Online Form System – nForm

Quick Start Guide

New York Department of Environmental Conservation

The New York State Department of Environmental Conservation (DEC) was created on July 1, 1970 to combine in a single agency all state programs designed to protect and enhance the environment.

Mission: “To conserve, improve and protect New York’s natural resources and environment and to prevent, abate and control water, land and air pollution, in order to enhance the health, safety and welfare of the people of the state and their overall economic and social well-being.”

DEC’s goal is to achieve this mission through the simultaneous pursuit of environmental quality, public health, economic prosperity and social well-being, including environmental justice and the empowerment of individuals to participate in environmental decisions that affect their lives.
Introduction
The New York State Department of Environmental Conservation has developed an online form submission system, nForm, which will facilitate data collection for the agency. This system provides a centralized location for DEC forms and approvals.

nForm-enabled reports, forms, and applications will be linked to directly from the NYSDEC public website. Upon clicking to open a form, users will be required to log in to NY.gov and will be directed to the NY.gov login webpage.

After successfully entering the user credentials, the user will be brought back to the nForm website. Help for registering with NY.gov is available in the Appendix of this document.
Finding and Opening Your Form

There are two methods for finding the form you need to complete on the nForm site:

1. Select an Organization to navigate to the list of forms, and
2. Form Finder.

Select an Organization

1. Click on the Select Organization button.
2. Mouse over the organization list and highlight the desired organization.
3. Click on the desired organization.
4. After selecting an organization, the details for the organization will be displayed as well as any forms related to the organization.

Form Finder

The Form Finder tool provided allows you to either search for a specific keyword, or a natural language search in which you type in the activity that you are trying to do and it will attempt to identify the form you are looking for.

Example: I need a form for Drinking Water Eligibility
After using either of these two methods to locate a form, a list of results to select from will be displayed.

Division of Water

Welcome to the Division of Water's online reporting and permit request system. This system is being developed to facilitate online data reporting and permit requests for several of the Division's programs.

- To find a report or permit, scroll to the bottom of this page or use the 'Form Finder' button on the left side of this screen.
- If you have already started a form and wish to edit or complete it use the 'History' link above.
- For an overview of how to get started try our Quick Start Guide (PDF, 586KB)

Contact Information

Address:
Division of Water
625 Broadway
Albany, NY 12233-3508

Contacts:
Tel: 518-474-2333
Email: COWinformation@dec.ny.gov

Additional Links
NY-7 Dept of Environmental Conservation
Division of Water Homepage

Forms

CAFO Annual Report - ECL/CWA (GP-0-16-001/002)
Concentrated Animal Feeding Operation Annual Compliance Report for the ECL & CWA General Permit.

Once a form has been selected, the form’s main page will appear, displaying information about the form, links to frequently asked questions, contact information, and in the top left of the page, buttons to either submit the form online, or to download version to manually enter the data and mail to NYSDEC.

Click “Begin Form Entry” to continue with nForm and electronically submit your data. This will create a new blank copy of the form with a unique Submission ID that will remain with this specific form submission.

The Processing Info page will appear displaying the initial form section list along the left edge of the window. There may be form processing information in the main body of the window. If payment is required with the form submission, the details will be explained. There is also a selection box for Submission Reason (New, Modification, Registration, etc...). Some forms do not allow this selection and will default to the appropriate entry.
** Make note of this submission ID in the upper left of the window ** If any changes are made to the data after the form is submitted, the revision number will change and the form will need to be resubmitted.

Click the “NEXT SECTION” bar at the bottom of the screen to continue to the next section of the form.

**Form Data Entry**
The form data entry screen has three main areas:
1. Form Sections:
   If a form has multiple sections, they will be shown on the left column of the window. Each
   section will be preceded by an icon that indicates its status:
   a. 〇 This section has not been viewed
   b. ✗ All required data has not been entered in this section
   c. ✅ This section has been visited, and all required data has been entered.

2. Data Entry Fields:
   These are the form questions that are to be answered, as directed.

3. The 🔄 button allows the user to:
   a. Delete the draft submission. This can only be performed to draft submission. Once a
      form is submitted, it can no longer be deleted.
   b. Manage Shared Access: Sharing the submission with another nForm user can be useful
      when more than one person is needed to enter the data in a form, or when the person
      entering the data is not the authorized signatory and a second person is authorized to
      sign and submit the form.
      You will be required to enter the email address of the nForm user that the form will be
      shared with. If this person does not have an nForm account they will have to create one
      through my.ny.gov. If the additional person should have the ability to share the
      submission with others, check the box “Can Manage Access to Submission?”

4. Form Navigation:
   a. Previous/Next Section are at the top and bottom of each section to advance or go back
      a section. You can move through the sections by clicking on them in the Section List on
      the left of the page. All sections must be viewed prior to form submission.
   b. SAVE PROGRESS can be used to save your data entries, leave nForm, and return at a
      later time to complete the form.

Review, Certify & Submit
There is a review step immediately following data entry, providing the user a chance to review the
information that was entered prior to certifying and submitting the form. All of the form questions and
answers will be displayed on this screen. The review step is mandatory.

The final step is to read the certification statement and submit the form. Clicking the submit button is
deemed the equivalent of signing a paper copy of the form. Certain forms may require a more involved
certification process that includes re-entering the user password and correctly answering a predefined
challenge question.
History Menu: Finding Forms That Have Been Started or Submitted

In order to find a form that has previously been saved for later completion or submitted, the user should select the menu choice “History”. This will display all of the forms that the user has access to and includes: forms started, but not submitted; submitted forms; forms started or completed by another person and shared with the current user. To view a submission, click the .
Renaming a Submission in the History Menu

Each entry in the History table is given a default Submission Name identical to the form name. This name can be edited in order to provide a more meaningful name to the submission (e.g. 2013 XYZ Farm CAFO Annual Rpt). To rename the submission, click on the Submission Name, which make the name ready to edit, and enter the new name.

Other Form Actions

When viewing a submission there are a number of actions that are available.

The first screen that displays when viewing a submission is the Summary page. In the left column there are three views that can be chosen:

1. View Form – This view displays all of the form questions and responses, but does not allow data to be modified. In the View Form mode, users can also print or download the submission as-is.
   a. Edit Submission: There is also an option to edit the submission. This will return the submission to draft status, allowing the user to edit the responses and resubmit the form.
2. Summary – This view displays the metadata of the submission. Submission name, dates the draft was initiated and submitted, processing steps and status, attachments, and DEC contact information. Also available are the functions to:
   a. Print the submission
   b. Download the submission
   c. Copy as New – this allows the user to make a copy of the submission in draft status, with a new submission ID that can be edited and submitted to DEC. This function can be useful for a recurring report that needs minor updates and must be submitted on a regular basis.
   d. View Confirmation – Submitted forms generate a confirmation notice. This allows the user to view and print the submission confirmation.
   e. Share with… - Share the submission with another nForm user. See “Manage Shared Access.”

3. Processing – Displays the submission processing steps and completion dates.
Appendix A: Registration with NY.gov

NYSDEC’s nForm system will be integrated with New York State’s my.NY.gov services. All nForm users will need to register with NY.gov before being allowed to submit a form.

User Account Creation

1. Go to the my.NY.gov website. The following page will be displayed:
2. Click on ‘Don’t have an Account’ button. Following page is displayed.
3. Click on ‘Personal’ account type. Do NOT select “Business.”
4. Click on the ‘Sign Up for a Personal NY.gov ID’ button and fill in the requested information.
5. After entering the User Information and Login Information, click on the ‘Create Account’ button.
6. Click on the ‘Continue’ button
7. Click on the ‘Finish’ button. It displays the same page as in step 5. You can close the browser window because you need to wait for the receipt of an email with your account information.
8. Check your email for the registration confirmation and follow the instructions.

Designating a Password

1. Close the browser. An email is sent to the email address provided in the User Information section as indicated above.
2. Open the email received from NY.govld.
3. Click on the ‘Click Here’ link in the email or copy and paste the URL given in the browser. Answer the security questions.
4. Click on the ‘Continue’ button.
5. Click on the ‘Continue’ button. Enter password.
6. Click on the ‘Set Password’ button.
7. Click on the ‘CONTINUE’ button.
8. Close the browser.

For more assistance on creating an NY.gov account, see the NY.gov help webpage.