

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 Public Complex 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.



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.

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

Then click log on.



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.

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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 Public Complex;

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 Public Complexes.

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 Public Complex Stormwater Annual Report Submission.

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Curre Address						
Name:	Sheri Shifren		Address:	401-02B		
Title:				PO Box 420		
E-Mail: Organization:	sheri.shifren@dep.state NJDEP	.nj.us	City:	401 East State Street Trenton (Mercer)		
Organization Type:	State		State: Zip:	New Jersey 08625		
			210.	00025		
New Address						
* First Name:	Sheri		Address Line 1:	401-02B	7	
Middle Initial:			Address Line 2:	PO Box 420	-	
* Last Name:	Shifren		Address Line 3:	401 East State Street	_	
Title:			City:	Trenton (Mercer)	1	
* E-Mail Address:	sheri.shifren@dep.state.nj	us	State:	New Jersey	-	
* Confirm E-Mail:	sheri.shifren@dep.state.nj		Zip:	08625		
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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.

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neral Permit Requirements for Non-HAP VOC Solvent greasing Operations (GP-010)	٨	₹		Facility Administrator Request Form		1		
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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.

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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 s	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	A D
Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep. number of the failed submittal in the message.	state.nj.us for assistance. Please include the Service ID
You do not have any "Submitted" Services.	×
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You are now back at My Workspace.

click

Click on add facilities to add your Public Complex to your profile.

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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
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1 - Specify Search
Criteria 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.
You may click on a previously visited page C Retrieve only those facilities that match the search criteria
(above) is provided a low of the sites and all of the site's facilities that match the search criteria
back to t Retrieve NJPDES Permit Numbers
C Retrieve the facilities that are associated with an Alternate ID
(Optional) Select NJDEP Program:
Enter either a Facility ID or a Facility Name:
Facility ID: (For NJPDES Facilities Use The NJPDES Permit Number)
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P. O. Box. 402 Trenton, NJ 08625-0402
Last Updated: June 24, 2004
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To add your Public Complex to your profile, we recommend using your NJPDES permit number to ensure that you add your Public Complex's MS4 stormwater permit and not another permit that your Public Complex may have with the State. *click*

CIICK

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

click

Click search.

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Your Public Complex will appear.

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Check your Public Complex.

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Click add selected facilities.

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

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

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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 Public Complex.

click

Click continue.

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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 Public Complex Stormwater Annual Report

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ANNUAL REPORT DETAILS - PART A			
Please be advised, the reporting period for th	his Public Complex MSRP /	nnual Report is January 1, 2008 through Dec	ember 31, 2008.
mplex Information			
mpiex information			
"Team member responsible for completing the	Sheri Shifren		
report:	Tomen onmen		
*Team member email address:	sheri shifren@dep.state.nj.us		
Provide the second s			
Population Information			
"1. Report the population at the Public Complex usually present at least six (6) hours per day:	3500		
If the Public Complex is a military base, hosp			
 residents (including patients or prisoners). If students. 	the Public Complex is a c	bliege or university campus, include all facu	ty, employees, and full-time
Note 1: "Employees" includes individuals who	work at the Public Complex	regardless of whether they are paid by the Publ	is Complex, or by another
governmental, private, or nonprofit	entity.		
counted as one individual.	dual more than once. For e	ample, a full-time university student who is also	a university employee may be
Stormwater Pollution Prevention Plan			
"1. Have you revised your Stormwater Pollution	Vez	1	
Prevention Plan to incorporate changes required	Yes	1	
Prevention Plan to incorporate changes required by the renewal permit?			
Prevention Plan to incorporate changes required by the renewal permit? *2. Date the SPPP was revised:	[Yes]	(mm/dd/yyyy)	
Prevention Plan to incorporate changes required by the renewal permit?			
Prevention Plan to incorporate changes required by the renewal permit? *2. Date the SPPP was revised: Public Notice	01/01/2008		
Prevention Plan to incorporate changes required by the renewal permit? "2. Date the SPPP was revised: Public Notice "1. Are you complying with applicable State and local public notice requirements when providing	[01/01/2008		
Prevention Plan to incorporate changes required by the renewal permit? "2. Date the SPPP was revised: Public Notice "1. Are you complying with applicable State and	01/01/2008		
Prevention Plan to incorporate changes required by the renewal permit? =2.0 acts the SHPP was revised: Public Notice =1. Are you complying with applicable State and for public participation in the development and implementation of your isofemwater program?	01/01/2008		
Prevention Plan to incorporate changes required by the reveal permit? *2. Date the SPPP was revised: Public Notice *1. Are you complying with applicable State and for public precision require the standard permit and for public precision require the standard permit and	01/01/2008		
Prevention Plan to incorporate changes required by the renewal permit? =2. Date the SPIP was revised: Public Notice = 1. Are you complying with applicable State and for public participation in the development and implementation of your stormwater program? Post: Construction Stormwater Manage =1, For major development on property that you	01/01/2008		
Prevention Plan to incorporate changes required by the renewal permit? =2. Date the SPPP was revised: Public Notice =1. Are you complying with applicable State and local public notice requirements when providing implementation of your stormwater program? Post-Construction Stormwater Manage =1. For major development on property that you own or operate, are your ensuring complements.	01/01/2008	(mm/dd/yyyy)	
Prevention Plan to incorporate changes required by the reveal permit? =2. Date the SPIP was revised: Public Notice *3. Are you complying with applicable State and local public notice requirements when providing for public participation in the development and engineeritation of your stormwater program Post-Construction Scorewater Manage *1. For major development on property that you with the applicable design and performance standards established under h.j.A.C. 7187	0101/2008	(mmvad/yyy)	
Prevention Plan to incorporate changes required by the renewal permit? =2. Date the SIPP was revised: Public Notice =1. Are you complying with applicable State and by public participation of the development and implementation of your stormwater program. Post-Construction Stormwater Program =1. For major development on property that you with the applicable design and performance standards established under N.J.A.C. 7(8) =2. Are you ensuing advisate long-term meter	01/01/2008	(mmvad/yyy)	
Prevention Plan to incorporate changes required by the renewal permit? =2. Date the SPIP was revised: Public Notice 	[01/01/2000] Yes Mon Mon Yes Yes	emivad/vyyy	
Prevention Plan to incorporate changes required by the renewal permit? =2.0 ates the SOPP was revised: During Source Source =1. Are you complying with applicable States and for public participation in the development and implementation of your stormwater program Data Construction Stormwater Program =1. For major development on property that you with the applicable despined on property that you applicable despined on property that you with the applicable despined on property that you on property that you own or operate? =2, for on major plants that you metall, are	[01/01/2000] Yes Mon Mon Yes Yes	(mmvad/yyy)	
Prevention Plan to incorporate changes required by the renewal permit? =2. Date the SPP was revised: Duble Notice =1. Any you complying with applicable State and local public notice requirements when providing implementation of your stormwater providing implementation of your stormwater program? Dest-Construction Stormwater Renewall -1. For major development on property that you own or operate, are you ensuring complement -1. For major development on property that you own of experts, and you ensuring complement and and a stabilished under h.1.A.G. 7(8) -2. Are you ensuring adougate long-tempting and the stabilished with the you remember of the stabilished to the you remember of your of the stabilished with the you remember of the stabilished with the you remember -2. For stam dawn fields that you remember -2. For the stabilished with the your remember -2. For the part of the your remember -2. For the stabilished with the your remember -3. For the part of the your remember -3. For the part of the your remember -3. For the part of the your remember -4. For the part of the your remember -4. For the your remember of the your remember -4. For the your remember -5. For the your	[01/01/2000] Yes Mon Mon Yes Yes	emivad/vyyy	
Prevention Plan to incorporate changes required by the renewal permit? =2. Date the SPIP was revised: Public Notice =1. An eyou complying with applicable State and local public notice requirements when providing for public participation in the development and imprevention of your determinate program. Post-Construction Scorewater Manager =1. For major development on property that you with the applicable design and performance standards established under N.J.A.C. 21(8) =2. Ans you ensuing adequate long-term on property that you one or operater and property that you one or operater on property that you one or operaters and adding and instandard set forth on or solar with the standard set forth on or solar with the standard set forth on you complying with the standard set forth on you do the public complex has begin constructed.	[0101/2008] Yes Yes Yes [Ves [Ves [Ves	convections	
Prevention Plan to incorporate changes required by the renewal permit? =2. Date the SIPP was revised: Duble Notice Toble Notice Toble State Construction State Co	[01/01/2000] Ves Mon Mon Ves Ves Ves Ves Ives Ives Ives Ives Ives	convections	
Prevention Plan to incorporate changes required by the renewal permit? = 2. Date the SIPP was revised: Duble Notice Duble Construction Post-Construction Stormwater Providing by many states of the size of the siz	[01/01/2000] Yes Max Max Ives [Ves [Ves [Ves [ves [ves [ves	(mm//dd/yyyy)	
Prevention flan to incorporate changes required by the relevant permitty 2- to the time the service of the se	[01/01/2000] Yes Max Max Yes [Yes [Yes	(mm//dd/yyyy)	
Prevention Plan to incorporate changes required by the reveal general? 2. Date the SIPP was revised: Duble Notice 3. Any you complying with applicable State and four plants of the SIPP was revised: Duble Notice 3. Any you complying with applicable State and four plants of your the water providing by plants plants of your the water providing the size plants of your the water providing the size plants of your the water providing the size plants of your the water providing of the size of the size plants of your the size of the size of the size plants of your out or organize, are your ensuing complexity that you own or organize, are your ensuing complexity of the out of the size of the size of the size of the ensuing of the size of the size of the size of the size of the size of the size of the out of the size of the size of the size of the ensuing of the size of the size of the size of size of the size	[01/01/2000] Yes Max Max Yes [Yes [Yes	(mm//dd/yyyy)	
Prevention flan to incorporate changes required by the retrieval permit? -2. Date the StePs was revised:	[01/01/2000] Yes Max Max Yes [Yes [Yes	(mm//dd/yyyy)	

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. Public Complex has 5 activity detail screens.

click

This first screen is Annual Report Details - Part A. Part A incorporates the following sections:

Public Complex Information, which is who is filling out the report and their email address;

Population Information;

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.

	Navigation and	d Ctatue						
	To navigate to an remain on this sci Please be aware, Annual Report De	y Report Details screen, clic	ext step in the Annual I	Report process e	very			
	Repo	t Details Screen Name	Validated]				
	Annu	al Report Details - Part A						
	Annu	al Report Details - Part B						
	Annu	al Report Details - Part C						
	Annu	al Report Details - Part D						
	Annu	al Report Details - Part E						
	NOTE: All Report (submission.	betails screens must be Valie	dated before continuing	with this permit	I	Save	Validate	Continue
department: <u>nidep home</u> <u>about d</u> statewide: <u>nihome</u> <u>citizen</u> <u>busi</u> Copyright © State of New Jersey, Department of Environmental Pr	<u>ness government services /</u> 1996-2004				<u>contact dep</u> I <u>priv</u>	vacy notice lega	l statement I accessi	bility statement (
Done, but with errors on page.	weenva						lnternet	t 100% •

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.

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		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 Public Complex has begun construction redevelopment project that meets the definition the New Development Project Summary Check	on of major development you m		
		*4. Between January 1, 2008 and December 31, 2008 has your Public Complex 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 remain on this screen, click Save.	the link in the grid below. To sa	ave data and	
		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 scree	n has been successfully validated.		
		Report Details Screen Name	Validated		
		Annual Report Details - Part A	0		
		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 Valid submission.	ated before continuing with this		
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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.

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	ANNUAL REPORT DETAILS - PART A			
1 - Permit Selection				
2 - Permit Submittal Requirements	A response to Question 1 under 'Population	Information' is required.		
3 - Annual Report	Please be advised, the reporting period for t	his Public Complex MSI	al Report is January 1, 2008 through December 31, 2008.	
Details - Part A	Public Complex Information			. 1
4 - Annual Report Details - Part B	Public Complex Information		V	4
5 - Annual Report	*Team member responsible for completing the	Sheri Shifren		
Details - Part C	report:	phen Shiren		
6 - Annual Report Details - Part D	*Team member email address:	sheri.shifren@dep.state.nj.u	S	
7 - Annual Report				
Details - Part E 8 - Attachment	Population Information			
Upload				
9 - Contacts	*1. Report the population at the Public Complex usually present at least six (6) hours per day:			
10 - Certification			dministration facility, include all employees, military personnel, and college or university campus, include all faculty, employees, and full-time	
11 - Summary Please Note	students.	a the rubile complex is a	conege of anticipity campas, metadae an lacarcy, employees, and fair enne	
You may click on a	Note 1: "Employees" includes individuals wh	o work at the Public Comple	x regardless of whether they are paid by the Public Complex, or by another	
previously visited page (above) to navigate	governmental, private, or nonprofit Note 2: You do not have to count any indiv		example, a full-time university student who is also a university employee may be	
back to that screen.	counted as one individual.	iddai more trian once. For e	sample, a fuir time university student who is also a university employee may be	
	Stormwater Pollution Prevention Plan			1
	*1. Have you revised your Stormwater Pollution	Yes	v	
	Prevention Plan to incorporate changes required by the renewal permit?	1		
	*2. Date the SPPP was revised:			
	2. Date the SPPP was revised.	01/01/2008	(mm/dd/yyyy)	
	Public Notice			
	*1. Are you complying with applicable State and	Yes		
	local public notice requirements when providing for public participation in the development and			
	implementation of your stormwater program?			
	Navigation and Status			
	To navigate to any Report Details screen, cli	ck the link in the grid bek	ow. To save data and	
	remain on this screen, click Save.			
	Please be aware, in order to continue to the Annual Report Details Screen will need to be			
	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 Va submission.	lidated before continuing	with this permit	
			Save Validate Continue	1

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.

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1 - Permit Selection	ANNUAL REPORT DETAILS - PART B		
2 - Permit Submittal Requirements		is Public Complex MSRP Annual Report is January 1	1, 2008 through December 31, 2008.
3 - Annual Report Details - Part A	ain Inlet Labeling (All Public C	omplexes)	
4 - Annual Report Details - Part B	*1. Have you established a storm drain inlet labeling program?	Yes	
5 - Annual Report Details - Part C 6 - Annual Report	*2. Indicate the percentage or number of sectors labeled to date:	100%	
Details - Part D 7 - Annual Report	3. Other Amount:		
Details - Part E 8 - Attachment Upload	*4. Is your Public Complex maintaining the labels (i.e. replacing and/or repainting)?	Yes 💌	
9 - Contacts 10 - Certification	*5. Is your Public Complex a college, university or military base?	Yes 💌	
11 - Summary	Local Public Education Program (Colleg	es, Universities, and Military Bases only)	
Please Note You may click on a			
previously visited page (above) to navigate	*1. Have you developed a Local Public Education Program?	Yes 💌	
back to that screen.	*2. Did your Public Complex distribute an educational brochure?	Yes 💌	
	*3. Date (between January 1, 2008 - December 31, 2008) that your Public Complex distributed an Educational Brochure:	05/01/2008 (mm/dd/yyyy)	
	*4. Method of distribution:	delivered by hand	
	*5. Did your Public Complex conduct an educational event?	Yes	
	*6. Date (between January 1, 2008 - December 31, 2008) that your Public Complex conducted an Annual Education Event:	05/28/2008 (mm/dd/yyyy)	
	*7. Description of the Event:	stormwater display at festival 🔺	
	Improper Disposal of Waste		
	Have you adopted and are you enforcing a re	gulatory mechanism for:	
	*1. Pet Waste Control:	N/A - we do not allow pets at our Public Complex 💌	
	2. Date adopted:	(mm/dd/yyyy)	
	*3. Litter Control:	Yes	
	*4. Date adopted:	04/01/2005 (mm/dd/www)	Ĩ

click

This is Annual Report Details – Part B. Part B incorporates Storm Drain Inlet Labeling, Local Public Education Program, Improper Disposal of Waste, and Vegetative Waste Collection Program.

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.

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*5. Improper Disposal of Waste Control:	Yes	▲
*6. Date adopted:	04/01/2005 (mm/dd/y	(יניניי
*7. Wildlife Feeding Control:	Yes	
*8. Date adopted:	04/01/2005 (mm/dd/y	נעיעי
*9. Illicit Connection Control:	Yes	
*10. Date adopted:	04/01/2005 (mm/dd/y	נעיני
*11. Refuse Container/Dumpster Control:	Yes	
*12. Date adopted:	04/01/2005 (mm/dd/y	(יעיני
13. Status of these regulatory mechanisms:		
"14. Method(s) of enforcement (e.g., fines; warnings; employee, student, or military disciplinary actions; ejection from the Public Complex; additional signs; etc.):	warnings then fines	
Vegetative Waste/Collection Program		
*1. Have you developed a vegetative waste collection program?	Yes	
*2. Does the Public Complex perform yard waste pickups?	N/A - no homes where residents maintain	yards 💌
*3. Have you completed the MS4 outfall pipes mapping?	Yes	
*4. Date completed:	09/01/2007 (mm/dd/y	נענעי
*5. Number of outfalls within the Public Complex	35	
*6. Number of outfalls mapped:	35	
* Required		
Navigation and Status		
To navigate to any Report Details screen, clic remain on this screen, click Save.	ck the link in the grid below. To save	data and
Please be aware, in order to continue to the Annual Report Details Screen will need to be please click the Validate button below.	next step in the Annual Report proce Validated. To Validate this current s	iss every creen
Report Details Screen Name	Validated	
Annual Report Details - Part A	2	
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 Val submission.	idated before continuing with this pe	
		Save Validate Continue

This is still Annual Report Details – Part B continuing from the Improper Disposal of Waste section.

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.



There are two glitches in the service and both unfortunately ended up in the Public Complex Annual Report Details – Part B. We apologize for this inconvenience and it will be fixed for next year. *click*

The first is with the Storm Drain Inlet Labeling section. If you answer "N/A – no inlets meet criteria in permit" to question 1, then question 4 should be deactivated. Instead question 4 is required. If you answer "no" to question 4, "Is your Public Complex Maintaining the labels?), it will automatically populate as a possible incident of noncompliance on Annual Report Details – Part E. You have two options here. The recommended option is to select "yes" to question 4, in which case it won't populate in the incidents of noncompliance section. Your second option is that if you select "no" you can reference this glitch in the text box in the incidents of noncompliance section on Annual Report Details – Part E.

click

The second glitch is with the Local Public Education Program section. If you answer "no" to question 5 of the Storm Drain Inlet Labeling section, "Is your public complex a college, university or military base?", all questions in the Local Public Education Program section should be deactivated. Instead, questions 5, "Did your public complex conduct an educational event" is required. You have two options here as well. The recommended option is to select "yes" to question 5, which will then require questions 6, "Date that your public complex conducted an annual education event", and question 7, "description of the event". Enter 01/01/2010 for the date and reference the glitch in the description of the event text box. Your second option is to answer "no" to question 5, and reference this glitch in the incidents of noncompliance section on Annual Report Details – Part E.

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	ANNUAL REPORT DETAILS - PART C	
1 - Permit Selection 2 - Permit Submittal Requirements	Please be advised, the reporting period for th	is Public Complex MSRP Annual Report is January 1, 2008 through December 31, 2008.
3 - Annual Report Details - Part A	Illicit Connection Elimination Program	
4 - Annual Report Details - Part B 5 - Annual Report	*1. Have you completed an illicit connection inspection for all outfalls?	Yes
Details - Part C 6 - Annual Report	*2. Total number of outfalls physically inspected during this reporting period:	35
Details - Part D 7 - Annual Report	*3. Number of outfalls found to have an illicit connection during this reporting period:	1
Details - Part E 8 - Attachment Upload	*4. Number of illicit connections eliminated during this reporting period:	1
9 - Contacts 10 - Certification	*5. Number of illicit connections found during that period to emanate from another entity:	0
11 - Summary Please Note	Street Sweeping Program	
You may click on a previously visited page (above) to navigate	*1. Were all required streets swept?	Yes
back to that screen.	*2. What was the total number of miles swept?	250
	Please list the total amount of materials colle these materials.	scted for each month since January 1, 2008, and indicate the unit of measurement used to report
	*3. Units:	Cubic yards
	*4. January:	2
	*5. February:	
	*6. March:	2
	*7. April:	3
	*8. May:	3
	*9. June:	5
	*10. July:	3
	*11. August:	3
	*12. September:	5
	*13. October:	5
	*14. November:	3
	*15. December:	2
	16. Total (tons):	34.19
	*17. If reporting zero (0) for a month above, please explain:	freezing temperatures and snow
		×

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.

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	Storm Drain Inlet Retrofitting		
	*1. Were all storm drain inlets in direct contact	Yes - however some exemptions granted	•
	with repaying, repairing, reconstruction or alterations retrofitted or replaced to meet the standard?	res - nowever some exemptions granted	2
	*2. How many storm drain inlets were retrofitted?	4	
	Stormwater Facility Maintenance		
	Stormwater facilities include, but are not lim wetlands, wet basins, bioretention systems,	ited to, detention basins, filter strips, ripar low flow bypasses and stormwater convey	rian buffers, infiltration trenches, sand filters, c yances.
	*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:	85	
	*2. Total number of catch basins inspected:	85	
	*3. Total number of catch basins cleaned:	25	
	*4. Amount of materials removed from catch basins:	5	
	*5. Units:	Tons	
	* Required		
	Navigation and Status		
	To navigate to any Report Details screen, clie remain on this screen, click Save.	ck the link in the grid below. To save data a	and
	Please be aware, in order to continue to the Annual Report Details Screen will need to be please click the Validate button below.		ery
	Report Details Screen Name	Validated	
	Annual Report Details - Part A	a	
	Annual Report Details - Part B	🥝 🖉	
	Annual Report Details - Part C		
	Annual Report Details - Part C Annual Report Details - Part D		

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.

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ANUAL REPORT DETAILS - PART D Page © Todal ANUAL REPORT DETAILS - PART D Page © Todal Page © T	
I - Permit Selection 2 - Permit Selection 3 - Annual Report Details - Part A Annual Report DETAILS - PART D Please be advised, the reporting period for this Public Complex MSRP Annual Report is January 1, 2008 through December 31, 2008. Outfall Pipe Stream Scouring Remediation Details - Part B 5 - Annual Report Details - Part D 6 - Annual Report Details - Part D 7 - Annual Report Details - Part D 7 - Annual Report Details - Part D 7 - Annual Report Details - Part D 8 - Attachment Upload 9 - Contacts 10 - Certification 11 - Summary 9 - Contacts (doove) to maypate back to that screen. 11 - Summary Cabus Port C *1. Are you implementing Standard Operating Procedures for vehicle fueling and receiving of Duik fuel deliveries at maintenance yard operations? *1. Are you implementing Standard Operating Procedures for vehicle fueling and receiving of Duik fuel deliveries at maintenance yard operations?	nks »
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3 Annual Report Details - Part A 4 Annual Report Details - Part B 5 Annual Report Details - Part C 6 Annual Report Details - Part C 7 Annual Report Details - Part C 8 Attachment Upload 9 Contacts 10 Certification 11 Summary Picese Note Part Dedies 9 Contacts 10 Certification 11 Summary Picese Note Part Dedies 9 Citch attor 11 Summary Picese Note Part Dedies 9 Citch attor 12 Summary Picese Note Part Dedies 13 Summary Picese Note Part Dedies 14 Are you implementing Standard Operating Procedures for vehicle fueling and receiving of bulk fuel elivieries at maintenance yard operations? Vehicle Maintenance Yes	•
4 · Annual Report Datals - Part C For all outfall pipes undergoing remediation through this program, please keep records indicating the location of the outfall pipe (including the Datals - Part C 5 · Annual Report Details - Part C	
Details - Part C -1. Have you developed a prioritized list of out-side previous of the previous	
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. *1. Are you implementing Standard Operating Procedures for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations? Vehicle Maintenance *1. Are you implementing Standard Operating Procedures for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations? Yes	
Upload *1. Do you have a permanent structure for de- icing material storage? N/A - share services with another entity 9 - Contacts *2. If sand is being stored outside, is it set back So feet from storm sewer inlets, ditches or other stormwater conveyance channels, and surface vau bodies? Yes Please Note You may click on a previously visited page (above) to navigate back to that screen. 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 fueling and receiving of bulk fuel deliveries at maintenance yard operations? Yes	1
11 - Summary *2. If sand is being stored outside, is it set back Yes Please Note You may click on a previously visited page (above) to navigate * So feet from storm sewer inlets, ditches or other stormwater conveyance channels, and surface water bodies? * Fueling Operations * * * *1. Are you implementing Standard Operating operations? Yes * Vehicle Maintenance * * *1. Are you implementing Standard Operating operations? Yes *	
(above) to navigate Fueling Operations back to that screen. *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 Yes	
*1. Are you implementing Standard Operating Procedures for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations? Vehicle Maintenance *1. Are you implementing Standard Operating Yes	
*1. Are you implementing Standard Operating Yes	
Procedures for vehicle maintenance and repair	
Good Housekeeping Practices	
*1. Are you implementing Good Housekeeping Practices for all materials or machinery listed in the Inventory Requirements for Public Complex Maintenance Yard Operations (including maintenance activities and ancillary operations)?	
Equipment and Vehicle Washing	
*1. Has your Public Complex 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 Connected to sanitary sewer implemented to eliminate the unpermitted discharge:	
*3. Date the management measure was 03/01/2008 (mm/dd/yyyy) implemented:	
4. What is your NJPDES permit number that authorizes the discharge of vehicle and equipment wash wastewater?	
5. Are you maintaining records of vehicle and vehicle	

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.



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.

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	ANNUAL REPORT DETAILS - PART E			-
1 - Permit Selection 2 - Permit Submittal Requirements	Please be advised, the reporting period for t	his Public Complex MSRP Annual Report i	s January 1, 2008 through December 31, 2008.	
3 - Annual Report Details - Part A	Sharing of Responsibilities			
4 - Annual Report Details - Part B	*Do you share services with another entity to satisfy a permit requirement?	Yes		
5 - Annual Report Details - Part C 6 - Annual Report Details - Part D	For each of the following, indicate if you are provide a description of the service you shar field.	relying on another entity to satisfy all or e and the name of the entity you are rely	part of any permit requirements. If the answer is "Yes ying on to comply with this requirement, in the Commo	s", ents
7 - Annual Report Details - Part E	*1. Public notice:	No		
8 - Attachment Upload 9 - Contacts 10 - Certification	2. Comments:		×	
11 - Summary Please Note You may click on a previously visited page	*3. Comply with applicable design and performance standards for major development (post-construction):	No 💌		
(above) to navigate back to that screen.	4. Comments:			
	*5. Long term operation and maintenance of BMPs (post-construction):	No		
	6. Comments:			
	*7. Storm drain inlet design standard (post- construction): 8. Comments:	No		
			×	
	*9. Local Public Education Program (Colleges/Universities/Military Bases):	No	×	
	10. Comments:		×	
	*11. Storm Drain Inlet Labeling Program:	No		
	12. Comments:		*	
	*13. Pet waste regulatory mechanism:	No		
	14. Comments:		*	
	*15. Litter regulatory mechanism:	No		
	16. Comments:		*	
	*17. Improper disposal of waste regulatory mechanism:	No		
	18. Comments:		X	
	*19. Wildlife feeding regulatory mechanism:	No		
	20. Comments:			
	*21. Dumpster/refuse container regulatory mechanism:	No		
0 Doop	22. Comments:	[The second secon	▼ € 100% ▼
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This is Annual Report Details – Part E, which is the last detail screen for the Public Complex 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.

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24. Comments:		<u>~</u>
		*
*25. Outfall pipe mapping:	No	
26. Comments:	1	~
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*27. Illicit connection elimination progr	am: No	
28. Comments:		-
		*
*29. Street sweeping:	No	-
		_
30. Comments:		<u>~</u>
		·
*31. Storm drain inlet retrofitting:	No	
32. Comments:	-	<u>~</u>
		-
*33. Maintenance of stormwater facilit	ies: No	
34. Comments:		-
		*
*35. Outfall pipe stream scouring:	No	-
	1.12	
36. Comments:		~ ^
		-
*37. De-icing and sand storage:	Yes	
*38. Comments:	The municipality handles deicing for	
	us.	-
*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:		-
-o. connerca.		

This is still Annual Report Details – Part E.

click

Note, that for de-icing storage sharing services is 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.

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		Incidents of Non-Compliance	×
		Based on the answers you provided above, the Department has identified Incidents of Non-compliance section and identify steps being taken to corr	
		- Your Public Complex did not conduct an annual employee training.	
		*1. Did your Public Complex have any incidents Yes	
		"2. Identify the steps being taken to remedy the Employee training was cond	ducted in
		non-compliance and to prevent such incidents from recurring: Dec. of 2007 and Jan. 2009	9.
			-
		* Required	
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		To navigate to any Report Details screen, click the link in the grid below. To remain on this screen, click Save.	save data and
		Please be aware, in order to continue to the next step in the Annual Report	DROCOSS OVODI
		Annual Report Details Screen will need to be Validated. To Validate this cur please click the Validate button below.	
		Report Details Screen Name Validated	
		Annual Report Details - Part A	
		Annual Report Details - Part D	
		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
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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.

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1 Dennik Calentian	ATTACHMENT UPLOA	D			
1 - Permit Selection 2 - Permit Submittal					
Requirements	Upload New Attachm	ents			
3 - Annual Report	Maximum File Size:	5 Mb			
Details - Part A	Maximum Files to Upload	10			
4 - Annual Report Details - Part B	Allowed Attachment Type	s: pdf,txt,xls,doc			
5 - Annual Report Details - Part C			construction on any new devel Development Project Summar	elopment and/or redevelopment project that meets the definition of ry Checklist.	
6 - Annual Report	****		* - 11		
Details - Part D	*Attachment Name:	Description:	*File:	Browse	
7 - Annual Report Details - Part E				Browse	
8 - Attachment				Browse	
Upload				Browse	
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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 Public Complex 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.

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1 - Permit Selection				
2 - Permit Submittal Requirements				- 11
3 - Annual Report		1. Stormwater Coordinator		
Details - Part A				
4 - Annual Report Details - Part B	er Coordinator			
	an option below will replace all inform	nation for this	Save to My Favorite Contac	te
Details - Part C contact.				
6 - Annual Report Insert From Exis Details - Part D	ting Contact(s)	•		
7 - Annual Report *First Name:	Sheri	*Address Line 1:	401 East State St	
Details - Part E *Last Name:	Shifren	Address Line 2:		- 11
8 - Attachment Title: Upload		Address Line 3:		- 11
Idre	and	*County:	Mercer	- 11
10 - Certification	allen.allinen@dep.atate.nj.da	*City: *State:	Trenton (Mercer)	- 11
11 - Summary *Organization	021	*Zip Code:	08625	- 11
Please Note	State			- 11
You may click on a previously visited page * At least 1 pl	one number is required.			- 11
(above) to navigate back to that screen.	*Contact Number			- 11
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		Note: Please enter contact	information on ALL required tabs before clicking Continu	е.
			Save Continue	
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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.

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	CERTIFICATION - SINGLE APPLICATION - GENERAL						
1 - Permit Selection 2 - Permit Submittal							
Requirements	Service ID Submittal Type	Creation Date	View				
3 - Annual Report Details - Part A	34366 Division of Water Quality - MSRP Annual Report - MSRP Annual Report Public Complex	03/29/2011	<u></u>				
4 - Annual Report Details - Part B	Certification of the General						
5 - Annual Report Details - Part C 6 - Annual Report Details - Part D	"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.						
7 - Annual Report Details - Part E 8 - Attachment	"I certify that the municipality is in compliance with its stormwater program, Stormwater Pollution Prevention Plan (SPPP) and Municipal Stormwater General Permit No. NJG0153818 except for any incidents of non-compliance which are identified herein. compliance, the Annual Report identifies the steps being taken to remedy the non-compliance and to prevent such incidents f	For any incidents of non-					
Upload 9 - Contacts	"I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonme recklessly, or negligently submitting false information."	ant for purposely, knowing	gly,				
10 - Certification 11 - Summary	ote, no changes will be allowed to be made to this report upon its certification. If you need to correct or mo certification, please contact your case manager at (609) 633-7021 so they may enable that function.	dify the report after					
Please Note You may click on a previously visited page	Name of Certifying Sheri Shifren Party:						
(above) to navigate back to that screen.	User ID of Certifying SSHIFREN Party:						
	*Certification PIN: (Case-Sensitive)						
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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.

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Service ID: Facility Name: Reporting Period: NJPDES Permit #: Activity ID:	34366 MONTCLAIR STATE UN January 1, 2008 throug NJG0153818 DST050001		T	
Contacts				
Name:	Sheri Shifren			
Title: Contact Type:	Stormwater Coordinato	r		
Organization Name:	DEP			
Organization Type: E-Mail:	State sheri.shifren@dep.stat	e.ni.us		
Phone:	(609) 633-7021 (Work			
Contact Address:	401 East State St Trenton, NJ 08625			
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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.

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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 in compliance section and identify steps being taken to correct thes	dentified the following possible permit compliance issues. Please complete the Incidents of Non-
- Your Public Complex did not conduct an annual employee t	raining.
1. Did your Public Complex have any incidents of non-compliance?	Yes
Identify the steps being taken to remedy the non-compliance and to prevent such incidents from recurring:	Employee training was conducted in Dec. of 2007 and Jan. 2009.
Certification	
designed to assure that qualified personnel properly gather and evaluat	and all attached documents were prepared under my direction or supervision in accordance with a system e this information. Based on my inquiry of the person or persons who manage the system, or those persons s Annual Report and Certification and all attached documents is, to the best of my knowledge and belief, true,
	gram, Stormwater Pollution Prevention Plan (SPPP) and the NJPDES Public Complex Municipal Stormwater General ch are identified herein. For any incidents of non-compliance, the Annual Report identifies the steps being taken to 1g.
"I am aware that there are significant penalties for submitting false info submitting false information."	ormation, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently
Please note, no changes will be allowed to be made to this report case manager at (609) 633-7021 so they may enable that function	upon its certification. If you need to correct or modify the report after certification, please contact your on.
Certifier: Sheri Shifren Certifier ID: SSHIFREN Date: 03/30/20	
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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 return.

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shown below.	
Division of Water Quality MSRP Annual Report	
	Configure Services
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🕅 My Services - In Progress	• ₽
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 inclu number of the failed submittal in the message.	ude the Service ID
<< 1 <u>2345</u> >	
	<u>>></u>
ID Application Name Facility Name Description Status Created Date Modified Date	>> View History Permit

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.

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	<u> </u>		

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.

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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.



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