

## **Annual Report and Certification Instructions**

### **Tier B Municipal Stormwater General Permit (NJ0141861)**

To simplify completing and submitting the **2008 Annual Report** the Department has developed a new form that you can complete and save using **Adobe Acrobat 9.1 Reader**. If you do not have Adobe Acrobat Reader 9.1 it can be downloaded for free from the Internet or the Department's web site.

**The Department will only accept the new electronic Annual Report form and will not accept any older electronic or paper forms.** In addition, all Annual Reports must be submitted to the Department as an email attachment to [DWQ-BNPCTierB@dep.state.nj.us](mailto:DWQ-BNPCTierB@dep.state.nj.us).

#### **Filling Out the Form**

- Please complete the Adobe Form in Adobe Reader 9.1.
- Report on what your municipality completed during the **2008 calendar year** (1/1/08-12/31/08).
- There are mandatory fields that must be completed in order to submit the form.
- Dates must be in the following format (MM/DD/YYYY).

#### **Signing the Form (creating a digital signature)**

- At the end of the Annual Report Form "click:" the space to enter a **digital signature**.
- Select the radio button "**New digital ID I want to Create Now**" and next
- Select the radio button "**new PKCS#12 Digital ID file**" and next
- Complete identity information and select next
- Enter and confirm a password and select finish
- Enter the password you just created and select sign
- It will then prompt you to save your pdf Form. **Please save the pdf Form using your municipality's ComCode, an underscore, and the year in which you are submitting the report.**  
**For example**, for Absecon City / Atlantic County, you will save the document as "**0101\_2008.pdf**".

#### **Saving the Form**

- You may save the form at any time by going to "**File**" and selecting "**save as**" even if you have not completed the form.

#### **Submitting the Form**

- To **SUBMIT** the form to the Department click the **SUBMIT** button. Adobe Acrobat will ask you to **SELECT EMAIL CLIENT**. Select **Desktop Email Application** to submit the pdf Form using your default email application such as Microsoft Outlook or Novell Groupwise. If you would like to submit the form using an internet email application such as Yahoo mail or Hotmail, select **Internet Email**.  
This will open up a window requiring you to save the pdf Form to any location on your hard drive or server. Please save the data using your municipality's ComCode, an underscore, and the year in which you are submitting the report.
- If you receive an error message when attempting to submit the Annual Report using the **Desktop Email Application** option, please use the **Internet Email** option.
- **The pdf Form must be sent to the following email address:** [DWQ-BNPCTierB@dep.state.nj.us](mailto:DWQ-BNPCTierB@dep.state.nj.us)
- If you have question or problems completing or submitting the Annual Report please contact your Case Manager at (609) 633-7021

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## Annual Report and Certification Tier B Municipal Stormwater General Permit

Municipality Information

County - Municipality - ComCode - NJPDES Number - PI ID Number - EDPA

Team member responsible for completing report:

Date report completed (MM/DD/YYYY):

The Annual Report reporting period is January 1, 2008 through December 31, 2008.

### Post-Construction Stormwater Management in New Development and Redevelopment

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?

Date your municipality adopted a municipal stormwater management plan:

Status of this plan (if not adopted):

Date your municipality adopted a municipal stormwater control ordinance(s):

Status of this ordinance(s) (if not adopted):

Date the adopted municipal stormwater management plan was submitted to the appropriate county review agency for approval:

Date the adopted municipal stormwater control ordinance was submitted to the appropriate county review agency for approval:

Status of county review:

Effective date of Stormwater Control Ordinance (if Approved or Conditionally Approved and proposed amendments by the review agency were adopted): Ordinance number(s):

If the adopted plan and ordinance(s) are not in effect, what is their current status?

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)?

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

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

If so, 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)?

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?

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)?

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?

If yes, briefly indicate how this being accomplished (e.g., ordinance requiring operation and maintenance by private entity; operation and maintenance by you or other governmental entity):

Have you reexamined your approved municipal stormwater management plan at each reexamination of your master plan in accordance with N.J.A.C. 7:8-4?

Date reexamination report adopted:

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**Local Public Education**

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**Local Public Education Program**

Have you developed a Local Public Education Program?

Date (between January 1, 2008 – December 31, 2008) that your municipality distributed an Educational Brochure to all businesses and residents within your municipality:

Method of Distribution:

Date (between January 1, 2008 – December 31, 2008) that your municipality conducted an Annual Education Event:

Description of the Event:

**Storm Drain Inlet Labeling**

Have you established a storm drain inlet labeling program?

Indicate the percentage or number of sectors labeled to date: \_\_\_\_\_ Other amount: \_\_\_\_\_ %

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

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**Equipment and Vehicle Washing**

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Has your Municipality implemented measures to properly handle the discharge of equipment and vehicle wash wastewater from your municipal maintenance yard operations?

Please indicate which option you implemented to eliminate the unpermitted discharge:

Date the management measure was implemented:

If you have a separate NJPDES permit that authorizes the discharge of equipment and vehicle wash wastewater, include your permit number:

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**Sharing of Responsibilities**

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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 or with the appropriate Annual Report and Certification form (attach sheet if needed).

Statewide Basic Requirement	Relying on another entity?
Ensure compliance with RSIS for stormwater management	
Municipal stormwater management plan	
Municipal stormwater control ordinance	
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	
Equipment and Vehicle Washing	
<b>Incidents of Noncompliance</b>	
For any incidents of noncompliance, identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.	
<b>Annual Certification</b>	
<p>"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.</p> <p>"I certify that the municipality is in compliance with its stormwater program, Stormwater Pollution Prevention Plan (SPPP) and the NJPDES Tier B Municipal Stormwater General Permit No. NJ0141861 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.</p> <p>"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."</p>	
<p><b>Name:</b></p> <p><b>Title:</b></p> <p><b>Date:</b></p> <p><b>Confirm: County - Municipality - ComCode - NJPDES# - PI# - EDPA:</b></p>	
<b>WHO MUST SIGN?</b>	
<p>Either a principal executive officer or a ranking elected official; or duly authorized representative.</p> <p>A principal executive officer or ranking elected official of the municipality 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 municipal stormwater facilities or municipal 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 Municipal Stormwater Program Coordinator only if the Coordinator has overall responsibility for the operation of municipal stormwater facilities or municipal environmental matters.</p> <p><b>Sign:</b></p>	