

Step-by-Step Guide to Submitting Your Annual Stormwater Report

New Users – Register for NJDEP Online
<p>1. Navigate to the DEP’s main webpage (https://www.nj.gov/dep/). Scroll down and click the “DEP Online” link on the left side. You can also access the NJDEP Online portal directly from http://www.nj.gov/dep/online/. On the right-hand side off the page, in the box labeled “New User?” click on “Request Access to NJDEP Online.”</p>
<p>2. Fill in your information for contact name, organization name, and email address, then click the “Request” button. NOTE: Completion of the registration process will time-out after approximately 5 minutes, which will result in issues associated with the email entered on this screen. If you have entered your email and the screen times out, email PortalComments@dep.nj.gov. Within your email, include the email address you entered, and your Logon ID for myNewJersey, if available, so NJDEP staff can work to quickly resolve the issue.</p>
<p>3. The next page will link your new NJDEP Online account to your myNewJersey account.</p> <ol style="list-style-type: none"> a. If you have an existing myNewJersey account, fill out Section A of the page with your logon ID and password, then click “Link NJDEP Online to My Account.” b. If you DO NOT have a myNewJersey account, fill out Section B and click “Create this new myNewJersey Account and Link NJDEP Online to It.”
<p>4. Fill in your contact information on the “Add Contact Info” screen. You must provide a contact number by clicking the “Add Contact Number” button. Fill in the correct contact number information and hit “Save,” then click “Continue.”</p>
<p>5. You will then be asked to select and answer five (5) security questions on the “Setup Challenge Questions” screen. Be sure to record your answers as you will need them later to submit your Annual Report. Click on the “Continue” button.</p>
<p>6. The “Create Certification PIN” screen will have you create a certification PIN to electronically certify applications in the system. Certification PINs can be the same as your password for myNewJersey. Once completed, click on the “Continue” button.</p>
<p>7. You will then be brought to the “My Services” selection screen. Click on the box for “MSRP Annual Report,” then click the “OK” button at the bottom.</p>
<p>8. Under the “My Workspace” tab, you will need to add the NJPDES permit number to your “My Facilities/Program Interests” list. Under the bar labeled “My Facilities/Program Interests,” click on the “Add Facilities” button. On the “Facility Search” page, select the 3rd bullet labeled “Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search).” In the “Select NJDEP Program” dropdown, select “Water Quality”. In the “Facility ID” field, enter the NJPDES Permit number (i.e. NJ or NJG in caps and then entering the remaining permit number) and click “Search.” You can also search for facilities using the “Facilities Name” field, although the search results may not be as accurate. Click the box next to the correct facility name and click on the “Add Selected Facilities” button. Repeat this step for each NJPDES permit number.</p>
<p>9. Congratulations on successfully registering for NJDEP Online! You are now ready to complete and submit your Annual Report.</p>

Returning Users – Log In

1. If you have a myNewJersey account set up and linked to your DEP Online account, you can use the New Jersey State Home Page to login and access your account (<https://www.nj.gov/>).
2. Once logged in to myNewJersey, click the “DEP Online Services” link on the left side of the page.
3. You will be brought to the “My Workspace” page of the DEP Online Service Portal. Follow the instructions below if you need to add a new facility to your “My Workspace” page.

If you need to add a new facility, follow these steps:

1. Find the “My Facilities/Program Interests” section on the “My Workspace” page. Scroll down and click the “Add Facilities” button.
2. Select the third radio button that says “Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search).”
3. Select “Water Quality” from the “Select NJDEP Program” dropdown menu.
4. Enter your permit # in the “Facility ID” box (this number will start with an NJ or NJG). Then click the “Search” button.
5. When the search results appear, check the box next to the appropriate facility you would like to add. Click the “Add Selected Facilities” button. You will be taken back to the “My Workspace” page where you will now see the added facility under the “My Facilities” section.

Complete the Municipal Stormwater Regulation Program (MSRP) Annual Report

1. Log on to your myNewJersey account. Then click the “DEP Online Services” tab on the left side of the screen under the “DEP Apps” tab. You will be taken to the “My Workspace” tab.
2. Navigate to the “Service Selection” section and click the Division of Water Quality “MSRP Annual Report” link.
3. 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 the radio button for the facility you want to complete the report for, then click the “Continue” button at the bottom.
4. You are now on the “Permit Submittal Requirements” screen. 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”, which lists Annual Reports that have not been started; “Annual Reports – In Progress”, which lists Annual Reports that have been started, but not submitted; and “Annual Reports – Submitted”, which lists Annual Reports that have been submitted.
5. Verify the Annual Report that you want to complete and submit by checking the reporting period to ensure you are reporting for the correct dates and the due date corresponding with each Annual Report in the “Available Annual Reports” section. To start the Annual Report, click on “Submit an Annual Report and Certification” for the appropriate year.
6. You will be brought to a series of screens titled “Annual Report Details.” There are different numbers of activity detail screens depending on the type of permittee: Tier A has 6, Tier B has 3, Public Complex has 5, and Highway Agency has 5. At the top of all detail screens, you will see the reporting year. The left-hand side of the screen shows your progress throughout the submittal process. Required fields on each page are marked with an asterisk (*). On the bottom of the page, you will see a “Navigation and Status” section. This area tells you important information about navigating between activity detail

screens and saving and validating the Annual Report. To save data and remain on this screen, click "Save." You may save your information without completing all fields on the screen. **Once all required fields are completed on a page, click "Validate" then "Continue" to continue to the next "Annual Report Details" page. You must "Validate" each "Annual Report Details" screen before continuing to the next page or you will not be able to certify the Annual Report at the end!**

7. The last "Annual Report Details" screen will have a "Sharing of Responsibilities" section and an "Incidents of Non-compliance" section. If you select "Yes," you are sharing services with another entity, you will be required to fill in which permit requirements are being completed by a shared service. However, if you are not sharing services, and you select "No," you will not see the rest of this section. The "Incidents of Non-compliance" 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" in the dropdown box and require you to identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring. **Once all required fields are completed, click "Validate," and when all activity detail screens have been validated, click "Continue" to continue to the next step of the Annual Report submittal process.**

8. You will then be brought to the "Upload Attachment" screen. Here, you can upload supporting documents, additional information, or if you needed more room in a text box to explain something, you can attach it as a PDF, Text, Excel, or Word document here. Click "Choose File" to locate the document on your computer and complete the Attachment Name and Description. Once you locate the appropriate document and fill in the Attachment Name, click "Upload" and then click "Continue."
Tier B and Highway Agency permittees please continue to Step 9.

Supplemental Questionnaire *For Tier A Permittees Only*

You can access the Supplemental Questionnaire from the MSRP home page for your permit (https://www.nj.gov/dep/dwg/tier_a.htm). Further instructions for completing and saving the questionnaire can be found in the PDF document. Your Annual Report will be considered incomplete if the Supplemental Questionnaire is not attached. If you experience any difficulty in this process, please contact your Municipal Case Manager at 609-633-7021. Once your Supplemental Questionnaire is attached, continue to **Step 9**.

9. The next screen is the "Contacts" screen. Here you should fill out the current Stormwater Program Coordinator (SPC). This field may already populate, but if it is not up to date, make the necessary changes on this screen. Once this information is complete, click "Continue."

10. You will then be brought to the "Service Certification" screen, which is the last step of the Annual Report submittal process. **The person certifying the report must be the person who started the report. This individual must be the SPC or a duly authorized representative, as specified in your MS4 NJPDES permit.** Enter your Certification PIN. If you forgot your PIN, you may request to change it a new one by clicking "Forgot Certification PIN," and following the instructions. Once your PIN is entered, click "Certify."

11. Once you have certified the Annual Report, it has been submitted and you will be directed to the "MSRP Annual Report" summary screen. All the information that you filled out on the activity detail screens and any incidents of noncompliance will show up on this summary. You can also choose to print or save a copy. Scroll to the bottom of the page and click "Return."

12. You will be brought back to the “My Workspace” page. 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” status will display if you have submitted your Annual Report with changes to your SPC. If this is the case, someone at the Department will be notified and must go into the submission approval area to accept the change. 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.

13. If you go back to the “Permit Submittal Requirements” screen, you will now see the Annual Report that was just filled out is no longer under the “Available Annual Reports” tab, it is under the “Annual Reports – Submitted” tab. You can also view the report from here by clicking on PDF. **If for some reason you need to make changes to the Annual Report after it has been submitted, you must notify your Case Manager. See FAQ sheet for more information regarding this.**

Still Have Questions?

Additional tutorial videos can be found on the homepage for each permit (https://www.nj.gov/dep/dwq/tier_a.htm, https://www.nj.gov/dep/dwq/tier_b.htm, <https://www.nj.gov/dep/dwq/pc.htm>, and <https://www.nj.gov/dep/dwq/highway.htm>) in the section titled “Annual Report and Certification Online Submittal Link and Tutorials.”

*The list of MS4 Case Managers can be found here:
https://www.nj.gov/dep/dwq/msrp_managers.htm*

For further questions or issues that may not be addressed by this guide, please email stormwatermanager@dep.nj.gov