

**NJDEP - CERTIFICATE OF
PUBLIC CONVENIENCE AND NECESSITY
(CPCN)**

**ANNUAL UTILITY REPORT
FOR SOLID WASTE
COLLECTORS/TRANSPORTERS
AND BROKERS**

CALENDAR YEAR 2017

DUE JUNE 1, 2018

**Note: This Report has been changed substantially since last year.
This Utility Report is not the Annual A-901 Update submitted to the
Attorney General's Office!**

What you need to know about the:

2017 SOLID WASTE ANNUAL UTILITY REPORT:

The 2017 Annual Utility Report has been divided into separate parts: Section A for Collector/Transporter Operations and Section B for Broker Operations.

Your 2017 Solid Waste Annual Utility Report (Annual Report) is due no later than **June 1, 2018**.

You are **required** to submit this report even if there was **no activity** during calendar year 2017 **OR** if you discontinued service during calendar year 2017.

If you have discontinued service during calendar year 2017, you are required to report all revenue generated as of the date of discontinuance.

This report is NOT the annual A-901 update which you are required to submit separately to the Office of the Attorney General.

REVIEW AND ASSESSMENT OF THE ANNUAL REPORT

Your Annual Report will be reviewed for completeness, verified and approved by NJDEP.

An annual fee assessment will be calculated at the rate of ¼ of 1% of your reported gross operating revenue with a \$600 minimum fee. The Department of Treasury, Division of Revenue will mail your invoice to you directly. Please promptly pay this fee assessment directly to the Division of Revenue and include the invoice with your payment.

There are now two (2) options for payment of the invoice: You may send a paper check to the Department of Treasury OR payment via credit card using DEP Online (<http://www.nj.gov/dep/online> under the “Pay a Paper Invoice” link). Please note that there is a convenience charge for utilizing the online payment system (1.9% of total fee + \$1.00).

Payments by check must be mailed to:

New Jersey Department of Treasury
Division of Revenue
PO Box 417
Trenton NJ 08646-0417

Do Not Send Your Payments to the NJDEP

If you have any questions about the 2017 Annual Utility Report please contact the

Bureau of Planning & Licensing

Phone: (609) 984-4250

E-mail: swutility@dep.nj.gov

FAILURE TO FILE A COMPLETED ANNUAL REPORT:

You must submit a **COMPLETED** Annual Report and pay the appropriate assessment or your company may be subject to any/all of the following:

- A hold placed on your company's registered decals
- Your company may be subject to penalties
- Your company may have its CPCN **revoked** in accordance with N.J.A.C. 7:26H-5.15(f)1

If you no longer wish to participate in New Jersey's solid waste industry, please fill out the Notice of Surrender form found at the end of this report and mail as directed.

- **Note: If you surrender you may still be required to pay the annual utility assessment for the previous calendar year.**

2017 ANNUAL UTILITY REPORT CHECKLIST:

- DOWNLOAD THE ANNUAL REPORT AND INSTRUCTIONS FOR COMPLETING THE REPORT AT: <http://www.state.nj.us/dep/dshw/swpl/cpcn.html>.
- This report must be downloaded to your computer and completed using the fillable PDF file. Paper copies of the annual report will no longer be accepted.
- This report must be completed and returned signed and notarized even if there was no solid waste activity in calendar year 2017.
- Type your **CPCN SW number** (4-digits, beginning with 0, 1, 2 or 3) at the upper right-hand corner of Page 2. The SW number will automatically be entered on each subsequent page.
- File this report in the solid waste utility's certificate name *exactly* as shown on the CPCN.
- COMPLETE EVERY QUESTION. Indicate "N/A" for all questions that are not applicable to your company and its operations.
- SIGN and NOTARIZE this Annual Report as per the instructions manual (Section 2E - page 4).
- Keep a copy of this Annual Report for your records pursuant to N.J.A.C. 7:26H-1.20.
- THE COMPLETED REPORT IS DUE **NO LATER THAN JUNE 1, 2018.**
- Submit a Customer List (if applicable – see page 13 for instructions for collectors/transporters, and page 22 for instructions for brokers). Customer Lists for companies that are Collectors/Transporters and Brokers must be submitted on separate pages that may be attached using the **Attach Files** button on those pages.
- Accurately report Gross Operating Revenue. Gross Operating Revenues consist of reportable revenues which are derived from customer bills, fees, sales and services for certain types of solid waste (defined on page 5).

**PLEASE E-MAIL COMPLETED, SIGNED AND NOTARIZED ANNUAL UTILITY
REPORT TO swutility@dep.nj.gov:**

GROSS OPERATING REVENUE **REPORTABLE AND NON-REPORTABLE REVENUE**

The Gross Operating Revenue generated from the collection or brokering of solid waste in New Jersey is required to be reported in the Collector/Transporter and Broker Utilities Annual Report in accordance with N.J.A.C. 7:26-2:13:

Reportable Waste includes revenue derived from the collection/transportation, brokering, and/or disposal of the following solid waste types:

Waste Type ID 10, 12, 13, 13C, 23, 25, 27, 27A and 27I (See next page for detailed descriptions of Waste Types)

- That is **generated in NJ** and directly transported to a disposal facility **in or out of NJ**.
- That is **generated in NJ** and transported to a transfer station, landfill, incinerator, or rail carrier in NJ.
- That is residual waste (waste remaining after recyclable material has been removed) from a transfer station/material recovery facility and directly transported to a disposal facility in or out of NJ, or transported to a rail carrier in NJ.
- Important Note: If you have an A-901 you cannot claim “self-generated” waste. Self-generators are exempt from holding an A-901 license and must be registered as such with the NJDEP Transportation Oversight Unit. Solid waste that is considered “self-generated” as in demolition and construction **IS** considered reportable waste for all companies that hold a CPCN

NON-REPORTABLE GROSS OPERATING REVENUE:

- Waste not generated in NJ
- ID 72 Bulk liquid and semi-liquids
- ID 73 Septic tank clean-out wastes
- ID 74 Liquid sewage sludge
- Grease Trap Waste disposed at sewage treatment plant
- Waste collected from a NJ transfer station or rail carrier and directly transported out of NJ for disposal
- Recyclable material hauled to a recycling facility
- Hazardous Waste
- Medical Waste

NEW JERSEY ADMINISTRATIVE CODE N.J.A.C. 7:26-2:13

(g) Waste identification and definition of solids includes the following:

1. Solid wastes; waste ID number and definitions:

- i. **10 Municipal** (household, commercial and institutional): Waste originating in the community consisting of household waste from private residences, commercial waste which originates in wholesale, retail or service establishments, such as, restaurants, stores, markets, theatres, hotels and warehouses, and institutional waste material originated in schools, hospitals, research institutions and public buildings.
- ii. **12 Dry sewage sludge:** Sludge from a sewage treatment plant which has been digested and dewatered and does not require liquid handling equipment.
- iii. **13 Bulky waste:** Large items of waste material, such as appliances and furniture. Discarded automobiles, trucks and trailers and large vehicle parts, and tires are included under this category.
- iv. **13C Construction and demolition waste:** Waste building material and rubble resulting from construction, remodeling, repair, and demolition operations on houses, commercial buildings, pavements and other structures. The following materials may be found in construction and demolition waste: treated and untreated wood scrap; tree parts, tree stumps and brush; concrete, asphalt, bricks, blocks and other masonry; plaster and wallboard; roofing materials; corrugated cardboard and miscellaneous paper; ferrous and non-ferrous metal; non-asbestos building insulation; plastic scrap; dirt; carpets and padding; glass (window and door); and other miscellaneous materials; but shall not include other solid waste types.
- v. **23 Vegetative waste:** Waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree wastes processed through a wood chipper. Also included are non-crop residues such as leaves, grass clippings, tree parts, shrubbery and garden wastes.
- vi. **25 Animal and food processing wastes:** Processing waste materials generated in canneries, slaughterhouses, packing plants or similar industries, including animal manure when intended for disposal and not reuse. Also included are dead animals. Animal manure, when intended for reuse or composting, is to be managed in accordance with the criteria and standards developed by the Department of Agriculture as set forth at N.J.S.A. 4:9-38.
- vii. **27 Dry industrial waste:** Waste materials resulting from manufacturing, industrial and research and development processes and operations, and which are not hazardous in accordance with the standards and procedures set forth at 7:26G. Also included are nonhazardous oil spill cleanup waste, dry nonhazardous pesticides, dry nonhazardous chemical waste, and residue from the operations of a scrap metal shredding facility.
- viii. **27A** Waste material consisting of asbestos or asbestos containing waste.
- ix. **27I** Waste material consisting of incinerator ash or ash containing waste.

(h) Waste identification and definition of liquids include the following:

1. Liquid wastes; waste ID number and definitions:

- i. **72 Bulk liquid and semiliquids:** Liquid or a mixture consisting of solid matter suspended in a liquid media which is contained within, or is discharged from, any one vessel, tank or other container which has the capacity of 20 gallons or more. Not included in this waste classification are septic tank clean-out wastes and liquid sewage sludge.
- ii. **73 Septic tank clean-out wastes:** Pumpings from septic tanks and cesspools. Not included are wastes from a sewage treatment plant.
- iii. **74 Liquid sewage sludge:** Liquid residue from a sewage treatment plant consisting of sewage solids combined with water and dissolved materials.

2017 CPCN ANNUAL REPORT FOR
COLLECTORS/TRANSPORTERS AND BROKERS

FILL IN **ALL** INFORMATION BELOW:

CHECK ALL THAT APPLY:

- COLLECTOR/TRANSPORTER
 BROKER

1. INFORMATION

***Required: Working Contact Information**

*OFFICIAL COMPANY NAME: _____

(This is the name registered with the Division of Commercial Recordings)

*EMAIL: _____

*STREET ADDRESS: _____

*CITY, STATE, ZIP _____

*FEIN (or LAST 4# OF SS# FOR SOLE PROPRIETOR): _____

*OFFICE TELEPHONE: _____

*CELL PHONE: _____ FAX NUMBER: _____

WEBSITE: _____

*BILLING/MAILING ADDRESS: CHECK HERE IF SAME AS ABOVE:

STREET ADDRESS: _____

CITY, STATE, ZIP _____

2. LIST OFFICERS AND EQUITY HOLDERS:

Name: _____ Title _____ Equity _____

Name: _____ Title _____ Equity _____

Name: _____ Title _____ Equity _____

3. NAME OF REGISTERED AGENT(Out of State Companies) : _____

STREET ADDRESS: _____

CITY, STATE, ZIP _____

TELEPHONE: _____

CELL PHONE: _____ FAX NUMBER: _____

4. **VEHICLE INFORMATION FOR YOUR SOLID WASTE TRANSPORTATION EQUIPMENT:**

Provide the **number** of solid waste vehicles that require NJDEP issued decals owned and/or operated (include leased vehicles) by the CPCN holder as of **December 31, 2017**.

- _____ NO EQUIPMENT
- _____ CABS (does not hold waste)
- _____ CONTAINERS (roll off)
- _____ SINGLE UNIT VEHICLES (eg. pickup trucks, vans, dump truck)
- _____ TRAILERS

5. **VEHICLE LOCATION:** Provide the address of the location of where your solid waste vehicles are stored.

Address:

City, State, Zip:

6. **DID YOUR COMPANY USE A SOLID WASTE BROKER SERVICE?** NO YES:
If YES please see Page 15.

7. **DOES YOUR COMPANY OR ITS PRINCIPALS HAVE ANY CURRENT OR OUTSTANDING JUDGMENTS AND/OR LIENS?** NO YES: You must provide the information below for EACH (label and attach a separate page if necessary):

Name: _____

Address: _____

City, State, Zip: _____

Provide a brief description: _____

Check here if additional pages are attached

8. **HAS ANY EMPLOYEE, ASSOCIATE, OFFICER, OR EQUITY HOLDER HAD THEIR SOLID WASTE OPERATING AUTHORITY REVOKED OR SUSPENDED IN NEW JERSEY OR NEW YORK?** NO YES: You must provide the name and details concerning this revocation or suspension (label and attach a separate page if necessary):

Name: _____

Address: _____

City, State, Zip: _____

State(s) the revocation or suspension occurred: _____

Provide a brief description:

 Check here if additional pages are attached

9. **DID YOUR COMPANY SUBCONTRACT SOLID WASTE SERVICES TO ANOTHER SOLID WASTE COLLECTOR/TRANSPORTER IN 2017?** NO YES:

You must provide the information below for EACH subcontract (label and attach a separate page if necessary):

Subcontractor (Solid Waste Hauler Used)	Gross Revenue Received from Customer *	Total Amount Paid to Subcontractor (Hauler)

*Please note the amounts entered in this column will be automatically linked to your gross revenue on page 21.

10. **DID YOUR COMPANY ACCEPT AN OFFER TO SUBCONTRACT SOLID WASTE SERVICES FOR ANOTHER SOLID WASTE COLLECTOR/TRANSPORTER IN 2017?**

NO YES:

You must provide the information below for EACH subcontracting job that your company performed in 2017 (label and attach a separate page if necessary):

Prime Contractor (Solid Waste Hauler that Hired Your Company)	County of Subcontracting Job	Total Amount Received from Prime Contractor **

**Please note the amounts entered in this column will NOT link to your gross revenue and must be reported accordingly on the disposal page.

DESCRIPTION OF BUSINESS

Provide a detailed description of your business in the space below. Include the type of business and all solid waste services offered by your company.

If no changes have occurred from the previous year's submission please check the box below and you may bypass the description.

DO NOT INDICATE "N/A" ON THIS PAGE

Section A:

The following section must be completed by Solid Waste Collectors/Transporters. This includes any CPCN holder that has registered solid waste vehicles and/or collects/transport and disposes of solid waste at solid waste disposal facilities.

Solid Waste Brokers are not required to complete Section A and should continue on to Section B of this report (page 23).

SECTION A

TARIFF UPDATE (2017)

****Form must be completed by ALL SOLID WASTE COLLECTOR/ TRANSPORTERS****

This tariff contains the terms and conditions and schedules of rates governing the services furnished by a public utility and holder/applicant of a Certificate of Public Convenience and Necessity for the collection of solid waste pursuant to N.J.A.C. 7:26H-4.2(a).

Please fill in ALL information below:

1. TERRITORY SERVED:

**Solid waste collection services provided by this solid waste utility are in the counties of:
 (check all that apply)**

Check all that apply

- | | | |
|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> All New Jersey Counties | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Passaic |
| <input type="checkbox"/> Atlantic | <input type="checkbox"/> Hudson | <input type="checkbox"/> Salem |
| <input type="checkbox"/> Bergen | <input type="checkbox"/> Hunterdon | <input type="checkbox"/> Somerset |
| <input type="checkbox"/> Burlington | <input type="checkbox"/> Mercer | <input type="checkbox"/> Sussex |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Middlesex | <input type="checkbox"/> Union |
| <input type="checkbox"/> Cape May | <input type="checkbox"/> Monmouth | <input type="checkbox"/> Warren |
| <input type="checkbox"/> Cumberland | <input type="checkbox"/> Morris | |
| <input type="checkbox"/> Essex | <input type="checkbox"/> Ocean | |

By filing this updated Tariff Document, the company named above agrees to conform with all rules and regulations promulgated by the District Solid Waste Management Plans and the NJ Department of Environmental Protection in accordance with N.J.S.A. 48:13A-1 et seq., and N.J.S.A. 13:1E-1 et seq.

2. HOURS OF OPERATION:

	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN
<u>HOURS:</u>	____ AM	____ AM	____ AM	____ AM	____ AM	____ AM	____ AM
	____ PM	____ PM	____ PM	____ PM	____ PM	____ PM	____ PM

- OR:** 24 HRS / 7 DAYS A WEEK
 24HRS / 7 DAYS A WEEK OTHER THAN THE HOLIDAYS LISTED BELOW

On which Holidays do you **NOT** provide services? :

When a scheduled collection day occurs on a listed holiday, collection will be made on the next scheduled collection day. In those cases where collection is scheduled on one collection-per-week basis, collection will be made as soon as possible

SECTION A

3. PROVIDE A BLANK SAMPLE INVOICE AND ATTACH TO REPORT

4. SPECIAL CHARGES ON INVOICE: (ex: late fees, fuel, paper billing, mileage)

5. METHOD OF BILLING:

Please list the billing and payment procedures (example: invoicing)

6. TYPES OF SERVICE AND DETAILS

Any disposal fees must be a part of the invoice and separate from the services charge
N.J.A.C. 7:26H-4.4(b)(3)

Type of Service	Capacity of truck/container	Rate (fee amount / service)
<i>Examples: roll off, pick up, container rental</i>	<i>Examples: 10 yards, 100 tons</i>	<i>Examples: (\$/week) (\$/ton) (\$/pick up)</i>

6. ADDITIONAL INFORMATION: Provide any other pertinent Tariff information or explanations:

INSTRUCTIONS FOR CUSTOMER LISTS/CUSTOMER SERVICE AREA INVENTORY:

Customer information must be provided in accordance with N.J.A.C 7:26H- 5.9(c):
Customer lists must contain all of the names and addresses for each (regularly scheduled) residential, commercial, industrial, and institutional customer.

CUSTOMER LIST FORMAT

The list should be organized by municipality and sequentially numbered and set forth in numerical order by street address with the streets set forth in alphabetical order. Additionally, the Department is requesting the frequency of service, a description of service and the rates charged:

****All Customer Lists submitted to the Department are confidential and not subject to public review N.J.A.C 7:26H-5-9(c)(4)****

SAMPLE

<u>Customer #</u>	<u>Name</u>	<u>Address</u>	<u>Service Provided</u>	<u>Rate Charged</u>	<u>Frequency of Service</u>
1.	ABC	One A Street, Allentown, NJ 10000	Roll off	Amount / Service	weekly
2.	DCE	One B Street, Allentown, NJ 10000	Curb side pick up	Amount / Service	2x month
1.	FGH	One A Street, Basking Ridge, NJ 20000	Container rental	Amount / Service	On call
2.	IJK	One B Street, Basking Ridge, NJ 20000	Roll off	Amount / Service	3 x month

Regularly Scheduled Customers: Residential (NOT INCLUDING MUNICIPAL CONTRACTS), commercial and/or industrial customers that receive solid waste collection services on a regular basis, i.e. weekly, monthly, bi-weekly, bi-monthly. Provide the number of customers in the appropriate column for each corresponding county (page 14). **These customers must be provided to the department as part of a separate customer list.**

On-Call Customers: Customers that are provided solid waste collection services on an “on-call” basis. According to N.J.A.C. 7:26H-5.9, **if solid waste collection services were provided more than one time during the year, even though the service locations varied, then these on-call customers must be included on a customer list.**

One-time Customers: Customers that were provided solid waste collection services one time during the year. **You do not need to include these customers in your customer list.**

Municipal Contracts/Residential Contracts: A contract between a municipality and a collector for solid waste collection services. Provide the municipality, the county in which the Municipality is located, and the approximate number of customers that the contract covers.

****If a customer list is required, please submit as an attachment using the "Attach Files" button below. ****

SECTION A

BROKERS USED IN 2017

If your company has **USED** Solid Waste Broker Services, please provide the information below for calendar year 2017. You may prepare your own spreadsheet containing the below information in the same format:

A	B	C	D	E
Name of Solid Waste Broker	Address: Street, City, State and Zip	Does your company have and on-going contract with this Broker ?	Broker's CPCN SW #	Total Amount of Payment Received from Broker
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW _____	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW _____	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW _____	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW _____	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW _____	

SECTION A

RELATED COMPANIES

List all related companies that operate in New Jersey and any related out-of-state disposal facilities where New Jersey solid waste is sent. **Please include related brokers, collection companies, disposal facilities, truck leasing companies, or real estate leasing companies.**

COMPANY NAME AND ADDRESS	TYPE OF SERVICE RELATED COMPANY PERFORMS	TOTAL FEE PAID TO RELATED COMPANY DURING 2017



READ THIS PAGE **ENTIRELY** BEFORE CONTINUING

INSTRUCTIONS FOR REPORTING DISPOSAL INFORMATION – PAGE 18
SAMPLE DISPOSAL PAGE FOUND ON PAGE 19

1. **Name and Address of Disposal Facility Used During 2017:** Provide the name of the facility that your company has used to dispose of the waste collected by your company. Provide the address of the facility.
2. **Facility Type:** Circle one.
TS – *Transfer Station*. LF – *Landfill*. RC – *Rail Carrier*. RRF – *Resource Recovery Facility/ Incinerator*
3. **Waste Type:** Provide the Waste Type ID.
 - ID 10 Municipal (includes household, commercial and institutional)
 - ID 12 Dry Sewage Sludge
 - ID 13 Bulky Waste
 - ID 13C Construction and demolition waste
 - ID 23 Vegetative waste
 - ID 25 Animal and food processing waste
 - ID 27 Dry industrial waste (e.g. “dirty dirt”)
 - ID 27A Waste material consisting of asbestos or asbestos containing waste
 - ID 27I Waste consisting of incinerator ash or ash containing waste
4. **County Origin of Waste:** The New Jersey county from which your company has collected the waste. **DO NOT RECORD MORE THAN ONE COUNTY IN EACH SPACE.**
5. **Total Tons Picked up in County:** The total tons of waste your company has collected from the corresponding county.
6. **Total Tons Disposed at Facility:** The total tons of solid waste that your company disposed at the facility for the year 2017.
7. **Total Amount of Disposal Fee Paid to Facility:** The total amount your company was charged to dispose of solid waste at the corresponding facility. This information can be found on receipts or on origin and disposal forms obtained from the disposal facility.
8. **Recycling Tax Paid:** Collectors/transporters disposing of solid waste generated/collected in NJ to an *out of state* facility, or at a *rail carrier* within NJ are subject to a \$3 per ton recycling tax.
9. **Gross Revenue: Should not be reported as an estimate; value must be true.** Do not subtract “Recycling Tax” or “Total Amount of Disposal Fee Paid to Facility” to determine Gross Revenue. Gross Revenue is the total amount of money the collector has received from the collection of solid waste before any deductions from taxes, disposal fees, and any other associated expenses. **Gross Operating Revenues consist of reportable revenues as described on Page 5, which are derived from customer bills, fees, sales, and services.**

If you require additional pages to report your disposal information, please use the "Duplicate This Page" at the bottom of the Disposal Information page.

SECTION A

DISPOSAL INFORMATION

Sample Page

Name and Address of Disposal Facilities Used in 2017	Facility Type	Waste Type	County Origin of Waste	Total Tons Picked up in County	Total Tons Disposed at Facility	Total Amount of Disposal Fee Paid to Facility	Recycling Tax Paid	Gross Revenue
ABC TRANSFER STATION, 300 NORMAL AVE, TRENTON NJ	TS LF RC RRF	13	BURLINGTON	500	500	31,000	NA	75,000
“	TS LF RC RRF	13	MERCER	700	700	43,400	NA	85,000
“	TS LF RC RRF	10	BURLINGTON	200	200	12,400	NA	24,000
COUNTY SAN. LANDFILL, 234 TRASH WAY, TRENTON NJ	TS LF RC RRF	10	BURLINGTON	1000	1000	71,000	NA	150,000
“	TS LF RC RRF	10	MERCER	750	750	53,250	NA	100,000
OUT OF STATE LANDFILL, 54 JUNK DRIVE, PITTSBURGH, PA	TS LF RC RRF	10	MERCER	1000	1000	60,000	3000 (\$3 PER TON)	150,000
	TS LF RC RRF							
	TS LF RC RRF							
Total Gross Revenue:								584,000

SECTION A

DISPOSAL INFORMATION

Please provide the information below for each disposal facility (landfills, transfer stations, rail facilities, incinerators) used by your company for calendar year 2017: (see sample page 20 for an example of a completed page)

Facility Type: TS – Transfer Station. LF – Landfill. RC – Rail Carrier. RRF – Resource Recovery Facility/ Incinerator

Gross Revenue: DO NOT subtract “Recycling Tax” or “Total Amount Paid of Disposal Fee Paid to Facility” for Gross Revenue total.

Name and Address of Disposal Facilities Used in 2016	Facility Type	Waste Type	County Origin of Waste	Total Tons Picked up in County	Total Tons Disposed at Facility	Total Amount of Disposal Fee Paid to Facility	Recycling Tax Paid	Gross Revenue
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
Total Gross Revenue:								

SECTION A

**GROSS OPERATING REVENUE BY COUNTY FOR SOLID
WASTE COLLECTION/TRANSPORTATION SERVICES**

Please provide the Gross Operating Revenues derived from any solid waste collected/transported in any New Jersey county during 2017.

TOTAL AMOUNT COLLECTED FROM EACH COUNTY SHOULD ADD UP TO TOTAL GROSS OPERATING REVENUE.

Gross Revenue is the total amount of money the collector has received from the collection of solid waste *before* any deductions from taxes, disposal fees, and any other associated expenses.

Gross Operating Revenues consist of reportable revenues which are derived from customer bills, fees, sales and services.

County	2017 Collector Gross Revenue
Atlantic	
Bergen	
Burlington	
Camden	
Cape May	
Cumberland	
Essex	
Gloucester	
Hudson	
Hunterdon	
Mercer	
Middlesex	
Monmouth	
Morris	
Ocean	
Passaic	
Salem	
Somerset	
Sussex	
Union	
Warren	

Total Gross Operating Revenue
During Calendar Year 2017: \$ _____
Collector Total

END OF SECTION A

Section B:

The following section must be completed by Solid Waste Brokers who manage, administer and arrange through a contract or other means, for compensation, the solid waste needs of clients, utilizing other licensed collectors/transporters, in all counties of New Jersey.

Solid Waste Collectors/Transporters who do not have a Solid Waste Broker license, should continue on to page 30 (“Certifications”).

INSTRUCTIONS FOR CUSTOMER INFORMATION/CUSTOMER LISTS FOR BROKERS

Customer information must be provided in accordance to N.J.A.C 7:26H- 5.9(c): Customer lists must contain all of the names and addresses for each (regularly scheduled) residential, commercial, industrial, and institutional customer.

**** SW Brokers are regulated utilities subject to the Solid Waste Utility Control Act N.J.A.C 7:26H and therefore are required to submit a customer list****

CUSTOMER LIST FORMAT

The list should be organized by municipality and sequentially numbered and set forth in numerical order by street address and the streets set forth in alphabetical order. Additionally, the Department is requesting the frequency of service, a description of service and the rates charged.

****All Customer Lists submitted to the Department are confidential and not subject to public review N.J.A.C 7:26H-5-9(c)(4)****

SAMPLE

<u>Customer #</u>	<u>Name</u>	<u>Address</u>	<u>Service Provided</u>	<u>Rate Charged</u>	<u>Frequency of Service</u>
1.	ABC	One A Street, Allentown, NJ 10000	Roll off	Amount / Service	weekly
2.	DCE	One B Street, Allentown, NJ 10000	Curb side pick up	Amount / Service	2x month
1.	FGH	One A Street, Basking Ridge, NJ 20000	Container rental	Amount / Service	On call
2.	IJK	One B Street, Basking Ridge, NJ 20000	Roll off	Amount / Service	3 x month

Regularly Scheduled Customers: Residential (NOT INCLUDING MUNICIPAL CONTRACTS), commercial and/or industrial customers that receive solid waste collection services on a regular basis, i.e. weekly, monthly, bi-weekly, bi-monthly. **These customers must be provided to the department as part of a separate customer list.**

On-Call Customers: Customers that are provided solid waste collection services on an “on-call” basis. According to N.J.A.C. 7:26H-5.9, **if solid waste collection services were provided more than one time during the year, even though the service locations varied, then these on-call customers must be included on a customer list.**

One- time Customers: Customers that were provided solid waste collection services one time during the year. **You do not need to include these customers in your customer list.**

****If a customer list is required, please submit as an attachment using the "Attach Files" button below or on the next page. ****

SECTION B

CUSTOMER SERVICE AREA INVENTORY FOR BROKERS

<u>MUST BE INCLUDED ON A CUSTOMER LIST</u>					
County	# of Scheduled Residential	# of Scheduled Commercial	# of Scheduled Industrial	# of Repeated On-Call Customers	# of One-Time Only Customers <small>(SERVICE PROVIDED ONCE WITHIN YEAR)</small>
Atlantic					
Bergen					
Burlington					
Camden					
Cape May					
Cumberland					
Essex					
Gloucester					
Hudson					
Hunterdon					
Mercer					
Middlesex					
Monmouth					
Morris					
Ocean					
Passaic					
Salem					
Somerset					
Sussex					
Union					
Warren					

SECTION B

**GROSS OPERATING REVENUE BY COUNTY FOR
BROKERING SERVICES**

Please provide the Gross Operating Revenues derived from all solid waste broker services in New Jersey during 2017.

TOTAL AMOUNT COLLECTED FROM EACH COUNTY SHOULD ADD UP TO TOTAL GROSS OPERATING REVENUE.

Gross Revenue is the total amount of money the collector has received from the collection of solid waste *before* any deductions from taxes, disposal fees, and any other associated expenses

Gross Operating Revenues consist of reportable revenues which are derived from customer bills, fees, sales and services.

County	2017 Broker Gross Revenue
Atlantic	
Bergen	
Burlington	
Camden	
Cape May	
Cumberland	
Essex	
Gloucester	
Hudson	
Hunterdon	
Mercer	
Middlesex	
Monmouth	
Morris	
Ocean	
Passaic	
Salem	
Somerset	
Sussex	
Union	
Warren	

Total Gross Operating Revenue
During Calendar Year 2017:

\$ _____
Broker Total

END OF SECTION B

CLAIMING ZERO GROSS OPERATING REVENUE FOR COLLECTORS/TRANSPORTERS

Acceptable Reasons for Reporting Zero Gross Operating Revenue

- **Currently Not Operating** – If your company has been inactive in 2017 you must explain why, how long your company has been inactive, and when you intend to resume operation.
- **Collection/Transport/Brokering of Non-Regulated Materials** – Provide details of your operations and provide the solid waste ID or the non-regulated waste that your company collects/transport.
- **Collection/Transport/Brokering of Waste Not Generated in NJ** – Provide details of your operations and the origin of the waste that your company is collecting/transporting.
- **Waste Collected/Brokered to be collected from NJ Transfer Station or Rail Carrier and Transported Out of State** - Provide details of your operations.
- **Other** - Provide a detailed explanation for claiming zero revenue.

Unacceptable Reasons for Reporting Zero Gross Operating Revenue

- **Self-Generated Waste** - Self-generators are exempt from holding an A-901 License and a CPCN. Companies that do hold a CPCN should, therefore, not be reporting waste as “self-generated”.
- **Sub-Contractors**- All utilities holding a CPCN must report revenue regardless of contracting work with other Solid Waste Utilities.

****If you are claiming zero revenue for the calendar year of 2017, see the next page to provide details and certify zero gross operating revenue.****

**CERTIFICATION FOR COMPANIES CLAIMING ZERO
GROSS OPERATION REVENUE**

The certification below should only be completed by CPCN holders that are claiming zero gross operating revenue for calendar year 2017. You must also provide, in detail, the reason you are claiming zero revenue.

ZERO GROSS OPERATING REVENUE CERTIFICATION:

I certify under the penalty of law that this company's reportable Gross Operating Revenue as described on page 5, which are derived from fees, sales, services, and interest from all solid waste collected in NEW JERSEY during 2017 was ZERO dollars (\$0.00).

I also acknowledge that review of financial records of my company may be performed at any time by NJDEP to verify zero gross operating revenue.

I, _____ hold the title of _____ and am
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

duly authorized to sign this Annual Report showing Zero Gross Operating Revenue on behalf

of: _____.
(OFFICIAL COMPANY NAME)

Print Name of Owner/Authorized Member

Signature of Owner/Authorized Member

Today's Date

PROVIDE REASON(S) FOR REPORTING ZERO GROSS ANNUAL REVENUE:

Do not indicate "N/A" if claiming zero revenue

CERTIFICATIONS

****Please sign the “Customer Bill of Rights” OR check the box below accordingly****

CUSTOMER BILL OF RIGHTS (If you have **Regularly Scheduled Customers**, read and certify)

Regularly scheduled customers are considered residential, commercial, and/or industrial customers that receive solid waste collection services on a regular basis, i.e. weekly, monthly, bi-weekly, bi-monthly

I certify under penalty of the law that I have notified each of my Regularly Schedule Customers at least once this year that solid waste collection services in New Jersey are available on a competitive basis as provided in the Customer Bill of Rights and that I have provided each of my customers with a copy of the customer bill of rights in the form set forth at N.J.A.C. 7:26H-5.12(b). **The Customer Bill of Rights may be downloaded at: <http://www.nj.gov/dep/dshw/resource/custbillofrights.pdf>**

I, _____ hold the title of _____ and am duly
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

authorized to sign this Customer Bill of Rights on behalf of: _____
(OFFICIAL COMPANY NAME)

Print Name of Owner/Authorized Member

Signature of Owner/Authorized Member

Today's Date

OR

I DO NOT have Regularly Scheduled Customers

Regularly scheduled customers are considered, commercial, and/or industrial customers that receive solid waste collection services on a regular basis, i.e. weekly, monthly, bi-weekly, bi-monthly.

VERIFICATION AND OATH FOR 2017 ANNUAL REPORT FILING

NAME OF PERSON COMPLETING THIS FORM:

RELATIONSHIP TO BUSINESS:

CONTACT NUMBER:

The 2017 Annual Utility Report for Solid Waste Collectors/Transporters and Brokers must be verified and certified by the oath of the President or another principal general officer if other than the respondent and must be approved as a “key employee” as defined by N.J.S.A. 13:1E-127(f).

Oath To be made by the Proprietor, Partner, President or other principal officer of the utility:

(Insert name of Owner or Officer and Title)

“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment” N.J.A.C. 7:26H-5.9(d)

I acknowledge that submitting false information to the Department of Environmental Protection may subject my company to potential enforcement actions, penalties and/or revocation of the A-901 license and CPCN.

(Signature of Owner or Officer)

State of _____ County of _____
Sworn to and subscribed before me
this _____ day of _____ 20____
_____ Print Name of Notary Public or Officer Authorized to Administer Oath
_____ Signature of Notary Public or Officer Authorized to Administer Oath
My Commission expires: _____
Impression Stamp



IMPORTANT NOTICE: If your company is NO LONGER in business, please use this form to SURRENDER your A-901, CPCN and Decals, and MAIL to the address below. **DO NOT** submit if your company will continue to engage in NJ's waste industry.

New Jersey Department of Environmental Protection (NJDEP)

Notice of Surrender

A-901 License, Certificate of Public Convenience and Necessity (CPCN) and Waste Transporter Decals

Please read carefully. Legibly print and complete all information below:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

EMAIL: _____

NAME OF ALL COMPANY OWNER(S): _____;

_____; _____;

Additional Owners? Please check here and print name(s) on additional sheet

I, _____; hold the title of _____, and hereby
(NAME OF AUTHORIZED OWNER) (TITLE)
notify NJDEP, effective immediately, that I am voluntarily surrendering the A-901 License, CPCN, and all transporter decals issued to _____, and will no longer engage in the
(COMPANY NAME)
solid and/or hazardous waste business in New Jersey. I am fully aware that I must reapply, and be granted a license if I intend to re-enter the waste industry in the future.

I agree with these statements above and certify that I am duly authorized to sign and submit this "Notice of Surrender" on behalf of the company, its owners and members.

Print Name of Authorized Owner

Signature of Authorized Owner

Today's Date

Please check boxes below and fill in the correct NUMBERS as indicated:

- Certificate of Public Convenience & Necessity (CPCN): YES: SW# _____ NO N/A
- NJDEP Solid Waste Transporter Number (SW Hauler ID): YES: SW ID# _____ NO N/A
- NJDEP Hazardous Waste Transporter Number (HW Hauler ID): YES: HW ID# _____ NO N/A
- Does the company have CURRENT Waste Transporter Decals? YES*: #SW:____; #HW:____ NO N/A
- Do you have any decal placed on Leased Vehicles/Equipment? YES* NO N/A

*Current transporter decals placed on any **owned or leased containers; vehicles; and/or equipment, are inactive upon signature and must be removed immediately and mailed back to NJDEP at the address below.**

This completed form, and all decals and cab cards should be mailed to:

Roxanne Feasel, NJDEP A-901
401 E. State St., 2nd Floor West Wing
Mail Code: 401-02C, PO Box 420
Trenton, NJ 08625-0420