



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

**NJDEP ONLINE – SOLID WASTE FACILITY MONTHLY TONNAGE WORKBOOK
INSTRUCTIONS**

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>.

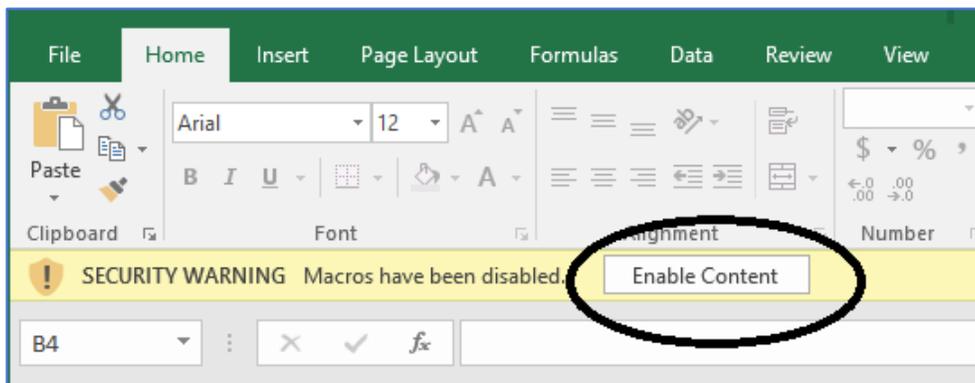
B. Time Frame

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

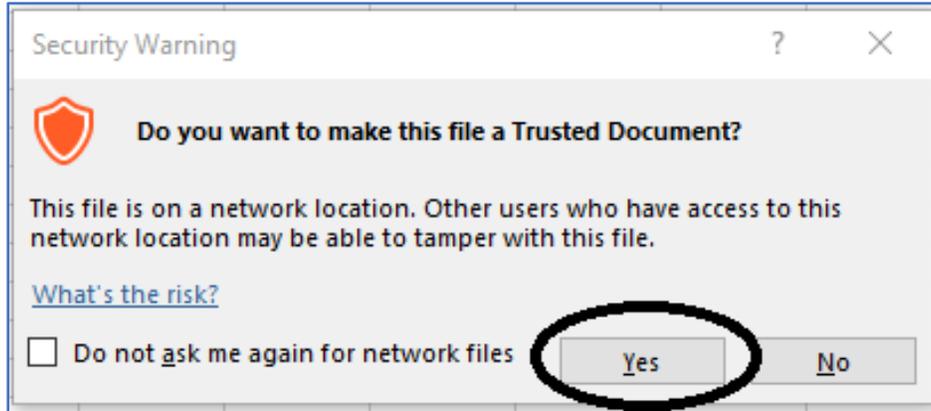
C. Opening the Workbook

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.



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

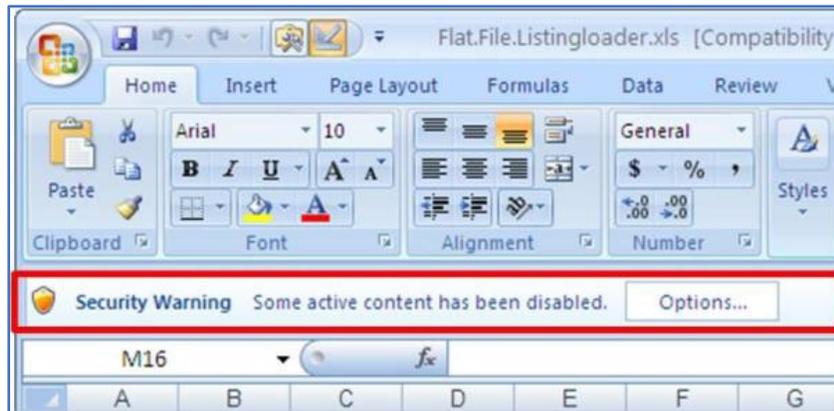


Following these steps will enable Macros on your form, making the form work properly.

****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.



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/YYYY' format (Ex: '01/2018').
- * **Comments (Cell R2):** Enter any comments you feel are relevant for the current row of data.

Report Year and Month (MM/YYYY):	Waste Type 10: Waste T
	0.00

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 weight (in tons) of solid waste disposed 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 disposal facility 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 or beneficial reuse. However, in cases where loads of solid waste, recyclables, and/or material for beneficial reuse remain at your facility at the end of the reporting period, the sum of Parts 2c, 3b, and 3c differ somewhat from the sum of all inbound solid wastes.

2. Part 2b (Sheet 2)

Part 2b is used to identify the origins and associated quantities of waste 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.

Part 2b does not necessarily include all incoming waste accepted at the facility. Incoming waste that is recovered for recycling or beneficial reuse is reported on Part 3a. The total quantities reported on Parts 2b and 3a is the total incoming waste. If your facility recovers waste for recycling or beneficial reuse, see the instructions for Part 3a to determine how to calculate the quantities to enter on Part 2b.

Starting on Row 2, enter a row of waste disposal quantity data for each origin.

a. **State of Origin/County of Origin/Municipality of Origin/Facility of Origin (Columns A through D)**

These columns work in tandem to define from where your facility received waste. Drop-downs are used to make selections. Data may be typed or pasted into drop-down columns. However, if the data does not precisely match the drop-down listing, it will be cleared.

State of Origin: First, select the State of Origin of the waste shipment from the drop-down menu. “New Jersey” appears at the top of the drop-down menu for ease of selection. This is followed by the other U.S. states (and the District of Columbia) in alphabetical order. The U.S. states are then followed by an alphabetical list of foreign countries, U.S. territories, and other miscellaneous possibilities.

- i. **If “New Jersey” is selected as the State of Origin**, you must select from either the Facility of Origin drop-down menu or the County of Origin/Municipality of Origin drop-down menus.

Facility of Origin: With the exception noted below*, use this drop-down menu if the waste was received from a NJ-authorized Solid Waste Facility (e.g. a transfer station, intermodal facility). The drop-down menu includes an alphabetical listing of all authorized Solid Waste Facilities located in New Jersey along with their respective NJDEP solid waste preferred id numbers. If a Facility of Origin is selected, the County of Origin and Municipality of Origin cells on the same row will gray-out (become uneditable).

County of Origin/Municipality of Origin: Only use the County of Origin/Municipality of Origin fields if the waste did not come to your facility from an authorized NJ Solid Waste Facility*. The County of Origin drop-down menu lists the 21 NJ counties in alphabetical order. Select the applicable county from the drop-down menu. Once a county is selected, the Municipality of Origin drop-down menu will be populated with an alphabetical listing of all municipalities in the selected county. Select the applicable municipality from the drop-down menu. If a County/Municipality are selected, the Facility of Origin cell on the same row will gray-out (become uneditable).

* For Waste Type 27I (incinerator ash) received from a NJ resource recovery facility or incinerator, report the County/Municipality of Origin.

- i. **If “New Jersey” is not selected as the State of Origin**, the County of Origin and Municipality of Origin cells on the same row will default to “Out of State.” The Facility of Origin cell will become free text. Use the Facility of Origin cell to enter name of any out-of-state origin facility.

- b. **Waste Type 10 – 74 (Column E - P):** Enter the amount in tons of each corresponding waste type received from each Origin that was disposed (either at your facility or sent to another facility for disposal). Do not enter quantities of material removed from the waste stream and sent for recycling or beneficial use (enter recycled and beneficial reuse quantities on Part 3a). If your facility recovers waste for recycling or beneficial reuse, see the instructions for Part 3a to determine how to calculate the quantities to enter on Part 2b. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared.

- c. **Total Comments (Column Q):** This column automatically sums the quantities of waste entered on the row. It is not editable.

- d. **(Column R):** Enter any comments you feel are relevant for the current row of data.

3. Part 2c (Sheet 3)

Part 2c identifies the facilities utilized for disposal of waste received at your facility and the associated quantities. This data must be provided by the disposal facility’s name, location, and waste type, pursuant to N.J.A.C. 7:26-2.13(e). Material removed from the incoming waste stream and sent for recycling or beneficial use should not be reported on this Part, rather it should be reported on Part 3b or 3c.

Since Parts 2b and 2c both require the reporting of waste received at your facility that was disposed, except under extremely rare circumstances, your report should include entries on both Part 2b (waste origin) and Part 2c (waste disposal destination).

a. Landfills/Resource Recovery Facilities (RRF)/Incinerators:

If you are reporting for a landfill or RRF/incinerator, your facility must be listed along with the quantities of waste disposed in the landfill or processed through the RRF/incinerator. If your landfill/RRF/incinerator sent any incoming waste along to another solid waste facility(ies) instead of disposing/processing the waste on-site, the other solid waste facility(ies) should each be listed on a separate row along with the respective quantities of waste.

Ash generated at your RRF/incinerator and its disposal location should not be included on this Part.

b. Transfer Station/Materials Recovery Facilities:

If you are reporting for a transfer station or transfer station/materials recovery facility, enter a separate row for each disposal facility you sent waste to along with the respective quantities of waste. Do not include facilities to whom you only sent recyclables or beneficial use material; rather enter those facilities on Part 3b or 3c.

c. Enter the following data for each disposal facility utilized during the reporting month:

- **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. “New Jersey” appears at the top of the drop-down menu for ease of selection. This is followed by the other U.S. states (and the District of Columbia) in alphabetical order. The U.S. states are then followed by an alphabetical list of foreign countries, U.S. territories, and other miscellaneous possibilities. Data may be typed or pasted. However, if the data does not precisely match the drop-down listing, 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):** If the Disposal Facility State is not New Jersey, then this cell will default to “Out of State.” If New Jersey is selected as the Disposal Facility State, this field becomes a drop-down list of the 21 NJ counties in alphabetical order. Select the applicable county from the drop-down menu. Data may be typed or pasted. However, if the data does not precisely match the drop-down listing, it will be cleared.
- **Disposal Facility Municipality (Column E):** Enter the municipality where the disposal facility is located. If the Disposal Facility State is not New Jersey, then this field is free text. If the Disposal Facility State is New Jersey, this field becomes a drop-down list of all the municipalities located in the selected county. Data may be typed or pasted. However, if the data does not precisely match a drop-down listing, it will be cleared.

- **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 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 sent to the disposal facility. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared.
- **Total Tons (Column S):** This column will automatically sum the quantity of waste sent to the disposal facility based on entries made in Columns G – R.
- **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 identifies the origins and associated quantities of materials recovered (recyclables + materials approved for beneficial reuse) from inbound loads of solid waste. 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, the data must be reported by county and municipality of origin and material type. The quantities of material types reported on Part 3a must relate to the Waste Type received by the facility. For example, material recovered from the receipt of Waste Type 10 must be reported as Type 10R.

In cases where recyclable materials are separated from mixed solid waste, and hence the origin (by county and municipality) cannot be identified, the facility shall allocate the quantities of recyclable materials proportionally to each municipality on the basis of the total amount of solid waste received for the calendar month.

After determining the quantities of recovered materials by municipality, the resulting recovered tonnages must be subtracted from the inbound tonnages to calculate the quantities of solid waste, by municipality of origin and solid waste type, that were disposed at your facility or sent to another facility for disposal for entry on Part 2b.

- Resource Recovery Facilities/Incinerators

Resource Recovery Facilities/Incinerators that recover material from incinerator ash they generate should report the recovered material on Part 3a. This recovered material should be reported by the waste type received, such as 10R, 13R, etc. **It should not be reported as 27I-R.** Similar to 4a above, if incoming material types cannot be determined, the quantities of recovered material should be prorated by type, as well as origin. The quantities on Part 3a must be subtracted from the inbound tonnages to calculate the quantities of solid waste disposed to enter on Part 2b.

Starting on Row 2, enter a row of recovered material quantity data for each origin.

d. **State of Origin/County of Origin/Municipality of Origin/Facility of Origin (Columns A through D)**

These columns work in tandem to define from where your facility received material. Drop-downs are used to make selections. Data may be typed or pasted into drop-down columns. However, if the data does not precisely match the drop-down listing, it will be cleared.

State of Origin: First, select the State of Origin of the material shipment from the drop-down menu. “New Jersey” appears at the top of the drop-down menu for ease of selection. This is followed by the other U.S. states (and the District of Columbia) in alphabetical order. The U.S. states are then followed by an alphabetical list of foreign countries, U.S. territories, and other miscellaneous possibilities.

- ii. **If “New Jersey” is selected as the State of Origin**, you must select from either the Facility of Origin drop-down menu or the County of Origin/Municipality of Origin drop-down menus.

Facility of Origin: With the exception noted below*, use this drop-down menu if the waste was received from a NJ-authorized Solid Waste Facility (e.g. a transfer station, intermodal facility). The drop-down menu includes an alphabetical listing of all authorized Solid Waste Facilities located in New Jersey along with their respective NJDEP solid waste preferred id numbers. If a Facility of Origin is selected, the County of Origin and Municipality of Origin cells on the same row will gray-out (become uneditable).

County of Origin/Municipality of Origin: Only use the County of Origin/Municipality of Origin fields if the material did not come to your facility from an authorized NJ Solid Waste Facility*. The County of Origin drop-down menu lists the 21 NJ counties in alphabetical order. Select the applicable county from the drop-down menu. Once a county is selected, the Municipality of Origin drop-down menu will be populated with an alphabetical listing of all municipalities in the selected county. Select the applicable municipality from the drop-down menu. If a County/Municipality are selected, the Facility of Origin cell on the same row will gray-out (become uneditable).

* For Waste Type 27I (incinerator ash) received from a NJ resource recovery facility or incinerator, report the County/Municipality of Origin.

- ii. **If “New Jersey” is not selected as the State of Origin**, the County of Origin and Municipality of Origin cells on the same row will default to “Out of State.” The Facility of Origin cell will become free text. Use the Facility of Origin cell to enter name of any out-of-state origin facility.

- e. **Waste Type 10R – Other (Columns E - L):** Enter the amount in tons of each corresponding material type received from each Origin that was recovered for recycling or beneficial reuse. For example, material recovered from the receipt of Waste Type 10 must be reported as Type 10R. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared.
- f. **Total Comments (Column M):** This column automatically sums the quantities of materials entered on the row. It is not editable.

g. **(Column N):** Enter any comments you feel are relevant for the current row of data.

5. Part 3b (Sheet 5)

Part 3b must identify the markets (by specific name and location) for all recovered recyclable materials removed from the incoming waste stream and the quantities of the recyclable materials sent to each specific entity. If no recyclable material recovery operations occur at your facility, this sheet should be left blank.

Since Part 3a identifies the origin of incoming material recovered for recycling or beneficial reuse and Parts 3b and 3c identify the end markets for recyclables and beneficial use material, respectively, in most cases if Part 3a is completed in the report then either, or both, Part 3b or 3c should also be completed.

Enter a row of the following data for each recycling market facility utilized during the reporting month:

- **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. “New Jersey” appears at the top of the drop-down menu for ease of selection. This is followed by the other U.S. states (and the District of Columbia) in alphabetical order. The U.S. states are then followed by an alphabetical list of foreign countries, U.S. territories, and other miscellaneous possibilities. Data may be typed or pasted. However, if the data does not precisely match the drop-down listing, 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):**): If the Recycling Market State is not New Jersey, then this cell will default to “Out of State.” If New Jersey is selected as the Recycling Market State, this field becomes a drop-down list of the 21 NJ counties in alphabetical order. Select the applicable county from the drop-down menu. Data may be typed or pasted. However, if the data does not precisely match the drop-down listing, it will be cleared.
- **Recycling Market Municipality (Column E):** Enter the municipality where the recycling market facility is located. If the Recycling Market State is not New Jersey, then this field is free text. If the Recycling Market State is New Jersey, this field becomes a drop-down list of all the municipalities located in the selected county. Data may be typed or pasted. However, if the data does not precisely match a drop-down listing, it will be cleared.
- **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 material type that was sent to the market. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared.
- **Total Tons (Column):** This column will automatically sum the quantity of material sent to the market based on entries in Columns H – O.
- **Comments (Column Q):** Enter any comments you feel are relevant for the current row of data.

6. Part 3c (Sheet 6)

Part 3c must identify the markets (by specific name and location) for materials recovered for beneficial reuse removed from the incoming waste stream and the quantities of the beneficial reuse materials sent to each specific entity. If no beneficial reuse material recovery operations occur at your facility, this sheet should be left blank.

Since Part 3a identifies the origin of incoming material recovered for recycling or beneficial reuse and Parts 3b and 3c identify the end markets for recyclables and beneficial use material, respectively, in most cases if Part 3a is completed in the report then either or both Part 3b or 3c should also be completed.

Enter a row of the following data for each beneficial reuse market facility utilized during the reporting month:

- **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. “New Jersey” appears at the top of the drop-down menu for ease of selection. This is followed by the other U.S. states (and the District of Columbia) in alphabetical order. The U.S. states are then followed by an alphabetical list of foreign countries, U.S. territories, and other miscellaneous possibilities. Data may be typed or pasted. However, if the data does not precisely match the drop-down listing, 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):** If the Beneficial Reuse Market State is not New Jersey, then this cell will default to “Out of State.” If New Jersey is selected as the Beneficial Reuse Market State, this field becomes a drop-down list of the 21 NJ counties in alphabetical order. Select the applicable county from the drop-down menu. Data may be typed or pasted. However, if the data does not precisely match the drop-down listing, it will be cleared.
- **Beneficial Reuse Market Municipality (Column E):** Enter the municipality where the beneficial reuse market facility is located. If the Beneficial Reuse Market State is not New Jersey, then this field is free text. If the Beneficial Reuse Market State is New Jersey, this field becomes a drop-down list of all the municipalities located in the selected county. Data may be typed or pasted. However, if the data does not precisely match a drop-down listing, it will be cleared.
- **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.

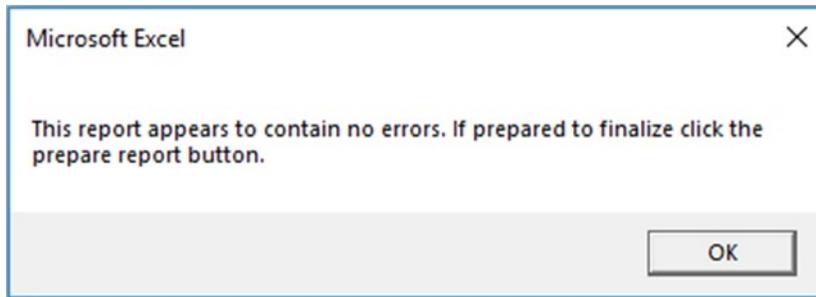
- **Beneficial Reuse Market Phone Number (Column G):** Enter the phone number of the beneficial reuse market. This cell must be 10 digits and will be reformatted to (###) ###-####. Data typed into this cell can be in many formats that include dashes and parentheses. If a phone number is entered incorrectly, 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.
- **Total Tons (Column P):** This column will automatically sum the quantity of material sent to the market based on entries in Columns H – O.
- **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.

Sheet Name	Error Name	Error Location	Error Description
Part-1	Reporting_Period		This report contains no reporting period.

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.



Clicking the Validate Report button may also result in a Warning message. You will get a Warning message in the following circumstances:

- you have completed Part 2b and not Part 2c (or vice versa); or
- you completed Part 3a and not either Part 3b or 3c (or vice versa).

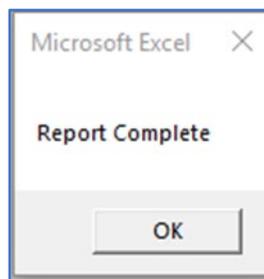
Since Parts 2b and 2c both require the reporting of waste received at your facility that was disposed, except under extremely rare circumstances, your report should include entries on both Part 2b (waste origin) and Part 2c (waste disposal destination).

Since Part 3a identifies the origin of incoming material recovered for recycling or beneficial reuse and Parts 3b and 3c identify the end markets for recyclables and beneficial use material, respectively, in most cases if Part 3a is completed in the report then either or both Part 3b or 3c should also be completed.

If you get a Warning message, click “OK” to acknowledge the message. Go back and enter any missing data into the applicable Part of the Workbook before returning to Validate again. If in the rare case that there is no missing data, click “OK” and go on to prepare the report.

Prepare Report: After the Workbook has been validated, the next step is to prepare it. This should only be done when the Workbook is finished and ready to send. **Prior to preparing the Workbook, the Department suggests that you save a backup version that is left unprepared.** Once the Workbook is prepared, it will be locked from any future updates, and you will not be able to copy data from it. The unprepared backup copy can be used if you find it necessary to make changes later.

To prepare the Workbook, press the button labeled “Prepare Report.” After pressing this button, a popup will appear that states the Workbook is now complete. Click “OK” to acknowledge.



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 by telephone at (609) 292-9880 or by email to njdepswreporting@dep.nj.gov.