



# Collection Location & Local Government Unit (LGU) Semiannual Report Form

## Report Instructions:

### This semiannual report shall be submitted by all collection locations:

Collection location means the operator of every collection location identified in each manufacturer's plan and any local government unit that collects covered electronic devices (13:1E-99.105c).

LGU means any county or municipality, or any agency, instrumentality, authority or corporation of any county or municipality, including, but not limited to, sewerage, utilities and improvement authorities, or any other political subdivision of the State.

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.

- Tab 1 - Collection Site Contact Info., Authorized Recycler Contact Info.
- Tab 2 - Date and weight (lbs) of CEDs received
- Tab 3 - Date, weight (lbs) of CEDs transported, and authorized recycler or transporter used

**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 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](mailto: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](mailto:ecycle@dep.nj.gov) (Do Not Send Hard Copy)

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