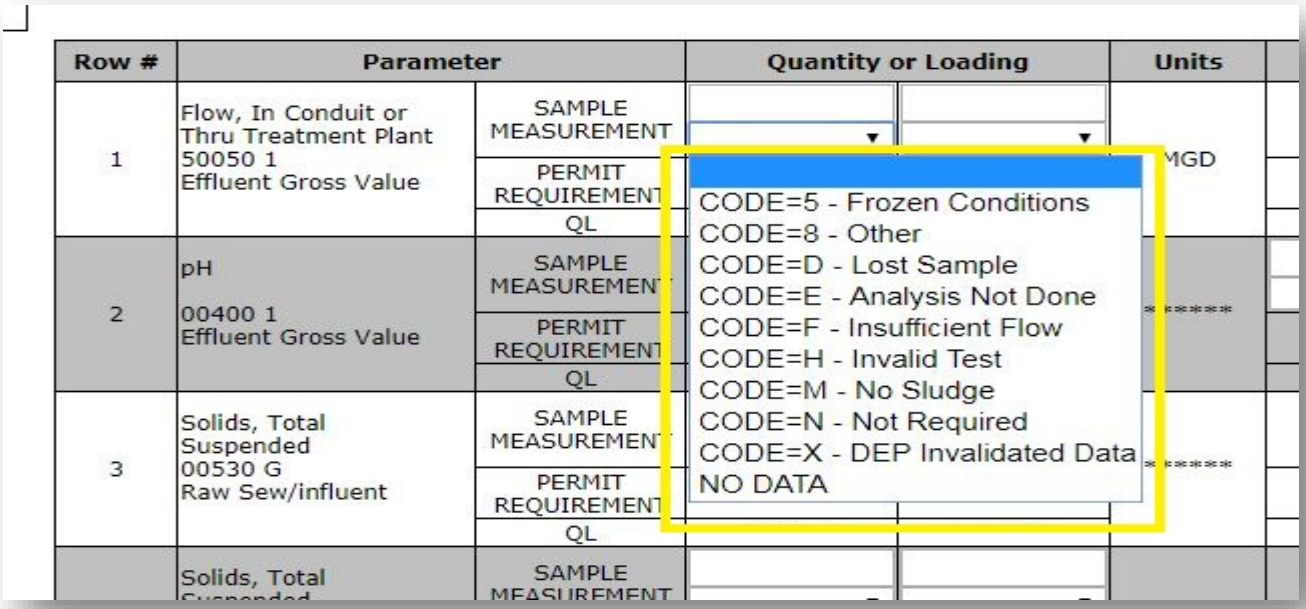
Once you have your monitoring data and are ready to input the data into your MRF, click on the appropriate icon in the "Enter MRF Data" column from the "Available MRFs" grid (or the "Continue with Service" column from the "In-Progress MRFs" grid if the MRF has already been started). This will bring you to the **"Enter MRF Data"** screen. The **"Enter MRF Data"** screen will look slightly different depending on the type of MRF (i.e. DMR, WCR or RTR), so let's look at each type of MRF individually.

### DMR



The “Enter MRF Data” screen for a DMR very closely mimics the Discharge Monitoring Data tab of the MRF Excel spreadsheets that most existing users are familiar with. **All blank boxes must be completed prior to submission, apart from the "No. Ex." Column and Lab Certification parameter cells.** Values in the "No. Ex." column are only required when there are sample measurements and/or calculated values that do not comply with the permit requirements. In all other cases, this column may be left blank. Cells in the “Quantity or Loading” column consist of a text box for reporting numerical results, and a drop-down menu for selecting “No Discharge” codes that are specific to DMR forms. The form will allow the entry of **EITHER a numerical result OR a “No Discharge” code**. If you are entering a “No Discharge” code for a given parameter, be sure to select the same code for the entire parameter row where required. The form will also allow numerical entries to be up to 12 digits long including the decimal point or the “>” or “<” symbol in the case of entering a detection level. **No other special characters besides the “>” and “<” symbols should be entered.**



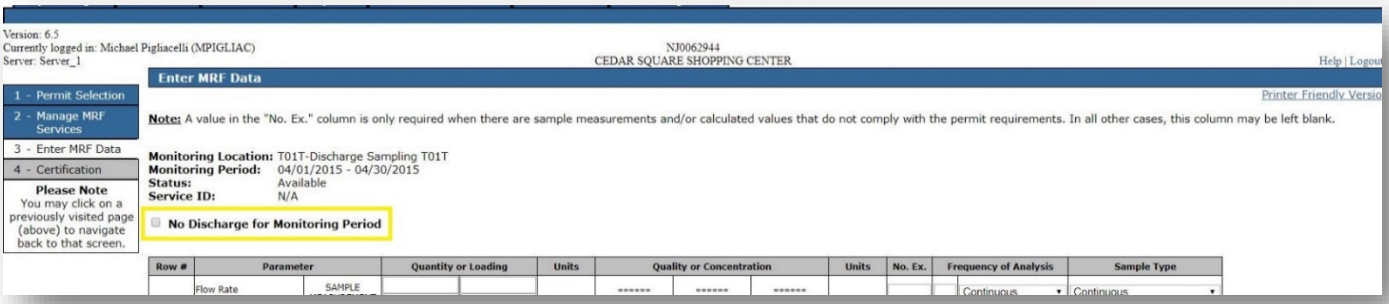



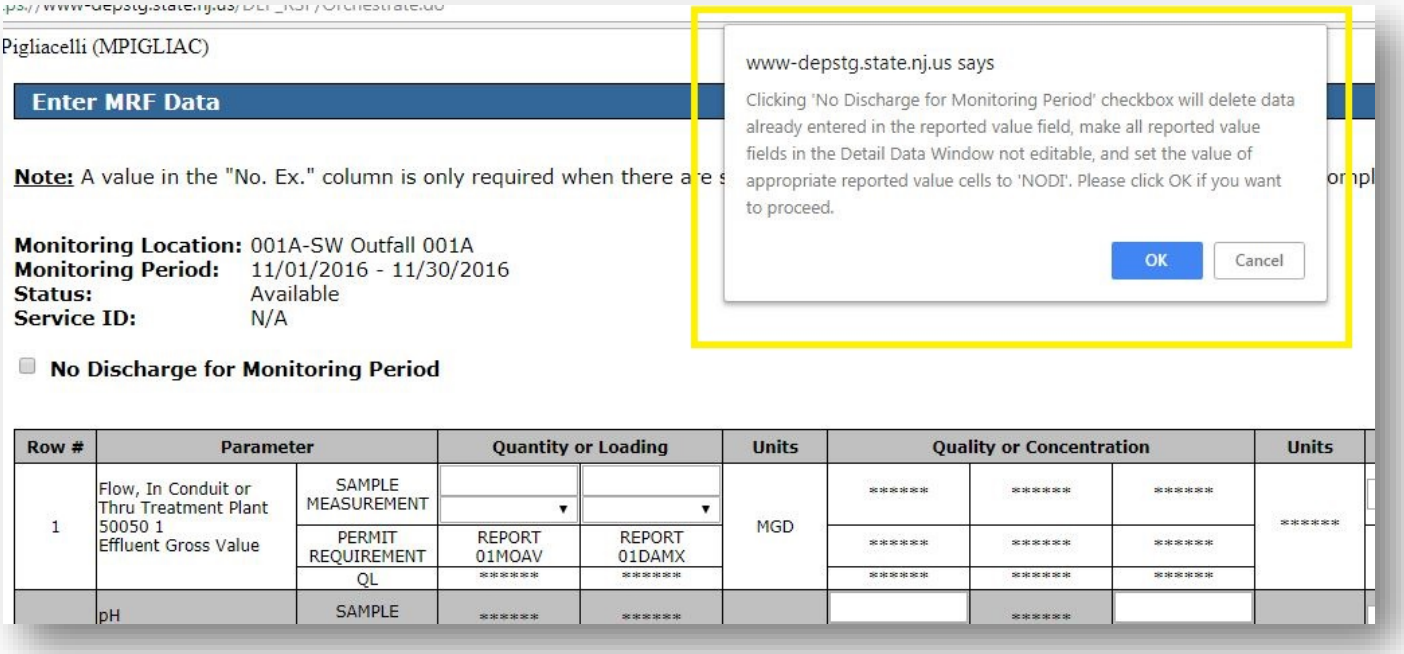

**Cells in the “Frequency of Analysis” and “Sample Type” columns will be auto-populated and should not be edited under normal circumstances.** There is also an optional “Comments” box located at the bottom of the screen to enter any additional comments related to the DMR.

---

**Q: Do I have to enter "No Discharge" codes in all cells if there has been no discharge this monitoring period?**

**A:** No – you should check the "No Discharge for Monitoring Period" checkbox. Checking the "No Discharge This Monitoring Period" checkbox will generate a warning dialog box. Select the "OK" button to continue. The system will then auto-fill the required cells with the correct "No Discharge" Code (see below screenshots).



| Row # | Parameter | | Quantity or Loading | | Units | Quality or Concentration | | | Units | No. Ex. | Frequency of Analysis | | Sample Type |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Flow, In Conduit or Thru Treatment Plant 50050 1 Effluent Gross Value | SAMPLE MEASUREMENT | NODI | NODI | MGD | ****** | ****** | ****** | ****** | | | | |
| | | PERMIT REQUIREMENT | REPORT 01MOAV | REPORT 01DAMX | | ****** | ****** | ****** | | | | Continuous | Continuous |
| | | QL | ****** | ****** | | ****** | ****** | ****** | | | | | |
| 2 | pH 00400 1 Effluent Gross Value | SAMPLE MEASUREMENT | ****** | ****** | ****** | NODI | ****** | NODI | SU | | | | |
| | | PERMIT REQUIREMENT | ****** | ****** | | 6.0 01RPMN | ****** | 9.0 01RPMX | | | 1 | Day | Grab |
| | | QL | ****** | ****** | | ****** | ****** | ****** | | | | | |
| 3 | Solids, Total Suspended 00530 G Raw Sew/influent | SAMPLE MEASUREMENT | ****** | ****** | ****** | ****** | NODI | NODI | MG/L | | | | |
| | | PERMIT REQUIREMENT | ****** | ****** | | ****** | REPORT 01MOAV | REPORT 01WKAV | | | 3 | Month | 6 Hour Composite |
| | | QL | ****** | ****** | | ****** | ****** | ****** | | | | | |
| | Solids, Total | SAMPLE | NODI | NODI | | | NODI | NODI | | | | | |

---

## WCR

Version: 6.5
Currently logged in: Michael Pigliacelli (MPIGLIAC)
Server: Server_2

NJ0062944
CEDAR SQUARE SHOPPING CENTER

Help | Logout

1 - Permit Selection
2 - Manage MRF Services
3 - Enter MRF Data
4 - Certification

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

**Enter MRF Data**

Printer Friendly Version

**Note:** Remark codes are optional fields on this MRF.

**Monitoring Location:** MW-1-Monitoring Well MW-1
**Monitoring Period:** 07/01/2015 - 09/30/2015
**Status:** Available
**Service ID:** N/A
**Sample Date:**

**No Discharge for Monitoring Period**

| Row # | Parameter | Reported | | Remark Code | Sample type |
|---|---|---|---|---|---|
| | | Value | Units | | |
| 1 | Coliform, Fecal General 74055 MW Monitoring Well | | # PER 100 MILLILITERS(MASS) | | Grab |
| 2 | Depth To H2o From Origin Ground Level 72019 MW Monitoring Well | | FEET | | Grab |
| 3 | Elev. Top Mon. Well Casing above MSL 72110 MW Monitoring Well | | FEET | | Grab |
| 4 | Depth To Water Table From Top Of Casing 82546 MW Monitoring Well | | FEET | | Grab |
| 5 | Lab Certification # 99999 99 Lab | | NO VALUE | | Not Applicable |
| 6 | Lab Certification # 99999 99 Lab | | NO VALUE | | Not Applicable |
| 7 | Lab Certification # 99999 99 Lab | | NO VALUE | | Not Applicable |
| 8 | Lab Certification # 99999 99 Lab | | NO VALUE | | Not Applicable |
| 9 | Lab Certification # 99999 99 Lab | | NO VALUE | | Not Applicable |

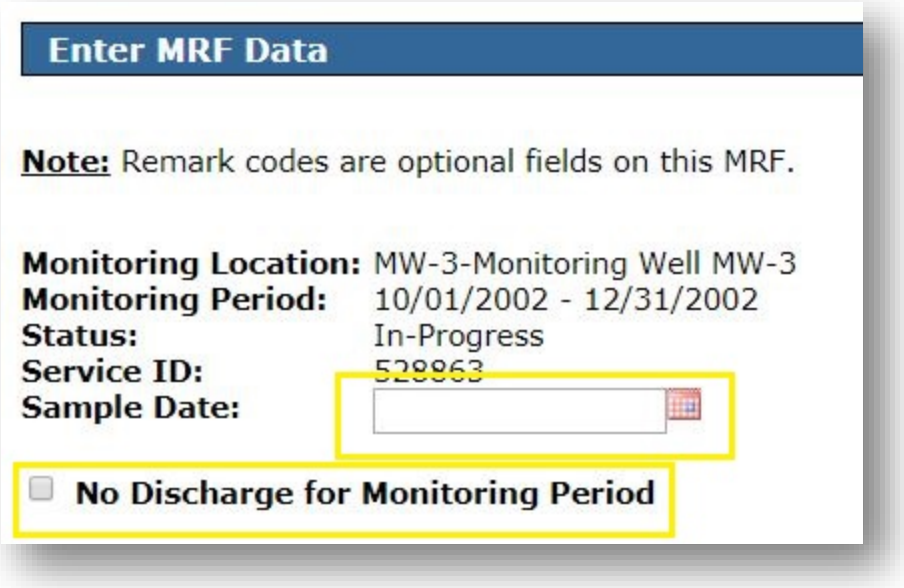
**Note:** Carriage returns are not accepted in the below field.

**Comments:**

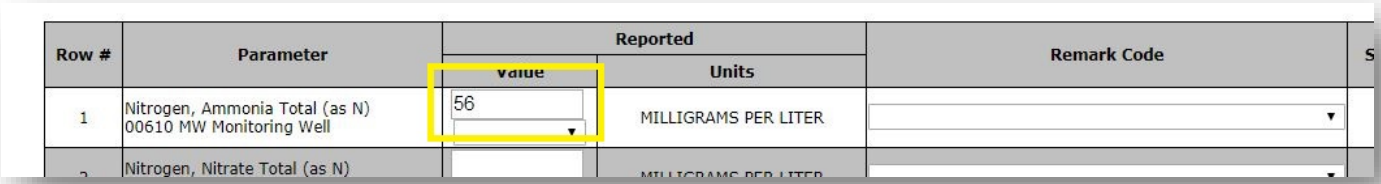
Save | Add Attachment | Data Entry Complete | Certify

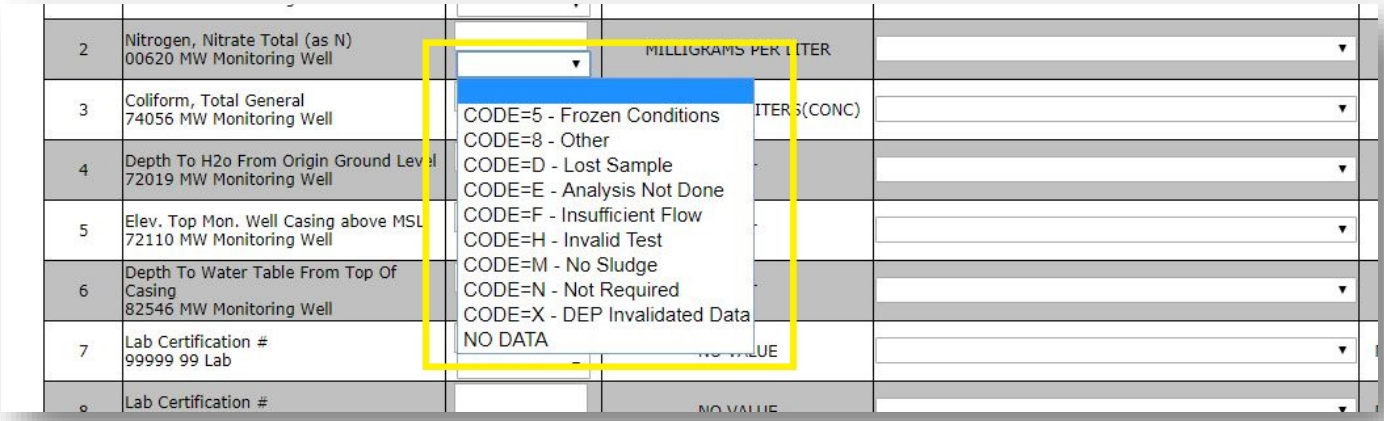
---

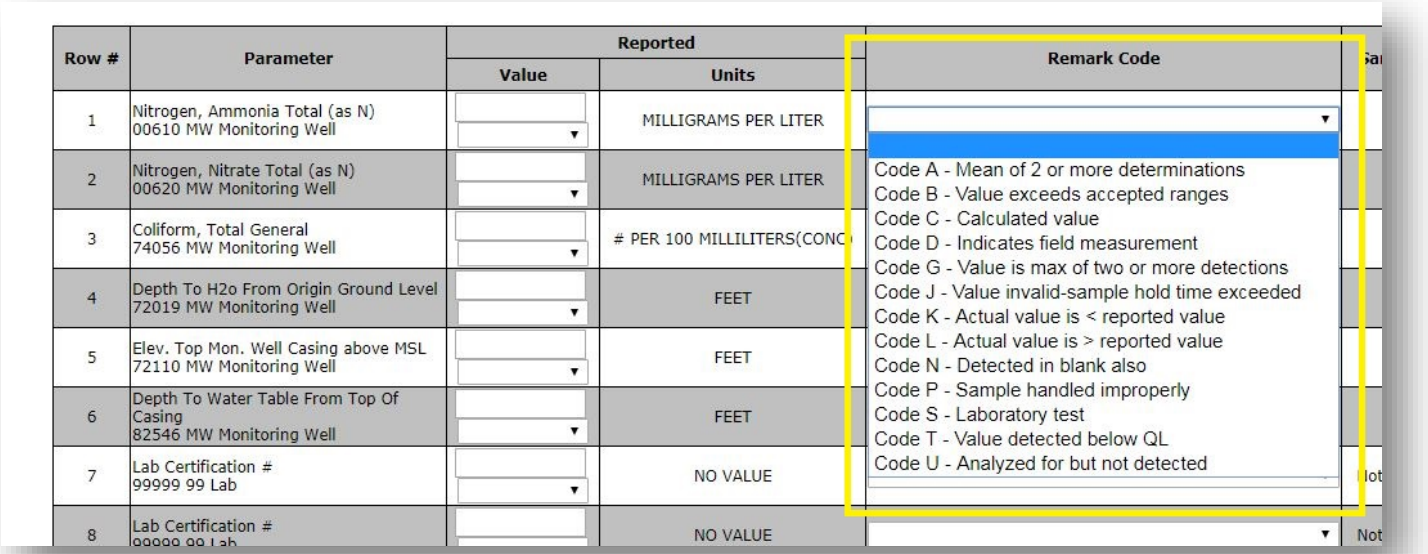
A value in the “Sample Date” box should be entered in all cases where a sample was taken (if there was no sample taken for the monitoring period because there was no discharge, please check the “No Discharge for Monitoring Period” checkbox as described in the DMR section above).



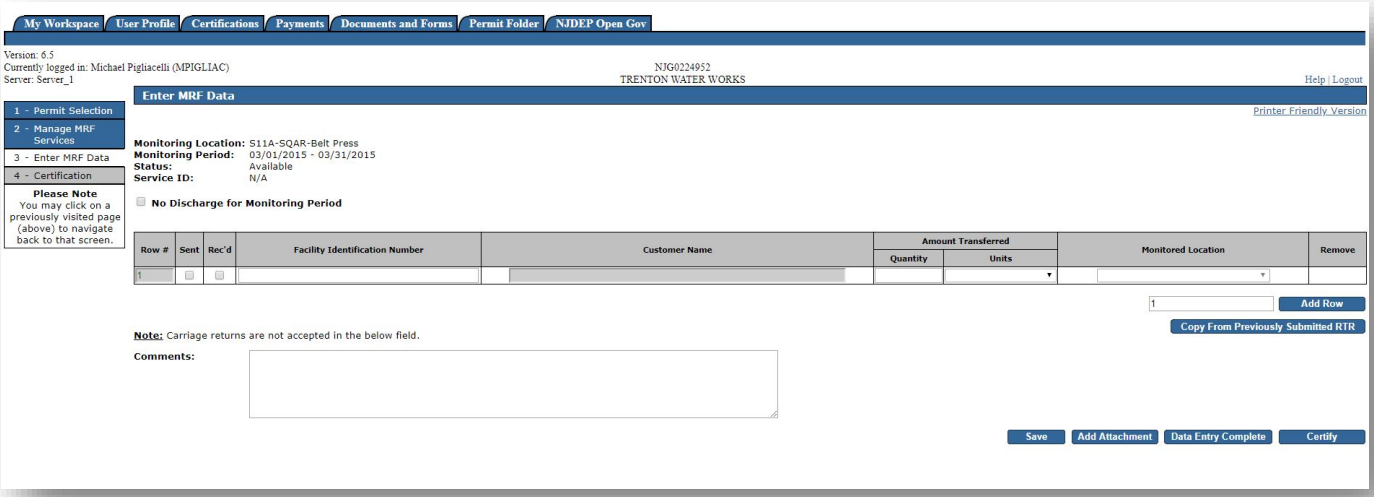

Cells in the "Value" column consist of a text box for reporting numerical results, and a drop-down menu for selecting "No Discharge" codes that are specific to WCR forms. There is an optional "Remark Code" column consisting of a drop-down menu for selecting any relevant lab remark codes associated with a reported result. **Entering remark codes are not required to complete the MRF but may be necessary when further clarification of the reported result is needed.** As with the DMR, there is also an optional "Comments" box located at the bottom of the screen to enter any additional comments related to the WCR.





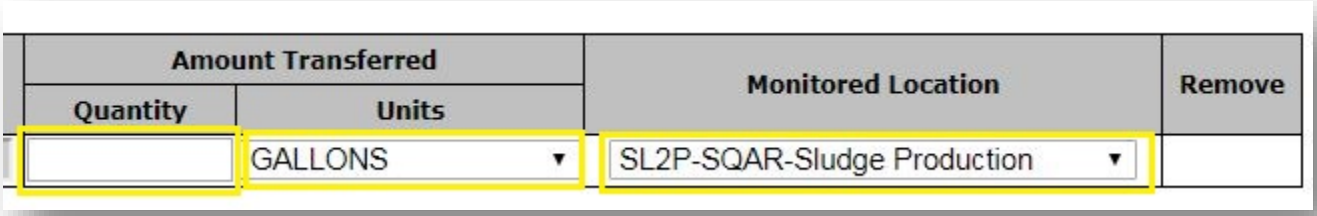

## RTR




To begin data entry in an RTR, click on either the "Sent" checkbox to indicate the sending of Residuals, or the "Rec'd" checkbox to indicate you have received Residuals. You may then type freely in the "Facility Identification Number" column cells. Please enter the Program Interest (PI) number (you may call the Bureau of Pretreatment & Residuals at (609) 984-4428 to obtain a facility's PI number). For out-of-state facilities which have not been issued a PI number, you may enter the facility name preceded by OS (out-of-state), and the state's abbreviation. Please be aware that the column width is limited to 40 characters and **you should only enter alpha-numeric characters (no special characters, no "&", no "#", no quotation marks or apostrophes) and numerical values entered in any cell should be no longer than 8 digits**. After you enter a valid PI number in the "Facility Identification Number" column, the "Customer Name" will auto-populate based on the PI number.

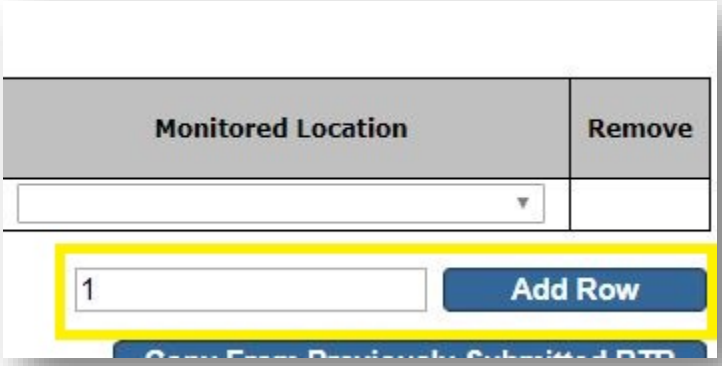
| Row # | Sent | Rec'd | Facility Identification Number | Customer Name |
|---|---|---|---|---|
| 1 | ☑ | ☐ | 46442 | AGFA CORP |

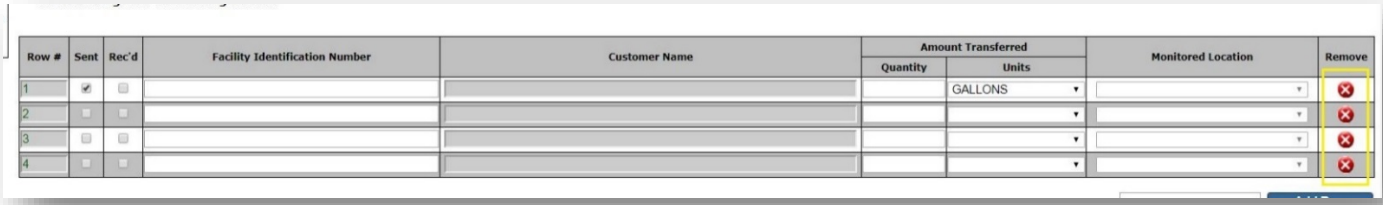
You can freely type a number in the "Quantity" column to enter a numerical result, **but do not use commas**. Select the unit from the "Units" column drop-down box (the units are restricted to Gallons, Wet Metric Tons or Wet Cubic Yards). **The "Monitored Location" column is disabled by default, it is only enabled to enter a transfer of residuals between two monitored locations within the same facility (the "Facility Identification Number" entered must be your own facility's number).**



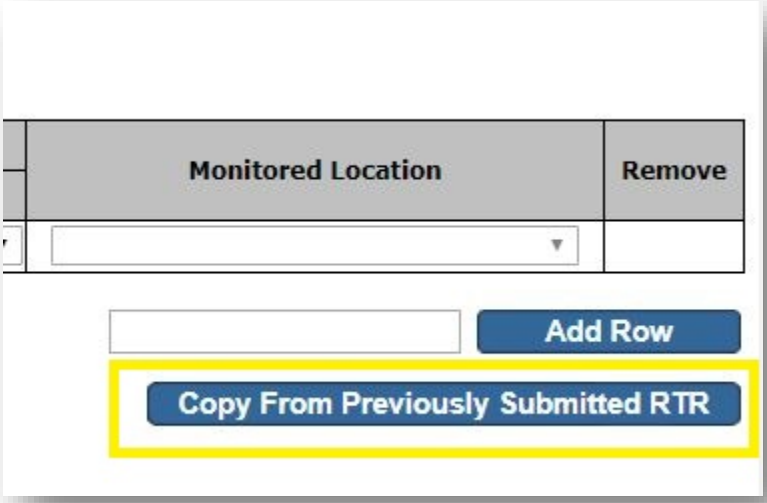
| Amount Transferred | | Monitored Location | Remove |
|---|---|---|---|
| Quantity | Units | | |
| | GALLONS | SL2P-SQAR-Sludge Production | |

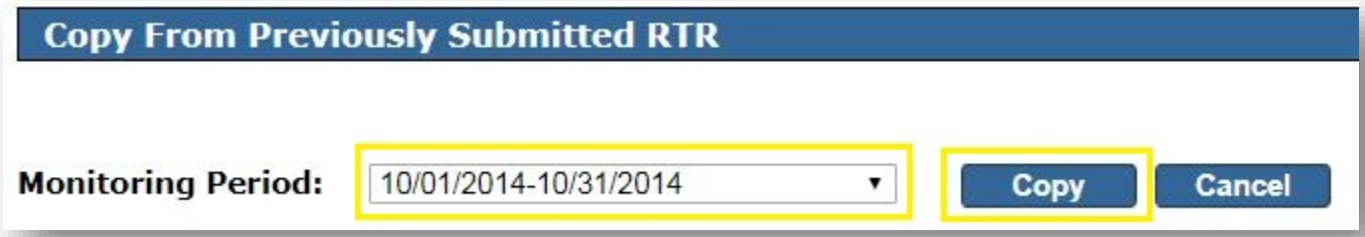
To add one or more rows to the RTR, use the "Add Row" button (you can type in the number of rows you would like to add in the box adjacent to the "Add Row" button). To remove unnecessary rows that you may have added in error, you can click the button in the "Remove" column. It is not necessary to report each daily amount of sludge received or generated from a specific management facility or generator, just the total amount for each facility or generator over the monitoring period covered by the MRF.






An additional feature that is unique to the RTR forms is the ability to copy rows from a previously submitted RTR. To copy rows from a previously submitted RTR, click the **"Copy From Previously Submitted RTR" button**. On the subsequent screen, use the drop-down box to select the previously submitted RTR you would like to copy from, and then hit the "Copy" button. This will populate the RTR you are currently working on with the rows from the previously submitted RTR. **<u>Please note:</u>** This will not bring back the data from the "Amount Transferred" columns, only the "Sent/Rec'd" checkboxes and the "Facility Identification Number" for each retrieved row.

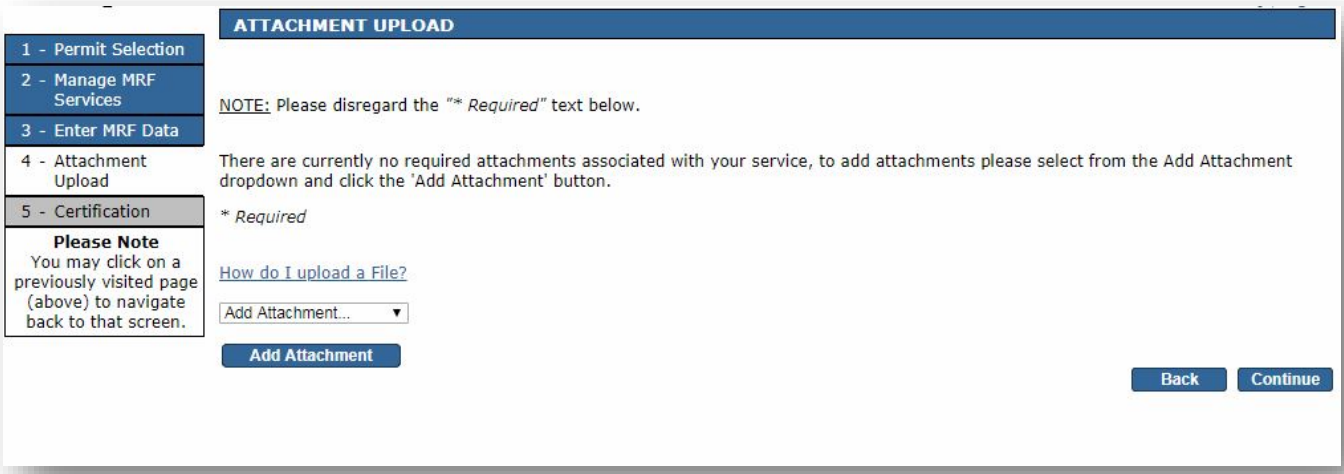


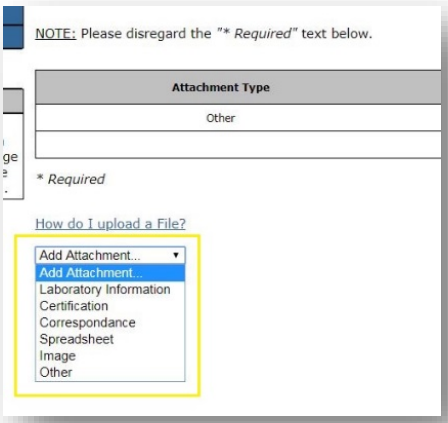

## Adding an Attachment to an MRF

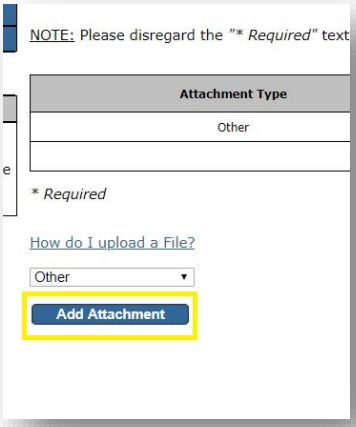
A new feature of the modernized service is the ability to attach a file to the submission of an MRF. **This feature is completely optional unless specifically required by a permit condition or direction from your permit writer/enforcement officer (Ex: Non-Compliance Report).** At the bottom right-hand corner of the "Enter MRF Data" screen (for all types of MRFs), there is an "Add Attachment" button.

Clicking the "Add Attachment" button will take you to the "Attachment Upload" screen as shown below.

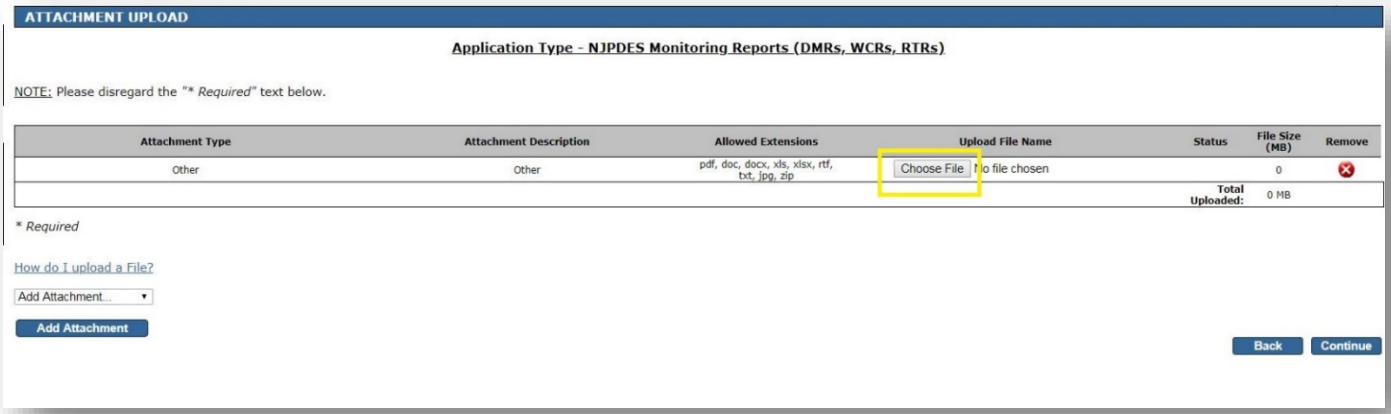


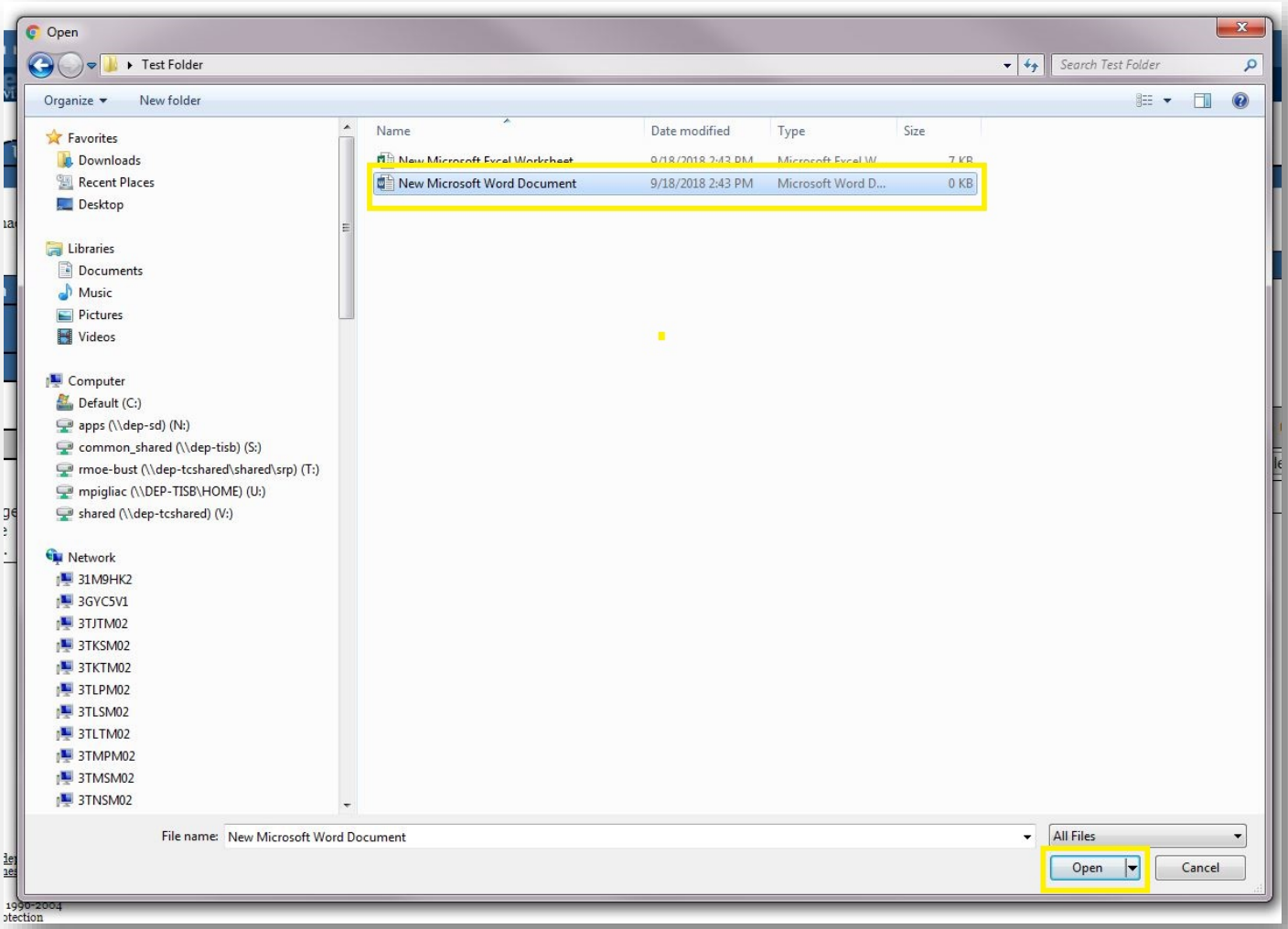

First, use the drop-down box on the left to select the type of file you would like to attach, then hit the "Add Attachment" button.



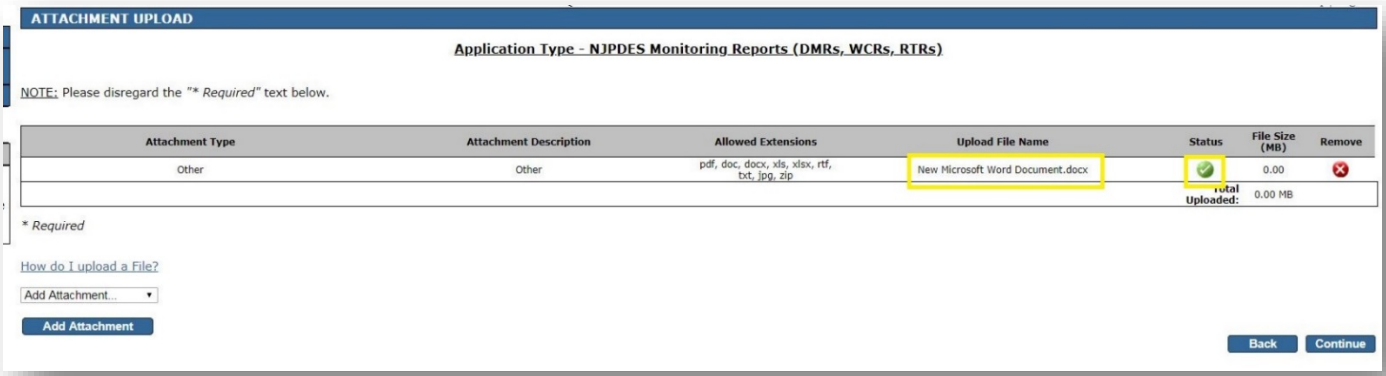




This will populate a new row (as shown in the screenshot below) with your selected Attachment Type. Now hit the "Choose File" button from the newly populated row. This will open a dialog box to the files on your computer. Select the file you would like to attach by clicking on it **once**, and then hitting the "Open" button.



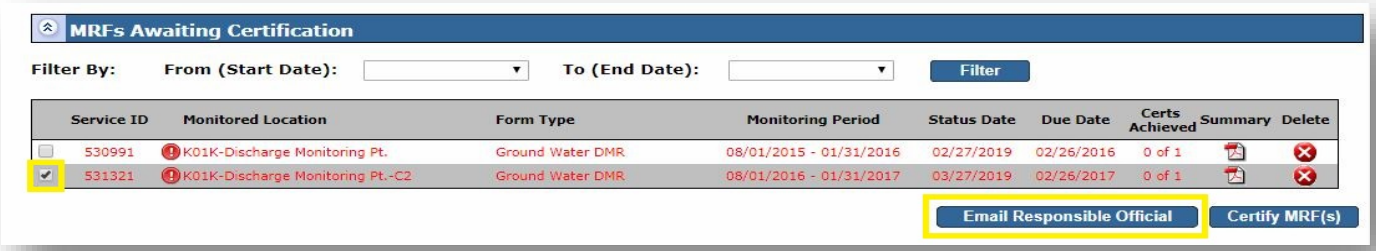



This will populate the "Upload File Name" column with your file's name, and the successful upload of your file will be confirmed by the shown in "Status" column. **NOTE: You may only upload files types with the extensions shown in the "Allowed Extensions" column (.pdf, .doc, .docx, .xls, .xlsx, .rtf, .txt, .jpg, .zip). Please refrain from uploading unnecessary large files unless specifically directed to do so by DEP staff**. If you need to remove an attachment that was uploaded in error, you can click on the icon to remove the attachment, or if you decide that you don't need to attach any files(s) the "Back" button will take you back to the "Enter MRF Data" screen without including any attachment(s) with your MRF submission. After you are satisfied with your attachment(s), you may click the "Continue" button which will take you to the "Enter MRF Data" screen where you can continue with the MRF submission process.

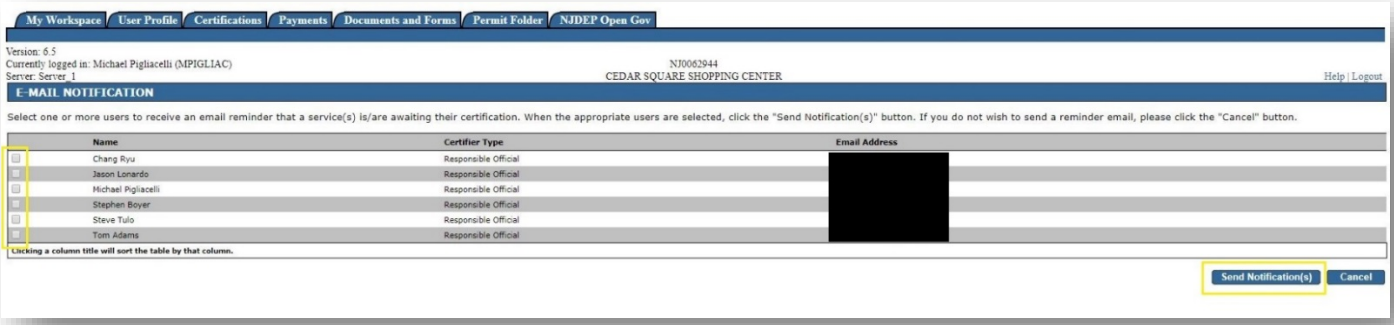



## Notifying Responsible Officials by Email

If you have completed the data entry for a MRF and would like to notify a Responsible Official that the MRF is now ready to be certified, click the checkbox next to the MRF's Service ID in the "MRFs Awaiting Certification" grid. Then click on the "Email Responsible Official" button.

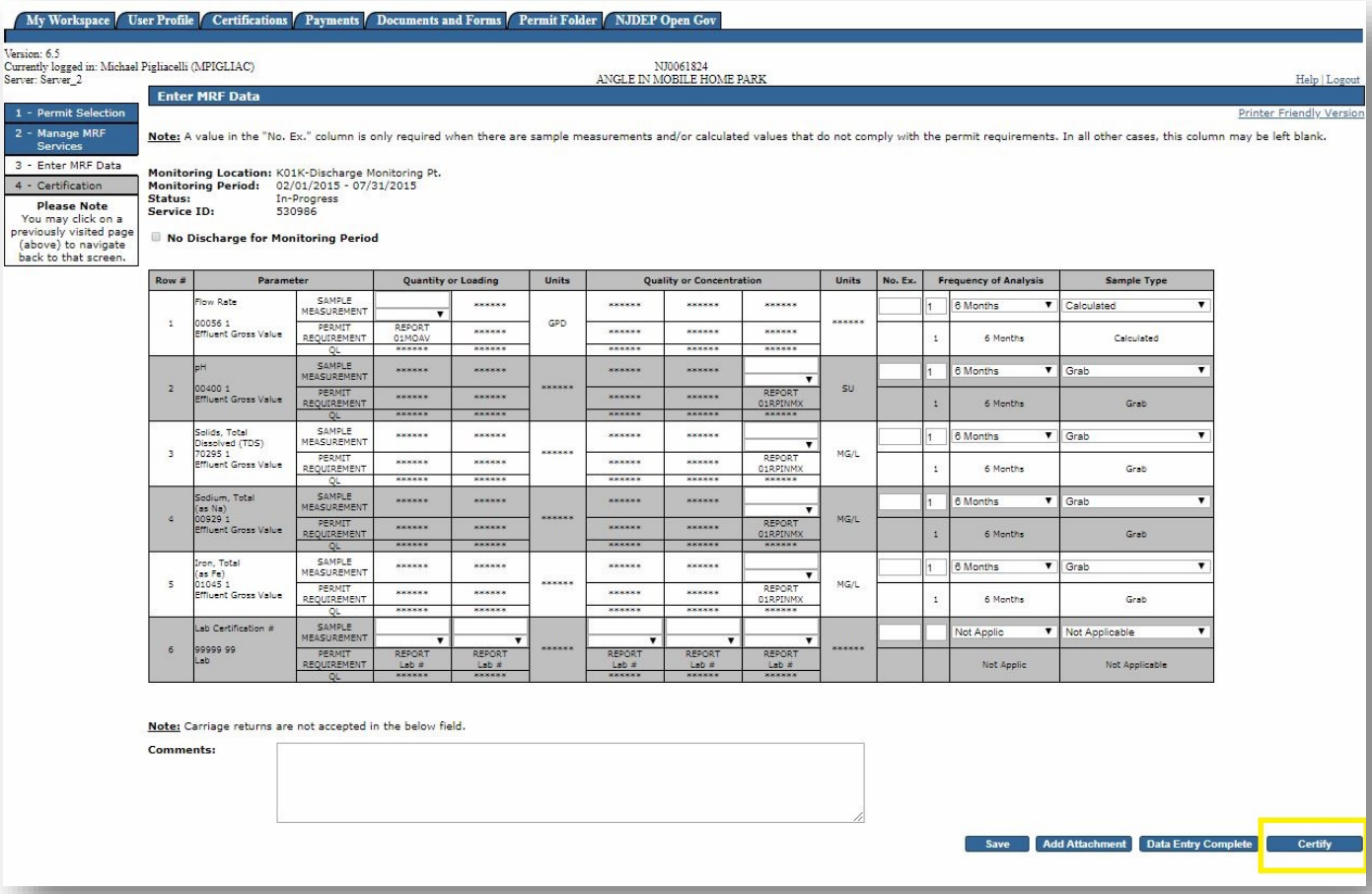



From the "Email Notification" screen, check the checkbox next to the name(s) of the Responsible Official you would like to notify, and then hit the "Send Notification(s)" button. The email notification confirmation screen will display and you can hit the "Continue" button to return to the "Manage MRF Services" screen.

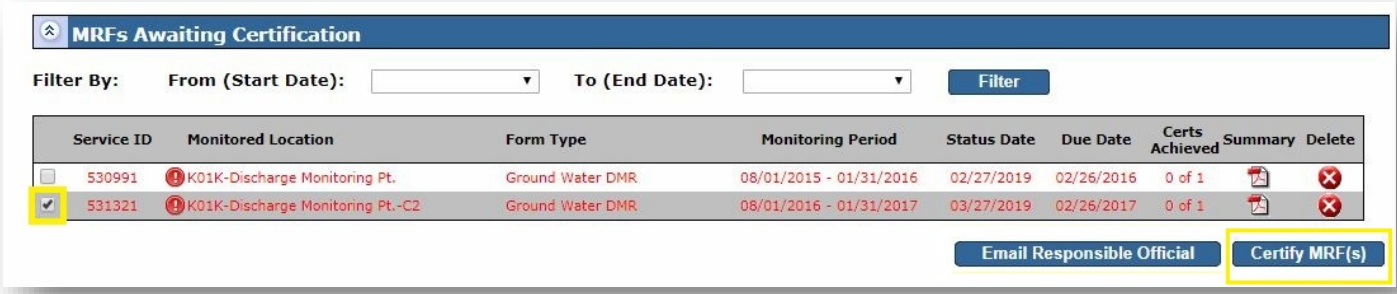


# Certification of MRF(s)

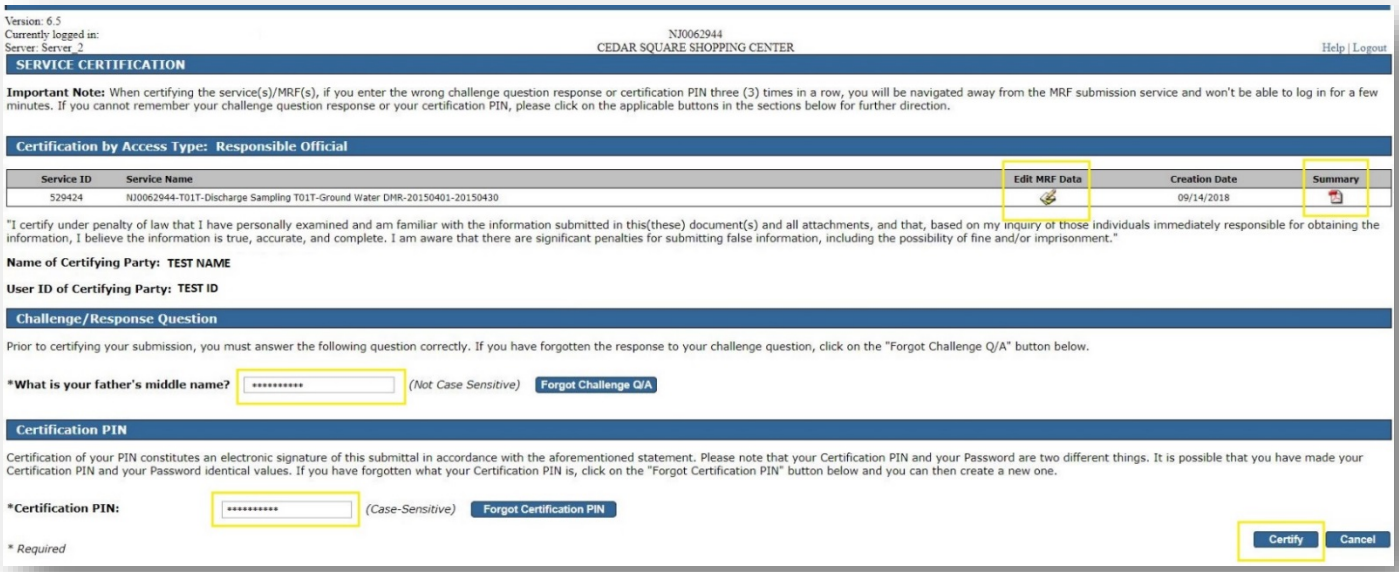
After completing the data entry of an MRF, the MRF must be certified by a Responsible Official to complete the submission process. Under the assumption that the user has rights to certify MRFs (i.e. they are a Responsible Official or a Facility Administrator), the user can continue to certify an MRF by either selecting the "Certify" button directly from any "Enter MRF Data" screen



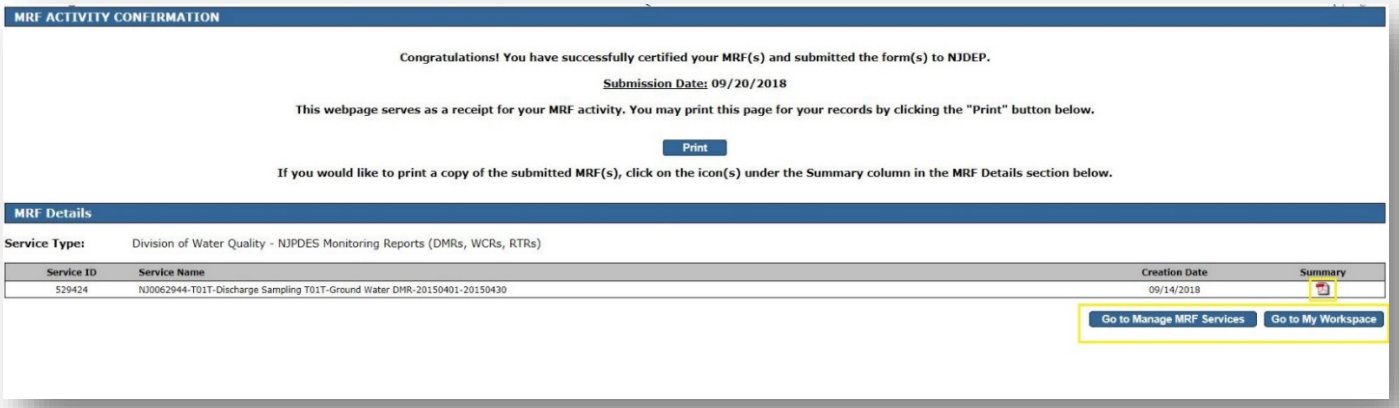

or by checking the checkbox next to the "Service ID" for the MRF they would like to certify from the "MRFs Awaiting Certification Grid". **Selecting MRFs from the "MRFs Awaiting Certification" grid allows the user to optionally check more than one checkbox to certify multiple reports at one time.**



Either method shown above will advance the user to the “Service Certification” screen.




On the “Service Certification” screen shown above, the MRF(s) that was chosen for certification is identified. The user can optionally view a .pdf summary of the submission by clicking the icon in the “Summary” column, and if the user feels that the submission is incorrect, they can edit it by clicking the icon in the “Edit MRF Data” column. If the data in the MRF(s) is correct, the user can certify and submit the MRF(s) by entering both their “Challenge/Response Question” answer and their “Certification PIN” in the appropriate boxes, and then hitting the “Certify” button. This will take the user to the “MRF Activity Confirmation” screen (shown below) confirming that the submission was successful. The user can view a summary of the submission by hitting the icon in the “Summary” column. With the submission now complete, the user can return to either the “Manage MRF Services” screen to work on other monitoring reports for this permit #, or the “My Workspace” screen to exit the application.

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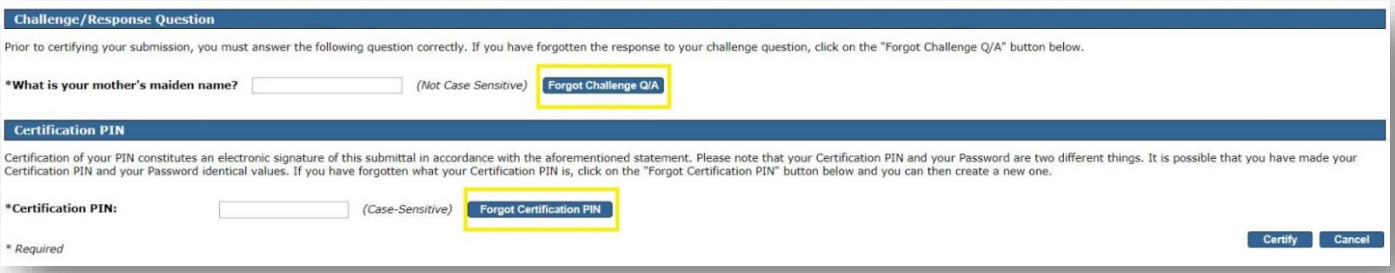
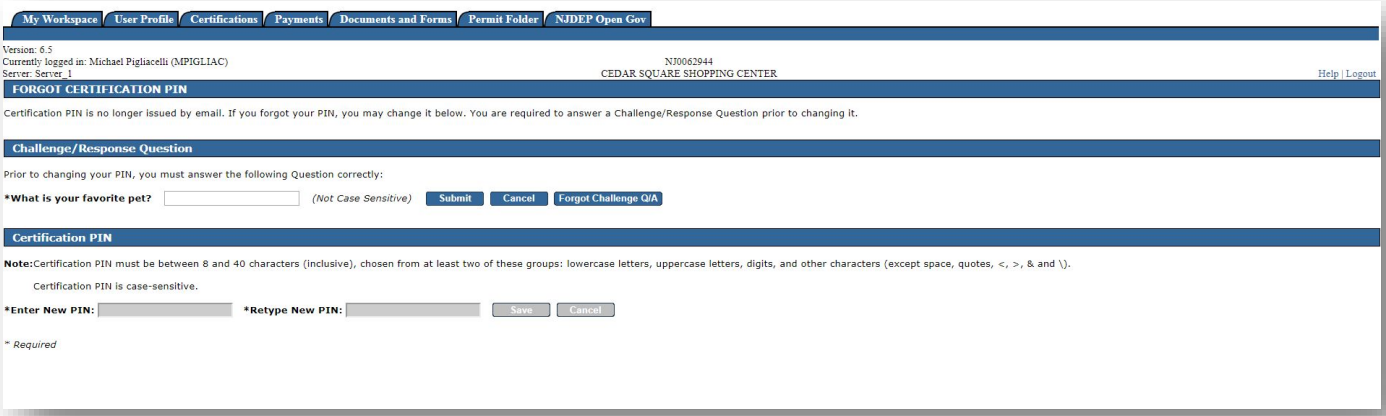
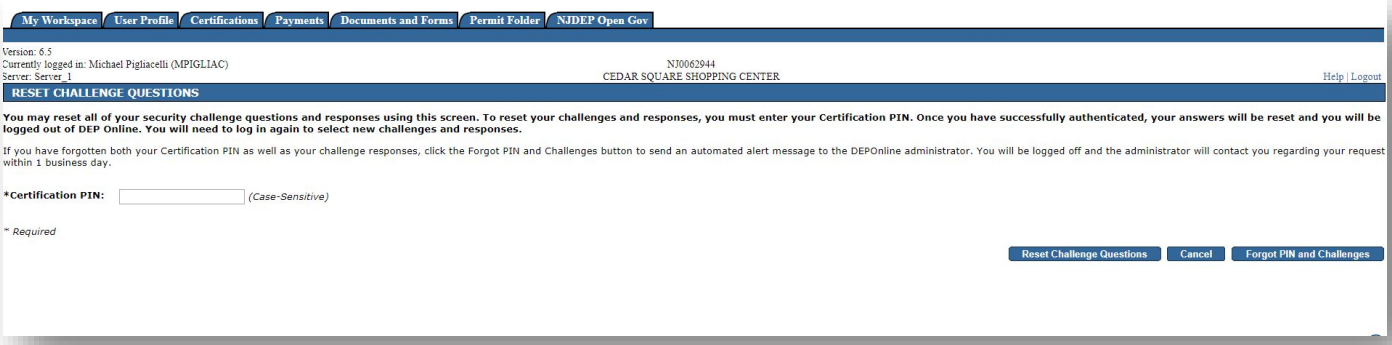
**Q: I forgot/don’t know my Personal Identification Number or Challenge Question answers. Where can I reset them?**

**A:** If you forgot your Personal Identification Number or Challenge Question answers, you can reset them by using the "Forgot Challenge Q/A" or "Forgot Certification PIN" buttons, and then following the instructions on the screens to reset them as shown below.

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## Start to Finish Example of an MRF Submittal

The below example details a typical MRF submission process from start to finish, including certification. For this example, a Ground Water DMR from April 2015 is being submitted. From the "Manage MRFs" screen, a user

would select the MRF they would like to submit from the “Available MRFs” grid by clicking the icon in the “Enter MRF Data” column:

**Available MRFs**

**Filter By:** **From (Start Date):** **To (End Date):** Filter

<< < 1 2 3 4 5 6 > >>

| Monitored Location | Form Type | Monitoring Period | Status Date | Due Date | Enter MRF Data |
|---|---|---|---|---|---|
| T01T-Discharge Sampling T01T | Ground Water DMR | 08/01/2015 - 08/31/2015 | 07/01/2015 | 09/26/2015 | |
| MW-3-Monitoring Well MW-3 | GW Mon. Well WCR - Quarterly | 07/01/2015 - 09/30/2015 | 07/01/2015 | 10/26/2015 | |
| MW-4-Monitoring Well MW-4 | GW Mon. Well WCR - Quarterly | 07/01/2015 - 09/30/2015 | 07/01/2015 | 10/26/2015 | |
| T01T-Discharge Sampling T01T | Ground Water DMR | 09/01/2015 - 09/30/2015 | 07/01/2015 | 10/26/2015 | |
| T01T-Discharge Sampling T01T | Ground Water DMR | 10/01/2015 - 10/31/2015 | 06/27/2017 | 11/26/2015 | |
| T01T-Discharge Sampling T01T | Ground Water DMR | 11/01/2015 - 11/30/2015 | 06/27/2017 | 12/26/2015 | |
| MW-1-Monitoring Well MW-1 | GW Mon. Well WCR - Quarterly | 10/01/2015 - 12/31/2015 | 06/27/2017 | 01/26/2016 | |
| MW-3-Monitoring Well MW-3 | GW Mon. Well WCR - Quarterly | 10/01/2015 - 12/31/2015 | 06/27/2017 | 01/26/2016 | |
| MW-4-Monitoring Well MW-4 | GW Mon. Well WCR - Quarterly | 10/01/2015 - 12/31/2015 | 06/27/2017 | 01/26/2016 | |
| T01T-Discharge Sampling T01T | Ground Water DMR | 12/01/2015 - 12/31/2015 | 06/27/2017 | 01/26/2016 | |

<< < 1 2 3 4 5 6 > >>

This will take the user the “Enter MRF Data” screen for this DMR, where the monitoring results data are entered into the respective cells as shown below:

**Enter MRF Data**

Printer Friendly Version

**Note:** A value in the "No. Ex." column is only required when there are sample measurements and/or calculated values that do not comply with the permit requirements. In all other cases, this column may be left blank.

**Monitoring Location:** T01T-Discharge Sampling T01T
**Monitoring Period:** 11/01/2015 - 11/30/2015
**Status:** Available
**Service ID:** N/A

☐ **No Discharge for Monitoring Period**

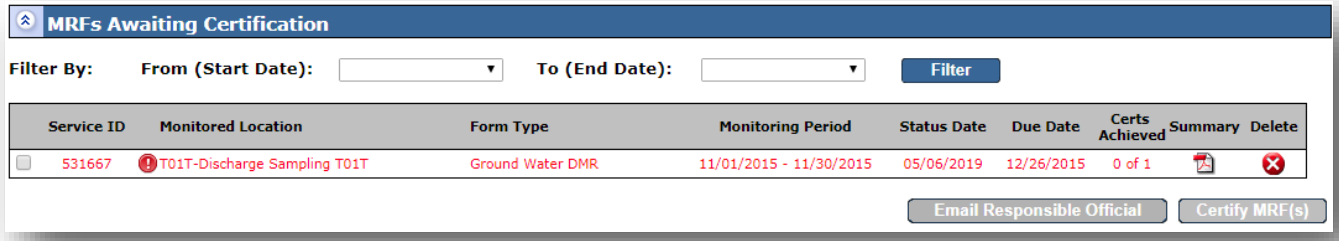
| Row # | Parameter | | Quantity or Loading | | Units | Quality or Concentration | | | Units | No. Ex. | | Frequency of Analysis | Sample Type |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Flow Rate<br>00056 1<br>Effluent Gross Value | SAMPLE MEASUREMEN | 10000 | 12000 | GPD | ****** | ****** | ****** | ****** | | | Continuous | Continuous |
| | | PERMIT REQUIREMENT | REPORT 01MOAV | 16600 01DAMX | | ****** | ****** | ****** | | | | Continuous | Continuous |
| | | QL | ****** | ****** | | ****** | ****** | ****** | | | | | |
| 2 | Nitrogen, Total (as NO3 + NH3)<br>*NITR 1<br>Effluent Gross Value | SAMPLE MEASUREMENT | ****** | ****** | ****** | ****** | 8 | 9 | MG/L | | 1 | Quarter | Composite |
| | | PERMIT REQUIREMENT | ****** | ****** | | ****** | REPORT 01MOAV | 10 01DAMX | | | 1 | Quarter | Composite |
| | | QL | ****** | ****** | | ****** | ****** | ****** | | | | | |
| 3 | pH<br>00400 1<br>Effluent Gross Value | SAMPLE MEASUREMENT | ****** | ****** | ****** | 6 | ****** | 8 | SU | | 1 | Quarter | Grab |
| | | PERMIT REQUIREMENT | ****** | ****** | | 5 01DAMN | ****** | 9 01DAMX | | | 1 | Quarter | Grab |
| | | QL | ****** | ****** | | ****** | ****** | ****** | | | | | |
| 4 | Organics-Volatile Tot<br>78236 1<br>Effluent Gross Value | SAMPLE MEASUREMENT | ****** | ****** | ****** | ****** | ****** | 5 | UG/L | | 1 | 6 Months | Grab |
| | | PERMIT REQUIREMENT | ****** | ****** | | ****** | ****** | REPORT 01RPINMX | | | 1 | 6 Months | Grab |
| | | QL | ****** | ****** | | ****** | ****** | ****** | | | | | |
| 5 | Lab Certification #<br>99999 99<br>Lab | SAMPLE MEASUREMEN | 12345 × | | ****** | | | | ****** | | | Not Applic | Not Applicable |
| | | PERMIT REQUIREMENT | REPORT Lab # | REPORT Lab # | | REPORT Lab # | REPORT Lab # | REPORT Lab # | | | | Not Applic | Not Applicable |
| | | QL | ****** | ****** | | ****** | ****** | ****** | | | | | |

**Note:** Carriage returns are not accepted in the below field.

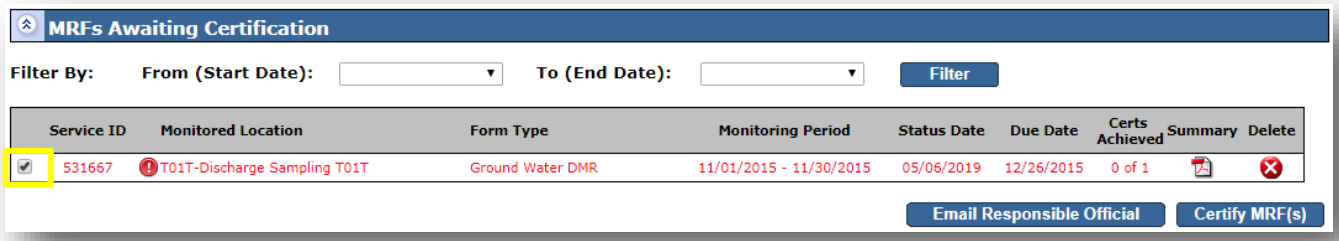
**Comments:**

Save | Add Attachment | Data Entry Complete | Certify

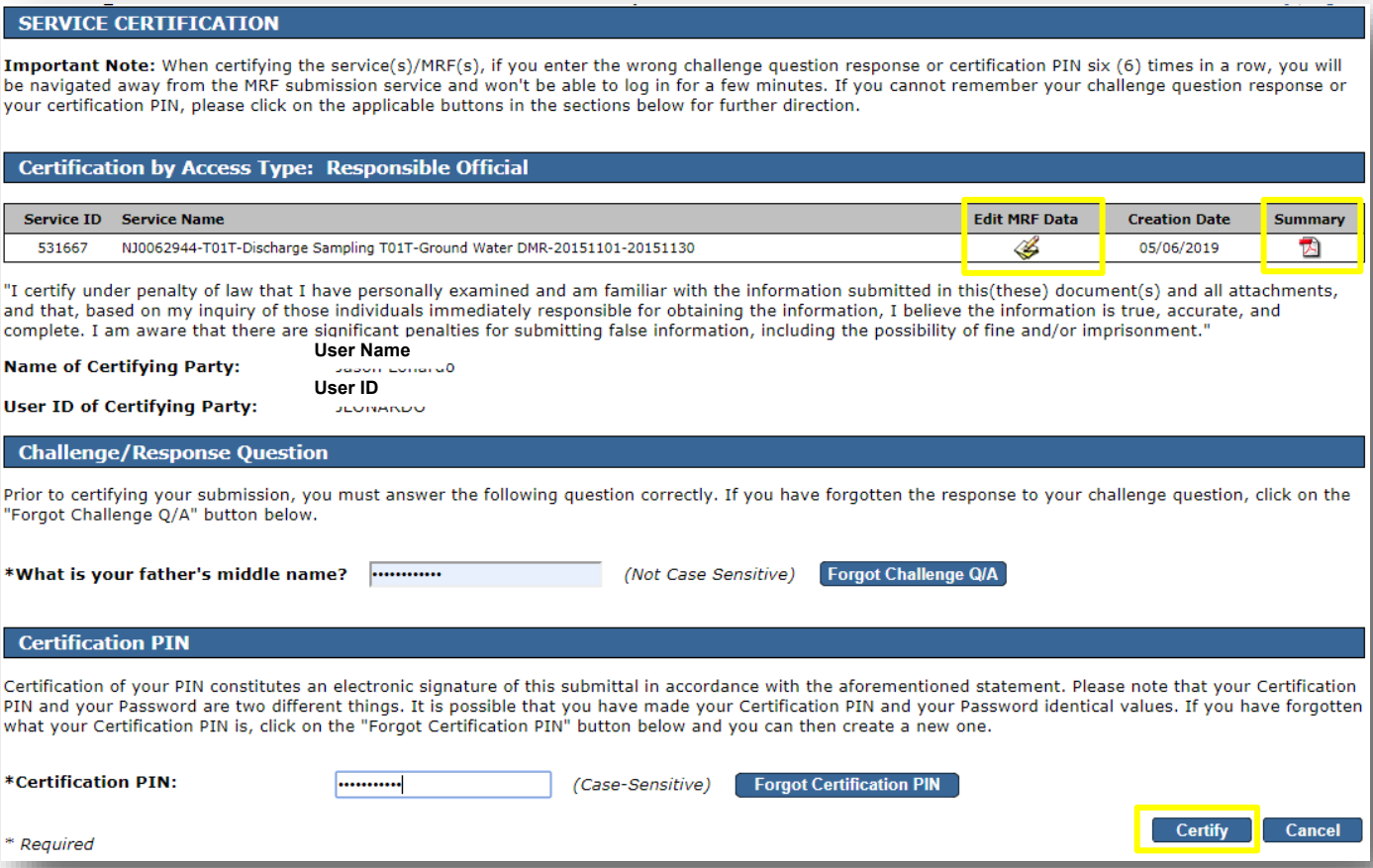
If the user needed to enter more monitoring data on this form later, or the data needed to be checked by another user, the "Save" button could be selected at this point (which would move the DMR from the "Available MRFs" grid into the "MRFs In-Progress" grid). However, under the assumption that the data entry for this DMR is correct and complete, and no attachments need to be included with the DMR, the user can select the "Data Entry Complete" button which will move the DMR into the "MRFs Awaiting Certification" grid as seen below:




After completing the data entry of an MRF, the MRF must be certified by a Responsible Official to complete the submission process. Under the assumption that the user has rights to certify MRFs (i.e. they are Responsible Official or a Facility Administrator), the user can continue to certify the MRF by checking the checkbox next to the "Service ID" for the MRF you'd like to certify. The user now checks the checkbox for Ground Water DMR that was just data entered.




As seen in the screenshot above, after the user checks a checkbox next to a "Service ID", the "Email Responsible Official" and "Certify MRF(s)" buttons become enabled. Since the user is going to certify the DMR in this example, it is not necessary to notify any additional Responsible Officials about certifying the DMR (this procedure is covered in the section above titled **"Notifying Responsible Officials by Email"**). After checking the appropriate checkbox, the user selects the "Certify MRF(s)" button to advance to the "Service Certification" screen.



SERVICE CERTIFICATION

**Important Note:** When certifying the service(s)/MRF(s), if you enter the wrong challenge question response or certification PIN six (6) times in a row, you will be navigated away from the MRF submission service and won't be able to log in for a few minutes. If you cannot remember your challenge question response or your certification PIN, please click on the applicable buttons in the sections below for further direction.

Certification by Access Type: Responsible Official

| Service ID | Service Name | Edit MRF Data | Creation Date | Summary |
|---|---|---|---|---|
| 531667 | NJ0062944-T01T-Discharge Sampling T01T-Ground Water DMR-20151101-20151130 | | 05/06/2019 | |

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this(these) document(s) and all attachments, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment."

**Name of Certifying Party:** User Name

**User ID of Certifying Party:** User ID

Challenge/Response Question

Prior to certifying your submission, you must answer the following question correctly. If you have forgotten the response to your challenge question, click on the "Forgot Challenge Q/A" button below.

***What is your father's middle name?** (Not Case Sensitive) Forgot Challenge Q/A

Certification PIN

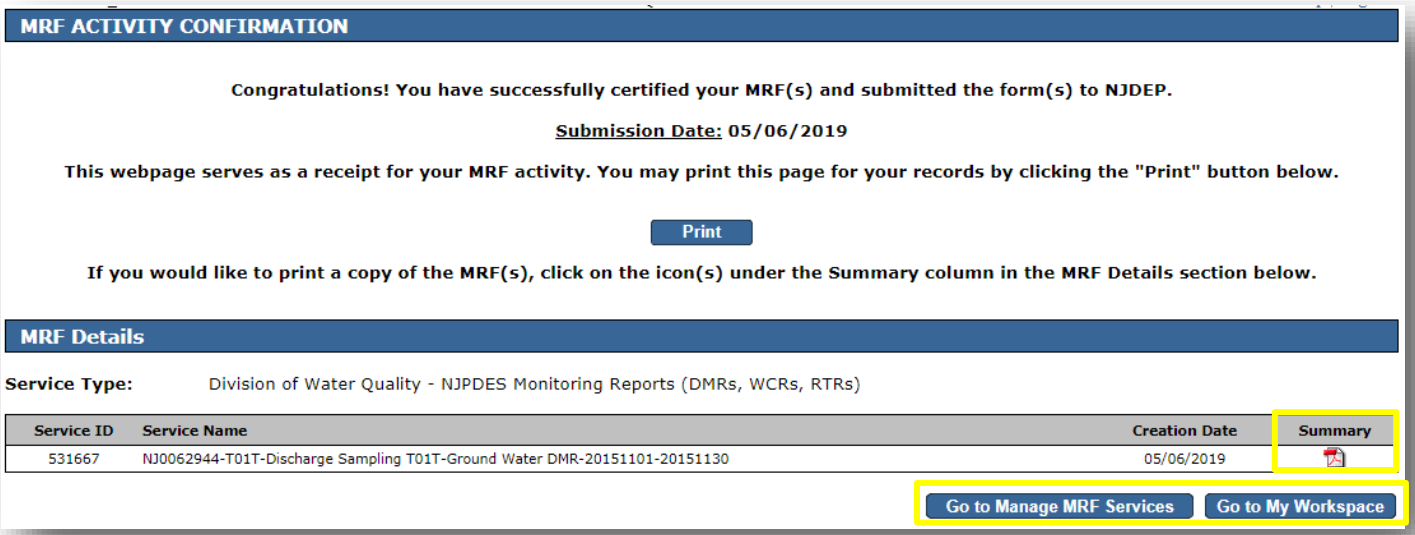
Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement. Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

***Certification PIN:** (Case-Sensitive) Forgot Certification PIN

* Required

Certify Cancel

On the "Service Certification" screen shown above, the DMR that was chosen for certification is identified. As described in the **"Certification of MRF(s)"** section above, the user can optionally view a .pdf summary of the submission by clicking the icon in the "Summary" column, and if the user feels that the submission is incorrect, they can edit it by clicking the icon in the "Edit MRF Data" column. If the data in the form is correct, the user can certify and submit the DMR by entering both their "Challenge/Response Question" answer and their "Certification PIN" in the appropriate boxes, and then hitting the "Certify" button. This will take the user to the "MRF Activity Confirmation" screen (shown below) confirming that the submission was successful. The user can view a summary of the submission by hitting the icon in the "Summary" column. With the submission now complete, the user can return to either the "Manage MRF Services" screen to work on other monitoring reports for this permit #, or the "My Workspace" screen to exit the application.



MRF ACTIVITY CONFIRMATION

Congratulations! You have successfully certified your MRF(s) and submitted the form(s) to NJDEP.

Submission Date: 05/06/2019

This webpage serves as a receipt for your MRF activity. You may print this page for your records by clicking the "Print" button below.

Print

If you would like to print a copy of the MRF(s), click on the icon(s) under the Summary column in the MRF Details section below.

MRF Details

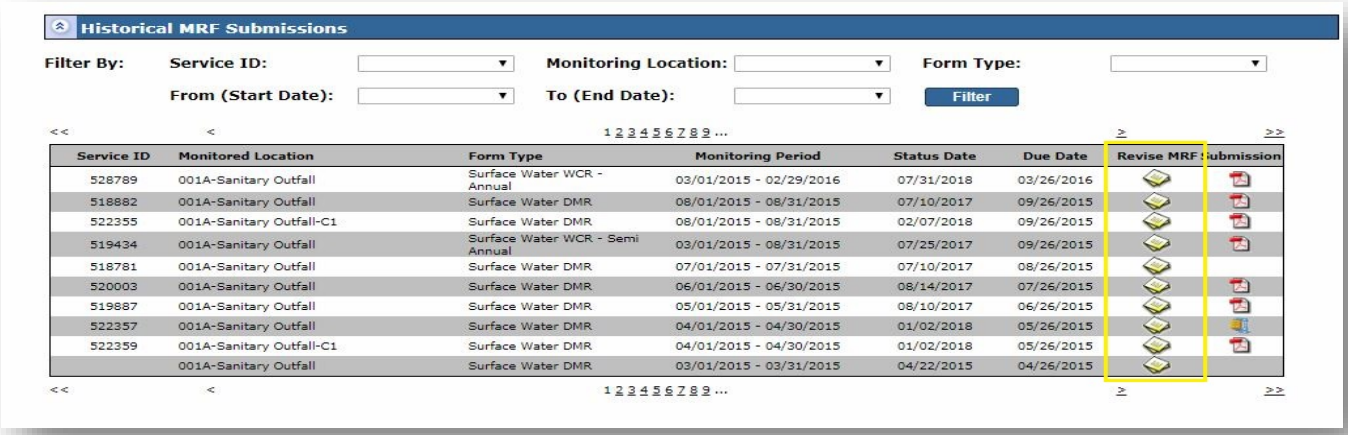
Service Type: Division of Water Quality - NJPDES Monitoring Reports (DMRs, WCRs, RTRs)

| Service ID | Service Name | Creation Date | Summary |
|---|---|---|---|
| 531667 | NJ0062944-T01T-Discharge Sampling T01T-Ground Water DMR-20151101-20151130 | 05/06/2019 | |

Go to Manage MRF Services | Go to My Workspace

## Correcting an MRF

A situation may arise where a user may need to resubmit a monitoring report form, due to a data entry error or a data omission. In these instances, the user can make a previously submitted MRF available to revise all or a portion of the data, and then resubmit it to the NJDEP. To do so, locate the MRF that needs to be resubmitted/corrected from the **Historical MRF Submissions** grid, and then click on the appropriate icon in the "Revise MRF" column.



Historical MRF Submissions

Filter By: Service ID: Monitoring Location: Form Type:

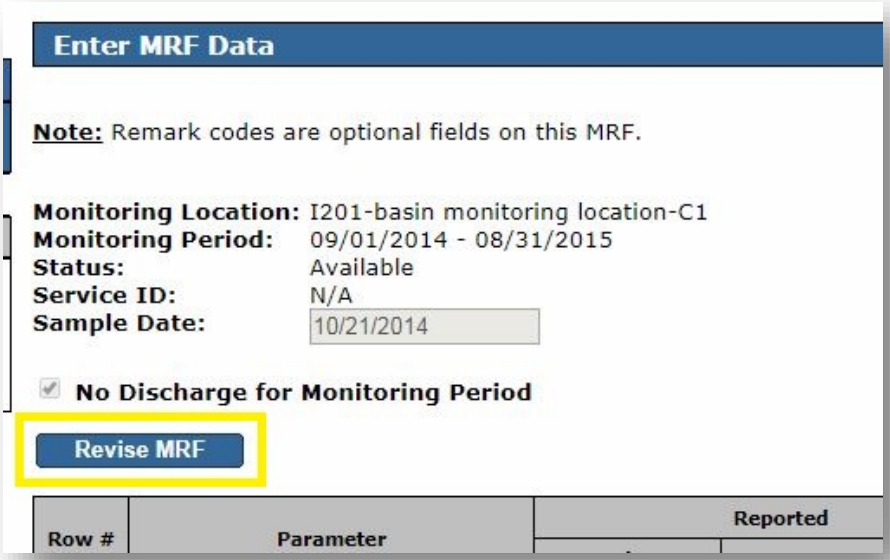
From (Start Date): To (End Date): Filter

<< < 1 2 3 4 5 6 7 8 9 ... > >>

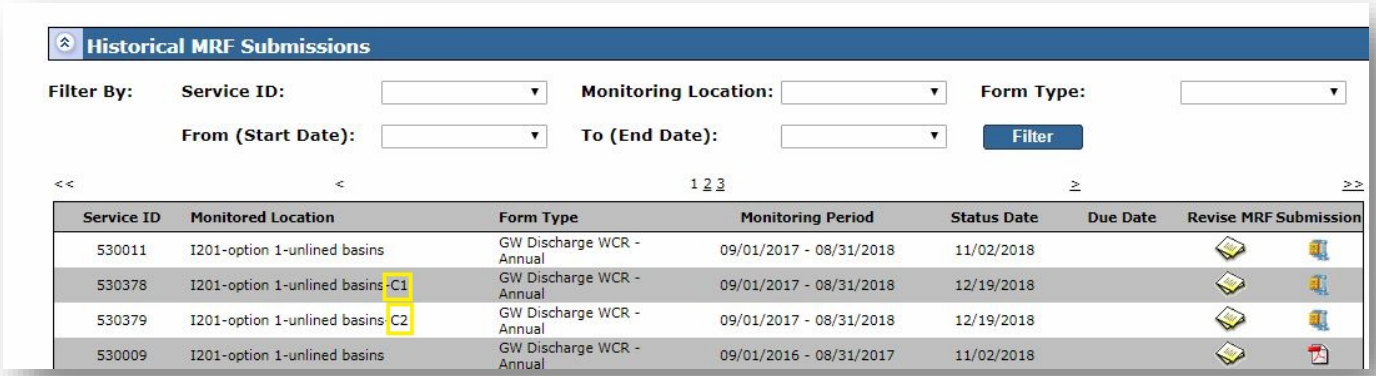
| Service ID | Monitored Location | Form Type | Monitoring Period | Status Date | Due Date | Revise MRF | Submission |
|---|---|---|---|---|---|---|---|
| 528789 | 001A-Sanitary Outfall | Surface Water WCR - Annual | 03/01/2015 - 02/29/2016 | 07/31/2018 | 03/26/2016 | | |
| 518882 | 001A-Sanitary Outfall | Surface Water DMR | 08/01/2015 - 08/31/2015 | 07/10/2017 | 09/26/2015 | | |
| 522355 | 001A-Sanitary Outfall-C1 | Surface Water DMR | 08/01/2015 - 08/31/2015 | 02/07/2018 | 09/26/2015 | | |
| 519434 | 001A-Sanitary Outfall | Surface Water WCR - Semi Annual | 03/01/2015 - 08/31/2015 | 07/25/2017 | 09/26/2015 | | |
| 518781 | 001A-Sanitary Outfall | Surface Water DMR | 07/01/2015 - 07/31/2015 | 07/10/2017 | 08/26/2015 | | |
| 520003 | 001A-Sanitary Outfall | Surface Water DMR | 06/01/2015 - 06/30/2015 | 08/14/2017 | 07/26/2015 | | |
| 519887 | 001A-Sanitary Outfall | Surface Water DMR | 05/01/2015 - 05/31/2015 | 08/10/2017 | 06/26/2015 | | |
| 522357 | 001A-Sanitary Outfall | Surface Water DMR | 04/01/2015 - 04/30/2015 | 01/02/2018 | 05/26/2015 | | |
| 522359 | 001A-Sanitary Outfall-C1 | Surface Water DMR | 04/01/2015 - 04/30/2015 | 01/02/2018 | 05/26/2015 | | |
| | 001A-Sanitary Outfall | Surface Water DMR | 03/01/2015 - 03/31/2015 | 04/22/2015 | 04/26/2015 | | |

<< < 1 2 3 4 5 6 7 8 9 ... > >>

This will open an "Enter MRF Data" screen, with previously submitted data for the MRF viewable, but locked for editing (grayed out). To begin revising the MRF, hit the **"Revise MRF"** button located at the top (or bottom right) of the "Enter MRF Data" screen.

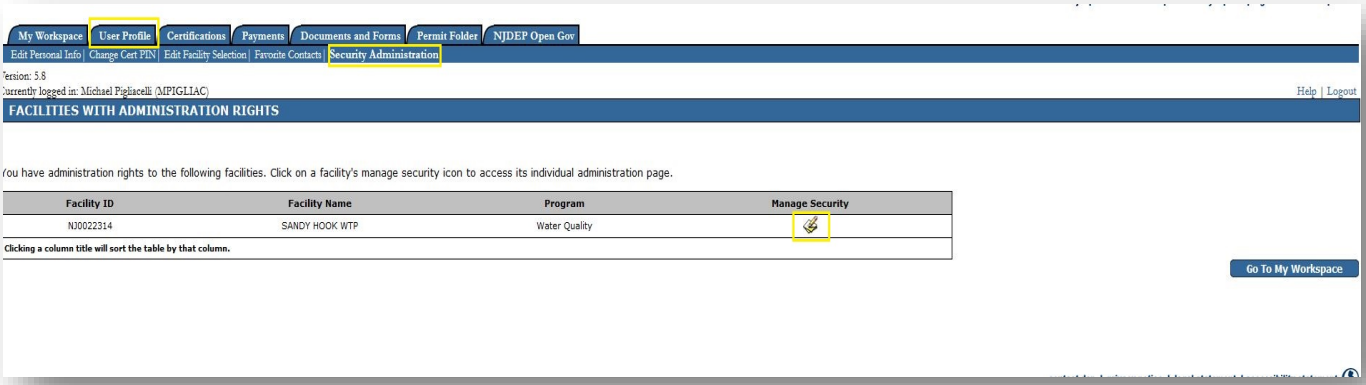



Hitting the "Revise MRF" button will now enable editing of the previously submitted MRF. **Please note:** If the previously submitted MRF had the "No Discharge for Monitoring Period" checkbox checked, you will need to uncheck the checkbox to enter numerical data results. At this point, the revised MRF is now completed and submitted in the same manner as a normal MRF. The revised MRF will be assigned a new Service ID and will also display a "C-1" (or "C-2", "C-3", etc. – see below screenshot) in the Monitored Location name to distinguish it from the previously submitted MRF.



# Facility Administration

Users who are designated by a facility as a "Facility Administrator" are responsible for granting and revoking access to other users who have requested access to a facility's MRFs. Users request access by adding the facility to their user profile as described on pages 6 and 7 above. To reach the "Facility Administration" screen, first click on the "User Profile" tab, then click on "Security Administration", and finally click on the icon under "Manage Security" for the appropriate facility as shown below:

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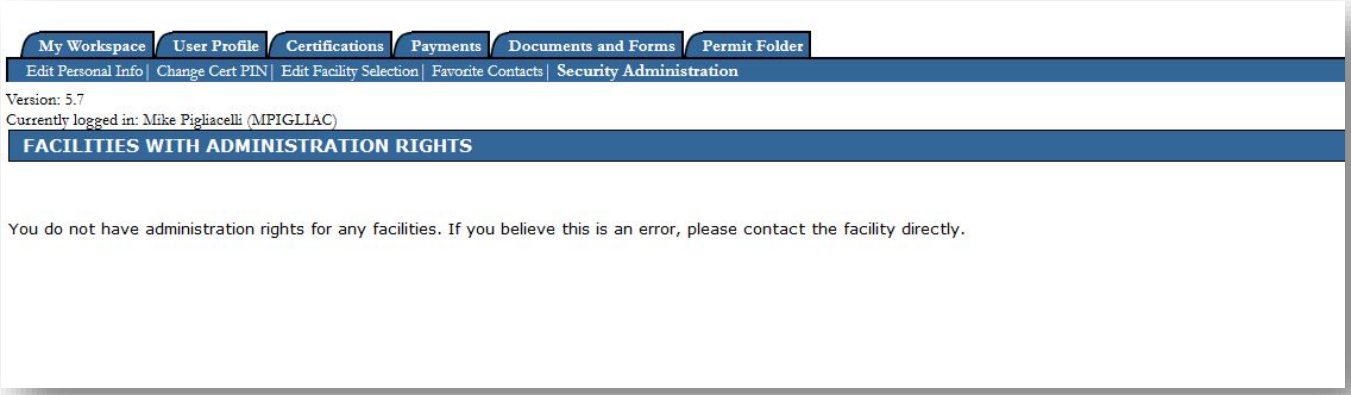
**Q: When I click "Security Administration" I see the screen shown below or don't see my facility ID in the list. Why don't I have administration rights?**




**A:** If you can't proceed after clicking "Security Administration", you do not have Facility Administrator access for any facilities (i.e. you have not been designated by a facility as an Administrator). If you feel that you should be granted Facility Administrator access, you should discuss this with facility representatives, who may then submit an updated "Facility Administration Request" form to grant you Facility Administrator access. If you believe that the facility has already designated you as a Facility Administrator, but you still cannot proceed to the Security Administration screen, please contact us at (609) 984-4428 to resolve your access status.

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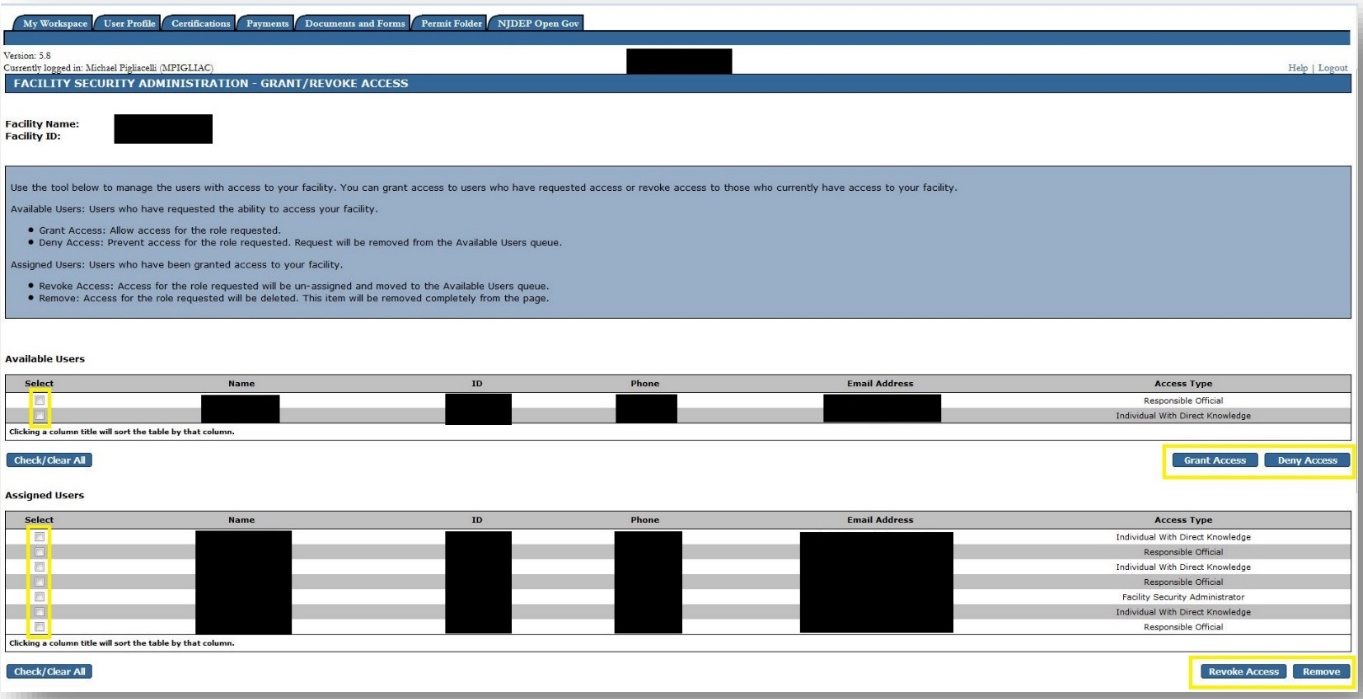
The user will be taken to the "Facility Security Administration" screen, where they can grant, revoke, deny or remove access to users who have made requests to access a facility's MRFs (see screenshot below). If the Facility Administrator does not see a user who they would like to grant access to, please confirm that the user has added the facility to their user profile as described on pages 6-7 above.

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**Q: I am the Facility Administrator and want to approve a new user's access, but they aren't showing up as an Available User?**

**A:** The new user needs to add the NJPDES permit # to their "My Facilities" grid of their "My Workspace" page to request access (see pages 6-7 above for instructions on how to add a NJPDES permit #). **Be sure that the new user is adding the NJPDES permit #, not the Program Interest ID # or any other facility ID#**

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