Instructions for Saving and Submitting the

2015 MS4 Tier A Permit Annual Report - Supplemental Questionnaire

1. Once opened, please save the Questionnaire to your computer, using the "Save As" function. This can be done by going to FILE > then Save As… or Shift + Ctrl + S.
2. Complete the Questionnaire.
3. Once you have completed the Questionnaire, use the "Save" function to save your answers to the Questionnaire to your computer. This can be done by going to FILE > then Save or Ctrl + S.
4. The completed and saved Questionnaire must then be uploaded as an attachment, in Part 7, to your Annual Report before the Annual Report is submitted to the Department.
5. To access the Annual Report, open the link to "NJDEP Online Portal" at http://www.nj.gov/dep/dwq/tier_a.htm. In Part 7, you will be asked to complete information regarding the file(s) to be uploaded. Navigate to your saved Questionnaire and then hit the "Upload" button in the lower right section of Part 7. The Annual Report will indicate if the Questionnaire was successfully uploaded. Then click on the "Continue" button and proceed with finalizing your Annual Report.

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Please note that use of Adobe Reader XI is recommended. This free software is available for download at http://get.adobe.com/reader/ . If you have an earlier version of Adobe Reader, please go to the Adobe website at http://tv.adobe.com/watch/acrobat-x-tips-tricks/quick-tip-how-to-save-form-data-in-adobe-reader/ for detailed instructions on how to save your completed Questionnaire.

2015 MS4 Tier A Permit Annual Report - Supplemental Questionnaire

General Information

A. Municipal Information

Municipality:	County:
1. Has the municipality identified the stormwater team in the SPPP? ◯ Yes ◯ No	
2. Municipal Population:	3. Municipal Area (acres/sqm.):

B. Sharing of Responsibilities – Permit Section D1

1. If the municipality shares services, what requirement do the shared services satisfy?

- ☐ Public Notice
- ☐ Post-Construction Stormwater Management in New Development and Redevelopment
- ☐ Local Public Education
- ☐ Improper Disposal of Waste
- ☐ Illicit Connection Elimination and MS4 Outfall Pipe Mapping
- ☐ Solids and Floatable Controls
- ☐ Maintenance Yard Operations
- ☐ Employee Training
- ☐ N/A, there are no shared services

Permit Implementation - Ordinances

A. Ordinances - Permit Sections F5 and F6

1. *Pet Waste Ordinance*
Entity responsible for enforcement:

2. *Litter Ordinance/State Litter Statute*
Entity responsible for enforcement:

3. *Improper Disposal of Waste Ordinance*
Entity responsible for enforcement:

4. *Wildlife Feeding Ordinance*
Entity responsible for enforcement:

5. *Containerized Yard Waste Ordinance/Collection Program*
Entity responsible for enforcement:

6. *Illicit Connection Ordinance*
Entity responsible for enforcement:

7. *Refuse Container/Dumpster Ordinance*
Entity responsible for enforcement:

8. *Private Storm Drain Inlet Retrofitting Ordinance:*
Entity responsible for enforcement:

9a. How many violations of these ordinances were enforced?

9b. Which of the above ordinances had the most violations?

B. Illicit Connection Elimination Program – Permit Section F6

1. During the past calendar year, has the municipality identified any pipes or discharges with unknown owners entering the MS4? ◯ Yes ◯ No
2. If yes, how many?

C. Storm Drain Inlet Retrofitting – Permit Section F7b

Existing storm drain inlets are required to be retrofitted to meet the design standard (contained in Attachment C of the permit) when such inlets are owned or operated by the Tier A Municipality and are in direct contact with repaving, repairing (excluding repair of individual potholes), reconstruction, resurfacing (including top coating or chip sealing with asphalt emulsion or a thin base of hot bitumen), or alterations of facilities owned or operated by the Tier A Municipality. For exemptions to this standard, refer to "Exemptions" in Attachment C.

1. At the completion of the above projects, did all of the storm drain inlets meet this standard? ◯ Yes ◯ No

Permit Implementation - Inventory

A. MS4 Outfall Pipe Mapping – Permit Section F6

1. Which map format is used:
◯ Tax Map ◯ SIIA ◯ Electronic (e.g. AutoCAD, Micro Station, GIS) ◯ USGS Quadrangle ◯ Other

1a. If other, what is the format that the municipality uses?

2. Date of last revision:

3. Is the map updated annually? ◯ Yes ◯ No

4. Has the municipality investigated its MS4 for previously unmapped outfalls? ◯ Yes ◯ No

4a. How many outfalls were found?

5. What percentage of mapped outfalls in the municipality have been visually inspected during the last calendar year?

6. Are the municipality's outfall pipes labelled in the field? ◯ Yes ◯ No

6a. If yes, do the labels match the alphanumeric code in the municipality's map? ◯ Yes ◯ No

7. Does the municipality's map identify outfalls that do not discharge to surface waters? ◯ Yes ◯ No

8. Does the municipality's map identify surface water body names? ◯ Yes ◯ No

9. Does the municipality's map identify streets? ◯ Yes ◯ No

10. Does the municipality's map identify blocks and lots? ◯ Yes ◯ No

11. Does the municipality's map identify MS4 conveyance systems (pipes, swales, ditches)? ◯ Yes ◯ No

12. Does the municipality's map identify other stormwater facilities? ◯ Yes ◯ No

12a. Please identify other stormwater facilities noted on the map (select as many as apply):

- ☐ Bioretention Systems
- ☐ Dry Wells
- ☐ Grass Swales
- ☐ Manufactured Treatment Devices (MTDs)
- ☐ Rooftop Vegetated Cover
- ☐ Vegetative Filters
- ☐ Retrofitted Storm Drain Inlets
- ☐ Constructed Stormwater Wetlands
- ☐ Extended Detention Basins
- ☐ Infiltration Basins
- ☐ Pervious Paving Systems
- ☐ Sand Filters
- ☐ Wet Ponds

13. Does the municipality's map identify areas with scour, erosion, and/or flooding and drainage control issues?
◯ Yes ◯ No

B. Storm Drain Inlet Labeling – Permit Section F4b

1. How many labels have been replaced or repainted during the past calendar year to ensure legibility?

Permit Implementation - Inventory

A. Stormwater Facility Inspection and Maintenance – Permit Section F7c

Stormwater facilities include, but are not limited to, catch basins, extended detention basins, low flow bypasses, underground detention, dry wells, manufactured treatment devices, pervious paving, riparian buffers, infiltration basins/ trenches, sand filters, constructed wetlands, wet ponds, bioretention, rooftop vegetated cover, vegetative filters, and stormwater conveyance systems. Stormwater facility inventories that indicate the type, function, and location of the facility must be kept onsite and available for inspection or upon request in a format provided by the Department. The format is available as SPPP Form 13 at: http://www.nj.gov/dep/dwq/pdf/Tier_A/A%20-%20pdf%206.pdf

1. Does the municipality's stormwater maintenance program include the following:

1a. An inventory of facilities? ☐ Yes ☐ No
1b. An inspection schedule? ☐ Yes ☐ No
1c. A maintenance schedule? ☐ Yes ☐ No
1d. An inspection log noting when inspections were conducted? ☐ Yes ☐ No
1e. A maintenance log noting any maintenance performed on individual facilities? ☐ Yes ☐ No

2. Does the municipality inspect stormwater facilities that are not owned by the municipality? ☐ Yes ☐ No

2a. Does the municipality review maintenance logs for stormwater facilities that are not owned by the municipality?
☐ Yes ☐ No

3. During the past calendar year, how many stormwater facilities (excluding catch basins) were repaired?

4. During the past calendar year, how many stormwater facilities (excluding catch basins) were cleaned?

B. Stormwater Facility Inspection and Maintenance – Permit Section F7c

1. Does the municipality have a stormwater outfall pipe scouring detection, remediation, and maintenance program?
☐ Yes ☐ No

2. How many instances of scour has the municipality found during the past calendar year?

Permit Implementation - Inventory

A. De-icing Material and Sand Storage – Permit Section F8a

1. What type of de-icing material does the municipality use (select as many as appropriate)?

☐ Sodium Chloride
☐ Calcium Chloride
☐ Potassium Acetate
☐ Brine Solution
☐ Unknown
☐ Other (if other, please specify):

B. Equipment and Vehicle Washing – Permit Section F8b

1. Does the municipality utilize an underground storage tank for managing vehicle wash wastewater? ☐ Yes ☐ No

2. Which of the following options does the municipality use to manage vehicle wash wastewater? (select all that apply)

- ☐ Vehicle wash reclaim system
- ☐ Capture and haul system
- ☐ Discharge to sanitary sewer
- ☐ Discharge to groundwater
- ☐ Washed off site
- ☐ Do not wash vehicles

Permit Implementation – Stormwater Management – Permit Section F3

Note: This portion of the annual report should be completed by a person knowledgeable in post-construction stormwater management project review and approvals.

1. Name of person completing this section:
2. Title of person completing this section:

A. Municipal Stormwater Management Plan (Plan)

1. Most recent date of re-examination of municipal master plan:
2. Does the plan identify and address water bodies of concern (listed on Impaired Water Bodies List, TMDL, high quality water, existing erosion)? ◯ Yes ◯ No
3. Does the plan identify and address areas of inadequate drainage? ◯ Yes ◯ No
4. Does the plan include programs or BMPs and associated timeframes specifically addressing these impairments or pollutants? ◯ Yes ◯ No
5. Does the plan identify how to incorporate future development pressures on the existing stormwater management infrastructure? ◯ Yes ◯ No
6. Are mitigation projects listed in the municipality's mitigation plan? ◯ Yes ◯ No ◯ No mitigation plan

B. Stormwater Control Ordinance

1. What is the ordinance's definition of major development?
2. Has the municipality adopted a new stormwater control ordinance during the past year? ◯ Yes ◯ No
3. If yes, did the municipality send the adopted municipal stormwater control ordinance to the appropriate county review agency for approval? ◯ Yes ◯ No

C. Review of Major Development for Stormwater Management

1. Did the municipality have any agricultural development projects that were granted exemptions under the Right to Farm Act? ◯ Yes ◯ No
2. Do any municipal ordinances promote the use of nonstructural strategies? ◯ Yes ◯ No ◯ Unknown
3. Does the municipality hold pre-application meetings to discuss incorporation of nonstructural strategies for individual projects? ◯ Yes ◯ No
4. Does the municipality allow infiltration BMPs to infiltrate during the 2, 10, or 100 year storm events for quantity control? ◯ Yes ◯ No
5. Does the municipality conduct municipal inspections of sites both during and after the construction is completed to ensure that BMPs function as designed? ◯ Yes ◯ No

D. Inventory and Maintenance

Stormwater facility inventories that indicate the type, function, and location of the facility must be kept onsite and available for inspection or upon request in a format provided by the Department. The format is available as SPPP Form 13 at: http://www.nj.gov/dep/dwq/pdf/Tier_A/A%20-%20pdf%206.pdf.

1. Did the municipality update its map and inventory to include newly approved projects constructed within the last calendar year? ◯ Yes ◯ No

2. How many infiltration BMPs were approved during the past calendar year?

3. How many subsurface infiltration basins have been constructed during the past calendar year?

3a. How many of these subsurface infiltration basins were inspected during construction in the past calendar year?

3b. Did the final inspection include the following? Mark all that apply:

- ☐ Permeability test
- ☐ Visual inspection
- ☐ Check for drain down time
- ☐ Unknown

4. Select the methods the municipality uses to ensure that stormwater facilities that are **not owned** by the municipality will be properly maintained:

- ☐ Maintained by municipality
- ☐ Inspections
- ☐ Homeowners associations
- ☐ Shared services
- ☐ Fees
- ☐ Surety bonds
- ☐ Other

4a. If other, what are the methods for ensuring stormwater facilities are maintained?

5. In the past calendar year, has the municipality reviewed and approved any major residential developments that place an individual property owner as the responsible entity for the maintenance of any stormwater management facility(ies) that receive drainage from multiple parcels? ◯ Yes ◯ No

E. Stormwater Management Training

1. Have any of the current members of the planning or zoning board taken any NJDEP provided training for board members on the Stormwater Management rules? ◯ Yes ◯ No ◯ Unknown

2. Have the municipality's inspector(s) for stormwater management taken any of the following classes:

2a. Stormwater Management and BMPs for Engineers through Rutgers University or NJDEP : ◯ Yes ◯ No ◯ Unknown

2b. Municipal Engineering Construction Inspection Program, Part 1 through Rutgers University: ◯ Yes ◯ No ◯ Unknown

2c. Municipal Engineering Construction Inspection Program, Part 2 through Rutgers University: ◯ Yes ◯ No ◯ Unknown

2d. Soils & Site Evaluation for Septic Disposal Systems & Stormwater BMPs through Rutgers University:
◯ Yes ◯ No ◯ Unknown

2e. Other stormwater training classes:

3. How many construction inspectors for stormwater management does the municipality have?

4.	How many operation and maintenance inspectors for stormwater management does the municipality have?
5.	How many plan reviewers for stormwater management does the municipality have?
6.	How many municipal engineers/stormwater plan reviewers have taken the NJDEP Stormwater Management and BMP Manual course offered through Rutgers University or NJDEP?

Education

A. Annual Employee Training – Permit Section F9

1. Is the municipality maintaining a record of the dates on which employees have received training? ☐ Yes ☐ No
2. Type of training media on those dates: ☐ Video ☐ Mentoring ☐ Vendor Training

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