



Manufacturer Semi-Annual Report Form

Report Instructions:

This semi-annual report shall be submitted by manufacturers and group plan administrators (GPA):

Manufacturer means any person: (1) who manufactures or manufactured covered electronic devices under a brand that it owns or owned or is or was licensed to use, other than a license to manufacture covered electronic devices for delivery exclusively to or at the order of the licensor; (2) who sells or sold covered electronic devices manufactured by others under a brand that the seller owns or owned or is or was licensed to use, other than a license to manufacture covered electronic devices for delivery exclusively to or at the order of the licensor; (3) who manufactures or manufactured covered electronic devices without affixing a brand; (4) who manufactures or manufactured covered electronic devices to which the person affixes or affixed a brand that the person neither owns or owned nor is or was licensed to use; (5) for whose account covered electronic devices manufactured outside the United States are or were imported into the United States, provided however, if, at the time such covered electronic devices are or were imported into the United States, another person has registered as the manufacturer of the brand of the covered electronic devices pursuant to subsection b. of section 9 of P.P.L.2007, c.347 (C.13:1E-99.102), then paragraph (5) of this definition shall not apply; or (6) a person who assumes the obligations and responsibilities for any manufacturer pursuant to paragraphs (1) through (5) of this definition.

GPA means any person who enters into a contract with two or more manufacturers to collect, transport, and recycle the total of those manufacturers' market share in weight obligations pursuant to P.L.2007, c.347 (C.13:1E-99.94 et seq.).

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

Download Microsoft Excel Report:

Click the button below to download and save the Excel report to your computer. Complete this report out with the information required for the 6-month reporting period. At the conclusion of the 6-month period, return to this PDF to attach the completed Excel report and complete the "Certification and Signature" section.

Information required:

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

- Part 1A - Manufacturer Contact Information
- Part 1B - GPA Contact Information
- Part 2 - Progress Towards Achieving Obligation

Please Note - The above report must be completed using Microsoft Excel. Please include 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 above report over the 6-month period please attach the Excel report to this document with the button below. Once the report is attached please continue to the next page to certify and sign the document.

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 style="width: 95%;" type="text"/>	Title*:	<input style="width: 95%;" type="text"/>
Signature of Responsible Official*:	<input style="width: 95%;" type="text"/>	Date*:	<input style="width: 95%;" type="text"/>
(Required fields must be entered first)			

Printed name*:	<input style="width: 95%;" type="text"/>	Title*:	<input style="width: 95%;" type="text"/>
Phone #*:	<input style="width: 95%;" type="text"/>	Fax #:	<input style="width: 95%;" type="text"/>
E-mail address*:	<input style="width: 95%;" type="text"/>		
Signature of person responsible for preparing report*:	<input style="width: 95%;" type="text"/>	Date*:	<input style="width: 95%;" type="text"/>
(Required fields must be entered first)			

This Report Needs to be Submitted Twice a Year:

Submission Date	Period Covered

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