

Municipal Stormwater Regulation Program



Annual Report Submission
Through
New Jersey State
Regulatory Service Portal
(RSP)



Hello and welcome to the Municipal Stormwater Regulation Program Annual Report Submission through the New Jersey Regulatory Service Portal (RSP) Training.

Originally the Annual Reports were paper forms that were mailed in, then Word fill out forms submitted electronically through email, and the last two years they were Adobe pdf forms submitted electronically through email. We now have a new online form that will be submitted through the State's RSP.

We will be going step by step through the Annual Report completing a Highway Agency Annual Report.

You will see as we go along that it's an improvement and has many benefits for the user as well as the Department. This online submittal process is also consistent with the Department's continuous improvement process and transformational goals.

2011 Highway Agency Stormwater Annual Report Submittal Presentation



After you have a My New Jersey Account set up and linked to DEP Online (which was instructed during the first presentation), you can then use the New Jersey State Home Page to access your account.

Click

You want to click login on the top left of the screen under the Home tab.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

Log On To myNewJersey - Windows Internet Explorer

https://portal01.state.nj.us/http://portal20.sa.state.nj.us:8080/amserver/UI/Login?gw=portal01.state.nj.us&org=dc%3Dnj%2Cdc%3Dus

my newjersey

New Jersey Home Page

Log On To My New Jersey

Log On ID:

Password:

Log On

[Forgot your login ID?](#)

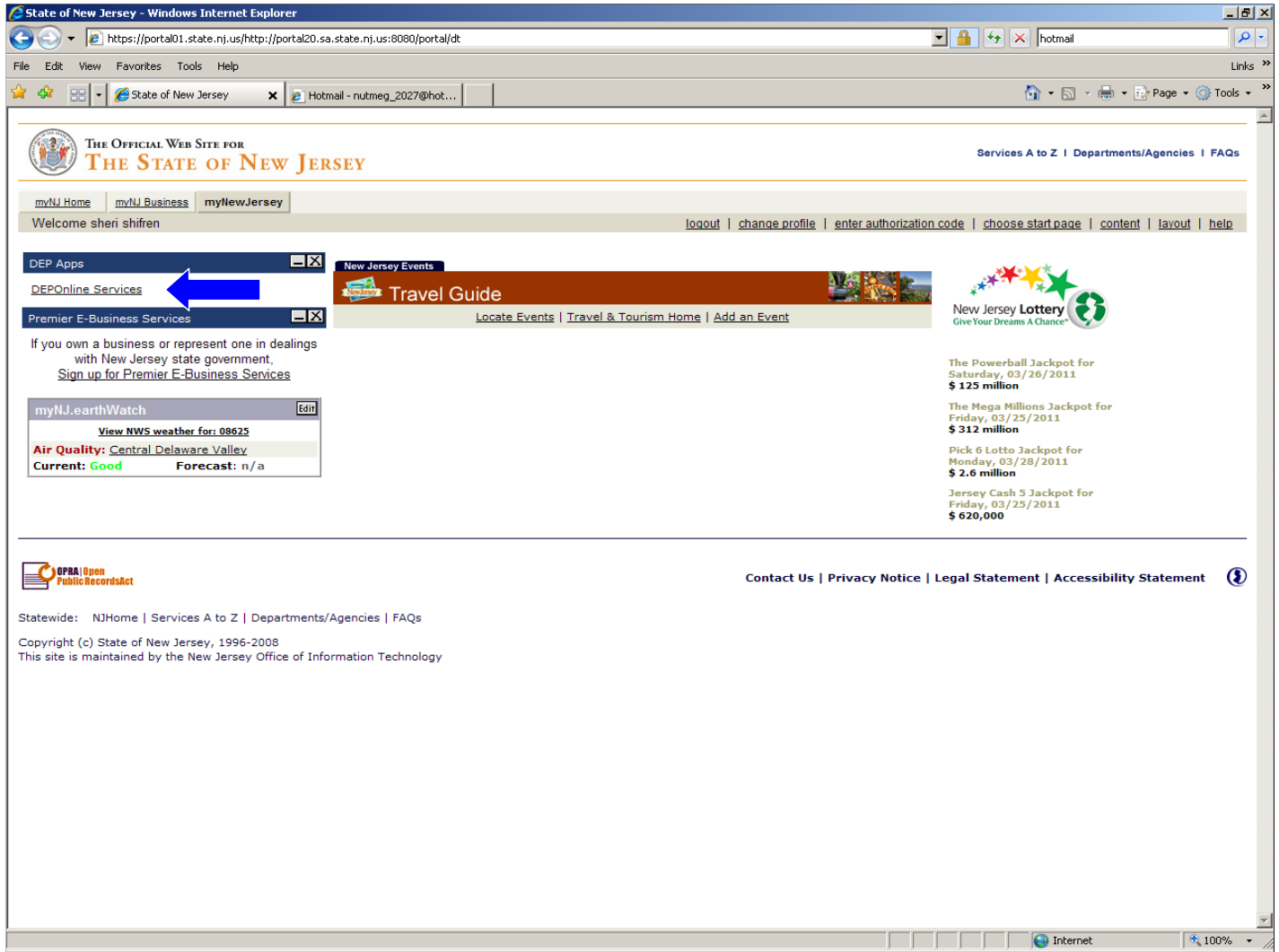
[Forgot your password?](#)

[Sign Up to Become a Member](#)

[Help](#)

We are now on the log on screen.
Enter your log on ID and password.
Click
Then click log on.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

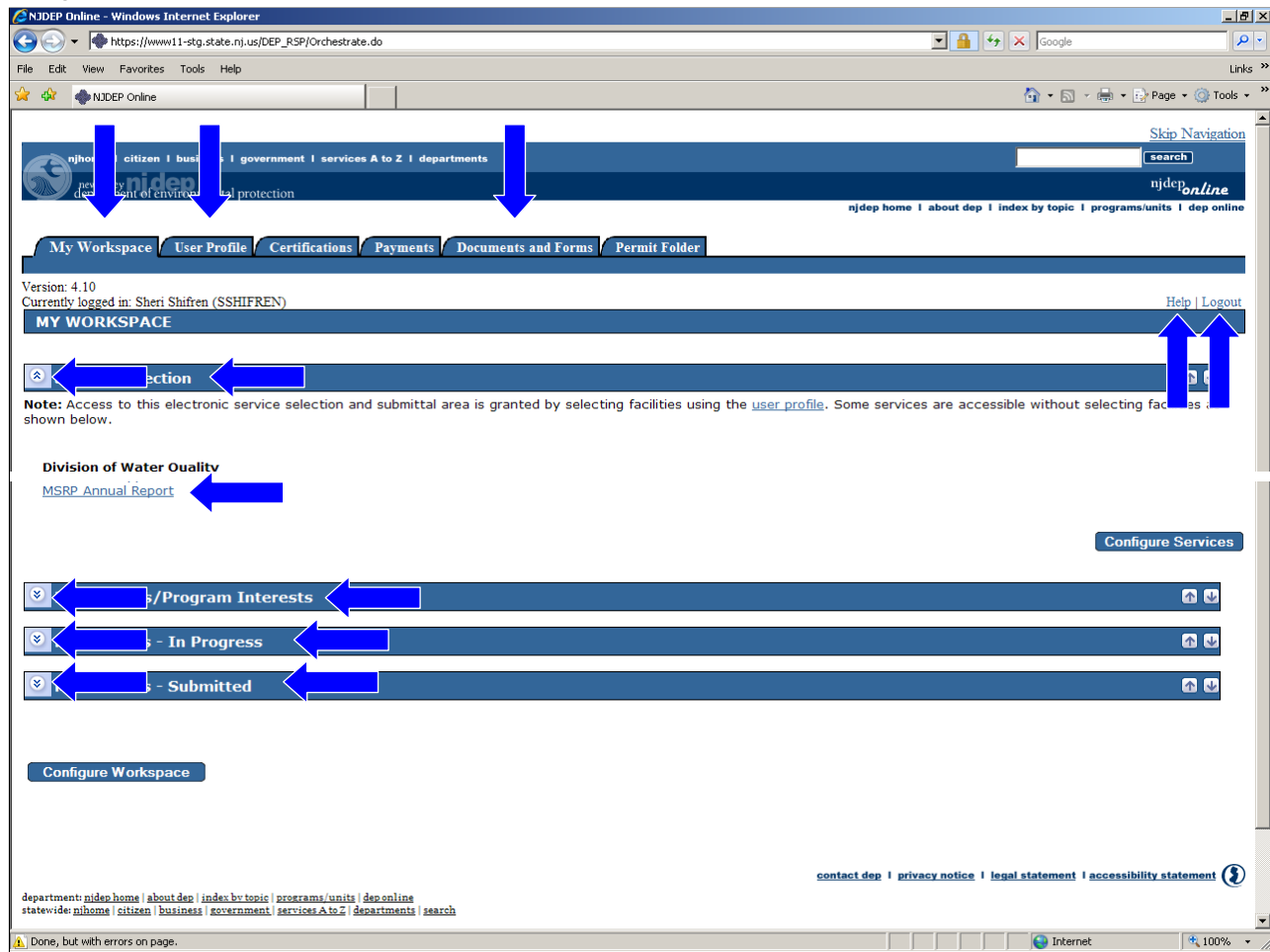


You are now logged onto My New Jersey.

click

You want to click on DEP Online Services on the left side of the screen under the DEP Apps tab.

2011 Highway Agency Stormwater Annual Report Submittal Presentation



Click

You are now logged on to the DEP Online Service Portal and located in My Workspace.

In My Workspace, you will have a Tab for:

Click

Service Selection,

Click

which should have the Division of Water Quality, Municipal Stormwater Regulatory Program (MSRP) Annual Report because we added it during the first presentation;

Click

My Facilities/Program Interests, this is where we will add your Highway Agency;

click

My Services – In Progress, this is where your annual reports will show up if you have started them, but have not submitted them; and

click

My Services – Submitted, this is where your annual reports will show up if you have submitted them.

click

By clicking on the arrows, all of these tabs can be minimized or maximized. Service Selection is currently maximized showing all the services under this tab. My Facilities/Program Interests, My Services – In Progress, and My Services – Submitted, are all minimized showing only the tab heading. This is a convenient tool for a consultant who may be filling out Annual Reports for multiple Highway Agencies.

click

Every screen in the RSP will have a help button. Clicking on the help button will display more specific information for that particular screen.

click

Every screen in the RSP will also have a Logout button.

click

In addition to the My Workspace tab on top, you may need to access the User Profile tab, and the Documents and Forms tab. The Certifications, Payments, and Permit Folder tabs are not applicable to the Highway Agency Stormwater Annual Report Submission.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer
https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-UserProfile-EditPersonalInformation

Navigation: njhome | citizen | business | government | services A to Z | departments | **njdep online**

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

Edit Personal Info | Change Password | Request Cert PIN | Edit Facility Selection | Favorite Contacts | Security Administration

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) [Help](#) | [Logout](#)

EDIT PERSONAL INFORMATION

Note: Changing your current e-mail address on the portal will reset your certification PIN if you have one.

Current Address

Name:	Sheri Shifren	Address:	401-02B
Title:			PO Box 420
E-Mail:	sheri.shifren@dep.state.nj.us		401 East State Street
Organization:	NJDEP	City:	Trenton (Mercer)
Organization Type:	State	State:	New Jersey
		Zip:	08625

New Address

* First Name:	Sheri	Address Line 1:	401-02B
Middle Initial:		Address Line 2:	PO Box 420
* Last Name:	Shifren	Address Line 3:	401 East State Street
Title:		City:	Trenton (Mercer)
* E-Mail Address:	sheri.shifren@dep.state.nj.us	State:	New Jersey
* Confirm E-Mail:	sheri.shifren@dep.state.nj.us	Zip:	08625
Organization Name:	NJDEP		
Organization Type:	State		

Contact Numbers

Phone Number	Type	Remove	Edit
6096337021	Work Phone Number		

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

Add Contact Number

License Numbers

You do not have any contact license numbers. Click 'Add License Number' to add one.

Add License Number

Save **Clear** **Go To My Workspace**

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

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contact dep | privacy notice | legal statement | accessibility statement

You are now under User Profile tab, on the Edit Personal Information screen.

click

You can also Change your password, request a certification PIN, edit your facility, and add favorite contacts under the User Profile tab. You will not need to use Security Administration because you do not have Administrative Rights.

click

If you make changes click on Save.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Documents

File Edit View Favorites Tools Help

NJDEP Online

Search

njdep online

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

My Workspace Certifications Payments Documents and Forms Permit Folder

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DOCUMENTS AND FORMS

Air Program

Periodic Compliance Certification	HTML	PDF	Word	Excel
Periodic Compliance Certification Spreadsheet				
Periodic Compliance Certification Instructions				

General Permits

	HTML	PDF	Word	Excel
General Procedures for General Permits				
General Permit Requirements for Bulk Solid Materials Receiving and Storage Systems (GP-001)				
General Permit Requirements for Confined Abrasive Blasting Equipment (GP-002)				
General Permit Requirements for Woodworking Equipment (GP-003)				
General Permit Requirements for Storage and Transfer of Service Station Fuels at Gasoline Dispensing Facilities (GP-004)				
General Permit Requirements for Emergency Generator (GP-005)				
General Permit Requirements for Boilers Less Than 10 Million BTU/Hr (GP-006)				
General Permit Requirements for Boilers and Heaters Less Than 10 Million BTU/Hr (GP-006A)				
General Permit Requirements for Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs) (GP-007)				
General Permit Requirements for Site Remediation Activities for Gasoline Contamination at Vehicle Fueling Stations (GP-008)				
General Permit Requirements for Boiler(s) And Other Indirect Fired External Combustion Equipment [≥10 MMBTU/hour and < 50 MMBTU/hour] (GP-009)				
General Permit Requirements for Non-HAP VOC Solvent Degreasing Operations (GP-010)				
General Permit Requirements for Methylene Chloride or 1,1,1 Trichloroethane Solvent Degreasing Operations (GP-011)				
General Permit Requirements for Perchloroethylene Drycleaning Equipment (GP-012A)				
General Permit Requirements for Perchloroethylene Drycleaning Equipment (GP-012A)				

Division of Water Quality

Dental Waste Registration - New	HTML	PDF	Word	Excel
Dental Amalgam Waste Terms and Conditions				

Dental Waste Registration - Renewal

	HTML	PDF	Word	Excel
Dental Amalgam Waste Terms and Conditions				

NJPDES Monitoring Reports (DMRs, WCRs, RTRs)

	HTML	PDF	Word	Excel
About NJPDES EDI				
EDI Registration/Agreement				
NJPDES EDI Reference Manual				

Stormwater Construction General Authorization

	HTML	PDF	Word	Excel
Construction Activities (5G3)				

Enforcement

Self Audit	HTML	PDF	Word	Excel
Stewardship Spreadsheet				
Multi-Profile Spreadsheet				
SRP CEA Monitoring Spreadsheet				

Facility Security Administration

Facility Security Administration	HTML	PDF	Word	Excel
Responsible Official Request Form (SRP-001 For Underground Storage Tank - UST only)				
Facility Administrator Request Form				
Facility Administrator Request Form for Water Supply				
Facility Security Administration for Water Supply Diversion and Water Utilization Reports				

Right to Know and Pollution Prevention Program

Release and Pollution Prevention Report and Pollution

Error on page.

click

You are now under the Documents and Forms tab.

In addition to our website, our training materials for completing and submitting the Annual Report will be located here under the Division of Water Quality. This information may help while completing the form.

click

Click on the My Workspace tab on the top left of the screen to go back to My Workspace.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

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

File Edit View Favorites Tools Help

NJDEP Online

Skip Navigation

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

newjersey njdep department of environmental protection

njdep online

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

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) Help | Logout

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.

Division of Water Quality
[MSRP Annual Report](#)

My Facilities/Program Interests

Note: You may add facilities by clicking the "Add Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.

Add Facilities

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

You do not have any "In Progress" Services.

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

You do not have any "Submitted" Services.

You are now back at My Workspace.

click

Click on add facilities to add your Highway Agency to your profile.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

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

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

njdep
new jersey
department of environmental protection

njdep online

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

Edit Personal Info | Change Password | Request Cert PIN | Edit Facility Selection | Favorite Contacts | Security Administration

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN)

FACILITY SEARCH

1 - Specify Search Criteria

2 - Select Facilities

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

Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

- ☐ Retrieve only those facilities that match the search criteria
- ☐ Retrieve the sites and all of the site's facilities that match the search criteria
- ☒ Retrieve NJPDES Permit Numbers
- ☐ Retrieve the facilities that are associated with an Alternate ID

(Optional) Select NJDEP Program: [Dropdown]

Enter either a Facility ID or a Facility Name:

Facility ID: [NJG0000000] (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name: [Text Box]

Search **Cancel**

[contact dep](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#)

department: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [deponline](#)
statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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Last Updated: June 24, 2004

Done, but with errors on page.

To add your Highway Agency to your profile, we recommend using your NJPDES permit number to ensure that you add your Highway Agency's MS4 stormwater permit and not another permit that your Highway Agency may have with the State.

click

Select retrieve NJPDES Permit Numbers, and enter your NJPDES Permit number under Facility ID.

click

Click search.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal in a Windows Internet Explorer browser. The page title is "NJDEP Online - Windows Internet Explorer". The address bar shows the URL "https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do". The page has a navigation bar with links like "njhome", "citizen", "business", "government", "services A to Z", and "departments". Below this is a search bar. The main content area is titled "FACILITY SEARCH RESULTS". It includes a table with columns: Facility, Facility ID, NJPDES Number, County, and Municipality. The table contains one row: PALISADES INTERSTATE PARK COMMISSION, 221969, NJG0149136, Bergen, Alpine Boro. A blue arrow points to the "Add Selected Facilities" button. The page also includes a "Please Note" section and a footer with copyright information.

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN)

FACILITY SEARCH RESULTS

Facility	Facility ID	NJPDES Number	County	Municipality
<input checked="" type="checkbox"/> PALISADES INTERSTATE PARK COMMISSION	221969	NJG0149136	Bergen	Alpine Boro

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

[Clear/Check All](#) [Add Selected Facilities](#) [Cancel](#)

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Your Highway Agency will appear.

click

Check your Highway Agency.

click

Click add selected facilities.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

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

File Edit View Favorites Tools Help

NJDEP Online x DEPNet - New Jersey Enviro...

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

newjersey njdep department of environmental protection

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

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) Help | Logout

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.

Division of Water Quality
[MSRP Annual Report](#)

Configure Services

My Facilities/Program Interests

Note: You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
PALISADES INTERSTATE PARK COMMISSION	NJG0149136	Water Quality	Individual With Direct Knowledge				

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

Add Facilities

My Services - In Progress

My Services - Submitted

Configure Workspace

Done Internet 100%

click

At this point, you will only have your Highway Agency under My Facilities/Program Interests.

click

Now that your Highway Agency is added to your profile, click on MSRP Annual Report, under Service Selection.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=NJDEP-MSRP-AnnualReport&service_category_id=3&service_class_id=145

my nj

File Edit View Favorites Tools Help

NJDEP Online

DEPNet - New Jersey Enviro...

Links

Skip Navigation

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

search

njdep online

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

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10

Currently logged in: Sheri Shifren (SSHIFREN)

Help | Logout

PERMIT SELECTION

Please select the permit that you would like to submit this annual report for:

Select Permit	Facility Name	Program Interest ID	Discharge Category	NJDES ID	Municipality	County
<input type="radio"/>	MONTCLAIR STATE UNIVERSITY	223101	R11	NJG0153818	Montclair Twp	Essex
<input checked="" type="radio"/>	PALISADES INTERSTATE PARK COMMISSION	221969	R12	NJG0149136	Alpine Boro	Bergen

Return to Workspace Continue

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

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

contact dep | privacy notice | legal statement | accessibility statement

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Last Updated: June 24, 2004

Done, but with errors on page.

Internet 100%

You are now on the permit selection screen. If you only have one facility added to your profile, it will skip this screen and go straight to the Permit Submittal Screen. If you have multiple facilities in your profile, you will be directed here to pick the facility for which to complete the annual report.

click

Click on your Highway Agency.

click

Click continue.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

PERMIT SUBMITTAL REQUIREMENTS

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) NJG0149136 PALISADES INTERSTATE PARK COMMISSION Help | Logout

1 - Permit Selection
2 - Permit Submittal Requirements
3 - Report Details
4 - Attachment Upload
5 - Contacts
6 - Certifications
7 - Summary

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

Available Annual Reports

In the Task column below, please click on the Annual Report you would like to submit.

Task	Effective Start Date of Permit	Reporting Period	Due Date	Status	Comment	Activity ID
Submit an Annual Report and Certification	09/01/2005	01/01/2008 to 12/31/2008	07/01/2009	Late	Awaiting Initial Submission	DST050001

Annual Reports - In Progress

In the Task column below, please click on the Annual Report you would like to continue processing.

Task	Effective Start Date of Permit	Reporting Period	Due Date	Status	Comment	Activity ID
Submit an Annual Report and Certification	09/01/2005	01/01/2007 to 12/31/2007	07/01/2008	Late	Initial Submission: In-Progress (Created by another user)	DST050001
Submit an Annual Report and Certification	09/01/2005	01/01/2009 to 12/31/2009	07/01/2010	Late	Initial Submission: In-Progress (Created by another user)	DST050001
Submit an Annual Report and Certification	03/01/2009	01/01/2009 to 12/31/2009	07/01/2010	Late	Initial Submission: In-Progress (Created by another user)	DST100001
Submit an Annual Report and Certification	03/01/2009	01/01/2010 to 12/31/2010	07/01/2011	Late	Initial Submission: In-Progress (Created by another user)	DST100001

To display the Submitted Annual Reports, click the arrows below.
To hide them, click the arrows again.

Annual Reports - Submitted

[Return to Workspace](#)

You are now on the Permit Submittal Requirements screen. Again, if you only have one facility in your profile and you select MSRP Annual Report under Service Selection, you will be directed straight to this page.

You will have an Annual Report and Certification for each year forward starting with this year's Annual Report and ending with the last Annual Report under the effective permit.

There are three tabs on this screen:

Available Annual Reports, this is the annual reports that have not been started;

Annual Reports – In Progress, these annual reports have been started, but not submitted; and

Annual Reports – Submitted, these annual reports have been submitted.

click

When selecting the Annual Report that you want to complete and submit, check the reporting period to ensure you are reporting for the correct dates.

click

You will also want to check the due date corresponding with each annual report.

click

To start the annual report click on submit an annual report and certification for the appropriate year.

2011 Highway Agency Stormwater Annual Report

The screenshot shows the NJDEP Online Highway Agency Stormwater Annual Report form. The form is titled "ANNUAL REPORT DETAILS - PART A" and includes sections for Agency Information, Stormwater Pollution Prevention Plan, Public Notice, and Post-Construction Stormwater Management. Blue arrows point to various fields and sections.

Agency Information

*Team member responsible for completing the report: [Text Field: Sheri Shifren]

*Team member email address: [Text Field: sheri.shifren@dep.state.nj.us]

Stormwater Pollution Prevention Plan

*1. Have you revised your Stormwater Pollution Prevention Plan to incorporate changes required by the renewal permit? [Dropdown: Yes]

*2. Date the SPPP was revised: [Text Field: 03/25/2007] (mm/dd/yyyy)

Public Notice

*1. Are you complying with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program? [Dropdown: Yes]

Post-Construction Stormwater Management in New Development and Redevelopment

*1. For major development on property that you own or operate, are you ensuring compliance with the applicable design and performance standards established under N.J.A.C. 7:8? [Dropdown: Yes]

*2. Are you ensuring adequate long-term operation and maintenance of stormwater BMPs on property that you own or operate? [Dropdown: Yes]

*3. For storm drain inlets that you install, are you complying with the standard set forth in Attachment C of the permit to control passage of solid and floatable materials? [Dropdown: Yes]

If your Highway Agency has begun construction for any new development and/or redevelopment project that meets the definition of major development you must upload the New Development Project Summary Checklist.

*4. Between January 1, 2008 and December 31, 2008 has your Highway Agency begun construction for any new development and/or redevelopment project that meets the definition of major development? [Dropdown: Yes]

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

At this point, you have already selected your permit, and the appropriate annual report. Now you are ready to start completing the Annual Report. This section of the service is considered the activity detail screens. Highway Agency has 5 activity detail screens.

click

This first screen is Annual Report Details - Part A. Part A incorporates the following sections: Highway Agency Information, which is who is filling out the report and their email address; Stormwater Pollution Prevention Plan; Public Notice; and Post Construction Stormwater Management in New Development and Redevelopment.

click

At the top of all detail screens, you will see the reporting year.

click

The left hand side of the screen shows your progress throughout the submittal process. From here you can navigate back to any previous screen.

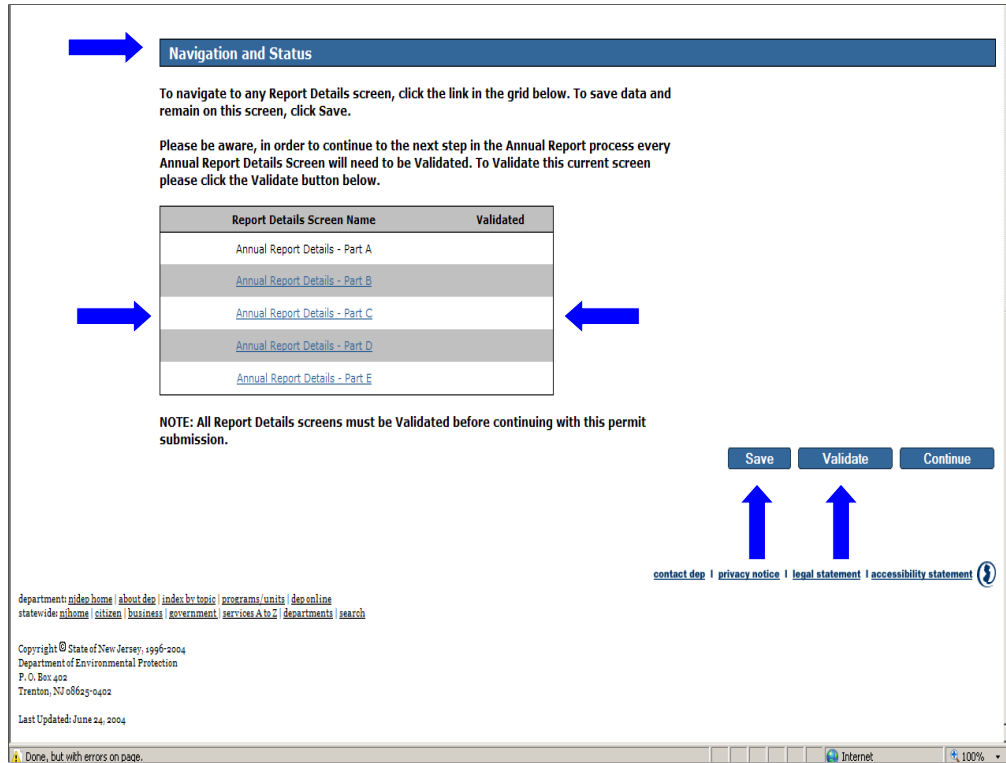
click

If a question has an asterisk, it is a required field.

click

Some fields are dropdown boxes; some are date fields - these show you the format in which to enter the date; and some are text fields.

2011 Highway Agency Stormwater Annual Report Submittal Presentation



click

On the bottom of every activity detail screen, you will see Navigation and Status. This area tells you important information about navigating between activity detail screens, saving and validating the annual report.

click

You can navigate to any activity detail screen by selecting the activity detail screen you wish to go to in this grid.

click

To save data and remain on this screen, click save. You may save your information without completing all fields on the screen.

click

To validate this screen, click validate. All required fields must be completed to validate the screen.

All activity detail screens must be validated before continuing to the next step in submitting the annual report.

Since Part A is completed, click validate.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

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

own or operate, are you ensuring compliance with the applicable design and performance standards established under N.J.A.C. 7:8?

*2. Are you ensuring adequate long-term operation and maintenance of stormwater BMPs on property that you own or operate? Yes

*3. For storm drain inlets that you install, are you complying with the standard set forth in Attachment C of the permit to control passage of solid and floatable materials? Yes

If your Highway Agency has begun construction for any new development and/or redevelopment project that meets the definition of major development you must upload the New Development Project Summary Checklist.

*4. Between January 1, 2008 and December 31, 2008 has your Highway Agency begun construction for any new development and/or redevelopment project that meets the definition of major development? Yes

* Required

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

This Report Details screen has been successfully validated.

Report Details Screen Name	Validated
Annual Report Details - Part A	✓
Annual Report Details - Part B	
Annual Report Details - Part C	
Annual Report Details - Part D	
Annual Report Details - Part E	

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

Save Validate Continue

You can see that Part A was validated by the note above the grid in green, stating this report details screen has been successfully validated, and also in the grid, there is a check mark in the row of Part A under the validated column.

click

You can select another activity detail screen from the grid or click continue.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

ANNUAL REPORT DETAILS - PART A

• A response to Question 1 under 'Public Notice' is required.

Please be advised, the reporting period for this Highway Agency Stormwater Annual Report is January 1, 2008 through December 31, 2008.

Highway Agency Information

*Team member responsible for completing the report:

*Team member email address:

Stormwater Pollution Prevention Plan

*1. Have you revised your Stormwater Pollution Prevention Plan to incorporate changes required by the renewal permit?

*2. Date the SPPP was revised: (mm/dd/yyyy)

Public Notice

*1. Are you complying with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program?

Post-Construction Stormwater Management in New Development and Redevelopment

*1. For major development on property that you own or operate, are you ensuring compliance with the applicable design and performance standards established under N.J.A.C. 7:8?

*2. Are you ensuring adequate long-term operation and maintenance of stormwater BMPs on property that you own or operate?

*3. For storm drain inlets that you install, are you complying with the standard set forth in

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

Report Details Screen Name	Validated
Annual Report Details - Part A	
Annual Report Details - Part B	
Annual Report Details - Part C	
Annual Report Details - Part D	
Annual Report Details - Part E	

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

This is what it will look like if you try to validate an activity detail screen when you have not completed all required fields.

click

The error message in red on the top of the screen lets you know what you need to complete to be able to validate and move on.

click

If you want to continue without filling out the required field, you may click continue on the bottom of the page or select an activity detail screen in the grid. Just remember that all detail screens will have to be validated before you can move on to the next step in submitting the annual report.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

1 - Permit Selection
2 - Permit Submittal Requirements
3 - Annual Report Details - Part A
4 - Annual Report Details - Part B
5 - Annual Report Details - Part C
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9 - Contacts
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11 - Summary

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

ANNUAL REPORT DETAILS - PART B

Please be advised, the reporting period for this Highway Agency MSRP Annual Report is January 1, 2008 through December 31, 2008.

Local Public Education Program

*1. Have you developed a Local Public Education Program? Yes

*2. Date the program was developed? 03/05/2004 (mm/dd/yyyy)

*3. Do you operate any rest areas or service areas? Yes

*4. Are you providing educational materials at rest areas and service areas? Yes

Storm Drain Inlet Labeling

*1. Have you established a storm drain inlet labeling program? Yes

*2. Indicate the percentage or number of sectors labeled to date: 100%

3. Other Amount:

*4. Is your Highway Agency maintaining the labels (i.e. replacing and/or repainting)? Yes

Improper Disposal of Waste

Have you adopted and are you enforcing a regulatory mechanism for:

*1. Improper Disposal of Waste Control: Yes

*2. Date adopted: 09/01/2005 (mm/dd/yyyy)

*3. Illicit Connection Control: Yes

*4. Date adopted: 09/01/2005 (mm/dd/yyyy)

*5. Refuse Container/Dumpster Control: Yes

*6. Date adopted: 09/01/2005 (mm/dd/yyyy)

7. Status of these regulatory mechanisms:

*8. Method(s) of enforcement (e.g., agency personnel disciplinary actions, additional signs, etc.): additional signs

*9. Do you operate any rest areas and/or service areas? Yes

*10. Pet Waste Control: Yes

*11. Date adopted: 09/01/2005 (mm/dd/yyyy)

*12. Wildlife Feeding Control: Yes

*13. Date adopted: 09/01/2005 (mm/dd/yyyy)

14. Status of these ordinances:

*15. Method(s) of enforcement (e.g., agency personnel disciplinary actions, additional signs, etc.): additional signs

click

This is Annual Report Details – Part B. Part B incorporates Local Public Education Program, Storm Drain Inlet Labeling, Improper Disposal of Waste, Litter Pick Up Program and MS4 Outfall Pipe Mapping.

click

Notice how some fields are grayed out. This is because they are inactivated which is based on a previous answer.

click

Remember that you can navigate to a previous screen by the tabs on the left side of the screen.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

Litter Pick Up Program

*1. Have you developed a Litter Pick Up Program?

*2. Estimated number of days between January 1, 2008 and December 31, 2008 that litter pick-ups were performed:

*3. Estimated amount of materials collected:

*4. Units:

MS4 Outfall Pipe Mapping

*1. Have you completed the MS4 outfall pipes mapping?

*2. Date completed: (mm/dd/yyyy)

*3. Number of outfalls within the Highway Agency:

*4. Number of outfalls mapped:

* Required

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

Report Details Screen Name	Validated
Annual Report Details - Part A	<input checked="" type="checkbox"/>
Annual Report Details - Part B	<input type="checkbox"/>
Annual Report Details - Part C	<input type="checkbox"/>
Annual Report Details - Part D	<input type="checkbox"/>
Annual Report Details - Part E	<input type="checkbox"/>

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

Save

Validate

Continue

This is still Annual Report Details – Part B.

You can see from the Navigation and Status grid that Part A was validated.

click

Since all required fields are complete, click validate.

click

Then click continue.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

ANNUAL REPORT DETAILS - PART C

Please be advised, the reporting period for this Highway Agency MSRP Annual Report is January 1, 2008 through December 31, 2008.

Illicit Connection Elimination Program

*1. Have you completed an illicit connection inspection for all outfalls?

*2. Total number of outfalls physically inspected during this reporting period:

*3. Number of outfalls found to have an illicit connection during this reporting period:

*4. Number of illicit connections eliminated during this reporting period:

Street Sweeping Program

*1. Were all required streets swept?

*2. What was the total number of miles swept?

Please list the total amount of materials collected for each month since January 1, 2008, and indicate the unit of measurement used to report these materials.

*3. Units:

*4. January:

*5. February:

*6. March:

*7. April:

*8. May:

*9. June:

*10. July:

*11. August:

*12. September:

*13. October:

*14. November:

*15. December:

*16. Total (tons):

*17. If reporting zero (0) for a month above, please explain:

Storm Drain Inlet Retrofitting

*1. Were all storm drain inlets in direct contact with repaving, repairing, reconstruction or alterations retrofitted or replaced to meet the standard?

*2. How many storm drain inlets were retrofitted?

This is Annual Report Details – Part C. Part C incorporates the following sections:

Illicit Connection Elimination Program;

Street Sweeping Program;

Storm Drain Inlet Retrofitting;

Stormwater Facility Maintenance;

Stormwater Facilities; and

Catch Basins.

click

Note, under Illicit Connection Elimination Program, questions have been changed to address this reporting period only. Before there was confusion if the answers should be reflected from the inception of the program or for the particular reporting period of the Annual Report.

click

If you enter zero materials collected for a month, you are required to explain in field 17.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

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

Stormwater Facility Maintenance

Stormwater facilities include, but are not limited to, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses and stormwater conveyances.

*1. Have you developed a Stormwater Facility Maintenance Program? Yes

Stormwater Facilities

*1. Were all stormwater facilities that you operate inspected? Yes

*2. Were any found to be in need of cleaning or repair in order to function properly? Yes

*3. Was the cleaning performed? Yes

*4. Were repairs made? N/A - no repairs needed

5. Describe repair(s) or if repairs have not yet been made, provide a schedule for the repair(s):

Catch Basins

*1. Total number of catch basins that you operate: 12000

*2. Total number of catch basins inspected: 12000

*3. Total number of catch basins cleaned: 2000

*4. Amount of materials removed from catch basins: 85

*5. Units: Tons

* Required

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

Report Details Screen Name	Validated
Annual Report Details - Part A	✓
Annual Report Details - Part B	✓
Annual Report Details - Part C	
Annual Report Details - Part D	
Annual Report Details - Part E	

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

Save Validate Continue

This is still Annual Report Details – Part C

Again, you see the Navigation and Status grid at the bottom and can see that Parts A and B have already been validated.

click

Since all required fields are complete, click validate.

click

Then click continue.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

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

File Edit View Favorites Tools Help

NJDEP Online

ANNUAL REPORT DETAILS - PART D

Please be advised, the reporting period for this Highway Agency MSRP Annual Report is January 1, 2008 through December 31, 2008.

Outfall Pipe Stream Scouring Remediation

For all outfall pipes undergoing remediation through this program, please keep records indicating the location of the outfall pipe (including the alphanumeric identifier), the repair start date and the repair complete date onsite available for inspection.

*1. Have you developed a prioritized list of outfall pipes requiring outfall pipe stream scouring remediation? Yes

Roadside Vegetation Management

*1. Have you developed a Roadside Vegetation Management Program? Yes

*2. Are you only applying herbicides, in a 2' radius, around structures where it is not practical to mow? N/A - we do not apply herbicides

*3. Is mulch stabilized after applications consistent with the Standards for Soil Erosion and Sediment Control in New Jersey? N/A - we do not lay mulch

De-icing Material and Sand Storage

*1. Do you have a permanent structure for de-icing material storage? N/A - share services with another entity

*2. If sand is being stored outside, is it set back 50 feet from storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies? Yes

Fueling Operations

*1. Are you implementing Standard Operating Procedures for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations? Yes

Vehicle Maintenance

*1. Are you implementing Standard Operating Procedures for vehicle maintenance and repair activities at maintenance yard operations? Yes

Good Housekeeping Policies

*1. Are you implementing Good Housekeeping Practices for all materials or machinery listed in the Inventory Requirements for Highway Agency Maintenance Yard Operations (including maintenance activities and ancillary operations)? Yes

1 - Permit Selection
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7 - Annual Report Details - Part E
8 - Attachment Upload
9 - Contacts
10 - Certification
11 - Summary

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

This is Annual Report Details – Part D. Part D incorporates the following sections:

- Outfall Pipe Stream Scouring Remediation;
- De-icing Material and Sand Storage;
- Fueling Operations;
- Vehicle Maintenance;
- Good Housekeeping Practices;
- Equipment and Vehicle Washing; and
- Annual Employee Training.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

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

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NJDEP Online

Equipment and Vehicle Washing

*1. Has your Highway Agency implemented measures to properly handle the discharge of equipment and vehicle wash wastewater from your municipal maintenance yard operations?


*2. Please indicate which option you implemented to eliminate the unpermitted discharge:

*3. Date the management measure was implemented: (mm/dd/yyyy)

4. What is your NJDES permit number that authorizes the discharge of vehicle and equipment wash wastewater?

5. Are you maintaining records of vehicle and equipment washing?

Annual Employee Training

*1. Did you conduct an annual employee training program for appropriate employees on appropriate topics (e.g., police officers trained on ordinances)? 

2. List date(s) of employee training:

* Required



Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

Report Details Screen Name	Validated
Annual Report Details - Part A	
Annual Report Details - Part B	
Annual Report Details - Part C	
Annual Report Details - Part D	
Annual Report Details - Part E	

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

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

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Department of Environmental Protection
P.O. Box 400
Trenton, NJ 08646-0400
Last Updated: June 24, 2004

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Done, but with errors on page.

Start | Novell GroupWise - Mailbox | Microsoft PowerPoint - [...] | NJDEP Online - Windo... | Internet | 100% | 3:22 PM

This is still Annual Report Details – Part D.

click

Notice that No is selected, that annual employee training was not conducted in 2008. This is an incident of noncompliance because employee training must be conducted every year.

One of the advantages of this new process is that the report will be automatically reviewed. The Department will not be sending out “letters of deficiencies” based on the annual report. All deficiencies will populate in the incidents of noncompliance section.

click

Since all required fields are complete, click validate.

click

Then click continue.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

ANNUAL REPORT DETAILS - PART E

Please be advised, the reporting period for this Highway Agency MSRP Annual Report is January 1, 2008 through December 31, 2008.

Sharing of Responsibilities

*Do you share services with another entity to satisfy a permit requirement? Yes

For each of the following, indicate if you are relying on another entity to satisfy all or part of any permit requirements. If the answer is "Yes", provide a description of the service you share and the name of the entity you are relying on to comply with this requirement, in the Comments field.

*1. Public notice: No

2. Comments:

*3. Comply with applicable design and performance standards for major development (post-construction): No

4. Comments:

*5. Long term operation and maintenance of BMPs (post-construction): No

6. Comments:

*7. Storm drain inlet design standard (post-construction): No

8. Comments:

*9. Local Public Education Program: No

10. Comments:

*11. Storm Drain Inlet Labeling Program: No

12. Comments:

*13. Pet waste regulatory mechanism: No

14. Comments:

*15. Litter pick up regulatory mechanism: No

16. Comments:

*17. Improper disposal of waste regulatory mechanism: No

18. Comments:

*19. Wildlife feeding regulatory mechanism: No

20. Comments:

This is Annual Report Details – Part E, which is the last detail screen for the Highway Agency Annual Report. Part E incorporates the following sections:

Sharing of Responsibilities; and

Incidents of Noncompliance.

click

If you select Yes, you are sharing services with another entity, you will be required to complete whether you are sharing services for each of the requirements you could potentially share services. However, if you are not sharing services, and you select no, you will not even see the rest of this section and be burdened with filling out each questions individually.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer". The address bar shows the URL "https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do". The browser has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The main content area displays a form with 19 questions, each with a dropdown menu and a text input field for comments. The questions are numbered 19 through 48. A blue arrow points to the dropdown menu for question 37, which is currently set to "Yes". The text input field for question 37 contains the text "De-icing is handled by the counties."

Question Number	Question Text	Dropdown Value	Comments
19	Wildlife feeding regulatory mechanism:	No	
20	Comments:		
21	Dumpster/refuse container regulatory mechanism:	No	
22	Comments:		
23	Outfall pipe mapping:	No	
24	Comments:		
25	Illicit connection elimination program:	No	
26	Comments:		
27	Street sweeping:	No	
28	Comments:		
29	Storm drain inlet retrofitting:	No	
30	Comments:		
31	Maintenance of stormwater facilities:	No	
32	Comments:		
33	Outfall pipe stream scouring:	No	
34	Comments:		
35	Roadside vegetation management:	No	
36	Comments:		
37	De-icing and sand storage:	Yes	De-icing is handled by the counties.
38	Comments:		
39	Fueling operations:	No	
40	Comments:		
41	Vehicle maintenance:	No	
42	Comments:		
43	Good Housekeeping:	No	
44	Comments:		
45	Vehicle and Equipment Washing:	No	
46	Comments:		
47	Employee Training:	No	
48	Comments:		

This is still Annual Report Details – Part E.

click

Note, that for de-icing storage shared services was reported. Therefore, it is required to describe the service that is being shared and the entity that is being relied upon to comply with this requirement.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

Incidents of Non-Compliance

Based on the answers you provided above, the Department has identified the following possible permit compliance issues. Please complete the Incidents of Non-compliance section and identify steps being taken to correct these deficiencies.

- Your Highway Agency did not conduct an annual employee training.

*1. Did your Highway Agency have any incidents of non-compliance?

*2. Identify the steps being taken to remedy the non-compliance and to prevent such incidents from recurring:

* Required

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

Report Details Screen Name	Validated
Annual Report Details - Part A	✓
Annual Report Details - Part B	✓
Annual Report Details - Part C	✓
Annual Report Details - Part D	✓
Annual Report Details - Part E	

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

[contact.dep](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#)

click

Remember a few slides back that no was selected for annual employee training. The incidents of noncompliance section will automatically populate any incidents of noncompliance reported throughout the activity detail screens. It will also automatically populate yes, there were incidents of noncompliance and require you to identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.

Hopefully, this isn't the case, but if you need additional space, you may attach a separate document and upload it on the next screen.

click

The Navigation and Status grid is displaying that Parts A-D have already been validated. Since all required fields are complete on Part E, click validate.

click

All activity detail screens have been completed and validated, so click continue to move to the next step of the annual report submittal process.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

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

njhome | citizen | business | government | services A to Z | departments
 njdep online
 new jersey department of environmental protection

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

Version: 4.10
 Currently logged in: Sheri Shifren (SSHIFREN) NJG0149136
 PALISADES INTERSTATE PARK COMMISSION Help | Logout

ATTACHMENT UPLOAD

Upload New Attachments

Maximum File Size: 5 Mb
Maximum Files to Upload: 10
Allowed Attachment Types: pdf,txt,xls,doc

Remember, if your Highway Agency has begun construction on any new development and/or redevelopment project that meets the definition of major development you must upload the New Development Project Summary Checklist.

*Attachment Name:	Description:	*File:
		Browse...
		Browse...
		Browse...
		Browse...
		Browse...

* Required

Uploaded Attachments

There are no attachments for uploading at this time.

Upload
Continue

click

This is the Upload Attachment Screen.

If you need to add supporting documents, additional information or needed more room in a text box to explain something, you can attach it as a pdf, text, excel or word document here.

Also, if your Highway Agency has begun construction on any new development and/or redevelopment project that meets the definition of major development you must upload the New Development Project Summary Checklist, which can be found on our website.

click

Click browse, locate the document and complete the attachment name and description.

click

Click Upload. If you click continue at this point instead of upload, you will lose the document that you were trying to upload.

click

Then click continue.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

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

NJDEP Online
 njhome | citizen | business | government | services A to Z | departments

njdep
 new jersey department of environmental protection

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

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

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Contacts

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 8 - Attachment Upload
 9 - **Contacts**
 10 - Certification
 11 - Summary

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

1. Stormwater Coordinator

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s)...

***First Name:** Sheri
***Last Name:** Shifren
Title:
***E-Mail Address:** sheri.shifren@dep.state.nj.us
***Confirm E-Mail:** sheri.shifren@dep.state.nj.us
***Organization Name:** DEP
***Organization Type:** State

***Address Line 1:** 401 East State St
Address Line 2:
Address Line 3:
***County:** Mercer
***City:** Trenton (Mercer)
***State:** New Jersey
***Zip Code:** 08625

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

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
Work Phone Number	(609) 633-7021			

*** Required**

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

click

This is the contact screen.

Here you should fill out the current stormwater program coordinator.

This field may already populate. If so, and it is not up to date, you will make the changes on this screen.

click

You can insert the information from existing contacts.

click

You can also check save to favorite contacts, which will then show up in the dropdown under insert from existing contacts, so you do not have to continually type this information.

click

Once this information is complete, click continue.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

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My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10 NJG0149136
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CERTIFICATION - SINGLE APPLICATION - GENERAL

Service ID	Submittal Type	Creation Date	View
34367	Division of Water Quality - MSRP Annual Report - MSRP Annual Report Highway	03/29/2011	

Certification of the General

"I certify under penalty of law that this Annual Report and Certification and all attached documents were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering this information, the information in this Annual Report and Certification and all attached documents is, to the best of my knowledge and belief, true, accurate and complete.

"I certify that the municipality is in compliance with its stormwater program, Stormwater Pollution Prevention Plan (SPPP) and the NJPDES Highway Agency Municipal Stormwater General Permit No. NJG0149136 except for any incidents of non-compliance which are identified herein. For any incidents of non-compliance, the Annual Report identifies the steps being taken to remedy the non-compliance and to prevent such incidents from recurring.

"I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

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

10 - Certification

Please Note
Note, no changes will be allowed to be made to this report upon its certification. If you need to correct or modify the report after certification, please contact your case manager at (609) 633-7021 so they may enable that function.

Name of Certifying Party: Sheri Shifren

User ID of Certifying Party: SSHIFREN

***Certification PIN:** (Case-Sensitive)

* Required

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

Certify **Forgot Certification PIN** **Send Notifications** **Cancel**

click

This is the certification screen, which is the last step of the annual report submittal process.

You will need your PIN that you should have obtained while creating your account. If you forgot your PIN, you may request a new one by clicking Forgot Certification PIN, and it will be emailed to you.

click

Enter your PIN.

click

Click certify.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

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My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

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Currently logged in: Sheri Shifren (SSHIFREN) PALISADES INTERSTATE PARK COMMISSION Help | Logout

MSRP ANNUAL REPORT - Highway Agency

[Printer Friendly Version](#)

You have completed the Annual Report submittal process. You may print or save a copy of this submittal report for your records.

Service ID: 34367
Facility Name: PALISADES INTERSTATE PARK COMMISSION
Reporting Period: January 1, 2008 through December 31, 2008
NJDES Permit #: NJG0149136
Activity ID: DS1050001

Contacts

Name: Sheri Shifren
Title:
Contact Type: Stormwater Coordinator
Organization Name: DEP
Organization Type: State
E-Mail: sheri.shifren@dep.state.nj.us
Phone: (609) 633-7021 (Work Phone Number)
Contact Address: 401 East State St
Trenton, NJ 08625

Uploaded Attachments

No attachments have been uploaded for this submittal.

Report Details - Part A

Highway Agency Information

Team member responsible for completing the report: Sheri Shifren

Once you have certified the annual report, it has been submitted, and you will be directed to this screen, which is the annual report summary. All of the information that you filled out on the activity detail screens, and any incidents of noncompliance will show up on this summary.

click

You may print or save a copy.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

39. Fueling operations:	No
40. Comments:	
41. Vehicle maintenance:	No
42. Comments:	
43. Good Housekeeping:	No
44. Comments:	
45. Vehicle and Equipment Washing:	No
46. Comments:	
47. Employee Training:	No
48. Comments:	

Incidents of Non-compliance

Based on the answers you provided above, the Department has identified the following possible permit compliance issues. Please complete the Incidents of Non-compliance section and identify steps being taken to correct these deficiencies.

- Your Highway Agency did not conduct an annual employee training.

1. Did your Highway Agency have any incidents of non-compliance?	Yes
2. Identify the steps being taken to remedy the non-compliance and to prevent such incidents from recurring:	We conducted employee training Dec. 2007 and Jan. 2009.

Certification

"I certify under penalty of law that this Annual Report and Certification and all attached documents were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering this information, the information in this Annual Report and Certification and all attached documents is, to the best of my knowledge and belief, true, accurate and complete.

"I certify that the municipality is in compliance with its stormwater program, Stormwater Pollution Prevention Plan (SPPP) and the NJPDES Highway Agency Municipal Stormwater General Permit No. NJG0149136 except for any incidents of non-compliance which are identified herein. For any incidents of non-compliance, the Annual Report identifies the steps being taken to remedy the non-compliance and to prevent such incidents from recurring.

"I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information."

Please note, no changes will be allowed to be made to this report upon its certification. If you need to correct or modify the report after certification, please contact your case manager at (609) 633-7021 so they may enable that function.

Certifier: Sheri Shifren **Certifier ID:** SSHIFREN **Date:** 03/30/2011

[Return](#)

This is the bottom of the annual report summary. Note, all of the information that was completed on the activity detail screens is shown in these two slides.

click

click

Click return.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

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

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newjersey njdep department of environmental protection

njdep online

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My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) Help Logout

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.

Division of Water Quality
[MSRP Annual Report](#)

Configure Services

My Facilities/Program Interests

My Services - In Progress

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

<< < 1 2 3 4 5 > >>

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View History Permit
34367	2008 MSRP Annual Report for PALISADES INTERSTATE PARK COMMISSION	PALISADES INTERSTATE PARK COMMISSION	MRSP Annual Report Highway	Submitted	03/29/2011	03/30/2011	

This brings you back to My Workspace.

click

You can see that the report was submitted under My Services – Submitted.

You can also view the annual report summary here, by clicking view.

Submitted will display if you have submitted your annual report with changes to your stormwater program coordinator. If this is the case, someone at the Department will be notified and must go into the submission approval area to accept the change.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal in a Windows Internet Explorer browser. The address bar displays the URL: https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Workspace. The page header includes navigation links like "njhome", "citizen", "business", "government", "services A to Z", and "departments". A search bar is present. Below the header, there are tabs for "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The "My Workspace" tab is active, showing a version of 4.10 and the user "Sheri Shifren (SSHIFREN)". The "MY WORKSPACE" section includes a "Service Selection" area with a note about access and links for "Division of Water Quality" (Submission Approval Area, MSRP Annual Report). A "Configure Services" button is also visible. Below this, there are sections for "My Facilities/Program Interests", "My Services - In Progress", and "My Services - Submitted". A note at the bottom of the "My Services - Submitted" section provides contact information for failed submissions. At the very bottom, a table lists submitted services, with the status "Submission Successful" circled.

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) [Help](#) | [Logout](#)

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.

Division of Water Quality
[Submission Approval Area](#)
[MSRP Annual Report](#)

[Configure Services](#)

My Facilities/Program Interests

My Services - In Progress

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

<< < 1 2 3 4 5 > >>

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View History Permit
34367	2008 MSRP Annual Report for PALISADES INTERSTATE PARK COMMISSION	PALISADES INTERSTATE PARK COMMISSION	MRSP Annual Report Highway	Submission Successful	03/29/2011	03/30/2011	

click

Once the change has been accepted by someone at the Department, the status will then display, submission successful. At this point the report has been migrated into the Department's database.

This is a big advantage of the system. Prior to this new process, there were a number of steps to be taken to get the report into the Department's database. Since it will automatically be entered upon submission it eliminates the possibility of electronic and human error.

2011 Highway Agency Stormwater Annual Report Submittal Presentation

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

File Edit View Favorites Tools Help

NJDEP Online

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) NJG0149136 PALISADES INTERSTATE PARK COMMISSION Help | Logout

PERMIT SUBMITTAL REQUIREMENTS

Available Annual Reports

There are no Annual Reports available for initial submittal or re-submittal at this time.

Annual Reports - In Progress

In the Task column below, please click on the Annual Report you would like to continue processing.

Task	Effective Start Date of Permit	Reporting Period	Due Date	Status	Comment	Activity ID
Submit an Annual Report and Certification	09/01/2005	01/01/2007 to 12/31/2007	07/01/2008	Late	Initial Submission: In-Progress (Created by another user)	DS1050001
Submit an Annual Report and Certification	09/01/2005	01/01/2009 to 12/31/2009	07/01/2010	Late	Initial Submission: In-Progress (Created by another user)	DST050001
Submit an Annual Report and Certification	03/01/2009	01/01/2009 to 12/31/2009	07/01/2010	Late	Initial Submission: In-Progress (Created by another user)	DST100001
Submit an Annual Report and Certification	03/01/2009	01/01/2010 to 12/31/2010	07/01/2011	Late	Initial Submission: In-Progress (Created by another user)	DST100001

To display the Submitted Annual Reports, click the arrows below.
To hide them, click the arrows again.

Annual Reports - Submitted

If you would like to review a previously submitted Annual Report, please click on the corresponding PDF icon.

Task	Effective Start Date of Permit	Reporting Period	Due Date	Completed Date	Status	Activity ID	Comment	PDF
Annual Report and Certification Received	09/01/2005	01/01/2008 to 12/31/2008	07/01/2009	03/30/2011	Late	DST050001	Initial Submission	

[Return to Workspace](#)

If you go back to the Permit Submittal Requirements screen, you will now see that the annual report that was just filled out is no longer under the available annual reports tab,

click

It is under the Annual Reports – Submitted tab.

click

You can also view the report from here by clicking on PDF.

This was an initial submission. If for some reason you need to make changes to the annual report after it has been submitted, you must notify your case manager.

click

The case manager will make the annual report reappear under the available annual reports tab again for re-submittal.

Additional Benefits

- Record Keeping
- Bringing Forward Information
from the Previous Year
- Proof of Submittal
- Availability of Reports Submitted

Some benefits of this new process of submitting the annual report through the State's RSP were mentioned throughout the presentation, but here are a few more that weren't mentioned. The reports will be available starting January 1, of the current year forward, therefore you will be able to use the annual report as a record keeping tool. Each month you may want to log such things as your monthly material sweepings or educational activities as they're completed.

This new process will also save you time on future annual reports because it was designed to carry forward all relative information from the previous year's report.

This service will also act as proof of submittal, so there will be no discrepancies on when and if you submitted the annual report.

And lastly, you will have one location of all reports submitted, so you will be able to quickly reference them at any time.

Questions

(609) 633-7021

http://www.state.nj.us/dep/dwq/msrp_home.htm

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Middlesex

Ocean

Highway Agency:

<http://www.state.nj.us/dep/dwq/highway.htm>

Your case managers will be available to assist you and answer your questions through the transition process.