

New Submission Requirements for Stormwater Permit Annual Reports, Due May 2nd!

APRIL 2011

The New Jersey Department of Environmental Protection (NJDEP) has revised the reporting requirements for stormwater general permits operating under the Municipal Stormwater Regulation Program. In the past, Annual Reports and Certification for Municipal Tier A, Municipal Tier B, Public Complex and Highway Agency facilities were required to be submitted electronically via email through an Adobe Acrobat PDF format. These older versions will no longer be accepted by NJDEP. Beginning this year, Annual Reports and Certifications will be required to be submitted and processed through NJDEP's Online Portal. A responsible official for each regulated entity will have to complete the following procedures to sign in and access the report:

1. The User must become a registered user of NJDEP Online (www.nj.gov/dep/online) and must link the account to their "myNewJersey" account by following the instructions provided;
2. The User will be directed to either login with an existing "myNewJersey" account, or create a new account in order to access the NJDEP Online Portal.
3. Once the User has a NJDEP Online login, they will need to request a "Certification PIN," which will act as the electronic signature when submitting the Annual Report and Certification;
4. Access the Annual Report and Certification from NJDEP Online Portal by clicking on the "My Workspace" tab. Under this tab, you will find a section titled "Service Selection," in which you can configure services to include the "MSRP Annual Report."

In conjunction with this new submission process, Annual Reports and Certifications will be automatically reviewed. The NJDEP will not send out "Letters of Deficiency" based on your responses on the annual report. Instead, based on answers submitted throughout the data-entry process, all deficiencies will automatically populate the "Incidents of Noncompliance" section of the electronic form prior to final certification and submittal. If your facility is deficient in one or more statewide basic requirements, you will be required to identify the steps being taken to remedy the noncompliance and to prevent such incidents from recurring.



Remember, reports must be submitted by May 2nd!

If changes need to be made to your Annual Report and Certification after it has been submitted to NJDEP, you can contact your permit manager and request they unlock your report for edits and resubmission. Please visit the following link to find your permit manager: www.nj.gov/dep/dwq/msrp_managers.htm. Please note that utility authorities and other regulated facilities must comply with existing deadlines and reporting requirements as specified in their current stormwater permit.

For detailed instructions on how to register and submit your Annual Report and Certification, please visit the EJIF's website at www.njejif.org.

If you have additional questions, or require further assistance, please contact:

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