Physical Connection E-Permitting Quarterly Service Instructions (includes instructions for registering with NJDEP Online and for reporting results)

NJDEP

Bureau of Water System Engineering

January 2015

Instructions on how to use the Regulatory Service Portal (RSP) for the quarterly testing results for backflow preventers.

TABLE OF CONTENTS (TOC)

Page
A. Creating User ID Instructions 2
B. Contact Information 5
C. Security Questions 7
D. Certification PIN 8
E. My Services 9
F. My Workspace 11
G. Quarterly Service Instructions 14
H. Service Selection 18
I. Facility Selection 19
J. Report Details 20
K. New Test Results 22
L. Service Certification 24
M. Summary Page 25

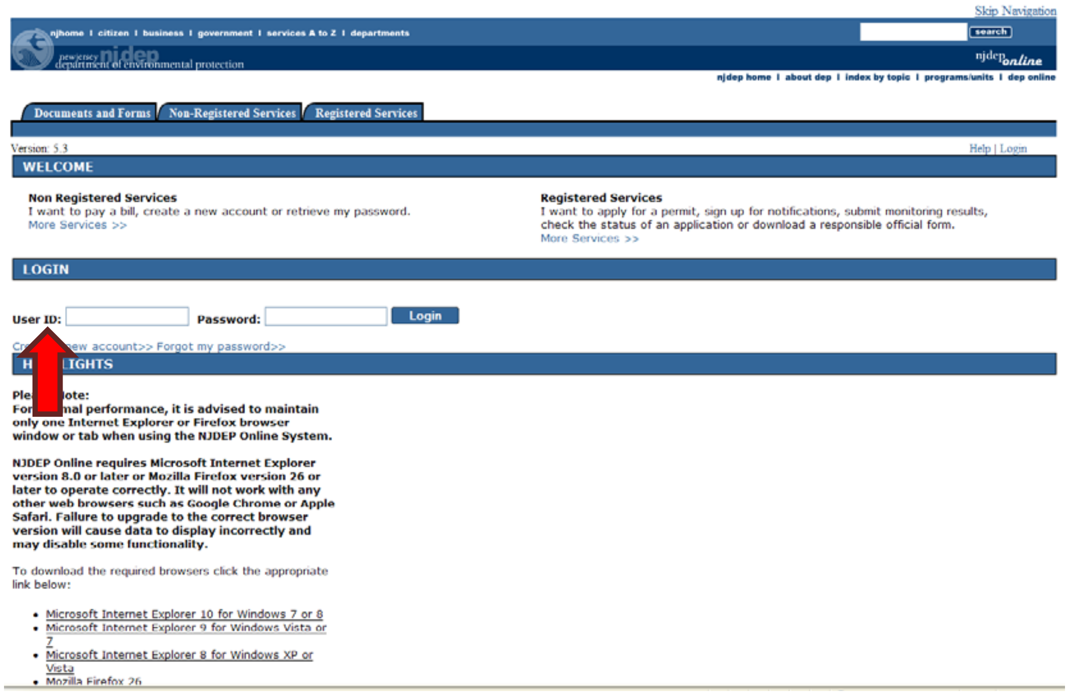
NOTE: if you are using Internet Explorer 11 for the Quarterly Service and have data entry problems, you may want to try an older version of Internet Explorer or try using Firefox

A. Creating User ID Instructions

back to TOC

Log on to: http://www.nj.gov/dep/online/ for instructions on how to create a User ID.

If you already have registered with the DEP Portal for a different DEP Program, you do not need to create a separate User ID for the Physical Connection Quarterly Service.


Skip Navigation
njhome I citizen I business I government I services A to Z I departments
search
new jersey njdep department of environmental protection
njdeponline
njdep home I about dep I index by topic I programs/units I dep online
Documents and Forms
Non-Registered Services
Registered Services
Version: 5.3
Help | Login
WELCOME
LOGIN
Login
Cr ew account>> Forgot my password>>
H LIGHTS

Non Registered Services
I want to pay a bill, create a new account or retrieve my password.
More Services >>

Registered Services
I want to apply for a permit, sign up for notifications, submit monitoring results, check the status of an application or download a responsible official form.
More Services >>

User ID: ☐ **Password:** ☐

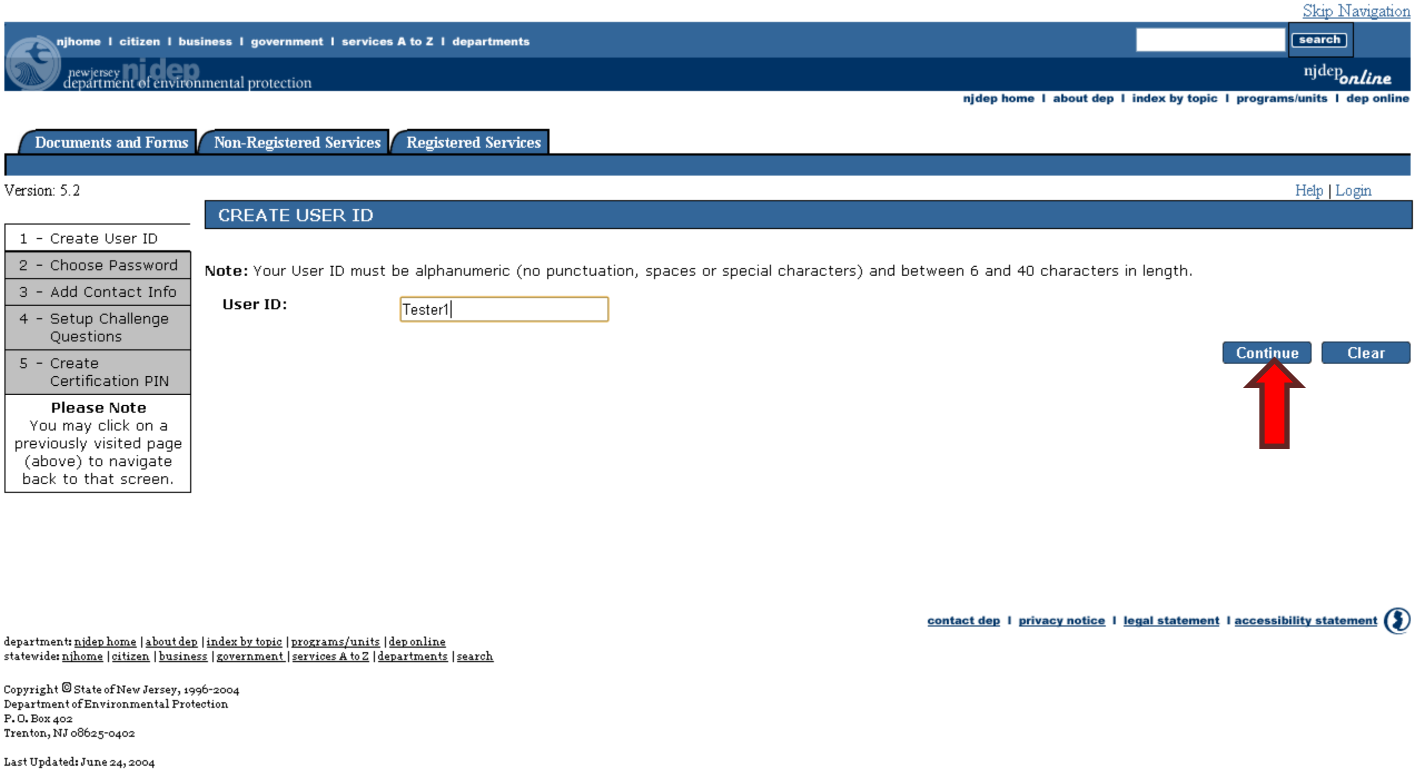
Ple lote:
For mal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System.

NJDEP Online requires Microsoft Internet Explorer version 8.0 or later or Mozilla Firefox version 26 or later to operate correctly. It will not work with any other web browsers such as Google Chrome or Apple Safari. Failure to upgrade to the correct browser version will cause data to display incorrectly and may disable some functionality.

To download the required browsers click the appropriate link below:

- Microsoft Internet Explorer 10 for Windows 7 or 8
- Microsoft Internet Explorer 9 for Windows Vista or 7
- Microsoft Internet Explorer 8 for Windows XP or Vista
- Mozilla Firefox 26

1. Your User ID must be alphanumeric and be between 6 and 40 characters in length. Then click the Continue button.


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
Documents and Forms
Non-Registered Services
Registered Services
Help | Login
1 - Create User ID
2 - Choose Password
3 - Add Contact Info
4 - Setup Challenge Questions
5 - Create Certification PIN
Continue
Clear
contact dep | privacy notice | legal statement | accessibility statement
department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

Version: 5.2

CREATE USER ID

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

Note: Your User ID must be alphanumeric (no punctuation, spaces or special characters) and between 6 and 40 characters in length.

User ID: Tester1

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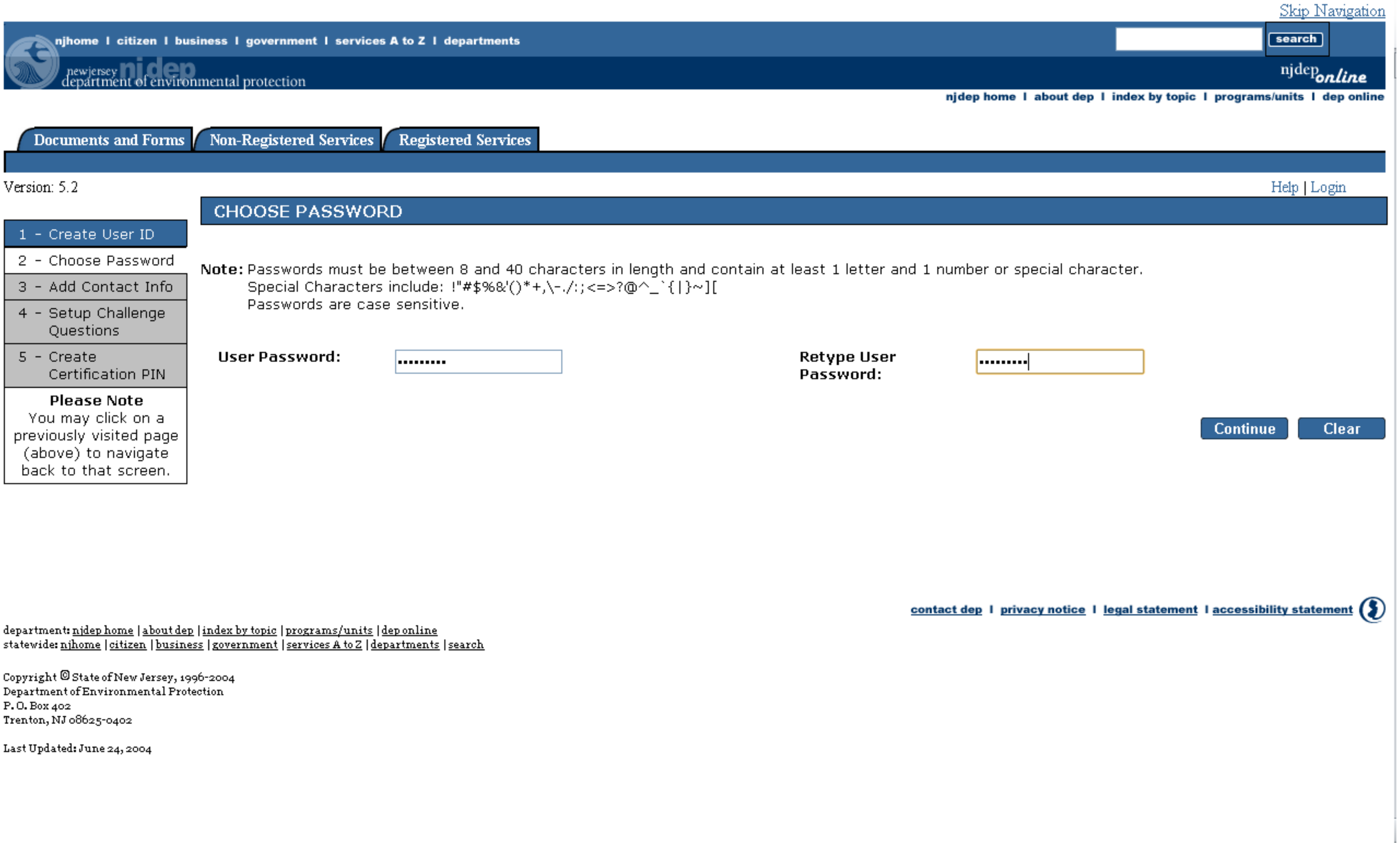
2. Passwords must be between 8 and 40 characters and contain a minimum of 1 letter and 1 number. Please remember that passwords **ARE** case sensitive. You will have to reenter the password again. Then click the Continue button.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njhome | citizen | business | government | services A to Z | departments
search
new jersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
Documents and Forms
Non-Registered Services
Registered Services
Version: 5.2
Help | Login
1 - Create User ID
2 - Choose Password
3 - Add Contact Info
4 - Setup Challenge Questions
5 - Create Certification PIN
Continue
Clear
contact dep | privacy notice | legal statement | accessibility statement
department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

CHOOSE PASSWORD

Note: Passwords must be between 8 and 40 characters in length and contain at least 1 letter and 1 number or special character.
Special Characters include: !"#$%&'()*+,\-./:;<=>?@^_`{|}~][
Passwords are case sensitive.

User Password: ·········

Retype User Password: ·········

Please Note
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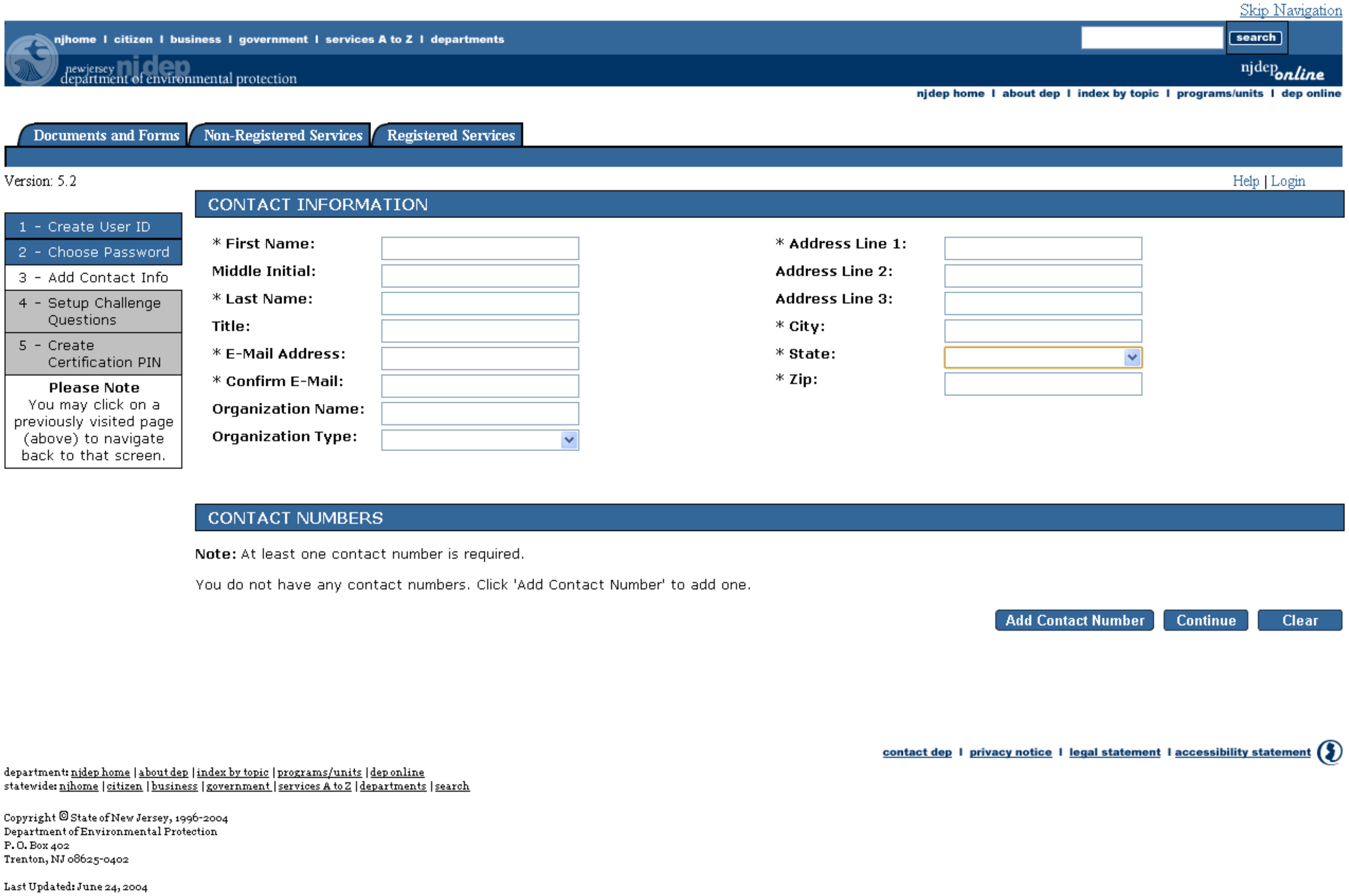
B. Contact Information

back to TOC

3. In the Contact Information page information with an asterisk (*) sign is mandatory to fill in. It is also mandatory to add one phone number. Click on the Add Contact Number button.


Skip Navigation
njhome I citizen I business I government I services A to Z I departments
search
newjersey njdep department of environmental protection
njdep online
njdep home I about dep I index by topic I programs/units I dep online
Documents and Forms
Non-Registered Services
Registered Services
Version: 5.2
Help | Login
CONTACT INFORMATION
1 - Create User ID
2 - Choose Password
3 - Add Contact Info
4 - Setup Challenge Questions
5 - Create Certification PIN
* First Name:
Middle Initial:
* Last Name:
Title:
* E-Mail Address:
* Confirm E-Mail:
Organization Name:
Organization Type:
* Address Line 1:
Address Line 2:
Address Line 3:
* City:
* State:
* Zip:
CONTACT NUMBERS
Add Contact Number
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department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

Please Note
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Note: At least one contact number is required.

You do not have any contact numbers. Click 'Add Contact Number' to add one.

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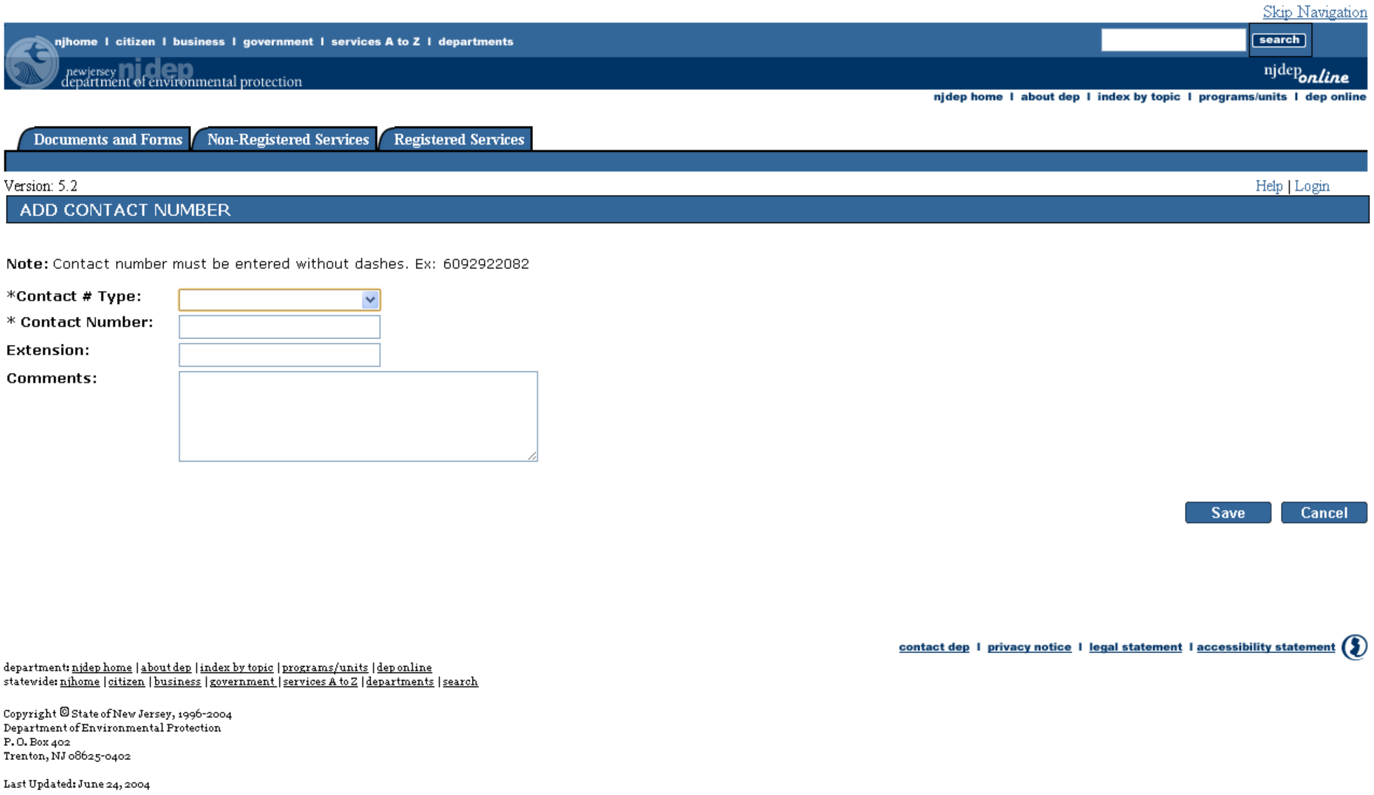
4. After entering the Contact number and type, click on the Save button. This will take you back to the Contact Info page. Click the Continue button



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njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdeponline
njdep home | about dep | index by topic | programs/units | dep online
Documents and Forms
Non-Registered Services
Registered Services
Version: 5.2
Help | Login

ADD CONTACT NUMBER

Note: Contact number must be entered without dashes. Ex: 6092922082

***Contact # Type:**

*** Contact Number:**

Extension:

Comments:

Save
Cancel
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department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

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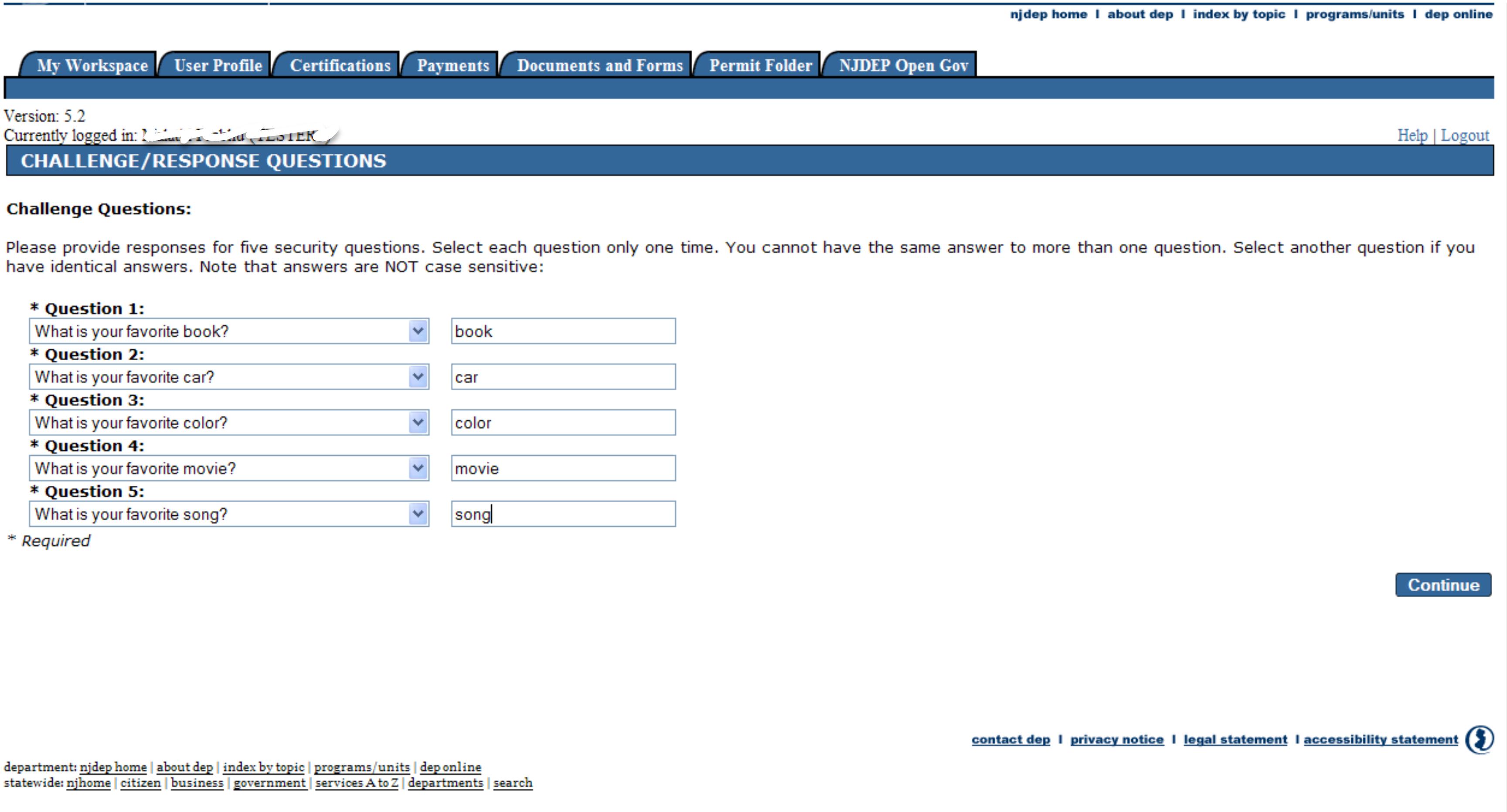
C. Security Questions

back to TOC

5. The next page after this will be the Challenge/Response Questions. This is a very **IMPORTANT** page. After selecting the five questions and answers, **PLEASE** remember to write these down as they will be used as part of the certification for both the Quarterly and Renewal services and any other DEP online services you may use. Click on the Continue button.


njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
Continue
contact dep | privacy notice | legal statement | accessibility statement
department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

Version: 5.2
Currently logged in: [redacted]

CHALLENGE/RESPONSE QUESTIONS

Challenge Questions:

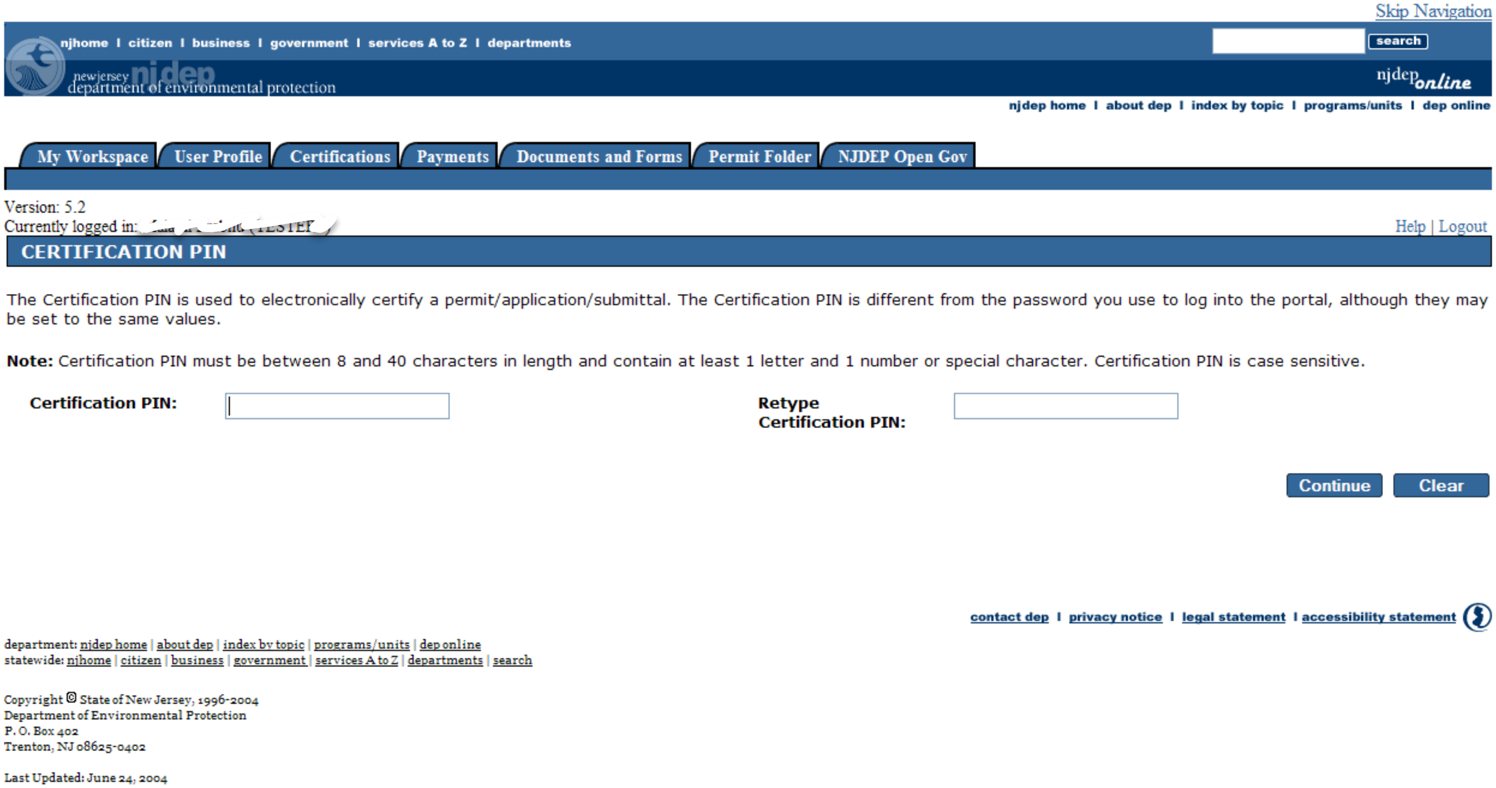
Please provide responses for five security questions. Select each question only one time. You cannot have the same answer to more than one question. Select another question if you have identical answers. Note that answers are NOT case sensitive:

*** Question 1:**	
What is your favorite book?	book
*** Question 2:**	
What is your favorite car?	car
*** Question 3:**	
What is your favorite color?	color
*** Question 4:**	
What is your favorite movie?	movie
*** Question 5:**	
What is your favorite song?	song

* *Required*

D. Certification PIN back to TOC

6. For the Certification Pin page you must pick a pin that is between 8 and 40 characters in length and contain a minimum of 1 letter and 1 number. Note that the Certification Pin **IS** case sensitive. You need to **REMEMBER** this pin as it's needed to submit your test results. Click on the Continue button.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njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep
department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
Continue
Clear
contact dep | privacy notice | legal statement | accessibility statement
department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

Version: 5.2
Currently logged in: [redacted]

CERTIFICATION PIN

The Certification PIN is used to electronically certify a permit/application/submittal. The Certification PIN is different from the password you use to log into the portal, although they may be set to the same values.

Note: Certification PIN must be between 8 and 40 characters in length and contain at least 1 letter and 1 number or special character. Certification PIN is case sensitive.

Certification PIN:

Retype Certification PIN:

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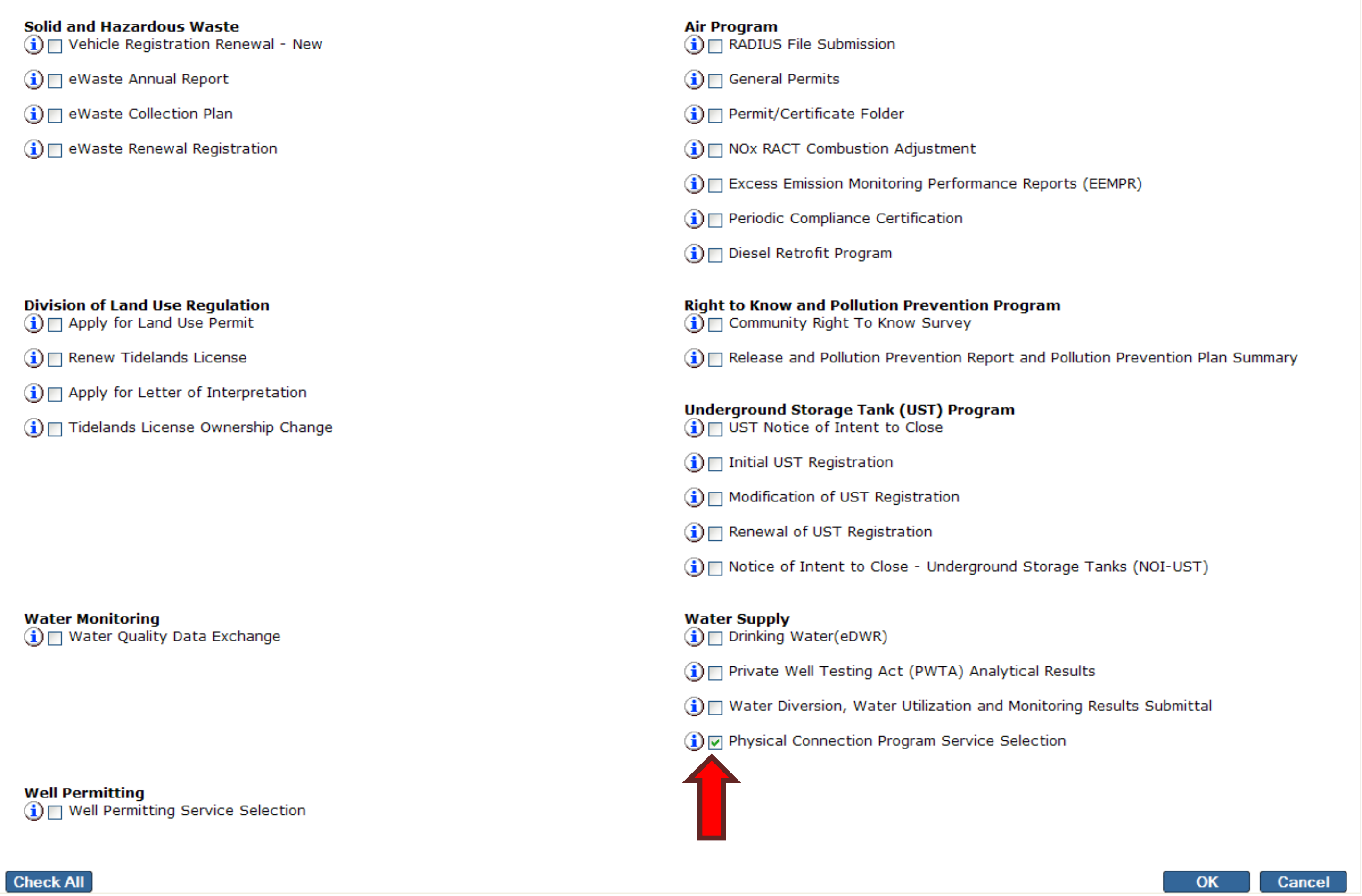
E. My Services

back to TOC

7. You will then be taken to the My Services Page. On this page scroll to the bottom and under Water Supply check the Physical Connection Program Service Selection box and click OK.



Solid and Hazardous Waste
☐ Vehicle Registration Renewal - New
☐ eWaste Annual Report
☐ eWaste Collection Plan
☐ eWaste Renewal Registration

Air Program
☐ RADIUS File Submission
☐ General Permits
☐ Permit/Certificate Folder
☐ NOx RACT Combustion Adjustment
☐ Excess Emission Monitoring Performance Reports (EEMPR)
☐ Periodic Compliance Certification
☐ Diesel Retrofit Program

Division of Land Use Regulation
☐ Apply for Land Use Permit
☐ Renew Tidelands License
☐ Apply for Letter of Interpretation
☐ Tidelands License Ownership Change

Right to Know and Pollution Prevention Program
☐ Community Right To Know Survey
☐ Release and Pollution Prevention Report and Pollution Prevention Plan Summary

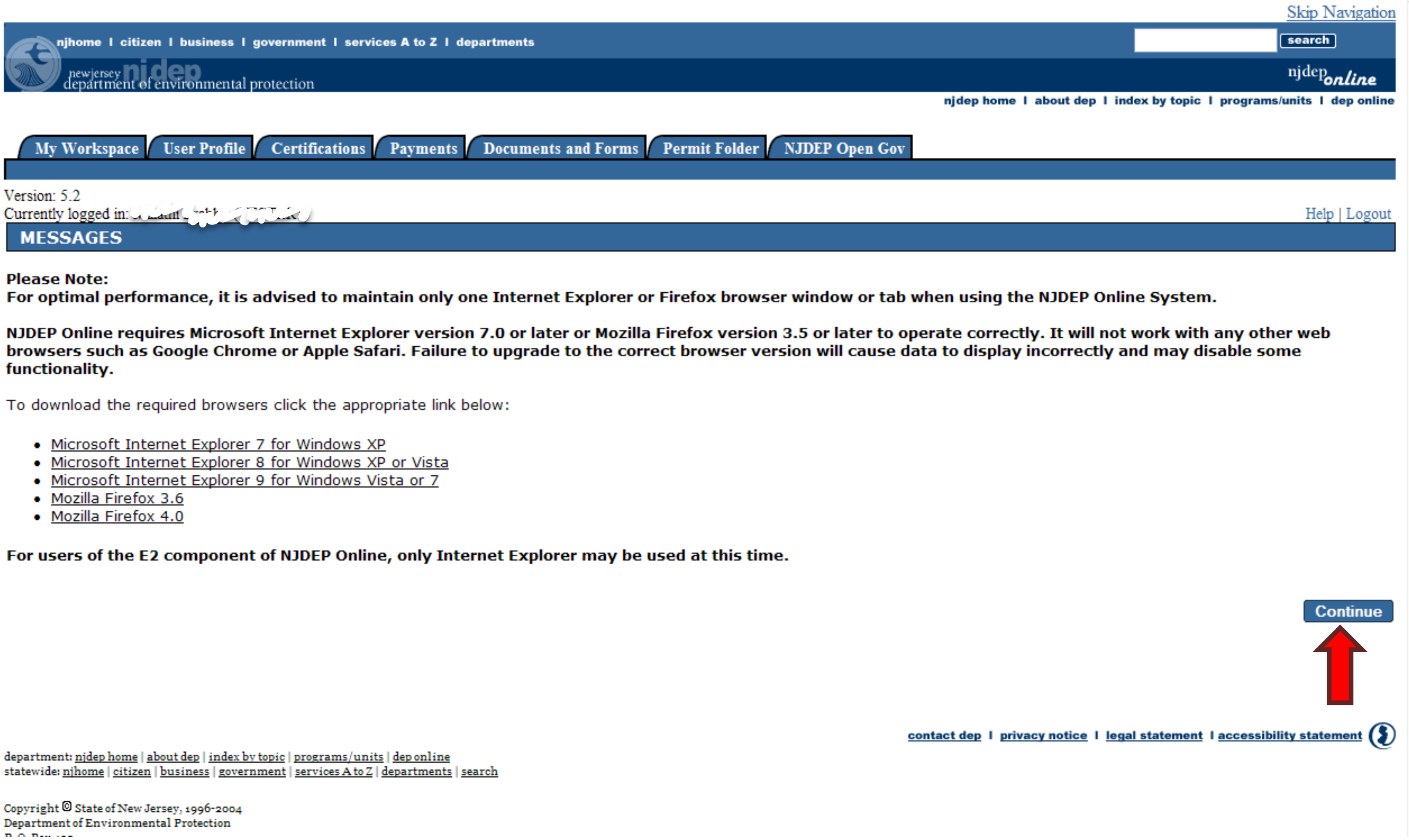
Underground Storage Tank (UST) Program
☐ UST Notice of Intent to Close
☐ Initial UST Registration
☐ Modification of UST Registration
☐ Renewal of UST Registration
☐ Notice of Intent to Close - Underground Storage Tanks (NOI-UST)

Water Monitoring
☐ Water Quality Data Exchange

Water Supply
☐ Drinking Water(eDWR)
☐ Private Well Testing Act (PWTA) Analytical Results
☐ Water Diversion, Water Utilization and Monitoring Results Submittal
☑ Physical Connection Program Service Selection

Well Permitting
☐ Well Permitting Service Selection

8. The next page is the Messages page. Click the Continue button.


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
Continue
contact dep | privacy notice | legal statement | accessibility statement

Version: 5.2

Currently logged in: [redacted]

MESSAGES

Please Note:
For optimal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System.

NJDEP Online requires Microsoft Internet Explorer version 7.0 or later or Mozilla Firefox version 3.5 or later to operate correctly. It will not work with any other web browsers such as Google Chrome or Apple Safari. Failure to upgrade to the correct browser version will cause data to display incorrectly and may disable some functionality.

To download the required browsers click the appropriate link below:

- Microsoft Internet Explorer 7 for Windows XP
- Microsoft Internet Explorer 8 for Windows XP or Vista
- Microsoft Internet Explorer 9 for Windows Vista or 7
- Mozilla Firefox 3.6
- Mozilla Firefox 4.0

For users of the E2 component of NJDEP Online, only Internet Explorer may be used at this time.

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statewide: njhome | citizen | business | government | services A to Z | departments | search

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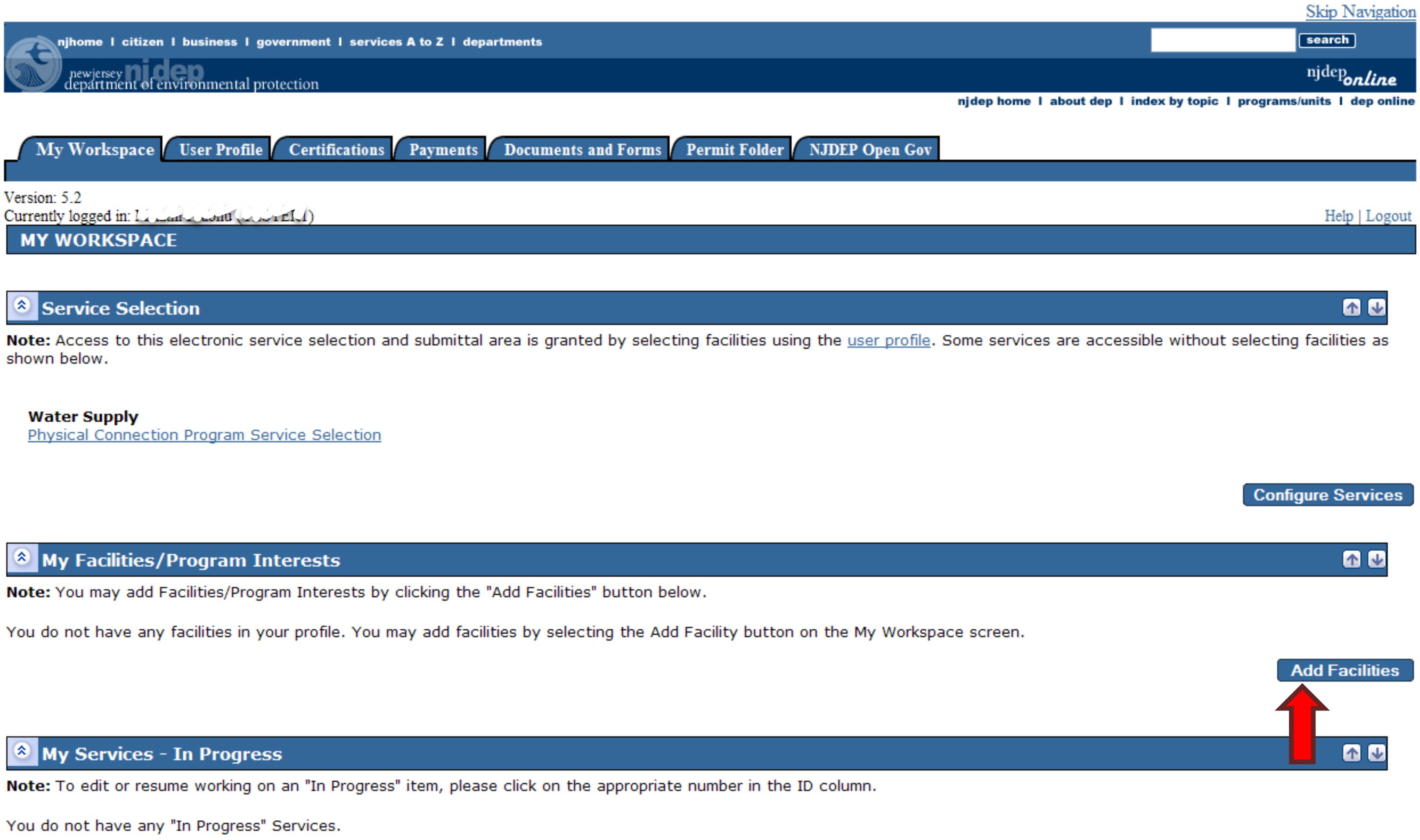
F. My Workspace

back to TOC

9. You will be directed to the My Workspace Page. If you do not have any facilities associated with your User ID, you may do so by clicking on Add Facilities under the My Facilities/Program Interest blue bar


Skip Navigation
njhome I citizen I business I government I services A to Z I departments
search
newjersey njdep department of environmental protection
njdep online
njdep home I about dep I index by topic I programs/units I dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
Configure Services
Add Facilities

Version: 5.2
Currently logged in: [redacted]

MY WORKSPACE

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.

Water Supply
Physical Connection Program Service Selection

My Facilities/Program Interests

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

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.

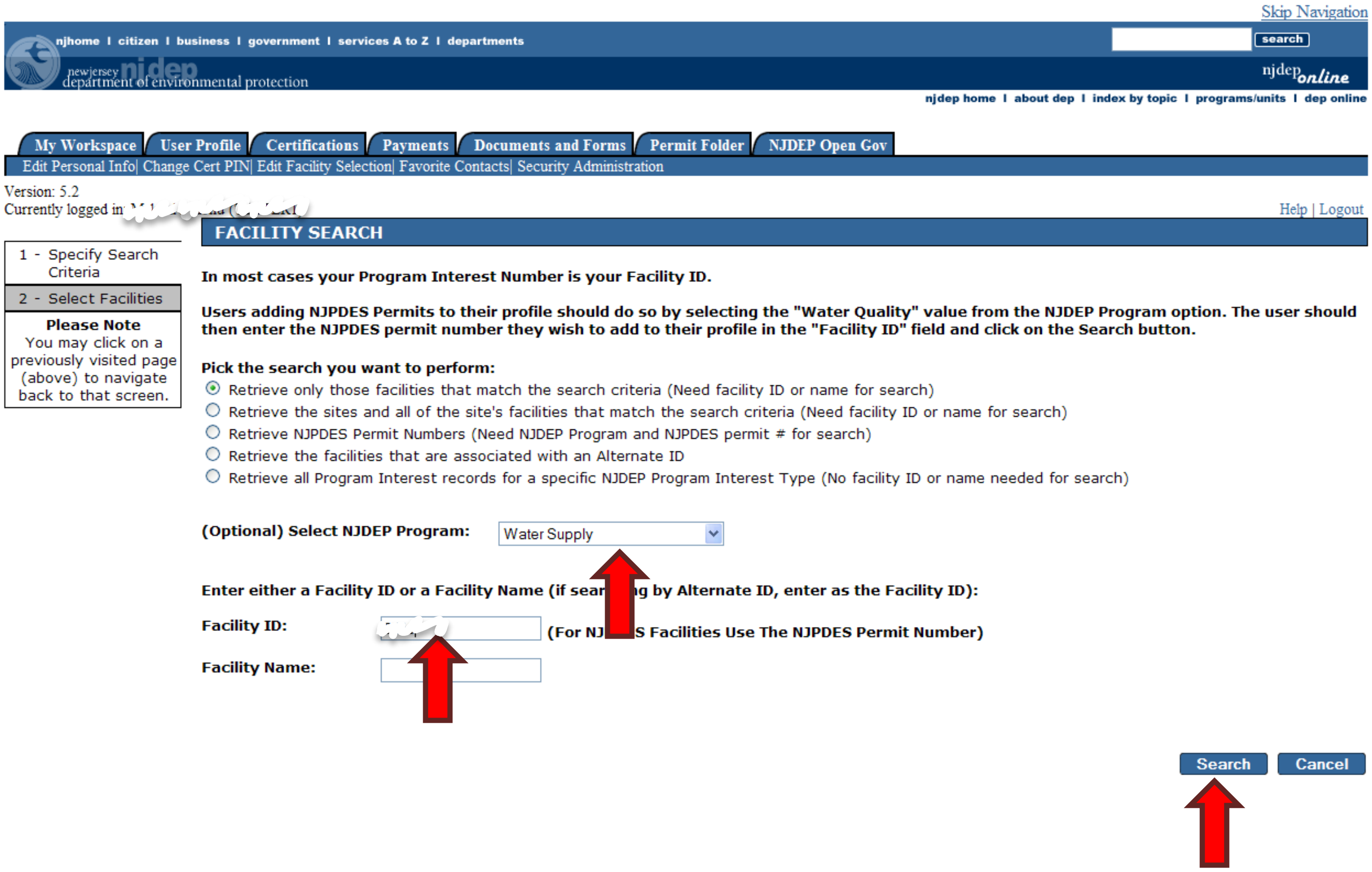
My Services - In Progress

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

You do not have any "In Progress" Services.

If you already have a User ID you need to add the Physical Connection Program Service. Click on ‘Configure Services” and select “Physical Connection Program Service Selection.”

10. In the Facility Search page, select Water Supply in the NJDEP Program drop down window. Then enter the 4-digit Program Interest number for the facility you wish to add or you may enter the facility name (must match the spelling) and click on the Search button.


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Edit Personal Info| Change Cert PIN| Edit Facility Selection| Favorite Contacts| Security Administration
Help | Logout
1 - Specify Search Criteria
2 - Select Facilities
Search
Cancel

Version: 5.2

Currently logged in: [redacted]

FACILITY SEARCH

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

In most cases your Program Interest Number is your Facility ID.

Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

● Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
○ Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
○ Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
○ Retrieve the facilities that are associated with an Alternate ID
○ Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

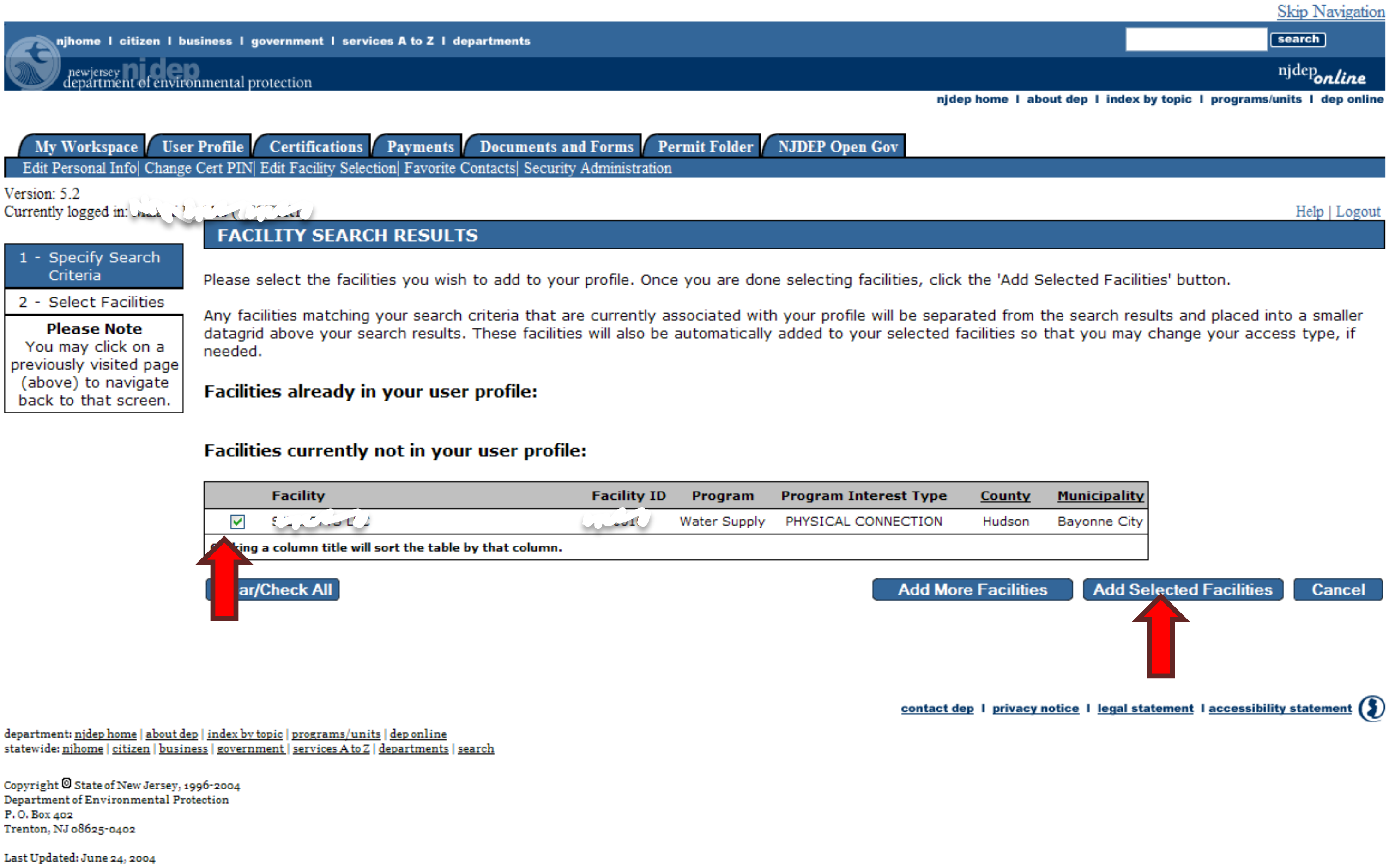
(Optional) Select NJDEP Program: Water Supply

Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):

Facility ID: [redacted] **(For NJPDES Facilities Use The NJPDES Permit Number)**

Facility Name:

11. If multiple facilities are listed under the Facilities currently not in your user profile, check the appropriate facility box and click on the Add Selected Facilities button.


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
new jersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Edit Personal Info| Change Cert PIN| Edit Facility Selection| Favorite Contacts| Security Administration
Help | Logout
1 - Specify Search Criteria
2 - Select Facilities
ar/Check All
Add More Facilities
Add Selected Facilities
Cancel
contact dep | privacy notice | legal statement | accessibility statement
department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

Version: 5.2
Currently logged in: [redacted]

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
☑	[redacted]	[redacted]	Water Supply	PHYSICAL CONNECTION	Hudson	Bayonne City

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

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G. Instructions for entering Quarterly Test Results

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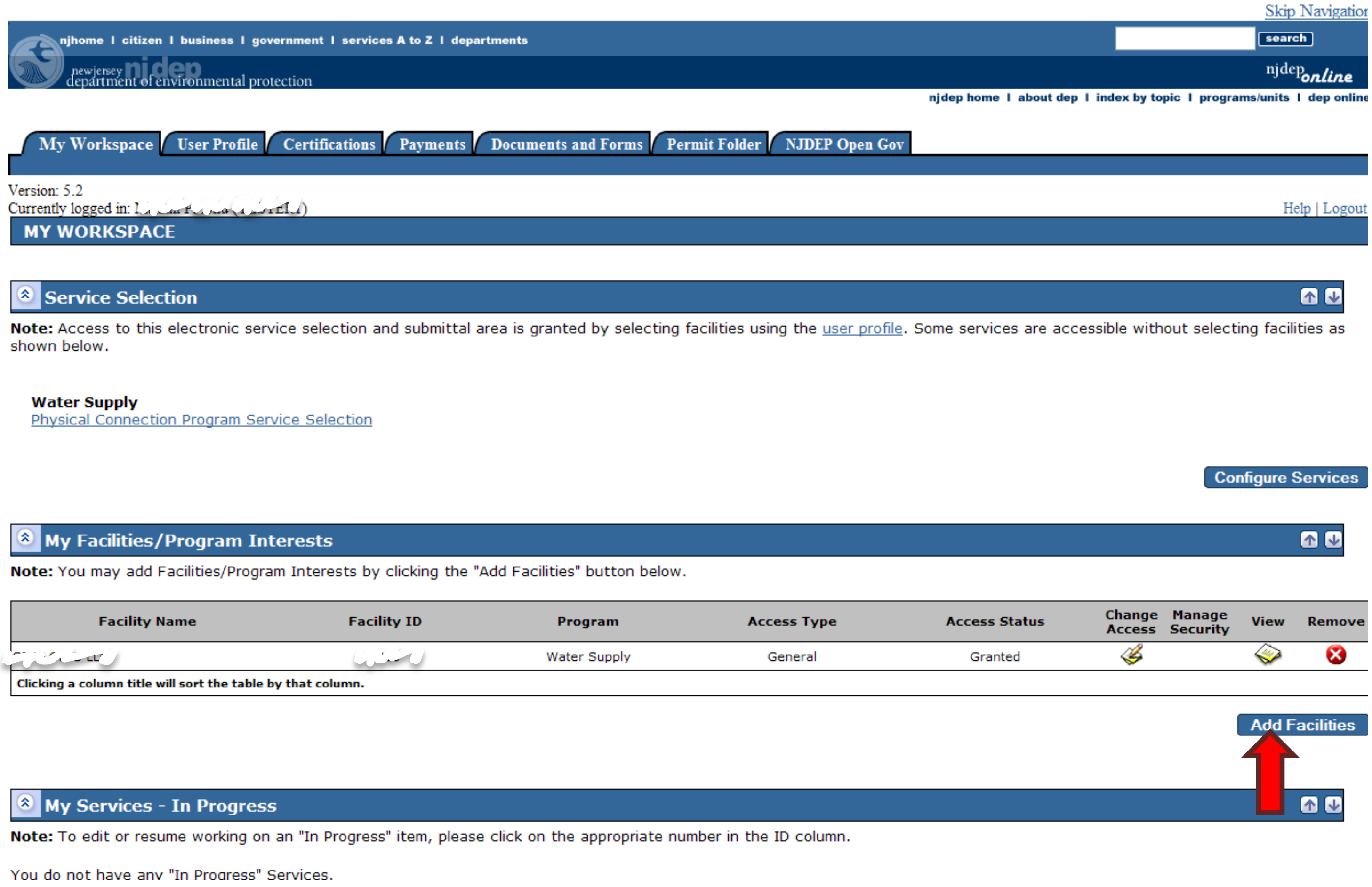
12. You will be taken back to the My Workspace page. If you are a Certified Tester and only submitting results for a facility(ies) then your Access Type can remain as General. However, if you will be submitting the Renewal Service, your Access Type must be a Responsible Official. You may request that change in the column marked Change Access under the My Facilities/Program Interests blue bar. Full details given on the renewal service instructions (see screen shot on next page).

Below is some information on the Quarterly Service:

- You do not have to wait until the end of the quarter to submit the test results. Results can be entered on a more frequent basis.
- You do not have to enter all the devices included in a permit at one time. Results can be entered for only those devices that were tested.
- The Certified Tester testing the devices MUST be the person that enters the test results on the quarterly service. Other office/clerical staff may not do this because the Certified Tester’s license could be jeopardized.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njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdeponline
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
Configure Services
Add Facilities

Version: 5.2
Currently logged in: [redacted])

MY WORKSPACE

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.

Water Supply
Physical Connection Program Service Selection

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
[redacted]	[redacted]	Water Supply	General	Granted	✎		🗎	✖

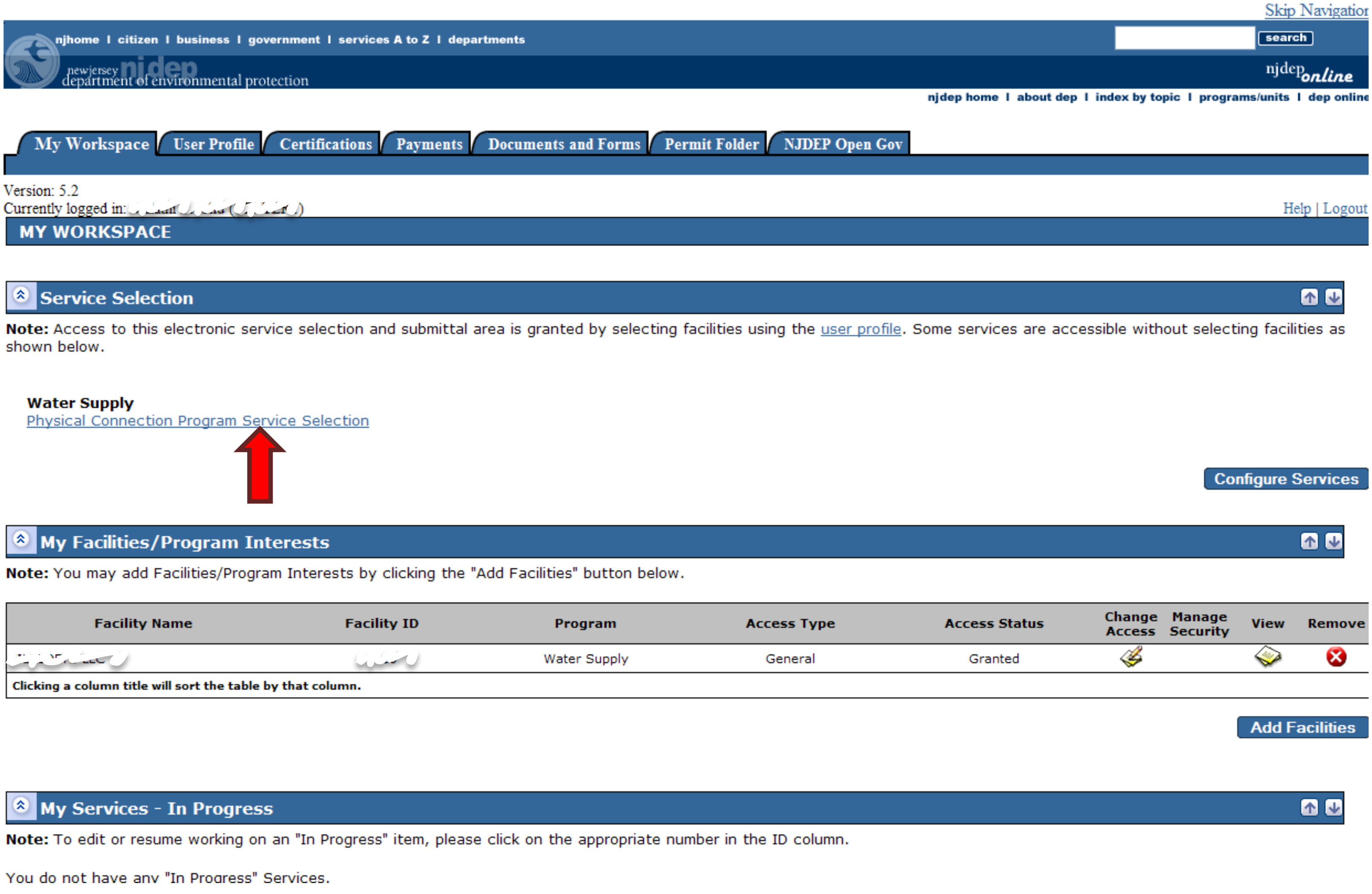
Clicking a column title will sort the table by that column.

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.

You do not have any "In Progress" Services.

13. Under the Service Selection blue bar, click on the Physical Connection Program Service Selection link. This will take you to the Instructions page. Click the Continue button.


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
Configure Services
Add Facilities

Version: 5.2
Currently logged in: [redacted]

MY WORKSPACE

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Physical Connection Program Service Selection

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Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
[redacted]	[redacted]	Water Supply	General	Granted	✎		📄	✖

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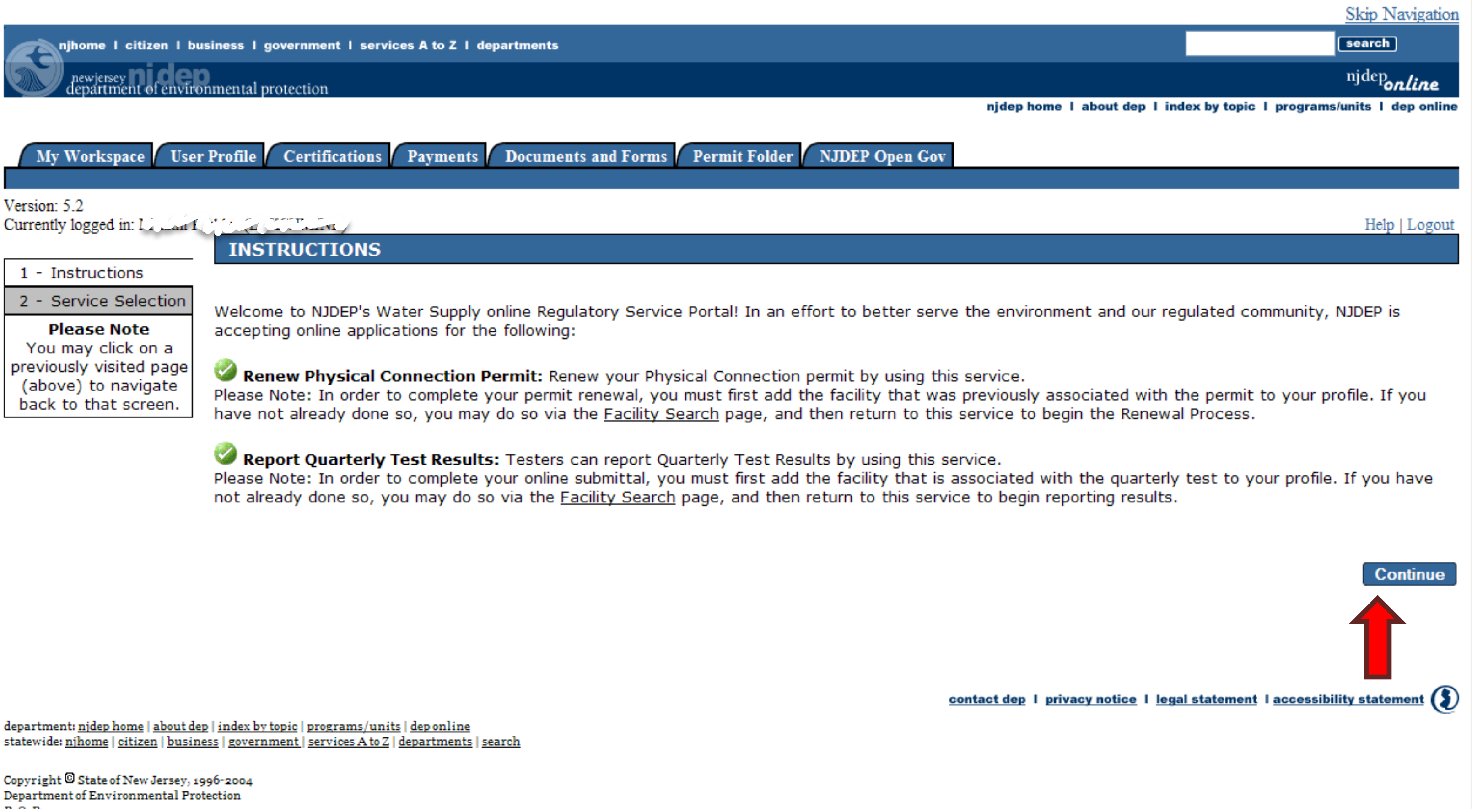
Skip Navigation
njhome I citizen I business I government I services A to Z I departments
search
newjersey njdep
department of environmental protection
njdeponline
njdep home I about dep I index by topic I programs/units I dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Instructions
2 - Service Selection
Continue
contact dep I privacy notice I legal statement I accessibility statement

Version: 5.2

Currently logged in: [redacted]

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

INSTRUCTIONS

Welcome to NJDEP's Water Supply online Regulatory Service Portal! In an effort to better serve the environment and our regulated community, NJDEP is accepting online applications for the following:

✓ **Renew Physical Connection Permit:** Renew your Physical Connection permit by using this service.
Please Note: In order to complete your permit renewal, you must first add the facility that was previously associated with the permit to your profile. If you have not already done so, you may do so via the Facility Search page, and then return to this service to begin the Renewal Process.

✓ **Report Quarterly Test Results:** Testers can report Quarterly Test Results by using this service.
Please Note: In order to complete your online submittal, you must first add the facility that is associated with the quarterly test to your profile. If you have not already done so, you may do so via the Facility Search page, and then return to this service to begin reporting results.

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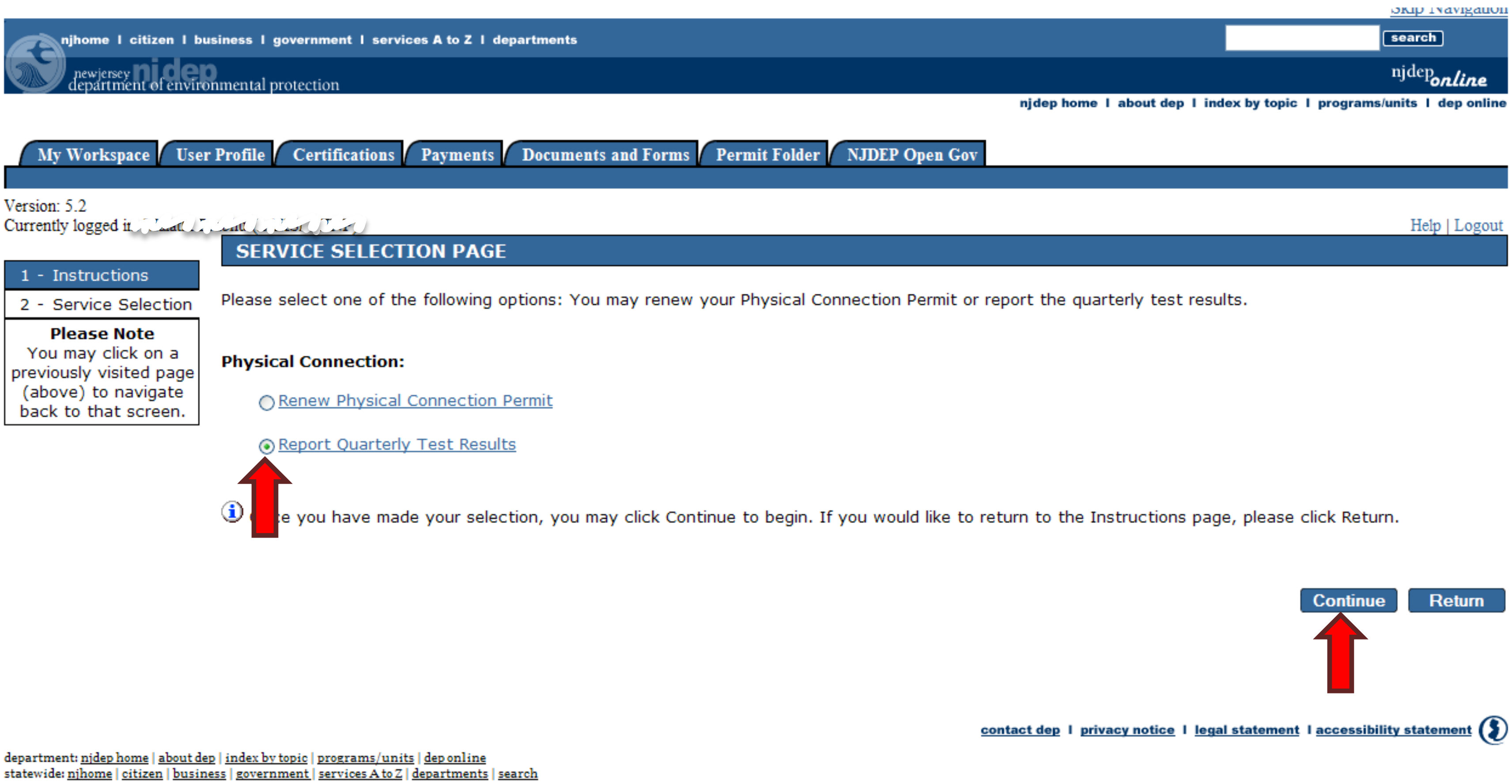
H. Service Selection

back to TOC

14. On the Service Selection Page click on the report Quarterly Test Results radio button then click the Continue button.


Skip Navigation
njhome I citizen I business I government I services A to Z I departments
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newjersey njdep department of environmental protection
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njdep home I about dep I index by topic I programs/units I dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Instructions
2 - Service Selection
Continue
Return
contact dep I privacy notice I legal statement I accessibility statement
department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

Version: 5.2
Currently logged in [redacted]

SERVICE SELECTION PAGE

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

Please select one of the following options: You may renew your Physical Connection Permit or report the quarterly test results.

Physical Connection:

○ Renew Physical Connection Permit

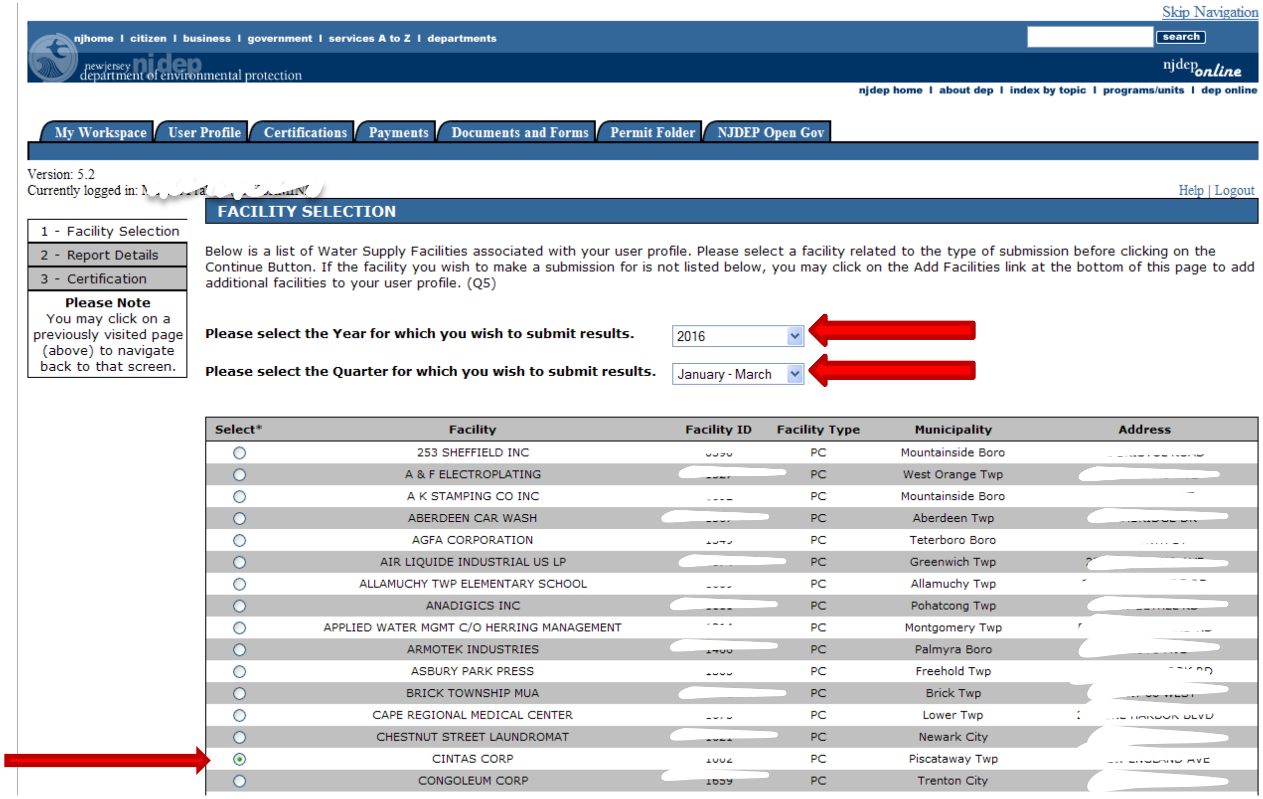
● Report Quarterly Test Results

ⓘ Once you have made your selection, you may click Continue to begin. If you would like to return to the Instructions page, please click Return.

I. Facility Selection

[back to TOC](#)

15. On the Facility Selection Page, select the Year and Quarter then the Facility for which you are submitting the results. Click the Continue button. Click to see example of [year](#) and [quarter](#) selection


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov

Version: 5.2
Currently logged in: [redacted]

Help | Logout
1 - Facility Selection
2 - Report Details
3 - Certification

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

FACILITY SELECTION

Below is a list of Water Supply Facilities associated with your user profile. Please select a facility related to the type of submission before clicking on the Continue Button. If the facility you wish to make a submission for is not listed below, you may click on the Add Facilities link at the bottom of this page to add additional facilities to your user profile. (Q5)

Please select the Year for which you wish to submit results. 2016

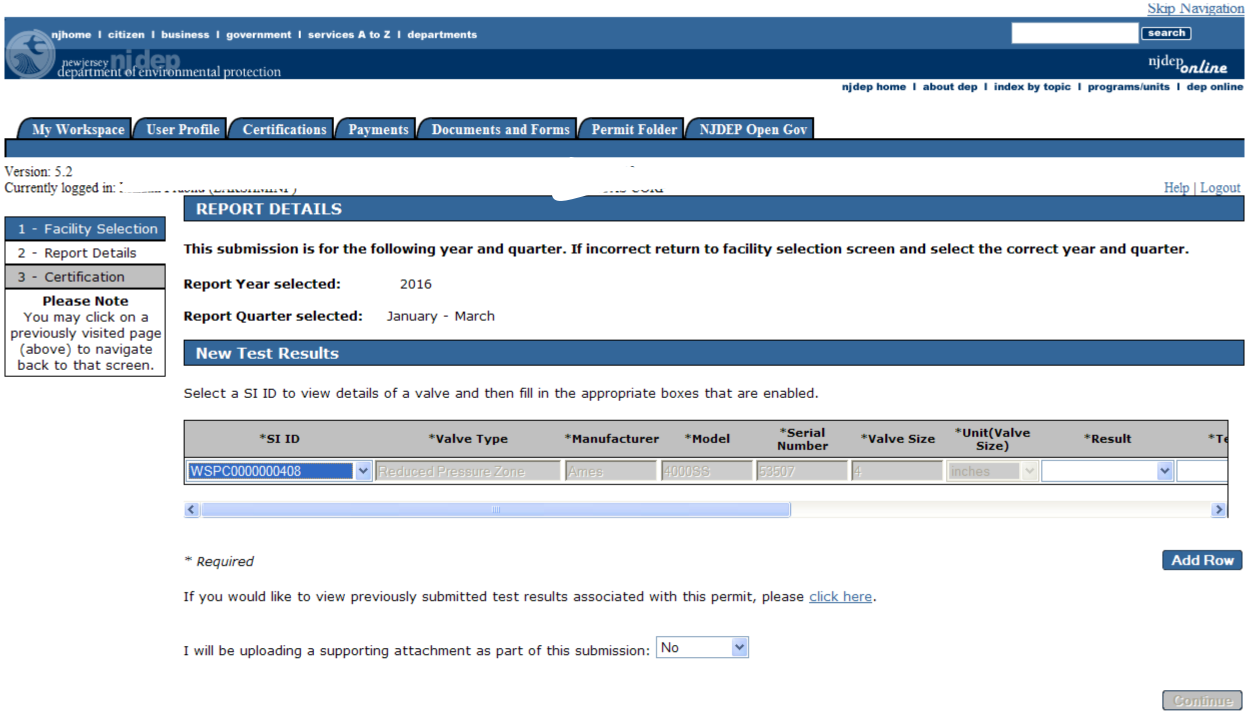
Please select the Quarter for which you wish to submit results. January - March

Select*	Facility	Facility ID	Facility Type	Municipality	Address
○	253 SHEFFIELD INC	[redacted]	PC	Mountainside Boro	[redacted]
○	A & F ELECTROPLATING	[redacted]	PC	West Orange Twp	[redacted]
○	A K STAMPING CO INC	[redacted]	PC	Mountainside Boro	[redacted]
○	ABERDEEN CAR WASH	[redacted]	PC	Aberdeen Twp	[redacted]
○	AGFA CORPORATION	[redacted]	PC	Teterboro Boro	[redacted]
○	AIR LIQUIDE INDUSTRIAL US LP	[redacted]	PC	Greenwich Twp	[redacted]
○	ALLAMUCHY TWP ELEMENTARY SCHOOL	[redacted]	PC	Allamuchy Twp	[redacted]
○	ANADIGICS INC	[redacted]	PC	Pohatcong Twp	[redacted]
○	APPLIED WATER MGMT C/O HERRING MANAGEMENT	[redacted]	PC	Montgomery Twp	[redacted]
○	ARMOTEK INDUSTRIES	[redacted]	PC	Palmyra Boro	[redacted]
○	ASBURY PARK PRESS	[redacted]	PC	Freehold Twp	[redacted]
○	BRICK TOWNSHIP MUA	[redacted]	PC	Brick Twp	[redacted]
○	CAPE REGIONAL MEDICAL CENTER	[redacted]	PC	Lower Twp	[redacted]
○	CHESTNUT STREET LAUNDROMAT	[redacted]	PC	Newark City	[redacted]
●	CINTAS CORP	[redacted]	PC	Piscataway Twp	[redacted]
○	CONGOLEUM CORP	[redacted]	PC	Trenton City	[redacted]

J. Report Details

back to TOC

16. On the Report Details Page, Select the appropriate SI (Subject Item) ID which will prepopulate the Valve Type, Manufacturer, Model, Serial Number, Valve Size and Unit of the device. Verify that this information is correct. If the Manufacturer, Model, Serial Number, Valve Size and Unit of the device are incorrect please refer to the permittee. Under the Result column select the appropriate result (Pass, Fail, Not Tested, etc.); in the Test Date column enter the date the device was tested and in the Status column select the appropriate status (In Service, Not in Service, etc.). If the device was replaced (due to a failed test and not repairable), enter the failed result and create another row (Click the Add Row button) for the same valve and check the Replaced valve box which will enable you to provide information to populate the Manufacturer, Model, and Serial Number fields. Make the changes and enter the date in the Date Valve Last Replaced column. You may either scroll to the extreme right, click on the disk icon to save the information or you may click on the Add Row button. The information will be saved and a new blank row (as per the design of the webpage) will appear below the results. There is no need to populate the blank row when all results for that quarter and year are entered. If there are multiple valves, select another SI ID to enter the results. When all results (for the devices you tested) are entered for that Year and Quarter, click on the Continue button. (See screen shot on next page). Click here to see an example


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
new jersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Facility Selection
2 - Report Details
3 - Certification
Add Row
Continue

Version: 5.2
Currently logged in: [redacted]

REPORT DETAILS

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

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
WSPC0000000408	Reduced Pressure Zone	Ames	4000SS	53507	4	inches		

** Required*

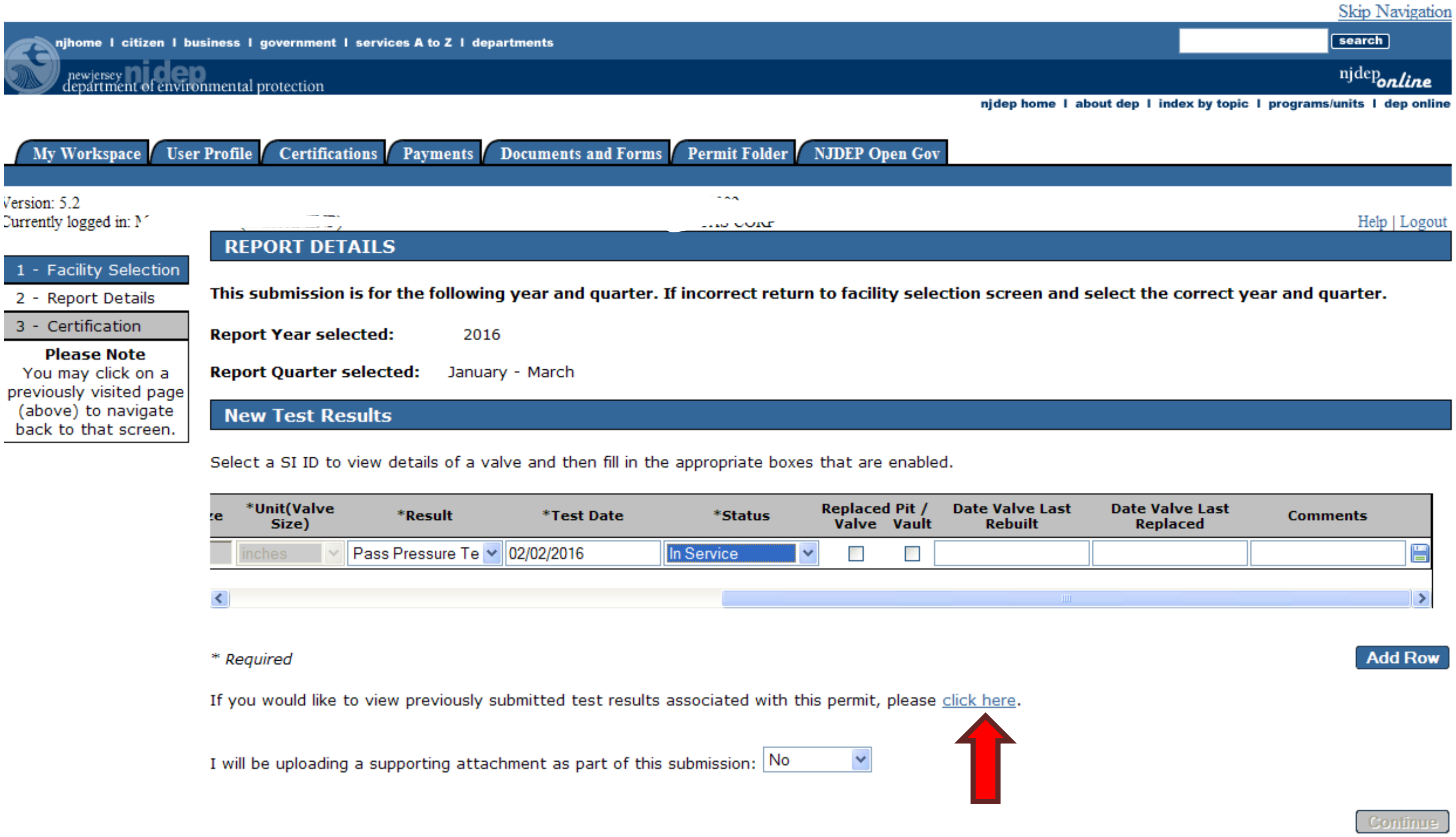
If you would like to view previously submitted test results associated with this permit, please click here.

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

K. New Test Results

back to TOC

To see an example click here for how to enter test data and here for status data



Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdeponline
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Facility Selection
2 - Report Details
3 - Certification
Add Row
Continue

Version: 5.2
Currently logged in: [redacted]

[redacted]

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.

*Unit(Valve Size)	*Result	*Test Date	*Status	Replaced Pit / Valve	Vault	Date Valve Last Rebuilt	Date Valve Last Replaced	Comments
inches	Pass Pressure Te	02/02/2016	In Service	☐	☐			

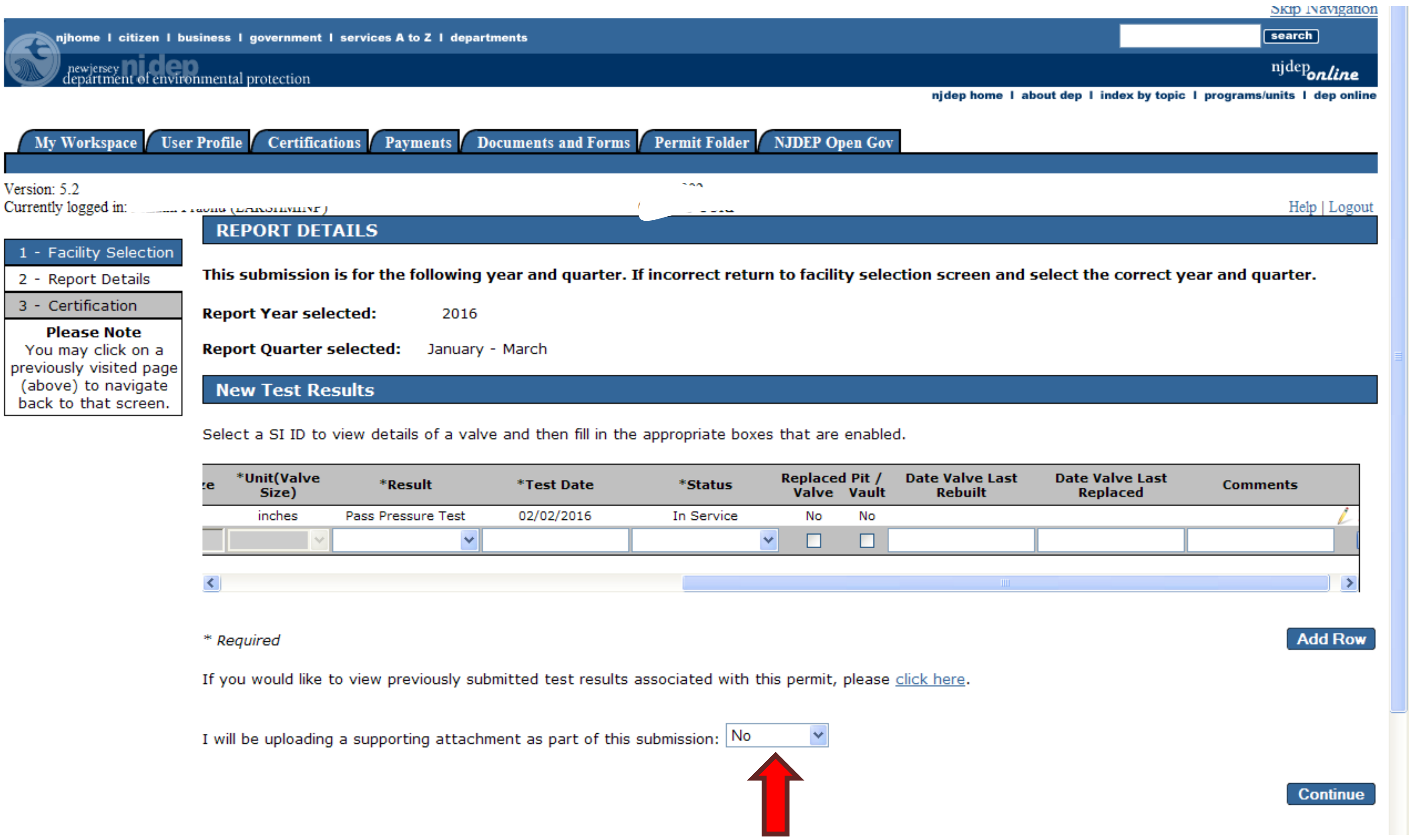
Please Note
You may click on a previously visited page (above) to navigate back to that screen.

** 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

The link will launch a report showing previously recorded test results for that permit. Click here to see report example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njhome | citizen | business | government | services A to Z | departments
search
new jersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Facility Selection
2 - Report Details
3 - Certification
Add Row
Continue

Version: 5.2
Currently logged in: [redacted]

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

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

New Test Results

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

ze	*Unit(Valve Size)	*Result	*Test Date	*Status	Replaced Valve	Pit / Vault	Date Valve Last Rebuilt	Date Valve Last Replaced	Comments
	inches	Pass Pressure Test	02/02/2016	In Service	No	No			
					☐	☐			

* *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

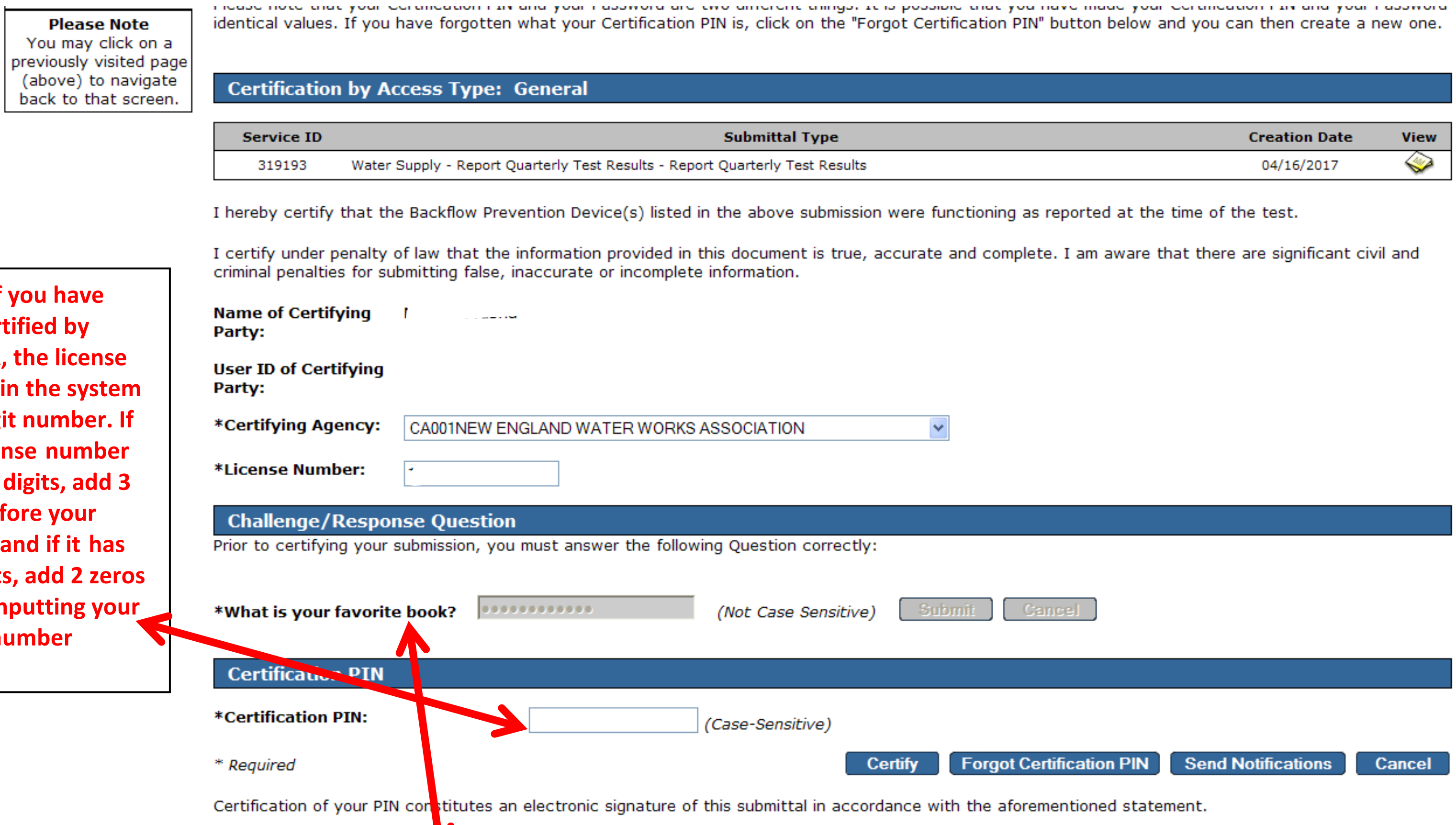
Attachments are not required to be submitted. The Department does not need copies of the test results. If you do wish to submit a copy you may do so and if there is an issue regarding a test, or the permittee cannot find a copy of the results, we will have a copy.

Note: A person with General user access and no license number may process the quarterly service until the above screen and shall not use a Certified Tester's license number to certify the quarterly service. The Certified Tester can then log on with his/her ID and select the Certifications tab and certify the services.

L. Service Certification Page

back to TOC

17. This will bring you to the Service Certification Page. Select the Certifying Agency with whom you received your license. Then enter your Certified Tester's license number. You will have to answer one of the five (5) Challenge/Response Questions you had selected while creating your user profile. Then click on the Submit button. If you answered the question correctly, then the Certification Pin field will become enabled. Enter your Pin and click on the Certify button.



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: [redacted]

User ID of Certifying Party:

***Certifying Agency:** CA001NEW ENGLAND WATER WORKS ASSOCIATION

***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.

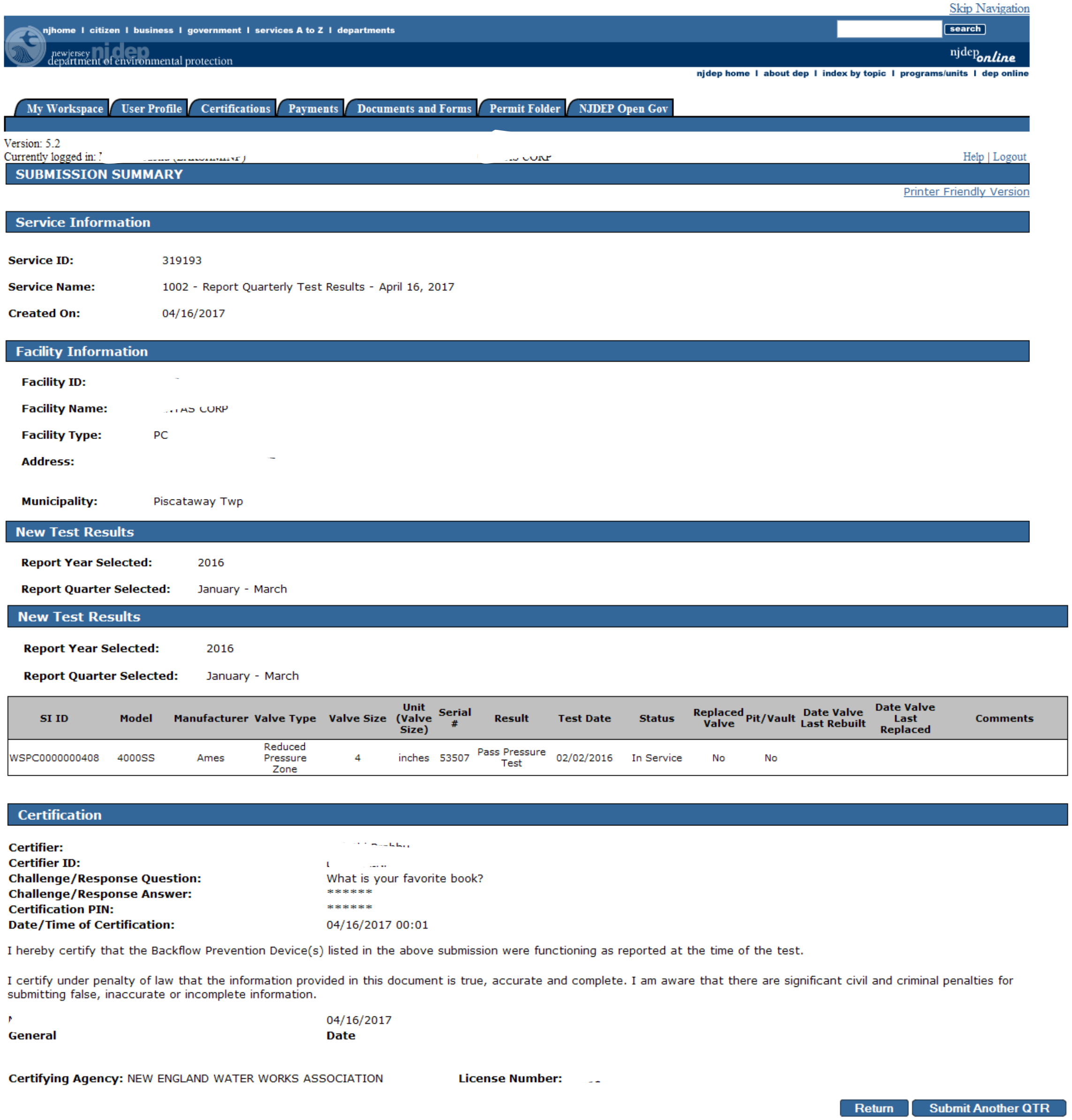
NOTE: if you have been certified by NEWWA, the license number in the system is a 7 digit number. If your license number has four digits, add 3 zeros before your number and if it has five digits, add 2 zeros before inputting your license number

One question from the five security questions answered earlier will appear here

M. Summary Page

back to TOC

18. A summary page of what you have submitted will show and at the bottom of the page if you wish to end your session you may click on the Return button. This will take you back to the My Workspace page. If you are submitting results for another facility or for another quarter, you may click on the Submit Another QTR button and it will take you back to the Facility Selection page. (See screen shot on next page)


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
new jersey njdep department of environmental protection
njdeponline
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov

Version: 5.2
Currently logged in: [redacted]

Help | Logout

SUBMISSION SUMMARY

Printer Friendly Version

Service Information

Service ID: 319193

Service Name: 1002 - Report Quarterly Test Results - April 16, 2017

Created On: 04/16/2017

Facility Information

Facility ID: [redacted]

Facility Name: [redacted]

Facility Type: PC

Address: [redacted]

Municipality: Piscataway Twp

New Test Results

Report Year Selected: 2016

Report Quarter Selected: January - March

New Test Results

Report Year Selected: 2016

Report Quarter Selected: January - March

SI ID	Model	Manufacturer	Valve Type	Valve Size	Unit (Valve Size)	Serial #	Result	Test Date	Status	Replaced Valve	Pit/Vault	Date Valve Last Rebuilt	Date Valve Last Replaced	Comments
WSPC0000000408	4000SS	Ames	Reduced Pressure Zone	4	inches	53507	Pass Pressure Test	02/02/2016	In Service	No	No			

Certification

Certifier: [redacted]
Certifier ID: [redacted]
Challenge/Response Question: What is your favorite book?
Challenge/Response Answer: ******
Certification PIN: ******
Date/Time of Certification: 04/16/2017 00:01

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

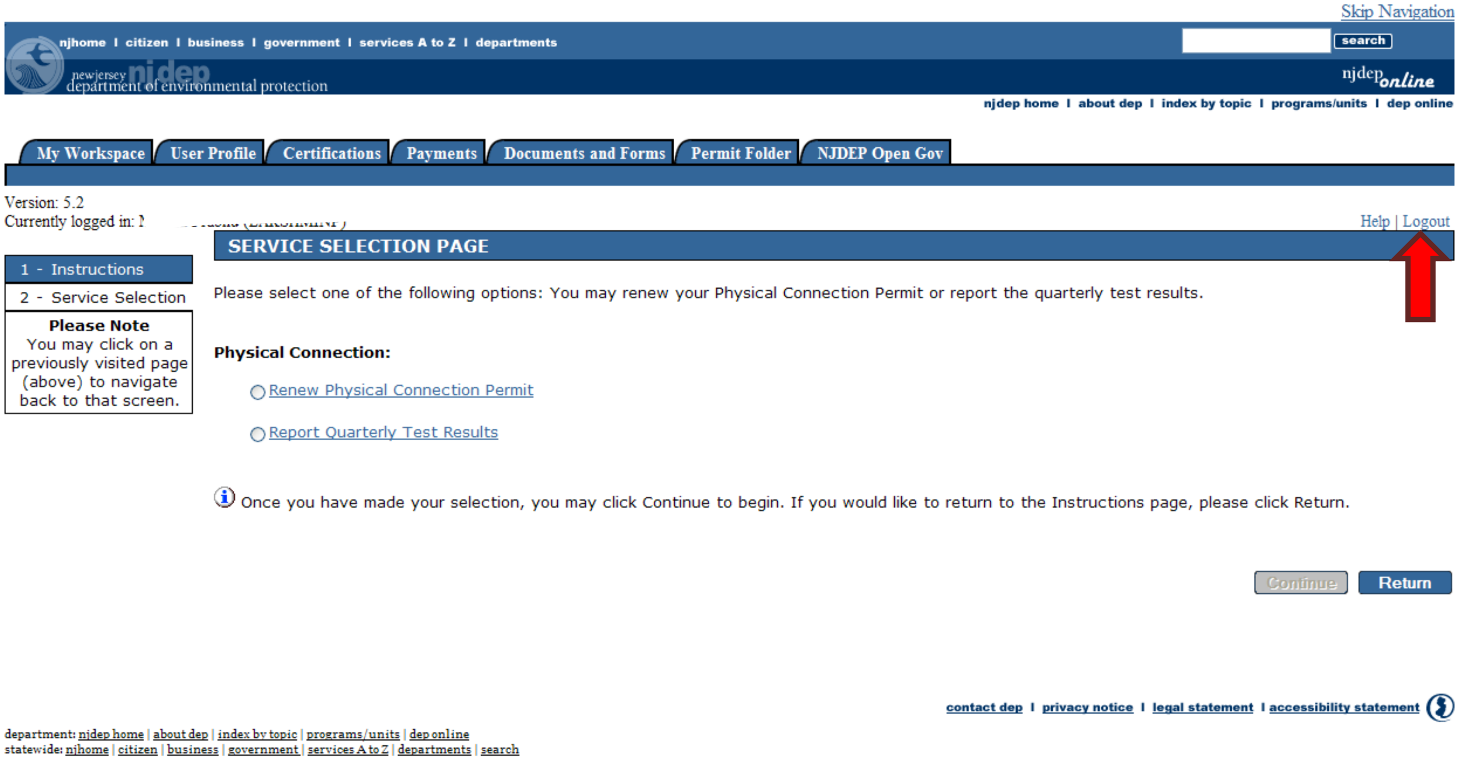
I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

[redacted] 04/16/2017
General **Date**

Certifying Agency: NEW ENGLAND WATER WORKS ASSOCIATION **License Number:** [redacted]

Return
Submit Another QTR

19. When you are done with entering all the information, you can click on the Logout link.


Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdeponline
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov

Version: 5.2
Currently logged in: [redacted]

Help | Logout

SERVICE SELECTION PAGE

1 - Instructions
2 - Service Selection

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

Please select one of the following options: You may renew your Physical Connection Permit or report the quarterly test results.

Physical Connection:

○ Renew Physical Connection Permit

○ Report Quarterly Test Results

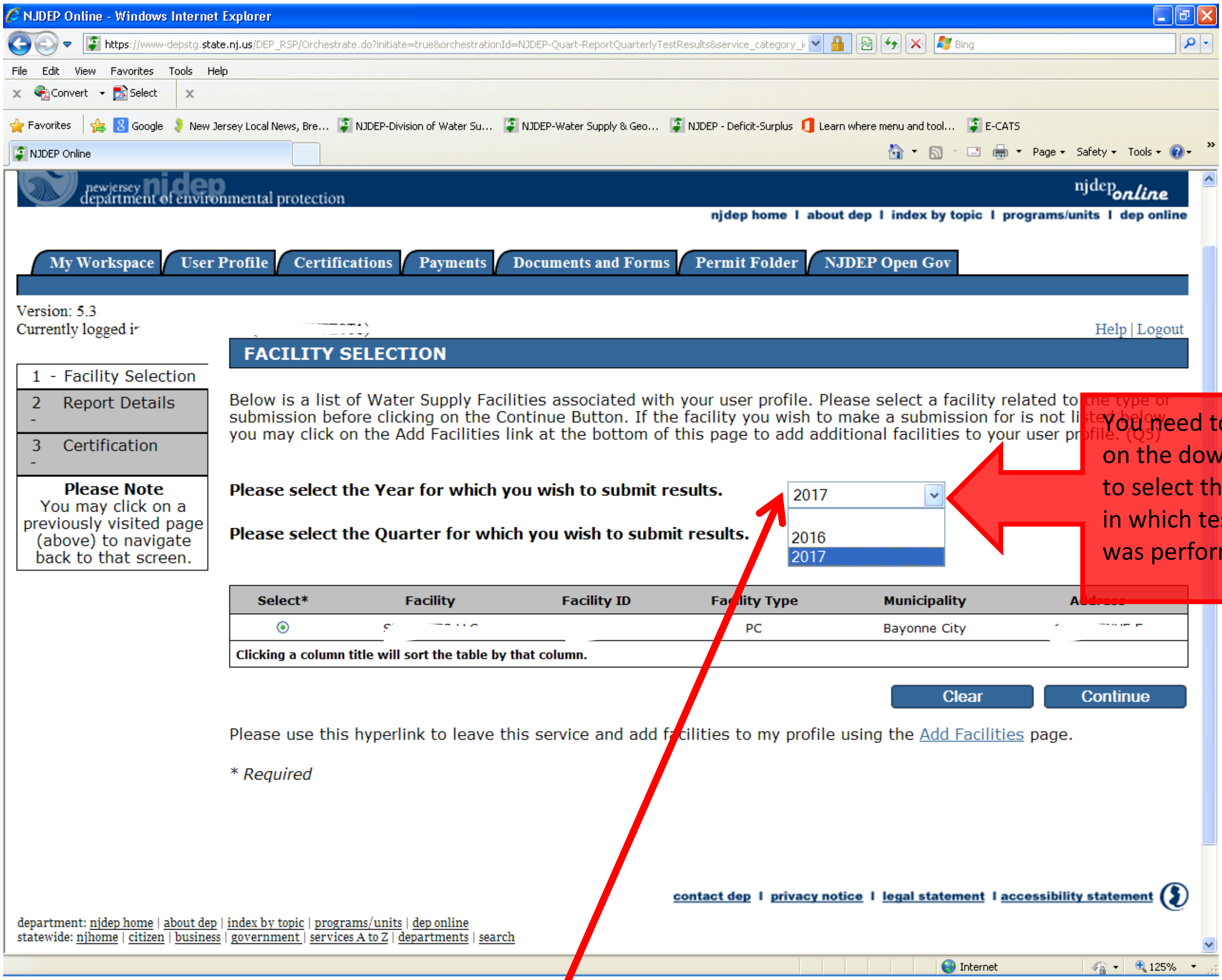
ⓘ Once you have made your selection, you may click Continue to begin. If you would like to return to the Instructions page, please click Return.

Continue
Return
contact dep | privacy notice | legal statement | accessibility statement
department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

EXAMPLES

Example 1: Year Selection

[back to TOC]


NJDEP Online - Windows Internet Explorer
https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=NJDEP-Quart-ReportQuarterlyTestResults&service_category_i
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Favorites Google New Jersey Local News, Bre... NJDEP-Division of Water Su... NJDEP-Water Supply & Geo... NJDEP - Deficit-Surplus Learn where menu and tool... E-CATS
NJDEP Online
Page Safety Tools
new jersey department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout

Version: 5.3
Currently logged i [redacted]

FACILITY SELECTION

1 - Facility Selection
2 - Report Details
3 - Certification

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

Below is a list of Water Supply Facilities associated with your user profile. Please select a facility related to the type of submission before clicking on the Continue Button. If the facility you wish to make a submission for is not listed below you may click on the Add Facilities link at the bottom of this page to add additional facilities to your user profile. (Q5)

Please select the Year for which you wish to submit results. 2017
2016
2017

Please select the Quarter for which you wish to submit results.

Select*	Facility	Facility ID	Facility Type	Municipality	Address
●	[redacted]	[redacted]	PC	Bayonne City	[redacted]

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

Clear
Continue

Please use this hyperlink to leave this service and add facilities to my profile using the Add Facilities page.

** Required*

contact dep | privacy notice | legal statement | accessibility statement
department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search
Internet
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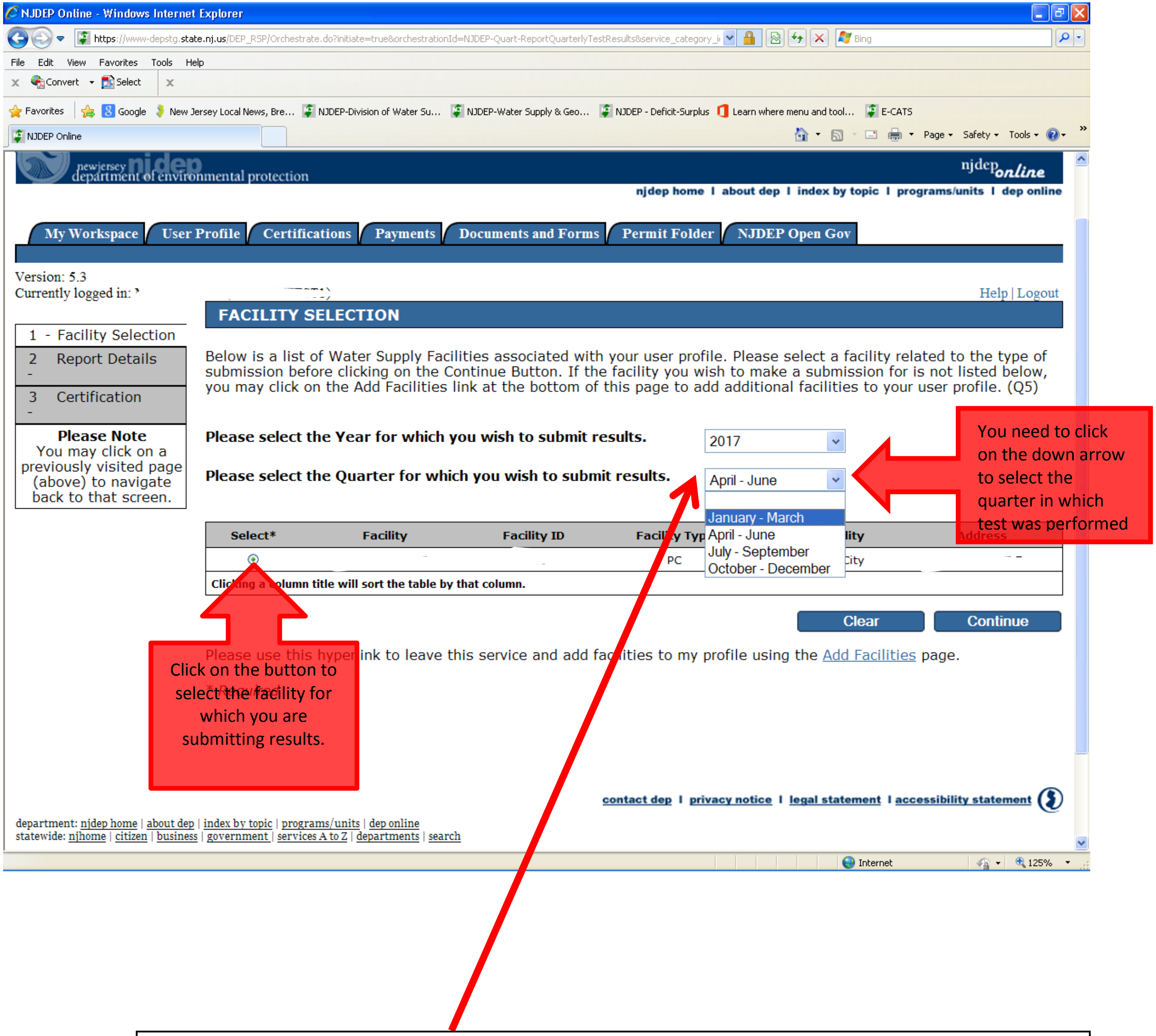
You need to click on the down arrow to select the year in which testing was performed

Please note that you may ONLY enter test results for the previous and current calendar years. Example: if current year is 2015, you can enter test results for 2014 and 2015 (until current date). Electronic submissions of older test results cannot be entered.

Example 2: Quarter Selection

back to TOC


NJDEP Online - Windows Internet Explorer
https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=NJDEP-Quart-ReportQuarterlyTestResults&service_category_i
File Edit View Favorites Tools Help
Convert Select
Favorites Google New Jersey Local News, Bre... NJDEP-Division of Water Su... NJDEP-Water Supply & Geo... NJDEP - Deficit-Surplus Learn where menu and tool... E-CATS
NJDEP Online
Page Safety Tools
newjersey njdep department of environmental protection
njdeponline
njdep home I about dep I index by topic I programs/units I dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Facility Selection
2 - Report Details
3 - Certification
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Continue
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statewide: njhome | citizen | business | government | services A to Z | departments | search
Internet
125%

Version: 5.3
Currently logged in: [redacted]

FACILITY SELECTION

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

Below is a list of Water Supply Facilities associated with your user profile. Please select a facility related to the type of submission before clicking on the Continue Button. If the facility you wish to make a submission for is not listed below, you may click on the Add Facilities link at the bottom of this page to add additional facilities to your user profile. (Q5)

Please select the Year for which you wish to submit results. 2017

Please select the Quarter for which you wish to submit results. April - June

- January - March
- April - June
- July - September
- October - December

Select*	Facility	Facility ID	Facility Typ	lity	Address
●	[redacted]	[redacted]	PC	City	[redacted]

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

Please use this hyperlink to leave this service and add facilities to my profile using the Add Facilities page.

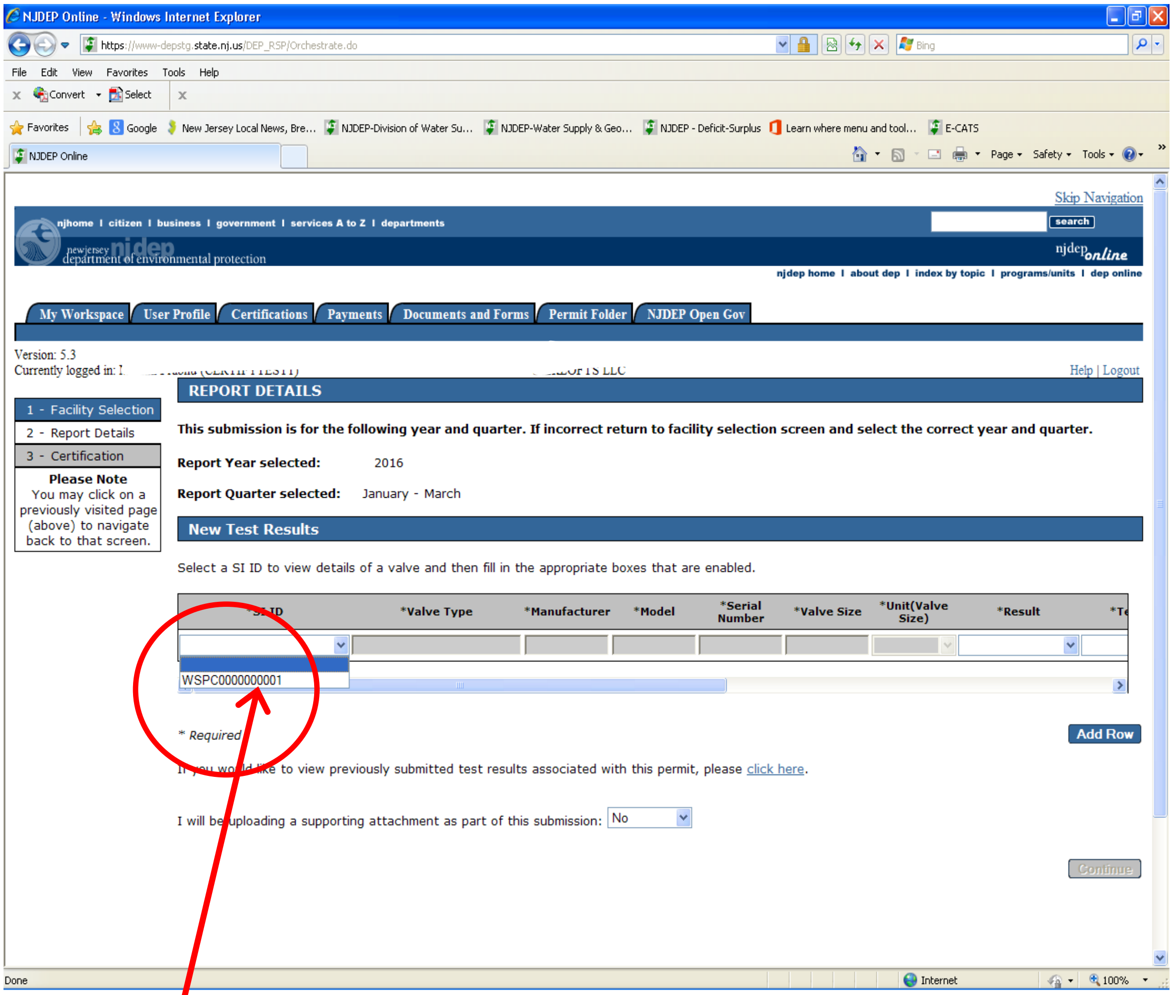
* Required

You need to click on the down arrow to select the quarter in which test was performed

Click on the button to select the facility for which you are submitting results.

The system does verify that the test occurred in the quarters selected. If the test was supposed to be done Jan – Mar but due to some reason, it was delayed until early April; you will need to select the Apr – Jun quarter. You may enter more than one test result in a quarter. For the above situation, if you have two tests in the 2nd quarter, one in the 3rd and one in the 4th quarters, the permit will not be auto approved since the 1st quarter is missing. You may however, attach an explanation in the Quarterly Service or in the Renewal Service which the Bureau will take into consideration.

Example 3: Subject Item back to TOC


NJDEP Online - Windows Internet Explorer
https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do
File Edit View Favorites Tools Help
Favorites
NJDEP Online
Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Facility Selection
2 - Report Details
3 - Certification
Add Row
Continue
Done
Internet
100%

Version: 5.3

Currently logged in: [redacted]

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

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

New Test Results

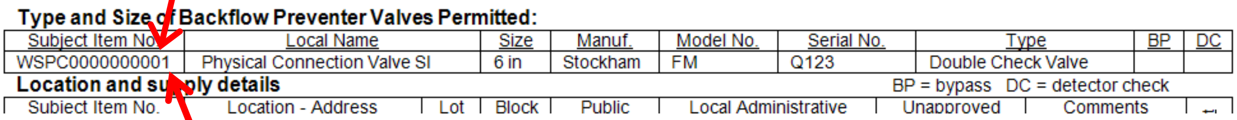
Select a SI ID to view details of a valve and then fill in the appropriate boxes that are enabled.

*SI ID	*Valve Type	*Manufacturer	*Model	*Serial Number	*Valve Size	*Unit(Valve Size)	*Result	*Te
WSPC0000000001								

* 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



Type and Size of Backflow Preventer Valves Permitted:

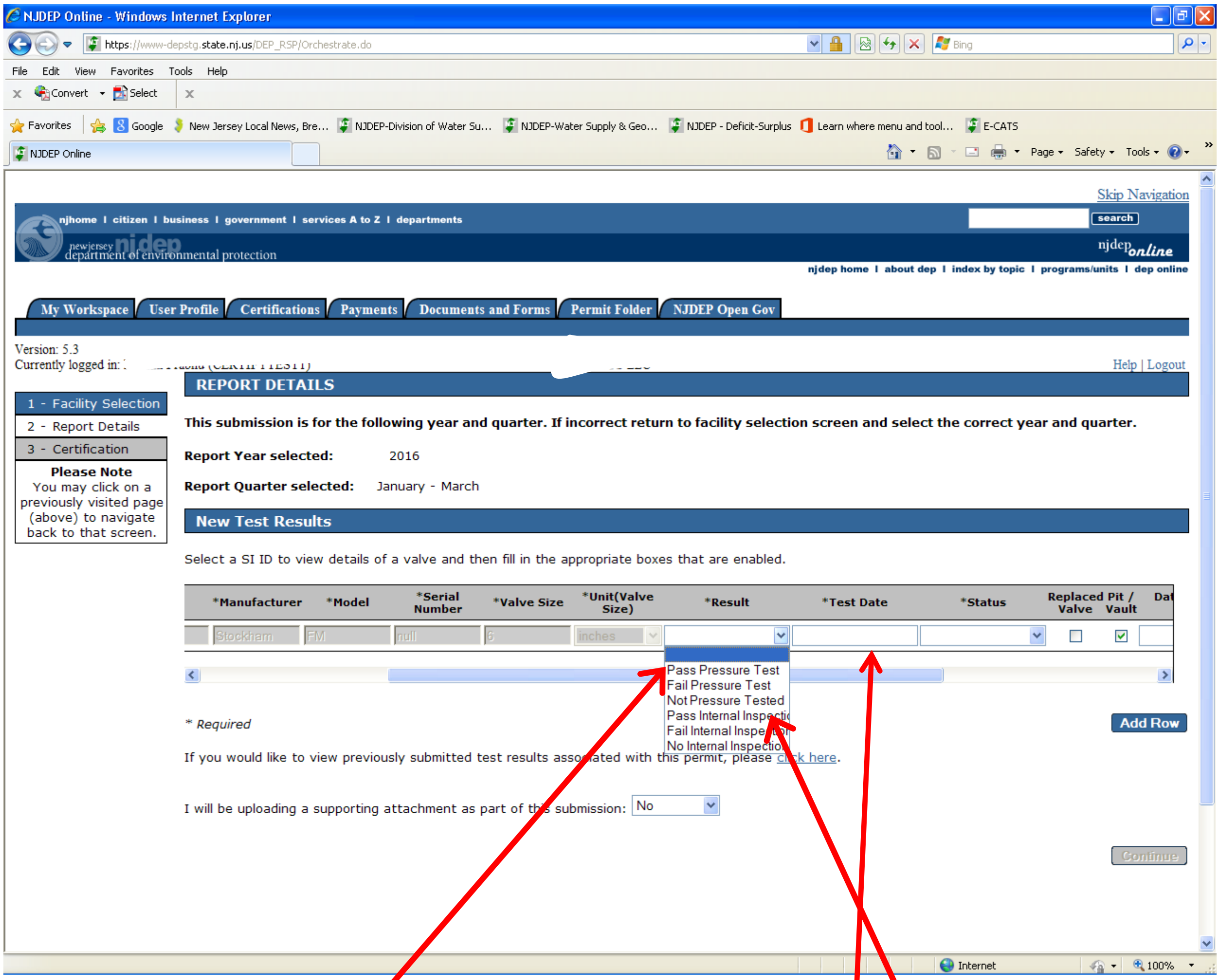
Subject Item No.	Local Name	Size	Manuf.	Model No.	Serial No.	Type	BP	DC
WSPC0000000001	Physical Connection Valve SI	6 in	Stockham	FM	Q123	Double Check Valve		

Location and supply details BP = bypass DC = detector check

Subject Item No.	Location - Address	Lot	Block	Public	Local Administrative	Unapproved	Comments

You can find the Subject Item No on your permit page

Example 4: Test Details (See next page) back to TOC


NJDEP Online - Windows Internet Explorer
https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do
File Edit View Favorites Tools Help
Favorites
NJDEP Online
Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
new jersey njdep department of environmental protection
njdeponline
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Facility Selection
2 - Report Details
3 - Certification
Add Row
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Internet
100%

Version: 5.3
Currently logged in: [redacted]

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

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.

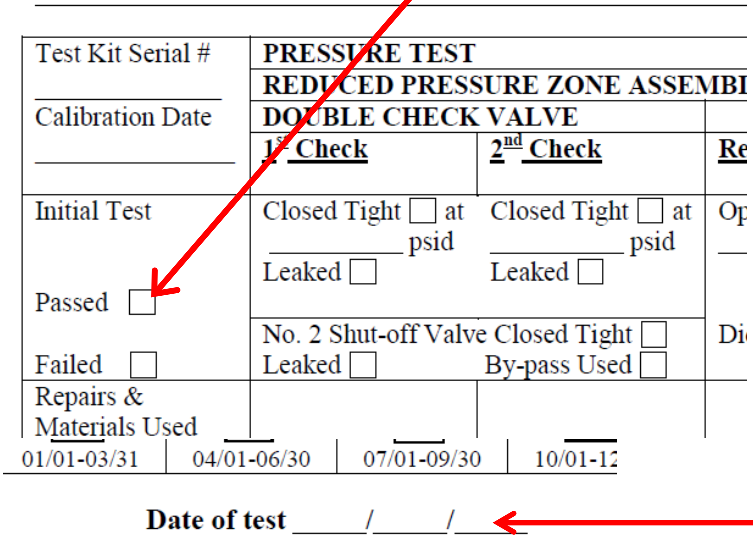
*Manufacturer	*Model	*Serial Number	*Valve Size	*Unit(Valve Size)	*Result	*Test Date	*Status	Replaced Pit / Valve	Vault	Dat
Stockham	FM	null	6	inches				☐	☑	

Result options:
- Pass Pressure Test
- Fail Pressure Test
- Not Pressure Tested
- Pass Internal Inspectio
- Fail Internal Inspectio
- No Internal Inspectio

* *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



Test Kit Serial # Calibration Date	**PRESSURE TEST** **REDUCED PRESSURE ZONE ASSEMBI** **DOUBLE CHECK VALVE**		
	1st Check	**2nd Check**	**Re**
Initial Test Passed ☐ Failed ☐	Closed Tight ☐ at ________ psid Leaked ☐	Closed Tight ☐ at ________ psid Leaked ☐	Op
	No. 2 Shut-off Valve Closed Tight ☐ Leaked ☐	By-pass Used ☐	Di
Repairs & Materials Used			

01/01-03/31 | 04/01-06/30 | 07/01-09/30 | 10/01-12

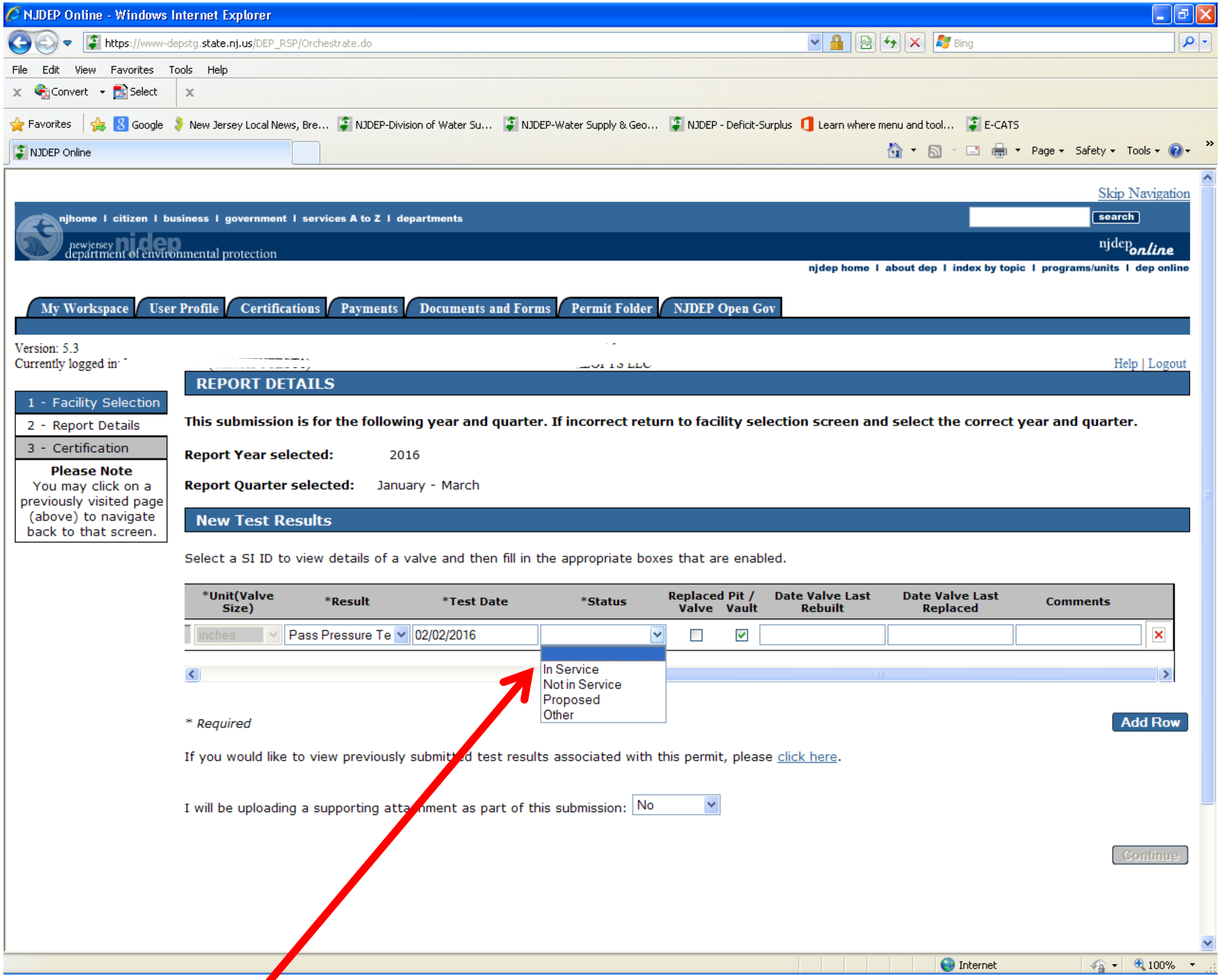
Date of test _____/_____/_____

To:

Please note that for Double Check Valve Assemblies, an internal inspection must be conducted and recorded within the last 6 months of the year in order for the permittee to be able to renew the permit online.

Example 5: Status

back to TOC



NJDEP Online - Windows Internet Explorer
https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do
File Edit View Favorites Tools Help
Convert Select
Favorites Google New Jersey Local News, Bre... NJDEP-Division of Water Su... NJDEP-Water Supply & Geo... NJDEP - Deficit-Surplus Learn where menu and tool... E-CATS
NJDEP Online
Page Safety Tools
Skip Navigation
njhome | citizen | business | government | services A to Z | departments
search
newjersey njdep department of environmental protection
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace
User Profile
Certifications
Payments
Documents and Forms
Permit Folder
NJDEP Open Gov
Help | Logout
1 - Facility Selection
2 - Report Details
3 - Certification
Add Row
Continue
Internet
100%

Version: 5.3
Currently logged in [redacted]

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

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

New Test Results

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

*Unit(Valve Size)	*Result	*Test Date	*Status	Replaced Valve	Pit / Vault	Date Valve Last Rebuilt	Date Valve Last Replaced	Comments
inches	Pass Pressure Te	02/02/2016	In Service Not in Service Proposed Other	☐	☑			

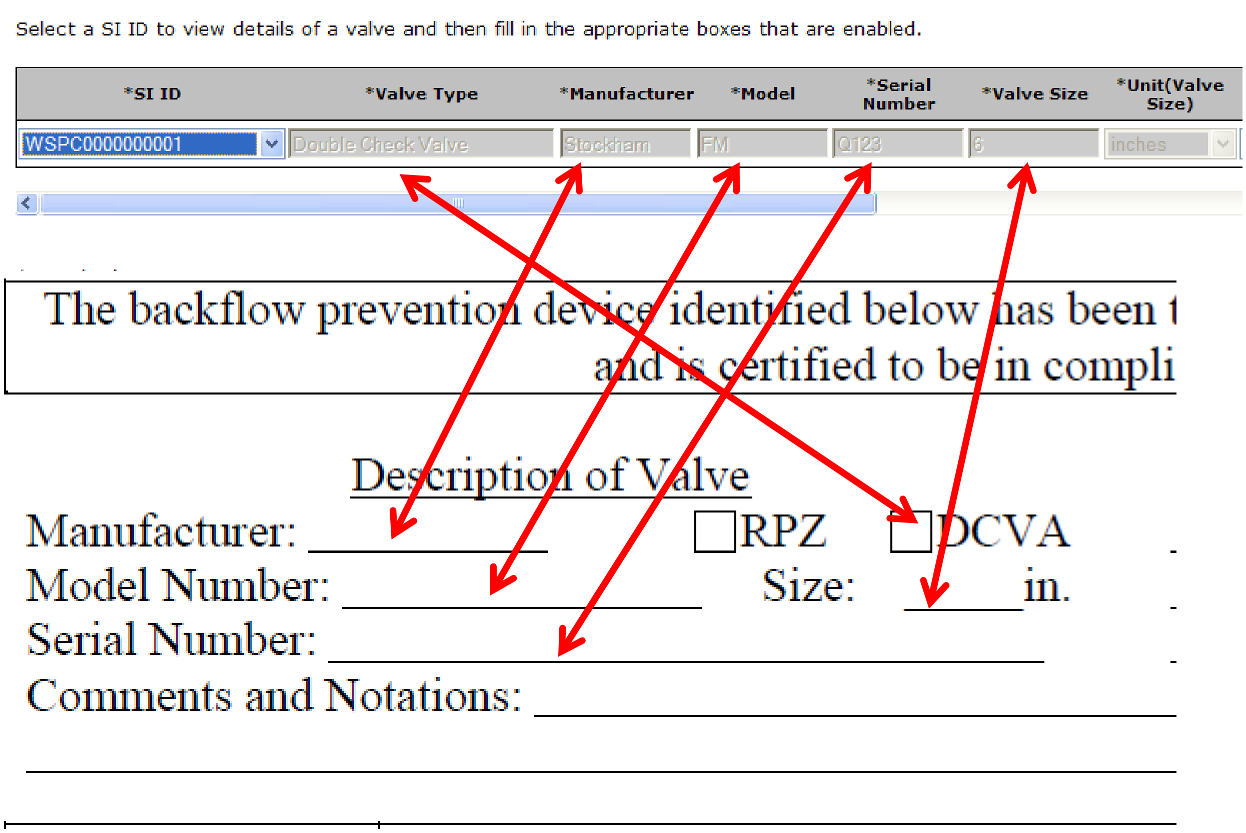
* *Required*

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

Please note that the status of the valve should be In Service if it was tested and if it was not used then Not in Service option should be selected

Example 6: Valve Details [back to TOC]



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)
WSPC0000000001	Double Check Valve	Stockham	FM	Q123	6	inches

The backflow prevention device identified below has been t
and is certified to be in compli

Description of Valve

Manufacturer: ____________ ☐RPZ ☐DCVA

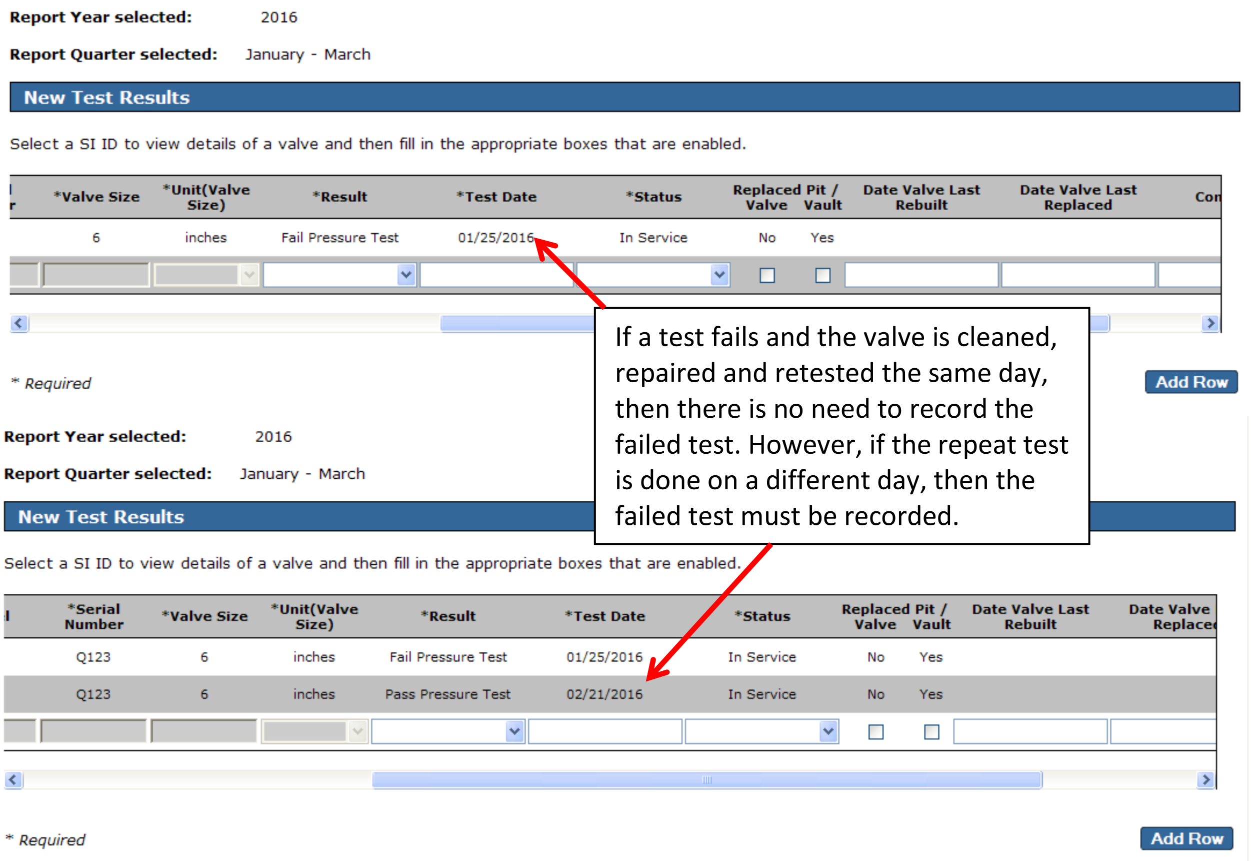
Model Number: ______________ Size: ______ in.

Serial Number: ______________________________

Comments and Notations: ___________________________

Example 7: Test Results

[back to TOC]



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.

*Valve Size	*Unit(Valve Size)	*Result	*Test Date	*Status	Replaced Valve	Pit / Vault	Date Valve Last Rebuilt	Date Valve Last Replaced	Con
6	inches	Fail Pressure Test	01/25/2016	In Service	No	Yes			
					☐	☐			

* Required

If a test fails and the valve is cleaned, repaired and retested the same day, then there is no need to record the failed test. However, if the repeat test is done on a different day, then the failed test must be recorded.

Report Year selected: 2016

Report Quarter selected: January - March

New Test Results

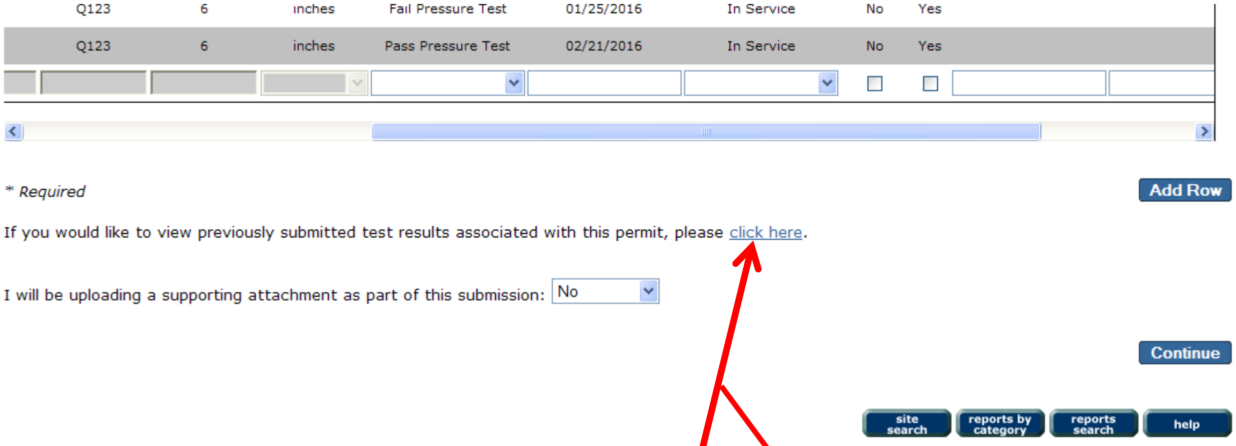
Select a SI ID to view details of a valve and then fill in the appropriate boxes that are enabled.

*Serial Number	*Valve Size	*Unit(Valve Size)	*Result	*Test Date	*Status	Replaced Valve	Pit / Vault	Date Valve Last Rebuilt	Date Valve Replace
Q123	6	inches	Fail Pressure Test	01/25/2016	In Service	No	Yes		
Q123	6	inches	Pass Pressure Test	02/21/2016	In Service	No	Yes		
						☐	☐		

* Required

Example 8: Business Objects Report

[back to TOC](#)



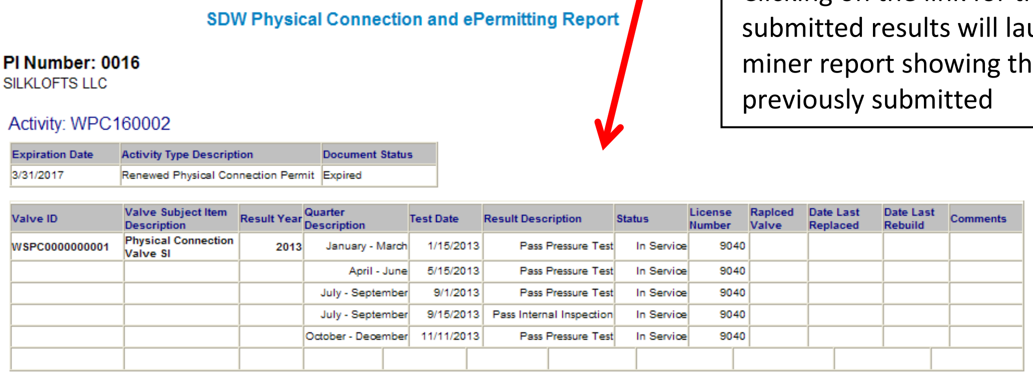
Q123	6	inches	Fail Pressure Test	01/25/2016	In Service	No	Yes
Q123	6	inches	Pass Pressure Test	02/21/2016	In Service	No	Yes
						☐	☐

* *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

Clicking on the link for the previously submitted results will launch a data miner report showing the results previously submitted



SDW Physical Connection and ePermitting Report

PI Number: 0016
SILKLOFTS LLC

Activity: WPC160002

Expiration Date	Activity Type Description	Document Status
3/31/2017	Renewed Physical Connection Permit	Expired

Valve ID	Valve Subject Item Description	Result Year	Quarter Description	Test Date	Result Description	Status	License Number	Raplced Valve	Date Last Replaced	Date Last Rebuild	Comments
WSPC0000000001	Physical Connection Valve SI	2013	January - March	1/15/2013	Pass Pressure Test	In Service	9040				
			April - June	5/15/2013	Pass Pressure Test	In Service	9040				
			July - September	9/1/2013	Pass Pressure Test	In Service	9040				
			July - September	9/15/2013	Pass Internal Inspection	In Service	9040				
			October - December	11/11/2013	Pass Pressure Test	In Service	9040				