

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

**Certificate of Public Convenience and Necessity (CPCN) Annual Report for Solid
Waste Disposal Utilities
Fillable PDF Instructions**

Section 1 (Downloading the Form):

Save a local copy of the PDF file “2016 CPCN Annual Disposal Utility Report.pdf”.

In order to use all of the features within the form the file will need to be opened in Adobe Acrobat Reader with a version of Adobe Reader XI or higher. It is a free software available for download at <https://get.adobe.com/reader/>.

**** Please note – Do not print out this form to be completed by hand. This form will be read electronically. It is strongly recommended to save your form after each page that is completed. ****

Section 2 (New Features):

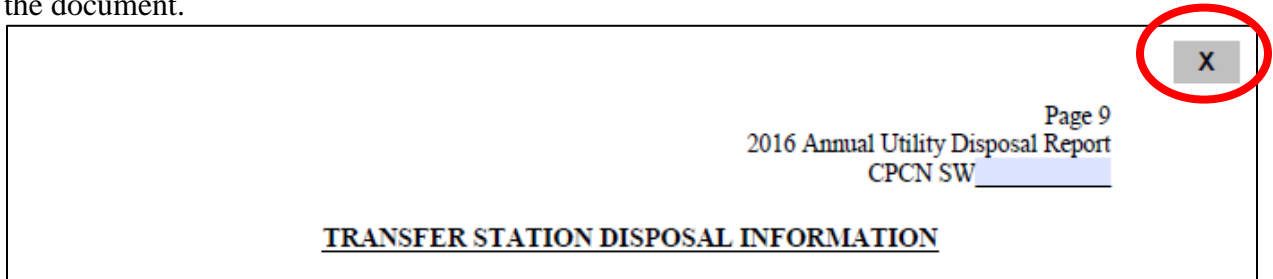
New features of the fillable form include the ability to duplicate pages, attach files, calculate buttons, and submit digital signatures.

Section 2A (Duplicating Pages):

On some pages, additional space may be needed to provide all the required information. To account for this select pages feature a “Duplicate This Page” button at the bottom right corner of the page. Clicking this button will add a blank copy of that page to the end of the document.

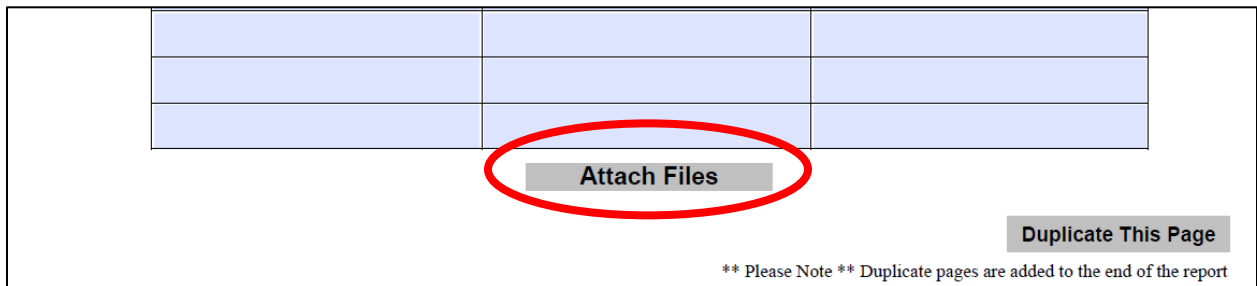
The image shows a screenshot of a fillable PDF form. It contains two main sections: Section 2, 'LIST OFFICERS AND EQUITY HOLDERS', and Section 3, 'NAME OF REGISTERED AGENT (Out of State Companies)'. Section 2 has three rows of input fields for Name, Title, and Equity. Section 3 has input fields for STREET ADDRESS, CITY, STATE, ZIP (with a dropdown menu), TELEPHONE, CELL PHONE, and FAX NUMBER. At the bottom right of the form, there is a button labeled 'Duplicate This Page' which is circled in red. Below the button, there is a note: '** Please Note ** Duplicate pages are added to the end of the report'.

If a page was accidentally duplicated or is no longer needed, then it may be deleted. On any duplicate page, there is an “X” button at the top right. Clicking this “X” will delete the page from the document.

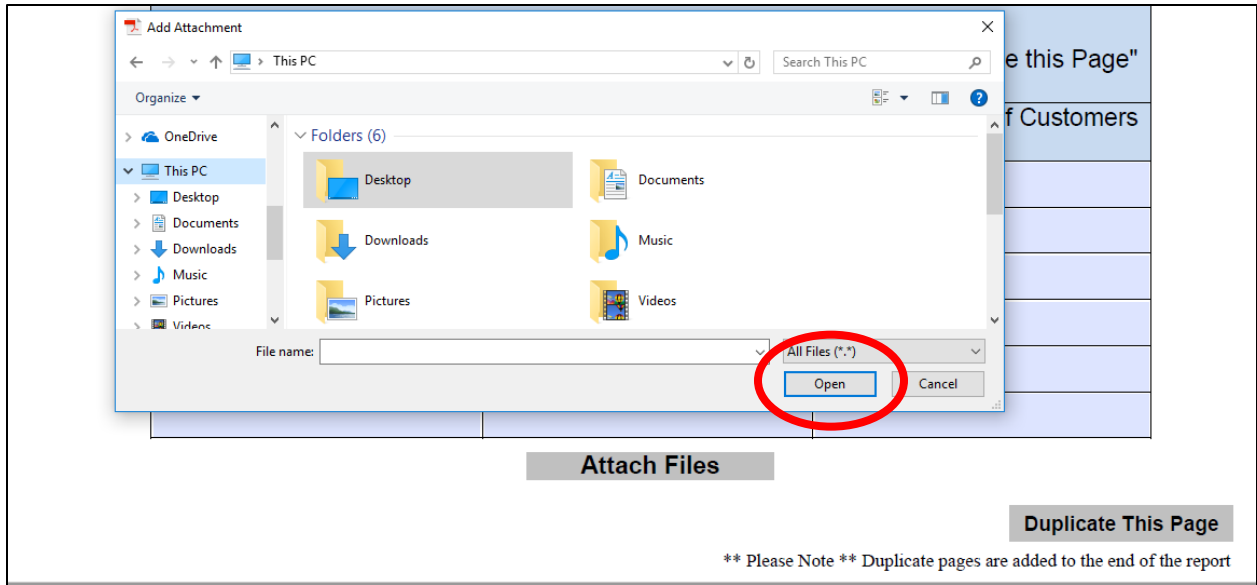


Section 2B (Attaching Documents):

Additional documents that are required to be submitted may not be attached directly to the PDF. Pages that request additional documents contain an “Attach Files” button.

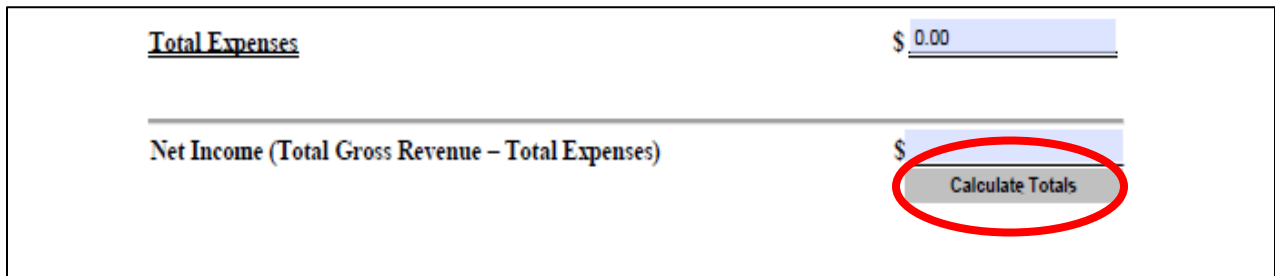


Clicking the “Attach Files” button will bring up a “File Explorer” window. Browse to the location on your computer where the file you wish to attach is located. Select the file and click “Open”. The file is now attached to the document.



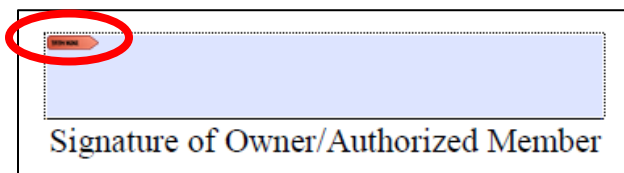
Section 2C (Calculate Totals):

“Calculate Totals” buttons have been added to pages that require calculations (11 & 18). Clicking the “Calculate Totals” buttons will calculate the totals on all pages that require calculations. Please note that calculations may take a few seconds to complete.

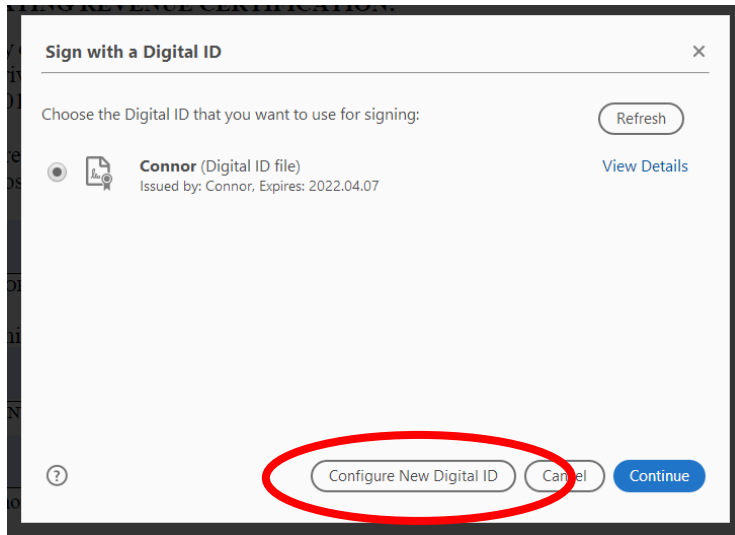


Section 2D (Digital Signatures):

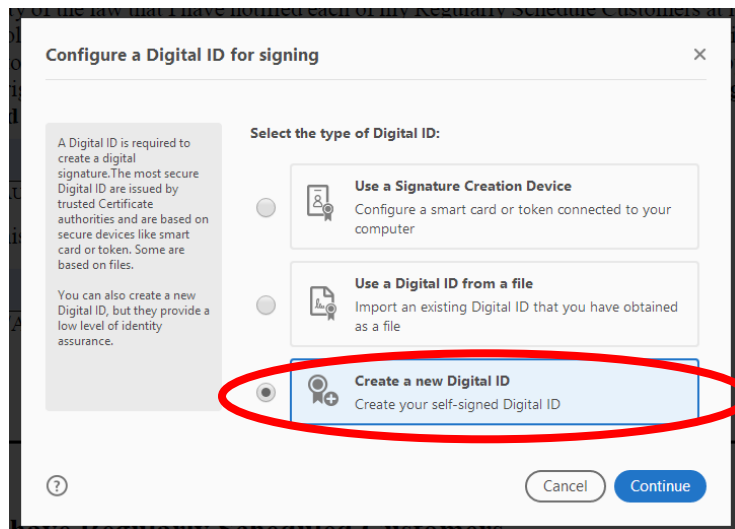
The form contains the ability to use digital signatures. This allows the form to be completely digital. A signature field will be denoted by having a red mark in the top left corner of the field (see below).



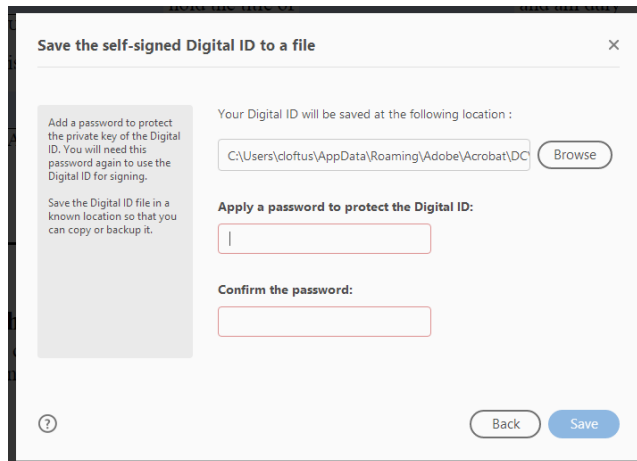
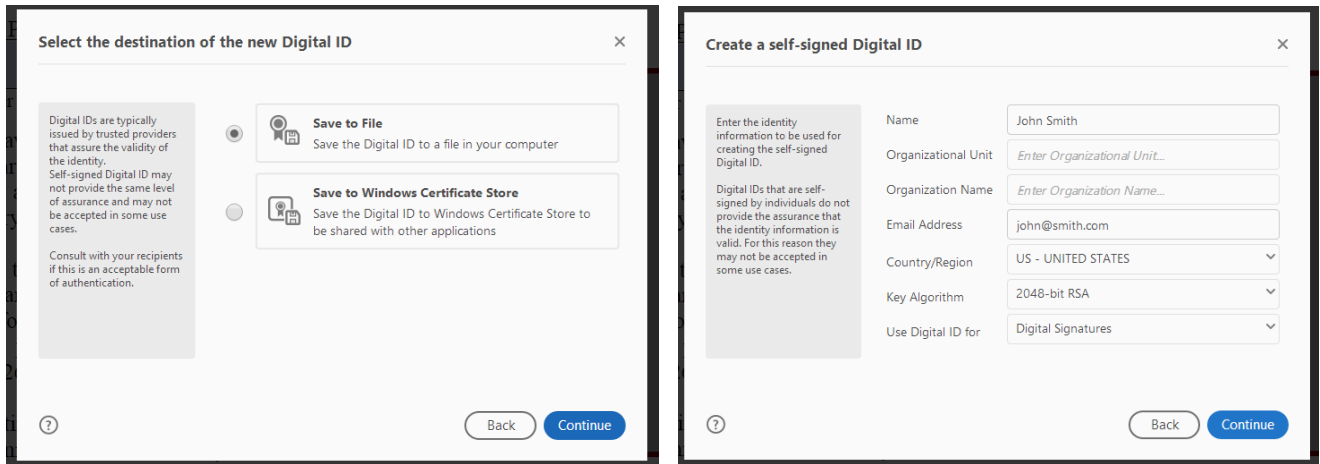
Clicking on the signature field will bring up a prompt with steps instructing users to sign with a digital ID. The first step is to click the “Configure New Digital ID” button.



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.



**** Please note – Page 20 must not be signed until you are in the presence of a notary (See Section 3 below for instructions on the notary signature page). ****

Section 3 (Notary Signature):

Page 20 of the form must be filled out in the presence of a notary. Additionally, please note that all other pages should be completed prior to the notary page. **After the form is signed by a notary it will become locked for editing.**

Please email or bring a saved copy to your notary on a flash drive. Once you are in the presence of your notary please fill out the fields and signature on page 20. After all the fields have been completed, have the notary click in the red bordered box labeled, "Sign Notary".

**** Please note – If any signatures or required fields have not been completed at this point the PDF will display an error message with the missing fields. Please complete all missing before the notary signs. ****

Page 20
2016 Annual Utility Disposal Report
CPCN SW

VERIFICATION AND OATH FOR 2016 ANNUAL REPORT FILING

NAME OF PERSON COMPLETING THIS FORM:

RELATIONSHIP TO BUSINESS:

CONTACT NUMBER:

The 2016 Annual Utility Report for Solid Waste Disposal Utilities must be verified and certified by the oath of the President or another principal general officer if other than the respondent and must be approved as a "key employee" as defined by N.J.S.A. 13:1E-127(f).

Oath To be made by the Proprietor, Partner, President or other principal officer of the utility:

(Insert name of Owner or Officer and Title)

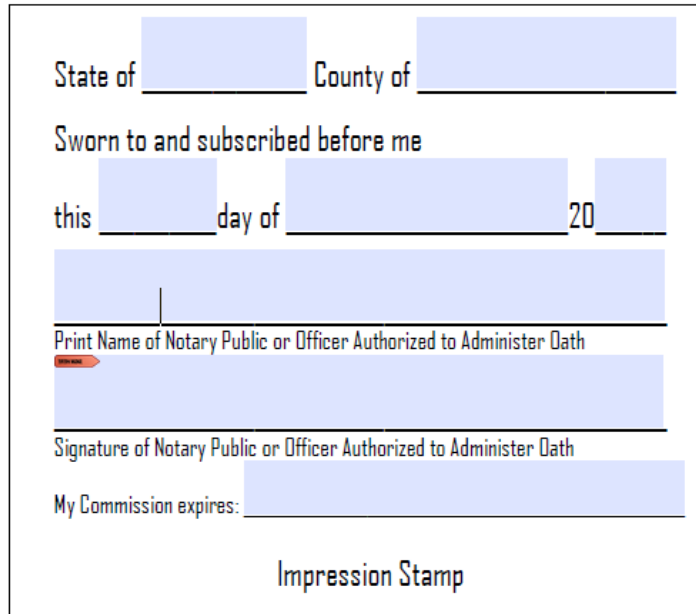
"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment" N.J.A.C. 7:26H-5.9(d)

I acknowledge that submitting false information to the Department of Environmental Protection may subject my company to potential enforcement actions, penalties and/or revocation of the A-901 license and CPCN.

(Signature of Owner or Officer)

Sign Notary

The notary must complete all the fields that appear after the box disappears. Once the fields are complete the signature button can be clicked to unlock the signature field. The steps to sign the notary are the same as above in section 2D.



State of _____ County of _____

Sworn to and subscribed before me

this _____ day of _____ 20____

Print Name of Notary Public or Officer Authorized to Administer Oath

Signature of Notary Public or Officer Authorized to Administer Oath

My Commission expires: _____

Impression Stamp

Once the form has been signed by the notary it will be locked from editing. Please save the form on a convenient location on the PC or flash drive. The form is now ready to submit (See section 4 below). Please have the notary send you a copy of the completed form by email or placed back on your flash drive.

Section 4 (Submission to the DEP):

After completing the report, save the filled-out form and send it as an attachment to swutility@dep.nj.gov. Additionally, to facilitate an increase in performance and ease of use include any suggestions, questions or concerns in regards to this new submission method. Please remember to save all work with the form to maintain accurate records.