



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

**DEP ONLINE SUBMISSION INSTRUCTIONS  
REGULATED MEDICAL WASTE ANNUAL GENERATOR REPORT**

Updated 8.4.22

### **Applicability**

N.J.A.C. 7:26-3A.21(d) requires generators of more than 200 pounds of RMW per year, to submit an annual report to the Department.

Regulated Medical Waste (RMW) generators are required to submit Annual Generator Reports (AGR) through NJDEP Online. **AGRs will no longer be accepted via email.** If you do not have an NJDEP Online account, click here: [NJDEP | DEP Online Business Portal](#).

### **Please Note:**

The word facility means “the generator” throughout the instructions and the RMW Annual Generator Report (AGR).

Noncontiguous properties owned by the same person are considered separate sites/generators, must have separate RMW generator registrations, and must file separate reports. If reporting multiple years for the same location, a separate report must be completed for each year.

Generator ID numbers can now be either a 6-digit number or a 7-digit number with a zero as the first digit. Please use the exact ID number the NJDEP issued your facility. To find your ID number, please visit <https://www.nj.gov/dep/dshw/hwr/medwaste.htm> and scroll down to the database heading for generator entries.

### **Timeframe**

The reporting period runs from June 22 through June 21, and the annual report is due by July 21 of each year.

### **NJDEP Online Account (Set up one time only: [NJDEP | DEP Online Business Portal](#))**

1. This RMW Generator Report service will not work, as it is NOT compatible, with the **Microsoft Internet Explorer**. The Department recommends the latest version of **Google Chrome** or **Mozilla Firefox**.
2. The NJDEP Online Account will be issued to an individual, **not** a company.
3. To prepare and submit reports through NJDEP Online, you must have an NJDEP Online account. If you do not have an NJDEP Online account, click here: [NJDEP | DEP Online Business Portal](#).

### **My Workspace Setup**

1. If you have an NJDEP Online account, login. Submissions are managed under the 'My Workspace' tab. You can return to the 'My Workspace' tab by clicking on it at any time.
2. From the 'My Workspace' tab, click on 'User Profile'. Make sure to add your current address and email to your user profile, as the Department will reach out to you if there are issues with the services.
3. Under 'Service Selection', click the 'Configure Services' button on the right side of the screen. 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.
4. To link facilities to your account, click the 'Add Facilities' button located under 'My Facilities/Program Interests'. The 'Facility Search' screen will open. In the 'Select NJDEP Program' drop down, select 'Solid Waste.' You can search by either Facility ID (For Solid Waste Facilities this is the Preferred ID #) or Facility Name. Upon clicking the 'Search' button, a list of available facilities will display. To select a facility, click the associated checkbox. Make sure the Program Interest Type of your selected facility is 'Medical Waste Generator.' 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. You can link your NJDEP Online Account to as many RMW generators as you wish.

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

#### **A. Information Necessary to Complete the Report**

- The name or ID number of the RMW generator. If you have not done so already, you will need to add the RMW generator to "My Facilities/Program Interests" on the My Workspace tab prior to starting the report. You can link your NJDEP Online Account to as many RMW generators as you wish.
- Contact information (first and last name, company name, address, email address, telephone #) for the person to whom the Department should address questions regarding the report. This does not have to be the person submitting the report.
- The quantities, in pounds, of RMW Waste Class (Types 1 through 7) generated during the reporting period.
- The name or ID number of each solid waste transporter that accepted your RMW during the reporting period.
- The name and address of each intermediate handler and destination facility and the quantity, in pounds, for each Waste Class of RMW sent to each facility.
- The methods of treatment, destruction, and disposal used for each RMW Waste Class, by quantity in pounds, during the reporting period only if the methods were performed at your facility.
- Know the answers to your Challenge Questions and PIN to certify the submission.

#### **B. General Information for Completion of NJDEP Online Services**

##### 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 page name in the list on the left. Returning to certain page will require you to clear data. Once you go back to an earlier page, you must proceed through the entire process from that point.

### Partially Completed Reports

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

## **C. Service Step-by-Step Instructions**

### 1. Submission Type

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 'Medical Waste Generator Annual Report,' and click the 'Continue' button.

### 2. Facility Selection Page

Year: From the drop-down field, select the year for which you are reporting data. The selected Reporting Period (June 22 through June 21) will display.

If you need to correct the Reporting Period at any time, click the 'Reset Period Selection' button.

In the grid, click the radio button associated with the Medical Waste Generator 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 reporting period. 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 reporting period and/or facility or you can choose to proceed. If you complete and submit the report for an identical reporting period and facility that was previously submitted, the earlier submission will be superseded and replaced by the more recent version.

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

Click the 'Continue' button to proceed.

### 3. Submission Name Page

This page allows you to name your submission. The Submission Name field is fully editable so the user may choose any name. However, the system will auto-generate a name based on the type of report (Medical Waste Generator Report), the report year, and the Preferred ID # of the

generator. The user may choose to keep the auto-generated name or change it any way they wish.

This page also includes a field that allows the user to enter any comments they would like regarding the 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 by email at [rmwgeneratorannualreports@dep.nj.gov](mailto:rmwgeneratorannualreports@dep.nj.gov) or phone at (609) 984-3438.**

Click the 'Continue' button to proceed.

#### 4. Contacts Page

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

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

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

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

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

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

Click the 'Continue' button to proceed to the next page.

#### 5. Service-Specific Details Page

The page identifies the reporting period you selected at the beginning of the report. If this was an error, return to the Facility Selection page by clicking on 'Facility Selection' link from the list on the left side of the page. This will result in the need to clear data and you will have to reenter data from that point.

If the reporting period is correct, use the drop-down to answer the question 'Did your facility generate more than 200lbs of medical waste during this reporting period?'

If the facility generated 200 pounds or less of RMW during the reporting period, answer 'No' and click the Continue button to proceed to the next step.

If the answer is 'Yes,' the page will display four grids for data entry.

**General instructions for using data entry grids:**

- Grids are designed to enter one or more rows of data.
- You must click the “+” sign at the far right of the row to save the row.
- To delete a row that has been saved, click the **red trash can** at the far-right of the row.
- 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.

a. Medical Waste Generated Grid

Enter a Waste Class and quantity generated in pounds for each RMW waste class generated at the site during the reporting period. Enter a separate row for each Waste Class generated.

In the example below, the user has entered and saved a row to identify that the RMW Generator generated 300lbs of Cultures and stocks (red arrow). The user has clicked in the saved row to edit the data; note the blue circled green arrow and the red X on the right to save or cancel the edit.

Medical Waste Generated			
Waste Class	Quantity of Waste Generated	Units	Click the plus (+) sign to add your data.
<input type="text" value=""/>	<input type="text" value=""/>	Pounds	+
RMW Type 1 - Cultures and stocks	300	Pounds	✓ X
RMW Type 2 - Pathological wastes	300	Pounds	
RMW Type 3 - Human blood and blood products	200	Pounds	

b. Management Methods Grid

Provide the management methods used for each type of Waste Class generated during the reporting year. Select a Waste Class, Method Type, Method, Method Description (when ‘other’ is selected as the Method), and Quantity of Waste in pounds.

Enter a separate row for each Waste Class and management method used during the reporting year.

If no on-site treatment, on-site destruction, or on-site disposal of a generated Waste Class was performed, enter the Waste Class, select ‘Off-site’ as both the Method Type and Method, and enter the Quantity of Waste.

If Waste Class types 2 and 3 were generated and placed in the sewer, select ‘RMW Class 2 & 3 disposed via sewer’. The default Method Type is ‘Disposal’, then enter the Quantity of Waste.

If the generator performed on-site treatment, on-site destruction, or on-site disposal of a Waste Class, enter the Waste Class, select the applicable Method and Method Type, and enter the Quantity of Waste.

If more than one on-site management method was used for a Waste Class, enter a row for each on-site management method used.

If more than one management method is used for a Waste Class, enter a row for each management method used. In the example below, the RMW Generator generated 300lbs of Cultures and Stocks (red arrows). The same 300lbs of RMW was ground and then incinerated. One row is entered to report the destruction method of grinding; one row is entered to report the disposal method of incineration (blue circles).

Management Methods					
Waste Class	Method Type	Method	Method Description	Quantity of Waste	Units
RMW Type 1 - Cultures and stocks					Pounds
RMW Types 2 & 3 disposed via sewer	Disposal	Sewer		500	Pounds
RMW Type 1 - Cultures and stocks	On-site Destruction	Grinding		300	Pounds
RMW Type 1 - Cultures and stocks	On-site Destruction	Incineration		300	Pounds

c. Transporters for Waste Sent Off-Site Grid

Enter a row for each unique combination of Waste Class and transporter used to ship waste off-site during the reporting period.

You can select either the Transporter Name or Transporter Number, the other field will fill in automatically.

In the example below, the RMW generator used two different licensed transporters to send Cultures and Stocks off-site during the reporting period (red arrows).

Transporters for Waste Sent Off-Site			
Waste Class	Transporter Name	Transporter Number	Click the plus (+) sign to add your data.
			+
RMW Type 1 - Cultures and stocks	STERICYCLE INC	19713	🗑️
RMW Type 1 - Cultures and stocks	VEOLIA ES TECHNICAL SOLUTION LLC	20071	🗑️

If you complete the Transporters for Waste Sent Off-Site Grid, you must also complete the Waste Destination and Intermediate Handlers Grid to go to the next step.

d. Waste Destination and Intermediate Handlers Grid

Enter a row for each Intermediate Handler and Destination Facility to whom you shipped waste during the reporting period.

Enter the Name and Address of each facility that your RMW was sent to during the reporting period.

You must enter a Quantity in pounds for each Waste Class on a row, even if you did not send any of that Waste Class to the facility. **Enter '0' if you sent none of the Waste Class.**

In the example below, the RMW Generator shipped 300lbs of Cultures and Stocks to an Intermediate Handler in New Jersey. The Intermediate Handler then sent the 300lbs of Cultures and Stocks to a Destination Facility in New York.

Waste Destination and Intermediate Handlers																					
Intermediate Handler or Destination Facility	Name	Street Address	State	County	Municipality	ZIP Code	Class 1 Quantity	Units	Class 2 Quantity	Units	Class 3 Quantity	Units	Class 4 Quantity	Units	Class 5 Quantity	Units	Class 6 Quantity	Units	Class 7 Quantity	Units	Click the plus (+) sign to add your data.
								Pounds	+												
Destination Facility	RMW Destination Name	999 Broad Street	New York	Out Of State	New York	11111	300	Pounds	0	Pounds											
Intermediate Handler	Intermediate Handler Name	111 Main Street	New Jersey	Mercer	Trenton City	08625	300	Pounds	0	Pounds											

**Important Note:** if you completed the Waste Destination and Intermediate Handlers Grid because you sent RMW off-site, you must also complete the Transporters for Waste Sent Off-site Grid.

Upon completion of the grids, click the Continue button to go to the next step.

6. Attachment Upload Page

The Attachment Upload screen offers the user the opportunity to upload additional documents to supplement the annual report data. No additional documents are required for the Medical Waste Generators Report submission, and the Department does not expect that additional information will be submitted often. Any documents uploaded on this page should be strictly limited to information supplementary to the report. Regular correspondence regarding the Medical Waste Generator with the Division of Sustainable Waste Management should be mailed or sent via email, as appropriate, to the Bureau of Recycling and Hazardous Waste Management.

If you do not wish to upload an attachment, click the Continue button to go to the next step.

If you wish to attach a file to the report, click the 'Add Attachment' drop-down and select 'Other SHW Tonnage Attachment.' Click the Add Attachment button.

The screen displays an attachment selection grid. The Allowed Extension field displays the file types that can be attached. To select the file you wish to add, click the Choose File button. A file selection screen will pop-up. Once a file is selected, click the Open button. When the file has been attached, the Continue button will activate.

You can delete the file by clicking the **red X** at the right of the screen.

Click the Continue button to go to the next step.

## 7. Certification Page

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.

## 8. Summary Page

After certification, the report is submitted. A screen displays summarizing the information provided in the submission.

Click the Return button at the bottom of the screen or click the My Workspace tab to return to My Workspace.

## 9. Submission Status/PDF

On the My Workspace tab, you can see a list of your submissions under the 'My Services – Submitted' header.

The list provides various information regarding the service, including a Status of the submission. If the status of the service is 'Submission Failed – Please contact NJDEP,' send

an email to [njdeponlinesupport@dep.nj.gov](mailto:njdeponlinesupport@dep.nj.gov) for assistance. Please include the Service ID number of the failed submittal in the message.

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

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

#### **D. Questions**

Please direct inquiries pertaining to completion of the report via email to [rmwgeneratorannualreports@dep.nj.gov](mailto:rmwgeneratorannualreports@dep.nj.gov) or contact the Bureau of Recycling and Hazardous Waste Management at (609) 984-3438.