



New Jersey Department of Environmental Protection
Division of Sustainable Waste Management

**INSTRUCTIONS FOR RECYCLED CONTENT MANUFACTURER
REGISTRATION FORM**

Disclaimer: The registration form has been developed as a fillable PDF file. In order to properly complete the registration 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 registration form requires an electronic signature in Adobe Acrobat Reader. Instructions for signing electronically can be found in Section E below.

Note: The registration form is due July 18, 2022, and annually thereafter. The Department is also developing a spreadsheet to list all of the covered products generated by a manufacturer which will be posted on the NJDEP Website and will be due July 18, 2023.

1. **Applicability** Manufacturers of products offered for sale in New Jersey and subject to the requirements of N.J.S.A. 13:1E-99.135-157 (New Jersey's Recycled Content Law) must register with the New Jersey Department of Environmental Protection (NJDEP) by July 18, 2022, and annually thereafter.

A registration fee of \$1,000.00 will be billed after the registration deadline of July 18, 2022. There are two exemptions to the registration fee as follows:

1. Manufacturers generating less than \$5 million in gross revenue annually. If claiming the registration fee exemption, please submit with this form the business's [Schedule C \(IRS Tax Form 1040\)](#) or other equivalent tax document demonstrating that the manufacturer qualifies for the fee exemption.
2. Manufacturers that generate only exempt products pursuant to Section 10 of N.J.S.A. 13:1E-99.135-157. Manufacturers generating only exempt products are required to register only once for the duration of an applicable exemption.

All fields in the registration form are mandatory, unless noted "if applicable" or "optional"

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/recycle_content_law.html.
3. **Signatures.** This form must be signed by the Designated Representative.
4. The completed registration form and any accompanying documentation should be submitted via email to recycledcontent@dep.nj.gov.

To ensure the registration form is submitted successfully, the form must be completed using Adobe Acrobat Reader (see the disclaimer in the introduction for a link to download the software). Once completed, save the form with the following nomenclature: **[Manufacturer Name] 2022 Recycled Content Registration Form**. After saving, please email the completed form to recycledcontent@dep.nj.gov with "[Manufacturer Name] 2022 Recycled Content Registration Form" in the subject line. You will receive an acknowledgment of receipt shortly thereafter.

Section A. Manufacturer Information

- **Manufacturer Name:** Provide the name of the company (i.e., ABC Corporation)
- **Manufacturer Website:** Provide the URL address for the company website, if available
- **Federal Tax ID:** Provide the Federal Tax Identification Number for the business, also known as an Employer Identification Number (EIN)

Section B. Contact Information

Complete this section for the contact person for the business. This person should be the primary point of contact for future correspondence with the NJDEP.

Section C. Fee Billing Contact Person

Complete this section for the fee billing contact person. The registration fee invoice will be mailed to this person at the mailing address provided. If the Fee Billing Contact information is exactly the same as the contact information in Section B, check the box instead of completing the contact information and proceed to Question 1.

1. Indicate if, in the previous calendar year, less than \$5 million in gross revenue was generated. If “Yes”, submit with this form, the business’s [Schedule C \(IRS Tax Form 1040\)](#) or other equivalent tax document demonstrating that the manufacturer qualifies for the fee exemption.
2. Indicate if the manufacturer generates **only** exempt products pursuant to Section 3, 8, or 10 of N.J.S.A. 13:1E-99.135-157.

Exempt Products:

The following products are exempt from the recycled content requirements of the Law. Manufacturers exclusively generating products that meet the descriptions below are required to register only once (by July 18, 2022), must provide a list of all exempt brands (by July 18, 2023) on a form to be developed by the Department, and shall be exempt from the registration fee:

C.13:1E-99.137 (Section 3) - Rigid plastic containers, percentage of postconsumer recycled content increase; certain exemptions.

A rigid plastic container shall be **permanently** exempt from the postconsumer recycled content requirements if it:

1. is associated with a product produced in or brought into the State that is destined for shipment to a destination outside the State, and that remains with the product upon shipment;
2. contains drugs, dietary supplements, medical devices, or cosmetics as those terms are defined in the Federal Food, Drug, and Cosmetic Act, 21 U.S.C. s.301 et seq.;
3. contains toxic or hazardous products regulated under the “Federal Insecticide, Fungicide, and Rodenticide Act,” 7 U.S.C. s.136 et seq.;
4. is manufactured for use in the shipment of hazardous materials and is: (a) prohibited from being manufactured with used material by federal packaging material specifications set forth in 49 C.F.R. s.178.509 and 49 C.F.R. s.178.522, (b) is subject to the testing standards set forth in 49 C.F.R. s.178.600 through 49 C.F.R. s.178.609, or (c) is subject to the recommendations of the United Nations on the transport of dangerous goods; or
5. is a refillable container or a reusable container. For the purposes of this paragraph, “refillable container” means a rigid plastic container that is routinely returned to and refilled by the manufacturer with the same product packaged by the container; and “reusable container” means a rigid plastic container that is routinely reused by consumers to store the original product packaged by the container.

C.13:1E-99.142 (Section 8) - Plastic trash bags, percentage of postconsumer recycled content increase.

The postconsumer recycled content standards shall not apply to a trash bag that is designed and manufactured to hold, store, or transport hazardous waste or regulated medical waste. This is a **permanent** exemption to the trash bag requirements.

For the purposes of this subsection, “hazardous waste” means any solid waste defined as hazardous waste by the department pursuant to P.L.1970, c.39 (C.13:1E-1 et seq.); and “regulated medical waste” as defined in section 3 of P.L.1989, c.34 (C.13:1E-48.3).

C.13:1E-99.144 (Section 10) - Certain exemptions for postconsumer recycled content requirements:

- A package or container is **permanently** exempt if it contains:
 - Milk products
 - Plant-based products with names that include the names of dairy foods such as “milk”
 - Medical food
 - Food for special dietary use
 - Infant formula
- A package or container that contains food shall be **temporarily** exempt from the postconsumer recycled content requirements **for a period of five years beginning on the effective date** of this act, except that the exemption

provided in this paragraph shall not apply to a plastic beverage container or a glass container filled with a beverage.

- “Food for special dietary use” is defined in 21 U.S.C. s.350.
- “Medical food” and “infant formula” are defined in the Federal Food, Drug, and Cosmetic Act, 21 U.S.C. s.301 et seq.
- “Milk product” is defined by the United States Food and Drug Administration.

Section D. Covered Products

Complete this section by checking ‘Yes’ or ‘No’ to indicate whether a covered product category is produced or generated by a manufacturer and is sold or offered for sale in New Jersey. Please review the definitions of each covered product before checking ‘Yes’ or ‘No’ to ensure the products sold meet the definitions in the Law. The covered products and their respective definitions are listed below:

- **Rigid Plastic Container** - means a container made of plastic that has a relatively inflexible finite shape or form, has a minimum capacity of eight fluid ounces or its equivalent volume and a maximum capacity of five fluid gallons or its equivalent volume, and is capable of maintaining its shape while empty or while holding other products.
- **Plastic Beverage Container** - means an individual, separate bottle, can, jar, carton, or other container made of plastic that is hermetically sealed or made airtight with a metal or plastic cap, and that contains a beverage. "Plastic beverage container" shall not include any label, cap, closure, or other item affixed to the container.
- **Glass Container** - means a container made of glass that is filled with a food or beverage
- **Paper Carryout Bag** - means a bag made of paper that is sold or provided by a store to a customer for the purpose of containing, carrying, and transporting food, beverages, or retail goods.
- **Plastic Carryout Bag** - means a bag made of plastic, of any thickness, whether woven or nonwoven, that is sold or provided by a store to a customer for the purpose of containing, carrying, and transporting food, beverages, or retail goods.
- **Plastic Trash Bag** - means a bag that is made of plastic, is at least 0.70 mils thick, and is designed and manufactured for use as a container to hold, store, or transport materials to be discarded, composted, or recycled, and includes, but is not limited to, a garbage bag, lawn or leaf bag, can-liner bag, kitchen bag, or compactor bag
- **Temporarily/Permanently Exempt Products** – See exemptions in Section C above.

Section E. Designated Representative Certification

The certification in this section shall be signed and dated by an individual who owns or exercises control over the business. For manufacturers, the designated representative should be one of the following:

1. The president, vice president, or executive officer with decision making authority on the manufacturer’s behalf.
2. A duly authorized representative of the manufacturer, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in #1 above.

The designated representative must be an individual who is knowledgeable of the manufacturer’s resin activities as it relates to the products sold or offered for sale by the manufacturer.

- Provide the full legal name of the Designated Representative
- Provide the title of the Designated Representative
- Provide the telephone number, extension number, and fax number of the Designated Representative
- Provide the mailing address, including the city/town, state, and zip code of the Designated Representative
- Provide the email address of the Designated Representative
- The Designated Representative shall provide:
 - ❖ Hers/his signature where indicated;
 - ❖ Hers/his name and title (i.e., President, CEO); and
 - ❖ The date when the signing occurred.

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 Designated Representative. The signature field will be denoted with a red mark in the top left corner of the field (see below)

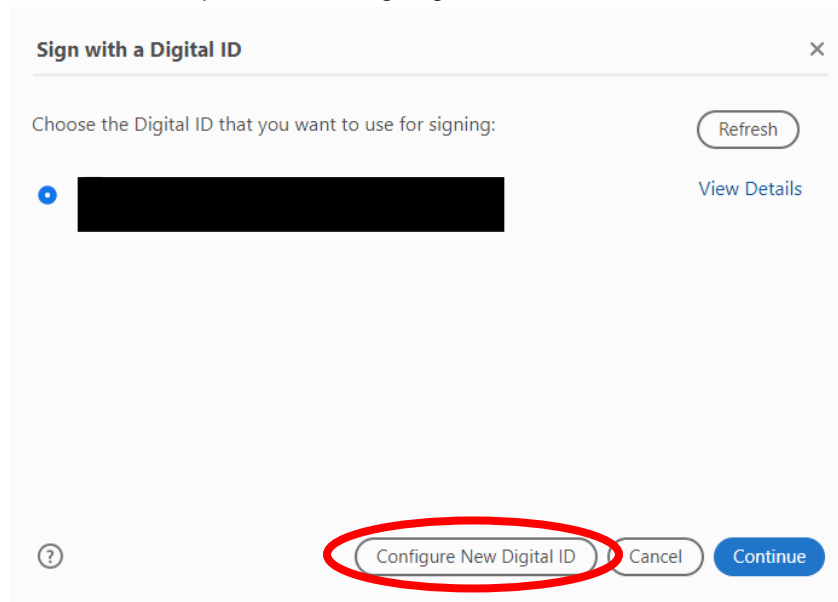
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for willfully submitting false information, including the possibility of fines and enforcement action by the New Jersey Department of Environmental Protection.

Signature:

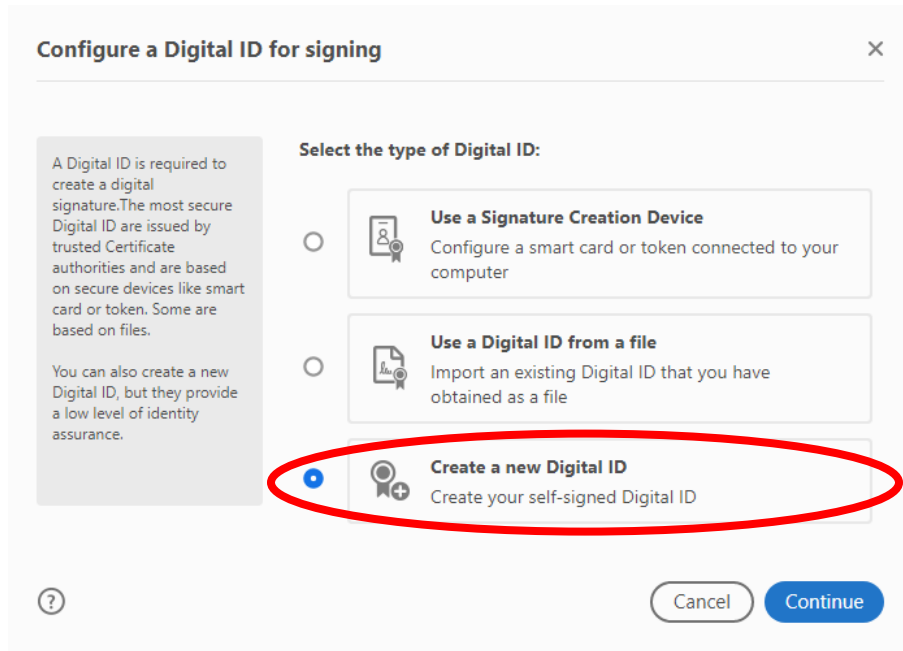
Date:

Name/Title:

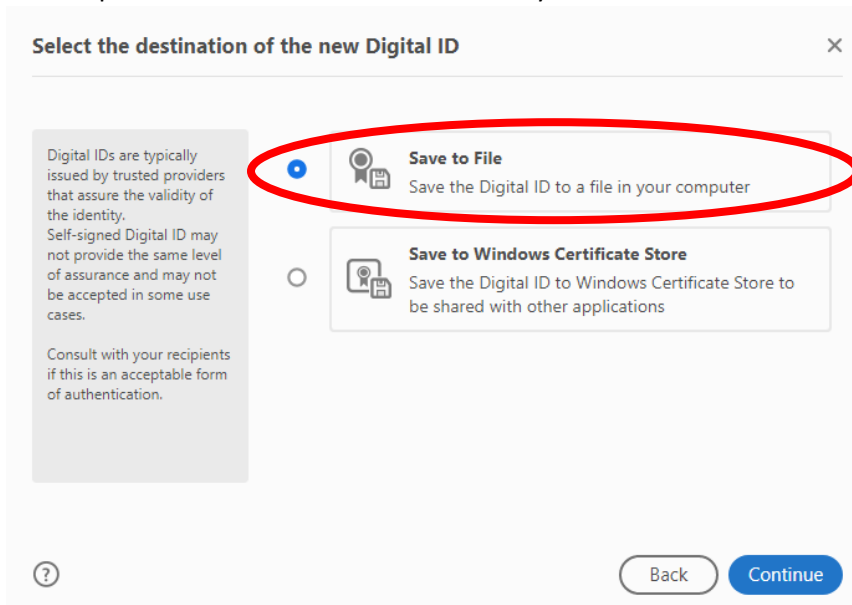
3. Clicking on the signature field will launch a prompt with steps instructing users to sign with a Digital ID. The first step is to click the “Configure New Digital ID” button. If an electronic signature for the Designated Representative already exists, click continue and proceed with signing.



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	<input type="text" value="John Smith"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="john@smith.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

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.

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

Your Digital ID will be saved at the following location :



Apply a password to protect the Digital ID:

Confirm the password:

6. 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 now 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: 2027.06.15 View Details
-  View Details

? Configure New Digital ID Cancel **Continue**

Sign as "John Smith" ✕

Appearance Standard Text ▼ Create

John Smith


Digitally signed
by John Smith
Date: 2022.06.15
09:52:46 -04'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back **Sign**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments thereto, 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 willfully submitting false information, including the possibility of fines and enforcement action by the New Jersey Department of Environmental Protection.

Signature: **John Smith**  Digitally signed by John Smith
Date: 2022.06.15 09:54:10 -04'00'

Name/Title: **John Smith** Date: **6/15/22**

Submission to DEP:

After signing electronically, please save the form with the following nomenclature: **[Manufacturer Name]** 2022 Recycled Content Registration Form. After saving, please email the completed form as an attachment to recycledcontent@dep.nj.gov with "**[Manufacturer Name]** 2022 Recycled Content Registration Form" in the subject line. You will receive an acknowledgment of receipt shortly thereafter. Please note, scanned images of the registration form will not be accepted.