

**NJDEP - CERTIFICATE OF
PUBLIC CONVENIENCE AND
NECESSITY (CPCN)**

**ANNUAL UTILITY
REPORT FOR SOLID
WASTE DISPOSAL
UTILITIES**

CALENDAR YEAR 2017

DUE JUNE 1, 2018

**Note: This Utility Report is not the Annual A-901 Update
submitted to the Attorney General's Office!**

What you need to know about the:
2017 SOLID WASTE ANNUAL UTILITY REPORT:

Your 2017 Solid Waste Annual Utility Report (Annual Report) is due no later than **June 1, 2018.**

You are **required** to submit this report even if there was **no activity** during calendar year 2017 **OR** if you discontinued service during calendar year 2017.

This report is NOT the annual A-901 update which you are required to submit separately to the Office of the Attorney General.

REVIEW AND ASSESSMENT OF THE ANNUAL REPORT

Your Annual Report will be reviewed for completeness, verified and approved by NJDEP.

An annual fee assessment will be calculated at the rate of ¼ of 1% of your reported gross operating revenue with a \$500 minimum fee. The Department of Treasury, Division of Revenue will mail your invoice to you directly. Please promptly pay this fee assessment directly to the Division of Revenue and include the invoice with your payment.

There are now two (2) options for payment of the invoice: You may send a paper check to the Department of Treasury **OR** payment via credit card using DEP Online (<http://www.nj.gov/dep/online> under the “Pay a Paper Invoice” link). Please note that there is a convenience charge for utilizing the online payment system (1.9% of total fee + \$1.00).

Payments by check must be mailed to:

New Jersey Department of Treasury
Division of Revenue
PO Box 417
Trenton NJ 08646-0417

Do Not Send Your Payments to the NJDEP

**If you have any questions about the 2017 Annual Utility Report please contact the
Bureau of Planning & Licensing
(609) 984 – 4250
E-mail: swutility@dep.nj.gov**

****Failure to file a complete Annual Report will result in penalties and may result in the loss of your Certificate of Public Convenience and Necessity in accordance with N.J.A.C. 7:26H-5.15(f)1.****

2016 ANNUAL UTILITY REPORT CHECKLIST

SUBMISSION INSTRUCTIONS

- This report must be completed in full and sent via e-mail to swutility@dep.nj.gov once completed, signed, and notarized.
- A confirmation e-mail will be sent to the e-mail sender once the report is received. You must keep a copy of the confirmation e-mail for your records.
- This report must be signed electronically in all areas where signatures are required.
- THE COMPLETED REPORT IS DUE NO LATER THAN JUNE 1, 2018.**
- A copy of this report and instructions for completion can be found online at <http://www.state.nj.us/dep/dshw/swpl/cpcn.html> and can be downloaded to your computer.

HOW TO COMPLETE THE REPORT

- FOLLOW DIRECTIONS FOR COMPLETING THIS REPORT EXACTLY AS DESCRIBED FOR EACH PAGE.
- This report must be completed, and submitted, electronically signed, and notarized even if there was no solid waste activity in calendar year 2017.
- Multiple pages can be submitted by clicking the button “Duplicate This Page” where identified.
- Attachments can be added by clicking the button “Attachments” where identified
- Confirm that your **SW number** is printed on **all pages** as indicated at the top right of each page.
- File this report in the solid waste utility’s certificate name *exactly* as shown on the CPCN.
- COMPLETE EVERY QUESTION.** Indicate “N/A” for all questions which are not applicable.
- Keep a copy of this Annual Report for your records.
- Accurately report Gross Operating Revenue. Gross Operating Revenues consist of reportable revenues which are derived from customer bills, fees, sales and services for certain types of solid waste (defined on page 5).

QUESTIONS ON THIS PROCESS AND REPORT CAN BE DIRECTED TO:

NJDEP-Solid and Hazardous Waste
Bureau of Planning & Licensing
401 East State Street
Mail Code 401-02C; P.O. Box 420
Trenton, NJ 08625-0420
(e) swutility@dep.nj.gov
(p) 609-984-4250

2017 CPCN ANNUAL REPORT - FOR DISPOSAL FACILITIES

PLEASE FILL IN ALL INFORMATION BELOW:

TODAY'S DATE: _____

1. NAME OF DISPOSAL FACILITY: _____

TYPE OF FACILITY: _____

STREET ADDRESS: _____

CITY, STATE ZIP _____

BILLING/MAILING ADDRESS: (CHECK HERE IF SAME AS ABOVE):

TELEPHONE: _____

FAX: _____

WEBSITE: _____

2. NAME OF PERSON COMPLETING THIS FORM: _____

RELATIONSHIP TO THE FACILITY: _____

EMAIL: _____

CONTACT NUMBER: _____

3. DOES THE FACILITY HAVE ANY CURRENT OR OUTSTANDING JUDGMENTS AND LIENS? NO YES: You must provide the information below for EACH (add a separate page if necessary by clicking on the "Duplicate This Page" button below):

Name: _____
Address: _____
City State Zip: _____
Provide a brief description: _____

4. DO ANY PRINCIPALS OF THE FACILITY HAVE ANY CURRENT OR OUTSTANDING JUDGMENTS OR LIENS? NO YES: You must provide the information below for EACH (add a separate page if necessary by clicking on the "Duplicate This Page" button below):

Name: _____
Address: _____
City State Zip: _____
Provide a brief description: _____

Name: _____
Address: _____
City State Zip: _____
Provide a brief description: _____

MANDATORY TIPPING FEE UPDATE

Tipping Fee Compliance:

Solid Waste Disposal Utilities are REQUIRED to notify the Department of any adjustments in tipping fees below the peak rate within (3) days of the effective changes (N.J.A.C. 7:26H-3.10(b)(1)). If you anticipate adjusting tipping fees for the year 2018, please submit the anticipated tipping fee adjustments to the Department using the format provided below and send to the address provided at the bottom of this page.

A. Current Tipping Fees and Waste Type:

This section is required.

DO NOT INDICATE N/A

<u>Waste Type</u>	<u>Gate Rate</u>	<u>Date posted as Gate Rate</u>
Type 10 Waste :	_____	_____
Type 13 Waste :	_____	_____
Type 23 Waste :	_____	_____
Type 25 Waste :	_____	_____
Type 27 Waste :	_____	_____

B. Anticipated NEW Tipping Fees and Waste Types:

<u>Waste Type</u>	<u>Gate Rate</u>	<u>Anticipated Date New Rate will be Posted at Gate</u>
Type 10 Waste :	_____	_____
Type 13 Waste :	_____	_____
Type 23 Waste :	_____	_____
Type 25 Waste :	_____	_____
Type 27 Waste :	_____	_____

**** Use the button below to attach additional tipping fee documentation. ****

HOST COMMUNITY BENEFIT REPORT

USE LATEST AVAILABLE DATA FOR HOST COMMUNITY BENEFITS

Company Name: _____

Solid Waste Number: SW _____

Facility ID: _____

Facility Address: _____

Mailing Address: _____

Host Municipality: _____

Amount Per Ton: _____

Free Dumping: No Yes: If yes, provide details:

Contact Person: _____

Telephone Number: _____

Email Address: _____

Fax: _____

Date: _____

**CONTRACTS FOR DELIVERY OF SOLID WASTE
TO YOUR FACILITY FROM A CUSTOMER**

Contracts the Facility has with Customers, for Delivery of Solid Waste to the Facility

Submit all contracts the RESPONDENT has placed for delivery of Solid Waste to the Respondent's (designated) facility. The submission must include all the following items and must be attached by clicking the "Attach Files" button below.

Name of Company or Entity _____

Length of Contract _____

Contract Termination Date _____

Total Tons of solid waste delivered _____

Rates per Waste Type

Type 10 Waste : _____

Type 13 Waste : _____

Type 23 Waste : _____

Type 25 Waste : _____

Type 27 Waste : _____

Total amount of revenue received
during calendar year 2017 for each contract _____

**** Use the button below to attach contract documentation. ****

COUNTY PLAN SUMMARY

The following information is accurate as of the date of this report and is subject to change. The data provided below was compiled from information submitted by each county (for information purposes only):

COUNTIES WITH WASTE FLOW

Atlantic	10, 13, 13C, 23, 25, 27, 27A
Burlington	10, 23, 25
Cape May	All Solid Waste Types
Cumberland	10, 13, 13C, 23, 25, 27A
Essex	10, 13, 13C, 23, 25, 27
Gloucester	All Solid Waste Types
Hudson	10, 13, 13C, 23, 25, 27
Mercer	All Solid Waste Types
Monmouth	10
Morris	All Solid Waste Types
Ocean	All Solid Waste Types
Salem	10, 13, 13C, 23, 25, 27A
Sussex	All Solid Waste Types
Union	10, 13, 13C, 23, 25, 27

OPEN MARKET COUNTIES

Bergen
Camden
Hunterdon
Passaic
Somerset
Warren
Middlesex

**** Revenue generated from counties that institute waste flow other than the county in which your facility is located must be justified on the following page****

2017 GROSS SOLID WASTE OPERATING REVENUE BY COUNTY

Provide the Gross Operating Revenues derived from solid waste disposed at your facility during 2017.

Gross Revenue is the total amount of money that the facility has received from the disposal of solid waste *before* any deductions from taxes, fees and any other associated expenses

Gross Operating Revenues consist of reportable revenues which are derived from customer bills, fees, sales and services.

County	Justification for Revenue from Waste Flowed County	2017 Solid Waste Revenue
Atlantic		
Bergen		
Burlington		
Camden		
Cape May		
Cumberland		
Essex		
Gloucester		
Hudson		
Hunterdon		
Mercer		
Middlesex		
Monmouth		
Morris		
Ocean		
Passaic		
Salem		
Somerset		
Sussex		
Union		
Warren		
Out of State Waste Received		

Total Solid Waste Revenue by Tons
 Year Ending December 31, 2017: \$ _____

INCOME STATEMENT

As of December 31st, 2017

Revenues:

Revenue (from Solid Waste)

Type 10 Waste	\$ _____
Type 13 Waste	\$ _____
Type 23 Waste	\$ _____
Type 25 Waste	\$ _____
Type 27 Waste	\$ _____

Total Solid Waste Revenue: \$ _____

Other Revenue

Recycling Revenue	\$ _____
Energy Revenue	\$ _____
Investment Revenue	\$ _____
Gains on sales of assets	\$ _____
Other (specify) _____	\$ _____

Total Other Revenue: \$ _____

Total Gross Revenue \$ _____

Expenses:

Operating Expenses:

Disposal (Transfer Station or Incinerator Ash)	\$ _____
Salaries and Benefits	\$ _____
Fuel and Oil	\$ _____

Total Operating Expense: \$ _____

Office Expenses:

General and Administrative	\$ _____
Building and Grounds	\$ _____
Salaries and Benefits	\$ _____

Total Office Expense: \$ _____

Other Expenses

Debt Payments	\$ _____
Interest Expense	\$ _____
Depreciation Expenses	\$ _____
Taxes	\$ _____
Insurance	\$ _____
Other (specify) _____	\$ _____

Total Other Expense: \$ _____

Total Expenses \$ _____

Net Income (Total Gross Revenue – Total Expenses) \$ _____

EXPENSE STATEMENT

1. List all contracts in place between the Respondent and a contractor for operations of a DISPOSAL FACILITY owned by the respondent in calendar year 2017

Name of Contractor _____
Length of Contract _____
Expiration Date _____
Amount Spent _____

2. List all contracts in place between the Respondent and a contractor for operations of a disposal facility NOT owned by the respondent in calendar year 2017

Name of Contractor _____
Length of Contract _____
Expiration Date _____
Amount Spent _____

3. Identify all outstanding long term debt the Respondent has incurred in finance Respondents' Solid Waste System. For each bond or encumbrance issued to finance your solid waste system, Please state the following:

Date Issued _____
Original Amount of Debt _____
Principal remaining _____
Maturity Date _____
Annual Debt service owned and paid _____

4. List all transportation contracts the Respondent has entered into (Duplicate this page if necessary):

Name of Contractor _____
Term of the Contract _____
Termination of the Contract _____
Item transported (ash or solid waste) _____
Amount spent on contract in 2017 _____

EXPENSE STATEMENT (continued)

5. List all landfill air space contracts that Respondent holds or Incinerator contracts where solid waste from your facility is disposed:

Name of Landfill or Incinerator _____

Length of the Contract _____

Termination of the Contract date _____

Total Space reserved (*if applicable*) _____

Amount spent on contract in 2017 _____

6. Identify expenses for 2017 in the following categories:

Administration _____

Energy _____

Insurance _____

Professional Service _____

Maintenance _____

Special Fund _____

Miscellaneous (items **less** than 5% of total) _____

Miscellaneous (items **over** than 5% of total) _____

Capital Improvements _____

Acquisition of Capital Assets _____

7. Identify any significant changes in your expenses that you expect to incur in 2018:

(+/-20% of 2017 expenses) Explain the anticipated changes:

CORPORATION STRUCTURE

THIS PAGE MUST BE COMPLETED BY CORPORATIONS

(Limited Liability Companies, Partnerships and Proprietorship - please mark N/A and proceed to the next page)

OFFICERS: Report below officers at date of verification of this report.

If there have been any changes since the last report, name, show title, and address of previous officer and date of changed.

Name and Official Title	Principal Business Address	Date Appointed or Changed
1.		
2.		
3.		
4.		
5.		
6.		
7.		

DIRECTORS: Please list all Current Directors; and list previous Director that has changed since the last reporting cycle. If there have been any changes since the last report, show name and address of previous Director and date of change.

Designate by asterisk members of executive committee

Name of Directors	Principal Business Address	Term Began	Term Expires
1.			
2.			
3.			
4.			
5.			
6.			
7.			

LIMITED LIABILITY COMPANIES, PARTNERSHIPS AND PROPRIETORSHIP STRUCTURE

THIS PAGE MUST BE COMPLETED BY LIMITED LIABILITY COMPANIES, PARTNERSHIPS AND PROPRIETORSHIP

(Corporations - please mark N/A)

Please list name of Members, Partners and/or Owners, Official Title, Residential Address, Date Appointed to Position and percentage of ownership.

Member, Partner or Owner Name and Official Title	Residential Address	Start Date	% OWNERSHIP
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

SUMMARY OF SALARIES AND WAGES

1. Show in column "B" the number of officers and employees normally assigned to the functions shown in column "A". If an employee fills more than one function, list that employee in the one classification to which the majority of that employee's time is distributed.
2. Show in column "C" the total payroll distribution to each classification.
3. Column "B" and "C" should be considered independently because it is possible, due to multiple distribution of an employee's time, for a dollar amount be changed to a classification to which employees are permanently assigned.

Line No.	A. Classification	B. Average Number of Employees	C. Payroll Distribution	D. Payroll Distribution Comparison with Preceding Year Increase or Decrease
Operations and Maintenance				
1.				
2.				
3.				
4.				
5.				
Administrative and Supervision				
6.				
7.				
8.				
9.				
10.				
Other Accounts				
11.				
12.				
13.				
Total Payroll for Year 2017				

Salaries

1. Report amounts paid during year to all officers and all supervisory employees.
2. If any listing is for less than full year, state period covered.
3. Bonuses and other remuneration should be included. Furnish particulars.

A. Name	B. Title	C. Compensation Paid for the Year

INSERT TARIFF

**** FULL TARIFF UPDATES ARE REQUIRED AS PART OF THIS YEAR'S ANNUAL REPORT FOR YOUR FACILITY AND MUST BE ATTACHED TO THIS REPORT (USE THE ABOVE BUTTON TO ATTACH TARIFF DOCUMENT).****

VERIFICATION AND OATH FOR 2017 ANNUAL REPORT FILING

NAME OF PERSON COMPLETING THIS FORM:

RELATIONSHIP TO BUSINESS:

CONTACT NUMBER:

The 2017 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)

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