



New Jersey Department of Environmental Protection
Contaminated Site Remediation & Redevelopment Program

INSTRUCTIONS FOR FOOD WASTE RECYCLING WAIVER REQUEST FORM

Disclaimer: The Petition for Waiver Form has been developed as a fillable PDF file. In order to properly complete the form, the file will need to be opened in Adobe Acrobat Reader with a version of XI or higher. Adobe Acrobat Reader is a free software available for download at <https://get.adobe.com/reader/>.

Please note the form requires an electronic signature in Adobe Acrobat Reader. Instructions for signing electronically can be found in Section I below.

General Instructions

- 1. Applicability.** Use this form to request a waiver of the source separation and recycling requirements established by The Food Waste Recycling and Food Waste-to-Energy Production Act (P.L. 2020, c. 24).
- 2. Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <https://www.nj.gov/dep/dshw/food-waste-recycling-law/reports-and-waivers.html>.
- 3. Signatures.** This form must be signed by the large food waste generator.
- 4. Form Submission.**

The completed form should be emailed to reducefoodwaste@dep.nj.gov and mailed to:

Seth Hackman, Chief
Bureau of Planning and Licensing
P O Box 420
Mail Code: 401-02C
401 East State Street
2nd Floor, West Wing
Trenton, NJ 08625-0420

Section A. Generator Information

- Name of establishment seeking a waiver
 - Address of establishment
 - Contact information of person submitting petition
1. Select the type of establishment seeking a waiver from the drop-down menu
 2. Provide an estimated value of food waste generated in the previous 12 months
 3. Describe the methodology used to estimate food waste generated in the previous 12 months (i.e. Weblink for online estimator tool, food waste tracking method, etc.)
 4. Provide the projected average of food waste to be generated for the following calendar year
 - Note: estimated food waste generated should not include post-consumer food waste
 - If you do not generate a projected average of at least 52 tons per year, you do not need to submit a request for a waiver

Section B. Solid Waste Facility (*Within 25 Road Miles*)

- Provide the name of the solid waste facility, located within 25 road miles of the large food waste generator.
- Provide the address of the facility.
- Provide the contact information of the person providing the information used to support your petition for a waiver.

1. Select the type of solid waste facility from the drop-down menu.
2. Provide the disposal fee charged for solid waste disposal in the State for noncontract commercial waste. Attach documentation of this fee using the “attach files” button.
3. Indicate whether the disposal fee provided in Question 2 of this section includes the cost of transportation. If so, skip Section C.

Section C. Solid Waste Hauler

In order to receive a waiver, the petitioner must provide documentation of costs to haul the food waste as solid waste from a minimum of one solid waste hauler. Optional: Petitioners may submit documentation for up to three (3) solid waste haulers.

- Provide the name of the solid waste hauler that provided the lowest of the three costs for transportation of solid waste.
 - Provide the address of the solid waste hauler.
 - Provide the contact information of the person providing the information used to support your petition for a waiver.
1. Provide the transportation fee and attach documentation of this fee as an addendum.
 2. Indicate whether the transportation fee includes the disposal cost. If so, indicate “NA” for Question 2 in Section B.

Section D. Authorized Food Waste Recycling Facility (*Within 25 Road Miles*)

1. Select the authorized food waste recycling facility[ies] located within 25 road miles of the large food waste generator. Select all that apply.
2. Provide the fee to recycle food waste and attach documentation provided by the recycling facility[ies]. If the large food waste generator is located within 25 road miles of more than one facility, attach documentation of costs provided by each facility within 25 road miles using the “attach files” button, and note the lowest fee on the form.
3. Indicate on the form whether the fee indicated on Question 2 of this section includes the cost of transportation. If so, skip Section E.

Section E. Food Waste Hauler

In order to receive a waiver, the petitioner must provide documentation of costs to haul the food waste from a minimum of one food waste hauler. Optional: Petitioners may submit documentation for up to three (3) food waste haulers.

- Provide the name of the food waste hauler that provided costs for transportation of food waste.
 - Provide the address of the food waste hauler.
 - Provide the contact information of the person providing the information used to support your petition for a waiver.
1. Provide the transportation fee and attach documentation of this fee using the “attach files” button.
 2. Indicate whether the transportation fee includes the recycling cost. If so, indicate “NA” for Question 2 in Section D.

Section F. Cost Analysis

1. Provide the percent difference between the cost of transporting the food waste for disposal as solid waste plus the noncontract disposal fee charged for solid waste disposal (using costs provided in Sections B and C) and the cost of transporting the food waste plus the fee charged by the authorized food waste recycling facility (using costs provided in Sections D and E).
2. Please explain or provide the calculation used in the space provided or attach supporting documentation.

Section G. Notice To Authorized Food Waste Recycling Facility

1. Provide the date that the notification was sent to any authorized food waste recycling facility located within 25 road miles of the large food waste generator.
2. Indicate whether each recycling facility acknowledged receipt of the notification letter.
 - Note that any authorized food waste recycling facility located within 25 road miles of the large food waste generator seeking a waiver must be notified of the petition and given an opportunity to participate in the proceeding before the Department. If the large food waste generator is located within 25 road miles of multiple authorized food waste recycling facilities, each facility must be notified of the petition.
3. Attach the following using the “attach files” button at the bottom of the form:
 - a. A copy of the notification sent to the authorized food waste recycling facilit[ies]. The letter must be date stamped and sent via certified mail. A model notification letter is available online at: <https://www.nj.gov/dep/dshw/food-waste-recycling-law/reports-and-waivers.html>. The notification should include an attachment of the Petition for Waiver Form and all attachments.
 - b. Acknowledgement of receipt from the authorized food waste recycling facility.

Section H. Optional Survey Question

1. Please answer the optional survey question. Your response will not affect the Department’s decision on your petition for a waiver. The Department requests this information for feedback from the regulated community to help us provide better guidance and services in the future.

Section I. Generator Certification

Provide the name, title, and signature of the person responsible for compliance with P.L. 2020, c. 24. This signature certifies that the information is accurate, to the best of their knowledge.

Electronic Signature Procedures:

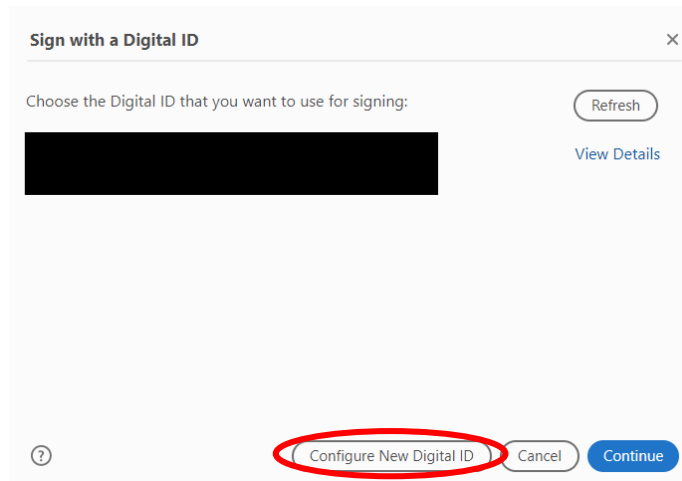
1. Please save the registration form before beginning the electronic signature process. This is an important step because once the electronic signature process is complete, the PDF will lock and changes to the form can no longer be made.
2. Adobe Acrobat Reader contains the ability to generate digital signatures in a fillable PDF. A digital signature is required for the large food waste generator. The signature field will be denoted with a red mark in the top left corner of the field (see below).

I. Generator Certification

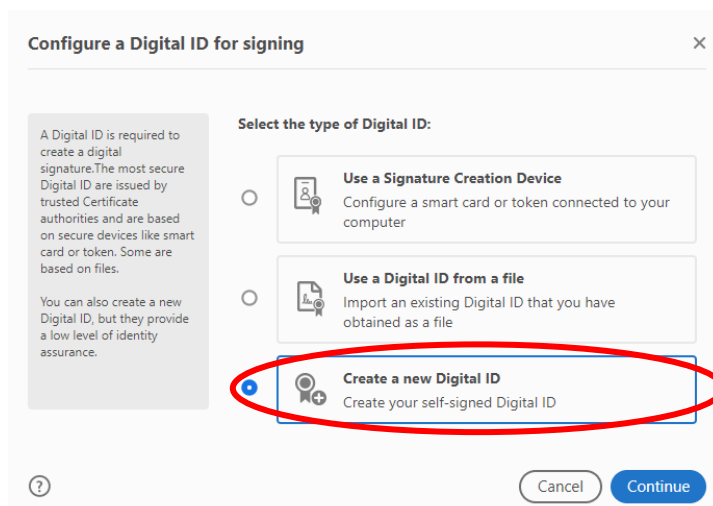
By signing this document, the large food waste generator acknowledges that the information submitted in this form is correct to the best of their knowledge.

Signature  _____ Date _____
Print Name/Title _____

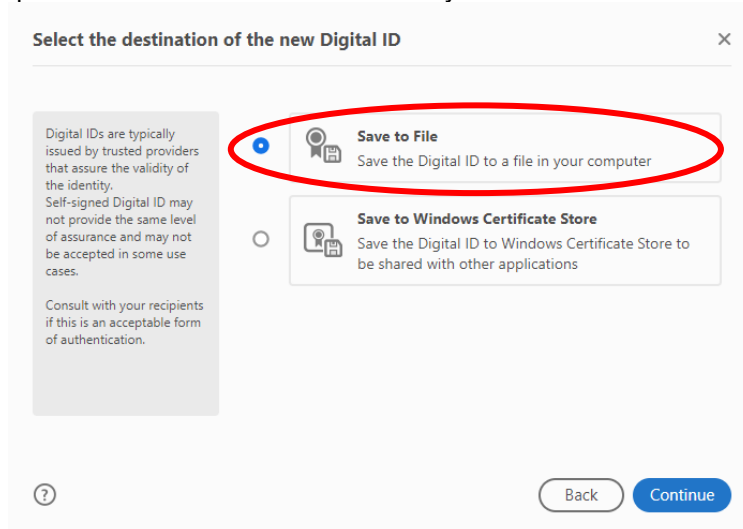
3. Clicking on the signature field will launch a prompt with steps instructing users to sign with a digital ID. The first step is to click the “Configure New Digital ID” button. If an electronic signature for the large food waste generator already exists, click continue and proceed with signing.



4. If you do not already have a digital ID file on your computer then select the third option, "Create a new Digital ID" and click continue.



5. Select the "Save to File" option and click continue. Then enter your information and create a password.



Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: John Smith

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: john@smith.com

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Your Digital ID will be saved at the following location : [Redacted] Browse

Save the Digital ID file in a known location so that you can copy it or back it up.

Apply a password to protect the Digital ID:

Confirm the password:

Back Save

- The Digital ID that was created in the previous steps should now be selected. You will be prompted for your password. After entering your password click on the Sign button in the bottom right of the window. The field will not be digitally signed.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

- John Smith (Digital ID file)
Issued by: John Smith. Expires: 2027.07.11 View Details
- [Redacted] View Details

Configure New Digital ID Cancel Continue

Sign as "John Smith" ×

Appearance Standard Text ▼ Create

**John
Smith**  Digitally signed
by John Smith
Date: 2022.07.11
13:11:03 -04'00'

Lock document after signing [View Certificate Details](#)

Review document content that may affect signing Review

Back **Sign**