# 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: <u>http://www.nj.gov/dep/online/</u>.

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: <u>http://www.nj.gov/dep/online/</u> 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. <u>New User</u>

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.

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Division of Land Use Regulation	RSP Training
Apply for Land Use Permit	Facility Changes
	Update Mailing Address
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Community Right To Know Survey Release and Pollution Prevention Report and Pollution Prevention Plan Summary	UST Notice of Intent to Close Initial UST Registration
	Modification of UST Registration
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Water Monitoring Volunteer Water Monitoring Program	Water Supply Drinking Water(eDWR)
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The Tester will then select the Facility, i.e. Permittee, for which they want to submit results.

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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.

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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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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.

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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) <u>Request form</u>. 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.

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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.

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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.

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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.

					-	•		L 4				
V	alves repla	aced during l	ife cycle o	f this permit	t:							
Be ea in	elow is the ach quarter formation o	list of valves as to whethe n this screen	associated er the valve is incorrec	with your pe was in servi t, do not proc	rmit. Please ce during th ceed with th	check all the nat quarter. Se ne service and	information and lelct the appro call NJDEP at (	d make any priate box i (609) 292-2	changes n f the valve 957.	ecess is a E	ary. Update the Line Status lypass, Detector, or in a Pi	columns for t/Vault. If any
lt	Approved Water Source	Unapproved Water Source	I	Local Adminis	trative Auth	nority	Construction Material	Service Line Type	Line Size Diameter	Units (Line Size)		Comr
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	Prev				Page 1	of 1	Go				Next	
												Continue

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.

SILKLOFTS LLC	Help   Logout
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 vi quarterly test results before continuing with service.	ew the
To view your Quarterly Test Results for this permit, please <u>click here</u> .	
$\square$ "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:	
Please note: If you submit an attachment, auto-approval of your permit will not be available.	Continue

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.

				Sk	tip Navigation
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	ATTACHMENT UPLOAD				
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# The permittee will then be able to certify the renewal service.

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3 - Valve Details								
4 - Valve Location	To certify elec	ctronically, p	lease click on the blue ribbon.					
5 - Quarterly Test	Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
6 - Certification	0		Responsible Official	Not Certified	No Notifications Sent	*		
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o certify elec Required	Name	Certifier Type Responsible Official table by that column.	Certifier Status Certified on 06/19/2017	Notification Status No Notifications Sent	Certify Electronically	Certify via Paper	Remove Certifier

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.

РАҮМ	ENT SUMM	ARY		SILKLOFTS LLC		He	elp   Logout
Charg	es						
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Pay via Credit Card Pay via eCheck Return

Once payment is successful, a summary page will appear.

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