New Jersey Department of Environmental Protection
Division of Sustainable Waste Management

NJDEP ONLINE – SOLID WASTE INTERMODAL FACILITY QUARTERLY REPORT INSTRUCTIONS

A. Applicability

Beginning with data for the first quarter of 2022, Solid Waste Intermodal Facilities must use an NJDEP Excel Workbook template to compile data of all solid waste received, transferred, and shipped at the facility as required by N.J.A.C. 7:26-3.6(h). The completed Workbook must be uploaded every quarter through the Intermodal Facility Quarterly Report service on NJDEP Online (https://www.nj.gov/dep/online/).

To successfully upload the Workbook in the NJDEP Online service, the most current version of the Workbook template must be used. The most recent version of the Intermodal Facility Quarterly Report Workbook template can be found at https://www.nj.gov/dep/dshw/resource/forms.htm.

B. Time Frame

Quarterly reports are due no later than 20 days after the last day of the calendar quarter being reported.

## C. Working with the DEP Excel Workbook Template

1. Enabling Workbook Macros

   Features of the Excel Workbook can only be used through enabling macros on the form itself. To enable macros, follow these steps immediately after opening the file in Microsoft Excel.

   When opening the Excel Workbook for the first time, you may be prompted with a security warning towards the top of the form. Click on the "**Enable Content**" button. Sometimes, you may be prompted with an "**Enable Editing**" button instead; you must click this before the "**Enable Content**" button will appear.
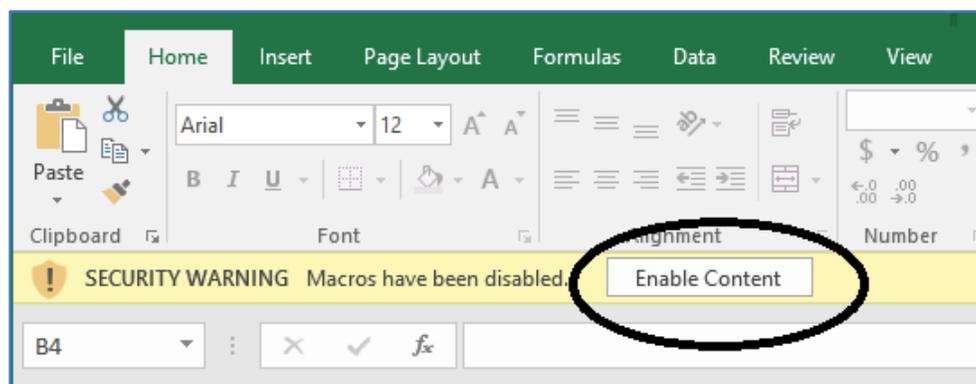
Then you may be prompted with an additional question asking if you want to make this file a Trusted Document. Click on the "Yes" button.
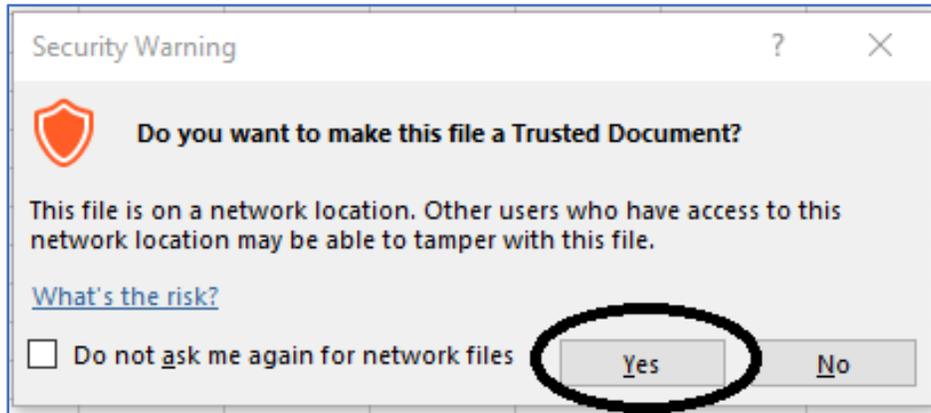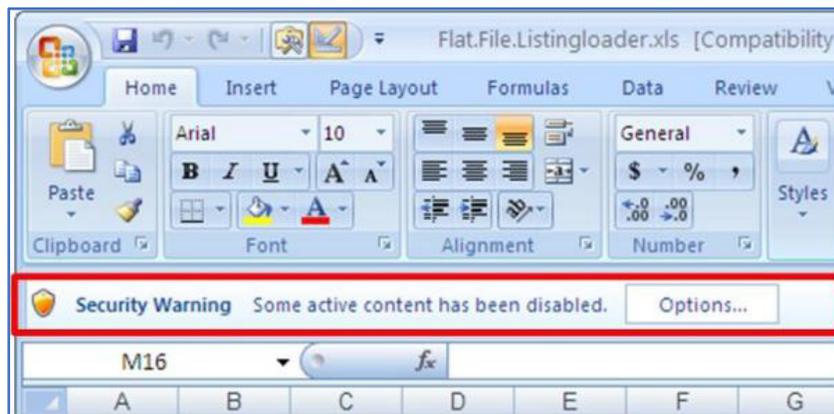

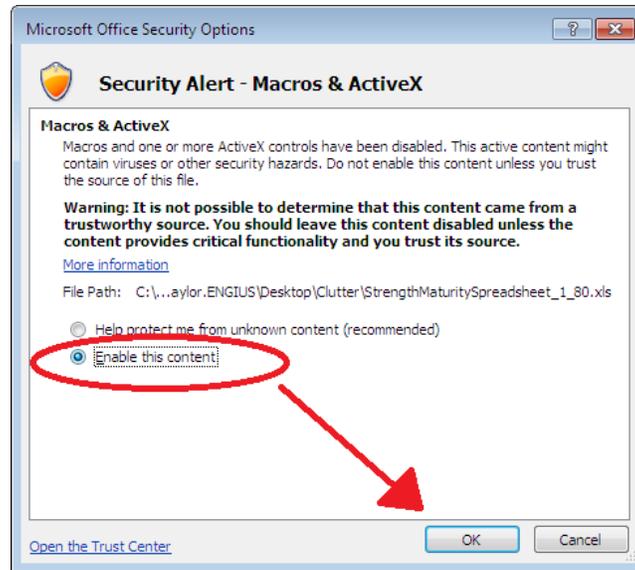Following these steps will enable Macros on your form, making the form work properly.

Enabling Macros on Older Versions of Microsoft Excel

If the version of Microsoft Excel installed is from 2007 or earlier, the formatting of the Security Warnings will appear differently from the images previously portrayed. If your version of Microsoft Excel is from 2007 or earlier, follow these steps immediately after opening the file.

When opening the Excel Workbook for the first time, you may be prompted with a security warning towards the top of the form. Click on the "Options…" button.

Then you may be prompted with a dialog box asking if you want to enable the content of the form. Click on the button next to "Enable this Content". Then click on the "OK" button.

Following these steps will enable Macros on your form, making the form work properly.

2. Intermodal Quarterly Worksheet

This worksheet contains several data entry cells that require free text and others that use drop-down menus. For cells that use drop-down menus, you may type or paste entries into the cells. However, typed or pasted entries must match the drop-down menu selection precisely; otherwise they will not be accepted into the cell.

a. **Reporting Quarter (Cell B1):** This is a required field. From the drop-down menu, select the calendar quarter of the reporting period.

b. **Reporting Year (Cell D1):** This is a required field. From the drop-down menu, select the year of the reporting period.

Starting on Row 3, enter a row of waste quantity data for each unique combination of Origin and Destination Facility for waste received and shipped during the calendar quarter.

c. **State of Origin/County of Origin/Municipality of Origin/Facility of Origin (Columns A through D)**

These columns work in tandem to define from where your Intermodal Facility received waste.

State of Origin: First, select the State of Origin of the waste shipment from the drop-down menu. "New Jersey" appears at the top of the drop-down menu for ease of selection. This is followed by the other U.S. states (and the District of Columbia) in alphabetical order. The U.S. states are then followed by an alphabetical list of foreign countries, U.S. territories, and other miscellaneous possibilities.

i. **If "New Jersey" is selected as the State of Origin**, you must select from either the Facility of Origin drop-down menu or the County of Origin/Municipality of Origin drop-down menus.

Facility of Origin: Use this drop-down menu if the waste was received from a NJ-authorized Solid Waste Facility (e.g. a transfer station). The drop-down menu includes an alphabetical listing of all authorized Solid Waste Facilities located in New Jersey along with their respective NJDEP solid waste preferred id numbers. **Due to the nature of Intermodal Facilities, the vast majority of waste reported is expected to come from Solid Waste Facilities.** If a Facility of Origin is selected, the County of Origin and Municipality of Origin cells on the same row will gray-out (become uneditable).

County of Origin/Municipality of Origin: Only use the County of Origin/Municipality of Origin fields if the waste did not come to your Intermodal Facility from an authorized NJ Solid Waste Facility. The County of Origin drop-down menu lists the 21 NJ counties in alphabetical order. Select the applicable county from the drop-down menu. Once a county is selected, the Municipality of Origin drop-down menu will be populated with an alphabetical listing of all municipalities in the selected county. Select the applicable municipality from the drop-down menu. If a County/Municipality are selected, the Facility of Origin cell on the same row will gray-out (become uneditable).

ii. **If "New Jersey" is not selected as the State of Origin**, the County of Origin and Municipality of Origin cells on the same row will default to "Out Of State." The Facility of Origin cell will become free text. Use the Facility of Origin cell to enter name of the out-of-state origin facility.

d. **Disposal Facility Information (Columns E through J)**

Final Disposal Facility Name (Column E): This is a required free text cell. Enter the name of the facility to which your Intermodal Facility is shipping the waste.

Final Disposal Facility State (Column F): This is a required field with a drop-down menu. "New Jersey" appears at the top of the drop-down menu for ease of selection. This is followed by the other U.S. states (and the District of Columbia) in alphabetical order. The U.S. states are then followed by an alphabetical list of foreign countries, U.S. territories, and other miscellaneous possibilities. Select the destination facility's state.

Final Disposal Facility Street Address (Column G): This is a required free text cell. Enter the street address of the destination facility.

Final Disposal Facility County (Column H): If "New Jersey" is selected as the Final Disposal Facility State, this cell will be an alphabetical drop-down of the 21 NJ counties. You must select the applicable county. If "New Jersey" is not the Final Disposal Facility State, this cell should default to "Out Of State."

Final Disposal Facility Municipality (Column I): If "New Jersey" is selected as the Final Disposal Facility State, this cell will be a drop-down with an alphabetical listing of the municipalities within the selected county. You must select the applicable municipality. If "New Jersey" is not selected as

the Final Disposal Facility State, the cell becomes free text, and you must enter the destination facility's municipality.

Final Disposal Facility ZIP (Column J): This is a required field. Enter the destination facility's 5-digit or 9-digit ZIP code. Invalid entries will be cleared.

e. **Waste Type and Quantity Data (Columns K through AH)**

Waste Types 10 – 74: Enter the amount of each solid waste type received from the origin and shipped to the destination facility during the calendar quarter. Make entries only in cells where quantities of waste were handled. Only numerical values can be entered in these cells. Zeroes and invalid entries will be cleared.

A short description of waste types is shown below. For a full description, see the New Jersey Solid Waste Rules at N.J.A.C. 7:26-2.13(g) and (h).

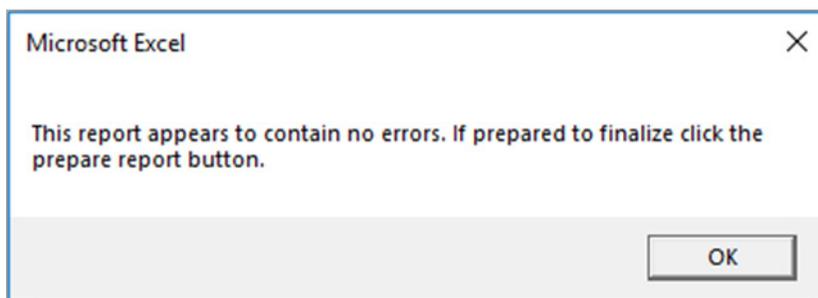| Waste Type	Description
10	Municipal waste
12	Dry sewage sludge
13	Bulky waste
13C	Construction and demolition waste
23	Vegetative waste
25	Animal and food processing waste
27	Dry industrial waste
27A	Asbestos or asbestos-containing waste
27I	Incinerator ash or ash-containing waste
72	Non-hazardous liquid and semi-liquids
73	Septic tank clean-out wastes
74	Liquid sewage sludge

Units: A unit is required for each numerical value entered. Quantities of solids must be reported in either tons or cubic yards. Liquids shall be reported in gallons.

3. Prepare Report Worksheet (Locking the Workbook)

Validate Report: After you finish entering all your data into the worksheet described above, the Workbook must be validated by clicking the "Validate Report" button. This action will review the data entered in the Workbook to ensure it is in a valid format and complete. If an error is found during validation, the Workbook starting from Row 12 will display issues that need to be fixed. Below is an example of a Workbook where no data was entered in the Intermodal Quarterly worksheet.

Validate Report	Prepare Report

Sheet Name	Error Name	Error Location	Error Description
Intermodal Quarterly	Presence_of_Data	Intermodal Quarterly	There is no Data within the report.
Intermodal Quarterly	Reporting_Period	D1 or B1	There is missing information in reporting period or reporting year.

The Workbook will identify the worksheet with the issue, the name of the error, the error location and a description of the error. After fixing each error, press the "**Validate Report**" button again to see if all the errors have been corrected. If no errors exist a popup will appear stating the document is ready to be prepared.

Microsoft Excel ✕

This report appears to contain no errors. If prepared to finalize click the prepare report button.

OK

Prepare Report: After the Workbook has been validated, the next step it to prepare it. Preparing the Workbook will lock it from further editing. It will also prevent you from copying data from the Workbook. Therefore, this should only be done when the Workbook is finished and ready to upload through DEP Online. It is advisable to make a backup copy of a completed Workbook that is left unprepared in case you need to make further revisions to the data after it is prepared/locked.

To prepare/lock the Workbook, press the button labeled "Prepare Report." A popup will appear that states the Workbook is now complete.

Microsoft Excel ✕

Report Complete

OK

D. **Uploading the Workbook Through DEP Online/Submitting the Report**

1. Before You Can Submit

   Before you can submit a service, you must register for a NJDEP Online Account, setup your My Workspace, and input the quarterly waste summary data into the current version of the Intermodal Facility Quarterly Report Workbook.

   The service will <u>not</u> work with all internet browsers. A current list of compatible browsers is presented in NJDEP Online when you login.

2. NJDEP Online Account (one time only)

   You must have an NJDEP Online account to submit Intermodal Facility Quarterly Reports through NJDEP Online. If you do not already have an account, go to: http://www.state.nj.us/dep/online/ for new user registration instructions and to request access.

   NJDEP Online accounts must be set up for an individual person and should be tied to an individual's email address. **Do not set up one account for your entire organization.** Accounts will have an associated password, challenge questions, and certification PIN to provide security and ensure the integrity of the data submitted. The password, challenge questions, and certification PIN should be kept secure by the individual person who owns the account.

   NJDEP Online accounts are linked to My NewJersey accounts. If you already have a My NewJersey account, you can link the two accounts when you set up your NJDEP Online account. If you do not have a My NewJersey account, one will be created upon setup of your NJDEP Online account.

3. My Workspace Setup

   Once you have an account, you can login to NJDEP Online at http://www.state.nj.us/dep/online/.

   Submissions through NJDEP Online are managed under the My Workspace tab. You can get to the My Workspace tab by clicking on it at any time.

To set up the types of services you would like to submit, click the 'Configure Services' button. A complete list of available services will open. Under the **Solid and Hazardous Waste** heading, click on the checkbox for the 'Solid and Hazardous Waste Reporting Services" and click 'OK.' You will be returned to My Workspace; the Solid and Hazardous Waste Reporting Services will be added to the Services Selected section of the page.

To link facilities to your account, click the 'Add Facilities' button. A Facility Search screen will open. In the Select NJDEP Program drop down, select 'Solid Waste.' You can search by either Facility ID (For Solid Waste Facilities this is the Preferred ID #) or Facility Name. Upon clicking the 'Search' button, a list of available facilities will display. To select a facility, click the associated checkbox. Make sure the Program Interest Type of your selected facility is 'Solid Waste Facility.' Click the 'Add Selected Facilities' button. You will be returned to My Workspace; the selected facility will be added to the My Facilities/Program Interests section of the page.

4. Intermodal Facility Quarterly Report Workbook

The quarterly tonnage report data required to be submitted must be entered into an Excel Workbook template provided by the NJDEP as discussed earlier in these instructions. You can find the latest Workbook template and instructions at https://www.nj.gov/dep/dshw/resource/forms.htm. The completed Workbook must be uploaded during your Intermodal Facility Quarterly Report service.

After data entry, the Workbook must be validated and prepared/locked before it can be uploaded.

5. General Information for Completion of DEP Online Services

   a. **Returning to a Previous Step in the Report**

   As you are proceeding through the report, you can return to a previous step by clicking on the screen name in the list on the left. Returning to certain screens will require you to clear data. Once you go back to an earlier screen, you must proceed through the entire process from that point.

   b. **Partially Completed Reports**

   If you start a report submission, but are unable to finish it in one sitting, you can log out of DEP Online and finish the service at a later time. You can find a row identifying each partially completed service in the 'My Services – In Progress' section on the My Workspace tab. You can resume the service where you left off by clicking on the ID # for the service on the far-left side of the row.

6. Intermodal Facility Quarterly Report Service Step-by-Step Instructions

   a. **Submission Type Selection**

   On the My Workspace tab, click on the 'Solid and Hazardous Waste Reporting Services' link.

   An 'Instructions' page will open describing the available reports. Click the 'Continue' button.

A 'Selections' page will open. Click the radio button for 'Intermodal Facility Quarterly Report,' and click the 'Continue' button.

b. **Facility Selection Page**

Year: From the drop-down field, select the year for which you are reporting data.

Quarter: From the drop-down field, select the calendar quarter for which you are reporting data.

If you need to correct the Reporting Period at any time, click the Reset Period Selection button.

In the grid, click the radio button associated with the Solid Waste Facility for which you are reporting data. When you click the radio button, the system will check for previous submissions for the same facility for the same reporting period. If a previous submission was made, you will be provided with a warning message in green text informing you of the previous submission. You can choose to revise the reporting period and/or facility or you can choose to proceed. If you complete and submit the report for an identical reporting period and facility that was previously submitted, the earlier submission will be superseded and replaced by the more recent version.

If your facility does not appear in the grid, you have not added the facility to your User Profile. To add the facility, you can click on the 'click here' link below the grid or you can return to the My Workspace tab and follow the instructions for adding facilities in My Workspace Setup above.

Click the 'Continue' button to proceed.

FACILITY SELECTION - Intermodal Facility Quarterly Report

Reporting period : 01/01/2022   through 03/31/2022   Reset Period Selection

The grid below contains a list of facilities associated with your user profile that are valid for this Tonnage Reporting Service. Select the facility related to this submission prior to clicking Continue.

Select	Facility	Facility ID	Facility Type	Municipality	Address
○	DEP SW SOLID WASTE FACILITY TEST SITE	683407	SOLID WASTE FACILITY	Trenton City	
○	TEST SWF	760471	SOLID WASTE FACILITY	Trenton City	401 E STATE 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.

Clear   Continue

c. **Case Selection (Approval Selection) Page**

On the Case Selection page, the user selects the Solid Waste Intermodal Facility Approval that was in effect during the reported period. In most cases, only one Approval will be available to select.

Click the applicable radio button and click the 'Continue' button.

d. **Submission Name Page**

This page allows you to name your submission. The Submission Name field is fully editable so the user may choose any name. However, the system will auto-generate a name based on the type of report (Intermodal Facility Quarterly Report), the report quarter, the Intermodal Facility Approval #,

and the Preferred ID # of the facility. The user may choose to keep the auto-generated name or change it any way they wish.

This page also includes a field that allows the user to enter any comments they would like regarding the quarterly report. **Do not include questions or important information that the Department must act on in this field. In such circumstances, please contact the Bureau of Solid Waste Permitting at (609)292-9880 or the Bureau's assigned engineer/specialist for the facility by telephone or email.**

Click the 'Continue' button to proceed to the next page.

e. **Contacts Page**

The user is required to provide contact information for a General Contact.

The General Contact is the person the Department would contact regarding questions about the quarterly report submission.

If you are the Contact, you can enter your DEP Online Profile Contact information into this Contacts screen by simply selecting the drop-down arrow labeled 'Insert from Existing Contacts,' and selecting your name under My Profile Information.

If someone else is the General Contact, enter their Name, Address, E-mail Address, and Telephone information.

Fields marked with an '*' are required. At least one phone number is required. Additional phone numbers can be entered by adding rows.

If you would like to save a Contact's information for your future use, you can check the 'Save to My Favorites Contacts' checkbox and click the Save button. The Favorites contact information will then be saved and selectable from the 'Insert from Existing Contacts' drop-down.

Click the 'Continue' button to proceed to the next page.

f. Service-Specific Details Page (Workbook Upload)

The Service-Specific Details Page is used to upload your completed Intermodal Facility Quarterly Report Workbook. You can find the latest Workbook template and instructions at https://www.nj.gov/dep/dshw/resource/forms.htm.

To upload your completed, validated and prepared Workbook, click the 'Choose File' button. A popup will open that allows you to navigate to and select the file to upload. Select the completed Workbook and click 'Open.' The system will start uploading the file. Extracting the data may take some time. **Do not close your browser during this process.** Once the upload process is complete, the 'Continue' button will become available. Click 'Continue' to proceed to the next step.

You may get an error message after attempting to upload the Workbook. Common problems include:

- You are using the wrong version of the Workbook. Find the latest version of the Workbook template at the location specified above.
- You haven't validated and prepared the Workbook prior to attempting to upload. Validation and preparation are found on the last tab of the Workbook and are required prior to upload. See the instructions for completing the Workbook earlier in this document.
- The quarter and year of the report provided in the Workbook do not match the quarter and year you entered at the beginning of the online service.

If you have followed all the instructions for Workbook completion and these upload instructions and you still have not succeeded in uploading your Workbook, contact njdepswreporting@dep.nj.gov.

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

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

Upload your data using an Excel workbook template provided by the Department. Make sure you are uploading the current version of the workbook. The current version can be found at https://www.nj.gov/dep/dshw/resource/forms.htm.

Load the workbook using the Choose File button. Status will confirm upload. Extracting the data can take up to several minutes.

Do Not Close your browser during this process.

Once the workbook processing is complete, the Continue button will become available.

The permit activity selected is: ICP190001

The permit document title is: Solid Waste Permit Set

The reporting period you have selected for this submission is from 01/01/2022 through 03/31/2022.

Intermodal Facility Quarterly Report Document Upload

File Name	Status	Remove
Choose File No file chosen	No workbook upload or associated data found.	

Continue

g. Workbook Confirmation Page

The Workbook Confirmation Page displays the data uploaded from the Workbook. You should confirm that the uploaded data matches the data provided in the Workbook.

If you think that you have uploaded an incorrect workbook, return to the Workbook Upload page using the menu bar on the left navigation to delete the Workbook and upload the correct version.

If you think that the data does not accurately display the data from the uploaded workbook, then notify njdepswreporting@dep.nj.gov.

If the data is correct, click Continue.

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

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

Confirm your workbook results below.

If you think that you have loaded an incorrect workbook, then return to the Workbook upload page using the menu bar on the left.

If you think that the data presented below does not accurately display the data from the uploaded workbook, then notify njdeponlinesupport@dep.nj.gov.

If the data is correct, click Continue.

Workbook Review - Worksheet Rows

Intermodal Quarterly

State of Origin	County of Origin	Municipality of Origin	Facility of Origin	Destination Facility Name	Destination Facility State	Destination Facility Street Address	Destination Facility County	Destination Facility Municipality	Destination Facility ZIP	Waste Type 10	Units	Waste Type 12	Units	Waste Type 13	Units	Waste Type 13C
New Jersey			ALLSTATE POWER VAC INC	test	New Jersey	test	Atlantic	Brigantine City	07077	10	Tons	12	Cubic Yards	13	Tons	13

h. Attachment Upload Page

The Attachment Upload screen offers the user the opportunity to upload additional documents along with the Workbook data. No additional documents are required for the Intermodal Facility Quarterly Report submission, and the Department does not expect that additional information will be submitted often. Any documents uploaded on this page should be strictly limited to information supplementary to the quarterly report. Regular correspondence regarding the Intermodal Facility with the Division of Sustainable Waste Management should be mailed to the Bureau of Solid Waste Permitting.

If you have no additional documents to upload, click Continue.

To upload a document, click the 'Add Attachment' drop-down menu and select 'Other SHW Tonnage Attachment.' Click the 'Add Attachment' button. A row that allows the selection of a file and identifies acceptable file extensions will display. Click the 'Choose File' button and select the file you wish to upload from the pop-up. Click Continue once the file is uploaded.

i. Certification Page

The person submitting the report must certify to the following statement:

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information 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."

To verify your identity, enter a response to the Challenge Question and click the 'Submit' button. If you do not remember the Challenge Question/Answer, you can click the 'Forgot Challenge Q/A' button and follow the instructions. Note that answers to Challenge Questions are not case sensitive.

Once the Challenge Question is answered correctly, the Certification PIN will become enabled. Enter your Certification PIN and click 'Certify.' Note that Certification PINs are case sensitive. Clicking 'Certify' constitutes an electronic signature of the submission.

Note that your Certification PIN and Password are two different things. It is possible that you made your Certification PIN and Password identical values. If you forgot your Certification PIN, click the 'Forgot Certification PIN' button to create a new one.

After clicking 'Certify,' **do not close your browser while the system completes the submission**. This may take several minutes.

j. Summary Page

A page will open displaying a summary of the information provided in the quarterly report submission. You can return to the My Workspace by clicking on the My Workspace tab or by clicking the 'Return' button at the bottom of the Summary page.

k. Submission Status/PDF

On the My Workspace tab, you can see a list of your submissions under the 'My Services – Submitted' header.

The list provides various information regarding the service, including a Status of the submission. If the status of the service is "Submission Failed – Please contact DEP," send an email to njdeponlinesupport@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

At the far right-hand side of the row, you can find a PDF of the Summary page for your records.

Upon successful submission of the report, you will also receive an email that acknowledges the Department's receipt of the report.

E. **Questions**

Please direct inquiries pertaining to completion of the Workbook and submission of the report through DEP Online to njdepswreporting@dep.nj.gov or contact the Bureau of Solid Waste Permitting at (609) 292-9880.