

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

**Solid Waste Transporter Monthly Disposal Report Instructions
for Fillable PDF Form**

Part 1:

Save a local copy of the attached PDF file “Solid Waste Transporter Monthly Report.pdf”. In order to use all of the features you will need to open the file in Adobe Acrobat Reader. It is a free software available for download at <https://get.adobe.com/reader/>.

Part 2:

New features of the form include drop down selection menus for county, municipality, month and year. Additional functionality includes buttons that allow for duplication/deletion of pages to allow for larger submissions and a calculate button for the totals.

The “County” drop downs featured in the form provide lists of the municipalities unique to the selected county as well as an “Out of State” option. If any of the forms drop downs’ do not contain your information, all of those fields allow for user entered values.

Note: A separate (Part 2) page must be completed for each different "Final Out-of-State Disposal" Facility and/or County of waste origin reported. Report on Part 1 the totals of each waste type from all Part 2 forms submitted. Report all waste in TONS.

COUNTY	WASTE TYPES DISPOSED							
	Note: Do not include any computer printout attachments. All Part 2 information must be included here.							
Atlantic	10	13	13C	23	25	27	27A	27I
Atlantic								
Bergen								
Burlington								
Camden								
Cape May								
Cumberland								
Essex								

Note: A separate (Part 2) page must be completed for each different "Final Out-of-State Disposal" Facility and/or County of waste origin reported. Report on Part 1 the totals of each waste type from all Part 2 forms submitted. Report all waste in TONS.

COUNTY	WASTE TYPES DISPOSED									TOTAL TONS
	Note: Do not include any computer printout attachments. All Part 2 information must be included here.									
MUNICIPALITY	10	13	13C	23	25	27	27A	27I	OTHER	TOTAL TONS
										0.00
Absecon										0.00
Atlantic City										0.00
Brigantine										0.00
Buena										0.00
Buena Vista										0.00
Corbin City										0.00
Egg Harbor										0.00

If no “County of Waste Origin” option is selected, then the “Municipality” drop down options box will be empty.

Note: A separate (Part 2) page must be completed for each different "Final Out-of-State Disposal" Facility and/or County of waste origin reported. Report on Part 1 the totals of each waste type from all Part 2 forms submitted. Report all waste in TONS.

COUNTY	WASTE TYPES DISPOSED									
	Note: Do not include any computer printout attachments. All Part 2 information must be included here.									
MUNICIPALITY	10	13	13C	23	25	27	27A	27I	OTHER	TOTAL TONS
										0.00
										0.00
										0.00
										0.00

Located at the bottom of each page is a “Duplicate” button. Clicking this will add a blank copy of the current page in that page’s format (i.e: Part 2), to the end of the report.

									0.00
TOTAL TONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Calculate Totals

I CERTIFY THAT THE INFORMATION ENTERED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNED _____ TITLE _____ DATE _____

(DUPLICATE THIS FORM AS NECESSARY)

Duplicate

Located in the top right of each page is a “Delete” button. Seen below as a grey “X”. Use this button to delete extra pages that are no longer needed. This feature can only remove duplicate pages.

X

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Rev. 2/14
Part 2

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
SOLID WASTE TRANSPORTER MONTHLY DISPOSAL REPORT
(Only for Waste Hauled Directly Out-of-State)

Transporter Name: _____

Final Out-of-State _____ Final Disposal _____
Disposal Facility Name: _____ Facility Location: _____
State _____ Town _____ County _____

Located at the bottom right of the data table on any page is a “Calculate Totals” button. Clicking this button will automatically calculate the totals of each column and row on every page.

.	0.00
.	0.00
.	0.00
.	0.00
TOTAL TONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Calculate Totals

Part 3:

After completing the report, save the filled out form and send it as an attachment to swtransporterreporting@dep.nj.gov. Additionally, to facilitate an increase in performance and ease of use please include any suggestions, questions or concerns in regards to your experience using this new reporting method within the same email. Please remember to save all work with the form to maintain accurate records.