

Municipal Stormwater Regulation Program



Annual Report Submission
Through
New Jersey State
Regulatory Service Portal
(RSP)



Hello and welcome to the Municipal Stormwater Regulation Program Annual Report Submission through the New Jersey Regulatory Service Portal (RSP) Training.

Originally the Annual Reports were paper forms that were mailed in, then Word fill out forms submitted electronically through email, and the last two years they were Adobe pdf forms submitted electronically through email. We now have a new online form that will be submitted through the State's RSP.

We will be going step by step through the Annual Report completing a Tier B Annual Report.

You will see as we go along that it's an improvement and has many benefits for the user as well as the Department. This online submittal process is also consistent with the Department's continuous improvement process and transformational goals.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

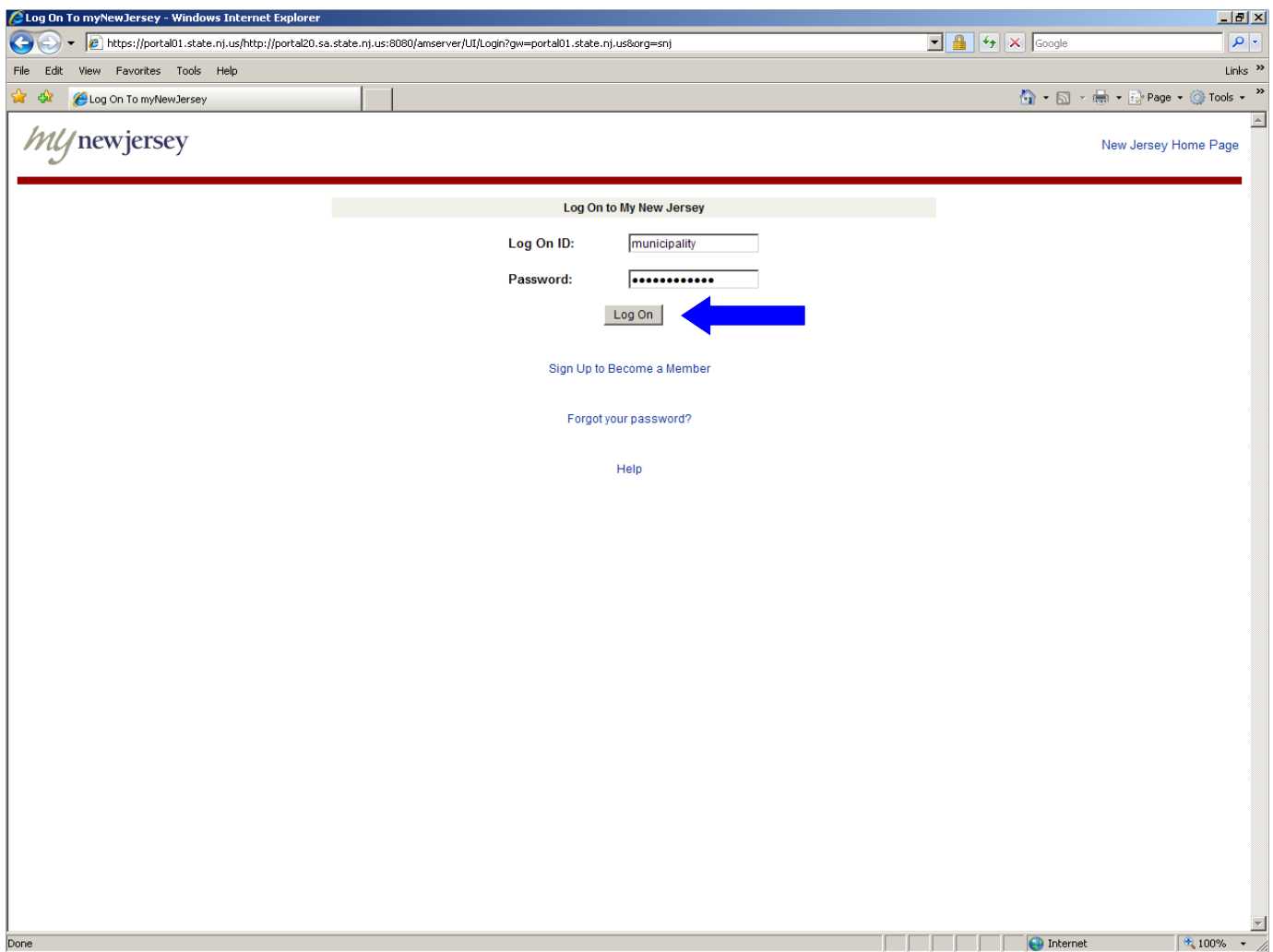


After you have a My New Jersey Account set up and linked to DEP Online (which was instructed during the first presentation), you can then use the New Jersey State Home Page to access your account.

Click

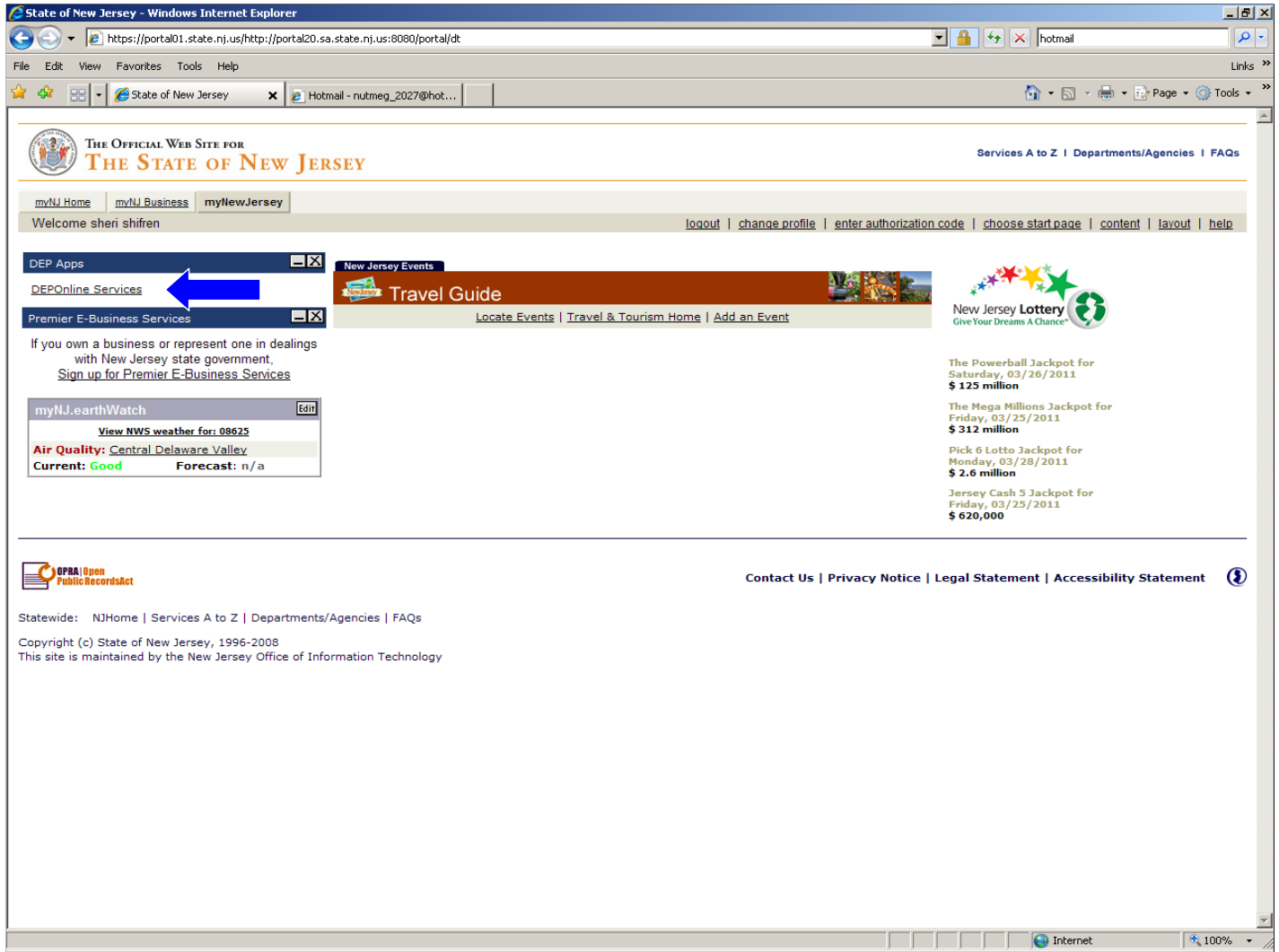
You want to click login on the top left of the screen under the Home tab.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation



We are now on the log on screen.
Enter your log on ID and password.
Click
Then click log on.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

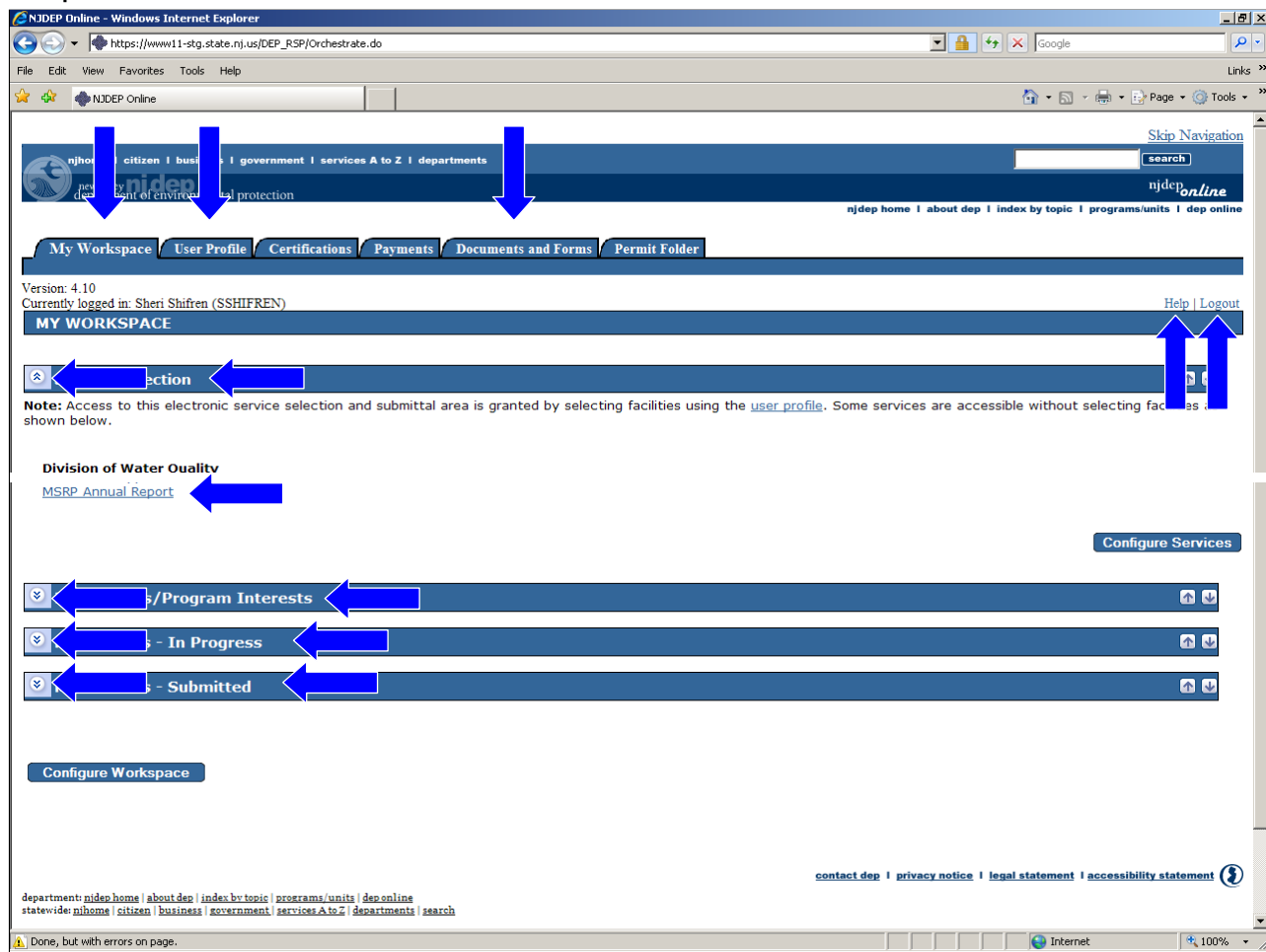


You are now logged onto My New Jersey.

click

You want to click on DEP Online Services on the left side of the screen under the DEP Apps tab.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation



Click

You are now logged on to the DEP Online Service Portal and located in My Workspace.

In My Workspace, you will have a Tab for:

Click

Service Selection,

Click

which should have the Division of Water Quality, Municipal Stormwater Regulatory Program (MSRP) Annual Report because we added it during the first presentation;

Click

My Facilities/Program Interests, this is where we will add your municipality;

click

My Services – In Progress, this is where your annual reports will show up if you have started them, but have not submitted them; and

click

My Services – Submitted, this is where your annual reports will show up if you have submitted them.

click

By clicking on the arrows, all of these tabs can be minimized or maximized. Service Selection is currently maximized showing all the services under this tab. My Facilities/Program Interests, My Services – In Progress, and My Services – Submitted, are all minimized showing only the tab heading. This is a convenient tool for a consultant who may be filling out Annual Reports for multiple municipalities.

click

Every screen in the RSP will have a help button. Clicking on the help button will display more specific information for that particular screen.

click

Every screen in the RSP will also have a Logout button.

click

In addition to the My Workspace tab on top, you may need to access the User Profile tab, and the Documents and Forms tab. The Certifications, Payments, and Permit Folder tabs are not applicable to the Municipal Stormwater Annual Report Submission.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer
https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-UserProfile-EditPersonalInformation

njhome | citizen | business | government | services A to Z | departments

njdep
new jersey
department of environmental protection

njdep online
njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Edit Personal Info | Change Password | Request Cert PIN | Edit Facility Selection | Favorite Contacts | Security Administration

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) [Help](#) [Logout](#)

EDIT PERSONAL INFORMATION

Note: Changing your current e-mail address on the portal will reset your certification PIN if you have one.

Current Address

Name: Sheri Shifren
Title: sher_i.shifren@dep.state.nj.us
E-Mail: NJDEP
Organization: State
Address: 401-02B
PO Box 420
401 East State Street
Trenton (Mercer)
New Jersey
08625
City:
State:
Zip:

New Address

*** First Name:** Sheri
Middle Initial:
*** Last Name:** Shifren
Title:
*** E-Mail Address:** sher_i.shifren@dep.state.nj.us
*** Confirm E-Mail:** sher_i.shifren@dep.state.nj.us
Organization Name: NJDEP
Organization Type: State

Address Line 1: 401-02B
Address Line 2: PO Box 420
Address Line 3: 401 East State Street
City: Trenton (Mercer)
State: New Jersey
Zip: 08625

Contact Numbers

Phone Number	Type	Remove	Edit
6096337021	Work Phone Number		

Clicking a column title will sort the table by that column.

Add Contact Number

License Numbers

You do not have any contact license numbers. Click 'Add License Number' to add one.

Add License Number

Save **Clear** **Go To My Workspace**

department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

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Department of Environmental Protection
P.O. Box 402
Trenton, NJ 08646-0402

contact dep | privacy notice | legal statement | accessibility statement

You are now under User Profile tab, on the Edit Personal Information screen.

click

You can also Change your password, request a certification PIN, edit your facility, and add favorite contacts under the User Profile tab. You will not need to use Security Administration because you do not have Administrative Rights.

click

If you make changes click on Save.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Documents

File Edit View Favorites Tools Help

NJDEP Online

Search

njhome | citizen | business | government | services A to Z | departments

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace **Documents and Forms** Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) Help | Logout

DOCUMENTS AND FORMS

Air Program

Periodic Compliance Certification	HTML	PDF	Word	Excel
Periodic Compliance Certification Spreadsheet				
Periodic Compliance Certification Instructions				

General Permits

	HTML	PDF	Word	Excel
General Procedures for General Permits				
General Permit Requirements for Bulk Solid Materials Receiving and Storage Systems (GP-001)				
General Permit Requirements for Confined Abrasive Blasting Equipment (GP-002)				
General Permit Requirements for Woodworking Equipment (GP-003)				
General Permit Requirements for Storage and Transfer of Service Station Fuels at Gasoline Dispensing Facilities (GP-004)				
General Permit Requirements for Emergency Generator (GP-005)				
General Permit Requirements for Boilers Less Than 10 Million BTU/Hr (GP-006)				
General Permit Requirements for Boilers and Heaters Less Than 10 Million BTU/Hr (GP-006A)				
General Permit Requirements for Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs) (GP-007)				
General Permit Requirements for Site Remediation Activities for Gasoline Contamination at Vehicle Fueling Stations (GP-008)				
General Permit Requirements for Boiler(s) And Other Indirect Fired External Combustion Equipment [≥ 10 MMBTU/hour and < 50 MMBTU/hour] (GP-009)				
General Permit Requirements for Non-HAP VOC Solvent Degreasing Operations (GP-010)				
General Permit Requirements for Methylene Chloride or 1,1,1 Trichloroethane Solvent Degreasing Operations (GP-011)				
General Permit Requirements for Perchloroethylene Drycleaning Equipment (GP-012A)				
General Permit Requirements for Perchloroethylene Drycleaning Equipment (GP-012A)				

Division of Water Quality

Dental Waste Registration - New	HTML	PDF	Word	Excel
Dental Amalgam Waste Terms and Conditions				

Dental Waste Registration - Renewal

	HTML	PDF	Word	Excel
Dental Amalgam Waste Terms and Conditions				

NJPDES Monitoring Reports (DMRs, WCRs, RTRs)

	HTML	PDF	Word	Excel
About NJPDES EDI				
EDI Registration/Agreement				
NJPDES EDI Reference Manual				

Stormwater Construction General Authorization

	HTML	PDF	Word	Excel
Construction Activities (5G3)				

Enforcement

Self Audit	HTML	PDF	Word	Excel
Stewardship Spreadsheet				
Multi-Profile Spreadsheet				
SRP CEA Monitoring Spreadsheet				

Facility Security Administration

Facility Security Administration	HTML	PDF	Word	Excel
Responsible Official Request Form (SRP-001 For Underground Storage Tank - UST only)				
Facility Administrator Request Form				
Facility Administrator Request Form for Water Supply				
Facility Security Administration for Water Supply Diversion and Water Utilization Reports				

Right to Know and Pollution Prevention Program

Release and Pollution Prevention Report and Pollution

click

You are now under the Documents and Forms tab.

In addition to our website, our training materials for completing and submitting the Annual Report will be located here under the Division of Water Quality. This information may help while completing the form.

click

Click on the My Workspace tab on the top left of the screen to go back to My Workspace.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

NJDEP Online

Skip Navigation

njhome | citizen | business | government | services A to Z | departments

newjersey njdep department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Division of Water Quality
[MSRP Annual Report](#)

My Facilities/Program Interests

Note: You may add facilities by clicking the "Add Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.

Add Facilities

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

You do not have any "In Progress" Services.

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

You do not have any "Submitted" Services.

You are now back at My Workspace.

click

Click on add facilities to add your municipality to your profile.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online interface in a Windows Internet Explorer browser. The page title is "NJDEP Online - Windows Internet Explorer" and the address bar shows "https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do". The browser's status bar at the bottom indicates "Done, but with errors on page." and "Internet" connectivity.

The page features a navigation bar with links: [njhome](#), [citizen](#), [business](#), [government](#), [services A to Z](#), and [departments](#). A search bar is located on the right. Below this is a "Skip Navigation" link and the "njdep online" logo.

The main navigation menu includes: [My Workspace](#), [User Profile](#), [Certifications](#), [Payments](#), [Documents and Forms](#), and [Permit Folder](#). Below this menu are links for [Edit Personal Info](#), [Change Password](#), [Request Cert PIN](#), [Edit Facility Selection](#), [Favorite Contacts](#), and [Security Administration](#).

The page indicates the version is 4.10 and the user is logged in as Sheri Shifren (SSHIFREN). A "Help | Logout" link is in the top right.

The "FACILITY SEARCH" section is highlighted. It includes a "Please Note" box stating: "You may click on a previously visited page (above) to navigate back to it." A blue arrow points from this note to the "2 - Select Facilities" link in the left sidebar.

The "FACILITY SEARCH" instructions state: "Users adding NJPDES Permits to their profile should do so by selecting the 'Water Quality' value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the 'Facility ID' field and click on the Search button."

The "Pick the search you want to perform:" section has four radio button options:

- ☐ Retrieve only those facilities that match the search criteria
- ☐ Retrieve the sites and all of the site's facilities that match the search criteria
- ☒ Retrieve NJPDES Permit Numbers
- ☐ Retrieve the facilities that are associated with an Alternate ID

Below this is an "Optional) Select NJDEP Program:" dropdown menu.

The "Enter either a Facility ID or a Facility Name:" section has two input fields:

- Facility ID:** The input field contains "NJG0000000". A blue arrow points to this field. To the right of the field is the text "(For NJPDES Facilities Use The NJPDES Permit Number)".
- Facility Name:** An empty input field.

At the bottom right of the search section are "Search" and "Cancel" buttons. A blue arrow points to the "Search" button.

The footer contains links for [contact dep](#), [privacy notice](#), [legal statement](#), [accessibility statement](#), and an information icon. It also includes copyright information: "Copyright © State of New Jersey, 1996-2004. Department of Environmental Protection. P.O. Box 402. Trenton, NJ 08625-0402. Last Updated: June 24, 2004."

To add your municipality to your profile, we recommend using your NJPDES permit number to ensure that you add your municipality's MS4 stormwater permit and not another permit that your municipality may have with the State.

click

Select retrieve NJPDES Permit Numbers, and enter your NJPDES Permit number under Facility ID.

click

Click search.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal in Internet Explorer. The browser address bar displays https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes navigation links like [njhome](#), [citizen](#), [business](#), [government](#), [services A to Z](#), and [departments](#). The main navigation bar features tabs for **My Workspace**, **User Profile**, **Certifications**, **Payments**, **Documents and Forms**, and **Permit Folder**. Below these tabs are links for [Edit Personal Info](#), [Change Password](#), [Request Cert PIN](#), [Edit Facility Selection](#), [Favorite Contacts](#), and [Security Administration](#). The user is logged in as Sheri Shifren (SSHIFREN). The main content area is titled **FACILITY SEARCH RESULTS** and contains a table with the following data:

Facility	Facility ID	NJPDES Number	County	Municipality
<input checked="" type="checkbox"/> LEBANON TWP	203093	NJG0148041	Hunterdon	Lebanon Twp

Below the table, there is a **Clear/Check All** button and an **Add Selected Facilities** button, which is highlighted by a blue arrow. The footer of the page includes copyright information for the State of New Jersey, 1996-2004, and a last updated date of June 24, 2004.

Your municipality will appear.

click

Check your municipality.

click

Click add selected facilities.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer
https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

NJDEP Online

njhome | citizen | business | government | services A to Z | departments

newjersey **njdep** department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Division of Water Quality
[MSRP Annual Report](#)

Configure Services

My Facilities/Program Interests

Note: You may add facilities by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
LEBANON TWP	NJG0148041	Water Quality	Individual With Direct Knowledge				

Clicking a column title will sort the table by that column.

Add Facilities

My Services - In Progress

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

Done Internet 100%

click

At this point, you will only have your municipality under My Facilities/Program Interests.

click

Now that your municipality is added to your profile, click on MSRP Annual Report, under Service Selection.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=NJDEP-MSRP-AnnualReport&service_category_id=3&service_class_id=145

File Edit View Favorites Tools Help

NJDEP Online

Skip Navigation

njhome | citizen | business | government | services A to Z | departments

newjersey njdep department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) Help | Logout

PERMIT SELECTION

Please select the permit that you would like to submit this annual report for:

Select Permit	Facility Name	Program Interest ID	Discharge Category	NJPDES ID	Municipality	County
<input checked="" type="radio"/>	LEBANON TWP	203093	R10	NJG0148041	Lebanon Twp	Hunterdo
<input type="radio"/>	MOUNT LAUREL TWP	197718	R9	NJG0150029	Mount Laurel Twp	Burlingto

Return to Workspace Continue

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

department: njdep home | about dep | index by topic | programs/units | dep online
statewide: njhome | citizen | business | government | services A to Z | departments | search

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Department of Environmental Protection
P.O. Box 402
Trenton, NJ 08625-0402
Last Updated: June 24, 2004

contact dep | privacy notice | legal statement | accessibility statement

Done, but with errors on page. Internet 100%

You are now on the permit selection screen. If you only have one facility added to your profile, it will skip this screen and go straight to the Permit Submittal Screen. If you have multiple facilities in your profile, you will be directed here to pick the facility for which to complete the annual report.

click

Click on your municipality.

click

Click continue.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) NJG0148041 LEBANON TWP Help | Logout

PERMIT SUBMITTAL REQUIREMENTS

Available Annual Reports

In the Task column below, please click on the Annual Report you would like to submit.

Task	Effective Start Date of Permit	Reporting Period	Due Date	Status	Comment	Activity ID
Submit an Annual Report and Certification	09/01/2005	01/01/2008 to 12/31/2008	07/01/2009	Late	Awaiting Initial Submission	DST050001
Submit an Annual Report and Certification	03/01/2009	01/01/2009 to 12/31/2009	07/01/2010	Late	Awaiting Initial Submission	DST100001
Submit an Annual Report and Certification	09/01/2005	01/01/2009 to 12/31/2009	07/01/2010	Late	Awaiting Initial Submission	DST050001
Submit an Annual Report and Certification	03/01/2009	01/01/2010 to 12/31/2010	07/01/2011	Late	Awaiting Initial Submission	DST100001

Annual Reports - In Progress

There are no Annual Reports in-progress at this time.

To display the Submitted Annual Reports, click the arrows below.
To hide them, click the arrows again.

☒ **Annual Reports - Submitted**

[Return to Workspace](#)

You are now on the Permit Submittal Requirements screen. Again, if you only have one facility in your profile and you select MSRP Annual Report under Service Selection, you will be directed straight to this page.

You will have an Annual Report and Certification for each year forward starting with this year's Annual Report and ending with the last Annual Report under the effective permit.

There are three tabs on this screen:

Available Annual Reports, this is the annual reports that have not been started;

Annual Reports – In Progress, these annual reports have been started, but not submitted; and

Annual Reports – Submitted, these annual reports have been submitted.

click

When selecting the Annual Report that you want to complete and submit, check the reporting period to ensure you are reporting for the correct dates.

click

You will also want to check the due date corresponding with each annual report.

click

To start the annual report click on submit an annual report and certification for the appropriate year.

2011 Tier B Municipal Stormwater Annual Report

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN)
NJ00148041
LEBANON TWP

ANNUAL REPORT DETAILS - PART A

Please be advised, the reporting period for this Tier B MSRP Annual Report is January 1, 2010 through December 31, 2010.

Municipality Information

Team member responsible for completing the report: Sheri Shifren
Team member email address: sheri.shifren@dep.state.nj.us

Post-Construction Stormwater Management in New Development and Redevelopment

1. 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? Yes

2. Did your municipality adopt a municipal stormwater management plan? Yes

3. Most recent date your municipality adopted a Municipal Stormwater Management Plan: 03/01/2005 (mm/dd/yyyy)

4. Status of this plan: [Grayed out]

5. Did your municipality adopt a municipal stormwater control ordinance? Yes

6. Most recent date your municipality adopted a municipal stormwater control ordinance: 03/01/2006 (mm/dd/yyyy)

7. Status of this ordinance: [Grayed out]

8. Did you submit the adopted municipal stormwater management plan to the appropriate county review agency for approval? Yes

9. Most recent date the adopted municipal stormwater management plan was submitted to the appropriate county review agency for approval: 03/01/2005 (mm/dd/yyyy)

10. Did you submit the adopted municipal stormwater control ordinance to the appropriate county review agency for approval? Yes

11. Most recent date the adopted municipal stormwater control ordinance was submitted to the appropriate county review agency for approval: 03/01/2006 (mm/dd/yyyy)

12. Status of county review: Approved

13. Did the municipality adopt the review agency's proposed amendments and resubmit to the county review agency? [Grayed out]

At this point, you have already selected your permit, and the appropriate annual report. Now you are ready to start completing the Annual Report. This section of the service is considered the activity detail screens. Tier B has 3 activity detail screens.

click

This first screen is Annual Report Details - Part A. Part A incorporates the following sections: Municipality Information, which is who is filling out the report and their email address; and Post-Construction Stormwater Management in New Development and Redevelopment.

click

At the top of all detail screens, you will see the reporting year.

click

The left hand side of the screen shows your progress throughout the submittal process. From here you can navigate back to any previous screen.

click

Some fields are dropdown boxes; some are date fields - these show you the format in which to enter the date; and some are text fields.

click

Notice how some fields are grayed out. This is because they are inactivated which is based on a previous answer.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

14. Is the Stormwater Control Ordinance in effect?

15. Most recent effective date of Stormwater Control Ordinance: (mm/dd/yyyy)

16. Ordinance Number(s):

17. What is the current status of the adopted plan and ordinance?

18. 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)?

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

20. Does your approved municipal stormwater management plan contain a mitigation plan as described in N.J.A.C. 7:8-4.2(c)(1)?

21. 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?

22. How many variances or exemptions from the design and performance standards have you granted?

Please report your mitigation information in the grid below. You are required to report one row of mitigation information for each variance or exemption granted. The 'Add Row' button may be used to add rows to the grid.

*Project Name	*Project Lot	*Project Block	*Project Description	*Variance or Exemption
new waves	12	3	new waves	Quantity
<input type="button" value="Add Row"/> <input type="button" value="X"/>				

23. If you granted any variances or exemptions, did you submit a written report to the county review agency describing the variance or exemption and the required mitigation?

24. 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 A?

25. Are you ensuring adequate long-term operation and maintenance of stormwater drains installed on property that your municipality owns or operates after the Effective Date of Permit Authorization (EDPA)?

26. Are you ensuring that adequate long-term operation and maintenance of stormwater drains is being performed on property that you do not own or operate?

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

28. Have you re-examined your approved municipal stormwater management plan at each re-examination of your master plan in accordance with N.J.A.C. 7:8-4.2?

29. Date re-examination report was last adopted: (mm/dd/yyyy)

* Required

This is still Annual Report Details – Part A.

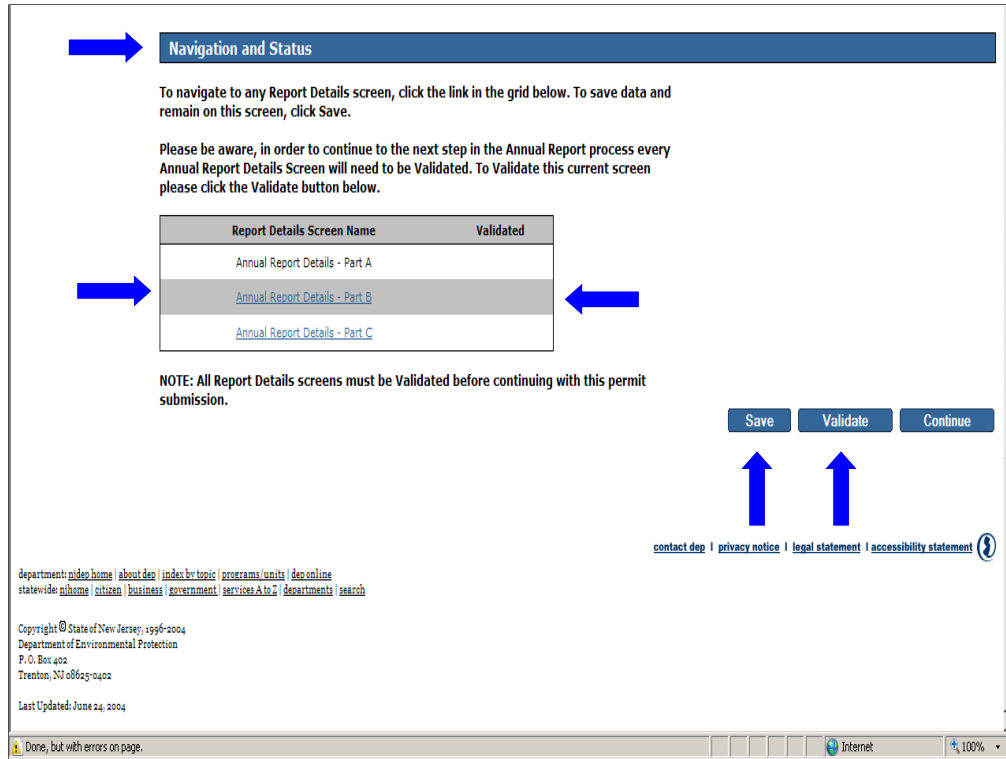
click

If a question has an asterisk, it is a required field.

click

Here the mitigation information is circled. This is required only if you have granted variances or exemptions from the design and performance standards for stormwater management measures described in your approved stormwater management plan and stormwater control ordinance. The mitigation information must be entered into the grid for each variance or exemption granted. Therefore, the rows in the grid must equal the number in question number 22. When filling out the mitigation information in the grid, you will have to scroll over to the right. You can add a row by clicking add row, and you can remove a row by scrolling over to the right and clicking the “x” in the remove column. This mitigation section eliminates the need to separately submit this information to the Department.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation



click

On the bottom of every activity detail screen, you will see Navigation and Status. This area tells you important information about navigating between activity detail screens, saving and validating the annual report.

click

You can navigate to any activity detail screen by selecting the activity detail screen you wish to go to in this grid.

click

To save data and remain on this screen, click save. You may save your information without completing all fields on the screen.

click

To validate this screen, click validate. All required fields must be completed to validate the screen.

All activity detail screens must be validated before continuing to the next step in submitting the annual report.

Since Part A is completed, click validate.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

NJDEP Online

forth in Attachment A?

*25. 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)? Yes

*26. 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? Yes

*27. Briefly indicate how this is being accomplished (e.g., ordinance requiring operation and maintenance by private entity; operation and maintenance by you or other governmental entity): ordinance

*28. Have you re-examined your approved municipal stormwater management plan at each re-examination of your master plan in accordance with N.J.A.C. 7:8-4? N/A - we did not re-examine our master plan this year

29. Date re-examination report was last adopted: (mm/dd/yyyy)

* Required

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

This Report Details screen has been successfully validated.

Report Details Screen Name	Validated
Annual Report Details - Part A	✓
Annual Report Details - Part B	
Annual Report Details - Part C	

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

Save Validate Continue

You can see that Part A was validated by the note above the grid in green, stating this report details screen has been successfully validated, and also in the grid, there is a check mark in the row of Part A under the validated column.

click

You can select another activity detail screen from the grid or click continue.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) NJG0148041 LEBANON TWP

ANNUAL REPORT DETAILS - PART A

• A response to Question 1 is required.

Please be advised, the reporting period for this Tier B MSRP Annual Report is January 1, 2010 through December 31, 2010.

Municipality Information

*Team member responsible for completing the report: Sheri Shifren

*Team member email address: sheri.shifren@dep.state.nj.us

Post-Construction Stormwater Management in New Development and Redevelopment

*1. 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?

*2. Did your municipality adopt a municipal stormwater management plan? Yes

*3. Most recent date your municipality adopted a Municipal Stormwater Management Plan: 03/01/2005 (mm/dd/yyyy)

4. Status of this plan:

* Required

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

Report Details Screen Name	Validated
Annual Report Details - Part A	
Annual Report Details - Part B	
Annual Report Details - Part C	

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

Save Validate Continue

This is what it will look like if you try to validate an activity detail screen when you have not completed all required fields.

click

The error message in red on the top of the screen lets you know what you need to complete to be able to validate and move on.

click

If you want to continue without filling out the required field, you may click continue on the bottom of the page or select an activity detail screen in the grid. Just remember that all detail screens will have to be validated before you can move on to the next step in submitting the annual report.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

ANNUAL REPORT DETAILS - PART B

Please be advised, the reporting period for this Tier B MSRP Annual Report is January 1, 2010 through December 31, 2010.

Local Public Education Program

*1. Have you developed a Local Public Education Program? Yes

*2. Have you conducted educational activities that total a minimum of 10 points (between January 1, 2010 and December 31, 2010)? Yes

3. School Presentations (1 point per visit / maximum of 5 points per year): 5

4. Website (1 point): 0

5. Stormwater Display (2 points): 0

6. Giveaway (2 points): 0

7. Citizen Stormwater Advisory Committee (2 points): 0

8. Utilize Department Materials (2 points each / maximum of 4 points per year): 0

9. Poster Contest (2 points): 0

10. Stormwater Training for Elected Municipal Officials (3 points): 0

11. Mural (3 points): 0

12. Mailing (3 points): 0

13. Partnership Agreement / Local Event (3 points): 0

14. Educational Activity (5 points): 5

Storm Drain Inlet Labeling

*1. Have you established a storm drain inlet labeling program? Yes

*2. Indicate the percentage or number of sectors labeled to date: 100%

3. Other Amount: 0

*4. Is your municipality maintaining the labels (i.e. replacing and/or repainting)? No

Fertilizer Management Ordinance

*1. Have you adopted (or amended an existing ordinance)? Yes

*2. Date adopted: 08/01/2009 (mm/dd/yyyy)

*3. Method of Enforcement (e.g., summons, warnings, additional signs, etc.): summons

4. Status of this Ordinance: 0

click

This is Annual Report Details – Part B. Part B incorporates the Local Public Education Program; Storm Drain Inlet Labeling, Fertilizer Management Ordinance; and Equipment and Vehicle Washing.

click

Remember that you can navigate to a previous screen by the tabs on the left side of the screen.

click

This is an example of a dropdown in the local public education section. Each school presentation is worth 1 point, with a maximum of 5 points.

click

Notice that no is selected, that the our municipality is not maintaining the labels. This is an incident of noncompliance.

One of the advantages of this new process is that the report will be automatically reviewed. The Department will not be sending out “letters of deficiencies” based on the annual report All deficiencies will nonulate in the incidents of noncompliance

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

Equipment and Vehicle Washing

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

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

*3. Date the management measure was implemented: (mm/dd/yyyy)

4. What is your NIDEP permit number that authorizes the discharge of vehicle and equipment wash wastewater?

*5. Are you maintaining records of vehicle and equipment washing?

* Required

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

Report Details Screen Name	Validated
Annual Report Details - Part A	<input checked="" type="checkbox"/>
Annual Report Details - Part B	<input type="checkbox"/>
Annual Report Details - Part C	<input type="checkbox"/>

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

This is still Annual Report Details – Part B.

Again, you see the Navigation and Status grid at the bottom and can see that Part A has already been validated.

click

Since all required fields are complete, click validate.

click

Then click continue.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

ANNUAL REPORT DETAILS - PART C

Please be advised, the reporting period for this Tier B MSRP Annual Report is January 1, 2010 through December 31, 2010.

Sharing of Responsibilities

*Do you share services with another entity to satisfy a permit requirement?

For each of the following, indicate if you are relying on another entity to satisfy all or part of any permit requirements. If the answer is "Yes", provide a description of the service you share and the name of the entity you are relying on to comply with this requirement, in the Comments field.

*1. Ensure compliance with RSIS for stormwater management:

2. Comments:

*3. Municipal stormwater management plan:

4. Comments:

*5. Municipal stormwater control ordinance:

6. Comments:

*7. Long term operation and maintenance of BMPs (post-construction):

8. Comments:

*9. Storm drain inlet design standard (post-construction):

10. Comments:

*11. Local public education program:

12. Comments:

*13. Storm drain inlet labeling program:

14. Comments:

*15. Equipment and vehicle washing:

*16. Comments:

This is Annual Report Details – Part C, which is the last detail screen for the Tier B Annual Report. Part C incorporates the following sections:

Sharing of Responsibilities; and

Incidents of Noncompliance.

click

If you select Yes, you are sharing services with another entity, you will be required to complete whether you are sharing services for each of the requirements you could potentially share services. However, if you are not sharing services, and you select no, you will not even see the rest of this section and be burdened with filling out each questions individually.

click

Note, that for equipment and vehicle washing sharing services is reported.

Therefore, it is required to describe the service that is being shared and the entity that is being relied upon to comply with this requirement.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

Incidents of Non-compliance

Based on the answers you provided above, the Department has identified the following possible permit compliance issues. Please complete the Incidents of Non-compliance section and identify steps being taken to correct these deficiencies.

- Your municipality is not maintaining storm drain inlet labels.

*1. Did your municipality have any incidents of non-compliance? Yes

*2. Identify the steps being taken to remedy the non-compliance and to prevent such incidents from recurring: We have committed to maintaining storm drain inlet labels in 2011.

* Required

Navigation and Status

To navigate to any Report Details screen, click the link in the grid below. To save data and remain on this screen, click Save.

Please be aware, in order to continue to the next step in the Annual Report process every Annual Report Details Screen will need to be Validated. To Validate this current screen please click the Validate button below.

Report Details Screen Name	Validated
Annual Report Details - Part A	✓
Annual Report Details - Part B	✓
Annual Report Details - Part C	

NOTE: All Report Details screens must be Validated before continuing with this permit submission.

Save Validate Continue

contact dep | privacy notice | legal statement | accessibility statement

This is still Annual Report Details – Part C.

click

Remember a few slides back that no was selected for maintaining storm drain inlet labels. The incidents of noncompliance section will automatically populate any incidents of noncompliance reported throughout the activity detail screens. It will also automatically populate yes, there were incidents of noncompliance and require you to identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.

Hopefully, this isn't the case, but if you need additional space, you may attach a separate document and upload it on the next screen.

click

The Navigation and Status grid is displaying that Parts A-B have already been validated. Since all required fields are complete on Part C, click validate.

click

All activity detail screens have been completed and validated, so click continue to move to the next step of the annual report submittal process.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer
https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

njhome | citizen | business | government | services A to Z | departments
new jersey **njdep** department of environmental protection
njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) NJG0148041 LEBANON TWP Help | Logout

ATTACHMENT UPLOAD

Upload New Attachments

Maximum File Size: 5 Mb
Maximum Files to Upload: 10
Allowed Attachment Types: pdf,txt,xls,doc

Note: The "Upload" button must be pressed after the files for uploading are specified before the "Continue" button is pressed to advance to the next step in the submittal process.

Attachment Name:	Description:	*File:
		Browse...
		Browse...
		Browse...
		Browse...
		Browse...

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

* Required

Uploaded Attachments
There are no attachments for uploading at this time.

Upload
Continue

click

This is the Upload Attachment Screen.

If you need to add supporting documents, additional information or needed more room in a text box to explain something, you can attach it as a pdf, text, excel or word document here.

click

Click browse, locate the document and complete the attachment name and description.

click

Click Upload. If you click continue at this point instead of upload, you will lose the document that you were trying to upload.

click

Then click continue.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer
https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

NJDEP Online

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN)
NJG0148041
LEBANON TWP
Help | Logout

Contacts

1. Stormwater Coordinator

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s)...

*First Name: Sheri
*Last Name: Shifren
Title:
*E-Mail Address: sheri.shifren@dep.state.nj.us
*Confirm E-Mail: sheri.shifren@dep.state.nj.us
*Organization Name: NJDEP
*Organization Type: State

*Address Line 1: 401-02B
Address Line 2: PO Box 420
Address Line 3: 401 East State Street
*County: Mercer
*City: Trenton (Mercer)
*State: New Jersey
*Zip Code: 08625

☐ Save to My Favorite Contacts

* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
Work Phone Number	(609) 633-7021			

Add Number

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

Save Continue

click

This is the contact screen.

Here you should fill out the current stormwater program coordinator.

This field may already populate. If so, and it is not up to date, you will make the changes on this screen.

click

You can insert the information from existing contacts.

click

You can also check save to favorite contacts, which will then show up in the dropdown under insert from existing contacts, so you do not have to continually type this information.

click

Once this information is complete, click continue.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer
https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

njhome | citizen | business | government | services A to Z | departments

njdep online
new jersey department of environmental protection

njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | **Certifications** | Payments | Documents and Forms | Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) NJG0148041 LEBANON TWP Help | Logout

CERTIFICATION - SINGLE APPLICATION - GENERAL

Service ID	Submittal Type	Creation Date	View
34375	Division of Water Quality - MSRP Annual Report - MSRP Annual Report Tier B	03/31/2011	

Certification of the General

"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 B Municipal Stormwater General Permit No. NJG0148041 except for any incidents of non-compliance which are identified herein. For any incidents of non-compliance, the report identifies the steps being taken to remedy the non-compliance 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."

Please note, no changes will be allowed to be made to this report upon its certification. If you need to correct or modify the report after certification, please contact your case manager at (609) 633-7021 so they may enable that function.

Name of Certifying Party: Sheri Shifren

User ID of Certifying Party: SSHIFREN

***Certification PIN:** (Case-Sensitive)

* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

Certify **Forgot Certification PIN** **Send Notifications** **Cancel**

click

This is the certification screen, which is the last step of the annual report submittal process.

You will need your PIN that you should have obtained while creating your account. If you forgot your PIN, you may request a new one by clicking Forgot Certification PIN, and it will be emailed to you.

click

Enter your PIN.

click

Click certify.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal in a Windows Internet Explorer browser. The address bar displays https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes navigation links like 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. A search bar is present with the text 'Skip Navigation' and 'njdep online'. Below the header, there are tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area shows the user is logged in as 'Sheri Shifren (SSHIFREN)' with the facility 'LEBANON TWP'. The title of the report is 'MSRP ANNUAL REPORT - Tier B'. A confirmation message states: 'You have completed the Annual Report submittal process. You may print or save a copy of this submittal report for your records.' A blue arrow points to this message. Below the message, the 'Contacts' section lists the user's information: Name: Sheri Shifren, Title: Stormwater Coordinator, Organization Name: NJDEP, Organization Type: State, E-Mail: sheri.shifren@dep.state.nj.us, Phone: (609) 633-7021 (Work Phone Number), and Contact Address: 401-02B, PO Box 420, 401 East State Street, Trenton, NJ 08625. The 'Uploaded Attachments' section shows 'No attachments have been uploaded for this submittal.' The bottom of the page has sections for 'Report Details - Part A' and 'Municipality Information'.

NJDEP Online - Windows Internet Explorer
https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do
File Edit View Favorites Tools Help
NJDEP Online
Skip Navigation
njdep online
njdep home | about dep | index by topic | programs/units | dep online
My Workspace User Profile Certifications Payments Documents and Forms Permit Folder
Version: 4.10 NJG0148041
Currently logged in: Sheri Shifren (SSHIFREN) LEBANON TWP Help | Logout
MSRP ANNUAL REPORT - Tier B
Printer Friendly Version
You have completed the Annual Report submittal process. You may print or save a copy of this submittal report for your records.
Service ID: 34375
Facility Name: LEBANON TWP
Reporting Period: January 1, 2010 through December 31, 2010
NJPDES Permit #: NJG0148041
Activity ID: US1100001
Contacts
Name: Sheri Shifren
Title: Stormwater Coordinator
Contact Type: NJDEP
Organization Name: State
Organization Type: sheri.shifren@dep.state.nj.us
E-Mail: (609) 633-7021 (Work Phone Number)
Phone: 401-02B
Contact Address: PO Box 420
401 East State Street
Trenton, NJ 08625
Uploaded Attachments
No attachments have been uploaded for this submittal.
Report Details - Part A
Municipality Information

Once you have certified the annual report, it has been submitted, and you will be directed to this screen, which is the annual report summary. All of the information that you filled out on the activity detail screens, and any incidents of noncompliance will show up on this summary.

click

You may print or save a copy.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

NJDEP Online

construction):	No
8. Comments:	
9. Storm drain inlet design standard (post-construction):	No
10. Comments:	
11. Local public education program:	No
12. Comments:	
13. Storm drain inlet labeling program:	No
14. Comments:	
15. Equipment and vehicle washing:	Yes
16. Comments:	We take our equipment and vehicles to the county washing facilities.

Incidents of Non-compliance

Based on the answers you provided above, the Department has identified the following possible permit compliance issues. Please complete the Incidents of Non-compliance section and identify steps being taken to correct these deficiencies.

- Your municipality is not maintaining storm drain inlet labels.

1. Did your municipality have any incidents of non-compliance?	Yes
2. Identify the steps being taken to remedy the non-compliance and to prevent such incidents from recurring:	We have committed to maintaining storm drain inlet labels in 2011.

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 B Municipal Stormwater General Permit No. NJG0148041 except for any incidents of non-compliance which are identified herein. For any incidents of non-compliance, the Annual Report identifies the steps being taken to remedy the non-compliance 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."

Please note, no changes will be allowed to be made to this report upon its certification. If you need to correct or modify the report after certification, please contact your case manager at (609) 633-7021 so they may enable that function.

Certifier: Sheri Shifren **Certifier ID:** SSHIFREN **Date:** 03/31/2011

 [Return](#)

Done, but with errors on page.

This is the bottom of the annual report summary. Note, all of the information that was completed on the activity detail screens is shown in these two slides.

click

Click return.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer

https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Workspace

File Edit View Favorites Tools Help

NJDEP Online

Search

njhome | citizen | business | government | services A to Z | departments

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Division of Water Quality
[MSRP Annual Report](#)

Configure Services

My Facilities/Program Interests

My Services - In Progress

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

<< < 1 2 3 4 5 6 > >>

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View History Permit
34375	2010 MSRP Annual Report for LEBANON TWP	LEBANON TWP	MSRP Annual Report Tier B	Submitted	03/31/2011	03/31/2011	

This brings you back to My Workspace.

click

You can see that the report was submitted under My Services – Submitted.

You can also view the annual report summary here, by clicking view.

Submitted will display if you have submitted your annual report with changes to your stormwater program coordinator. If this is the case, someone at the Department will be notified and must go into the submission approval area to accept the change.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

The screenshot shows the NJDEP Online portal interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and a 'Skip Navigation' link. The main content area is titled 'MY WORKSPACE' and includes a 'Service Selection' section with a note about access. Below this, there are sections for 'My Facilities/Program Interests', 'My Services - In Progress', and 'My Services - Submitted'. A table at the bottom displays a list of submissions, with the 'Status' column circled around the entry 'Submission Successful'.

Version: 4.10
Currently logged in: Sheri Shifren (SSHIFREN) [Help](#) [Logout](#)

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Division of Water Quality
[MSRP Annual Report](#)

[Configure Services](#)

My Facilities/Program Interests

My Services - In Progress

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View History Permit
34375	2010 MSRP Annual Report for LEBANON TWP	LEBANON TWP	MSRP Annual Report Tier B	Submission Successful	03/31/2011	03/31/2011	

click

Once the change has been accepted by someone at the Department, the status will then display, submission successful. At this point the report has been migrated into the Department's database.

This is a big advantage of the system. Prior to this new process, there were a number of steps to be taken to get the report into the Department's database. Since it will automatically be entered upon submission it eliminates the possibility of electronic and human error.

2011 Tier B Municipal Stormwater Annual Report Submittal Presentation

NJDEP Online - Windows Internet Explorer
 https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do

njhome | citizen | business | government | services A to Z | departments

njdep
 new jersey department of environmental protection

njdep online
 njdep home | about dep | index by topic | programs/units | dep online

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version: 4.10
 Currently logged in: Sheri Shifren (SSHIFREN) NJG0148041 LEBANON TWP Help | Logout

PERMIT SUBMITTAL REQUIREMENTS

Available Annual Reports

In the Task column below, please click on the Annual Report you would like to submit.

Task	Effective Start Date of Permit	Reporting Period	Due Date	Status	Comment	Activity ID
Submit an Annual Report and Certification	09/01/2005	01/01/2008 to 12/31/2008	07/01/2009	Late	Awaiting Initial Submission	DST050001
Submit an Annual Report and Certification	03/01/2009	01/01/2009 to 12/31/2009	07/01/2010	Late	Awaiting Initial Submission	DST100001
Submit an Annual Report and Certification	09/01/2005	01/01/2009 to 12/31/2009	07/01/2010	Late	Awaiting Initial Submission	DST050001

Annual Reports - In Progress

There are no Annual Reports in-progress at this time.

To display the Submitted Annual Reports, click the arrows below.
 To hide them, click the arrows again.

Annual Reports - Submitted

If you would like to review a previously submitted Annual Report, please click on the corresponding PDF icon.

Task	Effective Start Date of Permit	Reporting Period	Due Date	Completed Date	Status	Activity ID	Comment	PDF
Annual Report and Certification Received	03/01/2009	01/01/2010 to 12/31/2010	07/01/2011	03/31/2011	On-Time	DST100001	Initial	

Return to Workspace

If you go back to the Permit Submittal Requirements screen, you will now see that the annual report that was just filled out is no longer under the available annual reports tab,

click

It is under the Annual Reports – Submitted tab.

click

You can also view the report from here by clicking on PDF.

click

You may notice that this says initial submission. If for some reason you need to make changes to the annual report after it has been submitted, you must notify your case manager.

click

The case manager will make the annual report reappear under the available annual reports tab again for re-submittal.

Additional Benefits

- Record Keeping
- Bringing Forward Information
from the Previous Year
- Proof of Submittal
- Availability of Reports Submitted

Some benefits of this new process of submitting the annual report through the State's RSP were mentioned throughout the presentation, but here are a few more that weren't mentioned. The reports will be available starting January 1, of the current year forward, therefore you will be able to use the annual report as a record keeping tool. Each month you may want to log such things as your educational activities.

This new process will also save you time on future annual reports because it was designed to carry forward all relative information from the previous year's report.

This service will also act as proof of submittal, so there will be no discrepancies on when and if you submitted the annual report.

And lastly, you will have one location of all reports submitted, so you will be able to quickly reference them at any time.

Questions

(609) 633-7021

http://www.state.nj.us/dep/dwq/msrp_home.htm

Vicki Margulies (Acting Supervisor)

Vicki.Margulies@dep.state.nj.us

Essex

Morris

Passaic

Somerset

Sussex

Warren

Matt Klewin

Matt.Klewin@dep.state.nj.us

Public Complex

Highway Agency

Atlantic

Cape May

Sheri Shifren

Sheri.Shifren@dep.state.nj.us

Bergen

Hudson

Hunterdon

Mercer

Union

Louisa Lubiak

Louisa.Lubiak@dep.state.nj.us

Burlington

Camden

Cumberland

Gloucester

Salem

Anthony Washington

Anthony.Washington@dep.state.nj.us

Monmouth

Ocean

Middlesex

Tier B Municipalities:

http://www.state.nj.us/dep/dwq/tier_b.htm

Your case managers will be available to assist you and answer your questions through the transition process.