



**New Jersey Department of Environmental Protection  
Division of Sustainable Waste Management**

**NJDEP ONLINE – EXEMPT RECYCLING FACILITY ANNUAL REPORT  
INSTRUCTIONS**

**A. Applicability**

N.J.A.C. 7:26A-4.4(b) requires Recycling Facilities which are exempt from obtaining a general or limited approval to submit an annual recycling tonnage report to the Department. The report must detail the amount of each source separated recyclable material received, stored, processed, or transferred during the calendar year.

Recycling Facilities are required to submit the annual report through the NJDEP Online business portal. Reports will no longer be accepted via email.

**B. Time Frame**

Annual reports are due on or before March 1 of each year for recycling activities conducted in the previous calendar year.

**C. Submission Process**

To submit an annual report you must:

1. Have an NJDEP Online Account and set up your Workspace.
2. Submit the report by completing a “Recycling Facility Tonnage Report: Exempt Facility” service through NJDEP Online

**D. Creating and Setting Up a NJDEP Online Account**

1. Create a NJDEP Online Account (one time only)

You must have an NJDEP Online account to submit the annual report through NJDEP Online. If you do not already have an account, go to <http://www.state.nj.us/dep/online/> for new user registration instructions and to request access.

NJDEP Online accounts must be set up for an individual person and should be tied to an individual’s email address. **Do not set up one account for your entire organization.** Accounts will have an associated password, challenge questions, and certification PIN to provide security and ensure the integrity of the data submitted. The password, challenge questions, and certification PIN should be kept secure by the individual person who owns the account.

NJDEP Online accounts are linked to MyNewJersey accounts. If you already have a MyNewJersey account, you can link the two accounts when you set up your NJDEP Online account. If you do not have a MyNewJersey account, one will be created upon setup of your NJDEP Online account.

This service will not work with all internet browsers. A list of compatible browsers is presented in NJDEP Online when you login. Currently, the portal requires Mozilla Firefox 34 (or later) or Google Chrome 33 (or later).

## 2. My Workspace Setup

Once you have an account, you can login to NJDEP Online at <http://www.state.nj.us/dep/online/>.

Submissions through NJDEP Online are managed under the My Workspace tab. Once you are logged in, you can get to the My Workspace tab by clicking on it at any time.

### Service Selection

On the My Workspace tab, there is a “Service Selection” section designated by a blue bar. Under the Service Selection section, to set up the types of services you would like to submit, click the ‘Configure Services’ button. A complete list of available services will open. Under the **Solid and Hazardous Waste** heading, click on the checkbox for the ‘Solid and Hazardous Waste Reporting Services’ and click ‘OK.’ You will be returned to My Workspace; the Solid and Hazardous Waste Reporting Services will be added to the Services Selected section of the page.

The “Solid and Hazardous Waste Reporting Services” selection will now be available on your Workspace every time you log in. You can add additional service types anytime by following the above instructions.

### Linking Your Facilities

On the My Workspace tab, there is a “My Facilities/Program Interests” section designated by a blue bar. To link facilities to your account, click the ‘Add Facilities’ button. A Facility Search screen will open. Make sure the top radio button (Retrieve only those facilities that match the search criteria) is selected. In the Select NJDEP Program drop down, select ‘Solid Waste.’ You can search by either Facility ID (For Recycling Centers this is the Preferred ID #) or Facility Name. Upon clicking the ‘Search’ button, a list of available facilities will display. To select a facility, click the associated checkbox. Make sure the Program Interest Type of your selected facility is ‘Recycling Center.’ Click the ‘Add Selected Facilities’ button. You will be returned to My Workspace; the selected facility will be added to the My Facilities/Program Interests section of the page.

The facility will now be available in your Workspace anytime you need to submit a service for it. You can add other facilities to your Workspace anytime by following the above instructions. You can also delete facilities by simply clicking the **red X**.

## **E. Exempt Recycling Facility Annual Report Service Step-by-Step Instructions**

### Returning to a Previous Step in the Report

As you are proceeding through the report, you can return to a previous step by clicking on the screen name in the list on the left. Returning to certain screens will require you to clear data. Once you go back to an earlier screen, you must proceed through the entire process from that point.

### Partially Completed Reports

If you start a report submission, but are unable to finish it in one sitting, you can log out of NJDEP Online and finish the service at a later time. You can find a row identifying each partially completed service in the 'My Services – In Progress' section on the My Workspace tab. You can resume the service where you left off by clicking on the ID # for the service on the far-left side of the row.

#### 1. Submission Type Selection

To begin the submission of an annual report service, on the My Workspace tab, click on the 'Solid and Hazardous Waste Reporting Services' link.

An 'Instructions' page will open describing the available reports. Click the 'Continue' button.

A 'Selections' page will open. Click the radio button for 'Recycling Facility Tonnage Report: Exempt Facility' and click the 'Continue' button.

#### 2. Facility Selection Page

Year: From the dropdown field, select the year for which you are reporting data.

In the grid, click the radio button associated with the Recycling Facility for which you are reporting data. When you click the radio button, the system will check for previous submissions for the same facility for the same year. If a previous submission was made, you will be provided with a warning message in **green text** informing you of the previous submission. You can choose to revise the year and facility selected or you can choose to proceed. If you complete and submit the reporting service for an identical year and facility that was previously submitted, the earlier submission will be superseded and replaced by the more recent version.

If the facility does not appear in the grid, you have not added the facility to your User Profile. To add the facility, you can click on the 'click here' link below the grid or you can return to the My Workspace tab and follow the instructions for adding facilities in My Workspace Setup above.

Click the 'Continue' button to proceed.

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Version: 10.1.04  
 Currently logged in: Michael Gerchman (MGERCHMA3) 627006  
 Server: Server\_2 DEP SW TEST RECYCLE FACILITY Help | Logout

**FACILITY SELECTION - Recycling Facility Tonnage Report: Exempt Facility**

Reporting period : 01/01/2022 through 12/31/2022 [Reset Period Selection]

The grid below contains a list of facilities associated with your user profile that are valid for this Tonnage Reporting Service. Select the facility related to this submission prior to clicking Continue.

Select	Facility	Facility ID	Facility Type	Municipality	Address
<input type="radio"/>	DEP SW TEST RECYCLE FACILITY	627006	RECYCLING CENTER	Trenton City	401 EAST STATE ST

Clicking a column title will sort the table by that column.

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#).

**Please Note**  
 You may click on a

[Clear] [Continue]

### 3. Case Selection (Notification Activity #) Page

On the Case Selection page, the user selects the exemption notification that was in effect during the reporting year. In most cases for exempt facilities, only one selection will be available.

Click the applicable radio button and click the 'Continue' button.

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Version: 10.1.04  
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**CASE SELECTION**

Below is a list of permits/approvals applicable to this facility during the selected reporting time period. Select the permit/approval associated with this report, then click continue.

Select	Activity Number	Activity Type	Status	Effective Start Date	Document Title
<input type="radio"/>	XRN150001	Exempt Recycling Notification	Approved	01/01/2015	Solid Waste Permit Set

Clicking a column title will sort the table by that column.

If you are unsure which Activity to select, you can find additional information regarding the Activities using the Department's DataMiner Information Tool. [Click here for DataMiner Report](#)

[Clear] [Continue]

### 4. Submission Name Page

This page allows you to name your submission. The Submission/Project Name field is fully editable so the user may choose any name. However, the system will auto-generate a name based on the type of report, e.g. Exempt Recycler Report, the report year, the notification Activity #, and the Preferred ID of the facility. The user may choose to keep the auto-generated name or change it any way they wish.

This page also includes a field that allows the user to enter any comments they would like regarding the annual report. **Do not include questions or important information that the Department must act on in this field. In such circumstances, please contact the Bureau of Recycling and Hazardous Waste Management at (609) 984-3438 or the Bureau's assigned engineer/specialist for the facility by telephone or email.**

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder | NJDEP Open Gov

Version: 10.1.04  
 Currently logged in: Michael Gerchman (MGERCHMA3) 627006  
 Server: Server\_2 DEP SW TEST RECYCLE FACILITY Help | Logout

**SUBMISSION NAME - Recycling Facility Tonnage Report: Exempt Facility**

Please provide a service specific name below.

\*Submission/Project Name: Exempt Recycler Report - 2022\_XRN150001 @ Pref ID 627006

Comments:

\* Required

**Please Note**  
 You may click on a previously visited page (above) to navigate back to that screen.

[Continue]

Upon completion of any entries, click the 'Continue' button.

## 5. Contacts Page

The user is required to provide contact information for a General Contact. The General Contact is the person the Department would contact regarding questions about the monthly report submission.

If you are the Contact, you can enter your NJDEP Online Profile Contact information into this Contacts screen by simply selecting the drop-down arrow labeled ‘Insert from Existing Contacts,’ and selecting your name under My Profile Information.

If someone else is the General Contact, enter their Name, Address, E-mail Address, and Telephone information.

Fields marked with an ‘\*’ are required. At least one phone number is required. Additional phone numbers can be entered by adding rows.

If you would like to save a Contact’s information for your future use, you can check the ‘Save to My Favorites Contacts’ checkbox and click the Save button. The Favorites contact information will then be saved and selectable from the ‘Insert from Existing Contacts’ drop-down.

Click the ‘Continue’ button after both Contacts are complete.

**CONTACTS - Recycling Facility Tonnage Report: Exempt Facility**

1 - Instructions  
 2 - Submission Type  
 3 - Facility Selection  
 4 - Activity Selection  
 5 - Submission Name  
 6 - **Contacts**  
 7 - Report Specific Details  
 8 - Service Specific Certifications  
 9 - Certification

**Please Note**  
 You may click on a previously visited page (above) to navigate back to that screen.

Enter the contact information for each contact type shown below. At a minimum, a General Contact for questions regarding this report is required. If additional contact types are required, e.g. Emergency Contact, additional tabs are displayed.  
 Fields marked with an "\*" are required to be completed.  
 To save a person's information for use in other services, check the "Save to My Favorite Contacts" box and click Save.  
 Your Profile Information and any saved Favorite's contact information can be entered by using the 'Insert From Existing Contact(s)' drop down.

**1. General Contact**

Save to My Favorite Contacts

*Note: Selecting an option below will replace all information for this contact.  
 (Insert From Existing Contact(s):)*

\*Salutation:   
 \*First Name:   
 Middle Initial:   
 \*Last Name:   
 Title:   
 \*E-Mail Address:   
 \*Confirm E-Mail:   
 \*Organization Name:   
 Organization Type:

\*Address Line 1:   
 Address Line 2:   
 Address Line 3:

\*County:   
 \*City:   
 \*State/Country: New Jersey  
 \*Zip Code:

\* At least 1 phone number is required.

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Required

*Note: Please enter contact information on ALL required tabs before clicking Continue.*

## 6. Service-Specific Details Page

The Service-Specific Details Page is used to enter the facility’s material types, material origins, and tonnage data for the reporting year. There are 2 grids used to report your data: the “Material Received/Generated” grid and the “Material Processed, Transferred or Stored” grid.

Note that when entering data into a grid, the data in a row is not saved unless the user clicks the “+” on the far-right side of the row. Upon clicking the “+”, the row will be saved and displayed below the data

entry row. To edit a saved row, simply click in the field you want to edit. The row will change color to yellow and become editable. Make the change(s) you wish, then click the “√” to save the changes or the “X” to cancel the changes. Cancelling the changes will revert the row back to the previously saved data. To delete an entire saved row, click the red trashcan.

In the “Material Received/Generated” grid, enter a row for each unique combination of material type either received or generated at the exempt facility during the year and the material’s municipality of origin.

- Select a “Material” from the dropdown list. If the facility received a type of recyclable material that is not listed, select “Other” and type a description in the “Other Material Description” field.
- Select the “County of Origin” from the dropdown list. If the origin is outside of New Jersey, select “Out Of State.” All material of the same type which was received from outside New Jersey can be grouped on one row.
- Select a “Municipality of Origin” from the dropdown list. The list should filter based on the selected county.
- Enter the quantity and units (tons or cubic yards).
- Select the Material Origin as either “Generated on-site” or “Received from off-site.”
- Click the “+” to save a row.

In the example below, the facility received 50 tons of brush and 100 tons of leaves from Trenton, 200 tons of brush from Hamilton Twp., and 500 tons of brush from outside New Jersey.

Exempt Recycler Report - Material Received/Generated								
*Material	Other Material Description	*County of Origin	*Municipality of Origin	*Quantity	*Units	*Material Origin	Other Origin Description	Click the plus (+) sign to add your data.
Brush		Mercer	Hamilton Twp	200	Tons	Received from off-site		+
Brush		Mercer	Trenton City	50	Tons	Received from off-site		+
Brush		Out Of State	Out Of State	500	Tons	Received from off-site		+
Leaves		Mercer	Trenton City	100	Tons	Received from off-site		+

In the “Material Processed, Transferred or Stored” grid, enter a row for each material type the exempt facility handled during the year.

- Select a “Material” from the dropdown list. If the facility received a type of recyclable material that is not listed, select “Other” and type a description in the “Other Material Description” field.
- Enter the quantity of the material processed and the units (tons or cubic yards).
- Enter the quantity of the material transferred off-site and the units (tons or cubic yards).
- Enter the quantity of the material in storage at the end of the year and the units (tons or cubic yards).
- Click the “+” to save a row.

In the example below, the exempt facility handled brush and leaves. Seven hundred fifty tons of brush was processed, 500 tons were transferred off-site, and 250 tons remained in storage at the end of the year. One hundred tons of leaves were processed, no leaves were transferred, and 100 tons remained in storage at the end of the year.

*Material	Other Material Description	*Quantity Processed	*Qty Processed Units	*Quantity Transferred	*Qty Transferred Units	*Quantity in Storage	*Qty In Storage Units	Click the plus (+) sign to add your data.
Brush		750 Tons		500 Tons		250 Tons		+
Leaves		100 Tons		0 Tons		100 Tons		X

When all data is entered, click Continue.

## 7. Attachment Upload Page

Attachments are not required for this report. However, if you desire, you may upload an attachment related to the report. To upload an attachment, click on the 'Add Attachment' drop-down menu, select "Other SHW Tonnage Attachment," and click the 'Add Attachment' button. A row of information, including appropriate file extensions, will display that allows you to select a file to upload. Click the 'Choose File' button to search for a file. Click 'Open' to upload the selected file. The 'Continue' button will turn blue once the file is uploaded successfully.

Once uploaded, a file can be deleted by clicking the **red X**.

If you don't want to upload and attachment, just click 'Continue.'

The screenshot shows the 'Attachment Upload' page for a Recycling Facility Tonnage Report. The page includes a navigation menu with options like 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The main content area is titled 'ATTACHMENT UPLOAD - Recycling Facility Tonnage Report: Exempt Facility'. It contains instructions stating that attachments are not required for this service. A section for 'Report Specific Details' includes an 'Add Attachment' dropdown menu and an 'Add Attachment' button. A 'Please Note' section at the bottom explains that users can click on a previously visited page to navigate back to that screen. A 'Continue' button is visible in the bottom right corner.

## 8. Service-Specific Certification Page (Residue Disposal Certification)

Recycling Facilities are required to certify in writing, along with the annual report, that all residue generated at the facility has been disposed in accordance with the solid waste management rules at N.J.A.C. 7:26.

To certify to this statement, check the checkbox and click 'Continue.'

The screenshot shows the 'Service-Specific Certification' page for a Recycling Facility Tonnage Report. The page includes the same navigation menu as the previous screenshot. The main content area is titled 'SERVICE SPECIFIC CERTIFICATION - Recycling Facility Tonnage Report: Exempt Facility'. It contains instructions stating that users must certify to the statement to continue with submission of the report. A section for 'Report Specific Certifications' includes a checkbox and a statement: 'I certify under penalty of law that all residue generated during the reporting year at the recycling facility for which this report is being submitted has been disposed in accordance with the solid waste management rules at N.J.A.C. 7:26.' A 'Continue' button is visible in the bottom right corner.

## 9. Certification Page (Report Certification)

The person submitting the report must certify to the following statement:

*"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."*

To verify your identity, enter a response to the Challenge Question and click the 'Submit' button. If you do not remember the Challenge Question/Answer, you can click the 'Forgot Challenge Q/A' button and follow the instructions. Note that answers to Challenge Questions are not case sensitive.

Once the Challenge Question is answered correctly, the Certification PIN will become enabled. Enter your Certification PIN and click 'Certify.' Note that Certification PINs are case sensitive. Clicking 'Certify' constitutes an electronic signature of the submission.

Note that your Certification PIN and Password are two different things. It is possible that you made your Certification PIN and Password identical values. If you forgot your Certification PIN, click the 'Forgot Certification PIN' button to create a new one.

After clicking 'Certify,' **do not close your browser while the system completes the submission.** This may take several minutes.

**CERTIFICATION - Recycling Facility Tonnage Reports: Exempt Facility**

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

**WARNING:** After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

**Certification by Access Type: Individual With Direct Knowledge**

Service ID	Submittal Type	Creation Date	View
873756	Solid and Hazardous Waste - Solid and Hazardous Waste Reporting Services - Recycling Facility Tonnage Report: Exempt Facility	12/07/2022	

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

**Name of Certifying Party:** Michael Gerchman  
**User ID of Certifying Party:** MGERCHMA3

**Challenge/Response Question**

Prior to certifying your submission, you must answer the following Question correctly:

\*What is your favorite sport?  (Not Case Sensitive)

**Certification PIN**

\*Certification PIN:  (Case-Sensitive)

\* Required

## 10. Summary Page

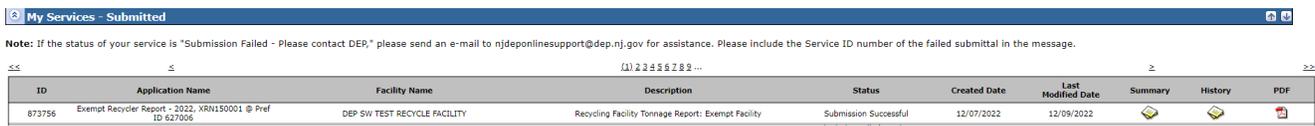
A page will open displaying a summary of the information provided in the annual report submission. You can return to the My Workspace by clicking on the My Workspace tab or by clicking the 'Return' button at the bottom of the Summary page.

## F. Submission Status/PDF

On the My Workspace tab, you can see a list of your submissions under the ‘My Services – Submitted’ section.

The list provides various information regarding the service, including a Status of the submission. If the status of the service is “Submission Failed – Please contact DEP,” send an email to [recyclingfacilities@dep.nj.gov](mailto:recyclingfacilities@dep.nj.gov) for assistance. Please include the Service ID number of the failed submittal in the message.

At the far right-hand side of the row, you can find a PDF of the Summary page for your records.



The screenshot shows a web interface titled "My Services - Submitted". Below the title is a note: "Note: If the status of your service is 'Submission Failed - Please contact DEP,' please send an e-mail to njdeponlinesupport@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message." Below the note is a table with the following columns: ID, Application Name, Facility Name, Description, Status, Created Date, Last Modified Date, Summary, History, and PDF. The table contains one row of data.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	PDF
873756	Exempt Recycler Report - 2022, XRN150001 @ Pref ID: 627006	DEP SW TEST RECYCLE FACILITY	Recycling Facility Tonnage Report: Exempt Facility	Submission Successful	12/07/2022	12/09/2022			

Upon successful submission of the report, you will also receive an email that acknowledges the Department’s receipt of the report.

## G. Questions

Please direct inquiries pertaining to submission of the report to the Bureau of Recycling and Hazardous Waste Management by calling (609) 984-3438 or by email to [recyclingfacilities@dep.nj.gov](mailto:recyclingfacilities@dep.nj.gov).