

## **Annual Report and Certification Instructions Highway Agency Municipal Stormwater General Permit (NJ0141887)**

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-BNPCHighway@dep.state.nj.us](mailto:DWQ-BNPCHighway@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 Atlantic County, you will save the document as "**221489\_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-BNPCHighway@dep.state.nj.us](mailto:DWQ-BNPCHighway@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

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

# Annual Report and Certification Highway Agency Municipal Stormwater General Permit

Highway Agency Information

Highway Agency - 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.

## Stormwater Pollution Prevention Plan

Have you prepared a Stormwater Pollution Prevention Plan?  
Date SPPP was signed:

## 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?

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

For major development on property that you own or operate, are you ensuring compliance with the applicable design and performance standards established under N.J.A.C. 7:8?

Are you ensuring adequate long-term operation and maintenance of stormwater BMPc on property that you own or operate?

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?

Between January 1, 2008 and December 31, 2008 has your Highway Agency begun construction for any new development and/or redevelopment project that meets the definition of major development?

If yes, please attach a New Development Project Summary sheet to this Annual Report and Certification.

## Local Public Education

### Local Public Education Program

Have you developed a Local Public Education Program?  
Date development of program completed:

Are you providing educational materials at rest areas and service areas?

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

Have you established a storm drain inlet labeling program?

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

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

**Improper Disposal of Waste**

Have you adopted and are you enforcing a regulatory mechanism for:

Improper Disposal of Waste Control:

Date adopted:

Illicit Connection Control:

Date adopted:

Status of these regulatory mechanisms (if not adopted):

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

Do you operate any rest areas and/or service areas?

If yes, have you adopted and are you enforcing the following regulatory mechanisms: Pet Waste Control:

Pet Waste Control:

Date adopted:

Wildlife Feeding Control:

Date adopted:

Status of these regulatory mechanisms (if not adopted):

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

**Litter Pick Up Program**

Have you developed a Litter Pick Up Program?

Estimated number of days between January 1, 2008 and December 31, 2008 that litter pick ups were performed:

Estimated amount of materials collected:

**Illicit Connection Elimination and MS4 Outfall Pipe Mapping**

**Outfall Pipe Mapping**

Number of sectors with MS4 outfall pipes mapped to date:

Date first sector completed:

Date second sector completed:

Number of outfalls mapped to date:

**Illicit Connection Elimination Program**

Have you developed an Illicit Connection Elimination program?

Number of outfalls physically inspected between January 1, 2008 – December 31, 2008?

Number of outfalls found to have a dry weather flow during that period:

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

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

Number of illicit connections eliminated during that period:





**Annual Employee Training**

Did you conduct an annual employee training program for appropriate employees on appropriate topics (e.g., police officers trained on ordinances)? List date(s) of employee training:

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

Statewide Basic Requirement	Relying on another entity?
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 regulatory mechanism	
Improper disposal of waste regulatory mechanism	
Wildlife feeding regulatory mechanism	
Outfall pipe mapping	
Illicit connection elimination program	
Street sweeping	
Storm drain inlet retrofitting	
Maintenance of stormwater facilities	
Roadside erosion control	
Outfall pipe stream scouring	
Roadside vegetation management	
De-icing and sand storage	
Fueling operations	
Vehicle maintenance	
Good housekeeping	
Equipment and Vehicle Washing	
Employee Training	

**Incidents of Noncompliance**

For any incidents of noncompliance, identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.

**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 municipality is in compliance with its stormwater program, Stormwater Pollution Prevention Plan (SPPP) and the NJPDES Public Complex Municipal Stormwater General Permit No. NJ0141879 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."

**Name:**

**Title:**

**Date:**

**Confirm: Public Complex - NJPDES# - PI# - EDPA:**

**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 of the Public Complex 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 Public Complex Stormwater Program Coordinator only if the Coordinator has overall responsibility for the operation of stormwater facilities or environmental matters.

**Sign:**