



State of New Jersey  
New Jersey Department of Environmental Protection

## Solid & Hazardous Waste Transporter

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# “Quick Access Guide” 2013 – 2015



Compliance & Enforcement/  
Environmental Management

**New Jersey Department of Environmental Protection  
Compliance and Enforcement/  
Environmental Management**

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## State of New Jersey

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Thank you for taking time to read this Quick Access Guide. The booklet was created to help you better understand the requirements for waste transportation, and to help you comply with New Jersey's Solid and Hazardous Waste Transporter Regulations. In addition to the information provided in this booklet, person engaged in the waste business must also comply with all other applicable State, Federal, County and Local regulations.

The Department of Environmental Protection (NJDEP) requires **ALL solid, medical and hazardous waste transporters** to register with the Department prior to picking up, transporting or disposing of waste in New Jersey. Further, broker engaged in the waste business are also required to be licensed with NJDEP. Waste Brokers and companies hauling **waste generated by another person** are required to obtain a license (commonly referred to as an "A-901 License"). Disclosure Statements must be submitted to the Division of Law, and approval by the NJDEP be granted. The applicant must also obtain a Certificate of Public Convenience and Necessity (CPCN). Transporter must then file a registration statement to obtain decals. Transporters hauling **self-generated** waste need to apply by filing an initial application registration statement, and affidavit of exemption to obtain decals. Decal lettering for self-generators has been changed from the previous years to read: "Self Generator" and we also added "Self-Generator Containers" decals so State, County and Local Officials and facility operators can easily identify violators.

Initial applications, A-901 disclosure statements and various other forms and information are on our website. Visit us at: <http://www.nj.gov/dep/dshw/hwr/regislic/lru.htm> to download forms and to check for any updates to transporting requirements or regulations.

If you have any comments regarding this booklet, please email Roxanne Feasel at: [roxanne.feasel@dep.state.nj.us](mailto:roxanne.feasel@dep.state.nj.us)

Thank you for remaining informed and in compliance.

Visit our website at: [http://www.nj.gov/dep/rules/nj\\_env\\_law.html](http://www.nj.gov/dep/rules/nj_env_law.html)

### SW/HW REGULATION

1. What is a "small vehicle transfer area" and how is it exempt? ..... N.J.A.C. 7:26-1.1(a)9; 1.4
2. What is meant by "gross vehicle weight"? ..... N.J.A.C. 7:26-1.4
3. What is a "solid waste transport unit"? ..... N.J.A.C. 7:26-1.4; 3.2(a)
4. Solid waste transporters hauling solid waste to an in-state disposal site are required to complete the Waste Origin and Disposal (O & D) Form *prior to transporting* the waste ..... N.J.A.C. 7:26-3.5(h)2
5. Homeowners who are transporting their *own* solid waste, the *weight limitation* for their *exempt* single-unit *vehicles* is 9,000 pounds ..... N.J.A.C. 7:26-3.3(a)2
6. For homeowners who are transporting their *own* solid waste, there is a *weight limitation* of 16,000 pounds for combinations of exempt vehicles (i.e. vehicles *pulling* trailers) ..... N.J.A.C. 7:26-3.3(a)2
7. A designated "secure area" for **manual** unloading of *exempt* and/or *commercial* waste *vehicles* on facility property ..... N.J.A.C. 7:26-2.11(c)
8. *Intermodal containers* used to transport solid waste **solely by rail**, are exempt from displaying a solid waste decal, registration number, and registered company name but, these containers must still be registered with the Department and associated fees must be paid  
..... N.J.A.C. 7:26-3.2; 3.4(h); 3.5(f); and 4.4(g)
9. All *prime contractors* and *subcontractors* are subject to regulation under the statutory *registration requirements* of N.J.S.A. 13:1E-1 and N.J.S.A. 13:1E-126 et seq.; and licensing and revocation requirements ..... N.J.A.C. 7:26-16.1(c)
10. *Small transporting companies* that have ten (10) or less *leased* solid or hazardous waste *vehicles and/or operators* in their total fleet shall be exempt from filing an additional business concern disclosure statement if these leased vehicles are *from a single lessor*. Therefore, they are exempt from the 20% threshold requirements under N.J.A.C. 7:26-16.6(i) and (j) ..... N.J.A.C. 7:26-16.6(k)
11. *Solid Waste Transporters operating in compliance with District Solid Waste Management Plans* or County Plans ..... N.J.A.C. 7:26-6.12(b)
12. Placing or *parking roll-off dumpsters or roll-off containers on roadways* or along any highway or public property ..... N.J.S.A. 27:5I-1
13. Requirements for the **collection, mixing** (commingling), **and transportation of recyclable material**.... N.J.A.C. 7:26H-4.4(a)6, 7:26A-8.1 and N.J.S.A. 13:1E-99.16

Visit our website at: [http://www.nj.gov/dep/rules/nj\\_env\\_law.html](http://www.nj.gov/dep/rules/nj_env_law.html)

**SW/HW REGISTRATION**

1. The solid and hazardous waste transporters' **vehicle registration period** is "*biennial*" (2 years) and runs from July 1<sup>st</sup> through June 30<sup>th</sup> ..... **N.J.A.C. 7:26-3.2(a)**
2. The waste transporter's **due date for submitting** vehicle registration **updates** and associated **fees** is May 1<sup>st</sup> of every odd year ..... **N.J.A.C. 7:26-3.2(f)**
3. Solid waste **generators** who are required to file an Annual Generator Report, may **file** the report **electronically** via an Internet web site ..... **N.J.A.C. 7:26-3A.21(g)**
4. Solid waste **transporter vehicle registration** and **fees** are **biennial (2 years)** for solid waste cab, trailer and single vehicle ..... **N.J.A.C. 7:26-4.4(c)-(g)**
5. Hazardous waste **transporter vehicle registration** is **biennial (2 years)** for the hazardous waste cab, trailer and single-unit vehicle ..... **N.J.A.C. 7:26G-3.3(g)**
6. Five-year Registration period and prorated rates for **Public entities'** decals ..... **N.J.A.C. 7:26-3.2(a); 4.4(a) and (b)**
7. Two-year Registration cycle for A-901 Licensed and Self Generator waste transporters' decals ..... **N.J.A.C. 7:26-3.2(a); 4.4(a) and (b)**
8. The **New Jersey Motor Vehicle Commission** has determined that **Self-Generator** waste Transporters having "passenger plates" on their trucks will be viewed as operating "Non-commercial trucks"; and therefore, Self-Generator waste Transporters may not use their "Non-commercial trucks" with "passenger plates" for any type of "commercial" transportation of waste..... **N.J.A.C. 7:26-3.2(a)6; N.J.S.A. 39:3-8.1 and 39:3-20**



**Solid Waste (SW) Transporters:** N.J.A.C. 7:26-1.1; 1.4; 7:26-1.6; 7:26-1.8; 7:26-2.11(c); 2.13(a) 6 and (e) 1; 7:26-3.1-3.8; 7:26-3A.1-3A.48; 7:26-16.1-16.24; 7:26-16A.1-16A.3

**SW Transporter Helpful Information**

Page

1. What is a "solid waste"? .....1

2. When are "solid waste" transporters regulated; and when are they not regulated? .....1

3. Two regulated categories of Solid Waste Transporters .....1

4. Why and when does a Solid Waste Transporters register vehicles with NJDEP?.....2

5. I would like to pick up waste commercially (A-901 License), what do I do? .....3

6. I think I may be exempt from filing an A-901 disclosure statement, what do I do? .....4

7. What "waste types" may a solid waste transporter haul?.....5

8. The *weight limitation* for exempt single-unit vehicles carrying **homeowner's** own solid waste.....5

9. The *weight limitation* for combinations of *vehicles* carrying homeowner's own solid waste.....6

10. What is meant by "gross vehicle weight"? .....6

11. What is a "small vehicle transfer area"? .....6

12. What is a "solid waste transport unit"?.....7

13. Are Solid Waste Transporters required to complete a Solid Waste Origin and Disposal (O & D) Forms before transporting waste? .....7

14. What are the Lease and Lease Certification Requirements? .....8

15. Do A-901 approved solid waste transporters who only have ten or less *leased* vehicles in their total fleet still have to file a business concern disclosure statement if the leased vehicles or operators were leased from a single unlicensed Lessor? .....8

16. Solid Waste Prime and Sub Contractors Information.....9

**SW REGISTRATION**

Page

1. Transporter vehicle registration period.....9

2. Commercial and Non-Commercial *Medical Waste Transporter fees*.....10

3. Due Dates and Fees.....10

4. Vehicle Registration Dates to Remember.....11

5. Additional ANNUAL Filing for A-901 companies.....11

6. Registration Reminders.....12

7. Registration Fee Schedule.....13

8. Lease certification requirements.....13

9. Renewal CALENDARS and information..... 14-18

10. Picture of Solid Waste Decals and Vehicle Registration Cab Card .....19

11. NJDEP Solid Waste Decal Information & Volume Computation Formula .....20

12. How to display your NJDEP Number and Decal.....21

13. Solid waste vehicle types and associated fees .....22

**PUBLIC ENTITIES ONLY**

1. Picture of Public Entity Decals and Vehicle Registration Cab Card.....23

2. Five-year Registration Period and prorated fees for Public Entities.....24

**ADDITIONAL SOLID WASTE REQUIREMENTS**

1. Operational Requirements for solid waste facilities - N.J.A.C. 7:26-2.11(c).....25

- A designated “secure area” for manual unloading of *exempt* and/or *commercial* solid waste vehicles on facility property

- Non-entry of unregistered solid waste vehicles

2. Septic Waste Transporters - N.J.S.A. 48:13A-4.1; N.J.A.C.7:26-1.8(b).....25

3. Solid Waste Transporters operating in compliance with District Solid Waste Management Plans or County Plans - N.J.A.C. 7:26-6.12(b) .....26

4. Parking of Roll-Off Dumpsters or Roll-Off Containers - N.J.S.A. 27:5I-1.....26

5. Intermodal containers used to transport solid waste *solely by rail*, are exempt from displaying a solid waste decal, registration number, and company name - N.J.A.C. 7:26-3.5(f) and 4.4(g).....27

6. Self Generator waste Transporters with “passenger plates” - N.J.A.C. 7:26-3.2(a)6; N.J.S.A. 39:3-8.1 and 39:3-20.....28

7. Self Generator waste Transporters operating in compliance with the *New Contractors' Registration Act* (P.L. 2004, Chapter 16 c.56:8-136 to c.56:8-152) and applicability under the *New Home Warranty and Builders' Registration Act* - N.J.S.A. 46:3B-1 et seq. ....29

8. Regulation of Recyclable Materials: .....30

- a) What are the regulations governing recyclable material collection?
- b) Do haulers of recyclable materials need to register their vehicles with DEP?
- c) Can solid waste be mixed with recyclable materials for transport?
- d) What are the reporting requirements for the transport of recyclable materials?

**Contacts and Phone Numbers** - Regulations for out-of-state waste hauled from a county that has no in-county weighing facility - N.J.A.C. 7:26-3.5(e) and (f) .....31

- Contact for Used Oil Transporters under Recycling Rules
- Contact for Medical Waste Regulations
- Contact for Solid Waste Utility Control Act and rules for a CPCN
- Contact for Asbestos/asbestos containing waste
- Contact for Universal Waste Transporters under Recycling Rules



**Hazardous Waste (HW) Transporters** - N.J.A.C. 7:26G-4.2; 7:26G-3.3(g); 7:26G-5.1-5.4;  
7:26G-6.1-6.3; 7:26G-7.1-7.4; 7:26G-16.1-16.12

**HW REGULATION**

Page

1. When does a "hazardous waste" transporter become regulated in the State of New Jersey? .....32

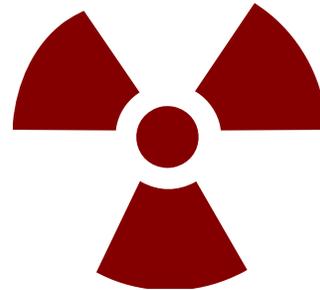
    a. What is a "hazardous waste"? .....32

    b. What requirements and "waste codes" apply to transporters of hazardous waste? .....32

2. Two regulatory categories of Hazardous Waste haulers..... 33-34

    - Self Generator Hazardous Waste haulers

    - A-901 Licensed Hazardous Waste haulers



**HW REGISTRATION**

Fees and Registration for Hazardous Waste Transporter

    a) New proposed Fee schedule .....35

    b) Vehicle Registration and Issuance of Decals .....35

    c) Biennial Registration Period .....36

What are the Lease Certification Requirements? .....36

Picture of Hazardous Waste Decals and Vehicle Registration Cab Card.....37

How to display your NJDEP Number and Decal..... 38-39

**ADDITIONAL HAZARDOUS WASTE REQUIREMENTS**

**Contact and Phone Numbers** - In addition to Registration, what other requirements regulate

Hazardous Waste Transporters .....40

- Filing "Manifest" Forms - N.J.A.C. 7:26G-6.2, 7.1 and 7.3
- Filing "Motor Carrier Policies of Insurance for Public Liability" (MCS-90) Form
- Statutory requirements if transporting "precious metals" to a HW facility -N.J.S.A.13:IE-127g(5)
- Hazardous Waste Classifications - N.J.A.C. 7:26G-6
- Hazardous Waste Prime Contractors & Subcontractors - N.J.A.C. 7:26G-4.2; and 7.2(a)14,1

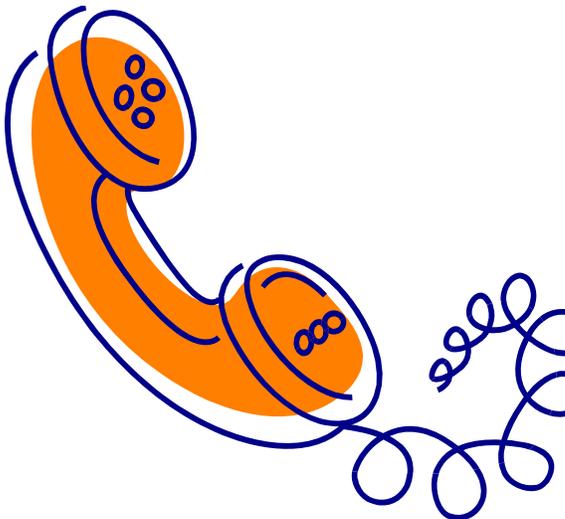
**GENERAL INFORMATION**

DEP Licensing & Registration Unit Contacts .....41

Other Related Contacts & Links .....41

**Forms Index** .....42

- Solid Waste Add-on Form
- Hazardous Waste Add-on Form
- Certificate of Lease Agreement
- Waste Origin Waste Disposal (O&D) Form



A graphic of a stack of three maroon-colored folders or documents. The top folder has a yellow rectangular label with a blue border. The label contains the text: "Additional Info. Contact Lists" in bold blue font, followed by "See Pages:" in a smaller blue font, and "31, 40 &amp; 41" in a large, bold blue font. The folders are layered, with the top one slightly offset to the right and bottom.

## 1. What is a "solid waste"?

A solid waste is any garbage or refuse such as the following:

*municipal solid waste* originating from households, stores, hospitals, etc.

*bulky waste* such as, appliances, trees, tree trunks, branches, construction, home repair and demolition debris, tires, etc.

*industrial waste* resulting from a manufacturing and development process, non-hazardous pesticides, asbestos or asbestos containing waste

*vegetative waste* from farms, plant nurseries, crop residues (i.e. leaves or processed tree wastes)

*processing waste* from canneries, packing plants, etc.

*dry or liquid sewage sludge* from sewage treatment plants

*semi-liquids* solid matter suspended in a liquid

*septic tank clean-out waste* pumped from septic tanks and cesspools

## 2. When are "solid waste transporters" regulated; and when are the transporters NOT regulated?

Solid waste transporters are regulated in the State of New Jersey when they collect and/or dispose of discarded waste from private homes, stores, restaurants, schools, hospitals, private or public buildings, etc.

If a solid waste transporter is driving "directly" through New Jersey and neither collects or disposes of waste within New Jersey State borders, then the transporter does **not** need to be registered under the aforementioned New Jersey solid waste transporter rules and regulations. Driving "directly" through the State means transporter is driving with no stopovers, no dropping offs, nor switching of containers while in New Jersey.

If solid waste transporters transport their *own* household solid waste in a vehicle with passenger plates, transport their *own* solid waste in New Jersey MVC registered vehicles identified with a maximum gross weight of 9,000 pounds, or transport used oil from mobile field changing operations, then they are not required to be registered under the solid waste transporter regulations as cited above. It should be noted, however, that a transporter's *own* solid waste means *solid waste generated by that transporter and not waste created by a third person.*

## 3. Two regulatory Categories of Solid Waste Haulers N.J.A.C. 7:26-16.3(d)

In accordance with N.J.A.C. 7:26-16.3(d), there are two regulatory categories of Solid Waste haulers. This distinction is based upon whether or not a solid waste transporter is a government entity, a transporter hauling his/her own self-generated waste, or a transporter hauling solid waste that has been generated by another person. If a solid waste transporter is a government entity or a self-generator of solid waste, then the transporter is "Exempt" from filing "Disclosure Statements" which then exempts the transporter from being subject to the "Solid and Hazardous Waste Licensing" requirements and an "Integrity Review".

- The solid waste transporters who meet the criteria of being either a government entity or a self-generator are known as a "Self Generator". **These haulers are "self generators" exempt from filing Disclosure Statements: and therefore, they DO NOT receive a license because they are subject to lower regulatory standards than licensed Solid Waste Transporters.**

*Example: **Self Generator:** An applicant is a general construction contractor who is knocking down interior and exterior walls of existing structures while he/she is remodeling and renovating a building. Since the applicant/contractor **created** the construction waste by **his/her own actions**, the applicant would be a self-generator because the waste originally came from the hauler. If the applicant/contractor now wishes to transport this waste to a designated solid waste facility, then the Department would classify the applicant as a **VALID "Self-Generator"** solid waste hauler.*

- Any solid waste transporter wishing to engage or continue to engage in the collection, transportation, and/or disposal of any solid waste generated by another person(s) must file a Disclosure Statement in accordance with N.J.A.C. 7:26-16.3 so that the transporter may obtain a "license" as defined at N.J.A.C. 7:26-16.2. Only those solid waste transporters who have filed their Disclosure Statements, met the Solid Waste Licensing requirements, and passed an Integrity Review by the New Jersey State Police and Attorney General's Office receive an approved "license" to transport solid waste in New Jersey. **These haulers have obtained a "license" and therefore are known as "A-901 Licensed" Solid Waste haulers because they have been subject to higher regulatory standards than exempt Solid Waste Transporters.**

*Example: **A-901 License Required-Commercial:** An applicant is a general construction contractor who only places, his/her solid waste containers on a construction site while allowing strangers, other construction workers, and/or non-employees to create construction waste through their remodeling and renovating of a building on that site. Therefore, the waste originally came from strangers. If applicant then wishes to come back to the site after a certain period of time to collect and transport the containers of construction waste which was created by others, then the Department would classify the applicant as NOT being an "exempt" transporter; and therefore, an invalid "A901 Exempt Solid Waste hauler". This hauler must obtain a "license" to haul any stranger's waste (i.e. waste generated by other persons).*

#### **4. Why and when does a Solid Waste transporter register vehicles?**

**WHY?** The Department's solid waste transporter registration involves a registration processing fee, which has been assessed to help defray the costs for an administrative review of all solid waste transporter applications/registration statements and inspection of solid waste vehicles. In addition, the transporter fee allows the Department to oversee, monitor, and investigate all solid waste transporters who are providing solid waste transporting services within the State of New Jersey. This ensures that they meet minimum standards of safety and are aware of their obligation to comply with the environmental rules of the State. A solid waste transporter fee is designed to promote the public safety and consumer confidence in the regulated services provided by the particular solid waste transporter. The NJDEP decals are issued after review of the registration statement and payment of the solid waste transporter fee. The solid waste decals which are then displayed on the vehicles and transport units, benefit the transporting companies because these decals represent to the consumer that the transporting company's solid waste vehicle or transport unit is being regulated by the

Department. Therefore, the company has met the minimum standards for environmental safety as a valid first class solid waste transporting company. Additionally, solid waste decals allow the consumer to help the Department inspectors identify any hauler who may be illegally dumping waste.

No transporter can engage or continue to engage in the transportation of solid waste in the State of New Jersey without first obtaining an approved registration statement from the Department. And, any approved transporter application (registration statement) expires at the end of each biennial period. N.J.A.C. 7:26-3.2(a).

**WHEN? By May 1**, all solid waste transporters must submit to the Department a registration statement updating the information contained in the previous registration statement (renewal). (N.J.A.C. 7:26-3.2(d)). And, unless the transporters are "Exempt", any transporter who files an application for an approved registration statement must also submit an **Annual Update "Disclosure Statement" by November 1** of each calendar to the A-901 Unit located in the Attorney General's Office (N.J.A.C. 7:26-3.2(b);7:26-16.4) and an annual report by May 31 of each calendar year to the Economic Regulation Office located at NJDEP. N.J.A.C. 7:26H-1.19.

Any registered solid waste transporter must notify the Department in writing within 30 days of any change in the information supplied on its current registration statement, or on any leases submitted for registered solid waste vehicles, cabs, trailers, containers, single-unit vehicles or transport units, or on any leased operators of equipment. N.J.A.C. 7:26-3.2 (e).

**CONSEQUENCES?** Failure to submit payment, an updated registration statement, or an updated disclosure statement before May 1<sup>st</sup> will be sufficient cause for the Department to **revoke** the solid waste transporter's approved **registration** or **withhold** the solid waste transporter **decals**. (N.J.A.C. 7:26-3.2(f) and 7:26-16). Therefore, that hauler would be out of business. Failure to file the annual report to Economic Regulation (for your Certificate of Convenience and Necessity) by the due date of May 31 shall be subject to a penalty of \$5.00 per day thereafter until report is filed. ( N.J.S.A. 48:2-16.3)

#### **5. I would like to pick up waste commercially (apply for an A-901 Licensed), what do I do?**

Transporters who are in the business of collecting and/or transporting solid waste but do not represent a government entity (city/state/federal) should ask themselves:

#### **Did I create this solid waste as a result of my business?**

**NO** - I am only transporting this waste (i.e., I have been hired to take the waste to a disposal facility):

You are **not** considered an Self Generator Hauler. In order to transport this waste, I **must** be an A-901 LICENSED Hauler. I must be display this solid colored A-901 LICENSED Solid Waste decals:



To obtain a “license” to haul waste you must:

1. File an A-901 Disclosure package with the Attorney General’s Office A-901 Unit, (609) 292-6018. If approved, NJDEP will send you an approval letter;
2. Then obtain a Certificate of Public Convenience and Necessity with NJDEP’s Economic Regulation Office (609) 984-2080;
3. Finally, apply with the NJDEP’s Licensing & Registration Unit to file an initial Transport Registration statement, and obtain decals for all vehicles/equipment.

6. **I think I may be exempt from filing an A-901 disclosure statement, what do I do?**

Transporters who are in the business of collecting and/or transporting solid waste but do not represent a government entity (city/state/federal) should ask themselves:

**Did I create this solid waste as a result of my business?**

**YES** - I created this waste myself (i.e., I am installing new cabinets; I will generate waste during construction):

As a self-generator, you are an Self Generator Solid Waste Transporter and must display a cross-hatched SELF GENERATOR Solid Waste decal:



**To apply for an exemption and to obtain Self Generator decals, you must file an application with NJDEP. This Solid Waste Initial Application can be downloaded and must be submitted to NJDEP with a notarized affidavit.** To print out the Solid Waste Initial Application visit the website at: <http://www.nj.gov/dep/dshw/hwr/regislic/lru.htm>

You may also **schedule an appointment** at an authorized County Health Agency listed on our website: [www.nj.gov/dep/dshw/hwr/swcountyinterviewlist.pdf](http://www.nj.gov/dep/dshw/hwr/swcountyinterviewlist.pdf). You be asked to fill out an initial application (registration statement) along with other required forms. NJDEP or a County Heath Official will ask you various questions related to your business. If it is determined that you are exempt (a self-generator) you must then file an Affidavit of Exemption which will be provided. You or the county will then mail the forms to NJDEP.

Once received at NJDEP, these completed forms will be reviewed\* and process. If approved, a fee will be calculated based on the number and type of vehicles/equipment you are registering. In approximately two weeks, The Department of the Treasury’s Revenue Office will mail you an invoice/bill. You must submit payment directly to REVENUE. Once paid, NJDEP will mail your decal(s) and associated cab cards. \*NJDEP ENFORCEMENT REVIEWS ALL APPLICATIONS AND MAY CONTACT YOU REGARDING YOUR BUSINESS OPERATIONS.

7. **What "waste types" can a solid waste transporter haul?** N.J.A.C. 7:26-2.13(g)

In order for a solid waste registration application to be approved by the Department, the solid waste transporter is required to identify the waste type that he/she is expected to transport. Each waste type has been assigned a solid waste identification (ID) number. In accordance with the solid waste regulations, a solid waste hauler may transport the following "waste types":

- (10) = **Municipal Waste** originating from private homes, public or commercial buildings
- (12) = **Dry Sewage Sludge** Waste from sewage treatment plants
- (13) = **Bulky Waste** which include appliances, trees, wood branches, etc.
- (13C) = **Bulky Waste** specifically includes construction and demolition debris
- (23) = **Vegetative Waste** from crop residues, plant nurseries, etc.
- (25) = **Processing Waste** originating from animal or food processing plants, etc.
- (27) = **Industrial Waste** from research and development or manufacturing process
- (27A) = **Asbestos/Asbestos Containing Waste** as a subcategory of dry industrial waste
- (27I) = **Incinerator Ash/ash Containing Waste** as a special type of dry industrial waste
- (72) = **Semi-Liquid Waste** contained or discharged from any 20 gallon capacity vessel
- (74) = **Liquid Sewage Sludge Waste** from sewage treatment plants

Any person engaged in or wishing to engage in the collection and/or transportation of solid waste in the State of New Jersey must identify the aforementioned "waste types" when completing "Section C" of the Department's "Solid & Medical Waste Transporter Registration Application" Form.

In accordance with the solid waste transporter regulation N.J.A.C. 7:26-3.2, this Application Form is also referred to as the "registration statement". Once the registration statement is approved by the Department, solid waste transporter decals are issued to the transporter who then applies said decals to those vehicles that engage or will continue to engage in the transportation of solid waste in this State. Special Note: No registration statement will be approved by the Department without identification of "waste types" on transporter's application.

8. **What is the weight limitation for an exempt single-unit vehicle carrying a homeowner's own solid waste?** N.J.A.C. 7:26-3.3(a)2

**9,000** for homeowners who are transporting their *own* solid waste. This weight limitation was increased several years ago for exempt single-unit vehicles from 8,000 pounds to 9,000 pounds. This increase of 1,000 pounds was necessary because the general public had informed the Department that there were many non-commercial passenger vehicles being used to transport household waste in trailers over the previous 8,000-pound weight limit. Therefore, since the intent of the regulation has always been not to register and decal this type of homeowner activity, the Department increased the weight limitation so that the homeowners, who are transporting only their own solid waste, could continue to be exempt from regulation by the Department.



According to the above regulations, persons can be exempt from solid waste registration if they are transporting only *their own solid waste* in single vehicles with a general State Motor Vehicles Agency registration, having a maximum gross vehicle weight of 9,000 pounds. So, the gross weight for a homeowner's single vehicle can never **exceed 9,000 pounds** without being in violation of the Department rules.

**Even if a truck is registered with the “combined” weight of the truck, trailer and contents but,** upon entry to a facility, the truck is not pulling a trailer, then the exemption at 3.3(a)2 would only apply to the *single* truck and its contents; and therefore, *must have a gross weight of 9,000 pounds or less*. If the solid waste transporter's gross vehicle weight for his/her single-unit vehicle exceeds the 9,000 pound weight limit, then the transporter is no longer exempt and would be required to register and pay the associated fees for the vehicle prior to hauling the load.

**9. What is the weight limitation for exempt combinations of vehicle carrying a homeowner's own solid waste?** N.J.A.C. 7:26-3.3(a)2

**16,000 pounds**, for homeowners, for combinations of vehicles (i.e. vehicles *pulling* trailers) is *16,000 pounds*. And, persons can be “exempt” from registration *only* if they are transporting *their own solid waste* in vehicles registered with a State Motor Vehicles Agency having 16,000 pounds combined maximum **gross vehicle weight** for a vehicle pulling a registered trailer. Therefore, the 16,000-pound maximum gross vehicle weight only applies to combinations of vehicles pulling trailers.

**10. What is meant by “gross vehicle weight”?** N.J.A.C. 7:26-1.4 and 3.3(a)2

A gross vehicle weight (GVW) is the weight of a single-unit vehicle or the weight of a combination of vehicles, including the load or contents. Regulation and registration are based upon the gross weight of all vehicles in any combination of vehicles. In the Motor Vehicle provisions, set forth under sections 39:3-20 of the “Motor Vehicles and Traffic Laws”, the Act states that for the purpose of registering vehicles, “gross weight” means the weight of the vehicle or combination of vehicles, including the load or contents. Therefore, the Department's interpretation of gross vehicle weight is intended to work with the Motor Vehicle provisions

**11. What is a "small vehicle transfer area"?** N.J.A.C. 7:26-1.1(a) 9 and 1.4

- a) A small vehicle transfer area is defined as any location where solid waste is transferred from a small collection vehicle (not exceeding 16,000 pounds gross vehicle weight) to a large registered solid waste vehicle or container. And, this transfer vehicle operation area was created because; the public roadway or private driveway where the waste was generated was too narrow for the larger vehicle to gain access.

- b) There are five (5) conditions that must be met ***before*** the transfer operations can be exempt from regulations by the Department. These five conditions are as follows:
- 1) The small vehicle transfer area must have approval from the municipality in which they are located;
  - 2) Operators of the transfer area must notify the Department in writing and the appropriate county health department;
  - 3) All waste collected at this area must be removed by the end of each operating day or next day if waste collection is on a weekend or holiday;
  - 4) The waste received in the area cannot be sorted, separated, processed or handled in any way other than a direct transfer from the smaller vehicle to the larger registered vehicle (i.e. the waste may not touch the ground in any way); and
  - 5) The transfer operations cannot produce odors, litter, dust or any other negative effects to the environment.

Only when **ALL** five (5) of the above conditions have been met will an operator of a small vehicle transfer area be exempt from regulation by the Department. This exemption does not apply to hazardous waste or medical waste.

## 12. **What is a "solid waste transport unit"?** N.J.A.C. 7:26-1.4 and 3.2(a)

A solid waste transport unit means “any portable non-powered device that is used to contain and transport solid waste (excluding hazardous waste) off-site or to a solid waste facility”. The Department added this term in order to be consistent with our hazardous waste regulations; and to provide a term that could be used to basically describe all types of waste carrying units such as, solid waste containers, railcars, trailer tanks, etc. Therefore, a solid waste transport unit would include, but is not limited to dumpsters, hoppers, solid waste roll-off containers, barges, trailer boxes/vans, trailer dumps, and trailer vacuums.

## 13. **Do solid waste transporters have to complete the Solid Waste Origin and Disposal (O & D) Forms before transporting their waste?** N.J.A.C. 7:26-3.5(h) 2

**Yes**, solid waste transporters hauling solid waste to an in-state disposal site are required to complete the O & D Form ***prior to transporting*** the waste. Please note that this is much different than in the past where the transporter did not have to complete the O & D Form until after they arrived at the in-state disposal site.

This change has been made because the Department has discovered that the manifest document required by the Department of Transportation (DOT) lacks the information needed for the Department’s investigations regarding registration by subcontractors and their leasing of transporting vehicles. In addition, a solid waste transporter should know where the waste originated and the appropriate disposal site before transporting said waste. Therefore, to ensure the accuracy of this type of information, the transporter is now required to complete and sign this Form ***before*** transporting the waste to its designated disposal site (See “Forms” Section in back of this booklet).

14. What are the Lease and Lease Certification Requirements? N.J.A.C. 7:26-3.2(H) - (1)

When leasing any equipment or vehicle operators for the transportation of solid waste, **a copy of the Lease Agreement and the NJDEP Lease Certification must** be submitted to and approved by the Department. The Lease Package is available at: <http://www.nj.gov/dep/dshw/a901/a901frms.htm>

A-901 Licensed Companies have further filing obligations when:

→A-901 licensed companies that lease ten (10) or more vehicles and operators from a single lessor or when such leased equipment represents at least 20% of your fleet; OR

→A-901 licensed companies that lease twenty (20) or more solid waste operators from a single lessor are required, within thirty days of entering into the lease, file or cause the lessor to **file Personal History Disclosure Statements** for directors, officers, key employees, partners, equity holders and debt holders of the lessor with the Attorney General's Office. If the Lessee's fleet has more than ten vehicles, then a **Business Concern Disclosure Statement** must also be filed for the lessor within thirty days of entering into the lease with the Attorney General's Office.

Valid Lease Agreement  
and

Lease Certificate

Proper Lettering of Leased Equipment

Valid copy of the Lease Agreement



15. Do A-901 approved solid waste transporters who only have ten or less leased vehicles in their total fleet still have to file a business concern disclosure statement if the leased vehicles or operators were leased from a single unlicensed Lessor? N.J.A.C. 7:26-16.6(k)

**No**, small transporting companies that have ten (10) or less leased solid or hazardous waste vehicles and/or operators in their total fleet shall be exempt from filing an additional business concern disclosure statement if these leased vehicles are *from a single lessor*. And, therefore, they are exempt from the 20% threshold requirements under N.J.A.C. 7:26-16.6(i) and (j).

The Department reviewed the operations of the small transporting companies and determined that the 20% threshold set forth at N.J.A.C. 7:26-16.6(i) and (j) should not apply to these companies because their small involvement in the transporting industry does not pose a significant threat to public safety.

16. **Solid Waste Prime & Sub Contractors** N.J.A.C. 7:26-3.2(a)1i and ii; 7:26-16.1(c)

All **prime contractors** and **subcontractors** are subject to regulation under the statutory *registration requirements* of N.J.S.A. 13:1E-1 and N.J.S.A. 13:1E-126 *et seq.*; and licensing and revocation requirements in the above regulations. Therefore, if **any person** enters into an oral or written agreement with a generator or transporter to collect, process, transfer, store, treat or dispose of solid waste in this State with the requirement that the monies go through that person as the charged party and “overseer” of said solid waste activities, then that person shall be considered a “**Prime Contractor**” of solid waste as per N.J.A.C. 7:26-3.2(a) (1)i. However, if a “Lease agreement” is **solely** for the **leasing** of waste vehicle operators and/or **equipment** to a permittee, licensee, or exempt transporter **without** any responsibility nor “oversight” in the transportation, storage, collection, processing, transfer, treatment, or disposal of the waste in this State, then said “Lease” agreement shall **not** be considered a “subcontract” for purposes of N.J.A.C. 7:26-3.2(a)(1)ii; 4 and 5.

In accordance with the aforementioned regulations, any “prime contractor” or “subcontractor” who is managing or disposing of solid waste in New Jersey in the manner described above will be considered “engaging” in solid waste activities. And, therefore, **must** have an approved registration statement that is accompanied by a certified Lease agreement. Without said approved registration from the Department, the basic operations of a prime contractor or subcontractor shall be in violation of the solid waste regulations cited above.



17. **Transporter Vehicle Registration Period** N.J.A.C. 7:26-3.2(a)

The solid and hazardous waste transporters’ **vehicle registration period** is a “biennial” (2-year) period. This **biennial period** runs **from July 1<sup>st</sup> through June 30<sup>th</sup>**; which means waste transporters renew their vehicle registrations every TWO years.

The “biennial” period for vehicle registration renewals officially started the calendar year of 2003. Since this was an “odd year”, the registration renewal will continue every odd year thereafter. This means in 2005, transporters registered their solid and medical waste vehicles for a two (2) year period and were not required to renew their vehicle registration again for two years. **Now that it’s 2013, it is time to renew. The vehicle registration period will be valid until June 30, 2015.**

**18. Commercial and Non-Commercial Medical Waste Transporter fees**

N.J.A.C. 7:26-3A.8 (b)

Medical Waste Transporters will also renew for a two (2) year registration period. The following are the fees in accordance with N.J.A.C. 7:26-3A.8 (b):

Commercial Regulated Medical Waste Transporter Fee	\$3,950 x 2 = <b>\$7,900.00</b>
Non-Commercial Medical Waste Transporter Fee	\$ 650 x 2 = <b>\$1,300.00</b>
Non-Commercial Radiopharmaceutical Waste Transporter Fee	\$ 200 x 2 = <b>\$ 400.00</b>

**19. Due Dates and Fees - What is the solid waste transporter's due date for submitting vehicle registration updates and associated fees? N.J.A.C. 7:26-3.2 (f)**

The submittal date is **May 1<sup>st</sup>**. And, any waste transporters who has not submitted their vehicle registration updates and paid the associated fees **by May 1<sup>st</sup>**, will become inactive and **cannot haul waste**.

Self Generator transporters who have no pending enforcement actions, violations, penalties and/or outstanding issues and submitted their vehicle registration updates, and paid the associated fees **by May 1<sup>st</sup>** will be issued Self Generator decals with the expiration date of June 30, 2015.

A-901 Licensed transporters who have no pending enforcement actions, violations penalties and/or outstanding issues; and have submitted their A-901 Update by November 1, and the CPCN Annual Report by March ?? and have submitted their vehicle registration updates, that paid the associated fees **by May 1<sup>st</sup>** will be issued decals with the expiration date of June 30, 2015.

Decal prices vary depending on what type of equipment you are registering.

	<b><u>May 1, 2013 - April 30, 2014</u></b>	<b><u>May 1, 2014 –April 30, 2015(reduced)</u></b>
Single Unit Vehicle:	\$100.00	\$50.00
Cab:	60.00	30.00
Container:	60.00	60.00
Trailer:	40.00	20.00
Replacement Cab Card:	10.00	10.00

Once you have submitted your two-year renewal, all subsequent equipment needing decals should be add-on using the Request for Additional Transporter Registration Decal (Add-On Form) found at: [www.nj.gov/dep/dshw/hwr/swaddonbr.pdf](http://www.nj.gov/dep/dshw/hwr/swaddonbr.pdf) or in the Forms section of this booklet.

## 20. VEHICLE REGISTRATION DATES TO REMEMBER



### Renewal for 2013 - 2015 Cycle

**March 2013** – **NJDEP launches revised ONLINE RENEWAL** Current ACTIVE transporters must renew their NJDEP Transporter Registration Statement and apply for new decals online. Active transporters must go to: <http://www.nj.gov/dep/online/> and follow the online instructions. **Additional submittals are required for LEASED and NEW vehicles/equipment.**

Currently "Active" means all registered transporting companies who were and still are in compliance with the solid or hazardous waste regulations and all applicable transporter fees from the preceding registration year.

Once you have properly submitted your online renewal, you can pay online via e-check or credit card or request a bill to be mailed to you from the Department of the Treasury's Office of Revenue. If you request a bill, **you must submit payment directly to REVENUE**. No payments should be mailed to NJDEP, as this will cause delays in processing your decals. Once your registration is deemed administrative complete and payment is made, NJDEP will mail decals and cab cards to you.

### May 2013

**May 1<sup>st</sup> FINAL DUE Date** for ALL Transporters' to **Renew NJDEP Transporter Registration.**

**After May 1<sup>st</sup> - *Non-registered* solid or hazardous waste transporters who have **not paid** transporter registration **processing fee** become INACTIVE and **cannot haul waste**.**

Any registrations not renewed and fees **not paid** by May 1<sup>st</sup> will be determined **expired**.

**June 2013** - ALL previous NJDEP decals EXPIRE

## 21. ADDITIONAL ANNUAL FILINGS FOR A-901 APPROVED (LICENCED) HAULERS:

**JUNE 1 EVERY YEAR – CPCN Annual Report Due - The CPCN (get correct name) annual report and fee payment if due by May 31 of each calendar year.** Any updated CPCN filings and associated fees not received by the Office of Economic Regulation by the set date (May 31) of each calendar year shall be subject to a penalty of \$5.00 per each day thereafter, until such report is filed. N.J.A.C. 7:26H-1.19

**NOVEMBER 1 EVERY YEAR – A-901 Annual Update is Due - The A-901 Annual Update is due November 1 of each calendar year.** Any updated disclosure statement filings and associated fees not received by the Attorney General's Office by March 1 of each calendar year will be sufficient cause for the transporters' approved registration to be **revoked**. N.J.A.C. 7:26-3.2.

## 22. Registration Reminders

- Decals will not be issued **without the required documentation and ALL applicable fees** (Including all A-901, CPCN and or County fees, when applicable)
- A Lease Certification and Lease Agreement are required for any vehicle not registered to the Self Generator or A-901 Licensed company. **(Additional filing may be required for lessors for A-901 licensed companies)**
- **Leased equipment must be under the** exclusive management, direction and control by the lessee (A-901 licensed company or self-generator).
- All vehicle must be registered Commercial with motor vehicle.
- Copies of any "temporary" vehicle registrations will not be accepted
- Initial Applications and add-ons request must be mailed in. Walk in will NOT be accepted.
- Replacement decals will be charged the full processing fee. There are NO "duplicate" decals. The cost involved in processing an initial decal is the same as the cost for a replacement decal.
- A responsible company official must sign Registration Renewal Form
- **ALL** Decals issued during the 2013-2015 Registration period **will expire June 30, 2015**
- There will be only **ONE decal** issued
- Your **ONE decal** must be placed on vehicles and equipment **before vehicles and equipment go into service**
- Your decal must be placed on the **DRIVER-SIDE** of the vehicle and equipment. This is to allow the decal to be seen by the facility weigh master. Please refer to pages 20 for correct placement of the decal.
- **Decal** must be **in plain view AT ALL TIMES, permanently affix to vehicle/equipment. NO MAGNETS OR PLACARDS.**

## 23. REGISTRATION FEE SCHEDULE

<u>Registration Year</u>	<u>Cab</u>	<u>Trailer</u>	<u>Single-Unit Vehicle</u>	<u>Container</u>
Beginning May 2013	\$40.00	\$60.00	\$100.00	\$60.00
Beginning May 2015	\$20.00	\$30.00	\$50.00	\$30.00

How does this Chart apply to me as a *NEW* company and/or a current company *adding on* vehicles or equipment?

Question:

If I have *already paid for my decal*, and I am currently within any **Registration period** between 2013-2015, then *do I have to pay anymore money* for this decal?

Answers:

NO, if I am **not adding on** vehicles or equipment.

YES, if I am **replacing** any decal that was lost, or can no longer be used.

YES, if I am **adding ADDITIONAL vehicles** and/or **equipment**.

**SUMMARY of some of the rule adoptions:** **1.** Penalties may be assessed against a facility that allows entry of *unregistered* solid waste vehicles; and the facility must have a secure segregated area for manual unloading of *exempt* solid waste vehicles – N.J.A.C. 7:26-2.11(c). **2.** A homeowner transporting his/her own household solid waste is exempt from registration when his/her *single-unit* vehicle has a gross vehicle weight that is *less than* 9,000 pounds or when any *combination* of vehicles is *less than* 16,000 pounds - N.J.A.C. 7:26-3.3(a)2. **3.** If the *total fleet* of a small licensed transporting company consists of *ten (10) or less vehicles* that are leased from one single unlicensed Lessor, then an A-901 business concern disclosure statement does not have to be filed for or by that Lessor - N.J.A.C. 7:26-16.6(i) and (j).

## 24. REMINDER CALENDARS

### MARCH 2013–

Early weeks of **March**

The NJDEP launches website for transporter to renewal NJDEP Transporter Registration.

<b>March</b>							
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>	
	NJDEP launches revised ONLINE RENEWAL				<b>1</b>	<b>2</b>	
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	
<b>31</b>							
							<b>2013</b>



**APRIL 2013 -**

April 1 - April 30: This time is allocated for the transporters to **complete** online renewal

<b>April</b>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>Renew</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

**2013**



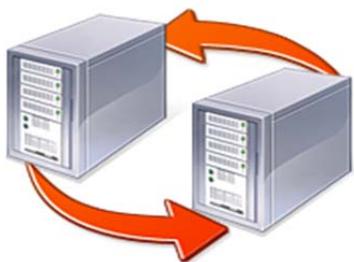
**MAY 2013-**

*May 1<sup>st</sup> - FINAL DUE Date for ALL Transporter's vehicle Registrations and associated fees. Vehicle registrations not renewed and fees not paid by May 1<sup>st</sup> will be determined expired.*

*AFTER May 1<sup>st</sup> - Non-registered solid or hazardous waste transporters, who have not paid their transporter registration fee, become INACTIVE and cannot haul waste.*



<b>May</b>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
★ <b>FINAL DUE DATE (Renewal &amp; Payment)</b>			★ <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	
						<b>2013</b>



**JUNE 2013-**

**June 30<sup>th</sup> - ALL **YELLOW** NJDEP decals **EXPIRE****



Transporter will receive new decals in the mail.  
You should promptly apply new decals to all registered equipment.

**June**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
★ All NJDEP Yellow Decals Expire	★ CPCN Annual Report Due		1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 ★ ALL NJDEP <b>YELLOW</b> Decals EXPIRE		

**2013**

**NOVEMBER ANNUALLY -**

November 1<sup>st</sup> - A-901 Annual Updates are due to the A-901 Unit, Attorney General's Office.

**November**

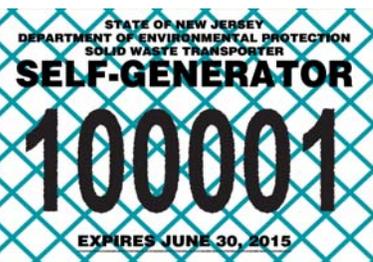
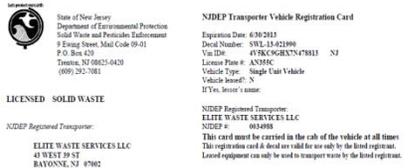
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
★ A-901 Annual Update Due					★ 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**2013  
&  
2014**



## 25. PICTURE OF SOLID WASTE DECALS & VEHICLE REGISTRATION CAB CARD

THE LICENSING & REGISTRATION UNIT IS ISSUING THREE SEPARATE TYPES OF DECALS FOR THE 2013-2015 REGISTRATION PERIOD.

<p>THE SOLID COLORED TEAL DECALS ARE SPECIFICALLY FOR “A-901 LICENSED” HAULERS AND SHOULD BE PLACED ON SINGLE UNIT VEHICLES, TRAILERS AND TRACTORS.</p>	
<p>THE TEAL DECALS WITH DIAGONAL LINES ARE SPECIFICALLY FOR A-901 LICENSED HAULERS AND SHOULD BE PLACED ON “A-901 LICENSED CONTAINERS” ONLY.</p>	
<p>THE WHITE DECALS WITH CROSSHATCHED TEAL STRIPES LABELED "SELF GENERATOR " ARE SPECIFICALLY FOR EXEMPT HAULERS AND SHOULD BE PLACED ON SINGLE UNIT VEHICLES, TRAILERS AND TRACTORS.</p>	
<p>THE WHITE DECALS WITH TEAL LINES ARE SPECIFICALLY FOR “SELF GENERATOR CONTAINER” HAULERS AND SHOULD BE PLACED ON CONTAINERS SELF GENERATED WASTE CONTAINERS ONLY.</p>	
<p>THIS IS A SAMPLE OF THE VEHICLE REGISTRATION CAB CARD. <b>THIS REGISTRATION CARD MUST BE CARRIED IN THE CAB OF THE VEHICLE AT ALL TIMES.</b></p>	

## 26. NJDEP SOLID WASTE DECAL INFORMATION & VOLUME COMPUTATION FORMULA

In accordance with N.J.A.C. 7:26 3. et seq., the New Jersey Department of Environmental Protection is responsible for issuing solid waste registration decals.

Each registrant (transporter) is being assigned a unique five-digit New Jersey Department of Environmental Protection (NJDEP) registration number.

All vehicles used in the collection or transportation of solid waste must carry the current NJDEP registration certification (cab card) in the solid waste vehicle.

Each piece of registered equipment will be issued one (1) decal.

N.J.A.C. 7:26-3.4 (h) requires that all registrants **display in letters and numbers at least three inches in height the NJDEP number, the registered company name and the capacity of the vehicle.** This information must be **permanently displayed by the registrant on the driver's side of each registered solid waste vehicle and container in contrasting colors** so as to be visible to the operator of the solid waste facility.

**EXAMPLE OF VOLUME COMPUTATION:** The capacity in cubic yards can be obtained from the manufacturer or by the following method:

MEASURE THE :	EXAMPLE
Length of vehicle bed (in feet*) "L"	3 ft., 4 in. = 3.33 ft.
Width of vehicle bed (in feet*) "W"	3 ft., 6 in. = 3.50 ft.
Height of vehicle bed (in feet*) "H"	*Do not round to less than two decimal places.

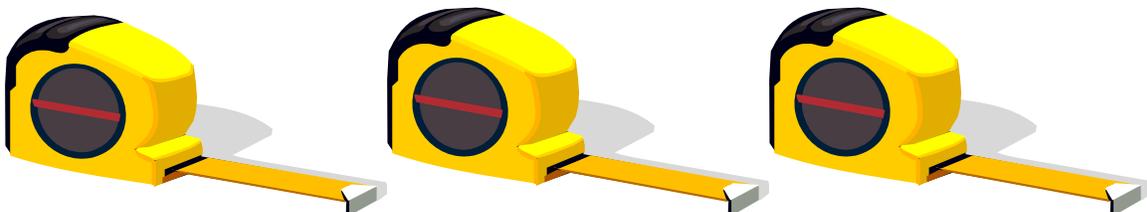
→The formula is:  $L \times W \times H = \text{Volume in cubic feet.}$

→Then divide the cubic feet by 27:  $\text{Volume in cubic feet} / 27 = \text{Volume in Cubic Yards}$

→Round off to the nearest cubic yard.

The registrant is responsible for the accuracy of the volume reported within 0.50 cubic yard regardless of the method used to obtain or calculate the volume.

NOTE: Accurate records of all waste picked up and disposed (by quantity and waste ID numbers) must be kept.



## 27. HOW TO DISPLAY YOUR SOLID WASTE NJDEP NUMBER AND DECAL

Using letters and numbers at least **3 inches in height**, paint or affix the letters “**NJDEP**”, your unique **NJDEP number** and the **carrying capacity** to your **vehicle or container**, then **PERMANENTLY affix the decal** below to a clean surface. This information must be displayed on the **DRIVER SIDE** of the vehicle in the area indicated by the arrows **below in Figure A** so that it will be visible to the operator of the waste facility. Your **registered company name** must also be **displayed** in at least **3 inch letters**.

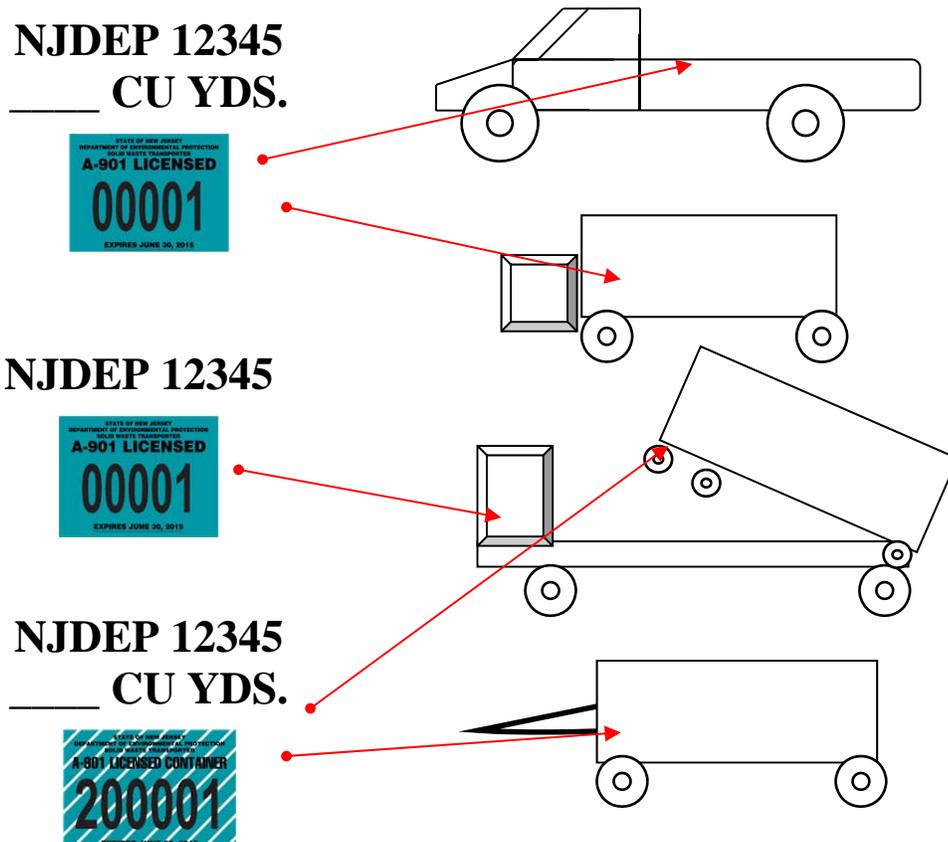
SOLID TEAL DECALS ARE TO BE PLACED ON **LICENSED** SINGLE UNIT VEHICLES, TRACTORS AND TRAILERS ONLY.

WHITE DECALS WITH TEAL DIAGONAL STRIPES ARE TO BE PLACED ON **CONTAINERS ONLY**. *DECAL MUST BE VISIBLE ON CONTAINER PLACED IN SERVICE AT ALL TIMES. NO OBSTRUCTION IS PERMITTED.*

WHITE DECALS WITH TEAL CROSSHATCHED STRIPES LABELED **SELF GENERATOR** ARE TO BE PLACED ON SINGLE UNIT VEHICLES, TRACTORS AND TRAILERS ONLY.

### FIGURE A:

Your **registered company name** must be **displayed** in at least **3 inch letters** on your vehicle/equipment.



## 28. SOLID WASTE VEHICLE TYPES AND ASSOCIATED FEES

NJDEP currently has a 2-year registration cycle and is issuing teal decals with an expiration date of June 30, 2015. Beginning May 1, 2014, until April 30, 2015 we reduce the fee to a one-year rate.

Full amount: May 1, 2013 – April 30, 2014 - two year fee  
 Reduced amount: May 1, 2014 – April 30, 2015 – one year fee (reduced)



Solid Waste **Single Vehicle (Type S)**

**\$100.00** May 1, 2013 – April 30, 2014

**\$ 50.00** May 1, 2014 – April 30, 2015



Solid Waste **Single Vehicle (Type S)**

**\$100.00** May 1, 2013 – April 30, 2014

**\$ 50.00** May 1, 2014 – April 30, 2015



Solid Waste **Container\*\* (Type C)**

**\$ 60.00** May 1, 2013 – April 30, 2014

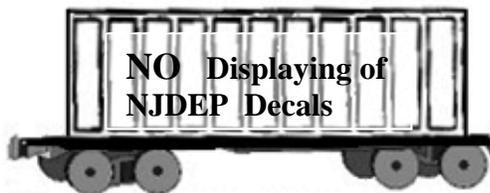
**\$ 30.00** May 1, 2014 – April 30, 2015

&

Solid Waste **Cab\* (Type M)**

**\$ 40.00** May 1, 2013 – April 30, 2014

**\$ 20.00** May 1, 2014 – April 30, 2015



**Intermodal Container**

**\$ 60.00** May 1, 2013 – April 30, 2014

**\$ 30.00** May 1, 2014 – April 30, 2015



Solid Waste **Trailer (Type T)**

**\$ 60.00** May 1, 2013 – April 30, 2014

**\$ 30.00** May 1, 2014 – April 30, 2015

&

Solid Waste **Cab\* (Type M)**

**\$ 40.00** May 1, 2013 – April 30, 2014

**\$ 20.00** May 1, 2014 – April 30, 2015

**Public Entity (Federal/State/Agency/County/City):**

**1. PICTURE OF PUBLIC ENTITY DECALS AND VEHICLE REGISTRATION CAB CARD**

THE LICENSING & REGISTRATION UNIT IS ISSUING TWO SEPARATE TYPES OF DECALS FOR THE 2011-2016 REGISTRATION PERIOD.

<p>THE SOLID COLORED RED DECALS LABELED “A-901 EXEMPT PUBLIC ENTITY” ARE SPECIFICALLY FOR A-901 EXEMPT PUBLIC ENTITY TRANSPORTERS AND SHOULD BE PLACED ON SINGLE UNIT VEHICLES, TRAILERS AND TRACTORS.</p>	
<p>THE WHITE DECALS WITH RED DIAGONAL STRIPES LABELED "CONTAINER ONLY" SHOULD BE PLACED ON CONTAINERS.</p>	
<p>THIS IS A SAMPLE OF THE VEHICLE REGISTRATION CAB CARD. <b>THIS REGISTRATION CARD MUST BE CARRIED IN THE CAB OF THE VEHICLE AT ALL TIMES.</b></p>	

*See page 21 for decal placement instructions*

## 2. Registration Period and Prorated Fees for Public Entities

A Bill was signed into Public Law (P.L. 2000, Chapter 126) which has allowed "**A-901 Exempt Solid Waste haulers**", who operate as **Public Entities**, to have a five (5) year registration period instead of an annual (one year) registration period.

Starting July 1, 2001 and every fifth year thereafter, the *registration period* for Public Entities will run *from July 1<sup>st</sup> through June 1<sup>st</sup>*. Therefore, those "Public" Entities (federal/state/agency/county/city) who register vehicles within the **five year period (2011 – 2016) do not renew their registrations** for five years. Any additional equipment added-on during this 5-year registration period will have the cost of their solid waste **decals reduced** as follows:

<u>Registration Period</u>	<u>Cab</u>	<u>Trailer</u>	<u>Single-Unit Vehicle</u>
5/1/2011 - 4/30/2012	= \$178.00	= \$178.00	= \$178.00
5/1/2012 - 4/30/2013	= \$ 80.00	= \$120.00	= \$144.00
5/1/2013 - 4/30/2014	= \$ 60.00	= \$ 90.00	= \$108.00
5/1/2014 - 4/30/2015	= \$ 40.00	= \$ 60.00	= \$ 72.00
5/1/2015 - 4/30/2016	= \$ 20.00	= \$ 30.00	= \$ 36.00

### What does this Chart mean and How does it apply to me as a Public Entity?

Question: If I have ***already paid for my decals*** and I am currently within any registration period between 2011 and 2016, then ***do I have to pay anymore money*** for these decals?

- Answers:
- NO:** if I am ***not adding*** on any **more** decals.
  - YES:** if I am **replacing** any decals that were lost, or for whatever reason, I no longer have them or can no longer use them.
  - YES:** if I am **adding more public vehicles** to my total fleet.



# *Additional Solid Waste Requirements*

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Anyone engaged in the waste business in New Jersey must also comply with all Federal, State and Local rules and regulations, including but not limited to: USDOT, MVC, DCA, Treasury, Taxation, USEPA and other NJDEP requirements such as:

## 1. Operational Requirements for solid waste facilities N.J.A.C. 7:26-2.11(c)

The Department has taken an active role in educating solid waste transporters regarding the proper disposal of solid waste. This educational training during the registration process has become a requirement before any initial issuance of decals. Since an “unregistered” solid waste vehicle operator may lack this knowledge, his/her entry onto the facility’s property could increase the risk of environmental harm; and therefore, non-entry of any *unregistered solid waste vehicles* would be a matter of public safety and environmental concern for the facility’s personnel to handle.

The new rule for a segregated area was written by the Department in an effort to work in partnership with the solid waste facilities for the public safety of all solid waste transporters. It addresses actual facility operations for which solid waste transporters, who have exempt vehicles, have reported to the Department as being their concerns regarding their safe disposal of solid waste at landfill facilities.

As a regulatory tool to enhance environmental protection and public safety, the segregated area is being offered as a way to actually decrease the risk of harm to the solid waste transporters while they are *manually* unloading their vehicles. The rule is designed to protect solid waste transporters from physical harm while on the solid waste facility property.

## 2. Septic Waste Transporters N.J.S.A. 48:13A-4.1; N.J.A.C.7:26-1.8(b)

Septic Waste Transporters “engaging” in the business of picking up, transporting, or unloading of septic waste are not required to obtain a Certificate of Public Convenience & Necessity (CPCN) under the Solid Waste Utility Control Act; N.J.S.A. 48:13A-4.1.

However, as an *exception* to the “registration” exemptions under N.J.A.C. 7:26-1.8(b), Septic Waste Transporters are regulated as A-901 *Licensed* Solid Waste Transporters when their “engaging” operations involve the *transportation of sewage sludge*. This means that an entity must receive an A-901 license *prior to hauling* septic waste.

3. **Solid Waste Transporters operating in compliance with District Solid Waste Management Plan** N.J.A.C. 7:26-6.12(b)

Transporters of solid waste are responsible for complying with the applicable District Solid Waste Management Plan or plans covering the counties in which they operate. Some county plans mandate the facility to which waste must be delivered or place restrictions or other conditions on the transportation of solid waste in that county. For specific requirements, transporters should contact the Solid Waste Coordinator in the particular “county” for which they do business.

4. **Placing or Parking of Roll-off Dumpsters or Roll-off Containers** N.J.S.A. 27:5I-1

The above-referenced New Jersey Statute governs where roll-off dumpsters or roll-off containers may be placed or parked on roadways, or along any highway or public property. Therefore, solid waste transporters should be aware that they must be in compliance with this statute when operating “roll-off dumpsters” or “roll-off containers”. For your convenience, the following guidelines for roll-off container markings also appear on our web site at [www.nj.gov/dep/dshw/hwr/rolloff.htm](http://www.nj.gov/dep/dshw/hwr/rolloff.htm)

Purpose

- To warn operators of vehicles traveling on public property that they are approaching parked roll-off containers, which require them to exercise unusual care in the operation of their vehicles.
- To promote traffic safety on highways or public property

Compliance

- Must have written consent to park or leave unattended roll-off dumpsters or roll-off containers on or along any highway or public property. Note: Written consent obtained from appropriate municipal, county or State authority having jurisdiction over the highway or public property in question.
- Display of TEAL reflective diamond shaped markers/panels with a minimum size of 18 inches by 18 inches Marker/panels must be mounted at both ends of dumpsters or containers nearest the path facing oncoming traffic.
- Mount marker/panel at the upper end of dumpster or container leaving a minimum height of 3 feet clear distance between bottom of marker/panel and bottom of roadway surface.

Penalties

- Violation of this statute carries a fine of not more than \$100 per violation.
- If there is default on payment of fine, then imprisonment in the county jail may be imposed for a period of not more than 90 days.

Who should I contact with questions?

Licensing & Registration Unit at (609) 292-7081

Where can I get more information?

For additional information, you can access: <http://www.njleg.state.nj.us> (click on statutes).

5. **Intermodal containers** N.J.A.C. 7:26-3.4(h); 3.5(f); 3.2; and 4.4(g)

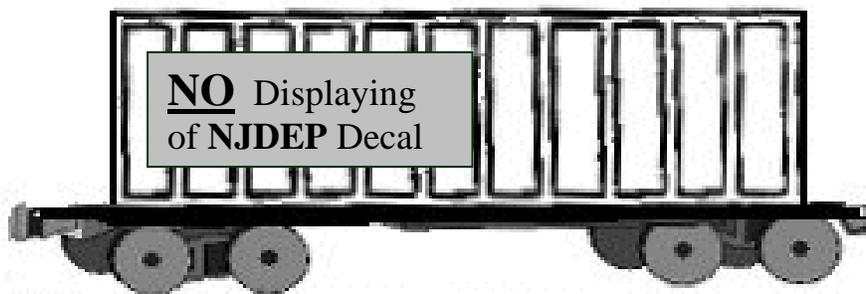
*Intermodal containers* used to transport solid waste **solely by rail**, are exempt from displaying a solid waste decal, registration number, and registered company name but, these containers must still be registered with Department and associated fees must be paid. [See Figure below].

In an effort to be more consistent with the regulatory requirements set by the American Association of Railroads (AAR M-930), the Department has chosen to have intermodal containers that transport solid waste **solely by rail** be exempt from **displaying** solid waste decals and registration numbers. This is being done because the Department has been informed that most containers of this type are used for “interstate” transportation of solid waste so, the requirement to “display” the decals would be of no environmental significance in *other* states. However, for tracking purposes, the Department’s enforcement program needs to know the total universe of solid waste transporter containers registered in New Jersey.

For the above reasons, even though the exemption is for the “displaying” of solid waste decals and registration numbers, the solid waste transporters must still register and pay the associated registration fees to the Department for their intermodal containers. **And**, solid waste transporters must clearly mark these containers with a unique number that is specific for each shipper **as required by the aforementioned railroad regulations**. Website: <http://www.aar.org>

Solid waste transporters may purchase a copy of the AAR M-930 railroad regulations by sending their requests to:

The American Association of Railroads  
50 F. Street, NW  
Washington, DC 20001



6. **Self Generator waste Transporters with “passenger plates”** N.J.A.C. 7:26-3.2(a)6;  
N.J.S.A. 39:3-8.1 and 39:3-20

The above-referenced solid waste regulations and New Jersey Statute state that in addition to the Department of Environmental Protection’s solid waste regulations, a waste transporter shall comply with all rules and regulations from the New Jersey Motor Vehicle Commission. Therefore, the following information will apply:

**Regulatory Summary**

Self Generator waste Transporters who have “passenger plates” on the vehicle because they state that the vehicle will only be operated for “personal use”...

- **may not use their “Non-commercial trucks” with “passenger plates” for any type of “commercial” transportation of waste**
- **may not bear any company names, lettering, nor advertising on the vehicle**
- **will not be registered to receive Self Generator transporter decals from the Bureau of Solid Waste Compliance & Enforcement’s Licensing and Registration Unit unless they can show proof of a state “commercial” motor vehicle registration**

**Purpose**

To ensure that owners/operators of “non-commercial” trucks who are engaging in “commercial” activities such as, the transportation of waste will be licensed at the same gross weight fees that are set forth for “commercial” trucks.

**Penalties**

Any Self Generator waste Transporter can be fined by the New Jersey State Police if they are using a “non-commercial” truck with “passenger plates” while engaging in “commercial” activities such as, the transportation of waste.

**Where can I get more information?**

The following Motor Vehicle Commission website can be accessed for additional information:  
<http://www.state.nj.us/mvc/Commercial/index.htm>

This information is also on our website at: <http://www.nj.gov/dep/enforcement/shwr.html>  
click on “NOTICE NJ Transporters of Non-Commercial Trucks”.



7. **Self Generator waste transporters operating in compliance with the Contractors' Registration Act and applicability under the New Home Warranty and Builders' Registration Act** P.L. 2004, Chapter 16 c.56:8-136 to c.56:8-152; and N.J.S.A. 46:3B-1 et seq.

Self Generator waste Transporters who do any home improvement work should have registered with the Department of Law and Public Safety- Division of Consumer Affairs (DCA). The information below may be obtained from the DCA web site at <http://www.nj.gov/oag/ca/contractors/>

The Contractors' Registration Act, signed into law in May 2004 and amended in November 2004, requires for the first time in this State, oversight of those who perform certain kinds of residential construction and also for some who provide certain services at the homes of New Jersey residents.

The law requires contractors engaged in the business of selling or making home improvements to register with the Division of Consumer Affairs.

Posted on the above-referenced website are statutes and regulations that identify the types of businesses that are considered to be home improvement contractors. It is your responsibility to determine, by a review of these references, whether you are required to register.

For your convenience, this link: <http://www.nj.gov/oag/ca/contractors/hicpacket.pdf> is to the application packet. The packet contains an instruction sheet, answers to frequently asked questions, and the Home Improvement Application for Registration 5-page application.

If you are required to register, you should complete and return the application to the Department of Law and Public Safety-Division of Consumer Affairs (DCA) at the address on top of the application. In addition, include the \$90 application fee for registration and the completed payment coupon. See the instruction sheet for information on completing the application and for a complete listing of documents that must be submitted along with the application including proof of liability insurance.

Contractors whose applications are complete and approved will receive their Registration by mail. The Registration Number may be displayed in advertisements, on documents, and on vehicles.

Home improvement contractors should submit the completed application with payment and supporting documentation as soon as possible so that their application can be processed and a Registration issued.

Since December 31, 2005, contractors who have not received registration numbers will not be allowed to obtain construction permits or undertake any home improvement work in New Jersey.

## 8. Regulations for Recyclable Materials:

a) What are the regulations governing recyclable material collection?

Each County, and in some cases each municipality, has its own requirements for the collection of recyclable materials. Recyclable materials are those designated by the county and/or municipality to be separated from the solid waste stream for mandatory recycling. They typically include materials such as glass bottles, aluminum cans, office paper, plastic bottles, etc. Transporters should contact their county and municipal recycling coordinators for specific recycling information.

b) Do transporters of recyclable materials need to register their vehicles with DEP?

N.J.A.C. 7:26A-1.3, 6.6, and 7.4

The Department does not require transporters who haul only traditional source **separated recyclable materials** (and no solid or hazardous waste) to register their vehicles. However, transporters that haul mixed loads (i.e. **solid waste mixed with recyclable materials**), are regulated as solid waste transporters and **must be registered**. Additionally, transporters of used oil and universal waste are subject to additional regulation, including in some cases, registration.

c) Can solid waste be mixed with recyclable materials for transport?

N.J.A.C.7:26H-4.4(a)6 and N.J.S.A. 13:1E-99.16

Transporters are prohibited from collecting commingled loads of solid waste and source separated recyclable materials, except in those instances where a specific municipal exemption has been granted to the generator. These generators must have a written exemption letter from the municipality in which they reside and their waste must be transported to a facility which has received a permit from the Department to separate recyclables from solid waste. This type of processing facility is called a Materials Recovery Facility.

d) What are the reporting requirements for the transport of recyclable materials?

N.J.A.C. 7:26A-8.1

The Department requires transporters that haul source separated recyclables materials-out of-state to provide the county or counties of origin (if requested) and all municipalities of origin, by February 1 of each year, a recycling tonnage report covering all such source separated materials transported the previous calendar year. Some counties and/or municipalities may have additional reporting requirements for transporters of recyclable materials in their respective recycling ordinances.



## ***Additional Solid Waste Requirement Contacts***

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### **Contacts and Phone Numbers**

*Transporter Forms and Regulations for solid waste hauled directly to an out-of-state facility from any county that does not have an in-county weighing facility.*

### **Used Oil Transporters under Recycling Rules** N.J.A.C. 7:26A1.3 and 6.6

**DEP Contact:**        **Sondra Flite - Telephone Number (609) 984-3438**  
Bureau of Recycling and Planning

### **Medical Waste Regulations** N.J.A.C. 7:26-3A.8(b); 7:26-3A.16; 7:26-3A.27-37

**DEP Contact:**        **Kevin Kinckle - Telephone Number (609) 984-6985**  
Bureau of Landfill and Hazardous Waste Permitting

### **Solid Waste Utility Control Act & rules for a CPCN** N.J.S.A 48:13-1 et seq.

**DEP Contact:**        **Mike DeTalvo - Telephone Number (609) 984-2080**  
Economic Regulation Unit

### **Asbestos/asbestos containing waste** N.J.A.C. 7:26-3.5(d)

**DEP Contact:**        **Kevin Kinckle - Telephone Number (609) 984-6985**  
Bureau of Landfill and Hazardous Waste Permitting

### **Universal Waste Transporters under Recycling Rules** N.J.A.C. 7:26A-1.3 and 7.4

**DEP Contact:**        **Ross Hull - Telephone Number (609) 984-3438**  
Bureau of Recycling and Planning

## **When does a "hazardous waste" transporter become regulated in New Jersey?**

### **1. What is a "hazardous waste"?** N.J.A.C. 7:26G-5.1

A "hazardous waste" is identified as a "F", "K", "P", or "U" *listed* waste. A solid waste becomes a "hazardous waste" when it exhibits any of the characteristics that are specified in the Federal Regulations on Listing of Hazardous Waste (40 C.F.R. Part 261).

The general "characteristics of hazardous waste" include, but are not limited to, the following:

- a) characteristic of ignitability;
- b) characteristic of corrosivity;
- c) characteristic of reactivity;
- d) toxicity characteristic.

### **2. What requirements and waste codes apply to transporters of hazardous waste?**

N.J.A.C. 7:26G-7.1 and 7.3(a); 40 C.F.R. Part 263.11

In order for a hazardous waste registration application to be approved by the Department, the hazardous waste transporter is required to do the following:

- a) complete a Vehicle Registration statement with a "Motor Carrier Insurance for Public Liability Form (MCS-90)"; **and**
- b) obtain an EPA Identification Number; **and**
- c) have a completed Hazardous Waste "Manifest" Form in the vehicle with the appropriate Emergency Response Telephone number.

In accordance with the Federal hazardous waste regulations (40 C.F.R. Part 263), a hazardous waste transporter may transport the following "*waste codes*": "**D**", "**F**", "**K**", "**P**" or "**U**".

Therefore, in addition to completing a hazardous waste transporter registration statement, a hazardous waste transporter **cannot accept hazardous waste** from a generator and **cannot haul hazardous waste** to a facility without the following:

- 1. an EPA Identification number; **and**
- 2. a completed Manifest Form which accompanies the hazardous waste, **and**
- 3. MCS-90.

### **3. Two regulatory categories of Hazardous Waste haulers 7:26-16.3(d)**

In accordance with N.J.A.C. 7:26-16.3(d), there are two regulatory categories of Hazardous Waste haulers. This distinction is based upon whether or not a hazardous waste transporter is a government entity, a transporter hauling his/her own self-generated waste, or a transporter hauling hazardous waste that has been generated by another person. If a hazardous waste transporter is a government entity or a self-generator of hazardous waste, then the transporter is "Exempt" from filing "Disclosure Statements" which then exempts the transporter from being subject to the "Solid and Hazardous Waste Licensing" requirements and an "Integrity Review". The hazardous waste transporters who meet the criteria of being either a government entity or a self-generator are known as "**Self Generator Hazardous Waste haulers**". These haulers are "exempt" from filing Disclosure Statements; and therefore, they DO NOT receive a license because they are subject to lower regulatory standards than licensed Hazardous Waste Transporters.

Any Hazardous waste transporter wishing to engage or continue to engage in the collection, transportation, and/or disposal of any hazardous waste generated by another person(s) must file a Disclosure Statement in accordance with N.J.A.C. 7:26G-7.2(a)4 and 7:26-16.3 so that the transporter may obtain a "license" as defined at N.J.A.C. 7:26-16.2. Only those hazardous waste transporters who have filed their Disclosure Statements, met the Hazardous Waste Licensing requirements, and passed an Integrity Review by the New Jersey State Police and Attorney General's Office receive an approved "license" to transport hazardous waste in New Jersey. These haulers have obtained a "license" and therefore are known as "**A-901 Licensed Hazardous Waste haulers**" because they have been subject to higher regulatory standards than exempt Hazardous Waste Transporters.

Examples:

1. An Applicant is a chemical manufacturing facility that generates hazardous waste and operates its own truck fleet. If the Applicant also operates as a Transporter of this waste, then the department would classify the Transporter-Applicant as a VALID "**Self Generator Hazardous Waste hauler**".

Must have an SELF GENERATOR Hazardous Waste Decal displayed (white with black diagonal lines and solid teal NJ State logo)

2. An Applicant is a general contractor who places his/her hazardous waste containers on a clean-up site while allowing strangers, other workers, and/or non-employees to *generate* Federal hazardous waste through their remediation of that site. If Applicant then wishes to come back to the site after a certain period of time to collect and transport the containers of hazardous waste which was created by others, then the Department would classify the Applicant as NOT being an "exempt" transporter; and therefore, an **INVALID** "A901 Exempt Hazardous Waste hauler". Note: In the above example, the hauler must be a fully *licensed* hazardous waste hauler in order to transport strangers' waste.

Must have an A-901 LICENSED Hazardous Waste Decal displayed (white with a solid teal NJ State logo)

Hazardous waste transporters who are in the business of collecting and transporting hazardous waste must ask themselves the following questions:

First Question:

Did I create this waste all by myself? YES or NO

If the answer is YES, **I myself created this waste**, then I am an SELF GENERATOR Hazardous Waste Transporter. I must display this SELF GENERATOR Hazardous Waste Decal - white with black diagonal lines and solid teal NJ State insert



Second Question:

Was this waste created by another person? YES or NO

If the answer is YES, **another person created this waste** and I am only transporting it, then I am not an Self Generator Hauler but, an A-901 licensed Hauler. I must be display this LICENSED Hazardous Waste Decals - white with a solid teal NJ State insert



### **4. Fees and Registration for Hazardous Waste Transporters N.J.A.C. 7:26G-3.3(g)**

#### **a) Fee schedule**

**Hazardous Waste transporter fees will be collected annual, and sent out by the Department in March of each calendar year.** This is due to the July 19, 2004 court decision from the New Jersey Supreme Court Appellate Division. The registration and fee schedule for Hazardous Waste Transporters' vehicles will be done in a manner that is different than what has been traditionally done by the Department. Instead of the registration of hazardous waste transporters involving a decal with an associated fee for the type and number of vehicles registered (i.e. cabs and transport units), the Department will collect a fee in proportion to the amount of waste "per ton" transported/manifest. The hazardous waste transporter "fee" will no longer be calculated based on the type and number of vehicles registered, but now by the amount of waste transported/manifested. No invoices or payments will be sent/due for Hazardous Waste Transporter biennial renewal and/or supplemental add-on vehicles requests. **Fees will be collected annually, in March, calculated on manifested waste.**

#### **b) Vehicle Registration and Issuance of Decals**

The Department will continue a registration period for the issuance of decals, but the decals will be used for identification purposes only. As a result of this identification process, the hazardous waste decals, which will be displayed on the vehicles and transport units, will benefit the transporting companies because these decals will continue to represent to the consumer and the disposal facility that the company's hazardous waste transporter registration is current and has been identified by the Department as a valid hazardous waste transporting company. Therefore, failure to submit an updated registration statement by May 1, or an updated disclosure statement by March 1, will be sufficient cause for the Department to **revoke** the hazardous waste transporter's approved **registration** or **withhold** the hazardous waste transporter **decals**.

No transporter can engage or continue to engage in the transportation of hazardous waste in the State of New Jersey without first obtaining an approved registration statement from the Department. Any registered hazardous waste transporter must notify the Department in writing within 30 days of any change in the information supplied on its current registration statement, or on any leases submitted for registered vehicles, cabs, trailers, containers, or transport units, or on any leased operators of equipment.

If a Hazardous waste transporter is driving "directly" through New Jersey and neither collects nor disposes of waste within our State borders, then the transporter need not be registered under the New Jersey hazardous waste transporter rules and regulations (N.J.A.C. 7:26G-7.2(a)16). However, other than a vehicle's mechanical breakdown or operators mandatory rest periods in accordance with the Federal DOT regulations and N.J.A.C. 7:26G-7.2(a)16i and ii; respectively, driving "directly" through the State means the transporter is driving with no stopovers, no dropping off, nor switching of containers while in New Jersey.

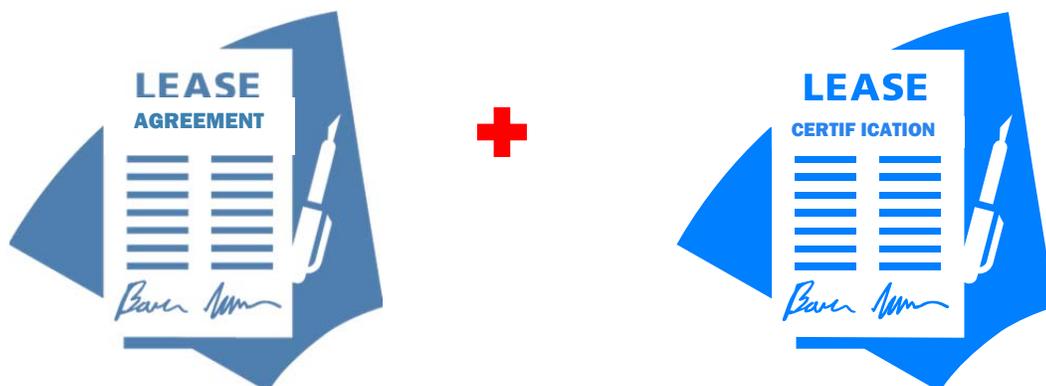
By May 1, all hazardous waste transporters must submit to the Department a registration statement updating the information contained in the previous registration statement-N.J.A.C. 7:26-3.2(d). Unless the transporters are "Exempt", any transporter who files an application for an approved registration statement must also submit an Annual Update "Disclosure Statement".

### c) Biennial Registration Period

All hazardous waste transporters pay an "annual" fee, each March, based on "per tons" of hazardous waste transported in each full calendar year of the previous year. The number of tons is the amount reported as transported (originating from or delivered to New Jersey facilities) through the hazardous waste manifest system. Hazardous Waste transporters must pay *annual fees* , and **also** continue to renew a **biennial registration application**. Any hazardous waste vehicle registrations not renewed by **May 1<sup>st</sup>** will be determined expired. Failure to renew biennial registration application, and/or pay annual fees will result in revocation of decals.

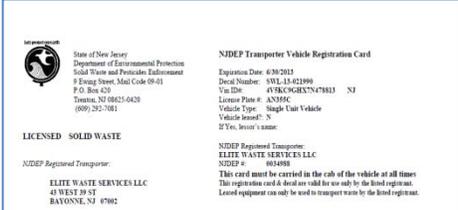
## 5. What are the Lease Certification Requirements? N.J.A.C. 7:26G-7.2(a)11 - 15

When leasing any equipment or vehicle operators for the transportation of solid waste, **a copy of the Lease Agreement** and the "Certification" Form **must** accompany the hazardous waste transporter registration renewal form. A "Certification" form can be found in the FORMS section of this booklet.



## 6. Picture of Hazardous Waste Decals and Vehicle Registration Cab Card

THE LICENSING & REGISTRATION UNIT IS ISSUING TWO SEPARATE TYPES OF DECALS FOR THE 2013-2015 REGISTRATION PERIOD.

<p>THE WHITE DECAL WITH THE STATE OF NEW JERSEY IN TEAL SHOULD BE PLACED ON COMMERCIAL HAZARDOUS WASTE VEHICLES.</p>	 <p>STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION HAZARDOUS WASTE TRANSPORTER <b>A-901 LICENSED</b> <b>400001</b> EXPIRES JUNE 30, 2015</p>
<p>THE WHITE DECAL WITH THE STATE OF NEW JERSEY IN TEAL AND BLACK DIAGONAL STRIPES LABELED "SELF GENERATOR" ARE SPECIFICALLY FOR SELF GENERATOR HAZARDOUS WASTE HAULERS AND SHOULD BE PLACED ON HAZARDOUS WASTE VEHICLES.</p>	 <p>STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION HAZARDOUS WASTE TRANSPORTER <b>SELF-GENERATOR</b> <b>500001</b> EXPIRES JUNE 30, 2015</p>
<p>THIS IS A SAMPLE OF THE VEHICLE REGISTRATION CAB CARD. THIS REGISTRATION CARD MUST BE CARRIED IN THE CAB OF THE VEHICLE AT ALL TIMES.</p>	 <p>State of New Jersey Department of Environmental Protection Solid Waste and Petroleum Enforcement 9 Essex Street, Mail Code 29-01 P.O. Box 420 Trenton, NJ 08646-0420 (609) 292-7081</p> <p><b>LICENSED SOLID WASTE</b></p> <p>NDEP Registered Transporter: ELITE WASTE SERVICES LLC 43 WEST 20 ST BAYONNE, NJ 07002</p> <p>NDEP Transporter Vehicle Registration Card Expiration Date: 6/30/2015 Decal Number: SWL-13-021999 Veh ID#: 4V8KCG8XN77813 NJ License Plate #: AN306 Vehicle Type: Single Unit Vehicle Vehicle Insured?: Y If Yes, Insurer's name: NDEP Registered Transporter: ELITE WASTE SERVICES LLC NDEP #: 904508</p> <p>This card must be carried in the cab of the vehicle at all times. This registration card &amp; decal are valid for use only by the listed registrant. Leased equipment can only be used to transport waste by the listed registrant.</p>

## **7. How to display your Hazardous NJDEP Number and Decal**

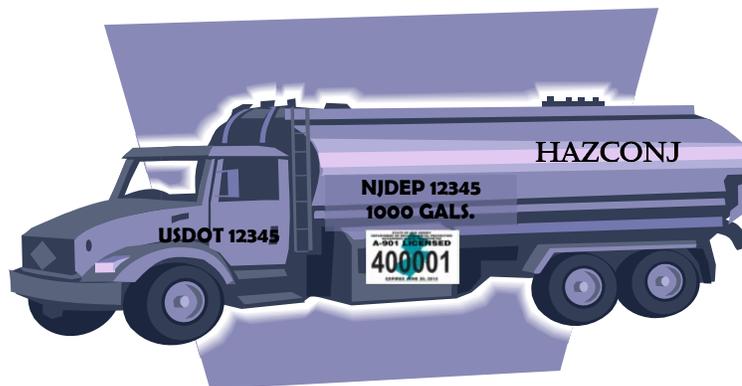
In accordance with N.J.A.C. 7:26G-7. et seq. the New Jersey Department of Environmental Protection is responsible for issuing waste registration decals.

Each registrant (transporter) is assigned a unique five-digit New Jersey Department of Environmental Protection (NJDEP) registration number.

All vehicles used in the collection or transportation of hazardous waste must carry the current NJDEP registration certification (cab card) in the waste vehicle.

Each piece of registered equipment will be issued one (1) decal.

N.J.A.C. 7:26G-7.2 requires that all registrants **display in letters and numbers at least three inches in height the name of the company, NJDEP number,**. This information must be **permanently displayed by the registrant on the driver's side of each registered waste vehicle and container in contrasting colors** so as to be visible to the operator of the waste facility. (See Next Page for instructions). You must permanently affix the Hazardous Waste decal prior to use on roadway, or highway, AND prior to the hazardous waste vehicle being placed into service or before receiving waste. All expired decals must be removed.

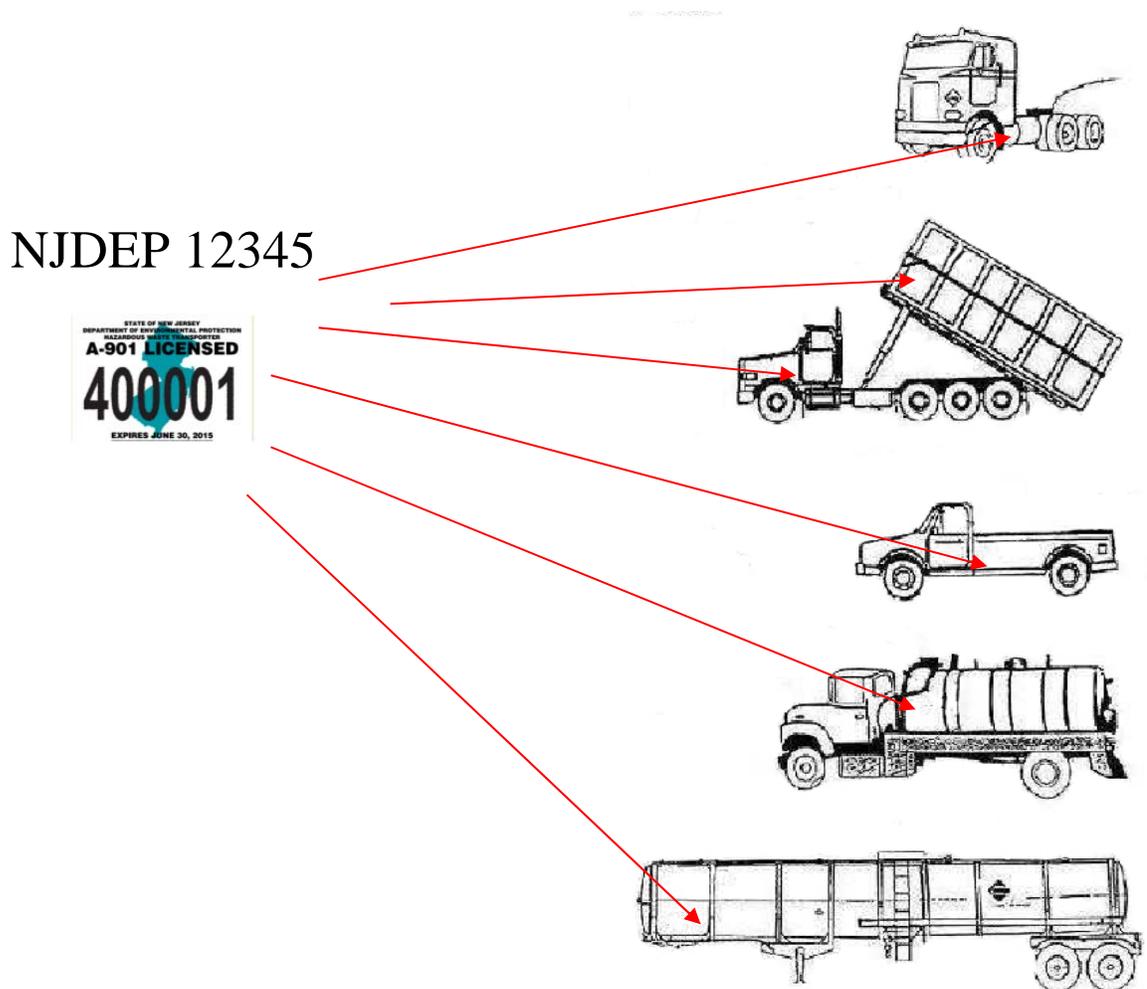


## 8. HOW TO DISPLAY H HAZARDOUS WASTE NJDEP NUMBER AND DECAL

Using letters and numbers at least **3 inches in height**, paint or affix the letters “**NJDEP**”, your unique **NJDEP number**, and your company name. Then **PERMANENTLY affix the decal** below to a clean surface. This information must be displayed on the **DRIVER SIDE** of the vehicle in the area indicated by the arrows **below** so that it will be visible to the operator of the waste facility.

WHITE DECALS WITH THE STATE OF NEW JERSEY SHAPE IN TEAL LABELED “LICENSED” ARE SPECIFICALLY FOR A-901 APPROVED WASTE HAULERS AND SHOULD BE PLACED ON COMMERCIAL HAZARDOUS WASTE VEHICLES: TYPE 1, 2, 3 & 4.

WHITE DECALS WITH THE STATE OF NEW JERSEY SHAPE IN TEAL AND BLACK DIAGONAL STRIPES LABELED "SELF GENERATOR" ARE SPECIFICALLY FOR SELF GENERATOR WASTE HAULERS AND SHOULD BE PLACED ON HAZARDOUS WASTE VEHICLES: TYPE 1, 2, 3 & 4.



## ***Additional Hazardous Waste Requirements***

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**Contact and Phone Numbers** - In addition to Registration, what other requirements regulate Hazardous Waste Transporters?

### **Filing "Manifests N.J.A.C. 7:26G-6.2, 7.1 and 7.3(a)l**

**DEP Contact Person:**

Manifest Unit

**Becky Mullen - Telephone Number (609) 292-**

### **Filing "Motor Carrier Policies of Insurance for Public Liability" (MCS-90) Form**

**DEP Contact Person:**

Bureau of Solid Waste Compliance & Enforcement

Registration and Licensing Unit

**Robert Harkins - Telephone Number (609) 292-6305**

### **Statutory requirements if transporting "precious metals" to a hazardous waste facility N.J.S.A. 13:1E-127g(5)**

**DEP Contact Person:**

Bureau of Solid Waste Compliance & Enforcement

Registration and Licensing Unit

**Michael Hastry - Telephone Number (609) ??**

### **Hazardous Waste Classifications N.J.A.C. 7:26 G-6.2**

**DEP Contact Person:**

Bureau of Landfill and Hazardous Waste Permitting

**Shih Chang - (609) 984-6985**

## Licensing & Registration Unit



**Robert Harkins, Unit Supervisor** (609) 777-2953  
email: [robert.harkins@dep.state.nj.us](mailto:robert.harkins@dep.state.nj.us)

**Paula Bonfonti, Customer Service Rep.** (If your company name starts with A – E)  
(609) 292-7081 ext. 1 1  
email: [paula.bonfonti@dep.state.nj.us](mailto:paula.bonfonti@dep.state.nj.us)

**Annette Smith, Customer Service Rep.** (If your company name starts with N – S)  
(609) 292-7081 ext. 1 2  
email: [annette.smith@dep.state.nj.us](mailto:annette.smith@dep.state.nj.us)

**David Cox, Customer Service Rep.** (If your company name starts with S - Z or a number)  
(609) 292-7081 ext. 1 3  
email: [david.cox@dep.state.nj.us](mailto:david.cox@dep.state.nj.us)

### **Self Generator Interviews Conducted by:**

**NJDEP, SW Enforcement** (609) 292-6019 to schedule at appointment . Walk-ins will not be accepted

## Other Related Contacts and Links

**Attorney General's Office** - (609) 292-6018  
A-901 forms are available at: <http://www.nj.gov/dep/dshw/a901/a901frms.htm>

**Dept. of Consumer Affairs** - (609) 984-7905  
Div. of Codes and Standards - New Home Warranty Unit  
[www.state.nj.us/dca/codes/newhome\\_warranty/nhw.shtml](http://www.state.nj.us/dca/codes/newhome_warranty/nhw.shtml)

**DL&PS, Div. of Community Affairs** -1-888-656-6225  
Home Improvement Contractor  
<http://www.nj.gov/oag/ca/contractors/>

**USDOT** - 609-275-2604  
“SAFER” website: <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>

**US Env. Prot. Agency:** [U.S. Environmental Protection Agency \(EPA\)](http://www.epa.gov)  
**US Dept. of Labor, OSHA:** [Occupational Safety and Health Administration \(OSHA\)](http://www.osha-slc.gov)  
**Federal Motor Carrier:** [Federal Motor Carrier Safety Administration \(FMCSA\)](http://www.fmcsa.gov)

Manifest -

Hazardous Waste Billing Fees

## *Forms*

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The following forms are attached for your convenience:

- **SW/Medical Waste Add-on form**
- **HW Add-on form**
- **Public Entity Add-on form**
- **Lease Package**
- **Waste Origin & Disposal form (O&D)**

*Forms may be photocopied for your convenience. You may also download these forms from the Licensing & Registration Unit's website: [www.nj.gov/dep/enforcement/shwr.html](http://www.nj.gov/dep/enforcement/shwr.html).*



## Request to Register Additional Equipment (ADD-ON Form) – Solid Waste

Please complete this form and mail with the required items listed in numbers 1-4 below to:

**NJDEP, Licensing & Registration Unit, 9 Ewing Street, Mail Code 09-01, Trenton, NJ 08625-0420**

Company Name: \_\_\_\_\_ NJDEP Registration#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

1. **Motor Vehicle Registration** - A legible copy of each motor vehicle registration issued in the name of NJDEP Registrant. If the MVC registered name is not that of the NJDEP Registrant, the registrant must supply items listed in #3. **No Passenger/Pass-Comm vehicles are allowed – you must have Commercial or Apportioned MVC registrations.**
2. **Proof of Insurance** - Copy of valid insurance card (or when required MCS-90 or MCS-82) issued in the name of NJDEP Registrant.
3. **Lease Agreement and Lease Certification** - For each unit identified in this request as LEASED you are required to SUBMIT **BOTH** a legible copy of the executed Lease Agreement valid for the period that this registration will be in effect (the VIN must be incorporated into the lease, or referenced to in an appendix or attachment); AND the completed original NJDEP Lease Certification available at: <http://www.nj.gov/dep/dshw/hwr/regislic/lru.htm>
4. **For Containers** - Write in Quantity needed below. VIN numbers are not required. If containers are leased, see item 3.

	Vehicle Type * (Circle Letter)	License Plate #	State	Leased YES* or NO (Circle Answer)	DEP USE ONLY DECAL #
VIN: _____	<b>S M T C</b>			Yes	
OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____				No	
VIN: _____	<b>S M T C</b>			Yes	
OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____				No	
VIN: _____	<b>S M T C</b>			Yes	
OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____				No	
<b>Quantity of Container Only Decals Needed:</b> _____	XX	XXXXXXXX	XXXXXX	YES OR NO	

**DO NOT SUBMIT PAYMENT AT THIS TIME**

You will be mailed a bill (invoice) automatically from the Department of the Treasury's Revenue Office. Upon receipt of your invoice, you can go online at <http://www.nj.gov/dep/online/> and pay with e-check, credit card or mail payment directly to **REVENUE** at the address listed on the invoice. NJDEP will then mail your decals.

*Vehicle Type <i>USE LETTER</i>	Amount you will be billed 5/1/13-4/30/14	Amount you will be billed 5/1/14-4/30/15
Single Unit (S)	<b>\$100</b>	<b>\$50</b>
Cab (M)	<b>\$40</b>	<b>\$20</b>
Trailer (T)	<b>\$60</b>	<b>\$30</b>
Container (C)	<b>\$60</b>	<b>\$30</b>
Cab Card Replacement	<b>\$10</b>	<b>\$10</b>

**CERTIFICATION:** I hereby certify that the foregoing statements are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment which may take the form of monetary penalties or revocation. I will notify the Department, in writing, of any changes to the information within this registration statement within thirty days. Furthermore, I certify that I am responsible for providing insurance for any leased equipment for public liability and environmental restoration for any equipment that the Lessor has registered with the Department of Environmental Protection to transport solid and/or hazardous waste, whether it is owned or leased. I authorize the New Jersey Department of Environmental Protection to confirm liability coverage with my insurance company. I further certify my company has the proper authority to operate on the public highways.

_____	_____	_____	_____
Printed Name	Signature	Title	Date Signed

## Request to Register Additional Equipment (ADD-ON Form) – Hazardous Waste

Please complete this form and mail with the required **items listed in numbers 1-4 below to:**

**NJDEP, Licensing & Registration Unit, 9 Ewing Street, Mail Code 09-01, Trenton, NJ 08625-0420**

Company Name: \_\_\_\_\_ NJDEP Registration#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

1. **Motor Vehicle Registration** - A legible copy of each motor vehicle registration issued in the name of NJDEP Registrant. If the MVC registered name is not that of the NJDEP Registrant, the registrant must supply items listed in #3. **No Passenger/Pass-Comm vehicles are allowed – you must have Commercial or Apportioned MVC registrations.**
2. **Proof of Insurance** - Copy of valid insurance card (or when required MCS-90 or MCS-82) issued in the name of NJDEP Registrant.
3. **Lease Agreement and Lease Certification** - For each unit identified in this request as LEASED you are required to SUBMIT **BOTH** a legible copy of the executed Lease Agreement valid for the period that this registration will be in effect (the VIN must be incorporated into the lease, or referenced to in an appendix or attachment); AND the completed original NJDEP Lease Certification available at: <http://www.nj.gov/dep/dshw/hwr/regislic/lru.htm>
4. **For Containers** - Write in Quantity needed below. VIN numbers are not required. If containers are leased, see item 3.

	Vehicle Type * (Circle Letter)	License Plate #	State	Leased YES* or NO (Circle Answer)	DEP USE ONLY DECAL #
VIN: _____ OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____	S M T C			Yes  No	
VIN: _____ OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____	S M T C			Yes  No	
VIN: _____ OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____	S M T C			Yes  No	
<b>Quantity of Container Only Decals Needed:</b> _____	XX	XXXXXXXX	XXXXXX	YES OR NO	

**NO PAYMENT IS REQUIRED AT THIS TIME**

NJDEP does not charge for each hazardous waste decal. Instead each hazardous waste transporter is assessed an annual fee for each ton of waste transported the previous year. For FY 2012 the fee amount is \$0.97 per ton – go to <http://www.state.nj.us/dep/enforcement/hw-fees.html> for more information.

**\*Vehicle Type USE LETTER**

- Single Unit (S)
- Cab (M)
- Trailer (T)
- Container (C)
- Cab Card Replacement

**CERTIFICATION:** I hereby certify that the foregoing statements are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment which may take the form of monetary penalties or revocation. I will notify the Department, in writing, of any changes to the information within this registration statement within thirty days. Furthermore, I certify that I am responsible for providing insurance for any leased equipment for public liability and environmental restoration for any equipment that the Lessor has registered with the Department of Environmental Protection to transport solid and/or hazardous waste, whether it is owned or leased. I authorize the New Jersey Department of Environmental Protection to confirm liability coverage with my insurance company. I further certify my company has the proper authority to operate on the public highways.

_____	_____	_____	_____
Printed Name	Signature	Title	Date Signed

## Request to Register Additional Equipment (ADD-ON Form) – Solid Waste (Public Entity)

Please complete this form and mail with the required **items listed in numbers 1-4 below to:**  
**NJDEP, Licensing & Registration Unit, 9 Ewing Street, Mail Code 09-01, Trenton, NJ 08625-0420**

Company Name: \_\_\_\_\_ NJDEP Registration#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

1. **Motor Vehicle Registration** - A legible copy of each motor vehicle registration issued in the name of NJDEP Registrant. If the MVC registered name is not that of the NJDEP Registrant, the registrant must supply items listed in #3. **No Passenger/Pass-Comm vehicles are allowed – you must have Commercial or Apportioned MVC registrations.**
2. **Proof of Insurance** - Copy of valid insurance card (*or when required MCS-90 or MCS-82*) issued in the name of NJDEP Registrant.
3. **Lease Agreement and Lease Certification** - For each unit identified in this request as LEASED you are required to SUBMIT **BOTH** a legible copy of the executed Lease Agreement valid for the period that this registration will be in effect (the VIN must be incorporated into the lease, or referenced to in an appendix or attachment); AND the completed original NJDEP Lease Certification available at: <http://www.nj.gov/dep/dshw/hwr/regislic/lru.htm>
4. **For Containers** - Write in Quantity needed below. VIN numbers are not required. If containers are leased, see item 3.

	Vehicle Type * (Circle Letter)	License Plate #	State	Leased YES* or NO (Circle Answer)	DEP USE ONLY DECAL #
VIN: _____	<b>S M T C</b>			Yes	
OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____				No	
VIN: _____	<b>S M T C</b>			Yes	
OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____				No	
VIN: _____	<b>S M T C</b>			Yes	
OVERNIGHT ADDRESS (Where vehicle can be inspected, NO PO Boxes): _____				No	
<b>Quantity of "Container Only" Decals Needed:</b> _____	XX	XXXXXXXX	XXXXXX	YES OR NO	

**DO NOT SUBMIT PAYMENT AT THIS TIME**  
 You will be mailed a bill (invoice) automatically from the Department of the Treasury's Revenue Office. Upon receipt of your invoice, you can go online at <http://www.nj.gov/dep/online/> and pay with e-check, credit card or mail payment directly to **REVENUE** at the address listed on the invoice. NJDEP will then mail your decals.

*Vehicle Type <i>USE LETTER</i>	Decals obtained between 5/1/11-4/30/12	Decals obtained between 5/1/12-4/30/13	Decals obtained between 5/1/13-4/30/14	Decals obtained between 5/1/14-4/30/15	Decals obtained between 5/1/15-4/30/16
Single Unit (S)	<b>\$178</b>	<b>\$144</b>	<b>\$108</b>	<b>\$72</b>	<b>\$36</b>
Cab (M)	<b>\$178</b>	<b>\$80</b>	<b>\$60</b>	<b>\$40</b>	<b>\$20</b>
Trailer (T)	<b>\$178</b>	<b>\$120</b>	<b>\$90</b>	<b>\$60</b>	<b>\$30</b>
Container (C)	<b>\$22</b>	<b>\$22</b>	<b>\$22</b>	<b>\$22</b>	<b>\$22</b>
Cab Card Replacement	<b>\$10</b>	<b>\$10</b>	<b>\$10</b>	<b>\$10</b>	<b>\$10</b>

**CERTIFICATION:** I hereby certify that the foregoing statements are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment which may take the form of monetary penalties or revocation. I will notify the Department, in writing, of any changes to the information within this registration statement within thirty days. Furthermore, I certify that I am responsible for providing insurance for any leased equipment for public liability and environmental restoration for any equipment that the Lessor has registered with the Department of Environmental Protection to transport solid and/or hazardous waste, whether it is owned or leased. I authorize the New Jersey Department of Environmental Protection to confirm liability coverage with my insurance company. I further certify my company has the proper authority to operate on the public highways.

Print Name	Signature	Title	Date Signed

NJDEP Transporter #: \_\_\_\_\_

## New Jersey Department of Environmental Protection

### Lease Package

The package is for Registrants who are A-901 licensees (licensee) or Self-Generators seeking approval to lease solid waste vehicles or operators. Please read all the information in this package carefully, fill out all required information, and mail the package to:

**New Jersey Department of Environmental Protection  
Bureau of Solid Waste Compliance & Enforcement  
9 Ewing Street, Mail Code 09-01  
Trenton, NJ 08625-0420  
ATTN: Registration Program**

#### Lessor versus Lessee

What's the difference between lessee versus lessor? When engaging in a lease agreement, which is a legally binding contract, the **lessor** is defined as the party that receives payments in exchange for the usage of the asset. The **lessee** is the A-901 licensee or Self-Generator who pays the lessor for the use of the asset.

This package must be filled out and submitted by the **Lessee** for use of any equipment that is not owned by the A-901 Licensee or Self-Generator. **If the Lessor submits the lease and/or a request for decals, NJDEP will deny the request.** The Department will approve or deny the application based on the submitted documents and review of the compliance status of both the Lessee and the Lessor.

The Department urges that the Lessee perform a due diligence inquiry of equipment owners before entering into any Lease Agreements. It is your responsibility to ensure that lessor is in good standing with all state and federal agencies (NJDEP, Motor Vehicle, USDOT, etc.), has the proper insurance (while not operating under direction and control of lessor), and is not debarred from the solid waste industry. The Lessee can check public government databases such as USDOT safety records and NJDEP Dataminer records found at the web links:

<http://safer.fmcsa.dot.gov/CompanySnapshot.aspx> and  
[http://datamine2.state.nj.us/dep/DEP\\_OPRA/adv\\_search.html](http://datamine2.state.nj.us/dep/DEP_OPRA/adv_search.html)

If the Department determines your lease is “administratively complete”, then you will be allowed to purchase decals for the leased vehicles. These decals allow the Lessee, and only the Lessee, to use the leased vehicles for solid waste transportation. Use of these vehicles to transport solid and/or hazardous waste, while displaying Lessee's decals, by anyone other than Lessee, is strictly prohibited “and may result in enforcement actions being taken against the lessee and lessor.

Please contact NJDEP's Registration Program at (609) 292-7081 if you have any questions regarding this Lease package.

NJDEP Transporter #: \_\_\_\_\_

## **LEASE CHECKLIST AND REMINDERS**

### **Lease Agreement** –must include the following:

- The date on which the lease begins and ends – during which time you, the lessee, will have exclusive use, possession, and control over the equipment
- The amount and method of payment for the lease
- The name of company or person responsible for payment of the tipping fees.
- Identification of equipment, with VIN; License plate; State where license plate was issued, & Vehicle type.
- A provision that the lease shall not be assigned to any person;
- The leased equipment will be under Lessee's exclusive management, direction, and control; and
- Agreement signed and dated by both the Lessee and Lessor by a key\* employee

### **Lease Certification**

- Must be fully completed, signed with original submitted to NJDEP

### **Motor Vehicle Registration**

- A legible copy of each motor vehicle registration
- Vehicle must be registered as **Commercial!** Passenger or Passenger Commercial **will NOT be accepted.**

### **Proof of Insurance** –

- Copy of valid insurance card (*or when required MCS-90 or MCS-82*) issued in the name of NJDEP Registrant.
- Signed Leased Equipment Advisory and Acknowledgement

### **Business Concern Disclosure and Personal History Disclosure Statements** for lessors to be filed with the Division of Law within **30 days** *when applicable*

### **Company Name** exactly matches A-901 license, motor vehicle registration, insurance, etc.

## **Requirements and Reminders**

- A copy of the signed lease must be kept in the cab of the vehicle at all times.
- Proper lettering (3 inches in height) is required on the leased vehicle including your: NJDEP Transporter Number, Carrying capacity of the vehicle/equipment indication that the vehicle/equipment is being leased to you; and all other applicable numbers (e.g. USDOT, Motor Carrier).
- Insurance on the vehicle must be in the name of the A-901 company. For times when the lessor is not working under the control of the lessee, he must have his own insurance coverage.
- Decals and lettering must be promptly removed and destroyed once the lease has expired or was terminated, or when the decal expires. DEP Registration must be notified to also **inactivate** those decals.
- You have **30 days** to submit A-901 additional disclosure filings if you are leasing 10 or more vehicles or pieces of equipment and drivers; or 20% of your fleet is leased and you have over 10 vehicles; or 20 or more solid waste operators from a single lessor. using forms available online at: <http://www.nj.gov/dep/dshw/a901/a901frms.htm> Failure to file the appropriate forms within 30 days may result in revocation of your A-901 license.
- Perform due diligence of potential lessors (e.g. USDOT safety records, NJDEP DataMiner compliance status, etc.)
- Do not give decals to any other company or allow the lessor to use decals to conduct their own business!**

## **Definitions**

**\*Key employee** - president, chief executive officer, managing partner, sole proprietor, other appropriate officer, or key employee of the permittee or licensee for whom a disclosure statement has been filed if an exempt transporter, by the president, chief executive officer, managing partner, sole proprietor, other appropriate officer or official, or key employee of the exempt transporter.

**Licensed** – commercially approved solid waste transporter (A-901 Licensed)

**Exempt/Permittee** – waste transporter of only self-generated waste

**Registrant** – Is the Lessee, meaning the company or individual holding the A-901 license or is a Self-Generator approved by NJDEP.

**Solid Waste Vehicle** - any device used to carry solid waste (excluding hazardous waste) off-site or to a solid waste facility. A solid waste vehicle includes, but is not limited to, a solid waste single-unit vehicle, solid waste cab and/or solid waste transport unit.

NJDEP Transporter #: \_\_\_\_\_

**Section I – Questionnaire**

**LESSEE INFORMATION**

1. Provide the following information for the A901 Licensed or Self Generator company seeking to lease solid waste vehicles:

Company Name: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Owners(s): \_\_\_\_\_

Alternate/Trade names: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

NJDEP Transporter Number: Solid: \_\_\_\_\_ Hazardous: \_\_\_\_\_

2. Is your company A-901 Licensed?: No Yes
3. Do you have a Certificate of Public Convenience and Necessity?: No Yes: SW# \_\_\_\_\_
4. How many pieces of equipment do you currently have registered with NJDEP? \_\_\_\_\_
5. Do you have any other leased vehicles/operators? No Yes

Provide the following information on Lessee's solid waste operators and fleet of solid waste vehicles.

# of operators employed by Lessee: \_\_\_\_\_ # of operators leased: \_\_\_\_\_

# of vehicles owned: \_\_\_\_\_ # of vehicles leased: \_\_\_\_\_

**LESSOR INFORMATION**

6. Provide the following information for the company that Lessee is seeking to lease solid waste vehicles from

Lessor Company Name: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Owner(s): \_\_\_\_\_

Alternate/Trade names: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

NJDEP Transporter #: \_\_\_\_\_

7. Provide the following details as to all entities Lessee is currently leasing solid waste vehicles or solid waste operators from, and provide a copy of each lease document. Use additional copies of this page as necessary.

_____ Company	_____ # of vehicles leased	_____ # of operators leased
_____ Company	_____ # of vehicles leased	_____ # of operators leased
_____ Company	_____ # of vehicles leased	_____ # of operators leased
_____ Company	_____ # of vehicles leased	_____ # of operators leased
_____ Company	_____ # of vehicles leased	_____ # of operators leased
_____ Company	_____ # of vehicles leased	_____ # of operators leased

8. Provide the following information as to this Lease Agreement.

a) Start Date: \_\_\_/\_\_\_/\_\_\_      End Date: \_\_\_/\_\_\_/\_\_\_

b) If Lessee will not be in continuous possession of these vehicles during the term of the lease, provide a detailed explanation:

\_\_\_\_\_  
\_\_\_\_\_

c) Provide a detailed description of the payments that Lessee will be making to Lessor in connection with this lease, including times, amounts and methods of payment:

\_\_\_\_\_  
\_\_\_\_\_

d) Which entity will pay for gas for the equipment? \_\_\_\_\_

e) Which entity will pay for oil for the equipment? \_\_\_\_\_

f) Which entity will pay for maintenance for the equipment? \_\_\_\_\_

g) Which entity will pay for insurance for the equipment? \_\_\_\_\_

h) Provide the name of insurer, and **attach copy of proof of insurance**: \_\_\_\_\_

i) Please indicate the "type of use" vehicles are insured under: personal    commercial    both



NJDEP Transporter #: \_\_\_\_\_

10. The term of the **attached** Lease:

Begins at \_\_\_\_\_ and Terminates at \_\_\_\_\_.  
TIME, MONTH, DAY, YEAR TIME, MONTH, DAY, YEAR

If usage during the term of the lease is intermittent, occasional, or on an "as needed" basis, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**I am aware that if any of the foregoing information or statement is willfully false, I am subject to punishment. I further certify that I understand my legal obligation to require Business Concern Disclosures and Personal History Disclosures of lessors under N.J.A.C. 7:26-16.6(i).**

\_\_\_\_\_  
Name of **LESSOR** (Owner of Vehicle) Street Address City State Zip Code

**LIST ALL OWNERS** OF LESSOR COMPANY: (Additional owners? Please check here  and print the names and titles on a separate sheet of paper)

\_\_\_\_\_  
Print Name Title Print Name Title Print Name Title

Signed by: \_\_\_\_\_ ( ) \_\_\_\_\_  
Name of Authorized Official Date Title Telephone Number

\_\_\_\_\_  
Name of **LESSEE** (A-901 or Self-Generator Co.) Street Address City State Zip Code

Signed by: \_\_\_\_\_ ( ) \_\_\_\_\_  
Name of Authorized Official Date Title Telephone Number

NJDEP Transporter #: \_\_\_\_\_

**Section III – ADDENDUM**  
*(Use this forms for any additional vehicles/equipment)*

Vehicle Type \_\_\_\_\_ VIN/Serial No. \_\_\_\_\_

Issued by the State of \_\_\_\_\_ License Number \_\_\_\_\_

Overnight Location: \_\_\_\_\_  
Completed Address where vehicle/equipment is stored overnight (PO Box will not be accepted)

Vehicle Type \_\_\_\_\_ VIN/Serial No. \_\_\_\_\_

Issued by the State of \_\_\_\_\_ License Number \_\_\_\_\_

Overnight Location: \_\_\_\_\_  
Completed Address where vehicle/equipment is stored overnight (PO Box will not be accepted)

Vehicle Type \_\_\_\_\_ VIN/Serial No. \_\_\_\_\_

Issued by the State of \_\_\_\_\_ License Number \_\_\_\_\_

Overnight Location: \_\_\_\_\_  
Completed Address where vehicle/equipment is stored overnight (PO Box will not be accepted)

Vehicle Type \_\_\_\_\_ VIN/Serial No. \_\_\_\_\_

Issued by the State of \_\_\_\_\_ License Number \_\_\_\_\_

Overnight Location: \_\_\_\_\_  
Completed Address where vehicle/equipment is stored overnight (PO Box will not be accepted)

Vehicle Type \_\_\_\_\_ VIN/Serial No. \_\_\_\_\_

Issued by the State of \_\_\_\_\_ License Number \_\_\_\_\_

Overnight Location: \_\_\_\_\_  
Completed Address where vehicle/equipment is stored overnight (PO Box will not be accepted)

Vehicle Type \_\_\_\_\_ VIN/Serial No. \_\_\_\_\_

Issued by the State of \_\_\_\_\_ License Number \_\_\_\_\_

Overnight Location: \_\_\_\_\_  
Completed Address where vehicle/equipment is stored overnight (PO Box will not be accepted)

NJDEP Transporter #: \_\_\_\_\_

**Section IV: Disclosure Statements**

1. Is the Lessor an A901 licensee?      Yes                            No     

If yes, provide the lessor's NJDEP #: \_\_\_\_\_

2. Is the Lessor a current A901 applicant?    Yes                            No     

NOTE: If you answered yes to either of Questions 1 or 2, please go directly to the **ACKNOWLEDGEMENT** below.

3. Do solid waste vehicles owned by this Lessor constitute at least twenty percent of the Lessee's fleet? The fleet includes all vehicles that the applicant uses to transport solid or hazardous waste, whether leased or owned.

Yes                            No     

4. Does the Lessee lease twenty or more solid waste operators from this Lessor?

Yes                            No     

5. Does the Lessee lease ten or more solid waste vehicles AND ten or more operators from this Lessor?

Yes                            No     

If you answered Yes to any of Questions 3, 4 or 5, then you must, within thirty days of entering into the lease, file or cause the lessor to file personal history disclosure statements for directors, officers, key employees, partners, equity holders and debt holders of the lessor with the Attorney General's Office.

If you answered Yes to any of Questions 3, 4 or 5, AND the Lessee's fleet has more than ten vehicles, then you must also file a Business Concern Disclosure Statement for the lessor within thirty days of entering into the lease with the Attorney General's Office.

Failure to file the necessary disclosure statements may result in penalties against both Lessee and Lessor, or revocation of Lessee's A901 license and CPCN.

If the Lessor breaks the terms of this Lease Agreement, or illegally uses Lessee's decals, that will reflect negatively on Lessee and may justify penalties or revocation of Lessee's A901 license and CPCN. For those reasons, the Department urges that Lessee perform a due diligence inquiry of equipment owners before signing any Lease Agreements.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the information above, and contained in this Lease Package, and am fully aware of my role when leasing vehicles/equipment and/or operators. I will advise the Lessor of his/her role and responsibility of using my decals, and if required **all additional filing requirements**.

\_\_\_\_\_  
**Lessee:** Print Name-Owner/Key Authorized Member      Signature-Owner/Key Authorized Member      Date

NJDEP Transporter #: \_\_\_\_\_

### **Section V - Lease Agreement Requirements**

The NJDEP Solid Waste Transportation regulations at N.J.A.C. 7:26-3.2(i) identifies the information that must be included in a lease agreement, specifically:

(i) A permittee, licensee or exempt transporter who, files a lease in connection with the registration statement for a solid waste vehicle, which the permittee, licensee or exempt transporter will operate, shall ensure that such lease is signed and dated by the parties thereto, provides for the exclusive use, control and possession of such equipment by the permittee, licensee, or exempt transporter during the lease and also includes:

1. The dates on which the lease begins and ends, during which the permittee, licensee, or exempt transporter will have exclusive use, possession and control over the equipment;
2. The amount and method of payment for the lease;
3. The company or person responsible for payment of gas, oil, maintenance and insurance for the equipment;
4. The company or person responsible for payment of any tipping fees;
5. Identification of the equipment by vehicle identification number (VIN) as it appears on the Motor Vehicles Registration card, license plate number, state which issued license plate and vehicle type;
6. A provision that the lease shall not be assigned to any person; and
7. The lease shall be submitted along with an affidavit or certification by the president, chief executive officer, managing partner or sole proprietor or other appropriate officer or key employee of the permittee or licensee for whom a disclosure statement has been filed in accordance with *N.J.A.C. 7:26-16.4(a)10*, or if an exempt transporter, by the president, chief executive officer, managing partner or sole proprietor, or other appropriate officer or official, or key employee of the exempt transporter. The following statement shall immediately precede the signature of the affiant or certifier:
  1. "I swear (or certify) that I am the ..... (title) of ..... (name of licensee, permittee, or exempt transporter) and am authorized to make this certification/affidavit on behalf of ..... (name of licensee, permittee, or exempt transporter), and that I have personal knowledge of the facts set forth below.
  2. The lease filed by me as part of this registration statement for the equipment, vehicle type: ....., with the VIN number: ....., license number: ....., issued by the State of: ....., contains the true terms of the lease and has a bonafide business purpose and is not filed with the purpose of preventing the discovery of information which would disqualify, for any reason set forth in *N.J.S.A. 13:1E-133*, the lessor or any other person from receiving a license.
  3. I further swear (or certify) that my company and I understand that it must exercise exclusive use, possession and control over each piece of solid waste equipment which is included in this application for a registration statement while such equipment is used to transport solid waste.
  4. I further swear (or certify) that my company and I understand that it must take reasonable measures to ensure that the above-described equipment will not, during the period of the lease, be used by any other person for the purpose of transporting solid waste."
  5. In the case of a certification, the certification shall end with the following statement immediately preceding the signature and date: "I am aware that if any of the foregoing information or statement is willfully false, I am subject to punishment."

(j) In addition to the requirements of (i) above, when a permittee, licensee, or exempt transporter files a lease in connection with an application for a registration statement for a solid waste vehicle, the lease shall provide that the leased equipment is or will be under the exclusive management, direction, and control of the permittee, licensee, or exempt transporter while being used to conduct solid waste activities for the licensee, permittee, or exempt transporter. This subsection is in no way intended to affect whether the operator or operators of solid waste vehicles leased to a permittee, licensee, or exempt transporter are or should be deemed to be employees of the permittee, licensee, or exempt transporter.

NJDEP Transporter #: \_\_\_\_\_

**Section VI - Sample Lease Agreement**

Between **Lessor (Vehicle Owner):** \_\_\_\_\_ and

**Lessee (A-901 Licensed or Self-Generator Company):** \_\_\_\_\_

The lease will begin on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ and

end on (date) \_\_\_\_\_ at (time) \_\_\_\_\_.

The Lessee shall pay the Lessor \_\_\_\_\_ per \_\_\_\_\_ by \_\_\_\_\_ for the lease.

\_\_\_\_\_ will be responsible for payment of gas, oil, maintenance and insurance for the equipment;

\_\_\_\_\_ will be responsible for any tipping fees.

Vehicle identification number (VIN): \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Type: \_\_\_\_\_

The Lessee and Lessor agree the lease shall not be assigned to any other person.

The Lessee and Lessor agree the leased equipment is or will be under the exclusive possession, use, management, direction, and control of the Licensee or Self-Generator transporter while being used to conduct solid waste activities for the A-901 Licensee or Self-Generator transporter.

Lessor (Vehicle Owner):

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Authorized Person  
on Behalf of Lessor

\_\_\_\_\_  
Signature

Lessor Company Owner(s):

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Lessee (A-901 Licensee or Self Generator):

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Authorized Person  
on Behalf of Lessee

\_\_\_\_\_  
Signature

Note: This is provided as a SAMPLE with the minimum requirements and should be customized with additional information as needed by the Lessor.

**SOLID WASTE ORIGIN AND DISPOSAL (O&D) FORM**

**A. Transporter Section:** *To be completed by the Transporter PRIOR to transport to the disposal site (Instructions on Reverse)*

1. Name of Registered Transporter: _____ Phone No. _____		2. NJDEP Registration No.: _____	
3. Type of Transporter Registration: (Check One) <input type="checkbox"/> A-901 Licensed <input type="checkbox"/> Registered self-generator <input type="checkbox"/> Registration Exempt		4. Waste Self-Generated: (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. Name of LESSOR if the solid waste vehicle is leased: _____			
6. Decal No.	Type	License Plate No.	Capacity
_____	Cab or Single Unit	_____	_____
_____	Container	N/A	_____
_____	Trailer	_____	_____
7. A. Waste Types (Please circle) ID 10 ID 13 ID 13C ID 23 ID 25 ID 27 ID 27A ID 27I Other: _____			
B. Source Separated Recyclables: (Please circle) Paper / Corrugated / Glass / Metal / Plastics Concrete / Asphalt / Wood / Yard Material Other: _____			
* Sending Facility: (If solid waste is transported from a solid waste intermodal, transfer, or material recovery facility, list the facility name in the Municipality column, ID # in the County column and the State in which the sending facility is located in the State column.)			
8. Transporter to complete waste origin information:			
<u>Municipality (ies)</u>	<u>County(ies)</u>	<u>State</u>	<u>% of Total Load</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
9. Date Waste Collected: _____			
10. Transporter's Certification: I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE:			
_____	_____	_____	_____
PRINT DRIVER'S NAME	SIGNATURE	DATE	

**Disposal Destinations:**

11. Final Disposal Facility Name & State (Transporter Completes 11 & 12): _____	
12. Non Hazardous Manifest # or Bill of Lading # or Pull Ticket #: _____	
13. In State weigh location (Weigh master completes 13 through 16): _____	
14. GROSS WT.: _____	NET WT. (IN STATE DISPOSAL ONLY): _____
15. SCALE TICKET No. (IN STATE DISPOSAL ONLY): _____	
16. Weigh master's Certification: I CERTIFY THAT THIS FORM HAS BEEN COMPLETED BY THE REGISTERED TRANSPORTER IDENTIFIED ABOVE, AND THAT THE GROSS WEIGHT FIGURE IS TRUE AND ACCURATE FOR LOADS GOING OUT OF STATE.	
SIGNATURE: _____	DATE: _____

**C. In State Disposal Facility Section:** *(To be completed by facility operator for loads disposed of in State only)*

17. New Jersey Receiving Facility Operator Certification: I CERTIFY THAT THIS FORM HAS BEEN COMPLETED BY THE REGISTERED TRANSPORTER IDENTIFIED ABOVE, AND THAT THE WASTE AS IDENTIFIED BY THE TRANSPORTER IS PERMITTED TO BE DISPOSED OF AT THIS FACILITY			
Receiving Facility Permit or ID#.: _____	DATE _____	TIME _____	OPERATOR'S STAMP OR SIGNATURE _____

## Instructions for completing NJDEP Solid Waste Origin And Disposal Form

1. **Name of Registered Transporter and Phone Number:** The transporter must use the registered trade name of the transporter as identified on the NJDEP Solid Waste Transporter Registration along with the appropriate telephone number (including area code) of the company. Nicknames, aliases and abbreviations are not acceptable.
2. **NJDEP Registration No.:** The correct NJDEP Solid Waste Transporter Registration Number must be filled out. This number appears on the registration certificate which must be carried with the vehicle.
3. **Type of Transporter Registration:** The appropriate box must be checked depending on whether the transporter is licensed, is a self generator exempted from licensing requirements, or the vehicle is not subject to NJDEP registration requirements.
4. **Waste Self Generated:** The appropriate box must be checked to disclose whether the waste was self generated by the entity performing the transportation.
5. **Name of LESSOR if the solid waste vehicle is leased:** The name of the lessor as indicated on the lease must be filled in if the vehicle is leased. The lease must be carried in the registered vehicle.
6. **Decal No., Type, License Plate No., Capacity, and Leased:** The decal number must be filled in for the appropriate type of registered equipment (i.e. container, trailer, cab, etc.). The License plate must also be filled in for the appropriate equipment along with the capacity (i.e. 30 cubic yard container). Yes or No must be filled in next to the appropriate type of equipment to indicate if it is leased.
7. **Waste Types and Source Separated Recyclables:** The transporter must indicate the type(s) of waste being transported by circling the appropriate waste types. An example of "other" would be non hazardous bulk liquid (type 72) for example. If a load consists of source separated recyclables the transporter must circle the appropriate material. If the load consists of more than one co-mingled type of recyclable, "co-mingled" must be indicated under the "Other" section along with the approximate percentages (i.e. co-mingled paper 25%, metal 50%, plastics 25%)
8. **Municipality, County State, % of Load:** The transporter must identify the waste origin by municipality, county, and state along with the respective percentage of each waste origin. In the event waste is transported from one solid waste facility to another (for example from a transfer station to a landfill for disposal) the transporter must indicate the sending facility's name in the municipality column, the facility permit # in the County column, and the State in which the sending facility is located in the State column, in addition to the waste origin(s). The percentage of waste sent from a single solid waste facility such as a transfer station should be recorded as 100%.
9. **Date Waste Collected:** The transporter must fill in the actual date the solid waste was collected.
10. **Transporter's Certification:** The driver representing the transporter must print and sign his/her name and date to certify the information in the Transporter Section was completed accurately.
11. **Final Disposal Facility Name & State:** The transporter must fill in the final disposal facility name and State in which the facility is located.
12. **Non Hazardous Manifest # or Bill of Lading # or Pull Ticket #:** The transporter must identify the appropriate manifest or bill of lading number for loads being transported for out of State disposal. The pull ticket number must be recorded for all loads where such a document is generated.
13. **In State weigh location:** The weigh master must complete the location of the weighing facility. For most instances of in State disposal this is the same location as the disposal facility, however in cases involving loads being transported out of State, the weigh location may be designated to be a location other than a disposal facility.
14. **Gross Wt. And Net Wt.:** The weigh master must complete the gross weight for all vehicles transporting waste and recyclables into solid waste facilities within this State. The gross weight must also be completed for all loads destined for out of State waste disposal facilities. The net weight must be recorded for all loads being disposed of in this State.
15. **Scale ticket #.** The weigh master must record the appropriate scale ticket # generated for loads received for disposal within this State.
16. **Weigh master's Certification:** The weigh master must certify the information he or she recorded is accurate.
17. **New Jersey Receiving Facility Operator Certification:** The person responsible for recording information for loads received at New Jersey solid waste facilities must fill in the facility number the date and time and stamp or sign the the form to certify the form was completed by the transporter and that the waste identified by the transporter is permitted to be accepted at the facility for disposal.

Failure to carefully follow these instructions in accurately completing the Solid Waste Origin and Disposal Form can lead to enforcement action including penalties.

Waste Type ID 10 = municipal solid waste

Waste Type ID 13 = bulky solid waste

Waste Type ID 13C = construction & demolition debris

Waste Type ID 23 = vegetative waste

Waste Type ID 25 = animal and food processing waste

Waste Type ID 27 = dry industrial waste

Waste Type ID 27A = asbestos containing waste

Waste Type ID 27I = incinerator ash