

## Frequently Asked Questions (FAQ) for Regulated Medical Waste Annual Generator Report

June 2024

### **Portal Account Questions**

#### **1. Do I need a myNewJersey Portal account to submit my Annual Generator Report (AGR)?**

Answer: Yes, your myNewJersey Portal account is used to login to NJDEP Online. If you do not have a myNewJersey Portal account, you will need to create one. Once logged in to [NJDEP Online](#), you can access Registered Services including the Annual Generator Report.

#### **2. Do I already have a myNewJersey Portal account? If so, where is it?**

Answer: You may already have an account if you previously used one of the Department's online services. To check for an existing account, click the "Login to NJDEP Online" button under the "Already a Registered User" section on the right side of the webpage at <https://www.nj.gov/dep/online/>; you will be sent to the myNewJersey login screen, where you will be able to search for the User ID and Password linked to an existing account.

#### **3. How do I create a myNewJersey Portal account?**

Answer: Please review the [NJDEP Online Registration Instructions](#) to create a myNewJersey Portal account.

### **Portal Service Questions (including accessing reports)**

#### **1. What are Registered Services?**

Answer: Registered Services require the creation of a myNewJersey account through the [DEP Online Business Portal](#). Regulated Medical Waste (RMW) annual generator reporting is a Registered Service under "Solid & Hazardous Waste Reporting Services."

#### **2. What are my Program Interest (PI) and Program Interest Type (PI Type)?**


Answer: A Program Interest identifies the *broad* regulatory category under which your facility falls. In this case, it is based on the waste that your facility generates – Regulated Medical Waste. Regulated Medical Waste is a specific type of **Solid Waste**. Therefore, the Program Interest for RMW is Solid Waste.

Program Interest Type is a *more narrow* regulatory category for your facility, in this case, it is RMW generator. Therefore, the Program Interest Type is Medical Waste Generator.

**3. For the facility search requiring no facility ID or facility name, what is the entry for the NJDEP Program and the NJDEP Program Interest Type, to choose, from the dropdown menu?**

Answer: The NJDEP Program Interest is Solid Waste. The NJDEP Program Interest Type will be Medical Waste Generator since you are submitting an RMW generator report.

**4. If I did not print my Portal report, how may I obtain a copy?**

Answer: Any work completed using an online account is recorded in that account. Log into the [DEP Online Business Portal](#) and scroll down to the header “My Services – Submitted”. Once there, find the line of the table with the Annual Generator Report in question and then select the Adobe PDF icon  under the PDF header. This is a copy of the report submitted.

**5. Do I have to complete the report in one working session?**

Answer: No, the system will allow you to work on your report in more than one session. Before exiting a session, make sure you save your work. When you log back into the service, your saved report will be listed in the “My Workspace” under the section for “My Services – In Progress”. To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

**6. What does it mean if the report that I started and saved does not appear in the “My Services – In Progress” section?**

Answer: If the report is not available in the “My Services – In Progress” section, it is likely that someone else at your company is accessing and working on the report.

**7. What should I do if the person who started and saved the report is unable to complete it (i.e., left the company; reassigned job responsibilities)?**

Answer: Please e-mail us at [rmwgeneratorannualreports@dep.nj.gov](mailto:rmwgeneratorannualreports@dep.nj.gov) for assistance. Provide your facility name and RMW generator ID number with your inquiry. The report in progress can then be deleted by the Department and you can complete and submit a new report.

**8. What should I do if I am not able to add a facility with a specific RMW generator ID number under “My Facilities/Program Interests” in the online service?**

Answer: If you are not able to add a facility with a specific RMW generator ID number, it is likely that the RMW generator ID number has been deactivated. An RMW generator ID number is required to be deactivated when the company ceases operation at that location. For example, the company relocates to a new location, or the location is sold to another company. In both cases, the RMW generator ID number status must be updated as follows: 1. The

existing RMW generator ID used for that location must be deactivated (i.e., can no longer be used) and 2. A new RMW generator ID number must be obtained for the new location. Depending on the timing of the relocation during the reporting period, two reports may be required: one for the old location and one for the new location.

To reactivate an RMW generator ID number for the purpose of submitting the AGR, please submit a request to the RMW report unit by emailing [rmwgeneratorannualreports@dep.nj.gov](mailto:rmwgeneratorannualreports@dep.nj.gov) for assistance. Provide the facility name and RMW generator ID number with your inquiry. Once the RMW generator ID has been reactivated, you will be able to complete the AGR. After the AGR is completed, email us to advise of the AGR completion so the registration can be restored to “deactivated” status.

**9. What should I do if I need to correct a report that was submitted?**

Answer: The online service does not allow for the reopening and editing of a report once submitted. If corrections are needed, a new report must be completed and submitted.

**RMW Management Questions**

**1. What is the difference between an intermediate handler and a destination facility?**

Answer: An intermediate handler is defined as a facility that either treats or destroys regulated medical waste but does not do both. A destination facility is a facility that both treats and destroys regulated medical waste. See [N.J.A.C. 7:26-3A.1](#).

**2. What is a Waste Class?**

Answer: A Waste Class is the NJDEP description of categorized types of medical waste assigned a class number from one (1) to seven (7). See [N.J.A.C. 7:26-3A.6\(a\)](#).

**3. Which Waste Class may be disposed of via sewer?**

Answer: Waste Class 2, Pathological Waste and Waste Class 3, Human Blood and Blood Products may be disposed of via sewer. Specifically, bulk blood, body fluids and small amounts of pathological waste that are liquefied or suspended in liquids, or have passed through the filters in alternative or innovative technologies per [N.J.A.C. 7:26-3A.47](#) may be disposed of in sanitary sewer, septic or municipal sewer systems in accordance with Section 307(b) through (d) of the Clean Water Act. See [N.J.A.C. 7:26-3A.16](#).

## **RMW Report General Questions**

### **1. How is the Portal reporting different from the email reporting?**

Answer: Reports completed and submitted through the DEP Online Business Portal are recorded directly into your facility's electronic file created through your RMW generator registration (i.e., RMW generator ID number) in the Department's database. The record is now completed automatically without Department staff intervention.

### **2. What information is necessary to complete the AGR?**

Answer: Please review the *DEP Online Submission Instructions Regulated Medical Waste Annual Generator Report* at: [rmw\\_annual\\_generator\\_reports\\_ins.pdf \(nj.gov\)](https://www.nj.gov/dep/rmw/annual_generator_reports_ins.pdf) for information necessary to complete the report.

### **3. Is the registration fee the same as the annual report?:**

Answer: No, the registration fee ensures that the generator is officially recognized and regulated by the Department, while the annual report provides the Department with the necessary data to track and manage RMW activities effectively.

- **Registration Fee:** This fee is required for all generators of regulated medical waste, regardless of the amount produced. It covers the costs associated with the NJDEP's regulation and oversight of RMW activities. Every RMW generator must register with the New Jersey Department of Environmental Protection (NJDEP) and pay the appropriate fee to maintain their status as a registered generator. This applies to all entities generating RMW, including hospitals, clinics, laboratories, and others.
- **Annual Report:** This report provides detailed information about the RMW generated, treated, and disposed of by the generator over a specified period. Generators who produce more than 200 pounds of RMW from June 22 to June 21 of the following year must submit the full detailed annual generator report by July 21. The report includes details such as the quantity of waste by type, methods of treatment or disposal, and information about the transporters and facilities handling the waste. The report helps the Department monitor and manage the handling and disposal of RMW, ensuring compliance with state regulations.

### **4. My facility generates less than 200 pounds of RMW annually, do I need to complete the AGR?**

Answer: By regulation, only generators who generate over 200 pounds during the reporting period (June 22 of previous year to June 21 of the current year) are required to submit the full "detailed information" of the annual report. Generators may claim to be exempt from that regulation if they generate 200 pounds or less. The exempted generators must make an exemption claim, which must be certified.

### **5. How do I make an exemption claim?**

Answer: Exemption claims are made through the online portal, by completing the RMW Annual

Generator Report. You will provide general information identifying yourself as a generator (generator ID number, location, and contact information). For the question “Did your facility generate more than 200 pounds of RMW during this reporting period?” answer “**No**”. This will take you directly to the certification and submission sections.

**6. How do I update my contact information, facility information (name, owner, address), or other details to ensure my Registration is current?**

Answer: Submit the “Regulated Medical Waste (RMW) Generator Category Certification & RMW Generator ID Deactivation Form” to provide the RMW Registration Unit located at: [RMW Category Certification Form 1-19-2022.docx \(live.com\)](#) and send it to [mebinfo@dep.nj.gov](mailto:mebinfo@dep.nj.gov) to provide the Department with the necessary information to update and/or create a new registration, as appropriate. This form can also be used to deactivate a registration.

Please note that [mebinfo@dep.nj.gov](mailto:mebinfo@dep.nj.gov) is the email address for the RMW registration unit, should you have any RMW generator registration questions.

**7. What should I do If billed for the incorrect category or no longer generate Regulated Medical Waste?**

Answer: Please review all medical waste disposal records between **7-22-Last Year** and **7-21-This Year**, to determine what your billing category is as shown at the top of the page. If your records indicate you were billed incorrectly please complete the “Regulated Medical Waste (RMW) Generator Category Certification & RMW Generator ID Deactivation Form” located at: [RMW Category Certification Form 1-19-2022.docx \(live.com\)](#) and send it to [mebinfo@dep.nj.gov](mailto:mebinfo@dep.nj.gov) so the Registration and Billing Unit can adjust your bill amount accordingly.

Please note that [mebinfo@dep.nj.gov](mailto:mebinfo@dep.nj.gov) is the email address for the RMW registration unit, should you have any RMW generator registration fee or billing questions.