



Recycled Content Manufacturer Registration Walk-Through: Initial Registration

New Jersey Recycled Content Law (N.J.S.A. 13:1E-99.135-157)

Determining Manufacturer Status

- First, review the definition of ‘manufacturer’ below to determine whether your company is required to register.
- “Manufacturer” means:
 1. a person that produces or generates a rigid plastic container, paper carryout bag, plastic carryout bag, or plastic trash bag that does not contain a product and that is sold or offered for sale in the State;
 2. a person that is the brand owner of a product that is sold or offered for sale in the State and that is packaged in a rigid plastic container, plastic beverage container, or glass container, unless the brand owner identifies a licensee who agrees to accept responsibility under this act and the licensee informs the department in writing of the agreement; or
 3. in the absence of a person meeting the criteria in (1) or (2) of this definition over whom the State may exercise jurisdiction, a person who imports or distributes a product into or within the State that is sold or offered for sale in the State and that is packaged in a rigid plastic container, plastic beverage container, or glass container.

“Manufacturer” shall not include a person who, at a single physical location, produces, packages, and sells a product directly to a consumer at retail, which may include a grocery store, restaurant, bar, cafeteria, café, food truck, food cart, or similar establishment.

Getting Started

- After determining registration is required, visit the [Manufacturer Registration Webpage](#) to begin.
 - Read the registration details *carefully* before beginning.
- Scroll down to the Initial Registration dropdown menu and follow the prompts.
 - You will need to download and complete the 'Regulated Containers and Packaging Products Spreadsheet' **BEFORE** attempting to register
 - To download the spreadsheet, click the download button as indicated by the red circle to the right.

- 1. Initial Registration

Initial Registration Instructions

The NJDEP developed a walk-through of the initial registration process to assist manufacturers with registration. The recording of the walk-through along with the accompanying presentation can be accessed from the table below.

To file an initial registration, the first step is to complete the *Regulated Containers and Packaging Products Spreadsheet* found below to identify all of the containers and packaging products generated by the manufacturer that are regulated under the law, including all containers and packaging products that are exempt from the postconsumer recycled content requirements. Instructions can be found in the first tab of the spreadsheet.

File Name:	Download:
Regulated Containers and Packaging Products Spreadsheet	
Manufacturer Initial Registration Walk-Through Recording	
Manufacturer Initial Registration Walk-Through Presentation	

After completing the *Regulated Containers and Packaging Products Spreadsheet*, manufacturers need to create an account on NJDEP Online. Click the link below and follow the registration instructions on the right of the screen for a new user. You must have a valid email address to register an account and gain access to NJDEP Online. If you have an existing account with NJDEP Online, please log in and proceed using the instructions below.

[Link to NJDEP Online](#)

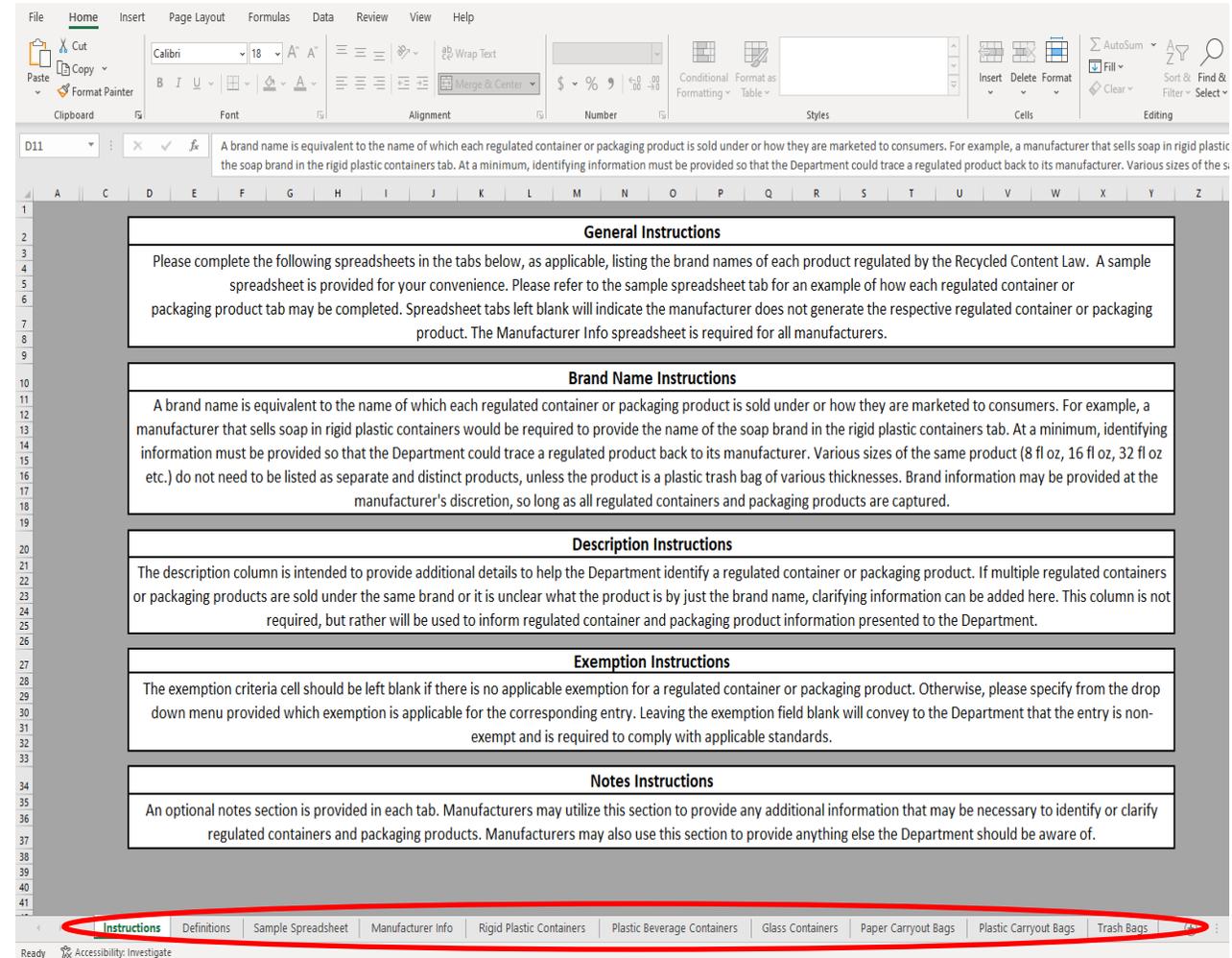
Once an account has been created, enter the registered services portal, and configure services to add Recycled Content Manufacturer Registration under the Solid and Hazardous Waste section to your Service Selection. Proceed with registration by clicking the link for manufacturer registration and follow the prompts on the screens that follow.

Please note that the registration fee generated by NJDEP Online for manufacturers filing an Initial Registration will be based on the year the manufacturer began selling regulated containers or packaging products into New Jersey. For example, a manufacturer that began selling regulated containers or packaging products in New Jersey in 2022 will be billed \$1,000 for each year the manufacturer failed to register with the NJDEP.

After submitting the registration, you will receive a confirmation email that the initial registration was submitted successfully. You will receive a follow-up confirmation email once the Department has reviewed the registration and deemed it in compliance with all applicable requirements. Please retain both emails for future reference. If the NJDEP has any concerns or questions with the submitted registration, NJDEP staff will reach out to the manufacturer directly.

Navigating the Spreadsheet

- The tabs at the bottom, indicated by the red circle, help guide completion of the spreadsheet.
- Tabs include:
 - Instructions
 - Relevant definitions
 - Example spreadsheets
 - Manufacturer info
 - Spreadsheet tabs for each regulated container or packaging product category
- Read the instructions and click through the spreadsheet to get familiar with relevant tabs.



Completing the Spreadsheet – Manufacturer Info

- After getting familiar with the spreadsheet, proceed to the Manufacturer Info tab and complete accordingly.
- The Manufacturer Info tab acts as a reference table when uploading the spreadsheet to the registration service.
- It is critical that the manufacturer name, website, and federal tax ID match exactly how it will be entered in the registration service, otherwise the spreadsheet upload will be rejected.
- The spreadsheet allows for multiple EIN's if needed, though only one is required.

The screenshot shows a Microsoft Excel spreadsheet with the following content:

Manufacturer Name:	
Manufacturer Website* (if applicable):	
Federal Tax ID** (EIN):	

*Manufacturer website must either be typed directly into cell or copied and pasted into the formula bar
**If manufacturer has multiple EIN's here separated by a semi-colon (;):

Regulated Container and Packaging Product Checklist: Please check any container or packaging product category that is sold or offered for sale in New Jersey	
Rigid Plastic Container	
Plastic Beverage Container	
Glass Container	
Paper Carryout Bag	
Plastic Carryout Bag	
Plastic Trash Bag	

The spreadsheet interface includes the Microsoft Office ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help) and a task pane on the right with various formatting options like Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory, and Hyperlink. The bottom of the spreadsheet shows a navigation bar with tabs for 'Instructions', 'Definitions', 'Sample Spreadsheet', 'Manufacturer Info', 'Rigid Plastic Containers', 'Plastic Beverage Containers', 'Glass Containers', 'Paper Carryout Bags', 'Plastic Carryout Bags', and 'Trash Bags'.

Completing the Spreadsheet – Manufacturer Info (cont.)

- A check in the checklist indicates the category is generated by the manufacturer meaning the corresponding tab must be filled out.
- When filling out the checklist, **ONLY** check the categories that are generated by the manufacturer and complete the corresponding tabs accordingly.
- The registration service will flag any uploads that have a check without completing the corresponding tab and vice versa.
- In the example provided, the user would need to complete the rigid plastic container, plastic beverage container, and trash bag tabs.
- The tabs for glass containers, paper carryout bag, and plastic carryout bag should be left **blank**.

The screenshot displays a Microsoft Excel spreadsheet with the following content:

Manufacturer Information Form:

Manufacturer Name:	
Manufacturer Website* (if applicable):	
Federal Tax ID** (EIN):	

*Manufacturer website must either be typed directly into cell or copied and pasted into the formula bar
**If manufacturer has multiple EINs, insert additional EIN's here separated by a semi-colon (;)

Regulated Container and Packaging Product Checklist: Please check any container or packaging product category that is sold or offered for sale in New Jersey

Product Category	Checked
Rigid Plastic Container	X
Plastic Beverage Container	X
Glass Container	
Paper Carryout Bag	
Plastic Carryout Bag	
Plastic Trash Bag	X

The spreadsheet's tab bar at the bottom shows the following tabs: Instructions, Definitions, Sample Spreadsheet, **Manufacturer Info** (active), Rigid Plastic Containers, Plastic Beverage Containers, Glass Containers, Paper Carryout Bags, Plastic Carryout Bags, and Trash Bags. The 'Glass Containers', 'Paper Carryout Bags', and 'Plastic Carryout Bags' tabs are highlighted in red, while the others are white. Blue arrows point from the 'X' marks in the checklist to the 'Rigid Plastic Containers', 'Plastic Beverage Containers', and 'Trash Bags' tabs.

Completing the Spreadsheet – Glass Containers

- Manufacturers that generate glass containers must complete the Glass Containers tab.
- Brand Name is **required**. Enter the name of the brand associated with the glass container. If there is no brand name, please indicate the name by which the glass container is marketed to consumers.
- Manufacturers may add additional information in the description column for each entry as determined necessary (*optional*).
- Checking a box under the 50% Mixed Color Cullet Certification column indicates that the entry utilizes at least 50% mixed-color cullet in the recycled content for the product. Qualified products may utilize a 25% recycled content standard instead of the 35% standard for all other products (*optional*).
- Exemptions may be assigned to any entry, as appropriate. Please select the applicable exemption from the dropdown list provided (*optional*).
- The Manufacturer Notes section may be completed with any additional information you would like to bring to the Department's attention (*optional*).

The screenshot shows an Excel spreadsheet with the following structure:

	A	B	C	D	E	F
1	Please list the brand names of each regulated product sold in a glass container. Leave Column E blank if the 50% mixed-color cullet certification does not apply.		Brand Name	Description of Product (i.e. beverage, food etc.)	50% Mixed-Color Cullet Certification	Exemption Criteria (if applicable)
2						
3						
4						
5						
6	Manufacturer Notes:					
7						
8						
9						
10						
11						
12						
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The spreadsheet includes a ribbon with tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The 'Glass Containers' tab is active. The data entry area (columns C-F) is highlighted with a red border.

Completing the Spreadsheet – Paper Carryout Bags

- Manufacturers that generate paper carryout bags must complete the Paper Carryout Bags tab.
- Brand Name is **required**. Enter the name of the brand associated with the paper carryout bag. If there is no brand name, please indicate the name by which the paper carryout bag is marketed to consumers.
- Weight Capacity is **required**. Please select whether the paper carryout bag is designed to hold more than 8 pounds.
- The Manufacturer Notes section may be completed with any additional information you would like to bring to the Department's attention (*optional*).

The screenshot shows a Microsoft Excel spreadsheet with the following structure:

		Brand Name	Weight Capacity
1	Please list the brand names of each paper carryout bag and select their weight capacity from the dropdown list. Brand names may also be the name under which the paper carryout bag is marketed to consumers.		
2			
3			
4			
5			
6			
7	Manufacturer Notes:		
8			
9			
10			
11			
12			
13			
14			
15			
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The 'Brand Name' and 'Weight Capacity' columns are highlighted with a red border. The 'Manufacturer Notes' section is a large text area for additional information.

Completing the Spreadsheet – Plastic Carryout Bags

- Manufacturers that generate plastic carryout bags must complete the Plastic Carryout Bags tab.
- Brand Name is **required**. Enter the name of the brand associated with the plastic carryout bag. If there is no brand name, please indicate the name by which the plastic carryout bag is marketed to consumers.
- The Manufacturer Notes section may be completed with any additional information you would like to bring to the Department's attention (*optional*).

The screenshot shows an Excel spreadsheet with the following structure:

- Row 1:** Header for the 'Brand Name' column, highlighted in yellow.
- Row 2:** Instruction: "Please list the brand names of each plastic carryout bag or how each plastic carryout bag is marketed to consumers".
- Row 3:** Blank row.
- Row 4:** Header for the 'Manufacturer Notes' section.
- Row 5:** Blank row for notes.
- Row 6-27:** Multiple blank rows for data entry.

The 'Brand Name' column (C) is highlighted with a red border. The 'Manufacturer Notes' section (A5) is a large text area. The spreadsheet has multiple tabs at the bottom, with 'Plastic Carryout Bags' selected. The status bar at the bottom indicates 'Ready' and 'Accessibility: Investigate'.

Completing the Spreadsheet – Trash Bags

- Manufacturers that generate plastic trash bags must complete the Trash Bags tab.
- Brand Name is **required**. Enter the name of the brand associated with the plastic trash bag. If there is no brand name, please indicate the name by which the plastic carryout bag is marketed to consumers.
- Thickness Range is **required**. Please indicate the range of thickness for each entry. Trash bag thickness will dictate which recycled content standard is required for each entry.
- Exemptions may be assigned to any entry, as appropriate. Please select the applicable exemption from the dropdown list provided (*optional*).
- The Manufacturer Notes section may be completed with any additional information you would like to bring to the Department's attention (*optional*).

The screenshot shows an Excel spreadsheet with the following structure:

		Brand Name	Thickness Range	Exemption Criteria (if applicable)
1	Please list the brand names of each plastic trash bag sold or offered for sale. Additionally, please select the bag's thickness from the ranges provided in the dropdown list.			
2				
3				
4	Trash bags of various sizes and thicknesses should be listed as separate and distinct products.			
5				
6				
7				
8	Manufacturer Notes:			
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The spreadsheet includes a ribbon with tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'Home' tab is active, showing options for Cut, Copy, Paste, Format Painter, Font, Alignment, Number, Styles, Cells, and Editing. The 'Trash Bags' tab is selected in the bottom pane.

Completing the Spreadsheet – Wrapping Up

- Once the spreadsheet is completed, save the completed excel file to your computer.
- Please remember where the file is saved as you will need to navigate to the file when uploading the spreadsheet to the registration service. Be sure to save the file in a location that is easily accessible.
- We do not recommend saving the file to a cloud storage system, such as OneDrive.
- After saving the file, please return to the [Manufacturer Registration Webpage](#).
- Click the link to NJDEP Online and proceed.

NJDEP Online – Create an Account

- Navigate to [NJDEP Online](#) and create an account using the instructions provided.
- Click on the link to the instructions and carefully follow the next steps.
- Most manufacturers will not have an existing account, but if you do, you can skip this step and proceed to login.

The screenshot shows the NJDEP Online Business Portal homepage. At the top right, it displays the names of Governor Phil Murphy and Lt. Governor Sheila Oliver, along with navigation links for NJ Home, Services A to Z, Departments/Agencies, and FAQs. A search bar is also present. The main header features the NJDEP logo and the text "your portal to e-government services". Below this, a welcome message reads "Welcome to New Jersey Department of Environmental Protection's Online Business Portal".

The main content area is divided into two columns. The left column contains a paragraph explaining how to access the system via the myNewJersey Portal or directly from the page. Below this, it states "NJDEP Online offers 2 different types of services, Non-registered and Registered:" and lists two categories:

- 1 Non-registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
 - [Pay a Paper Invoice](#) (Certain invoice types are not available for online payment)
 - [Documents and Forms](#)
 - [Pay for a License](#)
 - [Pesticide Product Registration](#)
 - [Saltwater Angler Registration](#)
 - [Request a Waiver](#)
 - [Vehicle Registration Add-on/Modification](#)
 - [Vehicle Registration Renewal](#) (Recommended renewal method for companies with 30 or fewer vehicles)
- 2 Registered Services** require users to create a NJDEP Online and myNewJersey account:
 - [View Registered Services](#) (You must be logged in to use these services)

The right column contains a "New User?" section with a red border, which includes a link to "Registration Instructions (PDF - 1.27MB)" and a "Request Access to NJDEP Online" button. Below this, there is a note about browser requirements: "NJDEP Online requires Mozilla Firefox 34 (or later) or Google Chrome 33 (or later) to operate correctly. It may not work with any other web browsers such as Microsoft Internet Explorer, Microsoft Edge or Apple Safari. Failure to use an acceptable browser may cause data to display incorrectly or may disable some features." At the bottom of the right column, it states "The E2 component of NJDEP Online only supports Mozilla Firefox 34 (or later) at this time." and "For optimal performance, it is advised to maintain only one browser window or tab when using NJDEP Online."

At the bottom of the page, there is a "What's New" section and a "NOTICE" section regarding help guides for Air Permitting Users, with a link to the help page and contact information for the Department's Air General Permit Help Line.

NJDEP Online – Registration

- After creating an account, proceed to login and navigate to the MyWorkspace screen.
- You will receive a notice upon logging in regarding Case Inventory Documents (CIDs). You can ignore this message and select continue, as manufacturer registration does not use CIDs.

The screenshot shows the NJDEP Online MyWorkspace interface. At the top, there is a navigation bar with links for 'home', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the 'Skip Navigation' link. The main navigation bar includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The page displays the version '13.0.1' and the user is logged in as 'Server: Server 1'. A 'MESSAGES' section contains a red heading: 'Attention LSRPs and Staff working with Case Inventory Documents (CIDs):'. The message text states: 'Microsoft may be blocking Macros in the CID, which can prevent saving updates to it, possibly resulting in old data being uploaded. In order to address the problem, before trying to upload any CID, follow these steps: 1. Close the CID, and find where it is saved, it is normally in Downloads or Documents. 2. Right click the CID file name, and choose "Properties" which will bring up the menu on the "General" Tab. 3. At the bottom of the General Tab, note the "Security" item. If it is there, Microsoft is blocking the CID programming. If it is absent, you may go to step 5. 4. Check the "Unblock" checkbox, and click "Apply", then "OK". 5. Reopen the CID, and if they appear in banners at the top of the CID, click on the buttons Enable Content, and Enable Editing. A popup asking to make the file a trusted document may appear, click yes. Then click the Validate for Upload button in the CID. If the CID is unblocked, a dialog box either showing no errors or errors in the CID will appear. Address any errors noted, and then click the Validate for Upload button again and follow the steps to lock the CID. 6. Check that the CID is locked by attempting to edit a cell. If the CID is still editable, Repeat the Validate and lock process. 7. Once the procedure above has been followed and the CID is locked, it may be uploaded. If you are having problems with the steps above, email njdepnlinesupport@dep.nj.gov, and attach the CID and someone will assist. NJDEP Online requires Mozilla Firefox 34 (or later) or Google Chrome 33 (or later) to operate correctly. It may not work with any other web browsers such as Microsoft Internet Explorer, Microsoft Edge or Apple Safari. Failure to use an acceptable browser may cause data to display incorrectly or may disable some features. The E2 component of NJDEP Online only supports Mozilla Firefox 34 (or later) at this time. For optimal performance, it is advised to maintain only one Firefox or Chrome browser window or tab when using the NJDEP Online System.' At the bottom right of the message area, a blue 'Continue' button is circled in red. The footer contains links for 'contact dep', 'privacy notice', 'legal statement', and 'accessibility statement', along with copyright information for the State of New Jersey, 2016.

NJDEP Online – Registration (cont.)

- The MyWorkspace screen is your homepage to NJDEP Online.
- To begin registration, you will need to click ‘Configure Services’ and navigate to and select ‘Recycled Content Manufacturer Registration’ under Solid and Hazardous Waste. Once selected, scroll to the bottom of the configure services page and click ‘ok’.
- The registration service has now been added to your Service Selection.

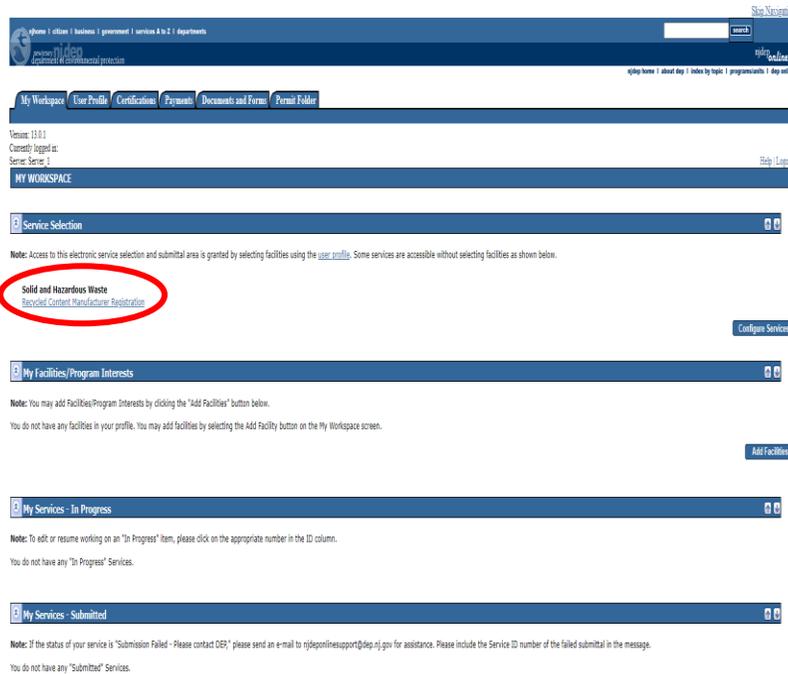
The screenshot shows the NJDEP Online MyWorkspace homepage. The navigation bar includes 'Home', 'Citizen', 'Business', 'Government', 'Services A to Z', and 'Departments'. Below the navigation bar, there are tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area has a 'Service Selection' section with a 'Configure Services' button circled in red. Below this are sections for 'My Facilities/Program Interests', 'My Services - In Progress', and 'My Services - Submitted'. A blue arrow points from the 'Configure Services' button to the next screenshot.

This screenshot shows the 'Configure Services' page. Under the 'Solid and Hazardous Waste' section, the 'Recycled Content Manufacturer Registration' option is circled in red. Other sections include 'Toxic Catastrophe Prevention Act (TCPA)', 'Air Program', 'Site Remediation Reform Act (SRRA) - Notifications Services', 'Division of Land Resource Protection', and 'Water Supply'. A blue arrow points from this screenshot to the final screenshot.

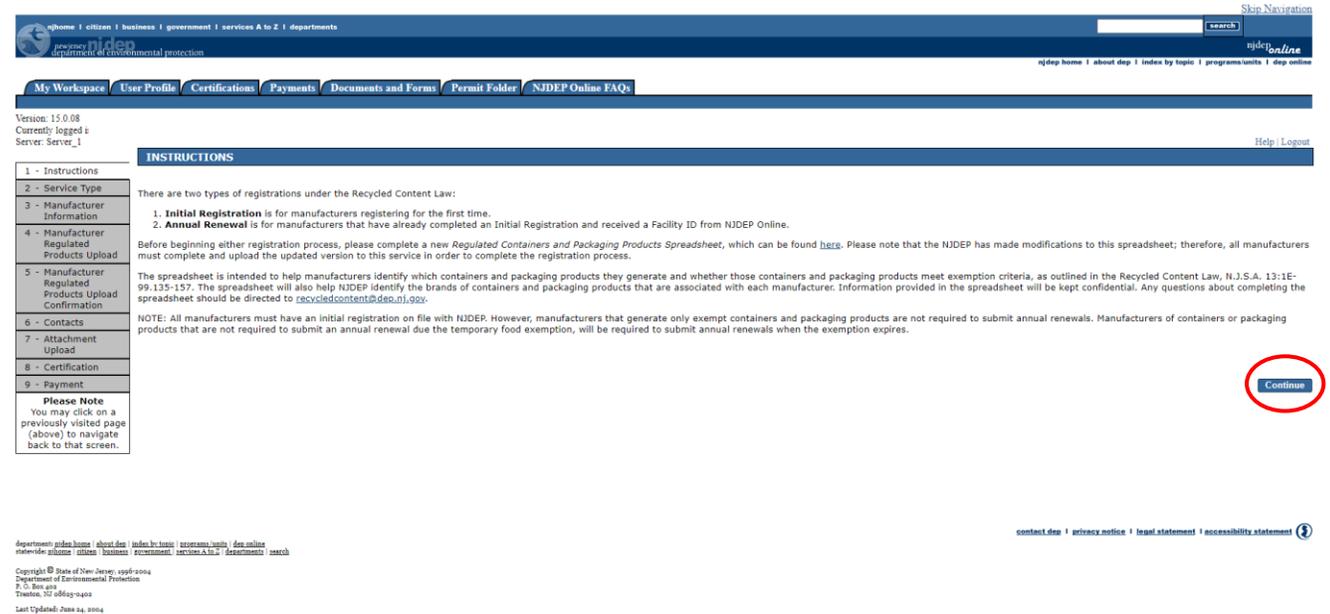
The screenshot shows the NJDEP Online MyWorkspace homepage after registration. The 'Service Selection' section now includes 'Solid and Hazardous Waste' with 'Recycled Content Manufacturer Registration' listed below it, circled in red. The rest of the page structure remains the same as in the previous screenshots.

NJDEP Online – Registration (cont.)

- Click the link to 'Recycled Content Manufacturer Registration' and proceed with the prompts provided.



The screenshot shows the 'My Workspace' page of the NJDEP Online system. The navigation bar includes 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The 'Service Selection' section is active, displaying a list of services. The 'Solid and Hazardous Waste' service is circled in red, with a sub-link for 'Recycled Content Manufacturer Registration' also circled in red. Other sections include 'My Facilities/Program Interests', 'My Services - In Progress', and 'My Services - Submitted'.



The screenshot shows the 'INSTRUCTIONS' page for the Recycled Content Manufacturer Registration process. The page includes a table of contents with 9 items: 1 - Instructions, 2 - Service Type, 3 - Manufacturer Information, 4 - Manufacturer Regulated Products Upload, 5 - Manufacturer Regulated Products Upload Confirmation, 6 - Contacts, 7 - Attachment Upload, 8 - Certification, and 9 - Payment. A 'Please Note' section is also present. A 'Continue' button is circled in red in the bottom right corner. The footer contains contact information and copyright details for the State of New Jersey, Department of Environmental Protection.

NJDEP Online – Registration (cont.)

- Select ‘Initial Registration’ in screen 2 – Service Type and click ‘Continue’
- Fill out screen 3 – Manufacturer Information with the required information. All fields, except for the manufacturer website, are required.
- Please enter the manufacturer name, federal tax ID, and website (if applicable), exactly how they appear in the spreadsheet. In the next step, you will upload your completed spreadsheet and if the fields in the spreadsheet don’t match exactly how they are entered in the service, your spreadsheet will be rejected.
- Manufacturers filing an Initial Registration after 2022 are required to disclose the year in which regulated products began to be sold in New Jersey to be charged an accurate registration fee.

NJDEP Online – Registration (cont.)

- Please indicate whether your business qualifies for a fee exemption.
- Manufacturers are exempt from the registration fee if they:
 1. generate less than \$5,000,000 in gross revenue; or
 2. produce or generate only products that are exempt
- **IMPORTANT**: Selecting ‘Yes’ to either of the questions below will prompt validations to check for eligibility.
 - Selecting ‘Yes’ to the first question will prompt a required upload in screen 7 – Attachment Upload. You will be required to submit documentation that the manufacturer does in fact generate less than \$5 million in total gross revenue.
 - Selecting ‘Yes’ to the second question will prompt the service to check the exemption column for each entry in the Regulated Container and Packaging Product Spreadsheet. An exemption must be selected for each entry, otherwise the service will reject the spreadsheet.

*In the previous calendar year, was less than \$5 million in gross revenue generated?

*Does the manufacturer generate only exempt products?

NJDEP Online – Registration (cont.)

- After completing the manufacturer info screen, you will be prompted to upload your completed Regulated Containers and Packaging Products Spreadsheet.
- Please select 'Choose File' in screen 4 – Manufacturer Regulated Products Upload and navigate to your completed spreadsheet.
- Click 'Continue' after uploading the spreadsheet.
- If errors are detected, you will receive a red error message in the lefthand corner outlining the issues that were flagged.
- If no errors are detected, you will be directed to the next screen where you can review the data that was extracted from the spreadsheet.

NJDEP Online – Registration (cont.)

- After successfully uploading the spreadsheet, you will have the opportunity to review the data that was extracted.
- You can select the regulated product category by clicking through the tabs that were completed in the spreadsheet and subsequently uploaded to the service.

The screenshot shows the NJDEP Online registration interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. A search bar is also present. Below this, a secondary navigation bar contains tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The main content area is titled 'Manufacturer Regulated Products Upload Confirmation'. It includes instructions for reviewing the data and a set of tabs for different product categories: 'Manufacturer Info', 'Rigid Plastic Containers', 'Plastic Beverage Containers', 'Glass Containers', 'Paper Carryout Bags', 'Plastic Carryout Bags', and 'Trash Bags'. The 'Manufacturer Info' tab is highlighted with a red circle. Below the tabs, the 'Manufacturer Information' section displays the following details:

Manufacturer Name:	XYZ Manufacturing
Manufacturer Website:	nj.gov/dep
Federal Tax ID(EIN):	12-3456789
Year Submitted:	2023

Below this, the 'Regulated Product Checklist' section shows the following items checked:

Rigid Plastic Containers:	X
Plastic Beverage Containers:	X
Glass Containers:	X
Paper Carryout Bags:	X
Plastic Carryout Bags:	X
Plastic Trash Bags:	X

At the bottom right of the page, there is a 'Continue' button. A 'Please Note' box on the left side of the page states: 'You may click on a previously visited page (above) to navigate back to that screen.'

NJDEP Online – Registration (cont.)

- Contact information is required for the manufacturer point of contact, responsible official who will be certifying the registration on behalf of the manufacturer, and a fee billing contact.
- Contacts may be the same or different person for all three types, based on manufacturer preference.
- After filling out the contact info, you can click ‘Save to My Favorite Contacts’ and select the contact from the dropdown provided to autofill for the remaining contact types.

Contacts

1. Facility Contact, Responsible Party, and Fee/Billing contacts are all required. The same individual may be listed under more than one contact type.
2. The Facility Contact is the individual completing the registration on behalf of the manufacturer. This person will have knowledge of the manufacturer's recycled content procurement and utilization and will be the point of contact should NJDEP need to get in touch with the manufacturer.
3. The Responsible Party is the individual authorized to certify official documents on the manufacturer's behalf. This person's position should be equivalent to the director level or above. This person will be responsible for certifying that the information provided through the registration process is true and accurate in the next section of this registration service.
4. Select the contact type at the top of the screen and enter the contact information for the respective individual. Once an individual's information has been entered, you may select 'Save to My Favorite Contacts' to save the contact information to the user's profile so that it will be available to input for the other contact types (if the same contact information applies) as well as for annual renewals submitted in subsequent years. Complete this step for each contact type.
5. When all contacts have been completed, select 'Save' at the bottom and then select 'Continue' to proceed to the Certification screen.

1. Facility Contact 2. Responsible Party 3. Fee/Billing

1. Facility Contact

Note: Selecting an option below will replace all information for this contact.

Save to My Favorite Contacts

*First Name:
Middle Initial:
*Last Name:
Title:
*E-Mail Address:
*Confirm E-Mail:
*Organization Name:
*Organization Type:

*Address Line 1:
Address Line 2:
Address Line 3:
*County:
*City:
*State:
*Zip Code:

*Type	*Contact Number(must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Please enter contact information on ALL required before clicking Continue.

<< Previous Next >> Save Continue

NJDEP Online – Registration (cont.)

- Screen 7 – Attachment Upload allows the user to upload any additional documentation that you would like to bring to the attention of the Department. Submitted documentation is left to the discretion of each manufacturer and the associated parties involved.
- **Please note:** If you selected the fee exemption for below \$5 million gross revenue in Screen 3 – Manufacturer Information, you will be required to upload documentation demonstrating proof of eligibility for this exemption. You will not be able to proceed until documentation is uploaded or the answer is changed to ‘No’.

The screenshot shows the NJDEP Online Registration interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar contains tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Online FAQs'. The main content area is titled 'Attachment Upload' and contains the following instructions:

1. If you indicated that a fee exemption for less than \$5 million in gross revenue was applicable on Screen 3 - MANUFACTURER INFORMATION, you will be required to upload documentation demonstrating that the manufacturer meets the eligibility requirements on this screen. You will not be able to proceed with the registration process until the documentation is uploaded.
2. For all other users, this screen is optional. If you would like to upload any additional documentation, you are encouraged to do so here.
3. Examples of additional documentation may include:
 - Letter indicating the responsible party for compliance in cases where multiple parties or licensees are involved in the generation of a regulated container or packaging product
 - Photographs of regulated containers and packaging products
 - Recycled content calculation and utilization rates
4. If you do not have any additional documentation to upload, remove the optional attachment by clicking the Red X and select 'Continue.'

Below the instructions is a table for managing attachments:

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	Status	File Size (MB)	Remove
Optional Attachment		pdf, doc, docx, xls, xlsx, rtf, gif, jpeg, png, zip, txt	<input type="button" value="Choose File"/> No file chosen		0	<input type="button" value="X"/>
Total Uploaded:					0 MB	

Below the table, there is a section for adding attachments. It includes a link for 'How do I upload a file?', a dropdown menu for 'Add Attachment...', and an 'Add Attachment' button. A 'Please Note' box states: 'You may click on a previously visited page (above) to navigate back to that screen.'

At the bottom of the page, there is a footer with contact information, a privacy notice, a legal statement, and an accessibility statement. The footer also includes copyright information for the State of New Jersey, 1996-2004, and the Department of Environmental Protection, 2005-2006.

NJDEP Online – Registration (cont.)

- Screen 9 – Certification requires the responsible official to certify that all information submitted in the registration is true and accurate. The responsible official should be an employee authorized to sign/certify legal documents on the manufacturer's behalf
- Answer the challenge question provided and enter your certification PIN to complete certification.

Version: 13.0.1
Currently logged in
Server: Server_2

My Workspace | User Profile | **Certifications** | Payments | Documents and Forms | Permit Folder

Help | Logout

SERVICE CERTIFICATION

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

WARNING: After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Certification by Access Type: General

Service ID	Submittal Type	Creation Date	View
1574333	Solid and Hazardous Waste - Recycled Content Manufacturer Registration - Initial Registration	06/29/2023	

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party:
User ID of Certifying Party:

Challenge/Response Question

Prior to certifying your submission, you must answer the following Question correctly:

*What is your mother's maiden name? (Not Case Sensitive)

Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

NJDEP Online – Registration (cont.)

The last step is registration fee payment. Manufacturers have three options for submitting payment:

1. Pay via credit card
2. Pay via eCheck
3. Receive a paper invoice (Bill Me)

Selecting Pay via credit card will bring you to a payment screen where you can enter credit card information

- Please note: Users selecting this option will be charged a processing fee.

Selecting Pay via eCheck will prompt the user to enter back account details

- No processing fee associated with this option.

Selecting the Bill Me option will generate a paper invoice to be sent to the manufacturer's address.

- Please note: Registrations will not be accepted until payment has been made

The screenshot shows the NJDEP Online Registration Payment Summary screen. The page header includes navigation links for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Online FAQs'. The main content area is titled 'PAYMENT SUMMARY' and contains the following information:

Version: 15.0.08
Currently logged in
Server: Server_1

PAYMENT SUMMARY

1. The Recycled Content Law requires annual registration beginning in 2022. Therefore, manufacturers filing an initial registration after 2022 will be billed a registration fee based on the year in which the manufacturer began selling regulated containers or packaging products into New Jersey, dating back to 2022. The annual registration fee is \$1,000.
 - For example, a manufacturer that began selling regulated containers or packaging products in New Jersey in 2022 will be billed \$1,000 for each year the manufacturer was not registered with the NJDEP.
2. The following payment options are available:
 - Payment by Credit Card
 - Payment by eCheck
 - Payment by Bill
3. Payment by Bill will generate an automatic invoice that will be sent to the manufacturer's address and can be paid through NJDEP Online: [NJDEP Online](#).
 - Select 'Pay a Paper Invoice.'
 - Enter the Invoice Number and NJEMS Bill ID found on the invoice.
 - Follow the prompts to submit payment.
4. Select the preferred payment option and follow the prompts on the following screens to submit payment.
 - Please note, the 'Pay via Credit Card' option will charge a service fee to the payment. To avoid the service fee, select the 'Pay via eCheck' or 'Bill Me' option.
5. Once payment is received, the registration will be reviewed by NJDEP staff. You will receive an email confirming whether the registration meets the law's requirements for registration.

REMINDER:

- Please save the registration approval confirmation email to retain the assigned Facility ID. You will need the Facility ID to submit annual renewals in subsequent years.

Charges

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount	
1724524	N/A	Recycled Content Manufacturer Registration - AUG 08, 2024	Solid and Hazardous Waste	Recycled Content Manufacturer Registration	Initial Registration	08/08/2024	\$2,000.00	
							Total:	\$2,000.00

Clicking a column title will sort the table by that column.

Buttons: [Pay via Credit Card](#) [Pay via eCheck](#) [Bill Me](#) [Return](#)

Footer: [department](#) [privacy notice](#) [legal statement](#) [accessibility statement](#)

Next Steps

- You will receive a submission confirmation email after successfully submitting your registration.
- The submission confirmation will contain a registration summary if needed for future reference.
- Department staff will review the submitted registration and follow up with the manufacturer directly if there are any questions or concerns.
- You will receive a second email once the registration has been reviewed and deemed in compliance by Department staff.
 - The second email will also contain how long the registration will remain active.
 - You will only receive this email after payment has been received (if applicable).
- Please retain the submission confirmation email as you will need the Facility ID found in that email for filing Annual Renewals in the future.

Questions?

- If at any point you are having difficulties registering, please reach out to recycledcontent@dep.nj.gov
- Department staff will be standing by during normal business hours waiting to assist you.
- If you are experiencing issues with the spreadsheet upload, please attach a copy of the spreadsheet so that staff can troubleshoot any issues.



Thank you!



Sincerely,
Division of Sustainable
Waste Management
New Jersey Department
of Environmental
Protection