



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

**NJDEP ONLINE – UNIVERSAL WASTE HANDLER ANNUAL REPORT  
INSTRUCTIONS**

TABLE OF CONTENTS

- A. [Applicability](#)
- B. [Time Frame](#)
- C. [Data Entry Options](#)
- D. [Completing the Excel Workbook](#)
  - 1. [Downloading the Workbook Template](#)
  - 2. [Opening a Workbook](#)
  - 3. [Universal Waste Handler Workbook Details](#)
    - a. Universal Waste Received
    - b. Universal Waste Stored
    - c. Universal Waste Shipped
    - d. Prepare Report (Finalizing the Report)
- E. [Creating and Setting Up a NJDEP Online Account](#)
  - 1. [Creating a NJDEP Online Account](#)
  - 2. Setting up [My Workspace](#)
- F. [Universal Waste Handler Report Service Step-by-Step Instructions](#)
  - 1. [Submission Type Selection](#)
  - 2. [Facility Selection](#)
  - 3. [Submission Name](#)
  - 4. [Contacts](#)
  - 5. [Service-Specific Details](#)
    - [Data Entry](#)
    - [Uploading a Workbook](#)
    - [Entering Data Manually](#)
  - 6. [Workbook Confirmation](#)
  - 7. [Attachment Upload](#)
  - 8. [Report Certification](#)
  - 9. [Summary Page](#)
- G. [Submission Status/PDF](#)
- H. [Questions](#)

## **A. Applicability**

N.J.A.C. 7:26A-7.5(d) requires large quantity handlers of universal waste to submit an annual report of the types and amounts of universal waste which were received, stored, and shipped in the preceding calendar year. The report must also indicate the municipality of origin of any universal waste that was shipped out-of-State for recycling.

Beginning with annual reports for 2024, universal waste handlers must submit the annual report through the NJDEP Online Business Portal. Reports will no longer be accepted via mail or email.

## **B. Time Frame**

Reports are due on or before March 1 of each year for large quantity universal waste handler activities conducted in the previous calendar year.

## **C. Data Entry Options**

In using the NJDEP Online Business Portal to submit your universal waste handler annual report, most handlers will have a choice of two methods to enter the waste data:

1. Direct Data Entry: Enter data directly into the browser screen in the NJDEP Online Business Portal, or
2. Excel Workbook: Prior to starting your online submission, enter the data into an Excel Workbook template provided by NJDEP. The completed workbook will then be uploaded through the NJDEP Online Business Portal.

Notes:

- Universal waste handlers that received universal waste from outside the United States or shipped universal waste to a destination facility outside the United States during the reporting period must use the Excel Workbook option.
- For universal waste handlers with large amounts of data to report, the Excel Workbook method is recommended.

If you choose to perform Direct Data entry, skip to Section E of the instructions. If using the Excel Workbook, continue to Section D.

## **D. Completing the Excel Workbook (skip this section if using Direct Data entry )**

### **1. Downloading the Workbook Template**

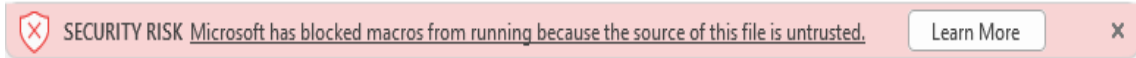
First download and save a local copy of the Excel Workbook for the universal waste handler annual report. The Excel Workbook template can be found at <https://www.nj.gov/dep/dshw/resource/forms.htm>.

### **2. Opening a Workbook**

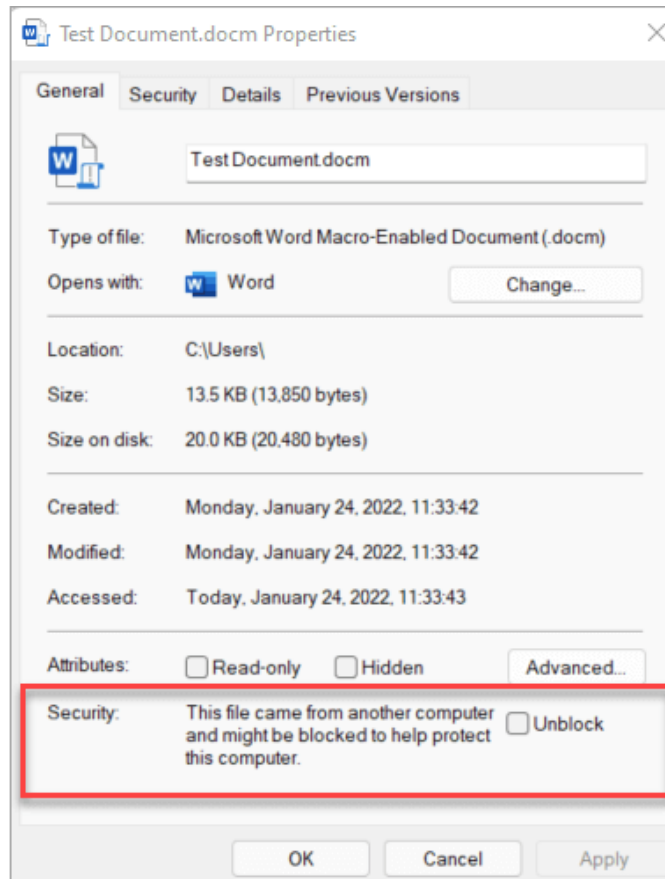
Features of the Excel report can only be used by enabling macros in the workbook. The steps to enable macros will differ depending on the version of Excel.

- Recent Excel Versions

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



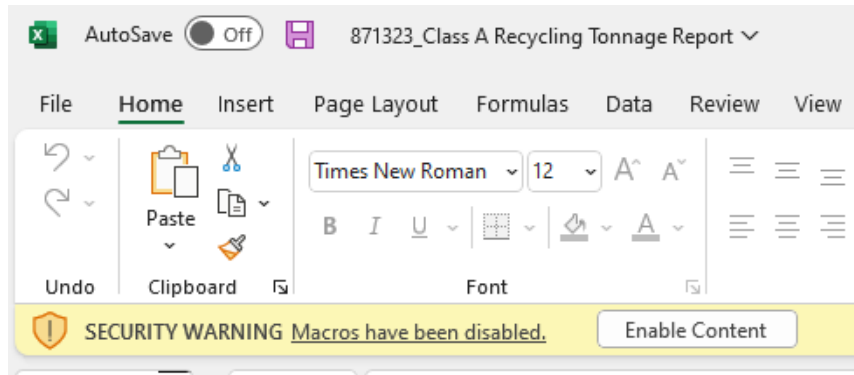
- To enable macros, save the workbook to your local device.
- On your local device, navigate to the folder where the workbook is saved.
- Right click on the file and choose “Properties.”
- Select the “Unblock” checkbox on the General tab and click “OK.”



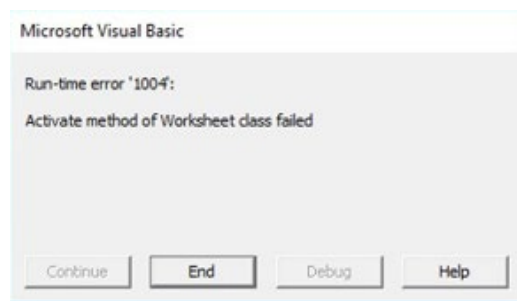
- If the Unblock checkbox is unavailable or does not enable macros, please go to <https://learn.microsoft.com/en-us/deployoffice/security/internet-macros-blocked> for additional options.

- Excel Version 2010 - 2016

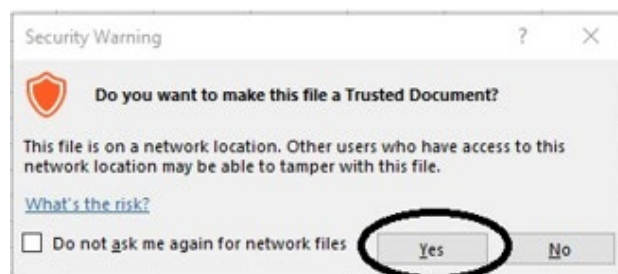
- When opening the Excel report for the first time, you may be prompted with a security warning towards the top of the form.
- Click on the “**Enable Content**” button.
  - You may be prompted with an “**Enable Editing**” button instead; you must click this before the “**Enable Content**” button will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



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

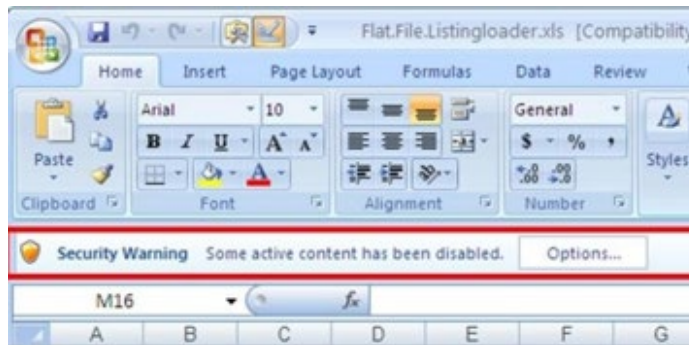


- You may be prompted with an additional question asking if you want to make the file a Trusted Document. Click on the “Yes” button.



- 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.



- 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. Universal Waste Handler Workbook Details

The Workbook template contains four worksheets:

- Universal Waste Received
- Universal Waste Stored
- Universal Waste Shipped
- Prepare Report (Finalizing the Report)

#### a. Universal Waste Received Worksheet

- **Reporting Period (Cell B1):** Select the calendar year the reported universal wastes were received. This cell is a drop-down list that contains possible years to choose. Data may be typed or pasted. Note, the value entered must be the four digit year to be accepted.

Rows 3 and beyond, add a separate row for each unique combination of State/Country of Origin of the waste and Waste Type received at the facility during the reporting year.

- State of Origin (Column A):** Enter the state or country where the waste originated. This field uses a drop-down list. New Jersey appears at the top of the list, followed by the states in alphabetical order, followed by foreign countries in alphabetical order. Data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. This field is required in every row where waste type or quantity data is entered.
- Waste Type (Column B):** Enter the type of universal waste received. This field uses a drop-down list. Data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. This field is required in every row where state or quantity data is entered.
- Quantity (Column C) and Units (Column D):** Enter the quantity of the corresponding waste type received from the state/country during the reporting period. Only numerical values can be entered in the Quantity column. Use the Units column to select the unit of measure applicable to the quantity entered. The Units column is a drop-down list. Data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. Both the Quantity and Units fields are required in every row where a state or waste type is entered.

Reporting Period:	2023			
State of Origin:	Waste Type:	Quantity:	Units:	

**b. Universal Waste Stored Worksheet**

- Waste Type (Column A):** Enter a row for each type of universal waste material in storage at the end of the reporting period. This field uses a drop-down list. Data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. This field is required in every row where quantity or unit data is entered.
- Quantity (Column B) and Units (Column C):** Enter the quantity of the corresponding waste type in storage at the end of the reporting period. Only numerical values can be entered in the Quantity column. Use the Units column to select the unit of measure applicable to the quantity entered. The Units column is a drop-down list. Data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. Both the Quantity and Units fields are required in every row where a waste type is entered.

1	Waste Type:	Quantity:	Units:
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3			
4			
5			

### c. Universal Waste Shipped Worksheet

Starting on Row 2, enter a row for each unique combination of Waste Type, Destination Facility, and County/Municipality of Origin of the waste shipped out of the facility during the reporting period. Waste that originated outside New Jersey may be grouped together and reported on one row per destination facility.

- **Waste Type (Column A):** This field uses a drop-down list. Data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. This field is required if any data is entered in the row.
- **Quantity (Column B) and Units (Column C):** Enter the quantity of the corresponding waste type originating from the County/Municipality and shipped to the Destination Facility during the reporting period. Only numerical values can be entered in the Quantity column. Use the Units column to select the unit of measure applicable to the quantity entered. The Units column is a drop-down list. Data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. Both the Quantity and Units fields are required if any data is entered in the row.
- **Destination State (Column D):** Enter the state or country where the destination facility is located. The Destination State column uses a drop-down list. Data may be typed or pasted. However, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. The Destination State is required if any data is entered in the row.
- **Destination Facility (Column E):** Enter the name of the facility to which the universal waste was shipped during the reporting period. This is a free text field. The Destination Facility is required if any data is entered in the row.
- **Destination Facility Street Address (Column F):** Enter the street address of the location of the facility to which the universal waste was shipped. This is a free text field. The Destination Facility Street Address is required if any data is entered in the row.
- **Destination County (Column G):** Enter the county where the destination facility is located. The Destination County column uses a drop-down list. If you select a destination state or country that is not New Jersey, the Destination County will default to “Out of State.” Data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. The Destination County is required if any data is entered in the row.
- **Destination Municipality (Column H):** Enter the municipality where the destination facility is located. If the Destination State is New Jersey, the Destination Municipality field is a drop-down of the municipalities located in the Destination County. In this case, data may be typed or pasted. Note, if the data entered does not precisely match an entry in the drop-down list, it will not be saved. If the Destination State is not New Jersey, the Destination

Municipality field becomes free text. The Destination Municipality is required if any data is entered in the row.

- **Destination Facility ZIP Code:** Enter the ZIP code of the destination facility. The field will only accept 5 or 9 digit #'s. Any deviation and the data will be cleared.
- **County of Origin:** Enter the county where the waste originated. This is a drop-down list. Data may be typed or pasted. However, if the data entered does not precisely match an entry in the drop-down list, it will be cleared. If the waste originated outside New Jersey, select “Out of State.” The County of Origin is required if other data is entered in the row.
- **Municipality of Origin:** Enter the municipality where the waste originated. If “Out of State” was selected for the County of Origin, “Out of State” will default into the Municipality of Origin. If a New Jersey-county was entered, the Municipality of Origin will be a drop-down list displaying the municipalities located in the selected county. Data may be typed or pasted. Note, if the data does not precisely match an entry in the drop-down list, it will not be saved. The Municipality of Origin is required if other data is entered in the row.

Waste Type:	Quantity:	Units:	Destination State:	Destination Facility:	Destination Facility Street Address:	De
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Destination County:	Destination Municipality:	Destination Facility Zip Code:	County of Origin:	Municipality of Origin:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### d. Prepare Report Worksheet

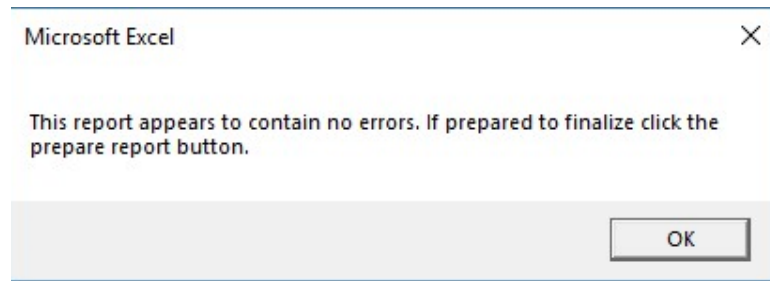
Before the workbook can be uploaded through DEP Online, it must first be validated and prepared for submission. After entering all your data into the worksheets as discussed above, go to the Prepare Report worksheet.

- **Validate Report** - 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.

Sheet Name	Error Name	Error Location	Error Description
Universal Waste Received	Report_Period		There is no Reporting Period within the report.

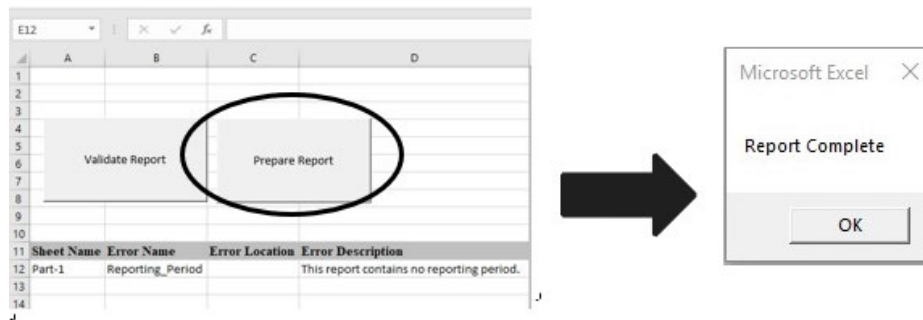


For each issue contained within the report, a line of information will be listed to assist you in locating the problem. After fixing the error(s), press the “Validate Report” button again. If the popup below displays, the report is ready to be prepared and finalized.



- Prepare Report - 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 complete and the data has been validated. To finalize the workbook for submission, click the “Prepare Report” button, which will lock the document and prevent additional changes from being made.

**It is recommended that you create a backup of the workbook before pressing the “Prepare Report” button.** This is to ensure you have a version that can be edited in case changes to the data are required in the future. After pressing the “Prepare Report” button, a popup will display confirming that the Report is complete.



## **E. 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 the NJDEP Online Business Portal. 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) to operate correctly.

## 2. My Workspace Setup

Once you have an account, you can login to the NJDEP Online Business Portal 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 ‘Hazardous Waste.’ You can search by either Facility ID (For Universal Waste Handlers this is the Preferred ID # or EPA 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 facility you select has the correct ID #, Type, and County/Municipality. 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 an online service for it. You can add other facilities to your Workspace anytime by following the above instructions. You can also remove a facility from your Workspace by simply clicking the **red X** on the right side of the corresponding row.

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

## **F. Universal Waste Handler 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 clear previously entered data. Once you go back to an earlier screen, you must proceed through the entire process again from that point.

### Partially Completed Reports

If you begin a report submission, but are unable to finish it in one sitting, you can save your data, log out of DEP Online, and complete the service at a later time. To return to your service, log in to DEP Online, on the My Workspace tab, select the row identifying the partially completed service in the 'My Services – In Progress' section. Select the ID # for the service on the far-left side of the row and you can resume the service where you left off.

#### 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 'Universal Waste Handler Report' and click the 'Continue' button.

#### 2. Facility Selection

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

In the grid, click the radio button associated with the Universal Waste Handling 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.

Once the facility is selected, click the ‘Continue’ button to proceed.

**FACILITY SELECTION - Universal Waste Handler Report**

Reporting period :  through

The grid below contains a list of facilities associated with your user profile that are valid for this Tonnage Reporting Service. Select the facility related to this submission prior to clicking Continue.

Select	Facility	Facility ID	Facility Type	Municipality
<input type="radio"/>	TEST 2	123123	HW GENERATOR	Trenton City
<input type="radio"/>	TEST HW CLASS D	1111001234	RECYCLING CENTER	Trenton City

Clicking a column title will sort the table by that column.

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#).

### 3. Submission Name

This page allows you to name your submission. The system will auto-generate a name based on the type of report, the report year, and the Preferred ID of the facility. The Submission/Project Name field is fully editable so the user may choose to keep the auto-generated name or change it.

This page also includes a field that allows the user the option to enter comments regarding the annual 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.**

**SUBMISSION NAME - Universal Waste Handler Report**

Please provide a service specific name below.

\*Submission/Project Name:

Comments:

\* Required

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

### 4. Contacts

The user is required to provide contact information for a General Contact.

The General Contact is the person the Department should contact regarding questions about the annual report submission.

If you are the General Contact, enter your DEP Online Profile Contact information into the General Contacts screen by selecting the drop-down arrow labeled 'Insert from Existing Contacts,' and selecting your name under My Profile Information.

If someone else is the General Contact for this report, enter their Name, Address, E-mail Address, Organization Name, 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 Favorite Contacts' checkbox and click the Save button. The Favorite Contacts information will then be saved and selectable from the 'Insert from Existing Contacts' drop-down.

Click the 'Continue' button after the General Contact information is complete.

**CONTACTS - Universal Waste Handler Report**

Enter the contact information for each contact type shown below. At a minimum, a General Contact for questions regarding this report is required. If additional contact types are required, e.g. Emergency Contact, additional tabs are displayed.  
Fields marked with an "\*" are required to be completed.

To save a person's information for use in other services, check the "Save to My Favorite Contacts" box and click Save.  
Your Profile Information and any saved Favorite's contact information can be entered by using the 'Insert From Existing Contact(s)' drop down.

**1. General Contact**

---

**1. General Contact**

*Note: Selecting an option below will replace all information for this contact.*  
  Save to My Favorite Contacts

<p>*Salutation: <input type="text"/></p> <p>*First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>*E-Mail Address: <input type="text"/></p> <p>*Confirm E-Mail: <input type="text"/></p> <p>*Organization Name: <input type="text"/></p> <p>Organization Type: <input type="text"/></p>	<p>*Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>*County: <input type="text"/></p> <p>*City: <input type="text"/></p> <p>*State/Country: <input type="text" value="New Jersey"/></p> <p>*Zip Code: <input type="text"/></p>
---	--

\* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

\* Required

*Note: Please enter contact information on ALL required tabs before clicking Continue.*

## 5. Service-Specific Details

The Service-Specific Details Page is used to enter your universal waste data for the reporting period.

### Waste Accumulation Quantity Question

The page first asks if the facility accumulated more than 5,000 kg of universal waste during the reporting year. Select either 'yes' or 'no' from the drop-down.

If you select ‘no,’ a message pops up that advises you that if you did not accumulate more than 5,000 kg of universal waste at any time during the reporting period, you are not a large quantity handler of universal waste for the reporting period. If this is correct, click ‘OK.’ You can then click the ‘Continue’ button and proceed to the next page.

If you select ‘yes,’ a second question displays asking if you will be entering your data manually or uploading a reporting workbook.

## **Data Entry**

Refer to Section C above for notes on which data entry option may be best for your facility.

### **Uploading a Workbook**

The online service asks the question “Are you entering your data into DEPOnline manually or are you uploading a reporting workbook?” If you select to use the Excel Workbook option for data entry, select “Workbook” from the drop-down menu. The screen will display the Universal Waste Handler Report Document Upload grid. To upload your completed, validated, and prepared Workbook, click the ‘Choose File’ button. A popup will open that allows you to navigate your device and select the Excel Workbook file to upload. After you select the completed Workbook, click ‘Open.’ The system will start uploading the file. Note: 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 Excel Workbook. Common problems include:

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

If you have followed all the instructions for completing and uploading the Excel Workbook and have still not succeeded in uploading your Excel Workbook, contact [recyclingfacilities@dep.nj.gov](mailto:recyclingfacilities@dep.nj.gov).

#### SERVICE-SPECIFIC DETAILS - Universal Waste Handler Report

This service allows you to choose whether you would like to upload your data using an Excel workbook provided by the Department or enter it manually in this web screen. If you are reporting a large amount of data, you may want to use a workbook.

If using a workbook, make sure you are uploading the current version. The current version of the workbook can be found at <https://www.nj.gov/dep/dshw/resource/forms.htm>.

Load the workbook using the Choose File button when it becomes available. Status will confirm upload. Extracting the data from a workbook can take up to several minutes.

Do Not Close your browser during the upload process.

Once the workbook processing is complete, the Continue button will become available.

The reporting period you have selected for this submission is from 01/01/2022 through 12/31/2022.

Did your facility accumulate more than 5,000kg of universal waste during the reporting year? Yes

Are you entering your data into DEPOne manually or are you uploading a reporting workbook? Workbook

#### Universal Waste Handler Report Document Upload

File Name	Status	Remove
Choose File   No file chosen		

Continue

If you find that you uploaded the incorrect Excel Workbook, you can delete it by clicking the **red X** on the right side of the Universal Waste Handler Report Document Upload grid. Note, the **red X** will not appear until a document has been uploaded.

Click the Continue button once the correct Excel Workbook has been uploaded. (Go to Section F.6)

### Entering Data Manually

At the online service question “Are you entering your data into DEPOne manually or are you uploading a reporting workbook?” If you select “Enter Manually” from the drop-down menu, the screen will display three grids for data entry: Material Received, Material Stored at End of the Year, and Material Shipped.

When entering data in any of the grids, you will need to follow these general instructions:

- Enter data in the required fields.
- To **save** a row click the Plus Symbol [+]. The service will then add a row to the grid to allow the user to enter additional data. You must click the Plus Symbol [+] for each row you wish to save.
- To **delete** a row, click the Remove Symbol [**red trash can**].
- To **edit** a saved row, click in the field and type/select your changes.
  - If you edit the row, you must click the **green check mark** to apply your changes.
  - If you want to cancel the changes, you can click the **red X**.

#### Material Received Grid

Enter a row for each unique combination of State of Origin and universal Waste Type received during the reporting period.

- Select a state and waste type from the drop-down lists.
- Enter the quantity received during the reporting period and select the applicable unit of measure from the drop-down list.
- Remember to click the + sign to save each row.

In the example below, the handler only received consumer electronics, but the waste was received from two different origin states, so two rows were entered.

### Material Received

Enter a row below for each unique combination of State of Origin and Universal Waste Type received during the reporting year.

To save a row click the Plus Symbol [+]. The system adds a row to the grid to allow the user to enter data for a different State and/or Waste Type. You must click the Plus Symbol [+] for each row you wish to save.

To delete a row, click the Remove Symbol [red trash can].

To edit a saved row, click in the field and type/select your changes. If you edit a row, you must click the [green check mark] to apply your changes. You can also click on the [red X] to cancel changes.

State of Origin	Waste Type	Quantity	Units	Click the plus (+) sign to add your data.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
New Jersey	Consumer electronics	500	Pounds	
New York	Consumer electronics	150	Pounds	

### Material Stored at the End of the Year Grid

Enter a row for each Universal Waste Type the handler had in storage at the end of the reporting period.

- Select the waste type from the drop-down list.
- Enter the quantity in storage at the end of the period and select the applicable unit of measure from the drop-down list.
- Remember to click the + sign to save each row.

### Material Stored at End of the Year

Enter of row below for each Universal Waste Type in storage at your facility at the end of the reporting year.

Waste Type	Quantity	Units	Click the plus (+) sign to add your data.
<input type="text"/>	<input type="text"/>	<input type="text"/>	+
Batteries		5 Tons	
Consumer electronics		300 Pounds	

### Material Shipped Grid

Enter a row for each unique combination of Universal Waste Type, Destination Facility, and Municipality of Origin of the universal waste shipped off-site during the reporting period.

- Select a Waste Type from the drop-down list.
- Enter the quantity of the waste received from a municipality and sent to the destination facility and select the applicable unit of measure from the drop-down list.
- Select the state where the destination facility is located from the drop-down list.
- Enter the Destination Facility's name and Street Address in free text.
- If the facility is located in New Jersey, select the Destination County and the Destination Municipality from the respective drop-down lists. If the facility is not located in New Jersey, the Destination County will default to "Out of State," and you must enter the Destination Municipality in free text.
- Enter the Destination Facility's ZIP Code.



- Enter the County and Municipality of Origin of the universal waste from the respective drop-down lists. Note that all wastes received from origins outside New Jersey and sent to the same destination facility may be reported together as “Out of State” on the same line.

Waste Type	Quantity	Units	Destination State	Destination Facility	Destination Street Address	Destination County	Destination Municipality	Destination ZIP Code	County of Origin	Municipality of Origin	Click the plus (+) sign to add your data.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

There is no data saved to this table.

Upon completion of data entry into all three grids, click the Continue button to proceed to the next screen. (Skip Section F.6 and go to F.7)

### 6. Workbook Confirmation (displays only if using Excel Workbook)

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

If you think that you have uploaded an incorrect Excel Workbook, return to the Report Specific Details screen using the menu bar on the left navigation to delete the Excel Workbook and upload the correct version.

If you think that the data does not accurately display the data from the uploaded Excel Workbook, then notify [recyclingfacilities@dep.nj.gov](mailto:recyclingfacilities@dep.nj.gov).

If the data is correct, click Continue.

WORKBOOK CONFIRMATION - Universal Waste Handler Report	
1 - Instructions	Confirm your workbook results below.
2 - Submission Type	If you think that you have loaded an incorrect workbook, then return to the Workbook upload page using the menu bar on the left.
3 - Facility Selection	If you think that the data presented below does not accurately display the data from the uploaded workbook, then notify <a href="mailto:njdeponlinesupport@dep.nj.gov">njdeponlinesupport@dep.nj.gov</a> .
4 - Submission Name	If the data is correct, click Continue.
5 - Contacts	
6 - Report Specific Details	<b>Workbook Review - Single-Cell Items</b>
7 - Workbook Upload Confirmation	Reporting Period: 2023
8 - Certification	<b>Workbook Review - Worksheet Rows</b>

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

Universal Waste Received	Universal Waste Shipped	Universal Waste Stored
State of Origin	Waste Type	Quantity
Hong Kong	Lamps	8
New Jersey	Mercury containing devices	6
Arizona	Batteries	7
Switzerland	Consumer electronics	9
Thailand	Oil-based finishes	5
Virgin Islands	Pesticides	4

### 7. 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**.

**ATTACHMENT UPLOAD - Universal Waste Handler Report**

1 - Instructions

2 - Submission Type Attachments are not required for this service.

3 - Facility Selection You may choose to upload an attachment by selecting 'Other SHW Tonnage Attachment' in the dropdown and clicking the Add Attachment button. Select the file by using the Choose File button. When finished, select Continue.

4 - Submission Name There are currently no required attachments associated with your service. To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button.

5 - Contacts \* Required

6 - Report Specific Details [How do I upload a File?](#)

7 - Workbook Upload Confirmation Add Attachment...

8 - Attachment Upload

9 - Certification

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

## 8. 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.

1 - Instructions

2 - Submission Type

3 - Facility Selection

4 - Submission Name

5 - Contacts

6 - Report Specific Details

7 - Workbook Upload Confirmation

8 - Attachment Upload

9 - Certification

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

**CERTIFICATION - Universal Waste Handler Report**

- Our system shows that a report for this activity and reporting period has already been provided. If you continue, the previous submission will be archived, and this report will replace that submission.

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
1660022	Solid and Hazardous Waste - Solid and Hazardous Waste Reporting Services - Universal Waste Handler Report	01/05/2024	

\*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:** MGERCHMA

**Challenge/Response Question**

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

\*What is your favorite color?  (Not Case Sensitive) Submit Cancel Forgot Challenge Q/A

**Certification PIN**

\*Certification PIN:  (Case-Sensitive)

\* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

Certify Forgot Certification PIN Send Notifications Cancel

## 9. 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.

## G. 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 the Status of the submission. If the status of the service is "Submission Failed – Please contact DEP," send an email to [recyclingfacilities@dep.nj.gov](mailto:recyclingfacilities@dep.nj.gov) for assistance. Please include the service ID number of the failed submittal in the message, which can be found at the left side of the row.

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
1660022	Universal Waste Handler Report - 2023 @ Pref ID NUR000078152	NIDEP TEST HANDLER	Universal Waste Handler Report	Submission Successful	01/05/2024	01/08/2024			

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

## I. Questions

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