Manufacturer Registration in DEP Online: Step-by-Step Guidance

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

NJDEP Online – Create an Account

- Navigate to <u>NJDEP Online</u> 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.



NJDEP Online – Registration

- After creating an account, proceed to login and navigate to the My Workspace 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.



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- 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.

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

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 If y Services - In Progress Note: To eff or resume working on an "In Progress" item, please click on the appropriate number in the ID clumm. To do not have any "In Progress" Services. If y Services - Submitted Note: The status of your service is "Submitted - Piezee contact DS," please send an e-mail to riplopontinesupport() dop, algons for assistance. Piezee include the Service ID number of the failed submittee who no not have any "Services". 	G C (in the message	7 - Attachment Upload 8 - Certification 9 - Payment Please Note You may click on a previously visited page	NOTE: All manufacturers must have an initial registration on file with NJDEP. However, manufacturers that generate only exempt containers and packaging products are not required to submit annual renewals. Manufacturers of containers or packaging products that are not required to submit an annual renewal due the temporary food exemption, will be required to submit annual renewals when the exemption expires.

 Select the appropriate service type '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.

- 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 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?

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*Does the manufacturer generate only exempt products?

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- 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.

- 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.

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Server Server_2	Manufacturer Regu	lated Products Uploa	d Confirmation						1101p 1 Dogour
 Instructions Service Type Manufacturer Information 	 1. The data extracted from the uploaded spreadsheet is displayed below in tabs for the manufacturer info and each of the selected categories of regulated containers and packaging products. Please review t accuracy before proceeding. 2. If the data is accurate, select 'Continue'. 								
4 - Manufacturer	Manufacturer Info	Rigid Plastic Containers	Plastic Beverage Containers	Glass Containers	Paper Carryout Bags	Plastic Carryout Bags	Trash Bags		
Regulated Products Upload	Manufacturer In	formation							
5 - Manufacturer Regulated Products Upload	Manufacturer Name	e: XYZ Mar	ufacturing						
Confirmation	Manufacturer Webs	ite: nj.gov/d	ер						
6 - Contacts	Federal Tax ID(EIN): 12-3456	789						
7 - Attachment Upload	Year Submitted:	2023							
8 - Certification 9 - Payment	Regulated Produ	uct Checklist							
Please Note	Rigid Plastic Contai	ners: X							
previously visited page	Plastic Beverage Co	ontainers: X							
(above) to navigate back to that screen.	Glass Containers:	x							
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	Plastic Carryout Bag	gs: X							
	Plastic Trash Bags:	х							

Skip Navigation

- 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 - Instructions		
2 - Service Type 3 - Manufacturer Information 4 - Manufacturer Regulated Products Upload 5 - Manufacturer Regulated Products Upload Confirmation	 Facility Contact, Responsible Party, and Fee/Billing contacts are all required. The same individual may The Facility Contact is the individual completing the registration on behalf of the manufacturer. This per contact should NJDEP need to get in touch with the manufacturer. The Responsible Party is the individual authorized to certify official documents on the manufacturer's 1 certifying that the information provided through the registration process is true and accurate in the net. Select the contact type at the top of the screen and enter the contact information to the user's profile so that it will be available to input for the other contact type. When all contacts have been completed, select 'Save' at the bottom and then select 'Continue' to process. 	be listed under more than one contact type. erson will have knowledge of the manufacturer's recycled content procurement and utilization and will be the point of behalf. This person's position should be equivalent to the director level or above. This person will be responsible for ext section of this registration service individual. Once an individual's information has been entered, you may select 'Save to My Favorite Contacts' to save ypes (if the same contact information applies) as well as for annual renewals submitted in subsequent years. ceed to the Certification screen.
6 - Contacts 7 - Attachment	🥝 1. Facility Contact 🥙 2	2. Responsible Party 🥙 3. Fee/Billing
8 - Certification	1. Facility Contact	
9 - Payment		
Please Note You may click on a previously visited page (above) to navigate	Note: Selecting an option below will replace all information for this contact. Insert From Existing Contact(s) *First Name:	Save to My Favorite Contacts *Address Line 1:
Dack to that screen.	Middle Initial:	Address Line 2:
	Title:	*County:
	*E-Mail Address:	*City:
	*Confirm E-Mail:	*State: New Jersey ~ *Zin Code:
	*Organization Name:	
	*Type *Contact Number(must be 10 digits) Extension Comments Remove	
	Add Number	
		Note: Please enter contact information on ALL required before clicking Continue.



- 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.
- <u>Please note:</u> 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'.



- 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.



The last step is registration fee payment. Manufactures 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



· 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

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ID	Facility ID	Facility Name	Program	Service	Туре	Creation Date	Amount		
1574333	N/A	Recycled Content Manufacturer Registration - JUN 30, 2023	Solid and Hazardous Waste	Recycled Content Manufacturer Registration	Initial Registration	06/29/2023 Total:	\$2,000.00 \$2,000.00		
Clicking a c	Clicking a column title will sort the table by that column.								

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 accepted by Department staff.
 - 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.

<u>Questions?</u>

- If at any point you are having difficulties registering, please reach out to <u>recycledcontent@dep.nj.gov</u>
- 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