

# Basic guidance for using the online portal for the Diesel Retrofit Program Generating Compliance Forms

Start at <http://www.nj.gov/dep/online/> by requesting access to NJDEP ONLINE

**Step 1: Log On to My New Jersey**

Log On ID:   
 Password:   
  
[Sign Up to Become...](#)

**Step 2: Select "DEPOne services"**

Due to scheduled maintenance, Premier E-Business Services may be unavailable between 8 AM and 5 PM on Sunday, June 29. We apologize for any inconvenience this may cause.

[DEPOne Services](#)

**Step 3: Click "Diesel Retrofit Program" to start a new inventory submittal**

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[Diesel Retrofit Program](#)

**Step 4: Click "Compliance Form"**

DIESEL RETROFIT PROGRAM SERVICE SELECTION

- Select Service
- Begin Service

[Compliance Form](#)

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**FLEET OWNER SELECTION**

Note: This site allows users to access multiple Fleet Owners provided each Fleet Owner ID is entered in the [user profile](#). In order to access the appropriate Fleet Owner, please select it from the menu below.

Fleet Owner	Fleet Owner ID	Municipality	Access Type	Access Fleet Owner
NUDEP DIESEL RETROFIT TEST SITE	463794	Trenton City	Individual With Direct Knowledge	

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

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Click the icon under "Access Fleet Owner"



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**GENERATE COMPLIANCE FORM**

1 - Fleet Owner Selection  
2 - Generate Compliance Form

Select	Vehicle / Equipment Designation DR School Bus Number	VIN / S/N Number
<input type="checkbox"/>	1	111
<input checked="" type="checkbox"/>	1	11111111111
<input checked="" type="checkbox"/>	105	1231243F23
<input type="checkbox"/>	107	
<input checked="" type="checkbox"/>	108	
<input type="checkbox"/>	108	1231243F23
<input type="checkbox"/>	109	0000000
<input type="checkbox"/>	109	1231243F23
<input type="checkbox"/>	11	000000011 Public Commercial Bus 1244

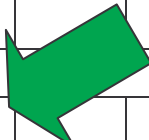
Clicking a column title will sort the table by that column.

[Clear/Check All](#) [Generate Form](#)

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Select the Compliance Forms to generate by checking the box next to the vehicle(s).  
Press "Generate Form"



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**GENERATE COMPLIANCE FORM**

1 - Fleet Owner Selection  
2 - Generate Compliance Form

Generating compliance forms. Please wait...

Please do not click any buttons until processing has stopped and this message has disappeared.

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Department of Environmental Protection  
70, Co. Bldg 400  
Trenton, NJ 08625-0400  
Last Updated: 2004-04-26

Compliance Forms are generated in a pop-up window. A copy of the Compliance Form must be signed and mailed to the NJDEP within 5 days of the CCVS or BART installation and with 30 days of the next MVC inspection. A copy of the updated Compliance Form must be kept in the vehicle for which it was issued. The original updated compliance forms shall also be kept in one location at the owner's place of business.

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**GENERATE COMPLIANCE FORM**

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[http://www11.state.nj.us/DEP\\_RSP/pages/documentStream.jsp?fileid=A1A43C52-AD20-8BA2-...&documentStream.jsp?fileid=A1A43C52-AD20-8BA2-F1C...](#)

**DIESEL RISK REDUCTION PROGRAM COMPLIANCE FORM - CCVS**

Vehicle Owner: TEST 214  
 Address: 1231243F23  
 Newarkland, NJ 02001

School Bus Type: 51 Front Engine  
 VIN/Serial Number: 1231243F23456789

Vehicle License Plate State and Number: NJ 0107  
 Engine Manufacturer and Model Year: Deere and Co 2000  
 EPA Engine Family: 123  
 CCVS Design Option: CCVS  
 CCVS Make and Model: QDT CCV008  
 CCVS Cost (incl. Installation): \$ 1366.17

**Installation Certification:**  
 I hereby certify that the required retrofit devices have been installed on the aforementioned vehicle on the following Date: 7-27-02. I believe that the information provided in this document is true, accurate and complete. I am aware that false or incomplete information may result in the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information.

**Vehicle Inspector:**  
 I hereby certify that the required retrofit devices have been installed in accordance with the inspection procedure at N.J.A.C. 17:27-02.21 unless the vehicle is uninspectable as indicated below. I believe that the submitted information is true, accurate and complete. [Uninspectable]