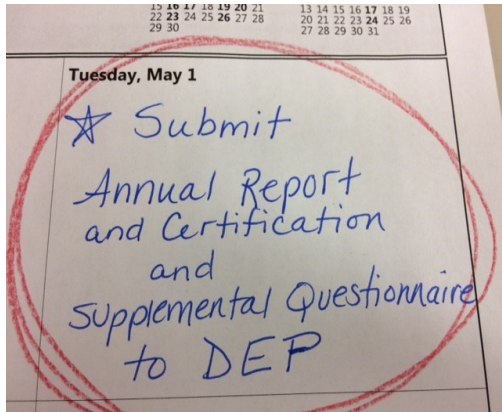


# 7 ANNUAL REPORT AND CERTIFICATION AND SUPPLEMENTAL QUESTIONNAIRE



The Tier A MS4 permit (Part IV, G) requires the municipality to submit an Annual Report and Certification summarizing the status of compliance with the permit. This Chapter includes updated instructions regarding the submission of the Annual Report and Certification and the Supplemental Questionnaire. Blank forms, a sample SPPP and other guidance documents may be downloaded from the Department's website for the Tier A permit located at [http://www.nj.gov/dep/dwq/tier\\_a\\_guidance\\_other.htm](http://www.nj.gov/dep/dwq/tier_a_guidance_other.htm).

The following items are addressed in this Chapter:

1. The Annual Report and Certification;
2. The Supplemental Questionnaire; and
3. Special instructions for illicit discharge investigations and close-outs.

Annual Report and Certification			
Document Submittal Information			
Reports and Record-Keeping Forms	Frequency	Deadline	Submission Method
Annual Report and Certification	Every year	May 1st	On-line through <a href="http://www.njdeponline.com/">http://www.njdeponline.com/</a>
Supplemental Questionnaire	Every year	May 1st	Upload as attachment to Annual Report and Certification
Illicit Discharge Investigation Form	If investigation was conducted in prior year	May 1st	Upload as attachment to Annual Report and Certification
Illicit Discharge Close-out Form	If close-out was conducted in prior year	May 1st	Upload as attachment to Annual Report and Certification

## Annual Report and Certification

The Tier A Municipality is required to submit an Annual Report and Certification and the Supplemental Questionnaire summarizing the status of compliance with its permit. These documents must be submitted using an electronic format provided by the Department via the MSRP Annual Report service that is accessed through the Regulatory Services Portal located at <http://www.njdeponline.com/>. The Department is not accepting hardcopies of the Annual Report and Certification and Supplemental Questionnaire. As noted in the table above, the Annual Report must be submitted electronically by May 1<sup>st</sup> of each year.

## Supplemental Questionnaire

The Supplemental Questionnaire is a separate report that is required to be filled out by the municipality in conjunction with the Annual Report and submitted by May 1<sup>st</sup> of each year, as also stated in the above table. The information required in the Questionnaire asks for more details regarding the municipality's implementation of its stormwater program that includes but is not limited to its shared responsibilities, its ordinances and stormwater facilities. The Questionnaire cannot be accessed through the portal; however, it must be downloaded, completed and submitted in accordance with the instructions found at <http://www.nj.gov/dep/dwq/pdf/ms4-2016-tiera-supp-quest.pdf>. Below is an image of the Supplemental Questionnaire.

The image shows a screenshot of the "2016 MS4 Tier A Permit Annual Report - Supplemental Questionnaire" form. The form is divided into several sections:

- General Information**
  - A. Municipal Information**
    - Municipality: \_\_\_\_\_ County: \_\_\_\_\_
    - 1. Has the municipality identified the stormwater team in the SPMP? ☐ Yes ☐ No
    - 2. Municipal Population: \_\_\_\_\_ 3. Municipal Area (acres/sqm.): \_\_\_\_\_
  - B. Sharing of Responsibilities – Permit Section D1**
    - 1. If the municipality shares services, what requirement do the shared services satisfy?
      - ☐ Public Notice
      - ☐ Post-Construction Stormwater Management in New Development and Redevelopment
      - ☐ Local Public Education
      - ☐ Improper Disposal of Waste
      - ☐ Illicit Connection Elimination and MS4 Outfall Pipe Mapping
      - ☐ Solids and Floatable Controls
      - ☐ Maintenance Yard Operations
      - ☐ Employee Training
      - ☐ N/A, there are no shared services
- Permit Implementation - Ordinances**
  - A. Ordinances - Permit Sections F5 and F6**
    - 1. *Pet Waste Ordinance*  
Entity responsible for enforcement: \_\_\_\_\_
    - 2. *Litter Ordinance/State Litter Statute*  
Entity responsible for enforcement: \_\_\_\_\_
    - 3. *Improper Disposal of Waste Ordinance*  
Entity responsible for enforcement: \_\_\_\_\_
    - 4. *Wildlife Feeding Ordinance*  
Entity responsible for enforcement: \_\_\_\_\_
    - 5. *Containerized Yard Waste Ordinance/Collection Program*  
Entity responsible for enforcement: \_\_\_\_\_
    - 6. *Illicit Connection Ordinance*  
Entity responsible for enforcement: \_\_\_\_\_
    - 7. *Refuse Container/Dumpster Ordinance*  
Entity responsible for enforcement: \_\_\_\_\_
    - 8. *Private Storm Drain Inlet Retrofitting Ordinance*  
Entity responsible for enforcement: \_\_\_\_\_

The Department is currently working on merging the Supplemental Questionnaire with the Annual Report. Refer to the Tier A website at [http://www.nj.gov/dep/dwq/tier\\_a.htm](http://www.nj.gov/dep/dwq/tier_a.htm) for further details. The Municipal Stormwater Program Coordinator must complete and submit the Annual Report and Certification and Supplemental Questionnaire. The Coordinator is required to certify, sign and date the Annual Report on-line. Tutorials and Links to the Annual Report and Supplemental Questionnaire are posted at the website listed above.

## Special Instructions for Illicit Connection Investigations and Close-Outs

If an investigation for an illicit connection was conducted, the submission of the Annual Report and Certification must include any illicit connection inspection forms. If an investigation was concluded, the close-out investigation form must also be submitted with the Annual Report and Certification. These forms may be downloaded from the Department website at [http://www.nj.gov/dep/dwq/tier\\_a\\_forms.htm](http://www.nj.gov/dep/dwq/tier_a_forms.htm). These forms are shown, in part, below.

### Illicit Connection Inspection Report and Close-out Investigation Forms

Illicit Connection Inspection Report Form	
Municipality Information	Municipality: _____ County: _____
	NJPDES #: _____ PI ID #: _____
	Team Member: _____
	Date: _____ Effective Date of Permit Authorization(EDPA): _____
Outfall #: _____ Location: _____	
Receiving Waterbody: _____	
1. Is there a dry weather flow? Y ( ) N ( )	
2. If "YES", what is the outfall flow estimate? _____ gpm (flow sample should be kept for further testing, and this form will need to be submitted with the Annual Report and Certification)	
3. Are there any indications of an intermittent flow? Y ( ) N ( )	
4. If you answered "NO" to BOTH question #1 and #3, there is probably not an illicit connection and you can skip to question #7. (NOTE: This form <b>does not</b> need to be submitted to the Department, but should be kept with your SPPP.) If you answered "YES" to either question, please continue on to question #5. (NOTE: This form will need to be submitted to the Department with the Annual Report and Certification.)	
5. PHYSICAL OBSERVATIONS:	
(a) ODOR: none sewage sulfide oil gas rancid/sour other: _____	
(b) COLOR: none yellow brown green red gray other: _____	
(c) TURBIDITY: none cloudy opaque	
(d) FLOATABLES: none petroleum sheen sewage other: _____	
(e) DEPOSITS/STAINS: none sediment oily other: _____	
(f) VEGETATION CONDITIONS: normal excessive growth inhibited growth	
(g) DAMAGE TO OUTFALL STRUCTURES:	
IDENTIFY STRUCTURE: _____	
DAMAGE: none concrete spalling/cracking peeling paint metal corrosion other damage _____	
6. ANALYSES OF OUTFALL FLOW SAMPLE:	
* field calibrate instruments in accordance with manufacturer's instructions prior to testing.	
(a) DETERGENTS: _____ mg/L	
(if sample is greater than 0.06 mg/L, the sample is contaminated with detergents [which may be from sanitary wastewater or other sources]. Further testing is required and this outfall should be given the highest priority.)	
(if the sample is not greater than 0.06 mg/L and it does not show physical characteristics of sanitary wastewater [e.g., odor, floatables, and/or color] it is unlikely that it is from sanitary wastewater sources, yet there may still be an illicit connection of industrial wastewater, rinse water, backwash or cooling water. Skip to question #6c.)	

Closeout Investigation Form	
Municipality Information	Municipality: _____ County: _____
	NJPDES #: <b>NJG</b> PI ID #: _____
	Team Member / Title: _____
Outfall #: _____ Location: _____	
Receiving Waterbody: _____	
Basis for Submittal:	
( ) A non-stormwater discharge was found, but no source was located within six months.	
( ) An intermittent non-stormwater discharge was observed, and three unsuccessful investigations were conducted to investigate the discharge while it was flowing.	
Describe each phase of your investigation, including dates. Attach additional pages as necessary: _____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
Inspector's Name: _____	
Title: _____	
Signature: _____	
Date: _____	