

Using the RGGI report submittal service in NJDEP Online

1. Log in to DEP Online. (If you do not have account, go to <https://njdeponline.com> for information about how to create one.)
2. In the Service Selection screen under "Air Program," choose "RGGI Submittals." If this is your first time using the system, you will probably need to add it first. Click the "Configure Services" button and follow the prompts to add it.

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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.

Air Program
[RADIUS File Submission](#)
[General Permits \(for minor source facilities only\)](#)
[General Operating Permits \(for Title V major source facilities only\)](#)
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Configure Services

3. After the Instructions page, and a screen where you enter a name for your submittal, there is a page on which you will choose what type of report you are submitting: Choose the appropriate type and select "Continue."

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SUBMISSION TYPE SELECTION

Select the type of submission below:

RGGI First Quarterly Report Submission
 RGGI Second Quarterly Report Submission
 RGGI Third Quarterly Report Submission
 RGGI Fourth Quarterly Report Submission
 Annual Output Report
 Compliance Certification Report
 Emissions Monitoring Report
 Output Monitoring Report

Continue

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

4. On the next page, choose the facility for which you are submitting the report. If it does not appear in the list, you will have to return to the My Workspace page and add it.

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FACILITY SELECTION

The list below shows a list of the facilities that you have listed in your profile. If you would like to make an electronic submittal for one of the listed facilities, please select the radio button and hit the *Continue* button.

Select	Facility	Facility ID	Facility Type	Municipality	Address
<input type="radio"/>	BLACK CAT CLEANERS	L2309	AIR	Hoboken City	100 SE Central Ave
<input type="radio"/>	THREE KINGDOMS BAKERY	21219	AIR	Union Twp	1008 BLVD
<input type="radio"/>	COSMIC FORGE	Y0919	AIR GHG	Mount Olive Twp	Devil's Footprint
<input type="radio"/>	GORO BROS. REFRIGERATOR TESTING, LLC	Y9032	AIR GHG	Seaside Park Boro	1520 Broadway
<input type="radio"/>	PETER PARKER INDUSTRIES	71202	AIR	Fort Golden	3 Powder Lane
<input type="radio"/>	HANSO FOUNDATION OF NJ	45103	AIR	Trenton Junction	401 EAST STATE STREET
<input type="radio"/>	PERKUNO'S AUTO BODY	H0801	AIR	Ong's Hat	Magnolia Road
<input type="radio"/>	MOONLIGHT CLEANERS	L6543	AIR	Seaside Heights Boro	4 Marshmallow Creek Rd
<input type="radio"/>	BRAU OF AMERICA	08084	AIR	Philadelphia	20008 Pine St
<input type="radio"/>	MIN GAN DESIGNING & ENGRAVING	82655	AIR	New York City	19 E. 36th St.

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

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#)


5. The "Select Activity" screen should appear next.

IMPORTANT: If the "Select Activity" screen depicted below does not appear after you select the facility and click on the "Continue" button, but you are instead taken immediately to the Contacts screen, PLEASE DO NOT CONTINUE with the submittal; instead, send an e-mail to NJRGGI_Submittals@dep.nj.gov with the name of your facility, Facility ID, and type of report you were trying to submit. We will respond with information on how to proceed.

On the "Select Activity" screen that appears, there should be a table from which you will select the Activity into which your report will be migrated. Except in some very rare situations, there should only be one choice on this screen. Please select the radio button next to the item and click on the "Continue" button to proceed.

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SELECT ACTIVITY

Please review the list of activities and if you can find a suitable activity to associate your electronic files, please hit the *Select* button and press Continue.

Select Activity Number	Activity Type	Status	Status Date	Document Title
<input checked="" type="radio"/> RGG210001	3rd Quarter Report	Pending	11/04/2021	RGGI Quarterly Report (Q3)

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

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Select Activity

6 - Contacts

7 - Attachment Upload

8 - Submission Confirmation

Please Note
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 Department of Environmental Protection
 P. O. Box 402
 Trenton, NJ 08625-0402

Last Updated: June 24, 2004

6. Add contact information. You can use the drop-down to insert information from your User Profile or any Favorite Contacts you may have saved previously. (To save this information for use in later submittals, click on the checkbox next to "Save to My Favorite Contacts" before continuing to the next page.

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Y0091
SHIP BOTTOM SCHOOLYARD

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Contacts

1. Submitter

1. Submitter

Note: Selecting an option below will replace all information for this contact. Save to My Favorite Contacts

Insert From Existing Contact(s)...

***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:

***County:**

***City:**

***State/Country:**

***Zip Code:**

*** At least 1 phone number is required.**

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
<input type="text" value="24 Hr Line"/>	<input type="text" value="(555) 213-7944"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

** Required*

Note: Please enter contact information on ALL required tabs before clicking Continue.

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Facility Selection

5 - Contacts

6 - Attachment Upload

7 - Submission Confirmation

Please Note
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7. The Attachment Upload page is where you will upload the report. On this page, **please do not change the default selections under "Document Type" and "Sub-Doc Type."** If you do, the information in your submittal may be invalid and you may be required to re-submit. To upload the file, click on the "Browse..." button under the "Upload File Name" heading and navigate to the file. After a short moment, a green checkmark should appear in the "Status" column, after which you can click on the "Continue" button to proceed. If you need to

remove the file you just uploaded and replace it with a different one, click on the "X" button in the "Remove" column, and you can upload a new one after the file is removed.

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ATTACHMENT UPLOAD

To add attachments please Click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading, and will be replaced by the file name, and a green circle with a check will appear under the "Status" column.

Please ensure that the 'Document Type' is 'Report' and the 'Sub-Doc Type' matches the type of document being uploaded.

Attachment Type	Attachment Allowed Description	Extensions	Upload File Name	*Document Type	*Sub-Doc Type	*Document Date (MM/DD/YYYY)	File Status	File Size (MB)	Remove
*Third Quarterly Report Submission	RGGI Third Quarterly Report Submission	pdf, xlsx, docx	20210621a.pdf	Report	RGGI Quarterly Report	04/20/2022	✔	0.46	✘
								Total	0.46

* Required

Please Note
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8. The only step left is to certify the submittal, after which you will be presented with a summary of the information that you submitted. You should receive an automated confirmation e-mail from the Department when your submittal has been received; if you do not receive this message, please check the status of the service on your My Workspace page, and contact us with any questions at: NJRGGI_Submittals@dep.nj.gov.



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Y0077

GORO BROS. BREWERY

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SERVICE CERTIFICATION

- 1 - Instructions
- 2 - Submittal Name
- 3 - Submission Type Selection
- 4 - Facility Selection
- 5 - Select Activity
- 6 - Contacts
- 7 - Attachment Upload
- 8 - Certification
- 9 - Submission Confirmation

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.

WARNING: After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Certification by Access Type: General

Service ID	Submittal Type	Creation Date	View
872224	Air Program - RGGI Submittals - RGGI Third Quarterly Report Submission	04/20/2022	

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

Name of Certifying Party: Ryu Hayabusa

User ID of Certifying Party: HAYABUSA

Challenge/Response Question

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

*What is your all-time favorite sports team? (Not Case Sensitive)

- Submit
- Cancel
- Forgot Challenge Q/A

Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

- Certify
- Forgot Certification PIN
- Send Notifications
- Cancel

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

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FACILITY SUBMITTAL SUMMARY

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Service Specific Information

Service ID: 872224
Application Name: -R-G-G-I-
Comments:
Type of Submission: RGGI Third Quarterly Report Submission

Facility Profile

Facility ID: Y0077
Facility Name: GORO BROS. BREWERY
County: Atlantic
Facility Location: Ong 536
 362 Magnolia Road
 Galloway Twp, NJ 088088808
Mailing Address: Ong 536
 362 Magnolia Road
 Galloway Twp, NJ 088088808

Coordinates Grid:

X-Coord	Y-Coord	Coordinate System
777781.35	333365.76	NJ State Plane (NAD83) - USFEET

Contacts

Name: Kai Sugiwarara
Title:
Contact Type: Submitter
Organization Name: Bayoen
Organization Type: Partnership
E-Mail: kai@bayoen.org
Phone: (555) 213-7944 or Ask for Jim. x803314 (24 Hr Line)
Contact Address: co Mist Dragon Inn
 somewhere in Lorn
 Meteora, Greece 999999999

Activities

Activity Number	Activity Type	Status	Status Date	Document Title
RG210001	3rd Quarter Report	Pending	11/04/2021	RGGI Quarterly Report (Q3)

Attachment Specific Information

Attachment Name	File Name	Document Type	Sub Doc Type	Document Date
Third Quarterly Report Submission	20210621a.pdf	Report	RGGI Quarterly Report	04/20/2022

Certification

Certifier: Ryu Hayabusa
Certifier ID: HAYABUSA
Challenge/Response Question: What is your all-time favorite sports team?
Challenge/Response Answer: *****
Certification PIN: *****
Date/Time of Certification: 04/20/2022 16:09

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

Ryu Hayabusa 04/20/2022
General **Date**

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