

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

**Annual Recycling Facility Report Instructions
Class A, B, C, & D Facilities**



Due Annually March 1st

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SECTION 1 REPORT SET UP

SECTION 1.1 DOWNLOADING THE REPORT

First download and save a local copy of the Excel report for the proper class recycling center annual report form. A separate form is listed on the Department's webpage for each recycling facility class. For example for a Class A facility the "Class-A-Form.xlsm" should be downloaded from <https://www.nj.gov/dep/dshw/resource/forms.htm> by clicking on the Microsoft Excel icon shown below.

Class "A" Recycling Centers Annual Report Form			
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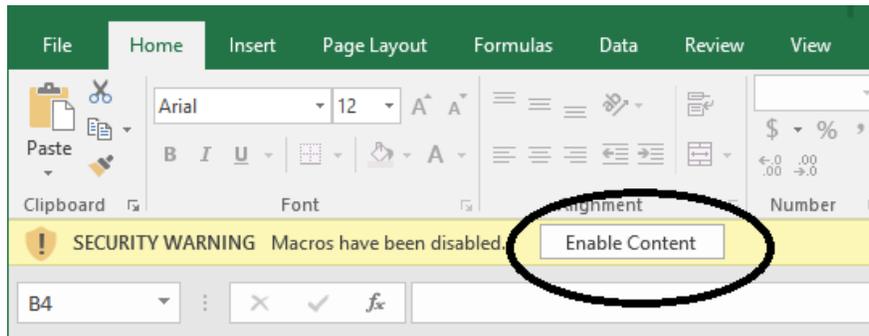
* NOTE – For recycling facilities that are classified as more than one class will have to fill out a separate report for each class of materials they cover. For example, a facility that is both Class B & C will have to download and fill out a separate Class B and Class C report.

SECTION 1.2 OPENING THE REPORT

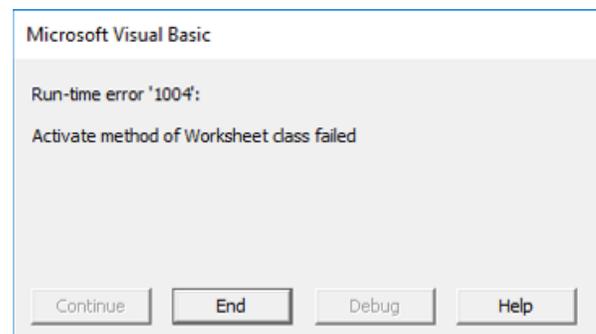
SUBSECTION 1.2.A EXCEL VERSION 2010 – 2016

Features of the Excel report can only be used through enabling macros on the form itself. To enable macros, follow these steps immediately after opening the file in Microsoft Excel.

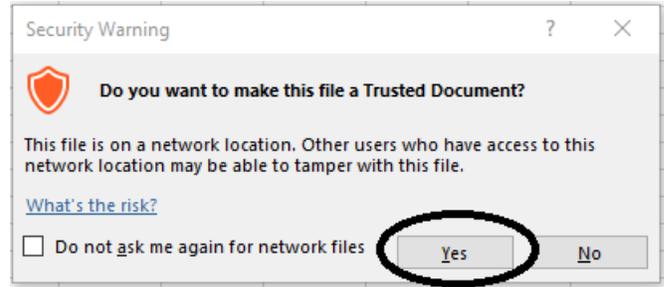
When opening the Excel report for the first time, you may be prompted with a security warning towards the top of the form. Click on the "**Enable Content**" button. Sometimes, you may be prompted with an "**Enable Editing**" button instead; you must click this before the "**Enable Content**" button will appear.



Note - Sometimes the below error message may appear after opening the Excel file or enabling macros. Select the "End" button and continue to fill out the form.



Then you may be prompted with an additional question asking if you want to make this file a Trusted Document. Click on the “Yes” button.



Following these steps will enable Macros on your form, allowing the form to work properly.

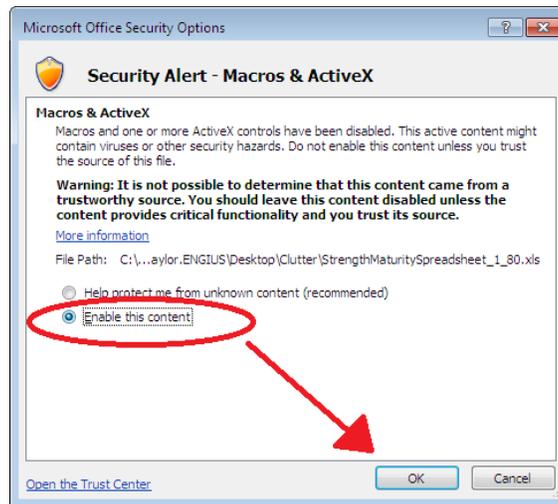
SUBSECTION 1.2.B EXCEL VERSION 2007 OR OLDER

If the version of Microsoft Excel installed is from 2007 or earlier, the formatting of the Security Warnings will appear differently from the images previously portrayed. If your version of Microsoft Excel is from 2007 or earlier, follow these steps immediately after opening the file.



When opening the Excel Report for the first time, you may be prompted with a security warning towards the top of the form. Click on the “Options...” button.

Then you may be prompted with a dialog box asking if you want to enable the content of the form. Click on the button next to “Enable this Content”. Then click on the “OK” button.



Following these steps will enable Macros on your form, allowing the form to work properly.

SECTION 2 CONTACT DETAILS (ALL REPORTS)

SECTION 2.1 FILLING OUT THE CONTACT DETAILS

For any of the recycling facility report the contact details sheet must be filled in. This will be sheet 1 on any of the reports. The contact details sheet has five fields which are required to be filled in:

- **Recycling Facility (Cell A2):** Enter the name of the Recycling Facility.
- **Facility ID # (Cell B2):** Enter the Recycling Facility ID Number.
- **Submitted By (Cell C2):** Enter the name of the contact responsible for the submission.
- **Phone Number (Cell D2):** Enter the phone number of the contact responsible for the submission.
- **Email Address (Cell E2):** Enter the email address of the contact responsible for the submission.

	A	B	C	D	E	F
1	Recycling Facility:	Facility ID #:	Submitted By:	Phone #:	Email Address:	
2						
3						
4						
5						

* **NOTE** – The following sections of this document contain instructions for each class specific report. Please navigate to the section that pertains to the proper instruction set.

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SECTION 3 CLASS A SPECIFIC DETAILS

SECTION 3.1 FILLING OUT CLASS A (SHEET 2)

Class A shall identify the weights received by your facility that are designated for recycling and must be identified by county and municipality of origin as well as type of material recycled.

- **Reporting Period (B1):** Select the year that this recycling report is for. This cell is a drop-down list that contains possible years to choose from. Data may be typed or pasted in. However, if the value is not in the drop-down list it will be cleared.

A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage:

- **County of Origin (Column A):** Enter the county where the material originated from. This field uses a drop-down list. Data may be typed or pasted in. However, if the data entered doesn't match an entry in the drop-down list, it will be cleared.
- **Municipality of Origin (Column B):** Enter the municipality where the material originated from. This field uses a drop-down list. Data may be typed or pasted in. However, if the data entered doesn't match an entry in the drop-down list, it will be cleared.
- **Material Types: Corrugated – Non-containerized glass (Column C - AB):** Enter the quantity for the corresponding material type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. The next cell will be named **Units**. This cell is a dropdown that contains the units that can be used to quantify the data entered.
- **Other Material Types (Column AC – AE):** These columns are to be used if material was accepted that corresponds to a type not provided by columns C – AB. Specify the material type in **Specify Other (Column AD)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column AD)** and **Unit (Column AE)** fields.

SECTION 4 CLASS B SPECIFIC DETAILS

SECTION 4.1 FILLING OUT CLASS B RECEIVED (SHEET 2)

Class B Received shall identify the weights received by your facility and must be identified by county and municipality of origin as well as material recycled.

- **Reporting Period (B1):** Select the year that this recycling report is for. This cell is a drop-down list that contains possible years to choose from. Data may be typed or pasted in. However, if the value is not in the drop-down list it will be cleared.

A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage:

- **County of Origin (Column A):** Enter the county where the material originated from. This field uses a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly it will be cleared.
- **Municipality of Origin (Column B):** Enter the municipality where the material originated from. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list it will be cleared.
- **Month (Column C):** Enter the month in numbers with the corresponding data of the row. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list it will be cleared.
- **Material Types: Asphalt – Wood (Column D - AM):** Enter the quantity for the corresponding material type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. The next cell will be named **Units**. This cell is a dropdown that contains the units that can be used to quantify the data entered.
- **Other Material Types (Column AN – AP):** These columns are to be used if material was accepted that corresponds to a type not provided by columns D – AM. Specify the material type in **Specify Other (Column AN)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column AO)** and **Unit (Column AP)** fields.

SECTION 4.2 FILLING OUT CLASS B SENT (SHEET 3)

Class B Sent shall identify the weights sent by your facility and must be identified by county and municipality of origin as well as material recycled.

A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage:

- **End-Market Name (Column A):** Enter the name of the end-market the recovered material was sent to. This cell is free text.
- **End-Market State (Column B):** Enter the state of end-market the recovered material was sent to. This field uses a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly it will be cleared.
- **End-Market Street Address (Column C):** Enter the street address of the end-market the recovered material was sent to. This field is free text.
- **End-Market County (Column D):** Enter the county of end-market the recovered material was sent to. If the end-market state is not New Jersey, then this cell will be set to **“Out Of State”**. This field uses a drop-down list when the end-market state is New Jersey. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.

- **End-Market Municipality (Column E):** Enter the municipality of the end-market the recovered material was sent to. If the end-market state is New Jersey this field is a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly it will be cleared. If the disposal facility state is not New Jersey, then this field will be set to “**Out Of State**”.
- **End-Market ZIP (Column F):** Enter the zip code of the end-market the recovered material was sent to. This field must be 5 digits or 9 digits with no extra characters (Ex. 12345, 123456789). If a data is entered incorrectly it will be cleared.
- **End-Market Phone Number (Column G):** Enter the phone number of the end-market the recovered material was sent to. This cell needs to be 10 digits and will be reformatted to be (###) ###-####. Data typed into this cell can be in many of formats that include dashes and parentheses. If a phone number is entered incorrectly, the data will be cleared.
- **Month (Column H):** Enter the month in numbers with the corresponding data of the row. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list it will be cleared.
- **Material Types: Aggregate – Wood (Column I - BB):** Enter the amount of material for the material. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. The next cell will be named **Units**. This cell is a dropdown that contains the units that can be used to quantify the data entered.
- **Other Material Types (Column BC – BE):** These columns are to be used if material was accepted that corresponds to a type not provided by columns I – BB. Specify the material type in **Specify Other (Column BC)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column BD)** and **Unit (Column BE)** fields.

SECTION 4.3 TRANSPORTER AND SUMMARIES (SHEET 4)

Transporters and Summaries shall identify the weight of residue sent away and the amount disposed by your facility. This sheet will also contain all the transporters’ names and registration numbers used for transporting residue.

A separate row should be used for each transporter’s information.

- **Transporter Name (Column A):** Enter transporter’s name used to send residue away. This cell is free text.
- **Transporter Registration Number (Column B):** Enter the corresponding registration number for the transporter used to transport residue named in **Column A**. The A-901 license number of the transporter should be used. This cell is free text.

The following fields are required for the sheet:

- **Total Amount of Residue disposed as Solid Waste (Column F):** Enter the amount of disposed materials for each month in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. **If the amount for a month is 0, type zero into the corresponding cell.**
- **Total Amount of Material Marketed (Column G):** Enter the amount of sent away materials for each month in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. **If the amount for a month is 0, type zero into the corresponding cell.**

SECTION 5 CLASS C SPECIFIC DETAILS

SECTION 5.1 FILLING OUT CLASS C RECEIVED (SHEET 2)

Class C Received shall identify the weights received by your facility and must be identified by county and municipality of origin as well as material recycled.

- **Reporting Period (B1):** Select the year that this recycling report is for. This cell is a drop-down list that contains possible years to choose from. Data may be typed or pasted in. However, if the value is not in the drop-down list, it will be cleared.

A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage:

- **County of Origin (Column A):** Enter the county where the material originated from. This field uses a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly, it will be cleared.
- **Municipality of Origin (Column B):** Enter the municipality where the material originated from. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list, it will be cleared.
- **Month (Column C):** Enter the month in numbers with the corresponding data of the row. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list, it will be cleared.
- **Material Types: Brush – Wood Chips (Column D - U):** Enter the quantity for the corresponding material type. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. The next cell will be named **Units**. This cell is a dropdown that contains the units that can be used to quantify the data entered.

SECTION 5.2 FILLING OUT CLASS C SENT (SHEET 3)

Class C Sent shall identify the weights sent by your facility and must be identified by county and municipality of origin as well as material recycled.

A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage:

- **End-Market Name (Column A):** Enter the name of the end-market the recovered material was sent to. This cell is free text.
- **End-Market State (Column B):** Enter the state of end-market the recovered material was sent to. This field uses a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly, it will be cleared.
- **End-Market Street Address (Column C):** Enter the street address of the end-market the recovered material was sent to. This field is free text.
- **End-Market County (Column D):** Enter the county of end-market the recovered material was sent to. If the end-market state is not New Jersey, then this cell will be set to **“Out Of State”**. This field uses a drop-down list when the end-market state is New Jersey. Data may be typed or pasted. However, if data is entered incorrectly, it will be cleared.
- **End-Market Municipality (Column E):** Enter the municipality of the end-market the recovered material was sent to. If the end-market state is New Jersey this field is a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly, it will be cleared. If the disposal facility state is not New Jersey, then this field will be set to **“Out Of State”**.

- **End-Market ZIP (Column F):** Enter the zip code of the end-market the recovered material was sent to. This field must be 5 digits or 9 digits with no extra characters (Ex. 12345, 123456789). If a data is entered incorrectly it will be cleared.
- **End-Market Phone Number (Column G):** Enter the phone number of the end-market the recovered material was sent to. This cell needs to be 10 digits and will be reformatted to be (###) ###-####. Data typed into this cell can be in many of formats that include dashes and parentheses. If a phone number is entered incorrectly, the data will be cleared.
- **Month (Column H):** Enter the month in numbers with the corresponding data of the row. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list, it will be cleared.
- **Material Types: Brush – Wood Chips (Column I - Z):** Enter the quantity for the material type. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. The next cell will be named **Units**. This cell is a dropdown that contains the units that can be used to quantify the data entered.

SECTION 5.3 TRANSPORTER AND SUMMARIES (SHEET 4)

Transporters and Summaries shall identify the weight of residue sent away and the amount disposed by your facility. This sheet will also contain all the transporters' names and registration numbers used for transporting residue.

A separate row should be used for each transporter's information.

- **Transporter Name (Column A):** Enter transporter's name used to send residue away. This cell is free text.
- **Transporter Registration Number (Column B):** Enter the corresponding registration number for the transporter used to transport residue named in **Column A**. The A-901 license number of the transporter should be used. This cell is free text.

The following fields are required for the sheet:

- **Total Amount of Residue disposed as Solid Waste (Column F):** Enter the amount of disposed materials for each month in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. **If the amount for a month is 0, type zero into the corresponding cell.**
- **Total Amount of Material Marketed (Column G):** Enter the amount of sent away materials for each month in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly, it will be cleared. **If the amount for a month is 0, type zero into the corresponding cell.**

SECTION 6 CLASS D SPECIFIC DETAILS

SECTION 6.1 FILLING OUT CLASS D RECEIVED (SHEET 2)

Class D Received shall identify the weights received by your facility and must be identified by county and municipality of origin as well as material recycled.

- **Reporting Period (B1):** Select the year that this recycling report is for. This cell is a drop-down list that contains possible years to choose from. Data may be typed or pasted in. However, if the value is not in the drop-down list it will be cleared.

A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage:

- **County of Origin (Column A):** Enter the county where the material originated from. This field uses a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly it will be cleared.
- **Municipality of Origin (Column B):** Enter the municipality where the material originated from. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list it will be cleared.
- **Month (Column C):** Enter the month in numbers with the corresponding data of the row. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list it will be cleared.
- **Material Types: Batteries – Antifreeze Residue (Column D - W):** Enter quantity for the corresponding material type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. The next cell will be named **Units**. This cell is a dropdown that contains the units that can be used to quantify the data entered.
- **Other Material Types (Column X – Z):** These columns are to be used if material was accepted that corresponds to a type not provided by columns D – W. Specify the material type in **Specify Other (Column X)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column Y)** and **Unit (Column Z)** fields.

SECTION 6.2 FILLING OUT CLASS D SENT (SHEET 3)

Class D Sent shall identify the weights sent by your facility and must be identified by county and municipality of origin as well as material recycled.

A separate row should be used for each municipality and/or facility of origin. The following fields are required for any row that contains tonnage:

- **End-Market Name (Column A):** Enter the name of the end-market the recovered material was sent to. This cell is free text.
- **End-Market State (Column B):** Enter the state of end-market the recovered material was sent to. This field uses a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly it will be cleared.
- **End-Market Street Address (Column C):** Enter the street address of the end-market the recovered material was sent to. This field is free text.
- **End-Market County (Column D):** Enter the county of end-market the recovered material was sent to. If the end-market state is not New Jersey, then this cell will be set to **“Out Of State”**. This field uses a drop-down list when the end-market state is New Jersey. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.

- **End-Market Municipality (Column E):** Enter the municipality of the end-market the recovered material was sent to. If the end-market state is New Jersey this field is a drop-down list. Data may be typed or pasted in. However, if data is entered incorrectly it will be cleared. If the disposal facility state is not New Jersey, then this field will be set to “**Out Of State**”.
- **End-Market ZIP (Column F):** Enter the zip code of the end-market the recovered material was sent to. This field must be 5 digits or 9 digits with no extra characters (Ex. 12345, 123456789). If a data is entered incorrectly it will be cleared.
- **End-Market Phone Number (Column G):** Enter the phone number of the end-market the recovered material was sent to. This cell needs to be 10 digits and will be reformatted to be (###) ###-####. Data typed into this cell can be in many of formats that include dashes and parentheses. If a phone number is entered incorrectly, the data will be cleared.
- **Month (Column H):** Enter the month in numbers with the corresponding data of the row. This field uses a drop-down list. Data may be typed or pasted in. However, if the data is not in the drop-down list it will be cleared.
- **Material Types: Batteries – Antifreeze (Column I - X):** Enter the amount of material for the material. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. The next cell will be named **Units**. This cell is a dropdown that contains the units that can be used to quantify the data entered.
- **Other Material Types (Column Z – AA):** These columns are to be used if material was accepted that corresponds to a type not provided by columns I – X. Specify the material type in **Specify Other (Column Y)** field. Enter the quantity of material and select the unit in the corresponding **Other Amount (Column Z)** and **Unit (Column AA)** fields.

SECTION 6.3 TRANSPORTER AND SUMMARIES (SHEET 4)

Transporters and Summaries shall identify the weight of residue sent away and the amount disposed by your facility. This sheet will also contain all the transporters’ names and registration numbers used for transporting residue.

A separate row should be used for each transporter’s information.

- **Transporter Name (Column A):** Enter transporter’s name used to send residue away. This cell is free text.
- **Transporter Registration Number (Column B):** Enter the corresponding registration number for the transporter used to transport residue named in **Column A**. The A-901 license number of the transporter should be used. This cell is free text.

The following fields are required for the sheet:

- **Total Amount of Residue disposed as Solid Waste (Column F):** Enter the amount of disposed materials for each month in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. **If the amount for a month is 0, type zero into the corresponding cell.**
- **Total Amount of Material Marketed (Column G):** Enter the amount of sent away materials for each month in the corresponding cells. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared. **If the amount for a month is 0, type zero into the corresponding cell.**

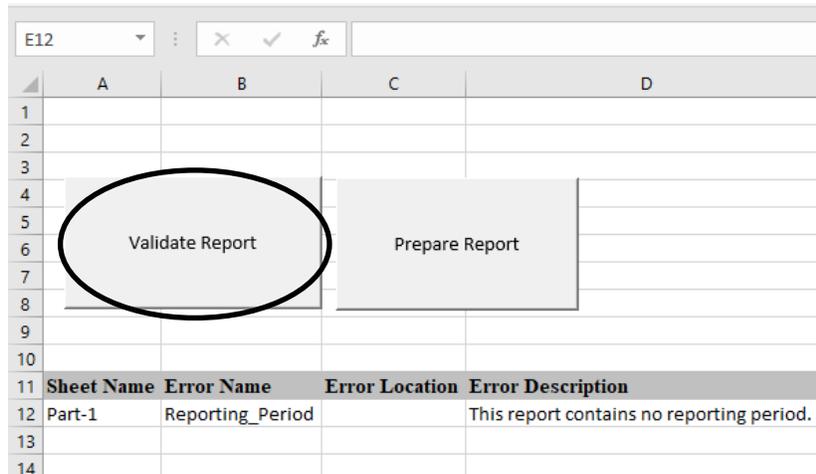
SECTION 7 FINALIZING THE REPORT (ALL REPORTS)

**** Please Note – Due to the timing of the release of the new forms for 2018, the department is accepting partial information. If fields or sections are left blank, then the report is unable to be prepared. Therefore, this section is optional for the 2018 reports. However, it will be mandatory for the 2019 annual reports.**

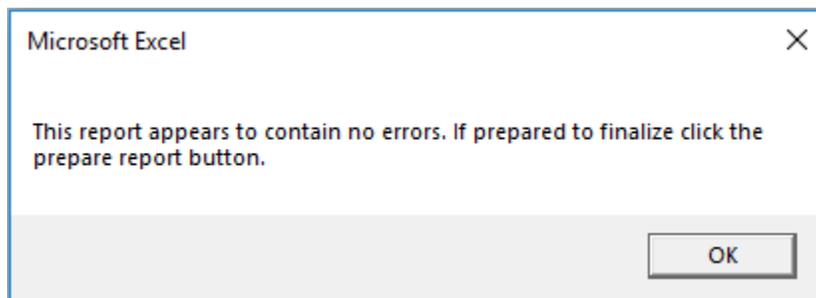
SECTION 7.1 PREPARE REPORT SHEET

SUBSECTION 7.1.A VALIDATING THE REPORT

After you finish typing all your data into the worksheets stated above, the report will need to be validated by clicking the “Validate Report” button. This action will validate that all the data entered in the workbook is in a valid format and complete. If there are errors or missing information within the workbook, information about them will display beginning at line 12. Below shows an example of a report where the reporting period was not entered.

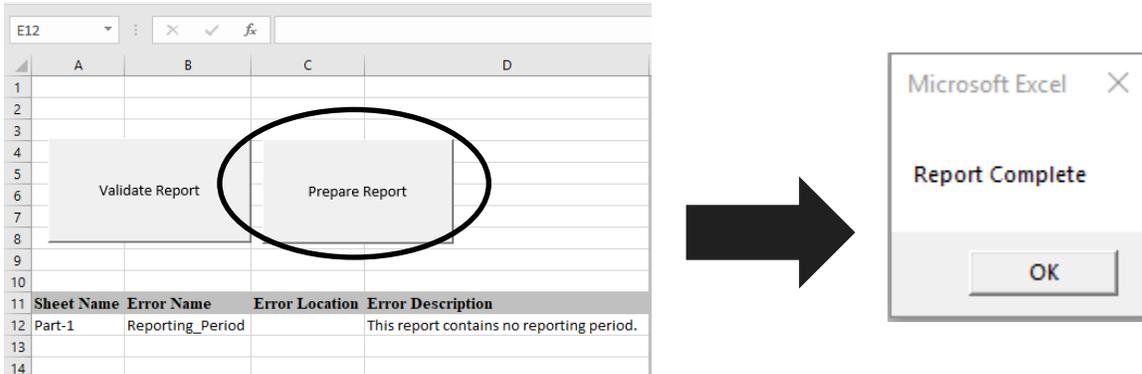


For each issue contained within the report, a line of information will be listed to assist you in locating the problem. After fixing each error, press the “**Validate Report**” button again. If the popup below displays, the report is ready to be prepared and finalized.



SUBSECTION 7.1.B PREPARING THE REPORT

After the report has been validated, the next step is to prepare it. This should only be done when the report is finished and ready to send. Press the button labeled “Prepare Report”, which will lock the document and keep you from making changes. It is recommended to create a backup of this report before pressing the “Prepare Report” button. This is to ensure you have a version that can be edited in case changes are required to the data in the future. After pressing this button, a popup will appear confirming whether you want to prepare the report to be sent or continue working on it. If you press the “Yes” button, another popup will appear that states the report is now complete.



SECTION 7.2 SUBMITTING THE REPORT

After completing the report, send the filled-out form as an attachment to:

recyclingfacilities@dep.nj.gov

Please ensure that the report has been validated and prepared. Submission of reports that have not completed these steps will not be accepted as submissions.

Additionally, to facilitate an increase in performance and ease of use please include any suggestions, questions or concerns regarding your experience using this new reporting method within the same email. Please remember to save all work with the form to maintain accurate records.



SECTION 8 FREQUENTLY ASKED QUESTIONS (FAQ)

SECTION 8.1 FREQUENTLY ASKED QUESTIONS

1. On the 'Sent' worksheet does each individual customer and facility need to be entered?
 - a. Every facility that material is sent to should be entered on to a separate row. For individual customers the data can be totaled, and a row should be entered indicating "Individual Customers" in the "End-Market Name" column.
2. Does a row need to be filled out on the "Transporters and Summaries" for every truck that transported material from my facility?
 - a. No, the transporter name and registration number only need to be entered for transporters who transport residue from your facility.
3. What is the proper transporter registration number to enter?
 - a. The A-901 license number should be provided. This only has to be provided for residue transported.
4. Do the reports still need to be sent to each municipality that our facility received material from?
 - a. Yes, they do still need to be sent to each municipality. A list of contact information for the recycling coordinators can be found on the DEP website at <https://www.state.nj.us/dep/dshw/recycling/recycoor.htm>
5. Do I need to enter data into this form as monthly totals?
 - a. Yes, the State Regulations (7:26A-3.17c) requires the data to be provided by each month. However, due to the timing of the 2018 reports being release the department will accept reports with annual totals. In this case the month column should be left blank. For 2019 reports and future years this will be a requirement.
6. On the new report some materials have been separated that were previously grouped together. For example, concrete/asphalt/brick/block are now required to be entered as separate quantities. What do I do if my facility only accepts these materials together?
 - a. Please do your best to estimate the quantity of each material based on the total amount of combined material. If an estimate cannot be broken out, then the material can be entered in the "Other Amount" column. Make sure that all the materials are listed in the "Specify Other" column.
7. On the 'Sent' worksheet I do not know the final end-markets of the material sent or picked up from my facility. What should I enter on this sheet?
 - a. Enter the next known party that is receiving the material. This can be a facility, customer, transporter, landscaper, etc. As seen in question #1 the individual customers can be grouped into one line. For transporters and landscapers taking material to different sites, the address information for the company can be entered.

8. My report will not validate because I am not able to provide information for all the fields. For example, I am not able to provide the 'End-Market Phone Number'. How can I validate my report?
 - a. For the 2018 annual reports the Department understands that some of the information requested had not been in previous years. Therefore, the Department is accepting reports with partial information for the 2018 annual reports. The report does not need to be validated and can be submitted as is. For future years the Department is requesting all the information listed in the reports. Please prepare future record keeping to include all the information asked for in the reports.