



Authorized Recycler Semiannual Report Form

Report Instructions:

This semiannual report shall be submitted by authorized recyclers:

"Authorized recycler" means a person who: (1) engages in the manual or mechanical separation of covered electronic devices to recover components and commodities contained therein for the purpose of re-use or recycling; or (2) changes the physical or chemical composition of a covered electronic device by deconstructing, size reduction, crushing, cutting, sawing, compacting, shredding, or refining for the purpose of segregating components, and for the purpose of recovering or recycling those components, and who arranges for the transport of those components to an end user.

The semiannual report shall be submitted by August 1st and by February 1st, annually unless otherwise instructed in writing by the Department.

Download Microsoft Excel Report:

The Excel report should be saved to your computer directly from the New Jersey Department of Environmental Protection's website. To download the appropriate report, please visit:

<http://www.state.nj.us/dep/dshw/ewaste/semiannual.html>

Complete this report with the information required for the 6-month reporting period. At the conclusion of the 6-month period, return to this PDF to complete the "Certification and Signature" section.

Information required:

Please complete the following information in the attached Microsoft Excel Contact Information report.

- Part 1 - Authorized Recycler Contact info., Transporter/Handler Contact info.
- Part 2A - Origin, material type, and quantities of CEDs collected/received from permanent Collection Site locations.
- Part 2B - Origin, material type, and quantities of CEDs collected/received from collection events.
- Part 2C - Origin, material type, and quantities of CEDs collected/received from: schools, residents, small businesses, retail locations, premium service pickups, mailback, etc.
- Part 3A - Types, quantities (lbs), and destinations of refurbished or recyclable materials from CEDs
- Part 3B - Types, quantities (lbs), and destinations of waste residue sent for disposal from recycling CEDs
- Part 3C - Types and quantities (lbs) of unprocessed NJ CEDs in storage
- Part 4A - Financial Transactions: CED weight sold
- Part 4B - Financial Transactions: CED weight purchased

Please Note - The above report must be completed using Microsoft Excel. Please complete the required information and save the report. In order to use all of the features and calculations provided in the Excel report please enable macros when the report launches.

For additional instructions on completing the Excel report please see the

Submitting the Report:

After completing the report and the digital certification, attach the excel report as well as the certification pdf to an email and send it to ecycle@dep.nj.gov.

PLEASE DO NOT ATTACH THE EXCEL REPORT TO THIS CERTIFICATION FORM PDF AND PLEASE SUBMIT THE EXCEL AS AN EXCEL SPREADSHEET.

Certification and Signature:

This report shall be signed by a responsible official as defined below:

The certification shall be signed as follows: (1) For a corporation, by a principal executive officer of at least the level of vice president; (2) For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or (3) For a municipality, State, Federal or other public agency, by either a principal executive officer or ranking elected official; and

The certification shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if: (1) The authorization is made in writing by a person described above; (2) The authorization specifies either an individual or a position having responsibility for the overall operation of the operation or activity, such as the position of plant manager, or positions of equivalent responsibility; and (3) The written authorization is submitted to the Department.

Printed name*:	<input type="text"/>	Title*:	<input type="text"/>
Signature of Responsible Official*:	<input type="text"/>	Date*:	<input type="text"/>
(Required fields must be entered first)			
Printed name*:	<input type="text"/>	Title*:	<input type="text"/>
Phone #*:	<input type="text"/>	Fax #:	<input type="text"/>
E-mail address*:	<input type="text"/>		
Signature of person responsible for preparing report*:	<input type="text"/>	Date*:	<input type="text"/>
(Required fields must be entered first)			

This Report Needs to be Submitted Twice a Year:

Submission Date	Period Covered
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

The entire report shall be submitted electronically to the NJDEP:

- E-Mail to ecycle@dep.nj.gov (Do Not Send Hard Copy)

Questions? Contact DEP at (609) 984-3438 if you have any questions