A. **Applicability**

Use this Workbook to enter monthly summaries of wastes received at a solid waste facility (SWF) as required by N.J.A.C. 7:26-2.13(e). The completed Workbook must be uploaded every month through the Solid Waste Facility Monthly Tonnage Report service on NJDEP Online (https://www.nj.gov/dep/online/).

To successfully upload the Workbook in the NJDEP Online service, the most current version of the Workbook template must be used. The most recent version of the Workbook template can be found at https://www.nj.gov/dep/dshw/resource/forms.htm.

B. **Time Frame**

Monthly summaries are due no later than 20 days after the last day of the month being reported.

C. **Opening the Workbook**

Features of the Excel Workbook can only be used through enabling macros on the form itself. To enable macros, follow these steps immediately after opening the file in Microsoft Excel.

When opening the Excel Workbook 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.
Then you may be prompted with an additional question asking if you want to make this file a Trusted Document. Click on the “Yes” button.

![Security Warning]

Following these steps will enable Macros on your form, making the form work properly.

**Enabling Macros on Older Versions of Microsoft Excel**

If the version of Microsoft Excel installed is from 2007 or earlier, the formatting of the Security Warnings will appear differently from the images previously portrayed. If your version of Microsoft Excel is from 2007 or earlier, follow these steps immediately after opening the file.

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

![Security Warning]

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.
Following these steps will enable Macros on your form, making the form work properly.

D. **Filling Out the Workbook**

1. **Part 1 (Sheet 1)**

   Part 1 of the Workbook is a summary sheet. It contains summaries of the quantities in tons of each waste type: a) received, b) disposed as solid waste, and/or c) recovered from solid waste for recycling or beneficial reuse. **Please note that information regarding any source-separated recyclables or beneficially-reused materials received at your solid waste facility is NOT to be included in this Report.** Information regarding source-separated recyclables received at your facility is to be included in the annual report prescribed in N.J.A.C. 7:26A-4.4(a).

   Part 1 has one field which is required to be completed by the user:

   - **Report Year and Month (Cell A2):** This is a required field. Enter the month and year of the reporting period for this submission in the ‘MM/YY’ format (Ex: ‘01/2018’). Data entered in an invalid format will be cleared.
   - **Comments (Cell R2):** Enter any comments you feel are relevant for the current row of data.

<table>
<thead>
<tr>
<th>Report Year and Month (MM/YY)</th>
<th>Waste Type 10: Waste T</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

   The cells highlighted in light blue (B2 to Q2) are totals that auto-calculate once data is entered in the other sheets.

   The cells from B2 to N2 identify the **inbound** weight (in tons) of each solid waste type received at your facility. These are the sum of the tonnages entered in Part 2b and Part 3a of the Workbook.
Cell O2 identifies the **outbound** weight (in tons) of solid waste disposed of at your facility (in the case of landfills or RRFs) or sent to another disposal facility (in the case of transfer stations). The tonnage placed in this box is the sum of the tonnages by municipality and waste type presented in Part 2c of the Workbook.

Cell P2 identifies the weight (in tons) of **materials recovered** for recycling (note: beneficial reuse is not recycling) from solid waste and sent out from your facility to a recycling center. The weight placed in this box is the sum of the tonnages by end market presented in Part 3b of the Workbook.

Cell Q2 identifies the weight (in tons) of **materials recovered** for beneficial reuse from solid waste and sent out from your facility to an approved location for beneficial reuse. The weight placed in this box is the sum of the tonnages by end market presented in Part 3c of the Workbook.

Please note that, generally, the sum of Parts 2c, 3b, and 3c should equal the sum of your incoming weight of solid waste (Cell N2), since all inbound solid waste is either sent for disposal or recovered for recycling. However, in cases where loads of solid waste, recyclables, and/or material for beneficial reuse that remains at your facility at the end of the business day, the sum of Parts 2c, 3b, and 3c may be within a few (less than or equal to five (5)) percentage points of the sum of all inbound solid wastes.

### 2. Part 2b (Sheet 2)

**Part 2b** identifies the weights received by your facility that are designated for disposal. Pursuant to N.J.A.C. 7:26-2.13(e), these quantities must be identified by county and municipality of origin as well as waste type.

A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage:

- **State of Origin (Column A):** Enter the state where the solid waste originated. This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **County of Origin (Column B):** Enter the county where the solid waste originated. If the state of origin is not New Jersey, then this cell will default to “Out Of State.” This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Municipality of Origin (Column C):** Enter the municipality where the solid waste originated. If the state of origin selected is not New Jersey, then this cell will default to “Out Of State.” This field uses a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly it will be cleared.
- **Facility of Origin (Column D):** If waste was received from another solid waste facility enter the facility in this field. If the state of origin is New Jersey, then the facility must be selected from the drop-down list and county/municipality of origin are not required. If the state of origin is not New Jersey, then the facility of origin field is free text.
- **Waste Type 10 – 74 (Column E - P):** Enter the amount of solid waste in tons for each corresponding waste type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared.
- **Comments (Column R):** Enter any comments you feel are relevant for the current row of data.
3. **Part 2c (Sheet 3)**

**Part 2c** shall identify the weights sent out to a declared disposal facility, this information must be marked by the disposal facility’s name, location and waste type, pursuant to N.J.A.C. 7:26-2.13(e).

A separate row should be used for each final disposal facility. The following fields are required for any row that contains tonnage:

- **Disposal Facility Name (Column A):** Enter the name of the facility where the solid waste is disposed. This cell is free text.
- **Disposal Facility State (Column B):** Enter the state where the disposal facility is located. This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Disposal Facility Street Address (Column C):** Enter the street address where the disposal facility is located. This field is free text.
- **Disposal Facility County (Column D):** Enter the county where the disposal facility is located. If the Disposal Facility State is not New Jersey, then this cell will default to “Out Of State.” This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Disposal Facility Municipality (Column E):** Enter the municipality where the disposal facility is located. If the Disposal Facility State is New Jersey this field is a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared. If the Disposal Facility State is not New Jersey, then this field is free text.
- **Disposal Facility ZIP (Column F):** Enter the zip code of the disposal facility. 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.
- **Waste Type 10 – 74 (Column G - R):** Enter the amount of solid waste in tons for each corresponding waste type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared.
- **Comments (Column T):** Enter any comments you feel are relevant for the current row of data.

4. **Part 3a (Sheet 4)**

**Part 3a** of the Workbook shall identify the weights of materials recovered (recyclables + materials approved for beneficial reuse) from inbound loads of solid waste, by municipality of origin and solid waste type (if known). If no material recovery operations occur at your facility, this sheet should be left blank.

Pursuant to N.J.A.C. 7:26-2.13(e)1iii, “in cases where recyclable materials are separated from mixed solid waste at the transfer station or materials recovery facility, and hence the origin (by county and municipality) cannot be identified at the time of receipt, the transfer station shall allocate the amount of recyclable materials proportionally to each municipality on the basis of the total amount of solid waste received for the calendar month.” After this apportioning, the resulting tonnages must be subtracted from your inbound tonnages to calculate the weights of solid waste, by municipality of origin and solid waste type, that were disposed at your facility or sent out to another facility for disposal.
A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage.

- **State of Origin (Column A):** Enter the state where the recovered material originated. This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **County of Origin (Column B):** Enter the county where the recovered material originated. If the State of Origin selected is not New Jersey, then this cell will default to “Out Of State.” This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Municipality of Origin (Column C):** Enter the municipality where the recovered material originated. If the State of Origin selected is not New Jersey, then this cell will default to “Out Of State.” This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Facility of Origin (Column D):** If recovered material was received from another solid waste facility enter the facility in this field. If the State of Origin is New Jersey, then the facility must be selected from the drop-down list and county/municipality of origin are not required. If the State of Origin is not New Jersey, then the Facility of Origin field is free text.
- **Waste Type 10R – Other (Column E - L):** Enter the amount of recovered material in tons for each corresponding waste type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared.
- **Comments (Column N):** Enter any comments you feel are relevant for the current row of data.

5. **Part 3b (Sheet 5)**

**Part 3b** shall identify the markets (by specific receiving entity) for all recovered recyclable materials identified on **Part 3a**.

A separate row should be used for each recycling market. The following fields are required for any row that contains tonnage:

- **Recycling Market Name (Column A):** Enter the name of the recycling market where the recovered material was sent. This cell is free text.
- **Recycling Market State (Column B):** Enter the state where the recycling market is located. This field uses a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly it will be cleared.
- **Recycling Market Street Address (Column C):** Enter the street address where the recycling market is located. This field is free text.
- **Recycling Market County (Column D):** Enter the county where the recycling market is located. If the Recycling Market State is not New Jersey, then this cell will default to “Out Of State,” This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Recycling Market Municipality (Column E):** Enter the municipality where the recycling market is located. If the Recycling Market State is New Jersey this field is a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared. If the Recycling Market State is not New Jersey, then this field is free text.
• **Recycling Market ZIP (Column F):** Enter the zip code of the recycling market. 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.

• **Recycling Market Phone Number (Column G):** Enter the phone number of the recycling market. This cell must be 10 digits and will be reformatted to (###) ###-####. Data typed into this cell can be in many formats that include dashes and parentheses. If a phone number is entered incorrectly, the data will be cleared.

• **Waste Type 10R – Other (Column H - O):** Enter the amount of recycled material in tons for each corresponding waste type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared.

• **Comments (Column Q):** Enter any comments you feel are relevant for the current row of data.

6. **Part 3c (Sheet 6)**

**Part 3c** shall identify the markets (by specific receiving entity) for all materials recovered for beneficial reuse identified on the first page of **Part 3a**.

A separate row should be used for each beneficial reuse market. The following fields are required for any row that contains tonnage:

• **Beneficial Reuse Market Name (Column A):** Enter the name of the beneficial reuse market where the recovered material was sent. This cell is free text.

• **Beneficial Reuse Market State (Column B):** Enter the state where the beneficial reuse market is located. This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.

• **Beneficial Reuse Market Street Address (Column C):** Enter the street address where the beneficial reuse market is located. This field is free text.

• **Beneficial Reuse Market County (Column D):** Enter the county where the beneficial reuse market is located. If the Beneficial Reuse Market State is not New Jersey, then this cell will default to “Out Of State.” This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.

• **Beneficial Reuse Market Municipality (Column E):** Enter the municipality where the beneficial reuse market is located. If the Beneficial Reuse Market State is New Jersey this field is a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared. If the Beneficial Reuse Market State is not New Jersey, then this field is free text.

• **Beneficial Reuse Market ZIP (Column F):** Enter the zip code of the beneficial reuse market. This field must be 5 digits or 9 digits with no extra characters (Ex. 12345, 123456789). If data is entered incorrectly it will be cleared.

• **Beneficial Reuse Market Phone Number (Column G):** Enter the phone number of the beneficial reuse market. This cell must be 10 digits and will be reformatted to (###) ###-####. Data typed into this cell can be in many formats that include dashes and parentheses. If a phone number is entered incorrectly, the data will be cleared.

• **Waste Type 10R – Other (Column H - O):** Enter the amount of beneficial reuse material in tons for each corresponding waste type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared.

• **Comments (Column Q):** Enter any comments you feel are relevant for the current row of data.
7. Finalizing the Workbook (Prepare Report - Sheet 7)

**Validate Report:** After you finish entering all your data into the worksheets described above, the Workbook must be validated by clicking the “Validate Report” button. This action will review the data entered in the Workbook to ensure it is in a valid format and complete. If an error is found during validation, the Workbook starting from line 12 will display issues that need to be fixed. Below is an example of a Workbook where the reporting period was not entered.

The Workbook will identify the sheet with the issue, the name of the error, the error location and a description of the error. After fixing each error, press the “**Validate Report**” button again to see if all the errors have been corrected. If no errors exist a popup will appear stating the document is ready to be prepared.

**Prepare Report:** After the Workbook has been validated, the next step it to prepare it. This should only be done when the Workbook is finished and ready to send. Press the button labeled “Prepare Report,” which will lock the document and keep you from making changes. If you are unsure whether you are completely done with this Workbook, create a backup before pressing this button or wait until you are
sure the document is finished. After pressing this button, a popup will appear that states the Workbook is now complete.

E. **Completing the Submission**

To complete the monthly report submission, the Workbook can now be uploaded via the Solid Waste Facility Monthly Tonnage Report service on NJDEP Online (https://www.nj.gov/dep/online/).

F. **Questions**

Please direct inquiries pertaining to completion of the Workbook to the Bureau of Solid Waste Permitting at (609) 292-9880. Questions about the online service should be directed to njdeponlinesupport@dep.nj.gov.