

**New Jersey Department of Environmental Protection
Division of Solid & Hazardous Waste**

RMW Annual Generator Report - Fillable PDF Instructions

**** Please Note**** - This form must be completed electronically using Adobe Acrobat Reader. It is a free software available for download at <https://get.adobe.com/reader/>.

For step-by-step instructions on installing Adobe Reader please visit the following link:

<https://helpx.adobe.com/acrobat/kb/install-reader-dc-windows.html> (Windows)

<https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html> (Mac)

Section 1: Downloading and Opening the PDF -

To open the PDF in Adobe Reader the file will need to be downloaded to your computer. Listed below are the instructions for the most common web browsers. Once the PDF is open in your web browser complete the following steps:

Google Chrome – Right-click on the PDF then select “Save as...”

Mozilla Firefox – Right-click on the PDF then select “Save Page As...”

Microsoft Edge – Right-click on the PDF then select “Save as”

Internet Explorer – Click on the “Tools” menu item in the top right. Select “File” and then “Save as...”

Safari – **Safari does not support all PDF features. Please use a different web browser to download the file.**

Once the PDF is downloaded to your computer open Adobe Reader. Select the menu button “File” in the top left of the screen and then click “Open”. Select your PDF file and it will now be open in Adobe Reader.

Section 2: Entering Required Information -

Type the required information into the form as required. If additional pages are needed, please click on the “Duplicate” button in the bottom right of the page to be duplicated. It is strongly recommended to save your work often.

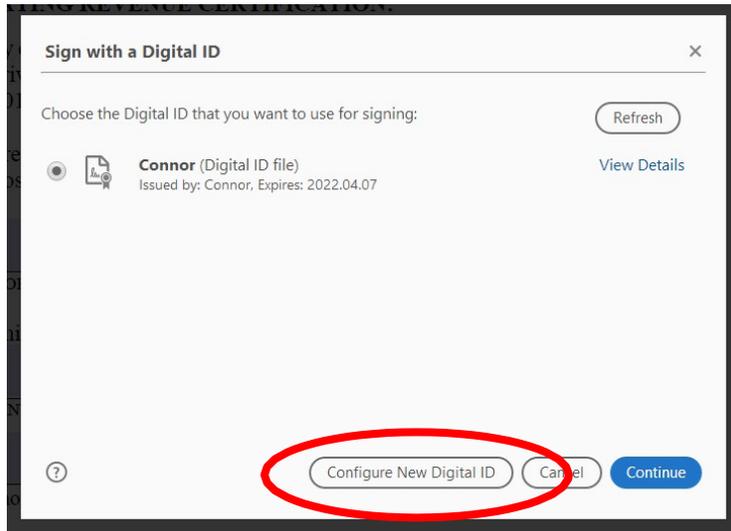
Important Information: Generator ID numbers can now be either a 6 digit number or a 7 digit number with a zero as the first digit. In September 2019, the NJDEP started issuing Medical Waste Generators a 6 digit ID number. ID numbers issued prior to September 2019 are 7 digits with a zero as the first digit. Please use the exact ID number the NJDEP issued your facility.

Section 3: Digital Signature Instructions -

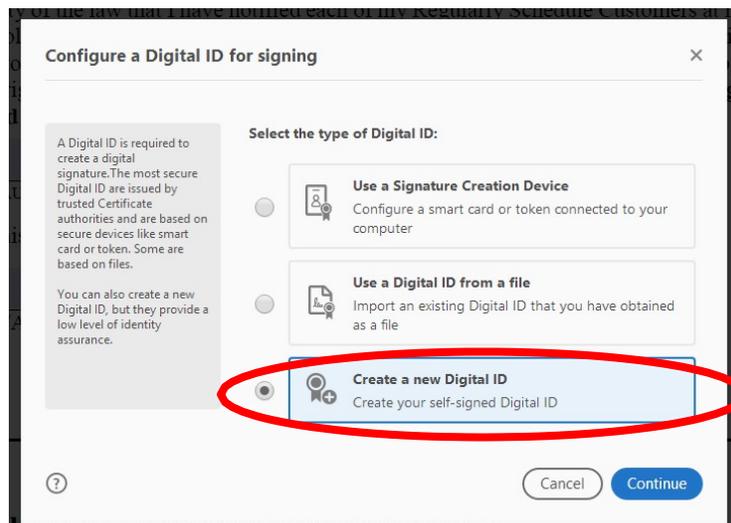
Fillable PDFs allow the document to be signed digitally. A signature field will be denoted by having a red mark in the top left corner of the field (see below). If the red mark is not visible, then the document is not open in Adobe Reader. Please refer to the previous section for instructions on installing Adobe Reader.



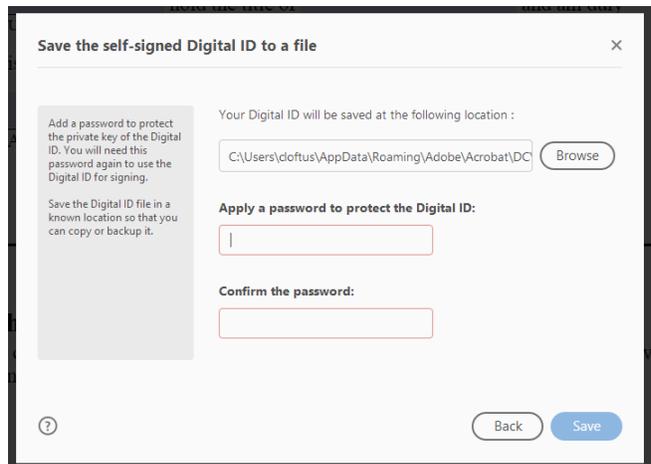
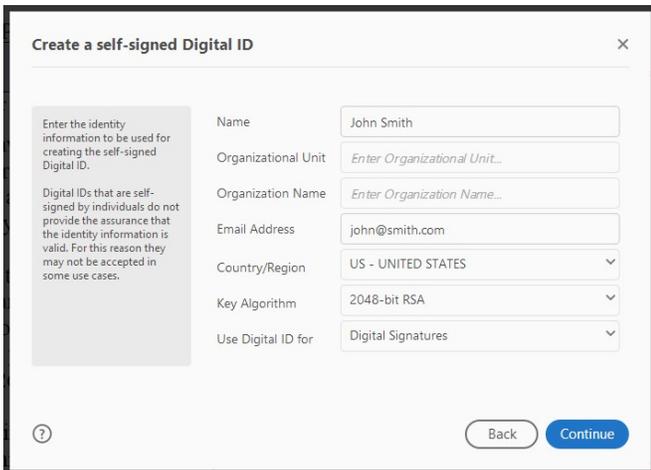
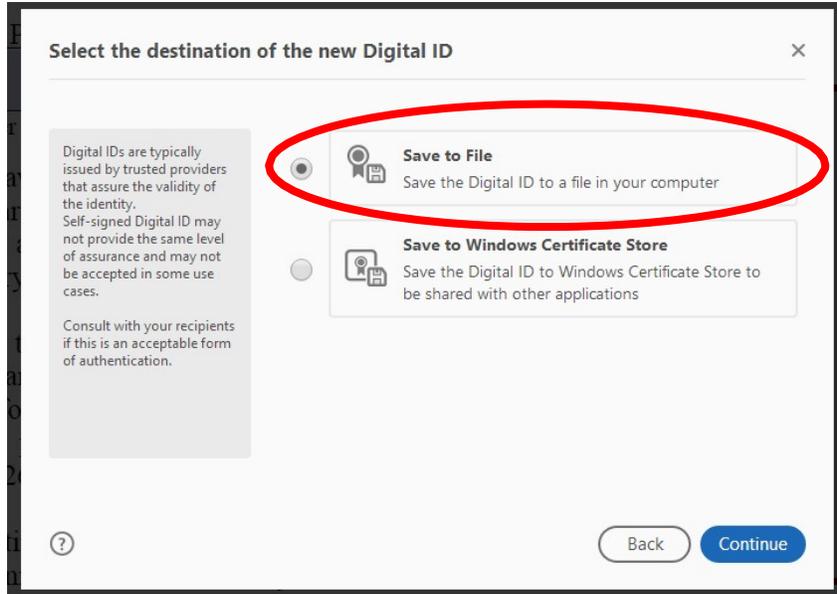
Clicking on the signature field will bring up a prompt with steps instructing users to sign with a digital ID. The first step is to click the “Configure New Digital ID” button.



If you do not already have a Digital ID file on your computer then select the third option, “Create a new Digital ID” and click continue.



Select the “Save to File” option and click continue. Then enter your information and create a password.



The digital ID that was created in the previous steps should now be selected. You will be prompted for your password. After entering your password click on the sign button in the bottom right of the window. The field will now be digitally signed.



Section 4: Submitting the Form –

DO NOT print out then scan this report. This report is designed to be read electronically. Save a local copy of the completed report, then send the completed report to the NJDEP as an email attachment to: rmwgeneratorannualreports@dep.nj.gov