

New Jersey Department of Environmental Protection (NJDEP)

Updated 8/18/2023

Instructions for Completing the Large Food Waste Generator¹ Reporting Form Pursuant to P.L. 2020, c.24: Food Waste Recycling

The purpose of the form is to provide the Department of Environmental Protection (Department or NJDEP) with information on the amount of projected food waste generated at various establishments and for the generator to provide the Department with information regarding the disposition of the generator's source separated food waste. Please refer to attached form.

This form should be completed by large food waste generators as defined in P.L. 2020 c.24 (full version of the law is available at https://www.njleg.state.nj.us/Bills/2020/PL20/24_.PDF). A hard copy of the completed reporting form should be 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 (see report form): Generator Information

1. Generator Name: Provide the name of the establishment that is reporting the projected generation of food waste.
2. Generator Contact Information: List the name of the person submitting this form that can be reached by the Department regarding site operations relative to food waste and compliance with the Food Waste Recycling Law. This person should have direct knowledge of the food waste generated and shall provide the telephone number, mailing address, and email address for this contact. If the mailing address of the person submitting this form differs from the mailing address of the establishment, please specify both.
3. Generator Type: Identify the type of food waste generator by selecting one of the options from the drop-down menu (commercial food wholesaler, distributor, industrial food processor, supermarket, resort, conference center, banquet hall, restaurant, educational or religious institution, military installation, prison, hospital, medical facility, casino).
4. Identify the total food waste generated in the previous 12 months; this value should reflect the estimated amount of food waste generated, in tons. The DEP has provided online resources to assist in estimating food waste at <https://www.nj.gov/dep/dshw/food-waste-recycling-law/measure-food-waste.html>.

¹ "Large food waste generator" means any commercial food wholesaler, distributor, industrial food processor, supermarket, resort, conference center, banquet hall, restaurant, educational or religious institution, military installation, prison, hospital, medical facility, or casino that produces at least 52 tons per year of food waste

5. Explain the method that was used to estimate the amount of food waste generated in question number 4. Referencing one of the resources available online is acceptable.
6. Estimate the projected food waste to be generated during the next 12 months.

Section B: Generator Requirements

1. Respond either yes or no as to whether the generator is subject to the requirements of the Law.

Section C: Recycling Information

1. Check the appropriate box(es) corresponding with the method(s) used to recycle source separated food waste. Provide the name and address of the recycling facility, if applicable. Provide a description of the method(s) used and attach permits or approvals, if applicable.
2. Provide the name and contact information of the hauler(s) that transport the food waste from the generator to the recycling facility, if applicable.

Section D: Generator Certification

1. By signing this document, the generator acknowledges that the information submitted in this form is correct to the best of their knowledge. Provide the name of the person submitting this form, signature, job title, and date submitted.

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

Print Name/Title

Any questions regarding these instructions or filling out the attached form should be emailed to reducefoodwaste@dep.nj.gov.