

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

Solid Waste Facility Monthly Disposal and Materials Recovery Report Instructions

Part 1: Part 1 of the Report is a summary sheet. It contains summaries of how many tons of each waste type was: a) received, b) disposed of as solid waste, and/or c) recovered from solid waste for recycling or beneficial reuse. **Please note that information regarding any source-separated recyclables or beneficially-reused materials received at your solid waste facility is NOT to be included in this Report.** Information regarding source-separated recyclables received at your facility is to be included in the annual report prescribed in N.J.A.C. 7:26A-4.4(a).

The cells to the left of the pink-shaded boxes must identify the **inbound** weight (in tons) of each solid waste type received at your facility.

The cell to the left of the blue-shaded box must identify the **outbound** weight (in tons) of solid waste disposed of at your facility (in the case of landfills or RRFs) or sent to another disposal facility (in the case of transfer stations). The tonnage placed in this box should exactly match the sum of the tonnages by municipality and waste type presented in Part 2 of the Report.

The cell to the left of the green-shaded box must identify the weight (in tons) of **materials recovered** for recycling (note: beneficial reuse is not recycling) from solid waste and sent out from your facility to a recycling center. The weight placed in this box should exactly match the sum of the tonnages by end market presented in Part 3b of the Report.

The cell to the left of the tan-shaded box must identify the weight (in tons) of **materials recovered** for beneficial reuse from solid waste and sent out from your facility to an approved location for beneficial reuse. The weight placed in this box should exactly match the sum of the tonnages by end market presented in Part 3c of the Report.

Please note that, generally, the sum of Parts 2 and 3 should equal the sum of your incoming weight of solid waste, since all inbound solid waste is either sent for disposal or recovered for recycling. However, in cases where loads of solid waste, recyclables, and/or material for beneficial reuse still remain at your facility at the end of the business day, the sum of Parts 2 and 3 may be within a few (less than or equal to five (5)) percentage points of the sum of all inbound solid wastes.

Part 2:

Part 2a of the Report shall identify the weights disposed of at your facility (in the case of a landfill or incinerator) or sent out to another disposal facility in the case of a transfer station. This information must be identified by municipality of origin and waste type; however, in cases where you receive loads of solid waste from a transfer station, the origin of the solid waste is to be clearly identified as that source transfer station. Facilities classified as transfer stations and/ or materials recovery facilities (TS/ MRF) who are incapable of accurately reporting the flow of each waste type by county and municipality of origin to the final destination facility should submit Part 2b and Part 2c in place of Part 2a.

Part 2b shall identify the weights received by your facility that are designated for disposal at an undeclared disposal facility and must be identified by county and municipality of origin as well as waste type, pursuant to N.J.A.C. 7:26-2.13(e) i.

Part 2c shall identify the weights sent out to a declared disposal facility, this information must be marked by disposal facilities name, location and waste type, pursuant to N.J.A.C. 7:26-2.13(e) ii.

Please note that the information regarding weight of solid waste disposed of by municipality and waste type reflects outbound tonnage, not inbound tonnages. These numbers will NOT mirror your inbound tonnage information unless your facility conducts no MRF'ing operations.

Part 3:

Part 3a of the Report shall identify the weights of materials recovered (recyclables + materials approved for beneficial reuse) from inbound loads of solid waste, by municipality of origin and solid waste type (if known). If no MRF'ing operations occur at your facility, the number zero (0) should be entered in this Part.

Pursuant to N.J.A.C. 7:26-2.13(e) iii, “in cases where recyclable materials are separated from mixed solid waste at the transfer station or materials recovery facility, and hence the origin (by county and municipality) can not be identified at the time of receipt, the transfer station shall allocate the amount of recyclable materials proportionally to each municipality on the basis of the total amount of solid waste received for the calendar month.” After this apportioning, the resulting tonnages must be subtracted from your inbound tonnages to calculate the weights of solid waste, by municipality of origin and solid waste type, that were disposed of at your facility or sent out to another facility for disposal.

Part 3b shall identify the markets (by specific receiving entity) for all recovered recyclable materials identified on the first page of Part 3a.

Lastly, Part 3c shall identify the markets (by specific receiving entity) for all materials recovered for beneficial reuse identified on the first page of Part 3a.

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Solid Waste Facility Monthly Disposal and Materials Recovery Report FAQs

- 1) Q. Why has the Department decided to change its Report forms?
 - A. Unfortunately, many of the Reports submitted by New Jersey solid waste facility representatives are not filled out in compliance with the Department's guidelines and, as a result, the Department has decided to make the requirements of the Report easier to understand.
- 2) Q. We have our own reporting system. Do we need to use these revised DEP-issued forms?
 - A. Yes, pursuant to N.J.A.C. 7:26-2.13(e), your monthly summaries must be submitted on "forms provided by the Department."
- 3) Q. Do we need to submit the Report using colored ink?
 - A. No. The colored boxes are included in the subject forms simply to facilitate your understanding of how the Reports are to be completed.
- 4) Q. What is beneficial reuse?
 - A. Per N.J.A.C. 7:26-1.4, beneficial use "means the use or reuse of a material, which would otherwise become solid waste under this chapter, as landfill cover, aggregate substitute, fuel substitute or fill material or the use or reuse in a manufacturing process to make a product or as an effective substitute for a commercial product. Beneficial use of a material shall not constitute recycling or disposal of that material." Please note that as per N.J.A.C. 7:26A-1.3, recycling "means any process by which materials which would otherwise become solid waste are collected, separated or processed and returned to the economic mainstream in the form of raw materials or products."
- 5) Q. We receive source-separated loads of vegetative waste, which are then transferred to a recycling center. How do we account for this?
 - A. If such loads come across your scales as solid waste type 23, they must be included in your inbound tonnage information in the red-shaded box for solid waste type 23 on Page 1. However, if a portion of, or all of the material, is then sent to a recycling center, this tonnage sent to the recycling center should also show up in Parts 3a and 3b of your Report under 23-R. The municipality(ies) of origin and end market(s) must be included in Parts 3a and 3b, respectively, as well.
- 6) Q. Ferrous and non-ferrous metals are recovered from ash generated at our resource recovery facility. Are these tonnages of recovered metals to be reported in Parts 3a and 3b of the Report?
 - A. Yes. Tonnages of metals recovered from incinerator ash for recycling should be identified as waste material type 27I-R. Additionally, if, after metals removal, a portion of, or the entirety of, incinerator ash is not disposed of as solid waste type 27I, but rather reused as an approved beneficial reuse, that material should also be included in Parts 3a and 3b of the Report.