

## New Jersey Department of Environmental Protection (NJDEP)

Updated 10/20/2022

### Instructions for Completing the Large Food Waste Generator<sup>1</sup> Reporting Form Pursuant to P.L. 2020, c.24: Food Waste Recycling

*Disclaimer: The Reporting Form has been developed as a fillable PDF file. In order to properly complete the form, the file will need to be opened in Adobe Acrobat Reader with a version of XI or higher. Adobe Acrobat Reader is a free software available for download at <https://get.adobe.com/reader/>.*

*Please note the form requires an electronic signature in Adobe Acrobat Reader. Instructions for signing electronically can be found in Section D below.*

The purpose of the form is to provide the Department of Environmental Protection (Department or NJDEP) with information on the amount of projected food waste generated at various establishments and for the generator to provide the Department with information regarding the disposition of the generator's source separated food waste. Please refer to attached form.

This form should be completed by large food waste generators as defined in P.L. 2020 c.24 (full version of the law is available at <https://www.njleg.state.nj.us/Bills/2020/PL20/24 .PDF>). The completed reporting form should be submitted to [reducefoodwaste@dep.nj.gov](mailto:reducefoodwaste@dep.nj.gov).

#### **Section A (see report form): Generator Information**

1. Generator Name: Provide the name of the establishment that is reporting the projected generation of food waste.
2. Generator Contact Information: List the name of the person submitting this form that can be reached by the Department regarding site operations relative to food waste and compliance with the Food Waste Recycling Law. This person should have direct knowledge of the food waste generated and shall provide the telephone number, mailing address, and email address for this contact. If the mailing address of the person submitting this form differs from the mailing address of the establishment, please specify both.
3. Generator Type: Identify the type of food waste generator by selecting one of the options from the drop-down menu (commercial food wholesaler, distributor, industrial food processor, supermarket, resort, conference center, banquet hall, restaurant, educational or religious institution, military installation, prison, hospital, medical facility, casino).
4. Identify the total food waste generated in the previous 12 months; this value should reflect the estimated amount of food waste generated, in tons. The DEP has provided online resources to assist in estimating food waste at <https://www.nj.gov/dep/dshw/food-waste-recycling-law/measure-food-waste.html>.
5. Explain the method that was used to estimate the amount of food waste generated in question number 4. Referencing one of the resources available online is acceptable.

---

<sup>1</sup> "Large food waste generator" means any commercial food wholesaler, distributor, industrial food processor, supermarket, resort, conference center, banquet hall, restaurant, educational or religious institution, military installation, prison, hospital, medical facility, or casino that produces at least 52 tons per year of food waste

6. Estimate the projected food waste to be generated during the next 12 months.

**Section B: Generator Requirements**

1. Respond either yes or no as to whether the generator is subject to the requirements of the Law.

**Section C: Recycling Information**

1. Check the appropriate box(es) corresponding with the method(s) used to recycle source separated food waste. Provide the name and address of the recycling facility, if applicable. Provide a description of the method(s) used and attach permits or approvals, if applicable.
2. Provide the name and contact information of the hauler(s) that transport the food waste from the generator to the recycling facility, if applicable.

**Section D: Generator Certification**

1. By signing this document, the generator acknowledges that the information submitted in this form is correct to the best of their knowledge. Provide the name of the person submitting this form, signature, job title, and date submitted.

Electronic Signature Procedures:

1. Please save the form before beginning the electronic signature process. This is an important step because once the electronic signature process is complete, the PDF will lock and changes to the form can no longer be made.
2. Adobe Acrobat Reader contains the ability to generate digital signatures in a fillable PDF. A digital signature is required for the large food waste generator. The signature field will be denoted with a red mark in the top left corner of the field (see below).

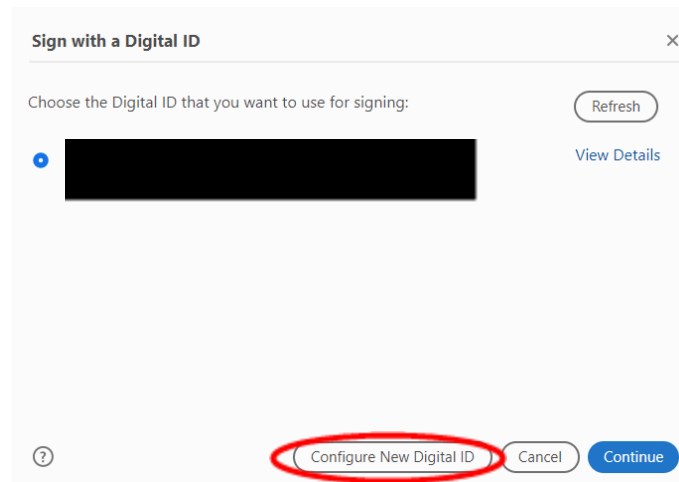
**I. Generator Certification**

By signing this document, the large food waste generator acknowledges that the information submitted in this form is correct to the best of their knowledge.

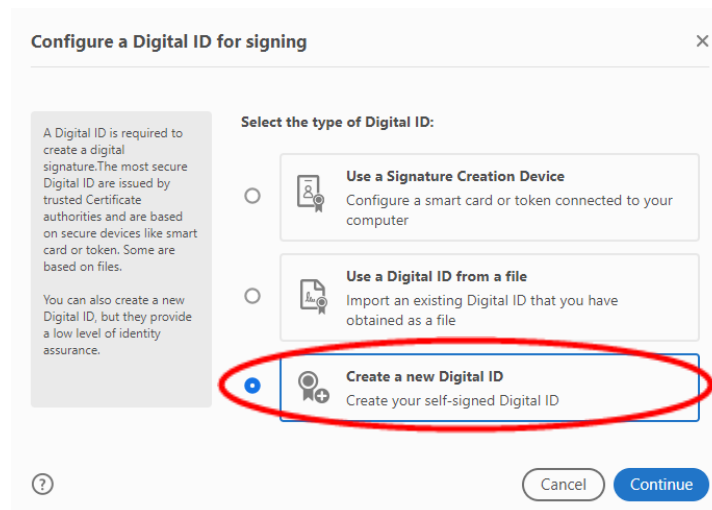
Signature  \_\_\_\_\_ Date \_\_\_\_\_

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

3. Clicking on the signature field will launch a prompt with steps instructing users to sign with a digital ID. The first step is to click the “Configure New Digital ID” button. If an electronic signature for the large food waste generator already exists, click continue and proceed with signing.



4. If you do not already have a digital ID file on your computer then select the third option, "Create a new Digital ID" and click continue.



5. Select the “Save to File” option and click continue. Then enter your information and create a password.

**Select the destination of the new Digital ID** ×

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

**Save to File**  
Save the Digital ID to a file in your computer

**Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

**Create a self-signed Digital ID** ×

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: John Smith

Organizational Unit: *Enter Organizational Unit...*

Organization Name: *Enter Organization Name...*

Email Address: john@smith.com

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

? Back Continue

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy it or back it up." On the right, it says "Your Digital ID will be saved at the following location:" followed by a blacked-out path and a "Browse" button. Below that are two input fields: "Apply a password to protect the Digital ID:" and "Confirm the password:". At the bottom right, there are "Back" and "Save" buttons, with the "Save" button circled in red.

6. The Digital ID that was created in the previous steps should now be selected. You will be prompted for your password. After entering your password click on the Sign button in the bottom right of the window. The field will now be digitally signed.

The screenshot shows a dialog box titled "Sign with a Digital ID". It asks to "Choose the Digital ID that you want to use for signing:" and has a "Refresh" button. There are two options: "John Smith (Digital ID file)" with a blue selection circle and "View Details" link, and a blacked-out option with a white selection circle and "View Details" link. At the bottom, there are "Configure New Digital ID", "Cancel", and "Continue" buttons, with the "Continue" button circled in red.

Sign as "John Smith" ×

Appearance Standard Text ▼ Create

**John  
Smith**

Digitally signed  
by John Smith  
Date: 2022.07.11  
13:11:03 -04'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign

Any questions regarding these instructions or filling out the attached form should be emailed to [reducefoodwaste@dep.nj.gov](mailto:reducefoodwaste@dep.nj.gov).