



**New Jersey Department of Environmental Protection
Division of Sustainable Waste Management**

**NJDEP ONLINE – RECYCLING FACILITY ANNUAL REPORT INSTRUCTIONS –
CLASS A, B, C & D FACILITIES**

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A. Disclaimer – Confidentiality of Records

Pursuant to N.J.A.C. 7:26A-3.17(f): The Department will hold confidential all end-market information, as well as information pertaining to the municipality of origin of recyclable material, submitted pursuant to N.J.A.C. 7:26A-3.2, 3.7, and 3.17 through 3.20 for a period of two years from the date on which the information is submitted to the Department

B. Applicability

N.J.A.C. 7:26A requires Class A, B, C & D Recycling Facilities to submit an annual report containing summaries of the materials received, stored, processed, or transferred during the calendar year.

Recycling Facilities are required to submit the annual report through the DEP Online business portal. Reports will no longer be accepted via email.

C. Time Frame

Annual reports are due on or before March 1 of each year for recycling activities conducted in the previous calendar year.

D. Submission Process

To submit an annual report you must:

1. Input your annual report data into the current version of the applicable Excel Workbook template.
2. Have an NJDEP Online Account and set up your Workspace.
3. Submit the report/upload the completed Excel Workbook using DEP Online.

E. Completing the Excel Workbook

1. Downloading the Workbook Template

First download and save a local copy of the Excel Workbook for the applicable class recycling center annual report. A separate workbook is listed on the Department's webpage for each recycling facility class. For example, for a Class A facility the "Class-A-Form.xlsx" should be downloaded from <https://www.nj.gov/dep/dshw/resource/forms.htm> by clicking on the Microsoft Excel icon shown below.

Recycling Center Reporting				
36	Instructions for Recycling Facility Forms (covers A, B, B&C, C, and D facilities)			
37	Video Instructions for Recycling Facility Forms			Video
38	Class "A" Annual Report Form			
39	Class "B" Annual Report Form			
40	Class "C" Annual Report Form			
41	Class "D" Annual Report Form			

For multi-class facilities submit annual reporting forms for the respective classes.

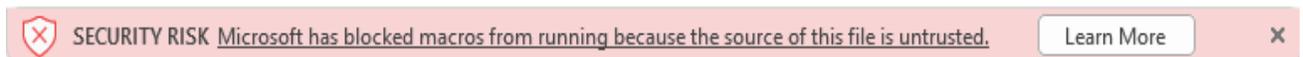
* NOTE – Recycling facilities that are more than one class will have to complete a separate workbook for each class of material they handle. For example, a facility that is both a Class B & C is required download and fill out separate Class B and Class C Excel Workbooks and report/upload them separately.

2. Opening a Workbook

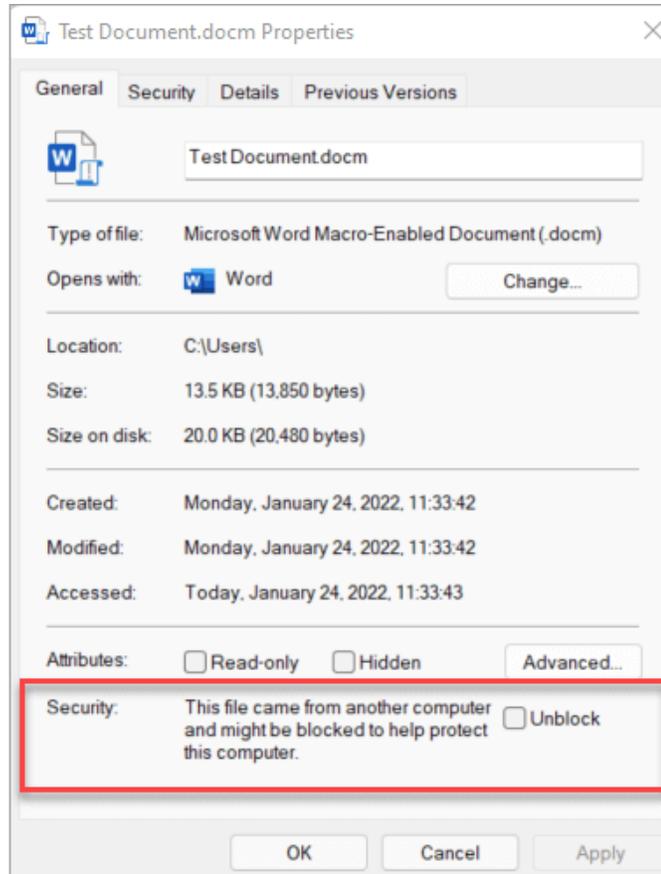
Features of the Excel report can only be used through enabling macros on the form itself. The steps to enable macros will differ depending on the version of Excel.

Recent Excel Versions

When the Excel Workbook is opened, the following message may be displayed:



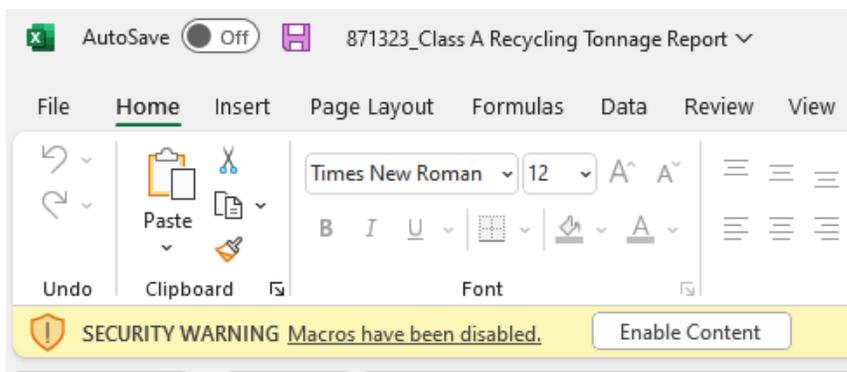
To enable macros, save the workbook to your local device. On your local device, navigate to the folder where the workbook is saved. Right click on the file and choose “Properties.” Select the “Unblock” checkbox on the General tab and click “OK.”



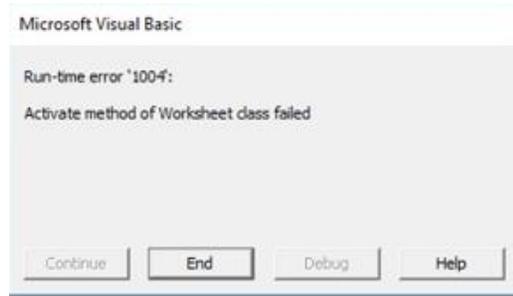
If the Unblock checkbox is unavailable or does not enable macros, please go to <https://learn.microsoft.com/en-us/deployoffice/security/internet-macros-blocked> for additional options.

Excel Version 2010 - 2016

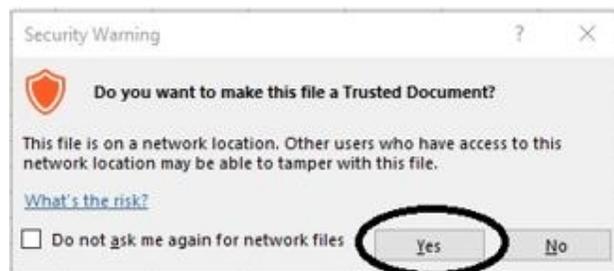
When opening the Excel report for the first time, you may be prompted with a security warning towards the top of the form. Click on the “**Enable Content**” button. Sometimes, you may be prompted with an “**Enable Editing**” button instead; you must click this before the “**Enable Content**” button will appear.



Note – Sometimes an error message may display after opening the file or enabling macros. Select the “End” button if this occurs.

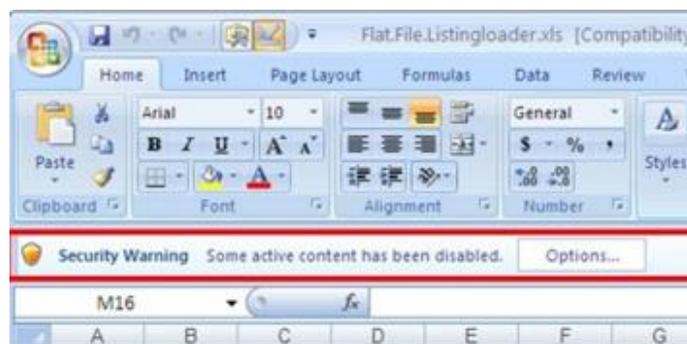


You may be prompted with an additional question asking if you want to make the file a Trusted Document. Click on the “Yes” button.



Excel Version 2007 and Older

When opening the Excel Workbook for the first time in versions from 2007 or earlier, you may be prompted with a security warning towards the top of the form. Click on the “Options...” button.



Then you may be prompted with a dialog box asking if you want to enable the content of the form. Click on the button next to “Enable this Content”. Then click on the “OK” button.



3. Class A Workbook Details

Class A Facilities must report the quantities and types of recyclable material accepted during the calendar year identified by the county and municipality of origin. On the “Class A” worksheet, enter:

- **Reporting Period (B1):** Select the calendar year the reported recyclable materials were received. This cell is a drop-down list that contains possible years to choose. Data may be typed or pasted. However, if the value is not in the drop-down list it will be cleared.

For rows 3 and beyond, add a separate row for each New Jersey municipality from which the facility received material. Also, enter a single row to report material that originated outside New Jersey.

- **County of Origin (Column A):** Enter the county where the material originated. This field uses a drop-down list. If the material originated from outside New Jersey, select “Out Of State.” Data may be typed or pasted. However, if the data entered does not match an entry in the drop-down list, it will be cleared. This field is required in every row where quantity data is entered.
- **Municipality of Origin (Column B):** Enter the municipality where the material originated. This field uses a drop-down list. If the material originated from outside New Jersey, select “Out Of State.” Data may be typed or pasted. However, if the data entered does not match an entry in the drop-down list, it will be cleared. This field is required in every row where quantity data is entered.
- **Material Types and Units: Corrugated – Non-containerized glass (Columns C - AB):** There are 13 columns associated with specific Class A material types. Enter the quantity of the corresponding material type received from the municipality. Only numerical values can be entered in the Material Type columns. Each Material Type column is followed by a corresponding **Units** column. Use the Units drop-downs to select the unit of measure applicable to the quantity entered. The Units field is required if a quantity is entered in the corresponding Material Type column. Data may be typed or pasted. However, incorrectly formatted data will be cleared.
- **Other Material Types (Columns AC – AE):** Use these columns to report a type of material received that is not specified in columns C – AB. Identify the material type in the **Specify Other**

(Column AD) field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column AD)** and **Unit (Column AE)** fields.

After data entry is completed on the Class A worksheet, follow the instructions below to Finalize the Workbook to prepare for submission of the report.

4. Class B Workbook Details

Class B Facilities must report the monthly quantities and types of recyclable material accepted during the calendar year identified by the county and municipality of origin, the monthly totals of recycled product transferred to each end-market, the amount of residue disposed each month, and the solid waste collector/hauler used to transport the residue.

Class B Received Worksheet:

- **Reporting Period (B1):** Select the calendar year the reported recyclable materials were received. This cell is a drop-down list that contains possible years to choose. Data may be typed or pasted. However, if the value is not in the drop-down list, it will be cleared.

For rows 3 and beyond, add monthly rows for each New Jersey municipality from which the facility received material. Also, enter monthly rows to report totals of material that originated outside New Jersey.

- **County of Origin (Column A):** Enter the county where the material originated. This field uses a drop-down list. If the material originated from outside New Jersey, select “Out Of State.” Data may be typed or pasted. However, if the data entered does not match an entry in the drop-down list, it will be cleared. This field is required in every row where quantity data is entered.
- **Municipality of Origin (Column B):** Enter the municipality where the material originated. This field uses a drop-down list. If the material originated from outside New Jersey, select “Out Of State.” Data may be typed or pasted. However, if the data entered does not match an entry in the drop-down list, it will be cleared. This field is required in every row where quantity data is entered.
- **Month (Column C):** Enter the numerical month corresponding to the data of the row. This field uses a drop-down list. Data may be typed or pasted. However, if the data is not in the drop-down list, it will be cleared. This field is required in every row where data is entered in other columns.
- **Material Types: Asphalt – Wood (Columns D - AM):** There are 18 columns associated with specific Class B material types. Enter the quantity of the corresponding material type received from the municipality during the month. Only numerical values can be entered in the Material Type columns. Each Material Type column is followed by a corresponding **Units** column. Use the Units drop-downs to select the unit of measure applicable to the quantity entered. The Units field is required if a quantity is entered in the corresponding Material Type column. Data may be typed or pasted. However, incorrectly formatted data will be cleared.
- **Other Material Types (Columns AN – AP):** Use these columns to report a type of material received that is not specified in columns D – AM. Identify the material type in the **Specify Other (Column AN)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column AO)** and **Unit (Column AP)** fields.

Class B Sent Worksheet

Enter monthly rows for each end market to whom the Class B Facility sent recycled products. Enter your Class B Facility as the end-market for any recovered material that you sold or otherwise provided in small quantities directly to the user of the material.

- **End-Market Name (Column A):** Enter the name of the end-market where the recovered material was sent. This cell is free text. This is a required field if any other column in the row contains data.
- **End-Market State (Column B):** Enter the state where the end-market is located. This field uses a drop-down list. New Jersey appears first; followed by other US states in alphabetical order; followed by a list of foreign countries in alphabetical order. Data may be typed or pasted. However, if the data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.
- **End-Market Street Address (Column C):** Enter the street address where the end-market is located. This field is free text. This is a required field if any other column in the row contains data.
- **End-Market County (Column D):** Enter the county where the end-market is located. If the end-market state is not New Jersey, then this cell will default to **“Out Of State.”** If the end-market state is New Jersey, this field is a dropdown list. Data may be typed or pasted. However, if data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.
- **End-Market Municipality (Column E):** Enter the municipality where the end-market is located. If the end-market state is not New Jersey, then this cell is free text. If the end-market state is New Jersey, this field is a dropdown list. Data may be typed or pasted. However, if data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.
- **End-Market ZIP (Column F):** Enter the zip code where the end-market is located. This field must be 5 digits or 9 digits with no extra characters (Ex. 12345, 123456789). If a data is entered incorrectly, it will be cleared. However, leading zeroes are added if length is too short. This is a required field if any other column in the row contains data.
- **End-Market Phone Number (Column G):** Enter the phone number of the end-market. This cell must contain 10 digits and will be reformatted to (###) ###-####. Data typed into this cell can be in many formats that include dashes and parentheses. However, if the cell cannot identify the 10-digit number, the data will be cleared. This is a required field if any other column in the row contains data.
- **Month (Column H):** Enter the numerical month corresponding to the data of the row. This field uses a drop-down list. Data may be typed or pasted. However, if the data is not in the drop-down list, it will be cleared. This is a required field if any other column in the row contains data.
- **Material Types and Units: Aggregate – Wood (Columns I - BB):** There are 23 columns associated with specific Class B material types. Enter the quantity of the corresponding material type sent to the end market during the month. Only numerical values can be entered in the Material Type columns. Each Material Type column is followed by a corresponding **Units** column. Use the Units drop-downs to select the unit of measure applicable to the quantity

entered. The Units field is required if a quantity is entered in the corresponding Material Type column. Data may be typed or pasted. However, incorrectly formatted data will be cleared.

- **Other Material Types (Columns BC – BE):** Use these columns to report a type of material sent to an end market that is not specified in columns I – BB. Identify the material type in the **Specify Other (Column BC)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column BD)** and **Unit (Column BE)** fields.

Transporters and Summaries Worksheet

Enter a separate row for each solid waste collector/hauler used to transport residue for disposal.

- **Transporter Name (Column A):** Enter the name of the transporter used to ship residue. This cell is free text. This field is required if a Transporter Registration Number is entered on the row.
- **Transporter Registration Number (Column B):** Enter the corresponding registration number for the transporter used to transport residue named in **Column A**. The A-901 license number of the transporter should be used. This cell is free text. This field is required if a Transporter Name is entered on the row.

Enter total monthly quantities of residue disposed and material marketed.

- **Total Amount of Residue disposed as Solid Waste (Column F):** Enter the monthly quantities in tons, of residue disposed, in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. If no waste residue was disposed in any given month, enter “0” for that month.
- **Total Amount of Material Marketed (Column G):** Enter the monthly quantities in tons, of recycled materials, sent to end markets in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. If no recycled material was sent to an end market in any given month, enter “0” for that month.

After data entry is completed on the Class B Received, Class B Sent, and Transporters and Summaries worksheets, follow the instructions below to Finalize the Workbook to prepare for submission of the report.

5. Class C Workbook Details

Class C Facilities must report the monthly quantities and types of recyclable material accepted during the calendar year identified by the county and municipality of origin, the monthly totals of recycled product transferred to each end-market, the amount of residue disposed each month, and the solid waste collector/hauler used to transport the residue.

Class C Received Worksheet

- **Reporting Period (B1):** Select the calendar year the reported recyclable materials were received. This cell is a drop-down list that contains possible years to choose. Data may be typed or pasted. However, if the value is not in the drop-down list, it will be cleared.

For rows 3 and beyond, add monthly rows for each New Jersey municipality from which the facility received material. Also, enter monthly rows to report totals of material that originated outside New Jersey.

- **County of Origin (Column A):** Enter the county where the material originated. This field uses a drop-down list. If the material originated from outside New Jersey, select “Out Of State.” Data may be typed or pasted. However, if the data entered does not match an entry in the drop-down list, it will be cleared. This field is required in every row where quantity data is entered.
- **Municipality of Origin (Column B):** Enter the municipality where the material originated. This field uses a drop-down list. If the material originated from outside New Jersey, select “Out Of State.” Data may be typed or pasted. However, if the data entered does not match an entry in the drop-down list, it will be cleared. This field is required in every row where quantity data is entered.
- **Month (Column C):** Enter the numerical month corresponding to the data of the row. This field uses a drop-down list. Data may be typed or pasted. However, if the data is not in the drop-down list, it will be cleared. This field is required in every row where data is entered in other columns.
- **Material Types and Units: Brush -Wood Chips (Columns D - U):** There are 9 columns associated with specific Class C material types. Enter the quantity of the corresponding material type received from the municipality during the month. Only numerical values can be entered in the Material Type columns. Each Material Type column is followed by a corresponding **Units** column. Use the Units drop-downs to select the unit of measure applicable to the quantity entered. The Units field is required if a quantity is entered in the corresponding Material Type column. Data may be typed or pasted. However, incorrectly formatted data will be cleared.

Class C Sent Worksheet

Enter monthly rows for each end market to whom the Class C Facility sent recycled products. Enter your Class C Facility as the end-market for any recovered material that you sold or otherwise provided in small quantities directly to the user of the material.

- **End-Market Name (Column A):** Enter the name of the end-market where the recovered material was sent. This cell is free text. This is a required field if any other column in the row contains data.
- **End-Market State (Column B):** Enter the state where the end-market is located. This field uses a drop-down list. New Jersey appears first; followed by other US states in alphabetical order; followed by a list of foreign countries in alphabetical order. Data may be typed or pasted. However, if the data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.
- **End-Market Street Address (Column C):** Enter the street address where the end-market is located. This field is free text. This is a required field if any other column in the row contains data.
- **End-Market County (Column D):** Enter the county where the end-market is located. If the end-market state is not New Jersey, then this cell will default to “Out Of State.” If the end-market state is New Jersey, this field is a dropdown list. Data may be typed or pasted. However, if data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.

- **End-Market Municipality (Column E):** Enter the municipality where the end-market is located. If the end-market state is not New Jersey, then this cell is free text. If the end-market state is New Jersey, this field is a dropdown list. Data may be typed or pasted. However, if data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.
- **End-Market ZIP (Column F):** Enter the zip code where the end-market is located. This field must be 5 digits or 9 digits with no extra characters (Ex. 12345, 123456789). If a data is entered incorrectly, it will be cleared. However, leading zeroes are added if length is too short. This is a required field if any other column in the row contains data.
- **End-Market Phone Number (Column G):** Enter the phone number of the end-market. This cell must contain 10 digits and will be reformatted to (###) ###-####. Data typed into this cell can be in many formats that include dashes and parentheses. However, if the cell cannot identify the 10-digit number, the data will be cleared. This is a required field if any other column in the row contains data.
- **Month (Column H):** Enter the numerical month corresponding to the data of the row. This field uses a drop-down list. Data may be typed or pasted. However, if the data is not in the drop-down list, it will be cleared. This is a required field if any other column in the row contains data.
- **Material Types and Units: Brush – Wood Chips (Columns I - Z):** There are 9 columns associated with specific Class C material types. Enter the quantity of the corresponding material type sent to the end market during the month. Only numerical values can be entered in the Material Type columns. Each Material Type column is followed by a corresponding **Units** column. Use the Units drop-downs to select the unit of measure applicable to the quantity entered. The Units field is required if a quantity is entered in the corresponding Material Type column. Data may be typed or pasted. However, incorrectly formatted data will be cleared.

Transporters and Summaries Worksheet

Enter a separate row for each solid waste collector/hauler used to transport residue for disposal.

- **Transporter Name (Column A):** Enter the transporter’s name used to ship residue. This cell is free text. This field is required if a Transporter Registration Number is entered on the row.
- **Transporter Registration Number (Column B):** Enter the corresponding registration number for the transporter used to transport residue named in **Column A**. The A-901 license number of the transporter should be used. This cell is free text. This field is required if a Transporter Name is entered on the row.

Enter total monthly quantities of residue disposed and material marketed.

- **Total Amount of Residue disposed as Solid Waste (Column F):** Enter the monthly quantities in tons of residue disposed in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. If no waste residue was disposed in any given month, enter “0” for that month.
- **Total Amount of Material Marketed (Column G):** Enter the monthly quantities in tons of recycled materials sent to end markets in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. If no recycled material was sent to an end market in any given month, enter “0” for that month.

After data entry is completed on the Class C Received, Class C Sent, and Transporters and Summaries worksheets, follow the instructions below to Finalize the Workbook to prepare for submission of the report.

6. Class D Workbook Details

Class D Facilities must report the monthly quantities and types of recyclable material accepted during the calendar year identified by the county and municipality of origin, the monthly totals of recycled product transferred to each end-market, the amount of residue disposed each month, and the solid waste collector/hauler used to transport the residue.

Class D Received Worksheet

- **Reporting Period (B1):** Select the calendar year the reported recyclable materials were received. This cell is a drop-down list that contains possible years to choose. Data may be typed or pasted. However, if the value is not in the drop-down list, it will be cleared.

For rows 3 and beyond, add monthly rows for each New Jersey municipality from which the facility received material. Also, enter monthly rows to report totals of material that originated outside New Jersey.

- **County of Origin (Column A):** Enter the county where the material originated. This field uses a drop-down list. If the material originated from outside New Jersey, select “Out Of State.” Data may be typed or pasted. However, if the data entered does not match an entry in the drop-down list, it will be cleared. This field is required in every row where quantity data is entered.
- **Municipality of Origin (Column B):** Enter the municipality where the material originated. This field uses a drop-down list. If the material originated from outside New Jersey, select “Out Of State.” Data may be typed or pasted. However, if the data entered does not match an entry in the drop-down list, it will be cleared. This field is required in every row where quantity data is entered.
- **Month (Column C):** Enter the numerical month corresponding to the data of the row. This field uses a drop-down list. Data may be typed or pasted. However, if the data is not in the drop-down list, it will be cleared. This field is required in every row where data is entered in other columns.
- **Material Types and Units: Batteries – Antifreeze Residue (Columns D - W):** There are 10 columns associated with specific Class D material types. Enter the quantity of the corresponding material type received from the municipality during the month. Only numerical values can be entered in the Material Type columns. Each Material Type column is followed by a corresponding **Units** column. Use the Units drop-downs to select the unit of measure applicable to the quantity entered. The Units field is required if a quantity is entered in the corresponding Material Type column. Data may be typed or pasted. However, incorrectly formatted data will be cleared.
- **Other Material Types (Columns X – Z):** Use these columns to report a type of material received that is not specified in columns D - W. Identify the material type in the **Specify Other (Column X)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column Y)** and **Unit (Column Z)** fields.

Class D Sent Worksheet

Enter monthly rows for each end market to whom the Class D Facility sent recycled products. Enter your Class D Facility as the end-market for any recovered material that you sold or otherwise provided in small quantities directly to the user of the material.

- **End-Market Name (Column A):** Enter the name of the end-market where the recovered material was sent. This cell is free text. This is a required field if any other column in the row contains data.
- **End-Market State (Column B):** Enter the state where the end-market is located. This field uses a drop-down list. New Jersey appears first; followed by other US states in alphabetical order; followed by a list of foreign countries in alphabetical order. Data may be typed or pasted. However, if the data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.
- **End-Market Street Address (Column C):** Enter the street address where the end-market is located. This field is free text. This is a required field if any other column in the row contains data.
- **End-Market County (Column D):** Enter the county where the end-market is located. If the end-market state is not New Jersey, then this cell will default to **“Out Of State.”** If the end-market state is New Jersey, this field is a dropdown list. Data may be typed or pasted. However, if data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.
- **End-Market Municipality (Column E):** Enter the municipality where the end-market is located. If the end-market state is not New Jersey, then this cell is free text. If the end-market state is New Jersey, this field is a dropdown list. Data may be typed or pasted. However, if data is entered incorrectly, it will be cleared. This is a required field if any other column in the row contains data.
- **End-Market ZIP (Column F):** Enter the zip code where the end-market is located. This field must be 5 digits or 9 digits with no extra characters (Ex. 12345, 123456789). If a data is entered incorrectly, it will be cleared. However, leading zeroes are added if length is too short. This is a required field if any other column in the row contains data.
- **End-Market Phone Number (Column G):** Enter the phone number of the end-market. This cell must contain 10 digits and will be reformatted to (###) ###-####. Data typed into this cell can be in many formats that include dashes and parentheses. However, if the cell cannot identify the 10-digit number, the data will be cleared. This is a required field if any other column in the row contains data.
- **Month (Column H):** Enter the numerical month corresponding to the data of the row. This field uses a drop-down list. Data may be typed or pasted. However, if the data is not in the drop-down list, it will be cleared. This is a required field if any other column in the row contains data.
- **Material Types and Units: Batteries - Antifreeze (Columns I - X):** There are 8 columns associated with specific Class D material types. Enter the quantity of the corresponding material type sent to the end market during the month. Only numerical values can be entered in the Material Type columns. Each Material Type column is followed by a corresponding **Units** column. Use the Units drop-downs to select the unit of measure applicable to the quantity

entered. The Units field is required if a quantity is entered in the corresponding Material Type column. Data may be typed or pasted. However, incorrectly formatted data will be cleared.

- **Other Material Types (Columns Y – AA):** Use these columns to report a type of material sent to an end market that is not specified in columns I - X. Identify the material type in the **Specify Other (Column Y)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column Z)** and **Unit (Column AA)** fields.

Transporters and Summaries Worksheet

Enter a separate row for each solid waste collector/hauler used to transport residue for disposal.

- **Transporter Name (Column A):** Enter the name of transporter used to ship residue. This cell is free text. This field is required if a Transporter Registration Number is entered on the row.
- **Transporter Registration Number (Column B):** Enter the corresponding registration number for the transporter used to transport residue named in **Column A**. The A-901 license number of the transporter should be used. This cell is free text. This field is required if a Transporter Name is entered on the row.

Enter total monthly quantities of residue disposed and material marketed.

- **Total Amount of Residue disposed as Solid Waste (Column F):** Enter the monthly quantities in tons of residue disposed in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. If no waste residue was disposed in any given month, enter “0” for that month.
- **Total Amount of Material Marketed (Column G):** Enter the monthly quantities in tons of recycled materials sent to end markets in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. If no recycled material was sent to an end market in any given month, enter “0” for that month.

After data entry is completed on the Class D Received, Class D Sent, and Transporters and Summaries worksheets, follow the instructions below to Finalize the Workbook to prepare for submission of the report.

7. Finalize the Workbook

Before the workbook can be uploaded through DEP Online, it must first be validated and prepared for submission. After entering all your data into the worksheets as discussed above, go to the Prepare Report worksheet.

Validate the Data

Validate the data by clicking the “Validate Report” button. This action will check that the data entered in the workbook is in a valid format and complete. If there are errors or missing information within the workbook, information about the errors will display beginning at line 12. Below shows an example of a report where the reporting period was not entered.

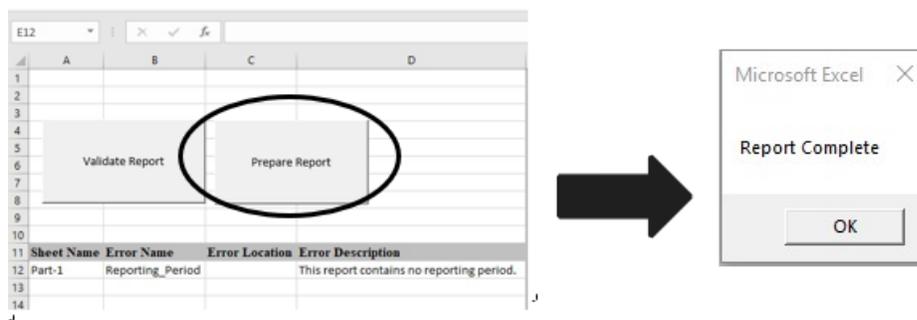
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11	Sheet Name	Error Name	Error Location	Error Description
12	Class D Received	Reporting_Period	Column_D_Row_1	There is no Reporting Period within the report.
13				

For each issue contained within the report, a line of information will be listed to assist you in locating the problem. After fixing each error, press the “Validate Report” button again. If the popup below displays, the report is ready to be prepared and finalized.



Prepare the Workbook

After the workbook data has been validated, the next step is to prepare it for submission through DEP Online. This should only be done when the workbook is finished and ready to send. To prepare the workbook, click the “Prepare Report” button, which will lock the document and keep you from making changes. **It is recommended to create a backup of this report before pressing the “Prepare Report” button. This is to ensure you have a version that can be edited in case changes are required to the data in the future.** After pressing this button, a popup will display confirming that the workbook is complete.



F. Creating and Setting Up a NJDEP Online Account

1. Create a NJDEP Online Account (one time only)

You must have an NJDEP Online account to submit the annual report through NJDEP Online. If you do not already have an account, go to <http://www.state.nj.us/dep/online/> for new user registration instructions and to request access.

NJDEP Online accounts must be set up for an individual person and should be tied to an individual's email address. **Do not set up one account for your entire organization.** Accounts will have an associated password, challenge questions, and certification PIN to provide security and ensure the integrity of the data submitted. The password, challenge questions, and certification PIN should be kept secure by the individual person who owns the account.

NJDEP Online accounts are linked to MyNewJersey accounts. If you already have a MyNewJersey account, you can link the two accounts when you set up your NJDEP Online account. If you do not have a MyNewJersey account, one will be created upon setup of your NJDEP Online account.

This service will not work with all internet browsers. A list of compatible browsers is presented in NJDEP Online when you login. Currently, the portal requires Mozilla Firefox 34 (or later) or Google Chrome 33 (or later).

2. My Workspace Setup

Once you have an account, you can login to NJDEP Online at <http://www.state.nj.us/dep/online/>.

Submissions through NJDEP Online are managed under the My Workspace tab. Once you are logged in, you can get to the My Workspace tab by clicking on it at any time.

Service Selection

On the My Workspace tab, there is a "Service Selection" section designated by a blue bar. Under the Service Selection section, to set up the types of services you would like to submit, click the 'Configure Services' button. A complete list of available services will open. Under the **Solid and Hazardous Waste** heading, click on the checkbox for the "Solid and Hazardous Waste Reporting Services" and click 'OK.' You will be returned to My Workspace; the Solid and Hazardous Waste Reporting Services will be added to the Services Selected section of the page.

The "Solid and Hazardous Waste Reporting Services" selection will now be available on your Workspace every time you log in. You can add additional service types anytime by following the above instructions.

Linking Your Facilities

On the My Workspace tab, there is a “My Facilities/Program Interests” section designated by a blue bar. To link facilities to your account, click the ‘Add Facilities’ button. A Facility Search screen will open. Make sure the top radio button (Retrieve only those facilities that match the search criteria) is selected. In the Select NJDEP Program drop down, select ‘Solid Waste.’ You can search by either Facility ID (For Recycling Centers this is the Preferred ID #) or Facility Name. Upon clicking the ‘Search’ button, a list of available facilities will display. To select a facility, click the associated checkbox. Make sure the Program Interest Type of your selected facility is ‘Recycling Center.’ Click the ‘Add Selected Facilities’ button. You will be returned to My Workspace; the selected facility will be added to the My Facilities/Program Interests section of the page.

The facility will now be available in your Workspace anytime you need to submit a service for it. You can add other facilities to your Workspace anytime by following the above instructions. You can also delete facilities by simply clicking the **red X**.

Once your services and facilities are set up, they will always display on your My Workspace tab when you log in. You can make changes to your selected services and your facilities any time you would like by following the above directions.

G. Recycling Facility Annual Report Service Step-by-Step Instructions

Returning to a Previous Step in the Report

As you are proceeding through the report, you can return to a previous step by clicking on the screen name in the list on the left. Returning to certain screens will require you to clear data. Once you go back to an earlier screen, you must proceed through the entire process from that point.

Partially Completed Reports

If you start a report submission, but are unable to finish it in one sitting, you can log out of DEP Online and finish the service at a later time. You can find a row identifying each partially completed service in the ‘My Services – In Progress’ section on the My Workspace tab. You can resume the service where you left off by clicking on the ID # for the service on the far-left side of the row.

1. Submission Type Selection

To begin the submission of an annual report service, on the My Workspace tab, click on the ‘Solid and Hazardous Waste Reporting Services’ link.

An ‘Instructions’ page will open describing the available reports. Click the ‘Continue’ button.

A ‘Selections’ page will open. Click the radio button for applicable Class of recycling facility. There are separate selections for Class A, B, C, D and Exempt recycling facilities. Click the ‘Continue’ button.

Note that if you are reporting for a multi-class facility, separate reports are required for each recycling class.

2. Facility Selection

Year: From the dropdown field, select the year for which you are reporting data.

In the grid, click the radio button associated with the Recycling Facility for which you are reporting data. When you click the radio button, the system will check for previous submissions for the same facility for the same year. If a previous submission was made, you will be provided with a warning message in **green text** informing you of the previous submission. You can choose to revise the year and facility selected or you can choose to proceed. If you complete and submit the reporting service for an identical year and facility that was previously submitted, the earlier submission will be superseded and replaced by the more recent version.

If the facility does not appear in the grid, you have not added the facility to your User Profile. To add the facility, you can click on the ‘click here’ link below the grid or you can return to the My Workspace tab and follow the instructions for adding facilities in My Workspace Setup above.

Click the ‘Continue’ button to proceed.

The screenshot shows a web application interface for facility selection. At the top, there is a navigation bar with tabs: My Workspace, User Profile, Certifications, Payments, Documents and Forms, Permit Folder, and NJDEP Open Gov. Below the navigation bar, the user is logged in as Michael Gerchman (MGERCHMA3). The main heading is 'FACILITY SELECTION - Recycling Facility Tonnage Report: Class B Facility'. The reporting period is set from 01/01/2022 to 12/31/2022. A table lists facilities with columns for Select, Facility, Facility ID, Facility Type, Municipality, and Address. One facility is listed: DEP SW TEST RECYCLE FACILITY with ID 627006, located in Trenton City at 401 EAST STATE ST. A 'Continue' button is visible at the bottom right.

Select	Facility	Facility ID	Facility Type	Municipality	Address
<input type="radio"/>	DEP SW TEST RECYCLE FACILITY	627006	RECYCLING CENTER	Trenton City	401 EAST STATE ST

3. Case Selection (Approval Selection) – Only for Class B, C and D

On the Case Selection page, the user selects the Recycling Center Approval that was in effect during the reporting year. In most cases, only one Recycling Center Approval will be available to select. Since Class A facilities do not require DEP approvals, this page is not shown in the Class A reporting service.

Click the applicable radio button and click the ‘Continue’ button.

4. Submission Name

This page allows you to name your submission. The Submission/Project Name field is fully editable so the user may choose any name. However, the system will auto-generate a name based on the type of report, e.g. Class B Report, the report year, the Recycling Facility Approval #, and the Preferred ID of the facility. The user may choose to keep the auto-generated name or change it any way they wish.

This page also includes a field that allows the user to enter any comments they would like regarding the monthly report. **Do not include questions or important information that the Department must act on in this field. In such circumstances, please contact the Bureau of Recycling and Hazardous Waste Management at (609) 984-3438 or the Bureau’s assigned engineer/specialist for the facility by telephone or email.**

Version: 10.1.04
 Currently logged in: Michael Gerchman (MGERCHMA3)
 Server: Server_2

627006
 DEP SW TEST RECYCLE FACILITY

SUBMISSION NAME - Recycling Facility Tonnage Report: Class B Facility

1 - Instructions
 2 - Submission Type
 3 - Facility Selection
 4 - Activity Selection
 5 - Submission Name
 6 - Contacts
 7 - Workbook Upload
 8 - Workbook Upload Confirmation
 9 - Service Specific Certifications
 10 - Certification

Please provide a service specific name below.

*Submission/Project Name: Class B Report - 2022, CBG160001 @ Pref ID 627006

Comments:

* Required

Please Note
 You may click on a previously visited page (above) to navigate back to that screen.

Upon completion of any entries, click the ‘Continue’ button.

5. Contacts

The user is required to provide contact information for two individuals, a General Contact and an Emergency Contact. Each contact is identified on a separate data entry tab.

The General Contact is the person the Department would contact regarding questions about the monthly report submission.

The Emergency Contact is the primary person the Department would contact on a 24-hour a day/7-day a week basis regarding any possible emergency situation that may impact the facility, e.g. hurricane preparation and recovery, etc.

If you are a Contact, you can enter your DEP Online Profile Contact information into this Contacts screen by simply selecting the drop-down arrow labeled ‘Insert from Existing Contacts,’ and selecting your name under My Profile Information.

If someone else is the General or Emergency Contact, enter their Name, Address, E-mail Address, and Telephone information.

Fields marked with an ‘*’ are required. At least one phone number is required. Additional phone numbers can be entered by adding rows.

If you would like to save a Contact's information for your future use, you can check the 'Save to My Favorites Contacts' checkbox and click the Save button. The Favorites contact information will then be saved and selectable from the 'Insert from Existing Contacts' drop-down.

Click the 'Continue' button after both Contacts are complete.

6. Service-Specific Details

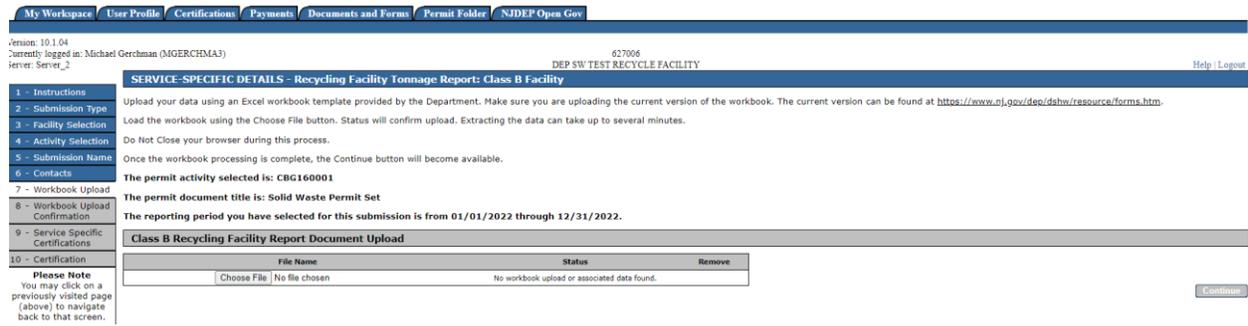
The Service-Specific Details Page is used to upload your Recycling Facility Annual Report Workbook which must be completed in accordance with the instructions found earlier in this document. The current Workbook template can be found at <https://www.nj.gov/dep/dshw/resource/forms.htm>.

To upload your completed, validated and prepared Workbook, click the 'Choose File' button. A popup will open that allows you to navigate to and select the file to upload. Select the completed Workbook and click 'Open.' The system will start uploading the file. Extracting the data may take some time. **Do not close your browser during this process.** Once the upload process is complete, the 'Continue' button will become available. Click 'Continue' to proceed to the next step.

You may get an error message after attempting to upload the Workbook. Common problems include:

- You are using the wrong version of the Workbook. Find the latest version of the Workbook template at the location specified above.
- You have not validated and prepared the Workbook prior to attempting to upload. Validation and preparation are found on the last tab of the Workbook and are required prior to upload. See the instructions for completing the Workbook earlier in this document.
- The year of the report provided in the Workbook does not match the year you entered at the beginning of the online service.

If you have followed all the instructions for the Workbook completion and these upload instructions and you still have not succeeded in uploading your Workbook, contact recyclingfacilities@dep.nj.gov.



If you find that you uploaded the incorrect workbook, you can delete it by clicking the **red X**.

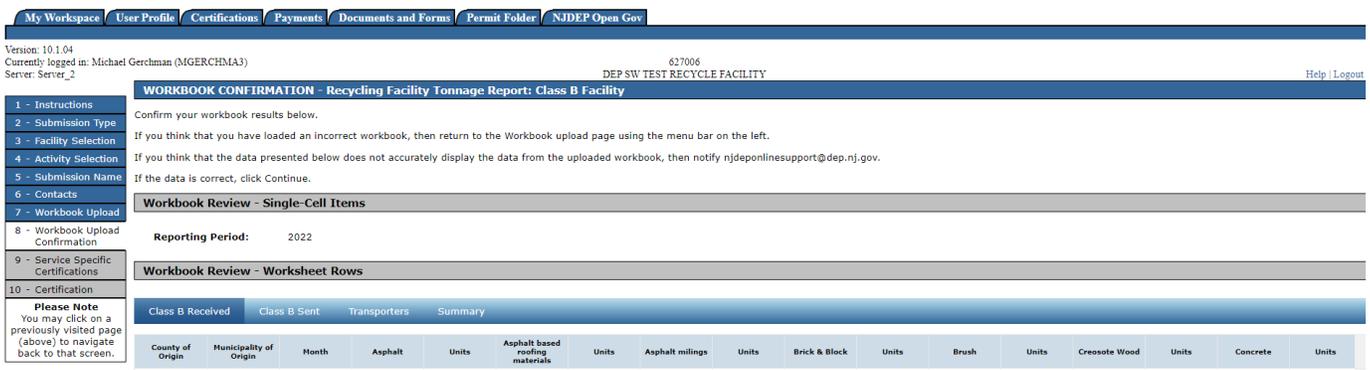
7. Workbook Confirmation

The Workbook Confirmation Page displays the data uploaded from the Workbook. A separate tab will display for each tab in the Workbook. You should confirm that the uploaded data matches the data provided in the Workbook.

If you think that you have uploaded an incorrect workbook, return to the Workbook Upload page using the menu bar on the left navigation to delete the Workbook and upload the correct version.

If you think that the data does not accurately display the data from the uploaded workbook, then notify recyclingfacilities@dep.nj.gov.

If the data is correct, click Continue.



8. Attachment Upload

Attachments are not required for this report. However, if you desire, you may upload an attachment related to the report. To upload an attachment, click on the ‘Add Attachment’ drop-down menu, select “Other SHW Tonnage Attachment,” and click the ‘Add Attachment’ button. A row of information, including appropriate file extensions, will display that allows you to select a file to upload. Click the

‘Choose File’ button to search for a file. Click ‘Open’ to upload the selected file. The ‘Continue’ button will turn blue once the file is uploaded successfully.

Once uploaded, a file can be deleted by clicking the **red X**.

9. Service-Specific Certification (Residue Disposal Certification)

Recycling Facilities are required to certify in writing, along with the annual report, that all residue generated at the facility has been disposed in accordance with the solid waste management rules at N.J.A.C. 7:26.

To certify to this statement, check the checkbox and click ‘Continue.’

10. Report Certification

The person submitting the report must certify to the following statement:

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information 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."

To verify your identity, enter a response to the Challenge Question and click the ‘Submit’ button. If you do not remember the Challenge Question/Answer, you can click the ‘Forgot Challenge Q/A’ button and follow the instructions. Note that answers to Challenge Questions are not case sensitive.

Once the Challenge Question is answered correctly, the Certification PIN will become enabled. Enter your Certification PIN and click ‘Certify.’ Note that Certification PINs are case sensitive. Clicking ‘Certify’ constitutes an electronic signature of the submission.

Note that your Certification PIN and Password are two different things. It is possible that you made your Certification PIN and Password identical values. If you forgot your Certification PIN, click the ‘Forgot Certification PIN’ button to create a new one.

After clicking ‘Certify,’ **do not close your browser while the system completes the submission.** This may take several minutes.

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

Version: 10.1.04
Currently logged in: Michael Gerchman (MGERCHMA3) 627006
DEP SW TEST RECYCLE FACILITY Help | Logout

CERTIFICATION - Recycling Facility Tonnage Report: Class B Facility

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: Individual With Direct Knowledge

Service ID	Submittal Type	Creation Date	View
873727	Solid and Hazardous Waste - Solid and Hazardous Waste Reporting Services - Recycling Facility Tonnage Report: Class B Facility	12/05/2022	

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information 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: Michael Gerchman
User ID of Certifying Party: MGERCHMA3

Challenge/Response Question

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

*What is your favorite song? (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.

11. Summary Page

A page will open displaying a summary of the information provided in the annual report submission. You can return to the My Workspace by clicking on the My Workspace tab or by clicking the ‘Return’ button at the bottom of the Summary page.

H. Submission Status/PDF

On the My Workspace tab, you can see a list of your submissions under the ‘My Services – Submitted’ section.

The list provides various information regarding the service, including a Status of the submission. If the status of the service is “Submission Failed – Please contact DEP,” send an email to recyclingfacilities@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

At the far right-hand side of the row, you can find a PDF of the Summary page for your records.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	PDF
873727	Class B Report - 2022, CBG160001 @ Pref ID 627006	DEP SW TEST RECYCLE FACILITY	Recycling Facility Tonnage Report: Class B Facility	Submission Successful	12/05/2022	12/05/2022			

Upon successful submission of the report, you will also receive an email that acknowledges the Department’s receipt of the report.

I. Questions

Please direct inquiries pertaining to completion of the Workbook and submission of the report to the Bureau of Recycling and Hazardous Waste Management by calling (609) 984-3438 or by email to recyclingfacilities@dep.nj.gov.