

# OVERVIEW OF PHYSICAL CONNECTION EPERMITTING

The New Jersey Department of Environmental Protection (Department), Division of Water Supply and Geoscience (Division) has developed an online physical connection permit renewal process and quarterly physical connection test results submission services.

The services are available through the Department's "NJDEP Online" Online Business portal at: <http://www.nj.gov/dep/online/> .

It is a requirement of the Statute N.J.S.A 58:11-9 et seq., that permits are renewed annually and that the Department is satisfied that the backflow prevention devices have been tested every three months. Historically this has been a paperwork intensive process of submission of test certificates and multi-signature application forms. With the online services, the renewal process is fully paperless with automated approval of satisfactory applications and the ability to download permits.

To facilitate the automatic approvals the permittee will have to demonstrate that the permitted backflow prevention devices have been tested by a Certified Tester and are working correctly each calendar quarter. Therefore, a two-part process has been implemented whereby:

1. Prior to the permit being renewed, the Certified Tester will submit through the online service summary information on the devices tested, test results and their status. It is strongly recommended that this information be completed prior to initiation of the renewal process
2. Prior to January 30<sup>th</sup> of each year, the Permittee will submit through the online renewal service a permit renewal application; review and certify the test result data and application; and pay online the renewal fee. If all the test results are satisfactory, and minimal or no changes are needed to the permit, the permit will be automatically approved. The permittee will then be able to download an electronic copy (pdf) of the permit. No paperwork is required to be submitted.

The following sections will give an overview of the new services and provide illustrations of the web pages.

These services will require the Facility to:

- Register for the Physical Connection Program
- Designate a Responsible Official through the Facility Site Administrator
- Assign General User rights to allow your Certified Tester to submit quarterly test results

## 1. Accessing the Physical Connection Services

The two new services are available on the Department's "NJDEP Online" Business Portal at: <http://www.nj.gov/dep/online/> for which the user will need to be a registered user.

### a. Existing Registered User

The existing registered user will be familiar with the portal's "My Workspace". To access the new services you will need to click on the "Configure Services" and select the "Physical Connection Program Service Selection" service under the "Water Supply" section. If you do not have a certification pin number or cannot recall the number, you may create a new certification pin number from the User Profile page. In order to generate a new PIN, you will need to answer one of the five (5) security questions.

### b. New User

For the new user the "NJDEP Online" web page provides detailed instructions including a video on how to create your account and user profile. Upon completion of setting up an account, and after you log in you will need to click on the "Configure Services" button on the "My Workspace" page and select the "Physical Connection Program Service Selection" service under the "Water Supply" section.

### c. Permittee

For a permittee to submit a renewal application, an additional step must be completed as the application can only be submitted by a user that the permittee has authorized. Additional information is provided under the Renewal Service Summary section of this document on configuring the Facility Site Administrator (FSA). Note that as this process entails mailing a form to the Department it is recommended that this is done well in advance of you needing to submit the application.

For the new user and for the Permittee you may create an account and obtain FSA rights at any time.

## 2. Quarterly Physical Connection Test Results Service

This service is for Certified Testers to submit the results of the quarterly tests on the backflow prevention devices covered by physical connection permits.

There is no specific timeframe in which the results have to be submitted during the year, neither does the same tester have to test all the devices through the year. However, if all the quarters for all the valves covered by a permit are not submitted or they do not show that all the devices were working, then the permit will not be auto approved and additional paperwork may have to be submitted to the Division.

The expectation is that a Certified Tester would on a routine basis (weekly, monthly) log in to the service and submit the results of the tests conducted in the period since the last submission.

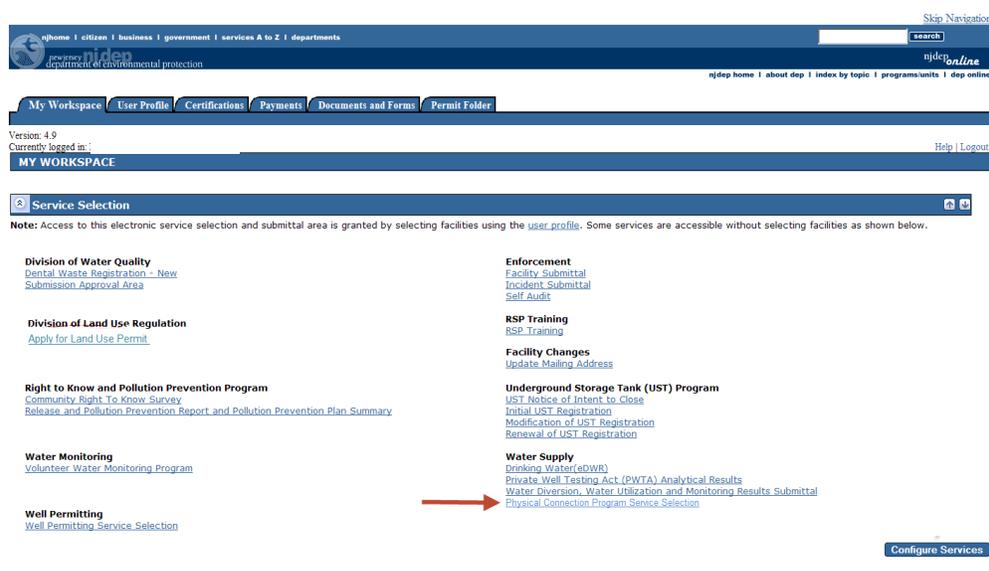
If the tester is authorized to submit the permit renewal application by the Permittee then “Responsible Official” rights will need to be obtained from the Facility Site Administrator of the facility but this is not required to submit the test results.

### a. My Facilities

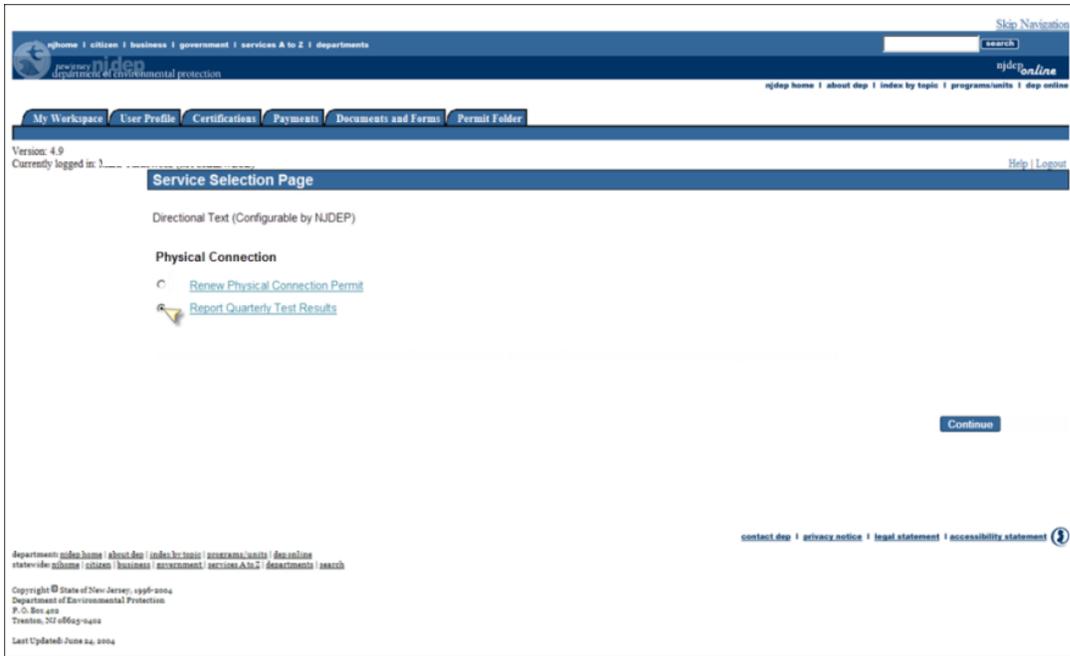
Prior to using the Physical Connection services the Certified Tester must associate themselves with the particular Facility for which they want to submit the information. This association is achieved by clicking on the “Add Services” button on the “My Workspace” page. The Facility Id is the four digit “Physical Connection Id No.” that is displayed on the permit. If the facility does not have an FSA, the tester must also contact the Division to have General access rights granted as they will not be able to submit the test results with the access status as pending.

### b. Submission Process

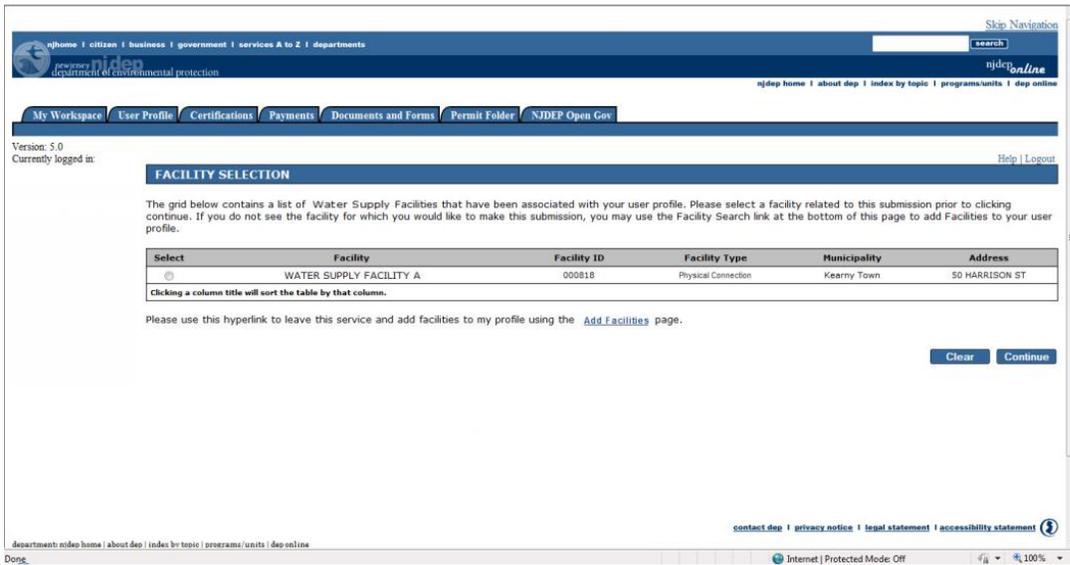
**Note: as part of the renewal service, you will be required to pay the renewal fee online with either a credit card or an e-check.** From the User’s “My Workspace” page the Certified Tester will select the “Physical Connection Program Service” and after various information and instructional pages will select the “Report Quarterly Test Results” service.



The screenshot displays the NJDEP online portal interface. At the top, there is a navigation bar with links for home, citizen, business, government, services A to Z, and departments. Below this is a search bar and the NJDEP logo. The main content area is titled "MY WORKSPACE" and features a "Service Selection" section. A note indicates that access to this area is granted by selecting facilities using the user profile. The services are organized into several categories: Division of Water Quality, Division of Land Use Regulation, Right to Know and Pollution Prevention Program, Water Monitoring, Well Permitting, Enforcement, RSP Training, Facility Changes, and Underground Storage Tank (UST) Program. Under the "Water Supply" category, there are several links, including "Physical Connection Program Service Selection", which is highlighted by an orange arrow.



The Tester will then select the Facility, i.e. Permittee, for which they want to submit results.



On the Report Details page, the Tester will select the year and quarter for which they want to submit the results. The tester will then select device(s) for which they want to submit the results (adding rows as necessary) and enter the information; date, result, status. If the device was replaced due to a failure that can be recorded here. There is no restriction on reporting more than one result for a device so a test failure can be reported and its repeat test results reported after repair.

Version: 5.2  
Currently logged in: CINTAS CORP

**REPORT DETAILS**

This submission is for the following year and quarter. If incorrect return to facility selection screen and select the correct year and quarter.

Report Year selected: 2016  
Report Quarter selected: January - March

**New Test Results**

Select a SI ID to view details of a valve and then fill in the appropriate boxes that are enabled.

*SI ID	*Valve Type	*Manufacturer	*Model	*Serial Number	*Valve Size	*Unit(Valve Size)	*Result	*Te
WSPC000000408	Reduced Pressure Zone	Ames	400058	53507	4	Inches		

\* Required

If you would like to view previously submitted test results associated with this permit, please [click here](#).

I will be uploading a supporting attachment as part of this submission: No

[Add Row](#) [Continue](#)

Only devices associated with the selected facility will be available and the tester can only enter results associated with the specific quarter. To enter test information associated with another quarter or facility the tester will need to complete another service.

The service will allow the tester to upload attachments such as a pdf / photo if additional information needs to be submitted to explain the submitted results.

For DCVA's that require an internal inspection in either the 3<sup>rd</sup> or 4<sup>th</sup> quarters, the tester needs to submit that result otherwise the permit renewal will be delayed.

For situations where the certified tester is not authorized to conduct the internal inspection: If the Permittee provides them with a copy of the internal inspection report done by another party, the tester may record the pass/fail on the results screen, add the comment "done by a third party" and attach a copy of internal inspection report to the submission.

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 Name [Help](#) | [Logout](#)

### ATTACHMENT UPLOAD

**Note:** After you 'Browse' and select the attachment you want to upload by clicking 'Open', the upload process will automatically start. If the upload is successful, you will receive a 'File upload successful' message.

**Maximum File Size:** 5 Mb  
**Allowed Attachment Types:** xls,txt,doc,rtf,pdf,ppt,jpg,gif,png,bf,docx

Attachment Type	*Attachment Description	Upload File Name	File Size Mb	Remove
Attachment Type (Reference Table Defined)	Attachment Description (Reference Table Defined)	<input type="text" value="Browse..."/>	0 Mb	<input type="button" value="X"/>
<b>Total Uploaded:</b>			0 Mb	

[How do I upload a File?](#)

\* Required

Upon completion of entering the test result data the tester has to certify that the information provided is correct. This certification requires the tester to enter their Certified Tester license number, Certifying Agency, and the Certification pin number.

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

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 by Access Type: General

Service ID	Submittal Type	Creation Date	View
319193	Water Supply - Report Quarterly Test Results - Report Quarterly Test Results	04/16/2017	

I hereby certify that the Backflow Prevention Device(s) listed in the above submission were functioning as reported at the time of the test.

I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

**Name of Certifying Party:**

**User ID of Certifying Party:**

\***Certifying Agency:**

\***License Number:**

#### Challenge/Response Question

Prior to certifying your submission, you must answer the following Question correctly:

\***What is your favorite book?**   
 (Not Case Sensitive)

#### Certification PIN

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

\* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

The online service will check that the license number entered is valid and not expired and if acceptable will allow the certification to proceed.

The tester will then be taken to a summary page displaying the information submitted. From there the tester can select to submit another set of results or return to their “My Workspace”. Details of the completed submission, prior submissions and all submissions that are in progress are available from the user’s “My Workspace”.

## 1. Renewal Service

This service is for the Permittee or their delegated “Responsible Official” to submit the renewal application.

### a. My Facilities

Prior to using the Physical Connection services the Permittee must associate themselves with the particular Facility for which they want to submit the information. This association is achieved by clicking on the “Add Services” button on the “My Workspace” page. The Facility Id is the four digit “Physical Connection Id No.” that is displayed on the permit.

### b. Responsible Official

Prior to a permittee being able to submit a renewal application the Department needs to ensure that the user submitting the application is so authorized by the Permittee, i.e. a “Responsible Official”. This authorization is done and maintained by the Permittee.

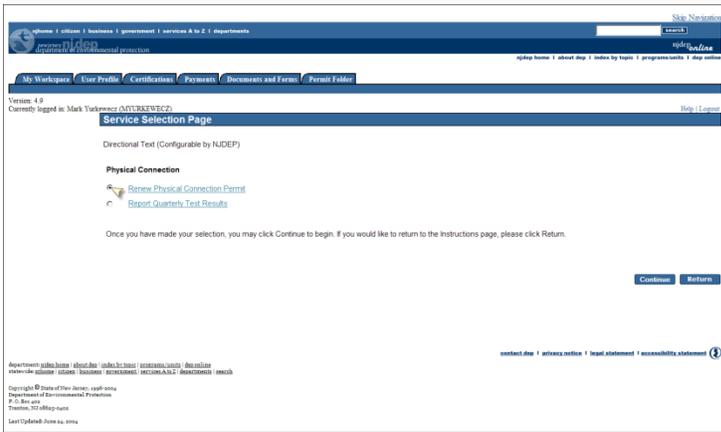
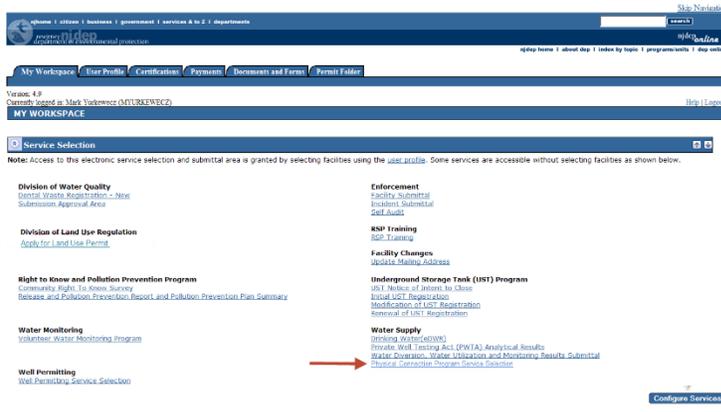
After the Permittee has created their user profile and associated themselves to their facility they need to send to the Division a “Facility Site Administrator” (FSA) [Request form](#). This form identifies the user who will be the Permittee’s site administrator who will then control the security and authorization process for the physical connection services. The authorization form will need to be signed by a corporate executive or proprietor of the company. Once verified, the Division will assign the identified user the “FSA rights” to electronically manage the security and authorization process.

Whom the FSA assigns as the “Responsible Official” is the responsibility of the Permittee and will be deemed as having the necessary legal authority to submit documentation on behalf of the Permittee. If the Permittee’s contract with the Certified Tester includes the authority to prepare and submit the renewal application then the Permittee’s FSA can assign the Certified Tester with the “Responsible Official” rights. However, if the tester changes then the FSA will need to update the rights.

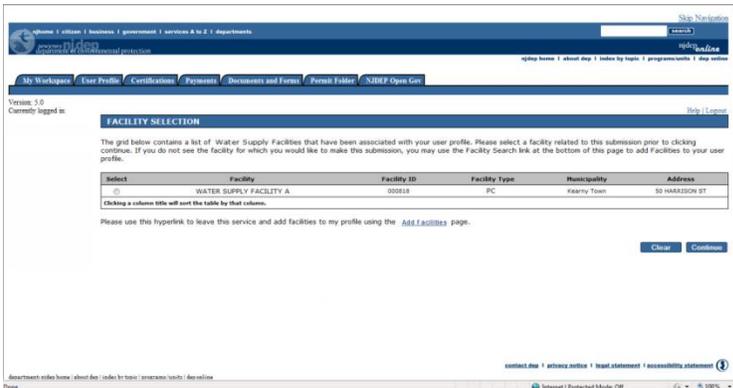
This authorization can be set up at any time.

c. Submission Process

**Note:** as part of the renewal service, you will be required to pay the renewal fee online with either a credit card or an e-check. From the User's "My Workspace" page the Permittee / Responsible Official will select the "Physical Connection Program Service" and after various information and instructional pages will select the "Renew Physical Connection Permit" service.



The Permittee will then have to select the applicable Facility for which they want to renew the permit. Typically there will only be the one facility.



The Permittee will then review and update as necessary the permit contact information. There can only be one contact.

Upon continuing on the next screen the permittee will first select which year's permit they are applying for.

The page will then display all the devices with associated information that are included in the expiring permit.

The screen contains a significant amount of information and the user will need to scroll right and left to see all the data. In addition if the permit contains a large number of devices then there may be multiple pages of data to review.

**Valves replaced during life cycle of this permit:**

Below is the list of valves associated with your permit. Please check all the information and make any changes necessary. Update the Line Status columns for each quarter as to whether the valve was in service during that quarter. Select the appropriate box if the valve is a Bypass, Detector, or in a Pit/Vault. If any information on this screen is incorrect, do not proceed with the service and call NJDEP at (609) 292-2957.

It	Approved Water Source	Unapproved Water Source	Local Administrative Authority	Construction Material	Service Line Type	Line Size Diameter	Units (Line Size)	Comr
	Process Water		<input type="text"/>	Epoxy Coated Cast Iron	Commercial	6	in	Meter Pit, 154 Avenue E

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The permittee can then review the information and update where necessary including reporting if specific valve(s) were not in service (service line shut off) in any particular quarter and so were not tested. The screen will allow the permittee to select which valves are not to be included in the renewed permit.

Upon Continuing the Permittee will have the opportunity to update locational information related to the devices.

Following the locational information screen the Permittee will review the Quarterly Test Results and certify that the results are an accurate report.

The permittee will then certify that the quarterly test results are accurate.

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**QUARTERLY TEST RESULTS**

**The quarterly test results must be submitted by the Certified Tester prior to completing the Renewal Service. Please click on link to view the quarterly test results before continuing with service.**

To view your Quarterly Test Results for this permit, please [click here](#).

"I certify that the results displayed in the report are accurate to the best of my knowledge."

**I will be uploading a supporting attachment as part of the submission:** No

Please note: If you submit an attachment, auto-approval of your permit will not be available.

An attachment may be added for further clarification. **Please note that adding an attachment will not allow the automatic approval of a permit for the renewal service.**

The screenshot shows the NJDEP online portal interface. At the top, there is a navigation bar with links for Home, Citizen, Business, Government, Services A to Z, and Departments. Below this is a search bar and the NJDEP logo. The main content area is titled 'ATTACHMENT UPLOAD' and includes a note about the upload process, a 'Maximum File Size' of 5 Mb, and a list of 'Allowed Attachment Types' (xls, txt, doc, rtf, pdf, ppt, jpg, gif, png, tif, docx). A table is provided for tracking uploads, with columns for Attachment Type, Attachment Description, Upload File Name, File Size Mb, and Remove. The table currently shows 0 Mb uploaded. Below the table, there is a 'How do I upload a File?' section with an 'Add Attachment...' dropdown and an 'Add Attachment' button. A 'Continue' button is located at the bottom right of the page.

The permittee will then be able to certify the renewal service.

My Workspace | User Profile | **Certifications** | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

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**CERTIFICATION - SINGLE SUBMISSION SUMMARY**

**321724 - 0016 - Renew Physical Connection Permit - June 19, 2017**

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

[Send Notifications](#) [Add Certification Type](#) [Continue](#)

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

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**CERTIFICATION - SINGLE SUBMISSION SUMMARY**

**321724 - 0016 - Renew Physical Connection Permit - June 19, 2017**

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
		Responsible Official	Certified on 06/19/2017	No Notifications Sent			

Clicking a column title will sort the table by that column.

[Send Notifications](#) [Add Certification Type](#) [Continue](#)

After certifying the submission the permittee will be directed to the payment screen. Payment may be made via a Credit Card or an e-Check.

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**PAYMENT SUMMARY**

**Charges**

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
321724		SILKLOFTS LLC	Water Supply	Renew Physical Connection Permit	Renew Physical Connection Permit	06/19/2017	\$200.00
<b>Total:</b>							\$200.00

Clicking a column title will sort the table by that column.

[Pay via Credit Card](#) [Pay via eCheck](#) [Return](#)

Once payment is successful, a summary page will appear.

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SUBMISSION SUMMARY

SERVICE INFORMATION

**Service ID:** 150291  
**Service Type:** Renew Physical Connections Permit  
**Created On:** 02/11/2013

FACILITY INFORMATION

**Facility ID:** 000123  
**Facility Name:** Water Supply Facility A  
**Facility Type:** PC  
**Address:** 50 Harrison St.  
**Municipality:** Kearny Town

CONTACT INFORMATION

**Name:** Ben Smith  
**Title:**  
**Contact Type:** Permit Contact  
**Organization Name:** Freehold Carriage Inc.  
**Organization Type:** Waste Transporter  
**E-Mail:** bensmith@a134.com  
**Phone:** 999-223-1234  
**Contact Address:** 123 Smith Avenue  
 Trenton, NJ 12345

VALVE DETAILS

**Activity Type:** Renewed Physical Connection Permit  
**Permit Number:** WPC000012

SI ID	Approved Water Source	Unapproved Water Source	Local Name	Q1 (Jan-Mar) Status	Q2 (Apr-Jun) Status	Q3 (Jul-Sep) Status	Q4 (Oct-Dec) Status	Local Administrative Authority	Comments
WSPC0000000001	Surface Water	Surface Source	Example	Active	Active	Active	Active	Example Authority	Sample Text
WSPC0000000002	Stored Water	Onsite Storage	Example	Active	Active	Active	Active	Example Authority	Sample Text

Bypass	Detector	Pit/Vault	Type	Manufacturer	Model	Serial #	Size	Unit (Size)	Construction Material	Service Line Type	Line Size Diameter	Units (Line Size)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RMP	Hitachi	ABC123	1236471292	1	in	Bronze	Commercial	1.5	inches
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RMP	Niko	DEF456	1236471292	14	in	Copper	Industrial	0.75	inches

VALVE LOCATION INFORMATION

Modified?	SI ID	Address Line 1	Address Line 2	City	State	Zip Code	County	Municipality	Block	Lot
No	SI Type-SI ID	123 Plain Ln		Trenton	New Jersey	12345	Tren	Ton	1	2
Yes	SI Type-SI ID	345 Example Dr		Rochester	New York	67890	North	East	3	4

CERTIFICATION

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate, or incomplete information."

**Certifier:** Brett Thomas    **Certifier ID:** bthomas    **Date:** 02/11/2013

PAYMENT INFORMATION

**Status:** Paid  
**Confirmation #:** 01236  
**Payment Amount:** \$200  
**Payment Date:** 07/20/2012  
**Payment Method:** Pay via Credit Card

When the permittee returns to the "My Workspace" page, if the permit was auto approved the permit should be available to view and print in a PDF format. If the permit did not auto approve the Permittee will receive an email notification when the Permit has been approved and can return to "My Workspace" and print / save the pdf. No permit will be mailed to the permittee.