

Annual Report and Certification Highway Agency Stormwater General Permit

Highway Agency
Information

Highway Agency Name: _____
NJPDES # :NJG _____ PI ID #: _____
Team Member: _____
Date _____ Effective Date of Permit Authorization (EDPA): _____

Stormwater Pollution Prevention Plan

Have you prepared a Stormwater Pollution Prevention Plan that describes your Stormwater Program?

Y () N ()

Does the SPPP include all of the information and items required by the permit (including Attachment A)?

Y () N ()

Is the SPPP signed and dated? Y () N () Date SPPP signed: _____

Is the SPPP retained by your Stormwater Program Coordinator? Y () N ()

Was the SPPP amended since the last annual report? Y () N ()

If so, in general terms, what was amended? _____

Public Notice

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?

Y () N ()

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Post-Construction Stormwater Management in New Development and Redevelopment

Are you ensuring adequate long-term operation and maintenance of BMPs on property that you own or operate? Y () N ()

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? Y () N ()

For major development on property that you own or operate, have you adopted applicable design and performance standards established under N.J.A.C. 7:8 pursuant to Part I, Section F.3.a.i of the permit? Y () N ()

Name and type of written document(s) through which you adopted and require compliance with these standards (for example, resolution, ordinance, regulations, order, or memorandum issued by your governing body, ranking elected official, principal executive officer, or duly authorized official; changes to your policy and/or procedures manual, design manual, and/or stormwater manual): _____

Date you adopted these standards: _____

Status of this document(s) (if these standards not yet adopted): _____

For new development or redevelopment projects that are not grandfathered (i.e., not exempted under N.J.A.C. 7:8-1.6(b)), does the document(s) require completion of the Post-Construction Program Design Checklist for Individual Projects before you approve the project's construction? Y () N ()

For major development on property that you own or operate, are you implementing these standards pursuant to Part I, Section F.3.a.i of the permit? Y () N ()

Date when your adopted standards are in effect: _____

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Local Education Program

Local Public Education Program

Have you developed a Local Public Education Program? Y () N ()

Date development of program completed: _____

Are you providing educational materials at rest areas and service areas along your MS4?

Y () N ()

Storm Drain Inlet Labeling

Have you established a storm drain inlet labeling program? Y () N ()

Have you divided your highway agency into two sectors for the purpose of storm drain inlet labeling?

Y () N ()

If "yes," circle number of sectors labeled to date: 0 1 2

If "no," please check approximate percentage of storm drain inlets labeled to date:

25% 50% 75% 100% other (specify) _____%

Have you developed a long term maintenance plan for the storm drain inlet labels? Y () N ()

Are you implementing your long-term maintenance plan? Y () N ()

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Improper Disposal of Waste

Have you adopted and are you enforcing a:

Improper Disposal of Waste Regulatory Mechanism

Date adopted: _____

Y () N ()

Illicit Connection Regulatory Mechanism Y () N ()

Date adopted: _____

Status of these regulatory mechanisms (if not adopted): _____

Method(s) of enforcement (e.g., agency personnel disciplinary actions, fines, warnings, additional signs, etc.): _____

Do you operate any rest areas and/or service areas along your MS4? Y () N ()

If "yes," have you adopted and are you enforcing a:

Pet Waste Regulatory Mechanism Y () N ()

Date adopted: _____

Wildlife Feeding Regulatory Mechanism Y () N ()

Date adopted: _____

Status of these regulatory mechanisms (if not adopted): _____

Method(s) of enforcement (e.g., fines, warnings, agency personnel disciplinary actions, additional signs, etc.): _____

Litter Pick Up Program

Have you developed a litter pick up program? Y () N ()

Roadside Clean Up Dates

Estimated Amount of Materials Collected

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Illicit Connection Elimination and MS4 Outfall Pipe Mapping

Outfall Pipe Mapping

Number of sectors with MS4 outfall pipes mapped to date (please circle): 0 1 2
 Date first sector completed: _____ Date second sector completed: _____

Illicit Connection Elimination Program

Have you developed an Illicit Connection Elimination program? Y () N ()

Date development of program completed: _____

Have you begun the initial physical inspection of all outfall pipes using the NJDEP Illicit Connection Inspection Report form? Y () N ()

Number of outfalls physically inspected since July 1st of previous year: _____

Number of outfalls found to have dry weather flows during that period: _____

Number of outfalls found to have an illicit connection during that period: _____

Number of Highway Agency's own illicit connections found during that period: _____

Number of such illicit connections eliminated during that period: _____

Number of illicit connections found during that period to emanate from another entity: _____

Number of such illicit connections reported to the NJDEP during that period: _____

(For any outfalls found to have a dry weather flows, a copy of the inspection report shall be submitted with this Annual Report and Certification.)

Provide the following information for each outfall found to have an illicit connection since July 1st of previous year.

Outfall Identifier	Source of Illicit Connection (including whether source is from Highway Agency or another entity)	Date Eliminated, or Reported to NJDEP (indicate which)

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Street Sweeping Program

Have you developed a Street Sweeping Program? Y () N ()

Were all required streets swept? Y () N ()

Did you sweep more than the required streets? Y () N ()

What was the total number of miles swept? _____ miles.

Please list the total amount of materials collected for each month since July 1st of previous year :

July _____

August _____

September _____

October _____

November _____

December _____

January _____

February _____

March _____

April _____

May _____

June _____

If street sweeping was not completed for any of these months, please explain: _____

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Road Erosion Control Maintenance

Have you developed a Roadside Erosion Control Program? Y () N ()

Date development of program completed: _____

Were any areas of road erosion identified? Y () N ()

Attach a sheet identifying the dates of inspections, locations of road erosion and whether repairs have been made.

Roadside Vegetation Management

Have you developed a Roadside Vegetation Management Program? Y () N ()

Date development of program completed: _____

De-icing Material and Sand Storage

Are you currently using an existing permanent structure for de-icing material storage?

Y () N () N/A ()

If a permanent structure is not yet built, is seasonal tarping being used? Y () N () N/A ()

If you answered N/A to the above questions, please explain: _____

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? Y () N () N/A ()

Fueling Operations

Are you implementing Standard Operating Procedures for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations? Y () N () Date SOP in effect: _____

Vehicle Maintenance

Are you implementing Standard Operating Procedures for vehicle maintenance and repair activities at maintenance yard operations? Y () N () Date SOP in effect: _____

Good Housekeeping Practices

Are you implementing Good Housekeeping Practices for all materials or machinery listed in the Inventory Requirements for Maintenance Yard Operations (including maintenance activities and ancillary operations)? Y () N () Date practices are in effect: _____

Employee Training

Did you conduct an annual employee training program for appropriate employees on appropriate topics? Y () N ()

Attach a sheet identifying the date(s) of the training programs.

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Sharing of Responsibilities

For each of the following, indicate if you are relying on another entity to satisfy all or part of any permit requirements. For those you checked "yes," please give additional information on the appropriate Annual Report and Certification form.

Statewide Basic Requirement	Relying on another entity?	
	"yes"	"no"
Public Notice		
Comply with applicable design and performance standards for major development (post-construction)		
Long term operation and maintenance of BMPs (post-construction)		
Storm drain inlet design standard (post-construction)		
Local Public Education Program		
Storm Drain Inlet Labeling Program		
Pet waste regulatory mechanism		
Litter pick up program		
Improper disposal of waste regulatory mechanism		
Wildlife feeding regulatory mechanism		
Outfall pipe mapping		
Illicit connection regulatory mechanism		
Illicit connection elimination program		
Street sweeping		
Storm drain inlet retrofitting		
Stormwater facility maintenance		
Road erosion control		
Outfall pipe stream scouring		
Roadside vegetation management		
De-icing and sand storage		
Fueling operations		
Vehicle maintenance		
Good housekeeping		
Employee Training		

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Annual 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 Highway Agency is in compliance with its stormwater program, Stormwater Pollution Prevention Plan (SPPP) and the NJPDES Highway Agency Stormwater General Permit No. NJ0141887 except for any incidents of noncompliance which are identified herein. For any incidents of noncompliance, the Annual Report identifies the steps being taken to remedy the noncompliance 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.”

Signature _____ **Date** _____

Print or Type Name _____

Print or Type Title _____

WHO MUST SIGN?

Either a principal executive officer or a ranking elected official; or duly authorized representative.

A principal executive officer or ranking elected official may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named individual or a title of a position having overall responsibility for the operation of stormwater facilities or environmental matters, by submitting a letter to the Bureau of Permit Management stating said authority and naming the individual or position. The duly authorized representative is the Stormwater Program Coordinator only if the Coordinator has overall responsibility for the operation of stormwater facilities or environmental matters.