



CLASS A RECYCLING CENTERS – NEW PROCEDURE FOR SUBMISSION OF ANNUAL TONNAGE REPORT TO DEP, EXTENDED TIMEFRAME FOR SUBMISSION OF 2022 ANNUAL TONNAGE REPORT TO DEP

WHO IS AFFECTED BY THIS ADVISORY?

Class A Recycling Centers approved through their respective District Solid Waste Management Plans, to receive, store, process, or transfer Class A recyclable materials including source-separated non-putrescible metal, glass, paper, plastic containers, and corrugated and other cardboard.

WHY IS DEP ISSUING THIS UPDATE?

Pursuant to N.J.A.C. 7:26A-4.4(a), Class A Recycling Centers are required to submit an annual tonnage report, detailing information pertaining to the recycling of materials received and processed at their facilities, to the DEP, the county of origin (if requested), and all municipalities from which recyclable material is received in the previous calendar year. Annual tonnage reports are due on or before March 1 of each year for recycling activities conducted in the previous calendar year.

DEP recently developed a new online submittal service for annual tonnage reports to be sent to DEP. Beginning this reporting year, these reports must be completed and submitted online through the [DEP Online Business Portal](#). No new reports will be accepted by mail or email.

To provide time to accommodate this transition, DEP is extending this year's March 1 report submission deadline for annual tonnage reports to be sent to DEP to **June 1, 2023**. After this year, the reporting deadline will return to March 1 for 2024 and thereafter. Reports to the county of origin and all municipalities from which recyclable material is received are not affected at this time.

WHAT SHOULD I DO?

Class A Recycling Centers that accepted Class A recyclable materials within New Jersey during 2022, shall, if they have not yet done so, compile their annual tonnage report using the [current Class "A" Annual Report Form](#) and submit to the municipal and/or county recycling coordinators from which recyclable material is received. The report shall be submitted to DEP utilizing the [DEP Online Business Portal](#) prior to the June 1, 2023 deadline. Updated [instructions](#) covering the annual tonnage report and the new submission process have been posted online. Compliance will be monitored and enforcement actions may be issued for missing and/or incomplete reports.

Compliance Advisory

WHO SHOULD I CONTACT WITH QUESTIONS?

Please call the Division of Sustainable Waste Management at 609-984-3438 or send your questions via email to recyclingfacilities@dep.nj.gov.

WHERE CAN I GET MORE INFORMATION?

The DEP Division of Sustainable Waste Management [website](#) contains additional information, guidance and training materials. A live training session scheduled for April 26, 2023 will be recorded and posted on the website.

To find the Class “A” Annual Report Form visit: www.nj.gov/dep/dshw/resource/forms.htm#rc_reporting

Access the DEP Online Business Portal here: www.nj.gov/dep/online/

Instructions for annual tonnage reporting and new online process:
www.nj.gov/dep/dshw/resource/forms/recycling_facility_annual_report_ins.pdf

Division of Sustainable Waste Management: www.nj.gov/dep/dshw/

Listing of NJ County Recycling Coordinators:
www.nj.gov/dep/dshw/recycling/county_recycling_coordlst.pdf?202212

Please note this advisory is intended to be a summary explanation of DEP requirements. It does not include all potentially applicable requirements. If you have any questions, please contact the phone number listed above.