

**INSTRUCTIONS FOR COMPLETING
ANNUAL AND QUARTERLY DIVERSION, WATER UTILIZATION AND
MONITORING SUBMITTALS ELECTRONICALLY THROUGH NJDEP ONLINE**

Please contact the Bureau of Water Allocation & Well Permitting at (609) 984-6831 with any additional questions regarding the Annual or Quarterly Diversion and Monitoring Reports.

General Instructions:

1. Completed monitoring results are due to the Bureau of Water Allocation & Well Permitting no later than due dates indicated on the submittal action task list. Failure to submit monitoring results by the due dates will result in an automatic violation, and possible enforcement action.
2. Quarterly Reports must be completed online for all monitoring periods after 3/31/2009.
3. Make sure all information in your user profile is complete and correct before certifying.
4. All information must be submitted and successfully certified for the Department to receive it.
5. The requested information will vary from the examples below, depending on the regulated activity.

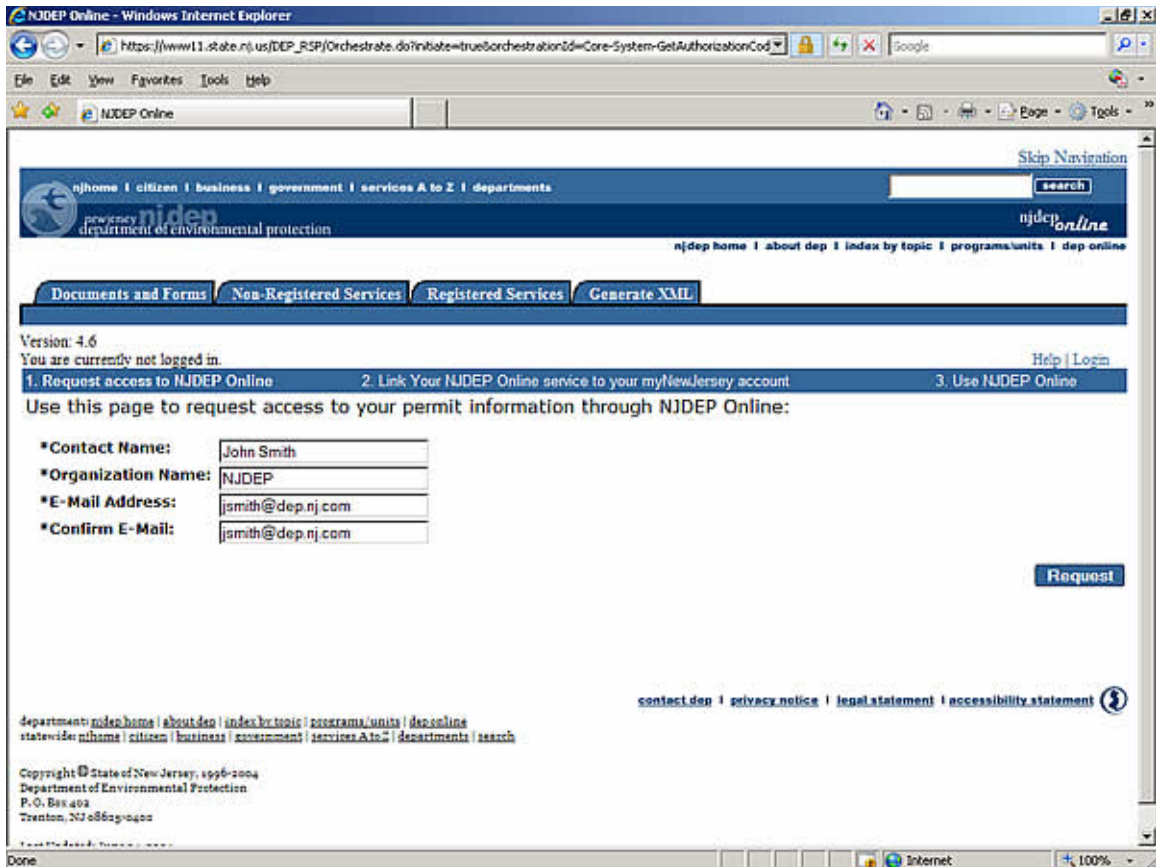
Create an Account

If you already have a NJDEP Online account skip to **Log into Account**.

Please follow the instructions below to set up your NJDEP Online account. These same instructions can also be downloaded on the NJDEP Online page at '<http://www.njdeponline.com>' by selecting the button labeled "NJDEP Online New User INSTRUCTIONS."

Step 1: Requesting Access to NJDEP Online

1. Go to '<http://www.njdeponline.com>' and select the button labeled "NEW USERS Request Access to NJDEP Online."
2. Fill in the following fields: 'Contact Name', 'Organization Name', 'Email Address', and 'Confirm E-Mail'.
3. Click on the "Request" button.



Step 2: Link Your NJDEP Online Service to Your myNewJersey Account

If you already have a myNewJersey account: Fill out Section A with your myNewJersey ‘Log On ID’ and ‘Password’ and click “Link NJDEP Online to My Account.”

If you do not have a myNewJersey account: Fill out Section B with your desired ‘Log On ID’, ‘Password’, ‘Security Question’, and ‘Security Answer’ and click “Create this new myNewJersey Account and Link NJDEP Online To It.”

Step 2: Link NJDEP Online to Your myNewJersey Account - Windows Internet Explorer

https://portal01.state.nj.us/https://portal20.sa.state.nj.us:8000/signup/NJLoginLinked?id=PxasdkvdOHUpCa11QvME

File Edit View Favorites Tools Help

Step 2: Link NJDEP Online to Your myNewJersey Acco...

njdep online + mynewjersey Help
More information on myNewJersey

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online

Use this page to tell us about your myNewJersey account by picking one of the three choices below.

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is and my password is

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password Question you want us to ask

Retype your password Your answer

First name Email address

Last name Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button

C. I already have a myNewJersey account but I can't remember what it is.
Please use the [Contact Form](#) to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1



More information:

What is myNewJersey? It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, permits, payments, and other information. If you're an employee, you can get pension and payroll information, and for many departments, access your email and other resources when you're not in the office

How does myNewJersey help me? It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having to log in again

Why do I need myNewJersey to use NJDEP Online? NJDEP Online is the service that lets you work with your permits. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.

Do I have to do this each time? No, you only have to request access to NJDEP Online once, and you only have to link it to your myNewJersey account once. Each time you need to use NJDEP Online in the future, just use your myNewJersey ID and password to log in and you'll be taken to your NJDEP Online information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.

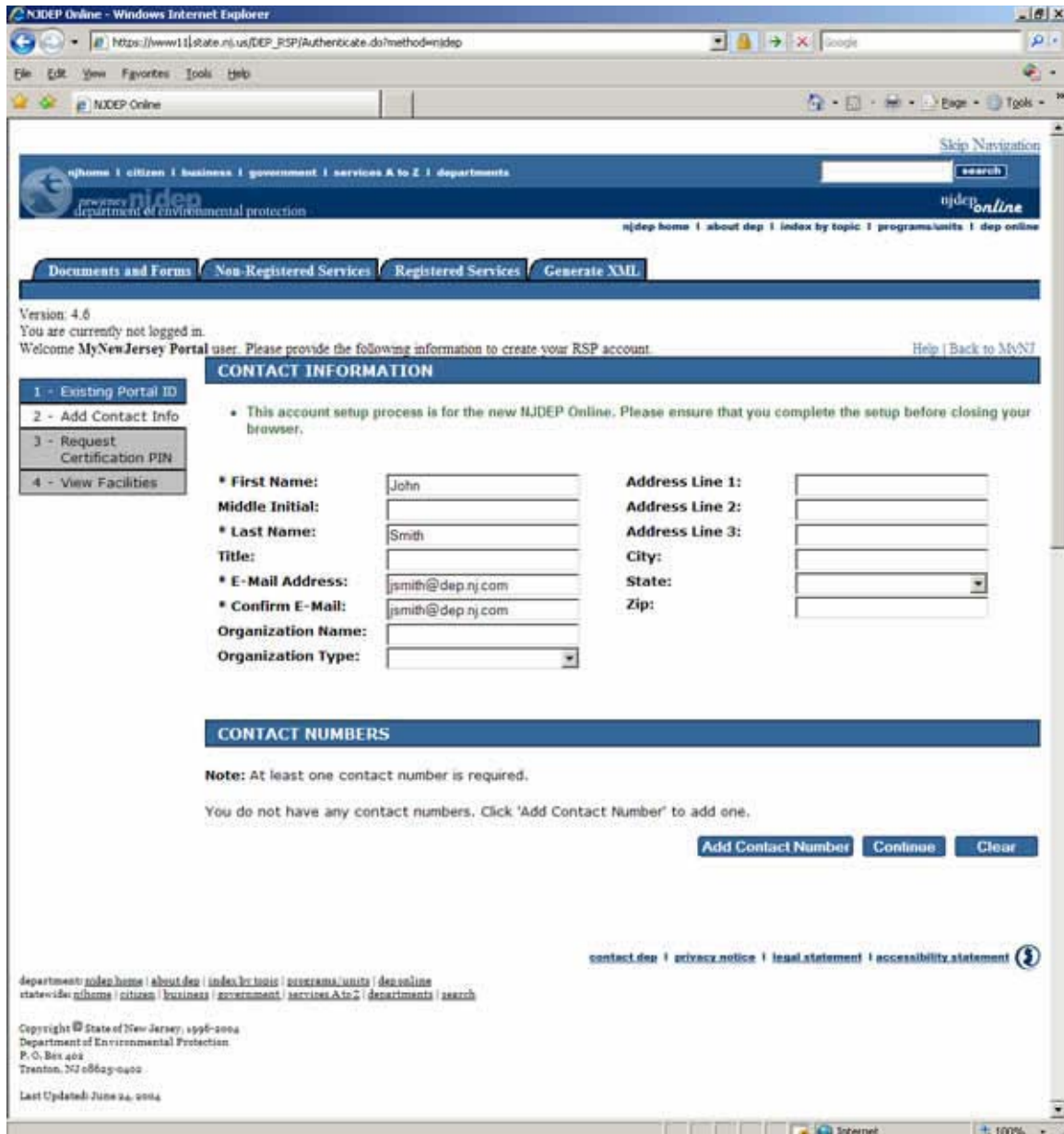
 [Contact Us](#) | [Privacy Notice](#) | [Legal Statement](#) | [Accessibility Statement](#) 

Statewide: [NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

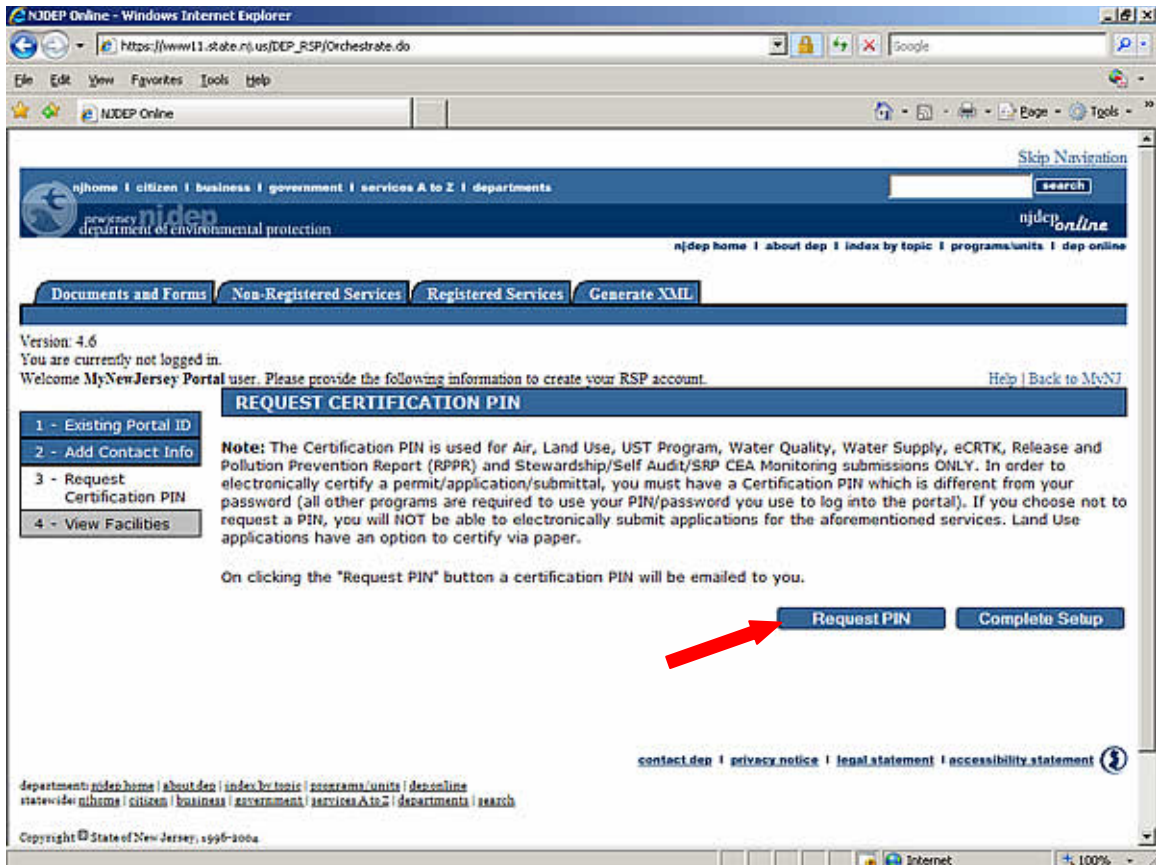
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This site is maintained by the New Jersey Office of Information Technology

Step 3: Use NJDEP Online

1. Enter your contact information and at least 1 contact number and click "Continue."



2. Request your Certification PIN by clicking “Request PIN” (you will receive this via email). You will only be required to have a Certification PIN if you plan to electronically certify a permit/application/submittal. If you do not need a Certification PIN, click “Complete Setup.”



Note: Upon requesting your Certification PIN and clicking “Continue” on the confirmation screen, your setup will be complete.

3. Under the Water Supply heading, select the Water Diversion, Water Utilization and Monitoring Service to add it to your workspace by clicking the checkbox next to Water Diversion, Water Utilization and Monitoring Results Submittal., then click ‘OK’.

NJDEP Online - Windows Internet Explorer
https://www11.state.nj.us/DEP_RSP/Orchestrate.do

Search Navigation
njhome | citizen | business | government | services A to Z | departments

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version: 4.6
Currently logged in: John Smith (JSMITH1234) Help | Logout

MY SERVICES

Please select the Services that you would like to appear on your Workspace and click the OK button.

Services

Division of Water Quality <ul style="list-style-type: none"><input type="checkbox"/> Dental Waste Registration - New<input type="checkbox"/> Dental Waste Registration - Renewal<input type="checkbox"/> NJPDES Monitoring Reports (DMRs, WCRs, RTRs)<input type="checkbox"/> Stormwater Construction General Authorization	Enforcement <ul style="list-style-type: none"><input type="checkbox"/> Self Audit
Air Program <ul style="list-style-type: none"><input type="checkbox"/> Periodic Compliance Certification<input type="checkbox"/> General Permits<input type="checkbox"/> Permit/Certificate Folder<input type="checkbox"/> Release and Pollution Prevention Report and Pollution Prevention Plan Summary	Facility Changes <ul style="list-style-type: none"><input type="checkbox"/> Update Mailing Address
Water Monitoring <ul style="list-style-type: none"><input type="checkbox"/> Volunteer Water Monitoring Program	RSP Training <ul style="list-style-type: none"><input type="checkbox"/> RSP Training
Well Permitting <ul style="list-style-type: none"><input type="checkbox"/> Well Permitting Service Selection	Land Use <ul style="list-style-type: none"><input type="checkbox"/> Apply for Land Use Permits
Check All	Right to Know and Pollution Prevention Program <ul style="list-style-type: none"><input type="checkbox"/> Community Right To Know Survey<input type="checkbox"/> Initial UST Registration<input type="checkbox"/> Modification of UST Registration<input type="checkbox"/> Renewal of UST Registration
	Water Supply <ul style="list-style-type: none"><input type="checkbox"/> Drinking Water(eDWR)<input type="checkbox"/> Private Well Testing Act (PWTA) Analytical Results<input type="checkbox"/> Water Diversion, Water Utilization and Monitoring Results Submittal

OK Cancel

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

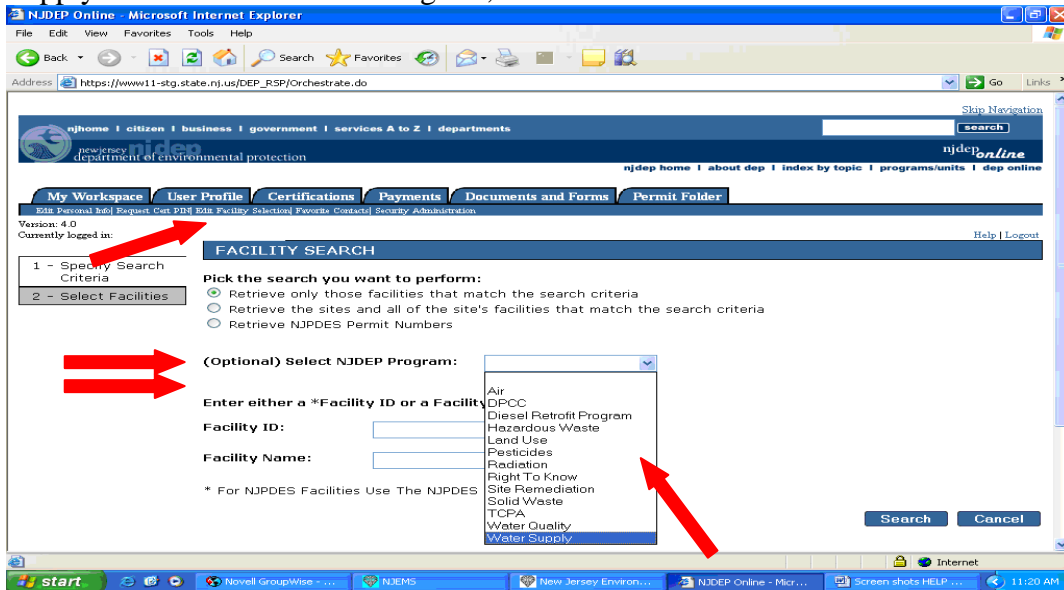
Copyright © State of New Jersey, 1996-2004
Department of Environmental Protection
P.O. Box 400
Trenton, NJ 08646-0400
Last Updated: June 24, 2004

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer". The address bar shows the URL "https://www11.state.nj.us/DEP_RSP/Orchestrate.do". The page content includes a header "PROGRAM LIST FOR SERVICES" and a paragraph explaining that selected services require facilities. Below this is a table with two columns: "Service Description" and "Program". The table contains one row: "Water Diversion, Water Utilization and Monitoring Results Submittal" under "Service Description" and "Water Supply" under "Program". A note below the table states "Clicking a column title will sort the table by that column." Below the table is a section titled "My Facilities" with a "Note" stating that no facilities are currently in the profile. A red arrow points to a blue "Add Facilities" button. At the bottom of the page, there is a "Done" button and a paragraph of instructions: "Click the 'Add Facilities' button to add facilities to your profile. Click the 'Done' button when you are finished adding facilities."

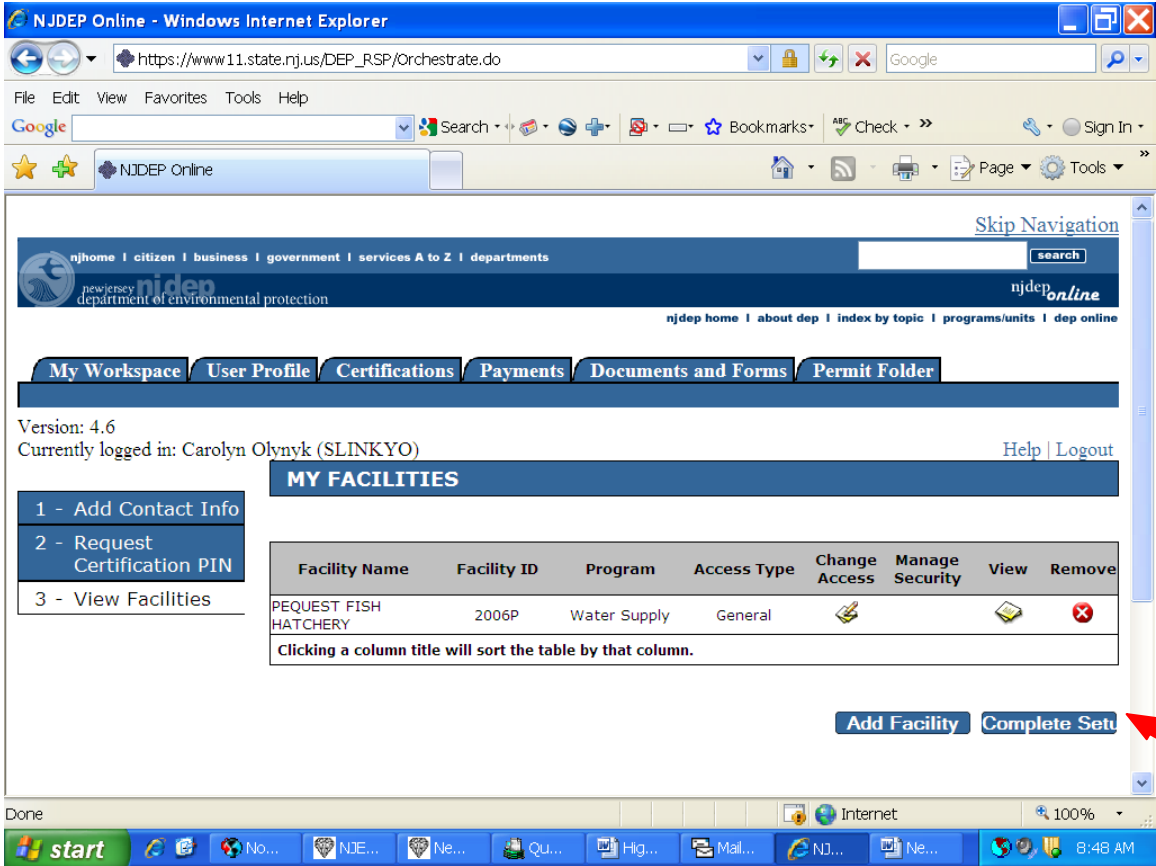
Service Description	Program
Water Diversion, Water Utilization and Monitoring Results Submittal	Water Supply

4. Click 'Add Facilities'. Add your facility to your account by selecting Water Supply in the DEP Program Field, and entering the Facility ID from the attached letter and click 'Search'. Check your facility and click 'Add Selected Facility'. Click '**Complete Setup**', then Click '**Done**'.

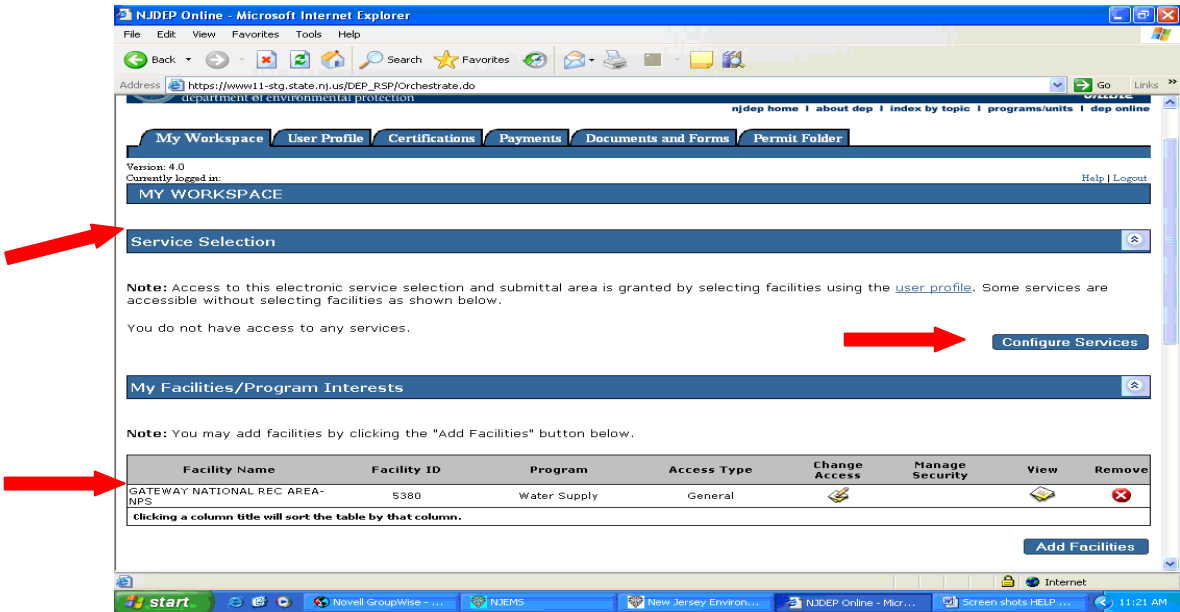
Search for your facility either by Facility ID or Facility Name, Scroll down to Water Supply under Select NJDEP Program, and Click the **Search** button as shown below.



Use the Water Allocation Program Interest ID from a Water Diversion Form, or the PWSID if you have a Water Utilization Form to enter. Click **Search**. Once your facility is shown in the search results, check the box to the left of the Facility name, and click **Add Selected Facilities** as shown below.

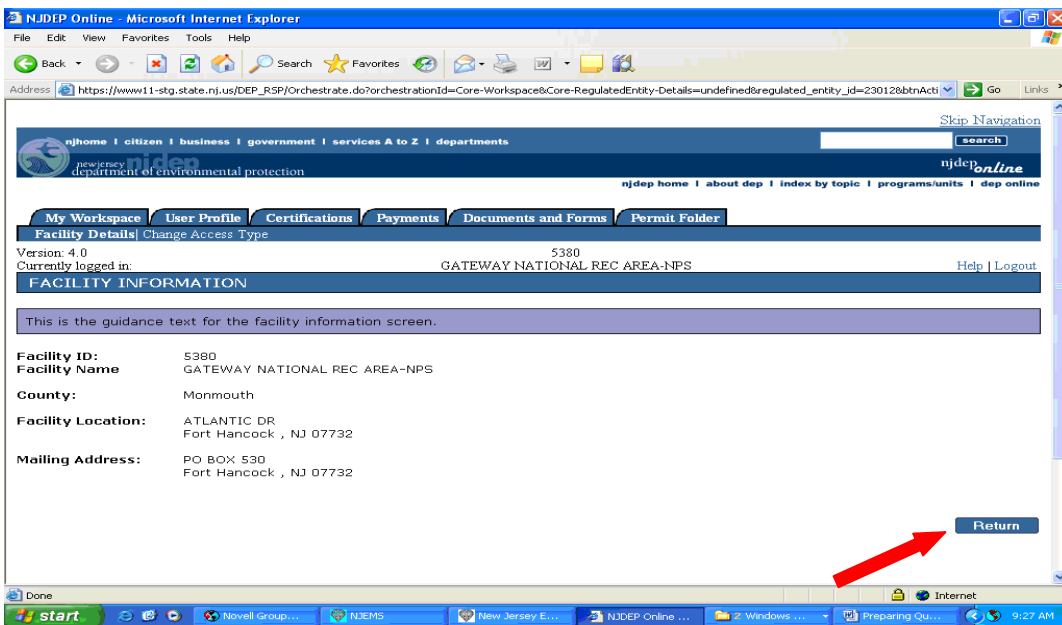
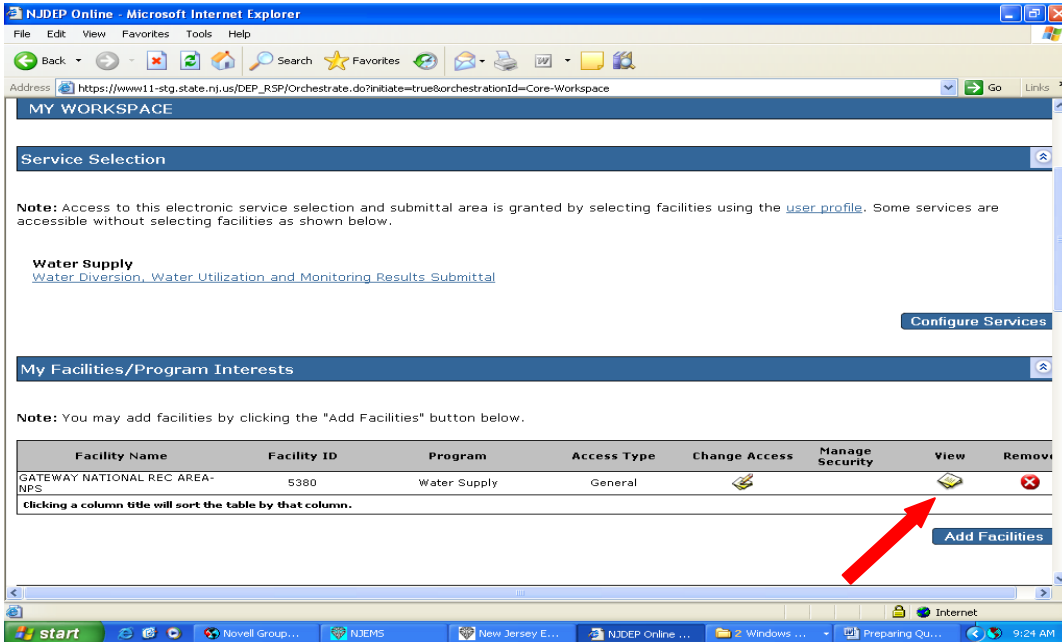


Your facility will now appear in your Workspace under the heading **My Facilities/Program Interests** as shown below.



Click **View** as shown below to view facility Information. The Facility Information includes the following information as entered in the Department database: Facility ID (Program Interest ID), Location of the Activity, and mailing address. Please note this address is also the

mailing address for all correspondence related to the activity. Please verify this information, making any necessary changes by filling out form BWA-009, which can be found at: <http://www.nj.gov/dep/watersupply/bwa-009.pdf> and submit by mail to the address on the form, or by submitting to Bureau of Water Allocation & Well Permitting, Mail Code 401-03, P.O. Box 420, Trenton, NJ 08625-0420.



Click **Return** to return to My Workspace.

Note: After completing these steps, you will be able to access NJDEP Online at any time by visiting '<http://www.njdeponline.com>' and clicking "Log in to NJDEP Online" within

the blue box at the top right of the screen. NJDEP Online can also be accessed by logging into myNewJersey at '<http://www.nj.gov>' and clicking the 'Login' link near the top of the screen.

If you need further assistance, please contact us at the link labeled 'Address your comments and suggestions to us' at the bottom of <http://www.njdeponline.com>.

If you are ready to enter monitoring results skip to **Enter Monitoring Results** on Page 19.

Log into Account

To begin entering monitoring results, sign on to NJDEP Online by navigating to <http://www.nj.gov/dep/online/>
Click the Login here button as shown below

NJDEP Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.nj.gov/dep/online/>

new jersey department of environmental protection
njdep online
your portal to e-government services

njdep home | about dep | index by topic | programs/units | dep online

Welcome to New Jersey Department of Environmental Protection's (NJDEP) Online Business Portal

In an effort to coordinate with other State services, the NJDEP Online system will now be accessed via the myNewJersey Portal. The myNewJersey site is a portal which gives you direct access to a variety of online resources and lets you customize New Jersey web content based on your personal and business preferences. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

The Dental Amalgam Online Registration program is now available.

- Instructions on how to begin the registration process may be found [here](#).
- If you have read the instructions and have begun the online registration process please scroll down to the "New Users Request Access to NJDEP" button.

Please review and complete the following action items to request access to NJDEP Online via the myNewJersey portal:

NJDEP Online New User INSTRUCTIONS

Please read the instructions thoroughly before continuing with the action items below. Instructions will open in a new window so you can print them or follow along.

If you do not have Adobe's free Acrobat Pdf reader please download it [here](#) in order to read or save the instructions.

Before continuing please take note of the following:

- myNewJersey Authorization Codes are personalized based on each user's particular needs and cannot be shared and are for one-time use only.

Already a registered user?

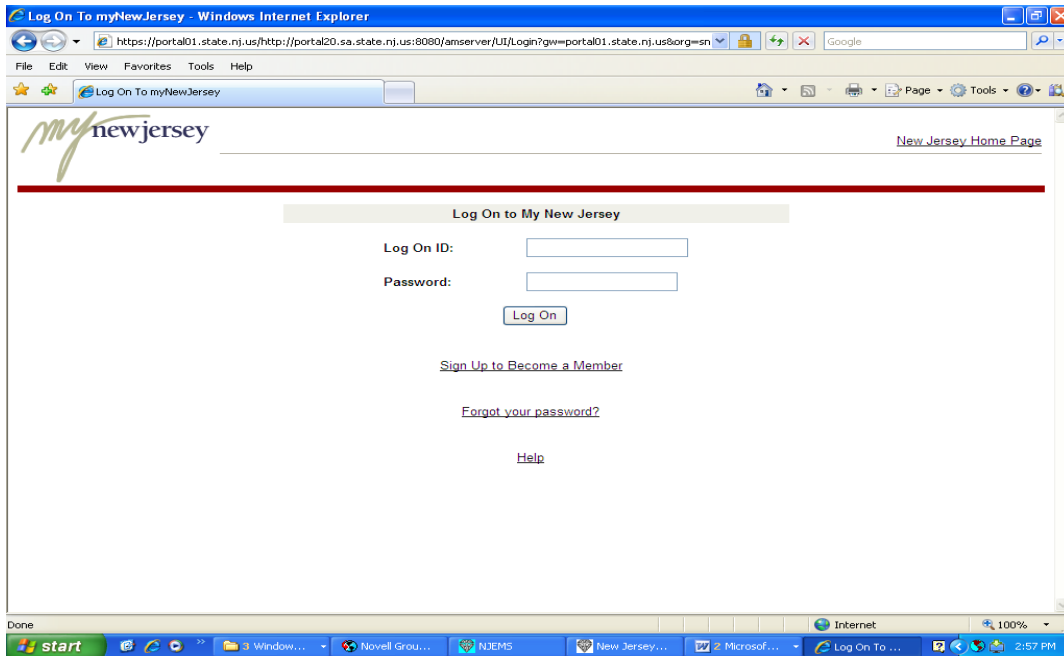
Log in Here

The NJDEP Online services have associated fees. Click to Log in to MyNewJersey to discover American Express credit card, or a valid checking account is required for online payment of the required fees.

VISA MasterCard Discover eCheck

Notes For use with Mozilla Firefox 2.0 or higher or Microsoft Internet Explorer 6.0 or higher.

Internet
start Novell Group... NJEMS New Jersey E... RSP Help Files Preparing Wa... NJDEP Online ... 8:51 AM



Enter your **MyNewJersey** Logon Id and password, Click Log On.



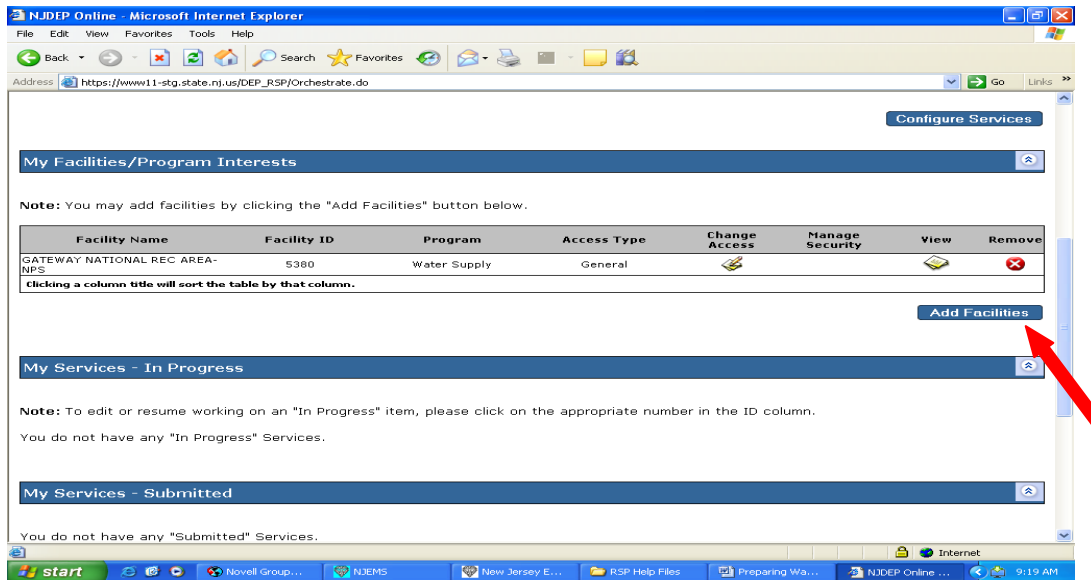
Click 'DEP Online Services' on the left side of the screen.

Later, you can add additional services by clicking 'My Workspace' and the "Configure Services' button.

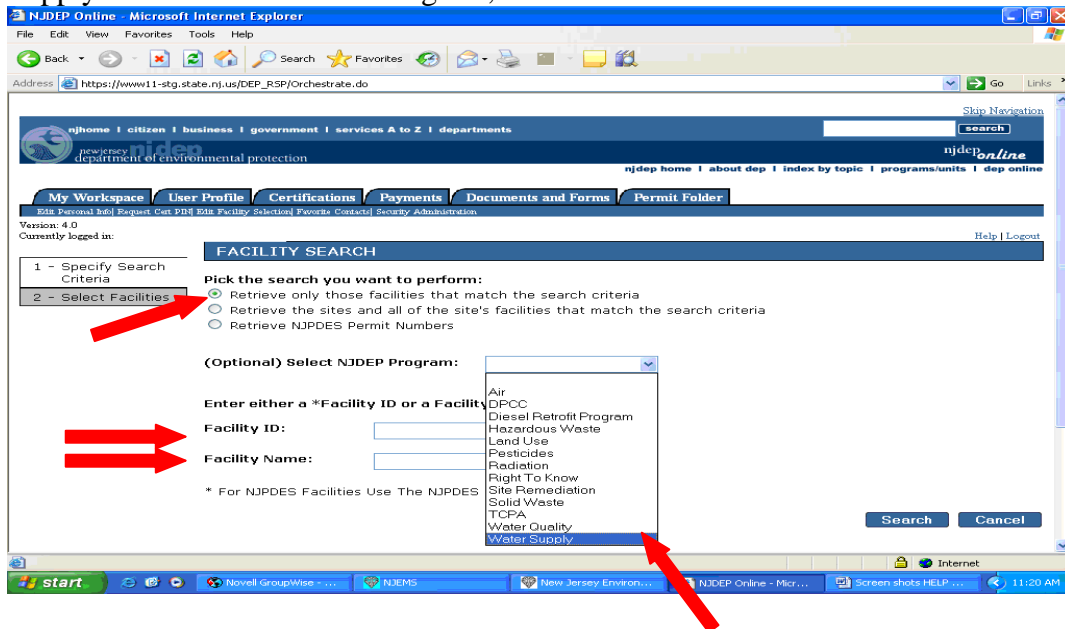
Note: You may have added Services and/or Facilities during Account set up. If your facility is displayed, skip the next step.

Add Facility

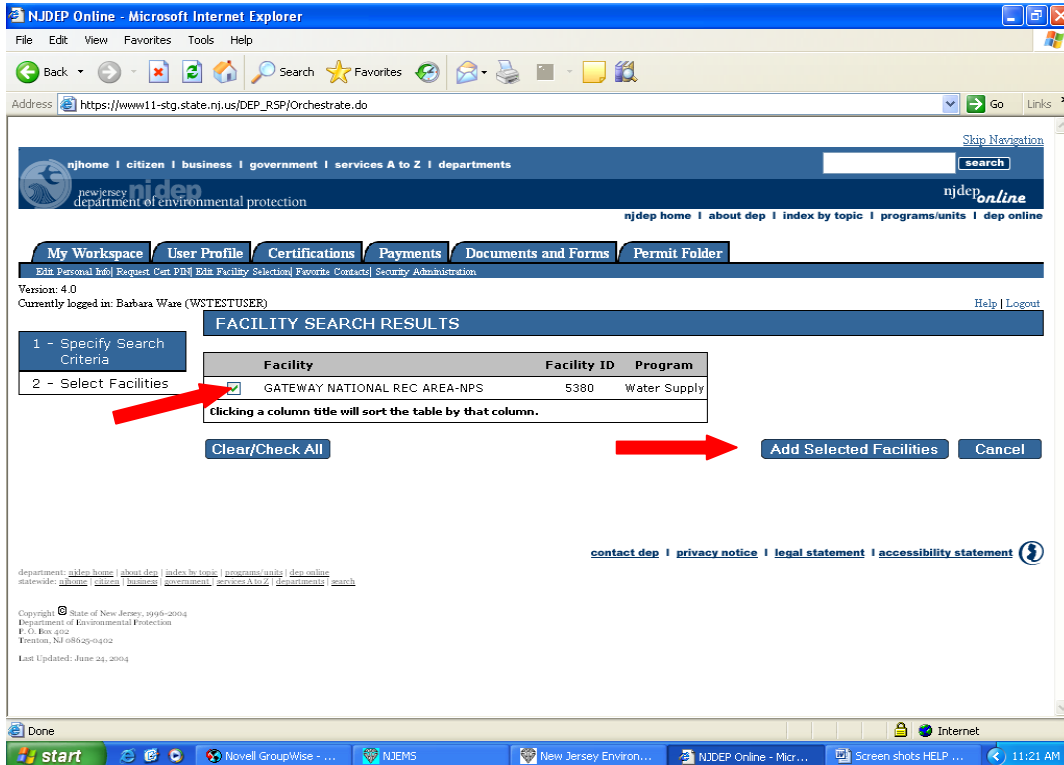
To add additional facilities to your workspace, Scroll down to My Facilities/Program Interests as shown below, and click the Add Facilities button.



Search for your facility either by Facility ID or Facility Name, Scroll down to Water Supply under Select NJDEP Program, and Click the Search button as shown below.

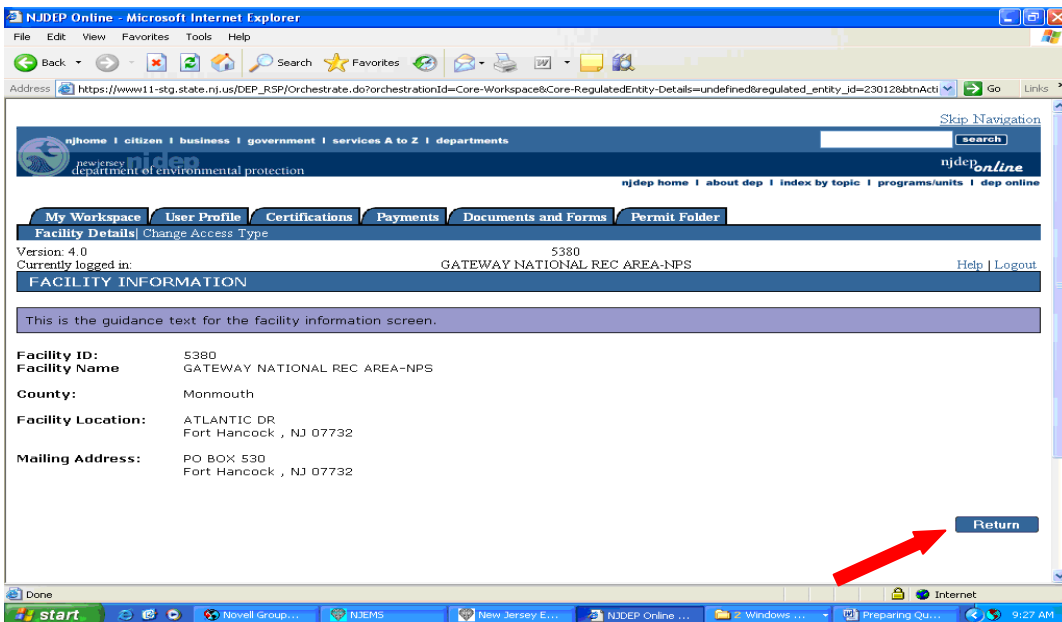
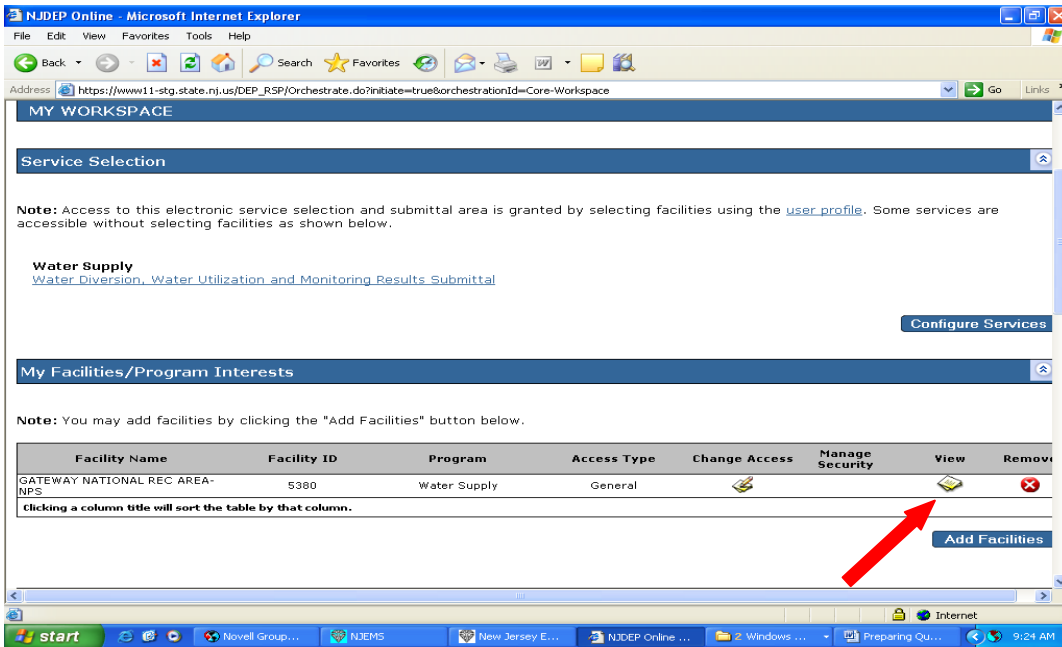


Use the Water Allocation Program Interest ID from a Water Diversion form, or the PWSID if you have a Water Utilization Form to enter. Click Search. Once your facility is shown in the search results, check the box to the left of the Facility name, and click **Add Selected Facilities** as shown below.



Your facility will now appear in your Workspace under the heading **My Facilities/Program Interests** as shown below.

Click **View** as shown below to view facility Information. The Facility Information includes the following information as entered in the Department database: Facility ID (program Interest ID), Location of the Activity, and mailing address. Please note this address is also the mailing address for all correspondence related to the activity. Please verify this information, making any necessary changes by filling out form BWA-009, which can be found at: <http://www.nj.gov/dep/watersupply/bwa-009.pdf> and submit by mail to the address on the form, or by submitting to Bureau of Water Allocation & Well Permitting, Mail Code 401-03, P.O. Box 420, Trenton, NJ 08625-0420.



Click [Return](#) to return to My Workspace.

Add Service

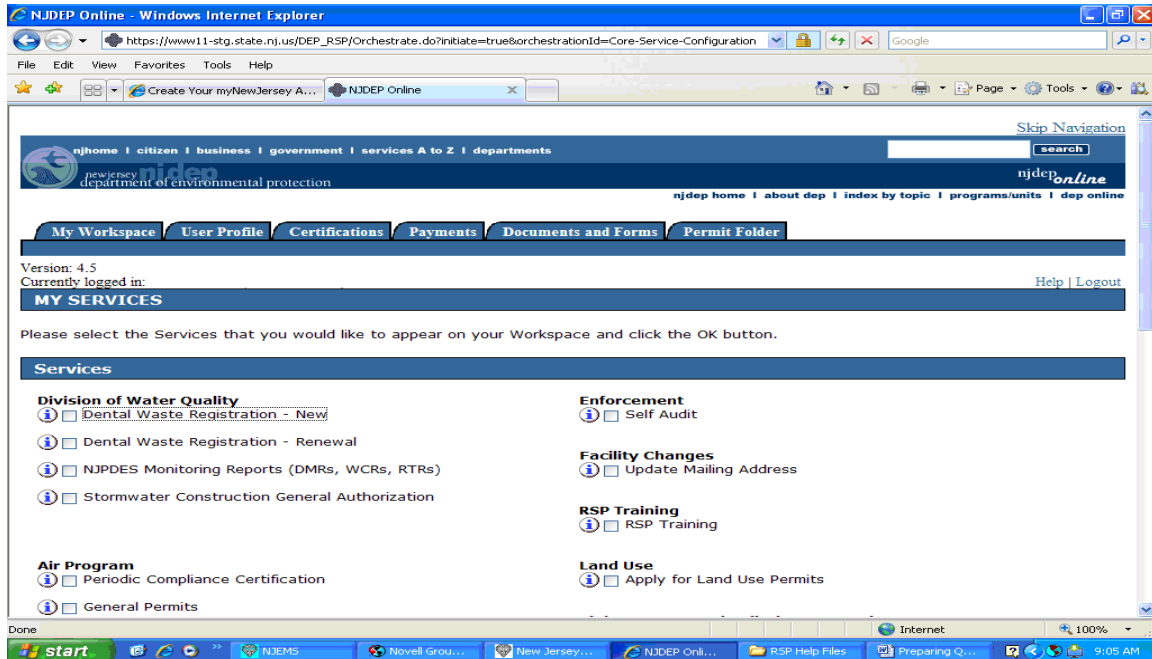
Skip to [Enter Monitoring Results](#) if the Water Diversion, Water Utilization and Monitoring Results Submittal Service is present.

The first time you login, you may need to add the Water Diversion, Water Utilization and Monitoring Results Submittal Service to your Workspace if it was not added during account setup.

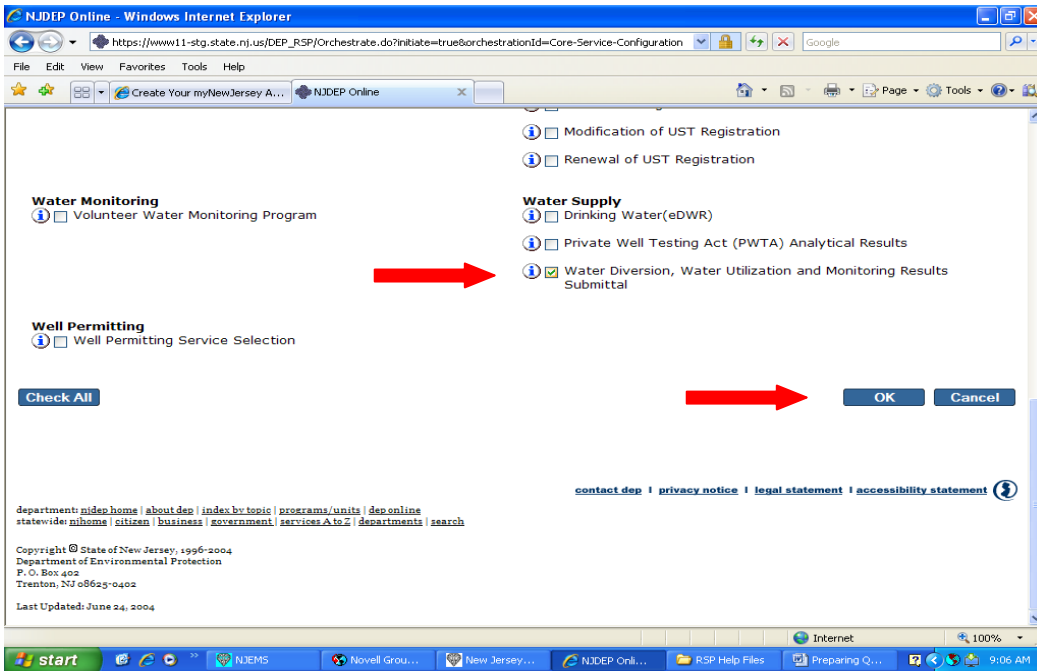
If the Water Diversion, Water Utilization and Monitoring Results Submittal Service is not present, under the Service Selection Heading, click **Configure Services** button as shown below.



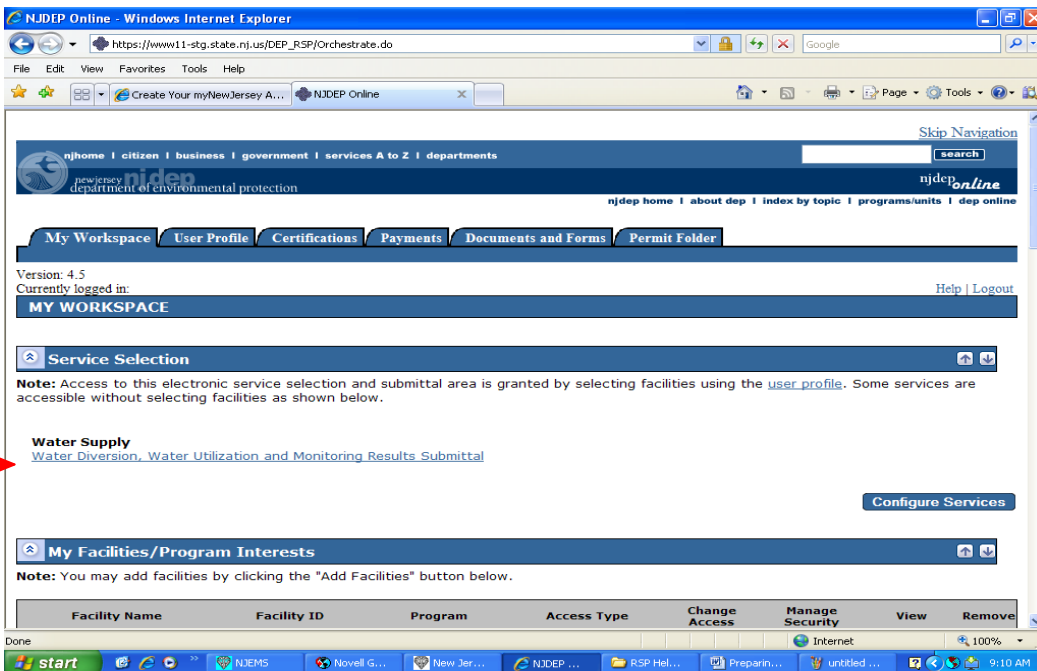
The Service Selection screen displays. Scroll down to the bottom of the screen until the **Water Supply Section** is displayed as shown in the next two screens.



Click the box to the left of **Water Diversion, Water Utilization and Monitoring Results** as shown below. Then click the **OK** button at the bottom right side of the screen as shown below.



The Water Diversion, Water Utilization and Monitoring Results service is now in your Workspace as shown below. Once you have added the facility and service, they are a permanent part of your workspace and you do not need to repeat the steps above.



Enter Monitoring Results

To begin entering monitoring results, click on the **Water Diversion, Water Utilization and Monitoring Results Submittal** link in My Workspace as show below.

The screenshot shows the NJDEP Online My Workspace interface. At the top, there are navigation links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and a 'Skip Navigation' link. The main navigation bar includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The 'My Workspace' section is active, showing 'Version: 4.5' and 'Currently logged in'. Under 'Service Selection', there is a note about electronic service selection and a link for 'Water Supply' with the sub-link 'Water Diversion, Water Utilization and Monitoring Results Submittal'. A red arrow points to this link. Other options include 'Configure Services' and 'My Facilities/Program Interests'.

The **Submittal Action Task List** displays and shows available Monitoring Results reports which can be submitted. Check the monitoring period and due date carefully on the submittal action task list. Unique sets of quarterly reports are generated for each activity, reflecting the required monitoring data for that monitoring period.

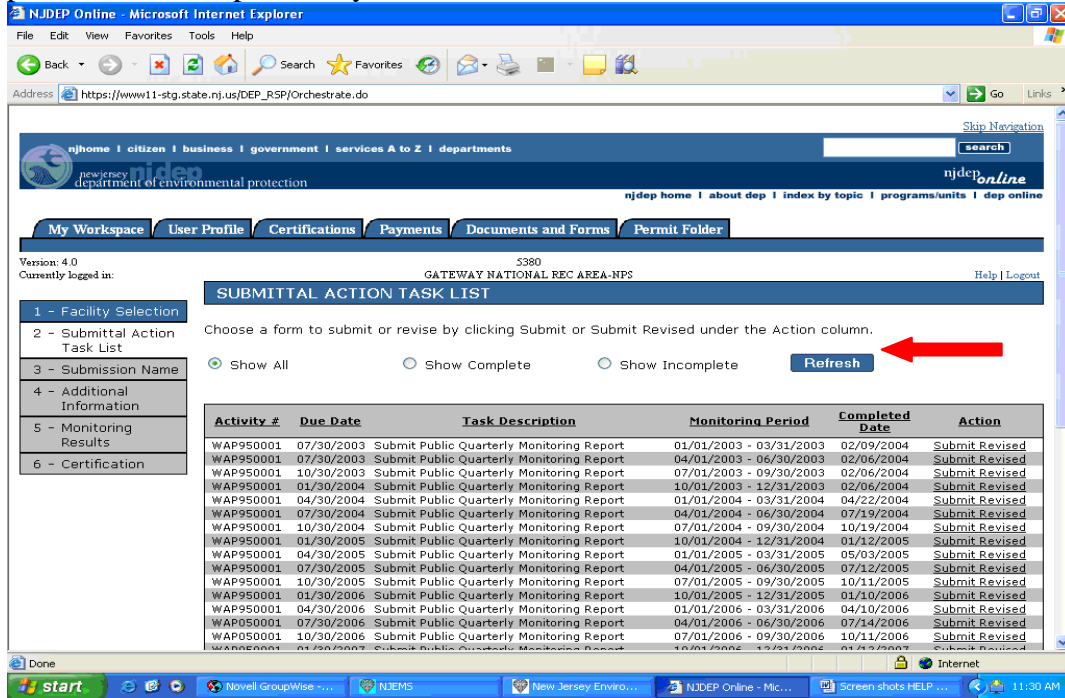
To begin entering new results, click on the Submit link under the Action column as shown below.

The screenshot shows the 'SUBMITTAL ACTION TASK LIST' page for 'GATEWAY NATIONAL REC AREA-NPS'. It includes a sidebar with navigation options like 'Facility Selection', 'Submittal Action Task List', 'Submission Name', 'Additional Information', 'Monitoring Results', and 'Certification'. The main content area has a note: 'Choose a form to submit or revise by clicking Submit or Submit Revised under the Action column.' Below this are radio buttons for 'Show All', 'Show Complete', and 'Show Incomplete', along with a 'Refresh' button. A red arrow points to the 'Refresh' button. A table displays monitoring tasks with columns for 'Activity #', 'Due Date', 'Task Description', 'Monitoring Period', 'Completed Date', and 'Action'. The table contains one entry: 'WAP050001 04/30/2009 Submit Public Quarterly Monitoring Report 01/01/2009 - 03/31/2009 Submit'. A note below the table states: 'Clicking a column title will sort the table by that column.'

Activity #	Due Date	Task Description	Monitoring Period	Completed Date	Action
WAP050001	04/30/2009	Submit Public Quarterly Monitoring Report	01/01/2009 - 03/31/2009		Submit

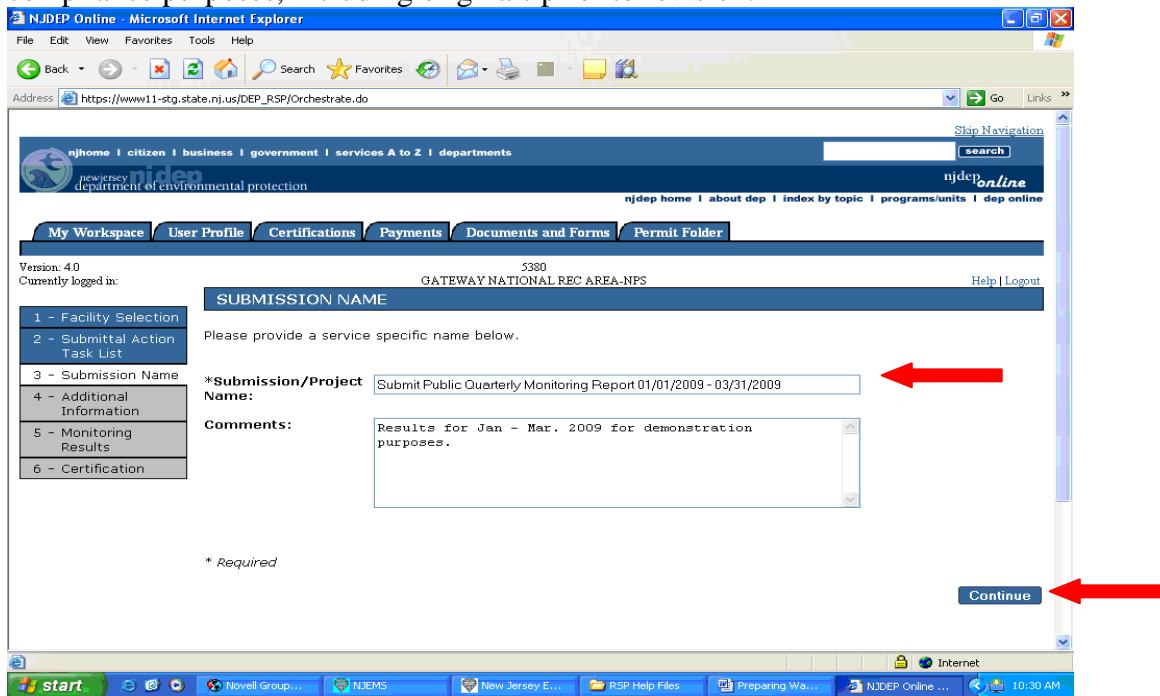
Note: Changing the radio button to Show Complete and Clicking Refresh will display previously submitted reports that can be revised through this Submittal Action Task List.

The action will display as **Submit Revised** if the monitoring results for this monitoring period have been previously submitted as shown below.



After choosing the submittal task for the form you wish to enter, the Submission Name screen displays as shown below with a default value of the form type and monitoring period, facility Id, and activity. Add any additional information you wish which identifies this monitoring period submittal in the Submission Project Name field. Add any comments you wish to see on the Submission Summary screen. For example, 'These are monitoring results for activity WAP050001 for 3rd quarter 2008'. Then click the **Continue** button.

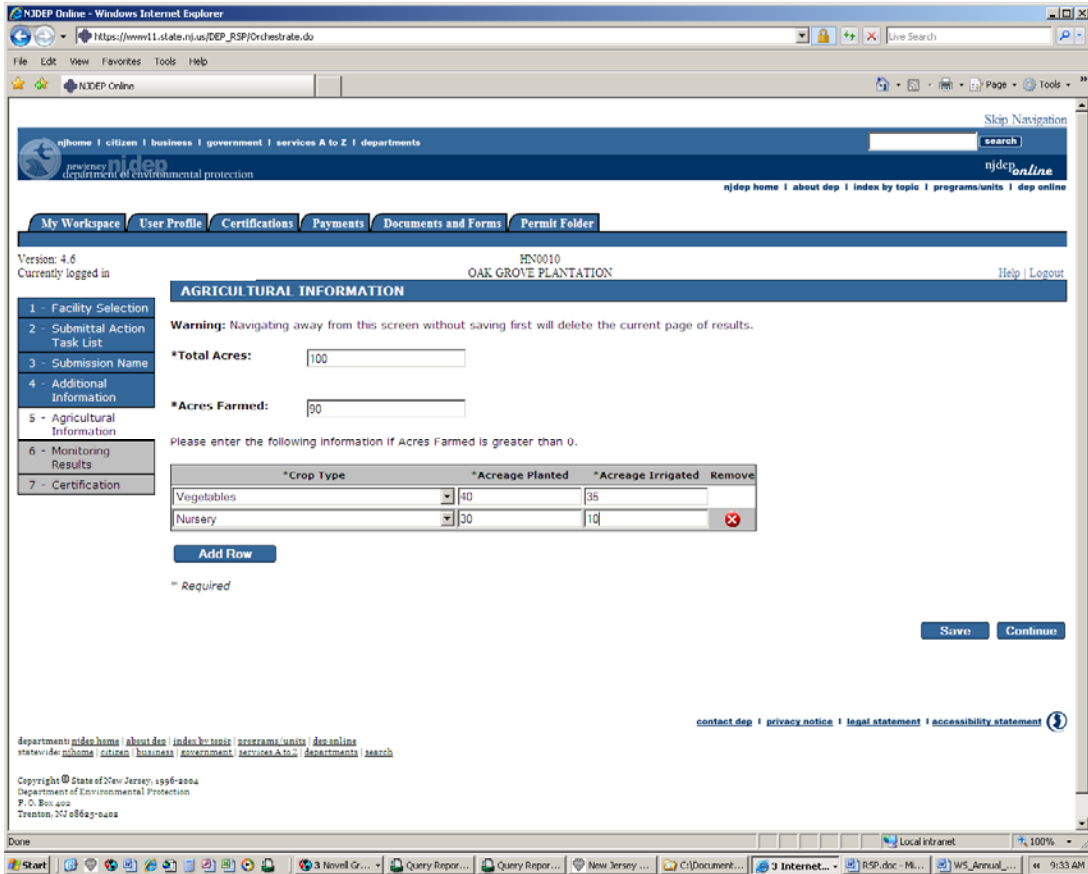
NOTE: The Department keeps a paper or electronic copy of all reports ever submitted for compliance purposes, including originals prior to revision.



The Additional Information screen is displayed which asks questions concerning the submittal as shown following table. Scroll down to choose the correct answers on each question and the next question will display. Questions may be skipped based on answers selected. When all questions have been answered, click the **Continue** button to proceed to the Monitoring Results entry screen or the Agricultural Information Screen.

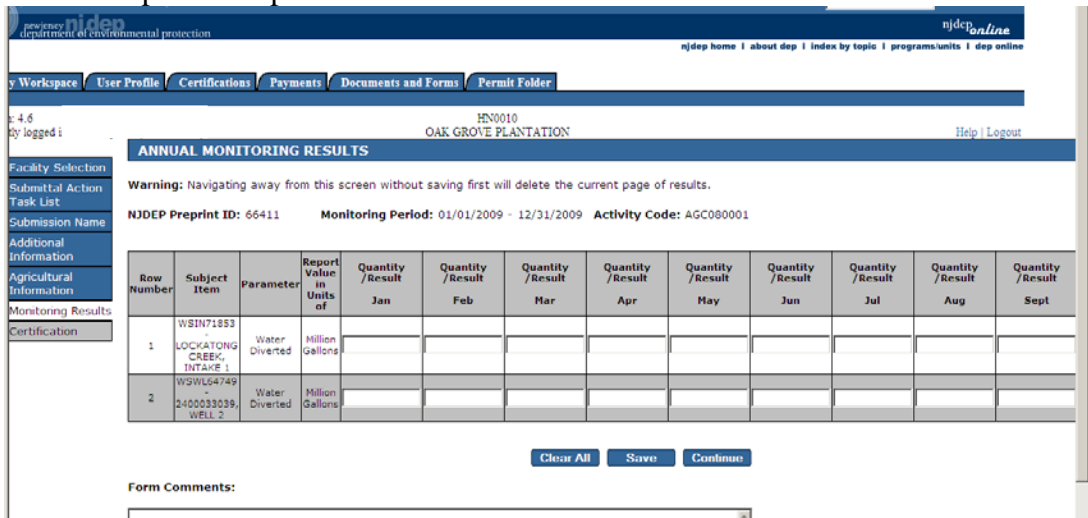
QUESTION	AVAILABLE RESPONSES
Are you required to measure static water level?	Yes, or No
How do you primarily measure static water level?	M-Scope, Air-line and Gauge, Other, tape, Fixed Transducer, Multiple Methods
Which two methods are primarily used? (Displays if Multiple Methods selected above)	M-Scope, Air-Line, and Gauge, M-Scope and Tape, M-Scope and Fixed Transducer, Air-line, Gauge, and Tape, Air-line, gauge, and Fixed transducer Tape and fixed transducer
How is your diversion measured?	Totalizing flow meters, Hours of operation X hourly pump capacity, # heads X hourly head capacity X hours of operation Area of flooding X average depth of flooding Flume or Weir

If the report is for an Agricultural facility, the next screen will be the **Agricultural Information** Screen, other reports will skip this screen and the **Quarterly or Annual Monitoring** results screen will display. Complete the required fields and click 'Add Row' to add additional crop types, then click 'Continue'.



The **Quarterly or Annual Monitoring** results screen is displayed. Enter all required monitoring results. Quantity fields are numeric. Date fields, if required, must be in the form MM/DD/YYYY or MM/DD/YY. See *Appendix A Water Diversion and Monitoring Results Additional Information* for detailed information regarding the results screen.

Annual Report example:



Quarterly Report Example:

NJDEP Online - Microsoft Internet Explorer

Address: https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

My Workspace / User Profile / Certifications / Payments / Documents and Forms / Permit Folder

Version: 4.0
Currently logged in: 5172 BRICK TWP MUA Help | Logout

QUARTERLY MONITORING RESULTS

Warning: Navigating away from this screen without saving first will delete the current page of results.

Monitoring Period: 07/01/2008 - 09/30/2008 Activity Code: WAP080001 NJDEP Preprint ID:

first prev 1 2 next last

Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	July		August		September	
					Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date
1	WSIN174756 - PUMPED STORAGE RESERVOIR, BRICK OFF-STREAM RESERVOIR	Water Transferred to Treatment Plant	Each Month	Million Gallons		NOT REQD		NOT REQD		NOT REQD
2	WSIN174756 - PUMPED STORAGE RESERVOIR, BRICK OFF-STREAM RESERVOIR	Water Returned to Source	Each Month	Million Gallons		NOT REQD		NOT REQD		NOT REQD
3	WSWL66329 - 2900007791, WELL 10 (ASR)	Water Recovered (ASR)	Each Month	Million Gallons		NOT REQD		NOT REQD		NOT REQD
	WSWL66329 - ...									

Enter the data for each month, in this example January, February and March. When complete click the **Next** button (or **2**) as shown below to see the next page of monitoring results, if there are multiple pages.

NJDEP Online - Microsoft Internet Explorer

Address: https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

My Workspace / User Profile / Certifications / Payments / Documents and Forms / Permit Folder

Version: 4.0
Currently logged in: 5172 BRICK TWP MUA Help | Logout

QUARTERLY MONITORING RESULTS

Warning: Navigating away from this screen without saving first will delete the current page of results.

Monitoring Period: 07/01/2008 - 09/30/2008 Activity Code: WAP080001 NJDEP Preprint ID:

first prev 1 2 next last

Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	July		August		September	
					Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date
26	WSWL66314 - 2900006841, WELL 9	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
27	WSWL66342 - 2900008356, WELL 11	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
28	WSWL66401 - 2900012006, WELL 12	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
29	WSWL66732 - 2900030639, WELL 14	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
30	WSWL66760 - 2900032043, WELL 13	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT REQD	NOT REQD	NOT REQD	NOT REQD		
31	WSWL66309 - 2900006579, WELL 16	Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT REQD	NOT REQD	NOT REQD	NOT REQD		

Enter the data for each month on each page of monitoring results. When complete click the **Continue** button as shown below.

NJDEP Online - Microsoft Internet Explorer

Address: https://www11-stg.state.nj.us/DEP_RSP/Orchestrator.do

Item Number	Item Code	Parameter	Frequency	Units of Measure	1/Result	2/Result	3/Result	4/Result	5/Result
26	WSWL66314 2900006841, WELL 9	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT RECD	NOT RECD	NOT RECD	NOT RECD	
27	WSWL66342 2900008356, WELL 11	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT RECD	NOT RECD	NOT RECD	NOT RECD	
28	WSWL66401 2900012006, WELL 12	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT RECD	NOT RECD	NOT RECD	NOT RECD	
29	WSWL66732 2900030639, WELL 14	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT RECD	NOT RECD	NOT RECD	NOT RECD	
30	WSWL66760 2900032043, WELL 13	Static Water Level	Quarterly in Mar; June; Sept; Dec	Feet	NOT RECD	NOT RECD	NOT RECD	NOT RECD	
31	WSWL66309 2900006579, WELL 6	Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT RECD	NOT RECD	NOT RECD	NOT RECD	
32	WSWL66314 2900006841, WELL 9	Sodium	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT RECD	NOT RECD	NOT RECD	NOT RECD	
33	WSWL66309 2900006579, WELL 6	Chloride	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT RECD	NOT RECD	NOT RECD	NOT RECD	
34	WSWL66314 2900006841, WELL 9	Chloride	Quarterly in Mar; June; Sept; Dec	Milligrams per Liter	NOT RECD	NOT RECD	NOT RECD	NOT RECD	

Buttons: Clear All, Save, Continue

Taskbar: start, Novell Group..., NJEMS, New Jersey E..., NJDEP Online ..., Windows ..., Preparing Qu..., 9:50 AM

Any errors in the data will appear as shown below. In this example, January quantity was left blank, and the Static water sample date was in the future.

NJDEP Online - Microsoft Internet Explorer

Address: https://www11-stg.state.nj.us/DEP_RSP/Orchestrator.do

business | government | services A to Z | departments

environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

Profile | Certifications | Payments | Documents and Forms | Permit Folder

5380 GATEWAY NATIONAL REC AREA-NPS Help | Logout

QUARTERLY MONITORING RESULTS

- Page 1, Row 1, Column: 'January Quantity/Result' - This field is Mandatory. If no diversion/flow occurred, report 0. If a meter reading was missed, click Help on this page for estimation methods.
- Page 1, Row 2, Column: 'January Sample Date' - Cannot be in the future.
- Page 1, Row 2, Column: 'February Sample Date' - Cannot be in the future.
- Page 1, Row 2, Column: 'March Sample Date' - Cannot be in the future.

Warning: Navigating away from this screen without saving first will delete the current page of results.

Monitoring Period: 01/01/2009 - 03/31/2009 Activity Code: WAP050001 NJDEP Preprint ID: 65013

Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	January		February		March		Row Comments
					Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date	
1	WSWL91213 2900048826, SA	Water Diverted	Each Month	Million Gallons		NOT RECD	.003	NOT RECD	.001	NOT RECD	

Taskbar: start, Novell GroupWise ..., NJEMS, New Jersey Enviro..., NJDEP Online - MIC..., Screen shots HELP ..., 11:41 AM

Monitoring Results Data Validations and Error Messages

Screen	Validation	Message
Monitoring Results entry screen	Validation for parameter=Chloride	The quantity/Result entered exceeds 2500 Mg/L. Verify the results and enter an explanation in the row comments about why the result exceeds this amount.
Monitoring Results entry screen	Validation for parameter=Sodium	The quantity/Result entered exceeds 250 Mg/L. Verify the results and enter an explanation in the row comments about why the result exceeds this amount.
Monitoring Results entry screen	Validation parameter for Rated Pump capacity	The Quantity/result entered exceeds the reported capacity of the installed pump. Result must be reported in units of Million Gallons. Please click Help on this page for additional information.
Monitoring Results entry screen	Validation for Static Water Level = 0	A Quantity/Result of 0 reported for Static Water Level indicates that the water level in the well was measured and is at ground surface. If Static Water Level was not taken, leave the Quantity/Result blank and enter an explanation in the row comments of why Static Water Level was not measured, and when sampling will resume. A value of zero indicates the depth to water is 0 feet, or at ground surface, NOT a missed reading.
Monitoring Results entry screen	Validation where Quantity/Result field is filled in, and Sample Date = null, and parameter is not on the list of date exempted parameters.	A sample date is required for this parameter.
Monitoring Results entry screen	Quantity/Result, not numeric entries, not <> -	Only numbers and the special characters <> - followed immediately by a number are allowed.
Monitoring Results entry screen	Quantity/Result, <> - detected not followed by a number	The special characters <> - must be followed immediately by a number with no spaces between the character and the number.
Monitoring Results entry screen	Date in the future	Date cannot be in the future
Cut and Paste	User pastes more lines than are required	More rows were pasted than exist in the form. Extra rows were truncated. Review the data carefully to ensure the correct monitoring period is selected.
Cut and Paste	Pasted text has empty rows in between	Pasted data included one or more empty rows. Data was populated using next available data. Review the data carefully to ensure the data is in the correct cells.
Cut and Paste	More tabs on a line than are allowed	Fewer rows were pasted than exist in the form, leaving blank rows at the end of the form. Review the data carefully to ensure the correct monitoring period is selected.
Cut and Paste	Fewer tabs on a line than are allowed	Pasted data has fewer tabs on one or more rows than available columns, leaving some data null. Review the data carefully to ensure the data is fully populated and in the correct cells

In the next example, the quantity for water diverted exceeds the capacity of the pump. This is often a unit problem. The amount entered for Water Diverted is normally reported in Million gallons. For example, one million gallons must be reported as a '1'. For additional information see ***Appendix B – Meter Reading and Correct Units Reporting.***

Once all data is entered click the **Continue** button.

QUARTERLY MONITORING RESULTS

- Page 1, Row 1, Column: 'January Quantity/Result' - This field is Mandatory. If no diversion/flow occurred, report 0. If a meter reading was missed, click Help on this page for estimation methods.
- Page 1, Row 2, Column: 'March Quantity/Result' - A Quantity/Result of 0 reported for Static Water Level indicates that the water level in the well was measured and is at the ground surface. If Static Water Level was not taken, leave the Quantity/Result blank and enter an explanation in the row comment why Static Water Level was not measured, and when sampling will resume.

Warning: Navigating away from this screen without saving first will delete the current page of results.

Monitoring Period: 01/01/2009 - 03/31/2009 Activity Code: WAP050001 NJDEP Preprint ID: 65013

Row Number	Subject Item	Parameter	Required Frequency	Report Value in Units of	January		February		March		Row Comments
					Quantity /Result	Sample Date	Quantity /Result	Sample Date	Quantity /Result	Sample Date	
1	WSWL91213 - 2900048826, 5A	Water Diverted	Each Month	Million Gallons		NOT REQD	3.0	NOT REQD	3.7	NOT REQD	
2	WSWL91213 - 2900048826, 5A	Static Water Level	Each Month	Feet	22	01/31/08	26	02/28/2008	0	03/31/2008	

Clear All Save Continue

Form Comments:

If the results entered pass validation, the Submission Certification screen will display as shown below. (If a Facility Administrator has been set up, the screen may be different).

Click VIEW and thoroughly review the pending submission before certifying. You may wish to print this page for your records. Once you are satisfied all information is correct, enter your PIN number as shown below, and click the **Certify** button. Click the User Profile tab, click 'Request Certification PIN' button to request a PIN to certify reports if you did not get a PIN during account setup.

CERTIFICATION - SINGLE SUBMISSION - INDIVIDUAL WITH DIRECT KNOWLEDGE

Service ID	Submittal Type	Creation Date	View
22440	Water Supply - Water Diversion, Water Utilization and Monitoring Results Submittal - Monitoring Results Submittal	11/17/2008	

Certification of the Individual With Direct Knowledge

I certify under penalty of law in accordance with N.J.S.A. 58:1A-5(b) that the information submitted is accurate and complete.

Name of Certifying Party:

User ID of Certifying Party:

*Certification PIN:

* Required

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

Certify Forgot Certification PIN Cancel

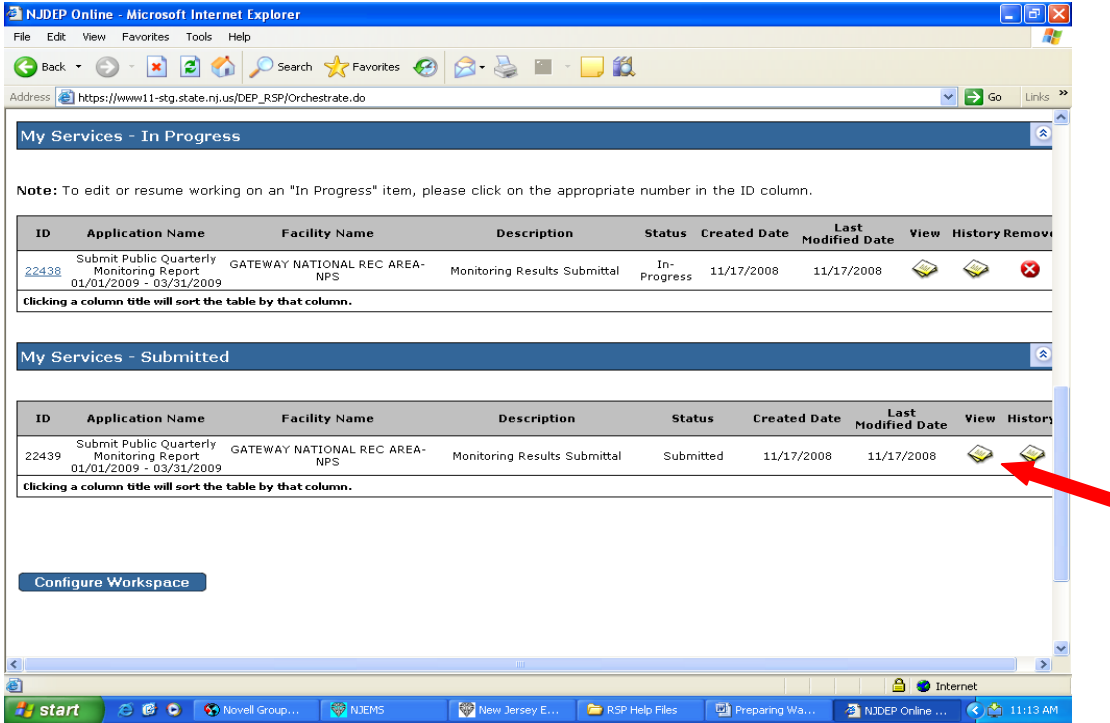
The Submission Confirmation screen appears as shown below. Print the page or save the Service ID (22439 in this example) in case there is a problem with the data migration to DEP. Click the **Continue** button.



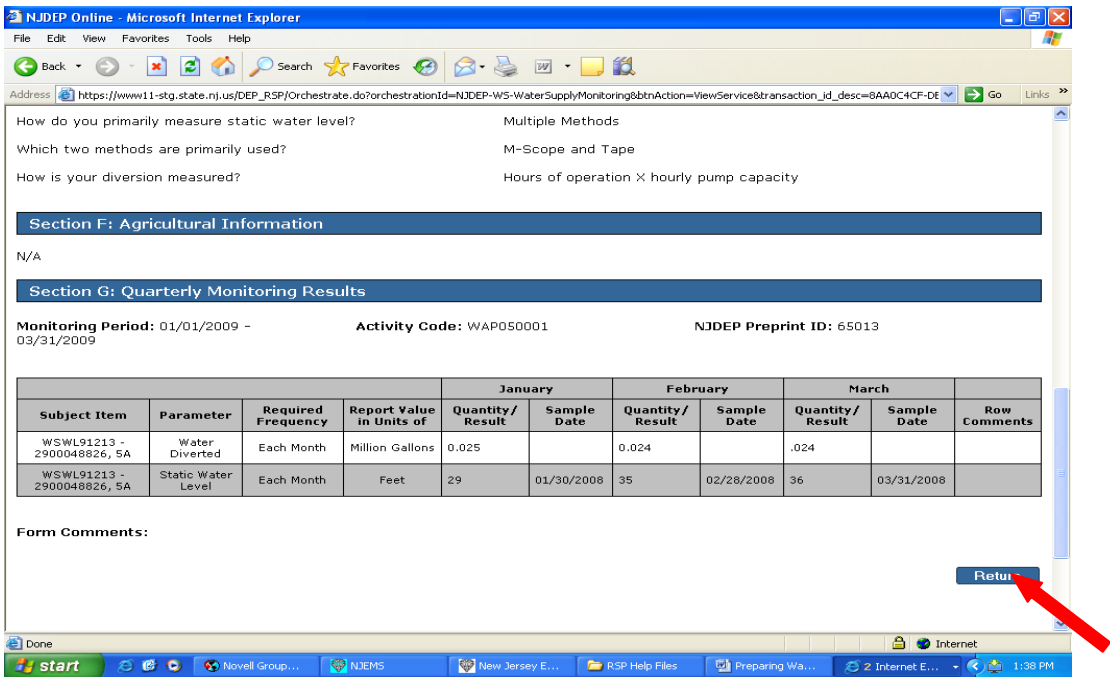
The section My Services – In Progress shows submittals that have not completed. The submittal has been processed when it goes from the My Services – In Progress section to the My Services – Submitted section.

You are returned to My Workspace page. Scroll down the My Services – Submitted section. To view the details of the submission, click on the **View** icon.





The results entered will be displayed along with all information associated with the submittal as shown below. Click **Return** button to return to the My Workspace page.



Click the Water Diversion, Water Utilization and Monitoring Results Submittal link to submit another form, or Click the Logout link as shown below.



Facility Administration

You can prevent unauthorized access to your facilities reports by setting up a Facility Administrator. See 'Facility Security Administration' under Documents and Forms for additional information.

Appendix A - Water Diversion and Monitoring Results Additional Information

Each monitoring requirement is represented by a row on the monitoring results screen. The following is a description of each of the columns on the Results Form.

1. SUBJECT ITEM-
 - a. Contains information identifying the source, which includes Department Id's and a local name
 - b. **Note to facilities utilizing storage ponds as diversion sources:** Surface water sources may require a calculation to avoid double counting water that is pumped from wells or other sources into storage ponds. See the instructions for correcting and reporting CORRECTED storage pond values, if necessary.
2. PARAMETER- Specifies the required monitoring for the applicable subject item in that row. Some parameters require dates which must be entered in the correct format as described below and must not be in the future.
3. QUANTITY/RESULT – The value fields where monitoring data is recorded.
 - a. **Only numbers, decimal points, less than sign <, minus sign –. DO NOT ENTER WORDS, OR N/A IN ANY OF THE RESULTS/QUANTITY BOXES.** Any non-numeric marks will prevent submission of the form.
 - b. **If water is not diverted from a source in a particular month(s), report Water Diverted as the number zero (0).**
 - c. **If Static Water Levels or chemical monitoring was not performed as required for the timeframe, leave the Quantity/Result and Sample Date fields blank. This will require a comment explaining why results were not taken in the row comments field, and when sampling will resume. Failure to perform required monitoring is a violation and may result in enforcement action.**

NOTE: REQUIRED STATIC WATER LEVELS OR CHEMICAL MONITORING ARE REQUIRED EVEN IF THE SOURCE WAS NOT USED

- d. **Static Water Levels must be reported in decimal feet (for example 9.45).**
 - e. **Grey fields marked “NOT REQD” indicate that no sampling or reporting is required for that source/parameter/month combination for the activity.** These fields are not modifiable.
 - f. Please write any explanations of reporting data in the row comments or form comments field.
5. **SAMPLE DATE** – Dates a parameter is sampled. Sample dates are not required for parameters that are an end of month total, such as water diverted. Sample dates are required for other reporting parameters.

The correct, full date that a water level, sample, or month end reading is taken must be entered in the following format: MM/DD/YYYY or MM/DD/YY, for example, 10/21/2003 or 5/30/03.
6. **REPORT VALUE IN UNITS OF** - Indicates the required reporting units for the monitored parameter. For example, Water Diverted must be reported in **Million**

Gallons unless otherwise stated, while Static Water Levels are reported in **Feet**. Values must be reported in the units displayed on the form.

To convert Gallons to Million Gallons, divide the total number of gallons by one million (1,000,000). Example: 365,000 Gallons = 0.365 Millions Gallons

Actual diversion in Gallons	Report diversion in Million Gallons
1,000,000	1.000
100,000	0.100
10,000	0.010
1,000	0.001

Appendix B – Meter Reading and Correct Units Reporting

To report the correct amount, check your meter to see if there is a multiplier on it. This will look like X 100 or X 1000 indicating the number is to be multiplied by either 100 or 1000 to obtain the amount metered.

For example on the meter below the multiplier is X 100. To obtain the month end reading, 35844 is multiplied by 100 resulting in 3584400, which is then divided by one million (1,000,000), or multiplied by (.000001) to get the end of month meter reading of 3.584 million gallons.

Subtract last months end of month reading from this months and report that volume.

