

**Please Note: Number 7 of this document has been modified to simplify the reporting of the 2021 AGR and the link provided in number 3 is different from last years link.**

1. I filled out the report and nothing saved, why is this happening?  
Answer: Make sure you are using the most recent version of Adobe Reader and make sure you save a blank copy on your computer before you start filling in any information.
2. I have the most current version of Adobe so why can't I input any formation into the pdf?  
Answer: You have to save a blank copy to your computer first.
3. Why isn't the validate box going away?  
Answer: Please use the generator ID number given to you when your facility registered and then press the "Validate ID" button or press enter. Your generator ID number was also given to you in the email that we recently sent you notifying you that the 2021 AGR report is available. The number is either 7 digits and starts with a zero or is 6 digits.

If you do not know your generator ID number, you may look up your ID number from the following master list:

[https://www13.state.nj.us/DataMiner/RUN\\_REPORT.aspx?RN=Regulated+Medical+Waste+Generators-Billing+Information+by+Name](https://www13.state.nj.us/DataMiner/RUN_REPORT.aspx?RN=Regulated+Medical+Waste+Generators-Billing+Information+by+Name)

**Search Tip: to get a broader search result use % before and after your search name, for example: %NJ doctors%**

4. Why can't I sign the report?  
Answer: Make sure you are using the most recent version of Adobe Reader. There is a link for a free version of Adobe Reader on the 2021 AGR.
5. Why do I have to fill out the transporter information on Page 7 when I already picked it from the drop-down box?  
Answer: We are requiring this information for our department and another department's records, kindly fill out this information.
6. Can you give me my medical waste totals that I generated this past year?  
Answer: No, we do not have your weight/pounds of medical waste generated. When your medical waste transporter picks up the waste from your facility, they should leave paperwork at your facility that included the weight that was picked up. If you cannot locate the paperwork, try calling your medical waste transporter and ask them for the weight that was picked up from your facility and a copy of the paperwork for your records. You are required to retain records for 3 years.
7. I don't treat, destroy or dispose of my medical waste on-site, I only generate medical waste, do I have to check a method for each?  
Answer: No, however you must fill in the quantities **AND** check "Offsite" for **all three**: Amount Treated, Amount Destroyed and Amount Disposed. Then you can proceed directly to the Transporter section of the form.

8. I don't have an intermediate handler, what to put in for that part?  
Answer: If you don't have an intermediate handler you can leave that section blank.
9. I don't know how much medical waste I generated per class, we just throw everything in one container.  
Answer: Please estimate that best you can on how much of each class you generated. Moving forward, please keep track of how many pounds of each class is generated.
10. Can I certify/sign the AGR report?  
Answer: As long as you're an employee at the facility you can certify/sign the report.
11. Do I have to fill out this report if I generated less than 200lbs?  
Answer: Any facility that generated more than 200lbs during the reporting period must submit and complete all sections of the report regardless of your registered category.
- If your facility is registered as a category 3, 4, or 5 and you did not generate more than 200 pounds of RMW during the reporting period, please complete Section I, check the "I did not generate more than 200 pounds" box and complete the certification in Section IV.
12. Can I print out the report and mail it in?  
Answer: Unfortunately, we cannot accept printed reports. The report form is designed to allow the Department to quickly process the data in a completed form. Submitting in a manner other than what is outlined in the instructions, such as printing and mailing the report form will destroy the design and render your completed report useless to us. In that case, we will not be able to give you the proper credit for your submission.
13. I don't see my transporter listed on the dropdown box, what do I select?  
Answer: Make sure you scroll all the way down by holding the gray bar on the right side of the dropdown box.
14. Can you reset my pin/password for Adobe?  
Answer: We cannot reset you pin. You will have to create another Adobe Digital ID with slightly different information. For example, the name you use can be slightly different by simply adding a middle initial.