

## **Annual Report and Certification Instructions**

### Tier A Municipal Stormwater General Permit (NJ0141852)

To simplify completing and submitting the 2009 Annual Report the Department has developed a new form that you can complete and save using the latest edition of Adobe Reader. If you do not have the latest edition of Adobe Reader, 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-BNPCTierA@dep.state.nj.us](mailto:DWQ-BNPCTierA@dep.state.nj.us).

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

- Please complete the Adobe Form in the latest edition of Adobe Reader. (You may have to uninstall an older version of Adobe Reader, and reinstall the latest edition, for the document to open in the latest edition.)
- Report on what your municipality completed during the **2009 calendar year** (1/1/09-12/31/09).
- 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\_2009.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-BNPCTierA@dep.state.nj.us](mailto:DWQ-BNPCTierA@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 A Municipal Stormwater General Permit

### Municipality Information

- County - Municipality - ComCode - NJPDES Number - PI ID Number – EDPA
- Team member responsible for completing report:
- Email Address:
- Date report completed (MM/DD/YYYY):
- The Annual Report reporting period is January 1, 2009 through December 31, 2009.

### Stormwater Pollution Prevention Plan

- Have you revised your Stormwater Pollution Prevention Plan to incorporate changes required by the renewal permit?
- Date SPPP was revised:

### 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

- 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 yes, 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)?
- If yes, did you submit a written report to the county review agency and Department describing the variance or exemption and the required mitigation?  
If yes, attach a copy of the report(s) to this Annual Report and Certification.
- 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?



**MS4 Outfall Pipe Mapping**

- Have you completed the MS4 outfall pipes mapping?
- Date completed:
- Number of outfalls in municipality:
- Number of outfalls mapped:

**Illicit Connection Elimination Program**

- Have you completed an illicit connection inspection for all outfalls?
- Total number of outfalls physically inspected:
- Number of outfalls found to have an illicit connection:
- Number of illicit connections eliminated:

**Street Sweeping Program**

- Were all required streets swept?
- What was the total number of miles swept? Miles
- Please list the total amount of materials collected for each month since January 1, 2009:

Month	Amount (Tons/Cubic Yards)	Month	Amount (Tons/Cubic Yards)	Month	Amount (Tons/Cubic Yards)
January		May		September	
February		June		October	
March		July		November	
April		August		December	

Total:

Units:

- If reporting zero (0) for a month above, please explain:

**Storm Drain Inlet Retrofitting**

- Were all storm drain inlets in direct contact with repaving, repairing, reconstruction or alterations retrofitted or replaced to meet the standard?
- How many storm drain inlets were retrofitted?

**Stormwater Facility Maintenance**

(Stormwater facilities include, but are not limited to, catch basin, detention basins, filter strips, riparian buffers, infiltration trenches, sand filters, constructed wetlands, wet basins, bioretention systems, low flow bypasses and stormwater conveyances.)

- Have you developed a Stormwater Facility Maintenance Program?

**Catch Basins:**

- Total number of catch basins that you operate:
- Total number of catch basins inspected:
- Total number of catch basins cleaned:
- Amount of materials removed from catch basins:

**Other Stormwater Facilities:**

- Were all stormwater facilities that you operate inspected?
- Were any found to be in need of cleaning or repair in order to function properly?
- Was the cleaning performed?
- Were repairs made?  
Describe repair(s) or schedule for repair(s).

**Outfall Pipe Stream Scouring Remediation**

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

- Do you have a permanent structure for de-icing material storage?
- 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?

**Fueling Operations**

- Are you implementing Standard Operating Procedures for vehicle fueling and receiving of bulk fuel deliveries at maintenance yard operations?

**Vehicle Maintenance**

- Are you implementing Standard Operating Procedures for vehicle maintenance and repair activities at maintenance yard operations?

**Good Housekeeping Practices**

- 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)?

**Equipment and Vehicle Washing**

- 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:

**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).

<b>Statewide Basic Requirements</b>	<b>Relying on another entity?</b>
Public notice	
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	
Illicit connection elimination program	
Street sweeping	
Storm drain inlet retrofitting	
Maintenance of municipally operated stormwater facilities	
Outfall pipe stream scouring	
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 Tier A Municipal Stormwater General Permit No. NJ0141852 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:
- Email:
- Date:
- Confirm: County - Municipality - ComCode - 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 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.

- Sign: