

# 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 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.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

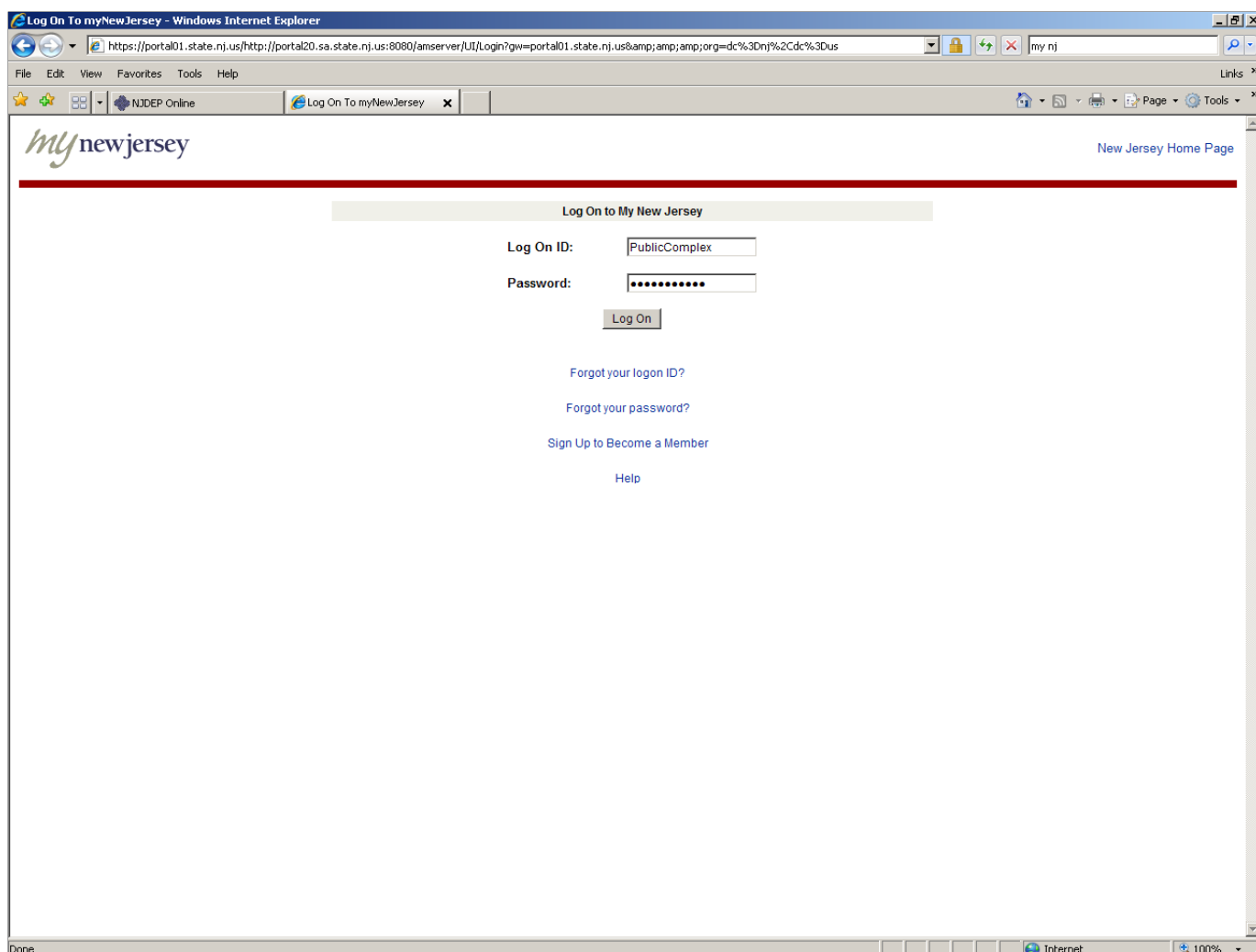


After you have a My New Jersey Account set up and linked to DEP Online (which was instructed during the first presentation), you can then use the New Jersey State Home Page to access your account.

**\*Click\***

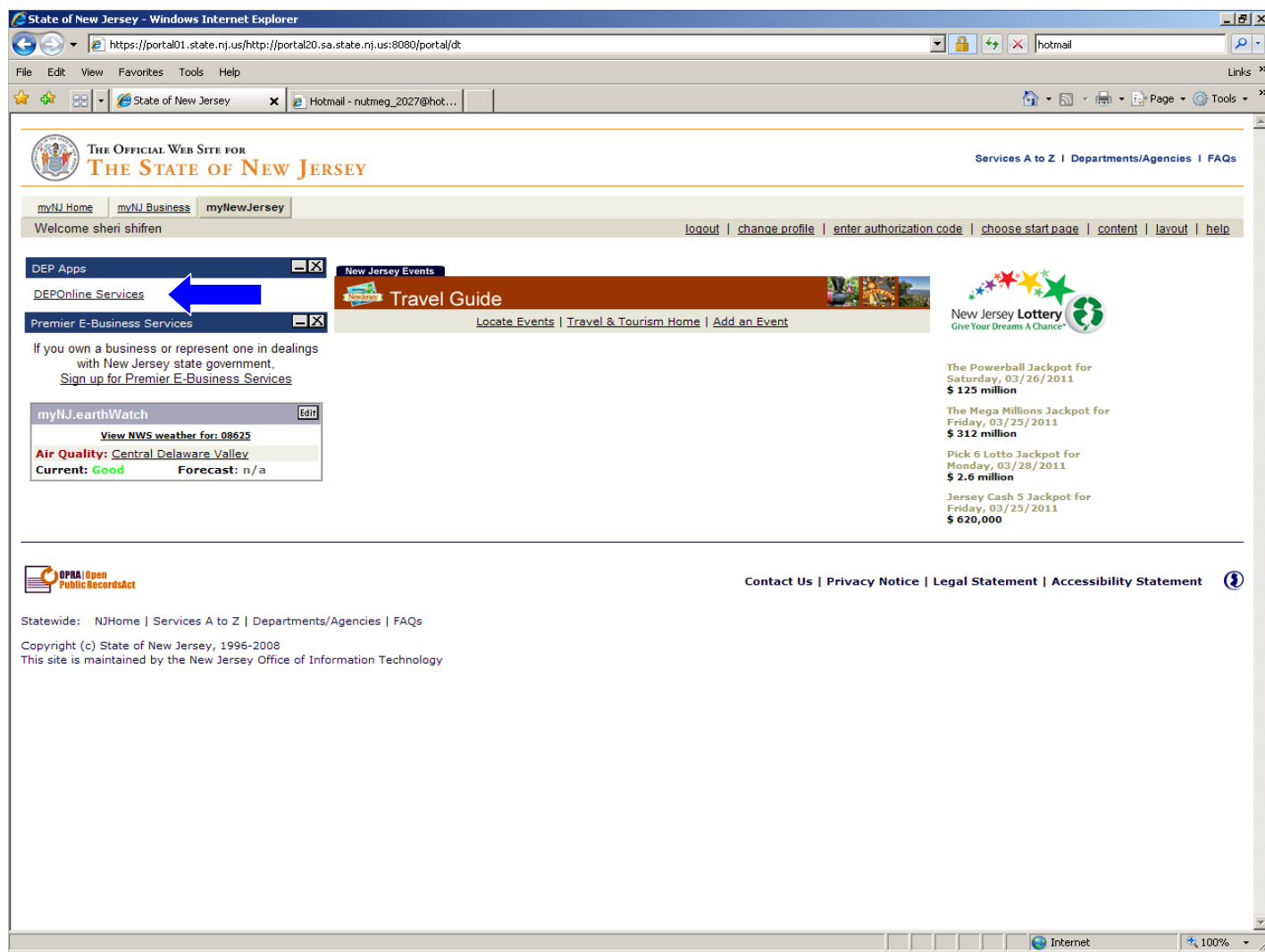
You want to click login on the top left of the screen under the Home tab.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation



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

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

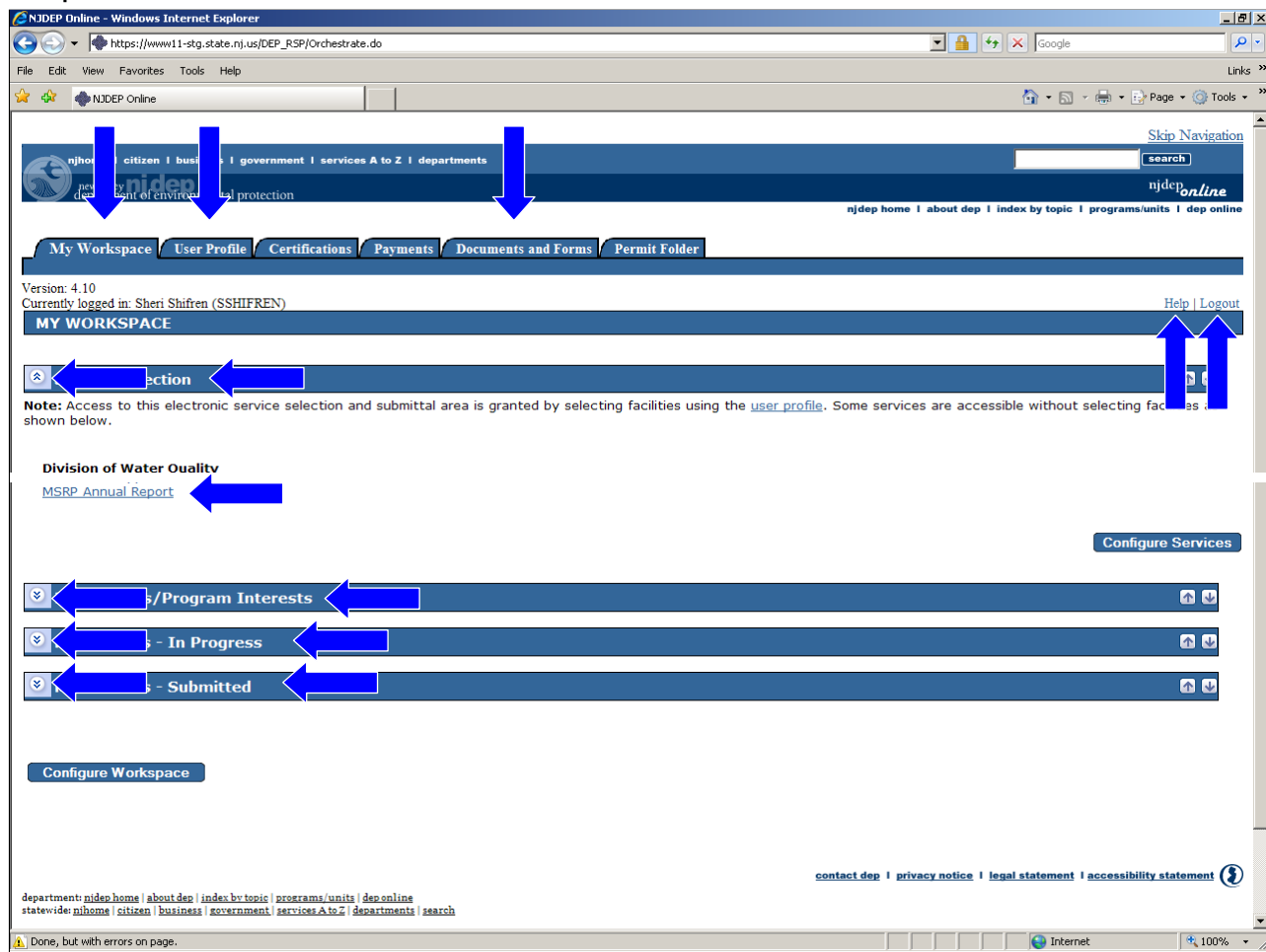


You are now logged onto My New Jersey.

\*click\*

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

# 2011 Public Complex 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 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.

# 2011 Public Complex 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

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

**njdep**  
new jersey  
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**

**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**

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

**New Address**

<b>* First Name:</b>	Sheri	<b>Address Line 1:</b>	401-02B
<b>Middle Initial:</b>		<b>Address Line 2:</b>	PO Box 420
<b>* Last Name:</b>	Shifren	<b>Address Line 3:</b>	401 East State Street
<b>Title:</b>		<b>City:</b>	Trenton (Mercer)
<b>* E-Mail Address:</b>	sheri.shifren@dep.state.nj.us	<b>State:</b>	New Jersey
<b>* Confirm E-Mail:</b>	sheri.shifren@dep.state.nj.us	<b>Zip:</b>	08625
<b>Organization Name:</b>	NJDEP		
<b>Organization Type:</b>	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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P.O. Box 402  
Trenton, NJ 08646-0402

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 Public Complex 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

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

**DOCUMENTS AND FORMS**

Air Program				
<b>Periodic Compliance Certification</b>	HTML	PDF	Word	Excel
Periodic Compliance Certification Spreadsheet				
Periodic Compliance Certification Instructions				
<b>General Permits</b>	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 [ $\geq 10$ 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				
<b>Dental Waste Registration - New</b>	HTML	PDF	Word	Excel
Dental Amalgam Waste Terms and Conditions				
<b>Dental Waste Registration - Renewal</b>	HTML	PDF	Word	Excel
Dental Amalgam Waste Terms and Conditions				
<b>NJPDES Monitoring Reports (DMRs, WCRs, RTRs)</b>	HTML	PDF	Word	Excel
About NJPDES EDI				
EDI Registration/Agreement				
NJPDES EDI Reference Manual				
<b>Stormwater Construction General Authorization</b>	HTML	PDF	Word	Excel
Construction Activities (5G3)				
<b>Enforcement</b>				
<b>Self Audit</b>	HTML	PDF	Word	Excel
Stewardship Spreadsheet				
Multi-Profile Spreadsheet				
SRP CEA Monitoring Spreadsheet				
<b>Facility Security Administration</b>				
<b>Facility Security Administration</b>	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				
<b>Right to Know and Pollution Prevention Program</b>				
<b>Release and Pollution Prevention Report and Pollution</b>				

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 Public Complex 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

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](mailto: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 Public Complex to your profile.



# 2011 Public Complex 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

[njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#)

[Skip Navigation](#)

[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](#)

[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](#)

**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:

Enter either a Facility ID or a Facility Name:

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

Facility Name:

[Search](#) [Cancel](#)

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

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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Trenton, NJ 08625-0402  
Last Updated: June 24, 2004

Done, but with errors on page.

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\*

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

\*click\*

Click search.

# 2011 Public Complex 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 the following data:

Facility	Facility ID	NJPDES Number	County	Municipality
<input checked="" type="checkbox"/> MONTCLAIR STATE UNIVERSITY	223101	NJG0153818	Essex	Montclair Twp

Below the table, there is a "Clear/Check All" button and an "Add Selected Facilities" button. A blue arrow points to the "Add Selected Facilities" button. The page also includes a "Please Note" section on the left and a footer with copyright information and contact details.

Your Public Complex will appear.

\*click\*

Check your Public Complex.

\*click\*

Click add selected facilities.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal. At the top, there's a navigation bar with links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and a 'Skip Navigation' link. The main content area is titled 'MY WORKSPACE' and includes a 'Service Selection' section. A note states: '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.' Under 'Division of Water Quality', there is a link for 'MSRP Annual Report'. A blue arrow points from the 'My Facilities/Program Interests' section to this link. Below this, there is a table of facilities. The first row is circled, showing 'MONTCLAIR STATE UNIVERSITY' with Facility ID 'NJG0153818' and Program 'Water Quality'. The table has columns for Facility Name, Facility ID, Program, Access Type, Change Access, Manage Security, View, and Remove. Below the table is an 'Add Facilities' button. At the bottom, there are sections for 'My Services - In Progress' and 'My Services - Submitted', and a 'Configure Workspace' button.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
MONTCLAIR STATE UNIVERSITY	NJG0153818	Water Quality	Individual With Direct Knowledge				

\*click\*

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

\*click\*

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

# 2011 Public Complex 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...

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

**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	NJPDES ID	Municipality	County
<input checked="" type="radio"/>	MONTCLAIR STATE UNIVERSITY	223101	R11	NJG0153818	Montclair Twp	Essex
<input type="radio"/>	MONTCLARE INTERMEDIATE 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

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Last Updated: June 24, 2004

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.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

**PERMIT SUBMITTAL REQUIREMENTS**

Version: 4.10  
Currently logged in: Sheri Shifren (SSHIFREN) NJG0153818 MONTCLAIR STATE UNIVERSITY Help | Logout

**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
<a href="#">Submit an Annual Report and Certification</a>	09/01/2005	01/01/2007 to 12/31/2007	07/01/2008	Late	Awaiting Initial Submission	DST050001
<a href="#">Submit an Annual Report and Certification</a>	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
<a href="#">Submit an Annual Report and Certification</a>	09/01/2005	01/01/2009 to 12/31/2009	07/01/2010	Late	Initial Submission: In-Progress (Created by another user)	DST050001
<a href="#">Submit an Annual Report and Certification</a>	03/01/2009	01/01/2009 to 12/31/2009	07/01/2010	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 Public Complex Stormwater Annual Report

**ANNUAL REPORT DETAILS - PART A**

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

**Complex Information**

Team member responsible for completing the report: [Shen Shifen]

Team member email address: [shen.shifen@dep.state.nj.us]

**Population Information**

\*1. Report the population at the Public Complex usually present at least six (6) hours per day: [3500]

**Stormwater Pollution Prevention Plan**

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

\*2. Date the SPPP was revised: [01/01/2008]

**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? [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. 7:27? [Yes]

\*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 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 Public Complex begun construction for any new development and/or redevelopment project that meets the definition of major development? [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. 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.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

**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	
<a href="#">Annual Report Details - Part B</a>	
<a href="#">Annual Report Details - Part C</a>	
<a href="#">Annual Report Details - Part D</a>	
<a href="#">Annual Report Details - Part E</a>	

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

[Save](#) [Validate](#) [Continue](#)

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department | [pides home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)  
statewide | [myhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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Department of Environmental Protection

Done, but with errors on page. Internet 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.



# 2011 Public Complex 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 Public Complex 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 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 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	✓
<a href="#">Annual Report Details - Part B</a>	
<a href="#">Annual Report Details - Part C</a>	
<a href="#">Annual Report Details - Part D</a>	
<a href="#">Annual Report Details - Part E</a>	

**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 Public Complex Stormwater Annual Report Submittal Presentation

**ANNUAL REPORT DETAILS - PART A**

• A response to Question 1 under 'Population Information' is required.

Please be advised, the reporting period for this Public Complex MSWMP Annual Report is January 1, 2008 through December 31, 2008.

**Public Complex Information**

\*Team member responsible for completing the report:

\*Team member email address:

**Population Information**

\*1. Report the population at the Public Complex usually present at least six (6) hours per day:

**Note 1:** "Employees" includes individuals who work at the Public Complex regardless of whether they are paid by the Public Complex, or by another governmental, private, or nonprofit entity.

**Note 2:** You do not have to count any individual more than once. For example, a full-time university student who is also a university employee may be counted as one individual.

**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?

**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
<a href="#">Annual Report Details - Part A</a>	
<a href="#">Annual Report Details - Part B</a>	
<a href="#">Annual Report Details - Part C</a>	
<a href="#">Annual Report Details - Part D</a>	
<a href="#">Annual Report Details - Part E</a>	

**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 Public Complex Stormwater Annual Report Submittal Presentation

**NJDEP Online - Windows Internet Explorer**  
https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

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**ANNUAL REPORT DETAILS - PART B**

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

**Storm Drain Inlet Labeling (All Public Complexes)**

\*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 Public Complex maintaining the labels (i.e. replacing and/or repainting)? Yes

\*5. Is your Public Complex a college, university or military base? Yes

**Local Public Education Program (Colleges, Universities, and Military Bases only)**

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

\*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 regulatory mechanism for:

\*1. Pet Waste Control: N/A - we do not allow pets at our Public Complex

2. Date adopted:

\*3. Litter Control: Yes

\*4. Date adopted: 04/01/2005 (mm/dd/yyyy)

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

\*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.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer  
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NJDEP Online

5. Improper Disposal of Waste Control: Yes

6. Date adopted: 04/01/2005 (mm/dd/yyyy)

7. Wildlife Feeding Control: Yes

8. Date adopted: 04/01/2005 (mm/dd/yyyy)

9. Illicit Connection Control: Yes

10. Date adopted: 04/01/2005 (mm/dd/yyyy)

11. Refuse Container/Dumpster Control: Yes

12. Date adopted: 04/01/2005 (mm/dd/yyyy)

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/yyyy)

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, 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
<a href="#">Annual Report Details - Part A</a>	✓
<a href="#">Annual Report Details - Part B</a>	
<a href="#">Annual Report Details - Part C</a>	
<a href="#">Annual Report Details - Part D</a>	
<a href="#">Annual Report Details - Part E</a>	

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 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.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

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**ANNUAL REPORT DETAILS - PART B**

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

**Storm Drain Inlet Labeling (All Public Complexes)**

\*1. Have you established a storm drain inlet labeling program? [N/A - no inlets meet criteria in permit] ←

2. Indicate the percentage or number of sectors labeled to date: [ ]

3. Other Amount: [ ]

\*4. Is your Public Complex maintaining the labels (i.e. replacing and/or repainting)? [ ] ←

\*5. Is your Public Complex a college, university or military base? [No] ←

**Local Public Education Program (Colleges, Universities, and Military Bases only)**

1. Have you developed a Local Public Education Program? [ ]

2. Did your Public Complex distribute an educational brochure? [ ]

3. Date (between January 1, 2008 - December 31, 2008) that your Public Complex distributed an Educational Brochure: [ ] (mm/dd/yyyy)

4. Method of distribution: [ ]

\*5. Did your Public Complex conduct an educational event? [ ] ←

6. Date (between January 1, 2008 - December 31, 2008) that your Public Complex conducted an Annual Education Event: [ ] (mm/dd/yyyy)

7. Description of the Event: [ ]

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

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 text box in the incidents of noncompliance section on Annual Report Details – Part E.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

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**ANNUAL REPORT DETAILS - PART C**

Please be advised, the reporting period for this Public Complex 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? Yes

\*2. Total number of outfalls physically inspected during this reporting period: 35

\*3. Number of outfalls found to have an illicit connection during this reporting period: 1

\*4. Number of illicit connections eliminated during this reporting period: 1

\*5. Number of illicit connections found during that period to emanate from another entity: 0

**Street Sweeping Program**

\*1. Were all required streets swept? Yes

\*2. What was the total number of miles swept? 250

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: Cubic yards

\*4. January: 2

\*5. February: 0

\*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 covered streets

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 Public Complex Stormwater Annual Report Submittal Presentation

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NJDEP Online

## 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? Yes - however some exemptions granted

\*2. How many storm drain inlets were retrofitted? 4

## 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: 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, 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
<a href="#">Annual Report Details - Part A</a>	✓
<a href="#">Annual Report Details - Part B</a>	✓
<a href="#">Annual Report Details - Part C</a>	
<a href="#">Annual Report Details - Part D</a>	
<a href="#">Annual Report Details - Part E</a>	

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 Public Complex Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer  
https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do  
wells fargo center

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NJDEP Online

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  
6 - Annual Report Details - Part D  
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.

### 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

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

#### 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 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)? Yes

#### 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? Yes

\*2. Please indicate which option you implemented to eliminate the unpermitted discharge: Connected to sanitary sewer

\*3. Date the management measure was implemented: 03/01/2008 (mm/dd/yyyy)

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 equipment washing?

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 Public Complex Stormwater Annual Report Submittal Presentation

**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
<a href="#">Annual Report Details - Part A</a>	✓
<a href="#">Annual Report Details - Part B</a>	✓
<a href="#">Annual Report Details - Part C</a>	✓
Annual Report Details - Part D	
<a href="#">Annual Report Details - Part E</a>	

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

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Department of Environmental Protection  
P.O. Box 402

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 Public Complex Stormwater Annual Report Submittal Presentation

**ANNUAL REPORT DETAILS - PART E**

Please be advised, the reporting period for this Public Complex 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 (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:

\*19. Wildlife feeding regulatory mechanism: No

20. Comments:

\*21. Dumpster/refuse container regulatory mechanism: No

22. Comments:

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.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer" with the address bar displaying "https://www11-stg.state.nj.us/NJDEP\_RSP/Orchestrate.do". The browser's address bar also shows "wells fargo center". The page content is a form for submitting an annual report. It consists of a list of items, each with a dropdown menu and a comments field. The items are numbered 23 through 48. A blue arrow points to the dropdown menu for item 37, "De-icing and sand storage", which is currently set to "Yes". The comments field for item 37 contains the text "The municipality handles deicing for us.".

23. Vegetative waste collection program:	No	
24. Comments:		
25. Outfall pipe mapping:	No	
26. Comments:		
27. Illicit connection elimination program:	No	
28. Comments:		
29. Street sweeping:	No	
30. Comments:		
31. Storm drain inlet retrofitting:	No	
32. Comments:		
33. Maintenance of stormwater facilities:	No	
34. Comments:		
35. Outfall pipe stream scouring:	No	
36. Comments:		
37. De-icing and sand storage:	Yes	The municipality handles deicing for us.
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 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.

# 2011 Public Complex 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 Public Complex did not conduct an annual employee training.

\*1. Did your Public Complex 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: Employee training was conducted in Dec. of 2007 and Jan. 2009.

\* 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
<a href="#">Annual Report Details - Part A</a>	✓
<a href="#">Annual Report Details - Part B</a>	✓
<a href="#">Annual Report Details - Part C</a>	✓
<a href="#">Annual Report Details - Part D</a>	✓
<a href="#">Annual Report Details - Part E</a>	

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

Save Validate Continue

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 Public Complex Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

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**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 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.

*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 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.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

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**Contacts**

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:  
\*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			

Add Number

\* Required

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

Save 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 Public Complex Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

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**CERTIFICATION - SINGLE APPLICATION - GENERAL**

Service ID	Submittal Type	Creation Date	View
34366	Division of Water Quality - MSRP Annual Report - MSRP Annual Report Public Complex	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 Public Complex Municipal Stormwater General Permit No. NJG0153818 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 Public Complex 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

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)  
NJG0153818  
MONTCLAIR STATE UNIVERSITY  
Help | Logout

**MSRP ANNUAL REPORT - Public Complex**

[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:** 34366  
**Facility Name:** MONTCLAIR STATE UNIVERSITY  
**Reporting Period:** January 1, 2008 through December 31, 2008  
**NJPDES Permit #:** NJG0153818  
**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**

**Public Complex 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 Public Complex 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

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 Public Complex did not conduct an annual employee training.

1. Did your Public Complex 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:	Employee training was conducted in Dec. of 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 Public Complex Municipal Stormwater General Permit No. NJG0153818 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](#)

Done, but with errors on page.

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.

# 2011 Public Complex Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Workspace

File Edit View Favorites Tools Help

NJDEP Online

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

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](#)

**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](mailto: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
34366	2008 MSRP Annual Report for MONTCLAIR STATE UNIVERSITY	MONTCLAIR STATE UNIVERSITY	MSRP Annual Report Public Complex	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 Public Complex Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal in Internet Explorer. The user is logged in as Sheri Shifren (SSHIFREN). The 'MY WORKSPACE' section includes links for Service Selection, My Facilities/Program Interests, My Services - In Progress, and My Services - Submitted. A table at the bottom displays submission details, with the 'Status' column circled to show 'Submission Successful'.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View History Permit
34366	2008 MSRP Annual Report for MONTCLAIR STATE UNIVERSITY	MONTCLAIR STATE UNIVERSITY	MSRP Annual Report Public Complex	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 Public Complex 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) NJG0153818 MONTCLAIR STATE UNIVERSITY Help | Logout

## PERMIT SUBMITTAL REQUIREMENTS

### 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
<a href="#">Submit an Annual Report and Certification</a>	09/01/2005	01/01/2007 to 12/31/2007	07/01/2008	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
<a href="#">Submit an Annual Report and Certification</a>	09/01/2005	01/01/2009 to 12/31/2009	07/01/2010	Late	Initial Submission: In-Progress (Created by another user)	DST050001
<a href="#">Submit an Annual Report and Certification</a>	03/01/2009	01/01/2009 to 12/31/2009	07/01/2010	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
<a href="#">Annual Report and Certification Received</a>	03/01/2009	01/01/2010 to 12/31/2010	07/01/2011	03/15/2011	On-Time	DST100001	Initial Submission	
<a href="#">Annual Report and Certification Received</a>	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](http://www.state.nj.us/dep/dwq/msrp_home.htm)

**Vicki Margulies (Acting Supervisor)**

[Vicki.Margulies@dep.state.nj.us](mailto:Vicki.Margulies@dep.state.nj.us)

Essex

Somerset

Morris

Sussex

Passaic

Warren

**Matt Klewin**

[Matt.Klewin@dep.state.nj.us](mailto:Matt.Klewin@dep.state.nj.us)

Public Complex

Atlantic

Highway Agency

Cape May

**Sheri Shifren**

[Sheri.Shifren@dep.state.nj.us](mailto:Sheri.Shifren@dep.state.nj.us)

Bergen

Mercer

Hudson

Union

Hunterdon

**Louisa Lubiak**

[Louisa.Lubiak@dep.state.nj.us](mailto:Louisa.Lubiak@dep.state.nj.us)

Burlington

Gloucester

Camden

Salem

Cumberland

**Anthony Washington**

[Anthony.Washington@dep.state.nj.us](mailto:Anthony.Washington@dep.state.nj.us)

Monmouth

Middlesex

Ocean

Public Complexes:

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

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