

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 Tier A 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.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

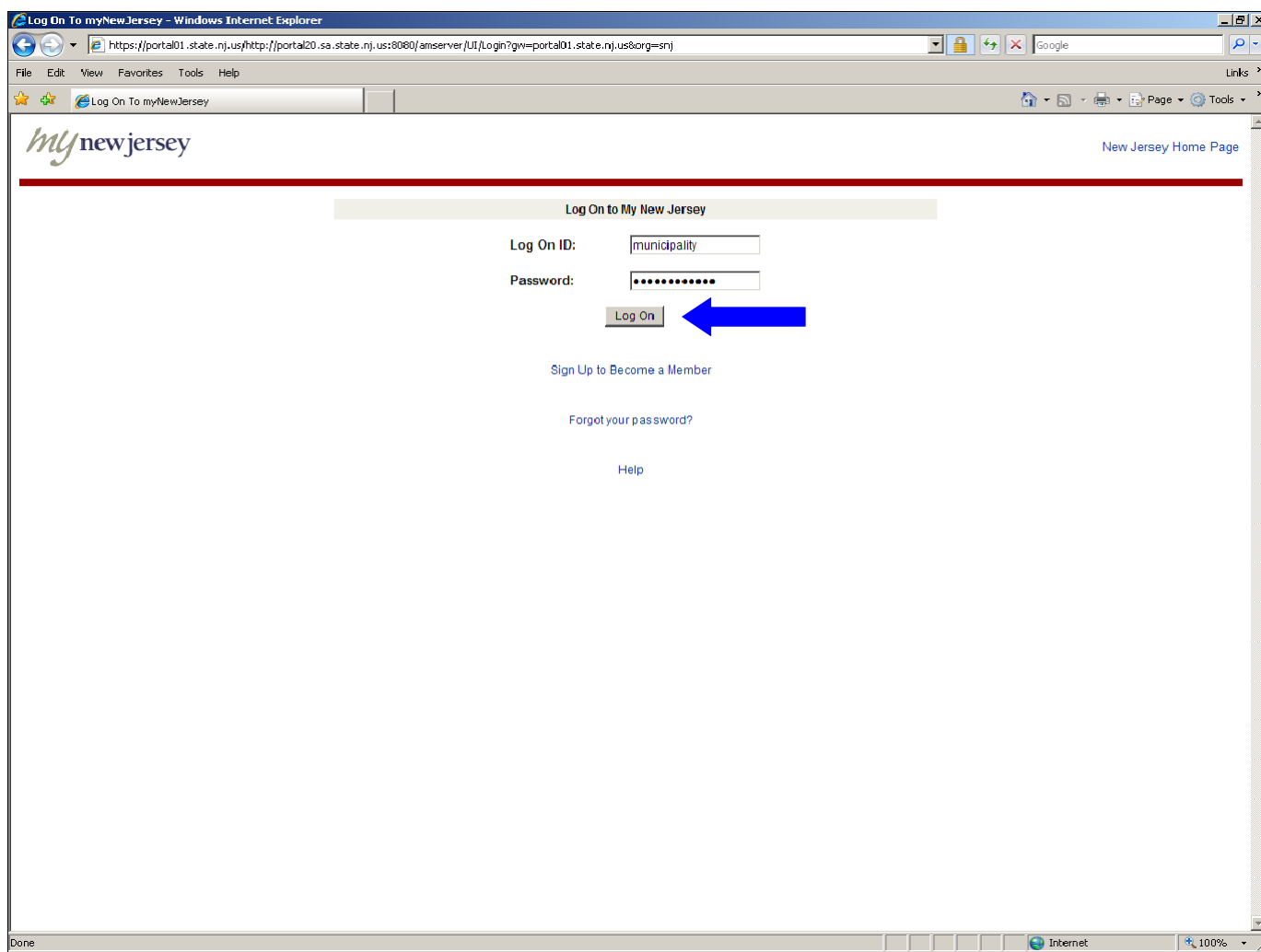


After you have a My New Jersey Account set up and linked to DEP Online (which was instructed during the first presentation), you can then use the New Jersey State Home Page to access your account.

Click

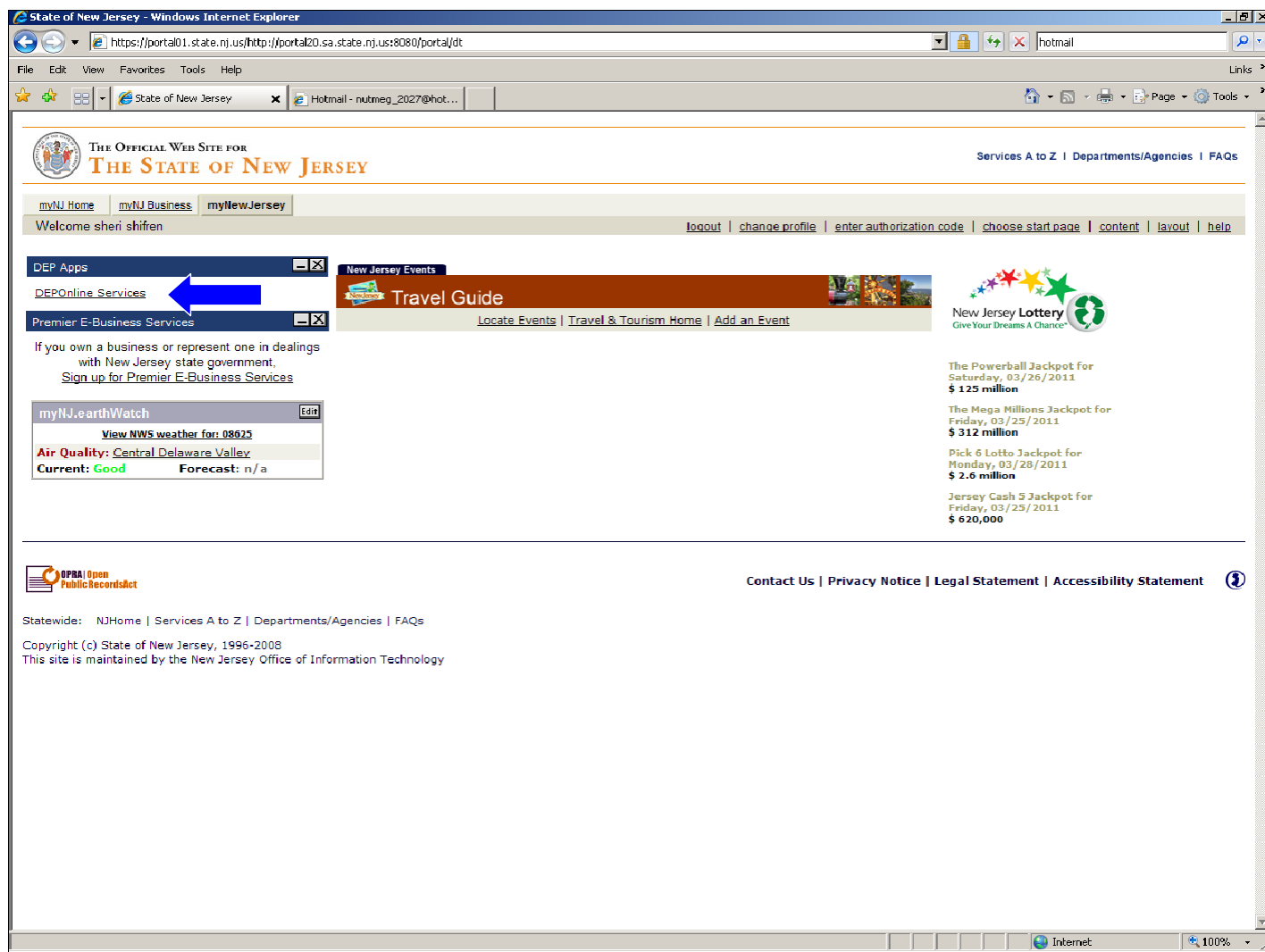
You want to click login on the top left of the screen under the Home tab.

2016 Tier A Municipal 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.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

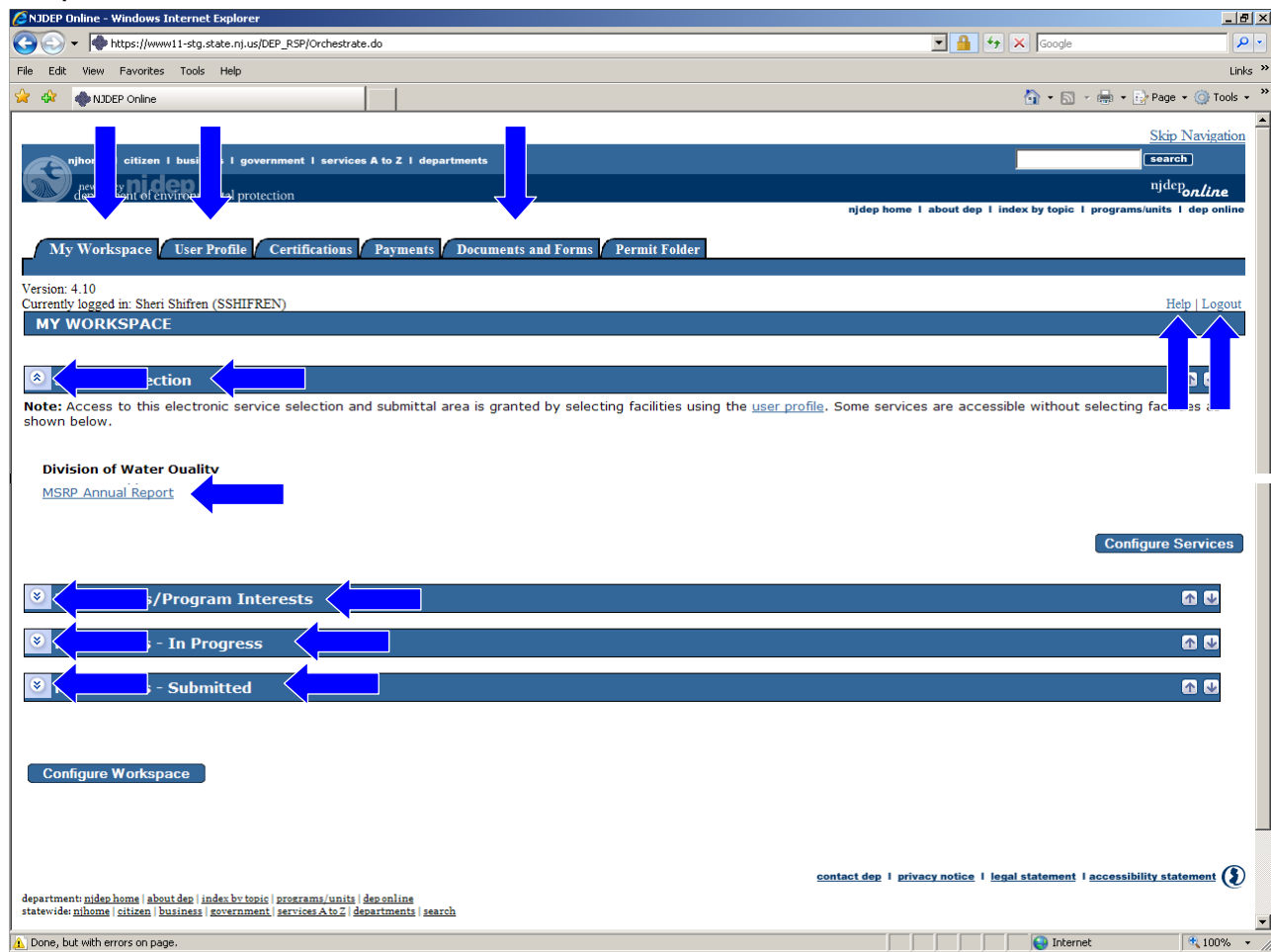


You are now logged onto My New Jersey.

click

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

2016 Tier A Municipal 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 municipality;

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 municipalities.

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 Municipal Stormwater Annual Report Submission.

The screenshot shows the NJDEP Online portal interface. At the top, there's a navigation bar with links like 'Skip Navigation', 'search', and 'njdep online'. Below this, there's a section for 'My Workspace' with links like 'Edit Personal Info', 'Change Password', etc. The 'Edit Personal Information' link is highlighted with a blue arrow. The main content area shows the user's current address and a form to add a new address. At the bottom, there's a section for 'Contact Numbers' and a table with one entry. Below this, there's a section for 'License Numbers' and a button to 'Add License Number', which is highlighted with a blue arrow. The footer contains copyright information and links to 'contact dep', 'privacy notice', 'legal statement', and 'accessibility statement'.

click

click

If you make changes, click on Save.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

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

DOCUMENTS AND FORMS

Air Program

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

Division of Water Quality

Dental Waste Registration - New	HTML	PDF	Word	Excel
Dental Amalgam Waste Terms and Conditions				
Dental Waste Registration - Renewal	HTML	PDF	Word	Excel
Dental Amalgam Waste Terms and Conditions				
NJPDES Monitoring Reports (DMRs, WCRs, RTRs)	HTML	PDF	Word	Excel
About NJPDES EDI				
EDI Registration/Agreement				
NJPDES EDI Reference Manual				
Stormwater Construction General Authorization	HTML	PDF	Word	Excel
Construction Activities (5G3)				
Enforcement				
Self Audit	HTML	PDF	Word	Excel
Stewardship Spreadsheet				
Multi-Profile Spreadsheet				
SRP CEA Monitoring Spreadsheet				
Facility Security Administration				
Facility Security Administration	HTML	PDF	Word	Excel
Responsible Official Request Form (SRP-001 For Underground Storage Tank - UST only)				
Facility Administrator Request Form				
Facility Administrator Request Form for Water Supply				
Facility Security Administration for Water Supply Diversion and Water Utilization Reports				
Right to Know and Pollution Prevention Program				
Release and Pollution Prevention Report and Pollution				

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.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

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

File Edit View Favorites Tools Help

NJDEP Online

Skip Navigation

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

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 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 municipality to your profile.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

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

File Edit View Favorites Tools Help

NJDEP Online

Skip Navigation

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

newjersey njdep
department of environmental protection

njdep online

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

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

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

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.

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

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**

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

Copyright © State of New Jersey, 1996-2004
Department of Environmental Protection
P.O. Box 402
Trenton, NJ 08625-0402
Last Updated: June 24, 2004

Done, but with errors on page.

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

click

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

click

Click search.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online interface in a Windows Internet Explorer browser. The address bar displays https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes navigation links like [njhome](#), [citizen](#), [business](#), [government](#), [services A to Z](#), and [departments](#). A search bar is present with the text "state of nj".

The main navigation bar includes tabs for **My Workspace**, **User Profile**, **Certifications**, **Payments**, **Documents and Forms**, and **Permit Folder**. Below these are links for [Edit Personal Info](#), [Change Password](#), [Request Cert PIN](#), [Edit Facility Selection](#), [Favorite Contacts](#), and [Security Administration](#).

The user is logged in as **Sheri Shifren (SSHIFREN)**. The version is 4.10. The page title is **FACILITY SEARCH RESULTS**.

On the left, there are two steps: **1 - Specify Search Criteria** and **2 - Select Facilities**. A **Please Note** box states: "You may click on a previously visited page (above) to navigate back to that screen."

The search results table has the following columns: **Facility**, **Facility ID**, **NJPDES Number**, **County**, and **Municipality**. The table contains one entry: **MOUNT LAUREL TWP** with Facility ID **197718** and NJPDES Number **NJG0150029**, located in **Burlington** County, **Mount Laurel Twp** Municipality. A checkbox is checked next to the facility name.

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. A **Cancel** button is also present.

At the bottom, there are links for [contact dep](#), [privacy notice](#), [legal statement](#), and [accessibility statement](#). The footer includes copyright information for the State of New Jersey, 1996-2004, and the Department of Environmental Protection, P.O. Box 402, Trenton, NJ 08625-0402. The last update date is June 24, 2004.

Your municipality will appear.

click

Check your municipality.

click

Click add selected facilities.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal in a Windows Internet Explorer browser. The address bar shows the URL: https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do. The page has a blue header with the NJDEP Online logo. Below the header, there is a "Service Selection" section with a note about access. A blue arrow points to the "MSRP Annual Report" link under the "Division of Water Quality" section. Below this is the "My Facilities/Program Interests" section, which contains a table of facilities. The first row of the table is circled, showing "MOUNT LAUREL TWP" as the Facility Name. Below the table are sections for "My Services - In Progress" and "My Services - Submitted", both of which indicate that the user has no services in these categories.

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

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

Configure Services

My Facilities/Program Interests

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

<< < 1 2 3 > >>

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
MOUNT LAUREL TWP	NJG0150029	Water Quality	Individual With Direct Knowledge				

My Services - In Progress

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

You do not have any "In Progress" Services.

My Services - Submitted

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

You do not have any "Submitted" Services.

click

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

click

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

2016 Tier A Municipal 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

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) [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 type="radio"/>	ALLENDALE BORO	166962	R9	NJG0154059	Allendale Boro	Bergen
<input type="radio"/>	ALPINE BORO	167001	R9	NJG0150932	Alpine Boro	Bergen
<input type="radio"/>	BERGENFIELD BORO	168093	R9	NJG0151998	Bergenfield Boro	Bergen
<input type="radio"/>	BOGOTA BORO	95235	R9	NJG0151203	Bogota Boro	Bergen
<input type="radio"/>	BUENA VISTA TWP	171497	R9	NJG0154989	Buena Vista Twp	Atlantic
<input type="radio"/>	BURLINGTON CNTY COLLEGE MOUNT LAUREL CAMPUS	222868	R11	NJG0153192	Mount Laurel Twp	Burlington
<input type="radio"/>	EGG HARBOR TWP	190631	R9	NJG0154342	Egg Harbor Twp	Atlantic
<input type="radio"/>	FAIR LAWN BORO	191117	R9	NJG0149951	Fair Lawn Boro	Bergen
<input type="radio"/>	FAR HILLS BORO	191885	R10	NJG0151599	Far Hills Boro	Somerset
<input type="radio"/>	FRANKLIN TWP	197668	R9	NJG0147869	Franklin Twp	Somerset
<input type="radio"/>	GLOUCESTER CNTY	228000	R12	NJG0155373	Clayton Boro	Gloucester
<input type="radio"/>	HOBOKEN CITY	202018	R10	NJG0151122	Hoboken City	Hudson
<input type="radio"/>	HOLLAND TWP	202021	R10	NJG0148024	Holland Twp	Hunterdon
<input type="radio"/>	HOPEWELL BORO	202081	R10	NJG0152986	Hopewell Boro	Mercer
<input type="radio"/>	JERSEY CITY	203005	R9	NJG0154091	Jersey City	Hudson
<input type="radio"/>	KEARNY TOWN	47910	R9	NJG0153915	Kearny Town	Hudson
<input type="radio"/>	MARGATE CITY	207200	R9	NJG0153150	Margate City	Atlantic
<input type="radio"/>	MERCER CNTY	223077	R12	NJG0153753	Trenton City	Mercer
<input type="radio"/>	MILLSTONE BORO	207605	R10	NJG0154806	Millstone Boro	Somerset
<input checked="" type="radio"/>	MOUNT LAUREL TWP	197718	R9	NJG0150029	Mount Laurel Twp	Burlington
<input type="radio"/>	MOUNTAINVIEW YOUTH CORR FACILITY	222677	R11	NJG0151807	Clinton Twp	Hunterdon
<input type="radio"/>	MULLICA TWP	197984	R10	NJG0150363	Mullica Twp	Atlantic
<input type="radio"/>	NJ TURNPIKE AUTHORITY	222955	R12	NJG0153354	New Brunswick City	Middlesex
<input type="radio"/>	NJDCS TRENTON PSYCHIATRIC HOSPITAL	223144	R11	NJG0153931	Trenton City	Mercer
<input type="radio"/>	NJDOC ADULT DIAGNOSTIC & TREATMENT CTR	222649	R11	NJG0151742	Woodbridge Twp	Middlesex
<input type="radio"/>	ROCKLEIGH BORO	213713	R10	NJG0154563	Rockleigh Boro	Bergen
<input type="radio"/>	ROCKY HILL BORO	213951	R10	NJG0149705	Rocky Hill Boro	Somerset
<input type="radio"/>	ROWAN UNIVERSITY	133386	R11	NJG0154229	Glassboro Boro	Gloucester
<input type="radio"/>	TETERBORO BORO	167025	R10	NJG0150681	Teterboro Boro	Bergen
<input type="radio"/>	UNION CNTY	222925	R12	NJG0153320	Scotch Plains Twp	Union

[Return to Workspace](#) [Continue](#)

Done, but with errors on page.

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 municipality.

click

Click continue.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) NJG0150029 MOUNT LAUREL TWP 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
Submit an Annual Report and Certification	09/01/2005	01/01/2008 to 12/31/2008	05/02/2009	Late	Awaiting Initial Submission	DST050001
Submit an Annual Report and Certification	09/01/2005	01/01/2009 to 12/31/2009	05/02/2010	Late	Awaiting Initial Submission	DST050001
Submit an Annual Report and Certification	03/01/2009	01/01/2010 to 12/31/2010	05/02/2011	Late	Awaiting Initial Submission	DST100001

Annual Reports - In Progress

There are no Annual Reports in-progress at this time.

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 Tier A Municipal Stormwater Annual Report Submission Presentation

The screenshot shows the 'ANNUAL REPORT DETAILS - PART A' screen in the NJDEP online permit submission system. The sidebar on the left lists the steps of the process, with 'Annual Report Details - Part A' currently selected. The main form area contains the following sections:

- Municipality Information:** Fields for 'Team member responsible for completing the report' (Shen Shufen) and 'Team member email address' (shen.shufen@dep.state.nj.us).
- Stormwater Pollution Prevention Plan:** Questions about revising the plan and the date of revision (05/01/2009).
- Public Notice:** A question about compliance with applicable State and local public notice requirements.

At the bottom, the 'Navigation and Status' section includes a table of report details and a note: 'NOTE: All Report Details screens must be Validated before continuing with this permit submission.' Below this are buttons for 'Save', 'Validate', and 'Continue'.

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. Tier A has 6 activity detail screens. Tier B has 3 activity detail screens.

click

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

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

Stormwater Pollution Prevention Plan; and

Public Notice.

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

click

On the bottom of the page, 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.

2016 Tier A Municipal 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

Details - Part D

7 - Annual Report Details - Part E

8 - Annual Report Details - Part F

9 - Attachment Upload

10 - Contacts

11 - Certification

12 - Summary

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

*Team member email address:

Stormwater Pollution Prevention Plan

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

*2. Date MSRP 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?

* 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	<input checked="" type="checkbox"/>
Annual Report Details - Part B	
Annual Report Details - Part C	
Annual Report Details - Part D	
Annual Report Details - Part E	
Annual Report Details - Part F	

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

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.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online Annual Report Submittal System interface. The user is logged in as Sheri Shifren (SSHIIFREN) for NJC0150029, MOUNT LAUREL TWP. The system is displaying the 'ANNUAL REPORT DETAILS - PART A' screen. A red error message at the top states: 'A response to Question 2 under 'Local Stormwater Pollution Prevention Plan' is required.' Below this, the 'Municipality Information' section is partially filled out. The 'Stormwater Pollution Prevention Plan' section contains two questions: '1. Have you revised your Stormwater Pollution Prevention Plan to incorporate changes required by the renewal permit?' (answered 'Yes') and '2. Date MSRP was revised:' (empty). The 'Public Notice' section also has a question '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?' (answered 'Yes'). At the bottom, there is a 'Navigation and Status' section with a table of report details screens. The first screen, 'Annual Report Details - Part A', is highlighted with a blue arrow. Below the table, a note states: 'NOTE: All Report Details screens must be Validated before continuing with this permit submission.' At the bottom right, there are three buttons: 'Save', 'Validate', and 'Continue'. A blue arrow points to the 'Continue' button.

Version: 4.10
Currently logged in: Sheri Shifren (SSHIIFREN) NJC0150029 MOUNT LAUREL TWP

ANNUAL REPORT DETAILS - PART A

• A response to Question 2 under 'Local Stormwater Pollution Prevention Plan' is required.

Please be advised, the reporting period for this Tier A MSRP Annual Report is January 1, 2010 through December 31, 2010.

Municipality Information

*Team member responsible for completing the report: Sheri Shifren
*Team member email address: sheri.shifren@dep.state.nj.us

Stormwater Pollution Prevention Plan

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

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	
Annual Report Details - Part F	

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

Save Validate Continue

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.

2016 Tier A Municipal 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
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) NJG0150029 MOUNT LAUREL TWP Help | Logout

ANNUAL REPORT DETAILS - PART B

Please be advised, the reporting period for this Tier A MSRP Annual Report is January 1, 2010 through December 31, 2010.

Post-Construction Stormwater Management in New Development and Redevelopment

*1. Are you ensuring that any residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management comply with the design standards in the Stormwater Management Rules at N.J.A.C. 7:8-5? Yes

*2. Did your municipality adopt a municipal stormwater management plan? Yes

*3. Most recent date your municipality adopted a Municipal Stormwater Management Plan: 03/01/2005 (mm/dd/yyyy)

4. Status of this plan (if not adopted): [Grayed out]

*5. Did your municipality adopt a municipal stormwater control ordinance? Yes

*6. Most recent date your municipality adopted a Municipal Stormwater Control Ordinance: 02/01/2006 (mm/dd/yyyy)

7. Status of this ordinance: [Grayed out]

*8. Did you submit the adopted municipal stormwater management plan to the appropriate county review agency for approval? Yes

*9. Most recent date the adopted Municipal Stormwater Management Plan was submitted to the appropriate county review agency for approval: 02/02/2006 (mm/dd/yyyy)

*10. Did you submit the adopted municipal stormwater control ordinance to the appropriate county review agency for approval? Yes

*11. Most recent date the adopted Municipal Stormwater Control Ordinance was submitted to the appropriate county review agency for approval: 02/02/2006 (mm/dd/yyyy)

*12. Status of county review: Approved

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 the Post Construction Stormwater Management in New Development and Redevelopment section.

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.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

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

13. Did the municipality adopt the review agency's proposed amendments and resubmit to the county review agency?

*14. Is the Stormwater Control Ordinance in effect? Yes

*15. Most recent effective date of Stormwater Control Ordinance: 03/02/2006 (mm/dd/yyyy)

*16. Ordinance Number(s): 03-006

17. What is the current status of the adopted plan and ordinance?

*18. Are you reviewing projects as part of your site plan and sub-division approval process to ensure that they comply with your municipality's effective municipal stormwater control ordinance(s)? Yes

*19. How many projects that were subject to either your municipal stormwater control ordinance or the stormwater provisions of RSIS did you review? 12

*20. Does your approved municipal stormwater management plan contain a mitigation plan as described in N.J.A.C. 7:8-4.2(c)11? Yes

*21. Have you granted any variances or exemptions from the design and performance standards for stormwater management measures set forth in your approved municipal stormwater management plan and stormwater control ordinance(s)? Yes

*22. How many variances or exemptions from the design and performance standards have you granted? 1

Please report your mitigation information in the grid below. You are required to report one row of mitigation information for each variance or exemption granted. All fields are required for each row. The 'Add Row' button may be used to add rows to the grid.

*Project Name	*Project Lot	*Project Block	*Project Description	*Variance or Exemption
development # 20	12	2	new development	Groundwater Recharge

Add Row

*23. If granted any variances or exemptions, did you submit a written report to the county review agency describing the variance or exemption and the required mitigation? Yes

*24. Are you ensuring that storm drain inlets installed within your municipality (either by you or another entity) comply with the standards set forth in Attachment C? Yes

This is still Annual Report Details – Part B.

click

Here the mitigation information is circled. This is required only if you have granted variances or exemptions from the design and performance standards for stormwater management measures described in your approved stormwater management plan and stormwater control ordinance. The mitigation information must be entered into the grid for each variance or exemption granted. Therefore, the rows in the grid must equal the number in question number 22. When filling out the mitigation information in the grid, you will have to scroll over to the right. You can add a row by clicking add row, and you can remove a row by scrolling over to the right and clicking the "x" in the remove column. This mitigation section eliminates the need to separately submit this information to the Department.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

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

File Edit View Favorites Tools Help

NJDEP Online

Facebook

Links

Page Tools

*25. Are you ensuring adequate long term operation and maintenance of stormwater BMPs installed on property that your municipality owns or operates after the Effective Date of Permit Authorization (EDPA)? Yes

*26. Are you ensuring that adequate long-term operation and maintenance of stormwater BMPs is being performed on property that you do not own or operate? Yes

*27. Briefly indicate how this is being accomplished (e.g., ordinance requiring operation and maintenance by private entity; operation and maintenance by you or other governmental entity): ordinance requiring operation and maintenance by private entity

*28. Have you re-examined your approved municipal stormwater management plan at each re-examination of your master plan in accordance with N.J.A.C. 7:8-1? N/A - we did not re-examine our master plan this year

29. Date re-examination report was last adopted: (mm/dd/yyyy)

* Required

Navigation and Status

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

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

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

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

department: [njdeshome](#) | [aboutdep](#) | [index by topic](#) | [programs/units](#) | [deponline](#)
statewide: [njdeshome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

Copyright © State of New Jersey, 1996-2004
Department of Environmental Protection
P.O. Box 400
Trenton, NJ 08646-0400
Last Updated: June 24, 2004

Done, but with errors on page. Internet 100%

This is still Annual Report Details – Part B.

Navigation and Status is on the bottom of all activity detail screens.

click

Since all required fields are complete, click validate.

click

Then click continue.

2016 Tier A Municipal 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 Stifren (SSHIFREN) NJG0150029 MOUNT LAUREL TWP Help | Logout

ANNUAL REPORT DETAILS - PART C

Please be advised, the reporting period for this Tier A MSRP Annual Report is January 1, 2010 through December 31, 2010.

Local Public Education Program

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

*2. Have you conducted educational activities that total a minimum of 10 points (between January 1, 2010 and December 31, 2010)? Yes

*3. School Presentations (1 point per visit / maximum of 5 points per year): 5

4. Website (1 point): 0

5. Stormwater Display (2 points): 0

6. Giveaway (2 points): 0

7. Citizen Stormwater Advisory Committee (2 points): 0

8. Utilize Department Materials (2 points each / maximum of 4 points per year): 0

9. Poster Contest (2 points): 0

10. Stormwater Training for Elected Municipal Officials (3 points): 0

11. Mural (3 points): 0

12. Mailing (3 points): 0

13. Partnership Agreement / Local Event (3 points): 0

14. Ordinance Education (5 points): 5

Storm Drain Inlet Labeling

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

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

3. Other Amount:

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

Improper Disposal of Waste

Have you adopted (or amended an existing ordinance) and are you enforcing a:

*1. Pet Waste Ordinance: Yes

*2. Date adopted: 08/01/2005 (mm/dd/yyyy)

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

Local Public Education Program;

Storm Drain Inlet Labeling; and

Improper Disposal of Waste.

click

This is an example of a dropdown in the local public education section. Each school presentation is worth 1 point, with a maximum of 5 points.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

NDDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP_RSP/OrdinanceSubj

File Edit View Favorites Tools Help

NDDEP Online

Links

Page Tools

3. Litter Ordinance/State Litter Statute:

4. Date adopted: (mm/dd/yyyy)

5. Improper Disposal of Waste Ordinance:

6. Date adopted: (mm/dd/yyyy)

7. Wildlife Feeding Ordinance:

8. Date adopted: (mm/dd/yyyy)

9. Containerized Yard Waste Ordinance / Yard Waste Collection Program Ordinance:

10. Date adopted: (mm/dd/yyyy)

11. Illicit Connection Ordinance:

12. Date adopted: (mm/dd/yyyy)

13. Refuse Container/Dumpster Ordinance:

14. Date adopted: (mm/dd/yyyy)

15. Private Storm Drain Inlet Retrofitting Ordinance:

16. Date adopted: (mm/dd/yyyy)

17. Fertilizer Management Ordinance:

18. Date adopted: (mm/dd/yyyy)

19. Status of these ordinances (if not adopted):

20. Method(s) of enforcement (e.g., summons, warnings, additional signs, etc.):

21. Are you distributing the Pet Waste Information Sheets with pet licenses?

Required

Navigation and Status

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

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

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

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

Save Validate Continue

This is still Annual Report Details – Part 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.

2016 Tier A Municipal 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) NJG0150029 MOUNT LAUREL TWP Help | Logout

ANNUAL REPORT DETAILS - PART D

Please be advised, the reporting period for this Tier A MSRP Annual Report is January 1, 2010 through December 31, 2010.

MS4 Outfall Pipe Mapping

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

*2. Date completed: 02/01/2009 (mm/dd/yyyy)

*3. Number of outfalls in municipality: 4623

*4. Number of outfalls mapped: 4623

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: 4523

*3. Number of outfalls found to have an illicit connection during this reporting period: 2

*4. Number of illicit connections eliminated during this reporting period: 2

Street Sweeping Program

*1. Were all required streets swept? Yes

*2. What was the total number of miles swept? 450

Please list the total amount of materials collected for each month since January 1, 2010, and indicate the unit of measurement used to report these materials.

*3. Units: Tons

*4. January: 5

*5. February: 0

*6. March: 5

*7. April: 5

*8. May: 5

*9. June: 5

*10. July: 5

*11. August: 5

*12. September: 5

*13. October: 5

*14. November: 5

*15. December: 5

*16. Total (tons): 55

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

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

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

MS4 Outfall Pipe Mapping;

Illicit Connection Elimination Program;

Street Sweeping Program;

Storm Drain Inlet Retrofitting;

Stormwater Facility Maintenance;

Other 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.

The total of all months is calculated and will display in tons. So if you choose to report in cubic yards, the total will be displayed with the automatic conversion.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

NIDDP Online - Windows Internet Explorer

https://www115ty.state.nj.us/DEP_RSP/OnlineRSP/OnlineRSP.jsp

File Edit View Favorites Tools Help

NIDDP Online

*2. How many storm drain inlets were retrofitted? 37

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

Other 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: 1253

*2. Total number of catch basins inspected: 1253

*3. Total number of catch basins cleaned: 1020

*4. Amount of materials removed from catch basins: 25

*5. Units: Tons

* Required

Navigation and Status

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

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

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

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

Save Validate Continue

This is still Annual Report Details – Part D.

You can see that Parts A, B, and C have already been validated in the Navigation and Status grid.

click

Since all required fields are complete, click validate.

click

Then click continue.

2016 Tier A Municipal 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) NJG0150029 MOUNT LAUREL TWP Help | Logout

ANNUAL REPORT DETAILS - PART E

Please be advised, the reporting period for this Tier A MSRP Annual Report is January 1, 2010 through December 31, 2010.

Outfall Pipe Stream Scouring Remediation

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

For all outfall pipes undergoing remediation through this program, please attach additional page(s) as necessary indicating the location of the outfall pipe (including the alphanumeric identifier), the repair start date and the repair complete date.

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 Municipal Maintenance Yard Operations (including maintenance activities and ancillary operations)? Yes

Equipment and Vehicle Washing

*1. Has your Municipality 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: 03/01/2009 (mm/dd/yyyy)

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

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

This is Annual Report Details – Part E. Part E 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.

2016 Tier A Municipal 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
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	
Annual Report Details - Part F	

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

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

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

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

Done, but with errors on page.

Start | Novell GroupWise - Mailbox | Microsoft PowerPoint - [...] | NJDEP Online - Windo... | 10:10 AM

This is still Annual Report Details – Part E.

click

Notice that No is selected, that annual employee training was not conducted in 2010. 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.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

Version: 4.10
Currently logged in: Shari Shifren (SSHIFREN) NJC0150029 MOUNT LAUREL TWP Help | Logout

ANNUAL REPORT DETAILS - PART F

Please be advised, the reporting period for this Tier A MSRP Annual Report is January 1, 2010 through December 31, 2010.

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. Ensure compliance with RSIS for stormwater management:	No	
4. Comments:		
*5. Municipal stormwater management plan:	No	
6. Comments:		
*7. Municipal stormwater control ordinance:	No	
8. Comments:		
*9. Long term operation and maintenance of BMPs (post construction):	No	
10. Comments:		
*11. Storm drain inlet design standard (post-construction):	No	
12. Comments:		
*13. Local public education program:	No	
14. Comments:		
*15. Storm drain inlet labeling program:	No	
16. Comments:		
*17. Illicit connection elimination program:	No	
18. Comments:		
*19. Street sweeping:	No	
20. Comments:		
*21. Storm drain inlet rebronzing:	No	
22. Comments:		

This is Annual Report Details – Part F, which is the last detail screen for the Tier A Annual Report. Part F 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.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

23. Maintenance of municipally operated stormwater facilities: [No]

24. Comments: [Text area]

25. Outfall pipe stream monitoring: [No]

26. Comments: [Text area]

27. De-icing and sand storage: [Yes]

28. Comments: [Text area]

29. Towing operations: [No]

30. Comments: [Text area]

31. Vehicle maintenance: [No]

32. Comments: [Text area]

33. Good Housekeeping: [No]

34. Comments: [Text area]

35. Vehicle and Equipment Washing: [No]

36. Comments: [Text area]

37. Employee Training: [No]

38. Comments: [Text area]

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 municipality did not conduct an annual employee training.

39. Did your municipality have any incidents of non-compliance? [Yes]

40. Identify the steps being taken to remedy the non-compliance and to prevent such incidents from recurring: [Text area]

Navigation and Status

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

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

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

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

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

This is still Annual Report Details – Part F.

click

Note, that for the de-icing storage requirement that shared 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.

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-E have already been validated. Since all required fields are complete on Part F, 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.

2016 Tier A Municipal Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal in Internet Explorer. The browser address bar displays https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes the NJDEP logo and navigation links. The main content area is titled "ATTACHMENT UPLOAD" and contains the following elements:

- Navigation Menu (Left):** A list of steps from 1 to 12. Step 9, "Attachment Upload", is highlighted with a blue arrow.
- Upload New Attachments Section:**
 - Maximum File Size:** 5 Mb
 - Maximum Files to Upload:** 10
 - Allowed Attachment Types:** pdf,txt,xls,doc
 - Note:** The "Upload" button must be pressed after the files for uploading are specified before the "Continue" button is pressed to advance to the next step in the submittal process.
 - Attachment Table:** A table with columns for *Attachment Name, Description, and *File. Each row has a "Browse..." button next to the *File column. A blue arrow points to the first "Browse..." button.
 - Buttons:** "Upload" and "Continue" buttons are located at the bottom right of the table. A blue arrow points to the "Upload" button, and another points to the "Continue" button.
- Uploaded Attachments Section:** A section titled "Uploaded Attachments" with the text "There are no attachments for uploading at this time."

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.

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.

2016 Tier A Municipal 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) NJG0150029 MOUNT LAUREL TWP Help Logout

Contacts

1. Stormwater Coordinator

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

Insert From Existing Contact(s)... ☐ Save to My Favorite Contacts

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

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

* At least 1 phone number is required.

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

Add Number

* Required

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

Save Continue

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

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.

2016 Tier A Municipal 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) NJG0150029 MOUNT LAUREL TWP Help | Logout

CERTIFICATION - SINGLE APPLICATION - GENERAL

Service ID	Submittal Type	Creation Date	View
34252	Division of Water Quality - MSRP Annual Report - MSRP Annual Report Tier A	03/10/2011	

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 Tier A Municipal Stormwater General Permit No. NJG0150029 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.

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**

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

contact dep | privacy notice | legal statement | accessibility statement

Done, but with errors on page.

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.

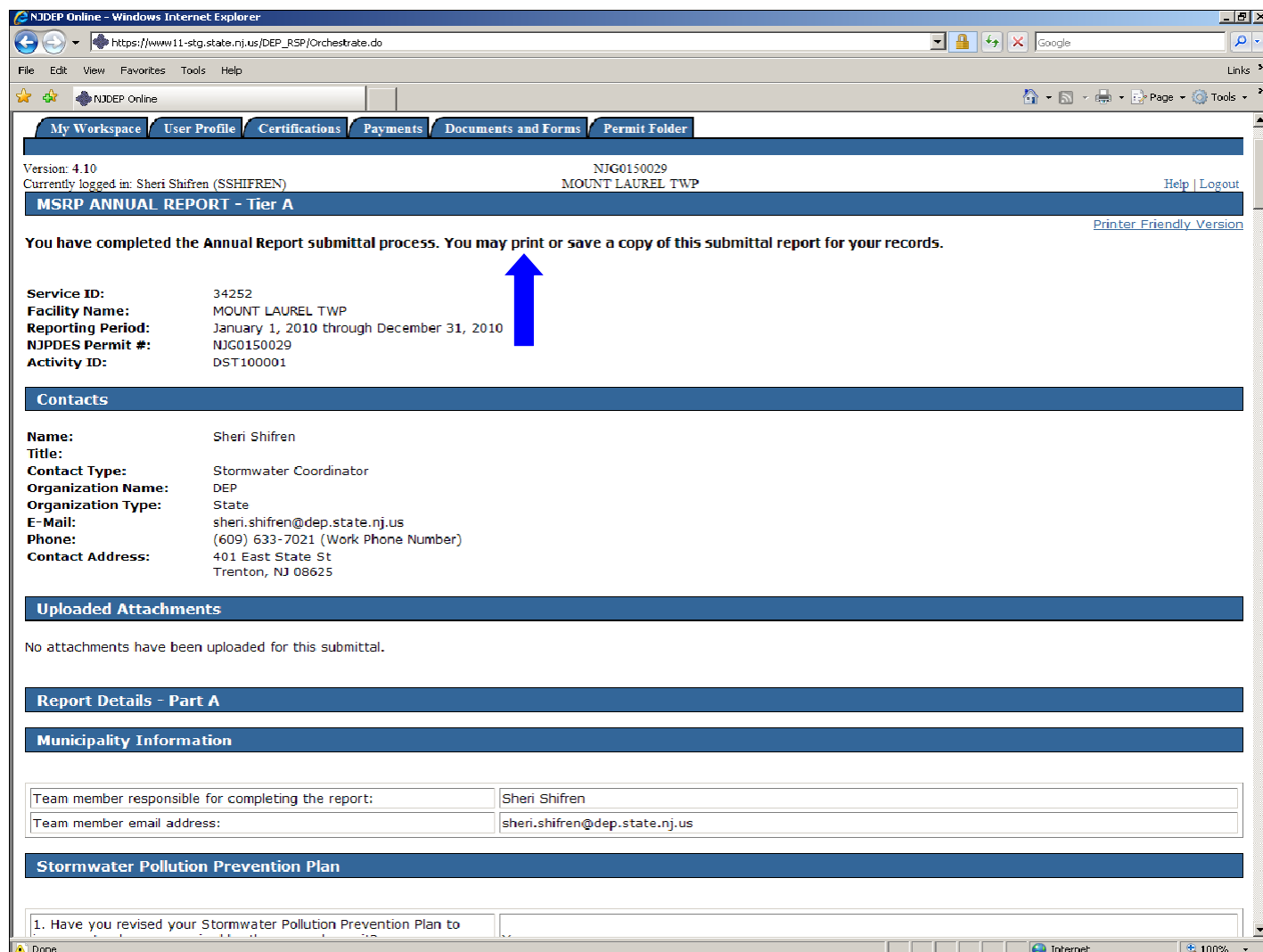
click

Enter your PIN.

click

Click certify.

2016 Tier A Municipal 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) NJG0150029 MOUNT LAUREL TWP Help | Logout

MSRP ANNUAL REPORT - Tier A

[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: 34252
Facility Name: MOUNT LAUREL TWP
Reporting Period: January 1, 2010 through December 31, 2010
NJPDES Permit #: NJG0150029
Activity ID: DST100001

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

Municipality Information

Team member responsible for completing the report:	Sheri Shifren
Team member email address:	sheri.shifren@dep.state.nj.us

Stormwater Pollution Prevention Plan

1. Have you revised your Stormwater Pollution Prevention Plan to

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.

2016 Tier A Municipal 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

35. Vehicle and Equipment Washing: No

36. Comments:

37. Employee Training: No

38. 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 municipality 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: We did employee training December 2009, and January 2011.

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 Tier A Municipal Stormwater General Permit No. NJG0150029 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: 03/15/2011

 [Return](#)

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

department: [njdshome](#) | [aboutdep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)
statewide: [nshome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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.

2016 Tier A Municipal 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

newjersey njdep department of environmental protection

njdep online

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

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

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

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

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

Configure Services

My Facilities/Program Interests

My Services - In Progress

My Services - Submitted

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

<< < 1 2 3 4 5 > >>

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View History Permit
34252	2010 MSRP Annual Report for MOUNT LAUREL TWP	MOUNT LAUREL TWP	MSRP Annual Report Tier A	Submitted	03/10/2011	03/15/2011	

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.

2016 Tier A Municipal 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?initiate=true&orchestrationId=Core-Workspace. The page features a navigation bar with links: njhome, citizen, business, government, services A to Z, and departments. A search bar is also present. Below the navigation bar, there are tabs for "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The "My Workspace" tab is active, showing a version of 4.10 and the user "Sheri Shifren (SSHIFREN)". The "MY WORKSPACE" section includes a "Service Selection" area with a note about access and links for "Division of Water Quality", "Submission Approval Area", and "MSRP Annual Report". There is a "Configure Services" button. Below this are sections for "My Facilities/Program Interests", "My Services - In Progress", and "My Services - Submitted". A note at the bottom of the "My Services - Submitted" section provides contact information for failed submissions. A table at the bottom displays the submitted reports.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View History Permit
34252	2010 MSRP Annual Report for MOUNT LAUREL TWP	MOUNT LAUREL TWP	MSRP Annual Report Tier A	Submission Successful	03/10/2011	03/15/2011	

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.

2016 Tier A Municipal 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) NJG0150029 MOUNT LAUREL TWP 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
Submit an Annual Report and Certification	09/01/2005	01/01/2008 to 12/31/2008	05/02/2009	Late	Awaiting Initial Submission	DST050001
Submit an Annual Report and Certification	09/01/2005	01/01/2009 to 12/31/2009	05/02/2010	Late	Awaiting Initial Submission	DST050001

Annual Reports - In Progress

There are no Annual Reports in-progress at this time.

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

Annual Reports - Submitted

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

Task	Effective Start Date of Permit	Reporting Period	Due Date	Completed Date	Status	Activity ID	Comment	PDF
Annual Report and Certification Received	03/01/2009	01/01/2010 to 12/31/2010	05/02/2011	03/15/2011	On-Time	DST100001	Initial Submission	

[Return to Workspace](#)

department: njdep home | about dep | index by topic | programs/units | dep online
statewide: nhome | citizen | business | government | services & to go | departments | search

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.

click

You may notice that this says 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/dwg/msrp_home.htm

Municipal Program and Public Complexes Case Managers

Case Manager

[Armando Alfonso](#)

[Timothy Ebersberger](#)

[Monique Girona](#)

[Louisa Lubiak](#)

[Titus Magnanao](#)

[Matthew Klewin](#)

[Anthony Washington](#)

Responsibilities

Counties: Camden, Hudson, CSO Communities Statewide

Counties: Atlantic, Cape May, Hunterdon

Counties: Essex, Union, Warren

Highway Agencies: Delaware River and Bay Authority

Counties: Burlington, Cumberland, Gloucester, Salem

Counties: Mercer, Morris, Somerset, Sussex

Highway Agencies: NJDOT (North and South), Delaware River Joint Toll Bridge Authority

Counties: Bergen, Middlesex

Highway Agencies: Burlington County Bridge Commission, Delaware River Port Authority, NJDOT (Ewing and Central Region) Port Authority of NY & NJ, South Jersey Transportation Authority

Counties: Monmouth, Ocean, Passaic

Highway Agencies: Palisades Parkway Commission, Garden State Parkway, NJ Turnpike Authority

Tier A Municipalities

http://www.state.nj.us/dep/dwg/tier_a.htm

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